

MINUTES - REGULAR STRATA COUNCIL MEETING

Tuesday May 29, 2018 Unit 1

Present: Vice-Chair 27; Secretary 2; Treasurer 21; Bylaws Officer 1; Landscape Officer 20;
Maintenance Officer 30

Regrets: Chair 26

A. Meeting called to Order at 10:00 am

B. Approval of Agenda

MOVED: (Secretary) To adopt the Agenda of the Strata Council Meeting of 2018.05.29 as circulated.

SECONDED: (Bylaws)

CARRIED: 6 of 6

C. Approval of Minute

MOVED: (Treasurer) To adopt the Minutes of the Strata Council Meeting of 2018.04.07 as circulated.

SECONDED: (Landscape)

CARRIED: 6 of 6

D. Insurance Presentation: Council was treated to a very informative and complete review with a company representative, of Waypoint's Insurance proposal for our strata for fiscal 2019. Council now has in hands three different submissions and the Treasurer will lead their analysis to help Council decide which one to accept.

E. Special Hearing: As requested by Unit 21, Council held a hearing with the owners of that Unit regarding a past decision of Council denying them the permanent planting of ornamental palm trees near their Unit. After receiving more information on the characteristics of those plants, Council passed the following resolution;

MOVED: (Secretary) To approve the previously denied planting of two ornamental palm trees by Unit 21 as originally described in their *Request & Undertaking* dated March 20, 2017.

SECONDED: (Bylaws)

CARRIED: 5 of 5 (Treasurer excused herself from voting)

F. Reports

MOVED: (Bylaws) To receive the reports from Council Members as circulated. (**attached**).

SECONDED: (Landscape)

CARRIED: 6 of 6

G. Unfinished Business arising from the minutes of earlier meetings:

G.1 (Secretary) Updating lists of betterment – As reported above, this project is completed with a number of updated lists already received.

Owner request re. Short Term Occupancy bylaw – As reported above, the petition required under section 46 of the Act was submitted to Council in support of the request by an owner to reintroduce the resolution concerning this bylaw at the AGM. Council is anticipating possibly two more petitions to be submitted for the inclusion of proposals originating from owners into the AGM agenda.

G.2 (Maintenance) Maintenance items – Progress on various items as reported above. Of note, the painting of Phase 1 is now scheduled to begin June 18, 2018.

Inspection work party – The Maintenance Officer reported having carried out some of the exterior inspections.

G.3 (Landscaping) Tree Sanitation – The Landscaping Officer reported having received quotes to remove a total of 29 trees from the strata property identified by an arborist as potentially dangerous. The arborist has been empowered by the Regional District of Nanaimo (RDN) to remove those trees.

MOVED: (Landscape) To approved the expenditure of a total of \$8,274. From the Operating Budget to removed 29 potentially dangerous trees as identified by the arborist empowered by the RDN.

SECONDED: (Treasurer)

CARRIED: 6 of 6

Landscaping Repairs – The Landscape Officer further identified the need to purchase some top soil in order to make repairs near Unit 8.

MOVED: (Treasurer) To approved the expenditure of \$321.40 for the purchase of 10 yards of topsoil to carry out landscaping repairs near Unit 8.

SECONDED: (Bylaws)

CARRIED: 6 of 6

G.4 (Bylaws) RV Parking – No further progress to report on this proposal.

Note: The Landscape Officer left the meeting at this point.

H. New Business:

H.1 (Vice-Chair) Indemnity & Alteration Agreement for Unit 29 – Unit 29 submitted a request to expand its patio and install some screening. Two addendums were also submitted with various changes to the initial plan. This made it difficult for Council to confidently review this proposal. Council will ask that the Unit resubmit its request on a consolidated, clear and detailed form to ensure Council understands clearly what is proposed and ensure it is properly documented for the records. Council also visited the site after the meeting to take some measurements and get a better feel for all that was requested.

MOVED: (Bylaws) To approved the Indemnity & Alteration Agreement submitted by Unit 29 regarding expanding its patio and driveway as well as installing sections of screening fencing and arbour around the edges of the patio with the following conditions:

- That where the concrete extensions cover irrigation piping, measures be put in place to facilitate repairs and minimize damage should a pipe failure occur;
- That the arbour section does not exceed 8 feet in height;
- That the fencing sections do not exceed 6 feet in height;

SECONDED: (Vice Chair)

CARRIED: 5 of 5

Unit 29 also submitted an *Indemnity & Alteration Agreement* to replace an established hedge with a section of fence. Council tabled this request for a future meeting.

Request & Undertaking for Unit 25 – Unit 25 submitted a request to install a hot tub as well as a screening lattice on one of its patios. Council discussed with members of the septic committee the need to establish some operating rules for hot tubs to ensure their waters are not drained into the septic system which could affect its proper functioning, nor into the storm drain system which could affect local fish streams. The Secretary will draft a set of rules for Council's review.

MOVED: (Maintenance) To approved the Request & Undertaking submitted by Unit 25 to install a hot tub and a screening lattice on their northwest patio with the following condition:

- That the lattice work does not exceed 5 feet in height to more or less match the height of the adjacent hedge.

SECONDED: (Treasurer)

CARRIED: 5 of 5

Council Members for 2019 – Council discussed various alternatives to encourage volunteer participation of owners into the strata Council. At this point Council is asking that any and all owners interested in a position on Council let it be known to any of the current members. Many positions are becoming “open” this year as most members have now completed two-years terms.

- H.2 (Treasurer) Financial Statement** - The Financials to the end of March (**attached**) were discussed. The Treasurer remarked that Bayview is still late with providing monthly statements. Strata's current financial position is good.

Income Tax Returns – Council has become aware that annual income tax reports have never been filed for the Strata and should have. The filings are required even if the strata has no income and pays no tax. There is a simple report form as well as a more elaborate one to fill depending on the asset level held by the strata. The Treasurer is currently assembling the required information to make a filing and will find out if retroactive filings will be required by Revenue Canada. It may become necessary to obtain accounting services should it proves too difficult to prepare the filings.

Guidelines for hiring owners for small jobs – Council discussed a variety of approach to ensure small jobs carried out by owners are encouraged in order to keep costs as low as possible. It was also felt important that when remuneration is involved it be consistent, including the mileage stipend. The idea to make some of the work more widely available to owners by using tender invitations was also brought forward.

- H.3 (Secretary) AGM Preparations** – The Secretary confirmed that the Legion Hall has been secured for the AGM to be held on Tuesday, August 28, 2018. To ensure information packages are ready for distribution to owners in the required time frame, any and all resolution to be put to a vote need to be submitted to the Secretary by mid-July. The Secretary confirm having started to work on some resolutions. The Treasurer indicated that she will need detailed expense projections from all Council members in order to develop the new budget. The Landscape Officer indicated she has been building a list of maintenance items.

- H.4 (Maintenance) Communications** – The Maintenance Officer reporting that it appears she was missing some of the e-mail correspondence between Council Members. It was felt that this may be because Council members do not always use the “*reply to all*” comment for e-mails.

Shorten due process – The concern was raised that when motions to accept proposal were circulated by e-mail, this cuts short due process and prevented Council from having a full discussion. Council agreed that it may be acceptable for very simple submission but was not appropriate for complex ones.

Tools – The Maintenance Officer reported observing many dirty soffits and the proliferation of wasp nests while carrying out inspections of the exterior of Units. She demonstrated a number of hose attachments and brushes purchased to facilitate cleaning by owners. The tools will be stored in the Strata tool shed for owner access. Meanwhile, a request was received from an owner to purchase from strata a section of a broken ladder stored outside the tool

shed. Council agreed to give the section to the owner since that ladder had been donated to Council and there is a new ladder stored inside the shed.

Repair – An issue with an external door has been reported by Unit 5 and will be addressed.

I. Date of next meeting: June 19, 2018 at 9:30 am in Unit 26.

Adjourned at 15:30 hr.

Original Signed:

Margaret Elvevoll, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports May 2018

Chair:

- I was contacted by the prospective owners of Unit 5 while they were on site during a home inspection. They had some concerns regarding the bedroom patio door. I and the Maintenance Officer inspected it.
- It may be wise to draft up a rule or two regarding hot tubs - particularly how they will be drained - so that our septic system and storm sewers are not impacted.

Vice Chair:

No Report.

Secretary:

Information:

- Sent out requests to all to review and update as applicable their list of "Unit Betterments" and filing updates received.
- Tentatively booked the Legion Hall for Tuesday, August 28, 2018 for our 2018 AGM. The cost will be \$100.
- Communicated to Unit 29, Council's approval of their Indemnity & Alteration Agreement for planting a hedge.
- Updated contact lists for new owners in units 4 and 25.
- Provided requested info to:
 - Council (VISOA re. BC Law Institute project)
 - Realtor for Unit 4 purchaser (rules and process)
- Posted requested notices on website re.:
 - Landscaping reminders
 - Weed-eater storage issue

Correspondence Received:

- Received the required petition with 23% of owners' signature to reintroduce the "Short-term occupancy" bylaw proposal from 2017 at the upcoming 2018 AGM.
- Received Water sample analysis reports for April and the Q1 Discharge Report (**attached**)
- Received an owner's request to introduce a bylaw proposal that would impose time limits before a defeated resolution could be reintroduced for voting at an AGM.
- Received new Indemnity & Alteration Agreement from Unit 29 for patio extension.

- Received Request & Understanding from Unit 25 to install a hot-tub.
- Received Appraisal Update from NORMAC for 2018 (**attached**)
- Received a note regarding a landscaping issue and ground conditions between units 16 & 17.
- Received a requisition from Unit 21 regarding the planting of palm trees.

Treasurer:

Income Tax:

- It was brought to my attention that all Strata Organizations must file Income Tax returns. To be clear, Stratas do not necessarily pay income tax, especially those with assets under \$200,000, but they do have to file. In order to file income tax, the Strata needs a Business Number, so I have applied for one.

Union Bay Credit Union accounts:

- We have received two \$35 payments for Form B requests. The money has been deposited into our UBCU account in Bowser.
- \$246.65 cash from previous Pig Roasts has also been deposited into that account.
- In order to provide more comprehensive information regarding our finances, a Balance Sheet for the UBCU accounts will now be produced by the Treasurer in addition to the Financial Statements that are produced by Bayview. (**attached**)

Bayview:

- Even though Bayview had been notified in March that Gloria Ness had sold her unit effective May 1, Bayview still charged her bank account the monthly strata fees because they had not yet received the new owners' information. Gloria was refunded by cheque.

Maintenance Officer:

Painting:

- Phase 1 and Phase 3 – Painting is now scheduled to begin the middle of June. Homeowners in these two phases are requested to ensure that all foliage is cut back from their homes to facilitate easy access for the painters.

Roof Issues:

- Unit 11 – still has evidence of leaking and owner has been in contact with the original roofer of Unit 11 and will proceed with getting it fixed. Still to be determined if it can be patched or if a full section requires being replaced.

Snow Removal

- Contact with Garden Quest (as we are still waiting on the invoice for the removal) was not possible. Not able to leave a message with voice mail. At this point we are considering it as being volunteer work by Adam (thank you Adam!)

Repairs and Maintenance – completed by Unit 11:

- replacement of rotting trim on Unit 1
- removal of trim boards and prep work for Unit 6 prior to vinyl deck replacement
- replacement of trim boards and clean up for Unit 6 after vinyl deck replacement
- assisted by Unit 14 – Repairs to Unit 18 irrigation box completed (dug up and valve replaced)

- assisted by Unit 6 – patio door hinge repair required on recently installed new door as an issue had developed with the hinge
- roadway curb sections damaged from snow removal repaired with purchased asphalt repair compound and use of blow torch.

Gutter Repair – Unit 15:

- Unit 6 will undertake the repair of the corner of the gutter that is leaking onto the driveway.

Unit 6 vinyl deck replacement:

- Has been completed by SunRay and looks very nice – FINALLY!

Unit 13 –side concrete patio

- Patio (section installed by the builder) has “heaved” and needs to be broken up and replaced with new concrete. Unit 11 will be having a concrete worker who has done previous work in the complex determine what is required and provide a quote.

Septic System – Water Infiltration:

- Although the areas of concern with regards to excess water getting in have been determined, the committee is still considering how the best way will be to correct it. Group still needs to present the plan to council when complete. Unit 24 is continuing to work on a programming issue with the septic outflow with an engineer from Kent, Washington.

Trees – Concerns

- Landscaping has contacted NRD and obtained permission for removal and followed up with quotes.

Guest Parking – parking lines repainting

- Quote requested from the painters who will be working on our complex to repaint 9 lines, the words “guest parking” and the handicap parking symbol using the required road paint.

Irrigation Repairs - Unit 8

- Many repairs at individual units and the grounds have been undertaken and completed by Unit 8. Owners are requested to not undertake any adjusting or repairs on their own but to submit a Maintenance Request for to the Maintenance Officer and then it will be followed up. Owners are to ensure no watering is to take place on Wednesday’s now as the lawn cutting will now be taking place on Thursdays.

Maintenance Workshop – May 26, 2018 – Crown Isle

- Maintenance officer attended Maintenance Workshop by Vancouver Island Strata Association. Topics covered included many items associated with Strata Maintenance. A well-designed manual for use with maintenance was provided for all present to use and adapt for their Strata.

Landscaping Officer:

- Have requested and acquired the approval from the RDN to have approximately 30 trees to be removed from certain areas in the complex. The starting date will be July 9th.
- Have had three quotes on soil delivery for the new garden area across from unit 8.
- Have had several requests for reseeding areas but will only do so if water is kept on these areas. Reseeding should be done in spring but can be done through out spring and fall. Failure to keep seeded areas watered is a waste of time and money.

Bylaw Officer:

- There have been no written or verbal concerns for me to take care of this month.
- I attended a VISOA seminar in Nanaimo with Suzan Chamney and Jackie Kolesnik which was very informative and have included below some things we need to work on.
 - all Bylaw complaints and concerns **must be in writing** and given to the bylaw officer
 - concerns must be handled in a timely manner by the officer and council and a written notice given to the party as to the complaint and given a time for dealing with the complaint
 - council must deal with the complaint/nuisance in an objective manner in other words you must determine what the average reasonable person will tolerate in like circumstances. A nuisance is defined an act or use of property that interferes with a neighbor's use of their property.
 - if a member of council member reports a bylaw breach they must make a written complaint then reclude themselves from decision making.

There were so many interesting comments and questions at this seminar one that caught my attention is the C.R.T. (Civil Resolution Board) dealt with 400 cases last year alone. We really are a well-run Condo group who on the hole work well together to ensure the happiness and safety of all our thirty owners and friends.

Your C.O.C. #: G114987

Attention: John Gurak

Bayview Strata Services
PO Box 939
Parksville, BC
Canada V9P 2G9

Report Date: 2018/05/02

Report #: R2548760

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B830759

Received: 2018/04/25, 10:50

Sample Matrix: WASTE WATER
Samples Received: 1

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Biochemical Oxygen Demand (1)	1	2018/04/27	2018/05/02	BBY6SOP-00045	SM 22 5210 B m
Total Suspended Solids (1)	1	2018/04/27	2018/04/30	BBY6SOP-00034	SM 22 2540 D

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by Maxxam Vancouver

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

BC Env Customer Service, BC Environmental Customer Service

Email: Enviro.CS.BC@maxxam.ca

Phone# (250) 338 7786

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This report has been generated and distributed using a secure automated process.

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Maxxam Job #: B830759
Report Date: 2018/05/02

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WASTE WATER

Maxxam ID		T10251		
Sampling Date		2018/04/25 10:10		
COC Number		G114987		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	<6.0	6.0	8971674
Physical Properties				
Total Suspended Solids	mg/L	4.0	4.0	8972560
RDL = Reportable Detection Limit				

Maxxam Job #: B830759
Report Date: 2018/05/02

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B830759
Report Date: 2018/05/02

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
8971674	MM3	Spiked Blank	Biochemical Oxygen Demand	2018/05/02		104	%	85 - 115
8971674	MM3	Method Blank	Biochemical Oxygen Demand	2018/05/02	<6.0		mg/L	
8971674	MM3	RPD	Biochemical Oxygen Demand	2018/05/02	4.6		%	20
8972560	IP1	Matrix Spike	Total Suspended Solids	2018/04/30		104	%	80 - 120
8972560	IP1	Spiked Blank	Total Suspended Solids	2018/04/30		107	%	80 - 120
8972560	IP1	Method Blank	Total Suspended Solids	2018/04/30	<4.0		mg/L	
8972560	IP1	RPD	Total Suspended Solids	2018/04/30	NC		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference $\leq 2 \times \text{RDL}$).

Maxxam Job #: B830759
Report Date: 2018/05/02

Bayview Strata Services

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).



Andy Lu, Ph.D., P.Chem., Scientific Specialist

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James@corewater.ca
jfgurak@shaw.ca

CHAIN OF CUSTODY RECORD

BBY FCD-00077/05
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Invoice Information

Company Name: Bayview Strata Services
Contact Name: John Gurak
Address: VIS5801 Lighthouse
PO Box 939 PC V9P 2G9
Phone: 250-757-8333
Email: jfgurak@shaw.ca

Report Information (if differs from invoice)

Company Name: Core Water Mgmt
Contact Name: Myriam Kairne & James McKeir
Address: 250-888-7137
Phone: 250-888-7137
Email: myriam@corewater.ca

Project Information (where applicable)

Quotation #: _____
P.O. #/AFER: _____
Project #: _____
Site Location: _____
Site #: _____
Sampled By: _____

Turnaround Time (TAT) Required

☐ Regular TAT 5 days (Not analysed)
☐ Rush TAT (Surcharge will be applied)
☐ Same Day
☐ 1 Day
☐ 2 Days
☐ 3 Days

Regulatory Criteria

☐ BC CSR Soil ☐ BC CSR Water
☐ CCME (Specify) ☐ Other (Specify)
☐ Drinking Water ☐ BC Water Quality

Special Instructions

☐ Return Cooler
☐ Ship Sample Bottles (Please Specify)

Analysis Requested

BTEX/VPH ☐ MTBE ☐ VOC/VPH ☐
EPH ☐ TEH ☐
PAH ☐ LEPH/HEPH ☐
CCME-PHC ☐ BTEX/F1 ☐ F2-F4 ☐
Dissolved Metals ☐ Filtered? ☐ Preserved? ☐
Dissolved Mercury ☐ Filtered? ☐ Preserved? ☐
Total Metals ☐ Field Preserved? ☐
Total Mercury ☐ Field Preserved? ☐
Chloride ☐ Fluoride ☐ Sulphate ☐
TSS ☒ TDS ☐ BOD ☒ COD ☐
pH ☐ Conductivity ☐ Alkalinity ☐
Nitrite ☐ Nitrate ☐ Ammonia ☐

OF CONTAINERS SUBMITTED

HOLD - DO NOT ANALYZE

LABORATORY USE ONLY

CUSTOMER SEAL
V/N
Present ☐ Intact ☐
COOLER TEMPERATURES
COOLING MEDIA PRESENT Y / N
COMMENTS

SAMPLES MUST BE KEPT COOL (< 10 °C) FROM TIME OF SAMPLING UNTIL DELIVERY TO MAXXAM

Sample Identification	Lab Identification	Date Sampled (YYYY/MM/DD)	Time Sampled (HH:MM)	Matrix	Analysis Requested	Turnaround Time (TAT) Required
1 Lighthouse Landing Effluent		2018/04/25	10:10	effluent	☒ TSS ☒ BOD ☒ COD	15, 14, 15
2						
3						
4						
5						
6						
7						
8						
9						
10						

RELINQUISHED BY: (Signature/Print)

DATE: (YYYY/MM/DD)

TIME: (HH:MM)

RECEIVED BY: (Signature/Print)

DATE: (YYYY/MM/DD)

TIME: (HH:MM)

M. Kairne

2018/04/25

10:50

Myriam Kairne

2018/04/25

10:50

25-Apr-18 10:50
BC Env Customer Service
B830759



*CORE WATER
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Water and Wastewater Management Specialist

**2018 QUARTERLY REPORT
Lighthouse Landing
PE-15672 2018 Q1 Mx DATA**

Prepared by Core Water Management Ltd

Core Water Management Ltd
Jim McKerr
604-849-2159
Email: james@corewater.ca

LAB RESULTS**Monthly Effluent Samples**

			Effluent from Duplex Sump (required monthly - E239358)	
Report #	Sampling Date	Report Date	BOD - 5 day (mg/L)	TSS (mg/L)
B806162	25-Jan-18	31-Jan-18	68.6	4
B813175	22-Feb-18	1-Mar-18	9.2	5.5
B821340	22-Mar-18	28-Mar-18	9.9	4.5

Quarterly Drainfield Samples

			Observation Well A (required quarterly)		
Report #	Sampling Date	Report Date	FC (CFU/100mL)	Nitrate (mg/L)	Total Phosphorus (mg/L)
B821340	22-Mar-18	28-Mar-18	<1	4.57	0.0136

			Curtain Drain Port B (required quarterly)		
Report #	Sampling Date	Report Date	FC (CFU/100mL)	Nitrate (mg/L)	Total Phosphorus (mg/L)
B821340	22-Mar-18	28-Mar-18	<1	0.914	0.0546

PIESOMETRIC GROUNDWATER LEVELS (Required November – March)

Date	Drainfield B		Drainfield A	
	Well C	Well D	Well E	Well F
	Level (inches)	Level (inches)	Level (inches)	Level (inches)
25-Jan-18	dry	45	54	dry
22-Feb-18	dry	51	dry	dry
22-Mar-18	dry	dry	dry	dry

EFFLUENT QUALITY AND DISCHARGE VOLUME (Based on flow meter readings collected every 24 hrs)

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
January				
1-Jan-18	14.66	5654	21.40	0
2-Jan-18		5554	21.02	0
3-Jan-18		5554	21.02	0
4-Jan-18		4586	17.36	1.8
5-Jan-18		4586	17.36	6.3
6-Jan-18		4822	18.25	2.8
7-Jan-18		6622	25.07	15.2
8-Jan-18		5075	19.21	14.4
9-Jan-18		6684	25.30	4.2
10-Jan-18		5360	20.29	0.8
11-Jan-18		5599	21.19	20.4
12-Jan-18		6290	23.81	3.2
13-Jan-18		6423	24.31	7.8
14-Jan-18		5472	20.71	0.4
15-Jan-18		4897	18.54	1.2
16-Jan-18		5192	19.65	4.4
17-Jan-18		4663	17.65	31.2
18-Jan-18		8273	31.32	18.8
19-Jan-18		7514	28.44	5
20-Jan-18		8155	30.87	26.6
21-Jan-18	6.33	8155	30.87	52.8
22-Jan-18		15,651	59.25 *	1.2
23-Jan-18		7392	27.98	15.5
24-Jan-18		4893	18.52	7.6
25-Jan-18	6.37	5056	19.14	4.2
26-Jan-18		4996	18.91	0.4
27-Jan-18		4996	18.91	19
28-Jan-18		6322	23.93	50.4
29-Jan-18		6322	23.93	1.4
30-Jan-18		9440	35.73	0.2
31-Jan-18		5954	22.54	1.4
Jan Totals:		196,152	742.52	318.60
February				
1-Feb-18	5.7	5954	22.54	10.6
2-Feb-18		7566	28.64	6.7
3-Feb-18		7459	28.24	6.8
4-Feb-18		7459	28.24	4.6
5-Feb-18		6322	23.93	1.7

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
6-Feb-18		5232	19.81	5.2
7-Feb-18		4851	18.36	1.6
8-Feb-18		4851	18.36	Trace
9-Feb-18		4912	18.59	0
10-Feb-18		4921	18.63	0
11-Feb-18	9.32	4921	18.63	0.2
12-Feb-18		5409	20.48	0
13-Feb-18		6443	24.39	0.2
14-Feb-18		4831	18.29	1.2
15-Feb-18		4929	18.66	Trace
16-Feb-18	13.6	4929	18.66	0.4
17-Feb-18		4409	16.69	12.6
18-Feb-18		5509	20.85	14.8
19-Feb-18		5740	21.73	0
20-Feb-18		6406	24.25	Trace
21-Feb-18		5249	19.87	3.2
22-Feb-18	32.9	5366	20.31	0.2
23-Feb-18		5138	19.45	Trace
24-Feb-18		5138	19.45	Trace
25-Feb-18		5338	20.21	0.2
26-Feb-18		5338	20.21	Trace
27-Feb-18		6165	23.34	Trace
28-Feb-18		6165	23.34	12
Feb Totals:		156,950	594.12	82.20
March				
1-Mar-18		4853	18.37	4
2-Mar-18		6276	23.76	Trace
3-Mar-18		6276	23.76	0
4-Mar-18		4797	18.16	0
5-Mar-18	5.6	5263	19.92	0.2
6-Mar-18		5263	19.92	Trace
7-Mar-18		3066	11.61	0
8-Mar-18		3066	11.61	10.1
9-Mar-18		5920	22.41	0.4
10-Mar-18		4534	17.16	0
11-Mar-18		4534	17.16	0
12-Mar-18		4768	18.05	0
13-Mar-18	5.45	4938	18.69	4
14-Mar-18		4938	18.69	0
15-Mar-18		5075	19.21	0
16-Mar-18		4321	16.36	0
17-Mar-18		4321	16.36	0

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
18-Mar-18		3701	14.01	Trace
19-Mar-18		5013	18.98	0
20-Mar-18		5208	19.71	0
21-Mar-18		5208	19.71	Trace
22-Mar-18	7.38	5086	19.25	7.6
23-Mar-18		4904	18.56	4.6
24-Mar-18		4865	18.42	0.6
25-Mar-18		4086	15.47	0
26-Mar-18	7.11	4306	16.30	0.8
27-Mar-18		5069	19.19	0.2
28-Mar-18		5306	20.09	0
29-Mar-18		5306	20.09	0.8
30-Mar-18		4770	18.06	0
31-Mar-18		5516	20.88	0
Mar Totals:		150,553	569.91	33.30

* Over permit on 22 Jan: Increased volume through the system may be due the a significant amount of rainfall in the days preceding. According to Environment Canada's Historical Records, (highlighted in the table above) there was a total of 134.4 mm precipitation from 17 Jan to 21 Jan.

April 24, 2018

Private and Confidential

Mr. Brian Moran, Managing Broker
Property: Strata VIS 5801 - Lighthouse Landing Estates
c/o Bayview Strata Services
2nd Floor - 141 Memorial Avenue, Box 939
Parksville, BC V9P 2G9

Dear Brian:

Subject: Strata VIS 5801 - Lighthouse Landing Estates – Insurance Appraisal Update, Year 2 of 3

Referring to your original appraisal, effective June 29, 2017, we are pleased to present your updated Total Insurable Value¹, year 2 of 3, effective **June 29, 2018**. This update should be read in conjunction with the last full appraisal and the restrictions as set out in the last appraisal report apply to this update.

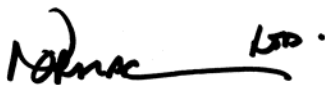
Your updated Total Insurable Value has been sent to LMG Pringle Insurance.

Year 1	Year 2	Year 3
\$11,800,000	\$12,657,000	Next year at same time

Please Note: Normac only considers the Total Insurable Value to be current for a period of 12 months after the effective date of this report or update. After that time owners or their representative should contact us for an updated appraisal to ensure that their coverage is adequate for full replacement cost.

We appreciate the opportunity to be of service to you. Please do not hesitate to call if you have any questions.

Sincerely,



NORMAC

¹ Total Insurable Value definition can be found on subsequent pages of this report.

Valuation Breakdown:

Bld. #	Strata Lots	Approx. Size (s.f.)	Approx. Size (m2)	Footprint (s.f.)	Structure	Landscaping	Bylaws and Demolition	Total Insurable Value
1	1,2	7,580	700	4,260	\$ 1,070,000	\$ 95,000	\$ 53,000	\$ 1,218,000
2	3,4	4,260	400	4,260	674,000	54,000	30,000	758,000
3	5,6	5,910	550	4,260	877,000	75,000	41,000	993,000
4	7,8	4,380	410	4,380	696,000	55,000	30,000	781,000
5	9,10	4,540	420	4,540	702,000	58,000	32,000	792,000
6	11,12	4,540	420	4,540	702,000	58,000	32,000	792,000
7	13,14	4,540	420	4,540	702,000	58,000	32,000	792,000
8	15,16	4,380	410	4,380	671,000	55,000	30,000	756,000
9	17,18	4,540	420	4,540	702,000	58,000	32,000	792,000
10	19,20	4,520	420	4,520	699,000	57,000	31,000	787,000
11	21,22	4,380	410	4,380	671,000	55,000	30,000	756,000
12	23,24	4,540	420	4,540	702,000	58,000	32,000	792,000
13	25,26	4,520	420	4,520	699,000	57,000	31,000	787,000
14	27,28	4,380	410	4,380	672,000	55,000	30,000	757,000
15	29,30	4,540	420	4,540	702,000	58,000	32,000	792,000
Liquid Waste Treatment Plant, Cost Numbers Originally Provided By Owners								306,000
Shed and contents, Cost Numbers Provided by Owners								6,000
TOTAL					\$ 10,941,000	\$ 906,000	\$ 498,000	\$ 12,657,000

Valuation Parameter

With reference to the purpose and intended use of the appraisal, the appropriate value parameter to estimate is Total Insurable Value which is defined as:

“The total cost of construction required to replace the subject property (buildings and site improvements) with a substitute of like or equal utility using current standards of material and design. Any additional costs due to Building Code and Municipal Bylaw changes for fire protection, required number of parking spaces, handicapped access, and costs for demolition and removal are included. All applicable costs include labour, materials, supervision, contractor’s profit and overhead, architect’s plans and specifications, applicable taxes and insurance.”

Valuation Process

In order to determine an estimate of cost of replacement new, we have relied upon various information sources including: published valuation services (Altus, BDC, BTY Group, Marshall & Swift, RS Means), Statistics Canada, local developers, architects, and construction associations.

We direct your attention to the limiting conditions as they are a fundamental part of this report.

Certification Statement

We certify that, to the best of my knowledge and belief:

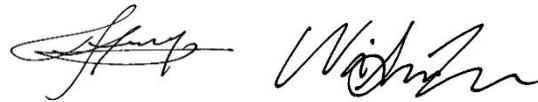
1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is our personal, unbiased professional analyses, opinions, and conclusions.
3. We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
4. Our compensation is not contingent upon the reporting of a predetermined value or direction in value that favours the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. The content of this report has been prepared in conformity with the Canadian Uniform Standards of Professional Appraisal Practice.
6. We have the knowledge and experience to complete this assignment competently. Except as disclosed herein, no other person provided significant professional assistance in the completion of this appraisal assignment.
7. We are members in good standing of the professional association(s) that we belong to.
8. We have made a personal inspection of the property that is the subject of this report, upon preparation of the last full appraisal report. No inspection was completed for this update. We relied upon information from our previous appraisal report. We assumed no major changes have been made to the subject property since.

The report was prepared and reviewed by Cameron Carter, BCom (ULE), RI (BC), CRP.

On behalf of,
Normac

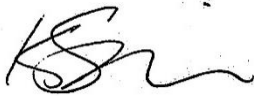


Cameron Carter, BCom (ULE), RI(BC), CRP
President



Jerry Feng, BCom/ Wai Sum Lam, B.A.
Appraisal Inspector

Also providing assistance in this assignment:



Kareen Sin, BBA
Appraisal Inspector

Dated April 24, 2018 in Vancouver, British Columbia
Note: Hard copies will not be sent.

Standard Assumptions and Limiting Conditions

We have assumed that the subject property is structurally sound, complies with all environmental standards, and is void of any condition that may affect this appraisal. We have assumed that the property is free of all liens and is not encumbered. No research of reporting of the title, legal description, and benefits inherent in the ownership of real estate has been performed, since this type of research is not warranted for the purpose and intended use of this report.

Information used in the creation of this report furnished by others such as explanations, surveys, building plans, and strata plans are assumed to be correct. However, Normac assumes no liability for the accuracy of such information. Therefore, reference to a sketch, blueprint, or strata plan appearing in the report is only for the purpose of assisting the reader to visualize the property.

This report is considered a Restricted Use Appraisal Report. The use of this document is restricted to the intended users as identified in Section 1.0, for the intended use of placement of property insurance. The Client agrees that Normac Appraisals Ltd. ("Normac") will not assume any responsibility or liability for any losses suffered by you or any other parties as a result of any use of this report contrary to the provisions of this paragraph.

Possession of this report, or a copy thereof, does not carry with it the right of publication.

This report estimates the Total Insurable Value as of the effective date of the appraisal, which is the date at which our conclusions should be considered valid. This appraisal applies only to a total loss of property, it can in no way be assumed to be applicable to partial losses of the property. Should a complete loss occur subsequent to this date we reserve the right, but will be under no obligation, to review our calculations referred to in this report, and if we consider it necessary, to revise our conclusions in the light of potential changes to construction costs and changes to local bylaws or building codes.

We reserve the right, but will be under no obligation, to review our calculations referred to in this report and, if we consider it necessary, to revise our conclusions in the light of any information existing at the date of this report which becomes known to us after the date of this report.

Unless prior arrangements have been made, the appraiser, by reason of this report, is not required to give further consultation or testimony, or be attendance in court with reference to the property that is the subject of this report. Should attendance at any legal proceedings be necessary, prior arrangements including fees must be made.

We have not considered the market value of the land because it is not applicable to the purpose and intended use of the report. Since a portion of the overall "value" is omitted, the numbers presented represent a Fractional Interest in the property.

The Client agrees that any and all claims, whether such claims sound in contract or tort, which the Client has or hereafter may have against Normac (including all staff), in any way arising out of or related to Normac's duties and responsibilities pursuant to this Contract, shall be limited to three times the fee charged under this Contract.

The Client agrees to pay in full, on or before the due date, the fees listed on the invoice that will accompany the report. The Client further agrees to pay late fees calculated at a rate of 2% per month of the total fee. The late fee charges will be applied solely at the discretion of Normac.

Extraordinary Limiting Conditions

The Canadian Uniform Standards of Professional Appraisal Practices (CUSPAP) requires that writers clearly state when standard inclusions are omitted from appraisal reports. This is an insurance appraisal, and certain market value appraisal practices are not relevant:

An analysis for highest and best use (HBU) has not been included in this report as it is not relevant for insurance appraisals. HBU is a concept utilized for market value appraisals. According to the CUSPAP, HBU is defined as the reasonably probable and legal use of property, that is physically possible, appropriately supported, and financially feasible, and that results in the highest value. For an insurance appraisal, the assumed replacement of the assets is the actual current use of the property, regardless of what could be built. For this reason, HBU is not relevant and has not been included.

Related to the Highest and Best Use opinion, a full analysis of Land Use Controls has not been provided in this report. With reference to the purpose and intended use of this appraisal, we have assumed that a property having equal utility would be rebuilt. This appraisal estimates the Total Insurable Value for the property as it stands, and is not to be considered a redevelopment study. In calculating our estimate of the replacement cost for the Building Code & Bylaws ("Bylaws") section of the report, we have considered the current standards for parking spaces, fire protection, & handicapped access, and applied them to the current building. It is possible that the building cannot be re-built due to changes in zoning or other municipal regulations. Any zoning bylaws restricting rebuilding as-is is considered a redevelopment study and is a policy coverage issue. Furthermore, we have not considered official community plans, environmental statutes, flood plains, set-backs or whether the property is a legally permissible use.

The Income and Direct Comparison approaches to value have been excluded from this report because these approaches are not relevant or appropriate methods of valuation for insurance appraisals.

IA_UPT_YR2OF3_BC_2015

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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

03/31/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
CCCU - Operating	(0.06)
TD - Operating	46,489.39
TOTAL Cash Accounts	46,694.48
Prepaid VIS5801.ca Website	155.93
TOTAL Current Assets	46,850.41

Septic System

TD - Septic	15,704.68
Septic - Due From (To) Operating	758.78
TOTAL Septic System	16,463.46

Restricted Fund Accounts

Contingency Reserve	
TD - CRF	33,016.70
CRF Investment GIC - 100022346645	21,500.05
CRF Investment GIC - 100022326803	10,836.04
CRF Investment GIC - 100022326589	10,836.24
CRF Investment GIC - 100022326779	10,836.04
CRF Investment GIC - 100022326795	10,836.24
CRF - Due From (To) Operating	7.50
TOTAL Contingency Reserve	97,868.81
TOTAL Restricted Fund Accounts	97,868.81

Total Assets

161,182.68

Liabilities

Owners Receivable Over Collected	0.50
Accounts Payable - Net Total	826.11
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78
Total Liabilities	1,592.89

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

03/31/2018

Net Worth

Operating

Retained Earnings	29,491.28
Net Income	15,766.24

TOTAL Operating	45,257.52
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Septic Reserve

Septic Reserve - Opening Balance	13,472.91
Septic Reserve Monthly Contributions	9,600.00
Septic Reserve - Interest Income	100.24
Septic Reserve - Disbursements	(6,709.69)

TOTAL Septic Reserve	16,463.46
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Restricted Fund Balances

CRF - Opening Balance	87,079.52
CRF - Contributions Current Year	16,800.00
CRF - Interest Income	1,646.54
CRF - Disbursements Current Year	(7,657.25)

TOTAL Restricted Fund Balances	97,868.81
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<u>Total Net Worth</u>	159,589.79
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<u>Total Net Worth and Liabilities</u>	161,182.68
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UBCU Balance Sheet - As of 2018-05-25

(in Canadian Dollars) (Cash Basis)

2018-05-25

Page 1

Account	2018-05-25 Balance
ASSETS	
Cash and Bank Accounts	
UBCU Chequing	1,404.84
UBCU Membership Shares	32.68
UBCU Money Max	13.01
UBCU Savings	45.69
UBCU Septic Bond RESTRICTED	50,725.00
TOTAL Cash and Bank Accounts	52,221.22
TOTAL ASSETS	52,221.22
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	52,221.22
TOTAL LIABILITIES & EQUITY	52,221.22

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 03/01/2018 to 03/31/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	50,569.38
Bank Interest	90.97
TOTAL General Operating	50,660.35
Septic System	
Septic Reserve - income from Strata Fees	12,799.50
Septic Reserve - bank interest income	67.22
TOTAL Septic System	12,866.72
Contingency Reserve	
Strata Fees - CRF	16,800.00
TOTAL Contingency Reserve	16,800.00
TOTAL Income	80,327.07

Total Revenue	80,327.07
----------------------	------------------

Expenses

General Operating

Administrative Expenses	
Bank Charges	113.53
Insurance	73.00
Management Fees	3,400.00
Office Expenses	657.11
Unbudgeted - Office	256.03
TOTAL Administrative Expenses	4,499.67
Utilities	
BC Hydro	1,304.00
Water	497.30
TOTAL Utilities	1,801.30
Repairs & Maintenance	

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 03/01/2018 to 03/31/2018

Actual Current Year

Groundskeeping	20,861.28
Gutters & Moss	3,290.00
Repairs & Maintenance	3,418.74
TOTAL Repairs & Maintenance	27,570.02
 Operating Contingency	 72.74
TOTAL General Operating	33,943.73
 Septic System	
Core Wate - Monthly Contract	5,250.00
Maintenance	2,942.14
Maxxam Analytics	507.15
Ministry	102.81
Simson Maxwell	1,168.51
Telus	888.96
Septic Interest Income to Reserve	67.22
Net Septic Income over Expense To Septic Reserve	2,890.31
TOTAL Septic System	13,817.10
 Transfer to Contingency Reserve	
CRF Contributions	16,800.00
TOTAL Transfer to Contingency Reserve	16,800.00

Total Expense	64,560.83
 Net Income	 15,766.24

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 03/01/2018 to 03/31/2018

	<u>March 2018</u>		<u>August to March</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
Income							
General Operating							
Strata Fees - Operating	6,321	6,321	50,569	50,568	1	75,856	
Bank Interest	57		91		91		
TOTAL General Operating	6,378	6,321	50,660	50,568	92	75,856	0
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,600	12,800	12,800		19,200	
Septic Reserve - bank interest income	21		67		67		
TOTAL Septic System	1,621	1,600	12,867	12,800	67	19,200	0
Contingency Reserve							
Strata Fees - CRF	2,100	2,100	16,800	16,800		25,200	
TOTAL Contingency Reserve	2,100	2,100	16,800	16,800	0	25,200	0
TOTAL Income	10,099	10,021	80,327	80,168	159	120,256	0
Total Revenues	10,099	10,021	80,327	80,168	159	120,256	0

Expenses

General Operating

Administrative Expenses							
Bank Charges	(28)	40	114	320	206	480	
Insurance		1,593	73	12,744	12,671	19,121	
Management Fees	425	440	3,400	3,520	120	5,280	
Office Expenses	190	50	657	400	(257)	600	
Professional Fees		50		400	400	605	
Unbudgeted - Office	5		256		(256)		
TOTAL Administrative Expenses	592	2,173	4,500	17,384	12,884	26,086	0
Utilities							
BC Hydro	156	170	1,304	1,360	56	2,040	

	<u>March 2018</u>		<u>August to March</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
Water		125	497	1,000	503	1,500	
TOTAL Utilities	156	295	1,801	2,360	559	3,540	0
Repairs & Maintenance							
Groundskeeping	2,640	2,682	20,861	21,456	595	32,180	
Gutters & Moss		229	3,290	1,832	(1,458)	2,750	
Repairs & Maintenance		367	3,419	2,936	(483)	4,400	
TOTAL Repairs & Maintenance	2,640	3,278	27,570	26,224	(1,346)	39,330	0
Operating Contingency		575	73	4,600	4,527	6,900	
TOTAL General Operating	3,388	6,321	33,944	50,568	16,624	75,856	0
Septic System							
Core Wate - Monthly Contract	656	656	5,250	5,248	(2)	7,875	
Emergency Response		67		536	536	800	
Maintenance		147	2,942	1,176	(1,766)	1,767	
Maxxam Analytics	74	92	507	736	229	1,100	
Ministry			103		(103)		
Misc. Parts		50		400	400	600	
Pumps		167		1,336	1,336	2,000	
Simson Maxwell			1,169		(1,169)		
Sludge Pumping		67		536	536	800	
Telus	114	105	889	840	(49)	1,260	
Septic Interest Income to Reserve	21		67		(67)		
Net Septic Income over Expense To Septic Reserve		250	2,890	2,000	(890)	2,998	
TOTAL Septic System	865	1,601	13,817	12,808	(1,009)	19,200	0
Transfer to Contingency Reserve							
CRF Contributions	2,100	2,100	16,800	16,800		25,200	
TOTAL Transfer to Contingency Reserve	2,100	2,100	16,800	16,800	0	25,200	0
Total Expenses	6,353	10,022	64,561	80,176	15,615	120,256	0
Net Income	3,746	(1)	15,766	(8)	15,774	0	0