



MINUTES - REGULAR STRATA COUNCIL MEETING

Wednesday July 25, 2018 Unit 20

Present: Chair 26, Vice-Chair/Maintenance Officer 27; Secretary 2; Treasurer 21; Landscape Officer 20

Regrets: Bylaws Officer 1

A. Meeting called to Order at 9:25 am

B. Approval of Agenda

MOVED: (Secretary) To adopt the Agenda of the Strata Council Meeting of 2018.07.25 as circulated with the addition of two items in New Business: R&U from Unit #6 and Strata Appraisal.

SECONDED: (Chair)

CARRIED: 5 of 5

C. Approval of Minute

MOVED: (Chair) To adopt the Minutes of the Strata Council Meeting of 2018.06.19 as circulated.

SECONDED: (Landscape)

CARRIED: 5 of 5

D. Reports

MOVED: (Chair) To receive the reports from Council Members as corrected (**attached**).

SECONDED: (Treasurer)

CARRIED: 5 of 5

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

E.1 (Secretary) Search for Certified Surveyor – No progress to report

Finalizing Resolutions: Council members reviewed in details the resolutions drafted by the Secretary in regards to the Occupancy Bylaws that will be put forward at the AGM. A number of changes were made. The most significant ones concerned the definitions of “*Family Members*” and of “*Short-Term Occupancy*”.

AGM Preparation: Council also reviewed and discussed the draft of various AGM documents: Cover Letter, Agenda and list of Resolutions. Council also agreed on the voting methods and speaking responsibility. The Secretary will now work on finalizing the AGM Information Package with a target date of August 10 for distribution to all owners.

- E.2 (Vice-Chair/Maintenance) Maintenance items** – Progress on various items as reported above. Painting of Phase 1 is progressing well and the contractor is showing himself to be easy to work with and cooperative.
- E.3 (Treasurer) Cost Reporting for Budget** – The Treasurer reviewed the June financial statement. Year-to-Date, the Maintenance budget shows that it is nearly \$5000 over budget. This is because the repairs to unit #6's deck (which were \$4620) were charged to Maintenance but should have been charged to the CRF. Furthermore, the cost of the tree sanitation project is likely to surpass the "*Operating Contingency*" budget.
- E.4 (Landscaping) Tree Sanitation Plan** – The tree sanitation project has gone very well. There are only two more trees to cut down and they are presently scheduled for August 2. Sales of the wood has brought in about \$270 to date and is paying for the lunches for the volunteer helpers. The contractor has expressed surprise at the level of help provided by our volunteers and has indicated that the project will be under budget because of that help. The Landscaping Officer will push to get the invoice as soon as possible.

F. New Business:

- F.1 (Chair) Volunteer for Council Elections** – The Chair agreed to volunteer to lead the voting in of the members of the incoming Council for 2018-2019.

Request and Undertaking – A *Request and Undertaking Form* was submitted by Unit 6 for the installation of a small patio as well as a substantial fence on the side of their Unit. Council will consult with the Septic Committee before it will decide on the proposal. It was also discovered that the Form posted on the website is not the one that was updated at the AGM last year. The Secretary will review the website and make the necessary changes.

- F.2 (Treasurer) Appraisal for Insurance** – The Treasurer reported having been contacted to set up a date for Appraisal of the Strata Property as part of the service provided with the new Insurance Company Christie-Phoenix. The Treasurer will contact the appraiser to finalize the date which will be in early August.

2018-19 Budget for AGM – The Treasurer presented a first draft Budget for the next fiscal year. It showed the expected difference between staying with Bayview Strata Management and going on our own. The Treasurer also highlighted the need to raise our contribution to the Contingency Reserve Fund (CRF) as we are currently below levels projected in the Depreciation Report. The Treasurer also made a Motion for the Strata Corporation to obtain its own Post Office Box. This is partly in preparation for leaving Bayview but also a way to consolidate our mail even if we stay with Bayview. The cost is expected to be about \$250 per year.

MOVED: (Treasurer) To apply for a mail box for the Strata Corporation.

SECONDED: (Vice-Chair/Maintenance)

CARRIED: 5 of 5

- I. Date of next meeting:** No date selected as this was the last Regular Meeting for this Council.

Adjourned at 13:50 hr.

Original Signed:

Margaret Elvevoll, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports July 2018

Chair:

- Responded to unit 29's letter of complaint
- Received bylaw concern from unit 14. Addressed the complaint and responded to unit 14
- Concern received from former STO Chair regarding wording on previous meeting's minutes. When referencing the STO vote from the last AGM it was said to have been "defeated" which casts a negative connotation and could influence some new owners. The preferred wording would be "the resolution had a majority of votes in favour but did not receive the percentage of votes required to be passed as a bylaw"
- We took in \$270 from the sale of the trees that were taken down.

Vice Chair/Maintenance Officer:

It has been a very busy time in maintenance since our last meeting both with small and large projects completed or underway.

Projects completed

- Unit 27 – Irrigation sprinklers were adjusted by #8
- Unit 11—The front portion of the roof was replaced due to a leak that could not be repaired otherwise. The roofing was done by Roof It Roofing.
- Unit 3 – The sprinklers next to the driveway were connected to the system by #8.
- Unit 5 – Bushes were trimmed by #26 and # 27 to facilitate painting.
- Unit 2 – Window trim found to be rotting by the painters was replaced by #11.
- Unit 5 – Front door latch was replaced by #11.
- Unit 13 – Stairs off the second bedroom were replace due to rot. Work was done by #11.
- Unit 18 – Split board on stairs was replace by #11. Owner replaced faulty sprinkler head.
- Common Property – A street light outside unit 17 was found to be damage. It was repaired by #11.
- Unit 5 – Bedroom door to the deck was re-aligned and repaired by #11 and # 14.
- Unit 4 – The painters found the window trim around the garage window was rotten. This was repaired by #11.

Project in progress

- On June 18th the painters from Definitive Finishing Painting began work painting the units in Phase 1. Work continues on this phase and will be followed by painting of the trim and doors of Phase 3. We have had a few questions about the painting and Robert, the contractor has been very accommodating and easy to work with.

From Last Meeting

- With Suzan's help, we were able to secure a charge account for the strata with Andrew-Sheret.

Secretary:

Information:

- AGM preparations:
 - Drafted resolutions for AGM.
 - Working on meeting agenda
 - Assembling required and supporting documents
- Communicated to Unit 29, Council's denial of their Indemnity & Alteration Agreement to replace a hedge with a section of fencing.
- Sent a note to Unit 29 describing the next steps involved with registering their changes of Common Property to Limited Common Property.
- Sent response to Maintenance Officer's resignation letter
- No further progress made in finding a registered surveyor to survey changes to Common Property requested by owners.

Correspondence Received:

- Received Water sample analysis reports for July (attached)
- Received a bylaw complaint concerning RV parking and response provided by Chair.
- Received an invoice for gutter repairs and passed it on to Treasurer

Treasurer:

- June Financials are attached. So far this year spending has surpassed the Maintenance and Repairs budgeted amount by \$4,000; and the tree cutting caused us to overspend the Operating Contingency by \$2,000. Otherwise we are on track.
- After reviewing all the insurance policy proposals from Waypoint, Christie Phoenix and LMG, Council has engaged Christie Phoenix as our insurance broker. The deciding factor is that they are the only ones to offer an "average distribution clause earthquake deductible" on their 10% deductible on earthquake damage. That means the 10% is on the total value of each structure—applied separately, so if only the Waste Water Treatment Plant is affected, then the deductible is only on that. If only one building is affected the deductible is 10% of the total value of just that building, not the entire complex. The earthquake deductible on the other policies only split out the Waste Water Treatment Plant and lumped the buildings as one so if even only one building had earthquake damage, the deductible would be \$1.26M.
- When requesting payments, I would like everyone to start using the Cheque Requisition and Invoice spreadsheets I have created and posted on the website at:
<http://www.vis5801.ca/payments/>
- Maxxam invoiced us, via Bayview, for work done on another strata, fortunately they copied John Gurak, who immediately knew it wasn't our invoice and alerted me and I contacted Bayview. I will watch upcoming statements to ensure that we do not pay those invoices.

- We now have an account at Andrew Sheret.

Landscaping Officer:

- Tree removal, there are still two trees to be removed from the property. Should hear today as to time frame for this to be finalized.
- Sale of wood has gone well, although there are still some to be sold.
- Have arranged for work parties for helping with tree removal
- Have purchased lunch supplies and with the help of many, set up lunch area and prepared lunch for 2 days

Bylaw Officer:

- No Report

Your C.O.C. #: G132103

Attention: John Gurak

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

Report Date: 2018/07/03

Report #: R2582357

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B851833

Received: 2018/06/27, 11:45

Sample Matrix: Water
Samples Received: 2

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Biochemical Oxygen Demand (1)	1	2018/06/28	2018/07/03	BBY6SOP-00045	SM 23 5210 B m
Fecal Coliform by membrane filtration (1)	1	N/A	2018/06/27	BBY4SOP-00001	SM 22 9222 m
Nitrate + Nitrite (N) (1)	1	N/A	2018/06/28	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrite (N) by CFA (1)	1	N/A	2018/06/28	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N) (1)	1	N/A	2018/06/29	BBY WI-00033	Auto Calc
Total Phosphorus (1)	1	2018/06/30	2018/06/30	BBY6SOP-00013	SM 22 4500-P E m
Total Suspended Solids (1)	1	2018/06/29	2018/07/03	BBY6SOP-00034	SM 22 2540 D

Remarks:

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025:2005 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Maxxam are based upon recognized Provincial, Federal or US method compendia such as CCME, MDDELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Maxxam's profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Maxxam in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected.

Maxxam Analytics' liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Maxxam has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Maxxam, unless otherwise agreed in writing.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

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

Your C.O.C. #: G132103

Attention: John Gurak

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Canada V9P 2G9

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MAXXAM JOB #: B851833

Received: 2018/06/27, 11:45

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.

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Job #: B851833
Report Date: 2018/07/03

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		TS9021			TS9022		
Sampling Date		2018/06/27 10:30			2018/06/27 11:00		
COC Number		G132103			G132103		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch	CURTAIN DRAIN B	RDL	QC Batch
ANIONS							
Nitrite (N)	mg/L				<0.0050	0.0050	9043525
Calculated Parameters							
Nitrate (N)	mg/L				<0.020	0.020	9041337
Demand Parameters							
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9042301			
Nutrients							
Nitrate plus Nitrite (N)	mg/L				<0.020	0.020	9043516
Total Phosphorus (P)	mg/L				0.112	0.0050	9046392
Physical Properties							
Total Suspended Solids	mg/L	6.3	4.0	9044583			
RDL = Reportable Detection Limit							

Maxxam Job #: B851833
Report Date: 2018/07/03

Bayview Strata Services

MICROBIOLOGY (WATER)

Maxxam ID		TS9022		
Sampling Date		2018/06/27 11:00		
COC Number		G132103		
	UNITS	CURTAIN DRAIN B	RDL	QC Batch
Microbiological Param.				
Fecal Coliforms	CFU/100mL	<1	1	9042533
RDL = Reportable Detection Limit				

Maxxam Job #: B851833
Report Date: 2018/07/03

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B851833
Report Date: 2018/07/03

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9042301	EL7	Spiked Blank	Biochemical Oxygen Demand	2018/07/03		93	%	85 - 115
9042301	EL7	Method Blank	Biochemical Oxygen Demand	2018/07/03	<6.0		mg/L	
9042301	EL7	RPD	Biochemical Oxygen Demand	2018/07/03	0.28		%	20
9043516	PSA	Spiked Blank	Nitrate plus Nitrite (N)	2018/06/28		103	%	80 - 120
9043516	PSA	Method Blank	Nitrate plus Nitrite (N)	2018/06/28	<0.020		mg/L	
9043525	PSA	Spiked Blank	Nitrite (N)	2018/06/28		104	%	80 - 120
9043525	PSA	Method Blank	Nitrite (N)	2018/06/28	<0.0050		mg/L	
9044583	FK2	Matrix Spike	Total Suspended Solids	2018/07/03		103	%	80 - 120
9044583	FK2	Spiked Blank	Total Suspended Solids	2018/07/03		101	%	80 - 120
9044583	FK2	Method Blank	Total Suspended Solids	2018/07/03	<4.0		mg/L	
9044583	FK2	RPD	Total Suspended Solids	2018/07/03	NC		%	20
9046392	BO3	Spiked Blank	Total Phosphorus (P)	2018/06/30		93	%	80 - 120
9046392	BO3	Method Blank	Total Phosphorus (P)	2018/06/30	<0.0050		mg/L	

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 <= 2x RDL).

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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

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

CHAIN OF CUSTODY RECORD

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround	
Company:	Bayview Stata Services	Company:	Core Water	Quotation		☐ 5 - 7 Days Regular	
Contact Name:	John Gurak	Contact Name:	James McKerr + Myriam Raiche	P.O. #/AFE#:		PLEASE PROVIDE ADDRESS	
Address:	VISS801-Lighthouse Landing PO Box 939 PC: VIP 2GP	Address:		Project #:		☐ Rush TAT	
Phone/Fax:	250-757-8333	Phone/Fax:	250-898-7137	Site Location:		☐ Same Day	
Email:	jpgurak@shaw.ca	Email:	myriam@corewater.ca	Site #:		☐ 1 Day	
Copies:		Copies:	jpgurak@shaw.ca	Sampled By:		Date Required:	
						Rush Confirmation #:	

Laboratory Use Only				Analysis Requested																			
YES	NO	Cooler ID	Temp	Depot Reception																			
Seal Present	☒		20 20 21																				
Seal Intact	☒																						
Cooling Media	☒																						
YES	NO	Cooler ID	Temp																				
Seal Present																							
Seal Intact																							
Cooling Media																							
YES	NO	Cooler ID	Temp																				
Seal Present																							
Seal Intact																							
Cooling Media																							

Sample Identification				Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix	# of Containers	Analysis Requested															
1	Lighthouse Landing Effluent	2018/6/27	10:30					☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
2	Curtain Drain B	2018/6/27	11:00					☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
3								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
4								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
5								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
6								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
7								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
8								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
9								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
10								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
11								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
12								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
13								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
14								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
15								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
16								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
17								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
18								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
19								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
20								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
21								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
22								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
23								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
24								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
25								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
26								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
27								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
28								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
29								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
30								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
31								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
32								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
33								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
34								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
35								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
36								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
37								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ BTEX F1	☐ VOC / BTEX / F1	☐ PAH	☐ LEPH / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia
38								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE													

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

06/30/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
TD - Operating	52,088.12
TOTAL Cash Accounts	52,293.27
Prepaid VIS5801.ca Website	145.87
TOTAL Current Assets	52,439.14

Septic System

TD - Septic	15,728.02
Septic - Due From (To) Operating	758.78
TOTAL Septic System	16,486.80

Restricted Fund Accounts

Contingency Reserve	
TD - CRF	39,470.10
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	104,322.21
TOTAL Restricted Fund Accounts	104,322.21

Total Assets

173,248.15

Liabilities

Owners Receivable Over Collected	0.50
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78

Total Liabilities

766.78

Net Worth

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

06/30/2018

Operating

Retained Earnings	29,491.28
Net Income	22,181.08

TOTAL Operating

51,672.36

Septic Reserve

Septic Reserve - Opening Balance	13,472.91
Septic Reserve Monthly Contributions	9,600.00
Septic Reserve - Interest Income	123.58
Septic Reserve - Disbursements	(6,709.69)

TOTAL Septic Reserve

16,486.80

Restricted Fund Balances

CRF - Opening Balance	87,079.52
CRF - Contributions Current Year	23,100.00
CRF - Interest Income	1,799.94
CRF - Disbursements Current Year	(7,657.25)

TOTAL Restricted Fund Balances

104,322.21

Total Net Worth

172,481.37

Total Net Worth and Liabilities

173,248.15

UBCU Balance Sheet - As of 2018-07-22

(in Canadian Dollars) (Cash Basis)

2018-07-22

Page 1

Account	2018-07-22 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	51,359.06
TOTAL Cash and Bank Accounts	52,855.28
TOTAL ASSETS	52,855.28
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	52,855.28
TOTAL LIABILITIES & EQUITY	52,855.28

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 06/01/2018 to 06/30/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	69,409.68
Bank Interest	159.94
TOTAL General Operating	69,569.62
Septic System	
Septic Reserve - income from Strata Fees	17,652.53
Septic Reserve - bank interest income	67.22
TOTAL Septic System	17,719.75
Contingency Reserve	
Strata Fees - CRF	23,170.00
TOTAL Contingency Reserve	23,170.00
TOTAL Income	110,459.37

Total Revenue	110,459.37
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Expenses

General Operating

Administrative Expenses	
Bank Charges	157.03
Insurance	73.00
Management Fees	4,675.00
Office Expenses	900.27
Unbudgeted - Office	266.09
TOTAL Administrative Expenses	6,071.39
Utilities	
BC Hydro	1,616.00
Water	606.30
TOTAL Utilities	2,222.30
Repairs & Maintenance	

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 06/01/2018 to 06/30/2018

Actual Current Year

Groundskeeping	28,856.31
Gutters & Moss	3,290.00
Repairs & Maintenance	8,475.92
TOTAL Repairs & Maintenance	40,622.23
 Operating Contingency	 72.74
TOTAL General Operating	48,988.66
 Septic System	
Core Wate - Monthly Contract	7,218.75
Maintenance	3,094.39
Maxxam Analytics	507.15
Ministry	102.81
Misc. Parts	22.85
Simson Maxwell	1,168.51
Telus	1,117.64
Septic Interest Income to Reserve	67.22
Net Septic Income over Expense To Septic Reserve	2,890.31
TOTAL Septic System	16,189.63
 Transfer to Contingency Reserve	
CRF Contributions	23,100.00
TOTAL Transfer to Contingency Reserve	23,100.00

Total Expense	88,278.29
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Net Income	22,181.08
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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 06/01/2018 to 06/30/2018

	<u>June 2018</u>		<u>August to June</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	69,410	69,531	(121)	75,856	
Bank Interest			160		160		
TOTAL General Operating	6,321	6,321	69,570	69,531	39	75,856	0
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,600	17,653	17,600	53	19,200	
Septic Reserve - bank interest income			67		67		
TOTAL Septic System	1,600	1,600	17,720	17,600	120	19,200	0
Contingency Reserve							
Strata Fees - CRF	2,100	2,100	23,170	23,100	70	25,200	
TOTAL Contingency Reserve	2,100	2,100	23,170	23,100	70	25,200	0
TOTAL Income	10,021	10,021	110,460	110,231	229	120,256	0
Total Revenues	10,021	10,021	110,460	110,231	229	120,256	0

Expenses

General Operating

Administrative Expenses							
Bank Charges	21	40	157	440	(283)	480	
Insurance		1,593	73	17,523	(17,450)	19,121	
Management Fees	425	440	4,675	4,840	(165)	5,280	
Office Expenses	153	50	900	550	350	600	
Professional Fees		50		550	(550)	605	
Unbudgeted - Office			266		266		
TOTAL Administrative Expenses	599	2,173	6,071	23,903	(17,832)	26,086	0
Utilities							
BC Hydro		170	1,616	1,870	(254)	2,040	

	<u>June 2018</u>		<u>August to June</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	606	1,375	(769)	1,500	
TOTAL Utilities	0	295	2,222	3,245	(1,023)	3,540	0
Repairs & Maintenance							
Groundskeeping	2,715	2,682	28,856	29,502	(646)	32,180	
Gutters & Moss		229	3,290	2,519	771	2,750	
Repairs & Maintenance	4,199	367	8,476	4,037	4,439	4,400	
TOTAL Repairs & Maintenance	6,914	3,278	40,622	36,058	4,564	39,330	0
Operating Contingency		575	73	6,325	(6,252)	6,900	
TOTAL General Operating	7,513	6,321	48,988	69,531	(20,543)	75,856	0
Septic System							
Core Wate - Monthly Contract	656	656	7,219	7,216	3	7,875	
Emergency Response		67		737	(737)	800	
Maintenance	100	147	3,094	1,617	1,477	1,767	
Maxxam Analytics		92	507	1,012	(505)	1,100	
Ministry			103		103		
Misc. Parts	23	50	23	550	(527)	600	
Pumps		167		1,837	(1,837)	2,000	
Simson Maxwell			1,169		1,169		
Sludge Pumping		67		737	(737)	800	
Telus	114	105	1,118	1,155	(37)	1,260	
Septic Interest Income to Reserve			67		67		
Net Septic Income over Expense To Septic Reserve		250	2,890	2,750	140	2,998	
TOTAL Septic System	893	1,601	16,190	17,611	(1,421)	19,200	0
Transfer to Contingency Reserve							
CRF Contributions	2,100	2,100	23,100	23,100		25,200	
TOTAL Transfer to Contingency Reserve	2,100	2,100	23,100	23,100	0	25,200	0
Total Expenses	10,506	10,022	88,278	110,242	(21,964)	120,256	0
Net Income	(485)	(1)	22,182	(11)	22,193	0	0