



MINUTES - REGULAR STRATA COUNCIL MEETING

Tuesday September 4, 2018 Unit 17

Present: Chair 17; Vice-Chair 25; Maintenance Officer 27; Secretary 2; Landscape Officer 13;
Bylaws Officer 1

Regrets: Treasurer 21;

A. Meeting called to Order at 13:30 hr.

B. Approval of Agenda

MOVED: (Secretary) To adopt the Agenda of the Strata Council Meeting of 2018.09.04 as circulated with the addition of the Maintenance report and of two items in New Business: Request received from Unit 5 and Notice of van parking at Unit #22.

SECONDED: (Bylaws)

CARRIED: 6 of 6

C. Approval of Minute

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

SECONDED: (Secretary)

CARRIED: 6 of 6

D. Reports

MOVED: (Bylaws) To receive the reports from Council Members as updated with the Maintenance report (**attached**).

SECONDED: (Maintenance)

CARRIED: 6 of 6

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

E.1 (Secretary) Search for Certified Surveyor – An estimate was received from a certified surveyor to make the submission necessary to convert Common Property to Limited Common Property to the Land Title Office. The cost was very high. A Notary Public was also contacted to do submissions to the Land Title Office. The quote for submitting Bylaw changes was \$185 which is much more reasonable. The Secretary asked the Notary for an estimate for Common Property changes but has not yet one.

Status of Request and Undertaking from Unit 6: The Secretary confirmed that Unit 6 has just received the contact information for a one of the Unit they need to consult with regarding their application. Council will decide on the application for a patio and fence once the required documentation is received.

E.2 (Treasurer) July Financials – The July financials are **attached**.

Corporate address – The Treasurer has confirmed obtaining a business postal box for the Strata Corporation. This will serve as a new Corporate address once it is duly registered with Land Title and the Bayview Contract is terminated.

E.3 (Landscaping) Tree Sanitation Plan – The new Landscaping Officer has called the contractor to establish the new line of communications. The contractor also confirmed that work will recommence once the fire hazard is low again. A call for volunteers will go out at that time.

E.4 (Maintenance) Painting Project – As reported, the painting project is now completed with a final inspection schedule for this week.

Irrigation System Blowout – Also as reported, the compressor for blowing out the irrigation lines for the winter has been rented for October 17. There will be a call for volunteers to help in this project.

F. New Business:

F.1 (Secretary) Form K for renting from Unit 9 – Unit 9 submitted a Form K for renting during the period they will be away for winter vacation. The period will span from November 1 2018 to April 14 2019.

MOVED: (Secretary) To approve the application to rent from Unit 9.

SECONDED: (Landscaping)

CARRIED: 6 of 6

Resignation from Septic Committee – John Gurak, a long-standing member of the Septic Committee submitted a note to Council asking Council to find a replacement to take over his duties. The Secretary will to draft a note to ask for volunteers among our owners to take over those duties.

F.2 (Treasurer) New Bank Accounts – As reported, the Treasurer has formerly delivered a letter to Bayview Strata Services giving them notice of our intention to terminate our Contract with them. The will necessitate that we open new bank accounts in the Strata Corporation's name. Council considered whether three or four signing authorities should be obtained and decided that four would be best as owners are often away for extended periods. The following motion was presented for that purpose:

MOVED: (Bylaws) To open a Strata Corporation Chequing Account and a Savings Account at the Coast Capital Savings with online access and signing authority for Suzan Chamney, Treasurer; Larry Highcock, Chair; Cheryl McClelland, Vice-Chair and Michel de Bellefeuille, Secretary.

SECONDED: (Maintenance)

CARRIED: 6 of 6

F.2 (Bylaw) Vehicle Parking – The Bylaw Officer reported that Unit 22 notified Council that a large van might be parked at their unit for a couple of days at the end of September. Although the vehicle looks like a camper van it is only a work van.

I. Date of next meeting: Tuesday, October 16 at 09:30 hr. at Unit 1.

Adjourned at 14:40 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports September 2018

Chair:

No report.

Vice Chair:

No report.

Secretary:

Information:

- Working on AGM minutes & records
 - Drafted letters for submissions to Land Title office
- Received an estimate from a registered surveyor to submit to Land Title office changes to Common Property requested by owners.
 - Updated Unit 29 regarding surveyor's estimate.
 - In communication with Notary for obtaining the same

Correspondence Received:

- Received invoice for renting the Legion Hall for AGM and passed it on to treasurer
- Received Water sample analysis reports for end of July (**attached**)
- Received a Form K from Unit 9 for winter rental and sent a request for the Addendum to Form K.
- Received a note from Unit 5 indication they had decided not to rent their unit until they moved in.
- Received request from Unit 4 lawyers for Form B and F and worked with Treasurer to provide the information requested
- Received and responded to a request for a Proxy Form from Unit 12
- Received request from Unit 14 to circulate information regarding rental
- Received a note from Unit 24 resigning from septic Committee

Treasurer:

- The Financial Statements to July 31, 2018 are **attached**.

- Vancouver Island Strata Owners Association (VISOA) publications for all council positions have been uploaded to the OneDrive. The secretary will explain how to access them.
- The website and email addresses have been updated with new council members' names.
- The treasurer hand-delivered the notice of cancellation of contract letter to Brian Moran at Bayview Strata Management on August 30, 2018.
 - The bank accounts cannot be transferred so we will open two new bank accounts. GICs will remain in place and the contact info will be changed to ours.
 - During the month of October Bayview will pay all invoices received in September. They will not pay October invoices, therefore we will pay them in November.
 - At the end of October Bayview will write us a cheque for the money in our accounts, which we will then deposit into our new accounts.
 - Once the new bank accounts are in place we will send out new Payment Authorization forms to all owners so that their monthly fees can be automatically debited by the new bank. We will arrange a time to pick up all our records.

Maintenance Officer:

- The painting project has been completed. Painter went beyond what was in the contract cleaning soffits and filing seams with permanently elastic caulking which was recommended by the manufacturer. Neither of these were specifically mentioned in the contract. We will have a final inspection with the contractor during the first week of September.
- The irrigation system "blowout" will be held on Wednesday, October 17th. Dave Milligan has reserved the compressor for that date.

Landscaping Officer:

No report.

Bylaw Officer:

There was a concern raised re unit 12's overgrown shrubs. The unit owners were contacted and they arranged for the shrubs to be trimmed back and shaped.

Your C.O.C. #: G132180

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/07/30

Report #: R2596735

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B860604

Received: 2018/07/23, 10:55

Sample Matrix: WASTE WATER
Samples Received: 1

Analyses	Date		Date Analyzed	Laboratory Method	Analytical Method
	Quantity	Extracted			
Biochemical Oxygen Demand (1)	1	2018/07/25	2018/07/30	BBY6SOP-00045	SM 23 5210 B m
Total Suspended Solids (1)	1	2018/07/25	2018/07/26	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. #: G132180

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/07/30

Report #: R2596735

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B860604

Received: 2018/07/23, 10:55

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 #: B860604
Report Date: 2018/07/30

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WASTE WATER

Maxxam ID		TX4604		
Sampling Date		2018/07/23 10:15		
COC Number		G132180		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9076631
Physical Properties				
Total Suspended Solids	mg/L	5.3	4.0	9078536
RDL = Reportable Detection Limit				

Maxxam Job #: B860604
Report Date: 2018/07/30

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B860604
Report Date: 2018/07/30

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9076631	EL7	Spiked Blank	Biochemical Oxygen Demand	2018/07/30		103	%	85 - 115
9076631	EL7	Method Blank	Biochemical Oxygen Demand	2018/07/30	<6.0		mg/L	
9076631	EL7	RPD	Biochemical Oxygen Demand	2018/07/30	2.9		%	20
9078536	FSU	Matrix Spike	Total Suspended Solids	2018/07/26		100	%	80 - 120
9078536	FSU	Spiked Blank	Total Suspended Solids	2018/07/26		96	%	80 - 120
9078536	FSU	Method Blank	Total Suspended Solids	2018/07/26	<4.0		mg/L	
9078536	FSU	RPD	Total Suspended Solids	2018/07/26	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 #: B860604
Report Date: 2018/07/30

Bayview Strata Services

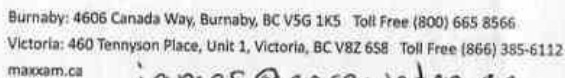
VALIDATION SIGNATURE PAGE

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



Rob Reinert, B.Sc., Scientific Spécialist

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Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround	
Company:	Bayview Strata Services	Company:	Corewater	Quotation		☐	5 - 7 Days Regular
Contact Name:	John Gurak	Contact Name:	James McKerr +	P.O. #/AFE#:		PLEASE PROVIDE ADDRESS	
Address:	VIS 5801-Lighthouse Landing PO Box 939 PC: V9P 2G9	Address:	Myriam Raiche			☐	Rush TAT
Phone/Fax:	250-757-8333	Phone/Fax:	250- ~~757~~ 898-7137	Project #:		☐	Same Day
Email:	jgurak@shaw.ca	Email:	myriam@corewater.ca	Site Location:		☐	1 Day
Copies:		Copies:	jgurak@shaw.ca	Site #:		Date Required:	
				Sampled By:		Rush Confirmation #:	

[illegible]

Unless otherwise agreed to in writing, work submitted on this Chain of Custody is subject to Maxxam's standard Terms and Conditions. Signing of this Chain of Custody document is acknowledgement and acceptance of our terms.

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
<i>M. R. Le</i>	2018/07/23	10:55	<i>Michael Vonschly</i>	2018/07/23	10:55

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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

07/31/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
TD - Operating	49,553.09
TOTAL Cash Accounts	49,758.24
Prepaid VIS5801.ca Website	135.81
TOTAL Current Assets	49,894.05

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	13,642.66
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	78,494.77
TOTAL Restricted Fund Accounts	78,494.77

Total Assets

144,875.62

Liabilities

Owners Receivable Over Collected	0.50
Accounts Payable - Net Total	45.11
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78

Total Liabilities

811.89

Net Worth

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

07/31/2018

Operating

Retained Earnings	29,491.28
Net Income	19,590.88

TOTAL Operating	49,082.16
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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
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Restricted Fund Balances

CRF - Opening Balance	87,079.52
CRF - Contributions Current Year	25,200.00
CRF - Interest Income	1,855.00
CRF - Paint Project Expenses	(27,982.50)
CRF - Disbursements Current Year	(7,657.25)

TOTAL Restricted Fund Balances	78,494.77
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<u>Total Net Worth</u>	<u>144,063.73</u>
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<u>Total Net Worth and Liabilities</u>	<u>144,875.62</u>
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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 07/01/2018 to 07/31/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	75,730.89
Bank Interest	159.94
TOTAL General Operating	75,890.83
Septic System	
Septic Reserve - income from Strata Fees	19,252.43
Septic Reserve - bank interest income	67.22
TOTAL Septic System	19,319.65
Contingency Reserve	
Strata Fees - CRF	25,270.00
TOTAL Contingency Reserve	25,270.00
TOTAL Income	120,480.48

Total Revenue	120,480.48
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Expenses

General Operating

Administrative Expenses	
Bank Charges	199.03
Insurance	73.00
Management Fees	5,100.00
Office Expenses	938.89
Unbudgeted - Office	276.15
TOTAL Administrative Expenses	6,587.07
Utilities	
BC Hydro	1,616.00
Water	874.80
TOTAL Utilities	2,490.80
Repairs & Maintenance	

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 07/01/2018 to 07/31/2018

Actual Current Year

Groundskeeping	31,496.32
Gutters & Moss	3,290.00
Repairs & Maintenance	13,025.45
TOTAL Repairs & Maintenance	47,811.77
 Operating Contingency	 72.74
TOTAL General Operating	56,962.38
 Septic System	
Core Wate - Monthly Contract	7,875.00
Maintenance	3,094.39
Maxxam Analytics	708.75
Ministry	102.81
Misc. Parts	22.85
Simson Maxwell	1,168.51
Sludge Pumping	1,442.28
Telus	1,355.10
Septic Interest Income to Reserve	67.22
Net Septic Income over Expense To Septic Reserve	2,890.31
TOTAL Septic System	18,727.22
 Transfer to Contingency Reserve	
CRF Contributions	25,200.00
TOTAL Transfer to Contingency Reserve	25,200.00

Total Expense	100,889.60
 Net Income	 19,590.88

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 07/01/2018 to 07/31/2018

	<u>July 2018</u>		<u>August to July</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	6,325	75,731	75,856	(125)	75,856	
Bank Interest			160		160		
TOTAL General Operating	6,321	6,325	75,891	75,856	35	75,856	0
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,600	19,252	19,200	52	19,200	
Septic Reserve - bank interest income			67		67		
TOTAL Septic System	1,600	1,600	19,319	19,200	119	19,200	0
Contingency Reserve							
Strata Fees - CRF	2,100	2,100	25,270	25,200	70	25,200	
TOTAL Contingency Reserve	2,100	2,100	25,270	25,200	70	25,200	0
TOTAL Income	10,021	10,025	120,480	120,256	224	120,256	0
Total Revenues	10,021	10,025	120,480	120,256	224	120,256	0

Expenses

General Operating

Administrative Expenses							
Bank Charges	42	40	199	480	(281)	480	
Insurance		1,598	73	19,121	(19,048)	19,121	
Management Fees	425	440	5,100	5,280	(180)	5,280	
Office Expenses	39	50	939	600	339	600	
Professional Fees		55		605	(605)	605	
Unbudgeted - Office	5		276		276		
TOTAL Administrative Expenses	511	2,183	6,587	26,086	(19,499)	26,086	0
Utilities							
BC Hydro		170	1,616	2,040	(424)	2,040	

	<u>July 2018</u>		<u>August to July</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	268	125	875	1,500	(625)	1,500	
TOTAL Utilities	268	295	2,491	3,540	(1,049)	3,540	0
Repairs & Maintenance							
Groundskeeping	2,640	2,678	31,496	32,180	(684)	32,180	
Gutters & Moss		231	3,290	2,750	540	2,750	
Repairs & Maintenance	4,550	363	13,025	4,400	8,625	4,400	
TOTAL Repairs & Maintenance	7,190	3,272	47,811	39,330	8,481	39,330	0
Operating Contingency		575	73	6,900	(6,827)	6,900	
TOTAL General Operating	7,969	6,325	56,962	75,856	(18,894)	75,856	0
Septic System							
Core Wate - Monthly Contract	656	659	7,875	7,875		7,875	
Emergency Response		63		800	(800)	800	
Maintenance		150	3,094	1,767	1,327	1,767	
Maxxam Analytics	202	88	709	1,100	(391)	1,100	
Ministry			103		103		
Misc. Parts		50	23	600	(577)	600	
Pumps		163		2,000	(2,000)	2,000	
Simson Maxwell			1,169		1,169		
Sludge Pumping	1,442	63	1,442	800	642	800	
Telus	237	105	1,355	1,260	95	1,260	
Septic Interest Income to Reserve			67		67		
Net Septic Income over Expense To Septic Reserve		248	2,890	2,998	(108)	2,998	
TOTAL Septic System	2,537	1,589	18,727	19,200	(473)	19,200	0
Transfer to Contingency Reserve							
CRF Contributions	2,100	2,100	25,200	25,200		25,200	
TOTAL Transfer to Contingency Reserve	2,100	2,100	25,200	25,200	0	25,200	0
Total Expenses	12,606	10,014	100,889	120,256	(19,367)	120,256	0
Net Income	(2,585)	11	19,591	0	19,591	0	0