



MINUTES - REGULAR STRATA COUNCIL MEETING

Thursday October 18, 2018 Unit 1

Present: Chair 17; Treasurer 21; Maintenance Officer 27 (to 11:30); Secretary 2; Bylaws Officer 1

Regrets: Vice-Chair 25; Landscape Officer 13

A. Meeting called to Order at 10:05 hr.

B. Approval of Agenda

MOVED: (Maintenance) To adopt the Agenda of the Strata Council Meeting of 2018.10.18 as circulated with the addition of one item in New Business: Request received from Unit 29.

SECONDED: (Treasurer)

CARRIED: 5 of 5

C. Approval of Minutes

MOVED: (Bylaws) To adopt the Minutes of the Strata Council Meeting of 2018.09.04 as circulated.

SECONDED: (Secretary)

CARRIED: 5 of 5

D. Reports

MOVED: (Treasurer) To receive the reports from Council Members as circulated.

SECONDED: (Bylaws)

CARRIED: 5 of 5

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

E.1 (Secretary) Search for Service Provider – As reported, received a cost estimate of \$185.88 from a Notary Public for registering the bylaw changes with the Land Title Office.

MOVED: (Secretary) To approve the expenditure of \$185.88 for the Notary Public to register the bylaw changes and the Strata change of address.

SECONDED: (Maintenance)

CARRIED: 5 of 5

With regard to the change to common property for Unit 29, the owner is in the process of making the application on his own. As reported, the Secretary has asked for a copy of that submission once it is done.

Request and Undertaking from Unit 6: The Secretary confirmed that Unit 6 has submitted all the required documentation in support of their application for a patio and fence.

MOVED: (Maintenance) To approve the submission by Unit 6 to erect a fence and a tile patio.

SECONDED: (Bylaws)

CARRIED: 5 of 5

E.2 (Treasurer) August Financials – The August financials are **attached**. The Treasurer reviewed the continuing frustrations with Bayview and the mistake they made with the new fees. The Treasurer plans to have the overpayment errors corrected next month. The Treasurer also indicated that the surplus from last year's budget needed to be transferred to the Contingency Reserve Fund (CRF).

MOVED: (Treasurer) To approve the transfer of surpluses to the CRF account.

SECONDED: (Bylaws)

CARRIED: 4 of 4

New bank account – New Corporate accounts have been opened at the Coast Capital Savings in Courtenay. Signing authorities have been established for the Treasurer, the Chair and the Vice-chair. The secretary will also have to go to the Credit Union to establish a signing authority.

E.3 (Landscaping) Tree Sanitation Plan – The Tree Sanitation project has been completed. All agreed that the contractor has done a very good job.

F. New Business:

F.1 (Chair) Indemnity & Alteration Form from Unit 29 – Unit 29 has submitted another application to establish a lattice and arbour fence along the edge of their side patio.

MOVED: (Treasurer) To approve the application to establish a fence along the side patio from Unit 29.

SECONDED: (Bylaws)

CARRIED: 4 of 4

Short-term rental application – The Chair reported having received an inquiry from an owner regarding the process for short-term rental. The requirement for submitting Forms to Council for their approval was confirmed.

Septic System Committee – Expressions of interest have been received in response to the posting for participation on the Septic Committee.

Honorarium – As agreed to at the AGM, Council will strike a sub-committee to develop recommendations with regards to Honorariums for major volunteers working for the strata. A note will be sent to owners to invite participation on this sub-committee along with the Treasurer and the Vice-chair.

RV Storage Report (attached) – The attached report was presented for Council consideration. Council concluded as follows:

- Council agreed to the development of a site reorganization plan
- 1. Defer decision to a future meeting on the first consideration (utility trailers)
- 2. Defer decision to a future meeting on the second consideration (number of trailers per spot)
- 3. Council agreed that superfluous materials are not to be stored in the RV storage area.
- 4. Council agreed that loose (not part of a RV) flammable fuels are not to be stored in the RV Storage area. The Bylaw officer will inspect the site and work with owners to develop deadlines for removal of materials (point 3 and 4)
- 5. Council agreed that a Wildland Urban Interface fire assessment should be made

F.2 (Treasurer) Septic Bond renewal – As This bond is reaching maturity, the Treasurer made the following Motion:

MOVED: (Treasurer) That all interest amounts be transferred to the Septic Reserve Fund and that a new bond in the amount of \$51,000.00 be obtained at the Coast Capital Savings in Nanaimo.

SECONDED: (Bylaws)

CARRIED: 4 of 4

Union Bay Credit Union account – To consolidate the Strata's moneys, the Treasurer made the following motion:

MOVED: (Treasurer) That the account at the Union Bay Credit Union be closed and the funds in it be transferred to the Coast Capital Savings account in Nanaimo.

SECONDED: (Secretary)

CARRIED: 4 of 4

Strata Insurance Renewal – The Treasurer explained that the insurance had only been renewed to the end of December because Bayview Strata Management's desired to have all its customers' insurances expire at the end of the year.

MOVED: (Treasurer) To approve the renewal of the strata insurances with Christie-Phoenix for a 1-year term.

SECONDED: (Chair)

CARRIED: 4 of 4

F.3 (Maintenance) Request to move a street light – The Maintenance officer received a request by an owner to relocate a street light to a location less susceptible to be damaged by a car backing out of a driveway. A second street light was identified by Council:

MOVED: (Maintenance) To move the street lights by Units 4 and 9 to a less exposed location.

SECONDED: (Bylaws)

CARRIED: 5 of 5

Duradek Cover – The Maintenance officer was alerted by an owner that his Duradek cover required some maintenance. The Maintenance Officer inspect all decks to identify any need for repairs.

Septic System Maintenance – There are tree roots that are plugging the drainage pipes from the lower pond to the Creek and need to be removed.

MOVED: (Bylaws) To contract Roto-Rooter to remove the root plug in the drainage pipe by the lower pond.

SECONDED: (Maintenance)

CARRIED: 5 of 5

2019 Painting program – The Maintenance Officer indicated that there is no need for a painting project in 2019.

F.4 (Bylaws) Cannabis Bylaw – The Landscaping Officer alerted the Bylaw Officer to the possible need for developing a Cannabis bylaw now that it is legal. VISOA has developed one (**attached**) for consideration by Strata Corporations.

Bylaw Infractions – The Bylaw Officer dealt with an infraction where an owner was carrying out maintenance work on a large RV unit parked on the roadway. The Bylaw Officer also indicated that a paint ball gun had been used and damage to Strata property has occurred. Since this is a repeat infraction, a written notice will be given to the owner and kept on record.

- I. Date of next meeting:** Friday, November 16 at 10:00 hr. at Unit 21.

Adjourned at 12:55 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports October 2018

Chair:

- Referred request for updated contact list
- Been kept aware of trailer issue re: Unit 5
- Received request from Unit 29 to expand patio
- Completed transfer of vis5801 signing authority

Vice Chair:

Went to the Credit Union with Treasurer and have been added to the signing authorities for the Strata Council.

Secretary:

Information:

- Received an estimate from a Notary Public to submit to Land Title office changes to Bylaws.
 - \$185.88 for bylaw changes and address change
- Drafted a note to owners seeking volunteer to fill vacancy on Septic Committee
- Completed DRAFT minutes for the AGM.
- Provided updated contact list as requested.
- Communicated Council's approval for renting to Unit 9.
- Updated the Rules on the website as per AGM resolution

Correspondence Received:

- Received a note from Unit 29 indicating they were in the process of registering the change to Common Property for their patio on their own.
 - Requested a copy of the registration documents for the Strata files.
- Received Water sample analysis reports for end of August and September (**attached**).
- Received a completed request from Unit 6 to construct a patio and fencing.
- Received note from Unit 5 for installing a satellite dish.
- Received note from Unit 18 requesting permission to extend parking of RV at home.
- Received one expression of interest to be on the Septic Committee.

Treasurer:

- Bayview overcharged all owners on their October fees. We will rectify this in November or December, depending when we receive the October Financial report from Bayview.
- The Treasurer, Chair and Vice-Chair had an appointment at Coast Capital Savings to open our new bank accounts. Coast Capital gave us a \$200 opening bonus to help with the cost of cheques. All cheques and online transactions will require two signatures. Online, the Treasurer will initiate transactions, which will be held until another signor goes online and approves the transactions. Coast Capital Savings does not charge strata any banking fees on their chequing account.
- Our new accounting system is set up and ready to go. Online banking and downloading statements have been tested and are working. Core Water, BC Hydro, TELUS, Maxxam, Ministry of Environment, Andrew Sheret, Irly, Deep Bay Improvement District and Christie-Phoenix have been notified of our change in management and mailing address.
- The automatic debit system for monthly fees is being set up and will be ready by November 1. To date 19 owners have submitted their Pre-Authorized Debit (PAD) forms and one owner indicated a preference to submit cheques. Owners have the option to submit post-dated cheques. The cheques will be taken to the bank to be held and processed over the year. There is a \$5/month fee for this service.
- At the end of October, Bayview will hand over our finances. Brian Moran of Bayview said that they will not be paying any invoices in October. On October 30 they will give us a cheque for our money.
- Finally, after a year of waiting, VISOA announced a Treasurer's Workshop, which I will attend. It is especially important now that we are self-managed. I will submit a report on the workshop.

Maintenance Officer:

- Painting inspection was completed with the contractor. All work seemed to be done to a high standard and in a timely manner (before Labour Day). Three additional doors after having door windows replaced were painted at no additional charge to the Strata. These doors were on units 7, 10 and 21.
- Lower trim board was replaced on unit #20 due to rot. Sprinklers were moved to stop water from hitting the boards and contributing to further rot.
- Unit #13-Side door was adjusted so it would function properly.
- Unit #13 – A broken water line was found on common property. The owner dug down to the line and found a break. Due to the nature of the break a plumber was brought in to make the repair.

Landscaping Officer:

The arborist should be finished on Mon, the 14th.

Dan's Mowing will be finished at the end of the month. His contract runs thru to Dec. 31, 2020.

Unit 14 has asked about reseeding some of the common area behind his house. He would like the Strata to take this on, like we did at two other locations this year.

The irrigation blowout will be completed on Wed, 17th.

A memo has been sent out re outside tap freezing. We must make sure all our members are aware of the problem of not turning off taps and disconnecting hoses. Frozen taps cost BIG money to repair.

Bylaw Officer:

No report.

Your C.O.C. #: G132194

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/09/06

Report #: R2615174

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B874031

Received: 2018/08/30, 11:40

Sample Matrix: WASTE WATER
Samples Received: 1

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Biochemical Oxygen Demand (1)	1	2018/09/01	2018/09/06	BBY6SOP-00045	SM 23 5210 B m
Total Suspended Solids (1)	1	2018/09/04	2018/09/05	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. Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

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. Maxxam is not responsible for the accuracy or any data impacts, that result from the information provided by the customer or their agent.

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. When sampling is not conducted by Maxxam, results relate to the supplied 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. #: G132194

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/09/06

Report #: R2615174

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B874031

Received: 2018/08/30, 11:40

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

=====

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

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Maxxam Job #: B874031
Report Date: 2018/09/06

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WASTE WATER

Maxxam ID		UE9511		
Sampling Date		2018/08/30 11:00		
COC Number		G132194		
	UNITS	LIGHTHOUSE EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9127148
Physical Properties				
Total Suspended Solids	mg/L	4.3	4.0	9128446
RDL = Reportable Detection Limit				

Maxxam Job #: B874031
Report Date: 2018/09/06

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B874031
Report Date: 2018/09/06

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9127148	EL7	Spiked Blank	Biochemical Oxygen Demand	2018/09/06		102	%	85 - 115
9127148	EL7	Method Blank	Biochemical Oxygen Demand	2018/09/06	<6.0		mg/L	
9127148	EL7	RPD	Biochemical Oxygen Demand	2018/09/06	5.9		%	20
9128446	FSU	Matrix Spike	Total Suspended Solids	2018/09/05		100	%	80 - 120
9128446	FSU	Spiked Blank	Total Suspended Solids	2018/09/05		101	%	80 - 120
9128446	FSU	Method Blank	Total Suspended Solids	2018/09/05	<4.0		mg/L	
9128446	FSU	RPD	Total Suspended Solids	2018/09/05	19		%	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.

Maxxam Job #: B874031
Report Date: 2018/09/06

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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Your C.O.C. #: G132252

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/10/04

Report #: R2630317

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B883980

Received: 2018/09/27, 11:37

Sample Matrix: Water
Samples Received: 3

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Biochemical Oxygen Demand (1)	1	2018/09/28	2018/10/03	BBY6SOP-00045	SM 23 5210 B m
Fecal Coliform by membrane filtration (1)	2	N/A	2018/09/27	BBY4SOP-00001	SM 22 9222 m
Nitrate + Nitrite (N) (1)	2	N/A	2018/09/28	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrite (N) by CFA (1)	2	N/A	2018/09/28	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N) (1)	2	N/A	2018/09/29	BBY WI-00033	Auto Calc
Total Phosphorus (1)	2	2018/09/28	2018/09/29	BBY6SOP-00013	SM 22 4500-P E m
Total Suspended Solids (1)	1	2018/10/03	2018/10/04	BBY6SOP-00034	SM 22 2540 D

Remarks:

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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. When sampling is not conducted by Maxxam, results relate to the supplied samples tested.

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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. #: G132252

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/10/04

Report #: R2630317

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B883980

Received: 2018/09/27, 11:37

Encryption Key



Maxxam

04 Oct 2018 18:14:29

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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Maxxam Job #: B883980
Report Date: 2018/10/04

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		UK6496			UK6497		UK6498		
Sampling Date		2018/09/27 10:30			2018/09/27 10:35		2018/09/27 10:50		
COC Number		G132252			G132252		G132252		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch	WELL A	RDL	CURTAIN DRAIN B	RDL	QC Batch
ANIONS									
Nitrite (N)	mg/L				<0.0050	0.0050	0.0355	0.0050	9163906
Calculated Parameters									
Nitrate (N)	mg/L				10.5	0.20	2.23	0.040	9161468
Demand Parameters									
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9163345					
Nutrients									
Nitrate plus Nitrite (N)	mg/L				10.5 (1)	0.20	2.26 (1)	0.040	9163905
Total Phosphorus (P)	mg/L				0.0341	0.0050	0.127	0.0050	9164454
Physical Properties									
Total Suspended Solids	mg/L	<4.0	4.0	9169833					
RDL = Reportable Detection Limit									
(1) Detection limits raised due to dilution to bring analyte within the calibrated range.									

Maxxam Job #: B883980
Report Date: 2018/10/04

Bayview Strata Services

MICROBIOLOGY (WATER)

Maxxam ID		UK6497		UK6498		
Sampling Date		2018/09/27 10:35		2018/09/27 10:50		
COC Number		G132252		G132252		
	UNITS	WELL A	RDL	CURTAIN DRAIN B	RDL	QC Batch
Microbiological Param.						
Fecal Coliforms	CFU/100mL	<1	1	<10	10	9163037
RDL = Reportable Detection Limit						

Maxxam Job #: B883980
Report Date: 2018/10/04

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B883980
Report Date: 2018/10/04

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9163345	MM3	Spiked Blank	Biochemical Oxygen Demand	2018/10/03		100	%	85 - 115
9163345	MM3	Method Blank	Biochemical Oxygen Demand	2018/10/03	<6.0		mg/L	
9163345	MM3	RPD	Biochemical Oxygen Demand	2018/10/03	0.045		%	20
9163905	VT1	Matrix Spike	Nitrate plus Nitrite (N)	2018/09/28		98	%	80 - 120
9163905	VT1	Spiked Blank	Nitrate plus Nitrite (N)	2018/09/28		104	%	80 - 120
9163905	VT1	Method Blank	Nitrate plus Nitrite (N)	2018/09/28	<0.020		mg/L	
9163905	VT1	RPD	Nitrate plus Nitrite (N)	2018/09/28	2.7		%	25
9163906	VT1	Matrix Spike	Nitrite (N)	2018/09/28		87	%	80 - 120
9163906	VT1	Spiked Blank	Nitrite (N)	2018/09/28		104	%	80 - 120
9163906	VT1	Method Blank	Nitrite (N)	2018/09/28	<0.0050		mg/L	
9163906	VT1	RPD	Nitrite (N)	2018/09/28	NC		%	20
9164454	MHK	Matrix Spike	Total Phosphorus (P)	2018/09/29		NC	%	80 - 120
9164454	MHK	Spiked Blank	Total Phosphorus (P)	2018/09/29		100	%	80 - 120
9164454	MHK	Method Blank	Total Phosphorus (P)	2018/09/29	<0.0050		mg/L	
9164454	MHK	RPD	Total Phosphorus (P)	2018/09/29	3.7		%	20
9169833	RMB	Matrix Spike	Total Suspended Solids	2018/10/04		95	%	80 - 120
9169833	RMB	Spiked Blank	Total Suspended Solids	2018/10/04		100	%	80 - 120
9169833	RMB	Method Blank	Total Suspended Solids	2018/10/04	<4.0		mg/L	
9169833	RMB	RPD	Total Suspended Solids	2018/10/04	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 (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)

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).

Maxxam Job #: B883980
Report Date: 2018/10/04

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



Rob Reinert, B.Sc., 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 Strata Services	Company:	Core Water	Quotation			☐ 5 - 7 Days Regular
Contact Name:	John Gurak	Contact Name:	James McKerr	P.O. #/AFE#:			PLEASE PROVIDE A
Address:	VISS 801-Lighthouse PO Box 939 PC: Landing	Address:	Myriam Raiche	Project #:			Rush Turnaround
Phone/Fax:	250-757-8333	Phone/Fax:	250-898-7137	Site Location:			☐ Same Day
Email:	jgurak@shaw.ca	Email:	myriam@corewater.ca	Sampled By:			☐ 1 Day
Copies:		Copies:	jgurak@shaw.ca				Date Required:
							Rush Confirmation #:

Laboratory Use Only				Analysis Requested																																																																											
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Sample Identification				Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix	# of Containers	☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ MTBE	☐ VOC / BTEX / F1	☐ PAH	☐ LEPA / HEPH / PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia	☐ Fluoride	☐ TDS	☐ Conductivity	☐ Nitrate	☐ pH	☐ Nitrite	☒ Total Phosphorus	☐ Fecal Coliform	☐ HOLD - DO NOT ANALYZE																																																
1	Lighthouse Landing Effluent			2018/09/27	10:30																																																																										
2	Well A			"	10:35																																																																										
3	Curtain Drain B			"	10:50																																																																										
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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.

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
M. Raiche	2018/09/27	11:37	Myriam Raiche	2018/09/27	11:37

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

08/31/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
TD - Operating	44,398.21
TOTAL Cash Accounts	44,603.36
Owner Receivables	483.18
Prepaid VIS5801.ca Website	130.78
TOTAL Current Assets	45,217.32

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	15,767.98
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	80,620.09
TOTAL Restricted Fund Accounts	80,620.09

Total Assets

142,324.21

Liabilities

Accounts Payable - Net Total	34.37
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78

Total Liabilities

800.65

Net Worth

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

08/31/2018

Operating

Retained Earnings	49,082.16
Net Income	(4,665.49)

TOTAL Operating	44,416.67
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Septic Reserve

Septic Reserve - Opening Balance	16,486.80
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TOTAL Septic Reserve	16,486.80
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Restricted Fund Balances

CRF - Opening Balance	106,477.27
CRF - Contributions Current Year	2,100.00
CRF - Interest Income	25.32
CRF - Paint Project Expenses	(27,982.50)

TOTAL Restricted Fund Balances	80,620.09
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<u>Total Net Worth</u>	<u>141,523.56</u>
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<u>Total Net Worth and Liabilities</u>	<u>142,324.21</u>
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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 08/01/2018 to 08/31/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	6,321.21
TOTAL General Operating	<u>6,321.21</u>
Septic System	
Septic Reserve - income from Strata Fees	1,599.90
TOTAL Septic System	<u>1,599.90</u>
Contingency Reserve	
Strata Fees - CRF	2,100.00
TOTAL Contingency Reserve	<u>2,100.00</u>
TOTAL Income	<u>10,021.11</u>

Total Revenue	10,021.11
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Expenses

General Operating

Administrative Expenses	
Bank Charges	21.00
Office & Admin Expenses	210.92
New Admin Costs	5.03
Insurance	7,659.50
Management Fees	425.00
Operating Contingency	133.47
TOTAL Administrative Expenses	<u>8,454.92</u>
Repairs & Maintenance	
Maintenance labour	129.19
Landscaping	
	<u>2,640.01</u>
	2,640.01
TOTAL Repairs & Maintenance	<u>2,769.20</u>

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 08/01/2018 to 08/31/2018

Actual Current Year

Utilities	
BC Hydro	130.54
TOTAL Utilities	130.54
Septic Reserve Fund	
Core Wate - Monthly Contract	656.25
Maxxam Analytics	338.10
TOTAL Septic Reserve Fund	994.35
Treatment System	
Telus	237.59
TOTAL Treatment System	237.59
TOTAL General Operating	12,586.60
Transfer to Contingency Reserve	
CRF Contributions	2,100.00
TOTAL Transfer to Contingency Reserve	2,100.00
Total Expense	14,686.60
Net Income	(4,665.49)

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 08/01/2018 to 08/31/2018

	<u>August 2018</u>		<u>August to August</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	5,916	6,321	5,916	405	70,992	75,856
TOTAL General Operating	6,321	5,916	6,321	5,916	405	70,992	75,856
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,500	1,600	1,500	100	18,000	19,200
TOTAL Septic System	1,600	1,500	1,600	1,500	100	18,000	19,200
Contingency Reserve							
Strata Fees - CRF	2,100	3,240	2,100	3,240	(1,140)	38,880	25,200
TOTAL Contingency Reserve	2,100	3,240	2,100	3,240	(1,140)	38,880	25,200
TOTAL Income	10,021	10,656	10,021	10,656	(635)	127,872	120,256
Total Revenues	10,021	10,656	10,021	10,656	(635)	127,872	120,256

Expenses

General Operating

Administrative Expenses							
Bank Charges	21	24	21	24	(3)	288	480
Office & Admin Expenses	211	69	211	69	142	825	600
New Admin Costs	5	172	5	172	(167)	2,064	
Insurance	7,660	1,587	7,660	1,587	6,073	19,044	19,121
Professional Fees		59		59	(59)	707	605
Management Fees	425		425		425		5,280
Operating Contingency	133	538	133	538	(405)	6,455	6,900
TOTAL Administrative Expenses	8,455	2,449	8,455	2,449	6,006	29,383	32,986
Repairs & Maintenance							
Repairs & Maintenance		210		210	(210)	2,520	4,400
Maintenance labour	129	120	129	120	9	1,440	1,767

	<u>August 2018</u>		<u>August to August</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>
Gutters & Moss		42		42	(42)	500	2,750
Snow Removal		35		35	(35)	420	
Sprinklers Labour		60		60	(60)	720	
Sprinklers Parts		67		67	(67)	800	
Landscaping							
	2,640	2,640	2,640	2,640		31,680	32,180
	2,640	2,640	2,640	2,640		31,680	32,180
TOTAL Repairs & Maintenance	2,769	3,174	2,769	3,174	(405)	38,080	41,097
Utilities							
BC Hydro	131	156	131	156	(25)	1,872	2,040
Water		78		78	(78)	932	1,500
TOTAL Utilities	131	234	131	234	(103)	2,804	3,540
Septic Reserve Fund							
Core Wate - Monthly Contract	656	656	656	656		7,872	7,875
Emergency Response							800
Maxxam Analytics	338	183	338	183	155	2,200	1,100
Collection		42		42	(42)	500	
Net Septic Income over Expense To Septic Reserve							2,998
TOTAL Septic Reserve Fund	994	881	994	881	113	10,572	12,773
Treatment System							
Pumps		167		167	(167)	2,000	2,000
Misc. Parts		33		33	(33)	400	600
Sludge Pumping		167		167	(167)	2,000	800
Electronics		125		125	(125)	1,500	
Telus	238	125	238	125	113	1,500	1,260
Emergency Power (Generator)		18		18	(18)	210	
Ministry		9		9	(9)	103	
Maintenance (Treatment System)		50		50	(50)	600	
TOTAL Treatment System	238	694	238	694	(456)	8,313	4,660
TOTAL General Operating	12,587	7,432	12,587	7,432	5,155	89,152	95,056
Transfer to Contingency Reserve							
CRF Contributions	2,100	3,240	2,100	3,240	(1,140)	38,880	25,200

	<u>August 2018</u>		<u>August to August</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>
TOTAL Transfer to Contingency Reserve	2,100	3,240	2,100	3,240	(1,140)	38,880	25,200
Total Expenses	14,687	10 ,672	14 ,687	10 ,672	4 ,015	128 ,032	120 ,256
Net Income	(4,666)	(16)	(4,666)	(16)	(4,650)	(160)	0

LLE RV Parking/Storage Area Report

Ron Chamney, RV Parking Area Coordinator

October 2018

The RV parking/storage area is an asset for LLE, both as a useful facility, and as a value-added feature for potential property re-sale. The care and maintenance and safety of this area is important to all LLE Strata Owners.

As the new RV Parking Area Coordinator, I have spent considerable time surveying the site and adjoining land, as well as talking to strata owners, site users and non-users alike, in order to better understand the strengths, weaknesses and potential of the RV Parking Area to protect the interests of all strata owners.

Road access through the RV Storage Area and space for turnaround and maneuvering is critical for fire safety, vehicle access and usability by RV owners. My measurements show that the existing configuration has minimal flexibility for expansion as it stands, but reorganization of units should alleviate some existing problems and allow for the addition of more parking sites. Understanding many users have made significant ground improvements on their individual sites, if asked to move (with their approval) similar site improvements must be made to their new location at no cost to them.

Existing rules of the RV sites mandate that only units of 25 feet or less be stored in this area. Currently, there are two owners who are exceeding 25 feet with the storage of other materials in addition to their RV units, however, their impact is negligible. All units are within BC Transport regulations of a width of 8.5 feet so site dimensions of 12 feet wide are adequate for storage and access by users. Therefore, with a little site preparation and some realignment of the location of a few current users, it would be possible to add more RV Parking Sites.

ACTION REQUESTED: that Council give approval for RV Coordinator to proceed with a re-organization site plan that identifies changes to the area and cost estimates to be submitted for their review.

Points for Consideration by Council

The following points were brought forward by the active users of the RV Parking Area as well as non-user strata owners.

1. *Non-recreational vehicles like utility trailers should not be stored in the RV parking area. The Strata Utility Trailer could be stored beside the Strata Tool Shed.*

An exception to the above suggestion is that the Strata Utility Trailer be allowed to remain in the RV Parking Area as select owners do not want the negative aesthetic view of a utility trailer near their property. (Understanding that temporary exceptions may be made by council)

ACTION: that Council decide whether this area is for the storage of RV vehicles only and that utility trailers be removed (with possible exception of Strata Trailer) or that Council change the RV Parking regulations to allow the storage of **Non-RV** units.

2. *Each RV site should only be permitted one RV unit/vehicle per site.*

Therefore, those who are storing more than a single RV unit i.e. two trailers should be required to remove one of the units. Note: in the case of a truck carrying the RV unit, such as a truck/camper, the truck is considered a part of the RV unit.

ACTION: that Council determines whether more than one RV unit is permitted in each site and makes that clear in the rules. If it determines that there should only be one unit per site, council enforces the regulations and has secondary units removed.

3. *All items that are not contained on or in the approved RV unit assigned to each site, should be removed.*

This will prevent the build up of extraneous materials that create a "junky appearance to the area".

ACTION: that Council requires site users to remove superfluous materials as mentioned above from the RV Sites. Details will be supplied to Bylaw Officer upon direction of Council.

4. *The storage of flammable fuels in un-protected containers other than fuel tanks/compartments that are a part of the RV unit, should not be allowed on site.*

A safe storage site/bin could be constructed for the proper storage of flammable fuels for all Strata owners who do not want to store these hazardous materials in their residence.

ACTION: that Council require RV site users to remove flammable fuels as mentioned above and/or Council has a designate research possible storage bin/shed for the safe storage of flammable fuels. Details will be supplied to Bylaw Officer upon direction of Council.

5. *Even though the RV storage area is a “user pay” facility and upkeep of the individual parking sites is the responsibility of the approved user, the greater picture of the entire site and land allocation is also an asset and liability for **all** owners not just the active users.*

More specifically the lack of general landscaping maintenance over the last ten years has resulted in an accumulation of tree cover and understory buildup. The buildup of plant material has encroached on the originally established parking area and the continued buildup of material adds to the already existing fire fuel hazard in the event of a wildfire moving through the area.

At present there is direct contact between fuel sources and parked recreational vehicles. Most vehicles stored in the area contain flammable and explosive vaporous and liquid fuels. (Gasoline, propane, and diesel). Fire contact with these vehicles and stored fuels presents an increased risk to fire spreading into the residential area. A simple fuel reduction program and a regular maintenance practice would reduce or even remove this increasing threat.

The FireSmart (Wildland Urban Interface Fire Prevention) Program has been adopted by the BC Fire Commissioners’ Office as the residential/wild-land fire prevention standard for the Province. It is my recommendation that council embrace the FireSmart program as a guideline for best practice as a part of our regular maintenance program not just in the RV parking area, but also within the residential and recreational areas of the LLE Strata Property in line with the current hazardous tree removal practice of our community maintenance program.

ACTION 1: that Council recognize the need to have a fire plan and fuel reduction program concerning Wildland Urban Interface and take the steps necessary to mitigate fire risks and to encourage residents to educate themselves in the FireSmart principles.

ACTION 2: that Council consider establishing a budget line under Landscaping for a FireSmart Mitigation Program.

The above FireSmart recommendations are based upon my experience as the Wildland Fire-Urban Interface (WUI) Program Coordinator for the City of Calgary Fire Department. These recommendations are also based on my experience as a director on the board of Partners in Protection; a multi-disciplinary association of Municipal, Provincial and Federal Governments and Canadian forest industry organizations, who together created the nationally recognized FireSmart WUI fire prevention program.

I would be happy to do a WUI assessment of the RV site and make recommendations based on the FireSmart standards.

I could also do a brief assessment and report on any residential WUI hazards.

If council would like more information, I am happy to make a presentation to Council and answer any questions you may have before I start a labour-intensive review.

Our WUI fire season starts April/May, it would be wise to have a plan in place prior to then.

Marijuana - License — Produced By VIOSA
Marijuana - R — Vetted by lawyer.
— Could be used ~~by~~ ^{adopted} Stratas.

Bylaws to Regulate Marijuana

Non-Medical Marijuana

- (1) Subject to (2) below, the smoking, cultivation, and alteration or processing of marijuana is prohibited within a strata lot and on the common and limited common property.

Or

- (1) An owner, tenant occupant or visitor:

- (a) Must not smoke marijuana on the common or limited common property [or on a balcony, patio or deck which forms part of a strata lot];
- (b) May smoke marijuana within a strata lot but must not permit the smoke to escape the strata lot such that it can be smelled by another resident;
- (c) Must not, subject to (2) below, cultivate, alter or process marijuana in a strata lot or on the common or limited common property;

Or

- (c) May cultivate, alter or process marijuana (for personal use only) in a strata lot but not on the common or limited common property.

- (1.1) An owner, tenant, occupant or visitor who cultivates, alters or processes marijuana pursuant to (1)(c) above must:

- (a) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;
- (b) allow the strata corporation access to their strata lot in accordance with the strata corporation's bylaws to ensure compliance with such laws;
- (c) prior to installing any equipment related to the cultivation of marijuana obtain approval from the strata corporation with respect to the proposed location and method of installation. In granting approval the strata corporation may require such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;
- (d) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s);

Medical Marijuana

- (2) An owner, tenant or occupant with a valid medical marijuana license issued under the *Access to Marijuana for Medical Purposes Regulations* (a "License") will be permitted to:
- a) smoke marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking as the only means by which it can be consumed;
 - b) cultivate marijuana in a strata lot; or
 - c) alter or process marijuana within a strata lot.

OR

- (2) An owner, tenant or occupant with letter from a medical doctor confirming the need to consume marijuana for medical purposes (a "Prescription") will be permitted to:
- a) smoke marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking as the only means by which it can be consumed;
 - b) cultivate marijuana in a strata lot; or
 - c) alter or process marijuana within a strata lot
- (3) An owner, tenant, occupant or visitor with a License/Prescription who smokes marijuana within a strata lot must not permit the smoke to escape the strata lot such that it can be smelled by another resident.
- (4) An owner, tenant, occupant or visitor with a valid medical marijuana License/Prescription who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.
- (5) An owner, tenant, occupant or visitor with a valid medical marijuana License/Prescription who plans to undertake any of the activities described in this section, or any other activities related to medical marijuana must:
- (e) prior to undertaking such activity, provide a copy of their License/Prescription to the strata corporation;
 - (f) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;
 - (g) allow the strata corporation access to their strata lot in accordance with the strata corporation's bylaws to ensure compliance with such laws;
 - (h) prior to installing any equipment related to the cultivation of marijuana for medical purposes, obtain approval from the strata corporation with respect to the proposed location and method of installation. While the strata corporation may

not unreasonably withhold approval, it may require, as part of granting approval, that such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;

- (i) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s);

Commercial Strata Lots

- (6) A non-residential strata lot must not be used for the growing, processing, sale, distribution or consumption of marijuana.

OR

- (6) No more than one (1) non-residential strata lot may be used for the sale and distribution of marijuana provided that:

- (a) the municipal zoning applicable to the strata lot allows it;
- (b) all licenses, permits and permissions required by law are obtained;
- (c) the business operates only between the hours of ____ and ____;
- (d) [other desired restrictions]

- (6.1) A non-residential strata lot must not be used for the growing or processing of marijuana;