

MINUTES - REGULAR STRATA COUNCIL MEETING

Thursday January 10, 2019 Unit 21

Present: Chair 17; Treasurer 21; Maintenance Officer 27; Secretary 2; Bylaws Officer 1

Regrets: Landscape Officer 13

Guest: Owner 15

A. Meeting called to Order at 10:00 hr.

B. Approval of Agenda

MOVED: (Bylaws) To adopt the Agenda of the Strata Council Meeting of 2018.10.18 as circulated with the addition of a New Business item concerning a water pipe leak and related water bill for one unit.

SECONDED: (Treasurer)

CARRIED: 5 of 5

C. Approval of Minutes

MOVED: (Secretary) To adopt the Minutes of the Strata Council Meeting of 2018.10.18 as circulated.

SECONDED: (Treasurer)

CARRIED: 5 of 5

D. Reports

MOVED: (Bylaws) To receive the reports from Council Members as circulated with the addition of the status of the gutter cleaning to the Maintenance Officer's report (**attached**).

SECONDED: (Secretary)

CARRIED: 5 of 5

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

E.1 (Chair) Vice Chair vacancy – The Chair noted that a call to all owners for a volunteer to fill that position had yielded no expression of interest. However, after approaching the owner of Unit 15 to ask if he would be willing to come on Council, Peter Williams agreed.

MOVED: (Maintenance) To accept Peter Williams (Unit 15) to fill the position of Vice Chair on Council.

SECONDED: (Treasurer)

CARRIED: 5 of 5

After the motion was passed, Peter participated in the remainder of this meeting.

- E.2 (Secretary) Registration Changes to Common Property at Unit 29** – The Secretary reported that to date, no confirmation of this registration has been received from the Notary. As well, a recent inquiry in its status has not been answered either.

The Secretary also indicated that, in addition to the report from Council's last meeting, Changes from Common Property to Limited Common Property not only can be done under section 257, they can also be done under section 74 of the Act with a $\frac{3}{4}$ vote at the AGM. VISOA was contacted to seek clarification on how a Council determines what changes is to be done under the respective sections. It would seem that only the Developer makes changes under section 257 while Councils would be limited to section 74. This makes the process much less onerous.

Water sample reports – No report have been received since the last Council meeting. A note was received from Unit 1 indicating that they were receiving those reports and would pass them on to the Secretary.

- E.3 (Treasurer) Review of Financials** – The Treasurer reviewed a statement to January 4, 2019. In the Budget Comparison, the column for January was confusing because the program apportioned the budget on a daily basis, therefore it was agreed that Budget Comparison would only include figures to the end of December (**attached**). All agreed that the report presentation was very clear and easy to follow.

Signing Authorities – The treasurer signing authorities still needed updating for the local Credit Union and that a clearer motion was needed to satisfy the various financial institutions.

MOVED: (Treasurer) To change the signing authorities at all our financial institutions to the following four Council Members: Chair Larry Highcock, Treasurer Suzan Chamney, Secretary Michel de Bellefeuille and Maintenance Officer Robert Mathieson. Two of the four signatures are required on all transactions.

SECONDED: (Secretary)

CARRIED: 6 of 6

The Treasurer also explained that the system currently used for the monthly pre-authorized payment of fees required two Council members to confirm those payments every month and that could only be done in a 3-day period at the end of the month. This is proving quite tedious particularly when Council members are away. It was suggested that for this process alone, the requirement for two confirmations be removed. This would have for effect to eliminated the confirmation step altogether and fully automate the process just like under Bayview.

MOVED: (Treasurer) To change the Dual Authorization, Manual Release for the CAFT system for Pre-Authorized Debits to a Single Authorization, Automatic Data Entry system.

SECONDED: (Secretary)

CARRIED: 6 of 6

Income Tax Reporting – The Treasurer reported having worked on the Strata's Income Tax Return. This necessitated a call to Revenue Canada to seek clarifications with limited success. Council discussed at length the need to file a report since this has never been done to date despite the fact that it is a legal requirement. In the end Council concluded that a report should be filed and asked the treasurer to do so even if some technical questions remained unanswered. The Treasurer also indicated that once financial assets exceed the \$200,000. threshold, an accountant would become necessary. Currently the strata's assets are very close to that level.

Honorarium - Council discussed vigorously and at length the revised draft proposal for an honorarium for strata volunteers. The purpose for the honorarium is to serve as an incentive for owners to volunteer their time with primary focus on Council positions. It should not to be viewed as payment for service. In the end, Council asked the Treasurer to further simplify the proposal to only address Council positions. Ultimately, any proposal will result in a motion introduced at the AGM for ratification by owners.

Entitlement error – The magnitude of the error in the entitlement level attributed to a unit was confirmed. The owner was reimbursed \$607.76 for the error dating back to the time of purchase in 2014.

E.4 (Maintenance) Identification and selection of snow removal contractor – The Maintenance Officer reported having talked to three potential contractors. Only one appeared reliable and had proper insurance. That contractor has three trucks doing this type of work for another large strata property. His rate is \$135 / hour with a minimum of 4 hours call out. Our strata would be served by one of the 3 trucks being dispatched away from the other strata as soon as we make the request. Council agreed that this should be the contractor called when needing snow removal services.

Status of street light relocation – On hold until the spring.

Status of deck inspections – On hold until the spring.

Status of deck inspections – Completed in early December as reported.

F. New Business:

F.1 (Chair) Increase in property assessment – The property assessment recently received have gone up substantially. All owners should review their assessment individually and look for grounds to appeal if they feel it is not correct. This is not something the strata corporation can do. It was noted that a number of Units had been sold in 2018 and that provided a good basis of comparison when deciding if an appeal should be launched with the BC Assessment Office.

Use of strata equipment – The Chair related that an owner had recently used strata equipment without signing it out as per the procedure. Council felt that a general communication on the procedure to follow when using strata equipment should be sent out to all owners given the number of new owners. The Chair will compose this communication.

F.2 (Secretary) Preliminary analysis of fee structure – The Secretary tabled a preliminary report analyzing the strata's fee structure for Council's consideration. This is in fulfillment of a commitment made by Council at the August AGM. The Secretary explained that the analysis identified four alternative approaches that may be fairer to all owners than the current fee structures. Council was asked to carefully review the report and identify any other approach that could added to the analysis.

F.3 (Maintenance) Foundation repairs for one unit – Unit 24 reported a crack in one of its foundation walls. The crack is substantial but there is no water seepage apparent. After inspecting the crack, the Maintenance Officer talked to a number of service providers with regards to repairing it. One contractor has offered an on-site assessment which will be accepted.

Water pipe leak – A unit reported a major leak from the main water pipe leading to it. The leakage has been stopped but the unit received a large water usage bill from the water purveyor. It was pointed out that in similar cases in the past, the water purveyor adjusted the bill when the leak was corrected. The unit should talk to the utility provider in this regard. The Maintenance Officer will communicate this information the owner involved.

G. Date of next meeting: Thursday, April 11 at 10:00 hr. at Unit 15.

Adjourned at 12:30 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports January 2019

Chair:

No report

Secretary:

Information:

- Sent a communication to all owners looking for an interested owner to fill in the Vice-Chair vacancy. No expressions of interest were received.
- Communicated to Units 11 Council's approval of their requests to rent their Unit until the end of March.
- With the help of Unit 1, brushed out access to the water meters for units 1, 5 and 6.
- Research files to help quantify the magnitude of the overpayment of fees due to the error in entitlement of a Unit.
 - Confirmed accuracy of registered entitlement levels.
- Working on analysis of Fee Structure for Council's consideration.
- Still awaiting confirmation of registration of Unit 29 LCP from notary.

Correspondence Received:

- Received note from Unit 24 reporting a crack in their foundation wall.
- Received a report of a potential failure of a photoelectric cell for street lights.
- Received a list of all VIS5801 filings at the BC Land Title Office from the Notary Public.

Treasurer:

- We have received our files and cheque for \$90,735.77 from Bayview and are now autonomous. Although a final statement of accounts was requested from Bayview, they have not supplied one. However, based on the Financial Statements as of September 30 (the last one they supplied) and knowing our monthly income and the final invoices that were approved and submitted, it was possible to determine that we expected a cheque for approximately \$90,000. Therefore, we are confident that we have received all the funds that Bayview managed on our behalf. It also appears that they did not invoice us for October, which is fair since they did not process any financials for us after October 1.

- Funds have been transferred into CRF savings account and CRF GICs—see Financial Statements for details—and things are running smoothly.
- Even though we sent numerous emails and left voicemails for the MOE, we have never heard back from them regarding moving our Septic System GIC, therefore it remains at the Union Bay Credit Union (Bowser).
- Signing authority at Coast Capital Savings has been changed to Chair, Treasurer, Secretary and Maintenance Officer. Since we will be keeping our accounts at the Union Bay Credit Union, we will now amend those signing authorities.
- Our Coastal Community Credit Union (Parksville) GICs have been transferred into the VIS 5801 name with the new signing authorities.
- The Secretary and the Treasurer researched entitlement records and monthly fees that have been charged over the last few years and determined that one unit was overcharged \$607.76 since it was purchased due to what appears to have been a clerical error. A cheque in that amount has been issued to the owner and the unit's monthly fees have been corrected to match its entitlement size.
- The Treasurer is now working on our Federal Income Tax submission for the 2017-2018 year.
- Monthly Financial Statements are **attached**.

Maintenance Officer:

- Nov 27 – Investigated crack in the foundation of Unit 24.
- Nov 28 – Received a call from Unit 20 about a fractured pipe. This required a plumber to repair so RotoRooter was called to repair to pipe.
- Dec 4- Replaced the photo-sensor that controls the street lights. Due to haze on the plastic window of sensor the lights were coming on prematurely.
- Dec 8 – Advertised the need for a snow removal contractor. Had three responses but 2 did not return calls. Arranged to meet with the owner of In The Dirt Contracting and discussed his proposal.
- The gutter cleaning project was completed in early December. The contractor has done an excellent job.

Landscaping Officer:

No Report.

Bylaw Officer:

No report.

Balance Sheet - LLE - As of 2019-01-04

(in Canadian Dollars) (Cash Basis)

2019-01-04

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Account	2019-01-04 Balance
ASSETS	
Cash and Bank Accounts	
CRF savings	20,002.22
OPERATING Chq	28,594.67
UBCU Membership Shares	32.68
UBCU Money Max	13.01
UBCU RV Fund	1,449.84
UBCU Savings	430.69
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	50,728.26
Other Assets	
CRF 3YR Rising Rate GIC	20,000.00
CRF 5YR GIC	10,000.00
CRF GIC - 100022326589	10,836.24
CRF GIC - 100022326779	10,836.04
CRF GIC - 100022326795	10,836.24
CRF GIC - 100022326803	10,835.04
CRF GIC - 100022346645	21,500.05
UBCU Septic Bond RESTRICTED	51,359.06
TOTAL Other Assets	146,202.67
TOTAL ASSETS	196,930.93
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	196,930.93
TOTAL LIABILITIES & EQUITY	196,930.93

CRF report - As of 2019-01-04
(in Canadian Dollars)

2019-01-04

Page 1

Account	2019-01-04 Balance
Bank Accounts	
CRF savings	20,002.22
TOTAL Bank Accounts	20,002.22
Asset Accounts	
CRF 3YR Rising Rate GIC	20,000.00
CRF 5YR GIC	10,000.00
CRF GIC - 100022326589	10,836.24
CRF GIC - 100022326779	10,836.04
CRF GIC - 100022326795	10,836.24
CRF GIC - 100022326803	10,835.04
CRF GIC - 100022346645	21,500.05
TOTAL Asset Accounts	94,843.61
OVERALL TOTAL	114,845.83

Monthly Expenses

2018-12-01 through 2019-01-04 (in Canadian Dollars)

2019-01-04

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Category	2018-12-01- 2019-01-04
310 ADMIN	19,286.76
325 Insurance	18,679.00
380 Operating Contingency	607.76
400 MAINTENANCE	2,195.65
405 Contractor work	150.15
420 Gutters	2,045.50
450 LANDSCAPING	5,332.81
455 Groundskeeping	5,332.81
500 UTILITIES	129.00
520 BC Hydro	129.00
710 SEPTIC DISPURSEMENTS	1,509.90
712 Core Water	656.25
715 Maxxam Lab Analysis	853.65
OVERALL TOTAL	28,454.12

Current Budget - LLE

2018-08-01 through 2018-12-31 Using 2018-19 (in Canadian Dollars)

2019-01-10

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Category	Actual	2018 August Budget	Difference	Actual	2018 September Budget	Difference	Actual	2018 October Budget	Difference	Actual
EXPENSES	12,042.55	20,834.18	8,791.63	5,112.77	7,824.18	2,711.41	11,533.37	5,645.18	-5,888.19	5,644.82
300 CARRY FORWARD	7,659.50	15,500.00	7,840.50	0.00	0.00	0.00	6,994.97	0.00	-6,994.97	542.00
310 ADMIN	793.63	1,136.92	343.29	841.76	1,166.92	325.16	705.88	986.92	281.04	1,292.72
315 Bank Charges	0.00	24.00	24.00	0.00	24.00	24.00	0.00	24.00	24.00	1,292.72
320 Office expenses	235.16	150.00	-85.16	41.87	0.00	-41.87	12.99	0.00	-12.99	0.00
322 General Admin	425.00	425.00	0.00	799.89	425.00	-374.89	411.39	425.00	13.61	0.00
325 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	0.00	180.00	180.00	281.50	0.00	-281.50	0.00
380 Operating Contingency	133.47	537.92	404.45	0.00	537.92	537.92	0.00	537.92	537.92	0.00
400 MAINTENANCE	243.18	520.00	276.82	276.36	520.00	243.64	454.72	520.00	65.28	691.56
410 Repairs Parts	80.82	210.00	129.18	76.36	210.00	133.64	5.32	210.00	204.68	367.54
415 Maint. Labour	0.00	120.00	120.00	200.00	120.00	-80.00	0.00	120.00	120.00	86.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 Sprinklers labour	0.00	90.00	90.00	0.00	90.00	90.00	0.00	90.00	90.00	0.00
435 Sprinklers parts	162.36	100.00	-62.36	0.00	100.00	100.00	0.00	100.00	100.00	0.00
450 LANDSCAPING	2,640.01	2,640.01	0.00	2,868.21	2,640.01	-228.20	2,690.87	2,640.01	-50.86	2,640.01
455 Groundskeeping	2,640.01	2,640.01	0.00	2,640.01	2,640.01	0.00	2,640.01	2,640.01	0.00	2,640.01
500 UTILITIES	130.54	156.00	25.46	137.00	156.00	19.00	0.00	514.00	514.00	474.00
510 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	358.00	337.00
520 BC Hydro	130.54	156.00	25.46	137.00	156.00	19.00	0.00	156.00	156.00	137.00
600 CRF Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710 SEPTIC DISPURSEMENTS	575.69	881.25	305.56	989.44	3,341.25	2,351.81	686.93	984.25	297.32	4.53
712 Core Water	0.00	656.25	656.25	656.25	656.25	0.00	0.00	656.25	656.25	0.00
713 Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715 Maxxam Lab Analysis	338.10	100.00	-238.10	99.75	350.00	250.25	0.00	100.00	100.00	0.00
720 Collection	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00
730 Treatment System	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
735 Filter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
736 Electronics	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
740 Septic Field	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
745 Telus Communication	237.59	125.00	-112.59	233.44	125.00	-108.44	0.00	125.00	125.00	4.53
750 Emergency power	0.00	0.00	0.00	0.00	210.00	210.00	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	0.00	0.00	0.00	203.40	103.00	-100.40	0.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-12,042.55	-20,834.18	8,791.63	-5,112.77	-7,824.18	2,711.41	-11,533.37	-5,645.18	-5,888.19	-5,644.82

Current Budget - LLE

2018-08-01 through 2018-12-31 Using 2018-19 (in Canadian Dollars)

2019-01-10

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Category	2018 November Budget	Difference	Actual	2018 December Budget	Difference	2018-08-01 Actual	- Budget	2018-12-31 Difference
EXPENSES	5,733.18	88.36	25,761.32	24,288.18	-1,473.14	60,094.83	64,324.90	4,230.07
300 CARRY FORWARD	0.00	-542.00	0.00	0.00	0.00	15,196.47	15,500.00	303.53
310 ADMIN	895.92	-396.80	19,286.76	20,030.92	744.16	22,920.75	24,217.60	1,296.85
315 Bank Charges	24.00	-1,268.72	0.00	24.00	24.00	1,292.72	120.00	-1,172.72
320 Office expenses	100.00	100.00	0.00	225.00	225.00	290.02	475.00	184.98
322 General Admin	89.00	89.00	0.00	200.00	200.00	1,636.28	1,564.00	-72.28
325 Insurance	0.00	0.00	18,679.00	19,044.00	365.00	18,679.00	19,044.00	365.00
330 VISOA	145.00	145.00	0.00	0.00	0.00	281.50	325.00	43.50
380 Operating Contingency	537.92	537.92	607.76	537.92	-69.84	741.23	2,689.60	1,948.37
400 MAINTENANCE	1,020.00	328.44	2,195.65	330.00	-1,865.65	3,861.47	2,910.00	-951.47
410 Repairs Parts	210.00	-157.54	0.00	210.00	210.00	530.04	1,050.00	519.96
415 Maint. Labour	120.00	34.00	0.00	120.00	120.00	286.00	600.00	314.00
420 Gutters	500.00	500.00	2,045.50	0.00	-2,045.50	2,045.50	500.00	-1,545.50
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 Sprinklers labour	90.00	90.00	0.00	0.00	0.00	0.00	360.00	360.00
435 Sprinklers parts	100.00	100.00	0.00	0.00	0.00	162.36	400.00	237.64
450 LANDSCAPING	2,640.01	0.00	2,640.01	2,640.01	0.00	13,479.11	13,200.05	-279.06
455 Groundskeeping	2,640.01	0.00	2,640.01	2,640.01	0.00	13,200.05	13,200.05	0.00
500 UTILITIES	296.00	-178.00	129.00	156.00	27.00	870.54	1,278.00	407.46
510 Water	140.00	-197.00	0.00	0.00	0.00	337.00	498.00	161.00
520 BC Hydro	156.00	19.00	129.00	156.00	27.00	533.54	780.00	246.46
600 CRF Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710 SEPTIC DISPURSEMENTS	881.25	876.72	1,509.90	1,131.25	-378.65	3,766.49	7,219.25	3,452.76
712 Core Water	656.25	656.25	656.25	656.25	0.00	1,312.50	3,281.25	1,968.75
713 Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715 Maxxam Lab Analysis	100.00	100.00	853.65	350.00	-503.65	1,291.50	1,000.00	-291.50
720 Collection	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
730 Treatment System	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
735 Filter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
736 Electronics	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
740 Septic Field	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
745 Telus Communication	125.00	120.47	0.00	125.00	125.00	475.56	625.00	149.44
750 Emergency power	0.00	0.00	0.00	0.00	0.00	0.00	210.00	210.00
760 Ministry of Environment	0.00	0.00	0.00	0.00	0.00	203.40	103.00	-100.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-5,733.18	88.36	-25,761.32	-24,288.18	-1,473.14	-60,094.83	-64,324.90	4,230.07