

MINUTES - REGULAR STRATA COUNCIL MEETING

Monday April 15, 2019 Unit 15

Present: Chair 17; Vice Chair 15; Treasurer 21; Maintenance Officer 27; Secretary 2; Bylaws Officer 1; Landscape Officer 13

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

B. Approval of Agenda

MOVED: (Secretary) To adopt the Agenda of the Strata Council Meeting of 2019.04.15 as circulated with the addition of a New Business items concerning the condition of the lawns and curb damage from plowing work.

SECONDED: (Bylaws)

CARRIED: 7 of 7

C. Approval of Minutes

MOVED: (Bylaws) To adopt the Minutes of the Strata Council Meeting of 2019.01.10 as circulated.

SECONDED: (Maintenance)

CARRIED: 7 of 7

D. Reports

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

SECONDED: (Bylaws)

CARRIED: 7 of 7

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

E.1 (Chair) Snow Removal – All agreed that the snow removal went well. One comment was made that a wider path could have been cleared but it was generally felt adequate. The contractor was found to be easy to work with and fair in his charges. It was confirmed that he would be available for snow removal next winter.

E.2 (Secretary) Registration Changes to Common Property at Unit 29 – The Secretary reported that no confirmation of this registration has been received from the Notary yet. He will pursue this issue more aggressively.

Water sample reports – Outstanding reports have now been received to the end of February including the Q4 report for the Ministry of Environment (**attached**).

Fee structure review – The Secretary indicated that the fee structure review report had been updated to include a clear description of the four options it includes and asked for guidance as to the next step. It was commented that although the report was good work, it was unlikely any resolution for changing the current formula would pass as such change requires a unanimous vote in favor (i.e. 100% of owners). After a spirited discussion, the following Motion was tabled:

MOVED: (Maintenance) That the Fee Structure Report be circulated to owners for comments with the addition of a fifth option described by the Treasurer.

SECONDED: (Treasurer)

CARRIED: 5 of 7

E.3 (Treasurer) Review of Financials – The Treasurer reviewed a statement to the end of March. A small categorizing error was uncovered and has been fixed (**attached**).

Signing Authorities – The signing authorities for the local Credit Union have partially been updated and need to be completed

Honorarium – As stated in the treasurer's report, the Honorarium Proposal was updated as recommended by Council. The following motion was presented:

MOVED: (Treasurer) That a Resolution based on the Honorarium Proposal be developed and put to a vote at the next AGM.

SECONDED: (Secretary)

CARRIED: 6 of 7

Passing of such a resolution will require a 75% vote in favor.

E.4 (Maintenance) Water costs due to pipe leak – The excess water cost at one Unit due to a leak in the irrigation system has been paid by the Strata.

Status of street light relocation – To be discussed with Unit 11.

Status of deck inspections – The Landscaping Officer and the Vice Chair volunteered to carry out this inspection in the next few weeks. A note will be sent to all owners to alert them as access to the deck will be needed.

Foundation Repairs for Unit 24 – In accordance with recommendations received from service providers, the foundation crack reported was filled and will be monitored for movement.

F. New Business:

- F.1 (Chair) Potential fire hazards** – A comment was received regarding a potential fire hazard along the pond road where leaves have been dumped. After reviewing the site, it was felt there was no hazard. However, this material is not to be dumped there and the Landscape officer will send a note out to all owners in this regard. Also, he will look at placing a sign at the disposal site where the contractor collects this material (across Unit 25) indicating garden waste should not be in bags.

Council also discussed the possible need for carrying out fire hazard reduction work around the property. Members of Council will walk around the property with Unit 21 to review and discuss possible actions.

Solar Panels – The Chair raised this as a pro-active item for Council to consider as this is becoming a more popular choice. Council agreed it should wait until a proposal is received. Council felt such proposal would be dealt within existing processes to protect the Strata against associated liabilities.

Rain Barrels – Similarly, Council agreed to wait until a request is received to determine the acceptability of rain barrels as current bylaws are silent on the subject.

Irrigation System – It was pointed out that as owners age, the availability of volunteers to do this work may diminish. Council agreed that in the event that an insufficient number of volunteers can be found, the annual commissioning and decommissioning of the irrigation system project would need to be contracted out.

- F.2 (Secretary) VISOA Membership** – The Treasurer confirmed that the annual membership in the Vancouver Island Strata Owners Association (VISOA) had been renewed.

- F.3 (Treasurer) Picnic Table Purchase** – The Treasurer proposed to take advantage of a good deal for plastic picnic tables to replace the deteriorating wooden ones at the upper pond. The cost would be \$170.00 per table.

MOVED: (Chair) To approve the purchase of 3 picnic tables from Costco at \$169.99 each.

SECONDED: (Bylaws)

CARRIED: 7 of 7

Unit 1 volunteered to make the purchase using the strata trailer for transport.

- F.4 (Maintenance) Regular sewage and drainage flushes** – The Maintenance Officer explained that after addressing a sewer pipe blockage issue, the service provider suggested a regular regime of flushing the pipes to ensure the issue does not re-occur. The blockage seemed to be

due to a “belly” in the line. There may also exist a second location in the system with this issue. Council agreed that quotes should be requested for annual flushes of those pipes.

On a pro-active basis, the idea to periodically flush perimeter drains was also discussed. These drains have never been flushed and are critical to keep Units dry. Although no evidence of problems with these drains are known, Council agreed to also seek quotes for their flushing.

Maintenance person availability – The Maintenance Officer alerted Council that due to medical issues, the availability of maintenance persons for addressing more urgent issues may be reduced. A number of possible alternates were identified and their availability will be confirmed by the Officer.

F.5 (Landscaping) Lawns condition – It was agreed that lawns condition was poor and needed attention in a number of areas. The Landscape Officer will walk the property with the contractor and decide on what actions need to be taken.

Curb damage – Snow plowing work has again caused some damage to the road curbs. The Landscaping Officer will identify where repairs are required.

G. Date of next meeting: Wednesday, May 15 at 10:00 hr. at Unit 1.

Adjourned at 12:35 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports April 2019

Chair:

No items to report

Secretary:

Information:

- Still awaiting confirmation of registration of Unit 29 LCP from notary.

Correspondence Received:

- Received note from Unit 5 requesting permission to install a satellite dish.
 - The application is however incomplete and will be finalized once they return home.
- Received a report from Unit 14 that the strata trailer had been thoroughly checked and is safe and available for use by owners.
- Received Water Analysis Reports for November and December 2018 and for January 2019 (**attached**).
- Received the Q4 data report prepared by *Core Water* and submitted to the Ministry of Environment (**attached**).
- Received 3 invoices from Maxxam (water analysis lab) and forwarded them to the Treasurer.
- Received a membership renewal notice from VISOA.

Treasurer:

- CAFT: After some frustration with the not quite automatic system for collecting our monthly strata fees, we have changed the Dual Authorization, Manual Release to a Single Authorization, Automatic Data Entry system. Now, we will only go into the system when we need to make adjustments, such as for a change in ownership or the annual updating of fees. When we do this, we will ensure that two signors approve the changes.
The process is running smoothly.
- Signing Authority at Union Bay Credit Union: The process is underway for updating signatures at the credit union in Bowser.
- Corporate Income Tax: We have received our assessment notice from CRA. It states:
Total balance: \$0.00

The information you gave on Schedule 100, Balance Sheet Information, was inaccurate or incomplete. Please correct your records for futures filings. For more information, refer to Guide RC4088, General Index of Financial Information (GIFI).

Since we will be over the \$200,000 in assets threshold by the end of the fiscal year, we will not qualify to file the short form, therefore need to engage an Accountant to file our Corporate Income Tax.

- Annual Financial Audit: It was suggested at the VISOA Treasurer's workshop that instead of hiring an accountant or bookkeeper to do an annual audit, strata strike a Financial Audit Committee of three owners who will go over the books with the Treasurer. This will save money and familiarize owners with the finances. Therefore, the Treasurer will bring forward two motions at the AGM, one to strike a Financial Audit Committee and if that fails, a second motion to hire an accountant or bookkeeper to carry out an annual audit.
- Honorariums: As noted in the Minutes, the Treasurer submitted a revised Honorarium proposal to Council that captured the discussion at the last meeting. This matter is complete until it is brought forward at the AGM.
- Entitlement: We made a commitment to review entitlements for the next AGM, but have not done so yet. If we wish to proceed with this, we need to strike a committee.
- Monthly Financial Statements: to March 31, 2019 are **attached**.

Maintenance Officer:

- Jan 15 – We received a letter from the owners of Unit 20 regarding a large water bill as a result of a broken pipe in the homes irrigation system.
- Jan 15 – Received a note from the owner of Unit 14 indicating some small trees from RDN property had fallen onto the fence surrounding the septic filter. He had cleared them but want to let a member of council know this had happened.
- On Feb 12, 13 and 17 *In the Dirt Contracting* was called upon to clear snow from strata roads.
- March 12 – The owner of Unit 24 and the maintenance person met with Matt Campbell of Island Basement Systems to look at options regarding a repair of a foundation crack. He suggested the best course of action would be to fill the crack with a concrete crack filler and keep an eye out for any further movement. Otherwise there is nothing to be done at this time.
- March 13 – Roto-Rooter was called to deal with a sewer blockage affecting Units 26 and 27. The blockage occurred approximately 20 m down stream from the two units at a point between Units 26 and 29 on common property. The technician suggested the cause may be a “belly” in the line and that it might be worth while having the line flushed on a regular basis.
- April 8 – A maintenance request from the owners of Unit 30 was received regarding a water leak above the kitchen range fan. On inspection of the inside damage there is evidence of past water damage, but the area was dry when checked. The owner requested that the roof and roof vent be checked for leaks. A phone message was left with a roofer, but contact has not been made to date.

Landscaping Officer:

No Report.

Bylaw Officer:

No items to report.

Balance Sheet - LLE - As of 2019-03-31

(in Canadian Dollars) (Cash Basis)

2019-04-15

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Account	2019-03-31 Balance
ASSETS	
Cash and Bank Accounts	
CRF savings	20,010.31
OPERATING Chq	40,122.55
UBCU Membership Shares	35.94
UBCU Money Max	13.01
UBCU RV Fund	1,834.84
UBCU Savings	45.69
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	62,267.49
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	52,001.05
TOTAL Other Assets	146,844.66
TOTAL ASSETS	209,112.15
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	209,112.15
TOTAL LIABILITIES & EQUITY	209,112.15

CRF report - LLE - As of 2019-04-15

(in Canadian Dollars)

2019-04-15

Page 1

Account	2019-04-15 Balance
Bank Accounts	
CRF savings	20,014.56
TOTAL Bank Accounts	20,014.56
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	114,858.17

Monthly Expenses - LLE

2019-01-01 through 2019-03-31 (in Canadian Dollars)

2019-04-15

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Category	2019-01-01- 2019-03-31
310 ADMIN	318.56
315 Bank Charges	3.00
316 CAFT charges	50.00
320 Office expenses	85.56
330 VISOA	180.00
400 MAINTENANCE	1,565.26
410 Repairs Parts	51.63
415 Maint. Labour	12.13
425 Snow Removal	1,501.50
450 LANDSCAPING	8,447.76
455 Groundskeeping	8,078.40
460 Irrigation	207.00
463 Sprinklers parts	162.36
500 UTILITIES	504.00
510 Water	117.00
520 BC Hydro	387.00
710 SEPTIC DISPURSEMENTS	1,714.20
711 Septic Maint.	107.67
712 Core Water	1,312.50
715 Maxxam Lab Analysis	104.48
730 Treatment System	136.50
733 Parts	136.50
745 Telus Communication	53.05
OVERALL TOTAL	12,549.78

Current Budget - LLE - Year to Date

2018-08-01 through 2019-04-15 Using 2018-19 (in Canadian Dollars)

2019-04-15

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Category	2018 August Budget			2018 September Budget			2018 October Budget			2018 November Budget	
	Actual		Difference	Actual		Difference	Actual		Difference	Actual	Budget
EXPENSES	11,928.56	20,834.18	8,905.62	5,112.77	7,824.18	2,711.41	11,533.37	5,645.18	-5,888.19	4,384.31	5,733.18
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	0.00
310 ADMIN	793.63	1,136.92	343.29	841.76	1,166.92	325.16	705.88	986.92	281.04	32.21	895.92
315 Bank Charges	0.00	24.00	24.00	0.00	24.00	24.00	0.00	24.00	24.00	1.50	24.00
320 Office expenses	235.16	150.00	-85.16	316.76	0.00	-316.76	12.99	0.00	-12.99	0.00	100.00
322 General Admin	425.00	425.00	0.00	525.00	425.00	-100.00	411.39	425.00	13.61	30.71	89.00
325 Insurance	0.00	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	145.00
380 Operating Contingency	133.47	537.92	404.45	0.00	537.92	537.92	0.00	537.92	537.92	0.00	537.92
400 MAINTENANCE	129.19	520.00	390.81	276.36	520.00	243.64	454.72	520.00	65.28	453.54	1,020.00
410 Repairs Parts	29.19	210.00	180.81	76.36	210.00	133.64	5.32	210.00	204.68	367.54	210.00
415 Maint. Labour	100.00	120.00	20.00	200.00	120.00	-80.00	0.00	120.00	120.00	50.00	120.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	2,878.03	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	2,640.01
461 Sprinklers labour	0.00	90.00	90.00	0.00	90.00	90.00	0.00	90.00	90.00	0.00	90.00
463 Sprinklers parts	0.00	100.00	100.00	0.00	100.00	100.00	0.00	100.00	100.00	0.00	100.00
500 UTILITIES	130.54	156.00	25.46	137.00	156.00	19.00	0.00	514.00	514.00	474.00	296.00
510 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	358.00	337.00	140.00
520 BC Hydro	130.54	156.00	25.46	137.00	156.00	19.00	0.00	156.00	156.00	137.00	156.00
600 CRF Disbursements	0.00	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	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	881.25
712 Core Water	0.00	656.25	656.25	656.25	656.25	0.00	0.00	656.25	656.25	0.00	656.25
713 Emergency Response	0.00	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	100.00
720 Collection	0.00	0.00	0.00	0.00	500.00	500.00	0.00	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	0.00
731 Maintenance	0.00	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	0.00
733 Parts	0.00	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	0.00
735 Filter	0.00	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	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	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	125.00
750 Emergency power	0.00	0.00	0.00	0.00	210.00	210.00	0.00	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	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	0.00
Net Difference:	-11,928.56	-20,834.18	8,905.62	-5,112.77	-7,824.18	2,711.41	-11,533.37	-5,645.18	-5,888.19	-4,384.31	-5,733.18

Current Budget - LLE - Year to Date

2018-08-01 through 2019-04-15 Using 2018-19 (in Canadian Dollars)

2019-04-15

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Category	Difference	2018 December Budget			2019 January Budget			2019 February Budget		
		Actual		Difference	Actual		Difference	Actual		Difference
EXPENSES	1,348.87	25,761.32	24,288.18	-1,473.14	3,361.76	9,733.18	6,371.42	5,625.63	5,079.18	-546.45
300 CARRY FORWARD	-542.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	863.71	19,286.76	20,030.92	744.16	0.00	611.92	611.92	268.56	611.92	343.36
315 Bank Charges	22.50	0.00	24.00	24.00	0.00	24.00	24.00	3.00	24.00	21.00
320 Office expenses	100.00	0.00	225.00	225.00	0.00	50.00	50.00	85.56	50.00	-35.56
322 General Admin	58.29	0.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
325 Insurance	0.00	18,679.00	19,044.00	365.00	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	145.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00	-180.00
380 Operating Contingency	537.92	607.76	537.92	-69.84	0.00	537.92	537.92	0.00	537.92	537.92
400 MAINTENANCE	566.46	2,195.65	330.00	-1,865.65	51.63	330.00	278.37	1,513.63	750.00	-763.63
410 Repairs Parts	-157.54	0.00	210.00	210.00	51.63	210.00	158.37	0.00	210.00	210.00
415 Maint. Labour	70.00	0.00	120.00	120.00	0.00	120.00	120.00	12.13	120.00	107.87
420 Gutters	500.00	2,045.50	0.00	-2,045.50	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	1,501.50	420.00	-1,081.50
450 LANDSCAPING	-238.02	2,640.01	2,640.01	0.00	3,062.16	2,640.01	-422.15	2,692.80	2,640.01	-52.79
455 Groundskeeping	0.00	2,640.01	2,640.01	0.00	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79
461 Sprinklers labour	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Sprinklers parts	100.00	0.00	0.00	0.00	162.36	0.00	-162.36	0.00	0.00	0.00
500 UTILITIES	-178.00	129.00	156.00	27.00	246.00	270.00	24.00	129.00	196.00	67.00
510 Water	-197.00	0.00	0.00	0.00	117.00	114.00	-3.00	0.00	40.00	40.00
520 BC Hydro	19.00	129.00	156.00	27.00	129.00	156.00	27.00	129.00	156.00	27.00
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	876.72	1,509.90	1,131.25	-378.65	1.97	5,881.25	5,879.28	1,021.64	881.25	-140.39
712 Core Water	656.25	656.25	656.25	0.00	0.00	656.25	656.25	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	100.00	853.65	350.00	-503.65	0.00	100.00	100.00	104.48	100.00	-4.48
720 Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
730 Treatment System	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	136.50	0.00	-136.50
731 Maintenance	0.00	0.00	0.00	0.00	0.00	600.00	600.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	0.00	400.00	400.00	136.50	0.00	-136.50
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	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	0.00	0.00	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	120.47	0.00	125.00	125.00	1.97	125.00	123.03	16.74	125.00	108.26
750 Emergency power	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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:	1,348.87	-25,761.32	-24,288.18	-1,473.14	-3,361.76	-9,733.18	6,371.42	-5,625.63	-5,079.18	-546.45

Current Budget - LLE - Year to Date

2018-08-01 through 2019-04-15 Using 2018-19 (in Canadian Dollars)

2019-04-15

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Category	Actual	2019 March Budget	Difference	Actual	2019 April Budget	Difference	2018-08-01 Actual	- Budget	2019-04-15 Difference
EXPENSES	3,562.39	5,049.18	1,486.79	4,396.75	2,443.60	-1,953.15	75,666.86	86,630.04	10,963.18
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	15,196.47	15,500.00	303.53
310 ADMIN	50.00	791.92	741.92	50.00	344.96	294.96	22,028.80	26,578.32	4,549.52
315 Bank Charges	0.00	24.00	24.00	0.00	12.00	12.00	4.50	204.00	199.50
320 Office expenses	0.00	50.00	50.00	0.00	25.00	25.00	650.47	650.00	-0.47
322 General Admin	0.00	0.00	0.00	0.00	0.00	0.00	1,392.10	1,564.00	171.90
325 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	18,679.00	19,044.00	365.00
330 VISOA	0.00	180.00	180.00	0.00	39.00	39.00	461.50	544.00	82.50
380 Operating Contingency	0.00	537.92	537.92	0.00	268.96	268.96	741.23	4,572.32	3,831.09
400 MAINTENANCE	0.00	330.00	330.00	67.79	260.00	192.21	5,142.51	4,580.00	-562.51
410 Repairs Parts	0.00	210.00	210.00	67.79	105.00	37.21	597.83	1,785.00	1,187.17
415 Maint. Labour	0.00	120.00	120.00	0.00	60.00	60.00	362.13	1,020.00	657.87
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	2,045.50	500.00	-1,545.50
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	1,501.50	420.00	-1,081.50
450 LANDSCAPING	2,692.80	2,640.01	-52.79	2,692.80	1,320.01	-1,372.79	24,857.69	22,440.09	-2,417.60
455 Groundskeeping	2,692.80	2,640.01	-52.79	2,692.80	1,320.01	-1,372.79	23,971.25	22,440.09	-1,531.16
461 Sprinklers labour	0.00	0.00	0.00	0.00	45.00	45.00	0.00	405.00	405.00
463 Sprinklers parts	0.00	0.00	0.00	0.00	50.00	50.00	162.36	450.00	287.64
500 UTILITIES	129.00	156.00	27.00	117.00	78.00	-39.00	1,491.54	1,978.00	486.46
510 Water	0.00	0.00	0.00	117.00	0.00	-117.00	571.00	652.00	81.00
520 BC Hydro	129.00	156.00	27.00	0.00	78.00	78.00	920.54	1,326.00	405.46
600 CRF Disbursements	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
710 SEPTIC DISPURSEMENTS	690.59	1,131.25	440.66	1,469.16	440.63	-1,028.53	6,949.85	15,553.63	8,603.78
712 Core Water	656.25	656.25	0.00	656.25	328.13	-328.12	3,281.25	5,578.13	2,296.88
713 Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715 Maxxam Lab Analysis	0.00	350.00	350.00	395.01	50.00	-345.01	1,790.99	1,600.00	-190.99
720 Collection	0.00	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	136.50	6,500.00	6,363.50
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
733 Parts	0.00	0.00	0.00	0.00	0.00	0.00	136.50	400.00	263.50
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
735 Filter	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	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	0.00
745 Telus Communication	34.34	125.00	90.66	0.00	62.50	62.50	528.61	1,062.50	533.89
750 Emergency power	0.00	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	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	0.00
Net Difference:	-3,562.39	-5,049.18	1,486.79	-4,396.75	-2,443.60	-1,953.15	-75,666.86	-86,630.04	10,963.18

Your C.O.C. #: G132363

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/12/05

Report #: R2660484

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B8A4248

Received: 2018/11/28, 12:05

Sample Matrix: Water
Samples Received: 1

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Biochemical Oxygen Demand (1)	1	2018/11/30	2018/12/05	BBY6SOP-00045	SM 23 5210 B m
Total Suspended Solids (1)	1	2018/12/03	2018/12/04	BBY6SOP-00034	SM 23 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. #: G132363

Attention: VIS5801-Lighthouse landing

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

Report Date: 2018/12/05

Report #: R2660484

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B8A4248

Received: 2018/11/28, 12:05

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.

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 #: B8A4248
Report Date: 2018/12/05

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		UW0393		
Sampling Date		2018/11/28 11:15		
COC Number		G132363		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9248442
Physical Properties				
Total Suspended Solids	mg/L	<4.0	4.0	9250435
RDL = Reportable Detection Limit				

Maxxam Job #: B8A4248
Report Date: 2018/12/05

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B8A4248
Report Date: 2018/12/05

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9248442	EL7	Spiked Blank	Biochemical Oxygen Demand	2018/12/05		102	%	85 - 115
9248442	EL7	Method Blank	Biochemical Oxygen Demand	2018/12/05	<6.0		mg/L	
9248442	EL7	RPD	Biochemical Oxygen Demand	2018/12/05	2.1		%	20
9250435	FK2	Matrix Spike	Total Suspended Solids	2018/12/04		107	%	80 - 120
9250435	FK2	Spiked Blank	Total Suspended Solids	2018/12/04		96	%	80 - 120
9250435	FK2	Method Blank	Total Suspended Solids	2018/12/04	<4.0		mg/L	
9250435	FK2	RPD	Total Suspended Solids	2018/12/04	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 (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 #: B8A4248
Report Date: 2018/12/05

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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CHAIN OF CUSTODY RECORD

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround	
Company:	Bayview Strata Services	Company:	Core Water Mgmt	Quotation:		☐ 5 - 7 Days Regular	
Contact Name:	John Gurak	Contact Name:	James McKerr	P.O. #/AFER#:		PLEASE PROVIDE A	
Address:	VISS 801-Lighthouse Co Box 939 PC: Landing	Address:	Myriam Raiche	Project #:		Rush TAT ☐ Same Day ☐ 1 Day	
Phone/Fax:	250-757-8333	Phone/Fax:	250-898-7137	Site Location:		Date Required:	
Email:	jpgurak@shaw.ca	Email:	myriam@corewater.ca	Site #:		Rush Confirmation #:	
Copies:		Copies:	jpgurak@shaw.ca	Sampled By:			

Laboratory Use Only				Analysis Requested																			
YES	NO	Cooler ID	Temp	Depot Reception																			
	☒		12					# of Containers	☐ MTBE	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Present	☒								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Intact	☒								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Cooling Media	☒								☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Present									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Intact									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Cooling Media									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Present									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Seal Intact									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Cooling Media									☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				

Sample Identification		Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix	# of Containers	Analysis Requested															
1	Lighthouse Landing Effluent	2018/11/28	11:15			☒ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia	☒ TSS	☐ pH	☐ Nitrite	☐ Nitrate	
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

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 t

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
<i>M. Raiche</i>	2018/11/28	12:05	<i>M. McKerr</i>	2018/11/28	12:05

Your C.O.C. #: G132426

Attention: James McKerr

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

Report Date: 2018/12/17

Report #: R2664927

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B8A7623

Received: 2018/12/10, 11:10

Sample Matrix: Water
Samples Received: 3

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Biochemical Oxygen Demand (1)	1	2018/12/12	2018/12/17	BBY6SOP-00045	SM 23 5210 B m
Fecal Coliform by membrane filtration (1)	2	N/A	2018/12/11	BBY4SOP-00001	SM 22 9222 m
Nitrate + Nitrite (N) (1)	2	N/A	2018/12/11	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrite (N) by CFA (1)	2	N/A	2018/12/11	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N) (1)	2	N/A	2018/12/12	BBY WI-00033	Auto Calc
Total Phosphorus (1)	2	2018/12/12	2018/12/12	BBY6SOP-00013	SM 23 4500-P E m
Total Suspended Solids (1)	1	2018/12/13	2018/12/14	BBY6SOP-00034	SM 23 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. #: G132426

Attention: James McKerr

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

Report Date: 2018/12/17

Report #: R2664927

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B8A7623

Received: 2018/12/10, 11:10

Encryption Key



Maxxam

17 Dec 2018 12:36:09

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 #: B8A7623
Report Date: 2018/12/17

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID			UX7832			UX7833		UX7834		
Sampling Date			2018/12/10 09:50			2018/12/10 10:15		2018/12/10 10:30		
COC Number			G132426			G132426		G132426		
	UNITS	MAC	EFFLUENT	RDL	QC Batch	WELL A	RDL	CURTAIN DRAIN B	RDL	QC Batch
ANIONS										
Nitrite (N)	mg/L	1				<0.0050	0.0050	<0.0050	0.0050	9261834
Calculated Parameters										
Nitrate (N)	mg/L	10				7.14	0.20	1.88	0.020	9259411
Demand Parameters										
Biochemical Oxygen Demand	mg/L	-	<6.0	6.0	9261574					
Nutrients										
Nitrate plus Nitrite (N)	mg/L	-				7.14 (1)	0.20	1.88	0.020	9261832
Total Phosphorus (P)	mg/L	-				0.0204	0.0050	0.0151	0.0050	9263261
Physical Properties										
Total Suspended Solids	mg/L	-	5.8	4.0	9264327					
No Fill	No Exceedance									
Grey	Exceeds 1 criteria policy/level									
Black	Exceeds both criteria/levels									
RDL = Reportable Detection Limit										
(1) Detection limits raised due to dilution to bring analyte within the calibrated range.										

Maxxam Job #: B8A7623
Report Date: 2018/12/17

Bayview Strata Services

MICROBIOLOGY (WATER)

Maxxam ID		UX7833	UX7834		
Sampling Date		2018/12/10 10:15	2018/12/10 10:30		
COC Number		G132426	G132426		
	UNITS	WELL A	CURTAIN DRAIN B	RDL	QC Batch
Microbiological Param.					
Fecal Coliforms	CFU/100mL	<1	<1	1	9261751
RDL = Reportable Detection Limit					

GENERAL COMMENTS

MAC: The guidelines that have been included in this report have been taken from the Canadian Drinking Water Quality Summary Table, February 2017.

Criteria A = Maximum Acceptable Concentration (MAC) / Criteria B = Aesthetic Objectives (AO) / Criteria C = Operational Guidance Values (OG)
It is recommended to consult these guidelines when interpreting your data since there are non-numerical guidelines that are not included on this report.

Turbidity Guidelines:

1. Chemically assisted filtration: less than or equal to 0.3 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 1.0 NTU at any time.
2. Slow sand / diatomaceous earth filtration: less than or equal to 1.0 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 3.0 NTU at any time.
3. Membrane filtration: less than or equal to 0.1 NTU in 99% of the measurements made or at least 99% of the time each calendar month. Shall not exceed 0.3 NTU at any time.
4. To ensure effectiveness of disinfection and for good operation of the distribution system, it is recommended that water entering the distribution system have turbidity levels of 1.0 NTU or less.

Measurement of Uncertainty has not been accounted for when stating conformity to the selected criteria, where applicable.

Results relate only to the items tested.

Maxxam Job #: B8A7623
Report Date: 2018/12/17

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9261574	EL7	Spiked Blank	Biochemical Oxygen Demand	2018/12/17		94	%	85 - 115
9261574	EL7	Method Blank	Biochemical Oxygen Demand	2018/12/17	<6.0		mg/L	
9261574	EL7	RPD	Biochemical Oxygen Demand	2018/12/17	4.1		%	20
9261832	VT1	Spiked Blank	Nitrate plus Nitrite (N)	2018/12/11		107	%	80 - 120
9261832	VT1	Method Blank	Nitrate plus Nitrite (N)	2018/12/11	<0.020		mg/L	
9261834	VT1	Spiked Blank	Nitrite (N)	2018/12/11		101	%	80 - 120
9261834	VT1	Method Blank	Nitrite (N)	2018/12/11	<0.0050		mg/L	
9263261	MHK	Spiked Blank	Total Phosphorus (P)	2018/12/12		105	%	80 - 120
9263261	MHK	Method Blank	Total Phosphorus (P)	2018/12/12	<0.0050		mg/L	
9264327	KRA	Matrix Spike	Total Suspended Solids	2018/12/14		99	%	80 - 120
9264327	KRA	Spiked Blank	Total Suspended Solids	2018/12/14		97	%	80 - 120
9264327	KRA	Method Blank	Total Suspended Solids	2018/12/14	<4.0		mg/L	
9264327	KRA	RPD	Total Suspended Solids	2018/12/14	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 <= 2x RDL).

Maxxam Job #: B8A7623
Report Date: 2018/12/17

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 Strata Services	Company:	Core Water Mgmt	Quotation		☐ 5 - 7 Days Regular	PLEASE PROVIDE A Rush TAT ☐ Same Day ☐ 1 Day Date Required: Rush Confirmation #:
Contact Name:	John Gurak +	Contact Name:	James McKerr	P.O. #/AFER:			
Address:	Ted Seaman VIS5807-Lighthouse Landing	Address:	Myriam Ratche	Project #:			
Phone/Fax:		Phone/Fax:	250-898-7137	Site Location:			
Email:	jpgurak@shaw.ca	Email:	myriam@corewater.ca	Site #:			
Copies:	emmentee161@gmail.com	Copies:	emmentee161@gmail.com	Sampled By:			

Laboratory Use Only				Analysis Requested																				
YES	NO	Cooler ID	Temp	Depot Reception																				
	☒		10 11 11					# of Containers	☐ BTEX / VPH	☐ VOC / BTEX / VPH	☐ VOC / BTEX / F1	☐ PAH	☐ EPH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia	Total Phosphorus Bacteria - Fecal Coliform	HOLD - DO NOT ANALYZE
	☒							☐ BTEX F1	☐ VOC / BTEX / F1	☐ LEPA / HEPH / PAH	☐ TEH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
	☐							☐ BTEX F1	☐ VOC / BTEX / F1	☐ LEPA / HEPH / PAH	☐ TEH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
	☐							☐ BTEX F1	☐ VOC / BTEX / F1	☐ LEPA / HEPH / PAH	☐ TEH	☐ F2 - F4	☐ Preserved?	☐ Preserved?	☐ Field Preserved?	☐ Field Preserved?	☐ Sulphate	☐ COD	☐ Alkalinity	☐ Ammonia				
Sample Identification				Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix																		
1	Effluent			2018/12/10	9:50																			
2	Well A			"	10:15																			
3	Curtain Drain B			"	10:30																			
4																								
5																								
6																								
7																								
8																								
9																								
10																								

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):
M. Ratche	2018/12/10	11:10	Michelle Ratche	2018/12/10	11:10



*CORE WATER
MANAGEMENT LTD*

www.corewater.ca

Water and Wastewater Management Specialist

**2018 QUARTERLY REPORT
Lighthouse Landing**

PE-15672 2018 Q4 Mx DATA

Prepared by Core Water Management Ltd

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

LAB RESULTS**Monthly Effluent Samples**

			Effluent from Duplex Sump (required monthly - E239358)	
Report #	Sampling Date	Report Date	BOD - 5 day (mg/L)	TSS (mg/L)
B892869	23-Oct-18	30-Oct-18	<6.0	<4.0
B8A4248	28-Nov-18	05-Dec-18	<6.0	<4.0
B8A7623	10-Dec-18	17-Dec-18	<6.0	5.8

Quarterly Drainfield Samples**Observation Well A**

			Observation Well A (required quarterly)		
Report #	Sampling Date	Report Date	FC (CFU/100mL)	Nitrate (mg/L)	Total Phosphorus (mg/L)
B8A7623	10-Dec-18	17-Dec-18	<1	7.14	0.02

Curtain Drain B

			Curtain Drain Port B (required quarterly)		
Report #	Sampling Date	Report Date	FC (CFU/100mL)	Nitrate (mg/L)	Total Phosphorus (mg/L)
B8A7623	10-Dec-18	17-Dec-18	<1	1.88	0.0151

PIESOMETRIC GROUNDWATER LEVELS (Required November – March)

Date	Drainfield B		Drainfield A	
	Well C	Well D	Well E	Well F
	Level (inches)	Level (inches)	Level (inches)	Level (inches)
28-Nov-18	dry	32.5	54	dry
10-Dec-18	dry	51	dry	dry

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

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
October				
01-Oct-18		4208	15.93	4.4
02-Oct-18		5318	20.13	2
03-Oct-18		5318	20.13	0
04-Oct-18		4623	17.50	0
05-Oct-18		4623	17.50	5.7
06-Oct-18		5802	21.96	0
07-Oct-18		4758	18.01	12.8
08-Oct-18		5790	21.92	7.2
09-Oct-18		5790	21.92	0
10-Oct-18	4.19	5281	19.99	0
11-Oct-18		4447	16.83	0
12-Oct-18		4430	16.77	No data
13-Oct-18		4497	17.02	0
14-Oct-18		4649	17.60	0
15-Oct-18		4649	17.60	0
16-Oct-18		5795	21.94	0
17-Oct-18		4383	16.59	0
18-Oct-18		4267	16.15	0
19-Oct-18		4381	16.58	0
20-Oct-18		4670	17.68	0
21-Oct-18		3912	14.81	0
22-Oct-18		4372	16.55	0
23-Oct-18	2.72	4295	16.26	Trace
24-Oct-18		4251	16.09	2.1
25-Oct-18		3892	14.73	3
26-Oct-18		4620	17.49	8
27-Oct-18		4620	17.49	No data
28-Oct-18		5226	19.78	No data
29-Oct-18		6313	23.90	0.4
30-Oct-18		4748	17.97	3.6
31-Oct-18		4748	17.97	2.4
Oct Totals:		148,676	562.80	51.6
November				
01-Nov-18		6308	23.88	9
02-Nov-18	10.3	6308	23.88	0.2
03-Nov-18		6196	23.45	7.7
04-Nov-18		6196	23.45	1.6
05-Nov-18		7670	29.03	3.6

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
06-Nov-18	10.1	6107	23.12	0
07-Nov-18		4526	17.13	0
08-Nov-18		5669	21.46	Trace
09-Nov-18		5669	21.46	1.8
10-Nov-18		4427	16.76	Trace
11-Nov-18		4711	17.83	0
12-Nov-18		4711	17.83	0
13-Nov-18		4375	16.56	12.4
14-Nov-18		4375	16.56	20
15-Nov-18		6630	25.10	0.2
16-Nov-18	6.22	6630	25.10	0
17-Nov-18		6072	22.99	0
18-Nov-18		4437	16.80	0
19-Nov-18		5530	20.93	0
20-Nov-18		4975	18.83	0
21-Nov-18		4320	16.35	7.6
22-Nov-18	5.1	5510	20.86	4.2
23-Nov-18		5171	19.57	2.8
24-Nov-18		5676	21.49	2.6
25-Nov-18		5205	19.70	7.6
26-Nov-18		4496	17.02	37.6
27-Nov-18		15565	58.92	13.4
28-Nov-18	4.31	9144	34.61	0.4
29-Nov-18		6211	23.51	10.4
30-Nov-18		6166	23.34	0.4
Nov Totals:		178,986	677.54	143.5
December				
01-Dec-18		5350	20.25	2
02-Dec-18		5728	21.68	0
03-Dec-18		5492	20.79	Trace
04-Dec-18		5022	19.01	0
05-Dec-18	4.73	5022	19.01	0
06-Dec-18		4401	16.66	0
07-Dec-18		4326	16.38	Trace
08-Dec-18		4060	15.37	2
09-Dec-18		4060	15.37	18
10-Dec-18	6.12	3595	13.61	0.2
11-Dec-18		No data	No data	19.2
12-Dec-18		No data	No data	9.4
13-Dec-18		No data	No data	27.4
14-Dec-18		10523	39.83	20.4
15-Dec-18		13325	50.44	0.2

Date	Turbidity (NTU)	Discharge to Field in Last 24 hrs (USG)	Converted to m3	Total Precipitation (mm)
16-Dec-18		6302	23.86	27
17-Dec-18		9361	35.44	30.5
18-Dec-18		9361	35.44	14
19-Dec-18		9211	34.87	3.5
20-Dec-18		5744	21.74	43.6
21-Dec-18		14733	55.77	0.2
22-Dec-18		4967	18.80	26.4
23-Dec-18		4967	18.80	7.3
24-Dec-18		7837	29.67	5.2
25-Dec-18		5745	21.75	0.4
26-Dec-18		5541	20.97	8.4
27-Dec-18		4621	17.49	1.8
28-Dec-18		4621	17.49	24.4
29-Dec-18	8.8	4759	18.01	3.2
30-Dec-18		6584	24.92	0.4
31-Dec-18		4703	17.80	0
Dec Totals:		179,961	681.23	295.1

* Highlighted cells are over permit of 35 m3 per day discharge, possibly due to rain events.

Your C.O.C. #: G132434

Attention: Michel de Bellefeuille

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

Report Date: 2019/02/05

Report #: R2682595

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B906706

Received: 2019/01/28, 12:25

Sample Matrix: WASTE WATER
Samples Received: 1

Analyses	Date		Date Analyzed	Laboratory Method	Analytical Method
	Quantity	Extracted			
Biochemical Oxygen Demand (1)	1	2019/01/30	2019/02/04	BBY6SOP-00045	SM 23 5210 B m
Total Suspended Solids (1)	1	2019/01/30	2019/01/30	BBY6SOP-00034	SM 23 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. #: G132434

Attention: Michel de Bellefeuille

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

Report Date: 2019/02/05

Report #: R2682595

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B906706

Received: 2019/01/28, 12:25

Encryption Key



Maxxam

05 Feb 2019 15:13:20

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.

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 #: B906706
Report Date: 2019/02/05

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WASTE WATER

Maxxam ID		VD6586		
Sampling Date		2019/01/28 11:40		
COC Number		G132434		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	<6.0	6.0	9308206
Physical Properties				
Total Suspended Solids	mg/L	5.6	4.0	9308311
RDL = Reportable Detection Limit				

Maxxam Job #: B906706
Report Date: 2019/02/05

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B906706
Report Date: 2019/02/05

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9308206	LKO	Spiked Blank	Biochemical Oxygen Demand	2019/02/04		92	%	85 - 115
9308206	LKO	Method Blank	Biochemical Oxygen Demand	2019/02/04	<6.0		mg/L	
9308206	LKO	RPD	Biochemical Oxygen Demand	2019/02/04	5.4		%	20
9308311	SHI	Matrix Spike	Total Suspended Solids	2019/01/30		96	%	80 - 120
9308311	SHI	Spiked Blank	Total Suspended Solids	2019/01/30		105	%	80 - 120
9308311	SHI	Method Blank	Total Suspended Solids	2019/01/30	<4.0		mg/L	
9308311	SHI	RPD	Total Suspended Solids	2019/01/30	0		%	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.

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Maxxam Job #: B906706
Report Date: 2019/02/05

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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Company: <u>Lighthouse Landing Estates-</u>		Company: <u>Core Water Mgmt</u>		Quotation		☐ 5 - 7 Days Regular (Most analyses)																																																										
Contact Name: <u>VIS 5801</u>		Contact Name: <u>James McKerr</u>		P.O. #/AFE#:		PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS																																																										
Address: <u>Michel de Bellefeuille</u>		Address: <u>Myriam Raiche</u>		Project #:		Rush TAT (Surcharges will be applied)																																																										
and <u>Robert Seaman</u>		PC:		Site Location:		☐ Same Day ☐ 2 Days																																																										
Phone/Fax:		Phone/Fax: <u>250-898-7137</u>		Site #:		☐ 1 Day ☐ 3-4 Days																																																										
Email: <u>*secretary@vis5801.ca</u>		Email: <u>myriam@corewater.ca</u>		Sampled By:		Date Required:																																																										
Copies: <u>emmentee16@gmail.com</u>		Copies: <u>emmentee16@gmail.com</u>				Rush Confirmation #:																																																										
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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 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):
	<u>2019/01/28</u>	<u>12:25</u>	<u>Michelle Schifano</u>	<u>2019/01/28</u>	<u>12:25</u>

28-Jan-19 12:25
BC Env Customer Service
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