

MINUTES - REGULAR STRATA COUNCIL MEETING

Wednesday May 15, 2019 Unit 1

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

Regrets: Vice Chair 15;

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 2019.05.15 as circulated.

SECONDED: (Maintenance)

CARRIED: 6 of 6

C. Approval of Minutes

MOVED: (Treasurer) To adopt the Minutes of the Strata Council Meeting of 2019.04.15 as circulated.

SECONDED: (Landscape)

CARRIED: 6 of 6

D. Reports

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

SECONDED: (Secretary)

CARRIED: 6 of 6

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

E.1 (Secretary) Registration Changes to Common Property at Unit 29 – As reported, the notary office was contacted twice which led to a request for a new sketch highlighting the changes more clearly. The Secretary will continue with weekly calls to see this item through.

Fee structure review – As reported, the report was sent to all owners for review and comments. Very little has been received to date. Council will send a follow up e-mail to owners to request feed-back particularly regarding any option preference.

E.2 (Treasurer) Signing Authorities – The signing authorities for the local Credit Union still need to be completed.

E.3 (Maintenance) Status of street light relocation – Currently on hold.

Status of deck inspections – The inspection of decks has been completed and a list of action items developed. The repairs will begin over the next couple of weeks subject to weather.

Quote for annual flushing of pipes – The Maintenance Officer will obtain a quote for flushing sewer pipes on an annual basis.

F. New Business:

F.1 (Chair) FireSmart – A tour of the property was organized and conducted by Ron Chamney of Unit 21 to evaluate and identify potential fire hazards related to the Wildland/Urban Interface should a wildfire occur. A number of owners and council members participated and found the exercise very informative. To further support Owners' understanding and education in that matter, information from the FireSmart Program will be made available through the strata website.

Council also agreed it would be wise and prudent to adopt over time many of the best practices in the FireSmart program. To that end, the following motion was made:

MOVED: (Treasurer) In an effort to move towards a FireSmart property and reduce the potential of ignition from a wild fire, the planting or replanting of flammable species (e.g., coniferous species such as pines, Douglas-fir, cedars, cypress, Junipers) within 2m of a structure (house or deck) is prohibited as well as the application of bark mulch in plant beds within 2m of a structure.

SECONDED: (Chair)

CARRIED: 6 of 6

RV Storage eligibility – The Chair pointed out that in accordance with the Strata Rules, only “*current Lighthouse Landing Estates residents*” are eligible to occupy a stall in the storage area. An application for a stall was recently submitted by someone who does not meet that requirement.

Condition of signs – The deteriorating condition of the direction signs with Unit numbers was raised. The Maintenance Officer will have the signs posts repainted and obtain a quote for replacing the signs themselves..

F.2 (Secretary) Water sample results – Ted Seaman of Unit 1 and member of the Septic Committee was invited to the meeting after the results (**attached**) of the latest effluent samples showed that the limits of our permit for Biochemical Oxygen Demand (BOD) and for Total Suspended Solids (TSS) exceeded the limits of our permit. Ted reported that:

- CoreWater had been notified of the exceedance and a joint inspection of the system was organized.

- Material was found to be floating on the water surface in the Effluent Tank. It is the first time this has been observed and is believed to be the source of the exceedance. The material will be scooped out and a sample will be sent to a lab for identification. Instructions have also been given to CoreWater staff to not contact this material during the sample gathering process.
- In addition, it was discovered that a leak was developing on the outlet pipe of a pump in the Recirculation Tank. Repairs are being organized.

AGM Preparations – The need to begin preparations for the next Annual General Meeting (AGM) for the strata was raised. Council agreed that the Legion Hall remained the best local facility to hold the meeting. Council selected Tuesday, August 20, 2019 for the date of the AGM as it seemed to provide the Treasurer with adequate time needed to complete the necessary year-end reports. The Secretary will make arrangements to secure the hall. Council members were asked to draft resolutions to be put to a vote at the meeting. The Treasurer will also send instructions for budget preparations.

F.3 (Treasurer) Review of Finances – The financial results to the end of April (**attached**) were reviewed. The strata financial position is strong.

F.4 (Maintenance) Hydro box beautification – The existence of a program with BC Hydro to beautify hydro boxes was relayed by an owner. The Maintenance Officer found that the cost for each box would approach \$1000 and the maintenance responsibility would remain with the strata. Council agreed the cost was too high.

F.5 (Landscaping) Entrance mulch replacement – The Landscaping Officer indicated that more mulch was needed at the entrance as weeds were showing. Applying mulch along the road is acceptable as there are no structures within 2 meters.

Possible improvement to grass areas – Council agreed with the premise that only significant projects affecting a substantial area of Common Property would be entertained for projects. Owners would remain encouraged to deal themselves with small areas in the vicinity of their unit.

Unit 8 garden expansion – An application from Unit 8 to expand a garden along one side of their deck was reviewed by Council.

MOVED: (Maintenance) To approve the application by Unit 8 to expand a garden area along their deck as shown on a sketch.

SECONDED: (Landscape)

CARRIED: 6 of 6

The Landscape Officer will communicate the new restrictions concerning flammable species to the owner.

F.6 (Bylaws) Review of Notification Letter – The Bylaw Officer reviewed with Council the text of a notification letter to an owner regarding repeated incidents with paint guns. The letter will be kept on file for that Unit.

G. Date of next meeting: Monday, June 24 at 10:00 hr. at Unit 13.

Adjourned at 12:45 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports May 2019

Chair:

No items to report

Vice Chair:

No items to report

Secretary:

Information:

- Concerning the registration of Unit 29 LCP with the Land Title Office, the notary was contacted twice.
 - The notary requested a highlighted drawing which has been provided.
- Finalized and sent out the Strata Fee Review Report (**attached**) to all owners for their comments.

Correspondence Received:

- Received a note from Unit 21 suggesting a LLE Strata considers participating in the FireSmart Program.
 - Doing so would improve our fire safety preparedness.
 - A tour of the property was held on May 7.
 - A follow up report with recommendations was subsequently received (**attached**).
- Received an application for a RV storage spot from Unit 7.
- Received a note from Unit 4 identifying repairs being needed on the deck.
- Received Water Analysis Reports for April 2019 (**attached**).
 - The permit limits were exceeded for both parameters measured.
- Received a note from Maxxam announcing their name change to Bureau Veritas Canada (2019) Inc. effective June 3, 2019.

Treasurer:

- Following our last meeting, the Treasurer prepared a fifth fee structure option for consideration, which was emailed to Council.
- Picnic tables have been purchased and assembled. Thanks to Marilyn and Ted for making the purchase and assembly.
- Monthly Financial Statements: to April 30, 2019 are **attached**.

Maintenance Officer:

Most of the maintenance issues in LLE since the last council meeting involve problems with the irrigation system identified when sprinkler heads were marked for the aeration of the lawns. All work on the system was preformed by Ron of unit 8. They include the following:

- Unit #9 – The irrigation controller system had to be completely rebuilt due to a break in the line.
- Unit #4 – A sprinkler head was replaced.
- Unit #20 – The irrigation system was reconnected to the main water supply following a break in the line over the winter.
- Unit #24 – The system was inspected and a sprinkler head was replaced.
- Unit #16 – A broken sprinkler head was replaced.
- Unit # 20 – Following the reconnection to main water the owner had problems with heads not closing following the schedule time setting. This was probably caused by dirt in the lines following the initial repair. Repair is pending.
- Unit #3 (across the road) – An irrigation line was severed by tree roots so a new section of replacement pipe was attached to the line.

As the irrigation system ages, we will likely see an increased need for repairs and maintenance.

Other maintenance issues include the following:

- Unit #30 – Two roof vents faulty roof vents were replaced as a result of leaks in the bathroom fan and the kitchen fan.
- Unit #4 - The SE corner of the vinyl deck has sunk due to the rotting of the one end of the stringer. Repairs to this are pending.
- An inspection of vinyl decks in LLE was carried out by Keith (Unit #13) and Peter (Unit #15). They found that a majority of the decks were in good condition. Four decks in Zone 1 were found to be in need of minor seam repairs. One unit required the deck to be cleaned.

Landscaping Officer:

- Jim's Mowing have completed the weeding and moss control.
- The irrigation systems requiring quite a lot of repairs due to normal wear and tear, age.
- Our weeding party went off successfully and the entrance looks much better. Lots of volunteers.
 - A power broom was rented to clean the curbs and remove some of the moss growth on the curbs and roads.

- While cleaning the curbs, it was noted that a number of areas need repair. To be dealt with soon.
- I have communicated to the owners information from Jim's Mowing re sprinkling requirements.

Bylaw Officer:

- There are no new bylaw infractions to report at this time.
- A notification letter will be sent to a home owner regarding a repeat infraction of the bylaws. This is to follow up with an action in October 2018.

Your Project #: LIGHTHOUSE LANDING
Your C.O.C. #: G132544

Attention: Michel de Bellefeuille

The Owners, VIS 5801, Lighthouse Landing Estates
PO Box 87
Bowser, BC
Canada V0R 1G0

Report Date: 2019/05/01
Report #: R2717104
Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B929970

Received: 2019/04/24, 11:35

Sample Matrix: Waste Water
Samples Received: 1

Analyses	Date		Date Analyzed	Laboratory Method	Analytical Method
	Quantity	Extracted			
Biochemical Oxygen Demand (1)	1	2019/04/25	2019/04/30	BBY6SOP-00045	SM 23 5210 B m
Total Suspended Solids (NFR) (2)	1	2019/04/26	2019/04/26	AB SOP-00061	SM 23 2540 D m

Remarks:

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025 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

(2) This test was performed by Maxxam Calgary Environmental

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MAXXAM JOB #: B929970
Received: 2019/04/24, 11:35

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.
Customer Solutions, Western Canada Customer Experience Team
Email: CustomerService@maxxam.ca
Phone# (250) 338 7786

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

Maxxam Job #: B929970
Report Date: 2019/05/01

The Owners, VIS 5801, Lighthouse Landing Estates
Client Project #: LIGHTHOUSE LANDING

RESULTS OF CHEMICAL ANALYSES OF WASTE WATER

Maxxam ID		VO4194		
Sampling Date		2019/04/24 10:50		
COC Number		G132544		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	10.2	6.0	9393239
Misc. Inorganics				
Total Suspended Solids	mg/L	19	1.0	9394207
RDL = Reportable Detection Limit				

Maxxam Job #: B929970
Report Date: 2019/05/01

The Owners, VIS 5801, Lighthouse Landing Estates
Client Project #: LIGHTHOUSE LANDING

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B929970
Report Date: 2019/05/01

The Owners, VIS 5801, Lighthouse Landing Estates
Client Project #: LIGHTHOUSE LANDING

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9393239	LKO	Spiked Blank	Biochemical Oxygen Demand	2019/04/30		96	%	85 - 115
9393239	LKO	Method Blank	Biochemical Oxygen Demand	2019/04/30	<6.0		mg/L	
9393239	LKO	RPD	Biochemical Oxygen Demand	2019/04/30	6.7		%	20
9394207	HE1	Matrix Spike	Total Suspended Solids	2019/04/26		90	%	80 - 120
9394207	HE1	Spiked Blank	Total Suspended Solids	2019/04/26		97	%	80 - 120
9394207	HE1	Method Blank	Total Suspended Solids	2019/04/26	<1.0		mg/L	
9394207	HE1	RPD	Total Suspended Solids	2019/04/26	13		%	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.

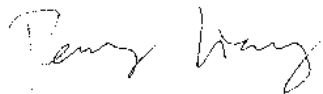
Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

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Report Date: 2019/05/01

The Owners, VIS 5801, Lighthouse Landing Estates
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VALIDATION SIGNATURE PAGE

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



Harry (Peng) Liang, Senior Analyst



Rob Reinert, B.Sc., Scientific Spécialist

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Client Information	Report Information (if differs from invoice)	Project Information	Turnaround Time (TAT) Required
Company: <u>Lighthouse Landing Estates</u> Contact Name: <u>VISS 801</u> Address: <u>Michel de Bellefeuille</u> PC: _____ Phone/Fax: _____ Email: <u>secretary@vis5801.ca</u> Copies: <u>emmentee16@gmail.com</u>	Company: <u>Core Water Mgmt</u> Contact Name: <u>James McKerr</u> Address: <u>Myriam Raiche</u> PC: _____ Phone/Fax: <u>250-898-7177</u> Email: <u>myriam@corewater.ca</u> Copies: <u>emmentee16@gmail.com</u>	Quotation: _____ P.O. #/AFE#: _____ Project #: <u>Lighthouse Landing</u> Site Location: _____ Site #: _____ Sampled By: _____	☐ 5 - 7 Days Regular (Most analyses) PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS Rush TAT (Surcharges will be applied) ☐ Same Day ☐ 2 Days ☐ 1 Day ☐ 3-4 Days Date Required: _____ Rush Confirmation #: _____

Laboratory Use Only				Analysis Requested												Regulatory Criteria				
Seal Present	YES	NO	Cooler ID	☐ MTBE ☐ VOC / BTEX / VPH ☐ VOC / BTEX / F1 ☐ PAH ☐ EPH ☐ F2 - F4 ☐ Preserved? ☐ Preserved? ☐ Field Preserved? ☐ Field Preserved? ☐ Sulphate ☐ COD ☐ Alkalinity ☐ Ammonia ☐ BTEX / VPH ☐ BTEX F1 ☐ PAH ☐ EPH ☐ Dissolved Metals ☐ Dissolved Mercury ☐ Total Metals ☐ Total Mercury ☐ Chloride ☐ Fluoride ☐ TDS ☐ Conductivity ☐ Nitrate ☐ BTEX / VPH ☐ BTEX F1 ☐ PAH ☐ EPH ☐ Dissolved Metals ☐ Dissolved Mercury ☐ Total Metals ☐ Total Mercury ☐ Chloride ☐ Fluoride ☐ TDS ☐ Conductivity ☐ Nitrate												☐ BC CSR ☐ YK CSR ☐ CCME ☐ Drinking Water ☐ BC Water Quality ☐ Other				
Seal Intact	Temp	Depot Reception																		
Seal Intact	Temp																			
Seal Present	YES	NO	Cooler ID																	
Seal Intact			Temp																	
Seal Intact			Temp																	
Seal Present	YES	NO	Cooler ID																	
Seal Intact			Temp																	
Seal Intact			Temp																	
Sample Identification				Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix													Special Instructions	
Lighthouse Landing Effluent				2019/04/24	10:50															

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 and conditions.

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
<u>[Signature]</u>	2019/04/24	11:30	<u>[Signature]</u>	2019/04/24	11:35

24-Apr-19 11:35
Customer Solutions
B929970
MVS

Balance Sheet - LLE - As of 2019-04-30

(in Canadian Dollars) (Cash Basis)

2019-05-10

Page 1

Account	2019-04-30 Balance
ASSETS	
Cash and Bank Accounts	
CRF savings	20,014.56
OPERATING Chq	46,236.57
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	68,385.76
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	215,230.42
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	215,230.42
TOTAL LIABILITIES & EQUITY	215,230.42

CRF report - LLE - As of 2019-05-10

(in Canadian Dollars)

2019-05-10

Page 1

Account	2019-05-10 Balance
Bank Accounts	
CRF savings	20,018.67
TOTAL Bank Accounts	20,018.67
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	114,862.28

Monthly Expenses - LLE - Apr 2019
2019-04-01 through 2019-04-30 (in Canadian Dollars)

2019-05-10

Page 1

Category	2019-04-01- 2019-04-30
310 ADMIN	585.47
316 CAFT charges	50.00
380 Operating Contingency	535.47
400 MAINTENANCE	67.79
410 Repairs Parts	67.79
450 LANDSCAPING	2,692.80
455 Groundskeeping	2,692.80
500 UTILITIES	246.00
510 Water	117.00
520 BC Hydro	129.00
710 SEPTIC DISPURSEMENTS	1,495.11
711 Septic Maint.	417.90
712 Core Water	656.25
715 Maxxam Lab Analysis	395.01
730 Treatment System	25.95
733 Parts	25.95
OVERALL TOTAL	5,087.17

Current Budget - LLE

2018-08-01 through 2019-04-30 Using 2018-19 (in Canadian Dollars)

2019-05-10

Page 1

Category	2018 August Budget			2018 September Budget			2018 October Budget			2018 November Budget		
	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference
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	1,348.87
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	-542.00
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	863.71
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	22.50
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	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	58.29
325 Insurance	0.00	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	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	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	566.46
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	-157.54
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	70.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	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	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	-238.02
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	0.00
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	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	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	-178.00
510 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	358.00	337.00	140.00	-197.00
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	19.00
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	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	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	876.72
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	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	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	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	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	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	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	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	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	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	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	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	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	120.47
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	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	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	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	1,348.87

Current Budget - LLE

2018-08-01 through 2019-04-30 Using 2018-19 (in Canadian Dollars)

2019-05-10

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Category	2018 December			2019 January			2019 February			2019 March		
	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference
EXPENSES	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	3,562.39	5,049.18	1,486.79
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	19,286.76	20,030.92	744.16	0.00	611.92	611.92	268.56	611.92	343.36	50.00	791.92	741.92
315 Bank Charges	0.00	24.00	24.00	0.00	24.00	24.00	3.00	24.00	21.00	0.00	24.00	24.00
320 Office expenses	0.00	225.00	225.00	0.00	50.00	50.00	85.56	50.00	-35.56	0.00	50.00	50.00
322 General Admin	0.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325 Insurance	18,679.00	19,044.00	365.00	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	0.00	0.00	180.00	0.00	-180.00	0.00	180.00	180.00
380 Operating Contingency	607.76	537.92	-69.84	0.00	537.92	537.92	0.00	537.92	537.92	0.00	537.92	537.92
400 MAINTENANCE	2,195.65	330.00	-1,865.65	51.63	330.00	278.37	1,513.63	750.00	-763.63	0.00	330.00	330.00
410 Repairs Parts	0.00	210.00	210.00	51.63	210.00	158.37	0.00	210.00	210.00	0.00	210.00	210.00
415 Maint. Labour	0.00	120.00	120.00	0.00	120.00	120.00	12.13	120.00	107.87	0.00	120.00	120.00
420 Gutters	2,045.50	0.00	-2,045.50	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	1,501.50	420.00	-1,081.50	0.00	0.00	0.00
450 LANDSCAPING	2,640.01	2,640.01	0.00	3,062.16	2,640.01	-422.15	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79
455 Groundskeeping	2,640.01	2,640.01	0.00	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79
461 Sprinklers labour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Sprinklers parts	0.00	0.00	0.00	162.36	0.00	-162.36	0.00	0.00	0.00	0.00	0.00	0.00
500 UTILITIES	129.00	156.00	27.00	246.00	270.00	24.00	129.00	196.00	67.00	129.00	156.00	27.00
510 Water	0.00	0.00	0.00	117.00	114.00	-3.00	0.00	40.00	40.00	0.00	0.00	0.00
520 BC Hydro	129.00	156.00	27.00	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	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	0.00
710 SEPTIC DISPURSEMENTS	1,509.90	1,131.25	-378.65	1.97	5,881.25	5,879.28	1,021.64	881.25	-140.39	690.59	1,131.25	440.66
712 Core Water	656.25	656.25	0.00	0.00	656.25	656.25	656.25	656.25	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	0.00	0.00
715 Maxxam Lab Analysis	853.65	350.00	-503.65	0.00	100.00	100.00	104.48	100.00	-4.48	0.00	350.00	350.00
720 Collection	0.00	0.00	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	5,000.00	5,000.00	136.50	0.00	-136.50	0.00	0.00	0.00
731 Maintenance	0.00	0.00	0.00	0.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	400.00	400.00	136.50	0.00	-136.50	0.00	0.00	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	2,000.00	2,000.00	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	0.00
736 Electronics	0.00	0.00	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	0.00	0.00
745 Telus Communication	0.00	125.00	125.00	1.97	125.00	123.03	16.74	125.00	108.26	34.34	125.00	90.66
750 Emergency power	0.00	0.00	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	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	0.00
Net Difference:	-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	-3,562.39	-5,049.18	1,486.79

Category	Actual	2019 April Budget	Difference	2018-08-01	-	2019-04-30
				Actual	Budget	Difference
EXPENSES	5,087.17	4,887.18	-199.99	76,357.28	89,073.62	12,716.34
300 CARRY FORWARD	0.00	0.00	0.00	15,196.47	15,500.00	303.53
310 ADMIN	585.47	689.92	104.45	22,564.27	26,923.28	4,359.01
315 Bank Charges	0.00	24.00	24.00	4.50	216.00	211.50
320 Office expenses	0.00	50.00	50.00	650.47	675.00	24.53
322 General Admin	0.00	0.00	0.00	1,392.10	1,564.00	171.90
325 Insurance	0.00	0.00	0.00	18,679.00	19,044.00	365.00
330 VISOA	0.00	78.00	78.00	461.50	583.00	121.50
380 Operating Contingency	535.47	537.92	2.45	1,276.70	4,841.28	3,564.58
400 MAINTENANCE	67.79	520.00	452.21	5,142.51	4,840.00	-302.51
410 Repairs Parts	67.79	210.00	142.21	597.83	1,890.00	1,292.17
415 Maint. Labour	0.00	120.00	120.00	362.13	1,080.00	717.87
420 Gutters	0.00	0.00	0.00	2,045.50	500.00	-1,545.50
425 Snow Removal	0.00	0.00	0.00	1,501.50	420.00	-1,081.50
450 LANDSCAPING	2,692.80	2,640.01	-52.79	24,857.69	23,760.09	-1,097.60
455 Groundskeeping	2,692.80	2,640.01	-52.79	23,971.25	23,760.09	-211.16
461 Sprinklers labour	0.00	90.00	90.00	0.00	450.00	450.00
463 Sprinklers parts	0.00	100.00	100.00	162.36	500.00	337.64
500 UTILITIES	246.00	156.00	-90.00	1,620.54	2,056.00	435.46
510 Water	117.00	0.00	-117.00	571.00	652.00	81.00
520 BC Hydro	129.00	156.00	27.00	1,049.54	1,404.00	354.46
600 CRF Disbursements	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
710 SEPTIC DISPURSEMENTS	1,495.11	881.25	-613.86	6,975.80	15,994.25	9,018.45
712 Core Water	656.25	656.25	0.00	3,281.25	5,906.25	2,625.00
713 Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00
715 Maxxam Lab Analysis	395.01	100.00	-295.01	1,790.99	1,650.00	-140.99
720 Collection	0.00	0.00	0.00	0.00	500.00	500.00
730 Treatment System	25.95	0.00	-25.95	162.45	6,500.00	6,337.55
731 Maintenance	0.00	0.00	0.00	0.00	600.00	600.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	2,000.00	2,000.00
733 Parts	25.95	0.00	-25.95	162.45	400.00	237.55
734 Sludge Pumping	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
736 Electronics	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
745 Telus Communication	0.00	125.00	125.00	528.61	1,125.00	596.39
750 Emergency power	0.00	0.00	0.00	0.00	210.00	210.00
760 Ministry of Environment	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
Net Difference:	-5,087.17	-4,887.18	-199.99	-76,357.28	-89,073.62	12,716.34

Strata Fee Structure – A Review

At the Annual General Meeting held in August 2018, Council committed itself to review the fee structure for the Lighthouse Landing Estate Strata. This report is in support of that review.

The Issue:

Currently, the method used to calculate the strata fees to be paid by each unit is perceived to be unfair towards larger units.

Current Status:

The fee structure for the strata is primarily based on each unit's entitlement level. That entitlement level is based on the total habitable surface area for each unit expressed in square meters (m²) and rounded to the nearest whole number. This is the default approach prescribed in the *Strata Property Act*.

The Table below lists the entitlement level for all 30 units in the strata:

Unit #	Entitlement		Unit #	Entitlement
1	308		16	158
2	308		17	171
3	155		18	173
4	155		19	169
5	307		20	170
6	154		21	159
7	158		22	160
8	159		23	169
9	169		24	172
10	172		25	173
11	169		26	171
12	172		27	160
13	172		28	160
14	169		29	170
15	162		30	172

The cumulative total of entitlement is 5396.

This method is very sensible and works particularly well for strata consisting of an apartment building where utilities such as water, heat, refrigeration and even cable are provided. In that

context, the larger apartments (based on habitable surface) should have higher entitlement level as they require and use a larger proportion of the common services and resources provided and paid for through the strata fees. However, that approach is less sensible in strata like ours, where the great majority of expenses are to support and maintain common property assets that are entirely unrelated to the habitable surface areas of strata units.

It is evident that previous Councils have recognized this issue when the Septic Reserve Fund (SRF) was established to maintain the septic system after the Strata Corporation took it over from the builder, and when the Contingency Reserve Fund (CRF) needed to be established after the legislation changed. All strata units pay the same amount for these two fees.

The budget for 2018-19 shows the following:

- There are 3 components to the budget:
 - Operating Expenses (OE)
 - Contingency Reserve Fund (CRF)
 - Septic Reserve Fund (SRF)
- The total dollars value of the budget is \$127,872 and is shown below for each component:
 - OE = \$70,992 (55.5%)
 - CRF = \$38,880 (30.4%)
 - SRF = \$18,000 (14.1%)
- For the 2018-19 budget, 44.5% of the funds are collected evenly while 55.5% are collected based on unit entitlement.
- The Operating Expenses (OE) component of the budget collected on the basis of unit entitlement is comprised of the following line items:
 - Bank charges = \$288 (0.4%)
 - Office and Admin Expenses = \$825 (1.2%)
 - New admin costs = \$2,064 (2.9%)
 - Insurance = \$19,044 (26.8%)
 - VISOA / Professional = \$707 (1.0%)
 - Operating Contingency = \$6,455 (9.1%)
 - Repairs = \$2,520 (3.5%)
 - Maintenance labour = \$1,440 (2.0%)
 - Gutters / Moss = \$500 (0.7%)
 - Snow Removal = \$420 (0.6%)
 - Sprinklers labour = \$720 (1.0%)
 - Sprinklers parts = \$800 (1.1%)
 - Groundskeeping = \$31,680 (44.6%)
 - Water = \$932 (1.3%)
 - Hydro = \$1,872 (2.6%)

- A review of these 15 line-items shows:
 - The insurance is the only item that may be related to some degree to the entitlement level of each unit since it is in part based on the appraisal value of units and as such, larger units normally support a higher appraisal value.
 - The Gutter / Moss item is an item that could potentially be related to the footprint of a unit as logically the cost to treat a larger roof area should be higher in labour and material than as smaller roof. However, there is no evidence that has been the case to date with contractors charging a flat fee for all the roof. In this context, larger units (by habitable surface) actually have smaller roof area since those roof cover two floors of habitable surface. Finally, that line item is very small and not really significant.

Alternative Approaches:

With these facts in mind, the following alternative approaches were thought to provided for a fee structure that is fairer for all owners than the current one.

1. Flat rate (all Units pay the same)
2. Assessment rate (Units pay based on their respective assessment value)
3. Hybrid rate 1 (all Units pay the same except that the insurance cost is split according to current entitlement levels)
4. Hybrid rate 2 (all Units pay the same except that the insurance cost is split according to the assessment value for each unit)
5. Unit Type [Units pay a portion of Operating Costs (OP) based on the average entitlement surface of their Plan Type (developer's plans) with full basement Units' (Type C) rate reduced to 30% for their basement level]

Each method has positive and negative attributes:

Flat Rate:

Units pay the same for all costs

- Simplest to calculate fees
- All owners have equal say and are affected equally by budget item/changes
- Insurance cost may not be seen as being fairly attributed

Assessment Rate:

Units pay a proportion of all costs based on their assessed value

- Data comes from BC Assessment and is market sensitive
- Slightly more complex to collect data and calculate fees
- Relies on 3rd party process that may or may not be entirely accurate but includes an appeal process
- Most costs items however bear no relation to the assessment value of a unit and may not be seen as fairly attributed

Hybrid Rate 1:

Units pay a the same for all costs except the insurance cost

Units pay the Insurance costs based on current entitlement

- Expansion of existing methodology for SRF and CRF
- Addresses the Insurance issue associated with the Flat Rate method

Hybrid Rate 2:

Units pay a the same for all costs except the insurance cost

Units pay a proportion of the Insurance costs based on their assessed value

- Data comes from BC Assessment and is market sensitive
- Slightly more complex to collect data and calculate fees
- Relies on 3rd party process that may or may not be entirely accurate but includes an appeal process
- Appears to most accurately address the Insurance issue associated with the Flat Rate method
- Appears to most accurately address the cost attribution issue associated with the Assessment method

Unit Type:

Units pay for operating costs based on the average entitlement rate for their Unit Type (based on developer's plans designation of Type A and B and with full basement units given Type C (= Type A + basement))

Units with a full basement pay have their entitlement for the basement level reduced to 30% of its area (= Type A + 30% Type A)

- This approach maintains a degree of consistency with the basic method in the regulation but involves a level of arbitrariness

- Averaging the entitlement by Unit Type simplifies the strata fee calculations for budgeting purposes and eliminates the very minor differences between Units of the same type
- Reducing the rate for the basement of those units recognizes to a degree the inequities of the current method while still protecting other owners from the possibility of unforeseen extra costs associated with those Units

Method Comparison:

The following spreadsheet was constructed to facilitate comparing the results of these various approaches to the current fee schedule for the 2018-19 budget.

It should be noted that the budget has changed slightly to reflect an error in entitlement level uncovered for one of the units which reduced the budget by about \$10 per month. Also, the assessed value of each unit at January 1, 2018 was used as that would have been the one in effect when this budget was prepared.

Monthly Fee Comparaison

Total Budget = \$10,646.17

Insurance = \$19,044

Total OC = \$5846.17

Fixed fees = \$160

Unit		Current	1/1/2018	Methods						A/B/C Unit	How these options affect Unit's monthly fees:				
Number	Type	Entitlement	BC Assesment (in \$000)	Current	Flat	Appraisal	Hybrid 1	Hybrid 2	Unit Type	Entitlements	Flat	Appraisal	Hybrid 1	Hybrid 2	Unit Type
1	C	308	416	\$495.24	\$354.87	\$410.42	\$392.56	\$363.15	\$390.46	200	-\$140.37	-\$84.82	-\$102.68	-\$132.09	-\$104.78
2	C	308	415	\$495.24	\$354.87	\$409.44	\$392.56	\$363.01	\$390.46	200	-\$140.37	-\$85.80	-\$102.68	-\$132.23	-\$104.78
3	A	155	363	\$327.72	\$354.87	\$358.13	\$347.56	\$355.36	\$342.29	158	\$27.15	\$30.41	\$19.84	\$27.64	\$14.57
4	A	155	364	\$327.72	\$354.87	\$359.12	\$347.56	\$355.51	\$342.29	158	\$27.15	\$31.40	\$19.84	\$27.79	\$14.57
5	C	307	415	\$494.15	\$354.87	\$409.44	\$392.26	\$363.01	\$390.46	200	-\$139.28	-\$84.71	-\$101.89	-\$131.14	-\$103.69
6	A	154	363	\$326.62	\$354.87	\$358.13	\$347.26	\$355.36	\$342.29	158	\$28.25	\$31.51	\$20.64	\$28.74	\$15.67
7	A	158	370	\$331.00	\$354.87	\$365.04	\$348.44	\$356.39	\$342.29	158	\$23.87	\$34.04	\$17.44	\$25.39	\$11.29
8	A	159	375	\$332.10	\$354.87	\$369.97	\$348.74	\$357.12	\$342.29	158	\$22.77	\$37.87	\$16.64	\$25.02	\$10.19
9	B	169	347	\$343.05	\$354.87	\$342.35	\$351.68	\$353.01	\$356.85	171	\$11.82	-\$0.70	\$8.63	\$9.96	\$13.80
10	B	172	355	\$346.33	\$354.87	\$350.24	\$352.56	\$354.18	\$356.85	171	\$8.54	\$3.91	\$6.23	\$7.85	\$10.52
11	B	169	307	\$343.05	\$354.87	\$302.89	\$351.68	\$347.12	\$356.85	171	\$11.82	-\$40.16	\$8.63	\$4.07	\$13.80
12	B	172	313	\$346.33	\$354.87	\$308.61	\$352.56	\$347.98	\$356.85	171	\$8.54	-\$37.72	\$6.23	\$1.65	\$10.52
13	B	172	353	\$346.33	\$354.87	\$348.27	\$352.56	\$353.89	\$356.85	171	\$8.54	\$1.94	\$6.23	\$7.56	\$10.52
14	B	169	348	\$343.05	\$354.87	\$343.34	\$351.68	\$353.15	\$356.85	171	\$11.82	\$0.29	\$8.63	\$10.10	\$13.80
15	A	162	375	\$335.38	\$354.87	\$369.97	\$349.62	\$357.12	\$342.29	158	\$19.49	\$34.59	\$14.24	\$21.74	\$6.91
16	A	158	366	\$331.00	\$354.87	\$361.09	\$348.44	\$355.80	\$342.29	158	\$23.87	\$30.09	\$17.44	\$24.80	\$11.29
17	B	171	351	\$345.24	\$354.87	\$346.30	\$352.26	\$353.59	\$356.85	171	\$9.63	\$1.06	\$7.02	\$8.35	\$11.61
18	B	173	356	\$347.43	\$354.87	\$351.23	\$352.85	\$354.33	\$356.85	171	\$7.44	\$3.80	\$5.42	\$6.90	\$9.42
19	B	169	349	\$343.05	\$354.87	\$344.32	\$351.68	\$353.30	\$356.85	171	\$11.82	\$1.27	\$8.63	\$10.25	\$13.80
20	B	170	351	\$344.14	\$354.87	\$346.30	\$351.97	\$353.59	\$356.85	171	\$10.73	\$2.16	\$7.83	\$9.45	\$12.71
21	A	159	345	\$332.10	\$354.87	\$340.38	\$348.74	\$352.71	\$342.29	158	\$22.77	\$8.28	\$16.64	\$20.61	\$10.19
22	A	160	345	\$333.19	\$354.87	\$340.38	\$349.03	\$352.71	\$342.29	158	\$21.68	\$7.19	\$15.84	\$19.52	\$9.10
23	B	169	347	\$343.05	\$354.87	\$342.35	\$351.68	\$353.01	\$356.85	171	\$11.82	-\$0.70	\$8.63	\$9.96	\$13.80
24	B	172	353	\$346.33	\$354.87	\$348.27	\$352.56	\$353.89	\$356.85	171	\$8.54	\$1.94	\$6.23	\$7.56	\$10.52
25	B	173	354	\$346.33	\$354.87	\$349.26	\$352.85	\$354.04	\$356.85	171	\$8.54	\$2.93	\$6.52	\$7.71	\$10.52
26	B	171	351	\$345.24	\$354.87	\$346.30	\$352.26	\$353.59	\$356.85	171	\$9.63	\$1.06	\$7.02	\$8.35	\$11.61
27	A	160	370	\$333.19	\$354.87	\$365.04	\$349.03	\$356.39	\$342.29	158	\$21.68	\$31.85	\$15.84	\$23.20	\$9.10
28	A	160	371	\$333.19	\$354.87	\$366.03	\$349.03	\$356.54	\$342.29	158	\$21.68	\$32.84	\$15.84	\$23.35	\$9.10
29	B	170	349	\$343.05	\$354.87	\$344.32	\$351.97	\$353.30	\$356.85	171	\$11.82	\$1.27	\$8.92	\$10.25	\$13.80
30	B	172	354	\$346.33	\$354.87	\$349.26	\$352.56	\$354.04	\$356.85	171	\$8.54	\$2.93	\$6.23	\$7.71	\$10.52
		5396	10791	\$10,646.17	\$10,646.17	\$10,646.17	\$10,646.17	\$10,646.17	\$10,646.17	5073					

Notes: The monthly budget was adjusted to correct an error in entitlement for one unit
The 2018 assesment values are used as they were in effect when the budget was prepared
Types A and B are according to the developer's plan types and C are the Type A units with a full basement

Wildland Fire-Urban Interface Realities for Lighthouse Landing Estates

Recommendations on FireSmart Practices submitted by Ron Chamney 12 May 2019

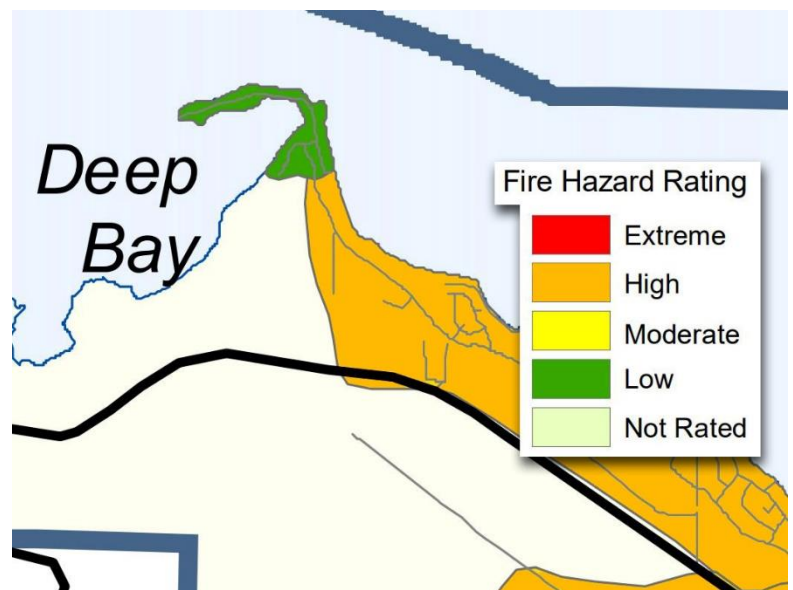
On 7th May 2019 Ron Chamney hosted a “walk and talk” tour around LLE for Council. His intent was to outline some of his concerns over Wildland Fire-Urban Interface (WUI) regarding LLE. Ron was then asked to prepare a report with recommendations for discussion by Council so that they may form a possible action plan.

Fire season is quickly approaching and, as we have seen in the last few years, wildland fires in the urban interface (WUI) have been increasing globally. As homeowners, and as a community, there are several steps we can take that will increase our fire safety preparedness against Wildland Fires.

Note: underlined blue text is hyperlinked to information items on the internet.

Introduction:

- The [Canadian FireSmart Program](#) created by ([Partners in Protection](#)), has been adopted by the [BC Fire Commissioner's Office](#) as the community guideline for WUI safety standards in British Columbia. Ron Chamney is very familiar with these standards as he sat on the Partners in Protection's board of directors and was responsible for the WUI Portfolio for the City of Calgary Fire Department. Ron was also a WUI consultant on Salt Spring Island and sat as a board member of the Salt Spring Island Fire Department.
- The links included in this report are from the RDN and BC FireSmart Programs for those interested in doing some research.
- **It is important to know that we are in a [High Risk area for WUI Fires](#).** According to the RDN's website: “If you reside in a 'Red' or 'Orange' zone, the RDN recommends you read the FireSmart Manual”. **LLE is in an Orange Zone.** Our buildings and landscaping are generally good on FireSmart evaluations. However, there are things that everyone of us can do with little effort concerning our own homes and some of our treed areas to improve our safety rating. If any residents of LLE want to learn more about their homes and FireSmart, Ron Chamney is available to walk you around your home and outline possible mitigation practices.
- FYI: some insurance carriers will lower rates if a home is a part of a FireSmart Program.



Recommendations to Council:

1. **Information and Education:**

That Council make information concerning WUI and FireSmart Programs available to LLE owners and residents, and encourage everyone to become more aware of mitigation practices. **If council agrees:**

- a. Ron and Suzan Chamney will create a webpage on the LLE website with pertinent FireSmart information.
- b. Ron Chamney will summarise costs related to information materials, such as brochures for residents and a manual for council.
- c. Ron Chamney will make mitigation recommendations to LLE residents and owners in accordance to FireSmart best practices upon request of owners.
- d. Council makes a resolution to adopt the best practices' principles of FireSmart and encourages residents to follow these guidelines wherever possible.

2. **Changes to Common Property and Limited Common Property:**

Council (or its designate) investigates construction standards and use of materials that best support the FireSmart Guidelines. i.e. renovations to building exteriors do not use cedar lattice or other flammable materials that contact building exteriors or come within two metres of a building.

- a. Guidelines for alternative building materials and FireSmart practices be compiled and posted on the website with the Alterations Agreement and Request and Undertaking forms.
- b. LLE residents are encouraged to follow the best practices' principles of FireSmart as part of the Alterations Agreement and Request and Undertaking processes.
- c. Create a bylaw not allowing future construction/renovations/alterations that attach flammable materials to houses or decks.

3. **Landscaping:**

Council encourages all residents to reduce or remove the plantings of coniferous and high resin plants adjacent to buildings and to actively reduce or eliminate flammable material (fuel loads) next to buildings through FireSmart practices.

- a. Council implements a pruning/limbing program that will mitigate ladder/contact fuels from at-risk trees and hedges according to FireSmart guidelines.
- b. Council (or its designate) outlines a fuel reduction program for "at-risk areas" of the LLE property such as the RV parking area.
- c. Council approves the Landscaping Officer to acquire a cost estimate for a fuel reduction program for the area between Milligan's Pond and units 15/16 .
- d. In areas of extending fuel loads beyond LLE property consultation with the RDN, Deep Bay Fire and neighbouring properties may also be required.
- e. Create a budget line for annual and/or onetime expenditures to carry out the above fuel reduction programs. Or use the contingency fund for an urgent expenditure.
- f. Create a bylaw not allowing future planting of coniferous trees/shrubs within 10 metres of buildings. Also, bark mulch restrictions within 1 metre of buildings and elimination of plantings under/adjacent to decks.
- g. Council provide rock or gravel for residents to replace bark mulch next to structures. Council could ask residents how many square feet they require and order accordingly.