



MINUTES - REGULAR STRATA COUNCIL MEETING

Monday June 24, 2019 Unit 13

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

A. Meeting called to Order at 10:02 hr.

B. Approval of Agenda

MOVED: (Treasurer) To adopt the Agenda of the Strata Council Meeting of 2019.06.24 as circulated with the addition of one New Business item concerning racoons by storage shed.

SECONDED: (Landscape)

CARRIED: 6 of 6

C. Approval of Minutes

MOVED: (Secretary) To adopt the Minutes of the Strata Council Meeting of 2019.05.15 as circulated.

SECONDED: (Bylaws)

CARRIED: 6 of 6

D. Reports

MOVED: (Bylaws) To receive the reports from Council Members as circulated with the addition of one item concerning the painting of sign post in the Maintenance Officer's Report (**attached**).

SECONDED: (Treasurer)

CARRIED: 6 of 6

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

E.1 (Chair) RV Storage (fire hazard reduction) – Council discussed at length a report (**attached**) from Unit 21 requesting funding for fire hazard reduction work (tree falling and brushing) in the vicinity of the RV Storage Area. The following Motion was made:

MOVED: (Bylaws) To approve the expenditure of \$800 (plus applicable taxes) for hiring a contractor to carry out fire hazard reduction work in the vicinity of the RV Storage area and possibly elsewhere on the property.

SECONDED: (Treasurer)

CARRIED: 5 of 6

Council further discussed the fact that currently, the strata has no long-term vision for the RV storage area and that its expansion to accommodate more vehicles would be an asset for the

strata. Council agreed that this item should be added to the AGM meeting as a project for the next Council to address.

Annual General Meeting (AGM) Preparations – The Secretary confirmed that the Legion Hall has been booked for the AGM on Wednesday, August 21, 2019. To ensure legislated requirements are met, the AGM Information package needs to be provided to all owner by July 30, 2019.

Council discussed the various budget and resolution information that needed to be assembled. Council members also need to prepare their annual reports. In addition, an Insurance Report and reports from the Waste Water Management and the RV Storage Committees need to be prepared.

A review of the minutes from the last AGM showed that all outstanding items have been worked on.

Council members also declared their intention to put their name forward for Council position at the AGM. The following positions will become vacant:

- Vice-Chair
- Secretary
- Bylaw Officer

Council decided to look into the possibility to merge the positions of Vice-Chair and Bylaw Officer into a single position. To maintain an odd number of Council members, representation from the Waste Water Management Committee could be brought in as a member. The Secretary will review the legislation to see what is permitted in this respect. As a minimum, it is believed this would necessitate a change to the strata bylaws.

E.2 (Secretary) Registration Changes to Common Property at Unit 29 – As reported, the notary office reported that the latest submission had been rejected by the Lands Title Office on the grounds that Sec. 74 of the Act had already been used in the past for such request. Documented evidence from our files and from VISOA was provided to the Notary Office to show that the Lands Title office was mistaken in its decision. Subsequently, the Notary has refiled the submission under Sec 74 and we are now awaiting the Lands Title Office decision.

Fee structure review – Council updated and reviewed a summary of all the feedback received from owners regarding the *Strata Fee Review Report*. Option 3 emerged clearly as the option most broadly supported by owners. Council agreed that a resolution to adopt that method for calculating Strata Fees would be presented at the AGM. To pass, the resolution will require 100% support by owners.

E.3 (Treasurer) Signing Authorities – The signing authorities for the local Credit Union have now all been established.

E.4 (Maintenance) Status of street light relocation – Currently on hold. Council asked for an estimate of the costs of the work before the project proceeds.

Quote for annual flushing of pipes – The Maintenance Officer presented the quotes for flushing sewer pipes and for perimeter drains on an annual basis. Council agreed with the Maintenance Officer that the pipes will be flushed only when the needs arises.

F. New Business:

F.1 (Chair) Vice-Chair Resignation – The Chair reviewed the resignation letter from the Vice-Chair. Council agreed that the position would remain vacant until the upcoming AGM.

Complaint Follow-up – It was confirmed that all the items raised in a complaint had been addressed:

- The Chair sent a note to all owners reminding them of the speed limit on the strata property.
- The Landscape Officer sent a note to all owners reminding them of the allowed time period for dumping garden wastes at the collection point. In addition, he confirmed having removed a sign that had been erected by the landscape contractor.

Racoons by the storage shed – An owner reported that racoons were nested under the storage shed near Unit 7: a female and 2 or 3 cubs. Council decided to wait until the babies were mature before action is taken to make them leave the area.

F.2 (Treasurer) Review of Finances – The financial results to the end of May (**attached**) were reviewed. The strata financial position is on target.

Appraisal & Depreciation Reports – As reported, NORMAC announced it would no longer provide Depreciation Reports. The Treasurer is searching for a new service provider for those two reports.

F.3 (Landscaping) Erection of fence by collection area – The Landscaping Officer pitched the idea of erecting a couple of sections of fence as a screen for the garden waste collection area. Council agreed it was a good idea and a cost estimate will be developed.

G. Date of next meeting: Monday, July 22 at 10:00 hr. at Unit 2.

Adjourned at 12:46 hr.

Original Signed:

Larry Highcock, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports June 2019

Chair:

- Confirm follow-up on landscaping waste complaint & speeding complaint.

Secretary:

Information:

- Concerning the registration of Unit 29 LCP with the Land Title Office:
 - Received a bill from the notary as well as a note indicating the registration had been rejected
 - Discussed the situation with the Notary office and provided material to support the submission under Sec 74 and showing the Land Title Office was mistaken in their decision
 - Received a note from the Notary indicating they had refiled the submission.
- Completed necessary signature authorities at the Credit Union.
- Secured the Legion Hall for the AGM on Wednesday, August 21, 2019.
- Sent out a follow up note to all owners requesting again their feed back and comments on the *Strata Fee Review Report*.
 - Compiled the comments received for Council's consideration.

Correspondence Received:

- Received a note from Unit 14 reporting that a surveillance camera had been found at the upper pond. The camera has now been removed.
- Received a query from Unit 8 regarding access to the strata insurance policies. Answer provided by both the Treasurer and the Secretary.
- Received a complaint from Unit 25 concerning garden waste being dumped outside the allowed time window, an inappropriate sign erected by the landscaper and owners exceeding the speed limit on strata roads. The Chair has addressed the concerns.
- Received a report from the Waste Water Management Subcommittee regarding recent maintenance work carried out.
- Received a donation of a patio umbrella from Unit 14. Thanks Rick!
- Received resignation note from the Vice-Chair.
- Received a note from the RV Storage Coordinator regarding plans to brush and remove some trees around the storage area.

- A follow-up note was received requesting approval for an expenditure of \$800. to reduce fire hazard around the RV Storage area.

Treasurer:

2019-2020 Budget: I have received some budget numbers for the upcoming AGM. If council members have not yet done so, please send me your 2019-2020 budget projections by July 1. The Septic Committee will be having a meeting next week, after which they will send me their numbers.

Insurance: We received the final update in our three-year insurance appraisal from NORMAC (**attached**), which I forwarded to Christie Phoenix. Since it is good for 12 months, we will not require a new one for our insurance renewal in December 2019, however, we will require a new one next June. NORMAC also sent us a renewal contract for another three-year period, but before we sign it, I will get some other quotes.

Note: NORMAC is no longer taking on new Depreciation Reports or providing renewals. Therefore, we will have to find a new provider for 2020. When getting quotes for the insurance appraisal, I will also get quotes for the Depreciation Report.

Earthquake Insurance deductibles: According to our policy, the earthquake deductible is 10% of replacement cost of each individual building that is damaged. We have 15 individual buildings in our strata. Therefore, if three buildings collapsed in an earthquake, the deductible would be 10% of the value of those three buildings as per the appraisal.

The Strata Corporation is responsible for the deductible on our policy. In the event of a strata loss to insured improvements /common property due to earthquake, the strata would assess each unit owner based on their unit entitlement for their portion to be contributed to the strata as a whole, regardless if their unit was damaged or not. Therefore, all owners should consider purchasing coverage for Earthquake Loss Assessment Corporation Deductible as part of the Homeowner's Insurance.

The above information has been posted on our website, and the Insurance Appraisal and a listing of each unit's share of the earthquake deductible in the event of a total loss of the complex will be posted following the council meeting.

Monthly Financials: **attached**. We are on target.

Maintenance Officer:

- Sprinklers were repaired or adjusted Unit#2, Unit#26, Unit#25, Unit#7, Unit#4 and in several areas of common property.
- Decks identified with have vinyl lifting (Units 2, 3, 4, 5 and 27) were repaired.
- A team of owners worked on unit 4's deck, replacing a post and a long support beam. Dave (Unit #11) organized the work party and materials used for the to make the repair.
- The posts for the signs indicating the location of Units have been repainted.

Landscaping Officer:

- Unit 30 asked me to have a look over the fence behind units 29-30 because the vegetation was getting out of control. This area is along the creek and within the Covenant area. As the area in question is LLE property, I asked Dan to clean it up a bit which seemed to make everyone happy.
- I received an inquiry re the length the lawns were being cut to, unit 14 thought the lawns should be left longer. Jim's mowing says that he will be leaving the grass longer as we are getting into summer.
- Ron from the RV group approached me with regard to the hazardous trees in the RV area. Ron plans to contact a Company to give him a cost estimate for clean up of said area.
- I received a complaint from unit 25 because some individuals were piling their garden refuse before Wednesday for Jim's to take away. I posted a notice on the LLE Dashboard reminding everyone of the guidelines.

Bylaw Officer:

- No item to report.

This is a report update on the RV Parking Fuel Load Reduction.

Unit 21 met with Dale from "Dale Philips Tree Service" to get some cost and time estimates for reducing the fire risk in the RV Parking area.

- Dale is a local guy raised in Deep Bay and knows the area well.
- He has \$2M liability insurance, he is a licenced operator and is WCB insured.
- He uses riparian friendly oil in his machines.
- He uses "spark arrested machinery": chipper, brushers and saws.
- Staging in the parking area he can work during fire bans in a residential setting like ours.
- He carries BC Forestry approved fire suppression equipment.
- He works with Hud Elgood and the stream supervisor from RDN for riparian compliance.
- He and his crew will work with volunteers so long as everyone listens to his safety directions.
- He will remove the hazardous trees, limb and brush behind the parking area to the 30-metre FireSmart recommended standards and will also limb and brush around the existing parking sites where required. All this can be easily done in a day.
- His daily rate including chipping and hauling is \$800.00.
- If any Strata Owners have "fire fuel" trees or brush (not landscaped) requiring limbing or removal that may be threatening their units we can also add these to the list if council agrees.

It is requested that council approve this as a Strata Expenditure as this is an important first step in a Strata fire fuel risk reduction that benefits the entire Strata and is an integral part of a FireSmart Program.

At the very least costs could be split between the Strata and the RV maintenance budget, \$1588.00, if council won't approve the entire amount.

Dale requires at least 3 weeks notice, I will be back from Alberta by the 18th of July and will book him for that timeframe if council approves.

RV Parking members... I will be meeting at the RV Parking area 3:00 pm after the Council meeting Monday June 24th to answer questions and address specific needs of Strata Council and RV parking members. All Strata Owners/Residents are welcome.

Any Residents or Owners who have questions or concerns about the fire fuel risks and "FireSmarting" their units please contact me and I will walk you through an assessment of your property.

Balance Sheet - LLE - As of 2019-05-31

(in Canadian Dollars) (Cash Basis)

2019-06-21

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Account	2019-05-31 Balance
ASSETS	
Cash and Bank Accounts	
CRF savings	20,018.67
OPERATING Chq	53,056.99
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	75,210.29
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	222,054.95
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	222,054.95
TOTAL LIABILITIES & EQUITY	222,054.95

CRF report - LLE - As of 2019-06-21

(in Canadian Dollars)

2019-06-21

Page 1

Account	2019-06-21 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 - Last month
 2019-05-01 through 2019-05-31 (in Canadian Dollars)

2019-06-21

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Category	2019-05-01- 2019-05-31
310 ADMIN	51.50
315 Bank Charges	1.50
316 CAFT charges	50.00
400 MAINTENANCE	110.97
410 Repairs Parts	88.47
417 Mileage for maintenance	22.50
450 LANDSCAPING	2,692.80
455 Groundskeeping	2,692.80
460 IRRIGATION	496.60
461 Sprinkler maint. & parts	190.60
461 Sprinklers labour	300.00
463 Mileage for Irrigation	6.00
500 UTILITIES	129.00
520 BC Hydro	129.00
710 SEPTIC DISPURSEMENTS	412.76
711 Septic Maint.	72.25
715 Maxxam Lab Analysis	308.71
745 Telus Communication	31.80
OVERALL TOTAL	3,893.63

Current Budget - LLE

2018-08-01 through 2019-05-31 Using 2018-19 (in Canadian Dollars)

2019-06-21

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Category	2018 August Budget			2018 September Budget			2018 October Budget			Actual
	Actual		Difference	Actual		Difference	Actual		Difference	
EXPENSES	11,928.56	21,024.18	9,095.62	5,112.77	8,014.18	2,901.41	11,533.37	5,835.18	-5,698.19	4,162.34
300 CARRY FORWARD	7,659.50	15,500.00	7,840.50	0.00	0.00	0.00	6,994.97	0.00	-6,994.97	542.00
310 ADMIN	793.63	1,136.92	343.29	841.76	1,166.92	325.16	705.88	986.92	281.04	32.21
315 Bank Charges	0.00	24.00	24.00	0.00	24.00	24.00	0.00	24.00	24.00	1.50
320 Office expenses	235.16	150.00	-85.16	316.76	0.00	-316.76	12.99	0.00	-12.99	0.00
322 General Admin	425.00	425.00	0.00	525.00	425.00	-100.00	411.39	425.00	13.61	30.71
325 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	0.00	180.00	180.00	281.50	0.00	-281.50	0.00
380 Operating Contingency	133.47	537.92	404.45	0.00	537.92	537.92	0.00	537.92	537.92	0.00
400 MAINTENANCE	129.19	520.00	390.81	276.36	520.00	243.64	454.72	520.00	65.28	418.64
410 Repairs Parts	29.19	210.00	180.81	76.36	210.00	133.64	5.32	210.00	204.68	332.64
415 Maint. Labour	100.00	120.00	20.00	200.00	120.00	-80.00	0.00	120.00	120.00	50.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING	2,640.01	2,640.01	0.00	2,868.21	2,640.01	-228.20	2,690.87	2,640.01	-50.86	2,640.01
455 Groundskeeping	2,640.01	2,640.01	0.00	2,640.01	2,640.01	0.00	2,640.01	2,640.01	0.00	2,640.01
460 IRRIGATION	0.00	190.00	190.00	0.00	190.00	190.00	0.00	190.00	190.00	50.95
461 Sprinklers labour	0.00	90.00	90.00	0.00	90.00	90.00	0.00	90.00	90.00	0.00
463 Mileage for Irrigation	0.00	100.00	100.00	0.00	100.00	100.00	0.00	100.00	100.00	50.95
500 UTILITIES	130.54	156.00	25.46	137.00	156.00	19.00	0.00	514.00	514.00	474.00
510 Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.00	358.00	337.00
520 BC Hydro	130.54	156.00	25.46	137.00	156.00	19.00	0.00	156.00	156.00	137.00
600 CRF Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710 SEPTIC DISPURSEMENTS	575.69	881.25	305.56	989.44	3,341.25	2,351.81	686.93	984.25	297.32	4.53
712 Core Water	0.00	656.25	656.25	656.25	656.25	0.00	0.00	656.25	656.25	0.00
713 Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715 Maxxam Lab Analysis	338.10	100.00	-238.10	99.75	350.00	250.25	0.00	100.00	100.00	0.00
720 Collection	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00
730 Treatment System	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
735 Filter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
736 Electronics	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
740 Septic Field	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
745 Telus Communication	237.59	125.00	-112.59	233.44	125.00	-108.44	0.00	125.00	125.00	4.53
750 Emergency power	0.00	0.00	0.00	0.00	210.00	210.00	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	0.00	0.00	0.00	203.40	103.00	-100.40	0.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-11,928.56	-21,024.18	9,095.62	-5,112.77	-8,014.18	2,901.41	-11,533.37	-5,835.18	-5,698.19	-4,162.34

Current Budget - LLE

2018-08-01 through 2019-05-31 Using 2018-19 (in Canadian Dollars)

2019-06-21

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Category	2018 November Budget	Difference	Actual	2018 December Budget	Difference	Actual	2019 January Budget	Difference	Actual	2019 February Budget
EXPENSES	5,923.18	1,760.84	25,761.32	24,288.18	-1,473.14	2,992.40	9,733.18	6,740.78	5,625.63	5,079.18
300 CARRY FORWARD	0.00	-542.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	895.92	863.71	18,788.76	20,030.92	1,242.16	0.00	611.92	611.92	268.56	611.92
315 Bank Charges	24.00	22.50	0.00	24.00	24.00	0.00	24.00	24.00	3.00	24.00
320 Office expenses	100.00	100.00	0.00	225.00	225.00	0.00	50.00	50.00	85.56	50.00
322 General Admin	89.00	58.29	0.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00
325 Insurance	0.00	0.00	18,181.00	19,044.00	863.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	145.00	145.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00
380 Operating Contingency	537.92	537.92	607.76	537.92	-69.84	0.00	537.92	537.92	0.00	537.92
400 MAINTENANCE	1,020.00	601.36	2,195.65	330.00	-1,865.65	51.63	330.00	278.37	1,513.63	750.00
410 Repairs Parts	210.00	-122.64	0.00	210.00	210.00	51.63	210.00	158.37	0.00	210.00
415 Maint. Labour	120.00	70.00	0.00	120.00	120.00	0.00	120.00	120.00	12.13	120.00
420 Gutters	500.00	500.00	2,045.50	0.00	-2,045.50	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,501.50	420.00
450 LANDSCAPING	2,640.01	0.00	2,640.01	2,640.01	0.00	2,692.80	2,640.01	-52.79	2,692.80	2,640.01
455 Groundskeeping	2,640.01	0.00	2,640.01	2,640.01	0.00	2,692.80	2,640.01	-52.79	2,692.80	2,640.01
460 IRRIGATION	190.00	139.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461 Sprinklers labour	90.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Mileage for Irrigation	100.00	49.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500 UTILITIES	296.00	-178.00	129.00	156.00	27.00	246.00	270.00	24.00	129.00	196.00
510 Water	140.00	-197.00	0.00	0.00	0.00	117.00	114.00	-3.00	0.00	40.00
520 BC Hydro	156.00	19.00	129.00	156.00	27.00	129.00	156.00	27.00	129.00	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
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	881.25	876.72	2,007.90	1,131.25	-876.65	1.97	5,881.25	5,879.28	1,021.64	881.25
712 Core Water	656.25	656.25	656.25	656.25	0.00	0.00	656.25	656.25	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
715 Maxxam Lab Analysis	100.00	100.00	853.65	350.00	-503.65	0.00	100.00	100.00	104.48	100.00
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	0.00	5,000.00	5,000.00	136.50	0.00
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00
733 Parts	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	136.50	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	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	125.00	120.47	0.00	125.00	125.00	1.97	125.00	123.03	16.74	125.00
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:	-5,923.18	1,760.84	-25,761.32	-24,288.18	-1,473.14	-2,992.40	-9,733.18	6,740.78	-5,625.63	-5,079.18

Current Budget - LLE

2018-08-01 through 2019-05-31 Using 2018-19 (in Canadian Dollars)

2019-06-21

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Category	Difference	Actual	2019 March Budget	Difference	Actual	2019 April Budget	Difference	Actual	2019 May Budget	Difference
EXPENSES	-546.45	3,562.39	5,049.18	1,486.79	5,087.17	5,077.18	-9.99	3,703.03	5,123.18	1,420.15
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	343.36	50.00	791.92	741.92	585.47	689.92	104.45	51.50	735.92	684.42
315 Bank Charges	21.00	0.00	24.00	24.00	0.00	24.00	24.00	1.50	24.00	22.50
320 Office expenses	-35.56	0.00	50.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00
322 General Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	-180.00	0.00	180.00	180.00	0.00	78.00	78.00	0.00	124.00	124.00
380 Operating Contingency	537.92	0.00	537.92	537.92	535.47	537.92	2.45	0.00	537.92	537.92
400 MAINTENANCE	-763.63	0.00	330.00	330.00	67.79	520.00	452.21	110.97	520.00	409.03
410 Repairs Parts	210.00	0.00	210.00	210.00	67.79	210.00	142.21	88.47	210.00	121.53
415 Maint. Labour	107.87	0.00	120.00	120.00	0.00	120.00	120.00	0.00	120.00	120.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	-1,081.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING	-52.79	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79
455 Groundskeeping	-52.79	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79	2,692.80	2,640.01	-52.79
460 IRRIGATION	0.00	0.00	0.00	0.00	0.00	190.00	190.00	306.00	190.00	-116.00
461 Sprinklers labour	0.00	0.00	0.00	0.00	0.00	90.00	90.00	300.00	90.00	-210.00
463 Mileage for Irrigation	0.00	0.00	0.00	0.00	0.00	100.00	100.00	6.00	100.00	94.00
500 UTILITIES	67.00	129.00	156.00	27.00	246.00	156.00	-90.00	129.00	156.00	27.00
510 Water	40.00	0.00	0.00	0.00	117.00	0.00	-117.00	0.00	0.00	0.00
520 BC Hydro	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
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	-140.39	690.59	1,131.25	440.66	1,495.11	881.25	-613.86	412.76	881.25	468.49
712 Core Water	0.00	656.25	656.25	0.00	656.25	656.25	0.00	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
715 Maxxam Lab Analysis	-4.48	0.00	350.00	350.00	395.01	100.00	-295.01	308.71	100.00	-208.71
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	-136.50	0.00	0.00	0.00	25.95	0.00	-25.95	0.00	0.00	0.00
731 Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Pumping Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733 Parts	-136.50	0.00	0.00	0.00	25.95	0.00	-25.95	0.00	0.00	0.00
734 Sludge Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
735 Filter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
736 Electronics	0.00	0.00	0.00	0.00	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	108.26	34.34	125.00	90.66	0.00	125.00	125.00	31.80	125.00	93.20
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:	-546.45	-3,562.39	-5,049.18	1,486.79	-5,087.17	-5,077.18	-9.99	-3,703.03	-5,123.18	1,420.15

Current Budget - LLE

2018-08-01 through 2019-05-31 Using 2018-19 (in Canadian Dollars)

2019-06-21

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Category	2018-08-01	-	2019-05-31
	Actual	Budget	Difference
EXPENSES	79,468.98	95,146.80	15,677.82
300 CARRY FORWARD	15,196.47	15,500.00	303.53
310 ADMIN	22,117.77	27,659.20	5,541.43
315 Bank Charges	6.00	240.00	234.00
320 Office expenses	650.47	725.00	74.53
322 General Admin	1,392.10	1,564.00	171.90
325 Insurance	18,181.00	19,044.00	863.00
330 VISOA	461.50	707.00	245.50
380 Operating Contingency	1,276.70	5,379.20	4,102.50
400 MAINTENANCE	5,218.58	5,360.00	141.42
410 Repairs Parts	651.40	2,100.00	1,448.60
415 Maint. Labour	362.13	1,200.00	837.87
420 Gutters	2,045.50	500.00	-1,545.50
425 Snow Removal	1,501.50	420.00	-1,081.50
450 LANDSCAPING	26,943.11	26,400.10	-543.01
455 Groundskeeping	26,664.05	26,400.10	-263.95
460 IRRIGATION	356.95	1,140.00	783.05
461 Sprinklers labour	300.00	540.00	240.00
463 Mileage for Irrigation	56.95	600.00	543.05
500 UTILITIES	1,749.54	2,212.00	462.46
510 Water	571.00	652.00	81.00
520 BC Hydro	1,178.54	1,560.00	381.46
600 CRF Disbursements	0.00	0.00	0.00
610 Painting	0.00	0.00	0.00
710 SEPTIC DISPURSEMENTS	7,886.56	16,875.50	8,988.94
712 Core Water	3,281.25	6,562.50	3,281.25
713 Emergency Response	0.00	0.00	0.00
715 Maxxam Lab Analysis	2,099.70	1,750.00	-349.70
720 Collection	0.00	500.00	500.00
730 Treatment System	162.45	6,500.00	6,337.55
731 Maintenance	0.00	600.00	600.00
732 Pumping Equipment	0.00	2,000.00	2,000.00
733 Parts	162.45	400.00	237.55
734 Sludge Pumping	0.00	2,000.00	2,000.00
735 Filter	0.00	0.00	0.00
736 Electronics	0.00	1,500.00	1,500.00
740 Septic Field	0.00	0.00	0.00
745 Telus Communication	560.41	1,250.00	689.59
750 Emergency power	0.00	210.00	210.00
760 Ministry of Environment	203.40	103.00	-100.40
765 EOCP (every three years)	0.00	0.00	0.00
Net Difference:	-79,468.98	-95,146.80	15,677.82

May 31, 2019

Private and Confidential

Suzan Chamney, Treasurer
Property: Strata VIS 5801 - Lighthouse Landing Estates
c/o The Owners of Strata VIS 5801
P.O. Box 87
Bowser, BC V0R 1G0

Dear Suzan,

Subject: Strata VIS 5801 - Lighthouse Landing Estates – Insurance Appraisal Update, Year 3 of 3
File: 12886

Referring to your original appraisal, effective June 29, 2017, we are pleased to present your updated Total Insurable Value*¹, year 3 of 3, effective **June 29, 2019**. This update should be read in conjunction with the last full appraisal and the restrictions as set out in the last appraisal report apply to this update. Additional details regarding this update follow on subsequent pages of this report.

Your updated Total Insurable Value has been sent to your Insurance Broker, if one has been provided to us.

Year 1	Year 2	Year 3
\$11,800,000	\$12,657,000	\$13,416,000

Please Note: Normac only considers the Total Insurable Value to be current for a period of 12 months after the effective date of this report or update. After that time owners or their representative should contact us for an updated appraisal to ensure that their coverage is adequate for full replacement cost.

We are also pleased to offer you a renewal authorization form which can be found starting on page 6. We appreciate the opportunity to be of service to you. Please do not hesitate to call if you have any questions.

Sincerely,



NORMAC

¹ Total Insurable Value definition can be found on subsequent pages of this report.

> INSURANCE APPRAISAL UPDATE, YEAR 3 of 3

Valuation Breakdown:

Bld. #	Strata Lots	Approx. Size (s.f.)	Approx. Size (m2)	Footprint (s.f.)	Structure	Landscaping	Bylaws and Demolition	Total Insurable Value
1	1,2	7,580	700	4,260	\$ 1,136,000	\$ 101,000	\$ 56,000	\$ 1,293,000
2	3,4	4,260	400	4,260	717,000	57,000	32,000	806,000
3	5,6	5,910	550	4,260	931,000	79,000	43,000	1,053,000
4	7,8	4,380	410	4,380	740,000	59,000	32,000	831,000
5	9,10	4,540	420	4,540	746,000	61,000	34,000	841,000
6	11,12	4,540	420	4,540	746,000	61,000	34,000	841,000
7	13,14	4,540	420	4,540	746,000	61,000	34,000	841,000
8	15,16	4,380	410	4,380	711,000	59,000	32,000	802,000
9	17,18	4,540	420	4,540	746,000	61,000	34,000	841,000
10	19,20	4,520	420	4,520	740,000	60,000	33,000	833,000
11	21,22	4,380	410	4,380	711,000	59,000	32,000	802,000
12	23,24	4,540	420	4,540	746,000	61,000	34,000	841,000
13	25,26	4,520	420	4,520	740,000	60,000	33,000	833,000
14	27,28	4,380	410	4,380	712,000	59,000	32,000	803,000
15	29,30	4,540	420	4,540	748,000	61,000	34,000	843,000
Liquid Waste Treatment Plant, Cost Numbers Originally Provided By Owners								306,000
Shed and contents, Cost Numbers Provided by Owners								6,000
TOTAL					\$ 11,616,000	\$ 959,000	\$ 529,000	\$ 13,416,000

Valuation Parameter

With reference to the purpose and intended use of the appraisal, the appropriate value parameter to estimate is Total Insurable Value which is defined as:

“The total cost of construction required to replace the subject property (buildings and site improvements) with a substitute of like or equal utility using current standards of material and design. Any additional costs due to Building Code and Municipal Bylaw changes for fire protection, required number of parking spaces, handicapped access, and costs for demolition and removal are included. All applicable costs include labour, materials, supervision, contractor’s profit and overhead, architect’s plans and specifications, applicable taxes and insurance.”

Valuation Process

In order to determine an estimate of cost of replacement new, we have relied upon various information sources including: published valuation services (Altus, BDC, BTY Group, Marshall & Swift, RS Means), Statistics Canada, local developers, architects, and construction associations.

We direct your attention to the limiting conditions as they are a fundamental part of this report.

Certification Statement

We certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
1. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is our personal, unbiased professional analyses, opinions, and conclusions.
2. We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
3. Our compensation is not contingent upon the reporting of a predetermined value or direction in value that favours the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
4. The content of this report has been prepared in conformity with the Canadian Uniform Standards of Professional Appraisal Practice.
5. We have the knowledge and experience to complete this assignment competently. Except as disclosed herein, no other person provided significant professional assistance in the completion of this appraisal assignment.
6. We are members in good standing of the professional association(s) that we belong to.
7. We have made a personal inspection of the property that is the subject of this report, upon preparation of the last full appraisal report. No inspection was completed for this update. We relied upon information from our previous appraisal report. We assumed no major changes have been made to the subject property since.

The report was prepared and reviewed by Cameron Carter, BCom, RI (BC), CRP.

On behalf of,
Normac



Cameron Carter, BCom (ULE), RI(BC), CRP
President



Wai Sum Lam, B.A./ Jerry Feng, BCom
Appraisal Inspector

Also providing assistance in this assignment:



Melinda Lacayo, B.A./ Jordan Boers, BCom
Property Information Collector

Dated May 31, 2019 in Vancouver, British Columbia.
Note: Hard copies will not be sent.

Standard Assumptions and Limiting Conditions

We have assumed that the subject property is structurally sound, complies with all environmental standards, and is void of any condition that may affect this appraisal. We have assumed that the property is free of all liens and is not encumbered. No research of reporting of the title, legal description, and benefits inherent in the ownership of real estate has been performed, since this type of research is not warranted for the purpose and intended use of this report.

Information used in the creation of this report furnished by others such as explanations, surveys, building plans, and strata plans are assumed to be correct. However, Normac assumes no liability for the accuracy of such information. Therefore, reference to a sketch, blueprint, or strata plan appearing in the report is only for the purpose of assisting the reader to visualize the property.

This report is considered a Restricted Use Appraisal Report. The use of this document is restricted to the intended users as identified in Section 1.0, for the intended use of placement of property insurance. The Client agrees that Normac Appraisals Ltd. ("Normac") will not assume any responsibility or liability for any losses suffered by you or any other parties as a result of any use of this report contrary to the provisions of this paragraph.

Possession of this report, or a copy thereof, does not carry with it the right of publication.

This report estimates the Total Insurable Value as of the effective date of the appraisal, which is the date at which our conclusions should be considered valid. This appraisal applies only to a total loss of property, it can in no way be assumed to be applicable to partial losses of the property. Should a complete loss occur subsequent to this date we reserve the right, but will be under no obligation, to review our calculations referred to in this report, and if we consider it necessary, to revise our conclusions in the light of potential changes to construction costs and changes to local bylaws or building codes.

We reserve the right, but will be under no obligation, to review our calculations referred to in this report and, if we consider it necessary, to revise our conclusions in the light of any information existing at the date of this report which becomes known to us after the date of this report.

Unless prior arrangements have been made, the appraiser, by reason of this report, is not required to give further consultation or testimony, or be attendance in court with reference to the property that is the subject of this report. Should attendance at any legal proceedings be necessary, prior arrangements including fees must be made.

We have not considered the market value of the land because it is not applicable to the purpose and intended use of the report. Since a portion of the overall "value" is omitted, the numbers presented represent a Fractional Interest in the property.

The Client agrees that any and all claims, whether such claims sound in contract or tort, which the Client has or hereafter may have against Normac (including all staff), in any way arising out of or related to Normac's duties and responsibilities pursuant to this Contract, shall be limited to three times the fee charged under this Contract.

The Client agrees to pay in full, on or before the due date, the fees listed on the invoice that will accompany the report. The Client further agrees to pay late fees calculated at a rate of 2% per month of the total fee. The late fee charges will be applied solely at the discretion of Normac.

Extraordinary Limiting Conditions

The Canadian Uniform Standards of Professional Appraisal Practices (CUSPAP) requires that writers clearly state when standard inclusions are omitted from appraisal reports. This is an insurance appraisal, and certain market value appraisal practices are not relevant:

An analysis for highest and best use (HBU) has not been included in this report as it is not relevant for insurance appraisals. HBU is a concept utilized for market value appraisals. According to the CUSPAP, HBU is defined as the reasonably probable and legal use of property, that is physically possible, appropriately supported, and financially feasible, and that results in the highest value. For an insurance appraisal, the assumed replacement of the assets is the actual current use of the property, regardless of what could be built. For this reason, HBU is not relevant and has not been included.

Related to the Highest and Best Use opinion, a full analysis of Land Use Controls has not been provided in this report. With reference to the purpose and intended use of this appraisal, we have assumed that a property having equal utility would be rebuilt. This appraisal estimates the Total Insurable Value for the property as it stands and is not to be considered a redevelopment study. In calculating our estimate of the replacement cost for the Building Code & Bylaws ("Bylaws") section of the report, we have considered the current standards for parking spaces, fire protection, & handicapped access, and applied them to the current building. It is possible that the building cannot be re-built due to changes in zoning or other municipal regulations. Any zoning bylaws restricting rebuilding as-is is considered a redevelopment study and is a policy coverage issue. Furthermore, we have not considered official community plans, environmental statutes, flood plains, set-backs or whether the property is a legally permissible use.

The Income and Direct Comparison approaches to value have been excluded from this report because these approaches are not relevant or appropriate methods of valuation for insurance appraisals.

If this report is a reappraisal, a request has been made to the owner/property manager for information regarding recent upgrades to the property. Any material changes noted in any response to that enquiry that affect Total Insurable Value cost have been considered in this report. The subject property was observed from a public roadway or property contained street as of the date of inspection of the appraisal. Beyond what is visually apparent on the exterior, the interior characteristics used to develop this appraisal are based on an inspection done previously when the property was appraised for insurance purposes. It is assumed that the interior characteristics of the property are consistent with our previous records, or match any new information obtained from the owner/property manager.

normac

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ONTARIO: 416.879.8258

Lighthouse Landing Estates VIS 5801

Earthquake deductible on total loss of complex by Unit Entitlement

2019 Insurance Appraisal value: **\$13,416,000**

Deductible is 10% of appraised value: \$1,341,600

<i>Unit No.</i>	<i>Unit Entitlement</i>	<i>Entitlement Percentage</i>	<i>Earthquake Deductible</i>
1	308	5.70	\$76,478.40
2	308	5.70	\$76,478.40
3	155	2.87	\$38,487.51
4	155	2.87	\$38,487.51
5	307	5.68	\$76,230.09
6	154	2.85	\$38,239.20
7	158	2.92	\$39,232.43
8	159	2.94	\$39,480.73
9	169	3.13	\$41,963.80
10	172	3.18	\$42,708.72
11	169	3.13	\$41,963.80
12	172	3.18	\$42,708.72
13	172	3.18	\$42,708.72
14	169	3.13	\$41,963.80
15	162	3.00	\$40,225.65
16	158	2.92	\$39,232.43
17	171	3.16	\$42,460.41
18	173	3.20	\$42,957.02
19	169	3.13	\$41,963.80
20	170	3.15	\$42,212.10
21	159	2.94	\$39,480.73
22	160	2.96	\$39,729.04
23	169	3.13	\$41,963.80
24	172	3.18	\$42,708.72
25	172	3.18	\$42,708.72
26	171	3.16	\$42,460.41
27	160	2.96	\$39,729.04
28	169	3.13	\$41,963.80
29	169	3.13	\$41,963.80
30	172	3.18	\$42,708.72

Totals: 5403 100.00 \$1,341,600.00
(sq. metres)