



MINUTES – ANNUAL GENERAL MEETING

Wednesday August 21, 2019 Bowser Legion Hall

Present: Strata Lot #2 Strata Lot #4 Strata Lot #5 Strata Lot #6 Strata Lot #8 Strata Lot #9
Strata Lot #10 Strata Lot #11 Strata Lot #13 Strata Lot #14 Strata Lot #15
Strata Lot #16 Strata Lot #19 Strata Lot #20 Strata Lot #21 Strata Lot #23
Strata Lot #24 Strata Lot #27 Strata Lot #28 Strata Lot #30

By Proxy: Strata Lot #1 Strata Lot #3 Strata Lot #7 Strata Lot #17 Strata Lot #18
Strata Lot #22 Strata Lot #25 Strata Lot #26 Strata Lot #29

Absent: Strata Lot #12

A. Meeting called to Order at 6:32 pm and Landscaping Officer established as Chair of AGM

MOVED: (#2) to recognize the Landscaping Officer as Chair of the AGM.

SECONDED: (#19)

CARRIED: 29 of 29

B. Call the Roll; Certified Proxies; Issue of Voting Cards and Voting Method; Establish Quorum

Duly signed Attendance Sheet and Certified Proxy Sheets verified to certify;

Owners in Attendance: 19 Proxies Confirmed: 10 Total: Owners Represented: 29

Quorum minimum is 30/3 or 10 Owners Represented therefore quorum is established.

Assuming no abstained vote: Unanimous vote is 30

$\frac{3}{4}$ vote is 22

Majority vote is 15

MOVED: (#2) to hold secret ballot votes for the proposed Honorarium for Strata Council (H.1) and for the proposed Changes to the funding of Operational Costs (H.2) and hold count of card votes for all other items.

SECONDED: (#19)

CARRIED: 29 of 29

C. Filing Proof of Notice

Proof of notice **attached**.

D. Approval of Agenda

MOVED: (#16) to adopt the Agenda of Annual General Meeting of 2019 08 21 as circulated.

SECONDED: (#13)

CARRIED: 29 of 29

E. Approval of Minutes

MOVED: (#14) to adopt the Minutes of Annual General Meeting held 2018 08 28 as circulated.

SECONDED: (#9)

CARRIED: 29 of 29

F. Unfinished Business arising from the Minutes of past AGM Meetings:

F. 1 Unit 29 Indemnity & Alteration Agreement:

The Secretary reviewed the circumstances that have resulted in the delays that have up to now prevented this item to be closed. A conclusion is now only depending on the submission of a sketch that meets the standard of the Land Title Office. This item will be ongoing with the new Council.

F. 2 Honorarium for Strata Council

F. 3 Proposed Changes to Formula for Fee Collection

The Treasurer indicated that these two items have led to proposed resolutions H.1 and H.2 and will be concluded when owners have voted on them.

G. Reports

G.1 Chair report (per AGM Package) – No questions

G.2 Treasurer report – Updated financial results to the end of July 2019 were presented and briefly discussed (**per AGM Package**). The Treasurer indicated that because we are now self-managed, a Committee of owners not on Council would be struck shortly to carry out a review of the accounting records for the Strata.

MOVED: (#21) to adopt the Financial Results for 2018/2019 as presented.

SECONDED: (#2)

CARRIED: 29 of 29

G.3 Maintenance (per AGM Package) – The Maintenance Officer highlighted the rising expenses for maintaining the underground sprinkling system as a number of significant failures were dealt with during the past year. He also confirmed that an inspection of decks had been carried out and repairs completed where needed.

G.4 Landscape (per AGM Package) – The Landscaping Officer informed the Owners that sprinkler maintenance had become a Landscaping responsibility. An owner indicated that the landscaping contractor appeared to have a significant oil leak on his vehicle. The Landscaping Officer will confirm that this has been repaired.

G.5 Bylaws (per AGM Package) – No questions

G.6 Secretary (per AGM Package) – No questions

Insurance Report (per AGM Package) – No questions

Waste Water Management Committee Report (per AGM Package) – A question was raised regarding the absence of a new pump in the septic part of the budget. The Treasurer indicated that this part of the budget had been developed by the Waste Water Management Committee and was included unchanged after it was reconfirmed as being correct.

RV Parking Report (per AGM Package) – No Questions

H. Special Resolutions:

The voting results for the special resolutions proposed were as follows:

H.1 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the inclusion of honorariums for council members in the upcoming budget in the amount of \$40/month per council member. (Moved: #21; Seconded #19)

Resolution H.1 In Favour: 23 Against: 6 Decision: CARRIED

H.2 BE IT RESOLVED by a unanimous vote that The Owners, Strata Plan No. VIS 5801 approve the adoption of Option 3 from the *Strata Fee Review Report* for the funding of Operational Costs as follows: with the exception of the cost of insurance policies (the Commercial, the Strata and the Equipment Breakdown Insurance Policies), the annual funding of Operational Costs be equally divided so that each unit is responsible for 1/30th (one thirtieth) of the annual funding amount. The funding of the insurance policies remains based on the registered Unit entitlement. (Moved: #4; Seconded #21)

Resolution H.2 In Favour: 18 Against: 11 Decision: DEFEATED

H.3 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the following change to Bylaw 13 (1):

Replace the current Bylaw 13 (1): “*At each General Annual Meeting, the owners must elect from amongst its members, a Chair, a Vice-Chair, a Secretary, a Treasurer, a Maintenance Officer, a Landscaping Officer and a Bylaw Officer.*”

With a new Bylaw 13 (1): “*At each General Annual Meeting, the owners must elect from amongst its members, a Chair, a Vice-Chair/Bylaw Officer, a Secretary, a Treasurer, a Maintenance Officer, a Landscaping Officer and a Waste Water Management Committee Representative.*” (Moved: #17; Seconded #14)

Resolution H.3 In Favour: 29 Against: 0 Decision: CARRIED

H.4 **BE IT RESOLVED** by a majority vote that The Owners, Strata Plan No. VIS 5801 approve the following addition to Lighthouse Landing Estates Rule 3):

a) 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.
(Moved: #19; Seconded #2)

Resolution H.4 In Favour: 27 Against: 1 Abstained: 1 Decision: CARRIED

I. Appreciation:

The Chair presented small gifts of appreciation for services rendered to members of the various committees active during the year as well as members of Council.

J. 2019/2020 Budget:

Consistent with resolution H1 that approved the inclusion of honorarium for Council Members, the Treasurer presented and reviewed the “*Budget option with honorarium*” proposed and strata fee schedule for 2019/2020 fiscal year (**attached**). It included the planned project to be financed by the Contingency Reserve Fund.

J.1 **BE IT RESOLVED** by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the budget option with honorarium for the 2019/2020 budget as circulated including the identified planned expenditure from the Contingency Reserve Fund. (Moved: #5; Seconded #19)

Resolution J.1 In Favour: 28 Abstained: 1 Decision: CARRIED

K. New Business:

K.1 Create a vision for the RV storage area: The Landscaping Officer explained that a committee of owners would be struck to develop a vision for the future of that area. This should result in a proposal presented to owners for approval. There are many factors to consider, including visibility, access, size of spots and of RV units.

L. Election of Council:

Consistent with the passing of Resolution H.3, the following candidates were nominated and elected by acclamation and will assume the positions indicated:

Chair – Larry Highcock (Strata Lot #17)
Vice-Chair/Bylaw Officer – Suzanne LaRoy (Strata Lot #8)
Treasurer – Suzan Chamney (Strata Lot #21)
Secretary – Tannis Charest (Strata Lot #5)
Maintenance – Robert Mathieson (Strata Lot #27)
Landscaping – Keith Patchett (Strata Lot #13)
Waste Water Management Committee Representative – Hugh Jackson (Strata Lot #20)

M. Adjourned at 8:10 pm.

Original Signed:

Keith Patchett, Landscaping Officer

Michel de Bellefeuille, Secretary

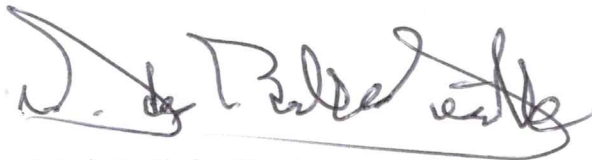
2019 (VIS 5801) AGM - Proof of Notice

I certify that I did provide a Notice of Annual General Meeting to The Owners, VIS 5801 by email notification and web page posting on 2019.JUL.22 before 12:00 hr.

The Notice contained:

1. A description of the matters that would be voted upon including the proposed wording of all resolutions. This includes the resolutions that require 3/4 vote or unanimous vote.
2. The most recent Financial Statement for 2018/2019 as well as the 2019/2020 proposed Budget which includes the Strata Fee Payments as per Section 103 Strata Property Act of BC.
3. An order of business in the form of an Agenda.

I therefore certify that this Notice was provided to The Owners, VIS 5801, in accordance with Section 45 of the Strata Property Act of BC.

A handwritten signature in black ink, appearing to read 'M. de Bellefeuille', written over a horizontal line.

M. de Bellefeuille, Secretary
VIS 5801

2-5300 Gainsberg Road
Bowser, BC V0R 1G0

BUDGET PLANNING for 2019-20 for STRATA PLAN 5801

Option 2: With Honorariums		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	ACTUALS	BUDGET	BUDGET	
OPERATING FUND INCOME																		
201	Monthly Fees	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$5,969	\$71,632	\$71,084	\$70,992	\$75,852	
205	Bank interest	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$516	\$516			
210	Real Estate Form Revenue													\$0	\$85			
	Previous year surplus													\$4,686				
TOTALS		\$10,698	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$6,012	\$76,834				
250	Septic Fees	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$11,967	\$18,000	\$18,000	\$19,200	
255	Septic Bond Interest				\$642									\$642	\$642			
	Previous year surplus													\$1,431				
TOTALS		\$2,429	\$997	\$997	\$1,639	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$14,040				
230	Contingency Reserve Fund	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$24,000	\$38,880	\$38,880	\$25,200	
255	Bond & Account Interest	\$25	\$25	\$25	\$25	\$25	\$925	\$25	\$25	\$25	\$25	\$25	\$25	\$1,125	\$907			
TOTALS		\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$2,925	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$2,025	\$25,125				
TOTAL Income required															\$115,999	\$130,114	\$127,872	\$120,256

OPERATING EXPENSES																		
300	Admin																	
315	Bank charges	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$52	\$618	\$256	\$288	\$480	
320	Office Expenses		\$190	\$25	\$100								\$90	\$405	\$883	\$825	\$600	
322	General Admin	\$100	\$952				\$300							\$1,352	\$865	\$789		
323	Depreciation Report (3rd year)												\$4,000	\$4,000	\$0	\$0	\$0	
325	Insurance					\$18,770							\$600	\$19,370	\$18,770	\$19,044	\$19,121	
330	VISOA / Professional		\$100	\$80	\$80			\$180						\$440	\$462	\$707	\$605	
340	Honorariums		\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$3,080	\$1,275	\$1,275	\$5,280	
380	Operating Contingency													\$3,920	\$2,117	\$6,455	\$6,900	
400	Maintenance																	
405	Contractor work		\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$800	\$600			
410	Repairs - parts		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500	\$828	\$2,520	\$4,400	
415	Maint. Labour		\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$800	\$362	\$1,440		
417	Mileage for maint.		\$10	\$10		\$40				\$40				\$100	\$59			
420	Gutters/Moss					\$2,000								\$2,000	\$2,046	\$500	\$2,750	
425	Snow Removal							\$1,700						\$1,700	\$1,501	\$420		
450	Landscaping																	
451	Landscaping general	\$200												\$200	\$502	\$725		
455	Groundskeeping	\$2,640	\$2,640	\$2,640	\$2,640	\$2,884	\$2,884	\$2,884	\$2,884	\$2,884	\$2,884	\$2,884	\$2,884	\$33,632	\$32,050	\$31,680	\$32,180	
461	Sprinklers maint. & parts		\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$800	\$827	\$800		
462	Sprinklers labour	\$100	\$100	\$200						\$100	\$200	\$200	\$100	\$1,000	\$500	\$720		
463	Mileage for irrigation									\$50	\$50			\$100	\$57			
500	Utilities																	
510	Water	\$337			\$337			\$117			\$117			\$908	\$903	\$932	\$1,500	
520	BC Hydro	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$1,548	\$1,366	\$1,872	\$2,040	
530	Utility Trailer			\$77										\$77	\$77			
TOTAL Operating Expenses		\$3,558	\$4,743	\$3,783	\$3,908	\$24,445	\$3,935	\$5,632	\$3,635	\$3,825	\$4,092	\$8,435	\$3,445	\$76,834	\$66,305	\$70,992	\$75,856	

SEPTIC RESERVE FUND (SRF)		WASTE WATER TREATMENT PLANT BUDGET																
701	Corewater	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$7,872	\$7,872	\$7,872	\$7,875	
702	Lab Analysis	\$100	\$350	\$100	\$100	\$350	\$100	\$100	\$350	\$100	\$100	\$350	\$100	\$2,200	\$2,454	\$2,200	\$1,129	
720	Collection System		\$750											\$750	\$1,022	\$1,100	\$600	
725	Treatment System											\$1,400		\$1,400	\$4,460	\$4,400	\$3,400	
730	Disposal		\$200											\$200	\$0	\$0	\$0	
740	Communication/control	\$20	\$20	\$1,520	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$1,830	\$717	\$3,000	\$1,260	
750	Emergency power (generator)		\$210											\$210	\$228	\$210	\$400	
760	Ministry of Environment			\$203										\$203	\$203	\$103	\$0	
765	EOCP (every three years)													\$0	\$0	\$0	\$0	
770	Insurance					\$500								\$500	\$498	\$0	\$0	
TOTAL Septic Expenses		\$776	\$2,186	\$2,479	\$786	\$1,536	\$786	\$786	\$1,036	\$786	\$786	\$2,436	\$786	\$14,040	\$17,454	\$18,885	\$14,664	

CONTINGENCY RESERVE FUND (CRF)																		
600	Disbursements																	
610	Painting											\$24,000		\$24,000	\$0	\$9,500	\$30,400	
210	Contributions	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$24,000	\$38,880	\$38,880	\$25,200	
235	CRF Interest	\$25	\$25	\$25	\$25	\$25	\$925	\$25	\$25	\$25	\$25	\$25	\$25	\$1,200	\$907	\$600		
CRF BALANCE		\$145,130	\$147,155	\$149,180	\$151,205	\$153,230	\$155,255	\$158,180	\$160,205	\$162,230	\$164,255	\$142,280	\$144,305	\$146,330				

Lighthouse Landing Estates VIS 5801 Monthly Fees by Entitlement

Strata Fees Budget 2019 - 2020

Current fee structure

Unit No.	Unit Entitlement (Total) 5,394 (sq. metres)	Yearly Strata Fees (Operating) \$71,632 \$13.27993 Per sq. metre	Yearly Contingency Reserve Fund (CRF) \$24,000 Yearly Total	Yearly Septic Reserve Fund (SRF) \$11,967 Yearly Total	2019-2020 Monthly Fees by Unit \$107,599 Yearly Total	2018-2019 Monthly fees
1	308	\$4,090.22	\$800.00	\$398.90	\$435.81	\$495.24
2	308	\$4,090.22	\$800.00	\$398.90	\$435.81	\$495.24
3	155	\$2,058.39	\$800.00	\$398.90	\$266.32	\$327.72
4	155	\$2,058.39	\$800.00	\$398.90	\$266.32	\$327.72
5	307	\$4,076.94	\$800.00	\$398.90	\$434.70	\$494.15
6	154	\$2,045.11	\$800.00	\$398.90	\$265.22	\$326.62
7	158	\$2,098.23	\$800.00	\$398.90	\$269.65	\$331.00
8	159	\$2,111.51	\$800.00	\$398.90	\$270.76	\$332.10
9	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
10	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
11	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
12	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
13	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
14	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
15	162	\$2,151.35	\$800.00	\$398.90	\$274.08	\$335.38
16	158	\$2,098.23	\$800.00	\$398.90	\$269.65	\$331.00
17	171	\$2,270.87	\$800.00	\$398.90	\$284.05	\$345.24
18	173	\$2,297.43	\$800.00	\$398.90	\$286.26	\$347.43
19	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
20	170	\$2,257.59	\$800.00	\$398.90	\$282.94	\$344.14
21	159	\$2,111.51	\$800.00	\$398.90	\$270.76	\$332.10
22	160	\$2,124.79	\$800.00	\$398.90	\$271.86	\$333.19
23	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
24	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
25	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
26	171	\$2,270.87	\$800.00	\$398.90	\$284.05	\$345.24
27	160	\$2,124.79	\$800.00	\$398.90	\$271.86	\$333.19
28	160	\$2,124.79	\$800.00	\$398.90	\$270.97	\$343.05
29	169	\$2,244.31	\$800.00	\$398.90	\$281.83	\$343.05
30	172	\$2,284.15	\$800.00	\$398.90	\$285.16	\$346.33
					\$8,813 (Monthly)	\$10,656 (Monthly)

NOTE:

Owners' monthly fees are based on their units' annual sum less the August payment, then the balance is divided by 11 months.