



MINUTES - REGULAR STRATA COUNCIL MEETING

Thursday September 26, 2019 Unit 17

Present: Chair 17; Maintenance Officer 27; WWM Rep 20; Vice-Chair/Bylaws Officer 8;
Treasurer (recorder) 21

Regrets: Secretary 5, Landscaping Officer 13

A. Meeting called to Order at 09:57 hr. by the Chair.

B. Approval of Agenda

MOVED: (Maintenance) To adopt the Agenda of the Strata Council Meeting of 2019.09.26 as circulated with the addition of item F 5.II. Snow Removal

SECONDED: (WWMR)

CARRIED: 5 of 5

C. Approval of Minutes

MOVED: (Maintenance) To adopt the Minutes of the Strata Council Meeting of 2019.07.22 as circulated.

SECONDED: (Vice-Chair)

CARRIED: 5 of 5

D. Reports

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

SECONDED: (WWMR)

CARRIED: 5 of 5

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

E.1 (Secretary) Registration Changes to Common Property at Unit 29 – Tabled until the Secretary has discussed this issue with the unit owner.

E.2 (Treasurer) Financial Review Committee – The Treasurer reported that the Financial Review Committee, made up of Units 23 & 24, met with the Treasurer earlier this month. The committee reviewed the ledgers from all bank accounts and went through all receipts, payments, transfers and deposits from the 2018-19 fiscal year. Following the meeting two emails were submitted to Council signing off on the review (email attached). Committee members also expressed an interest in reviewing the annual budget prior to the next AGM. To that end, as part of the budget process the committee will receive copies of the draft budget.

F. New Business:

F.1 (Chair)

I. Position Description for Septic System position – The Chair circulated a draft Waste Water Management Representative job description for review. It was accepted by the Council with a small addition and will be posted to the website.

II. Review/acceptance of Financial Audit – This was addressed in item E.2

III. Political signs on Common Property – Upon reviewing Bylaw 32 (4) which deals with what types of signage are / aren't permitted within the strata, Council determined that political signage is not permitted. The Vice-Chair/Bylaw Officer will post an email message to residents regarding this issue on our website.

F. 2 (Treasurer)

I. Update our signing authority at our banks – The Strata requires two of four signers on all our financial transactions. With the change of Council members this needs to be updated. It was agreed to select four signers who are available most of the year.

MOVED: (Treasurer) To change the signing authority at all our financial institutions to be any two of the following four signers: Chair Lawrence Highcock, Treasurer Suzan Chamney, Maintenance Officer Robert Mathieson, Waste Water Management Representative Hugh Jackson. All previous signing authorities are revoked.

SECONDED: (WWMR)

CARRIED: 5 of 5

II. Hire an accountant/bookkeeper to file our corporate taxes for us this year – In preparation for the annual budget the Treasurer asked three accountants for quotes to prepare the Strata's Corporate Income Tax Return. After a brief discussion Council agreed to engage Ashcroft & Associates. The Treasurer will follow up.

III. Engage a firm to carry out our three-year Depreciation Report and our annual Insurance Appraisal – In preparation for the annual budget the Treasurer asked three companies for quotes to carry out our upcoming Depreciation Report and Insurance Appraisal.

Both the Treasurer and the Maintenance Officer attended a VISOA presentation on Managing Strata Renewal Projects and were impressed with the knowledge of the presenters. It was agreed that we will request a quote from the presenters' company prior to deciding which company to contract with.

The presentation brought to our attention a number of areas that may require a Condition Assessment. One such area of concern are the attics. We need to determine if the attics are the responsibility of the Strata or the individual owners. If there is mold in the attics caused by inadequate building practices, who should pay to remediate it?

F. 3 (Landscaping)

I. Winterize irrigation systems – A request for volunteers to carry out the fall winterization of our irrigation lines received a terrific response from owners. The resulting shift schedule for volunteers was sent out and is posted on the LLE website for reference. It will take place on October 2, 2019.

F 4 (Maintenance)

I. Meet with the painter regarding next summer's painting program – The Maintenance Officer will meet with the painter to look at the upcoming painting projects including all of the exterior of Phase 2 units and possibly the exterior trim on Phase 4 units and the fence around the septic system.

II. Snow removal – The contractor we used to remove snow last year has agreed to continue our contract at the same rate. He suggested that in future we don't wait as long to call him as it becomes more difficult to find places to push the snow when there is so much of it. He suggested we call when the height of the snow reaches eight inches. Council also discussed purchasing a snowblower for the strata, but it was felt to be impractical given the nature of LLE.

F 5 (Septic Systems)

I. Repainting of the surrounding fence at the gravel filter – It was decided that painting of the fence surrounding the septic system under Maintenance. It was suggested that next spring we use a pressure washer to remove the flaking paint and then hold a painting party complete with refreshments to repaint the fence. There was discussion regarding the colour of the paint and whether it should be painted to match the other fences within the complex (beige with blue-grey trim).

II. Waste Water Treatment status – The WWM Rep reported that all is well with the septic system.

G. Date of next meeting: November 7, 2019, 10:00 am at Unit #20.

Adjourned at 11:20 hr.

Original Signed:

Larry Highcock, Chair

Suzan Chamney, Treasurer (Recorder)

Lighthouse Landing Estates VIS 5801
Strata Council Reports
September 26, 2019

Chair

- No report this meeting

Vice Chair

- I have arranged a meeting with Marilyn, former bylaws officer. Marilyn and I will go over any outstanding bylaw items.

Secretary

- I met with the outgoing secretary (unit 2) to review procedures and documentation.
- I was informed by the outgoing secretary that Unit 29 has requested that we not proceed with the changes in common property until he was back from holidays. I will follow up on this in the next couple of weeks.
- Invoice from BV Labs
- Action Items:
 - Meet with previous secretary to get files, keys and any other items that pertain to the secretary's position.
 - Meet with Treasurer regarding OneDrive account.

Treasurer

- The Financial Review Committee met on September 12, 2019 to review the 2018-19 financials. The committee members will be submitting their findings and recommendations to Council shortly.
- I met with the outgoing Secretary (unit #2) and the past Secretary (unit #14) to transfer ownership of our OneDrive account; the incoming Secretary was not available, but I will meet with her in the near future. Ownership of the OneDrive account should be held by the Secretary and one other member of Council. All Council members have access and should upload their pertinent files/records to the OneDrive at regular intervals (at least once/year). If you need help, please contact the Secretary.
- I completed real estate Forms B and F for the sale of unit #3. I have forwarded the PreAuthorized Debit and Owner Info forms to the current owner and her realtor and requested they be forwarded to the new owners.

Maintenance

- The problem with the irrigation system at # 28 has been addressed(since Keith left for SoCal). Ron had a look and found that the system was not programmed properly. The programming was adjusted and we will continue to monitor the water consumption.

Landscape Report

- The barrier fence across from unit 25 has been erected to hide the garden refuse from view. Thanks to Dave for his tireless contribution to this and many other projects.
- Our ditch cleanup Beside units 22, 23, 24, 13 and 14 was completed with the help of many of our neighbours. The ditch should not pose any flooding problems in the upcoming rainy season.
- People should be aware of the upcoming cold weather with regard to winterizing outside taps. Outside hoses should be disconnected to prevent taps freezing up. Also, the taps that have inside shutoffs should be turned off and the taps drained. I will do a walk around in Nov. when I return.

Septic System

- Simpson Maxwell were here on Sept 5, 2019 for the 2 year check on the diesel generator . All systems are performing well, filters and oil change plus installing a new battery. It is interesting to note that in two years the system recorded 50 hours of running time.
- Core Water are performing their usual regulatory systems checks with no unusual fluctuations in the operation.

Balance Sheet - LLE - As of 8/31/2019

(in Canadian Dollars) (Cash Basis)

9/17/2019

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Account	8/31/2019 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	49,464.56
OPERATING Chq	36,856.90
UBCU Membership Shares	35.94
UBCU Money Max	13.01
UBCU RV Fund	1,834.84
UBCU Savings	48.95
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	88,459.35
Other Assets	
CRF 003 GIC **7155	10,983.05
CRF 004 GIC **7171	10,983.05
CRF 005 GIC **7205	10,982.89
CRF 006 GIC **7130	21,791.33
CRF 007 GIC **7098	10,982.85
CRF 3YR Rising Rate GIC	20,000.00
CRF 5YR GIC	10,000.00
UBCU Septic Bond RESTRICTED	52,001.05
TOTAL Other Assets	147,724.22
TOTAL ASSETS	236,183.57
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	236,183.57
TOTAL LIABILITIES & EQUITY	236,183.57

CRF report - LLE - As of 9/17/2019

(in Canadian Dollars)

9/17/2019

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Account	9/17/2019 Balance
Bank Accounts	
CRF Chequing	49,535.98
TOTAL Bank Accounts	49,535.98
Asset Accounts	
CRF 003 GIC **7155	10,983.05
CRF 004 GIC **7171	10,983.05
CRF 005 GIC **7205	10,982.89
CRF 006 GIC **7130	21,791.33
CRF 007 GIC **7098	10,982.85
CRF 3YR Rising Rate GIC	20,000.00
CRF 5YR GIC	10,000.00
TOTAL Asset Accounts	95,723.17
OVERALL TOTAL	145,259.15

Monthly Expenses - LLE - Aug 2019
8/1/2019 through 8/31/2019 (in Canadian Dollars)

9/17/2019

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Category	8/1/2019- 8/31/2019
310 ADMIN	50.00
315 Bank Charges	50.00
400 MAINTENANCE	70.53
410 Repairs Parts	70.53
450 LANDSCAPING	2,692.80
455 Groundskeeping	2,692.80
500 UTILITIES	127.00
520 BC Hydro	127.00
700 WASTE WATER MANAGEMENT	760.73
701 Core Water	656.25
702 Lab Analysis	104.48
OVERALL TOTAL	3,701.06

Budget LLE

8/1/2019 through 9/30/2019 Using LLE 2019-20 (in Canadian Dollars)

9/17/2019

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Category	Actual	August 2019 Budget	Difference	Actual	September 20... Budget	Difference	8/1/2019 Actual	- Budget	9/30/2019 Difference
EXPENSES	3,701.06	4,660.16	959.10	4,356.08	7,255.16	2,899.08	8,057.14	11,915.32	3,858.18
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	50.00	478.16	428.16	479.66	1,900.16	1,420.50	529.66	2,378.32	1,848.66
315 Bank Charges	50.00	51.50	1.50	51.50	51.50	0.00	101.50	103.00	1.50
320 Office expenses	0.00	0.00	0.00	48.16	190.00	141.84	48.16	190.00	141.84
322 General Admin	0.00	100.00	100.00	100.00	952.00	852.00	100.00	1,052.00	952.00
323 Depreciation Report	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
330 VISOA	0.00	0.00	0.00	0.00	100.00	100.00	0.00	100.00	100.00
335 Honorariums	0.00	0.00	0.00	280.00	280.00	0.00	280.00	280.00	0.00
380 Operating Contingency	0.00	326.66	326.66	0.00	326.66	326.66	0.00	653.32	653.32
400 MAINTENANCE	70.53	0.00	-70.53	0.00	220.00	220.00	70.53	220.00	149.47
405 Contractor work	0.00	0.00	0.00	0.00	80.00	80.00	0.00	80.00	80.00
410 Repairs Parts	70.53	0.00	-70.53	0.00	50.00	50.00	70.53	50.00	-20.53
415 Maint. Labour	0.00	0.00	0.00	0.00	80.00	80.00	0.00	80.00	80.00
417 Mileage for maintenance	0.00	0.00	0.00	0.00	10.00	10.00	0.00	10.00	10.00
420 Gutters	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
450 LANDSCAPING	2,692.80	2,940.00	247.20	2,743.75	2,820.00	76.25	5,436.55	5,760.00	323.45
451 Landscaping general	0.00	200.00	200.00	50.95	0.00	-50.95	50.95	200.00	149.05
455 Groundskeeping	2,692.80	2,640.00	-52.80	2,692.80	2,640.00	-52.80	5,385.60	5,280.00	-105.60
461 Sprinkler maint. & parts	0.00	0.00	0.00	0.00	80.00	80.00	0.00	80.00	80.00
462 Sprinklers labour	0.00	100.00	100.00	0.00	100.00	100.00	0.00	200.00	200.00
463 Mileage for Irrigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
465 Irrigation other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500 UTILITIES	127.00	466.00	339.00	127.00	129.00	2.00	254.00	595.00	341.00
510 Water	0.00	337.00	337.00	0.00	0.00	0.00	0.00	337.00	337.00
520 BC Hydro	127.00	129.00	2.00	127.00	129.00	2.00	254.00	258.00	4.00
530 Utility Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600 CRF Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 WASTE WATER MANAGEMENT	760.73	776.00	15.27	1,005.67	2,186.00	1,180.33	1,766.40	2,962.00	1,195.60
701 Core Water	656.25	656.00	-0.25	988.77	656.00	-332.77	1,645.02	1,312.00	-333.02
702 Lab Analysis	104.48	100.00	-4.48	0.00	350.00	350.00	104.48	450.00	345.52
720 Collection System	0.00	0.00	0.00	0.00	750.00	750.00	0.00	750.00	750.00
725 Treatment System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
730 Disposal	0.00	0.00	0.00	0.00	200.00	200.00	0.00	200.00	200.00
740 Communication & Control	0.00	20.00	20.00	16.90	20.00	3.10	16.90	40.00	23.10
750 Emergency power (generator)	0.00	0.00	0.00	0.00	210.00	210.00	0.00	210.00	210.00
760 Ministry of Environment	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
770 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-3,701.06	-4,660.16	959.10	-4,356.08	-7,255.16	2,899.08	-8,057.14	-11,915.32	3,858.18

From: EMAIL ADDRESS REMOVED
Sent: Tuesday, September 17, 2019 2:41 PM
To: council
Cc: 'Tom'
Subject: RE: Financial Review

Hello again

After the review of a few questions that have been answered Tom and I will sign off on this Audit for the year August 1st 2018 – July 31st 2019

There is no suggestions or changes needed and really want the members to know that Suzan has done a fantastic job.

Any questions, please advise.

John and Tom
VIS5801 Financial Committee.

From: EMAIL ADDRESS REMOVED
Sent: September 17, 2019 8:13 AM
To: council
Cc: Tom
Subject: Financial Review

Hello Council

Just a note that I being part of the Financial committee met with the Treasurer on Thursday Sept. 12th.

We reviewed the year 2018/2019 receipts, payments, transfers and deposits.

At this time I would like to mention that Susan has done a great job and understand her challenges with Bayview over the year.

Speaking for myself, I would like a few more days and a collaboration with Tom before giving my audit ok.

Thanks

John
Unit # 24, 5300 Gainsberg Rd.
Bowser (Deep Bay) BC.
V0R 1G0