



MINUTES REGULAR STRATA COUNCIL MEETING

The Owners Strata Plan VIS 5801 2020, May 7 at 10:00 hours Unit 17

Participants: Treasurer 21; Chair 17; Maintenance Officer 27; Secretary 5 (recorder); Vice Chair/Bylaws 8; Landscape Officer 13; WWMR 20

A. Call to Order 10:14 by Chair

B. Approval of Agenda

MOTION:(Treasurer) to adopt the agenda of Strata Council Meeting of May 7, 2020 as amended.

SECONDED:(Maintenance)

CARRIED: 7 of 7

C. Approval of Minutes

MOTION: (WWMR) to adopt the minutes of Strata Council Meetings held via email 03 20 2020, 04 04 2020 and 04 07 2020 as circulated.

SECONDED:(Landscaping)

CARRIED: 7 of 7

D. Acceptance of Reports

MOTION: (Vice Chair/Bylaws) to receive reports from Council Members as circulated.

SECONDED:(Secretary)

CARRIED: 7 of 7

E. Unfinished business arising from the minutes of past meetings:

1. **(Landscaping) RDN:** (Landscaping) RDN: has reviewed several trees for removal and removed one tree this week that was in danger of falling over. Landscaping is still waiting approval from RDN regarding the remaining trees, including the sick tree beside #30. We are not to remove any trees until the RDN has reviewed the situation and notifies Landscaping. It was suggested that, if approved, the tree located by #8 be replaced with a pink Dogwood tree.

MOTION: (Landscaping) To budget \$1,000.00 for the removal of the tree beside #30 if its removal is approved by RDN.

SECONDED: (Treasurer)

CARRIED: 7 of 7

2. **(Maintenance) Painting Phase 2:** The painter has been contacted and a tentative date of just after Victoria Day has been scheduled to paint Phase 2: Units 7, 8, 9, 10,11 and 12, along with the shed and the septic fence. Maintenance will notify owners.
3. **House Inspection by Pacific Rim:** Three units, have volunteered to allow Pacific Rim to inspect their units as part of the Depreciation Report process.

F. New Business

1. **(Secretary) Entranceway Lawn:** A discussion regarding the deteriorating condition of the grass on both sides of entrance driveway and future cost implications were discussed.
MOTION: (Landscaping) WWMR will get cost estimates, from two different professional sources, for their analysis of what the impacts would be on the septic field if the Strata resumed watering the grass on a schedule once or twice a week during the summer.
SECONDED: (Vice-Chair/By-Laws)
CARRIED: 7 of 7
2. **(Chair) AGM 2020:** The Annual General Meeting is scheduled for Wednesday August 26, 2020 at 7:00 PM. Council members should consider whether they will stand for their positions and who might be asked to come onto council to fill vacant positions.
Location yet to be confirmed.
3. **(Vice Chair) Strata Insurance:** A possible increase to Strata Corporation's Insurance upon renewal December 2020 was discussed. Our insurance broker has indicated that it could go up as much as 30%. However, as our insurance is not due until December we will not know until later this year if there will be an increase and if so, how much. Because of this possibility a higher amount will be included in the 2020-21 budget.
4. **(Treasurer) Insurance Inspection of WWTP:** On June 8, the WWM Committee, HSB BI&I inspector and our insurance broker will meet do the WWTP inspection.
5. **Budget For The AGM:** The treasurer will send out the information required for council members to do their budgets, and has requested members return their completed budget projections by mid-June.
6. **MOTION: (Treasurer)** To present two possible fee schedules at the AGM; one based on the current entitlement schedule, and the second with landscaping removed from entitlement and its cost split evenly amongst all units.
SECONDED (Landscaping)
CARRIED: 6 of 7 in favour, 1 against
7. **(Landscaping): LLE Driveway Entrance**
MOTION: (Treasurer) To ask #27 to create a layout, select plants, and identify soil requirements etc. for the driveway entrance with a budget of up to \$1,000.00. Upon receiving the information council will discuss via email and when agreement is reached, Landscaping will purchase the plants and organize a work party to do the planting.
SECONDED: (Landscaping)
CARRIED: 7 of 7
8. **(Maintenance) Streetlight Across from #9:** Due to its location this streetlight has had to be repaired a number of times.
MOTION: (Maintenance) To ask Dave Milligan to relocate the streetlight further away from the roadway.

SECONDED: (Vice Chair /Bylaws
CARRIED: 7 of 7

- 9. Preform Scheduled Inspections:** Maintenance will investigate the cost of having the attics inspected for leaks and mold on a scheduled basis.
- 10. Calendar of Maintenance Actions:** Maintenance will develop a calendar of maintenance items that are required to be done on a regular basis. Included would be items such as: gutter cleaning; dryer vent inspection and cleaning; painting; moss removal from roofs; etc. It was also noted that a link to a New Home Warranty maintenance manual can be found on our website under the documents' menu.
- 11. Greening of LLE:** At the request of a unit owner the topic of becoming more environmentally friendly was discussed. It was decided that an ad hoc committee to make suggests on the subject will be formed. The Vice Chair will be council's representative; she will send out an invitation to owners to participate on the committee.
- 12. Depreciation Reports:** A question of if we should continue to do depreciation reports every three years was raised. It was decided that the price of having the report done was not exorbitant and that if a depreciation report is not done it raises a "red flag" to real estate agents and buyers. It was decided that we would continue with having the reports done.
- 13. Units' Garden Beds:** Changes will be made to the LLE Rules pertaining to plantings by owners to include prohibiting planting of noxious weeds and invasive species. This is in addition to the current prohibition of planting or replanting of flammable species (e.g., coniferous species such as pines, Douglas-fir, cedars, cypress, Junipers) and/or the application of bark mulch within 2m of a structure (house or deck). All other plants are at the owner's discretion.

We are sorry to hear of the passing of our friend and neighbour Peter Williams, he will be missed.

We would like to welcome Emma Williams, Peter's daughter, as our newest resident.

G. Date, Time and Location of the next meeting will be at the call of the Chair

H. Adjourn 12:17

Original Signed:

Larry Highcock, Chair

Tannis McKinnon Charest, Secretary

LIGHTHOUSE LANDING ESTATES VIS 5801
Strata Council Reports
May 6, 2020

Chair

- Nothing to report

Vice Chair

- Worked with Secretary to address potential security issue on shared drive where Strata documentation is stored.

Secretary

- Unit 29 is still having trouble registering LCP with the Land Titles Office. I have given him copies of a registered LCP to help with his next submission.
- I have given read access to the LLE documents to all council members, I will continue to monitor security until I am satisfied that the site is secure.

Treasurer

- Things are running smoothly with our finances.
- In response to a query from an owner requesting specific information on cheques written, I have created an additional report to be included in all future Monthly Financial Reports called Cheques Written so those details are now included.
- Budget process: Each council member is asked to submit their financial projections for the 2020 – 2021 fiscal year on the budget worksheet by mid June. I will generate annual expense reports for each council portfolio as a starting point and supply the budget worksheet (excel) in the next week.
- WWTP Insurance Inspection: We have been contacted by HSB BI&I to set up an inspection of the electrical and mechanical systems of our WWTP for Waypoint. The inspection will take place on June 8. WWM Committee members will attend as well as our Insurance Agent.

Maintenance

- Unit #30 – A broken window and frame were replaced by Our Glass Shop of Parksville. The cost of the window and installation came to \$648.63 as quoted and discussed at our last meeting.
- Three lamp posts have been repaired and replaced since our last meeting. All were damaged since the beginning of March. All were repaired and reinstalled at a total cost of \$103.20. Dave Milligan has suggested the light across from #9 be removed.
- Units #23 and #24 – Roto-Rooter was called to clear a slow running exterior drain and perimeter drain caused by the buildup of Iron algae. The owners tried to clear the lines themselves but were unsuccessful. Roto-Rooter was contacted and sent a truck and operator to clear the drainpipe and perimeter drains at a cost of \$272.61.
- Unit #30 – Roof It roofing was called and came to repair a leak around a vent pipe that had been previously repaired.
- I spoke with Robert Zeman of Definitive Finishing and Painting, regarding the painting of phase 2. He feels that he should be able to initiate the project shortly after Victoria Day.
- Suzan and I compiled and forwarded the information required by Pacific Rim Appraisals in order to write the depreciation report.

- Due to COVID-19 the inspection that was planned for May 26 has been postponed to June 26 at 2:00 pm.

Landscape Report

- Our contract with Jim's Mowing is in its last year. We should review the contract and discuss if we need to add or omit any items.

WW Management

- We have had some problems with electrical malfunctions on our pump system and phone alert warnings. We have installed new current sensor on # 1 pump which has solved the problem. No cost to the Strata as we had an extra one in our stock.
- Sorting out the phone alert is taking a little more time. We bring in some new checks for this on May 6th this should solve the problem.
- At no time during these malfunctions was the system not running normally. All other checks such as flow and turbidity are well within the prescribed limits. The gravel filter has been weeded.

Balance Sheet - LLE - As of 2020-04-30

(in Canadian Dollars) (Cash Basis)

2020-05-05

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Account	2020-04-30 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	68,075.44
OPERATING Chq	23,812.03
UBCU Membership Shares	35.94
UBCU Money Max	13.01
UBCU RV Fund	2,434.84
UBCU Savings	48.95
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	94,625.36
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	20,500.00
CRF 5YR GIC	10,403.28
UBCU Septic Bond RESTRICTED	52,001.05
TOTAL Other Assets	148,627.50
TOTAL ASSETS	243,252.86
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	243,252.86
TOTAL LIABILITIES & EQUITY	243,252.86

CRF report - LLE - As of 2020-04-30

(in Canadian Dollars)

2020-05-05

Page 1

Account	2020-04-30 Balance
Bank Accounts	
CRF Chequing	68,075.44
TOTAL Bank Accounts	68,075.44
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	20,500.00
CRF 5YR GIC	10,403.28
TOTAL Asset Accounts	96,626.45
OVERALL TOTAL	164,701.89

Monthly Expenses - LLE

2020-03-01 through 2020-04-30 (in Canadian Dollars)

2020-05-05

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Category	2020-03-01- 2020-04-30
310 ADMIN	936.36
315 Bank Charges	112.96
320 Office expenses	128.20
322 General Admin	220.20
330 VISOA	195.00
335 Honorariums	280.00
400 MAINTENANCE	971.44
405 Contractor work	272.61
410 Repairs Parts	648.63
415 Maint. Labour	50.20
450 LANDSCAPING	6,304.09
451 Landscaping general	78.74
455 Groundskeeping	5,493.32
461 Sprinkler maint. & parts	426.53
462 Sprinklers labour	262.50
463 Mileage for Irrigation	43.00
500 UTILITIES	373.04
510 Water	119.04
520 BC Hydro	254.00
700 WWM (Septic)	2,151.12
701 Core Water	1,396.50
702 Lab Analysis	603.97
740 Communication & Control	61.28
750 Emergency power (generator)	89.37
OVERALL TOTAL	10,736.05

Cheques written - LLE

2020-03-01 through 2020-04-30 (in Canadian Dollars) (Cash Basis)

2020-05-05

Page 1

Date	Category	Memo	Amount
EXPENSES			-10,456.05
Andrew Sheret Ltd.			-445.22
2020-04-30	450 LANDSCAPING:461 Sprinkler maint. & parts	Invoice #14-072700	-445.22
BC Hydro			-254.00
2020-03-17	500 UTILITIES:520 BC Hydro		-127.00
2020-04-17	500 UTILITIES:520 BC Hydro	BC Hydro	-127.00
Bureau Veritas Canada (2019) Inc.			-603.97
2020-03-04	700 WWM (Septic):702 Lab Analysis	INVOICES #: VA10061996 & VA10079591	-208.96
2020-04-09	700 WWM (Septic):702 Lab Analysis	INVOICE #: VA10091403	-395.01
Caft Admin Fee			-106.96
2020-03-01	310 ADMIN:315 Bank Charges	CAFT Admin Fee	-53.48
2020-04-01	310 ADMIN:315 Bank Charges	CAFT Admin Fee	-53.48
Core Water Management Ltd			-1,396.50
2020-03-04	700 WWM (Septic):701 Core Water	Invoice #1592	-656.25
2020-04-09	700 WWM (Septic):701 Core Water	Invoice #1603	-740.25
Dave Milligan			-50.20
2020-04-27	400 MAINTENANCE:415 Maint. Labour	Repair (another) streetlight	-50.20
Deep Bay Improvement District			-119.04
2020-04-30	500 UTILITIES:510 Water	Accounts 00114, 01114, 02114	-119.04
Interac E-transfer Debit			-128.20
2020-03-26	310 ADMIN:320 Office expenses	Interac e-Transfer Debit	-128.20
Jim's Mowing			-5,493.32
2020-03-01	450 LANDSCAPING:455 Groundskeeping	monthly payment	-2,746.66
2020-04-01	450 LANDSCAPING:455 Groundskeeping	monthly payment	-2,746.66
Keith Patchett			-150.40
2020-04-29	--Split--	Grass seed and gift for Peter	-150.40
Our Glass Shop			-648.63
2020-04-09	400 MAINTENANCE:410 Repairs Parts	Invoice for window at 30 - 5300 Gainsberg R...	-648.63
Ron LaRoy			-286.81
2020-04-29	--Split--	Sprinkler system repairs	-286.81
Roto-Rooter Plumbers			-272.61
2020-04-30	400 MAINTENANCE:405 Contractor work	Invoice 28531084	-272.61
Service Charge			-6.00
2020-03-26	310 ADMIN:315 Bank Charges	Service Charge	-1.50
2020-04-27	310 ADMIN:315 Bank Charges	Service Charge	-1.50
2020-04-29	310 ADMIN:315 Bank Charges	Service Charge	-1.50

Cheques written - LLE

2020-03-01 through 2020-04-30 (in Canadian Dollars) (Cash Basis)

2020-05-05

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Date	Category	Memo	Amount
2020-04-29	310 ADMIN:315 Bank Charges	Service Charge	-1.50
Tannis McKinnon Charest			-148.54
2020-03-04	310 ADMIN:322 General Admin	reimbursement for payment to Althouse Notary	-148.54
Ted Seaman			-89.37
2020-03-04	700 WWM (Septic):750 Emergency power (generator) Diesel		-89.37
TELUS			-61.28
2020-03-02	700 WWM (Septic):740 Communication & Control		-30.33
2020-03-31	700 WWM (Septic):740 Communication & Control		-30.95
Vancouver Island Strata Owners Association			-195.00
2020-03-04	310 ADMIN:330 VISOA	2020 membership dues for VIS 5801	-195.00
OVERALL TOT...			-10,456.05

Budget LLE

2019-08-01 through 2020-04-30 Using LLE 2019-20 (in Canadian Dollars)

2020-05-05

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Category	Actual	2019 August Budget	Difference	Actual	2019 September Budget	Difference	Actual	2019 October Budget
EXPENSES	3,701.06	4,660.16	959.10	5,874.04	7,255.16	1,381.12	5,449.90	6,588.16
300 CARRY FORWARD	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	428.25	763.16
315 Bank Charges	50.00	51.50	1.50	51.50	51.50	0.00	50.00	51.50
320 Office expenses	0.00	0.00	0.00	48.16	190.00	141.84	25.25	25.00
322 General Admin	0.00	100.00	100.00	100.00	952.00	852.00	0.00	0.00
323 Depreciation Report	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
330 VISOA	0.00	0.00	0.00	0.00	100.00	100.00	73.00	80.00
335 Honorariums	0.00	0.00	0.00	280.00	280.00	0.00	280.00	280.00
380 Operating Contingency	0.00	326.66	326.66	0.00	326.66	326.66	0.00	326.66
400 MAINTENANCE	70.53	0.00	-70.53	0.00	220.00	220.00	0.00	220.00
405 Contractor work	0.00	0.00	0.00	0.00	80.00	80.00	0.00	80.00
410 Repairs Parts	70.53	0.00	-70.53	0.00	50.00	50.00	0.00	50.00
415 Maint. Labour	0.00	0.00	0.00	0.00	80.00	80.00	0.00	80.00
417 Mileage for maintenance	0.00	0.00	0.00	0.00	10.00	10.00	0.00	10.00
420 Gutters	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
450 LANDSCAPING	2,692.80	2,940.00	247.20	2,911.90	2,820.00	-91.90	2,872.80	2,920.00
451 Landscaping general	0.00	200.00	200.00	219.10	0.00	-219.10	0.00	0.00
455 Groundskeeping	2,692.80	2,640.00	-52.80	2,692.80	2,640.00	-52.80	2,692.80	2,640.00
461 Sprinkler maint. & parts	0.00	0.00	0.00	0.00	80.00	80.00	152.00	80.00
462 Sprinklers labour	0.00	100.00	100.00	0.00	100.00	100.00	0.00	200.00
463 Mileage for Irrigation	0.00	0.00	0.00	0.00	0.00	0.00	28.00	0.00
465 Irrigation other	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	552.79	206.00
510 Water	0.00	337.00	337.00	0.00	0.00	0.00	337.79	0.00
520 BC Hydro	127.00	129.00	2.00	127.00	129.00	2.00	127.00	129.00
530 Utility Trailer	0.00	0.00	0.00	0.00	0.00	0.00	88.00	77.00
600 CRF Disbursements	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
700 WWM (Septic)	760.73	776.00	15.27	2,355.48	2,186.00	-169.48	1,596.06	2,479.00
701 Core Water	656.25	656.00	-0.25	988.77	656.00	-332.77	1,312.50	656.00
702 Lab Analysis	104.48	100.00	-4.48	104.48	350.00	245.52	249.37	100.00
720 Collection System	0.00	0.00	0.00	0.00	750.00	750.00	0.00	0.00
725 Treatment System	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	0.00
740 Communication & Control	0.00	20.00	20.00	16.90	20.00	3.10	34.19	1,520.00
750 Emergency power (generator)	0.00	0.00	0.00	1,041.93	210.00	-831.93	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	203.40	0.00	-203.40	0.00	203.00
765 EOCP (every three years)	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
Net Difference:	-3,701.06	-4,660.16	959.10	-5,874.04	-7,255.16	1,381.12	-5,449.90	-6,588.16

Budget LLE

2019-08-01 through 2020-04-30 Using LLE 2019-20 (in Canadian Dollars)

2020-05-05

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Category	Difference	2019 November		Difference	2019 December		Difference	Actual
		Actual	Budget		Actual	Budget		
EXPENSES	1,138.26	6,436.32	5,020.16	-1,416.16	26,331.29	26,063.16	-268.13	4,070.65
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	334.91	610.50	838.16	227.66	19,609.00	19,428.16	-180.84	330.00
315 Bank Charges	1.50	50.00	51.50	1.50	50.00	51.50	1.50	50.00
320 Office expenses	-0.25	0.00	100.00	100.00	0.00	0.00	0.00	0.00
322 General Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323 Depreciation Report	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	19,279.00	18,770.00	-509.00	0.00
330 VISOA	7.00	280.50	80.00	-200.50	0.00	0.00	0.00	0.00
335 Honorariums	0.00	280.00	280.00	0.00	280.00	280.00	0.00	280.00
380 Operating Contingency	326.66	0.00	326.66	326.66	0.00	326.66	326.66	0.00
400 MAINTENANCE	220.00	0.00	210.00	210.00	2,045.50	2,250.00	204.50	0.00
405 Contractor work	80.00	0.00	80.00	80.00	2,045.50	80.00	-1,965.50	0.00
410 Repairs Parts	50.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00
415 Maint. Labour	80.00	0.00	80.00	80.00	0.00	80.00	80.00	0.00
417 Mileage for maintenance	10.00	0.00	0.00	0.00	0.00	40.00	40.00	0.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING	47.20	2,692.80	2,720.00	27.20	2,692.80	2,720.00	27.20	2,746.66
451 Landscaping general	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455 Groundskeeping	-52.80	2,692.80	2,640.00	-52.80	2,692.80	2,640.00	-52.80	2,746.66
461 Sprinkler maint. & parts	-72.00	0.00	80.00	80.00	0.00	80.00	80.00	0.00
462 Sprinklers labour	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Mileage for Irrigation	-28.00	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
500 UTILITIES	-346.79	127.00	466.00	339.00	127.00	129.00	2.00	127.00
510 Water	-337.79	0.00	337.00	337.00	0.00	0.00	0.00	0.00
520 BC Hydro	2.00	127.00	129.00	2.00	127.00	129.00	2.00	127.00
530 Utility Trailer	-11.00	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
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 WWM (Septic)	882.94	3,006.02	786.00	-2,220.02	1,856.99	1,536.00	-320.99	866.99
701 Core Water	-656.50	0.00	656.00	656.00	1,039.50	656.00	-383.50	732.18
702 Lab Analysis	-149.37	104.48	100.00	-4.48	395.01	350.00	-45.01	104.48
720 Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
725 Treatment System	0.00	2,901.54	0.00	-2,901.54	0.00	0.00	0.00	0.00
730 Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740 Communication & Control	1,485.81	0.00	30.00	30.00	47.48	30.00	-17.48	30.33
750 Emergency power (generator)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
760 Ministry of Environment	203.00	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
770 Insurance	0.00	0.00	0.00	0.00	375.00	500.00	125.00	0.00
Net Difference:	1,138.26	-6,436.32	-5,020.16	-1,416.16	-26,331.29	-26,063.16	-268.13	-4,070.65

Budget LLE

2019-08-01 through 2020-04-30 Using LLE 2019-20 (in Canadian Dollars)

2020-05-05

Page 3

Category	2020 January Budget	Difference	Actual	2020 February Budget	Difference	Actual	2020 March Budget	Difference
EXPENSES	5,047.16	976.51	6,790.16	6,744.16	-46.00	4,696.24	4,997.16	300.92
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	958.16	628.16	1,225.98	838.16	-387.82	806.72	658.16	-148.56
315 Bank Charges	51.50	1.50	53.48	51.50	-1.98	54.98	51.50	-3.48
320 Office expenses	0.00	0.00	0.00	0.00	0.00	128.20	0.00	-128.20
322 General Admin	300.00	300.00	892.50	0.00	-892.50	148.54	0.00	-148.54
323 Depreciation Report	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
330 VISOA	0.00	0.00	0.00	180.00	180.00	195.00	0.00	-195.00
335 Honorariums	280.00	0.00	280.00	280.00	0.00	280.00	280.00	0.00
380 Operating Contingency	326.66	326.66	0.00	326.66	326.66	0.00	326.66	326.66
400 MAINTENANCE	210.00	210.00	1,774.50	1,910.00	135.50	0.00	210.00	210.00
405 Contractor work	80.00	80.00	0.00	80.00	80.00	0.00	80.00	80.00
410 Repairs Parts	50.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00
415 Maint. Labour	80.00	80.00	0.00	80.00	80.00	0.00	80.00	80.00
417 Mileage for maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	1,774.50	1,700.00	-74.50	0.00	0.00	0.00
450 LANDSCAPING	2,964.00	217.34	2,746.66	2,964.00	217.34	2,746.66	2,964.00	217.34
451 Landscaping general	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455 Groundskeeping	2,884.00	137.34	2,746.66	2,884.00	137.34	2,746.66	2,884.00	137.34
461 Sprinkler maint. & parts	80.00	80.00	0.00	80.00	80.00	0.00	80.00	80.00
462 Sprinklers labour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Mileage for Irrigation	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
500 UTILITIES	129.00	2.00	244.00	246.00	2.00	127.00	129.00	2.00
510 Water	0.00	0.00	117.00	117.00	0.00	0.00	0.00	0.00
520 BC Hydro	129.00	2.00	127.00	129.00	2.00	127.00	129.00	2.00
530 Utility Trailer	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
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 WWM (Septic)	786.00	-80.99	799.02	786.00	-13.02	1,015.86	1,036.00	20.14
701 Core Water	656.00	-76.18	799.02	656.00	-143.02	656.25	656.00	-0.25
702 Lab Analysis	100.00	-4.48	0.00	100.00	100.00	208.96	350.00	141.04
720 Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
725 Treatment System	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	0.00	0.00	0.00	0.00
740 Communication & Control	30.00	-0.33	0.00	30.00	30.00	61.28	30.00	-31.28
750 Emergency power (generator)	0.00	0.00	0.00	0.00	0.00	89.37	0.00	-89.37
760 Ministry of Environment	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
770 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-5,047.16	976.51	-6,790.16	-6,744.16	-46.00	-4,696.24	-4,997.16	300.92

Budget LLE

2019-08-01 through 2020-04-30 Using LLE 2019-20 (in Canadian Dollars)

2020-05-05

Page 4

Category	Actual	2020 April Budget	Difference	2019-08-01 Actual	- Budget	2020-04-30 Difference
EXPENSES	6,039.81	4,937.16	-1,102.65	69,389.47	71,312.44	1,922.97
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	129.64	658.16	528.52	23,669.75	26,520.44	2,850.69
315 Bank Charges	57.98	51.50	-6.48	467.94	463.50	-4.44
320 Office expenses	0.00	0.00	0.00	201.61	315.00	113.39
322 General Admin	71.66	0.00	-71.66	1,212.70	1,352.00	139.30
323 Depreciation Report	0.00	0.00	0.00	0.00	0.00	0.00
325 Insurance	0.00	0.00	0.00	19,279.00	18,770.00	-509.00
330 VISOA	0.00	0.00	0.00	548.50	440.00	-108.50
335 Honorariums	0.00	280.00	280.00	1,960.00	2,240.00	280.00
380 Operating Contingency	0.00	326.66	326.66	0.00	2,939.94	2,939.94
400 MAINTENANCE	971.44	250.00	-721.44	4,861.97	5,480.00	618.03
405 Contractor work	272.61	80.00	-192.61	2,318.11	640.00	-1,678.11
410 Repairs Parts	648.63	50.00	-598.63	719.16	400.00	-319.16
415 Maint. Labour	50.20	80.00	29.80	50.20	640.00	589.80
417 Mileage for maintenance	0.00	40.00	40.00	0.00	100.00	100.00
420 Gutters	0.00	0.00	0.00	0.00	2,000.00	2,000.00
425 Snow Removal	0.00	0.00	0.00	1,774.50	1,700.00	-74.50
450 LANDSCAPING	3,557.43	3,114.00	-443.43	25,660.51	26,126.00	465.49
451 Landscaping general	78.74	0.00	-78.74	297.84	200.00	-97.84
455 Groundskeeping	2,746.66	2,884.00	137.34	24,450.64	24,736.00	285.36
461 Sprinkler maint. & parts	426.53	80.00	-346.53	578.53	640.00	61.47
462 Sprinklers labour	262.50	100.00	-162.50	262.50	500.00	237.50
463 Mileage for Irrigation	43.00	50.00	7.00	71.00	50.00	-21.00
465 Irrigation other	0.00	0.00	0.00	0.00	0.00	0.00
500 UTILITIES	246.04	129.00	-117.04	1,804.83	2,029.00	224.17
510 Water	119.04	0.00	-119.04	573.83	791.00	217.17
520 BC Hydro	127.00	129.00	2.00	1,143.00	1,161.00	18.00
530 Utility Trailer	0.00	0.00	0.00	88.00	77.00	-11.00
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
700 WWM (Septic)	1,135.26	786.00	-349.26	13,392.41	11,157.00	-2,235.41
701 Core Water	740.25	656.00	-84.25	6,924.72	5,904.00	-1,020.72
702 Lab Analysis	395.01	100.00	-295.01	1,666.27	1,650.00	-16.27
720 Collection System	0.00	0.00	0.00	0.00	750.00	750.00
725 Treatment System	0.00	0.00	0.00	2,901.54	0.00	-2,901.54
730 Disposal	0.00	0.00	0.00	0.00	200.00	200.00
740 Communication & Control	0.00	30.00	30.00	190.18	1,740.00	1,549.82
750 Emergency power (generator)	0.00	0.00	0.00	1,131.30	210.00	-921.30
760 Ministry of Environment	0.00	0.00	0.00	203.40	203.00	-0.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	375.00	500.00	125.00
Net Difference:	-6,039.81	-4,937.16	-1,102.65	-69,389.47	-71,312.44	1,922.97



INVOICE
Original

INVOICE #: VA10113006
Invoice Date: 2020/05/06

PAYMENT DUE: 2020/06/05
TERMS: NET 30 DAYS

ATTN: INVOICES
THE OWNERS, VIS 5801, LIGHTHOUSE LANDING ESTATES
PO BOX 87
BOWSER, BC
CANADA V0R 1G0

CLIENT #: 11961 ACCOUNT #: 1855221
GST/HST #: 100938877 RT0001
QUOTE #: B71255
COC #: G133243
THE OWNERS, VIS 5801, LIGHTHOUSE LANDING ESTATES CONTACT: JAMES MCKERR
BV LABS JOB #: C028602
DATE SAMPLE(S) RECEIVED: 2020/04/28

FOR SERVICES RENDERED RE:

Biochemical Oxygen Demand -DO/PROB (Water)	
1 @ \$63.00/each -----	\$ 63.00
Container Supply & Nonhazardous Disposal (Water)	
1 @ \$5.00/each -----	5.00
Total Suspended Solids (NFR) -BAL (Water)	
1 @ \$31.50/each -----	<u>31.50</u>
	SUBTOTAL 99.50
	5.00 % GST <u>4.98</u>
	TOTAL \$ CAD <u>104.48</u>

TERMS: NET 30 DAYS.
PLEASE MAKE CHECK PAYABLE TO: **Bureau Veritas Canada (2019) Inc.**
PLEASE REMIT TO: **Bureau Veritas Canada (2019) Inc., C/O TH0069C, PO Box 4269, Postal Station A, Toronto ON, M5W 5V2**
Please refer to invoice number when making payment.
Thank you for using Bureau Veritas Laboratories

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround Time (TAT) Required	
Company: <u>The Owners VISS801</u>	Company: <u>Core Water Mgmt</u>	Quotation			☐ 5 - 7 Days Regular (Most analyses)		
Contact Name: <u>Lighthouse Landing</u>	Contact Name: <u>Jim McKerr</u>	P.O. #/AFE#:			PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS		
Address: <u>Ted Seaman PC:</u>	Address: _____				Rush TAT (Surcharges will be applied)		
	PC: _____	Project #:			☐ Same Day ☐ 2 Days		
Phone/Fax: _____	Phone/Fax: _____	Site Location:			☐ 1 Day ☐ 3-4 Days		
Email: <u>council@viSS801.ca</u>	Email: <u>myriam@corwater</u>	Site #:			Date Required: _____		
Copies: <u>emmentee161@gmail.com</u>	Copies: <u>emmentee161@gmail.com</u>	Sampled By:			Rush Confirmation #: _____		

Laboratory Use Only						Analysis Requested										Regulatory Criteria					
	YES	NO	Cooler ID	Depot Reception																	
Seal Present	X																☐ BC CSR				
Seal Intact			Temp				14	13	14											☐ YK CSR	
Cooling Media	X																☐ CCME				
	YES	NO	Cooler ID														☐ Drinking Water				
Seal Present																	☐ BC Water Quality				
Seal Intact			Temp														☐ Other _____				
Cooling Media																					
	YES	NO	Cooler ID																		
Seal Present																					
Seal Intact			Temp																		
Cooling Media																					
	YES	NO	Cooler ID																		
Seal Present																					
Seal Intact			Temp																		
Cooling Media																					
Sample Identification				Date Sampled (yyy/mm/dd)	Time Sampled (hh:mm)	Matrix	HOLD - DO NOT ANALYZE										Special Instructions				

[illegible]

Unless otherwise agreed to in writing, work submitted on this Chain of Custody is subject to Maxxam's standard Terms and Conditions. Signing of this Chain of Custody document is acknowledgement and acceptance of our terms

Relinquished by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):	Received by: (Signature/ Print)	Date (yyyy/mm/dd):	Time (hh:mm):
<i>[Signature]</i> Adam N	2020-04-28	13:30	<i>[Signature]</i> Michelle Wensch	2020/04/28	13:30

Customer Solutions
C028602
MVS

28-Apr-20 13:30
Customer Solutions
C028602

MVS



Confirmation of Sample Receipt

BV Labs Job Number: C028602
Job Received: 2020/04/28 13:30
Final Report Due: 2020/05/05 18:00

Invoice Information

Attn: Invoices
The Owners, VIS 5801, Lighthouse Landing Estates
PO Box 87
Bowser, BC, V0R 1G0
Email to:
invoices@vis5801.ca
treasurer@vis5801.ca

Report Information

Attn: James McKerr
The Owners, VIS 5801, Lighthouse Landing Estates
PO Box 87
Bowser, BC, V0R 1G0
Email to:
james@corewater.ca

emmentee161@gmail.com
coucilois.5801.ca
myriam@corewater.ca
secretary@vis5801.ca

Project Information

Quote #: B71255
PO/AFE#:
Project #:
Site Location:
Sampled By:

Analytical Summary

A: Due On 2020/05/05 18:00

				Biochemical Oxygen Demand ⁽¹⁾	Total Suspended Solids (NFR) ⁽¹⁾
Lab ID	Client Sample ID	Sampling Date/Time	Matrix		
COC# G133243					
XR9761	LIGHTHOUSE LANDING EFFLUENT	2020/04/28 12:30	W	A	A

Include Criteria on CofA: No

⁽¹⁾ Test Location: BV Labs Vancouver (Biochemical Oxygen Demand, Total Suspended Solids (NFR))

Sample Inspection Observations & Comments

of Samples Received: 1

Details: Sample(s) received in good condition.

Average Temperature: Package 1: 13.7 °C

Additional Notes

- Unless special storage arrangements are made, all samples will be disposed 60 days after receipt. Additional fees may be applied for extended storage.
- Additional fees may be applied for the disposal of hazardous samples.

The contents of this report are subject to change. For up to date information, please refer to the Customer Portal.



Confirmation of Sample Receipt

BV Labs Job Number: C028602
Job Received: 2020/04/28 13:30
Final Report Due: 2020/05/05 18:00

Parameter Summary

Package/Test	Parameter	RDL *	Unit	Samples
Biochemical Oxygen Demand	Biochemical Oxygen Demand	2	mg/L	All
Total Suspended Solids (NFR)	Total Suspended Solids	1	mg/L	All

**RDLs are subject to change based on interferences present at the time of analysis.*

Invoice Information	Report Information (if differs from invoice)	Project Information	Turnaround Time (TAT) Required
Company: <u>The Owners VISS801</u>	Company: <u>CoreWater Mgmt</u>	Quotation: _____	☐ 5 - 7 Days Regular (Most analyses)
Contact Name: <u>Lighthouse Landing</u>	Contact Name: <u>Jim McKerr</u>	P.O. #/AFE#: _____	PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS
Address: <u>Ted Seaman PC</u>	Address: _____	Project #: _____	
Phone/Fax: _____	Phone/Fax: _____	Site Location: _____	
Email: <u>council@viss801.ca</u>	Email: <u>myriam@corewater</u>	Site #: _____	Rush TAT (Surcharges will be applied)
Copies: <u>emmentee16@gmail.com</u>	Copies: <u>emmentee16@gmail.com</u>	Sampled By: _____	☐ Same Day ☐ 2 Days ☐ 1 Day ☐ 3-4 Days
			Date Required: _____
			Rush Confirmation #: _____

Laboratory Use Only				Analysis Requested																Regulatory Criteria																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Seal Present</td> <td>YES</td> <td>NO</td> <td>Cooler ID</td> </tr> <tr> <td>Seal Intact</td> <td>☒</td> <td></td> <td>Temp</td> </tr> <tr> <td>Cooling Media</td> <td>☒</td> <td></td> <td></td> </tr> </table>				Seal Present	YES	NO	Cooler ID	Seal Intact	☒		Temp	Cooling Media	☒			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="16" style="text-align: center;">Depot Reception</td> </tr> <tr> <td colspan="16" style="height: 100px;"></td> </tr> </table>																Depot Reception																																☐ BC CSR ☐ YK CSR ☐ CCME ☐ Drinking Water ☐ BC Water Quality ☐ Other _____													
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