



MINUTES - REGULAR STRATA COUNCIL MEETING

2020 07 15

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

A. Meeting called to order by Chair at 10:01 hours

B. Approval of Agenda

MOVED: (Treasurer) To adopt the Agenda of the Strata Council Meeting of 2020 07 15.

SECONDED: (WWMR)

CARRIED: 6 of 6

C. Approval of Minutes

MOVED: (Maintenance) To adopt the Minutes of the Strata Council Meetings held 2020 06 02 and 2020 06 26.

SECONDED: (Vice -Chair/Bylaws)

CARRIED: 6 of 6

D. Approval of Reports

MOVED: (Maintenance) To adopt the Reports of the Strata Council Members as edited to address privacy issues.

SECONDED: (WWWR)

CARRIED: 6 of 6

E. Unfinished business arising from the minutes of past meetings

E 1 (Secretary) New Bylaws and Rules Introduction.

- i. Due to the changes in the Strata Property Act, which includes a new set of basic Bylaws for stratas, a subcommittee to be formed to review LLE Bylaws at length during the next fiscal year. This will give the subcommittee time to review the Bylaws and consult with a lawyer before presenting Bylaw update proposals at the 2021 AGM.

MOVED: (ViceChair/Bylaws) To form a subcommittee to review VIS5801 Bylaws, at length, due to the changes in the Strata Property Act and determine if we should continue to amend the current Bylaws or replace them with the new suggested Bylaws including current LLE specific Bylaws already passed.

- ii. Pesticide Bylaw Proposal to become a rule effective immediately, but to be ratified at the AGM. Prior to presenting the ratification of the Pesticide Rule, Council will present information regarding potential options, costs and benefits of changing to a more environmentally friendly approach to our lawns and gardens.

SECONDED: (WWWR)

CARRIED: 6 of 6

E 2 (Landscaping) Weed Killer

Change our current weed killer product from Par 3 to the Qualicum and Courtenay/Comox approved product: Fiesta.

Item deferred until Landscaping can clarify the costs, benefits, and options.

E 3 (Landscaping) Entrance beautifications project proposal.

Beautification project requires \$3,000.00, which will be added to the 2020/2021 budget. The project is to commence this fall.

MOVED: (Treasurer) Accept proposal for Entrance beautifications project at a cost of \$3,000.00.

SECONDED: (Chair)

CARRIED: 6 of 6

E 4 (Maintenance) Discuss the three models outlined in the Depreciation Report.

Pacific Rim needs to make some revisions to the current reports. Once completed they will send council a final report.

Pacific Rim will come and review the final report with the new council in the fall. The increase to contributions made to the consolidated revenue fund, reflected in the 20/21 budget proposal being presented at the August AGM, factors in the cost of the consultant's recommended option.

F. New Business

F 1 (Chair) Privacy Policy

A new Privacy Policy will be written to be compliant with the current laws of British Columbia. Council will update the current Personal Information Policy and complaint process.

F 2 (Chair) RV Parking on driveways during Covid 19

A request to allow RV Parking in owners' driveways for their guests was put forward. It was decided that council does not have the authority to override the Bylaws.

A proposal to amend the RV Parking restrictions for guests within the strata property Bylaw will be brought forth at the AGM for a vote.

MOVED: (Vice Chair/Bylaws) To bring forth at the AGM a motion to amend Bylaw 34 (2) (d) to allow RV parking in driveways for a period of 60 hours. The RV must not extend onto the roadway nor can it be used for any purpose other than sleeping.

SECONDED: (Treasurer)

CARRIED: 6 of 6.

F 3 (Treasurer) Budget

The purchase of a pump put the waste water management (WWTP) over budget by \$2334. Since WWTP fees are collected on an equal payment basis, this cannot be taken from the Operating Budget Contingency, which is collected based on entitlement. The Treasurer recommends taking the money from the CRF, therefore it will have to be voted on at the upcoming AGM.

New items to be added to the 20-21 budget are \$3,000.00 for Entrance Beautification Project and \$2,000.00 for legal consultation regarding new Bylaws.

G. Next council meeting will be 2020 07 24 at 10:00 hours at Unit 5.

Adjourned at 13:05 hours

LIGHTHOUSE LANDING ESTATES VIS 5801
Strata Reports July 14, 2020

Chair

- Correspondence
 - Complaint (e-mail)
 - Concern (e-mail) of anonymity of complaints

Vice Chair

- Nothing to report

Secretary

- We have had 14 residents submit their updated Owners information form.
- The rules pdf document has been updated on the Rules website noting that the rules 10 and 11 are subject to ratification at the AGM. I have yet to update the rules page itself.
- With regard to the new bylaws, do we wish to have a lawyer review them?

Treasurer

- Finances are running smoothly. One pre-approved monthly payment was rejected by our AFT system; it has been sorted out and the payment received.
- Coast Capital is no longer offering the super high interest chequing accounts to stratas, so we are now receiving normal rates.
- I have been working on the budget for the 20-21 year. We have now received our Depreciation Report, so we can discuss how to adjust the budget accordingly.
- I sent the Insurance Appraisal to Waypoint, but it didn't include or separate out the Waste Water Treatment Plant, so we are waiting on an update from Pacific Rim Appraisals.
- I have been working with the Secretary and Vice-Chair on updating the rules PDF.
- I have compiled information regarding Privacy obligations for stratas in relation to bylaw complaints. I believe we need to discuss and update our Privacy Policy.

Maintenance

- Painting should be completed this week depending on weather conditions.
- The painters have been good about identifying areas requiring repair.
- Copies of the draft Depreciation Report and Insurance Appraisal have been circulated to council. As well, a hard copy and memory stick have arrived for our review.

Landscape Report

- The inquiry that Council received re: the apple tree was acted on and, I believe, has been put to bed. Not so the privacy questions that we encountered.
- Two shrubs were kindly donated by #25 and transplanted in the front drive area.
- Unit 27 has started planning for the facelift of the front drive gardens and has staked the area in question. Work will continue over the course of the summer and fall.
- We are now watering the septic drainage field areas one day a week for 15 min. I am testing the ground water for any change once a week. No change to date. Thanks to Ron Leroy for programming the irrigation controls.
- I am still trying to get the dead tree beside #30 removed.

Waste Water Management

- Answering an alarm June 22 to discover water pooling in SE corner of gravel filter. Extensive digging found broken pipe. Repairs were done with the help by volunteers which even involved partial removal of the surrounding fence
- A new dial out alarm system was installed to alert us on loss of power to manhole #A, this will enable us to act quickly as needed for this type of failure.
- Based on the sludge judge reading taken, it was decided to pump out the primary and secondary septic tanks. This has been done.
- We are starting a program which will enable us to do routine flushing of the septic laterals. This involves digging up all 34 laterals to install the necessary test equipment.
- The outside perimeter of the gravel field has been completely brushed out.
- In conclusion, this was accomplished by the countless hours of volunteer work put in by the following: Ted, John, Dave, Rick, Vance, Keith and Paul. Also, Margaret with Jennifer working with the lateral location detector.

Balance Sheet - LLE - As of 2020-06-30

(in Canadian Dollars) (Cash Basis)

2020-07-11

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Account	2020-06-30 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	72,110.32
OPERATING Chq	28,384.03
UBCU Membership Shares	36.83
UBCU Money Max	13.01
UBCU RV Fund	2,434.84
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	103,184.18
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	251,811.68
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	251,811.68
TOTAL LIABILITIES & EQUITY	251,811.68

CRF report - LLE - As of 2020-07-11

(in Canadian Dollars)

2020-07-11

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Account	2020-07-11 Balance
Bank Accounts	
CRF Chequing	74,110.32
TOTAL Bank Accounts	74,110.32
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	170,736.77

Monthly Expenses - LLE - Last month
2020-06-01 through 2020-06-30 (in Canadian Dollars)

2020-07-11

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Category	2020-06-01- 2020-06-30
310 ADMIN	431.47
315 Bank Charges	56.48
320 Office expenses	94.99
335 Honorariums	280.00
400 MAINTENANCE	120.15
410 Repairs Parts	45.15
415 Maint. Labour	75.00
450 LANDSCAPING	3,192.02
455 Groundskeeping	2,746.66
461 Sprinkler maint. & parts	364.86
462 Sprinklers labour	37.50
463 Mileage for Irrigation	43.00
500 UTILITIES	234.85
520 BC Hydro	234.85
700 WWM (Septic)	1,162.08
701 Core Water	656.25
705 Lab Analysis	104.48
720 Collection System	114.40
725 Treatment System	252.30
740 Communication & Control	34.65
OVERALL TOTAL	5,140.57

Cheques written - LLE - Last month

2020-06-01 through 2020-06-30 (in Canadian Dollars) (Cash Basis)

2020-07-11

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Date	Num	Category	Memo	Amount
EXPENSES				-4,860.57
Andrew Sheret Ltd.				-410.59
2020-06-02	140	450 LANDSCAPING:461 Sprinkler maint. & parts	Invoice #14-075697	-158.29
2020-06-13	144	700 WWM (Septic):725 Treatment System	Invoice #20-099693	-252.30
BC Hydro				-234.85
2020-06-17		500 UTILITIES:520 BC Hydro	STRATA PLAN VIS 5801 B C HYDR...	-234.85
Bowser Builders' Supply Ltd				-45.15
2020-06-07	145	400 MAINTENANCE:410 Repairs Parts	Account LL53	-45.15
Bureau Veritas Canada (2019) Inc.				-104.48
2020-06-13	146	700 WWM (Septic):705 Lab Analysis	INVOICES #: VA10128468	-104.48
Caft Admin Fee				-53.48
2020-06-01		310 ADMIN:315 Bank Charges	CAFT Admin Fee	-53.48
Core Water Management Ltd				-656.25
2020-06-02	141	700 WWM (Septic):701 Core Water	Invoice 1632	-656.25
Dave Milligan				-75.00
2020-06-02	143	400 MAINTENANCE:415 Maint. Labour	Repair steps unit #19	-25.00
2020-06-20	150	400 MAINTENANCE:415 Maint. Labour	Remove and repair rotten board unit 7	-50.00
Hugh Jackson				-81.00
2020-06-20	149	700 WWM (Septic):720 Collection System	Travel expense for purchase of pumps	-81.00
Jim's Mowing				-2,746.66
2020-06-01	108	450 LANDSCAPING:455 Groundskeeping	monthly payment	-2,746.66
John Gurak				-33.40
2020-06-20	148	700 WWM (Septic):720 Collection System	120V Relay	-33.40
Keith Patchett				-206.57
2020-06-08	eTrans12	450 LANDSCAPING:461 Sprinkler maint. & parts	Sprinkler parts	-206.57
Ron LaRoy				-80.50
2020-06-26	eTrans11	S--Split--	Labour & Mileage unit2	-80.50
Service Charge				-3.00
2020-06-08		310 ADMIN:315 Bank Charges	Service Charge	-1.50
2020-06-26		310 ADMIN:315 Bank Charges	Service Charge	-1.50
Suzan Chamney				-94.99
2020-06-02	142	310 ADMIN:320 Office expenses	Quicken 2020	-94.99
TELUS				-34.65
2020-06-01		700 WWM (Septic):740 Communication & Control	190315034210THE OWNERS TELU...	-34.65
OVERALL TOT...				-4,860.57

Budget LLE

2019-08-01 through 2020-06-30 Using LLE 2019-20 (in Canadian Dollars)

2020-07-11

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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	656.25	656.00	-0.25	1,312.50	656.00
705 Core Water callouts	0.00	0.00	0.00	332.52	0.00	-332.52	0.00	0.00
705 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 2020-06-30 Using LLE 2019-20 (in Canadian Dollars)

2020-07-11

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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	0.00	80.00	80.00	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	2,045.50	2,000.00	-45.50	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	656.25	656.00	-0.25	656.25
705 Core Water callouts	0.00	0.00	0.00	0.00	383.25	0.00	-383.25	75.93
705 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 2020-06-30 Using LLE 2019-20 (in Canadian Dollars)

2020-07-11

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Category	2020 January Budget	Difference	Actual	2020 February Budget	Difference	Actual	2020 March Budget	Difference
EXPENSES	5,047.16	976.51	6,795.52	6,744.16	-51.36	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	678.52	658.16	-20.36
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	0.00	0.00	0.00
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	1,779.86	1,910.00	130.14	128.20	210.00	81.80
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	53.20	50.00	-3.20
415 Maint. Labour	80.00	80.00	5.36	80.00	74.64	75.00	80.00	5.00
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	-0.25	656.25	656.00	-0.25	656.25	656.00	-0.25
705 Core Water callouts	0.00	-75.93	142.77	0.00	-142.77	0.00	0.00	0.00
705 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	-6,795.52	-6,744.16	-51.36	-4,696.24	-4,997.16	300.92

Budget LLE

2019-08-01 through 2020-06-30 Using LLE 2019-20 (in Canadian Dollars)

2020-07-11

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Category	Actual	2020 April Budget	Difference	Actual	2020 May Budget	Difference	Actual	2020 June Budget
EXPENSES	6,200.77	4,937.16	-1,263.61	4,046.44	5,204.16	1,157.72	5,140.57	13,597.16
300 CARRY FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310 ADMIN	409.64	658.16	248.52	334.98	748.16	413.18	431.47	5,258.16
315 Bank Charges	57.98	51.50	-6.48	54.98	51.50	-3.48	56.48	51.50
320 Office expenses	0.00	0.00	0.00	0.00	90.00	90.00	94.99	0.00
322 General Admin	71.66	0.00	-71.66	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	4,000.00
325 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
330 VISOA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335 Honorariums	280.00	280.00	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	971.44	250.00	-721.44	100.00	210.00	110.00	120.15	210.00
405 Contractor work	272.61	80.00	-192.61	0.00	80.00	80.00	0.00	80.00
410 Repairs Parts	673.83	50.00	-623.83	0.00	50.00	50.00	45.15	50.00
415 Maint. Labour	25.00	80.00	55.00	100.00	80.00	-20.00	75.00	80.00
417 Mileage for maintenance	0.00	40.00	40.00	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	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING	3,557.43	3,114.00	-443.43	2,677.19	3,214.00	536.81	3,192.02	3,164.00
451 Landscaping general	78.74	0.00	-78.74	0.00	0.00	0.00	0.00	0.00
455 Groundskeeping	2,746.66	2,884.00	137.34	2,746.66	2,884.00	137.34	2,746.66	2,884.00
461 Sprinkler maint. & parts	426.53	80.00	-346.53	-69.47	80.00	149.47	364.86	80.00
462 Sprinklers labour	262.50	100.00	-162.50	0.00	200.00	200.00	37.50	200.00
463 Mileage for Irrigation	43.00	50.00	7.00	0.00	50.00	50.00	43.00	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	129.00	2.00	246.04	246.00	-0.04	234.85	129.00
510 Water	0.00	0.00	0.00	119.04	117.00	-2.04	0.00	0.00
520 BC Hydro	127.00	129.00	2.00	127.00	129.00	2.00	234.85	129.00
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	2,400.00
610 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
700 WWM (Septic)	1,135.26	786.00	-349.26	688.23	786.00	97.77	1,162.08	2,436.00
701 Core Water	656.25	656.00	-0.25	656.25	656.00	-0.25	656.25	656.00
705 Core Water callouts	84.00	0.00	-84.00	0.00	0.00	0.00	0.00	0.00
705 Lab Analysis	395.01	100.00	-295.01	0.00	100.00	100.00	104.48	350.00
720 Collection System	0.00	0.00	0.00	0.00	0.00	0.00	114.40	0.00
725 Treatment System	0.00	0.00	0.00	0.00	0.00	0.00	252.30	1,400.00
730 Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740 Communication & Control	0.00	30.00	30.00	31.98	30.00	-1.98	34.65	30.00
750 Emergency power (generator)	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
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:	-6,200.77	-4,937.16	-1,263.61	-4,046.44	-5,204.16	1,157.72	-5,140.57	-13,597.16

Budget LLE

2019-08-01 through 2020-06-30 Using LLE 2019-20 (in Canadian Dollars)

2020-07-11

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Category	Difference	2019-08-01 Actual	- Budget	2020-06-30 Difference
EXPENSES	8,456.59	78,742.80	90,113.76	11,370.96
300 CARRY FORWARD	0.00	0.00	0.00	0.00
310 ADMIN	4,826.69	24,588.00	32,526.76	7,938.76
315 Bank Charges	-4.98	579.40	566.50	-12.90
320 Office expenses	-94.99	168.40	405.00	236.60
322 General Admin	0.00	1,212.70	1,352.00	139.30
323 Depreciation Report	4,000.00	0.00	4,000.00	4,000.00
325 Insurance	600.00	19,279.00	19,370.00	91.00
330 VISOA	0.00	548.50	440.00	-108.50
335 Honorariums	0.00	2,800.00	2,800.00	0.00
380 Operating Contingency	326.66	0.00	3,593.26	3,593.26
400 MAINTENANCE	89.85	5,215.68	5,900.00	684.32
405 Contractor work	80.00	272.61	800.00	527.39
410 Repairs Parts	4.85	842.71	500.00	-342.71
415 Maint. Labour	5.00	280.36	800.00	519.64
417 Mileage for maintenance	0.00	0.00	100.00	100.00
420 Gutters	0.00	2,045.50	2,000.00	-45.50
425 Snow Removal	0.00	1,774.50	1,700.00	-74.50
450 LANDSCAPING	-28.02	31,529.72	32,504.00	974.28
451 Landscaping general	0.00	297.84	200.00	-97.84
455 Groundskeeping	137.34	29,943.96	30,504.00	560.04
461 Sprinkler maint. & parts	-284.86	873.92	800.00	-73.92
462 Sprinklers labour	162.50	300.00	900.00	600.00
463 Mileage for Irrigation	-43.00	114.00	100.00	-14.00
465 Irrigation other	0.00	0.00	0.00	0.00
500 UTILITIES	-105.85	2,166.68	2,404.00	237.32
510 Water	0.00	573.83	908.00	334.17
520 BC Hydro	-105.85	1,504.85	1,419.00	-85.85
530 Utility Trailer	0.00	88.00	77.00	-11.00
600 CRF Disbursements	2,400.00	0.00	2,400.00	2,400.00
610 Painting	2,400.00	0.00	2,400.00	2,400.00
700 WWM (Septic)	1,273.92	15,242.72	14,379.00	-863.72
701 Core Water	-0.25	7,218.75	7,216.00	-2.75
705 Core Water callouts	0.00	1,018.47	0.00	-1,018.47
705 Lab Analysis	245.52	1,770.75	2,100.00	329.25
720 Collection System	-114.40	114.40	750.00	635.60
725 Treatment System	1,147.70	3,153.84	1,400.00	-1,753.84
730 Disposal	0.00	0.00	200.00	200.00
740 Communication & Control	-4.65	256.81	1,800.00	1,543.19
750 Emergency power (generator)	0.00	1,131.30	210.00	-921.30
760 Ministry of Environment	0.00	203.40	203.00	-0.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	375.00	500.00	125.00
Net Difference:	8,456.59	-78,742.80	-90,113.76	11,370.96



INVOICE
Original

INVOICE #: VA10151384
Invoice Date: 2020/07/07

PAYMENT DUE: 2020/08/06
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 #: G133090
THE OWNERS, VIS 5801, LIGHTHOUSE LANDING ESTATES CONTACT: JAMES MCKERR
BV LABS JOB #: C044695
DATE SAMPLE(S) RECEIVED: 2020/06/29

FOR SERVICES RENDERED RE:

Biochemical Oxygen Demand -DO/PROB (Water)	
1 @ \$63.00/each -----	\$ 63.00
Container Supply & Nonhazardous Disposal (Water)	
2 @ \$5.00/each -----	10.00
Fecal Coliform by membrane filtration -M (Water)	
1 @ \$44.10/each -----	44.10
Nitrate + Nitrite (N) -TRAA/COL (Water)	
1 @ \$26.25/each -----	26.25
Nitrite (N) by CFA -TRAA/COL (Water)	
1 @ \$26.25/each -----	26.25
Total Phosphorus -KONE (Water)	
1 @ \$36.75/each -----	36.75
Total Suspended Solids (NFR) -BAL (Water)	
1 @ \$31.50/each -----	<u>31.50</u>
	SUBTOTAL 237.85
	5.00 % GST <u>11.89</u>
	TOTAL \$ CAD <u>249.74</u>



INVOICE

Original

INVOICE #: VA10151384

Invoice Date: 2020/07/07

PAYMENT DUE: 2020/08/06

TERMS: NET 30 DAYS

ATTN: INVOICES

THE OWNERS, VIS 5801, LIGHTHOUSE LANDING ESTATES

PO BOX 87

BOWSER, BC

CANADA V0R 1G0

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

voice Information		Report Information (if differs from invoice)		Project Information		Turnaround Time (TAT) Required	
Company: <u>The Owners VISS801</u>		Company: <u>Core Water</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:		Address: <u>Myriam Rache</u>					
PC:		PC:		Project #:		Rush TAT (Surcharges will be applied)	
Phone/Fax: <u>Ted Seaman</u>		Phone/Fax:		Site Location:		☐ Same Day ☐ 2 Days ☐ 1 Day ☐ 3-4 Days	
Email: <u>council@viss801.ca</u>		Email: <u>myriam@corewater.ca</u>		Site #:		Date Required: _____	
Email: <u>emmentee161@gmail.com</u>		Email: <u>emmentee161@gmail.com</u>		Sampled By:		Rush Confirmation #: _____	

[illegible]

Unless otherwise agreed to in writing, work submitted on this Chain of Custody is subject to Maxam'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):
	2020/06/29	11:30			

29-Jun-20 11:35

Customer Solutions
C044695

MVS



Front Entrance Improvement Project

1. Prune existing shrubs and trees; prune and divide existing perennials; move some existing perennials.
2. Remove dead shrubs and perennials; prune and/or remove dying arbutus tree
3. Remove existing hog fuel.
4. Take bushes, clippings, and hog fuel to the dump.
5. Purchase or build eight 2ft. x 4ft stained cedar planter boxes COST: 8 x \$100 = \$800
6. Purchase sixteen 5 gallon slow growing rhododendrons (Golden Ruby, Mardi Gras) COST: 16 x \$50 = \$800
7. Purchase sixteen 5 gallon Japonica shrubs (Pieris Little Heath) COST: 16 x 40 = \$640
8. Purchase 20 low maintenance perennials (Monarda, Coreopsis, yellow shastas) COST: 20 x \$10 = \$200
9. Purchase top soil for cedar boxes and top soil/bark mulch for whole front gardens.

TOTAL COST: Plants and cedar planters = \$3,000 *including topsoil

Other Labour
#1-2 Jane and Bob #3 volunteers #4 volunteer
#5-8 Jane and Bob
#9 Keith or landscaping manager



** A planting map will be provided by Jane