



MOVED: (#5) to hold secret ballot for the proposed changes to allow guest recreational vehicle parking within the strata (H.1) and hold a count of card votes for all other items.

SECONDED: (#21)

CARRIED: 28 of 28

C. Filing Proof of Notice

Proof of notice presented (**attached**).

D. Approval of Agenda

MOVED: (#19) to adopt the Agenda of Annual General Meeting of 2020 08 26 as circulated.

SECONDED: (#9)

CARRIED: 28 of 28

E. Approval of Minutes

MOVED: (#13) to adopt the Minutes of Annual General Meeting held 2019 08 21 as circulated.

SECONDED: (#21)

CARRIED: 27 of 28

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

F. 1 Unit 29 Indemnity & Alteration Agreement.

The chair reviewed the circumstances that have resulted in the delays preventing this item from being registered with the Land Titles Office. The new council will continue to work with Unit 29 to bring this item to a positive conclusion.

F. 2 RV Parking Enhancement Project.

This item will be discussed under reports.

G. Reports

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

G.2. Treasurer report – Updated financial results to the end of July 2020 were presented and briefly discussed including how the surplus was rolled over into this year's budget to bring down strata fees. (**per AGM Package**).

MOVED: (#21) to adopt the Financial Results for 2019/2020 as presented.

SECONDED: (#5)

CARRIED: 28 of 28

- G.3. Maintenance (per AGM Package)**
- G.4. Landscape (per AGM Package)** – The Landscaping Officer informed the Owners that he is handing over his position to a new Landscape Officer. Our landscaping contract will be up for renewal at the end December and we are actively looking for bidders. While inquiring about local landscapers with others who use landscaping companies in the area the company we currently use has come recommended as the best and most reliable. During this discussion a company name was given from the floor.
If the implementation of the Resolution H.5 proceeds, our weed control product will be changed. This will increase our costs but will be more environmentally friendly.
An owner questioned the removal of the dead tree by unit 30 and was informed that Landscaping is in contact with the RDN to have the tree removed, it was noted the RDN arborist refused to remove this tree when requested two years ago.
- G.5. Vice Chair/Bylaws Office(per AGM Package)** – No questions.
- G.6. Secretary (per AGM Package)** – No questions.
- G.7. Insurance Report (per AGM Package)** – No questions.
- G.8. Waste Water Management Committee Report (per AGM Package)** – No Questions.
- G.9. RV Storage Report (per AGM Package)** – It was noted that more information pertaining to the RV expansion etc. is located in the filed report, which is posted on our website. Also, the RV Storage Coordinator is stepping down after serving 2 years. Unit 6 has offered to take over the position.
- G.10. Front Entrance Renewal Report (per AGM Package)** – Unit 27 described her vision for the front entrance renewal. Types of plants, locations and work required were discussed at length. Concern was noted regarding the expense and care of the planter boxes as well as the upkeep of the beds. The new council will take all discussion regarding the Front Entrance renewal into consideration at their next council meeting.

H. Special Resolutions:

H.1 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the following amendment to the Consolidated Bylaw 34(2)(d)

Replacing the current Bylaw 34 (2) (d) “No guest recreational vehicle parking is permitted within the strata” with the following:

“Guest Recreational Vehicle (RV) parking is permitted in the driveway of the unit being visited for a period of no more than 60 hours and only if it can be done so safely. The RV must not extend onto the roadway nor can it be used for any purpose other than sleeping.”

(Moved: #13; Seconded #16)

MOVED: (#13) to amend H.1. with the addition of:

In the event a guest RV cannot fit on the owner’s driveway, the owner may apply to council for permission to park the RV in another location.

SECONDED: (#16)

CARRIED: 24 of 28

A secret ballot on the amended motion was carried out:

Resolution H.1 In Favour: 18 Against: 10 Decision: DEFEATED

H.2 BE IT RESOLVED by a majority vote that The Owners, Strata Plan No. VIS 5801 approve the following addition to the Rules:

It is prohibited to plant non-ornamental fruit-producing trees on limited common property and common property. (Moved: #8; Seconded #25)

Resolution H.2 In Favour: 16 Against: 12 Decision: PASSED

H.4 BE IT RESOLVED by majority vote that The Owners, Strata Plan No VIS 5801 approve the following addition to the Rules:

11. When making and maintaining Alterations to Limited Common Property and/or Common Property:

A. All wooden structural components, including, but not limited to those listed below, must be painted/stained using the strata colour scheme defined in the table of colours in this section:

- i. lattice work must be one of the following colours: Khaki Brown, Night Train, or Mahogany;
- ii. posts and post caps must be one of the following colours: Khaki Brown, Night Train, Black, or Mahogany;
- iii. horizontal rails must be one of the following colours: Khaki Brown, Night Train, Black, or Mahogany;
- iv. kickboards must be one of the following colours: Khaki Brown, Night Train, Black, or Mahogany;
- v. pergola rafters (cross beams) must be one of the following colours: Khaki Brown, Night Train, or Black;
- vi. stairs and all visible stair components must be Night Train; and,
- vii. sheds must use the same colour scheme as used on strata lot buildings.

B. All metal components and structures (gates, fence panels, deck railings) must be black.

C. Table of colours:

Colour Name	Product	Sheen	Colour Number	As seen on:
Khaki Brown	Cloverdale Covercoat	Satin		HardiePlank® Siding on all strata lots
Night Train	Cloverdale Covercoat	Satin	CC-720	Trim work on all strata lots
Night Train	Cloverdale Sharkskin	N/A	CC-720	Stair treads
Custom Black	Benjamin Moore Aura	Semi-gloss	14 oz black per litre	Black trim and doors on all strata lots
Mahogany	Sikkens Cetol 1	N/A	N/A	Stain on posts and shakes only on strata lots with gable over front door

(Moved: #21; Seconded #20)

Resolution H.4 In Favour: 28 Against: 0 Decision: CARRIED

H.5 BE IT RESOLVED by a majority vote that The Owners, Strata Plan No. VIS 5801 approve the following addition to the Rules:

12. Council, owners, tenants and visitors may not use or apply a pesticide, or grant permission or authority, express or implied, to use or apply a pesticide for the purpose of maintaining outdoor trees, shrubs, flowers, other ornamental plants, gardens or turf on Common Property or Limited Common Property unless it is:

- A. listed by the Province of British Columbia as an “excluded pesticide”, as per BC Regulation 604/2004 Integrated Pest Management Regulation – Schedule 2 – Excluded Pesticides;
- B. applied for the management of pests that transmit human diseases;
- C. applied for the management of pests that impact agriculture or forestry; or
- D. applied for the control or eradication of Alien Invasive Species.

(Moved: #6; Seconded #25)

Resolution H.5 In Favour: 24 Against: 4 Decision: CARRIED

I. Appreciation:

On behalf of the Council, the Chair expressed his gratitude to all residents for all their help with specific tasks through out the year but there are a number of residents we wish to acknowledge that do much more.

Waste Water Management System: Ted, Tom Tyron, John, Keith, Rick, Adrian, Vance and Hugh
RV Parking Area Committee: Ron Chamney and Adrian
Financial Audit Committee: John and Tom Tyron
Sprinkler System Maintenance: Ron LaRoy

J. 2020/2021 Budget:

Consistent with the removal of H.3 from the agenda the Treasurer presented and reviewed the proposed “*Budget option 1*” and strata fee schedule for 2020/2021 fiscal year (**attached**). Following discussion regarding the Depreciation Report and the Contingency Reserve Fund a motion for an amendment to the budget was made.

MOVED: (#2) to amend the Budget by reducing the Contingency Reserve Fund collection from \$30,000 to \$25,000.

SECONDED: (#5)

DEFEATED: 3 of 28

J.1 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the budget option 1 for the 2020/2021 budget as circulated including the identified planned expenditure from the Contingency Reserve Fund. (Moved: #21; Seconded #5)

Resolution J.1 In Favour: 26 Against: 2 Decision: CARRIED

K. New Business:

K.1 Bylaws Review Vice Chair/Bylaws presented to the owners what was found in the past year as council reviewed the bylaws during the standard operation of the strata. It was noted that our current bylaws are based on the 2009 Strata Property Act’s standard bylaws, as this is when the strata was formed. Since then the Strata Property Act has been updated and the BC Government has amended the mandatory standard set of bylaws. There may be sections on owner negligence that could impact strata insurance claims that will particularly require review as one example. Also, there are items in our bylaws which are in conflict with each other as well as some references that are no longer valid.

In preparation for the AGM, the Vice Chair/Bylaws contacted the last lawyer that filed bylaw changes for us to request the cost of updating our bylaws and was told that all the bylaws would need to be reviewed before new ones were added or amended. A lot of the review groundwork could be done in advance, by us, to reduce costs. In preparation for having a lawyer insert our Strata’s customized bylaws into the contemporary template, which is published by the BC Government, and to ensure all customization that we had is ported over accurately into the new template, we should have a committee go over our current bylaws with a fine tooth comb this fall to ensure whatever needs to be fixed/changed or reorganized has been thought out, before we go to a lawyer. Unit #25 volunteered to assist the By-Laws Officer with this and any others are welcomed to participate.

K.2 The Green Team. Unit 27 spoke to the owners regarding making LLE a more environmentally friendly community. Each year a major project will be suggested at the AGM, as the removal of pesticide use at LLE was done this year. On a monthly basis a helpful suggestion to make our homes more environmentally friendly will be posted on our Facebook page. Below is the link.

<https://www.facebook.com/groups/LivingTheLifeatLighthouseLandingEstates/?ref=share>

L. Election of Council:

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 – Violet van Hees (Strata Lot #4)
Waste Water Management Committee Representative – Hugh Jackson (Strata Lot #20)

M. Adjourned at 9:10 pm.

Original Signed:

Larry Highcock, Chair

Tannis McKinnon Charest, Secretary

2020 (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 2020.AUGUST 5 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 2019/2020 as well as the 2020/2021 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 'Tannis McKinnon Charest', written in a cursive style.

Tannis McKinnon Charest, Secretary
VIS 5801

5-5300 Gainsberg Road
Bowser, BC V0R 1G0

BUDGET PLANNING for 2020-21 for STRATA PLAN 5801

OPTION 1: No changes to entitlement

		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	2019-20 ACTUALS	2019-20 BUDGET	2018-19 ACTUALS	2018-19 BUDGET	2017-18 BUDGET
OPERATING FUND INCOME		2019 rates																	
201	Monthly Fees	\$5,969	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$6,195	\$74,109	\$71,632	\$71,632	\$71,084	\$70,992	\$75,852
205	Bank interest	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$56	\$373	\$516	\$516		
210	Real Estate Form Revenue													\$0	\$116	\$0	\$85		
	Previous year surplus	\$4,104												\$4,104	\$4,837	\$4,686			
TOTALS		\$10,078	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$6,199	\$78,269	\$76,958	\$76,834			
WWTP INCOME																			
250	WWMP Fees	\$997	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$16,241	\$11,967	\$11,967	\$18,000	\$18,000	\$19,200
255	WWMP Bond Interest				\$609									\$609		\$642	\$642		
	Previous year surplus	\$259												\$259		\$1,431			
TOTALS		\$1,256	\$1,386	\$1,386	\$1,995	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386	\$17,109		\$14,040			
CONTINGENCY RESERVE FUND		\$2,000	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$30,000	\$24,000	\$24,000	\$38,880	\$38,880	\$25,200
		TOTAL Income required													\$125,378	\$115,999	\$129,207	\$127,872	\$120,256

OPERATING EXPENSES																			
300	Carry Forward																		
310	Admin																		
315	Bank charges	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$660	\$633	\$618	\$256	\$288	\$480
320	Office Expenses		\$100	\$175	\$25							\$90	\$182	\$572	\$350	\$405	\$883	\$825	\$600
322	General Admin		\$100	\$100	\$2,000			\$900				\$253		\$3,353	\$1,213	\$1,352	\$865	\$789	
323	Depreciation / Insurance Appr													\$0	\$4,809	\$4,000	\$0	\$0	\$0
325	Insurance				\$22,000								\$750	\$22,750	\$19,981	\$19,370	\$18,770	\$19,044	\$19,121
330	VISOA / Professional				\$300			\$195						\$495	\$549	\$440	\$462	\$707	\$605
340	Honorariums	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$3,360	\$3,080	\$3,080	\$1,275	\$1,275	\$5,280
380	Operating Contingency													\$0	\$0	\$3,920	\$2,117	\$6,455	\$6,900
400	Maintenance																		
405	Contractor work	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600	\$273	\$800	\$600		
410	Repairs - parts	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$1,080	\$1,118	\$500	\$828	\$2,520	\$4,400
415	Maint. Labour	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$504	\$330	\$800	\$362	\$1,440	
417	Mileage for maint.	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$60	\$0	\$100	\$59		
420	Gutters/Moss				\$2,208									\$2,208	\$2,046	\$2,000	\$2,046	\$500	\$2,750
425	Snow Removal					\$930	\$930							\$1,860	\$1,775	\$1,700	\$1,501	\$420	
450	Landscaping																		
451	Landscaping general		\$3,000	\$800										\$3,800	\$298	\$200	\$502	\$725	
455	Groundskeeping	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$2,747	\$32,963	\$32,691	\$33,632	\$32,050	\$31,680	\$32,180
461	Sprinklers maint. & parts	\$100	\$100	\$100						\$100	\$100	\$100	\$100	\$700	\$874	\$800	\$827	\$800	
462	Sprinklers labour	\$100	\$100							\$100	\$100	\$100	\$100	\$600	\$300	\$1,000	\$500	\$720	
463	Mileage for irrigation	\$40	\$40							\$40		\$40		\$160	\$114	\$100	\$57		
500	Utilities																		
510	Water	\$337			\$337			\$117			\$117			\$908	\$574	\$908	\$903	\$932	\$1,500
520	BC Hydro	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$1,548	\$1,634	\$1,548	\$1,366	\$1,872	\$2,040
530	Utility Trailer			\$88										\$88	\$88	\$77	\$77		
TOTAL Operating Expenses		\$3,975	\$6,838	\$4,661	\$8,268	\$25,398	\$4,328	\$5,345	\$3,593	\$3,638	\$3,715	\$3,981	\$4,530	\$78,269	\$72,730	\$76,834	\$66,305	\$70,992	\$75,856

WASTE WATER TREATMENT PLANT																			
701	Corewater	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$7,875	\$7,875	\$7,872	\$7,872	\$7,872	\$7,875
705	Corewater callouts	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$780	\$1,087				
710	Lab Analysis	\$105	\$355	\$105	\$105	\$355	\$105	\$105	\$105	\$105	\$105	\$355	\$105	\$2,010	\$2,125	\$2,200	\$2,454	\$2,200	\$1,129
720	Collection System	\$500	\$750											\$1,250	\$115	\$750	\$1,022	\$1,100	\$600
725	Treatment System											\$1,500		\$1,500	\$559	\$1,400	\$4,460	\$4,400	\$3,400
730	Disposal		\$1,040											\$1,040	\$1,103	\$200	\$0	\$0	\$0
740	Communication/control	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$366	\$322	\$1,830	\$717	\$3,000	\$1,260
750	Emergency power (generator)		\$210											\$210	\$1,131	\$210	\$228	\$210	\$400
760	Ministry of Environment			\$203										\$203	\$203	\$203	\$203	\$103	\$0
765	EOCP (every three years)													\$0	\$0	\$0	\$0	\$0	\$0
770	Insurance				\$375									\$375	\$386	\$500			
780	WWMP Contingency													\$1,500			\$498	\$0	\$0
TOTAL WWTP Expenses		\$1,357	\$3,107	\$1,060	\$857	\$1,482	\$857	\$857	\$857	\$857	\$857	\$2,607	\$857	\$17,109	\$14,906	\$15,165	\$17,454	\$18,885	\$14,664

CONTINGENCY RESERVE FUND (CRF)																			
	Opening Balance	\$150,451																	
800	Disbursements																		
801	Emergency expenses														\$2,902	\$0			
810	Painting											\$30,000		\$30,000	\$18,795	\$24,000	\$0	\$9,500	\$30,400
210	Contributions	\$2,000	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$2,545	\$30,000	\$24,000	\$24,000	\$38,880	\$38,880	\$25,200
235	CRF Interest	\$12	\$12	\$12	\$12	\$812	\$1,412	\$12	\$12	\$112	\$12	\$12	\$12	\$2,444	\$3,064	\$1,200	\$907	\$600	
CRF BALANCE		\$152,463	\$155,020	\$157,578	\$160,135	\$163,493	\$167,450	\$170,008	\$172,565	\$175,223	\$177,780	\$150,338	\$152,895	<--Estimated Closing Balance					

Lighthouse Landing Estates VIS 5801 Monthly Fees Schedule

OPTION 1: No changes to Entitlement

Strata Fees Budget 2020 - 2021

Unit No.	Unit Entitlement (Total)	Yearly Strata Fees (Operating)	Yearly Waste Water Treatment Plant (WWTP)	Yearly Contingency Reserve Fund (CRF)	2020-2021 September thru July		August 2020
	5,394 (sq. metres)	\$74,109 \$13.73911 Per sq. metre	\$16,241 Yearly Total	\$30,000 Yearly Total	Unit No.	Monthly Fees by Unit	Monthly fees
1	308	\$4,231.65	\$541.37	\$1,000.00	1	\$485.20	\$435.81
2	308	\$4,231.65	\$541.37	\$1,000.00	2	\$485.20	\$435.81
3	155	\$2,129.56	\$541.37	\$1,000.00	3	\$309.51	\$266.32
4	155	\$2,129.56	\$541.37	\$1,000.00	4	\$309.51	\$266.32
5	307	\$4,217.91	\$541.37	\$1,000.00	5	\$484.05	\$434.70
6	154	\$2,115.82	\$541.37	\$1,000.00	6	\$308.36	\$265.22
7	158	\$2,170.78	\$541.37	\$1,000.00	7	\$312.95	\$269.65
8	159	\$2,184.52	\$541.37	\$1,000.00	8	\$314.10	\$270.76
9	169	\$2,321.91	\$541.37	\$1,000.00	9	\$325.59	\$281.83
10	172	\$2,363.13	\$541.37	\$1,000.00	10	\$329.03	\$285.16
11	169	\$2,321.91	\$541.37	\$1,000.00	11	\$325.59	\$281.83
12	172	\$2,363.13	\$541.37	\$1,000.00	12	\$329.03	\$285.16
13	172	\$2,363.13	\$541.37	\$1,000.00	13	\$329.03	\$285.16
14	169	\$2,321.91	\$541.37	\$1,000.00	14	\$325.59	\$281.83
15	162	\$2,225.74	\$541.37	\$1,000.00	15	\$317.55	\$274.08
16	158	\$2,170.78	\$541.37	\$1,000.00	16	\$312.95	\$269.65
17	171	\$2,349.39	\$541.37	\$1,000.00	17	\$327.88	\$284.05
18	173	\$2,376.87	\$541.37	\$1,000.00	18	\$330.18	\$286.26
19	169	\$2,321.91	\$541.37	\$1,000.00	19	\$325.59	\$281.83
20	170	\$2,335.65	\$541.37	\$1,000.00	20	\$326.73	\$282.94
21	159	\$2,184.52	\$541.37	\$1,000.00	21	\$314.10	\$270.76
22	160	\$2,198.26	\$541.37	\$1,000.00	22	\$315.25	\$271.86
23	169	\$2,321.91	\$541.37	\$1,000.00	23	\$325.59	\$281.83
24	172	\$2,363.13	\$541.37	\$1,000.00	24	\$329.03	\$285.16
25	172	\$2,363.13	\$541.37	\$1,000.00	25	\$329.03	\$285.16
26	171	\$2,349.39	\$541.37	\$1,000.00	26	\$327.88	\$284.05
27	160	\$2,198.26	\$541.37	\$1,000.00	27	\$315.25	\$271.86
28	160	\$2,198.26	\$541.37	\$1,000.00	28	\$315.33	\$270.97
29	169	\$2,321.91	\$541.37	\$1,000.00	29	\$325.59	\$281.83
30	172	\$2,363.13	\$541.37	\$1,000.00	30	\$329.03	\$285.16
					\$10,140		\$8,813
					(Monthly)		(Monthly)

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