

MINUTES REGULAR STRATA COUNCIL MEETING

December 11, 2020 via Zoom

Participants: Chair 17; Treasurer 21; Secretary 5 (recorder); Vice-Chair/Bylaws 8; WWMR 20; Landscaping Officer 4; Maintenance Officer 27.



A. Meeting called to order by the Chair at 10:04.

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) to adopt the agenda of Strata Council Meeting of December 11, 2020 as circulated.
SECONDED (Landscaping)
CARRIED 7 OF 7

C. Approval of Minutes

MOTION: (Landscaping) to adopt the Minutes of Strata Council Meetings held November 24, 2020 with item F.4 amended as follows:
From : Unit 8 will investigate the cost and installation of putting two electrical outlets on either side of the front entrance of the driveway. Cost not to exceed \$300.00
To: Unit 8 will investigate the cost of hiring an electrician to install two electrical outlets on either side of the front entrance of the driveway. Cost not to exceed \$300.00

SECONDED (Vice Chair/Bylaws)
CARRIED 7 OF 7

D. Acceptance of Reports

MOVED: (Treasurer) To accept the Reports of the Strata Council members as circulated.
SECONDED (WWMR)
CARRIED 7 OF 7

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

E.1. Treasurer Our insurance premium came in \$6,000 higher than anticipated. According to VISOA, strata corporations may apply Strata Property Act sec. 98(3) to pay for a sudden increase in insurance premiums from their Contingency Reserve Fund, without approval from owners, if the payment is required before there is time to convene a general meeting. The reasoning is that insurance is not only a statutory requirement but is also intended by definition to prevent the strata corporation from suffering a significant loss.

MOTION: (Treasurer) To take \$6,000 from the Contingency Reserve Fund to pay the \$6,000 difference in premium over what we budgeted.
SECONDED (Landscaping)
CARRIED 7 OF 7

E.2. Vice Chair/Bylaws Council reviewed the suggestions and changes submitted by the Bylaws committee. After deliberation, approval was given to several modifications. The Bylaws committee will now submit them to the lawyer for his review and input into the new bylaw template.

F. New Business

F.1. Chair Christmas decorations for the front entranceway.

MOTION: (Maintenance) To purchase LED lights for the front entranceway at a cost not to exceed \$155.00.

SECONDED (Vice Chair/Bylaws)

CARRIED 7 OF 7

F.2. Secretary OneDrive limitations require us to revisit our access permissions and to make the changes necessary to maintain the integrity of the files.

MOTION (Secretary) Council members will be given view access to all LLE files and edit access to their designated directories.

SECONDED (Maintenance)

CARRIED 7 of 7

G. Next meeting January 28, 2021 at 10:00 hours via zoom.

H. Adjourn 11:32

Balance Sheet - LLE - As of 2020-11-30

(in Canadian Dollars) (Cash Basis)

2020-12-05

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Account	2020-11-30 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	60,098.36
OPERATING Chq	33,869.11
UBCU Membership Shares	36.83
UBCU Money Max	13.01
UBCU RV Fund	1,237.29
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	95,459.75
Other Assets	
CRF 003 GIC **7155	11,222.63
CRF 004 GIC **7171	11,222.63
CRF 005 GIC **7205	11,222.46
CRF 006 GIC **7130	22,231.58
CRF 007 GIC **7098	11,222.36
CRF 3YR Rising Rate GIC	20,500.00
CRF 5YR GIC	10,403.28
UBCU Septic Bond RESTRICTED	52,001.05
TOTAL Other Assets	150,025.99
TOTAL ASSETS	245,485.74
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	245,485.74
TOTAL LIABILITIES & EQUITY	245,485.74

CRF report - LLE - As of 2020-12-05

(in Canadian Dollars)

2020-12-05

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Account	2020-12-05 Balance
Bank Accounts	
CRF Chequing	62,643.36
TOTAL Bank Accounts	62,643.36
Asset Accounts	
CRF 003 GIC **7155	11,222.63
CRF 004 GIC **7171	11,222.63
CRF 005 GIC **7205	11,222.46
CRF 006 GIC **7130	22,231.58
CRF 007 GIC **7098	11,222.36
CRF 3YR Rising Rate GIC	20,500.00
CRF 5YR GIC	10,403.28
TOTAL Asset Accounts	98,024.94
OVERALL TOTAL	160,668.30

Cheques written - LLE - Last month

2020-11-01 through 2020-11-30 (in Canadian Dollars) (Cash Basis)

2020-12-05

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Date	Category	Memo	Amount
EXPENSES			-8,104.00
BC Hydro			-129.00
2020-11-17	500 UTILIT...	Pre-Auth Debit STRATA PLAN VI...	-129.00
Bureau Veritas Canada (2019) Inc.			-354.23
2020-11-12	700 WWM ...	INVOICES #: VA10235555 & VA102...	-354.23
Caft Admin Fee			-53.48
2020-11-01	310 ADMIN...	CAFT Admin Fee	-53.48
Core Water Management Ltd			-656.25
2020-11-12	700 WWM ...		-656.25
Crystal Clean			-2,045.50
2020-11-28	400 MAINT...	Invoice #48456	-2,045.50
Dave Milligan			-50.00
2020-11-28	400 MAINT...	Repair door Unit #2	-50.00
Deep Bay Improvement District			-428.26
2020-11-06	500 UTILIT...	Deep Bay water	-40.53
2020-11-06	500 UTILIT...	Deep Bay water	-189.23
2020-11-06	500 UTILIT...	Deep Bay water	-198.50
Jim's Mowing			-2,746.66
2020-11-01	450 LAND...	monthly payment	-2,746.66
Oliver's Power Vac & Chimney Sweep Inc.			-1,496.25
2020-11-28	400 MAINT...	Invoice #22103	-1,496.25
Suzan Chamney			-25.27
2020-11-12	310 ADMIN...	Domain name	-25.27
Suzanne LaRoy			-22.40
2020-11-28	310 ADMIN...	Zoom Pro one month	-22.40
Ted Seaman			-66.37
2020-11-10	700 WWM ...	EB Horsman & Son invoice #126762...	-66.37
TELUS			-30.33
2020-11-02	700 WWM ...	190315034210THE OWNERS TELU...	-30.33
OVERALL TOT...			-8,104.00

Budget LLE

2020-08-01 through 2020-11-30 Using LLE 2019-20 (in Canadian Dollars)

2020-12-05

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Category	Actual	2020 August Budget	Difference	Actual
EXPENSES	4,059.59	4,660.16	600.57	5,081.02
300 CARRY FORWARD	0.00	0.00	0.00	0.00
310 ADMIN 9284	333.48	478.16	144.68	466.30
315 Bank Charges	53.48	51.50	-1.98	53.48
320 Office expenses	0.00	0.00	0.00	132.82
322 General Admin	0.00	100.00	100.00	0.00
323 Depreciation Report	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	0.00
335 Honorariums	280.00	0.00	-280.00	280.00
340 Operating Contingency	0.00	326.66	326.66	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	27.57	0.00	-27.57	0.00
405 Contractor work	0.00	0.00	0.00	0.00
410 Repairs Parts	27.57	0.00	-27.57	0.00
415 Maint. Labour	0.00	0.00	0.00	0.00
417 Mileage for maintenance	0.00	0.00	0.00	0.00
420 Gutters	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	2,746.66	2,940.00	193.34	2,865.34
451 Landscaping general	0.00	200.00	200.00	28.68
455 Groundskeeping	2,746.66	2,640.00	-106.66	2,746.66
461 Sprinkler maint. & parts	0.00	0.00	0.00	0.00
462 Sprinklers labour	0.00	100.00	100.00	50.00
463 Mileage for Irrigation	0.00	0.00	0.00	40.00
465 Irrigation other	0.00	0.00	0.00	0.00
500 UTILITIES 9220	694.78	466.00	-228.78	129.00
510 Water	565.78	337.00	-228.78	0.00
520 BC Hydro	129.00	129.00	0.00	129.00
530 Utility Trailer	0.00	0.00	0.00	0.00
700 WWM (Septic) 9220	257.10	776.00	518.90	1,620.38
701 Core Water	0.00	656.00	656.00	1,312.50
705 Core Water callouts	0.00	0.00	0.00	104.48
705 Lab Analysis	0.00	100.00	100.00	0.00
720 Collection System	205.63	0.00	-205.63	0.00
725 Treatment System	0.00	0.00	0.00	0.00
730 Disposal	21.14	0.00	-21.14	0.00
740 Communication & Control	30.33	20.00	-10.33	0.00
750 Emergency power (generator)	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	203.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00
Net Difference:	-4,059.59	-4,660.16	600.57	-5,081.02

Budget LLE

2020-08-01 through 2020-11-30 Using LLE 2019-20 (in Canadian Dollars)

2020-12-05

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Category	2020 September Budget	Difference	Actual	2020 October Budget
EXPENSES	7,255.16	2,174.14	6,550.76	6,588.16
300 CARRY FORWARD	0.00	0.00	0.00	0.00
310 ADMIN 9284	1,900.16	1,433.86	680.33	763.16
315 Bank Charges	51.50	-1.98	53.48	51.50
320 Office expenses	190.00	57.18	92.61	25.00
322 General Admin	952.00	952.00	61.55	0.00
323 Depreciation Report	0.00	0.00	0.00	0.00
330 VISOA	100.00	100.00	0.00	80.00
335 Honorariums	280.00	0.00	280.00	280.00
340 Operating Contingency	326.66	326.66	192.69	326.66
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	220.00	220.00	256.04	220.00
405 Contractor work	80.00	80.00	0.00	80.00
410 Repairs Parts	50.00	50.00	189.04	50.00
415 Maint. Labour	80.00	80.00	25.00	80.00
417 Mileage for maintenance	10.00	10.00	42.00	10.00
420 Gutters	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	2,820.00	-45.34	4,704.81	2,920.00
451 Landscaping general	0.00	-28.68	1,640.55	0.00
455 Groundskeeping	2,640.00	-106.66	2,746.66	2,640.00
461 Sprinkler maint. & parts	80.00	80.00	15.86	80.00
462 Sprinklers labour	100.00	50.00	75.00	200.00
463 Mileage for Irrigation	0.00	-40.00	29.70	0.00
465 Irrigation other	0.00	0.00	197.04	0.00
500 UTILITIES 9220	129.00	0.00	223.00	206.00
510 Water	0.00	0.00	0.00	0.00
520 BC Hydro	129.00	0.00	129.00	129.00
530 Utility Trailer	0.00	0.00	94.00	77.00
700 WWM (Septic) 9220	2,186.00	565.62	686.58	2,479.00
701 Core Water	656.00	-656.50	656.25	656.00
705 Core Water callouts	0.00	-104.48	0.00	0.00
705 Lab Analysis	350.00	350.00	0.00	100.00
720 Collection System	750.00	750.00	0.00	0.00
725 Treatment System	0.00	0.00	0.00	0.00
730 Disposal	200.00	200.00	0.00	0.00
740 Communication & Control	20.00	20.00	30.33	1,520.00
750 Emergency power (generator)	210.00	210.00	0.00	0.00
760 Ministry of Environment	0.00	-203.40	0.00	203.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00
Net Difference:	-7,255.16	2,174.14	-6,550.76	-6,588.16

Budget LLE

2020-08-01 through 2020-11-30 Using LLE 2019-20 (in Canadian Dollars)

2020-12-05

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Category	Difference	Actual	2020 November Budget	Difference
EXPENSES	37.40	8,104.00	5,020.16	-3,083.84
300 CARRY FORWARD	0.00	0.00	0.00	0.00
310 ADMIN 9284	82.83	101.15	838.16	737.01
315 Bank Charges	-1.98	53.48	51.50	-1.98
320 Office expenses	-67.61	25.27	100.00	74.73
322 General Admin	-61.55	22.40	0.00	-22.40
323 Depreciation Report	0.00	0.00	0.00	0.00
330 VISOA	80.00	0.00	80.00	80.00
335 Honorariums	0.00	0.00	280.00	280.00
340 Operating Contingency	133.97	0.00	326.66	326.66
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	-36.04	3,591.75	210.00	-3,381.75
405 Contractor work	80.00	1,496.25	80.00	-1,416.25
410 Repairs Parts	-139.04	0.00	50.00	50.00
415 Maint. Labour	55.00	50.00	80.00	30.00
417 Mileage for maintenance	-32.00	0.00	0.00	0.00
420 Gutters	0.00	2,045.50	0.00	-2,045.50
425 Snow Removal	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	-1,784.81	2,746.66	2,720.00	-26.66
451 Landscaping general	-1,640.55	0.00	0.00	0.00
455 Groundskeeping	-106.66	2,746.66	2,640.00	-106.66
461 Sprinkler maint. & parts	64.14	0.00	80.00	80.00
462 Sprinklers labour	125.00	0.00	0.00	0.00
463 Mileage for Irrigation	-29.70	0.00	0.00	0.00
465 Irrigation other	-197.04	0.00	0.00	0.00
500 UTILITIES 9220	-17.00	557.26	466.00	-91.26
510 Water	0.00	428.26	337.00	-91.26
520 BC Hydro	0.00	129.00	129.00	0.00
530 Utility Trailer	-17.00	0.00	0.00	0.00
700 WWM (Septic) 9220	1,792.42	1,107.18	786.00	-321.18
701 Core Water	-0.25	656.25	656.00	-0.25
705 Core Water callouts	0.00	0.00	0.00	0.00
705 Lab Analysis	100.00	354.23	100.00	-254.23
720 Collection System	0.00	66.37	0.00	-66.37
725 Treatment System	0.00	0.00	0.00	0.00
730 Disposal	0.00	0.00	0.00	0.00
740 Communication & Control	1,489.67	30.33	30.00	-0.33
750 Emergency power (generator)	0.00	0.00	0.00	0.00
760 Ministry of Environment	203.00	0.00	0.00	0.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00
Net Difference:	37.40	-8,104.00	-5,020.16	-3,083.84

Budget LLE

2020-08-01 through 2020-11-30 Using LLE 2019-20 (in Canadian Dollars)

2020-12-05

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Category	2020-08-01 Actual	- Budget	2020-11-30 Difference
EXPENSES	23,795.37	23,523.64	-271.73
300 CARRY FORWARD	0.00	0.00	0.00
310 ADMIN 9284	1,581.26	3,979.64	2,398.38
315 Bank Charges	213.92	206.00	-7.92
320 Office expenses	250.70	315.00	64.30
322 General Admin	83.95	1,052.00	968.05
323 Depreciation Report	0.00	0.00	0.00
330 VISOA	0.00	260.00	260.00
335 Honorariums	840.00	840.00	0.00
340 Operating Contingency	192.69	1,306.64	1,113.95
350 INSURANCE 8690	0.00	0.00	0.00
400 MAINTENANCE 8960	3,875.36	650.00	-3,225.36
405 Contractor work	1,496.25	240.00	-1,256.25
410 Repairs Parts	216.61	150.00	-66.61
415 Maint. Labour	75.00	240.00	165.00
417 Mileage for maintenance	42.00	20.00	-22.00
420 Gutters	2,045.50	0.00	-2,045.50
425 Snow Removal	0.00	0.00	0.00
450 LANDSCAPING 8960	13,063.47	11,400.00	-1,663.47
451 Landscaping general	1,669.23	200.00	-1,469.23
455 Groundskeeping	10,986.64	10,560.00	-426.64
461 Sprinkler maint. & parts	15.86	240.00	224.14
462 Sprinklers labour	125.00	400.00	275.00
463 Mileage for Irrigation	69.70	0.00	-69.70
465 Irrigation other	197.04	0.00	-197.04
500 UTILITIES 9220	1,604.04	1,267.00	-337.04
510 Water	994.04	674.00	-320.04
520 BC Hydro	516.00	516.00	0.00
530 Utility Trailer	94.00	77.00	-17.00
700 WWM (Septic) 9220	3,671.24	6,227.00	2,555.76
701 Core Water	2,625.00	2,624.00	-1.00
705 Core Water callouts	104.48	0.00	-104.48
705 Lab Analysis	354.23	650.00	295.77
720 Collection System	272.00	750.00	478.00
725 Treatment System	0.00	0.00	0.00
730 Disposal	21.14	200.00	178.86
740 Communication & Control	90.99	1,590.00	1,499.01
750 Emergency power (generator)	0.00	210.00	210.00
760 Ministry of Environment	203.40	203.00	-0.40
765 EOCP (every three years)	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00
Net Difference:	-23,795.37	-23,523.64	-271.73

LIGHTHOUSE LANDING ESTATES VIS 5801

Strata Reports

December 7, 2020

Chair

- Response to hot water tank replacement project

Vice Chair

- Nothing to report

Secretary

- Security of our OneDrive vs the ability to search LLE digital files (attached)

Treasurer

- Following the last meeting I confirmed our purchase of Strata Insurance with our broker with the higher All Perils (AOL) deductible. And I confirmed that the additional coverage to lower the glass deductible to \$100 was only for accidental breakage, so we declined that. I also asked about the cost savings of \$1210 for the strata to raise the AOL deductible to \$10,000 vs the cost to individual homeowners to raise their Condo Deductible Assessment coverage from \$5,000 to \$10,000 times 30 units. The response is: Most condo policies include \$25,000 of loss assessment, but the individual unit owners should check with their own insurer.

Maintenance

- Dryer vents were cleaned by Oliver's on Nov 18th.
- Gutters were cleaned by Crystal Clean on Nov 23/24.
- Moss treatment was completed on Units 15 – 18 by ShackMaster Homes on Dec 2.
- Painting has been set for the spring/summer of 2021 with Robert Zeman of Definitive Finishing Painting.
- The two electrical receptacles requested for the front entrance have been installed. They become operational at dusk when the street lights come on.

Landscape Report

- Best Turf (Dan's new business name instead of Jim's Mowing) and LLE signed the 2021-2025 contract for landscaping and gardening [on December 9, 2020](#).

Waste Water Management

- Last clearing of leaves on the gravel filter is done.
- Unit 14 has asked to be taken off the septic telephone alarm system due medical issues. Unit 29 has volunteered to take his place.
No operational
- problems at this time.

Security of our OneDrive vs the ability to search LLE digital files:

All LLE digital files are stored on our Microsoft OneDrive (in the cloud). As Secretary, responsibility for the maintenance, administration and security of LLE files on OneDrive was given to me when I took over the position. Recently issues regarding the security of these files have come to light and should be discussed by Council as a whole.

Currently we subscribe to OneDrive for 100GB of storage only (for \$2/month). As the administrator I have full access to the files and the ability to grant other users either view access or edit access. Council members have been given read access to all files and edit access on the folders pertaining to their council position.

One of the downsides of this storage system is that only users with edit access have access to the search function. The OneDrive system should work the same as any file system, but OneDrive has a glitch, actually a few glitches. Recently a Council member wanted the ability to search ALL the OneDrive files, not just the ones in her portfolio, which I gave her. In an effort to solve the search problem without granting full edit access to all the LLE files I pursued a number of avenues listed below.

First let me say that our treasurer (my backup in case something happens to me) and I have spent many, many, many hours, often half a day trying to troubleshoot and find a solution to these problems. Here is a list and actions taken to date.

1. OneDrive does not allow users with read only access to use the search function. The treasurer and I tried different scenarios that should work but could not find a safe solution. I also asked Microsoft support for help and this is their answer:
"Kindly note that search option might not work as expected. We are aware and working on it to fix things up but when it may be, I cannot tell."

The only solution is to give edit access to the user who wants the search function. The issue is that edit access includes the ability to edit, move and/or delete files and that means that the Secretary, who is responsible for the files, loses control over them when council members (or others) have full edit access. Not for one minute am I saying that anyone would delete anything on purpose, but accidents do happen.

2. Another problem occurs when I give a user read access to all LLE directories and files, and then the user needs edit access to one file. When I give the user edit access to that file the program automatically changes their view access to edit access in ALL directories and files. Again, the user now has the ability to delete anything and everything. The treasurer and I have tested the access limits numerous times with the same results.

If I set up the users with view access to all directories individually, and there are 126 directories, and then edit access to their designated directory and do not subsequently change any access rights, everything works. But when changes are made from view access file to edit, it changes all items to edit. Again, we ran numerous tests on this.

3. Item #2 seems to only be with users that I already have given access to. If the person who has edit access to a directory adds a person who does not currently have access it works fine. Users with edit access to any or all of the directories, also have the ability to share those directories (giving edit rights) with anyone with an email address—and the program does not give notice to the administrator. Any owner has the right to view the LLE files, but allowing them to edit or delete our files is another matter. Again, a security issue.
4. The last set of tests were run with a version of OneDrive that comes with Microsoft Office 365 Family subscription as we each have our own versions of the Office 365. When I was talking to Microsoft they suggested this program but when we tested it the results were the same as with our current version. You cannot search without edit privileges.

These files are LLE's current and history files on disc and must be protected. Many people have worked to get the files on the OneDrive and their security and safekeeping is important. I have been concerned about the files since I have allowed other users edit access to all LLE files, rather than just each member having edit access to their directory alone. I am not comfortable being the person who is responsible for the files under these conditions.

I can see a choice of two solutions to this problem.

1. We give edit access to everyone and let the chips fall where they may, and no one, including me, is responsible for the files.
2. We give each person view access to all files and edit access to their designated directory. This option secures the files but does not include the ability to search.