

MINUTES REGULAR STRATA COUNCIL MEETING

2021-04-16 via Zoom



Participants: Larry H., Chair; Suzan C., Treasurer; Tannis M.C., Secretary; Hugh J., WWMR; Suzanne L. Vice-Chair/Bylaws; Violet V., Landscaping Officer; Bob M., Maintenance Officer (joined meeting at 10:12)

A. Meeting called to order by the Chair at 10:02

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting April 16, 2021 as circulated.

SECONDED (WWMR)

CARRIED 6 OF 6

C. Approval of Minutes

MOTION: (Landscaping) To adopt the Minutes of Strata Council Meeting held March 11, 2021 as circulated.

SECONDED (Treasurer)

CARRIED 6 OF 6

D. Unfinished Business

E.1. (Chair) WWMR sourced a memorial bench to be installed in memory of the LLE residents who have passed. The bench, or one similar, from [Recycled Plastic Bench with Back - 6', Cedar H-2888C - Uline](#) will be installed on a cement pad and located in front of the fence at the end of our main entrance way. Council is investigating this as a budget item to be added to the 2020-2021 budget.

E.2. (Vice Chair/Bylaws) The committee has had several meetings and have replied to our lawyer's initial draft of the bylaws. Due to the length of time that the process is taking it is unlikely that the new Bylaws will be ready for the 2021-2022 AGM. Instead, Special General Meetings (SGM) will be called to present the bylaws to owners.

It is anticipated that the following process will take place:

- Owners will receive the revised Bylaws package for review. The package will include highlighting of items that have been removed, added and revised, along with explanations.
- Approximately one month after the packages have been circulated the first SGM will be held with our lawyer in attendance so that all questions and concerns can be addressed.
- Revisions will be made, and a second draft will be circulated to the owners.
- Once any further questions and concerns have been addressed, a second SGM will be held for the final vote.

E. New Business

F.1. (Secretary) Confirmation and ratification of a vote held by email.

MOTION: To approve Unit 8's Indemnity and Alteration request for the installation of a rain chain originating at the eavestrough at the front corner of the unit and ending in a decorative half oak barrel at ground.

Moved (Secretary) To approve Unit #8 Indemnity and Alteration agreement request

Seconded (Chair)

Carried 6 of 7 Abstained 1

F.2. (Treasurer) Everything is running smoothly; March Financials are attached. Budget information will be sent out to council members in the next month to start the budget process for 2021-2022 fiscal year.

F.3. (Maintenance) Purchase of replacement door windows. Council has reviewed the request from Unit 30 to replace their defective front door window. Council will replace the window with the current VIS5801 standard replacement window, however, if the owner wishes a custom window then the owner must submit an Indemnity and Alteration Request to the council.

F.4. (Landscaping) An automatic water system will be installed to water the new hedge behind Unit #15. Landscaping will coordinate the addition of all plants being added to Common Property. If owners have any plants they wish to donate to the Strata, please contact Landscaping.

F. Next meeting May 13, 2021 via Zoom at 10:00 hours.

G. Adjourn 11:32 hours.

Balance Sheet - LLE - As of 2021-03-31

(in Canadian Dollars) (Cash Basis)

2021-04-15

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Account	2021-03-31 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	68,426.14
OPERATING Chq	23,877.78
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	93,796.20
Other Assets	
CRF 003 GIC **7155	0.00
CRF 004 GIC **7171	0.00
CRF 005 GIC **7205	0.00
CRF 006 GIC **7130	22,715.24
CRF 007 GIC **7098	0.00
CRF 008 GIC **8417	45,794.54
CRF 3YR Rising Rate GIC	21,219.47
CRF 5YR GIC	10,403.28
UBCU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	150,132.53
TOTAL ASSETS	243,928.73
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	243,928.73
TOTAL LIABILITIES & EQUITY	243,928.73

CRF report - LLE - As of 2021-04-15

(in Canadian Dollars)

2021-04-15

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Account	2021-04-15 Balance
Bank Accounts	
CRF Chequing	70,971.14
TOTAL Bank Accounts	70,971.14
Asset Accounts	
CRF 003 GIC **7155	0.00
CRF 004 GIC **7171	0.00
CRF 005 GIC **7205	0.00
CRF 006 GIC **7130	22,715.24
CRF 007 GIC **7098	0.00
CRF 008 GIC **8417	45,794.54
CRF 3YR Rising Rate GIC	21,219.47
CRF 5YR GIC	10,403.28
TOTAL Asset Accounts	100,132.53
OVERALL TOTAL	171,103.67

Cheques written - LLE - Last month

2021-03-01 through 2021-03-31 (in Canadian Dollars) (Cash Basis)

2021-04-15

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Date	Category	Memo	Amount
EXPENSES			-4,237.89
Best Turf Lawn & Garden			-2,829.05
2021-03-01	450 LANDSCAPING 8960:455 Gro...	monthly payment	-2,829.05
Bowser Builders' Supply Ltd			-20.84
2021-03-24	400 MAINTENANCE 8960:410 Rep...	Account LL53	-20.84
Bureau Veritas Canada (2019) Inc.			-107.52
2021-03-03	700 WWM (Septic) 9220:705 Lab A...	INVOICES #: VA10306294	-107.52
Caft Admin Fee			-53.48
2021-03-01	310 ADMIN 9284:315 Bank Charges	CAFT Admin Fee	-53.48
Core Water Management Ltd			-763.77
2021-03-03	--Split--	Invoice #1770	-763.77
Pre Auth Strata			-136.00
2021-03-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLA...	-136.00
Service Charge			-1.50
2021-03-24	310 ADMIN 9284:315 Bank Charges	Service Charge	-1.50
Tannis McKinnon Charest			-62.23
2021-03-24	310 ADMIN 9284:320 Office expen...	One Drive	-62.23
TELUS			-68.50
2021-03-03	700 WWM (Septic) 9220:740 Com...	Pre-Auth Debit THE OWNER...	-30.33
2021-03-31	700 WWM (Septic) 9220:740 Com...	Pre-Auth Debit THE OWNER...	-38.17
Vancouver Island Strata Owners Association			-195.00
2021-03-24	310 ADMIN 9284:330 VISOA	Annual dues	-195.00
OVERALL TOT...			-4,237.89

Budget LLE

2020-08-01 through 2021-03-31 Using LLE 2020- 21 (in Canadian Dollars)

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Category	Actual	2020 August Budget	Difference	Actual	2020 September Budget	Difference	Actual	2020 October Budget
EXPENSES	4,059.59	6,831.66	2,772.07	5,081.02	9,944.66	4,863.64	6,575.76	5,720.66
310 ADMIN 9284	333.48	335.00	1.52	466.30	535.00	68.70	680.33	610.00
315 Bank Charges	53.48	55.00	1.52	53.48	55.00	1.52	53.48	55.00
320 Office expenses	0.00	0.00	0.00	132.82	100.00	-32.82	92.61	175.00
322 General Admin	0.00	0.00	0.00	0.00	100.00	100.00	61.55	100.00
323 Depreciation Report	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	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
340 Operating Contingency	0.00	0.00	0.00	0.00	0.00	0.00	192.69	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	27.57	187.00	159.43	0.00	187.00	187.00	281.04	187.00
405 Contractor work	0.00	50.00	50.00	0.00	50.00	50.00	0.00	50.00
410 Repairs Parts	27.57	90.00	62.43	0.00	90.00	90.00	189.04	90.00
415 Maint. Labour	0.00	42.00	42.00	0.00	42.00	42.00	25.00	42.00
417 Mileage for maintenance	0.00	5.00	5.00	0.00	5.00	5.00	42.00	5.00
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
430 Maintenance - other	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00
450 LANDSCAPING 8960	2,746.66	2,986.66	240.00	2,865.34	5,986.66	3,121.32	4,704.81	3,646.66
451 Landscaping general	0.00	0.00	0.00	28.68	3,000.00	2,971.32	1,640.55	800.00
455 Groundskeeping	2,746.66	2,746.66	0.00	2,746.66	2,746.66	0.00	2,746.66	2,746.66
461 Sprinkler maint. & parts	0.00	100.00	100.00	0.00	100.00	100.00	15.86	100.00
462 Sprinklers labour	0.00	100.00	100.00	50.00	100.00	50.00	75.00	0.00
463 Mileage for Irrigation	0.00	40.00	40.00	40.00	40.00	0.00	29.70	0.00
500 UTILITIES 9220	694.78	466.00	-228.78	129.00	129.00	0.00	223.00	217.00
510 Water	565.78	337.00	-228.78	0.00	0.00	0.00	0.00	0.00
520 BC Hydro	129.00	129.00	0.00	129.00	129.00	0.00	129.00	129.00
530 Utility Trailer	0.00	0.00	0.00	0.00	0.00	0.00	94.00	88.00
700 WWM (Septic) 9220	257.10	2,857.00	2,599.90	1,620.38	3,107.00	1,486.62	686.58	1,060.00
701 Core Water	0.00	656.00	656.00	1,312.50	656.00	-656.50	656.25	656.00
705 Core Water callouts	0.00	65.00	65.00	104.48	65.00	-39.48	0.00	65.00
705 Lab Analysis	0.00	105.00	105.00	0.00	355.00	355.00	0.00	105.00
720 Collection System	205.63	500.00	294.37	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	21.14	0.00	-21.14	0.00	1,040.00	1,040.00	0.00	0.00
740 Communication & Control	30.33	31.00	0.67	0.00	31.00	31.00	30.33	31.00
750 Emergency power (generator)	0.00	0.00	0.00	0.00	210.00	210.00	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
780 WWTP Contingency	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-4,059.59	-6,831.66	2,772.07	-5,081.02	-9,944.66	4,863.64	-6,575.76	-5,720.66

Budget LLE

2020-08-01 through 2021-03-31 Using LLE 2020- 21 (in Canadian Dollars)

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Category	Difference	2020 November		Difference	2020 December		Difference	Actual
		Actual	Budget		Actual	Budget		
EXPENSES	-855.10	8,384.00	9,124.66	740.66	32,984.25	48,879.66	15,895.41	4,202.77
310 ADMIN 9284	-70.33	381.15	2,660.00	2,278.85	438.00	22,335.00	21,897.00	539.47
315 Bank Charges	1.52	53.48	55.00	1.52	54.98	55.00	0.02	54.98
320 Office expenses	82.39	25.27	25.00	-0.27	0.00	0.00	0.00	0.00
322 General Admin	38.45	22.40	2,000.00	1,977.60	103.02	0.00	-103.02	204.49
323 Depreciation Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	300.00	300.00	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
340 Operating Contingency	-192.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00	27,080.00	22,000.00	-5,080.00	0.00
400 MAINTENANCE 8960	-94.04	3,591.75	2,395.00	-1,196.75	866.68	187.00	-679.68	0.00
405 Contractor work	50.00	1,496.25	50.00	-1,446.25	701.40	50.00	-651.40	0.00
410 Repairs Parts	-99.04	0.00	90.00	90.00	115.28	90.00	-25.28	0.00
415 Maint. Labour	17.00	50.00	42.00	-8.00	50.00	42.00	-8.00	0.00
417 Mileage for maintenance	-37.00	0.00	5.00	5.00	0.00	5.00	5.00	0.00
420 Gutters	0.00	2,045.50	2,208.00	162.50	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
430 Maintenance - other	-25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	-1,058.15	2,746.66	2,746.66	0.00	2,746.66	2,746.66	0.00	2,829.05
451 Landscaping general	-840.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455 Groundskeeping	0.00	2,746.66	2,746.66	0.00	2,746.66	2,746.66	0.00	2,829.05
461 Sprinkler maint. & parts	84.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
462 Sprinklers labour	-75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
463 Mileage for Irrigation	-29.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500 UTILITIES 9220	-6.00	557.26	466.00	-91.26	136.00	129.00	-7.00	136.00
510 Water	0.00	428.26	337.00	-91.26	0.00	0.00	0.00	0.00
520 BC Hydro	0.00	129.00	129.00	0.00	136.00	129.00	-7.00	136.00
530 Utility Trailer	-6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 WWM (Septic) 9220	373.42	1,107.18	857.00	-250.18	1,716.91	1,482.00	-234.91	698.25
701 Core Water	-0.25	656.25	656.00	-0.25	656.25	656.00	-0.25	656.25
705 Core Water callouts	65.00	0.00	65.00	65.00	0.00	65.00	65.00	42.00
705 Lab Analysis	105.00	354.23	105.00	-249.23	0.00	355.00	355.00	0.00
720 Collection System	0.00	66.37	0.00	-66.37	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	0.67	30.33	31.00	0.67	60.66	31.00	-29.66	0.00
750 Emergency power (generator)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
760 Ministry of Environment	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	1,000.00	375.00	-625.00	0.00
780 WWTP Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-855.10	-8,384.00	-9,124.66	740.66	-32,984.25	-48,879.66	15,895.41	-4,202.77

Budget LLE

2020-08-01 through 2021-03-31 Using LLE 2020- 21 (in Canadian Dollars)

2021-04-15

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Category	2021 January Budget	Difference	Actual	2021 February Budget	Difference	Actual	2021 March Budget	Difference
EXPENSES	5,184.66	981.89	4,685.99	6,201.66	1,515.67	4,517.89	4,449.66	-68.23
310 ADMIN 9284	335.00	-204.47	475.89	1,235.00	759.11	592.21	530.00	-62.21
315 Bank Charges	55.00	0.02	56.48	55.00	-1.48	54.98	55.00	0.02
320 Office expenses	0.00	0.00	0.00	0.00	0.00	62.23	0.00	-62.23
322 General Admin	0.00	-204.49	139.41	900.00	760.59	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
330 VISOA	0.00	0.00	0.00	0.00	0.00	195.00	195.00	0.00
335 Honorariums	280.00	0.00	280.00	280.00	0.00	280.00	280.00	0.00
340 Operating Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	1,117.00	1,117.00	0.00	1,117.00	1,117.00	20.84	187.00	166.16
405 Contractor work	50.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00
410 Repairs Parts	90.00	90.00	0.00	90.00	90.00	20.84	90.00	69.16
415 Maint. Labour	42.00	42.00	0.00	42.00	42.00	0.00	42.00	42.00
417 Mileage for maintenance	5.00	5.00	0.00	5.00	5.00	0.00	5.00	5.00
420 Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425 Snow Removal	930.00	930.00	0.00	930.00	930.00	0.00	0.00	0.00
430 Maintenance - other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	2,746.66	-82.39	2,829.05	2,746.66	-82.39	2,829.05	2,746.66	-82.39
451 Landscaping general	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455 Groundskeeping	2,746.66	-82.39	2,829.05	2,746.66	-82.39	2,829.05	2,746.66	-82.39
461 Sprinkler maint. & parts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
500 UTILITIES 9220	129.00	-7.00	247.48	246.00	-1.48	136.00	129.00	-7.00
510 Water	0.00	0.00	117.00	117.00	0.00	0.00	0.00	0.00
520 BC Hydro	129.00	-7.00	130.48	129.00	-1.48	136.00	129.00	-7.00
530 Utility Trailer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 WWM (Septic) 9220	857.00	158.75	1,133.57	857.00	-276.57	939.79	857.00	-82.79
701 Core Water	656.00	-0.25	656.25	656.00	-0.25	656.25	656.00	-0.25
705 Core Water callouts	65.00	23.00	446.99	65.00	-381.99	107.52	65.00	-42.52
705 Lab Analysis	105.00	105.00	0.00	105.00	105.00	107.52	105.00	-2.52
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	31.00	31.00	30.33	31.00	0.67	68.50	31.00	-37.50
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
780 WWTP Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Difference:	-5,184.66	981.89	-4,685.99	-6,201.66	1,515.67	-4,517.89	-4,449.66	-68.23

Budget LLE

2020-08-01 through 2021-03-31 Using LLE 2020- 21 (in Canadian Dollars)

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Category	2020-08-01 Actual	- Budget	2021-03-31 Difference
EXPENSES	70,491.27	96,337.28	25,846.01
310 ADMIN 9284	3,906.83	28,575.00	24,668.17
315 Bank Charges	435.34	440.00	4.66
320 Office expenses	312.93	300.00	-12.93
322 General Admin	530.87	3,100.00	2,569.13
323 Depreciation Report	0.00	0.00	0.00
330 VISOA	195.00	495.00	300.00
335 Honorariums	2,240.00	2,240.00	0.00
340 Operating Contingency	192.69	0.00	-192.69
350 INSURANCE 8690	27,080.00	22,000.00	-5,080.00
400 MAINTENANCE 8960	4,787.88	5,564.00	776.12
405 Contractor work	2,197.65	400.00	-1,797.65
410 Repairs Parts	352.73	720.00	367.27
415 Maint. Labour	125.00	336.00	211.00
417 Mileage for maintenance	42.00	40.00	-2.00
420 Gutters	2,045.50	2,208.00	162.50
425 Snow Removal	0.00	1,860.00	1,860.00
430 Maintenance - other	25.00	0.00	-25.00
450 LANDSCAPING 8960	24,297.28	26,353.28	2,056.00
451 Landscaping general	1,669.23	3,800.00	2,130.77
455 Groundskeeping	22,220.45	21,973.28	-247.17
461 Sprinkler maint. & parts	15.86	300.00	284.14
462 Sprinklers labour	125.00	200.00	75.00
463 Mileage for Irrigation	69.70	80.00	10.30
500 UTILITIES 9220	2,259.52	1,911.00	-348.52
510 Water	1,111.04	791.00	-320.04
520 BC Hydro	1,054.48	1,032.00	-22.48
530 Utility Trailer	94.00	88.00	-6.00
700 WWM (Septic) 9220	8,159.76	11,934.00	3,774.24
701 Core Water	5,250.00	5,248.00	-2.00
705 Core Water callouts	700.99	520.00	-180.99
705 Lab Analysis	461.75	1,340.00	878.25
720 Collection System	272.00	1,250.00	978.00
725 Treatment System	0.00	0.00	0.00
730 Disposal	21.14	1,040.00	1,018.86
740 Communication & Control	250.48	248.00	-2.48
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	1,000.00	375.00	-625.00
780 WWTP Contingency	0.00	1,500.00	1,500.00
800 CRF Disbursements 8961	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00
Net Difference:	-70,491.27	-96,337.28	25,846.01



Your Project #: LIGHTHOUSE LANDING
Your C.O.C. #: G144745

Attention: James McKerr

The Owners, VIS 5801, Lighthouse Landing Estates
PO Box 87
Bowser, BC
Canada V0R 1G0

Report Date: 2021/03/30
Report #: R3003611
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BV LABS JOB #: C118589

Received: 2021/03/23, 12:35

Sample Matrix: Water
Samples Received: 3

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Biochemical Oxygen Demand (1)	1	2021/03/25	2021/03/30	BBY6SOP-00045	SM 23 5210 B m
Fecal Coliform by membrane filtration (1)	2	N/A	2021/03/24	BBY4SOP-00001	SM 23 9222 m
Nitrate + Nitrite (N) (1)	2	N/A	2021/03/24	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrite (N) by CFA (1)	2	N/A	2021/03/24	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrogen - Nitrate (as N) (1)	2	N/A	2021/03/24	BBY WI-00033	Auto Calc
Total Phosphorus (2)	2	2021/03/26	2021/03/26	AB SOP-00024	SM 23 4500-P A,B,F m
Total Suspended Solids (NFR) (1)	1	2021/03/26	2021/03/29	BBY6SOP-00034	SM 23 2540 D m

Remarks:

Bureau Veritas is accredited to ISO/IEC 17025 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Bureau Veritas are based upon recognized Provincial, Federal or US method compendia such as CCME, MELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Bureau Veritas' profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Bureau Veritas in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected. Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

Bureau Veritas liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Bureau Veritas has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Bureau Veritas, unless otherwise agreed in writing. Bureau Veritas is not responsible for the accuracy or any data impacts, that result from the information provided by the customer or their agent.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested. When sampling is not conducted by Bureau Veritas, results relate to the supplied samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by BV Labs Vancouver

(2) This test was performed by BV Labs Calgary Environmental



Your Project #: LIGHTHOUSE LANDING
Your C.O.C. #: G144745

Attention: James McKerr

The Owners, VIS 5801, Lighthouse Landing Estates
PO Box 87
Bowser, BC
Canada V0R 1G0

Report Date: 2021/03/30
Report #: R3003611
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BV LABS JOB #: C118589

Received: 2021/03/23, 12:35

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.
Customer Solutions, Western Canada Customer Experience Team
Email: customersolutionswest@bureauveritas.com
Phone# (833) 282-5227

=====

This report has been generated and distributed using a secure automated process.

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RESULTS OF CHEMICAL ANALYSES OF WATER

BV Labs ID		ZN2068			ZN2069		ZN2070		
Sampling Date		2021/03/23 09:15			2021/03/23 09:30		2021/03/23 09:40		
COC Number		G144745			G144745		G144745		
	UNITS	EFFLUENT	RDL	QC Batch	DRAIN WELL A	RDL	CURTAIN DRAIN B	RDL	QC Batch
ANIONS									
Nitrite (N)	mg/L				<0.0050	0.0050	<0.0050	0.0050	A186790
Calculated Parameters									
Nitrate (N)	mg/L				0.736	0.020	6.06	0.20	A185545
Demand Parameters									
Biochemical Oxygen Demand	mg/L	6.4	2.0	A187796					
Misc. Inorganics									
Total Suspended Solids	mg/L	5.2	1.0	A188346					
Nutrients									
Total Phosphorus (P)	mg/L				0.033	0.0030	0.035	0.0030	A188042
Nitrate plus Nitrite (N)	mg/L				0.736	0.020	6.06 (1)	0.20	A186785
RDL = Reportable Detection Limit									
(1) Detection limits raised due to dilution to bring analyte within the calibrated range.									



BUREAU
VERITAS

BV Labs Job #: C118589
Report Date: 2021/03/30

The Owners, VIS 5801, Lighthouse Landing Estates
Client Project #: LIGHTHOUSE LANDING

MICROBIOLOGY (WATER)

BV Labs ID		ZN2069	ZN2070		
Sampling Date		2021/03/23 09:30	2021/03/23 09:40		
COC Number		G144745	G144745		
	UNITS	DRAIN WELL A	CURTAIN DRAIN B	RDL	QC Batch
Microbiological Param.					
Fecal Coliforms	CFU/100mL	3500	1	1	A186800
RDL = Reportable Detection Limit					



BUREAU
VERITAS

BV Labs Job #: C118589

Report Date: 2021/03/30

The Owners, VIS 5801, Lighthouse Landing Estates

Client Project #: LIGHTHOUSE LANDING

GENERAL COMMENTS

Results relate only to the items tested.



QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
A186785	TSO	Matrix Spike [ZN2070-01]	Nitrate plus Nitrite (N)	2021/03/24		NC	%	80 - 120
A186785	TSO	Spiked Blank	Nitrate plus Nitrite (N)	2021/03/24		106	%	80 - 120
A186785	TSO	Method Blank	Nitrate plus Nitrite (N)	2021/03/24	<0.020		mg/L	
A186785	TSO	RPD [ZN2070-01]	Nitrate plus Nitrite (N)	2021/03/24	0.37		%	25
A186790	TSO	Matrix Spike [ZN2070-01]	Nitrite (N)	2021/03/24		92	%	80 - 120
A186790	TSO	Spiked Blank	Nitrite (N)	2021/03/24		100	%	80 - 120
A186790	TSO	Method Blank	Nitrite (N)	2021/03/24	<0.0050		mg/L	
A186790	TSO	RPD [ZN2070-01]	Nitrite (N)	2021/03/24	NC		%	20
A187796	IC4	Spiked Blank	Biochemical Oxygen Demand	2021/03/30		100	%	85 - 115
A187796	IC4	Method Blank	Biochemical Oxygen Demand	2021/03/30	<2.0		mg/L	
A187796	IC4	RPD	Biochemical Oxygen Demand	2021/03/30	13		%	20
A188042	FM0	Matrix Spike	Total Phosphorus (P)	2021/03/26		103	%	80 - 120
A188042	FM0	QC Standard	Total Phosphorus (P)	2021/03/26		80	%	80 - 120
A188042	FM0	Spiked Blank	Total Phosphorus (P)	2021/03/26		97	%	80 - 120
A188042	FM0	Method Blank	Total Phosphorus (P)	2021/03/26	<0.0030		mg/L	
A188042	FM0	RPD	Total Phosphorus (P)	2021/03/26	NC		%	20
A188346	WZ1	Matrix Spike	Total Suspended Solids	2021/03/29		103	%	80 - 120
A188346	WZ1	Spiked Blank	Total Suspended Solids	2021/03/29		100	%	80 - 120
A188346	WZ1	Method Blank	Total Suspended Solids	2021/03/29	<1.0		mg/L	
A188346	WZ1	RPD	Total Suspended Solids	2021/03/29	NC		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

QC Standard: A sample of known concentration prepared by an external agency under stringent conditions. Used as an independent check of method accuracy.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference $\leq 2 \times \text{RDL}$).



BUREAU
VERITAS

BV Labs Job #: C118589
Report Date: 2021/03/30

The Owners, VIS 5801, Lighthouse Landing Estates
Client Project #: LIGHTHOUSE LANDING

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).

David Huang, M.Sc., P.Chem., QP, Scientific Services Manager

Ghayasuddin Khan, M.Sc., P.Chem., QP, Scientific Specialist, Inorganics

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CHAIN OF CUSTODY RECORD

Page 1 of 1

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround Time (TAT) Required																																					
Company: The Owners V155801		Company: Core Water Mgmt		Quotation: _____		☒ 5 - 7 Days Regular (Most analyses)																																					
Contact Name: Ted Seaman		Contact Name: James McKerr		P.O. #/AFR: _____		PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS																																					
Address: 5300 Gainsberg Rd		Address: 2352 South Lake Rd		Project #: Lighthouse Landing		Rush TAT (Surcharges will be applied)																																					
Phone/Fax: _____		Phone/Fax: 604-849-2159		Site Location: _____		☐ Same Day ☐ 2 Days																																					
Email: camcile.v155801.ca		Email: james@corewater.ca		Site #: _____		☐ 1 Day ☐ 3-4 Days																																					
Copies: emmentee161@gmail.com		Copies: emmentee161@gmail.com		Sampled By: _____		Date Required: _____																																					
Laboratory Use Only		Analysis Requested		Regulatory Criteria		Special Instructions																																					
<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> <th>Coupler ID</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Coupler ID																																		Depot Reception Burnaby Veritas RECEIVED IN COURTENAY MAR 23 2021 12:35 Temp: 11 / 11 / 11 ON ICE		☐ BC CSR ☐ YK CSR ☐ CCME ☐ Drinking Water ☐ BC Water Quality ☐ Other _____		Special Instructions	
YES	NO	Coupler ID																																									
Sample Identification		Date Sampled (yyyy/mm/dd)		Time Sampled (hh:mm)		Matrix																																					
1. Effluent		2021/03/23		9:15		WW																																					
2. Drain Well A		2021/03/23		9:30		WW																																					
3. Curtain Drain B		2021/03/23		9:40		WW																																					
4. _____		_____		_____		_____																																					
5. _____		_____		_____		_____																																					
6. _____		_____		_____		_____																																					
7. _____		_____		_____		_____																																					
8. _____		_____		_____		_____																																					
9. _____		_____		_____		_____																																					
10. _____		_____		_____		_____																																					
Relinquished by: (Signature/Print) Adam		Date (yyyy/mm/dd) 2021/03/23		Time (hh:mm) 12:35		Received by: (Signature/Print) James McKerr																																					
Date (yyyy/mm/dd) 2021/03/23		Time (hh:mm) 12:35		Date (yyyy/mm/dd) 2021/03/23		Time (hh:mm) 12:35																																					

23-Mar-21 12:35

Customer Solutions

C118589

MVS



Confirmation of Sample Receipt

BV Labs Job Number: C123668
Job Received: 2021/04/13 15:45
Final Report Due: 2021/04/21 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

myriam@corewater.ca
secretary@vis5801.ca

Project Information

Quote #: C10006
PO/AFE#:
Project #: LIGHTHOUSE LANDING
Site Location:
Sampled By:

Analytical Summary

A: Due On 2021/04/21 18:00

				Biochemical Oxygen Demand	Total Suspended Solids (NFR)
A: Due On 2021/04/21 18:00					
Lab ID	Client Sample ID	Sampling Date/Time	Matrix		
COC# G144675					
ZP6125	EFFLUENT	2021/04/13 09:10	W	A	A

Include Criteria on CofA: No

Sample Inspection Observations & Comments

of Samples Received: 1

Details: Sample(s) received in good condition.

Average Temperature: Package 1: 16.7 °C

Additional Notes

- Unless special storage arrangements are made, all samples will be disposed 30 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: C123668
Job Received: 2021/04/13 15:45
Final Report Due: 2021/04/21 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.*



CHAIN OF CUSTODY RECORD

Page 1 of 1
144615

Invoice Information		Report Information (if differs from invoice)		Project Information		Turnaround Time (TAT) Required	
Company: <u>The Owners V155801</u>	Company: <u>Core Water Mgmt</u>	Quotation			☒ 5-7 Days Regular (Most analyses)		
Contact Name: <u>Ted Seaman</u>	Contact Name: <u>James McKern</u>	P.O. #/AFER:			PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS		
Address: <u>5300 Garthberg Rd</u>	Address: <u>2352 Southlake Rd</u>	Project #:	<u>Light house Landing</u>		Rush TAT (Surcharges will be applied)		
Phone/Fax: <u>Bowser, BC PC</u>	Phone/Fax: <u>604-849-2159</u>	Site Location:			☐ Same Day ☐ 2 Days		
Email: <u>Council@vis5801.ca</u>	Email: <u>james@corewater.ca</u>	Site #:			☐ 1 Day ☐ 3-4 Days		
Copies: <u>emmentee161@gmail.com</u>	Copies: <u>myr@corewater.ca</u>	Sampled By:			Date Required: _____		
Laboratory Use Only <u>emmentee161@gmail.com</u>		Analysis Requested		Regulatory Criteria			
Seal Present: ☐ YES ☐ NO Cooler ID: _____ Seal Intact: ☐ YES ☐ NO Temp: _____ Cooling Media: ☐ YES ☐ NO Cooler ID: _____ Seal Present: ☐ YES ☐ NO Temp: _____ Seal Intact: ☐ YES ☐ NO Cooler ID: _____ Cooling Media: ☐ YES ☐ NO Temp: _____		Depot Reception Bureau Veritas RECEIVED IN COURTENAY APR 13 2021 15:45 By: [Signature] 17/16/17		☐ BC CSR ☐ YK CSR ☐ CCME ☐ Drinking Water ☐ BC Water Quality ☐ Other _____			
Sample Identification		Date Sampled (yyyy/mm/dd)	Time Sampled (hh:mm)	Matrix	Special Instructions		
1. <u>Effluent</u>		<u>2021/04/13</u>	<u>9:10</u>	<u>1</u>	13-Apr-21 15:45 Customer Solutions C123668 MVS		



Confirmation of Sample Receipt

BV Labs Job Number: C123813
Job Received: 2021/04/14 14:05
Final Report Due: 2021/04/21 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
myriam@corewater.ca

Project Information

Quote #: C10006
PO/AFE#:
Project #: LIGHTHOUSE LANDING
Site Location:
Sampled By:

Analytical Summary

A: Due On 2021/04/21 18:00

Lab ID	Client Sample ID	Sampling Date/Time	Matrix	Fecal Coliform by membrane filtration
COC# G144816				
ZP6800	DRAIN WELL A	2021/04/14 13:25	W	A

Include Criteria on CofA: No

Sample Inspection Observations & Comments

of Samples Received: 1

Details: Sample(s) received in good condition.

Average Temperature: Package 1: 17.0 °C

Additional Notes

- Unless special storage arrangements are made, all samples will be disposed 30 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: C123813
Job Received: 2021/04/14 14:05
Final Report Due: 2021/04/21 18:00

Parameter Summary

Package/Test	Parameter	RDL *	Unit	Samples
Fecal Coliform by membrane filtration	Fecal Coliforms	1	CFU/100mL	All

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

