

MINUTES REGULAR STRATA COUNCIL MEETING

2021-05-14 via Zoom



Participants: Larry Highcock, Chair; Suzan Chamney, Treasurer; Suzanne LaRoy, Vice-Chair/Bylaws/Acting Secretary; Hugh Jackson, Waste Water Management Rep (WWMR); Violet Van Hees, Landscaping Officer; Bob Mathieson, Maintenance Officer

A. Meeting called to order by the Chair at 10:05

B. Approval of Agenda

Moved: (WWMR) Adopt the Agenda of Strata Council Meeting May 14, 2021 as circulated.

Seconded: (Maintenance)

Carried: 6 OF 6

C. Approval of Minutes

Moved: (Landscaping) Adopt the Minutes of Strata Council Meeting held April 16, 2021 as circulated.

Seconded: (Maintenance)

Carried: 6 OF 6

Moved: (Maintenance) Adopt the Minutes of the Special Strata Council Meeting held April 29, 2021 as circulated.

Seconded: (Vice Chair/Bylaws)

Carried: 6 OF 6

D. Council Member's Reports

Moved: (Landscaping) Adopt the Council Members' Reports, as circulated.

Seconded: (Maintenance)

Carried: 6 OF 6

Moved: (Vice Chair/Bylaws) Standardize the way names of owners' names appear in reports, agendas and minutes to person's first and last names.

Seconded: (Chair)

Carried: 2 OF 2 Abstained: 4

E. Unfinished Business

E.1.

a) (Chair) Unit #29 – Indemnity and Alteration Agreement for addition of patio door

Moved: (Treasurer) Approve the Indemnity & Alteration Agreement for unit 29 with the proviso that the strata's requirements contained in the agreement are met: that the owner provide Council with a copy of a valid building permit, in advance of the construction, and that the contractor hired to do the work has WorkSafeBC and in place.

Seconded: (Vice Chair/Bylaws)

Carried: 6 OF 6

ACTION ITEM: Acting Secretary will notify Unit #29 of the decision

F. New Business

F.1. (Chair)

a) Secretary replacement

Moved: (Chair) Accept Emma Williams' offer to be Secretary for the remainder of the term.

Seconded: (Maintenance)

Carried: 6 of 6

Council thanks Tannis for a job well done and welcomes Emma Williams as the new incoming secretary!

ACTION ITEM: (Chair) will notify Emma and coordinate paperwork transfer and orientation.

b) Security camera suggestion for RV & Milligan's Pond area

An owner observed an unfamiliar white pickup truck going into the RV storage area, late at night, and then driving out a while later.

Moved: (WWMR) Buy two aluminum signs (max \$150) that indicate the area is under surveillance and post a sign at: 1) the entrance to the RV area and 2) at the park entrance by the upper pond to act as a deterrent to strangers coming into the area.

Seconded: (Vice Chair/Bylaws)

Carried: 6 of 6



ACTION ITEM: (Vice Chair/Bylaws) will purchase the signs.

c) Plans and alternate plans for the AGM

Council should plan for the August AGM (date yet to be set) to be held via Zoom.

F.2. (Vice Chair/Bylaws)

a) Admin access to online filing system

Have a second admin to support online drive and file access to ensure backup capacity

ACTION ITEM: (Treasurer) will give online admin access to Vice Chair/Bylaws.

b) Renewal of unit # directional and private property signage on property

The signs are in poor shape, are not reflective and are hard to see at night and some are confusing.

ACTION ITEM: (Vice Chair/Bylaws) will get estimates for new directional and entranceway signs, reflective white with black lettering, same font size, and bring to Council.



c) Gates at park entrances

Beautification of our area seems to have resulted in an increased number of park users exiting or entering the park by enjoying a stroll through LLE property. As the cost of strata liability and insurance can be impacted should there be any incidents on LLE property, it was thought that gates marking the strata boundary might be an effective deterrent.

Moved: (WWMR) Install two small inconvenience latching gates, with private property signage visible from the park side, at the two park entrances (upper pond and by unit 25) on LLE property. Reuse the patio gate that was left at the shed as one and get a second smaller gate constructed, not to exceed \$250.

Seconded: (Chair)

Carried: 6 of 6

ACTION ITEMS: (Vice Chair/Bylaws) to ask small job person if they would be interested in constructing a small gate and assisting with installation of both on LLE common property. Before any work is to be done, consult with the RDN on placement of the gates, as the Deep Bay Creek Community Park straddles both side of the creek. Council to meet afterwards on site and agree on placement.

d) Unit #5 Request & Undertaking for external retractable front screen door

Moved: (Vice Chair/Bylaws) Approve request, as submitted.

Seconded: (Maintenance)

Carried: 6 of 6

ACTION ITEMS: (Chair) to sign the application. Acting Secretary will notify Unit #5 of the outcome.

F.3. (Treasurer)

a) Budget

The Treasurer solicited feedback needed to continue formulating the budget for the 2021/22 year, which will be presented at the AGM. A revised draft will be sent to Council for a final round of review feedback.

Estimates for the memorial bench, discussed at the April 16, 2021 meeting, may need to be locally resourced as shipping costs were extremely high from the suppliers where costs were obtained.

ACTION ITEM: (Treasurer) to add to the draft budget: a \$1500 line item for a memorial bench and increase unit contributions to the Contingency Reserve Fund by \$20/mos., and send out a revised draft budget to Council. Council should give the draft budget careful review and give feedback back to Treasurer. Landscaping will consult with local suppliers of recycled plastic benches and provide refined estimate to Treasurer.

F.4. (WWMR)

a) Septic System: Certificate of Analysis Reports

WWMR provided an overview of how the septic system works and what the Committee looks for in the monthly and quarterly Bureau Veritas Lab reports. Recent lab reports indicate our system is functioning well and there are no indicators that we have a presence of matter that should not be dumped into the septic system, e.g. grease or other harmful substances.

ACTION ITEM: (WWMR) will include a comment in their monthly report to Council that indicates if the monthly and quarterly reports indicate if test results for the last period indicate whether the LLE septic system are within or outside of the ranges established by the Ministry of Environment for our septic system.

G. Next meeting Tuesday, June 22, 2021, via Zoom, at 9:30 am.

H. Adjourn 11:55 hours.

Unapproved

Maintenance Report – Bob M.

April/May

- Unit 30- roof repairs: Inspected the attic and installed exhaust vent to prevent excess moisture from leaking into the kitchen.
- Unit 13- outside stairs from second bedroom were repaired/replaced due to rot.
- Unit 22- outside lower perimeter board is rotten and is being repaired
- Unit 8- roof leak due to cracked exhaust vent. Vent was temporarily patched. A new vent has now been installed

*Painters are expected to be here late Spring/early Summer. Hardiboard painting of phase 3 (Units 13 – 18). Full paint on phase 4 (units 19 – 24).

Waste Water Management Report – Hugh J.

Spring clean at the kiosk consisted of John G. and I power vacuuming all of the inside of the control room. Checking and resetting of the alarm system. Weeding the gravel filter and repairing gate latch. A meeting is planned with Core Water for this Wednesday to discuss the proposed new timing for the annual pump out of the system.

Landscaping – Violet V.

- The privacy hedge by #19 that is the responsibility of the strata, has been replaced. This time, the correct shrubs (Leylandi Cypress) were planted, instead of cedar which was in there before. This will produce a denser hedge that matches the majority of the other privacy hedges that are the strata responsibility. A stump grinder service was used to remove the old hedge, which worked very well: it was quick, easy (as in, we didn't have to do it!), the surrounding grass and irrigation was not damaged, and it cost just under \$200 to remove the 13 shrubs. The owners of #19 organized and did the work, after consulting with the strata's Landscaping director.
- The entrance way improvement project will be completed this week, with the application of a dark bark mulch. The contributions of strata residents has been great for the various steps along the way for this project!
- Best Turf has started their weekly mowing service. As part of that, Weed Man came to apply the iron-based product that kills the moss so that the grass can grow better.
- Ron L. has completed a number of irrigation projects (installing a new irrigation section) and services (e.g. fixing broken sprinklers and pipes). We are very fortunate to have someone living here who can and will do these things for all of us.

Vice Chair/Bylaws/Acting Secretary – Suzanne L.

- Bylaw refresh project: We have not had a response back yet from lawyer Shawn M. Smith, of Cleveland Doan, to our response, dated March 28th, about his first draft of our new bylaws, received March 13th, 2021. As there is no plan to present and vote on the bylaw rewrite at this year's AGM, there is no need to rush.

Treasurer's Report May 2021 – Suzan C.

Work has started on the 2021-22 Budget and a working draft has been circulated to Council. Once the working budget has been adjusted by the various Council members to suit their expectations for the coming year, and discussion regarding atypical expenditures, contingencies and the CRF have taken place at the May Council meeting, I will calculate the monthly fees for next year.

Balance Sheet - LLE - As of 2021-04-30

(in Canadian Dollars) (Cash Basis)

2021-05-06

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Account	2021-04-30 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	70,982.81
OPERATING Chq	23,704.35
UBCU Membership Shares	37.78
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	96,180.39
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	246,312.92
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	246,312.92
TOTAL LIABILITIES & EQUITY	246,312.92

CRF report - LLE - As of 2021-05-06

(in Canadian Dollars)

2021-05-06

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Account	2021-05-06 Balance
Bank Accounts	
CRF Chequing	76,072.81
TOTAL Bank Accounts	76,072.81
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	176,205.34

Cheques written - LLE - Last month

2021-04-01 through 2021-04-30 (in Canadian Dollars) (Cash Basis)

2021-05-06

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Date	Category	Memo	Amount
EXPENSES			-7,465.66
Best Turf Lawn & Garden			-2,829.05
2021-04-01	450 LANDSCAPING 8960:455 Groundskeeping	monthly payment	-2,829.05
Bob Mathieson			6.00
2021-04-24	500 UTILITIES 9220:530 Utility Trailer	ICBC rebate	6.00
Bureau Veritas Canada (2019) Inc.			-567.53
2021-04-15	700 WWM (Septic) 9220:705 Lab Analysis	INVOICE #: VA10322876	-406.98
2021-04-22	700 WWM (Septic) 9220:705 Lab Analysis	INVOICES #: VA10332755 & V...	-160.55
Core Water Management Ltd			-656.25
2021-04-15	700 WWM (Septic) 9220:701 Core Water	Invoice #1786	-656.25
Deposit On-the-go			201.84
2021-04-13	700 WWM (Septic) 9220:725 Treatment System	Returned parts Andrew Sheret	201.84
Doug Leshures			-717.70
2021-04-29	450 LANDSCAPING 8960:451 Landscaping g...	replacement of hedge outside #...	-717.70
In The Dirt Contracting			-546.00
2021-04-26	400 MAINTENANCE 8960:425 Snow Removal	Invoice #482	-546.00
Interac E-transfer Debit			-874.56
2021-04-22	700 WWM (Septic) 9220:730 Disposal	Replacement pipe	-59.21
2021-04-22	450 LANDSCAPING 8960:451 Landscaping g...	Front entryway	-450.08
2021-04-29	450 LANDSCAPING 8960:462 Sprinklers labour	ERROR	-365.27
Iritex			-515.09
2021-04-15	450 LANDSCAPING 8960:461 Sprinkler parts ...	Invoice #IN239104 Parts for sp...	-515.09
Keith Patchett			-192.00
2021-04-15	450 LANDSCAPING 8960:451 Landscaping g...	Front entryway	-192.00
Nelson Roofing & Sheet Metal Ltd			-274.05
2021-04-22	400 MAINTENANCE 8960:430 Contractor work	Invoice #36019 Unit #30	-274.05
Pre Auth Strata			-136.00
2021-04-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN ...	-136.00
Ron LaRoy			-365.27
2021-04-29	--Split--	Sprinkler system repairs	-365.27
OVERALL TOT...			-7,465.66

Budget LLE

2020-08-01 through 2021-04-30 Using LLE 2020- 21 (in Canadian Dollars)

2021-05-06

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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
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 General Operating	0.00	0.00	0.00	0.00	100.00	100.00	61.55	100.00
345 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
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 & Moss	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 Contractor work	0.00	50.00	50.00	0.00	50.00	50.00	0.00	50.00
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 parts & rentals	0.00	100.00	100.00	0.00	100.00	100.00	212.90	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 2021-04-30 Using LLE 2020- 21 (in Canadian Dollars)

2021-05-06

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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	47.67	25.00	-22.67	0.00	0.00	0.00	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 General Operating	38.45	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00
345 Operating Contingency	-192.69	0.00	0.00	0.00	103.02	0.00	-103.02	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
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 & Moss	0.00	2,045.50	2,208.00	162.50	701.40	0.00	-701.40	0.00
425 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430 Contractor work	50.00	1,496.25	50.00	-1,446.25	0.00	50.00	50.00	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 parts & rentals	-112.90	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 2021-04-30 Using LLE 2020- 21 (in Canadian Dollars)

2021-05-06

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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	-204.49	0.00	0.00	0.00	62.23	0.00	-62.23
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 General Operating	0.00	0.00	139.41	900.00	760.59	0.00	0.00	0.00
345 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
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 & Moss	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 Contractor work	50.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00
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 parts & rentals	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 2021-04-30 Using LLE 2020- 21 (in Canadian Dollars)

2021-05-06

Page 4

Category	Actual	2021 April Budget	Difference	2020-08-01 Actual	- Budget	2021-04-30 Difference
EXPENSES	7,808.14	4,494.66	-3,313.48	78,299.41	100,831.94	22,532.53
310 ADMIN 9284	342.48	335.00	-7.48	4,249.31	28,910.00	24,660.69
315 Bank Charges	62.48	55.00	-7.48	497.82	495.00	-2.82
320 Office expenses	0.00	0.00	0.00	539.82	300.00	-239.82
323 Depreciation Report	0.00	0.00	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	195.00	495.00	300.00
335 Honorariums	280.00	280.00	0.00	2,520.00	2,520.00	0.00
340 General Operating	0.00	0.00	0.00	200.96	3,100.00	2,899.04
345 Operating Contingency	0.00	0.00	0.00	295.71	0.00	-295.71
350 INSURANCE 8690	0.00	0.00	0.00	27,080.00	22,000.00	-5,080.00
400 MAINTENANCE 8960	820.05	187.00	-633.05	5,607.93	5,751.00	143.07
410 Repairs Parts	0.00	90.00	90.00	352.73	810.00	457.27
415 Maint. Labour	0.00	42.00	42.00	125.00	378.00	253.00
417 Mileage for maintenance	0.00	5.00	5.00	42.00	45.00	3.00
420 Gutters & Moss	0.00	0.00	0.00	2,746.90	2,208.00	-538.90
425 Snow Removal	546.00	0.00	-546.00	546.00	1,860.00	1,314.00
430 Contractor work	274.05	50.00	-224.05	1,770.30	450.00	-1,320.30
430 Maintenance - other	0.00	0.00	0.00	25.00	0.00	-25.00
450 LANDSCAPING 8960	5,434.46	2,986.66	-2,447.80	29,731.74	29,339.94	-391.80
451 Landscaping general	1,359.78	0.00	-1,359.78	3,029.01	3,800.00	770.99
455 Groundskeeping	2,829.05	2,746.66	-82.39	25,049.50	24,719.94	-329.56
461 Sprinkler parts & rentals	618.36	100.00	-518.36	831.26	400.00	-431.26
462 Sprinklers labour	577.77	100.00	-477.77	702.77	300.00	-402.77
463 Mileage for Irrigation	49.50	40.00	-9.50	119.20	120.00	0.80
500 UTILITIES 9220	130.00	129.00	-1.00	2,389.52	2,040.00	-349.52
510 Water	0.00	0.00	0.00	1,111.04	791.00	-320.04
520 BC Hydro	136.00	129.00	-7.00	1,190.48	1,161.00	-29.48
530 Utility Trailer	-6.00	0.00	6.00	88.00	88.00	0.00
700 WWM (Septic) 9220	1,081.15	857.00	-224.15	9,240.91	12,791.00	3,550.09
701 Core Water	656.25	656.00	-0.25	5,906.25	5,904.00	-2.25
705 Core Water callouts	0.00	65.00	65.00	700.99	585.00	-115.99
705 Lab Analysis	567.53	105.00	-462.53	1,029.28	1,445.00	415.72
720 Collection System	0.00	0.00	0.00	272.00	1,250.00	978.00
725 Treatment System	-201.84	0.00	201.84	-201.84	0.00	201.84
730 Disposal	59.21	0.00	-59.21	80.35	1,040.00	959.65
740 Communication & Control	0.00	31.00	31.00	250.48	279.00	28.52
750 Emergency power (generator)	0.00	0.00	0.00	0.00	210.00	210.00
760 Ministry of Environment	0.00	0.00	0.00	203.40	203.00	-0.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	1,000.00	375.00	-625.00
780 WWTP Contingency	0.00	0.00	0.00	0.00	1,500.00	1,500.00
800 CRF Disbursements 8961	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
Net Difference:	-7,808.14	-4,494.66	-3,313.48	-78,299.41	-100,831.94	22,532.53



Suggest: Painting post (if worthy of keeping) and new white reflective metal sign with black lettering

**Private Property
Residents & Guests Only
Private Road-No Exit
15 km/hr**



Suggest new white reflective metal signs with black lettering to replace all directional signs. Keep existing posts.



Or recycle garden gate that has been left at shed and make another.

Outdoor / Outdoor Fencing & Flooring / All Fencing / SKU: ZPOR1000 / Part #: ZP19004



2.6 ft. H x 3.5 ft. W Newport Vinyl Picket Gate

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Add to Cart

Product Overview



Your Project #: LIGHTHOUSE LANDING
Your C.O.C. #: G144675

Attention: James McKerr

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

Report Date: 2021/04/20
Report #: R3010443
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BV LABS JOB #: C123668

Received: 2021/04/13, 15:45

Sample Matrix: Water
Samples Received: 1

Analyses	Date		Laboratory Method	Analytical Method
	Quantity	Date Extracted	Date Analyzed	
Biochemical Oxygen Demand (1)	1	2021/04/15	2021/04/20	BBY6SOP-00045
Total Suspended Solids (NFR) (1)	1	2021/04/16	2021/04/19	BBY6SOP-00034

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



Your Project #: LIGHTHOUSE LANDING
Your C.O.C. #: G144675

Attention: James McKerr

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

Report Date: 2021/04/20
Report #: R3010443
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BV LABS JOB #: C123668

Received: 2021/04/13, 15:45

Encryption Key



**AUTHORIZED REPORT
RAPPORT AUTORISÉ**

Bureau Veritas

20 Apr 2021 13:48:17

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

=====

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BUREAU
VERITAS

BV Labs Job #: C123668

Report Date: 2021/04/20

The Owners, VIS 5801, Lighthouse Landing Estates

Client Project #: LIGHTHOUSE LANDING

RESULTS OF CHEMICAL ANALYSES OF WATER

BV Labs ID		ZP6125		
Sampling Date		2021/04/13 09:10		
COC Number		G144675		
	UNITS	EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	3.6	2.0	A201075
Misc. Inorganics				
Total Suspended Solids	mg/L	2.8	1.0	A202123
RDL = Reportable Detection Limit				



BUREAU
VERITAS

BV Labs Job #: C123668

Report Date: 2021/04/20

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
A201075	KRA	Spiked Blank	Biochemical Oxygen Demand	2021/04/20		96	%	85 - 115
A201075	KRA	Method Blank	Biochemical Oxygen Demand	2021/04/20	<2.0		mg/L	
A201075	KRA	RPD	Biochemical Oxygen Demand	2021/04/20	18		%	20
A202123	WZ1	Matrix Spike	Total Suspended Solids	2021/04/19		104	%	80 - 120
A202123	WZ1	Spiked Blank	Total Suspended Solids	2021/04/19		100	%	80 - 120
A202123	WZ1	Method Blank	Total Suspended Solids	2021/04/19	<1.0		mg/L	
A202123	WZ1	RPD	Total Suspended Solids	2021/04/19	0		%	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.

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.



BUREAU
VERITAS

BV Labs Job #: C123668

Report Date: 2021/04/20

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).

A handwritten signature in black ink, appearing to read "DH", written over a horizontal line.

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

BV Labs has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per ISO/IEC 17025, signing the reports. For Service Group specific validation please refer to the Validation Signature Page.



CHAIN OF CUSTODY RECORD

Invoice Information				Report Information (if differs from invoice)				Project Information				Turnaround Time (TAT) Required							
Company: The Owners V155801 Contact Name: Ted Scammon Address: 5300 Grantham Rd Bowser, BC V2C 6C6 Phone/Fax: Council@V155801.ca Email: emmentee@legina1.com Copies: emmentee@legina1.com				Company: Core Water Management Contact Name: James McKee Address: 2382 Southlake Rd Qualicum Beach V1K 2L7 Phone/Fax: 804-849-2159 Email: James@corewater.com Copies: james@corewater.com				Quotation: P.O. #/N/E: Project #: Light house Landing Site Location: Site #:				☒ 5-7 Days Regular (Most analyses) ☐ Rush TAT (Surcharges will be applied) ☐ Same Day ☐ 1 Day ☐ 3-4 Days Date Required: Rush Confirmation #:							
Turnaround Time (TAT) Required PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS				Analysis Requested ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions							
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury ☐ Field Preserved ☐ Dissolved Metals ☐ Field Preserved ☐ Total Metals ☐ Field Preserved ☐ BOD ☐ COD ☐ Nitrite ☐ Nitrate				Regulatory Criteria ☐ BC CBR ☐ YK CBR ☐ CCMF ☐ Drinking Water ☐ BC Water Quality ☐ Other				Special Instructions			
Sample Identification Effluent				Depot Reception Bureau Veritas RECEIVED IN COURTESY APR 13 2021 15:45 BY: [Signature] Temps: 17, 16, 17				Analysis Requested ☐ pH ☐ Conductivity ☐ Ammonia ☐ TSS ☐ TDS ☐ Chloride ☐ Fluoride ☐ Sulfate ☐ Total Mercury ☐ Field Preserved ☐ Dissolved Mercury 											