

MINUTES REGULAR STRATA COUNCIL MEETING

September 19, 2021 via Zoom



Participants: Gillian Taccogna, Chair; Suzan Chamney, Treasurer; Adrian Johnston, Vice-Chair/Bylaw Officer; Emma Williams, Secretary; Hugh Jackson, Waste Water Management Rep (WWMR); Violet Van Hees, Landscaping Officer; Paul Parker, Maintenance Officer.

A. Meeting called to order by the Chair at 9:36 AM

B. Approval of Agenda

Moved: Vice Chair/Bylaws - Adopt the Agenda of Regular Strata Council Meeting September 19, 2021 as circulated.

Seconded: Maintenance

Carried: 7 OF 7

C. Approval of Minutes

Moved: WWMR - Adopt the Minutes of the Regular Strata Council Meeting held July 26, 2021 as circulated.

Seconded: Landscaping

Carried: 7 OF 7

D. Council Member's Reports

Moved: **Treasurer** - Accept the Council Members' reports as circulated.

Seconded: **Maintenance**

Carried: 7 OF 7

E. Unfinished Business

Chair:

a) Update on Unit #29's Alteration Agreement to convert a window to a door

It is in the final stages of the securing a building permit. They had a draftsman come in and draw up plans. The door is available, so once the permit is issued, the install will take 2 days. Unit 29 to inform when building permit comes through.

Vice Chair/Bylaws:

a) Bylaw refresh committee

Adrian and Suzan will continue to work on this and meet upon Adrian's return, to bring Adrian up to speed and discuss next steps.

F. New Business

Treasurer:

a) Monthly Financials

Monthly financials were circulated.

b) Signing Authority

Updated signing authority is needed for the new council at Coast Capital Credit Union, First Credit Union and Coastal Community Credit Union. Our accounts require two signatures of four possible signing authorities.

Moved: **Treasurer** – Change the signing authorities at all our financial institutions to any two of the following Council members: Suzan Chamney, Treasurer, Hugh Jackson, WWMR, Adrian Johnston, Vice Chair/Bylaw Officer, and Emma Williams, Secretary.

Seconded: Secretary
Carried: 7 OF 7

c) Utility Trailer

Utility trailer insurance is expiring soon. Keith offered to renew. Strata to reimburse. Suzan to follow up.

Landscaping:

a) Dan (Best Turf) will be retiring at the end of 2021

Dan is trying to sell the business. If it sells, there is a clause that will ensure continuity with our contract. If it does not sell, we will need to tender out to find a new company. Violet will update when Dan informs.

b) Fall weeding and yard waste clean-up

Violet will organize a community yard waste clean up day. We will need someone to tow the trailer to dispose of yard waste. Violet to send out email.

c) Lower pond clean-up party

Violet will organize volunteers to thin weeds in lower pond as was done last year with the canoe. Again, we will need someone to tow the trailer with yard waste.

d) Ditch clean up:

Adrian to organize ditch clean up along the side of Units 13, 14, 23, 24, 29 and 30.

e) Sprinkler blow out:

Ron Laroy to organize winterizing of the irrigation system on October 5th. Please have irrigation turn off by then. (Email was circulated to strata) Ron will organize compressor and volunteer sign up sheet.

Maintenance:

a) Awaiting painting quote:

Robert, head of the painting company has been out to survey phase 5, he will get back to us with a quote for next year.

b) Maintenance requests:

- Unit 18 had some condensation in the roof, so new seals were installed
- Unit 30 requested paint (Stain) to repaint the fence along the yard side. To be the same color as previous. Approved. Paul to look for stain in the shed and follow up.

c) Other items:

- Wheelbarrow bucket: Has been repaired but is not going to last. A new bucket has been purchased and will be replaced.
- Snow removal: Paul to organize and inform.
- Gutter cleaning: Paul to organize and inform.

G. Next meeting: October 25, 2021 at 9:30 am, via Zoom.

H. Meeting adjourned at 10:20am

September Strata Reports

Chair Report:

Nothing to report yet, but I am looking forward to working with all of you and being on council again.

The Treasurer's Report:

- Transition of monthly fees from last year's amounts to this year's went smoothly.
- CRF transfer amounts have been updated to this year's rate.
- I will now be working on organizing last year's bookkeeping for the annual review by the Finance Committee.
- We will need two new signing authorities on our bank accounts. It would be helpful if they are conversant with online banking.
- August's financials are attached.

Secretary Report:

- Nothing to report, but I do want to apologize. I am catching up from the AGM and trying to manage jumping back into working full time. Postings will be caught up by this Minutes' posting. Your patience is appreciated, Thank you.

Maintenance Report:

- Painting completed in phase 3
- 1 building left in phase 4 to be done
- Soffits still to be cleaned in phase 4
- #24 - gutter repaired (\$115)
- #13 - gutter repaired (\$210)
- #30 - front door window replaced (seal gone) side window replaced - broken by gardener...other window replaced to match other 2 windows (unable to purchase old style) - \$732 plus tax. Gardener to pay \$201.
- #18 - roof leak - Nelson Roofing contacted - installed vent in roof for condensation running down kitchen fan (same problem as unit 30 last year)
- #19 & 20 - replaced rotted trim
- #13 - replaced rotted stairs
new wheel barrel bucket ordered to replace aging one - \$84.99

Upcoming:

- Met with painter about phase 5 painting - awaiting quote
- Still need to replace rotted front facial board - #24
- Received request from #30 for a tin of paint for owner to apply to strata fence in front of unit

Landscaping report:

- With the arrival of the fall weather and some rain, strata residents can turn off their grass irrigation systems for the winter.
- Ron Laroy is arranging to do the annual fall sprinkler blow-out on Tuesday, October 5. He will send out a schedule for residents to sign up to help with that, closer to that date.
- Two upcoming events:
 - Violet will be organizing a fall weeding and yard-waste clean-up in October, hopefully with the use of the strata utility trailer to take yard waste to the composting facility. **If someone is willing to haul the trailer for that purpose, please contact Violet so that we can set a date that works for you. Thanks!**
 - Violet will also plan one more work party for thinning the bull rushes in the lower pond. Stay tuned for more details!

Waste Water Management Report:

Not much to report. All systems functioning as normal.

Monthly E.O.C report all within operational requirements.

CRF report - LLE - As of 2021-09-11

(in Canadian Dollars)

2021-09-11

Page 1

Account	2021-09-11 Balance
Bank Accounts	
CRF Chequing	72,023.99
TOTAL Bank Accounts	72,023.99
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 GIC (102)	21,219.47
CRF 3YR GIC (105)	10,732.58
TOTAL Asset Accounts	100,461.83
OVERALL TOTAL	172,485.82

Cheques written - LLE - Last month

2021-08-01 through 2021-08-31 (in Canadian Dollars) (Cash Basis)

2021-09-11

Page 1

Date	Category	Memo	Amount
EXPENSES			-17,601.96
Best Turf Lawn & Garden			-2,829.05
2021-08-01	450 LANDSCAPING 8...	monthly payment	-2,829.05
Bowser Builders' Supply Ltd			-19.89
2021-08-11	400 MAINTENANCE 8...	Unit #19 trim	-19.89
Bureau Veritas Canada (2019) Inc.			-107.52
2021-08-20	700 WWM (Septic) 92...	INVOICE #: VA10421692	-107.52
Core Water Management Ltd			-656.25
2021-08-20	700 WWM (Septic) 92...	Invoice # 1841	-656.25
Deposit On-the-go			4.00
2021-08-20	500 UTILITIES 9220:5...	Rebate	4.00
John Gurak			-115.00
2021-08-11	400 MAINTENANCE 8...	Beach Front Finishing gutters	-115.00
Keith Patchett			-210.00
2021-08-14	400 MAINTENANCE 8...	Beach Front Finishing gutters	-210.00
Pre Auth Deep			-763.39
2021-08-09	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY ...	-128.46
2021-08-09	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY ...	-157.30
2021-08-09	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY ...	-477.63
Pre Auth Strata			-133.00
2021-08-17	500 UTILITIES 9220:5...	Pre-Auth Debit STRATA PL...	-133.00
Robert Zeman			-12,600.00
2021-08-20	800 CRF Disbursemen...	Invoice #2133	-12,600.00
Royal Canadian Legion			-100.00
2021-08-29	310 ADMIN 9284:340 ...	Hall Rental	-100.00
TELUS			-71.86
2021-08-03	700 WWM (Septic) 92...	Pre-Auth Debit THE OWNE...	-35.93
2021-08-31	700 WWM (Septic) 92...	Pre-Auth Debit THE OWNE...	-35.93
OVERALL TOT...			-17,601.96

Budget LLE - Last month

2021-08-01 through 2021-08-31 Using LLE 2021-22 (in Canadian Dollars)

2021-09-11

Page 1

Category	Actual	2021 August Budget	Difference
EXPENSES	17,939.94	42,548.25	24,608.31
310 ADMIN 9284	437.98	3,735.00	3,297.02
315 Bank Charges	57.98	55.00	-2.98
320 Office expenses	0.00	0.00	0.00
323 Depreciation Report	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00
335 Honorariums	280.00	280.00	0.00
340 General Operating	100.00	400.00	300.00
345 Operating Contingency	0.00	3,000.00	3,000.00
350 INSURANCE 8690	0.00	0.00	0.00
400 MAINTENANCE 8960	344.89	145.00	-199.89
405 Maintenance General	0.00	25.00	25.00
410 Repairs Parts	19.89	80.00	60.11
415 Maint. Labour	0.00	40.00	40.00
417 Mileage for maintenance	0.00	0.00	0.00
420 Gutters & Moss	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00
430 Contractor work	325.00	0.00	-325.00
450 LANDSCAPING 8960	2,829.05	5,104.00	2,274.95
451 Landscaping general	0.00	2,000.00	2,000.00
455 Groundskeeping	2,829.05	2,829.00	-0.05
461 Sprinkler parts & rentals	0.00	120.00	120.00
462 Sprinklers labour	0.00	115.00	115.00
463 Mileage for Irrigation	0.00	40.00	40.00
500 UTILITIES 9220	892.39	705.00	-187.39
510 Water	763.39	565.00	-198.39
520 BC Hydro	133.00	140.00	7.00
530 Utility Trailer	-4.00	0.00	4.00
700 WWM (Septic) 9220	835.63	2,859.25	2,023.62
701 Core Water	656.25	656.25	0.00
705 Core Water callouts	0.00	65.00	65.00
710 Lab Analysis	107.52	105.00	-2.52
720 Collection System	0.00	500.00	500.00
725 Treatment System	0.00	0.00	0.00
730 Disposal	0.00	0.00	0.00
740 Communication & Control	71.86	33.00	-38.86
750 Emergency power (generator)	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00
765 EOCP (every three years)	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00
780 WWTP Contingency	0.00	1,500.00	1,500.00
800 CRF Disbursements 8961	12,600.00	30,000.00	17,400.00
801 Emergency	0.00	0.00	0.00
810 Painting	12,600.00	30,000.00	17,400.00
Net Difference:	-17,939.94	-42,548.25	24,608.31