



MINUTES – ANNUAL GENERAL MEETING

Tuesday August 24, 2021 Bowser Legion Hall

Present: Strata Lot #1 Strata Lot #2 Strata Lot #3 Strata Lot #4
Strata Lot #5 Strata Lot #6 Strata Lot #8 Strata Lot #9
Strata Lot #10 Strata Lot #11 Strata Lot #14 Strata Lot #15
Strata Lot #17 Strata Lot #20 Strata Lot #21 Strata Lot #23
Strata Lot #24 Strata Lot #25 Strata Lot #26 Strata Lot #28
Strata Lot #30

By Proxy: Strata Lot #7 Strata Lot #12 Strata Lot #13 Strata Lot #16
Strata Lot #18 Strata Lot #19 Strata Lot #22 Strata Lot #29

Absent: Strata Lot #27

A. Meeting called to Order by the Landscaping Officer at 7:01 pm and established Strata Council Chair as Chair of VIS 5801 AGM.

MOVED: (#4) to recognize the Strata Council Chair as Chair of the AGM.

SECONDED: (#1)

CARRIED: 29 of 29

B. Call the Roll; Certified Proxies; Issue of Voting Cards and Voting Method; Establish Quorum

Duly signed Attendance Sheet and Certified Proxy Sheets verified to certify:

Owners in Attendance: 21 Proxies Confirmed: 8 Total Owners Represented: 29

AGM quorum minimum of 1/3 of 30 or 10 Owners are represented, therefore quorum is established.

Assuming no abstained votes: Unanimous vote is 30

¾ vote is 21

Majority vote is 15

MOVED: (#15) to hold secret ballot votes for the proposed Resolutions H.1. to change existing bylaw for guest recreational vehicle parking within the strata, and H.2. to remove height restrictions on RV Storage area, and the election of new council members to any positions for which there is more than one nomination; and to hold a count of card votes for all other items.

SECONDED: (#5)

CARRIED: 29 of 29

C. Filing Proof of Notice

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

D. Appreciation

The Chair would like to recognize all the work and effort that Bob Mathison put into the strata, he will be greatly missed. He also recognized Emma for stepping into the secretary role, and Paul for stepping into the maintenance role; John and Tom T for their work on the finance committee; Ted, Tom, Vance and Hugh for their work on the WWM committee; Suzanne and Suzan for their work on updating the Bylaws, Ron for his work and upkeep on the sprinkler system; Paul for chairing the RV storage committee; and Dave Milligan for all of his help around the strata; and all of the strata council members. The Chair also welcomed new owners.

E. Approval of Agenda

MOVED: (#4) to adopt the Agenda of Annual General Meeting of 2021 08 24 as circulated.

SECONDED: (#26)

CARRIED: 29 of 29

F. Approval of Minutes

MOVED: (#26) to approve the Minutes of Annual General Meeting held 2020 08 26 as circulated.

SECONDED: (#2)

CARRIED: 29 of 29

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

- a) **Bylaw revision** – as per the Vice Chair/Bylaw Officer's report in the AGM package.

H. Reports

- a) **Chair report** (**per AGM Package**) – No questions.
- b) **Vice Chair/Bylaws Office** (**per AGM Package**) – No questions.
- c) **Treasurer report** – Updated financial results to the end of July 2021 were presented and discussed, including how the insurance hike affected the strata fees and money from CRF was taken to cover difference as permitted by the B.C. Lieutenant Governor's Order-in-Council (OIC 270 2020) of May 29, 2020. This has been added to the report (**per AGM Package**).

MOVED: (#21) to adopt the Financial Results for 2020/2021 as presented.

SECONDED: (#4)

CARRIED: 29 of 29

- d) **Secretary** (per AGM Package) – No questions.
- e) **Maintenance** (per AGM Package) – No questions
- f) **Landscape** (per AGM Package) – No questions
- g) **Waste Water Management Committee Report** (per AGM Package) – No Questions.
Would like to recognize Rick Saby and Adrian Johnston for helping out.
- h) **RV Storage Report** (per AGM Package) – No questions
- i) **Insurance Report** (per AGM Package) – No questions

I. Special Resolutions:

I.1 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan VIS 5801 approve the following amendment to the Consolidated Bylaw 34 (2) (d) “No guest recreational vehicle parking is permitted within the strata” with the following:

“Visitors to the strata may not park recreational vehicles on the common or limited common property except as permitted by this bylaw. A visitor may park a recreational vehicle in the following locations for a maximum of 72 hours (cumulatively or consecutively) in a 30 day period:

- (a) In a driveway; or
- (b) If the vehicle cannot fit on a driveway, in the visitor’s parking, but only with the written permission of the strata council

This bylaw change is introduced by Council to accommodate owners’ family/friends who are travelling in or with a recreational vehicle when coming for a short visit. The 72-hour limit gives them time to find a suitable location for a longer visit.

MOVED: (#13) SECOND: (#6) DEFEATED: 18 of 29

Resolution H.1. In Favour: 18 Against: 11 Abstain: 0 Decision: Defeated

I.2. BE IT RESOLVED by a majority vote that The Owners, Strata Plan VIS 5801 approve the amendment of the RV Storage rule #4 from: “The maximum length of any individual unit should be 25’ -0”, a maximum weight of 9,999 lb., and on parking spaces 6 to 10 only, a maximum height of 54.” To: “The maximum length of any individual unit should be 9.144m, maximum weight 4535.47kg, and a maximum height of 4.15m.”

MOVED: (#6) SECOND: (#20) CARRIED: 28/29

Resolution H. In Favour: 28 Against: 0 Abstain: 1 Decision: Carried

I.3. BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan VIS 5801 approve the Indemnity and Alteration Agreement submitted by Unit 8 to install a Trane heat pump.

MOVED: (#4) SECOND: (#13) CARRIED: 29/29

Resolution H. In Favour: 29 Against: 0 Decision: Carried

I.4. BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan VIS 5801 approve the Indemnity and Alteration Agreement submitted by Unit 29 to replace an exterior window with a door. The work is to be carried out with a building permit and by a WorkSafe BC approved contractor.

MOVED: (#4) SECOND: (#6) CARRIED: 29/29

Resolution H. In Favour: 29 Against: 0 Decision: Carried

I.5. BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan VIS 5801 approve the Indemnity and Alteration Agreement submitted by Unit 21 to add a fenced area and steps down from their deck.

MOVED: (#4) SECOND: (#6) CARRIED: 29/29

Resolution H. In Favour: 29 Against: 0 Decision: Carried

I.6. BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan VIS 5801 approve the Indemnity and Alteration Agreement submitted by Unit 5 to install fire exit stairway off their back deck.

MOVED: (#4) SECOND: (#24) CARRIED: 28/29

Resolution H. In Favour: 29 Against: 0 Decision: Carried

J. 2020/2021 Budget:

Due to discussion regarding the funds taken from the Contingency Reserve Fund to pay for the increased Strata Insurance premiums, the Treasurer presented an amended budget and strata fee schedule for 2021/2022 fiscal year (**attached**). Following discussion, a motion to amend to the budget was made.

MOVED: (#21) to accept the amendments to the budget and strata fee schedule for 2021/2022 fiscal year as presented.

SECONDED: (#4)

CARRIED: 29 of 29

J.1 BE IT RESOLVED by a $\frac{3}{4}$ vote that The Owners, Strata Plan No. VIS 5801 approve the 2021/2022 budget as amended.

MOVED: (#21) SECOND: (#9) CARRIED: 28/29

Resolution J.1 In Favour: 28 Against: 1 Decision: CARRIED

K. New Business:

K.1 Memorial Bench – The location of the bench was voted on by email and majority decided for the bench to be at the lower pond. It has been installed and engraved. Thank you to all who took part in making this happen.

K.2 Heat pumps – An owner requested discussion whether it should be necessary for owners to complete an Alteration and Indemnity application with neighbours' approval for the installation of a heat pump. The Bylaw Committee committed to bringing this issue up with the Bylaws Update lawyer.

L. Election of Council:

Section 13 of our Bylaws require the election of Chair, Vice-Chair/Bylaw Officer, Secretary, Treasurer, Maintenance Officer, Landscaping Officer, Waste Water Management Representative to Strata council at each Annual General Meeting.

The following candidates were nominated and elected by acclamation for these positions:

Chair – Gillian Tacongna (Strata Lot #28)

Treasurer – Suzan Chamney (Strata Lot #21)

Secretary – Emma Williams (Strata Lot #15)

Maintenance – Paul Parker (Strata Lot #6)

Landscaping – Violet van Hees (Strata Lot #4)

Waste Water Management Committee Representative – Hugh Jackson (Strata Lot #20)

Since there were two nominations – Suzanne LaRoy and Adrian Johnston – for the Vice Chair/Bylaws Officer position, a vote by secret ballot was held.

Chair/Bylaws Officer – Adrian Johnston (Strata Lot #29) elected by majority vote.

M. Adjourned at 8:34 pm.

Larry Highcock
Chair VIS 5801

Emma Williams
Secretary VIS 5801

PROOF OF NOTICE

I certify that I did provide a Notice of Annual General Meeting to The Owners, VIS 5801 by email notification and web page posting on August 4, 2021 before 18:00 hr.

The Notice contained:

1. A description of the matters that would be voted upon including the proposed wording of all resolutions. This includes the resolutions that require 3/4 vote or unanimous vote.
2. The most recent Financial Statement for 2020/2021 as well as the 2021/2022 proposed Budget which includes the Strata Fee Payments as per Section 103 Strata Property Act of BC.
3. An order of business in the form of an Agenda.

I therefore certify that this Notice was provided to The Owners, Strata Plan VIS 5801, in accordance with Section 45 of the Strata Property Act of BC.



(original signed)

Emma Williams, Secretary

The Owners, Strata Plan VIS 5801

15-5300 Gainsberg Road

Bowser, BC V0R 1G0

VIS 5801 2021-2022 Budget

WORKING BUDGET		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	ACTUALS	ACTUALS	ACTUALS		
OPERATING EXPENSES																2020-21	2019-20	2018-19	
																ACTUALS	ACTUALS	ACTUALS	
300	Carry Forward																		
310	Admin																		
315	Bank charges	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$660	\$669	\$633	\$256		
320	Office Expenses			\$25	\$25		205				\$109	\$95	\$182	\$641	\$952	\$350	\$883		
323	Depreciation / Insurance Appr														\$0	\$0	\$4,809	\$0	
330	VISOA / Professional														\$195	\$195	\$549	\$462	
335	Honorariums	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$3,360	\$3,360	\$3,080	\$1,275		
340	General Operating	\$400	\$200											\$600	\$3,526	\$1,213	\$865		
345	Operating Contingency	\$3,000												\$3,000	\$296	\$0	\$2,117		
350	Insurance												\$30,000		\$1,000	\$31,000	\$27,403	\$19,981	\$18,770
400	Maintenance																		
405	Maintenance General		\$25											\$25	\$25				
410	Repairs - parts	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$960	\$702	\$1,118	\$828		
415	Maint. Labour	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$480	\$250	\$330	\$362		
417	Mileage for maint.			\$50										\$50	\$76	\$0	\$59		
420	Gutters/Moss				\$2,050	\$700								\$2,750	\$2,747	\$2,046	\$2,046		
425	Snow Removal						\$900	\$900						\$1,800	\$546	\$1,775	\$1,501		
430	Contractor work				\$1,500					\$300				\$1,800	\$1,770	\$273	\$600		
450	Landscaping																		
451	Landscaping general	\$2,000												\$2,000	\$3,778	\$298	\$502		
455	Groundskeeping	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$2,914	\$2,914	\$2,914	\$2,914	\$2,914	\$2,914	\$2,914	\$34,543	\$33,537	\$32,691	\$32,050		
461	Sprinklers parts & rentals	\$120	\$200	\$200						\$200	\$200	\$200	\$120	\$1,240	\$962	\$874	\$827		
462	Sprinklers labour	\$115	\$100						\$100	\$200	\$100	\$100	\$100	\$815	\$628	\$300	\$500		
463	Mileage for irrigation	\$40	\$40							\$40		\$40		\$160	\$169	\$114	\$57		
500	Utilities																		
510	Water	\$565			\$430			\$117			\$117			\$1,229	\$1,231	\$574	\$903		
520	BC Hydro	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$1,680	\$1,610	\$1,634	\$1,366		
530	Utility Trailer			\$88										\$88	\$84	\$88	\$77		
TOTAL Operating Expenses		\$9,664	\$3,989	\$3,787	\$7,429	\$34,124	\$4,614	\$4,526	\$3,804	\$4,249	\$4,035	\$3,944	\$4,911	\$89,076	\$84,516	\$72,730	\$66,305		

WASTE WATER TREATMENT PLANT															ACTUALS	ACTUALS	ACTUALS
701	Corewater	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$7,875	\$7,875	\$7,875	\$7,872	
705	Corewater callouts	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$780	\$701	\$1,087		
710	Lab Analysis	\$105	\$355	\$105	\$105	\$355	\$105	\$105	\$355	\$105	\$105	\$355	\$105	\$2,260	\$1,394	\$2,125	\$2,454
720	Collection System	\$500	\$750											\$1,250	\$309	\$115	\$1,022
725	Treatment System											\$1,500		\$1,500	\$113	\$559	\$4,460
730	Disposal													\$0	\$80	\$1,103	\$0
740	Communication/control	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$396	\$358	\$322	\$717
750	Emergency power (generator)		\$210											\$210	\$967	\$1,131	\$228
760	Ministry of Environment			\$203										\$203	\$203	\$203	\$203
765	EOCP (every five years)													\$0	\$0	\$0	\$0
770	Insurance					\$1,200								\$1,200	\$1,008	\$386	
780	WWMP Contingency	\$1,500												\$1,500	\$0		\$498
TOTAL WWTP Expenses		\$2,859	\$2,069	\$1,062	\$859	\$2,309	\$859	\$859	\$1,109	\$859	\$859	\$2,609	\$859	\$17,174	\$12,782	\$14,906	\$17,454

REVENUE		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	ACTUALS	ACTUALS	ACTUALS
OPERATING FUND INCOME		2021 rates															
201	Monthly Fees	\$6,947	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$7,549	\$89,981	\$74,109	\$71,632	\$71,084
205	Bank interest	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$56	\$112	\$373	\$516
210	Real Estate Form Revenue													\$0	\$70	\$116	\$85
	Previous year surplus/deficit	\$961												\$961		\$4,837	
TOTALS		\$5,991	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$7,553	\$89,076	\$74,291	\$76,958	
WWTP INCOME																	
250	WWMP Fees	\$997	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$11,035	\$16,241	\$11,967	\$18,000
255	WWMP Bond Interest				\$1,812									\$1,812	\$1,812		\$642
	Previous year surplus/deficit	\$4,327												\$4,327			
TOTALS			\$913	\$913	\$2,725	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$913	\$17,174	\$18,053	\$11,967	\$18,642

CONTINGENCY RESERVE FUND (CRF)																	
		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	ACTUALS	ACTUALS	ACTUALS
Opening Balance		\$179,734															
Disbursements																	
801	Emergency expenses (Insurance)														\$5,286	\$2,902	
810	Painting (includes carry forward)*	\$30,000											\$22,000	\$52,000	\$18,795	\$38,800	
Contributions		2021 rate															
235	CRF Interest	\$2,545	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$2,683	\$32,056			
		\$12	\$12	\$12	\$12	\$812	\$1,412	\$12	\$12	\$112	\$12	\$12	\$12	\$2,444			
TOTALS		\$2,557	\$2,695	\$2,695	\$2,695	\$3,495	\$4,095	\$2,695	\$2,695	\$2,795	\$2,695	\$2,695	\$2,695	\$34,500	\$30,000	\$24,000	\$38,880
CRF Running BALANCE		\$152,291	\$154,986	\$157,681	\$160,375	\$163,870	\$167,965	\$170,660	\$173,355	\$176,150	\$178,844	\$181,539	\$162,234	<--Estimated Closing Balance			

*NOTE: painting in July-August 2021 was not invoiced by July 31, therefore both the cost and the surplus are carried forward.

Lighthouse Landing Estates VIS 5801 Monthly Fees Schedule 2021-2022

Unit No.	Unit Entitlement (Total)	Yearly Strata Fees (Operating)	Yearly Waste Water Treatment Plant (WWTP)	Yearly Contingency Reserve Fund (CRF)	2021-2022 September thru July		August 2021 Monthly fees
	(sq. metres)	Per sq. metre	Yearly Total	Yearly Total			
	5,394	\$89,981	\$11,035	\$32,056			
1	308	\$5,137.94	\$367.83	\$1,068.53	1	\$553.55	\$485.20
2	308	\$5,137.94	\$367.83	\$1,068.53	2	\$553.55	\$485.20
3	155	\$2,585.65	\$367.83	\$1,068.53	3	\$337.50	\$309.51
4	155	\$2,585.65	\$367.83	\$1,068.53	4	\$337.50	\$309.51
5	307	\$5,121.25	\$367.83	\$1,068.53	5	\$552.14	\$484.05
6	154	\$2,568.97	\$367.83	\$1,068.53	6	\$336.09	\$308.36
7	158	\$2,635.69	\$367.83	\$1,068.53	7	\$341.74	\$312.95
8	159	\$2,652.38	\$367.83	\$1,068.53	8	\$343.15	\$314.10
9	169	\$2,819.19	\$367.83	\$1,068.53	9	\$357.27	\$325.59
10	172	\$2,869.24	\$367.83	\$1,068.53	10	\$361.51	\$329.03
11	169	\$2,819.19	\$367.83	\$1,068.53	11	\$357.27	\$325.59
12	172	\$2,869.24	\$367.83	\$1,068.53	12	\$361.51	\$329.03
13	172	\$2,869.24	\$367.83	\$1,068.53	13	\$361.51	\$329.03
14	169	\$2,819.19	\$367.83	\$1,068.53	14	\$357.27	\$325.59
15	162	\$2,702.42	\$367.83	\$1,068.53	15	\$347.39	\$317.55
16	158	\$2,635.69	\$367.83	\$1,068.53	16	\$341.74	\$312.95
17	171	\$2,852.56	\$367.83	\$1,068.53	17	\$360.09	\$327.88
18	173	\$2,885.92	\$367.83	\$1,068.53	18	\$362.92	\$330.18
19	169	\$2,819.19	\$367.83	\$1,068.53	19	\$357.27	\$325.59
20	170	\$2,835.87	\$367.83	\$1,068.53	20	\$358.68	\$326.73
21	159	\$2,652.38	\$367.83	\$1,068.53	21	\$343.15	\$314.10
22	160	\$2,669.06	\$367.83	\$1,068.53	22	\$344.56	\$315.25
23	169	\$2,819.19	\$367.83	\$1,068.53	23	\$357.27	\$325.59
24	172	\$2,869.24	\$367.83	\$1,068.53	24	\$361.51	\$329.03
25	172	\$2,869.24	\$367.83	\$1,068.53	25	\$361.51	\$329.03
26	171	\$2,852.56	\$367.83	\$1,068.53	26	\$360.09	\$327.88
27	160	\$2,669.06	\$367.83	\$1,068.53	27	\$344.56	\$315.25
28	160	\$2,669.06	\$367.83	\$1,068.53	28	\$344.55	\$315.33
29	169	\$2,819.19	\$367.83	\$1,068.53	29	\$357.27	\$325.59
30	172	\$2,869.24	\$367.83	\$1,068.53	30	\$361.51	\$329.03
					\$11,175.63		\$10,139.70
					(Monthly)		(Monthly)

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