MINUTES REGULAR STRATA COUNCIL MEETING
October 18, 2021 Via Zoom

Participants: Gillian Taccongna, Chair; Suzan Chamney, Treasurer; Adrian Johnston, Vice-Chair/Bylaws; 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 9:28 AM

B. Adoption of Agenda

Moved: Maintenance - Adopt the Agenda of Regular Strata Council Meeting October 18, 2021 as circulated.
Seconded: WWMR
Carried: 7 OF 7

C. Approval of Minutes

Moved: Secretary – Approval of the Minutes of the Regular Strata Council Meeting held September 19, 2021 as circulated.
Seconded: Landscaping
Carried: 7 OF 7

D. Accept Council Member's Reports

Moved: Landscaping - Accept the Council Members' reports, as circulated.
Seconded: Treasurer
Carried: 7 OF 7

E. Unfinished Business

E.1.

Chair :

Decision regarding permission from neighbors for heat pump installation

- Must fill out the 'Indemnity and Alteration Agreement' to give to council as it is a change to common property. Looking at the process including neighbor notification as part of the new bylaws

E.2 **Vice Chair/Bylaws**:

- By-law committee- discussed topics and received input and council will agree to take forward as proposal
- To look into getting a survey quote for non common property (Crawl spaces and heat pump squares) And a quote to re-survey the entire strata.

E.3. **Treasurer**:

- Signing Auth- Adrian has signing auth at Coast Capital and First Credit Union. Emma has Signing at First Credit Union.
- Adrian and Emma are going to arrange to go to Parksville to sign.

E.4. **Landscaping:**

- Dan's Retirement- Have some nice gifts to give Dan as per email sent by Violet

Unapproved

- Pond cleaning- thinning of the bull rushes, happened quickly and efficiently thank you!

-Fall weeding and yard waste- Violet sent out an email for front weeding and yard waste removal

E.5. Maintenance:

- **Motion:** by Vice Chair/ Bylaws Officer to accept the tendered quote from Definitive Painting for painting of phase 5. Phase 5 painting- quote under maintenance report.

Second: Landscape

Carried: 7/7

- Soffits and gutter cleaning-

Company, Crystal clean, to come and clean the gutters the second week of November

-Snow removal- Paul to keep trying to connect with our current contractor, 'In the Dirt' Contracting

Update 'In the Dirt' Contracting is no longer doing snow removal due to the increase in insurance costs. A lot of other companies have said the same thing. If anyone knows of an insured company to do our snow removal, please contact Paul ASAP. Thank you

F. New Business

F.1 Treasurer

(a) Monthly financials

Motion: Treasurer: to accept monthly financials as circulated

Seconded: Secretary 7/7

(b) Financial Review Committee- Council accepted the report, Thank you for your work

(c) Insurance- Currently Waypoint**,** will wait for quote from waypoint for next year.

F.2. Maintenance

Unapproved

(a) Semi Annual Deck Inspection out of 13 decks 7 are in need of repair. Council to start planning for the cost and schedule for replacement over the next few years. Unit 5's deck is priority to be fixed. Paul to fix ASAP.

G. Next meeting November 22, 2021 as circulated, Via Zoom, at 9:30 am.

H. Adjourned 11:20am

October Strata Reports

Vice Chair/Bylaws Report:

As part of the bylaw review process Suzan Chamney has so capably guided me through to date, we are ready to bring to Council a number of items we believe you could help us in deciding the best direction to take. Look these over and we will include them as an agenda item for our Oct 18th meeting.

The Treasurer's Report:

The process to change our signing authority is underway.

Annual fees for the RV Storage area have been deposited.

September 2021 Financial Statement attached

2020-21 Financial Review Committee's Report:

Tom and I reviewed the documents provided and found no irregularities.

We had one question with reference to Insurance and Suzan cleared that up.

I think Suzan is doing a fantastic job.

Yours truly, John Gurak

I agree with everything John said.

I would only add that we are still paying for unnecessary travel as Items needing pickup can be picked up by someone heading in on a shopping trip.

Tom Tryon

The committee is currently made up of John Gurak and Tom Tyron. For more information visit this link: Financial Review Committee.

Waste Water Management Report:

Monthly check shows BOD and TSS well within limits of the MOE requirements
Quarterly check of FECAL COLIFORM shows a trace (not enough to list on report)

More work was done to clear curtain drain in front of Phase # 1 of iron oxide. This was accomplished by the help of Ted Seaman and John Gurak. This saved a trip from Roto Rooter. Thank you guys.

Weekly check shows all systems up and running as normal.

Unapproved

CRF report - LLE - As of 2021-10-05

(in Canadian Dollars)

Account	2021-10-05 Balance
Bank Accounts	
CRF Chequing	74,731.10
TOTAL Bank Accounts	**74,731.10**
Asset Accounts	
CRF 003 GIC **7155	0.02
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	45,794.52
CRF 3YR GIC (102)	21,219.47
CRF 3YR GIC (105)	10,732.58
TOTAL Asset Accounts	**100,461.83**
OVERALL TOTAL	**175,192.93**

Cheques written - LLE - Last month

2021-09-01 through 2021-09-30 (in Canadian Dollars) (Cash Basis)

Date	Category	Memo	Amount
EXPENSES			**-5,625.32**
Best Turf Lawn & Garden			**-2,829.05**
2021-09-01	450 LANDSCAPING 8960:...	monthly payment	-2,829.05
Bowser Builders' Supply Ltd			**-117.73**
2021-09-22	310 ADMIN 9284:340 Gen...	Bench cement and stain	-117.73
Core Water Management Ltd			**-2,310.88**
2021-09-05	--Split--	Invoice #1855	-2,310.88
Hugh Jackson			**-134.66**
2021-09-05	--Split--	Bench	-134.66
Pre Auth Strata			**-133.00**
2021-09-17	500 UTILITIES 9220:520 ...	Pre-Auth Debit STRATA PLAN VI...	-133.00
Ron LaRoy			**-100.00**
2021-09-05	450 LANDSCAPING 8960:...	Repairs to unit #20 and lower pond sprinkler h...	-100.00
		OVERALL TOT...	**-5,625.32**

Budget LLE

2021-08-01 through 2021-09-30 Using LLE 2021-22 (in Canadian Dollars)

2021-10-05

Category	Actual	2021 August Budget	Difference	Actual
EXPENSES	**17,939.94**	**42,548.25**	**24,608.31**	**5,684.80**
310 ADMIN 9284	**437.98**	**3,735.00**	**3,297.02**	**305.16**
315 Bank Charges	57.98	55.00	-2.98	59.48
320 Office expenses	0.00	0.00	0.00	0.00
323 Depreciation Report	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	0.00
335 Honorariums	280.00	280.00	0.00	0.00
340 General Operating	100.00	400.00	300.00	245.68
345 Operating Contingency	0.00	3,000.00	3,000.00	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	**344.89**	**145.00**	**-199.89**	**0.00**
405 Maintenance General	0.00	25.00	25.00	0.00
410 Repairs Parts	19.89	80.00	60.11	0.00
415 Maint. Labour	0.00	40.00	40.00	0.00
417 Mileage for maintenance	0.00	0.00	0.00	0.00
420 Gutters & Moss	0.00	0.00	0.00	0.00
425 Snow Removal	0.00	0.00	0.00	0.00
430 Contractor work	325.00	0.00	-325.00	0.00
450 LANDSCAPING 8960	**2,829.05**	**5,104.00**	**2,274.95**	**2,929.05**
451 Landscaping general	0.00	2,000.00	2,000.00	0.00
455 Groundskeeping	2,829.05	2,829.00	-0.05	2,829.05
461 Sprinkler parts & rentals	0.00	120.00	120.00	0.00
462 Sprinklers labour	0.00	115.00	115.00	100.00
463 Mileage for Irrigation	0.00	40.00	40.00	0.00
500 UTILITIES 9220	**892.39**	**705.00**	**-187.39**	**133.00**
510 Water	763.39	565.00	-198.39	0.00
520 BC Hydro	133.00	140.00	7.00	133.00
530 Utility Trailer	-4.00	0.00	4.00	0.00
700 WWM (Septic) 9220	**835.63**	**2,859.25**	**2,023.62**	**2,317.59**
701 Core Water	656.25	656.25	0.00	656.25
705 Core Water callouts	0.00	65.00	65.00	0.00
710 Lab Analysis	107.52	105.00	-2.52	0.00
720 Collection System	0.00	500.00	500.00	0.00
725 Treatment System	0.00	0.00	0.00	1,661.34
730 Disposal	0.00	0.00	0.00	0.00
740 Communication & Control	71.86	33.00	-38.86	0.00
750 Emergency power (generator)	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	0.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	0.00	0.00	0.00
780 WWTP Contingency	0.00	1,500.00	1,500.00	0.00
800 CRF Disbursements 8961	**12,600.00**	**30,000.00**	**17,400.00**	**0.00**
801 Emergency	0.00	0.00	0.00	0.00
810 Painting	12,600.00	30,000.00	17,400.00	0.00
Net Difference:	**-17,939.94**	**-42,548.25**	**24,608.31**	**-5,684.80**

Budget LLE

2021-08-01 through 2021-09-30 Using LLE 2021-22 (in Canadian Dollars)

2021-10-05

2021 September Budget	Difference	2021-08-01 Actual	- Budget	2021-09-30 Difference
6,033.25	**348.45**	**23,624.74**	**48,581.50**	**24,956.76**
535.00	**229.84**	**743.14**	**4,270.00**	**3,526.86**
55.00	-4.48	117.46	110.00	-7.46
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
280.00	280.00	280.00	560.00	280.00
200.00	-45.68	345.68	600.00	254.32
0.00	0.00	0.00	3,000.00	3,000.00
0.00	0.00	0.00	0.00	0.00
120.00	**120.00**	**344.89**	**265.00**	**-79.89**
0.00	0.00	0.00	25.00	25.00
80.00	80.00	19.89	160.00	140.11
40.00	40.00	0.00	80.00	80.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	325.00	0.00	-325.00
3,169.00	**239.95**	**5,758.10**	**8,273.00**	**2,514.90**
0.00	0.00	0.00	2,000.00	2,000.00
2,829.00	-0.05	5,658.10	5,658.00	-0.10
200.00	200.00	0.00	320.00	320.00
100.00	0.00	100.00	215.00	115.00
40.00	40.00	0.00	80.00	80.00
140.00	**7.00**	**1,025.39**	**845.00**	**-180.39**
0.00	0.00	763.39	565.00	-198.39
140.00	7.00	266.00	280.00	14.00
0.00	0.00	-4.00	0.00	4.00
2,069.25	**-248.34**	**3,153.22**	**4,928.50**	**1,775.28**
656.25	0.00	1,312.50	1,312.50	0.00
65.00	65.00	0.00	130.00	130.00
355.00	355.00	107.52	460.00	352.48
750.00	750.00	0.00	1,250.00	1,250.00
0.00	-1,661.34	1,661.34	0.00	-1,661.34
0.00	0.00	0.00	0.00	0.00
33.00	33.00	71.86	66.00	-5.86
210.00	210.00	0.00	210.00	210.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	1,500.00	1,500.00
0.00	**0.00**	**12,600.00**	**30,000.00**	**17,400.00**
0.00	0.00	0.00	0.00	0.00
0.00	0.00	12,600.00	30,000.00	17,400.00
-6,033.25	**348.45**	**-23,624.74**	**-48,581.50**	**24,956.76**