

MINUTES REGULAR STRATA COUNCIL MEETING

November 21, 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 9:36 AM

Council would like to recognize the passing of Vanessa Hill, and sends condolences to Keith Hill, and her sons Andrew and Richard. She will be greatly missed.

B. Adoption of Agenda

Moved: Vice Chair/Bylaws - Adopt the Agenda of Regular Strata Council Meeting November 21, 2021 as circulated.
Seconded: Treasurer
Carried: 7 OF 7

C. Approval of Minutes

Moved: Treasurer – Approval of the Minutes of the Regular Strata Council Meeting held October 18, 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: Maintenance
Carried: 7 OF 7

E. Unfinished Business

E.1. Treasurer:

- Signing Authority- Emma and Adrian have completed the signing authority. Will double check for Emma to be set up for online banking and card.
- Insurance- Received the quote for insurance. Papers have been signed and comes into affect Dec 1st, 2021. Renewal documents will be posted on the website.

E.2. Landscaping:

- Landscaping Contract- Council has agreed to the assumption of the contract with Island Mowers. Violet to proceed resigning the same contract to 5 years.

E.3. Maintenance:

- Snow Removal: Have found a company for snow removal. They will come as we need/when called. Company is Al Grozell trucking
- Repairs on the deck for #5 have been carried out to make it structurally sound.
- Quote from West Coast Sun Deck for new deck cover

Motion: Maintenance: Move forward with more quotes for starting to replace decks and will move ahead with replacing one or two per year.

Second: Hugh

Carried: 7/7

F. New Business

F.1. Chair:

- December Meeting: will look at having a meeting to discuss bylaws update. Regular meeting will be scheduled for January.

F.2. Vice Chair/Bylaws:

- Propane tank theft: Summary in reports. Council believes to be a nuisance issue
- Adrian and Suzan have a meeting with the lawyer for the bylaws November 24th, 2021. Will provide update report to council in December bylaw meeting.
-

F.3. Secretary:

- Communication to strata owners: Recognizing lapse in communication to strata members regarding propane tank theft in RV park. Will ensure complete communication in future
- Security for RV park: Council discussed and accepted offer from owner to install battery powered motion cameras in RV parking. Council will not be responsible for monitoring.
- Strata Christmas Party- Arrowsmith golf course option approx. \$30 per person gratuity included. Hugh to report back to council on availability for both lunch and dinner and dates available.

F.4 Treasurer

- Monthly financials

Motion: Treasurer: to accept monthly financials as circulated

Seconded: Secretary

Carried: 7/7

F.5. WWM

Council wants to recognize all the time and efforts of the strata owners involved with the digging and filling in of the valve box for the WWM system when we had the issue. Thank you

G. Next meeting Bylaw update meeting December 5th, 2021 at 9:30 via Zoom

Regular Council Meeting January 23, 2022 as circulated, Via Zoom, at 9:30 am via Zoom.

H. Adjourned 10:47am

November Strata Reports

Vice Chair Bylaws: Propane tank theft information: On the morning of November 3rd, when walking the dog, I noticed we were missing a propane tank. The tank had been taken off our travel trailer. I notified all people who had RVs in the trailer area immediately so they could check their units for theft. About an hour later I found the tank in the bush just inside the gate across from Blackie's unit, it was covered up with brush. I then notified all those earlier informed of the theft that it had been found. Dave Milligan notified the RCMP of the incident given the Georgia Park store theft.

It appears someone was pulling a joke on us...or trying to rattle us a bit. No one else lost anything at the time, and I have not been made aware of any other problems in the RV parking area. Just wanted to let everyone know the details of the incident.

The next meeting with the lawyer regarding the bylaws is November 24th, 2021

Treasurer: We have received the following quote for our 2021-22 insurance:

\$29,986 for the buildings / admin and \$1,083 for the WWTP, for a total of \$31,069.

We budgeted \$31,000 for general coverage and \$1200 for the WWTP, so we are well within budget.

Financials for October are attached.

Secretary: I had an update from Suzanne Laroy regarding the planting of the dogwood tree on common property as well as the tree in memory of Bob Mathison:

"Fall was not the good time to acquire an ornamental tree as it turns out. The only one Bowser Brian could get was a \$250 one that was earmarked for a memorial tree that the legion had first dibs on.

The nursery in Qualicum has me on a list for a call late winter/ early spring when they start getting their ornamental trees in. "

Maintenance: Gutter cleaning is complete for all units. The stairs to the deck for Unit #27 were rotted and have been repaired at no cost.

Structure repair of Sundeck on unit #5 is complete with total cost of \$357.22 for materials.

Have a quote for new deck cover from West Coast Sun Deck. \$11,600.00

Landscaping: - Rowan (the guy who has been helping Dan for the past several years) and his father have created a business named Island Mowers, and they have agreed to take over the Landscaping contract for LLE. Violet will finalize the details with them for this in the coming month.

- Rowan will be here in the next week or so, to do the final leaf clean-up and wrap up their work for the season.
- Many thanks to everyone who helped with the fall weeding and shrub trimming work party in October!

WWM Report: We have had some problems with the pvc pipes and the manifold systems of recirculation tank . We have had to make some extensive repairs which also involved digging out the valve box cribbing to expose enough of the discharge line to tie into. Core Water was on the scene to complete the repairs and bring the plant back to full operational condition. However, the extensive rebuilding of the valve box was done by the Septic Committee and other Strata volunteers. I would like to thank all those who participated in this effort and hours spent in making this happen.

Unapproved

Balance Sheet - LLE - As of 2021-11-14

(in Canadian Dollars) (Cash Basis)

2021-11-14

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Account	2021-11-14 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	61,057.90
First Credit Union RV Fund	1,000.79
First CU Membership Shares	38.25
First CU Money Max	13.01
OPERATING Chq	35,333.02
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	97,648.12
Other Assets	
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
UBCU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	150,461.83
TOTAL ASSETS	248,109.95
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	248,109.95
TOTAL LIABILITIES & EQUITY	248,109.95

CRF report - LLE - As of 2021-11-14

(in Canadian Dollars)

2021-11-14

Page 1

Account	2021-11-14 Balance
Bank Accounts	
CRF Chequing	61,057.90
TOTAL Bank Accounts	61,057.90
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	161,519.73

Cheques written - LLE - Last month

2021-10-01 through 2021-10-31 (in Canadian Dollars) (Cash Basis)

2021-11-14

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Date	Category	Memo	Amount
EXPENSES			-21,963.02
Best Turf Lawn & Garden			-2,829.05
2021-10-01	450 LANDSCAPING 8960:455 Groundskee...	monthly payment	-2,829.05
Bowser Builders' Supply Ltd			-87.14
2021-10-20	400 MAINTENANCE 8960:405 Maintenanc...	Wheelbarrow	-87.14
Bureau Veritas Canada (2019) Inc.			-257.25
2021-10-01	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10450319	-257.25
Core Water Management Ltd			-656.25
2021-10-01	700 WWM (Septic) 9220:701 Core Water	Invoice #1872	-656.25
John Gurak			-38.39
2021-10-20	700 WWM (Septic) 9220:720 Collection Sys...	E.B. Horsman invoice	-38.39
Minister of Finance			-203.40
2021-10-01	700 WWM (Septic) 9220:760 Ministry of En...	Invoice #EM1481482	-203.40
Nelson Roofing & Sheet Metal Ltd			-151.20
2021-10-05	400 MAINTENANCE 8960:430 Contractor w...	Invoice #36698 Unit #18	-151.20
Pre Auth Strata			-132.24
2021-10-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA ...	-132.24
Robert Zeman			-16,380.00
2021-10-17	800 CRF Disbursements 8961:810 Painting	Invoice 2143	-16,380.00
Ron LaRoy			-264.48
2021-10-12	--Split--	Sprinkler blowout	-264.48
Suzan Chamney			-107.85
2021-10-12	500 UTILITIES 9220:530 Utility Trailer	Registration	-84.00
2021-10-20	310 ADMIN 9284:320 Office expenses	Domain Name	-23.85
TELUS			-35.93
2021-10-01	700 WWM (Septic) 9220:740 Communicatio...	Pre-Auth Debit THE OW...	-35.93
Windsor Plywood			-819.84
2021-10-15	400 MAINTENANCE 8960:410 Repairs Parts	Invoice #294219 Unit 30 ...	-819.84
OVERALL TOT...			-21,963.02

Budget LLE - Q1 2021

2021-08-01 through 2021-10-31 Using LLE 2021-22 (in Canadian Dollars)

2021-11-14

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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 - Q1 2021

2021-08-01 through 2021-10-31 Using LLE 2021-22 (in Canadian Dollars)

2021-11-14

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Category	2021 September Budget	Difference	Actual	2021 October Budget
EXPENSES	6,033.25	348.45	22,024.00	4,849.25
310 ADMIN 9284	535.00	229.84	84.83	360.00
315 Bank Charges	55.00	-4.48	60.98	55.00
320 Office expenses	0.00	0.00	23.85	25.00
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	280.00
340 General Operating	200.00	-45.68	0.00	0.00
345 Operating Contingency	0.00	0.00	0.00	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	120.00	120.00	1,058.18	170.00
405 Maintenance General	0.00	0.00	87.14	0.00
410 Repairs Parts	80.00	80.00	819.84	80.00
415 Maint. Labour	40.00	40.00	0.00	40.00
417 Mileage for maintenance	0.00	0.00	0.00	50.00
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	0.00	0.00	151.20	0.00
450 LANDSCAPING 8960	3,169.00	239.95	3,093.53	3,029.00
451 Landscaping general	0.00	0.00	0.00	0.00
455 Groundskeeping	2,829.00	-0.05	2,829.05	2,829.00
461 Sprinkler parts & rentals	200.00	200.00	224.88	200.00
462 Sprinklers labour	100.00	0.00	0.00	0.00
463 Mileage for Irrigation	40.00	40.00	39.60	0.00
500 UTILITIES 9220	140.00	7.00	216.24	228.00
510 Water	0.00	0.00	0.00	0.00
520 BC Hydro	140.00	7.00	132.24	140.00
530 Utility Trailer	0.00	0.00	84.00	88.00
700 WWM (Septic) 9220	2,069.25	-248.34	1,191.22	1,062.25
701 Core Water	656.25	0.00	656.25	656.25
705 Core Water callouts	65.00	65.00	0.00	65.00
710 Lab Analysis	355.00	355.00	257.25	105.00
720 Collection System	750.00	750.00	38.39	0.00
725 Treatment System	0.00	-1,661.34	0.00	0.00
730 Disposal	0.00	0.00	0.00	0.00
740 Communication & Control	33.00	33.00	35.93	33.00
750 Emergency power (generator)	210.00	210.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	203.40	203.00
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	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	16,380.00	0.00
801 Emergency	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	16,380.00	0.00
Net Difference:	-6,033.25	348.45	-22,024.00	-4,849.25

Budget LLE - Q1 2021

2021-08-01 through 2021-10-31 Using LLE 2021-22 (in Canadian Dollars)

2021-11-14

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Category	Difference	2021-08-01 Actual	- Budget	2021-10-31 Difference
EXPENSES	-17,174.75	45,648.74	53,430.75	7,782.01
310 ADMIN 9284	275.17	827.97	4,630.00	3,802.03
315 Bank Charges	-5.98	178.44	165.00	-13.44
320 Office expenses	1.15	23.85	25.00	1.15
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	840.00	560.00
340 General Operating	0.00	345.68	600.00	254.32
345 Operating Contingency	0.00	0.00	3,000.00	3,000.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	-888.18	1,403.07	435.00	-968.07
405 Maintenance General	-87.14	87.14	25.00	-62.14
410 Repairs Parts	-739.84	839.73	240.00	-599.73
415 Maint. Labour	40.00	0.00	120.00	120.00
417 Mileage for maintenance	50.00	0.00	50.00	50.00
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	-151.20	476.20	0.00	-476.20
450 LANDSCAPING 8960	-64.53	8,851.63	11,302.00	2,450.37
451 Landscaping general	0.00	0.00	2,000.00	2,000.00
455 Groundskeeping	-0.05	8,487.15	8,487.00	-0.15
461 Sprinkler parts & rentals	-24.88	224.88	520.00	295.12
462 Sprinklers labour	0.00	100.00	215.00	115.00
463 Mileage for Irrigation	-39.60	39.60	80.00	40.40
500 UTILITIES 9220	11.76	1,241.63	1,073.00	-168.63
510 Water	0.00	763.39	565.00	-198.39
520 BC Hydro	7.76	398.24	420.00	21.76
530 Utility Trailer	4.00	80.00	88.00	8.00
700 WWM (Septic) 9220	-128.97	4,344.44	5,990.75	1,646.31
701 Core Water	0.00	1,968.75	1,968.75	0.00
705 Core Water callouts	65.00	0.00	195.00	195.00
710 Lab Analysis	-152.25	364.77	565.00	200.23
720 Collection System	-38.39	38.39	1,250.00	1,211.61
725 Treatment System	0.00	1,661.34	0.00	-1,661.34
730 Disposal	0.00	0.00	0.00	0.00
740 Communication & Control	-2.93	107.79	99.00	-8.79
750 Emergency power (generator)	0.00	0.00	210.00	210.00
760 Ministry of Environment	-0.40	203.40	203.00	-0.40
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	0.00	1,500.00	1,500.00
800 CRF Disbursements 8961	-16,380.00	28,980.00	30,000.00	1,020.00
801 Emergency	0.00	0.00	0.00	0.00
810 Painting	-16,380.00	28,980.00	30,000.00	1,020.00
Net Difference:	-17,174.75	-45,648.74	-53,430.75	7,782.01