

MINUTES REGULAR STRATA COUNCIL MEETING

January 23, 2022 Via Zoom



Participants: Gillian Taccogna, 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: Vice Chair/Bylaws - Adopt the Agenda of Regular Strata Council Meeting January 23, 2022 as circulated.

Seconded: WWMR

Carried: 7 OF 7

C. Approval of Minutes

Moved: Landscaping – Approval of the Minutes of the Regular Strata Council Meeting held November 21, 2021 as circulated.

Seconded: Treasurer

Carried: 7 OF 7

D. Accept Council Member's Reports

Moved: Chair - Accept the Council Members' reports, as circulated.

Seconded: Maintenance

Carried: 7 OF 7

E. Unfinished Business:

E.1. Landscaping: Signing of the new landscaping contract- new contract is signed for 5 years. Violet to send to Emma and Suzan digital copy to download to one drive and hold paper copy.

E.2. LLE Documents: Council also discussed where paper documents are currently located and where they should be located. It was agreed that this topic should be looked into further.

E.3. Maintenance: Snow removal for December- Feedback on new company; We are satisfied with the performance of the new snow removal company. He is more expensive per hour, but he is quicker, so the cost is comparable to previous contractors.

F. New Business

F.1. Secretary: Request and undertaking for Unit #8 for an 8X10 wood platform to be installed to support the addition of a hot tub.

Application has been received and council has discussed, but further information is needed. An email response has been sent to owner for more information.

F.2. Treasurer:

A. Monthly financials

Motion: Treasurer: to accept monthly financials as circulated

Seconded: Landscaping

Carried: 7/7

B. Discussion of the alteration application form

- As part of the new Bylaws we are working on a revised Alteration Application process and forms.

C. Discussed file access to One Drive for council members

F.3. Maintenance: Unit #15- Animals in the attic

Attic and crawl space inspections- Paul to look into a company to inspect all attics and crawl spaces as a preventative maintenance.

G. Next meeting

February 27, 2022 at 9:30 am via Zoom.

H. Adjourned 10:40am

Strata Reports

Vice Chair/ Bylaws- Suzan and I continue with completing the revised bylaws for circulation.

Treasurer- We received an additional invoice from our lawyer, this one was not expected. We are looking into it.

Landscaping report - a 5-year landscaping contract has been signed with Island Mowing (who took over the business, and thus the contract, from Best Turf). It is the same wording as we had for the Best Turf contract, with one year added (with a contract amount with the same rate of increase as is provided for the other 4 years) to make it a 5-year contract running from January 1, 2022 to December 31, 2026.

- Several of the rhododendrons along the entrance way are a less hardy variety than the others, and they have suffered some damage due to the snow and freezing temperatures. Violet will wrap these shrubs in gardening cloth for the duration of the winter, to see if that helps to protect them.

WWM- All systems are operating normally through the cold weather. We had a cracked pipe that was repaired by Core Water in timely manner. 2 pumps were shut down, that is why the red light was flashing. The system is more than capable of performing in this capacity.

The kiosk heater was adjusted and the block heater in the generator was checked and is ok.

Balance Sheet - LLE - As of 2022-01-16

(in Canadian Dollars) (Cash Basis)

2022-01-16

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Account	2022-01-16 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	71,858.77
First Credit Union RV Fund	1,550.79
First CU Membership Shares	38.25
First CU Money Max	13.01
OPERATING Chq	11,561.79
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	85,227.76
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	235,689.59
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	235,689.59
TOTAL LIABILITIES & EQUITY	235,689.59

CRF report - LLE - As of 2022-01-16

(in Canadian Dollars)

2022-01-16

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Account	2022-01-16 Balance
Bank Accounts	
CRF Chequing	71,858.77
TOTAL Bank Accounts	71,858.77
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	172,320.60

Cheques written - LLE

2021-11-01 through 2021-12-31 (in Canadian Dollars) (Cash Basis)

2022-01-16

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Date	Category	Memo	Amount
EXPENSES			-42,384.11
Adrian Johnston			-39.90
2021-12-19	310 ADMIN 9284:340 General Operating	Social from forms revenue	-39.90
Best Turf Lawn & Garden			-5,432.98
2021-11-01	450 LANDSCAPING 8960:455 Groundskeepi...	monthly payment	-2,829.05
2021-11-26	400 MAINTENANCE 8960:410 Repairs Parts	Unit 30 window replacement	225.12
2021-12-01	450 LANDSCAPING 8960:455 Groundskeepi...	monthly payment	-2,829.05
Bowser Builders' Supply Ltd			-367.01
2021-11-26	400 MAINTENANCE 8960:410 Repairs Parts	Wood for repairs Unit #5 deck	-454.15
2021-11-26	400 MAINTENANCE 8960:410 Repairs Parts	Wood for repairs Unit #5 deck	-367.01
2021-11-26	400 MAINTENANCE 8960:410 Repairs Parts	Wood for repairs Unit #5 deck-Reversal	454.15
Bureau Veritas Canada (2019) Inc.			-326.76
2021-11-14	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10480628	-107.52
2021-12-19	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10505147	-109.62
2021-12-24	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10509931	-109.62
Core Water Management Ltd			-1,961.23
2021-11-14	--Split--	Invoice 1889	-1,304.98
2021-12-19	700 WWM (Septic) 9220:701 Core Water	Invoice # 1896	-656.25
Crystal Clean			-2,045.50
2021-11-14	400 MAINTENANCE 8960:420 Gutters & Moss Invoice #49306		-2,045.50
Hugh Jackson			-41.99
2021-11-26	700 WWM (Septic) 9220:720 Collection Syst...	Repair workparty	-41.99
Jane Rothmund			-41.62
2021-11-26	400 MAINTENANCE 8960:410 Repairs Parts	EB Horsman invoice for Photo Control Sw...	-41.62
Pre Auth Deep			-667.60
Pre Auth Strata			-266.00
2021-11-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-133.00
2021-12-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-133.00
TELUS			-107.79
2021-11-01	700 WWM (Septic) 9220:740 Communication...	Pre-Auth Debit THE OWNERS Tel...	-35.93
2021-12-01	700 WWM (Septic) 9220:740 Communication...	Pre-Auth Debit THE OWNERS Tel...	-35.93
2021-12-31	700 WWM (Septic) 9220:740 Communication...	Pre-Auth Debit THE OWNERS Tel...	-35.93
Waypoint Insurance Services Inc.			-31,069.00
Windsor Plywood			-16.73
2021-12-20	400 MAINTENANCE 8960:410 Repairs Parts	Customer 06546	-16.73

OVERALL T... -42,384.11

Budget LLE

2021-08-01 through 2021-12-31 Using LLE 2021-22 (in Canadian Dollars)

2022-01-16

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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

2021-08-01 through 2021-12-31 Using LLE 2021-22 (in Canadian Dollars)

2022-01-16

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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

2021-08-01 through 2021-12-31 Using LLE 2021-22 (in Canadian Dollars)

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Category	Difference	Actual	2021 November Budget	Difference
EXPENSES	-17,174.75	38,477.56	8,288.25	-30,189.31
310 ADMIN 9284	275.17	59.48	360.00	300.52
315 Bank Charges	-5.98	59.48	55.00	-4.48
320 Office expenses	1.15	0.00	25.00	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	0.00	280.00	280.00
340 General Operating	0.00	0.00	0.00	0.00
345 Operating Contingency	0.00	0.00	0.00	0.00
350 INSURANCE 8690	0.00	29,986.00	0.00	-29,986.00
400 MAINTENANCE 8960	-888.18	2,229.01	3,670.00	1,440.99
405 Maintenance General	-87.14	0.00	0.00	0.00
410 Repairs Parts	-739.84	183.51	80.00	-103.51
415 Maint. Labour	40.00	0.00	40.00	40.00
417 Mileage for maintenance	50.00	0.00	0.00	0.00
420 Gutters & Moss	0.00	2,045.50	2,050.00	4.50
425 Snow Removal	0.00	0.00	0.00	0.00
430 Contractor work	-151.20	0.00	1,500.00	1,500.00
450 LANDSCAPING 8960	-64.53	2,829.05	2,829.00	-0.05
451 Landscaping general	0.00	0.00	0.00	0.00
455 Groundskeeping	-0.05	2,829.05	2,829.00	-0.05
461 Sprinkler parts & rentals	-24.88	0.00	0.00	0.00
462 Sprinklers labour	0.00	0.00	0.00	0.00
463 Mileage for Irrigation	-39.60	0.00	0.00	0.00
500 UTILITIES 9220	11.76	800.60	570.00	-230.60
510 Water	0.00	667.60	430.00	-237.60
520 BC Hydro	7.76	133.00	140.00	7.00
530 Utility Trailer	4.00	0.00	0.00	0.00
700 WWM (Septic) 9220	-128.97	2,573.42	859.25	-1,714.17
701 Core Water	0.00	656.25	656.25	0.00
705 Core Water callouts	65.00	648.73	65.00	-583.73
710 Lab Analysis	-152.25	107.52	105.00	-2.52
720 Collection System	-38.39	41.99	0.00	-41.99
725 Treatment System	0.00	0.00	0.00	0.00
730 Disposal	0.00	0.00	0.00	0.00
740 Communication & Control	-2.93	35.93	33.00	-2.93
750 Emergency power (generator)	0.00	0.00	0.00	0.00
760 Ministry of Environment	-0.40	0.00	0.00	0.00
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	1,083.00	0.00	-1,083.00
780 WWTP Contingency	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	-16,380.00	0.00	0.00	0.00
801 Emergency	0.00	0.00	0.00	0.00
810 Painting	-16,380.00	0.00	0.00	0.00
Net Difference:	-17,174.75	-38,477.56	-8,288.25	-30,189.31

Budget LLE

2021-08-01 through 2021-12-31 Using LLE 2021-22 (in Canadian Dollars)

2022-01-16

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Category	Actual	2021 December Budget	Difference	2021-08-01 Actual
EXPENSES	4,021.01	36,433.25	32,412.24	88,147.31
310 ADMIN 9284	94.88	335.00	240.12	982.33
315 Bank Charges	54.98	55.00	0.02	292.90
320 Office expenses	0.00	0.00	0.00	23.85
323 Depreciation Report	0.00	0.00	0.00	0.00
330 VISOA	0.00	0.00	0.00	0.00
335 Honorariums	0.00	280.00	280.00	280.00
340 General Operating	39.90	0.00	-39.90	385.58
345 Operating Contingency	0.00	0.00	0.00	0.00
350 INSURANCE 8690	0.00	30,000.00	30,000.00	29,986.00
400 MAINTENANCE 8960	16.73	820.00	803.27	3,648.81
405 Maintenance General	0.00	0.00	0.00	87.14
410 Repairs Parts	16.73	80.00	63.27	1,039.97
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	700.00	700.00	2,045.50
425 Snow Removal	0.00	0.00	0.00	0.00
430 Contractor work	0.00	0.00	0.00	476.20
450 LANDSCAPING 8960	2,829.05	2,829.00	-0.05	14,509.73
451 Landscaping general	0.00	0.00	0.00	0.00
455 Groundskeeping	2,829.05	2,829.00	-0.05	14,145.25
461 Sprinkler parts & rentals	0.00	0.00	0.00	224.88
462 Sprinklers labour	0.00	0.00	0.00	100.00
463 Mileage for Irrigation	0.00	0.00	0.00	39.60
500 UTILITIES 9220	133.00	140.00	7.00	2,175.23
510 Water	0.00	0.00	0.00	1,430.99
520 BC Hydro	133.00	140.00	7.00	664.24
530 Utility Trailer	0.00	0.00	0.00	80.00
700 WWM (Septic) 9220	947.35	2,309.25	1,361.90	7,865.21
701 Core Water	656.25	656.25	0.00	3,281.25
705 Core Water callouts	0.00	65.00	65.00	648.73
710 Lab Analysis	219.24	355.00	135.76	691.53
720 Collection System	0.00	0.00	0.00	80.38
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	215.58
750 Emergency power (generator)	0.00	0.00	0.00	0.00
760 Ministry of Environment	0.00	0.00	0.00	203.40
765 EOCP (every three years)	0.00	0.00	0.00	0.00
770 Insurance	0.00	1,200.00	1,200.00	1,083.00
780 WWTP Contingency	0.00	0.00	0.00	0.00
800 CRF Disbursements 8961	0.00	0.00	0.00	28,980.00
801 Emergency	0.00	0.00	0.00	0.00
810 Painting	0.00	0.00	0.00	28,980.00
Net Difference:	-4,021.01	-36,433.25	32,412.24	-88,147.31

Budget LLE

2021-08-01 through 2021-12-31 Using LLE 2021-22 (in Canadian Dollars)

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Category	- Budget	2021-12-31 Difference
EXPENSES	98,152.25	10,004.94
310 ADMIN 9284	5,325.00	4,342.67
315 Bank Charges	275.00	-17.90
320 Office expenses	50.00	26.15
323 Depreciation Report	0.00	0.00
330 VISOA	0.00	0.00
335 Honorariums	1,400.00	1,120.00
340 General Operating	600.00	214.42
345 Operating Contingency	3,000.00	3,000.00
350 INSURANCE 8690	30,000.00	14.00
400 MAINTENANCE 8960	4,925.00	1,276.19
405 Maintenance General	25.00	-62.14
410 Repairs Parts	400.00	-639.97
415 Maint. Labour	200.00	200.00
417 Mileage for maintenance	50.00	50.00
420 Gutters & Moss	2,750.00	704.50
425 Snow Removal	0.00	0.00
430 Contractor work	1,500.00	1,023.80
450 LANDSCAPING 8960	16,960.00	2,450.27
451 Landscaping general	2,000.00	2,000.00
455 Groundskeeping	14,145.00	-0.25
461 Sprinkler parts & rentals	520.00	295.12
462 Sprinklers labour	215.00	115.00
463 Mileage for Irrigation	80.00	40.40
500 UTILITIES 9220	1,783.00	-392.23
510 Water	995.00	-435.99
520 BC Hydro	700.00	35.76
530 Utility Trailer	88.00	8.00
700 WWM (Septic) 9220	9,159.25	1,294.04
701 Core Water	3,281.25	0.00
705 Core Water callouts	325.00	-323.73
710 Lab Analysis	1,025.00	333.47
720 Collection System	1,250.00	1,169.62
725 Treatment System	0.00	-1,661.34
730 Disposal	0.00	0.00
740 Communication & Control	165.00	-50.58
750 Emergency power (generator)	210.00	210.00
760 Ministry of Environment	203.00	-0.40
765 EOCP (every three years)	0.00	0.00
770 Insurance	1,200.00	117.00
780 WWTP Contingency	1,500.00	1,500.00
800 CRF Disbursements 8961	30,000.00	1,020.00
801 Emergency	0.00	0.00
810 Painting	30,000.00	1,020.00
Net Difference:	-98,152.25	10,004.94