

MINUTES REGULAR STRATA COUNCIL MEETING

2022-09-25 via Zoom



Participants: Adrian Johnston, Chair; Gillian Taccogna, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Tannis Charest, Secretary; Paul Parker, Maintenance Officer; Hugh Jackson, WWMR; Regrets: Violet Van Hees, Landscaping Officer

A. Meeting called to order by the Chair at 9:27 hours.

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) To adopt the Agenda of Strata Council Meeting September 25, 2022, as circulated.

SECONDED (WWMR)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held July 7, 2022, as circulated.

SECONDED (Maintenance)

CARRIED 6 of 6

D. Acceptance of Reports

MOVED: (Secretary) To accept the Reports and financial statements from the Strata Council members as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

E. Unfinished Business

E.1. (Maintenance)

- Gutters - Two companies were hired to fix the gutters; one did not show the second completed 2 units and has not returned nor submitted an invoice. Maintenance is anticipating that they will return in the spring to complete the job.

The gutters of all 30 units have been cleaned. Maintenance has found that the gutters contained a substantial number of granules from the roof. The company hired did 14 gutters at a cost of \$1,100.00, Paul Parker completed 14 gutters at a cost of \$500.00 and two owners did their own.

Council would like to acknowledge and thank the owners of units 8 and 14 who cleaned their own gutters and the owner of Unit 7 for installing leaf guards on his gutters.

- Window replacement - Units 13, 14, 17 and 11 windows have had windows replaced. Still outstanding is one front door side window for unit 17.

- Painting Phase 5 – Everything is completed, maintenance and the painters have reviewed the job, all items that were noted have now been completed.

Since the time of the quotation the cost of paint has risen from \$40.00 a gallon to \$90.00. Taking into consideration all the extra, non-billed work, that this contractor has done for our strata over the term of his contract, it was decided to help alleviate this extra expense by rounding up his bill from \$20,160.00 to \$21,000.00 including GST.

MOTION: (Secretary) Increase the payment made to the Definitive Finishing Painting from the invoiced amount of \$20,160.00 to \$21,000.00.

SECONDED (Maintenance)

CARRIED 6 of 6

- Trees – The trees by Unit 7 have become a safety hazard and an increase to general maintenance, particularly Unit 7's roof and deck. It was decided that these trees will be removed along with the stumps and debris. The trees will be replaced with different plantings such as a tall hedge.

Since the items fall under Landscaping's portfolio, Landscaping will proceed to get a few quotations on removing the trees and stumps and the cost to replace said trees.

MOTION: (Maintenance) To have the trees by Unit 7 removed.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

- Flooding Crawlspace – Roto-rooter was called to unclog a plugged drain in the crawlspace of unit 24 but were unable to unclog it. In order to resolve this issue a new 4" cleanout and pipe will be installed from the corner of the building to the storm drain. A second drain will be cleaned out at the same time. The drain should be flushed once a year for a few years then we may be able to do it every 2 years.

E.2 (Bylaws)

- The AGM Minutes and new Bylaws have been sent to our lawyers to be filed with the Land Titles. Once this is done the current Bylaws will cease to be in effect and the new Bylaws will take over. The website will be updated at that time and owners will be notified.

E.3. (AGM)

- The assignment of positions and portfolios following the AGM.

MOTION: (Chair) To accept the new positions and portfolios as follows:

- Adrian Johnston, Chair
- Gillian Taccogna, Vice-Chair/Bylaws
- Suzan Chamney, Treasurer
- Tannis Charest, Secretary
- Paul Parker, Maintenance Officer
- Violet Van Hees, Landscaping Officer
- Hugh Jackson, WWMR

SECONDED (Treasurer)

CARRIED 6 of 6

F. New Business

F.1. (Landscaping)

- Landscaping to investigate the cost of hiring an Arborist to assess the trees in the land covenant and RDN that may impact the strata and prepare a permit for removal of any trees that pose a hazard and thus should be removed.

F.2. (Maintenance)

- Letter to owners - A letter will be sent to owners regarding the cleaning around their units.
- Decks – Deck inspection will be done in October.
- Snow Removal – We will use the same contractor as last year, as we feel he did a good job, his fee has not increased, and he does not charge a base rate.

F.3. (Correspondence)

- A letter of reply will be written.

G. Next meeting October 23, 2022, at 9:30 hours.

H. Adjourn 10:50 hours.

Chair

- Nothing to report.

Vice Chair

- Nothing to report.

Secretary

- Nothing to report.

Treasurer

- The Automatic Debit system that pulls our monthly fees was updated after the AGM to reflect the new fees. We have applied to up our maximum amount from \$11,000 to \$15,000 so that we don't run out of capacity if fees continue to rise.
- On a Bylaw Committee note, we sent the Minutes and the new Consolidated Bylaws to our lawyer, Shawn Smith to file. Once that is done, we can update the website and let owners know that the new bylaws are in effect.

Maintenance Officer

- Maintenance for June
 - Gutters
 - Windows-#13 14 and 17
 - Phase 5 Painting update
- Up coming issues
 - Letter to owners re windowsills cleaning and shrubs off building
 - Trees by Unit #7 damaging roof and deck
 - Annual deck inspection
 - Snow removal
 - Strata work parties

Waste Water Management Rep

- Nothing to Report

Landscaping Officer

- In late August, the tree behind #16 that was too close to the building was removed, and several dead trees between #28 and #29 were removed.
 - In September, several strata residents pulled out the shrubs and small trees growing in around the lower pond, to help ensure the pond does not fill in. Thanks very much to Bucky and Dave for working with me to pull these out, and Dave and Ron LaRoy for your work to haul the stuff away
 - Up coming
 - Watch for a fall weeding and trimming party for the entrance way borders, likely in early October.
 - I will be looking into what it would take, and cost, to take down the big cottonwood trees along the fence between the entrance way and #7.
 - We may need to hire an arborist to come assess the trees in the land covenant that is along the ditch, in particular to look at the trees that are leaning and close enough to homes to be a potential hazard. The last arborist report was from 10 years ago.
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Balance Sheet - LLE - As of 2022-09-09

(in Canadian Dollars) (Cash Basis)

2022-09-09

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Account	2022-09-09 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	79,266.28
First Credit Union RV Fund	1,430.79
First CU Membership Shares	25.00
First CU Money Max	26.28
OPERATING Chq	22,328.10
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	103,281.60
Other Assets	
CRF 006 GIC **7130	22,840.58
CRF 008 GIC **8417	46,024.40
CRF 3YR GIC (105)	10,732.58
CRF 5YR GIC (102)	22,068.25
UBCU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	151,665.81
TOTAL ASSETS	254,947.41
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	254,947.41
TOTAL LIABILITIES & EQUITY	254,947.41

CRF report - LLE - As of 2022-09-09

(in Canadian Dollars)

2022-09-09

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Account	2022-09-09 Balance
Bank Accounts	
CRF Chequing	79,266.28
TOTAL Bank Accounts	79,266.28
Asset Accounts	
CRF 006 GIC **7130	22,840.58
CRF 008 GIC **8417	46,024.40
CRF 3YR GIC (105)	10,732.58
CRF 5YR GIC (102)	22,068.25
TOTAL Asset Accounts	101,665.81
OVERALL TOTAL	180,932.09

Cheques written - LLE - Last month

2022-08-01 through 2022-08-31 (in Canadian Dollars) (Cash Basis)

2022-09-09

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Date	Category	Memo	Amount
EXPENSES			-10,178.59
Bureau Veritas Canada (2019) Inc.			-122.96
2022-08-06	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10671597	-122.96
Core Water Management Ltd			-2,759.14
2022-08-06	--Split--	Invoice 2008	-2,759.14
Dale Phillips Tree Service			-1,575.00
2022-08-19	450 LANDSCAPING 8960:451 Landscaping...	Invoice #197 Tree removal	-1,575.00
Interac E-transfer Debit			-202.86
2022-08-10	450 LANDSCAPING 8960:461 Sprinkler par... 4 I 20 ULTRA		-202.86
Iritex			-90.68
2022-08-19	700 WWM (Septic) 9220:725 Treatment Sys...parts		-90.68
Island Mowers			-2,913.94
2022-08-01	450 LANDSCAPING 8960:455 Groundskee...	Monthly Landscaping payment	-2,913.94
Koen Properties			-1,102.50
2022-08-30	400 MAINTENANCE 8960:420 Gutters & M...	Gutter Cleaning	-1,102.50
Paul Parker			-758.86
2022-08-30	--Split--	various maintenance	-758.86
Pre Auth Deep			-206.20
2022-08-12	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS ...	-45.00
2022-08-12	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS ...	-47.60
2022-08-12	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS ...	-113.60
Pre Auth Strata			-159.00
2022-08-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN ...	-159.00
TELUS			-72.14
2022-08-02	700 WWM (Septic) 9220:740 Communicatio...	Pre-Auth Debit THE OWNERS ...	-36.07
2022-08-31	700 WWM (Septic) 9220:740 Communicatio...	Pre-Auth Debit THE OWNERS ...	-36.07
Windsor Plywood			-215.31
2022-08-06	400 MAINTENANCE 8960:423 Window rep...	Customer 06546	-215.31
OVERALL TOT...			-10,178.59

Budget LLE - Last month

2022-08-01 through 2022-08-31 Using LLE 2022-23 (in Canadian Dollars)

2022-09-25

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Category	Actual	2022 August Budget	Difference
EXPENSES	10,518.07	9,299.00	-1,219.07
310 ADMIN 9284	339.48	1,435.00	1,095.52
315 Bank Charges	59.48	55.00	-4.48
320 Office expenses	0.00	100.00	100.00
323 Depreciation Report	0.00	0.00	0.00
325 Professional & Legal Fees	0.00	0.00	0.00
335 Honorariums	280.00	280.00	0.00
345 Operating Contingency	0.00	1,000.00	1,000.00
350 INSURANCE 8690	0.00	0.00	0.00
400 MAINTENANCE 8960	2,016.57	590.00	-1,426.57
405 Maintenance General Repairs	0.00	20.00	20.00
410 Repairs Parts	153.01	50.00	-103.01
412 Maint. Labour	0.00	50.00	50.00
415 Contractor work	0.00	50.00	50.00
417 Mileage for maintenance	45.75	20.00	-25.75
420 Gutters & Moss	1,602.50	0.00	-1,602.50
423 Window repairs	215.31	50.00	-165.31
425 Roofing	0.00	25.00	25.00
429 Foundation & Drain Tile	0.00	75.00	75.00
430 Deck repairs	0.00	100.00	100.00
441 Fence repairs	0.00	150.00	150.00
445 Snow Removal	0.00	0.00	0.00
450 LANDSCAPING 8960	4,751.90	3,954.00	-797.90
451 Landscaping general	1,586.30	800.00	-786.30
452 Mileage for Landscaping	48.80	40.00	-8.80
455 Groundskeeping	2,913.94	2,914.00	0.06
461 Sprinkler parts & rentals	202.86	100.00	-102.86
462 Sprinklers labour	0.00	100.00	100.00
500 UTILITIES 9220	365.20	929.00	563.80
510 Water	206.20	762.00	555.80
520 BC Hydro	159.00	167.00	8.00
530 Utility Trailer	0.00	0.00	0.00
700 WWM (Septic) 9220	3,044.92	2,391.00	-653.92
701 Core Water	706.25	750.00	43.75
705 Core Water callouts	403.99	0.00	-403.99
710 Lab Analysis	122.96	108.00	-14.96
720 Collection System	0.00	500.00	500.00
725 Treatment System	90.68	0.00	-90.68
730 Disposal	1,648.90	0.00	-1,648.90
740 Communication & Control	72.14	33.00	-39.14
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	1,000.00	1,000.00
Other 700 WWM (Septic) 9220	0.00	0.00	0.00
Net Difference:	-10,518.07	-9,299.00	-1,219.07