

MINUTES REGULAR STRATA COUNCIL MEETING

2022-10-30 via Zoom



Participants: Adrian Johnston, Chair; Gillian Taccogna, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Tannis Charest, Secretary; Violet Van Hees, Landscaping Officer; Hugh Jackson, WWMR (joined meeting at 9:34); Regrets: Paul Parker, Maintenance Officer

A. Meeting called to order by the Chair at 9:30 hours.

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) To adopt the Agenda of Strata Council Meeting October 30, 2022 with the addition of two items.

SECONDED (Treasurer)

CARRIED 5 of 5

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held October 16, 2022, as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 5 of 5

D. Acceptance of Reports

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

SECONDED (Secretary)

CARRIED 5 of 5

Approval Unfinished Business

E.1. (Correspondence)

- Correspondence: Ratification of motions that were passed via email

MOTION: (Treasurer) Unit #25. To accept Indemnity and alteration agreement to install a heat pump as submitted and agreed upon via email.

SECONDED (Landscaping)

CARRIED 6 of 6

MOTION: (Vice Chair/Bylaws) Unit #12. To accept Indemnity and alteration agreement to install a heat pump as submitted and agreed upon via email.

SECONDED (WWMR)

CARRIED 6 of 6

E.2. (Landscaping)

- **Cottonwood trees:** Clear Cuts will be here the end of November to remove the row of Cottonwood trees between #7 and the entrance way. We will just do tree removal (and no stump grinding) at this time.

E. New Business

F.1. (Insurance)

- **Insurance renewal:** The insurance policy has been reviewed and returned to the insurance company for the required changes. Once completed the policy will be posted on LLE website.

F.2. (Maintenance)

- **Roof repair/replacement future planning:** Please see report from Maintenance attached.
- **Owner responsibility concerning the upkeep and regular maintenance of their decks:** Please note that any damage done to Limited Common Property by an owner is the responsibility of the owner, as per our bylaws. This includes items such as plantings, decorations and/or neglect that cause damage to the buildings and/or decks.

F.3. (Landscaping)

- **Removal of yard waste:** Our landscape contractor is no longer able to dispose of items other than grass and leaves. They will no longer be taking our garden, shrub, tree and planter waste. Landscaping will be sending out notices to owners concerning this and how we are going to proceed in dealing with the yard waste, in particular the large amount of unwanted soil that is being added to the yard waste holding area.
- **Arborist:** Landscaping will be looking into an arborist and contacting RDN regarding dangerous tree removal (see Landscaping report).

F.4. (Correspondence)

- **Unit #26 Heat Pump LLE Alteration Application:** Discussion regarding the decibels of noise from heat pumps. It was noted that the proposed heat pump will be the same machine as has already been installed by at least two other units in the complex.

MOTION: (Vice Chair/Bylaws) Unit #26. To accept LLE Alteration Application including Assumption of Liability Agreement to install a heat pump.

SECONDED (WWMR)

CARRIED 6 of 6

F.4. (Correspondence)

- **Christmas Party planning:** Once again, we will be having our Christmas Party at the Arrowsmith Golf Club. The cost, which includes the meal, taxes and gratuity will be \$35 per person. All alcoholic or special beverages will be extra. A notice will be sent out when the date is confirmed. Tickets will be purchased in advance.

F. Next meeting November 24, 2022 at 9:30 hours.

G. Adjourn 10:38 hours.

Chair

- Nothing to report

Vice Chair

- Nothing to report

Secretary

- Nothing to report

Treasurer

- Nothing to report

Maintenance

- Front door side glass window replaced Unit #17 Cost \$280.
- Roto Rooter replaced the 3" cleanout with a 4" cleanout. Installed a new cleanout in the exit line. Flushed perimeter line around unit 23-24. Water was flowing freely around the perimeter of the units now which was not happening. The plan is to flush again in Jan and stay ahead of the line clogging up and flooding Unit 24. Cost \$2097.
- Repair dryer vent and hood vents at Unit 30. Nelson Roofing did repair
- Annual Deck Inspection. 13 decks looked at. We have 3 new decks- units 4,5 and 6. Decks 1,2 and 3 are showing their age with the deck surface becoming smooth and worn. Deck 1 and 3 have some seams starting to lift but appear not to be leaking. The rest of the decks all seem to be holding up well, no real issue found. The bottom 6 decks units 1-6 used a vinyl of only 45 ml thickness at the time of construction as the rest of the units they used a 65ml thickness. This is what I believe to be the result in the bottom decks not lasting as well as the upper decks. Just a reminder to owners to clean and look after their decks as it really makes a difference in their life span.
- Roof Repair Replacement. Unit 9 had the roof doctor, a company that promotes extending the life of our roofs come by and give us a quote. At this time, we don't have exact numbers but a rough estimate. Clean/seal per unit \$7500 X 30=\$225,000 Total 30 units. Cost to Re-Shingle Roof \$25,000X30=\$750,000
Do full strata at same time Clean/seal \$200,000 to Re-shingle all Units \$670,000
- Snow guides to protect the curbs put out.

Landscape

- The work party to blow out the irrigation lines for winter was a big success, with lots of people showing up to help. Thanks! And thanks to Ron LaRoy for organizing it and getting the air compressor etc.
- The work party to weed the entrance way was small, but mighty. Ted spent three afternoons with his electric hedge trimmer giving the shrubs rather jaunty hair cuts. Thanks Ted! And thanks to all of you who came out to weed and make the borders look good for the end of the season! I will likely put white landscaping cloth over the rhodos in the entrance way borders again this winter, to help them from the wind and colder weather.

Strata Council Reports

- As decided at the strata council meeting of October 18, 2022, I have arranged with Clean Cuts Tree Service to remove the row of cottonwood trees along the fence between #7 and the entrance way. Scott Gilbert (owner of Clean Cuts) anticipates that they will be able to come do the tree removal around the end of November, and he will call closer to that time to confirm the actual date. Paul Parker has talked with our neighbour who lives on the other side of the fence (Christo) to let him know about the removal of the trees, and Christo seemed happy that we were telling him about it. I will let the strata residents, and Christo, know what day(s) the tree company will be here, once I know.
- I will look into having an Arborist come look at the ditch, as well as the strata land that is within 30 metres of the ditch, to have the Arborist advise us about whether there are hazardous trees within those areas that the strata ought to consider removing.
- I will also contact the RDN Parks Department to ask them to have someone come check whether there are trees that have become hazardous to our property that are in the RDN community park land that borders our property, that RDN ought to remove.

Waste Water Management

- Nothing to report

Balance Sheet - LLE - As of 2022-10-25

(in Canadian Dollars) (Cash Basis)

2022-10-25

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Account	2022-10-25 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	61,343.15
First Credit Union RV Fund	1,430.79
First CU Membership Shares	25.00
First CU Money Max	26.28
OPERATING Chq	23,162.81
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	86,193.18
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	237,858.99
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	237,858.99
TOTAL LIABILITIES & EQUITY	237,858.99

CRF report - LLE - As of 2022-10-27

(in Canadian Dollars)

2022-10-27

Page 1

Account	2022-10-27 Balance
Bank Accounts	
CRF Chequing	61,343.15
TOTAL Bank Accounts	61,343.15
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	163,008.96

Cheques written - LLE - Last month

2022-09-01 through 2022-09-30 (in Canadian Dollars) (Cash Basis)

2022-10-27

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Date	Category	Memo	Amount
EXPENSES			-28,264.28
Bureau Veritas Canada (2019) Inc.			-405.83
2022-09-02	700 WWM (...INVOICE #:	VA10557102	-115.82
2022-09-25	700 WWM (...INVOICE #:	VA10698501	-290.01
Core Water Management Ltd			-1,312.50
2022-09-05	700 WWM (...Invoice #2022		-656.25
2022-09-25	700 WWM (...Invoice #2039		-656.25
Definitive Finishing Painting			-21,000.00
2022-09-25	800 CRF Di...Invoice # -	2238	-21,000.00
Island Mowers			-2,913.94
2022-09-01	450 LANDS...Monthly Landscaping payment		-2,913.94
Pre Auth Strata			-159.00
2022-09-19	500 UTILITI...Pre-Auth Debit STRATA PLAN VI...		-159.00
Ron LaRoy			-370.45
2022-09-04	--Split--	Sprinkler system repairs	-264.96
2022-09-22	--Split--	Sprinklers and dumping vegetation	-105.49
Royal Canadian Legion			-100.00
2022-09-06	310 ADMIN...Hall Rental Invoice #110		-100.00
Windsor Plywood			-2,002.56
2022-09-04	400 MAINT... Customer #06546		-2,002.56
OVERALL TOT...			-28,264.28

Budget LLE

2022-08-01 through 2022-09-30 Using LLE 2022-23 (in Canadian Dollars)

2022-10-27

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Category	Actual	2022 August Budget	Difference	Actual
EXPENSES	10,518.07	9,299.00	-1,219.07	7,319.26
310 ADMIN 9284	339.48	1,435.00	1,095.52	154.98
315 Bank Charges	59.48	55.00	-4.48	54.98
320 Office expenses	0.00	100.00	100.00	100.00
323 Depreciation Report	0.00	0.00	0.00	0.00
325 Professional & Legal Fees	0.00	0.00	0.00	0.00
335 Honorariums	280.00	280.00	0.00	0.00
345 Operating Contingency	0.00	1,000.00	1,000.00	0.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	2,016.57	590.00	-1,426.57	2,002.56
405 Maintenance General Repairs	0.00	20.00	20.00	0.00
410 Repairs Parts	153.01	50.00	-103.01	0.00
412 Maint. Labour	0.00	50.00	50.00	0.00
415 Contractor work	0.00	50.00	50.00	0.00
417 Mileage for maintenance	45.75	20.00	-25.75	0.00
420 Gutters & Moss	1,602.50	0.00	-1,602.50	0.00
423 Window repairs	215.31	50.00	-165.31	2,002.56
425 Roofing	0.00	25.00	25.00	0.00
429 Foundation & Drain Tile	0.00	75.00	75.00	0.00
430 Deck repairs	0.00	100.00	100.00	0.00
441 Fence repairs	0.00	150.00	150.00	0.00
445 Snow Removal	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	4,751.90	3,954.00	-797.90	3,284.39
451 Landscaping general	1,586.30	800.00	-786.30	29.25
452 Mileage for Landscaping	48.80	40.00	-8.80	103.70
455 Groundskeeping	2,913.94	2,914.00	0.06	2,913.94
461 Sprinkler parts & rentals	202.86	100.00	-102.86	0.00
462 Sprinklers labour	0.00	100.00	100.00	237.50
500 UTILITIES 9220	365.20	929.00	563.80	159.00
510 Water	206.20	762.00	555.80	0.00
520 BC Hydro	159.00	167.00	8.00	159.00
530 Utility Trailer	0.00	0.00	0.00	0.00
700 WWM (Septic) 9220	3,044.92	2,391.00	-653.92	1,718.33
701 Core Water	706.25	750.00	43.75	1,312.50
705 Core Water callouts	403.99	0.00	-403.99	0.00
710 Lab Analysis	122.96	108.00	-14.96	405.83
720 Collection System	0.00	500.00	500.00	0.00
725 Treatment System	90.68	0.00	-90.68	0.00
730 Disposal	1,648.90	0.00	-1,648.90	0.00
740 Communication & Control	72.14	33.00	-39.14	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	1,000.00	1,000.00	0.00
Other 700 WWM (Septic) 9220	0.00	0.00	0.00	0.00
Net Difference:	-10,518.07	-9,299.00	-1,219.07	-7,319.26

Budget LLE

2022-08-01 through 2022-09-30 Using LLE 2022-23 (in Canadian Dollars)

2022-10-27

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Category	2022 September Budget	Difference	2022-08-01 Actual	- Budget
EXPENSES	7,046.00	-273.26	17,837.33	16,345.00
310 ADMIN 9284	585.00	430.02	494.46	2,020.00
315 Bank Charges	55.00	0.02	114.46	110.00
320 Office expenses	100.00	0.00	100.00	200.00
323 Depreciation Report	0.00	0.00	0.00	0.00
325 Professional & Legal Fees	150.00	150.00	0.00	150.00
335 Honorariums	280.00	280.00	280.00	560.00
345 Operating Contingency	0.00	0.00	0.00	1,000.00
350 INSURANCE 8690	0.00	0.00	0.00	0.00
400 MAINTENANCE 8960	340.00	-1,662.56	4,019.13	930.00
405 Maintenance General Repairs	20.00	20.00	0.00	40.00
410 Repairs Parts	50.00	50.00	153.01	100.00
412 Maint. Labour	50.00	50.00	0.00	100.00
415 Contractor work	50.00	50.00	0.00	100.00
417 Mileage for maintenance	20.00	20.00	45.75	40.00
420 Gutters & Moss	0.00	0.00	1,602.50	0.00
423 Window repairs	50.00	-1,952.56	2,217.87	100.00
425 Roofing	25.00	25.00	0.00	50.00
429 Foundation & Drain Tile	75.00	75.00	0.00	150.00
430 Deck repairs	0.00	0.00	0.00	100.00
441 Fence repairs	0.00	0.00	0.00	150.00
445 Snow Removal	0.00	0.00	0.00	0.00
450 LANDSCAPING 8960	3,654.00	369.61	8,036.29	7,608.00
451 Landscaping general	400.00	370.75	1,615.55	1,200.00
452 Mileage for Landscaping	40.00	-63.70	152.50	80.00
455 Groundskeeping	2,914.00	0.06	5,827.88	5,828.00
461 Sprinkler parts & rentals	200.00	200.00	202.86	300.00
462 Sprinklers labour	100.00	-137.50	237.50	200.00
500 UTILITIES 9220	167.00	8.00	524.20	1,096.00
510 Water	0.00	0.00	206.20	762.00
520 BC Hydro	167.00	8.00	318.00	334.00
530 Utility Trailer	0.00	0.00	0.00	0.00
700 WWM (Septic) 9220	2,300.00	581.67	4,763.25	4,691.00
701 Core Water	750.00	-562.50	2,018.75	1,500.00
705 Core Water callouts	300.00	300.00	403.99	300.00
710 Lab Analysis	257.00	-148.83	528.79	365.00
720 Collection System	750.00	750.00	0.00	1,250.00
725 Treatment System	0.00	0.00	90.68	0.00
730 Disposal	0.00	0.00	1,648.90	0.00
740 Communication & Control	33.00	33.00	72.14	66.00
750 Emergency power (generator)	210.00	210.00	0.00	210.00
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	0.00	0.00	1,000.00
Other 700 WWM (Septic) 9220	0.00	0.00	0.00	0.00
Net Difference:	-7,046.00	-273.26	-17,837.33	-16,345.00

Budget LLE

2022-08-01 through 2022-09-30 Using LLE 2022-23 (in Canadian Dollars)

2022-10-27

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Category	2022-09-30 Difference
EXPENSES	-1,492.33
310 ADMIN 9284	1,525.54
315 Bank Charges	-4.46
320 Office expenses	100.00
323 Depreciation Report	0.00
325 Professional & Legal Fees	150.00
335 Honorariums	280.00
345 Operating Contingency	1,000.00
350 INSURANCE 8690	0.00
400 MAINTENANCE 8960	-3,089.13
405 Maintenance General Repairs	40.00
410 Repairs Parts	-53.01
412 Maint. Labour	100.00
415 Contractor work	100.00
417 Mileage for maintenance	-5.75
420 Gutters & Moss	-1,602.50
423 Window repairs	-2,117.87
425 Roofing	50.00
429 Foundation & Drain Tile	150.00
430 Deck repairs	100.00
441 Fence repairs	150.00
445 Snow Removal	0.00
450 LANDSCAPING 8960	-428.29
451 Landscaping general	-415.55
452 Mileage for Landscaping	-72.50
455 Groundskeeping	0.12
461 Sprinkler parts & rentals	97.14
462 Sprinklers labour	-37.50
500 UTILITIES 9220	571.80
510 Water	555.80
520 BC Hydro	16.00
530 Utility Trailer	0.00
700 WWM (Septic) 9220	-72.25
701 Core Water	-518.75
705 Core Water callouts	-103.99
710 Lab Analysis	-163.79
720 Collection System	1,250.00
725 Treatment System	-90.68
730 Disposal	-1,648.90
740 Communication & Control	-6.14
750 Emergency power (generator)	210.00
760 Ministry of Environment	0.00
765 EOCP (every three years)	0.00
770 Insurance	0.00
780 WWTP Contingency	1,000.00
Other 700 WWM (Septic) 9220	0.00
Net Difference:	-1,492.33