

MINUTES REGULAR STRATA COUNCIL MEETING

2022-12-18 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; Paul Parker, Maintenance Officer.

A. Meeting called to order by the Chair at 9:29 hours.

B. Approval of Agenda

MOTION: (Landscaping) To adopt the Agenda of Strata Council Meeting October 30, 2022, as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held October 30, 2022, as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

D. Acceptance of Reports

MOVED: (Treasurer) To accept the Reports and Financial Statements from the Strata Council members as circulated.

SECONDED (WWMR)

CARRIED 7 of 7

E. Unfinished Business

E.1. (Finance)

- **Insurance Invoice:** In order to cover the 2023 insurance, \$20,000.00 was borrowed from the CRF to pay the invoice. This money will be repaid to the CRF from the Operating Account by the end of the year. (See Treasurer's report below.)

E.2. (Maintenance)

- **Unit # 23 #24 drain tile flush:** When the first drain flush was done in September it was decided that they would do this process twice a year for the first few years, if required. Maintenance will make arrangements for the drains to be flushed when the water is flowing and the weather is warmer.

F. New Business

F.1. (Finance)

- **Annual Financial review:** Thank you to Tom and John for doing the Annual Financial Review.

MOTION: (Finance) To accept the Annual Financial Review (attached) from the Financial Review Committee.

SECONDED (Secretary)

CARRIED 7 of 7

- **Social ledger lines:** In order to maintain transparency, we will add two new ledger lines to our accounting program: Social Expenses and Social Revenues. This is where money for social events will be accounted for. Revenues will not come from The Owners' budget.

F.2. (Bylaws)

- **Bylaws update:** The provincial government has changed the rental section of the strata property act so that strata corporations no longer have the ability to restrict rentals (see attached report). Bylaws restricting rentals are no longer enforceable. To avoid confusion, it is recommended that unenforceable bylaws be removed from the bylaws. The cost for the lawyer to do this is \$150. We will make a motion to remove the unenforceable bylaws at the AGM.
Other stratas and strata lawyers will all be discussing how they wish to proceed in the wake of these changes; therefore council will wait until March to form a committee to examine if we want to make other changes to our bylaws to address potential rental issues.

F.3. (Correspondence)

- Thank you to Don Bannerman for his work in keeping the pond area clean of brush waste.

F.4. (Maintenance)

- **Snow removal:** Everyone seems to be pleased with the snow removal company.
- **Gutters:** When the weather has improved and it is safe to do so, the problem gutters will be looked at to see if an additional cleaning is required.

F.5. (Landscaping)

- **Landscaping Contract:** Council reviewed the report submitted by Landscaping (attached), but made a different decision than the one proposed.

MOTION: (Maintenance) To leave the contact as is and review it in December 2023; if inflation has risen by 4% or more, Council will discuss another additional payment at that time.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 7 ABSTAIN 1

G. Next meeting January 22, 2023 via zoom at 09:30 hours.

H. Adjourn 11:18 hours.

Chair

- Nothing to report.

Vice Chair

- Nothing to report.

Secretary

- Nothing to report.

Maintenance Officer

- Nothing to report.

Waste Water Management Rep

- We had an alarm that #5 pump was not working in the effluent tank. Ted and I went on site to check out pump. Our conclusion was that the starter mechanism in the computer-controlled timer was not working. We called in a commercial electrician Collins Electric as Core water does not have a permit for electrical work. The starter control was changed in both #5 and #6 pumps. Both pumps are now on and working satisfactorily.
- All other aspects of the system are normal. We would ask council to send out a notice to the residents who are using the grounds surrounding the Kiosk for a dog run to pick up after their pets. The crew and I are not interested in stepping into these messes and carrying them into the floors of our vehicles.
- General cleanup around Kiosk. Usual Fall battle with leaves on gravel filter. All systems up and running as normal.

Bylaw Committee

VISOA offered a one-hour seminar on the November 2022 changes to the rental section Strata Property Act. Here is a summary of the relevant points that were touched on.

- Bylaws that prevent or restrict rentals are no longer enforceable. Stratas can no longer prohibit or limit rentals.
- The changes do not affect bylaws that deal with short-term accommodation such as Airbnb, VRBO, etc. This is because they are not tenancies of law, they are “license arrangements”, so they remain in effect.
- Stratas cannot restrict tenancy periods—either minimum or maximum, or require owners have a rental manager or to pay extra fees to have a rental.
- Stratas cannot prohibit roommates or screen tenants.
- Stratas are only allowed to have an age-restriction bylaw that requires one or more persons residing in the strata lot to have reached an age that is not less than 55 years.
- Form B no longer needs to report on number of rentals.
- Stratas can still require Form Ks and tenant contact info.
- Lawyers recommend removing unenforceable bylaws.
Lawyers recommend that rather than creating bylaws that restrict occupancy to single family, stratas should look at what you are trying to accomplish, such as limiting noise and create a bylaw to restrict that behaviour.

Treasurer

- The report from the Financial Review Committee's annual review has been submitted to Council and is part of the submitted Reports package. We will discuss it at the Council meeting.
- Our insurance renewal came in at \$33,412, which is under our budget of \$34,880—but still virtually double what it was five years ago. Since we collect the funds for insurance on a monthly basis and we are only four months into our fiscal year, there was not enough money in the Operating Account to pay the invoice in total, so we “borrowed” \$20,000 from the CRF. We are allowed to do so under the Strata Property Act in these circumstances and we will put that money back before the end of the fiscal year.
- I am now working on our Income Tax Return for last year.
- This year we pre-sold tickets to the Christmas party, which meant that we had to accept payment through our Operating Account. In order to be transparent, we need to show / track the income and expenses, so I am adding two new lines to our accounting ledger for “social”. It will be a separate section and will not be a part of the actual budget.

2021 – 2022 Annual Financial Review

Submitted by the Finance Committee

We found no numerical errors in the financial statements.

Our comments on the financial statements are as follows.

- 1) There are some months that there is no invoice paid for Lab Analysis. As the testing is supposed to be done monthly we question if this is being done.
- 2) It would appear that window replacements are being paid under maintenance and we would suggest that an allowance be set in the annual CRF budget to allow for them to be paid by CRF as maintenance would only include work on existing windows.
- 3) We would appreciate it if future financial statement would show one month per page as they were quite confusing as presented.

Prepared by Units 23 and 24.

Council's decisions on the Finance Committee's comments in the Annual Financial Review

- 1) We only have ten lab analysis invoices throughout the 2021-22 year. The Waste Water Management Committee Rep will look into how many lab analysis were done last year.
- 2) According to the Strata Property Act we cannot spend money from the CRF unless the expenditure is first approved by a resolution at an AGM or SGM, and we cannot make “general” budget lines in the CRF for potential projects. Therefore, in future we will keep non urgent window replacements until the end of the fiscal year and make a motion at the AGM to replace them using funds from the CRF, then replace them en masse in the fall.
- 3) To make the Budget Report more straightforward and useful, going forward we will generate a summary report that shows how much has been budgeted for in each category and how much has been spent to date without specifics of how much was spent month-by-month.

Landscaping Officer

- Clean Cuts Tree Services has cut down and removed the row of cottonwood trees along the fence between #7 and the entrance way. It was snowing and blowing hard the last day they were here, so there is still some wood on the ground for them to take away. I will check with them about when they will be able to pick that up.
- The final removal of yard waste for the year from the area behind the little fence, has happened. All residents are asked to not put any more waste in that area for the winter - thanks!

Financial Synopsis of Landscaping Contracts

Prepared for LLE Council by Suzan Chamney (Treasurer) and Violet van Hees (Landscaping) for discussion at the December 18, 2022 LLE Council meeting.

From 2016 to 2020 we had a 5-year contract with Dan of Jim's Mowing. It started at \$29,000/year and included 2% per annum cost of living increases. It also included an "unforeseen cost increases" clause. That contract was renewed with Dan, then of Best Turf, for another five years starting in 2021 with 3% per annum cost of living increases. In 2022, the contract was taken over by Island Mowers and renewed for another five years at the same rates (we added one year, to make it a 5-year contract).

In 2022 inflation caused Statistic Canada's Consumer Price Index to grow significantly more than 3%, and in the Fall 2022 we paid Island Mowers an additional \$968, which brought the total annual payment for 2022 up to \$34,270, which was a 6% increase over the 2021 amount paid.

Suzan and Violet have discussed how best to proceed for this contract, going forward. We were looking at what is reasonable, and not too administratively burdensome for either the strata or the contractor. Here is our suggestion for discussion by Council:

- Since we do not yet know what will happen with inflation in 2023, we recommend that the strata pay Island Mowers 3% increase over the full amount we paid them in 2022 (i.e. \$34,270), and that in December 2023 we reassess the situation based on the October 2023 Statistics Canada Consumer Price Index. *(Here is a link to the Statistics Canada consumer price index website: https://www.statcan.gc.ca/en/subjects-start/prices_and_price_indexes/consumer_price_indexes).*
- If the October 2023 Consumer Price Index has risen 4% or more compared to October 2022, we give Island Mowers an additional payment to make up the difference in inflation.
- We then repeat this, each year of the contract (i.e. pay a 3% increase on the total amount of the year before, and provide an additional payment in December if the October CPI rises more 4% or more).

Year	CoL Increase percentage	Contract Amount	Actual Inflation Rate (using Statistics Canada's Consumer Price Index)
Jim's 2016		\$29,000	1.4%
2017	2%	\$29,580	1.6%
2018	2%	\$30,172	2.3%
2019	2%	\$30,775	1.9%
2020	2%	\$31,391	0.7%
2021	3%	\$32,332	3.4%
Island Mowers 2022	3%	\$33,302	6.9%
	6%	+ \$968	(as of October 2022)
		= \$34,270	
2023	3%	\$35,298	TBD
	TBD	+\$ TBD	

Background info, from the current contract with Island Mowers:

Here is the payment schedule that is in the contract:

- January 1, 2022 to December 31, 2022 3% increase: \$33,302.11
- January 1, 2023 to December 31, 2023 3% increase: \$34,301.17
- January 1, 2024 to December 31, 2024 3% increase: \$35,330.21
- January 1, 2025 to December 31, 2025 3% increase: \$36,390.12
- January 1, 2026 to December 31, 2026 3% increase: \$37,481.82

Here is the “Unforeseen cost increase” clause:

Any and all unforeseen increases for materials (gas, fertilizer prices, etc.) over 20% over the duration of the 5-year contract will be charged as an extra to the customer. Justification will be made by The Company to The Customer at the start of each year. These increases must have prior approval by The Customer. The Company will retain any and all invoices over the year that exceeded a 20% cost increase, for reimbursement at the start of the new contract year.

Balance Sheet - LLE - As of 2022-12-07

(in Canadian Dollars) (Cash Basis)

2022-12-07

Page 1

Account	2022-12-07 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	47,487.93
First Credit Union RV Fund	2,080.79
First CU Membership Shares	25.00
First CU Money Max	31.19
OPERATING Chq	21,338.21
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	71,168.27
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	222,834.08
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	222,834.08
TOTAL LIABILITIES & EQUITY	222,834.08

CRF report - LLE - As of 2022-12-07
(in Canadian Dollars)

2022-12-07

Page 1

Account	2022-12-07 Balance
Bank Accounts	
CRF Chequing	47,487.93
TOTAL Bank Accounts	47,487.93
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	149,153.74

Cheques written - LLE - Last month

2022-10-01 through 2022-10-31 (in Canadian Dollars) (Cash Basis)

2022-11-18

Page 1

Date	Category	Memo	Amount
EXPENSES			-7,071.86
Bureau Veritas Canada (2019) Inc.			-122.96
2022-10-13	700 WWM (Septic) 9220:71...	INVOICE #: VA10723054	-122.96
Irly			-140.90
2022-10-14	400 MAINTENANCE 8960:...	Repair parts	-140.90
Island Mowers			-3,881.48
2022-10-01	450 LANDSCAPING 8960:4...	Monthly Landscaping payment	-2,913.94
2022-10-13	450 LANDSCAPING 8960:4...	Fuel surcharge	-967.54
Minister of Finance			-203.40
2022-10-14	700 WWM (Septic) 9220:76...	Invoice # EM1534518	-203.40
Pre Auth Strata			-159.00
2022-10-18	500 UTILITIES 9220:520 B...	Pre-Auth Debit STRATA PLA...	-159.00
Ron LaRoy			-319.83
2022-10-13	--Split--	Sprinkler blowout	-319.83
Roto-Rooter Plumbers			-2,097.90
2022-10-13	400 MAINTENANCE 8960:...	Invoice # 33298728	-2,097.90
Suzan Chamney			-110.32
2022-10-14	--Split--	Trailer registration / Domain N...	-110.32
TELUS			-36.07
2022-10-03	700 WWM (Septic) 9220:74...	Pre-Auth Debit THE OWNER...	-36.07
OVERALL TOT...			-7,071.86

Cheques written - LLE - Last month

2022-11-01 through 2022-11-30 (in Canadian Dollars) (Cash Basis)

2022-12-07

Page 1

Date	Category	Memo	Amount
EXPENSES			-4,652.49
Bureau Veritas Canada (2019) Inc.			-122.96
2022-11-10	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE #: VA10750056	-122.96
Interac E-transfer Debit			42.85
2022-11-21	400 MAINTENANCE 8960:410 Repairs ...	transaction cancelled	42.85
Irly			-13.23
2022-11-10	400 MAINTENANCE 8960:410 Repairs ...	Repair parts	-13.23
Island Mowers			-2,913.94
2022-11-01	450 LANDSCAPING 8960:455 Grounds...	Monthly Landscaping payment	-2,913.94
John Gurak			-42.85
2022-11-21	400 MAINTENANCE 8960:410 Repairs ...	Transaction cancelled	-42.85
Nelson Roofing & Sheet Metal Ltd			-266.70
2022-11-10	400 MAINTENANCE 8960:425 Roofing	Invoice #38799, unit#30	-266.70
Paul Parker			-100.76
2022-11-10	--Split--	various maintenance & Landscapi...	-100.76
Pre Auth Deep			-762.30
2022-11-10	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY DEEP ...	-45.00
2022-11-10	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY DEEP ...	-95.96
2022-11-10	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY DEEP ...	-621.34
Pre Auth Strata			-159.00
2022-11-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-159.00
Windsor Plywood			-313.60
2022-11-28	400 MAINTENANCE 8960:423 Window ...	Customer 06546	-313.60
OVERALL TOT...			-4,652.49

Budget LLE

2022-08-01 through 2022-11-30 Using LLE 2022-23 (in Canadian Dollars)

2022-12-07

Page 1

Category	2022-08-01 Actual	- Budget	2022-11-30 Difference
EXPENSES	30,555.21	27,335.00	-3,220.21
310 ADMIN 9284	1,478.24	2,715.00	1,236.76
315 Bank Charges	231.92	220.00	-11.92
320 Office expenses	126.32	225.00	98.68
323 Depreciation Report	0.00	0.00	0.00
325 Professional & Legal Fees	0.00	150.00	150.00
335 Honorariums	1,120.00	1,120.00	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	6,872.81	1,610.00	-5,262.81
405 Maintenance General Repairs	0.00	80.00	80.00
410 Repairs Parts	307.14	200.00	-107.14
412 Maint. Labour	0.00	200.00	200.00
415 Contractor work	0.00	200.00	200.00
417 Mileage for maintenance	67.10	80.00	12.90
420 Gutters & Moss	1,602.50	0.00	-1,602.50
423 Window repairs	2,531.47	200.00	-2,331.47
425 Roofing	266.70	100.00	-166.70
429 Foundation & Drain Tile	2,097.90	300.00	-1,797.90
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	15,230.95	13,856.00	-1,374.95
451 Landscaping general	2,616.75	1,420.00	-1,196.75
452 Mileage for Landscaping	289.75	80.00	-209.75
455 Groundskeeping	11,655.76	11,656.00	0.24
461 Sprinkler parts & rentals	431.19	500.00	68.81
462 Sprinklers labour	237.50	200.00	-37.50
500 UTILITIES 9220	1,688.50	2,177.60	489.10
510 Water	968.50	1,429.60	461.10
520 BC Hydro	636.00	668.00	32.00
530 Utility Trailer	84.00	80.00	-4.00
700 WWM (Septic) 9220	5,284.71	6,976.40	1,691.69
701 Core Water	2,018.75	3,000.00	981.25
705 Core Water callouts	403.99	600.00	196.01
710 Lab Analysis	774.71	581.00	-193.71
720 Collection System	0.00	1,250.00	1,250.00
725 Treatment System	90.68	0.00	-90.68
730 Disposal	1,648.90	0.00	-1,648.90
740 Communication & Control	144.28	132.00	-12.28
750 Emergency power (generator)	0.00	210.00	210.00
760 Ministry of Environment	203.40	203.40	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:	-30,555.21	-27,335.00	-3,220.21