

MINUTES REGULAR STRATA COUNCIL MEETING

2023-03-19 via Zoom



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

A. Meeting called to order by the Chair at 09:28 hours.

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting March 19, 2023, as circulated.

SECONDED (Landscaping)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Vice Chair/Bylaws) To approve the Minutes of Strata Council Meeting held January 22, 2023, as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

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 7 of 7

E. Unfinished Business

E.1. (Maintenance)Enter subject

- **Roto Rooter Quote for flushing the septic system:** We currently do not have any problems; therefore, we will not be acting on the unsolicited quote from Roto Rooter at this time.

E.2. (Maintenance)

- **Upcoming work to the decks.** A review of the decks will be done when the Maintenance Officer returns in May. Though we budgeted for deck refurbishments, we will only proceed deck when work is required.

E.2. (Vice Chair/Bylaws)

- **February VISOA bulletin update—article on bylaws.** Council will continue to monitor the VISOA bulletins and suggestions. These items will be brought forth at the AGM along with proposed amendments to the By-Laws resulting from the recent changes to the Strata Property Act. The February bulletin can be found at: www.visoa.bc.ca/wp-content/uploads/2023/02/VISOA-Bulletin-February-2023.pdf

F. New Business

F.1. (Maintenance)

- **Doorbell chimes reimbursement request.** The owner will be sent a letter stating the Bylaw section under which this application falls. Since this item is located inside of the unit it is not the responsibility of the strata to repair or maintain.

F.2. (Maintenance)

- **Roof discussion, looking forward.** Since our roofs are coming up on 20 years old, we can expect that they will need replacing in the next one to ten years. Maintenance will get quotations regarding the replacement and/or the life-extending coating product for our roofs. Since this no doubt will be a costly project council will look into payment and schedule options and present their findings to owners at the AGM.

F.3. (Landscaping)

- **Tree Removal.** Landscaping will be contacting RDN concerning a list of tree removal contractors who have authority to remove dangerous trees (that fall within the riparian zone on the strata property) immediately without waiting for RDN approval. Currently there is only one contractor, that we know of, who has this approval, and he is extremely busy.
- **The tree across from Unit 9.** This tree falls under the jurisdiction of the parks department. They will be contacted regarding the removal of this tree and the question of liability.

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

H. Adjourn 10:26 hours.

Chair

- Nothing to Report

Vice Chair

- Nothing to Report

Secretary

- Nothing to Report

Treasurer

- Financial Statements - attached.

Maintenance

- Nothing to Report

Landscape

- Island Mowers did the spring pruning of the trees along our entrance way over a month ago. They anticipate that they will start their mowing season for us by late March. In an information note they just sent around, they provided the following info for fertilizing and moss control for this year:
Our moss control process will differ from last year, as we will be using a liquid baking soda solution. Additionally, we will be simplifying fertilizer use to 3-4 times a year: spring, summer(x2), and fall, more info in future emails.
- The winter jackets are off the shrubs along the entrance way, and they all look strong and healthy.
- I will be organizing the annual tradition of the spring weeding party for the entrance way, probably in late March.

Waste Water Management

- We had some uncommon flooding welling up through our sanitary sewer manholes and on to the road. We brought in Roto Rooter to analyze the problem. It was found that the unusually high-water ground water had seeped into the outer casting of the manholes but not into the sanitary sewer itself. The ground water was removed and all systems are in working order.

Balance Sheet - LLE - As of 2023-03-11

(in Canadian Dollars) (Cash Basis)

2023-03-11

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Account	2023-03-11 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	56,502.14
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,080.79
First CU Savings	679.77
OPERATING Chq	22,492.38
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	81,990.11
Other Assets	
CRF 3YR GIC (105)	10,732.58
CRF 5YR GIC (102)	22,068.25
CRF CCCU 006 GIC **7130	23,000.65
CRF CCCU 008 GIC **8417	46,392.78
First CU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	152,194.26
TOTAL ASSETS	234,184.37
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	234,184.37
TOTAL LIABILITIES & EQUITY	234,184.37

CRF report - LLE - As of 2023-03-11
(in Canadian Dollars)

2023-03-11

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Account	2023-03-11 Balance
Bank Accounts	
CRF Chequing	56,502.14
First CU Ownership	4.88
TOTAL Bank Accounts	56,507.02
Asset Accounts	
CRF 3YR GIC (105)	10,732.58
CRF 5YR GIC (102)	22,068.25
CRF CCCU 006 GIC **7130	23,000.65
CRF CCCU 008 GIC **8417	46,392.78
TOTAL Asset Accounts	102,194.26
OVERALL TOTAL	158,701.28

Cheques written - LLE

2023-01-01 through 2023-02-28 (in Canadian Dollars) (Cash Basis)

2023-03-11

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Date	Category	Memo	Amount
EXPENSES			-8,833.00
Bureau Veritas Canada (2019) Inc.			-507.26
2023-02-01	700 WWM (Septic) 9220:710 La...	INVOICE #: VA10809850	-134.36
2023-02-23	700 WWM (Septic) 9220:710 La...	INVOICE #: VA10814377	-372.90
Core Water Management Ltd			-656.25
2023-02-01	700 WWM (Septic) 9220:701 Co...	Invoice #2110	-656.25
Island Mowers			-6,002.70
2023-01-01	450 LANDSCAPING 8960:451 L...	Monthly Landscaping payment	-3,001.35
2023-02-01	450 LANDSCAPING 8960:451 L...	Monthly Landscaping payment	-3,001.35
Pre Auth Deep			-148.50
2023-02-14	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY V...	-49.50
2023-02-14	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY V...	-49.50
2023-02-14	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY V...	-49.50
Pre Auth Strata			-281.70
2023-01-17	500 UTILITIES 9220:520 BC Hy...	Pre-Auth Debit STRATA PLA...	-91.70
2023-02-17	500 UTILITIES 9220:520 BC Hy...	Pre-Auth Debit STRATA PLA...	-190.00
Roto-Rooter Plumbers			-1,164.45
2023-02-01	400 MAINTENANCE 8960:429 F...	Invoice # 33302820	-1,164.45
TELUS			-72.14
OVERALL TOT...			-8,833.00

Budget LLE

2022-08-01 through 2023-02-28 Using LLE 2022-23 (in Canadian Dollars)

2023-03-19

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Category	2022-08-01 Actual	- Budget	2023-02-28 Difference
EXPENSES	88,838.86	81,315.00	-7,523.86
310 ADMIN 9284	2,350.17	3,925.00	1,574.83
315 Bank Charges	396.86	385.00	-11.86
320 Office expenses	126.32	430.00	303.68
323 Depreciation Report	0.00	0.00	0.00
325 Professional & Legal Fees	146.99	150.00	3.01
335 Honorariums	1,680.00	1,960.00	280.00
345 Operating Contingency	0.00	1,000.00	1,000.00
350 INSURANCE 8690	32,249.00	33,000.00	751.00
400 MAINTENANCE 8960	10,231.01	7,505.00	-2,726.01
405 Maintenance General Repairs	0.00	140.00	140.00
410 Repairs Parts	349.99	350.00	0.01
412 Maint. Labour	0.00	350.00	350.00
415 Contractor work	569.63	350.00	-219.63
417 Mileage for maintenance	67.10	140.00	72.90
420 Gutters & Moss	1,602.50	3,000.00	1,397.50
423 Window repairs	2,537.74	350.00	-2,187.74
425 Roofing	266.70	175.00	-91.70
429 Foundation & Drain Tile	3,262.35	525.00	-2,737.35
430 Deck repairs	0.00	100.00	100.00
441 Fence repairs	0.00	150.00	150.00
445 Snow Removal	1,575.00	1,875.00	300.00
450 LANDSCAPING 8960	31,587.59	22,772.00	-8,815.59
451 Landscaping general	9,089.21	1,420.00	-7,669.21
452 Mileage for Landscaping	289.75	80.00	-209.75
455 Groundskeeping	21,539.94	20,572.00	-967.94
461 Sprinkler parts & rentals	431.19	500.00	68.81
462 Sprinklers labour	237.50	200.00	-37.50
500 UTILITIES 9220	2,308.70	2,814.60	505.90
510 Water	1,117.00	1,565.60	448.60
520 BC Hydro	1,107.70	1,169.00	61.30
530 Utility Trailer	84.00	80.00	-4.00
700 WWM (Septic) 9220	10,112.39	11,298.40	1,186.01
701 Core Water	3,331.25	5,250.00	1,918.75
705 Core Water callouts	403.99	900.00	496.01
710 Lab Analysis	1,962.59	1,054.00	-908.59
720 Collection System	0.00	1,250.00	1,250.00
725 Treatment System	1,146.77	0.00	-1,146.77
730 Disposal	1,648.90	0.00	-1,648.90
740 Communication & Control	252.49	231.00	-21.49
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	1,163.00	1,200.00	37.00
780 WWTP Contingency	0.00	1,000.00	1,000.00
Other 700 WWM (Septic) 9220	0.00	0.00	0.00
Net Difference:	-88,838.86	-81,315.00	-7,523.86