

MINUTES REGULAR STRATA COUNCIL MEETING

2023-04-30 via Zoom



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

Regrets: Gillian Taccogna, Vice-Chair/Bylaws.

A. Meeting called to order by the Chair at 09:30 hours.

B. Approval of Amended Agenda

MOTION: (Landscaping) To adopt the Amended Agenda of Strata Council Meeting April 30, 2023, as amended.

SECONDED (Maintenance)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held June 5, 2022, as circulated.

SECONDED (WWMR)

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 (Treasurer)

CARRIED 6 of 6

E. Unfinished Business

E.1. (Landscaping)

Landscaping will contact Hud Elgood of Branching Out Tree Service to ask him to prepare a multi-year plan to remove the hazardous trees in the ditch area. The plan will then be brought to the LLE AGM in August for approval. If the plan is not approved, we will reimburse Hud for his time to prepare the plan in an amount that Landscaping and Hud will agree to in advance.

MOTION: (Landscaping) To request quotation from Branching Out Tree Service for a plan to remove the hazardous trees from the ditch area.

SECONDED (Maintenance)

CARRIED 6 of 6

E.2. (Landscaping)

RDN will have Branching Out Tree Service remove the hazardous trees across the road from Unit 9.

The branches overhanging Unit #1 are not on RDN parkland and therefore we are allowed to remove/cutback any branches that are overhanging our property.

E.3. (Landscaping)

Since the Landscapers no longer remove our yard waste an alternate arrangement is required. Maintenance will remove and dispose of the

yard waste including the disposal fees for a 6-month period for \$100.00 per month.

Landscaping will be sending out a notice to owners as to the use of the green bins for yard waste and what items are allowed or no longer allowed in our yard waste area. From now on, these items must be disposed of by the owner at the owners' expense and are not to be discarded in the wooded area surrounding the property.

E.4. (Bylaws)

With the Government's changes to the Strata Property Act some of our bylaws that are no longer enforceable.
Enter subject

MOTION:

(Finance) To put forth a resolution at the 2023 AGM to have the unenforceable Bylaws removed from our current Bylaws.

**SECONDED
CARRIED**

(WWMR)
6 of 6

E.5. (Bylaws)

With the government changes to the strata property act concerning rentals an additional information page will be added to the VIS5801 webpage. This page will supply information regarding rentals, insurance, and the required documents (Form K).

F. New Business

F.1. (Maintenance)

Driveway repair. Maintenance will be speaking to owner concerning this.

F.2. (Maintenance)

A new tarp is required for the shelter at the pond. This item will be purchased, and monies taken from our contingency fund.

F.3. (Finance)

A budget planning spreadsheet will be sent out to each portfolio to be completed for the 2023 AGM.

F.4. (AGM)

The secretary will contact the Bowser Legion for available dates for the 2023 AGM.

G. Next meeting: June 4, 2023 via zoom at 9:30 hours.

H. Adjourn: 10:45 hours.

Chair

- Nothing to Report

Vice Chair

- Nothing to Report

Secretary

- Nothing to Report

Treasurer

- I attended an online VISOA conference on March 31-April 1. It was very well hosted, giving participants the opportunity to attend seminars that they were interested in and opt out of the ones that were not of interest. They have promised to post each of the seminars online for viewing in the near future. When they do, I will share the link; meanwhile here's a link to the list of topics: <https://bcstratatech.io/>. Of particular note, there is an insurance broker that specializes in strata insurance and offers free quotes—which I recommend we request—and a company that does depreciation reports that I also think we should contact for a quote.
- Spring is the time to start budget planning for the next year. I will be sending out worksheets shortly.
- The monthly Financial Report is attached.

Maintenance

- Nothing to report

Landscape

- **The trees in the ditch:** I walked the ditch with Hud Elgood (of Branching Out tree services), from the shed up to the end of #16 (the last unit on the ditch). Hud said that there are a lot of trees along the ditch that will become hazardous, and some that are now. He noticed a number of cottonwood trees close to the shed that ought to come out (before they get HUGE), and he also said pretty well all the alders (which is most of the rest of the trees in the ditch) are starting to lean and have unstable root systems, so they ought to be gradually cut before they break or fall.

I understand he told us this same thing a few years ago too.

He described that many of the alders could be cut to about a 6-foot stump height, to allow new branches to grow back, but at a height that would be manageable to trim/cut those branches every few years before they become hazardous. This would cause less disturbance to the ditch, and help keep a visual buffer.

He would need to come back another time to have a more detailed look. And then he will prepare for us a plan that he will spread over 3 years - both to spread out the costs, and to be easier on the stream bed and thus more likely to be approved by RDN. (This will probably take a while, because right now is a very busy season for him.) I asked him to wait to do more work until after the April 30 strata council meeting, where I would ask for a council decision about whether to proceed on this with him.

Hud talked with me about his prices that he provides on his estimates and noted that his estimates are his "highest cost scenario" but he then bills by the hour, and very often the actual costs come in lower - especially when the owners help out, as we have in the past here at our strata.

The advantage of working with Hud is that he is an Arborist, and he has worked with us before and knows the ditch and the trees here - and he knows the RDN. He likes having us help, if we offer to help, and that can bring the cost down. And, he has a practical approach to what needs to be done.

We have to have an Arborist involved, because of the covenant on the ditch, and the permits require an Arborist to identify the trees that need to come down. And whoever takes the trees out needs the special certification for riparian and fish habitat.

I recommend we "sole source" this particular project to Hud, given our past good experience working with him, his knowledge of our strata and property, and expertise as an Arborist (which we would have to hire anyways.)

We need to let Hud know whether we want to have him do this work for us, before he puts more time into preparing a plan.

Once we receive his plan, we could build this into the annual budget for the strata, for approval at the AGM.

- **Leaning trees on the RDN community park land adjacent to our property:**

I met with Travis, of RDN Parks, to look at a number of trees adjacent to our property. He has since met with Hud Elgood, and Hud will be removing a number of hazardous (leaning) cottonwood and alder trees beside the fenced-in septic area.

Trevor said the branches of trees overhanging our property beside #1 can be cut down by us.

When I asked Trevor what would happen if a tree on RDN land fell and damaged something on our land, he said that his understanding (which may not be 100% correct) was that usually in these situations we would access our strata insurance first, then any remainder would be addressed by RDN.

- **Mowing Season has started:**

Island Mowers are back, for the 2023 season. They have aerated the grass, and begun mowing. WeedMan was here to do the spraying for moss control.

- **Yard waste:**

Council will be discussing what to do, in relation to the yard waste area behind the little fence. Island Mowers is no longer removing our yard waste (which they used to do as a courtesy, but

they can no longer take it to where they used to take it), so we need to either pay someone else to do that, or figure out a system where we do this as strata members.

Waste Water Management

- Some extra maintenance was required to change a float valve in the dosing system from the effluent tank. We will be doing some reconstruction on both lines and check valves on #5 and #6 in the near future.
- All systems are up and running at this time.

Balance Sheet - LLE - As of 2023-04-22

(in Canadian Dollars) (Cash Basis)

2023-04-22

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Account	2023-04-22 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	59,788.40
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,080.79
First CU Savings	679.80
OPERATING Chq	25,599.78
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	88,383.80
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	240,578.06
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	240,578.06
TOTAL LIABILITIES & EQUITY	240,578.06

CRF report - LLE - As of 2023-04-22

(in Canadian Dollars)

2023-04-22

Page 1

Account	2023-04-22 Balance
Bank Accounts	
CRF Chequing	59,788.40
First CU Ownership	4.88
TOTAL Bank Accounts	59,793.28
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	161,987.54

Cheques written - LLE

2023-03-01 through 2023-04-22 (in Canadian Dollars) (Cash Basis)

2023-04-22

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Date	Category	Memo	Amount
EXPENSES			-9,292.78
Adrian Johnston			-129.72
2023-04-20	--Split--	Moss removal and dump run	-129.72
Bureau Veritas Canada (2019) Inc.			-268.72
2023-03-11	700 WWM (Septic) 9...	INVOICE #: VA10830499	-134.36
2023-04-18	700 WWM (Septic) 9...	INVOICE #: VA10846743	-134.36
Interac E-transfer Debit			-1,968.75
2023-04-07	700 WWM (Septic) 9...	Invoices #2110, 2127, 2144	-1,968.75
Island Mowers			-6,002.70
2023-03-01	450 LANDSCAPING ...	Monthly Landscaping pay...	-3,001.35
2023-04-01	450 LANDSCAPING ...	Monthly Landscaping pay...	-3,001.35
Pre Auth Strata			-380.00
2023-03-17	500 UTILITIES 9220:...	Pre-Auth Debit STRATA P...	-190.00
2023-04-18	500 UTILITIES 9220:...	Pre-Auth Debit STRATA P...	-190.00
Roto-Rooter Plumbers			-246.75
2023-03-11	400 MAINTENANCE ...	Invoice # 33305078	-246.75
Suzan Chamney			-224.00
2023-03-05	310 ADMIN 9284:320...	Zoom for a year	-224.00
TELUS			-72.14
2023-03-03	700 WWM (Septic) 9...	Pre-Auth Debit THE OWN...	-36.07
2023-03-31	700 WWM (Septic) 9...	Pre-Auth Debit THE OWN...	-36.07
OVERALL TOT...			-9,292.78

Budget LLE

2022-08-01 through 2023-03-31 Using LLE 2022-23 (in Canadian Dollars)

2023-04-22

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Category	2022-08-01 Actual	- Budget	2023-03-31 Difference
EXPENSES	93,979	86,793	-7,186
310 ADMIN 9284	3,189	4,455	1,266
315 Bank Charges	452	440	-12
320 Office expenses	350	430	80
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	147	345	198
335 Honorariums	2,240	2,240	0
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	32,249	33,000	751
400 MAINTENANCE 8960	10,478	7,845	-2,633
405 Maintenance General Repairs	0	160	160
410 Repairs Parts	350	400	50
412 Maint. Labour	0	400	400
415 Contractor work	570	400	-170
417 Mileage for maintenance	67	160	93
420 Gutters & Moss	1,603	3,000	1,398
423 Window repairs	2,538	400	-2,138
425 Roofing	267	200	-67
429 Foundation & Drain Tile	3,509	600	-2,909
430 Deck repairs	0	100	100
441 Fence repairs	0	150	150
445 Snow Removal	1,575	1,875	300
450 LANDSCAPING 8960	34,589	25,873	-8,716
451 Landscaping general	9,089	1,420	-7,669
452 Mileage for Landscaping	290	80	-210
455 Groundskeeping	24,541	23,573	-968
461 Sprinkler parts & rentals	431	500	69
462 Sprinklers labour	238	300	63
500 UTILITIES 9220	2,499	2,982	483
510 Water	1,117	1,566	449
520 BC Hydro	1,298	1,336	38
530 Utility Trailer	84	80	-4
700 WWM (Septic) 9220	10,975	12,638	1,663
701 Core Water	3,988	6,000	2,013
705 Core Water callouts	404	1,200	796
710 Lab Analysis	2,097	1,311	-786
720 Collection System	0	1,250	1,250
725 Treatment System	1,147	0	-1,147
730 Disposal	1,649	0	-1,649
740 Communication & Control	325	264	-61
750 Emergency power (generator)	0	210	210
760 Ministry of Environment	203	203	0
765 EOCP (every three years)	0	0	0
770 Insurance	1,163	1,200	37
780 WWTP Contingency	0	1,000	1,000
Other 700 WWM (Septic) 9220	0	0	0
Net Difference:	-93,979	-86,793	-7,186