

MINUTES REGULAR STRATA COUNCIL MEETING

2023-06-04 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.

Regrets: Hugh Jackson, WWMR.

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 June 4, 2023, as circulated.

SECONDED (Treasurer)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Vice Chair/Bylaws) To approve the Minutes of Strata Council Meeting held April 30, 2023, 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 (Landscaping)

CARRIED 6 of 6

E. Unfinished Business

E.1. (Landscaping)

- Landscaping and Hud Elgood are proceeding in the preparation of the plan for the trees in the ditch. Landscaping is expecting to have a quotation and scope of work required to be submitted by the end of June.

E.2. (By-Laws)

- **LLE Rental Bylaw 44:** Due to the change in the Strata Property Act our Bylaw 44 is now unenforceable. A resolution will be put forward at the 2023 AGM to replace the current Bylaw 44 with a new basic rental Bylaw that is applicable.
A notice will be sent to all owners for their review of the resolution that will be put forth at the AGM.
- **LLE Rental Bylaw 45:** This Bylaw is still enforceable as it pertains to short term accommodation, which comes under licences, not rentals. More info on this is available on our website.

E.3. (Secretary)

- The Royal Canadian Legion in Bowser has been booked for Tuesday, August 22, 2023, for our 2023 AGM.

E.4. (Finance)

- **2023 - 24 Budget:** The budget has been reviewed by council, changes and additions have been made and the few items that are outstanding will be submitted for Finance to complete the budget.

F. New Business

F.1. (Landscaping)

- **Landscaping by the entrance way rock wall and sign:** Landscaping will be installing commercial landscaping cloth and gravel to the entrance area to improve the look of our entrance way and to minimize future maintenance (weeding) required for the area.

F.2. (Correspondence)

- We will no longer be keeping hard copies of our minutes and supporting documents. We will continue to maintain three (3) digital copies. One on our website, a second on OneDrive and a third on a backup drive.

F.3. (Maintenance)

- **Gutter cleaning, repairs and use of a leaf guards:** Even though several gutter corners have been repaired, maintenance is finding that this process does not last. In future gutter corners will be repaired only at the request of the owner.

Since gutter cleaning is currently costing approximately \$3,000.00 per year it was decided to complete the installation of leaf guards on four units. These units currently have a portion of their gutters with leaf guards already installed. In both cases the leaf guards will cover the entire building and will be monitored to see if this is a better solution to this on-going maintenance expense. The problem gutters, not receiving leaf guards, will be cleaned as usual. The installation of the leaf guards will be added to the budget.

- **Plan for deck Units 1, 2 and 3:** These decks will require new decking next year as the vinyl is starting to lift. This item will be added to the CRF budget for 2023-2024.

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

H. Adjourn 10:40 hours.

Chair

- Nothing to report

Vice Chair

- Nothing to report

Secretary

- Upon checking with VISOA concerning the printing and signing of the minutes, I was informed that it is not necessary to do this. If approved by council, we will stop the printing and signing procedure and only keep digital copies of the minutes and accompanying documents. One set will be located on the OneDrive and a second will be posted to our webpage.
- I also found on the VISOA website that it is not necessary to put unapproved or draft on the minutes until they are approved. https://www.visoa.bc.ca/?visoa_faqs=can-council-minutes-be-distributed-to-owners-before-they-have-been-approved-at-a-council-meeting.

Treasurer

- We are currently working on the budget for 2023 – 24, to be discussed at the meeting. Monthly Finances are attached. Note: as requested I have changed the total on the Budget sheet to reflect the total for the entire year, not just the budget to date.
- First Credit Union now allows customers who require two signatures to have online banking, so I have set that up. We can now get our statements digitally as well as transfer money and accept eTransfers.
- I contacted our lawyer to get a resolution to repeal our unenforceable rental bylaw #44 and amend some other related bylaws. That resolution is attached. If it passes at the next AGM, the lawyer will file it for us. Total fee for this is \$150 plus disbursements and taxes. I have created a new webpage on Rentals including a new Form K. <https://www.vis5801.ca/rentals/>
- Our Bylaw 45, which deals with short term rentals, remains enforceable.

Maintenance

- Gutter corners repaired Unit #2,29,30 and 2 corners on #11. Cost \$656.25. Unit #6,8,11,16,19 and 23 could not be repaired due to black jack solution in the gutter. Cost to remove solution and repair 2 to 3 times more and no guarantee with this company.
- Hardy board repaired Unit #2
- Driveway Unit #3 repaired by the owner will monitor to see if more work is needed
- Painted septic field fence (top and bottom boards.)
- Working on budget for 2022-23

Waste Water Management

- Nothing to report

Landscape

- With the hot sunny weather that has begun, please be sure to turn on your sprinklers for the grass around your unit. Thanks!
- The weeded entrance way looks GREAT! A very big THANK YOU to everyone who helped out!!
- Hud Elgood (Branching Out tree Urban Forestry) and I will meet on June 5 to go walk the ditch once more, and then he will prepare a 3-year plan for removing hazard trees in and along the ditch, for Council to provide to the AGM in August.
- Branching Out Urban Forestry will also be here on June 5 and 6 to take down a number of big leaning trees on the RDN land across from #9 and beside the fenced septic field area. RDN will be paying for this, since the trees are on RDN land.

Balance Sheet - LLE - As of 2023-05-25

(in Canadian Dollars) (Cash Basis)

2023-05-25

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Account	2023-05-25 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	62,677.40
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	27,911.81
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	93,584.83
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	245,779.09
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	245,779.09
TOTAL LIABILITIES & EQUITY	245,779.09

CRF report - LLE - As of 2023-05-25

(in Canadian Dollars)

2023-05-25

Page 1

Account	2023-05-25 Balance
Bank Accounts	
CRF Chequing	62,677.40
TOTAL Bank Accounts	62,677.40
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	164,871.66

Cheques written - LLE - Last month

2023-04-01 through 2023-04-30 (in Canadian Dollars) (Cash Basis)

2023-05-25

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Date	Category	Memo	Amount
EXPENSES			-5,424.18
Adrian Johnston			-129.72
2023-04-20	--Split--	Moss removal and dump run	-129.72
Bureau Veritas Canada (2019) Inc.			-134.36
2023-04-18	700 WWM (Septic) 9220:...	INVOICE #: VA10846743	-134.36
Interac E-transfer Debit			-1,968.75
2023-04-07	700 WWM (Septic) 9220:...	Invoices #2110, 2127, 2144	-1,968.75
Island Mowers			-3,001.35
2023-04-01	450 LANDSCAPING 896:...	Monthly Landscaping payment	-3,001.35
Pre Auth Strata			-190.00
2023-04-18	500 UTILITIES 9220:520:...	Pre-Auth Debit STRATA PLAN V...	-190.00
OVERALL TOT...			-5,424.18

Budget LLE - 2023

2022-08-01 through 2023-07-31 Using LLE 2022-23 (in Canadian Dollars)

2023-05-25

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Category	2022-08-01 Actual	- Budget	2023-07-31 Difference
EXPENSES	112,519	112,880	361
310 ADMIN 9284	4,160	6,181	2,021
315 Bank Charges	566	660	94
320 Office expenses	350	816	466
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	342	345	3
335 Honorariums	2,800	3,360	560
345 Operating Contingency	102	1,000	898
350 INSURANCE 8690	32,249	33,660	1,411
400 MAINTENANCE 8960	10,532	10,205	-327
405 Maintenance General Repairs	0	240	240
410 Repairs Parts	350	600	250
412 Maint. Labour	0	600	600
415 Contractor work	570	600	30
417 Mileage for maintenance	67	240	173
420 Gutters & Moss	1,603	4,000	2,398
423 Window repairs	2,538	600	-1,938
425 Roofing	321	300	-21
429 Foundation & Drain Tile	3,509	900	-2,609
430 Deck repairs	0	100	100
441 Fence repairs	0	150	150
445 Snow Removal	1,575	1,875	300
450 LANDSCAPING 8960	47,390	40,577	-6,813
451 Landscaping general	0	2,840	2,840
452 Mileage for Landscaping	339	160	-179
455 Groundskeeping	36,547	35,577	-970
461 Sprinkler parts & rentals	1,151	1,200	49
462 Sprinklers labour	238	800	563
500 UTILITIES 9220	2,837	3,786	948
510 Water	1,266	1,702	436
520 BC Hydro	1,488	2,004	516
530 Utility Trailer	84	80	-4
700 WWM (Septic) 9220	15,350	18,471	3,121
701 Core Water	6,613	9,000	2,388
705 Core Water callouts	1,477	1,800	323
710 Lab Analysis	2,739	1,892	-847
720 Collection System	0	1,250	1,250
725 Treatment System	1,147	1,500	353
730 Disposal	1,649	0	-1,649
740 Communication & Control	361	396	35
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	1,220	57
780 WWTP Contingency	0	1,000	1,000
Other 700 WWM (Septic) 9220	0	0	0
Net Difference:	-112,519	-112,880	361

WHEREAS:

- A. The bylaws of the strata corporation currently restrict the rental of strata lots;
- B. S.141 of the Strata Property Act (SPA) prohibits the strata corporation from restricting the rental of strata lots;
- C. S.121 the SPA makes any bylaw which contravenes s.141 unenforceable;
- D. The owners wish to repeal the existing rental bylaw;
- E. S.128 of the SPA allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

- 1. Bylaw 44 be repealed in its entirety and replaced with the following as Bylaw 44:
 - (1) Should an owner rent all or part of a strata lot, that owner must submit a signed Notice of Tenant's Responsibility (Form K) to the strata corporation within 2 weeks of renting it.
 - (2) An owner who fails to submit a signed Notice of Tenant's Responsibility (Form K) within the time limit above shall be subject to a fine in the amount of \$200.00 for every week or part thereof that the strata lot is rented and the strata corporation is not in receipt of the same.
- 2. Bylaw 33 be repealed in its entirety and replace with the following as Bylaw 33:

33. Fines

- (1) The Strata corporation may fine an owner or a tenant a maximum of:
 - (a) Except as otherwise set out below, a fine of up to \$200 for each contravention of a bylaw;
 - (b) \$1,000 per day for the contravention of Bylaw 45(1)(a);
 - (b) \$50 for each contravention of a rule.
- 3. Bylaw 6(2): be amended by repealing and replacing in its entirety with the following as Bylaw 6(2):
 - (4) Within 2 weeks of a tenant residing in a strata lot, the owner of that strata lot must provide the strata corporation with a completed Form K and the following:

- (a) The tenant's name;
- (b) The strata lot number; and
- (c) A means (telephone number or email address) for contacting the tenant.