

MINUTES REGULAR STRATA COUNCIL MEETING

2023-07-04 via Zoom



Participants: Suzan Chamney, Treasurer; Tannis Charest, Secretary; Violet van Hees, Landscaping Officer; Paul Parker, Maintenance Officer, Hugh Jackson, WWMR;. Adrian Johnston, Chair; joined meeting 9:52, Gillian Taccogna, Vice-Chair/Bylaws; left meeting early.

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

B. Approval of Agenda

MOTION: (Landscaping) To adopt the Agenda of Strata Council Meeting July 4, 2023, as circulated.

SECONDED (Maintenance)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held June 4, 2023, as circulated.

SECONDED (WWMR)

CARRIED 6 of 6

D. Acceptance of Reports

MOVED: (Vice Chair/Bylaws) To accept the Reports and Financial Statements from the Strata Council members as circulated.

SECONDED (WWMR)

CARRIED 6 of 6

E. Unfinished Business

E.1. (AGM)

- 2023-2024 Budget has been reviewed by council, who agree with the general direction that the budget is going. With a few adjustments the budget will then be added to the AGM documents.

E.2. (Landscaping)

- Violet van Hees will be resigning from council at the upcoming AGM. Maintenance will be assisting between now and the AGM and all items concerning the Landscaping contract with Island Mowers should be directed to our Maintenance Officer.

MINUTES REGULAR STRATA COUNCIL MEETING

2023-07-04 via Zoom



F. New Business

F.1. (AGM)

- Two members of the current council are resigning their positions Vicechair/Bylaws and Landscaping. These members have served two and three years respectfully and their time and work are greatly appreciated.
Gillian Taccogna will identify two people to work the reception table at the AGM. Suzan Chamney will create a webpage for the AGM documents, which will follow the same format as last year. Annual reports are due July 15.

F.2. (Landscaping)

- Landscaping will be looking into the reason three plum trees are having issues. It is believed to be a water issue and should be resolved quickly, however if that is not the issue, steps will be taken to correct the problem.
- Proposal from Hud regarding the removal of trees. Attached please find the main points of the 3-year plan submitted to council. Work will begin after the approval 2023-2024 budget at the AGM.
- Council will strike a committee (similar to WWM committee) for the Landscaping portfolio. One member of this committee will sit on council as a representative. Terms of Reference will be drawn up and sent to all owners along with a request to serve.

MOTION: (Chair) To strike a committee to oversee Landscaping and have a member of said committee sit on council.

SECONDED (WWMR)

CARRIED 6 of 6

F.3. (Correspondence)

MOTION: (Chair) To approve the application for a Short-Term Rental of Unit 7 for one (1) month as per Bylaw 45.

SECONDED (Secretary)

CARRIED 6 of 6

G. Next meeting: To be determined by new council after the AGM.

H. Adjourn 10:30 hours.

Chair

- Nothing to report

Vice Chair

- Nothing to report

Secretary

- The following items need to be determined for the AGM:
 - Who to ask to be the two people required at the door at the AGM to register owners and hand out proxies and ballots.
 - Which members of the current council will be continuing on council in 2023-2024.
 - Suggestions as to whom to ask to fill vacant positions.
 - Identify AGM Resolutions. So far we have: Bylaw amendment, Budget and CRF expenditures in 2023-24.
 - Discuss AGM [webpage](#).
 - Annual Reports for the AGM to be submitted by July 15th.

Treasurer

- Currently working on the budget for the upcoming AGM. I plan to have a preliminary budget ready for the meeting.
- June Financials attached.

Maintenance

- Nothing to report

Landscape

- Violet walked the ditch with Hud Elgood again, to look at developing a 3-year plan for trees that are currently a hazard (e.g. leaning towards buildings) or will likely become a hazard in the near future.
- Most of the trees along the ditch are either a current hazard or will become hazards, as their roots are not anchored along the ditch itself so the trees are not very stable. In addition, there are several cottonwoods beside the ditch close by the shed that will become hazards as they grow very tall. (These are different from several aspen trees also along the ditch, which are not "hazard trees" in the same way because they grow less tall.)
- Hud will provide us with a plan, but I haven't received it yet. While we were out there, he estimated that there are about 40 trees that ought to be addressed:
 - Some of them could be cut to about 6 feet in height so that they can grow off-shoot branches at a height that we can then maintain
 - Some ought to be cut down completely so that more light can penetrate and the natural forest succession can proceed, with conifers growing in.
- Hud explained to me that his cost estimates show the highest-potential-cost, so that we know that. However - his actual cost is often less/reduced from that estimated highest cost when the owners help out - as we have in the past. (In particular, if we take away the tree trunk rounds rather than Hud having to haul those away)

- I suggest that as a budget place holder (until we have received the proposed plan from Hud), we put \$6,000 in the proposed 2023-2024 strata budget for the "year 1 of 3 years" estimate for the trees along the ditch.

Waste Water Management

- We had some problems with the runtime and cycle counts which proved to be a broken strap on the low level float. The strap was replaced and all was returned to normal.
- The monthly check on the water value was well within the parameters of our permit. Nothing to report

Balance Sheet - LLE - As of 2023-06-28

(in Canadian Dollars) (Cash Basis)

2023-06-28

Page 1

Account	2023-06-28 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	66,022.79
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	28,621.87
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	97,640.28
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	249,834.54
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	249,834.54
TOTAL LIABILITIES & EQUITY	249,834.54

CRF report - LLE - As of 2023-06-28
(in Canadian Dollars)

2023-06-28

Page 1

Account	2023-06-28 Balance
Bank Accounts	
CRF Chequing	66,022.79
TOTAL Bank Accounts	66,022.79
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	168,217.05

Cheques written - LLE

2023-05-01 through 2023-06-28 (in Canadian Dollars) (Cash Basis)

2023-06-28

Page 1

Date	Category	Memo	Amount
EXPENSES			-15,182.49
Adrian Johnston			-101.82
2023-05-08	310 ADMIN 9284:345 Operating Co...	Tarp for upper pond shelter	-101.82
Bureau Veritas Canada (2019) Inc.			-1,014.52
2023-05-23	700 WWM (Septic) 9220:710 Lab An...	INVOICE #: VA10875192	-507.26
2023-06-08	700 WWM (Septic) 9220:710 Lab An...	INVOICE #: VA10901428 & VA1091...	-507.26
CLEVELAND DOAN			-187.42
2023-05-29	310 ADMIN 9284:325 Professional &...	Bylaw amendment resolution & filing	-187.42
Core Water Management Ltd			-2,907.37
2023-06-11	700 WWM (Septic) 9220:701 Core ...	Invoices 2159 & 2180	-2,907.37
Interac E Transfer			-1,728.78
2023-05-08	--Split--	Core water monthly and call out	-1,728.78
Iritex			-719.79
2023-05-08	450 LANDSCAPING 8960:461 Sprin...	parts	-719.79
Island Mowers			-6,002.70
2023-05-01	450 LANDSCAPING 8960:455 Grou...	Monthly Landscaping payment	-3,001.35
2023-06-01	450 LANDSCAPING 8960:455 Grou...	Monthly Landscaping payment	-3,001.35
JB Gutterman			-656.25
2023-05-18	400 MAINTENANCE 8960:420 Gutt...	Clean and repair 5 gutter corners	-656.25
Paul Parker			-100.00
2023-06-19	450 LANDSCAPING 8960:456 Yard ...	yard waste removal	-100.00
Pre Auth Deep			-148.50
2023-05-09	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-49.50
2023-05-09	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-49.50
2023-05-09	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-49.50
Pre Auth Strata			-1,070.62
2023-05-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-190.00
2023-06-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-880.62
Ron LaRoy			-472.58
2023-06-05	--Split--	Sprinkler repairs	-472.58
TELUS			-72.14
2023-05-01	700 WWM (Septic) 9220:740 Comm...	Pre-Auth Debit THE OWNERS Tel...	-36.07
2023-05-31	700 WWM (Septic) 9220:740 Comm...	Pre-Auth Debit THE OWNERS Tel...	-36.07
OVERALL TOT...			-15,182.49

Budget LLE - 2023

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

2023-06-28

Page 1

Category	2022-08-01 Actual	- Budget	2023-07-31 Difference
EXPENSES	119,080	112,880	-6,200
310 ADMIN 9284	4,972	6,181	1,209
315 Bank Charges	630	660	30
320 Office expenses	350	816	466
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	529	345	-184
335 Honorariums	3,360	3,360	0
345 Operating Contingency	102	1,000	898
350 INSURANCE 8690	32,249	33,660	1,411
400 MAINTENANCE 8960	11,188	10,205	-983
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	2,259	4,000	1,741
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	47,962	40,577	-7,385
451 Landscaping general	0	2,840	2,840
452 Mileage for Landscaping	386	160	-226
455 Groundskeeping	36,547	35,577	-970
461 Sprinkler parts & rentals	1,576	1,200	-376
462 Sprinklers labour	238	800	563
500 UTILITIES 9220	3,908	3,786	-122
510 Water	1,266	1,702	436
520 BC Hydro	2,558	2,004	-554
530 Utility Trailer	84	80	-4
700 WWM (Septic) 9220	18,801	18,471	-330
701 Core Water	9,520	9,000	-520
705 Core Water callouts	1,477	1,800	323
710 Lab Analysis	3,246	1,892	-1,354
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	397	396	-1
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:	-119,080	-112,880	-6,200

June 26, 2023

BRANCHING OUT URBAN FORESTRY

Hud Elgood
355 Larkdowne Rd.
Qualicum Beach, B.C.
V9K-2N8
(250)-740-5108
E-mail: hud@branchingoutuf.com
(INC. 2002)

Attn. Lighthouse Landing Estates
5300 Gainsberg Road
Deep Bay, BC
% Violet Van Hees

Please see detail and estimate below for proposed assessments and tree work by water course along the east property line at 5300 Gainsberg Road, Bowser, BC.

With Violet we have walked the watercourse that runs along the east side of the property and identified numerous trees of concern. **Trees of concern target both strata resident yards and buildings and adjoining properties to the east.**

Several previous windfalls were noted with the expectation that more will fail due to poor rooting characteristics along watercourse (roots are not fanned out in a circular pattern but rather run lengthwise with the ditch greatly reducing stability and, combined with photopic growth to west and south, and east and south, prone to failure). **As this is a protected watercourse we would recommend that the trees be removed in a three year plan with future management holding a 3-5 year removal of larger prone to failure species and encouragement of less prone to failure species until such time as the evergreens have reduced ability of deciduous trees to succeed.** We also recommend encouraging (watering, pruning if required, existing native shrub and small tree species and planting of similar species to promote cover and habitat without the long term risk associated with larger species. We can provide planting lists if desired. **We have approval from the RDN for our company to remove trees that we deem a risk this year without further reports required. This may change in subsequent years.**

For budgetary planning **to remove the higher risk trees over 3 year period (assessment and removal once per year) 3,000.00 to 5,000.00\$ per year should be expected costs.** This may vary depending on numerous factors such as;

- Number of trees, size and technicality of removals
- Weather conditions
- Industry specific concerns such as wasp nests, nails/wire in trees, unforeseen decay, etc.
- **Assistance from strata members** (last time we worked there the strata members greatly reduced time required by us by helping with limb dragging and wood moving)

As such all work will be pro-rated to our current hourly rate (currently at 120.00 per hour per crew member). Hourly rate includes correspondence with RDN, chip or bucket truck, chipper, all insurances and required gear.

If a more accurate estimate is desired we can individually mark trees each year and then provide estimates based on those specific trees. **If reports on trees are required in the future additional costs may be incurred.**

Any questions, or comments, please contact me.

Thanks and take care, Hud.

ISA CERTIFIED ARBORIST
ISA TREE RISK ASSESSMENT QUALIFIED (TRAQ)
BCFSC CERTIFIED FALLER