

MINUTES STRATA COUNCIL MEETING

2023-11-06 via Zoom



Participants: Adrian Johnston, Chair; Tannis Charest, Vice-Chair/Bylaws; Suzan Chamney, Treasurer (recorder); Paul Parker, Maintenance Officer; Ernie Gorrie, Landscaping Officer.

Regrets: Hugh Jackson, WWMR, Margaret Tryon, Secretary.

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

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting November 6, 2023, as amended.

SECONDED (Vice Chair/Bylaws)

CARRIED 5 of 5

C. Approval of Minutes

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

SECONDED (Vice Chair/Bylaws)

CARRIED 5 of 5

D. Unfinished Business

D.1. (Landscaping) Council received three documents from the Landscaping Committee.

- Council discussed complaints regarding landscaping that they have received.
- The Landscaping Rep informed Council that our landscapers have given notice that they will be cancelling our contract at the end of this year.
- Council discussed the committee's document regarding a new landscaping contract at length. The document will be used as basis for a Call for Proposals to Landscapers. It will be edited according to today's discussion and sent to Council for approval. Due to the need for urgency, Council will have three days to comment on the document, adjustments will be made, and it will be sent to the Landscaping Committee for their feedback. The committee will also have three days to comment. The proposal will then be sent out to interested parties for bids.
- Council discussed the proposal from the Landscaping Committee regarding changes to the garden beds along the main entrance to make them easier to care for. Generally, Council was in favour of the suggestions, however, there was a question regarding irrigation. This will be taken back to the Committee by the Landscaping Rep.
- The third document outlined areas of owner responsibility for gardens. This document will be posted on the website and a message (to be drafted by the Committee) will be sent to the owners along with a link to the list of responsibilities.

E. New Business

E.1. (Maintenance) Maintenance report is attached.

- Gutters have been clean this week. This contract is much more economical than any of the other contractors. The gutters with gutter guards were not done at this time, but we will try to get someone to clean off those gutters this fall.

E.2. (Insurance)

- Our insurance has been renewed for another year. Documents will be posted on the website as soon as they are available.

E.3. (Finance) Financial report is attached.

F. Next meeting December 10, 2023 via zoom at 9:30 hours.

G. Adjourn 11:58 hours.

Maintenance Report:

Things that have happened over the last few months:

1. Replaced light sensor for street lights lower zone.
2. Repaired some rotted wood trim on units.
3. Street light poles painted. Special thank you to Bucky Unit 5 for doing this at no charge.
4. Fence around generator painted. Again thank you Bucky.
5. Rotor Rooter flushed Unit #23 and #24 perimeter drain annual.
6. Investigated roof leak unit #30. Monitoring for now.
7. Snow removal contract in place. No increase in price \$300 per hr. No minimum call when needed.
8. Lower pond outlets and input drains located and marked. Thanks to those who helped.
9. Bull rushes cleaned out around drains. Over 2,000 lbs removed to dump. Thank you, Adrian and Violet, for your help.
10. Gravel placed around outlet drain to help flow.
11. Rock and landscape fabric placed at the front entrance as a test to see what people thought.
12. Depreciation report and insurance appraisal lined up with Pacific Rim \$4580 plus GST
13. Gutters on 26 units cleaned \$2047.50

Balance Sheet - LLE - As of 2023-11-07

(in Canadian Dollars) (Cash Basis)

2023-11-07

Page 1

Account	2023-11-07 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	73,244.06
First CU chequing	1,101.39
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	1,659.20
OPERATING Chq	59,921.57
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	136,161.25
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	288,355.51
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	288,355.51
TOTAL LIABILITIES & EQUITY	288,355.51

CRF report - LLE - As of 2023-11-07
(in Canadian Dollars)

2023-11-07

Page 1

Account	2023-11-07 Balance
Bank Accounts	
CRF \$ in Operating Acct	20,000.00
CRF Chequing	73,244.06
TOTAL Bank Accounts	93,244.06
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	195,438.32

Cheques written - LLE - Year to Date

2023-08-01 through 2023-11-07 (in Canadian Dollars) (Cash Basis)

2023-11-07

Page 1

Date	Category	Memo	Amount
EXPENSES			-23,529.01
Adrian Johnston			-233.11
2023-10-03	450 LANDSCAPING 8960:451 La...	Hip waders	-111.86
2023-11-01	--Split--	Trailer, storm cleaner and dump fee	-121.25
Bowser Builders' Supply Ltd			-177.12
2023-09-19	400 MAINTENANCE 8960:430 De...	Rotted wood Units # 1, 6	-83.17
2023-10-31	400 MAINTENANCE 8960:410 Re...		-93.95
Bureau Veritas Canada (2019) Inc.			-350.99
2023-09-02	700 WWM (Septic) 9220:710 Lab ...	INVOICE #VA10962028	-216.63
2023-10-01	700 WWM (Septic) 9220:710 Lab ...	INVOICE VA10990770	-134.36
Core Water Management Ltd			-2,625.00
2023-08-05	700 WWM (Septic) 9220:701 Cor...	Invoice 2218	-656.25
2023-09-02	700 WWM (Septic) 9220:701 Cor...	Invoice 2231	-656.25
2023-10-31	700 WWM (Septic) 9220:701 Cor...	Invoice 2250	-656.25
2023-11-01	700 WWM (Septic) 9220:701 Cor...	Invoice 2268	-656.25
Irtex			-551.73
2023-08-05	450 LANDSCAPING 8960:461 Sp...	Invoices IN320151 & IN322092	-551.73
Island Mowers			-12,005.40
2023-08-01	450 LANDSCAPING 8960:455 Gr...	Monthly Landscaping payment	-3,001.35
2023-09-01	450 LANDSCAPING 8960:455 Gr...	Monthly Landscaping payment	-3,001.35
2023-10-01	450 LANDSCAPING 8960:455 Gr...	Monthly Landscaping payment	-3,001.35
2023-11-01	450 LANDSCAPING 8960:455 Gr...	Monthly Landscaping payment	-3,001.35
John Gurak			-291.91
2023-08-05	450 LANDSCAPING 8960:461 Sp...	Replace sprinkler control unit 24	-147.71
2023-09-03	450 LANDSCAPING 8960:461 Sp...	Replace sprinkler control unit 28	-144.20
Paul Parker			-621.49
2023-08-01	--Split--	yard waste removal and front bed revitali...	-361.79
2023-10-03	450 LANDSCAPING 8960:456 Ya...	Dump runs for pond clean up	-159.70
2023-10-31	450 LANDSCAPING 8960:456 Ya...	Montly Dump Run	-100.00
Pre Auth Deep			-904.95
2023-08-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-50.03
2023-08-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-76.66
2023-08-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY VIS 5...	-778.26
Pre Auth Strata			-696.00
2023-08-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-232.00
2023-09-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-232.00
2023-10-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN VI...	-232.00
Ron LaRoy			-708.15
2023-08-05	--Split--	Sprinkler repairs	-361.28
2023-10-31	--Split--	Sprinkler blowout	-346.87
Roto-Rooter Plumbers			-397.69
2023-10-01	400 MAINTENANCE 8960:429 Fo...	Invoice # 33311227	-397.69
Simson Maxwell			-1,381.95
2023-08-01	700 WWM (Septic) 9220:750 Eme...	Invoice #SVI083858	-1,381.95
Suzan Chamney			-635.39
2023-08-05	310 ADMIN 9284:320 Office expe...	Post Office Box	-191.10
2023-10-03	310 ADMIN 9284:320 Office expe...	Three years web hosting	-444.29
Tannis McKinnon Charest			-159.92
2023-11-01	700 WWM (Septic) 9220:725 Trea...	diesel for generator	-79.96
2023-11-01	700 WWM (Septic) 9220:725 Trea...	Duplicate to be reversed	-79.96

Cheques written - LLE - Year to Date

2023-08-01 through 2023-11-07 (in Canadian Dollars) (Cash Basis)

2023-11-07

Page 2

Date	Category	Memo	Amount
TELUS			-108.21
2023-08-31	700 WWM (Septic) 9220:740 Com...	Pre-Auth Debit THE OWNERS Tel...	-36.07
2023-10-03	700 WWM (Septic) 9220:740 Com...	Pre-Auth Debit THE OWNERS Tel...	-36.07
2023-10-31	700 WWM (Septic) 9220:740 Com...	Pre-Auth Debit THE OWNERS Tel...	-36.07
Yellow Truck Septic			-1,680.00
OVERALL T...			-23,529.01

Budget LLE - Q1 2023

2023-08-01 through 2023-10-31 Using LLE 203-24 (in Canadian Dollars)

2023-11-07

Page 1

Category	2023-08-01 Actual	- Budget	2023-10-31 Difference
EXPENSES	20,662	32,024	11,363
310 ADMIN 9284	1,707	2,327	620
315 Bank Charges	231	174	-57
320 Office expenses	635	313	-322
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	0	0	0
335 Honorariums	840	840	0
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	0	0	0
400 MAINTENANCE 8960	575	3,895	3,320
405 Maintenance General Repairs	0	50	50
410 Repairs Parts	94	105	11
412 Maint. Labour	0	0	0
415 Contractor work	0	150	150
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	0	2,500	2,500
423 Window repairs	0	100	100
425 Roofing	0	300	300
429 Foundation & Drain Tile	398	300	-98
430 Deck repairs	83	100	17
441 Fence repairs	0	240	240
445 Snow Removal	0	0	0
450 LANDSCAPING 8960	11,289	17,103	5,814
451 Landscaping general	333	2,000	1,667
452 Mileage for Landscaping	243	200	-43
453 Trees	0	5,000	5,000
455 Groundskeeping	9,004	9,003	-1
456 Yard waste	360	300	-60
461 Sprinkler parts & rentals	1,124	400	-724
462 Sprinklers labour	225	200	-25
500 UTILITIES 9220	1,601	935	-666
510 Water	905	206	-699
520 BC Hydro	696	645	-51
530 Utility Trailer	0	84	84
700 WWM (Septic) 9220	5,490	7,764	2,275
701 Core Water	1,969	2,175	206
705 Core Water callouts	0	300	300
710 Lab Analysis	351	618	267
720 Collection System	0	0	0
725 Treatment System	0	1,500	1,500
730 Disposal	1,680	1,650	-30
740 Communication & Control	108	108	-0
750 Emergency power (generator)	1,382	210	-1,172
760 Ministry of Environment	0	203	203
765 EOCP (every three years)	0	0	0
770 Insurance	0	0	0
780 WWTP Contingency	0	1,000	1,000
Other 700 WWM (Septic) 9220	0	0	0