

MINUTES REGULAR STRATA COUNCIL MEETING

2023-12-10 via Zoom



Participants: Adrian Johnston, Chair; Tannis Charest, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Margaret Tryon, Secretary; Ernie Gorrie, Landscaping Officer; Paul Parker, Maintenance Officer, Hugh Jackson, WWMR

A. Meeting called to order by the Chair at 09:34 hours.

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting December 10, 2023, with additions.

SECONDED (Vice Chair/Bylaws)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (WWMR) To approve the Minutes of Strata Council Meeting held November 6, 2023, as circulated.

SECONDED (Treasurer)

CARRIED 7 of 7

D. Acceptance of Reports

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

SECONDED (WWMR)

CARRIED 7 of 7

E. Unfinished Business

E.1. (Landscaping)

- Council reviewed the watering costs and schedule for the lawn areas particularly Hub 1. It was decided that Landscaping would review the watering schedule with Ron LaRoy. After which the watering schedule will be adjusted starting in May and monitored by the council on a monthly basis, and changed as required. The objective is to monitor water consumption and to control unnecessary waste of water.
- The landscaping committee submitted a proposal for the entrance way. Council discussed the proposal at length. Council would like to see the area where the Alders were cut down near the fence to be treated as a "rough area" so that it does not require costly upkeep. While Council is in agreement with the proposal to reduce the amount of flower beds along the front driveway, it was felt that the quote to replace the beds with grass was expensive and will ask the committee to get a quote to install landscaping fabric and gravel instead.

MOTION: (Waste Water) To table the landscaping proposal until further information is received.

SECONDED (Treasurer)

CARRIED 7 of 7

E.2. (Landscaping)

- Request by Island Mowers to consider a top up on their annual payment (as was done last year) due to increased operational costs incurred due to inflation. A number of points were discussed, including the fact that according to Statistics Canada: *In October, the Consumer*

Price Index (CPI) rose 3.1% on a year-over-year basis, down from a 3.8% gain in September. The year-over-year deceleration was largely a result of lower prices for gasoline (-7.8%) in October.

MOTION: (Finance) To give Island Mowers an extra payment to compensate for inflation.
SECONDED (Vice Chair/Bylaws)
DEFEATED 0 of 7

E.3. (Maintenance)

- A machine was rented to unplug the lower pond outlet drain. It was decided that it was more cost effective to rent the equipment than to purchase a machine. Council would like to thank Keith, Hugh and Adrian for dealing with this item.
- Leaf Guards: The gutter company will be called in to clean the leaf guards on units 7, 8 ,13 14, 24 and 29.

E.3 (Correspondence)

MOTION: (Vice Chair/Bylaws) Motion to approve the three-month rental of unit 11.
SECONDED (Treasurer)
CARRIED 7 of 7

F. New Business

F.1. (Finance)

- Year end review. The review and responses were circulated to Council. Council would like to thank Tom and John for continuing to do the year end financial review.

F.2. (Finance)

- The insurance for the strata has been completed and is in place for 2023-2024. The insurance rate increased significantly due in part to the much higher property assessment.

Paul Parker left meeting 11:06

F.3. (Landscaping)

- Council reviewed the bids submitted by the Landscaping Committee and has awarded the contract as per the committee's recommendation. Council chose the contractor they felt would do the best job for the strata.

MOTION: (Treasurer) To accept Paul Parker's bid for the landscape contract for LLE contingent on coming to a mutual agreement regarding the contract details.
SECONDED (Landscaping
CARRIED 6 of 6

G. Next meeting January 7, 2024 via zoom at 09:30 hours.

H. Adjourn 11:56 hours.

Balance Sheet - LLE - As of 2023-12-01

(in Canadian Dollars) (Cash Basis)

2023-12-01

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Account	2023-12-01 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	73,542.05
First CU chequing	1,086.39
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,324.41
OPERATING Chq	18,751.53
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	95,939.41
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	248,133.67
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	248,133.67
TOTAL LIABILITIES & EQUITY	248,133.67

CRF report - LLE - As of 2023-12-01
(in Canadian Dollars)

2023-12-01

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Account	2023-12-01 Balance
Bank Accounts	
CRF \$ in Operating Acct	20,000.00
CRF Chequing	73,542.05
TOTAL Bank Accounts	93,542.05
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	195,736.31

Cheques written - LLE - Last month

2023-11-01 through 2023-11-30 (in Canadian Dollars) (Cash Basis)

2023-12-01

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Date	Category	Memo	Amount
EXPENSES			-10,093.39
Adrian Johnston			-268.79
2023-11-01	500 UTILITIES 9220:530 Utility Trailer		-77.00
	450 LANDSCAPING 8960:451 Landscaping g...	storm drain cleaners	-32.95
	450 LANDSCAPING 8960:456 Yard waste	dump fee	-11.30
2023-11-25	310 ADMIN 9284:340 General Operating	Moss removal and dump run	-147.54
Bureau Veritas Canada (2019) Inc.			-268.72
2023-11-07	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE VA11027695	-134.36
2023-11-28	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE # VA11034097	-134.36
CLEVELAND DOAN			-175.84
2023-11-07	310 ADMIN 9284:325 Professional & Legal Fees	Bylaw amendment resolutio...	-175.84
Core Water Management Ltd			-656.25
2023-11-01	700 WWM (Septic) 9220:701 Core Water	Invoice 2268	-656.25
Dave Milligan			-23.70
2023-11-07	400 MAINTENANCE 8960:410 Repairs Parts	Parts for shed	-23.70
Hugh Jackson			-216.79
2023-11-07	700 WWM (Septic) 9220:725 Treatment System	Generator diesel and late ni...	-216.79
Irly			-21.13
2023-11-28	400 MAINTENANCE 8960:410 Repairs Parts	Wood facing	-21.13
Island Mowers			-3,001.35
2023-11-01	450 LANDSCAPING 8960:455 Groundskeeping	Monthly Landscaping paym...	-3,001.35
Keith Patchett			-149.66
2023-11-13	450 LANDSCAPING 8960:451 Landscaping g...	Ditch clean up and dump runs	-149.66
Koen Properties			-2,047.50
2023-11-07	400 MAINTENANCE 8960:420 Gutters & Moss	Gutter Cleaning	-2,047.50
Minister of Finance			-203.40
2023-11-07	700 WWM (Septic) 9220:760 Ministry of Envir...	Invoice #EMI589884	-203.40
Pacific Rim Appraisals Ltd			-1,260.00
2023-11-07	310 ADMIN 9284:323 Depreciation Report	Invoice # 67813	-1,260.00
Pre Auth Deep			-992.84
2023-11-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY ...	-92.50
2023-11-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY ...	-209.28
2023-11-17	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP BAY ...	-691.06
Pre Auth Strata			-234.85
2023-11-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PL...	-234.85
Suzan Chamney			-92.61
2023-11-16	310 ADMIN 9284:320 Office expenses	Stamps	-92.61
Tannis McKinnon Charest			-79.96
2023-11-01	700 WWM (Septic) 9220:725 Treatment System	diesel for generator	-79.96
2023-11-01	700 WWM (Septic) 9220:725 Treatment System	Duplicate to be reversed	-79.96
2023-11-08	700 WWM (Septic) 9220:725 Treatment System	Duplicate to be reversed	79.96
The Owners VIS5801			-400.00
2023-11-08	920 RV Park Expenses:921 RV expenses	Transfer of annual fees to R...	-400.00
OVERALL TOT...			-10,093.39

Budget LLE - Year to Date

2023-08-01 through 2023-12-01 Using LLE 203-24 (in Canadian Dollars)

2023-12-01

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Category	2023-08-01 Actual	- Budget	2023-12-01 Difference
EXPENSES	80,464	76,727	-3,737
310 ADMIN 9284	4,068	7,356	3,288
315 Bank Charges	356	234	-122
320 Office expenses	728	413	-315
323 Depreciation Report	1,260	4,580	3,320
325 Professional & Legal Fees	176	0	-176
335 Honorariums	1,400	1,129	-271
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	38,873	32,500	-6,373
400 MAINTENANCE 8960	2,667	4,500	1,833
405 Maintenance General Repairs	0	50	50
410 Repairs Parts	139	141	2
412 Maint. Labour	0	0	0
415 Contractor work	0	202	202
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	2,048	2,500	453
423 Window repairs	0	100	100
425 Roofing	0	300	300
429 Foundation & Drain Tile	398	800	402
430 Deck repairs	83	100	17
441 Fence repairs	0	240	240
445 Snow Removal	0	17	17
450 LANDSCAPING 8960	22,951	20,251	-2,700
451 Landscaping general	516	2,000	1,484
452 Mileage for Landscaping	243	250	7
453 Trees	5,465	5,000	-465
455 Groundskeeping	15,007	12,101	-2,906
456 Yard waste	371	300	-71
461 Sprinkler parts & rentals	1,124	400	-724
462 Sprinklers labour	225	200	-25
500 UTILITIES 9220	2,906	1,919	-987
510 Water	1,898	968	-930
520 BC Hydro	931	867	-64
530 Utility Trailer	77	84	7
700 WWM (Septic) 9220	8,999	10,202	1,202
701 Core Water	3,281	2,923	-358
705 Core Water callouts	0	600	600
710 Lab Analysis	620	770	150
720 Collection System	0	0	0
725 Treatment System	297	1,500	1,203
730 Disposal	1,680	1,650	-30
740 Communication & Control	108	145	37
750 Emergency power (generator)	1,382	210	-1,172
760 Ministry of Environment	203	203	0
765 EOCP (every three years)	0	0	0
770 Insurance	1,428	1,200	-228
780 WWTP Contingency	0	1,000	1,000
Other 700 WWM (Septic) 9220	0	0	0

Chair

- Nothing to report.

Vice Chair

- Nothing to report.

Secretary

- Nothing to report

Treasurer

Since the last meeting I have submitted the annual Income Tax forms to Revenue Canada. I also have created all the year end reports and posted them along with the year's invoices, bank statements and other financials to the OneDrive. Our Finance Committee of John Gurak and Tom Tryon have reviewed the documents and submitted a report. They noted a few little items, which have been addressed. A copy of the report with my responses interspersed is attached. The monthly Financial Report is also attached.

- See attachments, December 2023, Finance Committee Annual, Social Funds

Maintenance

Nothing to report

Landscape

Enclosed is a report outlining findings from investigations done around the watering issues on the strata property. Along with the report is the RDN's Septic Smart Kit for your review and knowledge and the water invoices we obtained from Suzan Chamney.

Thanks for your consideration.

LLE Landscaping Committee

See attachments LLE Landscaping Committee, RDN Septic, Watering Invoice

Waste Water Management

Nothing unusual to report. All systems functioning within the parallel's set by the MOE. The bush has been cleared in the inside surrounding the Kiosk. On going leaf extraction in the gravel filter (hopefully one more time).