

MINUTES REGULAR STRATA COUNCIL MEETING

2024-02-04 via Zoom



Participants: Adrian Johnston, Chair; Tannis McKinnon 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 0930 hours.

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting February 4, 2024, as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Vice Chair/Bylaws) To approve the Minutes of Strata Council Meeting held December 10, 2023, as circulated.

SECONDED (Landscaping)

CARRIED 7 of 7

D. Acceptance of Reports

MOVED: (WWMR) to accept the Reports and Financial Statements from the Strata Council members as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

E. Unfinished Business

Council received one document from the Landscaping Committee for consideration and feedback. The committee feels that putting sod along the entrance way borders would be the lowest maintenance option. The committee will cost out barrier cloth and gravel for the entry way. The council feels it is important to know the costs of irrigating the sod, as compared to cloth and gravel and no irrigation required. Long hot dry period limits will impact the long term cost and is something Council should be aware of.

Council discussed the fact that there may be future water issues in the DBID. It is important the council be aware of them as they will impact costs to our strata. With that in mind Ernie suggested that the committee find out more about what direction the Deep Bay Water authority is taking in regard to its watering policies. It is suggested that awareness of water issues be a topic for discussion at the AGM.

Secretary: Ratification of motion that was passed by email:

MOTION: To accept the Weedmans fertilizing and weed control bid, with Paul Parker administering as per his landscape contract.

MOVED (Vice Chair/Bylaws)

SECONDED (Treasurer)

CARRIED 6 of 7

Paul Parker abstained

F. New Business

- **F.1. (Finance)** The treasurer reported that the CRA has notified LLE that our Income Tax return has been accepted and there is no money owed by the strata for taxes.

F.1a (Finance) Financial report is attached.

F.2. (Maintenance) Snow removal: The contractor was here twice. Total for two removals was \$1023.75

It was generally agreed he did a good job.

- Unit 21 broken outdoor plug is fixed , it was a GFCI outlet
- Unit 17 Leaking sun tunnel in Master suite probably condensation. Owner is monitoring.
- Unit 22 Leaking roof, Nelson roofing has repaired the leak
The bathroom vent was replaced, nails were exposed inside of the weather line and the area below was re shingled. Cost \$686.00
- Unit 7 soffit damage and critter in the attic. Ted covered up the exposed area.
The owner will fix the soffit. Orkin came and checked and no critters found.
Possibly the unknown critter tore off the soffit
- Unit 12 broken seal on front door window, the door will have to be replaced.
- Unit 13 broken seal on front door window, the door will have to be replaced.

G. Next meeting March 10, 2024 via zoom at 1000 AM

H. Adjourn 1009 AM hours.

Chair

- Nothing to report.

Vice Chair

- Nothing to report.

Secretary

- Nothing to report

Treasurer

Letter from CRA

- See attachments, December 2023 financials, January 2024 financials

Maintenance

1. Snow Removal
2. Unit 21 broken outdoor plug
3. Unit 17 leaking sun tunnel
4. Unit 22 leaking roof
5. Unit 7 soffit damage and critters in attic
6. Unit 12 broken seal front door

Landscaping

Nothing to report

Waste Water Management

Nothing unusual to report. All systems functioning within the parallel's set by the MOE.

Dear Council -

Thanks for your consideration of our recommendations, and your feedback.

- We anticipate that putting in sod in place of the entrance way borders would be the lowest-maintenance option over the long run. However, as requested by Council, we will cost out contracting the barrier cloth and gravel for the entry way, so that Council can compare the costs of that vs. putting in sod and adjusting the irrigation for sod where required.
- When a summer has a long hot dry period like we had this past summer, there may be watering limits and costs for water could go up. These are factors that will also need to be weighed into decisions around how much to water, and where to water. For watering, our plan is to check and fix the sprinklers in the spring to make sure they are working properly. We will also proceed with a plan to reduce the watering while at the same time monitoring the lawn's appearance.
- The Landscaping Committee would also encourage Council to become aware of issues upcoming with the DBID, our water reservoir, the need for a treatment plant and potential for increases in costs due to these upgrades required.
- Submitted respectively by LLE Landscaping Committee.

Balance Sheet - LLE - As of 2024-02-01

(in Canadian Dollars) (Cash Basis)

2024-02-01

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Account	2024-02-01 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	74,161.71
First CU chequing	1,086.39
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,324.59
OPERATING Chq	36,189.20
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	113,996.92
Other Assets	
CRF 3YR GIC (105)	10,915.79
CRF 5YR GIC (102)	22,735.27
CRF CCCU 006 GIC **7130	23,230.03
CRF CCCU 008 GIC **8417	46,833.77
First CU Septic Bond RESTRICTED	51,000.00
TOTAL Other Assets	154,714.86
TOTAL ASSETS	268,711.78
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	268,711.78
TOTAL LIABILITIES & EQUITY	268,711.78

CRF report - LLE - As of 2024-02-01
(in Canadian Dollars)

2024-02-01

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Account	2024-02-01 Balance
Bank Accounts	
CRF \$ in Operating Acct	20,000.00
CRF Chequing	74,161.71
TOTAL Bank Accounts	94,161.71
Asset Accounts	
CRF 3YR GIC (105)	10,915.79
CRF 5YR GIC (102)	22,735.27
CRF CCCU 006 GIC **7130	23,230.03
CRF CCCU 008 GIC **8417	46,833.77
TOTAL Asset Accounts	103,714.86
OVERALL TOTAL	197,876.57

Cheques written - LLE

2023-12-01 through 2024-01-31 (in Canadian Dollars) (Cash Basis)

2024-02-01

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Date	Category	Memo	Amount
EXPENSES			-56,102.84
Branching Out Urban Forestry			-5,465.25
2023-12-01	450 LANDSCAPING 8960:453 Trees	Invoice #5870 Tree cutting	-5,465.25
Bureau Veritas Canada (2019) Inc.			-507.26
2023-12-20	700 WWM (Septic) 9220:710 Lab Ana...	INVOICE # VA11057506	-507.26
Core Water Management Ltd			-1,312.50
2023-12-01	700 WWM (Septic) 9220:701 Core W...	Invoice # 2287	-656.25
2024-01-02	700 WWM (Septic) 9220:701 Core W...	Invoice #2306	-656.25
Island Mowers			-3,001.35
2023-12-01	450 LANDSCAPING 8960:455 Groun...	Monthly Landscaping payment	-3,001.35
Koen Properties			-262.50
2024-01-12	400 MAINTENANCE 8960:420 Gutter...	Gutter Cleaning	-262.50
Online Bill Waypoint			-40,301.00
2023-12-01	700 WWM (Septic) 9220:770 Insurance	Insurance	-1,428.00
	350 INSURANCE 8690	Insurance	-38,873.00
Online Bill Weed			-3,579.03
2024-01-25	450 LANDSCAPING 8960:457-Weed ...	Weedman fees for summer 20...	-3,579.03
Pre Auth Strata			-542.00
2023-12-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLA...	-271.00
2024-01-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLA...	-271.00
TELUS			-108.20
2023-12-04	700 WWM (Septic) 9220:740 Commu...	Pre-Auth Debit THE OWNER...	-36.07
2024-01-02	700 WWM (Septic) 9220:740 Commu...	Pre-Auth Debit THE OWNER...	-36.07
2024-01-31	700 WWM (Septic) 9220:740 Commu...	Pre-Auth Debit THE OWNER...	-36.06
Trevor Grozell			-1,023.75
2024-01-30	400 MAINTENANCE 8960:445 Snow ...	Snow removal	-1,023.75
OVERALL TOT...			-56,102.84

Budget LLE - Year to Date

2023-08-01 through 2024-02-01 Using LLE 203-24 (in Canadian Dollars)

2024-02-01

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Category	2023-08-01 Actual	- Budget	2024-02-01 Difference
EXPENSES	87,256	88,830	1,574
310 ADMIN 9284	4,181	8,258	4,077
315 Bank Charges	469	350	-119
320 Office expenses	728	638	-90
323 Depreciation Report	1,260	4,580	3,320
325 Professional & Legal Fees	176	0	-176
335 Honorariums	1,400	1,690	290
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	38,873	32,500	-6,373
400 MAINTENANCE 8960	3,953	5,721	1,768
405 Maintenance General Repairs	0	50	50
410 Repairs Parts	222	211	-11
412 Maint. Labour	0	0	0
415 Contractor work	0	302	302
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	2,310	2,500	190
423 Window repairs	0	100	100
425 Roofing	0	300	300
429 Foundation & Drain Tile	398	800	402
430 Deck repairs	0	100	100
441 Fence repairs	0	240	240
445 Snow Removal	1,024	1,068	44
450 LANDSCAPING 8960	26,530	27,293	763
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	15,564	557
456 Yard waste	371	300	-71
457-Weed Control & Fertilizer	3,579	3,579	-0
461 Sprinkler parts & rentals	1,124	400	-724
462 Sprinklers labour	225	200	-25
500 UTILITIES 9220	3,448	2,355	-1,093
510 Water	1,898	973	-925
520 BC Hydro	1,473	1,297	-175
530 Utility Trailer	77	84	7
700 WWM (Septic) 9220	10,271	12,704	2,433
701 Core Water	3,938	4,375	438
705 Core Water callouts	0	900	900
710 Lab Analysis	1,127	1,448	321
720 Collection System	0	0	0
725 Treatment System	297	1,500	1,203
730 Disposal	1,680	1,650	-30
740 Communication & Control	216	217	1
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
Net Difference:	-87,256	-88,830	1,574