

MINUTES REGULAR STRATA COUNCIL MEETING

2024-06-23 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 0932 hours.

B. Approval of Agenda

MOTION: (Vice-Chair) To adopt the Agenda of Strata Council Meeting June 23, 2024, as circulated.

SECONDED (Landscaping)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held May 27, 2024, as circulated.

SECONDED (WWMR)

CARRIED 7 of 7

D. Acceptance of Reports

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

SECONDED (Landscaping)

CARRIED 7 of 7

E. Unfinished Business

- **Depreciation Report - Pacific Rim Appraisals.**

Council discussed their findings at length and particularly the projected necessary CRF funds. It was decided to have a Zoom meeting with Pacific Rim Appraisals before the next council meeting to discuss their findings and the CRF contributions. More information is needed in order to bring a recommendation forward to residents.

F.1. (Correspondence)

- A demand was received by council to put the gates back up or hold an SGM on the issue. After consultation with the petitioner, Council decided to put the gates back up and put the issue of whether or not to have gates to a vote at the AGM.
- A proposal for a resolution to be presented at the upcoming AGM to add a new bylaw was received. It was decided that in order to ensure the new bylaw would be legally viable, Council will submit the proposed bylaw to our strata lawyer for review of its wording prior to the AGM.

F.2. (Correspondence)

- A letter was received by council regarding a second RV space as well as switching spots with a current user. The Chair notified the owner that one spot per unit is all that is allocated given that we have far more owners than parking spots. Council suggested that switching spots is up to individual RV owners and not a council issue.

G. (Maintenance)

- Unit 9 roof had two roof leaks resulting in minor damage. Both leaks have been repaired by Nelson Roofing & Sheet Metal Ltd.
- Unit 2 has paint peeling off two Hardie boardplanks. Maintenance will follow up
- Unit 24 has sent in a maintenance request regarding wood that is starting to rot on the east side of the unit. Maintenance will follow up.

H. (Finance) Council discussed the upcoming budget and the only real change will be in the amount of the CRF contributions

- See June financial report attached.
- The upcoming budget will not change from the currently circulated draft, with the possible exception of the amount of the annual CRF contribution, depending on the discussions with Pacific Rim

I. (Landscaping)

- Landscaping report attached
- Two requests for sprinkler maintenance have been received and have been forwarded to Ron Laroy.
- Six watering water bags for trees are to be purchased and installed. These will be for the 3 birch located between Units 20 and 21, and for the plum trees by the lower pond.
- Sprinklers in the common area have not been on for the last month due to adequate precipitation. The current plan is to water once a week and adjust if needed.

J. WWMR

- See report

K. Next meeting July 23, 2024 via zoom at 0930hours.

L. Adjourn 1044 hours.

Chair

Update on gate issue.

Vice Chair

- Nothing to Report.

Secretary

- Nothing to Report.

Treasurer

- June 2024 Financials-report attached
- Still working on the budget
- Completed Forms B & F for a unit

Maintenance

- Unit 9 roof leak.
- Depreciation report
- Gates put back up
- Paint peeling off Unit 2 Hardie board siding

Landscape

- The work on the entrance way has been completed for this year. . The available gravel was used to do more than originally planned, extending beyond the trees to go around the corner on the south side of the entrance way. A big thanks to Paul for taking the lead on this work and to everyone who helped!
- There are also some new low-growing and friendly-to-trim shrubs planted right by Gainsberg Road on the south side.
- The Landscaping Committee has proposed that the budget should include for the following year:
 - \$2000 for Landscaping, \$1500 for the completion of the entrance way work (completion of the gravel work, and some new plants on the north side right by Gainsberg), and \$500 for general landscaping expense.
 - \$5000 for "Year 2" of working with Branching Out/Hud Elgood to remove hazard trees along the ditch (as part of a 3-year plan for this that was brought forward last year

Waste Water Management

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

Balance Sheet - LLE - As of 2024-06-19

(in Canadian Dollars) (Cash Basis)

2024-06-19

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Account	2024-06-19 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	75,386.18
First CU chequing	1,086.39
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,324.78
OPERATING Chq	61,223.19
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	140,255.57
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	294,970.43
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	294,970.43
TOTAL LIABILITIES & EQUITY	294,970.43

CRF report - LLE - As of 2024-06-19
(in Canadian Dollars)

2024-06-19

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Account	2024-06-19 Balance
Bank Accounts	
CRF \$ in Operating Acct	42,000.00
CRF Chequing	75,386.18
TOTAL Bank Accounts	117,386.18
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	221,101.04

Cheques written - LLE - Last month

2024-05-01 through 2024-05-31 (in Canadian Dollars) (Cash Basis)

2024-06-19

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Date	Category	Memo	Amount
EXPENSES			-6,096.92
Adrian Johnston			-206.62
2024-05-15	400 MAINTENANCE 8960...	Paint for Unit 28 garage door	-80.32
2024-05-22	310 ADMIN 9284:345 Ope...	Replacement tarp for upper pond	-126.30
Bureau Veritas Canada (2019) Inc.			-140.64
2024-05-30	700 WWM (Septic) 9220:7...	INVOICE # VA11161860	-140.64
Caft Admin Fee			-53.48
2024-05-01	310 ADMIN 9284:315 Ban...	CAFT Admin Fee	-53.48
Core Water Management Ltd			-656.25
2024-05-02	700 WWM (Septic) 9220:7...	Invoice 2374	-656.25
Dave Milligan			-223.24
2024-05-02	400 MAINTENANCE 8960...	Strata Lawn mower servicing	-180.50
2024-05-14	450 LANDSCAPING 8960:...	Strata Lawn mower gas	-42.74
Iritex			-78.62
2024-05-30	450 LANDSCAPING 8960:...	parts	-78.62
Parker's Ground Care			-3,916.50
2024-05-15	450 LANDSCAPING 8960:...	Landscaping Services 2024	-3,916.50
Pre-auth Debit Deep Bay Vis 5...			-193.05
2024-05-10	500 UTILITIES 9220:510 ...	Pre-Auth Debit DEEP BAY VIS 5...	-64.35
2024-05-10	500 UTILITIES 9220:510 ...	Pre-Auth Debit DEEP BAY VIS 5...	-64.35
2024-05-10	500 UTILITIES 9220:510 ...	Pre-Auth Debit DEEP BAY VIS 5...	-64.35
Pre-auth Debit Strata Plan Vi...			-271.00
2024-05-17	500 UTILITIES 9220:520 ...	Pre-Auth Debit STRATA PLAN VI...	-271.00
Suzan Chamney			-321.46
2024-05-04	310 ADMIN 9284:345 Ope...	Gift basket for Paul	-100.79
2024-05-18	--Split--	Gift basket for Sharon	-220.67
TELUS			-36.06
2024-05-01	700 WWM (Septic) 9220:7...	Pre-Auth Debit THE OWNERS Te...	-36.06
OVERALL TOT...			-6,096.92

Budget LLE

2023-08-01 through 2024-05-31 Using LLE 203-24 (in Canadian Dollars)

2024-06-19

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Category	2023-08-01 Actual	- Budget	2024-05-31 Difference
EXPENSES	111,274	114,458	3,185
310 ADMIN 9284	6,637	9,915	3,278
315 Bank Charges	655	580	-75
320 Office expenses	1,089	760	-329
323 Depreciation Report	1,260	4,580	3,320
325 Professional & Legal Fees	371	195	-176
335 Honorariums	2,800	2,800	0
345 Operating Contingency	462	1,000	538
350 INSURANCE 8690	38,873	32,500	-6,373
400 MAINTENANCE 8960	8,489	7,090	-1,399
405 Maintenance General Repairs	0	50	50
410 Repairs Parts	642	350	-292
412 Maint. Labour	0	0	0
415 Contractor work	3,346	500	-2,846
417 Mileage for maintenance	49	50	1
420 Gutters & Moss	2,310	2,500	190
423 Window repairs	0	100	100
425 Roofing	687	300	-387
429 Foundation & Drain Tile	431	800	369
430 Deck repairs	0	100	100
441 Fence repairs	0	240	240
445 Snow Removal	1,024	2,100	1,076
450 LANDSCAPING 8960	38,368	44,005	5,637
451 Landscaping general	526	2,000	1,474
452 Mileage for Landscaping	243	400	157
453 Trees	5,465	5,000	-465
455 Groundskeeping	26,756	31,426	4,670
456 Yard waste	371	400	29
457-Weed Control & Fertilizer	3,579	3,579	-0
461 Sprinkler parts & rentals	1,203	800	-403
462 Sprinklers labour	225	400	175
500 UTILITIES 9220	4,873	3,489	-1,384
510 Water	2,239	1,255	-984
520 BC Hydro	2,557	2,150	-407
530 Utility Trailer	77	84	7
700 WWM (Septic) 9220	14,034	17,459	3,425
701 Core Water	6,563	7,250	688
705 Core Water callouts	0	1,500	1,500
710 Lab Analysis	2,080	2,586	506
720 Collection System	0	0	0
725 Treatment System	77	1,500	1,423
730 Disposal	1,680	1,650	-30
740 Communication & Control	325	360	35
750 Emergency power (generator)	1,679	210	-1,469
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:	-111,274	-114,458	3,185