

## 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 1056 hours.

**B. Approval of Agenda**

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

**SECONDED** (WWMR)

**CARRIED** 7 of 7

**D. Acceptance of Reports**

**MOVED:** (Maintenance) To accept the Reports and Financial Statements from the Strata Council members as circulated.

**SECONDED** (Vice Chair/Bylaws)

**CARRIED** 7 of 7

**E. Unfinished Business**

**E.1**

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

Council met with Jeff Sweett of Pacific Rim Appraisals to discuss the recent depreciation report. Clarification was needed as to how the figures in the report were arrived at. After discussion, adjustments to the final report will be made to reflect the current higher amount in the CRF fund. From there, the different levels for contributions to the CRF fund will be reflected in the recommendations from Council in the next budget. The main concern is to make sure adequate funding is there for future re-roofing of units.

**AGM**

**E.2**

- Council discussed the upcoming AGM with regards to who might be seeking re-election. The majority of the current council wishes to seek re-election. However, the ideal complement is 7 members on council. Interest from strata members to seek election is welcomed as there will be council members not seeking re-election. A letter will be sent out to strata members regarding the upcoming vacancies.

- A proposed by law submitted by residents has been sent to the Strata lawyer, for review and comments and a re- write if required. We should hear back by the end of July on this matter.
- A resolution regarding whether to keep the gates at the entrance to the RDN trail will be brought forth at the AGM. Depending on the result from this resolution a second resolution will be brought forth to deal with the cost of amending the said gates to make it them more accessible.
- Discussion was held on whether the contribution to the CRF fund will be adjusted in this year's budget from last year's amount. It was agreed to present information regarding future CRF contribution options at the AGM. There will be an opportunity to discuss how well prepared residents want to be for eventual repairs. The information from the recent depreciation report will be referenced for this presentation.
- Annual portfolio reports are due July 31.

## **New Business**

### **F. (Maintenance) See attached report**

- The items in the report have been dealt with.
- Thank you to Don for helping with the fencing.
- Thank you to Dave Milligan for help on the window in Unit 7.
- Selected units have moss that needs removing and maintenance will attend to that.

### **G. (Landscaping) See attached report.**

- Council discussed the landscaping report with regards to the suggestion of what should be planted in the area where the cottonwoods were removed. It was generally agreed that replanting anything in that area will require watering and on-going maintenance. It was suggested a consultation with the landscaping contractor may be beneficial. The matter is still under discussion. Thank you to the committee for your work in putting together the report.
- Watering times throughout the commons areas of the strata will be adjusted to a more frequent schedule. The sprinklers will run Tuesday, Thursday and Saturday, in order to not interfere with the lawn cutting. There has been considerable water conservation this year over last year.

### **H. (Finance) See attached July financial report.**

I. WWMR

- See report

J. **Next meeting September 8, 2024** via zoom at 0930hours.

K. **Adjourn** 1125 hours.

**Chair**

- Nothing to report.

**Vice Chair**

- Nothing to report.

**Secretary**

- Nothing to report

**Treasurer**

- See attachment: July 2024 financials,
- See attachment: Latest water bills.

**Maintenance**

- Repairs completed
- Unit 2 Paint
- Unit 24 Wood trim
- Unit 7 window sill
- Fence repaired by Unit 7
- Gates back self-closure removed
- Pacific Rim to join our zoom meeting 930
- Like to discuss the last water bill and looking forward to watering schedule thoughts

**Landscaping**

- See attachment :Landscaping committee report

**Waste Water Management**

- The annual tank pump out of the septic system was completed on July 10th.  
Results of effluent pumped showed that the system is working very well and efficiently.  
A red light last week warned of a float not riding in its right position. This was corrected.

## Visual Barrier Post-Cottonwood Tree

An owner recalls that when the Cottonwood trees were taken down along the fence that the plan was to plant something to cover the “bald spot”. The owner suggested 15 cypresses would do nicely. The owner recognized that this would require a watering plan between now and autumn, or buying them in the autumn

The Landscaping Committee has considered what might be feasible to do there, given the concerns about water use, and on-going maintenance requirements (trimming, etc.). We offer these comments and suggestion for Council to consider.

It could be useful to plant something where the cottonwood trees were, in order to create some kind of replacement visual barrier there.

Growing a full hedge there (e.g. of Cypress Leyland) is likely not practical or of interest now given concerns about water use and on-going maintenance requirements, but putting a few (e.g. 3 to 5) low-maintenance and relatively drought-and-sun-resistant shrubs there might be worth considering.

For example, there are some hardy rhododendrons and azaleas that could fit the bill (cold-temperature hardy, relatively drought and sun hardy, don't grow more than 12 feet tall.

These could be planted this fall, when it is cooler and wetter, to give them more time to settle in.

## Watering: Birch, Plum, and Willow Trees

The Landscaping Committee purchased and installed eight TreeGator bags. These were placed as follows:

- Two on one birch trees
- Three on a second birch tree because two did not surround the trunk.
- One on each of the plum trees on the northwest side of the pond.

Unfortunately the tree watering is more challenging than was anticipated. It appears that the willow trees near the lower pond are also heat/drought stressed.

Birch trees can survive with less water than willows, and can be watered at the trunk. Willows need more water than birches, and need to have the entire root system watered. The entire root system of willow trees should be watered and moisture should penetrate at least 8-12 inches below the surface.

The Committee has been filling the TreeGator bags twice weekly. The manufacturer recommends use of the bags on trees up to eight inches in diameter and not joining more than two bags. Two of the birch trees and the willow trees are too big for two bags.

Consequently, in addition to the use of the TreeGator bags, the Committee has been watering the areas using the underground sprinklers and watering the willow and birch tree by hand sprinkler.

The Committee thinks this will get us through the worst of the dry period this year but continuing this practice in future years might become problematic. An alternative to consider is to run the specific irrigation mini-zones that the trees are in for a longer time each time the irrigation runs, particularly in June, July and August.

# Balance Sheet - LLE - As of 2024-07-17

(in Canadian Dollars) (Cash Basis)

2024-07-17

Page 1

| Account                               | 2024-07-17<br>Balance |
|---------------------------------------|-----------------------|
| <b>ASSETS</b>                         |                       |
| <b>Cash and Bank Accounts</b>         |                       |
| CRF Chequing                          | 97,679.98             |
| 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                         | 41,312.39             |
| CCCU Member Shares                    | 5.15                  |
| Petty Cash                            | 200.00                |
| <b>TOTAL Cash and Bank Accounts</b>   | <b>142,638.57</b>     |
| <b>Other Assets</b>                   |                       |
| 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             |
| <b>TOTAL Other Assets</b>             | <b>154,714.86</b>     |
| <b>TOTAL ASSETS</b>                   | <b>297,353.43</b>     |
| <b>LIABILITIES &amp; EQUITY</b>       |                       |
| <b>LIABILITIES</b>                    | <b>0.00</b>           |
| <b>EQUITY</b>                         | <b>297,353.43</b>     |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>297,353.43</b>     |

CRF report - LLE - As of 2024-07-17  
(in Canadian Dollars)

2024-07-17

Page 1

| Account                     | 2024-07-17<br>Balance |
|-----------------------------|-----------------------|
| <b>Bank Accounts</b>        |                       |
| CRF \$ in Operating Acct    | 20,000.00             |
| CRF Chequing                | 97,679.98             |
| <b>TOTAL Bank Accounts</b>  | <b>117,679.98</b>     |
| <b>Asset Accounts</b>       |                       |
| 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             |
| <b>TOTAL Asset Accounts</b> | <b>103,714.86</b>     |
| <b>OVERALL TOTAL</b>        | <b>221,394.84</b>     |

# Cheques written - LLE - Last month

2024-06-01 through 2024-06-30 (in Canadian Dollars) (Cash Basis)

2024-07-17

Page 1

| Date                                     | Category                | Memo                             | Amount            |
|------------------------------------------|-------------------------|----------------------------------|-------------------|
| <b>EXPENSES</b>                          |                         |                                  | <b>-11,590.24</b> |
| <b>Bureau Veritas Canada (2019) Inc.</b> |                         |                                  | <b>-671.94</b>    |
| 2024-06-14                               | 700 WWM (Septic) 92...  | INVOICE # VA11183192             | -140.64           |
| 2024-06-22                               | 700 WWM (Septic) 92...  | INVOICE # VA11194876             | -531.30           |
| <b>Caft Admin Fee</b>                    |                         |                                  | <b>-53.48</b>     |
| 2024-06-01                               | 310 ADMIN 9284:315 ...  | CAFT Admin Fee                   | -53.48            |
| <b>Core Water Management Ltd</b>         |                         |                                  | <b>-789.32</b>    |
| 2024-06-22                               | --Split--               | Invoice #2388                    | -789.32           |
| <b>Jeanne Leshure</b>                    |                         |                                  | <b>-229.72</b>    |
| 2024-06-02                               | 450 LANDSCAPING 8...    | Front entry                      | -229.72           |
| <b>Pacific Rim Appraisals Ltd</b>        |                         |                                  | <b>-3,549.00</b>  |
| 2024-06-22                               | 310 ADMIN 9284:323 ...  | Invoice # 68407                  | -3,549.00         |
| <b>Parker's Ground Care</b>              |                         |                                  | <b>-5,351.57</b>  |
| 2024-06-13                               | 450 LANDSCAPING 8...    | Landscaping Front Entry          | -1,435.07         |
| 2024-06-15                               | 450 LANDSCAPING 8...    | Landscaping Services 2024        | -3,916.50         |
| <b>Pre-auth Debit Strata Plan Vi...</b>  |                         |                                  | <b>-711.57</b>    |
| 2024-06-18                               | 500 UTILITIES 9220:5... | Pre-Auth Debit STRATA PLAN VI... | -711.57           |
| <b>Ron LaRoy</b>                         |                         |                                  | <b>-197.58</b>    |
| 2024-06-22                               | --Split--               | Sprinkler repairs                | -197.58           |
| <b>TELUS</b>                             |                         |                                  | <b>-36.06</b>     |
| 2024-06-03                               | 700 WWM (Septic) 92...  | Pre-Auth Debit THE OWNERS Tel... | -36.06            |
| <b>OVERALL TOT...</b>                    |                         |                                  | <b>-11,590.24</b> |

# Budget LLE

2023-08-01 through 2024-06-30 Using LLE 203-24 (in Canadian Dollars)

2024-07-17

Page 1

| Category                        | 2023-08-01<br>Actual | -<br>Budget     | 2024-06-30<br>Difference |
|---------------------------------|----------------------|-----------------|--------------------------|
| EXPENSES                        | <b>123,147</b>       | <b>122,914</b>  | <b>-233</b>              |
| 310 ADMIN 9284                  | <b>10,522</b>        | <b>10,360</b>   | <b>-162</b>              |
| 315 Bank Charges                | <b>712</b>           | <b>638</b>      | <b>-74</b>               |
| 320 Office expenses             | 1,089                | 867             | -222                     |
| 323 Depreciation Report         | 4,809                | 4,580           | -229                     |
| 325 Professional & Legal Fees   | 371                  | 195             | -176                     |
| 335 Honorariums                 | 3,080                | 3,080           | 0                        |
| 345 Operating Contingency       | 462                  | 1,000           | 538                      |
| 350 INSURANCE 8690              | 38,873               | 32,500          | -6,373                   |
| 400 MAINTENANCE 8960            | <b>8,489</b>         | <b>7,225</b>    | <b>-1,264</b>            |
| 405 Maintenance General Repairs | 0                    | 50              | 50                       |
| 410 Repairs Parts               | 642                  | 385             | -257                     |
| 412 Maint. Labour               | 0                    | 0               | 0                        |
| 415 Contractor work             | 3,346                | 550             | -2,796                   |
| 417 Mileage for maintenance     | 49                   | 100             | 51                       |
| 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            | <b>44,147</b>        | <b>48,855</b>   | <b>4,708</b>             |
| 451 Landscaping general         | 2,191                | 2,000           | -191                     |
| 452 Mileage for Landscaping     | 290                  | 450             | 160                      |
| 453 Trees                       | 5,465                | 5,000           | -465                     |
| 455 Groundskeeping              | 30,673               | 35,426          | 4,753                    |
| 456 Yard waste                  | 371                  | 500             | 129                      |
| 457-Weed Control & Fertilizer   | 3,579                | 3,579           | -0                       |
| 461 Sprinkler parts & rentals   | 1,203                | 1,200           | -3                       |
| 462 Sprinklers labour           | 375                  | 700             | 325                      |
| 500 UTILITIES 9220              | <b>5,585</b>         | <b>3,704</b>    | <b>-1,881</b>            |
| 510 Water                       | 2,239                | 1,255           | -984                     |
| 520 BC Hydro                    | 3,268                | 2,365           | -903                     |
| 530 Utility Trailer             | 77                   | 84              | 7                        |
| 700 WWM (Septic) 9220           | <b>15,532</b>        | <b>20,270</b>   | <b>4,739</b>             |
| 701 Core Water                  | 7,219                | 7,975           | 756                      |
| 705 Core Water callouts         | 133                  | 1,500           | 1,367                    |
| 710 Lab Analysis                | 2,752                | 3,136           | 384                      |
| 720 Collection System           | 0                    | 0               | 0                        |
| 725 Treatment System            | 77                   | 3,000           | 2,923                    |
| 730 Disposal                    | 1,680                | 1,650           | -30                      |
| 740 Communication & Control     | 361                  | 396             | 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                        |
| <b>Net Difference:</b>          | <b>-123,147</b>      | <b>-122,914</b> | <b>-233</b>              |