

MINUTES REGULAR STRATA COUNCIL MEETING

2024-10-27 via Zoom



Participants: Adrian Johnston, Chair; Tannis Charest, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Margaret Tryon, Secretary; Violet Van Hees, Landscaping Officer; Ron LaRoy, Maintenance Officer; Absent, Hugh Jackson, WWMR.

A. Meeting called to order by the Chair at 0930 hours.

B. Approval of Agenda

MOTION: (Landscaping) To adopt the Agenda of Strata Council Meeting October 27, 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 September 8, 2024, as circulated.

SECONDED (Treasurer)

CARRIED 7 of 7

D. Acceptance of Reports

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

SECONDED (Landscaping)

CARRIED 7 of 7

E. Unfinished Business

E.1. (Waste Water)

- Strata discussed the Waste Water Management report. We were very pleased with the work completed by Terra Nova Plumbing. The project was completed in a timely manner and within the budget allotted. The landscaping remediation post project is almost undetectable. The chair will write a google review to reflect our satisfaction with the job this company performed for the strata.

E.2. (Chair)

- There has been an appraisal update from Pacific Rim Appraisals and it will be forwarded to our insurer. Since our strata as a whole has increased in price, replacement costs are adjusted to reflect this. This will affect the amount that unit holders carry to pay for their portion of the deductible in the event of a catastrophic loss. Please make sure that your unit deductible is adjusted to the new figures if required.
The 2024 figures will be posted to the website then homeowners can calculate their deductible by using this link: [Unit-Entitlement.pdf](#)

F. New Business

F.1. (Finance)

- The year-end report has been posted to the LLE website. The financial Review Committee is reviewing the year end. Their report will be discussed at the next meeting.

F.2.(Landscaping)

- Landscaping met with Hud of Branching Out Urban Forestry in Sept to discuss the upcoming hazard tree removals. Before plans are finalized, RDN and LLE boundaries and property points need to be determined. The RDN is coming out to assist in determining property boundaries. When the boundaries are established, then the final tree removal plan can be made according to the budget allotted. Once Landscaping develops a final plan they will let residents know and share the plan details.
- To everyone who helped clear the bullrushes from the pond a big thanks! A lot of vegetation was removed by the work party but more needs to be done. Other areas need work in order to obtain optimal water drainage and flow. Landscaping will advise of a work party at a later date.

F.3. (Maintenance)

- Rotor-Rooter is booked for Nov 08 for drain cleaning.
- A contractor for snow removal has been secured for the winter as insurance requirements have been fulfilled.

G. Next meeting November 25, 2024 via zoom at 0930 hours.

H. Adjourn 1044 hours.

Chair

- **Nothing to Report**

Vice Chair

- **Nothing to Report**

Secretary

- **Nothing to Report**

Treasurer

- The monthly Financials are attached.
- I have compiled all the financial documents and reports from the last fiscal year and posted them on OneDrive. The folder has been shared with our Financial Review Committee for their annual review.

Maintenance

- Echo Valley Earthworks (Bjorn Quint) has sent a contract for snow removal this winter. As pointed out, we need to confirm appropriate insurance before going ahead with the contract. Bjorn has been contacted, and we are awaiting his reply.
- Roto-Rooter will be here November 8 for drain cleaning. Unit 17 is experiencing some water ingress into their crawlspace. Wet items have been removed, and a fan set up to assist with drying. Roto-Rooter will include their perimeter tiles in the upcoming work day.
- I will contact Koen Property Services shortly, for gutter cleaning later this fall.

Landscaping

Since the last LLE Strata Council meeting:

- Jean LeShures has been BUSY, taking care of the entrance way borders! Weeding, trimming shrubs, putting a planter out by the rock wall, planting some bulbs, and more. Thanks Jean!
- Violet met with Hud Elgood (the Arborist we work with, who owns Branching Out Urban Forestry) in September, to look at which hazard trees to address this year. We included looking at the trees beside #1, with branches that overhang (and sometimes touch) Unit #1. Before Violet and Hud can finalize that and arrange a date for Hud's crew to come here, Violet needs to sort out which trees beside unit #1 are on RDN land, and which are on the private developer's land (Bayne Sound Investments). (The survey lines alongside #1 are complicated.) Trevor from RDN Parks has a GPS app that can accurately pinpoint that, and he is coming out to meet with Violet on October 24. Once that is done, Violet will sort out which hazard trees can be addressed by RDN, which trees (if any along there) are on our strata land, and which are on Bayne Sound Investment lands. Then Violet and Hud can finalize which trees the strata will ask Hud to limb or take down this year.
- Violet will also show Trevor (RDN, Parks) the three trees that are in the RDN Community Park next to our property that are along the creek side and have fallen towards our property, which

are currently leaning against other trees but could end up on our strata road if they fall all the way.

- Adrian and Violet plan to be thinning out bull rushes in the lower pond on October 25.
- The winterization of the irrigation lines happened on October 9, 2024. **Thanks to everyone who helped with that!**
- **A REMINDER TO EVERYONE TO PLEASE SHUT OFF YOUR WATER TO YOUR OUTSIDE TAPS, FOR THE WINTER, to make sure the pipes don't freeze. Frozen pipes are messy - and the damage can be expensive to fix!**
- The water bags that were around several trees close to the lower pond have been taken off and stored in the shed for the winter.
- Paul (as part of his Parker Grounds Care work) let us know that a tree expert has let him know that the birch trees by the lower pond have branches that are likely to break, and those trees are old and diseased and likely need to be cut down in the next couple of years. Paul asked whether Council wants them pruned, or cut down, this year. Council decided (through email discussions) to prune the trees this year and then develop a plan for the coming year/years. Violet will work with the Landscaping Committee to develop a plan for Council to consider.
- From Paul (Parker Grounds Care):
 - o The week of October 21 ("Last week", in relation to this strata council meeting) was the end of grass cutting in all areas for 2024.
 - o Next week (the week of October 28) Paul will hit the areas where leaves need to be picked up again.
 - o Paul will be away for the first 3 weeks of November. Once he is back and all the leaves have fallen, he will pick the remaining leaves up.
 - o Also, as part of the landscaping contract Paul has arranged for some tree pruning guys to come on October 29 and 30 to prune the strata's cherry trees along the entrance way, and the birch and willow trees by the lower pond.
- October 28 will be the last time this Fall that Paul will pick up the yard waste from the yard waste area behind the little fence. **From October 28 onward, all strata residents are asked to please dispose of their own yard waste (e.g. using their own green bins, or taking it away themselves.)**

Waste Water Management

- Here is the report on the reconstruction of Well # A . As you can see the price was \$ 7.00 below the quoted price plus taxes. The work was accomplished in 6 days. We made a decision to bury the auxiliary tank as it could be used again if there are any problems in the future.(marked on sanitary systems schematic) . With the co- operation of the units 1-6 at no time was the work held up due to flushing problems. Damage to lawns was minimal. They even put down grass seed over the site.
We also have a guarantee that they will return in 12 weeks' time for a complimentary inspection of all the work done. Core Water, our sanitary maintenance unit, was also on site from time to time to familiarize themselves with the new install.

Balance Sheet - LLE - As of 2024-10-22

(in Canadian Dollars) (Cash Basis)

2024-10-22

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Account	2024-10-22 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	98,755.52
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	29,863.29
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	132,265.01
Other Assets	
CRF 3YR GIC (106)	11,134.70
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	154,933.77
TOTAL ASSETS	287,198.78
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	287,198.78
TOTAL LIABILITIES & EQUITY	287,198.78

CRF report - LLE - As of 2024-10-22
(in Canadian Dollars)

2024-10-22

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Account	2024-10-22 Balance
Bank Accounts	
CRF \$ in Operating Acct	30,288.00
CRF Chequing	98,755.52
TOTAL Bank Accounts	129,043.52
Asset Accounts	
CRF 3YR GIC (106)	11,134.70
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	103,933.77
OVERALL TOTAL	232,977.29

Cheques written - LLE - Last month

2024-09-01 through 2024-09-30 (in Canadian Dollars) (Cash Basis)

2024-10-22

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Date	Category	Memo	Amount
EXPENSES			-6,481.15
Bowser Builders' Supply Ltd			-84.29
2024-09-19	400 MAINTENANCE 8960:410 Repairs Pa...	replacement siding	-84.29
Caft Admin Fee			-53.48
2024-09-01	310 ADMIN 9284:315 Bank Charges:317 ...	CAFT Admin Fee	-53.48
Core Water Management Ltd			-2,022.66
2024-09-19	700 WWM (Septic) 9220:701 Core Water		-656.25
	700 WWM (Septic) 9220:705 Core Water c...	Problems with Pump A	-1,366.41
Parker's Ground Care			-3,916.50
2024-09-15	450 LANDSCAPING 8960:455 Groundske...	Landscaping Services 2024	-3,916.50
Pre-auth Debit Strata Plan Vi...			-291.00
2024-09-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA P...	-291.00
Suzan Chamney			-77.00
2024-09-19	500 UTILITIES 9220:530 Utility Trailer	Trailer registration	-77.00
TELUS			-36.22
2024-09-03	700 WWM (Septic) 9220:740 Communicati...	Pre-Auth Debit THE OWN...	-36.22
OVERALL TOT...			-6,481.15

Budget LLE

2024-08-01 through 2024-09-30 Using LLE 203-24 (in Canadian Dollars)

2024-10-22

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Category	2024-08-01 Actual	- Budget	2024-09-30 Difference
EXPENSES	16,257	24,376	8,119
310 ADMIN 9284	1,190	1,962	772
315 Bank Charges	126	116	-10
320 Office expenses	222	286	64
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	281	0	-281
335 Honorariums	560	560	0
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	0	0	0
400 MAINTENANCE 8960	307	1,310	1,003
405 Maintenance General Repairs	0	50	50
410 Repairs Parts	84	70	-14
412 Maint. Labour	0	0	0
415 Contractor work	0	100	100
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	54	0	-54
423 Window repairs	0	100	100
425 Roofing	0	300	300
429 Foundation & Drain Tile	0	300	300
430 Deck repairs	0	100	100
441 Fence repairs	169	240	71
445 Snow Removal	0	0	0
450 LANDSCAPING 8960	8,243	13,802	5,559
451 Landscaping general	0	2,000	2,000
452 Mileage for Landscaping	0	100	100
453 Landscaping labour	0	0	0
455 Groundskeeping	7,833	6,002	-1,831
456 Yard waste	0	200	200
457 Weed Control & Fertilizer	0	0	0
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	210	300	90
462 Sprinklers labour	200	200	0
500 UTILITIES 9220	881	636	-245
510 Water	222	206	-16
520 BC Hydro	582	430	-152
530 Utility Trailer	77	0	-77
700 WWM (Septic) 9220	5,635	6,666	1,031
701 Core Water	1,313	1,450	138
705 Core Water callouts	3,167	300	-2,867
710 Lab Analysis	0	484	484
725 Treatment System	1,023	1,500	477
730 Disposal	0	1,650	1,650
740 Communication & Control	36	72	36
750 Emergency power (generator)	96	210	114
760 Ministry of Environment	0	0	0
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
Net Difference:	-16,257	-24,376	8,119