

MINUTES REGULAR STRATA COUNCIL MEETING

2024-11-25 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; Hugh Jackson, WWMR.

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

B. Approval of Agenda

MOTION: (Vice-Chair) To adopt the Agenda of Strata Council Meeting November 25, 2024, as circulated.

SECONDED (WWMR)

CARRIED 7 of 7

C. Approval of Minutes

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

SECONDED (Vice Chair/Bylaws)

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 (WWMR)

CARRIED 7 of 7

E. Unfinished Business

None

F. New Business

F.1. (Correspondence)

- Unit 16 –Suzan had a phone conversation as a result of the correspondence received from prospective buyers of Unit 16. She answered their questions regarding strata rules and regulations.

F.2. (Maintenance)

- Further to the report, when the estimate comes for repairs to Deck on Unit#1, maintenance will get back to council with the costs. Currently the deck needs to be raised up, and also needs new fascia boards and flashing.
- Discussion on what gutters were cleaned annually as some units require cleaning more often. Some units have been cleaned already. Unit owners should notify maintenance using the online form [Maintenance Request Form – Lighthouse Landing Estates](#) if they have a problem with overflowing drains.
- Discussion on patio door window replacement with mini blinds. See report.

F.3 (Finance)

- See attached Oct financials
- The treasurer discussed with Council the Finance Committee's Annual Report for the year 23/24. The committee is satisfied that their questions have been addressed. The council would like to thank John Gurak and Tom Tryon for reviewing last year's financials. Council appreciates their comments and suggestions.

F.4 (Landscaping)

- See Report
- A date has not been determined tree removal.

G. Next meeting January 27, 2025 via zoom at 0930hours.

H. Adjourn 1011 hours.

Chair

- **Nothing to report**

Vice Chair

- **Nothing to report**

Secretary

- **Nothing to report**

Treasurer

- This month we renewed a GIC at Coastal Community Credit Union and our WWM Bond at the First Credit Union for higher rates than they were previously earning.
- I have completed our year-end financial paperwork including filing our Corporate Taxes T2 long form with Revenue Canada.
- Attached is the annual review by the Finance Annual Review Committee.
- Also attached is the monthly Financial Report.

Maintenance

- RotoRooter was a success. The work completed is listed below:
- Camera and flush unit 17 perimeter drains, flush unit 23/24 perimeter drains, flushed lower pond inlet and outlet (to creek), flushed curtain drain along Gainsberg (units 1-4). No invoice has been received to date.
- No estimate yet for repair of unit 1 deck.
- I'll begin meeting with owners that have window issues soon, with the plan to arrange for replacement in the early spring.

Landscaping:

Trees:

- I met twice with RDN Parks people to try to figure out which trees beside #1 are on RDN land, which is on the developer's land, and which if any are on our strata land. (The property survey lines along there are complicated, eh.) I will now contact the developer to get their OK to have a tree company climb trees on their property to cut off limbs overhanging the strata property.
- I will then contact Hud/Branching Out Urban Forestry to confirm a plan for what trees are the priority to cut this year within the budget available, and set a date to do that tree work.
- The RDN folks also looked with me at the 3 leaning trees that are along the creek in the RDN community park which have fallen part way, angled towards the strata property, just below the "middle bridge". We discussed that I can let the RDN know when Hud's tree company will be here to cut trees for the strata, and RDN said they may ask him to at the same time just cut the trunks of those leaning trees so that they settle into the park area.

Thinning the Cattails in the middle pond:

- There was a great work party to thin/clear out the cattails and other vegetation around the end of the middle pond where the water drains out. Thanks to all who turned up to help with that lovely mucky activity!
- Subsequent to that, Adrian and I did some more clearing by one of the pipes that brings water into the pond.
- And, Don has devised and tried out a way to pull up more cattails without needing to wade out in the pond so much, using an anchor system and a truck to pull. We will try that out some more, as it could be a faster and easier way to do this in the future. Thanks Don!

Mowing contract:

- The mowing is done for the year, trees are pruned, and the winter grass fertilizing is done. I've heard lots of great comments about how good things looked and went this summer - thanks Paul!
- Paul will do a bit more leaf collecting in the coming weeks.

Yard waste:

- A reminder that the strata's "yard waste area" is closed for the winter.

Water taps:

- Just a final reminder to shut off the water to your outside taps on your home if you haven't already done so, so that the pipes won't freeze.

Waste Water Management

- Nothing unusual to report. All systems functions within the parallel's set by the MOE.
- Debris removed from the gravel filter.

Council response to patio window replacement request:

An issue came up in one of the units with internal cosmetic damage inside a patio door window with mini blinds. The damage did not affect the integrity of the window seal and did not damage the building envelope. Council researched past minutes to provide us with a guideline in responding to this issue. From the resulting research council declined to replace the window at Strata's expense. At the April 2016 meeting the issue of who should pay for the failure of the mini blind insert style window was discussed and the following motion was passed:

MOTION: (Landscape Officer) - When the vacuum seal of a mini-blind window insert has failed the Strata Corporation will pay for the Warranty Replacement and Installation costs. When the mini-blind window insert Controls have failed the Owners will pay for the Warranty Replacement and Installation costs. SECONDED: (Secretary) CARRIED

The present council believes that this previous motion sets a precedent and has guided us on our decision.

Balance Sheet - LLE - As of 2024-11-22
(in Canadian Dollars) (Cash Basis)

2024-11-22

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Account	2024-11-22 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	66,519.45
First CU chequing	1,086.39
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV Fund	2,325.48
OPERATING Chq	72,243.63
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	142,409.98
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	297,343.75
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	297,343.75
TOTAL LIABILITIES & EQUITY	297,343.75

CRF report - LLE - As of 2024-11-22
(in Canadian Dollars)

2024-11-22

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Account	2024-11-22 Balance
Bank Accounts	
CRF \$ in Operating Acct	34,432.00
CRF Chequing	66,519.45
TOTAL Bank Accounts	100,951.45
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	204,885.22

Cheques written - LLE - Last month

2024-10-01 through 2024-10-31 (in Canadian Dollars) (Cash Basis)

2024-11-22

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Date	Category	Memo	Amount
EXPENSES			-33,371.47
Adrian Johnston			-63.60
2024-10-29	450 LANDSCAPING ...	Transfer bullrushes to d...	-63.60
Caft Admin Fee			-53.48
2024-10-01	310 ADMIN 9284:315...	CAFT Admin Fee	-53.48
Core Water Management Ltd			-656.25
2024-10-08	700 WWM (Septic) 9...	Monthly fees	-656.25
Parker's Ground Care			-3,916.50
2024-10-15	450 LANDSCAPING ...	Landscaping Services 2...	-3,916.50
Paul Parker			-300.00
2024-10-08	450 LANDSCAPING ...	Yard waste removal 3 m...	-300.00
Pre-auth Debit Strata Plan Vi...			-291.00
2024-10-17	500 UTILITIES 9220:...	Pre-Auth Debit STRATA...	-291.00
Ron LaRoy			-291.91
2024-10-24	450 LANDSCAPING ...	Sprinkler blowout rental ...	-291.91
Suzan Chamney			-147.97
2024-10-08	--Split--	Domain Name & Dedic...	-147.97
TELUS			-73.53
2024-10-01	700 WWM (Septic) 9...	Pre-Auth Debit THE O...	-36.06
2024-10-31	700 WWM (Septic) 9...	Pre-Auth Debit THE O...	-37.47
Terra Nova Plumbing			-27,543.64
2024-10-09	800 CRF Disburseme...	Invoice #17083 Well A	-27,543.64
Terry Pendleton			-33.59
2024-10-17	400 MAINTENANCE ...	Replacement grills for B...	-33.59
OVERALL T...			-33,371.47

Budget LLE - Q1 2024

2024-08-01 through 2024-10-31 Using LLE 2024-25 (in Canadian Dollars)

2024-11-22

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Category	2024-08-01 Actual	- Budget	2024-10-31 Difference
EXPENSES	22,376	40,692	18,315
310 ADMIN 9284	1,628	2,854	1,226
315 Bank Charges	192	195	3
320 Office expenses	315	319	4
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	281	500	219
335 Honorariums	840	840	0
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	0	0	0
400 MAINTENANCE 8960	395	4,800	4,405
410 Repairs Parts	173	150	-23
412 Maint. Labour	0	100	100
415 Contractor work	0	150	150
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	54	3,000	2,946
423 Window repairs	0	50	50
425 Roofing	0	700	700
429 Foundation & Drain Tile	0	500	500
430 Deck repairs	0	50	50
441 Fence repairs	169	50	-119
445 Snow Removal	0	0	0
450 LANDSCAPING 8960	12,815	20,351	7,536
451 Landscaping general	0	500	500
452 Mileage for Landscaping	0	150	150
453 Landscaping labour	0	500	500
454 Entrance Upgrades	0	1,000	1,000
455 Groundskeeping	11,750	11,751	2
456 Yard waste	364	300	-64
457 Weed Control & Fertilizer	0	0	0
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	502	950	448
462 Sprinklers labour	200	200	0
500 UTILITIES 9220	1,172	1,877	705
510 Water	222	900	678
520 BC Hydro	873	900	27
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	6,365	10,810	4,445
701 Core Water	1,969	1,969	0
705 Core Water callouts	3,167	375	-2,792
710 Lab Analysis	0	618	618
725 Treatment System	1,023	3,325	2,302

Budget LLE - Q1 2024

2024-08-01 through 2024-10-31 Using LLE 2024-25 (in Canadian Dollars)

2024-11-22

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Category	2024-08-01 Actual	- Budget	2024-10-31 Difference
730 Disposal	0	1,680	1,680
740 Communication & Control	110	108	-2
750 Emergency power (generator)	96	1,532	1,436
760 Ministry of Environment	0	203	203
765 EOCP (every three years)	0	0	0
770 Insurance	0	0	0
780 WWTP Contingency	0	1,000	1,000
Net Difference:	-22,376	-40,692	18,315