

MINUTES REGULAR STRATA COUNCIL MEETING

2025-02-23 via Zoom



Participants: Adrian Johnston, Chair; Tannis Charest, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Margaret Tryon, Secretary; Violet Van Hees, Landscaping; Ron LaRoy, 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 February 23, 2025, as circulated.

SECONDED (Landscaping)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held January 27, 2025, as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

D. Acceptance of Reports

MOTION: (Landscaping) 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

None

F. New Business

F.1. (Bylaws) See Report-Attic

Currently all our attics are Common Property, which means the strata is responsible for everything in them. Following discussion at the end of our last meeting we agreed to look into converting the attics to Limited Common Property and making the owners responsible for taking care of things inside their own attics including the insulation, duct work, wiring and pest control, similar to what we did with the Crawlspaces a few years ago; this will keep the strata's overall costs down.

MOTION: (Landscaping) To engage our lawyer to draft a resolution to convert the attics from common property to limited common property, and to draft a resolution for a new bylaw making the owners responsible for the contents of their attic.

SECONDED (Maintenance)

CARRIED 7 of 7

F.2. (Maintenance) Doors-Correspondence

- Council received a written suggestion from some owners regarding the style of glass in our front doors, suggesting that since the glass seal has gone in a number of doors and the glass needs to be replaced, that instead of using the now somewhat dated “flower” pattern that we take the opportunity to replace the glass with a newer, modern pattern, or consider replacing the entire front door sets. Note: The four petal “flower” pattern is available, but the original ornate pattern is not.
Replacing the entire front door sets would cost approx. \$5000 each so it was deemed too expensive, but Council felt it is a good idea to consider a more modern look for the glass in the front doors. The number of front door windows and doors currently needing repair is 6 and there will surely be more added. Maintenance will do some research on some options. An email will be sent out soon to owners on this issue of replacement glass with some suggestions that are practical in the long term. The objective is to choose a pattern that will be around in the future as this will be an ongoing undertaking. The final decision will be put to a general vote.
- Maintenance updated council on the status of our request for maintenance on the one fire hydrant in our complex requiring it.
DBID is in the process of hiring a new administrator. When a new administrator is in place, a contractor will be hired to do maintenance on the hydrants in our complex. In the meantime the other hydrants are within the required distance for fire regulations. The hydrant in question can be used in an emergency; it is isolated at this time because it slowly leaks.
- The council would like to thank Suzanne and Roy LaRoy for the time they have spent with the DBID to reconfirm their responsibility for our water system maintenance up to the meters.

F.3 (Finance) See Report-Financials attached

F.4 (WWMR) See Report

G. Next meeting April 6, 2025 via zoom at 0930 hours.

H. Adjourn 1012 hours.

Chair

- **Nothing to report**

Vice Chair/Bylaws

Bylaws report

We asked our lawyer for a quote for his assistance in changing the attics in our strata from Common Property to Limited Common Property, similar to what we did with the crawlspaces a couple of years ago.

We would need to file the following with Land Titles:

- a survey of each strata lot (which we have).
- we might need an elevation drawing / side view showing the sloped roofs (which we may or may not have). The lawyer wasn't sure, and he said that we may just need one illustrative drawing for all.
- a resolution to add a bylaw making owners responsible for taking care of items in their attics, such as pest control (rodents, wasps), the insulation, duct work and the electrical wiring.

He estimated \$500 to \$750 in fees to prepare the two resolutions and attend to filing them in the Land Title Office. Taxes and disbursements are in addition to that.

We also asked if we could simply create a bylaw, but he said that according to S.72(2) of the SPA we cannot make owners responsible for Common Property.

Secretary

- **Nothing to report**

Treasurer

- Financials attached.
- Revenue Canada accepted our income tax return. We do not owe any money.
File WorkSafeBC report for 2024. Did not need to pay anything because the amount was under \$5.

Maintenance

- **Nothing to report**

Landscaping

- **Nothing to report**

Waste Water Management

- All is functioning as normal

Balance Sheet - LLE - As of 2025-02-18
(in Canadian Dollars) (Cash Basis)

2025-02-18

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Account	2025-02-18 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	66,121.44
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	2,086.39
First CU SRF savings	5,386.72
OPERATING Chq	66,350.80
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	140,180.38
Other Assets	
CRF 3YR GIC (106)	11,134.70
CRF 5YR GIC (102)	23,077.23
CRF CCCU 006 GIC **7130	24,453.24
CRF CCCU 008 GIC **8417	47,371.11
First CU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	156,036.28
TOTAL ASSETS	296,216.66
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	296,216.66
TOTAL LIABILITIES & EQUITY	296,216.66

CRF report - LLE - As of 2025-02-18
(in Canadian Dollars)

2025-02-18

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Account	2025-02-18 Balance
Bank Accounts	
CRF \$ in Operating Acct	46,781.00
CRF Chequing	66,121.44
TOTAL Bank Accounts	112,902.44
Asset Accounts	
CRF 3YR GIC (106)	11,134.70
CRF 5YR GIC (102)	23,077.23
CRF CCCU 006 GIC **7130	24,453.24
CRF CCCU 008 GIC **8417	47,371.11
TOTAL Asset Accounts	106,036.28
OVERALL TOTAL	218,938.72

2025-02-18

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Date	Category	Memo	Amount
EXPENSES			-1,073.53
Bureau Veritas Canada (2019) Inc.			-144.69
2025-02-10	700 WWM (Septi...	INVOICE # VA11373076	-144.69
Caft Admin Fee			-53.48
2025-02-01	310 ADMIN 9284:...	CAFT Admin Fee	-53.48
Core Water Management Ltd			-656.25
2025-02-10	700 WWM (Septi...	Invoice #2523	-656.25
Pre-auth Debit Deep Bay Vis 5...			-219.11
2025-02-12	500 UTILITIES 92...	Pre-Auth Debit DEEP BAY...	-72.07
2025-02-12	500 UTILITIES 92...	Pre-Auth Debit DEEP BAY...	-72.07
2025-02-12	500 UTILITIES 92...	Pre-Auth Debit DEEP BAY...	-74.97
OVERALL T...			-1,073.53

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Category	2024-08-01 Actual	- Budget	2025-01-31 Difference
EXPENSES	78,752	105,016	26,264
310 ADMIN 9284	2,651	5,149	2,498
315 Bank Charges	375	390	15
320 Office expenses	315	319	4
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	281	500	219
335 Honorariums	1,680	1,680	0
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	38,438	42,000	3,562
400 MAINTENANCE 8960	2,652	6,675	4,023
410 Repairs Parts	252	300	48
412 Maint. Labour	125	100	-25
415 Contractor work	0	300	300
417 Mileage for maintenance	12	50	38
420 Gutters & Moss	261	3,000	2,739
423 Window repairs	0	50	50
425 Roofing	0	700	700
429 Foundation & Drain Tile	1,832	500	-1,332
430 Deck repairs	0	50	50
441 Fence repairs	169	50	-119
445 Snow Removal	0	1,575	1,575
450 LANDSCAPING 8960	20,901	31,835	10,934
451 Landscaping general	8	500	492
452 Mileage for Landscaping	6	200	194
453 Landscaping labour	50	500	450
454 Entrance Upgrades	0	1,000	1,000
455 Groundskeeping	19,583	19,585	3
456 Yard waste	494	300	-194
457 Weed Control & Fertilizer	0	3,600	3,600
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	561	950	390
462 Sprinklers labour	200	200	0
500 UTILITIES 9220	2,793	3,777	984
510 Water	1,066	1,900	834
520 BC Hydro	1,650	1,800	150
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	11,316	15,580	4,264
701 Core Water	3,938	3,938	0
705 Core Water callouts	3,167	750	-2,417

2025-02-18

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Category	2024-08-01 Actual	- Budget	2025-01-31 Difference
710 Lab Analysis	1,149	1,436	287
725 Treatment System	1,023	3,325	2,302
730 Disposal	0	1,680	1,680
740 Communication & Control	248	216	-31
750 Emergency power (generator)	262	1,532	1,270
760 Ministry of Environment	0	203	203
765 EOCP (every three years)	0	0	0
770 Insurance	1,530	1,500	-30
780 WWTP Contingency	0	1,000	1,000
Net Difference:	-78,752	-105,016	26,264