

MINUTES REGULAR STRATA COUNCIL MEETING

2025-04-06 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 0930hours.

B. Approval of Agenda

MOTION: (Vice-Chair) To adopt the Agenda of Strata Council Meeting April 6, 2025, as circulated.

SECONDED (Treasurer)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held February 23, 2025, as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

D. Acceptance of Reports

MOTION: (WWMR) 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 Secretary: Ratification of vote by email:

MOTION (Vice Chair/Bylaws)

To accept the Greystone Roofing quotation to repair Unit #11 roof at the cost of \$3,675.00 including GST, with the knowledge that if upon inspection of roof sheathing for any signs of rot or damage any plywood replacement would be billed in addition to original quote at a price of \$100.00 per sheet or 7/16 OSB at a price of \$75.00 per sheet.

SECONDED: (TREASURER)

CARRIED 7 of 7

Maintenance

E.2 Door replacement glass

There are a number of front door glass panels that have lost their seal and need to be replaced. Unfortunately, neither of the two glass patterns currently in the front doors throughout the strata is still available, therefore these windows will have to be replaced with a new pattern. After much discussion Strata Council agreed to give the choice of the new glass pattern to each owner whose defective glass needs to be replaced—within certain parameters. Council will assign a maximum

amount that the Strata Corp will pay for the new glass, based on the cost of replacing the glass with something similar to what is currently in place, as well as limit the style to one that fits with the style of the current glass. This way all front doors will still “match” but will have their own uniqueness. If an owner chooses to select replacement glass that is more expensive than the limit set by Council, that owner may opt to pay for the difference in price or choose another pattern that is within the set budget. If an owner also wishes to change their sidelight(s) at to match their new main glass, they may request that strata facilitate that change at the same time at the expense of the owner.

If any owners wish to replace undamaged front door glass or undamaged sidelights, they may do so at their own expense as long as they stay within the style parameters. Replacing undamaged glass would require the owner to submit an Alteration Agreement and Assumption of Liability form. Note: if an owner pays to have their undamaged sidelight(s) changed **at the same time** as their damaged main glass, they will not require an Alteration Agreement.

MOTION: (Treasurer)

To allow owners to select their own pattern of replacement front door glass as long as it conforms to the current style of clear and/or frosted glass with pewter-coloured leading. Coloured glass is not permitted, except for small panels of black glass which would match the black-painted doors. The glass must be chosen from the options available from the supplier of Council’s choice and Strata will pay up to a maximum amount set annually by Council. Should an owner wish to select a more expensive option, the owner may do so if they pay the difference in cost.

SECONDED: (Vice Chair/Bylaws)

Carried 7 of 7

E.2.1 Greystone Roofing will commence repair of Unit #11 in the coming weeks

Bylaws

E.3 The changing of attics to Limited Common property bylaw is progressing. Clarification on where insurance responsibilities lay is being clarified. The council will have discussions with our Strata corporate insurer, and personal insurers in the near future. The intention is to have a Zoom meeting with the insurers to clarify some insurance points. A series of questions to our insurers is being drafted with the intention of making the meeting with them most effective. . In the meantime our lawyer will commence writing the new bylaw for the AGM. .

F. New Business

F.1. (Finance) Financials Attached.

F.2. (Maintenance) Upgrades to the Upper pond access

A resident has brought forward a proposal for improvements to the upper pond road. Council agreed that the road could use improvements, if it can be done inexpensively .The resident is going to provide a detailed quote of costs and scope of work. After determining costs, then a decision will be made to proceed or not according to budget restraints

Strata would like to remind residents that they must receive council approval prior to making any changes to common property.

F.3 (Chair)

Strata insurance questions and answers report attached.

F.4 (Landscaping)

See report attached.

- Further to the report, Jun 2-3 has been tentatively booked for tree removal and limb cutting by Branching Out Urban Forestry. Permission to climb and limb trees from the company that owns the land adjacent to Unit #1 has been granted. For those who are intending to assist that day, please make note of the date.
- Don Bannerman arranged from someone to take down an overhanging tree by the upper pond, after getting approval from Council for funds.
- Council discussed continuing application of the landscaping cloth and gravel over most of the entrance way borders. Completion of sections of the borders will take place this Spring/Summer, as it is budgeted for.
- Clearing out around the drains on the lower pond will be scheduled for Fall.

G. Next meeting May 5, 2025 via zoom at 0930 hours.

H. Adjourn 1035 hours.

Balance Sheet - LLE - As of 2025-04-01
(in Canadian Dollars) (Cash Basis)

2025-04-01

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Account	2025-04-01 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	66,428.49
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	89,897.20
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	164,033.83
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	320,070.11
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	320,070.11
TOTAL LIABILITIES & EQUITY	320,070.11

CRF report - LLE - As of 2025-04-01
(in Canadian Dollars)

2025-04-01

Page 1

Account	2025-04-01 Balance
Bank Accounts	
CRF \$ in Operating Acct	46,781.00
CRF Chequing	66,428.49
TOTAL Bank Accounts	113,209.49
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	219,245.77

2025-04-01

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Date	Category	Memo	Amount
EXPENSES			-5,546.28
Bureau Veritas Canada (2019) Inc.			-144.69
2025-03-22	700 WWM (Septic) 9220:...	INVOICE # VA11395070	-144.69
Caft Admin Fee			-53.48
2025-03-01	310 ADMIN 9284:315 Ba...	CAFT Admin Fee	-53.48
Echo Valley Earthworks			-472.50
2025-03-01	400 MAINTENANCE 896...	snow removal	-472.50
Irly			-89.05
2025-03-08	400 MAINTENANCE 896...	gutter leaf strainer wire	-89.05
Parker's Ground Care			-3,916.50
2025-03-15	450 LANDSCAPING 896...	Landscaping Services 2025	-3,916.50
Pre-auth Debit Strata Plan Vi...			-243.00
2025-03-18	500 UTILITIES 9220:520 ...	Pre-Auth Debit STRATA P...	-243.00
TELUS			-85.56
2025-03-03	700 WWM (Septic) 9220:...	Pre-Auth Debit THE OWN...	-42.78
2025-03-31	700 WWM (Septic) 9220:...	Pre-Auth Debit THE OWN...	-42.78
Teresa Pendleton			-346.50
2025-03-28	450 LANDSCAPING 896...	Tree removal at upper pond	-346.50
VISOA			-195.00
2025-03-01	310 ADMIN 9284:325 Pr...	VISOA membership	-195.00
OVERALL T...			-5,546.28

Budget LLE - Year to Date
2024-08-01 through 2025-04-01 Using LLE 2024-25 (in Canadian Dollars)

2025-04-01

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Category	2024-08-01 Actual	- Budget	2025-04-01 Difference
EXPENSES	87,332	113,935	26,602
310 ADMIN 9284	3,297	6,286	2,988
315 Bank Charges	546	522	-24
320 Office expenses	315	559	244
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	476	695	219
335 Honorariums	1,960	2,249	289
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	38,438	42,000	3,562
400 MAINTENANCE 8960	3,384	7,403	4,019
410 Repairs Parts	319	402	82
412 Maint. Labour	175	100	-75
415 Contractor work	0	402	402
417 Mileage for maintenance	66	50	-16
420 Gutters & Moss	351	3,000	2,649
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	473	2,100	1,628
450 LANDSCAPING 8960	25,164	35,983	10,820
451 Landscaping general	8	500	492
452 Mileage for Landscaping	6	302	296
453 Landscaping labour	50	500	450
454 Entrance Upgrades	0	1,000	1,000
455 Groundskeeping	23,499	23,632	133
456 Yard waste	494	300	-194
457 Weed Control & Fertilizer	0	3,600	3,600
459 Trees	347	5,000	4,654
461 Sprinkler parts & rentals	561	950	390
462 Sprinklers labour	200	200	0
500 UTILITIES 9220	3,498	4,537	1,039
510 Water	1,285	2,050	765
520 BC Hydro	2,136	2,410	274
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	13,551	17,726	4,175
701 Core Water	5,250	5,272	22
705 Core Water callouts	3,167	1,004	-2,163

Budget LLE - Year to Date
2024-08-01 through 2025-04-01 Using LLE 2024-25 (in Canadian Dollars)

2025-04-01

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Category	2024-08-01 Actual	- Budget	2025-04-01 Difference
710 Lab Analysis	1,985	1,915	-70
725 Treatment System	1,023	3,325	2,302
730 Disposal	0	1,680	1,680
740 Communication & Control	333	290	-43
750 Emergency power (generator)	262	1,537	1,275
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:	-87,332	-113,935	26,602

Chair

Report Attached

Vice Chair/Bylaws

Nothing to report

Secretary

Nothing to report

Treasurer

- Revenue Canada accepted our income tax return.
- Filed our WorkSafeBC report for 2024. Did not need to pay anything because the amount was under \$5.
- VISOA membership has been renewed for another year.
- I have not yet gotten back to our lawyer regarding resolutions for changing the attics to LCP as we are waiting on answers from our insurance company.
- Financials attached

Maintenance

- **Nothing to report**

Landscaping

- Spring has sprung, and daffodils (planted by Jean LeShures!) are blooming along our entrance way. A happy sight!
- Mowing has started for the season, and Weedman has been here this week to do the moss control spraying.
- And the season of landscaping-related work parties has begun!
- Trees: This week I got permission from the development company that owns the land next to ours down by Unit #1, to have a tree company climb some of their trees so that we can cut off tree limbs that overhang #1. I have written to Hud Elgood (Branching Out Urban Forestry, whose will be doing the cutting) to let him know, and to request that he and I finalize a plan for those trees, along with then deciding what hazard trees to take out along the ditch with the remainder of the funding for that this year. Like in the past, once a date for Hud and his team has been set, I will send out a note inviting anyone from the strata who interested and able, to come help. We can help by schlepping wood, which means that the tree guys can focus on cutting and chipping - and our strata gets a whole lot more trees cut for our money. :-)

- Sometime soon we will organize our annual work party to start up the irrigation sprinklers around the property. (We will also flag all the sprinklers just before Paul does the turf aeration.) Jo Ann (from the Landscaping Committee) will be taking the lead to help identify faulty sprinklers, so that the irrigation can work efficiently. I will send out emails with the details for these work parties closer to the date that they will be happening.
- For the entranceway, Jeannie has started weeding - and anyone willing to help with weeding will be welcomed with enthusiasm!

Waste Water Management

This is to report that the post inspection of work done on well # A was completed on Wed 26 March. All systems were found to be in proper working order. I would like to set up an ongoing maintenance schedule with Core Water for all our pumps and support systems to avoid any more costly repairs such as we have just had. This will require extra funding for our budgets in small increments over the period required.

Insurance questions we asked our agent for VIS5801:

1. If the roof leaks through the attic, that leads to flood damage to the ceiling and floors, [etc.in](#) the townhouse, does the strata insurance cover all of this damage, even if the attic is changed from CP to LCP?

Question 1 - Generally speaking, roof leaking is excluded unless it is caused by an aperture or damage caused by an insured peril. This means if the roof is old or just failing on its own and there is rain leaking in – that is not covered by insurance. The roof just needs replacing. However – if for example a windstorm caused a tree branch to make a hole in the roof and water got it – that would be covered under the insurance.

2. We were also asked about rodent damage to attic spaces and wiring being chewed...who covers these costs if the attic is classified as LCP vs CP?

Regarding question 2 - per the SPL16 wordings under perils excluded: This Form does not insure against loss or damage arising out of:

5. e) rodents, insects or vermin, unless directly caused by a peril otherwise insured and not otherwise excluded under this Form. This is a standard industry wording/exclusion.

3. Finally, we have also been asked about optional items added to the townhouse during construction by the builder. These were options such as a heat pump, which is located in the crawl space (air exchange unit) and compressor (outside). If the heat pump failed, and it is located in the basement which is CP, does the strata insurance cover this replacement cost? Does our strata insurance cover all items that were installed by the builder at the time of construction?

Question 3 – A heat pump failing is not really an insurable claim either.. this would basically be a warranty issue or just a maintenance issue. If the heat pump somehow caught fire and fire spread to the building, that would be an insurable claim.