

MINUTES REGULAR STRATA COUNCIL MEETING

2025-05-05 via Zoom



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

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 May 5, 2025, as amended.

SECONDED (Treasurer)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (WWMR) To approve the Minutes of Strata Council Meeting held April 6, 2025, as circulated.

SECONDED (Landscaping)

CARRIED 6 of 6

D. Acceptance of Reports

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

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

E. Unfinished Business

E.1. (Vice Chair/Bylaws) The Vice Chair/Bylaws officer updated council regarding questions under our Strata insurers WayPoint Insurance policy. Council will update the website with these details when the questions have been answered to our satisfaction. The objective is to inform residents of what the Strata insurance policy covers and what should be covered under owners insurance so everyone purchases adequate insurance.

F. New Business

F.1. (Finance) Financials Attached.

F.2. (AGM 2025 Preparations) Sunday, August 24 was selected as the date for the 2025 AGM. The Bowser Legion has been booked. Doors open at 1:30pm, with the meeting to start at 2:00pm. Please mark your calendars.

The Treasurer will start the budgeting process and send it out to Council members.

The motions for the AGM to change the attics to limited common property, will prepared by the Strata lawyer.

Council will be looking for new members as some members are resigning.

F.3. Secretary: Discussion of purchasing a computer for the Strata secretary position. There was agreement that it was a good idea. It will have the required programs needed for performing the secretarial work. Also it opens up the possibility for those who do not have a computer with the required programs to fulfill the position.

MOTION: To approve the purchase of a computer for the Secretary in order to document strata meetings and keep strata records.

MOVED: (Chair)

SECONDED: (Treasurer)

CARRIED 6 OF 6

F.4. (Maintenance) Report Attached

Maintenance will remove the moss on all the properties starting with the most heavily affected roofs.

There was discussion on whether there is a need for gravel on the upper pond road to fill the hole that has developed due to vegetation removal. For safety and liability reasons it was felt the signage would not be sufficient remediation to alleviate safety concern.

MOTION (Chair) To request Don Bannerman to proceed with the quote of maximum \$375.00 plus taxes, to repair the hole at the road's corner with gravel.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

F.5. (Landscaping) Report Attached

The Bylaw Officer will be making an inspection of our strata property. This inspection will be looking for coniferous trees placed too close to the eaves, trees with branches that are overhanging on the roof, and for vegetation adjacent to homes. The council is concerned about the impact of vegetation on siding and fire safety, and practicing anti rodent measures. A report will follow at the next council meeting, and a plan to remediate non recommended practices will be developed.

F.6.(WWMR) Report Attached

G. Next meeting June 9, 2025 via zoom at 0930hours.

H. Adjourn 1040 hours.

Chair

- **Nothing to Report**

Vice Chair

- **Nothing to Report**

Secretary

- **Nothing to Report**

Treasurer

- **Financial Report attached**

Maintenance

- Several standing requests for moss removal. As a result, we have an estimate from KOEN Property Services (\$600 per duplex). Options are to pay for my time plus the cost of de-mossing product and deal with individual roofs as requested.
- Door glass info circulated, question from unit 6 about pricing, I will send out more information from Windsor now that it has arrived.
- Spring sprinkler repairs are in full swing. Lots of minor repairs and a few serious leaks already dealt with. More repairs to come over the next week or two.
- One request for dryer vent cleaning.

Landscaping

- With help from lots of volunteers on a gloriously sunny day, the strata irrigation was started up last week, and sprinkler heads were checked and those needing fixing were marked. Ron LaRoy has since been working on fixing those sprinklers and some other sprinkler-related repairs. Thanks everyone!
- WeedMan came to aerate the grass this week.
- Branching Out Urban Forestry (Hud Elgood and his crew) are currently planning to come out here on June 2-3, to cut some trees and tree limbs from hazard trees. If you are able, and willing, and available, to help those days with moving the cut wood, please mark your calendars. :-) I will send out an email to all strata residents closer to the day, to confirm the dates and remind y'all. Thanks!
- Adrian I hauled out a bunch of the bullrushes and roots that were cut last fall in the lower pond (to help clear out the area around one of the drainage pipes that connect to the pond), and Adrian kindly took the full trailer to the yard waste disposal place and emptied it.
- Two of the owners of the development property that is beside #1 and also across the creek from us, dropped by here on Easter weekend and informally chatted with some of us down in the "pan handle" part of the strata. Apparently it is a group of 15 people who own that property together. They wanted to see what trees we were going to have trimmed. (I had

phoned and emailed to ask permission to take limbs over hanging Unit #1 from trees on their property, and they have given us that permission.)

- Various people have been out weeding the entrance way - thanks! With all the trees in bloom and lots of the other shrubs and plants out there in bloom now too, our entrance way is a splendiferous vision of beauty at the moment! :-)

And... please remember to NOT water your lawns on Sunday and Monday evenings, since Paul plans to mow on Mondays and Tuesdays (if the weather cooperates for those days).

- **Waste Water Management**

Nothing unusual to report. All systems functional within the parallel's set by the MOE

Balance Sheet - LLE - As of 2025-04-29
(in Canadian Dollars) (Cash Basis)

2025-04-29

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Account	2025-04-29 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	70,489.49
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	2,919.14
First CU SRF savings	494.02
OPERATING Chq	74,985.05
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	149,122.73
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	305,159.01
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	305,159.01
TOTAL LIABILITIES & EQUITY	305,159.01

CRF report - LLE - As of 2025-04-29
(in Canadian Dollars)

2025-04-29

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Account	2025-04-29 Balance
Bank Accounts	
CRF \$ in Operating Acct	46,781.00
CRF Chequing	70,489.49
TOTAL Bank Accounts	117,270.49
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	223,306.77

2025-04-29

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Date	Category	Memo	Amount
EXPENSES			-15,500.68
Adrian Johnston			-152.06
2025-04-03	310 ADMIN 9284:320 Office e...	Propane for BBQ at p...	-74.56
2025-04-24	450 LANDS. 8960:456 Yard w...	Cattails to dump	-77.50
Bureau Veritas Canada (2019) Inc.			-547.05
2025-04-01	700 WWM (Septic) 9220:710 ...	INVOICE # VA11405...	-547.05
Caft Admin Fee			-53.48
2025-04-01	310 ADMIN 9284:315 Bank C...	CAFT Admin Fee	-53.48
Core Water Management			-1,312.50
2025-04-03	700 WWM (Septic) 9220:701 ...	Inv. 2523 & 2569	-1,312.50
Dave Milligan			-150.00
2025-04-01	400 MAINT. 8960:412 Maint. ...	Labour to replace fro...	-150.00
Greystone Roofing			-4,147.50
2025-04-24	400 MAINT. 8960:425 Roofing	Roof repairs unit 11	-4,147.50
Irly			-19.50
2025-04-01	400 MAINT. 8960:410 Repairs...	Dowel, screws, facia	-19.50
Parker's Ground Care			-3,916.50
2025-04-15	450 LANDS. 8960:455 Groun...	Landscaping Service...	-3,916.50
Pre-auth Debit Strata Plan Vi...			-243.00
2025-04-17	500 UTILITIES 9220:520 BC ...	Pre-Auth Debit STRA...	-243.00
Suzan Chamney			-4,959.09
2025-04-01	310 ADMIN 9284:320 Office e...	Zoom annual fee	-240.69
2025-04-03	450 LANDS. 8960:457 Weed ...	Weedman paid via cr...	-4,718.40
OVERALL T...			-15,500.68

2025-04-29

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Category	2024-08-01 Actual	- Budget	2025-04-30 Difference
EXPENSES	102,245	119,545	17,300
310 ADMIN 9284	3,625	6,619	2,994
315 Bank Charges	558	585	27
320 Office expenses	630	559	-71
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	476	695	219
335 Honorariums	1,960	2,520	560
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	38,438	42,000	3,562
400 MAINT. 8960	7,701	7,500	-201
410 Repairs Parts	339	450	111
412 Maint. Labour	325	100	-225
415 Contractor work	0	450	450
417 Mileage for maintenance	66	50	-16
420 Gutters & Moss	351	3,000	2,649
423 Window repairs	0	50	50
425 Roofing	4,148	700	-3,448
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 LANDS. 8960	33,876	39,817	5,941
451 Landscaping general	8	500	492
452 Mileage for Landscaping	6	350	344
453 Landscaping labour	50	500	450
454 Entrance Upgrades	0	1,000	1,000
455 Groundskeeping	27,416	27,417	2
456 Yard waste	571	300	-271
457 Weed Control & Fertilizer	4,718	3,600	-1,118
459 Trees	347	5,000	4,654
461 Sprinkler parts & rentals	561	950	390
462 Sprinklers labour	200	200	0
500 UTILITIES 9220	3,741	4,827	1,086
510 Water	1,285	2,050	765
520 BC Hydro	2,379	2,700	321
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	14,863	18,782	3,918
701 Core Water	6,563	5,906	-656
705 Core Water callouts	3,167	1,125	-2,042

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Category	2024-08-01 Actual	- Budget	2025-04-30 Difference
710 Lab Analysis	1,985	2,036	51
725 Treatment System	1,023	3,325	2,302
730 Disposal	0	1,680	1,680
740 Communication & Control	333	324	-9
750 Emergency power (generator)	262	1,682	1,420
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:	-102,245	-119,545	17,300