

MINUTES REGULAR STRATA COUNCIL MEETING

2025-06-09 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: (Landscaping) To adopt the Agenda of Strata Council Meeting June 9, 2025, as circulated.

SECONDED (Treasurer)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Vice Chair/Bylaws) To approve the Minutes of Strata Council Meeting held May 5, 2025, as circulated.

SECONDED (Maintenance)

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. Landscaping report on vegetation next to units.

Council has reviewed the submitted report and noted items of concern including branches and plants touching the eaves of the roofs, plants encroaching on siding and trim and the large number of extremely flammable conifer bushes around many units.

MOVED: (Landscaping) Council will embark on implementing more FireSmart and preventative maintenance practices.

SECONDED: (Treasurer)

CARRIED 7 of 7

F. New Business

F.1. (Finance)

Discussion of 2025/2026 budget items. Individual portfolios discussion of upcoming budget amounts needed for the coming year.

F.2. (Maintenance)

- Further to reports: 8 of the 15 roofs have been spray for moss remediation. The average roof takes 2 hours, with some taking up to 3 hours. The project of spraying is going well and will be finished by the end of summer, as weather and time permits. The moss that ends up in the gutters will be dealt with when it eventually sloughs off the roof.
- Unit 24 inspection report discussion. Unit 24 shared their recent home inspection report with the council. It was interesting to note the extensive list of items home inspectors are checking when purchasing homes. The report provided an opportunity for council to review the strata's ongoing maintenance schedule and to consider other items mentioned in the report. Council will follow up with suggestions to homeowners from information in this report. Thank you, Unit 24, for sharing the report.
- Discussion of establishing a maintenance committee for regular home envelope checks and repairs.

F.3. (Landscaping)

- See Report
- Discussion of more hazardous tree planted by DFO to come out next year.

F.4. (WWMR)

- See Report

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

H. Adjourn hours 1103

Chair

Nothing to Report

Vice Chair

- Verbal report on property inspection.

Secretary

- Nothing to Report.

Treasurer

- June 2025 Financial report attached
- I purchased a laptop computer from Costco for use by the Secretary. It will have all the programs used by the Secretary on it including Office 365, OneDrive, and Zoom. ,making it easier for anyone to hold the position of Secretary.
- I have been working on the Budget and will need additional input from some portfolios.

Maintenance

- Addressing of sprinkler repairs (1"PVC pipe/1 Solenoid) for Unit 1, more still needed.
- Repair of one pop up spray head on roadway near gravel filter (possibly run over by recycle truck)
- Pot hole at main entrance filled in with crushed rock. I will give it time to see if this solves the "spin out" problem from vehicles exiting LLE
- One lightbulb replace on lamp standard at main entrance.

Landscaping

- Jeannie (Landscaping Committee) has organized for two local teens to do the shovelling of the gravel, for the entrance way borders - Yay! The plan is that this will be done the weekend of June 6-8, with Jeannie overseeing the work. Thanks Jeannie!
- Hud Elgood and his team from Branching Out Urban Forestry are scheduled to be here June 10-12, to remove hazard trees and limbs based on priority trees that Hud and Violet looked at last fall.
- I'm hearing LOTS of good comments about the mowing and how good the grass looks this year - thank you for the great work, Paul!
- A reminder to please not water your grass from Sunday evening through to Tuesday 5 p.m., so that the grass can be as dry as possible for the mowing. (Wet grass is harder to mow, eh.) Thanks everyone.
- Ron LaRoy has been doing lots of sprinkler repairs, which is much appreciated

Waste Water Management

- There is nothing new to report this month. All systems are performing within the specifications of the MOE requirements.

Balance Sheet - LLE - As of 2025-06-03
(in Canadian Dollars) (Cash Basis)

2025-06-03

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Account	2025-06-03 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	70,806.12
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	92,810.78
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	167,265.09
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	323,301.37
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	323,301.37
TOTAL LIABILITIES & EQUITY	323,301.37

CRF report - LLE - As of 2025-06-03
(in Canadian Dollars)

2025-06-03

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Account	2025-06-03 Balance
Bank Accounts	
CRF \$ in Operating Acct	46,781.00
CRF Chequing	70,806.12
TOTAL Bank Accounts	117,587.12
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	223,623.40

2025-06-03

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Date	Category	Memo	Amount
EXPENSES			-13,004.59
Bureau Veritas Canada (2019) Inc.			-547.05
2025-05-05	700 WWM (Septic) 9220:710 La...	INVOICE # VA11405...	-547.05
Caft Admin Fee			-53.48
2025-05-01	310 ADMIN 9284:315 Bank Char...	CAFT Admin Fee	-53.48
Core Water Management			-656.25
2025-05-01	700 WWM (Septic) 9220:701 Co...	Inv. 2571	-656.25
Don Bannerman			-400.00
2025-05-17	310 ADMIN 9284:345 Operating ...	Gravel for upper pon...	-240.00
2025-05-21	310 ADMIN 9284:345 Operating ...	Gravel for upper pon...	-160.00
Iritex			-360.82
2025-05-17	450 LANDS. 8960:461 Sprinkler ...	Invoice 371735	-360.82
Irly			-101.70
2025-05-07	450 LANDS. 8960:461 Sprinkler ...	sprinkler system parts	-101.70
John Gurak			-985.69
2025-05-28	400 MAINT. 8960:429 Foundatio...	Roto Rooter	-985.69
Margaret Tryon			-78.39
2025-05-01	310 ADMIN 9284:340 General O...	Flowers for unit 30	-78.39
Oliver's Power Vac & Chimney Sweep Inc.			-1,674.75
2025-05-28	400 MAINT. 8960:415 Contracto...	Cleaning vents	-1,674.75
Parker's Ground Care			-3,916.50
2025-05-15	450 LANDS. 8960:455 Groundsk...	Landscaping Service...	-3,916.50
Pre-auth Debit Deep Bay Vis 5...			-216.21
2025-05-08	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP...	-72.07
2025-05-08	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP...	-72.07
2025-05-08	500 UTILITIES 9220:510 Water	Pre-Auth Debit DEEP...	-72.07
Pre-auth Debit Strata Plan Vi...			-243.00
2025-05-20	500 UTILITIES 9220:520 BC Hy...	Pre-Auth Debit STRA...	-243.00
Ron LaRoy			-861.38
2025-05-07	450 LANDS. 8960:462 Sprinkler...	Sprinkler repairs	-225.00
	450 LANDS. 8960:452 Mileage f...	Travel for parts	-47.58
2025-05-28	400 MAINT. 8960:420 Gutters & ...	Apply moss killer-lab...	-150.00
	450 LANDS. 8960:462 Sprinkler...	repairs to sprinkler sys	-225.00
	400 MAINT. 8960:420 Gutters & ...	herbicides	-166.22
	450 LANDS. 8960:452 Mileage f...	to Iritex	-47.58
Roto-Rooter Plumbers			-1,512.00
2025-05-30	400 MAINT. 8960:429 Foundatio...	Invoice # 33327669	-1,512.00

2025-05-01 through 2025-05-31 (in Canadian Dollars) (Cash Basis)

2025-06-03

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Date	Category	Memo	Amount
Royal Canadian Legion			-200.00
2025-05-07	310 ADMIN 9284:320 Office exp...	Hall Rental deposit A...	-200.00
Suzan Chamney			-1,154.59
2025-05-17	310 ADMIN 9284:320 Office exp...	Quicken, Laptop, env...	-713.91
2025-05-21	800 CRF Disbursements 8961:8...	Windsor paid via cred...	-440.68
TELUS			-42.78
2025-05-01	700 WWM (Septic) 9220:740 Co...	Pre-Auth Debit THE ...	-42.78
OVERALL T...			-13,004.59

2025-06-03

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Category	2024-08-01 Actual	- Budget	2025-05-31 Difference
EXPENSES	115,670	126,195	10,526
310 ADMIN 9284	5,931	7,086	1,155
315 Bank Charges	632	650	18
320 Office expenses	1,470	681	-789
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	476	695	219
335 Honorariums	2,800	2,800	0
345 Operating Contingency	400	1,000	600
350 INSURANCE 8690	38,438	42,000	3,562
400 MAINT. 8960	12,190	7,600	-4,590
410 Repairs Parts	339	500	161
412 Maint. Labour	325	100	-225
415 Contractor work	1,675	500	-1,175
417 Mileage for maintenance	66	50	-16
420 Gutters & Moss	667	3,000	2,333
423 Window repairs	0	50	50
425 Roofing	4,148	700	-3,448
429 Foundation & Drain Tile	4,330	500	-3,830
430 Deck repairs	0	50	50
441 Fence repairs	169	50	-119
445 Snow Removal	473	2,100	1,628
450 LANDS. 8960	38,800	44,283	5,483
451 Landscaping general	8	500	492
452 Mileage for Landscaping	101	400	299
453 Landscaping labour	50	500	450
454 Entrance Upgrades	0	1,000	1,000
455 Groundskeeping	31,332	31,333	1
456 Yard waste	571	400	-171
457 Weed Control & Fertilizer	4,718	3,600	-1,118
459 Trees	347	5,000	4,654
461 Sprinkler parts & rentals	1,023	1,350	327
462 Sprinklers labour	650	200	-450
500 UTILITIES 9220	4,201	5,277	1,076
510 Water	1,502	2,200	698
520 BC Hydro	2,622	3,000	378
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	16,109	19,949	3,840
701 Core Water	7,219	6,563	-656
705 Core Water callouts	3,167	1,250	-1,917

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Category	2024-08-01 Actual	- Budget	2025-05-31 Difference
710 Lab Analysis	2,532	2,386	-146
725 Treatment System	1,023	3,325	2,302
730 Disposal	0	1,680	1,680
740 Communication & Control	376	361	-15
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:	-115,670	-126,195	10,526