

MINUTES REGULAR STRATA COUNCIL MEETING

2025-07-06 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 July 6, 2025, as amended.

SECONDED (Vice Chair/Bylaws)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held June 9, 2025, as circulated.

SECONDED (WWMR)

CARRIED 7 of 7

D. Acceptance of Reports

MOVED: (Vice Chair/Bylaws) To accept the Reports and Financial Statements from the Strata Council members as circulated.

SECONDED (Treasurer)

CARRIED 7 of 7

E. Unfinished Business

E.1. (Finance) Budget:

Council discussed the amounts allocated to budget categories for the coming year.

All council members have had a chance to contribute to discussions on various aspects of budget requirements for their portfolios, and projected budgetary needs for the strata in general.

The budget presented at the AGM will be similar to the current year's budget.

E.2. AGM:

- Council discussed the organizational details, and individual responsibilities for the upcoming AGM to be held at the Bowser Legion August 24, 2025 at 2:00pm. Owners please note that the start time of 2:00pm is a departure from the usual evening time. A Zoom link up will be provided for those who wish to join electronically.
- Discussion of who will be running again and positions available.
- Portfolio reports due July 25.
- Items for the agenda due July 25.
- Council discussed motions to be brought forth to the AGM. Last year the discussion at the AGM was that generally residents were interested in incremental increases to the CRF rather than an unexpected levy. In keeping with the direction of incrementally increasing contributions annually to the CFR, to cover the future replacement of roofs and other items related to maintenance of aging residences. A motion will be brought forward to the AGM to amend the proposed budget to increase CRF fees per household by \$50.00 a month

Motion: (ViceChair) That using the same format as the 2024 AGM, it will be proposed that an increase of \$50.00 per unit per month be added for the CRF fund contributions for the coming year.

SECONDED: (Maintenance)

CARRIED: 7 of 7

F. New Business

F.1. (Landscaping) Report attached.

- Letter received from our landscaping contractor regarding some suggested changes to the upcoming mowing schedule for the next few weeks due to dry weather conditions and Deep Bay District watering restrictions. The proposal put forth is to look at reducing the number of mowings in the near future as the growth of grass is reduced substantially in some areas. The schedule will be figured out between Landscaping and the mowing contractor, and it will be flexible as it will be weather and growth dependent. Bulletins from the landscaping officer will go out as needed. If the mowing is reduced, there will also be some reduction of payments as per the original landscaping contract and is for the 2025 summer season.

MOVED: (Landscaping) To amend the landscaping contract to change the weekly grass cutting schedule to a more as needed schedule, as determined by Landscaping and the mower.

SECONDED: (ViceChair/Bylaws)

Carried 7 of 7

F.2. (Maintenance) Report attached.

- A quote was received from Roto-Rooter for installation of a new perimeter clean out of Unit 24. Maintenance will be seeking another quote from a local contractor.
- Waiting from two residents on replacement glass in door windows decisions. For the larger windows installation will be in the fall due to busy contractors.
- Spraying of roofs with the moss control is going well and will be done in a few weeks.
- Sprinklers timings have been amended in common areas to reflect watering restrictions imposed by DBIB.

F.3. (Finance)

- See Report
- Regarding not changing the attics to LCP, there will be money allotted to the budget for repairs to attics.

F.4. (WWMR)

- See Report

G. Next meeting (AGM) August 24, 2025 at 1400 hours.

H. Adjourn hours 1024 hrs

Chair

- Nothing to Report

Vice Chair

- Nothing to Report

Secretary

- Nothing to Report

Treasurer

- July 2025 Financials attached.
- After input from the lawyer, it was decided that making the attics LCP would be cost prohibitive given that eaves overhang the basements, so new drawings would be required, and a number of drawings would also be required for the various roof peak **profiles**.

Maintenance

- Unit 12, door window has been replaced
- Moss spraying continuing

Landscaping

- The tree work for this year (to remove hazardous trees) is done. Trees and limbs were removed from beside #1, from beside the shed, and up by the top units. We Got A Lot Done, over the day and a half that Hud and his crew were here. Thanks to all who helped with that!
- The entrance way work is DONE. Yay! A BIG thanks to Jeannie for organizing all of that, and she did a whole lot of the work out there too! Thanks to everyone who helped with this. There is a small stretch of open dirt on both sides near Gainsberg Road to allow for some annual plants and fun stuff; all the rest is now covered in landscaping cloth and gravel.
- In alignment with the Deep Bay Improvement district decision about water restrictions, the strata irrigation for grass is now on just on Thursdays for the time being. The irrigation for the entrance way borders remains more frequent, to keep the shrubs and plants alive. Ernie will give extra water to the trees (willows, birch and plum) around the pond, like last year, to keep them alive during the dry season.

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 2025-07-01
(in Canadian Dollars) (Cash Basis)

2025-07-01

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Account	2025-07-01 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	70,963.25
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	100,091.67
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	174,703.11
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	330,739.39
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	330,739.39
TOTAL LIABILITIES & EQUITY	330,739.39

CRF report - LLE - As of 2025-07-01
(in Canadian Dollars)

2025-07-01

Page 1

Account	2025-07-01 Balance
Bank Accounts	
CRF \$ in Operating Acct	46,781.00
CRF Chequing	70,963.25
TOTAL Bank Accounts	117,744.25
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	223,780.53

2025-07-01

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Date	Category	Memo	Amount
EXPENSES			-7,242.86
Caft Admin Fee			-53.48
2025-06-01	310 ADMIN 9284:315 Ba...	CAFT Admin Fee	-53.48
Core Water Management			-1,312.50
2025-06-15	700 WWM (Septic) 9220:...	Inv. 2594	-656.25
2025-06-28	700 WWM (Septic) 9220:...	Inv. 2611	-656.25
Lucas Castle			-200.00
2025-06-08	450 LANDS. 8960:453 L...	Labour moving gravel	-200.00
Parker's Ground Care			-3,916.50
2025-06-15	450 LANDS. 8960:455 G...	Landscaping Services 20...	-3,916.50
Paul Parker			-203.38
2025-06-28	450 LANDS. 8960:456 Y...		-125.00
	450 LANDS. 8960:454 E...	fabric	-78.38
Ron LaRoy			-300.00
2025-06-25	450 LANDS. 8960:462 S...	Sprinkler repairs	-25.00
	400 MAINT. 8960:420 G...	Moss spray application	-275.00
Suzan Chamney			78.40
2025-06-16	310 ADMIN 9284:320 Off...	Rebate on laptop	78.40
TELUS			-42.78
2025-06-02	700 WWM (Septic) 9220:...	Pre-Auth Debit THE OW...	-42.78
Trevor Adams			-200.00
2025-06-08	450 LANDS. 8960:453 L...	Labour moving gravel	-200.00
Violet van Hees			-1,092.62
2025-06-15	450 LANDS. 8960:454 E...	Materials	-1,092.62
OVERALL TOT...			-7,242.86

Budget LLE - Year to Date
2024-08-01 through 2025-07-01 Using LLE 2024-25 (in Canadian Dollars)

2025-07-01

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Category	2024-08-01 Actual	- Budget	2025-07-01 Difference
EXPENSES	124,216	133,337	9,121
310 ADMIN 9284	6,527	7,562	1,035
315 Bank Charges	747	717	-30
320 Office expenses	831	801	-30
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	476	695	219
335 Honorariums	3,360	3,089	-271
345 Operating Contingency	400	1,000	600
350 INSURANCE 8690	38,438	42,000	3,562
400 MAINT. 8960	13,060	7,753	-5,307
410 Repairs Parts	339	552	213
412 Maint. Labour	325	100	-225
415 Contractor work	1,675	552	-1,123
417 Mileage for maintenance	66	100	34
420 Gutters & Moss	942	3,000	2,058
423 Window repairs	595	50	-545
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	44,438	49,188	4,751
451 Landscaping general	8	500	492
452 Mileage for Landscaping	101	452	350
453 Landscaping labour	450	500	50
454 Entrance Upgrades	1,171	1,000	-171
455 Groundskeeping	35,249	35,375	127
456 Yard waste	696	503	-193
457 Weed Control & Fertilizer	4,718	3,600	-1,118
459 Trees	347	5,000	4,654
461 Sprinkler parts & rentals	1,023	1,755	732
462 Sprinklers labour	675	503	-172
500 UTILITIES 9220	4,201	5,587	1,386
510 Water	1,502	2,200	698
520 BC Hydro	2,622	3,310	688
530 Utility Trailer	77	77	0
700 WWM (Septic) 9220	17,553	21,247	3,694
701 Core Water	8,531	7,240	-1,291
705 Core Water callouts	3,167	1,379	-1,788

Budget LLE - Year to Date
2024-08-01 through 2025-07-01 Using LLE 2024-25 (in Canadian Dollars)

2025-07-01

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Category	2024-08-01 Actual	- Budget	2025-07-01 Difference
710 Lab Analysis	2,620	2,740	120
725 Treatment System	1,023	3,425	2,402
730 Disposal	0	1,680	1,680
740 Communication & Control	419	398	-21
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:	-124,216	-133,337	9,121