

MINUTES REGULAR STRATA COUNCIL MEETING

2025-08-31 via Zoom



Participants: Murray Blackie, Chair; Jane Rothmund, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Emma Williams, Secretary; Violet Van Hees, Landscaping Officer.
Absent: Ron LaRoy, Maintenance Officer; Hugh Jackson, WWMR.

A. Meeting called to order by the Treasurer at 9:34 hours.

B. Approval of Agenda

MOTION: (Landscaping) To adopt the Agenda of Strata Council Meeting August 31, 2025, as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 5 of 5

C. Approval of Minutes

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

SECONDED (Landscaping)

CARRIED 5 of 5

D. Acceptance of Reports

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

SECONDED (Secretary)

CARRIED 5 of 5

Hugh Joined the meeting at 9:45 hours

E. Unfinished Business

E.1. Council members portfolios

MOTION:(Vice Chair/Bylaws)

To approve Strata Council in the following portfolios.

- Chair- Murray Blackie
- Vice Chair/ Bylaws officer- Jane Rothmund
- Treasurer- Suzan Chamney
- Secretary- Emma Williams
- Landscaping Officer- Violet Van Hees
- Maintenance Officer- Ron LaRoy
- Wastewater Management- Hugh Jackson

SECONDED (Landscaping)

CARRIED 6 of 6

E.2 Firesmart Discussion

Council has been discussing the strata becoming more of a FireSmart community. Discussion was had regarding removing flammable plants within the 5-foot of buildings, particularly the Junipers, Cedars and Cyprus that are adjacent to multiple units. Council agreed that at this time it would help facilitate removal of hazardous plants, not mandate it. Proposal to have a work party to remove these from the units that want to have them removed, also to have trees trimmed. It was also discussed to have gravel available to fill in the beds if home owners choose that option.

MOTION:(Landscaping)

To organize a flammable materials removal work party and to send an email to strata owners regarding the strata becoming more of a FireSmart community to determine which units would like assistance with the removal of Junipers, Cedars and Cyprus that are with in 5 ft of units.

SECONDED (Treasurer)

CARRIED 6 of 6

F. New Business

F.1. (Finance) Monthly Financials

- The Treasurer reviewed the monthly financial report with Council.

F.2. (Finance) Signing Authority

- Discussion was had regarding online banking process and requirements including a two-person approval system. In order to always have two people available we always have four potential signers.

MOTION: (Treasurer) To assign banking signing authority to the following council members.

- Suzan Chamney- Treasurer
- Hugh Jackson- Wastewater Management
- Murray Blackie- Chair
- Emma Williams- Secretary

SECONDED (Secretary)

CARRIED 6 of 6

G. Next meeting September 28, 2025 via zoom at 9:30am.

H. Adjourn 10:17am.

FireSmart Best Practices for LLE Strata 2025

By RB Chamney LLE FireSmart Coordinator, Unit 21

These recommendations are based on the information provided to LLE at the 2025 Strata AGM from The District FireSmart/Emergency Services Coordinator and the findings of RB Chamney Wildland Urban Interface Specialist.

For an overview of FireSmart BC: [05.30.23 BeginsatHomeGuide Web.pdf](#)

Benefits of using FireSmart Best Practices:

- Wildland Fire Fighters prioritize responding to FireSmart properties first.
- Reduce the risk of wildland fires harming LLE properties and residents.
- Potential 10 % Reduction in fire insurance costs.

Must Do ASAP:

- Establish and maintain a non-combustible zone 1.5 metres (5 feet) around all homes and attached structures to reduce the risk of ember ignition. Remove high risk plants such as cypress, juniper and cedar plants currently located in these zones.
- This zone must use fire resistant plants and surfacing or no plants at all.
- Fire safe plants: [Landscaping Best Practices | FireSmart BC](#)

Next Steps:

- Prune trees and shrubs throughout the property to reduce continuity of plants and reduce the risk of fire spread.
- Create and maintain fire breaks such as a healthy mowed lawn, and by spacing out or thinning trees where possible.
- Remove low hanging branches and regularly clean up fallen branches, dried leaves and grasses in surrounding areas away from residences to prevent “ladder fuel” build up in forested areas in your immediate area.
- Assess the LLE property for localised higher fire risk elements such as woodshed, tool shed, and RV storage area and mitigate same where possible.

Long Term Goal:

- Become a FireSmart Community [64120 FireSmart Brch Proof 3 hi res.pdf](#)

Balance Sheet - LLE - As of 2025-08-28
(in Canadian Dollars) (Cash Basis)

2025-08-28

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Account	2025-08-28 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	125,586.87
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	2,919.14
First CU SRF savings	493.96
OPERATING Chq	42,234.52
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	171,469.52
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	327,505.80
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	327,505.80
TOTAL LIABILITIES & EQUITY	327,505.80

CRF report - LLE - As of 2025-08-28
(in Canadian Dollars)

2025-08-28

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Account	2025-08-28 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	125,586.87
TOTAL Bank Accounts	149,600.87
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	255,637.15

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Date	Category	Memo	Amount
EXPENSES			-18,460.80
Branching Out Urban Forestry			-5,186.21
2025-07-10	450 LANDS. 8960:459 Trees	Invoice #6275Tree cutting	-5,186.21
Bureau Veritas Canada (2019) Inc.			-88.20
2025-07-01	700 WWM (Septic) 9220:710 Lab An...	INVOICE # VA11473068 (balance ...	-88.20
Core Water Management			-1,312.50
2025-06-15	700 WWM (Septic) 9220:701 Core ...	Inv. 2594	-656.25
2025-06-28	700 WWM (Septic) 9220:701 Core ...	Inv. 2611	-656.25
Interac E Transfer			-9.50
2025-07-10	400 MAINT. 8960:410 Repairs Parts	Caulking	-9.50
Lucas Castle			-200.00
2025-06-08	450 LANDS. 8960:453 Landscaping ...	Labour moving gravel	-200.00
Parker's Ground Care			-7,833.00
2025-06-15	450 LANDS. 8960:455 Groundskeep...	Landscaping Services 2025	-3,916.50
2025-07-15	450 LANDS. 8960:455 Groundskeep...	Landscaping Services 2025	-3,916.50
Paul Parker			-203.38
2025-06-28	450 LANDS. 8960:456 Yard waste		-125.00
	450 LANDS. 8960:454 Entrance Up...	fabric	-78.38
Ron LaRoy			-300.00
2025-06-25	450 LANDS. 8960:462 Sprinklers lab...	Sprinkler repairs	-25.00
	400 MAINT. 8960:420 Gutters & Moss	Moss spray application	-275.00
Simson Maxwell			-1,070.06
2025-07-15	700 WWM (Septic) 9220:725 Treatm...	Invoice #SVI106645	-1,070.06
Suzan Chamney			78.40
2025-06-16	310 ADMIN 9284:320 Office expenses	Rebate on laptop	78.40
Trevor Adams			-200.00
2025-06-08	450 LANDS. 8960:453 Landscaping ...	Labour moving gravel	-200.00
Violet van Hees			-1,541.63
2025-06-15	450 LANDS. 8960:454 Entrance Up...	Materials	-1,092.62
2025-07-31	450 LANDS. 8960:451 Landscaping ...	Hoses and water bags	-449.01
Windsor Plywood			-594.72
2025-07-01	800 CRF Disbursements 8961:808 ...	Invoice 409332	-594.72
OVERALL TOT...			-18,460.80

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Category	2025-08-01 Actual	- Budget	2025-08-31 Difference
EXPENSES	6,469	29,983	23,514
310 ADMIN 9284	458	2,042	1,584
315 Bank Charges	65	65	-0
320 Office expenses	230	197	-33
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	0	500	500
335 Honorariums	0	280	280
340 General Operating	162	0	-162
345 Operating Contingency	0	1,000	1,000
350 INSURANCE 8690	0	0	0
Everything Else	65	1,977	1,912
400 MAINT. 8960	429	11,875	11,446
405 Maintenance General Repairs	0	100	100
410 Repairs Parts	19	50	31
412 Maint. Labour	0	25	25
415 Contractor work	0	1,500	1,500
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	411	0	-411
423 Window repairs	0	50	50
425 Roofing	0	4,000	4,000
426 Attics	0	2,000	2,000
429 Foundation & Drain Tile	0	4,000	4,000
430 Deck repairs	0	50	50
441 Fence repairs	0	50	50
445 Snow Removal	0	0	0
Everything Else	0	0	0
450 LANDS. 8960	4,147	10,317	6,170
451 Landscaping general	0	500	500
452 Mileage for Landscaping	0	0	0
453 Landscaping labour	0	500	500
454 Entrance Upgrades	0	0	0
455 Groundskeeping	3,917	3,917	1
456 Yard waste	0	100	100
457 Weed Control & Fertilizer	0	0	0
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	105	200	95
462 Sprinklers labour	125	100	-25
Everything Else	0	0	0
500 UTILITIES 9220	489	550	61
510 Water	489	300	-189

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Category	2025-08-01 Actual	- Budget	2025-08-31 Difference
520 BC Hydro	0	250	250
530 Utility Trailer	0	0	0
700 WWM (Septic) 9220	946	5,199	4,254
701 Core Water	656	656	0
705 Core Water callouts	0	250	250
710 Lab Analysis	289	450	161
725 Treatment System	0	1,000	1,000
730 Disposal	0	1,700	1,700
740 Communication & Control	0	43	43
750 Emergency power (generator)	0	0	0
760 Ministry of Environment	0	0	0
765 EOCP (every three years)	0	100	100
770 Insurance	0	0	0
780 WWTP Contingency	0	1,000	1,000
Everything Else	0	0	0
Net Difference:	-6,469	-29,983	23,514