

MINUTES REGULAR STRATA COUNCIL MEETING

2025-09-28 via Zoom



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

A. Meeting called to order by the Chair at 9:28 hours.

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) To adopt the Agenda of Strata Council Meeting September 28, 2025, as amended.

SECONDED (Landscaping)

CARRIED 7 of 7

C. Approval of Minutes

MOTION: (Vice Chair/Bylaws) To approve the Minutes of Strata Council Meeting held August 31, 2025, as circulated.

SECONDED (Maintenance)

CARRIED 7 of 7

D. Acceptance of Reports

MOVED: (Chair) 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. Firesmart update: Landscaping

- Update: Ron Chamney is talking to Don Gray, FireSmart Coordinator Bow Horn/Deep Bay about what he and FireSmart BC can help us with or advise us on how to get rid of our plants that we remove from next to our homes and other brush from the Strata.
- We may be able to get some help to save on our costs such as Don arranging for a bin to take away our removed plants, Don has promised to get back to us ASAP.
- Further information is attached.
- Landscaping will be organizing a work party to remove bushes around houses. Looking at the middle of October. An email will be sent out to the strata asking for volunteers and asking who would like help removing their flammable plants next to their units.
- Had discussion about which plants to be removed. We are focusing on plants within 5 feet of the houses.

E.2 Monthly Financials: Treasurer

- Signing authority has been updated for Murray on our Coast Capital Credit Union Accounts and the update for the First Credit Union is in process.

E.3 Annual Financial Review: Treasurer

- Suzan is working on organizing and uploading the past year's financial documents to the OneDrive. Once that is complete, she will work with the Finance Committee to review the books. Suzan will check with Tom Tryon to see if he is willing to remain on the committee and we will also be looking for one or two additional volunteers via an email post.

F. New Business

F.1. (Landscaping) Potential changes to grassy areas

- Looking into a mix of grass and clover and whether to do a test area to see how effective it might be.
- Discussed the effectiveness of the clover mix, and the overall appearance of it. Will look at other properties that have done this and see how they are working with it. Jane to put out on Facebook to see if anyone is doing this nearby that we can observe and ask questions.
- Discussed watering less frequently in the larger grassy areas during non mandatory water shortages, also mowing less frequently all over the strata due to not needing it with less water and being more budget friendly.

F.2. (Maintenance) Roof Revitalization treatment to extend the life of the shingles

- Discussion on the info received on roofing shingles revitalization treatment. Ron has been on all the roofs, and the shingles look good. The sheeting, however, is starting to sag. If we are just working on the shingles, it might be useful, however, with the sheeting needing to be replaced, the spraying of the shingles would not be a good investment at this time.
- Discussed the future of replacing roofs in the future. (next 5 years)
- Maintenance will connect with the company used previously, to ask for some information and guidance on replacing the roofs and when to start.

MOTION: (Treasurer) To go back to the company used earlier this year for roof repairs to conduct a survey on our roofs to give us a ballpark on cost estimates, timelines and priorities to replace the roofs. Council approved up to \$1000 for the survey work.

SECONDED (Chair)

CARRIED 7 of 7

F. 3. (Maintenance) Snow Removal

- Last year's snow removal contractor still good for this winter.

F. 4. (Maintenance) Glass replacement for windows and doors.

- Maintenance is following up with them to get on with the project. We are not happy with their responsiveness.

F. 5. Pig Roast

- Unit 3 has a connection for getting a pig for a potluck and pig roast and would like to invite the strata for a get together up at the pond. October 19th is the confirmed date. They are looking for RSVP to get an idea for the number of people that would like to attend. The cost is \$5 per person.

G. Next meeting October 26, 2025 via zoom at 9:30am.

H. Adjourn 10:37am.

Council Reports

Landscaping:

- **The strata work party for the fall irrigation blow-out will be on October 10.** An email with details and to sign up for a time, will be coming out soon.
- **Strata work party to help owners who would like help to remove high fire hazard shrubs** (i.e. cedar, cypress, juniper) in the borders beside their units, will be organized soon. (I want to wait until Ron LaRoy is back, in case there are issues with irrigation lines as we do this.)
 - **If you are willing to help with this work party, please let me know.**
 - We will need people who can do some digging.
 - It will probably work well to have some trucks that could help pull out of shrubs, too.
 - We will need STRONG towing cables/lines too, if we use a truck to pull stuff out. Please let me know if you have a strong towing rope/cable that we could use.

Background info:

- Over the past couple of years, and again recently, Council and strata residents have talked about whether it makes sense to transition to something other than the usual grass, in our lawn areas.
- Jane has provided a website about a product that is recommended for lawns in dog parks, which is a mix of hardy grasses and microclover: <https://ptlawnseed.com/products/pt-767-dog-park-eco-turf-mix?variant=3465586565>



[PT 767 Dog Park Eco-Lawn Mix with Microclover®](https://ptlawnseed.com/products/pt-767-dog-park-eco-turf-mix?variant=3465586565)

Application Rate: 5-7 lbs per 1000 sq ft or 300 lbs per acre
This is the lawn alternative for dog owners and Parks & Rec departments (dog not required). Premium turf-type tall fescue varieties and Microclover® provide wear and drought tolerance. The tall fescues' rhizomatous 'self-repairing' growth patterns and Microclover's salt tolerance helps reduce the effects of pet urine. A bit of ...
ptlawnseed.com

- . There are other seed mixes out there as well - this is provided as an example.

- The website for this product contains information about the plants in the mix, as well as tabs about what is needed to prepare and seed a new lawn, and to water and grow it.
 - There would be a substantial amount of work required, and the seed and fertilizer and equipment rentals (to prepare the ground) would have a substantial cost.
- **Possible test area for a more drought-resistant lawn:**
 - Do we want to look at doing a small "test area" for some different kind of ground cover/turf? Possible areas that might make sense, for consideration:
 - the area between the septic generators/pumps and the fenced-in septic field; or
 - the strip between the ditch and the road that goes from the shed out to the end of that little stretch of road.
- Who would like to take the lead on organizing everything related to this?
 - It could be a Council person, and/or another strata resident who is keen

Waste Water Management

Nothing special to report. Repair to main door lock.
Gravel filter weeded and boundary vegetation cut back.
Unit running normally to M.O.E. specifications.

Treasurer

We are working on updating the signing authorities for our three credit union bank accounts.
We are receiving annual dues for the RV parking in cash and via eTransfer. Once they are all received, I will transfer them to the First Credit Union account.
I am working on preparing the financial documents for review by our Finance Committee, which has been made up by Tom Tryon and John Gurak. Now that John is leaving, we will need to find a new member or two.

Firesmart

- Ron Chamney is talking to Don about what he and FireSmart BC can help us with or advise us on how to get rid of our plants that we remove from next to our homes and other brush from the Strata.
- We may be able to get some help to save on our costs such as Don arranging for a bin to take away our removed plants, Don has promised to get back to us asap.

Balance Sheet - LLE - As of 2025-09-25
(in Canadian Dollars) (Cash Basis)

2025-09-25

Page 1

Account	2025-09-25 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	130,135.22
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	2,919.14
First CU SRF savings	493.98
OPERATING Chq	49,100.01
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	182,883.38
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	338,919.66
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	338,919.66
TOTAL LIABILITIES & EQUITY	338,919.66

CRF report - LLE - As of 2025-09-25
(in Canadian Dollars)

2025-09-25

Page 1

Account	2025-09-25 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	130,135.22
TOTAL Bank Accounts	154,149.22
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	260,185.50

2025-09-25

Page 1

Date	Category	Memo	Amount
EXPENSES			-7,947.29
Bureau Veritas Canada (2019) Inc.			-144.69
2025-08-14	700 WWM (Septic) 92...	INVOICE # VA11498774	-144.69
Caft Admin Fee			-53.48
2025-08-01	310 ADMIN 9284:315 ...	CAFT Admin Fee	-53.48
Core Water Management			-656.25
2025-08-18	700 WWM (Septic) 92...	Interac e-Transfer Debit Core...	-656.25
Irly			-124.16
2025-08-01	--Split--	Maint and sprinkler parts	-124.16
Margaret Tryon			-162.40
2025-08-18	310 ADMIN 9284:340 ...	MS Office and OneDrive	-162.40
Our Glass Shop			-1,634.99
2025-08-26	800 CRF Disbursemen...	Deposit for window replacement	-1,634.99
Parker's Ground Care			-3,916.50
2025-08-15	450 LANDS. 8960:455...	Landscaping Services 2025	-3,916.50
Pre-auth Debit Deep Bay Vis 5...			-489.03
2025-08-21	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY VI...	-102.62
2025-08-21	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY VI...	-125.63
2025-08-21	500 UTILITIES 9220:5...	Pre-Auth Debit DEEP BAY VI...	-260.78
Ron LaRoy			-535.52
2025-08-12	--Split--	Maint repairs & Moss	-287.50
2025-08-21	--Split--	Sprinkler repairs & Moss	-248.02
Suzan Chamney			-230.27
2025-08-12	310 ADMIN 9284:320 ...	AGM pens and post-its	-230.27
OVERALL T...			-7,947.29

2025-09-25

Page 1

Category	Actual	2025 August Budget	Difference
EXPENSES	6,324	29,983	23,659
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

2025-09-25

Page 2

Category	Actual	2025 August Budget	Difference
520 BC Hydro	0	250	250
530 Utility Trailer	0	0	0
700 WWM (Septic) 9220	801	5,199	4,398
701 Core Water	656	656	0
705 Core Water callouts	0	250	250
710 Lab Analysis	145	450	305
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:	-6,324	-29,983	23,659