

MINUTES REGULAR STRATA COUNCIL MEETING

November 30, 2025 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 10:02 hours.

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) To adopt the Agenda of Strata Council Meeting November 30, 2025, as circulated.

SECONDED (Landscaping)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held October 26, 2025, as circulated.

SECONDED (Secretary)

CARRIED 6 of 6

Ron LaRoy: Maintenance, joined the meeting

D. Acceptance of Reports

MOVED: (Chair) 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. (Bylaws)

- **Alteration Agreement for fence panel for #11**

- The application was incomplete, so we will request full application submission. There are four forms that are required.
- Council is pleased that the cedars have been removed within 2 metres of the building and replaced with a section of metal fencing. However, since the fence panel that has been installed does not match the type of fencing currently in the community, Council will defer the approval of the alteration agreement until the AGM, so that all users have the opportunity to vote on the potential new style. Council will come up with some options for more extensive Rules regarding fencing to be presented at the AGM, taking into account the FireSmart practices.

Strata residents are reminded that there is a process for alteration agreements and related forms and that the application must be completed and approved prior to installation/change be made. See: <https://www.vis5801.ca/alterations/>

As stated in the bylaws, if you have done something that is not approved, it may be required to be removed at owner's cost.

MOVED: (Treasurer) To accept the alteration agreement submitted by unit 11

Motion not furthered as application not complete.

ACTION ITEMS:

- Bylaw Officer will request that Unit #11 complete all necessary forms for their Alteration Application and inform them of the above decision.
- Treasurer will initiate a Fencing Rules ad hoc committee.

- **Parking on the roadway**

- It was brought to Council's attention some vehicles are being parked on the roadway. Bylaw 11 (1) says: Except for the purposes of temporarily loading or unloading a vehicle, no person shall park a vehicle or trailer on the common property (including roadways) other than in a designated parking space or on a driveway.

ACTION ITEM:

- Bylaw Officer will remind the owners of this bylaw.

E.2 (Treasurer)

- **Monthly Financials**

- No questions or comments.

E.3. (Maintenance)

- **Gutter Cleaning**

- Council agreed to Crystal Clean's proposal to clean the gutters.

- **Window Update**

- All windows have been completed for the units that needed repair.

- **Wind Damage in front of Unit 7**

- The trellis that had fallen down in the wind has been propped up.

- **Reminder if you take anything from the shed, please write it down so we know who has the item.**

- **Fence between strata and property on Gainsberg.**

- The fence between the strata and the properties on Gainsberg is rotting and falling down. It has been propped up for the time being. We will need to replace it or come up with other ideas to block our view of those properties.

ACTION ITEMS:

- Maintenance Officer will proceed with Crystal Clean.
- Maintenance Officer will get quotes for fence replacement and work on ideas and their related costs for different options to present at the AGM 2026.

F. New Business

F.1. (Finance)

- **Financial Review Committee**

- Generally, all happy with the review. There were a couple of questions regarding reports and accrual, which were explained and committee was satisfied. Report is attached.

F.2. (Landscaping)

- **Weed Man quote.**

- Money for the Weed Man services is already in the budget so it will proceed as presented.

- Strata would like to extend our thanks to Paul for all his hard work this year! Job well done!

F.3. (Other)

- **Depreciation Report**

- Strata has always done a depreciation report every 3 years. The BC Strata Act has made it a requirement to have one done every 5 years therefore Strata will follow the law.

- **Electrical Planning Report**

- Electrical planning report will be investigated and see what the requirements are.

ACTION ITEM:

- Tabled for the next meeting. We will need to budget and assign ownership.

- **Request for improvements to the RV parking**

- The RV Parking Committee put forward a request to Council.

MOVED:(Treasurer) To extend the RV park out 10-15 feet behind spaces 7-10 and add more gravel to provide additional maneuvering space. (Paid for from RV park fund)

SECONDED (Secretary)

CARRIED 7 of 7

- **Social Committee**

- Council was approached to create a Social Committee. Tannis has agreed to Chair the committee.

MOVED: (Treasurer) To create a Social Committee for the strata and appoint Tannis as the Chair. The committee Chair will have access to send out email blasts.

SECONDED (Chair)

CARRIED 7 of 7

G. Next meeting January 18, 2026 via zoom at 10:00am.

H. Adjourn 11:24am.

Council Reports

Treasurer's Report:

- The Financial Review Committee has wrapped up and its report is attached.
- We are re-investing two GICs as Rate Risers. This type of GIC offers competitive rates and allows the GIC to be redeemed without penalty on its annual anniversary, which is important in case we need to access the funds.
- Our insurance has gone down slightly from last year, which is very good. It renews on December 1.
- Our PreAuthorized Debit system has been updated to replace departing homeowners with the new ones.
- Monthly Financials are attached.

Maintenance Report:

- Greystone Roofing has been approached to provide a roof survey to LLE. There has been no response to date, I will follow up.
- Unit 20 - Repairs to the front porch concrete slab have been done as submitted on a maintenance request by homeowner.
- Units 5, 14, and 30 have had their respective window repairs completed. After several phone calls to the company, and a call back to replace a newly installed window, this file can be closed.
* Note: Our Glass window company was difficult to deal with and will not be used going forward!
- Gutter cleaning - Crystal Clean has submitted an estimate to clean all gutters at LLE. This year's cost will be \$2800, for comparison, the same company did the work in 2020 for \$2400
- Sprinkler repairs - A number of issues showed up during this year's winterization. These have been noted, and will be addressed in the early spring
- Unit 24 - A replacement door glass has been ordered from Windsor, and will be installed once it arrives.

Landscaping Report

- Paul Parker talked with Weed Man to negotiate a price for 2026 that doesn't include a Lime application, for the following reasons:
 - they never limed in the spring 2025. They eventually were going to do it in August but I told them to forget it as it would be a waste. They finally came and did it about a month ago. So my thought on this is to not lime next year and save a bit of money as it was done late in the year. They sent me a new price without lime.
- I've attached the price quote without the Lime application, for Council consideration.

Financial Review Committee Report

We have gone through the information we received and have the following comments.

We questioned the “everything else” category in the Quicken Books output. The Treasurer outlined what it was and has taken steps to eliminate it. Other questions that arose were answered promptly by the Treasurer. The financials are all in good order and we have no concerns or recommendations.

The Financial Review Committee

Jo Ann Walker Johnston, Heidi Hunter, Tom Tryon

Balance Sheet - LLE - As of 2025-11-27
(in Canadian Dollars) (Cash Basis)

2025-11-27

Page 1

Account	2025-11-27 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	138,936.53
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	3,869.14
First CU SRF savings	494.00
OPERATING Chq	60,917.42
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	204,452.12
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	360,488.40
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	360,488.40
TOTAL LIABILITIES & EQUITY	360,488.40

CRF report - LLE - As of 2025-11-27
(in Canadian Dollars)

2025-11-27

Page 1

Account	2025-11-27 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	138,936.53
TOTAL Bank Accounts	162,950.53
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	268,986.81

2025-11-27

Page 1

Date	Category	Memo	Amount
EXPENSES			-5,770.63
Bureau Veritas Canada (2019) Inc.			-144.69
2025-10-14	700 WWM (Septic) 9220:710 Lab Analysis INVOICE # VA11531846		-144.69
Core Water Management			-656.25
2025-10-10	700 WWM (Septic) 9220:701 Core Water Invoice 2665		-656.25
Minister of Finance			-203.40
2025-10-15	700 WWM (Septic) 9220:760 Ministry of ... Invoice #EMI703631		-203.40
Parker's Ground Care			-3,916.50
2025-10-15	450 LANDS. 8960:455 Groundskeeping Landscaping Services 2025		-3,916.50
Paul Parker			-375.00
2025-10-10	450 LANDS. 8960:456 Yard waste Yard waste removal 3 months		-375.00
Ron LaRoy			-120.72
2025-10-14	--Split-- Fall Sprinkler blowout		-120.72
Suzan Chamney			-96.71
2025-10-10	310 ADMIN 9284:320 Office expenses Domain name and IP address		-96.71
TELUS			-85.56
2025-10-01	700 WWM (Septic) 9220:740 Communic... Pre-Auth Debit THE OWNERS Tel...		-42.78
2025-10-31	700 WWM (Septic) 9220:740 Communic... Pre-Auth Debit THE OWNERS Tel...		-42.78
Windsor Plywood QB			-171.80
2025-10-14	450 LANDS. 8960:461 Sprinkler parts & ... Invoice 712471		-171.80
OVERALL TOT...			-5,770.63

2025-11-27

Page 1

Category	2025-08-01 Actual	- Budget	2025-11-27 Difference
EXPENSES	22,552	51,476	28,924
310 ADMIN 9284	724	3,235	2,511
315 Bank Charges	235	253	19
316 eTrans fees	14	45	31
317 CAFT charges	214	209	-5
Other 315 Bank Charges	8	0	-8
320 Office expenses	327	390	63
323 Depreciation Report	0	0	0
325 Professional & Legal Fees	0	500	500
335 Honorariums	0	1,092	1,092
340 General Operating	162	0	-162
345 Operating Contingency	0	1,000	1,000
Other 310 ADMIN 9284	0	0	0
Everything Else	0	0	0
350 INSURANCE 8690	0	0	0
Buildings	0	0	0
Other 350 INSURANCE 8690	0	0	0
400 MAINT. 8960	742	15,093	14,350
405 Maintenance General Repairs	0	100	100
410 Repairs Parts	19	195	176
412 Maint. Labour	0	98	98
415 Contractor work	0	1,500	1,500
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	411	3,000	2,589
423 Window repairs	0	50	50
425 Roofing	0	4,000	4,000
426 Attics	0	2,000	2,000
429 Foundation & Drain Tile	313	4,000	3,687
430 Deck repairs	0	50	50
441 Fence repairs	0	50	50
445 Snow Removal	0	0	0
Other 400 MAINT. 8960	0	0	0
450 LANDS. 8960	16,564	22,426	5,862
451 Landscaping general	0	500	500
452 Mileage for Landscaping	66	100	34
453 Landscaping labour	0	500	500
454 Entrance Upgrades	0	0	0
455 Groundskeeping	15,666	15,276	-390
456 Yard waste	375	300	-75
457 Weed Control & Fertilizer	0	0	0

2025-11-27

Page 2

Category	2025-08-01 Actual	- Budget	2025-11-27 Difference
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	332	550	218
462 Sprinklers labour	125	200	75
Everything Else	0	0	0
500 UTILITIES 9220	1,112	1,982	870
510 Water	1,112	930	-182
520 BC Hydro	0	975	975
530 Utility Trailer	0	77	77
700 WWM (Septic) 9220	3,410	8,740	5,330
701 Core Water	2,397	2,559	162
705 Core Water callouts	102	975	873
710 Lab Analysis	579	885	306
725 Treatment System	0	1,000	1,000
730 Disposal	0	1,700	1,700
740 Communication & Control	128	168	39
750 Emergency power (generator)	0	150	150
760 Ministry of Environment	203	203	-0
765 EOCP (every three years)	0	100	100
770 Insurance	0	0	0
780 WWTP Contingency	0	1,000	1,000
Net Difference:	-22,552	-51,476	28,924