

MINUTES REGULAR STRATA COUNCIL MEETING

March 15, 2026 via Zoom



Participants: Murray Blackie, Chair; Suzan Chamney, Treasurer; Emma Williams, Secretary; Violet Van Hees, Landscaping Coordinator; Hugh Jackson, WWMR.

Absent: Jane Rothmund, Vice-Chair/Bylaws.

New: Ron Hunter, Maintenance Coordinator.

A. Meeting called to order by the Chair at 10:01 hours.

B. Approval of Agenda

MOTION: (Treasurer) To adopt the Agenda of Strata Council Meeting March 15, 2026, as amended.

SECONDED (WWMR)

CARRIED 5 of 5

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held February 15, 2026, as circulated.

SECONDED (Treasurer)

CARRIED 5 of 5

D. Acceptance of Reports

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

SECONDED (Landscaping)

CARRIED 5 of 5

E. Business

E.1. (Governance)

- Ron Hunter has volunteered to step into the Maintenance Coordinator position for the remainder of the year!

MOTION: (Landscaping) To appoint Ron Hunter as Maintenance Coordinator for the remainder of the fiscal year

SECONDED (Secretary)

CARRIED 5 of 5

We would like to welcome Ron to Council and look forward to working with him in the upcoming months! Thank you for joining Council Ron!

- **SGM:**
- Suzan has started to put the package together.
- We have three roofs that need to be fixed/replaced. We need to call an SGM to get approval for the expenditure to fix the roofs. We need to do this sooner than later, otherwise we will lose our window of good weather to fix said roofs. Units we are looking at for immediate action are: 1-2, 9-10, 21-22.

ACTION ITEM:

- Emma to look into the Legion to rent space for the SGM. Dates we are looking at is April 12th at 2pm, or April 14th at 6pm.
- Ron to get one or two more quotes for replacing the roofs.
- Suzan to firm up the SGM package and circulate to council to approve prior to sending it out to the strata 20 days prior to SGM.

E.2 (Maintenance)

- **Perimeter Fence Update**

- We have priced out some posts.
- Thank you to Adrian for stepping up as the project manager for the perimeter fence and for the volunteers who have come forward.

ACTION ITEM:

- Murray will write an email to Paul.

E.3. Landscaping

- Sprinkler fixes have been completed as in the Landscaping report.
 - Looking for coordinator for the sprinkler system. If interested, please click the link in the Landscaping report for a summary of the position. You can also reach out to Violet Unit 4, phone 250-327-4751, email: violet@violetvanhees.com.

E.4. Finance

- No questions or comments.

E.5. FireSmart

- We have been approved as a FireSmart neighbourhood and we have received our sign!
- We are looking at a couple of options for placement.
- We can start looking at options up for some grants to further improve the strata towards being a more FireSmart neighbourhood.

E.6. Miscellaneous

- **Paul's Request for storage**

We have received a request from Paul to store his lawn care equipment on strata property, if it becomes necessary.

MOVED: **(Landscaping)** To let Paul know that if he needs a place to store his equipment on strata site for the duration of his contract, strata council will work with him to find solution for that storage.

SECONDED **(Maintenance)**

CARRIED 6 of 6

ACTION ITEM:

- Murray to let Paul know of our approval for storage.

F. Next meeting April 19, 2026 via zoom at 10:00am.

G. Adjourn 10:51am

Strata Council Reports

Financial Report

- After some online banking technical issues, we added WorkSafeBC as a Payee to our Coast Capital accounts.
- I have filed our WorkSafeBC report for the year and paid the premium.
- I have updated the Preauthorized Payment system to replace Unit 10's current owner with the new owners who will take possession on April 1.
- Unit 10's new owners, Don and Elizabeth Greggain, have been added to our email system.
- I have updated our internal email system.

Landscaping Report:

- Tree pruning (as part of our mowing/grounds care contract) happened on February 26.
- Mowing has started in March; the mowing dates will depend on the weather.
- Paul has let us know he is thinking of moving, but he will finish of his 3-year mowing/grounds care contract with the strata (2026 is the third year). Depending on what happens and when, he may ask for permission to store his mowing equipment here for the remainder of the season.
- The current 3-year mowing/grounds care contract is in its last year (2026). It will need to be renewed, or a new contract completed this fall, for 2027 forward.
- Sprinklers: Ron LaRoy (as part of his last work on sprinklers that he will be doing before moving) has done the following repairs to be ready for spring start-up of sprinklers:
 - Individual unit sprinkler systems:
 - Unit 15, Pop up spray sprinkler replaced at front door in garden
 - Unit 13, Pop up rotor sprinkler replaced near roadway
 - Unit 24, Leak on 1" irrigation line dug up and repaired Common area sprinkler systems.
 - Upper area (near RV storage). Water to the system turned on, timer battery checked (3/4 power), timer left "OFF" until watering season
 - *Note - this timer is programmable from the TORO Tempus DC app.
 - Lower pond. Water to the system turned on, timer battery checked (3/4 power), timer left "OFF" until watering season, Hunter timer program guide available on YouTube
 - Entrance/Septic green space area. Water to the system turned on, timers (located in power station behind hedge) left "OFF" until watering season. Key for Power Station door is kept in the Sprinkler Maintenance book
 - Information on programming individual home timers is available on YouTube. Sprinkler Maintenance book has been added to the clear Tote located in the tool shed along with maintenance manuals and site drawings.
- We are looking for a person willing to become the "Sprinkler System Coordinator" for the strata, since Ron LaRoy is moving away. Here is the description. If you would be willing to do this, or would like to know more, please contact Violet (I'm the "Landscaping" person on the LLE Council: Unit 4, phone 250-327-4751, email: violet@violetvanhees.com). Thanks!
- the Strata has received a FireSmart sign, to show that our strata has taken steps towards being a FireSmart place. We can decide where to put the sign.

Roof Report

Cody from Greystone Roofing just called to discuss our questions.

- He said that he felt that the roofs on units 1-2 and 21-22 need to be replaced immediately as they are failing, they both have obviously sagging boards under the shingles. He said that we could repair unit 9-10 as its boards aren't as bad.
- He said that generally roofs last about 25 years, give or take, and since we are approaching 20 years old and are experiencing issues, we can expect to replace all our roofs in the next five years or so. Which I interpret as we should budget to replace them all in the next seven years, given that some will last a little longer.
- He said some are in better shape than others and the ones with problems have ventilation issues, problems with flapper vents and cracked attic vents.
- I asked if we did three roofs together could we expect a discount and he said he could probably find some savings if he did all three. I also asked if we would get a discount because he had done the inspection, but he didn't directly answer that.
- We discussed unit 9-10 a little more and the decision to spend \$5,000 on repairs when we will likely be replacing the whole roof in another 5 years anyway. He said that is a decision that many owners face and it is a personal choice.
- He said that besides leaks in your ceiling, that sagging boards are the biggest determiner as to when its time to replace the roof.



BOW HORN BAY FIRE DEPARTMENT

*Serving the communities of
Bowser, Qualicum Bay & Spider Lake*

For the placement of the FireSmart sign I would suggest putting it at the entrance of the property so that in case of a wildfire in the area it will be easily visible for a BC wildfire crew to know that that entire property has been FireSmarted. When there is a wildfire in close proximity, BC Wildfire goes around the closeby communities to rate the properties as to which ones are savable which is called wildfire triage. Triage being black flagging tape for unsavable property, orange flagging tape for property needs work and green flagging tape for good to go.

1-Balance Sheet - LLE - As of 2026-03-12
(in Canadian Dollars) (Cash Basis)

2026-03-12

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Account	2026-03-12 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	156,480.22
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	3,350.80
First CU SRF savings	494.06
OPERATING Chq	45,517.89
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	206,078.00
Other Assets	
CRF 3YR GIC (106)	11,134.70
CRF 3YR GIC (108)	23,954.16
CRF CCCU 0010 GIC **8417	48,748.31
CRF CCCU 011 GIC **7130	25,733.21
First CU Septic Bond RESTRICTED	50,000.00
TOTAL Other Assets	159,570.38
TOTAL ASSETS	365,648.38
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	365,648.38
TOTAL LIABILITIES & EQUITY	365,648.38

2-CRF report - LLE - As of 2026-03-12
(in Canadian Dollars)

2026-03-12

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Account	2026-03-12 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	156,480.22
TOTAL Bank Accounts	180,494.22
Asset Accounts	
CRF 3YR GIC (106)	11,134.70
CRF 3YR GIC (108)	23,954.16
CRF CCCU 0010 GIC **8417	48,748.31
CRF CCCU 011 GIC **7130	25,733.21
TOTAL Asset Accounts	109,570.38
OVERALL TOTAL	290,064.60

2026-03-12

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Date	Category	Memo	Amount
EXPENSES			-3,409.59
Bureau Veritas Canada (2019) Inc.			-148.79
2026-02-10	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE # VA11622303	-148.79
Core Water Management			-2,146.11
2026-02-02	700 WWM (Septic) 9220:701 Core Water	Monthly fees	-656.25
	700 WWM (Septic) 9220:705 Core Water call...	rodent damage repairs	-317.52
	700 WWM (Septic) 9220:730 Disposal	Septic pump out	-1,172.34
Stuart McLean			-391.03
2026-02-02	400 MAINT. 8960:415 Contractor work	Repairs to unit 22 siding	-391.03
Tannis McKinnon Charest			-133.73
2026-02-02	700 WWM (Septic) 9220:750 Emergency pow...	diesel for generator	-133.73
TELUS			-42.78
2026-02-02	700 WWM (Septic) 9220:740 Communication ...	Pre-Auth Debit THE OWNERS T...	-42.78
Windsor Plywood QB			-547.15
2026-02-02	800 CRF Disbursements 8961:808 Window R...	Unit 24	-547.15
OVERALL TOT...			-3,409.59

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Category	2025-08-01 Actual	- Budget	2026-02-28 Difference
EXPENSES	79,056	113,915	34,859
310 ADMIN 9284	2,867	5,805	2,938
315 Bank Charges	418	455	38
316 eTrans fees	14	81	68
317 CAFT charges	374	374	0
Other 315 Bank Charges	30	0	-30
320 Office expenses	489	630	141
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	0	500	500
335 Honorariums	1,960	1,960	0
340 General Operating	0	0	0
345 Operating Contingency	0	1,000	1,000
Other 310 ADMIN 9284	0	0	0
Everything Else	0	0	0
350 INSURANCE 8690	36,915	42,000	5,085
Buildings	36,915	42,000	5,085
Other 350 INSURANCE 8690	0	0	0
400 MAINT. 8960	4,115	16,900	12,785
405 Maintenance General Repairs	0	100	100
410 Repairs Parts	61	350	289
412 Maint. Labour	0	175	175
415 Contractor work	391	1,500	1,109
417 Mileage for maintenance	0	50	50
420 Gutters & Moss	3,351	3,000	-351
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	1,575	1,575
Other 400 MAINT. 8960	0	0	0
450 LANDS. 8960	24,770	31,835	7,065
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	19,583	19,585	3
456 Yard waste	500	400	-100
457 Weed Control & Fertilizer	4,165	5,000	835

2026-03-12

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Category	2025-08-01 Actual	- Budget	2026-02-28 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	3,077	1,965
510 Water	1,112	1,250	138
520 BC Hydro	0	1,750	1,750
530 Utility Trailer	0	77	77
700 WWM (Septic) 9220	9,276	14,298	5,022
701 Core Water	4,366	4,594	228
705 Core Water callouts	420	1,750	1,330
710 Lab Analysis	1,218	1,950	732
725 Treatment System	0	1,000	1,000
730 Disposal	1,172	1,700	528
740 Communication & Control	257	301	44
750 Emergency power (generator)	134	150	16
760 Ministry of Environment	203	203	-0
765 EOCP (every three years)	0	100	100
770 Insurance	1,506	1,550	44
780 WWTP Contingency	0	1,000	1,000
Net Difference:	-79,056	-113,915	34,859