

MINUTES REGULAR STRATA COUNCIL MEETING

May 10, 2026 via Zoom



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

A. Meeting called to order by the Chair at 10:04 hours.

B. Approval of Agenda

MOTION: (Landscaping) To adopt the Agenda of Strata Council Meeting as amended May 10, 2026.

SECONDED (Treasurer)

CARRIED 5 of 5

C. Approval of Minutes

MOTION: (Treasurer) To approve the Minutes of Strata Council Meeting held April 19, 2026, as circulated.

SECONDED (Landscaping)

CARRIED 5 of 5

D. Acceptance of Reports

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

SECONDED (Maintenance)

CARRIED 5 of 5

E. Business

Jane Rothmund, Vice-Chair/Bylaws joined the meeting

Maintenance

- Roof replacement discussion was had. Will be in communication soon to start arranging a plan to move forward
- Alteration agreement Unit 26- Our glass is coming to come to give an estimate.

MOVED: (Treasurer) To accept the alteration agreement for unit 26, with the condition that the window needs to conform to the style and aesthetics of the other windows that currently exists on the strata.

SECONDED (Secretary)

CARRIED 6 of 6

- Strata trailer- Our strata trailer is in need of a few repairs. Bucky will take a look at the trailer and see if it is worth fixing or needs to be replaced. He will reply back to council

MOVED: (Landscaping) To approve the spendature up to \$500 to fix the strata trailer if it is deemed reparable as opposed to purchasing new one at this time

SECONDED (Maintenance)

CARRIED 6 of 6

Landscaping

- update on this year's tree work to remove hazardous trees along the ditch (See report)
- possibility of hiring someone to provide sprinkler help for things beyond what we can do
- Drip feed for Gainsberg hedge during water restrictions

Action Items: Emma and Violet to look into possible names and or companies to provide paid assistance with the irrigation system.

Violet to look into drip feed for Gainsberg hedge

Finance

- No questions or comments regarding monthly financials
- Budgeting for 2026-27- Discussion was had regarding some bigger items that need to be added for the year. (ie: Roofs, irrigation system, mowing contract renewal)

PLEASE DON'T FORGET TO SEND IN THE SURVEY!!!! WE NEED EVERYONES INPUT!! Please click [HERE](#) for link to survey.

Bylaws

- Fencing rules update

MOVED: (Treasurer) To approve the fencing rules update with the following 3 lines.

- a. Fence panels for fenced enclosures must be made of wood lattice and/or metal.
- b. Metal fence panels within 1.8 metres of a building must be either spindles or decorative cutouts with at least 25% empty space. Solid metal panels are prohibited.
- c. Metal fencing panels beyond the 1.8 metres adjacent to the building must be spindles.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

Action item: Suzan to post new fencing rules update on the strata website.
Find link to updated rules **HERE**

- Fence update Unit 11- in light of the alteration agree being voted down at the SGM the Strata Cahir will send out a letter to the homeowner of unit 11.

F. Next meeting June 7, 2026 via zoom at 10:00am.

G. Adjourn 11:24am

Strata Council Reports

Landscaping report

This year's removal of hazardous trees, as "Year 3" of the strata's 3-year plan:

I met with Hud Elwood (Bartlett Tree Services) in late April, to plan what trees to remove this year as "Year 3" in our 3 year plan to remove hazard trees from the ditch area.

He told me that there is an infestation affecting red alder trees on Vancouver Island. Here is a bit of info about it:

Alder Bark Beetle & *Neonectria* Canker: The alder bark beetle (*Alniphagus aspericollis*) infests living red alder trees, leaving pin-sized entry holes in the bark, often creating a rusted halo. This beetle is associated with a *Neonectria* fungus, causing cankers on the branches and trunk.

Hud says that once infected, the tree dies within a year or two. The fungus makes the tree wood very unstable, so the trees can break easily and they become unsafe to climb in order to cut them. This past year his crew was hired to take down a whole bunch of alders in Cathedral Grove, and in Rathtrevor park. His advice yesterday was that we focus on removing the alders along the ditch, since this infection seems to be moving up-island and the trees will be difficult to cut down safely in areas that cannot be reached by a bucket truck.

So, we will focus on removing alders that are on our property along the ditch, between #30 up to #14. Based on measurements taken this past winter, our property line runs just a bit up the side of the far bank of the ditch (not all the way to the top of the ditch).

Hud and his team are currently scheduled to be here on Wednesday, May 20. Please pencil this into your calendars :-) I will organize a work party for this. Working with Hud and his team, we (our strata) have over the years developed a way to be able to help them: his crew cuts and does the chipping, and we carry the branches to the chipper or (for the bigger rounds) to beside the road where someone can come pick it up. This means we get more tree work done for our money, because they can focus on what they do best. And, it's pretty interesting to watch them at work, especially when they are working with ropes and such up there in the trees!

Hud and his team are currently scheduled to be here on Tuesday, June 2. Please pencil this into your calendars :-)

Mowing:

Paul plans to mow on Tuesdays and Wednesdays this summer, unless it is raining in which case he will adjust the dates for that week. Please don't water your grass from Monday evening until late Wednesday, to help the grass to be dry when he mows. Thanks!

Sprinkler System Coordinator:

We are still looking for someone who is willing to become the Sprinkler System Coordinator, now that Ron LaRoy (who has done this for quite a few years) has moved away. [Here is a link](#) to the description of the position and its duties. For quick reference, here are the identified duties: Managing the sprinkler system, including:

- Organizing the spring start up and fall irrigation blowout volunteer days.
- Setting strata system's watering timers.
- Assisting owners with their sprinkler system timers.
- Repairs to the system itself.

This is a great role for someone who likes doing very practical things, is good at figuring out how to fix things, and is interested and willing to learn the specifics of what is needed. **You will be much appreciated by strata residents!**

(Note: The spring start-up and fall blow-out of the irrigation system are done as strata work parties with lots of strata residents helping out, and the Landscaping position can help organize those work parties.)

Thank You to everyone who has helped!

A big thanks to everyone who came out to help with the spring start-up of the sprinkler systems around the strata.

And thanks to Jean LeShures (Unit 19) who had been planting and tending the flowers and flower beds at the entrance to the entrance way! A LOT of work happened along the entrance way over the past few years to make it look better and be easier to maintain. The spring flowers along there are BEAUTIFUL - including the trees, shrubs, and the flowers planted by Jean. Yay!

Treasurer's Report

The SGM went well and the owners voted to fund roof replacements this year up to \$150,000 from the CRF.

Budgeting for the upcoming fiscal year will commence shortly. In order to get a good sense of how much extra owners are willing to contribute to the CRF to fund future roof replacements, I have created a short survey, which we can send out next week. <https://www.vis5801.ca/roof-funding/> Monthly Financials are attached.

Maintenance Report

- Our Glass coming to inspect Units # 3, # 26 & # 30
- Windsor Plywood – Materials have been ordered for Unit # 13 window repairs
- Multiple units require carpentry repairs (belly boards) bottom of siding boards need replacing.
- Wood trim on front door posts on numerous units require replacing.
I will be inquiring about materials and costs on both.

1. An owner, tenant, occupant or visitor shall not do anything that may cause damage or interfere with the operation of the Waste Water Management (septic) system. For more information, visit: Rules for Caring for our Waste Water Management System.
2. Prior to using the utility trailer, all owners and/or tenants must complete, agree to and sign the Lighthouse Landing Estates (LLE) Utility Trailer Rules & Sign Out Sheet. For more information, visit: Rules for Utility Trailer Users.
3. Users of the Recreational Vehicle storage area are collectively responsible for the upkeep of the Recreational Vehicle storage area.
4. Residents are required to maintain the garden bed areas within three (3) metres their unit or arrange to have them done during a prolonged absence. Owners are prohibited from planting flammable vegetation within two (2) metres of a structure, noxious weeds and invasive species.

Notes:

- a. In an effort to move towards a FireSmart property and reduce the potential of ignition from a wildfire, the application of bark mulch in plant beds and the planting or replanting of flammable species (e.g. coniferous species such as pines, Douglas fir, cedars, cypress, Junipers) within 2 metres of a structure (house or deck) is prohibited. For more information, visit: FireSmart Safety.
 - b. Each unit is equipped with an irrigation system that is expected to water the perimeter as seasonally required. The Strata Council Landscaping Coordinator will oversee the winterizing of the irrigation system as necessary.
5. It is prohibited to plant non-ornamental fruit-bearing trees on limited common property and common property.
6. Council, owners, tenants and visitors may not use or apply a pesticide, or grant permission or authority, express or implied, to use or apply a pesticide for the purpose of maintaining outdoor trees, shrubs, flowers, other ornamental plants, gardens or turf on Common Property or Limited Common Property unless it is listed by the Province of British Columbia as an “excluded pesticide” (as per BC Regulation 604/2004 Integrated Pest Management Regulation – Schedule 2 – Excluded Pesticides) and it is:
 - a. applied for the control or eradication of Alien Invasive Species,
 - b. applied for the management of pests that transmit human diseases,
 - c. applied for the management of pests that impact agriculture or forestry, or
 - d. applied for the control or eradication of Alien Invasive Species.
7. Hot Tub Rules:
 - a. Draining hot tubs through the septic system or the storm water system is strictly prohibited.
 - b. Tub water can be used to water lawns and flower beds once at least 5 days have elapsed with the lid open to allow for the chemicals to vent out.
8. All owners submitting a request for alterations using the LLE Alteration Application, which can be found on the Forms webpage, must complete the work/alterations within one year from the approval date.
9. Owners of heat pumps with side facing fans must screen their unit from view with shrubbery and/or lattice fencing that conforms to LLE standards.
10. All new or replacement fencing panels and gates within 1.8 metres of a building must be constructed of metal.
11. LLE Aesthetic Standards include (but are not limited to):

When making and maintaining Alterations to Limited Common Property and/or Common Property:

 - a. Fence panels for fenced enclosures must be made of wood lattice and/or metal.
 - b. Metal fence panels within 1.8 metres of a building must be either spindles or decorative cutouts with at least 25% empty space. Solid metal panels are prohibited.
 - c. Metal fencing panels beyond the 1.8 metres adjacent to the building must be spindles.
 - d. All metal components and structures (gates, fence panels, deck railings) must be black.
 - e. Wooden fences must be constructed using wood lattice in a pattern of horizontal squares (not diamond pattern).

- f. All wooden structural components, including but not limited to those listed below, must be painted/stained using the strata colour scheme defined in the Table of Colours* in this section:
- i. lattice work must be Khaki Brown;
 - ii. posts, post caps, cap rails and pergola rafters (cross beams) must be Night Train or Black;
 - iii. kickboards must be Khaki Brown, Night Train or Black;
 - iv. stairs and all visible stair components must be Night Train; and
 - v. sheds must use the same colour scheme as used on strata lot buildings.

Table of Colours*:

Colour Name	Product	Sheen	Colour Number	As seen on:
Khaki Brown	Cloverdale Covercoat	Satin		HardiPlank siding
Night Train	Cloverdale Covercoat	Satin	CC-720	Window and door trim
Night Train	Cloverdale Sharkskin	N/A	CC-720	Stair treads
Custom Black	Benjamin Moore Aura	Semi-gloss	14 oz black per litre	Black trim and doors

*Note: this table is for reference only to the above-mentioned colour names.

12. Fenced Enclosure Rules:

- a. Fence enclosures associated with a strata unit are permitted on common property with the approval of strata council.
- b. If council grants an owner exclusive use of their fenced areas this would require annual renewal at the AGM. Owners with exclusive use of their fenced enclosure must maintain the area without the assistance of the strata's landscaping contract.
- c. Fence enclosures should not exceed 900 square feet in size (84 square meters).
- d. The fence must not be closer to another building than 50% of the distance between the two buildings less one metre.
- e. Fenced areas must be connected to their strata unit, not sitting independent of a unit.
- f. Fenced enclosures must follow all fencing rules associated with design, materials and colours.
- g. Fenced enclosures must be constructed with a minimum of a 2-metre buffer/space so as to not restrict access when walking on common property around a strata building or along the strata property boundary.
- h. Fenced areas must be gated to allow access.
- i. Owners are responsible for cleaning up after their pets in fenced areas, especially prior to days that the landscaping contractor is on the strata property.
- j. Owners wishing to have a fenced enclosure must notify any neighbours who will see the area from their property. If neighbours have complaints or concerns they must be immediately submitted by Email to council.

1-Balance Sheet - LLE - As of 2026-05-06
(in Canadian Dollars) (Cash Basis)

2026-05-06

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Account	2026-05-06 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	165,309.53
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	50,551.70
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	219,941.12
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	379,511.50
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	379,511.50
TOTAL LIABILITIES & EQUITY	379,511.50

2-CRF report - LLE - As of 2026-05-06
(in Canadian Dollars)

2026-05-06

Page 1

Account	2026-05-06 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	165,309.53
TOTAL Bank Accounts	189,323.53
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	298,893.91

2026-05-06

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Date	Category	Memo	Amount
EXPENSES			-5,597.46
Bowser Legion			-100.00
2026-04-09	310 ADMIN 9284:320 Office expenses	Hall rental	-100.00
Core Water Management			-1,119.09
2026-04-07	700 WWM (Septic) 9220:701 Core Water		-656.25
	700 WWM (Septic) 9220:705 Core Water cal...Leak in gravel field		-462.84
Echo Valley Earthworks			-154.88
2026-04-09	920 RV Park Expenses:921 RV expenses	Pit run	-154.88
Parker's Ground Care			-3,916.50
2026-04-15	450 LANDS. 8960:455 Groundskeeping	Landscaping Services 2026	-3,916.50
Tom Tryon			-111.99
2026-04-09	920 RV Park Expenses:921 RV expenses	Landscape fabric	-111.99
VISOA			-195.00
2026-04-09	310 ADMIN 9284:325 Professional & Legal ...	VISOA membership	-195.00
OVERALL TOT...			-5,597.46

2026-05-06

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Category	2025-08-01 Actual	- Budget	2026-04-30 Difference
EXPENSES	95,269	125,631	30,362
310 ADMIN 9284	4,089	6,690	2,601
315 Bank Charges	544	585	41
316 eTrans fees	14	104	91
317 CAFT charges	481	481	0
Other 315 Bank Charges	50	0	-50
320 Office expenses	830	630	-200
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	195	695	500
335 Honorariums	2,520	2,520	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	8,708	17,050	8,342
405 Maintenance General Repairs	150	100	-50
410 Repairs Parts	100	450	350
412 Maint. Labour	4	225	221
415 Contractor work	391	1,500	1,109
417 Mileage for maintenance	68	50	-18
420 Gutters & Moss	3,351	3,000	-351
423 Window repairs	0	50	50
425 Roofing	4,331	4,000	-331
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	32,653	39,667	7,014
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	27,416	27,417	2
456 Yard waste	500	400	-100
457 Weed Control & Fertilizer	4,165	5,000	835

2026-05-06

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Category	2025-08-01 Actual	- Budget	2026-04-30 Difference
459 Trees	0	5,000	5,000
461 Sprinkler parts & rentals	332	550	218
462 Sprinklers labour	175	200	25
Everything Else	0	0	0
500 UTILITIES 9220	1,112	3,577	2,465
510 Water	1,112	1,250	138
520 BC Hydro	0	2,250	2,250
530 Utility Trailer	0	77	77
700 WWM (Septic) 9220	11,790	16,646	4,856
701 Core Water	5,678	5,906	228
705 Core Water callouts	883	2,250	1,367
710 Lab Analysis	1,872	2,250	378
725 Treatment System	0	1,000	1,000
730 Disposal	1,172	1,700	528
740 Communication & Control	342	387	45
750 Emergency power (generator)	134	300	166
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:	-95,269	-125,631	30,362