

MINUTES REGULAR STRATA COUNCIL MEETING

July 19th, 2026 via Zoom



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

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

B. Approval of Agenda

MOTION: (Vice Chair/Bylaws) To adopt the agenda as amended of Strata Council Meeting July 19, 2026.

SECONDED (Treasurer)

CARRIED 6 of 6

C. Approval of Minutes

MOTION: (Landscaping) To approve the Minutes of Strata Council Meeting held June 7, 2026, as circulated.

SECONDED (Vice Chair/Bylaws)

CARRIED 6 of 6

D. Acceptance of Reports

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

SECONDED (Treasurer)

CARRIED 6 of 6

E. Business

Landscaping

- Discussion was had regarding possible options for a new approach for mowing/grounds contract, irrigation maintenance work, and regular strata maintenance. Council is looking into how to get the work done that needs to be done for the strata. As part of that we will wait to hear if Paul is going to renew contract. Emma will gather information about the property management company and what they offer. Council will continue to see if someone on the strata comes forward for the maintenance position as well as irrigation. Council will consider next steps in our September meeting.

Action item: Emma to speak with Jason Findler who has expressed interest in the landscaping contract to enquire what services he provides.

Finance

- No questions or comments regarding monthly financials.
- Budgeting for 2026-27- Discussion was had around the increase to the waste management disposal (see WWM report).

Miscellaneous

- AGM 2026- date: August 23rd, 2026. At the Bowser Legion at 2pm.
- Annual Reports to be in to Emma and Suzan by July 27.

- Suzan, Emma, Hugh and Murray are letting their name stand for council next year. We will be looking to fill positions for Vice-Chair/Bylaw Officer, Maintenance coordinator, Landscaping. The Vice-Chair/Bylaw Officer would be interested in sharing the position for half the year.
- Discussion: Council has researched regarding strata increases vs levies and adding the pros and cons. It will be included in the AGM package as a report.
- Resolutions for AGM package: Discussion over resolutions and to determine which ones will be secret ballots.
- Letter to Owners from Jo Ann Walker Johnston: Discussion was had and Murray will respond to Jo Ann that letter will be circulated.
- Council has received a petition to include a resolution regarding funding three more roof replacements in 2027. A resolution will be included in the AGM package.

F. Next meeting August 23, 2026 via zoom and in person for the AGM at 2:00pm.

G. Adjourn 11:34am

Strata Council Reports

Landscaping report

- Working together with Council, Parker's Grounds Care has adjusted his mowing schedule and work, in response to the dry weather and less grass growing in some areas. Paul and Council will continue to adjust, based the weather and what is needed.
- Our strata needs a person willing to be the **Sprinkler System Coordinator**. **If this sounds like something you would be interested to do, please let Council know - thanks!!** Here is the outline of the role of this position:
 - Under the [Landscaping portfolio](#), this position is a hybrid volunteer and paid position. The volunteer part is helping other owners with the system, checking out reports of maintenance required and taking care of minor tweaks. Although this is a volunteer position, the Coordinator will be paid for organizing and leading the system's spring start-up and fall shutdown work party days, and whenever the Coordinator is required to carry out repairs to the system. Note: all expenditures must be approved by the Landscaping Coordinator.

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 next topic touches on more than just the "Landscaping" portfolio, but I will put it in this Landscaping report to support discussion:

The strata's current contract with Parkers Grounds Care (Paul) for mowing, trimming of hedges, and various other grounds-care tasks ends on December 31, 2026. Paul will likely be able to let us know if he would like to renew the contract, in September.

Three things are happening, which may call for our strata to figure out a different way of doing things than how we have done them up to now:

- If Paul does not want to renew his mowing contract, we will need to look for a new person or company to do that work.
- Along with that, with Ron LaRoy having moved away, we need someone to be a "handy person" to fix irrigation things when they break or don't work properly. As of yet, nobody from the strata has stepped forward to take on the role of Sprinkler System Coordinator, and while Violet has been sort-of overseeing this for the past few months - she readily admits that fixing stuff like that is not her strength.
- And, in a similar vein, if nobody from the strata steps forward to be the new "maintenance handy person" for the strata, the strata may need to hire someone to be a maintenance person for the strata.

All of this indicates we as a strata may need to look at some new options for how to get those things done in the strata.

Here (**as a starting point for discussion - these are offered as some initial ideas**) are some options, which are pertinent to the strata budget for both Landscaping and Maintenance:

If Paul decides NOT to renew his Parker's Grounds Care contract:

- Look for a "maintenance and grounds person" for the strata, to work an average of probably around 3 to 4 days a week (under the direction of Council) to do various maintenance and groundskeeping tasks.
 - Note: we may need to look for two people instead of one, since these are quite different tasks.
 - The cost for doing this may be roughly equivalent to the cost of contracting with a mowing company to do the mowing contract.
- Or, go out to tender for a new mowing contract (and then do what is decided for Maintenance, over and above that)
 - Note: Last time we went out to tender for the mowing/landscaping contract, the other proposals we received came in at roughly double the cost - and even significantly more than that - of our current contract with Paul.
 - Our strata will need to take a hard look at what we ask to have done, how often, etc. in order to contain costs related to the mowing contract.

If Paul decides he IS willing to renew his contract:

- Renew Paul's contract without going out to tender for other proposals
- And, look for a "maintenance person" for the strata, to work an average of probably around 2 to 3 days per week (under the direction of Council) to do various maintenance tasks.

Treasurer's Report:

We have been working on the Budget for the next Fiscal year.

We are still waiting for some invoices to come in before the end of the year.

We have paid 50% on the roofs and the balance will be due upon completion.

Monthly Financials attached, along with an updated draft budget for next year.

Waste Water Management Report:

At this point in time our wastewater plant has reached the end of its 20-year cycle. At this time a recommended full pump out of all operating tanks is recommended by Giles engineering (Builder) to Core Water Management Ltd. (our contractor) at a cost of \$27,000.00 As the system is performing within the boundaries of our permit, we feel that this can be done in stages as to lessen the financial output on our Strata.

What we propose is to pump out our first receiving septic tank. Then monitor the whole operation over time and make judgements when more should be done. This first tank 16,669 gal will require 9 truck loads to accomplish this at a cost of approximately \$ 12,000.00.

Adrian Johnston and Jo Ann Walker Johnston propose that Lighthouse Landing Estates replace three more roofs in 2027 and that the present roofer be approached to determine which are most in need in the spring of 2027.

Whereas, the contractor presently doing roofing for us, may be approached for a better deal for our continued use of his services, it will be beneficial to do this promptly;

Whereas, we are aware that our remaining 11 roofs in our strata will all need to be replaced in the next 5 years;

Whereas, we recognize that several roofs are demonstrating sagging, which indicates that the wood beneath is also in jeopardy and that on many roofs the venting within the attics appears to be insufficient;

Whereas we would like to pay these roofing costs by special levies at a reasonable rate to owners for the next three to four years as a cost savings mission, we propose to start the process now in 2027.

Therefore, be it resolved that LLE owners agree to have 3 more roofs upgraded in 2027, in an effort to maintain the integrity of our strata complex buildings.

Adrian Johnston

R. H. #3

Adrian Johnston #29

Margaret Mulholland #11

Donna #19
Heather #1
Deanna #5

Paul #6

UNITS

years;

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H. Hunter

R.H. #3

Am Johnston. G Johnston #29
Doing 'Floor & Walls' #19

Margaret Millyan #11
W. Meizer #11

Don & Marilyn Deaman #6

Paul Paul #6

UNITS

Ad Balfenille #2

Lynd #14

Paul #13

Sord Bates #9
Jan 7000 #9

Gregg #10

Jackie Holman #20

James H. Brown #5

MARK #26

[Signature]

Sharon A. Nighcock #17

Gregg #10

Sylvia Dockeill Unit 30.

Pam Marie Harvey #8

1-Balance Sheet - LLE - As of 2026-07-16
(in Canadian Dollars) (Cash Basis)

2026-07-16

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Account	2026-07-16 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	125,179.22
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	48,028.16
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	177,287.27
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	336,857.65
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	336,857.65
TOTAL LIABILITIES & EQUITY	336,857.65

2-CRF report - LLE - As of 2026-07-16
(in Canadian Dollars)

2026-07-16

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Account	2026-07-16 Balance
Bank Accounts	
CRF \$ in Operating Acct	24,014.00
CRF Chequing	125,179.22
TOTAL Bank Accounts	149,193.22
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	258,763.60

2026-07-16

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Date	Category	Memo	Amount
EXPENSES			-8,939.14
Bowser Builders' Supply Ltd			-175.10
2026-06-04	450 LANDS. 8960:461 Sprinkler parts & rentals	sprinkler parts unit 20	-18.86
	400 MAINT. 8960:410 Repairs Parts	front posts	-156.24
Bureau Veritas Canada (2019) Inc.			-148.79
2026-06-08	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE # VA11697367	-148.79
Core Water Management			-656.25
2026-06-04	700 WWM (Septic) 9220:701 Core Water	Invoice 2812	-656.25
Interac E Transfer			-2,113.62
2026-06-09	800 CRF Disbursements 8961:808 Window Repl...	Unit 13 payment for internal blinds	644.52
2026-06-10	450 LANDS. 8960:459 Trees	Refreshments for volunteers	-39.05
	450 LANDS. 8960:461 Sprinkler parts & rentals	Parts for sprinkler	-197.08
2026-06-10	400 MAINT. 8960:410 Repairs Parts	lumber for front posts	-230.00
	400 MAINT. 8960:417 Mileage for maintenance	trip to pick up windows	-55.51
2026-06-10	450 LANDS. 8960:462 Sprinklers labour	Handy Sandy	-768.60
	450 LANDS. 8960:461 Sprinkler parts & rentals	supplies	-1,467.90
Parker's Ground Care			-3,916.50
2026-06-15	450 LANDS. 8960:455 Groundskeeping	Landscaping Services 2026	-3,916.50
Pre-auth Debit Strata Plan Vi...			-43.72
2026-06-17	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN V...	-43.72
Service Charge			-9.00
2026-06-04	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-06-04	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-06-04	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-06-10	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-06-10	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-06-10	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
TELUS			-45.31
2026-06-01	700 WWM (Septic) 9220:740 Communication & ...	Pre-Auth Debit THE OWNERS T...	-45.31
Windsor Plywood QB			-1,830.85
2026-06-04	400 MAINT. 8960:423 Window repairs	Front door window wrong one	-594.72
	400 MAINT. 8960:410 Repairs Parts	stain	-118.37
	800 CRF Disbursements 8961:808 Window Repl...	unit 13	-1,117.76
OVERALL TOT...			-8,939.14

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Category	2025-08-01 Actual	- Budget	2026-06-30 Difference
EXPENSES	113,161	139,069	25,907
310 ADMIN 9284	5,529	7,647	2,119
315 Bank Charges	680	715	36
316 eTrans fees	92	127	36
317 CAFT charges	588	588	0
Other 315 Bank Charges	0	0	0
320 Office expenses	744	872	128
323 Depreciation Report	0	1,260	1,260
325 Professional & Legal Fees	795	695	-100
335 Honorariums	3,080	3,080	0
340 General Operating	230	25	-205
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	12,054	17,250	5,196
405 Maintenance General Repairs	0	100	100
410 Repairs Parts	605	550	-55
412 Maint. Labour	154	275	121
415 Contractor work	391	1,500	1,109
417 Mileage for maintenance	245	100	-145
420 Gutters & Moss	3,351	3,000	-351
423 Window repairs	595	50	-545
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	2,070	50	-2,020
445 Snow Removal	0	1,575	1,575
Other 400 MAINT. 8960	0	0	0
450 LANDS. 8960	43,347	48,599	5,252
451 Landscaping general	0	500	500
452 Mileage for Landscaping	66	200	134
453 Landscaping labour	0	500	500
454 Entrance Upgrades	0	0	0
455 Groundskeeping	35,249	35,249	1
456 Yard waste	500	700	200
457 Weed Control & Fertilizer	4,165	5,000	835

2026-07-16

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Category	2025-08-01 Actual	- Budget	2026-06-30 Difference
459 Trees	39	5,000	4,961
461 Sprinkler parts & rentals	2,360	950	-1,410
462 Sprinklers labour	969	500	-469
Everything Else	0	0	0
500 UTILITIES 9220	1,828	4,327	2,499
510 Water	1,615	1,500	-115
520 BC Hydro	44	2,750	2,706
530 Utility Trailer	169	77	-92
700 WWM (Septic) 9220	13,489	19,245	5,757
701 Core Water	6,991	7,219	228
705 Core Water callouts	883	2,750	1,867
710 Lab Analysis	2,169	2,850	681
725 Treatment System	0	1,100	1,100
730 Disposal	1,172	1,700	528
740 Communication & Control	430	473	43
750 Emergency power (generator)	134	300	166
760 Ministry of Environment	203	204	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:	-113,161	-139,069	25,907