MINUTES REGULAR STRATA COUNCIL MEETING
November 22, 2026 via Zoom

Participants: Heidi Hunter, Vice-Chair/Bylaws; Suzan Chamney, Treasurer; Emma Williams, Secretary; Ron Gothe, Maintenance Coordinator; Hugh Jackson, WWMR; Jane Rothmund, Landscaping Coordinator.
Regrets: Murray Blackie, Chair.

A. Meeting called to order by the Chair at 9:58AM hours.

B. Approval of Agenda
MOTION: **(Maintenance**) To adopt the agenda as amended of Strata Council Meeting November 22, 2026.
SECONDED **(Landscaping)**
CARRIED 6 of 6

C. Approval of Minutes
MOTION: **(Treasurer)** To approve the Minutes of Strata Council Meeting held October 11, 2026, as circulated**.**
SECONDED **(Landscaping)**
CARRIED 6 of 6

D. Acceptance of Reports
MOTION: **(Secretary)** To accept the Reports and Financial Statements from the Strata Council members.
SECONDED **(Vice Chair/Bylaws)**
CARRIED 6 of 6

E. Business

Governance:

- Social Committee Mandate (attached)
  MOTION: (Treasurer) To accept the Social Committee Mandate
  SECONDED(WWMR)
  CARRIED 6 of 6

- Events Calendar: Events going on around the strata will be posted on the website calendar. A link will be provided when completed. It will post things such as Maintenance work, council meetings, work parties and social events etc.
- Unit 10- Stained glass panels
  Discussion was had; Vice Chair/ Bylaws will be in touch with unit 10 to ask for the stained-glass hangings to be taken down.
- Alteration agreement Unit 27 re. changing fence. Updated agreement was submitted and was approved last meeting.

Maintenance

- Front door entrance column product change- We are changing the Sikkens stain on the support columns to a Cloverdale cover coat paint of the same colour which will provide better coverage over the caulking.

- Outside plugs- if you are having an issue with your outside plugs not working, please fill out a maintenance request form and submit it through the website.
- Snow removal update- The snow removal company that we used last year let us know that we would need to pay a retainer for each of the six winter months, whether or not we had snow to remove. Therefore, we have found a new snow removal company for this year (providing we need it). We are looking forward to working with them.

Landscaping

- Landscaping contract- We are renewing the contract with Parker's Mowing for one more year for our Lawn care. Thank you, Paul, for all your hard work to keep our strata looking great!

Finance

- No questions or comments regarding monthly financials
- Website Migration- We have migrated where our website is hosted to a Canadian company that is significantly less expensive.
- New email program- There will be a new email program coming soon that will be separate from strata specific/business emails. It will be for social events/get togethers around the strata. You will need to sign up for it to receive the emails. This is so that our website email system does not get overloaded and labelled as SPAM. More information and instruction on signing up to come in the new year.

F. Next meeting January 10, 2027 via zoom at 10:00am**.**

G. Adjourn 11:05am

Strata Council Reports

Treasurer

To date, we have received 23 special levy payments.
A number of window replacements were purchased, some of which included upgrades for owners. The strata has been reimbursed for those upgrades.
Since the BC government changed the requirement for Depreciation Reports from being voluntary every three years to mandatory every five years, our purchase three years ago that included annual Insurance Appraisals expired and we had to purchase a new three-year Insurance Appraisal package, which is why we are over budget in the Depreciation Report line.
Monthly Financials are attached.

Our insurance premium for this year came in $4000 less than last year! It is due on December 1.
We are in the process of confirming that our amendment to treat each duplex building as a separate entity for earthquake deductible purposes.
I requested an insurance quote from BCAA because of their offer of a discount for FireSmart properties, but they do not do stratas as large as ours.

The website transition to our new web host in Montreal went smoothly. So far, I am very impressed with their Help Desk.
The web hosting comes with a free email marketing program called MailerMojo, which we can use more frequently than the current system that emails out all our website posts. The plan is to keep all business emails from Council, such as AGM announcements, work party requests and contractors-on-site announcements, as posts on our website, as it maintains a record of all posts, and all owners are signed up to receive them; and allow the Social Committee to use the MailerMojo to send out social announcements, such as Happy Appies, Ladies Lunch, Christmas Parties, and personal requests. The "social" emails will require interested owners to sign up, so that only those interested in receiving social emails will get them.
We will be testing the new mailing program over the next couple of weeks.

Landscaping report

As landscaping and gardening come to a close for another year, we have the following to report:

- We are very pleased to report that we have a renewed contract with Parker's Landscaping. Our choice of contract, as voted by owners, was the less expensive Option #2.
- Our irrigation system was shut down and blown out in October. Thank you to all the volunteers who helped with this job.
- Several tree limbs close to Unit 11 were pruned
- Reminder: PLEASE CLEAN UP AFTER YOUR PETS!

TERMS OF REFERENCE: SOCIAL COMMITTEE

Strata Plan VIS5801

1. Purpose & Objective

The Social Committee is established with aims to build strong relationships among residents by organizing inclusive social activities, cultivating community pride, and managing a structured framework for resident events.

2. Composition & Liaison

Membership: The committee shall consist of 2 to 5 volunteer residents (owners or tenants).

Council Liaison: At least one committee member must act as the primary liaison to bridge communication with Strata Council.

Term: Members serve a one-year term, which may be renewed annually.

3. Financial Framework & Funding Structure

The committee operates strictly under a three-tiered funding model approved by the Strata Council:

Owner Appreciation Events: These specific events are fully funded by the Strata Corporation through the approved annual operating budget. The committee must submit a cost estimate to the Strata Council for approval prior to planning or executing these events.

Committee-Funded Events: Committee sponsored events are inclusive events funded through real estate form charges, raffles, bottle drives, or similar means. Minor incidental social expenses may be paid for directly by the Social Committee. The committee holds no independent bank account; all expenses require receipt submission to the Council Treasurer.

General Social Events: For all other community activities, events operate on a "Bring-Your-Own" (BYO) or user-pay basis. Residents are responsible for funding their own participation (e.g., potlucks, BYO beverages, ticketed entry to cover specific activity costs).

4. Roles & Responsibilities

Activity Coordination: Conceptualize, plan, and execute social gatherings suited to LLE (e.g., pond socials or seasonal decoration displays).

Inclusive Communication: Distribute invitations and event notices using Council-approved channels ensuring all 30 units are invited.

Feedback Collection: Periodically poll residents to gauge interest in specific types of events, keeping programming aligned with the demographics and desires of the community.

5. Governance & Operational Boundaries

Advisory Status: The Social Committee does not have the authority to bind the Strata Corporation to financial contracts, legal agreements, or operational changes.

Bylaw & Rule Compliance: All social initiatives must strictly adhere to the Strata Corporation's bylaws and rules. Special attention must be paid to noise restrictions, visitor parking limitations, and the shared use of common areas or roadway areas.

Minutes & Reporting: The committee shall keep brief notes of its meetings and provide regular planning updates to the Strata Council to ensure events are documented in official Council minutes.

No Enforcement Authority: The committee has no role in bylaw enforcement or dispute resolution. Any resident complaints or compliance issues arising during or arising from events must be directed, by the complainant to the Strata Council in writing.

Account	2026-11-17 Balance
ASSETS	
Cash and Bank Accounts	
CRF Chequing	91,693.16
First CU Membership Shares	25.00
First CU Ownership	4.88
First CU RV cheq	2,590.20
First CU SRF savings	3,142.56
OPERATING Chq	110,898.07
CCCU Member Shares	5.15
Petty Cash	200.00
TOTAL Cash and Bank Accounts	**208,559.02**
Other Assets	
CRF 3YR GIC (106)	12,020.13
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	**160,455.81**
TOTAL ASSETS	**369,014.83**
LIABILITIES & EQUITY	
LIABILITIES	**0.00**
EQUITY	**369,014.83**
TOTAL LIABILITIES & EQUITY	**369,014.83**

Account	2026-11-17 Balance
Bank Accounts	
CRF $ in Operating Acct	86,000.00
CRF Chequing	91,693.16
TOTAL Bank Accounts	**177,693.16**
Asset Accounts	
CRF 3YR GIC (106)	12,020.13
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	**110,455.81**
OVERALL TOTAL	**288,148.97**

Date	Category	Memo	Amount
EXPENSES			**-26,013.26**
Able & Ready Septic Tank Service			**-13,755.00**
2026-10-02	700 WWM (Septic) 9220:730 Disposal	Invoice 26591	-13,755.00
Adrian Johnston			**-119.92**
2026-10-31	450 LANDS. 8960:451 Landscaping general	Dump fees	-21.10
	450 LANDS. 8960:452 Mileage for Landscaping	Dump run	-98.82
Bowser Builders' Supply Ltd			**-354.90**
2026-10-02	400 MAINT. 8960:410 Repairs Parts	Paint, electrical, concrete, hardw...	-354.90
Bureau Veritas Canada (2019) Inc.			**-148.79**
2026-10-05	700 WWM (Septic) 9220:710 Lab Analysis	INVOICE # VA11794456	-148.79
Core Water Management			**-861.00**
2026-10-02	700 WWM (Septic) 9220:701 Core Water		-656.25
	700 WWM (Septic) 9220:705 Core Water callouts	site visit	-204.75
Dave Milligan			**-62.17**
2026-10-31	400 MAINT. 8960:410 Repairs Parts	Blade sharpening	-62.17
Echo Valley Earthworks			**-575.15**
2026-10-30	920 RV Park Expenses:921 RV expenses	Road base	-575.15
Interac E Transfer			**1,335.22**
2026-10-29	400 MAINT. 8960:423 Window repairs	Payment for sidelight uit 13	274.00
2026-10-30	400 MAINT. 8960:423 Window repairs	payment for blinds in door panel...	1,061.22
Minister of Finance			**-203.40**
2026-10-05	700 WWM (Septic) 9220:760 Ministry of Environ...	Invoice EMI763859	-203.40
Pacific Rim Appraisals Ltd			**-1,260.00**
2026-10-30	310 ADMIN 9284:320 Office expenses	Insurance appraisals - 3 years	-1,260.00
Parker's Ground Care			**-3,916.50**
2026-10-15	450 LANDS. 8960:455 Groundskeeping	Landscaping Services 2026	-3,916.50
Paul Parker			**-78.36**
2026-10-02	400 MAINT. 8960:410 Repairs Parts	Photo cells lights	-78.36
Pre-auth Debit Strata Plan Vi...			**-115.00**
2026-10-19	500 UTILITIES 9220:520 BC Hydro	Pre-Auth Debit STRATA PLAN V...	-115.00
Repair Bear			**-1,905.58**
2026-10-26	400 MAINT. 8960:415 Contractor work	Deposit on Unit 19 posts & Balan...	-1,905.58
Reversed Debi			**45.02**
2026-10-07	700 WWM (Septic) 9220:740 Communication & ...	Reversed Pre-Authorized Debi ...	45.02
Ron Gothe			**-333.69**
2026-10-31	450 LANDS. 8960:451 Landscaping general	Fuel for compressor	-113.91
	400 MAINT. 8960:410 Repairs Parts	Lumber for plinth replacements	-160.00
	450 LANDS. 8960:452 Mileage for Landscaping	Compressor	-59.78
Service Charge			**-4.50**
2026-10-02	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-10-02	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
2026-10-02	310 ADMIN 9284:315 Bank Charges:316 eTrans ...	Service Charge	-1.50
Suzan Chamney			**-158.79**
2026-10-31	310 ADMIN 9284:320 Office expenses	Web hosting three years	-158.79
TELUS			**-90.04**
2026-10-01	700 WWM (Septic) 9220:740 Communication & ...	Pre-Auth Debit THE OWNERS T...	-45.02
2026-10-01	700 WWM (Septic) 9220:740 Communication & ...	Pre-Auth Debit THE OWNERS T...	-45.02
Tom Tryon			**-111.99**
2026-10-31	920 RV Park Expenses:921 RV expenses	Fabric for RV parking	-111.99
Windsor Plywood			**-3,338.72**
2026-10-30	800 CRF Disbursements 8961:808 Window Repl...		-1,835.50
	400 MAINT. 8960:423 Window repairs	overpayment	-168.00

Date	Category	Memo	Amount
	400 MAINT. 8960:423 Window repairs	To be reimbursed	-1,335.22
		OVERALL TOT...	**-26,013.26**

Category	2026-08-01 Actual	- Budget	2026-11-17 Difference
EXPENSES	**45,763**	**58,331**	**12,568**
310 ADMIN 9284	**2,060**	**2,917**	**857**
315 Bank Charges	**254**	**221**	**-33**
320 Office expenses	227	197	-30
323 Depreciation Report	1,260	0	-1,260
325 Professional & Legal Fees	0	500	500
335 Honorariums	240	999	759
340 General Operating	0	0	0
345 Operating Contingency	78	1,000	922
Everything Else	254	221	-33
350 INSURANCE 8690	**0**	**0**	**0**
Buildings	0	0	0
Everything Else	0	0	0
400 MAINT. 8960	**8,146**	**14,018**	**5,871**
410 Repairs Parts	826	178	-648
412 Maint. Labour	0	89	89
415 Contractor work	4,212	4,000	-212
417 Mileage for maintenance	0	150	150
420 Gutters & Moss	2,940	3,000	60
423 Window repairs	168	500	332
425 Roofing	0	4,000	4,000
426 Attics	0	1,000	1,000
429 Foundation & Drain Tile	0	1,000	1,000
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	**16,131**	**21,292**	**5,161**
451 Landscaping general	303	500	197
452 Mileage for Landscaping	159	100	-59
453 Landscaping labour	0	100	100
455 Groundskeeping	15,666	16,692	1,026
456 Yard waste	0	200	200
457 Weed Control & Fertilizer	0	0	0
459 Trees	0	1,500	1,500
461 Sprinkler parts & rentals	3	900	897
462 Sprinklers labour	0	1,300	1,300
500 UTILITIES 9220	**2,511**	**1,223**	**-1,288**
510 Water	2,051	797	-1,255
520 BC Hydro	460	357	-103

Category	2026-08-01 Actual	- Budget	2026-11-17 Difference
530 Utility Trailer	0	70	70
700 WWM (Septic) 9220	**16,915**	**18,882**	**1,967**
701 Core Water	1,969	2,340	371
705 Core Water callouts	273	1,000	727
710 Lab Analysis	446	935	489
725 Treatment System	0	1,000	1,000
730 Disposal	13,755	12,000	-1,755
740 Communication & Control	135	153	18
750 Emergency power (generator)	133	150	17
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
Everything Else	0	0	0
Net Difference:	**-45,763**	**-58,331**	**12,568**