

DRAFT MINUTES
LITTLE QUALICUM RIVER VILLAGE ~ REGULAR COUNCIL MEETING
HELD ON JUNE 14, 2021 AT 6:30 P.M.
CONDUCTED BY TELEPHONE CONFERENCE, QUALICUM BEACH, BC

Present:

President: Trish Curtin
Vice President: Evelyn Mitchell
Councillors: Doedy, Reisler
Emmanuelle Nixon
Oliver Board

Absent: Lorraine Webb (with notice)

Item #1 **CALL TO ORDER**

Trish called the Regular Council Meeting to order at 6:45 p.m.

Item #2 **ADOPTION TO THE AGENDA**

Moved by Trish, seconded by Emmanuelle

MOTION: 1/06/2021 **"THAT the VIS4673 Strata Council hereby adopts the agenda, as presented."**

Motion **CARRIED.**

Item #3 **DELEGATIONS, PRESENTATIONS OR PETITIONS**

There were no Delegations, Presentations or Petitions.

Item #4 **ADOPTION OF THE MINUTES**

Minutes of the May 17, 2021 Strata Council Meeting.

4.1 Corrections to the Minutes

a) 14.c. – Warning Letter for Scotch Broom – no letter was sent to SL203.

Moved by Trish, seconded by Oliver

MOTION: 2/06/2021 **“THAT the VIS4673 Strata Council hereby adopts the minutes of the May 17, 2021 Council meeting, with the correction of 14.c. – Warning Letter not sent to SL203 for Scotch Broom, as amended.”**

Motion **CARRIED**.

Item #5 **OLD BUSINESS**

5.1 Annual General Meeting (AGM) Directives to Council

c) Plan for Back Flow Valves
DEFERRED. Item is still on hold until Dr. Bonnie Henry gives the go ahead to do non-essential work on water systems.

e) Depreciation Report
The 67-page Depreciation Report shall be posted on the LQRV Website under the ‘Professional & Legal Reference Documents’ tab. The key summary pages will be sent to owners in the next couple of days as part of a ‘Notice to Owners’. Our Treasurer, Doedy will review this report for owners at the AGM and reply to questions then.

Moved by Doedy, seconded by Oliver

MOTION: 3/06/2021 **“THAT the VIS4673 Strata Council hereby accepts the Depreciation Report from RDH Building Science Inc., as presented.”**

Motion **CARRIED**.

5.1 Annual General Meeting (AGM) Directives to Council (Cont'd)

g) Legal

i. Opinion on Recouping Costs from Developer

The three-key take aways from Ms. Baker's legal opinion are:

1. There would be significant legal costs (\$1,000.000 to \$1.500,000) before the costs of expert input and no more than 50% of the legal costs would be recoverable if the suit was successful.
2. Even if the lawsuit was successful, there is a very real risk of a 'dry judgment' (no financial recovery or benefit resulting) because the party being sued (528872 BC Ltd.) has few or no assets.
3. Time limitations apply.

The Opinion on Recouping the Costs from Developer shall be posted on the LQRV Website under the 'Professional & Legal Reference Documents' tab. This letter will also be attached as part of a 'Notice to Owners' going out shortly. Discussion regarding this opinion will take place at the AGM.

Moved by Trish, seconded by Doedy

MOTION: 4/06/2021 "THAT the VIS4673 Strata Council hereby accepts the Legal Opinion on Recouping Costs from the Developer by Ms. Allyson Baker, Clark Wilson LLP, as presented."

Motion **CARRIED.**

ii. General Review Assistance
Ongoing.

5.2 Action Items

a) Revise Design Review Committee (DRC) Application

Doedy and Candice are continuing to work on the revisions as time permits.

5.2 Action Items (Cont'd)

b) Title Search Inventory

Evelyn has completed the gathering of the hard copy Certificates of Land Titles from the paper files. Candice will process these and record those that are still in force, in our electronic records. Owners of lots with no Certificate of Land Title on record will be contacted thereafter.

c) Repair of Abbey Road

Two estimates have been received (one for each alternative repair) and will be presented at the AGM for owners to vote upon.

Item #6

NEW BUSINESS

6.1 Storage Units

The Storage Units will be discussed at the AGM and funding for professional assessment and details upon which to secure quotes, will be requested.

Council reminds owners they are not to attach doors, replace doors or do any other work to the Storage Units. While owners own the space inside, the structures themselves are 'Common Property' and only the Strata can do work on them. As previously advised, the RDN has issued a Bylaw violation to the Strata for each Storage Unit that has doors attached because the Strata did not secure the necessary permit for such work. The permit violations are not being given action at this time because owners will decide what they want to do with the Storage Units later this year and then, everything can be done at once. The RDN has been informed that the Strata is addressing the Storage Units and that no action can be taken until the required legal process has been enacted so owners can approve the work and provide the necessary funding.

6.2 Annual General Meeting (AGM)

The ELECTRONIC AGM Meeting has been called for June 26, 2021 with Tony Gioventu (CHOA) chairing the meeting. The AGM Notice Packages will be sent out June 7, 2021.

6.3 [Strata Fees 2021](#)

Owners are reminded that the second Strata Fee installment of \$930.28 are now past due. Any difference to that amount resulting from the passing of a new budget and/or resolutions at the AGM after that date, will result in adjustment invoices being issued for any additional fees or fee credits.

Owners that had balances owing or credits on their account before the AGM, will receive a Statement detailing the balance, along with the Strata Fee Adjustment Invoices after the AGM. Please review the Statement and submit the appropriate amount, taking both the Fee Adjustment and the account balance into account. For example, if you receive a Statement showing a \$10 credit on your account, please deduct that \$10 from the Strata Fee Adjustment amount and pay the difference. If you receive a Statement showing you have an outstanding balance of \$100 owing, please add that \$100 to the Strata Fee Adjustment amount and pay the entire amount.

6.4 [Cash Payments](#)

Please do not drop off cash payments into the mailbox in the Gatehouse door. Cash payments will only be accepted in the exact amount (we cannot make change) and on an in-person basis, so a receipt can be issued on the spot to record the transaction. If you absolutely must make your payment in cash, please contact Council in advance to arrange an appointment.

6.5 [Mandatory Masks](#)

In compliance with BC Health, when meeting with any Council member, owners/visitors will be required to wear face protection at the Gatehouse or any other Common Property location. Masks will be made available if required.

6.6 [President's Message: Members of Council and Administration](#)

As we close out a very long and difficult term, I am immensely proud of what this group of volunteer Council members has achieved since the November 2019 AGM. We had a long 'to-do' list of directives from owners, and we completed every task, despite complications and delays presented by Covid-19. While the new Telus system has not yet launched and the back flow valve project remains on hold, Council performed its related duties on those issues and the delays are beyond our control. In addition to completing assigned tasks, we got several other projects off the ground. When we discovered Well #15 was not suitable, we found an alternate water source (Well #24). Although this project could not be completed before this upcoming AGM, the groundwork is firmly in place and we know the water we need is within our reach.

6.6 President's Message: Members of Council and Administration (Cont'd)

This Council also successfully defended the Strata against two Civil Resolution Tribunal Disputes and an Office of the Information and Privacy Commission complaint. This group completed the huge task of having the Storage Units cleaned out, as well as making some much needed road repairs, installing new fire extinguishers at the Gatehouse and septic system buildings and making repairs to certain structures. It was by completing those activities, that we were able to convince our insurance company to continue to insure all our property. The smaller, but still important tasks of creating a new website and revamping the DRC Application forms are almost complete. The bones of the new website are in place and the transfer of documents and details from the old site to the new one will proceed in piecemeal as time permits. The DRC Application revisions will be completed after the AGM and that exercise will serve as an introduction to the processes for the new DRC members. The one 'extra' item we had on our wish list but could not get to, was the investigation into using strata management software to better organize and structure our documents and information for better continuity between Councils. Hopefully, this can be completed by the Council in place after the AGM.

Many thanks to all of the volunteer Council members for their time, contributions and their friendship. Congrats to each of you on a very successful term on Council and all the best in your future endeavours. Finally, I wish the new Council every success.

Item #7

COMMON PROPERTY

7.1 Maintenance Tasks

a) Gatehouse Maintenance and Upgrades

The inside repairs/upgrades are still on our 'to do' list, as there are a few other matters that must be given priority.

b) Entrance Gate

Owners will vote on the expenditure to repair and re-install the gate at the AGM.

7.2 Inspections and Maintenance Reports

None.

7.3

Special Projects Updates

a) **Telus**

Telus continues to await reporting from BC Hydro as it clears the electrical current hazards.

If you want your home to be connected to the new system and do not see your lot number in one of the following two lists, please contact Council so your lot can be added.

Owners are reminded that these lists are strictly for drop permissions to connect your lot/house only. The contracting or selling of Telus services will follow shortly.

Council has placed the following lots on the Telus Sign-Up Sheet:

SL002, SL003, SL004, SL005, SL006, SL007, SL010, SL012, SL016 SL018, SL019, SL020, SL022, SL023, SL031, SL032, SL033, SL039, SL040, SL042, SL043, SL048, SL056, SL057, SL061, SL062, SL063, SL064, SL065, SL067, SL070, SL072, SL073, SL075, SL077, SL079, SL081, SL082, SL085, SL089, SL090, SL091, SL092, SL094, SL095, SL100, SL105, SL106, SL107, SL108, SL109, SL115, SL116, SL117, SL121, SL122, SL126, SL128, SL129, SL130, SL131, SL133, SL134, SL139, SL143, SL145, SL146, SL147, SL149, SL151, SL153, SL158, SL160, SL163, SL164, SL165, SL167, SL168, SL173, SL177, SL180, SL181, SL186, SL187, SL190, SL191, SL193, SL200, SL 210, SL211, SL215, SL217, SL218, SL219, SL220, SL221, SL223, SL226, SL228, SL229, SL230, SL231, SL232, SL233, SL242, SL244, SL245, SL250, SL255, SL256, SL258, SL259, SL261, SL262, SL264, SL267, SL269, SL275, SL277, SL278, SL280, SL283, SL284, SL285 and SL287.

Telus has received authorizations on-line from the following lots

SL001, SL012, SL018, SL024, SL027, SL047, SL052, SL053, SL058, SL061, SL062, SL063, SL080, SL086, SL093, SL097, SL098, SL104, SL110, SL117, SL119, SL127, SL128, SL136, SL137, SL140, SL142, SL152, SL155, SL157, SL166, SL169, SL170, SL179, SL180, SL182, SL183, SL195, SL199, SL201, SL202, SL204, SL206, SL207, SL214, SL218, SL219, SL222, SL227, SL235, SL236, SL239, SL241, SL243, SL248, SL251, SL253, SL254, SL265, SL266, SL271, SL278, SL282 and SL284.

7.4 Water System

a) Well #24 Update

There is no new update on Well #24 at the time of the meeting. This project will continue after the AGM.

b) Water Meter Readings

A reminder to Owners connected to the Water System, that the Water System Operator will be completing the Annual Water Meter readings in June.

7.5 Miscellaneous

a) Revamp of the LQRV Website
Ongoing.

Item #8

POLICY, PROCEDURES AND LEGAL

8.1. Current Pending Cases

a) Noel Stephen and Judith Munkholm Civil Claim – BCSC Action No. VLS-S-S-1611350

No update was available at time of recording.

b) SL266 – CRT Dispute Notice ST-2021-000081 – Waiving of Fines

SL266 has amended his claim for the 2nd time.

c) SL079 – CRT Dispute Notice ST-2021-000745 – Teleconference System

SL079 – CRT Dispute Notice ST-2021-002740 – Gate Repairs

SL079 – CRT Dispute Notice ST-2021-002763 – Hearings

All 3 disputes submitted by SL079 have been combined into one claim.

Item #9

DESIGN REVIEW COMMITTEE (DRC)

9.1 Design Review Committee (DRC) Applications and Construction

Owners are reminded that the scope of a DRC Application includes insuring building setbacks from lot lines are observed and that all necessary assessments, permits and/or permissions are secured prior to commencing work.

There were no DRC Applications received.

Item #10 **FINANCIAL REPORT AND EXPENDITURES FOR APPROVAL**

10.1 Year-to-Date Revenue and Review of Receivables

The Treasurer's Report is attached. Spending is currently limited to expenses we have every year or more than once a year until a budget has been approved by owners at the upcoming AGM.

10.2 Contingency Reserve Fund (CRF)

Doedy continues to reconcile the monies remaining in our old account at the CCCU to make the necessary deposits to the CRF.

10.3 Report on Collection Decisions and/or Directives

Lien letters will be sent to:
SL248, SL268 and SL274. The Strata already has a lien on SL 137.

Demand letter will be sent to:
SL024

10.4 Report on Special Projects

There was nothing outstanding to report.

Item #11 **EVENTS**

There are no current events.

Item #12 **CORRESPONDENCE**

12.1 Correspondence Summary

SL006 – Email: Storage Unit Lease Agreement.
SL012 – Email: Telus permission drop.
SL022 – Email: Telus permission drop.
SL039 – Email: Telus permission drop.
SL062 – Email: Cutting down of Tree. Email: Budget estimate for Tom's Turn Around.
SL065 – Email: Request Telus installation update.
SL066 – Email: Installation of car port next door. Email: Showers at Mountainview Park are not working.

12.1 Correspondence Summary (Cont'd)

SL067 – Email: Telus permission drop.
SL069 – Email: Document request for SL208 and SL029. Email: Document backup request for AGM Package pg. 10. Email: Inquiry gate fobs.
SL092 – Email: Telus permission drop and Dunwurkin Way street sign is missing.
SL094 – Email: Dunwurkin Way street sign missing and request for fire restriction information be provided at the mailbox area.
SL095 – Email: Dunwurkin Way street sign missing.
SL100 – Email: Telus permission drop.
SL102 – Email: Request second copy of AGM package.
SL133 – Email: Victoria news article re: RV's.
SL146 – Email: Telus permission drop.
SL150 – Email: Request hard copy of AGM package.
SL151 – Email: Certificate of Title.
SL167 – Email: Telus permission drop.
SL180 – Email: Request for AGM electronic link.
SL185 – Email: Request to move water service from Common Property area and extension of sewer services.
SL197 – Email: Fallen tree.
SL198 – Email: Neighbour construction. Email: Fire ban information.
SL201 – Email: Lailah's Loop septic field.
SL230 – Email: Telus permission drop.
SL252 – Email: Inquiry to hydrant protection.
SL256 – Email: Telus permission drop.
SL279 – Email: Correction to AGM package.
SL288 – Email: Meeting request re: CRT decision. Email: Second meeting request re: CRT decision.
SL244/245 – Email: Storage Units.

Item #13

NEXT MEETING DATE

The next appointed Volunteer Council will announce the date of the meeting after the AGM.

Meeting will take place via teleconference.

Item #14

BY-LAW ENFORCEMENT (IN CAMERA)

- a) **SL046**
Warning letter issued under Bylaw 43(1)(a).

Item #15

ADJOURNMENT

Trish adjourned the meeting at 7:37 p.m.

DRAFT

Strata Corporation VIS4673

Comparative Income Statement

| May 2021 | Actual 11/01/2020 to 05/31/2021 | Budget 11/01/2020 to 10/31/2021 | Annual Budget 11/01/2020 to 10/31/2021 |
|---------------------------------------|--|--|---|
| REVENUE | | | |
| Strata Fees | 528,399.04 | | |
| Interest Revenue | 30.32 | | |
| Fines | 7,050.00 | | |
| Other/Extraordinary Income | 2,612.50 | | |
| TOTAL REVENUE | 538,091.86 | 0.00 | 0.00 |
| EXPENSE | | | |
| Non Maintenance Expenses | | | |
| Accountant Fees | 0.00 | | |
| Administration & Meetings | 1,837.26 | | |
| Bookkeeping | 7,350.00 | | |
| Computer Hardware/Software | 144.01 | | |
| Garbage Collection | 20,793.96 | | |
| Hydro - Utilities | 3,541.87 | | |
| Insurance | 16,915.50 | | |
| Interest & Bank Charges | 64.69 | | |
| Legal & Consulting | 4,762.53 | | |
| Property Taxes - Lot 13 & 14 | 0.00 | | |
| Strata Administration | 11,760.00 | | |
| Telephone | 1,272.23 | | |
| CRF - 2019-2020 Contributions | 0.00 | | |
| Non Maintenance Expenses Total | 68,442.05 | 0.00 | 0.00 |
| Maintenance Expenses | | | |
| Maintenance Expenses Total | 98,764.19 | 0.00 | 0.00 |
| TOTAL EXPENSE | 167,206.24 | 0.00 | 0.00 |
| NET INCOME | 370,885.62 | 0.00 | 0.00 |

Strata Corporation VIS4673**Cheque Log for 10355 TD BANK - Businss Chequing (5011972 from 05/01/2021 to 05/31/2021**

| Cheque No. | Cheque Type | Payee | Amount | Cheque Date | Times Printed | Entered into system | JE# | JE Date |
|------------|-------------|-----------------------------|----------|-------------|---------------|---------------------|-------|------------|
| 76 | Payment | Tom Crasemann | 580.00 | 05/08/2021 | 0 | Yes | J1692 | 05/08/2021 |
| 77 | Payment | Bruce Webb | 160.00 | 05/08/2021 | 0 | Yes | J1690 | 05/08/2021 |
| 78 | Payment | Candice Pady | 2,730.00 | 05/08/2021 | 0 | Yes | J1716 | 05/08/2021 |
| 79 | Payment | Don's Home Repair & Plum... | 4,437.63 | 05/08/2021 | 0 | Yes | J1688 | 05/08/2021 |
| 80 | Payment | Dana Mellway | 15.00 | 05/08/2021 | 0 | Yes | J1702 | 05/08/2021 |
| 81 | Payment | Waste Management | 2,484.94 | 05/08/2021 | 0 | Yes | J1694 | 05/08/2021 |
| 82 | Payment | BC Hydro | 1,246.55 | 05/07/2021 | 0 | Yes | J1698 | 05/07/2021 |
| 83 | Payment | TELUS Communications | 133.78 | 05/08/2021 | 0 | Yes | J1700 | 05/08/2021 |
| 84 | Payment | Dana Mellway | 15.00 | 05/08/2021 | 0 | Yes | J1712 | 05/08/2021 |
| 85 | Payment | Candice Pady | 145.08 | 05/10/2021 | 0 | Yes | J1714 | 05/10/2021 |
| 86 | Payment | Mara Industries Inc. | 5,949.39 | 05/10/2021 | 0 | Yes | J1710 | 05/10/2021 |
| 87 | Payment | Strata Corp VIS4673 | 5,065.59 | 05/10/2021 | 0 | Yes | J1880 | 05/10/2021 |

Strata Corporation VIS4673**Cheque Log for 10350 CCCU Chequing from 05/01/2021 to 05/31/2021**

| Cheque No. | Cheque Type | Payee | Amount | Cheque Date | Times Printed | Entered into system | JE# | JE Date |
|------------|----------------|-------|--------|----------------|------------------|------------------------|-----|---------|
|------------|----------------|-------|--------|----------------|------------------|------------------------|-----|---------|

There is no data to report.