

LITTLE QUALICUM RIVER VILLAGE VIS 4673

Regular Council Meeting

Date: 2021 October 21, at 6:30 pm

Location: Lighthouse Community Centre, 240 Lions Way, Qualicum Beach

Minutes

Present – Strata Council

President	SL210 Dana Mellway
Vice President	SL004 Denise Monjo
Secretary	SL158 Rick Santa
Treasurer	SL187 Jim Turner
Councilors	SL147 Shawn James
	SL082 David Spinks
	SL040 Ev Michor

Observer: SL147 Gynjer James

1. Call to order: The council meeting was called to order at 6:33 PM.
2. Determine if there is a quorum: Based on Strata Bylaws, with 7 members, 4 members constitute a quorum. There being 7 present a quorum was established.
3. The President to chair the meeting.
4. Approve the agenda: SL147 made a motion to approve the agenda. Seconded by Secretary. Carried.
5. Approval of the last Council meeting minutes of 2021 September 30. SL147 made a motion to approve the minutes as presented. Treasurer seconded. Carried.
6. Report from the President:
 - i. Mailboxes/locks, charges – In order to be clearer, it appears to only need a rule. President to review and advise by next meeting. Gate fobs appear to fall within the same category.
 - ii. Verbal Complaints – Potholes, water in ditches. Debris could clog culverts. President to follow up.
 - iii. Heavy rain, Inspection – President is looking at roads and culverts with SL056 Mark Reimer to see if any work is required due to a period of heavy rain. He will need someone to do inspections after heavy rains and will seek possible volunteer help.
 - iv. Welcome Package, Delivery – Several new owners have not yet received the package yet. The President with SL147 to hand deliver them over the weekend. Further Welcome Packages to be sent out at the time of the request of Form F.
 - v. Bridge Permit – President received a Preliminary Planning Review form from the RDN. He will be completing and submitting it.

7. Report from the Treasurer:
 - i. Insurance update, renewal date October 31st. Treasurer has been in discussions with West Coast Insurance, and they are still working on it. He will follow up with them the next day.
 - ii. Edward Jones – signings are in progress.
 - iii. CCCU – All signings now completed. Will have to set up online access.
8. Report from the Secretary:
 - i. Secretary has been handling website emails. He presented some examples of referrals and responses to Council that are needed for updating records, in order to ensure all have been answered.
 - ii. Website access referrals – some requests are coming in from non-owners or residents The Website Request doesn't give identifying ID and oftentimes the email address is of no help. A better auto request is needed. In the meantime, he is going back to the people asking for more detail.
 - iii. Welcome package – now completed and on the Website.
 - iv. Newsletter – the October 2021 edition was sent out to people on our email distribution list. The list still needs updates but is expected to be completed shortly.
9. Report from DRC committee:
 - i. Telus update – SL040 reports that approximately 180 lots have signed up for the service. There have been a few glitches and delays but overall, it seems to be coming along fairly smoothly.
 - ii. Gatehouse Fiber Optic – we are getting info on possibly using the system for the gates cameras.
 - iii. Septic Fields and any shortfalls – SL082 has been contacting different companies to do repairs and regular maintenance. He is awaiting several responses.
 - iv. Well 13 quote – An estimate of repairs is needed.
 - v. Well 24 hookup, preliminary – An agreement with the new owner of SL024 for well access would be pending strata owners' approval, easement cost to be included in a budget.
10. Business Arising from the previous minutes:
 - i. Updates:
 - a) Auditor: Vice President reports MNP is working on the last phases of the Audit. Its is expects to be completed by the end of October.
 - b) Year End Accountant: Motion to hire Robbins & Co. to do the year end Notice to Reader. Moved by SL082. Seconded by SL147. Carried.
 - c) Bookkeeper: A temporary external bookkeeper has been hired, this task is included in the services of a property management company.
 - d) Strata Management: A Regular Council meeting featuring an open house will be held at the Lighthouse Community Centre on Nov 1 at 6:30 PM. Registration at 6:00 PM. Covid rules apply. Two prospective strata management companies will inform interested owners about the benefits of hiring them. There will be a Q&A for attendees. A meeting format was agreed.

ii. Bids for Tender

- a) Road maintenance: Difficulty in getting RFPs. President following up.
- b) Snow removal: After several quotes, a contract for snow removal has been awarded to Mara Industries
- c) Storage Units report – more detail is expected by next meeting.
- d) Surveillance Cameras at garbage and storage units – we are looking at the possibility of using Telus. More to follow.

11. Previous Business

- a) Water Meter Readings Review – Ongoing
- b) AGM preparation – December 4 – Room Rental confirmed, because this is a meeting in person, the Chair to be confirmed. Covid Rules apply.

12. New Business: Council looked at a preliminary budget prepared by the Vice President. Further adjustments once the quotes for projected work are received and year end entries to October 31, 2021 are done.

13. Correspondence:

- a) Reviewed a Sept 30, 2021, water system concern by SL029.
- b) Reviewed Oct. 10, 2021, complaints by SL178 against SL179. Bylaw infractions will be followed up and any necessary action taken.
- c) Received a real estate inquiry into the status of 1765 Paul's Place, SL288, regarding CRT decision ST-2020-004849.

14. Any Other Business: Bylaws to be discussed with the lawyer, postponed

15. Next Council Meetings

- a) 2021 October 28 at 6:30 PM at the Lighthouse Community Centre
- b) 2021 November 1 at 6:30 PM (*open house Q&As regarding property management*) at the Lighthouse Community Centre.

16. Adjournment: There being no further business, SL147 made a motion to adjourn the meeting at 9:50 PM. Seconded by Vice President. Carried.