



## AGENDA OF A REGULAR MEETING

### STRATA COUNCIL VIS4673

**Tuesday, May 29th, 2018 [Start Time 6:30PM]**

1621 Meadowood Way, Qualicum Beach, Little Qualicum River Village

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes from April 23<sup>rd</sup>, 2018
4. Treasurer's Report
5. Old Business
  - a.) Review Water System Timeline
  - b.) Expenditures for Approval
  - c.) Notice of Civil Claim Suit – Noel Stephen & Judith Munkholm
  - d.) Civil Resolution Tribunals
  - e.) Telus Update
  - f.) 2017-2018 Task List
  - g.) Procedures
  - h.) Annual General Meeting Date and Planning
  - i.) Charges for Strata Documents Ordered
6. Bylaw Enforcement
7. Reports
  - a.) Design Review Committee
  - b.) Common Property
  - c.) Emergency Preparedness
  - d.) Correspondence
8. Significant Events
  - a.) Village Community Events
  - b.) Corcan-Meadowood Residents Association Report
9. New Business
  - a.) Break Ins to the Storage Units
10. Next Meeting Date
11. Adjournment

EXHIBIT A1-A4 [A4]

Strata Corporation VIS4673

Cheque Log for 10350 CCCU Chequing from 04/01/2018 to 04/30/2018

Cheque No	Payee	Amount	Cheque Date
038	March Water system contract.	4,702.85	04-07-2018
039	Repair of gate parts.	405.58	04-07-2018
040	March gate monitoring, garbage removal & material for signs at garbage.	5,319.15	04-11-2018
041	Snow removal Feb 17 & 18/2018.	2,648.00	04-11-2018
042	Grade/fix Farrah's, Abbey, Tom's Turn-Around, Paul's Place.	2,850.00	04-12-2018
043	Feb/2018 hydro.	205.00	04-17-2018
044	Compact/fix potholes Warr Way, Paul's Place, Cameron Cres.	1,230.00	04-23-2018
045	Haul in rip rap from quarry site.	1,134.00	04-23-2018
046	Gate labour repairs for April.	464.66	04-23-2018

Generated On: 05/20/2018

Strata Corporation VIS4673  
Comparative Income Statement

EXHIBIT A1-A4 [A2]

	Actual 11/01/2017 to 04/30/2018	Budget 11/01/2017 to 10/31/2018	Difference
<b>REVENUE</b>			
Strata Fund			
Strata Fees	321,488.00	321,615.00	(127.00)
Strata Forms	1,087.25	0.00	1,087.25
Interest Revenue	250.58	0.00	250.58
Fines	5,824.00	0.00	5,824.00
Fines Written Off	0.00	0.00	0.00
Phone Utility Fees	0.00	0.00	0.00
Water Utility Fees	0.00	0.00	0.00
Garbage Fees	40,508.00	40,508.00	0.00
Other/Extraordinary Income	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Revenue - Fire Extinguishers	0.00	0.00	0.00
Net Strata Fund	369,157.83	362,123.00	7,034.83
<b>TOTAL REVENUE</b>	<b>369,157.83</b>	<b>362,123.00</b>	<b>7,034.83</b>
<b>EXPENSE</b>			
Non Maintenance Expenses			
WorkSafe BC Expense	118.89	0.00	118.89
Donations Expense	0.00	0.00	0.00
Prior Year Accruals	0.00	0.00	0.00
Accounting	318.25	5,500.00	(5,181.75)
Legal & Consulting	329.63	25,000.00	(24,670.37)
Current Year Surplus	0.00	0.00	0.00
Amortization Expense	0.00	0.00	0.00
Allowance for Doubtful Accounts Exp	0.00	0.00	0.00
Cost of Security System	0.00	0.00	0.00
Courier & Postage	0.00	0.00	0.00
Strata Administration	7,155.28	22,159.00	(15,003.74)
Computer Hardware & Software	749.28	1,050.00	(300.72)
Hydro - Utilities	2,305.83	7,000.00	(4,694.17)
Garbage Collection	18,391.61	40,508.00	(24,116.39)
Garbage Area Expansion	0.00	0.00	0.00
Property Taxes - Lot 13 & 14	0.00	1,500.00	(1,500.00)
Easements - Lot 13 & 14	0.00	0.00	0.00
Insurance - Regular	15,008.00	15,008.00	0.00
Insurance - Director	0.00	0.00	0.00
Insc - Claims Recovery/Expense	0.00	0.00	0.00
Interest & Bank Charges	103.70	600.00	(396.30)
Minor Improvements	0.00	500.00	(500.00)
Security	1,500.00	0.00	1,500.00
Telephone	361.13	2,500.00	(2,138.87)
Gate Monitoring	4,375.00	10,700.00	(6,325.00)
Bookkeeper	7,100.00	21,300.00	(14,200.00)
Strata Meetings & Supplies	0.00	0.00	0.00
Miscellaneous Committees	0.00	2,000.00	(2,000.00)
Memberships	0.00	0.00	0.00
Non Maintenance Expenses	55,814.58	155,223.00	(99,408.42)
Maintenance Expenses			
Snow Removal - Road Clearing	33,035.15	22,000.00	11,035.15
Snow Removal - Road Sanding/Salting	16,101.60	10,000.00	6,101.60
Snow Removal - Sand & Salt Material	6,569.64	1,200.00	5,369.64
Snow Removal - Sand & Salt Storage	312.00	800.00	(488.00)
Snow Removal - Storage Units Roofs	0.00	1,000.00	(1,000.00)
Snow Removal (Total)	55,018.39	35,000.00	21,018.39
Security Cameras - Camera R&M	0.00	500.00	(500.00)
Security Cameras - Replace Camera	0.00	0.00	0.00
Security Cameras - Computer R&M	0.00	0.00	0.00
Security Cameras (Total)	0.00	500.00	(500.00)
R&M Supplies - Small Tools	0.00	400.00	(400.00)
R&M Supplies - Parts	0.00	100.00	(100.00)
R&M Supplies (Total)	0.00	500.00	(500.00)
Fire Equip't - Hydrants service/rep	0.00	1,000.00	(1,000.00)
Fire Equip't - Tanks, Valves repair	0.00	0.00	0.00
Fire Equip't - Tanks Painting	0.00	0.00	0.00

# EXHIBIT A1-A4 [A3]

Fire Equip't & Maint (Total)	0.00	1,000.00	(1,000.00)
Vegetation removal - Tree Trimming	165.00	9,600.00	(9,435.00)
Vegetation Removal - roads/de mowing	91.00	5,000.00	(4,909.00)
Vegetation Removal - common area trim	500.00	5,000.00	(4,500.00)
Vegetation Removal/Cleanup (Total)	756.00	19,600.00	(18,844.00)
Roads Maint. - Grading Gravel Roads	8,249.88	16,000.00	(7,750.12)
Roads Maint. - Crush Aggregate	6,749.07	15,000.00	(8,250.93)
Roads Maint. - Culvert & Ditch Clean	1,760.00	4,000.00	(2,220.00)
Roads Maint. - Pavement Repace & Sup	4,349.60	4,000.00	349.60
Roads Maint. - Pavem't Crack Sea'ng	0.00	9,000.00	(9,000.00)
Roads Maint. - Pav'e't ext/corner wid	0.00	12,000.00	(12,000.00)
Roads Maint. - Road Sweeping	480.00	3,000.00	(2,520.00)
Roads Maint. - Signs, cleaning paint	1,188.15	2,000.00	(811.85)
Roads Maint. - Emergency/Other	1,895.97	5,529.00	(3,632.03)
Roads Maintenance (Total)	24,693.67	70,529.00	(45,835.33)
Washroom Repairs - Cleaning Contract	684.63	1,200.00	(515.37)
Washroom Repairs - Bldg Repairs	0.00	200.00	(200.00)
Washroom Repairs - Plumbing Repairs	0.00	200.00	(200.00)
Washroom Repairs (Total)	684.63	1,600.00	(915.37)
Water/Sewerage System - Contract	17,651.44	43,000.00	(25,348.56)
Water/Sewerage Sys. - Water Testing	0.00	3,000.00	(3,000.00)
Water/Sewerage - Call-outs, Mileage	710.11	2,000.00	(1,289.89)
Water/Sewerage - Training	0.00	0.00	0.00
Water/Sewerage - Reservoir Cleaning	0.00	500.00	(500.00)
Water/Sewerage - Chlorination Suppl	0.00	500.00	(500.00)
Water/Sewerage - Monitoring	630.00	200.00	430.00
Water/Sewerage - R&M	2,882.48	500.00	2,382.48
Water/Sewerage - Sewerage Testing	548.63	200.00	348.63
Water/Sewerage System (Total)	22,422.64	49,900.00	(27,477.36)
Gatehouse Refurbishment	0.00	0.00	0.00
Garbage Expansion Area	0.00	0.00	0.00
Garbage Expan & GH Refurb (Total)	0.00	0.00	0.00
Water System Repairs - Well Pumps	0.00	500.00	(500.00)
Water System Repairs - Hydrants	0.00	500.00	(500.00)
Water System Repairs - Blending Equ	0.00	500.00	(500.00)
Water System Repairs - Chlorination	0.00	1,500.00	(1,500.00)
Water System Repairs - Reservoir RM	0.00	300.00	(300.00)
Water System- Dist'n Piping Repairs	0.00	1,000.00	(1,000.00)
Water System Repairs (Total)	0.00	4,300.00	(4,300.00)
na	0.00	0.00	0.00
Equipment Repairs - Telephone Box	0.00	700.00	(700.00)
Equipment Repairs - Telephone Poles	0.00	300.00	(300.00)
Equipment Repairs - Miscellaneous	0.00	2,000.00	(2,000.00)
Equipment Repairs (Total)	0.00	3,000.00	(3,000.00)
Storage Unit - Roof Repairs	0.00	8,000.00	(8,000.00)
Storage Unit - Structural Repairs	0.00	500.00	(500.00)
Storage Unit - Painting & Staining	0.00	0.00	0.00
Storage Unit - Strata Owned Lots	0.00	0.00	0.00
Storage Units (Total)	0.00	8,500.00	(8,500.00)
Gate Repair Electronics	0.00	500.00	(500.00)
Gate Repair Hardware	157.64	1,000.00	(842.36)
Gate Repair Labour	1,057.50	500.00	557.50
Gate Repairs Other	0.00	0.00	0.00
Gate Repair (Total)	1,225.14	2,000.00	(774.86)
na	0.00	0.00	0.00
na	0.00	0.00	0.00
Maintenance Expenses (Total)	105,600.47	188,429.00	(90,828.53)
Other Expenses			
Repairs Gate Opening Equip't	0.00	0.00	0.00
Repairs Water System Equip't	0.00	0.00	0.00
Repairs Camera/Security Equip't	0.00	0.00	0.00
Repairs Telephone Equip't	0.00	0.00	0.00
Repairs Misc. Equip't	0.00	0.00	0.00
Unused	0.00	0.00	0.00
Equipment Repairs (Total)	0.00	0.00	0.00
Snow Removal	0.00	0.00	0.00
Sand	0.00	0.00	0.00
Salt	0.00	0.00	0.00
Trucking and Material	0.00	0.00	0.00
Mowing Ditches	0.00	0.00	0.00
Gatehouse Interior Refurbishment	0.00	0.00	0.00
Prior Years Surplus Applied	0.00	(9,529.00)	9,529.00

# EXHIBIT A1-A4 [A4]

Maintenance Contract	0.00	0.00	0.00
Independent Asset Appraisal	0.00	0.00	0.00
Siren Activated Gate Opener	0.00	0.00	0.00
Easement Expense (Lot 13 & 14)	0.00	0.00	0.00
Irrigation of Septic Field	0.00	0.00	0.00
Transfer to Contingency Reservefund	20,000.00	20,000.00	0.00
Maintenance Contract	<u>20,000.00</u>	<u>10,471.00</u>	9,529.00
Total General & Admin. Expenses	<u>20,000.00</u>	<u>10,471.00</u>	9,529.00
 TOTAL EXPENSE	 <u>181,615.05</u>	 <u>352,123.00</u>	 (180,507.95)
 NET INCOME	 <u>187,542.78</u>	 <u>0.00</u>	 187,542.78

Generated On: 05/20/2018



# EXHIBIT B1-B2 [B1]

Sheet1

APRIL 2 2018 Daily Reservoir Readings									
Date	Time	depth	Temp.	Well#1	Well#2	Well#9	Well#13	Res.Flow	total
Meter				22651	46008	41232		132578	
1	845	10.8	8					132684	
2	736	10.8	8					132781	
3	805	10.8	8					132892	
4	755	10.8	8					132985	
5	710	10.9	8					133079	
6	805	10.8	8					133178	
7	815	10.8	8					133276	
8	805	10.9	8					133375	
9	800	10.8	8					133479	
10	710	10.9	8					133574	
11	745	10.8	8					133673	
12	500	10.9	8					133766	
13	755	10.8	8					133863	
14	730	10.9	8					133960	
15	725	10.8	8					134059	
16	820	10.8	8					134169	
17	630	10.9	8					134263	
18	745	10.8	8					134363	
19	820	10.8	8					134464	
20	800	10.8	8					134557	
21	715	10.9	8					134656	
22	755	10.8	8					134753	
23	820	10.8	8					134882	
24	720	10.8	8					135001	
25	805	10.8	8					135142	
26	815	10.7	8					135285	
27	650	10.8	8					135417	135417
28	700	11.0	8					135577	
29	805	10.8	8					135678	
30	775	10.8	8					135789	
31									
Motor Readings				24399	117202	111347			
Total consumption				1748	1194	115			3057
comments									
Don Buchner									

\* TOTAL USAGE FOR APRIL 2018 = 3057 cm or 672,540 Imp. Gal.

- Daily average usage is 105 cm or 23,100 Imp. Gal.

\* We had a malfunction with the electrical down at Well#9 this month and I had to call UPS Power to come and investigate. It is temporarily back in order, however, we are going to upgrade a few parts for future reliability. (Parts are ordered)

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*Don Buchner*  
OPERATOR 6464

# EXHIBIT B1-B2 [B2]

Sheet1

APRIL 2018 Daily Residual Chlorine Readings							
Date	reservoir	SL 51	SL 27	Washrooms	SL 201	SL 177	SL 269
1	.2				.2		
2	.2			.2			
3	.2				.2		
4	.2				.2		
5	.2			.2			
6	.2				.2		
7	.2				.2		
8	.2			.2			
9	.2				.2		
10	.2			.2			
11	.2				.2		
12	.2			.2			
13	.2				.2		
14	.2				.2		
15	.2			.2			
16	.2				.2		
17	.2				.2		
18	.2			.2			
19	.2				.2		.2
20	.2				.2		
21	.2				.2		
22	.2			.2			
23	.2				.2		
24	.2			.2			
25	.2				.2		
26	.2			.2			
27	.2				.2		
28	.2			.2			
29	.2				.2		
30	.2				.2		
31							



EXHIBIT C1 [C1]



### REQUEST FOR STRATA CORPORATION RECORDS AND DOCUMENTS

Date: \_\_\_\_\_ Completion Date (if applicable): \_\_\_\_\_

Date by which Documents are Required: \_\_\_\_\_

**Documents Required (check all that apply) Charges subject to GST:**

- |  |  |
|--|--|
| <input type="checkbox"/> Form B \$35                           | <input type="checkbox"/> Depreciation Report 0.25¢ per page                  |
| <input type="checkbox"/> Form F \$15                           | <input type="checkbox"/> Current Budget 0.25¢ per page                       |
| <input type="checkbox"/> Current Financial Statements \$10     | <input type="checkbox"/> Registered Bylaws 0.25¢ per page                    |
| <input type="checkbox"/> Registered Strata Plan 0.25¢ per page | <input type="checkbox"/> Self Service Website Access \$50 for 30 days access |
| <input type="checkbox"/> Proof of Insurance 0.25¢ per page     |  |

☐ Minutes (specify time period) 0.25¢ per page: \_\_\_\_\_

☐ Other (specify) 0.25¢ per page: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Strata Plan: \_\_\_\_\_ Strata Lot: \_\_\_\_\_ PID: \_\_\_\_\_

Owner(s)/Vendor(s): \_\_\_\_\_

Purchaser(s): \_\_\_\_\_

To be owner occupied?

YES ☐ NO ☐ If no, please provide address to which correspondence should be mailed:

Information Requested by (name/company): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**RUSH:** ☐ \$95.00 plus GST for one business day ☐ \$50.00 plus GST for two business days  
☐ \$25.00 plus GST for three business days

Charges subject to GST: **RUSH FEES:** charged in addition to document fees **Shipping Fee:** At cost.

**PLEASE NOTE:** In accordance with the Strata Property Act, **seven (7) days** are permitted to fulfill a document request. Should you require the documents in less time, the rush fee will apply in addition to all other charges, and the documents shall be prepared within one to three business days, depending on your rush delivery selection.

You will be notified when the requested documents are ready for pick-up. Payment may be made via cheque or cash (exact change only) upon pick up at the Gate House in the village or mailed to: 1773 Country Road, Qualicum Beach V9K 2S3. To contact strata by email: vis4673@gmail.com

I hereby agree to pay the costs associated with my request, based on the above noted fees, to the Strata Corporation VIS 4673.

Signature \_\_\_\_\_



## SCOTCH BROOM IN BLOOM

Scotch broom is an alien invasive plant taking over huge areas of the Pacific Northwest and worldwide. Broom spreads rapidly and densely, chokes out native species, and prevents reforestation. It is a fire hazard and is toxic to animals and the soil. Broom takes over fields, pastures, meadows and farms. A single plant can produce well over 20,000 seeds that last in the soil for more than 30 years. Broom seriously harms forestry, farming, tourism, our ecosystem and our health.

*The Broom Life Cycle* - Why April through June is the best time for broom removal and what to do the rest of the year. To stop the spread of an invasive species, we need to understand its life cycle. The roots of the broom plant are weakest when it is flowering - so that is when we want to cut it down. If we wait, and cut the broom after the seed pods are brown and mature, the seed pods will explode and spread all over. (July-August.) Spreading the seeds will only worsen the problem. Immature seed pods can ripen on a broom plant even after the plant has been cut. Therefore, broom removal is recommended in April, May and early June - when the flowers are in full bloom, and before the seed pods have begun to form. The plants are also easy to see and identify at that time. At that time, it is also harmless to chip the plants - the ideal way to get rid of Scottish Broom. If you want to cut broom after seed pods are formed or forming, you can no longer chip the cut plant because of the danger of spreading the seeds. The best thing to do is to pile it on top of itself in an already infested area. you can chip it in that infested area. If that is not possible, you may need to wait until the rainy season when it is safe to burn the branches. The infested area will need to be monitored for new plants. Replant! Broom will not grow in dense shade. As long as you always cut yellow blooming broom each year, eventually you will get rid of it. Stay with it! If cut during the wet seasons (Dec-April), re-sprouting is likely. You will need to cut again in spring. In the wet season, you can use a woody weed removal tool.

### HOW TO CUT BROOM IN BLOOM

*It's easy. Use loppers. When broom is in bloom, or just before, cut broom down to or below the ground level.*

We repeat!! If at all possible, cut at ground level or below the crown. If the broom is so large that you cannot cut it at ground level, cut off all the manageable branches that you can cut with your tool (loppers or saw) Large broom plants die easily.

The most difficult broom to cut is broom that has been mowed and has multiple stalks, or which is growing in gravel along railroad tracks and roads. Do the best you can, knowing that you may need to come back. At least cut off the yellow flowers so there are no more seeds.

*Why does this work?* The plant has just put all of its energy into producing flowers. If cut while in bloom, the plant will be exposed to summer's dry heat; the drought-stressed broom will usually die. If you see the plants re-sprouting later, cut again or remove the sprouts. Do not pull up large plants or disturb soil when the soil is dry, as that encourages the sprouting of new seeds.

- First, go after single plants, pioneers and small infestation to prevent its spread.
- If the broom is small and not blooming, you can pull it out, or return and cut it next year when it blooms.
- Don't let the broom make more seed! Cut off all the yellow flowers before seedpods form. Then you can cut it later when you have more time.
- Don't spread the seeds. Once the small green seed pods have appeared, the seed pods will ripen even after the broom is cut. So if there are seeds, do not move the plants, as the movement could spread the seeds. You can cut the broom and let it lie in many areas, or throw a few broom off into the brush. Or pile it on top of itself to burn in the proper season.

EMERGENCY PREPAREDNESS

EVACUATION DRILL

**CANCELLED**

EVACUATION EXERCISE for June 5th

POSTPONED DUE TO LOW

NUMBERS OF REGISTRANTS

*WATCH for Training Courses Coming Soon!*

**?? QUESTIONS ??**

**Please** Contact Annie Donald (250)752-6799

*Thank you!*



*Working Together for Everyone's Safety!*





**MINUTES OF A REGULAR MEETING  
STRATA COUNCIL VIS4673**

**May 29th, 2018 [Start Time 6:30 P.M.]  
1621 Meadowood Way, Qualicum Beach**

**Council:** Dana Mellway, Brian Gallagher, Harry Oppenlander, Carol Giesinger, Linda Guild, John Mainland, Tim Peligren, Elaine Peligren

**Absent:** Korina Richard

**1. Call to Order**

Brian Gallagher, President, called the meeting to order at 6:35 p.m.

**2. Approval of Agenda**

**Moved:** Dana

**Second:** Tim

Move that Council accept the agenda as presented.

Carried

**3. Approval of Previous Minutes**

**Moved:** Linda

**Second:** Dana

Move that Council approve and accept the minutes from April 23rd, 2018 as presented.

Carried

**4. Treasurer's Report**

a.) All financial reports will be on GH computer under "Treasurer's Reports - 2018 May 29 council meeting. Find attached income statement & cheque register for April 2018 – [Exhibit A1 - A 4]

b.) Thank you to those owners who did pay their fees late but your late fines also need to be paid.

c.) 1st installment fines continue to be levied on the following lots:  
Lot 45, 46, 59, 134, 137, 204, 238, 248, 268, 274.

d.) For those using in excess of 200 m3 of water from July 1/2017 through June 30/2018 invoices will be issued in July 2018 (@\$0.75/m3).

Moved: John  
Second: Elaine

Council will be levying fines to all lots that are delinquent on 2nd installment fines and will be sending out notification letters to the following Strata Lots: Lot 17, 42, 56, 68, 87, 88, 113, 118, 185, 193, 221, 237, 239, 257, and 260.

Carried

**5. Old Business**

**a.) Review Water System and Timeline Update**

Tim Peligren, from the Design Review Committee has been working with Island Health and is discussing the requirements to add Well 15 to the water system.

**Water System Report:**

Attached [Exhibit B1 – B2] are the April 1st, 2018 to April 30th, 2018 Daily Reservoir Readings and Daily Residual Chlorine Readings as provided by our water system provider.

**b.) Expenditures for Approval**

There were no expenditures for approval this month.

**c.) Notice of Civil Claim Sult – Noel Stephen & Judith Munkholm**

Dana Mellway, Vice President advised no further information has been received during the last month.

**d.) Civil Resolution Tribunals**

Dana Mellway indicated progress has been made and we are expecting an update on Civil Resolution Tribunal #3613 soon.



**e.) Telus Update**

Dana Mellway indicated we have a new Telus representative in the Telus Fibre Optics department. Council and Telus are working together to come up with a favorable solution. Council will keep you posted on the progress.

If Owners have difficulty with their Telus phone system, please contact Strata Council first. Please phone Tim Peligren at (250) 228-5558 or Dana Mellway at (250) 650-4998.

**f.) 2017 – 2018 Task List**

Council reviewed the task list.

Linda Guild and Elaine Peligren will be driving around the neighborhood on Friday, June 8th checking for reflective house numbers on properties with homes built on them. Homes that do not have reflective house numbers will receive a letter from Council informing them of this requirement. These reflective house numbers are very important to the local fire department and emergency services.

**g.) Procedures**

Ongoing - Council is working on many different procedures for handling incoming and outgoing e-mails, correspondence, designing form letters, sending out minutes and correspondence to owners via email, redesigning the website to make it more user friendly and setting up some sub-committees to help with some of these processes.

**h.) Annual General Meeting Date and Planning**

Council has confirmed Sunday, November 18th as the meeting date for the Annual General Meeting, with registration starting at 1:00 p.m. and the meeting starting at 2:00 p.m. A representative from CHOA will be chairing the meeting.

**i.) Charges for Strata Documents Ordered**

Attached please find [Exhibit C1] outlining the charges for Strata Documents. These charges are in compliance with the Strata Property Act. Council will be modifying the front page of the website with a button for realtors, lawyers, notaries, lenders and mortgage brokers to be able to order required documents.

**6. By-Law Enforcement**

Linda Guild responded to the following bylaw infractions:

- Dog excrement not picked up by owners and dogs at large and dogs off leash
- Unlicensed vehicles
- Reckless driving – speed and wrong travel direction
- Damage to entrance gates
- Excessive traffic noise at village entrance

- Illegal dumping at the village garbage area
- Stored items in common areas
- Refuse impeding storage areas

## 7. Reports

### a.) Design Review Committee

The Design Review Committee met and indicated snow removal this year has come in at \$21,000 over the allocated budget. Council is looking at cost cutting measures to help minimize the extra snow costs and are prepared to leave the crack sealing, road painting and a few other items until next year. In addition the \$4,000 allocated for the sewer system has already been spent this year.

Owners are encouraged to trim or cut vegetation in front of their own homes to reduce costs to help mitigate snow removal costs.

### b.) Common Property

Council is asking all residents to please remove "Broom in Bloom" from their private yard areas and if they need help with this task to please contact Dana Mellway at (250) 650-4998 to arrange a work crew. It is very important that this Scotch Broom is removed while in Bloom, as per the attached [Exhibit D1].

Council removed the wasp nests around the mailboxes.

Any trimmings and yard waste needs to be take to the Church Road Recycling and Garbage. There is no dumping allowed within the village anywhere.

### c.) Emergency Preparedness

Carol Giesinger provided the following update: Please find attached a poster [Exhibit E1] cancelling the June 5th, 2018 Evacuation Exercise, to be postponed to a future date (possibly in late Sept.).

The Emergency Preparedness Committee will schedule a couple of dates for Emergency Preparedness Courses for residents to be able to attend (slated to be held at the Meadowood Fire Hall) to give our residents a good overview of what is entailed with N.E.P.P.

Carol praised Annie Donald for her all her work and unwavering dedication to our community.

### d.) Correspondence

Moved: Dana  
Second: Harry

Move that Council approve letters and emails sent to Strata Lots 68, 95 and 38.

Carried

**8. Significant Events**

**a.) Village Community Events**

No reports provided for this meeting.

**b.) Corcan-Meadowood Residents Association Report**

Owners are encouraged to visit [www.meadowoodresidents.com](http://www.meadowoodresidents.com) to obtain the most recent Minutes and Exhibits from our community association.

**9. New Business**

**a.) Break Ins to the Storage Units**

According to the RCMP Council is not able to do anything other than organizing a Neighborhood Watch. If anyone wishes to step forward and start a Neighborhood Watch or participate as a volunteer, please contact Council by dropping off a note with your contact information at the gatehouse mailbox. If anyone experiences a break in to their storage unit, please call the police and advise Strata Council immediately.

**10. Next Meeting Date**

The next Regular Council Meeting is scheduled for Monday, June 25th, 2018 at 6:30 p.m. located at 1621 Meadowood Way, Qualicum Beach, B.C.

**11. Adjournment**

Moved: Linda

Second: Brian

There was no further business and the meeting adjourned at 9:45 p.m.

Carried

\_\_\_\_\_  
Brian Gallagher, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elaine Pellgren, Recording Secretary

\_\_\_\_\_  
Date