



AGENDA OF A REGULAR MEETING

Strata Council VIS4673

Monday December 3rd, 2018 - Start Time 6:30 pm

Nordin Room at the Lighthouse Community Hall, 240 Lions Way, Qualicum Beach

Enter the building via the double doors on the right side of the building. A sign will be on the exterior door. Although the address is Qualicum Beach, please note it is actually located near Qualicum Bay, next door to the Bow Horn Bay Volunteer Fire Department.

All Owners are welcome to attend and observe at any regular Strata Council Meeting. An owner or tenant wishing to speak must notify the Strata Council in writing, stating the reason for requesting a hearing.

- 1. Call to Order**
- 2. Confirm Quorum**
 - a. Introduction of Council Members
- 3. Approval of minutes from the previous Strata Council Meeting October 9th, 2018**
- 4. Reports**
 - a. Policies & Procedures
 - b. Design Review Committee (DRC)
 - i. DRC applications & construction
 - ii. Report on gate monitoring activity
 - iii. Report on garbage & dumping issues
 - iv. Report on inspections and maintenance schedules
 - v. Report of special projects, maintenance, common property (structures, landscaping and infrastructure)
 - vi. Report of maintenance & repair budget compared to actual expenditures
 - vii. Common water system
 - c. Financial Report & Expenditures for Approval
 - i. Year to date revenue and review of receivables
 - ii. Report of collection decisions &/or directives
 - iii. Report of year to date expenses & payables
 - iv. Report of special projects
 - v. Report of overall budget compared to actual expenditures

5. Strata Council 2018-2019 Task List

6. Unfinished Business

- a. Notice of civil claim suit – Noel Stephen & Judith Munkholm
- b. Telus update
- c. Civil Resolution Tribunals

7. New Business

- a. Election of Council Executive and subcommittee positions
- b. Verification of the owners list
- c. Special General Meeting (SGM), selecting the date, preparation and planning
- d. Waste and recycling
- e. Contracts with Strata VIS 4673

8. Events

- a. Little Qualicum River Village Community Events
 - i. Christmas Party at Meadowood Park
- b. Corcan-Meadowood Residents Association (CMRA)

9. Correspondence (discussion to be held in camera)

10. Bylaw Enforcement (discussion to be held in camera)

11. Next Meeting Date

- a. Determine date
- b. Determine regular location

12. Adjournment



Minutes of a Regular Council Meeting

Strata Corporation VIS 4673
Lighthouse Community Centre
240 Lions Way, Qualicum Beach, B.C.
December 3rd, 2018



introductory proceedings

1. Call to Order

Brian Gallagher, President, called the meeting to order at 6:30 p.m.

Council voted unanimously to elect Carol Giesinger as meeting chair.

2. Approval of Agenda as Amended

Moved: Brian

Second: Harry

CARRIED UNANIMOUSLY

3. Approval of Previous Minutes

Moved: Doedy

Second: Lorraine

CARRIED UNANIMOUSLY

reports

4. Reports

a. Policies and Procedures

Currently there is no operations manual to create structure. April will take on creating documents.

b. Design Review Committee

- i. Recently there have been few applications for construction to the DRC. Owners are reminded that these are required per our bylaws for any construction. Forms are available on the LQRV Website for owners convenience. It was suggested that documents be included in welcome packages and we make sure these are distributed to new owners. Not all of our bylaws the same as the RDN.



- ii. Gate - Harry reported on the gatehouse power supply which currently comes from a private home and needs to be moved ASAP. We have and will always have access to the phone room even though it is located in a building on a private yard area due to an irrevocable implied easement as per the SPA and the SPA regulations. The small building next to the phone room is on common property and is itself common property. This small building as well as the gatehouse have no physical address so it is a problem getting BC Hydro to move service. We also need new phone lines. Discussion on using answering service but the gate still needs a phone line to work properly. Rob made motion that the home owner disclose to potential buyers that strata must have 24/7 access to phone room. Seconded by Brian.

CARRIED UNANIMOUSLY
- iii. Expenses - Carol gave report on garbage. We do not yet have a contract with Waste Management (pending budget approval) but they will continue service as is until we do. Bins will be opened at 6am and closed at 6pm as posted at site. It has historically been opened Sunday evening for convenience but will be back to Monday morning. Changing the day of the week was discussed but ruled out as we get a reduced rate for Tuesday pickup because they go to Meadowood Store that day. Carol contacted RDN regarding the possibility of curbside pickup and will keep us posted on what she finds out.
- iv. Inspection and Maintenance schedules will be discussed at later date.
- v. Special Projects - Rob reported on the culverts. There are 3 to be installed. One is complete, the second is nearly done, the third not started. Rob will connect with contractor regarding progress and finish date. In future we need to get proper contracts and bids with this information on them.
- vi. Report on Maintenance and Repair Budget Compared to Actual – No information available until we have a new Treasurer and Bookkeeper
- vii. Common Water System – Nothing to report.



- c. Financial Report & Expenditures for Approval
 - i. Year to Date Revenue and Review of Receivables – Nothing to report.
 - ii. Report on Collection Decisions &/or Directives – Nothing to report.
 - iii. Year to date Expenses and Payables – Nothing to report.
 - iv. Report on Special Projects – Nothing to report.
 - v. Report on Budget Compared to Actual – Nothing to report.

5. Council Task List

- a. The previous task list will be brought out and each task assigned to someone.

6. Unfinished Business

- a. Notice of Civil Claim Suit – Noel Stephen & Judith Munkholm – No recent news. April will follow up.
- b. Telus Update – Dana had been following this. The latest estimate was 2019 for fibre to the development. Lorraine will follow up with Dana.
- c. Civil Resolution Tribunals – There are no current CRT cases.

7. New Business

- a. Election of Council Executive and Subcommittee Positions
 - President Brian Gallagher
 - Vice President Carol Giesinger
 - Treasurer Doedy Reisler
 - Secretary Lorraine Webb
 - Privacy Officer April Wilhelmina (Lorraine Webb alternate)
 - Bylaw Compliance April Wilhelmina (Lorraine Webb alternate)
 - Bylaw Officers Garry Fisher and Barry Greaves
 - DRC Rob Pitter, Harry Oppenlander, and Barry Greaves, with Carol Giesinger as alternate.
 - Communications April Wilhelmina
- b. Verification of the Owners List – The list contains many inaccuracies. We're working hard to correct it.
- c. Special General Meeting (SGM) – Selecting a Date, Preparation, and Planning - **SGM will be January 26th** at Lighthouse Community Hall, 240



Lions Way, Qualicum Beach, BC at 1 p.m. (please note this is a different venue than the AGM). There will be an SGM planning meeting next Monday, December 10th.

Council apologizes to the owners for the late AGM minutes. Before investiture of the new Council there was a severe shortage of manpower.

- d. Waste and Recycling – Upon ratification of the budget we will enter into a direct contract with Waste Management.
- e. Contracts – The contractors selected by the previous Council were reviewed, with several bids being examined. Those selections were ratified by the new Council by unanimous vote, and will be awarded contracts once the new budget is passed by owners.
- f. Phone Room and Gatehouse - Harry will order new digital lock for the gatehouse as there are too many keys in circulation. Harry has given us expenditure cap for moving power to the gatehouse.

Moved by Harry and seconded by Brian to approve this amount.

CARRIED UNANIMOUSLY

Moved by Rob to discuss with owner of home to pay for cost as power should have been set up properly in the first place. Seconded by Harry.

CARRIED UNANIMOUSLY

The small building also needs to be completed at the expense of the owner.

8. Events

- a. LQRV Community Events
 - i. LQRV Christmas Party – The Christmas party was held although there were only 5 children signed up, and two of those were unable to attend. Thanks to Trish Curtin and Lynn Balzer for volunteering to help the Village Volunteers with this.
- b. CMRA – Unless there is something significant to report, the CMRA update will be deleted from future agendas

9. Correspondence

Discussion held in camera regarding four letters. A hearing, which was held immediately prior to the Council meeting, was discussed also.



10. Bylaws

Discussion held in camera regarding bylaw infractions.

11. Next Meeting Date

- a. Next meeting is planned for Monday, January 7, 2019 at the Lighthouse Community Centre.
- b. It was decided to make the Lighthouse Community Centre our regular meeting place until the new facility next to the Meadowood Store is ready.

12. Adjournment – 10:00 p.m.

Moved: Lorraine

Second: Doedy

CARRIED UNANIMOUSLY