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*Strata Manager* COLYVAN PACIFIC REAL ESTATE

*eStrataHub Order Number* 451796

*Folio Reference*

*Requestor Company* Jan & Tom / Royal LePage Nanaimo Realty

*Requested By* Tom Stromar

*Property Name* Long Lake Heights

*Strata Plan #* VIS830

*Strata Lot #* 52

*Civic Address* 471 Heron Place

**Documents and Files in this Container for Order 451796(Folio:)**

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***Depreciation Report***

eSH451796-01-Depreciation Report\_LLH Depreciation Report - FINAL 2017.pdf

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***Bylaws***

eSH451796-02-Bylaws\_VIS 830 - Bylaws - FINAL.pdf

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***Annual General Meeting Minutes***

eSH451796-03-Annual General Meeting Minutes\_VIS 830 - AGM Minutes - November 7, 2019 - FINAL.pdf

eSH451796-04-Annual General Meeting Minutes\_VIS 830 - AGM Minutes - November 16, 2020 (FINAL).pdf

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***Strata Council Meeting Minutes***

eSH451796-05-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - August 13, 2019 - FINAL.pdf

eSH451796-06-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - December 9, 2019 - FINAL.pdf

eSH451796-07-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - Jan 14, 2019 - FINAL.pdf

eSH451796-08-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - July 2, 2019 - FINAL.pdf

eSH451796-09-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - March 12, 2019 - FINAL.pdf

eSH451796-10-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - May 26, 2019 - FINAL.pdf

eSH451796-11-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - September 23, 2019 - FINAL.pdf

eSH451796-12-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - April 15, 2019 - FINAL.pdf

eSH451796-13-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - March 9, 2020.pdf

eSH451796-14-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - October 5, 2020 - FINAL.pdf

eSH451796-15-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - April 20, 2020.pdf

eSH451796-16-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - August 24, 2020.pdf

**Documents and Files in this Container for Order 451796(Folio:) Page 2**

eSH451796-17-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - December 7, 2020 - FINAL.pdf

eSH451796-18-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - January 20, 2020.pdf

eSH451796-19-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - July 6, 2020 - FINAL.pdf

eSH451796-20-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - June 1, 2020.pdf

eSH451796-21-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - April 12, 2021 - FINAL.pdf

eSH451796-22-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - January 18, 2021 - FINAL.pdf

eSH451796-23-Strata Council Meeting Minutes\_VIS 830 - SCM Minutes - March 1, 2021 - FINAL.pdf

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**Form B - Information Certificate**

eSH451796-24-Form B - Information Certificate\_VIS 830 - Form B - LT 52.pdf

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**Rules**

Not Available - none

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**Financial Statements (most recent)**

Not Available - included with Form B

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**Special General Meeting Minutes**

Not Available - none

## Document is not available

Document: Rules  
Property: Long Lake Heights  
Strata Plan #: VIS830  
Strata Lot #: 52  
Comment: The document you requested is not available for this property.

none

## Document is not available

Document:	Financial Statements (most recent)
Property:	Long Lake Heights
Strata Plan #:	VIS830
Strata Lot #:	52
Comment:	included with Form B

## Document is not available

Document: Special General Meeting Minutes  
Property: Long Lake Heights  
Strata Plan #: VIS830  
Strata Lot #: 52  
Comment: The document you requested is not available for this property.  
  
none

# LONG LAKE HEIGHTS STRATA CORPORATION 830



## DEPRECIATION REPORT

AUGUST 2017



**KOERS  
& ASSOCIATES  
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August 18, 2017  
File: 1563-06

Long Lake Heights Strata  
c/o Concise Strata Management Services Inc.  
202-572 Stewart Ave.  
Nanaimo, B.C. V9S 5T5

**Re: Long Lake Heights Strata  
Depreciation Report**

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Koers & Associates Engineering Ltd. is pleased to present a pdf copy of our updated finalized report entitled "Long Lake Heights Strata Corporation 830, Depreciation Report, August 2017".

This report provides a further update of the infrastructure condition, estimated service life, cost estimates, and funding models originally presented in our Infrastructure Reserve Fund Study completed in 2003, and is submitted in accordance with our proposals dated September 14<sup>th</sup>, 2015 and February 21<sup>st</sup>, 2017.

This report update includes revisions to the report submitted in April 2017 to reflect the financial input provided by Council member Mr. Steve McMullen, primarily relating to the existing fees and levies currently applied by the strata.

The principal finding of this study is that contributions to the Contingency Reserve Fund will need to be increased in order to cover the cost of upcoming infrastructure replacement. Three funding models have been provided to help the strata council decide how they would like to reach this objective. Given the variability of the required improvements and the preliminary nature of the investigation, we recommend that the cost allowances noted in the report be reviewed on a regular basis and updated as market forces change and actual costing becomes available as the improvements are designed and constructed.

We thank you for the opportunity to be of service on this project. Please do not hesitate to contact us to discuss any matter in greater detail and we would be pleased to assist the Strata in the implementation of the recommendations.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Kevin Dougan, P. Eng.  
Project Engineer

Rob Hoffman, P.Eng.  
Project Manager

LONG LAKE HEIGHTS STRATA  
CORPORATION 830

DEPRECIATION REPORT  
AUGUST 2017

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## **APPENDICES**

- A - VIS 830 Repairs & Maintenance Spreadsheet (from Concise Strata Management)
- B - Background Information Correspondence
- C - Electrical Infrastructure Depreciation Report
- D - Depreciation Report – Structural Items
- E - Financial Model Data
- F - 2003 Infrastructure Reserve Fund Study

# 1 INTRODUCTION

## 1.1 Background

Koers & Associates Engineering Ltd. (KAEL) was retained by Long Lake Heights Strata Corporation 830, through Concise Strata Management, to update the “2003 Infrastructure Reserve Fund Study” completed by KAEL in 2003. This study update was developed as an appendix to, and should be read in conjunction with the 2003 report.

The conclusions of this report are based on:

- information included in the 2003 report,
- information provided by Concise Strata Management,
- information provided by Strata councillors,
- observations made during a site visit on September 30<sup>th</sup>, 2015, and
- information included in the reports provided by the strata’s structural and electrical consultants.

An in depth field review and review of record drawings were not conducted for this report.

The term “Contingency Reserve Fund Study” is used widely across Canada, however, provincial regulations generally use the term “Depreciation Report”; these terms may be used interchangeably at times.

## 1.2 Scope of Work

The scope of work for this project included the following tasks:

- Review information provided for the infrastructure upgrades that have been completed since the September 2003 study was published.
- Arrange for an on-site meeting with Strata staff and conduct a visual review of the recent infrastructure upgrades.
- Review recommendations from the 2003 report and determine which improvements have been completed.
- Revise the road and utility recommendations based on the information provided.
- Prepare updated service life and replacement cost estimates.
- Review new bylaws or environmental regulations that could affect the Strata and summarize results.
- Make recommendations for new infrastructure maintenance and upgrades.
- Revise the financial model with current cost estimate information.
- Develop a draft report for review by Concise Strata Management. Report format to be a summary of the review and update findings, with references to the 2003 report.

- Incorporate comments from the Concise review of the draft report and prepare a revised draft for strata council review.
- Incorporate the recommended replacement costs developed by the strata’s structural and electrical consultants into the overall financial model.
- Incorporate additional financial information provided by Concise and revise financial projections to accommodate feedback from Strata councillors.
- Finalize the report, including seal by a professional engineer, and provide electronic copy and three bound hard copies.

### 1.3 Qualifications

This report was prepared by Mr. Kevin Dougan, PEng and Mr. Rob Hoffman, PEng of Koers & Associates Engineering Ltd (KAEL). KAEL has provided consulting engineering services on Vancouver Island since 1987. Kevin is a project engineer with experience from various civil/municipal infrastructure projects, and has been working with KAEL since 2009. Rob is a Principal and Project Manager with KAEL and has over 20 years of experience in civil engineering, all on Vancouver Island.

Refer to the reports provided in **Appendices C and D** for the consultants who prepared the information on the structural and electrical components, Read Jones Christoffersen Ltd. and RB Engineering Ltd.

### 1.4 Disclaimer

This report was prepared by Koers & Associates Engineering for the account of Long Lake Heights Strata Corporation 830. The material in it reflects the best judgment of Koers & Associates in light of the information available to it at the time of preparation. Any use which a Third Party makes of this estimate, or any reliance on decisions to be made upon it, are the responsibility of such parties. Koers & Associates accepts no responsibility for damages, if suffered by any Third Party as a result of the decision made or actions based on this report.

### 1.5 Acknowledgements

Koers & Associates Engineering Ltd. acknowledges with thanks the assistance provided by the following people during the course of this study:

- Mr. Ron Ebbs-Canavan – Maintenance Supervisor
- Ms. Melissa Ruyter – Concise Strata Management
- Ms. Lisa Maniquet – Concise Strata Management
- Mr. Carl Miller, PEng – Strata Councillor
- Mr. Domenico Iannidinardo – Strata Councillor
- Mr. Steve McMullen – Strata Councillor

## 2 INFRASTRUCTURE CONDITION REVIEW UPDATE

### 2.1 Introduction

To estimate the value of the infrastructure renewal works to be completed on common property over the next 30 years, the work completed since the last study needed to be determined. Our understanding of the work completed since 2003 is based on:

- Site meeting and observations with maintenance supervisor, Mr. Ron Ebbs-Canavan and strata management representative, Ms. Melissa Ruyter on September 30<sup>th</sup>, 2015.
- VIS 830 Repairs & Maintenance spreadsheet and supporting invoices supplied by Concise Strata Management in November 2015. A copy of the summary spreadsheet can be found in [Appendix A](#).
- Follow up questions with responses from Mr. Ron Ebbs-Canavan in January 2016. A summary of this correspondence can be found in [Appendix B](#).

Record drawings were not reviewed in the preparation of this report. Some drawings were reviewed during the preparation of the 2003 Infrastructure Reserve Fund Study; a copy of which is presented in [Appendix F](#).

### 2.2 Water System

A sketch of the water system is shown in [Drawing D0237-Water](#) included in [Appendix F](#). The components of the water system that were visible from the surface are the booster station at the corner of Heron Pl and Summit Dr and the fire hydrants.

#### Fire Hydrants

The hydrants' type and spacing appear to meet current standards, however annual maintenance is recommended.

#### Booster Pump Station

We were informed that one of the booster station pumps was replaced in 2015, but no further information on the new pump was available at this time. We recommend that any specifications, design drawings or shop drawings available be obtained from the installer (Art's Plumbing) for information and record keeping purposes. Records indicate that there have been several pump repairs (7 in the last 13 years). This could be indicative of issues with pump sizing, set-up, wiring or other system issues. We recommend that this be investigated in order to ensure proper set-up and reduce maintenance costs.

#### Watermains

The majority of the water system is underground and therefore unavailable for visual inspection. It is our understanding that only spot repairs of visible leaks or breaks in the watermain have been completed and that no major replacements of watermain pipe have been conducted. We believe that

the majority of the watermains were installed between 1978 and 1981 (as noted on the available record drawings). The condition and lifespan of these pipes can vary depending on a variety of factors, including quality of installation, but based on the age and estimated typical lifespan for PVC pipes, these may have another 20 to 45 years of useful life.

**Table 1** summarizes the recommendations from the 2003 report and identifies which have been completed, based on the information supplied by maintenance supervisor Mr. Ron Ebbs-Canavan.

Table 1: 2003 Water System Recommendations Status

Recommended Improvements from 2003 Report	Completed
1. Verify the existence and confirm the location of the line valves and other watermain appurtenances that are shown on the record drawings but were not located.	✓
2. Conduct a systematic leak detection program to identify potential areas of water system losses and reduce yearly water demands.	<i>Not Completed Yet</i>
3. Remove rocks, dirt and any other debris within the valve boxes and around the operating nuts, and ensure that all valves are accessible and operational.	✓
4. Expose hydrant flanges and re-plumb hydrants as required.	<i>Not Completed Yet</i>
5. Conduct flow testing within the system to confirm available fire flows throughout the development, and including the area on Heron place serviced by the water booster station. Confirm degree of liability if adequate fire flows are not maintained during fire event.	<i>Not Completed Yet</i>
6. Install flushouts on the dead-end sections of watermains to enable flushing and cleaning of the watermain system.	<i>Not Completed Yet</i>
7. Conduct systematic flushing program in the spring and autumn to improve water quality and remove stagnant water from the system.	✓
8. Consider the option of an additional feed between the CON system and the existing watermain on Woodhaven Drive, to provide system looping and increase fire flows if necessary.	<i>Not Completed Yet</i>

Notes

1. Mr. Ebbs-Canavan indicated that he had confirmed the location of all line valves and flushouts. This information should be incorporated into the water system drawing D0237-Water.
7. It is understood that Long Lake Heights does conduct an annual flushing and hydrant maintenance program. The flushing program should be carried out such that all dead ends are thoroughly flushed and any stagnant water removed from the system. Water samples should be taken and tested to monitor water quality.

## 2.3 Sanitary Sewer System

A sketch of the sanitary sewer system is shown in [Drawing D0237-San](#) included in [Appendix F](#). The components of the sanitary sewer system that were visible from the surface were Pump Station #1 and #2, both located on Woodhaven Dr.

### Pump Station #1

We were informed that one of the pumps in Pump Station #1 was replaced in 2003 and the other in 2015. The pumps in Pump Station #1 are submersibles.

### Pump Station #2

We were informed that both pumps and the building for Pump Station #2 were replaced in 2008. The new pumps in Pump Station #2 are above ground Monarch Industries 4" Self-Priming Frame Mount Model TT-40 with 25HP Marathon Electric motors. Pump Station #2 is run using rotophase to convert the single phase power to the three phase required by the pumps. As mentioned in the 2003 report this can cause additional wear on the pumps and motors. As a longer term solution, discussions with BC Hydro should be held to review the feasibility of providing three phase power to the station.

It is recommended that any specifications, design drawings or shop drawings available for the sewage pumps be obtained from the installer Burwood's Electric Motor Service for information and record keeping purposes. Additional upgrades to both existing sewage pump stations are recommended to bring them up to current standards. These include:

- Installation of back-up generators in case of a power failure
- Installation of modernized automatic control and alarm systems
- Review of the structural integrity of the wet wells.

### Sanitary Sewer Mains

The majority of the sanitary sewer system is underground and therefore unavailable for visual inspection. It is our understanding that no major replacements of the sewer pipe have been conducted. We believe that the majority of pipe was installed between 1978 and 1981 (as noted on the available record drawings). The condition and lifespan of these pipes can vary depending on a variety of factors, including quality of installation, but based on the age and estimated typical lifespan for PVC/HDPE sewer pipes these may have another 10 to 40 years of useful life.

It is noted that the video inspection reports in [Appendix C](#) of the 2003 report indicate several areas of ponding, up to 60-70% of the pipe capacity in some areas, as well as dimpling and ovaling of the pipe. Areas of concern should be reviewed and evaluated for repair in order to prevent clogging or collapse. The remainder of the sewer pipes should be videoed to confirm their condition and determine if there are areas of concern. Depending on the results of the investigation, the anticipated replacement timeline may need to be accelerated. [Table 2](#) summarizes the recommendations from the 2003 report and identifies which have been completed, based on the information supplied by maintenance supervisor Mr. Ron Ebbs-Canavan.

Table 2: 2003 Sanitary Sewer System Recommendations Status

Recommended Improvements from 2003 Report	Completed
1. Verify the existence and confirm the location of the sanitary manholes and cleanouts that are shown on the record drawings. Items that were not located should be exposed and have their existence verified.	✓
2. Conduct a complete video camera inspection of all known sanitary sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and for replacement.	<i>Not Completed Yet</i>
3. Conduct a systematic cleaning and flushing program once problem areas are identified and located.	<i>Not Completed Yet</i>
4. Conduct smoke testing to assess the degree of unauthorized connection of roof and foundation drains to the sanitary sewers system.	<i>Not Completed Yet</i>
5. Locate and establish cleanouts at the property line for all individual services.	<i>Not Completed Yet</i>
6. Budget for the eventual replacement of the major components of the sewage lifts stations. Prioritize the replacement of the pumps in the larger Pump Station.	✓
7. Investigate compatibility with CON equipment, in the event of an emergency.	<i>Not Completed Yet</i>
8. Review holding capacity of both lift stations at ultimate build-out conditions.	<i>Not Completed Yet</i>
9. Improve worker safety at the lift stations. Review compliance with current WorkSafeBC regulations.	✓
10. Investigate the sewage forcemain from the larger Pump Station on Woodhaven Drive. Confirm the routing and location of the forcemain between Woodhaven and Summit. Verify whether the forcemain is attached (as noted on the record drawings) or located underneath the existing dwelling.	<i>Not Completed Yet</i>
11. Review alternative alignments to mitigate potential impacts on system and/or the private dwelling in the event of a failure. Investigate the possibility of a future gravity route over the undeveloped parcel to the east, to connect to the CON system on Shammys Place.	<i>Not Completed Yet</i>
12. Develop a pipe evaluation and replacement program.	<i>Not Completed Yet</i>



## Notes

6. Although the sewage lift station pumps have been replaced since the 2003 report, they have a typical lifespan of 20 years and should still be budgeted for replacement. The building for Pump Station #2 has been replaced, however both pump stations should be reviewed regularly for compliance with WorkSafeBC regulations.

## **2.4 Storm Sewer System**

A sketch of the storm sewer system is shown in **Drawing D0237-D** included in **Appendix F**. The majority of the storm sewer system is underground and therefore unavailable for visual inspection. It is our understanding that no major replacements of the storm sewer pipe have been conducted. We believe that the majority of pipe was installed between 1978 and 1981 (as noted on the available record drawings). The condition and lifespan of these pipes can vary depending on a variety of factors, including quality of installation, but based on the age and estimated typical lifespan for PVC/HDPE sewer pipes these may have another 10 to 30 years of useful life.

These pipes should be videoed to confirm their condition and determine if there are areas of concern. Depending on the results of the investigation, the anticipated replacement timeline may need to be accelerated.

**Table 3** summarizes the recommendations from the 2003 report and identifies which have been completed, based on the information supplied by maintenance supervisor Mr. Ron Ebbs-Canavan.

Table 3: 2003 Storm Sewer System Recommendations Status

Recommended Improvements from 2003 Report	Completed
1. Verify the existence and confirm the location of the drain manholes and cleanouts that are shown on the record drawings.	✓
2. Conduct a complete video camera inspection of all known storm sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and/or replacement.	<i>Not Completed Yet</i>
3. Conduct a systematic cleaning and flushing program once problem areas are identified and located.	<i>Not Completed Yet</i>
4. Expand storm drainage system to allow hook ups of roof leaders in areas where unauthorized connections to the sanitary sewer system are located, or in other critical areas.	<i>Not Completed Yet</i>
5. Establish ditching and other drainage control measures at locations where surface water collects.	<i>Not Completed Yet</i>
6. Develop a pipe evaluation and replacement program	<i>Not Completed Yet</i>

## 2.5 Road Network

In general, most of the main roads within the strata appeared to be in good condition, as a large portion of the asphalt surfaces have been overlaid during the last ten years. For the purposes of this report we have broken down the roads into four different groups for resurfacing or reconstruction based on their age and visual condition. Group 1 is recommended for replacement in the next 1-10 years, Group 2 in 11-20 years, Group 3 in 21-30 years and Group 4 in 31-40 years. A summary of these is shown in **Table 4** below.

Table 4: Road Replacement Categories

Group 1 (1-10 yr)	Group 2 (11-20 yr)	Group 3 (21-30 yr)	Group 4 (31-40 yr)
Fledgling Pl Owl Pl Starling Pl	Woodpecker Ln Deer Ln Heron Pl Otter Pl Rainbow Cr Squirrel Ln	Ferntree Pl Fawn Pl Marsh Wren Pl	Woodhaven Dr Summit Dr Quail Pl Charfinch Pl Swan Pl Grouse Pl
1,220 m <sup>2</sup>	3,900 m <sup>2</sup>	2,630 m <sup>2</sup>	17,300 m <sup>2</sup>

Prior to completing any further paving, it is recommended that the utility replacement schedule be reviewed in conjunction with the proposed paving in order to prevent excavation and patching in newly paved roads for utility repair or replacements. It is also recommended that the road base gravels be reviewed by a geotechnical engineer prior to paving in order to determine whether an overlay is suitable or whether replacement of the base and subbase gravels is required in order to maximize the lifespan of the pavement.

**Table 5** summarizes the recommendations from the 2003 report and identifies which have been completed, based on the information supplied by maintenance supervisor Mr. Ron Ebbs-Canavan.

Table 5: 2003 Road Network Recommendations Status

Recommended Improvements from 2003 Report	Completed
1. Initiate crack sealing program and a shoulder repair program.	✓
2. Excavate the area around the sinkhole on Summit Drive and investigate. Confirm whether material migration through underground trenching is causing surface subsidence, and incorporate restorative measures, such as trench dam installation and localized road reconstruction as required.	✓

## 2.6 Structural and Electrical Components

RB Engineering was retained by Long Lake Heights to review the common property electrical infrastructure. Their scope included review of the streetlighting, electrical sheds, and pumps stations' electrical. A copy of their report is included in [Appendix C](#).

Read Jones Christoffersen (RJC) was retained by Long Lake Heights to review the common property structural infrastructure. Their scope included review of the retaining walls, pipe hangers, electrical sheds and pump station buildings. A copy of their report is included in [Appendix D](#).

## 3 BYLAWS & REGULATIONS REVIEW

### 3.1 Summary

As requested, some recent changes to City of Nanaimo bylaws and provincial regulations that may affect the Long Lake Heights Strata were reviewed as part of this report.

### 3.2 Bylaws

#### Fire Hydrants

A City of Nanaimo bylaw that Long Lake Heights may want to review is “Fire Protection and Life Safety Regulation Bylaw 2011 No. 7108”, Part 7 – Fire Hydrants and Fire Connections, Section 32 Maintenance & Inspection. Fire hydrants within Long Lake Heights Strata are considered “private hydrants” by the City. Under this bylaw the City requires:

- (1) The owner of every Private Hydrant shall have all components of the hydrant inspected, serviced and tested by a qualified Fire Protection Technician not less than once a year and the Fire Hydrant Service Report form attached to and forming part of this Bylaw as Schedule "F" must be submitted to the Fire Rescue Department within thirty (30) days of the Private Hydrant servicing.
- (2) Records of Private Hydrant inspections and servicing must be kept by the owner or contractor for three (3) years.

#### Stormwater Runoff

If there is the potential for strata upgrades that would require City of Nanaimo or Ministry of Environment approvals, regulations regarding stormwater discharge into the lake and the requirements for riparian area setbacks should be reviewed. The strata may not meet current regulations regarding setbacks from the lake or treatment of road runoff, and upgrades to the strata could trigger upgrades required to come into compliance with current regulations.

### 3.3 Legislation & Regulations

Some changes in legislation that relate to strata management of the Contingency Reserve Fund (CRF) are summarized below. In December 2011, provincial regulations were brought into effect that require most strata corporations to obtain depreciation reports and to update the reports every three years, unless the update is waived by a three quarters vote. Effective March 2012 the most recent depreciation report was added to the list of information that must be disclosed to prospective purchasers. In April 2014, Bill 12 amended the Strata Property Act to allow a strata corporation to pay for repairs from the Contingency Reserve Fund by majority vote (instead of a three quarters vote) if the repairs are specifically recommended by their depreciation report. Bill 12 also allows the strata corporation to pay for a depreciation report from the CRF by majority vote. Current provincial legislation dictates that strata corporations must have a Contingency Reserve Fund (CRF) to pay for maintenance, repair and replacement of common property which occurs less than once per year.

Minimum contributions to the CRF are specified by the Strata Property Regulation section 6.1, based on the total operating budget of the strata corporation, as noted below.

*“For the purposes of section 93 of the Act, the amount of the annual contribution to the contingency reserve fund for a fiscal year, other than the fiscal year following the first annual general meeting, must be determined as follows:*

- (a) if the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is less than 25% of the total amount budgeted for the contribution to the operating fund for the fiscal year that has just ended, the annual contribution to the contingency reserve fund for the current fiscal year must be at least the lesser of:
  - (i.) 10% of the total amount budgeted for the contribution to the operating fund for the current fiscal year, and*
  - (ii.) The amount required to bring the contingency reserve fund to at least 25% of the total amount budgeted for the contribution to the operating fund for the current fiscal year;**
- (b) If the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is equal or greater than 25% of the total amount budgeted for the contribution to the operating for the fiscal year that just ended, additional contributions to the contingency reserve fund may be made part of the annual budget approval process after consideration of the depreciation report, if any, obtained under section 94 of the Act”*

## 4 COST ESTIMATES

### 4.1 Background

Cost estimates developed for this report can be considered Class 'C' ( $\pm 25\%$  to  $40\%$ ) as defined by the Association of Professional Engineers of BC as “an estimate prepared with limited site information and based on probable conditions affecting the project”. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

The estimates are based on Koers in-house record of municipal infrastructure projects on Vancouver Island during the past 10 years. The cost estimates in this report are in 2016 dollars. These estimates do not include regular operational maintenance needs, engineering, permitting, environmental mitigation, third party utility fees, or GST.

The estimated replacement time frames have been updated based on visual inspection, experience, and the typical useful life of infrastructure provided in the Ministry of Community Services' “Guide to the Amortization of Tangible Capital Assets” (2008). Typical “useful life” estimates for roads, PVC pipe and pumps are 40, 80 and 20 years respectively, however, the actual lifespan of utilities varies and can be dependent on a variety of factors, including quality of original installation, adherence to regular maintenance schedule, and frequency of repairs.

The cost estimates and resulting funding models in this report do not include costs associated with hydro, telephone or cable servicing infrastructure or any infrastructure not explicitly identified in this report.

The costs for the structural and electrical common property components have been taken from reports prepared by other consultants for the Long Lake Heights Strata specifically for this use. These reports are listed below and are provided in **Appendices C and D**.

1. Structural Components: “Depreciation Report – Structural Items” prepared by Read Jones Christoffersen Ltd. (RJC), March 22, 2017.
2. Electrical Components: “Electrical Infrastructure Depreciation Report” prepared by RB Engineering Ltd., April 4, 2017.

A summary of the costs provided in these reports and used in the reserve fund model are shown here in **Tables 10 and 11** for convenience. Koers & Associates does not take responsibility for information provided by other consultants.

Summaries of the cost estimates for the water, sanitary, storm and road infrastructure projects are presented below. A detailed breakdown of the cost and timing of each anticipated project over the next 30 years (to 2047) is included in **Appendix E**.

The costs per unit shown in this document are based on a total of 233 units (provided by Concise Strata Management).

## 4.2 Water System

Table 6: Water System Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Repair Off Plumb Hydrants & Valves					
.1	Hydrants	1 - 2 years	ea	3	\$500	\$1,500
.2	Valves	1 - 2 years	ea	3	\$500	\$1,500
2	Install Flushouts	2 - 5 years	ea	7	\$2,500	\$17,500
3	Leak Testing	Every 15 Years	LS	2	\$10,000	\$20,000
4	Flow Testing	Every 15 Years	LS	2	\$5,000	\$10,000
5	Watermain Replacement					
.1	100 mm dia	20 - 45 years	lm	400	\$350	\$140,000
.2	150 mm dia	20 - 45 years	lm	1,200	\$400	\$480,000
.3	200 mm dia	20 - 45 years	lm	1,600	\$450	\$720,000
6	Booster Station					
.1	Pump (1x5hp)	15 - 20 years	LS	1	\$6,000	\$6,000
					<b>Total Cost</b>	<b>\$1,396,500</b>
					<b>Cost Per Unit</b>	<b>\$5,994</b>

### 4.3 Sanitary Sewer System

Table 7: Sanitary Sewer System Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Clean/Flush					
.1	Manholes	Every 5 Years	LS	6	\$4,000	\$24,000
.2	Cleanouts	Every 5 Years	LS	6	\$2,500	\$15,000
2	Manhole Upgrades					
.1	Carriage Bolts	1 - 5 years	ea	125	\$5	\$625
.2	Ladder Rungs	1 - 5 years	ea	25	\$75	\$1,875
.3	Lid and Frame	1 - 5 years	ea	1	\$750	\$750
3	Smoke Testing	1 - 5 years	lm	4,200	\$2.50	\$10,500
4	Video Camera Inspection	1 - 5 years	lm	4,200	\$5	\$21,000
5	Review Forcemain Alignment	1 - 2 years	LS	1	\$5,000	\$5,000
6	Gravity Pipe Replacement					
.1	Within Private Lots	10 - 40 years	lm	1,800	\$400	\$720,000
.2	Within Roadways	10 - 40 years	lm	2,100	\$450	\$945,000
.3	Within Pipe Hangers	10 - 40 years	lm	600	\$550	\$330,000
7	Force Main Replacement					
.1	Woodhaven to Summit	1 - 5 years	lm	100	\$550	\$55,000
.2	Woodhaven to Salal	15 - 30 years	lm	450	\$450	\$202,500
8	Pump Station #1					
.1	Pumps (2x15hp)	10 - 20 years	ea	2	\$20,000	\$40,000
9	Pump Station #2					
.1	Pumps (2x25hp)	8 - 10 years	ea	2	\$30,000	\$60,000
<b>Total Cost</b>						<b>\$2,431,250</b>
<b>Cost Per Unit</b>						<b>\$10,435</b>



#### 4.4 Storm Sewer System

Table 8: Storm Sewer System Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Clean/Flush					
.1	Manholes	Every 5 Years	LS	6	\$2,000	\$12,000
.2	Cleanouts	Every 5 Years	LS	6	\$200	\$1,200
2	Clean/Flush Catchbasins	Every 2 years	LS	15	\$1,800	\$27,000
3	Upgrade Manholes					
.1	Ladder Rungs	1 - 5 years	ea	25	\$75	\$1,875
.2	Lid and Frame	1 - 5 years	ea	1	\$750	\$750
.3	Grout Inlet & Outlet Piping	1 - 5 years	ea	1	\$250	\$250
4	Video Camera Inspection	1 - 5 years	lm	2000	\$5	\$10,000
5	Pipe Replacement					
.1	Within Private Lots	10 - 30 years	lm	1000	\$300	\$300,000
.2	Within Roadways	10 - 30 years	lm	1000	\$400	\$400,000
<b>Total Cost</b>						<b>\$753,075</b>
<b>Cost Per Unit</b>						<b>\$3,232</b>

## 4.5 Road Network

Table 9: Road Network Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Crack Sealing	Every 10 Years	LS	3	\$10,000	\$30,000
2	Line Painting	Every 2 Years	LS	15	\$2,500	\$37,500
3	Shoulder Gravel	1 - 10 years	m <sup>2</sup>	2,800	\$7	\$19,600
4	Pavement Overlay					
.1	Group 1	1 - 10 years	m <sup>2</sup>	1,220	\$50	\$61,000
.2	Group 2	11 - 20 years	m <sup>2</sup>	3,900	\$50	\$195,000
.3	Group 3	21 - 30 years	m <sup>2</sup>	2,630	\$50	\$131,500
.4	Group 4	31 - 40 years	m <sup>2</sup>	17,300	\$50	\$865,000
<b>Total Cost</b>						<b>\$1,339,600</b>
<b>Cost Per Unit</b>						<b>\$5,749</b>

## 4.6 Electrical Components

Table 10: Electrical Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Streetlight Repairs	1 - 2 years	ea	4	\$500	\$2,000
2	Streetlight Replacements	1 - 5 years	ea	102	\$2,000	\$204,000
3	Partial Streetlight Conduit Replacement	1 - 5 years	lm	300	\$75	\$22,500
4	Electrical Shed No. 3 Service Mast	1 - 2 years	LS	1	\$3,000	\$3,000
5	Electrical Shed No. 3 Equipment	1 - 5 years	LS	1	\$15,000	\$15,000
6	Electrical Shed Equipment No. 1,2,4,5,6	1 - 5 years	ea	5	\$5,000	\$25,000
7	Repair Phase-to-Ground Lights, Sewage PS #2	1 - 2 years	LS	1	\$500	\$500
8	Sewage Pump Station #2 Electrical	21 - 30 years	LS	1	\$20,000	\$20,000
9	Sewage Pump Station #1 Electrical	1 - 5 years	LS	1	\$10,000	\$10,000
10	Water Booster Station Electrical	1 - 5 years	LS	1	\$10,000	\$10,000
<b>Total Cost</b>						<b>\$312,000</b>
<b>Cost Per Unit</b>						<b>\$1,339</b>

## 4.7 Structural Components

Table 11: Structure Cost Estimate

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL REPLACEMENT COST
1	Retaining Walls, Cast-in-Place Concrete	60 - 75 years	LS	1	N/A	N/A
2	Retaining Walls, Wood-tie	1 - 15 years	LS	1	\$120,000	\$120,000
3	Retaining Walls, Stone/Rock/Block Maintenance	Every Year	LS	30	\$1,000	\$30,000
4	Shed Maintenance	1 -2 years Every Year	LS LS	1 30	\$5,000 \$500	\$5,000 \$15,000
5	Shed Replacement					
.1	Electrical Sheds	21 - 30 years	ea	6	\$6,000	\$36,000
.2	Water Booster Station	21 - 30 years	ea	1	\$5,000	\$5,000
.3	Sewage Pump Stations	21 - 30 years	ea	2	\$10,000	\$20,000
6	Sewer Pipe Supports	5 - 10 years	ea	100	\$250	\$25,000
					<b>Total Cost</b>	<b>\$256,000</b>
					<b>Cost Per Unit</b>	<b>\$1,099</b>

### Notes

1. A replacement cost has not been provided for the cast-in-place concrete retaining walls, as the expected life span exceeds the 30 year projection covered in this report.
5. Shed replacement costs are based on a rough estimate of the floor area and the value of \$100/sq ft provided by Read Jones Christoffersen ([Appendix D](#)).

## 5 RESERVE FUNDING MODELS

### 5.1 Cost Summary

The purpose of a contingency reserve fund study is to determine the anticipated common property infrastructure upgrades required and provide options for how to fund these anticipated expenses. **Table 12** below shows a summary of the estimated costs of the infrastructure upgrades identified, and the revenue from strata fees over the next 30 years based on current rates (in present value).

Table 12: Total Cost Summary

Revenues		Expenses		Net
Current Reserve Fund Balance	\$302,123	Water System	\$1,396,500	
Strata Fees at Current Rate (233 units @ \$300/unit/year) <sup>1</sup>	\$2,097,000	Sanitary Sewer System	\$2,431,250	
		Storm Sewer System	\$753,075	
		Road Network	\$1,339,600	
		Electrical	\$312,000	
		Structures	\$256,000	
<b>Total</b>	<b>\$2,399,123</b>		<b>\$6,488,425</b>	<b>(\$4,089,302)</b>

Note 1 – Represents a sum of CRF + Operating fees. Refer to section 5.5.

### 5.2 Funding Sources

There are two funding sources for the CRF, yearly contributions and special levies. A portion of each strata lot's strata fees will be a contribution to the CRF. Strata may also raise money for the CRF by means of a special levy. Special levies in this case would be to account for large infrastructure replacement projects such as sewer system replacement. Including special levies in the CRF funding model reduces the yearly contribution; however special levies must be approved by the strata council in a special resolution.

### 5.3 Minimum Balance

As discussed in Section 3 Bylaws and Regulations Review, the CRF is required to maintain a balance of at least 25% of the operating budget. The operating budget for Long Lake Heights for the year October 1, 2015 to September 30, 2016 was \$363,179.72. Twenty-five percent of this budget would be approximately \$90,800. Therefore, a minimum balance in the CRF of \$95,000 (adjusted for inflation) has been shown in the models included in this report.

## 5.4 Inflation & Model Updates

The amounts listed in the cost estimate section are in 2016 dollars.

It is recommended that the depreciation report and associated CRF models be updated every three years in order to keep the documentation current. By updating the depreciation report on a regular basis it would ensure that inflation and current construction costs are accounted for in the CRF models.

**Table 13** summarizes changes to the Statistics Canada construction price index in the past five years.

Table 13: Percent Change in Construction Price Index

Location	2011	2012	2013	2014	2015	Average
Canada (Metropolitan Areas)	3.4	2.5	1.2	1.4	1.2	1.94
Vancouver, BC	3.6	3.7	2.8	1.6	1.5	2.64

Based on this information we have used an inflation rate of 2.5 % per year for construction costs for the purposes of the CRF models included in this report.

According to the Bank of Canada, the average interest rate of 3-year benchmark bond yields between 2005 and 2015 was 2.16%. A 2.0 % per year interest rate was applied to funds in the CRF for the purposes of the CRF models included in this report.

## 5.5 Funding Models

Three funding models were developed based on the anticipated major maintenance, repair and replacement costs over the next 30 years, as summarized in **Tables 6 - 11**. **Figure 1** through **Figure 5** account for inflation and interest rates as outlined in section 5.4 and are in Future Value amounts.

The three funding models are:

- Model #1 – Status Quo (maintain current fees + special levies)
- Model #2 – Fully Funded (rising fees + no special levies)
- Model #3 – Blended (rising fees + special levies)

The current collection of strata fees and funding of capital works projects in Long Lake Heights are split between the CRF and the operating budget. The CRF contribution for 2017 shown in these models includes the funds directly allocated to the CRF as well as the funds budgeted for significant capital works projects within the operating budget for a total of \$300/unit/year (\$64 CRF + \$236 from operating budget). These models assume that funding and expenditures of significant capital works projects will all be through the CRF in the future, and that regular operating maintenance items will be funded by a separate account.

## 5.6 Funding Model #1 – Status Quo

Funding model #1 is a “status quo” model where the CRF contribution from strata fees is held constant at its current level of \$300/unit/year with special levies being used to pay for significant expenses, which in this case will include the phased replacement of water and sewer pipes.

This model uses a special levy every 5 years in the amount of \$1,000/unit in 2018 & 2023, \$4,000/unit in 2028, \$6,000/unit in 2033, and \$8,000/unit in 2038 & 2043. Model #1 is shown in **Figure 1** below.

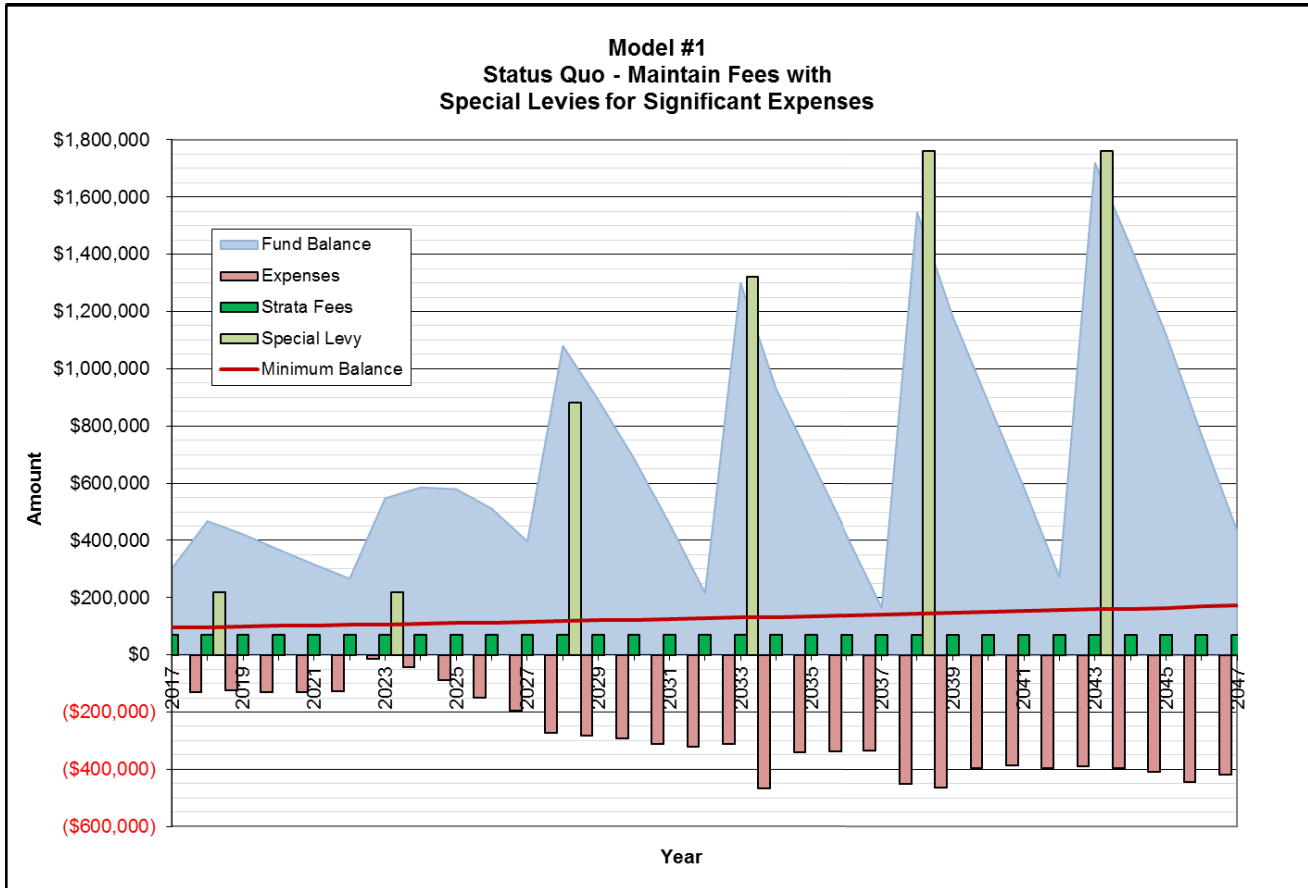


Figure 1: CRF Model #1 – Status Quo

Fees: \$300/unit/year (CRF only)  
 Special Levies: 2018 - \$1,000/unit  
 2023 - \$1,000/unit  
 2028 - \$4,000/unit  
 2033 - \$6,000/unit  
 2038 - \$8,000/unit  
 2043 - \$8,000/unit

## 5.7 Funding Model #2 – Fully Funded

Funding model #2 is a “fully funded” model where the CRF contributions from strata fees are raised in order to cover all expenses without the use of any special levies. This particular model uses regular rate increases at 5.5% annually until the year 2039 and then 2% annual increases thereafter, ramping up to \$1,850/unit/year by the year 2047. Model #2 is shown in **Figure 2** below.

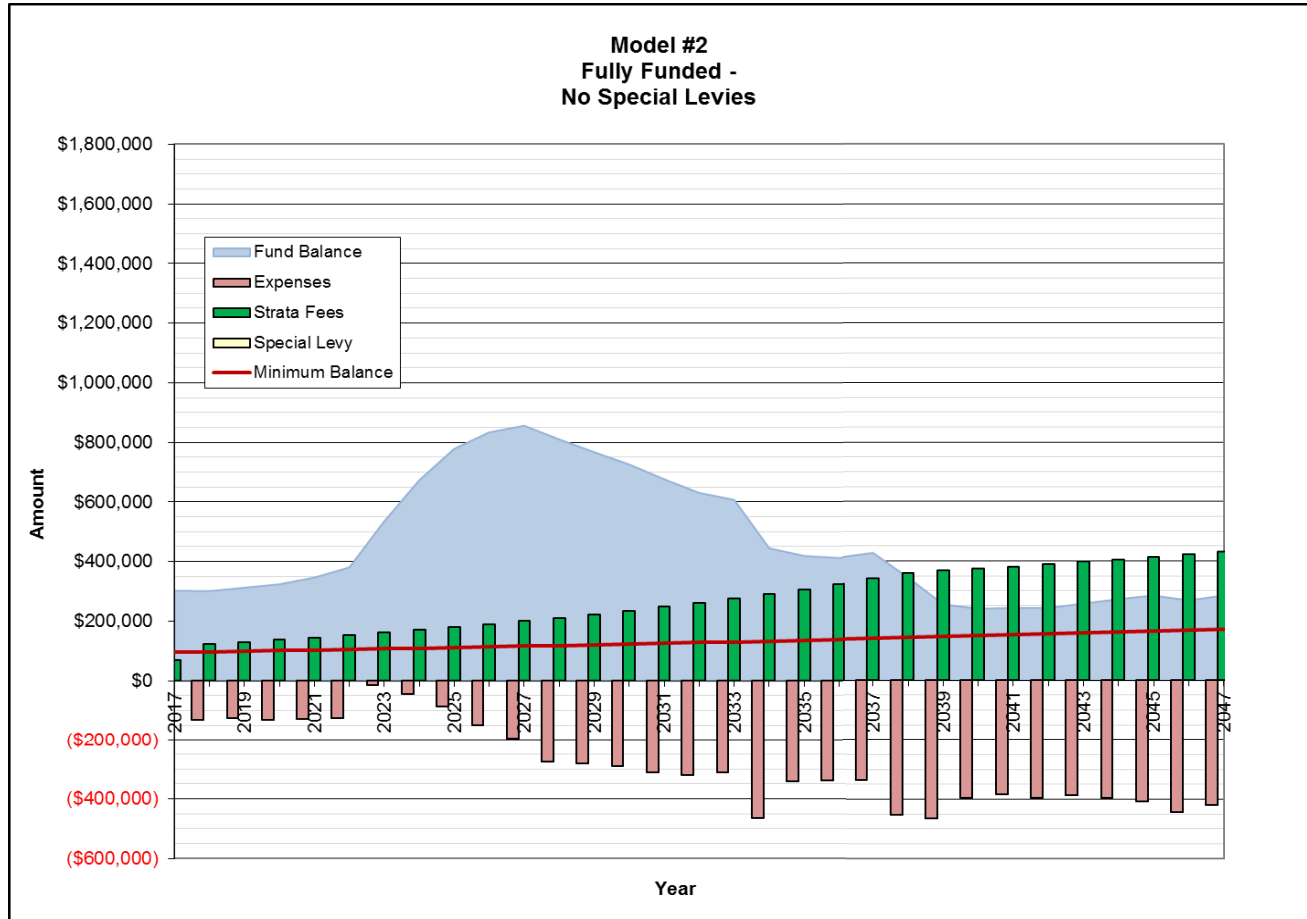


Figure 2: CRF Model #2 – Fully Funded

Strata Fees: 2018 - \$530/unit/year (CRF only)  
 2020 - \$590/unit/year  
 2025 - \$771/unit/year  
 2030 - \$1,008/unit/year  
 2040 - \$1,609/unit/year  
 2045 - \$1,776/unit/year



## 5.8 Funding Model #3 – Blended

Funding model #3 is a “blended” model where a combination of increases in the CRF contribution from strata fees and special levies are used to cover expenses. This particular model uses gradual rate increases every 5 years up to \$1,000/unit/year by the year 2033 and special levies every 5 years from \$1,000/unit in the year 2020 up to \$3,500/unit by the year 2041. Model #3 is shown in **Figure 3** below.

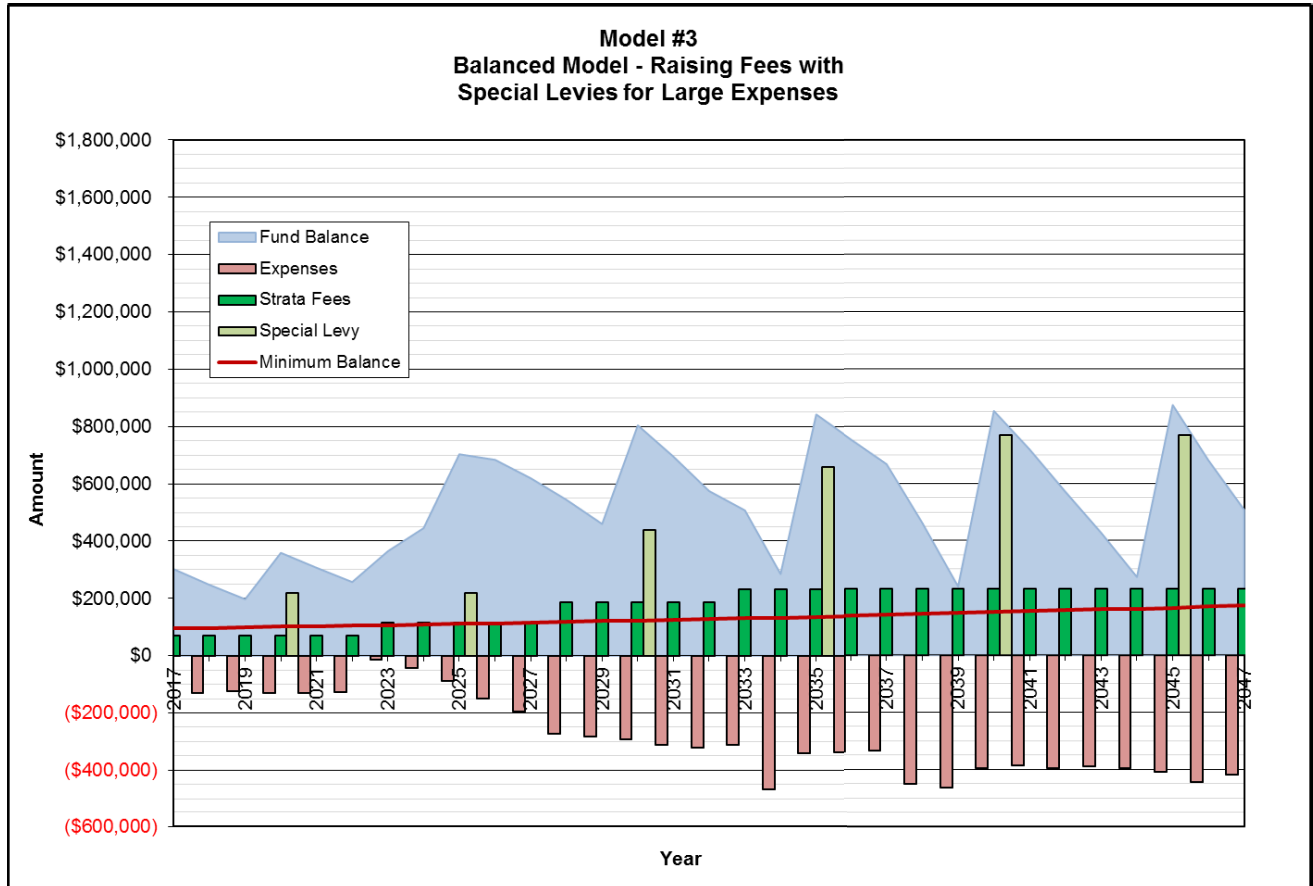


Figure 3: CRF Model #3 - Balanced

Strata Fees:	2018 - \$300/unit/year (CRF only)	Special Levies:	2020 - \$1,000/unit
	2023 - \$500/unit/year		2025 - \$1,000/unit
	2028 - \$800/unit/year		2030 - \$2,000/unit
	2033 - \$1,000/unit/year		2035 - \$3,000/unit
			2040 - \$3,500/unit
			2045 - \$3,500/unit

## 5.9 Funding Model Comparison

Funding models #1 and #2 demonstrate opposite sides of the spectrum in terms of funding through annual contributions and special levies. Model #3 attempts to provide a balance somewhere in between these by using a combination of the two funding sources. Model #1 has the largest fluctuation in contributions and CRF balance, while model #2 includes steady increases in annual contributions and maintains a more steady CRF balance.

Figure 4 presents a comparison of the annual costs per year per strata unit for each funding model to the year 2047.

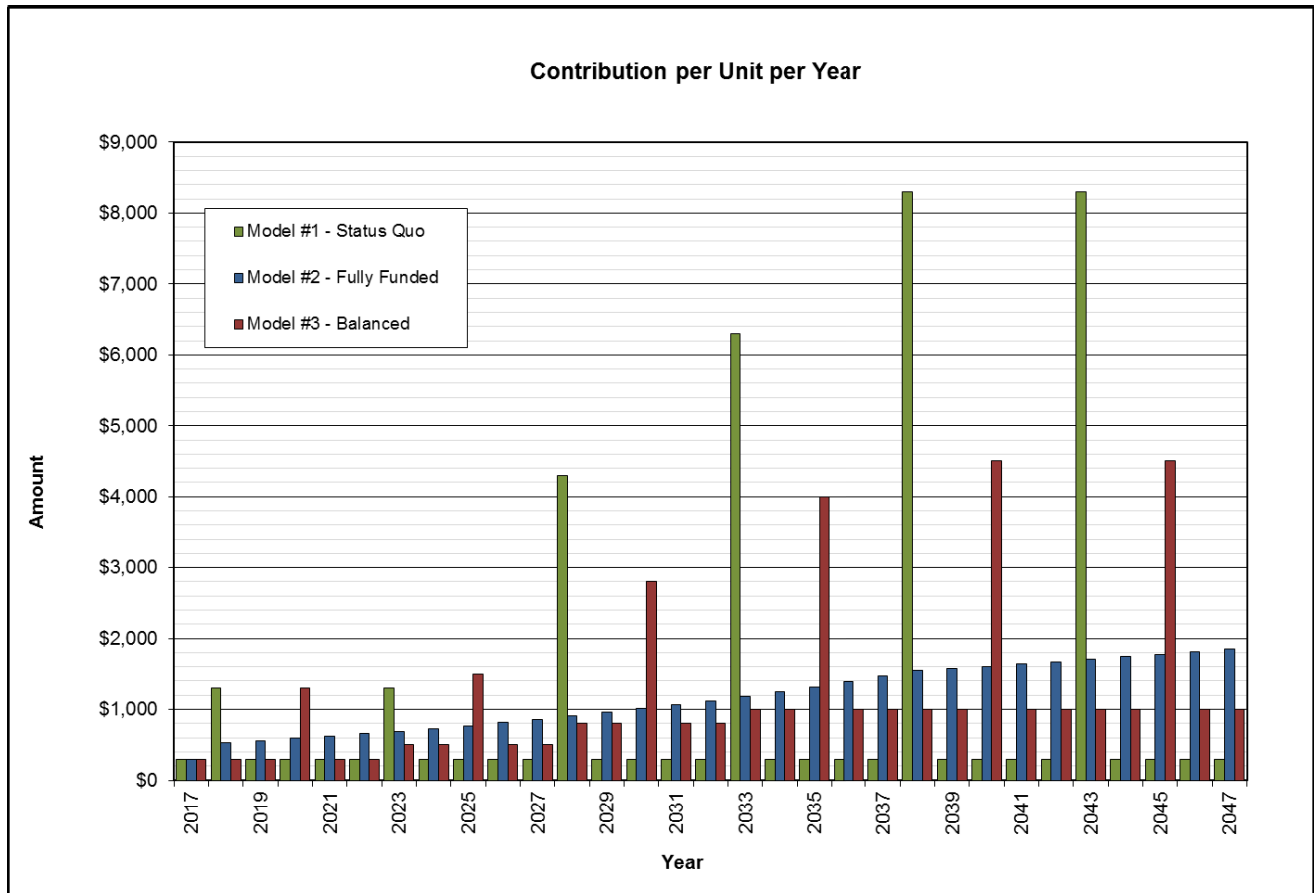


Figure 4: CRF Contributions/Unit/Year

Figure 5 presents a comparison of the balance of the capital reserve fund for each funding model to the year 2047.

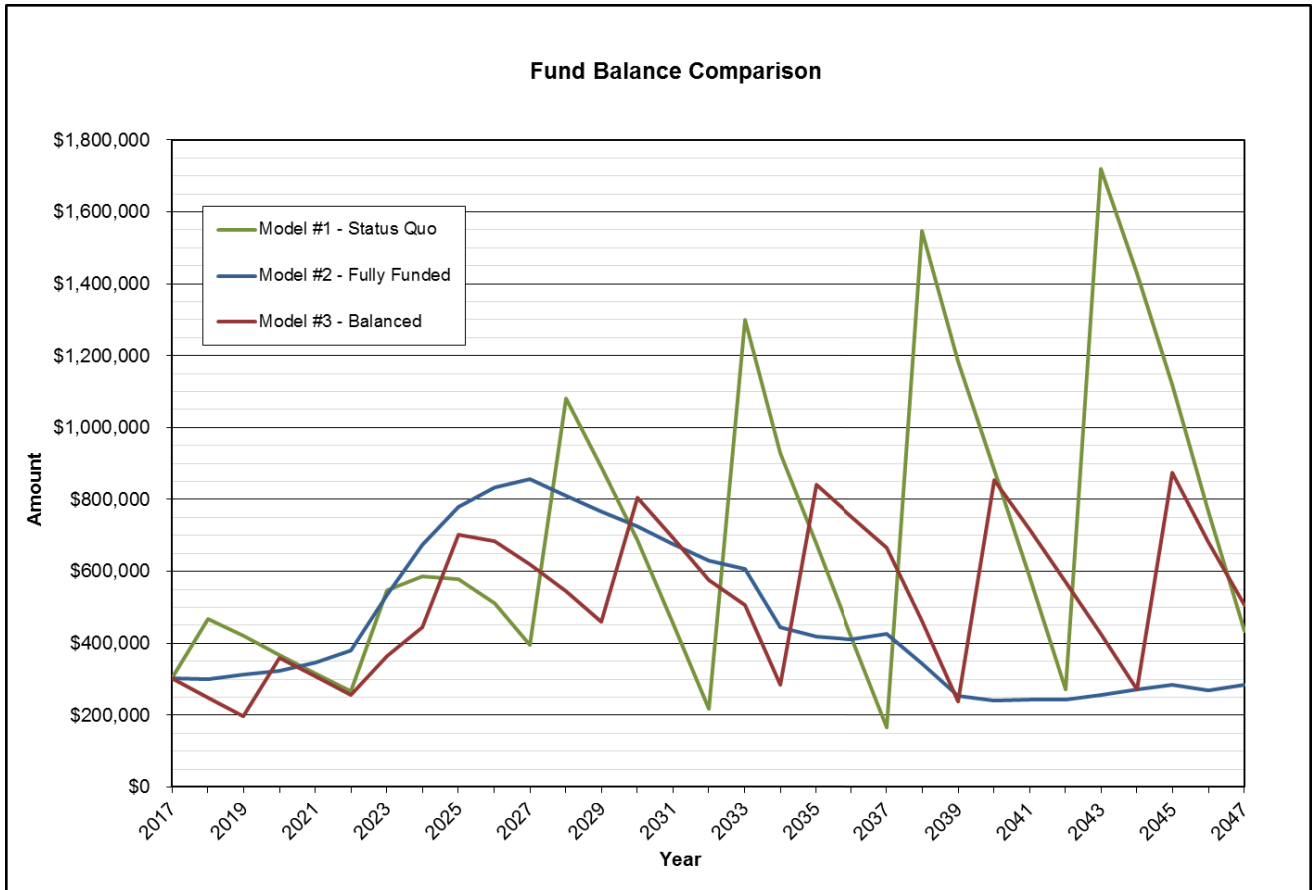


Figure 5: CRF Balance Comparison

## 6 CONCLUSIONS

The following conclusions are drawn from the work presented in this report:

1. The Long Lake Heights Strata Corporation 830 is one of the largest bare land stratas on Vancouver Island, covering an area of 22.9 hectares, largely built in the late 1970's and early 1980's.
2. The strata consists of 229 lots, some with suites that pay additional fees. We understand that 220 have been developed and contain dwellings.
3. The strata includes approx. 3,200 m of watermain, 4,500 m of sanitary sewer gravity main, 550 m of sanitary sewer forcemain, 2,000 m of storm sewer, and 25,000 m<sup>2</sup> of paved road.
4. All infrastructure will eventually require replacement; the sooner reserve funds are secured, the less the burden will be on future residents.
5. Estimated lifespan of any given asset is not precise and is subject to many variables beyond the ability of this report to predict.
6. The current total infrastructure replacement cost estimate is approx. \$6.5 million, up from the \$3.9 million in the 2003 report, but consistent with inflation and with the addition of the electrical and structural components.
7. Current legislation dictates that a Contingency Reserve Fund must be maintained to cover replacement and maintenance of common property infrastructure that occurs less than once a year.
8. The Strata Property Regulation requires depreciation reports to include a minimum of 3 cash-flow funding models. These can be made up of strata fee contributions, special levies or borrowing.
9. The 2003 report recommended a per lot contribution of \$300/unit/year to the CRF.
10. The 2017 contribution to the CRF projects from strata fees is \$300/unit/year (\$64 CRF + \$236 operating budget) and the CRF balance at the time of this report preparation was \$302,123.40.
11. An estimated contribution of \$530 to \$1,776 per year per over the next 30 years is required to fund these replacements.
12. The strata has implemented some of the improvements recommended in the 2003 report, specifically paving improvements and pump replacements.
13. Some of the other improvements recommended in the 2003 report have not yet been undertaken. Some key components of the infrastructure require further investigation, and the results could have an impact on the timing of the infrastructure replacements and the corresponding funding models.
14. As a result of this update, some new improvements have been identified.
15. The sanitary and storm sewers investigated in the 2003 report that were found to be in poor condition have not yet been replaced and additional investigation has not been completed.

## 7 RECOMMENDATIONS

The following recommendations are based on the work completed in the 2003 Infrastructure Reserve Fund Study and the updated information included in this study:

### 7.1 General

1. Require an inspection of storm and sanitary connections from all new dwellings prior to authorizing a resident to hook up to the Strata sewerage system.
2. Review pumped sanitary service connection locations with property owners. Require watertight chambers for those connected to pumped sanitary service connections.
3. Work with lot owners to keep rear yard sanitary and storm sewer easements clear from dwellings and other permanent structures.
4. Work with lot owners to locate and expose buried sanitary and storm service connections, and install adequate cleanout assemblies.
5. Update record drawings to reflect actual conditions as observed on site.

### 7.2 Operations

1. Maintain annual hydrant service inspection. Provide required documentation to the City as per Bylaw 7108.
2. Maintain Pump Station cleaning and servicing program.
3. Contact BC Hydro and Telus to request record drawings of the underground plant in the area.
4. Fund regular operational maintenance items from a separate account.
5. Contact the City of Nanaimo for additional drawings to complete the record drawing set.

### 7.3 Water Distribution System

1. Document the location of the line valves and other watermain appurtenances that are shown on the record drawings, but were not located in the 2003 study.
2. Conduct a systematic leak detection program to identify potential areas of water system losses and reduce yearly water demands.
3. Regularly clean valve boxes and ensure that all valves are accessible and operational.

4. Expose hydrant flanges and re-plumb hydrants as required.
5. Conduct flow testing within the system to confirm available fire flows throughout the development, and including the area on Heron Place serviced by the water booster station. Review with the Fire Underwriters Survey. Confirm degree of liability if adequate fire flows are not maintained during fire event.
6. Install flushouts on the dead-end sections of watermains to enable flushing and cleaning of the watermain system.
7. Conduct a systematic flushing program in the spring and autumn to improve water quality and remove stagnant water from the system. Submit water quality samples to a laboratory to track results after each flushing program.
8. Consider the option of an additional feed between the City of Nanaimo System and the existing watermain on Woodhaven Drive, to provide system looping and increase fire flows if necessary.
9. Evaluate the booster station and improve operating conditions to reduce maintenance costs.

#### **7.4 Sanitary Sewer System**

1. Document the location of the sanitary manholes and cleanouts that are shown on the record drawings, but were not located in the 2003 study.
2. Repair pipes noted to be in poor condition in the 2003 report.
3. Conduct a complete video camera inspection of all known sanitary sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and for replacement.
4. Conduct a systematic cleaning and flushing program once problem areas are identified and located.
5. Conduct smoke testing to assess the degree of unauthorised connection of roof and foundation drains to the sanitary sewers system.
6. Locate and establish cleanouts at the property line for all individual services.
7. Budget for the eventual replacement of the major components of the sewage lifts stations.
8. Consider adding automatic alarms and notification system to pump stations.
9. Investigate compatibility with City of Nanaimo equipment, in the event of an emergency. Consider installing back-up generators at each sewage lift station.

10. Review holding capacity of both lift stations at ultimate build-out conditions.
11. Maintain worker safety at the lift stations. Review compliance with current WorkSafeBC regulations and keep abreast of any further changes in legislation.
12. Review the structural integrity of the wet wells at each station.
13. Investigate the sewage forcemain from the larger Pump Station on Woodhaven Drive. Confirm the routing and location of the forcemain between Woodhaven and Summit. Verify whether the forcemain is attached (as noted on the record drawings) or located underneath the existing dwelling.
14. Review alternative alignments to mitigate potential impacts on system and/or the private dwelling in the event of a failure. Investigate the possibility of a future gravity route over the undeveloped parcel to the east, to connect to the City of Nanaimo system on Shammys Place.
15. Develop a pipe evaluation and replacement program

## **7.5 Storm Sewer System**

1. Document the location of the storm manholes and cleanouts that are shown on the record drawings, but were not located in the 2003 study.
2. Repair pipes noted to be in poor condition in the 2003 report.
3. Conduct a complete video camera inspection of all known storm sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and/or replacement.
4. Conduct a systematic cleaning and flushing program, once problem areas are identified and located.
5. Expand storm drainage system to allow hook ups of roof leaders in areas where unauthorized connections to the sanitary sewer system are located, or in other critical areas.
6. Establish ditching and other drainage control measures at locations where surface water collects.
7. Review structural integrity of aerial storm sewer suspended from rock face along Summit Dr near Deer Lane.
8. Develop a pipe evaluation and replacement program.

## **7.6 Road Network System**

1. Continue crack sealing and shoulder repair program.
2. Review base gravel structure for areas of future paving to determine whether road reconstruction is required rather than overlay.
3. Schedule future road paving with regard to utility infrastructure upgrade scheduling.

## **7.7 Structural and Electrical Infrastructure**

1. Follow the recommendations outlined in the electrical report provided by RB Engineering.
2. Follow the recommendations outlined in the structural report provided by RJC.

## **7.8 Funding Model Updates**

1. Keep an up to date list of projects completed.
2. Update project costs every 3-5 years to account for actual inflation and construction costs.
3. Include allowances for contingency and engineering (where required) when budgeting for specific infrastructure replacements projects.
4. Update model as projects are designed and constructed and actual replacement costs are determined.



## **APPENDIX A**

**VIS 830 Repairs & Maintenance Spreadsheet**

**(From Concise Strata Management)**

**VIS 830 Long Lake Heights  
Common Area Work Performed**

Date	Location	Description	Value	Attach#	Utility
Fall annual (1/2) hydrants	Throughout	Hydrant flushing & maintenance	\$700.00 per annum	N/A	water
April 13-00		New 10x10x7' high water/hydr storage shed	\$2,889.00	7	water
Sept-8-03	Summit Drive	Booster pump repair & maintenance	\$603.75	52	water
Jul-3-05	Summit Drive	Towing Pump lift	\$48.30	59	water
Sep-30-07	Marsh Wren Place	Layout & Paint new stop bar	\$265.00	81	road
Oct-25-07	Woodhaven Pump station	Remove fences & excavate for forming footings walls base for pumps as to plans; concrete rebar & lumber	\$7,464.52	86	sanitary
Nov-10-07	Woodhaven Drive	Check problem w/ high level alarm at pumping station	\$283.78	56	sanitary
Dec-17-07	Woodhaven Drive	Deliver pumps to job site/ install pump & piping for pump #1/ install scaffolding in pump chamber	\$10,585.30	87	sanitary
Oct-1-07-Sept-30-08	Sewer pump station	Remove fence & excavate for forming footing walls	\$7,464.52	5	sanitary
Oct-1-07-Sept-30-08		Deliver & install pumps & install scaffolding	\$4,114.21		sanitary
Oct-1-07-Sept-30-08		Disconnect existing electrical, remove kiosk & equipment, connect new VFD, change out pump start float, supply and install alarm light, supply & install resonator pads.	\$5,906.79		sanitary
Oct-1-07-Sept-30-08		Supply & install foundation framing wall, roof trusses, shingles, hardiplank, & soffit	\$6,605.55		sanitary
Oct-1-07-Sept-30-08		Supply power & control equipment for new electrical area, relocate inverter drive, fix problem with floats and levels (new floats required)	\$6,791.20		sanitary
Oct-1-07-Sept-30-08		Relocate inverter drive, attend motor trip & overflow level on (2) occasions, supply & install power & control equipment	\$12,549.83		sanitary
Oct-1-07-Sept-30-08		Supply & install deadlock & lockset	\$183.20		sanitary
Oct-1-07-Sept-30-08		Assist Burnwood & Art's Plumbing with pump commissioning problems, enable second pump variable speed drive unit, pretrial new pump	\$2,082.75		sanitary
Oct-1-07-Sept-30-08		Install plywood & insulate pump house & install fence	\$7,090.65		sanitary
Oct-1-07-Sept-30-08		Install cooling fan & thermostat, program & start up 2nd VF drive unit, attend to pumping & level problems, remove 2nd submersible pump, install plumbing for 2nd above ground pump	\$5,296.47		sanitary
Oct-1-07-Sept-30-08		Remove existing pump, commission 2nd new pump, install new float switches & conduits	\$3,653.19		sanitary
Oct-1-07-Sept-30-08		Fill holes Re: new pumps	\$420.00		sanitary
Feb-26-08	Pump house	Install foundation framing wall & install roof trusses shingles / install hardiplank & soffit	\$6,605.55	88	sanitary
Apr-3-08	Summit Drive	Check pump, connected suction pipe/primed pump	\$168.00	55	?
Jun-25-08		Car wash/catch basin service	\$250.00	6	storm
July-3-08	Summit Drive	Remove old pump for repair	\$561.75	53	water
Jul-3-08		Remove water booster pump for repair	\$131.23	57	water
Aug-11-08		Edge of concrete chamber cracked - repair	\$99.75	58	sanitary
Aug-20-08	Heron & Otter Place	5hp booster pump	\$2,814.34	60	water
Aug-21-08	Summit Drive	Replace nw booster pump - repiped pump	\$1,055.25	54	water
Aug-21-08	Summit Drive & Heron Place	Reconnect pump motor	\$131.23	61	water
Aug-28-08	Throughout	Line painting	\$2,756.14	82	road
Sep-10-08	Woodhaven Drive	Patch paving by mailboxes	\$6,352.50	84	road
Sep-21-08	Throughout	Paint road marking	\$483.00	83	road
Sept-22-08	Summit Drive	Disconnect heat trace	\$65.61	9	road
Sep-22-08	Woodhaven lift station	Insulate & seal pipes to tank	\$420.00	89	sanitary
Sept-26-08		Check problem with booster water pump	\$354.07	8	water
Oct-8-08		Street light repair	\$1,181.43	91	road
Oct-15-08	Fawn Place	Paving	\$1,710.45	78	road
Nov-19-08		Car wash disposal - pumpout pump station	\$996.98	10	sanitary
Nov-21-08		Sewage left pump - to prime 2nd left pump	\$141.75	11	sanitary
Dec-11-08	Woodhaven Drive	Install pressure gauges; install new float switch brackets / install high temperature alarms on both pumps/ pour new floor to create drain/ assist with clean out of tank/ attend pump commissioning/ install room heat & thermostat/ build, install, & commission pump control panel/ prepare control drawings	\$12,267.41	85	sanitary
Feb 19-09		Water pressure - install tee on service line to check pressure drop	\$246.75	12	water
Mar-30-09		Fencing 20 x 8ft & post caps	\$434.80	76	road
May-11-09	Owl Place & Woodhaven	Paving repairs	\$12,300.75	79	road
May-11-09		Fencing 12 x 8ft & post caps	\$292.18	77	road
May-15-09	Heron Place	Cement repairs	\$114.17	80	road
May-15-09		Road maintenance & signs/landscaping	\$932.99	13	road
May-22-09	Summit Drive	Booster pump - check pump replace 2 capillators on pump	\$204.75	16	water
Jun-17-09		Check over pump station control & power	\$98.43	14	sanitary
Jul-17-09	Summit Drive	Video inspection of approx. 160 meters sanitary sewer	\$252.00	19	sanitary
Jul-24-09	Summit Drive	Booster pump - replace 1 capillator on pump - prime left pump	\$251.25	17	water

**VIS 830 Long Lake Heights  
Common Area Work Performed**

Date	Location	Description	Value	Attach#	Utility
Jun-30-09		Install digital pressure gauges on Pumps 1 & 2 Check problem with Pump 2 losing prime	\$1,313.25	15	sanitary
Aug-14-09	Summit Drive	Repair to booster pump - new motor/cycle stop valve	\$2,707.95	18	water
Sept-16-09		Check direction of waterline at valve	\$99.75	50	water
Oct-5-09		1 - speed hump & 350ft of curbing	\$3,045.00	74	road
Jan-12-10	Marsh Wren Place	Excavate & replace 10' heavy wall drainage pipe from manhole to creek backfill & level	\$2,037.00	51	storm
Feb-19-10		Booster pump remove for repair & replace	\$824.25	46	water
May-7-10		Roustabout repair	\$805.74	47	sanitary
May-7-10		Repairs on pump #1	\$1,588.88	48	sanitary?
May-10-10		3 minute smoke emitters case 12	\$138.25	49	storm / sanitary
Jun-22-10		Jet flush & clear outlet line from C/B Remove asphalt & pump out C/B	\$567.00	45	storm
Jul-28-10	Woodhaven Drive	Video inspection of sanitary/storm sewers	\$478.80	73	storm / sanitary
Sep-14-10	Woodhaven Drive	Line painting	\$1,400.00	75	road
Sept-20-10	Summit & Quail	Repair broken 2" PVC pipe broken at main	\$948.64	43	water
Sept-20-10		Hydro excavate for water main repair on site/empty tank	\$784.00	44	water
Sept-22-10		Repair gravel/pea/crush	\$3,752.99	42	road
Jan-31-11	Throughout	Pump flush & clean 39 catch basins haul away & dispose of waste	\$1,747.20	41	storm
Apr-8-11	Summit Drive	Remove booster pump for repair & replace	\$1,640.80	40	water
Apr-19-11	Sewage pump station	Install 2 knife valves on discharge pipe to isolate sewage pumps for repair	\$4,463.20	39	sanitary
Apr-29-11	Lift station pump	Repairs on lift station pump	\$1,713.23	37	sanitary
Jun-27-11	Woodhaven Drive	Replace old CB w/new also regrade road way for drainage	\$4,995.20	38	storm
Sep-20-11	Throughout	Road marking asphalt surfaces	\$4,655.84	72	road
Sept-21-11	Summit Drive	Painting of aluminum pipe	\$2,744.00	36	?
Oct-11-11	Woodhaven Drive	Check problem with sewage pump	\$186.18	35	sanitary
Oct-31-11	Throughout	Bruce Campbell plumbing contract	\$5,214.72	90	storm
Nov-18-11	Throughout	Clean up after windstorm - storm drains & debris off roads	\$160.00	69	storm
Nov-22-11		Jet flush & clear main sewer line/cameral line & remove grease build up. Pump & dispose of contents in pump chamber	\$186.18	34	sanitary
April-14-12	Lift pumps	Primed both pumps. Discharge line on one pump leaking - to repair later	\$218.40	32	sanitary
May-3-12	Throughout	Road sweeping	\$1,512.00	71	road
May-25-12	Lift station	Repaired leaking coupling in pit lift station	\$812.00	33	sanitary
Sep-13-12	Throughout	Line / sign painting	\$2,054.08	70	road
Nov-30-12	Pump stations	Change out float switches on small pumping station 3 of 4.	\$2,127.15	31	sanitary
Jan-7-13	Lift pumps	Check 2 sewer lift pumps. Order new check valves for pumps	\$106.40	29	sanitary
Feb-15-13	Lift pumps	Remove suction lines & replace flapper check valve	\$621.60	28	sanitary
Feb-20-13		Lamps incandescent/halogen	\$2.17	30	sanitary
Feb-20-13		Repairs on Pump #1	\$1,696.02	27	sanitary
Mar-22-13		Service on Marathon 20HP motor	\$521.00	26	sanitary
Mar-31-13	Woodhaven Drive	Materials used to change out disconnect switch at small pump house	\$941.93	25	sanitary
Apr-4-13	Throughout	Road sweeping	\$637.88	68	road
Jun-13-13	120 Woodhaven Drive	Change out main disconnect switch in small pump house. Change out ground lights	\$1,041.23	24	sanitary
Sep-1-13	Beside lot 62	Tree removal - chip & remove all brush	\$315.00	67	road
Sep-24-13	Otter Place	Remove broken asphalt & tree roots/rebase w/gravel & repave & reinstall curbing	\$4,116.00	66	road
Oct-12-13	Throughout	Line / sign painting	\$1,975.68	62	road
Nov-20-13	Lot 204 - Ferntree Place	Jack hammer asphalt & concrete to expose root bound pipe. Excavate & replace pipe w/ good t.	\$819.00	20	storm
Feb-28-14	Feldging & Summit Drive	Pump, clean, & dispose of sand from 4 catch basins Remove sand etc. camera & flush drain behind 341	\$1,071.00	21	storm
May-9-14		Booster pump pressure too low. Raised pressure on regulator	\$141.75	22	water
May-14-14	Throughout	Road sweeping	\$779.63	63	road
Jul-17-14	Pump stations	Power washing both pump station pads	\$40.00	64	sanitary
Sep-11-14	Throughout	Line / sign painting	\$2,020.48	65	road
Sep-15-14	Throughout	Pump, clean, & flush all thirty-nine catch basins	\$2,457.00	23	storm
Oct-20-14	720 Marsh Wren Place	Use vac truck to remove roots from outlet line to main.	\$672.00	2	storm
Oct-14-14	720 Fawn Place	Auger, clean & remove roots from catch basin	\$231.00	3	storm
Oct-14-14	341 Fledging Place	Lift man hole & remove sand. Jet flush downhill to clear	\$189.00	4	sanitary
Nov-14-14		Remove wheel barrow full of sand. Bring in pipe eye & jet flush to get running. Jack hammer concrete around pipe & remove 10' of concrete from inside of pipe	\$2,913.75	1	storm
2015	Summit Dr (Swan to Rainbow)	Paving	\$96,000.00	NA	road
2015	Swan Place	Paving	\$14,000.00	NA	road
2015	Woodhaven Drive	Complete replacement of woodhaven pump	\$10,000.00	NA	sanitary

## **APPENDIX B**

### **Background Information Correspondence**

# Long Lake Heights

## Depreciation Report

### Sheds, Electrical, Retaining walls

To: Concise strata management

Long Lake Heights Strata Council

From: Rob Turgeon / Chris Edmunds

Date: 2017/01/04

A thorough review of the ground was completed over a two week period. It must be noted that this was only a visual inspection of the many walls, electrical and sheds throughout the property. At this point we did not uncover any issues that would merit any further investigation, however there were a series of glaring issues that will be covered in the following.

- 1) Sheds, most if not all sheds are in need of an over haul to maintain a presentation level expected of our neighbourhood this includes roofing, doors and locks, paint, new or repaired trim, replacement of some rotten siding and a total cleaning and grading of the land surrounding these buildings. It is our opinion that that all of these buildings are in a condition that is currently repairable with exception in a few localized areas. If these repairs are not completed within the next coming years the minor problems occurring will most certainly be exaggerated. An estimate cost per shed is an average, with some being more substantial than others. Cost to repair and improve \$ 1,850.00 – 3,500.00 each respectively. It must be noted that there are a few things that will need to be addressed without delay. For further details on this Chris or I are readily available.
- 2) Electrical, all electrical viewed is currently in working order, with that said there are a number of areas that are becoming outdated and a plan moving forward should be implemented. Clear and concise labeling of the systems that are in use and LIVE within the sheds. There are a number of old and obsolete mechanisms that have been left intact within the sheds as inevitable repairs and upgrades have been done over the years. It is recommended that this is cleaned up or labled in a clear fashion so that in the event of any situation a person may discern between relevant equipment. Most if not all current electrical equipment within the sheds is in good working order for the foreseeable future. Lampposts are from the original development and are beginning to degrade. The wiring within the lamp posts is dated not weatherproof and many of the lamp globe fasteners are stripped making replacement tricky at best. Also a number of lampposts are located in conspicuous or awkward locations as development of the area has progressed over the years and others are leaning or have undergone conforming repairs. It is our recommendation that the council may entertain the project of replacement and updating of the lamp posts, a quote can be provided upon request. There is one specific point that needs to be addressed immediately within the scope of electrical. The power pole in the summit hairpin

turn shed is completely rotten. Remediation or replacement is required. We are more than happy to meet with council to determine the best resolution to alleviate the risk of a down powerline or liability.

- 3) Retaining Walls, There are many retaining wall within the strata 830 territory most if not all of these walls were from the original development. These walls were built with a number of different methods wood, reinforced concrete and concrete block. I will begin with the wood constructed retaining walls, wood is not a suitable material for retaining wall infrastructure even with modern geotechnical technologies and methods would should not be used and therefore these walls should be replaced with the appropriate methods to today's standards. Some of these wood constructed retaining walls have failed and are in the process of failing. The largest of these walls is located on Marsh Wren located just up from Ross Rd. on the north east end of the strata. This wall is currently in danger of collapsing and a number of visual signs are apparent such as bulging and cracks above from slope creep. Although there is no real danger as a result of this wall collapsing it is in complete disrepair and needs to be replaced. There is also a number of small (less than 2' tall) wood walls that are in disrepair, these walls do not endanger the community in any way but are more of an eye sore than anything else. These walls are located at the visitor parking on rainbow as well as the visitor parking at the west end of summit and Salal. In addition to these wood walls there is one more that I am unsure if it is in fact common property or not but worth mentioning due to its state of imminent collapse. This wall is bordering on the high side of Ferntree and if it fails at some point it will be encroaching on an already narrow laneway. I would recommend that any and all of the wood retaining walls throughout the strata be replaced within 2 or three years starting with Marsh Wren. As for the number of reinforced concrete retaining walls they all seem to be in good condition with no visible signs of hydraulic build up behind the walls, no cracking or movement is evident which is great news because there are a number of these walls that are quite substantial the only note that I may make of all of these walls is that they appear quite weathered which may affect the overall look of the strata. This could be remedied by a simple stone veneer but by no means necessary for the overall health of the walls. The concrete block walls are also in good condition and don't appear to have any visual signs of degradation. It is our recommendation that consideration only be given to the wood walls within the strata, the concrete appears to be strong for many years to come.

Please note that the content of this report is a thorough inspection for report purposes only. If there is any issues that arise or were overlooked that are deemed to be important a specific assessment can be provided at that time. If more detailed information is required please feel free to contact us. We are available to discuss any of the items covered or new ones at hand. I will also attach a few photo's for your convenience.

Regards,

Rob Turgeon

Chris Edmunds

## Kevin Dougan

---

**From:** Kevin Dougan  
**Sent:** Wednesday, January 27, 2016 8:49 AM  
**To:** Melissa@concisemgmt.com  
**Cc:** Rob Hoffman; cmiller@levelton.com  
**Subject:** RE: Long Lake Heights Infrastructure Study

Hi Melissa,

I had a phone conversation with Ron yesterday afternoon and we discussed my maintenance questions. I have tried to summarize the results of our conversation below. I have noted Ron's answers in red. I don't believe that further information on the pumps installed is critical to completion of the report, but if you wanted to track it down from Art's and Burwood that would help us refine our estimated lifespan and replacement cost.

1. Have some or all of the valves, flushouts and manholes that we had recommended be located been exposed? If only some, then which ones remain? (4.1.1, 4.2.1, 4.3.1)  
**All have been located and exposed**
2. Has any leakage testing been conducted on the watermain system? If so, are results available? (4.1.2)  
**No leakage testing has been conducted**
3. Have any flushouts been added to the watermain system? If so, where?(4.1.3)  
**No**
4. Are we correct in understanding that very little or no replacement of sewer or water pipes have has been completed since 2003? If replacements have occurred, please note location and estimated length.  
**No major replacements have occurred, only spot repairs where leaks have been detected.**
5. Do you have any more information, drawings or specifications on the new pump that was installed in the water booster station? (2008?) (4.1.4)  
**One new pump was installed in 2015. No further info on the type of pump. Information available from installer, Art's Plumbing.**
6. Has the current location of the sanitary forcemain (PS#2 to discharge) been confirmed? (4.2.6)  
**Ron knows location of discharge on Ross Rd.**
7. Do you have any more information, drawings or specifications on the new pumps that were installed in the sanitary pump station #2? (2008?) (4.2.5)  
**No further info on type of pump. Information available from installer, Burwood's Electric Motor Service.**
8. Are we correct in understanding that the pumps in sanitary pump station #1 have not been replaced since 2003? Or is the \$10,000 for Woodhaven pump shed mentioned in your email cover this cost? Do you have any more info on what work was done at PS #1? (4.2.5)  
**One pump installed in 2003 and one in 2015. The \$10,000 for Woodhaven pump shed includes the new pump. No further info on type of pump. Information available from installer, Burwood's Electric Motor Service.**
9. Have any manhole lids or ladder rungs been installed or replaced since 2003? If so, how many?  
**None**

10. Would you be able to provide us with a list of the roads that have been repaved over the last 10-15 years, noting the year and length of each area? (4.4)

Paving areas completed in the past 8 years include: all of Summit Dr, Woodhaven Dr, Quail Pl, Marsh Wren Pl and half of Heron Pl and Charfinch Pl. Have been spending ~\$75-90k /year on paving. Approximately 3 more years left in paving plan.

Thanks,  
Kevin

**Kevin Dougan**



PO Box 790, 194 Memorial Avenue, Parksville, BC, V9P 2G8  
T:250-248-3151 F:250-248-5362 kdougan@koers-eng.com



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**From:** Melissa Ruyter [mailto:melissa@concisemgmt.com]  
**Sent:** Tuesday, January 12, 2016 10:59 AM  
**To:** Kevin Dougan  
**Subject:** RE: Long Lake Heights Infrastructure Study

Hi Kevin,

Sorry for the delay, there is a nasty virus going around and IT had our system down for a days.

Please see below my answers in red.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Ruyter', is written over a light blue background.

Melissa Ruyter  
*Managing Partner*  
**CONCISE STRATA MANAGEMENT**  
202 – 572 Stewart Avenue  
Nanaimo, BC  
V9S 5T5  
(Ph) 250-754-4001

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**From:** Kevin Dougan [mailto:kdougan@koers-eng.com]  
**Sent:** Tuesday, January 05, 2016 5:15 PM  
**To:** Melissa Ruyter  
**Subject:** RE: Long Lake Heights Infrastructure Study

Hi Melissa,

In addition to the information below required for evaluating future expenditures, would you be able to provide me with the following information to assist with the Contingency Reserve Fund (CRF) funding models?

- Current number of developed lots - 220
- Current CRF balance – As at January 12 - \$291,593.15 (less any of your fees for the report still to be billed)
- Current CRF annual contributions per lot - \$5.36 per unit, per month (total \$15,000 per annum)



- Do you have any feeling on what type of a funding model may be preferred? ie preference towards an increase in annual contributions vs special levies? – We need 3 models (a requirement under the legislation) and those models have typically been #1 – status quo, #3 – An increase, enough to cover expenses without special levies and the #2 – a combination of both, an increase, not a lot but enough to keep future assessments on the lower end.

Will you also be able to work into your model staged projects? Ie: Replacing common property light standards or sewer line upgrades phased over a few years as we have done the paving in the past? With such a big development, a single larger scale project would not happen in one year but would be phased.

Thanks,  
Kevin

**Kevin Dougan**



PO Box 790, 194 Memorial Avenue, Parksville, BC, V9P 2G8  
T:250-248-3151 F:250-248-5362 [kdougan@koers-eng.com](mailto:kdougan@koers-eng.com)



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**From:** Melissa Ruyter [<mailto:melissa@concisemgmt.com>]  
**Sent:** Thursday, December 17, 2015 4:41 PM  
**To:** Kevin Dougan  
**Subject:** RE: Long Lake Heights Infrastructure Study

Hi Kevin,

I've sent this off to Ron for comment, I'll get back in touch with you as soon as we have the information you need.

Sincerely,

Melissa Ruyter  
*Managing Partner*  
**CONCISE STRATA MANAGEMENT**  
202 – 572 Stewart Avenue  
Nanaimo, BC  
V9S 5T5  
(Ph) 250-754-4001

---

**From:** Kevin Dougan [<mailto:kdougan@koers-eng.com>]  
**Sent:** Friday, December 11, 2015 12:23 PM  
**To:** Melissa Ruyter  
**Subject:** Long Lake Heights Infrastructure Study

Hi Melissa,

Koers & Associates has reviewed the material that you forwarded and compared it against the recommendations that were made in the previous report titled "2003 Infrastructure Reserve Fund Study". There are a few things listed below that we would like confirmed or clarified in order to move forward with the new report. We have tried to add section numbers for recommendations from the previous report for your reference.

1. Have some or all of the valves, flushouts and manholes that we had recommended be located been exposed? If only some, then which ones remain? (4.1.1, 4.2.1, 4.3.1)
2. Has any leakage testing been conducted on the watermain system? If so, are results available? (4.1.2)
3. Have any flushouts been added to the watermain system? If so, where?(4.1.3)
4. Are we correct in understanding that very little or no replacement of sewer or water pipes have has been completed since 2003? If replacements have occurred, please note location and estimated length.
5. Do you have any more information, drawings or specifications on the new pump that was installed in the water booster station? (2008?) (4.1.4)
6. Has the current location of the sanitary forcemain (PS#2 to discharge) been confirmed? (4.2.6)
7. Do you have any more information, drawings or specifications on the new pumps that were installed in the sanitary pump station #2? (2008?) (4.2.5)
8. Are we correct in understanding that the pumps in sanitary pump station #1 have not been replaced since 2003? Or is the \$10,000 for Woodhaven pump shed mentioned in your email cover this cost? Do you have any more info on what work was done at PS #1? (4.2.5)
9. Have any manhole lids or ladder rungs been installed or replaced since 2003? If so, how many?
10. Would you be able to provide us with a list of the roads that have been repaved over the last 10-15 years, noting the year and length of each area? (4.4)

Thanks,  
Kevin

**Kevin Dougan**  
EIT



PO Box 790, 194 Memorial Avenue  
Parksville, BC, V9P 2G8  
T:250-248-3151 F:250-248-5362  
[kdougan@koers-eng.com](mailto:kdougan@koers-eng.com)

## Kevin Dougan

---

**From:** smac28@telus.net <stevemcmullen@telus.net>  
**Sent:** Thursday, August 03, 2017 6:14 PM  
**To:** Kevin Dougan  
**Subject:** Re: LLH Depreciation Report

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Kevin,

For 2017, the Long Lake Heights budget has one item called CRF, and has about \$15,000 allotted to it. That would be where the \$5.36/unit/month came from. However, there were other line items that were long term, once in a blue moon capital expenditures also in the operating budget. These were a retaining wall replacement and a major sewage lift pump replacement, which together totalled \$55,000. In the future those kind of items will show up in the CRF. So it is just a change in how those kind of funds are identified in the budget.

As for interest on the CRF balance, good on you if you can get 2%, but feel free to use whatever interest rate you used in your model for the other choices. I did not apply earned interest for the balance in my assumptions, just inflation at 2% for the expenses. I think the bank is offering about .5% on savings accounts right now, and even that is better than my investments (but that is another story...).

The important thing is to have all three funding models using the same basic assumptions, so they can be evaluated on their relative merits.

Regards,

**Steve**

----- Original Message -----

From: Kevin Dougan <[kdougan@koers-eng.com](mailto:kdougan@koers-eng.com)>  
To: 'smac28@telus.net' (<[stevemcmullen@telus.net](mailto:stevemcmullen@telus.net)>) <[stevemcmullen@telus.net](mailto:stevemcmullen@telus.net)>  
Sent: Thu, 03 Aug 2017 16:39:44 -0600 (MDT)  
Subject: LLH Depreciation Report

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## **APPENDIX C**

**Electrical Infrastructure Depreciation Report  
(RB Engineering)**

# **ELECTRICAL INFRASTRUCTURE DEPRECIATION REPORT**

**Long Lake Heights Strata**  
Nanaimo, BC

Prepared by:



Project: 17-2530

April 4, 2017

## 1.0 OVERVIEW

RB Engineering Ltd. has been retained to provide an electrical infrastructure depreciation report as outlined in the Strata Property Act for the Long Lake Heights Strata Corporation 830.

The site was originally developed in 1981 and included the following electrical infrastructure:

1. Decorative street lighting
2. Six electrical sheds that feed street lighting and in-ground heating (for roadway snow melt).
3. Two sewage lift stations
4. One water booster station

The purpose of this report is to provide a condition evaluation of the existing private electrical infrastructure, life cycle, and maintenance requirements (No review has been undertaken for BC Hydro, Telus, or Shaw utility infrastructure). The condition evaluation consists of a visual inspection only on March 8, 2017 and March 22, 2017, no testing or detailed investigation was performed. Life cycle estimates are based on the following Building Owners and Managers Association (BOMA) estimates:

1. Light fixtures – 20 years
2. Wire under 600V – 40 years
3. Power panels – 30-40 years
4. Circuit breakers – 30 years

Recommended upgrades only consider works that will need to be done by a certified electrician or technician. Estimated costs are summarised in Appendix A, are approximate, and are expressed in today's value (no cost escalation or inflation is considered).

## 2.0 Decorative Street Lighting

The decorative street lights date back to the original development and consist of approximately 102 globe style luminaires on approximately 10' high painted steel poles. The poles are mounted to a variety of different styles of concrete bases and have been relocated and partially buried due to development and landscaping changes over the years. The poles' condition and state of corrosion indicate that they have nearly reached their end of life. Maintenance personnel have expressed that the mounting hardware for the poles and fixtures have rusted to the point where maintenance is becoming impractical. There is no evidence that the conduit system is compromised but it is prudent to assume that some conduit runs will need to be replaced whenever new wire is pulled. Further, some poles are in need of immediate repair due to damage or deterioration. Based on BOMA standards and our observations, RB recommends the following:

1. Repair/make good the following poles immediately:
  - a. Pole near 191 Woodhaven Drive

- b. Pole on Swan Place
  - c. Pole near 160 Rainbow Crescent
  - d. Pole near 56 Squirrel Lane
2. Replace all poles, bases, and wiring within the next 5 years.
  3. Replace approximately 10% of the street lighting conduit runs when the poles and wiring are replaced in within the next 5 years.

### **3.0 Electrical Sheds**

The electrical sheds date back to the original development and consist of un-insulated, un-heated, sheds that are open to outdoor air flow and pest ingress. Five of the sheds are equipped with a single incandescent light fixture, a 100A or 200A 120/240V single phase service, and distribution to serve street lighting and in-ground heating. Shed 3 includes a 600A 120/240V single phase service and distribution to serve street lighting, in-ground heating, and the east sewage lift station described below. All of the electrical equipment in these sheds has weathered poorly and is in need of replacement. Maintenance personnel noted that much of the in-ground heating is non-functional. The timber supporting the service mast at Shed 3 near 604 Summit Drive is badly rotted and may be in danger of failing. Based on BOMA standards and our observations, RB recommends the following:

1. Replace the Shed 3 service mast immediately.
2. Replace all infrastructure in each shed within the next 5 years.

The in-ground heating may optionally be repaired but is not included in our cost estimate.

### **4.0 Sewage Lift Stations**

The east sewage lift station consists of a 400A 120/240V single phase distribution to feed building loads, in-ground heating, pump controls, and two 20hp pumps. The pumps are three phase and are fed using phase converting variable frequency drives. This shed was electrically upgraded in 2014 and is operating nominally. With proper maintenance this shed should be serviceable for another 30 years based on BOMA standards. The in-ground heating may optionally be repaired but is not included in our cost estimate.

The west sewage lift station consists of a 200A 120/208V three phase service and distribution to feed house loads, street lighting, pump controls, and two pumps. The station dates back to the original development and consist of an un-insulated, un-heated, shed that is open to outdoor air flow and pest ingress. All of the electrical equipment in this station has weathered poorly and is in need of replacement. The system includes non-functional phase-to-ground monitoring lights that suggest an ungrounded delta system. Based on BOMA standards and our observations, RB recommends the following:

1. Repair the phase-to-ground monitoring lights immediately (Or remove if system is now grounded).
2. Replace all of the electrical equipment in this station within the next 5 years.

## **5.0 Water Booster Station**

The water booster consists of a 100A 120/240V single phase service and distribution to feed house loads, heat tracing, in-ground heating, street lighting, pump controls, and pumps. The station dates back to the original development and consist of an un-insulated, un-heated, shed that is open to outdoor air flow and pest ingress. All of the electrical equipment in this station has weathered poorly and is in need of replacement. Based on BOMA standards and our observations, RB recommends replacing all of the electrical equipment in this station within the next 5 years. The in-ground heating may optionally be repaired but is not included in our cost estimate.



## 6.0 APPENDIX A: Electrical Capital Cost Summary

**Appendix A: Electrical Capital Cost Summary**

Item	Unit Cost	Quantity	Cost Sub-Total	Estimated Timeline of Investment			
				Immediate	1-5 Years	6-20 Years	21 Years +
Light pole repairs	\$ 500.00	4	\$ 2,000.00	\$ 2,000.00			
Light Pole replacements	\$ 2,000.00	102	\$ 204,000.00		\$ 204,000.00		
Replace approximately 300m of street lighting conduit	\$ 75.00	300	\$ 22,500.00		\$ 22,500.00		
Replace the Shed 3 service mast	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00			
Replace electrical shed equipment (Shed 3)	\$ 15,000.00	1	\$ 15,000.00		\$ 15,000.00		
Replace electrical shed equipment (remaining Sheds)	\$ 5,000.00	5	\$ 25,000.00		\$ 25,000.00		
Replacement of east sewage lift station electrical	\$ 20,000.00	1	\$ 20,000.00				\$ 20,000.00
Repair phase-to-ground lights	\$ 500.00	1	\$ 500.00	\$ 500.00			
Replacement of west sewage lift station electrical	\$ 10,000.00	1	\$ 10,000.00		\$ 10,000.00		
Replacement of water booster station electrical	\$ 10,000.00	1	\$ 10,000.00		\$ 10,000.00		
<b>Total:</b>			\$ 312,000.00	\$ 5,500.00	\$ 286,500.00	\$ -	\$ 20,000.00

**Notes:**

1. Maintenance costs are not included in this table.
2. Taxes are not included.

## **APPENDIX D**

**Depreciation Report – Structural Items  
(Read Jones Christoffersen)**



Engineers

April 11, 2017

Owners of Strata VIS 830  
c/o Concise Strata Management Services  
572 Stewart Avenue  
Nanaimo, BC V9S 5T5

**RE: Depreciation Report – Structural Items  
Long Lake Heights**

**RJC No. NAN.111729.0002**

## 1.0 INTRODUCTION

### 1.1 Terms of Reference

Read Jones Christoffersen Ltd. (RJC) was commissioned to perform a Depreciation Report supplement for the Owners of Strata VIS 830 (the Client) at Long Lake Heights. Our supplement focuses on common property structural components as identified to us by the Strata, and is provided to Koers & Associates Engineering Ltd. (Koers) who is preparing a comprehensive Depreciation Report for the property.

As outlined in our March 1, 2017 proposal, the intent of our supplemental report is to:

- Inventory and describe the identified common property components
- Estimate of when infrastructure would need to be replaced
- Determine replacement cost estimates

A summary of the condition assessment is included in *Appendix A*.

### 1.2 Disclaimers

This report has been prepared based upon site visits and review of available existing drawings and records. No calculations or testing of the structures has been undertaken. No destructive testing was performed to confirm actual conditions during the preparation of our report.

This report reflects the best judgments in the light of the information available at the time of preparation and has been prepared in accordance with generally accepted engineering practices. No warranties, either expressed or implied, are made as to the professional services provided under the terms of our scope of work and included in this report.

### 1.3 Statement of Qualifications and Insurance

This Depreciation Report supplement prepared by RJC meets the requirements as described by Section 94 of the British Columbia Strata Property Act for the specific components identified herein.



## **.1 Qualifications of Report Preparer**

The primary preparer of this report was *Mr. Terry Bergen, CTech, CCCA, LEED® AP* of RJC. As of the writing of this report, Mr. Bergen has over 20 years of experience constructing, assessing and designing various aspects of residential, commercial and institutional buildings. Report assistance was provided by *Mr. Mark Childs, Grad. Tech.* of RJC. Report review was provided by *Mr. Bernard Ribeiro, P.Eng.* of RJC.

## **.2 Statement of Insurance**

RJC maintains professional liability insurance, through Metrix Professional Insurance Brokers Inc., which includes coverage for the provision of Depreciation Reports.

### **1.4 Declaration of No Conflict of Interest**

Neither RJC, Mr. Terry Bergen, Mr. Mark Childs, or Mr. Bernard Ribeiro have a relationship with, or a vested interest in, the subject property beyond the fee for service to prepare this report.

## **2.0 METHODOLOGY**

### **2.1 Expected Service Life and Replacement Costs**

We have attempted to accurately estimate the Expected Service Life, Replacement Cost, and Present Condition of the identified common and limited common property components. However, this is not an exact science, especially with respect to underlying or buried elements hidden from view. Actual conditions may differ significantly from the assumed conditions. Component remaining service lives may be prolonged in future updates to the report, as the rate of deterioration of elements becomes apparent.

The maintenance performed can often help to extend the service life of many of the components. For this reason, it is important to update technical assessments periodically in order to keep the fund current.

The Opinions of Probable Cost (budgets) provided in the report are presented to provide an expectation as to the magnitude of costs required to complete the recommended repair, renewal or replacement of the common and limited common property components with new assemblies of similar quality and performance. The budgets provided should be considered no more accurate than Class D estimates forecast over time ( $\pm 40\%$ ).

The budgets provided are not estimates or quotes, as these would require the preparation of plans, details, specifications and schedules to achieve a quantified summary of estimated costs. Note that the costs provided do not include an allowance for applicable taxes, nor do they include possible consulting fees for large capital projects.



## 2.2 Condition Assessment and Forecast Expenditures

A visual review of a representative sampling of the identified components was performed to assess their general condition and to prepare the report.

A summary of the condition assessment is included in *Appendix A*. The budget costs provided in the condition assessments are given in current 2017 dollars, and have not been adjusted for inflation forecasting forward.

Each item in *Appendix A* is also assigned a Priority Ranking. The rankings are as shown below in Table 3 and are based on Canada Mortgage and Housing Corporation's (CMHC) *Capital Replacement Planning* manual. The intent of the priority rankings is to provide guidance on the level of risk associated with deferring the work for a given item. For example, deferring an item assigned Priority Ranking 1, 2, or 3 entails greater risk than an item assigned a Priority Ranking 4.

Priority	Description
1	Health and safety
2	Structural integrity
3	Legislative requirements
4	Building functionality, cost effectiveness and/or marketability upgrades

As noted previously, the Opinions of Probable Cost provided in the depreciation report are presented to provide an expectation as to the *magnitude* of costs required to complete the recommended renewal or replacement. The costs provided are not *estimates* or *quotes*, as these would require the preparation of plans, details, specifications and schedules to achieve a quantified summary of estimated costs.

## 3.0 CLOSING COMMENTS

### 3.1 Limits of Commission

The Client recognizes that special risks occur whenever engineering or related disciplines are applied to assess hidden elements or portions of a building. Even a comprehensive sampling and testing program, implemented with the appropriate equipment and experienced personnel, under the direction of a trained professional who functions in accordance with a professional standard of practice, may fail to detect certain conditions. This is because these conditions are hidden and therefore cannot be considered in development of a repair program. For similar reasons, actual conditions that the design professional properly inferred to exist between examined conditions may differ significantly from those that actually exist.

The Client realizes that nothing can be done to eliminate these risks altogether. As a result, we cannot guarantee the accuracy of the Opinions of Probable Cost. The Opinions of Probable Cost are based on the information known at the time of review and cannot be guaranteed. RJC assumes no liability where the probable costs are exceeded.



Neither RJC, nor any company with which it is affiliated, nor any of their respective directors, employees, agents, servants or representatives shall in any way be liable for any claim, whether in contract or in tort including negligence, arising out of or relating in any way to mould, mildew or other fungus, including the actual, alleged or threatened existence, effects, ingestion, inhalation, abatement, testing, monitoring, remediation, enclosure, decontamination, repair, or removal, or the actual or alleged failure to detect mould, mildew or other fungus.

### 3.2 Use of Report

This Depreciation Report supplement supersedes all previous issues or iterations of earlier dates and the information contained within this report is understood to be the most current. All previous reports should be considered complimentary to this report, comprising a record of the Depreciation Report history. Should there be a conflict between information presented in this report and other previous issues or iterations, the information in this report shall be considered correct.

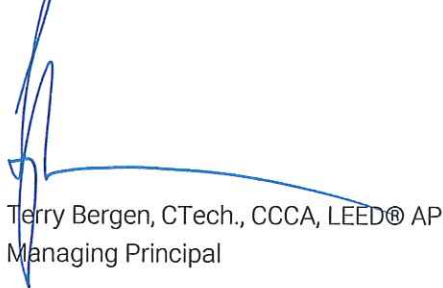
This Depreciation Report supplement was prepared for the Owners of Strata VIS 830 and their consultant, Koers & Associates Ltd. It is not for the use or benefit of, nor may it be relied upon, by any other person or entity without written permission of the Owners of Strata VIS 830.

Thank you for selecting RJC to assist you with this Depreciation Report. We trust the information presented in this report satisfies your current requirements. Should you have any questions, comments, or concerns, please do not hesitate to contact the undersigned.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

Prepared by:



Terry Bergen, CTech., CCCA, LEED® AP  
Managing Principal

TB/rt

Encl. Appendix A

Reviewed by:



Bernard Ribeiro, P.Eng.  
Senior Project Engineer

## Appendix A Condition Assessment




# CONDITION ASSESSMENT SUMMARY



Long Lake Heights - Depreciation Report - 2017

Date of Site Visit: March 8, 2017

RJC Job No.: NAN.111729.0002

Item	Component	Description / Assessment / Priority						
<b>S1.0 - Retaining Walls</b>								
<b>S1.01</b>	<b>Cast-in-Place Retaining Walls</b>							
		<p><b>Description</b>                      Cast-in-place retaining walls are conventionally reinforced cast-in-place concrete walls and footings.                       Approximately 325 linear meters of cast-in-place concrete walls with an approximate average height of 3 meters.</p> <p><b>Assessment</b>                      Cast-in-place retaining walls are in good condition. Provide regular monitoring of cracking.</p> <p><b>Priority</b>                      2 Structural Integrity</p>						
	<table border="0"> <tr> <td><b>Expected Service Life</b></td> <td>100 Years</td> </tr> <tr> <td><b>Present Equivalent Age</b></td> <td>25 Years</td> </tr> <tr> <td><b>Estimated Remaining Life</b></td> <td>75 Years</td> </tr> </table>	<b>Expected Service Life</b>	100 Years	<b>Present Equivalent Age</b>	25 Years	<b>Estimated Remaining Life</b>	75 Years	<p><b>Note:</b>                      Budget not provided as replacement occurs beyond 30-year forecast.</p> <p style="text-align: right;"><b>Estimated Budget</b>      N/A</p>
<b>Expected Service Life</b>	100 Years							
<b>Present Equivalent Age</b>	25 Years							
<b>Estimated Remaining Life</b>	75 Years							


# CONDITION ASSESSMENT SUMMARY



Long Lake Heights - Depreciation Report - 2017

Date of Site Visit: March 8, 2017

RJC Job No.: NAN.111729.0002

Item	Component	Description / Assessment / Priority
<b>S1.0 - Retaining Walls</b>		
<b>S1.02</b>	<b>Wood-tie Retaining Walls - Replacement</b>	
		<p><b>Description</b> Wood-tie retaining walls consist of stacked wood landscape ties of varying height and vintage.</p> <p>Approximately 90 linear meters of wood-tie retaining walls with an approximate average height of 1 meter.</p> <p><b>Assessment</b> Wood-tie retaining walls have failed in several locations. Recommend replacement with concrete or prefabricated block at all areas as the wood-tie assemblies fail.</p> <p><b>Priority</b> 2 Structural Integrity</p>
	<p><b>Expected Service Life</b> 25 Years  <b>Present Equivalent Age</b> 10 to 25 Years  <b>Estimated Remaining Life</b> 0 to 15 Years</p>	<p><b>Note:</b> Budget is based on an average replacement expenditure of \$8,000 a year over a 15-year period (budget in 2017 dollars.)</p> <p style="text-align: right;"><b>Estimated Budget \$ 120,000</b></p>

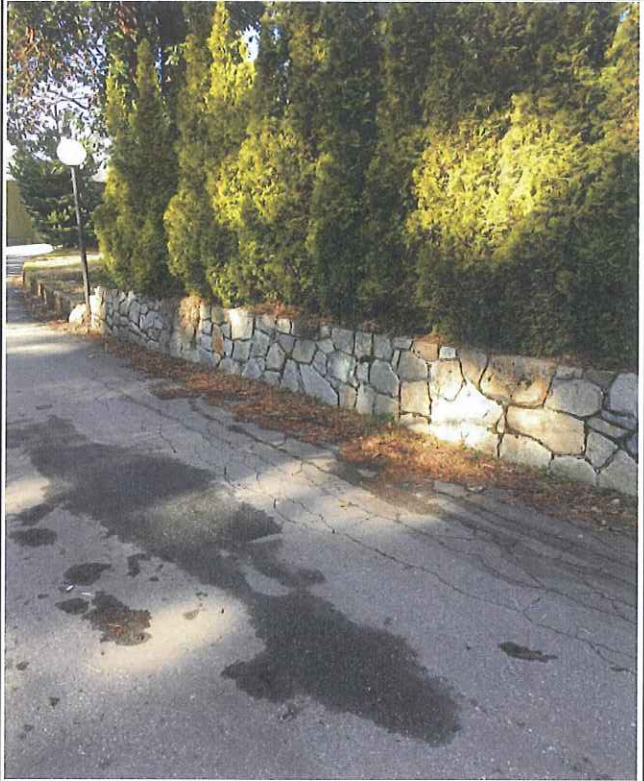
# CONDITION ASSESSMENT SUMMARY



Long Lake Heights - Depreciation Report - 2017

Date of Site Visit: March 8, 2017

RJC Job No.: NAN.111729.0002

Item	Component	Description / Assessment / Priority
<b>S1.0 - Retaining Walls</b>		
<b>S1.03</b>	<b>Stone/Rock/Block Retaining Walls - Renewal</b>	
		<p><b>Description</b> Stone/rock/block retaining walls consist of stone, masonry, or concrete block walls.</p> <p>Approximately 180 linear meters of stone/rock/block retaining walls with an approximate average height of 1 meter.</p> <p><b>Assessment</b> Stone/rock/block retaining walls appear to be in good condition. Provide regular monitoring for cracking. Repair mortar joints and re-set loose stones as required to maintain condition.</p> <p><b>Priority</b> 2 Structural Integrity</p>
	<p><b>Expected Service Life</b> 50 Years</p> <p><b>Present Equivalent Age</b> 25 to 50 Years</p> <p><b>Estimated Remaining Life</b> 0 to 25 Years</p>	<p><b>Note:</b> Budget is based on an annual maintenance expenditure of \$1,000/year over the 30-year forecast.</p> <p style="text-align: right;"><b>Estimated Budget \$ 30,000</b></p>


# CONDITION ASSESSMENT SUMMARY



Long Lake Heights - Depreciation Report - 2017

Date of Site Visit: March 8, 2017

RJC Job No.: NAN.111729.0002

Item	Component	Description / Assessment / Priority
<b>S2.0 - Secondary Structures</b>		
<b>S2.01</b>	<b>Wood-frame Service Sheds - Renewal</b>	
		<p><b>Description</b> Wood sheds (9 total were counted) consist of wood-framed roofs and stud walls bearing on concrete slabs-on-grade. Cladding consists of wood siding. Roofing consists primarily of asphalt shingles.</p> <p><b>Assessment</b> Sheds are in good condition. Overburden surrounding the base of walls should be dug out to reduce the contact between moist materials and the wood framing. Roof of one shed should be replaced when penetrating power pole is relocated. Adjoining wood framing to be replaced/repaired.</p> <p><b>Priority</b> 4 Building Functionality; cost effective and/or marketability upgrades.</p>
	<p><b>Expected Service Life</b> 50 Years  <b>Present Equivalent Age</b> 25 Years  <b>Estimated Remaining Life</b> 25 Years</p>	<p><b>Note:</b> Budget is based on a \$5,000 Year 1 expenditure for major repair followed by \$500/yr avg. for maintenance &amp; repair. <i>Recommended future replacement cost of \$100/sqft for wood-framed sheds.</i></p> <p style="text-align: right;"><b>Estimated Budget \$ 20,000</b></p>



# CONDITION ASSESSMENT SUMMARY



Long Lake Heights - Depreciation Report - 2017

Date of Site Visit: March 8, 2017

RJC Job No.: NAN.111729.0002

Item	Component	Description / Assessment / Priority
<b>S2.0 - Secondary Structures</b>		
<b>S2.02</b>	<b>Structural Steel Pipe Supports - Replacement</b>	
	 	<p><b>Description</b> Structural steel pipe supports consist of a metal plate bolted into the rock, HSS sections welded to the plate, and threaded rod connected to the pipe clamp. Pipe stands consist of vertical HSS sections welded to a base plate supporting the pipe from below.</p> <p>Assume 100 pipe supports/stands total.</p> <p><b>Assessment</b> Structural steel elements are in poor condition, with corrosion visible typical at all supports. Recommend in-situ refurbishment or replacement, or combination thereof.</p> <p><b>Priority</b> 2 Structural Integrity</p>
	<p><b>Expected Service Life</b> 50 Years</p> <p><b>Present Equivalent Age</b> 40 to 45 Years</p> <p><b>Estimated Remaining Life</b> 5 to 10 Years</p>	<p><b>Note:</b> Budget includes for targeted replacement of structural brackets; assuming some posts and brackets can be refurbished in-place.</p> <p style="text-align: right;"><b>Estimated Budget \$ 25,000</b></p>

## **APPENDIX E**

### **Financial Model Data**

**Financial Model Data**

Aug 03, 2017

Model #1 - Status Quo

Year	Expenses	Strata Fee Contribution		Special Levy		Fund Balance	Combined Expense/Unit/Year
		/Lot/Year	Strata Fees	per lot	Special Levy		
2017	\$ -	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 302,123	\$ 300
2018	\$ (130,585)	\$ 300	\$ 69,900.00	\$ 1,000	\$ 220,000	\$ 467,481	\$ 1,300
2019	\$ (125,156)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 421,575	\$ 300
2020	\$ (131,973)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 367,933	\$ 300
2021	\$ (129,091)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 316,101	\$ 300
2022	\$ (125,926)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 266,397	\$ 300
2023	\$ (13,916)	\$ 300	\$ 69,900.00	\$ 1,000	\$ 220,000	\$ 547,709	\$ 1,300
2024	\$ (43,149)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 585,414	\$ 300
2025	\$ (87,725)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 579,297	\$ 300
2026	\$ (149,864)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 510,920	\$ 300
2027	\$ (194,573)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 396,465	\$ 300
2028	\$ (273,964)	\$ 300	\$ 69,900.00	\$ 4,000	\$ 880,000	\$ 1,080,331	\$ 4,300
2029	\$ (281,754)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 890,083	\$ 300
2030	\$ (291,279)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 686,505	\$ 300
2031	\$ (311,843)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 458,292	\$ 300
2032	\$ (320,508)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 216,850	\$ 300
2033	\$ (311,746)	\$ 300	\$ 69,900.00	\$ 6,000	\$ 1,320,000	\$ 1,299,340	\$ 6,300
2034	\$ (465,311)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 929,916	\$ 300
2035	\$ (341,565)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 676,849	\$ 300
2036	\$ (338,914)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 421,373	\$ 300
2037	\$ (334,278)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 165,422	\$ 300
2038	\$ (451,891)	\$ 300	\$ 69,900.00	\$ 8,000	\$ 1,760,000	\$ 1,546,739	\$ 8,300
2039	\$ (464,394)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 1,183,180	\$ 300
2040	\$ (394,038)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 882,706	\$ 300
2041	\$ (384,716)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 585,544	\$ 300
2042	\$ (395,446)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 271,709	\$ 300
2043	\$ (387,660)	\$ 300	\$ 69,900.00	\$ 8,000	\$ 1,760,000	\$ 1,719,383	\$ 8,300
2044	\$ (395,988)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 1,427,683	\$ 300
2045	\$ (407,285)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 1,118,852	\$ 300
2046	\$ (444,070)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 767,059	\$ 300
2047	\$ (419,514)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 432,786	\$ 300

Model #2 - Fully Funded

Year	Expenses	Strata Fee Contribution		Special Levy		Fund Balance	Combined Expense/Unit/Year
		/Lot/Year	Strata Fees	per lot	Special Levy		
2017	\$ -	300	\$ 69,900.00	\$ -	\$ -	\$ 302,123	\$ 300
2018	\$ (130,585)	530	\$ 123,490.00	\$ -	\$ -	\$ 301,071	\$ 530
2019	\$ (125,156)	559	\$ 130,281.95	\$ -	\$ -	\$ 312,219	\$ 559
2020	\$ (131,973)	590	\$ 137,447.46	\$ -	\$ -	\$ 323,937	\$ 590
2021	\$ (129,091)	622	\$ 145,007.07	\$ -	\$ -	\$ 346,332	\$ 622
2022	\$ (125,926)	657	\$ 152,982.46	\$ -	\$ -	\$ 380,316	\$ 657
2023	\$ (13,916)	693	\$ 161,396.49	\$ -	\$ -	\$ 535,402	\$ 693
2024	\$ (43,149)	731	\$ 170,273.30	\$ -	\$ -	\$ 673,234	\$ 731
2025	\$ (87,725)	771	\$ 179,638.33	\$ -	\$ -	\$ 778,612	\$ 771
2026	\$ (149,864)	813	\$ 189,518.44	\$ -	\$ -	\$ 833,839	\$ 813
2027	\$ (194,573)	858	\$ 199,941.95	\$ -	\$ -	\$ 855,885	\$ 858
2028	\$ (273,964)	905	\$ 210,938.76	\$ -	\$ -	\$ 809,978	\$ 905
2029	\$ (281,754)	955	\$ 222,540.39	\$ -	\$ -	\$ 766,964	\$ 955
2030	\$ (291,279)	1,008	\$ 234,780.11	\$ -	\$ -	\$ 725,804	\$ 1,008
2031	\$ (311,843)	1,063	\$ 247,693.02	\$ -	\$ -	\$ 676,170	\$ 1,063
2032	\$ (320,508)	1,122	\$ 261,316.13	\$ -	\$ -	\$ 630,501	\$ 1,122
2033	\$ (311,746)	1,183	\$ 275,688.52	\$ -	\$ -	\$ 607,053	\$ 1,183
2034	\$ (465,311)	1,248	\$ 290,851.39	\$ -	\$ -	\$ 444,735	\$ 1,248
2035	\$ (341,565)	1,317	\$ 306,848.22	\$ -	\$ -	\$ 418,912	\$ 1,317

2036	\$ (338,914)	1,389	\$ 323,724.87	\$ -	\$ -	\$ 412,102	\$ 1,389
2037	\$ (334,278)	1,466	\$ 341,529.74	\$ -	\$ -	\$ 427,596	\$ 1,466
2038	\$ (451,891)	1,546	\$ 360,313.87	\$ -	\$ -	\$ 344,570	\$ 1,546
2039	\$ (464,394)	1,577	\$ 367,520.15	\$ -	\$ -	\$ 254,587	\$ 1,577
2040	\$ (394,038)	1,609	\$ 374,870.55	\$ -	\$ -	\$ 240,512	\$ 1,609
2041	\$ (384,716)	1,641	\$ 382,367.96	\$ -	\$ -	\$ 242,974	\$ 1,641
2042	\$ (395,446)	1,674	\$ 390,015.32	\$ -	\$ -	\$ 242,403	\$ 1,674
2043	\$ (387,660)	1,707	\$ 397,815.63	\$ -	\$ -	\$ 257,407	\$ 1,707
2044	\$ (395,988)	1,742	\$ 405,771.94	\$ -	\$ -	\$ 272,339	\$ 1,742
2045	\$ (407,285)	1,776	\$ 413,887.38	\$ -	\$ -	\$ 284,388	\$ 1,776
2046	\$ (444,070)	1,812	\$ 422,165.13	\$ -	\$ -	\$ 268,171	\$ 1,812
2047	\$ (419,514)	1,848	\$ 430,608.43	\$ -	\$ -	\$ 284,629	\$ 1,848

Model #3 - Balanced

Year	Expenses	Strata Fee Contribution /Lot/Year	Strata Fees	Special Levy per lot	Special Levy	Fund Balance	Combined Expense/Unit/Year
2017	\$ -	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 302,123	\$ 300
2018	\$ (130,585)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 247,481	\$ 300
2019	\$ (125,156)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 197,175	\$ 300
2020	\$ (131,973)	\$ 300	\$ 69,900.00	\$ 1,000	\$ 220,000	\$ 359,045	\$ 1,300
2021	\$ (129,091)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 307,035	\$ 300
2022	\$ (125,926)	\$ 300	\$ 69,900.00	\$ -	\$ -	\$ 257,150	\$ 300
2023	\$ (13,916)	\$ 500	\$ 116,500.00	\$ -	\$ -	\$ 364,877	\$ 500
2024	\$ (43,149)	\$ 500	\$ 116,500.00	\$ -	\$ -	\$ 445,525	\$ 500
2025	\$ (87,725)	\$ 500	\$ 116,500.00	\$ 1,000	\$ 220,000	\$ 703,211	\$ 1,500
2026	\$ (149,864)	\$ 500	\$ 116,500.00	\$ -	\$ -	\$ 683,911	\$ 500
2027	\$ (194,573)	\$ 500	\$ 116,500.00	\$ -	\$ -	\$ 619,517	\$ 500
2028	\$ (273,964)	\$ 800	\$ 186,400.00	\$ -	\$ -	\$ 544,343	\$ 800
2029	\$ (281,754)	\$ 800	\$ 186,400.00	\$ -	\$ -	\$ 459,876	\$ 800
2030	\$ (291,279)	\$ 800	\$ 186,400.00	\$ 2,000	\$ 440,000	\$ 804,194	\$ 2,800
2031	\$ (311,843)	\$ 800	\$ 186,400.00	\$ -	\$ -	\$ 694,835	\$ 800
2032	\$ (320,508)	\$ 800	\$ 186,400.00	\$ -	\$ -	\$ 574,623	\$ 800
2033	\$ (311,746)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 507,369	\$ 1,000
2034	\$ (465,311)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 285,206	\$ 1,000
2035	\$ (341,565)	\$ 1,000	\$ 233,000.00	\$ 3,000	\$ 660,000	\$ 842,345	\$ 4,000
2036	\$ (338,914)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 753,278	\$ 1,000
2037	\$ (334,278)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 667,066	\$ 1,000
2038	\$ (451,891)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 461,515	\$ 1,000
2039	\$ (464,394)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 239,352	\$ 1,000
2040	\$ (394,038)	\$ 1,000	\$ 233,000.00	\$ 3,500	\$ 770,000	\$ 853,101	\$ 4,500
2041	\$ (384,716)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 718,447	\$ 1,000
2042	\$ (395,446)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 570,370	\$ 1,000
2043	\$ (387,660)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 427,118	\$ 1,000
2044	\$ (395,988)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 272,672	\$ 1,000
2045	\$ (407,285)	\$ 1,000	\$ 233,000.00	\$ 3,500	\$ 770,000	\$ 873,841	\$ 4,500
2046	\$ (444,070)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 680,247	\$ 1,000
2047	\$ (419,514)	\$ 1,000	\$ 233,000.00	\$ -	\$ -	\$ 507,339	\$ 1,000



Long Lake Heights Strata Projected Expenses (Future Value)						Major Maintenance Costs																																
						Replacements Costs																																
Asset Description	Comments	Quantity	Unit	Unit Cost Estimate	Total Cost (PV)	Cost Remaining (After 2046)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	
<b>Pavement</b>																																						
Crack Sealing	Every 10 years	2,000	lm	\$5	\$10,000							\$11,314										\$14,483										\$18,539						
Line Painting	Every 2 years	1	LS	\$2,500	\$2,500			\$2,627		\$2,760		\$2,899		\$3,046		\$3,200		\$3,362		\$3,532		\$3,711		\$3,899		\$4,097		\$4,304		\$4,522		\$4,751		\$4,991		\$5,244		
Shoulder Gravel		2,800	m <sup>2</sup>	\$7	\$19,600		\$20,090																															
<b>Asphalt Resurfacing</b>																																						
Group 1	1-10 years	1,220	m <sup>2</sup>	\$50	\$61,000		\$62,525																															
Group 2	11-20 years	3,900	m <sup>2</sup>	\$50	\$195,000												\$127,928	\$131,127																				
Group 3	21-30 years	2,630	m <sup>2</sup>	\$50	\$131,500																					\$110,433	\$113,193											
Group 4	31-40 years	17,300	m <sup>2</sup>	\$50	\$865,000																																	
<b>Total Pavement</b>						\$0	\$82,615	\$2,627	\$0	\$2,760	\$11,314	\$2,899	\$0	\$3,046	\$0	\$3,200	\$127,928	\$134,489	\$0	\$3,532	\$14,483	\$3,711	\$0	\$3,899	\$0	\$4,097	\$110,433	\$117,497	\$0	\$4,522	\$18,539	\$4,751	\$0	\$4,991	\$0	\$5,244		
<b>Water</b>																																						
Repair Off Plumb Hydrants & Valves	1-2 years	6	ea	\$500	\$3,000			\$3,152																														
Install Flushouts	2-5 years	7	ea	\$2,500	\$17,500			\$18,386																														
Leakage Testing	Every 15 years	1	LS	\$10,000	\$10,000				\$10,769																\$15,597													
Flow Testing	Every 15 years	1	LS	\$5,000	\$5,000				\$5,384																\$7,798													
<b>Mainline Pipe Replacement</b>																																						
100 mm PVC	20-45 years	400	lm	\$350	\$140,000																														\$163,713	\$125,854		
150 mm PVC	20-45 years	1,200	lm	\$400	\$480,000																																	
200 mm PVC	20-45 years	1,600	lm	\$450	\$720,000																																	
Water Booster Station Pumps	15-20 years	1	LS	\$6,000	\$6,000																																	
<b>Total Water System</b>						\$0	\$0	\$21,538	\$16,153	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,907	\$152,162	\$179,361	\$159,865	\$163,862	\$167,958	\$172,157	\$176,461	\$180,873	\$185,394	\$190,029	\$194,780	\$199,650	\$163,713	\$125,854	
<b>Sanitary Sewer</b>																																						
<b>Mainline Pipe (Services &amp; Manholes Included)</b>																																						
Clean/Flush Manholes and Cleanouts	Every 5 years	100	ea	\$65	\$6,500						\$7,175					\$8,118																						
Upgrade Manholes w carriage bolts, ladder rungs, lid, frame	1-5 years	1	LS	\$3,250	\$3,250			\$3,415																														
Smoke Testing	1-5 years	4,200	lm	\$2.50	\$10,500				\$5,654	\$5,795																												
Video Camera Inspection	1-5 years	4,200	lm	\$5	\$21,000				\$11,307	\$11,590																												
Review Forcemain Alignment	1-2 years	1	LS	\$5,000	\$5,000			\$5,253																														
<b>Gravity Pipe (100 - 200 mm dia)</b>																																						
Within private lot	15-40 years	1,800	lm	\$400	\$720,000																															\$46,349	\$190,029	
Within roadway	15-40 years	2,100	lm	\$450	\$945,000																															\$194,780	\$199,650	
Within pipe hangers	15-40 years	600	lm	\$550	\$330,000																															\$204,641	\$209,757	
<b>Forcemain Replacement</b>																																						
Woodhaven to Summit	1-5 years	100	lm	\$550	\$55,000							\$62,227																										
Woodhaven to Salal	15-30 years	450	lm	\$450	\$202,500																																	
Pump Station #1 Replacement (Incl. 2x15hp pumps)	10 - 20 years	2	ea	\$20,000	\$40,000																																	
Pump Station #2 Replacement (Incl. 2x25hp pumps)	8 - 10 years	2	ea	\$30,000	\$60,000											\$73,104																						
<b>Total Sanitary Sewer System</b>						\$0	\$0	\$8,668	\$16,961	\$24,560	\$62,227	\$0	\$0	\$73,104	\$8,118	\$51,203	\$0	\$0	\$137,851	\$150,482	\$144,830	\$296,901	\$308,128	\$155,966	\$170,256	\$163,862	\$167,958	\$172,157	\$176,461	\$192,629	\$185,394	\$190,029	\$194,780	\$199,650	\$217,942	\$209,757		
<b>Storm Sewer</b>																																						
<b>Mainline Pipe (Services, Manholes &amp; Catch Basins Included)</b>																																						
Clean/Flush Catch Basins	Every 2 years	25	ea	\$72	\$1,800		\$1,845		\$1,938		\$2,037		\$2,140		\$2,248		\$2,362		\$2,481		\$2,607		\$2,739		\$2,878		\$3,023		\$3,176		\$3,337		\$3,506		\$3,684			
Clean/Flush Manholes and Cleanouts	Every 5 years	35	ea	\$63	\$2,200				\$2,428						\$2,747						\$3,109				\$3,517				\$3,979						\$4,502			
Upgrade Manholes w ladder rungs, lid & frame, grouting	1-5 years	1	LS	\$2,875	\$2,875		\$3,021																															
Video Camera Inspection	1-5 years	2,000	lm	\$5	\$10,000				\$5,384	\$5,519																												
<b>Mainline Pipe</b>																																						
Within private lots	10-30 years	1,000	lm	\$300	\$300,000																																	
Within roadways	10-30 years	1,000	lm	\$400	\$400,000											\$124,886	\$128,008	\$131,209	\$134,489		\$137,851	\$141,297	\$144,830															
<b>Total Storm Drain System</b>						\$0	\$1,845	\$3,021	\$7,323	\$7,947	\$2,037	\$0	\$2,140	\$0	\$129,882	\$128,008	\$133,570	\$134,489	\$140,332	\$144,406	\$147,437	\$0	\$2,739	\$0	\$6,395	\$0	\$3,023	\$0	\$3,176	\$3,979	\$3,337	\$0	\$3,506	\$0	\$8,186	\$0		

Long Lake Heights Strata Projected Expenses (Future Value)						April 10, 2017		Major Maintenance Costs Replacements Costs																																			
Asset Description	Comments	Quantity	Unit	Unit Cost Estimate	Total Cost (PV)	Cost Remaining (After 2046)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047						
<b>Electrical</b>																																											
Streetlight Repairs	1-2 years	4	ea	500	\$2,000			\$2,050																																			
Streetlight Replacements	1-5 years	102	ea	\$2,000	\$204,000				\$71,443	\$73,229	\$75,059																																
Partial Streetlight Conduit Replacement	1-5 years	300	lm	\$75	\$22,500				\$7,880	\$8,077	\$8,279																																
Electrical Shed No. 3 Service Mast	1-2 years	1	LS	\$3,000	\$3,000			\$3,075																																			
Electrical Shed No. 3 Equipment	1-5 years	1	LS	\$15,000	\$15,000			\$15,375																																			
Electrical Shed Equipment No. 1, 2, 4, 5, 6	1-5 years	5	ea	5000	\$25,000							\$28,285																															
Repair Phase-to-Ground Lights Sewage PS # 2	1-2 years	1	LS	\$500	\$500			\$513																																			
Sewage Pump Station #2 Electrical	21-30 years	1	LS	\$20,000	\$20,000																																\$35,292						
Sewage Pump Station #1 Electrical	1-5 years	1	LS	\$10,000	\$10,000			\$10,250																																			
Water Booster Station Electrical	1-5 years	1	LS	\$10,000	\$10,000							\$11,314																															
<b>Total Electrical</b>							\$0	\$31,263	\$79,322	\$81,305	\$83,338	\$39,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,292	\$0	\$0	\$0	\$0	\$0	\$0
<b>Structures</b>																																											
Retaining Walls, Cast-in-Place Concrete	60-75 years	1	LS																																								
Retaining Walls, Wood-tie	1-15 years	1	LS	\$120,000	\$120,000			\$8,200	\$8,405	\$8,615	\$8,831	\$9,051	\$9,278	\$9,509	\$9,747	\$9,991	\$10,241	\$10,497	\$10,759	\$11,028	\$11,304	\$11,586																					
Retaining Walls, Stone/Rock/Block Maintenance	Every Year	30	LS	\$1,000	\$30,000			\$1,025	\$1,051	\$1,077	\$1,104	\$1,131	\$1,160	\$1,189	\$1,218	\$1,249	\$1,280	\$1,312	\$1,345	\$1,379	\$1,413	\$1,448	\$1,485	\$1,522	\$1,560	\$1,599	\$1,639	\$1,680	\$1,722	\$1,765	\$1,809	\$1,854	\$1,900	\$1,948	\$1,996	\$2,046	\$2,098						
Shed Maintenance	Every Year	30	LS	\$500	\$20,000			\$5,638	\$525	\$538	\$552	\$566	\$580	\$594	\$609	\$624	\$640	\$656	\$672	\$689	\$706	\$724	\$742	\$761	\$780	\$799	\$819	\$840	\$861	\$882	\$904	\$927	\$950	\$974	\$998	\$1,023	\$1,049						
<b>Shed Replacement</b>																																											
Electrical Sheds	21-30 years	6	ea	\$6,000	\$36,000																																		\$75,512				
Water Booster Station	21-30 years	1	ea	\$5,000	\$5,000																																	\$10,232					
Sewage Pump Stations	21-30 years	2	ea	\$10,000	\$20,000																																\$40,928						
Sewer Pipe Supports	5-10 years	100	ea	\$250	\$25,000							\$29,717																															
<b>Total Structural</b>							\$0	\$14,863	\$9,981	\$10,230	\$10,486	\$10,748	\$11,017	\$41,010	\$11,575	\$11,864	\$12,161	\$12,465	\$12,776	\$13,096	\$13,423	\$13,759	\$2,227	\$2,282	\$2,339	\$2,398	\$2,458	\$2,519	\$2,582	\$2,647	\$2,713	\$2,781	\$2,850	\$2,922	\$2,995	\$54,230	\$78,659						
<b>Total Expenses</b>							\$0	\$130,585	\$125,156	\$131,973	\$129,091	\$125,926	\$13,916	\$43,149	\$87,725	\$149,864	\$194,573	\$273,964	\$281,754	\$291,279	\$311,843	\$320,508	\$311,746	\$465,311	\$341,565	\$338,914	\$334,278	\$451,891	\$464,394	\$394,038	\$384,716	\$395,446	\$387,660	\$395,988	\$407,285	\$444,070	\$419,514						

Long Lake Heights Strata Projected Expenses (Present Value)						April 10, 2017	Major Maintenance Costs																																		
						Replacements Costs																																			
Asset Description	Comments	Quantity	Unit	Unit Cost Estimate	Total Cost	Cost Remaining (After 2046)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047				
<b>Pavement</b>																																									
Crack Sealing	Every 10 years	2,000	lm	\$5	\$10,000							\$10,000										\$10,000									\$10,000										
Line Painting	Every 2 years	1	LS	\$2,500	\$2,500				\$2,500	\$2,500		\$2,500			\$2,500				\$2,500		\$2,500	\$2,500		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500					
Shoulder Gravel		2,800	m <sup>2</sup>	\$7	\$19,600	\$0		\$19,600																																	
<b>Asphalt Resurfacing</b>																																									
Group 1	1-10 years	1,220	m <sup>2</sup>	\$50	\$61,000	\$0		\$61,000																																	
Group 2	11-20 years	3,900	m <sup>2</sup>	\$50	\$195,000	\$0												\$97,500	\$97,500																						
Group 3	21-30 years	2,630	m <sup>2</sup>	\$50	\$131,500	\$0																																			
Group 4	31-40 years	17,300	m <sup>2</sup>	\$50	\$865,000	\$865,000																																			
<b>Total Pavement</b>							\$0	\$80,600	\$2,500	\$0	\$2,500	\$10,000	\$2,500	\$0	\$2,500	\$0	\$2,500	\$0	\$2,500	\$100,000	\$0	\$2,500	\$10,000	\$2,500	\$0	\$2,500	\$0	\$2,500	\$65,750	\$68,250	\$0	\$2,500	\$10,000	\$2,500	\$0	\$2,500	\$0	\$2,500			
<b>Water</b>																																									
Repair Off Plumb Hydrants & Valves	1-2 years	6	ea	\$500	\$3,000	\$0			\$3,000																																
Install Flushouts	2-5 years	7	ea	\$2,500	\$17,500	\$0		\$17,500																																	
Leakage Testing	Every 15 years	1	LS	\$10,000	\$10,000					\$10,000															\$10,000																
Flow Testing	Every 15 years	1	LS	\$5,000	\$5,000					\$5,000															\$5,000																
<b>Mainline Pipe Replacement</b>																																									
100 mm PVC	20-45 years	400	lm	\$350	\$140,000	\$0																													\$80,000	\$60,000					
150 mm PVC	20-45 years	1,200	lm	\$400	\$480,000	\$0																																			
200 mm PVC	20-45 years	1,600	lm	\$450	\$720,000	\$0																		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$20,000							
Water Booster Station Pumps	15-20 years	1	LS	\$6,000	\$6,000	\$0																	\$6,000																		
<b>Total Water System</b>							\$0	\$0	\$20,500	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$100,000	\$115,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$80,000	\$60,000	
<b>Sanitary Sewer</b>																																									
<b>Mainline Pipe (Services &amp; Manholes Included)</b>																																									
Clean/Flush Manholes and Cleanouts	Every 5 years	100	ea	\$65	\$6,500					\$6,500						\$6,500															\$6,500				\$6,500						
Upgrade Manholes w carriage bolts, ladder rungs, lid, frame	1-5 years	1	LS	\$3,250	\$3,250	\$0		\$3,250																																	
Smoke Testing	1-5 years	4,200	lm	\$2.50	\$10,500	\$0				\$5,250	\$5,250																														
Video Camera Inspection	1-5 years	4,200	lm	\$5	\$21,000	\$0				\$10,500	\$10,500																														
Review Forcemain Alignment	1-2 years	1	LS	\$5,000	\$5,000	\$0		\$5,000																																	
<b>Gravity Pipe (100 - 200 mm dia)</b>																																									
Within private lot	15-40 years	1,800	lm	\$400	\$720,000	\$195,000																														\$25,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Within roadway	15-40 years	2,100	lm	\$450	\$945,000	\$0																		\$70,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$75,000						
Within pipe hangers	15-40 years	600	lm	\$550	\$330,000	\$0																		\$100,000	\$100,000	\$100,000	\$30,000														
<b>Forcemain Replacement</b>																																									
Woodhaven to Summit	1-5 years	100	lm	\$550	\$55,000	\$0						\$55,000																													
Woodhaven to Salal	15-30 years	450	lm	\$450	\$202,500	\$0																		\$100,000	\$102,500																
Pump Station #1 Replacement (Incl. 2x15hp pumps)	10 - 20 years	2	ea	\$20,000	\$40,000	\$0																																			
Pump Station #2 Replacement (Incl. 2x25hp pumps)	8 - 10 years	2	ea	\$30,000	\$60,000	\$0									\$60,000																										
<b>Total Sanitary Sewer System</b>							\$0	\$0	\$8,250	\$15,750	\$22,250	\$55,000	\$0	\$0	\$60,000	\$6,500	\$40,000	\$0	\$0	\$100,000	\$106,500	\$100,000	\$200,000	\$202,500	\$100,000	\$106,500	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$106,500	\$100,000	\$100,000	\$100,000	\$100,000
<b>Storm Sewer</b>																																									
<b>Mainline Pipe (Services, Manholes &amp; Catch Basins Included)</b>																																									
Clean/Flush Catch Basins	Every 2 years	25	ea	\$72	\$1,800			\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800					
Clean/Flush Manholes and Cleanouts	Every 5 years	35	ea	\$63	\$2,200					\$2,200																											\$2,200				
Upgrade Manholes w ladder rungs, lid & frame, grouting	1-5 years	1	LS	\$2,875	\$2,875	\$0		\$2,875																																	
Video Camera Inspection	1-5 years	2,000	lm	\$5	\$10,000	\$0				\$5,000	\$5,000																														
<b>Mainline Pipe</b>																																									
Within private lots	10-30 years	1,000	lm	\$300	\$300,000	\$0																																			
Within roadways	10-30 years	1,000	lm	\$400	\$400,000	\$0										\$100,000	\$100,000	\$100,000	\$100,000																						
<b>Total Storm Drain System</b>							\$0	\$1,800	\$2,875	\$6,800	\$7,200	\$1,800	\$0	\$1,800	\$0	\$104,000	\$100,000	\$101,800	\$100,000	\$101,800	\$102,200	\$101,800	\$0	\$1,800	\$0	\$4,000	\$0	\$1,800	\$0	\$1,800	\$2,200	\$1,800	\$0	\$1,800	\$0	\$4,000	\$0				

Long Lake Heights Strata Projected Expenses (Present Value)						April 10, 2017	Major Maintenance Costs																															
						Replacements Costs																																
Asset Description	Comments	Quantity	Unit	Unit Cost Estimate	Total Cost	Cost Remaining (After 2046)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	
<b>Electrical</b>																																						
Streetlight Repairs	1-2 years	4	ea	500	\$2,000	\$0		\$2,000																														
Streetlight Replacements	1-5 years	102	ea	\$2,000	\$204,000	\$0			\$68,000	\$68,000	\$68,000																											
Partial Streetlight Conduit Replacement	1-5 years	300	lm	\$75	\$22,500	\$0			\$7,500	\$7,500	\$7,500																											
Electrical Shed No. 3 Service Mast	1-2 years	1	LS	\$3,000	\$3,000	\$0		\$3,000																														
Electrical Shed No. 3 Equipment	1-5 years	1	LS	\$15,000	\$15,000	\$0		\$15,000																														
Electrical Shed Equipment No. 1,2,4,5,6	1-5 years	5	ea	5000	\$25,000	\$0					\$25,000																											
Repair Phase-to-Ground Lights Sewage PS # 2	1-2 years	1	LS	\$500	\$500	\$0		\$500																														
Sewage Pump Station #2 Electrical	21-30 years	1	LS	\$20,000	\$20,000	\$0																															\$20,000	
Sewage Pump Station #1 Electrical	1-5 years	1	LS	\$10,000	\$10,000	\$0		\$10,000																														
Water Booster Station Electrical	1-5 years	1	LS	\$10,000	\$10,000	\$0					\$10,000																											
<b>Total Electrical</b>							\$0	\$30,500	\$75,500	\$75,500	\$75,500	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
<b>Structures</b>																																						
Retaining Walls, Cast-in-Place Concrete	60-75 years	1	LS																																			
Retaining Walls, Wood-tie	1-15 years	1	LS	\$120,000	\$120,000	\$0		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Retaining Walls, Stone/Rock/Block Maintenance	Every Year	30	LS	\$1,000	\$30,000	\$0		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Shed Maintenance	Every Year	30	LS	\$500	\$20,000	\$0		\$5,500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
<b>Shed Replacement</b>																																						
Electrical Sheds	21-30 years	6	ea	\$6,000	\$36,000	\$0																															\$36,000	
Water Booster Station	21-30 years	1	ea	\$5,000	\$5,000	\$0																														\$5,000		
Sewage Pump Stations	21-30 years	2	ea	\$10,000	\$20,000	\$0																														\$20,000		
Sewer Pipe Supports	5-10 years	100	ea	\$250	\$25,000	\$0							\$25,000																									
<b>Total Structural</b>							\$0	\$14,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$34,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$26,500	
<b>Total Expenses</b>							\$0	\$127,400	\$119,125	\$122,550	\$116,950	\$111,300	\$12,000	\$36,300	\$72,000	\$120,000	\$152,000	\$208,800	\$209,500	\$211,300	\$220,700	\$221,300	\$210,000	\$305,800	\$219,000	\$212,000	\$204,000	\$269,050	\$269,750	\$223,300	\$212,700	\$213,300	\$204,000	\$203,300	\$204,000	\$217,000	\$200,000	

## **APPENDIX F**

### **2003 Infrastructure Reserve Fund Study**

**Long Lake Heights  
Strata Corporation 830**

**2003 INFRASTRUCTURE RESERVE  
FUND STUDY**

**September 2003**



**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

**PARKSVILLE, BC**



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September 19<sup>th</sup>, 2003  
D0237\Final Report.doc

Strata Corporation 830  
c/o V.I. Strata Financial Management  
531 Summit Drive,  
Nanaimo, B.C.  
V9T 5J7

**Attention: Mr. Harold Robinson,  
President**

Dear Sirs:

**Re: Long Lake Heights Strata Council  
Reserve Fund Infrastructure Study - Submission of Final Report**

---

We are pleased to final report for the Long Lake Heights Strata Subdivision "2003 Infrastructure Reserve Fund Study."

The report contains a review of the civil infrastructure within the strata, provides an assessment of the current system condition, and outlines recommendations for future upgrading. Various recommendations to improve the existing system have been included in the report and are presented for discussion.


Figures are included which show the strata boundary, the current network of site servicing, and an updated and comprehensive appurtenance numbering system that will serve as the basis for future reference.

The final report includes input from our subconsultants, as well as additional the comments provided by your staff. Comments from your review of the draft report have been incorporated into the final document, and the cost estimates have been tailored to suit Council objectives.


We appreciate the opportunity to have worked on this study and look forward to assisting the strata council in implementing the recommendations.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

  
Dave Shillabeer, P.Eng.  
Project Manager  
Enclosure



  
Rob Hoffman, P.Eng.  
Project Engineer



## EXECUTIVE SUMMARY

The Long Lake Heights Strata Development was built in three-phases in the late seventies and early eighties and is the largest bare land strata subdivision on Vancouver Island. As a private strata corporation, the Strata is responsible for operating and maintaining its own infrastructure. The Strata Council has identified the need to create a reserve fund to cover the costs of future upgrading work, as the system is ageing and funds need to be allocated before infrastructure components reach the end of their service life.

Strata staff has been active in overseeing system maintenance and undertaking repairs as required. However, as the system ages, more components will reach the end of their service life and will require upgrading. This study serves as the first step in the process. Before establishing the size of the reserve fund, or the amount of the monthly per lot contribution each property owner is required to pay, it was necessary to identify all of the existing infrastructure components and evaluate their condition.

Cost estimates for each system component are summarized within the report, and are averaged out on a per lot basis, with the yearly costs per lot listed on a year by year basis. These costs establish an overall yearly amount that the Strata could expect to incur, and will provide a working basis to evaluate the amount of fees the Strata wishes to collect during the year. It will also assist Council in determining whether the fees collected will be adequate to meet future obligations. A balance between additional monthly contributions and deferred spending may be required to maintain a positive balance within the reserve fund in future years.

It is noted that these estimates are initial projections only, and that further field review and study will be needed to refine the nature of future upgrading projects. It is anticipated that these estimates and the corresponding monthly contributions to the reserve fund will need to be reviewed and updated by Council on a regular basis as more information is gathered.

With the size of the system, and the amount of the underground utilities, a complete review of the entire infrastructure system was not undertaken. However, the study does provide an outline of further investigative work that should be performed during future years that will help refine the scheduling and the extent of the work. Cost savings in some areas may be possible when certain upgrades are combined into one overall project. Completing a video camera inspection of the storm and sanitary sewer system in conjunction with a leak detection program on the watermain will help pin point critical areas within the infrastructure system and help Council focus their efforts.



**LONG LAKE HEIGHTS STRATA COUNCIL**

**RESERVE FUND INFRASTRUCTURE STUDY**

**SEPTEMBER 2003**

Letter of Transmittal

EXECUTIVE SUMMARY

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Appendix D	Pavement Condition Assessment by Levelton Engineering Ltd.
Appendix E	List of Record Drawings

**LONG LAKE HEIGHTS STRATA COUNCIL**  
**RESERVE FUND INFRASTRUCTURE STUDY**

**SEPTEMBER 2003**

**1 INTRODUCTION**

---

**1.1 AUTHORIZATION**

Over the years, the Long Lake Heights subdivision (LLH) has maintained and operated the infrastructure system that services the residential dwellings within the bare land strata development. As part of a proactive planning step, the LLH seeks to identify critical infrastructure components that will require replacement or repair in the future. In accordance with a proposal dated May 8<sup>th</sup>, 2002, Koers & Associates Engineering Ltd. (Koers) was authorized in June 2002 to prepare the Reserve Fund Infrastructure Study to meet these objectives.

The purpose of this study is to catalogue existing infrastructure system components, assess their condition, determine maintenance and improvement upgrading options, and estimate what these upgrades will cost so that a reserve fund can be developed to cover future expenses. The recommendations in the report will guide the LLH in developing the size and nature of the reserve fund to help meet the needs of current system demands, and to accommodate future work undertaken within the development.

**1.2 BACKGROUND**

The LLH was built in three-phases in the late 1970's and early 1980's. This subdivision is made up of three individual strata developments, which collectively make up the largest bare land strata subdivision on Vancouver Island. About 80 per cent of the developed lots have been built upon.

As a private strata corporation, LLH is responsible for operating and maintaining its own infrastructure, which includes approximately 3,200 m of watermains, 4,300 m of sanitary sewers and forcemains, and 1,500 m of storm sewers. Several proactive maintenance measures have been developed by staff and implemented over the last few years. However, it is recognized that the system is ageing and that funding needs to be determined before the components reach the end of their service life.

In an effort to minimize the costs that are associated with sudden and unexpected repairs, the LLH now seeks to identify critical components of the infrastructure system and develop a reserve fund to cover the costs of future upgrading work.

### **1.3 SCOPE OF WORK**

The scope of work for this project included the following tasks.

- Obtain and review available information including previous reports, as-constructed drawings, and repair records.
- Identify and label the existing components of the infrastructure system to serve as reference and benchmark for future evaluation.
- Undertake a field inspection to review the condition of the existing system and prepare detailed data sheets describing the condition of all relevant items.
- Catalogue the infrastructure system components and rate the integrity and condition of each item.
- Identify the items to be included in the Reserve Fund.
- Evaluate planned improvements and identify alternatives.
- Evaluate various repair methods and investigative studies that may be required.
- Estimate the costs associated with components upgrading.
- Prepare a summary of the selected options in specialized spreadsheets that provides a per unit breakdown for each of the identified items, and estimated approval expenditures.
- Prepare a report summarizing the findings and outlining recommended improvements.

### **1.4 ACKNOWLEDGMENTS**

Koers acknowledge with thanks the assistance provided by the LLH during the course of the data collection, analysis and preparation of the report. Ms. Carole Walters, Administrator of VI Strata Financial Management, and Mr. Ron Ebbs-Canavan, Maintenance Supervisor, provided background information and invaluable assistance during the field review.

Koers also appreciate the assistance provided by Councillor Carl Miller for his review of the draft report and cost estimates.

## **2      REVIEW OF EXISTING INFORMATION**

---

### **2.1   RECORD DRAWINGS**

The Strata Council was able to provide a compilation of record drawings to assist with the infrastructure assessment. It is noted that this development was designed and constructed in three phases between 1978 and 1982, with design input from two different consultants. Both Duncan & Associates and Graeme & Murray have issued record drawings for this project, and both have different numbering systems for their drawings.

The plan and profile drawings show the relative locations of the constructed storm, sanitary and water system components. Where possible, the original manhole numbering system has been retained, but due to the phased development and different design consultants involved, some adjustment was necessary. We have therefore modified the referencing to create an overall and unified manhole numbering system that should form the framework for future studies and design work.

It is also noted that a complete set of drawings was not obtained. A list of the available drawings, using the City of Nanaimo (CON) numbering system, the original consultants numbering system and our modified numbering system is shown in Appendix E. The missing record drawings are also listed in this appendix, along with the estimated CON record number. Further requests and contact with the CON may yield additional drawings, which would be helpful in completing the original set.

### **2.2   SYSTEM OPERATION AND MAINTENANCE PROCEDURES**

V.I. Strata 830 employs staff to oversee the day to day maintenance and operation of the infrastructure system. This staff also arranges and co-ordinates various subcontractors to undertake scheduled repairs. Regular maintenance at the sewage Pump Stations includes monitoring and cleaning of the pump and overflow chambers, testing of the control and power systems, and review of pump system performance.

The fire hydrants within the development are completely stripped, checked, and reassembled every second year. Other system repairs are undertaken on an as needed basis.

### **2.3 DIGITAL INFORMATION PROVIDED BY THE CITY OF NANAIMO**

Under a pilot review project, the CON has provided digital copies of their available air photographs, contours, legal plans, and background schematic as-built information of the existing infrastructure in the area. This information was provided to us at no charge to the project, as part of an evaluation program currently being conducted by the CON. This digital information was used to form the backdrop for the figures provided in this report, and proved invaluable in creating an overall labelling system.

### **3.1      SYSTEM DESCRIPTION**

Predominantly single family residential development is situated on the hilltop along the north shore of Long Lake in Nanaimo, B.C. The terrain is characterized by extremely rocky and steep terrain and undulating topography. The smaller lots and variation in housing styles give the development a truly unique style, as well as very challenging site servicing constraints.

A brief description of the exiting infrastructure is provided below.

#### **3.1.1      Water System**

A sketch of the existing watermain system is shown in Figure D0237-Water in Appendix A. Water is supplied from the CON distribution system, with the majority of the development serviced off a 200 mm supply on Summit Drive, which loops between the CON system on Ross Road and Salal Drive. A smaller 200 mm diameter line extends overland off the Summit Drive main to service the Woodhaven Drive area. A closed valve separates the main on Woodhaven Drive from the CON owned 250 mm diameter main on Salal Drive.

The water is metered at both the Ross Road and Salal Drive entrances in underground meter chambers. There is also another small meter that measures flow just to the dwellings on the Fledgeling Place cul-de-sac, which is considered part of the strata development, but accessed separately off Salal Drive. These chambers are owned and maintained by the CON, which bills the Strata Corporation for the water used on a bi-monthly basis.

Individual service connections within the Strata Corporation are not metered, and are billed by the Strata Corporation on a flat rate basis.

The majority of the development is served under the same pressure zone, except for the high section of the development on Heron Place where a booster Pump Station is required to maintain adequate pressures in the higher regions of the system.

### **3.1.2 Sanitary Sewer System**

A sketch of the existing sanitary sewer system is shown in figure D0237-San in Appendix A. The gravity sanitary sewer collection system can be divided into four main catchment areas. Two of which drain to LLH owned and operated lift stations, one drains through a series of rear yard piping to the CON system on Trillium Lane, and one outlets directly to the CON system on Ross Road, via Marsh Wren Place.

Both lift stations are located on Woodhaven Drive. The smaller one, located at the west end of Woodhaven Drive (Pump Station #1) contains two 15 HP pumps operating in a duplex configuration. Sewage from this Pump Station is collected and pumped via forcemain to the CON gravity collection system on Salal Drive near the intersection of Summit Drive.

The larger lift station (Pump Station #2) is located at the east end of Woodhaven Drive and uses two 25 HP pump. These pumps are driven by a rotophase system fed by a single phase power source. Pump Station #2 collects sewage from approximately one third of the development and pumps to a high point on Summit Drive where it drains down and discharges into the CON system on Ross Road.

As previously mentioned, this development presented some very unique servicing challenges to the original system designers. Due to the steep rocky site conditions that tend to increase site development costs, many sections of sanitary sewers were built using polyethylene pipe. This type of pipe was preferred in steeper areas where standard trenching operations was neither practical nor economical. Polyethylene pipe could be laid either directly on the existing surface and encased in concrete, or hung in casing pipes that were anchored directly to the rock slopes of the site. Such piping material presents challenges in terms of access for inspection, and for repairs if they are required.

Individual service connections off the sanitary collection mains are small diameter (typically 100 mm diameter) gravity piping where possible. Due to many of the lots sloping sharply from the roads and sewer main routing, individual pumps from the homes to the main were required to provide affordable servicing. All lots on Ferntree Place pump into a combined pressure main in the road, which discharges onto Woodhaven Drive, from where gravity sewer service commences.

### **3.1.3 Storm Drainage System**

A sketch of the existing storm sewer system is shown in figure D0237-Storm in Appendix A. The storm drainage system is not as extensive as the sanitary sewer system as individual service connections have generally not been provided.



Mains are similar to the sanitary sewer system in respect to material and route location, and were primarily installed to collect and control road drainage from catch basins and other inlets, and to direct runoff to controlled discharge locations.

The system consists mainly of smaller segments draining localized areas of the development, and mainly flow from the Woodhaven area to Long Lake through some rear yard drainage corridors. A larger network is located in the Marsh Wren area and drains into the marsh behind Ross Road. The existence of any individual storm drainage service connections is not known, and is considered unlikely due to the age of the development and the prevailing design philosophy of the time. Hence, a system of collection and control for roof perimeter drain, or yard drainage from the home sites is not anticipated.

#### **3.1.4 Road Network**

The roads within the strata development are paved, and have been adapted to suit the undulating topography of the site. They are generally narrower and windier than typical municipal roadways, and tend to fit the lay of the land. There are no sidewalks, and little curbing or gutter to control surface runoff.

Underground electric heater cables were installed in the steeper sections of the roadway to prevent ice and snow accumulation during periods of cold weather.

## **3.2 FIELD INSPECTION**

A field inspection was conducted in August 2002 by Koers staff and selected subcontractors. The inspection consisted of visual observations of all accessible surface features and appurtenances, including manholes, valve boxes, fire hydrants, catch basins, and meter chambers located within the roadway. Reviews of the two sewage lift stations and water booster station were also conducted. Further inspections were carried out within the private lot areas in an effort to locate the numerous backyard manholes and cleanouts that were identified on the drawings.

The results of the field inspections are summarized in the tables included in Appendix B. Unfortunately, due to subsequent home construction, landscaping, and years of growth within the private lot areas, not all of the cleanouts and manholes shown on the record drawings could be located. The structures that could not be located are listed in tables in Appendix B, and their locations are shown on the drawings in Appendix A.

For continuity, the structures that were not located were included in the numbering system developed for this project. These numbers may need to be amended if future investigations are unable to confirm the existence of these structures.

It is also noted that inspections of service connections and other pipework within the private lots belonging to individual homeowners were beyond the authorized scope of the assignment. They were not inspected or included as part of the field assessment.

### **3.2.1 Water System**

The record drawings indicate that the majority of the water distribution system was built with Class 150 PVC piping, which is fortunate, since PVC piping generally has a better historical performance record than asbestos-cement pipe which was commonly used in other projects constructed during that time. As such, the design life of the pipe material is not expected to be an issue, assuming good engineering and construction practices were followed during installation.

A summary of the noted surface deficiencies that were observed during the field inspection of the water system is listed in TABLE 1 in Appendix B. Those items that are shown on the record drawings, but could not be located, are listed in this table, and are shown in blue. Those items that could not be opened are shown in red.

In general, the majority of the observed surface deficiencies consisted of buried or inaccessible operating nuts at the line valves, covered hydrant flanges, and a few out of plumb fire hydrants. Most are relatively minor in nature and can be readily addressed or repaired.

It was also noted that the air valve near hydrant # 9144 on Woodhaven Drive was in a rusted condition and appeared to require servicing.

### **3.2.2 Sanitary Sewer System**

#### **3.2.2.1 Gravity Collection System**

A summary of the noted surface deficiencies that were observed during the field inspection of the sanitary sewer system is listed in TABLE 2 in Appendix B. Those items that are shown on the record drawings, but that could not be located are listed in this table and are shown in blue. It is noted that some structures could not be opened with out the risk of causing damage. Those items that could not be opened are shown in red.

In general, it was observed that the majority of the sanitary manholes that were opened contained dirt and other debris and required a thorough system cleaning. It was also noted that many of the holes in the manhole lids did not have carriage bolts, which would be useful to prevent surface water and dirt from entering the system. It was also noted that some of the manhole structures needed additional ladder rungs to comply with current WCB standards.

#### **3.2.2.2 Sewage Lift Stations**

An active maintenance plan and diligent supervision have improved system performance over the years, and reduced the level of repairs that had historically been required.

It is noted that three-phase power is not available at the larger Pump Station #2. Generally pumps 10 HP or larger are unable to operate without three-phase power. Given that the station requires 25 HP pumps to meet the system operating conditions, a "rotophase" device has been used to convert the available single phase power into an electrical format that is able to run the larger 25 HP pumps. Such a conversion system has required fine tuning of various pumping system components in an effort to eliminate harmful vibrations that were negatively effecting system operation. It is also noted that the pumps are part of the original installation, and have been rebuilt several times.

Due to the age of the system, it is also likely that sewage wet wells at the lift stations do not comply with current WCB regulations and would require upgrading to meet confined space entry regulations. The lid configuration and access at the larger lift station is awkward to open and should be reconfigured to prevent potential accidents.

### **3.2.3 Storm Sewer System**

A summary of the noted surface deficiencies that were observed during the field inspection of the storm drainage system is listed in TABLE 3 in Appendix B. Those items that are shown on the record drawings, but could not be located are listed in this table and are shown in blue. Those items that could not be opened are shown in red.

In general, it was observed that the majority of the storm manholes and catch basins contained dirt and other debris, and require a thorough system cleaning. It was also noted that the inlet and outlet piping in some manholes requires grouting, and that some structures needed additional ladder rungs to comply with current WCB standards.

### **3.3 VIDEO CAMERA INSPECTION**

A closed-circuit camera inspection of selected portions of the storm and sanitary sewer system was conducted by Pipe Eye Video Inspection and Services Ltd. in August 2002. A copy of the report is included in Appendix C. Two segments were selected in an effort to provide a representative overview of the system as a whole, while focussing on areas with known surface problems.

The existing 200 mm diameter sewer on Woodhaven Drive between Ferntree Place and Pump Station #2 was selected due to its flat grade, easy access, and large tributary area. This pipe contained a lot of gravel that needed to be flushed and removed from the system before proceeding with the full video camera inspection. Ponding throughout the main was observed, especially in the flatter sections of pipe (less than 0.5% of fall) where the effects of pipe settlement are more pronounced.

The video also showed that some of the service connections entering the system showed some gaps between the pipe ends, which could be provide additional sources of infiltration and debris intrusion. Spot dimples in the pipe wall were also evident in some localized areas, and may require spot repairs.

The existing systems on Quail and Grouse were also selected for video inspection, due to their proximity to an observed surface deficiency on Summit Drive. Unfortunately, the actual pipe location did not coincide with the surface deficiency. It was, however, observed that the steeper sections of this pipe constructed with a thinner walled High Density Polyethylene (HDPE) pipe had enough dimples that the camera was unable to pass through the pipe in some areas.

This may be typical of the HDPE pipe installation throughout the Strata development and will require further investigation to determine the extent of the problem. Collapsed sections of pipe will require repair or replacement, which could be difficult and costly in rocky areas that are outside of the roadway, and within private lots.

### **3.4 PAVEMENT EVALUATION ANALYSIS**

A pavement evaluation of the internal roadways within the strata development was conducted by Levelton Engineering Ltd. This was carried out to review surface conditions and establish a standard rating system to be used as a benchmark to assess future deterioration. The results of the Levelton field assessment are summarized in their report, which is included in Appendix D.

The report indicates that the roads are generally in decent shape relative to their age, and that introduction of an adequate crack sealing program may prolong the life span, and delay the need for more comprehensive rehabilitation in some areas. Placement of shoulder gravel and re-establishment of the curbing in some areas would also be useful in preventing further cracking of pavement adjacent to the road shoulders.

The cause of the sinkhole on Summit Drive near lot 90 was not determined during the field investigation. The record drawings and video camera inspection did not reveal the presence of a storm drain in the vicinity. However, one possible cause of the sinkhole could be the movement of fines or bedding material through another utility trench, such as a watermain or a buried hydro or telus conduit. Further investigation using excavation equipment should be undertaken to confirm the presence of any underground trenches in the area. Restorative measures, such as trench dam installation, combined with localized road reconstruction may be required.

## **4.0 SYSTEM ANALYSIS & RECOMMENDATIONS**

---

### **4.1 WATER SYSTEM**

#### **4.1.1 Surface Observations**

The surface deficiencies observed during the field inspection of the water distribution system are summarized in Table 1, and should be addressed in the near future. Cost estimates are included in Section 5.

Items such as cleaning out the line valves, ensuring that all valve nuts are accessible and in good working order, and adjusting all valve boxes to sit plumb over the operating nuts are relatively simple and inexpensive to address, and will provide immediate operational benefits.

Components that were not located should be exposed and have their existence verified, prior to proceeding any further. The flushouts at the end of the dead end lines that were not located should be exposed and tested. It can then be ensured that they are operational, before proceeding with any system flushing.

#### **4.1.2 Leakage Testing**

Most water systems experience some form of system leakage. As water is purchased from the CON, any leakage within the system represents a cost to the owners. Potential leakage within the system may have been exacerbated by rock drilling and blasting associated with ongoing home construction in the area. The strata council should conduct a comprehensive leakage testing program within the development to confirm whether leaking is a problem, and if present, to what extent.

#### **4.1.3 Flushing Program**

The Strata Council should consider initiating a regular annual flushing program, to remove stagnant and stale water in areas with low water turnover, and prevent the possibility of bacterial regrowth within the water system. Flushouts should be installed on the end of all unlooped watermains, to enable the removal of stagnant water.

#### **4.1.4 Booster Station on Heron Place**

Although the existing pressure booster station on Heron Drive has not required an extensive amount of maintenance, it is over 20 years old, and quite likely that system components will require replacement in the near future. Council should

budget for the eventual replacement of the major service components. Calibrated flow testing should be done to check the systems' ability to supply fire flows in upper areas of the Heron Place water zone.

## **4.2 SANITARY SEWER SYSTEM**

### **4.2.1 Surface Observations**

The surface deficiencies observed during the field inspection of the sanitary sewer system and summarized in Table 2 should be addressed in the near future. Items such as cleaning the debris from the manholes, installing additional ladder rungs, replacing broken lids, and inserting carriage bolts into the manhole lids are all relatively simple and inexpensive to address. These maintenance items will provide immediate operational benefits.

The manhole lids that could not be opened, and those that could not be located, should be exposed and have their existence verified prior to proceeding any further. The cleanouts at the end of the sewer lines that were not located should be exposed and tested to ensure that they are operational, before proceeding with any system flushing.

### **4.2.2 Video Camera Inspection**

The initial camera inspection indicates that some of the steeper areas, where thin-walled HDPE was installed, exhibit dimples and are ovalled to the point where the camera could not pass through the main. This could be indicative of a system-wide problem, and if left unchecked could lead to complete blockages and future overflows within the system.

The presence of gravel in some areas of the sanitary sewer system should also be a concern, as it indicates that foreign material is entering the system, clogging the pipe, and reducing the capacity of the system. This gravel will eventually make its way to the bottom end of the system where it will have a tendency to enter the lift pumps station and damage the equipment. Given the age of the system, and the results of the initial video camera assessment, it would be prudent to undertake a complete video camera inspection of the whole system. This could build a library of the underground sewage system and allow a better assessment of priorities before proceeding with any large scale capital projects.

### **4.2.3 Inflow and Infiltration**

Inflow and infiltration from ground and surface water increases the strain on sanitary sewer systems, by needlessly allowing storm water into the system and increasing the load on the pumping system. The effects are usually the most noticeable during heavy rains, when loading at the lift stations increases. There are a number of causes for this condition, including open holes at manholes, displaced joints in the sewer mains, poorly installed service connections, and unauthorised connections of building and roof drains. Smoke testing of selected areas should be undertaken to identify unauthorized connections.

### **4.2.4 Local Repair at Fledgeling Place**

It was reported that the sanitary manhole located behind Fledgeling Place experienced an overflow earlier this summer. The suspected cause was a blockage near one of the service connections created by a root ball.

A subsequent camera inspection of the thin-walled HDPE pipe showed that the pipe was partly collapsed in some areas, to the point where the camera could not pass through it. It is recommended that this pipe be totally replaced. However, this particular pipe appears to leave strata property and travel through a few private residents before entering the CON system. It would be prudent to meet with the CON and establish the extent of responsibility in this case, before proceeding with any further design or repair work.

### **4.2.5 Sewage Pump Stations**

Based upon the information made available, it would appear that Pump Station #1 has had satisfactory service life, and has not required any extensive repairs beyond the normal upkeep and maintenance associated with a municipal style pumping system. However, the replacement of key components over the next few years should be allowed for.

The larger Pump Station #2 requires rotophase to operate the pumps since three-phase power is not available at the station. However, this conversion has resulted in vibrational problems that have contributed to pump wear. Consequently the 25 HP pumps have been rebuilt a number of times, and could be nearing the end of their useful life span. These pumps should be replaced in the next few years. As a longer term solution, discussions with BC Hydro should be held to review the possibility of providing three-phase power to the larger lift station.

It is also noted that the larger lift station is awkward to open and does not meet current WCB regulation with respect to confined space entry. We also



recommend that allowances be made to upgrade the lid, platform, vents, and confined entry apparatus related to this station.

#### **4.2.6 Forcemains**

It is also noted that the alignment of the forcemain between Pump Station #2 and the discharge point on Summit Drive is located in some very unique areas. The record drawings indicate that a portion of this forcemain is actually *suspended* from an existing dwelling. This situation should be reviewed and confirmed immediately. Attaching a municipal style forcemain to a private residence is an undesirable situation for both the forcemain and the dwelling. A failure in one component could have a catastrophic effect on the other. It is recommended that alternative alignments be secured and implemented if this is the situation.

A potential route to the east that would connect to an existing sanitary sewer on Shammys Place may be a feasible alternative. Further review should be undertaken to review this option in detail.

### **4.3 STORM DRAINAGE SYSTEM**

#### **4.3.1 Surface Observations**

The surface deficiencies observed during the field inspection of the storm sewer system and summarized in Table 3 should be addressed in the near future. Items such as cleaning the debris from the catchbasins, installing additional manhole ladder rungs, and regrouting inlet and outlet pipes are relatively simple and inexpensive to address, and will provide immediate operational benefits.

The manhole lids that could not be opened, or could not be located should be exposed and have their existence verified prior to proceeding any further. The cleanouts at the end of the sewer lines that were not located should be exposed and tested, to ensure that they are operational, before proceeding with any system flushing.

#### **4.3.2 Minor Surface Repairs**

Additional catch basins and local resurfacing work should be undertaken at the intersection of Fawn Place and Woodhaven Drive. This would improve road drainage, and prevent surface water from collecting on the roadway.

Areas where the curbing is damaged on Woodpecker Lane and Owl Place should be repaired, to assist with local drainage control.

### **4.3.3 Video Camera Testing**

Initial camera inspection indicates that some of the steeper areas where thin-walled HDPE was installed exhibit dimples, and are ovalled to the point where the camera could not pass through the main. This could be indicative of a system-wide problem, and if left unchecked could lead to complete blockages and future overflows within the system. As with the sanitary sewer collection system, a complete video camera inspection of the entire storm sewer collection system should be undertaken.

## **4.4 ROAD NETWORK**

The Pavement Condition Report prepared by Levelton Engineering indicates that the overall road network is in a good condition based upon nationally accepted evaluating and rating criteria. It appears that the road structure is at a point in its life where preventative maintenance may be able to delay further deterioration and prolong expected life span. It is also noted that crack sealing around the heater cables should be undertaken, until such time that they are removed from service.

### **4.4.1 Ongoing Evaluation**

Follow up surveys at regular intervals would enable the rate deterioration to be reassessed, and allow opportunities to update recommended maintenance programs. Video camera inspection of all underground sewer piping should be completed before any serious overlays are completed.

## 5 COST ESTIMATES

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Cost estimates for the main system components requiring repair or replacement are including in this section. They have been divided into four main categories and are detailed in the following spreadsheets:

- Water (5 pages)
- Sanitary (10 pages)
- Storm - (4 pages)
- Road (2 pages)

The spreadsheets list the main items in each category, the estimated quantities and their unit costs. It was anticipated that the smaller operational and basic maintenance items could be implemented in the near future, while the larger items could be phased over time, depending on the expected life span of some of the existing infrastructure. The enclosed spreadsheets outline a suggested implementation timeframe as a guide to establishing a reasonable planning threshold for some of these improvements.

For assistance in developing a reserve fund, the anticipated upgrading costs for each calendar year are totalled and are average out on a per lot basis. The yearly costs per lot for water, sanitary, storm, and road improvements are listed on a year by year basis in the Combined Assessment Spreadsheet. These costs establish the overall yearly repair costs that the Strata could expect to incur, and provides a basis to evaluate whether the funds collected during the year are adequate.

It is noted that these estimates are projections only, and they will require further field review and study to refine the extent and timing of the future upgrading projects within the Strata. It is anticipated that these estimates and the corresponding monthly contributions to the reserve fund will require much input from Council and will need to be reviewed on a regular basis.













March 3, 2003

Sanitary Assessment Spreadsheet

**SANITARY**

ITEM NO	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	REPLACEMENT COST	PAYMENT PERIOD (YEARS)	ANNUAL CONTRIBUTION
1.0	Locate / Open Items Manholes Cleanouts	1-2 years	ea.	5	\$50	\$250	2	\$125
		1-2 years	ea.	20	\$50	\$1,000	2	\$500
2.0	Clean Manholes Cleanouts	1-2 years	ea.	20	\$50	\$1,000	2	\$500
		1-2 years	ea.	5	\$50	\$250	2	\$125
3.0	Install Carriage Bolts Ladder Rings Lid and Frame	1-2 years	ea.	125	\$5	\$625	2	\$313
		1-2 years	ea.	25	\$50	\$1,250	2	\$625
		1-2 years	ea.	1	\$500	\$500	1	\$500
4.0	Further Testing Smoke Testing Video Camera Inspection	1-3 years	lm	4,200	\$3	\$10,500	3	\$3,500
		1-3 years	lm	4,200	\$5	\$21,000	3	\$7,000
5.0	Additional Study Review Forcmain Alignment Options (see note)	1-2 years	L.S	1	\$5,000	\$5,000	1	\$5,000
6.0	Pipe Replacement Within Private Lots Within Roadways Within Pipe Hangers	5-45 years	lm	1,800	\$250	\$450,000	35	\$12,857
		5-45 years	lm	2,100	\$300	\$630,000	35	\$18,000
		5-45 years	lm	600	\$400	\$240,000	35	\$6,857
7.0	Pump Station (#1) 2 x 15 hp station Pump Controls Electrical Building	10-20 years	L.S.	1	\$25,000	\$25,000	20	\$1,250
		10-20 years	L.S.	1	\$3,000	\$3,000	20	\$150
		10-20 years	L.S.	1	\$5,000	\$5,000	20	\$250
		10-20 years	L.S.	1	\$5,000	\$5,000	20	\$250
8.0	Pump Station (#2) 2 x 25 hp station Pump Controls Electrical Supply 3 phase Power Wet Well	2-5 years	L.S.	1	\$40,000	\$40,000	5	\$8,000
		2-5 years	L.S.	1	\$5,000	\$5,000	5	\$1,000
		2-5 years	L.S.	1	\$5,000	\$5,000	5	\$1,000
		2-5 years	L.S.	1	\$25,000	\$25,000	5	\$5,000
9.0	Force Mains Woodhaven to Summit Woodhaven to Salal	2-5 years	lm	100	\$350	\$35,000	5	\$7,000
		15-30 years	lm	450	\$200	\$90,000	30	\$3,000
						Total Cost		\$1,606,875
						Cost per Household		\$7,016.92

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	2002	2003	2004	2005	2006	2007	2008	2009
1.0	Locate / Open Items Manholes Cleanouts	1- 2 years 1- 2 years	\$125 \$500	\$125 \$500	\$125 \$500					
2.0	Clean Manholes Cleanouts	1- 2 years 1- 2 years	\$500 \$125	\$500 \$125	\$500 \$125					
3.0	Install Carriage Bolts Ladder Rungs Lid and Frame	1- 2 years 1- 2 years 1- 2 years	\$313 \$625 \$500	\$313 \$625 \$500	\$313 \$625 \$500					
4.0	Further Testing Smoke Testing Video Camera Inspection	1- 3 years 1- 3 years	\$3,500 \$7,000	\$3,500 \$7,000	\$3,500 \$7,000					
5.0	Additional Study Review Forcemain Alignment Options (see memo)	1-2 years			\$5,000					
6.0	Pipe Replacement Within Private Lots Within Roadways Within Pipe Hangers	5 - 45 years 5 - 45 years 5 - 45 years								
7.0	Pump Station (#1) 2 x 15 hp station Pump Controls Electrical Building	10 - 20 years 10 - 20 years 10 - 20 years 10 - 20 years								
8.0	Pump Station (#2) 2 x 25 hp station Pump Controls Electrical Supply 3 phase Power Wet Well	2 - 5 years 2 - 5 years 2 - 5 years 2 - 5 years 2 - 5 years				\$8,000 \$1,000 \$1,000 \$5,000 \$1,500	\$8,000 \$1,000 \$1,000 \$5,000 \$1,500	\$8,000 \$1,000 \$1,000 \$5,000 \$1,500	\$8,000 \$1,000 \$1,000 \$5,000 \$1,500	\$8,000 \$1,000 \$1,000 \$5,000 \$1,500
9.0	Force Mains Woodhaven to Summit Woodhaven to Salal	2 - 5 years 15 - 30 years				\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
			\$12,688	\$34,000	\$18,188	\$34,000	\$23,500	\$23,500	\$23,500	\$23,500
Annual Cost per Household			\$55.40	\$148.47	\$79.42	\$102.62	\$102.62	\$102.62	\$102.62	\$102.62



ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1.0	Locate / Open Items Manholes Cleanouts	1-2 years 1-2 years										
2.0	Clean Manholes Cleanouts	1-2 years 1-2 years										
3.0	Install Carriage Bolts Ladder Knigs Lid and Frame	1-2 years 1-2 years 1-2 years										
4.0	Further Testing Smoke Testing Video Camera Inspection	1-3 years 1-3 years										
5.0	Additional Study Review Foremain Alignment Options (See notes)	1-2 years										
6.0	Pipe Replacement Within Private Lots Within Roadways Within Pipe Hangers	5-45 years 5-45 years 5-45 years	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	12857.14286 18000 6857.142857	\$12,857 \$18,000 \$6,857	12857.14286 18000 6857.142857	12857.14286 18000 6857.142857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857
7.0	Pump Station (#1) 2 x 15 hp station Pump Controls Electrical Building	10-20 years 10-20 years 10-20 years 10-20 years		\$1,250 \$150 \$250 \$250	\$1,250 \$150 \$250 \$250	\$1,250 \$150 \$250 \$250	1250 150 250 250	\$1,250 \$150 \$250 \$250	1250 150 250 250	1250 150 250 250	1250 150 250 250	1250 150 250 250
8.0	Pump Station (#2) 2 x 25 hp station Pump Controls Electrical Supply 3 phase Power Wet Well	2-5 years 2-5 years 2-5 years 2-5 years										
9.0	Force Mains Woodhaven to Summit Woodhaven to Salad	2-5 years 15-30 years	3000	\$3,000.00	\$3,000.00	\$3,000.00	3000	\$3,000	3000	3000	3000	3000
Annual Cost per Household			\$42,614	\$42,614	\$42,614	\$42,614	42,614.29	\$42,614	\$42,614	\$42,614	\$42,614	\$42,614
			\$186.09	\$186.09	\$186.09	\$186.09	186.09	\$186.09	\$186.09	\$186.09	\$186.09	\$186.09

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
1.0	Locate / Open Items Manholes Cleanouts	1-2 years 1-2 years										
2.0	Clean Manholes Cleanouts	1-2 years 1-2 years										
3.0	Install Carriage Bolts Ladder Rungs Lid and Frame	1-2 years 1-2 years 1-2 years										
4.0	Further Testing Smoke Testing Video Camera Inspection	1-3 years 1-3 years										
5.0	Additional Study Review Forcemain Alignment Options (See Note)	1-2 years										
6.0	Pipe Replacement Within Private Lots Within Roadways Within Pipe Hangers	5-45 years 5-45 years 5-45 years	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	12857.14286 18000 6857.142857	12857.14286 18000 6857.142857	12857.14286 18000 6857.142857	12857.14286 18000 6857.142857	12857.14286 \$18,000 \$6,857
7.0	Pump Station (#1) 2 x 15 hp station Pump Controls Electrical Building	10-20 years 10-20 years 10-20 years 10-20 years										
8.0	Pump Station (#2) 2 x 25 hp station Pump Controls Electrical Supply 3 phase Power Wet Well	2-5 years 2-5 years 2-5 years 2-5 years										
9.0	Force Mains Woodhaven to Summit Woodhaven to Salal	2-5 years 15-30 years										
	Annual Cost per Household		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
	Annual Cost		\$40,714	\$40,714	\$40,714	\$40,714	\$40,714	40,714.29	\$40,714	\$40,714	\$40,714	\$40,714
	Annual Cost per Household		\$177.79	\$177.79	\$177.79	\$177.79	\$177.79	177.79	\$177.79	\$177.79	\$177.79	\$177.79

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
1.0	Locate / Open Items Manholes Cleanouts	1-2 years 1-2 years										
2.0	Clean Manholes Cleanouts	1-2 years 1-2 years										
3.0	Install Carriage Bolts Ladder Rungs Lid and Frame	1-2 years 1-2 years 1-2 years										
4.0	Further Testing Smoke Testing Video Camera Inspection	1-3 years 1-3 years										
5.0	Additional Study Review Forcemain Alignment Options (see note)	1-2 years										
6.0	Pipe Replacement Within Private Lots Within Roadways Within Pipe Hangers	5-45 years 5-45 years 5-45 years	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857	\$12,857 \$18,000 \$6,857					
7.0	Pump Station (#1) 2 x 15 hp station Pump Controls Electrical Building	10-20 years 10-20 years 10-20 years 10-20 years										
8.0	Pump Station (#2) 2 x 25 hp station Pump Controls Electrical Supply 3 phase Power Wet Well	2-5 years 2-5 years 2-5 years 2-5 years										
9.0	Force Mains Woodhaven to Summit Woodhaven to Salid	2-5 years 15-30 years										
Annual Cost per Household			\$37,714	\$37,714	\$37,714	\$37,714	\$37,714	\$37,714	\$0	\$0	\$0	\$0
			\$164.69	\$164.69	\$164.69	\$164.69	\$164.69	\$164.69	\$0.00	\$0.00	\$0.00	\$0.00











Long Lake Heights Reserve Fund Study  
Storm Assessment Spreadsheet

D0237  
March 3, 2003

STORM

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	UNITS	ESTIMATED QUANTITIES	UNIT PRICE	REPLACEMENT COST	PAYMENT PERIOD (YEARS)	ANNUAL CONTRIBUTION
1.0	Locate / Open Items Manholes Cleanouts	1-2 years	ea.	5	\$100	\$500	2	\$250
		1-2 years	ea.	65	\$50	\$3,250	2	\$1,625
2.0	Clean Manholes Cleanouts Catchbasins	1-2 years	ea.	20	\$50	\$1,000	2	\$500
		1-2 years	ea.	5	\$50	\$250	2	\$125
		1-2 years	ea.	5	\$50	\$250	2	\$125
3.0	Install Ladder Rungs Lid and Frame Grout Inlet & Outlet Piping	1-2 years	ea.	25	\$50	\$1,250	2	\$625
		1-2 years	ea.	1	\$500	\$500	2	\$250
		1-2 years	ea.	1	\$250	\$250	2	\$125
4.0	Further Testing Video Camera Inspection	1-3 years	lin	2000	\$5	\$10,000	3	\$3,333
		5-40 years	lin	1000	\$250	\$250,000	40	\$6,250
5.0	Pipe Replacement Within Private Lots Within Roadways	5-40 years	lin	1000	\$250	\$250,000	40	\$6,250
		5-40 years	lin	1000	\$250	\$250,000	40	\$6,250
					Total Cost	\$517,250		
					Cost per unit	\$2,258.73		

check

ITEM NO.	DESCRIPTION	EXPECTED TIME FRAME	2002	2003	2004	2005	2006	2007	2008	2009
1.0	Locate / Open Items Manholes Cleanouts	1-2 years		\$250	\$250					
		1-2 years		\$1,625	\$1,625					
2.0	Clean Manholes Cleanouts Catchbasins	1-2 years		\$500	\$500					
		1-2 years		\$125	\$125					
		1-2 years		\$125	\$125					
3.0	Install Ladder Rungs Lid and Frame Grout Inlet & Outlet Piping	1-2 years		\$625	\$625					
		1-2 years		\$250	\$250					
		1-2 years		\$125	\$125					
4.0	Further Testing Video Camera Inspection	1-3 years		\$3,333	\$3,333					
		5-40 years				\$3,333				
5.0	Pipe Replacement Within Private Lots Within Roadways	5-40 years		\$6,958	\$6,958					
		5-40 years		\$30.39	\$30.39					
		Annual Cost per Household		\$6,958	\$6,958	\$3,333	\$0	\$0	\$0	\$0
		Annual Cost per Household		\$30.39	\$30.39	\$14.56	\$0.00	\$0.00	\$0.00	\$0.00













number of properties 229  
 contribution per lot per year \$300  
**\$68,700**

**Long Lake Heights Reserve Fund Study  
 Combined Assessment Spreadsheet**

**D0237  
 September 19th, 2003**

Year	Sanitary		Storm		Water		Road		Total (per lot year)	Total Out	Total In	Difference	Cumulative Difference
	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost					
2002											\$150,000	\$150,000	\$150,000
2003	\$55.40	\$12,687.50	\$30.39	\$6,958.33	\$42.09	\$9,637.50	\$46.48	\$10,642.86	\$174	\$39,926	\$68,700	\$28,774	\$178,774
2004	\$79.42	\$18,187.50	\$30.39	\$6,958.33	\$50.82	\$11,637.50	\$79.23	\$18,142.86	\$240	\$54,926	\$68,700	\$13,774	\$192,548
2005	\$148.47	\$34,000.00	\$14.56	\$3,333.33	\$18.29	\$4,187.50	\$79.23	\$18,142.86	\$261	\$59,664	\$68,700	\$9,036	\$201,584
2006	\$102.62	\$23,500.00	\$0.00	\$0.00	\$18.29	\$4,187.50	\$57.39	\$13,142.86	\$178	\$40,830	\$68,700	\$27,870	\$229,454
2007	\$102.62	\$23,500.00	\$0.00	\$0.00	\$8.73	\$2,000.00	\$46.48	\$10,642.86	\$158	\$36,143	\$68,700	\$32,557	\$262,011
2008	\$102.62	\$23,500.00	\$0.00	\$0.00	\$8.73	\$2,000.00	\$46.48	\$10,642.86	\$158	\$36,143	\$68,700	\$32,557	\$294,568
2009	\$102.62	\$23,500.00	\$0.00	\$0.00	\$8.73	\$2,000.00	\$46.48	\$10,642.86	\$158	\$36,143	\$68,700	\$32,557	\$327,125
2010	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$8.73	\$2,000.00	\$129.91	\$29,750.00	\$379	\$86,864	\$68,700	-\$18,164	\$308,961
2011	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$8.73	\$2,000.00	\$129.91	\$29,750.00	\$379	\$86,864	\$68,700	-\$18,164	\$290,796
2012	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$255,632
2013	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$220,468
2014	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$185,304
2015	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$150,139
2016	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$114,975
2017	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$79,811
2018	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$82.97	\$19,000.00	\$129.91	\$29,750.00	\$454	\$103,864	\$68,700	-\$35,164	\$44,646
2019	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	\$11,482
2020	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$21,682
2021	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$54,846
2022	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$88,011
2023	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$121,175
2024	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$154,339
2025	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$187,504
2026	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$220,668
2027	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$253,832
2028	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$286,996
2029	\$186.09	\$42,614.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$129.91	\$29,750.00	\$445	\$101,864	\$68,700	-\$33,164	-\$320,161
2030	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$321,675
2031	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$323,189
2032	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$324,704
2033	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$326,218
2034	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$327,732
2035	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$329,246
2036	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$330,761
2037	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$332,275
2038	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$333,789
2039	\$177.79	\$40,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$307	\$70,214	\$68,700	-\$1,514	-\$335,304

Year	Sanitary		Storm		Water		Road		Total	Total	Total	Difference	Cumulative Difference
	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost	Cost per lot	Yearly Cost	(per lot year)	Out	In		
2040	\$164.69	\$37,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$294	\$67,214	\$68,700	\$1,486	-\$333,818
2041	\$164.69	\$37,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$294	\$67,214	\$68,700	\$1,486	-\$332,332
2042	\$164.69	\$37,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$294	\$67,214	\$68,700	\$1,486	-\$330,846
2043	\$164.69	\$37,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$294	\$67,214	\$68,700	\$1,486	-\$329,361
2044	\$164.69	\$37,714.29	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$294	\$67,214	\$68,700	\$1,486	-\$327,875
2045	\$0.00	\$0.00	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$129	\$29,500	\$68,700	\$39,200	-\$288,675
2046	\$0.00	\$0.00	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$129	\$29,500	\$68,700	\$39,200	-\$249,475
2047	\$0.00	\$0.00	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$129	\$29,500	\$68,700	\$39,200	-\$210,275
2048	\$0.00	\$0.00	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$129	\$29,500	\$68,700	\$39,200	-\$171,075
2049	\$0.00	\$0.00	\$54.59	\$12,500.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$129	\$29,500	\$68,700	\$39,200	-\$131,875
2050			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	-\$80,175
2051			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	-\$28,475
2052			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$23,225
2053			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$74,925
2054			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$126,625
2055			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$178,325
2056			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$230,025
2057			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$281,725
2058			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$333,425
2059			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$385,125
2060			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$436,825
2061			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$488,525
2062			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$540,225
2063			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$591,925
2064			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$643,625
2065			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$695,325
2066			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$747,025
2067			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$798,725
2068			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$850,425
2069			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000	\$68,700	\$51,700	\$902,125
2070			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000		-\$17,000	\$885,125
2071			\$0.00	\$0.00	\$74.24	\$17,000.00	\$0.00	\$0.00	\$74	\$17,000		-\$17,000	\$868,125
2072			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2073			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2074			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2075			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2076			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2077			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2078			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2079			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0		\$0	\$868,125
2080													\$868,125
	\$7,016.92	\$1,606,875.00	\$2,258.73	\$517,250.00	\$4,688.43	\$1,073,650.00	\$3,000.00	\$687,000.00		\$3,884,775	\$4,602,900		

\$3,884,775

## **6.0 RECOMMENDATIONS**

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It is recommended that Long Lake Heights Strata 830:

### **6.1 GENERAL**

- Require an inspection of storm and sanitary connections from all new dwellings prior to authorizing a resident to hook up to the Strata sewerage system.
- Review pumped sanitary service connection locations with property owners. Require watertight chambers for those connected to pumped sanitary service connections.
- Work with lot owners to keep rear yard sanitary and storm sewer easements clear from dwellings and other permanent structures.
- Work with lot owners to locate and expose buried sanitary and storm service connections, and install adequate cleanout assemblies.

### **6.2 OPERATIONS**

- Maintain annual hydrant service inspection
- Maintain Pump Station cleaning and servicing program
- Contact BC Hydro and Telus to request record drawings of the underground plant in the area.
- Contact the City of Nanaimo for additional drawings to complete the record drawing set.

### **6.3 WATER DISTRIBUTION SYSTEM**

- Verify the existence and confirm the location of the line valves and other watermain appurtenances that are shown on the record drawings but were not located.
- Conduct a systematic leak detection program to identify potential areas of water system losses and reduce yearly water demands.

- Remove rocks, dirt and any other debris within the valve boxes and around the operating nuts, and ensure that all valves are accessible and operational.
- Expose hydrant flanges and re-plumb hydrants as required.
- Conduct flow testing within the system to confirm available fire flows throughout the development, and including the area on Heron Place serviced by the water booster station. Confirm degree of liability if adequate fire flows are not maintained during fire event.
- Install flushouts on the dead-end sections of watermains to enable flushing and cleaning of the watermain system.
- Conduct a systematic flushing program in the spring and autumn to improve water quality and remove stagnant water from the system.
- Consider the option of an additional feed between the CON System and the existing watermain on Woodhaven Drive, to provide system looping and increase fire flows if necessary.

#### **6.4 SANITARY SEWER SYSTEM**

- Verify the existence and confirm the location of the sanitary manholes and cleanouts that are shown on the record drawings. Items that were not located should be exposed and have their existence verified.
- Conduct a complete video camera inspection of all known sanitary sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and for replacement.
- Conduct a systematic cleaning and flushing program once problem areas are identified and located.
- Conduct smoke testing to assess the degree of unauthorised connection of roof and foundation drains to the sanitary sewers system.
- Locate and establish cleanouts at the property line for all individual services.
- Budget for the eventual replacement of the major components of the sewage lifts stations. Prioritize the replacement of the pumps in the larger Pump Station.

- Investigate compatibility with CON equipment, in the event of an emergency.
- Review holding capacity of both lift stations at ultimate build-out conditions.
- Improve worker safety at the lift stations. Review compliance with current WCB regulations.
- Investigate the sewage forcemain from the larger Pump Station on Woodhaven Drive. Confirm the routing and location of the forcemain between Woodhaven and Summit. Verify whether the forcemain is attached (as noted on the record drawings) or located underneath the existing dwelling.
- Review alternative alignments to mitigate potential impacts on system and/or the private dwelling in the event of a failure. Investigate the possibility of a future gravity route over the undeveloped parcel to the east, to connect to the CON system on Shammys Place.
- Develop an HDPE pipe evaluation and replacement program

#### **6.5 STORM SEWER SYTEM**

- Verify the existence and confirm the location of the drain manholes and cleanouts that are shown on the record drawings.
- Conduct a complete video camera inspection of all known storm sewer mains that are owned and operated by the Strata. Identify and catalogue all known problems and establish a priority system for undertaking repairs and/or replacement.
- Conduct a systematic cleaning and flushing program, once problem areas are identified and located.
- Expand storm drainage system to allow hook ups of roof leaders in areas where unauthorized connections to the sanitary sewer system are located, or in other critical areas.
- Establish ditching and other drainage control measures at locations where surface water collects.
- Develop an HDPE evaluation and replacement program.

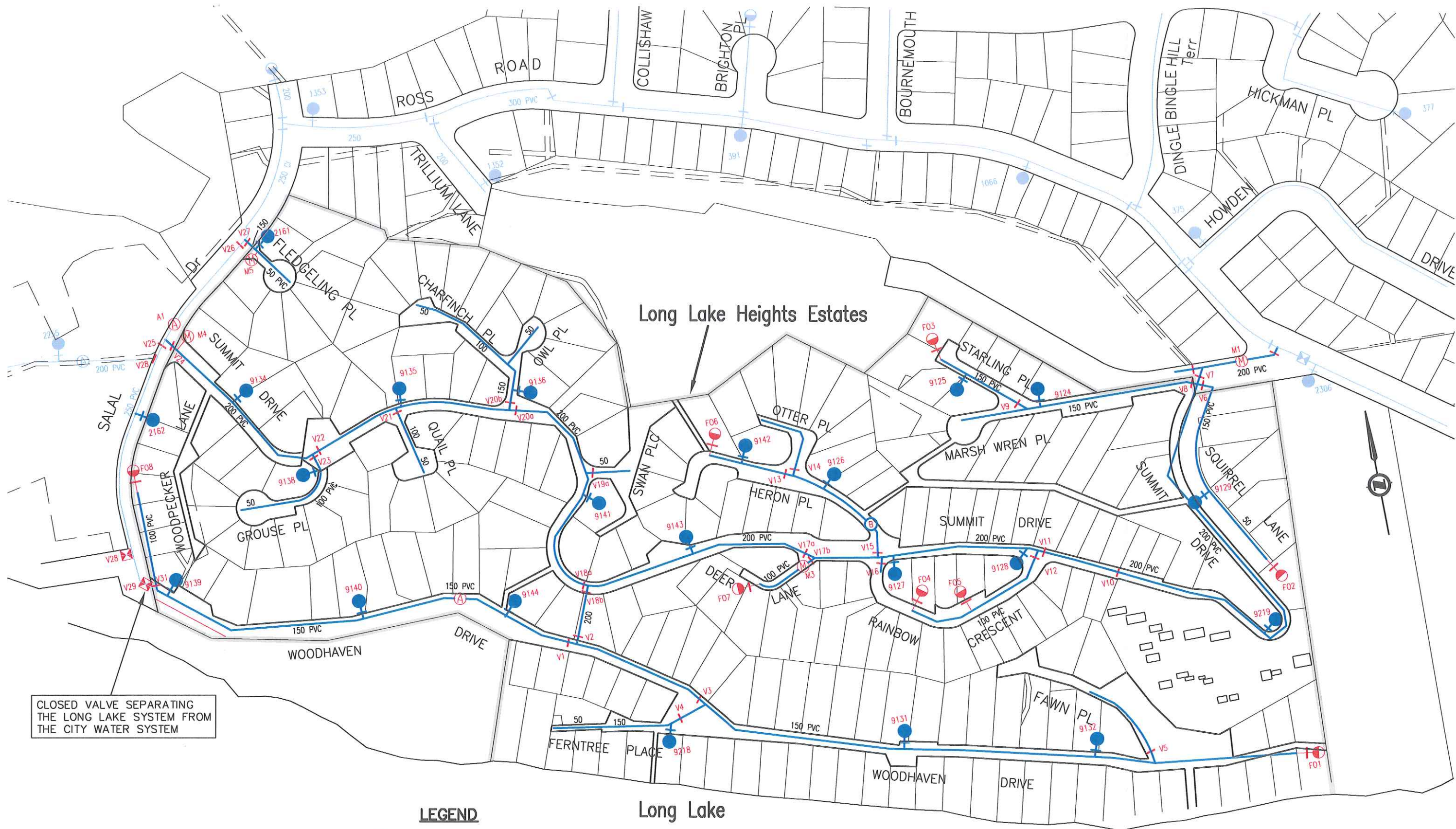
## **6.6 ROAD NETWORK SYSTEM**

- Initiate crack sealing program and a shoulder repair program.
- Excavate the area around the sinkhole on Summit Drive and investigate. Confirm whether material migration through underground trenching is causing surface subsidence, and incorporate restorative measures, such as trench dam installation and localized road reconstruction as required.

## APPENDIX A

### Figures

- Figure 1. Existing Water Supply System
- Figure 2. Existing Sanitary Sewer System
- Figure 3. Existing Storm Drainage System



CLOSED VALVE SEPARATING THE LONG LAKE SYSTEM FROM THE CITY WATER SYSTEM

**LEGEND**

- V3 + GATE VALVE
- ✕ CLOSED GATE VALVE
- 9218 ● FIRE HYDRANT
- F04 ● FLUSHOUT
- M4 (M) WATER METER
- (A) AIR RELEASE VALVE
- (B) BOOSTER PUMP



CLIENT/PROJECT  
**Strata Corporation 830**  
**LONG LAKE HEIGHTS STRATA COUNCIL**  
**RESERVE FUND INFRASTRUCTURE STUDY**

SUBJECT  
**Existing Watermain System**

APPROVED	SCALE	1: 2500
DATE MARCH 2003	DWG No.	D0237-WATER
JOB No. D0237		





NOTE:  
SAN FORCE MAIN (CITY)  
IN COMMON TRENCH WITH  
GRAVITY MAIN (PRIVATE)

**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
Consulting Engineers

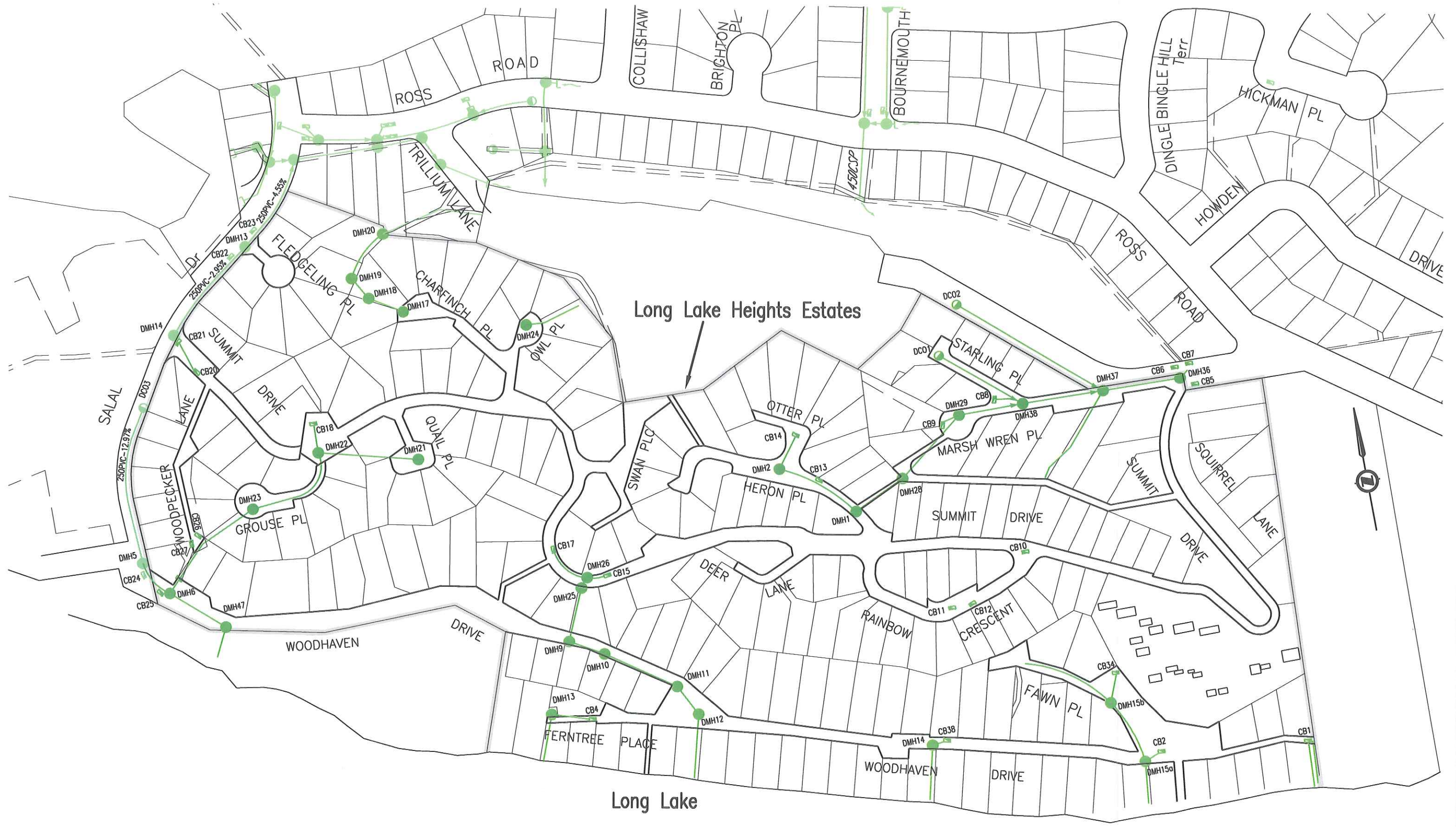
**LEGEND**

SC023	●	SANITARY FLUSHOUT
SMH14	●	SANITARY MANHOLE
PUMPSTATION	□	SANITARY PUMPSTATION

CLIENT/PROJECT  
**Strata Corporation 830**

**LONG LAKE HEIGHTS STRATA COUNCIL  
RESERVE FUND INFRASTRUCTURE STUDY**

SUBJECT <b>Existing Sanitary Sewer System</b>	
APPROVED R.H.	SCALE 1:2500
DATE MARCH 2003	DWG No. D0237-SAN
JOB No. D0237	



**LEGEND**

- DMH14 ● STORM DRAIN MANHOLE
- DCO1 ● STORM DRAIN FLUSHOUT
- CB4 ■ STORM DRAIN CATCH BASIN

CLIENT/PROJECT  
**Strata Corporation 830**  
**LONG LAKE HEIGHTS STRATA COUNCIL**  
**RESERVE FUND INFRASTRUCTURE STUDY**

SUBJECT <b>Existing Storm Sewer System</b>		SCALE	1:2500
APPROVED	R.H.	DWG No.	D0237-D
DATE	MARCH 2003		
JOB No.	D0237		

APPENDIX B

Field Inspection Data Sheets

Water System  
Sanitary Sewer System  
Storm Drainage System

# FIELD INSPECTION DATA SHEET - STORM SEWER SYSTEM



**LONG LAKE HEIGHTS SUBDIVISION**  
**RESERVE FUND INFRASTRUCTURE STUDY**  
**SEPTEMBER 23, 2002**  
**D0237**

## STORM MANHOLE ASSESSMENT

Manhole Number	Benching Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
DMH1	full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	DMH2	DMH28
DMH2	no benching	good	good, paved	yes		CB14	DMH1
DMH3	good	good	good, paved	yes		CB23	CB22
DMH4	good	telescoping	good, blvd	yes		CB 20/21	DMH3
<b>DMH5</b>	<b>good</b>		<b>good, paved</b>	<b>yes</b>	<b>could not open</b>	<b>CO3</b>	<b>DMH6</b>
<b>DMH6</b>	<b>good</b>		<b>good, paved</b>	<b>yes</b>	<b>could not open</b>	<b>DMH5</b>	<b>DMH7</b>
<b>DMH7</b>					<b>could not locate</b>	<b>DMH6</b>	<b>lake outlet</b>
DMH9	good	good	good, paved	no	clean, shallow,	DMH25	DMH10
DMH10	good	good	good, paved	no	clean, shallow	DMH9	DMH11
DMH11	no benching	telescoping	good, paved	no	outlet pipe not grouted	DMH10	DMH12
DMH12	sump, full of debris	good	good, paved	no	inlet/outlet shallow and poorly grouted, full of debris, needs cleaning	DMH11	lake outlet
DMH13	no benching	good	good, paved	-	slotted lid, full of debris, needs cleaning	CB4	lake outlet
DMH14	no benching	n/a	good, paved	-	requires grouting, full of debris, needs cleaning	-	lake outlet
DMH15a	no benching	n/a	good, paved	-	inlet/outlet pipes not grouted and shallow	DMH15b	lake outlet
DMH15b	no benching	n/a	good, paved	-	slotted lid	-	DMH15a

STORM MANHOLE ASSESSMENT							
Manhole Number	Benching Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
DMH16	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	CB17 & 16	DMH9
DMH17	no benching, full of debris	good	good, paved	-	slotted lid, full of water	-	DMH18
DMH18					could not locate	DMH17	DMH19
DMH19					could not locate	DMH18	DMH20
DMH20					could not locate	DMH19	?city?
DMH21	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH22
DMH22	good	good	good, paved	no	slightly dirty	DMH21	DMH23
DMH23	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	DMH22	DMH6
DMH24					could not locate	-	?city?
DMH25					could not locate	DMH16	DMH9
DMH28					could not locate	DMH1	DMH29
DMH29			good, paved	no	could not open	DMH28	DMH38
DMH36	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	CB7	city
DMH37	good, slight debris	good	good, paved	no	slightly dirty	DMH38	DMH36
DMH38	good	good	good, paved	-	clean	DMH29	DMH37

**CATCHBASIN ASSESSMENT**

Catch Basin Number	Catch Basin Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
CB1	no benching, some gravel	n/a	good, paved	-	slotted lid, some gravel, needs cleaning	-	lake outlet
CB2	no benching, full of water	n/a	good, paved	-	slotted lid, full of water	-	DMH15
CB3A					could not locate	-	DMH19
CB3B					could not locate	-	DMH14
CB4	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH36
CB5	no benching, full of water	good	good, paved	-	slotted lid, full of water up to outlet pipe	-	DMH36
CB6	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH36
CB7	no	good	good, paved	-	slotted lid	-	DMH36
CB8	no benching, gravel debris	good	good, paved	-	gravel debris, needs cleaning	-	DMH38
CB9	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH29
CB10	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	north	south
CB11	no benching, full of debris	good	good, paved	-	slotted lid, full of water	-	south
CB12	no benching, full of debris	good	good, paved	-	slotted lid, full of water	-	south

**CATCHBASIN ASSESSMENT**

Catch Basin Number	Catch Basin Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
CB13	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH1
CB14	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH12
CB15	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH16
CB17	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DMH16
CB18	no benching, full of debris	good	good, paved	-	slotted lid, full of debris, needs cleaning	-	DHM22
CB20	no benching, gravel debris	n/a	good, paved	-	slotted lid, gravel at bottom, needs cleaning	-	DMH4
CB21	no benching, gravel debris	n/a	good, paved	-	slotted lid, gravel at bottom, needs cleaning	-	DMH4
CB22	no benching, full of water	n/a	good, paved	-	slotted lid, full of water	DMH3	DMH4
CB23	no benching, full of water	n/a	good, paved	-	slotted lid, full of water	CB22	DMH3
CB24	no benching, full of water	n/a	good, paved	-	slotted lid, full of water	DMH5	DMH6
CB25	no	n/a	good, paved	-	slotted lid, full of water	CB22	DMH6
CB26	no	good	good, paved	-	elbow to separate oil	???	???
CB27	no	good	good, paved	-	elbow to separate oil	???	???

**CLEANOUT ASSESSMENT**

Cleanout Number	Cleanout Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
CO1	full of water	good	good, paved	no	full of water, plastic cap on CO	-	DMH38
CO2					Could not locate due to steep terrain	-	DMH37
CO3	good	good	good, paved	yes	plastic cap on CO, dirt level with plastic cap	-	DMH5



# FIELD INSPECTION DATA SHEET - SANITARY SEWER SYSTEM



**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

**LONG LAKE HEIGHTS SUBDIVISION  
RESERVE FUND INFRASTRUCTURE STUDY  
SEPTEMBER 23, 2002  
D0237**

## SANITARY MANHOLE ASSESSMENT

Manhole Number	Benching Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
SMH1	slight debris	telescoping	good, paved	yes	Inlet is high, slight debris,	SMH2	SMH51
<b>SMH2</b>			<b>good, paved</b>	<b>no</b>	<b>Could not open, needs 2 carriage Bolts</b>	SMH3	SMH1
SMH3	slight debris	good	good, paved	yes	Slight debris, needs flushing,	SMH4	SMH2
<b>SMH4</b>			<b>good, paved</b>	<b>no</b>	<b>Could not open</b>	SMH3	CO29
SMH5	good	good	good, paved	no	Pump service high	CO 1/27	SMH6
SMH6	good	good	good, paved	no	Good flow	SMH 5/7	pump station
SMH7	main good, side debris	good	good, paved	no	Adjacent SMH appears to be inspection chamber for individual service for house #460. Main good, side debris, needs flushing	SMH23	SMH6
<b>SMH8</b>				<b>yes</b>	<b>Could not open</b>	CO22	SMH9
<b>SMH9</b>				<b>yes</b>	<b>Could not open</b>	SMH8	SMH10b
<b>SMH10a</b>					<b>Could not locate</b>	SMH10b	pump station
<b>SMH10b</b>					<b>Could not locate</b>	SMH11	SMH10a
<b>SMH11</b>				<b>no</b>	<b>Could not open</b>	SMH12	SMH10b
SMH12	slight debris	telescoping	good, paved	no	Slight debris	SMH13	SMH11
SMH13	contains debris	telescoping	good, paved	no	Contains debris, needs flushing	SMH19a	SMH12

**SANITARY MANHOLE ASSESSMENT**

Manhole Number	Benching Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
SMH14				no	Could not open	SMH19b	SMH15
SMH15	contains debris	telescoping	good, paved	no	Contains debris, needs flushing	SMH14	SMH16
SMH16	contains debris	telescoping	good, paved	no	Contains debris, needs flushing	SMH15	SMH17
SMH17	contains debris	good	good, paved	no		CO17	SMH22
SMH18	slight debris	good	good, paved	no	Slight debris, needs flushing	CO67	SMH31
SMH19a	contains debris	good	dirt	no	Casting not grouted, shallow, needs flushing	CO66/65	SMH14
SMH19b	slight debris	good	good, paved	yes	Slight debris, needs flushing	CO65/66	SMH14
SMH20					Could not locate	CO16	SMH21
SMH21	contains debris	good	good, boulevard	no	May not be in use, debris, needs cleaning, should have MH marker or have MH raised and paved	SMH20	SMH22
SMH22	contains debris	good	good, paved	no		SMH23/21	SMH17
SMH23	good	telescoping	good, paved	no	replace broken lid	SMH22/24	SMH7
SMH24					Could not locate	CO10/13	SMH23
SMH25					Could not locate	SMH26	CO13
SMH26					Could not locate	SMH27	SMH25
SMH27					Could not locate	CO15/14	SMH26
SMH28	good	good	good, paved	yes	Contains debris, needs flushing	SMH29	SMH46
SMH29	slight debris	good	good, paved	yes	Slight debris, needs flushing	SMH30	SMH28
SMH30	contains debris	good	good, paved	no	Contains debris, needs flushing	CO64	SMH29
SMH31	contains debris	good	good, paved	no	Slight debris, needs flushing	SMH18	SMH32
SMH32	contains debris	good	good, paved	no	Slight debris, needs flushing	SMH31	SMH33

SANTARY MANHOLE ASSESSMENT							Pipe Run	
Manhole Number	Benching Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Upstream	Downstream	
SMH33	contains debris	good	good, paved	no	Slight debris, needs flushing	SMH32	SMH34	
SMH34	slight debris	good	good, paved	no	Slight debris, needs flushing	SMH33	SMH9	
SMH35					Could not locate	CO69	CO22	
SMH36	slight debris	telescoping	good, boulevard	yes	Slight debris, needs flushing	SMH37	CO22	
SMH37	slight debris	good	good, paved	yes	Possible sign of infiltration because of rust marks. Contains debris, needs flushing.	SMH38	SMH36	
SMH38				no	Could not open	SMH39	SMH37	
SMH39					Could not locate	CO23	SMH38	
SMH40					Could not locate	CO24	SMH41	
SMH41					Could not locate	SMH40	SMH42	
SMH42					Could not locate	SMH41	city	
SMH43					Could not locate	SMH44	SMH41	
SMH44					Could not locate	CO26/25	SMH43	
SMH45	no, debris	telescoping	good, paved	no	Contains debris, needs flushing	???	?SMH28?	
SMH46				-	Could not open, large square cast iron lid, bolted down with nuts	SMH28	SMH29	
SMH47					Could not locate	CO57	SMH48	
SMH48	contains debris	good	good, half paved, half on Blvd	no	Contains debris, needs flushing	SMH49	SMH51	
SMH49	slight debris	good	good, paved	no	Slight debris, needs flushing	SMH50	SMH51	
SMH50	slight debris	good	good, paved	no	Slight debris, needs flushing	CO54	SMH49	
SMH51	contains debris	good	good, paved	no	Contains debris, needs flushing	SMH48	SMH1	
SMH52					Could not locate	SMH53	SMH1	
SMH53					Could not locate	CO30	SMH52	

CLEANOUT ASSESSMENT							
Cleanout Number	Cleanout Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
CO1					Could not locate	-	SMH5
CO2					Could not locate	CO 4/5/3	SMH6
CO3					Could not locate	-	CO2
CO4					Could not locate	-	CO2
CO5					Could not locate	CO6	CO2
CO6					Could not locate	-	CO2
CO7					Could not locate	CO 9/8	SMH7
CO8					Could not locate	-	CO7
CO9					Could not locate	-	CO7
CO10					Could not locate	CO11	SMH24
CO11					Could not locate	CO12	CO10
CO12					Could not locate	-	CO11
CO13					Could not locate	SMH25	SMH24
CO14					Could not locate	-	SMH27
CO15	good	good	good, paved	no		-	SMH27
CO16					Could not locate	-	SMH20
CO17					Could not locate	-	SMH17
CO18	good	good	good, paved	no	No plug on CO. Potential for water and dirt infiltration	-	SMH13
CO19					Could not locate	-	SMH19a
CO20					Could not locate	-	SMH19a
CO21					Could not locate	-	SMH11

CLEANOUT ASSESSMENT							
Cleanout Number	Cleanout Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
C022				no	Could not open, replace storm lid with sanitary lid	SMH36	SMH8
C023					Could not locate	-	SMH39
C024					Could not locate	-	SMH40
C025					Could not locate	-	SMH44
C026					Could not locate	-	SMH44
C027					Could not locate	CO28	SMH5
C028					Could not locate	CO27	CO29
C029					Could not locate	SMH4	CO28
C030					Could not locate	-	SMH53
C054	good	good	good, paved	no		-	SMH50
C055					Could not locate	-	SMH48
C056					Could not locate	-	SMH49
C057					Could not locate	-	SMH47
C058					Could not locate	CO59	SMH46
C059	contains debris	none	dirt	no	Shallow, needs flushing	CO60	CO58
C060					Could not locate	CO61	CO59
C061					Could not locate	CO62	CO60
C062	good	none	dirt	no	Shallow	CO63	CO61
C063	good	none	dirt	no	Shallow	-	CO61
C064					Could not locate	-	SMH29
C065					Could not locate	-	SMH19b

**CLEANOUT ASSESSMENT**

Cleanout Number	Cleanout Condition	Bricking/ Rings Condition	Surrounding Surface Condition	Carriage bolts	General Notes	Pipe Run	
						Upstream	Downstream
CO66			good, paved	no	Could not open	--	SMH19b
CO67	full of water	good	good, paved	no	Sump barrel full of water, plastic cap on CO	--	SMH18
CO68					Could not locate	CO69	SMH35
CO69					Could not locate	--	SMH35

# FIELD INSPECTION DATA SHEET - WATER SYSTEM



**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

**LONG LAKE HEIGHTS SUBDIVISION  
RESERVE FUND INFRASTRUCTURE STUDY  
SEPTEMBER 23, 2002  
D0237**

## FIRE HYDRANT ASSESSMENT

Hydrant Number	Hydrant Condition	Valve Box Condition	Surrounding Surface Condition	General Notes
2161	off plum	good	paved	hydrant off plum
2162	good	good	paved	
9124	good	could not open	paved	could not open valve box
9125	flange buried	could not locate		could not locate valve box, hydrant flange buried
9126	good	good	paved	
9127	good	good	paved	posts protecting hydrant
9128	flange buried	could not locate		could not locate
9129	flange buried	nut covered by dirt	paved	nut covered by dirt, hydrant flange buried
9131	flange buried, riser not plum	good	paved	surrounded by rock garden, riser not plum, hydrant flange buried
9132	flange buried, off plum	good	boulevard	hydrant flange buried, off plum
9134	off plum	good	paved	off plum
9135	good	good	boulevard	
9136	good	nut under water	paved	valve nut under water
9138	good	good	paved	
9139	flange buried	good	paved	hydrant flange buried
9140	flange buried	good	boulevard	hydrant flange buried

**FIRE HYDRANT ASSESSMENT**

Hydrant Number	Hydrant Condition	Valve Box Condition	Surrounding Surface Condition	General Notes
9141	good	good	paved	
9142	flange buried under rock	good	paved	riser not plum and is cracked, flange is buried
9143	nut covered by dirt	good	paved	nut covered by dirt
9144	good	good	paved	hydrant covered by orange bag
9218	flange buried	could not locate		valve box presumed buried under gravel and grass, recommend hydrant extension
9219	good	good	boulevard	



**FLUSH OUT ASSESSMENT**

Flushout Number	Flushout Condition	Valve Box Condition	Surrounding Surface Condition	General Notes
FO1				could not locate
FO1				could not locate
FO2				could not locate
FO3	no cap, dirt flush with top of pipe	could not locate		could not locate valve box, no cap on FO, dirt flush with top of pipe
FO4	good	good	paved	FO attached to wood post
FO5	could not open b/c of ear		paved	could not see flushout, could only see valve box
FO6				could not locate
FO7	nut covered by dirt	good	paved	

**WATER METER ASSESSMENT**

Meter Number	Meter Condition	Meter Box Condition	Surrounding Surface Condition	General Notes
				could not locate
	could not open	n/a	paved	4 holes, with carriage bolt, could not open
M3	good	n/a	paved	4 holes, no carriage bolts, full of water up to pipe
M4	filled slightly with debris	n/a	paved	45 cm X 75 cm X 120 cm, filled slightly with debris, doesn't appear to be a touch read, two hooks on cover, one hook is broken
M5	bottom filled with debris	n/a	paved	neptune fire metre, shallow, no bypass, bottom filled with debris, no touch read, has strainer, does not appear to have isolation valve

**WATER VALVE ASSESSMENT**

Valve Number	Valve Condition	Valve Box Condition	Surrounding Surface Condition	General Notes
WV1	good	good	paved	
WV2	nut covered by dirt	good	paved	valve nut covered by dirt
WV3	good	off centre		valve box off centre from valve
WV4	branch nut covered by dirt	misaligned	paved	valve box misaligned, branch valve nut covered by dirt
WV5				<b>could not locate</b>
WV6	nut covered by dirt, riser not plum	good	paved	riser not plum, valve nut covered by dirt
WV7				valve nut covered by dirt
WV8				<b>could not locate</b>
WV9	good	off centre from valve	paved	valve box slightly off centre
WV10	<b>could not open</b>		paved	<b>could not open valve box</b>
WV11	<b>could not open</b>		paved	<b>could not open valve box</b>
WV12	<b>could not open</b>		paved	<b>could not open valve box</b>
WV13	good	good	paved	
WV14	good	good	paved	
WV15	nut under water.	good	paved	valve nut under water
WV16	nut under water	good	paved	valve nut under water
WV17a	<b>could not open</b>		paved	<b>could not open valve box</b>
WV17b	<b>could not open</b>		paved	<b>could not open valve box</b>
WV18a				<b>could not locate</b>

**WATER VALVE ASSESSMENT**

Valve Number	Valve Condition	Valve Box Condition	Surrounding Surface Condition	General Notes
WV18b	nut under water	good	paved	valve nut under water
WV19				could not locate
WV20a	good	good	paved	
WV20b	nut under water	good	paved	branch line full of water
WV21	good	good	paved	
WV22	good	good	paved	
WV23	good	good	paved	
WV24	nut under water	good	paved	valve nut under water
WV25	good	good	paved	
WV26	nut under water	good	paved	valve nut under water
WV27	nut under water	good	paved	valve nut under water
WV28	good	good	paved	
WV29	nut under water	good	paved	valve nut under water, orange garbage bag in riser
WV29	nut under water	good	paved	valve nut under water, orange garbage bag in riser
WV30	nut under water, off plum	good	paved	valve nut under water, riser off plum, orange garbage bag in riser
WV31				could not locate

**APPENDIX C**

**Video Camera Inspection Report  
by Pipe-Eye Video Inspection and Services Ltd**

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Place: NANAIMO

Tape #: 1714

Use: SANITARY

### Table of Contents

From	To	Road Name	Survey #	Page #
SMH # 22	SMH # 17	WOODHAVEN DRIVE	10128	1
SMH # 22	SMH # 23	WOODHAVEN DRIVE	10129	3
SMH # 23	SMH # 7	WOODHAVEN DRIVE	10130	5
SMH #7	SMH #6	WOODHAVEN DRIVE	10131	9
SMH #5	SMH #6	WOODHAVEN DRIVE	10132	10
SMH #31	SMH #18	QUAIL PLACE	10133	12
SMH #31	SMH #32	QUAIL TO SUMMIT R.W.	10134	13
SMH #32	SMH #31	QUAIL TO SUMMIT R.W.	10135	15
SMH #32	SMH #33	GROUSE PLACE	10136	16

Total Length: 18.6 Linear Meters

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
 LANTZVILLE, BC V0R 2H0  
 TEL: 250 390-2556  
 CEL: 250 741-6073  
 FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10128

Road Name : WOODHAVEN DRIVE  
 From : 330 WOODHAVEN DRIVE  
 To : WESTERLY DIRECTION

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH # 22 To : SMH # 17	1.70 M.	BENCH	GOOD

Direction : UP STREAM  
 Material : P. V. C.

Use: SANITARY

In Use: YES  
 Size: 200 MM.

Precleaned: YES

Weather : SUNNY

Survey Length:

Video Start : 00:00:00

Video End: 00:12:28

Distance	Photo	Code	Description
2.0			BEGIN RUN
13.5			PONDING BEGINNING
15.3			10%
17.7			PONDING FINISHED
21.5			PONDING BEGINNING
23.3			15%
26.2			PONDING FINISHED
36.4			100 MM CONNECTION 10 O'CLOCK
70.1			100 MM CONNECTION 10 O'CLOCK
75.9			MINIMAL PONDING
83.2			END OF RUN

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10128

Summary: Number of Photos: 0      Pipeline Condition:  
Recommendations:



**PIPE-EYE VIDEO INSPECTION AND SERVICES LTD**

7056 ARBUTUS CRES.  
 LANTZVILLE, BC V0R 2H0  
 TEL: 250 390-2556  
 CEL: 250 741-6073  
 FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10128

Road Name : WOODHAVEN DRIVE  
 From : 330 WOODHAVEN DRIVE  
 To : EASTERLY DIRECTION

Place Name: NANAIMO

**Manhole Information**

Location	Lid to Invert	Type Of Base	Condition
From : SMH # 22 To : SMH # 23	1.70 M.	BENCH	GOOD

Direction : DOWN STREAM  
 Material : P. V. C.

Use: SANITARY

In Use: YES  
 Size: 200 MM.

Precleaned: YES

Weather : SUNNY

Survey Length: 0

Video Start : 00:12:28

Video End: 00:28:47

Distance	Photo	Code	Description
2.0			BEGIN RUN
5.5			MINIMAL PONDING
13.4			PONDING BEGINNING
16.9			20%
17.8			100 MM CONNECTION 9 O'CLOCK
22.2			30%
26.5			100 MM CONNECTION 10 O'CLOCK
27.2			50% +
30.3			40%
31.3			10%
31.7			PONDING FINISHED

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

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 LANTZVILLE, BC V0R 2H0  
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 FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10120

Distance	Photo	Code	Description
35.5			100 MM CONNECTION 2 O'CLOCK
49.9			MINIMAL PONDING
52.7			100 MM CONNECTION 10 O'CLOCK
72.5			Photo # 10129.001
72.5			MINIMAL PONDING
72.5			LARGE DIMPLE AT 2 O CLOCK
73.5			100 MM CONNECTION 2 O'CLOCK
79.9			PONDING BEGINNING
80.3			100 MM CONNECTION 10 O'CLOCK
80.7			100 MM CONNECTION 10 O'CLOCK
82.0			MINIMAL PONDING
85.7			MINIMAL PONDING
90.1			MINIMAL PONDING
93.1			PONDING BEGINNING
93.9			10 %
94.6			PONDING FINISHED
100.2			END OF RUN

Summary: Number of Photos: 0 Pipeline Condition:

Recommendations: THIS SECTION OF PIPE SHOULD BE PUT ON MAINTENANCE CLEANING

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10130

Road Name : WOODHAVEN DRIVE  
From : 390 WOODHAVEN DRIVE  
To : EASTERLY DIRECTION

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH # 23 To : SMH # 7	1.60 M.	BENCH	GOOD

Direction : DOWN STREAM  
Material : P. V. C.

Use: SANITARY

In Use: YES  
Size: 200 MM.

Precleaned: YES

Weather : SUNNY

Survey Length:

Video Start : 00:28:47

Video End: 00:45:49

Distance	Photo	Code	Description
0.1			BEGIN RUN
2.3			MINIMAL
5.5			PONDING BEGINNING
8.0			10 %
8.4			PONDING FINISHED
9.5			100 MM CONNECTION 2 O'CLOCK
18.5			PONDING BEGINNING
19.9			MINIMAL
20.6			PONDING FINISHED
21.4			PONDING BEGINNING
23.0			15%

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

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LANTZVILLE, BC V0R 2H0  
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CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10-30

Distance	Photo	Code	Description
24.6			PONDING FINISHED
26.1			PONDING BEGINNING
27.0			100 MM CONNECTION 10 O'CLOCK
28.0			MINIMAL
28.6			PONDING FINISHED
34.2			PONDING BEGINNING
35.8			MINIMAL
36.3			PONDING FINISHED
37.6			100 MM CONNECTION 10 O'CLOCK
44.2			MINIMAL
45.3			100 MM CONNECTION 2 O'CLOCK
46.9			PONDING BEGINNING
48.6			5%
49.0			PONDING FINISHED
58.1			PONDING BEGINNING
60.3			20%
63.5			30%
65.4			100 MM CONNECTION 10 O'CLOCK
69.1			30%
70.8			20%
72.7			PONDING FINISHED
74.8			PONDING BEGINNING

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10130

Distance	Photo	Code	Description
76.1			5%
77.0			PONDING FINISHED
78.5			PONDING BEGINNING
80.0			10%
81.0			PONDING FINISHED
81.8			100 MM CONNECTION 2 O'CLOCK
82.4			PONDING BEGINNING
83.8			10%
87.1			15%
88.6			PONDING FINISHED
89.3			PONDING BEGINNING
91.0			20%
93.4			20%
95.1			30%
95.7			VERY SMALL DIMPLE AT 1 O CLOCK
98.2			40%
100.8			50%+
101.1			70%
102.7			60%
105.2			50%
106.8			60%
112.7			50%

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10130

Distance	Photo	Code	Description
113.8			40%
115.0			30%
115.8			PONDING FINISHED
116.7			END OF RUN

Summary: Number of Photos: 0 Pipeline Condition:

Recommendations: THIS SECTION OF PIPE SHOULD BE PUT ON MAINTENANCE CLEANING

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10131

Road Name : WOODHAVEN DRIVE  
From : 460 WOODHAVEN DRIVE  
To : EASTERLY DIRECTION

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH #7 To : SMH #6	1.85 M.	BENCH	GOOD

Direction : DOWN STREAM  
Material : P. V. C.

Use: SANITARY

In Use: YES  
Size: 250 MM.

Precleansed: YES

Weather : SUNNY

Survey Length:

Video Start : 00:45:49

Video End: 00:48:06

Distance	Photo	Code	Description
1.9			BEGIN RUN
2.9			100 MM CONNECTION 2 O'CLOCK
3.1			MINIMAL
9.2			PONDING BEGINNING
10.9			40%
12.9			END OF RUN
12.9			PONDING CAUSED BY FLOW TO PUMP CHAMBER

Summary: Number of Photos: 0

Pipeline Condition:

Recommendations:

**PIPE-EYE VIDEO INSPECTION AND SERVICES LTD**

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10132

Road Name : WOODHAVEN DRIVE  
From : 480 WOODHAVEN DRIVE  
To : WESTERLY DIRECTION

Place Name: NANAIMO

**Manhole Information**

Location	Lid to Invert	Type Of Base	Condition
From : SMH #5 To : SMH #6	1.85 M.	BENCH	GOOD

Direction : DOWN STREAM  
Material : P. V. C.

Use: SANITARY

In Use: YES  
Size: 150 MM.

Precleansed: YES

Weather : SUNNY

Survey Length:

Video Start : 00:48:06

Video End: 00:54:56

Distance	Photo	Code	Description
1.8			BEGIN RUN
3.2			MINIMAL PONDING
4.5			PONDING BEGINNING
4.9			20%
7.0			PONDING FINISHED
9.8			PONDING BEGINNING
10.9			20 %
11.8			40%
12.7			PONDING BLOCKING VIEW OF PIPE - PONDING AT 60% +
17.8			40 %
19.2			PIPE IS OVALLED SLIGHTLY



PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10132

Distance	Photo	Code	Description
	19.2		PONDING FINISHED
	20.2		END OF RUN
	20.2		PIPE IS TOO SMALL TO GET THROUGH

Summary: Number of Photos: 0 Pipeline Condition:

Recommendations: THIS SECTION OF PIPE SHOULD HAVE MAINTENANCE CLEANING

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10133

Road Name : QUAIL PLACE  
From : 731 QUAIL PLACE  
To : SUMMIT DRIVE

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH #31 To : SMH #18	1.25 M.	BENCH	GOOD

Direction : UP STREAM  
Material : P. V. C.

Use: SANITARY

In Use: YES  
Size: 150 MM.

Precleansed: YES

Weather : SUNNY

Survey Length:

Video Start : 00:54:56

Video End: 01:00:33

Distance	Photo	Code	Description
1.6			BEGIN RUN
18.0			Photo # 10133.001
18.0			INVERT OF SERVICE PIPE IS NOT INTO MAIN LINE
36.9			END OF RUN

Summary: Number of Photos: 0 Pipeline Condition:

Recommendations:

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
 LANTZVILLE, BC V0R 2H0  
 TEL: 250 390-2556  
 CEL: 250 741-6073  
 FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10151

Road Name : QUAIL TO SUMMIT R.W.  
 From : 731 QUAIL PLACE  
 To : SUMMIT DRIVE

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH #31 To : SMH #32	1.25 M.	BENCH	GOOD

Direction : DOWN STREAM  
 Material : POLY E.

Use: SANITARY

In Use: YES  
 Size: 150 MM.

Precleaned: YES

Weather : SUNNY

Survey Length:

Video Start : 01:00:33

Video End: 01:05:11

Distance	Photo	Code	Description
1.5			BEGIN RUN
4.4			LARGE DIMPLE
5.0			LARGE DIMPLE
5.8			LARGE DIMPLE
9.0			LARGE DIMPLE
9.1			TWO SMALL HOLES AT 1 & 2 O CLOCK
9.7			LARGE DIMPLES AT 6 O CLOCK
10.2			PIPE IS OVALLED APPROX. 20 %
10.9			PIPE IS OVALLED & DIMPLED TO THE POINT
10.9			END OF RUN
10.9			THAT WE CAN NOT CONTINUE

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10134

Summary: Number of Photos: 0 Pipeline Condition:

Recommendations: PIPE CONDITION IS VERY BAD

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10135

Road Name : QUAIL TO SUMMIT R.W.  
From : SUMMIT DRIVE  
To : 731 QUAIL PLACE

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH #32 To : SMH #31	1.85 M.	BENCH	GOOD

Direction : UP STREAM  
Material : POLY E.

Use: SANITARY

In Use: YES  
Size: 150 MM.

Precleansed: YES

Weather : SUNNY

Survey Length:

Video Start : 01:05:11

Video End: 01:11:04

Distance	Photo	Code	Description
1.8			BEGIN RUN
24.0			OVALLED JOINT
34.4			END OF RUN
34.4			LARGE DIMPLES ON BOTTOM & SIDES OF PIPE

Summary: Number of Photos: 0 Pipeline Condition: SURVEY ABANDONED DUE TO PIPE

Recommendations: PIPE CONDITION IS VERY BAD - DIMPLES FROM START TO FINISH

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1714

Survey #: 10133

Road Name : GROUSE PLACE  
From : SUMMIT DRIVE  
To : CUL-DE-SAC

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : SMH #32 To : SMH #33	1.90 M.	BENCH	GOOD

Direction : DOWN STREAM  
Material : POLY E.

Use: SANITARY

In Use: YES  
Size: 150 MM.

Precleaned: YES

Weather : SUNNY

Survey Length: 18.6

Video Start : 01:11:04

Video End: 01:14:56

Distance	Photo	Code	Description
1.6			BEGIN RUN
15.8			100 MM CONNECTION 1 O'CLOCK
18.6			END OF RUN
18.6			DIMPLES ARE TOO BIG & TOO MANY TO CONTINUE

Summary: Number of Photos: 0 Pipeline Condition: SURVEY ABANDONED DUE TO PIPE

Recommendations: PIPE CONDITION IS VERY BAD - DIMPLES FROM START TO FINISH

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Place: NANAIMO

Tape #: 1715

Use: STORM

### Table of Contents

From	To	Road Name	Survey #	Page #
DMH #22	DMH #21	QUAIL-SUMMIT R.W.	10137	1
DMH #22	DMH #23	GROUSE PLACE	10138	2

Total Length: 23.3 Linear Meters

PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1715

Survey #: 10137

Road Name : QUAIL-SUMMIT R.W.  
From : SUMMIT DRIVE  
To : QUAIL PLACE

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : DMH #22 To : DMH #21	1.90 M.	BENCH	GOOD

Direction : UP STREAM  
Material : POLY E.

Use: STORM

In Use: YES  
Size: 250 MM.

Precleaned: YES

Weather : SUNNY

Survey Length:

Video Start : 00:00:00

Video End: 00:06:45

Distance	Photo	Code	Description
----------	-------	------	-------------

2.0			BEGIN RUN
-----	--	--	-----------

11.4			OVALLED JOINT
------	--	--	---------------

34.9			OVALLED JOINT
------	--	--	---------------

44.2			END OF RUN
------	--	--	------------

44.2			40-50% GRAVEL. SURVEY ABANDONED
------	--	--	---------------------------------

Summary: Number of Photos: 0 Pipeline Condition: SURVEY ABANDONED DUE TO GRAV

Recommendations: PIPE CONDITION IS BAD - DIMPLES FROM START TO FINISH



PIPE-EYE VIDEO INSPECTION AND SERVICES LTD

7056 ARBUTUS CRES.  
LANTZVILLE, BC V0R 2H0  
TEL: 250 390-2556  
CEL: 250 741-6073  
FAX: 250 390-2559

Client: KOERS & ASS.

08/08/02

Job #: 1429

Tech #: K. W. P.

Tape #: 1715

Survey #: 10138

Road Name : GROUSE PLACE  
From : SUMMIT DRIVE  
To : CUL-DE-SAC

Place Name: NANAIMO

Manhole Information

Location	Lid to Invert	Type Of Base	Condition
From : DMH #22 To : DMH #23	1.90 M.	BENCH	GOOD

Direction : DOWN STREAM  
Material : POLY E.

Use: STORM

In Use: YES  
Size: 250 MM.

Precleansed: YES

Weather : SUNNY

Survey Length: 23.3

Video Start : 00:06:45

Video End: 00:06:45

Distance	Photo	Code	Description
2.0			BEGIN RUN
15.0			SMALL DIMPLE
18.9			LARGE DIMPLES
23.3			END OF RUN
23.3			SURVEY ABANDONED DUE TO DIMPLE
23.3	1		Photo # 10138.001
23.3			DIMPLE DISPLACING APPROX. 50 %

Summary: Number of Photos: 1 Pipeline Condition: SURVEY ABANDONED DUE TO DIMPLE

Recommendations: PIPE CONDITION IS BAD - SMALL DIMPLES FROM START TO FINISH

**APPENDIX D**

**Pavement Condition Assessment  
by Levelton Engineering Ltd.**



August 13, 2002 – Finalized March 5, 2003  
File: 602-0190

Koers & Associates Engineering Ltd.  
P.O. Box 790 (194 Memorial Avenue)  
Parksville, BC  
V9P 2G8

**Levelton Engineering Ltd.**

1935 Bollinger Road  
Nanaimo, B.C.  
Canada V9S 5W9

Tel: 250 753-1077  
Fax: 250 753-1203

E-Mail: [nanaimo@levelton.com](mailto:nanaimo@levelton.com)  
Web Site: [www.levelton.com](http://www.levelton.com)

**Attention: Mr. Rob Hoffman, P.Eng.**

Dear Sir:

**Re: Long Lake Heights Reserve Fund Infrastructure Study  
Pavement Condition Assessment**

*Construction Materials*  
*Building Science*  
*Geotechnical*  
*Metallurgy and Corrosion*  
*Environmental*  
*Analytical Chemistry*  
*Physical Testing*

As requested, Levelton has conducted a visual condition assessment of the existing road network within Long Lake Heights Strata 830. The condition assessment was based on the PASER (Pavement Surface Evaluation and Rating) system developed by the Transportation Information Centre of the University of Madison-Wisconsin and the Federal Highway Administration. A draft of this report was submitted for review and comment on August 13, 2002.

The visual assessment of the Strata 830 road network was conducted on August 8, 2002. The review consisted of a walkover of all streets in the Strata including general observations of pavement surface condition, noting cracking, ravelling, rutting, flushing, patching and sealing. An inventory sheet for each road segment is attached.

Based on the visual review of the pavement surface condition, each road was assigned a surface condition rating, 10 being excellent and 1 being completely failed pavement. All roads reviewed were considered to be in good condition (6 to 7) with local areas of fair and very good condition. The majority of the observed pavement deterioration was related to ravelling, likely related to the low traffic volume on many of the roads.

Some longitudinal cracking was observed, most prominent in areas of steeper grades. While usually indicative of structural distress, much of the observed longitudinal cracking may be due to electric heater cables embedded in the asphalt. Asphalt repair without damaging the cables would be difficult. Consequently, we suggest a program of routine crack sealing at the cable areas until the cables cease to function. When the heater cables no longer provide benefit, the asphalt containing



the cables should be ground out and replaced. The heater cables may reduce the life expectancy of the crack sealing.

On Summit Drive near the intersection with Grouse Place (Station 0+153), moderate longitudinal cracking and localized surface subsidence was noted. A local resident reported that at least one of the local subsidence features had been repaired by infilling with asphalt on several occasions. Based on surficial review only, the surface subsidence may be related to finer materials washing into void space. The void space could be a hole in a nearby pipe, blast rock fill materials, or other source. Camera inspection of local pipe systems is understood to have been non-conclusive and Levelton understand that Koers have recommended exploratory excavation.

Early stages of edge cracking was noted throughout much of the project area, suggestive of a combination of poor drainage conditions and poor shoulder support. Where road shoulders are present, 19mm minus crushed base gravel or ground recycled asphalt should be placed and compacted along the pavement edge to improve shoulder support prior to sealing of edge cracks.

With local exceptions, maintenance with routine crack sealing and shoulder gravelling should extend the useful life to the pavements. We note that the rate of deterioration is difficult to estimate with a single condition review. However, the rate of deterioration generally accelerates over time. Revisiting the pavement condition at regular intervals (every 2 to 5 years) with a surface evaluation such as that described herein would provide additional data for estimating the rate of deterioration and revising the recommended maintenance programs as required.

Our recommended maintenance programs for each road segment is presented in Table 1.

We trust the foregoing meets your expectations for the project. Please feel free to call if there are any questions.

Yours truly,

**LEVELTON ENGINEERING LTD.**

A handwritten signature in black ink, appearing to read 'Richard Simpson'.

for Richard Simpson, P.Eng.

Reviewed by: D.M Stedeford, CD, C.Tech.

Attached Table 1. Long Lake Heights Strata 830 Pavement Surface Rating  
Road Rating Forms 1 to 19



**Table 1 - Long Lake Heights Strata 830 Pavement Surface Rating**

Segment No.	Road Segment	Surface Rating	Recommendations
1	Summit Drive	5 to 7	<ul style="list-style-type: none"> <li>Local repair of potholes, alligator cracking and rutting;</li> <li>Shoulder gravelling;</li> <li>Routine crack sealing;</li> </ul>
2	Woodhaven Drive	6 to 7	<ul style="list-style-type: none"> <li>Localized structural repair of rutting and alligator cracking near Salal Drive.</li> <li>Shoulder gravelling;</li> <li>Routine crack sealing</li> </ul>
3	Fawn Place	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
4	Ferntree Place	6	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing;</li> </ul>
5	Fledgling Place	8	<ul style="list-style-type: none"> <li>No maintenance required.</li> </ul>
6	Woodpecker Lane	9	<ul style="list-style-type: none"> <li>No maintenance required.</li> </ul>
7	Grouse Place	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing</li> </ul>
8	Quail Place	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
9	Owl Place	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
10	Charfinch Place	6 to 7	<ul style="list-style-type: none"> <li>Local pothole repair;</li> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
11	Swan Place	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
12	Deer Lane	7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
13	Heron Place	6	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing;</li> <li>Could consider non-structural overlay.</li> </ul>
14	Otter Place	6 to 7	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
15	Rainbow Crescent	6	<ul style="list-style-type: none"> <li>Possible slope movement impacting road;</li> <li>Shoulder gravelling;</li> <li>Routine crack sealing.</li> </ul>
16	Widgeon Place	6	<ul style="list-style-type: none"> <li>Shoulder gravelling;</li> <li>Could consider non-structural overlay.</li> </ul>

Continued on page 4







<b>Segment No.</b>	<b>Road Segment</b>	<b>Surface Rating</b>	<b>Recommendations.....cont.</b>
17	Squirrel Lane	5 to 7	<ul style="list-style-type: none"><li>• Local repair of block cracking and tree root distress.</li><li>• Shoulder gravelling;</li><li>• Routine crack sealing;</li><li>• Could consider non-structural overlay.</li></ul>
18	Marsh Wren Place	7	<ul style="list-style-type: none"><li>• Shoulder gravelling;</li><li>• Routine crack sealing.</li></ul>
19	Sterling Place	7	<ul style="list-style-type: none"><li>• Shoulder gravelling;</li><li>• Routine crack sealing.</li></ul>



**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>1</u>	Road Name:	<u>Summit Drive</u>		
From:	<u>0+000 (Salal Drive)</u>	To:	<u>1+146 (Ross Road)</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>6 to 13m</u>	Shoulder Width:	<u>negligible</u>
Surface Condition Rating:	<u>5 to 7</u>				
Comments:	<ul style="list-style-type: none"><li>• Areas of unsealed longitudinal cracks and edge cracks, occasional utility patching, localized alligator cracking and rutting (0+075 &amp; 0+545);</li><li>• Possible overlays between approx. 0+000 to 0+040 and 0+916 to 0+945;</li><li>• Possible adjacent slope related cracking at approx. 1+005;</li><li>• Several areas of surface deformation (potholes) near 0+153;</li><li>• Some edge and pothole patching evident.</li></ul>				
Photo Log:					
					
0+010	0+090				
					
0+153	0+300				

Summit Drive Photo Log (Cont.):



0+598



1+012



1+035



1+140





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Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 2 Road Name: Woodhaven Drive  
From: 0+360 (Salal Drive) To: 1+220 (Eastern End)  
Road Classification: Local  
Surface Type Asphalt Surface Width: 6.5m Shoulder Width: 0 to 3m  
Surface Condition Rating: 6 to 7

- Comments:
- Slight polishing, occasional local patching;
  - slight alligator cracking and shallow rutting near Salal intersection;
  - occasional light longitudinal and edge cracking – some unsealed;
  - possible overlay between Stations 0+680 and 0+765 (hill area)

### Photo Log:





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Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 3 Road Name: Fawn Place  
From: 0+000 (Wodhaven Drive) To: 0+140  
Road Classification: Local  
Surface Type Asphalt Surface Width: 4 to 7m Shoulder Width: 0  
Surface Condition Rating: 7

Comments: 

- Very slight unsealed edge cracking;
- Possible slight lateral spread (slope movement?) near Station 0+100

### Photo Log:





**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 4 Road Name: Ferntree Place  
From: 0+000 (Woodhaven Drive) To: 0+120  
Road Classification: Local  
Surface Type Asphalt Surface Width: 4 to 5m Shoulder Width: 0 to 1.1m  
Surface Condition Rating: 6

Comments: 

- Slight raveling and polishing;
- Occasional unsealed edge cracking.



### Photo Log:





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Engineering Solutions


## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>5</u>	Road Name:	<u>Fledgling Place</u>		
From:	<u>0+000 (Salal Drive)</u>	To:	<u>0+030</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5.5m</u>	Shoulder Width:	<u>0 to 1.1m</u>
Surface Condition Rating:	<u>8</u>	<u>- 20m dia. turnaround bulb</u>			
Comments:	<ul style="list-style-type: none"><li>• Slight raveling and polishing;</li><li>• Utility patching</li></ul>				
Photo Log:					
					



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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>6</u>	Road Name:	<u>Woodpecker Lane</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+112</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5 to 6m</u>	Shoulder Width:	<u>0m</u>
Surface Condition Rating:	<u>9</u>				
Comments:	<ul style="list-style-type: none"><li>• No cracking noted;</li><li>• Some concrete curb – locally broken;</li></ul>				
Photo Log:					



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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>7</u>	Road Name:	<u>Grouse Place</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+073</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5m</u>	Shoulder Width:	<u>0m</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight longitudinal and edge cracking – some unsealed;</li><li>• Slight raveling and polishing.</li></ul>				
Photo Log:					



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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>8</u>	Road Name:	<u>Quail Place</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+036</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5.5m</u>	Shoulder Width:	<u>0m</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight to moderate longitudinal and transverse cracking – mostly sealed;</li><li>• possible previous partial overlay.</li></ul>				
Photo Log:					



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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>9</u>	Road Name:	<u>Owl Place</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+060</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5 to 6m</u>	Shoulder Width:	<u>0m</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight edge cracking;</li><li>• Tight utility patching;</li><li>• Asphalt curb locally broken.</li></ul>				
Photo Log:					





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Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 10 Road Name: Charfinch Place  
From: 0+000 (Owl Place) To: 0+080  
Road Classification: Local  
Surface Type Asphalt Surface Width: 5m Shoulder Width: 0m  
Surface Condition Rating: 6-7

Comments: 

- Slight to moderate raveling, polishing and occasional pothole in lower portion;
- Slight raveling and negligible patching in upper portion;


Photo Log:





**LEVELTON**  
Engineering Solutions


## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>11</u>	Road Name:	<u>Swan Place</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+040</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>3.2m</u>	Shoulder Width:	<u>0 to 1.5m</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight edge cracking – some unsealed;</li><li>• Slight raveling.</li></ul>				
Photo Log:					



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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>12</u>	Road Name:	<u>Deer Lane</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+060</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5m</u>	Shoulder Width:	<u>0m</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight unsealed edge cracking;</li><li>• possible previous overlay for majority of road – older pavement between approx. 0+040 to 0+060</li></ul>				
Photo Log:					



**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 13 Road Name: Heron Place  
From: 0+000 (Summit Drive) To: 0+169  
Road Classification: Local  
Surface Type Asphalt Surface Width: 5 to 6m Shoulder Width: 0m  
Surface Condition Rating: 6

- Comments:
- Localized patching;
  - Moderate longitudinal cracking – some unsealed;
  - Localized alligator cracking.

Photo Log:





**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 14 Road Name: Otter Place  
From: 0+000 (Heron Drive) To: 0+050  
Road Classification: Local  
Surface Type Asphalt Surface Width: 4 to 9m Shoulder Width: 0m  
Surface Condition Rating: 6 - 7

Comments: 

- Slight transverse and longitudinal cracking – mostly sealed;
- Isolated raveling;

Photo Log:





**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 15 Road Name: Rainbow Crescent  
From: 0+000 (W. int. with Summit Drive) To: 0+130 (E. int. with Summit Drive)  
Road Classification: Local  
Surface Type Asphalt Surface Width: 6+m Shoulder Width: parking  
Surface Condition Rating: 6

Comments:

- Areas of newer asphalt;
- Possible lateral spreading (slope movement) near 0+060;

### Photo Log:





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## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 16 Road Name: Widgeon Place  
From: 0+000 (Summit Drive) To: n/a  
Road Classification: Local  
Surface Type Asphalt Surface Width: 3.5 to 6m Shoulder Width: 0  
Surface Condition Rating: 6

- Comments:
- Slight to moderate raveling;
  - Some patching;
  - No notable cracking.

### Photo Log:





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## Roadway Inventory Form


Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>
Road Segment No.	<u>17</u>	Road Name:	<u>Squirrel Lane</u>
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+120</u>
Road Classification:	<u>Local</u>		
Surface Type	<u>Asphalt</u>	Surface Width:	<u>4m</u> Shoulder Width: <u>0</u>
Surface Condition Rating:	<u>5 to 7</u>		
Comments:	<ul style="list-style-type: none"><li>• Slight to moderate raveling;</li><li>• Occasional root distress;</li><li>• Slight unsealed transverse and edge cracking;</li><li>• Localized block cracking;</li><li>• Water breakout onto road surface from adjacent slope.</li></ul>		
Photo Log:			





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## Roadway Inventory Form

Project No.	<u>602-0190</u>	Date:	<u>August 8, 2002</u>		
Road Segment No.	<u>18</u>	Road Name:	<u>Marsh Wren Place</u>		
From:	<u>0+000 (Summit Drive)</u>	To:	<u>0+163</u>		
Road Classification:	<u>Local</u>				
Surface Type	<u>Asphalt</u>	Surface Width:	<u>5 to 6m</u>	Shoulder Width:	<u>0</u>
Surface Condition Rating:	<u>7</u>				
Comments:	<ul style="list-style-type: none"><li>• Slight raveling;</li><li>• Slight longitudinal cracking – some unsealed;</li><li>• Occasional local patching;</li><li>• Asphalt curb locally broken.</li></ul>				
Photo Log:					



**LEVELTON**  
Engineering Solutions

## Roadway Inventory Form

Project No. 602-0190 Date: August 8, 2002  
Road Segment No. 19 Road Name: Sterling Place  
From: 0+000 (Marsh Wren Place) To: 0+065  
Road Classification: Local  
Surface Type Asphalt Surface Width: 5 to 6m Shoulder Width: 0  
Surface Condition Rating: 7

- Comments:
- Slight unsealed edge cracking;
  - Occasional patching

Photo Log:



APPENDIX E

List of Record Drawings

**LONG LAKE HEIGHTS SUBDIVISION  
RESERVE FUND INFRASTRUCTURE STUDY  
MISSING DRAWING LIST  
D0237**

Nanaimo Dwg No.	Missing Dwg No.	Consultant Dwg. No.	Missing Dwg No.
7090-6*-80		N103-2A	
7091-3*-80		N103-3B	
7092-3-80		N103-4B	
	7098-6*-82		N134-1
	7099-6*-82		N134-2
7100-6*-82		N134-3	
7101-6*-82		N134-4	
7102-6*-82		N134-5	
7103-6*-82		N134-6	
7104-6*-82		N134-7	
7105-6*-82		N134-8	
	7106-6*-82		N134-9
7107-6*-82		N134-10	
7108-6*-82		N134-11	
7109-3-82		N134-12	
7110-3*-82		N134-13	
7111-6*-82		N134-14	
7112-6*-82		N134-15	
7113-3*-82		N134-16	
	7114-*--82		N134-17
	7115-*--82		N134-18
	7116-*--82		N134-19
	7117-*--82		N134-20
	7118-*--82		N134-21
	7119-*--82		N134-22
7120-1-82		N134-23	
7088-3*-83		N158-6	
3183-6*-78		202-01-01C	
	3184-*--78		202-01-02C
3185-1-78		202-01-03C	
3186-26-78		202-01-04	
3194-6-79		202-02-01	
3495-3-79		202-02-02	
3496-3-79		202-02-03	
3497-3-79		202-02-04	
3498-3-79		202-02-05	

**BYLAWS**

**OF**

**LONG LAKE**

**HEIGHTS ESTATES**

**STRATA PLAN VIS 830**

*\*\* Approved by  $\frac{3}{4}$  vote at the Annual General Meeting November 2, 2015*

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## **Part 1 - Definitions**

Unless otherwise indicated, terms in these bylaws have the same meaning as those contained in the *Strata Property Act*, SBC 1998, Chapter 43 (the “*Act*”) and the *Strata Property Regulation*, BC Reg 43/2000 (the “*Regulations*”), as each may be amended from time to time.

***Annual General Meeting (AGM)*** means the annual meeting of all owners of the strata corporation, generally held shortly after the strata corporation’s fiscal year end of September 30<sup>th</sup>.

***Bylaw*** means the bylaws of the strata corporation, as amended from time to time.

***Dispute Resolution Committee*** means the committee formed as part of the voluntary dispute resolution process referred to in Part 8 of these bylaws.

***Eligible Voter*** means those persons defined in the *Act* as persons eligible to vote at an annual general meeting or special general meeting.

***Council Member*** means a registered owner of a strata lot elected to serve on council by registered owners of the strata corporation. The spouse of an owner, who is not a registered owner, is eligible to be a council member.

***Fence*** includes fencing structures composed of any material including, but not limited to, wood, metal, plants, or hedges.

***Hearing*** means an opportunity to be heard in person.

***Home Based Business*** includes any business enterprise conducted by an owner, tenant, occupant, or paying occupant from or within a strata lot which, in the opinion of the strata council creates an increased demand on strata corporation facilities and services than normally anticipated for a strata lot (e.g. additional usage of sewer, water, and garbage).

***Occupant*** means a person who resides on a strata lot at a given time.

***Owner*** means a person, including an owner developer, who is a person shown in the register of a land title office as the owner of a freehold estate in a strata lot, whether entitled to it in the person's own right or in a representative capacity.

***Paying Occupant*** means an occupant residing on a strata lot, paying a rent to the tenant or the owner as remuneration for a room or suite within the residence.

***Property Manager (aka Strata Manager)*** means the company or entity retained, from time to time, to assist with management of the affairs of the strata corporation.

***Rules*** mean rules enacted by the strata corporation under the *Act* to govern use, safety, and condition of common property and common assets.

***Single Family Dwelling*** means a building that consists of one dwelling unit used, or intended to be used, as a residence for only one family.

***Special General Meeting (SGM)*** means a meeting of the owners of the strata corporation, other than an annual general meeting.

**Standard Motor Vehicle** gross vehicle weight rating under 5,500 kg, under 6.1m (20ft) length & under 2.1m (7ft) high that can park within a 200 square foot parking space.

**Strata Corporation** means The Owners, Strata Plan VIS 830.

**Strata Council** means the group of persons elected to exercise the powers and perform the duties of the strata corporation in accordance with Part 4 of these bylaws.

**Strata Fees** means the fees to be paid by all owners to cover expenses of the strata corporation to be paid in accordance with Part 3 of these bylaws.

**Tenant** means a renter of an entire strata lot as registered with the strata corporation.

**Tree** means a tree as defined by the City of Nanaimo bylaws.

**User fees** means the fees assessed under Part 3 regarding home based businesses.



## **Part 2 – Duties of the Strata Corporation**

1. The duty of the strata corporation is to manage and regulate Long Lake Heights Estates STRATA PLAN VIS 830 for the benefit of all owners.

## **Part 3 – Payment of Strata Fees and User fees**

### **Division 1 – Payment of Strata Fees**

1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
2. Payments of strata fees must be made by post-dated cheque, money order, or electronic pre-authorized payment (if available) and must be received by the property manager by 12:00 noon on the due date.
3. If an owner is late in paying any strata fees on or before the due date, interest may be applied to all overdue amounts at the rate of 10% per annum.
4. In the event that an owner's cheque for payment of strata fees is returned "Not Sufficient Funds", the owner will be charged all user fees and costs incurred by the strata corporation relating to the returned cheque, including administrative fees.
5. A fine of \$25.00 per month, or any portion of the month, may be imposed for late payment of strata fees.

### **Division 2 – Payment of User fees**

1. An owner, tenant, occupant, or paying occupant of a strata lot that carries on a home based business creating increased demand on the facilities/services are required to register same with the strata council and will be required to pay a monthly user fee equivalent to the monthly strata fee in force at the time for that strata lot.

## **Part 4 – Use of Property**

### **Division 1 – Home Based Businesses**

1. An owner, tenant, occupant, or paying occupant of a strata lot who proposes to carry on a home based business in that strata lot is required to make a prior written request to the strata council for approval of such business.
2. The strata council has the authority to prohibit the operation of a home based business if it would be detrimental, inconvenient, or a nuisance to any other owner, tenant, occupant, or paying occupant.

### **Division 2 – Repair and Maintenance of Property by owner**

1. An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under the *Act, Regulations,* or the bylaws.

2. An owner who has the use of limited common property must repair and maintain it; except for repair and maintenance that is the responsibility of the strata corporation under the *Act, Regulations* or the bylaws.
3. If an owner of a strata lot fails to do work required by a work order or notice received under the *Act*, the strata corporation may do the required work. Except in an emergency, the strata corporation must give the owner one weeks' written notice before starting the work. The owner is required to reimburse the strata corporation for the costs of the work done to comply with the work order.

### **Division 3 – Repair and Maintenance of Property by Strata Corporation**

1. The strata corporation must repair and maintain all of the following:
  - a. common assets of the strata corporation; and
  - b. common property that has not been designated as limited common property.
2. An owner, tenant, occupant, or visitor must allow a person authorized by the strata corporation to enter the strata lot (except the residence on the Strata lot):
  - a. in an emergency, without notice, to ensure safety or prevent significant loss or damage to common property or common assets; and
  - b. at a reasonable time on 48 hours' written notice, to inspect, repair, or maintain common property, or common asset.

### **Division 4 — General Use of Property**

1. An owner, tenant, occupant, or visitor must not use a strata lot or the common property or common assets of the strata corporation in a way that:
  - a. causes a nuisance or hazard to another person;
  - b. causes unreasonable noise;
  - c. unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets, or another strata lot;
  - d. is illegal;
  - e. is contrary to a purpose for which the strata lot, common property, or common asset is intended as shown expressly or by necessary implication on or by the strata plan, or by these bylaws.
  - f. wastes or results in the excessive consumption of water.
2. An owner, tenant, occupant, or visitor must not cause damage to the common property, or common assets.
3. All owners, tenants, occupants, and visitors must comply with all terms and conditions of registered charges on the titles to the strata lots and on the common property register, including, but not limited to, building schemes, covenants, statutory rights of way, and easements. (See Schedule B to these bylaws for the building scheme relating to the strata lots comprising Strata Plan VIS 830).
4. Subject to the *Act*, the strata council may give an owner, tenant, occupant, or paying occupant permission to exclusively use the common assets or the common property that is not designated as limited common property.

5. Without restricting the generality of Part 4, Division 8 and Part 4, Division 2, construction or operation of machinery in or on a strata lot shall only take place during the following hours:
  - a. on Sundays and statutory holidays, from 9:00 a.m. to 5:00 p.m.; and
  - b. on all other days, from 7:00 a.m. to 8:00 p.m.

#### **Division 5 – Dogs**

1. An owner of a strata lot within which a dog is being kept shall not allow the dog to run at large.
2. A dog owner must clean up after their dog if such dog defecates on any property within the strata plan.

#### **Division 6 – Paid Additional Occupancy of Strata Lot**

1. Any use of a strata lot where the owner or tenant receives remuneration for an occupant(s) residing in the strata lot shall result in an additional user fee for such paying occupant(s). Examples of such rental use include but are not limited to, boarders and secondary suite occupants.
2. Strata lot owners or their tenants that intend to receive remuneration from an occupant are required to register the same with the strata corp. and are required to provide proof satisfactory to the strata corp. that there is sufficient designated parking on the strata lot to accommodate any additional vehicles of the additional occupants.
3. Owners must provide the strata corporation (thirty) 30 days notice of change in occupancy to obtain relief from additional user fees.

#### **Division 7 – Rental of Entire Strata Lot**

1. The number of single family dwellings on the lands of the strata corporation that may be rented shall not exceed forty-six (46).
2. The rental restriction limit does not apply to prevent the rental of a strata lot to family or a family member of the owner; however, the family or family member may not further sub-lease the strata lot to a non-family member. The owner of the strata lot must provide written notice to the property manager or strata council if the strata lot is to be rented to a family or family member of the owner.
3. An owner who wishes to rent a strata lot must make written application, in advance, to the strata council and must not rent the strata lot until written permission has been received from the strata council.
4. Approvals to rent strata lots will be granted by the strata council on a first come, first served basis in the order of the date that written applications are received by the strata council.
5. In the event that the rental limit is reached, the strata council will maintain a waiting list. Owners will be placed on the waiting list in the order that their written requests for approval are received by the strata council. When a rental space becomes available, the

strata council may grant approval to rent to the owners on the waiting list in the order that they appear on the list.

6. An owner receiving permission to rent a strata lot must exercise the permission to rent within ninety (90) days from the date that the council granted same, otherwise the permission expires. During the ninety (90) days immediately following the grant of permission, the strata lot will be deemed rented for the purposes of the limit stated in Part 4, Division 7, Bylaw 1.
7. Permission to rent a strata lot granted pursuant to this Part 4, Division 7 ceases on the earlier of:
  - a. the end of the tenancy entered into immediately following the grant of permission to rent;
  - b. the date on which the owner who received permission to rent ceases to be a registered owner of the strata lot;
  - c. the date on which the owner who received permission to rent commences residing in the strata lot; and
  - d. in accordance with Part 4, Division 7, Bylaw 5, 90 days from the date permission to rent is granted if the strata lot is not rented within that period.
8. Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in Form K.
9. Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act.
10. Where an owner rents a strata lot in contravention of bylaws 1, 2, 3, 5, and 6 of this Part 4, Division 7, the owner will be subject to a fine of \$500.00, and the strata corporation will take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or court injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws will be the responsibility of the contravening owner and will be recoverable from the owner or a solicitor and own client basis by the strata corporation.

#### **Division 8 – Obtain Approval before Altering Strata Lot or Common Property**

1. Obtain Approval before Altering a Strata lot:
  - a. An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves changes from the originally approved building plan.
2. Obtain Approval before Altering Common Property:
  - a. An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
  - b. The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expense relating to the alteration.

### 3. Long Lake Heights Estates Trees

The mature native trees clinging to massive rock outcrops are defining features of Long Lake Heights Estates, and as such all native trees are to be protected wherever practicable. No approval for removing an entire tree will be granted if the issue could be resolved by pruning. Council will require the owner to obtain the opinion of a certified arborist or registered professional forester if the proposed alteration to a tree is deemed by council to be significant. Purely aesthetic determinations on the amount of pruning will remain the prerogative of council.

#### a. Conditions for removal of trees must be one of the following:

- i Dangerous tree – a threat to human safety, like a windfall or leaner.
- ii Dead, damaged, or dying tree, that is not a dangerous tree, unless it is also a wildlife tree supporting bird nests.
- iii Tree in the way of a permitted project, like a new house, or addition.
- iv Trees that are growing close to a house and damaging structures including, but not limited to, walls, drains, roofs, or eaves.
- v Trees that have matured since the current owner purchased the lot that are increasingly blocking a view that was present when the lot was originally purchased, and are located on the owner's strata lot. Council must approve any decision on what a previous view was if pruning is intended to restore that view.

#### b. Conditions that do not justify removing a mature tree include, but are not limited to:

- i Needles and cones landing on a roof or filling gutters.
- ii Creating a view that was not there when the current owner purchased the lot.
- iii Eliminating a shady spot by letting the sun in.

### **Division 9 – Sale/Purchase of Strata lot**

1. Any owner selling his/her strata lot must provide the strata council or the strata corporation's management company with the name and mailing address of the new purchaser and the completion date. This information must accompany the request for the Form F document (Certificate of Payment), no later than three (3) days before the completion date.
2. Within two weeks of becoming an owner, an owner must inform the strata council of the owner's name, strata lot number, and any mailing address outside of the strata corporation.

### **Division 10 – Parking and Use of Vehicles**

1. A speed limit of thirty (30) kilometers per hour shall apply to all roads within the strata corporation.
2. An owner, tenant, occupant, or paying occupant must not park in any manner that would inconvenience neighbours or hinder the movement of emergency and essential service vehicles. The parking of commercial or large vehicles, with the exception of machinery or vehicles used to carry out maintenance or construction work on strata lots or common property, shall **be subject to the following conditions and restrictions;**

- a. Vehicles in excess of 1 ton carrying capacity shall not be parked on any portion of the lands of the strata corporation except as provided for in Part 4, Division 10, Bylaw 2(b);
  - b. Vehicles or machinery such as bulldozers, dump trucks, logging trucks, tractors, tractor trucks, forklifts, commercial/construction trailers, or back hoes shall not be parked anywhere within Strata Plan VIS 830 without the prior written permission of the strata council;
  - c. Recreational vehicle or trailers in excess of thirty (30) feet must not be parked regularly within Strata Plan VIS 830, with “regularly” to be determined by the strata council, acting reasonably.
3. Vehicles parked within strata plan VIS 830 must be in good repair and bear a current motor vehicle licence plate.
  4. Parking on the roadways within strata plan VIS 830 is strictly prohibited except for the limited purpose of loading and unloading.
  5. Common property designated for use as visitor parking is as follows:

Summit Drive	Beside Lot #93
Charfinch Place	Beside Lot #84
Summit Drive	Beside Lot #70
Summit Drive	Below Lot #61
Rainbow Crescent	Below Lots #25 & #26
Marsh Wren Place	Below Lots #223 & #224
Squirrel Lane	Beside Lot #218
Woodhaven Drive	Below Lot #162
Ferntree Place	Beside Lot #207

- a. Parking on common property designated and posted for visitor parking (per schedule D at the end of this document) is restricted for the use solely by visitors to strata plan VIS 830. Despite the foregoing, an owner may vacate an individual parking spot within the owner's strata lot in favour of a visitor to his/her lot and such owner may park his/her vehicle in a designated visitor parking spot during the visit of his/her visitor when the visitor arrives. Any vehicle parked in an area designated for visitor parking must have a notice prominently displayed on the vehicle's dashboard indicating the following:
    - i. The street address of the house being visited.
    - ii. The date and time frame the vehicle will be parked there.
6. No vehicle, including a visitor's vehicle, shall be parked in a designated visitor parking area in excess of a total of seven days per calendar month.
  7. Vehicles and machinery in violation of any of bylaws 1 through 6 of this Part 4, Division 10 may be towed at the direction of the Strata Council and at the expense of the applicable owner, tenant, occupant, or the vehicle owner, as the case may be.

### **Division 11 – Approval of New Construction and Statutory Building Schemes**

1. A new construction and completion deposit of \$1,000.00 must be paid to the strata

corporation by the owner or builder, as the case may be, prior to commencement of new home construction or excavation on any strata lot. The deposit will be held by the strata corporation in a non-interest bearing account.

2. The deposit will be refunded upon completion (including landscaping) of the new home construction, provided that any damages to the common property or common assets have been remedied by the owner or builder. Should any damage to common property or common assets occur in excess of \$1,000.00, the owner or builder will be required to repair the damage or pay to the strata corporation the costs and expenses it incurs to fix the damage.
  - a. All buildings constructed on lands of the strata corporation must be approved as to their design, exterior siding, and exterior colour, roofing material, floor area, roof colour, and set-backs by the strata council. A strata plan VIS 830 building plan (schedule C of this document) approval form must be completed and the appropriate damage/completion deposit, sewer/water hook-up fee and inspection fee paid. This approval must be obtained by the owner from the strata council before clearing or excavation of the strata lot. All new homes to be constructed must provide off street parking of a minimum size of 400 sq. feet (37.16 sq. meters), and the area must be able to accommodate two vehicles. This parking requirement is in addition to any type of garage or carport.
  - b. Violations of Part 4, Division 1 and Bylaw 2(a), or the statutory building scheme approval, shall be subject to a fine of \$200.00 in addition to any remedial costs.

## **Division 12 - Landscaping**

A strata lot may remain "**BC Natural**"; despite the foregoing, if a strata lot, or part thereof, has been totally or partially cleared of original BC natural vegetation; the cleared area must be properly landscaped, maintained, and kept weed-free. Failure to comply will result in any overgrown or neglected areas being cleared by order of the strata council and the cost charged to the owner. In addition, fines may apply for breaches of this bylaw.

## **Part 5 – Strata Council**

### **Division 1 – Strata Council Size**

1. The strata council must have at least three members and not more than seven members.

### **Division 2 – Qualifications and Terms of Strata Council Members**

1. Subject to paragraph 65, the persons who may serve as strata council members include:
  - a. Owners, provided that if a strata lot is owned by more than one person, only one owner of that strata lot may be a strata council member at the same time;
  - b. Individuals representing corporate owners, provided that only one representative for the corporate owner may be a strata council member with respect to that strata lot at the same time; and
  - c. Tenants who have been assigned a landlord's right to stand for strata council.
2. An owner or a spouse of an owner, but not both, may stand for council.

3. No person may stand for, or continue to be a member of, the strata council if the strata corporation is entitled to register a lien against that person's strata lot.
4. The term of office of a strata council member ends at the end of the annual general meeting at which the new strata council is elected. A strata council member whose term is expiring is eligible for re-election to strata council.
5. The strata corporation may, by a resolution passed by a majority vote at an annual general meeting or a special general meeting, remove one or more members of the strata council.
6. After removing a strata council member, the strata corporation must hold an election at the same annual general meeting or special general meeting to replace the strata council member for the remainder of the term.
7. If a strata council member resigns or is unwilling or unable to act for a period of two or more months, the remaining members of the strata council may appoint a replacement strata council member for the remainder of the term.
8. A replacement strata council member may be appointed from among those eligible to sit on the strata council.
9. The strata council may appoint a replacement member even if the absence of the member being replaced leaves the strata council without a quorum.
10. If all the members of the strata council resign or are unwilling or unable to act for a period of two or more months, persons holding at least 20% of the strata corporation's votes may hold a special general meeting to elect a new strata council by complying with the provisions of the *Act*, the *Regulations*, and the bylaws regarding calling and holding meetings.

### **Division 3 – Strata Council Officers**

1. At the first meeting of the strata council held after each annual general meeting the strata council must elect, from among its members, a president, vice-president, secretary, and treasurer.
2. A person may hold more than one office at a time other than the offices of president and vice-president.
3. The vice-president has the powers and duties of the president:
  - a. while the president is absent or is unwilling or unable to act; or
  - b. for the remainder of the president's term if the president ceases to hold office.
4. If an officer, other than the president, is unwilling or unable to act for a period of two or more months, the strata council members may appoint a replacement officer from among themselves for the remainder of the term.



#### **Division 4 – Calling Strata Council Meetings**

1. Any strata council member may call a strata council meeting by giving the other members at least one weeks' notice (which does not have to be in writing) of the meeting, specifying the reason for calling the meeting.
2. A strata council meeting may be held on less than one weeks' notice if:
  - a. all strata council members consent in advance of the meeting; or
  - b. the meeting is required to deal with an emergency situation and all strata council members either:
    - i. consent in advance of the meeting; or
    - ii. are unavailable to provide consent after reasonable attempts to contact them.
3. The strata council will inform owners of all scheduled strata council meetings as soon as possible following the annual general meeting.

#### **Division 5 – Strata Council Meetings**

1. A quorum of the strata council is:
  - a. two, if the council consists of three or four members;
  - b. three, if the council consists of five or six members; and
  - c. four, if the council consists of seven members.
2. Strata council members may attend strata council meetings by electronic means, so long as all strata council members and other participants can communicate with each other. If a strata council meeting is held by electronic means, strata council members are deemed to be present in person for purposes of constituting a quorum and for conducting business.
3. Owners may attend council meetings as observers.
4. No observers may attend those portions of strata council meetings that deal with any of the following:
  - a. bylaw contravention hearings held under the *Act*;
  - b. rental restriction exemption hearings held under the *Act*; and
  - c. for any other matters if the presence of observers would, in the strata council's opinion, unreasonably interfere with an individual's privacy.
5. At strata council meetings, decisions must be made by a majority of strata council members present at the meeting. If there is a tie vote, the president may break the tie by casting a second, deciding vote. The results of all votes at a strata council meeting must be recorded in the strata council's minutes of meeting.
6. The strata council will make available to all owners the minutes of all strata council meetings within two weeks of the meeting, whether or not the minutes have been formally approved.
7. Owners may obtain an electronic copy of the latest, or past, strata council minutes at no charge from the strata management office. Paper copies of past strata council meeting

minutes will be provided to an owner within two weeks of request at the cost to the owner of \$0.25 cents per page.

### **Division 6 – Strata Council Hearings**

1. An owner or tenant may request a hearing at a strata council meeting:
  - a. An owner or tenant must apply for a hearing and state the reason for the request in writing;
  - b. the strata council must hold the hearing within 4 weeks of the request;
  - c. if a decision was requested, the strata council must give the applicant a written decision within one week of the hearing.

### **Division 7 – Delegation of Strata Council’s Powers and Duties**

1. Subject to the *Act*, the *Regulations* and the bylaws, the strata council may delegate some or all of its powers and duties to one or more strata council members or other persons and may revoke the delegation at any time.
2. The strata council may delegate its spending powers or duties but only by a resolution that:
  - a. delegates the authority to make an expenditure of a specific amount for a specific purpose; or
  - b. delegates the general authority to make expenditures in accordance with these bylaws.
3. A delegation by the strata council of a general authority to make expenditures must:
  - a. set a maximum amount that may be spent; and
  - b. indicate the purposes for which, or the conditions under which, the money may be spent.
4. The strata council may not delegate its powers to determine, based upon the facts of a particular case:
  - a. whether a person has contravened a bylaw or rule; or
  - b. whether a person should be fined or the amount of the fine.

### **Division 8 – Spending Restrictions**

1. A person may not spend the strata corporation’s money unless the person has been delegated the power to do so in accordance with these bylaws.
2. A strata council member may spend the strata corporation’s money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
3. The strata council shall not, except in emergencies, authorize an expenditure exceeding \$5,000.00 which was not included in the current budget of the strata corporation, without authorization by a special resolution of the strata corporation made by the owners at an annual general meeting or special general meeting.

## **Division 9 – Limitation of Liability of Strata Council Member**

1. A strata council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the strata council. This; however, does not affect a strata council member's liability, as an owner, for a judgment against the strata corporation.

## **Part 6 – Annual General Meetings & Special General Meetings**

### **Division 1 – Chair of Annual General Meetings and Special General Meetings**

1. Annual and special general meetings must be chaired by the president of the strata council.
2. If the president is unwilling or unable to act, the meeting must be chaired by the vice president of the strata council.
3. If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

### **Division 2 – Attendance at Meetings**

1. Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
2. Persons who are not eligible to vote, including tenants and occupants may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
3. Persons who are not eligible to vote, including tenants and occupants must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

### **Division 3 – Voting at Meetings**

1. An owner may not exercise the right to vote, except on matters requiring a unanimous vote, if the strata corporation is entitled to register a lien against that strata lot under section 116 (1) of the Strata Property Act.
2. The quorum for transacting business at an annual general meeting or special general meeting is as set out in the *Act* (as of the date of these bylaws, eligible voters holding one-third of the votes of the strata corporation, present in person or by proxy).
3. An eligible voter may vote by proxy. Those persons eligible to serve as proxies are set out in the *Act* and include another Owner and, under certain circumstances, an employee of the strata corporation or property manager.
4. At an annual general meeting or special general meeting, voting cards must be issued to eligible voters.

5. A vote is decided upon a show of voting cards, unless an eligible voter requests a precise count.
6. If a precise count is requested, the chair must decide whether it will be by show of voting cards, roll call, secret ballot, or some other method.
7. The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
8. If there is a tie vote at an annual general meeting or special general meeting, the –president or, if the president is absent or unable or unwilling to vote, the vice president may break the tie by casting a second deciding vote.
9. Despite the foregoing, an election of strata council or any other vote must be held by secret ballot, if a secret ballot is requested by an eligible voter.

#### **Division 4 – Order of Business at Meetings**

1. The order of business at annual general meetings and special general meetings is determined by the strata council from time to time subject to any requirements of the *Act*, the *Regulations* or these bylaws.

#### **Division 5 – New Bylaws**

1. An owner who wishes to propose a new bylaw or amend an existing bylaw must submit a proposed resolution in writing to the strata council by no later than September 1 for the next annual general meeting, which is usually held in October of each year.

#### **Division 6 – Quorum**

1. If within fifteen (15) minutes from the time appointed for an annual or special general meeting a quorum is not present, the meeting stands adjourned to thirty (30) minutes from the appointed time at the same place but, if at the appointed time to which the meeting is adjourned a quorum is still not present, the eligible voters present in person or by proxy shall be deemed to constitute a quorum.

### **Part 7 – Fees / Enforcement of Bylaws and Rules**

#### **Division 1 - Fees**

1. Schedule A to these bylaws sets out a summary of fees, costs, and charges that may be assessed under the *Act*, the *Regulations*, the bylaws or rules.
2. The maximum fee for providing copies of any records or documents pursuant to the *Act* is set out in the *Regulations*. An owner, tenant, or person authorized in writing by an owner or tenant may examine, without charge, the records referred to in the *Act*.
3. The maximum fee for providing an Information Certificate under s. 59 of the *Act* is set out in the *Regulations*. A rush fee may be charged by the property manager to the owner if the Information Certificate is required before the period prescribed in the *Act*.

4. The maximum fee for providing a Certificate of Payment under s. 115 of the *Act* is set out in the *Regulations*. A rush fee may be charged by the property manager to the owner if the Information Certificate is required before the period prescribed in the *Act*.

### **Division 2 – Maximum Fines**

1. Except as expressly provided elsewhere in these bylaws, the strata corporation may fine an owner or tenant up to a maximum of:
  - a. \$200.00 for each violation of a bylaw;
  - b. \$50.00 for each violation of a rule.

### **Division 3 – Continuing Contravention**

1. If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, the strata council may provide that the fine be imposed every seven days.

### **Part 8 – Voluntary Dispute Resolution**

1. A dispute among owners, tenants, occupants, or paying occupants the strata corporation or any combination of them may be referred to a Dispute Resolution Committee by a party to the dispute if:
  - a. all the parties to the dispute consent; and
  - b. the dispute involves the *Act*, the *Regulations*, the Bylaws or the Rules.
2. A Dispute Resolution Committee will consist of:
  - a. one owner or tenant nominated by each of the disputing parties, and one owner or tenant chosen by the persons nominated by the disputing parties who will act as chair of the Dispute Resolution Committee; or
  - b. any number of persons consented to, or chosen by, a method that is consented to by all the disputing parties.
3. The Dispute Resolution Committee must attempt to help the disputing parties voluntarily end the dispute.
4. The use of voluntary dispute resolution does not affect a person's right or ability to pursue arbitration or litigation.

**\*\*\*End\*\*\***

**SCHEDULE A**

**Long Lake Heights Estates STRATA PLAN VIS 830 – Schedule A Fees and Costs**

<b>Bylaw, Act, Regulation</b>	<b>Description</b>	<b>Amount</b>
Part 3, Div 1, s. 6	Fine for late payment of strata fee	\$25 per month, or part thereof
Part 3, Div 1, s.4 Regs s.6.8, Act s. 107	Interest rate charge on late/unpaid Strata Fees	10% per annum, compounded annually
Part 3, Div 2, s.5	NSF cheque fees and charges	\$25 - Costs & admin fees incurred by Strata Council
Part 3, Div 2, s.7	User fee for Home Based Business	Equal to Strata Fee
Part 4, Div 1, s.7	Fine for violation of Home Based Business	\$200
Part 4, Div 2, s.12	Failure to comply with work order	Costs incurred
Part 4	Fine for breach of General Use (where no other fine specifically stated)	\$200
Part 4, Div 6	Fine for rental or lease provision violations	\$500 per occurrence
Part 4, Div 9, s.51	Fine for parking and use of vehicle violation	\$200
Part 4, Div 10, s.53	New Construction & Completion Deposit	\$1000 refundable, non-interest bearing
Part 4, Div 10, s. 54	Failure to clean up after new construction	Cost of clean up
Part 4, Div 12, s. 59	Expenses or damages re: Strata Corporation property	Costs incurred
Part 5, Div 6, s.86 Regs 4.2 (Act s. 36)	Charge for copies of past minutes of meetings	\$0.25 per page
Part 7, Div 1, s. 114 Part 4, Div, Div 4, s.17	Fee for providing copies of records or documents under the Act	\$0.25 per page
Part 7, Div 1, s. 114 Regs 4.2 (Act s.36)	Inspection of Strata records as set out in Act	No charge
Part 7, Div 1, s.115 Regs s. 4.4, Act s.59	Information Certificate	\$35 plus copy costs (plus rush fee if required before statutory period)
Part 7, Div 1, s. 116 Regs s 6.10, Act s. 115	Certificate of Payment	\$15 (plus rush fee if required before statutory period)
Part 7, Div 2, s. 118 Act s. 132, Reg 7.1  Part 7, Div 5, s. 123	For any violation not specified, a maximum of \$200 per occurrence for Bylaw other than rental restriction Bylaw, \$500 per occurrence if rental restriction Bylaw. Fine can be assessed every 7 days if continuing violation	\$200
Part 7, Div 4, s.122 Act s. 132, Regs 7.1  Part 7, Div 5, s.123	Fine for breach of a rule \$50 per occurrence. Fine can be assessed for continuing violation every seven days	\$50

## **SCHEDULE B**

### **BUILDING SCHEME**

#### **SCHEDULE OF RESTRICTIONS**

##### **(From original Building Scheme Exhibit "E")**

1. No changes in the exterior of any buildings to be constructed on the strata lots including changes as to colour schemes shall be made without the prior written approval of Long Lake Heights Estates Inc.
2. No wall, fence, clothesline pole, tent, awning, or any other similar structure or any outbuilding of any nature whatsoever shall be maintained upon the strata lots, save and except with prior written approval of Long Lake Heights Estates Inc.
3. No lot or lots shall be used either principally or subsidiary for commercial purposes.
4. No livestock may be kept on any such lot, excepting the usual household pets.
5. No person shall habitually park or cause to be habitually parked in or about the building site or the lands comprising the lot or lots, any vehicle or machinery in the nature of logging trucks, bulldozers, or the like conveyances, nor any vehicle or machinery of a like kind or character, or any house-trailer of a like kind or character.

**PROVIDED THAT** this clause shall not be deemed to affect or prohibit the parking for the specified purpose of doing construction or maintenance work upon the strata lots for the improvement and benefit thereof, or of commercial vehicles parking temporarily for the purpose of conducting their regular business in or about the strata lots.

6. No trees shall be planted without the prior consent of Long Lake Heights Estates Inc. and where consent is given only trees native to the area shall be permitted.
7. No buildings shall be constructed on the strata lots until statutory building schemes for the proposed construction are submitted and approved by Long Lake Heights Estates Inc. prior to commencement of construction of any residences on the said Strata lots. Building designs shall be in keeping with the development of strata lots 1 to 18 of strata plan 762 with a minimum floor area of 1200 square feet (111 square meters) or in the case of a two storey building, a minimum ground floor area of 1000 square feet (92.9 square meters). No approval shall be unreasonably withheld by Long Lake Heights Estates Inc.
8. Construction of any dwelling on the individual strata lots shall be completed within twelve (12) months from the date of commencement of such construction.
9. The purchaser may cut and remove trees only after having his statutory building schemes approved by Long Lake Heights Estates Inc. as aforesaid and having obtained a building permit from the City of Nanaimo. Cutting and removal of trees shall be restricted to the areas actually occupied by the residence plus one (1) meter around the perimeter of the

residence. A driveway not exceeding six (6) meters in width may be cleared. Long Lake Heights Estates may grant in writing permission to remove additional trees or branches.

Other than aforesaid, it is intended that the landscaping surrounding the first phase of the project and all other proposed phases included within the project shall remain in its natural state.

### **Additional Building Scheme**

1. No building or buildings shall be constructed for residential or other purposes on any lot included within phase 3 of Strata Plan 830 without a provision being made for a minimum of two on-site/off-road parking areas to accommodate two standard motor vehicles.



**SCHEDULE C**

*(Note to owners – this Statutory Building Scheme approval document is subject to amendments as determined by the strata council, in its discretion.)*

**LONG LAKE HEIGHTS ESTATES**

The Owners, VIS 830  
C/o Concise Strata Management #202 572 Stewart Avenue Nanaimo, BC V9S 5T5  
Phone: (250) 754-4001 Fax: (250) 754-4002

**BUILDING PLAN APPROVAL**

**Lot #** \_\_\_\_\_

**Name:** \_\_\_\_\_ (THE OWNER)

The owner agrees to the terms and conditions set out in this agreement regarding the construction of a house on the Lot.

1. **FEES & DEPOSITS:** The Owner upon approval will pay a common property and building completion/damage deposit in the amount of \$1,000.00, a sewer/water hook-up fee of \$500.00, and a Building Inspection/Administration fee of \$100.00 for a total of **\$1,600.00 payable upon submission of plans.**
2. **FLOOR AREA:** \_\_\_\_\_
3. **SET BACKS:** Shall be provided on approval plot plan.
4. **GARAGE OR CARPORT TYPE:** \_\_\_\_\_
5. **ROCK PIT REQUIRED:** Council to review and provide comment on owner's proposed location, size and specifications as shown on the approved plot plan
6. **ROOFING:** Material: \_\_\_\_\_ Colour: \_\_\_\_\_
7. **SIDING:** Material: \_\_\_\_\_ Colour: \_\_\_\_\_
8. **OFF STREET PARKING:** Minimum area of 400 sq. feet (37.16 sq. meters) required which will accommodate two (2) vehicles. This is in addition to a mandatory garage or carport. There could be exceptions which must be approved by the strata council.
9. **DRIVEWAY MATERIAL:** \_\_\_\_\_
10. **REQUIRED PLANS:** \_\_\_\_\_

**(A) Plot Plans:** Plot plan must be based on accurate survey of property and provide for a schematic drawing showing the parking area in square feet or meters and specifying the distance from the lot line of the proposed parking area, driveway and building location, as applicable.

Owner's Initial

**(B) Statutory Building Scheme:** Plans shall be architecturally prepared plans or equivalent.

**Date plot plan/red set of plans received for review:**

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**11. TREE REMOVAL:** Consent is required from the council of The Owners, Strata Plan VIS 830 (the "Council") prior to ANY tree removal. All trees which are to be removed shall be marked by the owner and inspected by the site monitor prior to excavating the property. Only trees located within 1 meter of a building's foundation may be removed. Removal of any other trees outside of the 1 meter area requires special permission from council. Any unnecessary tree removal will require the owner to replant trees pursuant to council's instructions.

**12. FURTHER CONDITIONS:**

**(A)** Underground services must be located and marked by the owner and inspected by the site monitor before excavation is started.

**(B)** Building plans must be approved by the City of Nanaimo and by council.

**(C)** Building must be completed and an occupancy permit issued by the City of Nanaimo within one (1) year from the date of approval of the plans by council.

**(D)** Failure to complete the building and/or the foundation within the time limits specified in this agreement without just cause shall result in the forfeiture of the owners deposit of \$1,000.00 to the strata corporation as an administrative fee.

**(E)** Subject to any damage to the common property and providing the building and the foundation are completed within the time limits specified, the deposit monies shall be returned to the owner upon final inspection by council.

**(F)** No one, including building and property owners, is permitted, without prior authorization from council, to repair, modify, or perform work on utilities located within Strata Plan VIS 830 (i.e. water boxes, sewer lines, electrical boxes). This is an owner expense. Sewer and water hookup shall be arranged in advance.

**(G)** If the lot is sold prior to the completion of the conditions in this agreement and the final inspection by council, the owner agrees to obtain the written agreement of the new owner stating that he/she will comply with the conditions of this agreement.

**(H)** Any damage to common property in excess of the \$1,000.00 damage deposit will be assessed by council.

**(I)** If the foundation of the building has not been constructed before \_\_\_\_\_ and in the event construction is not completed by the date indicated this agreement shall expire and deposits paid will be forfeited.

Owner's Initial

- (J)** Any rocks needed to be removed must be completed in the least intrusive manner.
- (K)** If rock must be blasted, it must be done in conformance with the City of Nanaimo's manual of engineering standards and specifications and must not cause damage to common property or infrastructure. The proponent will provide to council a complete copy of a pre-condition survey prior to commencement of any blasting. The proponent will be responsible for the full repair costs associated with any damage.
- (L)** No alterations to the approved statutory building schemes are allowed without prior approval of the strata council. If prior approval has not been obtained the owner must correct/remove the alteration so that the building construction complies with the approved statutory building schemes.
- (M)** Statutory building schemes will only be approved and/or discussed at a scheduled meeting with the building committee, and if no such committee has been established, the strata council. The owner or owner's agent will bring to this meeting architecturally designed plans and a plot plan showing the location of the house. These plans must have all measurements including those from lot line to setbacks
- (N)** The height of the building is defined as follows:
  - i. the distance measured vertically from the average natural grade or finished level whichever is lower, or
  - ii. the distance measured vertically from average finished grade when a grading plan has been approved by the strata council.
  - iii. the distance measured vertically from the average grade, recorded at the outermost corners of the building, to the highest part of the building.

The Owner/undersigned has read and understands all of the bylaws and rules of the Strata Plan VIS 830 and agrees to abide by the terms and conditions of this agreement.

The Owner acknowledges and agrees that he/she aware that this lot is intended for SINGLE FAMILY DWELLING ONLY (Re: by-law #4)

WITNESS (Building Committee or Strata Management)

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date approval granted:** \_\_\_\_\_



**VIS 830 – LONG LAKE HEIGHTS**  
**RE: STRATA FEE INCREASE**

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Dear Owner(s),

Enclosed with this letter are the minutes for the Annual General Meeting held on November 7, 2019.

At the Annual General Meeting, the owners of “Strata Plan VIS 830” adopted the annual operating budget for 2019/2020 which included a **\$5 per month fee increase** retroactive to October 1, 2019. Your strata fee payment for the 2019/2020 fiscal year is \$140.00 per month.

For those of you utilizing our automatic payment withdrawal program (PAD), please note that the amount of your withdrawal will **change to the new fee effective December 1, 2019, which will also include the retroactive increases for October 1, 2019 and November 1, 2019.**

Those owners who do not utilize the PAD system, a series of post-dated cheques are required. Please ensure you have the date and amount correctly filled out for each cheque and add your strata lot number in the right-hand corner of each cheque. Your cheques must be made payable to “Strata Plan VIS 830”.

Should you have any questions regarding your account please contact our office at your earliest convenience.

Yours truly,



Lisa Maniquet  
Colyvan Pacific Strata Management  
Managing Agent for Strata Plan VIS 830

**VIS 830 – LONG LAKE HEIGHTS  
ANNUAL GENERAL MEETING MINUTES**

**Thursday, November 7, 2019 @ 6:00pm  
Held at Oliver Woods Community Centre  
6000 Oliver Road, Nanaimo, BC**

**1. CALL TO ORDER, CALLING OF THE ROLL, CERTIFICATION OF PROXIES**

The meeting was called to order by President, Steve McMullen at 6.15 p.m. Steve introduced the Council members present and gave a brief description of their roles on council, present were: Carl Miller, Domenico Iannidinardo, Terrill MacDonald, Stephen McPhee, Kim McCabe and Lisa Guizzo. Steve also introduced Lisa Maniquet from Colyvan Pacific Strata Management and Dugan Hollett, Long Lake Height's Caretaker.

Steve McMullen, President, certified there were thirty-two (32) Owners represented in person and six (6) by proxy for a total of thirty-eight (38) at the time the meeting was called to order. It was noted that quorum was not present. Pursuant to Part 6, Division 6, section 1 of the *Bylaws of Long Lake Heights*, if within fifteen (15) minutes from the time appointed for annual general meeting a quorum is not present, the meeting stands adjourned to thirty (30) minutes from the appointed time at the same place but, if at the appointed time to which the meeting is adjourned a quorum is still not present, the eligible voters present in person or by proxy shall be deemed to constitute a quorum.

Council President, Steve McMullen asked for a motion to waive the thirty (30) minute delay and to proceed with the meeting at the time appointed. It was then *MOVED, SECONDED* and *CARRIED* to approve to waive the thirty (30) minute delay.

**2. FILING OF PROOF/WAIVER OF NOTICE OF THE MEETING**

It was reported that the "Notice of Meeting" was delivered on October 17, 2019 pursuant to the document service provisions of the *Strata Property Act*.

**3. APPROVAL OF THE AGENDA**

The Owners were advised that the Agenda had been sent with the Notice of Meeting and following the addition of a Council landscaping report and a Council security report, it was *MOVED, SECONDED* and *CARRIED* to approve the agenda as amended with the deletion of item 5. Nanaimo Fire Department and the addition of items, 8. Year in Review and 12. Re-occurring Business.

**5. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES – NOVEMBER 8, 2018**

As there were no errors or omissions noted, Steve McMullen asked for a motion to be put forward to approve the minutes of the November 8, 2018 Annual General Meeting. It was *MOVED, SECONDED* and *CARRIED* to approve the November 8, 2018 minutes as presented.

## 6. RATIFICATION OF ANY NEW RULES

None to report.

## 7. REPORT ON INSURANCE COVERAGE

Steve McMullen advised the current insurance policy is with CapriCMW Insurance and is paid to October 23, 2020. The insurance covers liability on Common Property only and Directors' and Officers' liability. Common areas are all roadways and infrastructure. Owners are responsible for insuring their own homes for earthquake, fire and contents. The 2019/2020 Policy is included to form a part of these Minutes.

## 8. YEAR IN REVIEW

Steve McMullen reviewed a presentation of photo's showing the work carried out on the pumps and pump houses as well as photo's of the December 2018 wind storms.

## 9. APPROVAL OF SPECIAL RESOLUTIONS

A motion to put Special Resolution #1 on the floor for discussion was *MOVED & SECONDED* which read:

**BE IT RESOLVED BY THE OWNERS, STRATA PLAN VIS 830 (the "Strata Corporation") that:**

(1) The Strata Corporation, pursuant to s. 94(1) (c) of the Act waive the requirement to obtain an updated depreciation report.

**WHEREAS** pursuant to s. 94 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") a strata corporation may waive the requirement for an updated depreciation report if authorized by a  $\frac{3}{4}$  vote at an annual or general meeting;

**BE IT RESOLVED** pursuant to s. 94 of the Act by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA PLAN VIS 830 (the "Strata Corporation") that the Strata Corporation be authorized to waive the requirement for an updated depreciation report.

**Voting Results: 0 – Yes 38 – No 0 – Abstentions the resolution was DEFEATED**

A motion to put Special Resolution #2 on the floor for discussion was *MOVED & SECONDED* which read:

**BE IT RESOLVED BY SPECIAL RESOLUTION THAT:**

"The Owners of Strata Plan VIS 830 agree by *majority vote*\* to designate up to \$5,000.00 from the Contingency Reserve Fund for the purpose of obtaining an updated depreciation report."

**Voting Results: 38 – Yes 0 – No 0 – Abstentions the resolution was CARRIED**

A motion to put Special Resolution #3 on the floor for discussion was *MOVED & SECONDED* which read:

**BE IT RESOLVED BY SPECIAL RESOLUTION THAT:**

"The Owners of Strata Plan VIS 830 agree by a  $\frac{3}{4}$  vote to designate up to \$5,000.00 from the Contingency Reserve Fund for the purpose of obtaining external consultation when required."

**Voting Results: 38 – Yes 0 – No 0 – Abstentions** *the resolution was CARRIED*

*\*The homeowner of Lot 181 arrived at 6:40pm bringing the total number of homeowners present to 39*

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A motion to put Special Resolution #4 on the floor for discussion was *MOVED & SECONDED* which read:

**BE IT RESOLVED BY SPECIAL RESOLUTION THAT:**

"The Owners of Strata Plan VIS 830 agree by a *majority vote*\* to designate up to \$40,000.00 from the Contingency Reserve Fund for the purpose of completing the pump replacement/repairs." (ratify)

**Voting Results: 39 – Yes 0 – No 0 – Abstentions** *the resolution was CARRIED*

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A motion to put Special Resolution #5 on the floor for discussion was *MOVED & SECONDED* which read:

**WHEREAS** it is the responsibility of the Strata Corporation to repair and maintain the common property;

**AND WHEREAS** the water system requires flush-outs at certain line ends;

**AND WHEREAS** the water booster station at the bottom of Heron requires upgrading;

**THEREFORE, BE IT RESOLVED** by **THE OWNERS, STRATA PLAN VIS 830** (the "Strata Corporation") that:

"The Owners of Strata Plan VIS 830 hereby approves, by a *majority vote*\*, an expenditure of a maximum \$40,000.00 from the contingency reserve fund for flush-outs at certain line ends and the water booster station upgrade."

**Voting Results: 39 – Yes 0 – No 0 – Abstentions** *the resolution was CARRIED*

*\*The homeowner of Lot 11 left at 6:54pm bringing the total number of homeowners present to 38*

---

A motion to put Special Resolution #6 on the floor for discussion was *MOVED & SECONDED* which read:

**WHEREAS** it is the responsibility of the Strata Corporation to repair and maintain the common property;



**AND WHEREAS** certain electrical maintenance is required;

**AND WHEREAS** all sheds with the exception of shed no. 3 requires electrical upgrades;

**AND WHEREAS** the street lights require upgrading;

**AND WHEREAS** new street lights be installed along Summit Drive;

**THEREFORE, BE IT RESOLVED** by **THE OWNERS, STRATA PLAN VIS 830** (the “Strata Corporation”) that:

“The Owners of Strata Plan VIS 830 hereby approves, by a **majority vote\***, an expenditure of a maximum \$28,000.00 from the contingency reserve fund for electrical upgrades. “

**Voting Results: 34 – Yes 3 – No 1 – Abstentions the resolution was CARRIED**

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A motion to put Special Resolution #7 on the floor for discussion was *MOVED & SECONDED* which read:

**WHEREAS** it is the responsibility of the Strata Corporation to repair and maintain the common property;

**AND WHEREAS** certain areas of the roadways require maintenance/repairs;

**THEREFORE, BE IT RESOLVED** by **THE OWNERS, STRATA PLAN VIS 830** (the “Strata Corporation”) that:

“The Owners of Strata Plan VIS 830 hereby approves, by a **majority vote\***, an expenditure of a maximum \$5,500 from the contingency reserve fund for line painting and curb reconstruction/gravel shoulder replacement. “

**Voting Results: 38 – Yes 0 – No 0 – Abstentions the resolution was CARRIED**

## **10. REVIEW OF THE YEAR END FINANCIAL STATEMENTS**

The financial report up to and including September 30, 2019 plus projected balances to fiscal year end were reviewed. The floor was opened for discussion and questions.

## **11. APPROVE THE BUDGET FOR THE 2019/2020 FISCAL YEAR**

The proposed operating budget was reviewed line by line and compared to the previous year’s budget and it was noted that the proposed budget does include an increase of \$5 to strata fees for a monthly strata fee payment of \$140.00. Following review and a discussion it was *MOVED, SECONDED* and *CARRIED* to approve the proposed operating budget as presented.

## 12. RE-OCCURRING BUSINESS

### Woodpecker Lane

The first cul-de-sac on the right as you drive up Summit from the north end. The issue relates to a steep non-conforming road grade which has resulted in the Corporation refusing to formally accept the road. Modifications to get the road grade into compliance with City standards would require a significant financial undertaking for which we cannot recover costs because the developer is no longer in business. As a result, this item has been viewed as a “stalemate” and it appears consistently on the Agenda to serve as notice that the issue remains unresolved.

## 13. NEW BUSINESS

- i. **Website** – Terrill MacDonald introduced Tom Stomar, a long-time resident of Long Lake Heights. Tom and Janice volunteered to create and design the new Long Lake Heights website, which they did a fantastic job and for which we thank them. The website will contain notices, bylaws, garbage and insurance info, etc. A notice with the link to the website will be sent out to all homeowners in the very near future.
- ii. **Telus Fiber Optic** – A homeowner noted a concern in regards to their Telus connection and mentioned Telus Fiber Optics. The Strata Manager advised she will contact Telus to discuss. Updates on this topic will be included in upcoming minutes.
- iii. **Woodhaven Mailboxes** – A homeowner noted that there are new mailboxes on Woodhaven and that the mailbox numbers have been changed. Please visit your local Canada Post office for your new mailbox number.

## 14. ELECTION OF STRATA COUNCIL

The outgoing Council was thanked for all their work over the last year. The strata manager advised owners that the bylaws allowed for a minimum of three members and a maximum of seven members for the strata council.

Seven existing Council members allowed their name to stand for an additional year and after a call for nominations it was then *MOVED*, *SECONDED* and *CARRIED* to re-elect the following seven individuals to the 2019/2020 strata council:

Steve McMullen  
Domenico Iannidinaro  
Carl Miller  
Terrill MacDonald  
Stephen McPhee  
Kim McCabe  
Lisa Guizzo

## 15. TERMINATE THE MEETING

The meeting was terminated at 7:42pm.

**Minutes Prepared by:**

***Lisa Maniquet  
Colyvan Pacific Management Services Ltd.  
As Managing Agent for VIS 830***

**VIS 830 - LONG LAKE HEIGHTS**  
**RE: STRATA FEE INCREASE**

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Dear Owner(s),

Enclosed with this letter are the minutes for the Annual General Meeting held on November 16, 2020.

At the Annual General Meeting, the owners of "Strata Plan VIS 830" adopted the annual operating budget for 2020/2021 which included a **\$5 per month fee increase** retroactive to October 1, 2020. Your strata fee payment for the 2020/2021 fiscal year is \$145.00 per month.

For those of you utilizing our automatic payment withdrawal program (PAD), please note that the amount of your withdrawal will **change to the new fee effective December 1, 2020, which will also include the retroactive increases for October 1, 2020 and November 1, 2020.**

Those owners who do not utilize the PAD system, a series of post-dated cheques are required. Please ensure you have the date and amount correctly filled out for each cheque and add your strata lot number in the right-hand corner of each cheque. Your cheques must be made payable to "Strata Plan VIS 830".

Should you have any questions regarding your account please contact our office at your earliest convenience.

Yours truly,



Lisa Maniquet  
Colyvan Pacific Strata Management  
Managing Agent for Strata Plan VIS 830

**VIS 830 – LONG LAKE HEIGHTS  
ANNUAL GENERAL MEETING MINUTES**

**Thursday, November 16, 2020 @ 6:00pm  
Held via Go To Meeting**

**1. CALL TO ORDER, CALLING OF THE ROLL, CERTIFICATION OF PROXIES**

The meeting was called to order at 6.21 p.m. A motion to have Lisa Maniquet, Strata Manager, chair the meeting was *MOVED, SECONDED* and *CARRIED*. Lisa introduced the Council members present and gave a brief description of their roles on council, present were: Steve McMullen, Domenico Iannidinaro, Terrill MacDonald, Stephen McPhee and Lisa Guizzo.

Lisa Maniquet, certified there were eleven (11) Owners represented in person and twenty-three (23) by proxy for a total of thirty-four (34) at the time the meeting was called to order. It was noted that quorum was not present. Pursuant to Part 6, Division 6, section 1 of the *Bylaws of Long Lake Heights*, if within fifteen (15) minutes from the time appointed for annual general meeting a quorum is not present, the meeting stands adjourned to thirty (30) minutes from the appointed time at the same place but, if at the appointed time to which the meeting is adjourned a quorum is still not present, the eligible voters present in person or by proxy shall be deemed to constitute a quorum.

Lisa Maniquet asked for a motion to waive the thirty (30) minute delay and to proceed with the meeting at the time appointed. It was then *MOVED, SECONDED* and *CARRIED* to approve to waive the thirty (30) minute delay.

**2. FILING OF PROOF/WAIVER OF NOTICE OF THE MEETING**

It was reported that the “Notice of Meeting” was delivered on October 26, 2020 pursuant to the document service provisions of the *Strata Property Act*.

**3. APPROVAL OF THE AGENDA**

The Owners were advised that the Agenda had been sent with the Notice of Meeting. It was *MOVED, SECONDED* and *CARRIED* to approve the agenda as presented.

**5. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES – NOVEMBER 7, 2019**

As there were no errors or omissions noted, Lisa Maniquet asked for a motion to be put forward to approve the minutes of the November 7, 2019 Annual General Meeting. It was *MOVED, SECONDED* and *CARRIED* to approve the November 7, 2019 minutes as presented.

**6. RATIFICATION OF ANY NEW RULES**

None to report.



## 7. REPORT ON INSURANCE COVERAGE

Lisa Maniquet advised the current insurance policy is with Waypoint Insurance and is paid to October 23, 2021. The insurance covers liability on Common Property only and Directors' and Officers' liability. Common areas are all roadways and infrastructure. Owners are responsible for insuring their own homes for earthquake, fire and contents. The 2020/2021 Policy is included to form a part of these Minutes.

## 8. APPROVAL OF SPECIAL RESOLUTIONS

**A motion to put Special Resolution #1 on the floor for discussion was *MOVED & SECONDED* which read:**

**WHEREAS** it is the responsibility of the Strata Corporation to repair and maintain the common property;

**AND WHEREAS** certain electrical maintenance is required;

**AND WHEREAS** the street lights require upgrading;

**AND WHEREAS** new street lights be installed along Woodhaven, Marsh Wren plus adjoining roads and cul-de-sacs;

**THEREFORE, BE IT RESOLVED** by **THE OWNERS, STRATA PLAN VIS 830** (the "Strata Corporation") that:

"The Owners of Strata Plan VIS 830 hereby approves, by a **majority vote**, an expenditure of a maximum \$20,000 from the contingency reserve fund for electrical upgrades. "

**Voting Results:    34 – Yes        0 – No        0 – Abstentions        *the resolution was CARRIED***

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**A motion to put Special Resolution #2 on the floor for discussion was *MOVED & SECONDED* which read:**

### **SPECIAL RESOLUTION #2**

**WHEREAS** it is the responsibility of the Strata Corporation to repair and maintain the common property;

**AND WHEREAS** the water booster station at the bottom of Heron requires upgrading;

**AND WHEREAS** an engineer is required to determine the size of pump;

**THEREFORE, BE IT RESOLVED** by **THE OWNERS, STRATA PLAN VIS 830** (the "Strata Corporation") that:

"The Owners of Strata Plan VIS 830 hereby approves, by a **majority vote\***, an expenditure of a maximum \$10,000 from the contingency reserve fund to engage an engineer for the water booster station upgrade."

**Voting Results:**    34 – Yes        0 – No        0 – Abstentions        *the resolution was CARRIED*

## 9. REVIEW OF THE YEAR END FINANCIAL STATEMENTS

The financial report up to and including September 30, 2020 plus projected balances to fiscal year end were reviewed. The floor was opened for discussion and questions.

## 10. APPROVE THE BUDGET FOR THE 2020/2021 FISCAL YEAR

The proposed operating budget was reviewed line by line and compared to the previous year's budget and it was noted that the proposed budget does include an increase of \$5 to strata fees for a monthly strata fee payment of \$145.00. Following review and a discussion it was *MOVED, SECONDED* and *CARRIED* to approve the proposed operating budget as presented.

## 11. RE-OCCURRING BUSINESS

### Woodpecker Lane

The first cul-de-sac on the right as you drive up Summit from the north end. The issue relates to a steep non-conforming road grade which has resulted in the Corporation refusing to formally accept the road. Modifications to get the road grade into compliance with City standards would require a significant financial undertaking for which we cannot recover costs because the developer is no longer in business. As a result, this item has been viewed as a "stalemate" and it appears consistently on the Agenda to serve as notice that the issue remains unresolved.

## 12. NEW BUSINESS

**1. Lakeview Terrace (Blasting)** – A homeowner expressed their concern for the magnitude at which they're blasting at the new development on the adjacent property to the west of Salal Drive. The same homeowner advised they had reached out to the City of Nanaimo who set out the following information:

The key points about blasting for this project are:

- a. The City of Nanaimo does not regulate blasting
- b. If you have concerns regarding potential damage from blasting, please follow-up directly with your insurer and the developer's insurer Megson Fitzpatrick 250-595-5212
- c. If you have concerns regarding notification, blasting scheduling or potential damage from blasting, please follow-up directly with the blasting contractor: TNT Industries Ltd. [info@tntblasting.ca](mailto:info@tntblasting.ca)  
Craig Ramm: 778-676-0320
- d. We would also encourage residents to follow-up with Mike Kristiansen, the project manager for the development, with any concerns about impacts from construction. Mike can be reached by email: [mkrystiansen@highstreetventures.ca](mailto:mkrystiansen@highstreetventures.ca)

Subsequently, Steve McMullen met with Mike Kristiansen, Project Manager for Lakeview Terrace, about their progress and specifically about the ongoing blasting. Following are the salient points from the conversation:

- I. The company doing the blasting, TNT (company name), has 37 years experience with blasting in residential locations. Apparently without incident.
- II. As a requirement of their insurance coverage each blast is measured, recorded, and included in a report to the insurance company. There is a maximum vibration allowed, which they have not exceeded. In fact, in an abundance of caution, they are using one quarter of the normal allowable target due to the proximity of natural gas lines.
- III. WorkSafe BC does regular inspections of the site and are satisfied with their findings. No violations.
- IV. They estimate the blasting should be finished by Christmas, and would have been done by the end of November if not for the unusual hardness of the rock, which slows down the drilling process.
- V. The Salal Drive upgrade to two lanes will be done next Spring.

**2. Note of Appreciation** – Council would like to express their appreciation and gratitude to the outgoing Council members, Carl Miller, Kim McCabe and Lisa Guizzo, for all of their hard work, dedication and time.

### **13. ELECTION OF STRATA COUNCIL**

The outgoing Council was thanked for all their work over the last year. The Strata Manager advised owners that the bylaws allowed for a minimum of three members and a maximum of seven members for the strata council.

Four existing Council members allowed their name to stand for an additional year as well five other homeowners. After the votes were tallied and a call for nominations it was then *MOVED, SECONDED* and *CARRIED* to re-elect the four existing Council members and to elect three new Council members as set out below:

Steve McMullen (incumbent)  
Domenico Iannidinardo (incumbent)  
Terrill MacDonald (incumbent)  
Stephen McPhee (incumbent)  
David McCallum  
Jason Lauscher  
Allie Vaughan





#### **14. TERMINATE THE MEETING**

The meeting was terminated at 7:18pm.

**Minutes Prepared by:**

***Lisa Maniquet***  
***Colyvan Pacific Real Estate Management Services Ltd.***  
***As Managing Agent for VIS 830***



## Insurance Renewal

Named Insured: **Owners of Strata Plan VIS830** Effective: October 23,  
**"Long Lake Heights Estates"** Expiry: October 23,  
Property Manager: Lisa Maniquet, Colyvan Pacific Property Management  
Insured Location(s): 500-561 Charfinch Place, 250-300 Deer Lane, 310-350 Fawn Place, 201-241  
Ferntree Place, 821-881 Grouse Place, 401-481 Heron Place,  
611-671 Marsh Wren Place, 501-561, Nanaimo, BC V9T 5J7  
Otter Place, 401-431 Owl Place, 701-761 Quail Place, 120-230, Nanaimo, BC  
Rainbow Crescent, 4060-4080 Salal Drive, 26-56 Squirrel, Nanaimo, BC  
Drive, 21-540 Summit Drive, 100-130 Swan Place, 121-511, Nanaimo, BC  
Woodhaven Drive, 910-961 Woodpecker Lane, Nanaimo, BC

Coverage Included:	Limit of Insur
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<b>StrataPRO Property</b>	
All Risk Wording. All Property Limit.	<b>\$147</b>
Replacement Cost - 90% coinsurance	Inc
Underground Services - All Risk, all services within lot lines	Inc
Blanket Bylaws	Inc
Master Key Limit	\$5
Catch- All Clause	\$7
Stated Amount Co-insurance *	Inc
Blanket Glass	Inc
<b>StrataPRO Crime</b>	
Employee Dishonesty	\$2
Money & Securities	\$
<b>Optional</b>	
<b>StrataPRO Equipment Breakdown Insurance (EBI)</b>	<b>\$147</b>
For Pressure, Mechanical, Electrical and Electronic Equipment.	
<b>StrataPRO Liability</b>	
Commercial General Liability	per occurrence <b>\$5,000</b>
Includes: Bodily Injury and Property Damage	aggregate \$5,00
Voluntary Medical Payments:	\$5,000 per person / \$25,000 per occur
Non-Owned Automobile	Per Occurrence \$5,00
<b>StrataPRO Cyber</b>	aggregate: \$2
Includes coverage for:	per occurrence: \$2
Business Interruption	
Digital Asset Destruction, Incident Response Expenses, and Cyber Extortion	
Regulatory Defense and Penalties; Payment Care Industry Fines and Expenses	
Security and Privacy Liability; Multimedia Liability	
<b>StrataPRO Directors &amp; Officer's Liability</b>	<b>\$2,000</b>
Employment Practices Liability	\$2,00
Outside Directorship Liability	\$2,00
Defence Costs in addition to limit	Inc
Identity Theft Expenses	\$2
Legal Guard Telephone Assistance	Inc
Privacy Breach Coverage including	\$3
Remediation expenses - \$2,500 deductible	

StrataPRO Benefits Unit Owners - Save 20% off your home insurance.

Waypoint Insurance Services Inc.



## \* LONG LAKE HEIGHTS \* VIS 830

### Council Meeting Minutes

Held Tuesday, August 13, 2019 @ 6:00pm  
at 3 – 4488 Wellington Road, Nanaimo, BC

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#### ATTENDANCE

Steve McMullen	President
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker
Lisa Maniquet	Colyvan Pacific Strata Management

#### Absent with Regrets:

Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large

#### 1. CALL TO ORDER

The meeting was called to order by the Strata Manager, Lisa Maniquet at 5:58pm

#### 2. AGENDA

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED** (Terrill MacDonald), **SECONDED** (Stephen McPhee) and **CARRIED** to approve the Agenda as presented.

##### Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

#### 3. APPROVAL OF COUNCIL MINUTES (July 2, 2019)

As there were no errors or omissions noted, it was **MOVED** (Kim McCabe), **SECONDED** (Steve McMullen) and **CARRIED** that the July 2, 2019 Minutes be approved.

##### Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

#### 4. FINANCIAL REPORT (July 31, 2019)

The financial statements were reviewed for the period ending July 31, 2019. Following a discussion, it was then **MOVED** (Stephen McPhee), **SECONDED** (Kim McCabe) and **CARRIED** to receive the financials as presented.

##### Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

##### a) Report on Unapproved Expenditures

As we continue to work on the pump houses we have paid two invoices set out the attached Schedule A.

A discussion ensued and It was then **MOVED (Stephen McPhee), SECONDED (Steve McMullen) and CARRIED** to pay the enclosed invoices out of the Contingency Reserve Fund.

Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

5. **PRESIDENTS MESSAGE** - None to report

6. **SAFETY** – None to Report

7. **REPORT ON LITIGATION** - None to report

8. **BYLAW CONTRAVENTION**

a) Lot 191 – Noise Bylaw Contravention – Homeowner has paid fines in full.

9. **COMMITTEE REPORTS**

a) **Capital Asset Replacement Planning Committee**

- The Committee will meet to discuss budget items for the 2019/2020 fiscal year.
- The Committee will work with the Caretaker to identify four fire hydrants that require maintenance.
- The Caretaker looked into the possibility and costs associated with watermain flushing/cleaning. Due to the high cost and the number of watermains, this is something that the Committee will look at to stagger over a number of years.
- Fawn Pump House – the new pumps continue to fail. Council is working diligently with Osbourne Electric to resolve the issue by assessing our infrastructure. If there are no issues in regards to our infrastructure then the pumps will be returned with reimbursement. In the meantime, the Caretaker is sourcing out a submersible pump as a replacement. We have submersible pumps in the Salal pump house which are running successfully and efficiently.
- Shed Roofs – The shed roof on Fawn, the one at the hair pin on Summit as well as one other small one on summit are complete. There are five other sheds throughout the property that still require new roofs, which will be factored in to the capital expenditure for the ensuing fiscal year.

b) **Planning Committee**

- Construction at Lot’s 11 and 25 continue.

c) **Parking**

- Continues to be monitored on a regular basis.

d) **Grounds & Communication Committee**

- Glen’s Lawn & Garden’s will be scheduled later in the year for fall clean-up
- Fall Newsletter will be distributed in October or November
- The website is still in the works and set to go live in early November
  - o **Street Light Committee** – Test street lights installed. One more test light will be installed at the mailboxes on Woodhaven.

10. **CORRESPONDENCE (Incoming)**

a) **Lot 215 – Tree Removal Request** – Council conducted a site visit to discuss trees of concern. It was determined that the homeowner will be required to coordinate with BC Hydro as well as his neighbours and engage an arbourist so all parties can coordinate and benefit. The owner is contact the Strata Manager once the arbourist report is ready and everything in place to proceed.

b) **Lot 90 – Exterior Paint** – Council reviewed correspondence from a homeowner who is planning to paint their home a medium brown with white trim. Council has no objection.

- c) **SL 26 – Tree Removal Concern** - Council conducted a site visit to determine if three specific trees were on the home owners property or the neighbouring property. The property line clearly marked and it was noted that the trees were on the neighbouring property, therefore, no action required.
- d) **SL 136 – Tree Removal Request** – Council conducted a site visit to review a tree removal request to remove 5 dead trees. it was **MOVED (Kim McCabe)**, **SECONDED (Steve McMullen)** and **CARRIED** that the request be approved under the condition that the homeowner preserve the remaining 5 trees and that they confirm property lines with neighbours and they be cautious of fire hazard this time of year and that they are responsible for any related risks in this regard.

Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

**11. CORRESPONDENCE (Outgoing)**

- a) **Lot 202 – Tree Pruning Approval**
- b) **Lot 1 – Tree Pruning Approval**
- c) **Lot 166 – Yellow arrows on speed bumps / paint fire hydrants / boulders in front of pump house –** Advised homeowner that this is all part of capital expenditures and will be considered for the next fiscal year
- d) **Lot 32 – Tree Removal Approval**
- e) **Lot 2 - Garden Box/Yard Concern**
- f) **VIS 762 – Road Repairs –** Advised the strata that we will obtain quotes

**12. FINISHED BUSINESS**

- a) **SL 54 – Final Sewer Repairs**
- b) **Shaw Cable** – The Strata Manager spoke with Shaw Cable and it was determined that they can upgrade their current infrastructure.
- c) **Ferntree Lake Access – Quote** – Quotes have been obtained and will be considered for the 2019/2020 fiscal year.

**13. PENDING / OLD BUSINESS – None to Report**

**14. NEW BUSINESS**

- a) **Bylaws – Unsightly Properties** – A discussion ensued regarding the state of certain properties and the current Bylaws. After review, it was determined that if there was concern regarding a property it would be handled case by case and no amendments to the Bylaws are necessary.
- b) **Resignation** – After many years of volunteer service, Andy Sutherland has resigned from Council. Andy’s role included the title of Secretary and Treasurer. It was then **MOVED (Terrill MacDonald)**, **SECONDED (Steve McMullen)** and **CARRIED** that Stephen McPhee be appointed Secretary and Treasurer.

Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

Council then discussed filling Andy’s position on Council and that a homeowner had recently expressed interest. It was then **MOVED (Kim McCabe)**, **SECONDED (Steve McMullen)** and **CARRIED** that if this particular homeowner wishes to proceed to replace Andy until this years AGM, it be approved.

Voting Results

4 – Y                      0 – N                      0 – A                      CARRIED

**15. IN CAMERA SESSION**

No in camera session held during this meeting.

**16. NEXT MEETING DATE:** Monday, September 23, 2019 @ 6pm at the offices of Colyvan Pacific.

**17. ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 7:26pm.

Lisa Maniquet  
Colyvan Pacific Property Management  
As Managing Agent for VIS 830

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Structured Cable	4067	July 20, 2019	\$352.77
Roto Rooter	25347022	July 19, 2019	\$735.79
		<b>Total</b>	<b><u>\$1,088.56</u></b>

**July 22, 2019**



**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, December 9, 2019 @ 6:00pm**

**at 3 – 4488 Wellington Road, Nanaimo, BC**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**Absent with Regrets**

Carl Miller	Capital Asset Replacement Planning Committee
Lisa Guizzo	Member at Large

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 5:58pm

**2. COUNCIL POSITIONS**

Following review of the various Council positions it was *MOVED & SECONDED* to appoint positions to Council members and Committees as noted above for the 2019/2020 fiscal year.

*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**4. APPROVAL OF COUNCIL MEETING MINUTES (December 9, 2019)**

With one revision noted; Attendance, Stephen McPhee, Member at Large, revised to read, Stephen McPhee, Secretary/Treasurer, it was *MOVED & SECONDED* to approve the minutes of September 23, 2019 as amended.

*With all in favour the motion was*

**CARRIED**

**5. FINANCIAL REPORT (November 30, 2019)**

**Financial Report (November 30, 2019)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to November 30, 2019. *With all in favour the motion was* **CARRIED**

a) **Report on Unapproved Expenditures**

As we continue to work on the pump houses, we have paid a number of invoices set out the attached Schedule A.

it was *MOVED & SECONDED* to approve payments as set out of the Schedule A.

*With all in favour the motion was*

**CARRIED**

**6. PRESIDENTS MESSAGE**

None to Report

**7. SAFETY**

None to Report

**8. REPORT ON LITIGATION**

None to Report

**9. BYLAW CONTRAVENTION**

a) SL 191- Noise Complaint – Council reviewed four complaints on four different occasions. A discussion ensued. It was *MOVED & SECONDED* to approve to apply a fine against the strata lot

*With all in favour the motion was*

**CARRIED**

b) Fences / Driveways – Council would like to remind all homeowners that pursuant to the Bylaws, any fences requests or driveway alteration must be passed by Council for review.

c) SL 197 – Renovations – Council reviewed correspondence regarding ongoing, unapproved, renovations. After a discussion, it was determined to send a warning letter requesting a response with a time line of January 31, 2020.

**10. COMMITTEE REPORTS**

a) Capital Asset Replacement Planning Committee – the Committee will be meeting in the new year. An update will be provided at that time.

b) Planning Committee – SL 11 and SL 25 still in process of building.

c) Parking – Continues to be monitored and a reminder to homeowners that if you have a visitor staying and parking in Visitor parking beyond the allowable seven days, to please put a note on the dash of the vehicle to avoid being ticketed or towed.

- d) Roads Committee – It was determined that the street sweeping in the fall would only be on the roads that require cleaning and that the spring street sweeping would include the entire strata.
- e) Grounds & Communication
  - Website – The Strata Manager advised that she is working on uploading documents and getting the website ready to launch.
  - Tree Removal – Council together with the Caretaker will complete a tour of the property and note any trees that require pruning back or to be removed.
    - Street Light Committee – The Caretaker will price out lights and report back to the Committee.

<b>11. CORRESPONDENCE (INCOMING)</b>
--------------------------------------

- a) Lot 43 – Tree Pruning/Removal Request – Council reviewed a request and conducted a site visit in regards a tree removal request as well as pruning. It was *MOVED & SECONDED* to approve the removal of a dead arbutus and to prune back alder and maple branches.  
*With all in favour the motion was* **CARRIED**
- b) Lot 39 – Privacy Panels / Exterior Paint – Council reviewed a request and conducted a site visit in regards a privacy panels and exterior paint. It was *MOVED & SECONDED* to approve the removal of a dead arbutus and to prune back alder and maple branches.  
*With one abstention and the rest in favour the motion was* **CARRIED**
- c) Lot 76 – Tree Pruning/Removal Request - Council reviewed a request and conducted a site visit in regards a tree removal request as well as pruning. It was *MOVED & SECONDED* to approve the removal of a dead red cedar and a dead arbutus as well as to prune back Douglas Fir and willow branches.  
*With all in favour the motion was* **CARRIED**
- d) Lot 82 – Tree Removal Request - Council reviewed a request and conducted a site visit in regards a tree removal request. It was *MOVED & SECONDED* to approve the removal of a dead arbutus and a mid-sized fir tree that was leaning toward the house.  
*With all in favour the motion was* **CARRIED**
- e) Lot 147 – Rental Request - Council reviewed a request from a homeowner to rent out their home. It was *MOVED & SECONDED* to approve the rental on the condition that the homeowner makes all tenants aware of the Long Lake Heights Bylaws and that all tenants must park on the property and not in visitor parking.  
*With all in favour the motion was* **CARRIED**

<b>12. CORRESPONDENCE (OUTGOING)</b>
--------------------------------------

- a) Lot 133 (121 Woodhaven) – Street Light/Speed Bumps
- b) Lot 26 (157 Rainbow) – Paved Driveway Approved
- c) Lot 219 (71 Summit) – Tree Removal Request Approved
- d) Lot 128 (930 Woodpecker) – Parking – Approved on the condition they have City approval
- e) Lot 51 (461 Heron) – Tree Removal Request - Approved
- f) Lot 121 (510 Summit) – Grouse Parking – Addressed with homeowner
- g) Lot 106 (761 Quail) – Tree Removal – Approved
- h) Lot 185 (410 Woodhaven) – Concrete Stairs/Patio in Back Yard – Approved on the condition they have any necessary permits in place with the City
- i) Lot 42 (421 Heron) – Tree Removal Request - Approved
- j) Lot 215 (44 Squirrel) – Tree Removal Update – Approved

k) Lot 171 (311 Fawn) – Tree Removal Request - Approved

**13. FINISHED BUSINESS**

- a) Snow Removal Contract
- b) Fall Red Bin Program
- c) 2019/2020 Insurance – Council reviewed quotes and coverage for the 2019/2020 insurance. After review it was *MOVED & SECONDED* to approve CapriCMW be the provider for the 2019/2020 year.  
*With all in favour the motion was* **CARRIED**

**14. PENDING / OLD BUSINESS**

None to Report

**15. NEW BUSINESS**

- a) Telus Fiber Optics – This topic was brought up at the 2019 AGM. The Strata Manager has reached out to Telus and will hopefully have some information for the January Council meeting.
- b) SL 8 – Short Term Exclusive Use Contract – The Strata Manager will reach out to the homeowners for renewal of the contract.
- c) Caretaker Contract – The Strata Manager has drafted up a new contract for the 2019/2020 year and will circulate to both parties for review.
- d) Agency Agreement – The Strata Manager advised Council that a new Agency Agreement will be drafted up under the name Colyvan Pacific and circulated to Council for review.

**16. IN CAMERA SESSION**

In camera session held

**17. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:53pm. The next meeting has been scheduled for January 14, 2020.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Retro Enterprises	572824	October 7, 2019	\$3,092.25
Roto Rooter	25945339	October 11, 2019	\$366.45
Mike's Septic	119626	October 24, 2019	\$6,300.00
		<b>Total</b>	<b><u>\$9,758.70</u></b>

**December 9, 2019**

## A message from the President of the Long Lake Heights Estates Strata Council

### WAS THAT A HURRICANE?

Last year certainly ended with some excitement as the most devastating windstorm in BC Hydro's history hit us full on five days before Christmas. Falling trees landed on several houses, cars were hit, and roads were blocked. We were very fortunate no one was hurt. The power was out for two days for the lucky ones and up to five days for the last connection. Our main septic lift pumps had no power, so we were forced to use a vac truck for two days to haul it away. Volunteers dragged the branches off the roads while others cut the downed trees into manageable pieces. Emergency access was restored to every home in Long Lake Heights before dark, and I have to say I was very impressed by the way so many folks pitched in to help.

We filled five bins with the initial collection of debris, but the job is not over yet. Most of the common property, mainly roads, has been cleaned up, with a few finishing touches still being done. Each homeowner is responsible for tidying up their lot\*, whether they do it themselves, hire someone, or prevail upon volunteers to help them. For the time being branches can be stacked at the edge of the road and when there are enough to justify a red bin, we will have one brought in.

My biggest concern now is the fire hazard that will result next summer if we don't clean up most of the branches before they dry out. They are just the kind of 'ladder fuel' the Fire Smart program was warning us about. One cigarette butt dropped in the needles can start a fire. The logs on the ground are not the problem, just the branches, and they can be moved easily by almost anyone once they are cut off the tree.

Some windthrown trees are hung up on other trees and these create a very serious danger to an inexperienced faller. Please use a professional to drop any leaners or to buck any windthrown trees, as they have the training and experience required to recognize the danger and do it safely.

In summary, let's finish the job of cleaning up this debris while it's still wet and green. We don't want to be in the position next summer of *wishing* we had, while the fire rushes up the hill at our houses.....

Yours truly,

*Steve McMullen*

\*If you are not sure about your lot lines, contact Lisa and let us know. We can assist with a general location.

# \* LONG LAKE HEIGHTS \* VIS 830

## Council Meeting Minutes

Held Monday, January 14, 2019 @ 6:00pm  
At Concise Strata Management  
3 - 4488 Wellington Road, Nanaimo, BC

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### ATTENDANCE

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker
Lisa Maniquet	Concise Strata Management

### **Regrets:**

Stephen McPhee	Member at Large
Andy Sutherland	Secretary/Treasurer

### SPECIAL AGENDA

**Caretaker Update** – Dugan reviewed the events of the December storms; water main break, power outages, fallen trees and debris. Aside from the usual maintenance around Long Lake, Dugan spent a lot of time coordinating the pump truck, the City of Nanaimo for the water main break and other contractors required to deal with the storm clean-up. It was an extremely busy time and we are all very grateful for his extra hours and time spent to help the community get back to running smoothly.

#### 1. CALL TO ORDER

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:53pm

#### 2. AGENDA

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED (Domenico Iannidinardo)**, **SECONDED (Carl Miller)** and **CARRIED** to approve the Agenda as presented.

##### Voting Results

5 – Y	0 – N	0 – A	CARRIED
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#### 3. APPROVAL OF COUNCIL MINUTES (November 26, 2018)

As there were no errors or omissions noted, it was **MOVED (Domenico Iannidinardo)**, **SECONDED (Terrill MacDonald)** and **CARRIED** that the November 26, 2018 Minutes be approved.

##### Voting Results

5 – Y	0 – N	0 – A	CARRIED
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#### 4. FINANCIAL REPORT (December 31, 2018)

The financial statements were reviewed for the period ending December 31, 2018. Following a discussion, it was then **MOVED (Stephen McPhee)**, **SECONDED (Kim McCabe)** to receive the financials as presented.

##### Voting Results

5 – Y	0 – N	0 – A	CARRIED
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##### a) Report on Unapproved Expenditures

There were a number of emergency invoices that were a result of the December storms. Emergency meaning Council did not have sufficient time to obtain quotes. The following invoices were reviewed and approved to be paid of the Contingency Reserve Fund:

- i) DBL Disposal – Red Bins/Dump runs for storm and debris clean-up. It was **MOVED (Carl Miller), SECONDED (Terrill MacDonald)** to pay DBL Disposal the amount of \$2,368.80 out of the Contingency Reserve Fund.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- ii) Osbourne Electric – After the power outage a sewage pump would not restart. Osbourne reset the control panel and ran several tests and successfully restarted the pump. It was **MOVED (Carl Miller), SECONDED (Kim McCabe)** to pay Osbourne Electric the amount of \$746.66 out of the Contingency Reserve Fund.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- iii) Mike’s Septic and Environmental Services – Mike provided a van truck for the pump houses while the power was out. It was **MOVED (Terrill MacDonald), SECONDED (Kim McCabe)** to pay Mike’s Septic and Environmental Services the amount of \$5,953.50 out of the Contingency Reserve Fund.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- iv) VI Tree – VI Tree was called out to deal with trees that fell on cars on Charfinch. It was **MOVED (Stephen McPhee), SECONDED (Steve McMullen)** to pay VI Tree the amount of \$819.00 out of the Contingency Reserve Fund.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

5. **REPORT ON LITIGATION** - None to report

6. **BYLAW CONTRAVENTION** – None to report

7. **FINISHED BUSINESS**

- a) Snow Tire Signage Installed

8. **CORRESPONDENCE (Incoming)**

- a) **Lot 12 – Emergency Preparedness** – Council received correspondence from a homeowner concerned about emergency preparedness due to the water main break and power outages. The Strata Manager will contact the homeowner and advise that Council, together with Strata Management maintains a current emergency contact list as well, maintains current insurance coverage.
- b) **Lot 144 – Tree Concerns** – Council received correspondence from a homeowner concerned about surrounding trees due to the recent storms. The Strata Manager will coordinate a site meeting with the homeowner and Council so the homeowner can point out the trees and determine if any action is required.

9. **CORRESPONDENCE (Outgoing)**

- a) **Lot 140** – Signage Suggestions - responded to homeowner that the signage suggestion was approved
- b) **Lot 205** – Entrance / Cedar Trees – response sent approving their request to change their gravel entrance to pavers and to plant ornamental cedar trees
- c) **Lot 151** – Tree Removal Request – a site visit was conducted and a response was sent to advise that the fir tree nearest the house may be removed and that the fir tree furthest from the house would remain and that the deck be approved under the condition that the homeowner attach a cross beam support to the rock as opposed to digging around the base of the remaining tree to install a foundation.
- d) **Lot 35** – Renovation / Maintenance Request – a site visit was conducted, and a response sent to advise that deck and basement are approved as the homeowner has adequate parking on their property for the addition of a suite.



## 10. COMMITTEE REPORTS

- a) **Capital Asset Replacement Planning Committee**
  - Pursuant to the special resolutions passing at the 2018 AGM, the Committee will be obtaining quotes for paving and for the watermain flush out as well as get a sense of the complexity of this task. The Committee also plans to meet to discuss the replacement wall prior to delegating on this item.
- b) **Planning Committee**
  - **Lot 197:** Council has requested a site visit for an update regarding the ongoing renovations and the recent stop order posted to the building. The Strata Manager will set this up.
  - **Lot 184** – Council reviewed building plans and a City permit for a new build. It was determined that Dugan would meet with the owner to review the requirements for parking and for height.
- c) **Parking**
  - Continues to be monitored on a regular basis.
- d) **Ground & Communication Committee**
  - The Committee will be working on a news letter that will be released four times a year. The letter will contain articles of interest as well as any upcoming events.
    - o **Street Light Committee** – The Committee will be meeting in January to start planning the pilot project for new street lights in Long Lake.

## 11. PENDING / OLD BUSINESS

- a) **Ferntree Lake Access** – A site meeting has been set up for January 26<sup>th</sup> between Council and the homeowners.
- b) **Contract between VIS 830 and VIS 762/VIS 1703** – A contract has been located dated April 10, 2000, between VIS 830 and VIS 762. This contract has helped to shed some light on shared costs between the stratas. Council may look to meet with VIS 762 in the near future to discuss the terms further and to possibly re-write the contract.
- c) **Wireless Alert System** – Dugan is looking into obtaining quotes for a wireless alert system for the pump houses.

## 12. NEW BUSINESS

- a) **Storm Clean-up** – Council and Dugan discussed the events of the December storms and the clean up involved. Red Bins were brought in for homeowners to discard any debris. The bins were emptied and brought back a number of times. Dugan went around the property with his trailer and cleaned up any homeowner's debris left at the foot of their drive as well as throughout common property. There is still debris around so the Grounds & Communication Committee will contact the Landscaping company for further debris clean-up.
- b) **Safety Policy** – Council will create a handout for all contractors that sets out our safety policy for items such as; having appropriate Worksafe BC, wearing hi-visibility vests and all other necessary protective safety wear, being mindful of noise and contacting the Caretaker, Management or Council regarding any unsafe or potentially unsafe situation being identified prior to proceeding with work.
- c) **Website** – Long Lake Heights has secured [longlakeheights.ca](http://longlakeheights.ca) domain. A website will allow homeowners to access items, such as Bylaws, Minutes, Newsletters and stay on top of any upcoming events and what's going on in your community. A notice will be sent out to seek volunteers to build our website. There will also be a contest for a slogan and a logo. A discussion ensued and after review on what the prize would be, it was then **MOVED (Domenico Iannidinardo), SECONDED (Steve McMullen)** to waive one month's strata fee for the winner.

### Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- d) **Waterline Summary** – The Council President will provide Council and Strata Management with a map of the waterline system which will indicate where the water shut offs are located throughout Long Lake.
- e) **VI Tree Quote** – Council reviewed a quote from VI Tree that contained four separate items listed 1 - 4 for various debris clean-up throughout Long Lake. After review, it was **MOVED (Terrill MacDonald), SECONDED (Kim McCabe)** to approve item 3 only, which is the removal of 3 cottonwood trees that have been deemed a hazard.

### Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- f) **City of Nanaimo Dog Bylaws** – It was mentioned at the 2018 Annual General Meeting that an owner's dog was attacked by another dog within Long Lake and sustained severe injuries. We remind homeowners that all dogs are to be leashed and under control and are not permitted to run at large. We also remind you of the attached legislation from the City of Nanaimo regarding breed specific regulations.

13. **NEXT MEETING DATE:** March 4, 2019 at 6:00pm, at the Concise Office.

14. **ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 9:17pm.

**Lisa Maniquet**  
**Concise Strata Management Services**  
**As Managing Agent for VIS 830**

## \* LONG LAKE HEIGHTS \* VIS 830

### Council Meeting Minutes

Held Tuesday, July 2, 2019 @ 6:00pm  
at 3 – 4488 Wellington Road, Nanaimo, BC

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#### ATTENDANCE

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large (via telephone)
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Lisa Maniquet	Concise Strata Management

#### Absent with Regrets:

Andy Sutherland	Secretary/Treasurer
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker

#### 1. CALL TO ORDER

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:02pm

#### 2. AGENDA

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED** (Stephen McPhee), **SECONDED** (Steve McMullen) and **CARRIED** to approve the Agenda as presented.

##### Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

#### 3. APPROVAL OF COUNCIL MINUTES (May 26, 2019)

As there were no errors or omissions noted, it was **MOVED** (Terrill MacDonald), **SECONDED** (Steve McMullen) and **CARRIED** that the May 26, 2019 Minutes be approved.

##### Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

#### 4. FINANCIAL REPORT (May 31, 2019)

The financial statements were reviewed for the period ending May 31, 2019. Following a discussion, it was then **MOVED** (Steve McMullen), **SECONDED** (Terrill MacDonald) to receive the financials as presented.

##### Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

##### a) Report on Unapproved Expenditures

As we continue the work on the pump houses, we have paid the enclosed invoice for Structured Cable Systems. There was also an outstanding invoice from VI Tree in connection with the December 2018 storm that was not to be paid until completion of the work. The work was completed in June.

A discussion ensued and It was then **MOVED (Steve McMullen), SECONDED (Terrill MacDonald)** to pay the enclosed invoices out of the Contingency Reserve Fund.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- b) **SL 147** – Homeowner is deceased and in arrears. A management company has taken over the estate. Council discussed the option of placing a lien against the strata to ensure payment of arrears upon sale of property. A discussion ensued and It was then **MOVED (Steve McMullen), SECONDED (Terrill MacDonald)** that we proceed with placing the lien unless the estate lawyer provides an undertaking to pay the outstanding amount upon completion of the sale.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

**5. PRESIDENTS MESSAGE** - None to report

- 6. SAFETY – FIRE SAFETY** is of utmost importance as we continue on through the summer season. We ask homeowners to be diligent in the disposal of cigarettes, the use of chain saws, fireworks and any other activity that could be a risk. Below are fire related phone numbers for your ease:

**Nanaimo Fire Department:**

250-753-7311

**Nanaimo Bylaw Enforcement:**

250-755-4422

**Coastal Fire Centre** responds to wildfires, regulates burning, and provides information on fire prevention in Coastal BC. Call the Report a Wildfire line 24 hours a day, seven days a week to report smoke, flames, or an open fire violation.

**REPORT A WILDFIRE (24 hour, from a landline):**

1-800-663-555

**REPORT A WILDFIRE (24 hour, from a cell phone):**

\*5555

Enclosed you will find more information on Coastal Fire Centre.

For information on fire bans please refer to the link provided below. For your information, the province is divided up into six regional fire centres. Nanaimo is part of the Coastal Region.

<http://bcfireinfo.for.gov.bc.ca/hprScripts/WildfireNews/Bans.asp>

**7. REPORT ON LITIGATION** - None to report

## 8. BYLAW CONTRAVENTION

- a) Lot 191 – Noise Bylaw Contravention - Pursuant to a hearing, Council has determined that the owner will pay a portion of the fines no later than 7 days of receiving the request. If request has not been satisfied then Council has determined it prudent to proceed through the Civil Resolution Tribunal for the full amount owing.

## 9. COMMITTEE REPORTS

- a) **Capital Asset Replacement Planning Committee**
- The Committee will meet to discuss budget items for the 2019/2020 fiscal year.
  - The Committee will work with the Caretaker to identify four fire hydrants that require maintenance.
  - The Caretaker will look into the possibility and costs associated with watermain flushing/cleaning.
- b) **Planning Committee**
- **Lot 11:** Tree clearing is complete. While the tree clearing was in process there was an issue with the equipment. A tree got away down the hill and hit a home on Woodhaven. Both homeowner insurance companies are involved as well as Worksafe BC. The homeowners of Lot 11 have confirmed that they will be working diligently with all future contractors involved in the build to ensure they are aware of the complexity of the lot. Also, as a safety measure, they will also be erecting a fence at the bottom of the property.
- c) **Parking**
- Continues to be monitored on a regular basis.
- d) **Grounds & Communication Committee**
- Glen's Lawn & Garden's will be going through the property clearing overgrown grass/weeds.
  - Fall Newsletter will be distributed in October or November.
  - The website is still in the works.
    - o **Street Light Committee** – Test street lights installed.

## 10. CORRESPONDENCE (Incoming)

- a) **Lot 202 – Tree Pruning** – Council reviewed a request from a homeowner for tree pruning. A site visit was conducted. It was then **MOVED (Stephen McPhee), SECONDED (Terrill MacDonald)** that the pruning request be approved.
- Voting Results
- 5 – Y                      0 – N                      0 – A                      CARRIED
- b) **Lot 1 - Tree Pruning** – Council reviewed a request from a homeowner for tree pruning. A site visit was conducted. It was then **MOVED (Stephen McPhee), SECONDED (Steve McMullen)** that the pruning request be approved.
- Voting Results
- 5 – Y                      0 – N                      0 – A                      CARRIED
- c) **Lot 166 – Various Requests** – Council reviewed requests that the yellow arrows on the speed bumps be repainted, as well as the fire hydrants. The homeowner also suggested adding a couple large boulders in front of the pump house at the foot of Fawn Place for extra protection of the pump house. A discussion ensued and it was determined that all items fall under capital expenditure and will be discussed at the prep meeting for the annual general meeting.

- d) **Lot 32 – Tree Removal Request** - Council reviewed a request from a homeowner for tree removal. A site visit was conducted. It was then **MOVED (Stephen McPhee), SECONDED (Steve McMullen)** that the removal be approved under certain conditions to which the homeowner agreed.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- e) **State of Yard** – Council reviewed correspondence from a concerned owner in regards to a home within Long Lake that has an unsightly yard. The Strata Manager will be contact with the homeowner to address the yard concern.
- f) **VIS 762 – Widgeon Place** – Council reviewed correspondence from the Strata Manager of the Widgeon Place strata in regards to road repairs. This road repair work will be considered for the 2019/2020 fiscal year. In the meantime, quotes will be obtained.

**11. CORRESPONDENCE (Outgoing)**

- a) **Lot 179 (470 Woodhaven)** – New Structure / Tree Removal Approval
- b) **Lot 21 (240 Summit) / Lot 143 (360 Summit)** – Vehicle Concerns
- c) **Lot 54 (480 Heron)** – Sewer Back-up Repaired
- d) **Lot 116 (851 Grouse)** – Tree Removal Request Approval
- g) **Lot 176 (500 Woodhaven)** – Airbnb - Council received a request from a homeowner to operate an airbnb. Council conducted a site visit and it was determined that there is adequate parking as well, the homeowners have advised they will comply with the City of Nanaimo Bylaws. It was then **MOVED (Stephen McPhee), SECONDED (Domenico Iannidinardo)** that the Airbnb be approved.

Voting Results

5 – Y                      0 – N                      0 – A                      CARRIED

- e) **Lot 196 (300 Woodhaven)** – Driveway Approval
- f) **Lot 26 (157 Rainbow)** – Tree Removal Approval

**12. FINISHED BUSINESS**

- a) Dead Arbutus on Woodhaven Removed
- b) Test Street Lights Installed – locations are as follows:
- corner of Summit and Salal
  - corner of Summit and Marshwren
  - corner of Summit and Heron
- c) Ground Cover Planted

**13. PENDING / OLD BUSINESS**

- a) **Ferntree Lake Access** – Obtaining quotes for access.
- b) **SL 54** – Final Sewer Repairs
- c) **Fawn Pumphouse** – Pump is still making noise. Council is working diligently to resolve the issue.

**14. NEW BUSINESS**

- a) **Shaw Cable** – It was noted that the Shaw Cable infrastructure throughout Long Lake has not been upgraded for some time with no plans for any future upgrades. We advise homeowners that if you are a Shaw customer and they are trying to upgrade you to a faster speed, please be aware that this is not possible for the Long Lake area. The Strata Manager will reach out to Shaw on behalf of the strata to discuss upgrade options, if any.

- b) **Waste Management** – It has been noted that Emterra is making two trips in a small truck to pick up all waste. The Strata Manager followed up with Emterra who advised that the driver that is licensed to drive the large truck is off due to injury, however, he should be returning within a few weeks.
- c) **Noise Bylaw** – There will be a discussion at a later Council meeting for the possibility of revising our current noise bylaw.

**15. IN CAMERA SESSION**

No in camera session held during this meeting.

**16. NEXT MEETING DATE:** Tuesday, August 13, 2019 @ 6pm at the offices of Colyvan Pacific.

**17. ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 7:37pm.

Lisa Maniquet  
Colyvan Pacific Property Management  
As Managing Agent for VIS 830

Structured Cable Systems  
5417 Leslie Crescent  
Nanaimo BC V9V 1T1  
(250) 716-6856  
daryl@telus.net  
GST/HST Registration No.:  
815283742RT0001



# INVOICE

**INVOICE TO**  
Lisa Maniquet  
Colyvan Strata Mangement  
# 3-448 Wellington Road  
Nanaimo BC V9T 2H3

**INVOICE #** 4034  
**DATE** 06/20/2019  
**DUE DATE** 06/20/2019  
**TERMS** Due on receipt

JOB DESCRIPTION	ITEM	AMOUNT
complete the installation of dialer for 2nd pump house on lake side		
material used to install dialer wire relay , power source,	<b>Materials</b>	482.00
labor to complete above june 14/ 2 hrs, june 19/ 2 hours	<b>Labour</b>	352.00
<hr/>		
Thank you for your business!	<b>SUBTOTAL</b>	834.00
	<b>GST @ 5%</b>	41.70
	<b>TOTAL</b>	875.70
	<b>BALANCE DUE</b>	<b>\$875.70</b>



**Vancouver Island Tree Service Ltd**

1495 Wilson Road  
Nanaimo BC V9R 6R3  
250-755-6799  
paymybill@vitree.ca  
www.vitree.ca

GST/HST Registration No.:  
803688779bc0001



# INVOICE

**INVOICE TO**

Colyvan Pacific Strata  
# 3 - 4888 Wellington Road  
Nanaimo BC V9T 2H3

**INVOICE #** 6818

**DATE** 09-01-2019

**DUE DATE** 08-02-2019

**TERMS** Net 30

DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
31-12-2018	<b>Storm Work</b> Strata# VIS830 Charfinch pl Nanaimo Chip and haul brush. 2 Man crew with truck and chipper.	5.50	250.00	Gst 5%	1,375.00

SUBTOTAL 1,375.00  
GST/HST @ 5% 68.75  
TOTAL 1,443.75  
BALANCE DUE **CAD 1,443.75**

**TAX SUMMARY**

RATE	TAX	NET
GST/HST @ 5%	68.75	1,375.00

Payment for services rendered is due upon completion of the work.  
Overdue accounts will be charged interest at the rate of 2% per month, or 24% per annum.

If the information below is incorrect or out of date, or you wish to have a resource added, please email [updates@bc211.ca](mailto:updates@bc211.ca).

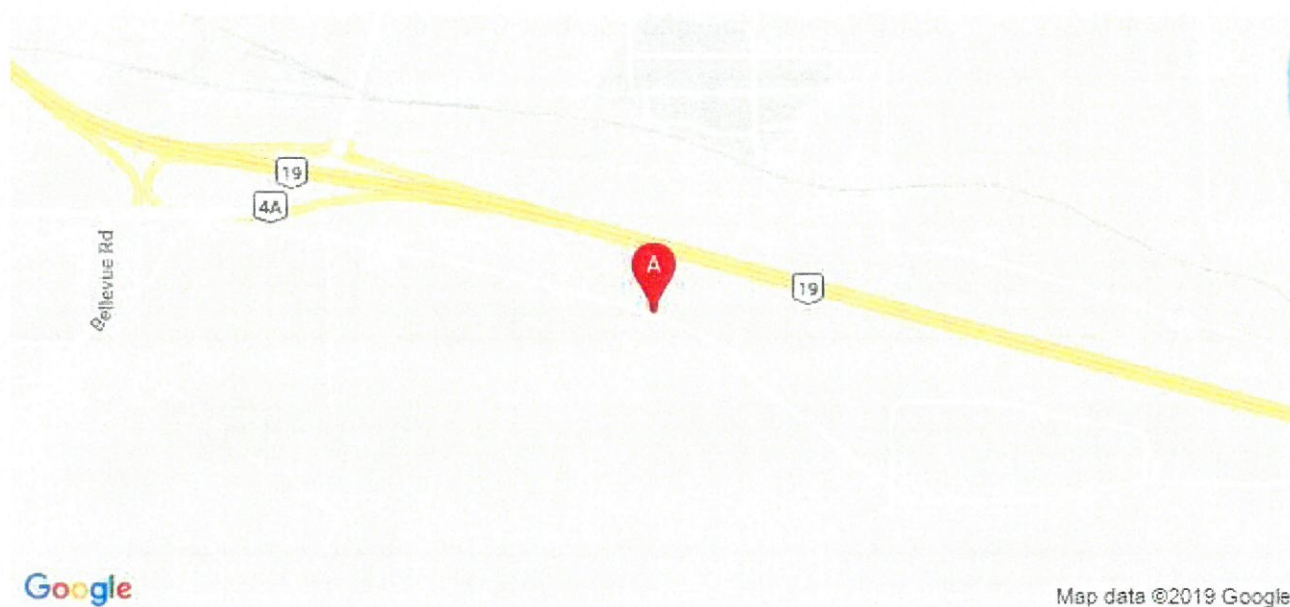


## Coastal Fire Centre

**Provided by: BC Wildfire Service (aka BC Wildfire Management Branch)**

### Service Description

Responds to wildfires, regulates burning, and provides information on fire prevention in Coastal BC. Monitors the wildfire risk in the region and determines fire bans and restrictions. Crews also conduct controlled burns to reduce the risk of wildfires or to prepare areas for reforestation. Call the Report a Wildfire Line 24 hours a day, seven days a week to report smoke, flames, or an open fire violation. Covers the Fraser, Mid Island Mid Coast, Pemberton, South Island, and Sunshine Coast fire zones. Office hours are 8 am to 4 pm.



**Address:**  
665 Allsbrook Road  
Parksville, BC V9P 2T3

**Mailing Address:**  
665 Allsbrook Road  
Parksville, BC V9P 2T3

### Service Info

**Report a Wildfire (24-hour, from a landline):**

1-800-663-5555

**Report a Wildfire (24-hour, from a cell phone):**

\*5555

**Local Inquiries:**

250-951-4222

**Wildfire Information Line:**

1-888-336-7378

**Burn Registration Line:**

1-888-797-1717

**Fax:**

250-954-0823

**Service Website:**

<http://bcwildfire.ca>

**Last Verified:** 2018-11-23

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help@bc211.ca    www.bc211.ca    In BC Lower Mainland/Sunshine Coast dial:211

# \* LONG LAKE HEIGHTS \* VIS 830

## Council Meeting Minutes

Held Tuesday, March 12, 2019 @ 5:00pm  
At Colyvan Pacific Strata Management  
3 - 4488 Wellington Road, Nanaimo, BC

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### ATTENDANCE

Steve McMullen	President
Domenico Iannidinardo	Vice-President (via telephone)
Carl Miller	Member at Large
Andy Sutherland	Secretary/Treasurer
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker
Lisa Maniquet	Concise Strata Management

### SPECIAL AGENDA

**Caretaker Update** – Aside from all the regular Caretaker maintenance, Dugan has been busy assisting with the pump house issues, assisting the snow plows, cleaning up garbage around the mailboxes, cleaned the drains and catch basins, fixed a couple lights, monitoring parking and assisting to help clean the property tidy.

#### 1. CALL TO ORDER

The meeting was called to order by the Strata Manager, Lisa Maniquet at 5:38pm

#### 2. AGENDA

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED (Stephen McPhee)**, **SECONDED (Carl Miller)** and **CARRIED** to approve the Agenda as presented.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

#### 3. PRESIDENTS MESSAGE - None to report

#### 4. APPROVAL OF COUNCIL MINUTES (January 14, 2019)

As there were no errors or omissions noted, it was **MOVED (Terrill MacDonald)**, **SECONDED (Kim McCabe)** and **CARRIED** that the January 14, 2019 Minutes be approved.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

#### 5. FINANCIAL REPORT (January 31, 2019)

The financial statements were reviewed for the period ending January 31, 2019. Following a discussion, it was then **MOVED (Andy Sutherland)**, **SECONDED (Stephen McPhee)** to receive the financials as presented.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

##### a) Report on Unapproved Expenditures

In the last few months we have had to incur expenses to fix problems with both of our sewer pumping systems. What started as a small fix turned into a complete replacement of the pumping component of the system. It should be noted that we knew this work needed to be done sometime in the next few years, but it became an emergency in December, so we dealt with this year.

### Salal System

One pump burst and the other was worn out, requiring a rebuild, but even then, still being a good "spare" not a front-line pump.

The piping was corroded, and the check valves were not working properly, plus the shut off valves would no longer shut off.

Tree roots had penetrated the pipe at a join which caused sewer water to leak out into the ground near the pumphouse.

Work done:

- 1) Replaced both pumps with new ones.
- 2) Replaced both check valves.
- 3) Replaced both shut off valves.
- 4) Replaced the metal pressure lines right up to the heavy vinyl force main.
- 5) Pipe eyed the forcemain at each end to ensure it was still in good shape.
- 6) Removed a partial blockage from the upper end of the force main.
- 7) Used the services of a vacuum truck to deal with the sewer while all this work was undertaken.

Work left to be done: 2 larger impellers need to be installed in the pumps so they will clear the tank faster, with some force, which will prevent the line developing another blockage. It will make the pumps last longer as well.

### Fawn System

One pump completely failed last summer so we bought a new one to replace it.

The new pump had warranty issues so it couldn't be used right away.

The remaining old pump began to act up, causing an emergency.

The check valves and shut off valves were not functioning.

Work done:

- 1) New pump rebuilt on warranty, still "noisy".
- 2) Pipes on "force" side of pumps rerouted so they don't go back into tank and thru tank wall.
- 3) Check valves replaced.
- 4) Shut off valves replaced.
- 5) Metal piping from the pumps to the force main replaced, except for the last 10 feet (under the road).
- 6) Vacuum truck used to deal with sewer while both pumps were down.

Work left to be done:

Second new pump to be installed.

One old pump to be rebuilt and kept as a spare.

Last 10 feet of metal pipe connecting to vinyl force main to be replaced.

Intake pipes from tank bottom to pumps to be replaced.

We all incurred costs due to the wind storms and the power outages with trucking sewage away, adding additional red bins for clean-up of debris, fallen trees and Glen's Lawns & Garden's completing a clean-up as well.

A discussion ensued and it was then **MOVED (Andy Sutherland), SECONDED (Stephen McPhee)** to pay all invoices in the attached Schedule A's out of the Contingency Reserve Fund.

### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

6. **REPORT ON LITIGATION** - None to report

7. **BYLAW CONTRAVENTION** – Lot 191 – Noise Bylaw Contravention – Fine applied

## 8. FINISHED BUSINESS

- a) Storm Clean-up
- b) VI Tree – Tree Removal
- c) Lot 184 – Parking and height requirements met
- d) Newsletter

## 9. CORRESPONDENCE (Incoming)

- a) **Lot 83** - Tree Removal request / Boulders – Council reviewed a request and an arbourist report from a homeowner to remove a large fir tree that could be a threat to their home in another wind storm. It was then **MOVED (Andy Sutherland), SECONDED (Steve McMullen)** that the Douglas Fir be trimmed down to a 15 or 20 foot wildlife stump.

### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

The same homeowner also has a concern in regards to two boulders that have rolled down his property onto what he believe is common property. The Caretaker will conduct a site visit to determine if any action is necessary.

- b) **Lot 67** – Tree Removal Request – Council reviewed a request from a homeowner to remove four dead arbutus trees, a 20 foot tall young fir that is blown over to a 45 degree angle and a bigger, older fir laying down across a rock, but still growing. This older fir could damage the shed if it rolls down the hill. After a discussion it was then **MOVED (Andy Sutherland), SECONDED (Terrill MacDonald)** that the request be approved to remove all six trees.

### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

- c) **Lot 139** – Tree Removal Request - Council reviewed a request and from a homeowner to remove a large fir tree that is leaning and could be a threat to their neighbours home. The Arborist noted there is a shortage of earth to grow roots on the opposite side of the lean, which is not good. It was then **MOVED (Andy Sutherland), SECONDED (Kim McCabe)** that the Douglas Fir be removed and that the owner plant two saplings in its place.

### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

- d) **Lot 205** – Neighbours Dock – Council reviewed correspondence from a homeowner advising that their neighbours dock is on their foreshore and would like it moved over to their own foreshore. A discussion ensued and it was determined that the Strata Manager will advise both homeowners that this issue is not a strata issue and if they need to involve any sort of authority it would be the Department of Fisheries and Ocean.

## 10. CORRESPONDENCE (Outgoing)

- a) **Lot Lot 12 (210 Rainbow Cr)** – Emergency Preparedness – Responded to a homeowner to advise that Council has an emergency contact list in place.
- b) **Lot 114 (871 Grouse)** – Tree Concerns – Responded to a homeowner to advise that the trees of concern are straight and healthy and advised the homeowner to converse with their neighbour to see if they share the same concern. If so, the most Council would be inclined to approve would be topping or windowing the trees. That would be after an arborist evaluation recommended it, and any work done would be the responsibility of the homeowner.

## 11. COMMITTEE REPORTS

- a) **Capital Asset Replacement Planning Committee**
  - Pursuant to the special resolutions passing at the 2018 AGM, the Committee will be obtaining quotes for paving and for the watermain flush out as well as get a sense of the complexity of this task. The Committee also plans to meet to discuss the replacement wall prior to delegating on this item.
- b) **Planning Committee**
  - **Lot 197:** The Caretaker attended a site visit for an update on the renovations and was advised that the homeowner would be proceeding with renovations in the spring and hope to be finished this summer. The City placed a stop work order on their renovations which the project manager is dealing with in order to proceed in the spring. The Stata Manager will follow up with the project manager as well as the City on the progress.

- **Lot 11** – Council reviewed plans for a new build. It was noted that the height calculation is not compliant with the Strata Bylaws, but instead follows the City of Nanaimo Bylaws. It would be impossible to build a home on this lot using the Strata height calculation bylaw and it was noted that in the past there have been some exceptions made to allow a homeowner to build on some rather challenging lots. A discussion ensued and it was then **MOVED (Steve McMullen), SECONDED (Andy Sutherland)** that the building be approved as presented.

**Voting Results**

**7 – Y                      0 – N                      0 – A                      CARRIED**

**c) Parking**

- Continues to be monitored on a regular basis.

**d) Ground & Communication Committee**

- Red Bins – The spring red bins are scheduled for April 11 – 15, 2019
- Next news letter scheduled to be released in late Spring
- Committee researching various ground covers to add to the Long Lake signage as well as to various common property throughout the strata
- Committee wanted to recognize Glen’s Lawns & Garden’s for a job very well done in regards to the storm clean-up
  - o **Street Light Committee** – The Committee presented a few street light options. They will continue their research and obtaining quotes and report back.
- The Committee’s next meeting take place on April 6, 2019

**12. PENDING / OLD BUSINESS**

- a) **Ferntree Lake Access** – Council conducted a site visit with concerned homeowners regarding access being open to the public. Council reassured that the access would be built in a way that it wouldn’t be obvious to the public by possibly installing a gate where only the residents of Long Lake would know that it’s a lake access. The Caretaker will obtain quotes.
- b) **Wireless Alert System** – Dugan is looking into obtaining quotes for a wireless alert system for the pump houses.
- c) **Website** – We would like to thank those that responded. Council has broken it down to two candidates and the Strata Manager will contact the candidates to ask that they submit their draft logo and slogan for the April 15, 2019 meeting.

**13. NEW BUSINESS**

- a) **Annual FireSmart Day** – Council is waiting on a response from the Nanaimo Fire Department to confirm a date.
- b) **Tree Concern – Vacant lot** – there is a concern with two trees on a vacant lot on Heron. The Caretaker will assess the trees and report back to the Strata Manager.
- c) **Street Sign – Rainbow Crescent (missing)** – The Caretaker is looking in to replacing the missing signage.

**14. NEXT MEETING DATE:** April 15, 2019 @ 6:00pm, at the Colyvan Office, and Sunday, May 26, 2019 @ 3pm at a Council members home for a spring tour of the property and bbq.

**15. ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 7:20pm.

**Lisa Maniquet**  
**Colyvan Pacific Property Management**  
**As Managing Agent for VIS 830**

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Amount</b>
Retro Enterprises	572808	\$2,343.83
Pipe-Eye Video	13110	\$472.50
Pipe-Eye Video	13111	\$462.00
Mike's Septic & Environmental Services	472045	\$2,299.50
Mike's Septic & Environmental Services	472046	\$6,300.00
V.I. Tree	7123	\$2,541.00
		<b>Total</b> <b><u>\$14,418.83</u></b>





Schedule A

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Art's Plumbing & Heating	34879	Dec 18/18	\$1,724.19
Structured Cable Systems	4006	Feb 23/19	\$247.80
Structured Cable Systems	4021	Mar 7/19	\$336.00
Coast Environmental	683840	Feb 28/19	\$2,768.33
Osbourne Electrico-Mechanics	53292	Mar 11/19	\$1,296.68
		<b>Total</b>	<b><u>\$6,373.00</u></b>

## \* LONG LAKE HEIGHTS \* VIS 830

### Council Meeting Minutes

Held Sunday, May 26, 2019 @ 3:00pm  
at 300 Woodhaven Drive, Nanaimo, BC

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#### ATTENDANCE

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large
Andy Sutherland	Secretary/Treasurer
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Kim McCabe	Grounds & Communication
Dugan Hollett	Caretaker
Lisa Maniquet	Concise Strata Management

#### 1. CALL TO ORDER

The meeting was called to order by the Strata Manager, Lisa Maniquet at 3:03pm

#### 2. AGENDA

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED (Stephen McPhee), SECONDED (Domenico Iannidinardo)** and **CARRIED** to approve the Agenda as presented.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

#### 3. APPROVAL OF COUNCIL MINUTES (April 15, 2019)

As there were no errors or omissions noted, it was **MOVED (Kim McCabe), SECONDED (Carl Miller)** and **CARRIED** that the April 15, 2019 Minutes be approved.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

#### 4. FINANCIAL REPORT (April 30, 2019)

The financial statements were reviewed for the period ending April 30, 2019. Following a discussion, it was then **MOVED (Andy Sutherland), SECONDED (Carl Miller)** to receive the financials as presented.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

##### a) Report on Unapproved Expenditures

As we continue the work on the pump houses, we have paid the invoices set out in the enclosed Schedule from the CRF account. A discussion ensued and It was then **MOVED (Domenico Iannidinardo), SECONDED (Kim McCabe)** to pay all invoices in the attached Shedule A out of the Contingency Reserve Fund.

##### Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

5. **PRESIDENTS MESSAGE** - None to report

6. **SAFETY** – None to Report

7. **REPORT ON LITIGATION** - None to report

8. **BYLAW CONTRAVENTION**

- a) Lot 191 – Noise Bylaw Contravention – the owner of Lot 191 has requested a hearing with Council prior to any Civil Resolution Tribunal action being taken. The Strata Manager will arrange a hearing.

9. **COMMITTEE REPORTS**

a) **Capital Asset Replacement Planning Committee**

- An update report has been received by the Committee. The planned work on capital asset replacements for 2019 will focus on completing the repairs to the electrical house and undertaking improvements to allow the flushing of the water supply system. Work on areas of beautification and roads will be delayed because of the large and unplanned expenditures on the sewer pump replacements.

b) **Planning Committee**

- **Lot 11:** Council reviewed a request from a homeowner for tree removal in connection with their new build. Council conducted a site visit. It was then **MOVED (Terrill MacDonald), SECONDED (Kim McCabe)** to approve the tree removal request.

Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

c) **Parking**

- Continues to be monitored on a regular basis.

d) **Ground & Communication Committee**

- Committee researching various ground covers to add to the Long Lake signage as well as to various common property throughout the strata
- The website is still in the works. The Strata Manager will follow up on a status.
- **Street Light Committee** – The Caretaker presented a street light option to be installed as a pilot project. A discussion ensued and it was then **MOVED (Andy Sutherland), SECONDED (Kim McCabe)** to approve the pilot project.

Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

10. **CORRESPONDENCE (Incoming)**

- a) **Lot 179 – New Structure / Tree Removal** - Council conducted a site visit to review a new structure and tree concern. The homeowner confirmed that the structure is temporary and is aesthetically pleasing so it is not a concern. It was noted that there is ivy wrapping around a tree and the roots are large with no room to grow. It was then **MOVED (Stephen McPhee), SECONDED (Andy Sutherland)** that the temporary structure remain as needed and that the tree be removed.

Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

- b) **Lot 21 – Vehicle Concern** – Council reviewed correspondence from a homeowner regarding a number of vehicles that may be contravening Bylaws by parking slightly onto the street. Council and the Caretaker will continue to monitor the vehicles.

- c) **Lot 54 – Sewer Back-up** – The Caretaker attended and completed a temporary repair to a sewer back-up. Quotes were presented for a permanent repair. After a discussion it was then **MOVED (Andy Sutherland), SECONDED (Domenico Iannidinaro)** that the permanent repair be complete as well as the purchase of a pipe camera to complete this repair and others in the future.  
Voting Results  
7 – Y                      0 – N                      0 – A                      CARRIED
- d) **Lot 116 – Tree Removal Request** – Council reviewed correspondence and an Arborist report for the removal of certain trees of concern. A site visit was conducted, and it was then then **MOVED (Steve McMullen), SECONDED (Stephen McPhee)** that the tree removal request be approved.  
Voting Results  
7 – Y                      0 – N                      0 – A                      CARRIED
- e) **Lot 176 – AirBNB** – Council reviewed correspondence regarding an Airbnb. After discussions it was determined that the Strata Manager would contact the homeowner to arrange a site visit with Council and to advise the homeowner on the process in seeking approval to run a homebased business. For homeowners information; pursuant to City of Nanaimo Bylaw, B&Bs are permitted within R1 zones in the City of Nanaimo (which is the zoning for Long Lake Heights) provided that the operator of the B&B lives within the same unit as the guest rooms that are being rented. The maximum number of guest rooms allowed in a B&B in the R1 zone is 2 rooms, and the maximum number of guests is 4. Entire units cannot be rented as a short-term vacation rental unless they are zoned for hotel use. Also, pursuant to the Long Lake Heights Bylaws, anyone wanting to run a homebased business is required to seek approval from Council. Failing to do so may result in fines.
- f) **Lot 196 – Driveway Request** – Council reviewed a request from a homeowner to replace the concrete driveway in front of their garage. A discussion ensued and it was the **MOVED (Stephen McPhee), SECONDED (Terrill MacDonald)** to approve the request.  
Voting Results  
7 – Y                      0 – N                      0 – A                      CARRIED
- g) **Lot 26 – Tree Removal Request** – Council reviewed a request to remove a non-native tree which was planted as part of their landscaping. A discussion ensued and as this tree is non-native and part of the homeowners landscaping, it is therefore outside the mandate of the Strata.

## 11. CORRESPONDENCE (Outgoing)

- a) **Lot 148** - Shed Request Approved
- b) **Lot 169** – Shed Request Approved
- c) **Lot 105** – Tree Removal Request Approved
- d) **Lot 210** – Tenant Issue Resolved – tenant is moving out

## 12. FINISHED BUSINESS

- a) Wireless Alert System Installed (pump houses)
- b) Annual FireSmart Day – cancelled
- c) Street Sweeping
- d) Rainbow Crescent – missing street sign installed
- e) Summer Newsletter

**13. PENDING / OLD BUSINESS**

- a) **Ferntree Lake Access** – Obtaining quotes for access.
- b) **Blockwatch** – Council will once again canvass Long Lake Heights to seek more interest and obtain more signatures in connection with Blockwatch.

**14. NEW BUSINESS**

- a) **Uplands Place Apartments** – Update letter enclosed. This project is now being called Lakeview Terrace. All homeowners are advised to complete a pre-inspection of their home and property prior to any blasting taking place. We will inform residents on any updates.
- b) **Dead Arbutus Tree (common property)** – The Caretaker advised on a dead arbutus tree on common property on Woodhaven. After discussion the tree was deemed a hazard should we encounter another windstorm. It was then **MOVED (Stephen McPhee), SECONDED (Kim McCabe)** to approve the tree removal.

Voting Results

7 – Y                      0 – N                      0 – A                      CARRIED

**15. IN CAMERA SESSION**

No in camera session held during this meeting.

**16. NEXT MEETING DATE:** Tuesday, July 2, 2019 @ 6pm at the offices of Colyvan Pacific.

**17. ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 4:32pm.

Lisa Maniquet  
Colyvan Pacific Property Management  
As Managing Agent for VIS 830

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Retro Enterprises	572815	May 15, 2019	\$2,688.00
Mike's Septic & Environmental	472253	Apr 30, 2019	\$252.00
Coast Environmental	682095	Jan 24, 2019	\$1,675.49
Davey Tree	913516361	Apr 26, 2019	\$656.25
Retro Enterprises	572817	May 24, 2019	\$1,839.65
		<b>Total</b>	<b><u>\$7,111.39</u></b>

**May 24, 2019**

May 10, 2019

Dear Owners of the Long Lake Heights Estates Strata

**Re: Uplands Place Apartments Follow Up from Open House**

Thanks for taking the time to come to the open house and providing feedback. We wanted to provide you an update on some changes we have made from the feedback of the open house.

We have reduced the length of Building C by removing 6 units (one stack) and relocating them to Building A. This shortened the building and increased the setback of the building to 41.7' from the property line to the northeast corner of Building C (from the 19.6' as seen at the open house) and 47' from the property line to the northwest corner of Building C (from the 26.2' as seen at the open house). This also reduced the exposure/height of the building as it's located further into the bank/terrace of the site and has brought the height down a further 2'.

Another item of note you may notice the development is taking on a name change after feedback from the City and the neighbours. The project will now be known as Lakeview Terrace, we think this is a better fit for the neighbourhood as its new name references the Lakeview trail and the site being terraced due to the existing rock features.

Thanks again for the input at the meeting it is why we have these meetings to hear feedback and if possible, provide clarification, alleviate misconceptions and/or make changes if we can.

Any further questions please don't hesitate to reach out to the Project Manager Jessica Russell.

Yours truly,



**Christina Wilson**  
VP Development & Sales

**HIGHSTREET VENTURES INC**



## **\* LONG LAKE HEIGHTS \* VIS 830**

### **Council Meeting Minutes**

**Held Monday, September 23, 2019 @ 6:00pm  
at 3 – 4488 Wellington Road, Nanaimo, BC**

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#### **ATTENDANCE**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Kim McCabe	Grounds & Communication
Lisa Guizzo	Member at Large
Dugan Hollett	Caretaker
Lisa Maniquet	Colyvan Pacific Strata Management

#### **Absent with Regrets:**

#### **1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:00pm

#### **2. AGENDA**

The Strata Manager asked for a motion to approve the Agenda as presented. It was **MOVED (Kim McCabe), SECONDED (Stephen McPhee)** and **CARRIED** to approve the Agenda as presented.

#### **Voting Results**

7 – Y            0 – N            0 – A            CARRIED

#### **3. APPROVAL OF COUNCIL MINUTES (August 13, 2019)**

As there were no errors or omissions noted, it was **MOVED (Kim McCabe), SECONDED (Terrill MacDonald)** and **CARRIED** that the August 13, 2019 Minutes be approved.

#### **Voting Results**

7 – Y            0 – N            0 – A            CARRIED

#### **4. PRESIDENTS MESSAGE - None to report**

#### **5. SAFETY – None to Report**

#### **6. REPORT ON LITIGATION - None to report**

#### **7. BYLAW CONTRAVENTION – None to report**

## 8. COMMITTEE REPORTS

- a) **Capital Asset Replacement Planning Committee**
  - The Committee presented their 2019 Summary Report with recommendations for capital expenditures, pursuant to the Depreciation Report, to be considered by way of special resolution at the 2019 AGM.
- b) **Planning Committee**
  - Construction at Lot's 11 and 25 continue.
- c) **Parking**
  - Continues to be monitored on a regular basis.
- d) **Grounds & Communication Committee**
  - The Committee presented their recommendations for the 2019/2020 budget
  - Fall Red Bins – Scheduled for October 24 – October 28
  - Glen's Lawn & Garden's will be scheduled later in the year for fall clean-up
  - Fall Newsletter will be distributed in October or November
  - The website is being developed and it is hoped the home page can be shared at the AGM
    - o **Street Light Committee** – Test street lights installed.

## 9. CORRESPONDENCE (Incoming)

- a) **Lot 133 – Street Light / Speed Bumps** – Council reviewed correspondence from a homeowner regarding a broken street light on Woodhaven as well as a request to repaint the arrows on the speed bumps. The Strata Manager will advise the homeowner that the Caretaker will tend to the light and that the painting be considered as part of the capital expenditures being considered at this years AGM.
- b) **Lot 26 – Driveway Request** – Council reviewed a request from a homeowner to pave their driveway. It was **MOVED (Terrill MacDonald)**, **SECONDED (Stephen McPhee)** and **CARRIED** to approve the paved driveway on the condition that the homeowner take into consideration any water or sewer access points.  
Voting Results  
7 – Y            0 – N            0 – A            CARRIED
- c) **Lot 219 – Tree Removal Request** – Council reviewed a request from a homeowner to remove a tree that is encroaching on their home. A site visit was conducted and it was **MOVED (Carl Miller)**, **SECONDED (Stephen McPhee)** and **CARRIED** to approve the tree removal.  
Voting Results  
7 – Y            0 – N            0 – A            CARRIED
- d) **Lot 128 – Parking** – Council reviewed plans from a homeowner to add parking on their property off of Salal street. It was **MOVED (Domenico Iannidinardo)**, **SECONDED (Kim McCabe)** and **CARRIED** to approve the parking request on the condition that it has been approved by the City of Nanaimo and that the rock wall is a dry stack boulder wall in keeping with the nature theme of Long Lake.  
Voting Results  
7 – Y            0 – N            0 – A            CARRIED
- e) **Lot 51 – Tree Removal Request** – Council reviewed a request from a homeowner to remove a laburnum tree due to rotting roots and the continued deterioration of the tree. It was **MOVED (Carl Miller)**, **SECONDED (Stephen McPhee)** and **CARRIED** to approve the tree removal.  
Voting Results  
7 – Y            0 – N            0 – A            CARRIED
- f) **Lot 121 – Parking on Grouse** – Council reviewed correspondence from a homeowner regarding street parking on Grouse Street. The Caretaker and Council will continue monitor Grouse and tag/tow as necessary.

- g) **Lot 106 – Tree Removal** – A homeowner provided notice that they would be removing four dead arbutus trees off their property. It was approved earlier this year that if any homeowner has any dead arbutus trees on their property that they would like removed, they can go ahead and do so.
- h) **Lot 185 – Concrete Stairs /Patio** – Council reviewed correspondence from a homeowner regarding the installation of concrete stairs and a patio in their back yard. Council has no issue with the request on the condition that everything is built to code and that permits are obtained by the City if required.
- i) **Lot 42 – Tree Removal/Pruning Request** – Council reviewed correspondence from a homeowner requesting to remove/prune back four alders that are either dead or encroaching on their home. It was **MOVED (Steve McMullen)**, **SECONDED (Stephen McPhee)** and **CARRIED** to approve the tree removal/pruning.

Voting Results

7 – Y            0 – N            0 – A            CARRIED

- j) **Lot 215 – Tree Removal Update** – Council reviewed correspondence from a homeowner that had previously submitted a request for tree removal. Council wanted the homeowner to engage BC Hydro (branches were encroaching on power lines) as well as the neighbour. All parties are in agreement and Adair Tree Services will be removing the hazardous tree. It was **MOVED (Steve McMullen)**, **SECONDED (Kim McCabe)** and **CARRIED** to approve the tree removal.

Voting Results

7 – Y            0 – N            0 – A            CARRIED

- k) **Lot 171 – Tree Removal Request** – Council reviewed correspondence and an arbourist report regarding tree removal and pruning. After review of the arbourist report it was **MOVED (Steve McMullen)**, **SECONDED (Terrill MacDonald)** and **CARRIED** to approve the tree removal/pruning.

Voting Results

7 – Y            0 – N            0 – A            CARRIED

**10. CORRESPONDENCE (Outgoing)**

- a) **Lot 215 (44 Squirrel)** – Tree Removal Request – Advised homeowner to contact the Strata Manager once the arbourist report is received and everything in place with BC Hydro
- b) **Lot 90 (511 Summit)** – House Painting - Approved
- c) **Lot 26 (157 Rainbow)** – Tree Removal Concern – Advised homeowners trees on are on neighbours property
- d) **Lot 136 (151 Woodhaven)** – Tree Removal Request – Advised homeowner the request is approved under certain conditions

**11. FINISHED BUSINESS – None to Report**

**12. PENDING / OLD BUSINESS**

- a) **Uplands Development** – The new development will be conducting blasting in the very near future. It is at the discretion of the homeowners if they would like their homes inspected prior to blasting beginning. Please refer to the enclosed correspondence from High Street and contact them directly to make an appointment.

**13. NEW BUSINESS**

- a) **Snow Removal** – Snow removal has been arranged for the 2019/2020 season with Joe Campbell Snow Removal.
- b) **New Council Member** – We would like to welcome Lisa Guizzo, who has agreed to fill the vacant Council position until this years AGM. This was approved by Council at the August 13, 2019 meeting.



# HIGH STREET

RESPONSIBLY DEVELOPING SMARTER REAL ESTATE

Dear Home Owner,

The below information in this letter is to provide clarification on the distribution, scope and intent of the pre-blasting process. Please note any dates you have heard to this point are incorrect. We will keep you apprised, to the best of our ability, of our construction schedule and when blasting will commence as we progress. Thank you for your patience with this process.

## **Distribution of the Pre-Blast Survey**

We will send the pre-blast survey out to you as soon as we receive it. Highstreet will be forwarding the reports to all homeowners for which we have contact information. The construction start schedule has been moved back. We will do our best to keep everyone updated going forward.

## **The Scope of the Pre-Blast Survey**

Maple Leaf's scope in the process is to act as a 3<sup>rd</sup> party to survey the homes to review the existing condition. We do this for additional protection of the home-owners at additional expense to Highstreet as typically this survey would be undertaken by the blasting contractor. It would not benefit Maple Leaf to exaggerate the existing condition of the home as they are not responsible for additional damage. Additionally, with so many photographs it would be difficult to fabricate damage that does not currently exist. What these reports generally identify is surface type of damage. Most likely, they indicate commonly visible surface cracks from your home settling. Additionally, the report seeks to identify and document areas with no visible cracking which is why there is a large volume of photos.

## **The Intent of the Pre-Blast Survey**

What this survey is attempting to provide is a baseline for future comparison not to remove culpability from any of the invested parties either Highstreet or our blasting subcontractor all of which are appropriately insured. This baseline will be used for comparison to review if any new cracks have appeared, have gotten larger, or changed in any way, which may be indicative of a disturbance caused from the blasting. Should something shift in your home and you identify a change in the surface cracking visible, the comparison with our baseline review will identify the need for further investigation after the blasting and Highstreet will engage the appropriate consultants at that time.

Highstreet is in the process of reviewing the blasting plans with our sub to identify any additional feasible mitigation items that would reduce the impact to the neighbours. It is our goal to be a good neighbour and to make this construction process as smooth as possible for everyone. We value community and will do our best to be accommodating.



**Jody Martens**  
PROJECT MANAGER

HIGHSTREET VENTURES INC.

P: 778.946.6209

M: 250.718.5311

A: 602 - 1708 DOLPHIN AVENUE

KELOWNA, BC, V1Y 9S4

W: [HIGHSTREETVENTURES.CA](http://HIGHSTREETVENTURES.CA)

## HIGHSTREET VENTURES INC

 602 - 1708 DOLPHIN AVE, KELOWNA, BC, V1Y 9S4  [HIGHSTREETVENTURES.CA](http://HIGHSTREETVENTURES.CA)  
 [INFO@HIGHSTREETVENTURES.CA](mailto:INFO@HIGHSTREETVENTURES.CA)  778.946.6250  778.946.6251

**\* LONG LAKE HEIGHTS \* VIS 830**

**Council Meeting Minutes**

**Held Monday, April 15, 2019 @ 6:00pm  
At Colyvan Pacific Strata Management  
3 – 4488 Wellington Road, Nanaimo, BC**

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**ATTENDANCE**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Carl Miller	Member at Large
Andy Sutherland	Secretary/Treasurer
Terrill MacDonald	Grounds & Communication
Stephen McPhee	Member at Large
Lisa Maniquet	Concise Strata Management

**Absent with Regrets:**

Kim McCabe	Grounds & Communication
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**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:04pm

**2. AGENDA**

The Strata Manager asked for a motion to approve the Agenda as amended to include Section 9b) Lot 210 – Neighbour Concern and Section 15 – In Camera Session. It was **MOVED (Carl Miller), SECONDED (Andy Sutherland)** and **CARRIED** to approve the Agenda as presented.

**Voting Results**

6 – Y	0 – N	0 – A	CARRIED
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**3. PRESIDENTS MESSAGE - None to report**

**4. APPROVAL OF COUNCIL MINUTES (March 12, 2019)**

As there were no errors or omissions noted, it was **MOVED (Terrill MacDonald), SECONDED (Stephen McPhee)** and **CARRIED** that the March 12, 2019 Minutes be approved.

**Voting Results**

6 – Y	0 – N	0 – A	CARRIED
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**5. FINANCIAL REPORT (January 31, 2019)**

The financial statements were reviewed for the period ending March 31, 2019. Following a discussion, it was then **MOVED (Andy Sutherland), SECONDED (Carl Miller)** to receive the financials as presented.

**Voting Results**

6 – Y	0 – N	0 – A	CARRIED
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**a) Report on Unapproved Expenditures**

As we continue the work on the pump houses, we have paid the invoices set out in the enclosed Schedule from the CRF account.

A discussion ensued and It was then **MOVED (Domenico Iannidinardo), SECONDED (Andy Sutherland)** to pay all invoices in the attached Schedule A's out of the Contingency Reserve Fund.

**Voting Results**

**6 – Y                      0 – N                      0 – A                      CARRIED**

**6. REPORT ON LITIGATION - None to report**

**7. BYLAW CONTRAVENTION**

- a)** Lot 191 – Noise Bylaw Contravention
- b)** Lot 180 – Pet Bylaw Contravention

**8. FINISHED BUSINESS**

- a)** **Lot 156 – Pipe Leak** – The Caretaker attended a leaking underground pipe which was addressed right away and remediated.
- b)** **Pump Impellers** – New pump impellers have been installed in the Woodhaven pump house to increase the pressure up the hillside.
- c)** **Spring Red Bin Program**
- d)** **Heron Trees** – Site visit conducted, and the two trees mentioned are not a concern at this time.

**9. CORRESPONDENCE (Incoming)**

- a)** **Lot 105 - Tree Removal request** - Council reviewed a request from a homeowner to remove two dead arbutus trees. It was then **MOVED (Steve McMullen), SECONDED (Domenico Iannidinardo)** that the two arbutus trees be removed.

**Voting Results**

**6 – Y                      0 – N                      0 – A                      CARRIED**

- b)** **Lot 210 – Neighbour Concern** – Council reviewed correspondence regarding parking issues, frequent use of their driveway, cleanliness around the property. Council will address the issues with the homeowner.

**10. CORRESPONDENCE (Outgoing)**

- a)** **Lot 83 (520 Charfinch)** - Tree Removal Request - approved
- b)** **Lot 67 (391 Summit)** – Tree Removal Request - approved
- c)** **Lot 139 (181 Woodhaven)** – Tree Removal Request - approved
- d)** **Lot 205 (210 Woodhaven)** – Neighbours Dock – advised to contact DFO

**11. COMMITTEE REPORTS**

**a) Capital Asset Replacement Planning Committee**

- Pursuant to the special resolutions passing at the 2018 AGM, the Committee will be obtaining quotes for paving and for the watermain flush out as well as get a sense of the complexity of this task. The Committee also plans to meet to discuss the replacement wall prior to delegating on this item. The Committee's next meeting takes place May 13, 2019.

**b) Planning Committee**

- **Lot 197:** The Strata Manager was in contact with the Project Manager as well as the City to ensure there is an active permit, which it is confirmed there is. Work has begun and the Project Manager plans to complete the renovations this summer.
- **Lot 11:** The homeowners are in contact with the City regarding a variance request. The Strata Manager has contacted the homeowners for an update.
- **Lot 205:** The homeowners are currently working with the geotechnical and structural engineer. Their plan is to have the building permit in place by the end of this year and to start building spring 2020.
- **Lot 151:** The homeowner sent correspondence together with a photo of the two trees that they recently planted that were part of the conditions in the addition of a new deck on their home.
- **Lot 25:** The homeowner provided drawings of sewer connection which will be taking place April 23 and 24, 2019 on Rainbow Crescent. Notices were dropped off to all homeowners on Rainbow Crescent to advise on the construction and water shut-off between 10am – 2pm on April 23, 2019.
- **Lot 148:** Council reviewed a request from a homeowner to build a shed on their property. A discussion ensued. It was then **MOVED (Stephen McPhee), SECONDED (Carl Miller)** to approve the new shed.

**Voting Results**

**6 – Y                      0 – N                      0 – A                      CARRIED**

- **Lot 169:** Council reviewed another request from a homeowner to build a shed on their property. A discussion ensued. It was then **MOVED (Terrill MacDonald), SECONDED (Domenico Iannidinardo)** to approve the new shed.

**Voting Results**

**6 – Y                      0 – N                      0 – A                      CARRIED**

**c) Parking**

- Continues to be monitored on a regular basis.
- **Lot 214:** Council reviewed correspondence from a homeowner regarding parking in front of their home. A site visit took place and it has been determined that the area of concern is not common property and belongs to lot 214.

**d) Ground & Communication Committee**

- Street Sweeping – scheduled for Thursday, May 9, 2019
- Next newsletter scheduled to be released in late Spring
- Committee researching various ground covers to add to the Long Lake signage as well as to various common property throughout the strata
  - o **Street Light Committee** – The Committee presented a few street light options. They will continue their research and obtaining quotes and report back.

**12. SAFETY – None to Report**

**13. PENDING / OLD BUSINESS**

- a) **Ferntree Lake Access** – Obtaining quotes for access.
- b) **Wireless Alert System** – Obtaining quotes for a wireless alert system for the pump houses.
- c) **Website** – Council chose two candidates for the contest and have now picked the winner, who will work together with the G&C Committee on the website construction. Council would like to thank those that were interested and would also like to thank the winning candidate for volunteering their time in creating the Long Lake website.



- d) **Annual FireSmart** – The Nanaimo Fire Department has advised that they were too late in their submission this year to obtain funds for FireSmart 2019. They have however, advised that they are trying to find funds elsewhere. We will inform all residents if funds have been obtained and if FireSmart 2019 will be taking place.
- e) **Street Sign – Rainbow Crescent (missing)** – The style of the street sign is unique and so we are having difficulty finding someone that can create the same style of signage. The Caretaker and the Strata Manager will continue their search.

**14. NEW BUSINESS** - None to Report

**15. IN CAMERA SESSION**

Council held an in-camera session.

**16. NEXT MEETING DATE:** Sunday, May 26, 2019 @ 3pm at a Council members home for a spring tour of the property, meeting and bbq.

**17. ADJOURNEMENT**

With no further business to transact it was **MOVED** and **SECONDED** to adjourn the meeting at 7:59pm.

**Lisa Maniquet**  
**Colyvan Pacific Property Management**  
**As Managing Agent for VIS 830**

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Retro Enterprises	414093	Mar 15/20, 2019	\$1,575.00
Structured Cable Systems	4051	Apr 1, 2019	\$1,094.10
		<b>Total</b>	<b><u>\$2,669.10</u></b>

**April 15, 2019**

**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, March 9, 2020 @ 6:00pm  
at 3 - 4488 Wellington Road, Nanaimo, BC**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Lisa Guizzo	Member at Large
Dugan Hollett	Caretaker
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**Absent with Regrets**

Kim McCabe	Grounds & Communication
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**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:04pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (January 14, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of January 14, 2020.  
*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (January 31, 2020)**

**Financial Report (January 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to January 31, 2020.  
*With all in favour the motion was*

**CARRIED**

- a) **Report on Unapproved Expenditures** – There were three emergency items that occurred since the last meeting; broken force-main, damaged fire hydrant and subsequently damaged underground piping, as well as a hazardous tree. All items were dealt with in a timely fashion. After review of all the invoices and scope of work it was *MOVED & SECONDED* to pay the invoices set out in the attached Schedule A, out of the CRF account.  
*With all in favour the motion was* **CARRIED**

**5. PRESIDENTS MESSAGE**

None to Report.

**6. SAFETY**

- a) FireSmart – a Notice was sent to all homeowners to regarding the April 25, 2020 FireSmart day. It is also enclosed to form a part of these Minutes.
- b) Marsh Wren Retaining Wall – Council will conduct a site visit to assess the deteriorating wall and to devise a plan.
- c) Large Boulder/Widgeon Place – It was noted that there is a large boulder atop a steep slope. A Geotech has been engaged to assess if there is any danger. The rock may need be tethered and anchored for safety.

**7. REPORT ON LITIGATION**

None to Report.

**8. BYLAW CONTRAVENTION**

- a) SL 191- Noise Complaint – Council reviewed two complaints on two different occasions. A discussion ensued. It was *MOVED & SECONDED* to approve to apply a fine of \$200 for each complaint.  
*With all in favour the motion was* **CARRIED**

**9. COMMITTEE REPORTS**

- a) Capital Asset Replacement Planning Committee – the Chair of the Committee together with the Caretaker, met with Koers to start discussions and planning for the renewal of the Depreciation Report. Further discussions will take place before proceeding.

Prime Contractor Responsibilities - it was also discussed to put together an agreement/contract for subcontractors to sign. The agreement will set out who the Prime Contractor is and what the responsibilities are for the Prime Contractor. Essentially, if we have a main contractor working within Long Lake and they require a subcontractor, then it is prudent that the main contractor know that they are the Prime Contractor and are responsible for the safety of that particular job. This is also a safety item but was discussed at this point in the meeting.

**b) Planning Committee:**

- Lot 197 – The homeowner has agreed to complete the exterior of the home no later than April 30, 2020.

**b) Lot 205 –** The City has approved the homeowners variance request. The homeowners are now asking for approval of their new build. After review of the plans it was *MOVED & SECONDED* to approve their new build.

*With all in favour the motion was*

**CARRIED**

**c) Parking –** Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.

**d) Roads Committee –** A full street sweeping will be scheduled this spring after FireSmart. Any fall street sweeping will be done on an as need basis.

**e) Grounds & Communication**

- Glen's Lawn & Gardens completed a clean-up of debris left behind as a result of the snow and strong winds.
- Website – The website has been launched! Check it out at [www.longlakeheights.ca](http://www.longlakeheights.ca)
- Facebook – The idea of a Facebook page was put forward by a new homeowner. Council discussed this topic and it was determined to hold off for now and focus on the website.
- Spring Red Bins – The Nanaimo Fire Department is providing the Strata with bins as part of FireSmart Day taking place on April 25, 2020, so this years spring red bin program will be amalgamated with FireSmart Day. We are hoping to have bins over the entire weekend.
  - Street Light Committee – The lights have arrived and will be installed along Summit Drive when the weather is a bit warmer.

**10. CORRESPONDENCE (INCOMING)**

**a) Lot 214 – Tenant Request –** Council reviewed a request from a homeowner for a tenant. Council conducted a site visit and determined they have sufficient parking. After discussions it was *MOVED & SECONDED* to approve a tenant.

*With all in favour the motion was*

**CARRIED**

**b) Lot 121 – Tree Topping Request –** Council reviewed a request to top a fir tree. A site visit will be conducted to make a determination.

**11. CORRESPONDENCE (OUTGOING)**

**a) Lot 143 – Fences**

**12. FINISHED BUSINESS**

**a) Force-main Leak –** Broken force-main has been repaired.

**13. PENDING / OLD BUSINESS**

**a) Ferntree Lake Access –** We are now ready to move forward with preparing to build lake access off of Ferntree. We are asking if any homeowners are willing to volunteer in helping to clear away debris.

We would like to do this in conjunction with FireSmart Day on April 25, 2020. If you would like to volunteer please contact your Strata Manager. The Strata Manager will also be obtaining a few more quotes for the new access.

- b) VIS 762/VIS1703 Agreements – The Strata Manager drafted up an agreement for Council to review. The agreement sets out shared costs and non-shared costs. Council will review and provide the Strata Manager with any revisions/additions.
- c) Agency Agreement – The Strata Manager advised an updated agreement will be ready for the April meeting.

#### **14. NEW BUSINESS**

- a) Fire Hydrant – A fire hydrant on Woodhaven was hit and as a result it damaged the hydrant and the underground piping. The damage was extensive therefore we have filed claim through Long Lake’s insurance provider, CapriCMW.
- b) Fawn Pump House Parking – Council is working together with a homeowner to possibly allocate one visitor parking stall by the pump house. This is not common property but an easement that belongs to strata lot 180. The homeowner will have to provide written approval for the allocation.

#### **15. IN CAMERA SESSION**

No in camera session held.

#### **16. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:32pm. The next meeting has been scheduled for April 20, 2020.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**

**Schedule A**

<b>Company</b>	<b>Invoice No.</b>	<b>Date</b>	<b>Amount</b>
Mike's Septic	119758	January 30/31, 2020	\$3,824.62
Roto Rooter	26744486	January 31, 2020	\$502.95
Retro Enterprises	572834	February 4, 2020	\$9,318.75
Retro Enterprises	572837	February 20, 2020	\$11,970.00
ATF Tree Services		January 6, 2020	\$1,575.00
		<b>Total</b>	<b><u>\$27,191.32</u></b>

**March 9, 2020**



## LONG LAKE HEIGHTS ESTATES SP 830 A "Strata" Community

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### **FireSmart Program**

We are pleased to announce that Long Lake Heights is working together with the Nanaimo Fire Department for fire prevention.

After assessment of Long Lake Heights, the FireSmart Program recommends the following:

- 1. Priority Zone 1 (10 metres out from building exteriors)**
  - a) Remove ground fuels
  - b) Thin and prune vegetation so as to avoid contact with home exterior and reduce available fuel
  - c) Remove ladder fuels by removing branches on trees to a height of 2 metres
  - d) Keep wild grasses trimmed to a height of less than 10cm
- 2. Priority Zone 2 (10 to 30 metres out where applicable)**
  - a) Remove ladder fuels by removing branches on trees to a height of 2 metres
  - b) Understory thinning of coniferous trees where applicable
- 3. Consider replacing wood shingled roofs with fiberglass shingles when applicable**
- 4. Screen in or soffit exposed decks and patios**
- 5. Consider using FireSmart material and plants for future / replacement landscaping needs**

The Nanaimo Fire Department will be onsite on:

**Date: Saturday, April 25, 2020**

**Time: 9am - 3pm**

**Location: Salal Visitor Parking**

They will be providing a wood chipper for all home owners for any yard debris as part of the FireSmart clean-up around and on your property. **If you have any yard waste you can either come to the Salal visitor parking to drop off your debris or our Grounds & Communication Committee together with the Caretaker, can come by your home to pick up your debris on the condition that you are available. If you wish to have your debris picked up please contact your Strata Manager, Lisa Maniquet, via email with your home address no later than Monday, April 20, 2020.**

**The Nanaimo Fire Department will also be providing a BBQ for all home owners. If you will be attending the BBQ please RSVP to your Strata Manager, Lisa Maniquet at [lmaniquet@colyvanpacific.com](mailto:lmaniquet@colyvanpacific.com) no later than Monday, April 20, 2020.**



**LONG LAKE HEIGHTS - VIS 830**  
**Council Meeting Minutes**  
**Held Monday, October 5, 2020 @ 6:00pm**  
**Via Go To Meeting**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinaro	Vice-President
Stephen McPhee	Secretary / Treasurer
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Lisa Guizzo	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:01pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (August 24, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of August 24, 2020.  
*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (September 30, 2020)**

**Financial Report (September 30, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to July 31, 2020.

*With all in favour the motion was*

**CARRIED**

**Report on Unapproved Expenditures**

- i) Gross Environmental Services Ltd. - \$2,976.75 (work on broken force main)
- ii) Osbourne Electric - \$1,150.67 (service clogged pumps)
- iii) Mike's Septic - \$813.75 (service while pumps were off)
- iv) Osbourne Electric - \$1,671.19 (service clogged pumps)

After review it was *MOVED & SECONDED* to approve the invoice.

*With all in favour the motion was*

**CARRIED**

## 5. PRESIDENTS MESSAGE

Three Council members, Carl Miller, Kim McCabe, and Lisa Guizzo, have decided to not run for Council next year. I would like to take this opportunity to thank them for the time and energy that they have volunteered during their time on Council.

With the Covid pandemic happening around us, it has created a challenge for us to hold our normal annual general meeting (AGM). Our safest option is to hold the meeting online. Instructions on how you can take part in the meeting will be sent to you soon. I encourage everyone to take part in the meeting and the voting to approve new council members and initiatives for the ensuing year. I hope to see you all online next month at the virtual AGM.

## 6. SAFETY

- a) Marsh Wren Retaining Wall – Council would like to obtain a legal opinion on how to proceed.
- b) Large boulder/Widgeon Place – We are waiting on a quote from Roc Tec on the scope of work. We have also reached out to, and waiting for a response from the neighbouring strata (VIS 762) for their cooperation in the remediation.

## 7. REPORT ON LITIGATION

None to report.

## 8. BYLAW CONTRAVENTION

- a) SL 178 – Unapproved Short-term Rental – The homeowner is no longer renting out their home and have agreed to pay their fines.
- b) SL 191 – Noise bylaw contraventions, August 27/20 – a fine has been applied against the strata lot for the contravention.

## 9. COMMITTEE REPORTS

- a) Capital Asset Replacement Planning Committee – Koers has advised that the depreciation report renewal is not a large enough scope of work for their company. The Strata Manager will be providing Council with other options and quotes.  
The water booster upgrade, which was a depreciation report recommendation, now requires an engineer in order to ensure we have the correct size pump. The original system was put in when the property was first developed. The engineers will have to access City files for what the water pressure was and advise on the current water pressure and what will be required for the upgrade. It was determined that the funds for this will be a special resolution at the 2020 AGM.
- b) Planning Committee:
  - Current Builds:
    - o Lot 11 - in process
    - o Lot 205 – in process
  - Current Renovations:
    - o Lot 197 – Siding complete. Homeowner is now residing on the property is slowly completing renovations.
    - o Lot 195 – Deck Extension – Homeowners met with the City and have applied for the necessary permits. They are still waiting on a response from the City.

- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Roads Committee – Paving is complete in certain to repair potholes and damaged pavement.
- e) Grounds & Communication
- The Committee met and provided an update and plans for the ensuing year.
  - Invasive Species Clean-up – a notice will go out to all homeowners that on Sunday, October 18/20 from 10am – 2pm there will be a large trailer provided at the mailboxes at Summit and Heron. This trailer is for clean up of invasive species only. It was put forward that the homeowner with the most collected would receive a prize equivalent to one month's strata fee payment.  
After review it was *MOVED & SECONDED* to approve the prize of one month's strata fee payment  
*With all in favour the motion was* **CARRIED**
  - Fall Red Bin Program – will take place October 22 – 26, 2020. Locations will be Marsh Wren, Summit (near Heron), and Ferntree visitor parking.
  - Fall clean-up of the roads and common property will take place after the leaves have fallen.
    - Street Light Committee – The lights approved at the 2019 AGM have now been installed. There will be another special resolution at the 2020 AGM to approve funding for more lights to continue the project. During the 2020-2021 fiscal year lights will be installed along Woodhaven, Marsh Wren plus adjoining roads and cul-de-sacs.

<b>10. CORRESPONDENCE (INCOMING)</b>
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- a) Lot 24 – Shed Request – Council conducted a site visit to review a request to build a shed on their property. After review it was *MOVED & SECONDED* to approve the shed.  
*With all in favour the motion was* **CARRIED**
- b) Lot 21 – Tree Removal/Pruning - Council conducted a site visit to review a request to remove 3 hazardous trees and prune back one. After review it was *MOVED & SECONDED* to approve the removal and pruning.  
*With all in favour the motion was* **CARRIED**
- c) Lot 203 – Tree Removal – Council conducted a site visit and it was determined that the trees of concern are in the riparian zone, which Council and the strata have no jurisdiction over.
- d) Lot 93 – Line Painting Incident – a guest of lot 93 advised that the line painting company got paint on his truck. The guest was seeking remuneration for the amount he paid out to have the paint removed. After review, Council determined that the strata is not responsible for this incident and that it is between the guest and the line painting company.
- e) Lot 153 – Tree Concern – Council reviewed concerns from a homeowner regarding hazardous trees on the neighboring lot. The Strata Manager has reached out the homeowner of the empty lot to advise them to have the trees assessed and removed if necessary. The contact information we have is not of the homeowner but of someone that looks after the lot for them. We advised that if they do not address the trees then the strata will have them assessed and if they need to be removed they will be removed at the homeowners expense and the cost will be charged back to the homeowner.
- f) Lot 176 – Noise Complaint – Council reviewed correspondence regarding a noise complaint. The Strata Manager will send a warning letter.
- g) Lot 52 – Lamp Standard / Tree Removal Request – Council reviewed correspondence regarding the request to relocate a lamp standard and have trees removed for an upcoming build. The Strata Manager will arrange a site visit.
- h) Lot 110 – Noise Complaint – Council reviewed correspondence regarding a noise complaint. The Strata Manager will send a warning letter.
- i) Lot 128 – Suite Request / Tree Removal Request – Council reviewed correspondence from a homeowner to build a legal suite within their home as well as a tree removal request. A site visit will be conducted.

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 36 (161 Summit) – Tree Pruning
- b) Lot 92 (531 Summit) – Tree Removal
- c) Lot 35 (151 Summit) – Tree Pruning
- d) Lot 39 (191 Summit) – Tree Pruning
- e) Lot 173 (501 Woodhaven) – Tree Removal
- f) Lot 139 (181 Woodhaven) – Woodhaven Traffic / Lakeview Park

**12. FINISHED BUSINESS**

- a) Colyvan Contract
- b) Line Painting
- c) Mid Island Paving

**13. PENDING / OLD BUSINESS**

- a) Hydrant Flushing – Flushing has started up again.
- b) Ferntree Drain Cover – The Caretaker is looking into a replacement.

**14. NEW BUSINESS**

- a) Dock Application – The Strata Manager has applied to the ministry for a dock at the new Ferntree lake access.
- j) Insurance Renewal – Council reviewed two proposals. One from CapriCMW and one from Waypoint Insurance. After review it was *MOVED & SECONDED* to approve the proposal from Waypoint Insurance.  
*With all in favour the motion was* **CARRIED**

**15. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 8:01pm. The next meeting will be the AGM.

November 16, 2020 – Annual General Meeting

Held by Restricted Proxy (due to Covid-19 and public health recommendations this year's AGM will be held by Restricted Proxy. This means that the Owners will participate using a 2-proxy form which will set out all items to be voted on. Homeowners will fill out the proxies and the seven (7) proxy holders (Council) together with the Strata Manager, will attend the meeting to count the votes. An exact count of the votes will be published in the AGM minutes and the proxies will be retained on file for two (2) years.

**Minutes prepared by:**

***Lisa Maniquet***  
***Colyvan Pacific Real Estate Management Services Ltd.***  
***Managing Agent for Strata Plan VIS 830***

**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, April 20, 2020 @ 6:00pm  
via Zoom**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Lisa Guizzo	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:13pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (March 9, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of March 9, 2020.

*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (March 31, 2020)**

**Financial Report (March 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to March 31, 2020.

*With all in favour the motion was*

**CARRIED**

a) **Report on Unapproved Expenditures** – None to Report

**5. PRESIDENTS MESSAGE**

None to Report.

**Lisa Guizzo arrived 6:24pm**

**6. SAFETY**

- a) FireSmart 2020 – This has been officially postponed until the fall, however, the Nanaimo Fire Department will provide Long Lake with three (3) bins for our spring bin program. Bins are scheduled to arrive the evening of Thursday, April 30 and will be removed on Monday, May 4.
- b) Prime Contractor – A draft contract/agreement is in the works and should be available for review at the June meeting.
- c) Marsh Wren Retaining Wall – Council will conduct a site visit to assess the deteriorating wall and to devise a plan.
- d) Large Boulder/Widgeon Place – Long Lake engaged Core Geotechnical Inc, who provided a very detailed report setting out recommendations for the boulder, one being mechanical support. Council will conduct a site visit to assess and determine a course of action.

**7. REPORT ON LITIGATION**

None to Report.

**8. BYLAW CONTRAVENTION**

None to Report.

**9. COMMITTEE REPORTS**

- a) Capital Asset Replacement Planning Committee – The Committee is still in discussions with Koers.
- b) Planning Committee:
  - Lot 197 – The homeowner has agreed to complete the exterior of the home no later than April 30, 2020.
- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Roads Committee –
- e) Grounds & Communication
  - Spring Red Bins – The Nanaimo Fire Department will be providing Long Lake with three (3) bins for our spring program. They will be dropped of the evening of Thursday, April 30 and picked up on Monday, May 4.
  - Spring Clean-up – We are arranging for a full street sweep the week following the red bins. The week after the street sweeping, Glen’s Lawn & Garden’s will be onsite for spring clean-up of common property.
    - Street Light Committee – The lights are gradually being installed.

## 10. CORRESPONDENCE (INCOMING)

- a) Lot 88 – Rental / Tree Removal / Alteration Request – Council reviewed a rental request from a homeowner as well as the removal of a dead arbutus and an alteration request for a shed. After review it was **MOVED & SECONDED** to approve the rental request.  
*With all in favour the motion was* **CARRIED**  
The Strata Manager advised the homeowner that any dead arbutus may be removed without approval. Council will conduct a site visit regarding the shed alteration.
- b) Lot 12 – Tree Removal/Pruning Request – Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the request.  
*With all in favour the motion was* **CARRIED**
- c) Lot 120 – Tree Removal Request – Council conducted a site visit and after review it was **MOVED & SECONDED** to approve that the trees be pruned back rather than removed, subject to an arbourist report. Topping would also be acceptable.  
*With all in favour the motion was* **CARRIED**
- d) Lot 93 – Tree Removal Request – Council will be conducting a site visit.
- e) Lot 208 – Tree Removal Request – Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the removal of two willow trees.  
*With all in favour the motion was* **CARRIED**
- f) Lot 119 – Exterior Paint – Council reviewed a request from a homeowner to change the exterior colour of their home. After review it was **MOVED & SECONDED** to approve the paint colour.  
*With all in favour the motion was* **CARRIED**

## 11. CORRESPONDENCE (OUTGOING)

- a) Lot 214 – Tenant Request - Approved
- b) Lot 120 – Tree Pruning Request – Approved
- g) Lot 121 – Tree Pruning Request - Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the request.  
*With all in favour the motion was* **CARRIED**
- c) Lot 12 – Tree Pruning Request – Approved

## 12. FINISHED BUSINESS

- a) Fawn Pump House Parking – The Strata Manager spoke with the homeowner of SL 180 who has advised that they are not in favour of allocating a visitor parking stall over the easement.

## 13. PENDING / OLD BUSINESS

- a) Ferntree Lake Access – With FireSmart being postponed until the fall we have scheduled the regular spring bin program on May 1 – May 4. In this regard, we would like to reschedule the Ferntree lake access clean-up to the same weekend.
- b) VIS 762/VIS1703 Agreements – Revisions were reviewed and a finalized version will be circulated to Council with the Minutes.

- c) Agency Agreement – The Strata Manager provided Council with an updated Agency Agreement for review. The agreement would affective the beginning of the next fiscal year, 2020/2021.
- d) Fire Hydrant – The Strata Manager is working together with the adjustor to finalize the claim.

#### 14. NEW BUSINESS

- a) Airbnb / Covid 19 Concerns – we remind all homeowners that if they are interested in operating a B&B out of their home, pursuant to the Long Lake Bylaws and City of Nanaimo Bylaws, you are required to contact your Strata Manager to seek approval for a home-based business. There are certain stipulations that need to be adhered to. If we find you are operating a B&B without approval you may be fined.

We understand this is a trying and stressful time for everyone and we encourage all homeowners to do their part with social distancing. We are advising that the Strata Council and/or Strata Manager does not have any authority over concerns with Covid 19 and cannot force any visitors off the property. You can find local Covid-19 information at the following link; <https://www.nanaimo.ca/city-services/emergency-services/emergency-management/city's-response-to-covid-19>

#### 15. IN CAMERA SESSION

None to Report.

#### 16. ADJOURNMENT/NEXT MEETING

The meeting was adjourned at 8:00pm. The next meeting has been scheduled for June 1, 2020.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**



**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, August 24, 2020 @ 6:00pm**

**Via Go To Meeting**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinaro	Vice-President
Stephen McPhee	Secretary / Treasurer
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**Absent with regrets**

Carl Miller	Capital Asset Replacement Planning Committee
Lisa Guizzo	Member at Large

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:02pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (July 6, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of July 6, 2020.  
*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (July 31, 2020)**

**Financial Report (July 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to July 31, 2020.  
*With all in favour the motion was*

**CARRIED**

**Report on Unapproved Expenditures** – Costs of \$2,115.00 for the Retro Enterprises invoice for the completion of the Salal pump house retaining wall. \$1,913.83 for the Osbourne Electric invoice for the emergency remediation of a broken water main. After review it was *MOVED & SECONDED* to approve the invoice.  
*With all in favour the motion was*

**CARRIED**

## 5. PRESIDENTS MESSAGE

Recently I heard some disturbing reports of violence and vandalism originating from social gatherings in Lake View Park. The perpetrators were described as teenaged, loud and aggressive. Car tires were slashed in one incident, and a young man was assaulted in another. These events have caused our little park to pop up on the radar of both the City of Nanaimo and the RCMP. If you witness a group that appears to be getting out of control near our strata please call the police with your concerns. Do not approach them by yourself. And please remember, the vast majority of young folks are good people, so don't let the actions of one or two bad ones spoil it for the rest.

## 6. SAFETY

- a) Marsh Wren Retaining Wall – The Strata Manager will talk to Management for other options.
- b) Large Boulder/Widgeon Place – We are waiting on a quote from Roc Tec on the scope of work.

## 7. REPORT ON LITIGATION

None to report.

## 8. BYLAW CONTRAVENTION

- a) SL 178 – Unapproved Short-term Rental – It came to our attention that the home is being rented out on a short term basis without approval. The strata is applying a fine against the strata lot on a weekly basis until we receive a response from the homeowner.
- b) SL 191 – Noise bylaw contraventions, July 28/20 – a fine has been applied against the strata lot for the contravention.

## 9. COMMITTEE REPORTS

- a) Capital Asset Replacement Planning Committee – The Committee will be meeting with Koers in the coming weeks.
- b) Planning Committee:
  - Current Builds:
    - o Lot 11 - in process
    - o Lot 205 – in process
  - Current Renovations:
    - o Lot 197 – Siding complete. Homeowner looking for contractor to complete two sets of exterior stairs and lower deck.
    - o Lot 195 – Deck Extension – Homeowners met with the City and have applied for the necessary permits.
- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Roads Committee
  - Road line painting and curb work has commenced and is currently taking place.
- e) Grounds & Communication
  - Glen's Lawn & Garden's has finished the summer clean up and will be back in the fall.
  - Fall Red Bin Program – will take place in October (TBA)
    - Street Light Committee – The lights are gradually being installed. Out of the thirty-five lights that were purchased seventeen have been installed. The remaining lights will be installed before the 2020 AGM.



**10. CORRESPONDENCE (INCOMING)**

- a) Lot 36 – Tree Pruning – Council conducted a site visit to review a request to prune back aspens that were encroaching on their deck. After review it was *MOVED & SECONDED* to approve the pruning.  
*With all in favour the motion was* **CARRIED**
- b) Lot 92 – Tree Removal – Council conducted a site visit to review a request to remove a fir tree that the owner suspects is attacking the house foundation. Council recommended that the owner contact an arbourist and have the tree assessed.
- c) Lot 39 – Council conducted a site visit to review a request to prune back a large maple tree that is encroaching on their home. After review it was *MOVED & SECONDED* to approve the pruning.  
*With all in favour the motion was* **CARRIED**
- d) Lot 173 – Tree Pruning – Council will conduct a site visit to review a request to remove/prune trees. After the site visit it was determined that the trees on the property of VIS 762.
- e) Lot 139 – Woodhaven Traffic / Lakeview Park – This was addressed in Section 5 of these Minutes.
- f) Lot 206 – Tree Removal – Council reviewed correspondence regarding the removal of two very hazardous trees. After review it was *MOVED & SECONDED* to approve the removal.  
*With all in favour the motion was* **CARRIED**

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 76 – Fence Complaint
- b) Lot 77 – Fence Complaint Response
- c) Lot 92 – Tree Removal Request
- d) Lot 36 – Tree Pruning / Removal Request

**12. FINISHED BUSINESS**

- a) Salal Pump House – Retaining Wall
- b) Woodhaven Pump House – Chimney Stack
- c) Replacement Grinders

**13. PENDING / OLD BUSINESS**

- a) Agency Agreement – After review it was *MOVED & SECONDED* to approve the updated Agency Agreement.  
*With all in favour the motion was* **CARRIED**
- b) Hydrant Flushing – Put on hold while water restrictions are in place.
- c) Fern tree Drain Cover – The Caretaker is looking into a replacement.
- d) Mid Island Paving – Council reviewed quotes for paving in various areas throughout Long Lake. After review it was *MOVED & SECONDED* to approve the quote from Mid Island Paving. Work will commence the beginning of September.  
*With all in favour the motion was* **CARRIED**
- e) Line Painting - Council reviewed quotes for lining painting in various areas throughout Long Lake. After review it was *MOVED & SECONDED* to approve the quote from Fineline. Work has commenced and will continue until complete.  
*With all in favour the motion was* **CARRIED**



- f) Lakeview Terrace Update – An update from Highstreet Ventures is attached to form part of these Minutes.

**14. NEW BUSINESS**

None to report.

**15. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 8:21pm. The next meetings have been scheduled for:

- October 5, 2020
- November 4, 2020 – AGM held by Restricted Proxy (due to Covid-19 and public health recommendations this year's AGM will be held by Restricted Proxy. This means that the Owners will participate using a 2-proxy form which will set out all items to be voted on. Homeowners will fill out the proxies and the seven (7) proxy holders (Council) together with the Strata Manager, will attend the meeting to count the votes. An exact count of the votes will be published in the AGM minutes and the proxies will be retained on file for two (2) years.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**

4800 Cedar Ridge Place

Nanaimo, BC

August 10, 2020

Dear Neighbours of Lakeview Terrace,

We are very excited to have been issued our building permits for Lakeview Terrace by the City of Nanaimo!

As you may have noticed, we have begun the process of tree falling this last week. The next coming months we will continue to clear the site preparing for construction. Mid September we will begin rock blasting that will last approximately 3 months (the blasting company will issue further, more specific notice of work) and October through into the new year our Civil team will be clearing the site, making way for the foundations to begin around March of 2021.

Robert Bloomquist is our Site Superintendent and will be onsite daily overseeing this project. To adhere to the City of Nanaimo noise bylaws, and to just be good neighbours, our site will be very intently operating within their parameters for acceptable working hours. We also recognize that construction can be a messy business and will endeavour to keep the city streets clean and free of debris around the perimeter of the project.

We are very excited to be a part of your community and look forward to building great relationships throughout the coming year.

Should you have any questions, please do not hesitate to reach out to Robert at 250-927-9095 (rbloomquist@highstreetventures.ca) or myself at 250-878-3138 (mkristiansen@highstreetventures.ca).

Sincerely,

*M. Kristiansen*

**Mike Kristiansen**

Project Manager, Lakeview Terrace

*Robert Bloomquist*

**Robert Bloomquist**

Site Superintendent, Lakeview Terrace

**HIGHSTREET VENTURES INC**

**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, December 7, 2020 @ 6:00pm**

**Via Go To Meeting**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinaro	Vice-President
Stephen McPhee	Secretary / Treasurer
Terrill MacDonald	Grounds & Communication
David McCallum	Member at Large
Jason Lauscher	Member at Large
Allie Vaughan	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:08pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (October 5, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of October 5, 2020.

*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (October 31, 2020)**

**a) Financial Report (October 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to October 31, 2020.

*With all in favour the motion was*

**CARRIED**

**b)** The Strata Manager advised that there is an outdated line item on the Balance Sheet called Legal Fund Account with a balance of \$12,061.30. The Strata Manager recommended that this line item be deleted and that the funds be moved into Retained Earnings, bringing the deficit down to \$13,894.72 from \$25,956.02. Following a discussion, it was *MOVED & SECONDED* to delete the Legal Fund Account line item and move the funds to Retained Earnings.

*With all in favour the motion was*

**CARRIED**

**c) Report on Unapproved Expenditures**

- i) Mike's Septic - \$651.00 (service while pumps were off)
- ii) Retro Enterprises - \$1,018.50 (repair of broken sewer line)

After review it was *MOVED & SECONDED* to approve the invoices.

*With all in favour the motion was*

**CARRIED**

**5. PRESIDENTS MESSAGE**

None to report.

**6. SAFETY**

- a) Marsh Wren Retaining Wall – Council reviewed a legal opinion regarding this issue. It was determined that it would be prudent to put forward a resolution at the 2021 AGM to change the retaining wall area to limited common property for the exclusive use of the homeowner.
- b) Large boulder/Widgeon Place – The strata manager for VIS 762 and VIS 830 will be conducting a conference call with the President of both strata's to discuss this issue.

**7. REPORT ON LITIGATION**

None to report.

**8. BYLAW CONTRAVENTION**

- a) SL 191 – Noise bylaw contraventions, October 28, 2020 – a fine has been applied against the strata lot for the contravention.
- b) SL 191 – Council reviewed correspondence from a homeowner requesting to have their fees waived being that they are moving. It was *MOVED* to approve the fines be waived.  
*With no Council members in favour the motion was*

**DENIED**

**9. COMMITTEE REPORTS**

**a) Capital Asset Replacement Planning Committee:**

- I. Depreciation Report Renewal – Council reviewed a quote from Pacific Rim Appraisals. It was determined that the Strata Manager would obtain one or two more quotes.
- II. The water booster upgrade – The Caretaker is currently in discussions with a couple engineering firms.

**b) Planning Committee:**

- Lot 12 – Additional Deck Request – a site visit was conducted and after review it was was *MOVED & SECONDED* to approve the additional deck.  
*With all in favour the motion was* **CARRIED**
- Current Builds:
  - Lot 52 Lamp Standard – the homeowners submitted a request for approval to have one of the street lights moved and turned off for 6 – 8 weeks to help with access to the property during the build. They provided proof of support from their neighbours. After review it was *MOVED & SECONDED* to approve the lamp be moved and turned off.  
*With all in favour the motion was* **CARRIED**
  - Lot 11 – build still in progress
  - Lot 205 – build still in progress

- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Grounds & Communication
  - Fall clean-up of the roads and common property is currently underway.
    - Street Light Committee – It was approved at the 2020 AGM to continue with the light project. During the 2020-2021 fiscal year lights will be installed along Woodhaven, Rainbow Crescent, Marsh Wren plus adjoining roads and cul-de-sacs.

## 10. CORRESPONDENCE (INCOMING)

- a) Lot 115 – Tree Removal Request – Council conducted a site visit and it was determined that the trees in question are healthy. Council did advise on how to window the tree so help alleviate some of the roof debris. After review it was *MOVED* to approve the removal.  
*With no Council members in favour the motion was* **DENIED**
- b) Lot 224 – House Rental / Tree Removal - Council conducted a site visit to review a request to rent a home and to remove a hazardous tree. After review it was *MOVED & SECONDED* to approve the rental and the tree removal.  
*With all in favour the motion was* **CARRIED**
- c) Lot 152 – Tree Removal Request – Council reviewed correspondence from a homeowner of an empty lot with a number of dead and leaning trees. A site visit was conducted and after review it was *MOVED & SECONDED* to approve the tree removals and pruning on the condition that the City Arbourist complete the work.  
*With all in favour the motion was* **CARRIED**
- d) Lot 51 – Suite Rental – Council conducted a site visit to discuss the suite rental with the homeowner. It was determined that there is adequate parking and therefore, after review it was *MOVED & SECONDED* to approve the rental.  
*With all in favour the motion was* **CARRIED**
- e) Lot 222 – Volunteer Services – Council reviewed correspondence from a homeowner volunteering to assist any elderly homeowners or anyone that is high risk for Covid-19. They are volunteering their time if anyone needs anything picked up or dropped off in poor weather or not wanting to go out in order to remain safe. Council determined the best approach would be put a posting on the Long Lake website. The Strata Manager will ask the homeowner for a write up and will have it posted to the website upon receipt.

## 11. CORRESPONDENCE (OUTGOING)

- a) Lot 24 (188 Summit) – Shed Request - approved
- b) Lot 21 (240 Summit) – Tree Removal/Pruning Request - approved
- c) Lot 203 (241 Ferntree) – Tree Removal (riparian zone)
- d) Lot 93 (4070 Salal) – Line Painting Incident – strata not responsible
- e) Lot 153 (271 Woodhaven) – Tree Concerns – owners arranging arbourist
- f) Lot 176 (500 Woodhaven) – Noise Complaint – letter sent
- g) Lot 52 (471 Heron) – Street Light / Tree Removal – site visit conducted
- h) Lot 128 (930 Woodpecker) – Suite Request / Tree Removal Request – site visit conducted

## 12. FINISHED BUSINESS

- a) Fall Red Bin Program
- b) Insurance Renewal
- c) Fire Hydrant Flushing



**13. PENDING / OLD BUSINESS**

- a) Ferntree Drain Cover – The Caretaker is looking into a replacement.
- b) Dock Application

**14. NEW BUSINESS**

- a) Snow Removal – Joe Campbell Snow Removal has been engaged for the 2020/2021 season.
- b) Annual Fire Hydrant Inspection – currently underway.
- c) Fire Hydrant – A valve for a fire hydrant located on Woodhaven is broken. Remediation will begin right away.

**15. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:24pm. The next meeting will be January 18, 2021.

**Minutes prepared by:**

***Lisa Maniquet  
Colyvan Pacific Real Estate Management Services Ltd.  
Managing Agent for Strata Plan VIS 830***

**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, January 20 @ 6:00pm**

**at 3 – 4488 Wellington Road, Nanaimo, BC**

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**Council in Attendance**

Steve McMullen	President
Domenico Iannidinaro	Vice-President
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Lisa Guizzo	Member at Large
Dugan Hollett	Caretaker
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**Absent with Regrets**

Stephen McPhee	Secretary / Treasurer
Kim McCabe	Grounds & Communication

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:00pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (December 9, 2019)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of December 9, 2019.

*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (December 31, 2019)**

**Financial Report (December 31, 2019)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to December 31, 2019.

*With all in favour the motion was*

**CARRIED**

- a) **Report on Unapproved Expenditures** – None to report

**5. PRESIDENTS MESSAGE**

None to Report.

**6. SAFETY**

Just a reminder to all homeowner to use caution when driving in winter conditions. Please use winter tires and/or refrain from driving in severe winter conditions.

**7. REPORT ON LITIGATION**

None to Report.

**8. BYLAW CONTRAVENTION**

- a) SL 191- Noise Complaint – Council reviewed five complaints on five different occasions. A discussion ensued. It was *MOVED & SECONDED* to approve to apply a fine of \$200 for each complaint.

*With all in favour the motion was*

**CARRIED**

**9. COMMITTEE REPORTS**

- a) Capital Asset Replacement Planning Committee – the Committee will be meeting in February. An update will be provided at that time.
- b) Planning Committee:
- Lot 197 – Council has requested plans and a timeline for completion of the renovation no later than February 29, 2020.
  - Lot 205 – Council reviewed a variance request that was submitted to the City of Nanaimo. After review, Council has no objection to the variance.
- c) Parking – Continues to be monitored.
- d) Roads Committee – Nothing to report.
- e) Grounds & Communication
- Glen's Lawn & Gardens will be onsite soon to clean up debris throughout the Strata as a result of the snow and strong winds.
  - Website – The Strata Manager advised that she is working on uploading documents and getting the website ready to launch.
    - Street Light Committee – The lights have been ordered at last year's price and we are expecting delivery shortly.

**10. CORRESPONDENCE (INCOMING)**

- a) Lot 143 – Fences – Council reviewed correspondence from a homeowner regarding existing and new fences within Long Lake. The Strata Manager will respond to the owner and include the Bylaws that set out that all fences require written approval and are handled on a case by case basis.

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 43 – Tree Pruning Request
- b) Lot 39 – Privacy Panels / Exterior Paint
- c) Lot 76 – Tree Pruning Request
- d) Lot 82 – Tree Removal Request
- e) Lot 147 – Rental Request

**12. FINISHED BUSINESS**

- a) SL 8 – Short Term Exclusive Use Contract
- b) 2019/2020 Caretaker Contract

**13. PENDING / OLD BUSINESS**

- a) Telus Fiber Optics – The Strata Manager has reached out to Telus and they have advised that they will not be able to take action in Long Lake until late 2020 or 2021.
- b) Agency Agreement – The Strata Manager advised Council that a new Agency Agreement will be drafted up under the name Colyvan Pacific and circulated to Council for review.

**14. NEW BUSINESS**

None to Report.

**15. IN CAMERA SESSION**

No in camera session held.

**16. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:54pm. The next meeting has been scheduled for March 9, 2020.

**Minutes prepared by:**

*Lisa Maniquet*  
*Colyvan Pacific Real Estate Management Services Ltd.*  
*Managing Agent for Strata Plan VIS 830*



**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, July 6, 2020 @ 6:00pm**

**Via Zoom**

**Council in Attendance**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Lisa Guizzo	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:06pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. IN CAMERA SESSION**

In camera session held together with Council, the Strata Manager and Caretaker.

**4. APPROVAL OF COUNCIL MEETING MINUTES (June 1, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of June 1, 2020.  
*With all in favour the motion was*

**CARRIED**

**5. FINANCIAL REPORT (May 31, 2020)**

**Financial Report (May 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to May 31, 2020.

*With all in favour the motion was*

**CARRIED**

**Report on Unapproved Expenditures** – Costs of \$4,798.50 for the Retro Enterprises invoice for fabrication of pump house lid. \$3,869.25 of this invoice was paid to a sub-contractor for welding/cutting and sand blasting. After review it was *MOVED & SECONDED* to approve the invoice.

*With all in favour the motion was*

**CARRIED**



## 6. PRESIDENTS MESSAGE

None to Report

## 7. SAFETY

- a) Marsh Wren Retaining Wall – The Strata Manager will advise homeowners to engage a lawyer to assist with the process of changing property lines. The Strata Manager will research the requirements for the Strata Corporation.
- b) Large Boulder/Widgeon Place – Another site visit was conducted with Council and Rock Tech. It was determined that there are a series of boulders that need to be anchored with mesh and cables. The Council President will be meeting with Council of the Widgeon strata to discuss moving forward and funding the project which is estimated to cost roughly \$10k - \$12k.

## 8. REPORT ON LITIGATION

The Applicants are now seeking to register the Court Order with the Supreme Court of Canada.

## 9. BYLAW CONTRAVENTION

- a) SL 178 – Unapproved Short-term Rental – The homeowner advised that the home is no longer being rented out on a short-term basis. They do, however, currently have a family residing there until they can return home from overseas. They have been issued a warning for contravening the rental and home based business bylaw.
- b) SL 191 – Noise bylaw contraventions, June 19 / June 21 / June 27 – Fines have been applied against the strata lot for each contravention.

## 10. COMMITTEE REPORTS

- a) Capital Asset Replacement Planning Committee – The Committee will be meeting with Koers in the coming weeks.
- b) Planning Committee:
  - Current Builds:
    - o Lot 11 - in process
    - o Lot 205 - in process
  - Current Renovations:
    - o Lot 197 – Siding complete. Homeowner looking for contractor to complete two sets of exterior stairs and lower deck.
    - o Lot 195 – Deck Extension – Homeowners met with the City and have applied for the necessary permits. Council has requested photos of their progress.
- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Roads Committee
  - Road line painting and curb work was approved at the 2019 AGM. A quote has been received. Council will discuss and advise if approved.
- e) Grounds & Communication
  - Wildfire Protection Kit – Notice was sent out June 29/20 and is attached to form part of these Minutes
  - Discarded Cigarette Butts - Council has noticed that this situation seems to be improving.
  - Light Standard – Council is working together with a homeowner on Summit in relocating a light standard at the foot of their driveway. This item has been deferred for now.
    - Street Light Committee – The lights are gradually being installed.



#### 11. CORRESPONDENCE (INCOMING)

- a) Lot 76 – Fence Complaint – Council reviewed correspondence from two homeowners. A discussion ensued and it was determined that this is not a strata issue and should be resolved between neighbours.
- b) Lot 77 – Fence Complaint Response – Council reviewed correspondence from two homeowners. A discussion ensued and it was determined that this is not a strata issue and should be resolved between neighbours.
- c) Lot 92 – Tree Removal Request - Council will conduct a site visit to assess the tree(s).
- d) Lot 36 – Tree Pruning / Removal Request – Council will conduct a site visit to assess the trees.

#### 12. CORRESPONDENCE (OUTGOING)

- e) Lot 27 – Tree Pruning Request – Approved.
- f) Lot 21 – Tree Pruning Request – Approved.
- g) Lot 76 – Deer Fence / Tree Removal - Approved.
- h) Lot 121 – Cigarette Butts – A Notice was sent out to all homeowners regarding discarded cigarette butts.
- i) Lot 119 – Patio Request - Approved on the condition that they meet City requirements.
- j) Lot 180 – Pump House Fence – A chimney stack will be installed.
- k) Lot 93 – Tree Pruning Request – Approved.

#### 13. FINISHED BUSINESS

- a) Fire Hydrant – Insurance Claim – Received a cheque in the amount of \$8,735.00
- b) Telus Fiber Optics – Installation was complete June 26, 2020
- c) Prime Contractor Responsibility

#### 14. PENDING / OLD BUSINESS

- a) Agency Agreement – The Strata Manager provided Council with an updated Agency Agreement for review. The agreement would affective the beginning of the next fiscal year, 2020/2021.
- b) Hydrant Flushing – This is ongoing throughout Long Lake.
- c) Ferntree Drain Cover – The Caretaker is looking into a replacement.
- d) Replacement Grinders (Fawn pumps) – The Caretaker is obtaining quotes.
- e) Salal Pump House – Retaining Wall Addition – Council will conduct a site visit prior to approving quote.
- f) Woodhaven Pump House – Chimney Stack – Quotes will be obtained.

#### 15. NEW BUSINESS

- a) Ferntree Lake Access (Signage) – Council discussed signage options. The Strata Manager will order the signage and coordinate with the Caretaker for installation.
- b) Paving Quote – Council reviewed a quote from Mid Island Paving. The Strata Manager will acquire more information prior to approving the quote.
- c) Emitterra Complaint - The Strata Manager received a complaint from a homeowner regarding the conduct of the Emitterra staff. If you witness any profanity from the Emitterra staff or leaving items behind in an untidy manner, please advise the Strata Manager.



## 16. ADJOURNMENT/NEXT MEETING

The meeting was adjourned at 8:21pm. The next meetings have been scheduled for:

- August 24, 2020
- October 5, 2020
- November 4, 2020 – AGM held by Restricted Proxy (due to Covid-19 and public health recommendations this year's AGM will be held by Restricted Proxy. This means that the Owners will participate using a 2-proxy form which will set out all items to be voted on. Homeowners will fill out the proxies and the seven (7) proxy holders (Council) together with the Strata Manager, will attend the meeting to count the votes. An exact count of the votes will be published in the AGM minutes and the proxies will be retained on file for two (2) years.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**





## Special Offer for VIS 830 Homeowners

As you know our FireSmart program this spring was a great success. This was due in part to the support of the Nanaimo Fire Department and, in particular, Brad Wood, Assistant Chief of Operations A & B Platoons.

Through his connections, Brad has now offered strata homeowners a special price on a Wildfire Protection Kit, a Gutter Mount Sprinkler system. For further information, please refer to the Home Hardware link for a description of the kit and the WASP Wildfire link for product information and four short videos demonstrating the sprinkler system.

<https://www.homehardware.ca/en/wildfire-protection-sprinklers-full-kit/p/5425170>

<https://www.waspwildfire.com/products/gutter-mount-sprinkler-system/#see-videos>

The cost of the sprinkler system to strata homeowners is \$134.40 which includes taxes. To confirm this discounted price, we have to have a minimum of ten orders.

If you are interested in ordering the system, please write a cheque payable to VIS 830 and make sure your address and telephone number are included on the cheque. Your cheque can be delivered to Ron Thompson at 370 Summit Drive. If you would like to contact him in advance to arrange drop off of your cheque, you can contact Ron at 250-758-2371 or [aront3863@gmail.com](mailto:aront3863@gmail.com)

Cheques will be accepted from June 29<sup>th</sup> to July 20<sup>th</sup>.

**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, June 1, 2020 @ 6:00pm**

**Via GoToMeeting**

**Council in Attendance**

Steve McMullen	President
Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Carl Miller	Capital Asset Replacement Planning Committee
Terrill MacDonald	Grounds & Communication
Kim McCabe	Grounds & Communication
Lisa Guizzo	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:02pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (April 20, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of April 20, 2020.

*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (April 30, 2020)**

**Financial Report (April 30, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to April 30, 2020.

*With all in favour the motion was*

**CARRIED**

**Report on Unapproved Expenditures** – Costs of \$1,687.09 for the Geotechnical Widgeon Rock Report. After review it was *MOVED & SECONDED* to approve the invoice payable to Core Geotechnical Inc.

*With all in favour the motion was*

**CARRIED**

**5. PRESIDENTS MESSAGE**

None to Report

## 6. SAFETY

- a) Prime Contractor – A draft contract/agreement provided to Council for review.
- b) Marsh Wren Retaining Wall – Council met with the homeowners who have resided on Marsh Wren for 25 years. There was discussion of changing the property line so that the retaining wall then becomes the responsibility of the homeowners, in which they would have a new wall built at their cost. Further investigation is required to see what is all involved to change property lines.
- c) Large Boulder/Widgeon Place – Long Lake engaged Core Geotechnical Inc, who provided a very detailed report setting out recommendations for the boulder, one being mechanical support. Council will conduct a site visit to assess and determine a course of action.

## 7. REPORT ON LITIGATION

A claim was filed with the CRT between two neighbours on April 29, 2020, for the continuous contravention of the noise bylaw, that spanned over a period of more than two years. A final Order was delivered to both parties on June 1, 2020, with an agreement made that the Respondents agree to move any outside gatherings inside by 11pm.

## 8. BYLAW CONTRAVENTION

- a) SL 191 – Noise bylaw contraventions, May 8/20 and May 12/20
- b) SL 54 – Noise bylaw contravention, May 14/20

## 9. COMMITTEE REPORTS

- a) Capital Asset Replacement Planning Committee – The Committee is still in discussions with Koers.
- b) Planning Committee:
  - Lot 197 – The exterior is complete with the exception of two stairways and the back deck. These projects are delayed due to covid-19 and trying to find a contractor. The Strata Manager will follow-up regularly.
- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Roads Committee
  - The Strata Manager will contact the homeowners of Lot 198 regarding pruning back the shrubs around a fire hydrant. The Nanaimo Fire Department requires a 3 ft circumference around all fire hydrants.
  - Road line painting and curb work was approved at the 2019 AGM. The Strata Manager together with the Caretaker will move forward with obtaining quotes and scheduling the work over the summer months.
- e) Grounds & Communication
  - Spring Red Bins – The bin program was successful and the Nanaimo Fire Department ended up providing Long Lake with five bins in total. **We remind homeowners that if you are removing or pruning trees it is your responsibility to remove the debris at the time the work is being done.**
  - Glen's Lawn & Garden's is still on site and in the process of cleaning up common property.
  - At the 2019 AGM the budget allowed for the removal and pruning of common property trees. The Grounds Committee together with the Caretaker removed ten hazardous / dead trees throughout the strata.
    - Street Light Committee – The lights are gradually being installed.

**10. CORRESPONDENCE (INCOMING)**

- a) Lot 27 – Tree Pruning Request - Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the pruning request.  
*With all in favour the motion was* **CARRIED**  
The homeowner also committed to straightening their fence.
- b) Lot 21 – Tree Pruning Request – Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the pruning request.  
*With all in favour the motion was* **CARRIED**
- c) Lot 76 – Deer Fence / Tree Removal / Dog Complaint - Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the deer fence and tree removal.  
*With all in favour the motion was* **CARRIED**  
Council also reviewed correspondence and a photo of a neighbourhood dog unleashed on their property. The correspondence also included a complaint regarding unsightly plywood being added to the neighbours fence. Council will take a look at the fence and the Strata Manager will contact the homeowners regarding their dog.
- d) Lot 121 – Cigarette Butts – It has been noted that there is a high number of cigarette butts being thrown on the ground from the bottom of Salal all the way up Summit as well as other areas. This is concerning as the butts are being thrown into dried out tree needles. Please see the enclosed Notice.
- e) Lot 119 – Patio Request - Council conducted a site visit and after review it was **MOVED & SECONDED** to approve the patio on the condition that they meet City requirements.  
*With all in favour the motion was* **CARRIED**
- f) Lot 180 – Pump House Fence – Council reviewed correspondence from a homeowner regarding the fence height at the Fawn pump house and was requested to be two feet higher. After a discussion it was determined that Council would look into adding a chimney stack to the new cover that will direct the smell away.
- g) Lot 93 – Tree Pruning Request – Council conducted a site visit and advised the homeowners that an Arborist Report would be required.

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 88 – Rental / Tree Removal - Approved  
b) Lot 12 – Tree Removal/Pruning Request - Approved  
c) Lot 120 – Tree Removal Request –Approved  
d) Lot 208 – Tree Removal Request – Approved  
e) Lot 119 – Exterior Paint – Approved

**12. FINISHED BUSINESS**

- a) Spring Red Bin Program  
b) Spring Street Sweeping  
c) VIS 762/ VIS 1703 Agreements

**13. PENDING / OLD BUSINESS**

- a) Ferntree Lake Access – The construction of the lake access will begin in the first two weeks of June. We expect it to be ready for homeowners to use starting in July.
- b) Agency Agreement – The Strata Manager provided Council with an updated Agency Agreement for review. The agreement would affective the beginning of the next fiscal year, 2020/2021.
- c) Fire Hydrant – The Strata Manager is working together with the adjustor to finalize the claim.

- d) Lot 88 – Shed Update – pursuant to a site visit with Council, the homeowner has decided to not pursue any alterations and the shed will remain as is.
- e) Telus Fiber Optics - Telus will be onsite sometime in the month of June to upgrade the service boxes. Once the upgrade is complete, Fiber Optics will be available to all homeowners.

#### 14. NEW BUSINESS

- a) Fire Hydrant Flushing – The Council President advised that past line flushing was done by previous Caretakers and also provided Council with a quote for materials required to undertake the line flushing. After review it was **MOVED & SECONDED** to approve the quote and to approve that the Caretaker continue with this task.  
*With all in favour the motion was* **CARRIED**
- b) Ferntree Drain Cover – The Strata Manager together with the Caretaker will look to replace the broken drain cover.
- c) Replacement Grinders – Fawn pumps – The Caretaker will obtain quotes to provide to Council for review.
- d) Salal Pump House – Retaining Wall Addition - The Caretaker will obtain quotes to provide to Council for review.

#### 15. IN CAMERA SESSION

None to Report

#### 16. ADJOURNMENT/NEXT MEETING

The meeting was adjourned at 8:17pm. The next meetings have been scheduled for:

- July 6, 2020
- August 24, 2020
- October 5, 2020
- November 4, 2020 – AGM held by Restricted Proxy (due to Covid-19 and public health recommendations this year’s AGM will be held by Restricted Proxy. This means that the Owners will participate using a 2-proxy form which will set out all items to be voted on. Homeowners will fill out the proxies and the seven (7) proxy holders (Council) together with the Strata Manager, will attend the meeting to count the votes. An exact count of the votes will be published in the AGM minutes and the proxies will be retained on file for two (2) years.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**

**We remind homeowners to NOT flush wipes of any kind. We can't express the importance of this enough, as the wipes do not break down and clog the sewer pumps. We just had the pumps unclogged again yesterday (June 3) where the contractor found multiple wipes. This is an expensive task as we have to get a pumper truck in and have a contractor unplug the pumps. We have already spent roughly \$2000 on this so far, not including June 3.**

“Fire Crews Battle 11 Small Wildfires Over the Easter Weekend”

CTV News April 13

“Wildfires Burning Northwest of Campbell River”

Vancouver Island Free Daily April 17

“Projections Indicate High Forest Fire Risk This Summer”

My Powell River Now May 5

### **The 2020 fire season has begun in British Columbia and on Vancouver Island.**

Do you know the #1 cause of wildfires in British Columbia? You probably do. Yes, the #1 cause is lightning strikes as other naturally caused wildfires due to volcanic activity and meteorites are not that common.

We know we can't control nature but we can control the fuel that feeds the wildfires. That's why so many of you participated in our second Fire Smart Clean Up this past month. We reduced the amount of wildfire fuel (dead trees/branches, invasive species such as English ivy, Himalayan blackberry, Scotch broom, and other organic material) in Long Lake Heights filling a record number of five bins.

We can also control the heat source that wildfires need in order to burn. The BC Wildfire Service recorded 111 wildfires in BC for the month of April, 2020. Of those 111 wildfires, it has been confirmed that 83% were human caused. Some examples of human causes include open burning, the use of engines or vehicles, and dropping burning substances such as cigarettes.

**This is our disaster waiting to happen.**



This picture was taken May 11 on the side of Summit Drive. The butts are lying on a bed of dry fir needles.

Several home owners have complained about the littering of cigarette butts and are concerned not only for the safety of our community but our environment as well. We live in a beautiful, natural forested community and we are fortunate to live on an island as well. Cigarette butts are the biggest ocean contaminant. Cigarette butts on the side of the road end up in our lake through our storm drains. One cigarette butt in one liter of water is enough to poison and kill a fish.

We would like to ask home owners and their families who are smokers to please recycle/dispose of their cigarette butts responsibly. When out walking, you may want to consider using a pocket ashtray or bring something with you to put your cigarette butt in until you can dispose of it at home.

Anyone interested in fire bans currently in effect can refer to the following BC government and City of Nanaimo links.

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/fire-bans-and-restrictions>

<https://www.nanaimo.ca/city-services/emergency-services/fire-rescue/burning-regulations>

**LONG LAKE HEIGHTS - VIS 830**  
**Council Meeting Minutes**  
**Held Monday, April 12, 2021 @ 6:00pm**  
**Via Go To Meeting**



**Council in Attendance**

Domenico Iannidinardo  
Stephen McPhee  
Terrill MacDonald  
David McCallum

Vice-President (currently acting President)  
Secretary / Treasurer  
Grounds & Communication  
Member at Large

Lisa Maniquet  
Lianna Armstrong

Colyvan Pacific Real Estate Management Services Ltd.  
Grounds & Communication Committee Member

**Absent with Regrets:**

Steve McMullen

President

**SPECIAL AGENDA**

**Facebook Proposal** – Lianna provided Council with a draft survey to send to all homeowners to find out how much interest there would be in the community for a Long Lake Heights Facebook page. If there is enough interest to move forward, each homeowner would have to request to join the group and would have to answer a series of questions before being accepted. They would also have to agree that this space is for positive purposes only and will not be a platform for complaints. The page will be monitored daily and anyone contravening the page rules will be removed. After discussion it was *MOVED & SECONDED* to approve moving forward with a community Facebook page.

*With all in favour the motion was*

**CARRIED**

Lianna Armstrong left the meeting at 6:17pm

**1. CALL TO ORDER**

The meeting was called to order by the acting President, Domenico Iannidinardo at 6:17pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.

*With all in favour the motion was*

**CARRIED**

**Vancouver**

1325 - 1100 Melville Street  
Vancouver, BC V6E 4A6  
604 683 8399

**Nanaimo**

3 - 4488 Wellington Road  
Nanaimo, BC V9T 2H3  
250 754 4001





PROPERTY  
MANAGEMENT

### 3. APPROVAL OF COUNCIL MEETING MINUTES (March 1, 2021)

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of March 1, 2021.

*With all in favour the motion was*

**CARRIED**

### 4. FINANCIAL REPORT (March 31, 2021)

**a) Financial Report (March 31, 2021)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to March 31, 2021.

*With all in favour the motion was*

**CARRIED**

#### **b) Report on Unapproved Expenditures**

- i) Osbourne Electro Mechanics - \$3,178.00 (replacement parts for ginder pumps / inspection)

After review it was *MOVED & SECONDED* to approve the invoices.

*With all in favour the motion was*

**CARRIED**

### 5. PRESIDENTS MESSAGE

Domenico Iannidinardo salutes the Grounds & Communication members as well as all homeowners that participated in the April 11, 2021 invasive species clean-up for all their time, coordination and hard work.

### 6. SAFETY

**a) Marsh Wren Retaining Wall** – The homeowners obtained a quote from R&M Coastal Contracting. Council will conduct a site visit together with the homeowner as well as R&M Coastal to go over the details of the quote.

**b) Large boulder/Widgeon Place** – The strata manager for VIS 762 and VIS 830 will be conducting a conference call with the President of both strata's to discuss this issue.

### 7. REPORT ON LITIGATION

None to report.

### 8. BYLAW CONTRAVENTION

**a) Short-term Rental** – A site visit was conducted. Council has no objection to the request on the condition that the homeowners follow the City of Nanaimo bylaws and reside in the home full-time.



## 9. COMMITTEE REPORTS

- a) Capital Asset Replacement Planning Committee:
- i. The Committee welcomes new members: Stephen James, Romulus Munteanu, and Chuck Thomas.
  - ii. Depreciation Report Renewal – RJC Engineers has conducted a site visit and continues their work on the renewal process.
  - iii. Pump Project – Council is currently reviewing options for possible pump replacement at the Fawn pump house and will be reviewing options to seek compensation from Osbourne Electro Mechanics.
- b) Planning Committee:
- Current Builds:
    - o Lot 52 - build in progress
    - o Lot 11 – build still in progress
    - o Lot 205 – build still in progress
- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Grounds & Communication
- The Committee recently met and provided an update as follows:
    - Spring invasive species clean up held on April 11, 2021 was a success. Thank you to everyone that participated.
    - FireSmart Program – scheduled for May 1 & 2, 2021. A notice will be sent out on April 20, 2021 with bin locations and more details.
    - Long Lake Heights Stone Signage – landscaping upgrade and replace rock surrounds.
    - Facebook Page – survey sent to homeowners.
  - Street Light Committee – Phase 2 installation has begun. Lights will be installed along Woodhaven, Rainbow Crescent, Marsh Wren plus adjoining roads and cul-de-sacs.

## 10. CORRESPONDENCE (INCOMING)

- a) Lot 215 - Tree Removal Request – a homeowner requested removal of overgrown, unsafe alders. A site visit was conducted and Council agreed that they trees are a hazard. After review it was *MOVED & SECONDED* to approve the removal of the trees and to have them replaced with cedars.  
*With all in favour the motion was* **CARRIED**
- b) Lot 20 – Tree Pruning / Fence – Council conducted a site visit with a homeowner regarding the removal of dead arbutus trees, pruning back very overgrown plum trees and the replacement of an existing perimeter fence that is rotted. After review it was *MOVED & SECONDED* to approve the removal of the dead arbutus, pruning back the plum trees and replacement of the existing perimeter fence.  
*With all in favour the motion was* **CARRIED**
- c) Lot 221 – Tree Pruning Request - Council conducted a site visit and advised the homeowner to provide the Strata Manager with an arbourist report prior to proceeding.

- d) Lot 169 – Tree Removal Request – Council conducted a site visit and all trees were below size limit, therefore, no approval is required for this request.
- e) Lot 121 – Roofing Material – A homeowner expressed interest in using metal roofing. Council has no objection.
- f) Lot 99 – Tree Removal Request - Council conducted a site visit and advised the homeowner to provide the Strata Manager with an arbourist report prior to proceeding.

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 64 – Street Parking
- b) Lot 108 – Tree Removal Request
- c) Lot 200 – Blasting Complaint

**12. FINISHED BUSINESS**

- a) Annual Fire Hydrant Inspection
- b) Lakeview Park Update
- c) Invasive Species Clean-up

**13. PENDING / OLD BUSINESS**

- a) Dock Application – The Ministry advised that a pier block dock is not permitted. We are now looking into a floating dock option.
- b) Lakeview Terrace Update

**14. NEW BUSINESS**

None to report

**16. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:31pm. The next meeting will be held on May 31, 2021.

The Strata Manager left the meeting at 7:31pm

**17. IN-CAMERA SESSION**

An in-camera session was held with Council members.

***Minutes prepared by:***

***Lisa Maniquet  
Colyvan Pacific Real Estate Management Services Ltd.  
Managing Agent for Strata Plan VIS 830***

**LONG LAKE HEIGHTS - VIS 830**  
**Council Meeting Minutes**  
**Held Monday, January 18, 2021 @ 6:00pm**  
**Via Go To Meeting**

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**Council in Attendance**

Domenico Iannidinaro	Vice-President
Stephen McPhee	Secretary / Treasurer
Terrill MacDonald	Grounds & Communication
David McCallum	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.

**Absent with Regrets:**

Steve McMullen	President
Jason Lauscher	Member at Large
Allie Vaughan	Member at Large

**SPECIAL AGENDA**

**Caretaker Update** – The Caretaker provided an update on various items he has tended to since the last meeting. Some include; fixed and filled sand bins, re-installed fallen lamp standard on Grouse, re-installed stop-sign and barrier at Ferntree, tended to a broken pipe in the Fawn pump house, coordinated meeting with engineer regarding the water booster upgrade, tended to broken water line on Widgeon and obtained quotes for catch basin cleaning.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:36pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (December 7, 2020)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of December 7, 2020.  
*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (December 31, 2020)**

**a) Financial Report (December 31, 2020)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to December 31, 2020.  
*With all in favour the motion was*

**CARRIED**

**b) Report on Unapproved Expenditures**

- i) Mike's Septic - \$1,546.12 (service for broken pipe in Fawn pump house)
- ii) Retro Enterprises - \$12,400.50 (replacement of fire hydrant on Woodhaven)

After review it was *MOVED & SECONDED* to approve the invoices.

*With all in favour the motion was*

**CARRIED**

**5. PRESIDENTS MESSAGE**

None to report.

**6. SAFETY**

- a) Marsh Wren Retaining Wall – The Strata Manager advised that she has reached out to the new homeowners who are keen to meet with Council to discuss the retaining wall.
- b) Large boulder/Widgeon Place – The strata manager for VIS 762 and VIS 830 will be conducting a conference call with the President of both strata's to discuss this issue.

**7. REPORT ON LITIGATION**

None to report.

**8. BYLAW CONTRAVENTION**

- a) SL 175 – Tree removal – Council discussed the removal of four trees without obtaining approval. After review it was determined that the homeowner would not be fined at this time. Council is asking that the homeowner plant 20 trees by April if they will not be proceeding with a build on the empty lot.
- b) SL 128 – Open Fire – The Strata Manager issued a letter to the homeowner to advise that open burning is not permitted in the City of Nanaimo and also included the regulations set out by the City, which are available on the Long Lake website. [www.longlakeheights.ca](http://www.longlakeheights.ca)

**9. COMMITTEE REPORTS**

**a) Capital Asset Replacement Planning Committee:**

- I. Depreciation Report Renewal – The Strata Manager received a second quote from RJC and is still waiting on a quote from Morrison Hershfield.
- II. The water booster upgrade – The Caretaker will be obtaining engineer quotes and providing to Council for review.

**b) Planning Committee:**

- Lot 197 - Renovation Update – renovations are on hold possibly until the spring or until things get better with Covid.
- Lot 195 – Deck Addition – their City permit application is complete. Once they have their permit they will look to proceed with the addition.
- Current Builds:
  - Lot 52 Building Plan Approval - Council reviewed the building plans and after review it was *MOVED & SECONDED* to approve the plans.  
*With all in favour the motion was*
  - Lot 11 – build still in progress
  - Lot 205 – build still in progress

**CARRIED**

- c) Parking – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.
- d) Grounds & Communication
  - The Committee will be meeting some time during the week of January 18<sup>th</sup>.
    - Street Light Committee – Phase 2 installation will begin in the spring. Lights will be installed along Woodhaven, Rainbow Crescent, Marsh Wren plus adjoining roads and cul-de-sacs.

**10. CORRESPONDENCE (INCOMING)**

- a) Lot 64 – Tree Removal Request – Council reviewed correspondence from a homeowner regarding a tree removal. An arbourist assessed the tree and it was determined that it was not a hazard and that the best course of action would be to thin the tree. After discussions it was *MOVED & SECONDED* to approve the pruning.  
*With all in favour the motion was* **CARRIED**

**11. CORRESPONDENCE (OUTGOING)**

- a) Lot 115 (861 Grouse Pl) – Tree removal request denied due to tree being healthy
- b) Lot 224 (621 marsh Wren) – Suite Rental / Tree Removal – suite rental and tree removal approved
- c) Lot 152 (261 Woodhaven) – Tree removal request approved
- d) Lot 51 (461 Heron) – Suite rental approved
- e) Lot 222 (21 Summit) – Volunteer Services – Asked homeowner to provide something to be posted the website (no response).

**12. FINISHED BUSINESS**

- a) Fire Hydrant Replacement (Woodhaven)

**13. PENDING / OLD BUSINESS**

- a) Dock Application
- b) Heron Pl – Utility cover replacement – Council reviewed a quote for the replacement cover. After review it was *MOVED & SECONDED* to approve the replacement cover.  
*With all in favour the motion was* **CARRIED**
- c) Annual Fire Hydrant Inspection – All hydrants have been inspected with the exception of the new hydrant on Woodhaven. The inspection company will be returning for testing/inspection of the new hydrant.

**14. NEW BUSINESS**

- a) Water Collection/Drainage Issue (bottom of Salal) - it was noted that during the heavy rains the new development was causing extensive seepage through the rock below in the park. The Strata Manager has reached out to the Ministry of Environment and subsequently the bylaw department at the City of Nanaimo. We are still waiting on a response from the City, and in the meantime the Strata Manager will reach out to the Developer directly.
- b) Catch Basins - Council reviewed three quotes for cleaning of the catch basins. After review it was *MOVED & SECONDED* to approve the quote from Groess Environmental Services.  
*With all in favour the motion was* **CARRIED**

**15. IN CAMERA SESSION**

The Strata Manager left the meeting at 7:32pm. Council then held an in-camera session.

**16. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:35pm. The next meeting will be March 1, 2021.

**Minutes prepared by:**

***Lisa Maniquet  
Colyvan Pacific Real Estate Management Services Ltd.  
Managing Agent for Strata Plan VIS 830***



**LONG LAKE HEIGHTS - VIS 830**

**Council Meeting Minutes**

**Held Monday, March 1, 2021 @ 6:00pm**

**Via Go To Meeting**

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**Council in Attendance**

Domenico Iannidinardo	Vice-President
Stephen McPhee	Secretary / Treasurer
Terrill MacDonald	Grounds & Communication
David McCallum	Member at Large
Allie Vaughan	Member at Large
Lisa Maniquet	Colyvan Pacific Real Estate Management Services Ltd.
Dugan Hollett	Caretaker / Capital Asset Replacement Planning Committee
Tom Stromar	Homeowner

**Absent with Regrets:**

Steve McMullen                      President

**SPECIAL AGENDA**

**Tom Stromar (Lot 175)** – Tom advised of his purchase of lot 175 and updated Council on their plans and timeline for building. They will be moving forward with their build as soon as they take possession and once they have all the necessary permits in place. They are hoping the permitting process will go fairly quickly due to the previous owner already having permits in place.

**Pump Discussion** – There has been ongoing issues with the pumps in the Fawn pump house with these pumps clogging and costing the strata upwards of \$10,000 or more per year in maintenance. One solution was put forward to insert a screen to catch certain debris, such as wipes, which are the biggest culprit, and then have the screens cleaned out as needed (possibly quarterly). Another discussion took place to look at replacement of the pumps with high grade pumps which would cost the strata more now, but would eventually pay off due to less maintenance required on an annual basis. Quotes will be obtained for replacement and another discussion will take place at the next Council meeting.

**1. CALL TO ORDER**

The meeting was called to order by the Strata Manager, Lisa Maniquet at 6:41pm.

**2. APPROVAL OF THE AGENDA**

With no additions to the agenda, it was *MOVED & SECONDED* to approve the agenda as presented.  
*With all in favour the motion was*

**CARRIED**

**3. APPROVAL OF COUNCIL MEETING MINUTES (January 18, 2021)**

As there were no errors or omissions noted it was *MOVED & SECONDED* to approve the minutes of January 18, 2021.  
*With all in favour the motion was*

**CARRIED**

**4. FINANCIAL REPORT (January 31, 2021)**

- a) **Financial Report (January 31, 2021)** – The Strata Manager reviewed the financial statements. Following this review, it was *MOVED & SECONDED* to receive the financial statements to January 31, 2021.  
*With all in favour the motion was* **CARRIED**

b) **Report on Unapproved Expenditures**

- i) Osbourne Electro Mechanics - \$1,715.55 (service for clogged pumps at the Fawn pump house)  
ii) Retro Enterprises - \$1,732.00 (emergency remediation for broken water main)

After review it was *MOVED & SECONDED* to approve the invoices.  
*With all in favour the motion was* **CARRIED**

**5. PRESIDENTS MESSAGE**

None to report.

**6. SAFETY**

- a) Marsh Wren Retaining Wall – A site meeting was conducted. Council informed the new owners on the history of their retaining wall which sits on common property. The Strata Manager will ask the homeowners to obtain quotes for a concrete / boulder retaining wall to provide to Council to review.  
b) Large boulder/Widgeon Place – The strata manager for VIS 762 and VIS 830 will be conducting a conference call with the President of both strata's to discuss this issue.

**7. REPORT ON LITIGATION**

None to report.

**8. BYLAW CONTRAVENTION**

- a) Short-term Rental – It was noted that there is an unapproved short-term rental. The Strata Manager contacted the homeowner to advise that rentals are not permitted without Council approval and also advised on the City of Nanaimo short term rental bylaws. A site visit will be conducted between Council and the owner(s).

**9. COMMITTEE REPORTS**

a) Capital Asset Replacement Planning Committee:

- i. Depreciation Report Renewal – Council reviewed a number of quotes. After review and discussion, it was *MOVED & SECONDED* to approve RJC Engineers proceed with the renewal of the depreciation report.  
*With all in favour the motion was* **CARRIED**
- ii. The water booster upgrade – Council reviewed quotes. After review and discussion, it was *MOVED & SECONDED* to approve Cascara Consulting Engineers Limited proceed with the engineering design for the booster upgrade.  
*With all in favour the motion was* **CARRIED**



**b) Planning Committee:**

- Current Builds:
  - o Lot 52 - build in progress
  - o Lot 11 – build still in progress
  - o Lot 205 – build still in progress

**c) Parking** – Continues to be monitored. We also remind all homeowners that if you have guests staying in visitor parking for up to the permitted seven (7) days, we ask that you either place a note on the dash of the vehicle or let your Strata Manager know to avoid any vehicles being tagged unnecessarily.

**d) Grounds & Communication**

- The Committee recently met and provided an update as follows:

- Spring invasive species clean up – tentatively scheduled for early April - more details to come.
- FireSmart Program – tentatively scheduled for May 1, 2021 – more details to come.
- Long Lake Heights Signage – this area will be cleaned up with fresh landscaping and paint.
- Adopt a Spot – potential adopt a spot program allowing homeowners to pick an area of common property that they would like to tidy and fix up themselves and possibly win a free month of strata fees.
- Facebook Page – the Committee will be setting up a mock FB page to start, and at the same time will conduct a survey of homeowners to see if there is enough interest in moving forward.
- Street Light Committee – Phase 2 installation will begin in the spring. Lights will be installed along Woodhaven, Rainbow Crescent, Marsh Wren plus adjoining roads and cul-de-sacs.

Council expressed their gratitude and thanked Terrill and the rest of the Grounds and Communication Committee for all of their hard work and dedication in maintaining and coming up with ways to beautify Long Lake, as well as getting information out there for all homeowners through way of the Long Lake website, [www.longlakeheights.ca](http://www.longlakeheights.ca) , notices and now through a potential Facebook page.

**10. CORRESPONDENCE (INCOMING)**

- a) Street Parking** – a homeowner expressed interest in altering a section of common property on Swan Place to either a turn-around or additional parking. The Strata Manager advised that this would have to go to a general meeting for approval from homeowners. It would involve approval of funds for a survey of the area, approval of altering common property and approval of funds to alter the common property. The Strata Manager will work together with the Caretaker to come up with plans and obtain quotes.
- b) Tree Removal Request** – Council conducted a site visit with a homeowner regarding the removal of dead arbutus trees. It was noted that the removal of dead arbutus no longer requires Council approval. After discussion it was determined that the large dead portion be removed. The homeowner will leave some living branches to see if there is any chance of survival.
- c) House Structure Upgrade / Landscaping Upgrade** – A new homeowner advised that a portion of their foundation is sagging. They are going through all necessary means to hire the appropriate engineers as well as necessary permits with the City. At the same time they will also be completing a landscape upgrade to tidy up the property.

**11. CORRESPONDENCE (OUTGOING)**

- a) Tree Removal Request** – Approval sent for tree pruning
- b) Tree Removal** – Advised homeowner to plant 20 trees if lot not sold or being built on by April 1/21
- c) Outdoor Fire** - Advised homeowner on City of Nanaimo bylaws.



**12. FINISHED BUSINESS**

- a) Fire Hydrant Flush-out
- b) Catch Basin Clean-up
- c) Heron Utility Cover Replaced
- d) Widgeon Water Leak
- e) Water Collection / Drainage (bottom of Salal) – this was investigated by the Developer and the City and it was found to be a plugged City inlet on the system near the lake. This was not related to the Development.

**13. PENDING / OLD BUSINESS**

- a) Dock Application – Plans were submitted for a dock built on pier blocks. A response was received and it was advised that pier blocks are not permitted and therefore, plans would have to be resubmitted for a floating dock. The Strata Manager is working with the Ministry to see if a floating dock is feasible.
- b) Annual Fire Hydrant Inspection – All hydrants have been inspected with the exception of the new hydrant on Woodhaven. The inspection company will be returning for testing/inspection of the new hydrant.

**14. NEW BUSINESS**

- a) Lakeview Park Update – the update is attached to form a part of these Minutes.

**15. RESIGNATION**

- a) Jason Lauscher and his wife have sold their property. In this regard, Jason resigned from Council on February 25, 2021.

**16. ADJOURNMENT/NEXT MEETING**

The meeting was adjourned at 7:42pm. The next meeting will be April 12, 2021.

**Minutes prepared by:**

**Lisa Maniquet**  
**Colyvan Pacific Real Estate Management Services Ltd.**  
**Managing Agent for Strata Plan VIS 830**

**From:** Kirsty MacDonald  
**Sent:** January 21, 2021 9:32 AM  
**To:** 'maniquet@colyvanpacific.com'  
**Cc:** Art Groot; Charlotte Davis; Tammy Toor  
**Subject:** Lakeview Park Update

Hello Lisa.

Nice to hear from you again.

It's been about 5 years since we met with the Long Lake strata and other park neighbours and developed a park improvement plan for Lakeview Park. We have also been working through at least 3 development applications to obtain additional trail, parkland, and community amenities to help achieve this plan at Lakeview Park.

**Additional park land:**

With the adjacent development, the City has added additional land to Lakeview Park on the lakefront as well as treed natural areas adjacent to Salal Road.

**Soft surface trails:**

Since first meeting with your group we have established a public soft surface trail from Wills Road to Salal Drive. Our operations crew have spent over \$20,000 on trail and stair improvements and developers have also completed sections. Hazard trees have also been addressed in many locations. There is some additional work to do (including signage) but the public right of way now exists and is open to walk. I know some residents walked the existing trails before, but they were on private land before. Now the entire section is public.

**Multi-use hard surface trail**

The developer on Cedar Ridge will be completing a paved 3m wide trail to link Rutherford Road and Salal. This trail will be lit and will be suitable for bikes and wheelchairs. They will likely start this work soon as the development proceeds.

**Parking:**

We are still working through options for parking on both the Wills Road and Salal Road side.

This park is intended as a local natural park but we know that all lakefront access points can become popular.

There are some road improvements on the Salal side planned through the Cedar Ridge development.

**Dock or fishing float:**

Developers will be giving some money toward a future potential waterfront access point or float in the future. This was part of the Lakefront Park Improvement Plan we developed with the residents but we have not determined any designs or the location yet.

**Invasive plants**

We typically work with volunteer groups to remove invasive plants. We would be happy to discuss how the strata and other neighbours can participate in our Partners in Parks program moving forward. There are also options for park ambassadors and adopt-a-park for the strata.

**Security**

The paved multi-use trail will be lit in the future.

If there are issues, you can call 250-755-7515 and report concerns regarding security and maintenance.

Our staff are also happy to meet with you on site one day to talk about specifics if you would like.

I hope that helps as an update Lisa.

Best regards,  
Kirsty MacDonald  
Parks and Open Space Planner

**Strata Property Act**  
**Form B – Information Certificate**  
(Section 59)

The Owners, Strata Plan VIS 830 certify that the information contained in this certificate with respect to Strata Lot 52 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above: **\$145.00**
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*): **\$0.00**
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?  
 X  No   Yes (see enclosed alteration information)
- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved: \$  0.00 . The payment is to be made by \_\_\_\_\_ month, day, year].
- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **\$ 0.00**
- (f) Amount in the contingency reserve fund minus any expenditure which have already been approved but not yet taken from the fund: **\$325,062.41 as at March 31, 2021 less 30,000 in capital expenditures for engineer for water booster upgrade and street light upgrade.**
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?  
 no  yes [attach copy of all amendments]
- (h) Are there any resolutions passed by a ¾ vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?  
 no  yes [attach copy of all resolutions]
- (h.1) Are there any winding-up resolutions that have been passed?  
 no  yes [attach copy of all resolutions]
- (i) Has notice been given for any resolutions, requiring a ¾ vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?  
 no  yes [attach copy of all notices]
- (j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding and/or are there any judgments or orders against the strata corporation?  
 no  yes [attach details]
- (k) Have any notices of work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?  
 no  yes [attach copies of all notices or work orders]
- (l) Number of strata lots in the strata plans that are rented:  17  to the best of our knowledge.

**\*Note: Form B is amended B.C. Reg. 238/2011, Shed. 3 (to come into force on January 1, 2014) by repealing everything after paragraph (l) and substituting the following:**

- (m) Are there any parking stall(s) allocated to the strata lot?  
 no  yes
- (i) *If no, complete the following by checking the correct box.*  
 No parking stall is available  
 No parking stall is allocated to the strata lot but parking stall(s) within common property might be available
- (ii) *If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the checked box(es) apply.*  
 Parking stall(s) number(s) \_\_\_\_\_ is/are part of the strata lot  
 Parking stall(s) number(s) \_\_\_\_\_ is/are separate strata lot(s) or parts of a strata lot \_\_\_\_\_ [strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]  
 Parking stall(s) number(s) \_\_\_\_\_ is/are limited common property  
 Parking stall(s) number(s) \_\_\_\_\_ is/are common property

(iii) For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.

- Parking stall(s) number(s) \_\_\_\_\_ is/are allocated with strata council approval\*
- Parking stall(s) number(s) \_\_\_\_\_ is/are allocated with strata council approval and rented at \$ \_\_\_\_\_ per month\*
- Parking stall(s) number(s) \_\_\_\_\_ may have been allocated by owner developer assignment

Details:

N/A - Baveland strata

[Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

**\*Note: The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the Strata Property Act, or otherwise, any may therefore be subject to change in the future.**

(n) Are there any storage locker(s) allocated to the strata lot?

- no
- yes

(i) If no, complete the following by checking the correct box.

- No storage locker is available
- No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the check(es) apply.

- Storage locker(s) number(s) \_\_\_\_\_ is/are part of the strata lot
- Storage locker(s) number(s) \_\_\_\_\_ is/are separate strata lot(s) or parts of a strata lot \_\_\_\_\_ [strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]
- Storage locker(s) number(s) \_\_\_\_\_ is/are limited common property
- Storage locker(s) number(s) \_\_\_\_\_ is/are common property

(iii) For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.

- Storage locker(s) number(s) \_\_\_\_\_ is/are allocated with strata council approval\*
- Storage locker(s) number(s) \_\_\_\_\_ is/are allocated with strata council approval and rented at \$ \_\_\_\_\_ per month\*
- Storage locker(s) number(s) \_\_\_\_\_ may have been allocated by owner developer assignment

Details:

[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

**\*Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the Strata Property Act, or otherwise, any may therefore be subject to change in the future.**

**Required Attachments**

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

- The rules of the strata corporation;
- The current budget of the strata corporation;
- The owner developer's Rental Disclosure Statement under section 139, if any; and
- The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: .....May 5, 2021.....



Strata Manager  
Managing on behalf of Strata Corporation .....VIS 830

# VIS830 - Long Lake Heights

## Balance Sheet

03/31/2021

### Assets

CIBC - Operating Account	58,033.93
CIBC -CRF Account	325,062.41
Accounts Receivable	1,748.87
Prepaid Insurance	1,220.02

<b><u>Total Assets</u></b>	<b><u>386,065.23</u></b>
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### Liabilities

Accounts Payable - Net Total	29,736.00
Inspection Admin Fees	2,500.00
Damage Deposits	5,200.00

<b><u>Total Liabilities</u></b>	<b><u>37,436.00</u></b>
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### Equity

#### Contingency Reserve Fund

Previous Year CRF Balance	293,494.53
Current Year CRF Contributions	58,155.66
CRF Interest	686.28
CRF Expenses	(27,274.06)
<b>TOTAL Contingency Reserve Fund</b>	<b>325,062.41</b>
<b>Retained Earnings</b>	<b>12,061.30</b>
<b>Net Income</b>	<b>11,505.52</b>

<b><u>Total Equity</u></b>	<b><u>348,629.23</u></b>
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<b><u>Total Equity and Liabilities</u></b>	<b><u>386,065.23</u></b>
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**VIS830 - Long Lake Heights**  
**Revenues and Expenses Statement**

From 03/01/2021 to 03/31/2021

Current Period

**Revenues**

Maintenance Fees - VIS 830	33,205.00
Maintenance Fees - VIS 762	2,070.00
Maintenance Fees - VIS 1703	920.00
Interest	24.86
Additional User Fees	1,885.00

<b>Total Revenue</b>	<b>38,104.86</b>
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**Expenses**

Bank Charges	31.50
Insurance	203.33
Management Fees	4,328.10
Office Supplies	54.88
Caretaker/Maintenance Coordinator	2,310.00
Transfer to CRF	9,692.61
Electricity	819.51
Garbage/Recycling/Green Bins	3,951.24

<b>Total Expense</b>	<b>21,391.17</b>
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<b>Net Income</b>	<b>16,713.69</b>
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# VIS830 - Long Lake Heights

## Income and Expense Comparative Statement

From 03/01/2021 to 03/31/2021

	<u>March 2021</u>		<u>October to March</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<b><u>Revenues</u></b>							
Maintenance Fees - VIS 830	33,205	33,205	199,230	199,230		398,460	384,720
By-Law Fines			400		400		
Maintenance Fees - VIS 762	2,070	2,070	12,420	12,420		24,840	23,831
Maintenance Fees - VIS 1703	920	920	5,520	5,520		11,040	10,592
Interest	25		133		133		
Additional User Fees	1,885	1,458	10,580	8,750	1,830	17,500	16,600
Other Income			25		25		
Previous Year Surplus			(25,956)	(25,972)	16	(25,972)	
<b>Total Revenues</b>	<b>38,105</b>	<b>37,653</b>	<b>202,352</b>	<b>199,948</b>	<b>2,404</b>	<b>425,868</b>	<b>435,743</b>
<b><u>Expenses</u></b>							
Bank Charges	32	38	189	225	36	450	420
Insurance	203	208	1,220	1,250	30	2,500	2,500
Miscellaneous		50	304	300	(4)	600	2,000
Management Fees	4,328	4,328	25,969	25,969		51,937	41,769
Office Supplies	55	108	886	650	(236)	1,300	2,000
Accounting/Legal		100	666	600	(66)	1,200	500
Caretaker/Maintenance Coordinator	2,310	2,310	13,860	13,860		27,720	27,720
WorkSafe BC		21	131	125	(6)	250	200
Transfer to CRF	9,693	9,693	58,156	58,156		116,311	126,269
R & M General		450	3,421	2,700	(721)	5,400	8,000
Grounds Maintenance & Communication		1,542	5,385	9,250	3,865	18,500	16,000
Ferntree Lake Access							12,500
Road Maintenance/Signs		250	656	1,500	844	3,000	8,000
Snow Removal/Ice Control		1,708	4,328	10,250	5,922	20,500	17,500
Water/Sewer Maintenance/Pumps		250	68	1,500	1,432	3,000	4,000
Pump House Alert System		58	20	350	330	700	2,900
Electricity	820	292	2,413	1,750	(663)	3,500	6,200
Garbage/Recycling/Green Bins	3,951	4,083	23,257	24,500	1,243	49,000	47,265
Water/Sewer		10,000	49,917	60,000	10,083	120,000	110,000
<b>Total Expenses</b>	<b>21,392</b>	<b>35,489</b>	<b>190,846</b>	<b>212,935</b>	<b>22,089</b>	<b>425,868</b>	<b>435,743</b>



<u>March 2021</u>		<u>October to March</u>			<u>Yearly Budgets</u>	
<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>

<b>Net Income</b>	16,713	2,164	11,506	(12,987)	24,493	0	0
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