



December 1, 2025

The Owners, Strata Plan VIS1579  
1255 Wain Road,  
North Saanich, BC

Dear Owners:

**RE: Eagle Ridge Estates – Minutes of Annual General Meeting**

Thank you to all who were able to attend the Annual General Meeting either in person or by proxy. We are pleased to have worked with Eagle Ridge Estates for the past twenty-nine years, and look forward to continuing our relationship for many more. If you have any feedback regarding the meeting, the minutes or the notice package, we encourage you to contact your Strata Property Manager or our strata department managers, Kristy Tamburri and Sam Hasham.

Please find attached the unapproved minutes of the Annual General Meeting held November 18, 2025. Please retain these minutes in your files as they will need to be approved at the next General Meeting of the Strata Corporation. A copy of the approved Strata fees for each unit is also enclosed.

You can pay your Strata fees by pre-authorized debit, post-dated cheques or cash. If you do not pay by pre-authorized debit, you can download the forms from our website at [www.prolinemanagement.com](http://www.prolinemanagement.com). To activate automatic payments, we need the completed form by the 25<sup>th</sup> of the preceding month.

If paying by a series of cheques, please make them payable to **Proline Management Ltd. "in trust"** or **Strata Plan VIS1579** and include your unit number and the name of your complex.

Please note that there is a Eagle Ridge Estates website that contains the Annual General Meeting minutes, your bylaws, the minutes of monthly council meetings and a number of other documents of importance to Eagle Ridge Estates' owners. You can register for the website at [www.prolinemanagement.com](http://www.prolinemanagement.com). To help reduce costs for the strata corporation, we encourage you to consent to electronic delivery of documents when registering for your website.

The management team assigned to your community consists of your Strata Property Manager, Victoria Everett, [victoria@prolinemanagement.com](mailto:victoria@prolinemanagement.com), and your Strata Operations team, at [operations@prolinemanagement.com](mailto:operations@prolinemanagement.com). We welcome you to contact any member of your management team if you have questions, comments or concerns.

Yours truly,

**PROLINE MANAGEMENT LTD.**

Authorized Agent for Strata Plan VIS1579

A handwritten signature in black ink, appearing to read 'Victoria Everett', is written over a faint, large watermark that says 'Copied by Mariann Abram on 2025/12/01'.

Victoria Everett  
Strata Property Manager





**UNAPPROVED MINUTES OF THE ANNUAL GENERAL MEETING  
THE OWNERS, STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
HELD ON TUESDAY, NOVEMBER 18, 2025**

**Location:** Saanich Peninsula Presbyterian Church  
9296 East Saanich Road

**Units Represented:**

**In Person:**

Strata Lots				
30	29	27	26	25
24	4	3	1	15
14	13	9	8	21
19	36	35	33	32
31	51	49	45	44
43	42	40	39	38
37	18	12	10	75
74	73	72	68	67
54	62	60	66	64
57	56	55		

**By Proxy:**

Strata Lots				
5	20	47	11	61
59				

**PROLINE MANAGEMENT LTD.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order at 1:00 pm.



**2. CERTIFY PROXIES AND CORPORATE REPRESENTATIVE AND ISSUE VOTING CARDS**

Management noted that the proxies had been certified and voting cards issued.

**3. DETERMINE THAT THERE IS QUORUM**

With representation of Strata Lots holding a combined 54 of the Strata's 75 total votes (48 in person and 6 by proxy) quorum was confirmed.

**4. ELECT A PERSON TO CHAIR THE MEETING, IF NECESSARY**

The President chaired the meeting.

**5. PRESENT PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

Management indicated that the notice of the meeting was mailed out 20 days prior to the AGM date, thus meeting the notice requirements under the *Strata Property Act*.

**6. APPROVE THE AGENDA**

**Motion:** To approve the agenda as presented.

**Moved:** SL 42

**Seconded:** SL 27

**Carried.**

**7. APPROVE MINUTES FROM THE LAST GENERAL MEETING**

The minutes of the November 26, 2024, Annual General Meeting were previously distributed. The following motion was made:

**Motion:** To approve the minutes of the Annual General Meeting held on November 26, 2024.

**Moved:** SL 54

**Seconded:** SL 1

**Carried.**

**8. DEAL WITH ANY UNFINISHED BUSINESS**

There were no unfinished business items.

**9. RECEIVE REPORTS OF COUNCIL OR COMMITTEE ACTIVITIES AND DECISIONS SINCE THE LAST ANNUAL GENERAL MEETING**

**PRESIDENT'S MESSAGE:**

Over the 10 years that we have been living in Eagle Ridge, I can't recall when so many positive initiatives have been underway at the same time. Just to touch on a few, committees to draft new bylaws and rules, another to complement a new Depreciation Report due July 2026 with a Major Asset Management Plan that will outline how we likely will handle major expenses in the years ahead, like roof replacement.

There has also been great work done on documenting repairs and alterations to each unit under the

leadership of our Dee Williams. North Saanich has accepted the proposed ERE Forest Management bylaw, thus maintaining our exemption from the District's Tree Management, granting us significant cost saving flexibility. Special thanks to Bill McIntyre and Alan Osborne for leading that initiative.

At the center of all these though are the efforts of our volunteers. This year's Council members and a multitude of other volunteers have continued to put in thousands of hours per year, adding to our collective pride in living in Eagle Ridge.

I know each of the Council Chairs will be thanking their respective teams so I will keep my part short.

To Marilynne Harris, Dee Williams, David Stinson, Marion Dennett, Clint Flood and Sue McIntyre, I cannot say enough how much I have enjoyed working with each of you and thank you for all your efforts and enthusiasm. It is quite a testament to see that you too have enjoyed being on Council, so much that you have all agreed to stand for another year!

To Darlene Clarke, your contributions as Landscape Chair has made it a treat to have you on Council, and though you are retiring, I know you will continue to contribute in many other ways.

I also want to say a special thanks to Victoria Everett of Proline who continues to provide Eagle Ridge with excellent guidance and support.

And finally, on behalf of all of us on Council, many thanks to everyone who calls Eagle Ridge home for your support and cooperation over the past year.

Sincerely,

Doug Hannan

**VICE PRESIDENT'S ANNUAL REPORT:**

Several committees report through the Vice-President. These committees are made up of volunteers working to meet our community goals.

Depreciation Report Preparedness (Dave Saunders, Barrie Dennis, Dee Williams, Rob Parsons, Sue McIntyre, David Stinson)

This group is working on a Depreciation Report (DR) which is due in July 2026. The DR will provide us with the information we need on the condition of our buildings so we can move forward with a Major Asset Management Plan (MAMP). The MAMP guides us through planning for major expenses over the next five years and onward. Under the guidance of Dave Saunders, we expect to share the DR/MAMP by July of next year and discuss at an information session in the fall of 2026. This is a huge project, and Council expresses its thanks to the committee members for their hard work and dedication.

Fire Smart (Dave Saunders, Mike Edgell, Margaret Fenton, Carole Goyette will be joining next year)

Fire Smart committee was formed in 2023 and continues to work on a number of initiatives in consultation with North Saanich Fire Department (NSFD). ERE has participated in Fire Smart events sponsored by NSFD in April and October of this year. They also received a Canadian Wildlife Preparedness Grant of \$500 and will apply for this again next year. Many thanks to the dedicated volunteers on this committee. Special thanks to Ernie Hartt for his dedication to the Wain Rd mowing and to Cliff Cunningham for keeping up with the fire hazard rating sign. Of note, 58 units have added roof top sprinklers under the support of this committee and Doug Hannan.

RV and Overflow Parking (Doug Hannan)

Thanks to Doug for the efficient management of the RV and Overflow Parking, fielding and satisfying all requests received.

Bylaw Committee (Alan Osborne, David Stinson, Moe Harris)

This committee has been working diligently to update ERE Bylaws and Rules. The current council and several past members have also contributed to the effort. An overview of the new Bylaws and Rules was presented at the October 7th Information Session, followed by several POD meetings to address questions and concerns. As a result of these efforts, the Bylaws and Rules are ready to be tabled at the November AGM. This is a mammoth project, and I can't say enough about the dedication of Alan Osborne and David Stinson to this project. Nor can I begin to estimate the number of hours they have put into this. Gentleman, please take a deep bow.

Let me close by saying I have a great deal of gratitude for being given the opportunity to join council this year. I have learned, and will continue to learn, a great deal about what it takes to keep our strata strong and healthy. I am humbled to be on council and committees with such a fine group of competent dedicated people. I highly recommend residents to step up and serve in whatever capacity seems like a fit for you as a resident of ERE.

Marilynne Harris (aka Moe)

Vice-President ERE

#### **LANDSCAPE COMMITTEE ANNUAL REPORT:**

##### **ROADSIDE GARDENS**

Our roadside gardens are monitored by Phyllis Saunders, Sue Dayton and Peggy York. They check all gardens monthly and advise Kafka Yard & Landscape about any additional work they would like done as well as take on some of the chores themselves. Plants which have not survived well in the past year have been replaced. Our onsite composting program provided us with enough compost to cover all the gardens that required it this year in our 2-to-3-year rotation. As our gardens mature, some plantings have been removed or trimmed back to provide safer sight lines for drivers at corners and reduce crowding.

##### **INVASIVES**

Maureen Meadley and Brenda May head up this team. The invasives team tours Eagle Ridge in the spring, looking for Lamium, Italian arum, lesser celandine and others. They provide advice to residents on dealing with invasive plants on the property as well as handling some large outbreaks themselves. They also scheduled removal of ivy at six ivy pulls in the northeast area of our property. These activities are dependent on participation of many volunteers. Thank you to the many people who have helped with these activities.

##### **BURN SITE AND GREEN WASTE**

John Goodwin heads up the burn site team. He leads volunteer pick up of garden debris from November/December until early May. Debris from these pickups as well as burnable debris provided by the gardener are burned at the burn site during this time. He obtains a burn permit from the District of North Saanich in late October for burns until May.

The green waste pickup initiative took place over the summer and was led by Doug Hannan and Mike Jean. They and other volunteers picked up garden debris from the residents and took it to the North Saanich Green Waste Facility. This was hugely successful, and I want to thank Doug, Mike and their volunteers for their efforts.

##### **SEPTIC FIELD LANDSCAPING**

Mary Harkness and Mary Ellen Perry ensure that the grass and other vegetation over our septic fields

is not overgrown and the septic tanks remain accessible. Several of the fields are cut regularly by residents. A huge thank you to them for their time and effort. The balance of the fields is cut by Kafka.

### **SIGNS AND BENCHES**

Maureen Meadley is responsible for the signs and benches around Eagle Ridge. All the wooden benches on the trails and on the pond and island have now been replaced with aluminum benches. Trail signs will be inspected in the spring and upgraded as needed.

### **TRAILS**

The Trails Committee is led by Harald Hommel. This committee and their volunteers clear the trails of branches, provide leaf and tree maintenance, cut runners and clear weeds.

In September of 2024, a test section of gravel was put down in the NW area of the main trail to test a gravel called "trail screenings" that is finer than the 3/4" road base that had been used previously on the trail. It was hoped that this would provide a smoother walking surface and one that would compact more than the rougher gravel to give a better walking experience. A survey was sent out and most respondents supported using the trail screenings gravel judiciously in wet or difficult areas of the trail but would like to see wood chips on most parts of the trail. This will serve as a guide for future trail maintenance.

### **UNIT GARDENS**

Mary Harkness and Marie Grant head up this program. Each resident is entitled to receive one hour annually of our Gardener's (Kafka) time to assist with unit garden work. This includes trimming the cedar privacy hedge if the unit has one. The purpose is to ensure a minimum standard of tidiness in all gardens. The unit hour may be donated for common property work if the resident chooses.

### **OUR STRATA GARDENERS**

Kafka Landscaping has been keeping our gardens in very good condition with rotational weeding, shrub trimming and verge/ditch mowing. Visitors always comment on our lovely landscaping.

Dave Baillie of Baillie Irrigation is our irrigation contractor. Over the last year Dave Baillie has become familiar with the system, making several changes and additions where required. He completed his blowout in October to prepare the irrigation system for the cold weather.

### **THANK YOU**

A special shout out goes to all the volunteers that come out to our work parties as well as Shannon Kemper and Diane Davies of the Social Committee who provide our volunteers with tasty treats.

I want to thank our committee members and the many owners who so generously volunteer their time and effort to maintain Eagle Ridge. This year our committee members and volunteers logged an amazing 1003 hours of volunteer time. If we had to pay the gardeners for this work, it would cost over \$63,000!

I would also like to thank my fellow members of the Strata Council as well as Victoria Everett, our Proline Property Manager. It has been a pleasure to work with all of them. I will be stepping down after two years as Landscape Chair. Please consider volunteering for Strata Council in the future. It is a great way to meet people and get to know Eagle Ridge better.

Darlene Clarke

Landscape Chair 2024-2025

## **BUILDING'S CHAIR ANNUAL REPORT:**

In efforts to cut down on copious amounts of reading, I won't repeat things that have been covered ad nauseum (leaf trap cleanout reminders) in our monthly Strata meeting minutes. The focus of this report will address mainly items that require more focus going forward.

### **Painting**

Our painters have completed this year's scheduled work and addressed last year's pending touch-ups. On average, we paint three PODS annually; PODS with multiple levels or colour changes and weather delays take extra time. Touch-ups like deck railings may be delayed but paint kits are available for owners who wish to do them sooner.

By the end of the 2025-2026 budget year, Personal Finish Painting will have painted the entire complex. Owner feedback has been positive of the work done, and external inspections often note our siding's appearance. This coming year, we will assess painting needs for the following cycle and adjust as necessary.

Thanks to Kim Torrell (Unit 4) for her coordination with contractors and owners. She coordinates and keeps the program running smoothly.

### **Chimney Inspections**

Any modifications to a unit's fireplace — including switching to electric or propane or capping the chimney — require Council Review and must follow the application process for altering strata lot or common property, including insurance requirements. These actions are considered changes to the original property form. Welcome to Janis Jean (unit 30) who will coordinate next year's wood-burning fireplace inspection.

### **Unit Repairs**

As several owners have noted, there were a number of deficiencies both with painting and repairs from the 2023-2024 budget year that were done at the end of this painting cycle. Repairs identified during this last year's painting cycle have been carried out at the end of September and carried into the new budget year due to both weather and scheduling of the trades.

### **Window Maintenance**

This year's budget was exceeded due to unclear bylaw language. The updated bylaws, if approved, should clarify strata and owner responsibilities for betterments, improving strata fee distribution and reducing future budget strain.

### **Roof and Gutter Maintenance – Brian Hawkins**

In conjunction with the Depreciation Report, we had an independent inspection of our roof was completed by Westcoast Roof Inspection. We have dealt with a number of small repairs that were identified.

We have been working with the roof inspection report and have addressed most of the repairs and moss accumulation. Moss was dealt with in areas identified in the report and where it had been reported by our roof and gutter cleaners. We managed to treat approximately half of the complex. Next year we will treat the balance of the PODS. This is best done in the summer months.

The report also found that some entrance flat roofs need another coat of ALSAN due to cracking. As not all roofs were inspected, this coming year we will inspect each front door roof top to determine how many are affected and then deal with a plan forward in the following budget year.

### **Buildings Capital Requests**

#### **1. The Upper Vinyl Deck Renewal Program \$20,000**

There are 11 upper decks remaining. There is an application pending for one unit to have a bonus room built.

Last year we did have a unit that had a premature failure on a deck surface that was replaced in 2017 resulting in an unexpected repair. These issues can appear when we least expect it, and it is important that they are dealt with as soon as possible especially as the surface area of the deck is over living space (kitchen and dining room) areas. Having the funds available in a timely manner allows for these issues to be addressed promptly.

#### **2. Deck Repairs – \$20,000**

Most deck repairs are done, but some decks and beams require re-inspection. Structural issues should be fixed promptly, while minor repairs can be handled through Unit Repairs. Beam work is harder to estimate due to hidden problems that may arise. Material buildup has obscured some posts, beams, and footings, so excavation and further inspection are requested to uncover any necessary structural repairs.

#### **3. Structural Repairs \$10,000**

Based on the findings from the previous Crawlspace and Attic report, two specific maintenance issues have been identified that need attention:

1. Attic Access Requirement: Two units require improved attic access. Appropriate actions will be taken to ensure these units are accessible for future inspections and maintenance.
2. Crawlspace Support Monitoring and Replacement: A crawlspace issue has been observed that currently involves temporary support jacks. Continued monitoring is necessary, and funds are allocated for the eventual replacement of these temporary supports with permanent structural solutions.

Allocated funds are designated to address both the attic access needs and the crawlspace support replacement, ensuring the ongoing safety and integrity of the affected units.

### **Acknowledgment of Community Volunteers**

The dedication and commitment of our community volunteers cannot be overstated. Their invaluable contributions are a cornerstone of our success, as they bring extensive knowledge and expertise to the care and maintenance of our wonderful community. Much of their hard work and passion often takes place behind the scenes, going largely unseen by most owners, yet it is essential to our ongoing well-being.

### **Buildings Portfolio Team**

Within the Buildings portfolio, we are fortunate to have the enduring support of several long-standing members: Anne Dalglish, Ted Meadley, and Kim Torrell. This year, we are pleased to

welcome new additions to the team. Bruce Stirling will be working with Ted Meadley reviewing all building-related alteration requests, ensuring that proposed changes are thoroughly evaluated. Additionally, Janis Jean has joined us to coordinate the annual woodburning fireplace inspections.

We are also delighted to have Brian Hawkins rejoin the Buildings Group. As a former chairperson with a wealth of experience in our buildings program, Brian will coordinate the roofs and gutters maintenance program.

### **Importance of Teamwork**

The role of a chairperson would not be possible without the dedication, expertise, and teamwork demonstrated by these individuals and the work of past volunteers along with guidance from Victoria Everett at Proline. Their work over countless hours make this community what it is.

Dee Williams

Buildings Chair 2024-2025

### **SITE COMMITTEE ANNUAL REPORT:**

The Sites Annual Report for 2023-24 included descriptions of all of the utility systems and other ERE assets which the Sites group looks after. You can find it on the ERE section of the Proline website in "Documents", in the folder "Minutes of Meetings", see "AGM Nov 2024". This report continues the Sites history. I've named the lead volunteer for each Sites responsibility area.

Water System - Ian Fenton. Persistent questioning from a knowledgeable owner showed me that our fire hydrant test program was deficient. While North Saanich staff had been effectively maintaining the hydrants from the early 1990s, they did not do the annual flow tests because our hydrants are private property. The tests are mandatory under the BC Fire Code. A fire systems consultant in Victoria recommended a competent contractor. The tests were done on 22 August and all hydrants passed. We will add new quick-connect fittings to all hydrants in 2026 to stay fully compatible with all local fire departments.

Sewer and Septic Systems - Curtis Smith. The mandatory annual examination of all 25 primary tanks showed nothing amiss (a good thing!) and the pump-out requirement was less than usual. The tile field remediation program continued - needed renovations were not serious (also a good thing!). Of course, there were some problems! The tank pump with the heaviest load failed in March, the inlet pipe from a pod into a primary tank became blocked in May and the pressure line between a tank pump and the tile field cracked in May. We are fortunate to have truly competent plumbing support available locally at short notice. We are equally fortunate to have competent supervision available here - Curtis - to select the contractors and get the work underway.

Roads and Brickwork - Ian Fenton. Road pavement work done in 2024 needed no correction. The usual contractor for brickwork was unable to help. Ian called six other contractors to visit and quote. We finally got a bid we could afford early in October, and "Elemental Hardscapes" was quickly engaged! The work on the backlog of driveway and front walkway repairs should start in December.

Gates - Ron Lucenko. The service gate works well. The controls for the main gates acted up in the Spring, were adjusted by the contractor in April, failed again, were re-set by the ERE crew on 1 May and have worked properly ever since. More discussions with the contractor will happen soon.

Electrical System - Steve Kristoffy and Clint Flood. Steve Kristoffy retired this year as the Sites Electrical Lead. We all owe Steve much for giving his electrical expertise and engineering experience to ERE for many years. Clint Flood now has the job and is finding out how big the shoes are! The 35+ year-old power system continues to operate without problem.

The Electrical Planning Report is contracted, Phase 1 (data gathering) is complete, and Phase 2 (house visits) will start before the end of 2025. The report is due here by July 2026.

Drainage including the Pond and the East Main Ditch - Ian Fenton and David Stinson. One task outstanding at the moment is keeping the parrot feather weed in the pond under control. Clint Flood has good ideas on how to do this and will try them out over the next several months. All of the drains, ditches and culverts have run well over the past year. A threatened possible invasion of American Bullfrogs was crushed before it could begin – many thanks to the Pond Watch!

Forest Management and Fire Smart activity - Bill McIntyre. Woods activity in 2025 merged regular forest management tasks with Fire Smart clearances and trimming closer to the houses, all to good effect. We asked for owner suggestions early in the year, got many, did the assessments and got through four good sessions of work with the arborist and his crew. The worklist for the first round in 2026 is already starting to grow - a new owner survey will happen soon. Removal of English holly, an invasive species, from the forest area and from among the houses will continue. And, once again, the tractor, chipper and trailer in the hands of careful and keen volunteer crews all proved their worth.

ERE owes particular thanks to Alan Osborne and Bill McIntyre for negotiating a new Forest Management bylaw with North Saanich - owners will vote on it at the AGM. It meets North Saanich requirements and keeps the Strata exempt from the District Tree Management bylaw.

Snow Removal - David Cubbon. We had one significant snow event in February, and we survived it. We learned several lessons about marking road edges and hazards for better guidance of contractor snowplough drivers, particularly in the dark. The snow plan for the coming winter will be issued soon.

Sites Facilities - David Stinson and Ian Fenton. The tractor garage, at long last, has been blessed by North Saanich Buildings Department and is operating. Many thanks to Rick LeNoury for his patience, persistence and leadership, and to the construction team for careful assembly work in close quarters.

We think we have now found sound solutions for the stonework at the main gates. I hope this work can be put in hand soon. Ian Fenton found a local retired contractor to repair the rotting outside end of the top of the central pillar. He did a lovely job, in concrete and asked only for a pickup load of firewood as payment!

Garbage and Recycling - David Stinson. With the occasional small glitch, these services went well over the past year - that performance should continue.

Cable and Telephone Systems - Ron Lucenko. These systems are very much invisible and very stable.

Perimeter Fences - David Stinson. The west and south fences are still standing well. The east fence has not incurred any more damage in the past year. The repair and maintenance plan is in the works.

People - The most important part of Sites activity is its people. Steve Kristoffy, Curtis Smith, Ian Fenton, Bill McIntyre, Rick Le Noury, David Cubbon, Ron Lucenko and Clint Flood, give freely of their time, knowledge and expertise to keep ERE systems operating properly and to improve my understanding of what they do and why it's important. I have the title of Sites Chair, but it is not a solo activity - I am totally grateful for the continuing, and sometimes persistent, guidance and assistance. My Council colleagues and Alan Osborne have all assisted greatly. The Proline crew have been invariably helpful. And members of the Burn Team Society have enlivened many winter mornings with good humour, interesting suggestions and occasional blunt comments on many subjects. My warm thanks to all of you.

This was my second year as a member of the Strata Council and overall, it continues to be a good experience. Eagle Ridge is a great place to live - it is well worth supporting.

David Stinson, Sites Chair

#### **SECRETARY/TREASURER ANNUAL REPORT**

This past year has been a busy and productive one for Eagle Ridge Estates. The Strata Council has continued to work collaboratively to maintain our property, improve communication and address the needs and concerns of the owners and residents.

During the 2025 year the Council has held regular meetings with most council members in attendance in person or electronically. Thanks to our efficient property manager, Victoria Everett, the minutes of our meetings were distributed to owners in a timely manner.

When I joined the Council in December 2023 it was my expectation that I would serve one term. With the hope that I will be re-elected at the AGM it will be my honour to serve this community for another year.

I would like to thank my fellow Council members for their encouragement, support and for their time and commitment to keeping Eagle Ridge Estates the jewel that it is. Their teamwork and willingness to help have made this role both productive and enjoyable. I would especially like to acknowledge Doug Hannan and Dee Williams for their extra efforts and continued guidance throughout the year.

Marion Dennett

#### **MEMBER AT LARGE 1 ANNUAL REPORT**

This year has marked the first time that ERE Strata has added the Members at Large positions as Council members. While I have previously had the pleasure of being a council member, I thoroughly enjoyed taking part in Council meetings and discussions and being assigned a few roles to support our community.

The At Large position supports the NEST Committee which has the responsibility of communication of safety plans here at ERE. In this capacity new evacuation plans were distributed to all residents, and two evacuation exercises were conducted. This coming year the Emergency Plan for ERE will be updated. Thanks to the members of the NEST Committee—Ernie Hartt, Doug Hannan, Paul Clarke, Mary Harkness, Margaret Nelson and Allen York.

For those that have logged into the Proline website, you may have been challenged to find the information for which you were searching. In this coming year work, we will reorganize what and where information is stored to provide better cataloguing of the volume of information collected

over the years. The Council, and in particular Marion Dennett, Dee Williams and David Stinson, have done a fantastic job of finding, digitizing a lot of records, and this next task is simply to organize some of the files.

I believe that the Member at Large roles are excellent positions to allow first-time Council members to understand the workings of ERE without having to take on a large portfolio without the background of how and why decisions are made. I would encourage any resident who is contemplating or is being urged to stand on Council to use the At Large positions as a springboard and learning ground for future Council aspirations!

Thank you to all my fellow Council members for the hard work and dedication they put into making Eagle Ridge the wonderful place we call home.

Clint Flood

#### **MEMBER AT LARGE 2 ANNUAL REPORT**

I have enjoyed my first term on Council in the newly created Member At Large position. It has been a very busy and prolific year as this year's council has tackled a number of ambitious projects including the process of renewing the Depreciation Report (DR) and updating the Strata Bylaws and Rules.

Other tasks included supporting other council members with more extensive portfolios, attending DR meetings and issuing council communications to residents.

Thank you to my fellow council members for making the time around the council table productive and enjoyable.

Sue McIntyre

#### **10. RATIFY NEW RULES (IF ANY) IN ACCORDANCE WITH SECTION 125 OF THE STRATA PROPERTY ACT (THE "ACT")**

##### **10.1 Resolution #1 – Majority Vote – Rule Ratification**

The Schedule of Strata Rules attached to the AGM Notice Package was adopted by the Strata Council at its meeting on October 15, 2025, and was distributed to all owners by the Council on October 17, 2025. The Rules can be found on page 28 of the notice package.

**Motion:** **BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners ratify the updated Eagle Ridge Rules as attached to the AGM Notice package.**

**Moved:** SL 14

**Seconded:** SL 39

**52 in favour, 0 opposed, 2 abstained. Motion Passed.**

#### **11. REPORT ON INSURANCE COVERAGE IN ACCORDANCE WITH SECTION 154 OF THE ACT**

The strata corporation has an obligation to insure the building to its full replacement cost and an independent replacement cost appraisal is updated to determine this cost. There is an ability of the strata corporation to charge back deductibles to owners responsible for certain claims, such as water damage claims.

Please note that the deductible for water damage claims is \$50,000.

Owners should ensure that their personal policies allow for payment of up to \$50,000 to the strata corporation for water damage insurance deductibles, as water damage deductibles are often the responsibility of the unit owner.

Owners should also confirm their adequacy of coverage for any earthquake deductibles that might be charged back to them, as the amount can be significant.

Owners should also be aware the Strata’s insurance policy DOES NOT cover household contents, including items in vehicles or locker spaces, betterments or improvements, rental income, or displacement coverage if a resident has to live elsewhere due to a loss.

Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the Strata’s deductible amounts to ensure adequate protection in the event of a claim by the Strata for which the Owner may be deemed responsible.

Owners are reminded that if the cost of damage to a strata lot is below the Strata’s deductible and no strata claim is initiated, the Strata Corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of how the damage occurred.

While all Owners are entitled to coverage under the Strata’s policy, the limit to which the Strata can recover costs is based on the value of the deductible involved in the claim (e.g., Water Damage - \$50,000).

	Coverage	Deductible
<b>All Property Coverage</b>	\$49,851,004	\$10,000
<b>Earthquake</b>		<b>15%</b>
<b>Flood</b>		\$50,000
<b>Sewer Backup</b>		\$50,000
<b>Water Damage</b>		<b>\$50,000</b>
<b>Equipment Breakdown</b>	\$49,851,004	\$1,000
<b>Comprehensive General Liability</b>	\$3,000,000	\$1,000
<b>Directors &amp; Officers Liability</b>	\$5,000,000	\$1,000

**Insurance Broker: Gallagher (Victoria)**  
**Policy Period: October 5, 2025 – October 5, 2026**

**12. APPROVE THE BUDGET FOR THE COMING YEAR IN ACCORDANCE WITH SECTION 103 OF THE ACT**

**12.1 Fiscal 2026 Budget**

We have been working with the Council since before the turn of the fiscal year to draft and present a proposed budget that captures the desire of the Strata Council to proactively maintain the complex to the level expected by the owners and residents.

Your Strata Council has proposed a budget that results in a balanced budget where the income meets the needs of the Strata’s operating expenses. The proposed budget for Fiscal

2026 provides for an 3.33% increase in strata fee revenues. The impact of the overall strata fee increase on your monthly fees effective December 1, 2025, will be \$25.00/month per unit for a total of \$775 per month.

When compared to last year, the budget for total operating costs (including the transfer to Reserve) has a net increase of 3.9%. The contribution from Strata assessments to the Contingency Reserve Fund (CRF) is \$60,745 and an operating surplus transfer to the CRF in the amount of \$125,000.

The hope, as always, is that cost savings in other categories will result in an even higher operating fund balance at the end of Fiscal 2026. The intent is to allow the Strata Corporation to continue to strengthen its Contingency Reserve Fund to minimize the need for Special Levies in the future and ensure the buildings are properly maintained.

A strong Contingency Reserve Fund and proactive maintenance of the Strata Corporation assets are key priorities of the Strata Council and Eagle Ridge owners. The proposed budget continues that theme with the Contingency Reserve Fund contributions of \$60,745 from monthly assessments. As per BC's Strata Property Act, subsection 105 (1)(a), the 2025 operating surplus of \$125,000 will be transferred to the Contingency Reserve Fund.

It is also the account from which major maintenance and renewal costs are expended as well as extraordinary (emergency) expenses are incurred from time to time.

If all allocated expenditures are approved and utilized, the Strata Corporation is projected to end the year with \$1,013,559 in the Contingency Reserve Fund.

Your Strata Council believes that it has presented a budget that will help Eagle Ridge Estates continue to proactively maintain the complex and keep up with ever increasing cost of maintenance and utilities. In addition, the intent of the proposed budget will ensure the long-term financial strength of the Strata Corporation for current and future owners. If you have any questions about the budget, please do not hesitate to ask.

12.2 **Resolution #2 – ¾ Vote – Upper Vinyl Deck Renewal Program**

This program offers continuous inspections as required, ensuring timely attention to decks situated above living spaces. It is essential to maintain available funds for these instances, as prompt repairs are necessary to address issues effectively.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000.00 from the Contingency Reserve Fund for the Upper Vinyl Deck Renewal Program.

**Moved:** SL 8

**Seconded:** SL 62

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.3 **Resolution #3 – ¾ Vote – Deck Maintenance**

Some posts, beams and footings were sufficiently obscured by material accumulation that excavation is necessary. Accordingly, this request seeks inspection of these areas and, if warranted, repair of deck structure previously concealed due to such build-up.

**Motion:** BE IT RESOLVED, AS A  $\frac{3}{4}$  VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000.00 from the Contingency Reserve Fund for deck maintenance.

**Moved:** SL 14

**Seconded:** SL 15

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.4 **Resolution #4 –  $\frac{3}{4}$  Vote – Structural Repairs**

Based on the findings from the previous Crawlspace and Attic report, two specific maintenance issues have been identified:

1. Attic Access Requirement: Two units have been noted to require improved attic access. Appropriate actions will be taken to ensure these units are accessible for future inspections and maintenance.
2. Crawlspace Support Monitoring and Replacement: A crawlspace issue has been observed that currently involves temporary support jacks. Continued monitoring is necessary, and funds are allocated for the eventual replacement of these temporary supports with permanent structural solutions.

Allocated funds are designated to address both the attic access needs and the crawlspace support replacement, ensuring the ongoing safety and integrity of the affected units.

**Motion:** BE IT RESOLVED, AS A  $\frac{3}{4}$  VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$10,000.00 from the Contingency Reserve Fund for the completion of structural repairs.

**Moved:** SL 72

**Seconded:** SL 40

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.5 **Resolution #5 –  $\frac{3}{4}$  Vote – Fire Hydrant Repairs**

The Strata Council is proposing an expenditure of up to \$3,000 from the Contingency Reserve Fund for the purchase and installation of Storz quick connect/disconnect fittings on all eight of the private fire hydrants on the Eagle Ridge property. The addition of these fitting will ensure the fire hydrants compatibility with the quick connect hoses inlets, which are now common to all fire departments in the Saanich Peninsula.

**Motion:** BE IT RESOLVED, AS A  $\frac{3}{4}$  VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$3,000.00 from the Contingency Reserve Fund for the purchase and installation of Storz fittings on the fire hydrants.

**Moved:** SL 56

**Seconded:** SL 12

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.6 **Resolution #6 – ¾ Vote – Weed Control Tools – For the Pond**

The Strata Council is proposing an expenditure of up to \$3,000 from the Contingency Reserve Fund for the purchase and use of weed suppression blankets, and small tools to aid in dealing with the growth of the Parrot Feather weed in the pond.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$3,000.00 from the Contingency Reserve Fund for the purchase and use of Parrot Feather weed suppression tools.

**Moved:** SL 42

**Seconded:** SL 49

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.7 **Resolution #7 – ¾ Vote – Roadway Brickwork**

The Strata Council is proposing an expenditure of up to \$30,000 from the Contingency Reserve Fund for the completion of repair and maintenance on the brickwork surfaced (driveway and walkway) in front of 12 units. This work was originally included in the operational budget for Fiscal 2024 and Fiscal 2025, however it was unable to be completed.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$30,000.00 from the Contingency Reserve Fund for the completion of repair and maintenance on the brickwork surfaces in front of 12 units.

**Moved:** SL 55

**Seconded:** SL 36

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.8 **Approval of the Fiscal 2026 Budget**

**Motion:** To approve the Fiscal 2026 Budget.

**Moved:** SL 40

**Seconded:** SL 67

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

13. **NEW BUSINESS**

13.1 **Resolution #8 – ¾ Vote – Bylaw Repeal and Replace**

The Strata Council is proposing the owners repeal the existing bylaws and replace those with an updated copy dated October 29, 2025. A copy of those bylaws is appended to the AGM Notice package on page 39.

Council noted the owners the date listed for the previously approved bylaws incorrectly states 2025, when in face this should be listed as 2024.

**Motion:** BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1579, THAT the Strata Corporation amend its bylaws by repealing the

approved bylaws adopted November 26, 2024, and adopt the bylaws dated October 29, 2025, attached to the AGM Notice Package.

**Moved:** SL 54

**Seconded:** SL 24

**46 in favour, 8 opposed, 0 abstained. Motion Passed.**

13.2 **Resolution #9 – ¾ Vote – Bylaw Consolidation**

The Council believes it to be in the best interest of the Strata Corporation to file a new updated consolidated copy of the bylaws so that all the bylaws are contained in one filed document.

**Motion:** **BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1579 THAT THE REGISTERED BYLAWS OF THE STRATA CORPORATION BE AMENDED BY adopting all of the bylaws passed at the meeting and making non-substantive ancillary changes as required, and by filing a new consolidated copy of the bylaws in the Land Title Office which shall be deemed to be the bylaws of the Strata Corporation.**

**Moved:** SL 51

**Seconded:** SL 14

**54 in favour, 0 opposed, 0 abstained. Motion Passed.**

14. **ELECT NEW MEMBERS OF THE STRATA COUNCIL**

The bylaws for Eagle Ridge Estates state that the strata Council must consist of eight (8) members.

**Nominees:**

- Dee Williams- Buildings Chair
- Dave Stinson- Sites Chair
- Marion Dennett- Secretary/ Treasurer
- Doug Hannan- President
- Marilynne Harris- Member at Large
- Clint Flood- Vice President
- Sue McIntyre- Landscape Chair
- Mike Jean- Member at Large

**Motion:** **To elect the Strata Council as nominated.**

**Moved:** SL 56

**Seconded:** SL 42

**Carried.**

15. **ANY OTHER BUSINESS**

There was no other business for discussion.

16. **TERMINATE THE MEETING**

**Motion:** **To terminate the meeting.**

**Moved:** SL 13  
**Seconded:** SL 38  
**Carried.**

The meeting was terminated at 2:10 pm.

Supplied to StrataDocs 2025/12/01  
Ordered by Mariann Abram 2026/04/03

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF OPERATING FUND  
For the fiscal year ended September 30, 2025; and  
Budget for the fiscal year ending September 30, 2026

DESCRIPTION	FISCAL 2025	FISCAL 2025	Approved
	ACTUAL	BUDGET	FISCAL 2026 BUDGET
<b>INCOME</b>			
Strata Assessments - Operating	615,627.86	616,834.00	633,005.00
Strata Assessments - Reserve	50,290.00	50,290.00	60,745.00
Interest Income	6,362.75	6,500.00	6,000.00
<b>Subtotal</b>	<b>672,280.61</b>	<b>673,624.00</b>	<b>699,750.00</b>
<b>OPERATING EXPENSES</b>			
<b>Building Common Areas</b>			
Hydro	1,608.49	2,000.00	2,000.00
Water & Sewer	32,990.73	40,000.00	40,000.00
Garbage & Recycling	12,886.11	13,000.00	15,000.00
Electrical (Street Lights)	556.29	1,500.00	1,500.00
Plumbing & Heating	31,953.82	51,800.00	54,500.00
Painting	89,085.31	100,000.00	100,000.00
Building Maintenance - General	15,797.07	23,300.00	23,300.00
Window Maintenance	32,416.34	30,000.00	30,000.00
Roof Maintenance	14,139.86	15,000.00	15,000.00
Gutter Maintenance	20,296.25	27,000.00	27,000.00
Pest Control	8,295.00	6,000.00	6,000.00
WorkSafe	-	50.00	50.00
Equipment - General	1,359.41	2,000.00	2,000.00
Grounds Maintenance - Contract & Labour	51,592.34	58,600.00	60,830.00
Grounds Maintenance - Other	5,700.82	6,500.00	7,400.00
Bricks, Paving, Road & Trees	52,484.70	68,000.00	79,000.00
Tractor Operating	2,220.64	2,500.00	2,500.00
Internet Fees	1,407.15	800.00	1,500.00
NEST	605.52	500.00	500.00
Insurance	109,325.25	107,384.00	108,000.00
<b>Subtotal - Building Common Areas</b>	<b>484,721.10</b>	<b>555,934.00</b>	<b>576,080.00</b>
<b>Administration</b>			
Property Management Fees	32,418.80	30,875.00	32,500.00
Taxes on Property Management Fees	-	1,625.00	1,625.00
Additional Services	1,458.00	1,600.00	2,000.00
Administration & Postage	2,497.42	5,000.00	3,500.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	5,034.60	25,000.00	20,000.00
Social Fund	500.00	500.00	500.00
Memberships	487.50	500.00	500.00
Miscellaneous	(140.31)	2,000.00	2,000.00
<b>Subtotal - Administration</b>	<b>42,556.01</b>	<b>67,400.00</b>	<b>62,925.00</b>
<b>Other Expenses</b>			
Transfer to Reserve	50,290.00	50,290.00	60,745.00
<b>Subtotal - Other Expenses</b>	<b>50,290.00</b>	<b>50,290.00</b>	<b>60,745.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>577,567.11</b>	<b>673,624.00</b>	<b>699,750.00</b>
<b>NET CASH FLOW - SURPLUS/(DEFICIT)</b>	<b>94,713.50</b>	<b>-</b>	<b>-</b>
<b>OPENING BALANCE, OPERATING FUND</b>	<b>171,461.38</b>	<b>171,461.38</b>	<b>232,097.50</b>
<b>LESS: TRANSFER SURPLUS TO CRF</b>	<b>(34,077.38)</b>	<b>(34,077.38)</b>	<b>(125,000.00)</b>
<b>CLOSING BALANCE, OPERATING FUND</b>	<b>232,097.50</b>	<b>137,384.00</b>	<b>107,097.50</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/12/01

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF CONTINGENCY RESERVE FUND  
For the fiscal year ended September 30, 2025; and  
Budget for the fiscal year ending September 30, 2026

	FISCAL 2025 ACTUAL	FISCAL 2025 BUDGET	Approved FISCAL 2026 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	50,290.00	50,290.00	60,745.00
Surplus Operating Funds	34,077.38	34,077.38	125,000.00
Interest	43,200.02	25,000.00	30,000.00
<b>Total Contributions</b>	<b>127,567.40</b>	<b>109,367.38</b>	<b>215,745.00</b>
<b>EXPENSES</b>			
<u>Previously Approved Projects</u>			
Main Level Deck Remediation	29,229.01	30,000.00	-
FireSmart	-	571.00	571.00
BECA/Depreciation Report	10,237.42	20,000.00	9,762.58
Front Gate Stonework	-	5,000.00	5,000.00
Tractor Garage Legal Review	3,125.46	3,292.11	-
Upper Deck Inspections/Remediation	13,276.25	20,000.00	20,000.00
Strata Lot Deck Assessment	12,000.00	12,000.00	-
Solaria Deck Structure Remediation	49,202.18	50,000.00	-
Electrical Planning Report	2,058.44	8,000.00	5,941.56
East Main Ditch Inspection and Remediation	-	10,000.00	10,000.00
Document Scanning	752.82	20,000.00	-
Split Rail Structure	2,163.40	2,300.00	-
Emergency Expense	8,201.28	-	-
Deck Maintenance	-	-	20,000.00
Structural Repairs	-	-	10,000.00
Fire Hydrant Repairs	-	-	3,000.00
Weed Control Tools - Pond	-	-	3,000.00
Brickwork Repairs	-	-	30,000.00
<b>Total Expenses</b>	<b>130,246.26</b>	<b>181,163.11</b>	<b>117,275.14</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>(2,678.86)</b>	<b>(71,795.73)</b>	<b>98,469.86</b>
<b>OPENING FUND BALANCE</b>	<b>917,767.74</b>	<b>917,767.74</b>	<b>915,088.88</b>
<b>CLOSING FUND BALANCE</b>	<b>915,088.88</b>	<b>845,972.01</b>	<b>1,013,558.74</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/12/11  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/12/01

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Schedule of Strata Fees**  
**Effective December 1, 2025**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
1	30	1	702.19	72.81	775.00
2	29	1	702.19	72.81	775.00
3	28	1	702.19	72.81	775.00
4	27	1	702.19	72.81	775.00
5	26	1	702.19	72.81	775.00
6	25	1	702.19	72.81	775.00
7	24	1	702.19	72.81	775.00
8	23	1	702.19	72.81	775.00
9	22	1	702.19	72.81	775.00
10	6	1	702.19	72.81	775.00
11	5	1	702.19	72.81	775.00
12	4	1	702.19	72.81	775.00
13	3	1	702.19	72.81	775.00
14	2	1	702.19	72.81	775.00
15	1	1	702.19	72.81	775.00
16	15	1	702.19	72.81	775.00
17	14	1	702.19	72.81	775.00
18	13	1	702.19	72.81	775.00
19	9	1	702.19	72.81	775.00
20	8	1	702.19	72.81	775.00
21	7	1	702.19	72.81	775.00
25	21	1	702.19	72.81	775.00
26	20	1	702.19	72.81	775.00
27	19	1	702.19	72.81	775.00
28	36	1	702.19	72.81	775.00
29	35	1	702.19	72.81	775.00
30	34	1	702.19	72.81	775.00
31	33	1	702.19	72.81	775.00
32	32	1	702.19	72.81	775.00
33	31	1	702.19	72.81	775.00
34	51	1	702.19	72.81	775.00
35	50	1	702.19	72.81	775.00
36	49	1	702.19	72.81	775.00
37	48	1	702.19	72.81	775.00
38	47	1	702.19	72.81	775.00
39	46	1	702.19	72.81	775.00
40	45	1	702.19	72.81	775.00
41	44	1	702.19	72.81	775.00
42	43	1	702.19	72.81	775.00
43	42	1	702.19	72.81	775.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/12/01  
 Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2025/12/01

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Schedule of Strata Fees**  
**Effective December 1, 2025**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
44	41	1	702.19	72.81	775.00
45	40	1	702.19	72.81	775.00
46	39	1	702.19	72.81	775.00
47	38	1	702.19	72.81	775.00
48	37	1	702.19	72.81	775.00
49	18	1	702.19	72.81	775.00
50	17	1	702.19	72.81	775.00
51	16	1	702.19	72.81	775.00
52	12	1	702.19	72.81	775.00
53	11	1	702.19	72.81	775.00
54	10	1	702.19	72.81	775.00
55	75	1	702.19	72.81	775.00
56	74	1	702.19	72.81	775.00
57	73	1	702.19	72.81	775.00
58	72	1	702.19	72.81	775.00
59	71	1	702.19	72.81	775.00
60	70	1	702.19	72.81	775.00
61	69	1	702.19	72.81	775.00
62	68	1	702.19	72.81	775.00
63	67	1	702.19	72.81	775.00
64	54	1	702.19	72.81	775.00
65	53	1	702.19	72.81	775.00
66	52	1	702.19	72.81	775.00
67	63	1	702.19	72.81	775.00
68	62	1	702.19	72.81	775.00
69	61	1	702.19	72.81	775.00
70	60	1	702.19	72.81	775.00
71	59	1	702.19	72.81	775.00
72	58	1	702.19	72.81	775.00
73	66	1	702.19	72.81	775.00
74	65	1	702.19	72.81	775.00
75	64	1	702.19	72.81	775.00
76	57	1	702.19	72.81	775.00
77	56	1	702.19	72.81	775.00
78	55	1	702.19	72.81	775.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/12/01  
 Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2025/12/01

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Schedule of Earthquake Deductibles**

*The Schedule below is presented for information and reference. The Schedule illustrates each strata lot owner's share of the Strata Corporation's earthquake insurance deductible, should the Strata Corporation have to file an insurance claim arising out of damage caused by an earthquake. The amount for each strata lot is based upon Unit Entitlement, similar to strata fees or special assessments. The amounts are based upon a 15% deductible and a property valuation of \$49,851,004 for the period of October 5, 2025 to October 5, 2026.*

*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

**Per Unit:                    \$                    99,702.01**

Supplied to StrataDocs 2025/12/01  
Ordered by Mariann Abram 2026/04/03



December 9, 2024

The Owners, Strata Plan VIS1579  
1255 Wain Road,  
North Saanich, BC

Dear Owners:

**RE: Eagle Ridge Estates – Minutes of Annual General Meeting**

Thank you to all who were able to attend the Annual General Meeting either in person or by proxy. We are pleased to have worked with Eagle Ridge Estates for the past 28 years, and look forward to continuing our relationship for many more. If you have any feedback regarding the meeting, the minutes or the notice package, we encourage you to contact your Strata Property Manager or our strata department managers, Kristy Tamburri and Sam Hasham.

Please find attached the unapproved minutes of the Annual General Meeting held November 26, 2024. Please retain these minutes in your files as they will need to be approved at the next General Meeting of the Strata Corporation. A copy of the approved Strata fees for each unit is also enclosed.

You can pay your Strata fees by pre-authorized debit, post-dated cheques or cash. If you do not pay by pre-authorized debit, you can download the forms from our website at [www.prolinemanagement.com](http://www.prolinemanagement.com). To activate automatic payments, we need the completed form by the 25<sup>th</sup> of the preceding month.

If paying by a series of cheques, please make them payable to **Proline Management Ltd. "in trust"** or **Strata Plan VIS1579** and include your unit number and the name of your complex.

Please note that there is a Eagle Ridge Estates website that contains the Annual General Meeting minutes, your bylaws, the minutes of monthly council meetings and a number of other documents of importance to Eagle Ridge Estates owners. You can register for the website at [www.prolinemanagement.com](http://www.prolinemanagement.com). To help reduce costs for the strata corporation, we encourage you to consent to electronic delivery of documents when registering for your website.

The management team assigned to your community consists of your Strata Property Manager, Victoria Everett, [victoria@prolinemanagement.com](mailto:victoria@prolinemanagement.com), and your Strata Operations team, at [operations@prolinemanagement.com](mailto:operations@prolinemanagement.com). We welcome you to contact any member of your management team if you have questions, comments or concerns.

Yours truly,

**PROLINE MANAGEMENT LTD.**

Authorized Agent for Strata Plan VIS1579

A handwritten signature in black ink, appearing to read 'Victoria', is written over a faint, diagonal watermark that reads 'Copied from StrataDocs System'.

Victoria Everett  
Strata Property Manager





**MINUTES OF THE ANNUAL GENERAL MEETING  
THE OWNERS, STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
HELD ON TUESDAY, NOVEMBER 26, 2024**

**Location:** Saanich Peninsula Presbyterian Church  
9296 East Saanich Road, Saanich, BC

**Units Represented:**

**In Person:**

Strata Lots				
29	27	25	24	22
3	1	15	14	9
8	21	19	36	35
33	32	49	47	44
42	40	39	38	37
18	75	74	73	72
69	68	67	54	63
62	61	60	66	64
57	56			

**By Proxy:**

Strata Lots				
30	26	5	13	51
43	11	67	59	

**PROLINE MANAGEMENT LTD.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order at 1:00 p.m.

**2. CERTIFY PROXIES AND CORPORATE REPRESENTATIVE AND ISSUE VOTING CARDS**

Management noted that the proxies had been certified and voting cards issued.

3. **DETERMINE THAT THERE IS QUORUM**

With representation of Strata Lots holding a combined 50 of the Strata's 75 total votes (41 in person and 9 by proxy) quorum was confirmed.

4. **ELECT A PERSON TO CHAIR THE MEETING, IF NECESSARY**

The President chaired the meeting.

5. **PRESENT PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

Management indicated that the notice of the meeting was mailed out 20 days prior to the AGM date, thus meeting the notice requirements under the *Strata Property Act*.

6. **APPROVE THE AGENDA**

**Motion:** To approve the agenda as presented.

**Moved:** SL 27

**Seconded:** SL 39

**Carried.**

7. **APPROVE MINUTES FROM THE LAST GENERAL MEETING**

The minutes of the November 27, 2023, Annual General Meeting were previously distributed. The following motion was made:

**Motion:** To approve the minutes of the Annual General Meeting held on November 27, 2023.

**Moved:** SL 27

**Seconded:** SL 32

**Carried.**

8. **DEAL WITH ANY UNFINISHED BUSINESS**

There were no unfinished business items.

9. **RECEIVE REPORTS OF COUNCIL OR COMMITTEE ACTIVITIES AND DECISIONS SINCE THE LAST ANNUAL GENERAL MEETING**

**President's Report**

Another year gone quickly by. Your strata council has been very busy in the past year with many challenges throughout the year and plans for the future.

I cannot go further without thanking my fellow council members for taking on these challenges and tackling their portfolios with consummate professionalism and dedication. I must thank Darlene Clarke, as Landscape chair; Marion Dennett, as Secretary/Treasurer; Dee Williams, as Buildings chair; David Stinson, as Sites chair; and Alan Osborne, as Vice-President, for the incredible work they have all done all year in, sometimes trying and, sometimes new situations. Going to council meetings was never a chore for me, knowing that whatever issues we would face, there was an excellent team of council members who could find solutions readily. Alan and I will

be leaving Council next year to give others a chance to add their ideas to how this little bit of paradise should function. Thanks to Dee, Marion, Darlene, and David for staying on for another year. We all should be very grateful to them for that!

Council could not have run as well as it did without the help, guidance, and support of Victoria Everett from Proline. We are very lucky to have her as our property manager.

This year we tried to incorporate the ideas in the Community Plan passed last year into all of our decisions and I believe we had a large amount of success at that. Maybe not perfect but getting there.

This AGM, we're proposing that Council be expanded by one or two more to help share the workload. These new positions, if accepted, will not have a specific portfolio but will, hopefully, help the other chairs in their positions and have a voice on Council. These positions will be a good stepping stone for those who haven't been on Council before but would like to try it out without committing to a chair position. One of the new council members will be in charge of communication between Council and the residents. A regular update is a great idea, but somebody has to take charge of it.

One of the issues that came up this year was the state of traffic safety within the estates. Some residents expressed concern about traffic, so a committee was formed to examine the issue and make recommendations. It turned out the majority of residents who responded thought that improving the sight lines at corners was all that was needed to change, so that's all that was done. Thanks to Cliff Cunningham for guiding that project through to completion.

Our bylaws need updating. This year, your Council took on the huge job of deciding where the problems were and started the process of deciding what bylaws should change and how, and what should be added. David Stinson and Alan Osborne have done a masterful job at reviewing our bylaws and getting legal advice about it. A couple of the new bylaws will be presented at this AGM, but I suspect that there might be a Special General Meeting sometime in the spring to handle the rest of them.

One of the bylaws that will be proposed at this AGM is one concerning Respectful Community. Unfortunately, during my time on Council, there have been multiple instances involving multiple residents where our contractors, volunteers or other residents have not been shown the respect that they all deserve. I'm not sure that a bylaw will stop these incidents from happening, but at least it brings the issue to the attention of all. If you see a contractor or volunteer doing something with which you don't agree, bring it to the attention of the council member in charge, not the contractor/volunteer.

There is so much work being done on so many projects by so many volunteers here at ERE that it is impossible to thank them individually here. All of your time and efforts are recognized and greatly appreciated.

I have to say I've enjoyed being your President for the last two years and I'll miss being so involved in the functioning of our little slice of heaven. However, I intend to continue to help Council with the financial end of things, so I'll still be around.

Thanks to all of you for your continuing support.

Respectfully,

Brian Torrell

### **Vice President's Annual Report**

My motive for going on Council this past year was to ensure that the ERE Community Plan, adopted at the 2023 AGM, was prominent in Council discussions. After all the effort to develop the plan, I didn't want it to languish on the shelf. I'm happy to report that the Community Plan was brought up at most if not all Council meetings and guided our decisions on a number of fronts. I saw extra efforts made to be transparent and involve residents in major changes. It will take years to implement all of the proposals in the Community Plan, but I think we're off to a good start. It will be the job of all residents, not just those on Council, to insist that the Community Plan serve as our guide.

A key focus of the Community Plan was to improve communication between Council and residents. I would say we've had some success, but further improvement is needed. The recent Owner Information Session was a good example, bringing residents up to speed on numerous bylaw issues early in the process. Where Council struggled was to meet the demand for more frequent updates. It wasn't for lack of interest, but simply because Council members are so busy doing their core jobs. When the Community Plan was being developed this was anticipated; we knew we were asking already busy volunteers to do even more. At this year's AGM there is a proposal to expand Council with the intent that a new member-at-large position would take on the role of communications. I hope residents who want to improve communication support this. It's worth a try.

A number of committees report through the Vice-President and all of them have been actively working behind the scenes. These are some of the lowest profile volunteer jobs at Eagle Ridge, but they are essential. I won't go into great detail about all that they do, but here are some highlights.

#### **Advisory Planning Committee (Barrie Dennis, Sue McIntyre, Alan Osborne, Rob Parsons, David Saunders, Brian Torrell, Dee Williams)**

This group (PAC) oversaw development of the ERE Community Plan and now advises on its implementation. It also advises on financial planning and other issues referred by Council. For example, in the coming year this committee will be examining the feasibility of exempting owners from paying for window, door and railing replacement if they have already replaced their own.

PAC includes a Depreciation Report Working Group, headed up by Dave Saunders. The working group has been meeting regularly and organizing the next Depreciation Report. This year they sought advice from Proline and have been screening potential contractors who can provide better information about the current condition of our buildings and/or can prepare the DR itself. I think we all look forward to having a Depreciation Report that reflects the actual condition of our buildings and gives us a more realistic picture of the major expenses we should plan for, particularly in the next 5-10 years.

#### **Bylaw Committee (Alan Osborne, David Stinson)**

This committee worked on specific bylaw amendments, some of which are on the agenda for this

year's AGM. After Council members met with Proline and a strata lawyer, Justin Hanson, it became clear that ERE has a number of major bylaw-related issues that need to be dealt with. Council accepted the lawyer's advice that our bylaws, which have been patched up over 35 years, should be replaced. The Committee has started to review bylaws written by the lawyer for another strata.

Owners were updated on a series of bylaw-related issues at the recent Owner Information Session. Those present indicated support for the Committee's work on replacing our bylaws with more complete and modern ones and exploring the feasibility of designating crawlspaces as "limited common property" under the Strata Properties Act. This work will include significant consultation with owners over the coming year. Updating our bylaws is essential to ensuring that owners are treated consistently and fairly when it comes to who pays for the cost of repairs, as well as other issues.

At this year's AGM the proposed budget includes funds to enable Council and the Bylaw Committee to consult with a strata lawyer to develop these new bylaws. To save time and money, the Bylaw Committee plans to use bylaws drafted by Justin for another strata, and customize those where needed, rather than start from scratch. I encourage owners to support the budget proposal for professional fees, to allow this important work to proceed. It will be money well spent.

**FireSmart Committee (Mike Edgell, Margaret Fenton, Doug Hannan, Ernie Hartt, Dave Saunders and Gail Pybus)**

This Committee has been working to implement the FireSmart Plan adopted at the 2023 AGM. Their annual report follows.

**NEST (Paul Clarke, Margaret Fenton, Clint Flood, Doug Hannan, Mary Harkness, Ernie Hartt, Margaret Nelson, Dave Saunders, Allen York)**

The committee continues to examine ways to improve our level of preparedness for emergencies. This involves periodic exercises to test our systems, and I hope all residents take these drills seriously and participate if possible. The experience and feedback received could save lives one day. I want to stress that while NEST helps to organize a community-wide response to emergencies, there's no substitute for simply looking out for your neighbours if/when emergencies do arise.

**RV and Overflow parking (Doug Hannan)**

Thanks to Doug for all that he does to manage requests for temporary or permanent parking for RVs and vehicles and to oversee maintenance of these areas, as required.

In the 15 years I've lived at Eagle Ridge I've spent 7 years on Council, in various positions (President, Vice-President, Landscape Chair and Sites Chair). This Council ranks very highly. Brian Torrell, as President, created a collegial atmosphere and ensured that Council was in touch with the priorities and values expressed by our owners. I want to thank my Council colleagues, who were a pleasure to work alongside this past year.

I will be stepping away from Council but will continue to contribute through the Planning Advisory Committee and the Bylaw Committee.

## **FireSmart Committee Year End Report, 2024**

As residents are aware, our strata adopted the ERE FireSmartPlan at the 2023 AGM. This plan identified specific objectives and recommendations for both the Strata and owners to reduce the risk of wildfire in our community. Although this has been an unusually lower than normal fire season, we are continuing to be diligent in our efforts to reduce wildfire risk in ERE.

Here is a summary of the Strata projects undertaken this season:

ERE volunteers completed two cuttings and clean up of the Wain Road Boulevard. This year North Saanich has been doing a good job of maintaining this boulevard which is a significant improvement from previous years.

The Forest Management Group (FMG) has cleared ladder material around the entrances. They have also undertaken a program to help residents, on an as requested basis, to fire safe their homes by removing fire hazard trees and trim branches as needed. This will be an ongoing program.

Emergency fire sprinklers have been added to the main entrance as well as the utility sheds. NEST (neighbourhood emergency site team) has agreed to coordinate the turning on of these sprinklers in the event of any fire in the area while they assist with traffic at the main gate during any evacuation. Due to the cost and level of complexity, we have decided not to pursue the installation of sprinklers at the service entrance at this time.

Fire hazard signs have been installed at both of our entrances. Thanks to Cliff Cunningham for keeping these signs updated in accordance with the North Saanich Fire Department signage and for communicating with the community when this happens.

Roof cleaning was completed in May as planned, at the beginning of the fire season.

With respect to Owners initiatives, we are happy to report that 50 units now have roof sprinklers. A test of sprinklers being turned on was conducted in August with results showing there was little reduction in water pressure and all sprinklers performed as expected.

Several additional owners removed their hedges over the summer. Presently a total of 37 residents have had their front hedges removed.

We continue to encourage owners to take the steps recommended in the ERE FireSmart Plan to protect their homes from wildfires.

Alan Osborne, Unit 11

## **Landscape Committee Annual Report**

### **COMMITTEE MEMBERS:**

**INVASIVES** – Maureen Meadley, Brenda May

**ROADSIDE GARDENS** – Phyllis Saunders, Susan Dayton, Melanie Oliver

**BURN SITE** – John Goodwin, Carole Goyette

**SEPTIC FIELDS** – Mary Harkness, Mary Ellen Perry

**SIGNS AND BENCHES** – Maureen Meadley

**TRAILS** - Harold Hommel, Carole Goyette

**UNIT GARDENS** – Mary Harkness, Marie Grant

**TREASURER** – Mary Ellen Perry, Gail Pybus

**INVASIVES**

Maureen Meadley and Brenda May head up this team. Maureen sent out five information bulletins this year on some of the most concerning invasives at Eagle Ridge. She is focused on the invasives that we should be most concerned about and will be sending out more information bulletins this year.

Brenda and Maureen scheduled removal of ivy at 11 ivy pulls, the ongoing Lamium removal and a “pond party” focused on removing Parrot Feather, Yellow Flag Iris and others. These activities are dependent on participation of many volunteers. Thank you to so many people helping with these activities.

**ROADSIDE GARDENS**

Our roadside gardens are monitored by Phyllis Saunders, Sue Dayton & Melanie Oliver. They check all gardens monthly and advise Kafka Landscaping about any additional work they would like done. Plants which have not survived well in the past year have been replaced. One garden near unit 55 has been returned to grass due to excess natural ground water and damage after a water main break. Our onsite composting program is now providing us with all our composting needs, which is a great money saver. As our gardens mature, some plantings have been removed or trimmed back to provide safer sight lines for drivers at corners.

**BURN SITE**

John Goodwin heads up this team. There have been no major changes to the burn site this year except in the volumes to be stored. The forest management group have been busy this year cleaning up piles around the trails and in the bush with the result that coupled with Kafkas’ drop off and the multiple successful ivy pulls, there is currently quite a back log of plant material to be burned. A burn permit was obtained in late October, the team will deal with the backlog of burnable material on site in November and the first pick-up of the season will likely happen in early December.

**SEPTIC FIELD LANDSCAPING**

Mary Harkness and Mary Ellen Perry are the team in charge of making sure that the grass and other vegetation over our septic fields is not overgrown and the septic tanks remain accessible. Several of the fields are cut regularly by residents. A huge thank you to them for their time and effort. The balance of the fields is cut by Kafka Yard and Landscape.

**SIGNS AND BENCHES**

Maureen Meadley is responsible for the signs and benches around Eagle Ridge. Plant signs have been an issue this year. As they are close to the trail edge, the tractor and logging in the area have destroyed quite a few.

This year three aluminum benches have been purchased to replace wooden ones that were at the end of their life.

## **TRAILS**

The Trails Committee is led by Harald Hommel and Carole Goyette. Their work has consisted mainly of maintenance this last year. This involves clearing fallen trees, trimming branches and cutting weeds from encroaching the trail. A test section of new base material which is finer than the current 3/4-inch road base has been placed in the section of the trail near the RV site. They will survey ERE residents to get their views on this material. If positive, they will look at future repairs for the trail utilizing this material.

## **UNIT GARDENS**

Mary Harkness and Marie Grant head up this program. The Unit Gardens program gives the resident a choice between their cedar hedge being cut or an hour of gardening. Kafka Yard and Landscape do the work. The program will continue for the 2024/2025 season.

## **OUR STRATA GARDENERS**

Kafka Yard and Landscape have been working hard over the last year to keep Eagle Ridge looking its best. Kafka continue to take direction from the Landscape Committee. We had them working less hours per week October-March and more hours per week during the growing season in April to September. This averages 17.5 hours per week. This schedule change was successful, and we will be repeating it next year.

Lawrence Van Beek, our Irrigation Contractor is retiring this year. Dave Baillie with Baillie Irrigation was the successful bidder for our irrigation business. Dave came highly recommended, and his pricing was consistent with industry standards and the other bidder, although substantially higher than Lawrence's hourly rate.

## **THANK YOU**

A special shout out goes to Shannon Kemper, Diane Davies and Marnie Dennis who provide refreshments and goodies for our work parties.

The green waste pickup initiative was continued over the summer led by Doug Hannan. He and a number of volunteers picked up garden debris from the residents and took the debris to the North Saanich Green Waste Facility. This was hugely successful, and I want to thank Doug and his volunteers for their efforts. It will continue next summer.

I want to thank our committee members and the many owners who so generously volunteer their time and effort to maintain Eagle Ridge. This year our committee members and volunteers logged an amazing 1048 hours of volunteer time. If we had to pay the gardeners for this work, it would cost over \$62,000!

We would like to thank all our volunteers for helping to keep Eagle Ridge beautiful. It is much appreciated.

I would also like to thank my fellow members of the Strata Council as well as Victoria Everett, our Proline Property Manager. It has been a pleasure to work with all of them. I would particularly like to thank Brian Torrell and Alan Osborne for their patience, wisdom and experience on Council. We will miss both of you very much.

Darlene Clarke- Unit 49

## **Building's Chair Annual Report**

### **Painting**

Our painters, by this time, will have fully completed this year's schedule paint program. I update regularly through the year in our council meetings the progress that Kim Torrell (unit 4) reports on with both the painters and the units being painted.

The other aspect of this, which I call value added, is the reporting and coordination that we get from Personal Finish Painters on unit repairs that we would miss if they were not going over these units with a fine-tooth comb at the time of painting. What I do know is that downspouts get tightened up where they have become loose, and the odd board gets tacked into place, but they also report wood rot on railings (if the owner hasn't already) and where fascia board needs repair or replacement and other items we just might not normally find. We continually work with them and the maintenance contractors to have these items primed and, in some cases, painted prior to install so it lessens future deterioration rates.

Kim does an amazing job working with both the owners in the planning and coordination of the program as well as liaising with the Painters to insure the smoothness of this whole process.

### **Chimney Inspections**

A Fireplace Inventory was conducted by Susan McIntyre, Unit 7, this year. This gave us a current (2024) picture of all types of fireplaces we have here and their status (active-non active) inclusive of gas and electric as well as wood burning units.

For those of us that have the original wood burning units, our Strata Insurance Policy requires us to have them inspected annually regardless of them being used or not. The inspection is paid by Strata and any related cleaning or services is paid for by the owner.

Any change to a unit fireplace needs to follow the application to alter the strata lot process is required. This would include changing it to an electric or propane or as simple as capping the chimney. It is considered to be altering the original form of the strata lot. This application form is found on the Proline Website under the heading of "Forms".

### **Unit Repairs**

General Unit Repairs overall are fairly minor when it comes to siding and fascia. Owners generally let us know about what they can see, but as mentioned earlier under "Painting", there is a wonderful collaboration between our painters and maintenance contractors that keep our complex in good repair. Decks are another matter. I will devote the next section to our decks.

### **Decks**

It has been an interesting couple of years in this area. Since I have been buildings chair I have encountered "sinking" deck issues in 5 units ranging from \$1,500 – \$11,000 repairs to the structure under sunrooms: mostly the original solaria. There are two more that needing quotes and work in the new fiscal year.

There have been a couple of decks where footings have shifted and others where wood rot has been found within the laminated beams under the deck. There have also been other repairs needed due to wood rot that haven't been as serious – trim around the glass portion of the railings. Other cases of railings needing tightening up and other support needed. More in Capital

Requests.

**Window Maintenance**

Anne Dalgliesh truly knows how to troubleshoot and relay concerns to the vendors that she works with. Having the opportunity to go with her a couple of times in the last year on a couple of occasions, she is quick to spot where there is a need to have air circulation and some heat in rooms that may be shut off from the rest of the unit. This contributes to the build up of condensation and contributes to the breakdown of the seals. Any request sent her way is followed by a prompt “I’m on it!” – truly music to my ears as I know the request is in very capable hands. She has developed an amazing working relationship with all our suppliers of glass and windows. This is no easy feat in a time of supply management stresses in all trades.

Window Maintenance budget consists mainly of repairing broken seals. This is the replacement of the glass in the window frame where the seal around the glass has worn, broken allowing moisture or cloudiness obscure the glass. This is increasing annually with the age of the windows. We will have a better understanding of our windows after our next Depreciation Report.

Year	Budget	Approx. Spend
2018-2019	\$12,000	\$1,846
2019-2020	\$21,000	\$16,482
2020-2021	\$21,000	\$17,863
2021-2022	\$30,000	\$19,740
2022-2023	\$30,000	\$25,412
2023-2024	\$35,000	\$17,965 – up to May 2024

**Roof Maintenance**

This past year has been relatively “event free”. There have been a few roof leaks that have all been related to cracked vents. Easily and usually quickly solvable.

There has been some moss removal on some units where owner’s and or the roof/gutter cleaners have shown the need for them. Thank you to the owners that have reported this and to our roof and gutter cleaners for reporting build up as well.

As the roof continues to age, we will continue to proactively pay attention to maintenance so we can maximize this asset to its full potential prior to replacement.

**Gutter System Cleaning and Repairs**

Gutters and Roofs are on a cycle of 2 cleanings per year at this time. We tried a mid summer clean off last year when it was so dry and build up to aid with our FireSmart initiatives. It would also appear that the over-flow of the gutter over the man door at the rear of the garage has substantially subsided with the installation of larger funnels and the regular cleaning.

Leaf Traps: These traps go a long way to keeping our perimeter drains unplugged. There have been some added leaf traps installed throughout the complex where downspouts have to go into the perimeter drain around the units. This was done in conjunction with Ian Fenton who,

under the Sites umbrella, reviewed some areas of concern. These leaf traps need to be cleaned out throughout the year. Not just at time of gutter cleaning. This last year was testament to that as just when the spring gutter clean happened we experience a period of wind that literally filled up the downspouts during and right after the cleaners finished the roofs.

### **Pest Control**

This year has been relatively normal as far as requests go for Pest Control. We did have an owner notice that their had on two separate occasions small mice entering her garage that looked as though they had been poisoned. The concern here is that when dealing with rodents with poison, we are also putting our other wildlife at risk. There was a period of time in the last year or so where there were many reports of owls dying due to ingesting their prey – rodents that had been poisoned.

These rodents may have come from other areas, but this is a reminder to be aware of what we may be using when owners are trapping these ... critters.

### **Alterations**

I would be remiss in not mentioning the work that Ted Meadley continues to do effortlessly with Alteration Requests that come forward. The time and experience Ted brings to this area make it go seamlessly. I truly enjoy working with him and have learned so much not only about what he does, but the history of Eagle Ridge! Well worth a conversation if you see him in passing. Thank you, Ted.

### **Buildings Capital Requests**

Decks are becoming a major concern over the last couple of years.

I am asking for funding to be available (Main Level Deck Assessment - \$12,000) to have a company come and do a professional Deck Review to give us a real picture of the condition of our decks. It is the intention to have an external company, PRODEK, inspect each deck and identify issues that are occurring with each deck and provide us with an up-to-date assessment of each deck. This will include deck supports, railings and decking components such as flashing and footings.

The majority of issues have come with the decks with the original solaria on them. There have been a few found that have had modified sunrooms as well. (The Solaria Structure Remediation \$50,000). Three of these decks were found earlier this year through subtle issues that owners were experiencing. The work has been quoted on and the anticipated spend on these 3 units is just shy of \$20,000. Two of the decks are expected to be a relatively reasonable fix (\$1,500 each) but one needs significant repair due to wood rot under the original solarium. Due to workload of the contractor doing this work this work is scheduled for the first week in November. The contractor being used has successfully completed 2 extensive deck restorations already this year and was recommended to us through Proline.

There have been a couple of other decks, with built out sunrooms that are experiencing issues that have yet to be inspected and quoted on.

Other areas that are starting to show up are rot occurring under the main decks as well. Footings and partial wood rot in some of the beams. These can be reasonable fixes that can occur under building maintenance, but depending on the extent of work needed, can be 4-5,000 for footing

and beam restoration. Having funds available for the more extensive repairs (Strata Lot Main Deck Remediation -repairs over \$4,000) will allow for the Unit Repair operating budget to address the day-to-day repair requirements and address some of the easier, dollar friendly, repairs that will arise as a result of the main deck inspection.

This inspection report will show decks that require immediate repairs and allow Council to develop a plan in order of priority for the remaining units going forward. The first concern is, naturally, safety.

Secondly, as shown in our Community Plan, owners identified that any future upgrades to our buildings be done with high consideration made to low maintenance replacements options for items such as deck railings. A few owners have already replaced their railings through the Request to Alter their Strata Lot/Common Property process, with metal railings. Any future program in this area will require that our deck structure be in good order.

### **The Upper Vinyl Deck Renewal Program \$20,000**

This program was expected to be completed by the end of this budget year. At this time, we have identified one more unit will need to be re-done due to a premature failure. These funds are for the repair of this deck and an up-to-date assessment report of all the remaining upper decks to be done by an external company for future planning and to provide the upcoming Depreciation Report with the most current information available.

Finally....

If you got this far in the report, I would like to wrap up briefly by thanking owners for their cooperation, care and attention that they bring to our community. It is all the people that make this a community like no other. The Community Plan is a testament to that and has been a great guiding tool for Council.

Being on Council gives one the opportunity to know our complex from a different perspective and an appreciation for the gem we call Eagle Ridge. Most days it is a privilege to give back to this place we call home.

A shout out to our Proline Rep Victoria Everett. She is so patient with us! Her knowledge, resources and experience are ever so helpful.

A special thank you to both Alan Osborne and Brian Torrell for their insight, patience and unassuming natures over the last year. They have both walked us through our collective challenges this last year. They will be sorely missed. I can't tell you how glad I am to continue to work with Marion Dennet, Darlene Clarke and David Stinson remaining to carry us through next year. Couldn't do this without them.

Dee Williams

### **Sites Committee Annual Report**

CP = Common Property

FMG = Forest Management Group

DNS = Municipality of the District of North Saanich

CRD = Capital Regional District

- A. Water System. All drinking water at Eagle Ridge comes from the Capital Regional District system which runs from the Sooke reservoirs to North Saanich, the "end of the line". The ERE water system starts at the North Saanich meter on Wain Road. It includes 6" primary water mains supplying the fire hydrants directly and all of the pods through smaller lines tapped into the mains. Each pod has a valve box which controls water flow through 1" lines to each house. The system is very stable and generally works very well.
- In April, we learned again how to find a water main leak, this time in the strata garden near unit 55. Excavating with a small backhoe led us to a leaking pipe 5' down. A local was slightly cracked where it tapped into the main. All water to units 55-78 was shut off early one morning. The entire system in that area was drained. Expert plumbers fixed the leak remarkably quickly, the pipes were securely bedded in sand and water pressure was restored that evening. The hole was filled the next day. Well, done to all affected residents for their cooperation and patience. Very many thanks to several ERE volunteers for much good work over several days. And praise to the Landscape Committee for the remediation work - the site is well restored.
- B. Sewer and Septic Systems. ERE has 25 separate septic tank sewerage systems, one for each pod. We follow a well-designed annual inspection and tank pump-out routine to meet the maintenance requirements of the BC Health Act regulations. All of our tile fields work well, but, after 35 years, they do need good care. We began a "deep inspection" program in 2024 to thoroughly examine each field over a five-to-six-year period to learn the true state of the system and to define the work we will need to have done in future to keep the fields running well. The North Saanich sewer system does not come near us now and there is no plan for it to grow our way, so we will remain reliant on our tile fields for many years to come.
- C. Roads, Brickwork and Gates. Road work in 2024 went well. All of the rough spots needing repair were fixed properly in three summer days - the final bill was well below the original cost estimate. It should be at least five years before the next road repairs may be needed. The planned 2024 brick work has not happened yet due to a labour shortage. We may need to change contractors. On the other hand, all three gates continue to work well, with persistent good care by a long-time maintenance contractor and sound local stewardship.
- D. Electrical System. BC Hydro laid the ERE primary system from the Wain Road service entrance to the 25 transformers and to the pod distribution boxes starting in 1987. It supplies power to all 75 houses, all 30 streetlights, all 25 septic tank sets, the strata irrigation system, the Sites tool and communications shed and the gates. It is a very stable system, requires little maintenance and continues to work well. Like all ERE systems, it is supervised by a knowledgeable volunteer and well supported by a preferred contractor.
- E. Drainage including the Pond and the East Main Ditch. The main gate is 55 metres above sea level (ASL). The high ground runs generally southwest from the gate to pod I (25/26/27) then to the lookout above unit 64 (58.5 m ASL) then to slightly lower land at unit 78 then markedly downslope to 35 metres ASL at the southwest corner of the property. Rain on the western slope of the high ground flows off the property to flat land beyond the ERE west boundary fence. This rainwater combines in wet times with a

southerly flow from a north-to-south culvert (#1) carrying water onto ERE land at the northwest corner from higher ground north of Wain Road. Since this combined flow moves only sluggishly south and west over relatively flat ground, the northwest part of ERE becomes somewhat boggy in wet months but it is not usually an ERE drainage concern.

- About 80% of the ERE property lies east and south of the high ground line. The land slopes southeast from the high ground to the southeast property corner lying about 25 meters ASL, a 30-metre vertical drop (!) from the main gate over about 450 meters distance between the gate and the SE corner. Rain falling on the slope in the ERE developed area, including on houses and roads, flows to a collecting pond (surface about 40 m ASL) in the ERE southeast area. Rainwater running to the pond through the network of roadside ditches and culverts under ERE roads is joined by water entering ERE just west of the RV park from the second north-to-south culvert draining lands lying north across Wain Road. This extra water joins our drainage system at the RV park. The pond is dammed by a low weir. Surplus water goes through the weir into a ditch leading to the SE property corner. Additional water enters ERE land through the third north-to-south culvert under Wain Road, about 150 meters east of the main gate. This water flows southeast onto and into the ground in the buffer zone along the ERE east boundary fence and then into the ditch along the Brackenhurst Farm driveway.
  - A year-round maintenance program, with contractor and Landscape Committee support when needed, keeps all water flowing freely in this drainage system, including the long stretch down the East Main Ditch from the SE ERE corner due south 800 meters to join the North Saanich drainage system at John Road.
  - Our one outstanding task at the moment is keeping the parrot weed in the pond under control!
- F. Forest Management including Fire Smart activity. The woods activity in 2024 merged tree and brush work under regular forest management tasks with Fire Smart clearances and trimming closer to the houses. We started asking for owner suggestions perhaps a few weeks later than we might have done, but the response was good, and we got through two good sessions of work with the arborist and his crew. The work list for the first round in 2025 is already starting to grow. We are working on a better system for disposing of surplus firewood. A new task for 2024 was removal of English holly, an invasive species, from the forest area. This will continue in 2025. And, once again, the tractor, chipper and trailer all proved their worth.
- G. Snow Removal. We had one significant snow event in January, and we passed the snow clearing test, but only just. The engaged contractor backed out at the last moment. He recommended a replacement. By great good luck, the replacement was available and turned out to be highly competent. Fortunately, we only had one snow event. For this winter, finding a contractor is a large challenge. Most potential contractors, including the good one from last winter, now turn us and other places down because the cost of insurance for snow clearing activity is simply too high. However, snow clearance is an essential resident's safety task which we must do, it is a cost which we must pay and it is

not a task for volunteers, no matter how willing. We will find a contractor and the work will get done.

- H. Sites Facilities. The new community notice board, a project of Ted Meadley's, went up early in 2024 and looks great. The tractor garage project is moving - we now have a building permit! Creating the building team is in hand, site preparation and structure raising will follow as weather permits. We do have work to do on the stone and concrete components at the main gates - this should be in hand by the time of the AGM.
- I. Garbage and Recycling. With the occasional small glitch, these services got done well over the past year - that performance should continue.
- J. Cable and Telephone Systems. These systems are very much invisible and very stable.

The most important part of Sites activity is its people. Steve Kristoffy, Curtis Smith, Ian Fenton, Bill McIntyre, Rick Le Noury, David Cubbon, Ron Lucenko, Dave Saunders, Rennie Oliver, Mike Edgell, Richard Rose and Ted Meadley have all given freely of their time, knowledge and expertise to keep the ERE systems operating properly and to grow my understanding of what they do and why it's important. I have the title of Sites Chair, but it is not a sole activity - I am totally grateful for the continuing, and sometimes persistent, guidance and assistance. As well, Brian Torrell (Council President), Alan Osborne (Council Vice President), Marion Dennett (Council Secretary) and Victoria Everett (Proline) have all given me good support all year. Dee Williams (Buildings Chair) and Darlene Clarke (Landscape Chair) have been happy collaborators in keeping the Council work moving along in good order - their cooperation, mutual support and occasional blunt remarks have been welcome. Eagle Ridge is a great place to live - it is well worth supporting. My warm thanks to all of you.

David Stinson

### **Secretary's Report**

My first year on Council has been a challenging but rewarding learning experience, thanks to the guidance from my colleagues and new friends, I have made it work and have enjoyed it. I would like to thank Brian Torrell and Alan Osborne for their support while navigating my position on council. I will miss you being part of the group. I would also like to thank Dee Williams, David Stinson and Darlene Clarke for their support, and I look forward to working with you this next year.

If you are considering joining the Council but aren't sure you have the skills required, I can assure you that the Council members are ready and willing to help you.

If the resolution to allow two additional Council Members At Large is approved, taking one of these positions would be an excellent way to learn the ropes. I encourage you to put your name forward and join a hard working, dedicated and caring group.

Marion Dennett

10. **RATIFY NEW RULES (IF ANY) IN ACCORDANCE WITH SECTION 125 OF THE STRATA PROPERTY ACT (THE "ACT")**

10.1 **Resolution #1 – Majority Vote – Common Property Impediment**

The following Rule was adopted by the Strata Council at its meeting held on August 28, 2024, became effective on that date and was notified to all owners in the Minutes of that meeting.

**Motion:** **BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners ratify Rule 17 as follows: Owners are not permitted to fully enclose common areas in a way that impedes residents and contractors from accessing common property.**

**Moved:** SL 29

**Seconded:** SL 14

**50 in favour, 0 opposed, 0 abstained. Motion Passed.**

11. **REPORT ON INSURANCE COVERAGE IN ACCORDANCE WITH SECTION 154 OF THE ACT**

The strata corporation has an obligation to insure the building to its full replacement cost and an independent replacement cost appraisal is updated to determine this cost. There is an ability of the strata corporation to charge back deductibles to owners responsible for certain claims, such as water damage claims.

Please note that the deductible for water damage claims is \$50,000.

Owners should ensure that their personal policies allow for payment of up to \$50,000 to the strata corporation for water damage insurance deductibles, as water damage deductibles are often the responsibility of the unit owner.

Owners should also confirm their adequacy of coverage for any earthquake deductibles that might be charged back to them, as the amount can be significant.

Owners should also be aware the Strata's insurance policy DOES NOT cover household contents, including items in vehicles or locker spaces, betterments or improvements or displacement coverage if a resident has to live elsewhere due to a loss.

Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the Strata's deductible amounts to ensure adequate protection in the event of a claim by the Strata for which the Owner may be deemed responsible.

Owners are reminded that if the cost of damage to a strata lot is below the Strata's deductible and no strata claim is initiated, the Strata Corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of how the damage occurred.

While all Owners are entitled to coverage under the Strata's policy, the limit to which the Strata can recover costs is based on the value of the deductible involved in the claim (e.g., Water Damage - \$50,000).

	Coverage	Deductible
<b>All Property Coverage</b>	\$47,142,004	\$10,000
<b>Earthquake</b>		<b>15%</b>
<b>Flood</b>		\$50,000
<b>Sewer Backup</b>		\$50,000
<b>Water Damage</b>		<b>\$50,000</b>
<b>Equipment Breakdown</b>	\$47,142,004	\$1,000
<b>Comprehensive General Liability</b>	\$3,000,000	\$1,000
<b>Directors &amp; Officers Liability</b>	\$5,000,000	\$1,000

**Insurance Broker: Gallagher (Victoria)**  
**Policy Period: October 5, 2024 – October 5, 2025**

**12. APPROVE THE BUDGET FOR THE COMING YEAR IN ACCORDANCE WITH SECTION 103 OF THE ACT**

**12.1 Fiscal 2025 Budget**

We have been working with the Council since before the turn of the fiscal year to draft and present a proposed budget that captures the desire of the Strata Council to proactively maintain the complex to the level expected by the owners and residents.

Your Strata Council has proposed a budget that results in a balanced budget where the income meets the needs of the Strata’s operating expenses. The proposed budget for Fiscal 2025 provides for an 5.3% increase in strata fee revenues. The impact of the overall strata fee increase on your monthly fees effective January 1, 2025, will be \$35.00/month per unit, translating to 4.9% due to the increase levied in the previous year and collected during the first two months of Fiscal 2025.

When compared to last year, the budget for total operating costs (including the transfer to Reserve) has a net effect of 5.3%. The contribution from Strata assessments to the Contingency Reserve Fund (CRF) is \$50,290 with an operating surplus transfer to the CRF in the amount of \$34,077.

The hope, as always, is that cost savings in other categories will result in an even higher operating fund balance at the end of Fiscal 2025. The intent is to allow the Strata Corporation to continue to strengthen its Contingency Reserve Fund to minimize the need for Special Levies in the future and ensure the buildings are properly maintained.

A strong Contingency Reserve Fund and proactive maintenance of the Strata Corporation assets are key priorities of the Strata Council and Eagle Ridge owners. The proposed budget continues that theme with the Contingency Reserve Fund contributions of \$50,290 from monthly assessments. As per BC’s Strata Property Act, subsection 105 (1)(a), the 2024 operating surplus of \$34,077 will be transferred to the Contingency Reserve Fund.

It is also the account from which major maintenance and renewal costs are expended as well as extraordinary (emergency) expenses are incurred from time to time.

If all allocated expenditures are approved and utilized, the Strata Corporation is projected to end the year with \$835,972 in the Contingency Reserve Fund.

12.2 **Resolution #2 – ¾ Vote – Additional Funds – Main Level Deck Remediation**

Monies for Main Level Deck Remediations are needed to deal with decks that are experiencing rot to the structure underneath the deck. Council is requesting an additional \$30,000 from the Contingency Reserve Fund. These funds are for priority repairs that are over \$4,000 for each repair. The external deck assessment will direct repair priority. These funds are requested in order to preserve the operating budget for other strata repairs and deck repairs under \$4,000.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$30,000 from the Contingency Reserve Fund to complete Main Level Deck Remediation.

**Moved:** SL 36

**Seconded:** SL 54

**50 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.3 **Resolution #3 – ¾ Vote – Upper-Level Vinyl Deck Inspections and Remediation**

This program was scheduled to be completed by the end of this budget year. At this time, we have identified one more unit will need to be redone due to a premature failure. Approximately \$2,500 of these funds will provide and an up-to-date assessment report of upper decks to be done by an external company for any future planning and to provide a Depreciation Report with the most current information available.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000 from the Contingency Reserve Fund for the inspection and remediation of the Upper-Level Vinyl Decks.

**Moved:** SL 8

**Seconded:** SL 32

**48 in favour, 0 opposed, 2 abstained. Motion Passed.**

12.4 **Resolution #4 – ¾ Vote – Strata Lot Deck Assessments**

The Strata Council is seeking an expenditure from the Contingency Reserve Fund of up to \$12,000 for an external, professional assessment of the main level decks. Increasing instances of deck support rot are being reported. Structure Safety is the primary driver behind this. This assessment will assist in developing a repair program based on priority and funding available and the information will provide forth coming.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$12,000 from the Contingency Reserve Fund for the Strata Lot Deck Assessments.

**Moved:** SL 14  
**Seconded:** SL 32  
**49 in favour, 0 opposed, 1 abstained. Motion Passed.**

12.5 **Resolution #5 – ¾ Vote – Solaria Deck Structure Remediation**

The Strata Council is proposing an expenditure from the Contingency Reserve Fund for up to \$50,000 for the Remediation of the Original Solaria Deck Structure. This will address work that was identified in the 2023/2024 budget year as well. The main level deck assessment will identify and prioritize any further work in this area.

**Motion:** **BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$50,000 from the Contingency Reserve Fund for Solaria Deck Structure Remediation.**

**Moved:** SL 32  
**Seconded:** SL 40  
**49 in favour, 1 opposed, 0 abstained. Motion Passed.**

12.6 **Resolution #6 – Majority Vote – Electrical Planning Report**

Recent regulations passed in December of 2023 now require Strata Corporations within the CRD and with five or more units to obtain an Electrical Planning Report by December 31, 2026.

For more information on the Electrical Planning Report, Vancouver Island Strata Owners Association (VISOA) has a great article here: <https://www.visoa.bc.ca/?p=12420>.

Council is proposing the below funding to be available to acquire the Electrical Planning Report as required. The Council does not expect the report to cost the full budgeted amount but would like the funds available to move forward when appropriate.

**Motion:** **BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$8,000 from the Contingency Reserve Fund for the completion of an Electrical Planning Report.**

**Moved:** SL 25  
**Seconded:** SL 55  
**50 in favour, 0 opposed, 0 abstained. Motion Passed.**

12.7 **Resolution #7 – ¾ Vote – East Perimeter Fence Remediation**

The Strata Council is proposing an expenditure from the Contingency Reserve Fund of up to \$10,000 for remediation of the eastern section of the property boundary fence. The work will fulfil the fence maintenance requirement included in the 1986 decision of the Agricultural Land Reserve (ALR) Commission to allow development of the Eagle Ridge Estates property on ALR land as set out in the Restrictive Covenant R107325 under the Land Title Act dated 3 October 1986.

**Motion:** **BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners approve an expenditure from the**

Contingency Reserve Fund of up to ten thousand dollars (\$10,000) for remediation of the eastern section of the property boundary fence. The work will fulfil the fence maintenance requirement included in the 1986 decision of the Agricultural Land Reserve (ALR) Commission to allow development of the Eagle Ridge Estates property on ALR land as set out in the Restrictive Covenant R107325 under the Land Title Act dated 3 October 1986.

**Moved:** SL 24

**Seconded:** SL 36

**30 in favour, 19 opposed, 1 abstained. Motion Defeated.**

**12.8 Resolution #8 – ¾ Vote – East Main Ditch Inspection and Remediation**

The Strata Council is proposing an expenditure of up to \$10,000 from the Contingency Reserve Fund for the remediation of the East Main Ditch to ensure, as required by easement agreement S 36972 dated 19 April 1987 under the Land Title Act, that water draining off the Eagle Ridge Estates property does not flood the fields of Brackenhurst Farm.

**Motion:** **BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund for remediation of the East Main Ditch to ensure, as required by easement agreement S36972 dated 19 April 1987 under the Land Title Act, that water draining off the Eagle Ridge Estates property does not flood the fields of Brackenhurst Farm.**

**Moved:** SL 54

**Seconded:** SL 36

**39 in favour, 9 opposed, 2 abstained. Motion Passed.**

**12.9 Resolution #9 – ¾ Vote – Document Scanning**

The Strata Council is proposing an expenditure from the Contingency Reserve Fund for up to \$20,000 for the purpose of identifying and scanning assorted strata documents that are currently held in paper form and saving them in electronic readable format in a readily available location. This is intended to locate and save for posterity those documents currently missing from the electronic records.

**Motion:** **BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000 from the Contingency Reserve Fund for the purpose of document scanning.**

**Moved:** SL 39

**Seconded:** SL 38

**46 in favour, 3 opposed, 1 abstained. Motion Passed.**

**SL 19 joined the meeting.**

12.10 **Resolution #10 – ¾ Vote – Split Rail Fence**

The Strata Council proposes that the split rail fence segments now located on common property south of strata lot 62 be allowed to stay in place.

An owner has requested a secret ballot on this resolution in accordance with Bylaw 30.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners approve, as prescribed by Section 71 of the Strata Property Act, that the split-rail fence segments now standing on common property south of Strata Lot 62 remain in place.

**Moved:** SL 29

**Seconded:** SL 32

**9 in favour, 41 opposed, 1 abstained. Motion Defeated.**

12.11 **Resolution #11 – ¾ Vote – Split Rail Fence Compensation**

Resolution 11 will only be voted on if resolution #10 fails.

The Strata Council is proposing an expenditure of up to \$2,300 from the Contingency Reserve Fund for the purpose of compensating the owners for expenditures made in good faith after council approval. The Strata Council will settle the final amount of the compensation and report it in the minutes. The fence segments will be removed by the Strata Corporation.

An Owner has requested the resolution be conducted by secret ballot.

**Motion:** BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$2,300 from the Contingency Reserve Fund to compensate the owners of Strata Lot 62 for the expenditure made in good faith to create the split rail fence segments.

**Moved:** SL 18

**Seconded:** SL 14

**49 in favour, 2 opposed, 0 abstained. Motion Passed.**

**Motion:** To destroy the secret ballot voting cards.

**Moved:** SL 1

**Seconded:** SL 32

**Carried.**

12.12 **Approval of the Fiscal 2025 Budget**

**Motion:** To approve the Fiscal 2025 Budget.

**Moved:** SL 27

**Seconded:** SL 39

**51 in favour, 0 opposed, 0 abstained. Motion Passed.**

13. **NEW BUSINESS**

13.1 **Resolution #12 – ¾ Vote – Amend Bylaws 6 and 7**

**Motion: BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended as follows:**

Bylaw 6. renumber current subsection b) to be subsection c); add new subsection b) common property that has not been designated as limited common property; amend the opening text of subsection c) to read c) a strata lot, but the duty to repair and maintain includes only the following, and specifically excludes those items referred as an owner’s responsibility in bylaw 4 and in the strata rules:

Bylaw 7. add new subsection “c) Indemnification for Remedial and Legal Costs

- i. Should the strata corporation undertake any remedial work or legal action with respect to a breach by an owner, tenant or occupant of the Strata Property Act, the Strata Property Regulation, the bylaws or the rules, then the responsible owner or tenant shall be liable for and shall pay the reasonable costs of remedying the contravention, and all of the strata corporation’s legal costs incurred on a solicitor and own client basis in the case, and shall pay the required amount within seven (7) days of receipt of a demand from the Council.
- ii. In these bylaws “legal action” includes any services provided to the strata corporation by a lawyer whether or not court or administrative tribunal proceedings of any kind are ultimately commenced, and includes the cost of defending and actions, claims, or disputes brought by an owner, occupant, or tenant against the strata corporation in which such person is not substantially successful.
- iii. Additional assessments, fines authorized by these bylaws, banking charges, filing costs, reimbursement of strata corporation costs for repair and maintenance of alterations to common property by owners, reimbursement of strata corporation costs for work done in a strata lot at owner request, legal expenses, interest charges and any other expenses incurred by the strata corporation to enforce these bylaws, as amended from time to time, or any rule which may be established from time to time by the Council pursuant to the Strata Property Act or these bylaws, shall become part of the assessment of the responsible owner or tenant and shall become due and payable within seven (7) days of receipt of a demand from the Council, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a

separate component of such assessment and the Strata Corporation may not register a lien against title for such separate cost component."

**Moved:** SL 40

**Seconded:** SL 14

**51 in favour, 0 opposed, 0 abstained. Motion Passed.**

13.2 **Resolution #13 – ¾ Vote – Amend Bylaws 8 and 9**

**Motion:** **BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended as follows:**

Bylaw 8

Strata Council

Amend subsection a) to read

- i. "At each annual general meeting, the eligible voters present or represented by proxy must elect by majority vote a President, Vice-President, Secretary-Treasurer, Buildings Chair, Landscape Chair, Sites Chair and up to two Members at Large who will comprise the Strata Council (Council)."

Amend subsection g) to read

- ii. "Council shall appoint a nominating committee not later than three (3) months prior to the annual general meeting to nominate eight (8) or more owners for election to Council for the next year."

Bylaw 9

Vacancies, Quorum, etc.

Amend subsection c) to read

- iii. A quorum for a meeting of the Strata Council is:
  - A. 3 members, if the Council consists of 5 or 6 members; or
  - B. 4 members, if the Council consists of 7 or 8 members.
- iv. Strata Council members must be present at a meeting of the Council to be counted in establishing the presence of a quorum unless these bylaws provide otherwise."

**Moved:** SL 32

**Seconded:** SL 54

**51 in favour, 0 opposed, 0 abstained. Motion Passed.**

13.3 **Resolution #14 – ¾ Vote – Respectful Community Bylaw**

**Motion:** BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended by adding new bylaw 33 as follows:

- 33. Respectful Community
  - a) Eagle Ridge owners, occupants, tenants and Strata Council members must conduct themselves courteously towards other owners, occupants, tenants, visitors, Council members and the strata corporation’s property manager, contractors and agents.
  - b) An owner, tenant, occupant, or visitor must not at any time in written correspondence, electronic communication, or in person in a strata lot or on the common property:
    - i. Humiliate or disparage a person regarding, but not limited to, their race, ethnicity, religion, age, sexual orientation or status;
    - ii. Engage in bullying, intimidating, stalking, harassing, unreasonable and/or aggressive conduct against another person or group of persons;
    - iii. Engage in a physical altercation except in self-defense;
    - iv. Obstruct, stall, or otherwise interfere with any person providing work or services on behalf of the strata corporation including, but not limited to, a manager, caretaker, landscaper, contractor, caregiver, service worker, volunteer, or Strata Council member; or
    - v. Make spurious, vexatious, or frivolous complaints of bylaw violations against another owner, occupant or tenant."

**Moved:** SL 29

**Seconded:** SL 75

**35 in favour, 14 opposed, 2 abstained. Motion Defeated**

13.4 **Resolution #15 – ¾ Vote – Amend Appendix 1 to the Bylaws**

**Motion:** BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended by adding the following new paragraph 11 to Appendix 1:

- 11. Other Items
 

Potentially permitted fixed structures on common property, all subject to the established alteration application process and Council approval, with details of qualified contractors and insurance details provided to and accepted by Council. Items listed here will not be deemed significant for the purposes of section 71 of the Strata Property Act.

- a) Skylights
- b) Rooftop sprinkler systems
- c) In-ground irrigation systems
- d) Heat pumps and air conditioners
- e) Propane tanks
- f) Replaced or expanded front walkways
- g) Privacy screens in place of privacy hedges
- h) Main deck extensions and stairs from the main deck to ground level
- i) Lattice screening under the main deck
- j) Firewood storage structures
- k) Bird feeders
- l) Compost boxes
- m) Benches
- n) Screening for heat pumps, air conditioners and propane tanks
- o) Foot bridges over ditches
- p) Utility buildings, signage and other structures installed by Council for the purpose of maintaining the strata property
- q) Steps and pathways to navigate a garden area
- r) Retractable fabric awnings
- s) French drains

**Moved:** SL 8

**Seconded:** SL 39

**50 in favour, 0 opposed, 1 abstained. Motion Passed.**

13.5 **Resolution #16 – ¾ Vote – Bylaw Consolidation**

**Motion:** BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, that the registered bylaws of the strata corporation be amended by adopting all of the bylaw changes passed at today's meeting, renumbering and making non-substantive ancillary changes as required and by filing a new consolidated copy of the bylaws with the Land Title and Survey Authority which shall be deemed to be the bylaws of the strata corporation.

**Moved:** SL 32

**Seconded:** SL 24

**51 in favour, 0 opposed, 0 abstained. Motion Passed.**

**14. ELECT NEW MEMBERS OF THE STRATA COUNCIL**

The bylaws for Eagle Ridge Estates state that the strata Council must consist of at least six (6) members.

**Nominees:**

- Dee Williams
- Dave Stinson
- Darlene Clarke
- Marion Dennett
- Doug Hannan
- Marilyn Harris
- Clint Flood
- Sue McIntyre

**Motion:** To elect the Strata Council as nominated.

**Moved:** SL 27

**Seconded:** SL 36

**Carried.**

**15. ANY OTHER BUSINESS**

There was no other business for discussion.

**16. TERMINATE THE MEETING**

**Motion:** To terminate the meeting.

**Moved:** SL 27

**Seconded:** SL 14

**Carried.**

The meeting was terminated at 3:46 p.m.

Supplied to StrataDocs 2024/12/09  
Ordered by Mariann Abram 2026/04/03

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF OPERATING FUND  
For the fiscal year ended September 30, 2024; and  
Budget for the fiscal year ending September 30, 2025

DESCRIPTION	FISCAL 2024	FISCAL 2024	Approved
	ACTUAL	BUDGET	FISCAL 2025 BUDGET
<b>INCOME</b>			
Strata Assessments - Operating	568,580.00	563,894.00	616,834.00
Strata Assessments - Reserve	70,605.00	70,605.00	50,290.00
Interest Income	6,557.74	5,000.00	6,500.00
<b>Subtotal</b>	<b>645,742.74</b>	<b>639,499.00</b>	<b>673,624.00</b>
<b>OPERATING EXPENSES</b>			
<b>Building Common Areas</b>			
Hydro	1,549.63	2,000.00	2,000.00
Water & Sewer	17,251.03	50,000.00	40,000.00
Garbage & Recycling	12,218.89	11,000.00	13,000.00
Electrical (Street Lights)	832.58	1,500.00	1,500.00
Plumbing & Heating	30,901.52	31,300.00	51,800.00
Deck Maintenance	283.49	-	-
Painting	67,688.47	95,000.00	100,000.00
Building Maintenance - General	10,408.91	23,000.00	23,300.00
Window Maintenance	21,510.30	35,000.00	30,000.00
Roof Maintenance	4,184.75	15,000.00	15,000.00
Gutter Maintenance	21,211.49	27,000.00	27,000.00
Pest Control	2,961.00	6,000.00	6,000.00
WorkSafe	16.13	-	50.00
Equipment - General	1,403.34	1,500.00	2,000.00
Grounds Maintenance - Contract & Labour	51,267.83	52,094.00	58,600.00
Grounds Maintenance - Other	3,964.48	7,000.00	6,500.00
Bricks, Paving, Road & Trees	34,123.97	55,000.00	68,000.00
Tractor Operating	682.84	2,500.00	2,500.00
Telephone/Internet	-	-	800.00
NEST	279.27	500.00	500.00
Insurance	111,191.00	111,200.00	107,384.00
<b>Subtotal - Building Common Areas</b>	<b>393,930.92</b>	<b>526,594.00</b>	<b>555,934.00</b>
<b>Administration</b>			
Property Management Fees	28,757.88	28,830.00	30,875.00
Taxes on Property Management Fees	1,513.58	2,170.00	1,625.00
Additional Services	-	-	1,600.00
Administration & Postage	3,063.30	5,000.00	5,000.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	2,024.02	2,000.00	25,000.00
Social Fund	-	-	500.00
Memberships	-	-	500.00
Miscellaneous	4,086.66	4,000.00	2,000.00
<b>Subtotal - Administration</b>	<b>39,745.44</b>	<b>42,300.00</b>	<b>67,400.00</b>
<b>Other Expenses</b>			
Transfer to Reserve	70,605.00	70,605.00	50,290.00
<b>Subtotal - Other Expenses</b>	<b>70,605.00</b>	<b>70,605.00</b>	<b>50,290.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>504,281.36</b>	<b>639,499.00</b>	<b>673,624.00</b>
<b>NET CASH FLOW - SURPLUS/(DEFICIT)</b>	<b>141,461.38</b>	<b>-</b>	<b>-</b>
<b>OPENING BALANCE, OPERATING FUND</b>	<b>92,810.48</b>	<b>92,810.48</b>	<b>171,461.38</b>
<b>LESS: TRANSFER SURPLUS TO CRF</b>	<b>(62,810.48)</b>	<b>(62,810.48)</b>	<b>(34,077.38)</b>
<b>CLOSING BALANCE, OPERATING FUND</b>	<b>171,461.38</b>	<b>30,000.00</b>	<b>137,384.00</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/12/09

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF CONTINGENCY RESERVE FUND  
For the fiscal year ended September 30, 2024; and  
Budget for the fiscal year ending September 30, 2025

	FISCAL 2024 ACTUAL	FISCAL 2024 BUDGET	Approved FISCAL 2025 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	70,605.00	70,605.00	50,290.00
Surplus Operating Funds	62,810.48	62,810.00	34,077.38
Interest	37,041.95	15,000.00	25,000.00
<b>Total Contributions</b>	<b>170,457.43</b>	<b>148,415.00</b>	<b>109,367.38</b>
<b>EXPENSES</b>			
<u>Previously Approved Projects</u>			
Upper Deck Inspections / Remediation	20,422.24	30,000.00	-
Low Sloped and Flat Roof - Renewal	16,590.00	25,000.00	-
Emergency Expense	7,539.94	-	-
Pond Remediation	-	8,000.00	-
Underground Water Review	851.08	2,000.00	-
Legal Review for Bylaws	2,000.00	2,000.00	-
Main Level Deck Remediation	22,536.62	25,000.00	30,000.00
FireSmart	1,562.44	2,000.00	571.00
Road Repairs (DR)	26,176.50	46,500.00	-
BECA/Depreciation Report	-	20,000.00	20,000.00
Front Gate Stonework	-	5,000.00	5,000.00
Tractor Garage Legal Review	4,207.89	7,500.00	3,292.11
<u>2025 Projects</u>	-	-	-
<b>Upper Deck Inspections/Remediation</b>	-	-	<b>20,000.00</b>
<b>Strata Lot Deck Assessment</b>	-	-	<b>12,000.00</b>
<b>Solaria Deck Structure Remediation</b>	-	-	<b>50,000.00</b>
<b>Electrical Planning Report</b>	-	-	<b>8,000.00</b>
<b>East Main Ditch Inspection and Remediation</b>	-	-	<b>10,000.00</b>
<b>Document Scanning</b>	-	-	<b>20,000.00</b>
<b>Split Rail Structure</b>	-	-	<b>2,300.00</b>
<b>Total Expenses</b>	<b>101,886.71</b>	<b>173,000.00</b>	<b>181,163.11</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>68,570.72</b>	<b>(24,585.00)</b>	<b>(71,795.73)</b>
<b>OPENING FUND BALANCE</b>	<b>849,197.02</b>	<b>617,118.00</b>	<b>917,767.74</b>
<b>CLOSING FUND BALANCE</b>	<b>917,767.74</b>	<b>592,533.00</b>	<b>845,972.01</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2024/12/09  
Ordered by Mariann Abram 2024/12/09

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/12/09

Eagle Ridge Estates Strata Plan VIS 1579  
 Approved Schedule of Strata Fees  
 Effective January 1, 2025

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
1	30	1	709.08	40.92	750.00
2	29	1	709.08	40.92	750.00
3	28	1	709.08	40.92	750.00
4	27	1	709.08	40.92	750.00
5	26	1	709.08	40.92	750.00
6	25	1	709.08	40.92	750.00
7	24	1	709.08	40.92	750.00
8	23	1	709.08	40.92	750.00
9	22	1	709.08	40.92	750.00
10	6	1	709.08	40.92	750.00
11	5	1	709.08	40.92	750.00
12	4	1	709.08	40.92	750.00
13	3	1	709.08	40.92	750.00
14	2	1	709.08	40.92	750.00
15	1	1	709.08	40.92	750.00
16	15	1	709.08	40.92	750.00
17	14	1	709.08	40.92	750.00
18	13	1	709.08	40.92	750.00
19	9	1	709.08	40.92	750.00
20	8	1	709.08	40.92	750.00
21	7	1	709.08	40.92	750.00
25	21	1	709.08	40.92	750.00
26	20	1	709.08	40.92	750.00
27	19	1	709.08	40.92	750.00
28	36	1	709.08	40.92	750.00
29	35	1	709.08	40.92	750.00
30	34	1	709.08	40.92	750.00
31	33	1	709.08	40.92	750.00
32	32	1	709.08	40.92	750.00
33	31	1	709.08	40.92	750.00
34	51	1	709.08	40.92	750.00
35	50	1	709.08	40.92	750.00
36	49	1	709.08	40.92	750.00
37	48	1	709.08	40.92	750.00
38	47	1	709.08	40.92	750.00
39	46	1	709.08	40.92	750.00
40	45	1	709.08	40.92	750.00
41	44	1	709.08	40.92	750.00
42	43	1	709.08	40.92	750.00
43	42	1	709.08	40.92	750.00
44	41	1	709.08	40.92	750.00
45	40	1	709.08	40.92	750.00
46	39	1	709.08	40.92	750.00
47	38	1	709.08	40.92	750.00
48	37	1	709.08	40.92	750.00
49	18	1	709.08	40.92	750.00
50	17	1	709.08	40.92	750.00
51	16	1	709.08	40.92	750.00
52	12	1	709.08	40.92	750.00
53	11	1	709.08	40.92	750.00
54	10	1	709.08	40.92	750.00
55	75	1	709.08	40.92	750.00
56	74	1	709.08	40.92	750.00
57	73	1	709.08	40.92	750.00
58	72	1	709.08	40.92	750.00
59	71	1	709.08	40.92	750.00
60	70	1	709.08	40.92	750.00
61	69	1	709.08	40.92	750.00
62	68	1	709.08	40.92	750.00
63	67	1	709.08	40.92	750.00
64	54	1	709.08	40.92	750.00
65	53	1	709.08	40.92	750.00
66	52	1	709.08	40.92	750.00
67	63	1	709.08	40.92	750.00
68	62	1	709.08	40.92	750.00
69	61	1	709.08	40.92	750.00
70	60	1	709.08	40.92	750.00
71	59	1	709.08	40.92	750.00
72	58	1	709.08	40.92	750.00
73	66	1	709.08	40.92	750.00
74	65	1	709.08	40.92	750.00
75	64	1	709.08	40.92	750.00
76	57	1	709.08	40.92	750.00
77	56	1	709.08	40.92	750.00
78	55	1	709.08	40.92	750.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2024/12/09  
 Ordered by Mariann Abram 2024/12/09

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2024/12/09

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Schedule of Earthquake Deductibles**

*The Schedule below is presented for information and reference. The Schedule illustrates each strata lot owner's share of the Strata Corporation's earthquake insurance deductible, should the Strata Corporation have to file an insurance claim arising out of damage caused by an earthquake. The amount for each strata lot is based upon Unit Entitlement, similar to strata fees or special assessments. The amounts are based upon a 15% deductible and a property valuation of \$47,142,004 for the period of October 5, 2024 to October 5, 2025.*

*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

**Per Unit:                    \$                    94,284.01**

*Supplied to StrataDocs 2024/12/09  
Ordered by Mariann Abram 2026/04/03*

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/12/09



This document was obtained from the VBC StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Order prepared by Marjahn Abram 2025/10/20  
Prepared by: Marjahn Abram on 2025/10/20  
Document Uploaded and Verified: 2025/10/20

## PRESIDENT'S MESSAGE

Over the 10 years that we have been living in Eagle Ridge, I can't recall when so many positive initiatives have been underway at the same time. Just to touch on a few, committees to draft new bylaws and rules, another to complement a new Depreciation Report due in July 2026 with a Major Asset Management Plan that will outline how we likely will handle major expenses in the years ahead, like roof replacement.

There has also been great work done on documenting repairs and alterations to each unit under the leadership of our Dee Williams. North Saanich has accepted the proposed ERE Forest Management bylaw, thus maintaining our exemption from the District's Tree Management, granting us significant cost saving flexibility. Special thanks to Bill McIntyre and Alan Osborne for leading that initiative.

At the center of all these though are the efforts of our volunteers. This year's Council members and a multitude of other volunteers have continued to put in thousands of hours per year, adding to our collective pride in living in Eagle Ridge.

I know each of the Council Chairs will be thanking their respective teams so I will keep my part short.

To Marilynne Harris, Dee Williams, David Stinson, Marion Dennett, Clint Flood and Sue McIntyre, I cannot say enough how much I have enjoyed working with each of you and thank you for all your efforts and enthusiasm. It is quite a testament to see that you too have enjoyed being on Council, so much that you have all agreed to stand for another year!

To Darlene Clarke, your contributions as Landscape Chair has made it a treat to have you on Council, and though you are retiring, I know you will continue to contribute in many other ways.

I also want to say a special thanks to Victoria Everett of Proline who continues to provide Eagle Ridge with excellent guidance and support.

And finally, on behalf of all of us on Council, many thanks to everyone who calls Eagle Ridge home for your support and cooperation over the past year.

Sincerely,

Doug Hannan

President, ERE Strata Council

# NOTICE OF ANNUAL GENERAL MEETING FOR THE OWNERS OF EAGLE RIDGE ESTATES

## STRATA PLAN VIS1579

**WHERE:** Saanich Peninsula Presbyterian Church  
9296 East Saanich Road

**WHEN:** Tuesday, November 18, 2025  
Registration commences at 12:00 p.m.  
Meeting commences at 1:00 p.m.

## AGENDA

1. Call to order
2. Certify proxies and corporate representatives and issue voting cards
3. Determine that there is a quorum
4. Elect a person to chair the meeting, if necessary
5. Present proof of notice of meeting or waiver of notice
6. Approve the agenda
7. Approve minutes from the last general meeting
  - Annual General Meeting – November 26, 2024
8. Deal with any unfinished business
9. Receive reports of council or committee activities and decisions since the last Annual General Meeting
10. Ratify new rules in accordance with Section 125 of the *Strata Property Act* (the “Act”)
  - Resolution 1 (see page 12)
11. Report on insurance coverage in accordance with Section 154 of the Act
12. Approve the budget for the coming year in accordance with Section 103 of the Act
  - Resolutions 2 – 7 (see pages 23 – 24)
13. New Business
  - Resolutions 8 – 9 (see page 25)
14. Elect new members of the Strata Council
15. Terminate the meeting

4

The Year in Review

13

Insurance Summary

14

The Numbers

21

Strata Fee Schedule

94

Proxy Form

Please have this Notice Package  
with you at the meeting

# Questions?

---

You are invited to discuss other matters or ask questions regarding the operation and maintenance of the complex. Persons who wish to have specific matters brought forward before Council are requested to contact your Strata Property Manager, Victoria Everett, by email at [victoria@prolinemanagement.com](mailto:victoria@prolinemanagement.com) so that such matters may be included on the agenda of the next council meeting. You can also write to us at 888 Attree Avenue, Victoria, BC V9B 0A6.

## Voting

---

All owners of strata lots are encouraged to attend either in person or by proxy. A form of proxy is included with this Notice as the very last page. In accordance with the Act, the Strata Property Manager, Proline Management Ltd., cannot be appointed as a proxy holder.

Please note that if an owner's strata assessments are in arrears as of the date of the Annual General Meeting, that owner may not be eligible to vote at the meeting.

In accordance with Part 1 of the *Strata Property Act* a "¾ vote" means a vote in favour of a resolution by at least ¾ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and also have not abstained from voting.

A "majority vote" means a vote in favour of a resolution by more than ½ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and also have not abstained from voting.



# THE YEAR IN REVIEW

VICTORIA EVERETT | OCTOBER 30, 2025

It has been a pleasure to work alongside of Council this past year. When I look back at the strata's progress over the last year, it has been a very productive year in terms of operations, especially seeing the updated rules and bylaws come together.

Your Council has worked incredibly hard this year on many different facets of the operation of the Strata Corporation. They are a committed, hardworking and wonderful group of people dedicated to the Eagle Ridge Community.

We also continue to support strata operations to maintain Eagle Ridge as the special community that it is and provide value to all owners, now and in the future.

## VICE PRESIDENT'S ANNUAL REPORT

Several committees report through the Vice-President. These committees are made up of volunteers working to meet our community goals.

Depreciation Report Preparedness (Dave Saunders, Barrie Dennis, Dee Williams, Rob Parsons, Sue McIntyre, David Stinson)

This group is working on a Depreciation Report (DR) which is due in July 2026. The DR will provide us with the information we need on the condition of our buildings so we can move forward with a Major Asset Management Plan (MAMP). The MAMP guides us through planning for major expenses over the next five years and onward. Under the guidance of Dave Saunders, we expect to share the DR/MAMP by July of next year and discuss at an information session in the fall of 2026. This is a huge project, and Council expresses its thanks to the committee members for their hard work and dedication.

Fire Smart (Dave Saunders, Mike Edgell, Margaret Fenton, Carole Goyette will be joining next year)

Fire Smart committee was formed in 2023 and continues to work on a number of initiatives in consultation with North Saanich Fire Department (NSFD). ERE has participated in Fire Smart events sponsored by NSFD in April and October of this year. They also received a Canadian Wildlife Preparedness Grant of \$500 and will apply for this again next year. Many thanks to the dedicated volunteers on this committee. Special thanks to Ernie Hartt for his dedication to the Wain Rd mowing and to Cliff Cunningham for keeping up with the fire hazard rating sign. Of note, 58 units have added roof top sprinklers under the support of this committee and Doug Hannan.

RV and Overflow Parking (Doug Hannan)

Thanks to Doug for the efficient management of the RV and Overflow Parking, fielding and satisfying all requests received.

Bylaw Committee (Alan Osborne, David Stinson, Moe Harris)

This committee has been working diligently to update ERE Bylaws and Rules. The current council and several past members have also contributed to the effort. An overview of the new Bylaws and Rules was presented at the October 7<sup>th</sup> Information Session, followed by several POD meetings to address questions and concerns. As a result of these efforts, the Bylaws and Rules are ready to be tabled at the November AGM. This is a mammoth project, and I can't say enough about the dedication of Alan Osborne and David Stinson to this project. Nor can I begin to estimate the number of hours they have put into this. Gentleman, please take a deep bow.

Let me close by saying I have a great deal of gratitude for being given the opportunity to join council this year. I have learned, and will continue to learn, a great deal about what it takes to keep our strata strong and healthy. I am humbled to be on council and committees with such a fine group of competent dedicated people. I highly recommend residents to step up and serve in whatever capacity seems like a fit for you as a resident of ERE.

Marilynne Harris (aka Moe)

Vice-President ERE

# LANDSCAPE COMMITTEE ANNUAL REPORT

## ROADSIDE GARDENS

Our roadside gardens are monitored by Phyllis Saunders, Sue Dayton and Peggy York. They check all gardens monthly and advise Kafka Yard & Landscape about any additional work they would like done as well as take on some of the chores themselves. Plants which have not survived well in the past year have been replaced. Our onsite composting program provided us with enough compost to cover all the gardens that required it this year in our 2-to-3-year rotation. As our gardens mature, some plantings have been removed or trimmed back to provide safer sight lines for drivers at corners and reduce crowding.

## INVASIVES

Maureen Meadley and Brenda May head up this team. The invasives team tours Eagle Ridge in the spring, looking for Lamium, Italian arum, lesser celandine and others. They provide advice to residents on dealing with invasive plants on the property as well as handling some large outbreaks themselves. They also scheduled removal of ivy at six ivy pulls in the northeast area of our property. These activities are dependent on participation of many volunteers. Thank you to the many people who have helped with these activities.

## BURN SITE AND GREEN WASTE

John Goodwin heads up the burn site team. He leads volunteer pick up of garden debris from November/December until early May. Debris from these pickups as well as burnable debris provided by the gardener are burned at the burn site during this time. He obtains a burn permit from the District of North Saanich in late October for burns until May.

The green waste pickup initiative took place over the summer and was led by Doug Hannan and Mike Jean. They and other volunteers picked up garden debris from the residents and took it to the North Saanich Green Waste Facility. This was hugely successful, and I want to thank Doug, Mike and their volunteers for their efforts.

## SEPTIC FIELD LANDSCAPING

Mary Harkness and Mary Ellen Perry ensure that the grass and other vegetation over our septic fields is not overgrown and the septic tanks remain accessible. Several of the fields are cut regularly by residents. A huge thank you to them for their time and effort. The balance of the fields is cut by Kafka.

## SIGNS AND BENCHES

Maureen Meadley is responsible for the signs and benches around Eagle Ridge. All the wooden benches on the trails and on the pond and island have now been replaced with aluminum benches. Trail signs will be inspected in the spring and upgraded as needed.

## TRAILS

The Trails Committee is led by Harald Hommel. This committee and their volunteers clear the trails of branches, provide leaf and tree maintenance, cut runners and clear weeds.

In September of 2024, a test section of gravel was put down in the NW area of the main trail to test a gravel called "trail screenings" that is finer than the 3/4" road base that had been used previously on the trail. It was hoped that this would provide a smoother walking surface and one that would compact more than the rougher gravel to give a better walking experience. A survey was sent out and most respondents supported using the trail screenings gravel judiciously in wet or difficult areas of the trail but would like to see wood chips on most parts of the trail. This will serve as a guide for future trail maintenance.

## UNIT GARDENS

Mary Harkness and Marie Grant head up this program. Each resident is entitled to receive one hour annually of our Gardener’s (Kafka) time to assist with unit garden work. This includes trimming the cedar privacy hedge if the unit has one. The purpose is to ensure a minimum standard of tidiness in all gardens. The unit hour may be donated for common property work if the resident chooses.

## OUR STRATA GARDENERS

Kafka Landscaping has been keeping our gardens in very good condition with rotational weeding, shrub trimming and verge/ditch mowing. Visitors always comment on our lovely landscaping.

Baillie with Baillie Irrigation is our irrigation contractor. Over the last year Dave Baillie has become familiar with the system, making several changes and additions where required. He completed his blowout in October to prepare the irrigation system for the cold weather.

## THANK YOU

A special shout out goes to all the volunteers that come out to our work parties as well as Shannon Kemper and Diane Davies of the Social Committee who provide our volunteers with tasty treats.

I want to thank our committee members and the many owners who so generously volunteer their time and effort to maintain Eagle Ridge. This year our committee members and volunteers logged an amazing 1003 hours of volunteer time. If we had to pay the gardeners for this work, it would cost over \$63,000!

I would also like to thank my fellow members of the Strata Council as well as Victoria Everett, our Proline Property Manager. It has been a pleasure to work with all of them. I will be stepping down after two years as Landscape Chair. Please consider volunteering for Strata Council in the future. It is a great way to meet people and get to know Eagle Ridge better.

Darlene Clarke

Landscape Chair 2024-2025

## BUILDING’S CHAIR ANNUAL REPORT

In efforts to cut down on copious amounts of reading, I won’t repeat things that have been covered ad nauseum (leaf trap cleanout reminders) in our monthly Strata meeting minutes. The focus of this report will address mainly items that require more focus going forward.

### Painting

Our painters have completed this year’s scheduled work and addressed last year’s pending touch-ups. On average, we paint three PODS annually; PODS with multiple levels or colour changes and weather delays take extra time. Touch-ups like deck railings may be delayed but paint kits are available for owners who wish to do them sooner.

By the end of the 2025-2026 budget year, Personal Finish Painting will have painted the entire complex. Owner feedback has been positive of the work done, and external inspections often note our siding’s appearance. This coming year, we will assess painting needs for the following cycle and adjust as necessary.

Thanks to Kim Torrell (Unit 4) for her coordination with contractors and owners. She coordinates and keeps the program running smoothly.

### Chimney Inspections

Any modifications to a unit's fireplace — including switching to electric or propane or capping the chimney — require Council Review and must follow the application process for altering strata lot or common property, including insurance requirements. These actions are considered changes to the original property form. Welcome to Janis Jean (unit 30) who will coordinate next year's wood-burning fireplace inspection.

## Unit Repairs

As several owners have noted, there were a number of deficiencies both with painting and repairs from the 2023-2024 budget year that were done at the end of this painting cycle. Repairs identified during this last year's painting cycle have been carried out at the end of September and carried into the new budget year due to both weather and scheduling of the trades.

## Window Maintenance

This year's budget was exceeded due to unclear bylaw language. The updated bylaws, if approved, should clarify strata and owner responsibilities for betterments, improving strata fee distribution and reducing future budget strain.

## Roof and Gutter Maintenance – Brian Hawkins

In conjunction with the Depreciation Report, we had an independent inspection of our roof was completed by Westcoast Roof Inspection. We have dealt with a number of small repairs that were identified.

We have been working with the roof inspection report and have addressed most of the repairs and moss accumulation. Moss was dealt with in areas identified in the report and where it had been reported by our roof and gutter cleaners. We managed to treat approximately half of the complex. Next year we will treat the balance of the PODS. This is best done in the summer months.

The report also found that some entrance flat roofs need another coat of ALSAN due to cracking. As not all roofs were inspected, this coming year we will inspect each front door roof top to determine how many are affected and then deal with a plan forward in the following budget year.

## Buildings Capital Requests

### 1. The Upper Vinyl Deck Renewal Program \$20,000

There are 11 upper decks remaining. There is an application pending for one unit to have a bonus room built.

Last year we did have a unit that had a premature failure on a deck surface that was replaced in 2017 resulting in an unexpected repair. These issues can appear when we least expect it, and it is important that they are dealt with as soon as possible especially as the surface area of the deck is over living space (kitchen and dining room) areas. Having the funds available in a timely manner allows for these issues to be addressed promptly.

### 2. Deck Repairs – \$20,000

Most deck repairs are done, but some decks and beams require re-inspection. Structural issues should be fixed promptly, while minor repairs can be handled through Unit Repairs. Beam work is harder to estimate due to hidden problems that may arise. Material buildup has obscured some posts, beams, and footings, so excavation and further inspection are requested to uncover any necessary structural repairs.

### 3. Structural Repairs \$10,000

Based on the findings from the previous Crawlspace and Attic report, two specific maintenance issues have been identified that need attention:

1. Attic Access Requirement: Two units require improved attic access. Appropriate actions will be taken to ensure these units are accessible for future inspections and maintenance.
2. Crawlspace Support Monitoring and Replacement: A crawlspace issue has been observed that currently involves temporary support jacks. Continued monitoring is necessary, and funds are allocated for the eventual replacement of these temporary supports with permanent structural solutions.

Allocated funds are designated to address both the attic access needs and the crawlspace support replacement, ensuring the ongoing safety and integrity of the affected units.

## Acknowledgment of Community Volunteers

The dedication and commitment of our community volunteers cannot be overstated. Their invaluable contributions are a cornerstone of our success, as they bring extensive knowledge and expertise to the care and maintenance of our wonderful community. Much of their hard work and passion often takes place behind the scenes, going largely unseen by most owners, yet it is essential to our ongoing well-being.

### Buildings Portfolio Team

Within the Buildings portfolio, we are fortunate to have the enduring support of several long-standing members: Anne Dalgliesh, Ted Meadley, and Kim Torrell. This year, we are pleased to welcome new additions to the team. Bruce Stirling will be working with Ted Meadley reviewing all building-related alteration requests, ensuring that proposed changes are thoroughly evaluated. Additionally, Janis Jean has joined us to coordinate the annual woodburning fireplace inspections.

We are also delighted to have Brian Hawkins rejoin the Buildings Group. As a former chairperson with a wealth of experience in our buildings program, Brian will coordinate the roofs and gutters maintenance program.

### Importance of Teamwork

The role of a chairperson would not be possible without the dedication, expertise, and teamwork demonstrated by these individuals and the work of past volunteers along with guidance from Victoria Everett at Proline. Their work over countless hours make this community what it is.

Dee Williams

Buildings Chair 2024-2025

## SITES COMMITTEE ANNUAL REPORT

The Sites Annual Report for 2023-24 included descriptions of all of the utility systems and other ERE assets which the Sites group looks after. You can find it on the ERE section of the Proline website in “Documents”, in the folder “Minutes of Meetings”, see “AGM Nov 2024”. This report continues the Sites history. I’ve named the lead volunteer for each Sites responsibility area.

Water System - Ian Fenton. Persistent questioning from a knowledgeable owner showed me that our fire hydrant test program was deficient. While North Saanich staff had been effectively maintaining the hydrants from the early 1990s, they did not do the annual flow tests because our hydrants are private property. The tests are mandatory under the BC Fire Code. A fire systems consultant in Victoria recommended a competent contractor. The tests were done on 22 August and all hydrants passed. We will add new quick-connect fittings to all hydrants in 2026 to stay fully compatible with all local fire departments.

Sewer and Septic Systems - Curtis Smith. The mandatory annual examination of all 25 primary tanks showed nothing amiss (a good thing!) and the pump-out requirement was less than usual. The tile field remediation program continued - needed renovations were not serious (also a good thing!). Of course, there were some problems! The tank pump with the heaviest load failed in March, the inlet pipe from a pod into a primary tank became blocked in May and the pressure line between a tank pump and the tile field cracked in May. We are fortunate to have truly competent plumbing support available locally at short notice. We are equally fortunate to have competent supervision available here - Curtis - to select the contractors and get the work underway.

Roads and Brickwork - Ian Fenton. Road pavement work done in 2024 needed no correction. The usual contractor for brickwork was unable to help. Ian called six other contractors to visit and quote. We finally got a bid we could afford early in October, and “Elemental Hardscapes” was quickly engaged! The work on the backlog of driveway and front walkway repairs should start in December.

Gates - Ron Lucenko. The service gate works well. The controls for the main gates acted up in the Spring, were adjusted by the contractor in April, failed again, were re-set by the ERE crew on 1 May and have worked properly ever since. More discussions with the contractor will happen soon.

Electrical System - Steve Kristoffy and Clint Flood. Steve Kristoffy retired this year as the Sites Electrical Lead. We all owe Steve much for giving his electrical expertise and engineering experience to ERE for many years. Clint Flood now has the job and is finding out how big the shoes are! The 35+ year-old power system continues to operate without problem.

The Electrical Planning Report is contracted, Phase 1 (data gathering) is complete, and Phase 2 (house visits) will start before the end of 2025. The report is due here by July 2026.

Drainage including the Pond and the East Main Ditch - Ian Fenton and David Stinson. One task outstanding at the moment is keeping the parrot feather weed in the pond under control. Clint Flood has good ideas on how to do this and will try them out over the next several months. All of the drains, ditches and culverts have run well over the past year. A threatened possible invasion of American Bullfrogs was crushed before it could begin – many thanks to the Pond Watch!

Forest Management and Fire Smart activity - Bill McIntyre. Woods activity in 2025 merged regular forest management tasks with Fire Smart clearances and trimming closer to the houses, all to good effect. We asked for owner suggestions early in the year, got many, did the assessments and got through four good sessions of work with the arborist and his crew. The worklist for the first round in 2026 is already starting to grow - a new owner survey will happen soon. Removal of English holly, an invasive species, from the forest area and from among the houses will continue. And, once again, the tractor, chipper and trailer in the hands of careful and keen volunteer crews all proved their worth.

ERE owes particular thanks to Alan Osborne and Bill McIntyre for negotiating a new Forest Management bylaw with North Saanich - owners will vote on it at the AGM. It meets North Saanich requirements and keeps the Strata exempt from the District Tree Management bylaw.

Snow Removal - David Cubbon. We had one significant snow event in February, and we survived it. We learned several lessons about marking road edges and hazards for better guidance of contractor snowplough drivers, particularly in the dark. The snow plan for the coming winter will be issued soon.

Sites Facilities - David Stinson and Ian Fenton. The tractor garage, at long last, has been blessed by North Saanich Buildings Department and is operating. Many thanks to Rick LeNoury for his patience, persistence and leadership, and to the construction team for careful assembly work in close quarters.

We think we have now found sound solutions for the stonework at the main gates. I hope this work can be put in hand soon. Ian Fenton found a local retired contractor to repair the rotting outside end of the top of the central pillar. He did a lovely job, in concrete and asked only for a pickup load of firewood as payment!

Garbage and Recycling - David Stinson. With the occasional small glitch, these services went well over the past year - that performance should continue.

Cable and Telephone Systems - Ron Lucenko. These systems are very much invisible and very stable.

Perimeter Fences - David Stinson. The west and south fences are still standing well. The east fence has not incurred any more damage in the past year. The repair and maintenance plan is in the works.

People - The most important part of Sites activity is its people. Steve Kristoffy, Curtis Smith, Ian Fenton, Bill McIntyre, Rick Le Noury, David Cubbon, Ron Lucenko and Clint Flood, give freely of their time, knowledge and expertise to keep ERE systems operating properly and to improve my understanding of what they do and why it's important. I have the title of Sites Chair, but it is not a solo activity - I am totally grateful for the continuing, and sometimes persistent,

guidance and assistance. My Council colleagues and Alan Osborne have all assisted greatly. The Proline crew have been invariably helpful. And members of the Burn Team Society have enlivened many winter mornings with good humour, interesting suggestions and occasional blunt comments on many subjects. My warm thanks to all of you.

This was my second year as a member of the Strata Council and overall, it continues to be a good experience. Eagle Ridge is a great place to live - it is well worth supporting.

David Stinson, Sites Chair

## SECRETARY/TREASURER ANNUAL REPORT

This past year has been a busy and productive one for Eagle Ridge Estates. The Strata Council has continued to work collaboratively to maintain our property, improve communication and address the needs and concerns of the owners and residents.

During the 2025 year the Council has held regular meetings with most council members in attendance in person or electronically. Thanks to our efficient property manager, Victoria Everett, the minutes of our meetings were distributed to owners in a timely manner.

When I joined the Council in December 2023 it was my expectation that I would serve one term. With the hope that I will be re-elected at the AGM it will be my honour to serve this community for another year.

I would like to thank my fellow Council members for their encouragement, support and for their time and commitment to keeping Eagle Ridge Estates the jewel that it is. Their teamwork and willingness to help have made this role both productive and enjoyable. I would especially like to acknowledge Doug Hannan and Dee Williams for their extra efforts and continued guidance throughout the year.

Marion Dennett

## MEMBER AT LARGE 1 ANNUAL REPORT

This year has marked the first time that ERE Strata has added the Members at Large positions as Council members. While I have previously had the pleasure of being a council member, I thoroughly enjoyed taking part in Council meetings and discussions and being assigned a few roles to support our community.

The At Large position supports the NEST Committee which has the responsibility of communication of safety plans here at ERE. In this capacity new evacuation plans were distributed to all residents, and two evacuation exercises were conducted. This coming year the Emergency Plan for ERE will be updated. Thanks to the members of the NEST Committee—Ernie Hartt, Doug Hannan, Paul Clarke, Mary Harkness, Margaret Nelson and Allen York.

For those that have logged into the Proline website, you may have been challenged to find the information for which you were searching. In this coming year work, we will reorganize what and where information is stored to provide better cataloguing of the volume of information collected over the years. The Council, and in particular Marion Dennett, Dee Williams and David Stinson, have done a fantastic job of finding, digitizing a lot of records, and this next task is simply to organize some of the files.

I believe that the Member at Large roles are excellent positions to allow first-time Council members to understand the workings of ERE without having to take on a large portfolio without the background of how and why decisions are made. I would encourage any resident who is contemplating or is being urged to stand on Council to use the At Large positions as a springboard and learning ground for future Council aspirations!

Thank you to all my fellow Council members for the hard work and dedication they put into making Eagle Ridge the wonderful place we call home.

Clint Flood

## MEMBER AT LARGE 2 ANNUAL REPORT

I have enjoyed my first term on Council in the newly created Member At Large position. It has been a very busy and prolific year as this year's council has tackled a number of ambitious projects including the process of renewing the Depreciation Report (DR) and updating the Strata Bylaws and Rules.

Other tasks included supporting other council members with more extensive portfolios, attending DR meetings and issuing council communications to residents.

Thank you to my fellow council members for making the time around the council table productive and enjoyable.

Sue McIntyre

## THE EAGLE RIDGE COMMUNITY

Eagle Ridge Estates continues to provide owners, residents, friends and guests with a great location in North Saanich, proximity to nearby Sidney, vast forested grounds and a vibrant community! Over the past year, there have been a number of unit sales that will allow a new crop of residents to see the high levels of volunteerism, community support, and engagement that residents are proud of.

The dedicated volunteers on the Strata Council commit many hours every month to ensure that issues affecting the community and infrastructure are well considered and forward-looking. The diverse and dedicated community of owners and residents was on display again this year and should continue to shine into the next.

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2025/04/03

# RATIFICATION OF NEW RULES

- **Resolution #1 – Majority Vote Rule Ratification**

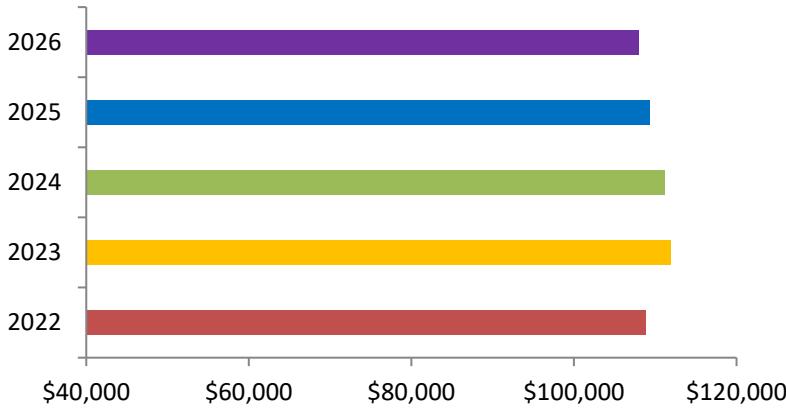
The attached Schedule of Strata Rules was adopted by the Strata Council at its meeting on October 15, 2025, and was distributed to all owners by the Council on October 17, 2025. The Rules can be found on page 28 of this notice package.

**BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners ratify the updated Eagle Ridge Rules as attached to this AGM package.**

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

## Insurance Costs for the Last 5 Years



# INSURANCE SUMMARY

The strata corporation has an obligation to insure the property to its full replacement cost and an independent replacement cost appraisal is updated to determine this cost. There is an ability of the strata corporation to charge back deductibles to owners responsible for certain claims, such as water damage claims.

Please note that the deductible for water damage claims is \$50,000.

Owners should ensure that their personal policies allow for payment of up to \$50,000 to the strata corporation for water damage insurance deductibles, as water damage deductibles are often the responsibility of the unit owner.

Owners should also confirm their adequacy of coverage for any earthquake deductibles that might be charged back to them, as the amount can be significant at \$99,702.01/unit.

Owners should also be aware the Strata's insurance policy **DOES NOT** cover household contents, including items in vehicles or locker spaces, betterments or improvements, rental income, or displacement coverage if a resident has to live elsewhere due to a loss.

Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the Strata's deductible amounts to ensure adequate protection in the event of a claim by the Strata for which the Owner may be deemed responsible.

Owners are reminded that if the cost of damage to a strata lot is below the Strata's deductible and no strata claim is initiated, the Strata Corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of how the damage occurred.

While all Owners are entitled to coverage under the Strata's policy, the limit to which the Strata can recover costs is based on the value of the deductible involved in the claim (e.g. Water Damage - \$50,000).

The recent appraisal update revealed an increase of 5.8% to the Strata's replacement value from \$47.1 Million to \$49.8 Million. The premium, upon policy renewal in early October 2025, decreased slightly.

	Coverage	Deductible
<b>All Property Coverage</b>	\$49,851,004	\$10,000
<b>Earthquake</b>		<b>15%</b>
<b>Flood</b>		\$50,000
<b>Sewer Backup</b>		\$50,000
<b>Water Damage</b>		<b>\$50,000</b>
<b>Equipment Breakdown</b>	\$49,851,004	\$1,000
<b>Comprehensive General Liability</b>	\$3,000,000	\$1,000
<b>Directors &amp; Officers Liability</b>	\$5,000,000	\$1,000

**Insurance Broker: Gallagher (Victoria)**  
**Policy Period: October 5, 2025 – October 5, 2026**

# THE NUMBERS

# FISCAL 2025

# 14.3%

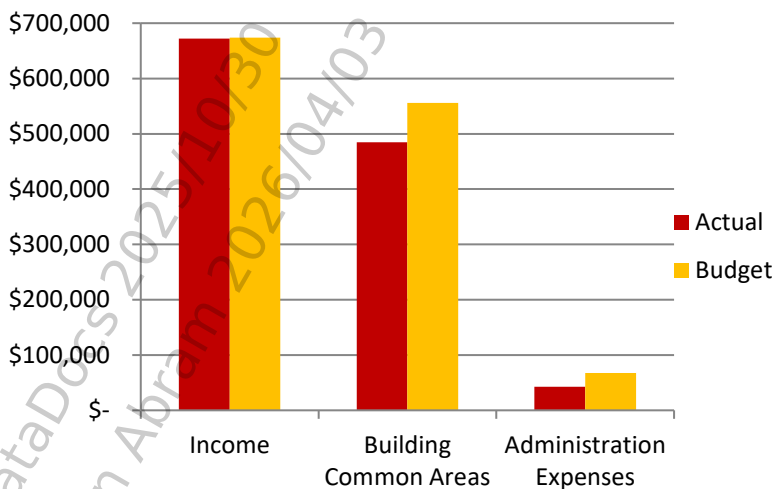
## UNDER BUDGET

What follows is a brief snapshot of the performance of the Corporation’s financials, in keeping with past practice. However, if you have a passion for detail, you can always contact us with questions in advance of the meeting.

For owners who are new to Eagle Ridge Estates or want the refresher, we have attached a **glossary of accounts** that describes the type of expenses that are typically included in each category on page 20. You may find this helpful when reviewing the operating statement and proposed budget included on pages 18 – 19.

Owners at Eagle Ridge continue to be diligent in payment of their strata fees. We received 99.8% of the total income budgeted in Fiscal 2025 for Strata assessment revenue. We made our full contribution of \$50,290 from monthly assessments and a transfer of surplus operating funds to the CRF totalling \$34,077 for a total contribution of \$84,367.

The interest earned on the Operating Fund totalled \$6,363.



## OPERATING EXPENSES

We concluded the year with total expenses coming in 14.3% under budget. While this is a positive outcome, a few categories experienced minor overages. The Strata Council intends to address these areas in the coming year to ensure continued oversight of the Corporation’s operating expenses.

Overall, the Strata Corporation’s operating costs remain well-managed, thanks to the Council’s diligent monitoring. Their strong understanding of the budget allowed them to identify areas requiring strategic adjustments to mitigate rising costs. It’s important to note that certain expenses—such as utilities and insurance—are typically beyond the Council’s control.

Despite coming in under budget overall the following line items did see overages:

- Window Maintenance
- Pest Control
- Insurance
- NEST
- Internet Fees

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

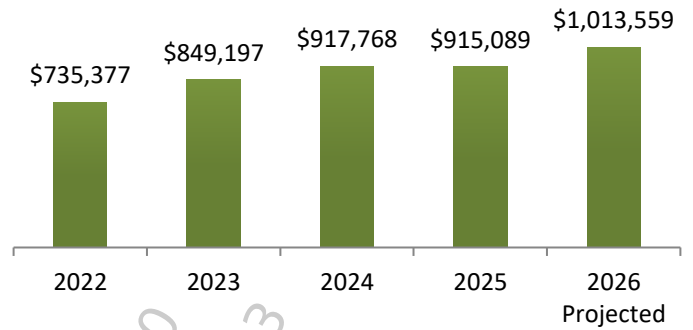
Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

# CONTINGENCY RESERVE FUND

In Fiscal 2025, the budgeted contributions to the Reserve Fund were fully made, totaling \$127,567. Additionally, the fund earned \$43,200 in interest over the year. An operating surplus of \$34,077 was also transferred from the Operating Fund to the Contingency Reserve Fund (CRF), further strengthening the Strata's financial position.

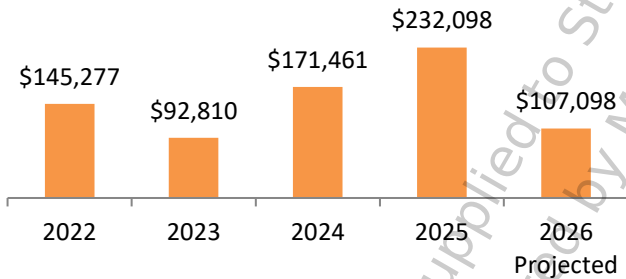
On the expenditure side, multiple Contingency Reserve Fund projects were completed. A portion of the Main Level Deck Remediations (\$29,229) was expended, along with \$10,237 related to the Depreciation Report, \$3,119 for the Tractor Garage Legal Review, \$13,276 for the Upper Deck Inspections/Remediation, \$12,000 for Strata Lot Deck Assessment, \$2,058 for the Electrical Planning Report, \$1,562 for FireSmart, \$752 for Document Scanning, and \$2,163 for the Split Rail Structure and \$8,201 in Emergency Expenses related to the septic system. With all this activity we ended Fiscal 2025 with a balance of \$915,089 in the Contingency Reserve Fund.

## Balances of the CRF



## SUMMARY

### Operating Account Balances



As described above, we came in under budget for expenses in the operating fund this fiscal year. The Strata Corporation had a strong year from a financial operations perspective.

We ended Fiscal 2025 with an operating cash balance of \$232,098 compared to the budget of \$137,384. These savings will be transferred into the Contingency Reserve Fund, less \$107,384 needed to pay Fiscal 2026's Insurance Premium.

### Did You Know... (Website Registration Update)

With 75 Strata lots at Eagle Ridge Estates, only 60 units have consented to receive notice by email. Let's continue to work together to reduce reproduction and postage costs for the Strata Corporation and increase communication between your Strata Council, Management and Owners.

# 3.3%

## STRATA FEE INCREASE

We have been working with the Council since before the turn of the fiscal year to draft and present a proposed budget that captures the desire of the Strata Council to proactively maintain the complex to the level expected by the owners and residents.

Your Strata Council has proposed a budget that results in a balanced budget where the income meets the needs of the Strata's operating expenses. The proposed budget for Fiscal 2026 provides for an 3.33% increase in strata fee revenues. The impact of the overall strata fee increase on your monthly fees effective December 1, 2025, will be \$25.00/month per unit. A schedule listing the fees for each of your units can be found on page 21.

## OPERATING EXPENDITURES

When compared to last year, the budget for total operating costs (including the transfer to Reserve) has a net increase of 3.9%. The contribution from Strata assessments to the Contingency Reserve Fund (CRF) is \$60,745 and an operating surplus transfer to the CRF in the amount of \$125,000.

The hope, as always, is that cost savings in other categories will result in an even higher operating fund balance at the end of Fiscal 2026. The intent is to allow the Strata Corporation to continue to strengthen its Contingency Reserve Fund to minimize the need for Special Levies in the future and ensure the buildings are properly maintained.

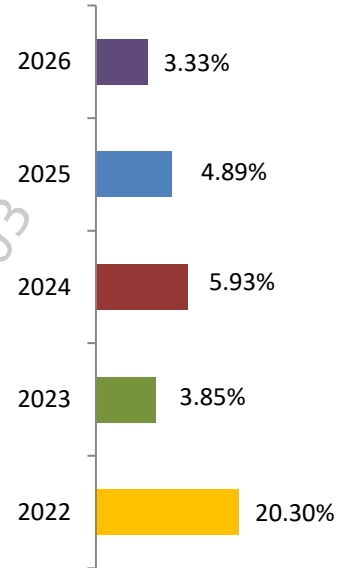
As noted earlier, a strong Contingency Reserve Fund and proactive maintenance of the Strata Corporation assets are key priorities of the Strata Council and Eagle Ridge owners. The proposed budget continues that theme with the Contingency Reserve Fund contributions of \$60,745 from monthly assessments. As per BC's Strata Property Act, subsection 105 (1)(a), the 2025 operating surplus of \$125,000 will be transferred to the Contingency Reserve Fund.

It is also the account from which major maintenance and renewal costs are expended as well as extraordinary (emergency) expenses are incurred from time to time.

If all allocated expenditures are approved and utilized, the Strata Corporation is projected to end the year with \$1,013,559 in the Contingency Reserve Fund.

## PROPOSED BUDGET FOR FISCAL 2026

### Increase in Strata Fees



## THE CONTINGENCY FUND

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

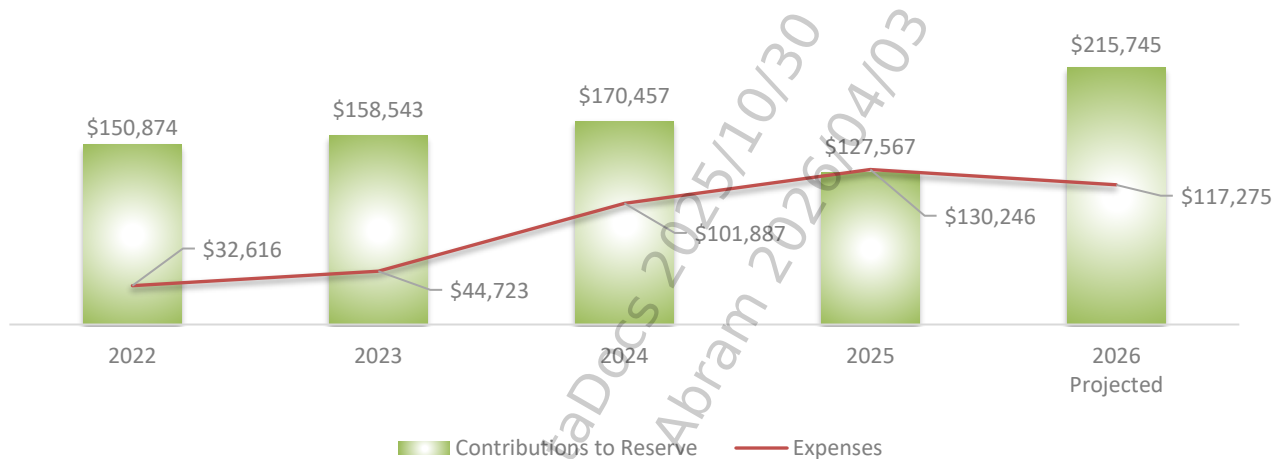
### Previous Projects (Carried Forward)

- FireSmart
- BECA/Depreciation Report
- Front Gate Stonework
- Upper Deck Inspections/Remediations
- Electrical Planning Report
- East Main Ditch and Remediation

### Fiscal 2026 Proposed Projects

- Deck Maintenance
- Structural Repairs
- Fire Hydrant Repairs
- Weed Control Tools – Pond
- Brickwork Repairs

### Contributions to Reserve and Expenses out of Reserve



## SUMMARY

Your Strata council believes that it has presented a budget that will help Eagle Ridge Estates continue to proactively maintain the complex and keep up with ever increasing cost of maintenance and utilities. In addition, the intent of the proposed budget will ensure the long-term financial strength of the Strata Corporation for current and future owners. If you have any questions about the budget, please do not hesitate to ask.

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF OPERATING FUND  
For the fiscal year ended September 30, 2025; and  
Budget for the fiscal year ending September 30, 2026

DESCRIPTION	FISCAL 2025	FISCAL 2025	Proposed
	ACTUAL	BUDGET	FISCAL 2026 BUDGET
<b>INCOME</b>			
Strata Assessments - Operating	615,627.86	616,834.00	633,005.00
Strata Assessments - Reserve	50,290.00	50,290.00	60,745.00
Interest Income	6,362.75	6,500.00	6,000.00
<b>Subtotal</b>	<b>672,280.61</b>	<b>673,624.00</b>	<b>699,750.00</b>
<b>OPERATING EXPENSES</b>			
<b>Building Common Areas</b>			
Hydro	1,608.49	2,000.00	2,000.00
Water & Sewer	32,990.73	40,000.00	40,000.00
Garbage & Recycling	12,886.11	13,000.00	15,000.00
Electrical (Street Lights)	556.29	1,500.00	1,500.00
Plumbing & Heating	31,953.82	51,800.00	54,500.00
Painting	89,085.31	100,000.00	100,000.00
Building Maintenance - General	15,797.07	23,300.00	23,300.00
Window Maintenance	32,416.34	30,000.00	30,000.00
Roof Maintenance	14,139.86	15,000.00	15,000.00
Gutter Maintenance	20,296.25	27,000.00	27,000.00
Pest Control	8,295.00	6,000.00	6,000.00
WorkSafe	-	50.00	50.00
Equipment - General	1,359.41	2,000.00	2,000.00
Grounds Maintenance - Contract & Labour	51,592.34	58,600.00	60,830.00
Grounds Maintenance - Other	5,700.82	6,500.00	7,400.00
Bricks, Paving, Road & Trees	52,484.70	68,000.00	79,000.00
Tractor Operating	2,220.64	2,500.00	2,500.00
Internet Fees	1,407.15	800.00	1,500.00
NEST	605.52	500.00	500.00
Insurance	109,325.25	107,384.00	108,000.00
<b>Subtotal - Building Common Areas</b>	<b>484,721.10</b>	<b>555,934.00</b>	<b>576,080.00</b>
<b>Administration</b>			
Property Management Fees	32,418.80	30,875.00	32,500.00
Taxes on Property Management Fees	-	1,625.00	1,625.00
Additional Services	1,458.00	1,600.00	2,000.00
Administration & Postage	2,497.42	5,000.00	3,500.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	5,034.60	25,000.00	20,000.00
Social Fund	500.00	500.00	500.00
Memberships	487.50	500.00	500.00
Miscellaneous	(140.31)	2,000.00	2,000.00
<b>Subtotal - Administration</b>	<b>42,556.01</b>	<b>67,400.00</b>	<b>62,925.00</b>
<b>Other Expenses</b>			
Transfer to Reserve	50,290.00	50,290.00	60,745.00
<b>Subtotal - Other Expenses</b>	<b>50,290.00</b>	<b>50,290.00</b>	<b>60,745.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>577,567.11</b>	<b>673,624.00</b>	<b>699,750.00</b>
<b>NET CASH FLOW - SURPLUS/(DEFICIT)</b>	<b>94,713.50</b>	<b>-</b>	<b>-</b>
<b>OPENING BALANCE, OPERATING FUND</b>	<b>171,461.38</b>	<b>171,461.38</b>	<b>232,097.50</b>
<b>LESS: TRANSFER SURPLUS TO CRF</b>	<b>(34,077.38)</b>	<b>(34,077.38)</b>	<b>(125,000.00)</b>
<b>CLOSING BALANCE, OPERATING FUND</b>	<b>232,097.50</b>	<b>137,384.00</b>	<b>107,097.50</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF CONTINGENCY RESERVE FUND  
For the fiscal year ended September 30, 2025; and  
Budget for the fiscal year ending September 30, 2026

	FISCAL 2025 ACTUAL	FISCAL 2025 BUDGET	Proposed FISCAL 2026 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	50,290.00	50,290.00	60,745.00
Surplus Operating Funds	34,077.38	34,077.38	125,000.00
Interest	43,200.02	25,000.00	30,000.00
<b>Total Contributions</b>	<b>127,567.40</b>	<b>109,367.38</b>	<b>215,745.00</b>
<b>EXPENSES</b>			
<u>Previously Approved Projects</u>			
Main Level Deck Remediation	29,229.01	30,000.00	-
FireSmart	-	571.00	571.00
BECA/Depreciation Report	10,237.42	20,000.00	9,762.58
Front Gate Stonework	-	5,000.00	5,000.00
Tractor Garage Legal Review	3,125.46	3,292.11	-
Upper Deck Inspections/Remediation	13,276.25	20,000.00	20,000.00
Strata Lot Deck Assessment	12,000.00	12,000.00	-
Solaria Deck Structure Remediation	49,202.18	50,000.00	-
Electrical Planning Report	2,058.44	8,000.00	5,941.56
East Main Ditch Inspection and Remediation	-	10,000.00	10,000.00
Document Scanning	752.82	20,000.00	-
Split Rail Structure	2,163.40	2,300.00	-
Emergency Expense	8,201.28	-	-
Deck Maintenance	-	-	20,000.00
Structural Repairs	-	-	10,000.00
Fire Hydrant Repairs	-	-	3,000.00
Weed Control Tools - Pond	-	-	3,000.00
Brickwork repairs	-	-	30,000.00
<b>Total Expenses</b>	<b>130,246.26</b>	<b>181,163.11</b>	<b>117,275.14</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>(2,678.86)</b>	<b>(71,795.73)</b>	<b>98,469.86</b>
<b>OPENING FUND BALANCE</b>	<b>917,767.74</b>	<b>917,767.74</b>	<b>915,088.88</b>
<b>CLOSING FUND BALANCE</b>	<b>915,088.88</b>	<b>845,972.01</b>	<b>1,013,558.74</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

## GLOSSARY OF ACCOUNTS

INCOME	
Strata Assessments - Operating	What is collected to meet the financial obligation of the operating budget
Strata Assessments - Reserve	What is collected for injection into the Contingency Fund and is ordinarily based on the Depreciation Report funding models
Interest Income	Reflects the interest earned on the operating cash balance of the Strata Corporation
EXPENSES	
Hydro	Electricity costs for common area roadway lighting, the shed beside the RV overflow parking lot and other equipment that draws power in the common areas
Water & Sewer	Domestic water consumption for all units and irrigation
Garbage & Recycling	Garbage and organics removal. Recycling is arranged through the CRD
Electrical (Street Lights)	Service calls and supplies to repair common property electrical issues such as streetlight bulb outages
Plumbing & Heating	Covers sub-categories of septic and water repairs, septic pumpout, hydrant flushing, ditch servicing and perimeter drain maintenance at the complex
Painting	Covers painting done to the exterior of the units
Building Maintenance - General	Covers sub-categories of roof maintenance (moss treatment and repairs), gutter system cleaning, chimney inspection, unit repairs and window (glass replacement)
Roof Maintenance	Expenses related to moss removal and minor maintenance as required
Gutter Maintenance	Done twice a year gutter cleaning is being proposed as preventative maintenance
Pest Control	Pest control services where there is ingress created by the pest through the building envelope. Costs in this category are captured under the Building Maintenance group of sub-categories on the ERE formatted statement.
WorkSafe	Premiums paid to WorkSafe BC and is captured under the Building Maintenance group of categories on the ERE formatted statement
Equipment - General	Service calls and scheduled maintenance to the front entrance gates
Grounds Maintenance - Contract & Labour	Covers sub-categories of strata gardens, septic fields, roadside/pond maintenance, trail maintenance, roadside pickup, irrigation, unit garden hours and control of invasive species
Grounds Maintenance - Other	Covers sub-categories of planting materials, supplies and services, equipment maintenance and trail material
Bricks, Paving, Roads & Trees	Covers sub-categories associated with road maintenance, brickwork (walkways and driveways), tree maintenance and John Road ditch maintenance
Tractor Operating	Covers expenses related to the tractor and tractor usage
Internet Fees	Covers the cost of hosting the erestrata.org
NEST	Neighbourhood Emergency Site Team
Insurance	Typically included to cover insurance deductibles that may be payable and to identify expenses for which reimbursement will be required by the responsible owner
ADMINISTRATION	
Property Management Fee	Reflects the fees paid to Proline Management Ltd. under the contract
Taxes on Property Management Fee	Reflects the applicable federal taxes collected on property management fees
Additional Services	Covers costs of additional administration services, such as a special general meeting
Administration & Postage	This category includes all postage and copying charges for the complex, off-site storage and annual trust audit fee plus participation by the Strata is a website hosted by Proline Management. In addition, costs associated with filing the Strata's annual tax return are included in this category
Interest/Bank Charges	Reflects the \$25.00 monthly administrative fee levied by the Bank of Montreal on all strata trust accounts
Professional Fees	Professional consultation for strata matters relating to legal, accounting and other issues
Social Fund	Any cost associated with social events
Memberships	Costs Associated with any memberships
Miscellaneous	Category used for miscellaneous expenses, such as printing supplies for council and location booking expenses for AGM and Information Meeting
Transfer to Reserve	Represents the contributions to the contingency reserve fund received from the monthly strata assessments
Transfer to Reserve - Surplus	Monies in the operating account that are being moved to the contingency reserve fund

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Proposed Schedule of Strata Fees**  
**Effective December 1, 2025**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
1	30	1	702.19	72.81	775.00
2	29	1	702.19	72.81	775.00
3	28	1	702.19	72.81	775.00
4	27	1	702.19	72.81	775.00
5	26	1	702.19	72.81	775.00
6	25	1	702.19	72.81	775.00
7	24	1	702.19	72.81	775.00
8	23	1	702.19	72.81	775.00
9	22	1	702.19	72.81	775.00
10	6	1	702.19	72.81	775.00
11	5	1	702.19	72.81	775.00
12	4	1	702.19	72.81	775.00
13	3	1	702.19	72.81	775.00
14	2	1	702.19	72.81	775.00
15	1	1	702.19	72.81	775.00
16	15	1	702.19	72.81	775.00
17	14	1	702.19	72.81	775.00
18	13	1	702.19	72.81	775.00
19	9	1	702.19	72.81	775.00
20	8	1	702.19	72.81	775.00
21	7	1	702.19	72.81	775.00
25	21	1	702.19	72.81	775.00
26	20	1	702.19	72.81	775.00
27	19	1	702.19	72.81	775.00
28	36	1	702.19	72.81	775.00
29	35	1	702.19	72.81	775.00
30	34	1	702.19	72.81	775.00
31	33	1	702.19	72.81	775.00
32	32	1	702.19	72.81	775.00
33	31	1	702.19	72.81	775.00
34	51	1	702.19	72.81	775.00
35	50	1	702.19	72.81	775.00
36	49	1	702.19	72.81	775.00
37	48	1	702.19	72.81	775.00
38	47	1	702.19	72.81	775.00
39	46	1	702.19	72.81	775.00
40	45	1	702.19	72.81	775.00
41	44	1	702.19	72.81	775.00
42	43	1	702.19	72.81	775.00
43	42	1	702.19	72.81	775.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/10/30  
 Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2025/10/30

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Proposed Schedule of Strata Fees**  
**Effective December 1, 2025**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
44	41	1	702.19	72.81	775.00
45	40	1	702.19	72.81	775.00
46	39	1	702.19	72.81	775.00
47	38	1	702.19	72.81	775.00
48	37	1	702.19	72.81	775.00
49	18	1	702.19	72.81	775.00
50	17	1	702.19	72.81	775.00
51	16	1	702.19	72.81	775.00
52	12	1	702.19	72.81	775.00
53	11	1	702.19	72.81	775.00
54	10	1	702.19	72.81	775.00
55	75	1	702.19	72.81	775.00
56	74	1	702.19	72.81	775.00
57	73	1	702.19	72.81	775.00
58	72	1	702.19	72.81	775.00
59	71	1	702.19	72.81	775.00
60	70	1	702.19	72.81	775.00
61	69	1	702.19	72.81	775.00
62	68	1	702.19	72.81	775.00
63	67	1	702.19	72.81	775.00
64	54	1	702.19	72.81	775.00
65	53	1	702.19	72.81	775.00
66	52	1	702.19	72.81	775.00
67	63	1	702.19	72.81	775.00
68	62	1	702.19	72.81	775.00
69	61	1	702.19	72.81	775.00
70	60	1	702.19	72.81	775.00
71	59	1	702.19	72.81	775.00
72	58	1	702.19	72.81	775.00
73	66	1	702.19	72.81	775.00
74	65	1	702.19	72.81	775.00
75	64	1	702.19	72.81	775.00
76	57	1	702.19	72.81	775.00
77	56	1	702.19	72.81	775.00
78	55	1	702.19	72.81	775.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/10/30  
 Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2025/10/30

# RESOLUTIONS AFFECTING THE CONTINGENCY RESERVE FUND

Below are the resolutions for expenditures from the Contingency Reserve Fund as recommended by your Strata Council for Fiscal 2026:

## Resolution #2 – ¾ Vote Upper Vinyl Deck Renewal Program

This program offers continuous inspections as required, ensuring timely attention to decks situated above living spaces. It is essential to maintain available funds for these instances, as prompt repairs are necessary to address issues effectively.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000.00 from the Contingency Reserve Fund for the Upper Vinyl Deck Renewal Program.**

## Resolution #3 – ¾ Vote Deck Maintenance

Some posts, beams and footings were sufficiently obscured by material accumulation that excavation is necessary. Accordingly, this request seeks inspection of these areas and, if warranted, repair of deck structure previously concealed due to such build-up.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000.00 from the Contingency Reserve Fund for deck maintenance.**

## Resolution #4 – ¾ Vote Structural Repairs

Based on the findings from the previous Crawlspace and Attic report, two specific maintenance issues have been identified:

1. Attic Access Requirement: Two units have been noted to require improved attic access. Appropriate actions will be taken to ensure these units are accessible for future inspections and maintenance.
2. Crawlspace Support Monitoring and Replacement: A crawlspace issue has been observed that currently involves temporary support jacks. Continued monitoring is necessary, and funds are allocated for the eventual replacement of these temporary supports with permanent structural solutions.

Allocated funds are designated to address both the attic access needs and the crawlspace support replacement, ensuring the ongoing safety and integrity of the affected units.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$10,000.00 from the Contingency Reserve Fund for the completion of structural repairs.**

## Resolution #5 – ¾ Vote Fire Hydrant Repairs

The Strata Council is proposing an expenditure of up to \$3,000 from the Contingency Reserve Fund for the purchase and installation of Storz quick connect/disconnect fittings on all eight of the private fire hydrants on the Eagle Ridge property. The addition of these fitting will ensure the fire hydrants compatibility with the quick connect hoses inlets, which are now common to all fire departments in the Saanich Peninsula.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$3,000.00 from the Contingency Reserve Fund for the purchase and installation of Storz fittings on the fire hydrants.**

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Marfann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

- **Resolution #6 – ¾ Vote**  
**Weed Control Tools – For the Pond**

The Strata Council is proposing an expenditure of up to \$3,000 from the Contingency Reserve Fund for the purchase and use of weed suppression blankets, and small tools to aid in dealing with the growth of the Parrot Feather weed in the pond.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$3,000.00 from the Contingency Reserve Fund for the purchase and use of Parrot Feather weed suppression tools.**

- **Resolution #7 – ¾ Vote**  
**Roadway Brickwork**

The Strata Council is proposing an expenditure of up to \$30,000 from the Contingency Reserve Fund for the completion of repair and maintenance on the brickwork surfaced (driveway and walkway) in front of 12 units. This work was originally included in the operational budget for Fiscal 2024 and Fiscal 2025, however it was unable to be completed.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$30,000.00 from the Contingency Reserve Fund for the completion of repair and maintenance on the brickwork surfaces in front of 12 units.**

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

# BYLAW RESOLUTIONS

▪ **Resolution #8 – ¾ Vote**  
**Bylaw Repeal and Replace**

The Strata Council is proposing the owners repeal the existing bylaws and replace those with an updated copy dated October 29, 2025. A copy of those bylaws is appended to this notice on page 39.

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1579, THAT the Strata Corporation amend its bylaws by repealing the approved bylaws adopted November 26, 2025, and adopt the attached bylaws dated October 29, 2025,**

▪ **Resolution #9 – ¾ Vote**  
**Bylaw Consolidation**

The Council believes it to be in the best interest of the Strata Corporation to file a new updated consolidated copy of the bylaws so that all the bylaws are contained in one filed document.

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1579 THAT THE REGISTERED BYLAWS OF THE STRATA CORPORATION BE AMENDED BY adopting all of the bylaws passed at today’s meeting and making non-substantive ancillary changes as required, and by filing a new consolidated copy of the bylaws in the Land Title Office which shall be deemed to be the bylaws of the Strata Corporation.**

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2025/10/30

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

# ELECTION OF STRATA COUNCIL

The bylaws for Eagle Ridge Estates state that the strata Council must consist of at least eight (8) members. The following Council members have agreed to let their names stand for re-election of the following positions during the period of 2025/2026:

- Dee Williams (Buildings)
- Dave Stinson (Sites)
- Marion Dennett (Secretary Position)
- Doug Hannan (President)
- Marilynne Harris (Member at Large)
- Clint Flood (Vice President)
- Sue McIntyre (Landscape)
- Mike Jean (Member at Large)

Ideally, Council members possess:

- Enthusiasm
- An interest in learning new things
- A desire and ability to advance the interests of the overall community
- A willingness to share opinions, listen to other opinions and work as a team with other Council members
- An interest in having fun... Although we're always dealing with serious topics, we do have some of that!
- Some time to provide. Regular Council meetings are held every month, are generally 2 hours in length (give or take) and start at 10:00am. Additional meetings are sometimes (but not usually) required. There is some prep time required to review material in advance of the meetings. Also, information is shared and though not the norm, decisions are sometimes made between meetings via e-mail so it's important that Council members are able to monitor their email regularly. For Council members who have the time and are interested in participating, there are usually other activities, tasks and committees that crop up from time to time between meetings.

Please consider joining us!

# Did you know that you have a whole team working on your building?



**Victoria Everett**  
**Strata Property Manager**

Victoria handles the business operations on behalf of the strata corporation working to arrange services for the strata corporation and enters into contracts for the maintenance and repairs of the strata corporation's common property, responds to residents' inquiries and requests, attends when needed to the building sites to ensure quality of cleaning, maintenance, etc., prepares the minutes of all meetings as well the annual budget and monthly financial statements.

**Operations Coordinators**

We have a team of unlicensed operation coordinators to assist all property managers. They are the best people to take care of keeping your information current in our database, providing fobs and keys, and helping with booking moves and elevators. They also assist with notices, maintenance calls, and website support. If we can take care of something for you, please contact us at:

**Strata Administration Experts**

We have a team of strata administration experts to work on the documents for your strata corporation. They work on all of our buildings and ensure accuracy and timely preparation. The team completes the Annual General Meeting notices, meeting minutes, correspondence, document and forms requests, and strata council manuals.

# STRATA VIS 1579, EAGLE RIDGE ESTATES

## STRATA RULES

### INTRODUCTION

1. Strata Rules are authorized by section 125 of the *Strata Property Act (Act)*. Strata Rules govern the use, safety and condition of the common property and common assets. The Strata Rules are subordinate to the strata bylaws. Strata Rules do not apply in strata lots. Strata Rules are developed and passed by the Strata Council (Council) and are effective from the day of Council approval. To remain in effect, a Rule must be ratified by a majority vote of owners at the first strata general meeting held after the Rule is passed by the Council. The ratification requirement also applies to changes made by Council to current Strata Rules. Strata Rules may be revoked by the Council without ratification of that action by a strata general meeting.
2. Common property (CP) is defined in the *Act*, section 1 (1) "The common property of the strata corporation includes all land shown on the strata plan which is not part of a strata lot".

Common property at Eagle Ridge includes:

- a. The crawl spaces under the level of the main floor in strata lots and all equipment, wires, cables, ducts and pipes installed there by the owner developer during construction or by the strata corporation in later years, or installed by owners (current and past) as alterations to CP (regardless of whether the alterations were approved by Council) as well as all building structural parts located in and around crawl spaces including walls, floors, doors, windows and stairs;
- b. The attic spaces over the garage and over the rooms on the upper level of the strata lot as well as all ducts which pass through these spaces and connect bathroom and kitchen exhaust fans to vents through the building exterior - the roofs, exterior walls or the soffits;
- c. All building foundation parts including all foundation walls, foundation footings and all supports built between foundation footings and foundation walls and main floor joists;
- d. Roofs. All parts of the building roof, including roof sections over additions built on the main deck and upper deck, the vinyl upper deck where it is still in place, all skylights, light tunnels/sun scopes, rainwater gutters and leads, and downspout pipes;
- e. Footings, posts, beams and joists supporting the main deck surface as it is shown on the strata plan. Note: Main deck extensions built into the private yard area (PYA) plus the supporting structures for them as well as the added railings and any stairs between the extensions and the ground, are all alterations to the strata lot, are not part of CP and are part of the owner's repair and maintenance responsibilities;
- f. All land within the strata territory lying at ground level outside foundation walls and outside the PYA, including all land under main decks and including all limited common property (LCP) designated as such within the strata territory;
- g. All constructions made by owners of a strata lot on CP under the main deck, including added lower decks, or near a strata lot, as alterations to common property; and

h. All gardens, bushes or trees planted by owners on the common property. Please see the ERE Resident Information Manual regarding gardening near a strata lot.

3. Each strata lot includes a designated private yard area (PYA) behind the garage. This area is for the owner's sole use. The strata corporation may, by bylaw, regulate some aspects of PYA use.

4. These Strata Rules apply to anything constructed or installed by the owner or by previous owners on exterior common property in the vicinity of the strata lot, including plantings, either made with Council permission as an alteration to CP or, perhaps, as agreed under "community consensus".

5. Design criteria pertaining to installations and structures are stated in Appendix 1 to the strata bylaws. All distances stated in these Rules in imperial units are equally valid if stated in metric units.

-----

INDEX OF STRATA RULES

RATIFIED

1. Clearances Around Buildings for Maintenance Work
2. Maintenance Responsibility and Operating Costs
3. Structures on Common Property: Firewood Storage Sheds
4. Hot Tubs
5. Underground Sprinkler Systems - Owner Installed
6. Heat Pumps and Air Conditioners - Exterior Components
7. Antennas and Aerial Wires
8. Awnings and External Shutters
9. Propane Tanks
10. Skylights and Sun Scopes/Light Tunnels
11. Driveway Privacy Hedges - Trimming
12. Recreational Vehicle (RV) and Overflow Parking Lots
13. Outdoor Clothes Dryers
14. Gutter and Fascia Mounted Sprinklers
15. Exterior Common Property Access
16. Crawl Spaces and Attic Spaces
17. Moving Procedures - In and Out
18. Contractor Rules

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

## EAGLE RIDGE ESTATES STRATA RULES

### 1. Clearances From The Exterior of Residential Buildings for Strata Lot Maintenance:

- a. To aid strata maintenance, permanent freestanding structures or installations on CP shall be at least 30 inches/76 cm away from all walls, steps, exterior doors, the main deck edge or outer support posts unless Council approves a shorter distance;
- b. To keep main deck support structures properly ventilated when the deck surface is 30 inches/76 cm or less above ground level, owners are required to regularly prune all plantings around the edge of the main deck to keep a space at least 12-15 inches or 30-38 cm out from the edge free of all vegetation. If Council must do maintenance and repair work on deck support structures or on the surface of a deck 30 inches/76 cm or less above ground level or on the perimeter drains lying under the deck, owners of such decks with plantings along the outer edge shall, at their cost, remove plants as required to allow unobstructed access by contractors, and restore the plants when the work is complete. The top 6"/15 cm above grade of all footings for deck and stair posts shall be kept exposed, with nothing piled against bases of these posts or stairs stringers;
- c. Owners are to prune plantings along exterior walls to keep an area at least 15 inches or 38 cm wide free of all vegetation. Trees in the front garden area and the PYA shall be pruned to keep clear an area at least 30 inches/76 cm out from adjacent walls; and
- d. When Council must do work on perimeter drains buried at the foot of exterior walls or on other utilities (water lines, power lines, cable and telecom lines) which lie under garden areas, owners with plantings along exterior walls or in the garden areas shall, at their cost, remove all plants which must be moved to allow access by contractors to the drains or utility lines, and for restoring removed plants when the work is finished.

### 2. Accepted Responsibility for Maintenance and Operating Costs

The costs of maintenance of all Council-approved freestanding structures, latticework panels, brickwork (driveways; walkways between front doors and driveways), gardening plantings, trees, etc., on CP in the vicinity of a strata lot are accepted as being a responsibility of the owners who benefit from these items. These owners agree to properly maintain all electrical/mechanical equipment supporting these items and to pay all related operating costs.

### 3. Structures - Firewood storage.

#### a. APPROVAL PROCESS

- (1) Residents wishing to construct a wood storage shed must apply to Council (Sites Chair) on an Application to Alter Common Property. The application must include a diagram showing the proposed shed location in relation to the owner's unit.
- (2) The Sites Chair manages the applications and will bring them to Council for consideration. Council may attach conditions to its approval.
- (3) The Sites Chair will consult with owners who are in direct line of sight of the intended woodshed location and may be affected by it. Consultation results will inform Council when it considers the application, but do not bind the Council. Concerns, feedback and or suggestions may be shared with the owner.

b. GUIDELINES FOR COUNCIL AND CONDITIONS FOR THE APPLICANT

- (1) Woodshed capacity is limited to 6 cords of firewood. One cord is 4' x 4' x 8', 128 cubic feet. The maximum overall height of a shed is 7 feet. The shed must be located at least 30 feet from any residential building. Foundations shall be pier blocks, not poured concrete footings.
- (2) Creation of a shed must not compromise access to any strata infrastructure.
- (3) Portable propane tanks and portable liquid fuel containers may be stored in firewood storage sheds in accordance with the Fire Smart guidelines.
- (4) Unless there is a logical reason to do otherwise, all firewood storage sheds will be constructed of wood stained or painted dark brown.
- (5) Solid roofs are to be constructed using asphalt shingles or metal (brown or other dark colour). This is to ensure that the shed does not stand out from surrounding vegetation. Council may require plantings to camouflage the shed.

c. REQUIREMENTS FOR THE SHED OWNER IF THE APPLICATION IS APPROVED

- (1) The owner is responsible to complete construction as the bylaws provide and keep the structure in good repair. The owner is responsible for costs of repair of any damage to CP during construction or during the life of the shed.
- (2) The owner of the strata lot having the benefit of the shed shall be responsible for its removal if it's no longer used for storing wood, portable propane tanks or liquid fuel tanks, or if the Council determines that the shed has become unsightly.

Example of a Full-Size Woodshed



d. **RECOMMENDED WOODSHED CONSTRUCTION MATERIALS**

- Concrete pier blocks to support the posts. Poured concrete footings are not permitted.
- 4" x 4" posts, 2" x 6" lumber for framing and roof support beams, 4" x 1" slats for horizontal cladding. All wood should be pressure treated.
- Exterior grade plywood or similar material as roof substrate if the roof will be shingled.
- Metal drip flashing on the roof edges.
- Roofing material to be asphalt shingles or metal roofing panels, all dark colour.

**4. Hot Tubs (Alteration to a Strata Lot)**

Hot tubs shall be located either in the PYA or on the upper deck. Owners will apply for permission to make the installation in accordance with strata bylaws. An isolating switch shall be installed near the hot tub on the electrical connection to permit rapid shut-down if needed. Care must be taken during installation in the PYA to avoid interference with any existing underground utilities. If the tub is installed on the upper deck or in the PYA, the tub drain must be connected to the building perimeter drain and not to the house sewerage (septic) system.

**5. Underground Sprinkler Systems (Owner installed)**

- a. Owners wishing to install an underground irrigation system on CP to support gardening close to their strata lot shall apply to Council for permission to alter CP. The application must include a schematic layout diagram and system description. If the application is approved, the owner, on completing the installation, must advise Council of any changes to the approved design found necessary during construction.
- b. Sprinkler systems shall not be installed within three metres of a septic system tile field.
- c. The sprinkler system will be installed by a qualified and experienced contractor.
- d. The sprinkler system shall be connected to an existing house hose bib with a removable section of hose between the house fixture and the buried system. The system should be disconnected from the house when it is not in use. The owner is to arrange with a neighbour to shut the system off if it becomes clear that a leak has developed during the owner's absence.
- e. When the connection between a buried sprinkler system and the house service is to be made with permanent underground piping, the system shall be only installed by a licensed irrigation system contractor. An air break back-flow prevention valve shall be installed in the line supplying the sprinkler system. A main sprinkler system isolating valve shall be installed in a valve box on the sprinkler line at the point of connection to the house water faucet. The system shall not be connected to any water supply point other than a house exterior faucet. The owner is to arrange with a neighbour to shut the system off if it becomes clear that a leak has developed during the owner's absence.
- f. The pipe size of the buried distribution system should not be larger than that of the house line to the faucet unless a larger size is required for the sprinkler heads.
- g. Sprinkler systems should be controlled by a timer set, preferably, to operate at night. For multiple sprinkler head systems, the heads should operate sequentially in groups. In periods of wet weather, owners should turn off the automatic system. The owner is to

arrange with a neighbour to re-set the timer(s) after a prolonged power failure and to shut the system off during periods of wet weather if the owner is absent.

- h. Owners with irrigation systems shall comply with watering restrictions imposed by the Capital Regional District, the District of North Saanich or the Strata Council.
- i. The strata corporation will neither operate nor maintain owner-installed sprinkler ground irrigation systems. Protecting the system in winter is an owner responsibility.

## **6. Heat Pumps and Air Conditioners (Alteration to a Strata Lot and to Common Property)**

If the application to alter CP is approved by Council, external components of heat pump and air conditioning systems may be placed in the PYA, under the main deck, in the front yard area beside the bay window or outside the bedroom wall of the west unit in the townhouse cluster. Notwithstanding building maintenance clearances stated in Rule 1 above, since heat pump exterior components are relatively small, they may be placed no less than ten inches from a wall with a painted surface such as siding or stucco. For such components placed next to an unpainted surface such as concrete or brick walls, BC Building Code spacing requirements apply. The components must not be located directly in front of any vent outlets. Owners with heat pump components standing on CP outside the building accept their responsibility to arrange temporary removal of those components should Council need to repair perimeter drains or other utilities buried below the components or make other repairs to CP, and for replacement of those parts when repairs are complete. All costs for removal and replacement are owner responsibility. When placing external components, particular attention shall be given to possible effects on neighbours. Sound output of the unit when operating shall not exceed the 45-decibel level specified by District of North Saanich Noise Abatement Bylaw 1383, dated 9 March 2015. All electrical and mechanical work shall be designed and installed by qualified and licensed contractors, and shall be inspected, if required, by the proper authority. Council may direct that external heat pump and air conditioner components shall be screened from view by removeable fencing or latticework.

## **7. Antennas and Aerial Wires**

Owners wishing to install exterior antennas or aerial wires as attachments to a building shall apply to Council for permission to alter CP (see the bylaws). Whip antennas shall be dark brown in colour.

## **8. Awnings and External Shutters**

If installation is approved by Council as an alteration to CP, manually or electrically driven awnings may be installed extending from the unit over the main deck, including above a glass solarium, or over the upper deck. No pipe supports for removable awnings may be installed. Owners must protect or remove the awnings when the house is being painted. Exterior window shutters may also be installed. Awnings and shutter colours shall be subdued shades of colour compatible with the colours on the building to which they are attached.

## **9. Propane Tanks**

Propane tanks may be installed as alterations to CP with Council permission. The tanks shall comply with government regulations. They shall normally be placed on pre-cast concrete slabs and normally located in the PYA. Where access to the tank by the filling contractor via

the rear of the unit is not feasible, the tank may be placed in the front yard area or in the side yard area. Tanks will not be installed under the main deck - see Fire Smart guidelines. The tank shall be installed by a licensed contractor in compliance with TechSafeBC regulations and District of North Saanich bylaws. For strata insurance purposes, owners are required to tell the Secretary-Treasurer when a propane tank is installed or removed. All propane tanks visible to the public shall be screened by removeable fencing or latticework. Please see also the strata bylaws regarding alterations.

**10. Skylights and Sun Scopes/Light Tunnels**

Skylights and sun scopes/light tunnels may be installed in units if the request to alter CP is approved by Council (see the bylaws). They shall be of a type approved by Council and shall be installed by a qualified builder. The associated roof modifications shall only be made by a roofing contractor who is a qualified member of the Roofing Contractors Association of BC (RCABC) and is selected by the Council.

**11. Trimming Driveway Privacy Hedges**

Owners with privacy hedges bordering their driveway accept the responsibility to be keep them trimmed down at least 6 inches below the gutter line at the front of the garage and at least 12 inches clear from the front wall of the garage.

**12. Recreational Vehicle (RV) and Overflow Parking Lots**

Space in the RV Lot and in the Overflow Parking Lot is limited and there is no guarantee that space can be provided.

The RV Chair (Vice President) will maintain the registry of all recreational vehicles, cars, trucks, utility trailers and the insurance file.

All vehicles shall have a valid license plate at all times.

All vehicles are parked in the lots at the owner's risk. The strata corporation assumes no responsibility for any RV, car, truck, utility trailer or boat on a trailer parked in either lot.

The following rules apply to all users:

- a. RV (West) Lot:
  - (1) An RV is defined as a camper, truck and camper, Class A, B or C van, holiday trailer, fifth wheel trailer, motor home, utility trailer used for recreational purposes, or a boat on a trailer. The maximum overall dimensions for RVs are length 42 feet, height 13.61 feet and width 8.53 feet. There is no guarantee that RVs of the maximum size can be accommodated. The capacity of the lot is limited, and the layout is also constraining, therefore the privilege to store RVs in the lot is subject to the ability of the RV Lot Committee to configure the space as best they can to accommodate the requests to store RVs.
  - (2) The RV lot is for the storage of actively used recreational vehicles. All RVs in the lot are to be used for a minimum aggregate of one month per calendar year. Owners shall inform the Vice President if they will be away

- 
- 
- (3) West Lot (RV) spaces are available to ERE strata lot owners only.
- (4) Decisions about assignment of space are a responsibility of the Strata Council on the recommendation of the RV Chair (Vice President).
- (5) All spaces in both lots are CP. Assigned spaces are not for sale with a strata lot. New requests for space by owners who currently own an RV will be dealt with on a first-come-first-served basis. If the lot is full at the time of a request, the RV Chair will add the owner's name to a waiting list.
- (6) All RVs shall only be parked in the space assigned to their owner (s).
- (7) RVs shall not be used as accommodation while parked in the lot.
- (8) All RVs shall be mobile on land and capable of leaving the strata territory in the event of an emergency. They shall be currently licensed and on wheels with fully inflated tires. Camper bodies, when off the truck, shall be stored on the jacks, ready for quick mounting in an emergency.
- (9) The assignee owner is responsible to maintain the assigned space in a neat and tidy condition. Spills of oil, fuel, etc. are to be cleaned up promptly. Owners are responsible to remove foliage under their vehicles (potential fire hazard).
- (10) The owners of RVs parked in the West Lot have accepted responsibility, collectively, for the costs of grounds maintenance within the lot.

b. Overflow Parking (East) Lot:

- (1) The space is for the overflow parking of residents' and guests' cars, trucks and utility trailers. Maximum dimensions for cars, trucks, and utility trailers are 20 feet in length, 8 feet in width, and 8 feet in height. Space permitting, up to two (2) RV units that fit within these size limits can be stored in the overflow lot until space becomes available in the RV Lot.
- (2) Parking for Eagle Ridge residents and their house guests is restricted to no more than 7 days in any unassigned parking space.
- (3) Guests' and residents' vehicles parked for more than 7 days shall be registered with the Vice President and have a space assigned to them. They shall be parked so as not to impede movement of other vehicles. The owner's unit number shall be displayed on all vehicles at all times.
- (4) Utility trailers up to 2 cubic metres capacity may be parked on the grass by sewerage tile field D at the east end of the lot. They shall be fully mobile and used at least once per year.

### 13. Outdoor Clothes Dryers

Outdoor clothes dryers may be erected in the PYA or on the main or upper deck. The dryers shall be of the folding type and be collapsed when not in use.

**14. Gutter & Fascia Mounted Roof Sprinkler Systems - Aids to Mitigate Fire Ember Damage**

Gutter and fascia mounted roof sprinkler systems may be added to units as alterations to CP - please see the bylaws. After completing the installation, owners are to advise Council of any changes to the approved design made necessary during installation.

Wherever possible, the sprinkler system shall be connected to an existing house hose bib with a removable section of hose between the house fixture and the sprinkler system. The system will be kept connected to the house through the annual fire season when not in use so that it can be quickly turned on in case of a nearby fire risk. Owners are to arrange with a neighbour to start the system if a fire risk arises in the owner's absence.

The strata corporation will not operate or maintain these sprinkler systems. The owner is solely responsible for system maintenance and protection, including winter drainage.

Painting of sprinkler heads and fascia mounts will be colour compatible with the unit's trim. All hoses visible on the front (north side) of the building are to be colour compatible with the trim to the extent such is feasible. Hoses will be attached to trim or siding just like a downspout.

**15. Exterior Common Property Access Limitation**

Owners are not permitted to fully enclose common areas in a way that impedes residents and contractors from accessing common property.

**16. Crawl Spaces and Attic Spaces**

The attic spaces over the garage and the upper floor and the crawl space below the strata lot main floor are all common property (CP). These areas were not designed to be habitable spaces. The attic spaces are all accessible, but none readily so. Crawl spaces are all accessible but their usefulness varies greatly depending on the slope of the ground below the main floor. Owners have agreed to accept repair and maintenance responsibility for equipment such as heat pumps, furnaces, air filters, air handling units and hot water tanks which are located in crawl spaces and which are, in fact, integral parts of the strata lot above. The strata corporation retains CP repair and maintenance responsibility for all wires, tubes, pipes, ducts, fixed lights, water lines, valves, drain lines, any equipment installed by the owner developer during construction or by the strata corporation, all building structural components in attics and crawl spaces as well as doors windows and stairs in crawl spaces. All ducts and pipes passing through attic spaces to connect with vents in the roof, building walls or soffits are CP. Owners purchasing a house at Eagle Ridge buy all of the alterations made in the crawl space, attic spaces and the strata lot, whether or not the alterations were approved by the Council and are, or are not, covered by an Alteration and Indemnity Agreement (formerly known as an "alteration waiver) between the Council and the current owner or a previous owner.

Attics:

- a. Must be dry at all times, with no leaks in the roof above and no mould in the spaces;
- b. All exhaust ducts from the strata lot below must vent to the open air, not into the attic space. These ducts will be insulated. All vents through the roof, the outside walls or the soffits shall be screened to keep out embers, birds, insects and animals;
- c. Attic temperature and humidity are not regulated as the soffits and roof vents are open to the outside air. Attic walls are generally not insulated;

- d. Personal property shall not be stored in any attic space except with specific approval by the Council. Propane tanks and flammable liquids such as fuels, oil-based paints or similar materials shall not be stored in any attic space; and
- e. Council will arrange inspection of all attic spaces, usually at least once every five years. Repairs found necessary will be made promptly under Council arrangements.

Crawl Spaces:

- a. Accessibility. Owners, Council members and contractors must be able to enter to shut off the house water supply and to service appliances located in that space;
- b. Propane tanks and flammable liquids such as fuels, oil-based paints or similar materials shall **not** be stored in crawl spaces. Other personal items may be stored there at owners' sole risk;
- c. The house water master shut-off valve and pressure relief valve must be visible, clearly tagged and accessible. The Council will arrange for and pay for the tagging;
- d. Crawl spaces will be lighted as necessary, powered from the unit panel;
- e. Crawl spaces must be warm enough to keep water pipes and drains from freezing and to keep the space dry enough to inhibit mould formation;
- f. The target range for relative humidity in crawl spaces is 30 - 60%. Owners wishing to install a dehumidifier shall ask for permission to alter CP - please see the bylaws;
- g. Crawl spaces will be inspected by the Strata Council periodically, usually at least once every five years. The normal cycle is five pods inspected annually. Repairs to CP found necessary will be made promptly under Council arrangements. Responsibility for repair costs will be determined by the ownership of the item(s) to be repaired as well as by applicable Alteration and Indemnity Agreements.

**17. Moving Procedures - In and Out**

The Strata Council must be notified by email at secretary@erestrata.org or by a note placed in the strata mailbox at least 72 hours in advance of a move in or out. Please see the bylaws. The Secretary will advise the Sites Chair/Gate Maintenance Lead.

A new resident owner or tenant moving in is to tell the moving company to ensure that the driver(s) of the moving van know that they are to use only the service gate to enter and leave the strata property. If required, that gate will be kept open past 5:00 PM.

Incoming new residents must advise their moving company about the narrow roadways throughout Eagle Ridge Estates to mitigate against potential damage.

Moves in or out may only take place between 8 AM and 7 PM.

In the case of a tenant moving in, the landlord shall provide a fully completed *Strata Property Regulation* Form K, Notice of Tenants Responsibilities to the strata Secretary-Treasurer by hand or by email attachment within two weeks of the tenant moving into ERE. See bylaw 19.

## EAGLE RIDGE ESTATES, STRATA PLAN VIS 1579, STRATA RULE 18 - CONTRACTOR RULES

These Strata Rules apply to all contractors and sub-trades engaged by owners for maintenance, repair, and/or renovation requirements within their strata lots or when making Council-approved alterations to CP or, in the case of landscapers, when engaged by owners to work in strata CP areas.

1. Owners are responsible for all work undertaken, the actions of their contractor/sub-trades, meeting all strata requirements, and for the direct supervision of their contractor (s). Owners shall ensure that all contractors have valid business licenses, are properly qualified and have both WorkSafeBC and business liability insurance coverage, PRIOR to work starting. Owners shall not hire uninsured contractors to work at Eagle Ridge.
2. As a courtesy, before undertaking noisy work, owners should advise their neighbours.
3. Owners will be held responsible for damage caused by their contractor(s) to CP. If the strata corporation must repair damage, the full cost of the repairs will be charged back to the owner.
4. Owners must ensure contractors are aware of and follow these rules:
  - a. Any debris spilled or accumulated on common property is to be promptly removed; if it is not, the strata corporation may do the work and charge back all costs to the owner;
  - b. Contractors are to ensure all renovation waste is removed from the site;
  - c. Outside working hours for contractors are between 8:00 a.m. to 6:00 p.m. Monday through Saturday. No outside or noisy work is permitted in evenings or on Sundays and statutory holidays;
  - d. Work, including cutting and sawing, is permitted on common property next to the unit;
  - e. Materials may be stored temporarily outside but only next to the strata lot where renovations are being done;
  - f. Contractors are not allowed to display business signage on the common property, other than signs normally displayed on the contractor's vehicle (s);
  - g. Contractors, like owners, must observe the strata bylaws governing parking:
    - No vehicle or workshop trailer shall be parked outside garages for more than three consecutive days unless Council approves a longer period;
    - No parked vehicle shall extend beyond the end of the driveway or in any way impede traffic or access to any other strata lot or to the common property;
  - h. Contractor vehicles must not impede access to strata lots by owners or by emergency vehicles. Contractors must be ready to move their vehicles during snow clearing work.
5. **NO SMOKING (TOBACCO or CANNABIS) OR VAPING ANYWHERE ON STRATA COMMON PROPERTY!**
6. Owners are to ask the Sites Chair in advance if there are any limitations on parking along road edges due to buried infrastructure components and shall tell their contractors accordingly.

# Bylaws Document - the Eagle Ridge Estates Strata Corporation

## INTRODUCTION

1. Organization of this Bylaws Document. The document includes this Introduction, the Index, and the bylaws themselves. The Introduction and the Index are not bylaws.
2. This document provides the bylaws of the strata corporation known best as Eagle Ridge Estates (ERE). The strata was founded on 8 September 1987 when the Registrar of Land Titles accepted Phase 1 of the strata plan for registration, gave the plan the number 1579 and applied the designator VIS (Vancouver Island Strata). The strata plan was completed with registration of Phase 25 on 27 June 1991. The official strata corporation name is "The Owners, Strata Plan VIS 1579."
3. The postal address of the strata is 79-1255 Wain Road, North Saanich, BC, V8L 4R4. The address registered for legal purposes with the Land Title and Survey Authority (LTSA) of BC, often called the Land Title Office (LTO), is c/o Proline Property Management Ltd, 888 Attree Avenue, Langford, BC, V9B 0A6.
4. Eagle Ridge is a building-type strata. It includes 75 strata lots, all constructed as two-storey townhouses, arranged in sets of three. The sets of three townhouses are referred to here as clusters - they are also called "pods". The strata territory includes 75 acres, roughly 30 hectares, on the south side of Wain Road, in the District of North Saanich, at the mid-point between West Saanich Road and the Patricia Bay Highway. The main gates of the strata are at the height of land on Wain Road.
5. Eagle Ridge strata corporation has operated under its own bylaws since it was organized in accordance with the *Condominium Act* of BC, in force at the time of founding in 1987. The strata continues to operate under its own bylaws, now in accordance with the *Strata Property Act (Act)*, in force since 1 July 2000. At the Annual General Meeting in November 2001, Eagle Ridge owners declared by a better than 3/4 vote that the Schedule of Standard Bylaws issued with the *Act* did not apply here. As well, at that same meeting, all strata bylaws previously enacted were repealed and owners adopted a new set of bylaws developed to meet requirements of the *Strata Property Act*. The bylaws have been amended periodically since 2001.
6. These bylaws are subject to the *Act*, the *Strata Property Regulations*, the *BC Human Rights Code*, the *Personal Information Protection Act (PIPA)*, the *BC Health Act*, the *BC Sewerage Regulation* and other enactments of law. The latter enactments include, but are not limited to, applicable bylaws of the Capital Regional District (CRD) and the Municipality of the District of North Saanich (North Saanich; DNS).
7. The bylaws themselves are organized in Divisions for general convenience - similar subjects are grouped together. Bylaws are numbered: e.g. 2.. Bylaws may include bylaw sections indicated by letters: e.g. 4 a.; bylaw subsections are indicated by numbers in brackets: e.g. 5 b. (3); and bylaw subsections are indicated by letters in brackets: e.g. 12 d. (5) (b).
8. Strata Rules. The bylaws are supplemented by Strata Rules, organized by the Strata Council (Council) in accordance with section 125 of the *Act* to regulate use of common property and common assets. They are published separately. The bylaws take precedence over the Strata Rules.

9. Other Strata Publications. The Council provides the Resident Information Manual, the Strata Community Plan and the Strata Emergency Plan, all collections of information to aid understanding of how Eagle Ridge functions, as well as a booklet explaining alterations to strata lots and to common property and the related agreements between owners and the Strata Council. In the same manner as this Introduction, the Manual and its Addendums, the Community Plan, the Emergency Plan and the alterations booklet are not bylaws. The bylaws take precedence over all other Strata publications.

10. The Strata Plan. All strata corporations have a strata plan - it is a primary foundational document. A strata plan is a legal document drawn by a BC Land Surveyor which shows the complete territory of the strata, where the buildings which include strata lots are located on that territory and where strata lots are located in the buildings. Strata plans may be registered and issued as a single document or, as is true at Eagle Ridge, they can be issued in parts known as phases. Our strata plan has 25 phases, all very similar. Pages 4 and 5 from phase 10 of the ERE strata plan (townhouse cluster/pod A, strata lots 28, 29 and 30, units 1, 2 and 3) are provided to all owners separately for reference. The diagrams of the main floor and upper floor on those pages appear in all 25 phases of the strata plan, with virtually identical measurements in all phases. The part of the building named as a "patio" on the strata plan is known at ERE as the main deck; the plan item labelled "balcony" is known here as the upper deck. These deck definitions are used throughout the bylaws. A page from ERE strata plan phase 25 is also provided separately to all owners to show the final arrangement of Eagle Ridge residential buildings when the plan was completed in 1991.

11. A Strata Lot. The boundaries of the land in the strata lot are defined on the strata plan. Typical strata lots, including typical dimensions for the ground floor and upper floor, are shown on the separately provided pages from phase 10 of the ERE strata plan. ERE includes 75 strata lots.

12. Facts and Definitions (see also bylaw 52):

- a. Additions. There are no structures shown on the strata plan on the main deck or the upper deck or in the private yard area (PYA), all of which are parts of the strata lot. So, all structures of whatever kind built on the decks or in the PYA are considered to be additions or improvements to the original structure. They are therefore "alterations" of the strata lot and/or of the common property, regardless of whether they were installed by the owner developer at the time of construction (as an extra-cost option for a new townhouse) or they were added by owners in the years since house construction was completed. These alterations include glass solariums, all wooden-walled sunrooms, all additions made to the main deck support structure to increase the strength below the solariums and the sunrooms, all rooms built on the upper deck, all extensions of the main deck which pass over part of the PYA, all of the support structure for those deck extensions and any stairs between the main deck extensions and the ground;
- b. Exterior. Exterior means all aspects of the outside of the building including all roof surfaces, soffits, eavestroughs, rainwater gutters and leads, downspout pipes, exterior walls, windows, skylights and light tunnels, doors, decks (main and upper) and the chimney. The exterior is also often referred to as the building envelope. At Eagle Ridge, not all of the exterior of the residential buildings is common property and for that reason, the repair and maintenance responsibility for the exterior is defined in these bylaws. Please see the diagram provided separately with the strata plan pages for the location

of the parts of the original exterior walls, all generally south facing, which are actually within the strata lot and therefore are not common property;

- c. Structure. Structure means all building structural components including walls, posts, floors, beams, joists, stairways, fireplaces, all roof segments, trusses supporting all parts of the roofs for the upper floor, the main floor and the garage, foundation walls and footings, and supports built between foundation walls and footings and the main floor joists in the crawl space;
- d. Common Property. The common property of the strata corporation includes all land and parts of the residential buildings shown on the strata plan which are not part of a strata lot. Common property is owned by the owners of all strata lots together as tenants in common, in a share equal to the unit entitlement (UE) of an owner's lot as stated on the strata plan. For all ERE strata lots, the UE = 1. Common property (CP) at ERE includes:
  - (1) The crawl spaces under the level of the main floor in strata lots and all cables, wires, equipment and pipes installed there by the owner developer during construction or by the strata corporation, or installed by owners (current and past) as alterations to common property (regardless of whether the alterations were approved by the Council), all parts of the building structure located in and around the crawl spaces, and the floors in the crawl spaces;
  - (2) The attic spaces over the garage and over the rooms on the upper level of the strata lot as well as the ducts which pass through these spaces and connect bathroom and kitchen exhaust fans to vents on the building exterior;
  - (3) All parts of the building foundations including the foundation walls, all foundation footings and all supports built between foundation footings and foundation walls and the main floor joists;
  - (4) Roofs. All parts of the building roof, including roof sections over additions built on the main deck and upper deck, the vinyl upper deck where it is still in place, all skylights and sunscopes/light tunnels, rainwater gutters and leads, and downspout pipes;
  - (5) Footings, posts, beams and joists supporting the main deck surface as it is shown on the strata plan;  
[Notes: A. Deck extensions built into the PYA plus the supporting structures for them plus the added railings as well as any stairs between the extensions and the ground, are all alterations to the strata lot, are not part of CP and are part of the owner's repair and maintenance responsibilities; and  
B. See also "Additions" above regarding beams and joist modifications added to the main deck support structure to provide greater strength needed due to the weight of glass solariums and wooden-walled sunrooms.]
  - (6) All land within the strata territory lying at ground level outside the foundation walls and the PYA, including all land under the main decks as well as all limited common property (LCP) within the strata territory if designated as such;

- (7) All constructions made by strata lot owners on the common property under the main deck, including added lower decks, as alterations to common property; and
- (8) All gardens, bushes or trees planted on the common property. Please see the Resident Information Manual regarding gardening near a strata lot.

e. Exterior Repair and Maintenance Situation Before Adoption of Bylaw 15 (at AGM 2025)

The strata plan designates the original main deck, the original upper deck and the PYA as being parts of the strata lot - i.e., they are all inside the boundaries of the strata lot. The original exterior walls, doors and windows which face the decks and the PYA are also all inside the strata lot. The exterior walls, doors and windows of additions built on the main deck and on the upper deck are also inside the strata lot. However, all other walls, doors and windows on the exterior of the residential buildings - those parts which, generally speaking, face north - are common property and a strata corporation responsibility to repair and maintain. Bylaw 15, subject to Alteration and Indemnity Agreements which apply where owners have altered any exterior building components, assigns repair and maintenance responsibility for all residential building exteriors to the strata corporation.

13. Sources of Responsibility - Owners and the Strata Corporation. Over the years, owners at Eagle Ridge have devised a division of responsibilities for maintaining things here, with the main intent of keeping strata fees lower than would be true if the strata corporation maintained every bit of the common property. The primary tables explaining how this division began are included below. The details of the division are set out in the chart in the Resident Information Manual. The tables below are not bylaws. Owners are asked periodically at a strata general meeting to accept changes to the chart by an informal majority vote to show their acceptance of its provisions. By and large, owners have agreed to the division of responsibilities - this system works.

14. Insurance. The strata corporation is required by the Act to insure all strata buildings and certain built components of the common property (e.g. - the underground utility systems) for "replacement value new" - i.e., the cost to recreate the strata as it was built by the owner developer in 1987-1991, with all changes required to update the original 1987 construction design to meet the specifications of the current edition of the BC Building Code. The strata insurance does not cover: the personal property of owners; owners' out-of-pocket costs if they are forced out of their homes temporarily for any reason; the personal liability of owners as homeowners; or the personal liability of owners as owners in a strata corporation for various costs, including deductible amounts which owners can be required to pay, particularly the large deductible payment required from each owner before the strata earthquake insurance will begin to cover the costs of rebuilding. Further, the strata insurance does not cover the cost of re-creating alterations or improvements made to the strata lot (including its non-structural fixtures and finishing) or to common property from the original design such as additions installed by the owner developer or such as alterations made by owners since the buildings were constructed - these additions and improvements are sometimes referred to as "betterments". Owners are strongly encouraged to obtain and maintain sufficient personal insurance to cover all of these requirements.

### Primary Table 1 - Sources of Owner Responsibilities

An owner's responsibility to maintain or repair, and to pay for such, can come from three sources: a bylaw, a signed agreement with an individual owner, or through a general agreement within the community (community consensus). The latter is usually driven by owners' interests in providing flexibility and/or keeping strata fees reasonable. The following table contains common examples of each. Note: to avoid repetition in the table, the term "maintain" can include the responsibility to repair and also may include the responsibility for the costs of repairing or maintaining, if carried out by the strata. Please see the details in the chart in the Resident Information Manual.

Bylaw	Agreement (e.g. Alteration and Indemnity Agreement)	Community Consensus
Maintain their strata lot (i.e., from the drywall and the sub-flooring inwards.)	Maintain alterations to the strata lot, or to common property, as set out in the agreement (s).	Landscaping/gardening in front of the unit, and at the rear, and at one side where applicable.
Maintain some or all portions of any alterations made to their strata lot.		Landscaping/gardening of any portion of the common property modified by the owner, or by previous owners of the unit.
Maintain some aspects of limited common property (LCP) if it is designated.		Certain exterior maintenance activities.
Common examples: - Appliances and counter tops - Drywall and flooring - Garage door hardware and opener - Windows and doors in additions - Fireplace - Exhaust fans - Hot water heater in a strata lot - Glass solariums; sunrooms; and rooms on the upper deck.	Common examples: - Windows, doors and skylights added by an owner, either in additions or within the strata lot. - Side decks, deck extensions and stairs from main deck to the ground. - Woodsheds - Heat pumps - Railings replaced by owner	Common examples: - Hot water tanks in crawl space (Tanks in a garage are in a strata lot and are owner responsibility.) - Shovelling snow; cleaning inter-lock brick pathway and driveway. - Washing exterior windows. - Exterior light fixtures, faucets and personnel door hardware.

### Primary Table 2- Sources of Strata Responsibilities

The *Strata Property Act (Act)* makes the strata corporation responsible for repair and maintenance of all common property, with certain exceptions. The *Act* allows the strata corporation, by passing a bylaw, to take on additional maintenance responsibilities for building components that are legally within the strata lot, and therefore normally the responsibility of the individual owners.

Legislation	Bylaw
Strata Duty to Repair & Maintain Common Property	Assumption of some aspects of strata lot maintenance
Common examples: - Roof, siding, windows and doors on the exterior of the unit (excluding any portions that may be within a strata lot) - Deck supporting structure (main deck as built) - Septic, water, drainage, electrical and ground-based communication systems. - Roads; Trees and other vegetation, trails, etc.	Common examples: - Windows, doors and walls facing onto main and upper decks and the private yard area (PYA) (legally within the strata lot but physically parts of the building exterior.)

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

**Bylaws Document - the Eagle Ridge Estates Strata Corporation**

**INDEX**

Definitions - see bylaw 52 - Severability, Interpretation and Definitions.

**Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

1. Payment of Strata Fees
2. Payment of Special Levies
3. Financial (Fiscal) Year of the Strata Corporation
4. Repair and Maintenance of Property by an Owner
5. Use of Property by Owners
6. Inform the Strata Corporation - Owners and Tenants
7. Notices: Strata Corporation to Owners and Owners to the Strata Corporation
8. Residency
9. Permit Entry to a Strata Lot
10. Pets
11. Prohibitions
12. Obtain Approval Before Altering a Strata Lot
13. Obtain Approval Before Altering Common Property

**Division 2 - Powers and Duties of the Strata Corporation**

14. Repair and Maintenance of Property by the Strata Corporation
15. Repair and Maintenance of Parts of Strata Lots by the Strata Corporation - Permanently
16. Repair and Maintenance of Parts of Strata Lots by the Strata Corporation - Temporarily
17. Strata Corporation Personal Property
18. Indemnification for Remedial and Legal Costs (Charge Back bylaw)

**Division 3 - The Strata Council**

19. Strata Council General Responsibility
20. Strata Council and Strata Records Management
21. Strata Council Elections and Council Size
22. Council Term of Office: Return of Strata Records and Property on Departure from Council
23. Removing a Council Member and Replacing a Removed Council Member
24. Replacing a Council Member Who Can No Longer Fulfil the Duties of the Position
25. Officers of the Strata Council
26. Strata Council Meetings
27. Quorum For a Meeting of the Council
28. Participation in Council Meetings by Electronic Means
29. Voting at Council Meetings
30. Making Decisions by Electronic Voting Between Strata Council Meetings

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30

31. Requisition of Council Hearing - Strata Property Act section 34.1
32. Delegation of Powers and Duties of the Council
33. Spending Restrictions
34. Liability of a Strata Council Member

**Division 4 - Enforcement of Bylaws and Strata Rules**

35. Enforcement Procedure
36. Enforcement Options

**Division 5 - Insurance, Damage Recovery, Responsibilities and Financial Effects**

37. Insurance, Damage Recovery, Responsibilities and Financial Effects

**Division 6 - Strata Annual and Special General Meetings**

38. Authority for Conduct of Strata General Meetings and for the Procedure at General Meetings
39. Chairing Strata General Meetings
40. Participation by Other Than Eligible Voters
41. Voting at Strata General Meetings
42. Proxies
43. Order of Business at Strata General Meetings
44. Minutes of Strata General Meetings

**Division Seven - Respect for Community and for Protection of Personal Information**

45. Respectful Community
46. Strata Privacy Policy and Strata Privacy Officer

**Division Eight - Miscellaneous Matters**

47. Small Claims, Forced Sale, Evictions and Civil Resolution Tribunal Actions
48. Vehicles on the Common Property - Parking, Repairs, Towing of Offending Vehicles
49. Sale of Strata Lots
50. Strata Administration for Rentals of Strata Lots
51. Forest Management
52. Severability, Interpretation and Definitions

**The Bylaws of the Eagle Ridge Estates Strata Corporation**  
**The Owners, Strata Plan VIS 1579**

**Division 1 – Duties of Owners, Tenants, Occupants and Visitors**

Definitions - see bylaw 52 - Severability and Interpretation and Definitions.

**1. Payment of Strata Fees**

- a. An owner must pay strata fees on or before the first day of the month to which the fees relate.
- b. If an owner is late in paying his or her strata fees, the Strata Council (Council) may charge interest on the late payment amount at the rate of 10% per annum, calculated annually, compounded annually and applied to the late payment monthly commencing from the date the payment was due. The interest charge will continue until the last day of the month in which the late payment and the accumulated interest are paid. Such interest shall be deemed to be part of unpaid strata fees and special levies for the purposes of section 116 of the *Strata Property Act (Act)*.

**2. Payment of Special Levies**

- a. An owner must pay a special levy in full on or by the date or dates specified in the resolution passed at a strata general meeting which authorized the levy.
- b. An owner must pay a special levy in full on or by the date specified in the resolution passed by the Council imposing a special levy in an emergency or as authorized by the *Act*, section 158.
- c. An owner whose special levy payment is late will, after one warning, be charged interest at the rate of 10% per annum calculated annually, compounded annually and applied to the late payment amount monthly beginning on the first day of the month after the delinquency began. The interest charge will continue until the last day of the month in which the late payment amount and the accumulated interest are paid.

**3. Financial (Fiscal) Year of the Strata Corporation**

The strata corporation financial year begins on 1 October and ends on the following 30 September.

**4. Repair and Maintenance of Property by the Owner**

- a. Except for repair and maintenance that is the responsibility of the strata corporation under these bylaws or other law, an owner must repair and maintain the owner's strata lot including, but not limited to, these components:
  - (1) all appliances and plumbing fixtures on or above the main floor in the strata lot;
  - (2) electrical and plumbing lines which are above the main floor, are not located within a boundary wall and serve only the strata lot;
  - (3) all fixed lighting in the strata lot;
  - (4) flooring and sub-flooring in the strata lot;
  - (5) all counters, counter tops and cabinets;
  - (6) interior doors and the related hardware;

- (7) drywall and ceilings;
- (8) bathroom and kitchen exhaust fans; and
- (9) garage door tracks, pulleys, springs, opening and closing machinery plus all controls.

b. Wood-burning Fireplaces.

All wood burning fireplaces, active or not, and the chimney flues they are connected to that have not been decommissioned and capped closed, shall be inspected annually by the strata corporation to meet requirements of the strata insurance and the BC Fire Code. Council arranges and pays for these annual inspections. If the inspection finds that repair or maintenance of the fireplace and/or the chimney flue is required, Council will arrange for the work to be done. The owners will be responsible to pay directly their share of the costs for the repairs and maintenance directly. The inspecting contractor will provide Council with a record of all inspections.

c. Propane Fireplaces and Other Appliances:

- (1) Owners of a strata lot with a propane fireplace or other propane appliances are strongly recommended to have the fireplace, other appliances, the gas line(s) and the propane tank(s) inspected and maintained by a licensed gas fitter at least once every two years; and
- (2) The owner must carry out any repairs or maintenance recommended by the gas system inspector within 30 days of the inspection.

d. Smoke alarms. Owners shall ensure that smoke alarms installed in the strata lot are tested at least annually, and are maintained and kept functional with batteries replaced as required. Owners shall replace the alarms when they become time expired.

e. Common Property (CP) (including all crawl spaces and attic spaces):

- (1) An owner must, subject to the terms of an Alteration and Indemnity Agreement, pay the strata corporation's costs to repair or maintain alterations to the common property which he or she has the benefit of, which were made by him or her, or by a previous owner of that strata lot, and the current owner has signed an Alteration and Indemnity Agreement regarding the alteration; or
- (2) When no Alteration and Indemnity Agreement (formerly known as an Alteration Waiver) exists for an alteration made to common property, whether made by the current owner of the strata lot which has the benefit of the alteration or by a previous owner of that strata lot, the Council may request the current owner to assume responsibility for the alteration and to pay the costs, if any, incurred by the strata corporation to repair and maintain that alteration by signing an Alteration and Indemnity Agreement.

f. Owners:

- (1) are responsible for and must repair, maintain and replace any improvements, alterations and additions made to their strata lot (including glass solariums, wooden-walled sunrooms and rooms built on the upper deck) or to limited

common property if assigned to them, and must, subject to the terms of an Alteration and Indemnity Agreement, pay the strata corporation's costs to repair or maintain additions, improvements or alterations to the common property, which they have the benefit of, which were made by them or by a previous owner of their strata lot;

- (2) are responsible for any damage to their strata lot, assigned limited common property, if any, or to the common property that is caused by or arises out of the failure by the owner to repair, maintain or replace any improvements, alterations and additions made to their strata lot, assigned limited common property, or common property which they have the benefit of, which were made by them or by a previous owner of their strata lot; and
  - (3) must:
    - (a) remove and replace any improvements, alterations, and additions to their strata lot or assigned limited common property, and/or
    - (b) pay the strata corporation's costs for the removal and replacement of any improvements, alterations and additions to the common property, that is necessary to allow the strata corporation to gain access to an underlying building component that it must repair and maintain under the *Act* or these bylaws, for the purpose of repairing or maintaining that component.
- g. Responsibility for Repair and Maintenance of Limited Common Property (LCP). An owner who has the use of limited common property shall repair and maintain it; except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- h. Owners, occupants and tenants shall not allow a strata lot to become unsanitary or a source of odours or pests, or a hazard, and shall not leave, pile or store an unsafe amount of personal belongings, garbage or materials accumulated for recycling or composting, within a strata lot, including in the garage, on the main deck, on the upper deck, or in the crawl space or attic spaces or elsewhere on the common property.
- i. If an owner, occupant, or tenant is found by Council to have breached bylaw sections 4 a. to 4 h., then the strata corporation, after following the procedures required by section 135 of the *Act* and stated in bylaw 35 below, may, after giving the owner or tenant seven (7) days' notice in writing:
- (1) enter the strata lot and carry out any work necessary to remedy the contravention; and
  - (2) charge back to the owner the reasonable expenses incurred by it to carry out the work necessary to remedy the contravention; but
  - (3) shall not establish a lien against the strata lot for the cost of the remedial work.

- j. Responsibility for Work Ordered by a Public Authority:
- (1) An owner must promptly carry out all work ordered by any public authority which relates solely to his or her strata lot and does not benefit the strata corporation as a whole;
  - (2) If an owner, contrary to bylaw subsection 4 j. (1), after receiving the notice or order from a public authority either directly or through the strata corporation, fails to carry out the required work by the date specified in the order, then the strata corporation, as authorized by section 85 of the *Act*, may, after seven (7) days' notice given to the owner in writing, enter into the strata lot, carry out the required work and charge back to the owner the cost of such work; and
  - (3) If the owner fails to pay or refuses to pay for the cost of remedial work carried out in accordance with bylaw subsection 4 j. (2), then the strata corporation may place a lien against the owner's title to the strata lot to secure its claim for that cost.

## 5. Use of Property

- a. An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, assigned limited common property, if any, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the *Act*.
- b. An owner, tenant, occupant or visitor shall not use a strata lot, the common property, assigned limited common property or common assets in a way that, in the opinion of the Council:
  - (1) causes a nuisance or hazard to another person;
  - (2) causes unreasonable noise;
  - (3) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot;
  - (4) is contrary to a purpose for which the strata lot or common property is intended to be used as shown expressly or by necessary implication on or by the strata plan;
  - (5) is illegal, or contrary to any statute, rule, bylaw or ordinance of the Government of Canada, the Government of British Columbia, or a local or municipal government; or
  - (6) is inconsistent with its use as a residence, and may not conduct any business or any profession from a strata lot or the common property that results in clients, customers, or employees attending the strata lot or coming onto the common property.

- c. Prohibition - License of Use of a Strata Lot as Temporary Accommodation for Remuneration
- (1) No owner, tenant or occupant will for any reason grant a license to any person to occupy a strata lot for the purpose of short-term accommodations, temporary accommodations, or vacation rentals for remuneration. Without limiting the generality of the foregoing, no owner, tenant or occupant will license use of a strata lot under any of the following arrangements:
    - (a) as a motel, hotel, inn, hostel, or bed and breakfast, or other similar accommodations;
    - (b) as a boarding house;
    - (c) through any internet website designed for booking short term accommodations, temporary accommodations or vacation rentals, including but not limited to, [www.Airbnb.com](http://www.Airbnb.com), [www.vrbo.com](http://www.vrbo.com) and other similar websites;
    - (d) through any application software (app) designed for booking short term accommodations, temporary accommodations or vacation rentals;
    - (e) through any other person, agency, or organization which makes arrangements for, or which itself reserves, short term accommodations, temporary accommodations or vacation rentals; or
    - (f) at a daily, nightly or weekly rate.
  - (2) No owner, tenant or occupant will advertise a strata lot as available for any of the purposes set out in bylaw subsection 5 c. (1).
- d. When an owner, occupant or tenant contravenes bylaw subsection 5 c. (2), the owner or the tenant, may, subject to the facts being proven in accordance with the procedures required by section 135 of the *Act* and specified in bylaw 35 below, be subject to a fine of up to \$200.00 for each occurrence when the strata lot is advertised or marketed contrary to bylaw subsection 5 c. (2). When the offender is a tenant, the strata corporation, following due process, will first take action to collect the fine from the tenant, advising the landlord and the owner. If the tenant refuses to pay the fine, the strata corporation will then take action to collect the fine from the landlord or from the owner.
- e. When an owner, occupant or tenant contravenes bylaw subsection 5 c. (1), the owner or the tenant, may, subject to the facts being proven in accordance with the procedures required by section 135 of the *Act* and specified in bylaw 35 below, be subject to a fine of up to \$1000.00 for each day or night the strata lot is used as temporary accommodation in contravention of bylaw subsection 5 c. (1). When the offender is a tenant, the strata corporation, following due process, will first take action to collect the fine from the tenant, advising the landlord and the owner. If the tenant refuses to pay the fine, the strata corporation will then take action to collect the fine from the landlord or from the owner.

## 6. Inform The Strata Corporation - Owners and Tenants

- a. Within two (2) weeks of becoming an owner, an owner must inform the strata corporation of: his or her name; strata lot number; telephone number(s); email address (only if provided voluntarily by express consent); mailing address outside the strata plan, if any; the preferred means of receiving notices from the strata corporation and Council and the address, postal or email, to which the notices are to be sent; the name(s) of all persons who are living in the strata lot; and such additional information as the Council may reasonably request. The owner must promptly tell the Council in writing of any changes to this information within two weeks of the change.
- b. On request by the Council or by a Council member, any occupant, tenant or visitor must provide his or her name and the unit number of the strata lot they are residing in or visiting.
- c. Owners and tenants will be requested and encouraged to expressly consent to providing an email address to the Council for the purpose of receiving notices, records or documents from the strata corporation.
- d. The strata corporation may provide owners and tenants with documents, notices of Council meetings, notices of general meetings and notices of electronic general meetings at the email address provided in accordance with bylaw section 6 c. above. If an email address has not been provided, the strata corporation will provide the documents and notices via postal mail.

## 7. Notices: Strata Corporation to Owners; and Owners to the Strata Corporation

- a. Any notice required to be issued by the strata corporation to an owner under the *Act*, the *Strata Property Regulation (Regulation)*, these bylaws or the Strata Rules shall be well and sufficiently given if mailed to the owner at the address of his or her strata lot, or given to an adult person residing at that address, or sent to the owner by email if he or she has consented to receive strata notices by that electronic means.
- b. A notice given by postal mail or sent by email shall be deemed to have been given four days after it is posted or sent, as applicable.
- c. An owner shall advise the Council in writing of a change of his or her postal or email address, as applicable, within two weeks of the effective date of the change.
- d. Any notice required to be given by an owner to the strata corporation under the *Act*, the *Regulation*, these bylaws or the Strata Rules shall be well and sufficiently given if handed to a Council member, mailed to the strata corporation at its registered address, sent to the strata corporation email address as advised by the Council from time to time or by putting it through the mail slot in the strata mailbox. A notice from an owner will be deemed to have been delivered four days after being placed in postal mail, sent by email or pushed through the mail slot in the strata mailbox.

## 8. Residency

- a. For purposes of these bylaws, any reference to residents shall mean any person, except a house-sitter, living continuously for more than 3 (three) months in a strata lot;

- b. Each strata lot shall be used exclusively as a single-family dwelling. The term “residents” may include a live-in caregiver or housekeeper;
- c. The design and proper functioning of the strata septic systems require that a strata lot will house not more than three residents. The number of residents in a townhouse cluster, also known as a “pod”, shall not exceed nine (9). The Council may verify the number of residents living in a strata lot in such reasonable manner as it chooses.
- d. Temporary Occupation of a Strata Lot. Owners may permit temporary occupation of their strata lot for up to 180 days at one time by up to three persons who are caring for the strata lot and any resident pets during an absence of the owner - "house sitters". Owners must provide the house sitters with a copy of the bylaws, the Strata Rules, the Resident Information Manual and the Strata Emergency Plan. Before departing, the owner will provide the Council and the emergency coordinator in that townhouse cluster with the full name(s) of the house sitter(s), their personal telephone numbers and the house sitter(s)' vehicle identification, if applicable. Persons temporarily occupying the strata lot under authority of this bylaw subsection are not residents in the strata lot, are not tenants under a residential lease (tenancy agreement) but are subject to bylaw section 5 c. Any penalties for contraventions of bylaw subsections 5 c. (1) or 5 c. (2) which are proven in the manner required by section 135 of the *Act* and stated by bylaw 35 below shall be payable by the owner of the strata lot.

**9. Permit Entry to a Strata Lot**

- a. An owner, tenant, occupant or visitor must allow a person authorized by the Council to enter the strata lot:
  - (1) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
  - (2) at a reasonable time, on 48 hours' written notice:
    - (a) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under the *Act*; or
    - (b) to ensure compliance with the *Act*, the *Regulation*, these bylaws and Strata Rules.
- b. The notice referred to in bylaw subsection 9 a. (2) must include the date and approximate time of intended entry, and the reason for entry.

**10. Pets**

- a. An owner shall not keep pets other than dogs, cats or caged birds, with a limit of 2 such pets per strata lot at any one time. If a person who is a retired member of a guide or service dog team becomes an occupant of a strata lot in which 2 pets already reside and the person has a retired guide or service dog, that dog shall not be counted in the limit of 2 pets being kept in that strata lot. The Council may ask the person for a copy of

the certificate(s) issued under the *Guide Dog and Service Dog Act* for himself or herself as well as for the dog.

- b. Neither dogs nor cats shall be permitted to roam freely on the common property. When on common property, all dogs and cats shall be kept on a leash and be under the control of the owner, tenant, occupant or visitor;
- c. Owners, tenants, occupants or visitors are responsible for cleaning up waste created by the dogs and/or cats under their control when on common property. Such waste shall not be disposed of by throwing it into the bushes along Eagle Ridge trails or roads or into any other place across the common property of the strata territory except in a proper receptacle;
- d. Pet birds shall be housed and enclosed at all times in the strata lot;
- e. Should a pet be proven, in the manner required by section 135 of the *Act* and specified by bylaw 35 below, to constitute a hazard or nuisance to other owners, tenants, occupants or visitors, then such pet shall be removed from strata territory as directed by written notice from the Council.

**11. Prohibitions (See also bylaw section 5 c. above.)**

- a. General Prohibitions. An owner, tenant, occupant or visitor shall not:
  - (1) Create open fires fuelled by wood, leaves or other combustible materials of any kind on the common property or in the private yard area (PYA);
  - (2) Use a barbeque or a similar cooking device or a closed heating device anywhere on the common property or a strata lot except on the decks and driveways or in the PYA;
  - (3) Use a strata lot for any purpose which creates undue traffic or noise between 11:00 PM and 7:00 AM;
  - (4) Install any awnings, window guards or deck privacy screens unless such installations are approved as alterations by the Council;
  - (5) Erect on or fasten to the strata lot or CP any television or radio antenna or similar equipment unless the installation is approved by Council as an alteration;
  - (6) Erect, place or display any signs, billboards, notices or other advertising matter of any kind on the exterior of a strata lot or on the common property except as permitted under provincial and federal election laws and as permitted for real estate sale signs in these bylaws;
  - (7) Paint or alter any exterior surface or deck surface in any colour or shade not approved by owners as described in Appendix 1 to these bylaws or make modifications to exterior personnel doors without an alteration agreement approved by the Council;

- (8) Use any sort of bicycle or motorized vehicle on the Eagle Ridge trails except those utilized by persons with disabilities; use of bicycles on ERE paved roads is permitted;
  - (9) Plant or cultivate invasive species anywhere on the common property. Invasive species include, but are not limited to, Lamium, Japanese knotweed, English holly, Scotch broom and English ivy. The Council can, and will, remove any such plants found growing on the common property. If the identity of the planter can be proven in accordance with section 135 of the *Act* and in the manner specified in bylaw 35 below, the Council may impose the costs of removal on that person, if the person is an owner. Growing any plants of these invasive species in strata lots is also forbidden.
  - (10) Make any agreement to provide food and/or lodging in a strata lot to any person for compensation. This prohibition does not preclude an owner from sharing expenses with another person who also resides in the strata lot;
  - (11) Hold garage sales in a strata lot or on the common property;
  - (12) Install or use a garburator;
  - (13) Install any decorative plants within 15 inches/38 centimetres of the exterior walls of a residential building;
  - (14) Install any decorative plants within 15 inches/38 centimetres of the outside edge of the main deck when the surface of the main deck is less than 30 inches/76 centimetres from the ground; or
  - (15) Restrict in any way the natural air flow under the main deck or allow the top six inches/15 centimetres of the footings for the deck or stair support posts or the bases of the stair stringers to become covered with earth or any vegetation.
- b. Smoking Ban on Common Property.
- (1) Smoking tobacco in any form or smoking any form of cannabis or engaging in "vaping" with an electronic cigarette is strictly prohibited everywhere on the common property of the strata corporation at all times. Owners shall advise all contractors and guests of this prohibition;
  - (2) Any owner who rents, leases, or otherwise allows someone other than the owner to reside within or occupy a strata lot shall tell those persons that smoking or engaging in "vaping" is prohibited everywhere on the common property;
  - (3) An owner who sells a strata lot shall tell his or her realtor and all potential buyers that smoking or engaging in "vaping" is prohibited everywhere on the common property.
- c. Speed Limit on Eagle Ridge roads. The speed limit on all ERE roads is 30 kilometers per hour.

- 12. Obtain Approval Before Altering a Strata Lot [Note: See bylaw 13 on alterations to CP.]**
- a. An owner wishing to alter a strata lot must obtain the written approval of the Council before installing, removing, replacing, adding to or making any changes to:
- (1) chimneys, stairs, the main deck, the upper deck or other things attached to the exterior of a strata lot;
  - (2) doors or windows (including the casings, frames and sills of such doors and windows) on the exterior of a building;
  - (3) railings or similar structures that enclose the main deck or the upper deck;
  - (4) interior walls or the central staircase joining the main floor and the upper floor;
  - (5) any plumbing, gas or electrical services in a strata lot which require a permit from a provincial agency or from the District of North Saanich;
  - (6) furnaces, heat pumps or air conditioners or components of any of these items located in a strata lot where the desired changes require a permit from a provincial agency or from the District of North Saanich;
  - (7) common property located within the boundaries of a strata lot; or
  - (8) parts of a strata lot which the strata corporation must insure under the Act, section 149.
- b. The Council will prescribe and provide the form on which the application for permission to alter a strata lot must be made and on which Council permission, if granted, will be recorded. Council will also prescribe the information which must accompany the application. The Alteration and Indemnity Agreement must be complete in all respects and signed by the owner(s) before the Council will approve it and then agree to the start of work on the alteration.
- c. Owners applying for permission to make an alteration to a strata lot shall also comply with Appendix 1 to these bylaws, *Criteria Pertaining to Alterations, Installations and Structures*. For greater surety, Appendix 1 is incorporated into these bylaws by reference.
- d. Extensions of the main deck and railings will only be permitted into the private yard area, with small encroachments over common property as needed to join the extension to the original main deck and to allow for construction of a stairway to the ground.
- e. When asked for permission to alter portions of a strata lot which are clearly visible to neighbours of that lot, the Council shall consult with those neighbours regarding the proposed changes. Consultation results will be reviewed by Council when considering the application, but are not binding on the Council.
- f. Alterations to plumbing piping or drains, electrical wiring, or gas fittings which require a permit from a provincial agency or from the District of North Saanich require Council permission in advance and shall only be made by a licensed plumber, electrician, or gas fitter, as applicable.

- g. The strata corporation must not unreasonably withhold its approval of alterations in a strata lot. An owner wishing to alter items listed in bylaw sections 12 a. or 12 f. above shall provide the Council with:
  - (1) The completed application plus the documents detailed in Appendix 1 including any building permits and related documents required by the District of North Saanich; and
  - (2) Evidence, if requested by the Council, of appropriate course of construction insurance coverage relating to the alteration.
- h. As a condition of approval for requests to alter a strata lot, the Council shall require the owner to indemnify and save harmless the strata corporation, the Council and all other owners from liability for any costs, expenses or damages, including all legal costs on a solicitor and own client basis, arising as a result of the alteration, and to agree that he or she shall thereafter also be solely responsible for the costs of all maintenance and repair of such alteration. The Alteration and Indemnity Agreement, if approved, includes Council permission to make the alteration and establishes the required indemnity.
- i. Council approval and owner acceptance of the terms and conditions of the approved alteration request shall be documented in the Alteration and Indemnity Agreement, made in two copies, both of which shall be original. The Agreement must be complete in all respects and signed by the owner(s) before Council will approve it and agree to the start of work on the alteration. The approved agreement will be held by the Council and by the owner, with a complete copy provided to the strata manager. A copy of the approved Agreement shall be attached to all *Strata Property Regulation Form B* Information Certificates issued for that strata lot.
- j. If Council approves an application to make an alteration in a strata lot, the work must be completed within six months of the approval date unless the Council has agreed to a longer completion period.
- k. Construction debris and other unwanted items resulting from an alteration to a strata lot must be removed by the contractor(s) or owner and not left on the common property. The owner must clean up any mess made by the contractor on common property. If the owner fails to do so, then the strata corporation may clean up any such mess and charge back the costs to the owner.
- l. Council may request owners of strata lots found to include undocumented alterations or alterations for which the documentation on file is defective or deficient to sign new Alteration and Indemnity Agreements covering such alterations.
- m. On change of ownership of the strata lot, Council shall request the purchasing owner to sign a Novation Agreement to accept the obligations, terms and conditions as stated in the Alteration and Indemnification Agreement. The selling owner of the strata lot is responsible to inform his or her realtor of this bylaw requirement.

**13. Obtain Approval Before Altering Common Property. [Strata lot alterations - bylaw 12.]**

- a. Common property (CP) in Eagle Ridge includes:
- (1) The crawl spaces under the level of the main floor in strata lots and all wires, cables, equipment and pipes installed there by the owner developer at time of construction or by the strata corporation, or installed by owners (current and past) as alterations to common property, regardless of whether or not the alterations were approved by Council, plus all parts of the building structure located in and around the crawl spaces, and the floors in the crawl spaces;
  - (2) The attic spaces over the garage and over the rooms on the upper level of the strata lot as well as ducts which pass through these spaces and connect bathroom and kitchen exhaust fans to vents on the building exterior;
  - (3) All parts of the building foundations including foundation walls, all foundation footings and all vertical supports built between footings and foundation walls and the main floor joists;
  - (4) Roofs. All parts of the building roof, including roof sections over additions built on the main deck and upper deck, the vinyl upper deck if it is still in place, all skylights, rainwater gutters and leads and downspout pipes;
  - (5) Footings, posts, beams and joists supporting the main deck surface, including any such components added to provide greater support required by the increased weight of glass solariums or wooden-walled sunrooms; and
  - (6) All land within the strata territory lying outside building foundation walls, including all land under the main decks and including all limited common property (LCP) if designated anywhere on the strata territory.
- b. An owner shall obtain the written approval of the Council before making an alteration to common property or common assets. If the Council considers that the proposed alteration will result in a significant change to the use or appearance of common property, the change must first be approved by a positive 3/4 vote of the owners at a strata general meeting as required by the *Act*, section 71. Appendix 1 to these bylaws includes definition of certain alterations to common property which the strata corporation has agreed by a positive 3/4 vote at a strata general meeting to be non-significant changes in use or appearance.
- c. The Council will prescribe and provide the form on which the application for permission to alter CP must be made and on which the Council permission, if granted, will be recorded. Council will also prescribe the information which must accompany the application. The Alteration and Indemnity Agreement must be complete in all respects and signed by the owner(s) before Council will approve it and agree to the start of work on the alteration.
- d. Neither the strata corporation nor the Council is under any obligation to approve an application for permission to make an alteration to CP or assigned limited common property, if any, or common assets.

- e. Owners applying for permission to make an alteration to CP shall also comply with Appendix 1 to these bylaws, *Criteria Pertaining to Unit Alterations, Installations and Structures*. For greater surety, Appendix 1 is incorporated in these bylaws by reference.
- f. On receipt of an application for permission to alter CP, the Council shall consult with neighbours who may be affected by the proposed alteration. The findings of the consultation will be considered by Council when deciding on the application, but are not binding on the Council.
- g. Alterations to plumbing piping or drains, electrical wiring, or gas fittings which require a permit from a provincial agency or from the District of North Saanich require Council permission in advance and shall only be made by a licensed plumber, electrician or gas fitter, as applicable.
- h. Any owner wishing to make alterations to CP or common assets shall provide the Council with:
  - (1) The completed application plus the documents detailed in Appendix 1 including any building permits and related documents required by the District of North Saanich; and
  - (2) Evidence, if requested by the Council, of appropriate course of construction insurance coverage relating to the alteration.
- i. As a condition of approval of a request to alter CP or common assets, the Council will require the requesting owner who will benefit from the alteration to indemnify and save harmless the strata corporation, the Council and all other owners from liability for costs, expenses, damages or other charges, including all legal costs on a solicitor and own client basis, arising as a result of the alteration, and to agree in writing that he or she shall thereafter be solely responsible for the costs of maintenance and repair of the alteration. The Alteration and Indemnity Agreement, if approved, includes Council permission to make the alteration and establishes the required indemnity.
- j. Council approval and owner acceptance of the terms and conditions of the approved alteration request shall be documented in the Alteration and Indemnity Agreement, made in two copies, both of which shall be original. The Agreement must be complete in all respects and signed by the owners before Council will approve it and agree to the start of work on the alteration. The approved agreement will be held by the Council and by the owner, with a complete copy provided to the strata manager. A copy of the approved Agreement shall be attached to all *Strata Property Regulation Form B* Information Certificates issued for that strata lot.
- k. The Council may request owners of strata lots standing above crawl spaces containing undocumented alterations to CP to assume responsibility for strata corporation costs, if any, to repair and maintain such alterations by signing an Alteration and Indemnity Agreement covering the alteration(s). If a crawl space includes alterations for which the documentation on file is defective or deficient, the Council may request the owner of the strata lot above to sign new Agreements covering such alterations.

- l. An owner making alterations to CP will be solely responsible for any damage to and subsequent costs of repair of the common property as well as for any and all legal costs incurred by the strata corporation, on a solicitor and own client basis, in collecting the cost of repairs.
- m. On change of ownership of the strata lot, the Council shall request the purchasing owner to sign a Novation Agreement to accept the obligations, terms and conditions stated in the Alteration and Indemnification Agreement. The selling owner of the strata lot is responsible to inform his or her realtor of this requirement. Should the purchaser decline the request to assume responsibility for the strata corporation's costs, if any, to repair and maintain the alteration, the Council, in its sole discretion, may remove the alteration and charge back to the new owner the costs of removal and the restoration of the CP to its condition existing before the alteration was made.
- n. If Council approves a request to make an alteration to CP or common assets, the work must be completed within six months of the date of approval unless Council has agreed to a longer completion period.
- o. Construction debris and other unwanted items resulting from an alteration to common property shall be removed by the contractor or owner and not left on the common property. The strata lot owner shall be responsible for the cleanup of any mess made by the contractor on the common property. If the strata corporation is required to clean up any such mess, it will charge back the costs of the cleanup to the owner.

## **Division 2 – Powers and Duties of the Strata Corporation**

### **14. Repair and Maintenance of Common Property by the Strata Corporation**

- a. The strata corporation shall repair and maintain all of the following:
  - (1) common assets of the strata corporation;
  - (2) common property (CP) that has not been designated as limited common property (LCP) including, but not limited to:
    - (a) all roofs including roofs over alterations;
    - (b) the vinyl upper deck where it is still in place;
    - (c) skylights and similar openings for light in any roof segment;
    - (d) all foundation walls and foundation footings around the perimeter of each strata lot as well as the foundation components between those walls and the main floor joists as well as all similar foundation walls, footings and components standing within the crawl space, plus the crawl space floors;
    - (e) walls, windows and doors, all generally north facing, that face or open onto the CP, including the garage doors. Responsibility for the costs of maintenance may be affected by Alteration and Indemnity Agreements;
    - (f) all components of the supports for the main deck. Responsibility for costs of repair and maintenance may be affected by Alteration and Indemnity Agreements;

- (g) all attic spaces;
  - (h) all crawl spaces. Responsibility for costs of repair and maintenance may be affected by Alteration and Indemnity Agreements; and
  - (i) all common property external to the foundation walls of the residential buildings across all of the territory of the strata plan.
- (3) a strata lot in this strata plan, but the duty to repair and maintain it is restricted to:
- (a) the structure of the residential building in which the strata lot is located;
  - (b) exterior walls of a building (except for walls of an addition to a strata lot made by alteration);
  - (c) the main deck, the upper deck, chimneys, stairs and other things attached to the exterior of a building;
  - (d) railings and similar structures enclosing the main deck and upper deck;
  - (e) recognizing always that responsibility for costs of repair and maintenance may be affected by Alteration and Indemnity Agreements.
- b. Notwithstanding bylaw section 14 a., the strata corporation is not obligated to maintain, repair or replace any alterations, additions or improvements made by an owner to a strata lot to CP, or to LCP if any is assigned, or to pay the cost of repairing and maintaining any alteration made by an owner to CP, and/or LCP, and documented in an Alteration and Indemnity Agreement, all of which shall be the sole responsibility or cost (as the case may be) of the owner of the strata lot which has the benefit of such alteration. In a case of an alteration to CP or common assets made by an owner and not documented in an Alteration and Indemnity Agreement, the Council shall request the owner of the strata lot which has the benefit of such alteration to assume responsibility for strata corporation costs, if any, for repair and maintenance of that alteration by signing an Alteration and Indemnity Agreement.

**15. Repair and Maintenance of Specific Parts of Strata Lots by the Strata Corporation - Permanently**

- a. Strata Corporation Assumption of Maintenance Responsibility.

To provide a common level of repair and maintenance for all of the exterior of all strata lots, the strata corporation, as authorized by section 72 (3) of the *Strata Property Act*, from the date on which this bylaw becomes effective and in accordance with the conditions stated at bylaw section 15 b. below, permanently assumes responsibility to repair and maintain:

- (1) The walls, doors and windows, all generally south facing, which face the main deck and the upper deck where it still exists;
- (2) The surfaces of the main deck and the upper deck where it still exists as well as the railings around those decks;
- (3) The exterior walls, doors and windows of all additions built on the main deck or on the upper deck. The roof segments over these additions are all common property; and

(4) The walls, doors, and windows which face the PYA, including the chimney.

b. Conditions:

- (1) All changes which owners wish to make to any part of the strata lot defined in bylaw section 15 a. above shall be proposed as alterations to common property in accordance with bylaw 13 above; and
- (2) When an Alteration and Indemnity Agreement (formerly known as an Alteration Waiver) exists between the Council and an owner, current or past, regarding an alteration to any part of the strata lot defined in bylaw section 15 a. above, the owner must reimburse the strata corporation for its costs of repair and maintenance of that alteration. Where an alteration was made by a previous owner to any part of a strata lot defined in bylaw section 15 a. above and was not documented in an Alteration and Indemnity Agreement, the Council may request the current owner of the strata lot, which has the benefit of such alteration, to assume responsibility for strata corporation costs, if any, of maintenance and repair of that alteration by signing an Alteration and Indemnity Agreement.

**16. Repair and Maintenance of Specified Parts of Strata Lots by the Strata Corporation - Temporarily**

As authorized by section 72 (3) of the *Act*, the strata corporation may by resolution temporarily assume responsibility for repair and maintenance of parts of a strata lot not named in bylaw 15. Such an assumption of responsibility will require approval by a positive 3/4 vote of the strata corporation at a strata general meeting. The resolution authorizing the assumption of responsibility will clearly identify the purpose of the project, the affected parts of the strata lot(s), the strata lots affected, the work to be done, the effective period of the resolution and the method(s) which will be used to finance the project.

**17. Acquisition and Disposal of Personal Property by the Strata Corporation:**

- a. The strata corporation may purchase or otherwise acquire personal property for the use or benefit of owners in connection with their enjoyment of common property, common facilities or other assets of the strata corporation;
- b. The strata corporation may purchase or otherwise acquire personal property for use in the repair and maintenance of the common property and common assets;
- c. The strata corporation may sell or otherwise dispose of strata personal property; and
- d. The strata corporation must obtain prior approval by a resolution passed by a ¾ vote at a strata general meeting for any purchase, acquisition or disposal of strata corporation personal property if the personal property has a market value of more than \$5,000.

**18. Indemnification for Remedial and Legal Costs (Chargeback Bylaw)**

- a. Should the strata corporation undertake any remedial work or legal action with respect to a breach by an owner, tenant or occupant of the *Act*, the *Regulation*, the bylaws or the strata rules, then the responsible owner or tenant shall be liable for and shall pay the reasonable costs of remedying the contravention as well as the strata corporation's

legal costs incurred on a solicitor and own client basis which relate to the case and shall pay all of these costs within seven (7) days of receipt of a written demand for payment from the Council. The written demand may be in the form of an invoice issued on behalf of the Council by the strata manager.

- b. In these bylaws “legal action” includes any services provided to the strata corporation by a lawyer whether or not court or administrative tribunal proceedings of any kind are ultimately commenced, and includes the cost of defending and actions, claims, or disputes brought by an owner, occupant or tenant against the strata corporation in which such person is not substantially successful.
- c. Additional assessments, fines authorized by these bylaws, banking charges, filing costs, reimbursement of strata corporation costs for repair and maintenance of alterations to common property by owners, reimbursement of strata corporation costs incurred for work done by it in a strata lot at owner request, legal expenses, interest charges and any other expenses incurred by the strata corporation to enforce these bylaws, as they may be amended from time to time, or any rule which may be established from time to time by the Council pursuant to the Act or these bylaws, shall become part of the assessment of the responsible owner or tenant and shall become due and payable except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against title for such separate cost component. The written demand may be in the form of an invoice issued on behalf of the Council by the strata manager.

### **Division 3 – Strata Council**

#### **19. Strata Council General Responsibilities**

- a. The Council shall exercise the powers and perform the duties of the strata corporation, as the *Act* provides, including enforcement of these bylaws and the Strata Rules.
- b. The Council is authorized to enter into contracts for the provision of goods and services on behalf of the strata corporation and to engage a strata management company to assist and support the Council in its discharge of its responsibilities.
- c. The Council is authorized to spend strata corporation funds to achieve the objects of the annual operating budget as well as the projects for which expenditure from the contingency reserve fund (CRF) is approved and the projects for which funds are gathered by special levy.

#### **20. Strata Council and Strata Records Management**

- a. Council will make strata records authorized for disclosure available for inspection on receipt of a reasonable request in writing by an owner or a person authorized in writing by him or her, all as the *Act* provides.
- b. Council will share its record management authority with a strata manager.

## **21. Council Elections and Council Size**

- a. At each annual general meeting (AGM), the eligible voters present in person or represented by proxy must elect by majority vote a President, Vice-President, Secretary-Treasurer, Buildings Chair, Landscape Chair, Sites Chair and up to two Members at Large who will comprise the Council.
- b. Should less than eight (8) owners be elected to the Council at the AGM, the number of members elected shall be the maximum size of the Council for the balance of the term unless the number of elected members is raised to eight by an election at a special general meeting (SGM) held subsequent to the AGM.
- c. The Council is responsible for all aspects of the conduct of elections.
- d. Council shall appoint a nominating committee not later than three (3) months prior to the AGM to nominate eight (8) or more owners for election to Council for the next year. The existence of a nominations committee does not preclude nominations from the floor at the AGM.
- e. The spouse or partner of an owner may be elected to the Council whether or not he or she is on title for the strata lot. The term "partner" includes persons who are married to one another as well as persons who are living in a marriage-like relationship. There can be only one representative from a strata lot serving on Council at any time.
- f. No person shall stand for election to Council or continue to be on Council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under the Act or if a lien exists against that strata lot.

## **22. Council Term of Office; Return of Strata Records and Property on Leaving Council**

- a. The term of office of a Council member ends at the end of the AGM at which the new Council is elected.
- b. A person whose term as a Council member is ending is eligible for re-election except that a Council member shall not serve for more than four consecutive years.
- c. A Council member who retires or is removed from office is responsible to return to the Council Secretary-Treasurer within 30 days of the day of retirement or removal from Council all strata records and other strata property in his or her possession.

## **23. Removing a Council Member and Replacing a Removed Council Member**

- a. The strata corporation may, by a resolution passed by a majority vote at a strata general meeting, remove one or more Council members.
- b. After removing a Council member(s), the strata corporation must hold an election at the same general meeting to replace the removed member(s) for the remainder of the term. Owners nominated for election must be eligible to sit on the Council.

## **24. Replacing a Council Member Who Can No Longer Fulfil The Duties of the Position**

- a. If a Council member dies, resigns or is unwilling or unable to act for a period of two (2) or more months, the remaining members of the Council may appoint a replacement member for the remainder of the Council term (i.e., until the next AGM) from among all persons eligible to sit on the Council.
- b. The Council may appoint a replacement Council member under this bylaw even if the absence of the member being replaced leaves the Council without a quorum.
- c. If all members of the Council resign or are unwilling or unable to act for a period of two (2) or more months, persons holding at least 20% of the strata corporation's votes may hold a special general meeting to elect a new Council by complying with the provisions of the Act and these bylaws respecting the calling and holding of strata general meetings.

## 25. Officers

- a. One person cannot hold both of the offices of President and Vice-President at the same time. Otherwise, an elected member of the Council may hold more than one office at a time.
- b. The Vice-President has the powers and duties of the President:
  - (1) while the President is absent or is unwilling or unable to act, or
  - (2) for the remainder of the President's term if the President ceases to hold office.
- c. In the absence of both the President and the Vice-President, the Council members present shall from among themselves appoint a Chairperson for that meeting, who shall have all the duties and powers of the President while so acting.
- d. If an officer other than the President is unwilling or unable to act for a period of two (2) or more months, the Council members may appoint a replacement officer from among themselves for the remainder of the term.

## 26. Council Meetings

- a. Council meetings will normally be held monthly. The Council is responsible for the procedure at the Council meetings.
- b. Council meetings conducted in person or by video link will be recorded to facilitate producing Minutes. The Chair will announce the recording when the meeting starts. The recording will normally be made by the strata manager. The recording will be destroyed by the person who made it after the Minutes are issued in final draft form.
- c. Council meetings are held without observers present unless Council has given an owner, tenant, occupant or other person leave to attend, or leave to make a presentation before Council, or a person has requested a hearing before the Council in accordance with the *Act*, section 34.1 (right to request) or section 135 (contraventions of bylaws or Strata Rules). Persons making presentations to Council will usually do so at the start of the meeting and will leave when the presentation is finished.

- d. Hearings conducted in accordance with the *Act* sections 34.1 (right to request) or 135 (contraventions) must be held as the last item of new business at a Council meeting.
- e. The Minutes of Council meetings will normally be distributed to all owners within two weeks of the meeting whether or not the Minutes have been approved.
- f. Any Council member may call a Council meeting by giving the other Council members at least one (1) weeks' notice of the meeting and specifying the reason for calling the meeting. Such notice need not be in writing.
- g. A Council meeting may be held on less than one (1) weeks' notice if the notice is provided to all Council members and:
  - (1) at least 2/3 of the Council members consent in advance of the meeting, or
  - (2) the meeting is required to deal with an emergency situation and some Council members are unavailable to provide consent despite reasonable attempts to contact them.

## **27. Quorum for a Meeting of the Council**

- a. A quorum for a meeting of the Council is:
  - (1) 3, if the Council consists of 5 or 6 members; or
  - (2) 4, if the Council consists of 7 or 8 members.
- b. Council members must be present at a meeting of the Council to be counted in establishing the presence of a quorum.

## **28. Participation in Council Meetings by Electronic Means**

- a. A Council member may participate in all or part of a Council meeting by electronic means. In such a case, the member will be deemed to be present at the meeting.
- b. "Electronic means" in this bylaw includes telephone, video conference and any other electronic means that allows the member to hear the other participants and participate during the meeting.
- c. If a Council member participates in a meeting by electronic means, he or she must be present for the full discussion of an issue during the meeting to be eligible to vote on the issue.

## **29. Voting at Council Meetings**

- a. All decisions at Strata Council meetings must be approved by a majority of Council members who are present in person or by electronic means at the meeting and who are prepared to vote. The results of all votes at Council meetings shall be included in the Minutes showing the number of votes in favour of a resolution or motion, the number of votes opposed and the number of abstentions from voting, if any.
- b. Voting at Council meetings through representation by proxy is not permitted.

- c. If there is a tie vote at a Council meeting, the President may break the tie by casting a second, deciding vote. If the President is absent or is unwilling to vote a second time, the Vice-President will have a second, deciding vote.

### **30. Making Decisions by Electronic Voting Between Council Meetings**

- a. The Council may make decisions by electronic means between regular meetings as long as all participants can communicate with each other during the decision-making process;
- b. "Electronic means" in this bylaw includes email, telephone, video conference, texting, and other electronic means;
- c. Any member of Council may object to a particular matter being dealt with by electronic means between regular meetings. In such a case, the matter must be held undecided until it can be dealt with at an in-person Council meeting; and
- d. All decisions made by electronic means between in-person meetings must be reported out at the next in-person Council meeting and included in the Minutes of that meeting.

### **31. Requisition of Council Hearing as provided by the Act, section 34.1**

- a. By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a Council meeting.
- b. If a hearing is requested in writing, the Council must hold a meeting to hear the applicant within four weeks of the request.
- c. The applicant may be accompanied by a support person during the hearing.
- d. If the purpose of the hearing is to seek a decision of the Council, the Council must give the applicant a written decision within one week of the hearing.

### **32. Delegation of Powers and Duties of the Council**

- a. Subject to bylaw sections 32 b. and 32 c. below, and subject to any restriction imposed by direction given by the strata corporation at a strata general meeting, the Council may delegate some or all of its powers and duties to one or more Council members or to persons who are not members of the Council or to the strata manager (in accordance with the agency agreement), and may at any time revoke the delegation.
- b. The Council may delegate its spending powers or duties, but only by a resolution that:
  - (1) delegates authority to make an expenditure of a specific amount for a specific purpose; or
  - (2) delegates general authority to make expenditures in accordance with section 32 c.
- c. A delegation of a general authority to make expenditures must:
  - (1) set a maximum amount that may be spent, and
  - (2) indicate the purposes for which, or the conditions under which, the money may be spent.

- d. The Council may not delegate its powers to determine, based on the facts of a particular case:
- (1) whether a person has contravened a bylaw or a strata rule, or
  - (2) whether a person should be fined, and the amount of the fine.

### **33. Spending Restrictions**

- a. 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.
- b. Subject to bylaw section 33 c. below, if a proposed expenditure has not been approved in the budget or at a strata general meeting, the strata corporation may only make such expenditure out of the operating fund if the expenditure, together with all other unapproved expenditures, whether of the same type or not, that were made pursuant to this bylaw section 33 b. in the same financial year, is less than \$5,000.00. The Council shall advise all owners of any such expenditure.
- c. Notwithstanding bylaw section 33 b. above, the Strata Council may make an expenditure out of either the operating fund or the contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or prevent significant loss or damage. The Council shall advise all owners of any such expenditure.

### **34. Liability of a Council Member**

- a. A Council member or a volunteer who has been delegated duties by the Council in writing (a Council volunteer), who acts honestly 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 Council.
- b. Bylaw section 34 a. above does not affect a Council member's or Council volunteer's liability, as an owner, for his or her share of a judgment against the strata corporation.
- c. All acts done by the Council are, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of a member of the Council, as valid as if the Council member had been duly appointed or had duly continued in office.
- d. Each Council member or Council volunteer shall be indemnified and saved harmless by the strata corporation against any and all liability and costs, including costs as between a solicitor and client, for any acts or omissions while carrying out duties as a member of the Council or as a Council volunteer.
- e. Notwithstanding bylaw sections 34 a. and 34 d., there shall be no indemnity if a Council member or Council volunteer commits wilful misconduct, fraud, gross negligence, or wrongful exercise of authority in the performance of duties.
- f. For the purpose of this bylaw, "Council member" includes a former Council member.

- This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.
- g. The strata corporation shall obtain and maintain in force Director's Liability Insurance for members of the Council and Council volunteers indemnifying them from any claim against them for damages arising as a result of any act taken by the Council or a Council member or a Council volunteer in good faith and in accordance with bylaw section 34 a. above. The cost of such insurance shall be deemed to be part of the common expenses of the strata corporation and shall form part of the annual operating fund budget.

#### **Division 4 - Enforcement of Bylaws and Strata Rules**

### **35. Enforcement Procedure**

- a. Complaints regarding an alleged contravention of the *Act*, the *Regulations*, the bylaws or the Strata Rules will only be accepted for action by the Council or the strata manager if presented in writing. The Council will not entertain, investigate or act upon verbal complaints. Any member of the Council can receive a complaint. A Council member receiving a complaint made verbally will facilitate putting the complaint into written form. A complaint can be made by email provided that the person making the complaint can be clearly identified. Anonymous complaints will not be accepted. A Council member can make a complaint.
- b. The Council must respond in writing to written complaints within four (4) weeks of receipt.
- c. As required by section 135 of the *Act*, the Council must follow the procedure set out below when dealing with an alleged contravention of the *Act*, the *Regulations*, the bylaws or the Strata Rules:
- (1) If the complaint/allegation is against a member of the Council, that member must not be involved in any way in the Council action on the complaint;
  - (2) The complaint/allegation will be investigated by the Council;
  - (3) The Council will decide, based on the findings of the investigation, whether or not the allegation is valid. If the allegation is unfounded, the complainant will be advised and the matter will be closed;
  - (4) If the allegation is accepted as apparently being factual, Council will advise the alleged offender of the allegation in writing along with a copy of the complaint, will ask for a response to the complaint notice in writing within two weeks and, in lieu of a written response, will also offer a hearing with the Council where the accused person can answer the complaint in private. The alleged offender will be told that if the allegation is proven to be true, that the penalty may include a fine. The alleged offender will also be told that if there is no written response to the complaint notice within two weeks or if no request for a hearing is made within two weeks, the Council will make its decision on the allegation based on the information it has in hand;
  - (5) If the alleged offender is a tenant, Council will tell the owner and the landlord of the allegation;

- (6) If the alleged offender requests an unredacted copy of the actual complaint, the Council will provide the unredacted copy;
- (7) If a hearing is requested, it will be conducted as a part of a Council meeting. No observers will be permitted during the hearing. The alleged offender may be accompanied at the hearing by a support person of his or her choosing;
- (8) When the alleged offender has made his or her presentation to the Council at the hearing and has answered questions, if any, he or she will leave the hearing location;
- (9) The Council must then make decisions:
  - (a) If the Council decides that the allegation is not proven, it will dismiss the complaint and promptly advise the alleged offender and the complainant in writing. If the alleged offender is a tenant, the landlord and the owner will also be told of the dismissal; or
  - (b) If the Council decides that the allegation has been proven to be true, it will apply such a penalty as it decides is appropriate, up to the limits set in the strata bylaws. The offender will be told in writing of the Council's decision and the penalty within one week of its being made. The decision and the penalty will be entered in the Minutes of the Strata Council meeting. The entry in the Minutes will be along the lines of "The owner of strata lot XX was found to have contravened bylaw YY. Council imposed a penalty of a warning letter/a fine of \$ (state the specific amount)." If the offender is a tenant, Council will tell the landlord and the owner of the decision and the penalty in writing within one week of the decision being made.

### 36. Enforcement Options

The Council may:

- a. Issue the offending owner or tenant a warning letter; and / or
- b. Do what is reasonably necessary to remedy a contravention of the *Act*, the *Regulations*, the bylaws or the Strata Rules, including:
  - (1) after giving the notice required by bylaw 9, entering into and doing work on or to a strata lot, the common property or common assets, and/or
  - (2) removing objects from the common property or common assets; and
- c. After complying with bylaw 35,
  - (1) may fine the offending owner or tenant:
    - (a) up to two hundred dollars (\$200), or such higher amount as is permitted by the *Strata Property Regulation*, at the discretion of the Council, for each contravention of a bylaw except for a contravention of a short-term accommodation prohibition bylaw;

- (b) up to fifty dollars (\$50), or such higher amount as is permitted by the *Strata Property Regulation*, at the discretion of the Council, for each contravention of a Strata Rule; or
  - (c) up to one thousand dollars (\$1,000), or such higher amount as is permitted by the *Strata Property Regulation*, at the discretion of the Council, for each day or night the strata lot is licensed for use in contravention of a short-term accommodation bylaw; and
- (2) charge back the reasonable costs of remedying the contravention to the person who may be fined for the contravention under section 130 of the *Act*; and
  - (3) if an activity or lack of activity that constitutes a contravention of a bylaw or a Strata Rule continues, without interruption, for longer than seven days, impose a fine every seven days.

#### **Division 5 - Insurance, Damage Recovery, Responsibilities and Financial Effects**

- 37. a. At least once in every three financial years, the strata corporation must obtain an appraisal of the property from a qualified appraiser for the purposes of determining the full replacement value new as required by section 149(4)(a) of the *Act*.
- b. The strata corporation must obtain and maintain insurance:
  - (1) on the items listed under section 149 (1) of the *Act* against all major perils listed in section 9.1(2) of the *Strata Property Regulation*; and
  - (2) against liability for property damage and bodily injury as prescribed in section 150 (1) of the *Act*; and
  - (3) on the items listed under section 149 (1) of the *Act* against the following perils, if such coverage is commercially available and economically feasible, including:
    - (a) earthquakes;
    - (b) sewer backups; and
    - (c) floods;
  - (4) against theft or misappropriation of funds;
  - (5) for director's and officer's liability coverage in a minimum amount of one million dollars (\$1,000,000) and to a maximum amount as advised by the strata corporation's insurance broker; and
  - (6) against loss of income, injury or dismemberment for persons performing work for the strata corporation in a voluntary capacity.
- c. Owners, tenants, occupants or visitors must not:
  - (1) do anything or omit to do something that will substantially increase the risk of fire or the rate of insurance on the buildings; or

- (2) cause damage, other than reasonable wear and tear, to the common property, limited common property, common assets or parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the *Act*.
- d. Subject to the *Regulation* and this bylaw:
- (1) the payment of an insurance deductible in respect of a claim on the strata corporation's insurance, or
  - (2) paying the cost of repairing damages or loss caused to building components and fixtures that the strata corporation must repair and maintain if the amount is less than the level of the strata corporation's applicable insurance deductible,
  - (3) are common expenses to be contributed to by means of strata fees calculated in accordance with sections 99(2) or 100(1) of the *Act* and shall be charged to the contingency reserve fund without requiring approval by a vote of the strata corporation.
- e. Despite any other section of the *Act* or the *Regulation*, section 158 (3) of the *Act* provides that strata corporation approval is not required for a special levy or for an expenditure from the contingency reserve fund to cover an insurance deductible required to be paid by the strata corporation to start work to repair or replace damaged property, unless the strata corporation has decided not to repair or replace the damaged property as provided by section 159 of the *Act*. Such action by the Council does not preclude the recoupment of all of the funds expended in such a case and their disbursement to the CRF and/or to owners as may be applicable.
- f. The strata corporation:
- (1) may cause its contractors and agents to carry out emergency response work on the common property and / or within a strata lot, even if the loss or damage appears to be uninsured, or below the applicable insurance deductible; and
  - (2) is responsible to make good any damage caused by its investigations or repair (including but not limited to drying) of those parts of the strata lot (including, but not limited to, the structure and exterior of the building) that it has a duty to repair under the bylaws; and
  - (3) must, when repairing or making good damage caused by its investigations or repairs, return any flooring, walls or ceilings damaged by such work to a condition where such components are ready for finishing paint to be applied or for laying of floor covering equivalent to the floor covering which was damaged to be laid; but
  - (4) is not required to remove, store, restore, or replace any alterations to a strata lot that were made by the owner or by a previous owner of the strata lot; and

- (5) will charge back to the owner(s) of a strata lot the costs for any repairs made by it at the request of the owner(s) to those parts of the strata lot that the owner is responsible to repair and maintain, and which the strata corporation was not obligated to repair under bylaw subsections 37 g. (2) and 37 g. (3) above.
- g. Owners or tenants must reimburse the strata corporation for the costs of any emergency response, repairs and cleanup incurred by the strata corporation, plus the cost of any losses, damages, or repairs to the owner's or tenant's strata lot, another strata lot, the common property or the contents of the same, if:
- (1) that owner or tenant is responsible for the loss or damage;
  - (2) parts of the owner's strata lot that the owner is responsible to repair and maintain were repaired during the strata corporation's emergency response;
  - (3) the loss or damage arose out of or was caused by or resulted from an act, omission, negligence or carelessness of:
    - (a) that owner or tenant; or,
    - (b) any member of that owner's or tenant's family or pet(s); or
    - (c) that owner's or tenant's guests, employees, contractors, agents, tenants, volunteers, or their pets,
  - (4) but only to the extent that such expense is not, or would not be, met by the proceeds received from any applicable insurance policy, excluding the insurance deductible which is payable by the responsible owner or tenant.
- h. Without restricting the generality of the foregoing, an owner or tenant is responsible for:
- (1) any damage caused by water escape from that owner's or tenant's strata lot caused by failure of a water line which serves only that strata lot or any other type of damage caused by or arising out of the operation of any appliance or equipment located in that strata lot or a fixture which forms a part of the owner's or tenant's strata lot including, but not limited to, hot water tanks, dishwashers, clothes washing machines, sinks, toilets, showers, faucets, bathtubs, hot tubs, appliance water lines and refrigerators;
  - (2) any damage arising out of any alteration, improvement or addition to the strata lot or common property installed by that owner or tenant or by a prior owner or tenant of that strata lot;
  - (3) any damage to property that an owner or tenant is required to repair or maintain;
  - (4) any damage due to an owner, tenant or occupant not ensuring that their strata lot interior is maintained at a minimum temperature of 10 degrees Celsius, year-round; and,
  - (5) any damage due to a water pipe leak which occurs in a pipe which is not common property; or

- (6) any other loss or damage whatsoever that the Council reasonably determines resulted from or was contributed to by failure by an owner, a tenant or an occupant to comply with these bylaws.
- i. An owner or tenant shall indemnify and save harmless the strata corporation from any cost or expense for repair, maintenance or replacement to the strata lot or common property, including legal costs as between a solicitor and his or her own client, that the owner or tenant is responsible for, but only to the extent that such expense or cost is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and for purposes of this bylaw will be charged to the responsible owner or tenant. The written demand for payment may take the form of an invoice issued by the strata manager on behalf of the strata corporation.
- j. For purposes of this bylaw, the lesser of the amount of the damages or the insurance deductible plus any uninsured repair costs, emergency response costs and related legal costs, may be charged back to the owner or tenant and will become due and payable as part of the monthly assessment for that strata lot on the first day of the month following the date on which the expense was incurred by the strata corporation.
- k. For greater certainty, an owner or tenant is responsible to pay amounts due under this bylaw even if:
- (1) that owner or tenant is not negligent and such responsibility shall be construed as a strict liability standard for purposes of payment of the insurance deductible in accordance with section 158 (2) of the Act; and
  - (2) the loss or damage is covered by the strata corporation's insurance but the strata corporation does not make a claim against its insurance, even when the loss or damage exceeds the applicable deductible.
- l. Owners, occupants, tenants and visitors may not claim any compensation from the strata corporation for any:
- (1) un-insured loss or damage, or
  - (2) loss or damage to the property or person of an owner, occupant, tenant or visitor arising from any failure of the common property or any part of a strata lot that the strata corporation must repair and maintain, where the total cost of such loss or damage is less than the applicable insurance deductible, unless the loss or damage resulted from a negligent act or omission on the part of the strata corporation.
- m. Notwithstanding bylaw section 37 m. above, if a failure of the common property results in loss or damage to a strata lot that falls below the strata corporation's applicable insurance deductible, the strata corporation must pay to the owner or tenant of the strata lot the lesser of:

- (1) the actual amount of damages or loss, or
  - (2) the applicable deductible payable under that owner's or tenant's insurance coverage; or
  - (3) \$2,000.
- n. Immediately upon discovery of a problem, owners and tenants must tell the Council or the strata manager the details of any water ingress, mould growth, accidents or failure of any water pipes, toilets or drains in any strata lot or in any part of the common property.
  - o. Nothing in this bylaw should be construed or interpreted as permitting the strata corporation to charge back to a responsible owner or tenant the costs of loss or repair of damage or an insurance deductible without first completing the enforcement process required by section 135 of the *Act* (contraventions) and specified in bylaw 35 above.

### **Division 6 - Strata Annual and Special General Meetings**

#### **38. Authority for Conduct and for the Procedure for Strata General Meetings at Eagle Ridge Estates**

- a. For all strata general meetings, the Council is responsible for the agenda, the issuing of the Notice of Meeting, making all meeting arrangements and for all of the procedure including conduct of elections.
- b. Strata general meetings will be recorded to facilitate producing the Minutes. The Chair will announce the recording at the start of the meeting. The recording will normally be made by the strata manager. The recording will be destroyed by the person who made the recording after the Minutes have been accepted in final draft form by the Council and issued to all owners.

#### **39. Chairing General Meetings**

- a. Strata general meetings must be chaired by the President of the Council.
- b. If the President is absent or is unwilling or unable to act, the meeting must be chaired by the Vice-President.
- c. If neither the President nor the Vice-President chairs the meeting, a Chairperson must be elected by the eligible voters present in person or represented by proxy from among those persons who are present at the meeting.

#### **40. Participation by Other Than Eligible Voters**

- a. Owners, tenants and their spouses or partners may attend strata general meetings, whether or not they are eligible to vote.
- b. Persons who are not eligible to vote may participate in the discussion at the meeting, but only if permitted to do so by the Chair of the meeting.
- c. Persons not eligible to vote must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

#### 41. Voting at Strata General Meetings

- a. At all strata general meetings, with the exception of a general meeting held by electronic means, voting cards must be issued to eligible voters.
- b. At all strata general meetings, with the exception of a general meeting held by electronic means, a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- c. If a precise count is requested, the Chair must decide whether it will be conducted by:
  - (1) a show of voting cards. This method is not available at a general meeting conducted by electronic means;
  - (2) by roll call, which means that each strata lot number will be called out by the chairperson and the person holding the vote for that strata lot will be asked how the vote for that strata lot will be cast;
  - (3) by written ballot, which means that owners will fill out their ballots at their seats and a ballot box will be passed around for collection of those ballots. This method is not available at a general meeting conducted by electronic means;
  - (4) by secret ballot, which means that ballots will be filled out and deposited at a voting station. This method is not available at a general meeting conducted by electronic means; or
  - (5) by some other method.
- d. The outcome of each vote, including the number of votes for and against the resolution or motion, and the number of abstentions, must be announced by the Chair and recorded in the Minutes of the meeting.
- e. If there is a tie vote at a strata general meeting:
  - (1) 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; and
  - (2) if neither the President nor the Vice President of the Council casts a second deciding vote, the Chairperson chosen in accordance with bylaw section 39 c. may break the tie by casting a second, deciding vote, but only if that Chairperson is an eligible voter.
- f. With the exception of a general meeting held by electronic means, and despite anything in this bylaw, an election of Strata Council or any other vote must be held by written ballot, if a written ballot is requested by a majority of eligible voters.
- g. The vote for a strata lot may not be exercised, except on matters requiring a unanimous vote or a positive 80% vote to pass, if the strata corporation is entitled to register a lien against that strata lot under section 116 (1) of the *Act*. The strata lot's vote must not be considered for the purposes of establishing the presence of a quorum in accordance with section 48 or for the purposes of sections 43 (1) , 48 (2) and 51(3) of the *Act*.

## 42. Proxies

- a. An owner unable to attend a strata general meeting may appoint an adult person to be his or her proxy at the meeting. A proxy need not be an owner. A form for appointment of a proxy will be included with the Notice of Meeting.
- b. A proxy appointment can be general, or for a specific meeting or for a specific resolution at a specific meeting.
- c. The document of appointment as a proxy is the property of the proxy.
- d. At the general meeting, a proxy may vote as agreed with the appointing owner or as the proxy decides.

## 43. Order of Business at Strata General Meetings

The order of business at Annual or Special General Meetings is as follows:

- a. certify proxy appointments, confirm the credentials of first mortgagees and corporate representatives and issue voting cards;
- b. determine that a quorum is present and that the meeting may begin. A quorum is owners from one third of the strata lots, present in person or represented by proxy and not disqualified from voting;
- c. elect a person to chair the meeting, if necessary;
- d. present to the meeting proof of the notice of meeting or waiver of the notice;
- e. approve the agenda;
- f. approve the Minutes from the most recent strata general meeting;
- g. deal with unfinished business, if any;
- h. receive reports of Council activities and decisions since the previous Annual General Meeting, including reports of committees, if the meeting is an Annual General Meeting;
- i. ratify any new Strata Rules made by the Council under section 125 of the *Act* since the most recent strata general meeting as well as any changes made to existing Strata Rules which remain in effect;
- j. receive a report on insurance coverage in accordance with section 154 of the *Act*, if the meeting is an Annual General Meeting;
- k. approve the budget for the current year in accordance with section 103 of the *Act*, if the meeting is an Annual General Meeting;
- l. deal with new business, including any matters about which notice has been given under section 45 of the *Act*;
- m. elect a Strata Council, if the meeting is an Annual General Meeting; and
- n. terminate the meeting.

#### 44. Minutes of Strata General Meetings

The Council is responsible to create the draft Minutes of each strata general meeting and ensure their distribution to all owners within 30 days of the meeting.

### Division Seven - Respect for Community and for Personal Information

#### 45. Respectful Community

- a. Eagle Ridge owners, occupants, tenants and Council members shall conduct themselves courteously towards other owners, occupants, tenants, visitors, Council members, the strata manager, its contractors and agents.
- b. An owner, tenant, occupant, or visitor must not at any time in written correspondence, electronic communication, or in person in a strata lot or on the common property:
  - (1) humiliate or disparage a person regarding, but not limited to, their race, ethnicity, religion, age, sexual orientation or status;
  - (2) engage in bullying, intimidating, stalking, harassing, unreasonable and/or aggressive conduct against another person or group of persons;
  - (3) engage in a physical altercation except in self defence;
  - (4) obstruct, stall, or otherwise interfere with any person providing work or services on behalf of the strata corporation including, but not limited to, a manager, service worker, landscaper, contractor, caregiver, caretaker, volunteer, or Council member; or
  - (5) make spurious, vexatious, or frivolous complaints of bylaw violations against another owner, occupant or tenant.

#### 46. Personal Information - Strata Privacy Policy and Strata Privacy Officer

The strata corporation shall create and adopt a policy to protect personal information, commonly known as a privacy policy, as is required by the *Personal Information Protection Act* (PIPA). The Council shall appoint a Privacy Officer, usually the Secretary-Treasurer. The appointment will be recorded in the Minutes of the Council. The Privacy Officer will respond to all inquiries regarding personal information held by the strata corporation as the PIPA and the policy provide. The policy itself is included in the Resident Information Manual.

### Division Eight - Miscellaneous Matters

#### 47. Small Claims, Forced Sale, Evictions, and Civil Resolution Tribunal Actions

In addition to the levying of fines, the collection of remedial costs, and any other remedies it may have under these bylaws, the strata rules, the *Act*, or the common law, the strata corporation may:

- a. commence and prosecute small claims actions for the recovery of any monies owing to the strata corporation without the necessity of having the action approved by a three-quarter (3/4) vote of the owners;

- b. as provided by section 117 of the *Act*, commence and prosecute a forced sale action against any owner who is in arrears of strata fees or special levies, without the necessity of having the action approved by a three-quarter (3/4) vote of the owners, and may, as provided by section 96 of the *Act*, expend funds from the contingency reserve fund (CRF) on the legal fees and disbursements up to \$5,000 per case, to conduct the proceedings;
- c. as provided by section 138 of the *Act*, commence and prosecute the eviction of a tenant who has repeatedly or continuously contravened a reasonable and significant bylaw, without the necessity of having the action approved by a three-quarter (3/4) vote of the owners, and may, as provided by section 96 of the *Act*, expend funds from the CRF on the legal fees and disbursements up to \$5,000 per case, to conduct the proceedings; and
- d. make a request under section 4 of the *Civil Resolution Tribunal Act* asking the Civil Resolution Tribunal to resolve a dispute concerning any strata property matter over which the Tribunal has jurisdiction, without the necessity of having the action approved by a three-quarter (3/4) vote of the owners, and may, as provided by section 96 of the *Act*, expend funds from the CRF on the legal fees and disbursements up to \$3,000 per case, to conduct the proceedings.

**48. Vehicles on the Common Property - Parking, Repairs, Towing of Offending Vehicles**

- a. An owner must not keep any recreational vehicle (RV) on the common property other than in the designated RV/overflow parking area. This restriction shall not prevent an owner, tenant or occupant from parking his or her RV for a period not in excess of three consecutive days in his or her driveway for cleaning or loading/unloading. No vehicle shall extend beyond the driveway or in any way impede traffic or access to any other strata lot or to the common property.
- b. Owners must not park vehicles outside garages for more than three consecutive days. Overflow parking and long-term parking for vehicles is available, with permission, in the area designated for it. In the event of special circumstances, residents must apply by email or in writing to the Secretary-Treasurer to receive Council approval to park at home beyond the 3-day limit.
- c. An owner must not carry out any mechanical repairs to any motor vehicle or other mechanical equipment around their strata lot or on adjacent common property, excepting those repairs that can be conducted indoors, within the unit. No excessive noise or emissions shall be allowed to be generated from such repairs. Owners shall not store on common property any motor vehicles without third-party insurance coverage, or derelict or unsightly vehicles or equipment. Council shall determine what is derelict or unsightly. Any vehicle owner, upon receipt of written notice from the Council, shall remove the offending vehicle or equipment within 48 hours of receipt of the notice. Should the owner fail to do so, the Council may have the offensive vehicle towed away and stored at the expense of the owner. All strata costs associated with the removal and storage shall be charged back to the owner.

#### 49. Sale of Strata Lots

- a. An owner selling a strata lot, or his or her agent, may hang a "For Sale" sign of the standard pattern on the signpost at the front gate. The sign should carry the message on both sides.
- b. "Open House" activities may be conducted between the hours of 10:00 AM and 4:00 PM. The seller's agent can place three portable signs on such days: one at the front gate, one on the intersection of the selling owner's street and the ERE main road to point the way and one at the house being sold.
- c. Selling owners must inform their realtor in writing about, and provide them with, all Alteration and Indemnity Agreements which apply to their strata lot and must provide the purchaser with a Novation Agreement (s) for consideration for signature on or as of the prescribed effective date for such agreement (s).

#### 50. Strata Administration for Rentals of Strata Lots

Definition: "landlord" means an owner or an owner's agent who rents a strata lot or a part thereof to a tenant under a tenancy agreement and a tenant who rents a strata lot or a part thereof to a sub-tenant under a tenancy agreement.

NOTE: Owners intending to rent out their strata lot through a tenancy agreement governed by the *Residential Tenancy Act* and become landlords must comply with the rental provisions of the *Strata Property Act (Act)* and the strata VIS 1579 Eagle Ridge Estates bylaw section 8 above which strictly limits the number of persons who can reside in a strata lot.

- a. When an owner rents or leases all or part of his or her strata lot to a tenant or an occupant who does not reside with an owner or tenant (an "unaccompanied occupant"), the owner must:
  - (1) deliver to each tenant or unaccompanied occupant the current bylaws and strata rules of the strata corporation and a *Strata Property Regulation* Form K Notice of Tenant's Responsibilities;
  - (2) Provide the Council with written notice of each tenant's or unaccompanied occupant's name, telephone number and email address (if provided by express consent), and the name of all occupants, if any, who will be residing with the tenant and their contact information;
  - (3) Within two weeks of renting a strata lot, provide the Council with a copy of the Form K - Notice of Tenant's Responsibilities signed by all adult tenants, in accordance with section 146 of the *Act*;
  - (4) Provide the owner's postal address, email address and telephone number for the period of the tenancy agreement. Provide the landlord's postal address, email address and telephone number for the period of the tenancy agreement if the owner is not the landlord of record.

- b. All non-resident owners will be requested and encouraged to provide an email address to the Council by express consent for the purpose of receiving notices, records or documents from the strata corporation.
- c. The strata corporation may provide owners and tenants with documents and notices of Council meetings and strata general meetings by email sent to the email address if provided by them under bylaw subsection 50 a. (2) above. If an email address is not provided, the documents and notices will be provided through postal mail. If the postal mail service is disrupted, the documents and notices may be delivered by hand.
- d. Owners who fail to provide a Form K as required by these bylaws may be subject to a fine of up to \$200 per week, until the Form K has been provided. Section 135 of the *Act* and bylaw 35 above both apply to such action.
- e. If a tenant or a tenant's occupant is alleged to have contravened a bylaw or a Strata Rule, or is considered as being responsible for damage or remedial costs, then the strata corporation must follow the procedure set out in section 135 of the *Act* and specified at bylaw 35 above with the tenant, before levying on the tenant the cost of repair of any damages, or the cost of an insurance deductible or any other remedial cost, or imposing a fine against the tenant. The strata corporation must not act directly against the landlord and the owner without first giving due process to the tenant.
- f. If, after complying with bylaw section 50 e. above, the strata corporation fines a tenant or requires a tenant to pay the costs of remedying a contravention of the bylaws or Strata Rules, the strata corporation may collect the fine or costs from the tenant or, if the tenant refuses to pay, from the tenant's landlord and the owner, but may not collect an amount that, in total, is greater than the fine or costs.
- g. If the landlord or the owner pays some or all of the fines or costs levied against the tenant, the tenant owes the landlord or owner the amount paid.
- h. When a tenant or occupant fails to pay a user fee imposed under the bylaws or Strata Rules for a use of common property or common assets, the Council will inform the landlord or owner of the strata lot at which the tenant or occupant resides of the unpaid fee and collect it from the landlord or owner.
- i. A landlord or owner shall advise the Council as soon as feasible if he or she learns that there are occupants of the strata lot who are not listed on the current Form K.
- j. Assignment of an Owner's Rights - Tenancy Agreement of Less Than Three Years Duration. If a tenancy agreement is for a period of less than three years, a landlord intending to assign to the tenant some or all of the landlord's powers with respect to the rented strata lot shall comply with section 147 of the *Act*.
- k. Long Tenancy Agreement - Three Years or a Longer Duration. If the tenancy agreement is for a period of three years or a longer period, the landlord, the intended tenant(s) and the strata corporation shall comply with the provisions of section 148 of the *Act*. The tenant(s) shall have the rights of an owner to participate in strata general meetings, to vote and to be elected to the Council.

- i. Sub-Letting Under a Tenancy Agreement. A landlord who agrees to permit a tenant to sub-let a rented strata lot or a part thereof to another person shall provide the details to the Council as soon as the sub-letting agreement is signed. A new *Strata Property Regulation* Form K will be required.
- m. Assignment of a Tenancy Agreement. A landlord who agrees to the assignment of a tenant's rights under a tenancy agreement to a third party who becomes the new tenant of the landlord, shall provide the details to the Council as soon as the assignment agreement is signed. A new Form K will be required.
- n. A landlord must notify the Council as soon as reasonably possible if they initiate action to evict a tenant from a strata lot under circumstances set out in section 137 of the *Act* and as authorized by section 47 of the *Residential Tenancy Act*.
- o. Eviction of a Tenant by the Strata Corporation  
In the event circumstances set out in section 138 of the *Act* occur, the strata corporation will act against a tenant under section 47 of the *Residential Tenancy Act* to secure the eviction of that tenant and the return of the strata lot to the landlord.

## 51. Forest Management

- a. No person shall alter or remove a tree growing or standing on strata common property without the approval of Council or its designate.
- b. In order to ensure sound conservation of the tree canopy, soil, water and natural environment, Eagle Ridge Council shall manage the forest in accordance with its Forest Management Plan which must be based in sound arboricultural practice (i.e., ANSI A300 Tree Care Standards (ANSI = American National Standards Institute)).
- c. The Forest Management Plan shall include, at a minimum:
  - (1) Provisions on tree canopy retention and replacement program, forest regeneration, forest health and biodiversity, riparian area protection, Fire Smart best practices and invasive species management;
  - (2) Provisions to permit the alteration or removal of hazardous trees, or trees damaging infrastructure, based on advice from a qualified tree professional;
  - (3) A schedule of forest management activities including pruning, re-planting and young tree maintenance, watering, invasive removal etc.
  - (4) A decision-making tree/schedule for determining when to hire a contractor versus using in-house resources.
  - (5) A schedule of acceptable replacement plantings, including size and type, for the common forest areas.
  - (6) Performance measures with targets for:
    - (a) Tree canopy cover (%);
    - (b) Forest management budget (capital and operating) per year.
    - (c) Invasive plant removal (volunteer hours and amount spent on landscape company help);

- (d) Trees removed and replaced per year (species, size, etc.) and reason (disease, hazard, Fire Smart, etc.); and
  - (e) Seedlings planted per year.
- d. Council shall ensure that, on average, at least 5 trees are planted for every tree removed;
  - e. Council shall, at least every 5 years, submit an updated Forest Management Plan to the Director of Planning, District of North Saanich, for review and approval;
  - f. Council shall offer to District of North Saanich staff, at least once per year, an inspection walking tour of the property; and
  - g. Council shall annually submit a performance measures data report to the Director of Planning, District of North Saanich, for the performance measures stated in bylaw subsection (6) above.

## 52. Severability and Interpretation and Definitions

- a. For the purposes of interpretation of these bylaws and any amendments, additions or alterations to them, each heading, paragraph and subparagraph shall be deemed to be a separate section with the intent that should an arbitrator or the Civil Resolution Tribunal or a court of competent jurisdiction find that any such heading, paragraph or subparagraph of these bylaws or any amendments is void for uncertainty or is beyond the legal competence of the strata corporation or is for any other reason unenforceable, then such heading, paragraph or subparagraph shall be deemed to be severable and the remaining headings, paragraphs and subparagraphs of these bylaws shall be interpreted so as to be given the broadest meaning possible and such headings, paragraphs and subparagraphs shall remain in force and effect.
- b. For interpretation of these bylaws and any amendments to them:
  - "the Act" means the *Strata Property Act*, Statutes of BC (SBC), 1998, c.43, as amended;
  - "alteration" means any additions, modifications, or changes:
    - (a) to the parts of a strata lot; or
    - (b) to those parts of a strata lot for which the strata corporation has assumed responsibility for repair and maintenance on a permanent basis; or
    - (c) to any parts of the common property and common assets.
  - "BC" means British Columbia;
  - "building envelope" means the physical barrier that separates the interior building from the external elements. It includes the foundations and exterior walls, all windows and doors and all parts of all roof segments. The term does not distinguish between parts of a strata lot and the common property. Maintenance of the integrity of the building envelope is a Council task;
  - "bylaw" usually means a bylaw of the strata corporation. It may also mean a bylaw of the Capital Regional District or a bylaw of the District of North Saanich;
  - "common asset" means personal property held by or on behalf of a strata corporation and land held in the name of or on behalf of a strata corporation that is not shown on the strata plan or shown as a strata lot on the strata plan;

"common property" means:

that part of the land and buildings shown on a strata plan that is not part of a strata lot, including at ERE all crawl spaces and the attic spaces above the garage and above the rooms on the upper level of the strata lots, and pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located:

- within a floor, wall or ceiling that forms a boundary;
  - between a strata lot and another strata lot,
  - between a strata lot and the common property, or
  - between a strata lot or common property and another parcel of land, or wholly or partially within a strata lot, if they can be used in connection with the enjoyment of another strata lot or the common property;

"common expense" means expenses relating to the common property and common assets of the strata corporation or which are required to meet any other purpose or obligation of the strata corporation;

"contingency reserve fund" (CRF) means a fund for paying common expenses that usually occur less often than once a year or that do not usually occur;

"Driveway/brick apron" means the area paved with interlocking bricks measuring 18 feet wide and 21 feet in depth located in front of the main garage door of each Eagle Ridge townhouse;

"habitable area" means the area of a residential strata lot which can be lived in, but does not include patios (ERE main deck), balconies (ERE upper deck), garages, parking stalls or storage areas other than closet space;

"harassment" means:

(a) harassment with the meaning of the *Canada Human Rights Act* including comments based on race, national or ethnic origin, colour, religion, age, sex, (which includes pregnancy and child birth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and pardoned conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered, so long as such conduct occurred within the strata corporation, or at strata meetings held virtually or at strata meetings held outside the strata corporation property;

(b) improper conduct in a series of incidents or one severe incident by an owner, tenant, occupant, or individual, that is directed at and which the owner, tenant, or occupant knew or ought reasonably to have known would cause offence or harm to that person, including objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threatening conduct or words;

(c) following or recording another owner, occupant or tenant without their consent or against their wishes outside of a general meeting while on common property or in their strata lot;

- (d) sending an unreasonable amount of correspondence to the council or property manager which correspondence includes communications by letter, email or other form of electronic communication such as text messages;
- (e) making spurious, vexatious, or frivolous complaints of bylaw violations against another owner, occupant, or tenant;
- (f) making an unreasonable number of demands of a council member, property manager, agent, contractor, other owners, occupants and tenants to provide information, hold hearings, or to carry out actions; or
- (g) directly instructing the strata corporation's strata manager, agents, contractors, or their employees to complete additional tasks, stop work, alter procedures or to do anything that interferes with Council instructions to, or the strata corporation's contracts with, its contractors or agents.

"hazard" is defined as any condition or situation that presents a risk of harm to residents, their property or the common property or common assets;

"hearing" means an opportunity to be heard in person at a Council meeting;

"limited common property" (LCP) means common property designated for the exclusive use of owners of one or more strata lots. At November 2025, there is no LCP at ERE;

"indemnity" means protection of the strata from financial harm caused by an owner or by damage to common property or common assets resulting from an alteration;

"licensee" is an occupant but not a tenant. Provisions of the *Strata Property Act* which relate to tenants and tenancies do not apply to licensees;

"manager or strata manager" means an agent or employee of the property management company retained by the strata corporation to provide management assistance to the Council;

"majority vote" means a vote in favour of a resolution by more than one half (1/2, 50%) of the votes cast by eligible voters who are present in person or represented by proxy at the time the vote is taken and who have not abstained from voting;

"notice" means any request, statement or other document required or permitted to be given by the strata corporation to the owner of a strata lot or by an owner to the strata corporation.

"novation" means a three-way contract which extinguishes a contract and replaces it with another contract in which a third party takes up the rights and obligations which duplicate those of one of the original parties to the agreement. Consideration must be provided for this new contract unless the novation is documented in a deed or an agreement signed by all the parties;

"nuisance" means an unreasonable interference with someone's use and enjoyment of his or her strata lot or the common property which originates outside of the complainant's strata lot, but need not be constituted by an actual physical invasion of or encroachment onto or into the strata lot;

"occupant" means a person, other than an owner or tenant, who resides in or occupies a strata lot for at least 30 days in any 6-month period;

"owner" means a person, including an owner developer, who is a person shown in the register of a Land Title Office (LTO) 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 unless there is:

- a registered agreement for sale, in which case it means the registered holder of the last registered agreement for sale, or
- a registered life estate, in which case it means the tenant for life;

"operating fund" means a fund for paying common expenses that usually occur either once a year or more often than once a year;

"private yard area" means the area labelled PYA on a diagram of the boundaries of each strata lot on the ERE strata plan. The PYA is part of the strata lot - it is not limited common property (LCP);

"regulations" means the *Strata Property Regulations* of British Columbia;

"rule" in these bylaws means a Strata Rule of the strata corporation;

"strata corporation" means The Owners, Strata Plan VIS 1579;

"strata council" or "council" means persons elected by eligible voters at a strata general meeting to act as the governing body of the strata corporation as provided by the *Act*;

"strata lot" means a lot shown on a strata plan;

"strata plan" means a legal document drawn by a BC Land Surveyor (BCLS) which shows accurately the complete territory of the strata and the division of that territory into strata lots. A strata plan may be issued as a single document or it may be issued in parts known as phases as the property is developed over a period of years. Eagle Ridge is an example of a phased strata development.

"tenant" means a person who rents all or part of a strata lot, and includes a subtenant but does not include a tenant for life under a registered life estate;

" $\frac{3}{4}$  vote" means a vote in favour of a resolution by at least three-quarters ( $\frac{3}{4}$ , 75%) of the votes cast by eligible voters who are present in person or represented by proxy at the time the vote is taken and who have not abstained from voting;

"tree" means a woody, self-supporting, perennial plant with a root system and having a single or multiple stem, with a height of at least six feet/183 cm and a minimum trunk diameter at five feet height/152 cm above ground of at least one inch/2.54 cm;

"unanimous vote" means a vote in favour of a resolution by all the votes of all the eligible voters at a general meeting;

"unit entitlement (UE) of a strata lot" means the number stated in a table or schedule on the strata plan or on a *Strata Property Regulation* Form V that is used in calculations to determine the strata lot's share of:

- the common property and common assets, and

- the common expenses and liabilities of the strata corporation.

"80 % vote" means a vote in favour of a resolution by at least 80 % of the votes cast by eligible voters who are present in person or represented by proxy at the time the vote is taken and who have not abstained from voting.

# EAGLE RIDGE ESTATES, STRATA PLAN VIS 1579

## BYLAWS - APPENDIX 1

### CRITERIA PERTAINING TO ALTERATIONS, INSTALLATIONS AND STRUCTURES

#### INDEX

1. Introduction, BC Building Codes, District of North Saanich, Strata Bylaws, Contractors
2. Building Permits and the ERE Strata Bylaws
3. Compliance and Drawings
4. Materials and Colours
5. Foundations
6. Glass Replacement
7. Design of an Addition on the Upper Deck
8. Design of a Sunroom on the Main Deck
9. Required Engagement of a Member of the Roofing Contractors Association of BC (RCABC)
10. Fencing of Private Yard Area; Latticework Installation
11. Other Items

-----

#### 1. **Introduction, BC Building Codes, District of North Saanich, TechSafeBC, Strata Bylaws, Contractors**

- a. Introduction. Appendix 1 provides direction, guidance and details regarding criteria and procedures which apply to all alterations to strata lots and to common property at ERE, including adding structures on common property. The specifications of the paint schemes and colour schemes for ERE residential buildings are stated here. All measurements stated here in imperial units are equally valid when stated in metric units of measure.
- b. BC Building Codes. The BC Building Code is a provincial regulation brought into force by an Order in Council issued under the *Building Act*. The Building Code, as well as its companion BC Fire and BC Plumbing Codes plus the Canadian Electrical Code, has the force of law.
- c. District of North Saanich (DNS) Jurisdiction. The *Building Act* and the Building Code refer to the "Authority Having Jurisdiction", the organization responsible for issuing building permits and conducting inspections to ensure that new buildings and buildings being altered or changed in some way are built or modified properly as the Codes require. The Authority Having Jurisdiction for Eagle Ridge is the Municipality of the District of North Saanich (DNS). DNS Bylaw 1150, the Building and Plumbing Bylaw, makes the BC Building Code effective throughout North Saanich. In the same manner as the *Strata Property Regulation*, DNS Bylaw 1150 is a legal level above Eagle Ridge

strata bylaws, so it is a superior authority in matters of alterations to strata lots and to the common property at ERE. The same DNS jurisdiction authority applies to forest management at Eagle Ridge.

- d. Technical Safety BC (TechSafeBC) Jurisdiction in Electrical Matters. TechSafeBC is an agency of the BC government which has authority in electrical matters very similar to that of DNS in all other building construction activities. Licensed electricians will deal directly with TechSafeBC for permits for electrical work and for inspection if deemed necessary.
- e. Contractors. Owners engaging contractors to do work in strata lots are required to ensure that the contractors have current WorkSafeBC insurance coverage, hold a current business license and carry contractors liability insurance. Further, any contractor engaged for work on any part of the roof (e.g. for skylight installation) of any residential building or the tool & communication shed must be a current member of the Roofing Contractors Association of BC (RCABC).

## **2. Building Permit Requirements under DNS Bylaw 1150 for work in or on ERE buildings.**

- a. A DNS building permit will be required for alterations at ERE in these general areas:
  - Renovation, repairing or adding on to an existing building;
  - Removing, relocating, altering or constructing any interior walls;
  - Constructing, reconstructing, covering or enclosing a porch or sun deck;
  - Replacing wooden deck railings with a metal railing system; and
  - Making plumbing or gas line or electrical additions or alterations.
- b. All questions regarding the need for a building permit in a particular case are to be put to a building official at the DNS offices on Mills Road, North Saanich.
- c. The DNS building permit will be in addition to the strata requirement for approval by Council of an Application to Alter a Strata Lot (ERE Bylaw 12) or to Alter the Common Property (ERE Bylaw 13).

## **3. Compliance and Drawings.**

- a. Applications to make alterations to a strata lot or to the common property (CP), including limited common property (LCP) where it has been designated and assigned, shall be made in accordance with the strata bylaws.
- b. Compliance. Work done shall comply strictly with applicable federal and provincial laws, including the Canada Electrical Code, the BC Building, Fire and Plumbing Codes, the relevant DNS bylaws and the ERE bylaws. Owners are responsible to ensure that any installations or structures are built in accordance with approved drawings. Owners are liable for any costs, expenses, damages or other charges, including legal costs on a solicitor and own client basis, incurred by themselves or by the strata corporation to correct any discrepancies.

- c. Drawings:
- (1) Owners considering alterations which will require a DNS building permit should ensure that their drawings first meet the DNS requirements and then meet the strata guidelines stated below. Please note that projects affecting existing structural components or creating new structural elements may require signed and sealed architectural or engineering drawings.
  - (2) Guidelines for drawings to be submitted to the Council to meet bylaw requirements:
    - (a) must show the dimensions of the proposed structure or installation, including height, length, and width, drawn to scale;
    - (b) the location of the structure or installation in relation to the main building, including measurements of all clearances from walls, decks, doors, posts, etc.;
    - (c) a list of all materials to be used in the structures, including the foundation, if any;
    - (d) if applicable, the exact location of plumbing and/or electrical lines; and
    - (e) elevations to demonstrate congruence with existing structures.

#### 4. Materials and Exterior Colours

- a. With the exception of the metal or metal framed privacy screens for front yard areas or driveways described in the Eagle Ridge Estates Resident Information Manual, all structures shall be constructed of wood. Alternate materials will be considered but are subject to Council approval - see paragraph 4 s below for an example.
- b. Glass in structures shall comply with the BC Building Code with respect to thickness in relation to size, edge support, and slope angle.
- c. Screen doors shall be standard aluminum frame combination screen and door type or screen door only. The frame colour shall match the surrounding woodwork. "Phantom" type roller screens are an acceptable alternative.
- d. Colours specified in this bylaw are Sherwin-Williams colours. Wood stains are solid colour and must meet the Master Painters Institute (MPI) rating. Paint may be obtained from other sources provided the supplying company can match the approved Sherwin-Williams colours.
- e. Where owners are permitted to change colours, and the change results in additional painting costs, the owners are responsible for those additional costs.
- f. Siding and trim colours for the strata as a whole are limited to those colours approved by a  $\frac{3}{4}$  vote of owners at a strata general meeting. Siding and trim material may be wood or fibre cement board (e.g., Hardie Plank) of dimensions matching those of the original wooden components.

- g. Unanimous agreement of the owners in a townhouse cluster (pod) is required to change the existing siding and trim colours of the cluster to alternative approved colours.
- h. Garage doors shall be painted White or Wheat Sheaf (Almond) or, if at least 2/3 of unit owners in the cluster agree, the colour of the unit siding, and in that case the colour may be applied either full strength or at some lesser saturation. Notwithstanding the foregoing, garage door colour shall be Palo Alto for units 76-78 only.
- i. Exterior doors and surrounding woodwork shall be painted Wheat Sheaf (Almond) or Summit (White) or the colour of either the trim or the siding of the unit, and in that case, there will be no additional painting charge. As an additional option, the owner may choose a different colour for exterior doors and/or surrounding woodwork, and in that case, the owner accepts responsibility for the cost of maintenance of the painted surface. The owner is limited to one additional colour. Paints used shall be exterior semi-gloss oil or semi-gloss latex equivalent products in accordance with environmental requirements.
- j. Decks. The main deck surface is composite material requiring only washing once or twice a year to remove stains. Deck posts, beams, fascia boards, stair handrails and stair stringers shall be an approved trim colour. Deck railings and railing posts shall, at the choice of the unit owner, be Black Fox or Tricorn Black or match the colour of the unit siding.
- k. Privacy screens on the main deck shall, at the choice of the owner, be the same colour as the building siding or the trim or a combination of those colours.
- l. Private yard area (PYA) fences and their lattice screening shall be painted Black Fox or the colour of the unit siding or trim.
- m. Lattice screening below the main deck shall be painted Black Fox or the colour of the unit siding or dark green.
- n. Subject to unanimous agreement of the owners in the cluster and subject to Council approval, a different trim colour can be selected from among the current unit siding colours.
- o. Subject to 2/3 agreement of the owners in the cluster, house numbers shall be painted 1/4 strength of the siding colour or full strength of the trim colour or white. High visibility of the number to emergency service vehicle drivers at all times is a highly important consideration.
- p. Subject to 2/3 agreement of the owners in the cluster, stucco shall be painted full strength in the siding colour or some lesser saturation of that colour.
- q. Subject to 2/3 agreement of the owners in the cluster, vertical and horizontal trim can be painted the same colour as the siding.

- r. The following are the approved exterior colours for all unit alterations:

<u>Unit Siding Colours</u>		<u>Unit Trim Colours</u>
Dusty Olive – White Base	Driftwood	Black Fox
Dusty Olive – Dark Base	Monterey Grey	Summit
Sesame Seed	Stone Hedge	Tricorn Black
Slipstream	Taupe	
Dockside	Country Living	

Owners with any questions regarding paint colours or sheen or availability should ask the paint coordinator member of the Council Buildings Committee.

- s. Wood deck railings are to be constructed using pressure-treated wood and must be primed before painting. Alternatively, owners may choose to install a top-guarded metal railing system, at their own expense, provided it complies with the BC Building Code, matches the colour and appearance of the wooden railing system, and meets the following conditions:
  - (1) Council has approved the application for railing system alteration required for the design and materials, inclusive of the building permit issued by the District of North Saanich verifying compliance with the BC Building Code, as well as the other documents specified in the Application to Alter a Strata Lot. The application will include owner acceptance of responsibility for all future costs of repair and maintenance, including painting, of the metal railing system; and
  - (2) After completion of the work and inspection of the deck by the District of North Saanich, the owner shall provide Council with a copy of the Certificate of Occupancy issued by the District, confirming that all BC Building Code requirements for the replacement railings have been satisfied.

**5. Foundations**

All permanent structures attached to the townhouse such as deck extensions, steps, etc. shall be founded securely on poured concrete footings and columns, depending on the loads to be carried. Concrete foundation components shall extend at least 6 inches above the surrounding grade. Foundation details shall be shown on all submitted drawings. Detached structures (e.g., woodsheds) should be founded on pier blocks.

**6. Window, Skylight, and Door Replacement or Upgrading**

- a. New windows, skylights and exterior doors installed by the strata corporation under its common property repair and maintenance responsibility will be the standard window, skylight or exterior door of the same pattern and size available at the time when the application for replacement is made. Owners may choose a more expensive model provided that they agree in writing to pay the difference in cost between that standard model and the model of their choice. Details will be noted in the Alteration and Indemnity Agreement created for the replacement alteration to CP.

- b. When a more expensive model installed in accordance with paragraph 6 a above must be replaced, the replacement item shall be a standard window, skylight or exterior door of the same pattern and size available at the time when the application for replacement is made, unless the owner agrees in writing to pay the difference in costs between the available standard model and the model of his or her choice. The standard conditions for altering CP will apply.
- c. An owner replacing windows as an alteration to CP with Council permission shall be permitted to install white vinyl frames on windows where white trim already exists on the exterior of a strata lot, provided he or she obtains agreement by the owners of the other two units in the cluster.
- d. Owners considering installing skylights in any roof segment shall follow Bylaw 13. If the application for an alteration is approved, the owner will engage a Roofing Contractor Association of BC (RCABC) member roofer of the Council's choice to make the installation.

## 7. Design of an Addition on the Upper Deck

Following bylaw direction, the following design criteria shall apply:

- a. These additions are classified as parts of the townhouse cluster building. They are subject to the same BC Building Code requirements as the rest of the house. DNS building permit rules apply. See Bylaws 12 and 13 for documentation requirements.
- b. The roofing shall be from the RCABC Accepted Materials List and match the existing shingles in colour and pattern as closely as possible. An RCABC contractor shall be responsible for the installation.
- c. Pressure caps must be placed on any water supply lines to the upper deck. All drain connections in the floor of the existing deck must be sealed before placing new subflooring.
- d. Siding, fascia boards and trim shall be stained rough cedar boards or fibre cement boards (commonly known as Hardie Board) of the same dimension as the existing cedar boards on the house. The colours of the new siding, fascia boards and trim shall match the rest of the unit.
- e. Dark brown aluminum gutters and rainwater leads of the same style as those on the rest of the house shall be used. The soffits shall be made of dark brown perforated aluminum to match the perforated aluminum soffits found on most of the houses in Eagle Ridge.
- f. Window styles shall match those on the existing house, with dark brown or white vinyl frames and double-glazed units. The actual area of the windows and opening/closing arrangement can be varied. Generally, no windows should be placed in the walls overlooking the living room or master bedroom roofs of the adjacent unit.
- g. Electrical and mechanical work shall be designed and installed by qualified trades persons. Inspection will be done, if necessary, by the appropriate authority - TechSafeBC for electrical work and the District of North Saanich for other work.

## 8. Design of a Glass Solarium or a Wooden-walled Sunroom on the Main Deck

- a. Glass solariums constructed on the main deck shall be constructed of double-glazed wall and roof panels with structural vinyl frame members dark brown in colour or with timber wall and roof frame members and standard frame type double glazed windows with dark brown vinyl window frames.
- b. Wooden-walled sunrooms with low slope (1:12) roofs will have built up roofing; such rooms with high slope roofs (slope between 1:4 and 1:3) will have reinforced laminated fiberglass shingle roofing. Shingle patterns are to match existing building roofs. An RCABC member accredited contractor shall install the selected roofing system as prescribed by the RCABC Roofing Practices Manual.
- c. On the area of the deck to be occupied by the solarium or sunroom, the existing deck boards and 2" x 8" joists shall be completely removed. The joists will be replaced with new 2" x 10" joists of pressure treated wood. New sub-flooring will be installed in accordance with the approved plans. The outer supporting 2" x 10" beams shall be replaced with pressure treated wood if they are not made from that material. An additional footing and post shall be installed under the new main beam to support the new solarium or sunroom load. Paragraphs 7a,7b and 7d to 7g above also apply to design of a sunroom on the main deck.

## 9. Engagement of an RCABC Roofing Contractor

To maintain the integrity of the building's laminated reinforced fiberglass shingled high sloped roofs and the flat roofs constructed under RCABC warranty, all new work that becomes a contiguous part of the building roofing system and all repair work shall be carried out by an RCABC registered roofing contractor approved by Council.

## 10. Fencing of Private Yard Area; Latticework Installation

- a. Fencing around private yard areas shall be:
  - (1) Vertical tongue and groove boards in the lower section and diagonal lattice work in the upper section. Posts shall be 4" x 4" and set on concrete foundations. The standard dimensions are average 3" clearance under the bottom rail of the fence and height of 57" from the top to the bottom of the vertical boards.
  - (2) Other combinations of vertical boards and latticework will be considered if they suit the surrounding area.
- b. Latticework may not be installed on main or upper deck railings.
- c. Latticework between the underside of the main deck and the ground shall be limited as much as possible to provide a greater flow of air to dry the underside faster and promote longer life of the deck support structure.

## 11. Other Items

Potential permitted fixed structures on common property, all subject to the alteration application process and Council approval as stated in bylaw 13. None of these items will be considered to be significant changes to use or appearance of common property (*Act*, section 71):

- a. Skylights and light/sun tunnels;
- b. Rooftop sprinkler systems;
- c. In-ground irrigation systems;
- d. Heat pumps and air conditioners, related exterior screening and external component bases;
- e. Propane tanks and screening;
- f. Replaced or expanded front walkways;
- g. Privacy screens in place of privacy hedges beside driveways;
- h. Main deck extensions over part of the private yard area and stairs from the main deck and deck extensions to ground level;
- i. Lattice screening under the main deck;
- j. Firewood storage structures - see the Strata Rules for the specifications;
- k. Bird feeders;
- l. Compost boxes;
- m. Benches;
- n. Foot bridges over ditches;
- o. Utility buildings, signage and other structures installed by Council for the purpose of maintaining the strata property;
- p. Steps and pathways to assist in navigating a garden area;
- q. French drains;
- r. Lower decks and other constructions under the main deck; and
- s. Split rail fencing segments which do not create an enclosure.

Supplied to StrataDocs 2025/10/30  
Ordered by Mariann Abram 2026/04/03

# MAKE SURE YOUR VOTE COUNTS!



## STRATA PROPERTY ACT – FORM A PROXY APPOINTMENT (Section 56)

Please note that in accordance with the *Strata Property Act*, the Strata Property Manager for the Strata Corporation cannot be appointed as a proxy. Please confirm that the named proxyholder will be in attendance at the general meeting, as the appointment of your proxyholder is not transferrable.

I/We, \_\_\_\_\_ [the owner(s)/mortgagee] of the strata lot described above, appoint \_\_\_\_\_ [name of appointee] to act as my/our proxy at the Annual General Meeting to be held on Tuesday, November 18, 2025.

I/We acknowledge that the Strata Corporation is unable to track the votes of all proxy holders and that the holder of this proxy may abstain from voting on the following resolutions or may vote differently than I have requested.

Unit # \_\_\_\_\_  
Strata Lot # \_\_\_\_\_  
Strata Plan VIS1579  
Eagle Ridge Estates

<b>Resolution #1 – Majority Vote – Rule Ratification</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #2 – 3/4 Vote – Upper Vinyl Deck Renewal Program</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #3 – 3/4 Vote – Deck Maintenance</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #4 – 3/4 Vote – Structural Repairs</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #5 – 3/4 Vote – Fire Hydrant Repairs</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #6 – 3/4 Vote – Weed Control Tools - For the Pond</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #7 – 3/4 Vote – Roadway Brickwork</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #8 – 3/4 Vote – Bylaw Repeal and Replace</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #9 – 3/4 Vote – Bylaw Consolidation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>

Limitations on Proxy, if any

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Owner/Mortgagee

\_\_\_\_\_

Signature of Owner/Mortgagee

I/We request the holder of our proxy to vote as indicated with respect to the above resolutions, as presented in the Notice of Annual General Meeting. If no indication has been provided, I/we confirm that there are no limitations on the proxy holder with respect to the above resolutions.

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Peabert Holdings Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/10/30





This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariam Abram  
Document Uploaded and Verified: 2024/11/11  
Per: Penberton Holmes Ltd - Skaneateles on 2026/04/01

## PRESIDENT'S MESSAGE

Another year gone quickly by. Your strata council has been very busy in the past year with many challenges throughout the year and plans for the future.

I cannot go further without thanking my fellow council members for taking on these challenges and tackling their portfolios with consummate professionalism and dedication. I must thank Darlene Clarke, as Landscape chair; Marion Dennett, as Secretary/Treasurer; Dee Williams, as Buildings chair; David Stinson, as Sites chair; and Alan Osborne, as Vice-President, for the incredible work they have all done all year in, sometimes trying and, sometimes new situations. Going to council meetings was never a chore for me, knowing that whatever issues we would face, there was an excellent team of council members who could find solutions readily. Alan and I will be leaving council next year to give others a chance to add their ideas to how this little bit of paradise should function. Thanks to Dee, Marion, Darlene, and David for staying on for another year. We all should be very grateful to them for that!

Our council could not have run as well as it did without the help, guidance, and support of Victoria Everett from Proline. We are very lucky to have her as our property manager.

This year we tried to incorporate the ideas in the Community Plan passed last year into all of our decisions and I believe we had a large amount of success at that. Maybe not perfect but getting there.

At this AGM, we're proposing that Council be expanded by one or two more to help share the workload. These new positions, if accepted, will not have a specific portfolio but will, hopefully, help the other chairs in their positions and have a voice on Council. These positions will be a good stepping stone for those who haven't been on Council before but would like to try it out without committing to a chair position. One of the new council members will be in charge of communication between Council and the residents. A regular update is a great idea, but somebody has to take charge of it.

One of the issues that came up this year was the state of traffic safety within the estates. Some residents expressed concern about traffic, so a committee was formed to examine the issue and make recommendations. It turned out the majority of residents who responded thought that improving the sight lines at corners was all that was needed to change, so that's all that was done. Thanks to Cliff Cunningham for guiding that project through to completion.

Our bylaws need updating. This year, your Council took on the huge job of deciding where the problems were and started the process of deciding what bylaws should change and how, and what should be added. David Stinson and Alan Osborne have done a masterful job at reviewing our bylaws and getting legal advice about it. A couple of the new bylaws will be presented at this AGM, but I suspect that there might be a Special General Meeting sometime in the spring to handle the rest of them.

One of the bylaws that will be proposed at this AGM is one concerning Respectful Community. Unfortunately, during my time on Council, there have been multiple instances involving multiple residents where our contractors, volunteers or other residents have not been shown the respect that they all deserve. I'm not sure that a bylaw will stop these incidents from happening, but at least it brings the issue to the attention of all. If you see a contractor or volunteer doing something with which you don't agree, bring it to the attention of the council member in charge, not the contractor/volunteer.

There is so much work being done on so many projects by so many volunteers here at ERE that it is impossible to thank them individually here. All of your time and efforts are recognized and greatly appreciated.

I have to say I've enjoyed being your President for the last two years and I'll miss being so involved in the functioning of our little slice of heaven. However, I intend to continue to help Council with the financial end of things, so I'll still be around.

Thanks to all of you for your continuing support.

Respectfully,  
Brian Torrell

Supplied to StrataDocs 2024/11/06  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and conditions.

# NOTICE OF ANNUAL GENERAL MEETING FOR THE OWNERS OF EAGLE RIDGE ESTATES

## STRATA PLAN VIS1579

**WHERE:** Saanich Peninsula Presbyterian Church  
9296 East Saanich Road

**WHEN:** Tuesday, November 26, 2024  
Registration commences at 12:00 p.m.  
Meeting commences at 1:00 p.m.

## AGENDA

1. Call to order
2. Certify proxies and corporate representatives and issue voting cards
3. Determine that there is a quorum
4. Elect a person to chair the meeting, if necessary
5. Present proof of notice of meeting or waiver of notice
6. Approve the agenda
7. Approve minutes from the last general meeting
  - Annual General Meeting – November 27, 2023
8. Deal with any unfinished business
9. Receive reports of council or committee activities and decisions since the last Annual General Meeting
10. Ratify new rules in accordance with Section 125 of the *Strata Property Act* (the “Act”)
  - Resolution 1 (see page 15)
11. Report on insurance coverage in accordance with Section 154 of the Act
12. Approve the budget for the coming year in accordance with Section 103 of the Act
  - Resolutions 2 – 11 (see pages 25 – 28)
13. New Business
  - Resolutions 12 – 16 (see pages 29 – 31)
14. Elect new members of the Strata Council
15. Any Other Business
16. Terminate the meeting

5

The Year in Review

16

Insurance Summary

17

The Numbers

24

Strata Fee Schedule

34

Proxy Form

Please have this Notice Package  
with you at the meeting

# Questions?

---

You are invited to discuss other matters or ask questions regarding the operation and maintenance of the complex. Persons who wish to have specific matters brought forward as "any other business" are requested to contact your Strata Property Manager, Victoria Everett, by emailing her at [victoria@prolinemanagement.com](mailto:victoria@prolinemanagement.com) so that such matters may be included on the agenda. You can also write to us at 888 Attree Avenue, Victoria, BC, V9B 0A6.

## Voting

---

All owners of strata lots are encouraged to attend either in person or by proxy. A form of proxy is included with this Notice as the last two pages. In accordance with the Act, the property manager, Proline Management Ltd., cannot be appointed as a proxy holder.

Please note that if an owner's strata assessments are in arrears as of the date of the Annual General Meeting, that owner may not be eligible to vote at the meeting.

In accordance with Part 1 of the *Strata Property Act* a "¾ vote" means a vote in favour of a resolution by at least ¾ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and also have not abstained from voting.

A "majority vote" means a vote in favour of a resolution by more than ½ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and also have not abstained from voting.



# THE YEAR IN REVIEW

VICTORIA EVERETT | NOVEMBER 6, 2024

It has been a pleasure to work along side of Council this past year. When I look back at the strata's progress over the last year, it has been a very productive year in terms of operations.

Your Council has worked incredibly hard this year on many different facets of the operation of the Strata Corporation, they are a committed, hardworking and wonderful group of people dedicated to the Eagle Ridge Community.

We also continue to maintain the strata operations through a maintenance schedule to maintain Eagle Ridge as the special community that it is and provide value to all owners who have the opportunity to be a part of it, now and in the future.

## VICE PRESIDENT'S ANNUAL REPORT

My motive for going on Council this past year was to ensure that the ERE Community Plan, adopted at the 2023 AGM, was prominent in Council discussions. After all the effort to develop the plan, I didn't want it to languish on the shelf. I'm happy to report that the Community Plan was brought up at most if not all Council meetings and guided our decisions on a number of fronts. I saw extra efforts made to be transparent and involve residents in major changes. It will take years to implement all of the proposals in the Community Plan, but I think we're off to a good start. It will be the job of all residents, not just those on Council, to insist that the Community Plan serve as our guide.

A key focus of the Community Plan was to improve communication between Council and residents. I would say we've had some success, but further improvement is needed. The recent Owner Information Session was a good example, bringing residents up to speed on numerous bylaw issues early in the process. Where Council struggled was to meet the demand for more frequent updates. It wasn't for lack of interest, but simply because Council members are so busy doing their core jobs. When the Community Plan was being developed this was anticipated; we knew we were asking already busy volunteers to do even more. At this year's AGM there is a proposal to expand Council with the intent that a new member-at-large position would take on the role of communications. I hope residents who want to improve communication support this. It's worth a try.

A number of committees report through the Vice-President and all of them have been actively working behind the scenes. These are some of the lowest profile volunteer jobs at Eagle Ridge, but they are essential. I won't go into great detail about all that they do, but here are some highlights.

### **Advisory Planning Committee (Barrie Dennis, Sue McIntyre, Alan Osborne, Rob Parsons, David Saunders, Brian Torrell, Dee Williams)**

This group (PAC) oversaw development of the ERE Community Plan and now advises on its implementation. It also advises on financial planning and other issues referred by Council. For example, in the coming year this committee will be examining the feasibility of exempting owners from paying for window, door and railing replacement if they have already replaced their own.

PAC includes a Depreciation Report Working Group, headed up by Dave Saunders. The working group has been meeting regularly and organizing the next Depreciation Report. This year they sought advice from Proline and have been screening potential contractors who can provide better information about the current condition of our buildings and/or can prepare the DR itself. I think we all look forward to having a Depreciation Report that reflects the actual condition of our buildings and gives us a more realistic picture of the major expenses we should plan for, particularly in the next 5-10 years.

### **Bylaw Committee (Alan Osborne, David Stinson)**

This committee worked on specific bylaw amendments, some of which are on the agenda for this year's AGM. After Council members met with Proline and a strata lawyer, Justin Hanson, it became clear that ERE has a number of major bylaw-related issues that need to be dealt with. Council accepted the lawyer's advice that our bylaws, which have been patched up over 35 years, should be replaced. The Committee has started to review bylaws written by the lawyer for another strata.

Owners were updated on a series of bylaw-related issues at the recent Owner Information Session. Those present indicated support for the Committee’s work on replacing our bylaws with more complete and modern ones and exploring the feasibility of designating crawlspaces as “limited common property” under the Strata Properties Act. This work will include significant consultation with owners over the coming year. Updating our bylaws is essential to ensuring that owners are treated consistently and fairly when it comes to who pays for the cost of repairs, as well as other issues.

At this year’s AGM the proposed budget includes funds to enable Council and the Bylaw Committee to consult with a strata lawyer to develop these new bylaws. To save time and money, the Bylaw Committee plans to use bylaws drafted by Justin for another strata, and customize those where needed, rather than start from scratch. I encourage owners to support the budget proposal for professional fees, to allow this important work to proceed. It will be money well spent.

**FireSmart Committee (Mike Edgell, Margaret Fenton, Doug Hannan, Ernie Hartt, Dave Saunders and Gail Pybus)**

This Committee has been working to implement the FireSmart Plan adopted at the 2023 AGM. Their annual report follows.

**NEST (Paul Clarke, Margaret Fenton, Clint Flood, Doug Hannan, Mary Harkness, Ernie Hartt, Margaret Nelson, Dave Saunders, Allen York)**

The committee continues to examine ways to improve our level of preparedness for emergencies. This involves periodic exercises to test our systems, and I hope all residents take these drills seriously and participate if possible. The experience and feedback received could save lives one day. I want to stress that while NEST helps to organize a community-wide response to emergencies, there’s no substitute for simply looking out for your neighbours if/when emergencies do arise.

**RV and Overflow parking (Doug Hannan)**

Thanks to Doug for all that he does to manage requests for temporary or permanent parking for RVs and vehicles and to oversee maintenance of these areas, as required.

In the 15 years I’ve lived at Eagle Ridge I’ve spent 7 years on Council, in various positions (President, Vice-President, Landscape Chair and Sites Chair). This Council ranks very highly. Brian Torrell, as President, created a collegial atmosphere and ensured that Council was in touch with the priorities and values expressed by our owners. I want to thank my Council colleagues, who were a pleasure to work alongside this past year.

I will be stepping away from Council but will continue to contribute through the Planning Advisory Committee and the Bylaw Committee.

**FireSmart Committee Year End Report, 2024**

As residents are aware, our strata adopted the ERE FireSmartPlan at the 2023 AGM. This plan identified specific objectives and recommendations for both the Strata and owners to reduce the risk of wildfire in our community. Although this has been an unusually lower than normal fire season, we are continuing to be diligent in our efforts to reduce wildfire risk in ERE.

Here is a summary of the Strata projects undertaken this season:

ERE volunteers completed two cuttings and clean up of the Wain Road Boulevard. This year North Saanich has been doing a good job of maintaining this boulevard which is a significant improvement from previous years.

The Forest Management Group (FMG) has cleared ladder material around the entrances. They have also undertaken a program to help residents, on an as requested basis, to fire safe their homes by removing fire hazard trees and trim branches as needed. This will be an ongoing program.

Emergency fire sprinklers have been added to the main entrance as well as the utility sheds. NEST (neighbourhood emergency site team) has agreed to coordinate the turning on of these sprinklers in the event of any fire in the area while they assist with traffic at the main gate during any evacuation. Due to the cost and level of complexity, we have decided not to pursue the installation of sprinklers at the service entrance at this time.

Fire hazard signs have been installed at both of our entrances. Thanks to Cliff Cunningham for keeping these signs updated in accordance with the North Saanich Fire Department signage and for communicating with the community when this happens.

Roof cleaning was completed in May as planned, at the beginning of the fire season.

With respect to Owners initiatives, we are happy to report that 50 units now have roof sprinklers. A test of sprinklers being turned on was conducted in August with results showing there was little reduction in water pressure and all sprinklers performed as expected.

Several additional owners removed their hedges over the summer. Presently a total of 37 residents have had their front hedges removed.

We continue to encourage owners to take the steps recommended in the ERE FireSmart Plan to protect their homes from wildfires.

Alan Osborne, Unit 11

## LANDSCAPE COMMITTEE ANNUAL REPORT

### COMMITTEE MEMBERS:

**INVASIVES** – Maureen Meadley, Brenda May

**ROADSIDE GARDENS** – Phyllis Saunders, Susan Dayton, Melanie Oliver

**BURN SITE** – John Goodwin, Carole Goyette

**SEPTIC FIELDS** – Mary Harkness, Mary Ellen Perry

**SIGNS AND BENCHES** – Maureen Meadley

**TRAILS** - Harold Hommel, Carole Goyette

**UNIT GARDENS** – Mary Harkness, Marie Grant

**TREASURER** – Mary Ellen Perry, Marie Grant

### INVASIVES

Maureen Meadley and Brenda May head up this team. Maureen sent out five information bulletins this year on some of the most concerning invasives at Eagle Ridge. She is focused on the invasives that we should be most concerned about and will be sending out more information bulletins this year.

Brenda and Maureen scheduled removal of ivy at 11 ivy pulls, the ongoing Lamium removal and a “pond party” focused on removing Parrot Feather, Yellow Flag Iris and others. These activities are dependent on participation of many volunteers. Thank you to so many people helping with these activities.

### ROADSIDE GARDENS

Our roadside gardens are monitored by Phyllis Saunders, Sue Dayton & Melanie Oliver. They check all gardens monthly and advise Kafka Landscaping about any additional work they would like done. Plants which have not survived well in the past year have been replaced. One garden near unit 55 has been returned to grass due to excess natural ground water and damage after a water main break. Our onsite composting program is now providing us with all our composting needs, which is a great money saver. As our gardens mature, some plantings have been removed or trimmed back to provide safer sight lines for drivers at corners.

### BURN SITE

John Goodwin heads up this team. There have been no major changes to the burn site this year except in the volumes to be stored. The forest management group have been busy this year cleaning up piles around the trails and in the bush with the result that coupled with Kafkas’ drop off and the multiple successful ivy pulls, there is currently quite a back log of plant material to be burned. A burn permit was obtained in late October, the team will deal with the backlog of burnable material on site in November and the first pick-up of the season will likely happen in early December.

### SEPTIC FIELD LANDSCAPING

Mary Harkness and Mary Ellen Perry are the team in charge of making sure that the grass and other vegetation over our septic fields is not overgrown and the septic tanks remain accessible. Several of the fields are cut regularly by residents. A huge thank you to them for their time and effort. The balance of the fields is cut by Kafka Yard and

Landscape.

### **SIGNS AND BENCHES**

Maureen Meadley is responsible for the signs and benches around Eagle Ridge. Plant signs have been an issue this year. As they are close to the trail edge, the tractor and logging in the area have destroyed quite a few.

This year three aluminum benches have been purchased to replace wooden ones that were at the end of their life.

### **TRAILS**

The Trails Committee is led by Harald Hommel and Carole Goyette. Their work has consisted mainly of maintenance this last year. This involves clearing fallen trees, trimming branches and cutting weeds from encroaching the trail. A test section of new base material which is finer than the current 3/4-inch road base has been placed in the section of the trail near the RV site. They will survey ERE residents to get their views on this material. If positive, they will look at future repairs for the trail utilizing this material.

### **UNIT GARDENS**

Mary Harkness and Marie Grant head up this program. The Unit Gardens program gives the resident a choice between their cedar hedge being cut or an hour of gardening. Kafka Yard and Landscape do the work. The program will continue for the 2024/2025 season.

### **OUR STRATA GARDENERS**

Kafka Yard and Landscape have been working hard over the last year to keep Eagle Ridge looking its best. Kafka continue to take direction from the Landscape Committee. We had them working less hours per week October-March and more hours per week during the growing season in April to September. This averages 17.5 hours per week. This schedule change was successful, and we will be repeating it next year.

Lawrence Van Beek, our Irrigation Contractor is retiring this year. Dave Baillie with Baillie Irrigation was the successful bidder for our irrigation business. Dave came highly recommended, and his pricing was consistent with industry standards and the other bidder, although substantially higher than Lawrence's hourly rate.

### **THANK YOU**

A special shout out goes to Shannon Kemper, Diane Davies and Marnie Dennis who provide refreshments and goodies for our work parties.

The green waste pickup initiative was continued over the summer led by Doug Hannan. He and a number of volunteers picked up garden debris from the residents and took the debris to the North Saanich Green Waste Facility. This was hugely successful, and I want to thank Doug and his volunteers for their efforts. It will continue next summer.

I want to thank our committee members and the many owners who so generously volunteer their time and effort to maintain Eagle Ridge. This year our committee members and volunteers logged an amazing 1048 hours of volunteer time. If we had to pay the gardeners for this work, it would cost over \$62,000!

We would like to thank all our volunteers for helping to keep Eagle Ridge beautiful. It is much appreciated.

I would also like to thank my fellow members of the Strata Council as well as Victoria Everett, our Proline Property Manager. It has been a pleasure to work with all of them. I would particularly like to thank Brian Torrell and Alan Osborne for their patience, wisdom and experience on Council. We will miss both of you very much.

Darlene Clarke- Unit 49

# BUILDING'S CHAIR ANNUAL REPORT

## Painting

Our painters, by this time, will have fully completed this year's schedule paint program. I update regularly through the year in our council meetings the progress that Kim Torrell (unit 4) reports on with both the painters and the units being painted.

The other aspect of this, which I call value added, is the reporting and coordination that we get from Personal Finish Painters on unit repairs that we would miss if they were not going over these units with a fine-tooth comb at the time of painting. What I do know is that downspouts get tightened up where they have become loose, and the odd board gets tacked into place, but they also report wood rot on railings (if the owner hasn't already) and where fascia board needs repair or replacement and other items we just might not normally find. We continually work with them and the maintenance contractors to have these items primed and, in some cases, painted prior to install so it lessens future deterioration rates.

Kim does an amazing job working with both the owners in the planning and coordination of the program as well as liaising with the Painters to insure the smoothness of this whole process.

## Chimney Inspections

A Fireplace Inventory was conducted by Susan McIntyre, Unit 7, this year. This gave us a current (2024) picture of all types of fireplaces we have here and their status (active-non active) inclusive of gas and electric as well as wood burning units.

For those of us that have the original wood burning units, our Strata Insurance Policy requires us to have them inspected annually regardless of them being used or not. The inspection is paid by Strata and any related cleaning or services is paid for by the owner.

Any change to a unit fireplace needs to follow the application to alter the strata lot process is required. This would include changing it to an electric or propane or as simple as capping the chimney. It is considered to be altering the original form of the strata lot. This application form is found on the Proline Website under the heading of "Forms".

## Unit Repairs

General Unit Repairs overall are fairly minor when it comes to siding and fascia. Owners generally let us know about what they can see, but as mentioned earlier under "Painting", there is a wonderful collaboration between our painters and maintenance contractors that keep our complex in good repair. Decks are another matter. I will devote the next section to our decks.

## Decks

It has been an interesting couple of years in this area. Since I have been buildings chair I have encountered "sinking" deck issues in 5 units ranging from \$1,500 – \$11,000 repairs to the structure under sunrooms: mostly the original solarium. There are two more that needing quotes and work in the new fiscal year.

There have been a couple of decks where footings have shifted and others where wood rot has been found within the laminated beams under the deck. There have also been other repairs needed due to wood rot that haven't been as serious – trim around the glass portion of the railings. Other cases of railings needing tightening up and other support needed. More in Capital Requests.

## Window Maintenance

Anne Dalglish truly knows how to troubleshoot and relay concerns to the vendors that she works with. Having the opportunity to go with her a couple of times in the last year on a couple of occasions, she is quick to spot where there is a need to have air circulation and some heat in rooms that may be shut off from the rest of the unit. This contributes to the build up of condensation and contributes to the breakdown of the seals. Any request sent her way is followed by a prompt "I'm on it!" – truly music to my ears as I know the request is in very capable hands. She has developed an amazing working relationship with all our suppliers of glass and windows. This is no easy feat in a time of supply management stresses in all trades.

Window Maintenance budget consists mainly of repairing broken seals. This is the replacement of the glass in the window frame where the seal around the glass has worn, broken allowing moisture or cloudiness obscure the glass. This is increasing annually with the age of the windows. We will have a better understanding of our windows after our next Depreciation Report.

Year	Budget	Approx. Spend
2018-2019	\$12,000	\$1,846
2019-2020	\$21,000	\$16,482
2020-2021	\$21,000	\$17,863
2021-2022	\$30,000	\$19,740
2022-2023	\$30,000	\$25,412
2023-2024	\$35,000	\$17,965 – up to May 2024

**Roof Maintenance**

This past year has been relatively “event free”. There have been a few roof leaks that have all been related to cracked vents. Easily and usually quickly solvable.

There has been some moss removal on some units where owner’s and or the roof/gutter cleaners have shown the need for them. Thank you to the owners that have reported this and to our roof and gutter cleaners for reporting build up as well.

As the roof continues to age, we will continue to proactively pay attention to maintenance so we can maximize this asset to its full potential prior to replacement.

**Gutter System Cleaning and Repairs**

Gutters and Roofs are on a cycle of 2 cleanings per year at this time. We tried a mid summer clean off last year when it was so dry and build up to aid with our FireSmart initiatives. It would also appear that the over-flow of the gutter over the man door at the rear of the garage has substantially subsided with the installation of larger funnels and the regular cleaning.

Leaf Traps: These traps go a long way to keeping our perimeter drains unplugged. There have been some added leaf traps installed throughout the complex where downspouts have to go into the perimeter drain around the units. This was done in conjunction with Ian Fenton who, under the Sites umbrella, reviewed some areas of concern. These leaf traps need to be cleaned out throughout the year. Not just at time of gutter cleaning. This last year was testament to that as just when the spring gutter clean happened we experience a period of wind that literally filled up the downspouts during and right after the cleaners finished the roofs.

**Pest Control**

This year has been relatively normal as far as requests go for Pest Control. We did have an owner notice that their had on two separate occasions small mice entering her garage that looked as though they had been poisoned. The concern here is that when dealing with rodents with poison, we are also putting our other wildlife at risk. There was a period of time in the last year or so where there were many reports of owls dying due to ingesting their prey – rodents that had been poisoned.

These rodents may have come from other areas, but this is a reminder to be aware of what we may be using when owners are trapping these ... critters.

**Alterations**

I would be remiss in not mentioning the work that Ted Meadley continues to do effortlessly with Alteration Requests that come forward. The time and experience Ted brings to this area make it go seamlessly. I truly enjoy working with him and have learned so much not only about what he does, but the history of Eagle Ridge! Well worth a conversation if you see him in passing. Thank you, Ted.

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

## Buildings Capital Requests

Decks are becoming a major concern over the last couple of years.

I am asking for funding to be available (Main Level Deck Assessment - \$12,000) to have a company come and do a professional Deck Review to give us a real picture of the condition of our decks. It is the intention to have an external company, PRODEK, inspect each deck and identify issues that are occurring with each deck and provide us with an up-to-date assessment of each deck. This will include deck supports, railings and decking components such as flashing and footings.

The majority of issues have come with the decks with the original solaria on them. There have been a few found that have had modified sunrooms as well. (The Solaria Structure Remediation \$50,000). Three of these decks were found earlier this year through subtle issues that owners were experiencing. The work has been quoted on and the anticipated spend on these 3 units is just shy of \$20,000. Two of the decks are expected to be a relatively reasonable fix (\$1,500 each) but one needs significant repair due to wood rot under the original solarium. Due to workload of the contractor doing this work this work is scheduled for the first week in November. The contractor being used has successfully completed 2 extensive deck restorations already this year and was recommended to us through Proline.

There have been a couple of other decks, with built out sunrooms that are experiencing issues that have yet to be inspected and quoted on.

Other areas that are starting to show up are rot occurring under the main decks as well. Footings and partial wood rot in some of the beams. These can be reasonable fixes that can occur under building maintenance, but depending on the extent of work needed, can be 4-5,000 for footing and beam restoration. Having funds available for the more extensive repairs (Strata Lot Main Deck Remediation -repairs over \$4,000) will allow for the Unit Repair operating budget to address the day-to-day repair requirements and address some of the easier, dollar friendly, repairs that will arise as a result of the main deck inspection.

This inspection report will show decks that require immediate repairs and allow Council to develop a plan in order of priority for the remaining units going forward. The first concern is, naturally, safety.

Secondly, as shown in our Community Plan, owners identified that any future upgrades to our buildings be done with high consideration made to low maintenance replacements options for items such as deck railings. A few owners have already replaced their railings through the Request to Alter their Strata Lot/Common Property process, with metal railings. Any future program in this area will require that our deck structure be in good order.

### **The Upper Vinyl Deck Renewal Program \$20,000**

This program was expected to be completed by the end of this budget year. At this time, we have identified one more unit will need to be re-done due to a premature failure. These funds are for the repair of this deck and an up-to-date assessment report of all the remaining upper decks to be done by an external company for future planning and to provide the upcoming Depreciation Report with the most current information available.

Finally....

If you got this far in the report, I would like to wrap up briefly by thanking owners for their cooperation, care and attention that they bring to our community. It is all the people that make this a community like no other. The Community Plan is a testament to that and has been a great guiding tool for Council.

Being on Council gives one the opportunity to know our complex from a different perspective and an appreciation for the gem we call Eagle Ridge. Most days it is a privilege to give back to this place we call home.

A shout out to our Proline Rep Victoria Everett. She is so patient with us! Her knowledge, resources and experience are ever so helpful.

A special thank you to both Alan Osborne and Brian Torrell for their insight, patience and unassuming natures over the last year. They have both walked us through our collective challenges this last year. They will be sorely missed. I can't tell you how glad I am to continue to work with Marion Dennet, Darlene Clarke and David Stinson remaining to carry us through next year. Couldn't do this without them.

Dee Williams

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

# SITES COMMITTEE ANNUAL REPORT

CP = Common Property

FMG = Forest Management Group

DNS = Municipality of the District of North Saanich

CRD = Capital Regional District

- A. Water System. All drinking water at Eagle Ridge comes from the Capital Regional District system which runs from the Sooke reservoirs to North Saanich, the "end of the line". The ERE water system starts at the North Saanich meter on Wain Road. It includes 6" primary water mains supplying the fire hydrants directly and all of the pods through smaller lines tapped into the mains. Each pod has a valve box which controls water flow through 1" lines to each house. The system is very stable and generally works very well.
- In April, we learned again how to find a water main leak, this time in the strata garden near unit 55. Excavating with a small backhoe led us to a leaking pipe 5' down. A local was slightly cracked where it tapped into the main. All water to units 55-78 was shut off early one morning. The entire system in that area was drained. Expert plumbers fixed the leak remarkably quickly, the pipes were securely bedded in sand and water pressure was restored that evening. The hole was filled the next day. Well, done to all affected residents for their cooperation and patience. Very many thanks to several ERE volunteers for much good work over several days. And praise to the Landscape Committee for the remediation work - the site is well restored.
- B. Sewer and Septic Systems. ERE has 25 separate septic tank sewerage systems, one for each pod. We follow a well-designed annual inspection and tank pump-out routine to meet the maintenance requirements of the BC Health Act regulations. All of our tile fields work well, but, after 35 years, they do need good care. We began a "deep inspection" program in 2024 to thoroughly examine each field over a five-to-six-year period to learn the true state of the system and to define the work we will need to have done in future to keep the fields running well. The North Saanich sewer system does not come near us now and there is no plan for it to grow our way, so we will remain reliant on our tile fields for many years to come.
- C. Roads, Brickwork and Gates. Road work in 2024 went well. All of the rough spots needing repair were fixed properly in three summer days - the final bill was well below the original cost estimate. It should be at least five years before the next road repairs may be needed. The planned 2024 brick work has not happened yet due to a labour shortage. We may need to change contractors. On the other hand, all three gates continue to work well, with persistent good care by a long-time maintenance contractor and sound local stewardship.
- D. Electrical System. BC Hydro laid the ERE primary system from the Wain Road service entrance to the 25 transformers and to the pod distribution boxes starting in 1987. It supplies power to all 75 houses, all 30 streetlights, all 25 septic tank sets, the strata irrigation system, the Sites tool and communications shed and the gates. It is a very stable system, requires little maintenance and continues to work well. Like all ERE systems, it is supervised by a knowledgeable volunteer and well supported by a preferred contractor.
- E. Drainage including the Pond and the East Main Ditch. The main gate is 55 metres above sea level (ASL). The high ground runs generally southwest from the gate to pod I (25/26/27) then to the lookout above unit 64 (58.5 m ASL) then to slightly lower land at unit 78 then markedly downslope to 35 metres ASL at the southwest corner of the property. Rain on the western slope of the high ground flows off the property to flat land beyond the ERE west boundary fence. This rainwater combines in wet times with a southerly flow from a north-to-south culvert (#1) carrying water onto ERE land at the northwest corner from higher ground north of Wain Road. Since this combined flow moves only sluggishly south and west over relatively flat ground, the northwest part of ERE becomes somewhat boggy in wet months but it is not usually an ERE drainage concern.
- About 80% of the ERE property lies east and south of the high ground line. The land slopes southeast from the high ground to the southeast property corner lying about 25 meters ASL, a 30-metre vertical drop (!) from the main gate over about 450 meters distance between the gate and the SE corner. Rain falling on the slope in the ERE developed area, including on houses and roads, flows to a collecting pond (surface about 40 m ASL) in the ERE southeast area. Rainwater running to the pond

through the network of roadside ditches and culverts under ERE roads is joined by water entering ERE just west of the RV park from the second north-to-south culvert draining lands lying north across Wain Road. This extra water joins our drainage system at the RV park. The pond is dammed by a low weir. Surplus water goes through the weir into a ditch leading to the SE property corner. Additional water enters ERE land through the third north-to-south culvert under Wain Road, about 150 meters east of the main gate. This water flows southeast onto and into the ground in the buffer zone along the ERE east boundary fence and then into the ditch along the Brackenhurst Farm driveway.

- A year-round maintenance program, with contractor and Landscape Committee support when needed, keeps all water flowing freely in this drainage system, including the long stretch down the East Main Ditch from the SE ERE corner due south 800 meters to join the North Saanich drainage system at John Road.
  - Our one outstanding task at the moment is keeping the parrot weed in the pond under control!
- F. Forest Management including Fire Smart activity. The woods activity in 2024 merged tree and brush work under regular forest management tasks with Fire Smart clearances and trimming closer to the houses. We started asking for owner suggestions perhaps a few weeks later than we might have done, but the response was good, and we got through two good sessions of work with the arborist and his crew. The work list for the first round in 2025 is already starting to grow. We are working on a better system for disposing of surplus firewood. A new task for 2024 was removal of English holly, an invasive species, from the forest area. This will continue in 2025. And, once again, the tractor, chipper and trailer all proved their worth.
- G. Snow Removal. We had one significant snow event in January, and we passed the snow clearing test, but only just. The engaged contractor backed out at the last moment. He recommended a replacement. By great good luck, the replacement was available and turned out to be highly competent. Fortunately, we only had one snow event. For this winter, finding a contractor is a large challenge. Most potential contractors, including the good one from last winter, now turn us and other places down because the cost of insurance for snow clearing activity is simply too high. However, snow clearance is an essential resident's safety task which we must do, it is a cost which we must pay and it is not a task for volunteers, no matter how willing. We will find a contractor and the work will get done.
- H. Sites Facilities. The new community notice board, a project of Ted Meadley's, went up early in 2024 and looks great. The tractor garage project is moving - we now have a building permit! Creating the building team is in hand, site preparation and structure raising will follow as weather permits. We do have work to do on the stone and concrete components at the main gates - this should be in hand by the time of the AGM.
- I. Garbage and Recycling. With the occasional small glitch, these services got done well over the past year - that performance should continue.
- J. Cable and Telephone Systems. These systems are very much invisible and very stable.

The most important part of Sites activity is its people. Steve Kristoffy, Curtis Smith, Ian Fenton, Bill McIntyre, Rick Le Noury, David Cubbon, Ron Lucenko, Dave Saunders, Rennie Oliver, Mike Edgell, Richard Rose and Ted Meadley have all given freely of their time, knowledge and expertise to keep the ERE systems operating properly and to grow my understanding of what they do and why it's important. I have the title of Sites Chair, but it is not a sole activity - I am totally grateful for the continuing, and sometimes persistent, guidance and assistance. As well, Brian Torrell (Council President), Alan Osborne (Council Vice President), Marion Dennett (Council Secretary) and Victoria Everett (Proline) have all given me good support all year. Dee Williams (Buildings Chair) and Darlene Clarke (Landscape Chair) have been happy collaborators in keeping the Council work moving along in good order - their cooperation, mutual support and occasional blunt remarks have been welcome. Eagle Ridge is a great place to live - it is well worth supporting. My warm thanks to all of you.

David Stinson

## Secretary's Report

My first year on Council has been a challenging but rewarding learning experience, thanks to the guidance from my colleagues and new friends, I have made it work and have enjoyed it. I would like to thank Brian Torrell and Alan Osborne for their support while navigating my position on council. I will miss you being part of the group. I would also like to thank Dee Williams, David Stinson and Darlene Clarke for their support, and I look forward to working with you this next year.

If you are considering joining the Council but aren't sure you have the skills required, I can assure you that the Council members are ready and willing to help you.

If the resolution to allow two additional Council Members At Large is approved, taking one of these positions would be an excellent way to learn the ropes. I encourage you to put your name forward and join a hard working, dedicated and caring group.

Marion Dennett

## THE EAGLE RIDGE COMMUNITY

Eagle Ridge Estates continues to provide owners, residents, friends and guests with a great location in North Saanich, proximity to nearby Sidney, vast forested grounds and a vibrant community! Over the past year, there have been a number of sales that will allow a whole new crop of residents to see the high levels of volunteerism, community support, and engagement that residents are proud of.

The dedicated volunteers on the Strata Council commit many hours every month to ensure that issues affecting the community and infrastructure are well considered and forward-looking. The diverse and dedicated community of owners and residents was on display again this year and should continue to shine into the next.

# RATIFICATION OF NEW RULES

- **Resolution #1 – Majority Vote  
Common Property Impediment**

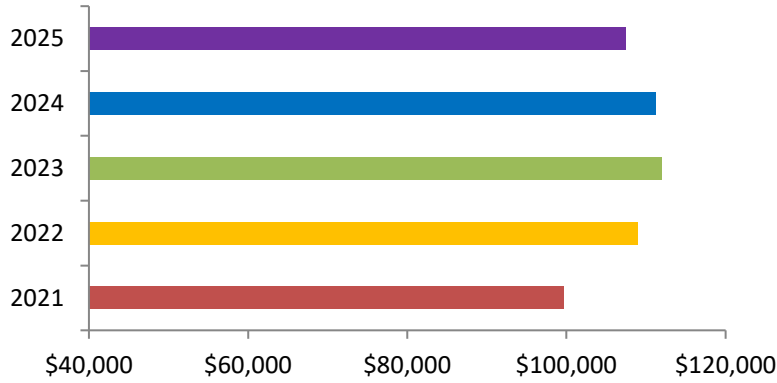
The following Rule was adopted by the Strata Council at its meeting held on 28 August 2024, became effective on that date and was notified to all owners in the Minutes of that meeting.

**BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners ratify Rule 17 as follows: Owners are not permitted to fully enclose common areas in a way that impedes residents and contractors from accessing common property.**

Supplied to StrataDocs 2024/11/06  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

## Insurance Costs for the Last 5 Years



# INSURANCE SUMMARY

The strata corporation has an obligation to insure the property to its full replacement cost and an independent replacement cost appraisal is updated to determine this cost. There is an ability of the strata corporation to charge back deductibles to owners responsible for certain claims, such as water damage claims.

Please note that the deductible for water damage claims is \$50,000.

Owners should ensure that their personal policies allow for payment of up to \$50,000 to the strata corporation for water damage insurance deductibles, as water damage deductibles are often the responsibility of the unit owner.

Owners should also confirm their adequacy of coverage for any earthquake deductibles that might be charged back to them, as the amount can be significant at \$94,424/unit.

Owners should also be aware the Strata's insurance policy **DOES NOT** cover household contents, including items in vehicles or locker spaces, betterments or improvements or displacement coverage if a resident has to live elsewhere due to a loss.

Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the Strata's deductible amounts to ensure adequate protection in the event of a claim by the Strata for which the Owner may be deemed responsible.

Owners are reminded that if the cost of damage to a strata lot is below the Strata's deductible and no strata claim is initiated, the Strata Corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of how the damage occurred.

While all Owners are entitled to coverage under the Strata's policy, the limit to which the Strata can recover costs is based on the value of the deductible involved in the claim (e.g. Water Damage - \$50,000).

The recent appraisal update revealed an increase of 6.2% to the Strata's replacement value from \$45.675 Million to \$47.1 Million. The premium, upon policy renewal in early October 2024, decreased slightly.

	Coverage	Deductible
<b>All Property Coverage</b>	\$47,142,004	\$10,000
<b>Earthquake</b>		<b>15%</b>
<b>Flood</b>		\$50,000
<b>Sewer Backup</b>		\$50,000
<b>Water Damage</b>		<b>\$50,000</b>
<b>Equipment Breakdown</b>	\$47,142,004	\$1,000
<b>Comprehensive General Liability</b>	\$3,000,000	\$1,000
<b>Directors &amp; Officers Liability</b>	\$5,000,000	\$1,000

**Insurance Broker: Gallagher (Victoria)**  
**Policy Period: October 5, 2024 – October 5, 2025**

# THE NUMBERS

# FISCAL 2024

# 21.1%

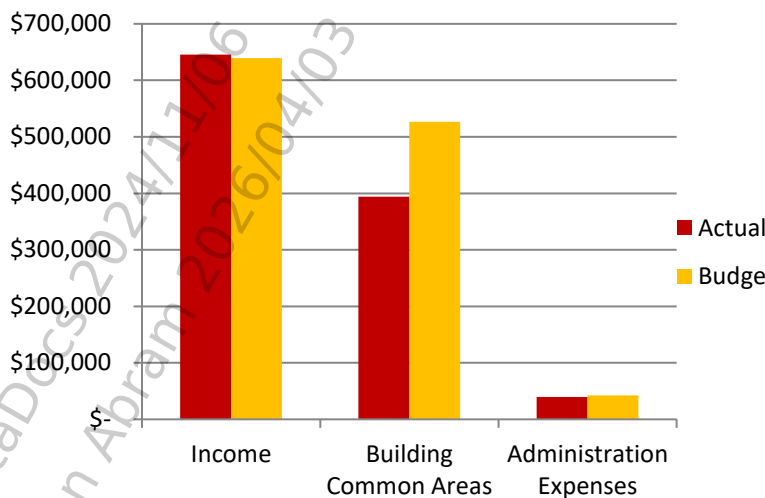
## UNDER BUDGET

What follows is a brief snapshot of the performance of the Corporation's financials, in keeping with past practice. However, if you have a passion for detail, you can always contact us with questions in advance of the meeting.

For owners who are new to Eagle Ridge Estates or want the refresher, we have attached a **glossary of accounts** that describes the type of expenses that are typically included in each category on page 23. You may find this helpful when reviewing the operating statement and proposed budget included on pages 21 – 22.

Owners at Eagle Ridge continue to be diligent in payment of their strata fees. We received 101% of the total income budgeted in Fiscal 2024 for Strata assessment revenue. We made our full contribution of \$70,605 from monthly assessments to the Contingency Reserve Fund.

The interest earned on the Operating Fund totalled \$6,558.



## OPERATING EXPENSES

We finished the year 21.1% under budget for total expenses. Despite coming in under budget, several categories saw overages that the Strata Council next year hopes to address in order to keep on top of the ongoing operating expenses of the Strata Corporation.

The Strata Corporation's operating costs are very much under control, with the Council keeping a keen eye on the numbers. As a result of knowing the numbers well, Council was able to identify items in the operating budget for which they needed to implement strategies to keep these ever-increasing costs as low as possible. The categories that typically Council has no control over are utility costs and insurance.

Despite coming in under budget overall the following line items did see overages:

- Garbage and Recycling
- Professional Fees
- Miscellaneous

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

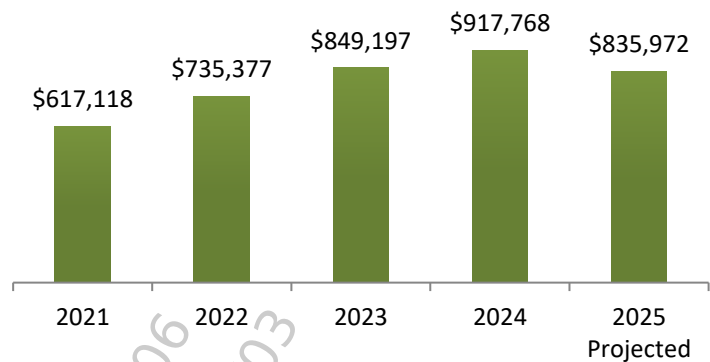
Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

# CONTINGENCY RESERVE FUND

The budgeted contributions to the Reserve Fund were made in Fiscal 2024, for a total annual contribution of \$170,457. We earned interest of \$37,042 on the balance. An operating surplus in the amount of \$62,810 was also transferred from the operating fund to the CRF.

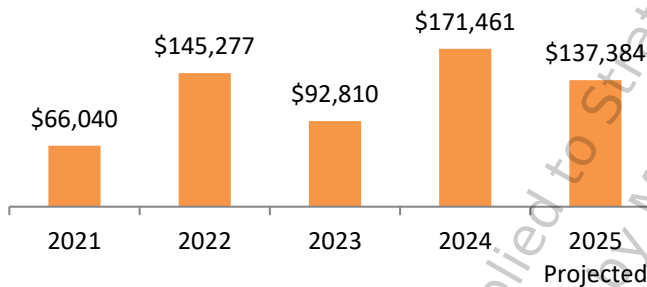
On the expenditure side, multiple Contingency Reserve Fund projects were completed. A portion of the Upper Deck Inspections/Remediation (\$20,422) was expended, along with \$16,590 related to Low Sloped and Flat Roof Renewals, \$7,540 for an Emergency Expense related to the Perimeter Drain, \$851 for the Underground Water Review, \$2,000 for Legal Review of Bylaws, \$22,537 for Main Level Deck Remediation, \$1,562 for FireSmart, \$26,177 for Road Repairs, and \$4,208 for the Tractor Garage Legal Review. With all this activity we ended Fiscal 2024 with a balance of \$917,768 in the Contingency Reserve Fund.

## Balances of the CRF



## SUMMARY

### Operating Account Balances



As described above, we came in under budget for expenses in the operating fund this fiscal year. The Strata Corporation had a strong year from a financial operations perspective.

We ended Fiscal 2024 with an operating cash balance of \$171,461 compared to the budget of \$30,000. These savings will be transferred into the Contingency Reserve Fund, less \$107,384 needed to pay Fiscal 2025's Insurance Premium.

### Did You Know... (Website Registration Update)

With 75 Strata lots at Eagle Ridge Estates, only 61 units have consented to receive notice by email. Let's continue to work together to reduce reproduction and postage costs for the Strata Corporation and increase communication between your Strata Council, Management and Owners.

# 4.9%

## PROPOSED BUDGET FOR FISCAL 2025

### STRATA FEE INCREASE

We have been working with the Council since before the turn of the fiscal year to draft and present a proposed budget that captures the desire of the Strata Council to proactively maintain the complex to the level expected by the owners and residents.

Your Strata Council has proposed a budget that results in a balanced budget where the income meets the needs of the Strata's operating expenses. The proposed budget for Fiscal 2025 provides for an 5.3% increase in strata fee revenues. The impact of the overall strata fee increase on your monthly fees effective January 1, 2025, will be \$35.00/month per unit, translating to 4.9% due to the increase levied in the previous year and collected during the first two months of Fiscal 2025. A schedule listing the fees for each of your units can be found on page 24.

### OPERATING EXPENDITURES

When compared to last year, the budget for total operating costs (including the transfer to Reserve) has a net effect of 5.3%. The contribution from Strata assessments to the Contingency Reserve Fund (CRF) is \$50,290 with an operating surplus transfer to the CRF in the amount of \$34,077.

The hope, as always, is that cost savings in other categories will result in an even higher operating fund balance at the end of Fiscal 2025. The intent is to allow the Strata Corporation to continue to strengthen its Contingency Reserve Fund to minimize the need for Special Levies in the future and ensure the buildings are properly maintained.

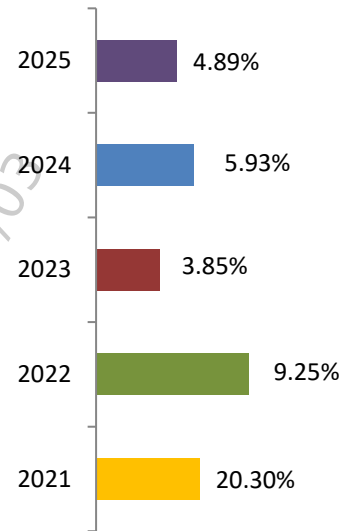
### THE CONTINGENCY FUND

As noted earlier, a strong Contingency Reserve Fund and proactive maintenance of the Strata Corporation assets are key priorities of the Strata Council and Eagle Ridge owners. The proposed budget continues that theme with the Contingency Reserve Fund contributions of \$50,290 from monthly assessments. As per BC's Strata Property Act, subsection 105 (1)(a), the 2024 operating surplus of \$34,077 will be transferred to the Contingency Reserve Fund.

It is also the account from which major maintenance and renewal costs are expended as well as extraordinary (emergency) expenses are incurred from time to time.

If all allocated expenditures are approved and utilized, the Strata Corporation is projected to end the year with \$835,972 in the Contingency Reserve Fund.

#### Increase in Strata Fees



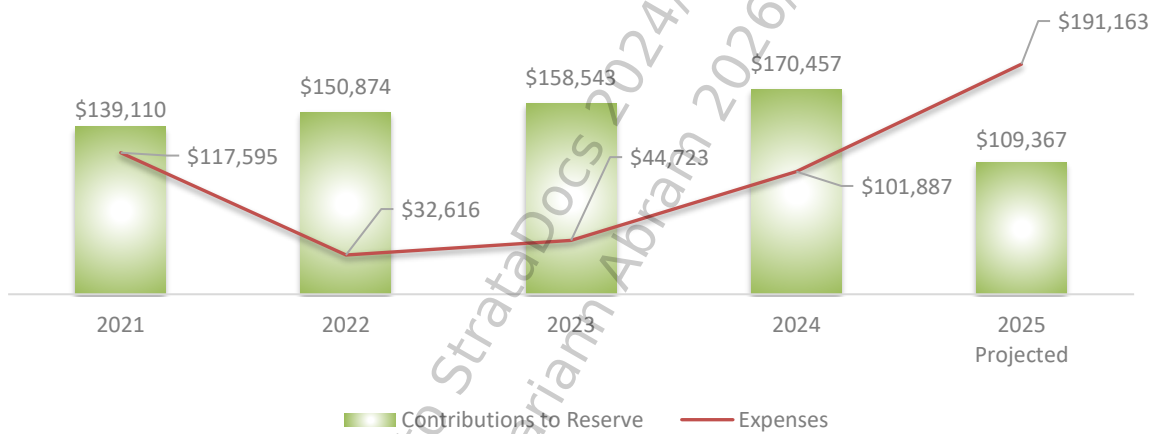
### Previous Projects (Carried Forward)

- FireSmart
- BECA/Depreciation Report
- Front Gate Stonework
- Tractor Garage Legal Review

### Fiscal 2025 Proposed Projects

- Main Level Deck Remediation (Additional Funds)
- Upper Deck Inspections/Remediations
- Strata Lot Deck Assessment
- Solaria Deck Structure Remediation
- Electrical Planning Report
- East Perimeter Fence Remediation
- East Main Ditch Inspection and Remediation
- Document Scanning
- Split Rail Structure

### Contributions to Reserve and Expenses out of Reserve



## SUMMARY

Your strata council believes that it has presented a budget that will help Eagle Ridge Estates continue to proactively maintain the complex and keep up with ever increasing cost of maintenance and utilities. In addition, the intent of the proposed budget will ensure the long-term financial strength of the Strata Corporation for current and future owners. If you have any questions about the budget, please do not hesitate to ask.

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF OPERATING FUND  
For the fiscal year ended September 30, 2024; and  
Budget for the fiscal year ending September 30, 2025

DESCRIPTION	FISCAL 2024	FISCAL 2024	Proposed
	ACTUAL	BUDGET	FISCAL 2025 BUDGET
<b>INCOME</b>			
Strata Assessments - Operating	568,580.00	563,894.00	616,834.00
Strata Assessments - Reserve	70,605.00	70,605.00	50,290.00
Interest Income	6,557.74	5,000.00	6,500.00
<b>Subtotal</b>	<b>645,742.74</b>	<b>639,499.00</b>	<b>673,624.00</b>
<b>OPERATING EXPENSES</b>			
<b>Building Common Areas</b>			
Hydro	1,549.63	2,000.00	2,000.00
Water & Sewer	17,251.03	50,000.00	40,000.00
Garbage & Recycling	12,218.89	11,000.00	13,000.00
Electrical (Street Lights)	832.58	1,500.00	1,500.00
Plumbing & Heating	30,901.52	31,300.00	51,800.00
Deck Maintenance	283.49	-	-
Painting	67,688.47	95,000.00	100,000.00
Building Maintenance - General	10,408.91	23,000.00	23,300.00
Window Maintenance	21,510.30	35,000.00	30,000.00
Roof Maintenance	4,184.75	15,000.00	15,000.00
Gutter Maintenance	21,211.49	27,000.00	27,000.00
Pest Control	2,961.00	6,000.00	6,000.00
WorkSafe	16.13	-	50.00
Equipment - General	1,403.34	1,500.00	2,000.00
Grounds Maintenance - Contract & Labour	51,267.83	52,094.00	58,600.00
Grounds Maintenance - Other	3,964.48	7,000.00	6,500.00
Bricks, Paving, Road & Trees	34,123.97	55,000.00	68,000.00
Tractor Operating	682.84	2,500.00	2,500.00
Telephone/Internet	-	-	800.00
NEST	279.27	500.00	500.00
Insurance	111,191.00	111,200.00	107,384.00
<b>Subtotal - Building Common Areas</b>	<b>393,930.92</b>	<b>526,594.00</b>	<b>555,934.00</b>
<b>Administration</b>			
Property Management Fees	28,757.88	28,830.00	30,875.00
Taxes on Property Management Fees	1,513.58	2,170.00	1,625.00
Additional Services	-	-	1,600.00
Administration & Postage	3,063.30	5,000.00	5,000.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	2,024.02	2,000.00	25,000.00
Social Fund	-	-	500.00
Memberships	-	-	500.00
Miscellaneous	4,086.66	4,000.00	2,000.00
<b>Subtotal - Administration</b>	<b>39,745.44</b>	<b>42,300.00</b>	<b>67,400.00</b>
<b>Other Expenses</b>			
Transfer to Reserve	70,605.00	70,605.00	50,290.00
<b>Subtotal - Other Expenses</b>	<b>70,605.00</b>	<b>70,605.00</b>	<b>50,290.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>504,281.36</b>	<b>639,499.00</b>	<b>673,624.00</b>
<b>NET CASH FLOW - SURPLUS/(DEFICIT)</b>	<b>141,461.38</b>	<b>-</b>	<b>-</b>
<b>OPENING BALANCE, OPERATING FUND</b>	<b>92,810.48</b>	<b>92,810.48</b>	<b>171,461.38</b>
<b>LESS: TRANSFER SURPLUS TO CRF</b>	<b>(62,810.48)</b>	<b>(62,810.48)</b>	<b>(34,077.38)</b>
<b>CLOSING BALANCE, OPERATING FUND</b>	<b>171,461.38</b>	<b>30,000.00</b>	<b>137,384.00</b>

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

THE OWNERS, STRATA PLAN VIS1579 (Eagle Ridge Estates)

STATEMENT OF CONTINGENCY RESERVE FUND  
For the fiscal year ended September 30, 2024; and  
Budget for the fiscal year ending September 30, 2025

	FISCAL 2024 ACTUAL	FISCAL 2024 BUDGET	Proposed FISCAL 2025 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	70,605.00	70,605.00	50,290.00
Surplus Operating Funds	62,810.48	62,810.00	34,077.38
Interest	37,041.95	15,000.00	25,000.00
<b>Total Contributions</b>	<b>170,457.43</b>	<b>148,415.00</b>	<b>109,367.38</b>
<b>EXPENSES</b>			
<b>Previously Approved Projects</b>			
Upper Deck Inspections / Remediation	20,422.24	30,000.00	-
Low Sloped and Flat Roof - Renewal	16,590.00	25,000.00	-
Emergency Expense	7,539.94	-	-
Pond Remediation	-	8,000.00	-
Underground Water Review	851.08	2,000.00	-
Legal Review for Bylaws	2,000.00	2,000.00	-
Main Level Deck Remediation	22,536.62	25,000.00	30,000.00
FireSmart	1,562.44	2,000.00	571.00
Road Repairs (DR)	26,176.50	46,500.00	-
BECA/Depreciation Report	-	20,000.00	20,000.00
Front Gate Stonework	-	5,000.00	5,000.00
Tractor Garage Legal Review	4,207.89	7,500.00	3,292.11
<b>2025 Projects</b>			
<b>Upper Deck Inspections/Remediation</b>	-	-	<b>20,000.00</b>
<b>Strata Lot Deck Assessment</b>	-	-	<b>12,000.00</b>
<b>Solaria Deck Structure Remediation</b>	-	-	<b>50,000.00</b>
<b>Electrical Planning Report</b>	-	-	<b>8,000.00</b>
<b>East Perimeter Fence Remediation</b>	-	-	<b>10,000.00</b>
<b>East Main Ditch Inspection and Remediation</b>	-	-	<b>10,000.00</b>
<b>Document Scanning</b>	-	-	<b>20,000.00</b>
<b>Split Rail Structure</b>	-	-	<b>2,300.00</b>
<b>Total Expenses</b>	<b>101,886.71</b>	<b>173,000.00</b>	<b>191,163.11</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>68,570.72</b>	<b>(24,585.00)</b>	<b>(81,795.73)</b>
<b>OPENING FUND BALANCE</b>	<b>849,197.02</b>	<b>617,118.00</b>	<b>917,767.74</b>
<b>CLOSING FUND BALANCE</b>	<b>917,767.74</b>	<b>592,533.00</b>	<b>835,972.01</b>

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

## GLOSSARY OF ACCOUNTS

INCOME	
Strata Assessments - Operating	What is collected to meet the financial obligation of the operating budget
Strata Assessments - Reserve	What is collected for injection into the Contingency Fund and is ordinarily based on the Depreciation Report funding models
Interest Income	Reflects the interest earned on the operating cash balance of the Strata Corporation
EXPENSES	
Hydro	Electricity costs for common area roadway lighting, the shed beside the RV overflow parking lot and other equipment that draws power in the common areas
Water & Sewer	Domestic water consumption for all units and irrigation
Garbage & Recycling	Garbage and organics removal. Recycling is arranged through the CRD
Electrical (Street Lights)	Service calls and supplies to repair common property electrical issues such as streetlight bulb outages
Plumbing & Heating	Covers sub-categories of septic and water repairs, septic pumpout, hydrant flushing, ditch servicing and perimeter drain maintenance at the complex
Deck Maintenance	Covers repairs and maintenance for staining to main and upper deck rails
Painting	Covers any painting done to the units
Building Maintenance - General	Covers sub-categories of roof maintenance (moss treatment and repairs), gutter system cleaning, chimney inspection, unit repairs and window (glass replacement)
Window Maintenance	Cleaning of all exterior windows once per year, all inaccessible windows once per year and cleaning of gutters and ledges as required. Also recovers repairs and replacements.
Roof Maintenance	Expenses related to moss removal and minor maintenance as required
Gutter Maintenance	Monthly gutter cleaning is being proposed as preventative maintenance
Pest Control	General pest control services for the common areas. Costs in this category are captured under the Building Maintenance group of sub-categories on the ERE formatted statement
WorkSafe	Premiums paid to WorkSafe BC and is captured under the Building Maintenance group of categories on the ERE formatted statement
Equipment - General	Service calls and scheduled maintenance to the front entrance gates
Grounds Maintenance - Contract & Labour	Covers sub-categories of strata gardens, septic fields, roadside/pond maintenance, trail maintenance, roadside pickup, irrigation, unit garden hours and control of invasive species
Grounds Maintenance - Other	Covers sub-categories of planting materials, supplies and services, equipment maintenance and trail material
Bricks, Paving, Roads & Trees	Covers sub-categories associated with road maintenance, brickwork (walkways and driveways), tree maintenance and John Road ditch maintenance
Tractor Operating	Covers expenses related to the tractor and tractor usage
Telephone/Internet	Covers the cost of hosting the erestrata.org
NEST	Neighbourhood Emergency Site Team
Insurance	Typically included to cover insurance deductibles that may be payable and to identify expenses for which reimbursement will be required by the responsible owner
ADMINISTRATION	
Property Management Fee	Reflects the fees paid to Proline Management Ltd. under the contract
Taxes on Property Management Fee	Reflects the applicable federal taxes collected on property management fees
Administration Services	This category includes all postage and copying charges for the complex, off-site storage and annual trust audit fee plus participation by the Strata is a website hosted by Proline Management. In addition, costs associated with filing the Strata's annual tax return are included in this category
Interest/Bank Charges	Reflects the \$25.00 monthly administrative fee levied by the Bank of Montreal on all strata trust accounts
Professional Fees	Professional consultation for strata matters relating to legal, accounting and other issues
Social Fund	Any cost associated with social events
Memberships	Costs Associated with any memberships
Miscellaneous	Category used for miscellaneous expenses, such as printing supplies for council and location booking expenses for AGM and Information Meeting
Transfer to Reserve	Represents the contributions to the contingency reserve fund received from the monthly strata assessments
Transfer to Reserve - Surplus	Monies in the operating account that are being moved to the contingency reserve fund

**Eagle Ridge Estates Strata Plan VIS 1579**  
**Proposed Schedule of Strata Fees**  
**Effective January 1, 2025**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
1	30	1	709.08	40.92	750.00
2	29	1	709.08	40.92	750.00
3	28	1	709.08	40.92	750.00
4	27	1	709.08	40.92	750.00
5	26	1	709.08	40.92	750.00
6	25	1	709.08	40.92	750.00
7	24	1	709.08	40.92	750.00
8	23	1	709.08	40.92	750.00
9	22	1	709.08	40.92	750.00
10	6	1	709.08	40.92	750.00
11	5	1	709.08	40.92	750.00
12	4	1	709.08	40.92	750.00
13	3	1	709.08	40.92	750.00
14	2	1	709.08	40.92	750.00
15	1	1	709.08	40.92	750.00
16	15	1	709.08	40.92	750.00
17	14	1	709.08	40.92	750.00
18	13	1	709.08	40.92	750.00
19	9	1	709.08	40.92	750.00
20	8	1	709.08	40.92	750.00
21	7	1	709.08	40.92	750.00
25	21	1	709.08	40.92	750.00
26	20	1	709.08	40.92	750.00
27	19	1	709.08	40.92	750.00
28	36	1	709.08	40.92	750.00
29	35	1	709.08	40.92	750.00
30	34	1	709.08	40.92	750.00
31	33	1	709.08	40.92	750.00
32	32	1	709.08	40.92	750.00
33	31	1	709.08	40.92	750.00
34	51	1	709.08	40.92	750.00
35	50	1	709.08	40.92	750.00
36	49	1	709.08	40.92	750.00
37	48	1	709.08	40.92	750.00
38	47	1	709.08	40.92	750.00
39	46	1	709.08	40.92	750.00
40	45	1	709.08	40.92	750.00
41	44	1	709.08	40.92	750.00
42	43	1	709.08	40.92	750.00
43	42	1	709.08	40.92	750.00
44	41	1	709.08	40.92	750.00
45	40	1	709.08	40.92	750.00
46	39	1	709.08	40.92	750.00
47	38	1	709.08	40.92	750.00
48	37	1	709.08	40.92	750.00
49	18	1	709.08	40.92	750.00
50	17	1	709.08	40.92	750.00
51	16	1	709.08	40.92	750.00
52	12	1	709.08	40.92	750.00
53	11	1	709.08	40.92	750.00
54	10	1	709.08	40.92	750.00
55	75	1	709.08	40.92	750.00
56	74	1	709.08	40.92	750.00
57	73	1	709.08	40.92	750.00
58	72	1	709.08	40.92	750.00
59	71	1	709.08	40.92	750.00
60	70	1	709.08	40.92	750.00
61	69	1	709.08	40.92	750.00
62	68	1	709.08	40.92	750.00
63	67	1	709.08	40.92	750.00
64	54	1	709.08	40.92	750.00
65	53	1	709.08	40.92	750.00
66	52	1	709.08	40.92	750.00
67	63	1	709.08	40.92	750.00
68	62	1	709.08	40.92	750.00
69	61	1	709.08	40.92	750.00
70	60	1	709.08	40.92	750.00
71	59	1	709.08	40.92	750.00
72	58	1	709.08	40.92	750.00
73	66	1	709.08	40.92	750.00
74	65	1	709.08	40.92	750.00
75	64	1	709.08	40.92	750.00
76	57	1	709.08	40.92	750.00
77	56	1	709.08	40.92	750.00
78	55	1	709.08	40.92	750.00

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Supplied to StrataDocs 2024/11/06  
 Ordered by Mariann Abram on 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
 Document Uploaded and Verified: 2024/11/06

# RESOLUTIONS AFFECTING THE CONTINGENCY RESERVE FUND

Below are the resolutions for expenditures from the Contingency Reserve Fund as recommended by your Strata Council for Fiscal 2025:

## Resolution #2 – ¾ Vote Additional Funds – Main Level Deck Remediation

Monies for Main Level Deck Remediations are needed to deal with decks that are experiencing rot to the structure underneath the deck. Council is requesting an additional \$30,000 from the Contingency Reserve Fund. These funds are for priority repairs that are over \$4,000 for each repair. The external deck assessment will direct repair priority. These funds are requested in order to preserve the operating budget for other strata repairs and deck repairs under \$4,000.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$30,000 from the Contingency Reserve Fund to complete Main Level Deck Remediation.**

## Resolution #3 – ¾ Vote Upper Level Vinyl Deck Inspections and Remediation

This program was scheduled to be completed by the end of this budget year. At this time, we have identified one more unit will need to be redone due to a premature failure. Approximately \$2,500 of these funds will provide and an up-to-date assessment report of upper decks to be done by an external company for any future planning and to provide a Depreciation Report with the most current information available.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000 from the Contingency Reserve Fund for the inspection and remediation of the Upper Level Vinyl Decks.**

## Resolution #4 – ¾ Vote Strata Lot Deck Assessments

The Strata Council is seeking an expenditure from the Contingency Reserve Fund of up to \$12,000 for an external, professional assessment of the main level decks. Increasing instances of deck support rot are being reported. Structure Safety is the primary driver behind this. This assessment will assist in developing a repair program based on priority and funding available and the information will provide forth coming

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$12,000 from the Contingency Reserve Fund for the Strata Lot Deck Assessments.**

## Resolution #5 – ¾ Vote Solaria Deck Structure Remediation

The Strata Council is proposing an expenditure from the Contingency Reserve Fund for up to \$50,000 for the Remediation of the Original Solaria Deck Structure. This will address work that was identified in the 2023/2024 budget year as well. The main level deck assessment will identify and prioritize any further work in this area.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$50,000 from the Contingency Reserve Fund for Solaria Deck Structure Remediation**

## Resolution #6 – Majority Vote Electrical Planning Report

Recent regulations passed in December of 2023 now require Strata Corporations within the CRD and with five or more units to obtain an Electrical Planning Report by December 31, 2026.

For more information on the Electrical Planning Report, Vancouver Island Home Owners Association (VISOA) has a great article here: <https://www.visoa.bc.ca/?p=12420>

Council is proposing the below funding to be available to acquire the Electrical Planning Report as required. The Council does not expect the report to cost the full budgeted amount but would like the funds available to move forward when appropriate.

**BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$8,000 from the Contingency Reserve Fund for the completion of an Electrical Planning Report.**

▪ **Resolution #7 – ¾ Vote  
East Perimeter Fence Remediation**

The Strata Council is proposing an expenditure from the Contingency Reserve Fund of up to \$10,000 for remediation of the eastern section of the property boundary fence. The work will fulfil the fence maintenance requirement included in the 1986 decision of the Agricultural Land Reserve (ALR) Commission to allow development of the Eagle Ridge Estates property on ALR land as set out in the Restrictive Covenant R107325 under the Land Title Act dated 3 October 1986.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners approve an expenditure from the Contingency Reserve Fund of up to ten thousand dollars (\$10,000) for remediation of the eastern section of the property boundary fence. The work will fulfil the fence maintenance requirement included in the 1986 decision of the Agricultural Land Reserve (ALR) Commission to allow development of the Eagle Ridge Estates property on ALR land as set out in the Restrictive Covenant R107325 under the Land Title Act dated 3 October 1986."**

▪ **Resolution #8 – ¾ Vote  
East Main Ditch Inspection and Remediation**

The Strata Council is proposing an expenditure of up to \$10,000 from the Contingency Reserve Fund for the remediation of the East Main Ditch to ensure, as required by easement agreement S 36972 dated 19 April 1987 under the Land Title Act, that water draining off the Eagle Ridge Estates property does not flood the fields of Brackenhurst Farm.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund for remediation of the East Main Ditch to ensure, as required by easement agreement S36972 dated 19 April 1987 under the Land Title Act, that water draining off the Eagle Ridge Estates property does not flood the fields of Brackenhurst Farm.**

▪ **Resolution #9 – ¾ Vote  
Document Scanning**

The Strata Council is proposing an expenditure from the Contingency Reserve Fund for up to \$20,000 for the purpose of identifying and scanning assorted strata documents that are currently held in paper form and saving them in electronic readable format in a readily available location. This is intended to locate and save for posterity those documents currently missing from the electronic records.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$20,000 from the Contingency Reserve Fund for the purpose of document scanning.**

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

Resolution #10 – ¾ Vote  
Split Rail Fence

The Strata Council proposes that the split rail fence segments now located on common property south of strata lot 62 be allowed to stay in place.

An owner has requested a secret ballot on this resolution in accordance with Bylaw 30.



**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners approve, as prescribed by Section 71 of the Strata Property Act, that the split-rail fence segments now standing on common property south of Strata Lot 62 remain in place.**

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

▪ **Resolution #11 – ¾ Vote  
Split Rail Fence Compensation**

Resolution 11 will only be voted on if resolution #10 fails.

The Strata Council is proposing an expenditure of up to \$2,300 from the Contingency Reserve Fund for the purpose of compensating the owners for expenditures made in good faith after council approval. The Strata Council will settle the final amount of the compensation and report it in the minutes. The fence segments will be removed by the Strata Corporation.

An Owner has requested the resolution be conducted by secret ballot.

**BE IT RESOLVED, AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1579, THAT the Owners authorize an expenditure of up to \$2,300 from the Contingency Reserve Fund to compensate the owners of Strata Lot 62 for the expenditure made in good faith to create the split rail fence segments.**

Supplied to StrataDocs 2024/11/06  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

## BYLAW RESOLUTIONS

### Resolution #12 – ¾ Vote Amend Bylaws 6 and 7

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended as follows:**

Bylaw 6. renumber current subsection b) to be subsection c); add new subsection b) common property that has not been designated as limited common property; amend the opening text of subsection c) to read c)a strata lot, but the duty to repair and maintain includes only the following, and specifically excludes those items referred as an owner’s responsibility in bylaw 4 and in the strata rules:

Bylaw 7. add new subsection “c) Indemnification for Remedial and Legal Costs

- i. Should the strata corporation undertake any remedial work or legal action with respect to a breach by an owner, tenant or occupant of the Strata Property Act, the Strata Property Regulation, the bylaws or the rules, then the responsible owner or tenant shall be liable for and shall pay the reasonable costs of remedying the contravention, and all of the strata corporation’s legal costs incurred on a solicitor and own client basis in the case, and shall pay the required amount within seven (7) days of receipt of a demand from the Council.
- ii. In these bylaws “legal action” includes any services provided to the strata corporation by a lawyer whether or not court or administrative tribunal proceedings of any kind are ultimately commenced, and includes the cost of defending and actions, claims, or disputes brought by an owner, occupant, or tenant against the strata corporation in which such person is not substantially successful.
- iii. Additional assessments, fines authorized by these bylaws, banking charges, filing costs, reimbursement of strata corporation costs for repair and maintenance of alterations to common property by owners, reimbursement of strata corporation costs for work done in a strata lot at owner request, legal expenses, interest charges and any other expenses incurred by the strata corporation to enforce these bylaws, as amended from time to time, or any rule which may be established from time to time by the Council pursuant to the Strata Property Act or these bylaws, shall become part of the assessment of the responsible owner or tenant and shall become due and payable within seven (7) days of receipt of a demand from the Council, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the Strata Corporation may not register a lien against title for such separate cost component."

### Resolution #13 – ¾ Vote Amend Bylaws 8 and 9

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended as follows:**

Bylaw 8

Strata Council

Amend subsection a) to read

- i. "At each annual general meeting, the eligible voters present or represented by proxy must elect by majority vote a President, Vice-President, Secretary-Treasurer, Buildings Chair, Landscape Chair, Sites Chair and up to two Members at Large who will comprise the Strata Council (Council)."

Amend subsection g) to read

- ii. "Council shall appoint a nominating committee not later than three (3) months prior to the annual general meeting to nominate eight (8) or more owners for election to Council for the next year."

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

Bylaw 9

Vacancies, Quorum, etc.

Amend subsection c) to read

- iii. A quorum for a meeting of the Strata Council is:
  - A. 3 members, if the Council consists of 5 or 6 members; or
  - B. 4 members, if the Council consists of 7 or 8 members.
- iv. Strata Council members must be present at a meeting of the Council to be counted in establishing the presence of a quorum unless these bylaws provide otherwise."

**Resolution #14 – ¾ Vote  
Respectful Community Bylaw**

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended by adding new bylaw 33 as follows:**

- 33. Respectful Community
  - a) Eagle Ridge owners, occupants, tenants and Strata Council members must conduct themselves courteously towards other owners, occupants, tenants, visitors, Council members and the strata corporation’s property manager, contractors and agents.
  - b) An owner, tenant, occupant, or visitor must not at any time in written correspondence, electronic communication, or in person in a strata lot or on the common property:
    - i. Humiliate or disparage a person regarding, but not limited to, their race, ethnicity, religion, age, sexual orientation or status;
    - ii. Engage in bullying, intimidating, stalking, harassing, unreasonable and/or aggressive conduct against another person or group of persons;
    - iii. Engage in a physical altercation except in self-defense;
    - iv. Obstruct, stall, or otherwise interfere with any person providing work or services on behalf of the strata corporation including, but not limited to, a manager, caretaker, landscaper, contractor, caregiver, service worker, volunteer, or Strata Council member; or
    - v. Make spurious, vexatious, or frivolous complaints of bylaw violations against another owner, occupant or tenant."

**Resolution #15 – ¾ Vote  
Amend Appendix 1 to the Bylaws**

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, THAT the bylaws of the strata corporation be amended by adding the following new paragraph 11 to Appendix 1:**

- 11. Other Items
 

Potentially permitted fixed structures on common property, all subject to the established alteration application process and Council approval, with details of qualified contractors and insurance details provided to and accepted by Council. Items listed here will not be deemed significant for the purposes of section 71 of the Strata Property Act.

  - a) Skylights
  - b) Rooftop sprinkler systems
  - c) In-ground irrigation systems
  - d) Heat pumps and air conditioners
  - e) Propane tanks
  - f) Replaced or expanded front walkways
  - g) Privacy screens in place of privacy hedges

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/11/06

- h) Main deck extensions and stairs from the main deck to ground level
- i) Lattice screening under the main deck
- j) Firewood storage structures
- k) Bird feeders
- l) Compost boxes
- m) Benches
- n) Screening for heat pumps, air conditioners and propane tanks
- o) Foot bridges over ditches
- p) Utility buildings, signage and other structures installed by Council for the purpose of maintaining the strata property
- q) Steps and pathways to navigate a garden area
- r) Retractable fabric awnings
- s) French drains.

▪ **Resolution #16 – ¾ Vote**  
**Bylaw Consolidation**

**BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1579, that the registered bylaws of the strata corporation be amended by adopting all of the bylaw changes passed at today's meeting, renumbering and making non-substantive ancillary changes as required and by filing a new consolidated copy of the bylaws with the Land Title and Survey Authority which shall be deemed to be the bylaws of the strata corporation.**

Supplied to StrataDocs 2024/11/06  
Ordered by Mariann Abram 2024/11/03

# ELECTION OF STRATA COUNCIL

The bylaws for Eagle Ridge Estates state that the strata Council must consist of at least six (6) members. The following Council members have agreed to let their names stand for re-election of the following positions during the period of 2024/2025:

- Dee Williams (Buildings. Unit 28)
- Dave Stinson (Sites, Unit 2)
- Darlene Clarke (Landscaping. Unit 49)
- Marion Dennett (Secretary Position, Unit 47)

In addition, the following people were approached and have agreed to let their names stand for the coming year:

- Doug Hannan (President-Unit 18)
- Marilynn Harris (Vice President- Unit 55)

Ideally, Council members possess:

- Enthusiasm
- An interest in learning new things
- A desire and ability to advance the interests of the overall community
- A willingness to share opinions, listen to other opinions and work as a team with other Council members
- An interest in having fun... Although we're always dealing with serious topics, we do have some of that!
- Some time to provide. Regular Council meetings are held every month, are generally 2 hours in length (give or take) and start at 10:00am. Additional meetings are sometimes (but not usually) required. There is some prep time required to review material in advance of the meetings. Also, information is shared and though not the norm, decisions are sometimes made between meetings via e-mail so it's important that Council members are able to monitor their email regularly. For Council members who have the time and are interested in participating, there are usually other activities, tasks and committees that crop up from time to time between meetings.

Please consider joining us!

# Did you know that you have a whole team working on your building?



**Victoria Everett**  
**Strata Property Manager**

Victoria handles the business operations on behalf of the strata corporation working to arrange services for the strata corporation and enters into contracts for the maintenance and repairs of the strata corporation's common property, responds to residents' inquiries and requests, attends when needed to the building sites to ensure quality of cleaning, maintenance, etc., prepares the minutes of all meetings as well the annual budget and monthly financial statements.

**Operations Coordinators**

We have a team of unlicensed operation coordinators to assist all property managers. They are the best people to take care of keeping your information current in our database, providing fobs and keys, and helping with booking moves and elevators. They also assist with notices, maintenance calls, and website support. If we can take care of something for you, please contact us at:

**Strata Administration Experts**

We have a team of strata administration experts to work on the documents for your strata corporation. They work on all of our buildings and ensure accuracy and timely preparation. The team completes the Annual General Meeting notices, meeting minutes, correspondence, document and forms requests, and strata council manuals.

# MAKE SURE YOUR VOTE COUNTS!



## STRATA PROPERTY ACT – FORM A PROXY APPOINTMENT (Section 56)

Please note that in accordance with the *Strata Property Act*, the Strata Property Manager for the Strata Corporation cannot be appointed as a proxy. Please confirm that the named proxyholder will be in attendance at the general meeting, as the appointment of your proxyholder is not transferrable.

I/We, \_\_\_\_\_ [the owner(s)/mortgagee] of the strata lot described above, appoint \_\_\_\_\_ [name of appointee] to act as my/our proxy at the Annual General Meeting to be held on Tuesday, November 26, 2024.

I/We acknowledge that the Strata Corporation is unable to track the votes of all proxy holders and that the holder of this proxy may abstain from voting on the following resolutions or may vote differently than I have requested.

Unit # \_\_\_\_\_  
Strata Lot # \_\_\_\_\_  
Strata Plan VIS1579  
Eagle Ridge Estates

<b>Resolution #1 – Majority Vote – Common Property Impediment</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #2 – ¾ Vote – Additional Funds - Main Level Deck Remediation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #3 – ¾ Vote – Upper Deck Inspection and Remediation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #4 – ¾ Vote – Strata Lot Deck Assessments</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #5 – ¾ Vote – Solaria Deck Structure Remediation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #6 – Majority Vote – Electrical Planning Report</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #7 – ¾ Vote – East Perimeter Fence Remediation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #8 – ¾ Vote – East Main Ditch Inspection and Remediation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #9 – ¾ Vote – Document Scanning</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #10 – ¾ Vote – Split Rail Fence</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #11 – ¾ Vote – Split Rail Fence Compensation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #12 – ¾ Vote – Amend Bylaws 6 and 7</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #13 – ¾ Vote – Amend Bylaws 8 and 9</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #14 – ¾ Vote – Respectful Community Bylaw</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #15 – ¾ Vote – Amend Appendix 1 to the Bylaws</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Resolution #16 – ¾ Vote – Bylaw Consolidation</b>	In Favour <input type="checkbox"/>	Opposed <input type="checkbox"/>	Abstain <input type="checkbox"/>

Order By: Mariah Abraham  
Document Uploaded and Verified: 2024/11/06  
Proline Management Ltd - Sidney on 2026/04/03

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.



Limitations on Proxy, if any

---



---



---



---



---



---



---



---

I/We request the holder of our proxy to vote as indicated with respect to the above resolutions, as presented in the Notice of Annual General Meeting. If no indication has been provided, I/we confirm that there are no limitations on the proxy holder with respect to the above resolutions.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of  
Owner/Mortgagee

\_\_\_\_\_  
Signature of  
Owner/Mortgagee

Supplied to StrataDocs 2024/11/06  
Ordered by Mariann Abram 2026/04/03