

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES
TUESDAY, MARCH 24, 2026, AT UNIT 7 AT 10:00 AM**

Council in Attendance: Doug Hannan, Dee Williams, Marion Dennett, David Stinson, Sue McIntyre, Clint Flood, Mike Jean

Absent with Regrets: Marilynne Harris

Proline Management Ltd.: Victoria Everett, Strata Property Manager

1. CALL TO ORDER

The meeting was called to order by President Doug Hannan at 10:01 am.

2. APPROVAL OF THE AGENDA

The agenda was circulated to all members in advance of the meeting.

Motion: That the agenda be adopted as amended.

Moved: Dee Williams

Seconded: David Stinson

Carried.

3. APPROVAL OF MINUTES

Motion: To approve the Council meeting minutes of February 18, 2026.

Moved: David Stinson

Seconded: Clint Flood

Carried.

4. COMMITTEE REPORTS

4.1 Strata Agent's Report

Motion: To accept the Strata Agent's Report as presented.

Moved: David Stinson

Seconded: Sue McIntyre

Carried.

4.2 Secretary Treasurer's Report – Marion Dennett

From: February 16, 2026 – March 22, 2026

There were 13 requests for assessment, remediation or approval from residents.

Refer to Individual Chair reports for details.

0 President/Council requests.

2 Vice President requests.

5 Buildings Chair requests.

3 Sites Chair requests.

0 Landscape Chair requests.
3 Administration requests.

Electronic Voting:

1. Unit 50 – February 21, 2026

Motion: To approve the installation of a heat pump for unit 50.

Moved: Dee Williams

Seconded: Doug Hannan

Carried.

2. Unit #6 – March 6, 2026

Motion: To approve the ensuite bathroom alteration for unit 6.

Moved: Dee Williams

Seconded: Doug Hannan

Carried

Correspondence: 4 completed ERE Emergency Information forms – all delivered to VP Flood.

New Residents: No new ERE residents during this period.

Petty Cash: Unchanged from last report

Balance: \$353.98

Interested Buyers List: No changes from last report – 13 names on the list.

Motion: To accept the Secretary's Report as presented.

Moved: Marion Dennett

Seconded: David Stinson

Carried.

4.3 Member at Large Reports

There were no formal reports this period.

4.4 Buildings Committee – Dee Williams

Roof & Gutters Maintenance – Brian Hawkins

Roof & Gutters cleaning is scheduled for the week of April 27th. There will be a notice to the community about 2 weeks prior as a reminder with the details.

Painting – Kim Torrell

Kim has started contacting owners of PODS that are scheduled to be painted this year. This is the time to start looking around your unit to see if all foliage is clear from the side of your unit, so the painters have access to the siding for painting. Please be reminded that damages to planted areas caused by big feet and or equipment in order to carry the work out are at owner's expense. This work is a strata responsibility and is done at no additional costs to owners. The exception is in areas where fencing has been added

areas, private yard fencing or below deck, or heat pump screening. Should the owner request painting of these areas' arrangements are to be made through Kim, she will advise the painters and arrange for you to be invoiced directly by the contractor. Further information can be found under Strata Rule 1.

Windows – Anne Dalgliesh

Nothing new to report here

Architecture & Buildings Review – Ted Meadley and Bruce Sterling

Ted and Bruce reviewed and recommended approval for a request from Unit 50. They will also be attending Unit 42's request for an electrical panel.

Pest Control

Minimal activity reported.

Building Repair Requests – Mid September to Mid October 2025

Repairs are assigned to contractors and scheduled based on availability and weather with grouping where possible to maximise use of funds available.

December January Request

	Date	#	Issue	Follow Up
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1	Feb 21	6	Request to Alter Strata Lot – Ensuite Bathroom Reno	Reviewed by Ted and Bruce and Approved by Council
2	Feb 26	57	Broken Seal in Living Room Sliding door	Anne Dalgliesh to review
3	Mar 1	4	Issues with Sliding Door Handle	Anne Dalgliesh to review
4	Mar 11	42	Request to Alter Strata Lot – Installation of additional breaker panel	To be reviewed by Ted and Bruce
5	Mar 13	58	Deck Railing repair and paint	Kim to add to list of deficiencies
	Date	#	Issue	Follow Up

Motion: To accept the Buildings Chair Report as presented.

Moved: Dee Williams

Seconded: Sue McIntyre

Carried.

4.5 Landscape Committee – Sue McIntyre

The landscape budget is in good shape. After 42.3% of the year, only 35.6% of the

Budget has been used. In February there were no costs in Materials & Services. Work done by Kafka was over by 16.5 hours this month; much of the time spent cleaning up the roads, ditches and septic fields after winter winds.

Invasive plants:

- No organized ivy pulls to date. Will wait for more predictable weather.
- On her own Brenda have been doing follow up work on trees in areas where work has been done in the past. Maureen is continuing work in the restoration of the Oak meadow. Has removed ivy, blackberry and broom while cutting down the long grass from last summer. Also planted seeds of Woolly Sunflower, Sea Blush and Fireweed. The Fawn Lily seeds planted over the past 2 years are up as well as a few Blue Camas and Shooting Stars, Chocolate Lilies and Satin Flower.
- Reminders regarding invasive Lamium and Scotch Broom will go out to ER at the beginning of April.

Roadside Gardens:

- All the gardens are looking very tidy & weed free, the roadside gardens team is still planning to do some cleanup in the raised garden at the gate, as well as some trimming & shaping in other upper gardens. The timing is dependent on dry weather. Working on a way to save the plantings in the raised garden from damage in April when new concrete caps will be applied to the retaining walls.
- We plan to replace some of the old scraggly lavenders in the library garden & rejuvenate the round planter by the mailbox, as the plants are overcrowded.
- Baillie Irrigation Spring start-up will be May 6th.

Roadside Pickup & Burn:

- Since January there has been 3 burns and 3 pickups.
- In addition, the piles to the left of the invasives (non- burnable and non-chippable) have been moved back from the trail and have been treated to decompose more quickly. The earlier pile is very close to being quality compost and will be moved, fairly soon, to the storage area to be added to the compost, already stored.

Septic fields:

- Throughout February Kafka has logged 25.5 hours in picking up branches on the septic fields. Ten fields in all were worked on. There may be more hours logged in March due to windstorms.

Trails:

- In early February a work party was held to spread a fresh layer of mulch on the pond island trails and a section on the south side pond trail. This went quickly with many volunteers helping. The remaining south side pond trail was finished at a later date. Maintenance of the main outer trail has continued with raking &

spreading of previously chipped material which had been left in piles along the way. Trail cleanup was also done after the recent windstorm.

Motion: To accept the Landscape Chair Report as presented.

Moved: Sue McIntyre

Seconded: David Stinson

Carried.

4.6 Sites Committee – David Stinson

Sites – Requests/Action Taken

- Late Feb - An owner reported a dead deer behind their unit. I removed the deer and called the CRD for pickup from the base of the Service Gate sign.
- Early March - An owner asked for a preliminary assessment of moving the propane tank from the PYA to CP at the south edge of the main deck. I did the assessment. Owners have properly applied for approval of an alteration to CP as well as renovation to, and fencing of, the PYA, all for Council consideration.
- Mid-March - An owner pointed out damage caused along road edges in some places by the garbage truck straying off the paved roads. I will speak again with the garbage and recycling contractors.

Sites - Areas of Responsibility

Water System. Ian Fenton.

- The annual servicing and flow testing of the fire hydrants was completed on 17 March by Cascade Fire Protection. No problems were reported on 17 March - we will get a report on each hydrant.
- The District of North Saanich is installing Storz quick-connect fittings on all ERE hydrants at no cost to ERE. On 23 March, the fittings have been added on 6 of 8 hydrants. The remaining 2 hydrants will be dealt with when the fittings are available. When the work is finished, Council will cancel the CRF project.

Sewer and Septic Systems. Curtis Smith.

- All of Curtis Smith's records are now held by the Sites Chair.
- The next set of tile fields to be fully remediated is being selected. Owners in the pods nearest to these fields will be told details and timing of the work - it will be noisy on some days. There may be a requirement for work parties to clear debris from the fields before the remediation begins.

Roads and Brickwork. Ian Fenton

- The 2026 planned program of brickwork repairs is complete. The quality of the work is excellent. In addition, the owner-altered front porch at one unit was rebuilt with all costs paid by the current owners.

Gates. Ron Lucenko.

- Nothing to report.

Electrical System. Clint Flood

- Data gathering for the electrical planning report is complete - all 75 units were visited. The report should be available soon. As promised earlier, all owners will receive a copy of the report. The only surprise to this point was discovering that one house is heated directly by hot water radiators, not by electricity.
- Electricity consumption by the strata itself (streetlights, septic pumps, etc.) remains normal.

Drainage including the Pond and the East Main Ditch. Ian Fenton, David Stinson.

- All of the run-off water is flowing as and where it should.
- The annual camera examination of perimeter drains began on 16 March, this year for pods P, Q, R, S, and H. Repairs will follow in all places where they are needed.
- We have received the first part of the materials for the parrot feather weed control project at the pond. A trial application of the weed blanket will be conducted in April. Clint Flood is the project lead.

Forest Management. Bill McIntyre.

- The list of trees requiring expert assessment is growing.
- We had two cases in this report period of living trees, large and healthy, losing major segments in sudden wind gusts. Both incidents happened with no warning; neither caused injuries to residents or strata property.
- Work parties will be organized for safe removal of dead trees and bushes not requiring arborist attention when the ground is drier.

Snow Removal. Dave Cubbon, David Stinson.

- The risk of snowfall is past for this year. The contractor completed anti-frost work as the contract required.

Sites Facilities. David Stinson.

- Front gate plaza. The stonework at the front gates has been assessed by a competent contractor. Required work includes re-attaching the fallen stones on the north-east corner pillar, thoroughly cleaning the top of the walls on the east and west sides of the gate area then applying a mortar cap along the top of those walls. The quote for the work is fully affordable and has been accepted. Ian Fenton is the project lead. The project is CRF-funded. There will also be volunteer work at that plaza for power washing of the pavers and the tops of the main pillars

Tractor Garage

- building permit fee rebate and occupancy certificate. The fee paid in 2024 to obtain the permit was \$893. DNS rebated \$214 in December 2024 and is now rebating the

\$500 damage deposit portion of the fee, so the net charge to ERE for the permit is \$179. The \$500 cheque will be credited to the CRF when received. The North Saanich occupancy certificate for the building arrived 29 January 2026 by mail.

Garbage and Recycling. David Stinson.

- I will speak with the garbage and recycling contractors again re the need for more care by the drivers to remain on the paved roads and not damage the edges. They are maximum size trucks travelling on ERE roads which are much narrower in some areas than municipal standard widths. The road edges are a thick layer of gravel overlaid with a thin layer of soil, easily damaged.

Perimeter Fences. David Stinson.

- The assessment of maintenance needs will begin when the weather improves, but before the blackberry canes start growing again.

Cable and Telephone Systems. Ron Lucenko.

- Nothing to report.

Motion: To accept the Sites Report as circulated.

Moved: David Stinson

Seconded: Sue McIntyre

Carried.

4.7 Vice President – Clint Flood

- Requests for access to the RV lot were received and in absence of VP, were forwarded to President for resolution. One request was for temporary access which has been dealt with, and the other request required a Council decision to approve an interim change to the RV Lot use until June 2026.

4.8 President’s Report – Doug Hannan

There was no formal report for this period.

5. **UNFINISHED/NEW BUSINESS**

5.1 Website File Reorganization

Council will review the files and folders that are listed on the website and provide recommendations on how to reorganize the folders.

5.2 Team and Website Survey

Council will discuss at a subsequent meeting and will provide more details once available.

5.3 RV Parking Rule Update

Motion: To amend the RV Parking Rule (12b (1)) to read 3 instead of 2 as a pilot project unit (June 2026).

Moved: Doug Hannan
Seconded: David Stinson
Carried.

5.4 Resident Information Manual Update

Council will review the resident information manual and provide additional feedback.

5.5 MAMP Worksheet

Council will be holding a meeting on Thursday, March 26, to review this item.

5.6 Working Committee Agenda

Council will be holding a meeting on Thursday, March 26, to review this item.

5.7 LCP Application Update to LTSA

Motion: That the strata expend up to \$3,000 for this project. It would include developing a resolution per section 74 of the Strata Property Act for consideration at a strata general meeting to assign the crawl spaces under each ERE strata lot as Limited Common Property (LCP) for the exclusive use by the owners of the strata lot above, using the original building drawing for one crawl space as the sketch plan for all 75 crawl spaces.

Moved: Doug Hannan
Seconded: David Stinson
Carried.

5.8 Newsletter

Council will provide items to be included in the newsletter; a draft will go do out to Council prior to distribution to owners.

5.9 Efflorescence

Efflorescence on concrete surfaces in crawl spaces has been a subject of discussion at ERE for many years. Council has accepted the fact that it cannot be eradicated. Council agreed that the following definition should be added to the Information on Common Topics section in the Resident Information Manual with a more detailed document on the topic added as an addendum to the manual.

Efflorescence: The white powdery stuff which can appear on the surface of unsealed concrete walls (as in our crawl spaces) or on bricks, and as a white “blush” sometimes seen on sealed concrete floors. It is the residue of evaporation of water which has moved to the surface of the concrete or bricks after absorbing salts of various materials as it moved through the concrete, regardless of how it entered the concrete in the first place. We cannot prevent efflorescence in our crawl spaces because we cannot waterproof the underside of the concrete footings which support the foundation walls, nor can we waterproof the underside of the concrete floor. Efflorescence is usually unsightly. It is generally non-toxic. It is a fact of life in Eagle Ridge.

6. **NEXT STRATA COUNCIL MEETING**

The next meeting is April 15, 2026, at 10:00 am at unit 18.

7. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan the meeting was terminated at 11:49 am.

Supplied to StrataDocs 2026/04/06
Ordered by Mariann Abram 2026/04/07