

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, FEBRUARY 18, 2026, AT UNIT 2 AT 10:00 AM**

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**Council in Attendance:** Doug Hannan, Dee Williams, Marion Dennett, David Stinson, Sue McIntyre, Marilynne Harris, Clint Flood

**Absent with Regrets:** Mike Jean

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by Vice President Clint Flood 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:** Marion Dennett

**Seconded:** Dee Williams

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the Council meeting minutes of January 21, 2026.

**Moved:** David Stinson

**Seconded:** Moe Harris

**Carried.**

**4. COMMITTEE REPORTS**

**4.1 Strata Agent's Report**

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

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

**4.2 Secretary Treasurer's Report – Marion Dennett**

From: January 18, 2026 - February 15, 2026

**There were 11 requests for assessment, remediation or approval from residents.**

Refer to Individual Chair reports for details.

0 President / Council requests.

0 Vice President requests.

7 Buildings Chair requests.

- 4 Sites Chair requests.
- 0 Landscape Chair requests.
- 0 Administration requests.

**Electronic Voting:**

- 1. Unit 25 – January 26, 2026

**Motion:** To approve the installation of a drain in the private yard of unit 25 that will drain into the perimeter drain.

**Moved:** David Stinson  
**Seconded:** Susan McIntyre  
**Carried.**

- 2. Unit 38 – January 27, 2026

**Motion:** To approve the installation of an electric fireplace at unit 38.

**Moved:** Dee Williams  
**Seconded:** Sue McIntyre  
**Carried.**

**Correspondence:** No correspondence received during this period.

**New Residents:** No new ERE residents during this period.

**Petty Cash:**

Carried Forward Balance: \$366.29  
Paid receipt: 12.31  
New Balance: \$353.98

**Interested Buyers List:**

There are 13 names on the interested buyers 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**

Nothing new to report at this time.

**Painting – Kim Torrell**

Nothing to report here at this time. Come March, Kim will start contacting owners of

PODS that are scheduled to be painted. This is the time to start looking around your unit to see if foliage is clear from the side of your unit, so the painters have access to the siding for painting.

**Windows – Anne Dalgliesh**

Unit 63 – pending install.

**Architecture & Buildings Review – Ted Meadley and Bruce Sterling**

Ted and Bruce reviewed and recommended approval for a request from Unit 38 for Strata Lot and Common Property for the installation of an electric fireplace. This was electronically voted and approved pending signing and return of Indemnity Agreement to Proline.

**Pest Control**

Minimal activity reported. One Strata call out.

**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.

**December January Request**

|   | <b>Date</b> | <b>#</b> | <b>Issue</b>   | <b>Follow Up</b>   |
|---|-------------|----------|--|--|
| 1 | 21-Jan-26   | 38       | Request to Alter Strata Lot-Common Property                                  | Conversion of original wood burning fireplace to electric.   |
| 2 | 27-Jan-26   | 16       | Suspected Rodents in walls. Owner has set traps but cannot find entry point. | Pest Control called  |
| 3 | 27-Jan-26   | 6        | Owner requesting assessment of deck and stair repairs.                       | Estimate to owners – Strata to arrange repairs.  |
| 4 | 9 Feb-26    | 55       | Mold reported on interior ceiling of garage                                  | Strata inspected both garage and attic. No leaks present in attic – Wet car, mild winter weather and closed up windows - |
| 5 | 12-Feb-26   | 29       | Railings and siding maintenance  | Out for estimate for both strata and owner portions of repairs.  |
| 6 | 14 Feb-26   | 50       | Request to Alter Strata Lot/Common Property – Heat Pump                      | Council vote pending Architectural Committee review  |
| 7 | 14-Feb-26   | 48       | Rodents in Crawlspace that has no exterior access.                           | Pest Control called  |

**Motion: To accept the Buildings Chair Report as presented.**

**Moved:** Dee Williams  
**Seconded:** Moe Harris  
**Carried.**

4.5 Landscape Committee – Sue McIntyre

**Roadside Gardens:**

- Gardens are looking tidy after Kafka has completed debris, weed & pine needle cleanup.
- The pond island will soon be getting a new layer of wood chips on its bare trails, as a small work party has been arranged.
- The Landscape Committee will take over requesting the fall back-flow testing. It will be done when Dave Baillie is already on site for the fall blow-out and system shutdown.

**Roadside Pickup & Burn:**

- Since the last meeting there has been one pick up and one burn with volunteer hours totalling 25 hours.

**Septic fields:**

- All fields in good shape.

**Trails:**

- Further work on a wet area NW corner of the outer trail.
- Some trenching work and gravel.
- New drainage across the trail on the NE section of the outer trail. Gravel and trenching.

**Unit Gardens:**

- Kafka has completed all of the unit garden requests for the first quarter. In the second quarter January to March, there are 16 requests in total.

There was no meeting in February. The next meeting is on March 17.

**Motion:** **To accept the Landscapes Chair Report as presented.**

**Moved:** David Stinson  
**Seconded:** Moe Harris  
**Carried.**

4.6 Sites Committee – David Stinson

Sites – Requests/Action Taken

- A tree which fell across the main trail on the west side was dealt with promptly by the Trails team.

- Collapsing dead trees near unit 36 - passed to FMG for evaluation - trees were removed.
- Possible risky tree behind unit 55 - assessed briefly - passed to FMG for arborist review.
- Request for removal of a white birch behind unit 54 - passed to FMG for arborist review and probable removal, at owners cost. Maples at that location will be assessed again in Spring.
- Request for arborist removal of a decorative cedar from the front garden at unit 43 at owners' cost.
- Excessively bright vehicle lights in driveway at night - I explained the probable cause to the owner.
- Request for alteration of deck brickwork to improve drainage to be done by contractor at owner cost request approved by Council on an electronic vote.

#### Sites - Areas of Responsibility

##### Water System. Ian Fenton.

- North Saanich is equipping all fire hydrants in the district, ours included, with Storz quick connect/quick disconnect fittings on the main outlets. 6 fittings have been installed, the remaining 2 for us (hydrants 5 and 8) are on order. No mention yet of a bill for the fittings

##### Sewer and Septic Systems. Curtis Smith.

- Curtis will retire from the septic systems maintenance leader position when he and Sheree leave Eagle Ridge early in March. Eagle Ridge owners and Council owe him much for persistent excellent coordination of the contractors and for personal hard work over the past nine years on the annual tank inspections, supervision of emergency repairs for this essential service, keeping meticulous records and patiently teaching a succession of Sites Chairs the basics of septic system maintenance. Thank you, Curtis - you will indeed be missed.
- The "deep cleaning" work at tile fields C, J and K is complete. Work will start soon at the next set of tile fields.

##### Roads and Brickwork. Ian Fenton

- The CRF-funded project to deal with the backlog of work from 2024 and 2025 was completed 23 Jan 2026. Costs charged to the strata were \$25, 757. The CRF project account 8945 is now closed.

- In additional work, one owner paid the contractor directly for repair and maintenance of an alteration to common property made by a previous owner and one owner paid the contractor directly for the costs of a new alteration to CP.
- The Council brickwork survey to determine 2026 repair needs has been done. The work will be paid for from the 2026 operating budget as far as funds available now will permit. Any work items not dealt with this year should be done in financial year 2026/27. Owners will pay the cost of repairs to walkways altered by owners.

Gates. Ron Lucenko.

- Nothing to report.

Electrical System. Clint Flood

- A survey of all 30 streetlight standards showed many in need of small repairs. One standard will be inspected again, by a contractor this time, to determine if it can be repaired.
- Electrical Planning Report. Phase 2 data gathering reached 73 of 75 units over 3 ½ days. 2 owners were absent - their house data will be collected shortly.

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

- Nothing to report.

Forest Management. Bill McIntyre.

- The 2026 arborist assessment list is growing. Residents will be asked for suggestions, including Fire Smart requests, early in the Spring.
- The surplus firewood piles will be removed by the gardening contractor.

Snow Removal. Dave Cubbon, David Stinson.

- No action yet - may that happy state continue!

Sites Facilities. David Stinson.

- Nothing to report.

Garbage and Recycling. David Stinson.

- It does help to put the stuff out early!

Perimeter Fences. David Stinson.

- Nothing to report.

Cable and Telephone Systems. Ron Lucenko.

- Nothing to report.

**Motion: To accept the Sites Report as circulated.**

**Moved:** David Stinson  
**Seconded:** Moe Harris  
**Carried.**

4.7 Vice President – Clint Flood

- Attended meetings regarding the new Major Assets Management Plan (MAMP) for Eagle Ridge and further update. Following the 17 Feb meeting, a briefing will be given to Council on how this new tool should benefit our maintenance budgeting and planning cycles.
- Attended Fire Smart Meeting- update proposed to go to owners in March newsletter on “pod survey” and “request for assistance process in preventive actions.
- Met with Mary Harkness to review possible names/and process of recruiting council members for next year. Update on status to provided at the Feb 18<sup>th</sup> council meeting.
- Request to review Residents email listing as complaint emails not coming through to all residents.

**Motion:** **To accept the VP Report as circulated.**

**Moved:** Clint Flood  
**Seconded:** Moe Harris  
**Carried.**

4.8 President’s Report – Doug Hannan

- Approved for payment Vancouver Island Strata Owners Association (VISOA) annual fee renewal.
- Reviewed Notice to Community on 2025 Depreciation Report and provided covering comments.
- Received owner request to paint the exterior of their unit, and coordinated feedback from Council members for discussion at Feb. 18th meeting.

**Motion:** **To accept the President’s Report as circulated.**

**Moved:** Doug Hannan  
**Seconded:** David Stinson  
**Carried.**

5. UNFINISHED/NEW BUSINESS

5.1 MAMP Update

The working group is currently working on a plan to bring forward to Council for review.

5.2 FireSmart Update

The FireSmart Committee held a meeting recently. The committee discussed the work that will be completed this coming year on removing the holly.

5.3 Newsletter Topics and Timing

Council is considering holding an additional information session this year, possibly in June. Details should be available after the Council meeting in March.

5.4 Strata Common Property Maintenance Responsibilities

a. SL 61 – Request to Complete their own Painting

Council has discussed the request from the owner to complete their own painting on the exterior of their unit. At this time Council has decided to move forward with the completion of the painting with the strata-hired painter for continuity.

Council will provide a letter to the owner explaining this.

5.5 Common Property Alterations – Owner Payments for Repair and Maintenance Costs

Council will arrange a walkaround to view all common property and all crawlspaces. Once a date is established the information will be circulated to owners.

Owners will be advised of the dates as soon as they are established.

Council is developing a clear process for owners to pay the strata's costs incurred for repair and maintenance of alterations to common property. These payments are required by bylaw 4 (e).

5.6 Painting Update

This year will complete our current painting cycle. Over the next few months, we will be reviewing potential options for future painting cycles.

5.7 Private Property – No Trespassing

Council discussed the need to purchase any additional signs, and decided against it.

5.8 Ownership of the Electric Power System

The Sites Chair advised Council that BC Hydro operates here under a clear agreement signed in 1987 under which it owns, operates and maintains the complete electric power system within Eagle Ridge from the high-tension line along Wain Road up to and including the power consumption meters on the houses, the strata tool/communications shed and the six strata power distribution points. In the houses, owner electrical responsibility begins at the main circuit breaker panel in the garage. The strata responsibility for electrical maintenance begins at the circuit breaker panels in the shed and in the power distribution points.

5.9 Disposal of Surplus Firewood

Kafka will be removing all excess firewood from around the property.

5.10 Membership on the ERE Planning Advisory Committee

Council will discuss this item further at the March council meeting.

6. **NEXT STRATA COUNCIL MEETING**

The next meeting is March 24, 2026, at 10:00 am at unit 7.

7. **TERMINATE MEETING**

With no further business, on a motion from Clint Flood, the meeting was terminated at 11:26 am.

Supplied to StrataDocs 2026/03/06  
Ordered by Mariann Abram 2026/04/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JANUARY 21, 2026, AT UNIT 28 AT 10:00 AM**

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**Council in Attendance:** Doug Hannan, Dee Williams, Marion Dennett, David Stinson, Sue McIntyre, Marilynne Harris & Clint Flood

**Absent with Regrets:** Mike Jean

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by Vice President Clint Flood at 10:07am.

**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:** David Stinson

**Seconded:** Dee Williams

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the Council meeting minutes of December 17, 2025

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

**4. COMMITTEE REPORTS**

**4.1 Strata Agent's Report**

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

**Moved:** David Stinson

**Seconded:** Moe Harris

**Carried.**

**4.2 Secretary Treasurer's Report – Marion Dennett**

From: December 15, 2025 – January 17, 2026

**Refer to the various Chairperson's reports for request details.**

**There were 7 requests for assessment, remediation or approval from residents.**

0 – President / Council requests.

0 – Vice President requests.

4 – Buildings Chair requests.

- 3 – Sites Chair requests.
- 0 – Landscape Chair requests.
- 0 – Administration requests.

**Electronic Voting:**

**Motion:** To approve alterations to the master bathroom and laundry room for unit 29.

**Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**

**Correspondence:**

No correspondence received during this period.

**New Residents:**

No new ERE residents during this period.

**Petty Cash:**

Carried Forward Balance: \$366.29

**Interested Buyers List:**

There are 12 names on the interested buyers list.

End of Report

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

**Moved:** Marion Dennett  
**Seconded:** Dee Williams  
**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**

Nothing new to report other than with all the rain recently, owners are reminded to clean out leaf traps in downspouts fitted with them.

**Painting – Kim Torrell**

Nothing to report here at this time.

**Windows – Anne Dalgliesh**

Nothing new to report.

**Architecture & Buildings Review – Ted Meadley and Bruce Sterling**

Ted and Bruce reviewed and recommended approval for a request from Unit 29 for Strata

Lot alterations. This was electronically voted and approved pending signing and return of Indemnity Agreement to Proline

**Pest Control**

Nothing new to report.

**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.

**December January Request**

|   | Date              | #  | Issue   | Follow Up  |
|---|-------------------|----|---|--|
| 1 | 3-<br>Jan-<br>26  | 27 | Overflow of<br>Gutters  | Neighbour<br>cleaned out<br>traps and<br>gutter  |
| 2 | 5-<br>Jan-<br>26  | 65 | Mold<br>noticed in<br>Crawlspace                                  | Strata<br>investigated<br>with owner<br>and noted<br>owner's<br>changes to<br>the<br>crawlspace<br>have<br>impacted<br>airflow in<br>the area. |
| 3 | 17-<br>Jan-<br>26 | 63 | Report of<br>concerns<br>with<br>primary<br>bedroom<br>window     | Anne<br>Dalglish to<br>inspect   |
| 4 | 16-<br>Jan-<br>26 | 2  | Small piece<br>of siding<br>needing<br>replacement<br>due to rot. | To be<br>replaced  |

**Motion:** To accept the Building Repair Report as presented.

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2026/02/04

4.5 Landscape Committee – Sue McIntyre

No formal report this period

4.6 Sites Committee – David Stinson

Sites – Requests/Action Taken

Brickwork. One request for brick work repair (unit 50) was added to the list to be examined for work in 2026.

Streetlight Out. Turned out to be a report in error.

Trees down behind a unit. There was no damage to the unit. The trees, all dead, were moved out of the way and noted for work party action when the weather improves.

Sites – Areas of Responsibility

Water System – Ian Fenton

Nothing to report.

Sewer and Septic Systems – Curtis Smith

Dec 2025. Replaced the pump in the tanks at Pod Q - It had been installed only a few months ago. The pump was under warranty and there was no charge for its replacement. The replacement installer's labour was not covered by the warranty - he was not the supplier of the pump. The Pod Q system is working properly again.

Jan 2026. The renovation work in tile fields C, J and K, across from Pods A and B, is continuing. We will wait to see the invoice before launching work on the next set of three fields.

Roads and Brickwork – Ian Fenton

The project to complete the backlog of work from 2024 and 2025 is very largely complete. The work has all been done well.

The first assessment of all brick surfaces for 2026 work under the annual maintenance program has been completed. Owners of units where repair work will happen this year will be advised.

Gates – Ron Lucenko

Nothing to report.

Electrical System – Clint Flood

Nothing to report.

Drainage including the Pond and the East Main Ditch – Ian Fenton

All of the ditches, including the East Main Ditch, have been well flushed and are flowing well. Thanks to the trails team for adding some drainpipes to keep the flow off the trail.

The 2026 project for examination, and repair as necessary, of the perimeter drains for Pods P (46, 47, 48), Q (49, 50, 51), R (52, 53 54), S (55, 56, 57) and H (64, 65, 66) will be launched soon - details to follow to owners in those pods.

Forest Management – Bill McIntyre

Nothing to report.

Snow Removal – Dave Cubbon

Nothing to report.

Sites Facilities – David Stinson

Nothing to report.

Garbage and Recycling – David Stinson

Nothing to report.

Perimeter Fences – David Stinson

Nothing to report.

Cable and Telephone Systems – Ron Lucenko

Nothing to report.

**Motion:** To accept the Sites Report as circulated.

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

4.7 Vice President – Clint Flood

- Attended briefing session on MAMP (Major Asset Management Plan) and will provide update at January Council meeting in conjunction with Sites and Buildings chair.
- Reviewed ERE resident's email listing for anomalies—seems to be random and a lot of residents are receiving emails from other residents that go into their "Junk folder".
- Will plan for NEST Meeting in Spring to discuss emergency plans.
- Obtained the RV and Overflow parking report and listing from VP.
- Ordered and received the "Pond Water Blanket" which will be installed in the spring before active weed growing and when water levels are lower.

**Motion:** To accept the VP Report as circulated.

**Moved:** Clint Flood

**Seconded:** Dee Williams

**Carried.**

4.8 President's Report – Doug Hannan

1. One time Transfer to CRF from last year. Reviewed with Brian Torrell and Victoria and all agreed to transfer \$93,000 as of December 2025 to the CRF.

2. Along with many volunteers, participated in the very popular 1st ERNY.

**Motion:** To accept the Presidents Report as circulated.

**Moved:** Doug Hannan

**Seconded:** Moe Harris

**Carried.**

## 5. UNFINISHED/NEW BUSINESS

### 5.1 Alteration Tracking

Council has begun the discussion for creating a process to communicate to owners how the chargeback process will work. More information will be communicated to owners when available.

### 5.2 Common Property Alteration Survey

Council will begin the process of surveying the common property to identify any alterations. When timing is confirmed, this will be communicated to owners.

### 5.3 LCP Assignment

Management will reach out to Justin Hanson to request pricing on the conversion of Common Property to Limited Common Property.

### 5.4 Adoption of Updated Alteration Application and Indemnity Forms

**Motion:** To approve the amended alteration application and indemnity forms for use.

**Moved:** David Stinson

**Seconded:** Doug Hannan

**Carried.**

### 5.5 Adoption of Efflorescence/Drainage Notice

Council discussed the Efflorescence document and have agreed the to revamp the notice and distribute to owners in the newsletter. A draft document will be distributed to Council prior to owner distribution.

### 5.6 Information Session and AGM Planning

Council discussed the date for the Annual General Meeting and Information Session. These dates have been set as follows:

Information Session: October 7, 2026

Annual General Meeting – November 17, 2026

### 5.7 Succession Planning

With a number of Council members not continuing next term. Council will bring this forward to the nominating committee to begin the process of planning for the next year.

### 5.8 Bylaw Changes 2026

Council noted that with adoption of new bylaws in 2025, the adoption today of revised

agreements for all alterations and also having a new agreement asking purchasers of a strata lot here to accept responsibility for all alterations connected to that strata lot, it needs to know if owners are listing their strata lot for sale. The requirement to tell Council of a pending sale is missing from the bylaws. The requirement to tell Council would not mean publicizing the sale locally, if the owner so desired. A bylaw change will be considered by the ERE Bylaws Review Committee; the Bylaws Review Committee will also be asked to consider adding a bylaw change to prohibit owners from making any part of the garage into habitable space - i.e., a place which can be lived in.

5.9 Air Quality Monitoring

Council discussed the request to distribute information from an owner relating to humidity monitoring in units. Council will communicate directly with the owner.

5.10 Potential Newsletter

A newsletter will be sent out to owners sometime in the beginning of April.

5.11 Smoking and Vaping on Property

Council would like to remind all owners there is no smoking or vaping on the common property is not permitted.

5.12 Strata Insurance Appraisal

Sites Chair spoke about the local appraisal experience in 2025 with particular reference to underground support systems (water, power, sewage and telecom), suggesting that Council members should understand how the appraisal system works and where it gets its information to ensure that the strata is not underinsured. ERE needs to have an appraisal done in 2026 to continue the enhanced level of coverage now in effect. He will complete his analysis of the 2025 experience shortly and will pass the record to the Vice President.

6. **NEXT STRATA COUNCIL MEETING**

The next meeting is February 18, 2026, at 10:00am.

7. **TERMINATE MEETING**

With no further business, on a motion from Clint Flood, the meeting was terminated at 11:26am.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, DECEMBER 17, 2025, AT UNIT 47 AT 9:00 AM**

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

**Absent with Regrets:** Marilynne Harris, Mike Jean

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by Sites Chair David Stinson at 9:04 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:** Sue McIntyre

**Seconded:** Dee Williams

**Carried.**

**3. STRATA COUNCIL BUSINESS**

**3.1 Review of the Website**

**a. Strata Documents**

The website provides a vast array of strata documents available for all owners. Bylaws, strata plan, minutes, operating statements, etc. are posted on a regular basis and are accessible to owners at any time. Owners who are not registered are encouraged to do so by visiting the Proline Management website ([www.prolinemanagement.com](http://www.prolinemanagement.com)).

**b. Council Only Section**

Management explained that the website has a Council Only section where all correspondence, full statements, etc. are posted.

**c. Strata Council Manual**

Management advised that a council member manual containing information specifically for Eagle Ridge has been uploaded to the website under the Council Only section. The manual includes procedures performed by Proline Management on behalf of the Strata Corporation and has literature on the roles and responsibilities of sitting on a Strata Council. Council members are encouraged to review the manual included in the "Council Only" folder for information about Strata Council functions, Council member responsibilities and relations between the Council and the strata management company.

3.2 Establishment of Council On-Call List

Council and Management discussed the on-call emergency roster, should an emergency arise that requires the attention of the Strata Council.

3.3 Review of Bylaw Process

Management reviewed the bylaw process for Council and advised that bylaw enforcement is complaint driven and once Council has received a complaint, they are to review the complaint and discuss at the next strata council meeting for a decision. Council will only take action on written complaints.

4. APPROVAL OF MINUTES

**Motion:** To approve the council meeting minutes of October 15, 2025.

**Moved:** Sue McIntyre

**Seconded:** Dee Williams

**Carried.**

5. COMMITTEE REPORTS

5.1 Strata Agent's Report

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

**Moved:** Sue McIntyre

**Seconded:** David Stinson

**Carried.**

5.2 Secretary Treasurer's Report – Marion Dennett

From: September 16, 2025, to December 14, 2025

To reduce duplication of information between the Secretary and the various Chairpersons, this report will no longer itemize residents' requests, starting with this edition. While the report will be significantly reduced in size, all pertinent information will continue to be available in the Chairpersons' reports.

There were 35 requests for assessment, remediation or approval from residents.

- 1 – President / Council requests.
- 2 – Vice President requests.
- 17 – Buildings Chair requests.
- 12 – Sites Chair requests.
- 1 – Landscape Chair requests.
- 1 – Administration requests.

**Electronic Voting:**

- September 16, 2025 – Unit 68

**Motion:** To approve an application to install aluminum and glass deck railings.

**Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**

- September 29, 2025 – Unit 11

**Motion:** **To approve an application to replace their poly B water lines.**

**Moved:** David Stinson  
**Seconded:** Doug Hannan  
**Carried.**

- October 19, 2025 – Unit 69

**Motion:** **To approve an application to install a heat pump.**

**Moved:** Dee Williams  
**Seconded:** Sue McIntyre  
**Carried.**

- November 23, 2025

**Motion:** **To approve an application to construct a woodshed on common property.**

**Moved:** David Stinson  
**Seconded:** Clint Flood  
**Carried.**

**Correspondence:**

No correspondence received during this period.

**New Residents:**

September 17, 2025 – Doug Hannan, President, and Marion Dennett, Secretary, met with new residents.

- Unit 50 - Tracy Jarden and Heather Jarden
- Unit 29 - Sandra Spence and Neil Munro
- Unit 69 - Teri Hitch

**Petty Cash:**

|                          |          |
|--------------------------|----------|
| Carried Forward Balance: | \$213.79 |
| Top Up:                  | \$153.50 |
| Closing Balance:         | \$366.29 |

**Interested Buyers List:**

There are 12 names on the interested buyers list.

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

**Moved:** Marion Dennett  
**Seconded:** Dee Williams  
**Carried.**

5.3 Member at Large Reports

There were no formal reports this period.

5.4 Buildings Committee – Dee Williams

**Roof & Gutters Maintenance – Brian Hawkins**

Mother Nature didn't cooperate perfectly with our roof and gutter cleaning, but a couple of windstorms the weekend before helped bring down many leaves. Most of the debris in the gutters has been cleared, which should improve drainage. With both rain and wind, please remember to regularly check and clear any leaf traps in the downspouts around your unit.

Because this is a busy season for the contractor, he couldn't get to work requests during the scheduled clean-up. He has since returned to deal with these jobs.

**Painting – Kim Torrell**

Nothing to report here at this time.

**Windows – Anne Dalgliesh**

Unit 5 - waiting for installation Unit 32 – Waiting for installation

**Architecture & Buildings Review - Ted Meadley and Bruce Sterling**

Ted and Bruce reviewed Unit 69's heat pump request and it has been approved and installed.

**Pest Control**

There have been occasional reports of "Pests," but helpful community members have resolved most issues resulting in less calls to the contractor. Garden City has attended where activity was found within a building.

**Building Repair Requests – Mid September to Mid December 2025**

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

|   |           |    |  |   |
|---|-----------|----|--|---|
| 1 | 19-Sep-25 | 52 | Rotting Board at the bottom of a glass panel on deck                               | Repaired  |
| 2 | 25-Sep-25 | 50 | Window hinges in Ensuite and upper Bedroom   | A Dalgliesh attended  |
| 3 | 1-Oct-25  | 46 | Gutter overflow over garage gutter   | Council member attended and cleaned out gutter              |
| 4 | 30-Sep-25 | 11 | Request to Alter Strata Lot/Common Property to replace remaining of Poly B in unit | Reviewed and electronically approved by Sites and Buildings |

|    |           |           |   |  |
|----|-----------|-----------|---|--|
| 4  | 5-Oct-25  | 29        | Wasp Nest inside eves and attic between unit 29/30                                      | Garden City attended   |
| 5  | 4-Oct-25  | 52        | Sunroom door not closing  | Hidden beam rot - C3 scheduled to repair   |
| 6  | 6-Oct-25  | 69        | Application to Alter Strata Lot/Common Property   | Heat Pump request - reviewed and approved  |
| 7  | Oct 2025  | 52        | Sliding door not closing again  | Hidden rot found in beam below - C3 to repair  |
| 8  | 15-Oct-25 | 47        | Disconnected Downspout  | Repaired   |
| 9  | 24-Oct-25 | 5         | Powder Room window hinge broken.  | Anne to attend.  |
| 10 | 7-Nov-25  | 69        | Rodents in Attic  | Ingress points needed plugging. Garden City attended   |
| 11 | 1-Nov-25  | 57        | Downspout repositioning and re-sloping of gutter  | Brian Hawkins to investigate and have Jones exterior repair.   |
| 12 | 2-Nov-25  | 44/<br>43 | Downspout overflow  | To be dealt with during November cleaning  |
| 13 | 2-Nov-25  | 41        | Requesting leaf trap and downspout put back in perimeter drain at 42 and leaking gutter | Jones Exterior Gutter Maintenance  |
| 14 | 17-Nov-25 | 29        | Water build up in sunroom sliding door  | PnR and Anne investigated - issue was condensation building up. PnR added a couple of drain outlets and installed 12' of new window bead |
| 15 | 25-Nov-25 | 4         | Sliding Door Rollers need replacing   | Anne to dispatch PnR Screens for evaluation and replacement  |
| 16 | 5-Dec-25  | 28        | Sliding Door Rollers need replacing   | Anne to dispatch PnR Screens for evaluation and replacement  |

**Motion:** To accept the Building Repair Report as presented.

**Moved:** Dee Williams

**Seconded:** Sue McIntyre

**Carried.**

5.5 Landscape Committee – Sue McIntyre

**Roadside Gardens and Irrigation**

The irrigation system has been winterized. Baillie Irrigation has tested the irrigation backflows and submitted the required paperwork.

### **Pick up and Burn site**

The first burn of the season was on Nov. 6. It was a very wet one and only allowed a percentage of the summer build-up of debris to be burned.

As a result, for the first time, there was a second burn on Nov. 8.

The pickup on Nov. 19 together with a build-up of invasive debris made it worthwhile to have a burn on Nov. 21 and the area is clear once more.

### **Invasive Plants**

There have been no organized ivy pulls since the last meeting. Brenda May has continued to work in the Northwest corner of the strata volunteering for 13 hours.

Maureen has been working on cutting the long grass in the oak meadow and constructed a split rail fence in areas where invasives have been removed.

### **Unit Gardens**

The unit garden program is underway for 2025-2026. Approximately 60 units have responded, and most do want to use their hour.

There was a request from Curtis Smith for blackberries to be removed from just outside the boundary of septic field 1. This was due to the septic tank workers being unable to reach septic pipes because of the overgrowth. Five donated to common property hours were already available and so we decided to use those hours to clear the area. David Stinson, Sites Chair, agreed to pay for up to 3 hours of work if necessary.

### **Trails**

Rob Parsons, James Pomphrey and Dorine Pomphrey have taken on heading up the trails committee. Many thanks to Harold Hommel for his work on the trails.

Recent trail work has included the leaves blown off, ditches cleared, and gravel and mulch spread in required areas.

### **Septic fields**

The septic fields are all in good shape. Many just have a carpet of leaves on them.

As per our request, Kafka cut down the stinging nettles on Field 13.

As reported in the Unit Garden Report, the blackberries were cut down on Field 1.

### **Volunteer hours:**

Invasive plants...23

Roadside gardens...3

Roadside pickup & burn...57.5

Septic fields...2

Signs...0

Trails...29

**Motion:** To approve the Landscaping Report as presented.

**Moved:** Sue McIntyre

**Seconded:** Dee Williams

**Carried.**

5.6 Sites Committee – David Stinson

Sites - Requests/Action Taken

Trees - Received three requests for assessment - all were examined briefly to see if action was needed immediately - none were - and all were added to the list for assessment by the Forest Management team and the arborist. Owners concerned will be advised of the results.

Trees - Received three reports of small trees/large branches fallen on roads. The pieces were removed to the roadside for later recovery and chipping. My thanks to the Trails folks for very timely assistance.

Gates - Received one report of the entrance gate malfunctioning at the end of October. See below.

Brickwork - Received 6 requests for assessment. The assessment will be made with the current contractor when the current work to clear the 2024 and 2025 backlog is completed.

Efflorescence - Received one report of efflorescence in a crawl space. Spoke with the owners regarding the problem. More to follow on information for owners and possible solutions.

Sites - Areas of Responsibility

Water System. Ian Fenton

Storz quick connect/disconnect fittings for eight fire hydrants. We now know the local source of supply and will get the project underway.

Sewer and Septic Systems. Curtis Smith

Earthwise Drain-Master completed all work in tile field Q in October and first-round work in fields C, J and K in Oct/Nov, all as parts of the ongoing tile field renovation project. Second round work in fields J, S and T will probably start early in 2026. This project will continue through all of 2026. The work is noisy and may try neighbouring owners' patience. However, it is essential repair and maintenance work to keep all 25 of our tile fields in good working order so that they will be with us for many years to come with no need of replacement.

Roads and Brickwork. Ian Fenton

Elemental Hardscapes, a new contractor for ERE, began work here 8 Dec on the 13-item backlog from all of 2024 and 2025 - Little Library Plaza, units 2, 10, 13, 28, 49, 53, 56, 71, 73, 75, 76 and 78. First impressions of the work are all positive. A list of owner-requested work for assessment and possible completion in 2026 is already growing.

Road signs. New signs were added at the service gate entrance to identify it by street address and to emphasize it as a truck route.

Gates. Ron Lucenko

The main gates were tied open at Halloween after several malfunctions and have not worked since then. The long-time servicing contractor, Harbour Doors, seems to have partly dissolved. We will try again to get the gates to work reliably. As well, we will seek a mechanical evaluator to assess the actual state of the gate machinery and will look again for a new servicing contractor.

Electrical System. Clint Flood

Streetlight 4 is repaired.

Snow Removal. Dave Cubbon

West Coast Plowing, the contractor first engaged here for winter 2024-25, was hired again for winter 2025-26 beginning 1 November. Owners will see the marks on the roads made by the calcium chloride brine application to alleviate surface frost when the temperature is forecast to go below 2C. The winter 2025/26 Snow Plan is being written and will be distributed to all owners shortly.

Drainage including the Pond and the East Main Ditch. Ian Fenton

All on-site ditches have been cleared, well tested and are performing properly. A new method of weed control - smothering - will be tried on the parrot feather in the pond. On 30 November, Kafka Landscaping completed the annual clearing of the Lower East Main Ditch from the SE corner of the ERE property south to the North Saanich drainage ditch system at John Road. The work was well done. The water flowing out of ERE was clear. The well-cleared ditch shows no sign of deterioration or silting-up compared to its state at the end of November 2024. The cost was \$7728.

Forest Management. Bill McIntyre

Completed all action for List 2, 2025, for tree modification/removal and Fire Smart tree activity combined. By end September, the arborist team had also completed work to remove tree overhangs up to 15'-20' above the road surfaces to improve sight lines along Eagle Ridge roads, remove lower-hanging branches which may be brought down by heavy snow loads and to remove road-edge brush to aid snow clearance.

The mid-December wind and rain this year have caused some tree damage, particularly blow-down of many branches. We much appreciate the work by the gardener staff keep the road surfaces bare and the fallen branches moved off to the burn site.

Forest management work parties will operate as the weather permits to remove trees, dead and leaning or broken already, within 50 feet of roadways and which are considered potential hazards.

Piles of cut wood suitable for fireplaces and not needed at ERE will be offered quietly to others.

All forest management activities are now being recorded for compiling into a report on forest stewardship for eventual presentation to the District of North Saanich. This

collaboration is part of implementation of our new bylaw 51 on Forest Management.

Sites Facilities. David Stinson

Tractor Garage. The final ERE photographs needed for completion of engineer supervision of the construction have been provided and that file has been closed. My thanks to Paul Clarke and Rick Le Noury for getting the last work bits done.

Garbage and Recycling. David Stinson

It seems to be all moving out as it should.

Perimeter Fences. David Stinson

Working on a plan to bush-whack a pathway for fence inspection around the inside of the west, south and east fences.

Cable and Telephone Systems. Ron Lucenko

The hunt is on for any old records of the land-line system originally laid to the houses in 1987-91 by BC TEL and improved by TELUS in 2017 using fibre-optic cable. The 10-year agreement with TELUS will be up for renewal before the end of 2026. We need to know more about the history of the ERE TV cable system (laid by Shaw, now owned by Rogers) and its usage as well as the state of the ERE telephone system.

Other Projects. David Stinson

An application for building a woodshed in accordance with Strata Rule 3 was received, reviewed as required and approved by Council.

**Motion: To accept the Sites Report as amended.**

**Moved:** David Stinson

**Seconded:** Marion Dennett

**Carried.**

5.7 Vice President – Clint Flood

No formal report this period

5.8 President’s Report – Doug Hannan

Reviewed with Victoria an Engagement Letter from Morley Hanson a newly formed law firm with particular expertise in strata law whereby Justin Hanson will continue as our Strata Lawyer, and approved Victoria to sign on our behalf. Victoria, Clint as VP and I are currently the only parties authorized to engage his legal services.

Reviewed and executed a new Agency Agreement Addendum with Proline.

**6. UNFINISHED/NEW BUSINESS**

6.1 Crawlspace Moisture

An owner asked about “white fluffy powdery stuff” appearing on their crawlspace floor. The Sites Chair said that he would write an explanation of crawlspace moisture in general, and “the stuff” in particular, and distribute it to all owners.

If the request was due to efflorescence showing up on the walls of the crawlspace – or water coming into the crawlspace – it should, first, fall under the Sites Chair as it would be considered "ingress of water from outside the building". The first consideration would be drainage around the foundation, which falls under sites.

6.2 Bylaw Registration

Management and Council discussed the updated bylaws, and Management confirmed they have been filed with the Land Title Office. Management will post the updated bylaws to StrataPress, and mail to owners who have not consented to electronic distribution.

6.3 New Alteration Agreements

Council has deferred this item until the next council meeting.

6.4 New Streetlight at Entrance

Council is beginning to investigate new lighting solutions for the front gate to brighten up the area.

6.5 Strata Engagement with North Saanich

The District of North Saanich has started a new process to create wider engagement with District residents on all aspects of District activity. Council earlier provided the district with names and contact information for Alan Osborne and David Stinson to be the Council liaison with the District. These appointments do not preclude any Eagle Ridge resident from contacting the District on any matter or from responding to District surveys. The district has also provided Council with contact information for different departments.

6.6 Extension of Agreement with John Grubb, Unity Services Corporation, for MAMP Development

**Motion:** To approve expenditure of \$5,000 from approved fund sources to continue work by Unity Service Corporation in developing the Major Asset Management Plan for ERE.

**Moved:** David Stinson

**Seconded:** Doug Hannan

**Carried.**

6.7 Renovation of the Resident Information Manual – Requirement due to 2025 Bylaw Changes and Strata Rules Ratification

Council is currently working on updating the resident information manual. Once a draft has been completed this will be sent out to the remainder of Council for review.

6.8 Utility of the Main Gates

Council will begin reviewing the contracts for the front gates, then developing a survey to be sent to all residents asking for their views on keeping the main gates and obtain a quote for replacement and a survey to be sent out to owners.

7. NEXT STRATA COUNCIL MEETING

The next meeting is January 21, 2026, at 10:00 am at Unit 28.

8. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 10:32 am.

Supplied to StrataDocs 2026/01/13  
Ordered by Mariann Abram 2026/04/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, OCTOBER 15, 2025 AT UNIT 2 AT 10:00AM, PROLINE VIA ZOOM**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, Darlene Clarke, Dee Williams, Clint Flood, Marion Dennett, David Stinson & Darlene Clarke

**Absent with Regrets:** Sue McIntyre

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 10:00am.

**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:** Moe Harris

**Seconded:** David Stinson

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of September 18, 2025.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

Council has recommended holding an information session pertaining to pest control, this item will be discussed further at the council meeting following the AGM.

**4. COMMITTEE REPORTS**

There are no formal committee reports this period.

**5. UNFINISHED/NEW BUSINESS**

**5.1 Info Session Review**

Council reviewed the notes and feedback that was received from the Information Session. Council has taken those suggestions into consideration and made the necessary adjustments.

**5.2 Rules/Bylaws Discussion**

**Motion:** To move forward with presenting the draft bylaws to owners at the AGM.

**Moved:** David Stinson  
**Seconded:** Doug Hannan  
**Carried.**

**Motion:** **To adopt the rules document as presented.**

**Moved:** David Stinson  
**Seconded:** Doug Hannan  
**Carried.**

5.3 Budget Discussion

Council discussed the individual committee's proposed budgets and identified any numbers that may need to be changed. During the information meeting it was identified the owners were in favour of a strata fee increase to \$775 per month. Management will put together the budget and send out to Council for their review.

**Motion:** **To approve the invoice for Skyline Engineering in the amount of \$681.32.**

**Moved:** David Stinson  
**Seconded:** Doug Hannan  
**Carried.**

5.4 AGM Planning

Management and council discussed the upcoming AGM and the deadline surrounding the package. Any changes to bylaws need to be in to management no later than October 22, 2025.

5.5 Email Lists

Council discussed the two email lists that are currently available, Clint will go through both lists and communicate with owners if their information is outdated.

6. **NEXT STRATA COUNCIL MEETING**

The next meeting is the AGM on November 18, 2025.

7. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:34am.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
THURSDAY, SEPTEMBER 18, 2025 AT UNIT 55 AT 10:00AM, PROLINE VIA ZOOM**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, Darlene Clarke, Sue McIntyre, Dee Williams, Clint Flood, Marion Dennett, David Stinson & Darlene Clarke

**Also in attendance** Brian Torrell

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 9:59am.

**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:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of August 20, 2025, as amended.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**4. COMMITTEE REPORTS**

4.1 Strata Agents Report

**Motion:** Motion to approve to purchase of a 1-year GIC of \$60,000.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

4.2 Secretary/Treasurer's Report – Marion Dennett

From: August 18, 2025 – September 15, 2025

There were 26 requests for assessment, remediation or approval from residents.

- 3 – President / Council requests.

- 0 – Vice President requests.
- 14 – Buildings Chair requests.
- 5 – Sites Chair requests.
- 2 – Landscape Chair requests.
- 2 – Administration requests.

**President – Council Requests/Comments:**

1. Aug 20 – One of the owners advised that residents are leaving their junk mail from their personal mailboxes in the newspaper bin. A notice was put on the newspaper bin door for a few days, and it has subsequently been removed.
2. Aug 27 – An owner expressed a concern about dogs being off leash.
3. Sept 11 – An owner expressed a concern related to a cat roaming loose on ERE’s property.

**Vice-President Requests:**

No requests during this period.

**Administration Requests:**

1. Sept 2 – Unit 3 – A request to re-add the owner’s email information to the residents list.
2. Sept 5 – Unit 21 – The owner has changed her email address and has asked that the residents list be updated accordingly.

**Sites Chair Requests:**

1. Aug 25 – Unit 29 – Owners would like to have the foliage in the back yard area assessed for possible trimming to get more light on their property. Referred to the Landscape Chair as well.
2. Aug 27 – Unit 43 – The owners have requested that several trees close to the house be assessed as a possible fire hazard.
3. Sept 3 – Unit 29 – Owners have asked to have 2 trees close to the house assessed for a possible fire hazard.
4. Sept 5 – Unit 65 – During the owners’ bathroom renovation, the emergency water shut off valve in the crawl space had to be replaced. She has asked the Strata to reimburse her for this cost.
5. Sept 10 – Unit 69 – The owner has advised that there are some large limbs overhanging the house as well as some trees too close to the house that she would like to have assessed as a possible fire hazard.

**Landscape Chair Requests:**

1. Aug 25 – Unit 29 – The owners would like to have the foliage in the back area of their property assessed for possible trimming to get more light on their property. This request was also referred to the Sites Chair.
2. Aug 27 – Unit 69 – Would like to have her cedar hedge removed.

**Buildings Requests:**

1. Aug 18 – Unit 27 - Owner advised that she has dead wasps on the floor in the upstairs bedroom.
2. Aug 18 – Unit 65 – The owner’s home inspection noted mortar deficiencies on the chimney. The owner has asked to have the exterior of it inspected.
3. Aug 23 – Unit 69 – The owner advised that she found a wasp’s nest outside in her private yard area. She was able to eradicate it.
4. Aug 24 – Unit 65 – A paint kit was requested to do some touch ups.
5. Aug 26 – Unit 65 – The owner advises that she has flying ants in her garage.
6. Aug 27 – Unit 41 – The owner advised that there is rodent activity in the crawl space.
7. Aug 27 – Unit 43 – 3 requests:
  - a. A request for a paint kit to do some touch ups.
  - b. The privacy screen on the bedroom deck is leaning away from the house.
  - c. Possible carpenter ant activity at the outer bottom edge of the north wall of the garage.
8. Aug 30 – Unit 67 – 2 Window issues:
  - a. One of the small bedroom windows has a broken hinge and will not close properly.
  - b. Two of the brackets that hold the outside screen on the large sliding window disappeared when the windows were washed.
  - c. Sept 3 – Unit 29 – The owners advised that the gates on the deck are misaligned and too heavy which prevents proper closing.
9. Sept 5 – Unit 6 – 3 requests:
  - a. There is a soft spot on the floor of the upper deck.
  - b. The stairs from the main floor deck to the private yard area have become detached.
  - c. The steps from the garage to the private yard area will need to be replaced.
10. Sept 5 – Unit 69 – The owner had mice in her garage however she believes that she has eradicated them.

11. Sept 9 – Unit 68 – The owners sent in an application for approval to install aluminum deck railings on the upper and lower decks.
12. Sept 10 – Unit 30 – The owner has asked that the deck and stair railings be looked at as they are loose.
13. Sept 11 – Unit 76 – The owners have advised that they have mice in the basement.

**Electronic Voting:**

Aug 27 – Unit 76

**Motion:** To approve deck modification. The deck was an add on from a previous owner that needed to be modified to expose footings and posts of the main deck structure.

**Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**

**Correspondence:**

No correspondence received during this period.

**New Residents – welcome.**

1. Unit 29 – Neil Munro and Sandra Spence.
2. Unit 50 – Tracy Jarden, Heather Jarden and Rick Jacksties

**Indemnity Agreements:**

|   | <u>Date</u><br><b>2023</b> | <u>Unit</u> | <u>Application</u>                  | <u>Application and Indemnity Agreement Status</u> |
|---|----------------------------|-------------|-------------------------------------|---|
| 1 |                            | #19         | Installed roof top sprinkler system | I.A. received July 9, 2025.                       |
| 2 |                            | #29         | Installed roof top sprinkler system | I.A. received July 3, 2025.                       |
| 3 |                            | #49         | Installed roof top sprinkler system | I.A. received July 28, 2025.                      |
| 4 |                            | #62         | Installed roof top sprinkler system | Approved.   |
| 5 |                            | #1          | Installed roof top sprinkler system | I.A. received July 9, 2025.                       |
| 6 |                            | #26         | Installed roof top sprinkler system | Proline sent I.A. July 2, 2025.                   |
| 7 |                            | #30         | Installed roof top sprinkler system | Proline sent I.A. July 2, 2025.                   |

|    |             |     |                                       |                                  |
|----|-------------|-----|---------------------------------------|----------------------------------|
| 8  |             | #32 | Installed roof top sprinkler system   | Proline sent I.A. July 10, 2025. |
| 9  |             | #33 | Installed roof top sprinkler system   | Proline sent I.A. July 2, 2025.  |
| 10 |             | #37 | Installed roof top sprinkler system   | Proline sent I.A. July 2, 2025.  |
| 11 |             | #40 | Installed roof top sprinkler system   | I.A. received July 2, 2025.      |
| 12 |             | #51 | Installed roof top sprinkler system   | Proline sent I.A. July 2, 2025.  |
| 13 |             | #54 | Installed roof top sprinkler system   | Approved.                        |
| 14 |             | #76 | Installed roof top sprinkler system   | Approved.                        |
|    |             |     |                                       |                                  |
|    | <b>Date</b> |     |                                       |                                  |
|    | <b>2025</b> |     |                                       |                                  |
| 15 | May         | #65 | Install a roof top sprinkler system   | Approved.                        |
| 16 | May         | #48 | Install a roof top sprinkler system   | Approved.                        |
| 17 | May         | #42 | Install a roof top sprinkler system   | Approved.                        |
| 18 | May         | #53 | Install a roof top sprinkler system   | Approved.                        |
| 19 | May         | #66 | Install a roof top sprinkler system   | Approved.                        |
| 20 | May 23      | #34 | Install privacy fencing between units | Approved.                        |
| 21 | May 23      | #35 | Install privacy fencing between units | Approved.                        |
| 22 | May 23      | #36 | Install privacy fencing between units | Approved.                        |
| 23 | May 29      | #70 | Install an awning over the front deck | I.A. received July 8, 2025.      |

|    |        |     |                                  |                                    |
|----|--------|-----|----------------------------------|------------------------------------|
| 24 | June 2 | #7  | Install a level 2 EV charger     | Approved.                          |
| 25 | Aug 5  | #15 | Install tiles on the upper deck. | Proline sent I.A. August 15, 2025. |
| 26 | Aug 29 | #76 | Modify ground level deck.        | Proline sent I.A. Sept 5, 2025     |

**Petty Cash:** Carried Forward Balance: \$367.29  
 Paid Receipts: \$153.50  
 Closing Balance: \$213.79

**Interested Buyers List:**

There are 13 names on the interested buyers list.

**Motion:** That the Secretary’s Report be accepted as circulated.

**Moved:** Marion Dennett

**Seconded:** Doug Hannan

**Carried.**

4.3 Member at Large Reports

No Formal Report this period.

Member at Large 2

No formal report this period.

4.4 Buildings Committee – Dee Williams

**Roof & Gutters Maintenance – Brian Hawkins**

The next roof and gutter cleaning is tentatively scheduled for the week of November 3. A notification will be provided closer to that date.

If you observe any areas with moss requiring attention, please inform us so they can be included in the list for the upcoming moss removal session.

Following recent rainfall over the weekend, this is an appropriate time to check that all leaf traps are clear and functioning properly.

**Painting – Kim Torrell**

This year’s painting cycle is now complete. A big thank you to Kim and Personal Finish Painting for the completion of this and the outstanding deficiencies. 2026 units for painting are:

POD U – 61, 62, 63

POD W – 67, 68, 69

POD F – 16, 17, 18

During fall and winter garden clean-up, ensure that all plant growth is kept away from the structure of the building. This will allow painters sufficient access for both preparation and painting of the units.

**Windows – Anne Dalgliesh**

|                                  |                              |
|----------------------------------|------------------------------|
| Unit 32 - waiting for install    | Unit 52 -waiting for install |
| Unit 46 - waiting for install    | Unit 65 - waiting for quote  |
| Unit 51 - waiting for inspection | Unit 67 - waiting for quote  |

**Architecture & Buildings Review - Ted Meadley and Bruce Sterling**

One application to alter the strata lot to replace wood railings with aluminum.

**Pest Control**

Our budget for this area has risen notably. To help control costs, Council members are volunteering to investigate and address some issues, though Pest Control is still needed at times. This approach should help us manage expenses.

If you would like to assist, contact [secretary@erestrata.org](mailto:secretary@erestrata.org). Council members can help coordinate solutions.

Please note, Pest Control is still required for certain cases—such as carpenter ants—that need professional attention from the onset.

**Building Repair Requests – Mid March to Early May 205**

|   | Date      | Unit | Issue                                  | Status   |
|---|-----------|------|--|--|
| 1 | 18-Aug-25 | 65   | Chimney needing attention - repointing | Confirmed that will be looked at. Need to know how we are going to do this as it was an altered chimney. |
| 2 | 24-Aug-25 | 69   | Wasps                                  | Owner dealt with.  |
| 3 |           | 65   | Request for paint touch up kits        | Kim Torrell to provide.  |
| 4 | 25-Aug-25 | 65   | Flying Ants                            | Owner identified ants and dealt with.  |
| 5 | 27-Aug-25 | 43   | Paint Kit Request                      | Kim Torrell to provide.  |
|   | 27-Aug-25 | 43   | Privacy Panel needing securing         | Out for investigation and repair.  |
|   | 27-Aug-25 | 43   | Carpenter Ants                         | Garden City notified.  |
| 6 | 27-Aug-25 | 41   | Rodent evidence in crawlspace          | Council to review.   |
| 7 | 1-Sep-25  | 67   | Hinges on bay window upstairs          | Anne Dalgliesh to attend.  |

|    |            |    |   |  |
|----|------------|----|---|--|
| 8  | 4-Sep-25   | 29 | Review of Deck gate issues  | Area reviewed was in Private Yard deck extension.  |
| 9  | 5-Sep-25   | 6  | Stairs in Private Yard  | Out for quote.   |
|    |            | 6  | Soft spot-on upper deck   | Owner planning on adding room, Strata to work with owner if there is an issue during the repair. |
|    |            | 6  | Stairs from the main floor deck to private yard area have become detached | Out for quote.   |
| 10 | 10-Sep- 25 | 76 | Mice  | Owner attempted to deal with over a few weeks. Pest Control has been called.                     |
| 11 |            | 65 | Beading around Living Room Sliding doors needs replacing                  | PnR called.  |
| 12 | 11-Sept 25 | 30 | Deck railings need attention  | To have Carpenter review.  |
| 13 | 8-Sep 2025 | 68 | Application to Alter Strata Lot   | Aluminum railings on upper and main deck, review in process.                                     |

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Dee Williams

**Seconded:** Doug Hannan

**Carried.**

4.5 Landscape Committee

**Roadside Gardens and Irrigation**

All the gardens are in pretty good shape, despite the warm dry weather & hot spells this summer. Kafka has completed all the items that were requested in the last month. All the gardens are pretty much weed free & the ditches are trimmed.

The small heathers in the raised garden at the gate are presently adding lots of colours but will be moved next to the exit gate where they will have room to spread out.

Several smaller plants that have died in various areas will be tagged for removal by Kafka. Some will not be replaced due to crowding.

Some issues were noticed with the irrigation from the new underground sprinkler system on the island as well as roadside garden #12. We will work with Baille Irrigation to get these issues resolved.

**Pick up and Burn Site**

There were 2 pick ups to Mills Road green waste site. The second one was so large that the green waste site had closed after the pickup and a trailer load had to wait a week. The burn site area compost was assessed and was determined to be ready for the gardens. A work party was scheduled. The first date resulted in only 2 volunteers. This date needed to be rescheduled and the second call out is scheduled for this weekend. Fourteen people volunteered this time.

**Invasive Plants**

We planned an ivy pull for August 27<sup>th</sup> but had no volunteers. We will likely call for another ivy pull on September 27<sup>th</sup>, weather permitting.

**Unit Gardens**

The unit garden program is complete for this fiscal year. The work included the three common projects that we requested using donated hours. Donated hour projects included removal of weeds along the west side of the burn road; removal of blackberries and weeds on the berm behind the compost bins and removal of blackberries encroaching on Field 13. Thank you to everyone that donated their hours!

**Landscape Requests**

1) Landscape met with the owner of unit 29 to discuss Landscape issues and opportunities with their property.

**Motion:** That the Landscaping Report be accepted as amended.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

4.6 Sites Committee

Sites - Requests/Action Taken

- Aug 25 – Unit 29 – Owners would like to have the foliage in the back yard area assessed for possible trimming to get more light on their property and to have two trees assessed as a fire hazard. Assessment was done, one tree was removed, one tree was modified.
- Aug 27 – Unit 43 – The owners have requested that several trees close to the house be assessed as a possible fire hazard. Sites visit pending.
- Sept 5 – Unit 65 – During the owners’ bathroom renovation, the emergency water shut off valve in the crawl space had to be replaced. She asked the Strata to reimburse her for this cost. Sites paid this bill.
- Sept 10 – Unit 69 – The owner has advised that there are some large limbs overhanging the house plus some trees too close to the house that she would like to have assessed as a possible fire hazard. Sites visit pending.

## Sites - Areas of Responsibility

### Water System. Ian Fenton

- 22 August – A contractor conducted flow tests on all eight ERE fire hydrants for the first time - all passed the test. The water main pressure was tested as well - rated satisfactory.
- “Storz fittings” – We are investigating price and availability for Storz quick connect/disconnect fittings for the main outlet on all hydrants to match the connections now being installed on all North Saanich public fire hydrants.

### Sewer and Septic Systems. Curtis Smith

- The contractor is back on site to complete the Pod Q tile field remediation work. The contractor will commence work shortly on the next set of three fields due for remediation treatment. This program will be worked on continuously until all tile fields have been remediated.

### Roads and Brickwork. Ian Fenton

The former brickwork contractor has withdrawn from bidding. Three possible contractors visited Eagle Ridge 15 and 16 September and all will submit quotes. The quotes are for all work not done in the past two years. Once this work at 13 units and the Little Library Plaza is well under way, there will be another survey of requirements in Spring 2026. Owners’ patience is much appreciated.

### Gates. Ron Lucenko

Nothing to report. The gates are all operating properly.

### Electrical System. Clint Flood

Streetlight 18 flickering was repaired.

### Drainage including the Pond and the East Main Ditch. Ian Fenton.

Parrot feather experiments continue. Clint will investigate a solution for the Parrot Feather Weed.

### Forest Management. Bill McIntyre

Completed all action to clear List 2, 2025, for assessment/tree modification/removal and Fire Smart tree activity combined. The arborist has developed the plan for removing certain tree overhangs to improve sight lines and streetlight coverage along several roads around Eagle Ridge - to be implemented in the second half of September.

### Snow Removal. Dave Cubbon

Contractor search is continuing. The winter 2025/26 Snow Plan will be distributed to all owners once the contractor is selected.

### Sites Facilities. David Stinson

Main entrance gate, centre pillar - the rotting top has been cleaned up and repaired. The cost was a pickup load of maple firewood. Many thanks to Ian Fenton for all the

arrangements. The work to clean the rest of the gate stonework may be much simpler than expected.

Garbage and Recycling. David Stinson

Almost all went out as scheduled. Missed stuff was picked up.

Perimeter Fences. David Stinson and Cable and Telephone Systems. Ron Lucenko

Nothing to report.

**Motion: That the Sites Report be accepted as presented.**

**Moved:** David Stinson

**Seconded:** Doug Hannan

**Carried.**

4.7 Vice President's Report

Bylaw Committee (Alan Osborne, David Stinson, Moe Harris, and occasional guest Doug Hannan)

Work on updated bylaws is ongoing.

RV and Overflow Parking

The RV lot remains full with two vehicles positioned in Overflow and two on waitlist. However, 2 owners confirm they can park their RV's elsewhere until May 1, 2026. Therefore, Neil Munro and Sandra Spence's trailer and boat can use their stalls until May 1<sup>st</sup>.

Overflow has 3 available parking stalls for long term parking and 2 visitor stalls are also rarely used.

FireSmart (Dave Saunders)

Although we have suspended further meetings this year as the fire season comes to a close, I am happy to report that Carole Goyette has come forward to replace Gail Pybus on our committee for next year.

At our September evacuation drill, we once again tested our roof sprinklers by turning them on during the evacuation. There was no noticeable drop in water pressure and the sprinklers were quite effective in saturating the buildings and surrounding grounds.

Depreciation Report Preparedness (Dave Saunders)

Last year, funding was approved to include reports that will support a new Depreciation Report and a potential BECA if required or other related planning reports.

The Depreciation Report Working Group agreed that a Major Asset Management Plan would be developed in conjunction with the Depreciation Report. It will utilize information from the Depreciation Report to create a 10-year maintenance strategy for Eagle Ridge. John Grubb of Unity Services Corporation will be working with the Council to develop this Plan. John's extensive background in Buildings Maintenance is invaluable in the development of this plan. This plan will be reviewed and adjusted annually, incorporating active information, repairs, and necessary replacements (e.g., roofs). This

will enable current and future councils to develop budgets and coordinate maintenance requirements more effectively. Both the Depreciation Report and the Major Asset Management Plan will become an integrated document providing a comprehensive unified view of strata requirements.

The Depreciation Report working group met on September 17th with Sense Engineering and John Grubb of Unity Services, who is developing our Major Asset Management Plan. The purpose of this meeting was to finalize the inputs for the initial draft of the Depreciation Report, which is due by mid-June 2026, as per provincial regulations.

**Motion:** That the Vice Presidents Report be accepted as amended.

**Moved:** Moe Harris

**Seconded:** David Stinson

**Carried.**

4.8 President's Report – Doug Hannon

Very active month along with others on Council and Alan Osborne in continuing to refine proposed new bylaws, rules and alteration agreements.

Responded to various requests from owners on a variety of issues, including for clarification on dog leash policy on common property.

Responded to request from North Saanich for Eagle Ridge to participate as a resident association in future proposed meetings that North Saanich plans to begin. Alan Osborne and David Stinson have volunteered to act as our representatives, with Council President as back up.

**Motion:** That the Presidents Report be accepted as circulated.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

5. UNFINISHED/NEW BUSINESS

5.1 Budget 2026 – Updates by Chair

Each chair discussed their proposed budget for the upcoming fiscal year, including any CRF expenditures that are being brought forward. This information will be put forward to all owners prior to the information session at the beginning of October.

Council would like to extend their appreciation to Brian Torrell for all the help and guidance he has provided over the last year.

5.2 Rules Discussion

Council has reviewed the draft rule documents and has agreed to move forward with finalizing the bylaws prior to introducing any new rules.

Council would also like to formally acknowledge and express sincere appreciation for David Stinson's dedication and hard work over the past three years on changes. His

contributions have been instrumental in shaping these documents, and Council is deeply grateful for the time and effort invested.

5.3 Bylaw Update

The Bylaw Review Committee is reviewing the lawyer's response to our request for legal review of the proposed new bylaws. There will be a presentation on the new bylaws and the revised Strata Rules at the Information Session on October 7<sup>th</sup>.

5.4 Information Meeting

Council discussed the upcoming information session, an agenda for meeting will be sent out in advance, with supporting documents being sent out closer to the meeting date.

5.5 POD Meetings

Council plans to hold pod meetings between the Information Session and the Annual General Meeting in November for informal discussions with residents about the new bylaws and the revised Strata Rules.

6. **CORRESPONDENCE**

6.1 Garage Sale Request

Council has discussed the request to host a garage sale and have declined the request at this time. Council will respond to the owner.

7. **NEXT STRATA COUNCIL MEETING**

The next council meeting will be held on October 15, 2025, at 10:00am, at Unit 2.

8. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:58am.

Supplied to StrataDocs 2025/10/02  
Ordered by Mariann Abram 2026/10/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, AUGUST 20, 2025 AT UNIT 18 AT 10:00AM**

---

**Council in Attendance:** Doug Hannan, Marilynne Harris, Darlene Clarke, Sue McIntyre, Dee Williams, Clint Flood, Marion Dennett, David Stinson & Darlene Clarke

**Also in attendance** Mary Harkness

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

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

**2. NOMINATING COMMITTEE UPDATE**

The nominating committee has spoken to nearly 60 units regarding joining council, there are still two vacant positions.

**3. 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:** Sue McIntyre,

**Seconded:** David Stinson

**Carried.**

**4. APPROVAL OF MINUTES**

Council has made the following amendments to the July 16, 2025 minutes:

An amendment to the previous minutes to note Darlene Clarke was not in attendance and Clint Flood was in attendance at the meeting.

**Motion:** To approve the council meeting minutes of July 16, 2025, as amended.

**Moved:** Moe Harris

**Seconded:** David Stinson

**Carried.**

**5. COMMITTEE REPORTS**

**5.1 Strata Agents Report**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

## 5.2 Secretary/Treasurer's Report – Marion Dennett

From: July 14, 2025 – August 17, 2025

There were 16 requests for assessment, remediation or approval from residents.

2 – President / Council requests.

0 – Vice President requests.

8 – Buildings Chair requests.

4 – Sites Chair requests.

0 – Landscape Chair requests.

2 – Administration requests.

### **President – Council Requests/Comments:**

1. Owners of Units 31 and 34 are both photographers. They would like to put together a slideshow of the ERE volunteers as they work.
2. Unit 69 – requested information as to the exact size of the unit for insurance purposes.

### **Vice-President Requests:**

No requests during this period.

### **Buildings Chair Requests:**

1. July 14 – Unit 38 – owner has evidence of mice in the basement and under the kitchen sink.
2. July 22 – Unit 51 – rodents in private yard and possibly in the garage.
3. July 26 – Unit 20 – the owner has advised that the wood surrounding the glass on the rear deck has rotted and one glass panel is considered unsafe.
4. July 30 – Unit 12 – the owner has advised that the mice have come back.
5. August 3 – Unit 49 – the owners advised that there are carpenter ants in the house.
6. August 5 – Unit 15 – an application to alter the upper patio decking.
7. August 8 – Unit 46 – the owners advised that the plastic moulding on the side of the sliding glass door is disintegrating and flaking off.
8. August 14 – Unit 50 – owner has advised she has a dead rat in the yard and wasps in the chimney.

### **Sites Chair Requests:**

1. July 19 – Unit 48 – the owner has a large spruce tree in the front garden that may be a fire hazard, and the owner would like to have the tree assessed.
2. August 2 – Unit 70 – a large maple tree in the private garden area has branches that are touching the roof. They asked that the tree be trimmed.

3. August 5 – Unit 10 – the driveway brick work has sunk – a follow-up from their request from last year.
4. August 10 – Unit 47 – a large limb has come down and is laying on the rhododendron bushes.

**Landscape Chair Requests:**

No requests during this period.

**Administration Requests:**

1. July 28 – Unit 20 – email address changed.
2. August 1 – Unit 51 – their email address has fallen off the residents@erestrata.org.

**Electronic Reporting:**

1. Unit 15 – Electronic Vote.

**Motion:** To approve the installation of deck tiles on the upper deck.  
**Moved:** Dee Williams  
**Seconded:** Sue McIntyre  
**Carried.**

**Correspondence:**

No correspondence received during this period.

**New Residents – welcome.**

1. New Resident - Unit 69 – Teresa Hitch
2. New Resident – Unit 50 – Tracy Jarden

**Indemnity Agreements:**

|   | <u>Date 2023</u> | <u>Unit</u> | <u>Application</u>                  | <u>Application and Indemnity Agreement Status</u>              |
|---|------------------|-------------|-------------------------------------|--|
| 1 |                  | #19         | Installed roof top sprinkler system | Approved. Proline has sent IA.                                 |
| 2 |                  | #29         | Installed roof top sprinkler system | Approved. Proline has advised the signed IA has been received. |
| 3 |                  | #47         | Installed roof top sprinkler system | Indemnity Agreement received Aug 10.                           |
| 4 |                  | #49         | Installed roof top sprinkler system | Approved. Proline has sent IA.                                 |
| 5 |                  | #62         | Installed roof top sprinkler system | Approved. Proline has advised the signed IA has been received. |
| 6 |                  | #1          | Installed roof top sprinkler system | Approved. Proline has sent IA.                                 |

|    |                  |     |   |  |
|----|------------------|-----|---|--|
| 7  |                  | #26 | Installed roof top sprinkler system                 | Approved. Proline has sent IA,                                 |
| 8  |                  | #30 | Installed roof top sprinkler system                 | Approved. Proline has sent IA.                                 |
| 9  |                  | #32 | Installed roof top sprinkler system                 | Approved. Proline has sent IA.                                 |
| 10 |                  | #33 | Installed roof top sprinkler system                 | Approved. Proline has sent IA.                                 |
| 11 |                  | #37 | Installed roof top sprinkler system                 | Approved. Proline has sent IA.                                 |
| 12 |                  | #40 | Installed roof top sprinkler system                 | Approved. Proline has sent IA.                                 |
| 13 |                  | #41 | Installed roof top sprinkler system                 | Indemnity Agreement received July 16, 2025                     |
| 14 |                  | #51 | Installed roof top sprinkler system                 | Approved. Proline has advised the signed IA has been received. |
| 15 |                  | #54 | Installed roof top sprinkler system                 | Approved.  |
| 16 |                  | #76 | Installed roof top sprinkler system                 | Approved.  |
| 17 |                  | #78 | Installed roof top sprinkler system                 | Indemnity Agreement received July 8, 2025                      |
|    | <b>Date 2025</b> |     |   |  |
| 18 | Feb 2            | #11 | Remove old heat pump and replace it with a new one. | Application in progress.                                       |
| 19 | May              | #65 | Install a roof top sprinkler system                 | Approved.  |
| 20 | May              | #48 | Install a roof top sprinkler system                 | Approved.  |
| 21 | May              | #42 | Install a roof top sprinkler system                 | Approved.  |
| 22 | May              | #53 | Install a roof top sprinkler system                 | Approved.  |
| 23 | May              | #66 | Install a roof top sprinkler system                 | Approved.  |
| 24 | May 23           | #34 | Install privacy fencing between units               | Approved.  |
| 25 | May 23           | #35 | Install privacy fencing between units               | Approved.  |
| 26 | May 23           | #36 | Install privacy fencing between units               | Approved.  |

|    |        |     |                                      |  |
|----|--------|-----|--------------------------------------|--|
| 27 | May 29 | #70 | Install an awning over the main deck | Approved.                                  |
| 28 | June 1 | #65 | Renovate the main bathroom           | Indemnity Agreement received July 14, 2025 |
| 29 | June 2 | #7  | Install a level 2 EV charger         | Approved.                                  |
| 30 | Aug 5  | #15 | Install tiles on the upper deck.     | Approved.                                  |

**Petty Cash:** No receipts submitted during this period.

Balance: \$324.20

**Interested Buyers List:**

There are 17 names on the interested buyers list.

**Motion:** **That the Secretary's Report be accepted as circulated.**

**Moved:** Marion Dennett

**Seconded:** Sue McIntyre,

**Carried.**

5.3 Member at Large Reports

- A full evacuation test will be conducted on September 02. Updated Maps have been made and will be circulated to all residents this coming week.
- The emergency plan for ERE will need to be updated as well and this will be done post the evacuation test.
- A report on digitization of records is outstanding by this council member and will be done prior to the next ERE information session.

**Motion:** **That the Member at Large 1 Report be accepted as circulated.**

**Moved:** Clint Flood

**Seconded:** Moe Harris

**Carried.**

Member at Large 2

Wrote and designed ERE Council Report.

Distributed by email and delivered to residents who do are not on the ERE distribution list.

Assisted Buildings Chair with various duties.

**Motion:** **That the Member at Large 2 Report be accepted as circulated.**

**Moved:** Sue McIntyre

**Seconded:** Darlene Clarke

**Carried.**

#### 5.4 Buildings Committee – Dee Williams

##### **Roof & Gutters Maintenance**

Thank you to Brian Hawkins for taking on work with the building's portfolio. Brian's experience as a former buildings chair and strata president at Eagle Ridge is a valuable asset. He has recently led gutter and roof cleaning, as well as partial moss removal and treatment.

**Moss:** Following recommendations from this year's roof inspection, the gutter and roof cleaner notes, as well as owner feedback, we treated about half the complex for early signs of moss and removed affected sections as needed. Next year we will address the remainder of the complex.

##### **Painting – Kim Torrell**

The 2025 POD painting cycle is coming to an end over the next few weeks. Richard and designated crew will then start working on painting deficiencies list.

##### **Windows – Anne Dalglish**

Unit 32 – Waiting for quote

Unit 51 - Waiting for install

Unit 52 - Waiting for quote

##### **Architecture & Buildings Review - Ted Meadley**

We want to welcome Bruce Sterling to this group. Bruce will be mentoring with Ted to garner the vast wealth of information, history and wisdom Ted has accumulated over his time at Eagle Ridge. He will be assisting Ted in the execution of the activities of reviewing Buildings Alteration applications and other related requests.

##### **Pest Control**

Pest control costs have increased this year. Contributing factors are a mild winter and our forested location. Vegetation near units, such as overhanging branches and hedges close to gutters or siding, makes it easier for rodents to access attics and foundations. Please keep this in mind during fall cleanup, as these animals will be seeking or creating entry points.

Current rules require plantings to be 10 inches from structures, but annual growth and encroachment are not accounted for, offering pests easy access via overhanging branches or hidden foundation areas.

##### **Additional note**

For the first time in recent years, our Pest Control Budget has been fully used. Some Council members have addressed several issues raised by owners, including spraying accessible wasp nests and managing rodent traps. Thank you to those members—your efforts help reduce pest control expenses.

**Building Repair Requests – Mid June to Mid July 2025**

|   | <b>Date</b> | <b>Unit</b> | <b>Issue</b>   | <b>Status</b>   |
|---|-------------|-------------|--|---|
| 1 | 22-Jul-25   | 51          | Rodents in private yard and potentially garage attic | Garden City and Council President attended  |
| 2 | 19-Jul-25   | 38          | Mice in Kitchen                                      | Garden City   |
| 3 |             | 15          | Request to install Deck Tiles – upper deck           | Electronically Approved – Proline to send Approval letter and Indemnity Agreement |
| 4 | 26-Jul-25   | 20          | wood rot on railing                                  | C3 list   |
| 5 | 1-Aug-25    | 49          | Potential Ants – area of main deck                   | Owner to provide picture for verification - Garden City to attend                 |
| 6 | 31-Jul-25   | 12          | Mice in Kitchen                                      | Garden City Called  |
| 7 | 9-Aug-25    | 46          | Window Trim - Plastic - broken                       | Sent to Anne  |
| 8 | 14-Aug-25   | 50          | Dead rodent in yard and wasps in chimney             | Rat disposed of and area being monitored. D. Hanan to deal with wasps             |

Heads up units with wood burning fireplaces... Cleaning is scheduled for Wednesday September 3. Details are on the notice that was sent out by Proline.

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**

5.5 Landscape Committee

Many thanks to Marie Grant and others who stepped in while I was out of town during June and July this year.

**Roadside Gardens and Irrigation**

Generally, the gardens appear to be in good condition with some exceptions for plants have not received sufficient water from the irrigation system over the last month. We will be working with our Irrigation Contractor to rectify this situation.

The garden near the burn site road had some issues with the irrigation controller. This has now been fixed.

We will be improving the irrigation on the pond island using a drip line system.

Most flowering bushes and trees have finished blooming, and a large number are ready for fall pruning.

Site line issues in garden #7 (near Pod L) were fixed by trimming back several of the shrubs.

**Burn site**

We are in the process of reviewing how we provide compost to the roadside gardens to see if we can make improvements for the future.

### Invasive Plants

A team of 5 volunteers pulled ivy from trees between the perimeter trail and the Brackenhurst driveway during the ivy pull in July. The next ivy pull will be August 27.

**Motion:** That the Landscaping Report be accepted as circulated.

**Moved:** Darlene Clarke

**Seconded:** Moe Harris

**Carried.**

## 5.6 Sites Committee

### Sites - Requests/Action Taken

- 47 - a small dead tree fell over, landing in the landscaping. We removed the tree trunk.
- Several owners asked to add trees to the assessment list after the Round 2 survey was over - all were added.

### Sites - Areas of Responsibility

#### Water System. Ian Fenton

- The hydrant flow test will happen on 22 August along with the water main pressure check. The contractor advises that residents should not be affected. Alan Woodcock will be the on-site observer. All owners and the North Saanich Fire Department have been told about the testing.

#### Sewer and Septic Systems. Curtis Smith

- The tile field remediation project will re-start in September.

#### Roads and Brickwork. Ian Fenton

- The brickwork contractor is having difficulty finding labour in the road repair season. We are looking for an alternate contractor to get on with the work.

#### Gates. Ron Lucenko.

- No problems to report. The gates are operating properly.

#### Electrical System. Steve Kristoffy

- Steve retired as the Electrical Lead after many years of sterling support to ERE. Clint Flood is the new Electrical Lead - he has good background for the position, given his earlier experience as both Sites Chair and Buildings Chair.
- Electrical Planning Report - the BC Hydro load calculation and analysis is underway; short visits to all ERE houses will begin in September.

#### Drainage Including the Pond and the East Main Ditch. Ian Fenton

- The ditches are almost completely dry, and the pond is at a low level. An experiment in ways of parrot feather removal is underway, trying different tools.

Forest Management. Bill McIntyre

- The arborist has started work on the second round of tree removal or modification for 2025, for both Fire Smart and general forest management accounts.

Snow Removal. Dave Cubbon.

- The search for the next contractor continues - several who would have bid in past years have refused again to participate.

Sites Facilities. David Stinson

- Will be looking for a new contractor for the stonework at the main gates. Also, we will obtain a cap for the main pillar at the entrance gate in lieu of trying to repair the rotting concrete.

Garbage and Recycling. David Stinson

- Nothing to report.

Cable and Telephone Systems. Ron Lucenko

- Nothing to report

Perimeter Fences. David Stinson

- Nothing to report.

Other Activities- David Stinson

- Periodically checked the strata mailboxes on behalf of the Secretary. Very little material received. Participated in arranging for a new appraisal report for replacement value insurance for all strata buildings. After an on-site session to tell the appraiser about ERE, the report was received, reviewed, corrected, accepted and sent to Proline for action to obtain this part of the 2025-26 strata insurance.
- Participated in an end-to-end review of all Strata Rules for consideration by Strata Council.
- Participated in developing new Alteration and Indemnity Agreement forms, based on models from a strata lawyer, to improve our alterations management system and to ensure that responsibility for all conditions in our alterations agreements are transferred from sellers of ERE strata lots to new buyers.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Moe Harris

**Carried.**

5.7 Vice President's Report

Bylaw Committee

David Stinson has provided council with a full revision of Strata Rules; comments have

been received and it is on the agenda for discussion at August council meeting. Our strata lawyer Justin Hansen has the latest draft of Bylaws, and we are awaiting his input. We have suggestions for revised alterations agreements from Justin and David has reworked them and sent them to council. They may be discussed at this council meeting.

#### RV and Overflow Parking

The RV lot remains full at 16 with two vehicles positioned in overflow. Rob Parsons in Unit 72 asked to replace his boat trailer with a 20' storage bin for 2 months as he completes his home renos. The new owners in Unit 29 are looking for RV storage for their 25' trailer and they have been added to waitlist.

Overflow has 9 of 11 spaces now reserved, so 2 vacant spots in Overflow and 1 in Visitors.

#### Fire Smart: (Dave Saunders)

Pod L has removed their hedges and installed the privacy screens that were recently approved. Another resident has expressed a desire to have her hedge removed and is discussions with Kafka to have this done this year.

#### DR Preparedness: (Dave Saunders)

Sense Engineering conducted their site inspection Monday and Tuesday June 16-17. The first draft of the depreciation report was received August 14th and is being reviewed by the Depreciation Report Working Group. The Depreciation Report Working Group, plus Doug Hannan council president, met August 19th by ZOOM to critically assess the DR and integrate it with a comprehensive Major Asset Management Plan. Another Depreciation Report Working Group meeting is scheduled for September 12th with a focus on reviewing the Depreciation Report and preparing a list of questions and changes to present to Sense Engineering. Dave Saunders will arrange a follow-up with Sense Engineering after the Sept 12 meeting to communicate our needs for revision. Of note, the DR for ERE is due in 2026.

**Motion: That the Vice Presidents Report be accepted as circulated.**

**Moved:** Moe Harris

**Seconded:** Darlene Clarke

**Carried.**

#### 5.8 President's Report – Doug Hannon

Very active month along with others on Council and Alan Osborne refining proposed new bylaws, rules and alteration agreements. Emailed our Strata lawyer with our draft bylaws and awaiting feedback.

Responded to various requests from new and prospective owners for clarification on Poly B, strata insurance and move in protocols.

Explored with RV Lot users whether or not to allow a storage unit to be parked in the RV Lot until Spring 2026. Proposed solution attached for Council's consideration.

**Motion: That the Presidents Report be accepted as circulated.**

**Moved:** Doug Hannan  
**Seconded:** Moe Harris  
**Carried.**

## 6. UNFINISHED/NEW BUSINESS

### 6.1 Updates on Bylaws, Rules and Alteration Agreement Reviews

Council has been in communications with Justin Hanson regarding the bylaws. Council has been assured that a copy of the draft bylaws will be provided to Council by the end of August.

Council is in the process of scheduling POD meetings for mid September, once more information becomes available this will be communicated to residents.

### 6.2 Budget 2026 – Updates by Chair

Council discussed the upcoming budget for Fiscal 2026 budget. Draft budgets from each chair are to be received by Management mid September, which will enable Management to prepare a budget and the associated strata fees that will be presented to owners at the information session.

### 6.3 ERE Appraisal and Insurance Update

Council has received the updated insurance appraisal completed by Bell Appraisals. This appraisal has now been forwarded to the insurance broker for the insurance renewal.

The insurance proposal will be sent to Council for review for approval and inclusion into Fiscal 2026.

### 6.4 Pest Control Volunteers

Dee and Doug will work together to put out a draft document to owners regarding the pest control around the property.

### 6.5 Rule Change – RV Lot Storage

Council has received correspondence regarding RV lot storage.

**Motion:** **To approve the Storage Container storage in the RV lot for unit 72 until September 30, 2025.**

**Moved:** Sue McIntyre  
**Seconded:** Clint Flood  
**Carried.**

### 6.6 Forest Management

Alan Osborne, Chair of the Bylaw Review Committee, and Bill McIntyre, Forest Management Group Lead, met with Planning staff from the District of North Saanich to discuss District expectations for the ERE Forest Management bylaw

## 7. NEXT STRATA COUNCIL MEETING

The next council meeting will be held on September 18, 2025, at 10:00am, at Unit 55.

**8. TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 12:08pm.

Supplied to StrataDocs 2025/09/05  
Ordered by Mariann Abram 2026/04/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JULY 16, AT UNIT 7 AT 10:00AM, PROLINE VIA ZOOM**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, David Stinson, Darlene Clarke, Sue McIntyre, Dee Williams, Clint Flood

**Absent with Regrets:** Marion Dennett & Darlene Clarke

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 10:06am.

**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**

Council has made the following amendments to the June 16, 2025 minutes.

1. The text for 5.1 for the NEST-evacuation test, belongs in 5.2 RV and Overflow Parking;
2. 5.1 to be removed.

**Motion:** To approve the council meeting minutes of June 16, 2025, as amended.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**4. COMMITTEE REPORTS**

**4.1 Strata Agents Report**

Council discussed the upcoming budget session; each committee will present its drafts budgets at the September council meeting.

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Doug Hannon

**Seconded:** David Stinson

**Carried.**

**4.2 Secretary/Treasurer's Report – Marion Dennett**

From: June 16, 2025 – July 13, 2025

There were 15 requests for assessment, remediation or approval from residents.

1 – President – Council Requests.

0 – Vice-President Requests.

11 – Buildings Chair Requests.

2 – Sites Chair Requests.

0 – Landscape Chair Requests.

1 – Administration Requests.

**President – Council Requests/Comments:**

1. June 28 – Unit 29 – owners have advised that they are selling their home. There was a question about the Poly B plumbing – does the Strata have a stand on this?

**Vice-President Requests:**

1. No requests during this period.

**Buildings Chair Requests:**

1. June 19 – Unit 73 – the owners advised that there is a wasp nest under the eave on the north side of the garage. There are also sugar ants on the deck.
2. June 23 – Unit 4 – the owners advised that a tree branch fell onto their deck railing and took a chunk out of the boards. They also advised that some of the deck railing boards are lifting.
3. June 26 – Unit 6 – the owners are looking for design information that would be suitable to give to a structural engineer to develop their upper deck.
4. June 26 – Unit 19 – the privacy fence on the deck close to the bedroom has moved away from the support.
5. July 5 – Unit 70 – the owners asked for a paint kit so that they can repaint their deck railings.
6. July 7 – Unit 32 – the owners advised that there is a failed seal on the glass panel in the solarium located on the ceiling on the east side.
7. July 8 – Unit 55 – the owner has advised that there are wasps on the upstairs bedroom window.
8. July 8 – Unit 76 – the owners have advised that there are 2 large wasp nests under an upstairs window as well as one in the gutter down pipe at the back of Unit 77.
9. July 12 – Units 16 & 17 – the owner of Unit 17 spoke to the President about wasp nests on both roofs.
10. July 13 – Unit 52 – the owner has advised that there is moss on the roof near the chimney.
11. July 13 – Unit 52 – the owner has advised that there is a broken seal in a window in the upper floor bathroom.

**Sites Chair Requests:**

1. June 21 – the Sites Chair was notified of a fallen tree on the boulevard behind Unit 55.
2. July 2 – Unit 10 – the owner contacted the President to follow up on driveway repair work that was to be completed last year.

**Landscape Chair Requests:**

1. No requests during this period.

**Administration Requests:**

1. July 2 – Unit 69 – the tenant is leaving ERE and has asked that their names be removed from the resident contact lists.

**Electronic Reporting:**

1. June 15 – Unit 7

**Motion:** To approve a level 2 EV charger for unit 7.

**Moved:** Dee Williams

**Seconded:** Marion Dennett

**Carried.**

2. June 15 – Unit 70

**Motion:** To approve the installation of an awning over the main deck for unit 70.

**Moved:** Dee Williams

**Seconded:** Sue McIntyre

**Carried.**

3. June 19 – Unit 65

**Motion:** To approve an application to renovate the ensuite bathroom for unit 65.

**Moved:** Dee Williams

**Seconded:** Doug Hannan

**Carried.**

4. June 24 – Insurance Appraisal

**Motion:** To approve engaging Bell Appraisals to provide a new ERE appraisal for insurance purposed. Cost of \$1,500.00 to be charged to insurance.

**Moved:** Marilynne Harris

**Seconded:** Doug Hannan

**Carried.**

**Correspondence:**

Refer Sites Chair report.

**New Resident Orientation:**

No new resident meetings during this period.

**Indemnity Agreements:**

|    | <u>Date<br/>2023</u> | <u>Unit</u> | <u>Application</u>                                   | <u>Application and Indemnity<br/>Agreement Status</u>          |
|----|----------------------|-------------|--|--|
| 1  |                      | #19         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 2  |                      | #28         | Installed roof top sprinkler system                  | Signed I.A. received July 2, 2025.                             |
| 3  |                      | #29         | Installed roof top sprinkler system                  | Approved. Proline has advised the signed IA has been received. |
| 4  |                      | #47         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 5  |                      | #49         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 6  |                      | #62         | Installed roof top sprinkler system                  | Approved. Proline has advised the signed IA has been received. |
| 7  |                      | #1          | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 8  |                      | #26         | Installed roof top sprinkler system                  | Approved. Proline has sent IA,                                 |
| 9  |                      | #30         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 10 |                      | #32         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 11 |                      | #33         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 12 |                      | #37         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 13 |                      | #40         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 14 |                      | #41         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
| 15 |                      | #51         | Installed roof top sprinkler system                  | Approved. Proline has advised the signed IA has been received. |
| 16 |                      | #54         | Installed roof top sprinkler system                  | Approved.  |
| 17 |                      | #76         | Installed roof top sprinkler system                  | Approved.  |
| 18 |                      | #78         | Installed roof top sprinkler system                  | Approved. Proline has sent IA.                                 |
|    | <b>Date<br/>2025</b> |             |  |  |
| 19 | Feb<br>2             | #11         | Removed old heat pump and replace it with a new one. | Application in progress.                                       |
| 20 | May                  | #65         | Install a roof top sprinkler system                  | Approved.  |
| 21 | May                  | #48         | Install a roof top sprinkler system                  | Approved.  |
| 22 | May                  | #42         | Install a roof top sprinkler system                  | Approved.  |
| 23 | May                  | #53         | Install a roof top sprinkler system                  | Approved.  |
| 24 | May                  | #66         | Install a roof top sprinkler system                  | Approved.  |

|    |         |     |                                       |                                       |
|----|---------|-----|---------------------------------------|---------------------------------------|
| 25 | May 23  | #34 | Install privacy fencing between units | Application in progress.              |
| 26 | May 23  | #35 | Install privacy fencing between units | Application in progress.              |
| 27 | May 23  | #36 | Install privacy fencing between units | Application in progress.              |
| 28 | May 29  | #70 | Install an awning over the front deck | Approved.                             |
| 29 | June 1  | #65 | Renovate the main bathroom            | Approved.                             |
| 30 | June 2  | #7  | Install a level 2 EV charger          | Application in progress.              |
| 31 | June 13 | #46 | Install a roof top sprinkler system   | Approved. Signed IA received June 29. |

**Petty Cash:**

No requests were made for petty cash.

**Interested Buyers List:**

There are 17 names on the interested buyers list. 2 names were added to the list during this period.

One of the individuals on the list contacted the secretary to make sure that her name is on the list.

**Motion:** **That the Secretary’s Report be accepted as circulated.**

**Moved:** Doug Hannan

**Seconded:** Moe Harris

**Carried.**

4.3 Member at Large Reports

No formal report this period.

Member at Large 2

Attended bylaw review meetings along with the bylaw review committee.

Working on a Council newsletter to update residents on current status of council initiatives.

Communicating with deck companies to complete deck projects.

**Motion:** **That the Member at Large 2 Report be accepted as circulated.**

**Moved:** Sue McIntyre

**Seconded:** Moe Harris

**Carried.**

#### 4.4 Buildings Committee – Dee Williams

##### **Roof & Gutters Maintenance**

Nothing new to report.

##### **Painting – Kim Torrell**

Painting is well under way.

Reminder - Owners wishing to touch up their own railings prior to the end of the season are welcome to contact Kim Torrell, our paint coordinator. She will get a paint kit to you specific to your requirement. Owners requesting help from Strata will be prioritized in order of receipt of request, budget, time of year and the availability of our painters. They do have clients other than us that they work with throughout the seasonal outdoor painting window. Requests received at this time may not be dealt with until the following year. Kim keeps track of the requests, budget and resource availability.

##### **Windows – Anne Dalgliesh**

Nothing new to report.

##### **Architecture & Buildings Review - Ted Meadley**

Nothing new to report.

##### **Pest Control**

Wasp activity seems to have increased, but the rodents seem to have gone outside to enjoy the summer. Might be a good time to make sure your window screens are secure upstairs and down.

##### **Deck Repairs**

With the dust settling after the main push on the deck repairs (there is one more deck to complete), we are looking to the next phase of deck maintenance. The report indicates a number of units where landscaping, vegetation, dirt – ornamentation such as logs are covering up deck posts and footing. This all leads to premature degradation and rot of the deck structure and stair stringers.

Council will be contacting owners where there was specific identification of areas of concern.

Some units that have repairs, the repaired area has not been painted. This is on our painter's to do list. We have been informed that paint that they use is on back order. This has naturally put this behind. Our painter is monitoring this issue and will advise of when the paint can be expected. He has enough of the paint to complete the annual POD painting but requires more paint to complete the additional work.

##### **Building Repair Requests – Mid June to Mid July 2025**

1. 23-Jun-25 – Unit 4 – Railing damage from falling branch and deck rail rot – Pending.
2. 26-Jun-25 – Unit 19 – Privacy Panel needs bracing – temporarily braced, repair – Pending.

3. 9-Jul-25 – Unit 32 – Broken Glass in Solaria Roof – Pending quote and repair.
4. 9-Jul-25 – Unit 32 – Seal gone in upstairs bedroom window – Pending quote and repair.
5. 5-Jul-25 – Unit 70 – Paint kit requested for railings – Kim Torrell responded.
6. 9-Jul-25 – Unit 55 – Wasps – Complete.
7. 9-Jul-25 – Unit 76 – Wasps – upper roof like – Complete.
8. 9-Jul-25 – Unit 77 – Wasps in downspout – Complete.
9. 12-Jul-25 – Unit 16 – Wasps – Garden City to attend.
10. 10-Jul-25 – Unit – 17 – Wasps – Garden City to attend.
11. 13-Jul-25 – Unit 52 – Moss by chimney – quote pending – Jones Exteriors.
12. 13-Jul-25 – Unit 52 – Failed window seal upstairs bathroom – Anne Dalglish to review.

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Dee Williams

**Seconded:** Moe Harris

**Carried.**

4.5 Landscape Committee

No formal report this period.

4.6 Sites Committee

Sites - Requests/Action Taken

- 55 – 21 June. A dead tree fell into the boulevard behind the house. The tree was taken down and removed.
- 10 – 2 July. Q - when for brickwork repairs? A - The survey of requirements will be completed July-August, work to follow. Work not done in 2024 will be at/near the top of the list for 2025. Details to follow.

Sites - Areas of Responsibility

Water System. Ian Fenton

- Quote was received in June from a recommended plumbing firm in Victoria for the water mains test and the hydrant fire flow tests. The tests are mandatory under the BC Fire Code, the flow test annually in conjunction with the annual hydrant servicing, the mains test every five years. The hydrants have been serviced annually and well by DNS for many years. However, DNS does not do flow tests on privately owned hydrants. The quote was accepted, the tests will happen 22 August 2025, details to follow, local effects are expected to be minimal.

Sewer and Septic Systems. Curtis Smith

- The tile field cleaning project has been successful so far this year and will continue.

Roads and Brickwork. Ian Fenton

- The annual survey of all requirements will happen in late July/early August.

Gates. Ron Lucenko.

- On 1 July, an owner was exiting through the service gate for a morning bike ride. The gate contacted the bike (no damage to gate or bike), stopped moving and began to sound its alarm. Owner called in the problem. The gates team responded, unlocked the gate mechanism, pushed the gate all the way open, locked the mechanism, pushed the reset button and the gate closed properly. Tested the keypad - the gate opened properly. At 5:00 PM that day, it closed properly on time. At 7:00 AM next morning, it opened properly, on time. The problem has not recurred. The servicing contractor was not called to help.

Electrical System. Steve Kristoffy

- Electric Planning Report. We closed the data collection project phase on 06 July and forwarded the list of 69 BC Hydro account numbers plus the names of account holders to the report contractor. 92% response rate from ERE owners. Project phase 2 will include brief visits to every house to see the electrical panels - this will start later in July - a note to all owners will follow.
- Local problem. 2-3 July, erratic power supply appeared in strata Panel F, located at Pod R, next to unit 52, affecting streetlights and septic tank pumps for pods Q (49-51), R (52-54) and F (16-18). The electrician replaced the panel main circuit breaker and one regular breaker - problem solved.

Drainage Including the Pond and the East Main Ditch. Ian Fenton

- The quote from a local contractor to clear weeds from the pond inlet and remove parrot feather from the pond was far more expensive than expected - certainly more than ERE can pay this year. The work must happen, so a "plan B" is being organized. Details to follow.

Forest Management. Bill McIntyre

- Nothing new to report.

Snow Removal. Dave Cubbon.

- Nothing to report.

Sites Facilities. David Stinson

- Nothing to report.

Garbage and Recycling. David Stinson

- Nothing to report.

Cable and Telephone Systems. Ron Lucenko

- Nothing to report

Perimeter Fences. David Stinson

- Nothing to report.

Strata Mailboxes

- Nothing received in either mailbox during this period.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Moe Harris

**Carried.**

4.7 Vice President's Report

Bylaw Committee

Since last council meeting, I have attended 2 bylaw review working sessions which included several other council members and Alan Osborne. We are still on track for September pod meetings as reported last month. Then it will be presented at a Resident Information Session in October. Then new bylaws can be tabled at November AGM.

RV and Overflow Parking

The RV lot remains full at 16 with two vehicles positioned in overflow. Rob Parsons in Unit 72 asked to replace his boat trailer with a 20' storage bin for 2 months as he completes his home renos. Doug has received notice it is likely new owners in Unit 29 are looking for RV storage for their 25' trailer and once the sale finalizes Aug 22 they will be added to waitlist.

Overflow has 10 of 11 spaces now reserved and we expect 1 van belonging to Clint Flood to move out by the end of July. At that time will return to 2 vacant spots in Overflow and 1 in Visitors.

Fire Smart: (Dave Saunders)

Nothing to report.

DR Preparedness: (Dave Saunders)

Sense Engineering conducted their site inspection Monday and Tuesday June 16-17. We anticipate having a first draft of the depreciation report by mid-July at which time it will be reviewed by the Depreciation Report Working Group before going to Council for further review. The plan is to have a final report completed for distribution to all owners by the fall Information Session.

**Motion:** That the Vice Presidents Report be accepted as circulated.

**Moved:** Marilynne Harris

**Seconded:** David Stinson

**Carried.**

4.8 President's Report - Doug Hannon

1. Attended 2 Bylaw Review working sessions.
2. Assisted Units 34-36 with help of Marie Grant to hold an open house for community to view and provide feedback on proposed screen option to replace hedges.
3. Responded to multiple enquiries from owners and prospective buyers about Poly B in ERE. For the record, here was response to these enquiries:

The Strata is aware of Poly B in many, if not all units and our position is that it is not a current problem other than it has become an issue for both the Strata and owners as far as water escape insurance coverage.

The Strata has chosen to accept a higher deductible for flood insurance to \$50,000, primarily because we do not view Poly B to be a material current risk issue.

Owners can also choose to accept a higher deductible on their home insurance or choose to replace the Poly B at their expense. A few owners have done just that.

An added point to consider is that our units are so self-contained that any leaks would not affect other units but rather collect in the crawl space of that unit and drain out from there.

**Motion:** That the Presidents Report be accepted as circulated.

**Moved:** Doug Hannan

**Seconded:** Moe Harris

**Carried.**

5. UNFINISHED/NEW BUSINESS

5.1 Privacy Screen Alternation – Unit 34-36

Council discussed the request for the installation of privacy screen and the following motion was made:

**Motion:** To approve the installation of a privacy screen.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**Action:** Council will forward the application to Management, once received the indemnity letter will be sent out to the owner.

5.2 Earthquake Insurance

Council discussed the importance of owners having earthquake insurance on their unit. Management will ask the Strata's Insurance Broker to attend the AGM to speak on Strata Insurance and Earthquake Insurance.

5.3 Community Bulletin Update

Council is putting together a community update; the bulletin will be distributed via email.

5.4 Timeline to Update Strata Rules

Council in the process of updating the Strata rules. This will be reviewed in more detail at the next council meeting.

5.5 Bylaw Update

Council is now in the final stages of the bylaw review. Once the draft is finalized it will be forward to Justin Hanson, Justin Hanson for review. Council will be asking for realistic timelines on when a draft of the bylaws will be completed and ready for presentation to owners.

5.6 Next Steps with Deck Maintenance

Council will be contacting residents of units identified in the deck inspection that have landscape material (plantings, earth, and other obstructions) covering posts and/or footings of the deck support system or inhibiting airflow under our deck structure.

Where there has been buildup due to the owner's landscaping/gardening preferences, they will be required to remove all materials that are attached to, obscure the footing, and/or the post that can lead to premature decay or hinder future inspections of the support system. When owners receive notification and are unclear about what is needed, or require assistance, they are asked to contact the buildings chair by email via the strata secretary so it can be noted and actioned accordingly.

6. **NEXT STRATA COUNCIL MEETING**

The next council meeting will be held on August 20, 2025, at 10:00am, at Unit 7.

7. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:42am.

Supplied to StrataDocs 2025/07/23  
Ordered by Mariann Abram 2025/07/23

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JUNE 18, AT UNIT 2 AT 10:00AM**

---

**Council in Attendance:** Doug Hannan, Marilynne Harris, David Stinson, Darlene Clarke, Sue McIntyre, Dee Williams

**Absent with Regrets:** Marion Dennett & Clint Flood

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager.

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 10:00am.

**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:** Sue McIntyre

**Seconded:** Darlene Clarke

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of May 21, 2025, as amended.

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

**4. COMMITTEE REPORTS**

**4.1 Strata Agents Report**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Doug Hannon

**Seconded:** Darlene Clarke

**Carried.**

**4.2 Secretary/Treasurer's Report – Marion Dennett**

From: May 19, 2025 – June 15, 2025

There were 12 requests for assessment, remediation or approval from residents.

- 0 – President – Council Requests.
- 0 – Vice-President Requests.
- 8 – Buildings Chair Requests.
- 2 – Sites Chair Requests.

- 1 – Landscape Chair Requests.
- 1 – Administration Requests.

**President – Council Requests/Comments:**

No requests during this period.

**Vice-President Requests:**

No requests during this period.

**Buildings Chair Requests:**

1. May 17 – Unit 68 – during a kitchen renovation ant/termite damage was discovered under the upper deck.
2. May 26 – Unit 76 – wasp nests were discovered in the eaves and soffits upstairs.
  - a. Units 77 and 78 may also have the same issue.
3. May 28 – Unit 15 – owners have asked that the torch on decking be removed to install a more usable deck surface.
4. May 29 – Unit 68 – during their kitchen renovation water damage to the ceiling in the kitchen was discovered.
5. May 29 – Unit 70 submitted an application to install an awning
6. June 1 – Unit 65 – an application to renovate the main bathroom was received.
7. June 2 – Unit 7 – an application to stall a level 2 EV charger was received.
8. June 5 – Unit 48 – rodent droppings in the crawl space and mouse skeletons in the bathroom wall were discovered during a main bathroom renovation.

**Sites Chair Requests:**

1. May 26 – Unit 48 – owner asked that a yew tree in her front garden be assessed as a possible fire hazard.
2. May 26 – Pod O – Units 43-44-45 – a cracked sewer line was discovered between the two tanks. A temporary repair was made.

**Landscape Chair Requests:**

1. May 23 – Cluster L – Units 34-35-36 – have applied to have their cedar hedges removed and replaced with privacy fencing.

**Administration Requests:**

1. May 22 – Unit 73 – owner advised that their resident email address was not working properly – since corrected.

**Electronic Reporting:**

1. May 26 – Council

**Motion:** To withdraw \$4,339.86 from the CRF to cover an emergency repair to the Pod J septic system – Units 28-29-30.

**Moved:** David Stinson  
**Seconded:** Doug Hannon  
**Carried.**

**Correspondence:**

1. May 19 – an envelope addressed to the Sites Chair was received in the ERE drop box – hand delivered to David Stinson.

**New Resident Orientation:**

1. June 5 – three Council members met with new occupants of Unit 44.

**Indemnity Agreements:**

|    | <u>Date</u><br><b>2023</b> | <u>Unit</u> | <u>Application</u>                                   | <u>Application and Indemnity Agreement Status</u> |
|----|----------------------------|-------------|--|---|
| 1  |                            | #19         | Installed roof top sprinkler system                  | Approved.   |
| 2  |                            | #28         | Installed roof top sprinkler system                  | Approved.   |
| 3  |                            | #29         | Installed roof top sprinkler system                  | Approved.   |
| 4  |                            | #47         | Installed roof top sprinkler system                  | Approved.   |
| 5  |                            | #49         | Installed roof top sprinkler system                  | Approved.   |
| 6  |                            | #62         | Installed roof top sprinkler system                  | Approved.   |
| 7  |                            | #1          | Installed roof top sprinkler system                  | Approved.   |
| 8  |                            | #26         | Installed roof top sprinkler system                  | Approved.   |
| 9  |                            | #30         | Installed roof top sprinkler system                  | Approved.   |
| 10 |                            | #32         | Installed roof top sprinkler system                  | Approved.   |
| 11 |                            | #33         | Installed roof top sprinkler system                  | Approved.   |
| 12 |                            | #37         | Installed roof top sprinkler system                  | Approved.   |
| 13 |                            | #40         | Installed roof top sprinkler system                  | Approved.   |
| 14 |                            | #41         | Installed roof top sprinkler system                  | Approved.   |
| 15 |                            | #51         | Installed roof top sprinkler system                  | Approved.   |
| 16 |                            | #54         | Installed roof top sprinkler system                  | Approved.   |
| 17 |                            | #76         | Installed roof top sprinkler system                  | Approved.   |
| 18 |                            | #78         | Installed roof top sprinkler system                  | Approved.   |
|    | <u>Date</u><br><b>2025</b> |             |  |   |
| 19 | Feb 2                      | #11         | Removed old heat pump and replace it with a new one. | Application in progress.                          |
| 20 | May                        | #65         | Install a roof top sprinkler system                  | Approved.   |
| 21 | May                        | #48         | Install a roof top sprinkler system                  | Approved.   |
| 22 | May                        | #42         | Install a roof top sprinkler system                  | Approved.   |

|    |         |     |                                       |                          |
|----|---------|-----|---------------------------------------|--------------------------|
| 23 | May     | #53 | Install a roof top sprinkler system   | Approved.                |
| 24 | May     | #66 | Install a roof top sprinkler system   | Approved.                |
| 25 | May 23  | #34 | Install privacy fencing between units | Application in progress. |
| 26 | May 23  | #35 | Install privacy fencing between units | Application in progress. |
| 27 | May 23  | #36 | Install privacy fencing between units | Application in progress. |
| 28 | May 29  | #70 | Install an awning over the front deck | Application in progress. |
| 29 | June 1  | #65 | Renovate the main bathroom            | Approved.                |
| 30 | June 2  | #7  | Install a level 2 EV charger          | Application in progress. |
| 31 | June 13 | #46 | Install a roof top sprinkler system   | Application in progress. |

**Petty Cash:** June 5, 2025

|                 |                        |
|-----------------|------------------------|
| Balance forward | 226.90                 |
| Paid Receipt    | \$43.07                |
| Sub Total       | <u>\$183.83</u>        |
| Top Up          | \$140.40               |
| <b>Balance</b>  | <b><u>\$324.23</u></b> |

**Interested Buyers List:**

There are 15 names on the interested buyers list. One name was removed, and two names were added in June 2025.

**Motion:** **That the Secretary’s Report be accepted as circulated.**

**Moved:** Doug Hannon  
**Seconded:** Darlene Clarke  
**Carried.**

4.3 Member at Large Reports

No formal report this period.

Member at Large 2

No formal report this period.

4.4 Buildings Committee – Dee Williams

Building repair requests- Mid March to Mid June

Nothing new to report.

**Painting – Kim Torrell**

Painting is well under way.

Reminder - Owners wishing to touch up their own railings prior to the end of the season are welcome to contact Kim Torrell, our paint coordinator. She will get a paint kit to you specific to your requirement.

**Windows – Anne Dalgliesh**

1. Unit 50 – In process
2. Unit 51 – Waiting for install
3. Unit 65 – Waiting for install

**Architecture & Buildings Review – Ted Meadley**

A few more Request for Alterations in the last month.

1. Unit 65 – Bathroom Reno
2. Unit 70 – Awning
3. Unit 7 – EV Charger

**Pest Control**

There has been a bit of activity over the last month or so. Please be reminded to ensure that if doors and windows are open, screens are in place. If it is determined that pests are entering via open doors and windows and not via holes or gaps in the siding, this is an owner’s responsibility.

**Deck Repairs**

The work identified in the inspection report earlier this year is substantially complete. A huge thank you to Sue McIntyre for overseeing this project while I was away.

**Building Repair Requests – Mid May to Early June**

|   |                   |    |  |                      |
|---|-------------------|----|--|----------------------|
| 1 | 7-<br>May-<br>25  | 56 | Rotting Board on Privacy Panel                 | Repair Pending - C3  |
| 2 | 12-<br>May-<br>25 | 65 | Rodent activity                                | Garden City attended |
| 3 | 17-<br>May-<br>25 | 55 | Rotting Board under the window facing the deck | Repair Pending - C3  |
| 4 | 17-<br>May-<br>25 | 42 | Application to Alter Common Property           | Roof Top Sprinkler   |

|    |           |    |   |   |
|----|-----------|----|---|---|
| 5  | 22-May-25 | 54 | Application to Alter Common Property  | Roof Top Sprinkler  |
| 6  | 26-May-25 | 76 | Wasp Nests at POD   | Garden City Called  |
|    |           | 77 | Wasp Nests at POD   | Garden City attended  |
| 7  | 29-May-25 | 68 | Old Water Damage in Sunroom and compromised insulation found during reno from Sun Deck leak | Investigated by Council. Old damage from upper vinyl deck leak. Strata to replace insulation. |
| 8  | 29-May-25 | 70 | Request to Alter Strata Lot   | Awning - reviewed and pending approval  |
| 9  | 1-Jun-25  | 65 | Request to Alter Strata Lot   | Main Bedroom Bathroom Renovation - reviewed and pending approval                              |
| 10 | 4-Jun-25  | 7  | Request to Alter Strata Lot   | Level 2 charger - reviewed and pending approval   |
| 11 | 5-Jun-25  | 48 | Rodent activity crawl space   | Garden City to attend   |
| 12 | 13-Jun-25 | 46 | Request to Alter Common Property  | Roof Top Sprinkler  |
| 13 | 13-Jun-25 | 46 | Missing Soffit Panel  | Pending Repair  |

Thank you to all council members that were “boots on the ground” handling issues while I was away. If anything has been missed in this report – we will catch up at the next council meeting.

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

#### 4.5 Landscape Committee

##### Roadside Gardens

All the gardens are looking good after their floral display, with lots of new growth happening. There are a few areas that need weeding and fertilizing, especially on the pond island. This will be attended to over the next week or two.

The walled garden at the gate has been tidied up & the plants are doing much better this year, after a change to the watering system.

All of the shaped cotoneaster hedges have finished their flowering and can now be reshaped.

##### Invasives

A team of four volunteers pulled ivy from trees between the perimeter trail and the Brackenhurst driveway on June 9. Tentatively the next ivy pull will be June 24.

##### Trail Report

The main trail was surveyed, and a trimming request was sent to Kafka. Some of this work has been completed. The trail volunteers have also cleared some of the overhead branches and twigs. This work should be finished by the end of next week.

##### Irrigation

Some minor changes were made to the irrigation system near the front entrance to make it run more efficiently.

**Motion:** That the Landscape Report be accepted as amended.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

#### 4.6 Sites Committee

##### Sites - Requests/Action Taken

- 22 May - septic system problem Pod J (28, 29, 30)
- 26 May - septic system problems - Pod O (43, 44, 45)

##### Sites - Areas of Responsibility

Water System. Ian Fenton

- Waiting for quote re fire hydrant testing and water main testing.
- 14 June. The annual project to check the free movement of all cluster/pod and individual residence inlet water valves was completed. The project this year also included installation of Styrofoam insulation blocks in each pod valve box to mitigate against frost damage.

#### Sewer and Septic Systems. Curtis Smith

- Pod J. Tree roots cracked and invaded the sewer inlet line just upstream from the primary tank, eventually snagging enough material to block the line and cause a backup affecting units 28 and 29. Owner of 29 called a plumber, North Saanich Plumbing attended. The problem was entirely on common property and a strata responsibility to repair. Council approved paying the \$4,340 cost from the CRF - all owners were advised.
- Pod O. A crack developed in the pressure line between the pump chamber and the tile field. Owner in unit 44 reported the sewage smell. North Saanich Plumbing was on-site for another job and made the repairs quickly.
- Tile Field T. Part of the “septic fields deep cleaning” project. The field was thoroughly renovated.
- Septic Tank Checks. The annual project to check all 50 primary and secondary tanks was completed on 29 May – nothing abnormal appeared. The tanks for Pods D, G and R were pumped out on 12 June.

#### Roads and Brickwork. Ian Fenton

- No road work is planned for 2025.
- The 2025 annual work plan for brickwork repairs will include the front gate plaza, the Little Library walkway (paid by Landscape Committee), several projects at residences held over from 2024 and new residence projects for 2025. The plan will be developed in July/August. Details will follow.

#### Gates. Ron Lucenko.

- We had one small incident in which a bat dormitory fell off its mount, landed in the path of the service gate and prevented its closing. An alert owner noticed the gate open after 5:00 PM, called in the problem and the case was resolved. There have been no other new problems with the gates. The fobs which should open the entrance half of the main gate after 11:00 PM do not work - we’re still looking for the solution. The gate opening code on the keypad is 1255# - it works every time.

#### Electrical System. Steve Kristoffy

- Electrical Planning Report (EPR) data gathering continues.

#### Drainage including the Pond and the East Main Ditch. Ian Fenton

- Perimeter drains. The annual project to examine these drains on 5 pods using a drain camera and full flushing is complete. Pods worked on this Spring included C (7, 8, 9), U (61, 62, 63), W (67, 68, 69), X (70, 71, 72) and Y (73, 74, 75). All drains were flowing well, no major problems appeared, a few non-serious items were noted for a future consolidated repair project.
- Pond. Waiting for a quote for weed clearing at the pond intake, for clearing of parrot feather (weed) from the entire pond and an estimate of costs for repairs to the south wooden wall.

Forest Management. Bill McIntyre

- The 2025 Round 2 list for Fire Smart & Forest Management tree assessment is done – all resident applications received to the end of May were included. Arborist evaluation and tree-cutting will follow. There may be a Round 3 later in the Summer.

Snow Removal. Dave Cubbon.

- Nothing to report.

Sites Facilities. David Stinson

- Main Gates. Waiting for a quote from a local contractor for cleaning and repointing all of the front gate stonework - no record of such work previously; and for creating a cover for the rotting top plate of the centre pier.

Garbage and Recycling. David Stinson

- An occasional missed collection generally gets resolved the next day.

Cable and Telephone Systems. Ron Lucenko

- Nothing to report.

Perimeter Fences. David Stinson

- Nothing to report.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

4.7 Vice President's Report

Bylaw Committee

On May 27 the Bylaw Committee consisting of David Stinson, Alan Osborne and myself met and reviewed Draft 3 of the New Bylaws. Revisions were made and Draft 4 has been emailed to council members for review. It is on the agenda for June 19 council meeting for limited discussion. We will then set a date for a more lengthy discussion later this month, or early next month at a special council meeting. If necessary, the Bylaw Review Committee will meet to finalize the draft and forward to Justin Hanson for legal review in July. In August, materials will be prepared for September pod meetings (handouts, common set of rules, who can attend pod meetings and their roles). Then it will be presented at a Resident Information Meeting in October. Then New Bylaws can be tabled at November AGM.

RV and Overflow Parking

The RV lot remains full with no one on the waitlist, though two vehicles are positioned in overflow. The overflow lot still has two spots available, and I expect more to come open in the next couple of months.

Fire Smart: (Dave Saunders)

Rooftop sprinkler update, courtesy of Doug Hannan: This year there were seven new rooftop sprinkler systems installed on Units 42, 46, 48, 53, 54, 65 and 66, bringing the total to 58 units. This includes unit 44 which now has the benefit of coverage from the sprinklers on units 43 and 45 installed last year. A recent test confirmed 44 is now covered.

Thanks to Ernie Hartt, unit 35, the Wain Road Blvd grass cutting has been completed.

As part of Nest's evacuation drill on May 27 all roof sprinklers were turned on to determine if there would be any significant drop in water pressure. We are happy to report that there was no noticeable drop in pressure.

Residents should take note that the fire hazard signs in Eagle Ridge have now been moved to "HIGH" which follows the hazard designation of the North Saanich Fire Department's signage.

DR Preparedness: (Dave Saunders)

All residents have now been informed Sense Engineering will be conducting their site inspection Monday and Tuesday June 16-17.

We anticipate having a first draft of the depreciation report by mid-July at which time it will be reviewed by the DRWG before going to Council for further review. The plan is to have a final report completed for distribution to all owners by the fall Information Meeting.

**Motion:** That the Vice Presidents Report be accepted as circulated.

**Moved:** Marilynne Harris

**Seconded:** Doug Hannon

**Carried.**

4.8 President's Report - Doug Hannon

Along with Marion and Darlene, welcomed new residents in Unit 44, Keith & Holly Owen and daughter Sophie.

Reviewed and shared with Owner's a request to participate in North Saanich Conservation Questionnaire. At least two owners responded to the Questionnaire.

Continued to review drafts of potentially new bylaws, Rules, alteration and indemnity agreements.

That is all for this month!

**Motion:** That the Presidents Report be accepted as circulated.

**Moved:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

## 5. UNFINISHED/NEW BUSINESS

### 5.1 NEST – Evacuation Test

Council reviewed a request from Paul Conkin, Unit 50, who sought permission to leave his truck in Overflow after he moves out of ERE at end of July, and he will allow its use by various owners for Strata use for yard waste pickups. He will remain responsible for all maintenance and insurance of the vehicle with proviso no one person may drive it off property more than 12 times in a year per ICBC limits. Council agreed to allow it to park in Overflow, subject to space availability, with oversight and the key with Doug Hannan.

### 5.2 RV and Overflow Parking

Council reviewed the offer to use a pickup truck for strata purposes. Council will speak with the owner who made the offer and advise them of their decision.

### 5.3 Absentee Forms

Council discussed the need to continue the absentee forms, Council has agreed to move forward in removing this process.

**Motion:** Absentee form requirements to be removed from any rules or bylaws moving forward.

**Moved:** Doug Hannon

**Seconded:** Dee Williams

**Carried.**

### 5.4 Update – Bylaws

Council discussed their upcoming bylaw review session and how to move forward with any edits to the bylaw documents. After review of those comments and incorporation of agreed changes, the revised draft will be forwarded by the Bylaw Review Committee to Justin Hanson, strata lawyer, for review. The lawyer-reviewed draft bylaws will then be provided to all owners for review, further consideration, Q and A, and discussion at the Information Session in October. Council will meet July 2 for a bylaw review session.

### 5.5 Update on Indemnity Agreements & Assumption Agreements

Council discussed the proposed new Alteration and Indemnity Agreement documents, based on models suggested by Justin Hanson. The Bylaw Review Committee Secretary will edit the documents again to keep the essential parts, reduce the length where possible and check again for conformity with the draft bylaws.

### 5.6 Privacy Screen Installations – Units 34, 35, 36

Council discussed the proposed privacy screen installations, at this time Council is requesting the owner review the design. Doug will communicate with the owners.

### 5.7 Appraisal Update

Council agreed that it is time to obtain a new appraisal report on the “replacement value cost new” for the strata, the main factor which drives the premium for the buildings portion of the strata insurance. The last report was completed in 2021 and there is some

question about the adequacy then of the assessment of the underground utilities and the septic systems. Management will suggest an appraisal company.

5.8 Riparian Area's Update

Further to the discussion at the 21 May Council meeting, David Stinson circulated a page from the District of North Saanich draft Official Community Plan (OCP) which shows the drainage map being used for riparian areas discussions. For ERE, the map shows the pond, the pond drain stream and the riparian regulated areas 30 metres wide around the pond and along both sides of the drain stream as far as the southeast corner of the ERE property. The draft OCP and all the maps are available for review on the North Saanich municipal website.

6. **NEXT STRATA COUNCIL MEETING**

The next council meeting will be held on July 16, 2025, at 10:00am, at Unit 7.

7. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:30am.

Supplied to StrataDocs 2025/10/1/03  
Ordered by Mariann Abram 2026/04/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, MAY 21, AT UNIT 47 AT 10:00AM**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, David Stinson, Darlene Clarke, Marion Dennett, and Sue McIntyre.

**Absent with Regrets:** Dee Williams, Clint Flood.

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager.

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 10:00am.

**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:** Darlene Clarke

**Seconded:** Sue McIntyre.

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of March 19, 2025, as amended.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**4. COMMITTEE REPORTS**

4.1 Strata Agents Report

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

4.2 Secretary/Treasurer's Report – Marion Dennett

From: March 17, 2025 – May 18, 2025

There were 29 requests for assessment, remediation or approval from residents.

0 – President – Council Requests.

0 – Vice-President Requests.

19 – Buildings Chair Requests.

8 – Sites Chair Requests.

0 – Landscape Chair Requests.

2 – Administration Requests.

**President – Council Requests/Comments:**

No requests during this period.

**Vice-President Requests:**

No requests during this period.

**Buildings Chair Requests:**

1. March 18 – Unit 7 – the owners requested that a broken hinge on the powder room window be repaired or replaced.
2. March 18 - Unit 73 – the owners have advised that they have small ants in the bathroom, main floor office and the kitchen.
3. March 19 – Unit 57 – an application was received to renovate the upstairs bathroom: remove the bathtub and replace it with a shower and replace the vanity and sink.
4. March 25 - Unit 68 – an application was received to renovate the kitchen.
5. March 28 – Unit 44 – an application was received for the installation of a heat pump.
6. April 2 – Unit 49 – the owners advised that the seal has failed in the main bedroom door window.
7. April 3 – Unit 65 – the owner has advised that a seal in an upstairs window has failed.
8. April 4 – Unit 43 – an application was received for the installation of a heat pump.
9. April 4 – Unit 17 – the owners dropped off a letter advising that the wheels on the sundeck door need to be replaced.
10. April 20 – Unit 9:
  - a. Lower board on privacy screen has rotted.
  - b. Painted areas on the back of the unit are peeling off.
  - c. North wall on the side of the unit has mould on it.
11. April 21 – Unit 65 – water tap turn-on in the crawl space is leaking.
12. April 21 – Unit 53 – application to create a room in the garage – application rescinded after bylaw review with owner.
13. April 28 – Unit 48 – application to renovate the master ensuite bathroom.
14. May 1 – Unit 3 – the owner has changed contractors for her kitchen renovation.
15. May 6 – Unit 53 – the new owner has advised that they will construct a removable pet enclosure on the small deck by the master bedroom.

16. May 7 – Unit 56 – the owner has advised that they have 2 rotting panels on privacy fence on deck.
17. May 12 – Unit 65 – the owner has advised that she has rodents in her living room and main bathroom. There are also rodent droppings in the cabinet under the sink.
18. May 12 – Units 46-47-48 – did not get their gutters cleaned when the gutter cleaning contractor was here – since cleaned on May 13<sup>th</sup>.
19. May 18 – Unit 42 – an application was received for the installation of a roof top sprinkler system.

\*\*\* There are additional requests showing on the Secretary's report that are not on the Building Chair's report. The Building's Chair did a partial report for this period prior to leaving on a holiday.

**Sites Chair Requests:**

1. March 28 – Unit 31 – the owners requested that a large maple tree be trimmed to allow a large pine tree to grow properly.
2. March 29 – Unit 66 – the owners advised that the driveway needs repair.
3. March 29 – Unit 66 – the owners also advised that there is a musty smell and efflorescence in the basement.
4. March 29 – Unit 58 – the owner advised that there is a tree between Unit 57 and Unit 58 that has a dead limb that is down and is a safety concern. The tree itself is scraggy and may also be a hazard.
5. March 30 – Unit 76 – the owner has advised that the driveway pavers are sinking.
6. March 31 – Unit 68 – there are three trees that are closer than 30 feet from the residence that should be assessed for a fire hazard.
7. April 8 – Unit 78 – the owners have asked that the pile of wood from a felled tree be removed.
8. May 5 – Unit 75 – one side of the driveway is sinking.

**Landscape Chair Requests:**

No requests during this period.

**Administration Requests:**

New residents in Units 44 and 53 had their contact information added to the ERE residents list.

**Electronic Reporting:**

1. March 20, 2025 – Unit 57

**Motion:** To approve an application for the upstairs bathroom renovation.

- Moved:** Dee Williams  
**Seconded:** Susan McIntyre  
**Carried.**
2. March 24, 2025 – Council
- Motion** **To approve engaging Malcolm’s Electrical Contracting Ltd. to complete the electrical planning report with a maximum cost of \$4,500.00.**
- Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**
3. March 31, 2025 – Unit 68
- Motion** **To approve an application for a kitchen renovation.**
- Moved:** Dee Williams  
**Seconded:** Susan McIntyre  
**Carried.**
4. March 31, 2025 – Unit 44
- Motion:** **To approve an application to install a heat pump.**
- Moved:** Dee Williams  
**Seconded:** Susan McIntyre  
**Carried.**
5. April 15, 2025 – Council
- Motion:** **To approve payment from CRF \$3,861.42 for a replacement septic tank pump at pod Q.**
- Moved:** David Stinson  
**Seconded:** Doug Hannan  
**Carried.**
6. April 19, 2025 – Unit 43
- Motion:** **To approve an application for a heat pump installation.**
- Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**
7. May 4, 2025 – Unit 48
- Motion:** **To approve an application for an ensuite bathroom renovation.**
- Moved:** Dee Williams  
**Seconded:** Marion Dennett  
**Carried.**

**Correspondence:**

1. March 19, 2025 – Unit 57 – application to renovate the upstairs bathroom - application forwarded to Buildings Chair.
2. March 20, 2025 – Unit 27 – absentee form received and forwarded to absentee coordinator.
3. April 1, 2025 – Unit 57 – Alteration agreement for their bathroom renovation was dropped off.
4. April 4, 2025 – Mailbox – the cheque was received from Capital City Recycling Ltd. to cover the cost of the light repair damaged by the recycling driver.
5. April 4, 2025 – Unit 17 – the owners dropped off a letter to advise that the wheels on the sun deck door need to be replaced.

**New Resident Orientation:**

May 11, 2025 – Unit 53 – New owners Steven Pawluk and Liesl Eduard.

May 16, 2025 – Unit 42 – New owners James and Dorine Pomphrey.

**Indemnity Agreements:**

|   | <u>Date</u> | <u>Unit</u> | <u>Approved Application</u>                          | <u>Indemnity Agreement Status</u>                     |
|---|-------------|-------------|--|---|
|   | <b>2024</b> |             |  |   |
| 1 | Nov 8       | #76         | 2023 installation of roof sprinkler                  | Application in progress.                              |
| 2 | Nov 18      | #77         | 2023 installation of roof sprinkler                  | Approved - Alteration Agreement rec'd March 18, 2025  |
|   | <b>2025</b> |             |  |   |
| 3 | Feb 2       | #11         | Removed old heat pump and replace it with a new one. | Application in progress                               |
| 4 | Feb 28      | #65         | Install heat pump                                    | Approved – Alteration Agreement rec'd March 13, 2025  |
| 5 | Mar 5       | #31         | Renovate ensuite bathroom                            | Approved – Alteration Agreement rec'd March 25, 2025. |
| 5 | Mar 19      | #57         | Renovate upstairs bathroom                           | Approved – Alteration Agreement rec'd April 1, 2025.  |
| 7 | Mar 25      | #68         | Renovate kitchen.                                    | Approved – Alteration Agreement rec'd April 8, 2025,  |
| 8 | Mar 28      | #44         | Heat pump installation                               | Approved – Alteration Agreement rec'd April 10, 2025. |
| 9 | April 4     | #43         | Heat pump installation                               | Approved – Alteration Agreement rec'd May 8, 2025.    |

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/06/12

|    |             |     |                           |   |
|----|-------------|-----|---------------------------|---|
| 10 | April<br>28 | #48 | Renovate ensuite bathroom | Approved – Alteration<br>Agreement rec'd May 10, 2025 |
|----|-------------|-----|---------------------------|---|

**Petty Cash:**

Float: \$367.29  
 Paid Receipts: \$140.39  
 Balance: \$226.39

**Interested Buyers List:**

14 names on the interested buyers list. Updated two names that were added in January and April 2024 respectively – both want to keep their name on the list. Waiting for a response from one person whose name was added to the list in May 2024.

**Motion:** That the Secretary’s Report be accepted as circulated.

**Moved:** Marion Dennett

**Seconded:** Sue McIntyre

**Carried.**

4.3 Member at Large Reports

1. NEST – conducting an evacuation alert exercise on May 27. Following that we will review need for full exit plan including issuing a new map once it is reviewed by RCMP and NS Fire.
2. Digitization process being undertaken by other council members and community. Plan will be to provide a restructured naming and filing convention later in the year—but a big thank you goes out to David Stinson, Dave Saunders, Dee Williams, Marion Dennett and Sue McIntyre for taking the initiative to move this along.
3. Email and domain name administration has been moved now completely from Ken Foster to Clint Flood as part of At Large Council responsibilities.
4. First Aid training was provided to 17 ERE residents at their cost in April.
5. On behalf of Dee Williams: Garden City Pest called to Unit 65 for pest control.

**Motion:** That the Member at Large 1 Report be accepted as circulated.

**Moved:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

Member at Large 2

“I have been assisting the Buildings Chair this month and subbing in as contact for the trades working on repairing the upper and lower decks while Dee is away.

Some stick handling has been involved but over all the Work is progressing well with the two companies, Pro Deck and C3 Construction, contracted for the project.

Attended the Bylaw review meeting with lawyer Justin Hanson.

Attended the Depreciation Report meeting as we prepare for the updated DR.”

**Motion:** That the Member at Large 2 Report be accepted as circulated.

**Moved:** Sue McIntyre

**Seconded:** Darlene Clarke

**Carried.**

#### 4.4 Buildings Committee – Dee Williams

##### **Roof & Gutters Maintenance**

By the time of the Strata Meeting, the spring/summer cleaning of our roofs will have been completed.

##### **Painting – Kim Torrell**

The 2025 painting season should have started by the time these minutes are issued. PODS P, Q and S are this year’s painting cycle.

Painting priorities will roll out as follows. Deficiencies reported later last season will occur early in the painting cycle. The POD prepping and painting will take over all priority. The deck work being done may require some attention from our painters if necessary. Deficiencies reported this year will be added to the painters “to do” list at the end of the POD painting requirements.

Owners wishing to touch up their own railings prior to the end of the season are welcome to contact Kim Torrell, our paint coordinator. She will get a paint kit to you specific to your requirements.

##### **Windows – Anne Dalgliesh**

Unit 7 – In Process.

Unit 17 – Waiting For Install.

Unit 49 – Waiting For Install.

Unit 50 – In Process.

Unit 51 – Waiting For Install.

Unit 65 – Waiting For Quote.

##### **Architecture & Buildings Review – Ted Meadley**

We have been keeping Ted busy this spring with the following Applications to Alter Strata Lot’s and Common Property.

Unit 73 – Upstairs Bathroom.

Unit 44 – Heat Pump.

Unit 68 – Kitchen.

Unit 48 – Ensuite off Main Bedroom.

**Pest Control**

Fairly quiet on this front.

**Deck Repairs**

Thank you to Sue McIntyre for overseeing this while I am away. Hopefully by the end of May, repairs should be complete.

I know it was mentioned in the summary sent out after the initial report, but the main comments from the inspectors as they went through the complex was the amount of vegetation and dirt build up, landscape material such as decorative wood against around beams, footings, posts, and siding. This creates moisture and potentially premature rot. Airflow under our decks is critical to the health of the structure. This invites moisture and pests such as carpenter ants and becomes place for rodents to make their way inside.

Council will continue to review this issue and report to the community further as to a way forward in working with owners to keep our structures in good repair. We are looking at this issue from not just Buildings, but inclusive of Sites and Landscape as it touches us all.

**Building Repair Requests – Mid March to Early May 2025**

|    |           |    |   |  |
|----|-----------|----|---|--|
| 1  | 18-Mar-25 | 7  | Broken Hinge on Powder Room Window                | Replaced by PnR  |
| 2  | 18-Mar-25 | 78 | Ants in bathroom, main floor office and kitchen   | Garden City Called due to surge in activity - they dealt with along with 2 other units |
| 3  | 19-Mar-25 | 73 | Application to Alter Strata Lot Upstairs Bathroom | Reviewed by T. Meadley - Architectural review - electronically approved by Council     |
| 4  | 26-Mar-25 | 68 | Application to Alter Strata Lot - Kitchen Reno    | Reviewed by T. Meadley - Architectural review - electronically approved by Council     |
| 5  | 28-Mar-25 | 44 | Application to Alter Strata Lot - Heat Pump       | Reviewed by T. Meadley - Architectural review - electronically approved by Council     |
| 6  | 2-Apr-25  | 49 | Window Seal gone in main bedroom door window.     | Anne Dalgliesh to assess   |
| 7  | 3-Apr-25  | 65 | Window Seal in upstairs room gone                 | Anne Dalgliesh to assess   |
| 8  | 4-Apr-25  | 17 | Windows - LR sliding door wheels                  | Anne Dalgliesh to assess   |
| 9  | 15-Apr-25 | 53 | Application to Alter Strata Lot - Room in Garage  | Application rescinded after bylaw review with owner.                                   |
| 10 | 21-Apr-25 | 9  | Mould on siding - North Side of building          | Viewed with owner - not significant - heavily treed area.                              |
|    |           | 9  | Railing paint peeling                             | Paint peeling on fencing in Private Yard area - owners responsibility.                 |
|    |           | 9  | Rot on privacy panel                              | Scheduled for repair.  |

- |    |           |    |   |  |
|----|-----------|----|---|--|
| 11 | 21-Apr-25 | 65 | Owner advised of water taps in crawl space for outside unit watering are leaking. | Owner advised that these have been an owner responsibility.                        |
| 12 | 29-Apr-25 | 48 | Application to Alter Strata Lot - Ensuite Bathroom                                | Reviewed by T. Meadley - Architectural review - electronically approved by Council |

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Sue McIntyre

**Seconded:** Darlene Clarke

**Carried.**

#### 4.5 Landscape Committee

##### Roadside Gardens

The gardens are looking lovely with many shrubs in full bloom. There are a few gardens that have noticeable weeds that will be addressed.

Garden 4 (across from the mailboxes) has a couple of issues (round rhodo die back and sick pink dog wood) that will also be addressed.

Some additional ferns and other plants will be added to replace some failing bulbs and other plants around the gardens.

The walled garden at the front entrance is now getting water coverage in all areas due to the irrigation sprinklers adjustment last month. The grape hyacinths are starting to take over again, so we will be doing a cleanup.

Garden 7 (near unit 33) has an invasion of native horsetail weed. The rhizomes are so deep that digging is ineffective. We will attempt to curtail it by cutting shoots off at the ground level, which helps starve the plants.

All the shaped cotoneaster is ready to burst into bloom, so we will ask Kafka to postpone any trimming until flower dieback.

##### Roadside Pickup and Burn

Since the last report there has been quite a lot of work done at the burn site. In the compost area, several additional logs were milled to contain the new compost storage facility. The two compost bins were emptied into the storage area and gates were made for the compost bins to facilitate future removal of completed compost. One compost bin was filled with grass, leaves and manure and the other bin will be filled in a few weeks when sufficient grass and manure are available (there are still leaves on site). A further pile of completed compost was added to the storage from an area adjacent to the invasive area. There was a successful pick up and burn in early May – the final for the season.

The burn site was further tidied up as the chipper, which had been in need of repair for several weeks, has now been fixed and the large pile of wood has now been chipped.

### Invasives

We held two ivy pulls this month in the area between the perimeter trail and the Brackenhurst driveway. There was also some work completed to pull Scotch Broom in the property.

### Volunteers

The Landscape Committee work is highly dependent on volunteers. We have had residents, from across Eagle Ridge helping us with Invasive cleanup, roadside pickup and burns, septic field cutting, trail maintenance, tractor handling and goody baking. A big thank you is being sent from the Landscape Committee to all our volunteers. You help make Eagle Ridge a beautiful, safe and enjoyable place to live!

**Motion:** That the Landscape Report be accepted as amended.

**Moved:** Darlene Clarke

**Seconded:** Marion Dennett

**Carried.**

#### 4.6 Sites Committee

##### Sites - Requests/Action Taken

Many!!! All were added to the appropriate action list

##### Sites - Areas of Responsibility

##### Water System. Ian Fenton

- All parts of the system are functioning properly.
- April - we discovered that the annual fire hydrant servicing is only half of the mandatory (BC Fire Code) required test - we also need a flow test on each hydrant; and we found that the Fire Code also requires that water mains supporting the hydrants be tested every 5 years - this has never been done at ERE. A request for quotation has been issued to a Victoria plumbing firm known to do this work well.

##### Sewer and Septic Systems. Curtis Smith

- March - pump failure at pod Q. Pumped all three tanks dry, replaced the pump, some tank piping and a ball valve and all then returned to normal operation. A lab test of water accumulating in the pump tank after it was pumped out showed no chlorine - so, no seepage from a crack in a nearby water main (good news), but no answer yet on the source of clear water which flowed into the tank after it was pumped dry (continuing question). New pump, piping and floats work cost \$3,861, paid from CRF; lab test \$42 & pumping all three tanks dry \$1,084 paid from the operating budget: total cost \$4,987.
- Completed two "deep clean" tile field inspections and repairs on fields R and S.

#### Roads and Brickwork. Ian Fenton

- 15 Apr - Ian rebuilt the clasps holding together the grates over the California drain across the entrance road below the main gate using stainless steel straps to replace plastic straps. He also replaced gaskets under the grates to deaden the rattling sound made when vehicles cross the drain.
- No requirement for work on road surfaces this year.
- The estimate for brickwork repairs at unit in 2025 will be developed shortly. The contractor will be asked to quote separately on work at the plaza in front of the little library - Landscape pays for this.

#### Gates. Ron Lucenko

- March - the entrance gate was returned to service. However, none of the remote controls for that gate work. I explained the problem to Harbour Doors personally
- 09 April - investigation was promised. However, a technician visit here 09/10 Apr resulted in the timer controls being pushed off kilter again, this time for both main gates. Owners promptly reported the problems, and the gates were locked open. Ian Fenton and Ron Lucenko re-set the controls 01 May - the gates have worked well since then.

#### Electrical System. Steve Kristoffy

- March. Repaired damage at streetlight 20 outside unit 49 after it was scraped lightly by a garbage truck. After receiving my clear description of what happened and having heard from the driver, Capital City Recycling paid the electrician's invoice for the repairs without question.
- Steve obtained copies of the original BC Hydro master drawings for the ERE electrical system as built in 1987-89. The drawings are helpful for the Electric Planning Report (EPR) and the depreciation report 2025. They are priceless as strata records of a critical part of our underground infrastructure.
- April. Engaged Malcolm's Electric Company to prepare our EPR. Data gathering continues. The contractor will briefly visit all houses over the next several weeks. Details to follow - all owners will be kept informed.

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

- All drainage is working well. There were no problems reported over the season of heaviest rain.
- At mid-May, there is some suspicion of bullfrogs in the pond. The contractor has been engaged - now waiting for both the weather and the water to warm.
- The potential contractor for parrot feather (weed) removal visited ERE 20 May. Quotation to follow for: clearing all weeds and excess silt from the pond inlet (will be done this year); parrot feather and yellow flag removal across the entire pond (will be done this year); and estimates for repairing/replacing the wooden walls supporting the trail along the south side of the pond to the weir as well as

replacing wall segments the end points for the old bridge to the island. This will be proposed as a CRF-funded project for 2026.

Forest Management. Bill McIntyre, Rick Le Noury, Mike Edgell

The first round of Fire Smart/forest management tree removals is complete. The list for Round 2 evaluations, from many owner requests, is written and the arborist will be around for his examinations in the next few weeks.

Snow Removal. David Cubbon

- The contract ended on 31 March and all bills have been paid. The cost for the winter was \$13,464.
- The search for the contractor for next winter will start in June.

Sites Facilities. David Stinson

- Tractor garage. The assembly work was completed in March and April as weather permitted. The building passed inspection by the District of North Saanich (DNS) Building Department 07 May and has been in use since then. Owners approved project spending of \$23,500 from the Contingency Reserve Fund. The total cost was \$22,789. All project planning, administration, material delivery, site preparation and building assembly was done by ERE volunteers with contracted assistance from a specialist company to mount the door. The construction was technically supervised by a structural engineer and met all DNS building permit requirements.
- Front Gate Plaza. Waiting for a proposal from a local contractor.

Garbage and Recycling. David Stinson

- Two recycling collections were missed on the due day, both were fully completed on the next day.

Cable and Telephone Systems. Ron Lucenko

- March - heavy rain flooded a telecom box upstream from unit 46-water entered the telecom conduit which was not plugged properly and exited in unit 46 garage wall(!), leaking onto the front walkway. Investigation continues with TELUS.
- Perimeter Fences. David Stinson. Research in old files turned up the draft proposal from the Provincial Land Reserve Commission for the ERE land use covenant which included a provision that the west, south and east boundary fences be built using chain-link fencing! We owe George Aylard, the owner developer for Eagle Ridge, many thanks for negotiating approval to use page wire in place of chain-link material for the boundary fence!

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

#### 4.7 Vice President's Report

##### Bylaw Committee

Our ERE legal consultant Justin Hanson met with us April 24<sup>th</sup> on site to answer many of the questions we had posed to help with revision of our bylaws. This was a very informative meeting and many of our questions were answered. On April 30<sup>th</sup> we received his answers to the remainder of the questions. Based on this exchange a second draft of our bylaws was developed and reviewed by Alan Osborne, David Stinson and myself on May 15<sup>th</sup>. Revisions were made. The third draft is being prepared and will be reviewed by this committee on May 27<sup>th</sup>. At that time, we will also review the three forms Justin has proposed we may use related to alterations. As far as timeline goes, we plan to have a draft of bylaws for review and discussion by council at the June council meeting, then perhaps a few alterations and this would be sent to Justin Hanson. Our plan is to have the new Bylaws ready for an information meeting before the AGM in November.

##### RV and Overflow Parking

The RV lot remains full with no one on the waitlist, though two vehicles are positioned in overflow. The overflow lot still has two spots available and expect more to come open in the next couple of months.

##### FireSmart (Dave Saunders)

In March, with the help of Travis Stewart, Firesmart representative for the North Saanich Fire Department (NSFD), ERE applied for a Canadian Wildfire Preparedness grant of \$500.00. We are pleased to report that we have now received these funds.

On April 3<sup>rd</sup> Travis hosted a presentation on Firesmart and wildfire-resilient plantings. I also gave a brief presentation on ERE's experience in developing our Firesmart plan. It was great to see strong attendance from ERE residents at the event.

By the end of May, four more units will have roof top sprinters installed: units 42, 48, 65 and 66 bring the total to 54.

Wain Road Blvd grass cutting is scheduled for May 19<sup>th</sup>.

Doug tested the two sprinklers at the main gate and both work fine.

A notice was sent to residences in March to help coordinate hedge removal for those interested in having it done. A follow-up notice will be sent out this month.

Fire hazard signs have been reinstalled for the season, and once again Cliff Cunningham has agreed to coordinate the hazard rating on the signs with that of the NSFD.

##### Depreciation Report Preparedness (Dave Saunders)

For the last couple of months, we have been meeting with our key volunteers and collecting five-year data on our operations, maintenance and capital expenditures for our major assets. We also have been assembling building and site drawings required by our DR engineers. These drawings will all be digitized and archived in ERE's records with Proline. This information will be forwarded to Sense Engineering early next week. Sense Engineering is tentatively scheduled to begin their 2-day site inspection on June 16<sup>th</sup>.

We anticipate having a first draft of the depreciation report by mid-July and final report by the fall AGM.

**Motion:** That the Vice Presidents Report be accepted as circulated.

**Moved:** Marilynne Harris

**Seconded:** Darlene Clarke

**Carried.**

4.8 President's Report - Doug Hannon

Bylaw Review – attended 3 meetings culminating in one with the Strata Lawyer, Justin Hanson. Special thanks need go to Alan Osborne, David Stinson and Moe Harris as they are making very good progress in developing new Bylaws for Eagle Ridge.

Attended welcome meetings with new owners of 2 units; Steve Pawchuk and Liesl Edouard in Unit 53, and James & Dorine Pomphrey in Unit 42.

**Motion:** That the Presidents Report be accepted as circulated.

**Moved:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

5. UNFINISHED/NEW BUSINESS

5.1 Information Meeting and AGM Date Scheduling

Council discussed the dates of the upcoming Annual Information Meeting and Annual General Meeting. The Information meeting will be held on October 7<sup>th</sup> and the Annual General Meeting will be Held on November 18<sup>th</sup>. Both meetings will be held at the Presbyterian Church, Willingdon Road and Canora Road. Council member presentation notes for the information meeting will be due to the Secretary-Treasurer by the end of September. The Notice of Meeting for the AGM will need to be issued on or by 30 October 2025.

5.2 Hydrant and Water Flow Test

Council is currently investigating the annual testing of the fire hydrants. Currently we are awaiting quotes to have this completed.

5.3 Unit 71- Crawlspace Pony Wall Update

**Motion:** To accept the quote from Munroe Engineering for \$4,000 to be paid from professional fees for the production of engineering drawings for the remediation of the pony wall in the crawl space.

**Moved:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

5.4 Split Rails from Unit 68

Council had a discussion with the rails that were removed from unit 68, some of the rails have been used to remediate certain areas around the property. Council will look at additional common property areas that made need rail replacements. If any rails are left over, Council will ask if any owners have interest in them.

5.5 Council Positions on Remediation to Common Property Damage

Council discussed how to deal with a claim against an owner for damage to common property. The Bylaw Review Committee will have an appropriate procedure incorporated in the new bylaws. There is also the chargeback authority now in the bylaws which could be used

5.6 Approval of the Roof Sprinklers

**Motion:** Approval of the alteration applications for roof sprinklers for units 19, 28, 29, 47, and 49. Council also approves the installation of the following units: 1, 26, 30, 32, 33, 37, 40, 41, 42, 48, 51, 53, 54, 65, 66, 70, 76 and 78.

**Moved:** Doug Hannan  
**Seconded:** Darlene Clarke  
**Carried.**

5.7 Community Plan for North Saanich

North Saanich is developing a new Official Community Plan (OCP). The OCP will include provisions to ensure that the District and landowners within its area comply with the *Riparian Areas Protection Act* and its *Regulation*. Following up on information provided earlier to all Council members by Alan Osborne, David Stinson noted that the restrictions generally apply in a zone 30 metres (100') extending out from the banks of watercourses like the stream between our pond and the edge of the ERE property, and around the pond itself. At first glance, the net effect on ERE appears to be minimal, but consideration of applications for exterior development in the four townhouse clusters bordering the pond, including any landscaping, will need to include a riparian area restriction assessment. Council will continue to monitor the development of the new OCP

5.8 Sewage Pipe at 28/29/30

Council was informed of a sewage pipe break on May 20 at units 28, 29, and 30. Currently North Saanich Plumbing is working on fixing the pipe and remediating the area.

6. **NEXT STRATA COUNCIL MEETING**

The next council meeting will be held on June 18, 2025, at 10:00am, at Unit 2.

7. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:47am.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, MARCH 19, 2025, AT UNIT 55 AT 10:00AM, PROLINE VIA Zoom**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Clint Flood and Sue McIntyre.

**Absent with Regrets:**

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager.

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannan at 10:03am.

**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:** Marilynne Harris

**Seconded:** Darlene Clarke

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of January 15, 2025, as amended.

**Moved:** David Stinson

**Seconded:** Sue McIntyre

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

None.

**5. COMMITTEE REPORTS**

**5.1 Strata Agents Report**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** David Stinson

**Seconded:** Sue McIntyre

**Carried.**

**5.2 Secretary/Treasurer's Report – Marion Dennett**

From: January 11, 2025 – March 16, 2025

There were 30 requests for assessment, remediation or approval from residents.

- 4 – President Requests.
- 0 – Vice-President Requests.

- 22 – Buildings Chair Requests.
- 4 – Sites Chair Requests.
- 0 – Landscape Chair Requests.
- 0 – Administration Requests.

President – Council Requests/Comments:

1. Jan 14 – Unit 5 – requested approval to park their vehicle in the driveway for approximately a month.
2. Feb 3 – sadly we received notification that Barbara Begg, a former ERE resident, passed away.
3. Feb 7 – Unit 71 – owner asked for clarification on whether crawl spaces are common property and has it been that way since 2010.
4. The President renewed the VISOA membership.

Vice-President Requests:

- No requests during this period.

Buildings Chair Requests:

1. Jan 11 – Unit 65 – rodent activity in the crawl space \* Buildings Chair shows this item in the previous report.
2. Jan 11 – Unit 71 – upstairs window in the south-west corner of the bonus room has failed.
3. Jan 14 – Unit 16 – rodent activity in the outside wall of the bedroom and in the kitchen.
4. Jan 21 – Unit 3 – advised that she has changed her plumbing contractor for her kitchen renovation.
5. Jan 26 – Unit 52 – advised that 2 windows in the sunroom have failed seals. Also advised that the ensuite bathroom window is leaking.
6. Jan 30 – Unit 19 – advised that one corner in the sunroom is sagging.
7. Jan 30 – Unit 53 – has advised that there is high humidity in the upstairs attic.
8. Feb 1 – Unit 12 – owner has advised that there is evidence of rodent activity in the crawl space and the kitchen.
9. Feb 2 – Unit 11 – an application to install a replacement heat pump was submitted.
10. Feb 3 – Unit 58 – owner has advised that there is evidence of mice entering the crawl space under the front bathroom window.
11. Feb 4 – Unit 53 – the owner has advised that there is a rotting deck support post opposite the living room SE corner.

12. Feb 6 – Unit 34 – owner has advised that the window seals in the south facing upstairs office window have failed. The left-hand narrow window in the bay window has also failed.
13. Feb 9 – Unit 38 – requested that someone look at their neighbour’s down spout as it is very noisy when water is running down it. (The neighbour was OK with this request).
14. Feb 11 – Unit 70 – two window seals have failed – the sliding glass door in the kitchen and the sliding glass door from the living room to the deck.
15. Feb 17 – Unit 1 – failed window seal in upstairs window over the kitchen.
16. Feb 22 – Unit 55 – owner advised there is efflorescence in the crawl space.
17. Feb 28 – Unit 65 – a request was received for approval for a heat pump installation.
18. Mar 5 – Unit 31 – a request was received for approval for renovations to their ensuite bathroom.
19. Mar 5 – Unit 65 – winged bugs that may be carpenter ants in the kitchen, powder room and hallway.
20. Mar 10 – Unit 77 – sugar ants in the ensuite bathroom.
21. Mar 15 – Unit 27 – there is a persistent woodpecker hammering on the chimney flue.
22. Mar 16 – Unit 75 – sugar ants under the stairs on the second level and in the front entrance closet.

Sites Chair Requests:

1. Feb 4 – Unit 65 – asked for clarification regarding the snow plowing plans.
2. Feb 6 – Unit 73 – advised that a large leaf maple tree is weeping sap and would like to have the arborist look at it.
3. Feb 18 – Unit 75 – owner has advised that the roadside between their unit and unit #76 has been damaged from the recent snow plowing.
4. Feb 26 – Unit 78 – owner has advised that the brick work on the front walkway and the driveway area is sinking.

Landscape Chair Requests:

- No requests received during this period.

Administration Requests:

- No requests received during this period.

Electronic Reporting:

1. Jan 18 – Unit 5  
**Motion:** Request to park their vehicle in the driveway for approximately 1 month.  
**Moved:** Marion Dennett  
**Seconded:** Dee Williams  
**Carried.**
2. Mar 1 – Unit 65  
**Motion:** Request for approval to install a heat pump.  
**Moved:** Dee Williams  
**Seconded:** Sue McIntyre  
**Carried.**
3. Mar 11 – Unit 31  
**Motion:** Request for approval to renovate the ensuite bathroom.  
**Moved:** Dee Williams  
**Seconded:** Doug Hannan  
**Carried.**

Correspondence:

1. Jan 11 – Unit 9 – absentee form – was delivered to the absentee coordinator.

New Resident Orientation:

1. Unit 42 - new owners as of January 15, 2025
  - a. James and Dorine Pomphrey – welcome to Eagle Ridge Estates.

Indemnity Agreements:

|    | <u>Date</u> | <u>Unit</u> | <u>Approved Application</u>                            | <u>Indemnity Agreement Status</u>  |
|----|-------------|-------------|--|--|
| 1  | May 15      | #12         | Inground watering system                               | Received January 2025  |
| 2  | Nov 4       | #42         | Relocate laundry room plumbing                         | Received February 3, 2025  |
| 3  | Nov 8       | #42         | Install fireplace insert                               | Received February 11, 2025   |
| 4  | Nov 8       | #76         | 2023 installation of roof sprinkler                    | Application in progress.   |
| 5  | Nov 13      | #42         | Replace kitchen cabinets and change electrical outlets | Received February 3, 2025  |
| 6  | Nov 13      | #61         | 2023 installation of roof sprinkler                    | Received January 11, 2025  |
| 7  | Nov 13      | #77         | 2024 installation of roof sprinkler                    | Application in progress.   |
| 8  |             |             | Roof sprinkler systems                                 | We received 5 signed indemnity agreements for systems that were installed in 2023. |
| 9  | Nov 13      | #43         | Renovate/update main/master bedroom bathroom           | Received January 21, 2025  |
| 11 | Feb 28      | #65         | Install heat pump                                      | Approved – waiting for Proline to issue indemnity agreement                        |

|    |       |     |                           |  |
|----|-------|-----|---------------------------|--|
| 12 | Mar 5 | #31 | Renovate ensuite bathroom | Approved – waiting for Proline to issue indemnity agreement. |
|----|-------|-----|---------------------------|--|

Petty Cash:

Refer to Member at Large – Clint Flood’s report.

Interested Buyers List:

We received requests from 2 additional parties to be added to the ERE interested buyers list. We have 11 names on the list.

**Motion: That the Secretary’s Report be accepted as circulated.**

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

5.3 Member at Large Reports

On behalf of Nest, First Aid training is booked for 18 residents on April 15. Residents pay for the course personally.

NEST emergency contact updates were provided to all NEST POD Coordinators. A further update will be provided in April

A NEST Meeting will be planned for May and an emergency evacuation test will be planned and conducted in the spring.

Email listing for ERE has not been sent but will be done in April.

With regards to record management – Clint met with Proline to determine what Proline stores on its server and how it is stored. It’s clear that Proline does maintain an Electronic Unit File on each ERE unit. While likely not 100% complete it may be a more comprehensive than our paper records. One challenge is that the information that Proline has is on their restricted server. We would need to find a means to replicate or access key files with read only functions. Proline also has minutes/AGM records and correspondence going back to at least 2002.

What Proline does not have is copies of contracts, work plans, etc. that have been undertaken at ERE. These reside on personal computers, in boxes in people’s houses, and in the file cabinet. We have not taken steps to properly catalog these in a manageable electronic form in folders on the Proline ERE portal with standard file naming conventions. That’s not to say that information is not being stored on the Proline ERE portal, simply that it’s not organized into what might be deemed logical folders (i.e. a lot of the Alteration Agreements are stored in the Council Correspondence file without clear file tags - i.e. Alteration Waiver Unit 25- 10/25/2010 ( or similar) .This cataloging function can be undertaken over the next year but we need to determine if we need to duplicate what Proline has on its internal files, or somehow access it. Also, it’s clear that there is duplication between what Proline has and what we have. That’s not necessarily a problem, but the Proline internal site should be the first point of reference when trying to find a particular document. I have not yet looked at the filing cabinets that the

Secretary manages, but it's clear that we do not need to store in paper format records already maintained on the Proline server.

With respect to work plans, drawings and other documents that have been produced by external groups, or by residents/council over the years, Dave Saunders, along with Dee, David and Marion and with help from Sue have been undertaking tremendous work to find and catalog these. A next and ongoing step will be to digitize these and properly catalog them. It's a job that requires diligence and a properly designed record labeling regime. It's highly unlikely we will need to spend the allocated \$20,000 that was approved for this project. Some money will need to be spent to scan drawings etc., but the management of the existing records we have is a matter of renaming and refileing the existing electronic records and weeding out duplicates. That's a job that can be undertaken with dedicated residents who are comfortable with computers, or we can contract a student to undertake a big bulk of information if we want. The volume of information to be relabeled scanned will be determined over the course of the next two months. The other step that can be taken now is to start stripping the file cabinet of old records of minutes/agendas/etc that are stored electronically. We can easily cross check before we start destroying those old records.

Clint Flood

**Motion:** That the Member at Large 1 Report be accepted as circulated.

**Moved:** Clint Flood

**Seconded:** David Stinson

**Carried.**

Member at Large 2

- Assisted Dee, Building Chair, to transcribe all existing unit maintenance information to an Excel document. This should be helpful to future Building Chairs to have all unit history in one place when assessing current requests.
- Assisted Dee in working with Pro Deck to conduct deck inspection.

Sue McIntyre

**Motion:** That the Member at Large 2 Report be accepted as circulated.

**Moved:** Sue McIntyre

**Seconded:** David Stinson

**Carried.**

5.4 Buildings Committee – Dee Williams

**Roof, Gutters and Moss Maintenance**

Gutter and Roof Cleaning has been scheduled for week of May 5<sup>th</sup>.

**Windows – Anne Dalglish**

1. Unit 3 – in process
2. Unit 17 – waiting for install

3. Unit 19 – waiting for install
4. Unit 25 – waiting for install
5. Unit 50 – waiting for inspection
6. Unit 51 – waiting for new quote
7. Unit 52 – waiting for install
8. Unit 71 – waiting for install
9. Unit 72 – in process

**Painting 2025 – Kim Torrell**

In preparation for the painting of your pod/unit, please make sure that there are no branches or plantings that are up against the siding of your unit.

**Architecture & Buildings Review - Ted Meadley**

Unit 43 Alteration to Strata Lot for bathroom renovations. Ted reviewed and ensured all conditions were met and for Council to approve. This was done electronically early January.

**Pest Control**

This month report shows a bit of an increase in rodent activity mostly in crawlspaces over the last month.

Supplied to StrataDocs 2025/03/31  
Ordered by Mariann Abram 2025/04/03

**Building Repair Requests – Mid January to Mid March 2025**

**March Report (No meeting in February)**

|    | <b>Date</b> | <b>#</b> | <b>Issue</b>  | <b>Status</b>  |
|----|-------------|----------|---|--|
| 1  | 10-Jan-25   | 71       | Window Seal - upper Bonus Room                                  | Buildings Chair confirmed broken seal on behalf of owner   |
| 2  | 21-Jan-25   | 3        | Advised Council of change to Plumber in Kitchen Renovation      | WorkSafe Provided – filed on unit file   |
| 3  | 14-Jan-25   | 16       | Rodent Activity in Bedroom wall and kitchen                     | Pest Control Called  |
| 4  | 29-Jan-26   | 52       | 2 Sunroom Windows   | Anne Dalgliesh to investigate  |
| 5  |             |          | 1 Ensuite Bathroom Window                                       | Anne Dalgliesh to investigate  |
| 6  | 30-Jan-25   | 19       | Sliding door not closing again after deck work                  | Reviewed by PRODECK - all square - not sinking. Glass company to adjust sliding door                                 |
| 7  | 1-Feb-25    | 12       | Rodents – kitchen area  | Pest Control Called  |
| 8  | 3-Feb-25    | 58       | Rodents entering at front of unit                               | Pest Control Called  |
| 9  | 30-Jan-25   | 53       | Moisture in Attic   | Assessment made – area to be remediated  |
| 10 | 2-Feb-25    | 11       | Application to Replace Heat Pump                                | Replacement of Current failed unit - no changes to installation or location  |
| 11 | 4-Feb-25    | 53       | Deck Post under living room deck                                | Reviewed during deck inspection. Repairs noted and will be scheduled.  |
| 12 | 9-Feb-25    | 34       | Window Seals upper rooms  | Anne Dalgliesh to investigate  |
| 13 | 9-Feb-25    | 38       | Noisy Downspout   | Monitoring to continue   |
| 14 | 11-Feb-25   | 70       | 2 Failed window seals in living room sliding door.              | Anne Dalgliesh to investigate  |
| 15 | 17-Feb-25   | 1        | Window Seal in upstairs bonus room                              | Anne Dalgliesh to investigate  |
| 16 | 22-Feb-25   | 55       | Efflorescence in Crawl Space                                    | Sites to Investigate -   |
| 17 | 28-Feb-25   | 65       | Application to Alter Strata Lot/Common Property Heat Pump.      | Reviewed and recommended approval. Electronic Vote - Approved. Pending Approval letter and returned signed Indemnity |
| 18 | 5-Mar-25    | 31       | Application to Alter Strata Lot/Common Property - Ensuite       | Reviewed and recommended approval. Electronic Vote - Approved. Pending Approval letter and returned signed Indemnity |
| 19 | 6-Mar-25    | 65       | Ants (Flying) in front powder room                              | Pest Control Called  |
| 20 | 10-Mar-25   | 77       | Ants coming out of plumbing                                     | Pest Control Called  |
| 21 | 16-Mar-25   | 75       | Ant infestation in front part of unit - closet and hallway area | Pest Control Called  |
| 22 | 16-Mar-25   | 27       | Woodpecker on Chimney   | Not a Strata Issue - Noise was coming from metal chimney flue as installed by owner with gas fireplace               |

**Motion:** That the Buildings Report be accepted as circulated.

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

5.5 Landscape Committee

**Roadside Gardens**

All the gardens are looking very tidy, and we are happy with Kafka's work. We will be getting Kafka to start cutting down the ferns and grasses for the spring to allow for fresh growth.

The compost in the covered bins at the burn site is looking good. We will schedule a work party when it is dry and at reasonable temperature outside.

The pavers in the path to the library have become raised up higher than the others and are a potential tripping hazard. We will need to get these pavers realigned.

**Roadside Pickup and Burn**

The team had one roadside pickup since our last report. We had to cancel two pickups due to insufficient number of volunteers.

**Unit Gardens**

Kafka has only completed 2 unit hours since the January meeting. They are planning to focus on the remaining 14 unit garden hours that we asked them to complete this quarter soon.

**Benches**

We have installed a new bench on the Fawn Lily trail. All of the old wood benches have now been removed from the property. These benches had reached the end of their life and could not be repaired.

**Motion:** That the Landscape Report be accepted as amended.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

5.6 Sites Committee

**Sites – Requests/Action Taken**

- Several early requests by owners for tree modification or removal are now listed for assessment for the first main arborist work session in Spring 2025.

**Sites – Areas of Responsibility**

**Water System.** Ian Fenton. No problems to report.

- No change to planned activities in 2025 from the outline in the Jan 2025 Council Minutes.

**Sewer and Septic Systems.** Curtis Smith

- No change to the 2025 work programs outlined in the Jan 2025 Council Minutes. The tile field "deep maintenance" project for 2025 has been started.
- Pump Failure. The pump in the septic tanks at Pod Q 49-50-51 failed on 02 March. It was replaced on 10 March. This pump has the highest load of any at ERE - a 10-metre vertical lift over 300 metres distance to the Pod Q tile field. The work included full pump-out of the three tanks plus purchase, installation and testing of the new pump plus a lab test of water from the cleared pump tank to determine if it comes from a crack in a nearby water main or is "ERE spring water". The lab report showed no chlorine, so the water main is not involved. The total project cost will be about TBA. The pump replacement will be an emergency charge to the CRF as authorized in the Act.

**Roads and Brickwork.** Ian Fenton.

- Nothing new to report.
- The brickwork project list for 2025 will build on the unfinished work left from 2024.

**Gates** – Ron Lucenko.

- The drive mechanism for the main gate entrance side stopped working late in November and the gate was locked open. Parts to repair one part of the problem, promptly ordered from the US supplier, were held up in the postal strike and only installed late in Jan - the malfunction continued. Tests run by Ian Fenton and Ron Lucenko on 06 March were successful in getting the gates back to full function - well done to both of them. The cause of the malfunction in November remains unknown.

**Electrical System** - Steve Kristoffy.

- Early in Feb, we issued a Request for Proposal to Malcolm's Electric for an electrical planning report. We are gathering information the contractor will need for completion of the report.
- ERE is now tracking strata power consumption in detail. The record will show up any anomalies in power use which may indicate problems in the septic tank pumps or at the gates. This data does not include any townhouse electricity consumption - that is a matter between owners and BC Hydro.
- BC Hydro rate increases effective 01 April 2025 and 01 April 2026 will add less than \$100 to the annual strata power bill in each year, assuming that our power consumption remains stable.

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

- A contractor with experience in water feature maintenance will be asked for cost estimates to remove parrot weed and other weeds and for a condition assessment of the wooden walls along the south side of the pond.

- Crawl space dampness - searching for a cure or partial remedy - units 55, 65, 66, 70 and 71.
- The 2025 perimeter drain examinations on 5 pods started 14 March at Pod X, 70/71/72. All pipes there were clear and water in them was flowing well. We will obtain a copy of the original installation inspection certificates drawings for all pods from DNS.

**Forest Management.** Bill McIntyre and Rick Le Noury.

- Development of lists for 2025 Fire Smart and general forest management tree work continues. Owners will be asked for assessment suggestions in late March/ Early April.
- The project to remove invasive English holly will continue.

**Snow Removal.** Dave Cubbon.

- Brine laying. Over several applications Nov 2024 - Mar 2025, it seems to have been effective.
- First snow event 02-06 Feb. The contractor plows arrived at ERE very early on 04 Feb as the contract provided - ERE was not first on the company's list. The drivers did not know that the cul-de-sacs were to be cleared - that was fixed by second and third plowing sessions on 05 and 06 Feb. Our hazard and road edge marking were not sufficient. The plow drivers could not tell where the road edges were, particularly at night, hence the damage to grass on the road edges in some places. Further, the drivers also did not know about clearing the service gate road - contract requirements will be made clearer and service gate signage will be improved.

**Sites Facilities.**

- Tractor garage. Rick Le Noury. All of the parts, some custom-made, were on hand by mid-Feb. Building began in late Feb. The work on the completed frame was inspected by the engineer and passed. The side and rear walls are all in place. Inspection by DNS will happen before issue of the occupancy permit. The building team are all ERE volunteers. Some contractor help will be needed for installing the door and setting the door springs. Well done to the ERE crew for the success to date.
- Main gates stonework renewal. We are looking at possibly covering the broken slab on the central pillar instead of replacing the slab.

**Garbage and Recycling**

- A partial garbage pick-up failure after the first snowfall early in Feb was made good on the following Wednesday. No other problems to report.

**Cable and Telephone Systems**

- Thanks to Victoria and the Proline archives, we now have a clear signed copy of the agreement with TELUS governing installation of the company's fibre-optic

network here in 2017. The agreement is due for renewal in 2027. We will ask the company if it can provide copies of the drawings for the original conduit network which remain in place.

**Perimeter Fences. David Stinson.**

- The tree damage to the boundary fence on the south side at emergency exit 4 has been temporarily repaired. No other action to report.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Sue McIntyre

**Carried.**

5.7 Vice President's Report

**Bylaw Committee**

We met twice in January, once in Feb and have reviewed our present bylaws using Royal Links South (RLS) as a guideline. The plan, as suggested by our legal consultant Justin Hanson was for us to copy directly or modify RLS bylaws for our use at ERE. We also considered information from some other resources such as VISOA and Civil Resolution Tribunal (CRT) decisions. We have completed our review and will be meeting on site with Justin Hanson on April 24<sup>th</sup>. We will walk around the property with Justin to help facilitate his understanding Strata concerns regarding strata lot vs common property boundaries.

**RV and Overflow Parking**

As of March 16 the lot remains full with 2 added units in Overflow and 1 on wait list. With the departure of the Oliver's trailer at the end of March the waitlist will be cleared with the Pomphrey's being assigned that space.

Doug has also received a call from the likely buyer of Unit 50 they too have a 28' trailer that they will ask to be added to the waitlist once they take formal possession of Unit 50 at the end of June.

While material for the tractor garage has taken over the parking for utility trailers, we have also allowed a utility trailer to park in Overflow.

In early April, there will be a work party to clear debris and shift around RV's to better handle the different sizes we now need to park.

**Fire Smart**

Dave Saunders reports they are still working with Travis Stewart, the NS fire smart rep on grants and meetings. Travis will be hosting a community Fire Smart information session in early April and ERE has agreed to provide a presentation about our experiences and our plan.

They are also setting priorities for this year and will be putting out a communication to residents after their meeting on March 28<sup>th</sup>.

**Advisory Planning Committee (PAC)**

This update is specific to the depreciation report. To date, the roofing and deck inspections have been completed. Sense Engineering has provided us with a list of the documentation they require to prepare an updated and accurate of depreciation report. Currently they are assembling documentation and anticipate being ready to proceed with the depreciation report by mid-May.

**Motion:** That the Vice Presidents Report be accepted as circulated.

**Moved:** Marilynne Harris

**Seconded:** Darlene Clarke

**Carried.**

5.8 **President’s Report - Doug Hannon**

For period January 15 to March 16, 2025

1. Attics and Crawlspace are Common Property and therefore the Strata has the duty to maintain. This follows an inquiry from a resident to confirm crawlspaces and attics are indeed common property. As part of the duties of the Bylaw Review Committee, they will be recommending improved language to clarify the minimum standards by which the Strata must maintain these spaces (i.e. dust, humidity, and moisture levels) and who is responsible to maintain or repair whenever the problem has been caused or contributed to by the use or installation of items in these spaces by owners.
2. Nominating Committee – will be seeking approval at our March Council meeting to confirm the appointment of a Chair and 2 committee members who have volunteered to begin in April seeking nominees for positions on Council for 2026.
3. Roles and Responsibilities of the President Job Description. I will be asking Council to approve at the March Council meeting, and change the copy posted on the Proline site to reflect it is current as of March 2025. A copy of the Updated version is attached.

**Motion:** That the Presidents Report be accepted as amended.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

6. **UNFINISHED/NEW BUSINESS**

6.1 **Common Property Confirmation**

With clarification of the status of all crawl spaces and attic spaces as common property, Council is developing a strata rule to regulate use of those areas. When the rule is approved, it will be distributed to all owners and will be presented for ratification at the next strata general meeting

6.2 Sewer Pump Replacement

Since replacing the septic tank pump at Pod Q was required without any delay, Council agreed the expense was considered an emergency and would be paid from the CRF as permitted by the Strata Property Act, Section 98 (3). The following motion was made:

**Motion:** That the cost of replacing the septic tank pump at Pod Q in March 2025 be charged to the CRF as an emergency expense.

**Moved:** David Stinson

**Seconded:** Sue McIntyre

**Carried.**

6.3 Electrical Planning Report

The Sites Committee, on behalf of the Council, is preparing to contract for development of the mandatory Electrical Planning Report. CRF funding was approved at the AGM in November 2024. Sites Committee will decide on the information to be gathered for the contractors use and will get on with the procurement. Progress will be reported to Council.

6.4 FireSmart

The FireSmart Committee has endorsed a change of the policy on removal of cedar hedges beside the driveways, proposed and agreed in the Landscape Committee, which provides that a single hedge may be removed if the owners on both sides of the hedge agree to the removal. Strata Council approved this policy change, effective immediately. The Resident Information Manual will be amended.

**Motion:** To approve the policy change to the hedges in the FireSmart Policy.

**Moved:** Marilynne Harris

**Seconded:** David Stinson

**Carried.**

6.5 Council Member Job Descriptions

Council members are developing revisions to their job descriptions. When finalized, the descriptions will be passed to Proline for posting on the website.

6.6 Bylaws- Appendix 1 Revision

The Bylaw Review Committee referred Appendix 1 of the bylaws to a consultant for review to determine if the technical specifications, some of which were written many years ago, required updating. The consultant's report has been received and will go to the Architectural Committee for consideration.

6.7 Council Member Recruitment

Council has received interest from Mary Harkness (chair), Brian Torrell, and Marie Grant (committee members) to form the nomination committee for 2025.

**Motion:** To appoint Mary Harkness (chair), and Brian Torrell and Marie Grant (committee members) to the Nomination Committee for 2025.

**Moved:** Doug Hannan  
**Seconded:** David Stinson  
**Carried.**

7. **NEXT STRATA COUNCIL MEETING**

The next council meeting will be scheduled at a later date.

8. **TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 12:05pm.

Supplied to StrataDocs 2025/03/31  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2025/03/31

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JANUARY 15, 2025 AT UNIT 2 AT 10:00AM Proline VIA Zoom**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Clint Flood and Sue McIntyre.

**Absent with Regrets:**

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager.

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannon at 10:04am.

**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:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of December 18, 2024, as amended.

**Moved:** Doug Hannan

**Seconded:** Dee Williams

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

None.

**5. COMMITTEE REPORTS**

**5.1 Strata Agents Report**

**Motion:** To transfer the surplus operating funds as outlined in the budget to the CRF.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Sue McIntyre.

**Seconded:** Doug Hannan

**Carried.**

## 5.2 Secretary/Treasurer's Report - Marion Dennett

There were 15 requests for assessment, remediation or approval from residents:

- 3 President – Council requests.
- 0 Vice-President requests.
- 8 Buildings Chair Requests.
- 3 Sites Chair Requests.
- 0 Landscape Chair Requests.
- 1 Administration Request.

### **President – Council Requests/Comments:**

1. Dec 21 – Unit 53 – owners ask that the President write a short email to ease the minds of potential buyers when reviewing the last depreciation report.
2. Dec 22 – Unit 47 – requested permission to park in the driveway for a few days while packing to go on vacation.
3. Dec 30 – Unit 71 – the owner suggested that using unit numbers to identify owners that attended the AGM would be better than using the SL numbers.

### **Vice-President Requests:**

No requests during this period.

### **Buildings Chair Requests:**

1. Dec 15 – Unit 47 – rats have moved into the basement.
2. Dec 18 – Unit 78 – two windows on either side of the main bay window in the upstairs bedroom have failed.
3. Dec 19 – Unit 43 – owners have submitted a request for approval to alter the main ensuite bathroom.
4. Dec 28 – Unit 3 – owner has advised that there are rodents in the crawl space.
5. Dec 30 – Unit 72 – owner has advised that there is a broken window seal in the slider by the kitchen.
6. Dec 31 – Unit 20 – resident has advised that there is a rodent problem in the crawl space.
7. Jan 4 – Unit 11 – the owner has advised that the downspout from the back of the garage to the private yard area needs repair.
8. Jan 5 – Unit 65 – the new owner has noted the following issues.
  - a. Wasp activity outside bath/hall area where the roof is flat.
  - b. Rodent activity in the crawl space.
  - c. There is evidence of chimney mortar deterioration.

- d. A window seal, in the upstairs addition on the far wall above the dining area and over the deck, has failed.

**Sites Chair Requests:**

1. Dec 7 – Unit 64 – has advised that a streetlamp close to their unit has burned out.
2. Dec 19 – Unit 66 – owners have advised that there is a musty smell coming from the basement. There are cracks with visible moisture and mold. This was originally referred to the Buildings Chair however it was subsequently taken over by the Sites Chair.
3. Jan 5 – Unit 65 – this was originally referred to the Buildings Chair, however it was then referred to the Sites Chair on January 11. The downspout under the deck close to the garden discharges onto the ground.

**Landscape Chair Requests:**

No requests during this period.

**Administration Requests:**

1. Dec 19 - Unit 65 - contact information for the new owner was forwarded to the ERE email administrator, the ERE telephone listing administrator and to NEST.

**Electronic Reporting:**

1. Jan 2 – Unit 43  
**Motion:** To approve a renovation/update to the main/master bathroom.  
**Moved:** Dee Williams  
**Seconded:** Doug Hannan  
**Carried.**

**Correspondence:**

1. Dec 18 – Unit 78 – letter received advising that window seals in the 2 windows on either side of the main bay window in the upstairs bedroom have failed. Copy of the letter was given to the Buildings Chair.

**New Resident Orientation:**

1. New resident in Unit 65 – refer landscape chair's report.

**Indemnity Agreements:**

**Petty Cash:**

Being handled by Clint Flood while Secretary-Treasurer is absent.

**Interested Buyers List:**

Two names were added to the interested buyers list.

We now have 9 names on the list.

**Motion: That the Secretary's Report be accepted as circulated.**

**Moved:** Marion Dennett  
**Seconded:** Darlene Clarke  
**Carried.**

5.3 Member at Large Reports

First Aid Course Booked for approximately 20 ERE residents for April 15. There is room for a couple of more people if interested as maximum size of class 22. Please contact Clint Flood Unit 25 if interested. We will reach out to see if there is interest in an additional course after evaluation of this training. Residents will pay for the course and hall rental themselves (cost is \$65 plus GST)

The NEST contact list has been updated and will be issued to POD Coordinators mid January.

The NEST Emergency evacuation map has been updated and will be issued to residents in February.

NEST Committee will meet in next month to discuss next evacuation test, and possible measures needed to be considered in addressing wildfire risks.

DATA Management

Council members will meet on January 13 to draw up a proposed plan of action to address the digitization process of ERE records. The BC Strata Act has requirements in terms of record keeping and record access and this will be used as a guideline for planning.

Resident Email Listing

Following a request at the Information meeting in October, ERE Residents have been canvassed about sharing email contacts within ERE for non commercial use. If Council approves the list will be sent to residents who have approved the distribution of their email.

Job Descriptions/TOR for Members at Large.

Petty Cash

**Motion:** **That the Member at Large Report be accepted as circulated**

**Moved:** Clint Flood  
**Seconded:** Darlene Clarke  
**Carried.**

5.4 Buildings Committee - Dee Williams

**Roof, Gutters, and Moss Maintenance**

Nothing new to report here this month.

**Windows – Anne Dalgliesh**

- |  |   |
|--|---|
| 1. Unit 3 – in process                                   | 6. Unit 53 – waiting for glass company to deal with                           |
| 2. Unit 17 – waiting for install                         | 7. Unit 61 – waiting for inspection   |
| 3. Unit 25 – waiting for install                         | 8. Unit 72 – in process   |
| 4. Unit 50 – waiting for inspection                      | 9. Unit 78 – waiting for glass company to get back from their Christmas break |
| 5. Unit 51 – waiting for glass company to get back to us |   |

Just a reminder to owner that this is the season that condensation can appear around our windows – old and new. Keeping blinds and curtains closed tight and rooms with no heat on can contribute to condensation. Having air circulating around goes a long way to reducing this issue.

**Painting 2025 – Kim Torrell**

This year’s painting cycle are for the following PODS:

1. P Units 46, 47, 48.
2. Q Units 49,50, 51.
3. S Units 55, 56, 57.

**Kim will be in contact with the owners of the PODS being painted in February.** In preparation for the painting of your pod/unit, please make sure that there are no branches or plantings that are up against the siding of your unit.

**Architecture & Buildings Review - Ted Meadley**

Unit 43 Alteration to Strata Lot for bathroom renovations. Ted reviewed and insured all conditions were met and for Council to approve. This was done electronically early January.

**Pest Control**

This month report shows a bit of an increase in rodent activity mostly in crawlspaces over the last month.

**Building Repair Requests – December 2024 to January 2025**

|   |           |    |  |   |
|---|-----------|----|--|---|
| 1 | 18-Dec-24 | 78 | Side windows upstairs bay window seals gone.   | Anne Dalgliesh attended                                       |
| 2 | 18-Dec-24 | 47 | Rats nesting in basement   | Garden City Called  |
| 3 | 19-Dec-24 | 43 | Application to Alter Strata Lot - Master bathroom                                    | Approved – Pending signed Indemnity Agreement                 |
| 4 | 28-Dec-24 | 3  | Rodents in Crawl Space   | Pest Control Called   |
| 5 | 31-Dec-24 | 20 | Rodents in Crawl Space   | Pest Control Called   |
| 6 | 3-Jan-25  | 65 | • Rodents in Crawl Space<br>• Wasps in soffit area<br>• Chimney requiring repointing | Pest Control Called<br>Pest Control Called<br>To be repointed |

- Window Seal in upstairs bonus room gone Anne Dalgliesh to check
- 7 30-Dec-24 72 Broken window seal in room off kitchen Anne Dalgliesh to check
- 8 4-Jan-25 11 Downspout overflow To be dealt with at next site visit for gutter maintenance.

**Follow up from AGM - Decks**

Deck Inspection Update: We have contacted ProDeck for the deck inspection. We are hoping for a February – March Date for the inspection to take place. Once I have a set schedule for the inspection, I will let everyone know.

**General Note:**

Owners planning any alterations to their either their strata lot or common property are reminded to review our bylaws and rules. If there any questions, please direct them to the Council via secretary@erestrata.org. The secretary will send to the right chairperson for clarification.

Applications to Alter the Strata Lot or Common Property are found on Proline’s website on their homepage under Forms. Please note that Alterations are considered formally “Approved” after Council has reviewed and accepted, Proline issues the approval letter and indemnity agreement, and that agreement letter is signed and returned to Proline for the unit file.

**Motion: That the Buildings Report be accepted as circulated**

**Moved:** Dee Williams

**Seconded:** Darlene Clarke

**Carried.**

5.5 **Landscape Committee**

**Roadside Gardens**

The roadside gardens are looking very tidy, as Kafka has been spending time removing weeds, leaves, pine needles & storm debris. Christmas lights on the entrance road gardens have been removed & stored away.

**Roadside Pickup and Burn**

The team had one roadside pickup since our last report.

**Unit Gardens**

Kafka have completed the unit garden work that we assigned for the first quarter.

**New Residents**

Doug Hannan, Dee Williams and Darlene Clarke met with Jacqueline De Jong in unit #65 to welcome her and her family to Eagle Ridge, provide her with the new resident information and answer her questions.

**Motion: That the Landscape Report be accepted as amended.**

**Moved:** Darlene Clarke  
**Seconded:** Marion Dennett  
**Carried.**

5.6 Sites Committee

**Sites – Requests/Action Taken**

- Streetlight near unit 64 needs repair. Repaired
- Unit 65 - question re drainage under the deck. See drainage section below.
- Unit 66 - musty smell from an apparently damp crawl space. See drainage section below.

**Sites – Areas of Responsibility**

Water System. Ian Fenton. No problems to report. Work activities in Spring 2025 will include:

- exercising all valves in the 25 pod water valve boxes to ensure proper functioning; and conducting complete camera inspections of perimeter drains in 5 pods in the regular order of these checks, followed by roto-rooting and other drain repairs as found necessary. Pod X - units 70,71,72 is included in the 2025 program. Affected residents will be advised in advance. Repairing disturbed gardening after the drain work is completed will be an owner responsibility, at owner's cost.

**Sewer and Septic Systems.** Curtis Smith. No immediate problems to report. Work activities in Spring 2025 will include:

- the annual scum and sludge tests in all 25 primary sewerage (septic) tanks followed by pump-outs of probably six or seven tanks. Installation of filters in secondary tanks will continue. Residents will be advised in advance and requested to completely clear off all tank tops to facilitate access.
- the program of "deep maintenance" of the tile fields begun in 2024 will continue - the 2025 target is three fields. If residents have tile fields in their "back yards", they will be advised before the work starts. Repairing gardens and/or lawns disturbed during the maintenance work will be an owner responsibility, at owner's cost.

**Roads and Brickwork. Ian Fenton.**

- Nothing new to report.

**Gates – Ron Lucenko.**

- The drive mechanism in the entrance half of the main gate broke down late in November and the gate was locked open. The required repair parts, not available in Canada, were purchased from the US supplier by Harbour Doors, the servicing contractor, and should be installed in the week of 13 January Parts delivery was impeded by the postal strike in the busiest parcel shipping season.

**Electrical System - Steve Kristoffy.**

- The streetlight at pod H is working properly.

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

- All of the ditches are working well.
- The siphon installed at the weir late in 2023 was restarted in December and is functioning properly the pond level is well controlled.
- With Doug Hannan and a daughter of the owner of the Gough Farm located south of ERE, I walked the south perimeter fence on 9 January looking for signs of water flow from the ERE burn site towards the organic garden on the Farm property. We found no evidence of any water flow in that area.
- Crawl space dampness - searching for a cure or partial remedy - units 65, 66, 70, and 71.

**Forest Management.** Bill McIntyre and Rick Le Noury.

- Development of the 2025 Fire Smart target tree and general forest management target tree lists continues, for implementation in the Spring. Owners will be asked for suggestions in Feb/Mar. The invasive English holly removal project will continue. The carcass of a dead deer reported by an owner was removed to the base of the service gate sign and was picked up by CRD wildlife management staff.

**Snow Removal.** Dave Cubbon.

- Brine applications are continuing on asphalt surfaces for frost reduction when the temperature is forecast to go below 2C. To 13 Jan, there have been four applications. The brine pattern on the roads shows that the contractor is properly covering the surface areas specified in the contract.

**Sites Facilities.**

- Tractor garage. Rick Le Noury. Parts procurement continues.
- Garbage and Recycling. No problems to report.
- Cable and Telephone Systems. Ron Lucenko. We are looking for a definitive copy of the agreement signed with TELUS in 2016 governing installation here of the company's fibre-optic network.

**Perimeter Fences.** David Stinson.

- With Doug Hannan, I made a basic examination of the south and west sides of the ERE perimeter fence on 9 January. The west side is much overgrown with light brush and blackberry canes - it appears to be standing up well. The south side has been lightly damaged in a few spots by trees falling across it but otherwise it also appears to be standing up well. These fence parts were created in 1988/89 - they are strata common property.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

5.7 Vice President’s Report

**Bylaw Committee**

Bylaw Committee Alan Osborne reports the bylaw committee, plus Bill McIntyre (Forest Management Working Group) plan to meet with the municipal staff during the summer to obtain input on the tree protection provisions we need in our ERE bylaws. We are required to have these provisions in order to continue to be exempt from the municipal tree bylaw. This would allow amendments to be adopted at the 2025 AGM.

NEST Please see update provided by Clint in his report.

RV and Overflow parking. As of January 10 the RV lot remains full with one on the waitlist. Namely James Pomphrey’s trailer which is currently being accommodated as other owner’s RVs are away. We anticipate one unit will leave from the RV side, and overflow side when the Olivers move.

There are 2 spots in overflow reserve parking free and 2 spots on the North Visitors side.

Fire Smart Dave Saunders met with Travis Stewart the new PR officer for the North Saanich Fire Department. He expressed an interest in meeting with ERE Fire Smart group to discuss a new Fire Smart program which ERE may be eligible for. The group plans to meet in the next 2 weeks and invite Travis to attend.

Advisory Planning Committee (PAC) The Depreciation Report Working Group provided an update on their progress which was sent to Proline. Proline has now sent a bulletin to ERE residents advising them of their progress and inviting any feedback. You may recall this was provided to help clarify some concerns prospective buyers had around our last DR.

Dave Saunders reports West Coast Roof Inspection Services has been engaged to provide the dedicated roof inspection to supplement our Depreciation Report. This recommendation was presented at our November AGM and was voted on and approved. The inspection is at the same price and conditions of their last proposal from 2022. Their price is in line with that of Unity Services. They confirm they carry general liability and errors and omissions insurance and are registered with WorkSafe BC. Council did give permission to proceed late last week, and Dee (Buildings) promptly sent a notice to residents advising inspection would occur on January 14th post site meeting approximately 10AM, weather permitting.

**Motion:** **That the Vice Presidents Report be accepted as circulated.**

**Moved:** Marilynne Harris

**Seconded:** David Stinson

**Carried.**

5.8 President’s Report - Doug Hannon

Following up on a question from a resident as to why SL#’s only is now used in the minutes at SGM’s and AGM’s, I learned that Proline changed their internal practices for all Stratas they manage to only use SL#’s as their primary tracking system. However, this will be discussed further at the council meeting.

Following a recent concern expressed by the Gough Family Farm to our South and West regarding possible drainage issues, I attended with the Sites Chair and a member of the

Gough family on a tour of their farm. While there, we also inspected effects of recently fallen trees along the property line. Result was no signs of drainage issues despite heavy recent rains. Noteworthy was we found the fencing overall was in ok condition, with only minor damage from fallen trees despite being approx. 40 years old. The Gough family also thanked us for our volunteers clearing a recent fallen tree onto our property from theirs, and acknowledged it was primarily trees from their side that had fallen onto the fencing and our property.

Worked with the VP and the Depreciation Report Working Group under Dave Saunders to release an update to all residents on next steps now underway to get a more thorough DR in time for the Info meeting this Fall.

**Motion:** That the Presidents Report be accepted as amended.

**Moved:** Doug Hannan

**Seconded:** Darlene Clarke

**Carried.**

**6. UNFINISHED/NEW BUSINESS**

6.1 General Meeting Unit/Strata Lot Identification

Council discussed the letter received by council regarding the change from listing Name/Unit Number to Strata Lot's Numbers. Proline explained that the change in process was changed for our entire portfolio to streamline Minutes and to avoid potential privacy issues.

6.2 Call Out for Volunteers

Council member positions to be clarified at the march meeting, from there Council will identify the areas that may need a call out for volunteers.

6.3 Absentee Form Update and Process

Council will review the absentee forms and the process; an update will be provided at the next council meeting.

6.4 Spring SGM

At this time Council will defer the decision on a spring SGM to the March council meeting.

6.5 Bylaw Amendments

The Bylaw Committee is currently in the process of reviewing as more information becomes available it will be shared to Council.

**7. NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for March 19, 2025, at 10:00 a.m. at Unit 55.

**8. TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 11:26 p.m.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, DECEMBER 18, 2024, AT UNIT 18 AT 10:00AM, PROLINE VIA ZOOM**

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**Council in Attendance:** Doug Hannan, Marilynne Harris, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Clint Flood and Sue McIntyre.

**Absent with Regrets:**

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager.

**1. CALL TO ORDER**

The meeting was called to order by President Doug Hannon at 9:57am.

**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:** David Stinson

**Seconded:** Clint Flood

**Carried.**

**3. ERE EMAIL ACCOUNTS**

Clint Flood will be taking over managing the strata google drive and emails from Ken Foster.

**4. STRATA COUNCIL BUSINESS**

**4.1 Review of Website**

**a) Strata Documents**

The website provides a vast array of strata documents available for all owners. Bylaws, strata plan, minutes, operating statements, etc. are posted on a regular basis and are accessible to owners at any time. Owners who are not registered are encouraged to do so by visiting the Proline Management website ([www.prolinemanagement.com](http://www.prolinemanagement.com)). Tenants as well are encouraged to register to get easy access to bylaws, rules, and converse with strata.

**b) Council Only Section**

Management explained that the website has a Council Only section where all correspondence, full financial statements, etc. are posted.

**c) Strata Council Manual**

Management advised that a council member manual containing information can be found under the Council Only section. The manual includes procedures performed by Proline Management on behalf of the Strata Corporation and has literature on the roles and responsibilities of sitting on a strata council.

4.2 Description of Executive Roles and Council Member Positions

President: Doug Hannan  
V. President: Marilynne Harris  
Treasurer: Marion Dennett  
Secretary: Marion Dennett

**Motion:** That the following nominations be approved: Doug Hannan as President, Marilynne Harris as Vice President, and Marion Dennett as Secretary Treasurer.

**Moved:** David Stinson  
**Seconded:** Dee Williams  
**Carried.**

4.3 Privacy Officer and Privacy Policy

**Motion:** That Marion Dennett be appointed as the Privacy Officer.

**Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**

4.4 Council Contacts for Proline Re: Maintenance and Emergency Calls

Management confirmed that Proline responds to maintenance issues that arise including emergencies 24/7. Sometimes it needs an on-site Council member to assist, for example to investigate and provide additional information. Council identified the following members be called first in the case of an emergency or urgent maintenance issue: Doug, Moe & David.

**Motion:** To accept the on-call roster as listed above.

**Moved:** Darlene Clarke  
**Seconded:** David Stinson  
**Carried.**

4.5 Proposed Council Meeting Dates for the Following Year

Council will meet on the third Wednesday of the month at 10:00 AM. The location will rotate among the Council members.

5. APPROVAL OF MINUTES

**Motion:** To approve the council meeting minutes of November 12, 2024, as circulated.

**Moved:** David Stinson  
**Seconded:** Marion Dennett  
**Carried.**

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

## 7. COMMITTEE REPORTS

### 7.1 Strata Agents Report

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Doug Hannan

**Seconded:** Dee Williams

**Carried.**

### 7.2 Secretary/Treasurer's Report - Marion Dennett

There were 18 requests for assessment, remediation, or approval from residents.

- 1 President - Council request/comment.
- 0 Vice-President requests.
- 11 Buildings Chair Requests.
- 5 Sites Chair Requests.
- 0 Landscape Chair Requests.
- 1 Administration Request.

#### **President - Council Requests/Comments:**

- Oct 14 – Unit 36 – owners advised that their daughter is moving in with them on a permanent basis.

#### **Vice-President Requests:**

- No requests during this period.

#### **Buildings Chair Requests:**

- Oct 15 – Unit 41 – referred to Buildings and Sites Chairs - eaves troughs not attached to perimeter drains, 2 at the back of the unit and 1 in front of the unit.
- Oct 15 – Unit 41 – the soffit is hanging down and it has left an opening from outside to the interior of the unit.
- Oct 21 – Unit 56 – two window seals – 1 in a window in the upstairs bathroom and 1 in the garage.
- Oct 21 – Unit 42 – the owners have submitted an application for approval to install a wood burning insert.
- Oct 21 – Unit 42 – request to relocate the laundry facilities from the kitchen area to the front (bay window) bathroom.
- Oct 24 – Unit 71 – the owner advised that there is moisture in the crawl space.
- Oct 28 – Unit 53 – the owner has advised that the deck rail glass trim has rotted at the bottom.

- Oct 29 – Unit 43 – the owner has advised that there may be a leak in the chimney stack.
- Nov 3 – Unit 53 – the owner has advised that the seal is missing from the bottom of their living room sliding door.
- Nov 8 – Unit 76 – requested approval for the roof sprinkler system that was installed in 2023.
- Nov 8 – Unit 47 – requested approval for the roof sprinkler system that was installed in 2023.

**Sites Chair Requests:**

- Oct 14 – John Goodwin had 2 requests for the burn area.
  - #1 – to create a 30 ft x 8 ft area from milled logs and tarps for storage for compost and small amounts of gravel.
  - #2 – to create an area adjacent to the compost bins 8 ft x 8 ft to store leaves and grass. The area would be enclosed for aesthetic reasons and for the safety of the tractor driver. The land immediately behind this area is soft and could be a tipping hazard for the tractor.
- Oct 15 – Unit 41 – referred to both Sites and Buildings Chairs – 3 eaves troughs not attached to perimeter drains – 2 in the back of the unit and 1 in front of the unit.
- Oct 29 – Unit 53 – the owner has advised that the road entrance just before the cul-de-sac is mossy and slippery.
- Oct 31 – Unit 73 – the owner would like to see lighting at the entry keypad at the main gate.
- Nov 4 – Unit 75 – the owner has advised that a dead tree has fallen behind their unit near septic field #13 which will impede efforts to maintain the field.

**Landscape Chair Requests:**

- No requests during this period.

**Administration Requests:**

- Oct 18 – Unit 73 – requested that her email address be changed.

**Electronic Reporting:**

- Oct 25 – Unit 3

**Motion:** to approve a self built firewood storage shed.

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

- Nov 4 – Unit 42

**Motion:** to approve the plumbing for the washer and dryer be relocated from the kitchen to the office area off the main floor bedroom.

**Moved:** Dee Williams

**Seconded:** Alan Osborne

**Carried.**

- Nov 8 – Unit 42

**Motion:** to approve a request to install a wood burning fireplace insert.

**Moved:** Dee Williams

**Seconded:** Alan Osborne

**Carried.**

**Correspondence:**

- 2 letters for garden work hand delivered to Unit #77.

**New Resident Orientation:**

- No new residents moved into ERE during this period.

**Indemnity Agreements:**

- Feb 20 – Unit 29 – install a retractable, fabric awning – received March 2, 2024.
- May 15 – Unit 12 – inground watering system – Sites Chair is following.
- July 2 – Unit 68 – split rail fence – will follow for after AGM if request is approved.
- Sept 17 – Unit 3 – install a heat pump – received Nov 4, 2024.
- Sept 17 – Unit 3 – Install a fireplace insert – received Nov 4, 2024.
- Sept 17 – Unit 3 – remove deck railings and install privacy screens – received Nov 4, 2024.
- Sept 18 – Unit 3 – build a wood storage shed.
- Nov 4 – Unit 42 – relocate laundry room plumbing.
- Nov 8 – Unit 42 – install a fireplace insert.
- Nov 8 – Unit 76 – roof sprinkler system.
- Nov 8 – Unit 47 – roof sprinkler system.

**Petty Cash:**

- Opening balance - \$367.35
- Paid receipts - \$73.70
- Closing balance - \$293.65

**Interested Buyers List:**

- There are 6 names on the Interested Buyers List – unchanged from the last report.

- A copy of the list was given to a Real Estate Agent along with a copy of the Realtors and Interested Buyers Guide.

**Motion:** That the Secretary's Report be accepted as circulated.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

### 7.3 Buildings Committee - Dee Williams

#### **Roof, Gutters, and Moss Maintenance**

The next gutter and roof cleaning is scheduled for the week November 18, 2024.

A note to those of you with downspouts that have leaf traps in downspouts: A quick cleanout of the trap goes a long way in helping to minimize gutter overflow issues. Because of the area we call home, all it takes is a single good wind or rainstorm to fill those up. The leaf traps do an excellent job at keeping roof debris out of the perimeter drains and checking them between roof top and gutter cleanings helps ward off gutter back ups and gutter overflows.

#### **Windows - Anne Dalgliesh**

- |                                   |  |
|-----------------------------------|--|
| 1. Unit 3 - waiting for a quote.  | 6. Unit 42 - waiting for install.                  |
| 2. Unit 17 - waiting for a quote. | 7. Unit 50 - waiting for inspection.               |
| 3. Unit 25 - waiting for a quote. | 8. Unit 51 - waiting for deck work to be finished. |
| 4. Unit 39 - waiting for install. | 9. Unit 56 - waiting for install.                  |
| 5. Unit 41 - waiting for install. | 10. Unit 63 - waiting for install.                 |

Along with keeping her report current, Anne continually nudges our vendors for updates for installation dates.

#### **Painting 2024 - Kim Torrell**

We have 3 pods scheduled for painting next year (2025). They are Pods P Unit 46, 47, 48; POD Q 49,50,51; POD S 55, 56, 57. Kim will be in contact with the owners in these Pods in the first quarter of the new year to start the planning and organizing needed.

#### **Architecture & Buildings Review - Ted Meadley**

A couple of applications to Alter Strata Lots have come through. Ted, prior to Council reviewing, meets with the applicants to go over the application and ensure i's are dotted and t's are crossed prior to sending his recommendation to Council.

Owners expecting to do any alterations to either their strata lot or common property are reminded to review our bylaws and rules. If there any questions, please direct them to the Council via secretary@erestrata.org. The secretary will send to the proper chairperson for clarification.

Applications to Alter the Strata Lot or Common Property are found on Proline’s website on their homepage under Forms.

**Pest Control**

An owner reported what appeared to be mice that had most likely ingested poisoned bait, around their garage. Owners are asked, if they find this to dispatch them into the garbage to avoid them becoming food for our owl population and other living creatures as they would be poisoned as well.

**Building Repair Requests - October to November 2024**

| <b>2024</b> | <b>Unit</b> | <b>Request</b>  | <b>Status</b>   |
|-------------|-------------|---|---|
| 1. Oct 15   | 29          | Request to install Leaf Trap in downspout in front of garage  | Reviewed in conjunction with Sites. Pending Installation of Leaf Trap week of Nov 18  |
| 2. Oct 21   | 42          | Application to install Wood Burning Insert  | Council Reviewed & Pending Issue of Indemnity Agreement and Signature                 |
| 3. Oct 21   | 42          | Application to move plumbing to move laundry machines to Primary Suite  | Council Reviewed & Pending Issue of Indemnity Agreement and Signature                 |
| 4. Oct 21   | 56          | 2 Window Seals appear to have gone. Upstairs bathroom and garage windows  | Pending Install   |
| 5. Oct 15   | 41          | Request to have 2 downspouts put back into Perimeter drain with 2 leaf traps installed at deck level on sunroom downspouts. | Reviewed in conjunction with Sites. Pending Installation of Leaf Traps Week of Nov 18 |
| 6. Oct 15   | 41          | Soffit above sunroom needs to be fixed  | Complete  |
| 7. Oct 28   | 53          | Trim on glass on deck rotting   | Pending repair week of Nov 12   |
| 8. Oct 29   | 43          | Owner reporting a suspected leak in the chimney stack.  | Temporary Seal, Pending decommissioning of chimney.                                   |
| 9. Nov 3    | 53          | Reported seal missing from the bottom of their living room sliding door   | Pending repair  |
| 10. Nov 8   | 76          | Request for Approval of roof sprinkler system installed in 2023.  | Pending Issue of Indemnity Agreement and Signature                                    |

11. Nov 8 47 Request for Approval of roof sprinkler system installed in 2003 Pending Issue of Indemnity Agreement and Signature

**Motion:** That the Buildings Report be accepted as amended.

**Moved:** Dee Williams

**Seconded:** Darlene Clarke

**Carried.**

7.4 Landscape Committee

**Gardener**

Kafka Yard & Landscape have been doing a good job cleaning up the gardens after the autumn windstorms and preparing the landscape at ERE for the winter.

**Irrigation**

Dave Baillie blew out the irrigation system to prepare for winter. There were no issues. The handover of irrigation contract to Baillie Irrigation has now occurred.

**Roadside Gardens**

The Roadside Garden team and their elves have once again done an outstanding job installing gorgeous Christmas lights in ERE's entrance area. It takes a village. Please thank Phyllis and Dave Sanders, Barrie and Marnie Dennis, Ron Luchenko, Carole Goyette, Sue Dayton and Ian Fenton for their expertise and hard work on this project. Also, a big thank you for units 9 and 10 for allowing us to use their electricity to power the Christmas lights. We are now replacing failed strings of lights with weatherproof lights that aren't as affected by rain and are less likely to trip the breaker.

**Invasives**

There was one ivy pull since the last Strata Council meeting.

**Roadside Pickup and Burn**

The team have started roadside pickups for this season.

**Trails**

Recent trail maintenance has consisted of leaf clearing, raking, and blowing as well as trimming of shrubs and ferns close to the trails.

Thank you to Harald Hommel for doing this work.

**Unit Gardens**

The unit garden program has started for the 2024/2025 term. Our unit garden team have divided the garden requests into the 4 quarters of the fiscal year. They have told Kafka which gardens should be completed in this quarter, and Kafka are starting to work on these gardens.

**Motion:** That the Landscape Report be accepted as amended.

**Moved:** Darlene Clarke  
**Seconded:** Dee Williams  
**Carried.**

## 7.5 Sites Committee

### **Sites - Areas of Responsibility and Team Lead**

#### Sites - Requests/Action Taken

- 14 Dec - report of wind-blown tree over the road at unit 60 - passed to FMG, problem solved.
- 16 Dec - report of large leaning tree on a trail - details below.

#### Sites - Areas of Responsibility

##### Water System - Ian Fenton

- Nothing to report.

##### Sewer and Septic Systems - Curtis Smith

- Replaced the pump outlet pipe connection in the pump tank at Pod Q (49/50/51).

##### Roads and Brickwork - Ian Fenton

The maintenance brickwork planned for 2024 has been postponed until 2025 due to contractor problems and the current weather. We intend to start the work in Spring 2025.

##### Gates - Ron Lucenko

- The entrance gate drive mechanism malfunctioned late in Nov. The gate was locked open on 02 Dec and will be repaired ASAP by Harbour Doors - parts procurement has become a problem.

##### Electrical System - Steve Kristoffy

- The bulb in the streetlight at pod H failed. It will be replaced.

##### Drainage Including the Pond and the East Main Ditch - Ian Fenton

- The temporary pump placed in the sump at units 34/35 in Oct was replaced by a permanent new pump on 02 Dec 2024.
- All of the ditches are working well.
- The drainage in the area between the main trail on the east side of ERE and the east perimeter fence is being checked to ensure that water which accumulates there is flowing out as it should, off the property, into the East Main Ditch and south to join the North Saanich ditch system at John Road.

##### Forest Management - Bill McIntyre and Rick Le Noury

- Began gathering requests for Fire Smart tree removals in 2025 as well as developing the plan for forest management tree work in 2025.

- Windstorm 14 Dec - the painter contractor reported a tree leaning across road next to unit 60. Bill called the arborist in the morning and the tree was cut down, moved off the road and bucked into firewood length rounds by 3:30 that afternoon. The painter's notification was much appreciated.
- 16 Dec. An owner called in to report that a large tree along a nearby trail appeared to be leaning "more than normal". The tree, a large Douglas fir behind pod N (40/41/42), was assessed as a danger and the trails in that area were blocked closed. The tree was cut down by the arborist on 17 Dec. The tree was found to be rotting on the inside - the removal was fully justified. The Borsas' notice was excellent, greatly appreciated.

#### Snow Removal - Dave Cubbon

- The first brine application performed under the winter 2024-25 snow clearing contract was done very early on 28 Nov 24 - the temperature was about 1C. There will be more! The brine chemical is calcium chloride which is not known to be toxic in the concentration used in this application. The brine solution is designed to prevent frost ice from forming and sticking to the asphalt. It is applied as a safety feature it is not a snow and ice melting substance like rock salt. It is not applied to any brickwork areas. It will not replace snow plowing if that becomes necessary.
- Checked the roadside barrels to ensure the grit and ice melter stocks are satisfactory.

#### Sites Facilities

- Tractor garage - Rick Le Noury. Sourcing and buying the necessary additional parts specified in the sealed engineer drawings. Construction will follow as the weather permits.

#### Garbage and Recycling

- Nothing to report.
- The collections are happening as they should.

#### Cable and Telephone Systems

- The decommissioned old interphone system will be examined to determine if it can be removed and if that is possible, how it can be recycled. There may be live landline connections in that system.

#### Perimeter Fences - David Stinson

- Conducted a good examination of the east side of the ERE perimeter fence to determine the extent of damage. Maintenance of the east, south and west sides of the fence is a continuing specific legal requirement for ERE as well as being an item under the mandatory strata responsibility to repair and maintain common property. Similar examinations will be done on the south and west portions of the fence.

**Motion: That the Sites Report be accepted as presented.**

**Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**

7.6 Vice President's Report

**Bylaw Committee**

David Stinson continues to work on the process of reviewing and replacing ERE bylaws. Funds were approved at the 2024 AGM to enable consultation with a strata lawyer to develop new bylaws.

**NEST**

I attended a NEST meeting recently, chaired by Clint Flood and Mary Harkness. Doug Hannon is stepping off this committee and Clint will co-chair with Mary. Clint is arranging for a First Aid course for interested residents. Currently 22 residents have expressed interest and Clint is looking for a date in the New Year. Expect an email about this soon.

**RV and Overflow parking**

Doug reports RV parking is full. There here is some room in overflow parking.

**Fire Smart**

Mike Edgell reports there is nothing new from fire smart since their comprehensive update at the November AGM.

**Planning Advisory Committee (PAC)**

I attended the Dec 13<sup>th</sup> PAC meeting. Discussions centered around moving forward with engaging a firm for our 2025 depreciation report (DR). The meeting was chaired by Dave Saunders. PAC requests Council approval to engage Sense Engineering for DR. I believe most of the council members have had a chance to review the Sense proposal but will attach their Dec 2<sup>nd</sup> proposal for a couple of the council members that may not have seen it. Cost is covered in the 2024/25 budget under BECA Depreciation Report (\$20,000). Sense is aware we want to complete roof and deck inspections prior to them starting and they will incorporate these in the DR. Timing to be arranged once paperwork is complete.

PAC also requests Council approval for roof inspection by Unity Services Corp (John Grubb). Please see attached updated proposal dated Dec 16, 2024. (\$2,850 cost covered in \$20,000 budget above).

PAC will be discussing Major Asset Management Plan (MAM) next steps at a future PAC meeting.

**Motion:** **That the Vice Presidents Report be accepted as amended.**

**Moved:** Marilynne Harris  
**Seconded:** Darlene Clarke  
**Carried.**

7.7 President's Report - Doug Hannon

Attended Annual Eagle Ridge Christmas dinner at the Shoal Centre on Dec. 7th. Special Thanks to all on the Social Committee, and especially Odette as lead organizer and Gael as MC.

Met with Ken Foster on email transfer and confirmed his desire to step back as Administrator of the ERE email system. Clint Flood as new member at large has agreed to take on role as Interim Administrator and will be making recommendations on how the system can best be managed going forward.

Met with Brian Torrell and reviewed processes with intent to achieve a very smooth transition for all on Council, Proline and the Community at large. He set a GREAT standard!

Met with new owner of Unit 65, Jacqueline DeJong on her move in date of Dec. 13th to welcome her and her 13-year-old son Ben, and 10-year-old daughter Lindsay to ERE.

Attended a PAC meeting on Dec. 13th to get update specifically on next steps recommended by the Depreciation Report Working Group. Thanks to Dave Saunders who chaired and hosted the meeting.

Finally, I managed to have exchanges with all Council members. For the new members at large, Susan McIntyre and Clint Flood, we hope to have their job descriptions going forward well defined within 3 months, and to update if needed the Council Job Descriptions on the Proline site.

**Motion:** That the Presidents Report be accepted as amended.

**Moved:** Doug Hannan

**Seconded:** David Stinson

**Carried.**

8. UNFINISHED/NEW BUSINESS

8.1 Split Rail Fence

Council discussed the motions that were presented at the AGM and the removal of the split rail fence, and the following motion was made:

**Motion:** To move forward with the removal of the split-rail fence and compensate the owners \$ 2,163.40 from the CRF as approved by the vote of the owners at the AGM.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

8.2 Bylaw Filing

The bylaws changes approved at the AGM have now been filed with the Land Title Office.

8.3 Depreciation Report- Working Group Update

**Motion:** To approve the quote from Sense engineering (December 2).

**Moved:** Doug Hannan  
**Seconded:** Dee Williams  
**Carried.**

**Motion:** **To approve the quote from Utility Services Corporation.**

**Moved:** Doug Hannan  
**Seconded:** Moe Harris  
**Carried**

8.4 List Management

Council is requesting all correspondence with Council be sent through the secretary. All contact lists will be maintained by the current management systems.

8.5 Low AGM Turn Out

Council discussed the turn out for the AGM and what they might be able to do to gain more engagement from owners.

8.6 Special Projects

Council discussed how to move forward with the two at large members and what projects they might be able to take on.

8.7 Communication Plan

Susan McIntyre confirmed helping develop the Communication Plan is her preferred task and she will draft a plan for review by Council.

8.8 Good Neighbour Plan

The protocol with respect to providing sensitive information to owners regarding their neighbours, the council president will make any announcements after contact and direction of the immediate family.

8.9 Indemnity Agreement Follow Up

**Motion:** **To approve the outstanding sprinkler alterations.**  
**Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**

**9. NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for January 15, 2025, at 10:00 a.m. at unit 2.

**10. TERMINATE MEETING**

With no further business, on a motion from Doug Hannan, the meeting was terminated at 12:00 p.m.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
TUESDAY, NOVEMBER 12, 2024, AT UNIT 49 AT 10:00AM**

---

**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett  
**Absent with Regrets:** Alan Osborne  
**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:00am.

**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:** Brian Torrell

**Seconded:** Marion Dennett

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of October 9, 2024, as circulated.

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Anti-Harassment Policy / Code of Conduct for Council**

Council will present this bylaw at the AGM for ownership approval.

**5. COMMITTEE REPORTS**

**5.1 Strata Agents Report**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Brian Torrell

**Seconded:** Darlene Clarke

**Carried.**

**5.2 Secretary/Treasurer's Report - Marion Dennett**

October 7, 2024 to November 8, 2024

There were 18 requests for assessment, remediation, or approval from residents.

- 1 President – Council request/comment.
- 0 Vice-President requests.
- 11 Buildings Chair Requests.
- 5 Sites Chair Requests.
- 0 Landscape Chair Requests.
- 1 Administration Request.

**President – Council Requests/Comments:**

- Oct 14 – Unit 36 – owners advised that their daughter is moving in with them on a permanent basis.

**Vice-President Requests:**

- No requests during this period.

**Buildings Chair Requests:**

- Oct 15 – Unit 41 - referred to Buildings and Sites Chairs – eaves troughs not attached to perimeter drains, 2 at the back of the unit and 1 in front of the unit.
- Oct 15 – Unit 41 – the soffit is hanging down and it has left an opening from outside to the interior of the unit.
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- Oct 21 – Unit 42 – the owners have submitted an application for approval to install a wood burning insert.
- Oct 21 – Unit 42 – request to relocate the laundry facilities from the kitchen area to the front (bay window) bathroom.
- Oct 24 – Unit 71 – the owner advised that there is moisture in the crawl space.
- Oct 28 – Unit 53 – the owner has advised that the deck rail glass trim has rotted at the bottom.
- Oct 29 – Unit 43 – the owner has advised that there may be a leak in the chimney stack.
- Nov 3 – Unit 53 – the owner has advised that the seal is missing from the bottom of their living room sliding door.
- Nov 8 – Unit 76 – requested approval for the roof sprinkler system that was installed in 2023.
- Nov 8 – Unit 47 – requested approval for the roof sprinkler system that was installed in 2023.

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  - #2 – to create an area adjacent to the compost bins 8 ft x 8 ft to store leaves and grass. The area would be enclosed for aesthetic reasons and for the safety of the tractor driver. The land immediately behind this area is soft and could be a tipping hazard for the tractor.
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- Oct 29 – Unit 53 – the owner has advised that the road entrance just before the cul-de-sac is mossy and slippery.
- Oct 31 – Unit 73 – the owner would like to see lighting at the entry keypad at the main gate.
- Nov 4 – Unit 75 – the owner has advised that a dead tree has fallen behind their unit near septic field #13 which will impede efforts to maintain the field.

#### Landscape Chair Requests:

- No requests during this period.

#### Administration Requests:

- Oct 18 – Unit 73 – requested that her email address be changed.

#### Electronic Reporting:

- Oct 25 – Unit 3 – Motion to approve a self built firewood storage shed.  
**Moved:** David Stinson  
**2nd:** Dee Williams  
**Carried.**
- Nov 4 – Unit 42 – Motion to approve the plumbing for the washer and dryer be relocated from the kitchen to the office area off the main floor bedroom.  
**Moved:** Dee Williams  
**2nd:** Alan Osborne  
**Carried.**
- Nov 8 – Unit 42 – Motion to approve a request to install a wood burning fireplace insert.  
**Moved:** Dee Williams  
**2nd:** Alan Osborne  
**Carried.**

**Correspondence:**

- 2 letters for garden work hand delivered to Unit #77.

**New Resident Orientation:**

- No new residents moved into ERE during this period.

**Indemnity Agreements:**

- Feb 20 – Unit 29 – install a retractable, fabric awning – received March 2, 2024.
- May 15 – Unit 12 – inground watering system – Sites Chair is following.
- July 2 – Unit 68 – split rail fence – will follow for after AGM if request is approved.
- Sept 17 – Unit 3 – install a heat pump – received Nov 4, 2024.
- Sept 17 – Unit 3 – Install a fireplace insert – received Nov 4, 2024.
- Sept 17 – Unit 3 – remove deck railings and install privacy screens – received Nov 4, 2024.
- Sept 18 – Unit 3 – build a wood storage shed.
- Nov 4 – Unit 42 – relocate laundry room plumbing.
- Nov 8 – Unit 42 – install a fireplace insert.
- Nov 8 – Unit 76 – roof sprinkler system.
- Nov 8 – Unit 47 – roof sprinkler system.

**Petty Cash:**

- Opening balance - \$367.35
- Paid receipts - \$73.70
- Closing balance - \$293.65

**Interested Buyers List:**

- There are 6 names on the Interested Buyers List – unchanged from the last report.
- A copy of the list was given to a Real Estate Agent along with a copy of the Realtors and Interested Buyers Guide.

**Motion:** That the Secretary's Report be accepted as circulated.

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

5.3 Buildings Committee – Dee Williams

**Roof, Gutters, and Moss Maintenance**

The next gutter and roof cleaning is scheduled for the week November 18, 2024.

A note to those of you with downspouts that have leaf traps in downspouts: A quick cleanout of the trap goes a long way in helping to minimize gutter overflow issues. Because of the area we call home, all it takes is a single good wind or rainstorm to fill those up. The leaf traps do an excellent job at keeping roof debris out of the perimeter drains and checking them between roof top and gutter cleanings helps ward off gutter back ups and gutter overflows.

**Windows – Anne Dalgliesh**

- |                                   |  |
|-----------------------------------|--|
| 1. Unit 3 – waiting for a quote.  | 6. Unit 42 – waiting for install.                  |
| 2. Unit 17 – waiting for a quote. | 7. Unit 50 – waiting for inspection.               |
| 3. Unit 25 – waiting for a quote. | 8. Unit 51 – waiting for deck work to be finished. |
| 4. Unit 39 – waiting for install. | 9. Unit 56 – waiting for install.                  |
| 5. Unit 41 – waiting for install. | 10. Unit 63 – waiting for install.                 |

Along with keeping her report current, Anne continually nudges our vendors for updates for installation dates.

**Painting 2024 – Kim Torrell**

We have 3 pods scheduled for painting next year (2025). They are Pods P Unit 46, 47, 48; POD Q 49,50,51; POD S 55, 56, 57. Kim will be in contact with the owners in these Pods in the first quarter of the new year to start the planning and organizing needed.

**Architecture & Buildings Review - Ted Meadley**

A couple of applications to Alter Strata Lots have come through. Ted, prior to council reviewing, meets with the applicants to go over the application and ensure i's are dotted and t's are crossed prior to sending his recommendation to Council.

Owners expecting to do any alterations to either their strata lot or common property are reminded to review our bylaws and rules. If there any questions, please direct them to the Council via secretary@erestrata.org. The secretary will send to the proper chairperson for clarification.

Applications to Alter the Strata Lot or Common Property are found on Proline's website on their homepage under Forms.

**Pest Control**

An owner reported what appeared to be mice that had most likely ingested poisoned bait, around their garage. Owners are asked, if they find this to dispatch them into the garbage to avoid them becoming food for our owl population and other living creatures as they would be poisoned as well.

**Building Repair Requests – October to November 2024**

| 2024      | Unit | Request   | Status  |
|-----------|------|---|---|
| 1. Oct 15 | 29   | Request to install Leaf Trap in downspout in front of garage  | Reviewed in conjunction with Sites. Pending Installation of Leaf Trap week of Nov 18  |
| 2. Oct 21 | 42   | Application to install Wood Burning Insert  | Council Reviewed & Pending Issue of Indemnity Agreement and Signature                 |
| 3. Oct 21 | 42   | Application to move plumbing to move laundry machines to Primary Suite  | Council Reviewed & Pending Issue of Indemnity Agreement and Signature                 |
| 4. Oct 21 | 56   | 2 Window Seals appear to have gone. Upstairs bathroom and garage windows  | Pending Install   |
| 5. Oct 15 | 41   | Request to have 2 downspouts put back into Perimeter drain with 2 leaf traps installed at deck level on sunroom downspouts. | Reviewed in conjunction with Sites. Pending Installation of Leaf Traps Week of Nov 18 |
| 6. Oct 15 | 41   | Soffit above sunroom needs to be fixed  | Complete  |
| 7. Oct 28 | 53   | Trim on glass on deck rotting   | Pending repair week of Nov 12   |
| 8. Oct 29 | 43   | Owner reporting a suspected leak in the chimney stack.  | Temporary Seal, Pending decommissioning of chimney.                                   |
| 9. Nov 3  | 53   | Reported seal missing from the bottom of their living room sliding door   | Pending repair  |
| 10. Nov 8 | 76   | Request for Approval of roof sprinkler system installed in 2023.  | Pending Issue of Indemnity Agreement and Signature                                    |
| 11. Nov 8 | 47   | Request for Approval of roof sprinkler system installed in 2003   | Pending Issue of Indemnity Agreement and Signature                                    |

**Motion: That the Buildings Report be accepted as amended.**

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

#### 5.4 Landscape Committee

##### Gardener

Representatives from Landscape met with Kafka Yard & Landscape to renew their contract and discuss this year's landscape season. Kafka have moved their office to Duncan. We discussed whether this would mean a change to their level of service and they said that service would remain the same, especially since Jeff, who is at ERE most frequently lives close by.

Now that the windy and rainy season has arrived, we have had a few requests from residents for the gardeners to blow off the roads in front of their units for safety reasons to make the roads safer to walk. Kafka were quick to respond to these requests.

##### Irrigation

Lawrence Van Beek turned off the ERE irrigation system in the last week of October for the rainy season. Dave Baille and Lawrence will be blowing out the irrigation system next week. This will be when the handover of the irrigation contractor responsibility will occur.

##### Invasives

There was one ivy pull since the last Strata Council meeting.

##### Roadside Pickup and Burn

The burn site team were successful in obtaining a burn permit for the rainy season. They have started burning the burnable vegetation at the burn site and are planning to start roadside pickup later in November.

**Motion: That the Landscape Report be accepted as amended.**

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

#### 5.5 Sites Committee

##### Sites - Requests/Action Taken

19 Oct Units 49/50/51 - septic system - pump tank alarm.

28 Oct Units 34/35 - drainage - sump pump failure.

##### Sites - Areas of Responsibility and Team Lead

A. Water System - Ian Fenton - all is well.

B. Sewer and Septic Systems - Curtis Smith

- The pump tank alarm sounded behind pod L (49/50/51) on 19 Oct in a period of particularly heavy rain. An expert plumber investigated; the pump floats in the lift station were replaced, no other problems were found. The tank set is now on the watch list.

- C. Roads and Brickwork - Ian Fenton
  - The roads are fine; the 2024 brickwork, regrettably, has not yet happened.
- D. Gates - Ron Lucenko
  - All gates are working well. We expect to have a new service contract in place with Harbour Doors shortly, replacing one first issued in 1990.
  - we now have a solar-powered and motion-activated light in place over the main gate keypad to illuminate the keypad when needed when the gate is closed in the dark hours. Thanks to Marie Grant for the suggestion and to Steve Kristoffy for the installation.
- E. Electrical System - Steve Kristoffy
  - The system mapping project has gone as far as is possible, given that some components are safely sealed under asphalt paving! The well-sealed components are the distribution boxes for some pods, items to be worked on only in serious emergencies. Since installation 35 years ago, none have required any maintenance, and none is forecast.
- F. Drainage including the Pond and the East Main Ditch - Ian Fenton, David Stinson
  - All the drainage systems are working well; the pond level is holding at its usual seasonal level.
  - Kafka Landscaping finished their contract to clean the vegetation and small obstructions from the East Main Ditch between the ERE SE corner and the John Road, 825 metres due south. The work was well done in all respects - the owners of Brackenhurst Farms are impressed. We now have a clear view of the entire flow in the ditch and will be able to accurately assess the need for remediation of areas which have silted up in the past 30 years. Remediation work, if needed, will happen in Summer 2025.
  - The sump pump behind units 34/35 failed on 28 Oct. It was replaced temporarily by the spare pump and draining continued.
  - Parrot weed is pesky!
  - The wooden wall built by the ERE developer 35 years ago across most of the south edge of the pond to support the path to the weir is showing its age. It will be reinforced with steel pickets as a short-term measure. It may be necessary to replace the wall as a permanent solution.
  - Dee Williams, John Grubb (professional maintenance contractor) and I started a project in Oct to examine all aspects of dampness problems under unit 71, Pod X. The project may eventually include units 70 and 72. Next steps will be a thorough contractor examination by camera of the pod perimeter drains plus a request to DNS for copies of all the 1990/91 plumbing final inspection reports which should include drain details.

- G. Forest Management - Bill McIntyre, Rick Le Noury, Mike Edgell
- Firewood disposal continues. Almost all the surplus wood has been taken up.
  - The task list for the next round of the 2024/25 Fire Smart/Forest Management tree activity is growing. The invitation to owners to suggest work will be issued shortly.
- H. Snow Removal - Dave Cubbon
- After many inquiries with several possible contractors, we signed a contract with the sole responder on 31 October. Dave and I had a walkaround with the contractor's manager on 07 Nov.
  - The outline of the snow clearance plan will be passed to all owners shortly. The plan will describe use of brine as an anti-ice precaution when the temperature is forecast to go below 2 degrees Celsius. This is a new activity for Eagle Ridge. The aim is to deal with "black ice" conditions and lessen the risk of slips and falls. The active brine ingredient is calcium chloride (not sodium chloride, aka basic salt). Calcium chloride is generally non-toxic, is not generally harmful to plants and is not generally harmful to dog or cat feet. Keeping furry feet well wiped when a pet has been on a roadway after brine has been applied is recommended. We do not control the brine application - it will happen as the contractor judges the need based on their monitoring of weather conditions and it may happen at any time of the day or night. The contractor has our gate entry code. hazard markers, 3" red reflectors on 3" stalks, are being placed where needed the annual replenishment of the grit barrels and ice melter shakers has started.
- I. Sites Facilities - David Stinson
- Tractor Garage Stamped and sealed engineering drawings arrived on 15 October. DNS issued the building permit on 22 October, returning \$214 as a partial refund of the permit charge. Site clearance, slab preparation and building construction will start as weather permits. Rick Le Noury is the project lead and will select a small team to help with the assembly. Rick has determined the additional parts needed to meet the engineer's requirements procurement to follow.
  - Main Gate - stone and concrete refurbishment - nothing to report.
  - Perimeter fences. Examination to determine repair requirements has started.
- J. Garbage and Recycling - David Stinson - nothing new to report.
- K. Cable and Telephone Systems - David Stinson - nothing new to report.

Council thanked David for securing the Snow Removal Contract for the Season.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

5.6 Vice President's Report

No formal report this period.

5.7 President's Report – Brian Torrell

**BUDGETS**

The past couple of months have been the busiest of the year for the council in the financial area of ERE. The chairs have done a masterful job in putting together a budget that reflects the realities of ever-increasing costs to keep ERE up to the standards we all demand. The budget that was presented at the Information Session and is included in the AGM package was the 14<sup>th</sup> version of the budget, due to all the changes necessary from our original thoughts to get it to the point where we were all satisfied that it was the best possible proposal to bring to the residents.

**INFORMATION SESSION**

I thought that the Information Session went well and that the residents who attended should all have a good handle on what will be brought forward at the AGM, and some things that will be addressed by future councils. A big note of thanks to Marion Dennett for the detailed summary of the event which went out to all. Also, thanks to Anne Dalglish for suggesting that a summary be prepared. Hopefully, future councils will continue to produce one.

**AGM**

The AGM package was sent out on time, although at the last possible hour. It takes quite a bit of time and negotiations for your council and our property manager to get it to the point where we're all satisfied with the resulting document. Many thanks to them for their efforts and professionalism. Thanks to Janis Jean who took the great looking picture that graces the front page of this package and future packages. I'll be tuning in to a webinar in November about how to run an AGM, so perhaps I might look a bit more professional while moderating our AGM.

**OPPORTUNITY FOR RESIDENTS**

Our nomination committee has reported that there are candidates willing to stand for office for all strata council positions, including President.

At the AGM, there will a resolution presented to add up to 2 more members to council. If the resolution passes, these members-at-large will not have a portfolio but will assist the other council members in their portfolios. We would like them to take on the job of communications between council and the residents – perhaps in the form of a regular newsletter or some other method of keeping residents informed of what's going on here at ERE. I believe that these positions will be attractive to those who want to be in-the-know, and to have a voice on council, but without the responsibilities that go with being a

chair. I encourage those of you who are relatively new to ERE to seriously consider taking on one of these positions, as well as those of us who have been around for a longer period.

**PRESIDENT**

I'll be stepping down from the position of President at the conclusion of the AGM. I have enjoyed being on council, but it's time to let someone else take the reins. I would like to thank Victoria, Marion, Dee, David, Alan and Darlene for their professionalism and advice during the past year, and for keeping up the charade that they thought I was doing a good job.

**Motion:** That the Presidents Report be accepted as presented.

**Moved:** Brian Torrell

**Seconded:** Marion Dennett

**Carried.**

**6. UNFINISHED/NEW BUSINESS**

6.1 AGM Preparations

Council discussed the upcoming AGM and who would be taking on which items at the meeting.

6.2 Financial Position and Outlook for 2025

Council discussed the financials for the coming year. Council also discussed the GICs coming due year.

6.3 Changes to Resident Information Manual Concerning Crawl Spaces

Council will update several housekeeping changes to the resident's information manual. Once updated Council will post to the strata website.

6.4 Records - Who is on Title

Council discussed the process surrounding registration at the AGM, along with the assignment of rights and appointing proxies.

**7. NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for December 18, 2024, at 10:00 a.m. at unit 18.

**8. TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 12:03 p.m.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, OCTOBER 9, 2024, AT UNIT 47**

---

**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:03 a.m.

**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:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of August 28, 2024, as circulated.

**Moved:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Anti-Harassment Policy / Code of Conduct for Council**

This item is complete.

**5. COMMITTEE REPORTS**

**5.1 Strata Agents Report**

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

**5.2 Secretary/Treasurer's Report - Marion Dennett**

There were 24 requests for assessment, remediation or approval from residents.

- 3 President – Council requests.
- 0 Vice-President requests.
- 16 Buildings Chair Requests.
- 3 Sites Chair Requests.

- 1 Landscape Chair Requests.
- 1 Administration Requests.

**President – Council Requests:**

- Sept 10 – Unit 71 – suggestion that a Residents’ email list would be useful for better communication within the community.
- Sept 11 – Unit 12 – the owner wanted to advise Council that she found what appeared to be poisoned mice (2) in her garage. Her concern was for potential harm to our wildlife.
- We have been advised that Unit 42 is presently unoccupied, and the new owners will take possession as of January 15, 2025.

**Vice-President Requests:**

- No requests during this period.

**Buildings Chair Requests:**

- August 26 – Unit 49 – carpenter ants in soffits near the front door.
- Sept 1 – Unit 27 – sliding glass door jamming at the top.
- Sept 7 – Unit 3 – there is a sinking section of the deck that supports the sunroom. Unable to latch/lock the door and cracks have appeared on that section of wall in the corner.
- Sept 7 – Unit 3 – request to alter the fireplace and the hearth.
- Sept 9 – Unit 27 – paint peeling off of the deck railings.
- Sept 10 – Unit 73 – window seal in 2nd floor window has failed.
- Sept 11 – Unit 3 – request for approval to install a heat pump.
- Sept 13 – Unit 68 – request for approval to install skylights in the bedroom and the living room.
- Sept 17 – Unit 3 – request for approval to install a wood burning insert into the fireplace.
- Sept 17 – Unit 3 – request for approval to remove deck railings and install privacy screens.
- Sept 26 – Unit 50 – the large window left of the deck door in the living room has a leak.
- Sept 26 – Unit 50 – the seal in the window closest to the dining room has failed.
- Sept 27 – Unit 29 – the downspout at the front of the garage on the east side, needs to be repaired.
- Sept 29 – Unit 47 – deck railings need to be refinished.
- Oct 3 – Unit 42 – window seal failure in large front window in upstairs bedroom.

- Oct 3 – Unit 63 – window seal failure in the 2 living room windows on either side of the sliding glass door leading out to the deck.

**Sites Chair Requests:**

- August 30 – Unit 41 – the boards that edge the driveway have rotted.
- Sept 18 – Unit 3 – request for approval to construct a woodshed and position it between Units 3 and 4.
- Sept 19 – Unit 47 – advised that the garbage truck left a large streak of liquid on the laneway.

**Landscape Chair Requests:**

- Sept 9 – Unit 76 – advised that bushes and a large branch from a rotten tree is loose and laying on the ground.

**Administration Requests:**

- August 26 – Unit 43 – new owners want their email address added to the Residents' email list.

**Electronic Voting:**

- Sept 3 – Unit 68 – Motion: to rescind the previous approval granted July 4th, to the owners to construct a split rail fence behind their unit.
  - Moved: Brian Torrell
  - 2<sup>nd</sup>: David Stinson
  - Carried.
- Sept 17 – Unit 3 – Motion: to remove deck railings and install privacy screens.
  - Moved: Dee Williams
  - 2<sup>nd</sup>: Marion Dennett
  - Carried.
- Sept 17 – Unit 3 – Motion: to install a wood burning fireplace insert.
  - Moved Dee Williams
  - 2<sup>nd</sup>: Marion Dennett
  - Carried.
- Sept 17 – Unit 3 – Motion: to install a heat pump.
  - Moved: Dee Williams
  - 2<sup>nd</sup>: Marion Dennett
  - Carried
- Sept 19 – Unit 68 – Motion: to provide approval for the installation of skylights in the living room and the bedroom.

- Moved: Dee Williams
- 2nd : Alan Osborne
- Carried.

**Correspondence:**

- No correspondence during this period.

**New Resident Orientation:**

- No new residents moved into ERE during this period.

**Indemnity Agreements:**

- May 15 – Unit 12 – in-ground watering system.
- July 2 – Unit 68 – split rail fence.
- July 26 – Unit 3 – renovate kitchen – received Sept 7.
- August 7 – Unit 31 – install a hot tub in the private yard area – received Sept 20.
- Sept 9 – Unit 68 – installation of skylights – received Sept 27.
- Sept 17 – Unit 3 – installation of a heat pump.
- Sept 17 – Unit 3 – install an insert for a wood burning fireplace.
- Sept 17 – Unit 3 – remove deck railings and install privacy screens.

**Petty Cash:**

- Previous balance - \$312.10
- Paid receipts \$141.57
- Sub Total \$170.53
- Top up \$196.82
- Petty Cash Float \$367.35

**Interested Buyers List:**

- There are 6 names on the list.
- One couple, whose names were added to the list March 2023, were removed after there was no response to 2 emails asking for confirmation that they were still interested.
- 2 other couples' names were removed because they purchased elsewhere.

**Motion:** That the Secretary's Report be accepted as circulated.

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

5.3 Buildings Committee – Dee Williams

Roof, Gutters and Moss Maintenance

The next gutter and roof cleaning is tentatively scheduled for mid-November. A notice will go out late October, early November advising of the week they will be here.

Those of you with downspouts that have leaf traps in the downspout, a quick cleanout of the trap goes a long way in helping to minimize gutter overflow issues. With this being a wetter than normal summer and fall approaching, keeping these leaf traps clear is always a good idea.

Windows – Anne Dalgliesh

At the time of this writing, a few days before the actual council meeting it’s been fairly quiet in this department. Anne got a couple of requests late in the week and has still to investigate.

Painting 2024 – Kim Torrell

The 2024 painting season has come to a close. Richard and his crew have spent the last couple of weeks finishing off deficiencies’ requests. Any new requests between now and next spring will be given to Kim Torrell to be included in next years program.

We have 3 pods scheduled for painting next year (2025). They are Pods P Unit 46, 47, 48; POD Q 49,50,51; POD S 55, 56, 57. Kim will be in contact with the owners in these Pods in the first quarter of the new year to start the planning and organizing needed.

Architecture & Buildings Review - Ted Meadley

There have been a couple of Applications to Alter Strata Lots come through. Ted has reviewed the applications and given his recommendations prior to them being presented to Council for approval.

Owners expecting to do any alterations to their units, either the strata lot or common property are asked to review our bylaws and rules to clarify where they are required to complete and follow the Application to Alter the Strata Lot or Common Property process. If there is any doubt, contact Council at secretary@erestrata.org.

Pest Control

An owner reported what appeared to be mice that had most likely ingested poisoned bait, around their garage. Owners are asked, if they find this to dispatch them into the garbage to avoid them becoming food for our owl population and other living creatures as they would be poisoned as well.

Building Repair Requests – mid August to Oct 6, 2024

|    |           |                                     |                        |
|----|-----------|-------------------------------------|------------------------|
| 1- | 20-Aug 27 | Request for help for Screen Doors   | Owner’s responsibility |
| 2- | 23-Aug 76 | Wasps in upper-level soffits        | Pest Control Called    |
| 3- | Aug 26 49 | Carpenter ants in soffit front door | Pest Control Called    |
| 4- | 1-Sep 27  | Patio sliding doors are jamming     | Anne D. to follow up.  |

|     |         |    |                                      |                             |
|-----|---------|----|--------------------------------------|-----------------------------|
| 5-  | Sept 9  | 3  | Application to install an FP insert  | Reviewed and approved       |
| 6-  | Sept 9  | 27 | Paint peeling on deck railings       | Kim T to follow up          |
| 7-  | Sept 10 | 73 | Window seal on second floor failed   | Anne D to follow up         |
| 8-  | Sep 11  | 3  | Application to install a heat pump   | Reviewed and approved       |
| 9-  | Sep 6   | 3  | Deck Sink under sunroom              | Pending quote               |
| 10- | Sep 26  | 50 | Broken Window Seal                   | Anne D to follow up         |
| 11- | Sep 26  | 50 | Roof Leak – Broken Vent              | Fixed                       |
| 12- | Sept 27 | 29 | Leaf trap request on front downspout | Pending                     |
| 13- | Oct 4   | 63 | 2 Window Seals Living & Dining room  | Anne D. to follow up        |
| 14- | Oct 4   | 42 | Window Seal in upper bedroom         | Anne D. to follow up        |
| 15- | Sept 29 | 47 | Deck railings peeling                | POD being painted next year |

**Motion:** That the Buildings Report be accepted as amended.

**Moved:** Dee Williams

**Seconded:** Alan Osborne

**Carried.**

**Action:** Create alteration guidelines information sheet for new owners.

5.4 Landscape Committee

**Roadside Gardens**

We worked with the residents that have expressed traffic safety concerns related to plants hiding sight lines in garden #2, southeast of the front gate. We substantially pruned all the shrubs in the southeast portion of the garden and we have been told that the sight lines have improved significantly for these residents.

A few changes have been made in the walled garden in the front west entrance. This work included removing underperforming plants and adding a few other perennials. We also asked the irrigation contractor to improve the irrigation in this garden.

Now that the weather is cooler and wetter, we have found new homes in other roadside gardens for the shrubs removed from the old garden #17.

**Irrigation**

We will be turning off our irrigation system soon for the rainy season. Our long-time contractor, Lawrence, will be retiring after this year. Dave Baillie with Baillie Irrigation will be our new irrigation contractor starting in November. He will begin by winterizing the irrigation system. Please give him a friendly Eagle Ridge wave if you see him on the property.

**Invasives**

There were three ivy pulls since the last Strata Council meeting.

**Roadside Pickup and Burn**

A roadside pickup and delivery of garden waste to the transfer station happened during September. The burn site team will be applying for a burn permit for the rainy season.

**Septic Fields Landscaping**

We would like to thank multiple residents for their assistance in cutting grass from septic fields. Please let us know if you would be interested in helping with this task in the future.

**Trails**

The trails group have placed gravel and wood chips on the trails to see how well roots and rocks can be covered. They also purchased some finer diameter trail screening material to see how well this works on our trails in other areas. This screening material has been placed on the trail northwest of the RV parking lot. Take a look next time you are in the area.

**Unit Gardens**

The unit garden program is now complete for this fiscal year. Assuming the budget is approved at the AGM, we will be starting a unit garden program again for next year.

Thank you to all our volunteers. We could not run Eagle Ridge without you.

**Motion: That the Landscape Report be accepted as amended.**

**Moved:** Darlene Clarke

**Seconded:** Brian Torrell

**Carried.**

5.5 **Sites Committee**

**Sites - Requests/Action Taken**

13 Sept - a dead deer was removed from behind a unit and reported to CRD Animal Control for disposal.

**Sites - Areas of Responsibility**

A. Water System:

- The system is working well.
- We now have consumption data for all water supplied to Eagle Ridge since January 2010 when the current DNS water meter was installed.
- Using a metal detector, the principal control valve for the water main serving pods Q (49, 50, 51) and R (52, 53, 54) was found buried in the east slope of the berm behind unit 49. It is now marked.

B. Sewer and Septic Systems. Nothing to report.

C. Roads, Brickwork and Gates

- Front Entrance Pillar Repair and Stonework Cleaning/Re-pointing - deferred to October/November.

- Road pavement patching repairs. The work was all done well and was completed 28-29 August.

- Brickwork. The contractor was unable to obtain sufficient skilled labour to do the work and bill for it in the previous financial year. The work is deferred to October/November.

- The gates are all working well.

- On 07 October, the District of North Saanich installed a traffic warning sign just east of the service gate entrance facing eastbound traffic on Wain Road which indicates a roadway opening to the right (our main gate) just ahead. We asked for that sign several months ago, on Darlene Clarke's suggestion, to improve traffic safety.

- A second sign was added on the north side of Wain Road about 50 metres east of the ERE main gate facing westbound traffic showing that there is a road opening on the left just ahead. We had not asked for that sign, but are happy to have it in place.

D. Electrical

- Steve Kristoffy is carefully remapping the entire strata electrical system in detail to ensure that we know the locations of all underground power lines. BC "Call Before You Dig" reports are not sufficiently accurate for location of the high voltage lines, do not show the lines between the transformers and the houses and do not show the lines serving the streetlights, the septic tank pumps, the Sites/Buildings shed and the gates. The information will be helpful to ensure accuracy of the strata Electrical Planning Report which should be contracted in the next few months.

E. Drainage Including the Pond and the East Main Ditch ("John Road" ditch):

- We engaged a new contractor, Kafka Landscaping Services, to clear all vegetation from the part of the East Main Ditch which lies in an easement 3 metres wide and 820 metres long passing over private property between the southeast corner of the ERE territory property and the DNS surface drainage ditch system at the John Road. The strata is obligated by a covenant signed in April 1987 to keep that ditch clear to keep all run-off water from ERE property free flowing in the ditch and off the fields of Brackenhurst Farm. The work is in progress and should be complete by 18 October.

- The lifesaving rings at the pond are being replaced.

- Harvesting of parrot weed from the pond continues.

F. Forest Management

- Round 2 of the 2024 forest management and Fire Smart tree pruning and removal project was completed by mid-September. Owners will be asked for suggestions for Round 3. A project is being implemented to dispose of potential firewood

declared surplus after ERE residents have had the opportunity to replenish woodshed stocks.

G. Snow Removal - nothing to report.

H. Sites Facilities:

- Tractor garage - I keep prodding the engineer to finalize the assembly drawings required by DNS for issue of the required building permit.

- Perimeter Fencing - A capital project to repair the east fence is being developed. Maintenance of the east, south and west fences is mandatory under the approval granted by the Agricultural Land Reserve Commission in 1987 for the development of Eagle Ridge.

I. Garbage and Recycling - nothing to report.

J. Cable and Telephone Systems - nothing to report.

**Motion: That the Sites Report be accepted as presented.**

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

5.6 Vice President's Report

A significant portion of my time recently was spent on bylaw issues, meetings and preparing materials for Council discussion and for the October 15th Owner Information Session.

Clint Flood has taken over from Doug Hannan as Chair of the NEST committee. Mary Harkness is Vice-Chair. A big thanks to Doug for chairing this committee and for all his work in making Eagle Ridge more prepared for emergencies.

Demand for RV parking remains high; the lot is full, with one unit currently on the wait list.

Fire Smart Committee, chaired by Dave Saunders, has wrapped up its work for the year. An annual report summarizing the committee's activities will be included in the AGM package.

The Depreciation Report Working Group, chaired by Dave Saunders, has been meeting with potential contractors who could prepare an assessment of the current condition of major building components and undertake the depreciation report itself.

**Motion: That the Vice President's Report be accepted as circulated.**

**Moved:** Alan Osborne

**Seconded:** David Stinson

**Carried.**

5.7 President's Report – Brian Torrell

No report this period.

**6. UNFINISHED/NEW BUSINESS**

6.1 Bylaw Committee Appointment

**Motion:** To appoint Alan Osborne as a member of the bylaw committee.

**Moved:** David Stinson

**Seconded:** Brian Torrell

**Carried.**

6.2 Owner Information Session - Package Details

Council discussed the agenda for the information meeting and will put forward all information to Management for the package. The package will be distributed to owners on Friday via the StrataPress portal.

6.3 Bylaw Changes/ Rule Changes

Council discussed the potential bylaw changes and will make a presentation at the information meeting.

6.4 Council Terms of Reference Review

Council to take a look at the council job descriptions and see if they need to be updating.

6.5 Council Code of Conduct

Council has taken a look at the VISOA Code of Conduct and the Code of Conduct provided by Proline. Council will revisit the need for a code of conduct after the AGM.

6.6 Disposal of Surplus Wood

Council discussed the surplus wood; owners have been advised to pick up wood if they would like some. There is still wood available should owners require more. If there is any wood left over, council will consider donating the remainder of the wood. Questions to the Sites Chair, please."

6.7 Resident Email List

Council discussed the potential creation of a residents list. At this time, Council will not be pursuing this project. However, this could potentially be a volunteer project in the future.

6.8 Roof Top Sprinkler Alterations

Council would like to remind all owners for all new roof-top sprinkler an alteration application needs to be submitted to Council for approval.

**7. NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for November 12, 2024, at 10:00 a.m. at unit 49.

**8. TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 1:00 p.m.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, AUGUST 28, 2024, AT UNIT 2, PROLINE VIA ZOOM**

---

**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:00 a.m.

**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:** Darlene Clarke

**Seconded:** Alan Osborne

**Carried.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the council meeting minutes of July 31, 2024, as amended.

**Moved:** David Stinson

**Seconded:** Brian Torrell

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Anti-Harassment Policy / Code of Conduct for Council**

Council to develop a bylaw and policy regarding Harassment and present to owners at the Information session.

**Action: Item to remain on the to do list.**

**4.2 Bylaw and Alteration Review**

This item is complete.

**4.3 Roadside Gardens**

Garden #7 is completed.

**4.4 DR Working Group**

At a recent meeting with Andy Spurling and Victoria Everett, council members received advice related to our bylaws, particularly as they relate to owner improvements.

4.5 Northeast Exit Landscaping

Landscape to provide a proposal for the northeast exit area.

5. **COMMITTEE REPORTS**

5.1 Strata Agents Report

**Motion:** To accept the Strata Agents Report as presented.

**Moved:** Brian Torrell

**Seconded:** Darlene Clarke

**Carried.**

5.2 Secretary/Treasurer's Report - Marion Dennett

There were 27 requests for assessment, remediation or approval from residents

- There were 7 Buildings requests.
- There were 15 Sites requests.
- There were 2 Landscape requests.
- There was 1 President-Council request.
- There was 1 Vice-President request.
- There was 1 Administration request.

**President-Council requests:**

- August 22 - Unit 71 - owner would like to see minutes and a list of attendees at the information session posted on the Proline website.

**Vice-President requests:**

- August 20 - Unit 43 - new owners have requested a parking spot for their 24 Ft Class C Motorhome.

**Buildings Chair requests:**

- August 1 - Unit 68 - follow-up: re: deck concerns/sliding glass door needs repair.
- August 1 - Unit 13 - upper deck handrail and surrounds need sanding and painting.
- August 8 - Unit 20 - owners are having problems with opening and closing the living room sliding glass door.
- August 13 - Unit 66 - owners advise that there are some sort of bugs in the crawl space.
- August 15 - Unit 40 - the owner advised that there is a rat problem on the upper deck.

- August 20 - Unit 27 - owner advised that the roller on the screen door is broken and needs to be replaced. The owner was advised that this is not a Strata responsibility.
- August 23 - Unit 76 - owners have advised that they have wasps' nests on the upstairs soffits.

**Sites Chair requests:**

- August 28 - Unit 47 - owners would like to have a dying yew tree that is fairly close to the resident, assessed.
- August 29 - Unit 70 - owner has advised that the driveway has a number of sunken paving bricks.
- July 31 - Unit 62 - owner has requested that 3 trees close to the property be assessed.
- August 1 - Unit 32 - request is to have a large cedar tree off of the solarium assessed.
- August 1 - Unit 40 - request is to have a large Gary Oak near the sunroom assessed.
- August 1 - Unit 78 - owner has advised that there is a dead tree off to the side of the unit.
- August 2 - Unit 64 - owner has asked that a maple tree in the private garden be trimmed.
- August 2 - Unit 31 - owner requested an update on an application dated July 13 requesting approval to alter their courtyard.
- August 5 - Unit 10 - request is to have several large trees on the north and east sides of the garage assessed.
- August 6 - Units 28 & 29 - have requested that a possibly dying coniferous tree, which is next to the hedge that is being removed, also be removed.
- August 12 - Unit 39 - owners have expressed a concern about a tree overhanging their garage.
- August 12 - Units 14 & 15 - these owners have a concern about a tree leaning towards Unit 14.
- August 13 - Unit 55 - have requested that the driveway be assessed as it may need repair.
- August 15 - Unit 25 - there are a couple of trees close to the home that require assessment.
- August 20 - Unit 43 - owners have advised that there is a dead conifer approximately 20 ft of the back of the residence.

**Landscape Chair requests:**

- August 20 - Unit 43 - owners have advised that there is ivy threatening some trees near their home that they would like to have looked at.
- August 25 - Unit 15 - this request was also forwarded to the Sites Chair. The request is to have a line item added to the budget, of \$500.00, to cover repair costs to private individual's equipment that is being used for cleanup of strata property.

**Administration requests:**

- August 7 - Unit 25 - owner has requested that his email address be included on the Residents email list.

**Electronic Voting:**

- August 7 - Unit 31 – Alteration.

**Motion:** To approve the hot tub installation in Unit 31's private yard.

**Moved:** David Stinson

**Seconded:** Alan Osborne

**Carried.**

**Correspondence:**

- August 15 - Unit 40 - correspondence received advising the owner has a rat problem on the upper deck.

**New Resident Orientation:**

- August 26 - Unit 66 - Met with Murray and Cathy Fenwick, new owners as of July 15, 2024.
- August 26 - Unit 43 - Met with Bruce Stirling and Valerie Howe, new owners as of Aug 15, 2024.

**Indemnity Agreements:**

- May 15 - Unit 12 - water system.
- June 30 - Unit 7 - wood shed - received Aug 15, 2024.
- July 2 - Unit 68 - split rail wood fence.
- July 11 - Unit 2 - raised garden bed - received Jul 30, 2024.
- July 23 - Unit 38 - 7 x 7 garden shed in private yard - received August 3, 2024.
- July 26 - Unit 3 - renovate kitchen.
- August 7 - Unit 31 - install hot tub in private yard.

**Petty Cash:**

- \$312.10.

**Interested Buyers List:**

- There are 9 names currently on the list

**Motion:** That the Secretary’s Report be accepted as amended.

**Moved:** Marion Dennett

**Seconded:** Darlene Clarke

**Carried.**

5.3 Buildings Committee – Dee Williams

This month has been relatively routine. A shout out to our painters for keeping on top of trim, siding and railing issues they come across while they are painting. They are really proactive in letting us know about things that we normally wouldn’t see from ground level or in our day-to-day activities.

As the annual painting program is progressing through the complex many little items that owners are sometimes not even aware of get addressed. Our Painters are often putting loose trim back in place, and they notice fascia issues, deck railing issues and notify me as they go along. They have become extremely proactive working with our tradespeople in cutting, prepping and priming the trim, railing and fascia pieces that need replacing on the PODS they are working on. It has saved us on extra call outs for the trades and has the pieces being used primed prior to installation.

**Roof, Gutters and Moss Maintenance**

After the rain we had over the weekend of the 17th, those of you with downspouts that have leaf traps in the downspout, a quick cleanout of the trap goes a long way in helping to minimize gutter overflow issues. With this being a wetter than normal summer and fall approaching, keeping these leaf traps clear is always a good idea.

The next gutter and roof cleaning is tentatively scheduled for mid-November. A notice will go out late October, early November advising of the week they will be here.

**Windows – Anne Dalglish**

| <u>Unit</u> | <u>Status</u>                              |
|-------------|--|
| 3           | Waiting for Inspection                     |
| 17          | Waiting for Quote                          |
| 20          | Waiting for Inspection                     |
| 25          | Waiting for Quote                          |
| 28          | Waiting for Install of Trim                |
| 29          | Waiting for Invoice                        |
| 32          | Waiting for Deck Work                      |
| 39          | Waiting for Install                        |
| 41          | Waiting for Quote                          |
| 51          | Waiting for Deck Work and subsequent quote |
| 68          | Waiting for Quote                          |
| 78          | Waiting for Quote                          |

We seem to be in Waiting mode! Anne continues to monitor the suppliers to update the status of our orders.

**Painting 2024 – Kim Torrell**

Personal Finish Painting is currently painting their final POD for the season. They will be working on unit requests after this.

This year so far, 4 units have requested touch up kits to address small issues with deck railings. As in the past, if you are so inclined to do touch up painting yourself on your railings between your PODs paint cycle, please let Kim Torrell in Unit 4 know and we can provide you with the paint that matches your colours.

**Architecture & Buildings Review - Ted Meadley**

All is quiet at the moment in this area.

**Annual Chimney Inspection and Maintenance**

By the time these minutes are issued, this year chimney inspection and subsequent required cleaning will have been completed. Thank you everyone involved for your cooperation. One more item checked off our Strata Insurance requirements list!

**Pest Control**

I was all prepared to say that it had been quiet over the last month and then... There have been a few call outs within the week to deal with our tiny woodland creatures. Nothing significant at the moment. Glad to catch these issues before they cause major problems.

**Building Repair requests**

- 12-Jul Unit 56 Deck trim rot
- 15-Jul Unit 51 Hole in Wall
- 1-Aug Unit 13 Upper Deck railing painting request
- 1-Aug Unit 68 Follow up on Sliding Door issue
- 13-Aug Unit 66 Unidentified Bugs in Crawlspace
- 15-Aug Unit 40 Rodent Issue
- 20-Aug Unit 27 Request for help for Screen Doors (note-Owner’s responsibility)
- 23-Aug Unit 76 Wasps in upper-level soffits

**Motion: That the Buildings Report be accepted as circulated.**

**Moved:** Dee Williams

**Seconded:** Alan Osborne

**Carried.**

#### 5.4 Landscape Committee

##### **Garden #17 Remediation**

The grass in Garden #17 has been almost completely remediated. There is still a small section that needs to be reseeded. Kafka will make this happen in the cooler and wetter fall weather.

##### **Roadside Gardens**

The Traffic Safety Committee presented the results from their survey of owners at Eagle Ridge. The main issue related to the roadside gardens affects garden #7 near unit #s 34/35/36. Landscape met with Cliff Cunningham, the chairman of the safety committee to determine an action plan to increase sight lines in this mature garden. We asked Kafka to remove a mature rhododendron, and we pruned several of the other plants in the garden to improve traffic sight lines. Cliff Cunningham has reported back that the sight lines have improved substantially in Garden #7 and no further work needs to be done at this time.

Landscape is working with residents that have expressed traffic safety concerns in garden #2, southeast of the front gate. We substantially pruned all the shrubs in the southeast portion of the garden and are still working to further improve sight lines in that area.

A few perennials have been purchased for the walled garden in the front west entrance. These will be planted in the cooler fall weather. The irrigation contractor will be asked to improve the irrigation in this garden, as it has suffered from lack of moisture.

##### **Invasives**

There have been three formal and multiple informal ivy pulls over the last month.

We have also removed invasives such as broom in the Oak Wood Walk trail.

##### **Roadside Pickup and Burn**

A roadside pickup and delivery of garden waste to the transfer station happened during August.

##### **Septic Fields**

We would like to thank multiple residents for their assistance in cutting grass from septic fields. Please let us know if you would be interested in helping with this task in the future.

##### **Trails**

The trails group have cleared blackberry and other vegetation from the trail edges.

They will be working with placing gravel and wood chips on the trails to see how well roots and rocks can be covered. They will also be purchasing some finer diameter trail screening material to see how well this works on our trails in other areas.

Total volunteer hours spent in August: 95 hours.

Thank you to all our volunteers!

**Motion:** That the Landscape Report be accepted as circulated.

**Moved:** Darlene Clarke

**Seconded:** Alan Osborne

**Carried.**

5.5 Sites Committee

Sites - Requests/Action Taken

Tree assessments for removal or serious pruning for reasons of safety, FireSmart initiatives and annual forest management activity. Round 1 - 8 specific requests from residents plus 4 forest management items - all have been done and the bill is paid.

Round 2 - on 26<sup>th</sup> of August, the work list included 7 safety cases (some include more than 1 tree), 6 FireSmart cases, 4 regular forest management cases and 6 assessments of various trees - some living and some dead.

In another tree safety case, a resident warned about a dead alder leaning over a road, suspended precariously in a live tree. An FMG member went to the site, blocked the road, pushed the dead tree gently and it collapsed onto the road. Bravo to the alert resident who noticed the hazard and reported it.

Sites - Areas of Responsibility

- A. Water System. The system is working well. All fire hydrants passed the annual function and maintenance check performed by DNS. One watermain valve has not yet been found. We began to develop a new item in the maintenance program to test all pod and house shut-off valves in the exterior valve boxes to ensure proper functioning. Valves which fail the examination will be replaced at once by lever-action ball valves. The work will be done by a licensed plumber.
- B. Sewer and Septic Systems. Completed the annual programs of inspection of 25 septic tank sets – all sets passed - and tank pump-outs were found necessary. Work continued to install effluent filters in all secondary tank outlets to reduce risk of unwanted material reaching the tile fields. We began a project in the regular maintenance program to assess the functioning of all tile fields, three or four fields per year and documenting repair requirements. All future work on this project will be done by contractors. This work is believed to have last been conducted in 2008.
- C. Roads, Brickwork and Gates: Front Entrance Pillar Repair and Stone Wall Maintenance. Two contractors will be asked to bid on the work. Signs. A 30 km/h speed limit sign was installed facing all traffic entering ERE via the service gate. The old real estate For Sale sign was removed. It was replaced by a standard pattern post at the main gate to carry realtor signs which will be visible to drivers approaching from either direction on Wain Road. Paving. We accepted a revised quotation from the contractor for the 2024 capital project for asphalt repairs. The work is to be done 28 and 29 August. Brickwork – driveways and front walkways.

- The 2024 maintenance program was agreed with the contractor. The work should be done in September. The contractor has been affected by staff shortages.
- D. Electrical System: Electrical Planning Report (EPR). Engaged with Edwards Electric to determine their information requirements for this mandatory report. A second contractor, Malcolm Electric, will also be invited to bid on the work. We started to define a project to determine accurately where power cables run underground, both the high-voltage lines to the transformers at each pod and the lower voltage lines which run to each house, to the septic tank pumps, to the strata tools and communication shed, to the gates and to the streetlights.
  - E. Drainage including the Pond and the East Main Ditch: Engaged with a potential new contractor for clearance of the East Main drainage ditch between the southeast corner of the ERE property and the John Road, a strata maintenance requirement. Completed the annual program of building perimeter drain examination and repairs. Pond. We are replacing the outdated life rings and a rotted life ring post. 7 dead alders were removed from the rim of the pond and one from the pond island. There were no bullfrog noises in the past month. There will be a maintenance project soon to remove parrot weed.
  - F. Forest Management: On behalf of the FireSmart Committee and the FMG, I put out a call 31 July to residents for requests for assessment of potential safety and fire hazard trees, removal/pruning to be funded by the strata in most cases. The offer drew many takers. See above under Sites - Requests/Actions Taken for details. The work is done in conjunction with the annual forest management work. Round 1 of the project has been completed. Round 2 will begin shortly. All residents have been told of the free firewood now available. FMG members began a maintenance project to remove English holly from ERE property, starting in the southwest quadrant. English holly is a known prolific invasive plant which can damage natural forests. This will be a continuing activity.
  - G. Snow Removal. Nothing to report.
  - H. Sites Facilities: Tractor garage. The engineering drawings required for the building permit from DNS were received for review at the end of July. Comments were returned to the engineer. The notice board, the strata mailbox and the delivery box for local newspapers should all be painted shortly now that the strata painters have completed their scheduled work in the pods.
  - I. Garbage and Recycling. Nothing to report. All collections are happening on the prescribed days.
  - J. Cable and Telephone systems. Nothing to report.

**Motion:** That the Sites Report be accepted as presented.

**Moved:** David Stinson

**Seconded:** Brian Torrell

**Carried.**

## 5.6 Vice President's Report

Much of my time this past month was spent dealing with bylaw issues. This included organizing a meeting with Justin Hanson, a lawyer specializing in strata property law, preparing materials for the meeting, and writing up the outcomes in a paper for Council discussion.

The Fire Smart Committee determined that further cutting along Wain Rd is not considered necessary at this time, as the municipality has kept the area in good shape. Three more hedges are being removed this week and 3 units have asked for rooftop sprinklers (for a total of 50 units).

The Deprecation Report sub-committee has identified a need for third party assessments of three major components: roofs/balconies; windows/doors/building envelope; and decks. They are starting to get proposals to undertake the assessment of roofs/balconies and they are identifying qualified parties for the other components. The sub-committee's recommendations will go the Planning Advisory Committee and then go to Strata Council, which would authorize any work. The depreciation report will most likely be done in the late spring or summer of 2025.

The RV lot is currently full, accommodating 16 units, with two in the Overflow Parking Lot.

NEST's test of the Call Alert system was conducted and it identified some deficiencies. A large number of calls were not answered (96/154). The committee will be assessing the issues when they next meet, but reminds residents to check on their neighbours in emergency situations.

**Motion: That the Vice President's Report be accepted as circulated.**

**Moved:** Alan Osborne

**Seconded:** Brian Torrell

**Carried.**

## 5.7 President's Report – Brian Torrell

### NEW RESIDENTS

Since my last report, I have had the privilege, along with Darlene Clarke and Marion Dennett, of welcoming Valerie Howe and Bruce Stirling (unit #43) and, along with Marion Dennett, Cathy and Murray Fenwick (unit #66) to Eagle Ridge.

### LEGAL MEETING

I attended a very informative meeting with lawyer Justin Hansen, along with our Vice-President, Sites Chair, Buildings Chair and Property Manager. Mr. Hansen had some very interesting observations about ERE, some of which will start a process of procedures and bylaw examination which we'll all be hearing about soon.

### BUDGETS

The budgeting process for next fiscal year is in full swing. By the time this report is read, a preliminary budget to present at the Information Session in October should be close to

ready. If any resident has some thoughts on what we should or should not be spending our strata fees on, please let us know.

**CORN FEST**

The annual Corn Fest was held this month in the forecourt of units 16-18. Many thanks to the Social Committee, and especially to Gael Hannan, for organizing and staging such an enjoyable afternoon. Special kudos for arranging the perfect weather for it.

**TRAFFIC SAFETY SURVEY RESULTS**

The results of the recent traffic survey were sent to all residents and posted on the Proline website. It should be noted that the final item in the “Council Actions” section, about looking into a possible pedestrian walkway from the mailboxes to the main entrance was not a recommendation from the Traffic Safety Committee but was a council initiative. Apologies if this distinction was confusing.

**INFORMATION SESSION AND AGM DATES**

Residents should note that the Information Session this year will be held on Tuesday, October 15th. The Annual General Meeting will be held on Tuesday, November 26th. Both events will be held at the Saanich Presbyterian Church on East Saanich Road in the afternoon. Starting times to be announced later.

**OPPORTUNITY FOR RESIDENTS**

Our nomination committee has reported that there are candidates willing to stand for office for all strata council positions except President. I will be stepping down at the conclusion of the AGM. I highly encourage anyone who thinks they might like to join council to consider allowing their name to stand for the position. The job isn't as difficult as it may sound due to the excellent volunteers in the other council positions (and all the volunteers toiling away under the auspices of those councilors) who make the President's life a breeze. I would be happy to discuss the position with anyone who is considering stepping in.

**Motion:** That the President's report be accepted as presented.

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

**6. UNFINISHED/NEW BUSINESS**

**6.1 Budget**

Council discussed budget items that will be brought forward, including potential ideas for Strata Fees, Capital Items, and operational items. Information will be distributed to owners in the information package before the information session in October.

**6.2 Split Rail Fence**

Council has proposed the following rule:

**Motion:** To propose a rule that states: Owners are not permitted to fully enclose common areas in a way that impedes residents and contractors from accessing common property.

**Moved:** Alan Osborne

**Seconded:** Brian Torrell

**Carried.**

6.3 Council Request From Unit 15

Council received a request from unit 15 and will respond accordingly.

6.4 Letter Response

Council will post the dates of the information session and AGM on the notice board. The Information session is set for October 15<sup>th</sup> and the AGM is set for November 26<sup>th</sup>.

6.5 Electrical Operating Permit

Council discussed the potential need for an electrical operating permit in the future. At this time Technical Safety BC has not asked for one to be done. If the time comes that Technical Safety asks for this to be completed, Council will move forward with this at that time.

6.6 Additional Council Members

One item we discussed appears to be missing from the minutes. I believe we agreed to propose adding a new position to Council, a member-at-Large. We agreed that the purpose of the new position was two-fold, (1) to allow a resident who is considering a Council position to come on with very limited responsibilities, see what Council does and hopefully step into one of the other positions in future, and (2) "communications, specifically to prepare a "resident update" 3 times per year, reporting to the community on the status of projects/initiatives that may be of interest, and take on some special progress.

7. **NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for October 9, 2024, at 10:00 a.m. in unit 47.

8. **TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 1:24 p.m.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JULY 31, 2024, AT UNIT 47**

---

**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Also in attendance:** Cliff Cunningham

**Proline Management Ltd.:** Victoria Everett, Strata Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:00 a.m.

**2. TRAFFIC SAFETY COMMITTEE**

The traffic committee has presented their report to Council, who thanked them for their work. The results of the survey will be communicated to owners shortly.

**Action: Garden #7, #1, #2- Landscape to work with Traffic Committee on trimming some of the plants.**

**Action: Notice out to owners regarding the survey results/ letter to courier companies regarding the service gate.**

**3. 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:** Brian Torrell

**Seconded:** Dee Williams

**Carried.**

**4. APPROVAL OF MINUTES**

Approval of the council meeting minutes from May 15, 2024. Council made an amendment to line item 4.2 where the minutes state the information meeting is in September, whereas the meeting is scheduled for October.

**Motion: To approve the council meeting minutes of May 15, 2024, as amended.**

**Moved:** Brian Torrell,

**Seconded:** Darlene Clarke

**Carried.**

**5. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**5.1 Fireplace Inventory**

This item is now complete.

5.2 Anti-Harassment Policy

Council to develop a bylaw and policy regarding Harassment and present to owners at the Information Meeting.

**Action: Item to remain on the to do list.**

5.3 DR Working Group

At a recent meeting with Andy Spurling and Victoria Everett, council members received advice related to our bylaws, particularly as they relate to owner improvements.

6. COMMITTEE REPORTS

6.1 Strata Agents Report

**Motion: To accept the Strata Agents Report as presented.**

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

6.2 Secretary/Treasurer's Report- Marion Dennett

- There were 51 requests for assessment, remediation or approval from residents.
- There were 3 President-Council requests.
- There was 1 Vice-President request.
- There were 25 Buildings requests.
- There were 21 Sites requests.
- There were 0 Landscape requests.
- There was 1 Administration request.

President-Council Requests

- May 25 - Unit 68 - requested permission to have a wedding at the pond in August.
- June 21 - Unit 52 - forwarded an email to the Council pointing out that there is no mention in our rules or bylaws restricting a visitor from staying in an RV on strata property.
- July 9 - Unit 43 - potential purchasers contacted council requesting information on the unit. Council deferred comments - refer to President's report.

Vice-President Requests

- May 15 - Unit 25 - requested a parking spot for an indefinite period of time.

Buildings Chair Requests

- May 12 - Unit 28 - broken, cracked trim around two sliding glass doors.
- May 12 - Unit 28 - suspected carpenter ants around entrances.

- May 12 - Unit 7 - carpenter ants on master bedroom deck.
- May 13 - Unit 73 - moss on SE front and side edges of the roof.
- May 14 - Unit 51 - concerns that the sunroom has settled.
- May 21 - Unit 68 - glass door in sunroom doesn't close properly.
- May 28 - Unit 70 - the deck railing has holes and rot.
- May 28 - Unit 2 - there are carpenter ants in the wooden pillar supporting the main deck perimeter beam.
- June 1 - Unit 4 - gutter cleaners broke a roof vent.
- June 3 - Unit 68 - follow up message as have not heard from the contractor regarding the glass door that does not close properly.
- June 3 - Unit 3 - advised that the window seals in the upstairs office have failed.
- June 3 - Unit 3 - states that the inspection report that she received at the time of the purchase shows that the bathroom fans are vented into the attic. The new owner also advised that the kitchen fan is not vented outside.
- June 5 - Unit 3 - application to modify/renovate the kitchen.
- June 13 - Unit 28 - application to modify the front step in front of the home.
- June 14 - Unit 78 - owner has advised the seal in the sunroom window has failed.
- June 18 - Unit 25 - owner states that the bay window glass, their office, has failed.
- June 20 - Unit 17 - owner states that the skylight window in the family room has failed.
- June 21 - Unit 8 - owner states there is an issue with bees in the chimney.
- June 21 - Unit 68 - owner had advised that there are a couple of soft spots on their upper deck and has asked that someone look at it.
- July 8 - Unit 3 - applied to have a privacy screen constructed on the end of the deck.
- July 12 - Unit 56 - deck rail glass supports have gone rotten.
- July 15 - Unit 51 - hole under the roof line.
- July 16 - Unit 54 - rot in deck joists.
- July 23 - Unit 75 - hazardous deck board.
- July 24 - Unit 52 - sliding glass door in sunroom cannot be locked.

#### Sites Chair Requests

- May 14 - resident advised that there is a dead tree on the NE side of the road heading to Unit #28.
- May 15 - Unit 12 - request for approval for an inground water system.

- May 16 - Unit 41 - newly planted perennials destroyed by workers examining the drainage system. (This was referred to the Sites Chair and to the President)
- May 19 - Unit 53 - tent caterpillar nest in trees near the pond.
- May 23 - Unit 68 - expressed concerns relating to trees and limbs close to their home.
- May 23 - Unit 69 - advised that there is a wasp nest near the tree that looks like a banana, close to the trail.
- May 28 - Unit 2 - request to level walkway and 3 feet along the edge of the driveway and put down new bricks. The leveling is strata maintenance, however the request to put down new brick was withdrawn June 2. (This request was referred to the Vice-President as Unit 2 is the home of the Sites Chair). (Request subsequently canceled)
- June 1 - Unit 20 - dead tree with branches overhanging the bedroom deck.
- June 13 - Unit 28 - has submitted a request to modify the entrance to their unit.
- June 17 - Unit 71 - owner has advised that some of the brickwork and some of the wood trim in her front yard requires repair.
- June 21 - Unit 14 - owner has advised that there is a tree leaning towards their unit.
- June 30 - Unit 7 - request approval to construct a woodshed.
- July 2 - Unit 68 - request approval for a split wood fence on common property.
- July 4 - Unit 45 - owners have advised that there is a dead/dying maple tree close to their property.
- July 9 - Unit 53 - owners have requested that the wood walkway edging on their front walkway be replaced.
- July 11 - Unit 2 - request actually referred to Council as the Site Chair is the owner of this unit. Application received to create raised garden beds on common property.
- July 12 - Unit 31 - application to alter courtyard, add hot tub with appropriate electrical units, remove existing shed and add a new shed.
- July 15 - Unit 56 - wooden trim along driveway needs to be replaced.
- July 16 - Unit 27 - owner concerned about dead trees close to the unit.
- July 17 - Unit 38 - owners want to install a prefabricated 7 x 7 shed in their fenced, private area.
- July 19 - Unit 53 - owner advised that there is a dangerous tree opposite Unit 57.

#### Landscape Chair Requests

- No requests.

### Administration Requests

- May 19 - Unit 68 - requested that both names be on the resident email list.

### Indemnity Agreements

- April 5 - Unit 31 - indemnity agreement for a fence with a gate - received May 21, 2024.
- April 5 - Unit 31 - indemnity agreement for interior renovations - received May 21, 2024.
- May 15 - Unit 12 - indemnity agreement for water system.
- June 5 - Unit 28 - indemnity agreement for a woodshed - received June 5, 2024.
- June 14 - Unit 28 - indemnity agreement for modification of front step area. - received Jul 9, 2024
- June 30 - Unit 7 - indemnity agreement for a woodshed - sent from Proline to owners July 17th. July 25 - owners state that they have signed and returned the agreement. They have emailed Proline for a copy.
- July 2 - Unit 68 - indemnity agreement for a split wood fence on common property.
- July 11 - Unit 2 - indemnity agreement for raised garden beds on common property.
- July 23 - Unit 38 - indemnity agreement for 7 x 7 shed in private yard.
- July 26 - Unit 3 - request to renovate kitchen.

### Electronic Voting

- May 28, 2024  
**Motion:** To approve the levelling of the walkway at Unit 2, 3 feet along the driveway and put down new bricks. The leveling will be the responsibility of the strata.  
**Moved:** Alan Osborne  
**Seconded:** Brian Torrell  
**Carried.**  
The request was then cancelled.
- June 10, 2024  
**Motion:** To approve unit 66 parking their vehicle next to their unit while they are in the process of moving to free up the garage for packing boxes.  
**Moved:** Marion Dennett  
**Seconded:** Darlene Clarke  
**Carried.**

- June 13, 2024  
**Motion:** To approve the modification of the front step area for unit 28.  
**Moved:** Marion Dennett  
**Seconded:** Darlene Clarke  
Dee Williams abstained.  
**Carried.**
- July 4, 2024  
**Motion:** To approve the construction of a split rail fence on common property for unit 68.  
**Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**
- July 11, 2024  
**Motion:** To approve the construction of raised garden beds on common property for unit 2.  
**Moved:** Brian Torrell  
**Seconded:** Alan Osborne  
David Stinson abstained.  
**Carried.**
- July 23, 2024  
**Motion:** To approve the 7X7 shed in private yard for unit 38.  
**Moved:** Marion Dennett  
**Seconded:** Darlene Clarke  
**Carried.**
- July 26, 2024  
**Motion:** To approve the request for a kitchen renovation for unit 3  
**Moved:** Dee Williams  
**Seconded:** Alan Osborne  
**Carried.**

#### Correspondence

- June 10 - Unit 39 - traffic survey received.
- June 10 - Unit 69 - traffic survey received.
- June 12 - Unit 74 - traffic survey received.
- All surveys hand delivered to Clifford Cunningham at Unit 36.

New Resident Orientation

- Unit 68 - Ron and Simone Nicholls - moved into home April 26<sup>th</sup> and met with members of Council, May 31<sup>st</sup>.
- Unit 3 - Miranda Russell - moved into home May 27<sup>th</sup> and met with members of Council, June 3<sup>rd</sup>.

Miscellaneous

- May 24 - Unit 66 - property being listed for sale. Interested buyers list and promo sheet emailed.
- June 2 - Unit 68 - requested and received agreement from the owner of Unit 69 to remove the cedar hedge between the two units.
- Unit 66 - we have been advised that there will be new owners as of July 15, 2024.
- July 6 - Unit 43 - potential buyers inquiring about putting a moving storage box on the driveway.
- July 9 - Unit 66 - the McColl's have advised that they will move out July 16, 2024.

Petty Cash

- Balance of \$312.12.

Interested Buyers List

- 3 Copies of the Interested Buyers list, along with the Realtors and Prospective Buyers Guide to ERE, were sent out during this period.
- There are 9 names on the Interested Buyers list.

**Motion: That the Secretary's Report be accepted as amended.**

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

6.3 Buildings Committee – Dee Williams

Summer seems to be a busy time around here as we all get out and start noticing the state of our units. For the most part is having been relatively routine. A shout out to our Painters for keeping on top of small and sometimes bigger finds they come across while they are painting. They are really proactive in letting us know about things that we normally wouldn't see from ground level. It goes a long way in keeping us in the shape we are.

Roof, Gutters, and Moss Maintenance

Roof and Gutter were cleaned Mid May. The week that the cleaning was done presented some windy weather conditions as well as a rainy June. Even though the gutters were cleaned, there was an immediate build up in our downspouts of the seed coverings from the fir trees along with needles. **For those of you with downspouts that have leaf traps**

**in the downspout, checking and cleaning them out** really help keep building perimeter drains clear as well as minimizing gutter overflow issues.

**Windows – Anne Dalgliesh**

|   | <b>Unit #</b> | <b>Status</b>                      |
|---|---------------|------------------------------------|
| 1 | 17            | waiting for inspection             |
| 2 | 25            | Pending Quote and Install          |
| 3 | 28            | Waiting for Install of window trim |
| 4 | 29            | Waiting for Invoice                |
| 5 | 32            | Waiting for install of window trim |
| 6 | 39            | Waiting for install                |
| 7 | 41            | Waiting for Quote                  |
| 8 | 51            | Quote pending deck work            |
| 9 | 68            | Waiting for Inspection             |

**Painting 2024 – Kim Torrell**

Personal Touch Painting has begun their annual paint cycle. They are doing 3 pods this year and are currently halfway through their second pod at the time of writing this.

The units being painted this year are 31-33, 64-66 and 70-72.

As in the past, if you are so inclined to do touch up painting yourself on your railings between your PODs paint cycle, please let Kim Torrell in Unit 4 know and we can provide you with the paint that matches your colours.

**Architecture & Buildings Review - Ted Meadley**

The last couple of months there has been a couple of requests from one Unit. Ted has been stick-handling things from near and far. The wonders of technology!

**Building Repair Requests**

|   |        |    |   |  |
|---|--------|----|---|--|
| 1 | May 12 | 28 | Broken, cracked trim around two sliding glass doors | A. Dalgliesh handling                              |
| 2 | May 12 | 28 | Carpenter Ants above Front entrance                 | Pest Control called                                |
| 3 | May 12 | 7  | Carpenter Ants around main bedroom deck door        | Pest Control called                                |
| 4 | May 13 | 73 | Moss on SE front and side edges of roof             | Dealt with during roof and gutter cleaning         |
| 5 | 21-May | 68 | Sliding door in sunroom not closing                 | Forwarded to A. Dalgliesh to have adjustments made |
| 6 | 28-May | 2  | Capenter Ants                                       | Called Pest Control                                |
| 7 | 28-May | 70 | Deck railing rot                                    | Painters dealt with                                |

|    |        |    |  |  |
|----|--------|----|--|--|
| 8  | 28-May | 55 | Flat roof bubble   | Called in by Gutter Co. To investigate further   |
| 9  | 2-Jun  | 4  | Broken Vent  | Completed  |
| 10 | 4-Jun  | 3  | Application to Alter Strata Lot -Kitchen                                 | To Ted for review  |
| 11 | 4-Jun  | 3  | Broken Window Seal in Upstairs Bonus Room                                | Anne Dalgliesh to investigate  |
| 12 | 4-Jun  | 3  | Claims Bathroom Vents are venting into upper attic                       | Vents are going into soffits as per Owner's Building inspection - Infinity House works to inspect to insure they are not blocked |
| 13 | 4-Jun  | 28 | Application to Alter Strata Lot/Common Property                          | Request to install step at front entrance to eliminate tripping hazard   |
| 14 | 20-Jun | 8  | Wasps around Chimney   | Dee to   |
| 15 | 19-Jun | 17 | Skylight seal gone in sunroom  | Anne Dalgliesh to investigate  |
| 16 | 18-Jun | 25 | Bay Window (8x15) seal has gone - located off main bedroom on main floor | Anne Dalgliesh to investigate  |
| 17 | 21-Jun | 68 | Soft spots reported on upper vinyl deck                                  | Pending further inspection and quote   |
| 18 | 6-Jun  | 3  | Application to Alter Strata Lot - Kitchen                                | To Ted for Review  |
| 19 | 9-Jul  | 3  | Application to Alter Strata Lot - Privacy Screen                         | To Ted for Review  |
| 20 | 16-Jul | 65 | Railing Damage   | Painters to review   |
| 21 | 16-Jul | 65 | Under Deck Rot   | Pending further inspection and quote   |
| 22 | 12-Jul | 56 | Deck trim rot  | Pending completion   |
| 23 | 15-Jul | 51 | Hole in wall at rear of garage under soffits                             | Pending completion   |
| 24 | 24-Jul | 52 | Sliding door in sunroom not locking                                      | Anne to investigate - age of the door may be part of the issue   |
| 25 | 23-Jul | 75 | Composite deck board popped up   | Pending completion   |

**Pest Control**

Have been advised that “Pest Season” is starting a little earlier this year with the warmer weather. Please be vigilant with doors and screens. Carpenter Ants have been the main concern at this time.

### Chimney Inspections

A big thank you to Susan McIntyre from Unit 7 for overseeing the updating of the wood burning fireplace as well as completing the fireplace inventory for all our units. We now have a complete list of the type of fireplace each unit has. Thank you to everyone for your assistance in helping her complete this list.

### Decks

This year has brought a few surprises with some of our main decks. It has been an ongoing challenge with some of the infrastructure underneath the decks. Some of it is natural ground settling and some is more extensive with the wood rot in spots. With a new depreciation report needing to be completed in the next year, we will be addressing a more systematic way forward to inspect and fix the issues as they present themselves.

While we are wrapping up the upper deck renewal program that was started a few years ago, we are finding that there have been a few issues that may require a second look at one that was resurfaced under this program.

**Motion: That the Buildings Report be accepted as circulated.**

**Moved:** Dee Williams

**Seconded:** Darlene Clarke

**Carried.**

#### 6.4 Landscape Committee

On our request, Kafka successfully remediated Garden 17 back to lawn. Phyllis Saunders, Marilynne Harris and Marie Grant were instrumental in making sure that the work was done properly and that the new grass survived.

While Kafka was cutting the grass in septic field #6, a rock hit the irrigation pipe and it sprung a leak. While Lawrence, our irrigation contractor was here fixing the leak, we reviewed the condition of the pipe and realized it was time to replace it. This is a water transmission pipe that takes water from near the RV lot to the front gate. The pipe was above ground and was installed many years ago. It had many repairs over the years and had reached the end of its life. We had Lawrence replace this pipe and bury it under the ground at a cost of \$212.

Baille Irrigation was the successful bidder to replace Lawrence for irrigation at Eagle Ridge Estates next year. Their price was consistent with the other bidder but twice the cost of Lawrence on an hourly basis. We will need to increase our irrigation labour budget substantially next year. Currently irrigation labour is budgeted at \$1,485 per year.

There have been many work parties in the Landscape area over the last month, including ivy pulls, trail maintenance, and roadside pickups. Volunteers spent over 147 hours working in various areas of landscape at Eagle Ridge over the last month. Thank you to all our volunteers!

**Motion: That the Landscape Report be accepted as circulated.**

**Moved:** David Stinson  
**Seconded:** Brian Torrell  
**Carried.**

## 6.5 Sites Committee

### Sites - Requests/Action Taken

Please see the long list of 21 Sites requests in the Secretary's report – I'm not going to repeat it here. All were examined when received, none were rejected, many have been actioned and some are pending. It has not been a dull two months!

### Sites - Areas of Responsibility

#### Water System

April watermain leak repair. A rough estimate of the volunteer hours contributed to this project for problem definition, backhoe rental and operation (dig the hole, refill the hole), sand procurement, gravel placement, tractor operation and project supervision is over 100 hours. The problem was well fixed. Landscape Committee decided that that the best use of the area is grass, not garden, and it has been well remediated.

Fire Hydrant annual inspection and testing, mandatory under the BC Fire Code, was completed on 11 July by District of North Saanich staff. All 8 hydrants are in fully satisfactory condition.

#### Sewer and Septic Systems

Tile Field D – The Landscape Committee replaced the irrigation line which runs over this field from the strata toolshed to the main gate area. The line is buried shallowly so as not to interfere with the tile field. The line location is marked. The repairs were paid for by the landscape contractor.

Tile field Y, between pods V (76, 77, 78) and Y (73, 74, 75), was examined by a contractor in July as a test case for contractor remediation of all tile fields over a period of years. Our tile fields are 35 years old, will serve us well for many years with good care and need to be remediated periodically.

That task is known to be too demanding physically for volunteers and needs to be supervised by a person qualified under the BC Sewerage Regulation. The test case was successful – the field is functioning properly. The tile field remediation work will be added to the annual septic system maintenance program beginning in financial year 2024-25.

Annual inspections plus scum and sludge measurement for all septic tanks were completed early in June. The annual pump-out work was done on 25 June on the primary tanks at Pods C, E, F, I, J, N and V on 25 June.

#### Roads and Gates

Front Entrance Pillar Repair. We have good suggestions in hand for potential contractors.

Project definition continues for the CRF-funded road repair project. The contractor has not had sufficient skilled staff available to meet all requirements so far this year.

Ian Fenton designed and installed a new system to cushion and secure the grates covering the California drain in the road below the main gates. Two weeks in, the clanking rattle noise is gone, and the grates stay securely in their niche.

#### Electrical

The BC government has amended the Strata Property Act to order that all strata corporations with more than four strata lots will obtain an electrical planning report (EPR). Eagle Ridge is in the zone for which the deadline to obtain the report is 31 December 2026. Obtaining the EPR cannot be deferred. The report will set out the current electrical load for the entire strata, will examine all projected potential additions to that load (eg., charging for electric vehicles), may suggest ways that the overall power load here could be reduced and, if applicable, may suggest how the capacity of the strata power system should be increased. It is to our advantage to obtain the EPR sooner rather than later. Edwards Electric of Saanichton, a fully qualified contractor for this work, is being asked to quote on our EPR. The project will be funded by the CRF, simple majority vote required for approval of the expenditure. At 35 years old, all parts of the ERE power system continue to function well.

#### Drainage

East Ditch. Ian Fenton and I met 07 June with David Aylard, owner of Brackenhurst Farm (Farm), and walked the side of the drainage ditch which runs south through the Farm lands for 800 metres from the SE corner of the ERE property to the John Road. ERE is responsible to maintain the ditch under the April 1987 easement agreement between the Farm and Eagle Ridge Holdings, the legal predecessor to the strata. The ditch easement area is six metres wide. Water from the ditch flows into the DNS drain system at John Road and eventually, as W'Sikem Creek, into Patricia Bay. The water flow in the ditch is not all smooth – some areas of the ditch bottom appear to have become silted up and some ponding was apparent. The ditch needs to be thoroughly cleared of vegetation for its full length to allow an assessment of the ditch bottom to determine the requirement, if any, for slope remediation to improve water flow. The clearance, an annual ERE maintenance activity, will happen this summer when the ditch is dry. Our previous contractor for vegetation clearance has retired. Kafka Landscaping has been invited to bid on the clearance work. The slope remediation work, if it is required, will likely be a contracted task as a CRF-funded project.

Pond - Jeremiah the bullfrog. Some croaks were heard early in June, but nothing more since then.

- The life ring posts will be refurbished.

#### Forest Management

Removal of dead trees in the pond area is continuing. A large maple tree collapsed across from Pod A – the remains were properly felled and cleaned up. The regular tree assessments continue and will be added to the arborist work list as needed.

As part of strata FireSmart activities, there is money in the operating budget to fund removal of strata-owned trees located near houses if they are assessed as being a fire hazard. This will be better advertised to all residents shortly.

Snow Removal

Nothing to report.

Sites Facilities

Tractor garage. On 26<sup>th</sup> July, the engineer sent me the drawings for the tractor garage for review. ERE comments will be sent to him as soon as possible. The completed drawings, duly sealed by the engineer and released for production, are essential for us to obtain a permit from North Saanich.

**Motion: That the Sites Report be accepted as presented.**

**Moved:** David Stinson

**Seconded:** Dee Williams

**Carried.**

6.6 Vice President's Report

I organized a meeting with Proline President, Andy Spurling, to discuss potential approaches and contractors for our next depreciation report. Because Andy was very supportive of our recent work to develop a strategic plan, we also briefed him on the "Eagle Ridge Community Plan", adopted at the November 2023 AGM. All members of our Deprecation Report Working Group (Dave Saunders, Dee Williams, Barrie Denis, Susan McIntyre and Rob Parsons) attended, as did Brian Torrell, myself and our Strata Manager, Victoria Everett. Andy also gave us some good advice on our bylaws. It was a very productive two-hour meeting.

The depreciation report working group is continuing to meet and investigate options.

The FireSmart Committee, chaired by Dave Saunders, continues to implement our FireSmart Plan, including cutting the grass along Wain Rd, clearing low hanging vegetation and debris rear the front gate, chipping piles of branches around the complex, installing a second sprinkler by the main gate, training volunteers on how to activate the sprinklers on common land and maintaining the Fire Hazard level sign. The Committee is coordinating with the Forest Management Group on how best to use the funds in the current "tree budget" aimed at the high priority fire risks. Thanks to the many volunteers engaged in FireSmart.

In terms of voluntary FireSmart actions, 3 more owners have opted to have their hedges removed and 5 more owners have opted for rooftop sprinklers.

Doug Hannan continues to manage both the Overflow and RV Parking lots. Currently all requests for spaces are being accommodated.

**Motion: That the Vice President's Report be accepted as amended.**

**Moved:** Alan Osborne  
**Seconded:** David Stinson  
**Carried.**

6.7 President's Report – Brian Torrell

Since my last report, I have had the privilege, along with Darlene Clarke and Marion Dennett, of welcoming Simone and Ron Nicholls (unit #68) and Miranda Russell (unit #3) to Eagle Ridge.

The potential buyers for unit 43 reached out to the strata regarding some questions regarding the strata. The potential buyers were advised to contact the seller's realtors.

I attended a very informative meeting with Andy Spurling, President of Proline Management, along with the Depreciation Report (DR) committee and our Property Manager. Many thanks to Alan Osborne for arranging the meeting. Lots of good ideas came forward at the meeting on how to proceed with our next DR as well as other aspects of strata governance. I am quite confident that our next DR will be more indicative of the actual state of our homes than any previous report.

The budgeting process for next fiscal year has begun. I have asked the Buildings Chair, Sites Chair and Landscape Chair to start gathering information together to come up with some numbers that council will amalgamate into a preliminary budget to present at the Information Session in October. If any resident has some thoughts on what we should or should not be spending our strata fees on, please let us know.

Since my last report, I regret that two of our ERE family members have passed away, Joan Douglas (unit #33) and Willie van Petegem (unit #65).

**Motion: That the President's report be accepted as presented.**

**Moved:** Brian Torrell  
**Seconded:** Alan Osborne  
**Carried.**

7. UNFINISHED/NEW BUSINESS

7.1 Budget - Pre-Discussion

Council discussed the upcoming AGM and pre-budget discussions. Brian Torrell advised the rest of Council to start preparing their upcoming budgets for input and review. Council will be presenting the 3 budget scenarios at the Information meeting in October.

7.2 For Sale Sign

Council discussed the condition of the 'For Sale' sign that is out front of the property. The following motion was made:

**Motion: To approve that the for-sale sign at the entrance to the property be partially removed, leaving only one post and a cross piece that will have eyelets allowing realtors to hang their own signs when a unit is for sale.**

**Moved:** David Stinson  
**Seconded:** Darlene Clarke  
**Carried.**

8. **NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for August 28, 2024, at 10:00 a.m. at unit 2.

9. **TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 12:42 p.m.

Supplied to StrataDocs 2024/08/19  
Ordered by Mariann Abram 2026/04/03

Ordered By: Mariann Abram of Pemberton Holmes Ltd - Sidney on 2026/04/03  
Document Uploaded and Verified: 2024/08/19

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, MAY 15, 2024, AT UNIT 49**

---

**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Proline Management Ltd.:** Victoria Everett, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:01am.

**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:** Brian Torrell

**Seconded:** Darlene Clarke

**Carried.**

**3. APPROVAL OF MINUTES**

Approval of the council meeting minutes from April 8, 2024.

**Motion:** To approve the council meeting minutes of March 6, 2024, as circulated.

**Moved:** Darlene Clarke

**Seconded:** Alan Osborne

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Fireplace Inspections**

As of April 7, 2024, Council now has a current list of all fireplaces that are active/inactive. Council will continue to investigate and come up with a process for fireplace inspections and will provide more information as it becomes available.

**Action: Item to remain on the to do list.**

**4.2 Harassment Policy**

Council to develop a bylaw and policy regarding Harassment and present to owners at the September Information Meeting

**Action: Item to remain on the to do list.**

**4.3 Volunteers Over 85**

This item is complete.

5. **COMMITTEE REPORTS**

5.1 **Strata Agents Report**

**Motion:** To accept the Strata Agents report as presented

**Moved:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

5.2 **Secretary/Treasurer's Report- Marion Dennett**

- There were 19 requests for assessment, remediation or approval from residents.
- There were 10 Buildings requests.
- There were 7 Sites requests.
- There were 0 Landscape requests.
- There was 1 President request.
- There was 1 Vice President request.

**Buildings Chair Requests:**

- April 9 - Unit 47 - support beam under main deck by garage, not supporting anything.
- April 20 - Unit 25 - residents advised that they have window seal failures.
- April 21 - Unit 66 - owners have advised that the deck trim boards require repair prior to scheduled painting.
- April 26 - Unit 27 - residents advised that their gutters are blocked.
- April 27 - Unit 32 - owners advised that the boards under their deck/solarium need to be examined.
- April 27 - Unit 32 - owners advised that the patio sliding door on the west side of the solarium does not move properly.
- April 28 - Unit 76 - residents state that they have rats living under their deck furniture. They also asked for the time-line for gutter cleaning.
- April 28 - Unit 51 - one of the windows in the solarium shattered.
- April 30 - Unit 41 - owners advised that their unit has damage from blasting from a nearby business.
- May 8 - Unit 77 - owner states that the deck railing is coming apart at both ends.

**Sites Chair Requests:**

- April 9 - Unit 9 - owner states that their recycling was not picked up.
- April 9 - Unit 55 - owner states that the garden area near their unit shows evidence of a water leak.
- April 15 - Unit 12 - owner is wanting to install a watering system.
- April 17 - resident is concerned that there is a possible dangerous tree on the pond near unit 67.
- April 22 - Units 19 & 20 - state that their recycling was not picked up.
- April 29 - Unit 76 - resident would like to have some branches from nearby trees removed as the pine cones keep clogging their gutters.

- May 4 - Unit 66 - would like to install an in ground watering system. (this request was referred to the Sites Chair and to the Landscape Chair).

**Landscape Chair Requests:**

- As noted above, the request from Unit 66 to install an in ground watering system was referred to the Landscape Chair and to the Sites Chair.

**President Requests:**

- April 26 - Unit 52 - owners contacted council to advise that their neighbours leave their trailer in their driveway for days, unattended.

**Vice-President Requests:**

- May 7 - Unit 68 - referred to [Doug Hannan](#)- new owners have requested a permanent parking spot in the parking lot.

**Alteration Agreements:**

- April 5 - Unit 31 - fence with gates - following for alteration agreement.
- April 15 - Unit 72 - alter the kitchen, 2 bathrooms and 2 doors - agreement received Apr 15, 2024.
- April 23 - Unit 68 - install a heat pump - agreement received May 9, 2024.

**Electronic Voting:**

- April 11 - Unit 68 - residents have requested approval to install a heat pump.

**Moved** - Dee Williams

**2nd** - [Alan Osborne](#)

**In Favour** - [Darlene Clarke](#), [David Stinson](#), [Brian Torrell](#), Marion Dennett

**Correspondence:**

- No correspondence during this period.

**New Resident Orientation:**

- Ron and Simone Nicholls - We did not meet with the Nicholls during this period, however, they moved into Unit #68 on Apr 26, 2024. They have the Resident Information Manual and they have indicated that they may have time to meet with council members towards the end of May.
- Miranda Russell - took possession of Unit 3 on May 1, 2024. As of this writing, she did not have a date for moving in, but states that she will advise Council once she has a date. She is in possession of the Resident Information Manual and she would like to meet with council members once she is settled.

**Petty Cash:**

- Balance unchanged from the April 2024 report.
- Balance \$312.12.

**Interested Buyers List:**

- No changes to our interested buyers list from the April 2024 report.
- We have 7 people on our list.

**Motion:** That the Secretary’s Report be accepted as circulated.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

5.3 **Buildings Committee – Dee Williams**

As Spring unfolds and summer approaches, this is a good time to remind everyone that may be having work done to their units by contractors to remind their contractors (and visitors) that there is **No Smoking anywhere on common property**. This includes the main roads, trails and up at the RV lot and Overflow parking.

**Roof, Gutters and Moss Maintenance**

Roof and Gutter cleaning is scheduled for Mid May. We are coordinating with Jones Exteriors on the final schedule. There will be a reminder to the community a couple of weeks ahead of the confirmed dates.

**Windows – Anne Dalgliesh**

|   | <b>Unit #</b> | <b>Status</b>          |
|---|---------------|------------------------|
| 1 | 25            | Waiting for quote      |
| 2 | 29            | Pending Install        |
| 3 | 32            | Waiting for Inspection |
| 4 | 39            | Pending Install        |
| 5 | 48            | Pending Install        |
| 6 | 51            | Waiting for quote      |
| 7 | 62            | Waiting for Invoice    |

**Painting 2024 – Kim Torrell**

Personal Touch Painting will be at ERE May 15-18 to wash the units being painted in preparation. The painting will begin June 17 and will finish late August.

The units being painted this year are 31-33, 64-66 and 70-72.

As in the past, if you are so inclined to do touch up painting yourself on your railings between your PODs paint cycle, please let us know and we can provide you with the paint that matches your colours.

**Architecture & Buildings Review - Ted Meadley**

All list status quo in this area for the time being.

**Building Repair Requests**

| Date   | Unit | Concern  | Status   |
|--------|------|--|--|
| 07-Apr | 47   | Main Deck Support not connecting to deck beam  | Looks like post has settled. To investigate.   |
| 27-Apr | 32   | Rot on beam on main deck. Crack on another section on outside 2X10 (9+ foot section) | Affected beams to be replaced.   |
| 27-Apr | 32   | Sunroom door not closing   | First step is to have Royal Oak Glass adjust sliding door.   |
| 22-Apr | 66   | Deck railing repairs needed prior to painting  | Coordinating with handyman and painter as painting cycle begins  |
| 26-Apr | 25   | A few Window Seals broken  | Seal replacement initiated   |
| 27-Apr | 51   | Panel of Glass in Sunroom shattered  | Royal Oak Glass called.  |
| 26-Apr | 27   | Downspout back up  | Noted for May cleaning   |
| 28-Apr | 76   | Outside Rodent Issue and Gutter Cleaning Timeline                                    | Owner contacted with Cleaning Schedule and told that Rodent issues not penetrating the building envelope are owners' responsibility. |
| Ap 28  | 51   | Glass Panel in Sunroom shattered   | Quote pending  |
| 08-May | 77   | deck railing repairs needed prior  | Repair pending.  |

**Pest Control**

There has been a bit of activity. Have been advised that "Pest Season" is starting a little earlier this year with the warmer weather. Please be vigilant with doors and screens.

**Chimney Inspections**

Susan McIntyre has contacted those wood burning unit owners that are on the list for inspection to confirm that they still have a wood burning fireplace (active or dormant). Our list of fireplaces requiring inspection is now up to date.

**Update on Buildings Inventory**

Ken Foster, Diane Davies and Janis Jean have completed the inventory. I would like to thank them very much for their painstaking work, I think they even enjoyed themselves! This will be very helpful with understanding what we have and future maintenance planning activities.

Next step will be the strata wide survey to identify what type of fireplace each unit has. This will become part of the building inventory project. Sue McIntyre has offered to do this after the Wood Burning Fireplace update. This portion of the building survey will

happen, initially, by email requesting the status and type of fireplace in each unit. This will give us an up-to-date list of gas, electric, wood, wood stove units at Eagle Ridge.

**Motion:** That the Buildings Report be accepted as presented.

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

5.4 Landscape Committee

The leak in roadside garden #17 near unit 55 has been fixed by Sites and volunteers. Landscape will need to rejuvenate the clay soil that has been brought up to the surface prior to replanting the front of the Roadside Garden and restoring the lawn. Kafka was consulted and has agreed to provide a quotation for the restoration work.

The other roadside gardens are looking good.

I met with two Irrigation Contractors that are interested in providing irrigation services to Eagle Ridge Estates next year after Lawrence retires. Their hourly rates are about double that of the previous contractor. I have asked both contractors to provide their quotes in writing.

There have been 3 pickups and burns in April as well as one ivy pull. Thank you to our volunteers!

**Motion:** That the Landscape Report be accepted as circulated.

**Moved:** Darlene Clarke

**Seconded:** Marion Dennett

**Carried.**

5.5 Sites Committee

- 12 and 66 – Watering Systems. I provided the owners with the details of ERE Rule 6 and the application form for permission to alter common property.
- 28 – Woodshed Proposal. Construction complete – an impressive shed.
- 31 – Agreement re fence on common property around private year area. Project approved, work complete, indemnity agreement in process.

Sites - Areas of Responsibility

A. Water System – Leak Repair. Volunteers with a rented mini-backhoe excavator and some very careful shovelling dug a 5-foot-deep hole in the strata garden north of unit 55 to expose the point where the 2” PVC line supplying Pods S (units 55, 56, 57) and W (units 67, 68, 69) was connected to the water main. The leak was from a tiny crack in the PVC pipe at the joint. We assume that the pipe may have cracked when it was moved slightly – what caused the movement is a mystery. We have no idea how long the leak was running – it was not a high-volume flow and there is no indication of a radical change in water consumption over the past three years. What is clear is that the ground surrounding the leak, particularly to the west, was thoroughly saturated Plumbers from South Bay Mechanical did complete permanent

repairs in one day. The water supply for 24 Eagle Ridge residences and 3 fire hydrants was shut off for one day and was restored without problems. The immediate area of the repaired break was secured with sand packed tightly to support the pipe and the water main, then covered with gravel. The hole was refilled. The cost to dig the hole, repair the leak, support the repaired pipe and close the hole was \$4,175. The volunteer labour contribution will be added up and will be in the next report. Lessons learned: we need to better mark certain key valves in the primary water system; we need to consider site restoration after repairs when digging similar holes in future.

- B. Sewer and Septic Systems. An inspection program for 23 of 25 tile fields is being designed – fields F and G have been thoroughly examined. Installation of effluent filters in the outflow line from each set of septic tanks fitted with the filter holder brackets has begun. The brackets will be added in those tanks lacking them. Adding these filters to the septic systems along with regular cleaning/replacement during system maintenance should help to keep the tile fields percolating well.
- C. Roads and Gates. A residents committee has been struck to consider potential road safety hazards in ERE, to gather comments from residents and make suggestions to Council.
- D. Electrical. A streetlight system assessment will be made over the summer months.
- E. Drainage. I'm looking for a new contractor for the annual clearing of the East ditch to John Road.
- F. Forest Management. Work on the ERE Forest Management Plan continues as well as consideration of a basic forest management bylaw. English holly has been identified as an added ERE invasive problem. Several tree assessments were done during this report period at the pond and next to certain houses. Where warranted, the surveyed trees have been added to the arborist's work list.
- G. Snow removal. Nothing to report.
- H. Sites Facilities:
  - i. Tractor Garage. The engineer's first site visit took place 11 April. The first invoice has been paid.
  - ii. Main Gate. I asked DNS 29 Apr about installing a "Caution Hidden Driveway" sign on the Wain Road boulevard west of the main gates facing east-bound traffic on Wain Road. The suggestion will be considered in the next DNS signage review, due to be finished by end-June.
  - iii. Service Gate. Tree and bush trimming will happen in May to ensure the gate sign remains clearly visible and the gate operation is not impeded.
- I. Garbage and Recycling. Two cases of recycling non-pickup reported were due to mixing of material glasses in one container – glass jars and bottles must be in a separate blue box; same for plastic containers and same for newspapers/light cardboard packaging. One case of non-pickup seems to have been driver error.

J. Jeremiah (the bullfrog) at the pond. The listening watch is running. No deep croaks have been heard up to 12 May.

**Motion:** That the Sites Report be accepted as amended.

**Moved:** David Stinson

**Seconded:** Alan Osborne

**Carried.**

#### 5.6 Vice President's Report

Planning Advisory Committee: Rob Parsons has joined the committee (other members include Susan McIntyre, Barrie Dennis, Dave Saunders, Dee Williams, Brian Torrell and me.). The committee met on May 10th. The immediate priority is the next deprecation report and the work required to ensure that it is a more useful planning tool and is based on more realistic estimates of the timing and cost of expected major projects.

Insurance: Attended a Proline webinar on insurance claims. Staff from Sea First Insurance and from a restoration company walked through the steps involved in a typical fire/flood insurance claim, and the roles of the various parties. They provided tips to help make the process as smooth as possible. Proline staff also stressed that they should also be notified early on as they can help strata councils to navigate through the process.

The presenters stressed the value in contacting the insurance broker even if Council is unsure whether they have a claim. They also encouraged strata's to ensure that their bylaws are as clear as possible on strata/owner responsibilities, including when owners would be responsible to pay the strata deductible (for example if water damage was the result of an improperly installed dishwasher).

Apparently, a common problem with owners' insurance is inadequate coverage for "additional living expenses", to cover situations where the residents were required to live elsewhere while their unit was repaired. Unfortunately, insurance claims can take some time to be sorted out plus in the current economic environment lining up the trades necessary to undertake the restoration work takes longer than one would expect. Owner policies should assume that they could be required to live elsewhere for a year or even two.

Fire Smart Committee: An update was distributed to residents, outlining the work they can expect to see this year and providing information related to actions that they can take.

**Motion:** That the Vice President's Report be accepted as amended.

**Moved:** Alan Osborne

**Seconded:** David Stinson

**Carried.**

#### 5.7 President's Report – Brian Torrell

##### **TRAFFIC SAFETY COMMITTEE**

This month I sent out a request for volunteers to join a committee to study traffic within the confines of ERE. I said that I was looking for a maximum of 5 people to join the committee. The next time I checked my email, 7 people had already stepped forward.

Rather than deciding which 2 of them didn't make the cut, I accepted all 7. I held a meeting with them to tell them what was required – a report on whether or not there was a problem with traffic and, if there was, what could be done about it and at what cost. I requested input from as many residents as possible and told them that the report should be ready for presentation to all residents at the Information Session on October 22. No major changes or spending will be authorized by Council until residents have had the chance to vote on any of the recommendations contained in that report.

Residents should expect to be asked soon about their opinions on traffic. Many thanks to the committee members for stepping up: Cliff Cunningham (elected chair of the committee); Joan Huddleston; Phyllis Saunders; Doug Hannan; Ernie Hartt; Len Grant and David Stinson.

### **FINANCES**

As you can see in the April Financial Statements released by Proline, ERE appears to be in a good financial position for our budgeted expenditures for the fiscal year. Thanks to all of us for keeping our strata fees paid up-to-date.

### **OTHER**

This month I spoke to a resident about parking their RV in their forecourt and how it affects their neighbours. I believe that the situation was resolved satisfactorily and amicably.

I replied to an email from a resident who requested clarification of a Council decision regarding their unit. I believe that that situation was also resolved satisfactorily to all concerned.

Residents were saddened by the passing of Elaine Ferguson this month. Elaine was our Property Manager for quite a few years until 2019 when she was promoted to a management position at Proline.

**Motion: That the President's report be accepted as presented.**

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

## **6. UNFINISHED/NEW BUSINESS**

### **6.1 Update for Residents**

Council discussed sending out an update on the happenings at Eagle Ridge sometime in June.

**Action: Item to remain on the to do list.**

### **6.2 Fire Hazard Sign**

Council discussed the installation of the Fire Hazard Sign, the FireSmart Committee will go ahead and purchase this sign and install as near the front gate on the right side of the road near the mailbox.

**Action: Council to put together a notice.**

### 6.3 Bylaw and Alteration Review

We need better clarity on details of defining common property situations in all ERE houses, particularly where there have been exterior alterations since construction and there is a question about responsibility to pay for the maintenance of the alteration. Alan Osborne, Dee Williams and David Stinson will develop a list of questions to be put to a strata lawyer.

The ERE Bylaw Review Committee still exists, David Stinson as Secretary. The committee will make a proposal to Council for suggested bylaw amendments to be considered by owners at the 2024 Information Session and at the Annual General Meeting.

**Action: Item to be added to the to list.**

### 6.4 Aluminum Railings

At today's Council meeting the subject of Aluminum/Metal Railings was discussed. There has been increased interest in aluminum railings at Eagle Ridge especially as we enter into our painting season.

At the AGM in 2021 a by-law amendment was approved by way of 3/4 vote that permits owners, at their expense, to install a metal railing system similar in appearance to the wooden railings system. Please review our current Bylaws (Appendix 1, Section 3 (s), page 29) for the details and requirements.

Replacing our current railing system with a metal railing system makes good sense over all from both an esthetic perspective and a maintenance perspective. Some of the steps that need to be addressed prior to this or similar upgrade projects within the complex are:

- The first being a current depreciation report that will support our priorities as we move forward (to occur over the next year)
- Inspection of the deck infrastructure to ensure that we are putting railings on a platform that is sound and not in need of repair.
- Getting an idea of costs as we venture into a project like this and establishing the funding requirements needed to support it.

Owners thinking about doing this ahead of any complex-wide initiative are asked to review the requirements listed in the bylaw amendment. Owners will be required to complete the Application to Alter Strata Lot/Common property process. As part of the Application Approval process, Strata will have your deck structure inspected to ensure that it is sound prior to an application being approved.

Please be reminded that if owners choose to go ahead with this undertaking, under the BC Strata Act, you are still required to pay any special assessments that may occur when this work is completed in a complex wide upgrade.

Council stresses that these are early days for this initiative. There are no current plans to bring any proposal to owners regarding the replacement of deck railings. This was a conversation at the council meeting acknowledging what we are hearing in the community and some insight for owners around what will need to happen before it becomes a strata project. Owners will be consulted once the bigger picture around decks

is addressed and after further research is done on the costs, savings in maintenance, and the most efficient way to undertake the project.

6.5 Council Code of Conduct

Council discussed the council code of conduct; David Stinson will circulate a copy of a code of conduct to the rest of Council for their approval.

6.6 Electrical Planning Report

Council discussed the upcoming requirements for the completion of an electrical planning report. As part of this preparation, David Stinson will provide Council members with a definition of Class 9 buildings derived from the current edition of the BC Building Code.

7. **NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for July 31, 2024, 2024, at 10:00am at unit 47.

8. **TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 1:00pm.

Supplied to StrataDocs 2024/06/04  
Ordered by Mariann Abram 2025/04/03



**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
MONDAY APRIL 8, 2024, AT UNIT 11, PROLINE VIA ZOOM**

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**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Proline Management Ltd.:** Victoria Everett, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 1:00pm.

**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:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

**3. APPROVAL OF MINUTES**

Approval of the council meeting minutes from March 6, 2024.

**Motion:** To approve the council meeting minutes of March 6, 2024 as circulated

**Moved:** Brian Torrell

**Seconded:** Darlene Clarke

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Fireplace Inspections**

As of April 7, 2024, Council now has a current list of all fireplaces that are active/inactive. Council will continue to investigate and come up with a process for fireplace inspections and will provide more information as it becomes available. Buildings will be updating, as part of buildings inventory, a complex wide list identifying the type of fireplace each unit has (gas, electric, original wood burning, wood stove).

**Action: Item to remain on the to do list.**

**4.2 Alteration Process**

This item is complete.

**4.3 Harassment Policy**

Council to develop a bylaw and policy regarding Harassment and present to owners at the October Information Meeting.

**Motion:** To approve the Bylaw Committee to produce a simply worded policy and bylaw surrounding harassment.

**Moved:** Alan Osborne

**Seconded:** Darlene Clarke

**Carried.**

**Action: Item to remain on the to do list.**

4.4 Volunteers over 85

The insurance broker is following up with the underwriters.

4.5 Call for Volunteers

This item is complete.

4.6 Community Update

This item is complete.

5. **COMMITTEE REPORTS**

5.1 Strata Agents Report

**Motion:** To move the surplus in the operating fund at the fiscal year ended September 30, 2023 to the CRF as outlined in the budget.

**Moved:** David Stinson

**Seconded:** Brian Torrell

**Carried.**

**Motion:** To approve the February 29, 2024, operating Statements as presented.

**Moved:** David Stinson

**Seconded:** Brian Torrell

**Carried.**

5.2 Secretary/Treasurer's Report- Marion Dennett

There were 24 requests for assessment, remediation or approval from residents.

There were 10 Buildings requests.

There were 9 Sites requests.

There were 4 Landscape requests.

There was 1 Vice-President request.

**Buildings Chair Requests:**

- March 18 - Unit 2 - Main beam for the main deck is showing signs of rot.
- March 18 - Unit 2 - The door between the sunroom and main deck does not close properly.
- March 20 - Unit 41 - Leak in the ceiling in the 2nd floor hallway.

- March 24 - Unit 52 - Gutter over the upper front bedroom is not draining.
- March 24 - Unit 67 - Gutters are overflowing. There is a pool of water on the flat part of the roof over the front door.
- March 26 - Unit 38 - Mold on the garage ceiling. The window in the garage has condensation.
- March 26 - Unit 38 - There is evidence of pests in the garage attic.
- April 2 - Unit 30 - One wall in the sunroom has pulled away from the main structure leaving a gap.
- April 3 - Unit 77 - Sugar ants in the ensuite bathroom.
- April 3 - Unit 68 - New residents want to have a heat pump installed.

**Sites Chair Requests:**

- March 4 - Unit 28 - Request for construction of a woodshed.
- March 10 - Unit 14 - Owner advised that there is a fallen tree behind their unit caused by wind damage.
- March 11 - One of the residents requested that the timing on the gates be adjusted due to DST.
- March 20 - Unit 27 - Advised that the streetlight outside their unit is on day and night.
- March 20 - Unit 55 - Owner is concerned that there may be an irrigation leak in the #17 garden (referred to sites and landscape).
- March 27 - a Resident - Reported damaged nails in a speed bump.
- March 27 - a Resident - Reported a tree limb hazard on the Maple Loop Trail.
- March 27 - Unit #12 - Requested consultation with the Sites Chair and the Landscape Chair regarding their gardening plans.
- April 3 - Unit 55 - A repeat of their concern from March 20th.

**Landscape Chair Requests:**

- March 20 - Unit 27 - Requesting a bench replacement for the north-west side of the trail.
- March 20 - Unit 55 - Owner is concerned that there may be an irrigation leak in the #17 garden (referred to sites and landscape).
- March 27 - Unit 12 - Owner has requested a consultation with the Sites Chair and the Landscape Chair regarding their gardening plans.
- April 3 - Unit 55 - A repeat of their concern from March 20th.

**Vice- President requests:**

- April 2 - Unit 6 - Owner has requested a temporary parking spot from now through mid-summer.

**Electronic Voting:**

- March 4 - Unit 28 - Request for the construction of a woodshed.

**Motion:** That the Alteration Request for Unit 28 be approved.

**Moved:** David Stinson

**Seconded:** Marion Dennett

**Carried.**

- April 2 - Unit 72 - Request to alter 2 bathrooms, Kitchen and change 2 doors.

**Motion:** That the Alteration Request for Unit 72 be approved.

**Moved:** Dee Williams

**Seconded:** Marion Dennett

**Carried.**

**Alteration Agreements:**

- March 12 - Unit 28 - Woodshed construction - copy of agreement received.
- April 1 - Unit 38 - Approval for garden work - copy of agreement received.
- April 5 - Unit 31 - Fence with gates enclosing private yard.

**Correspondence:**

Nothing to report.

**New Resident Orientation:**

- No meetings during this time period.
- The new Owners of Unit 68 plan to move in on April 30th and have requested that we meet with them after they have moved in.

**Petty Cash:**

|                   |          |
|-------------------|----------|
| Opening balance   | \$32.73  |
| March 25 - top up | \$334.62 |
| Sub Total         | \$367.35 |
| Paid Receipts     | \$55.25  |
| Balance           | \$312.12 |

**Interested Buyers List:**

- The list has been updated - the Secretary/Treasurer wrote to 2 individuals that have been on the list since 2020 and after not receiving a response - 1 returned undeliverable - these names have been removed from the list.

- 2 additional names have been removed as these people have purchased units in Eagle Ridge Estates.
- There are presently 6 names on the list.

**Motion:** That the Secretary Report be accepted as circulated.

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

5.3 Buildings Committee – Dee Williams

As Spring unfolds and summer approaches, this is a good time to remind everyone that may be having work done to their units by contractors to remind their contractors (and visitors) that there is ‘No Smoking’ anywhere on common property. This includes the main roads, trails and up at the RV lot and Overflow parking.

**Roof, Gutters and Moss Maintenance**

Roof and Gutter cleaning is scheduled for mid-May. We are coordinating with Jones Exteriors on the final schedule. There will be a reminder to the community a couple of weeks ahead of the confirmed dates.

**Windows – Anne Dalgliesh**

Status of outstanding requests from last report to April:

|   | <b>Unit #</b> | <b>Status</b>       |
|---|---------------|---------------------|
| 1 | 29            | Waiting for Install |
| 2 | 39            | Waiting for Install |
| 3 | 48            | Waiting for Install |
| 4 | 64            | Quote Pending       |
| 5 | 75            | Waiting for Install |

**Painting 2024 – Kim Torrell**

The 2024 painting cycle should be starting in May after pollen season has subsided. This is a gentle reminder to those PODS getting painted to ensure that plants and “things” are away from the siding at ground level and on decks of the building so as not to obstruct the painters from doing their job. These pods are X (70-72), H (64-66) and K (31-33). Any other units having deficiencies noted between now and the next cycle will be forwarded to Kim and scheduled around the regular painting cycle.

As in the past, if you are so inclined to do touch up painting yourself on your railings between your PODs paint cycle, please let us know and we can provide you with the paint that matches your colours.

**Architecture & Buildings Review (Ted Meadley)**

The approval process and sign offs of the Application to Alter the Strata Lot/Common Property at Unit 72 were done and approved via an electronic vote.

Unit 68 submitted an Application to Alter Strata Lot for a Heat Pump. At the time of writing this report is going out for review being overseen by Ted.

**Building Repair Requests**

| Date   | Unit | Issue   | Status  |
|--------|------|---|---|
| 18 Mar | 2    | Post supporting deck showing signs of rot   | Rot found in Post. Post leaning from base. Rot found in one of 2X10 beams supporting deck.  |
| 18 Mar | 2    | Door from Sunroom to main deck does not close properly.                               | Under investigation.  |
| 20-Mar | 41   | Suspected roof leak on second floor. Water Stain on Ceiling around light fixture.     | Inspected - found leaking roof vent but no evident of roof leak in area specific. Vents repaired. Area of water stain inspected – roof dry and ceiling dry – no evidence of leak, no water carrying pipes in area or evidence of dampness or roof breach. |
| 25-Mar | 52   | Upper floor gutter (above upstairs bathroom) always full - doesn't empty              | To be included in May Roof and Gutter cleaning  |
| 25-Mar | 67   | Overflowing Gutters rear and front  | To be included in May Roof and Gutter cleaning  |
| 26-Mar | 38   | Evidence of Rodents in Garage   | Pest Control attended and no recent activity found  |
| 26-Mar | 38   | Condensation/Mold in Garage after garage was shut up for 2 weeks while they were away | Advised owner to get airflow through garage.  |
| 02-Apr | 30   | Sunroom coming detaching from main structure  | Obtaining quote and to schedule repair.   |
| 02-Apr | 77   | Ants coming in from outside through Building Envelope                                 | Pest control called and found ingress point in building envelope.   |
| 4 Apr  | 68   | Application to Alter Strata Lot – Heat Pump   | Application pending review and approval   |

**Note** – The Application to Alter Strata Lot and Common Property is located on the main page of the Proline Website under the **FORMS** section. Further supporting information regarding alterations to our units and common property surrounding the units can be found in our By-laws, Rules and Information manual. Please review “Contractors Rules” prior to the start of any work done. These are found on **page 10 of “Current Rules for Eagle Ridge Estates, Strata Plan 1579.**

**Pest Control**

There has been a bit of activity. Have been advised that “Pest Season” is starting a little earlier this year with the warmer weather. Please be vigilant with doors and screens.

**Chimney Inspections**

Looking ahead to this year’s chimney inspections and potential cleaning, Susan McIntyre has volunteered to contact those wood burning unit owners that are on the list for inspection to confirm that they still have a wood burning fireplace (active or dormant). Even if the fireplace is dormant (not being used at all), our strata insurance requires an inspection. If you are aware that your unit has had a cap put on the chimney, please advise Susan. Please note, if you know you have a capped chimney, it is considered to be de-commissioned by the cleaning company and will not be inspected. If it has been capped, this is considered an alteration to a strata lot and needs to be identified as such on your unit file for future owners. Units with Gas or Electric fireplaces are considered de-commission and not inspected under this maintenance program.

**Update on Buildings Inventory**

Ken Foster, Diane Davies and Janis Jean are working their way through our complex and are nearing completion and should be done over the next week or so. In conjunction with the “walk around” inventory. We are hoping to conduct a strata wide survey shortly that will identify what type of fireplace each unit has. This will be part of the building inventory project. Sue McIntyre has offered to do this after the Wood Burning Fireplace update. This portion of the building survey will happen, initially, by email requesting the status and type of fireplace in each unit. This will give us an up-to-date list of gas, electric, wood, wood stove units at Eagle Ridge. Stay tuned, more details to follow on this. There will be a notice going out with the details after the completion of the current wood burning units.

**Motion: That the Buildings Report be accepted as presented.**

**Moved:** Dee Williams

**Seconded:** David Stinson

**Carried.**

5.4 **Landscape Committee**

1. Benches
  - a. The Landscape Committee purchased 2 new metal benches to replace wood benches that have perished over time. This was a budgeted item.
  - b. Vanessa Saayman generously donated \$100 to the bench fund which allowed us to purchase an additional replacement bench to be placed in the NW corner of Eagle Ridge.
  - c. David Stinson replaced the missing slat on the bench on the pond island. It will be painted when the weather is warmer.
2. Roadside Garden #17 near unit 55 has excess water and the Owner in unit 55 was worried that there was an irrigation leak.

- a. Irrigation system has not been turned on this year so the excess water is not due to a leak in the irrigation system. Owner was informed.
3. Site visit occurred on March 29<sup>th</sup> to unit 12 to review their gardens plans.
4. Irrigation Contractor has given notice that 2024 will be his last year of work because he will be retiring. We will need to find a replacement Irrigation Contractor prior to the 2025 season.
5. There have been 2 pickups and 1 burn in March. Thank you to our volunteers!
6. Sight Lines:
  - a. There were some complaints about sight line issues between traffic coming out of the side road servicing unit #1 to #9 and the main road. We moved a mature rhododendron back a few feet into unit garden #4 to help improve sight lines but it was not enough. We added an agenda item to further discuss.
7. Kafka working on the unit garden hours for each owner that requested them. 28 garden hours have been completed to date.

Volunteer hours in March: 73.5 hours.

**Motion:** That the Landscape Report be accepted as circulated.

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

#### 5.5 Sites Committee

- 28 – Woodshed Proposal. Project approved, agreement fully signed, construction in progress.
- 31 – Agreement re fence on common property around private yard area. Project approved, work complete, indemnity agreement in process.

#### Sites - Areas of Responsibility

- A. Water System. There is a slow leak from an unknown source (on 07 Apr) under the street corner public garden just north of unit 55. Digging by contractor will happen to find the leak and fix it.
- B. Sewer and Septic Systems. Investigation of faults, line flushing and repairs were completed on septic fields F and G by mid-March. Repairs included adding new ends and caps on the effluent percolation lines, where possible, as well as broadening and replacing 90-degree corners in the lines, where possible to facilitate future cleanings. The work required to expose the pipes and make the repairs is physically demanding and is all done by hand to avoid damage to the percolation lines. We are developing a project for Council consideration to have the other 23 septic fields professionally inspected and to have these field modifications implemented by contract on those fields as preventative maintenance over the next few years. We also need to bring our septic system

- maintenance under licensed supervision to comply with the BC Sewerage System Regulation issued under the Public Health Act. The quality of septic system maintenance here is not in question – compliance with the Regulation is mandatory.
- C. Roads and Gates. Consideration of potential solutions to certain road safety corner hazards continues.
  - D. Electrical. The streetlight ambient light sensors are showing their age, not working consistently properly in heavily shaded areas – replacement by timers is the only solution in some cases. A system assessment will be made over the summer months.
  - E. Drainage. All drains are running properly or have gone dry as the Spring rains fade. Lawrence van Beek having largely retired, we will find a new contractor to clear the East ditch from ERE to the John Road.
  - F. Forest Management. The first ERE arborist work session in 2024 happened 27-29 March at and around unit 51. The ERE Forest Management Plan is being brought up to date.
  - G. Snow removal. None to remove in this reporting period, mercifully. Potential snowplow hazard points are being marked with small reflectors.
  - H. Sites Facilities:
    - a. Tractor Garage. I expect the engineer’s first site visit will happen in the next 2 weeks.
    - b. Main Gate.
      - i. The real estate sign was washed and straightened – painting may follow in better weather.
      - ii. The trees in the immediate area have been trimmed up to well above ground level, roughly to Fire Smart suggestions. Dead brush clearing will follow when the bushes are in full leaf.
      - iii. I am searching for a contractor to replace the rotting concrete top on the center pier.
      - iv. I will ask DNS about installing a “Caution Hidden Driveway” sign on the boulevard west of the gates facing east-bound traffic on Wain Road.
      - v. Service Gate. Tree trimming will happen in April to ensure the gate sign remains clearly visible and the gate operation is not impeded.
    - i. Garbage and Recycling. All pickups are happening on the correct days. The timing of the recycling pickup has been variable – putting material out early is recommended. There have been no signs of fuel leaks from the garbage truck in the past two months.

J. Jeremiah (the bullfrog) at the pond. The listening watch is running. No deep croaks have been heard up to 07 April.

**Motion:** That the Sites Report be accepted as amended.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**Carried.**

#### 5.6 Vice President's Report

Parking - Doug Hannan is doing a great job of juggling demands for RV and Overflow parking. The RV lot is full but those waiting are being accommodated on site until spaces open up.

FireSmart Committee - The FireSmart Committee is meeting April 12th to sketch out their Spring/Summer actions they will take to implement the FireSmart Plan. Any ideas or concerns should be passed on to the Strata Vice-President or the FireSmart Committee Chair, Dave Saunders.

**Motion:** That the Sites Report be accepted as amended.

**Moved:** Alan Osborne

**Seconded:** Darlene Clarke

**Carried.**

#### 5.7 President's Report – Brian Torrell

Pat Babcook presented Dave Stinson with electronic versions of the minutes from the AGMs of 1997 and 2000 before she moved out of ERE. Those documents have been saved on the Proline website in the folder "Minutes from Meetings" and make for interesting reading for those who like that sort of thing. Based on the 57 units that were represented at the 1997 AGM, Cliff and Diana Cunningham are the only residents still living here. My apologies to any who did not attend the 1997 AGM but are still here.

Council has received some anecdotal comments about the lack of good sightlines between vehicles on the main road and those coming out of the side roads. It was felt that the worst spot, according to the folks at an impromptu meeting at the mailboxes, was between the main road and the road which fronts unit #1 to #9. In an attempt to alleviate that, as a trial only, we're going to install a convex mirror on a tree, if we can locate a convex mirror anywhere! I will be asking council to consider whether we need to look at traffic issues throughout the complex and what, if anything, should or could be done about them.

Two of the GICs in our CRF came due in the last month. The total proceeds from both were re-invested in one year GICs again, both earning more than 5% annual interest. Due to the timing of the purchases at the end of the month, those investments will not show up on the financial statements until the April statements which will be available at the beginning of May.

**Motion:** That the President's report be accepted as presented.

**Moved:** Brian Torrell  
**Seconded:** Darlene Clarke  
**Carried.**

**6. UNFINISHED/NEW BUSINESS**

6.1 Code of Conduct

Council to continue discussions regarding the council code of conduct.

**Action: Item to remain on the to do list.**

6.2 Traffic

Council discussed the ongoing concerns surrounding traffic issues, and what the alternatives may be. Council will be calling for volunteers to form a committee to investigate the traffic issues.

**Action: Council to put together a notice.**

6.3 Vacations

The council discussed any upcoming vacations for the time period between now and the AGM in November.

6.4 Committees

The Bylaw review committee will be looking for volunteers and the planning advisory committee will be starting to work on the depreciation report.

**7. NEXT STRATA COUNCIL MEETING**

The next council meeting is scheduled for May 15, 2024, at 10:00am at unit 49.

**8. TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 3:32pm.

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, MARCH 6, 2024, AT UNIT 2**

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**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Proline Management Ltd.:** Victoria Everett, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:06am.

**2. APPROVAL OF THE AGENDA**

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

**Motion:** That the agenda be adopted as circulated.

**Moved:** Alan Osborne

**Seconded:** Darlene Clarke

**Carried.**

**3. APPROVAL OF MINUTES**

Approval of the council meeting minutes from January 17, 2024.

**Motion:** To approve the council meeting minutes of January 17, 2024

**Moved:** Brian Torrell

**Seconded:** Darlene Clarke

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Buildings Working Committee**

**Action: This is complete.**

**4.2 Fireplace Inspections**

Council has been investigating more into the fireplace inspections and what effect this has on insurance. Council will continue to investigate and will provide more guidance to owners at a later date.

**Action: Item to remain on the to do list.**

**4.3 Alteration Process**

bui and Council discussed the alteration process and how to make it more of a streamlined process for Eagle Ridge. Council has requested Management amend the indemnity letter to make it clearer to sign the second page, and if possible, to copy the secretary on the email with the letter that goes out to the owners to sign. Management will follow up with and advise Council.

**Action: Management to follow up and advise Council.**

4.4 Harassment Policy

Council to develop a bylaw regarding the Harassment Policy.

**Action: Management to send out a copy of an anti-harassment bylaw.**

4.5 Volunteers over 85

We're reaching out to the insurance broker to find the cost of insuring volunteers over 85.

4.6 Call for Volunteers

Council to draft a notice for owners to be posted to the strata website.

**Action: Management to post the notice to the strata website.**

4.7 Community Update

Council to draft a notice for owners to be posted to the strata website.

**Action: Management to post the notice to the strata website.**

5. **COMMITTEE REPORTS**

5.1 Strata Agents Report

**Motion: That the Strata Agent's Report be accepted as presented.**

**Moved:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

Council discussed the upcoming GIC's and how to reinvest them and have decided to reinvest the 3 upcoming GIC's on 1 year term.

5.2 Secretary/Treasurer's Report

There were 26 requests for assessment, remediation or approval from residents.

There were 19 Buildings requests.

There were 6 Sites requests.

There were 0 Landscape requests.

There was 1 Email Administrator request.

**Buildings Chair Requests:**

- January 15 - Unit 64 - Seal has failed in an upstairs bathroom window.
- January 16 - Unit 3 - Owner believes that the sliding glass doors in her home have been installed incorrectly and pose a security risk.
- January 17 - Unit 57 - Accumulation of condensation and ice on the living room and bedroom windows and on sliding glass doors.

- January 19 - Unit 10 - Guest bedroom window needs repair.
- January 19 - Unit 70 - Several windows and sliding glass doors are experiencing moisture and mold issues.
- January 22 - Unit 48 - Sliding glass door and surrounding glass panes have lost their seals.
- January 25 - Unit 31 - Owners now have their building permit and have requested assistance with navigating their next steps. They have advised that there will be some modifications to their original kitchen plans.
- January 28 - Unit 53 - Leak in garage roof.
- January 30 - Unit 31 - Owners have requested approval for their renovations.
- January 30 - Unit 40 - Owner has advised that the handles on the living room and sunroom sliding glass doors are broken.
- February 2 - Unit 75 - Owners have advised they have window seal failures.
- February 12 - Unit 73 - Leak below the east corner of the sunroom sliding glass door.
- February 14 - Unit 12 - Evidence of pests under the kitchen sink.
- February 20 - Unit 29 - Request to install an awning over the living room and dining room windows.
- February 22 - Unit 20 - Owners advised that they have a rodent problem, their front door does not close properly and have asked if they will be allowed to replace their sliding glass door with French doors, when their windows are replaced.
- February 22 - Unit 45 - Deck railings need urgent repair and repaint.
- February 22 - Unit 58 - Leak in upstairs hallway.
- February 27 - Unit 29 - Failed seal in sliding glass door.
- March 3 - Unit 72 - Request to renovate kitchen, 2 bathrooms and change 2 sliding glass doors - one to a hinged door the other to a window.

**Sites Chair Requests:**

- January 16 - Unit 53 - There have been concerns expressed relating to the narrow roadway and access in and out of pods #52-53-54.
- January 30 - Unit 25 - The streetlight #10 outside of unit #25 is not working.
- February 2 - Unit 75 - The Japanese cedar trees require pruning or removal.
- February 12 - Unit 49 - Puddle outside front door.

- February 14 - several residents advised that an entry light was flashing.
- February 25 - Unit 31 - Dangerous branch hanging from tree on north side of unit.

**Landscape Chair:**

No submissions.

**Email Administrator:**

- March 3 - Unit 52 - Resident has asked to be added to the residents' email list.

**Electronic Voting:**

- January 30 - Unit 2 - Post-approval requested to install a heat pump. The work was completed November 22, 2023.

**Moved:** Dee Williams

**Seconded:** Darlene Clarke

**In Favour:** Brian Torrell, Alan Osborne, Marion Dennett

**Abstained:** David Stinson

- February 15 - Unit 38 - continued from 2023....proposed cleanup of common property behind residence and a proposed bush at entrance to road for privacy.

**Moved:** David Stinson

**Seconded:** Darlene Clarke

**In Favour -** Brian Torrell, Alan Osborne, Dee Williams, Marion Dennett

- February 24 - Unit 29 - Install awning over the living room and dining room windows.

**Moved:** Dee Williams

**Seconded:** Alan Osborne

**In Favour -** Brian Torrell, Darlene Clarke, David Stinson, Marion Dennett

**Correspondence:**

- January 30 - Unit 40 - Letter received in dropbox requesting repairs to broken handles on the living room and sunroom sliding glass doors. A scan of the letter is in shared documents and the original letter has been placed in the paper file.

**New Resident Orientation:**

Nothing to report.

**Petty Cash:**

Opening Balance - \$167.35

Submitted Receipts - 134.62

Balance - \$ 32.73

**Interested Buyers List:**

- January 15 - Unit 3 - Requested a copy of the list.
- January 30 - New interested buyer - Elizabeth Johnston.
- January 31 - New interested buyers - Ron and Simone Nicholls - have since bought Unit #68 - closing date March 18, 2024.
- February 13 - Unit 68 - Requested a copy of the list.

**Motion:** That the Secretary Report be accepted as amended.

**Moved:** Marion Dennett

**Seconded:** David Stinson

**Carried.**

5.3 Buildings Committee – Dee Williams

It’s been fairly steady since the last strata meeting. The working group will doing a dry run on a decent day over the next week. This will be quite weather dependent because of the need to write on paper so we’ll get started on the first week when we can hold a pen without freezing our fingers and write on paper without it ripping from being wet. They will likely do 5 to 10 pods per day once they get going. We will let you know when they get started to as hopefully not to startle anyone!

**Roof, Gutters, and Moss Maintenance**

Jones Exteriors, the company that cleans our roofs and gutters, reported that there were still few downspouts that feed into the perimeter drains that still required leaf traps. Ian Fenton and I walked around to the noted units and found that some of these units had “hidden ground water feeds” (vs going into the perimeter drains) that are not clearly visible if you aren’t sure where to look for them. Ian’s keen eye spotted them. We will be having a few more leaf traps in these downspouts (approximately 8-9).

Leaf traps go a long way in stopping debris from entering the perimeter drains and clogging them up. This really helps in the maintenance of our perimeter drains from a repair and costs associated with potential clogging of these drains.

***It is very helpful if owners are able to periodically, through the winter-rainy seasons, clear out the traps and prevent back up so our gutters flow well.***

**Windows – Anne Dalgliesh**

Status of outstanding requests from last report to March:

|   | Unit # | Status              |
|---|--------|---------------------|
| 1 | 39     | Quote Pending       |
| 2 | 48     | Quote Pending       |
| 3 | 62     | Waiting for Install |
| 4 | 64     | Quote Pending       |
| 5 | 75     | Waiting for Quote   |

Some owners, during the recent cold snap, experienced condensation around the aluminum frames in their windows.

Window condensation can happen regardless of the type of window frame you have. When the outside temperature is significantly less that inside, regardless of window frame style there is the potential for condensation. It tends to happen more with aluminum windows. It is helpful to be aware of this and open blinds, allow for air circulation and of course dry these areas.

**Painting 2024 – Kim Torrell**

The 2024 painting cycle should be starting in April some time. Kim has been working with the owners in each pod on finalizing colours. These pods are X (70-72), H (64-66) and K (31-33). Any deficiencies noted between now and the next cycle will be forwarded to Kim and scheduled around the regular painting cycle.

**Architecture & Buildings Review Committee (Ted Meadley)**

The approval process and sign offs of the Application to Alter the Strata Lot/Common Property at Unit 31 were completed in late January. Unit 72 has submitted an application to Alter the Strata Lot and related documents for review.

Unit 2, post installation, submitted an application to Alter Strata Lot for their Heat Pump after realizing this was a new installation versus a replacement of their furnace. Council reviewed and approved, and Proline sent out the approval letter and Indemnity waiver for sign off and return for their unit file.

**Building Repair Requests**

|   | Date   | Unit | Issue   | Status  |
|---|--------|------|---|---|
| 1 | 14-Jan | 3    | Sliding door lock in Master and Living Room Inquiry           | Standard install at time of build. Owner satisfied.   |
| 2 | 15-Jan | 64   | Failed Window Seal  | Quote pending   |
| 3 | 17-Jan | 57   | Condensation around Living Room Window                        | A. Dalgliesh investigated – not a broken seal. Seasonal freezing temperatures meeting Aluminum frames and warm inside temperatures. |
| 4 | 19-Jan | 70   | Condensation around Living Room Window                        | A. Dalgliesh investigated – not a broken seal. Seasonal freezing temperatures meeting Aluminum frames and warm inside temperatures. |
| 5 | 19-Jan | 10   | Handle on bathroom Window                                     | P&R have replaced.  |
| 6 | 22-Jan | 48   | Sliding glass door and surrounding panes have lost their seal | Pending quote from Vendor.  |

|    | Date   | Unit | Issue  | Status  |
|----|--------|------|--|---|
| 7  | 25-Jan | 31   | Request for assistance in navigating next steps for approval process for Alteration Application  | Buildings Chair followed up with owner and walked through process.  |
| 8  | 27-Jan | 53   | Leak in Garage Roof  | Leaking vent replaced. Complete.  |
| 9  | 30-Jan | 40   | Glass Door handles broken  | A. Dalgliesh to investigate   |
| 10 | 29-Jan | 31   | Submission Alteration Applications and applicable drawings and permits   | Application and related documents submitted and approved by Council.  |
| 11 | 07-Feb | 75   | Several windows with broken seals  | A. Dalgliesh to investigate and get quote.  |
| 12 | 12-Feb | 12   | Mice in Kitchen area   | Pest Control attended.  |
| 13 | 12-Feb | 73   | Leak in Sliding Glass Door   | A. Dalgliesh to investigate. Condensation build up. Owner advised to open blinds and create warm air circulation.   |
| 14 | Feb 22 | 20   | <ol style="list-style-type: none"> <li>1. Mice problem</li> <li>2. Door Hardware</li> <li>3. Inquiry into potential conversion of Living Room Sliding Doors to French Style Opening door at time of window upgrades</li> </ol> | <ol style="list-style-type: none"> <li>1. Pest Control Called</li> <li>2. Owner advised that door hinges and locks are owners' responsibility.</li> <li>3. Owner advised that if they want to make any alteration to the original strata lot, at any time, they may follow the <i>Application to Alter the Strata Lot/Common Property</i> process.</li> </ol> |
| 15 | Feb 22 | 45   | Wood rot around glass in deck railing along with trim paint deterioration  | Investigated. To be repaired during 2024 paint cycle.   |
| 17 | Feb 22 | 58   | Leak from attic/roof.  | Excess water pipe from venting stack froze and cracked pipe.  |
| 18 | Feb 27 | 29   | Broken Seal in Sunroom Sliding Glass door  | Pending Quote   |
| 19 | Mar 3  | 72   | Owner Submitted Application to Alter Strata Lot along with documents   | To be reviewed and brought forward to Council   |

**Note** – The Application to Alter Strata Lot and Common Property is located on the main page of the Proline Website under the FORMS section. Further supporting information regarding alterations to our units and common property surrounding the units can be found in our By-laws, Rules and Information manual.

**Pest Control**

A little activity so far. Again – a friendly reminder containment of bird seed and the suggestion from one of our resident birders that suet is probably the better choice and not to scatter seed. It is less likely to drop as much seed for our furry friends to graze on near our units.

**Motion: That the Buildings Report be accepted as presented.**

**Moved:** Dee Williams

**Seconded:** Darlene Clarke

**Carried.**

5.4 Landscape Committee

- Two burns and one pick up of green waste during February.
- Kafka reduced hours to stay on budget, focusing on blowing the roadways, clearing debris from the roadside gardens and starting the unit gardens work for each ERE resident.
- Met with David and Dee to talk about overlap interests between Sites, Buildings and Landscape.
- Sites and Landscape met with Marcie in unit 33 to discuss her landscape and forest plans around her unit.
- On behalf of the Landscape Committee, I wish to thank Mary Ellen Perry for serving as Treasurer of the Landscape Committee for 22 years. Mary Ellen has done a wonderful job, working with many, many different Landscape Chairs over the years. The Landscape Committee would like to welcome Gail Pybus as our new Treasurer.

**Motion: That the Landscape Report be accepted as circulated.**

**Moved:** Darlene Clarke

**Seconded:** Alan Osborne

**Carried.**

5.5 Sites Committee

- 28 – Woodshed proposal. Application completed, Council vote in progress.
- 31 – Fence addition. Application to Alter Common Property forwarded to owners.

- 33 – Side and rear landscaping. Landscape and Sites site visit 07 Feb. Tree trimming assessment by FMG to follow in March, no problems foreseen.
- 38 – Rear area landscaping. Project approved by Council; owner told of conditions.
- 51 – Tree removal & trimming assessed with arborist and owner 22 Feb, following earlier FMG assessment. Agreed cost sharing with owner. Strata share cost estimate approved.
- 61 – Request 07 Feb for tree assessment, given increased “leans” found after January snow event. Assessed by FMG 11 Feb – problems agreed, danger potential recognized. Will get arborist assessment and proceed accordingly.

#### **Sites - Areas of Responsibility**

- A. Water System – All is well. No problems reported as a consequence of the cold snap in Jan.
- B. Sewer and Septic Systems – The performance of two septic fields is being investigated early in March. Repairs will be made as necessary. Our oldest fields are now 35 years old and have served ERE well – we will continue to treat all 25 fields as well as we can.
- C. Roads and Gates – The gates are all working properly. We adopted a local procedure of locking the gates open at night to avoid damage to the gate machinery if the weather forecast called for more than 3 inches of snow – no problems were reported.
- D. Electrical – One streetlight (#10) was re-lit and a flicker in the main gates lights was fixed. I sat in on three webinars teaching the requirements for the mandatory electrical planning report.
- E. Drainage – Drains, ditches and pond level control have been well tested again - all work well.
- F. Forest Management – Assessments of potential tree problems continued. Emergency tree cutting to keep roads clear was done when necessary. Planning for the 2024 work has started.
- G. Snow Removal. Snow event 17-20 Jan. 12” fell, a brand-new contractor (never been here before) pushed it all aside over two days. There were no injuries here and no road damage. The snow clearing budget, based on 5 years cost history, was \$3,000. The bill to clear snow from this storm was \$6,983. Lessons learned include the need for a clear written plan with first priority being clearing both sets of gates as well as better road edge and obstacle marking. Many thanks to all ERE residents for patience.
- H. Sites Facilities. Tractor garage. I’m waiting for a site visit by the engineer to examine the pad, see the parts, receive the video of assembly instructions and ask us any questions he may have. Community notice board. Restored to full functioning – the Secretary is in charge.

- I. Garbage pickup every second week by a commercial contractor continues to happen normally. Recycling pickup is done every second week by the Capital Regional District employing a new contractor using new specialized equipment, beginning early January 2024. The contractor found on day 1 in January that the new trucks were too large for ERE. The job is now done well with a smaller vehicle which will not put the greater pressure on our roads and can easily maneuver across all of ERE. Recycling glass pickup resumed in February.

**Motion: That the Sites Report be accepted as amended.**

**Moved:** David Stinson

**Seconded:** Alan Osborne

**Carried.**

5.6 Vice President’s Report

No formal report for this period.

5.7 President’s Report – Brian Torrell

Last month, I reported that there were currently no units for sale in Eagle Ridge. Since that report was written, two units were put up for sale. Both received offers within a couple of days. Those offers were accepted, although neither of the sales have closed yet. One of the units was sold to someone on the prospective buyers list, so it appears to be a worthwhile exercise to check out that list when it comes time to sell your unit.

We’ll shortly have to say goodbye to Barbara Begg in unit #3 and to Pat Babcook in unit #68. Both have been valued long-term residents here and we’ll be sorry to see them go but wish them all the best in their new residences.

**Motion: That the President’s report be accepted as presented.**

**Moved:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

6. UNFINISHED/NEW BUSINESS

6.1 Google Drive

i) Documents To Be Stored:

Council discussed what items should be stored on Google Drive. Council has decided to only store items on the Google Drive that cannot be found in other places, or items that need to be shared with future Councils. Council is going to attempt to provide "cheat sheets" on how to deal with documents on Google Drive for council members, one for Windows users and one for Apple users.

ii) Council Emails

A reminder for all of Council to keep all emails on their Council emails cleaned up and organized. This will help with the change over from Council to Council.

6.2 Residents Manual

Management to have Monks print 5 copies and have them placed in folders with a label on the front.

**Action: Management to sent to monks to print and let Council know when they are ready for pick up.**

6.3 Social Committee Request

The Council has received a request from the social committee for \$500 to help fund the Christmas Party.

**Motion: To approve the request from the Social Committee for \$500.**

**Moved:** Marion Dennett

**Seconded:** Darlene Clarke

**Carried.**

**Action: Management to process the request.**

6.4 Trailers on Common Property

Council discussed the issue of utility trailers that are located on common property. The Council will work with the owners to accommodate their trailers into the designated trailer parking space at the east end of the overflow parking lot. Space for these additional trailers should become available after the tractor garage is put in place, likely in the summer.

**Action: Council to follow up with the owners.**

7. NEXT STRATA COUNCIL MEETING

The next council meeting is scheduled for April 8, 2024 at 1:00pm at unit 11.

8. TERMINATE MEETING

With no further business, on a motion from Brian Torrell, the meeting was terminated at 1:00pm.

Supplied to StrataDocs on 2024/11/18  
Ordered by Mariann Abram on 2026/04/03

**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS1579 – EAGLE RIDGE ESTATES  
WEDNESDAY, JANUARY 17, 2024, at Unit 28, Proline Via Zoom**

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**Council in Attendance:** Brian Torrell, Dee Williams, David Stinson, Darlene Clarke, Marion Dennett, Alan Osborne

**Absent with Regrets:** None

**Proline Management Ltd.:** Victoria Everett, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by President Brian Torrell at 10:04am.

**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:** Brian Torrell

**Seconded:** David Stinson

**Carried.**

**3. APPROVAL OF MINUTES**

Approval of the council meeting minutes from December 12, 2023.

**Motion:** To approve the council meeting minutes of December 12, 2023.

**Moved:** Brian Torrell

**Seconded:** Dee Williams

**Carried.**

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1 Form K - Unit 43**

This item is complete.

**4.2 Buildings Working Committee.**

Buildings to forward documentation to Management.

**Action: Item to remain on the to do list.**

**4.3 Fireplace Inspections**

Council has been investigating more into the fireplace inspections and what effect this has on insurance. Council will continue to investigate and will provide more guidance to owners at a later date.

**Action: Item to remain on the to do list.**

4.4 Council Code of Conduct

Management has sent Council a blank code of conduct.

4.5 Bylaws

Council to forward Management the consolidated bylaws for filing.

**Action: Management to forward bylaws to a lawyer.**

4.6 Alteration Process

Council discussed the process surrounding the alternation application and the indemnity letter.

**Action: Building, Sites and Landscape chairs will meet to review each chair's requirements. David Stinson to look into what is available to identify underground "services" systems that exist at Eagle Ridge.**

5. **COMMITTEE REPORTS**

5.1 Strata Agents Report

**Motion: That the Strata Agent's Report be accepted as presented.**

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

5.2 Secretary/Treasurer's Report

There were 11 requests for assessment, remediation or approval from residents.

- There were 4 Buildings requests.
- There were 7 Sites requests.
- There were 0 Landscape requests.

5.2.1 **Buildings Chair requests:**

- Dec 13, 2023 - Unit 15 - owners reported a roof leak.
- Dec 18, 2023 - Unit 71 - rodent issue in upstairs closet and garage.
- Jan 9, 2024 - Unit 62 - owners reported a failed window seal.
- Jan 11, 2024 - Unit 51 - owner requested follow-up re: sunroom glass.

5.2.2 **Sites Chair requests:**

- Dec 9, 2023 - Unit 31 - fence previously approved and being built Dec 18 & 19, 2023.
- Dec 16, 2023 - Unit 60 - letter received in drop box from owner reporting a dead tree and a large evergreen branch came down in a recent windstorm and are close to the house.

- Dec 17, 2023 - Unit 15 - owner advised of concerns relating to seeing cigarette butts on ERE property.
- Dec 23, 2023 - Unit 33 - daughter of owner sent an email requesting a consultation/advice to make a plan for work to be done for them by a landscaper.
- Dec 27, 2023 - Unit 31 - new fence previously agreed and while being constructed the contractor/owners noticed rot on the existing gate near the garage. The owners have requested that the contractor build a new gate while he is there.
- Jan 8, 2024 - Unit 58 - resident contacted the Sites Chair directly to report that the garbage truck was dripping diesel oil on the roadway.
- Jan 11, 2024 - Unit 51 - wanting to clean up their yard and asked for the name of the tree people we use.

5.2.3 **Landscape Chair requests:**

Nothing to report.

5.2.4 **Electronic Voting:**

Nothing to report.

5.2.5 **Correspondence:**

- Dec 16, 2023 - Unit 60 - owner placed a letter in the drop box advising a dead tree and a large limb came down in a recent windstorm.
- Scanned letter attached. Original placed in paper file.

5.2.6 **New Resident Orientation:**

Nothing to report.

5.2.7 **Petty Cash:**

|                 |          |
|-----------------|----------|
| Opening Balance | \$167.35 |
| Sites request   | 38.50    |
| Closing Balance | \$128.85 |

5.2.8 **Interested Buyers List:**

- Jan 8, 2024 - Lili Jaehrlich has requested that her name be added to the Interested Buyers List. Added January 8, 2024.
- Jan 8, 2024 - A copy of the list was given to the owner of Unit 3, at her Real Estate Agents' request.

There are currently 7 people on the list.

**Motion:** That the Secretary’s Report be accepted as amended.

**Moved:** Alan Osborne

**Seconded:** Darlene Clarke

**Carried.**

5.3 Buildings Committee – Dee Williams

5.3.1 **Roof, Gutters, and Moss Maintenance:**

Fall Gutter and Roof cleaning was completed November 27, 2023.

Currently working with Contractor to schedule our next cleaning. We are anticipating sometime mid-May to have it as clean as possible as we go into the summer months.

5.3.2 **Windows – Anne Dalgliesh:**

| Unit # | Issue               | Status |
|--------|---------------------|--------|
| 39     | Waiting for Quote   | Active |
| 10     | Waiting for Install | Active |

Work for units 41 and 72 is in limbo until the owners make some decisions. They’re both sitting in my active file waiting.

5.3.3 **Painting 2024 – Kim Torrell:**

With the 2024 painting cycle approaching Kim will be in contact with owners in pods scheduled for painting. These pods are X (70-72), H (64-66) and K (31-33). Any deficiencies noted between now and the next cycle will be forwarded to Kim and scheduled around the regular painting cycle.

5.3.4 **Architecture & Buildings Review Committee (Ted Meadley):**

Unit 51 has had their application for alteration to strata lot reviewed with the owner and approval by Council has been recommended. Liability Agreement will be forwarded to the owner by Proline for signature.

Approval for Unit 31 is pending completion Alteration of Strata Lot and architectural drawings and final review.

**5.3.5 Building Repair Requests:**

| Date   | Unit | Issue   | Status   |
|--|------|---|--|
| Dec 14   | 15   | Roof Leak In Sunroom  | Patched, pending quote and review  |
| Dec 18   | 71   | Rodents entering through garage roof  | Complete – Pest Control called dealt with.   |
| Jan 9  | 62   | Failed Window   | Active, A. Dalgliesh to attend   |
| Jan 11   | 51   | Requesting follow up on Sunroom Glass.  | Active, A. Dalgliesh to follow up  |
| <i>Earlier Requests Pending further Action</i> |      |   |  |
|  | 69   | Deck Railings repair and painting needed  | Repairs complete and wood primed and installed. Painting to happen next paint cycle. |
|  | 19   | Deck Sinking and sliding door not closing   | Active – Contractor is finalizing Schedule.  |
|  | 41   | Interior Garage Door Panels coming apart.   | On order, pending install  |
|  | 55   | Moss on Flat Roof of Room off Kitchen   | Pending - On list for next spring  |
|  | N/A  | Utility Roof Leaking – small leak found in electrical room by painters. Scheduled for repair. | Complete   |
|  | 31   | Alteration Request  | Pending Architectural Drawings   |

**5.3.6 Pest Control:**

Nothing new to report here; just a friendly reminder containment of bird seed and the suggestion from one of our resident birders that suet is probably the better choice and not to scatter seed. It is less likely to drop as much seed for our furry friends to graze on near our units.

**Motion:** That the Buildings Report be accepted as presented.

**Moved:** Dee Williams

**Seconded:** Brian Torrell

**Carried.**

5.4 Landscape Committee

Kafka continues to work hard. They have been blowing the roadways, cleaning out the community garden beds, weeding and trimming vegetation near the roadways. We have been working with them to find a solution for the mixed waste that doesn't fit into the burn site's categories.

We have had 2 roadside pickups and 2 burns of garden waste with another pickup scheduled for January 17th. The two large compost bins are now full and should yield good compost for the community garden beds in the spring.

Mary and Marie put out the unit garden request form and have the information back. Several people donated their hour of time to the communal garden and some of the extra time was used to remove the huge amount of ivy and other invasives around a large stump in one of the septic fields.

Phyllis and her team made the entrance to Eagle Ridge Estates beautiful for the holiday season! All the lights appeared one day to the wonderment of ERE residents, then disappeared without a trace early in January.

Our volunteer hours for the past month were 106 hours.

**Motion: That the Landscape Report be accepted as circulated.**

**Moved:** Darlene Clarke

**Seconded:** David Stinson

**Carried.**

5.5 Sites Committee:

**Sites = Unit/Request/Action Taken.**

**CP = Common Property.**

**FMG = Forest Management Group.**

60 - reported an old balsam tree toppled in rear yard and heavy fir branches fallen in the side yard. Branches were moved to roadside for later removal/chipping. Fallen tree was reported to FMG for assessment.

38 - proposed project for rear yard cleanup and gardening on CP. Sites provided an Application to Alter Common Property - application was completed and returned. Council review will follow before approval.

31 - reviewed end result of construction now completed - looks well done. There is an intrusion on CP, but it is not egregious and includes a previous incursion made some 20 years ago. However, an Application to Alter Common Property was not made before the work was done. Sites will ensure that the forms are properly completed and filed.

33 - proposed project for landscaping and tree/shrub changes on CP. Landscape and Sites Chairs will meet with the owner's representative (daughter) on 18 January to discuss possible work.

51 - the new owner would like considerable trimming. FMG has made an assessment. Sites has met with the owner and will arrange a cost-sharing between the owner and the strata on necessary v. desirable trimming.

**Sites - Regular Areas of Responsibility.**

- A. Water System. Nothing to report.
- B. Sewer and Septic Systems. Nothing to report.
- C. Roads and Gates. The gates maintenance contractor has checked the systems, made some needed small repairs and all are now in good order.
- D. Electrical. The BC government has amended the Strata Property Act and its Regulation to require all current stratas to obtain an Electrical Planning Report before 31 December 2026. Deferral is not an option. Costs are unknown at the moment; contractors are not yet bidding, and sample reports are not yet available. Approval of spending from the Reserve Fund to pay for the report will be easier, a majority vote will be required instead of a 3/4 vote. A possible concern may be the expected growth of electrical vehicle charging systems and the potential impact on our system capacity. Much more to follow on this subject.
- E. Drainage. The pond water level management system was tested in the recent rains, and it works properly. All ditches in the residential area and in the forest are flowing well, all in the right direction.
- F. Forest Management. The Trails team (Landscape) are doing well with prompt removal of trees fallen across the trails and enthusiastic work parties clearing slash in the area west of the main gate between the trail and Wain Road. The FMG tractor/chipper crew has been supporting this activity.
- G. Snow Removal. Procedures are in place to call out the plowing contractor if required. We keep a close watch daily on the 10–14-day weather forecast. To avoid gate damage, Sites will have all gates locked open if forecast overnight snow accumulation looks like more than 3 inches. All residents will be told.

**Sites Facilities.**

Tractor garage. With the project and funding approved at the AGM, I accepted the proposal by a structural engineer for a structural examination of the building aimed at obtaining a Letter of Assurance as required by the District of North Saanich for issue of a building permit for the garage.

Bulletin Board. The new board is up in its new shelter and the roof is on. Painting of the shelter will follow when weather permits. Thanks to Ted Meadley for his very patient management of this project.

**Sites - Other Activities.**

Creation/Expansion of Firewood Storage Shelters. The Rule 3 amendment was ratified at the AGM.

To permit greater capacity of firewood storage on common property and to encourage owners to move firewood storage away from the houses. Sites will issue an invitation to owners for proposals as Applications for Permission to Alter Common Property. Each application will require Sites agreement and Council approval prior to any construction.

**Motion:** That the Sites Report be accepted as amended.

**Moved:** David Stinson

**Seconded:** Alan Osborne

**Carried.**

#### 5.6 Vice President's Report

I developed a proposed policy on "Committees" for Strata Council consideration. The proposed policy would guide how committees are created and how they operate. The proposal also suggests an annual "callout" for volunteers. The proposals were developed to address issues raised by residents during the development of the Community Plan and are aimed at increasing communication and transparency. The proposed annual callout is aimed at making the recruitment of volunteers more transparent and encouraging residents to consider how they can contribute by volunteering in areas of interest.

The FireSmart Committee is scheduled to meet on January 17th, at which time they will discuss priorities for the coming year. Work parties have been begun reducing forest debris. Doug Hannan organized the first two, and they focused on some portions of strata property adjacent to Wain Rd. Reducing forest debris will be an on-going exercise and will require significant volunteer efforts. Please consider helping out in future work parties, if you are able.

The RV lot is still full, with two people on the waiting list. The overflow parking lot has four unassigned spaces.

Nothing to report on NEST, insurance, bylaws or the depreciation report.

**Motion:** That the Vice President's Report be accepted as amended.

**Moved:** Alan Osborne

**Seconded:** David Stinson

**Carried.**

#### 5.7 President's Report – Brian Torrell

This past month saw your Council getting used to the new email addresses and procedures for sharing documents between us on Google Drive. We have closed down the old UBC mailing list in favour of the new method of resident-to-residents communication, which worked perfectly right from day one. Thanks again to Ken Foster for setting this up. You will notice that council members will be using this method to communicate with residents more frequently than in the past. Notices will still be routed through Proline for things coming from external sources like blasting notices, or more sensitive information like financial data or minutes from meetings.

As I write this, I believe that there are no units currently for sale in Eagle Ridge. Over the last couple of years, this has been an unusual occurrence, so I imagine that we will shortly see that change. If you are considering selling your unit, please note that there is an

interested buyers' list, maintained by our secretary, of folks looking to move into Eagle Ridge. It is possible that finding someone on that list willing to purchase your unit could save you realtor fees, if you are comfortable in handling that sort of transaction yourself. I know it's not for everyone. In addition, there is a prospective buyers' information sheet that should be handed out to your realtor and to anyone interested in buying or renting your unit. Ask a council member for some copies of it when the time comes.

**Motion:** That the President's report be accepted as presented.

**Moved:** Brian Torrell

**Seconded:** Alan Osborne

**Carried.**

## 6. UNFINISHED/NEW BUSINESS

### 6.1 Harassment Policy

Management has recommended Council introduce an anti harassment bylaw, in the meantime Council will work on an anti-harassment policy document.

**Action: Council to draft the policy and present at the next council meeting.**

### 6.2 Unit 15 Roof Leak

Upper deck replacement project. Dee Williams noted that in the upper deck inspection report from Spring of 2022, the upper vinyl decks on units 15 and 54 were showing deterioration and would be the next decks scheduled for replacement under the Upper Deck Renewal Program in 2023. The work was not finished in 2023 and the CRF funding project was carried over into the 2023-24 budget. Renewal of the upper deck on unit 15 is integral to the successful repair of defects in the roof over the unit 15 sunroom by eliminating seams between the deck and the roof of the addition.

Council will proceed with the repairs to unit 15 using the funds allocated in the CRF for Vinyl Deck Replacement.

### 6.3 Committee Policy

Alan spoke of his suggestion to have an annual call-out for new members of strata committees. The aim is not to push out any current committee members, but rather to encourage residents to look at the range of volunteer activities available in Eagle Ridge. Council enthusiastically agreed the suggestion. More to follow.

### 6.4 Parking

Darlene mentioned that members of the Landscape Committee had spoken of a number of small trailers and a riding mower that were parked in common areas around the property near houses but off the pavement." Council agreed that such owners should be reminded of the bylaw governing driveway parking, hopefully by reading these minutes.

6.5 Common Property Inventory

David noted that it has become clear recently that strata records of the things which stand on the Eagle Ridge common property are not complete. He and Dee are planning the requirements of an inventory and will discuss it further with Council. All owners will be told in detail what is planned, the reasons why the inventory is necessary and when it will be made.

6.6 Firewood Storage Shed

David said that he asked owners for proposals for new or expanded firewood storage sheds to be placed on common property as allowed under the amended strata Rule 3 ratified at the 2023 AGM. Proposals will:

- be made as Applications to Alter Common Property;
- comply with the requirements of Rule 3 as amended; and
- will require Strata Council approval before start of construction.

The shed document set will be made in 2 copies, one for the owner and one for the strata. The set will include:

- the approved proposal;
- an indemnity agreement between the proposer and the strata corporation regarding construction, repair and maintenance of the shed and responsibility for the costs of that work;
- acknowledgement that a copy of proposal and the agreement will be provided to a subsequent purchaser of their strata lot or any other person requesting a Form B Information Certificate;
- agreement by the proposer owner(s) to tell their realtor on sale of the strata lot that the shed agreement is to be referenced in the sale documents as so that the new owners will know that the shed exists and that they, the new owners, will be invited to sign a similar indemnity agreement with the strata corporation to keep the shed for that purpose.

7. **NEXT STRATA COUNCIL MEETING**

TBD.

8. **TERMINATE MEETING**

With no further business, on a motion from Brian Torrell, the meeting was terminated at 2:00pm.