

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

E-Mail: ross@crpm.ca or chelseacouncil@crpm.ca

COUNCIL MEETING MINUTES – TUESDAY JANUARY 23, 2018 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2017/2018

PRESIDENT

Zenon Jalbert – TH-202

VICE-PRESIDENT

Charlie Sweet-W227

SECRETARY

Bob Hurley - W-122

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Garry Kirkland - K-405

Gordon Yamashita - K202

Charlie Sweet – W227

LANDSCAPING

Charlie Sweet-W227

SECURITY

Charlie Sweet-W227

MAINTENANCE/LIAISONS

Garry Kirkland - Townhouses

Murray Hill -Townhouses

Gordon Yamashita – Apartments

SOCIAL LIAISON

Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Gordon Yamashita

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

Murray Hill

CLUBHOUSE EXERCISE ROOM/WORKSHOP

/BRING FORWARD

Zenon Jalbert

FOUNTAINS/PONDS

Bob Hurley

CLUBHOUSE OFFICE

Valerie Morris

M, TU, TH, and F - 11:00 AM to Noon

Guest suite booking and Keys

CARETAKERS

(7:00 AM-3:00 PM-Monday-Friday)

John Unger - (604) 834-4578

(5:00 PM-7:00 AM Monday-Friday)

(7:00AM-1:00PM Saturday)

Nights/weekends – Valerie Morris

(604) 834-4578

STRATA MANAGERS

Ross Ruddick

Jesse Train

E-Mail: ross@crpm.ca

jesse@crpm.ca

CROSSROADS MANAGEMENT LTD.

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****MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED****

ATTENDANCE:

Zenon Jalbert

Victor Monasch

Charlie Sweet

Garry Kirkland

Gordon Yamashita

Bob Hurley

Murray Hill

REGRETS

Jesse Train, Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:00 PM by Zenon Jalbert, President and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was noted that the budget comparison for the CRF was not included in the previous Minutes. This will be included in these months Minutes.

It was **MOVED** and **SECONDED** to adopt the minutes of the December 19, 2017 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – NOVEMBER 2017 – JOHN UNGER

With Christmas over and trees and lights packed away it's time to get on with clean up and once AGM is over we can again resume where we left off with repairs that need to be addressed. If you have noticed anything you feel needs to be fixed and have not put in a "request for work form", please do. We have the list of those that were not completed last year but if you have noticed something new now is the time to make note so it can be added to our schedule.

As most of you know we had a break in at the Windsor just after Christmas and on the same day the RV lot was also compromised. It is important to make sure that even if nothing was taken to get a

claim number from the RCMP non-emergency, since many times stolen objects or paperwork goes unnoticed for a while. This last incident appears to be someone looking for identity information. Make sure that when you recycle that all personal information is either shredded or cut up before disposal. Having been a victim of identity fraud you don't want to go down that road. Council has been active in the discussions of how to make this a safer community and have come up with some great ideas and are waiting for quotes to see if they are viable solutions.

Once again I have to remind those using the gym and hot tub/ pool that proper equipment such as gym shoes not street shoes are recommended when exercising and showers must be taken before entering the hot tub. We did have to close the hot tub down after a weekend because of the heavy amount of scum from lotions was left floating on the surface. For the most part the hot tub has been clean and perfectly balanced but it is in everyone's best interest to make sure it stays that way.

Fobs: This is going to be a huge project but is a must in order keep our security in check as well as cleaning up our server. We will be dividing the complex into areas and each area will be given a two week time frame to come to the office to confirm their fobs or provide information with numbers if children or caregivers are off site and have access to the complex. Those that are not done in the time frame given will have fobs deactivated until further notice and after a given time frame will have the deactivated fobs removed. This is important given that we have fobs listed that have not been active for years as well as some units with as many as 12+ fobs listed under their strata number. Having done some research on other complexes this is something that is done regularly usually every two years.

Garbage is something else we need to make a better effort in keeping in the containers. I am checking on getting blue recycling boxes with the lids. They are deeper but can be closed. I have been picking up a fair amount of garbage the last few weeks mostly from the blue boxes. It is a reminder that cans should be washed out before going in the box and no food product which has not been the case. Although I have been picking up the garbage after the crows and seagulls get at the bins, council has noted that it is owner responsibility to make sure everything is secure and if it is a continual problem a friendly reminder will be sent to make sure a concerted effort is made at proper recycling.

Ants are starting to show up again and if so please let me know ASAP, so it can be dealt before it becomes a total infestation. Atlas has been very good at responding to our requests. You may also have noticed many of our shrubs and bushes have been tagged and these will either be pruned back or removed altogether. This project will be done over a few months in particular areas where trees are slated to be removed.

A new reader and display for the front gate was ordered 3rd of January and will take about a month to arrive. It should be here 1st week of February. The screen is becoming increasingly difficult to read. The Mayfair had a fire alarm and dispatch called me to inform that the fire department was called. Although they had difficulty shutting off the fire alarms on further checking all the keys required to shut the system to silent and reset were in the fire plan boxes in the main lobby right where they were supposed to be. Everyone did respond properly which indicates the system does work. Thankful it was nothing serious.

The emergency response teams have been busy collecting information and the program being set up will be an asset to both residents and community in general. Proactive regarding preparedness is never a bad thing. The new-year brings with it many challenges but I know with volunteers and concerned owners this vibrant community will remain just that.

Telus has been busy pulling their lines into everyone's units but if you have any issues please call immediately so it can be dealt with while the workers are still on site. I know it can be somewhat confusing with so many new people moving in and so many strangers working in the complex but if your intuition tells you something doesn't look right don't ignore please call so we can investigate.

John Unger

(4) **EMERGENCY PREPAREDNESS REPORT**

The Emergency Preparedness team will be submitting a report to be included in every month's Minutes with updates for Owners on the Program.

(5) **FINANCIAL REPORT**

The Treasurer reviewed the Financial Statements to December 31, 2017 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads to November 30, 2017. **CARRIED**

GIC Renewal – It was **MOVED** and **SECONDED** to renew a \$100,000 GIC that is maturing February 16, 2018 at a 1 year fixed term of 2.123% with Westminster Savings also to add another \$50,000 from the CRF. **CARRIED**

It was **MOVED** and **SECONDED** to renew a \$300,000 GIC that is maturing on January 26, 2018 at a 15 month fixed term of 2.314% with Westminster Savings. **CARRIED**

Chargeback items and By-law fines are being reduced.

(6) **BUSINESS ARISING FROM THE MINUTES**

- a. **Kensington Damaged Door** – The contractor has finished the work on the door and the bill will be charged back to the Owner.
- b. **TELUS Fibre Optic** –The Fibre Optic project is well underway with some minor complications occurring. The contractors have been working in the Town House electrical rooms and have inadvertently bumped into switches, which have caused the breakers to flip. This has resulted in Owners losing power or connection to their suite. Telus was forwarded all the bills that correspond to the workers causing these outages. There are a few units that have collapsed telephone conduits and Telus will need to re-assess and determine a different plan to route the fibre to these units.
- c. **Re-covering Pub chairs and Stools** – The Strata Council, along with the Golf Committee, has proposed a cost sharing arrangement with the Social Committee to re-cover pub chairs and bar stools with vinyl seats and fabric backs. The Strata Manager obtained a quote but awaiting the Social Committee to discuss this item at their next meeting.
- d. **Apartment Address Signs** – A quote was reviewed by Council and it was **MOVED** and **SECONDED** to replace the current address signs with new signs that include the names of the buildings. **CARRIED**

- e. **Pest Situation** – The pest situation in the Kensington seems to be rectified. Follow up appointments will be scheduled with Atlas Pest control.
- f. **Resolution Committee** – Please contact Zenon Jalbert, Victor Monach or Bernice Hutton if you would like to bring forward a possible resolution for the AGM. This will be discussed by this committee and Council. Notices will be posted. We still need another Council member and an Owner to step up to be part of the Resolution Committee. Notices will be posted.
- g. **Nominations Committee** – Please contact Bob Hurly, Charlie Sweet or Dave Pritchard if you would like to run for Council at this years AGM. Notices will be posted.
- h. **MUA Air Balancing** – It was **MOVED** and **SECONDED** to approve a quote from Trotter Morton, the Mechanical contractor, to carry out the Make Up Air Balancing in the Kensington so the Hallway fans have even pressure through out the building. **CARRIED**
- i. **Irrigation** – Chelsea Gardens is very lucky to have so many dedicated volunteers and one group being the irrigation crew. Barry Miller intends to retire from leading this group, Council was very happy that he decided to do it again for one more year in 2017 saving the Strata a considerable amount of money. He has decided to retire for good now and that means the Irrigation crew is looking for someone to step up. Please contact the Strata Manager if you would like to volunteer to help out next year and if there is someone willing to step up to the leadership role of this group.
- j. **Parking Garage Security** – It was **MOVED** and **SECONDED** to have Precision Door and Gate to install transparent pieces of Lexan to all the gates in the Kensington and Windsor to prevent thieves from cutting the aluminum bars of the gates and gaining access to the garage. The Strata Manager is waiting for another quote to install a heavy metal mesh to be installed on all the parking garage fences to help secure those as well. **CARRIED**
- k. **FOB de-activation for new Owners** – The Council discussed wording provided by the Strata Manager that would be put on the Form B's issued by CrossRoads Management indicating that all existing FOB's would be de-activated upon possession. This is for security purposes as not all FOB or clickers registered to a unit are always passed along to the new owners. Some, issued for family, caregivers, housekeepers, etc. may not be returned. The Council asked that the de-activation be set to three days after possession which would allow the new owner's time to bring their FOB's and clickers into the Chelsea office for verification.

(7) CORRESPONDENCE

- Correspondence was received by Council requesting to have a chargeback taken off their account. Council stands by their decision to charge back the Owner as the cause of the leak was from their washing machine valves.
- An Owner wrote Council concerned about a tagged tree by their unit. Although Council does realize trees provide shade and a sound barrier, many of these same trees are also causing damage to the common areas of the property or the parkade membrane and are scheduled to be removed or heavily pruned to protect the building envelopes.

- An Owner expressed their appreciation of the festive Owners around Chelsea Gardens, stating it was a joy to be in the complex around the Holiday Season.
- Council received a concern that someone is coming through Chelsea Gardens picking through all the recycle bins, it is unsure if this is an Owner or a non resident. Please alert the RCMP if you see a stranger on the property.
- An Owner sent a request to rent a parking spot in the Windsor. The Strata Manager will look into which spots are available and get back to this Owner.
- An Owner requested that they should not be charged the \$100.00 move-in fee because they live on the ground floor; therefore the elevator was not used. Council will not waive this as it is an approved rule and the fee covers not only the elevator it is for the wear and tear of the lobby area, hallway floors and the front door.
- An Owner made an alteration to their balcony, the Strata Manager asked this Owner to restore the balcony to the original condition and this Owner complied.
- An Owner sent a letter to Council regarding the RV lot security and lighting. Council believes the lighting is sufficient but will look into solutions to beef up security for the RV lot. It was noted that RV Owners may want to invest in a tarp for their RV's as this is also a form of security.
- An Owner sent a request to have proper protocols when renting out the fireside room. It was noted that when this Owner had an event on in the fireside room, many other Owners were coming and going as they pleased to acquire chairs from the storage room. Council discussed that it may be a good idea for adding to the fire side rental form to include the estimated number of tables and chairs needed, this way the caretakers can remove a supply of tables and chairs from the storage room so other Owners can have access to them and not disrupt the event taking place.

(8) COMMITTEE REPORTS

- **TOWNHOUSES** – Murray and Garry will work together on organizing all the townhouse work orders for driveways and garage doors. They will inspect and put the requests in a priority order in the spring.
- **APARTMENTS** – No Report
- **CLUBHOUSE** – The next project to take place is the clubhouse office.
- **SAFETY AND SECURITY** – Charlie, John and the Electrician are working on installing noise makers in the fire exit stairwells of the apartments. It has been reported; people have been sleeping or loitering in these locations. These noise makers should deter anyone from doing this in the future; testing will be carried out to determine if rodents or small animals will not trigger the noise makers.

- **LANDSCAPING** – The Landscaper will do a walkthrough with a member of Council to determine the scope of work for the next fiscal year. Many trees around the complex have been tagged to be removed this is to protect the building envelopes and membrane. The trees scheduled for removal will be replaced with a different type of bush or tree that is more suitable for Chelsea Gardens.
- **BY-LAWS** – Council suggested some possible By-law amendments for the next AGM. These will be referred to the Resolution Committee.
- **RV-LOT** – It has been noted that some RV's are without plates or have expired insurance. Owners who have RV's in the lot must make sure they are insured or at least have storage insurance.
- **ADMINISTRATION** – No Report
- **SOCIAL COMMITTEE** – See attached calendar at the back of these minutes.

(9) **NEW BUSINESS**

- a. **Horizontals and Verticals** – It was **MOVED** and **SECONDED** to approve the quote from Westech to have the horizontal and vertical sewer pipes cleaned out. Each building will be done at a different date and the parking garages will need to be fully cleared out. Notices will be posted when the work is being scheduled. **CARRIED**
- b. **Windsor Fire Door** – The contractor repaired the Fire Exit door in the Windsor.
- c. **East Pedestrian Gate** – The roof of the East Pedestrian Gate is deteriorating and is in need of replacement. The Strata Manager has requested a contractor to provide a quote and a plan to have this replaced.
- d. **Kensington Roof Stairs** – The stairs on the Kensington roof are no longer safe for operation. It was **MOVED** and **SECONDED** to approve a quote from Jeff Morin to have these stairs replaced. **CARRIED**
- e. **Pool Sand Filter** – John indicated to Council that the pool sand filter needs replacing. Council instructed The Strata Manager to obtain pricing to have this replaced.
- f. **Workout Equipment** – It has been noted one of the treadmills is in need of replacement and the other one needs some work on the belt. These treadmills get used everyday and having two active treadmills is very important to the Owners who use the gym. Council has requested to obtain pricing so it can be added to the Bring Forward List.
- g. **South Fire Exit Kensington** – It has been noted that pet Owners use this exit to let their dogs do their business and prop the door open so they can return to their suite. In doing this the dog and the Owners track mud and dirt on the carpet. Council hopes that these Owners refrain from doing this or take extra measures to clean the dogs feet when re-entering the buildings. If this continues Council will look into having these doors alarmed.

- h. **Gutter Work** – It was **MOVED** and **SECONDED** to approve the quote from Kymar gutters to repair damaged townhouse gutters identified earlier. **CARRIED**

CROSSROADS HAS MOVED

Please note we moved our office on January 26, 2018.

Our new address will be: 1001-7445 132nd Street, Surrey, BC, V3W 1J8

The new office is in the same commercial complex and only a few doors down from our previous location. It provides CrossRoads with a larger space to accommodate our continued growth.

All phone and fax numbers will remain the same as will the email addresses for Ross Ruddick and Jesse Train.

(9) ADJOURNMENT

- The meeting was adjourned at 3:20 PM.
- The next council meeting is Tuesday February 20, 2018 – Clubhouse library

Jesse Train, Strata Manager - CrossRoads Management

Owners are advised that they should retain their printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years worth of minutes and, if you do not have them, there is a charge of .25 per page from CrossRoads for this service. Retaining the minutes will help you and/or the buyer avoid this charge.

CrossRoads Management - EMERGENCY CONTACT- 24 HOUR SERVICE - (778) 578-4445

Calling afterhours for an emergency you will be asked to press "1". This takes you to our afterhours 24/7 Call centre who will then contact the Strata Managers (or their back-up) at home or cell phone.