

CHELSEA GARDENS - LMS 1416

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COUNCIL MEETING MINUTES – TUESDAY JUNE 19, 2018 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2018/2019

PRESIDENT

Zenon Jalbert – TH-202

VICE-PRESIDENT

Murray Hill – K406

SECRETARY

Anita Thompson – W325

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Bob Hurley - W-122

Gordon Yamashita - K202

Ashley Orton – T243

COMMITTEE ASSIGNMENTS

Zenon – Bring forward, Exec. Committee

Murray – Townhouses

Gordon – Apartments, RV Liaison

Bob – Social Liaison, Ponds/Fountain, Exec. Comm.

Anita – Clubhouse, Finance

Victor – Executive Committee

Ashley – Landscaping, Security, Volunteers

CLUBHOUSE OFFICE

Valerie Morris

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

Guest suite booking and Keys

CARETAKERS

John Unger - (604) 834-4578

(7:00 AM-3:00 PM-Monday-Friday) Valerie Morris –

Nights/Weekends

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

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

(604) 834-4578

STRATA MANAGERS

Ross Ruddick – ross@crpm.ca

Jesse Train – jesse@crpm.ca

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EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

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

ATTENDANCE:

Zenon Jalbert

Victor Monasch

Gordon Yamashita

Bob Hurley

Murray Hill

Anita Thompson

Ashley Orton

REGRETS

Jesse Train, Strata Manager

Bogdan Mitoi, CrossRoads Management

(1) CALL TO ORDER

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

(2) Hearing

An owner attended the meeting for a hearing in regard to a letter that was sent to them informing them of a complaint that was received by CrossRoads Management. After the hearing, Council discussed the information provided by the owner and a response letter will be sent to the owner.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the April 24, 2018 council meeting as circulated. **CARRIED**

It was noted that in the previous set of minutes, Ashley was listed as in attendance when he was not present.

(3) Caretaker Report June 2018

Summer is finally here and work on repairs, clean up and painting is well underway. I'd like to thank Lloyd Anderson for all his hard work as well as some of our council members and volunteers that have gone above and beyond in making repairs to areas that have been neglected for far too long.

The Emergency Program implemented by Doug McCloud is nearing the final stages of implementation and I have to say the work done by the various committees and volunteers is impressive. We will soon see many of the ideas implemented such as street signs, updated response information and preparation for disasters should they happen. City Fire will be in the condo's starting July 03. This is part of the annual requirement by the city of Surrey and it is imperative that arrangements be made for access to units should you not be available when they are here. Once this has been completed we will have our inspection by the City.

We have had several residents point out areas where hornets and wasps are present and after being stung 4 times investigating where in the bush a nest was will remind everyone to be aware because the black Hornets are aggressive. Please take note and pass on a comprehensive note as to where in the bush or tree you have seen the pests. Ants seem to be prolific everywhere this year and although for the most part are under control it is important to stay on top of any infestations.

Lattice repairs have begun and once finished, we will start to clean them and after that painting can begin. Ivan has come on board for the summer and possibly longer to help me keep up with general maintenance has been busy cleaning balcony's, driveways, digging out gardens, etc.. If you are interested in having him do some work for you please use the signup sheet in the Club House Post office. His rates for private work are 25.00/hr.

Fob updating is well underway and the response has been positive. It will be a relief to see the system cleaned up and accurate. This has been an important step in maintaining as well as ensuring all aspects of security are reviewed. As with other condo developments this is something that is usually carried out every 2 – 3 years and we will review the need as time goes on.

The Pool pumps have been serviced although we still have a minor issue that needs to be dealt with but will try to carry out the repair on a cool rainy day when it won't interfere with use. The new sand filter has been installed to ensure clarity of water. We still have quite the buildup of Body Butter on the side of the pool and it is a reminder that twirling around once in the shower does not constitute a good cleaning. If you have applied lotions or sunscreen it is important to wash as much of the contaminant off as possible before entering the hot tub or pool. There has also been the question of diapers in the pool. The swim diapers for children are approved and can be purchased for children as young as 3 months. These must be worn if a child is not fully toilet trained. Just a reminder that pool hours for children under 19 are 11am everyday– 2pm and 5pm until 6pm every day except for Friday evening. The pool is open from 9.00am – 9.30pm., and the hot tub from 7.30am until 10.00pm.

Heat has been turned off in all the condo's. In case of a drop in temperature where heat may be required please use your fireplaces. Condo owners please make sure that when recycling, that items are placed in the correct bins and cardboard boxes have been flattened. I am having to inspect the bins and have had to pull electrical items from both cardboard and blue bins. Electrical items need to be recycled at a drop off. There are several places that take electric items. Surrey City website has all the drop off places listed and if you are unable to do drop off please contact the office and pick up can be arranged.

If you have the opportunity to water the plants around your units please do so. We are in for a long hot dry summer and since watering days have been reduced to only twice a week it is important to make sure that the shrubs and plantings are kept watered. Problem trees are slowly being dealt with and many have been removed. The process will continue for the next few months including plantings as well.

Speed limits will soon be painted on our roads as well as new signs for the condo's. Speed limit signs are also

being ordered which will stand upright and visible to vendors, and visitors coming on to the site. We have also investigating estimates for Electric car stations should it be decided to provide these to residents and guests.

As a final note to dog owners. If your pet has an accident before they make it outside please let me know so we can clean it up as quickly as possible. Leaving it for others or myself to discover does not bode well and if we can clean it up quickly will avoid stains. It's not a huge issue and I would not judge but it is important to pass on the information quickly. If it is not dealt with it has the potential to become a designated spot for Spot.

Thanks for everyone's support.

John

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements for April 30, 2018 and May 31, 2018 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads to April 30, 2018 and May 31, 2018. **CARRIED**

It was **MOVED** and **SECONDED** to add \$50,000 to the maturing GIC of \$150,000 at a 12month fixed rate of 2.3%. **CARRIED**

The Strata Manager reviewed the arrears (which are minimal) with Council. CrossRoads Management will be pursuing resolution of these arrears and/or charge-backs.

(5) BUSINESS ARISING FROM THE MINUTES

- a. **EV Charging Station and Rebates** – EV charging stations will require a lot more investigation and will require bylaw amendments to allow for use of common and limited common parking stalls. This has been tabled for future meetings.
- b. **Accessibility Assessment** – The Strata Manager is currently waiting for the report form the accessibility assessment.
- c. **Spindles** – Spindle repair was reported to be successfully carried out during rainy season , however repairs to the townhouse envelopes must be done in dry weather. For that reason, the contractor will currently be focusing primarily on townhouse envelope repairs.
- d. **Ants** – Ants are reported to be in full force. Ant control products were purchased and are being applied to high ant populated zones.
- e. **Street Name Signs** – Street name signs are currently being ordered.
- f. **Roof Inspection** – The roofer will be on site Thursday, June 28th to carry out the townhouse flat roof inspections and repairs. A report will be given to the Council for future planning.

- g. Concrete Repairs** – The Concrete repairs for the water main leak recently completed.
- h. Earthquake Valves** – The discussion was tabled until more information is received.
- i. Fob Clean Up** – The fob verification process is going smoothly. The three apartments will be finished and the townhouses are soon to begin. If you have missed the dates for your apartment, please contact the Strata Manager to set up a time to have your fobs verified. Letter will be sent to Owners who have not come into present their fobs. These letters will indicate a time frame of when the fobs will be disconnected. Currently there has been 125 fobs removed from the system, these are either dead/broken fobs or lost/stolen fobs. This will assist us a great deal in keeping our system in good working order.
- j. RV Lot Security** – A Council member attended the security show last month and had some suggestions to beef up security in the RV lot. The Council directed this individual to obtain more information and pricing for this work.
- k. Clubhouse Telus** – The Strata Manager presented a quote for the installation of Telus in the clubhouse. It was **MOVED/SECONDED** to accept the quote, but first Council requested the Strata Manager to inquire to Shaw through a phone call to see if they can beat the price. If not, then the quote for the Telus installation will be accepted. One member was opposed to acquiring a second quote from Shaw.
CARRIED
- l. Bowed Windows** – Multiple quotes were reviewed, after discussion it was **MOVED** and **SECONDED** to have A1 Windows carry out the work.
CARRIED

(6) CORRESPONDENCE

- An Owner asked for the color code for the lattice fencing. The Strata Manager provided the information to the owner.
- An owner requested to install a roof vent on their townhouse unit for additional ventilation. After discussion, the request was approved as long as the vent is a reasonable size and it is maintained as it will be outlined in the alteration letter sent to the owner.
- An owner requested the current dance slot time of 3:00 PM – 7:00 PM on Thursdays be kept the same and not reverted back to 5:30 PM – 7:00 PM. After discussion, Council approved the request as long as there is no conflict with other events.
- An owner informed the Strata Manager that they saw someone rummaging through the blue bins for refundable recycle items. Council thanks the owner for the information.
- An owner sent correspondence in regard to the bylaws referencing RV lot rental fees. Council discussed the letter and agrees that a monthly fee has to be determined at the beginning of a fiscal year. This discussion has been tabled.
- An owner sent correspondence requesting the one hour allocated to children using the pool during pub night be removed. After discussion, it was **MOVED/SECONDED** with 3 against and 4 in favor to remove

the evening hour for children to use the pools on Friday nights. The schedule on Fridays will going forward not allow children to be in the pool between 5:00 PM – 6:00 PM on Fridays.

- An Owner reported that there are rotten wood ties around their patio. The Council has marked this down on the work order spread sheet and it will be addressed in order of priority.
- There was correspondence in regards to the clubhouse cleaning. The Strata Manager and the Council have come up with a new spreadsheet for the resident manager to follow daily. This is to keep track to make sure items are being completed.
- It was reported that the hallway heat is very hot in the apartment buildings. The mechanical contractor has now turned off the in floor radiant heat which should help with the heat in the hallways. However, a considerable amount of heat is generated by the large 4" hot water recirculation line located in the 2nd floor hallway ceiling. . resulting in the the hallway being very hot. Council has investigated ways of cooling down this area but with no success to date.
- Correspondence was received about garage doors needing repairs. These have been added to the list.
- There were letters sent in about landscaping requests, these have been passed onto the landscaping liaison and he will then inform the landscaping company.
- An Owner indicated that the 2nd floor ceiling in the Kensington looks terrible. This has been passed onto the caretaker to inspect.
- It was suggested that more benches should be placed around the complex. Council thanks this Owner for the suggestion and will look into it.
- A request for parking stall cleaning was received by Council. The mess in the parking garage is mainly from the horizontals and verticals being cleaned out. The parking garage will be cleaned again next Spring.
- An Owner sent a letter in concerned that their grandson was not wearing appropriate swim diapers, when indeed he was. Council recommended if you are having children that require diapers that they have the appropriate swim diapers as per the Chelsea Gardens rules and they bring proof that they are an approved style.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – No report other than envelope repairs are underway.
- **APARTMENTS** – No issues.
- **CLUBHOUSE** – The Strata Managers have received the quote from TELUS and it was approved, however the Strata Manager was requested to acquire a quote from Shaw to see if they can beat the price Telus has provided.

Anita has developed an exercise equipment usage sheet that has indicated the use of all the equipment in the gym. The results will assist Council in any decision of donating any equipment. This will allow Council to rationalize the amount of equipment in the overly crowded space.

Anita will be purchasing new bed spreads and lamps for the Rental room in the clubhouse to brighten the room up. Council approved this idea when presented with a quote for the items.

- **SAFETY AND SECURITY** – A Council member attended the Security trade show in Richmond where many options for security was discussed. The Council member noted that the technology for security has improved drastically in the last few years. Council will further discuss the practicality of the options and tabled the discussion for a later date.

The latest report from the Emergency Preparedness Committee is attached to these minutes. Currently, the committee is inquiring into obtaining the street name signs. The committee also indicated that the consolidation of the Emergency contact forms is going smoothly.

In any major emergency there will be a need to access the clubhouse and, should there be a power outage accompanying that emergency, access will be restricted to be by key only. The Strata President and one designated Council member will possess those master keys and, at all times, two Council members will be available with the master key.

- **LANDSCAPING** – There was a tree reported to have begun to encroach onto the patio of a townhouse. This tree will be trimmed back.
- **BY-LAWS/RULES** – Owners should have received a copy of the most recently updated set of Bylaws and rules. It was **MOVED** and **SECONDED** to approve a written request to eliminate the children’s pool hours on Friday evenings, in order to accommodate pub night. The rule will now read:

Guests under the age of 19 and accompanied by an owner are only allowed in the pool between the hours of 11:00 AM and 2:00 PM every day during the season the pool is open and 5:00 PM to 6:00 PM Saturday – Thursday during the season the pool is open.

A lengthy discussion was had by Council and a decision was made to approved the rule change.

3 votes for the change and 3 votes against the change and deciding vote by the Council President in favor of the rule change.

CARRIED

NOTE: This new Rule will be in effect July 6th.

- **RV-LOT** – One break in was reported in the RV Lot. Council is discussing ways of increasing security along the perimeter of the fence surrounding the RV Lot.
- **ADMINISTRATION** – No report.
- **SOCIAL COMMITTEE** – The Social Committee executive summary of their recent meeting is attached at the end of these minutes along with the July calendar of events.

(8) NEW BUSINESS

- a. **Removed Trees**– Allan Brothers Landscaping is continuing to remove the selected trees throughout the complex.
- b. **Cellular Booster Antenna** – The electrician provided information of a new antenna that has specifications indicating double the cellular boosting capability. The Strata Manager requested a quote from the electrician.
- c. **Speed Limit Re-Painting** – The Strata Manager was requested to obtain a quote to re-paint the speed limits on the roadways. This quote was presented to Council and it was **MOVED/SECONDED** to accept the quotation as presented. **CARRIED**
- d. **Bike Rack** – The Strata Manager presented quotes on separate bike racks. The discussion has been tabled to decide where they would be installed.
- e. **Postage and Printing** – A Council member requested this item to be put on the agenda for discussion. The Strata Council does acknowledge the cost for postage and printing is high, however they are certain there is little to no alternatives. The Strata Council requested for a breakdown of the costs.
- f. **Fire Safety Testing** – The fire safety testing has been scheduled with the caretaker to take place on the 3rd and 4th of July. A notice will be placed for notification closer to the dates.
- g. **Exercise Tally Sheets** – As stated in an earlier section of the minutes, the tally sheets have been completed. The Council will be using the results as a reference in the future when equipment may need to go.
- h. **Shelves in Library for Binders** – The Strata Council discussed changing the location of the binders on the shelves in the library. It was discussed that the binders be moved from the end shelf to the shelf nearest to door leading to the pub area of the clubhouse.
- i. **Janitorial Services** - The Strata Manager presented a quote to the Strata Council for a deep clean of the clubhouse. After discussion, it was **MOVED/SECONDED** with one member opposed to accept the quote provided by MAXIM PROPERTY SERVICES for a one time deep clean and subsequently once a month if the service is satisfactory. **CARRIED – 1 Opposed**
- j. **Cooking Smell** – A complaint was received in regards to an odor coming from a neighboring unit when cooking. It was discussed that there may be a connecting ventilation tube that exchanges the air should both fans be on at the same time. Council would like to know how often this occurs and if it is a reasonable complaint. If it is happening often, Council will investigate further.
- k. **Bathroom Stack** – The vertical bathroom stack has been cleaned by Westech for certain units experiencing backups.
- l. **Private Property** – The Council requested No Trespassing signs. The Strata Manager will obtain pricing for these signs.

- m. **Speed Signs/Back in Signs** – A quotation for speed limit signs and do not back in signs was acquired and presented to Council. It was **MOVED/SECONDED** to accept the quote and purchase the signs and any subsequent installation fees. **CARRIED**
- n. **Walls Leading to Underground Parking** – A request to paint the walls leading to the underground parking was received. Council believes this to be excessive and power washing the walls was deemed more appropriate.
- o. **Back Steps at the Clubhouse** – It was noted that there are steps at the back of the clubhouse that were installed incorrectly and accumulates water which freezes in the winter time. The Strata Manager was requested to look into solutions that may remedy the issue.
- p. **Mayfair Hallway Painting** – Quotes were presented for the hallway painting in the Mayfair building. The decision has been tabled for now.
- q. **Canada Day Insurance** – Insurance was obtained for the event that the social committee is hosting on Canada Day and the social committee will be notified that they will be responsible for the cost of the insurance.
- r. **Garage Door** – A bylaw regarding the hardware of a garage door was discussed to bring forward to the next Annual General Meeting.
- s. **Dryer Vent Outlets** – The Strata Manager was requested to acquire quotes to repair worn out dryer vent outlets.
- t. **Window Replacement** – It was **MOVED** and **SECONDED** to have Action Glass replace a sealed glass sliding door unit in a Townhouse. **CARRIED**
- u. **Car Share** – A discussion on car share was tabled.
- v. **Planters** – There were several units noted to have planters outside their balcony railing. The Strata Manager will send letters to remind owners it is against the bylaws and a safety concern.
- w. **Moss Treatment** – Moss treatment is tabled until next year.
- x. **Hot Tub** – More information will be acquired for a gate for the hot tub at the clubhouse. Discussion has been tabled until then.
- y. **Air Conditioner Units** – Council would like to remind Owners of the Air Conditioner Bylaw:

Owners may apply to council for permission to install ductless split air conditioning units provided that the building envelope is not compromised and that the exterior part of the system operates at 49 decibels or less and that the exterior unit is discretely placed so as not to be an eyesore to other units. Owners may also install interior, standalone air conditioning units that vent to the exterior through a flush mounted window attachment. Air conditioners that protrude from a window or the side of a building to the exterior are not permitted. Plans and the location of the exterior unit must be approved

in advance by the Strata Council who may make it a condition of approval that the installation is done by a professional contractor.

(9) ADJOURNMENT

- The meeting was adjourned at 5:25 PM.
- The next council meeting is Tuesday July 16, 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.