

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES – TUESDAY MARCH 20, 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.

1001, 7445 132ND STREET,

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

****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

Ross Ruddick, Strata Manager

Jesse Train, Strata Manager

Bogdan Mitoi, CrossRoads Management

(1) CALL TO ORDER

The meeting was called to order at 1:05 PM by Zenon Jalbert, President, and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the February 20, 2018 council meeting as circulated.

CARRIED

(3) CARETAKER'S REPORT – FEBRUARY 2018 – JOHN UNGER

What a fast month this has been but we did accomplish a great deal thanks to all those that were able to move their vehicles when the horizontal drain pipes in the parkades of the condo's were cleaned. Scott and Daniel from Westech did the job most would avoid but my thanks to them the pipes can flow.

When it comes to thanking someone it's hard to know where to start. Volunteers have stepped forward to record piping, fencing, drainage issues, and security related projects. When it's all recorded will be a tremendous asset in dealing with issues quickly and efficiently. Then there were the volunteers that helped in updating our front office and let's not forget all the work being done to prepare the complex in case of emergency. Wow, again it really does take a community.

You will notice this summer that some of the bushes and trees are

being removed. For those in the townhomes we have all had to deal with roots or trees so a serious project is underway to help diminish some of the issues as well as the tagged trees for removal around the condos. Large trees planted on top of a parking area can do tremendous damage to the protective membrane that cost wise is something no one wants to have to get quotes for \$\$\$.

It won't be long now before the place is going to burst into bloom so clean up from winter continues. If there is an entomologist or someone who might have an idea on how to deal with ants on a large scale I'm all ears.

I will be asking condo owners soon to move vehicles once again so the underground parking area can be thoroughly cleaned and lines repainted.

If you are expecting company or delivery please remind guests that the speed limit within Chelsea gardens is 15km. As the weather warms up there are many walking on the roadways and courtesy is the order of the day.

The grate going to the underground of the Kensington and Mayfair needs some work before it can be fully secured. The noise cars make driving over the grate will soon be fixed.

I've been asked when the pool is going to be open and at this point I can only say it's around May 24th?? Give or take a few days. For those really anxious I could pull back the cover during the day. The water is a balmy 60F/ 15C degrees and the water is clear, clean and ready.

Garbage such as mattresses and furniture are not to be left at the compactors. Styrofoam is also not allowed in the compactors and must be recycled. If they are large from packaging let me know and I will collect them in the RV storage until I have enough to make a trip to the recycle depot.

Until next month, thanks again to all those that gave of their time and energy.

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements to February 28, 2018 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads to February 28, 2018. **CARRIED**

The Treasurer reviewed the proposed operating budget to bring forward at the AGM for 2018-2019. It was **MOVED** and **SECONDED** to approve this budget to present to the owners at the AGM. **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Windsor Water Leak**– A reminder letter to the owner was sent. Council, along with the Strata Manager, decided on allowing for another month to wait for the payment of the chargeback from the owner. Council noted if the payment is not received, further action in the form of litigation against the owner may be taken.
- b. **Recovering Pub Chairs and Stools** – Samples for the pub chairs and stools were recently acquired by Council and the Social Committee to review.
- c. **Apartment Address Signs** – The new signs should be arriving within the next couple of weeks.

- d. **Resolution Committee Recommendations** – The Strata Manager presented the recommendations for the resolutions to be voted upon at the Annual General Meeting. The following rules were proposed to and have been **MOVED** and **SECONDED** to adopt the rules listed below. **CARRIED**

F. **RULES FOR RENTAL OF FIRESIDE LOUNGE**

The Fireside Room and kitchen area are available to be rented on Saturdays or Sundays only, (and Christmas/Thanksgiving **and between December 24 through to December 31**) by an owner, for their own personal exclusive use. In the case of bereavement only, the Fireside Lounge may be rented at other times if it is not already booked. The areas must not be used for commercial purposes. A rental fee of \$50.00 will be required to be paid, by the resident, to the Strata Corporation at the time of booking. Bookings for the month of December, if not cancelled thirty days prior to the event, are non-refundable.

Exercise Room Rules

- (1) *The Exercise room and equipment are for the sole use of Chelsea Gardens' residents as per the bylaws.*
- (8) *Entrance into and use of the exercise room and equipment is limited to authorized persons only.*

An authorized person is:

- *A resident of Chelsea Gardens and is 19 years of age or older*
- *Has read the statement of liability posted in the exercise room.*
- **A caregiver, personal trainer, competent relative or friend of a disabled resident, who is designated to assist the resident with therapeutic exercises. It is required that the resident apply, in writing to Council to designate the assistant as an authorized person. Other than using the equipment to assist, setup, or demonstrate, they are not to use the equipment.**
- **Is aware that any program of exercise may require consultation with a doctor prior to commencement.**

Rule 2-J

CHRISTMAS LIGHTS – May be put up after November 15 but not turned on until November 25 and they must be taken down by January 15. **Decorative lighting and accessories for all other significant cultural, religious or civic events may be installed no sooner than two weeks before the event and must be removed no later than one week after the event.**

It was **MOVED** and **SECONDED** to bring these approved rules to the AGM for ratification. **CARRIED**

- e. **Parking Garage Security** – There were proposals from a few different security companies to install heavy metal mesh to installing lexan, plexi glass, all expected to be considerably expensive. However, Charlie was able to come up with a better idea of installing wires that run along the fence posts and if they are cut or disconnected in anyway will trip a very loud alarm. The alarm is on a 5 min timer. If you are in the parking garage and you hear this alarm, please call 911.

- f. **Horizontals and Verticals** – The Horizontal and Vertical pipes have been cleaned for all the apartment buildings.
- g. **East Pedestrian Gate** – The Strata Manager is in the process of acquiring more quotes to re-build the east gate shelter.
- h. **Pool Sand Filter** – The Strata Manager has requested a quote from Imperial Paddock Pools to replace the sand filter.
- i. **Paid Pub Update** – Council and the Social Committee agreed there will be no third parties allowed to attend on paid pub nights. Only residents will be able to attend paid pub nights. The Strata Manager has requested CMW to look into a blanket coverage policy for the year to cover 3rd party visitors. Many Owners have asked what constitutes as a resident as there are many Owners who live off site during the week and reside at Chelsea during the weekend. In this instance the Insurance Company would consider this to be a resident.
- j. **Relief Caretaker Pricing** – The Strata Manager is in the process of finding someone to do relief caretaker work for when John takes Holidays or needs to take time off in case of emergency. There are multiple companies that do this type of work but are very expensive. John indicated that he knows a few people that may be interested that could be a good fit both for relief work and for extra work around Chelsea Gardens.
- k. **Mayfair re-circulation line** – The work on the Mayfair re-circulation line was recently completed and Ric Fountain was in to complete the drywall work. Going forward there should be no more pin hole leaks in the re-circulation line.

(6) CORRESPONDENCE

- An owner noted to council that the temperature on the 2nd floor of the Kensington building is still very high. The Strata Manager reached out the owner to note that it is an ongoing issue that is caused by the MUA unit.
- An owner proposed a suggestion regarding a deposit on FOB's to increase security. The Resolution Committee thanked the owner for the suggestion but did not approve it at this time.
- An owner noted that another owner had an unlicensed vehicle stored on their driveway for an extensive period of time and is in violation of Chelsea Garden's bylaws. A letter was sent to the owner requesting proof of insurance.
- An owner inquired as to if Chelsea Gardens has earthquake valves installed on the main line of each of the apartments. Council has requested the Strata Manager to contact Fortis to inspect the main lines.
- An owner has requested for a "Meet the Candidates" evening at Chelsea Gardens prior to the Annual General Meeting to meet the new candidates running for Council. The current Council is not opposed to the request; however Council will not organize this event. The candidates running for Council or the Owner's suggesting the idea may organize the event.

- An owner has requested approval for alterations involving their kitchen open pass through and their bathroom flooring for their unit. Council has **MOVED** and **SECONDED** to allow the owner to follow through with the alterations as long as their contractor or an engineer assures the kitchen pass through is not load bearing. The Strata Manager will send an alteration letter to the owner. **CARRIED**
- Council noted some apartment owners having their fireplace operating continuously while their windows are open. Council reminds owners that the original fireplaces are extremely inefficient in keeping your unit warm; they are more for ambiance in your home. Using the fireplace as the main source of heat is costing the Strata Corporation a lot more in gas consumption. Council also reminds owners the in floor radiant heat, which is also paid by the Strata Corporation, is great deal more efficient and effective.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – John has found some more drain line issues throughout Chelsea Gardens. The Strata Manager was asked to look into the last time all the main lines located in Chelsea Gardens were previously flushed.
- **APARTMENTS** – No issues.
- **CLUBHOUSE** – The office is almost complete. New exercise equipment has been delivered and placed in the gym.
- **SAFETY AND SECURITY** – The Emergency preparedness group introduced a proposal to name the streets in a fashion that would be easy to remember and can create a better picture for people trying to understand where townhouses are. On another note, their recommendation for a response to an emergency is for the Leadership Team to set up in the library of the clubhouse. The leadership team would need 24hour access to the club house and requested that all six of them get this access. Council denied the request for all six members to get after hour access fobs, but one set will be given to one of the members with instructions on what to do when the member is away from Chelsea Gardens. If the member knows they will be going away for a long period of time, they may inform the other members that the fob is passed on to another member. If the member holding the fob is unreachable in the case of an emergency, the last case scenario is to use force to gain access into the clubhouse. A notice will be attached to the end of the minutes for owners to acquire more information on the new committee.
- **LANDSCAPING** – The landscapers are focusing on pruning and cleaning up.
- **BY-LAWS** – The bylaw amendments have been reviewed and will include the following resolutions at the Annual General Meeting:
 - a) Bylaw 3-8:
Plants, bushes, trees and other live garden items at the back, front or sides of units shall not be placed in or removed from any common or limited common property without the written approval of the strata council. (Annuals may be planted in the common property adjacent to an owner’s suite without Council’s approval, provided that are installed and maintained at the owner’s cost.) The care and maintenance of items planted by owners will be the responsibility of the current and any future owner.

b) Bylaw 3-12:

(12) No attachments are allowed on any of the exterior surface which will compromise the building envelope on any apartment building(s) or townhouses. Planters must be secured and have drip trays. No potted plants, planter boxes or any other items are permitted to be on top of outside of balcony railings.

c) Update any rule and bylaw language regarding caretaker and remove gender specific wording:

Any reference to Resident Caretaker or Resident Manager in the Bylaws or Rules is to be amended to read: "Caretaker". Any reference in the Bylaws or Rules that is gender specific (i.e. him, her, she, ect.) is to be amended to read: "him/her" or "he/she"

d) Bylaw 2: 1-2

- (1) An owner must repair and maintain the Owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it; except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws. An owner who has the use of limited common property shall be responsible for keeping it clear from ice, snow and slush.
- (3) Owners are responsible for all significant alterations or improvements to the strata lot or limited common property irrespective of whether or not a written alteration agreement was signed or approved by Council.

e) New bylaw regarding noise:

6 (3) Owners and their contractors engaged in renovations, alterations or maintenance that involves the use of power tools, hammers, pressure washers or any other noise producing equipment are restricted to the hours of work between 8:00AM and 6:00PM, Monday through Saturday.

f) New Bylaw

Owners are not permitted to place or make donations of furniture, plants, décor, exercise equipment or any other items without permission of Council. Should the Council decide to accept the donation, it becomes the property of the Strata Corporation and may be sold or disposed of at any time without consultation of the individual making the donation

Owners are not permitted to remove any furniture, plant, décor, exercise equipment or any other items without the written permission of the Strata Council.

- **RV-LOT** – Letters have been sent to owners who were believed to have expired license plates on their RV's. The owners have been sending these in to the Strata Manager.
- **ADMINISTRATION** – Caretaker hours need to be reviewed as the pub needs cleaning in the morning after pub nights.
- **SOCIAL COMMITTEE – The Bar:** Our 'Cash Bar' will be reinstated, but with a new stipulation that there

are to be no third party guests attending. A third party is simply a non-resident. We need to be sure that there is absolutely NO outside alcohol brought on premise during a cash bar event. We must be diligent in following these insurance based rules, so that we do not lose our bar license.

International Potluck: Our first event this year with a 'Cash Bar,' will take place on March 23 at our International Pot Luck. Check the posters for more information.

Chelsea Today Site: Our Chelsea Today site is up and running, and now ready to invite interested residents to become members. It has a wealth of pertinent information like, which weeks are 'garbage' weeks, and a description and contact information for all events and activities.

Chelsea Today is a secured site, and is password protected. Our webmaster, Zenon, will allow 'residents' only to gain access. Follow the prompted steps on the site: www.chelseatoday.org

Chelsea Blog: Our latest addition to the site, thanks to Carole L., is an e-mail subscription option that has been added to the Chelsea Blog. It will deliver early notifications of any news or event to your email in-box. To sign up for these notices you must first become a member of the Chelsea Today site. Just follow the prompted steps at chelseatoday.org to register.

Food Safe: This course will be offered to those who actively volunteer for Chelsea events that involve food handling. This course will be opened to other residents at a reduced rate, if space allows. More information to follow.

Volunteer Appreciation: This event will be held on April 28 at 2:00pm. The focus will be "A Walk Down Memory Lane", and is open to those who have volunteered past and present. Please bring an appetizer to share. Watch for posters.

(8) NEW BUSINESS

- a. **Use of Fireside Room for Bereavement** – An Owner has requested to use the fireside room for bereavement on a specific day as to line up with the birthday of the deceased. Unfortunately, if the fireside room has been booked first by another party, unless an agreement is made between the two parties, the first party has priority of the room.
- b. **TELUS Marketing Event** – TELUS will be having a marketing event for owners on Thursday, March 22nd and Saturday, March 24 which will include free wine and cheese. TELUS will be giving out special promotions during this event. After these events are complete, TELUS will be doing door to door marketing to those who had the fibre installed, this has been approved by Council as part of the agreement with TELUS to have the fibre installed to Chelsea Gardens for free. Council would like to remind Owners there is no obligation for Owners to switch from their current providers.
- c. **EV Charging Stations and Rebates** – The Strata Manager provided information that was sent to him about the provincial government giving out 75% rebates on electrical vehicle charging stations. Council instructed the Strata Manager to obtain more information and pricing.
- d. **Accessibility Assessment** – The Strata Manager provided information of a company doing accessibility assessments for free to their first 1,100 requests. This assessment will give insight in regards to how fit the property is for accessibility. Council believes this will be a great idea as the assessment may raise

property value. It was **MOVED** and **SECONDED** to see if Chelsea Gardens can still get the assessment for free. **CARRIED**

- e. **Security Assessment** – Council noted that a security assessment is unnecessary since the alarms have been installed in the garage parking area.
- f. **Access Control System Assessment** – Council has determined that the assessment is not necessary.
- g. **Arts & Crafts Request for Fireside and Upper Card Room** - A request from a new arts and crafts user group to use the Fireside Room and upper card room was received and it was **MOVED** and **SECONDED** to approve this request as the times requested do not conflict with any other groups. The Council attached conditions to the approval of the request in that the users of the rooms must not use any oils and must use covers for the tables. Any damage or staining done by the users will be the responsibility of the group. **CARRIED**
- h. **Use of Garburators** – Since its invention in 1927, the garburator, or waste disposal unit, has been used by homeowners to dispose of their household waste. Owners should be aware that improper use of garburators can clog up vertical and horizontal waste lines which then need to be cleaned out by professional (and expensive) plumbers. Proper use is as follows:

Always run **cold** water before starting your garburator and leave the water running for one to two minutes after the grinding has stopped. This helps flush out everything to the horizontal pipes in the parkade.

Do not put food waste into the garborator before running the water or starting the machine. Use a wooden spoon or a spatula to push food in.

Once a week, fill the sink with **cold** water and then drain it out while the garburator is running.

Putting the incorrect items in the garburator can clog plumbing pipes that cost the strata money to clean out. To ensure that your garburator stays functioning properly, below is a list of items that should **not** be put in the device:

Non-Food Items: Garburators are designed for soft food items. Items such as glass, metal, and plastics will damage the device.

Oil, Fats, and Grease: Although oil such as cooking oil, fats, and grease, can be easily poured down the garburator, it does not all flow through the plumbing system. It will congeal, solidify, and accumulate in the plumbing pipes, eventually creating a blockage in the system.

Fibrous and Stringy Food Substances: Fibrous substances such as cornhusks and celery can clog up the garburator and should not be put in the device. Any kind of stringy or hard-peeled vegetable in large amounts can harm the system. This includes: asparagus, potato peels, carrot peels and lettuce. Only small amounts of the items should be put in the garburator at one time.

Hard Food Items: Fruit pits and bones are examples of hard food items that should not be put in the garburator.

Food Shells: Once eggshells are ground up, they will often accumulate in the plumbing pipes and clog the pipe. Shrimp shells should also not be put in the garburator as they will start to emit a foul odor if they do not pass through the plumbing system.

Contaminated Food: It is important to avoid putting contaminated food in the garburator to prevent an outbreak of a food borne illness.

Paper: Once paper gets wet, it will become lodged in the garburator and create a blockage.

Animal Waste: Cat litter and dog poop should not be put in the garburator.

Diapers: Although it would appear to be a no-brainer, every year, thousands of garburators become clogged with dirty diapers.

Coffee Grounds: Putting coffee grounds in the device will eventually cause an accumulation and clog.

Rice and Pasta: It is very difficult to break up rice and pasta into small enough pieces to ensure the food travels through the plumbing system. They will also expand when mixed with water which can collect in the trap.

Although garburators are designed for the disposal of waste, there are items that should not be disposed of using the device as they can cause damage. For instance, clogged or damaged equipment can cause the plumbing to become damaged which can result in flooding of the kitchen. It is important for every homeowner to be aware of what can and can't be put in the garburator. It will ensure the device stays working properly for a long time.

If owners follow the above recommendations it will reduce the frequency of cleaning...thus saving money. The best solution is to actually discontinue the use of garburators totally. They are a plumber's best friend and create a lot of business for them.

- i. **Pest Control** – Pest control is becoming a growing expense every year. Owners are reminded that if food sources are left out on your counters and not stored properly ants will become present in your unit. The main reason for Owners spotting ants in their units is because there is some sort of food source for the critters. The Strata Manager has notified the pest control company to take detailed notes in regards to why the ants are present in the unit. If it is found on the report that the reason units are infested with ants is because of un-cleanliness and improper storage of food and scraps then Council, at their discretion will decide whether to charge back the unit for the pest control call out.
- j. **Emergency Vehicle Access** – There was an incident where an emergency vehicle needed access to get into the property after hours. The dispatchers should all have the code to get in, but the emergency first responders were not given it. As a result they buzzed an owner to gain access, but the owner was unsure of whether who they were. Council has decided to make the first name on the intercom systems be the caretaker's. That way, if the situation were to happen again, the caretaker will be able to assist in letting the emergency vehicles in.
- k. **AGM Package Review and Delivery Procedures** – The AGM packages will be ready for pick up on Saturday, March 31st and Sunday, April 1st in the clubhouse. Council is looking for volunteers to help hand out the packages to Owners on these two days between 9:00AM – 11:00AM and again at 1:00PM

– 4:00PM. On Monday, April 2nd and Tuesday April 3rd Council is looking for volunteers to help hand deliver the packages door to door. All remaining packages will then be mailed out on Wednesday, April 4th. Please inform a Council member or Crossroads Management by email to jesse@crpm.ca or by phone 778-578-4445 if you are able to volunteer.

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 4:05 PM.
- The next council meeting is Tuesday April 24, 2018 – Clubhouse library

Ross Ruddick, Strata Manager - CrossRoads Management
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.