

**CHELSEA GARDENS - LMS 1416**

[www.chelseastrata.com](http://www.chelseastrata.com)

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**COUNCIL MEETING MINUTES – TUESDAY MAY 15, 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](mailto:ross@crpm.ca)

Jesse Train – [jesse@crpm.ca](mailto:jesse@crpm.ca)

**CROSSROADS MANAGEMENT LTD.**

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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**

Ross Ruddick, Strata Manager

Jesse Train, Strata Manager

One owner as an observer

**(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 April 24, 2018 council meeting as circulated. **CARRIED**

**(3) Caretaker Report May 2018**

Summer arrived early and the pool opened with a big splash on May 12<sup>th</sup>.

June 4<sup>th</sup> is the scheduled date for the fobs verification to begin. Just so there is no confusion we are going to be starting the process with the Mayfair 13870 – 70<sup>th</sup> Ave., June 4 – 9<sup>th</sup>.

The next building to be done will be the Kensington 13860 – 70<sup>th</sup> Ave., and this will commence on June 11<sup>th</sup> to the 16<sup>th</sup>. We will start with these two buildings to iron out any issues and after that another schedule will be put forward for the Windsor and then on to the town homes.

The times for Fob reviews are 11.00 am – 1.00 pm Monday to Wednesday and one evening session on Tuesday from 7.00 pm – 9.00 pm.

It looks like we might be in for an early wasp season so if you still have your wasp traps it might be time to dig them out and hang them in problem areas.

Pressure washing is continuing and for those that would like to have their decks washed or driveways and patios done. Ivan who has been working for us around the complex has agreed to take on the task of doing the private work @ 25.00/ hour. There will be a list posted in the main mailroom of the club house and Ivan will call to make arrangements.

All the back pressure testing has now been completed. There was some confusion about which unit was being done and when but it has all been resolved and for next year we will have a better understanding of what is to be expected. Just a reminder to those in the condos with pets that the first Tuesday of every month the alarms will be tested starting at 10.00 am in the Windsor and from there to the Kensington and then finishing with the Mayfair.

I would ask dog owners in the Kensington to not use the grass area outside of the South doors. The grass is being stressed and the smell on a hot day is quite noticeable. Please take your pets outside the West gate to do their business. I am asking this as a courtesy to those that live close by.

The volunteers have been doing a wonderful job of repairing all the broken balls on the perimeter fence, pressure washing and painting of the 265 posts. Lattice repair is about to begin and a list has been made of those that need work done.

If you are leaving for vacation, please make sure that you have notified a neighbour or front office in case of emergency where entry is required.

As a last note for this month and I know I sound like a broken record, (for those that remember what a record is), PLEASE make sure that you and your guests shower before entering the pool especially if sunscreen or lotions have been applied while out of the pool. It is becoming increasingly difficult cleaning the stain off the pool liner and after a weekend of heavy use the amount of oil and sunscreen left on the liner is thick and black. Your diligence in this matter is greatly appreciated.

This is also a reminder that pool hours for those under 19 is from 11 am to 2 pm and again from 5 pm to 6 pm. All guests and children must be accompanied by a resident. Smoking and glass of any kind is strictly prohibited. The pool opens in the morning at 08:30 am and closes at 9.30 pm with the hot tub open until 10.00.

Until next month. Enjoy the weather.

Thanks  
*John*

#### (4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements for March 31, 2018 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads to March 31, 2018. **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. **Re-covering Pub Chairs and Stools** – The order has been given to the contractor. They will be ordering the fabric and re-upholstering anticipated to commence in early September.
- b. **Apartment Address Signs** – The Strata Manager, Jesse Train, negotiated a partial payment with the supplier of the signs as we had little legal recourse since we had signed off on the proof copy.
- c. **EV Charging Stations and Rebates** – The company was recently onsite to assess the possible installation of EV charging stations in the apartments although we are still waiting for documentation and a quote. This is not something that was budgeted for in this fiscal year and will be a bring forward item.
- d. **Accessibility Assessment** – The Strata Manager is currently waiting for the report from the accessibility assessment.
- e. **Spindles** – Jeff Morin from Morinventive commenced work on the spindle replacement on a priority basis and will be balancing this work with much needed envelope repairs . Carmichael Construction is expected to start work on chimney chases in late June or early July.
- f. **Ants** – The Council reviewed a quotation from Atlas Pest for a complex wide spraying program to deal with the larger than usual quantity of ants. The quotation is not within the budgeted amount for pest control and cannot proceed. The Council did authorize staff to purchase a sufficient quantity of ant control products that will be given to owners upon request.
- g. **Street Names** – The Strata Manager will have proof copies of the street signs available for Council review at the next meeting.
- h. **Roof Inspection** – A contract for the inspection of the small flat membrane roofs on townhouses was issued and the Council will see the final report and recommendations once this is completed.
- i. **Concrete Repairs** – There was a water main break under a walkway that necessitated the removal of concrete sections and hydro excavating to do repairs. Morinventive is in the process of repairing the concrete and all expenses related to this will be paid out of the CRF as an emergency and unforeseen expense.

- j. **Eden Flo** – This company was scheduled to attend to do some catch basin clean-outs but have not been arriving as promised. The Strata Manager provided the caretaker with an alternate company to use if he continues to be frustrated by Eden Flo.
- k. **Sensor relocation** – This project was approved by Council at the last meeting and was given to Trotter Morton for scheduling.
- l. **Epoxy Stone** – The Council was not satisfied with the work performed and has instructed the Strata Manager to withhold payment until the deficiencies are resolved.

## (6) CORRESPONDENCE

- An owner wrote with suggestions to enlarge the speeding and parking signs to be the same size as are on public roads. The Strata Council agreed and requested that the Strata Manager obtain pricing for the next meeting and to also seeking a price to re-paint 15 km/h on the asphalt roadways. The Council provided input as to the size and colours of the signs desired and added some other ones that they believe to be required.
- An owner inquired about an ant program to rid our complex of the ants. This discussion was noted under Business Arising from the Minutes above.
- An owner wrote inquiring if the patio door screens were strata responsibility or owner responsibility. It is owner responsibility as they were not originally installed by the builder. A recommended supplier is Lundline.
- An owner wrote regarding recent security incidents around the complex that are not desirable or acceptable in our Chelsea Garden community. The owner recommended security cameras in strategically placed areas. We do already have a considerable number of cameras but, it was noted by the Strata Manager, some could use updating and/or additions. This will be one of the responsibilities of new Council member, Ashley Orton.
- An owner wrote to request that the ‘Walk Away’ exercises classes be allowed to continue during the summer and increase by an additional day. The Strata Council approved the additional day so this group will now be using the Fireside Room on Tuesdays and Thursdays from 8:00 AM until 8:55 AM until the swimming pool exercises end in September.
- An owner had been dealing with the Strata Manager and Council requesting a structured payment plan to reduce their arrears. The Council rejected the original proposal as the repayment period was too lengthy. A subsequent proposal made by the Strata Manager to the owner and the Strata Council was accepted by both parties.
- The Council received correspondence regarding some issues with the janitorial services in the clubhouse. The Strata Manager is pursuing the matter.

- The Council received a proposal to do some small upgrades in the guest suites in the clubhouse. This will be added to the “bring forward” list for future consideration.
- An owner suggested the installation of a bike rack for the clubhouse. The Council asked the Strata Manager to obtain pricing on a bike rack (capacity of 4) for the next meeting.
- The Strata Council was contacted by a couple of owners suggesting a new activity that might inspire Chelsea Garden’s owners to spruce up their gardens in the spring and summer. This would involve a two-day event where, on day 1, the volunteer participants would view the gardens of other owners who had volunteered to be part of this program. On day 2 these gardens of volunteers would then be available for viewing by all interested Chelsea Gardens owners. The Council approved this to go ahead and those owners will follow up with dates and posters.
- An owner wrote about four incidents regarding a cover on their motorhome in the RV Lot. The owner had communication from the RV Committee and it would appear that the issues have been resolved.
- A letter regarding costs of postage and printing was tabled for review by the Strata Manager and will be brought forward at the next meeting.

## **(7) COMMITTEE REPORTS**

- **TOWNHOUSES** – No report other than spindle replacement is underway. There are some units where perimeter drain lines were clogged and these have been addressed. One unit had to have concrete removed to access a broken main line and this area will have new concrete re-poured to join onto the remaining concrete.
- **APARTMENTS** – No issues.
- **CLUBHOUSE** – The Strata Managers are awaiting a quotation from Telus so as a plan to reduce the costs of the phone lines in the office and the guest suites. They are also obtaining information on enhancements in the clubhouse from Telus in the way of free Wi-Fi, free programming and supply of equipment. Council asked that the Strata Manager also make inquiries with Shaw.

Anita will be developing an exercise equipment usage list so that Council can track the amount of usage of each piece of equipment in the gym. This will allow Council to rationalize the amount of equipment in the overly crowded space. If indicated by a lack of use, some equipment may be donated to charity via one of our vendors.

- **SAFETY AND SECURITY** – Council noted concerns over a recent moving sale. There is little in our existing bylaws to deal with this and the Strata Manager will draft wording for possible bylaw changes to go to the resolution committee. The Council can stop any signs advertising such events from being posted on common property.

There is a Security trade show scheduled for June in Richmond. Charlie Sweet asked if any Council members wished to attend and both Zenon and Ashley will be registered.

The latest report from the Emergency Preparedness Committee is attached to these minutes. The Committee also provided Council with a summary of a recent meeting held with some members of Council, Staff and CrossRoads Management representatives. The Strata Manager noted that the Committee is working on consolidating the Emergency contact form used by CrossRoads with the one developed by the Committee. This will reduce the requirement to provide duplicate information so as to make it easier for owners to complete and submit the form. Owners should note that all of this information is kept confidential and is securely stored.

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** – Shawn Allen has been given direction to proceed with the improvements approved at the Annual General Meeting.
- **BY-LAWS** – CrossRoads will, over the next few weeks, be printing the updated rules and bylaws for owners to place in their owner’s manual. These will be three hole punched for your convenience.
- **RV-LOT** – Maureen Ruddick has been working with the RV Committee to update the RV allocation list.
- **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 June calendar of events.

## **(8) NEW BUSINESS**

- a. **Earthquake Gas Shut-off Valves** – The Strata Manager did obtain a quotation for the installation of gas shut-off valves that could be used in the event of an earthquake so as to prevent fires from broken gas lines. The Council requested that this be tabled pending further discussions with Fortis Gas.
- b. **Back Flow testing** – The required back-flow tests have all now been completed. Council thanks those owners who annually have to open their homes to have these tests done.
- c. **Volunteers re-doing the perimeter concrete balls** – Council would like to thank Lloyd Anderson and his volunteers: Barry Miller, Jim Parker, Glen Peterson, Norn Reid and Phil Smith for the hard work and incredible results of a project to repair and paint the decorative concrete balls on top of the pillars of the perimeter fence. This project is virtually complete and the work is professional and impressive.
- d. **Emergency Preparedness Cabinet in Library** – There was some negative feedback from owners regarding the placement of this cabinet in the gym. It has since been moved to the library and Anita is looking at placing shelving above the cabinet to accommodate the historical binders.

- e. **Work Order Forms** – CrossRoads has ordered an additional supply of the work order forms as the supply was running low. Owners are reminded that these work order forms are to be used to request work to be done by staff or contractors. We do have a best practices policy that requires that work orders be either started or completed within 10 business days of receipt of the work order. If the request cannot be addressed within this time span, the owner requesting the work is to be so advised. Council would like to ensure that this best practice policy is being followed so owners are asked to deposit the white copy of the request form in the various caretaker mailboxes or slot and to deposit the yellow copy in the mailboxes of the Strata Manager in each of the 3 apartments and in the mailroom. The Strata Manager will then have a paper trail for follow up.
- f. **Building Washing/Window Cleaning** – The Council reviewed quotes for both building washing and window washing and determined that they will only do the apartments and clubhouse in 2018 and only to the extent of window cleaning. It was **MOVED/SECONDED** to accept the quotation from Cleaner Windows to have this done in June. **CARRIED**
- g. **FOB cleanup** – This will commence in both the Mayfair and Kensington in June and we are attaching the notice that provided the dates and times.
- h. **Fencing Quote** – The Strata Council reviewed a number of quotations for the replacement of the southern fence as approved at the AGM. The quotations included fencing materials of both vinyl and cedar and, prior to considering an approved contractor, the Council discussed the merits and/or downsides of each product. The Council elected to proceed with fencing made of cedar. They noted that they had a preference for the construction method proposed by Premium Fence but that there was an available painting contractor who was less expensive than the contractor proposed by Premium Fence. It was **MOVED/SECONDED** to award the fence construction contract to Premium Fencing but to award the subsequent painting/staining contract to 5 Star Painting. **CARRIED**
- i. **Lattice extensions/additions** - Council received and approved a number of requests from owners to either add or extend privacy lattice. The Strata Manager will send each owner a letter of undertaking that grants approval provided that the owner (and future owners) assume financial responsibility for the repair and maintenance of the extensions.
- j. **Swimming Pool Open** – The pool has been opened and will be operational until the latter part of September. So far, we are having great pool weather. A reminder about the hours and operation of the pool and spa and the restrictions on child access:

### Pool and Spa Area

The following are the rules for the usage by owners/residents and guests accompanied by owners/residents, of the pool and spa:

1. Pool hours are 8:30 AM to 9:30 PM; every day **during the season the pool is open.**

2. 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** and **5:00 PM** to **6:00 PM** every day during the season the pool is open.
3. Spa hours are from **7:30 AM** to **10:00 PM** daily and restricted to owners and accompanied guests only. Use of the spa by persons under the age of 19 years is not permitted. **NO ENTRY TO THE RECREATION BUILDING WILL BE PERMITTED AFTER 10:00 PM.**
4. All pool users must access or exit the pool area from the spa area or outside gates – absolutely no access through the Fireside lounge or lobby.
5. Adult residents must always accompany and supervise their guests in the pool/spa; a maximum of eight (8) guests are permitted between the hours of 11:00 AM and 2:00 PM daily during the pool season. A maximum of four (4) guests are permitted at all other times. Only adults, 19 years of age or older, are permitted in the spa.
6. Clean and proper bathing attire is required when using the pool or spa (i.e. no cut-offs or jeans).
  - Due to health concerns, pool/spa users **must** shower at the recreation centre facilities before entering the pool/spa.
  - No person shall enter the pool/spa who:
    - a. has open wounds, sores or bandages.
    - b. Has discharging ears or nose.
    - c. Is intoxicated.
7. Children under the age of 3, or in diapers (unless approved swim diapers) or who are **not** properly toilet trained are not permitted in the pool.
8. Diving or jumping into the pool or spa is **not** permitted.

9. Food is **not** permitted in the pool or spa. Food is permitted on the swimming deck provided it is kept ten feet away from the pool/spa unless otherwise authorized by council for a special event.
10. Glass containers of any kind are **not** permitted in the pool or spa area.
11. Air mattresses and lounge chairs are not permitted in the pool or spa area. Life jackets/Personal Floatation devices must be approved by Transport Canada, Canadian Coast Guard or Fisheries and Oceans Canada.
12. Residents must remove all their garbage, articles and other belongings that have been brought to the pool/spa when leaving the pool/spa area.
13. Please keep noise down to a reasonable level.
14. Those who do not observe the Health Department and Strata Corporation rules may be asked to leave the pool/spa area.
15. No perfumes or oils are to be used by persons using the spa.
16. There is to be no smoking in the pool/spa or on any of the surrounding deck surfaces.
17. The Strata Corporation shall post a summary of these rules in the pool/spa area.

***Note: Persons using the pool or spa do so at their own risk.***

**(NO LIFEGUARD IS ON DUTY)**

**(9) ADJOURNMENT**

- The meeting was adjourned at 3:40 PM.
- The next council meeting is Tuesday June 19, 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.***