

CHELSEA GARDENS - LMS 1416

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COUNCIL MEETING MINUTES – TUESDAY AUGUST 21, 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

Anita Thompson

Gordon Yamashita

Bob Hurley

Ashley Orton

REGRETS

Murray Hill

Ross Ruddick, Strata Manager

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) HEARINGS

An owner attended the meeting to discuss a hedge being removed in October and was not yet replaced, leaving them with less privacy in their patio. Council noted the hedge was removed due to it being in poor condition and apologizes for the delay in re-planting a replacement hedge. Council did indicate a replacement hedge will be installed by the Strata in the fall rather than now as it will not survive.

After the first hearing concluded, a second hearing was held with the owner of a different Strata Lot regarding multiple complaints received against their guest. Council appreciates the time the owner has taken to provide Council with an explanation. The owner will be notified of the decision of Council by a letter that will be sent to the owner.

(3) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the July 17th, 2018 council meeting as circulated.

CARRIED

(4) Caretaker Report June 2018

It has been a hot long month with air quality hard on many of our residents. It is a time for us all to get to know our neighbours and be vigilant in making sure that we all make it through this period of heat and pollution.

This period of hot and dry weather has been extremely stressful not just on our pets and ourselves but also on the vegetation in the complex. If you see trees and bushes that are stressed please drag out your hoses and give them a drink. Some of our larger trees look like its October with $\frac{1}{2}$ to $\frac{3}{4}$ of the leaves already on the ground.

The fob reconciliation is now complete after what has seemed like an eternity. Thanks to Anita Thompson for taking charge of the endeavor. I know it has been difficult for many because fobs have been with children or family members not on site and so collecting the information has been a challenge. We are now up to date but it is imperative that when a fob is lost that we eliminate it from our system, which means that if there are multiple fobs in your possession they will need to be brought in so we can determine which lost fob needs to be removed from the database. This is important so that we can maintain our information and for our own security and safety.

I also have to mention that Carolyn Swayze, Cathy Lockwood and Lloyd Anderson deserve the Metal this month for painting and fixing up the benches around the complex all 18 of them and they look terrific. I have been asked about memorial benches and council will be considering this in the near future.

We are still having issues with our man gates leaving the complex and are looking at options to have this fixed in such a way that the problem of the gates closing does not continually happen. As a precaution, it is important to make sure that gates do close behind you and latch. Thanks to those that have let me know when problems occur.

Line painting will be happening soon in our visitor parking areas and in the RV lot. This is more of a heads up in case you see areas blocked off. The paint dries within 2 minutes so should not be an inconvenience for most visitors.

Painting and renovation will soon begin in the Mayfair hallways and Kensington Lobby. Thanks to all those that volunteered in planning the new look for the lobby of the Kensington.

The wasps are back and we have been spraying for those little black and yellow insects. Let me know as soon as you see areas that are starting to become nesting sites.

Reminder to Condo owners. The only thing that should be found in parking stalls are vehicles and bicycles. Everything else should be in the storage locker or disposed of. When it comes to disposal, please make sure that the items for recycle are in the blue bins and contaminants, Styrofoam or electronics are not put into our compactors.

Dryer vents have been looked at and replacement costs for Town homes as well as rooftops for the condominiums has been determined. The vents are plastic and have seen their life cycle come to an end. Replacement for these has been added to our list of items that need to be resolved. When this is going to be done still needs to be determined but it is on the list of repairs to be scheduled.

The exhaust vents that were painted brown are peeling and Ivan will be looking into painting them as opportunity arises. I would like to thank Ivan for doing a great job at whatever he has been asked to do. He has been a tremendous asset to myself in helping maintain the 5 star look of the complex. With the hard work of many of our councilors lattice work and road signs is being dealt with and painting of lattice is ongoing. .

When the pool is going to be closed this year is still up for discussion and I will post the determined date in the lobby's and mail room when it has been decided. That is about it although I could go on but just as an aside, I was told by a resident that the Nude Swim at the Newton Wave pool is back up and running the second Saturday of every month and to that all I can say is, "What the H – E – Double toothpicks!

We have one more month of summer left so enjoy.
John

(5) FINANCIAL REPORT

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

The Treasurer noted that we have a GIC that is maturing and it was **MOVED** and **SECONDED** to renew this \$250,000.00 and an additional \$50,000.00 into a one year fixed term GIC. **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.

(6) BUSINESS ARISING FROM THE MINUTES

- a. **Accessibility Assessment** – The assessment is in process for January 2019.
- b. **Street Names** – The Street name signs have been ordered.
- c. **Fob Clean-up** – The fobs have been verified and the ones that have been deemed to be not in use anymore were deleted from the system. Council wishes to thank Anita Thompson for her generosity in volunteering her time to assist in the verification process.
- d. **RV Lot Security** – Ashley Orton has been looking into to increasing the security in the RV lot. He will be developing a strategy and obtain pricing.
- e. **Bowed Windows** – The windows were ordered. The Strata Manager will follow up with the window company for a timeline as to when to expect the windows and the installation.
- f. **Dryer Vent Outlets** – A quotation was presented to Council for the replacement of the dryer vent outlets for the townhouses. After discussion, it was **MOVED** and **SECONDED** to approve the quote as presented but to limit the number of units done this year to 100. **CARRIED**

- g. **No Trespassing/Speed/No Backing In Signs** – These signs have been installed around the complex. It was noted that 13 more signs are needed. The Strata Manager will have these ordered.
- h. **Back Steps to Clubhouse** – A contractor provided a drawing of a method to decrease the negative angle of the steps located at the back of the Clubhouse. It was **MOVED** and **SECONDED** to approve the quote and the suggestion. The contractor will be notified of the approval. **CARRIED**
- i. **Janitorial Services** – A deep clean of the clubhouse is scheduled for August 22, 2018.
- j. **Hot Tub Track Gate** – A contractor is currently in the process of developing a system for a gate utilizing a track with rollers to separate the hot tub from the pool.
- k. **Cellular Booster Antenna** – The cellular booster antenna has been ordered and will be installed.
- l. **Bike Rack** – A quote was presented for a low profile bike rack with a capacity for six bicycles to be locked on it. It was **MOVED** and **SECONDED** to approve the quote. **CARRIED**
- m. **Kensington Lobby Quote** – Quotes were reviewed during the meeting for the Kensington Lobby it was **MOVED** and **SECONDED** to proceed with this project. The executive committee for this project is to meet to finalize the award of the bids after the design committee reports back. **CARRIED**
- n. **Mayfair Hallways, Doors and Flooring** – It was **MOVED** and **SECONDED** to proceed with the updating of the rest of the Mayfair once the executive committee compares all the quotes. **CARRIED**

(7) CORRESPONDENCE

- An owner sent correspondence in regards to volunteering for some maintenance work on existing benches around Chelsea Gardens. These volunteers are noted in John's report and they are to be thanked for the great results. It was also suggested that owners should be offered an opportunity to purchase memorial benches that can be placed in areas around the complex. The Council thinks this is a great idea and it was **MOVED** and **SECONDED** to approve the establishment of such a program provided the location and wording on each bench be approved by Council. **CARRIED**
- An owner sent correspondence informing the Strata Manager of a guest on a news station indicating the use of swim diapers being ineffective. Council thanks this owner for the email but notes that the use of approved swim diapers is allowed under Fraser Health regulations.
- An owner sent an email with a concern regarding a nearby linden tree encroaching onto their unit. After conversing with the landscapers, it was determined that the tree drops many leaves during the dry seasons. It was further discussed that the tree can be removed for a price. Council has determined to proceed with the removal should there be funds remaining in the budget later in the fall.
- Many owners replied to a letter indicating that they had not provided access to their unit for the annual fire inspection. Sufficient re-inspections have since taken place and we will not need further access this year.

- An owner sent correspondence indicating some owners are hanging Canadian flags on the side of their unit. Council agreed to bring this forward as an amendment to the Bylaws at the next Annual General Meeting to permit Canadian and BC flags.
- An owner sent correspondence regarding an ongoing issue this owner has been experiencing with their garden and grass growing in it. Ashley Orton, along with the landscapers, will be working to remedy the issue.
- An owner sent a request for shrub removal and replacement. It was **MOVED** and **SECONDED** to accept the request. The landscaping liaison will be communicating with the owner as to what items will be cost sharing. **CARRIED**
- An owner requested to extend their patio by 10 feet and 4 inches. After discussion, it was **MOVED** and **SECONDED** by Council to approve this alteration but the extension must be done with poured exposed aggregate concrete and not pavers. **CARRIED**

(8) COMMITTEE REPORTS

- **TOWNHOUSES** – there have been 16 garage doors repaired and funds for about 8 more available this year.
- **APARTMENTS** – There was no report.
- **CLUBHOUSE** – The two pieces of unwanted/under-utilized exercise equipment are still in the clubhouse awaiting pick-up from the company who is to donate them to charity. The Strata Manager was requested to obtain a quote to paint two guest suites in the clubhouse.
- **SAFETY AND SECURITY** – There was no report.
- **LANDSCAPING** – There is a dead bush on the walkway by the pool that will need to be removed. A Council member suggested that we solicit a group of volunteers who may have a passion for gardening to do special projects not handled by the landscaping company. A notice will be posted.
- **BY-LAWS/RULES** – There will be a bylaw amendment suggestion forwarded to the Resolutions Committee as regards displaying Canadian and BC Flags.
- **RV-LOT** – There was no report.
- **ADMINISTRATION** – The Strata Manager provided Council with a brief review of any administration issues.
- **EMERGENCY PREPAREDNESS COMMITTEE** – Their most recent report is attached.
- **SOCIAL COMMITTEE** – There will be no meeting until September for the social committee.

NOTICE TO ALL CLUBHOUSE USER GROUPS AND CLUBS

At the September 25, 2018 Council meeting, the Strata Council will be allocating the 2019 day and time slots for the various groups and clubs that use the clubhouse and swimming pool. Request forms must be completed and returned to the Strata Manager's mailboxes no later than September 15, 2018.

(8) NEW BUSINESS

- a. **Visitor Line Painting** – A quote was presented for the painting of the visitor parking lines. It was **MOVED** and **SECONDED** to approve the quote but to add the wash area in the RV Lot. **CARRIED**
- b. **Blue Mountain and Telus Issues** – During the switch over from Shaw to Telus, the interphones at the front of the three apartments, the entrance gate and the east pedestrian gate were not communicating. This left owners unable to use them. The Strata Managers have been communicating with Telus in order to solve the situation as quickly as possible. Blue Mountain, our interphone service provider, has been on site numerous times for issues that could not be solved without Telus returning. It was concluded that Telus unintentionally disconnected the phone lines for the interphones. These service call invoices from Blue Mountain were handed to Telus and a credit of \$702.00 was applied to Chelsea Garden's account Telus account.
- c. **Kensington Hallway Heat** – It was reported by multiple owners that the heat in the Kensington was too high. It was requested of the Strata Manager to obtain a quote for five new MUA units with A/C for the buildings as a possible spending resolution in 2019.
- d. **Electronic Lock on Gates** – The pedestrian gate leaving the complex is experiencing difficulties closing properly and locking. An electronic lock was suggested to alleviate this issue. A quote was provided to Council for this electronic lock. It was **MOVED** and **SECONDED** to approve the quote. **CARRIED**
- e. **Emergency Repairs** – A car drove through the garage of a townhouse and emergency repairs are ongoing. Engineers are involved with the restoration company to ensure that the repairs are done safely and to code prior to final repairs proceeding. The Strata Manager did review the insurance implications regarding this situation but the final outcome is still uncertain.
- f. **Pool Liner** – The pool liner has been damaged by a volleyball net. It was decided that the repair would be deferred until after the pool closes for the season.
- g. **Townhouse Roofs** – A roofing contractor went around to multiple roofs to inspect them for any deficiencies. A report was presented to Council and it was discussed at the Council meeting. Many of the maintenance items can be done in a more cost effective manner by Ivan.
- h. **Humming Bird Habitat** – This correspondence was missed from being included in the previous set of minutes. A tree adjacent to the Windsor was removed without the contractor being aware that there

was likely a hummingbird nest in the tree. While it is understandable that the owner corresponding to Council is upset by the hummingbirds now nesting elsewhere, the tree was removed as part of the landscaping remediation program that was intended to deal with trees that are encroaching on the parkade membrane. Contractors will be advised to be more aware of birds' nests when there are future removals scheduled.

- i. **Emergency Preparedness Meeting** – A meeting for the emergency preparedness team will be on September 18th.
- j. **Pool Closure** – The pool will be closed starting late September or early October. John will be posting a notice with the specific date.
- k. **Bring Forward List** - Zenon provided Council with an updated bring forward list.

(9) ADJOURNMENT

- The meeting was adjourned at 3:50 PM.
- The next council meeting is Tuesday September 25, 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.