

CHELSEA GARDENS - LMS 1416

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COUNCIL MEETING MINUTES – TUESDAY SEPTEMBER 25, 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

Murray Hill

REGRETS

Jesse Train, Strata Manager

(1) CALL TO ORDER

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

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the August 21, 2018 council meeting as circulated. **CARRIED**

(3) Caretaker Report September 2018

It has been a great Summer again and as we head into Fall some of our age old issues will arise. Leaves and gutters come to mind. Please don't hesitate in letting me know if you see any of your gutters overflowing during the rains that are on their way. If you do see leaks in your units as a result of rain or water problems it is important to repair or clean as quickly as possible.

We are experiencing a few complaints about smells coming into units from other homes. Have a look to make sure that your range hoods are properly vented and have flapper valves attached so that when not in use they drop back into place and don't allow outside smells to come in. To test you can either use incense to see if the smoke is going up and out or take a tissue and place it under the fan to see if it will get sucked up against the filter. All hoods should be vented to the piping heading outside and should not be charcoal activated filters that just recirculate the air. I do have a request that is more of a courtesy. It is not acceptable to slide anonymous notes under peoples' doors accusing them of nasty cooking odors or smoke smells. If you don't want to put your name

on a letter then come to the office or put in a Request for Service and strata can deal with the issue rather than upsetting residents being falsely accused of something.

Heat has been turned on in the Condo's and you should feel the warmth on the floors. If this is not happening turn up you thermostats to 30 for an hour or two to make sure heat is coming to all the zone valves. If only one or two units turn up the heat it takes much longer for the system to activate properly. If you are a resident in the Condo's please advise visitors that they must park in the visitors parking and not in the gated underground unless previous request has been made and strata is aware with license and vehicle description given. I have to mention again that the only items that can be stored in front of your vehicles are bicycles.

For everyone that has been saving up all their items for disposal in the bins they will be dropped off on October 12th and picked up on October 15th.

Materials Accepted:

- FURNITURE
- APPLIANCES (Includes Fridges/Freezers and air conditioners)
- SCRAP METAL (BBQ's)
- WOOD (Must not exceed 8 feet in length)

Materials Not Accepted:

- DIRT, ROCKS, CONCRETE or BRICK
- AUTOMOTIVE FLUIDS (Oil, antifreeze, transmission/power steering fluid)
- HAZARDOUS, FLAMMABLE, or BIOMEDICAL WASTE
- GYPROC (Drywall)
- MATTRESSES/BOXSPRINGS
- EMPTY PROPANE TANKS
- CAR/LIGHT TRUCK TIRES
- LIGHT BULBS (Florescent "CFL" bulbs)
- LEAD-ACID VEHICLE BATTERIES
- PAINTS/ SOLVENTS

**Please do not place banned items in the container, surcharges do apply.

The pool closure will soon be announced. It has been a great year for usage and many thanks to all those that made the effort in showering before entering the pool it does help in keeping it clear and clean. I had a great vacation but it is nice to be back.

Given the recent number of residents that have either gone into palliative care or have passed away it is important to inform the office so that updates to resident information can be entered and the intercom systems can be updated to reflect changes. I know for many there is so much information that has to be dealt during these emotional situations but if you can remember please let us know.

John Unger

(4) FINANCIAL REPORT

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

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Street Names** – A representation of the street name signs were shown to Council. The location and the form of installation was tabled in order to obtain more information and quotes on where and how to install them.

- b. **Bowed Windows** – The Strata Manager is in communication with the window installer for the bowed windows. The installer informed the Strata Manager that the window orders will arrive and be installed in early October. Glazing companies are usually very busy as they all use the same manufacturer, which leads to long delays in producing new windows.
- c. **Dryer Vent Outlets** – The contractor will be repairing the dryer vents in question as they are identified and reported.
- d. **No Trespassing/Speed/No Backing in Signs** – The last of the signs were delivered and installed.
- e. **Back Steps to Clubhouse** – The contractor has been given approval to carry out this work. This will be done prior to the cold weather as Council wants to avoid having water pool on the stairs causing a serious slipping hazard in frozen temperatures.
- f. **Hot Tub Track Gate** – A quote was reviewed but did not meet the Council design criteria. Further quotes and recommendations will be obtained.
- g. **Cellular Booster Antenna** – The Electrician was back to inspect the cell boosters that were installed in the parking garage last year. He installed a new 270 degree antenna that improves reception.
- h. **Bike Rack** – The bike rack is ordered and will arrive soon. This will be installed at the front of the clubhouse under the window of the office.
- i. **Kensington Lobby Quote** – The Kensington Lobby committee met and chose two options to bring forward to the Owners in the Kensington. The final decision will be made Wednesday, September 26th. Once the decision is made the contractors will schedule and order the materials necessary. This will commence throughout the fall.
- j. **Mayfair Hallways, Doors and Flooring** – The contractor for the painting has been chosen. However, more quotes are being obtained for the flooring. This work will commence this fall.
- k. **Clubhouse & Apartment TV Bulletin Board** – Council member, Ashley Orton has tested the system on the fireside room TV and reported that everything functioned according to plan. It was **MOVED** and **SECONDED** to spend up to \$650 on a TV and all the necessary components for this project. **CARRIED**
- l. **Audio/Visual Functionality in the Fireside room** – Council discussed upgrading the entertainment systems in the clubhouse to allow for Bluetooth connection, which will simplify usage and make it more accessible without having to drag out the mixer board for minor functions such as hall rental, dance classes, pub nights, etc. This will also allow High Definition video to be displayed simultaneously in the fireside room and pub, with room for future expansion if needed. It was **MOVED** and **SECONDED** to spend up to \$450 to have this upgrade done. **CARRIED**
- m. **Visitor Line Painting** – The visitor parking lines are completed. There are mixed reviews on the colour being yellow. However, yellow is a safety colour and is more visible to guests using the visitor parking.
- n. **Electronic Locks On Gates** – Electronic gates were installed and now the gates close properly.

- o. **Emergency Repair** – The restoration and engineering company are working at completing the emergency repairs after a vehicle crashed through the garage door of a townhouse unit causing considerable damage to the lower unit. The restoration company has composed a scope of work to enable multiple companies to bid on the repairs. The insurance company is waiting for the estimates so a contractor can be chosen.
- p. **Pool Liner** – The Pool will be closed on Thanksgiving weekend which will allow for the repairs to the pool liner.
- q. **Emergency Preparedness Meeting** – The Emergency preparedness team will be hosting a presentation on October 20th at 2:30PM.
- r. **Vendor Pizza Day** – The Vendor pizza day went well, but it was noted that there was some confusion on the invitations and a few vendors did not attend.
- s. **Fence Painting** – A fence painting company will be contacted to paint the newly installed fence panels.

(7) CORRESPONDENCE

- Multiple letters regarding the noise issue caused by an Owners guest were discussed by Council. The Strata Council does understand the background behind the guest's actions and behaviors. They do however, also believe that they have provided a reasonable amount of time and given a sufficient amount of notice of the complaints against this guest in order to help resolve this matter. This seems to have had little to no effect, as there are still reports this guest causing a nuisance to other owners. More fines to this unit could be applied if the bylaw violations continue.
- An Owner sent correspondence about the accessibility issues with the Kensington hallway stairs and resulting challenges for first responders. Council is aware of the issues and an accessibility company was contacted to get advice on a future course of action . This company also provides financial support to help improve accessibility to issues in Strata's.
- A letter was received regarding displaying flags throughout the complex. This owner provided possible bylaw amendments to be brought forward. Council will look into this for the next AGM.
- A letter was reviewed by Council indicating there is a vehicle being parked in visitor parking that is a resident. It was reported that the vehicle moves from one spot to another. If this is indeed an Owner parking they need to stop using the visitor parking. The car is a light blue, license plate #GS7 – 68B.
- An Owner sent a nice letter indicating how well Anita is doing with the clubhouse improvements. It was noted that the cleaning needs to step up and Council is working on getting this resolved.
- Multiple letters were sent by an Owner in regards to receiving a bylaw violation letter. This Owner requested to see the complaint letters of the bylaw violation. The Strata Manager sent re-dacted versions of these complaints to hide the identity of the complainant.

- A complaint was reviewed that an Owner in an apartment buildings is allowing their guests to park in the Owner underground parking. Parking in the Owner underground is for residents only, unless a request in writing is made to Council as per the bylaws. A letter will be sent to this Owner.
- A letter was received indicating the Windsor carwash drain smells rotten and the hose bib needs to be repaired. The caretaker has this on his list of jobs to do.
- An Owner sent correspondence about a noise in their toilet. The caretaker has had a couple contractors have a look and was not able to pin point the noise. He indicated that it could be the toilet shuttering.
- It was reported that the sprinklers in the back of some units have been shut off for a year and half now. The irrigation crew will look into this at next year's start up.
- An Original Owner sent a request to rent their unit out. As per the bylaws only original Owners can rent their units so Council granted the approval. A form K is needed from this Owner.
- A leak was discovered from the roof of the Kensington which caused damage to a 4th and 3rd floor unit. Both the leak and the interior damage were subsequently repaired.
- An Owner sent in a letter indicating their displeasure in a tree that was removed in behind the Windsor building. Council wished to have this tree removed as it was causing a danger to the building membrane and also the roots could cause potential blocks in the storm drain system. This can lead to water overflowing in the gutter systems outside the building and can lead to water ingress to other units. Council is waiting for pricing to replace the tree that was removed with a mature surface rooted tree. This will restore the privacy concerns for the Owners of the Windsor.

(8) COMMITTEE REPORTS

- **TOWNHOUSES** – All of the damaged garage doors will be repaired by early October. Envelope repairs are on-going.
- **APARTMENTS** – There was no report.
- **CLUBHOUSE** – The guest suites will be painted in March of 2019. It was **MOVED** and **SECONDED** to spend up to \$1200 to purchase AC units for the guest suites. **CARRIED**
- **SAFETY AND SECURITY** – Ashley Orton, John Unger and Valarie Morris are the privacy officers at Chelsea Gardens. They are the only ones who are able to view the camera system in case of an incident.

Ashley will assess all the security equipment and check the condition to provide a list of repairs and upgrades that are needed.

- **LANDSCAPING** – Owners are reminded that if a bush is dead as a result of owner interference, the owner will be responsible for the replacement of the bush. Council will look into acquire safety vests for volunteers.

- **BY-LAWS/RULES** – There will be a bylaw amendment suggestion forwarded to the Resolutions Committee in regards to displaying flags, number of fobs owned and for vehicles permitted in the underground.
- **RV-LOT** – No report.
- **ADMINISTRATION** – No report
- **EMERGENCY PREPAREDNESS COMMITTEE** – Their most recent report is attached.
- **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. **Request for Clubhouse Use** – Council will review all the request and announce the schedule for 2019 groups at the next Council meeting.
- b. **Hot Water Heat Exchanger** – The heat exchanger on the boiler in the Kensington was leaking and was replaced.
- c. **Flu Vaccines** – Notices are posted in all the buildings and signup sheets are located in the clubhouse. Dates for the flu shots are:
 - 1) Monday October 15, 2018 from 10:30am to 3pm
 - 2) Wednesday October 17, 2018 from 10:30 to 3pm
 - 3) Monday October 22, 2018 from 10:30 to 3pm
 - 4) Wednesday October 24, 2018 from 10:30 to 3pm
- d. **Office Door Lock** – The electronic lock on the office door has reached its life expectancy, however the manual keys still work to unlock the doors. A new fob system for the office door is being discussed, however the decision was tabled to allow for more information to be obtained.
- e. **Gutter Cleaning** – A quote for gutter cleaning by Service Master was presented to Council. It was **MOVED** and **SECONDED** to approve the quote as presented and it was noted that Service Master is offering unlimited callbacks for the year. **CARRIED**
- f. **Food Donations** – Council approved the suggestion from an Owner to have food donation boxes placed in the clubhouse and all the apartment lobbies. These donations will go towards the program called “Night Shift”
- g. **Guest Suite Repairs** – It was discovered that the framing in the guest suites is the reason for the cracking of the ceiling. It was **MOVED** and **SECONDED** to have Jeff Morin carry out the repairs immediately and have the drywall contractor re-do the ceiling of the guest suite.
- h. **Disposal Bins** – The disposal bins will be on site October 12th to October 15th. Listed earlier in the minutes is a list of prohibited items.

- i. **Windsor Pillar Issue** – A contractor was out to inspect the pillars at the Windsor building. It was indicated that this is strictly a aesthetics issue with no impact on the structural integrity.
- j. **Golf Cart** – The electric golf cart had its tires and batteries replaced. Once the electric golf cart returned to the property, the gasoline golf cart went to the shop to get serviced as well.
- k. **AGM** – The location for the Annual General Meeting has been reserved. It will be held at the same location as last year (Eagle Quest) on Monday April 29th.
- l. **Water Leak** – It was discovered that there is another leak at townhouse 304. The Strata Manager has scheduled a company to come make the repairs.
- m. **Work Orders** – Council noted that there have been a few owners that have not signed their work order forms. Council reminds owners that work orders or any form of correspondence from owners will not be accepted if they are anonymous.
- n. **New Owners Meeting** – There is a meeting on Sunday, October 21st, 2018 at 2:00PM in the fireside room. This is to welcome the new Owners to Chelsea Gardens.
- o. **RV lot Wood Fence** – Council mentioned the wood fence along the RV lot needs some attention. The Strata Manager will attempt to get in contact with the neighboring Strata to get permission to make repairs to the fence. Council noted that it is a security issue if there is ease of access through this fence.

(9) ADJOURNMENT

- The meeting was adjourned at 4:16 PM.
- The next council meeting is Tuesday October 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.**