

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com E-Mail: ross@crpm.ca or chelseacouncil@crpm.ca

COUNCIL MEETING MINUTES – TUESDAY FEBRUARY 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

REGRETS

Murray Hill

Ross Ruddick, 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 January 23, 2018 and February 2, 2018 council meeting as circulated.

CARRIED

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

Well we started off with what looked like the beginning of spring but as it turns out old man winter had other ideas. The gardeners have been busy with clean up and cutting back branches in the RV lot. Trees have been tagged for removal in the spring and shrubs that are encroaching on walkways.

We still have some gutter issues that are slowly being resolved but don't hesitate in putting in a work request if you see issues that have been bypassed.

A new rolling system was put into the front gate as well as a new screen for better visibility. Of course when the repair was done the measurements were in Imperial and all the new parts are in metric so it took some time to put together.

Someone decided to show their affection on our newly painted exterior wall which will be painted over once the weather gets warmer. I know there have been requests for paint to do trims etc., and once we see temperatures 10C + we will attend to them.

We are in the process of sourcing out new equipment for the exercise room which by the way is seeing a good turnout.

This is the time when many of the smaller jobs that were put on the back burner are being attended to. Telus is in the third and final stage of running the fibre optics. The lines were run, the connections made into the units and the yellow tents you see on site are the final stage of testing and tying all the fibre together. We did have a few issues in two of the town homes and these will be dealt with by Telus in the near future.

For the condo owners I do request that if your vehicles is leaking oil to have it repaired as quickly as possible and to make sure that when you are parking your vehicle you don't encroach on your neighbour's spot. For Kensington and Mayfair residents the grates at the bottom of the ramp are being redesigned so they can be bolted into the concrete and we shouldn't have any more issues once this is done.

In the next few weeks we should have the stream by the reflection pond up and running. A major cleanup has to be done before I start to fill with water.

Our fire protection will be monitored and maintained by Prices, (Fire and Safety) and they are just about ready to take over the reins from Fraser Valley. A few more kinks to be ironed out and they should be ready.

John

(4) FINANCIAL REPORT

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

(5) BUSINESS ARISING FROM THE MINUTES

- a. **TELUS Fibre** – TELUS Fibre Optic is in the process of being installed. Owners are encouraged to proceed with the installation as this will enable upgrading to a higher speed internet in the future. It is important to note that installation of Fibre Optic does not necessitate converting to the TELUS provider.
- b. **Windsor Water Leak** – At the outset of the meeting Council discussed a written appeal (a hearing had been requested and granted but the owner's representative was unable to attend) regarding a charge-back for damages caused by water going from one unit to another below. The Strata Council had previously determined that the upper unit was to be held responsible given that the water leak came from the washing machine taps. This had been verified by a restoration company, a council member and our caretaker. After reviewing the written materials provided by the appellant it was **MOVED** and **SECONDED** to deny the appeal and to leave the back-charge on the owner's ledger. **CARRIED**
- c. **Recovering Pub Chairs and Stools** – It was **MOVED** and **SECONDED** by the Strata Council to agree to the cost sharing agreement with the Golf Committee and the Social Committee to accept the quote to recover the pub chairs and stools. **CARRIED**
- d. **Apartment Address Signs** – The Strata Manager has obtained images pertaining the way the new signs with the included names of the buildings are designed to look. The Council accepted the designs and has **MOVED** and **SECONDED** to move forward with the project. **CARRIED**

- e. **Lights/Noise Makers for Outside Stairwells** – Lights/Noise makers for the outside stairwells have been successfully installed.
- f. **Resolution Committee** – The Resolution Committee is now composed of: Victor Monasch, Zenon Jalbert, Murray Hill, Elizabeth Bell and Bernice Hutton. If you would like to suggest a possible resolution to go forward to the Annual General Meeting, please email ross@crpm.ca prior to March 4th.
- g. **Nominations Committee** – Nominations have been received...six to date.
- h. **Kensington MUA Air Flow Balancing** – The MUA Air Flow balancing has now been completed and the hallway fans have even pressure through out the building again.
- i. **Parking Garage Security** – This item was tabled as Charlie Sweet may have another option available to deal with access through the overhead doors and gates in the parkade.
- j. **FOB De-activation** – This is for security purposes as not all FOB or clickers registered to a unit are always passed along to the new owners. Some, issued for family, caregivers, housekeepers, etc. may not be returned. The Council asked that the de-activation be set to five days after possession which would allow the new owner's time to bring their FOB's and clickers into the Chelsea office for verification. This will be included in the Form B document and the welcome letter. The Council will also be looking at a clicker/fob verification program for all owners on a rotating basis.
- k. **Irrigation** – No report on Irrigation as of now.
- l. **Horizontals and Verticals** – The clean-out of horizontal and vertical waste disposal pipes will be scheduled in the next month or two. This will entail a coordinated move-out of most vehicles in the parkade but further information will follow.
- m. **East Pedestrian Gate** – The Council has requested an additional quote for the replacement of the roof of the East Pedestrian Gate.
- n. **Kensington Roof Stairs** – The stairs on the Kensington roof that were not safe for operation have now been replaced and is once again safe for operation.
- o. **Pool Sand Filter** – The Strata Manager is in the process of obtaining quotes to have the pool sand filter replaced.
- p. **Paid Pub Update** – The Social Committee will recommence paid pub nights in March having obtained assurances from the Strata insurer that liability coverage is valid and in place. 3rd party guests (non residents of Chelsea Gardens will not be permitted to attend at this point. The Strata Manager has obtained pricing for 3rd party coverage on an event by event basis and Council requested that the Strata Manager reach out to the insurer to see if a blanket annual policy can be obtained. The Strata Manager was asked to communicate to the Social Committee to ensure that all required policies on paid pub nights are strictly adhered to. This could include violators from being barred from attending and the Council indicated that they will fully back the Social Committee on any disciplinary actions.

- q. **Insurance Money for Mayfair** – Funds obtained from an owner’s insurance company for damage to the hallway carpet have been received and will be retained and used for a proposed spending resolution to replace all the carpets in the Mayfair in 2018.

(6) CORRESPONDENCE

- An owner offered a link to a fitness equipment store online to review multiple new machines for the fitness room.
- An owner has reported getting solicitation phone calls from a contracting company called Pro Gas. The Contracting Company call owners to inform them the contractors were supposed to service the owner’s fireplace and furnace but they were fully booked in the holiday season although now they are ready to come do the work at a discounted price. The Strata Manager has called Pro Gas and clearly stated to them what they are saying to the owners is not true and solicitation at Chelsea Gardens will not be tolerated. The Council along with the Strata Manager would like to inform the owners that the person calling is trying to lure owners into unnecessary and expensive maintenance. If owners receive a call like this, please report it to the Council or the Strata Manager. Pro Gas is not a contractor that we recommend.
- An owner has reported unreasonable noises from an upper unit at all hours of the day. The Strata Manager was directed to correspond with the offending unit.
- There have been complaints about the inability of owners to access the website and the Strata Manager has communicated this to the webmaster.
- An owner has requested special permission from Council to park in a visitor stall while a new occupant of that suite seeks out a private rental stall. The Council granted permission for seven days.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – No issues.
- **APARTMENTS** – No issues other than a leak in the Mayfair covered below in New Business.
- **CLUBHOUSE** – The office upgrade work will be commencing shortly.
- **SAFETY AND SECURITY** – The latest report from the Chelsea Gardens Emergency Preparedness Committee is attached to these minutes.
- **LANDSCAPING** – The Council reviewed a submission from the Landscaping Company for a variety of improvements that will be part of the proposed operating budget and/or presented as Special Resolutions for spending. There are a large number of trees that are proposed to be removed so as to prevent roots from penetrating the parkade membranes. This is designed to push back any membrane

replacement which is multi-million dollar expenditure. One owners request for preserving one tree will be re-examined but, if that tree is also above the membrane, it will be removed. The Landscaping firm

also requested an increase in the contract price and the Strata Manager negotiated that increase to be spread over two years. The Council **MOVED** and **SECONDED** to approve this new contract price with Allen Brothers. **CARRIED**

- **BY-LAWS** – No report. Some suggested bylaw changes will first be discussed by the Resolution Committee.
- **RV-LOT** – No report
- **ADMINISTRATION** – No report
- **SOCIAL COMMITTEE** – An International Potluck will be held Friday, March 23rd in the Fireside Room. This dish can be any nationality and you can label it if you wish. Might be fun to see how other countries dine. This event will have our 1st cash bar of the year. Our insurance company has ensured we are covered for liability however, we can no longer have guests at our cash bar nights. If we spot someone in the bar on a cash bar night, we must ask them to leave or our insurance will not be valid. Strata is working on our behalf to find options to allow 3rd parties at our cash bar events. During cash bar events, only bar staff is allowed behind the bar. These volunteers have their Serving It Right certificates as deemed necessary by our insurance providers.

Do you like to bake? Wednesday Coffee mornings in the Fireside Room is a great place to meet your neighbors and have a chat. This event offers coffee, tea and treats starting at 9:45 am each Wednesday morning. Two volunteers act as hosts and provide the treats for which they are reimbursed. Talk to any social committee member and join the fun.

(8) NEW BUSINESS

- a. **Relief Caretaker Pricing** – A quote was presented to Council for the casual caretaker relief when John is on holidays. Further investigation is required by the Strata Manager.
- b. **Insurance Renewal** – It was **MOVED** and **SECONDED** to approve the renewal of the strata insurance policy with CMW and to borrow from the CRF to pay for it with monthly repayment from operating at an interest cost of 3.5%. **CARRIED**
- c. **Mayfair Re-circulating Line** – A quote from Westech Plumbing to replace a section of leaking re-circ pipe was reviewed. It was **MOVED** and **SECONDED** to approve this quote. **CARRIED**
- d. **Bring Forward List** – Zenon presented Council with an updated bring forward list.
- e. **Proposal for Retractable Projector Screen** – A proposal for a retractable projector screen for the fireside room has been presented to Council. With the success of the fireside room monthly movie nights and recent Superbowl event, there is an appetite for a more permanent fixture. The proposed fixture was an Antra Electric Motorized 135 inch diagonal projection screen with remote control. The Council was in favor of the proposal and it was **MOVED** and **SECONDED** to proceed. **CARRIED**

- f. **Apartment Railings** – The apartment railings have been showing signs of paint peeling. The Council has decided that currently no action shall be taken as this would be an extremely expensive project requiring the complete removal of the railings, transport off site, powder coating and re-installation.

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 3:52 PM.
- The next council meeting is Tuesday March 20, 2018 – Clubhouse library

Ross Ruddick, 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.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
January 2018
AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

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Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8

ASSETS

1025-0000 Bank - Westminster - Contingency	293,478.17
1038-1090 WSCU GIC - 1.60% - Feb.16/18	100,000.00
1038-1150 WSCU GIC - 1.65% - Jun.27/18	150,000.00
1038-1165 WSCU GIC - 1.90% - Aug.10/18	250,000.00
1038-1174 WSCU GIC - 2.15% - Oct.24/18	200,000.00
1038-1182 WSCU GIC - 2.18% - May.23/19	750,000.00
1038-1186 WSCU GIC - 2.314% - Apr.26/19	300,000.00
1200-0000 Prepaid Insurance	15,412.61


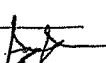
TOTAL ASSETS 2,058,890.78

OWNERS' EQUITY
RESERVES

3500-0000 Net Income - Prior Years	1,903,490.98
3510-0000 Net Income - Current Year	155,399.80

TOTAL OWNERS' EQUITY 2,058,890.78

TOTAL LIABILITIES AND EQUITY 2,058,890.78

Date: FEB. 16/18
Accountant: 
Property Manager: 

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
January 2018
AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-5000 Strata Fees - Apartments	11,283.92	11,283.92	0.00	0.00	124,123.12	124,123.12	0.00	0.00	135,407.00
4010-6000 Strata Fees - Townhome	24,549.42	24,549.42	0.00	0.00	270,043.62	270,043.62	0.00	0.00	294,593.00
4010-6500 Lighting Retro-fit Rebate	14,747.39	0.00	14,747.39	0	14,747.39	0.00	14,747.39	0	0.00
TOTAL	50,580.73	35,833.34	14,747.39	41.16	408,914.13	394,166.74	14,747.39	3.74	430,000.00
4031-0000 Interest Income	5,095.00	0.00	5,095.00	0	30,905.10	0.00	30,905.10	0	0.00
4031-6000 Interest Income- Insur. L	308.33	0.00	308.33	0	3,391.63	0.00	3,391.63	0	0.00
TOTAL	5,403.33	0.00	5,403.33	0	34,296.73	0.00	34,296.73	0	0.00
TOTAL INCOME	55,984.06	35,833.34	20,150.72	56.23	443,210.86	394,166.74	49,044.12	12.44	430,000.00
TOWNHOUSE EXPENSES									
6276-2017 2017 Mayfair Lobby/Park	0.00	2,083.33	2,083.33	100.00	24,503.42	22,916.63	-1,586.79	-6.92	25,000.00
6277-2017 2017 Wind/Ken Stairwell	0.00	1,333.33	1,333.33	100.00	13,497.75	14,666.63	1,168.88	7.97	16,000.00
6278-2017 2017 Wind/Ken Pipe Re	0.00	5,833.33	5,833.33	100.00	51,696.08	64,166.63	12,470.55	19.43	70,000.00
6279-2017 2017 Wind/Mayfair Cellul	0.00	625.00	625.00	100.00	8,502.06	6,875.00	-1,627.06	-23.67	7,500.00
6280-2017 Hot Water Tank Replace	0.00	0.00	0.00	0	8,242.50	0.00	8,242.50	0	0.00
TOTAL EXPS. BEFORE UTILITIES	0.00	9,874.99	9,874.99	100.00	106,441.81	108,624.89	2,183.08	2.01	118,500.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6510-2017 2017 Exterior Perimeter	0.00	2,083.33	2,083.33	100.00	17,094.00	22,916.63	5,822.63	25.41	25,000.00
6511-2017 Irrigation Repairs	0.00	0.00	0.00	0	11,597.14	0.00	-11,597.14	0	0.00
6512-2017 Main Water Line Repair	0.00	0.00	0.00	0	7,158.09	0.00	-7,158.09	0	0.00
TOTAL REPAIR & MAINT.	0.00	2,083.33	2,083.33	100.00	35,849.23	22,916.63	-12,932.60	-56.43	25,000.00
RECREATION CENTRE - COMMON									
6709-2017 Clubhouse Improvement	403.19	1,666.67	1,263.48	75.81	12,266.19	18,333.37	6,067.18	33.09	20,000.00
6710-2017 Clubhouse-Boiler Replac	0.00	0.00	0.00	0	10,284.75	0.00	-10,284.75	0	0.00
6712-2016 2016 Lighting retro-fit Cl	14,747.39	0.00	-14,747.39	0	0.00	0.00	0.00	0	0.00
TOTAL OPER. EXPS-REC. CENTRE	15,150.58	1,666.67	-13,483.91	-809.0	22,550.94	18,333.37	-4,217.57	-23.00	20,000.00
SALARIES & BENEFITS									
TOTAL COMMON EXPENSES	15,150.58	3,750.00	-11,400.58	-304.0	58,400.17	41,250.00	-17,150.17	-41.58	45,000.00
TOTAL EXPENSES	15,150.58	23,208.33	8,057.75	34.72	287,811.06	255,291.63	-32,519.43	-12.74	278,500.00
NET INCOME (LOSS)	40,833.48	12,625.01	28,208.47	223.43	155,399.80	138,875.11	16,524.69	11.90	151,500.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
January 2018
AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

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Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8

ASSETS	
1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	73,404.68
1020-0005 Bank - Insurance Claim - Mira Floors	9,436.20
1027-0000 Bank - Water Surcharge	47,763.57
1028-1300 Bank - Golf Tournament Funds	2,434.25
1029-0000 Bank - Apt Utilities	29,211.95
1030-0000 Bank - Exercise Room	1,140.50
1040-0000 Bank - Social Committee	4,598.85
1106-0000 Insurance Claim Receivable	2,500.00
1200-0000 Prepaid Insurance	15,720.94
1205-0000 Prepaid Expenses	5,581.74
1220-0000 Caretaker Suite	74,305.56
1221-0003 Tree Restitution S/D - Due July 2017	200.00
1300-0000 Accounts Receivable	7,560.92
TOTAL ASSETS	<u>274,364.16</u>
LIABILITIES	
2010-0000 Accounts Payable	16,457.33
2014-0000 Accrued Water & Sewer	39,884.76
2014-0005 Insurance Claim-Mira Floors	9,436.20
2017-0000 Social Committee Fund	4,598.85
2018-0000 Exercise Room	1,140.50
2019-0000 Golf Tournament Fund	2,434.25
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	15,412.61
2040-0011 Due to CRF -Insurance interest	308.33
2170-0000 Vacation Payable	2,822.46
2250-0000 Pre-Paid Fees	739.05
TOTAL LIABILITIES	<u>93,534.34</u>
OWNERS' EQUITY	
RESERVES	
3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	17,456.70
3510-0000 Net Income - Current Year	59,986.01
3510-2000 Net Income - Utilities	21,202.74
3510-3000 Net Income - Water & Sewer	7,878.81
TOTAL OWNERS' EQUITY	<u>180,829.82</u>
TOTAL LIABILITIES AND EQUITY	<u>274,364.16</u>

Date: FEB. 16/18
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
January 2018

AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	41,404.67	41,404.67	0.00	0.00	455,451.37	455,451.37	0.00	0.00	496,856.00
4012-0000 CRF Strata Fees - Apart	-11,283.92	-11,283.92	0.00	0.00	-124,123.12	-124,123.12	0.00	0.00	-135,407.00
4015-0000 Parking & Scooter Parkin	355.00	125.00	230.00	184.00	3,605.00	1,375.00	2,230.00	162.18	1,500.00
4022-0000 Move in/out	0.00	83.33	-83.33	-100.0	750.00	916.63	-166.63	-18.18	1,000.00
4025-0000 Prior Year Surplus (Defici	2,467.00	2,467.00	0.00	0.00	27,137.00	27,137.00	0.00	0.00	29,604.00
TOTAL	32,942.75	32,796.08	146.67	0.45	362,820.25	360,756.88	2,063.37	0.57	393,553.00
4030-0000 Strata Fees	74,248.42	74,248.42	0.00	0.00	816,732.62	816,732.62	0.00	0.00	890,981.00
4032-0000 CRF Strata Fees - Town	-24,549.42	-24,549.42	0.00	0.00	-270,043.62	-270,043.62	0.00	0.00	-294,593.00
4037-0000 Prior Year Surplus	4,614.25	4,614.25	0.00	0.00	50,756.75	50,756.75	0.00	0.00	55,371.00
TOTAL	54,313.25	54,313.25	0.00	0.00	597,445.75	597,445.75	0.00	0.00	651,759.00
OTHER									
4040-0000 Rental - Fireside Lounge	325.00	58.33	266.67	457.17	1,275.00	641.63	633.37	98.71	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	6,600.00	6,600.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	720.00	733.33	-13.33	-1.82	8,520.00	8,066.63	453.37	5.62	8,800.00
4055-0000 R.V. Parking	645.00	666.67	-21.67	-3.25	7,035.00	7,333.37	-298.37	-4.07	8,000.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	22.00	275.00	-253.00	-92.00	300.00
4061-0000 Bylaw Fines	0.00	0.00	0.00	0	50.00	0.00	50.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	250.00	0.00	250.00	0	0.00
4065-0000 Interest Income	162.33	75.00	87.33	116.44	1,688.15	825.00	863.15	104.62	900.00
4066-0000 Remote Control Sale	370.00	0.00	370.00	0	2,470.00	0.00	2,470.00	0	0.00
4084-0000 Keys	0.00	0.00	0.00	0	155.00	0.00	155.00	0	0.00
TOTAL OTHER	2,822.33	2,158.33	664.00	30.76	28,065.15	23,741.63	4,323.52	18.21	25,900.00
TOTAL INCOME	90,078.33	89,267.66	810.67	0.91	988,331.15	981,944.26	6,386.89	0.65	1,071,212.00
6030-0000 Apt Janitor/Contract Serv	1,250.00	1,513.00	263.00	17.38	13,750.00	16,643.00	2,893.00	17.38	18,156.00
6208-0000 Building Maint. - Apartme	4,266.83	3,433.25	-833.58	-24.28	31,300.59	37,765.75	6,465.16	17.12	41,199.00
6215-0000 Equipment Maint.-Apartm	2,289.76	3,771.67	1,481.91	39.29	42,755.90	41,488.37	-1,267.53	-3.06	45,260.00
6268-0050 Elevator Maint. - Apartm	1,165.86	1,203.50	37.64	3.13	13,509.51	13,238.50	-271.01	-2.05	14,442.00
6275-0000 Gate & Door Maint. - Apa	1,166.09	544.83	-621.26	-114.0	941.87	5,993.13	5,051.26	84.28	6,538.00
6279-0000 Garbage Pick-up - Apts.	1,169.01	1,672.50	503.49	30.10	18,318.10	18,397.50	79.40	0.43	20,070.00
TOTAL EXPS. BEFORE UTILITIES	11,307.55	12,138.75	831.20	6.85	120,575.97	133,526.25	12,950.28	9.70	145,665.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	341.25	4,970.83	4,629.58	93.13	63,315.73	54,679.13	-8,636.60	-15.80	59,650.00
6320-0000 Garbage Pick-up - Town	3,171.30	3,373.17	201.87	5.98	35,260.02	37,104.87	1,844.85	4.97	40,478.00
6350-0000 Garbage Recycling - Town	843.00	1,026.83	183.83	17.90	9,142.47	11,295.13	2,152.66	19.06	12,322.00
TOTAL OPERATING EXPS. - T.H.	4,355.55	9,370.83	5,015.28	53.52	107,718.22	103,079.13	-4,639.09	-4.50	112,450.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	115,500.00	121,514.25	6,014.25	4.95	132,561.00
6425-0000 Drainage Repair & Maint	135.00	1,087.33	952.33	87.58	14,768.14	11,960.63	-2,807.51	-23.47	13,048.00
6435-0000 Plant Replacement & Im	0.00	2,750.00	2,750.00	100.00	37,643.69	30,250.00	-7,393.69	-24.44	33,000.00
6440-0000 Irrigation System	0.00	250.00	250.00	100.00	3,126.62	2,750.00	-376.62	-13.70	3,000.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.00	5,546.52	9,913.75	4,367.23	44.05	10,815.00
TOTAL LANDS. & GROUNDS	10,635.00	16,035.33	5,400.33	33.68	176,584.97	176,388.63	-196.34	-0.11	192,424.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	0.00	2,489.17	2,489.17	100.00	23,672.65	27,380.87	3,708.22	13.54	29,870.00
6515-0000 Equipment Rep. & Maint.	0.00	1,666.67	1,666.67	100.00	17,771.93	18,333.37	561.44	3.06	20,000.00
6520-0000 Supplies Equipment - Co	32.12	340.83	308.71	90.58	4,594.93	3,749.13	-845.80	-22.56	4,090.00
6525-0000 Supplies Maintenance-C	186.44	250.00	63.56	25.42	2,087.60	2,750.00	662.40	24.09	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.00	216.61	1,133.00	916.39	80.88	1,236.00
6535-0000 Enterphone and Security	0.00	83.33	83.33	100.00	0.00	916.63	916.63	100.00	1,000.00
6560-0000 Gate Repair & Maint. - C	596.58	386.25	-210.33	-54.45	1,913.03	4,248.75	2,335.72	54.97	4,635.00
6565-0000 Pest Control - Common	572.69	750.00	177.31	23.64	5,462.23	8,250.00	2,787.77	33.79	9,000.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)

January 2018

AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
OTAL REPAIR & MAINT.	1,387.83	6,069.25	4,681.42	77.13	55,718.98	66,761.75	11,042.77	16.54	72,831.00
TILITIES									
6576-0000 Electricity - Common	114.00	124.33	10.33	8.31	1,267.00	1,367.63	100.63	7.36	1,492.00
6577-0000 Electricity Ponds - Com	408.00	640.83	232.83	36.33	4,488.00	7,049.13	2,561.13	36.33	7,690.00
6580-0000 Electricity Stream - Com	589.00	482.08	-106.92	-22.18	5,869.00	5,302.88	-566.12	-10.68	5,785.00
6595-0000 Telephone Caretaker	67.20	141.67	74.47	52.57	657.99	1,558.37	900.38	57.78	1,700.00
OTAL UTILITIES	1,178.20	1,388.91	210.71	15.17	12,281.99	15,278.01	2,996.02	19.61	16,667.00
IV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	200.00	200.00	100.00	1,585.50	2,200.00	614.50	27.93	2,400.00
6690-0000 Electricity - RV Lot	69.00	117.67	48.67	41.36	804.00	1,294.37	490.37	37.88	1,412.00
OTAL OPERATING EXPS-RV LOT	69.00	317.67	248.67	78.28	2,389.50	3,494.37	1,104.87	31.62	3,812.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	40.25	474.42	434.17	91.52	5,609.23	5,218.62	-390.61	-7.48	5,693.00
6712-0000 Equip. Rep. & Maint.-Clu	567.72	1,676.67	1,108.95	66.14	12,101.16	18,443.37	6,342.21	34.39	20,120.00
6715-0000 Lock Up Costs - Rec. Ce	300.00	166.67	-133.33	-80.00	1,725.00	1,833.37	108.37	5.91	2,000.00
6720-0000 Guest Suites Telephone-	280.32	247.83	-32.49	-13.11	2,807.79	2,726.13	-81.66	-3.00	2,974.00
6725-0000 Exercise Equip R & M-R	0.00	383.75	383.75	100.00	2,549.58	4,221.25	1,671.67	39.60	4,605.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.00	1,705.76	1,375.00	-330.76	-24.06	1,500.00
6735-0000 Pool Repair & Maint.-Re	0.00	1,087.08	1,087.08	100.00	2,639.35	11,957.88	9,318.53	77.93	13,045.00
6740-0000 Pool Supplies & Chemic	0.00	340.83	340.83	100.00	2,664.51	3,749.13	1,084.62	28.93	4,090.00
6750-0000 Cleaning Supplies-Rec.	179.20	191.33	12.13	6.34	1,631.28	2,104.63	473.35	22.49	2,296.00
6755-0000 Window & Carpet Cleani	0.00	108.33	108.33	100.00	0.00	1,191.63	1,191.63	100.00	1,300.00
6764-0000 Electricity - Rec. Centre	1,613.00	1,583.33	-29.67	-1.87	17,743.00	17,416.63	-326.37	-1.87	19,000.00
6765-0000 Gas - Rec. Centre	1,517.12	938.25	-578.87	-61.70	10,129.07	10,320.75	191.68	1.86	11,259.00
TOTAL OPER. EXPS-REC. CENTRE	4,497.61	7,323.49	2,825.88	38.59	61,305.73	80,558.39	19,252.66	23.90	87,882.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,252.98	5,040.00	-212.98	-4.23	55,951.15	55,440.00	-511.15	-0.92	60,480.00
6830-0000 Caretaker Assistant Wag	1,469.43	1,416.67	-52.76	-3.72	15,341.98	15,583.37	241.39	1.55	17,000.00
6865-0000 R. C. Janitor Wages and	1,417.00	1,583.33	166.33	10.51	15,421.80	17,416.63	1,994.83	11.45	19,000.00
6870-0000 Janitorial Contract	0.00	125.00	125.00	100.00	0.00	1,375.00	1,375.00	100.00	1,500.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.00	1,069.59	1,375.00	305.41	22.21	1,500.00
TOTAL SALARIES & PAYROLL COS	8,139.41	8,290.00	150.59	1.82	87,784.52	91,190.00	3,405.48	3.73	99,480.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint.	0.00	33.33	33.33	100.00	242.39	366.63	124.24	33.89	400.00
6915-0000 Supplies	175.85	83.33	-92.52	-111.0	860.35	916.63	56.28	6.14	1,000.00
6920-0000 Telephone & Cable - Offi	450.81	428.50	-22.31	-5.21	4,795.69	4,713.50	-82.19	-1.74	5,142.00
6950-0000 Miscellaneous Exp. - Offi	0.00	8.33	8.33	100.00	28.00	91.63	63.63	69.44	100.00
TOTAL OFFICE EXPENSES	626.66	553.49	-73.17	-13.22	5,926.43	6,088.39	161.96	2.66	6,642.00
ADMINISTRATION									
6965-0000 Audit - Admin.	0.00	429.17	429.17	100.00	0.00	4,720.87	4,720.87	100.00	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	462.33	462.33	100.00	3,030.91	5,085.63	2,054.72	40.40	5,548.00
6975-0000 Council Expenses - Admi	0.00	247.75	247.75	100.00	1,909.11	2,725.25	816.14	29.95	2,973.00
6980-0000 Legal Expenses	0.00	1,137.83	1,137.83	100.00	10,027.52	12,516.13	2,488.61	19.88	13,654.00
6984-0000 Postage and Printing	1,311.48	1,395.67	84.19	6.03	18,459.38	15,352.37	-3,107.01	-20.24	16,748.00
6990-0000 Insurance Premiums	15,412.58	15,412.58	0.00	0.00	169,538.38	169,538.38	0.00	0.00	184,951.00
6992-0000 Insurance Carrying Char	308.33	308.33	0.00	0.00	3,391.63	3,391.63	0.00	0.00	3,700.00
6995-0000 Licenses & Permits - Ad	0.00	58.33	58.33	100.00	0.00	641.63	641.63	100.00	700.00
7000-0000 Management Fees	5,536.65	5,536.92	0.27	0.00	60,903.15	60,906.12	2.97	0.00	66,443.00
7005-0000 Membership Fees-Admin	0.00	25.00	25.00	100.00	0.00	275.00	275.00	100.00	300.00
7010-0000 Property Taxes - Admin.	0.00	50.00	50.00	100.00	321.00	550.00	229.00	41.64	600.00
7020-0000 Security - Admin.	2,048.03	2,574.33	526.30	20.44	29,421.33	28,317.63	-1,103.70	-3.90	30,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	110.00	137.50	27.50	20.00	150.00
7030-0000 Strata Web Site	0.00	70.83	70.83	100.00	770.02	779.13	9.11	1.17	850.00
7050-0000 Miscellaneous	0.00	41.67	41.67	100.00	0.00	458.37	458.37	100.00	500.00
7051-0000 Statutory Financial Revie	0.00	16.67	16.67	100.00	176.40	183.37	6.97	3.80	200.00
TOTAL ADMINISTRATION EXPENSE	24,627.07	27,779.91	3,152.84	11.35	298,058.83	305,579.01	7,520.18	2.46	333,359.00
TOTAL COMMON EXPENSES	51,160.78	67,758.05	16,597.27	24.49	700,050.95	745,338.55	45,287.60	6.08	813,097.00
TOTAL EXPENSES	66,823.88	89,267.63	22,443.75	25.14	928,345.14	981,943.93	53,598.79	5.46	1,071,212.00
NET INCOME (LOSS)	23,254.45	0.03	23,254.42	77,514	59,986.01	0.33	59,985.68	18,177	0.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
January 2018

AS OF THE 11TH MONTH ENDING JANUARY 31, 2018

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	10,506.25	10,506.25	0.00	0.00	115,568.75	115,568.75	0.00	0.00	126,075.00
9262-0000 Utilities Interest Income	48.71	0.00	48.71	0	306.28	0.00	306.28	0	0.00
9264-0000 Prior Year Surplus (Defici	0.00	0.00	0.00	0	9,903.83	9,904.00	-0.17	0.00	9,904.00
Total Apartment Utilities	10,554.96	10,506.25	48.71	0.46	125,778.86	125,472.75	306.11	0.24	135,979.00
UTILITY EXPENSES									
Gas									
9360-0000 Electricity Kens & Mayfai	2,518.00	2,849.92	331.92	11.65	28,562.00	31,349.12	2,787.12	8.89	34,199.00
9365-0000 Electricity Windsor	1,475.00	1,836.08	361.08	19.67	16,932.00	20,196.88	3,264.88	16.17	22,033.00
Total Electricity - Apart.	3,993.00	4,686.00	693.00	14.79	45,494.00	51,546.00	6,052.00	11.74	56,232.00
Gas - Apartments									
9410-0000 Gas - Mayfair	2,721.34	1,613.42	-1,107.92	-68.67	17,119.72	17,747.62	627.90	3.54	19,361.00
9420-0000 Gas - Kensington	335.91	2,373.50	2,037.59	85.85	13,744.16	26,108.50	12,364.34	47.36	28,482.00
9430-0000 Gas - Windsor	4,951.96	2,658.67	-2,293.29	-86.26	28,218.24	29,245.37	1,027.13	3.51	31,904.00
Total Gas - Apartment	8,009.21	6,645.59	-1,363.62	-20.52	59,082.12	73,101.49	14,019.37	19.18	79,747.00
TOTAL UTILITIES - APARTMENT	12,002.21	11,331.59	-670.62	-5.92	104,576.12	124,647.49	20,071.37	16.10	135,979.00
NET INCOME (LOSS) UTILITIES	-1,447.25	-825.34	-621.91	-75.35	21,202.74	825.26	20,377.48	2,469.	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	4,846.42	4,846.42	0.00	0.00	53,310.62	53,310.62	0.00	0.00	58,157.00
9700-0000 Water - Townhouses	7,087.83	7,087.83	0.00	0.00	77,966.13	77,966.13	0.00	0.00	85,054.00
9725-0000 Water - Interest Income	73.43	0.00	73.43	0	764.81	0.00	764.81	0	0.00
9745-0000 Prior Year Surplus (Defici	0.00	0.00	0.00	0	16,328.41	16,328.00	0.41	0.00	16,328.00
TOTAL WATER INCOME	12,007.68	11,934.25	73.43	0.62	148,369.97	147,604.75	765.22	0.52	159,539.00
WATER EXPENSE									
9850-0000 Water Usage	13,294.92	13,294.92	0.00	0.00	140,491.16	146,244.12	5,752.96	3.93	159,539.00
TOTAL WATER	13,294.92	13,294.92	0.00	0.00	140,491.16	146,244.12	5,752.96	3.93	159,539.00
NET INCOME (LOSS) WATER	-1,287.24	-1,360.67	73.43	5.40	7,878.81	1,360.63	6,518.18	479.06	0.00



CHELSEA GARDENS EMERGENCY PREPAREDNESS

Chelsea Program Goal – To ensure to the best of our abilities that, following an emergency event, Chelsea Gardens residents and visitors are kept safe from any subsequent hazards, treated immediately and effectively for injuries incurred, transported to medical care as soon as practical, if necessary, provided with care, shelter, food and water in the period immediately following the event and that property, facilities and equipment are protected from further damage.

There are 8 different VOLUNTEER Teams so each month we will give you an overview of one Team. Volunteers are always needed because many Chelsea residents travel, so please get involved, in any way, and call Doug McLeod (Head of Leadership Team) at 604-996-3504 or email Doug at kdmcleod@telus.net . Chelsea volunteers would love to have you on board.

MARCH 2018 – FIRST AID TEAM:

- Meet as a team to discuss potential first aid needs at Chelsea Gardens
- Complete First Aid training
- Identify, acquire and store necessary first aid supplies (bandages, splints, back board, etc.)
- Establish primary and secondary First Aid Post locations
- Identify residents with chronic medical conditions (list by location, condition and gender)
- Develop a generic triage plan to address most critical first aid needs first
- Keep the Leadership Team apprised of status of First Aid team activities

PROGRESS TO DATE:

- Training needs for the Team have been established
- Established regular meeting dates to insure progress and development of the Team is on-going
- Discussion and established a primary list of supplies that are going to be required
- Start of establishing a protocol so each Team member understands what to do when the time comes including location within Chelsea to have the First Aid set up
- Agreed that “recruiting” of more volunteers is required

To become involved with this Team, anyone can join to be part of this experience and medical experience is not required as training for all Team members will be developed.

CHELSEA GARDENS EMERGENCY PRPEPAREDNESS VOLUNTEER TEAMS --- Leadership Team, First Aid Team, Utilities & Fire Suppression Team, Damage Assessment Team, Shelter and Care Giving (including pets) Team, Communications & Transportation Team, Light Urban Search & Rescue Team, Personal Preparedness Team

MARCH EVENTS CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>EXERCISES IN THE FIRESIDE LOUNGE 9:00 AM MONDAY & THURSDAY WEIGHTS & BANDS TUESDAY & FRIDAY, OSTEO WALK AWAY THE POUNDS 9:30 AM THURSDAY</p>					
4	5 Billiards 2 pm Canasta 6:45 pm Ladies Snooker 7 pm	6 Bridge 6:30pm Poker pool 7pm Bible study 7:30pm	7 Coffee 9:45am Whist 7pm Poker 7 pm	8 Ladies' Dance 5:30 TO 7:00 pm Bridge 7:00 pm Euchre 7 pm	9 Ladies' Dance 5:30 TO 7:00 pm Bridge 7:00 pm Euchre 7 pm	10 Pub Night 5:00-7:00 pm
11	12 Billiards 2 pm Canasta 6:45 pm Ladies Snooker 7 pm	13 Bridge 6:30pm Poker pool 7pm Bible study 7:30pm-	14 Coffee 9:45am Whist 7pm Poker 7 pm	15 Ladies' Dance 5:30 TO 7:00 pm Bridge 7:00 pm Euchre 7 pm	16 Pub Night 5:00-7:00 pm Sing-Along	17
18	19 Billiards 2 pm Canasta 6:45 pm Ladies Snooker 7 pm	20 Bridge 6:30pm Poker pool 7pm Bible study 7:30pm-	21 Coffee 9:45am Whist 7pm Poker 7 pm	22 Ladies' Dance 5:30 TO 7:00 pm Bridge 7:00 pm Euchre 7 pm	23 Pub Night 5:00-7:00 pm International Pot Luck Dinner 5:00 PM	24
25	26 Billiards 2 pm Canasta 6:45 pm Ladies Snooker 7 pm	27 Bridge 6:30pm Poker pool 7pm Bible study 7:30pm-	28 Coffee 9:45am Whist 7pm Poker 7 pm	29 Ladies' Dance 5:30 TO 7:00 pm Bridge 7:00 pm Euchre 7 pm	30 Pub Night 5:00-7:00 pm	31

FRIDAY, MARCH 16TH, 5:00-7:00 PM--PUB NIGHT SING-ALONG
 SUNDAY, MARCH 18TH, 7:00 PM --MOVIE NIGHT
 FRIDAY, MARCH 23RD, INTERNATIONAL POTLUCK DINNER
 PLAN TO ARRIVE AT 5:00PM, DINNER SERVED AT 6:00 PM.
 WATCH FOR POSTERS FOR DETAILS ON ALL EVENTS.

