

**CHELSEA GARDENS - LMS 1416**

**www.chelseastrata.com**

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

**COUNCIL MEETING MINUTES – TUESDAY, DECEMBER 18, 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

**CROSSROADS MANAGEMENT LTD.**

**1001- 7445 132<sup>ND</sup> STREET,**

**SURREY, B.C. V3W 1J8**

Phone: (778) 578-4445

Fax: (778) 578-4447

**EMERGENCY CONTACT**

**24 HOUR SERVICE (778) 578-4445**

**\*\*MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED\*\***

**ATTENDANCE:**

Victor Monasch

Anita Thompson

Gordon Yamashita

Bob Hurley

Ashley Orton

Murray Hill

**REGRETS**

Zenon Jalbert

Jesse Train, Strata Manager

**(1) CALL TO ORDER**

The meeting was called to order at 1:00 PM by Murray Hill, Vice-President, and a quorum being present.

**(2) ADOPTION OF PREVIOUS MINUTES**

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

**CARRIED**

**(3) Caretaker Report December 2018**

It has been another busy month with clean up from the fall almost over. Renovations are on hold until the new-year for the Kensington and the Mayfair since there was no guarantee that the work was going to be finished before Christmas. The floor and new lights have been installed in the Kensington and in January painting of the lobby and carpet installation will commence in the Mayfair.

I'd like to thank those that recently experienced water damage for their quick replies to the problem and as a result damage has been minimal and thanks to Paul Dyck for his crew doing such a good job of repairs.

The emergency program recently purchased a container kept in the RV lot which will hold much of the necessary supplies should a disaster strike. It is also important to remember that if there are changes to your living arrangements, keys being held by someone other than first stipulated or key codes for entry systems that this information is passed on to the office so records can be updated. We appreciate your efforts in making this possible since so much

work has gone into creating an up to date list of data.

We have had several ant issues in the town homes again. The radiant heat has prompted those little pests to come up and investigate. We are looking at several ways to deal with them since for many it is an ongoing issue. There are few ways we can try to deal with this problem. One to spread borax based powder near the site, 2<sup>nd</sup> to use a product called Home Defense and the third option if infestation is serious a call to Atlas Pest Control to do a spray or bait treatment. The spray treatment will require the home owner to be out of the unit for 4 – 6 hours. Pets will need to be removed during this process.

If you have noticed gutters overflowing during the recent heavy rains please let me know as soon as possible. Our contract with Service Master stipulates that they will come and clean out any areas of concern for the entire year as laid out in our agreement.

We had an incident happen in the mail room that has prompted discussion regarding the installation of a camera in the area. Just a friendly reminder that tampering with the mail boxes in any form is a serious federal offence and is not tolerated. Whether it was meant to be funny, (which it isn't) or not it is considered vandalism and will not be tolerated. Charges will be laid should the perpetrator be discovered.

Anyone waiting for garage doors to be done will have to wait until the new-year. The garages doors not completed this year are on the waiting list with first come first serve unless there is a priority issue such as vehicle damage to the door.

Garbage. The last few pick up dates we have seen garbage scattered everywhere. Regardless of whether it is the crow, the seagull, the raccoons or coyotes it is important to make sure that the blue box items are washed before being put out and green bins are in locked position. Even these precautions have not always been enough but efforts to minimize the garbage being spread around in the morning should be considered. There was a suggestion that green bins and blue boxes not be put out until after 7 am. This may not be possible for everyone but might be something to consider. Garbage in the condos for the most part is not a problem but please make sure that items are not thrown in that don't belong. To the person in the Kensington that has been throwing their dog doo into the lobby garbage please don't. Smell alone is reason enough to stop the practice. Thanks in advance.

We have had Pump-house Equipment maintenance out again to repair some of our exercise equipment. Please do not use street shoes on the machines but bring along exercise shoes. We found pebbles in the tracks that have come out of the treads of street shoes. The hot tub is pre-set and is currently running at 103 degrees.

It has been an interesting year to say the least. New systems have been implemented to serve our community better. Much has been done to ensure that repairs are completed in a timely manner and requests are being handled as quickly as possible. I would like to take this opportunity to wish everyone a Very Merry Christmas, or season of communing with family and friends. To all those that have lost someone or can't be with family our hearts and thoughts are with you during this time of celebration.

Peace and Goodwill to all.

John Unger

#### **(4) FINANCIAL REPORT**

The Treasurer reviewed the Financial Statements for the month of November 2018 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads Management.

**CARRIED**

The Strata Manager reviewed the arrears which are minimal.

#### **(5) BUSINESS ARISING FROM THE MINUTES**

- a. **Clubhouse Cleaning** – Council noted that the new janitorial contractor, CleanTech, is doing a great job at cleaning the clubhouse.
- b. **Hot Tub Track Gate** –The Strata Manager did not have success in obtaining a quote from Metallica. Council did note that they had a lead on someone who could do the work.
- c. **Kensington Lobby** – The Kensington lobby upgrade will begin in January after the holiday season.
- d. **Mayfair Hallways, Doors and Flooring** –This work is also scheduled for January.
- e. **Emergency Repair** –The Emergency repairs to the townhouse units are on-going. There were delays to the repairs from the restoration company and the Strata Insurance Company is working with the home owner to get coverage for their additional living expenses.
- f. **Perimeter Drains** –A quote was obtained to flush the perimeter drains for the apartment buildings. The Council requested to get more quotes.
- g. **Pool Room Leak** – The leak in the pool mechanical room has been sealed.
- h. **Loading Sign**–The caretaker will be installing the loading signs outside the Clubhouse entrance. This is to stop Owners or guests from parking outside the clubhouse for long durations. The roundabout in front of the clubhouse should be used as a drop off zone or somewhere to park to quickly grab your mail.
- i. **Council Office Fobs** – Council has added a new fob system to gain access to the office in the clubhouse. Only Council members will have access through the access control system.
- j. **Noise Disturbance** – There have been more complaints regarding a unit that is causing a noise disturbance. Council directed the Strata Manager to send a letter to this unit and Council will be directing the Manager to send a new letter for every incident reported.
- k. **Garbage** – **Owners are reminded to make sure they are washing out all recyclables and sorting their garbage, organics and recycle products properly. Also to make sure the bins are secured when put outside as raccoons and birds will go through your garbage leaving a very big mess. John Unger does not like to clean up all the garbage every morning from Owners leaving their waste out improperly.**

(7) **CORRESPONDENCE**

- An owner sent a request to rent another parking stall in the Kensington. All the spots are rented at this time and the Owner was instructed to post for a private rental through another Owner.
- An Owner is concerned about smoking of marijuana in Chelsea Gardens and suggested to have a bylaw put in place. This will be brought forward to the resolution committee prior to the AGM.

- A note in the last minutes stated that there were ladders left unsecured in the RV lot. An Owner reported that they had their ladder removed from the RV lot.
- Multiple Owners reported their gutters being full again. The caretaker handled a few of these but will make a list for the service company to come back and re-do the gutters that are plugged again.
- An Owner requested to have their dryer vent cleaned out. The Strata Manager informed them the dryer vents will be done in the spring of 2019 and if it could not wait to contact National Air and have them do it at the Owners expense.
- A complaint was received about a unit dragging their furniture or chairs across the room, making unnecessary noise. The Strata Manager was instructed to send a letter to this Owner requesting that they purchase foam pads to be put under their chairs to ease any sort of noise to the unit below.
- An Owner sent an apology letter to Council for an incident that occurred last month.
- It was reported that the grass in front of the Windsor is in rough condition. This has been passed onto the landscaping liaison and will be addressed in the spring.

#### **(8) COMMITTEE REPORTS**

- **TOWNHOUSES** –Dryer vent envelope repairs are currently being done to townhouse units. Garage doors have been completed for this year with two requests for next year.
- **APARTMENTS** –There was no report
- **CLUBHOUSE** –It was reported that everything is going well. There is one washroom light that is always triggered by foot traffic, the electrician will be asked to adjust the sensor.
- **SAFETY AND SECURITY** – It was noted that items have been stolen from unit’s yards. Council is unsure who is doing this. If suspicious activity is noticed please advise the 9-1-1, Council or Crossroads.
- **LANDSCAPING** – There were a few items brought to Council’s attention that will be coordinated with the landscapers. The landscapers will be proposing to Council a few different tree options to replace the tree that was removed at the back of the Windsor.
- **BY-LAWS/RULES** – Suggestions were made to bring to the AGM
- **RV-LOT** – Council will check to see if the ladders have been removed from the RV Lot.
- **ADMINISTRATION** – No Report
- **EMERGENCY PREPAREDNESS COMMITTEE** –The large storage can was recently delivered and placed in the RV Lot.
- **SOCIAL COMMITTEE**–No Report.

**(8) NEW BUSINESS**

- a. **Pest Control Issue**– There are no further actions required as the issue has been resolved.
- b. **Dust Collector System for Workshop**–A quote was presented to Council to purchase a dust collector for the workshop. After discussion, it was **MOVED** and **SECONDED** to approve the expenditure. **CARRIED**
- c. **Peeling Paint for Townhouse and Apartment Pillars**–The Strata Manager has requested a list of areas of peeling paint so a quote can be obtained.
- d. **Accessibility Study** – The accessibility study will be conducted in January.
- e. **Kensington Baseboard Quote** – It was **MOVED** and **SECONDED** to approve the quote from Remdal to install pine baseboards in the Kensington. **CARRIED**
- f. **Caretaker Extended Duties** – The Strata Manager prepared a list of the Resident Caretakers new extended hour’s schedule. This is to help John in the morning so he is not too swamped with work. It was **MOVED** and **SECONDED** to approve the document listing the resident caretaker’s new extended duties as presented to Council. **CARRIED**
- g. **Telus Contact for Discount** – Owners are reminded that they may also apply for the discount when upgrading to Optic Fibre. To do so, please call the direct number at **604-310-3343** and provide any necessary information.
- h. **Volunteer Age Limit** – The Strata Manager was requested to investigate into the insurance coverage for volunteers and if there was an age limitation in the insurance coverage. The Strata Manager did confirm with the Strata Insurance agent that there is no age restriction.
- i. **Key Clean up** – Council is in the process of creating a better system for keys as there are simply too many different keys for all the common area doors at Chelsea Gardens.
- j. **Discussion of Work Orders** – A Council member is currently in the process of programming a system that will be able to more effectively keep track of work orders and other information.
- k. **Shaw Box** – There is one left over Shaw Box that needs to be returned. The Strata Manager did obtain information of the whereabouts of this Shaw Box and the Caretaker will investigate to see if it can be found.

**(9) ADJOURNMENT**

- The meeting was adjourned at 4:04PM.
- The next council meeting is Tuesday, January 22, 2019 – Clubhouse library

- The Annual General Meeting has been scheduled for Monday, April 29, 2019. It will be held at Eaglequest Golf Course.

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.***