



# MONTHLY COUNCIL MEETING MINUTES

Tuesday, February 24, 2026

## LOCATION/TIME - 1:00PM LIBRARY

**Council:**, Ron Plankeel, Paul Kavanagh, Marilyn Hunter, Bob Hyde, Paul Dhaliwal  
**Strata Mgt:** Jesse Train  
Regrets: Cathy Maxwell

## STRATA COUNCIL - 2025/2026

### EXECUTIVES

Bob Hyde - T102  
Paul Kavanagh - T164  
Cathy Maxwell - T166  
Paul Dhaliwal - T172  
Marilyn Hunter - T168  
Ron Plankeel - T272

### Non-Council Assignments:

Zenon Jalbert - T202  
Marilyn Thomas - T168  
Marie Steen - T177  
Doug McLeod - M302  
Norm Reid - T302  
Mike Maxwell - T166  
Ashley Orton - T243

### COMMITTEE ASSIGNMENTS

President, Treasurer, Bring Forward, Capital Works  
Vice President, Security & Privacy, Treasurer, Capital Works  
Condos, Secretary, Minutes  
Condos, Pest Control Committee, RV Lot, Clubhouse  
Social Committee Liaison, Clubhouse, Ponds & Fountains  
Townhouses, Landscaping, Irrigation, Capital Works

Website, Security & Privacy  
RV Lot  
Pest Control  
Emergency Preparedness  
Irrigation  
Capital Works  
Security & Privacy, Website

## CARETAKERS

Don Kendall Hours: 7:00 AM-3:30 PM- weekdays  
Marie Orton -Weekends On Call, Office Monday, Thursday-Saturday 11:00 am to 1:00 pm  
**Emergency only : (604) 834-4578 Email: [chelseagardens1416@outlook.com](mailto:chelseagardens1416@outlook.com)**  
**NON-EMERGENCY CALLS - 604-501-0479**

## STRATA MANAGER: CROSSROADS

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

#215 - 7455 132ND STREET SURREY, B.C. V3W 1J8  
Phone: (778) 578-4445 Fax: (778) 578-4447

### **EMERGENCY CONTACT 24 HOUR SERVICE (778) 578-4445**

Calling after hours for an emergency you will be asked to press "1".  
This takes you to our afterhours 24/7 Call center who will then contact the Strata Managers (or their back-up) at home or cell phone.

Owners are advised that they should retain their electronic or printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years 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. PDF copies can also be obtained from the Chelsea website: [www.chelseatoday.org](http://www.chelseatoday.org)

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

**1) CALL TO ORDER – 1:15 PM**

**2) ADOPTION OF PREVIOUS MINUTES**

It was **MOVED, SECONDED and CARRIED** to approve the minutes from January 27 2026, Council Meeting.

**3) CARETAKER REPORT – Don Kendall**

A leak through the retaining wall at T274 was investigated by Crush Drainage. They will dig up around the water shutoff to look for source of the leak. The water for that pod will be shut off for a period of time. Owners will be notified.

The new winter pool cover was installed. This will keep the pool clean over the winter and will save heating costs.

There are a few work orders in for lattice panels and posts to be repaired. This work will be completed in springtime when the ground is more workable.

Tru-level was in to look into numerous cracks in walk and driveways. They will give us a report and costs to repair same.

Maintenance work continues on all ponds and streams.

Wi-fi extenders were installed in the condo buildings. Wiring and installation was completed by Ashley, Zenon and Victor. Thank you both for those efforts. Telus will install an emergency telephone in the hallway at the Guest Suites.

**4) FINANCIAL REPORT – Bob Hyde and Paul Kavanagh**

The financial report for the period ending January 31, 2026, was presented to Council.

**OPERATIONS**

We are now one month away from the end of our fiscal year. The results of operations for the period ending January 31<sup>st</sup> indicate a surplus of \$126,658. This includes an amount apportioned from last year's surplus. Last fiscal year there was a significant surplus from the operations budget (about \$218,000) that was approved to be allocated to the Contingency Reserve Fund.

**Revenue**

- Other revenue on a year-to-date basis continues to be above budget. This is due to higher than predicted guest suite rentals, RV parking and sales of remote controls. Interest income is less than budget due to lower interest rates and operating cash balances.

**Expenses**

- Year-to-date condo specific costs are about nine percent less than budget. In January additional costs were incurred for equipment maintenance to address hot water issues in each of the Condo buildings and the HVAC Make-up-air units in the Mayfair and the Windsor. In the month we also paid for the regularly scheduled maintenance of the parkade gates and several outstanding invoices that had been disputed for cardboard pickup. Condo specific costs are expected to be under budget for the year.
- Townhouse specific expenses are about 11% less than budgeted on a year-to-date basis. Townhouse expenses are expected to be within budget for the year.
- In total, common expenses are about 6% less than budget on a year-to-date basis. In January, we purchased a new rowing machine for the gym and a winter cover for the pool. All categories are

generally in line with expectations and common expenses should also be under budget for the year. However, certain expenses for the Recreation Centre are running higher than budget as follows:

- Building R&M – due to extra cleaning of the guest suites and clubhouse in general, as well as the overhaul of the guest suites earlier in the year.
- Lockup costs – due to paying for the weekend lockups that were previously included in the part-time caretaker's duties.
- Pool R&M – due to repairing a number of leaks and replacing various filters and pumps in the pool and spa mechanical/plumbing systems. We also repaired and painted the pool deck earlier in the year.
- Pool Supplies – due to higher usage because of the leaks.

### **CONTINGENCY RESERVE FUND (CRF)**

The CRF balance as of the end of January is \$1,727,760 up about \$5,000 from the previous month. To date we have earned \$74,084 in interest income of our CRF funds. This interest is not budgeted.

In January we made our second to last payment of \$64,247 on the painting project. As previously reported the only unplanned expenditures so far this year has been the Windsor hot water tank replacement and the upgrade to the Windsor access control system. Townhouse envelope repairs are now under budget on a year-to-date basis and should continue to be so but by year-end.

It was **MOVED, SECONDED and CARRIED** to approve the Financial Statements for January 2026.

## **5) COMMITTEE REPORTS**

**These reports are not necessarily submitted by the specific committee lead.**

### **CONDOMINIUMS – Cathy Maxwell**

No Report

### **TOWNHOUSES – Ron Plankeel**

No Report

### **CLUBHOUSE/POOL/GUEST SUITES/GYM/PONDS & FOUNTAINS – Marilyn Hunter**

Even in the still of winter, the clubhouse has been full of activity. We've enjoyed a lively Friday night dance, morning exercise classes, afternoon art and dance sessions, and plenty of friendly card games.

A sincere thank you to the Social Committee and all the volunteers who worked so hard to make the Italian Dinner such a wonderful success. Your efforts are truly appreciated and make our community special.

The new pool cover appears to be making a significant difference in maintaining the pool temperature and reducing heating costs. Don reports that it has already paid for itself. On one sunny day, the temperature even climbed to over 80°F! While it was tempting to think about a swim, perhaps not the best idea under the cover.

Council discussed options of changing out toilets and other accessories that will improve the use of the clubhouse washrooms. This will be considered in the new budget for clubhouse expenses.

## **PONDS AND FOUNTAINS**

This has been a relatively quiet month for the ponds and fountains, with routine general maintenance continuing as planned. The koi pond fountain light was replaced, and the pond fountain received a thorough cleaning.

Mother Nature is giving us early hints that spring is on the way — the birds are singing each morning, and daffodils are beginning to push their leaves through the soil.

Dorie White has stepped down from her role with the Koi and Turtle Pond and is moving on to new endeavours. She will be greatly missed. Her dedicated weekly vacuuming of the pond was sincerely appreciated and played an important role in keeping our pond healthy.

We are currently looking for a volunteer to join the team to assist with pond vacuuming and backwashing to help keep our koi and turtles thriving. If you — or someone you know — would be interested, please email me at [marilyn.hunter112@me.com](mailto:marilyn.hunter112@me.com). Thank you to all of our volunteers who continue to care for these beautiful features of Chelsea Gardens.

### **LANDSCAPING – Ron Plankeel**

Leaf clean-up is finished and hedge trimming is in progress.

### **SAFETY AND SECURITY – Ashley Orton**

Victor, Zenon and myself have been working to sort through the maze of wires in the electrical rooms that make up our current FOB system. A lot are redundant, badly wired and undocumented. So, the idea is to remove unused connections, tidy existing ones and document the result.

Wiring for the mesh to extend W-Fi to the apartments is complete and for a new phone in the corridor for the Guest suites (replacing individual lines in each room). We are just waiting for Telus to actually show up to do their part. As always, a big thank you to Zenon and Victor for their help and expertise.

### **IRRIGATION – Norm Reid**

Council is looking into Volunteers for the irrigation start up. Please connect with Ron Plankeel, Norm Reid or put a request into [jesse@crpm.ca](mailto:jesse@crpm.ca). Failure to get volunteers for this will result in the addition of a large expense to the operating budget which could be as much as \$40,000 annually.

### **SOCIAL COMMITTEE – Linda Hart**

The Clothing Exchange event was supported by lots of eager volunteers during set up day. Attendance on shopping day was excellent with lots of happy shoppers.

Winterfest guests enjoyed chili, cheese croissants, salad, and cream puffs. The illuminated centerpieces, designed by Coreen and assembled by committee members, were especially popular. The Family Feud game proved to be a crowd-pleaser and is sure to return in the future.

The January Dance saw a good attendance. Some sound system issues arose but were quickly resolved. The popular Italian Night is coming up on Saturday, Feb 21. Ticket sales for the event were very brisk, with all 95 tickets selling out in just 30 minutes.

We're pleased to announce a brand-new event, a workshop on March 1 for ladies called "Look like a Million at any Age", aging gracefully with style and grace. Since space is limited to 30 participants, a second workshop will be offered if there is interest.

### **ADMINISTRATION – No Report**

## **RV LOT – Marilyn Thomas**

### Potential Rent Increase

The RV Committee is aware that the Council is discussing the possibility of raising the monthly rent by \$5 - \$10 per stall.

### Recommendation:

The RV Committee recommends an increase from \$25/month to \$30/month per stall.

### Justification:

1. A small increase of \$5.00 per month would be more tolerable to renters as all current renters have been paying \$25 per month for many years in most cases and this serves as a very enticing benefit of living in Chelsea.
2. A larger increase of even \$10/month would add \$120 annually to strata fees. A \$5 increase would add only \$60 for the year. This would be much more tolerable considering we are all likely facing additional assessments from Strata once more.
3. The additional revenue would be helpful by going toward needed repairs to the fencing, security (new fob system) and barbed wire repairs.
4. A plan of small incremental increases over a matter of years or every second year would have a better chance of being accepted and would still contribute to the expenses of the improvements.
5. We have 38 stalls paying monthly rent of \$25 totaling \$950.00 per month at this time. By the time of the AGM, there will be 40 stalls paying an extra \$5 per month which would result in monthly revenue of \$1,200.00 or \$14,400.00 per year. Note that there will be a total of 6 tow vehicles which are in at no charge as per our rules; no charge to Chelsea and Jeff Morin; and one kept empty for emergency purposes. There are 50 stalls in the RV lot.
6. Tow vehicles are to remain as no charge as they are large trucks not suitable for parking in garages or on driveways. These tow vehicles are necessary in order to move trailers in an emergency.

It was **MOVED, SECONDED and CARRIED** to approve bring this proposal to the AGM.

## **CAPITAL WORKS COMMITTEE – Paul Kavanagh**

**See update below on Depreciation Report**

## **INVESTMENT COMMITTEE – Paul Kavanagh**

We have re-invested \$200,000 in a 4 year-GIC to continue with the investment strategy put forward by the Investment Committee. We have another \$200,000 maturing in March, at which time we will review our cash requirements to determine an appropriate investment term.

## **EMERGENCY PREPAREDNESS – Doug McLeod –**

See attached

## **PEST COMMITTEE –**

Owners are reminded that bird feeders are NOT permitted as they attract rodents.

## **6) BUSINESS ARISING FROM PREVIOUS MINUTES**

- a) **Residents Manual Update** – The update is almost complete.

## b) Depreciation Report –

The following information was prepared to assist owners in understanding the potential implications of the recently completed study. This study was prepared by JRS Engineering. Council has provided feedback to JRS and is awaiting the final report.

### **Purpose of the report:**

- To comply with legislative requirement for a depreciation report every five years (Strata Property Act – Section 94).
- To assist owners in the management of the major building systems and components of their property.
- To assist in allocating the anticipated \$66.2 million in reserve fund expenditures associated with the major systems and components over the next 30 years.

### **What is a Depreciation Report (or Contingency Reserve Fund Study)?**

- A financial report that contains technical descriptions and predictions;
  - consists of the identification, description, quantification and analysis of reserve components,
  - provides cost estimate and life cycle analysis, projecting future repair or replacement costs,
  - estimates the necessary reserve fund requirements,
  - takes into consideration inflationary trends, interest assumptions, and appropriate funding models.
- It provides a guide for the owners to save sufficient funds to cover the costs of future repairs and replacements of major building systems and components
- It ensures that current and future owners are assessed for CRF contributions fairly and equitably.

### **The Depreciation Report is not:**

- A technical report. It is based on a visual condition assessment.
- A substitute for in-depth condition assessment of components by professionals using testing and other means.
- A precise expenditure budgeting plan. Order of magnitude only.
- A mandated, must do expenditure plan. Requires various in-depth engineering investigations before commencing any significant repairs or replacements.

### **Cautions:**

- Replacement costs are subjective. They are based on a combination of company experience, building documents and historical construction data.
- It must be appreciated that reserve fund budgeting and projections are not an exact science. At best, they are prudent provisions for typical life cycle renewal costs, if and when they arise.
- Reserve fund requirements are subject to change and must be reviewed and revised periodically.

### **Funding Models:**

Future expenditures are funded through a combination of annual contributions, interest income and special levies (as required). The engineers provided three possible funding strategies as follows:

- **Status Quo**
  - Funded 53% by contributions and interest.
  - Contributions increase at rate of inflation (Council currently using 4%).
  - Eight special levies in the next 30 years.
  - Does not allow for a fair and equitable distribution of costs to the owners.
- **Theoretical Fully Funded**
  - Funded 100% by contributions and interest.
  - Contributions increase five-fold in first year and by inflation (3%) thereafter.
  - No special levies in the next 30 years.
  - Impractical and difficult to achieve due to significant increase in contributions.

- **Graduated Hybrid**
  - Funded 80% by contributions and interest.
  - Contributions increase by 12% per year to 2030 and by inflation (3%) thereafter.
  - Five special levies in the next 30 years.
  - A more prudent approach.

**JRS Funding Recommendations:**

- Based on a 30-year outlook, it would be prudent for the strata corporation to increase its Contingency Reserve Fund (CRF) contributions above the current level of \$801,654 per year.
- Chelsea Gardens owners should adopt the Graduated Hybrid model.
- The owners should target to achieve 80% funding of the theoretical amount (i.e. that which requires no special levies) by 2030 or sooner.
- Compare this funding strategy to other strategies and select one best suited to the ownership demographics.

**Options:**

- 1) **Status Quo.** Continue to increase the CRF contributions at 4% per year. Not recommended as this approach does not meet the funding target in a reasonable period of time and results in more levies.
- 2) **Graduated Hybrid (JRS).** Not recommended as this approach requires a significant increase in contributions in the short-term over the status quo.
- 3) **Alternative.** Council recommends that contributions increase by 6%, 8%, 9%, 10%, and 12% over next five years and 3% thereafter. This approach achieves a 70% funding level. The number of levies will depend on the actual cost and scheduling of future work.

The impact of the proposed increase in the average monthly CRF contribution is shown in the table below.

	Increase in average monthly CRF fees				
	2026/27	2027/28	2028/29	2029/30	2030/31
<b>Council</b>					
Condo	8.20	11.60	14.09	17.06	22.52
Townhouse	12.20	17.25	20.96	25.38	33.50
<b>JRS</b>					
Condo	16.41	18.38	20.58	23.05	25.82
Townhouse	24.41	27.34	30.62	34.29	38.41

- c) **Brick Pavers** – Mike and Ron plan to meet with the contractor to discuss options on for the roadway pavers.
- d) **Janitorial for the Clubhouse** – Quotes are being obtained for the Janitorial for the clubhouse and the Condo buildings.
- e) **Specific Unit Chimney Washing/Window Washing Quote** – It was **MOVED, SECONDED and CARRIED** to approve the overall quote to do specific chimney cleaning and to do all inaccessible windows of the condos and all windows except balcony windows of the 2<sup>nd</sup> floor of the townhouses for a total of around \$15,000, plus \$30 per exterior chimney clean.
- f) **Garbage, Organics, and Recycling quotes** – GFL and Waste Management to provide competitive quotes on the garbage contract.

- g) **Insurance Renewal** – It was **MOVED, SECONDED and CARRIED** to approve the insurance renewal with ACERA. Attached to these minutes is the summary of coverage. The policy renewal was significantly lower than previous years and the three key deductibles have been reduced:

Earthquake from 15% to 10%  
All risk from 25K to 10K  
Flood from 50K to 25K

- h) **Landscaping Ideas** – Council is looking at options to bring forward as a guideline that Owners can do to change the front lawn areas to get rid of the grass. It was **MOVED, SECONDED and CARRIED** to bring this forward to the AGM. If there are any concerns, please reach out to Council or Crossroads.
- i) **Electrical Work to the Corner sign** – Stable electrical will connect with Don to review the electrical connection to the sign.
- j) **Condo Control** – This is in progress of being implemented. It is a large task in implementing data, and converting our current system to a new one. This will take time.
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## 7) NEW BUSINESS

1. **Landscapers smoking on Property** – A complaint was made about the landscapers smoking on common property. This was passed onto Shawn to discuss with his crew.
2. **Cell Service** – Council is investigating with TELUS and Rogers about the cell service at Chelsea Gardens. Rogers did reply, but not TELUS. Marilyn has discussed this with Rogers and is investigating options to help improve the cell service.
3. **Addition of Wi-fi for Enterphones** – This is in progress of adding a wi-fi connection for the new interphone at the Windsor.
4. **Leak at Townhouse Unit** – A leak was discovered at a unit. The owners contacted their insurance company and had a restoration company come out. Further information will be provided.
5. **Trash or Treasure Day** – Clutter guys have been requested to book a date for the end of June.
6. **Crack and Concrete work Quote** – It was **MOVED, SECONDED and CARRIED** to carry out concrete work at various areas of the complex.
7. **Request for Council** – Chelsea Gardens is looking for volunteers to serve on the Strata Council for the upcoming term.

Being on Council is a great way to stay informed, have a voice in decisions that affect our community, and help maintain the quality and value of our homes. Council members work together to review budgets, oversee maintenance and projects, support community initiatives, and ensure our strata runs smoothly.

You don't need prior experience — just a willingness to participate, share ideas, and work collaboratively with fellow residents. Support and guidance are available, and it's a rewarding way to give back to our community.

If you are interested in putting your name forward, or would like to learn more about what's involved, please contact Ron Plankeel at [plankeel@telus.net](mailto:plankeel@telus.net) before the upcoming AGM in April.

We encourage all eligible owners to consider participating. Your involvement makes a difference!  
Thank you for helping keep Chelsea Gardens a wonderful place to live.

8. **Unauthorized Vendor Scamming** – A reminder to residents to verify a contractor that may be soliciting work. Connect with Crossroads or Council if you are uncertain.
9. **Skylight Leak at a Townhouse Unit.** – This was passed onto Mack Kirk for warranty work.
10. **Units arrears for Levies and Strata Fees** – It was **MOVED, SECONDED and CARRIED** to file liens against these units and as well include interest as per the bylaws. This will cost these units roughly \$1,000 per lien which will be charged back to those specific units.
11. **Townhouse Unit Shut off Leak** – Crush Plumbing and Drainage will be out on March 9<sup>th</sup> to 11<sup>th</sup> to investigate a source of a water leak, as reported above by Don, and do the necessary repairs.
12. **Dryer Vent Quote** – It was **MOVED, SECONDED and CARRIED** to approve the quote from National Air for the Dryer Vent Cleaning. Notices will be posted.
13. **Request for off leash dog area** – A request was made to have a off leash dog area at the front of the complex, this was denied, however, it was recommended that alternative locations could be considered.
14. **Volunteers to Deliver AGM Packages** -
15. **AGM – Resolution Committee** – Council reviewed all the resolutions approved by the resolution committee. It was **MOVED, SECONDED and CARRIED** to approve the following resolutions:
  1. **Privacy Fence Budget - \$25,000**
  2. **Envelope Repair Budget - \$50,000**
  3. **Access Control Upgrades - \$175,000**
  4. **Lockbox use rule – to allow use as long as approved by Council.**
  5. **Addition to the AC bylaw to make mention of “Heat Pump” and addition of bylaw to require emergency management devices so capacity of units is not exceeded.**
  6. **A bylaw to increase the allowable size of the Canadian Flag from 2X4 to 3X6.**
  7. **A change to the kids’ swim time was denied by Council.**
  8. **To increase the RV rate by \$5.00 per month.**
  9. **To clean up the RV lot rules.**
  10. **A bylaw to ban smoking on Common property (including balconies/patios) (can only smoke in your unit).**

In relation to this particular issue Council has spent a considerable amount of time over the past number of months trying to identify a reasonable way forward. Council initially responded to numerous complaints from residents about second-hand smoke especially in common areas around Chelsea Gardens. We reviewed our rules and by-laws and conversed with legal counsel as we deliberated this important issue. We also sought advice from the Condominium Home Owners Association of BC. Council considered designating an area or areas within our grounds for residents who smoke. Unfortunately, we were unable to identify an area that would not expose residents living nearby to second-hand smoke or would not open certain areas such as the RV Lot to more security risks.

Council concluded that the best approach is be to put forward a resolution at the AGM to allow owners to vote on the issue. Council did consider another option which would have been a vote to totally ban smoking in Chelsea Gardens. However, the consensus was that this option would not be fair to existing residents. The resolution to ban smoking on common property was thought to be a reasonable compromise.

#### **11. Landscaping Alteration Guidelines and Options.**

## 8) CORRESPONDENCE

Correspondence was either answered by a Council member, Caretaker or Crossroads verbally, or by letter sent through mail or email. If they were not answered in this way the response is indicated in the minutes below.

IT IS ADVISED: FOR COUNCIL TO ADDRESS COMPLAINTS OR WORK ORDERS: Council and Staff requires identification of unit, incident that occurred, time the incident, the more information the better for Council to better understand.

**WORK ORDERS – IF YOU DO NOT IDENTIFY THE UNIT YOUR RESIDE IN OR CONTACT INFORMATION, ACTION ON THE WORK ORDER CANNOT BE COMPLETED.**

A request for an alteration was sent in. An alteration letter was sent.

A complaint was made about a mix up for a move in. Don was unfortunately sick when this occurred and incorrect information was provided to support staff.

A complaint was sent about too much paint applied on a townhouse, Nova will be asked to check this out.

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**ADJOURNMENT:** The meeting was adjourned at 4:39 PM The next Council meeting is March 24, 2026.

# CHELSEA GARDENS EMERGENCY PREPAREDNESS

FEBRUARY 2026



## EMERGENCY RELATED SAFETY TIPS, PROCEDURES, EQUIPMENT

Emergency situations are very stressful, and making decisions when under stress can lead to, at best, results that are not necessarily the most effective. Bad decisions, as a result of stress, can lead to unintended and unfavourable outcomes, both short-term and long-term. Being prepared for, and knowing what to do, in emergency situations can significantly reduce stress and will likely result in **BETTER** post-event outcomes.

The following are some activities that you can undertake prior to an emergency that will reduce your stress level and assist to make good decisions during an emergency:

### SAFETY TIPS

- Prepare an **Emergency Contact List** (family, close neighbour, doctor, dentist, vet, care givers, etc.) with telephone numbers, email, etc.
- Check and/or test emergency equipment every six months
- Do not overload electrical circuits
- Do not use an outdoor gas appliance (e.g. BBQ, propane heater) indoors
- Place slippers under the bed (protection from falling and broken glass)
- Do not place heavy wall/ceiling hangings above the bed
- For ground level units, secure windows and patio doors with a bar or other device placed in the lower door/window track
- Provide a door key to the clubhouse Office (kept in a secure safe) and/or with a Chelsea neighbour

### EMERGENCY PROCEDURES

- Identify escape routes from each room in your home, discuss and practice evacuation procedures, including actions necessary if an exit(s) is blocked
- After an earthquake, if you feel you must evacuate, check to ensure the exit route is safe prior to leaving
- Keep a copy of the Chelsea Gardens Emergency Event reporting procedures in an obvious location
- Memorize the location of the Defibrillator (AED) in the Clubhouse lobby (inset in the back wall on the right (west) side of the lobby)

### EMERGENCY EQUIPMENT

- First Aid Kit
- Fire Extinguisher and/or Fire Blanket kept in or near the kitchen
- Smoke Detector
- CO/Natural Gas Detector (near gas appliances – fireplace, stove)
- Floor Moisture Alarm (in laundry and bath areas)
- Flashlights/lanterns and spare batteries
- 72 - hour Emergency Supplies Kit in a Grab n Go bag or backpack (including essential medications and Emergency Contact List)

### DID YOU KNOW?

The condominium emergency teams have portable battery-operated lanterns (lasting 6 hours or more) that will be placed in the hallways, staircases and garages during extended power outages. (The built-in emergency lighting lasts less than an hour.) All Chelsea Gardens residents should have battery operated flashlights/lanterns to illuminate living spaces for at least 12 hours. **NOTE:** Flame candles are unsafe and should not be used.

**Our community is always changing: residents move out and others move in, some decline in capability with time, and others have changes in personal priorities. Thus, volunteers leave the program. We will always need more volunteers to ensure our emergency response is effective. If you are interested in contributing to your community in a very positive way, contact the Emergency Program Leader, Doug McLeod, at [kdmcleod@telus.net](mailto:kdmcleod@telus.net), or 778.591.3999.**

# CHELSEA GARDENS EMERGENCY PREPAREDNESS



## FEBRUARY 2026

### SERVICING OF GAS FIREPLACES AND OTHER GAS APPLIANCES

Gas fireplace service is recommended once a year, ideally before the heating season begins. It ensures safety, efficiency, prevents carbon monoxide leaks, and keeps warranties valid.

#### Why Annual Gas Fireplace Service Matters

- **Safety:** Detects and prevents gas leaks and carbon monoxide hazards.
- **Efficiency:** Cleaning burners and adjusting flame levels improves heat output and reduces energy use.
- **Longevity:** Prevents premature wear and tear, extending the life of your fireplace.
- **Warranty Compliance:** Many manufacturers require annual service to keep warranties valid.
- **Peace of Mind:** Professional inspection ensures reliable performance.

#### What's Included in a Typical Service

- Cleaning burner ports, pilot assembly, and thermopile
- Inspecting and polishing fireplace glass
- Checking gas lines, seals, and ignition systems
- Testing for carbon monoxide and gas leaks
- Reviewing venting and airflow
- Inspecting logs, ember beds, and thermostat controls

Contact Crossroads Property Management or Chelsea Gardens Front office for approved service suppliers to perform maintenance of your gas appliances.

#### Recommendations for You

- Schedule service annually in fall before heavy use begins.
- Ask providers about CO leak testing and warranty compliance.
- Clean glass and exterior yourself between professional visits to keep aesthetics sharp.
- Check for rebates (e.g., FortisBC offers rebates for servicing/upgrading gas appliances).

#### DID YOU KNOW

**Our Emergency Preparedness Program has a number of pieces of assistance equipment for loan including wheelchairs, walkers, crutches, canes and a furniture dolly for temporary use by Chelsea residents. Access to these devices can be made by contacting Don Pittendreigh at 604-597-3308 or Ron Bergman at 604-538-4485.**

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**Balance Sheet (Accrual)**  
**CHELSEA - Operations - 02 (lms1416)**  
**January 2026**

**Prepared For:**  
CHELSEA - Operations - 02  
  
Surrey, BC

**Prepared By:**  
Crossroads Management Ltd.  
#215 -7455 - 132nd Street  
Surrey BC, V3W 1J8  
Phone (778) 578-4445

**ASSETS**

1010-0000	Petty Cash	212.35
1013-0000	Bank Shares	5.00
1020-0000	Bank - Westminster - Chequing	89,764.38
1025-0120	Bank - Roof Replacement	393,123.80
1025-0121	Bank - Roofing Levy Holdback	8,685.24
1027-0000	Bank - Water Surcharge	111,972.57
1028-0064	Bank - Credit Card Secure Term	6,000.00
1028-1300	Bank - Golf Tournament Funds	3,694.95
1029-0000	Bank - Apt Utilities	77,838.41
1030-0000	Bank - Exercise Room	1,443.61
1040-0000	Bank - Social Committee	2,240.27
1200-0000	Prepaid Insurance	52,439.63
1205-0000	Prepaid Expenses	2,178.46
1300-0000	Accounts Receivable	13,928.09
1301-0002	A/R - Roof Replacement	11,397.72
	<b>TOTAL ASSETS</b>	774,924.48

**LIABILITIES**

2010-0000	Accounts Payable	28,017.24
2014-0000	Accrued Water & Sewer	67,500.00
2017-0000	Social Committee Fund	2,240.27
2018-0000	Exercise Room	1,443.61
2019-0000	Golf Tournament Fund	3,694.95
2035-0000	Security Deposits	300.00
2040-0000	Due to Contingency	11,333.33
2170-0000	Vacation Payable	7,779.46
2250-0000	Pre-Paid Fees	759.76
	<b>TOTAL LIABILITIES</b>	123,068.62

**OWNERS EQUITY**

**RESERVES**

3479-0015	ROOF REPLACEMENT	
3479-0016	Roof Replacement Levy	2,596,999.05
3479-0017	Roof Replacement CRF Contribution	2,590,000.00
3479-0018	Roof Replacement Expenses	-4,782,477.53
3479-0019	Roof Replacement Holdback	8,685.24
3479-0020	<b>ROOF REPLACEMENT TOTAL</b>	413,206.76
3510-0000	Net Income - Current Year	126,657.77
3510-2000	Net Income - Utilities	67,518.76

DATE: Feb. 20, 2026  
ACCOUNTANT: [Signature]  
PROPERTY MANAGER: [Signature]

3510-3000

Net Income - Water & Sewer  
**TOTAL OWNERS' EQUITY**  
**TOTAL LIABILITIES AND EQUITY**

44,472.57  
651,855.86  
774,924.48

## Budget Comparison (Accrual) CHELSEA - Operations - 02 (Ims1416) January 2026

Prepared For:  
CHELSEA - Operations - 02  
  
Surrey, BC

Prepared By:  
Crossroads Management Ltd.  
#215 -7455 - 132nd Street  
Surrey BC, V3W 1J8  
Phone (778) 578-4445

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual	
<b>INCOME</b>								
4010-0000	Strata Fees	72,228.46	71,905.33	323.13	794,513.06	790,958.63	3,554.43	862,864.00
4012-0000	CRF Strata Fees - Apartments	-21,878.17	-21,878.17	0.00	-240,659.87	-240,659.87	0.00	-262,538.00
4015-0000	Parking, Scooter & EV Parking	806.00	625.00	181.00	5,991.00	6,875.00	-884.00	7,500.00
4021-0000	Miscellaneous	-148.56	0.00	-148.56	181.44	0.00	181.44	0.00
4022-0000	Move in/out	400.00	166.67	233.33	800.00	1,833.37	-1,033.37	2,000.00
4023-0000	Remote Control Sale	-30.00	0.00	-30.00	0.00	0.00	0.00	0.00
4025-0000	Prior Year Surplus (Deficit)	0.00	9,089.17	-9,089.17	19,757.10	99,980.87	-80,223.77	109,070.00
	<b>TOTAL</b>	<b>51,377.73</b>	<b>59,908.00</b>	<b>-8,530.27</b>	<b>580,582.73</b>	<b>658,988.00</b>	<b>-78,405.27</b>	<b>718,896.00</b>
4030-0000	Strata Fees	135,544.08	135,544.08	0.00	1,490,984.88	1,490,984.88	0.00	1,626,529.00
4032-0000	CRF Strata Fees - Townhomes	-47,598.50	-47,598.50	0.00	-523,583.50	-523,583.50	0.00	-571,182.00
4037-0000	Prior Year Surplus	0.00	12,412.83	-12,412.83	26,589.20	136,541.13	-109,951.93	148,954.00
	<b>TOTAL</b>	<b>87,945.58</b>	<b>100,358.41</b>	<b>-12,412.83</b>	<b>993,990.58</b>	<b>1,103,942.51</b>	<b>-109,951.93</b>	<b>1,204,301.00</b>
<b>OTHER</b>								
4040-0000	Rental - Fireside Lounge	50.00	83.33	-33.33	1,100.00	916.63	183.37	1,000.00
4045-0000	Rental - Caretaker Suite	600.00	550.00	50.00	6,000.00	6,050.00	-50.00	6,600.00
4050-0000	Rental - Guest Suites	1,550.00	833.33	716.67	12,700.00	9,166.63	3,533.37	10,000.00
4055-0000	R.V. Parking	920.00	833.33	86.67	10,231.94	9,166.63	1,065.31	10,000.00
4061-0000	Bylaw Fines	0.00	0.00	0.00	200.00	0.00	200.00	0.00
4062-0000	Dish and Cutlery Rental	25.00	8.33	16.67	125.00	91.63	33.37	100.00
4065-0000	Interest Income	306.71	708.33	-401.62	5,044.65	7,791.63	-2,746.98	8,500.00
4066-0000	Remote Control Sale	650.00	200.00	450.00	5,520.00	2,200.00	3,320.00	2,400.00
4084-0000	Keys	0.00	0.00	0.00	30.00	0.00	30.00	0.00
	<b>TOTAL OTHER</b>	<b>4,101.71</b>	<b>3,216.65</b>	<b>885.06</b>	<b>40,951.59</b>	<b>35,383.15</b>	<b>5,568.44</b>	<b>38,600.00</b>
	<b>TOTAL INCOME</b>	<b>143,425.02</b>	<b>163,483.06</b>	<b>-20,058.04</b>	<b>1,615,524.90</b>	<b>1,798,313.66</b>	<b>-182,788.76</b>	<b>1,961,797.00</b>
<b>EXPENSES</b>								
6030-0000	Apt Janitor/Contract Services	2,347.76	2,666.67	318.91	25,825.36	29,333.37	3,508.01	32,000.00
6208-0000	Building Maint. - Apartments	1,778.78	3,750.00	1,971.22	39,769.65	41,250.00	1,480.35	45,000.00
6215-0000	Equipment Maint.-Apartments	5,611.13	5,416.67	-194.46	45,018.46	59,583.37	14,564.91	65,000.00
6268-0050	Elevator Maint. - Apartments	1,326.95	1,875.00	548.05	17,183.20	20,625.00	3,441.80	22,500.00
6275-0000	Gate & Door Maint. - Apartment	785.40	416.67	-368.73	7,308.23	4,583.37	-2,724.86	5,000.00
6279-0000	Garbage Pick-up - Apts.	2,813.97	2,333.33	-480.64	28,868.95	25,666.63	-3,202.32	28,000.00
	<b>TOTAL EXPS. BEFORE UTILITIES</b>	<b>14,663.99</b>	<b>16,458.34</b>	<b>1,794.35</b>	<b>163,973.85</b>	<b>181,041.74</b>	<b>17,067.89</b>	<b>197,500.00</b>
<b>TOWNHOUSE EXPENSES</b>								
6315-0000	Building Maint. - Townhomes	361.91	5,833.33	5,471.42	50,621.65	64,166.63	13,544.98	70,000.00
6320-0000	Garbage Pick-up - Townhomes	6,712.24	6,666.67	-45.57	71,586.32	73,333.37	1,747.05	80,000.00
	<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>7,074.15</b>	<b>12,500.00</b>	<b>5,425.85</b>	<b>122,207.97</b>	<b>137,500.00</b>	<b>15,292.03</b>	<b>150,000.00</b>
<b>COMMON EXPENSES</b>								
<b>LANDSCAPING &amp; GROUNDS</b>								
6415-0000	Landscape Contract	14,070.00	14,583.33	513.33	154,770.00	160,416.63	5,646.63	175,000.00
6425-0000	Drainage Repair & Maint-Ground	0.00	4,583.33	4,583.33	39,333.55	50,416.63	11,083.08	55,000.00
6435-0000	Plant Replacement & Imp-Ground	0.00	833.33	833.33	10,489.45	9,166.63	-1,322.82	10,000.00
6440-0000	Irrigation System	0.00	541.67	541.67	7,429.38	5,958.37	-1,471.01	6,500.00
6455-0000	Snow Removal	1,837.50	2,000.00	162.50	2,966.25	22,000.00	19,033.75	24,000.00
	<b>TOTAL LANDS. &amp; GROUNDS</b>	<b>15,907.50</b>	<b>22,541.66</b>	<b>6,634.16</b>	<b>214,988.63</b>	<b>247,958.26</b>	<b>32,969.63</b>	<b>270,500.00</b>
<b>REPAIR &amp; MAINTENANCE- GENERAL</b>								
6510-0000	Repair & Maintenance	1,679.60	2,916.67	1,237.07	40,044.64	32,083.37	-7,961.27	35,000.00
6515-0000	Equipment Rep. & Maint.-Common	0.00	1,250.00	1,250.00	8,906.55	13,750.00	4,843.45	15,000.00
6520-0000	Supplies Equipment - Common	520.40	1,250.00	729.60	10,577.64	13,750.00	3,172.36	15,000.00
6525-0000	Supplies Maintenance-Common	0.00	250.00	250.00	2,725.74	2,750.00	24.26	3,000.00
6535-0000	Enterphone and Security	64.03	500.00	435.97	2,965.86	5,500.00	2,534.14	6,000.00
6560-0000	Gate Repair & Maint. - Common	336.00	500.00	164.00	4,333.30	5,500.00	1,166.70	6,000.00
6565-0000	Pest Control - Common	1,284.04	1,666.67	382.63	13,917.63	18,333.37	4,415.74	20,000.00
	<b>TOTAL REPAIR &amp; MAINT.</b>	<b>3,884.07</b>	<b>8,333.34</b>	<b>4,449.27</b>	<b>83,471.36</b>	<b>91,666.74</b>	<b>8,195.38</b>	<b>100,000.00</b>

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
<b>UTILITIES</b>							
6576-0000	Electricity	116.00	166.67	50.67	1,217.42	1,833.37	2,000.00
6577-0000	Electricity Ponds - Common	343.00	416.67	73.67	3,883.00	4,583.37	5,000.00
6580-0000	Electricity Stream - Common	515.00	666.67	151.67	6,085.00	7,333.37	8,000.00
6595-0000	Telephone Caretaker	97.44	125.00	27.56	1,062.88	1,375.00	1,500.00
	<b>TOTAL UTILITIES</b>	<b>1,071.44</b>	<b>1,375.01</b>	<b>303.57</b>	<b>12,248.30</b>	<b>15,125.11</b>	<b>16,500.00</b>
<b>RV LOT EXPENSES</b>							
6640-0000	Repair & Maintenance - RV Lot	0.00	208.33	208.33	2,121.61	2,291.63	2,500.00
6690-0000	Electricity - RV Lot	68.00	70.83	2.83	748.00	779.13	850.00
	<b>TOTAL OPERATING EXPS-RV LOT</b>	<b>68.00</b>	<b>279.16</b>	<b>211.16</b>	<b>2,869.61</b>	<b>3,070.76</b>	<b>3,350.00</b>
<b>RECREATION CENTRE - COMMON</b>							
6710-0000	Bldg Repair & Maint-Rec Centre	1,158.50	750.00	-408.50	14,646.32	8,250.00	9,000.00
6712-0000	Equip. Rep. & Maint.-Clubhouse	257.25	2,083.33	1,826.08	9,159.95	22,916.63	25,000.00
6715-0000	Lock Up Costs - Rec. Centre	380.00	200.00	-180.00	4,560.00	2,200.00	2,400.00
6725-0000	Exercise Equip R & M-Rec Centr	1,801.92	1,000.00	-801.92	4,717.30	11,000.00	12,000.00
6730-0000	Workshop R & M-Rec. Centre	0.00	83.33	83.33	247.71	916.63	1,000.00
6735-0000	Pool Repair & Maint.-Rec. Cent	1,582.43	1,000.00	-582.43	28,516.61	11,000.00	12,000.00
6740-0000	Pool Supplies & Chemicals-Rec.	1,377.56	458.33	-919.23	6,738.32	5,041.63	5,500.00
6750-0000	Cleaning Supplies-Rec. Centre	218.12	208.33	-9.79	3,231.89	2,291.63	2,500.00
6755-0000	Window & Carpet Cleaning-Rec.	0.00	83.33	83.33	0.00	916.63	1,000.00
6764-0000	Electricity - Rec. Centre	1,661.00	1,875.00	214.00	18,271.00	20,625.00	22,500.00
6765-0000	Gas - Rec. Centre	1,401.00	2,000.00	599.00	10,510.79	22,000.00	24,000.00
	<b>TOTAL OPER. EXPS-REC. CENTRE</b>	<b>9,837.78</b>	<b>9,741.65</b>	<b>-96.13</b>	<b>100,599.89</b>	<b>107,158.15</b>	<b>116,900.00</b>
<b>SALARIES &amp; BENEFITS</b>							
6820-0000	Caretaker Salary and Benefits	5,453.92	5,666.67	212.75	56,475.31	62,333.37	68,000.00
6830-0000	Caretaker Assistant Wages	1,560.00	1,666.67	106.67	14,482.50	18,333.37	20,000.00
6865-0000	R. C. Janitor Wages and Ben.	1,887.65	1,916.67	29.02	22,342.65	21,083.37	23,000.00
6875-0000	Payroll Costs	952.39	1,041.67	89.28	9,257.21	11,458.37	12,500.00
6890-0000	Workers Compensation Board	0.00	83.33	83.33	52.50	916.63	1,000.00
	<b>TOTAL SALARIES &amp; PAYROLL COSTS</b>	<b>9,853.96</b>	<b>10,375.01</b>	<b>521.05</b>	<b>102,610.17</b>	<b>114,125.11</b>	<b>124,500.00</b>
<b>OFFICE EXPENSES</b>							
6910-0000	Equipment Rep. & Maint.-Office	0.00	83.33	83.33	887.71	916.63	1,000.00
6915-0000	Supplies	101.71	75.00	-26.71	935.55	825.00	900.00
6920-0000	Telephone & Cable - Office	406.28	375.00	-31.28	4,314.92	4,125.00	4,500.00
	<b>TOTAL OFFICE EXPENSES</b>	<b>507.99</b>	<b>533.33</b>	<b>25.34</b>	<b>6,138.18</b>	<b>5,866.63</b>	<b>6,400.00</b>
<b>ADMINISTRATION</b>							
6970-0000	AGM Expenses - Admin.	0.00	666.67	666.67	3,693.72	7,333.37	8,000.00
6975-0000	Council Expenses - Admin.	0.00	291.67	291.67	861.86	3,208.37	3,500.00
6980-0000	Legal Expenses	44.09	333.33	289.24	577.94	3,666.63	4,000.00
6983-0001	Records storage	0.00	0.00	0.00	210.00	0.00	0.00
6984-0000	Postage and Printing	1,628.89	1,166.67	-462.22	9,636.42	12,833.37	14,000.00
6985-0000	Insurance Appraisal	0.00	41.67	41.67	0.00	458.37	500.00
6990-0000	Insurance Premiums	51,532.92	51,532.92	0.00	566,862.12	566,862.12	618,395.00
6992-0000	Insurance Carrying Charges	906.79	906.75	-0.04	9,974.69	9,974.25	10,881.00
7000-0000	Management Fees	7,666.67	7,666.67	0.00	84,333.37	84,333.37	92,000.00
7010-0000	Property Taxes - Admin.	0.00	62.50	62.50	547.00	687.50	750.00
7020-0000	Security - Admin.	0.00	83.33	83.33	0.00	916.63	1,000.00
7023-0000	Emergency Preparedness	0.00	250.00	250.00	1,674.55	2,750.00	3,000.00
7025-0000	Bank Charges	13.00	16.67	3.67	173.00	183.37	200.00
7030-0000	Strata Web Site	100.50	33.33	-67.17	305.58	366.63	400.00
7050-0000	Miscellaneous	0.00	0.00	0.00	157.12	0.00	0.00
7051-0000	Statutory Financial Review	0.00	83.33	83.33	751.80	916.63	1,000.00
	<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>61,892.86</b>	<b>63,135.51</b>	<b>1,242.65</b>	<b>679,759.17</b>	<b>694,490.61</b>	<b>757,626.00</b>
	<b>TOTAL COMMON EXPENSES</b>	<b>103,023.60</b>	<b>116,314.67</b>	<b>13,291.07</b>	<b>1,202,685.31</b>	<b>1,279,461.37</b>	<b>1,395,776.00</b>
	<b>TOTAL EXPENSES</b>	<b>124,761.74</b>	<b>145,273.01</b>	<b>20,511.27</b>	<b>1,488,867.13</b>	<b>1,598,003.11</b>	<b>1,743,276.00</b>
	<b>NET INCOME (LOSS)</b>	<b>18,663.28</b>	<b>18,210.05</b>	<b>453.23</b>	<b>126,657.77</b>	<b>200,310.55</b>	<b>218,521.00</b>
<b>REVENUE UTILITIES</b>							
<b>REVENUE - APARTMENT UTILITIES</b>							
9260-0000	Utilities Income - Apts.	13,306.33	13,306.33	0.00	146,369.63	146,369.63	159,676.00
9262-0000	Utilities Interest Income	195.22	166.67	28.55	1,901.15	1,833.37	2,000.00
9264-0000	Prior Year Surplus (Deficit)	0.00	0.00	0.00	45,323.82	45,324.00	45,324.00
	<b>TOTAL APARTMENT UTILITIES</b>	<b>13,501.55</b>	<b>13,473.00</b>	<b>28.55</b>	<b>193,594.60</b>	<b>193,527.00</b>	<b>207,000.00</b>
<b>UTILITY EXPENSES</b>							
<b>ELECTRICITY - APARTMENTS</b>							
9360-0000	Electricity Kens & Mayfair	2,255.00	2,750.00	495.00	24,805.00	30,250.00	33,000.00

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
9365-0000 Electricity Windsor	1,476.00	1,833.33	357.33	16,236.00	20,166.63	3,930.63	22,000.00
<b>TOTAL ELECTRICITY - APART.</b>	<b>3,731.00</b>	<b>4,583.33</b>	<b>852.33</b>	<b>41,041.00</b>	<b>50,416.63</b>	<b>9,375.63</b>	<b>55,000.00</b>
<b>GAS - APARTMENTS</b>							
9410-0000 Gas - Mayfair	2,622.91	2,666.67	43.76	18,780.29	29,333.37	10,553.08	32,000.00
9420-0000 Gas - Kensington	2,394.00	5,000.00	2,606.00	35,610.00	55,000.00	19,390.00	60,000.00
9430-0000 Gas - Windsor	5,302.74	5,000.00	-302.74	30,644.55	55,000.00	24,355.45	60,000.00
<b>TOTAL GAS - APARTMENTS</b>	<b>10,319.65</b>	<b>12,666.67</b>	<b>2,347.02</b>	<b>85,034.84</b>	<b>139,333.37</b>	<b>54,298.53</b>	<b>152,000.00</b>
<b>TOTAL UTILITIES - APARTMENT</b>	<b>14,050.65</b>	<b>17,250.00</b>	<b>3,199.35</b>	<b>126,075.84</b>	<b>189,750.00</b>	<b>63,674.16</b>	<b>207,000.00</b>
<b>NET INCOME (LOSS) UTILITIES</b>	<b>-549.10</b>	<b>-3,777.00</b>	<b>3,227.90</b>	<b>67,518.76</b>	<b>3,777.00</b>	<b>63,741.76</b>	<b>0.00</b>
<b>REVENUE - WATER INCOME</b>							
9650-0000 Water - Apartments	8,160.58	8,160.58	0.00	89,766.38	89,766.38	0.00	97,927.00
9700-0000 Water - Townhouses	11,934.83	11,934.83	0.00	131,283.13	131,283.13	0.00	143,218.00
9725-0000 Water - Interest Income	279.84	208.33	71.51	3,329.56	2,291.63	1,037.93	2,500.00
9745-0000 Prior Year Surplus (Deficit)	0.00	0.00	0.00	26,355.85	26,355.00	0.85	26,355.00
<b>TOTAL WATER INCOME</b>	<b>20,375.25</b>	<b>20,303.74</b>	<b>71.51</b>	<b>250,734.92</b>	<b>249,696.14</b>	<b>1,038.78</b>	<b>270,000.00</b>
<b>WATER EXPENSE</b>							
9850-0000 Water Usage	22,500.00	22,500.00	0.00	206,262.35	247,500.00	41,237.65	270,000.00
<b>TOTAL WATER</b>	<b>22,500.00</b>	<b>22,500.00</b>	<b>0.00</b>	<b>206,262.35</b>	<b>247,500.00</b>	<b>41,237.65</b>	<b>270,000.00</b>
<b>NET INCOME (LOSS) WATER</b>	<b>-2,124.75</b>	<b>-2,196.26</b>	<b>71.51</b>	<b>44,472.57</b>	<b>2,196.14</b>	<b>42,276.43</b>	<b>0.00</b>

**Balance Sheet (Accrual)**  
**CHELSEA - Contingency - 02 (lms1416c)**  
**January 2026**

**Prepared For:**  
CHELSEA - Contingency - 02  
  
Surrey, BC

**Prepared By:**  
Crossroads Management Ltd.  
#215 -7455 - 132nd Street  
Surrey BC, V3W 1J8  
Phone (778) 578-4445

**ASSETS**

1025-0000	Bank - Westminster - Contingency	916,426.49
1038-1364	Prospera GIC - 5.0000% - Mar 6/2026	200,000.00
1038-1365	Prospera GIC - 4.2000% - Mar 6/2027	200,000.00
1038-1366	Prospera GIC - 4.1000% - Mar 6/2028	200,000.00
1038-1367	Prospera GIC - 4.1000% - Mar 6/2029	200,000.00
1109-0000	Due to Contingency from Operating	<u>11,333.33</u>
	<b>TOTAL ASSETS</b>	<u>1,727,759.82</u>

**OWNERS EQUITY**

**RESERVES**

3479-0015	ROOF REPLACEMENT	
3479-0017	Roof Replacement CRF Contribution	<u>-2,590,000.00</u>
3479-0020	ROOF REPLACEMENT TOTAL	-2,590,000.00
3500-0000	Net Income - Prior Years	4,207,317.35
3510-0000	Net Income - Current Year	<u>110,442.47</u>
	<b>TOTAL OWNERS' EQUITY</b>	<u>1,727,759.82</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<u>1,727,759.82</u>

DATE: FEB: 20/2026  
ACCOUNTANT: [Signature]  
PROPERTY MANAGER: [Signature]

**Budget Comparison (Accrual)**  
**CHELSEA - Contingency - 02 (Ims1416c)**  
**January 2026**

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		MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
<b>INCOME</b>								
4010-5000	Strata Fees - Apartments	21,878.17	21,878.17	0.00	240,659.87	240,659.87	0.00	262,538.00
4010-6000	Strata Fees - Townhomes	47,598.50	47,598.50	0.00	523,583.50	523,583.50	0.00	571,182.00
4025-0000	Prior Year Surplus (Deficit)	0.00	0.00	0.00	218,000.00	0.00	218,000.00	0.00
	<b>TOTAL</b>	<b>69,476.67</b>	<b>69,476.67</b>	<b>0.00</b>	<b>982,243.37</b>	<b>764,243.37</b>	<b>218,000.00</b>	<b>833,720.00</b>
4031-0000	Interest Income	2,338.59	0.00	2,338.59	74,083.69	0.00	74,083.69	0.00
	<b>TOTAL</b>	<b>2,338.59</b>	<b>0.00</b>	<b>2,338.59</b>	<b>74,083.69</b>	<b>0.00</b>	<b>74,083.69</b>	<b>0.00</b>
	<b>TOTAL INCOME</b>	<b>71,815.26</b>	<b>69,476.67</b>	<b>2,338.59</b>	<b>1,056,327.06</b>	<b>764,243.37</b>	<b>292,083.69</b>	<b>833,720.00</b>
<b>EXPENSES</b>								
6280-2025	Hot Water Tank Replacement	0.00	0.00	0.00	19,889.10	0.00	-19,889.10	0.00
	<b>TOTAL EXPS. BEFORE UTILITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,889.10</b>	<b>0.00</b>	<b>-19,889.10</b>	<b>0.00</b>
<b>TOWNHOUSE EXPENSES</b>								
6342-2025	2025 Townhouse Envelope Repairs	0.00	4,166.67	4,166.67	43,646.49	45,833.37	2,186.88	50,000.00
	<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>0.00</b>	<b>4,166.67</b>	<b>4,166.67</b>	<b>43,646.49</b>	<b>45,833.37</b>	<b>2,186.88</b>	<b>50,000.00</b>
<b>COMMON EXPENSES</b>								
<b>LANDSCAPING &amp; GROUNDS</b>								
6431-2025	Tree Remedial Work	0.00	1,250.00	1,250.00	11,020.80	13,750.00	2,729.20	15,000.00
6451-2025	Privacy Fencing repairs	0.00	2,083.33	2,083.33	0.00	22,916.63	22,916.63	25,000.00
	<b>TOTAL LANDS. &amp; GROUNDS</b>	<b>0.00</b>	<b>3,333.33</b>	<b>3,333.33</b>	<b>11,020.80</b>	<b>36,666.63</b>	<b>25,645.83</b>	<b>40,000.00</b>
<b>REPAIR &amp; MAINTENANCE- GENERAL</b>								
6511-2025	Painting Project	64,247.19	58,333.33	-5,913.86	660,964.20	641,666.63	-19,297.57	700,000.00
6535-2025	Emergency Repairs-Access &	0.00	0.00	0.00	41,029.80	0.00	-41,029.80	0.00
6560-2025	Front Entrance & East Gate Repairs	0.00	12,083.33	12,083.33	159,411.68	132,916.63	-26,495.05	145,000.00
	<b>TOTAL REPAIR &amp; MAINT.</b>	<b>64,247.19</b>	<b>70,416.66</b>	<b>6,169.47</b>	<b>861,405.68</b>	<b>774,583.26</b>	<b>-86,822.42</b>	<b>845,000.00</b>
<b>ADMINISTRATION</b>								
6968-0000	Depreciation Report	2,480.63	0.00	-2,480.63	9,922.52	0.00	-9,922.52	0.00
	<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>2,480.63</b>	<b>0.00</b>	<b>-2,480.63</b>	<b>9,922.52</b>	<b>0.00</b>	<b>-9,922.52</b>	<b>0.00</b>
	<b>TOTAL COMMON EXPENSES</b>	<b>66,727.82</b>	<b>73,749.99</b>	<b>7,022.17</b>	<b>882,349.00</b>	<b>811,249.89</b>	<b>-71,099.11</b>	<b>885,000.00</b>
	<b>TOTAL EXPENSES</b>	<b>66,727.82</b>	<b>77,916.66</b>	<b>11,188.84</b>	<b>945,884.59</b>	<b>857,083.26</b>	<b>-88,801.33</b>	<b>935,000.00</b>
	<b>NET INCOME (LOSS)</b>	<b>5,087.44</b>	<b>-8,439.99</b>	<b>13,527.43</b>	<b>110,442.47</b>	<b>-92,839.89</b>	<b>203,282.36</b>	<b>-101,280.00</b>



## Residential Strata Program Summary of Coverages - The Owners Of Strata Plan LMS1416

**Insured:** The Owners Of Strata Plan LMS1416, Chelsea Gardens  
c/o Crossroads Management Ltd.

**Property Policy Number:** ACRA-RERS-028732-PROP

**Policy Period:** From: March 1, 2026

To: March 1, 2027

**Effective:** March 1, 2026

**Location(s):** 13860, 13870, 13880, 13888 70th Avenue, Surrey, BC V3W 0T4

Description Of Coverages	Limits Of Liability	Deductibles
<b>Property of Every Description</b> –Per Occurrence, Form No. CMWM-APRIL-2023, Appraisal: Mar 1, 2026, Year of Cycle: 2	\$198,461,000.	\$10,000.
130 % Extended Replacement Cost Limit	\$257,999,300.	
Equipment/Contents/Leased Security	\$343,000.	
Business Interruption	Not Covered	
All Risks (All Other Losses Deductible)		\$10,000.
Earthquake – (Annual Aggregate) – 130% Extended Replacement Cost Applies		10%, Minimum \$250,000.
Flood – Annual Aggregate – 130% Extended Replacement Cost Applies		\$25,000.
Water Damage		\$50,000.
Sewer Backup		\$50,000.
Exterior Glass Breakage - Wood Frame Construction Portions of Building		\$250.
Exterior Glass Breakage - All Other		\$1,000.
Commercial Glass Breakage and Canopy Glass Breakage		\$1,000.
Master Key Coverage and Lock and Key Coverage		\$2,500.
Illegal Drug Activity		\$50,000.
All Losses arising from Vacant Units		\$50,000.
<b>Equipment Breakdown</b> - By-laws Included	\$198,804,000.	\$1,000.
Business Interruption - Loss of Profits (Gross Rentals)		Not Covered
Included Debris Removal; \$500,000 Water Damage; \$500,000 Ammonia Contamination; \$500,000 Hazardous Substances; \$500,000 Professional Fees; \$100,000 Contingent Business Interruption; \$100,000 Brands And Labels; \$100,000 Fungus Clean Up Or Removal Coverage; \$100,000 Service Interruption; \$250,000 Extra Expense; \$1,000,000 Expediting Expense		Included
<b>General Liability</b> – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$10,000,000.	
Non-Owned Automobile	\$10,000,000.	
Advertising Injury Liability	\$10,000,000.	
Medical Payments – Each Person	\$50,000.	
Tenants' Legal Liability – Any One Premises	\$500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)	\$100,000.	
<b>Strata Corporation Directors &amp; Officers Liability</b> – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$15,000,000.	Nil
<b>Professional Liability Extension for Property Manager per Wrongful Act</b> – Annual Aggregate – Claims Made		Included Nil
Discrimination Defense Costs		Included
Employment Practices Liability		Included
<b>Broad Form Money &amp; Securities</b> - Loss Inside & Outside Premises, Depositors Forgery, Fraud, Theft, Robbery or Burglary	\$25,000.	Nil
Employee Dishonesty, Coverage – Form A – Including Property Manager and Designated Persons	\$50,000.	Nil
<b>Pollution Liability</b> – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$5,000,000.	
<b>Terrorism and Sabotage Coverage</b>	\$500,000.	\$2,500.
<b>Group Accident &amp; Business Travel (Volunteer Accident Coverage)</b>	\$100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
<b>Cyber Liability (Intellect Privacy &amp; Data Breach)</b>		\$5,000.
Liability	\$100,000.	
Expense	\$50,000.	
<b>Earthquake Deductible Buy-Down Coverage</b> – Annual Aggregate		Not Covered
<b>Platinum Legal Services Retainer Contract</b>	<b>Aggregate Fees Cap per Legal Proceeding</b>	
Per Claim – \$1,500,000 Term Aggregate	\$1,000,000.	
Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract. Premium is fully earned.		

### Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws
- Valuation Basis – Stated Amount
- Extended Replacement Cost –130% Subject to an appraisal being filed with the insurers and dated within 12 months prior to the effective date of the policy.
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$2,500,000.

### Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- \*\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

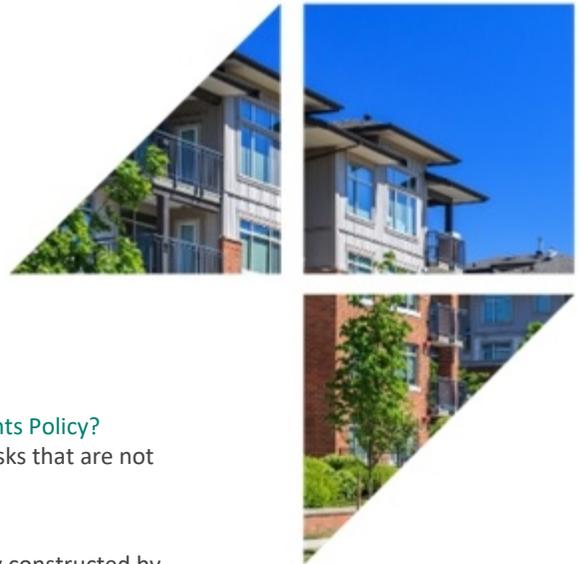
### Notable Exclusions & Endorsements

- See Schedule of Forms
- Property Cyber and Data Endorsement / Property & Equipment Breakdown Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement

**E&OE This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.**

700-2025 Willingdon Avenue , Burnaby, BC V5C 0J3 T (604) 294-3301 F (604) 294-3003 TF (800) 263-3313

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## Frequently Asked Questions

**Q. The Strata Corporation carries insurance, why do I also need a Unit Owners/Tenants Policy?**

A. An owner and tenant are responsible for obtaining insurance coverage to cover risks that are not covered by the Strata Corporation's insurance policy.

**Q. What does the Strata Corporation insurance include?**

A. The intent of the Strata Corporation insurance is to cover the building as originally constructed by the developer.

**Q. What is not covered by the Strata Corporation, which I should be insuring under a Unit Owners/Tenants Policy?**

A. Your personal contents, any improvement or betterment since the original hand over from the developer, additional living expense to cover your relocation costs after a claim, your own personal liability for lawsuits and deductible assessment/loss assessment.

**Q. How do I know whether my policy is for Full Replacement Cost Coverage?**

A. Full Replacement Cost is included unless otherwise noted. If Property of Every Description and Equipment Breakdown have the same limits noted, then Full Replacement Cost is in effect.

**Q. Why are deductibles increasing?**

A. Increasing costs and frequency of claims have led to poor results for insurers in the strata class of business. In response to ongoing financial losses and an analysis of a strata's claims history, insurers are increasing deductibles to new minimum requirements.

**Q. What is the definition of Sprinkler Discharge?**

A. Sprinkler Discharge means activation, discharge and/or leakage of a sprinkler head, a component of the fire suppression system, unless directly resulting from fire, smoke, heat, or explosion. Sprinkler discharge is a type of water damage for which insurers sometimes require a higher deductible applied due to losses from this peril. If there is not a specific deductible noted for sprinkler discharge, insured losses would fall under the All Other Losses or Water Damage Deductible depending on proximate cause of loss.

**Q. What is the definition of Vacant Unit?**

A. A unit which is uninhabited at the time of loss, regardless of the presence of furnishings, due to all previous occupants having terminated their residence without intention of lawfully returning and no new occupants having taken up lawful residence.

**Q. What is the definition of Illegal Drug?**

A. Illegal Drug Activity means any activity relating to either the growing, cultivation, harvesting, manufacturing, distribution or sale of any non-prescription controlled substance or substances enumerated in Schedule (Section 2) of the federal Controlled Drugs and Substances Act Narcotic Control Regulations C.R.C., c 1041 (an amended from time to time), whether or not the Named Insured is aware of such activity. Often, Illegal Drug Activity is excluded entirely from insurance, but coverage is afforded under our policy.

**Q. What is the definition of Flood?**

A. Flood means tsunami, waves, tides, tidal waves or the rising of, the breaking out or the overflow of any body of water whether natural or manmade. For purpose of strata insurance, owners cannot cause a flood (i.e. this is not a potential strata owner deductible assessment). The Flood deductible would be funded by all owners based upon unit entitlement if assessment was required.

**Q. What is the definition of Wildfires of Note?**

A. Wildfires of Note means "wildfires which are highly visible or which pose a potential threat to public safety". The Wildfire deductible would be funded by all owners based upon unit entitlement if assessment was required.



**Q. What is my portion of the Earthquake deductible?**

A. The earthquake deductible is applied as a percentage of the value of the buildings(s) damaged. The earthquake deductible minimum only applies if the percentage deductible is lower than the minimum stated, which is very rare. For example, a \$10,000,000. building with a 20% deductible, minimum \$250,000, would have a deductible of \$2,000,000. (20% of \$10,000,000. with minimum of \$250,000. irrelevant). Any special assessment to fund the strata earthquake deductible would be based upon unit entitlement. To calculate the average earthquake deductible assessment to each owner, divide the strata earthquake deductible by the number of units. Using above example, if there were 100 units, the average assessment to each owner would be \$20,000. (\$2,000,000. / 100).

**Q. What is Deductible Assessment/Loss Assessment?**

A. Most Strata Corporation bylaws allow the Strata Corporation to assess the deductible to the source unit owner. Therefore it is imperative all owners have personal insurance coverage to fund such as assessment in the event the strata loss results from their unit. Owners should carry coverage to the highest potential deductible assessment figure which is typically the water damage deductible or sprinkler discharge deductible, if higher.

**Q. What about damage below the Strata Corporation deductible?**

A. While the Strata Property Act requires the Strata Corporation to maintain insurance, the Act does not contain a duty to repair the strata lot. This means that if damage to the Strata Corporation property is below the deductible, all unit owners will typically be responsible for repairing their own units. Moreover, you can be responsible to repair your unit even if the damage is caused by another unit or common property. It is imperative that you have insurance to cover repairs to your unit below the strata deductible, and this coverage is often referred to as Unit Additional Protection under a personal insurance policy.

**Q. How do I find Deductible Assessment/Loss Assessment Insurance?**

A. Get in touch with your current personal insurance provider to get this necessary coverage, share the Summary of Coverage document outlining the Strata Deductibles.

**Q. My personal insurer cannot match the policy deductibles.**

A. Each personal insurer has different stipulations and limitations. Ask your broker for advice on other potential options. Acera Insurance Services Ltd. is also proud to launch our new Deductible Assessment Buy Up program for unit owners at /deductible-coverage.

**Q. What else can I do?**

A. Preventing claims is always best, and not limited to but include that you check and replace your supply lines, know where your water shut off valves are located, consider water leak detectors, perform regular and preventative maintenance, never leave your appliances running while away from home, and consider installing sprinkler cages.

# MARCH

## Chelsea Gardens Events Calendar

SUN	MON	TUE	WED	THU	FRI	SAT
<p>1 Ladie's Image Workshop</p> 	<p>2 Weights/Bands 9:00 2K Walk Away 9:30 Craft &amp; Chat 1:00 Ladies Pool 6:00 Canasta 6:30</p>	<p>3 Osteo 9:00 Chair Yoga 9:30 Bridge 6:30 Bible Study 7:00 Poker Pool 7:00</p>	<p>4  Coffee 9:15 Poker 6:00 Whist 6:30</p>	<p>5 Weights/Bands 9:00 2K Walk Away 9:30 Dance – Adv. 2:00 Dance – All 2:30 Euchre 7:00</p>	<p>6 Osteo 9:00 Chair Yoga 9:30 BYOB Pub Night</p>	7
<p>8 </p>	<p>9 Weights/Bands 9:00 2K Walk Away 9:30 Craft &amp; Chat 1:00 Ladies Pool 6:00 Canasta 6:30</p>	<p>10 Osteo 9:00 Chair Yoga 9:30 Bridge 6:30 Bible Study 7:00 Poker Pool 7:00</p>	<p>11  Coffee 9:15 Poker 6:00 Whist 6:30</p>	<p>12 Weights/Bands 9:00 2K Walk Away 9:30 Dance – Adv. 2:00 Dance – All 2:30 Euchre 7:00</p>	<p>13 Osteo 9:00 Chair Yoga 9:30 BYOB Pub Night</p>	14
<p>15 </p>	<p>16 Weights/Bands 9:00 2K Walk Away 9:30 Craft &amp; Chat 1:00 Ladies Pool 6:00 Canasta 6:30</p>	<p>17 Osteo 9:00 Chair Yoga 9:30 Bridge 6:30 Bible Study 7:00 Poker Pool 7:00</p> 	<p>18  Coffee 9:15 Poker 6:00 Whist 6:30</p>	<p>19 Weights/Bands 9:00 2K Walk Away 9:30 Dance – Adv. 2:00 Dance – All 2:30 Euchre 7:00</p>	<p>20 Osteo 9:00 Chair Yoga 9:30 SC Pub Night Cherry Blossom Night Dinner</p> 	21
<p>22 </p>	<p>23 Weights/Bands 9:00 2K Walk Away 9:30 Craft &amp; Chat 1:00 Ladies Pool 6:00 Canasta 6:30</p>	<p>24 Osteo 9:00 Chair Yoga 9:30 Bridge 6:30 Bible Study 7:00 Poker Pool 7:00</p>	<p>25  Coffee 9:15 Poker 6:00 Whist 6:30</p>	<p>26 Weights/Bands 9:00 2K Walk Away 9:30 Dance – Adv. 2:00 Dance – All 2:30 Euchre 7:00</p>	<p>27 Osteo 9:00 Chair Yoga 9:30 BYOB Pub Night</p>	28
<p>29 </p>	<p>30 Weights/Bands 9:00 2K Walk Away 9:30 Craft &amp; Chat 1:00 Ladies Pool 6:00 Canasta 6:30</p>	<p>31 Osteo 9:00 Chair Yoga 9:30 Bridge 6:30 Bible Study 7:00 Poker Pool 7:00</p>				

**UPCOMING EVENTS**

March 1  
Ladie's Image Workshop  
@ 1:00

March 8  
Movie Night  
@ 7:00

March 20  
Cherry Blossom Night Dinner  
(See poster)

March 29  
Movie Night  
@7:00