

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES –TUESDAY, JANUARY 22, 2018– 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2018/2019

PRESIDENT

Zenon Jalbert – TH-202

VICE-PRESIDENT

Murray Hill – K406

SECRETARY

Anita Thompson – W325

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Bob Hurley - W-122

Gordon Yamashita - K202

Ashley Orton – T243

COMMITTEE ASSIGNMENTS

Zenon – Bring forward, Exec. Committee

Murray – Townhouses

Gordon – Apartments, RV Liaison

Bob – Social Liaison, Ponds/Fountain, Exec. Comm.

Anita – Clubhouse, Finance

Victor – Executive Committee

Ashley – Landscaping, Security, Volunteers

CLUBHOUSE OFFICE

Valerie Morris

M, TU, TH, and F - 11:00 AM to Noon

Guest suite booking and Keys

CARETAKERS

John Unger - (604) 834-4578

(7:00 AM-3:00 PM-Monday-Friday)Valerie Morris –

Nights/Weekends

(5:00 PM-7:00 AM Monday-Friday)

(7:00AM-1:00PM Saturday)

(604) 834-4578

STRATA MANAGERS

Ross Ruddick – ross@crpm.ca

Jesse Train – jesse@crpm.ca

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EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

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

ATTENDANCE:

Victor Monasch

Anita Thompson

Gordon Yamashita

Bob Hurley

Ashley Orton

Murray Hill

Zenon Jalbert

Jesse Train, Strata Manager

REGRETS

(1) CALL TO ORDER

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

(2) HEARING

An Owner attended the meeting to dispute the letters sent to that particular unit. The Council listened and discussed ways to remedy the situation. A response letter from Council will be sent to this Owner.

(3) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the December 18, 2018 council meeting.

CARRIED

(4) Caretaker Report January 2019

Well I think we can safely say that our fears of a White Winter are becoming less every day, but it is nice to know we have a full supply of salt and melt for next year. Once again this year's Chelsea light show during the holiday was spectacular and got everyone into the spirit.

Kensington lobby is just about at the finish stage and once complete will add a nice new look to the entrance. Mayfair carpeting is coming along very nicely and should be complete by the end of January with painters for the hallways coming back to finish the baseboards.

I have been asked why the condos need to have the down pipes cleaned again when we did them just last year. Three main

reasons:

- Oil/grease: (this should never be poured into the drains but cooking grease should be wiped out of the pan and thrown into the garbage. Deep frying grease should be recycled or placed in a sealed container and into the garbage.
- Soap: This is one that we can't get away from at this time but we should all be looking for environmentally endorsed products.
- Garburators: Although in many communities these have been banned in Surrey they are still for sale however they do create a huge environmental issue both as a solid waste for our rivers and treatment plans. Items such as potato skins, celery, onions and many other food items are notorious for clogging up pipes.

I don't know where exactly I can locate recycle center but we do have a battery drop off in the club house and will try to find a spot for light bulb recycling and oils (this may be a tough one since there are very few places that take cooking oil for recycle). As it is now if you have light bulbs that you need to get rid of, call me when you have a few and I do package them for the recycle depot in New West and take them in every few months.

The large tree that came crashing down on the roof of the townhouse behind our complex suffered from a disease called Laminated Root Rot or Phytophthora. A horticulturist was on site to test the roots and although none have been found on our property the large stand of trees on the road behind us does show evidence of the disease. Application was made recently by the consultant to the city for immediate removal. This Fungus affects only the very large mature trees and if one of the ones in question were to come down it could do considerable damage to the motor homes and trailers in the RV lot.

Having a security guard on site during the Christmas season seems to have had a positive impact on the theft issue since we didn't get one call regarding break in over the holidays. We are still required to be diligent in reporting suspicious behavior but maybe words out on the street. Something to hope for.

We did have a few water issues with windows during the heavy rains and if you see something that doesn't appear right call as soon as possible. The source of the leaks from windows is not always easy to find on first repair.

Pads need to be up in the elevators and someone needs to be sitting by the door while a move is going on. This brings me to a more sensitive issue. We discovered some home wiring in one of the recently sold condos. Looking at the nature of the workmanship we can all get down and thank our lucky stars that fire didn't start. A home inspection or a realtor report of repairs to be done is a must and in no way should this electrical hazard have gone unreported. Repairs or modifications should be done by experienced or licensed journeymen. This more so for liability issues should something go wrong.

We are almost at the 100% for correct information in our records and for the Emergency program that was set up. I would like to thank everyone for being proactive in this. Just a reminder that if you have signed up for Telus it is the responsibility of each owner to phone at year end to make sure the 25% discount is added to your account. We are still waiting for the count from Telus as to a further discount if we had X amount of people sign up.

I have had several request regarding screens for windows. Ken from Surrey Screens 604-790-8946 has said if there are enough people interested he will do better on his pricing. Ken builds the screens in his truck on site and if he has enough people interested he will set up at Chelsea instead of coming out, measuring and building the screens at his shop. I will post a sheet in the mail room of the club house. You can call him directly as well but pricing will be based on the number of residences that request his service and he wants to do them all in one day when he is here.

On a personal note thanks to everyone for their well wishes and generosity during the holidays.
John Unger

(5) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements for the month of December 31, 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.

The Telus bill for one guest suite was noted to be very high in comparison to the other guest suites. After further investigation by the Strata Manager, Telus was required to bundle internet, television and phone to that guest suite in order for Chelsea Gardens to receive a discount for the services. The Strata Manager did inform the Strata Council that the excess charge on the guest suite is now being allocated to its correct budget line item.

(6) BUSINESS ARISING FROM THE MINUTES

- a. **Clubhouse Cleaning** – The Strata Manager will be asking the company cleaning the clubhouse to always use their fob for entry into the building and when they are done for the day to fob out of the clubhouse. Council reported that the clubhouse cleaning has been very good up to date.
- b. **Hot Tub Track Gate** – A quote was received to fabricate a power coated aluminum lift gate with all rails and rollers included. Council did discuss the quote. It was **MOVED** and **SECONDED** to approve the quote as presented, however the project will begin in the next fiscal year. **CARRIED**
- c. **Kensington Lobby** – There has been some constructive feedback communicated with the Remdal crew for their cleanliness and work safe procedures, the Remdal Forman indicated that this would be resolved. There was a mishap with the electrician installing the chandelier where a hole was drilled in a floor heating pipe of the 3rd floor library area. The necessary repairs were made to the pipe and the 3rd floor carpet will be fixed by MIRA flooring at a later date. The furniture and art work has been put in place and Council believes it was a job well done.
- d. **Mayfair Hallways, Doors and Flooring** – The Mayfair renovations are almost finished. The carpet installation will take place next week and baseboards to follow. Once all the construction portion is completed all the art and décor will be installed.
- e. **Emergency Repair** – Owners are now back in their units. However, there are still repairs and deficiencies that the contractors need to take care of.
- f. **Perimeter Drains** – John will monitor the perimeter drains on heavy rain falls.
- g. **Key Clean up** – Ashley is working with John to clean up the number of keys throughout the complex and to narrow down which keys can be discarded and what locks could be re-keyed to match existing keys.
- h. **Peeling Paint** – The caretaker will provide the Strata Manager with a list of the townhouse and

apartment pillars needing to be repainted.

- i. **Water Consumption** – The meter reader used for measuring the water consumption every morning has been reporting over 200 cubic meters per day. This is considerably higher than previous years and Council is keeping an eye on it. Owners are asked to be try to be conservative with their water consumption.

(7) **CORRESPONDENCE**

- Several Owners have sent complaints regarding noise from a unit. It was **MOVED** and **SECONDED** to apply a fine of \$200.00 onto the ledger of this unit for continually contravening the bylaws. **CARRIED**
- An owner sent correspondence with questions regarding their Strata Fee withdraw after they moved. It was explained to the owner that, due to an error with the bank, CrossRoads has reimbursed the owner for one Strata Fee payment.
- An owner sent correspondence informing the Strata Council of water accumulation at the foundation south of their front door. The unit has been put on the list for True Level to raise the concrete pad up slightly to alleviate the problem.
- An Owner sent correspondence regarding the accessibility inspection by the Rick Hansen Foundation. John recalled that the representative from the Rick Hansen foundation noted that they will provide recommendations for solving the Kensington hallway stair issue.
- An Owner sent their concerns about the cameras in the clubhouse. The Strata Manager obtained a legal opinion on the use of cameras in the clubhouse. The legal opinion stated that Cameras are to be used for security purposes only and not for bylaw control. Security, defined by the legal opinion is: break-ins, theft, damage to property and altercations. These cameras point at doors and common areas and are intended for security only. Council member Bob Hurley made a **MOTION** and **SECONDED** by Anita Thompson to have all the cameras in the clubhouse turned off. Council discussed and voted on the motion. **2 in FAVOUR (Bob and Anita) and 5 OPPOSED DEFEATED**

The cameras placed at the hot tub area and throughout the clubhouse are intended for security only and are only to be viewed upon an incident(break-in, theft, damage to property or altercations). Council agreed the camera overlooking the hot tub will be changed so that the recording is only from the hours of 10PM to 7AM the next morning. This camera will not record during the normal operation hours of the clubhouse. The camera pointing down the hallway will be screened so that the view to the outdoor pool area shower is restricted. The only view that camera will see will be down the hallway of the clubhouse.

- An Owner sent concerns when the privacy officers are viewing security footage they are not stopping Owners from simply watching while they check the recordings. Instructions have been sent to the privacy officers to ensure only the privacy officers are to view the recordings. The only time that the privacy officers are to view the recordings are when an incident occurs. Any Owner requesting a

Privacy Officer to view the cameras will be asked to put it in writing with a date, time and location and the privacy officer will look at it and get back to them with the results.

- An Owner noticed that the privacy screen between their unit and another unit was cut off at Ground Level. This was done by a previous Owner years ago. The Owner requested what materials are approved by Council and what steps they take to getting a new privacy screen installed. The Strata Manager will reach out to this Owner with instructions on what to do.
- Another owner sent correspondence in regard to the December Council Meeting Minutes and referenced the garbage scattered around. The Strata Manager is going to contact the garbage contractor to be more careful with the bins at Chelsea when emptying Owners garbage, recycle and organics. The Strata Manager will look into sourcing out a possible lid for the blue bins to help stop the crows from spreading all the garbage around the complex. However, it is also up to the Owners to carry out their due-diligence in washing their recyclables and to make sure their organics and garbage containers are secure so the crows and critters cannot access the bin.
- An Owner is experiencing a leak onto their rear deck. John is currently dealing with this issue.
- An Owner wanted to share the act of kindness on behalf of the Chelsea's Dance group who collected contributions and made a donation to the Canadian Red Cross.
- Correspondence was received regarding cigarette smoke, however, no mention of where the smoke is coming from was noted. The Council cannot act on a complaint where the source is unknown.
- It was reported by a unit their bath tub and sink drains were not draining efficiently. The Strata Manager reached out to this Owner indicating that the drains are scheduled to be cleaned this week.

(8) COMMITTEE REPORTS

- **TOWNHOUSES** – The last of the deficiencies regarding the garage door repairs were completed. Dryer vent repairs are ongoing.
- **APARTMENTS** – The janitor for the apartments experienced a schedule change at their other job and sent in their new schedule with the days that they will be cleaning. It was noted by the janitor that this change in schedule will not affect the time spent at Chelsea Gardens. After discussion, it was **MOVED** and **SECONDED** to approve the new schedule presented by the apartment janitor.

CARRIED

- **CLUBHOUSE** – It was noted that food was left out overnight in the fireside room after an event. Owners are reminded to remove any food and beverages from the fireside room after use as it will attract ants otherwise. Kathy and Anita have volunteered to clean the duvets for the Guest Suites moving forward. It was **MOVED** and **SECONDED** to approve this change. Thank you to Kathy and Anita.

CARRIED

It was reported that non-residents were using the gym. This is against the rules of the clubhouse and a letter will be sent to this unit.

- **SAFETY AND SECURITY** – The Camera wiring for the front gate is being researched to allow the cameras to be connected to the clubhouse recording unit and surplus the present obsolete unit located near the gates.
- **LANDSCAPING** – It was reported that the landscaping behind the Kensington is in poor shape. Ashley will speak with the landscapers to make sure they are getting to these areas. Some trees that were removed will eventually be replaced by the mature surface root trees once the weathers warms up.
- **BY-LAWS/RULES** – It was noted that the Privacy Policy that was passed at the AGM of 2016 was not included in the consolidation of the bylaws:

3 / 4 VOTE “O” – ADD A NEW BYLAW REGARDING SECURITY AND PRIVACY

Therefore be it resolved as a 3 / 4 Vote of the Owners, LMS 1416, Chelsea Gardens, that a new bylaw, numbered 44 with a number of subsections be introduced and will read as follows:

44. Security Cameras and Video Surveillance

- (a) The Corporation shall install or maintain and operate a video surveillance system on the Common Property or Limited Common Property of the Corporation, such system including but not limited to video cameras in Common Property or Limited Common Property of the Corporation which transmit and record images of activities on the Common Property or Limited Common Property.
- (b) The Corporation shall collect information through the use of the Corporation's video surveillance system, including but not limited to personal information of persons who pass over the Common Property or Limited Common Property of the Corporation. Such personal information may include but is not limited to video and still photographic images.
- (c) The Corporation shall collect information through the use of the Corporation's computerized access fob system, including but not limited to personal information of Owners and Tenants. Such personal information includes but is not limited to the name of the individual to whom the fob is issued and dates and times of access by the associated fob to those parts of the building accessed via fob.
- (d) Video surveillance is authorized for the purpose of security and the prevention and/or subsequent attempts to identify persons engaged in criminal activities
- (e) Video surveillance is also authorized for the purpose of bylaw enforcement and may be used by the Strata Corporation to determine whether an owner, occupant, visitor or guest has contravened a bylaw or rule. Video surveillance must be strictly controlled for privacy purposes and may only be viewed by designated privacy officers on Council and only after there has been an incident impacting site security or a potential bylaw or rule violation. Video footage is not to be retained for longer than might be needed as evidence.

MOVED by W 227 SECONDED by W 122

After discussion the question was called and, by a ¾ vote (voting cards), it was:

CARRIED

- **RV-LOT** – Council will check to see if the ladders have been removed from the RV Lot.

- **ADMINISTRATION** – The janitor for the apartment buildings will have a new schedule.
- **EMERGENCY PREPAREDNESS COMMITTEE** – The large storage can was recently delivered and placed in the RV Lot.
- **SOCIAL COMMITTEE**– Council appreciates and thanks the act of kindness by the dance team for their donating to the Canadian Red Cross.

(9) NEW BUSINESS

- a. **Accessibility Study** – The inspection by the Rick Hanson Foundation has been conducted and the Strata Manager is waiting for the report.
- b. **Nomination and Resolution Committee** – The Nomination Committee consists of: Ashley Orton, Murray Hill and Zenon Jalbert.

The Resolution Committee consists of Bob Hurley, Victor Monasch, Anita Thompson and Zenon Jalbert. 2 Owner will be asked to join the committee.

- c. **Dryer Vent Cleaning** – It was **MOVED** and **SECONDED** to have dryer vent cleaning in the next fiscal year.
- d. **Grass in Front of Unit W119** – The Landscapers have scheduled to have the grass remediated in the spring.
- e. **Chelsea Website** – It was discussed to combine the 2 Websites for Chelsea Gardens as the current Strata website is very outdated.
- f. **Office PC SSD** – Council discussed purchasing an SSD for the office computer to increase loading speeds when powering on the pc and when opening up files. It was **MOVED** and **SECONDED** to approve the purchase of a 500GB SSD in the next fiscal year. **CARRIED**
- g. **Kensington Leak** – A roofer was called to repair a leak from the Kensington roof. It was repaired, however the roofer will be asked to investigate all of the vents on the roof.
- h. **Aqua Stats** – A quote was provided by the mechanical contractor, Trotter Morton, to install aqua stats on the four recirculation pumps in the boiler room. This will allow the pump to be temporarily shut off when the water reaches a temperature threshold and then turn back on when the water temperature drops below that threshold. Currently the pump is working 24/7 causing stress and wear on the copper piping which can lead to pinhole leaks. It was **MOVED** and **SECONDED** to proceed to install the four aqua stats in the next fiscal year. **CARRIED**
- i. **Source of Noise Trotter Quote** – A unit in the Kensington building has been experiencing noise transferring into their unit from the in floor heating distribution header system. Trotter has provided a quote to replace the supply and return modules in the system to alleviate the noise. After discussion among Council members, it was **MOVED** and **SECONDED** to approve the quote and have the work commence in the new fiscal year in March. **CARRIED**

- j. **Move In/Out** – At a recent move out, the owner left behind some chairs in the lobby. They have since been moved, however will be returned to the owner. All owners are reminded that any donations to the Strata Corporation must be requested in writing and approved by the Strata Council whether or not to accept the donation. Dumping or storing of any kind on common property is prohibited. If Owners do wish to get rid of unwanted items, they are recommended to call an item removal company such as 1-800-Junk. Council has requested the Strata Manager to include a move in/out procedure in the welcome package that all new owners obtain.
- k. **Fireside Room** – As discussed in an earlier section of the minutes, please do not leave food and beverages out in the fireside room after use.
- l. **Rogers Airspace Rental for Antennas** – The Strata Manager was solicited by an employee from Rogers and was given an offer to rent some airspace on the roof of the buildings in order to install an antenna for their company. The offer included a money incentive should Council wish to proceed. After discussion, the Strata Manager was asked to inquire if the representative can raise their offer.
- m. **The Speculation and Vacancy Tax**

This is a new annual tax requiring all property owners in the taxable regions to complete a declaration. The tax is designed to ensure that foreign owners and satellite families are fairly contributing to B.C.'s tax system. It also encourages those with empty properties to put them back into the housing market.

The B.C. government expects over 99% of British Columbians will be exempt from this tax. To claim your exemption, or to determine the amount of tax you owe, you will need to follow a simple process to make a declaration.

As you own property in a taxable region, you must complete your declaration by March 31, 2019.

If your property has more than one owner, even if the other owner is your spouse, a separate declaration must be made for each owner.

DECLARE NOW AT: gov.bc.ca/spectax

If you do not declare by March 31, 2019, you will receive a tax notice and may be taxed at 0.5% of your property's assessed value!

(10) ADJOURNMENT

- The meeting was adjourned at 4:04PM.
- The next council meeting is Tuesday, February 19, 2019 – Clubhouse library
- The Annual General Meeting has been scheduled for Monday, April 29, 2019. It will be held at Eaglequest Golf Course.

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.