

CHELSEA GARDENS - LMS 1416

www.chelseatoday.org E-Mail: ross@crpm.ca or chelseacouncil@crpm.ca

COUNCIL MEETING MINUTES –TUESDAY, SEPTEMBER 17, 2019 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2019/2020

PRESIDENT

Zenon Jalbert – TH-202

VICE-PRESIDENT

Murray Hill – K406

SECRETARY

Anita Thompson – W325

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Ashley Orton – T243

Norm Reid – T302

Bill Zemianski – T329

COMMITTEE ASSIGNMENTS

Zenon – Executive, Bring Forward, Website

Murray – Townhouses, Irrigation

Bill – Social Liaison, RV Liaison, Bylaws

Anita – Clubhouse, Finance, Executive

Victor – Executive Committee

Ashley – Landscaping, Security, Volunteers, Ponds
and Fountains

Norm – Apartments

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

Bogdan – bogdan@crpm.ca

CROSSROADS MANAGEMENT LTD.

1001- 7445 132ND 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:

REGRETS

Anita Thompson

Bill Zemianski

Ashley Orton

Murray Hill

Zenon Jalbert

Norm Reid

Victor Monasch

Jesse Train, Strata Manager

(1) CALL TO ORDER

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

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the August 20, 2019. **CARRIED**

(3) Caretaker Report August 2019

Caretaker report September 2019

Well summer has come to an end and I only did a fraction of the things I wanted to do. I'm telling you the Honey Do list was too long and not achievable. But all that aside I am looking forward to a great ski season ahead!?

The gate for the hot tub has been installed with a few improvements still to come but it is working and at least we don't have to worry about our midnight visitors from outside of the complex. Pool will be closing the Thanksgiving Weekend for all those that thought there might be a slight chance it could stay open longer. Cblu is the company that has put in our new chemical feeders and has been helpful in getting things in order.

The City of Surrey Fire inspector did his tour of the complex and for the most part was impressed at how things have been set up with our emergency program as well as everything up to date with our fire suppression equipment and data logs. There is one issue in the condos that is being dealt with and has been on the fire marshals radar since 2006. We have always been excused in the past but it is

time to comply and so the parkade storage areas will see a minor change and all will be good.

This is just a reminder to the condo owners that it is important to sort the recyclables properly. No Styrofoam even the trays for meat etc. are not to be put into the blue bins and I have had to pull many black plastic bags from the blue recycle bins. These are not accepted at the transfer stations because what's inside cannot be seen. We will be getting two large containers for trash/ treasure day with the date to be announced Early October.

With the rain coming we will try to get to as many water issues as we can and priority will be given to those that have issues with water coming into their units. Gutter cleaning will commence mid-October/ early November as well as washing the stains on the walls of the condo's. Smoke detectors that have to be exchanged should be both hard-wired and battery operated. Strata does provide these when the time comes to replace. I would also like to remind everyone that when a Request for Service Work is submitted does not mean it will be dealt with asap.. The request is logged into the system and from there is put on a priority list. The request is not forgotten but may not be on the forefront when it comes to having the work done. Requests are done by priority and budget allocated to the service required. A council member responsible for the category ie: Townhouse repair, garage doors, gardening, irrigation etc..., will call within 10 days to let you know the status of your request.

The RV committee and Crossroads have come up with a new procedure for RV rentals. Everything is done through Crossroads. Keys will be issued to the owners at the time of procuring a spot from the list Crossroads has with arrangements for payment as well.

Two new pumps needed to be installed for the fountains which are now up and running and the streams are running clear.

If you are a unit above someone else please walk lightly as a consideration of those below. If you have a leak that impacts the unit below please make sure arrangements for repair to be done quickly if this is not to be an insurance claim. There are still some lockers that have not been cleaned up properly. As a reminder there is to be no storage within 18" of the ceiling and storage in the common area of the lockers is also not allowed. The fire inspector was concerned but when I gave him a list of those that would be address he accepted the fact that we were aware and were dealing with it.

Renovations are about to start at the Windsor. Colours, lights ..., have been chosen and work is about to commence 1st week of October.

Feb. 8th there will be a first aid course offered to anyone interested and will be in the Fireside room. More information will be provided in the next few weeks.

With the leaves about to drop off the trees we are entering the season of plugged gutters. We will try to get at as many as we can but can't promise we will be clearing the second floor overflowing gutters unless we have two on the job.

Just as a reminder:

Small fobs	15.00
Large grey fobs	60.00
Fireside Rental	50.00 (Saturday and Sundays only unless it is a celebration of life for a resident)
	25.00 To rent plates, cutlery, etc.
Fireside deposit	250.00 returned after the event
Guest suites	45.00/night (sheets, pillows, bedding to be provided by those making the booking. More than two people can be in a room but cots are not provided)

Have a great month. John

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statement for the month of August 2019 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. **MUA** – The Make-up Air units are scheduled to be installed at the end of October.
- b. **Window/Building Washing** – Council discussed the window and building washing and decided that the window washing would be better to be done in the spring. Council agrees with some Owners concerns that the fall and winter weather causes the dirt to accumulate much quicker and the windows will no longer be clean after a short time. The building washing of the apartments is still on schedule to be done October 7th.
- c. **Accessibility Grant** – We are still waiting for the Rick Hansen Foundation to approve our grant.
- d. **Crack Injections** – The Strata Manager will ask John to take notes of any areas of parking garage leaks so quotes can be obtained.
- e. **Hot Tub Room Gate** – The hot tub gate has now been installed. There are some deficiencies that need to be addressed but now we should no longer have any issue of people gaining access to the hot tub at night.
- f. **Guest Suite Room Rental Agreement** – Council reviewed a new rental agreement form for Owners requesting to rent the guests suites will be required to sign prior to being allowed to rent the rooms. It was **MOVED** and **SECONDED** to adopt this policy.
CARRIED
- g. **Gutters** – Quotes will be obtained to discuss gutter cleaning at the October Council meeting. This work will be done when a majority of leaves have fallen off the trees.

(6) CORRESPONDENCE

- Multiple owners sent complaints about the window washing being done in the fall. This was noted earlier in the minutes.
- An Owners responded to a letter that was sent about allowing their dog to defecate on their balcony causing the downspout to deteriorate leading to repairs needed. This Owners is still being charged back the expense of the downspout replacement and will be informed that allowing your pet to defecate can lead to damage as seen and is against the bylaws.
- An Owner sent correspondence about another Owner smoking. John has spoken to the Owner and Council asks that if there are further issues to mark down time and dates of the issue.
- An Owner notified Council that tree roots are lifting their sidewalk and driveway proposing a tripping hazard. Council will investigate and determine a course of action .
- An Owner noted that an upper downpipe is not connected and needs to be reattached. John will have

this done when Ivan returns from vacation .

- An Owner sent a complaint about a sunshade weather tent that is erected in the back of a townhouse unit. As per the bylaws this structure can remain until the end of September.
- A letter was sent notifying Council that a dog from another unit is roaming around Chelsea Gardens without a leash or supervision. A letter will be sent to the unit in violation.
- A complaint was made that another unit has visiting kids for a long duration. The Strata Manager will reach out to this Owner to determine the situation.
- Complaints have been received about an Owners behavior. It was **MOVED** and **SECONDED** to fine this unit. **CARRIED**

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – The new garage doors will be ready for installation for the middle of October. Murray will order the next batch of doors. Townhouse repairs are ongoing.
- **APARTMENTS** – It was noted that there are new stains in front of the same door that had stains previously. A letter will be sent to this unit in the Kensington. Council noted that the carpet cleaning needs to improve. It seems to smell dirty after they are finished and streaks left behind from the machine. The Strata Manager will reach out to Service Master to notify them of these issues.
- **CLUBHOUSE** – The pool will be closed after the Thanksgiving Long weekend. Council is satisfied with the new cleaner who has been responsive to comments and concerns about the cleaning and there have been few negative feedbacks of cleaning issues.
- **SAFETY AND SECURITY** – February 8th will be first aid training.
- **LANDSCAPING** – It was **MOVED** and **SECONDED** to approve the purchase of some cedar trees to replace some dead ones. **CARRIED**
Ashley will have the arborist obtain quotes on some root cutting in areas that are lifting walkways and driveways. Ashley will talk to the landscapers to assure they report any sprinkler head issues that are either caused by them or identified while gardening.
- **BY-LAWS/RULES** – No report.
- **RV-LOT** – The RV Committee met at the clubhouse Wednesday Sept. 11th at 10 AM. In attendance were Bill Steer, Bob Hyde, Ray Smith and Barry Miller, also Bill Zemianski the Council Liaison . The following rules were discussed and recommendations were made to fine tune our procedures for our residents using the RV lot.

All RV owners should be issued a copy of the RV lot Bylaws and Rules

Rule 1)a Change

Resident owners will be given the first opportunity to park in the RV parking area provided. Resident Tenants will be accommodated if space is available.

Residents must show proof of registration and ownership at the time a space is allocated.

Sole ownership of the RV and tow vehicle by the owner is required.

RV and tow vehicle must be registered with the Strata Corporation along with proof of third party liability insurance with the registered owners name, unit number and space allocated. All trailers and 5th wheels must have a tow vehicle registered with it.

Should any license plate expire, proof of liability insurance must be provided to the Strata Corporation who will be responsible to maintain these records.

1)b RV LOT – STALL ALLOCATION PROCEDURES

1. Owner requests a stall either by contacting staff or CrossRoads and provides detailed information about the size/type of rig.
2. CrossRoads contacts the RV Committee for stall availability.
3. Owner comes to CrossRoads with the RV registration and insurance papers.
4. Owner makes payment arrangements giving PAP authorization. Owner is advised that, should they no longer require the stall, it is up to them to inform CrossRoads to cancel the payments and to return the key.
5. Once all the paperwork is in place, CrossRoads will collect for the key and provide it to the owner.

1)c Sale of the RV (replaces rule 5.)

When an RV is sold the Strata Corporation must be notified to cancel the use of the RV space and the monthly fees.

When an RV is sold the allocated space reverts to the control of the Strata Corporation.

When an RV is sold it must be removed from Chelsea property upon completion of the sale. If the new owner of the RV is a Chelsea resident they should contact the Strata Corporation to obtain a parking space.

If the resident owner is replacing the RV with another unit they will be given 3 months to replace it without losing their space, providing rental fees for the 3 months are maintained.

The above was **MOVED** and **SECONDED** to adopt the new rules to the RV lot.

CARRIED

- **ADMINISTRATION** – No report.
- **EMERGENCY PREPAREDNESS COMMITTEE** – The latest report from the Committee is attached. Owners should read this report so that they are not surprised when the live exercise is taking place on October 1st. There is also an update form attached for owners who may need to advise us of changes.
- **SOCIAL COMMITTEE** – The September events calendar is attached to these minutes.
 Summary for Strata Council
 Date: Wednesday, September 4, 2019
 During our summer, 3 fine events were enjoyed right here at Chelsea! Canada Day, Mexican Fiesta, and the Grand Pool Event. The Social Committee would like to express a thank you to Ross Ruddick's donation of 28 TELUS beach balls he received at the Golf Tournament. They were well appreciated and enjoyed at the Grand Pool Event!
 Upcoming Events:
 Sept 27 (Friday) Music Trivia with Cash Bar. Bring your favorite Potluck dish to share.
 Oct 11 (Friday) Pizza night, with Cash Bar
 Oct 25 (Friday) Oktoberfest with Cash Bar
 Oct 26 (Saturday) Hymn Sing with refreshments
 Oct 31s (Thursday) Halloween at the gate

Nov 3 (Sunday) New Comers Meet & Greet – Hope to see all our new neighbors and give a friendly Chelsea welcome, and introduce our many programs, along with answer any questions. Refreshments will be served.

- **CLUBHOUSE BOOKINGS REQUESTS** – Council reviewed all the clubhouse activity requests and made some minor alterations to the time slots. The Strata Manager will reach out to these groups to finalize the group booking time slots.

(8) NEW BUSINESS

- a. **Windsor lobby update** – The lobby renovation is on schedule to start October 15th with the flooring installation.
- b. **Windsor Boilers** – Trotter and Morton identified some issues with the boilers of the Windsor building that needed to be addressed or result in further problems in the future. It was **MOVED** and **SECONDED** to approve the recommendations from Trotter.
CARRIED
- c. **AGM location** – As Coyote Creek is under major renovations with no fixed date for completion which could impact the upcoming 2020 AGM. . Council reviewed an alternate location to hold the AGM and it was **MOVED** and **SECONDED** to have the AGM moved to the Newton Fellowship Church.
CARRIED
- d. **Wire around fish pond** – Ashley proposed to install wire around the top of the trellis so that the vines can grow around the top. It was **MOVED** and **SECONDED** to approve this work.
CARRIED
- e. **Drain Cleaning** – There are some areas where the drains seem to be plugged. Eden Flo contacted to deal with these areas.
- f. **Trash Bins** – Council has requested to get 2 bins one located at the side of the clubhouse and the other by the gazebo area.
October 16th and picked up on October 18th.
Materials Accepted:
- FURNITURE
 - APPLIANCES (Includes Fridges/Freezers and air conditioners)
 - SCRAP METAL (BBQ's)
 - WOOD (Must not exceed 8 feet in length)
- Materials Not Accepted:**
- DIRT, ROCKS, CONCRETE or BRICK
 - AUTOMOTIVE FLUIDS (Oil, antifreeze, transmission/power steering fluid)
 - HAZARDOUS, FLAMMABLE, or BIOMEDICAL WASTE
 - GYPROC (Drywall)
 - MATTRESSES/BOXSPRINGS
 - EMPTY PROPANE TANKS
 - CAR/LIGHT TRUCK TIRES
 - LIGHT BULBS (Florescent "CFL" bulbs)
 - LEAD-ACID VEHICLE BATTERIES
 - PAINTS/ SOLVENTS ****Please do not place banned items in the container, surcharges do apply.**

- g. **Broken Fence** – It was noted that an area of the metal fence had been kicked in and needs repairing. A member of Council will address this repair.

(9) **ADJOURNMENT**

- The meeting was adjourned at 3:35 PM.
- The next council meeting is Tuesday, October 15, 2019 – 1:00 PM - Clubhouse library

Jesse Train, Strata Manager – CrossRoads Management

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 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. PDF copies can also be obtained from the website.

CrossRoads Management - EMERGENCY CONTACT- 24 HOUR SERVICE - (778) 578-4445
Calling afterhours for an emergency you will be asked to press "1". This takes you to our afterhours 24/7
Call centre who will then contact the Strata Managers (or their back-up) at home or cell phone.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
August 2019
AS OF THE 6TH MONTH ENDING AUGUST 31, 2019

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09:00 AM

Prepared For:
Strata Plan LMS 1416 - CRF

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

ASSETS

1025-0000 Bank - Westminster - Contingency	1,321,153.00
1038-1217 WSCU GIC - 2.6180% - Oct.24/19	250,000.00
1038-1237 WSCU GIC - 2.5% - Feb.25/20	200,000.00
1038-1238 WSCU GIC - 2.5% - Apr.26/20	300,000.00
1038-1242 WSCU GIC - 2.4040% - Jun.01/20	300,000.00
1200-0000 Prepaid Insurance	138,600.52

TOTAL ASSETS

2,509,753.52

LIABILITIES

2010-0000 Accounts Payable	1,102.50
2012-2500 Accrued Expenses	5,595.40

TOTAL LIABILITIES

6,697.90

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,276,165.64
3510-0000 Net Income - Current Year	226,889.98

TOTAL OWNERS' EQUITY

2,503,055.62

TOTAL LIABILITIES AND EQUITY

2,509,753.52

Date: SEP. 13/19
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
August 2019
AS OF THE 6TH MONTH ENDING AUGUST 31, 2019

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Prepared For:
Strata Plan LMS 1416 - CRF

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

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-5000 Strata Fees - Apartment	12,027.83	12,027.83	0.00	0.00	72,166.98	72,166.98	0.00	0.00	144,334.00
4010-6000 Strata Fees - Townhome	26,168.00	26,168.00	0.00	0.00	157,008.00	157,008.00	0.00	0.00	314,016.00
TOTAL	38,195.83	38,195.83	0.00	0.00	229,174.98	229,174.98	0.00	0.00	458,350.00
4031-0000 Interest Income	9,787.94	0.00	9,787.94	0	29,137.71	0.00	29,137.71	0	0.00
4031-6000 Interest Income- Insur. L	599.17	0.00	599.17	0	3,595.02	0.00	3,595.02	0	0.00
TOTAL	10,387.11	0.00	10,387.11	0	32,732.73	0.00	32,732.73	0	0.00
TOTAL INCOME	48,582.94	38,195.83	10,387.11	27.19	261,907.71	229,174.98	32,732.73	14.28	458,350.00
6276-2019 Windsor Lobby/Parkade	1,053.93	2,916.67	1,862.74	63.87	1,053.93	17,500.02	16,446.09	93.98	35,000.00
6278-2019 Apt MUA Replacement	0.00	15,000.00	15,000.00	100.0	401.63	90,000.00	89,598.37	99.55	180,000.00
TOTAL EXPS. BEFORE UTILITIES	1,053.93	17,916.67	16,862.74	94.12	1,455.56	107,500.02	106,044.46	98.65	215,000.00
TOWNHOUSE EXPENSES									
6342-2019 2019 Townhouse Envelo	6,244.44	7,500.00	1,255.56	16.74	28,553.67	45,000.00	16,446.33	36.55	90,000.00
6344-2019 Garage Doors	0.00	2,083.33	2,083.33	100.0	0.00	12,499.98	12,499.98	100.0	25,000.00
TOTAL OPERATING EXPS. - T.H.	6,244.44	9,583.33	3,338.89	34.84	28,553.67	57,499.98	28,946.31	50.34	115,000.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6511-2019 Landscaping Remediatio	1,102.50	2,916.67	1,814.17	62.20	5,008.50	17,500.02	12,491.52	71.38	35,000.00
6512-2019 Accessibility Improveme	0.00	1,666.67	1,666.67	100.0	0.00	10,000.02	10,000.02	100.0	20,000.00
TOTAL REPAIR & MAINT.	1,102.50	4,583.34	3,480.84	75.95	5,008.50	27,500.04	22,491.54	81.79	55,000.00
TOTAL COMMON EXPENSES	1,102.50	4,583.34	3,480.84	75.95	5,008.50	27,500.04	22,491.54	81.79	55,000.00
TOTAL EXPENSES	8,400.87	32,083.34	23,682.47	73.82	35,017.73	192,500.04	157,482.31	81.81	385,000.00
NET INCOME (LOSS)	40,182.07	6,112.49	34,069.58	557.3	226,889.98	36,674.94	190,215.04	518.6	73,350.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
August 2019
AS OF THE 6TH MONTH ENDING AUGUST 31, 2019

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Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

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

ASSETS

1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	55,379.94
1027-0000 Bank - Water Surcharge	50,983.74
1028-1300 Bank - Golf Tournament Funds	2,775.71
1029-0000 Bank - Apt Utilities	16,327.83
1030-0000 Bank - Exercise Room	1,182.04
1040-0000 Bank - Social Committee	5,449.26
1200-0000 Prepaid Insurance	142,195.49
1205-0000 Prepaid Expenses	673.76
1220-0000 Caretaker Suite	74,305.56
1300-0000 Accounts Receivable	<u>2,079.74</u>
TOTAL ASSETS	<u><u>351,858.07</u></u>

LIABILITIES

2010-0000 Accounts Payable	9,639.56
2014-0000 Accrued Water & Sewer	29,639.34
2017-0000 Social Committee Fund	5,449.26
2018-0000 Exercise Room	1,182.04
2019-0000 Golf Tournament Fund	2,775.71
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	138,600.51
2040-0011 Due to CRF -Insurance interest	3,594.98
2170-0000 Vacation Payable	994.68
2250-0000 Pre-Paid Fees	<u>27.75</u>
TOTAL LIABILITIES	192,203.83

OWNERS' EQUITY

3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	43,431.38
3510-0000 Net Income - Current Year	7,923.58
3510-2000 Net Income - Utilities	12,649.32
3510-3000 Net Income - Water & Sewer	<u>21,344.40</u>
TOTAL OWNERS' EQUITY	<u>159,654.24</u>
TOTAL LIABILITIES AND EQUITY	<u><u>351,858.07</u></u>

Date: SEP 13/19
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
August 2019
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Strata Plan LMS1416
Surrey, BC

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

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	44,943.96	44,943.83	0.13	0.00	269,663.76	269,662.98	0.78	0.00	539,326.00
4012-0000 CRF Strata Fees - Apart	-12,027.83	-12,027.83	0.00	0.00	-72,166.98	-72,166.98	0.00	0.00	-144,334.00
4015-0000 Parking & Scooter Parki	431.00	208.33	222.67	106.8	2,731.00	1,249.98	1,481.02	118.48	2,500.00
4022-0000 Move in/out	200.00	66.67	133.33	199.9	800.00	400.02	399.98	99.99	800.00
4025-0000 Prior Year Surplus (Defic	2,534.92	2,534.92	0.00	0.00	15,209.52	15,209.52	0.00	0.00	30,419.00
TOTAL	36,082.05	35,725.92	356.13	1.00	216,237.30	214,355.52	1,881.78	0.88	428,711.00
OTHER									
4030-0000 Strata Fees	80,877.17	80,877.17	0.00	0.00	485,263.02	485,263.02	0.00	0.00	970,526.00
4032-0000 CRF Strata Fees - Town	-26,168.00	-26,168.00	0.00	0.00	-157,008.00	-157,008.00	0.00	0.00	-314,016.00
4037-0000 Prior Year Surplus	2,974.42	2,974.42	0.00	0.00	17,846.52	17,846.52	0.00	0.00	35,693.00
TOTAL	57,683.59	57,683.59	0.00	0.00	346,101.54	346,101.54	0.00	0.00	692,203.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	400.00	499.98	-99.98	-20.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	3,600.00	3,600.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	1,055.00	733.33	321.67	43.86	5,235.00	4,399.98	835.02	18.98	8,800.00
4055-0000 R.V. Parking	1,445.00	650.00	795.00	122.3	5,165.00	3,900.00	1,265.00	32.44	7,800.00
4061-0000 Bylaw Fines	0.00	0.00	0.00	0	200.00	0.00	200.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	25.00	0.00	25.00	0	0.00
4065-0000 Interest Income	162.42	100.00	62.42	62.42	1,194.75	600.00	594.75	99.13	1,200.00
4066-0000 Remote Control Sale	510.00	125.00	385.00	308.0	1,440.00	750.00	690.00	92.00	1,500.00
4084-0000 Keys	10.00	0.00	10.00	0	30.00	0.00	30.00	0	0.00
TOTAL OTHER	3,782.42	2,291.66	1,490.76	65.05	17,289.75	13,749.96	3,539.79	25.74	27,500.00
TOTAL INCOME	97,548.06	95,701.17	1,846.89	1.93	579,628.59	574,207.02	5,421.57	0.94	1,148,414.00
TOWNHOUSE EXPENSES									
6030-0000 Apt Janitor/Contract Ser	1,450.00	1,500.00	50.00	3.33	8,227.50	9,000.00	772.50	8.58	18,000.00
6208-0000 Building Maint. - Apartm	15,285.42	4,102.00	-11,183.42	-272.6	32,680.67	24,612.00	-8,068.67	-32.78	49,224.00
6215-0000 Equipment Maint.-Apart	0.00	4,080.17	4,080.17	100.0	28,695.44	24,481.02	-4,214.42	-17.22	48,962.00
6268-0050 Elevator Maint. - Apartm	1,307.67	1,291.67	-16.00	-1.24	8,905.97	7,750.02	-1,155.95	-14.92	15,500.00
6275-0000 Gate & Door Maint. - Ap	0.00	583.33	583.33	100.0	2,176.37	3,499.98	1,323.61	37.82	7,000.00
6279-0000 Garbage Pick-up - Apts.	1,811.30	1,878.58	67.28	3.58	10,589.68	11,271.48	681.80	6.05	22,543.00
TOTAL EXPS. BEFORE UTILITIES	19,854.39	13,435.75	-6,418.64	-47.77	91,275.63	80,614.50	-10,661.13	-13.22	161,229.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,108.90	4,605.42	3,496.52	75.92	21,931.65	27,632.52	5,700.87	20.63	55,265.00
6320-0000 Garbage Pick-up - Town	4,226.59	4,583.33	356.74	7.78	28,114.67	27,499.98	-614.69	-2.24	55,000.00
TOTAL OPERATING EXPS. - T.H.	5,335.49	9,188.75	3,853.26	41.93	50,046.32	55,132.50	5,086.18	9.23	110,265.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,550.00	0.00	0.00	69,646.50	69,300.00	-346.50	-0.50	138,600.00
6425-0000 Drainage Repair & Maint	0.00	416.67	416.67	100.0	0.00	2,500.02	2,500.02	100.0	5,000.00
6435-0000 Plant Replacement & Im	0.00	1,416.67	1,416.67	100.0	16,725.47	8,500.02	-8,225.45	-96.77	17,000.00
6440-0000 Irrigation System	87.50	333.33	245.83	73.75	1,391.37	1,999.98	608.61	30.43	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	297.50	4,999.98	4,702.48	94.05	10,000.00
TOTAL LANDS. & GROUNDS	11,637.50	14,550.00	2,912.50	20.02	88,060.84	87,300.00	-760.84	-0.87	174,600.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,543.70	2,000.00	456.30	22.82	7,564.67	12,000.00	4,435.33	36.96	24,000.00
6515-0000 Equipment Rep. & Maint	54.07	1,583.33	1,529.26	96.59	3,527.77	9,499.98	5,972.21	62.87	19,000.00
6520-0000 Supplies Equipment - Co	464.92	666.67	201.75	30.26	4,187.65	4,000.02	-187.63	-4.69	8,000.00
6525-0000 Supplies Maintenance-C	412.13	166.67	-245.46	-147.2	2,166.92	1,000.02	-1,166.90	-116.6	2,000.00
6530-0000 Supplies Cleaning - Com	9.85	41.67	31.82	76.36	89.87	250.02	160.15	64.05	500.00
6535-0000 Enterphone and Security	176.93	291.67	114.74	39.34	1,577.53	1,750.02	172.49	9.86	3,500.00
6560-0000 Gate Repair & Maint. - C	41.50	333.33	291.83	87.55	218.69	1,999.98	1,781.29	89.07	4,000.00
6565-0000 Pest Control - Common	396.33	583.33	187.00	32.06	2,100.58	3,499.98	1,399.40	39.98	7,000.00
TOTAL REPAIR & MAINT.	3,099.43	5,666.67	2,567.24	45.30	21,433.68	34,000.02	12,566.34	36.96	68,000.00

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

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August 2019

AS OF THE 6TH MONTH ENDING AUGUST 31, 2019

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
UTILITIES									
6576-0000 Electricity - Common	194.00	250.00	56.00	22.40	1,339.00	1,500.00	161.00	10.73	3,000.00
6577-0000 Electricity Ponds - Com	422.00	416.67	-5.33	-1.28	2,172.00	2,500.02	328.02	13.12	5,000.00
6580-0000 Electricity Stream - Com	638.00	708.33	70.33	9.93	3,828.00	4,249.98	421.98	9.93	8,500.00
6595-0000 Telephone Caretaker	67.20	75.00	7.80	10.40	403.20	450.00	46.80	10.40	900.00
TOTAL UTILITIES	1,321.20	1,450.00	128.80	8.88	7,742.20	8,700.00	957.80	11.01	17,400.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	162.50	125.00	-37.50	-30.00	837.50	750.00	-87.50	-11.67	1,500.00
6690-0000 Electricity - RV Lot	65.00	75.00	10.00	13.33	390.00	450.00	60.00	13.33	900.00
TOTAL OPERATING EXPS-RV LOT	227.50	200.00	-27.50	-13.75	1,227.50	1,200.00	-27.50	-2.29	2,400.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	5.00	833.33	828.33	99.40	3,170.32	4,999.98	1,829.66	36.59	10,000.00
6712-0000 Equip. Rep. & Maint.-Clu	0.00	1,250.00	1,250.00	100.0	18,241.62	7,500.00	-10,741.62	-143.2	15,000.00
6715-0000 Lock Up Costs - Rec. Ce	240.00	175.00	-65.00	-37.14	907.38	1,050.00	142.62	13.58	2,100.00
6720-0000 Guest Suites Telephone-	50.70	100.00	49.30	49.30	314.10	600.00	285.90	47.65	1,200.00
6725-0000 Exercise Equip R & M-R	583.49	250.00	-333.49	-133.4	965.38	1,500.00	534.62	35.64	3,000.00
6730-0000 Workshop R & M-Rec. C	11.66	125.00	113.34	90.67	51.49	750.00	698.51	93.13	1,500.00
6735-0000 Pool Repair & Maint.-Re	173.25	708.33	535.08	75.54	6,085.82	4,249.98	-1,835.84	-43.20	8,500.00
6740-0000 Pool Supplies & Chemic	979.40	291.67	-687.73	-235.7	2,022.99	1,750.02	-272.97	-15.60	3,500.00
6750-0000 Cleaning Supplies-Rec.	68.29	200.00	131.71	65.86	841.67	1,200.00	358.33	29.86	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	499.98	499.98	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,929.00	1,933.33	4.33	0.22	10,949.00	11,599.98	650.98	5.61	23,200.00
6765-0000 Gas - Rec. Centre	871.87	1,108.33	236.46	21.33	6,372.21	6,649.98	277.77	4.18	13,300.00
TOTAL OPER. EXPS-REC. CENTRE	4,912.66	7,058.32	2,145.66	30.40	49,921.98	42,349.92	-7,572.06	-17.88	84,700.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,427.63	5,250.00	-177.63	-3.38	29,465.93	31,500.00	2,034.07	6.46	63,000.00
6830-0000 Caretaker Assistant Wag	987.25	1,625.00	637.75	39.25	8,278.95	9,750.00	1,471.05	15.09	19,500.00
6865-0000 R. C. Janitor Wages and	1,821.75	1,875.00	53.25	2.84	10,846.42	11,250.00	403.58	3.59	22,500.00
6875-0000 Payroll Costs	888.14	750.00	-138.14	-18.42	5,320.60	4,500.00	-820.60	-18.24	9,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	1,257.85	750.00	-507.85	-67.71	1,500.00
TOTAL SALARIES & PAYROLL COS	9,124.77	9,625.00	500.23	5.20	55,169.75	57,750.00	2,580.25	4.47	115,500.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	73.29	199.98	126.69	63.35	400.00
6915-0000 Supplies	346.48	83.33	-263.15	-315.7	633.14	499.98	-133.16	-26.63	1,000.00
6920-0000 Telephone & Cable - Offi	423.15	425.00	1.85	0.44	2,559.34	2,550.00	-9.34	-0.37	5,100.00
TOTAL OFFICE EXPENSES	769.63	541.66	-227.97	-42.09	3,265.77	3,249.96	-15.81	-0.49	6,500.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	375.00	375.00	100.0	4,063.02	2,250.00	-1,813.02	-80.58	4,500.00
6975-0000 Council Expenses - Adm	0.00	241.67	241.67	100.0	800.00	1,450.02	650.02	44.83	2,900.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	115.39	499.98	384.59	76.92	1,000.00
6984-0000 Postage and Printing	1,097.76	1,416.67	318.91	22.51	9,325.88	8,500.02	-825.86	-9.72	17,000.00
6990-0000 Insurance Premiums	23,100.08	23,045.92	-54.16	-0.24	138,600.48	138,275.52	-324.96	-0.24	276,551.00
6992-0000 Insurance Carrying Char	599.17	599.17	0.00	0.00	3,595.02	3,595.02	0.00	0.00	7,190.00
7000-0000 Management Fees	5,785.74	5,785.75	0.01	0.00	34,714.44	34,714.50	0.06	0.00	69,429.00
7010-0000 Property Taxes - Admin.	0.00	37.50	37.50	100.0	325.00	225.00	-100.00	-44.44	450.00
7020-0000 Security - Admin.	1,807.45	2,333.33	525.88	22.54	11,703.35	13,999.98	2,296.63	16.40	28,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	60.00	75.00	15.00	20.00	150.00
7030-0000 Strata Web Site	0.00	37.50	37.50	100.0	64.99	225.00	160.01	71.12	450.00
7050-0000 Miscellaneous	2.37	0.00	-2.37	0	17.37	0.00	-17.37	0	0.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	100.02	-76.38	-76.36	200.00
TOTAL ADMINISTRATION EXPENSE	32,402.57	33,985.01	1,582.44	4.66	203,561.34	203,910.06	348.72	0.17	407,820.00
TOTAL COMMON EXPENSES	63,495.26	73,076.66	9,581.40	13.11	430,383.06	438,459.96	8,076.90	1.84	876,920.00
TOTAL EXPENSES	88,685.14	95,701.16	7,016.02	7.33	571,705.01	574,206.96	2,501.95	0.44	1,148,414.00
NET INCOME (LOSS)	8,862.92	0.01	8,862.91	88.62	7,923.58	0.06	7,923.52	13.20	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	9,859.00	9,859.00	0.00	0.00	59,154.00	59,154.00	0.00	0.00	118,308.00
9262-0000 Utilities Interest Income	42.15	0.00	42.15	0	219.49	0.00	219.49	0	0.00

**Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)**

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**August 2019
AS OF THE 6TH MONTH ENDING AUGUST 31, 2019**

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	13,873.74	13,874.00	-0.26	0.00	13,874.00
Total Apartment Utilities	9,901.15	9,859.00	42.15	0.43	73,247.23	73,028.00	219.23	0.30	132,182.00
UTILITY EXPENSES									
Gas									
9360-0000 Electricity Kens & Mayfai	2,282.00	2,416.67	134.67	5.57	13,692.00	14,500.02	808.02	5.57	29,000.00
9365-0000 Electricity Windsor	1,448.00	1,583.33	135.33	8.55	8,688.00	9,499.98	811.98	8.55	19,000.00
Total Electricity - Apart.	3,730.00	4,000.00	270.00	6.75	22,380.00	24,000.00	1,620.00	6.75	48,000.00
Gas - Apartments									
9410-0000 Gas - Mayfair	889.93	1,664.75	774.82	46.54	9,249.92	9,988.50	738.58	7.39	19,977.00
9420-0000 Gas - Kensington	1,601.50	2,587.75	986.25	38.11	14,213.25	15,526.50	1,313.25	8.46	31,053.00
9430-0000 Gas - Windsor	1,187.08	2,762.67	1,575.59	57.03	14,754.74	16,576.02	1,821.28	10.99	33,152.00
Total Gas - Apartment	3,678.51	7,015.17	3,336.66	47.56	38,217.91	42,091.02	3,873.11	9.20	84,182.00
TOTAL UTILITIES - APARTMENT	7,408.51	11,015.17	3,606.66	32.74	60,597.91	66,091.02	5,493.11	8.31	132,182.00
NET INCOME (LOSS) UTILITIES	2,492.64	-1,156.17	3,648.81	315.5	12,649.32	6,936.98	5,712.34	82.35	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,120.00	5,120.00	0.00	0.00	30,720.00	30,720.00	0.00	0.00	61,440.00
9700-0000 Water - Townhouses	7,488.00	7,488.00	0.00	0.00	44,928.00	44,928.00	0.00	0.00	89,856.00
9725-0000 Water - Interest Income	109.36	0.00	109.36	0	882.42	0.00	882.42	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	26,539.65	26,540.00	-0.35	0.00	26,540.00
TOTAL WATER INCOME	12,717.36	12,608.00	109.36	0.87	103,070.07	102,188.00	882.07	0.86	177,836.00
WATER EXPENSE									
9850-0000 Water Usage	14,819.67	14,819.67	0.00	0.00	81,725.67	88,918.02	7,192.35	8.09	177,836.00
TOTAL WATER	14,819.67	14,819.67	0.00	0.00	81,725.67	88,918.02	7,192.35	8.09	177,836.00
NET INCOME (LOSS) WATER	-2,102.31	-2,211.67	109.36	4.94	21,344.40	13,269.98	8,074.42	60.85	0.00



CHELSEA GARDENS EMERGENCY PREPAREDNESS

SEPTEMBER 2019

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

Personal Preparedness Is Important:

- It is important for all residents to make the effort to personally prepare themselves for an emergency such as an earthquake. The Emergency Response program being put together in Chelsea Gardens is really designed for people that are affected at a serious level by a large Emergent Crisis. Everyone working together will go a long way to ensuring all residents are properly and safely looked after.

******* REMINDER - Live Exercise Scheduled for October 1st from 1PM to 4PM *******

-In order to practice for a Chelsea Gardens emergency, all teams will be holding a *live exercise* October 1st to simulate our response to a damaging earthquake. This will allow all teams to better understand their roles if a full emergency actually happened. Notices will be put up around Chelsea Gardens to remind people it is only a practice activity.

REMINDER - Personal Preparedness Overview

- On October 27th at 2:30PM, Doug McLeod will be delivering a Personal Preparedness Presentation in the Fireside room. If you have not sat through his presentation or would like to revisit it, mark on your calendar the date and time. It is a fantastic presentation that helps you understand how to prepare yourself for an emergency in Chelsea Gardens – remember that, first and foremost, you are responsible for yourself and your family.

Once Again --- Update Your Personal Information

- Attached is an Emergency Preparedness information sheet that First Responders would need to know about your situation. If any of your information has changed please call the clubhouse or complete the form and drop it off at the clubhouse office to update your file.

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

CHELSEA GARDENS EMERGENCY PREPAREDNESS VOLUNTEER TEAMS --- Leadership Team, First Aid Team, Utilities & Fire Suppression Team, Damage Assessment / Search & Rescue Team, Care & Shelter Team, Pet Care Team, Communications & Transportation Team, Personal Preparedness Team

EMERGENCY PREPAREDNESS

HAS ANY OF THE INFORMATION YOU PROVIDED
ON THE EMERGENCY FORMS CHANGED.....?
NOT SURE.....?



FOR EXAMPLE:

UPDATES:

PHONE #'S

PETS

RESIDENT NAMES

ASSISTANCE NEEDED

SPECIAL EQUIPMENT

EMERGENCY CONTACT NAMES & PHONE #'S

CHELSEA NEIGHBOUR(S) WITH YOUR SPARE KEY

If so, please call the clubhouse office at:

1 604-834-4578

2 604-501-0479





or drop by the clubhouse office and the changes will be updated.

**IT IS SO IMPORTANT THAT THE INFORMATION
FOR THE FIRST RESPONDERS IS CORRECT !!!**



October 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: October 7th- Walk Away the Pounds Exercise Begins at 9:30 am		1 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:30 pm	2 Coffee 9:45 am Whist 7 pm Poker 7 pm	3 Dance 4:45-6:45 Euchre 7 pm Bridge 6:45 pm	4 Pub Night 5:00 - 7:00pm	5
6  Movie Night 7:00pm	7 Arts & Crafts 1-4 Canasta 6:45 pm Ladies' Snooker 7 pm Choir 7 pm	8 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:30 pm	9 Coffee 9:45 am Whist 7 pm Poker 7 pm	10 Dance 4:45-6:45 Euchre 7 pm Bridge 6:45 pm	11  Pub Night with PIZZA 5:00 - 7:00pm	12
13	14 Arts & Crafts 1-4 Canasta 6:45 pm Ladies' Snooker 7 pm Choir 7 pm	15 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:30 pm	16 Coffee 9:45 am Whist 7 pm Poker 7 pm	17 Dance 4:45-6:45 Euchre 7 pm Bridge 6:45 pm	18 Pub Night 5:00 - 7:00pm	19
20	21 Arts & Crafts 1-4 Canasta 6:45 pm Ladies' Snooker 7 pm Choir 7 pm	22 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:30 pm	23 Coffee 9:45 am Whist 7 pm Poker 7 pm	24 Dance 4:45-6:45 Euchre 7 pm Bridge 6:45 pm	25  OKTOBERFEST Pub Night 5:00 - 7:00pm	26 HYMN SING 2:00 -3:15 pm
27  Movie Night 7:00pm	28 Arts & Crafts 1-4 Canasta 6:45 pm Ladies' Snooker 7 pm Choir 7 pm	29 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:30 pm	30 Coffee 9:45 am Whist 7 pm Poker 7 pm	31 Dance 4:45-6:45 Euchre 7 pm Bridge 6:45 pm Halloween At the Gate	Notes:	EXERCISES Fireside Room Monday & Thursday - 9:00am Weights & Bands 9:30- 10:15AM Walk Away the Pounds Starting October 7th Tuesday & Fridays 9:00 am Osteo