

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - MONDAY, June 20, 2016 – 1:00 PM Clubhouse Library

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

STRATA COUNCIL - 2016/2017

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Zenon Jalbert – TH-202

SECRETARY

Bob Hurley - W-122

TREASURER

Gary Beirnes - TH-333

COUNCIL MEMBERS AT LARGE

Garry Kirkland - K-405

Gordon Yamashita - K202

Zenon Jalbert - TH-202

LANDSCAPING/SECURITY

Charlie Sweet-W227

MAINTENANCE/LIAISONS

Garry Kirkland - Townhouses
Gordon Yamashita – Apartments

SOCIAL LIAISON

Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Gordon Yamashita

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

CLUBHOUSE EXERCISE

ROOM/WORKSHOP/BRING FORWARD

Zenon Jalbert

FOUNTAINS/PONDS

Bob Hurley

CLUBHOUSE OFFICE

Patricia Mitoi/Valerie Morris
M, TU, TH, and F - 11:00 AM to Noon
Guest suite booking and Keys

CARETAKERS

(7:00 AM-3:00 PM-Monday-Friday)

Valerie Morris - (604) 834-4578

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

(7:00AM-12:00PM Saturday and Sunday)

Nights/weekends – Valerie Morris

(604) 834-4578

STRATA MANAGER

Ross Ruddick

Gerry Blanchard

E-Mail: ross@crpm.ca

CROSSROADS MANAGEMENT LTD.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

ATTENDANCE:

Bernice Hutton

Bob Hurley

Gary Beirnes

Gordon Yamashita

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Ross Ruddick, Strata Manager

REGRETS

(1) CALL TO ORDER

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

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to adopt the minutes of the May 30, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – JUNE

- Assisted in apartment and clubhouse Fire alarm testing.
- Have learned how to drain and shutoff fountains.
- Using Tec basic to add and remove names on directories.
- I am trying to cleanup computer fob listings.
- There are two outstanding work orders to be completed
- Pool and spa are in great condition no problems
- The front fountain has an issue that will be repaired.
- The East wall pressure washing is nearing completion.
- Working some additional hours to provide coverage.

(4) FINANCIAL REPORT

The Financial Report ending May 31, 2016 was reviewed by the treasurer. It was **MOVED/SECONDED** to approve the financial statements ending May 31, 2016. **CARRIED**

It was **MOVED/SECONDED** to approve the purchase of a GIC in the amount of \$100,000.00 for a 1 year term at 1.45%. **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a) **RV Lighting and Alteration** – The electrician who will be changing the remaining RV Lighting to heads with higher output using energy saving LED lamps is finalizing the BC Hydro rebate program and this needs to be in place prior to commencement.
- b) **Perimeter wall washing** – The project is underway and will continue for approximately two more weeks. The wall does look substantially better. The Strata Council is aware that they will have to look at a remediation project for the balls on the top of the wall and this would be beyond the scope of this year's budget.
- c) **Driveway/Pavement Crack Repair** – Garry Kirkland has developed a comprehensive list of identified crack repairs and this work will commence in late June or early July.
- d) **Cooling Coil for the Kensington** - Some additional information will be required prior to a decision on this project. The Strata Manager is pursuing this information.
- e) **Annual Fire Inspection** – The Annual Fire inspection was completed on June 16 and June 17. Most units were able to be tested. The strata manager will contact the owners of the missed suites to schedule a return date for this required inspection. This will be at the owner's cost. Val Morris coordinated this task and accompanied the techs through the inspection of the apartments and the clubhouse.
- f) **Fish Pond** – Bob Hurley continues to work on the fish pond but it is a continuing battle to try to keep the pond sufficiently free of algae so as to be able to actually see the fish. One major issue is the size of the pond in that it has more gallons (litres) of water than the filter can handle. Upon further research the opinion is that no matter what size filter was used it is doubtful that it would solve the problem. The second problem is that the pond is too shallow and this leads to the sun heating the water....thus the growth of algae. The council does invite owner feedback on whether or not this water feature should be changed from a fish pond back to a reflecting pond. Volunteers do assist in attempting to keep this fish pond clean but the Strata Council has requested that the Strata Manager obtain a quotation from a company that specializes in fish ponds.
- g) **Windsor Door Detector** – The Infrared elevator door detector has been installed in the Windsor building and is working as intended. This was a resolution approved at the Annual General Meeting. There are approximately 96 infrared beams from the top of the door to the bottom. Any object breaking those beams will cause the elevator door to stop closing and reverse itself. This should be very useful for the residents of that building. To hold the door open when waiting for another passenger we ask that you use the "open" button on the panel or break the beams with your hand.
- h) **Stream** - The stream from the swimming pool done to the reflection pond will be cleaned in late June to eliminate algae growth.

(6) CORRESPONDENCE

- An owner wrote that the window cleaners did an excellent job and were very helpful. They noted that there are still leaves in his gutters and this will be attended to. The owner did also identify a vehicle parking in visitor parking for extended periods of time and the Strata Manager was asked by Council to investigate.
- The Council received two separate reports about the early morning smell of marijuana. The Council is prepared to deal with reports this problem as bylaw violations but must have exact locations in order to do so. All owners/residents should be aware that the bylaws of the Strata Corporation and the City of Surrey prohibit smoking within 7.5 meters or 25 feet of any door or window...whether open or not. This means that smoking on a patio or balcony likely contravenes our bylaws and the Council will act upon receiving written complaints.
- An owner contacted the Strata Manager regarding vehicles in their parkade that are in violation of the strata bylaws. Owners were contacted and some, but not all, have come into compliance. Follow-up communication will come from the office of the Strata Manager.
- An owner wrote advising that there have been some small items that have gone missing on her patio and suggested that all owners be vigilant to strangers in the complex.
- The Strata Council received two letters from an owner defending their driving in the complex after being reminded by another owner about the speed limit. The owner suggested that they do obey the 15 k/ph limit but do take corners at that speed as well. The Council notes to owners that our roads do double duty as sidewalks and are extensively used by pedestrians. As with any posted speed limit on public roads and highways, drivers are expected to slow down significantly when turning corners. To remain at the posted speed when turning or cornering is dangerous and the Council rejects the owner's defense of their driving habits. Please do not exceed the 15 k/ph limit and do slow down below that to corner or turn as there may be pedestrians on the road.
- The Council received correspondence from an owner denying that there had been any smoking of marijuana coming from their unit.

(7) COMMITTEE REPORTS

- **APARTMENTS** – Gordon noted no issues in the apartments. The piano that had been placed in the library of the Windsor has now been removed.
- **TOWNHOUSES** – Work continues on spindle replacement and, on occasion, other areas where wood has deteriorated. We do now have a new supplier for garage doors and Garry Kirkland noted that there is one on order.
- **OWNERS MANUALS – FOBS - /KEYS** – A number of new owners have commented that they do not have the owners manual in the three ring binder that contains a great deal of information about Chelsea Gardens. These manuals are intended to remain in the unit when you sell...not to be a souvenir to take away. We have also had new owners comment that they have only received one FOB from the vendors. All units were provided two FOBS when we went to the access control system and these FOBS should be passed on to the new owners. You should also be handing over all other small FOBS and cards and all keys related to the suite or locker room.

- **CLUBHOUSE** – The new blinds have been installed and look great. They are part of an on-going updating of the clubhouse. We have now received a new cover for the swimming pool and it has been installed on the roller by the pool company. Zenon indicated that he will be making arrangements to purchase the new stationary bike recommended by members of the exercise group and this is expected to arrive shortly. The swimming pool has been open and is in steady use by our owners.
- **GOLF TOURNAMENT** – The Golf Tournament has been booked for Sunday, August 21, 2016. Information and the registration form are attached to these minutes and will also be available in the clubhouse and the apartment lobbies. The Strata Manager notes that the entries are not coming in as quickly as he would like and, in order to ensure we do get a shotgun start, we must get the numbers up. This has been a very popular event since being re-activated and The Strata Manager and Garry Kirkland spend considerable personal time on organizing it. The proceeds from the golf tournament have helped provide the AED equipment in the clubhouse and new beds for the guest suites and we hope to continue doing that this year. Please get your entries in over the next few weeks.



- **SECURITY AND SAFETY** – The council would like to remind owners that thieves are opportunists and will attempt to access units through open doors and windows. We are reasonably secure at Chelsea Gardens but the walls and gates will never totally stop property theft. The Council notes that it was saddened to hear of the passing of RCMP Sgt. Marc Searle. Marc was in charge of the Newton detachment and we appreciated his work and dedication as he dramatically improved community policing in our area. Marc and other officers from the detachment reached out to Chelsea Gardens shortly after his appointment and we appreciated his work and coordination with our Strata. Our condolences to his family.
- **SOCIAL** - The Social Committee July Calendar is attached at the end of minutes. The Social Committee does not meet in the summer but are still very active. Their next event is the annual Canada Day party on Friday, July 1st.



- **LANDSCAPING** – The landscaper continues to work on the property and further top-dressing of some garden beds is coming. Owners are reminded that Metro Vancouver (which includes Surrey) has gone to the Stage 1 water restrictions. This limits us to using sprinklers from 5 AM to 9 AM on Monday, Wednesday and Saturday. Owners are free to hand water (using a hose with a shut-off nozzle) garden beds at any time but doing so in the middle of the day is wasteful. Hand watering of lawns is restricted to the permitted days and hours.

- **RV PARKING LOT** – The RV Committee has provided its recommendations for some re-alignment of the lot and this is being pursued by Council.
- **BYLAWS/RULES** – The new set of bylaws and updated rules for your owner’s manual are being distributed at the same time as these minutes. They have been three hole punched for your convenience and should go into your owners manual and the old pages discarded into recycling bins. New owners should read through both the bylaws and rules so as to become familiar with them. These bylaws and rules are not overly restrictive relative to many other strata corporations but do define the type of community the owners of Chelsea Gardens would like to have. The bylaws and rules are continually reviewed for relevance and compliance with the Strata Property Act and recent court decisions. New owners should note that any recommendations for bylaw and rule amendments can be put forward to the Strata Council via the Strata Manager’s various mailboxes and email address. These suggestions are reviewed by a resolution committee prior to being presented to Council for inclusion on the AGM agenda.
- **ADMINISTRATION** – The Strata Council was shocked and saddened with the sudden resignation of our daytime caretaker, Wade Martin on June 10th. Wade had been a fixture at Chelsea Gardens for approximately eight years and was very well liked by the Strata Council and so many owners. No reason was provided for the termination of this contract but it was communicated in writing to the Strata Manager. Council felt it would be inappropriate to speculate what prompted Wade’s departure as this was his sole decision. There was no history of disciplinary action on the part of the Strata Corporation. At the time of Wade accepting this position he chose to be a contractor rather than an employee therefore no severance was required nor was it requested. We do wish Wade well but council feels that in the best interest of Chelsea and the owners we have to move forward.

At a quickly convened “in-camera” meeting held on Sunday, June 12th, the Strata Council accepted this contract termination, appointed an expanded hiring committee and directed the Strata Manager to place advertisements for this vacant position. The Council was advised at today’s council meeting that applications have started coming in and interviews have been scheduled including several booked for this evening at the CrossRoads Management boardroom. In the meantime Val Morris will be working additional hours so as to provide adequate coverage...day and night. The lock-up crew will be taking on the evening lock-up for the duration of this search and hiring.

- **CONTACTING THE CARETAKER** – There are multiple ways to contact our caretakers depending on the situation and the urgency of the issue. Please try to follow these guidelines:
 - ❖ **Office Phone** – The Chelsea Gardens office phone number is 604-501-0479 and you can leave messages on this line. Since the caretakers are usually out of the office it is best to leave messages that do not require an immediate response.
 - ❖ **Cell Phone** – The Chelsea Gardens cell phone will be carried by both the daytime and evening/weekend caretakers. This line should be used, during the day, for items that are considered to be urgent or an emergency. The cell line should not be used for maintenance requests...those should be written on work orders. After 5:00 PM the cell phone should only be called for emergency issues.
 - ❖ **E-MAIL** – You can also email the Chelsea office at: chelseacouncil@crpm.ca
 - ❖ **WORK-ORDERS** - All non-urgent service or maintenance requests should be put on a work-order and left in the caretaker mailboxes in the apartments or the clubhouse. We do attempt to maintain our best practices policy of attending to those requests within 10 days.

8) NEW BUSINESS

- ✚ **Stream** – The stream is to be power washed in the next while.
- ✚ **Parking** – The Strata Manager noted to council that a driveway apron parking concern cannot be addressed due to an original agreement with the developer who, at that time, was the Strata Council.
- ✚ **Council Directives** - The Strata Council would like the Strata Manager and staff to undertake a review of the key system with the hope to reduce the number of common area keys. They also would like the pavers at the front entry examined and want some items removed from the RV lot that are restricted at the landfill.

(9) ADJOURNMENT

- The meeting was adjourned at 2:30 PM.
- The next council meeting is Monday, July 25th, 2016 at 1:00 PM – clubhouse library

Ross Ruddick, Strata Manager,
CrossRoads Management

Owners are advised that they should retain their printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years worth of minutes and, if you do not have them, there is a charge of .25 per page from CrossRoads for this service. Retaining the minutes will help you and/or the buyer avoid this charge.



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

Calling afterhours for an emergency you will be asked to press “1”. This takes you to our afterhours 24/7 call centre who will then contact the Strata Manager (or their back-up) at home or cell phone.