

MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED

STRATA COUNCIL - 2015/2016

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Charlie Sweet - W-227

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

MAINTENANCE/LIAISONS

Garry Kirkland - Kensington & Mayfair

Gordon Yamashita - Windsor/Mayfair

Bob Hurley - Windsor

SOCIAL LIAISON

Charlie Sweet/Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Bob Hurley

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

EXERCISE ROOM/WORKSHOP/BRING FORWARD

Zenon Jalbert

SPECIAL PROJECTS

Charlie Sweet, Bob Hurley, Gordon Yamashita

CLUBHOUSE OFFICE

Patricia Mitoi/Valerie Morris

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

Guest suite booking and Keys

CARETAKERS

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

Wade Martin- (604) 834-4578

(5:00PM-7:00AM 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

ATTENDANCE:

Bernice Hutton

Charlie Sweet

Bob Hurley

Gary Beirnes

Gordon Yamashita

Ross Ruddick, Strata Manager

REGRETS

Garry Kirkland

Zenon Jalbert

(1) CALL TO ORDER

The meeting was called to order at 1:05 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 January 18, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT

Wade Martin provided council with a summary of the recent activities of our staff:

- Work Orders are completed with no outstanding issues other than work orders that have been forwarded to council members
- Hot Tub will be addressed and repaired by the end of the week. (Feb 19, 2016)
- New fountain heads installed on 3 fountains, two of which are cleaned and running. One which is cleaned but waiting for electrician to repair the light fixture. All have received positive comments from residents.
- Clubhouse, office break in damages have all been repaired and improvements have been added, such as strike covers, reinforcements to office door, etc.
- Added 2 additional walk way lights to stairs at Mayfair, Kensington, to further enhance lighting, safety, and security.
- Ongoing garage door programming minimal
- Smoke detector battery exchange due to past power outs.
- Maintain, maintain, maintain. (water readings, garbage areas, R.V. lot etc.
- Re and Re"d park benches for apartments. (sanded, painted c/w minor repairs) with the assistance from Jesse.

(4) FINANCIAL REPORT

The Financial Report ending January 31, 2015 was tabled until the next meeting as the timing of this council meeting did not provide sufficient time for the preparation of the financials.

The Strata Manager reviewed the accounts receivable with minimal outstanding amounts that are being addressed by CrossRoads Management.

It was **MOVED/SECONDED** to invest \$100,000.00 in a GIC for 24 months at 1.60% **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a) **Swimming Pool Deck** – The council has received proposals which will be brought forward to the Resolution Committee to be reviewed and recommended to the AGM as a spending resolution.
- b) **Lighting** – It was **MOVED/SECONDED** to replace the lower ceiling tiles and purchase new light fixtures for the clubhouse. **CARRIED**
- c) **Committee Meetings** - The meeting time for the Resolution Committee will be set and advised to individuals that are on the committee.
- d) **Bring Forward** – Council member Zenon Jalbert and the Strata Manager have compiled the full list of spending resolution possibilities to be presented to the Resolution Committee.
- e) **Recycling and Waste** – The tentative date for **Trash & Treasure Day** has been set for June 4th and 5th, 2016. Complete details will be in the next set of minutes and also posted on notice boards throughout the complex. The Council will also be arranging for a date in September to provide owners an additional opportunity to dispose of unwanted items. This will not be a Trash or Treasure Day...simply a large disposal bin brought onto the property and left for a short period of time.
- f) **Correction regarding recycling** – The last minutes indicated that townhouse recycling is every second week and, in fact, it is every week.
- g) **AED Training** – We are scheduling another AED training day this spring. Please sign up on the posted notices if you are interested in taking the training.
- h) **Glass over Clubhouse Entry** – It was **MOVED/SECONDED** to approve replacing the sealed unit in the clubhouse ceiling that is leaking and to re-caulk the atrium sealed units. **CARRIED**

(6) CORRESPONDENCE

- There were a number of letters from owners identifying vehicles that were being parked in the visitors parking longer than the authorized time limit. Owners are reminded that residents are not allowed to park in visitor parking and visitors are restricted to 7 days in a 90 days period without council permission.
- Owners are reminded not to feed birds or crows as the bird seed attracts rodents. Please do not feed birds or rodents as pest control is expensive. The only bird feeders permitted are

hummingbird feeders and these should only consist of sugar water and be quite high off the ground.

- Chelsea Gardens is a dog friendly community. Aggressive dogs are not welcome in our complex. Owners have expressed encountering aggressive dogs while on walks. All owners are to ensure their pets behave while on common property. There was a report recently about an aggressive dog but the witnesses were unable to provide identification of the owners.
- An owner wrote to suggest that the employees wear distinctive wear so that owners know that they are on staff. The council has instructed the strata manager to look into safety vests with the Chelsea Gardens insignia.
- An owner wrote for clarification of points made in the last set of minutes. Balconies that can be enclosed up to 60% are permitted on townhouses but not on apartments. The closest re-use it centre is #110 – 13245 – 72nd Avenue and Value Village will accept some, but not all, items that may be suitable for re-sale.
- Dave Pritchard is organizing a series of 8 weeks of bridge lessons. He was in search of an overhead projector and Crossroads Management Ltd. had one at the office that was not being used and has donated it to Chelsea Gardens.
- An owner wrote that an owner in the Windsor is smoking an illegal substance. The council has instructed the strata manager to send a letter to the owner demanding that this practice stop.
- An owner noted that the lights in the clubhouse were on after hours. For a few nights after the break-in it was suggested by the RCMP that the lights be left on. The clubhouse has had increased security put in and the lights are now back to being turned off with night rounds.
- An owner wrote for special compensation regarding visitor parking due to family illness and this was granted.
- An owner wrote requesting that a bin be put in the apartments just for deposit cans and bottles. The council has rejected the request because the cans and bottles will attract rodents and wasps.
- An owner wrote to council regarding an article in the newspaper about stratas that do not have depreciation reports or sufficient funds in their Contingency Reserve Funds. Chelsea Gardens has both a depreciation report completed in 2013 and a very healthy CRF far exceeding the levels at most BC strata corporations.
- An owner wrote to council requesting that dog owners pick up after their dogs and council reminds pet's owners of their responsibility to pick up and properly dispose of pet waste.
- An owner wrote advising council that their guests enjoyed the new mattresses. They suggested some other operational improvements and these will be incorporated into our procedures. Please note that, contrary to what is noted in the owner's manual, the check-out time for guest suites is 9:30 AM.

(7) COMMITTEE REPORTS

- **APARTMENTS** – The landscaping firm was requested to add some soil material to raise up the level of the garden bed adjacent to the recently installed pathway in the “island” by the Windsor in order to guard against someone slipping off. This will be done shortly.

- **TOWNHOUSES** – No report
- **CLUBHOUSE** – Volunteers are needed to assist in changing the (lower) ceiling tiles in the clubhouse. If you are available please contact Charlie Sweet.
- **GOLF TOURNAMENT** – The Golf Tournament has been booked for Sunday, August 21, 2016. If you are interested in volunteering to help organize and run this great event please contact the Strata Manager.
- **SECURITY AND SAFETY** – The recent break in at the clubhouse cost us approximately \$3000.00 in repairs to the vandalism and the subsequent additions to improve the overall security. Although we are insured for events such as this, the deductible is \$5000.00 and would only cover actual damages and not any improvements such as were made. The attending RCMP did have some recommendations for us to follow and it was **MOVED/SECONDED** to purchase a camera/PVR to a maximum of \$800.00 and to install the cameras in a variety of locations in the clubhouse. **CARRIED**

The strata manager is to investigate the cost of a security alarm system and will report back to council.

- **SOCIAL** - The Social Committee January Calendar is attached at the end of minutes. We have attached the executive summary of their last meeting below:

**Social Committee Meeting February 3rd, 2016
Executive Summary**

1. Dishwashing:

We are looking into the possibility of purchasing an industrial dishwasher. These are much more expensive than those designed for domestic use but they do a better job of meeting sanitation requirements and are much faster. They are also larger so we are investigating to see if our kitchen would accommodate an upgrade like this.

2. Pub night 50/50

There are only about three of our members who regularly attend pub night and take on the selling of 50/50 tickets. If one or two of them are away or are otherwise occupied the 50/50 is a very hit and miss affair. It is the money from the 50/50 that allows us to purchase snacks for our pub night patrons. We agreed to set up a roster and have our members sign up in advance for this job. Several who do not normally come to pub indicated that they would be willing to sell these tickets on an occasional basis.

3. Saturday, March 5th, Dinner Dance:

We have retained the services of a professional DJ. He will arrive at 5:30 to set up and will provide musical background during dinner and dance music until 11:00 PM. He has done events at Chelsea before and is familiar with the demographics of our community and the musical tastes of its residents. He will also be open to some requests from guests. We will be serving a dinner of rotisserie chicken, salads and dessert. Dinner tickets will be \$12.00 and will be on sale Wednesday February 17th and 24th and Friday, February 19th and 26th.

4. Spring dinner, Saturday, April 2nd, Volunteer Appreciation, Sunday, April 24th, and July 1st celebration:

Committees have been struck to organize these events. We are might seem a little ahead of ourselves on the July event but we are booking entertainers so that has to be done well in advance.

- **LANDSCAPING** – It was **MOVED/SECONDED** to approve the quote from Allen Brothers Landscaping for a variety of improvements and renovations due to the 2015 drought. **CARRIED**

- **RV PARKING LOT** – No report from the RV Committee.
- **BYLAWS/RULES** – The Resolution Committee will be reviewing a few suggested bylaw amendments at their meeting. One owner did suggest to make Chelsea Gardens entirely non-smoking...including within the strata lots.
- **ADMINISTRATION** – Our new resident part-time caretaker is in residence. Valerie's 30+ years in caretaking is very evident and is doing a good job. The Strata cell number (604-834-4578) is the correct one to call regardless of who is on duty. Our staff has an efficient call forwarding system.

8) NEW BUSINESS

- ✚ **New Fountain Heads** – The new fountain heads have arrived and are installed. Comments from owners are that they look great.
- ✚ **New Spa Jet Fittings** – There has been some significant leaking of many of the jets in the hot tub and this needed to be corrected as soon as possible. It was **MOVED/SECONDED** to replace the spa jets in the Hot Tub. **CARRIED**
- ✚ **MacArthur Vantell Ltd Quote** – The Strata Manager recommended to Council that it would be proactive to check the moisture levels in the apartments as it has been several year and he did solicit a quotation from the consulting engineering firm we have worked with in the past. It was **MOVED** and **SECONDED** to approve the quote from MacArthur Vantell Ltd to secure readings from the existing moisture sensors in 110 locations in the walls of the apartments. **CARRIED**
- ✚ **Low Flushing toilets** – The council was presented an analysis from Zenon about the possible cost savings in water use by retro-fitting with low flush toilets. It is estimated that the savings, at the current rates charged, would be approximately \$18.00 per year. The payback period is obviously too length and the Council will not be proceeding at this time with the replacement of the toilets to low flushing toilets. Certainly, if owners are doing renovations that include toilet replacement, low flush models should be considered.
- ✚ **Quote to replace/install new lights in the fountain** – the council requested the strata manager to obtain clarification of the quote.
- ✚ **Insurance Renewal** – The council reviewed two quotes for Insurance renewal and they are waiting for a 3rd quote. Depending on the cost and terms of the final quotation the council authorized the Strata Manager to contract with one brokerage that, so far, has offered the best terms and price. It was **MOVED** and **SECONDED** to authorize the Strata Manager to bind the insurance policy and to borrow from the Contingency Reserve Fund to pay the premium and to repay the CRF every month with interest. **CARRIED**
- ✚ **Window Shade Covering for Townhouses** – The council had received a request from an owner to consider approving and exterior window covering to reduce sunlight as awnings will not work on the windows concerned. The owner had gone to the same supplier as our awning and presented a material and a colour to propose to Council. This would fall under the Rules in Section 2 (c) and the owner is in compliance by requesting, in writing, permission from Council. The Council examined the material and colour and found it to be very attractive and one that coordinates well with our buildings. It was **MOVED/SECONDED** to approve the outside blind in the colour "Alabaster". **CARRIED**

✚ **Signage** – Thanks to the support from an owner, the clubhouse Wi-Fi signal has been boosted so that it has a stronger signal throughout the building. The current signs are inaccurate as to the password and it was **MOVED/SECONDED** to approve the quote for new signs. **CARRIED**

✚ **Clubhouse Wi-Fi** - The Wi-Fi in the clubhouse has been installed to be used by our staff, guests in the suites and Chelsea Gardens residents while using the clubhouse facilities. It has been noted that some nearby townhouses have been logging in to this Wi-Fi from their units and this causes the system to slow down significantly. It is likely that this is unintentional as many devices remember the login information of Wi-Fi locations. Please log-out of the Chelsea system and use your own internet connection while at home. The Login information for the clubhouse Wi-Fi is: Chelseaclubhouse and the password is: CHELSEAWI-FI.

(9) ADJOURNMENT

- The meeting was adjourned at 3:25 PM.
- The next council Meeting will be Monday, March 21, 2016 at 1:00 PM in the 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 on their cell phone.