

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - MONDAY, May 30, 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)

Wade Martin- (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,

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Phone: (778) 578-4445

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EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

ATTENDANCE:

REGRETS

Bernice Hutton
Bob Hurley
Gary Beirnes
Gordon Yamashita
Garry Kirkland
Zenon Jalbert
Charlie Sweet

Ross Ruddick, Strata Manager

(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 April 25, 2016 council meeting as circulated. **CARRIED**

Bill Steer, the RV Committee Chair, gave an oral report to the council. The RV Committee has worked on doing a re-alignment of stalls to improve pulling-in/pulling-out and possibly increase the capacity. They are pleased that new lighting is under consideration as that will improve security. Bill indicated that he will be departing for an extended holiday and that Ray Smith will be doing the RV assignments for the next several months. The re-alignment will start with approximately 30% of the stalls on the North East side.

(3) CARETAKER'S REPORT – WADE AND VALERIE

- Beginning of season pool start up and inspection. All equipment running well and we passed inspection from Fraser Health.
- Fish pond. Trial filtration built and installed.
- Repairs to RV lot chain link fencing.
- Fountain in front of clubhouse drained, cleaned and new lights installed.
- Large fountain at entry serviced.
- Service requests: ants, smoke alarms, fire doors.
- Reflection pond cleaned and refilled.
- Fountain in front of clubhouse drained, cleaned and new lights installed.

(4) FINANCIAL REPORT

The Financial Report ending April 30, 2016 was reviewed by the treasurer. It was **MOVED/SECONDED** to approve the financial statements ending April 30, 2016. **CARRIED**

The Strata Manager reported that there are a total arrears of \$123.25.

(5) BUSINESS ARISING FROM THE MINUTES

- a) **AED Training** – The AED/CPR training went well. There are 13 new accredited volunteers. The list of trained individuals will be updated and posted at the AED station in the clubhouse.
- b) **Dog owners bite back** – The Strata Council received considerable amounts of correspondence regarding a suggestion in the last set of minutes that dog owners take their pets outside of the complex to do their “business”. The Strata Manager (who authors these minutes) acknowledges that the wording left the impression that pet owners are being irresponsible and that certainly is not the case. The Council wishes to make it clear that Chelsea Gardens has been and still remains a pet friendly complex and that it was never intended to demand or compel owners to take their dogs off the property. This was only a suggestion and may not always be practical. It is appreciated by the Council that pet owners welcome the security of walking their dogs within our walled acreage. It was certainly never suggested in the minutes that dog owners are not picking up after their pooch and the Council does believe that our owners are very responsible in that regard. Some writers noted that lawns are common property and, indeed, they are. A number of letter writers did acknowledge that, although the front lawns are common property, many owners take special care of front yards and gardens and don’t want them damaged. There were letters indicating that many dog walkers do carry water to dilute dog urine on lawns and that they also respect individual owner requests to avoid the common property lawns in front of their units. Others noted that they try to prevent their dogs from marking their territory by not letting them pee in the same spots.
- c) **RV Lot lighting and Alteration** – It was **MOVED/SECONDED** to approve the expenditure to remove a portion of curbing and lawn to permit re-alignment of stall and to paint this new adjusted parking stall lines and numbers and to upgrade the lighting in the RV lot. **CARRIED**
- d) **Arborist Work** – The arborist has completed the removal of some dead trees and pruning of other trees. The arborist was shown a tree by the Windsor that is leaning dangerously and a tree cutting permit will be required. The arborist will submit that application on our behalf but Windsor apartment owners are cautioned that the removal of this tree will take away some shade. This is unavoidable but a replacement tree will be considered.
- e) **Perimeter wall washing** – The council approved a plan that will use both Valerie and an independent contractor for pressure washing the interior of the perimeter wall. This work could not be done in 2015 due to the watering restrictions.

(6) CORRESPONDENCE

- An owner wrote regarding uninsured vehicles in the parkade. The vehicles have been identified and letters sent to the owners to provide storage insurance. Once confirmation of insurance is obtained the strata manager will provide the owner with a decal that will be placed on their dashboard so that our staff (and owners) are informed that the stored vehicle is complying with the bylaw.

- An owner wrote about excessive speed on our roadways. While it was indicated at the AGM that some outside companies have been contacted and warned, a considerable number of violations are our own owners who are still driving over the 15 kp/h limit. The roads at Chelsea Gardens do double duty as walkways for owners and there is a possibility of a serious vehicle/pedestrian accident because of excessive speed. The council will take action on any reported and identified violators. If you do not know the identification of a speeder, the vehicle type and license plate will likely help to establish owner information.
- An owner wrote regarding a piano that appeared in the library at the Windsor without any notice or consultation. The piano was from the clubhouse library and became available when a donation of a newer piano was accepted. The piano in the Windsor will be removed and, as of the writing of these minutes, is available for free to any Chelsea owner.
- An owner wrote regarding the number of crows in the complex and asked if anything could be done to discourage them from nesting. We are not permitted to take action like that but all owners should note that feeding crows invites them to stick around. This owner indicated that they have noticed others feeding the crows. The Council reminds owners that it is contrary to the bylaws to feed any bird (other than hummingbirds) or wild animal.
- An owner wrote inquiring if there are two years of council minutes available in electric form. The Strata Manager noted that the management company retains six or more years worth of minutes as required by the Strata Property Act and owners may obtain printed copies (for a cost) should they require them for a possible sale. Chelsea gardens does have a website and PDF copies of several years of the minutes are posted there. Owners are encouraged to register on this website. Many owners who “snowbird” do access this website while they are away.
- It was recommended by an owner that Council address, at the next AGM, a correction in the bylaws referencing “common parking area” noted in bylaw 37 (4). This is intended to refer to the “common property parking area in the parkades” and will be enforced as such. The recommended change will be a bring forward item.
- An owner wrote to council suggesting that their vehicle was damaged by one of our contractors. The council asked the strata manager to get in touch with the owner.
- An owner wrote regarding the siding on the North face of the townhouses. The strata manager will be meeting with a contractor to view and quote on this work.
- An owner wrote to thank council and staff for the new bench by the walkway. The owner would like to see more benches around the complex and this will be investigated by council as to costs.
- There was a complaint about a vehicle extending from a driveway apron onto the roadway. This is contrary to the bylaws and the council instructed the strata manager to send a letter to the offending party.
- The Council received a letter from an owner concerned that their previous letter regarding missed garbage service was dismissed by Council as not being legitimate. The Strata Council has asked the Strata Manager to ensure that our townhouse waste contractor does not miss any units.
- An owner sought permission to take out two rhodos that are not surviving and replace with a Japanese dwarf maple tree. The council approved the request.

(7) COMMITTEE REPORTS

- **APARTMENTS** – No report.
- **TOWNHOUSES** – The spindle work on the townhouses has been started. There are a number of garage doors that are on order but we have changed suppliers. Various window repairs are in the process of being done.
- **CLUBHOUSE** – The new blinds ordered for the clubhouse should be installed by the middle of June. Zenon provided the rest of Council an extensive written report regarding the workshop, exercise room and asked for some action on workshop housekeeping and safety. The Council notes that improved lighting in the workshop will be part of the approved lighting retrofit resolution. A new first-aid kit will be purchased to replace this old existing one. It was tasked to our staff to ensure that only persons authorized to use the workshop have fob access. Spouse/partner access is not permitted unless the individual has received the proper training. There is also a concern about leaving tools and building materials in the workshop and a new rule was proposed: “Unidentified tools and materials left longer than eight weeks will become property of the woodworking shop.” It was **MOVED/SECONDED** to adopt this new rule. **CARRIED**

An owner had done extensive research on a replacement stationary bike and it was **MOVED/SECONDED** to purchase an Air Force Dual Action Cycle w/Watts Cons for the exercise room. **CARRIED**

SWIMMING POOL COVER – The council was advised by the Strata Manager that a new cover for the swimming pool is on order.

EXTENSION OF EPOXY STONE – The Council heard a presentation by the firm that installed the epoxy stone at the front of the clubhouse and in portions of the area adjacent to the clubhouse at in the pool area. There was some damage caused by an owner who walked on the freshly installed product and the installer noted that there were a number of owners who ignored the yellow caution tape and recommends bringing in a security guard for any future work. The company provided the council a quotation to repair this owner caused damage and to extend the epoxy over a portion of exposed aggregate. The Council will retain this quotation for discussion later in the fiscal year and after the seasonal closure of the pool.

- **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. Information and the registration form is attached to these minutes and will also be available in the clubhouse and the apartment lobbies. There are a limited number of spaces available both for golfing and for dinner and we do expect to sell-out. Get your entry in early to ensure you have a spot.
- **SECURITY AND SAFETY** – The council would like to remind owners that, with the hot weather arriving for summer, you need to ensure that any windows left open for ventilation should only be open a few inches and should be secured so that thieves cannot open them and gain access. Garage doors ideally should not be left open. All owners should consider changing out back lights to be LED and leave them on all night or install a motion sensor light. Thieves do not like light.



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

Social Committee Meeting May 2nd, 2016 Executive Summary

1. Volunteer appreciation tea, April 24th:

We had ninety guests attending this event and it certainly looked like everyone was having a good time. Those in charge of the food did a great job of estimating quantities so there were not too many leftovers. Our big group picture was the best yet. (See it on the wall of the pub.) Once again, it looked like guests were enjoying the slides that set out their contributions for the past year. There is a link to this slide show on line at <http://members.shaw.ca/ChelseaEvents>

2. Pool opening coffee May 21st:

Last year on the day that our pool opened we invited residents to come and see the new deck furniture. We served coffee, muffins and Timbits. It was a very pleasant morning and we met some of our neighbours who because of work commitments aren't able to get to many of our week day get-togethers. A new liner is not as showy as the furniture was but we thought that was enough of an excuse to invite all to come celebrate our pool opening again. On Saturday, May 21st, we will have the coffee on at 10:00 and will be offering that and something by way of snacks from then till 12:00.

3. Saturday, June 4th, 2:00-4:00 PM--Strawberry tea:

Our strawberry tea has been scheduled to catch our local strawberries at their best. The ladies are invited to wear their favourite frock and a fancy hat if they have one. Gentlemen will be most welcome. Tickets will be \$6.00 and will be sold Friday, May 20th and 27th and Wednesday May 25th and June 1st.

4. July 1st:

Our steel band has been booked and we are investigating the possibility of using a catering service for our meal. We are hoping to make this year's event less labour intensive. Plans should be finalized in time for our next meeting. In keeping with our Caribbean theme, rum punch will be the bar special for the day.

5. Summer bar hours:

We will be having a cash bar for a special event on May 14th so will not be opening the bar for our regular third Friday sing-along on May 20th. Residents should bring their own drinks that night. Also we are allowing our bar staff to take some holidays so there will not be a cash bar for July 15th.

All are reminded of the conditions on our license and asked to notify bar staff if at any point they see someone who has had a bit too much to drink since it is the license holder's responsibility to see that such a person gets home safely.

6. Residents' private use of tables and chairs from the clubhouse:

The sign up book, which residents are to use if they are borrowing tables and chairs, is being moved. It will be on the inside of the door to the closet at the west end of the Fireside Lounge. (That is the cupboard where the chairs and tables are stored.) We will put a sign on the door reminding our borrowers to sign the book when they take items and then initial the book when they bring them back.

7. Election of executive:

By acclamation, in all cases, our new executive is:

- Treasurer: Barb Gregg
- Secretary: Margy Jalbert
- Vice chair: Terry Hyde
- Chair: Patti Scott

Social Committee Meeting June 1st, 2016 Executive Summary

1. Canada Day, Friday, July 1st:

We will be having caterers prepare some of the dishes for the meal we are serving on Canada Day.

It will consist of mildly seasoned Caribbean chicken, with rice and peas, sweet potatoes, salad and dessert. The Caribbean steel band will be arriving at 3:00 PM and have been booked to play through to 7:00. A rum punch will be the featured drink at the cash bar and a non-alcoholic version will also be offered. Tickets will go on sale starting June 15th. Posters will provide ticket price and more particulars about our sale times.

A question was raised about whether guests can be invited to this event. For many years the rule has been that only guests who are staying overnight can be invited to join us. Children create a special problem since Diane, as the holder of the liquor license must fill out a special declaration if there are going to be any minors at an event. Residents are not encouraged to bring youngsters but if they do, they need to contact Diane by June 13th so she can do the necessary paperwork.

2. Summer bar hours:

There will be no cash bar on June 17th or July 15th.

Dave Pritchard will be away on our normal sing-along night in June but Al Rozek will be here and will lead all willing songsters as usual.

3. Future Planning:

- a) We are hoping to have cards and a calendar printed featuring photographs of Chelsea Gardens in the various season. We will be seeking photo contributions from residents and will provide suitable acknowledgements for any prints that are used. We will be offering these along with some home baking for sale on November 19th. Residents can get an early start on their Christmas shopping.
- b) We will be having a corn roast and barbecue in September. We may have to make that an early date since the unseasonable warm spring gave a lot of our local produce a jump start.

4. Council/Social Committee joint concerns:

- a) It has been suggested that we put up Christmas lights in our central garden and walkway. Bob Hurley, our council liaison knows of some lights that aren't being used and will see if they would work in this setting.
- b) It was agreed that we need to look into getting appropriate covers for storing our pool deck furniture in the off season.
- c) The social committee has offered to provides funds so that council can purchase a proper filtration pump for the koi pond. There is, however, some deterioration of the concrete in that pond and before spending money on a new pump council want to make sure that the problem is not the result of the concrete leaching. We hope that together we will be able to resolve this issue.

The Strata Council discussed the various Social Committee reports and financials along with a request that the Strata Corporation assist financially with the Volunteer Appreciation Tea since a number of those invitees do considerable work that saves the Strata Corporation large funds. It was **MOVED/SECONDED** to assist with the cost of the Volunteer Appreciation Tea held on April 24, 2016. **CARRIED**

The Strata Council did note that the Social Committee had submitted a proposed event calendar that offers a wide variety of great events. This very full calendar indicates events from September 2016 to December 2017.

- **LANDSCAPING** – There has been some lawn top-dressing and this will be a work in progress. Allen Brothers have planted many of the annuals and installed the hanging baskets that add to the beauty of the grounds at Chelsea Gardens.
- **RV PARKING LOT** – Bill Steer provided Council with the minutes of the last RV Committee meeting.
- **BYLAWS/RULES** – No Report
- **ADMINISTRATION** – The Strata Manager provided Council an oral report about administrative matters and there are no major issues.

8) NEW BUSINESS

- ✚ **Crack Repair** – Garry Kirkland has identified the necessary repairs to be made to driveways and walkways and provided the list to the Strata Manager. We will have some of this work done by a different contractor this year. This work should commence sometime in July and will continue through August.
- ✚ **Cooling coil for Kensington** – It was **MOVED/SECONDED** to approve the quote to install a cooling coil in the Kensington as per the spending resolution approved at the AGM. **CARRIED**
- ✚ **Annual Fire Inspection** – The annual Fire Inspection will be held starting on Thursday, June 16, 2016 and running through to Friday, June 17, 2016. Val will be assisting Fraser Valley Fire Protection with the inspection. This is a **mandatory** annual requirement and the fire inspection fire will require access to every apartment suite in order to test fire equipment. The access days and approximate start times for the apartments are:

Kensington – Thursday, June 16th at around 8:00 AM and continuing through the morning.

Mayfair – Thursday, June 16th at around 12:30 PM and continuing through the afternoon.

Windsor – Friday, June 17th at around 8:00 AM and continuing through the morning.

If you will not be home please provide a neighbour with a key. If suites cannot be accessed then the fire protection firm will have to return and this will be charged to the individual owners.
- ✚ **New awning acceptable colour/pattern** – The Strata Council was advised that the current approved awning colour is no longer available from the manufacturer. This means that there will need to be a new accepted standard that owners may use. The council reviewed the sample book and has selected a new approved fabric and colour. The material chosen is from Arpella Awnings in “Heather Beige” (a solid colour). This is an amendment to the current rule and it will be brought to the owners for ratification at the next AGM. Owners wishing to install awnings must submit a written request to the Strata Council via the Strata Manager.
- ✚ **Not Flushable** – The Strata Manager noted to Council that there had recently been an excellent television piece that discussed major issues in Vancouver’s sanitary pipe system caused by people putting inappropriate things down sinks and toilets. All of the issues identified in this news item also apply to Surrey and the sanitary sewer lines that we access at Chelsea Gardens. Many products claim to be “flushable” such as wipes, cat litter, adult incontinence products, paper towels and more. The staff who maintain and clean out the Vancouver sanitary waste pipes dispute all of these claims and note that major (and costly) problems arise because of these products. They belong in the garbage and not the toilet. We also need to minimize the amount of heavy oils and grease that are put down sinks. Again, they are better in a jar in the garbage.

- ✚ **Fish Pond** – The Council discussed the fish pond and Bob Hurley noted that several steps are being taken by staff and volunteers to clear the water so that people could actually see the fish. Owners are advised that they are not to add any fish to the fish pond without permission from Council.

(9) ADJOURNMENT

- The meeting was adjourned at 3:40 PM.
- The next council meeting is Monday, June 20th, 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 on their cell phone.

