

## COUNCIL MEETING MINUTES - MONDAY, March 21, 2016 – 1:00 PM Clubhouse Library

## 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 &amp; 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 132<sup>ND</sup> STREET,

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

**EMERGENCY CONTACT**

24 HOUR SERVICE

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

**ATTENDANCE:**

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

**REGRETS**

Ross Ruddick, Strata Manager via telephone  
Maureen Ruddick

**(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 February 15, 2016 council meeting as circulated. **CARRIED**

**(3) CARETAKER'S REPORT**

- Wade Martin provided council with a summary of the recent activities of our staff:
- Fountains at the Mayfair and Kensington are experiencing some operational quirks with new fountainheads. Will be monitored and fixed with screening at the next full draining..Short term solution is to closely monitor, and repair until next complete draining. Exterior center pump on center fountain has been fixed and is now running. Club house fountains center stack will be repaired on next drain down complete with some visual differences as a trial. Exterior large fountain will be up and running by noon tomorrow.
- Club house ceiling tiles have been completed by the volunteers...co-ordinated by Charlie Sweet. I have removed all old tiles to R.V. shed for next load of garbage.
- The Hot tub has finally been repaired correctly and has been running six days without incident.

- Resident service requests are being attended to usually within six
- days... weather permitting. Residents understand this.
- Val has now been trained on both programming of fobs and clickers as well as water readings and entering information onto computer.
- All other day to day operations have continued

#### (4) FINANCIAL REPORT

The Financial Report ending February 29, 2016 was reviewed by the treasurer who indicated that the financials are tracking for a surplus at year end.

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

#### (5) BUSINESS ARISING FROM THE MINUTES

- Committees** - The council reviewed the recommendations from the resolutions committee and approved a majority of them to be brought forward to the owners at the AGM.
- Junk pick up** – In addition to the Treasure and Trash Day on June 3 and 4<sup>th</sup>, 2016 the council is proposing to have a junk pick up in September. The dumpster would be dropped and remain in visitor parking for 2-3 days. The tentative date is September 30 to October 3, 2016.
- AED Training** – The council asked the strata manager to contact the Red Cross and schedule a training session in early May, 2016
- Glass over Clubhouse Lobby** – the glass over the clubhouse entry has been replaced and the contractor did some caulking of other areas so that there should not be any more leakage.
- New Hot Tub Jets** – The hot tub jets have been replaced and the hot tub is up and running again.
- Lighting in Fountain** – It was **MOVED/SECONDED** to approve the quote to install lighting in the fountains. **CARRIED**
- Insurance Renewal** – The insurance for Chelsea Gardens has been renewed with CMW for the period March 1, 2016 to March 1, 2017.

#### (6) CORRESPONDENCE

- An owner wrote to advise Council about a recent owner-to-owner confrontation and commended Valerie Morris for handling the matter in a level headed manner.
- An owner wrote to advise council that her strata fee would be late. The council has requested that the strata manager deal directly with the owner.

- An owner wrote to advise council that an owner continually parks in visitor parking. Owners are reminded that they are not to park in visitor parking under any circumstances. This vehicle will be towed without further notice.
- An owner wrote requesting re-imbursement for a plumbing invoice that they feel is a strata issue. The plumbing company is not one that is on the strata recommended list and council instructed the strata manager to reply to the owners. Owners are to call the Chelsea Gardens cell line (604)834-4578 and advise the staff member of the problem if there is any chance it is a strata issue. The Chelsea administration has contractors that they used on a regular basis and obtain preferred pricing on jobs.
- An owner wrote regarding excessive speed in the complex. If it is a commercial vehicle the owner is asked to advise Ross at Crossroads Management and they will send a letter. Crossroads did send out two letters in January and both companies called to confirm they spoke to the drivers.
- An owner wrote council regarding the pending birth of their child and asking if Council would be someone lenient should their unit not sell before the birth date. The council indicated they would give a 60 day extension but hope the property sells before that date.
- An owner wrote council requesting clarification of the window shades and was provided the contact information of the owner who had them recently installed.
- An owner wrote to say he was in the garbage area when the compactor driver returned a toaster and fluorescent tube. These are not items that should be put in the dumpster. If the driver did not catch these items it would have cost Chelsea a fine of half the dumping fee of the whole load. Owners, please, be careful what you put in the dumpster.

## **(7) COMMITTEE REPORTS**

- **APARTMENTS** – Nothing to report
- **TOWNHOUSES** – There will be a few minor repairs and cleaning and painting of the green metal trim to be scheduled after the AGM in the next year's budget.
- **CLUBHOUSE** – Thanks to Charlie Sweet and the volunteers who assisted in changing the ceiling tiles in the clubhouse.
- **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** – All is good. The new cameras are working
- **SOCIAL** - The Social Committee April Calendar is attached at the end of minutes. We have attached the executive summary of their last meeting below:

### **1. Shrove Tuesday, February 9<sup>th</sup>:**

83 guests bought tickets for this event. The pancakes and toppings were great and we must extend a big thank you to Tim Major and the two fellow Lions he recruited to cook for us. The only negative comments we heard related to how we served the dessert. The homemade cookies were a hit but we were dishing them out onto the same plate as the main meal so some people found they had syrup or fruit topping all

over theirs. This made them hard to eat tidily and generally reduced their appeal. A few options to address this type of problem were discussed. For future events where we do not have a separate dish or container for the dessert, we may try putting a communal platter on each table.

**2. Spring dinner, Saturday, April 2<sup>nd</sup>:**

This date is fast approaching and we will want to start ticket sales on March 16<sup>th</sup>. The price will be \$12.00 and there will be a 5:00 and a 6:30 seating.

**3. Volunteer Appreciation, Sunday, April 24<sup>th</sup>:**

Volunteers should mark this date on their calendar and keep an eye out for posters and sign-up sheets.

**4. Friday, July 1<sup>st</sup> entertainment:**

We have booked a steel band to play for us. We will have a Caribbean theme and the planning committee will be deciding on a menu that reflects the cuisine of that area.

**5. Kitchen cutlery:**

Diane

The members who spent yesterday morning wrapping our cutlery for the March 5<sup>th</sup> dinner/dance say it is disgusting. It is mismatched, fork tines are bent and some pieces bear the logos of local restaurants. They think we could do better than this. We agreed. **MOVED/SECONDED** that we purchase 150 place settings of flatware. **CARRIED**

**6. Koi:**

Wade has approached us to ask if the social committee might consider purchasing some replacement koi for our fish pond. Duncan and McTavish, the big koi that the children liked to feed, have both died. The little fish aren't always as forthcoming. Bob Hurley says he has met someone who is going to be moving in shortly who is dismantling a koi pond at his former residence. He has offered to donate a pump and also has some koi he would like to resettle. The original request was tabled so that we can see if these donations will meet the need.

- **LANDSCAPING** – Allen Brothers Landscaping continue to do spring clean up and variety of improvements as a result of damage from the 2015 drought.
- **RV PARKING LOT** – No report from the RV Committee.
- **BYLAWS/RULES** – The Resolution Committee had reviewed a variety of recommendations for bylaw changes and, after discussion and some modification, sent them on to the Strata Council for their approval. These will be incorporated into the AGM package currently being prepared by the Strata Manager.
- **ADMINISTRATION** – The council has had many very positive comments and notes regarding our resident part-time caretaker. Val's long time experience in caretaking is quite apparent.

**8) NEW BUSINESS**

- ✚ **McArthur Vantell Report** – McArthur Vantell was commissioned to do an extensive survey and take readings on the moisture sensors in each of the three apartments. The Council wanted this done so as to be pro-active given the potential cost of water ingress. There were readings taken in 101 locations and all of the measurements were well under acceptable levels. The Strata Manager recommends that we conduct this type of testing every three to four years. They also examined the clubhouse and the results there were also very positive with no indication of any water ingress. There will be copies of the report put in the apartment binders in the office in the clubhouse.

- ✚ **SWR Quote** – It was **MOVED/SECONDED** to approve the quote from SWR Drain Services to excavate, clear and replace a section of the storm line that was penetrated by a tree root. **CARRIED**
- ✚ **AGM Package** – With the Resolutions, bylaw amendments and draft budget now approved by Council; the Strata Manager will complete the AGM package and the Council will meeting on Thursday, March 24<sup>th</sup> at 7:00 PM to proof read and approve the package.

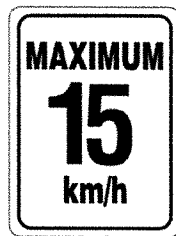
(9) **ADJOURNMENT**

- The meeting was adjourned at 3:00 PM.
- The next informal Meeting will be Thursday, March 24, 2016 at 7:00 PM in the clubhouse library.
- The council meeting following the AGM is Monday, April 25<sup>th</sup>, 2016 at 1:00 PM – clubhouse library

***ANNUAL GENERAL MEETING – Tuesday, April 19, 2016 - sign in at 6:00 PM. Meeting starts at 7:00 PM***

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.***

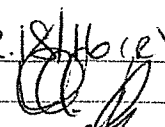
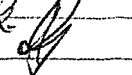
**Balance Sheet (Accrual)**  
**CHELSEA - Contingency - 02 - (lms1416c)**  
**February 2016**  
**AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

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Prepared For:  
Strata Plan LMS 1416 - CRF

Prepared By:  
Crossroads Management Ltd.  
#1011 - 7445 132nd. Street  
Surrey, BC V3W 1J8

<b>ASSETS</b>	
1025-0000 Bank - Westminster - Contingency	292,277.01
1038-1038 Scotia GIC - 2.00% - Nov.5/16	150,000.00
1038-1046 Scotia GIC - 2.00% - Jan.25/17	150,000.00
1038-1058 Scotia GIC - 2.00% - May.27/17	100,000.00
1038-1075 WSCU GIC - 1.66% - Jul.23/16	200,000.00
1038-1084 WSCU GIC - 1.50% - Nov.19/16	600,000.00
1038-1090 WSCU GIC - 1.60% - Feb.16/18	100,000.00
<b>TOTAL ASSETS</b>	<u><u>1,592,277.01</u></u>
<b>LIABILITIES</b>	
2040-0013 Due to Operating from Contingency	2,145.92
<b>TOTAL LIABILITIES</b>	<u>2,145.92</u>
<b>OWNERS' EQUITY</b>	
3500-0000 Net Income - Prior Years	1,262,780.78
3510-0000 Net Income - Current Year	327,350.31
<b>TOTAL OWNERS' EQUITY</b>	<u><u>1,590,131.09</u></u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>1,592,277.01</u></u>

Date: MAR 18/16 (e)  
Accountant:   
Property Manager: 

**Budget Comparison (Accrual)**  
**CHELSEA - Contingency - 02 - (lms1416c)**  
**February 2016**

**AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

Prepared For:  
Strata Plan LMS 1416 - CRF

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#1011 - 7445 132nd. Street  
Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>INCOME</b>									
4010-5000 Strata Fees - Apartment	10,496.67	10,496.63	0.04	0.00	125,960.04	125,960.00	0.04	0.00	125,960.00
4010-6000 Strata Fees - Townhome	22,836.67	22,836.63	0.04	0.00	274,040.04	274,040.00	0.04	0.00	274,040.00
<b>TOTAL</b>	<b>33,333.34</b>	<b>33,333.26</b>	<b>0.08</b>	<b>0.00</b>	<b>400,000.08</b>	<b>400,000.00</b>	<b>0.08</b>	<b>0.00</b>	<b>400,000.00</b>
4031-0000 Interest Income	329.89	0.00	329.89	0	24,701.72	0.00	24,701.72	0	0.00
4031-6000 Interest Income- Insur. L	333.33	0.00	333.33	0	3,999.96	0.00	3,999.96	0	0.00
<b>TOTAL</b>	<b>663.22</b>	<b>0.00</b>	<b>663.22</b>	<b>0</b>	<b>28,701.68</b>	<b>0.00</b>	<b>28,701.68</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>33,996.56</b>	<b>33,333.26</b>	<b>663.30</b>	<b>1.99</b>	<b>428,701.76</b>	<b>400,000.00</b>	<b>28,701.76</b>	<b>7.18</b>	<b>400,000.00</b>
6278-2015 Hot Water Tank Replace	0.00	0.00	0.00	0	9,444.75	0.00	-9,444.75	0	0.00
6279-2015 2015 Access Enhancem	0.00	833.37	833.37	100.0	7,514.71	10,000.00	2,485.29	24.85	10,000.00
6280-2015 2015 Battery Back-Up	2,145.92	333.37	-1,812.55	-543.7	2,145.92	4,000.00	1,854.08	46.35	4,000.00
<b>TOTAL EXPS. BEFORE UTILITIES</b>	<b>2,145.92</b>	<b>1,166.74</b>	<b>-979.18</b>	<b>-83.92</b>	<b>19,105.38</b>	<b>14,000.00</b>	<b>-5,105.38</b>	<b>-36.47</b>	<b>14,000.00</b>
<b>TOWNHOUSE EXPENSES</b>									
6342-2015 2015 Townhouse Envelo	3,753.75	5,000.00	1,246.25	24.93	50,018.19	60,000.00	9,981.81	16.64	60,000.00
6343-2015 2015 Coach Lanterns	0.00	625.00	625.00	100.0	8,163.04	7,500.00	-663.04	-8.84	7,500.00
6344-2015 2015 Doors and Window	0.00	833.37	833.37	100.0	10,710.00	10,000.00	-710.00	-7.10	10,000.00
6345-2015 2015 Townhouse Paintin	0.00	833.37	833.37	100.0	8,452.50	10,000.00	1,547.50	15.48	10,000.00
<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>3,753.75</b>	<b>7,291.74</b>	<b>3,537.99</b>	<b>48.52</b>	<b>77,343.73</b>	<b>87,500.00</b>	<b>10,156.27</b>	<b>11.61</b>	<b>87,500.00</b>
<b>COMMON EXPENSES</b>									
<b>RECREATION CENTRE - COMMON</b>									
6708-2015 2015 Clubhouse Re-Car	0.00	416.63	416.63	100.0	4,902.34	5,000.00	97.66	1.95	5,000.00
<b>TOTAL OPER. EXPS-REC. CENTRE</b>	<b>0.00</b>	<b>416.63</b>	<b>416.63</b>	<b>100.0</b>	<b>4,902.34</b>	<b>5,000.00</b>	<b>97.66</b>	<b>1.95</b>	<b>5,000.00</b>
<b>TOTAL EXPENSES</b>	<b>5,899.67</b>	<b>8,775.11</b>	<b>2,975.44</b>	<b>33.53</b>	<b>101,351.45</b>	<b>106,500.00</b>	<b>5,148.55</b>	<b>4.83</b>	<b>106,500.00</b>
<b>NET INCOME (LOSS)</b>	<b>28,096.89</b>	<b>24,458.15</b>	<b>3,638.74</b>	<b>14.88</b>	<b>327,350.31</b>	<b>293,500.00</b>	<b>33,850.31</b>	<b>11.53</b>	<b>293,500.00</b>
<b>REVENUE UTILITIES</b>									
<b>UTILITY EXPENSES</b>									

**Balance Sheet (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**February 2016**

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**AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

Prepared For:  
 Strata Plan LMS1416  
 Surrey, BC  
  
 Surrey, BC

Prepared By:  
 Crossroads Management Ltd.  
 #1011 - 7445 132nd. Street  
 Surrey, BC V3W 1J8

<b>ASSETS</b>	
1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	124,684.85
1027-0000 Bank - Water Surcharge	19,854.99
1028-1300 Bank - Golf Tournament Funds	1,247.42
1029-0000 Bank - Apt Utilities	9,622.64
1030-0000 Bank - Exercise Room	1,111.73
1040-0000 Bank - Social Committee	6,629.98
1111-0050 Due to Operating from CRF	2,145.92
1205-0000 Prepaid Expenses	1,757.43
1220-0000 Caretaker Suite	74,305.56
1300-0000 Accounts Receivable	4,966.41
1301-0039 A/R - Insurance Claim	345.89
<b>TOTAL ASSETS</b>	<u><u>247,177.82</u></u>
<b>LIABILITIES</b>	
2010-0000 Accounts Payable	62,354.28
2012-2500 Accrued Expenses	8,419.69
2017-0000 Social Committee Fund	6,629.98
2018-0000 Exercise Room	1,111.73
2019-0000 Golf Tournament Fund	1,247.42
2035-0000 Security Deposits	400.00
2170-0000 Vacation Payable	138.20
2250-0000 Pre-Paid Fees	1,866.36
<b>TOTAL LIABILITIES</b>	<u>82,167.66</u>
<b>OWNERS' EQUITY</b>	
3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	9,797.96
3510-0000 Net Income - Current Year	94,680.28
3510-2000 Net Income - Utilities	1,263.54
3510-3000 Net Income - Water & Sewer	-15,037.18
<b>TOTAL OWNERS' EQUITY</b>	<u>165,010.16</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>247,177.82</u></u>

Date: MAR. 18/16 (2)  
 Accountant: [Signature]  
 Property Manager: [Signature]

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**February 2016**

**AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

Prepared For:  
 Strata Plan LMS1416  
 Surrey, BC  
  
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Prepared By:  
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 Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>INCOME</b>									
4010-0000 Strata Fees	40,912.50	40,912.50	0.00	0.00	490,950.00	490,950.00	0.00	0.00	490,950.00
4012-0000 CRF Strata Fees - Apart	-10,496.67	-10,496.63	-0.04	0.00	-125,960.04	-125,960.00	-0.04	0.00	-125,960.00
4015-0000 Parking & Scooter Parki	205.00	125.00	80.00	64.00	2,430.00	1,500.00	930.00	62.00	1,500.00
4022-0000 Move in/out	0.00	83.37	-83.37	-100.0	1,400.00	1,000.00	400.00	40.00	1,000.00
4025-0000 Prior Year Surplus (Defic	824.12	824.12	0.00	0.00	9,889.00	9,889.00	0.00	0.00	9,889.00
<b>TOTAL</b>	<b>31,444.95</b>	<b>31,448.36</b>	<b>-3.41</b>	<b>-0.01</b>	<b>378,708.96</b>	<b>377,379.00</b>	<b>1,329.96</b>	<b>0.35</b>	<b>377,379.00</b>
4030-0000 Strata Fees	71,539.67	71,539.63	0.04	0.00	858,476.04	858,476.00	0.04	0.00	858,476.00
4032-0000 CRF Strata Fees - Town	-22,836.67	-22,836.63	-0.04	0.00	-274,040.04	-274,040.00	-0.04	0.00	-274,040.00
4037-0000 Prior Year Surplus	4,000.75	4,000.75	0.00	0.00	48,009.00	48,009.00	0.00	0.00	48,009.00
<b>TOTAL</b>	<b>52,703.75</b>	<b>52,703.75</b>	<b>0.00</b>	<b>0.00</b>	<b>632,445.00</b>	<b>632,445.00</b>	<b>0.00</b>	<b>0.00</b>	<b>632,445.00</b>
<b>OTHER</b>									
4040-0000 Rental - Fireside Lounge	0.00	58.37	-58.37	-100.0	802.00	700.00	102.00	14.57	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	5,700.00	7,200.00	-1,500.00	-20.83	7,200.00
4050-0000 Rental - Guest Suites	440.00	541.63	-101.63	-18.76	9,010.00	6,500.00	2,510.00	38.62	6,500.00
4055-0000 R.V. Parking	570.00	750.00	-180.00	-24.00	6,930.00	9,000.00	-2,070.00	-23.00	9,000.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	78.35	300.00	-221.65	-73.88	300.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	100.00	0.00	100.00	0	0.00
4065-0000 Interest Income	126.16	75.00	51.16	68.21	1,424.44	900.00	524.44	58.27	900.00
4066-0000 Remote Control Sale	160.00	0.00	160.00	0	-20.91	0.00	-20.91	0	0.00
4084-0000 Keys	0.00	0.00	0.00	0	24.00	0.00	24.00	0	0.00
<b>TOTAL OTHER</b>	<b>1,896.16</b>	<b>2,050.00</b>	<b>-153.84</b>	<b>-7.50</b>	<b>24,047.88</b>	<b>24,600.00</b>	<b>-552.12</b>	<b>-2.24</b>	<b>24,600.00</b>
<b>TOTAL INCOME</b>	<b>86,044.86</b>	<b>86,202.11</b>	<b>-157.25</b>	<b>-0.18</b>	<b>1,035,201.84</b>	<b>1,034,424.00</b>	<b>777.84</b>	<b>0.08</b>	<b>1,034,424.00</b>
6030-0000 Apt Janitor/Contract Ser	1,250.00	1,513.00	263.00	17.38	16,456.24	18,156.00	1,699.76	9.36	18,156.00
6208-0000 Building Maint. - Apartm	-135.87	3,647.88	3,783.75	103.7	27,430.27	43,775.00	16,344.73	37.34	43,775.00
6215-0000 Equipment Maint.-Apart	2,522.22	3,605.00	1,082.78	30.04	38,786.54	43,260.00	4,473.46	10.34	43,260.00
6268-0050 Elevator Maint. - Apartm	1,030.70	751.88	-278.82	-37.08	13,145.27	9,023.00	4,122.27	45.69	9,023.00
6275-0000 Gate & Door Maint. - Ap	0.00	257.50	257.50	100.0	4,007.62	3,090.00	917.62	29.70	3,090.00
6279-0000 Garbage Pick-up - Apts.	1,500.89	1,505.87	4.98	0.33	15,773.02	18,070.00	2,296.98	12.71	18,070.00
<b>TOTAL EXPS. BEFORE UTILITIES</b>	<b>6,167.94</b>	<b>11,281.13</b>	<b>5,113.19</b>	<b>45.33</b>	<b>115,598.96</b>	<b>135,374.00</b>	<b>19,775.04</b>	<b>14.61</b>	<b>135,374.00</b>
<b>TOWNHOUSE EXPENSES</b>									
6315-0000 Building Maint. - Townho	451.50	4,720.87	4,269.37	90.44	39,127.27	56,650.00	17,522.73	30.93	56,650.00
6320-0000 Garbage Pick-up - Town	2,944.44	3,308.88	364.44	11.01	36,136.08	39,707.00	3,570.92	8.99	39,707.00
6350-0000 Garbage Recycling - To	782.70	798.25	15.55	1.95	9,775.65	9,579.00	-196.65	-2.05	9,579.00
<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>4,178.64</b>	<b>8,828.00</b>	<b>4,649.36</b>	<b>52.67</b>	<b>85,039.00</b>	<b>105,936.00</b>	<b>20,897.00</b>	<b>19.73</b>	<b>105,936.00</b>
<b>COMMON EXPENSES</b>									
<b>LANDSCAPING &amp; GROUNDS</b>									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	126,000.00	132,561.00	6,561.00	4.95	132,561.00
6425-0000 Drainage Repair & Maint	504.00	751.50	247.50	32.93	9,507.75	9,018.00	-489.75	-5.43	9,018.00
6435-0000 Plant Replacement & Im	0.00	2,404.63	2,404.63	100.0	26,827.50	28,856.00	2,028.50	7.03	28,856.00
6440-0000 Irrigation System	0.00	229.87	229.87	100.0	1,620.79	2,758.00	1,137.21	41.23	2,758.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.0	950.71	10,815.00	9,864.29	91.21	10,815.00
<b>TOTAL LANDS. &amp; GROUNDS</b>	<b>11,004.00</b>	<b>15,334.00</b>	<b>4,330.00</b>	<b>28.24</b>	<b>164,906.75</b>	<b>184,008.00</b>	<b>19,101.25</b>	<b>10.38</b>	<b>184,008.00</b>
<b>REPAIR &amp; MAINTENANCE- GENER</b>									
6510-0000 Repair & Maintenance	20.67	2,489.13	2,468.46	99.17	8,851.70	29,870.00	21,018.30	70.37	29,870.00
6515-0000 Equipment Rep. & Maint	77.97	1,333.37	1,255.40	94.15	18,602.32	16,000.00	-2,602.32	-16.26	16,000.00
6520-0000 Supplies Equipment - Co	0.00	257.50	257.50	100.0	1,286.70	3,090.00	1,803.30	58.36	3,090.00
6525-0000 Supplies Maintenance-C	171.32	103.00	-68.32	-66.33	1,861.23	1,236.00	-625.23	-50.58	1,236.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.0	893.49	1,236.00	342.51	27.71	1,236.00
6535-0000 Enterphone and Security	0.00	42.88	42.88	100.0	831.62	515.00	-316.62	-61.48	515.00
6560-0000 Gate Repair & Maint. - C	0.00	343.37	343.37	100.0	4,553.20	4,120.00	-433.20	-10.51	4,120.00
6565-0000 Pest Control - Common	171.15	515.00	343.85	66.77	5,000.96	6,180.00	1,179.04	19.08	6,180.00

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**February 2016**

**AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>TOTAL REPAIR &amp; MAINT.</b>	441.11	5,187.25	4,746.14	91.50	41,881.22	62,247.00	20,365.78	32.72	62,247.00
<b>UTILITIES</b>									
6576-0000 Electricity - Common	168.66	116.87	-51.79	-44.31	1,360.66	1,402.00	41.34	2.95	1,402.00
6577-0000 Electricity Ponds - Com	-1,499.75	559.62	2,059.37	367.9	4,017.25	6,715.00	2,697.75	40.17	6,715.00
6580-0000 Electricity Stream - Com	-253.59	405.00	658.59	162.6	3,708.41	4,860.00	1,151.59	23.70	4,860.00
6595-0000 Telephone Caretaker	376.55	166.63	-209.92	-125.9	992.55	2,000.00	1,007.45	50.37	2,000.00
<b>TOTAL UTILITIES</b>	-1,208.13	1,248.12	2,456.25	196.8	10,078.87	14,977.00	4,898.13	32.70	14,977.00
<b>RV LOT EXPENSES</b>									
6640-0000 Repair & Maintenance -	0.00	85.87	85.87	100.0	5,682.39	1,030.00	-4,652.39	-451.6	1,030.00
6690-0000 Electricity - RV Lot	140.98	151.00	10.02	6.64	1,123.98	1,812.00	688.02	37.97	1,812.00
<b>TOTAL OPERATING EXPS-RV LOT</b>	140.98	236.87	95.89	40.48	6,806.37	2,842.00	-3,964.37	-139.4	2,842.00
<b>RECREATION CENTRE - COMMON</b>									
6710-0000 Bldg Repair & Maint-Rec	6,314.51	267.87	-6,046.64	-2,257	17,999.94	3,214.00	-14,785.94	-460.0	3,214.00
6712-0000 Equip. Rep. & Maint.-Ciu	3,058.25	1,630.87	-1,427.38	-87.52	14,469.32	19,570.00	5,100.68	26.06	19,570.00
6715-0000 Lock Up Costs - Rec. Ce	135.00	375.00	240.00	64.00	3,759.00	4,500.00	741.00	16.47	4,500.00
6720-0000 Guest Suites Telephone-	256.32	154.50	-101.82	-65.90	2,280.56	1,854.00	-426.56	-23.01	1,854.00
6725-0000 Exercise Equip R & M-R	301.24	300.38	-0.86	-0.29	2,336.26	3,605.00	1,268.74	35.19	3,605.00
6730-0000 Workshop R & M-Rec. C	0.00	66.63	66.63	100.0	1,473.16	800.00	-673.16	-84.15	800.00
6735-0000 Pool Repair & Maint.-Re	16,134.75	1,336.87	-14,797.88	-1,106	26,630.99	16,042.00	-10,588.99	-66.01	16,042.00
6740-0000 Pool Supplies & Chemic	93.23	257.50	164.27	63.79	3,534.90	3,090.00	-444.90	-14.40	3,090.00
6750-0000 Cleaning Supplies-Rec.	0.00	257.50	257.50	100.0	3,477.94	3,090.00	-387.94	-12.55	3,090.00
6755-0000 Window & Carpet Cleani	330.75	128.75	-202.00	-156.8	330.75	1,545.00	1,214.25	78.59	1,545.00
6760-0000 Electricity - Rec. Centre	-1,148.97	1,998.88	3,147.85	157.4	18,455.03	23,987.00	5,531.97	23.06	23,987.00
6765-0000 Gas - Rec. Centre	1,055.32	904.62	-150.70	-16.66	8,954.93	10,855.00	1,900.07	17.50	10,855.00
<b>TOTAL OPER. EXPS-REC. CENTRE</b>	26,530.40	7,679.37	-18,851.03	-245.4	103,702.78	92,152.00	-11,550.78	-12.53	92,152.00
<b>SALARIES &amp; BENEFITS</b>									
6820-0000 Caretaker Salary and Be	1,383.30	4,482.12	3,098.82	69.14	17,694.88	53,785.00	36,090.12	67.10	53,785.00
6835-0000 Caretaker Services	4,287.50	2,000.00	-2,287.50	-114.3	56,837.50	24,000.00	-32,837.50	-136.8	24,000.00
6865-0000 R. C. Janitor Wages and	1,215.77	1,666.63	450.86	27.05	14,955.18	20,000.00	5,044.82	25.22	20,000.00
6870-0000 Janitorial Contract	0.00	166.63	166.63	100.0	1,888.50	2,000.00	111.50	5.58	2,000.00
6890-0000 Workers Compensation	0.00	150.00	150.00	100.0	999.85	1,800.00	800.15	44.45	1,800.00
<b>TOTAL SALARIES &amp; PAYROLL COS</b>	6,886.57	8,465.38	1,578.81	18.65	92,375.91	101,585.00	9,209.09	9.07	101,585.00
<b>OFFICE EXPENSES</b>									
6910-0000 Equipment Rep. & Maint	0.00	33.37	33.37	100.0	168.00	400.00	232.00	58.00	400.00
6915-0000 Supplies	0.00	128.75	128.75	100.0	759.63	1,545.00	785.37	50.83	1,545.00
6920-0000 Telephone & Cable - Offi	403.91	223.13	-180.78	-81.02	4,622.70	2,678.00	-1,944.70	-72.62	2,678.00
6950-0000 Miscellaneous Exp. - Offi	0.00	41.63	41.63	100.0	39.08	500.00	460.92	92.18	500.00
<b>TOTAL OFFICE EXPENSES</b>	403.91	426.88	22.97	5.38	5,589.41	5,123.00	-466.41	-9.10	5,123.00
<b>ADMINISTRATION</b>									
6965-0000 Audit - Admin.	0.00	429.13	429.13	100.0	0.00	5,150.00	5,150.00	100.0	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	360.50	360.50	100.0	3,610.34	4,326.00	715.66	16.54	4,326.00
6975-0000 Council Expenses - Adm	500.00	128.75	-371.25	-288.3	2,274.54	1,545.00	-729.54	-47.22	1,545.00
6980-0000 Legal Expenses	0.00	833.37	833.37	100.0	93.21	10,000.00	9,906.79	99.07	10,000.00
6984-0000 Postage and Printing	830.16	944.13	113.97	12.07	13,591.07	11,330.00	-2,261.07	-19.96	11,330.00
6985-0000 Insurance Appraisal Fee	0.00	0.00	0.00	0	945.00	0.00	-945.00	0	0.00
6990-0000 Insurance Premiums	16,645.63	16,666.63	21.00	0.13	201,475.00	200,000.00	-1,475.00	-0.74	200,000.00
6992-0000 Insurance Carrying Char	333.33	333.37	0.04	0.01	3,999.96	4,000.00	0.04	0.00	4,000.00
6995-0000 Licenses & Permits - Ad	0.00	66.63	66.63	100.0	0.00	800.00	800.00	100.0	800.00
7000-0000 Management Fees	5,198.55	5,198.88	0.33	0.01	62,382.60	62,387.00	4.40	0.01	62,387.00
7005-0000 Membership Fees-Admi	0.00	29.13	29.13	100.0	0.00	350.00	350.00	100.0	350.00
7010-0000 Property Taxes - Admin.	0.00	100.00	100.00	100.0	313.00	1,200.00	887.00	73.92	1,200.00
7020-0000 Security - Admin.	1,909.77	2,324.37	414.60	17.84	23,321.80	27,892.00	4,570.20	16.39	27,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	120.00	150.00	30.00	20.00	150.00
7030-0000 Strata Web Site	0.00	66.63	66.63	100.0	680.14	800.00	119.86	14.98	800.00
7050-0000 Miscellaneous	29.82	20.87	-8.95	-42.88	1,559.23	250.00	-1,309.23	-523.6	250.00
7051-0000 Statutory Financial Revi	0.00	0.00	0.00	0	176.40	0.00	-176.40	0	0.00
<b>TOTAL ADMINISTRATION EXPENSE</b>	25,457.26	27,514.89	2,057.63	7.48	314,542.29	330,180.00	15,637.71	4.74	330,180.00
<b>TOTAL COMMON EXPENSES</b>	140.98	236.87	95.89	40.48	6,806.37	2,842.00	-3,964.37	-139.4	2,842.00
<b>TOTAL EXPENSES</b>	80,002.68	86,201.89	6,199.21	7.19	940,521.56	1,034,424.00	93,902.44	9.08	1,034,424.00
<b>NET INCOME (LOSS)</b>	6,042.18	0.22	6,041.96	2,746,	94,680.28	0.00	94,680.28	0	0.00

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

**February 2016  
AS OF THE 12TH MONTH ENDING FEBRUARY 29, 2016**

	<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>
<b>REVENUE UTILITIES</b>									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,239.58	11,239.62	-0.04	0.00	134,874.96	134,875.00	-0.04	0.00	134,875.00
9262-0000 Utilities Interest Income	15.58	0.00	15.58	0	190.61	0.00	190.61	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-2,411.02	1,085.00	-3,496.02	-322.2	1,085.00
<b>Total Apartment Utilities</b>	<b>11,255.16</b>	<b>11,239.62</b>	<b>15.54</b>	<b>0.14</b>	<b>132,654.55</b>	<b>135,960.00</b>	<b>-3,305.45</b>	<b>-2.43</b>	<b>135,960.00</b>
<b>UTILITY EXPENSES</b>									
Electricity									
9360-0000 Electricity Kens & Mayfai	3,861.91	2,849.88	-1,012.03	-35.51	32,164.91	34,199.00	2,034.09	5.95	34,199.00
9365-0000 Electricity Windsor	2,006.01	1,836.12	-169.89	-9.25	20,156.01	22,033.00	1,876.99	8.52	22,033.00
<b>Total Electricity - Apart.</b>	<b>5,867.92</b>	<b>4,686.00</b>	<b>-1,181.92</b>	<b>-25.22</b>	<b>52,320.92</b>	<b>56,232.00</b>	<b>3,911.08</b>	<b>6.96</b>	<b>56,232.00</b>
Gas - Apartments									
9410-0000 Gas - Mayfair	1,993.74	1,613.38	-380.36	-23.58	18,735.11	19,361.00	625.89	3.23	19,361.00
9420-0000 Gas - Kensington	3,027.45	2,371.88	-655.57	-27.64	28,993.72	28,463.00	-530.72	-1.86	28,463.00
9430-0000 Gas - Windsor	3,337.91	2,658.63	-679.28	-25.55	31,341.26	31,904.00	562.74	1.76	31,904.00
<b>Total Gas - Apartment</b>	<b>8,359.10</b>	<b>6,643.89</b>	<b>-1,715.21</b>	<b>-25.82</b>	<b>79,070.09</b>	<b>79,728.00</b>	<b>657.91</b>	<b>0.83</b>	<b>79,728.00</b>
<b>TOTAL UTILITIES - APARTMENT</b>	<b>14,227.02</b>	<b>11,329.89</b>	<b>-2,897.13</b>	<b>-25.57</b>	<b>131,391.01</b>	<b>135,960.00</b>	<b>4,568.99</b>	<b>3.36</b>	<b>135,960.00</b>
<b>NET INCOME (LOSS) UTILITIES</b>	<b>-2,971.86</b>	<b>-90.27</b>	<b>-2,881.59</b>	<b>-3,192</b>	<b>1,263.54</b>	<b>0.00</b>	<b>1,263.54</b>	<b>0</b>	<b>0.00</b>
<b>REVENUE - WATER INCOME</b>									
9650-0000 Water - Apartments	4,563.17	4,563.13	0.04	0.00	54,758.04	54,758.00	0.04	0.00	54,758.00
9700-0000 Water - Townhouses	6,673.67	6,673.63	0.04	0.00	80,084.04	80,084.00	0.04	0.00	80,084.00
9725-0000 Water - Interest Income	18.91	0.00	18.91	0	228.57	0.00	228.57	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	24,375.52	24,376.00	-0.48	0.00	24,376.00
<b>TOTAL WATER INCOME</b>	<b>11,255.75</b>	<b>11,236.76</b>	<b>18.99</b>	<b>0.17</b>	<b>159,446.17</b>	<b>159,218.00</b>	<b>228.17</b>	<b>0.14</b>	<b>159,218.00</b>
<b>WATER EXPENSE</b>									
9850-0000 Water Usage	34,892.17	13,268.13	-21,624.04	-162.9	174,483.35	159,218.00	-15,265.35	-9.59	159,218.00
<b>TOTAL WATER</b>	<b>34,892.17</b>	<b>13,268.13</b>	<b>-21,624.04</b>	<b>-162.9</b>	<b>174,483.35</b>	<b>159,218.00</b>	<b>-15,265.35</b>	<b>-9.59</b>	<b>159,218.00</b>
<b>NET INCOME (LOSS) WATER</b>	<b>-23,636.42</b>	<b>-2,031.37</b>	<b>-21,605.05</b>	<b>-1,063</b>	<b>-15,037.18</b>	<b>0.00</b>	<b>-15,037.18</b>	<b>0</b>	<b>0.00</b>