

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - TUESDAY, OCTOBER 18, 2016 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2016/2017

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Zenon Jalbert – TH-202

SECRETARY

Bob Hurley - W-122

TREASURER

Victor Monasch- T153

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

Valerie Morris

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

Guest suite booking and Keys

CARETAKERS

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

John Unger - (604) 834-4578

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

(7:00AM-1:00PM Saturday)

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

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

ATTENDANCE:

Bernice Hutton

Victor Monasch

Bob Hurley

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Gordon Yamashita

REGRETS

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** and **SECONDED** to adopt the minutes of the September 20, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – OCTOBER

It has been an interesting month to say the least. The two main items that needed to be addressed and are slowly being rectified are flow of water from gutters and sewers. We are dealing with them as they come up and will continue to do so. The heat in Windsor and Kensington has been corrected and please note that when the boilers go on it takes approximately 5 days for the heat to reach all units.

It is best to leave the thermostats set at 72 year round and leave them at that. In the town homes/condo's programmable thermostats are not recommended because of the strain it puts on the boiler. It is best to leave them at a predetermined setting winter and summer. The hot water issue in the Kensington has been resolved. The reason for the superheated water was because the boilers were supplying water to the hot water tank to help with the demand for hot water. This has been corrected.

Should you lose your postal key Rona sells post office box keys and

locks for \$10.00. If you need a new one you can purchase it and I will install instead of the \$150.00 Canada Post wants to charge to have them replaced. I have misplaced my list of people that need to have fobs and garage doors calibrated so if you are one of those people could you let me know so I can cross it off my need to do list. I have some but I know there are others. Barry has agreed to help set them.

Broco Glass still needs to come and fix the club house leak as well as a residence in the Windsor. The flu shot list is extensive and there will be another half day that has been offered November 2nd. If you would like to be part of this you can register in the mail room in the Club House.

Just a reminder that smoke alarm batteries are replaced by Chelsea Gardens so if you hear that annoying beeping just give a call. We had an estimate of \$150,000.00 to wash down our Town Houses which is absolutely ridiculous. I have some thoughts on getting Labour-Ready to supply us with manpower but will need the volunteers to help supervise the process. Many have come forward in passing to say they would be willing to volunteer for jobs but please sign the sheet in the clubhouse mail room so that I have all the volunteer information together on one sheet.

This is rodent season since they are all looking for a nice warm place to spend the winter. Please make sure to close doors or if you hear them scurrying around in your attics or walls to let me know. We did have someone come and let me know a while back and I used a product called Critter Ridder which seems to have stymied the point of entry.

For those that use the exercise facility please do not use your street shoes on electronic equipment. We have had to make several calls for repair because of grit and small pebbles that get in the gears and bearings in particular the elliptical trainer. Thanks for your consideration in this matter. Also we do request that all users thoroughly review the operating manual for each piece of equipment prior to using. This is especially important with the new Bowflex machine.

Constable Chuck Marjara will be coming for Wednesday coffee on November 2nd to answer any questions you might have about security, CRA fraud, or any other issues you may have or would like information on. He will be here at 10:00 am for coffee. If you are not able to attend please let someone else know of your concerns so they can be asked and answered.

John Unger

EVENING AND WEEKEND CARETAKERS REPORT

This month our main complaints were gutters and storm drains. These are on-going and rectified as soon as possible.

We lost the programming to the east gate when the power went out on Friday and Blue Mountain Technologies was able to attend and repair it. That gate is now functioning again.

As you may be aware the clubhouse cleaning is now one of my duties and I am in the process of getting everything back up to speed. I will continue to be available for any emergency and after-hours calls during the times that John is not on duty.

Valerie Morris

(4) FINANCIAL REPORT

The Financial Report ending September 30, 2016 was reviewed by the Treasurer. We are still tracking well on the budget in all expense categories. It was **MOVED** and **SECONDED** to approve the financial statements ending September 30, 2016. **CARRIED**

Maturing GIC – The Strata Manager noted that a number of GIC's that will be maturing in November but prior to the scheduled Council meeting. It was **MOVED** and **SECONDED** to renew all of these maturing GICs totalling \$ 750,000.00 as they come due in the month of November in denominations of \$ 150,000.00 of each GIC with Westminster Saving Credit Union 1 year terms. The rate, as of today, is 1.55% but could change. **CARRIED**

ARREARS – The Strata Manager reviewed the arrears with the Strata Council and they total \$700.00. The Strata Manager noted that the largest amount was \$472.40 that was a chargeback.

(5) BUSINESS ARISING FROM THE MINUTES

- a) **Lighting Retrofit** – The lighting changes in the apartments and clubhouse have been substantially completed. The apartment parking areas and the RV Lot are in the process of being installed. The project should be finished by the end of the week. The installation of motion sensors on lights above vehicles in the parkade will produce significant electricity savings without compromising security. The motion sensors are very sensitive and activate the lights when anyone is nearby. We have had numerous positive comments about the new lighting.
- b) **Driveway/Pavement Crack Repair** – The contractor has completed the project of crack repairs. The Council was very pleased with the quality of work done by True Level Concrete.
- c) **Developer Approved Parking** – After considerable work by CrossRoads and Chelsea staff and with the assistance of Lloyd Anderson there has been an extensive review of the assigned parking stalls in each apartment building. A copy of the developer approved parking assignment is attached to these minutes. If any owner believes that there may be inaccuracies you are asked to contact the Strata Manager's assistant, Maureen. Please note that these attached lists only include the stalls assigned to each apartment suite. There are numerous private arrangements between individual owners where they rent or permit parking in their un-used stalls. This is unofficial and the rented or loaned parking stall does not ever convey to a new purchaser...it remains attached to the suite that it was always assigned to.
- d) **Power Sweeping and Line Painting** – The RV Lot power sweeping was completed on Wednesday October 19, 2016. The line painting will be done in the spring of 2017 and the Strata Manager will coordinate the ideal date with the RV Committee.
- e) **Fines for mis-use of guest suite** – Although there was a charge-back to an owner for carpet cleaning of one of the guest suites the Strata Council had yet to contemplate any fines for possible violation of the rules. The owner did need to be provided an opportunity to respond and, having failed to do so, the council discussed other infractions of a guest rental in the clubhouse. It was **MOVED** and **SECONDED** to fine the owner \$50.00 for one of the infractions that could be proven with certainty. The owner will not be permitted to book any suites until this (and the chargeback) is paid. **CARRIED**

- f) **Fish Pond and volunteers** – There have been a good sized number of volunteers who have come forward to assist in the maintenance of the fish pond and this has been accompanied by a large number of owners expressing support for the retention of the fish pond. The Council will table further discussion of this issue until the spring as the additional support appears to be working.

(6) CORRESPONDENCE

- An owner wrote stating the there are a number of dogs in Chelsea Gardens that are over the height restriction of 15”. They also noted that many dogs of visitors exceed this height as well. The Strata Council can only act upon a written complaint identifying the unit in violation and these are to come from owners and not staff. The subject of restricting the height of visiting dog’s has been brought forward to a recent AGM but there was little support of the resolution. Should this owner believe that the bylaw be re-visited they should contact the resolution committee when it is established in January.
- A family member of an original owner wrote requesting permission for a family member or friend to occupy the unit until the unit was sold. The council has approved this request.
- An owner wrote regarding the RV Parking lot power washing and line painting concerned about the logistics of the project. Staff and the Strata Manager are confident that we will be able to get cooperation from the RV owners. The painting is weather permitting and, if rained out, may have to be delayed until 2017.
- It was suggested by an owner that the RV lot line painting be delayed until next year and that we accrue the cost into this year’s budget. Should the line painting be rained out this suggestion will be considered.
- An owner wrote regarding a dance group forming and wanting an allocated space and time in the clubhouse. The council suggested that a signup sheet be posted so as to demonstrate to council sufficient support and participation for such a group.
- An owner wrote noting that the Mayfair elevator and lobby floors do not appear to have been cleaned and that is not the case. It is looking tired and, as noted in the last minutes, council is looking into redecorating the Mayfair lobby.
- An owner wrote requesting the water in the fountains outside the Kensington and Mayfair be turned up higher so that owners can see and hear them. The council believes the height of the water is sufficient and if the spray is any higher the water spills out of the fountain and this is a waste of water.
- An owner wrote council inquiring if the owner who had guests that violated the bylaws/rules was fined for each infraction. This was noted earlier in these minutes and the owner was fined for a rule infraction that could be proven.

(7) COMMITTEE REPORTS

- **APARTMENTS** – The council was advised by the Strata Manager that he is in the process of soliciting quotes for possible replacement of centre stairwell carpeting in the Kensington.
- **TOWNHOUSES** – The council requests that all townhouse owners who have outside taps please remove your garden hoses and turn off the water to your outside hose bibs. Please see John to obtain insulators for the taps.
- **CLUBHOUSE** – The council reviewed two quotes that were obtained to re-upholster the chairs from the upper card room. Re-upholstery was noted as the most cost effective option since the existing chairs are of good construction and would be expensive to replace. The council added these quotations to the bring forward list for consideration for the 2017-2018 budget.

The council reviewed a report from Pumphouse fitness regarding our exercise equipment and it was **MOVED** and **SECONDED** to accept the quote to repair the elliptical. **CARRIED**

The proceeds from the golf tournament in 2016 have been used for the supply of a Bow Flex machine in the exercise room, the replacement of the old sofa in the clubhouse foyer and the supply and installation of a 55" flat screen TV in the Fireside Room. Council does ask that, prior to using the Bow Flex machine, owners thoroughly read and understand the operator's manual. This, and any of the exercise equipment is "use at your own risk".

- **SECURITY AND SAFETY** – Nothing to report
- **SOCIAL** –

SOCIAL COMMITTEE MEETING OCTOBER 5TH, 2016 EXECUTIVE SUMMARY

Christmas Decorations: Our committee members have already managed to purchase some of the Christmas decorations, and will be watching eagerly for the remainder to come available.

Our 'Newcomers' event had a great turn out and was well received and appreciated! We are grateful for all new residents that signed up on our volunteer lists and look forward to seeing them at our social events.

Bake Sale: Due to the complexity of having a Bake Sale, we decided to cancel this event that was scheduled for November 19th.

Chelsea Calendars and Cards: The lovely Chelsea photo calendar and cards have been making their debut around the club house and have been met with much enthusiasm. They will be ready sometime in October, earlier than first announced! Yeah! Keep snapping those photos, as yours may be used in our next year's projects.

Update from June' meeting: The Fish Pond- Most residents love the pond, and want it to stay! Bob reported that the 'Pond Doctor's' recommendations were very pricey, but did find out to our relief that the depth of the water is adequate. Thankfully we have had some volunteers step forward that are committed to help maintain the pond. It was discussed that there may be signs placed near the fish pond with a few tips to help keep our pond in good order; that may include such things as: not to feed fish in the winter, not to add anymore fish, only use proper fish food – not Cheerios.

Halloween: *Starting on Oct 16, Halloween candy will be collected in the lobby of each apartment and the clubhouse, to be distributed on Oct 31 to the young trick-or-treaters at the gate starting around 4 pm. Enthusiastic help, dressed for the occasion, is always appreciated.

*On Fri, Oct 28th there will be a Costume Party and Pub Style Dinner. We have a very scary but yummy menu planned. A limited amount of tickets @ \$12 each will be sold Oct 12th, 14th, 19th, and 21st at coffee and pub nights. Watch for posters for details.

Report from Council: Bob reported that an electrician will be installing an extra circuit to facilitate our new flat screen T.V. in the Fireside room. We asked if he could look into the possibility and cost of installing additional circuit(s) in the Fireside room for events where we require more outlets.

- **LANDSCAPING** – The landscaper provided the council with items to upgrade and improve the landscaping at Chelsea Gardens. The council **MOVED** and **SECONDED** to proceed with the recommended landscaping upgrades. **CARRIED**

Our landscaper will be tagging trees that he is recommending be removed as we attempt to thin out some of the 20 + years of growth. If you object to the tree being removed, please contact the strata manager or strata council in writing.

- **RV PARKING LOT** – The additional lighting has been completed and provides for considerably better coverage while, at the same time, significantly reducing electrical consumption as these are LED lights.
- **BYLAWS/RULES** – No report.
- **ADMINISTRATION** – The Strata Cell phone is: 604-834-4578 and either John Unger or Val Morris is available 24/7. The CrossRoads after hours call centre will also contact the Strata Manager at any time should there be an emergency. Although staff hours of work have been changed in order to accommodate statutory days off, owners should be aware that they can always reach staff or management 24 hours per day...7 days per week.

8) NEW BUSINESS

- **Retaining Wall Quote** – The council is obtaining quotes for the repair/replacement of some retaining walls. The cost is expected to be fairly substantial and will be brought forward in the 2017-2018 budget.
- **Entrance brick leveling November** –A contractor will be leveling the entrance bricks to the complex during the month of November.

- **Visitor Parking concrete reinforcement** – We are awaiting a quotation for several small repairs.
- **Kensington 2nd floor drywall work** – The council requested the strata manager have a contractor attend to drywall an area on the 2nd floor.
- **Clubhouse canopy Leak** – The contractor has been waiting for dry weather so as to be able to go up on the glass roof and locate and repair the leak(s).
- **Temperature Sensors Kensington and Windsor** – Our mechanical contractor attended the complex and adjusted the temperature of the hot water for both heating and domestic use.
- **TV in the Fire Side Room** – The TV purchased by the Golf Tournament committee has been mounted on the Fireside Room wall. This is not intended to be used for broadcast television (except perhaps for special events) but by our various user groups and renters for slideshows, power point presentations and the like. There will be a quotation from our electrical contractor for upgrading the electrical supply to the Fireside Room kitchen and the installation of other plugs to supply power to speakers. Once received this will be decided by council via an email vote.
- **Website** – The council members had been emailed a link to a concept web page of an enhanced Chelsea Gardens website that could be incorporated into the existing website. This concept page was developed by a council member. The council requested that the strata manager put that council member in touch with our current webmaster.
- **Driveway and storm drain catch basin cleanout** – It was **MOVED** and **SECONDED** to approve the quote from the EdenFlo Pump Truck Services, to clean out all storm drains and catch basins. **CARRIED**
- **Three priorities** – The council president requested each council member put some thought to coming to the next council meeting with three priorities for the 2017-2018 year.

(9) ADJOURNMENT

- The meeting was adjourned at 3:12 PM.
- The next council meeting is Tuesday, November 23, 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.