

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - MONDAY, JULY 25, 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 Beimes - 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)

John Unger - (604) 834-4578

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

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

Nights/weekends – Valerie Morris

(604) 834-4578

STRATA MANAGER

Ross Ruddick

Gerry Blanchard

E-Mail: ross@crpm.ca

CROSSROADS MANAGEMENT LTD.

1011, 7445 132ND STREET,

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

ATTENDANCE:

Bernice Hutton

Bob Hurley

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Ross Ruddick, Strata Manager

REGRETS

Gary Beirnes

Gordon Yamashita

(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 June 20, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – JULY

Week one was a complete learning curve but we dealt with ants, rats and the exterminator and I checked many of the out buildings on the site. Ants are still ongoing and I went into several units. Professional spraying has been done but more work is needed.

Problem roof gutters were cleaned and the roofer was brought in to deal with a leak where a chimney flashing had been cut shorter than it should have been and resulted in water damage in the unit.

Camera was installed to record activity around the waste disposal area. We did discover a skunk that was exploring the parkade.

We did have a major flood when the main broke and didn't have the resources to shut off the water. The original shut off valve has been found in the RV lot in the wash area. We now have two...one in the RV area and one in the workshop of the Kensington. Repairs have been completed.

Fraser Valley Fire walked me through the shut off procedure although a new battery will be installed since this panel is for

emergency lighting. Many requests for cleaning of the structure which Gary is slowly making progress on while at the same time cleaning out the gutters. Fobs...I can see will be an ongoing adventure as long as we get ones that program correctly we are ok. We received 10 wrong ones, got 9 of the correct ones of which one was defective so from the 8 in one week we are down to 3 in the lock box. Garage door was fixed in the Kensington.

Water features - on going. Have 3 fountains up and running. Paint has been purchased and rollers and will start to devote some time to the main entrance and the pool in front of the amenity center. Problems with the reflection pond are on going. I have shocked the water and am waiting to see if we can get rid of all the red algae growth. If not I would like to start from scratch. Put in fresh water and chlorine after a thorough cleaning. The fish pond I only remove the leaves from the pumps but nothing else. Debris in the lower stream pond has settled to the bottom and will try to come up with some sort of cleaning plan. Water is clean but the silt and debris from above all went into the bottom pool of the stream bed.

All the water shut offs will be located and have a blue arrow painted on the curb to indicate where the valves are. They have been done many years ago, etched into the concrete and then painted. Many listed on the map.

Pool is running well but when Imperial Paddock comes in I would like them to test the Muriatic acid pump because after resetting according to the manual, in time the alert will still come on and so PH is monitored manually. Cleaning is a daily event but will now try to get the glass clean. Green on one side. Not much else to report but I do keep a daily log of issues and things like cleaning out the spider webs in the Mayfair etc., and sweeping stairwells and parking areas I do because it's just part of housekeeping.

The job is straight forward and so far I have not been overwhelmed by demands which I do take in stride and will continue to do so.

Thanks: John Unger

This month we had a few minor problems. The water main in front of TH 301 blew and when repaired 2 days later the main beside it went also. Fortunately we had not filled in the hole to get the second repair fixed.

The ant problem seems to be under control for now. The pool and spa are in good shape no concerns in this area.

Our parking list for the apartments is 95% complete and should be resolved in the very near future. I have been working with Maureen at CrossRoads on this project.

John has been trained in all our daily procedures and seems to have settled in quite nicely, it has been a great pleasure to work with him

Valerie Morris

(4) FINANCIAL REPORT

The Financial Report ending June 30, 2016 was reviewed by the Strata Manager after being examined by the Treasurer. Gary Beirnes was unable to attend the meeting due to an accident but recommended approval of the financials. We are still tracking well on the budget. It was **MOVED** and **SECONDED** to approve the financial statements ending June 30, 2016. **CARRIED**

It was **MOVED** and **SECONDED** to re-invest the maturing GIC in the amount of \$200,000.00 to a 1 year GIC with an interest rate of 1.55%. **CARRIED**

The Strata Manager also reviewed a journal entry error dating back to 2009 that needs to be corrected in order to comply with the results of the recently completed annual audit. He noted the following to Council:

Back in 2009-2010 there was a levy refund as well as a new levy for all owners at Chelsea Gardens.

The refunds and levies were the same amount so the owners endorsed their refund cheques so the cheques could be applied to the new levy. There were no charges for the new levies applied to owner's ledgers as it was all done by journal entries from the operating account to the new levy bank account.

There were extra funds transferred from the operating account into the levy which, in turn, was spent on the levy repairs. The remaining funds in the levy bank account were transferred back into the operating account before the levy was closed. These funds amount to \$2261.76 and need to be shown on an income statement as miscellaneous expense. The strata corporation expenses increase by this much as the funds were used from operating to the levy.

It was **MOVED** and **SECONDED** to authorize CrossRoads Management to show these funds on an income statement to comply with the audit. **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a) **Lighting Retrofit** – The council reviewed the quotes from the contractor along with the BC Hydro rebates that will reduce the overall cost of the project. There are to be significant lighting changes in the apartments, clubhouse and RV lot that will install LED lighting to replace older florescent and CFL's. The energy savings will cover the net cost of the project over three years. It was **MOVED** and **SECONDED** to approve the quotes from Stable Electric Ltd. **CARRIED**
- b) **Perimeter wall washing** – The project has been completed with the majority of the perimeter walls being pressure washed and showing significant improvement.
- c) **Driveway/Pavement Crack Repair** – Garry Kirkland has developed a comprehensive list of identified crack repairs. The council requested the strata manager to obtain quotes for the work.
- d) **Cooling Coil for the Kensington** - Based on information provided by a Chelsea Resident along with comments from the servicing tech from Trotter Morton, the Council wishes to explore a number of

options that will attack the twin issues of high heat in the hallways and leaks when the recirculation pipes have the temperature reduced every spring. Some additional information will be required prior to a decision on this project and it is quite possible that it will be deferred to 2017. The Strata Manager is pursuing this information and will report back to Council.

- e) **Fish Pond** – Council did receive one written suggestion that the fish pond be converted to a hummingbird garden. This suggestion did come with the caveat that maintenance would require support from a number of volunteers. This has been part of the problem with the current configuration as a fish pond in that there have been a limited number of volunteers to try to keep it clean. The Strata Manager is seeking advice from a company specializing in fish ponds. The future use and maintenance of the fish pond will be discussed at the next Annual General Meeting and the owners will be asked to determine what they envision for this pond. In the meantime the council will do their best to ensure the pond is kept clean.
- f) **Stream** - The stream from the swimming pool down to the reflection pond is being cleaned. The rockery has been cleaned.
- g) **Key System** – The Chelsea Garden staff have started to work on the review of the key system with the hope to reduce the number of common area keys
- h) **Developer Approved Parking** – The Strata Manager and staff are working to update our records of parking stall assignments and rental stall inventory. Over the years we have had individuals switching stalls and this should not have been authorized by former staff members. We are nearing completion of this project and, once completed, owners in each apartment will be contacted in writing to confirm their allocated spots.

(6) CORRESPONDENCE

- An owner wrote regarding another resident smoking on their balcony early in the morning. Owners are reminded that both the Chelsea By-law and the City of Surrey legislation prohibit smoking within 7.5 meters or 25 feet of a window or door. This effectively means that you may not smoke on any balcony. The Strata Council will enforce this By-law but does require clear proof of the source of the smoking.
- An owner wrote suggesting that the proposed cooling unit for the Kensington would be ineffective and not address all areas of the building. The Council, as noted above, has initiated a review of this proposal and will explore additional options.
- An owner wrote to suggest converting the fish pond area into a hummingbird garden. The Strata Council is still inviting comments and suggestions about this fish pond which has become a high maintenance area.
- The Strata Manager was contacted by an owner regarding some maintenance concerns about the elevator in the Kensington. Richmond Elevator was contacted and the issues were resolved.

- The Strata Manager provided an owner a list of parking stalls upon the request of an owner. This led to the currently underway project of ensuring that these records are accurate.
- An owner wrote to advise council that they had booked the guest suites and found them to be less than satisfactory upon checking in. This was dealt with by the Strata Manager and staff. The regular cleaner does not work on Wednesdays and the job of turning over guest suites has been assigned to Val on Wednesday, Saturday and Sunday.
- The Strata Manager was contacted by an owner regarding some landscaping concerns. The Strata Manager did discuss this with the landscaping firm and they noted that, at the request of the owner, new seed was put in place but the owner was to have provided extra watering. With summer now back, there is little chance of new grass seed surviving the heat so remediation of this area will have to wait until fall.

(7) COMMITTEE REPORTS

- **APARTMENTS** – Our caretaker noted that, on a couple of occasions, the hoses in some car wash bays, has been used without the nozzles. This, in addition to being a waste of water, is not permitted under the Stage 1 water restrictions currently in place. Hoses, in any application (washing cars, hand watering plants and gardens, etc.) must have a nozzle with a shut off.
- **TOWNHOUSES** – Work continues on spindle replacement and, on occasion, other areas where wood has deteriorated. We have another contractor power washing the outside perimeter wall and hand washing the dirtiest townhouses. The annual budget for replacement of townhouse garage doors has been exhausted for this year.
- **CLUBHOUSE** – The adjustments to the new liner will be made after the pool closes in September. The contractor requires the level of the water to be reduced to effectively smooth out the wrinkles. Funds have been held back to ensure this work is completed.
- **GOLF TOURNAMENT** – The Golf Tournament has been booked for Sunday, August 21, 2016. Registration is down from the record level of last year and it is difficult for the Strata Manager to coordinate this event without getting entries in on time. Please confirm your entry immediately. The committee discussed what would be purchased with the funds and a number of options were discussed including a large flat screen television for the fireside room, furniture for clubhouse entrance or heaters for the pool area. We encourage owners to come out and participate in a fun filled day. The more entries and participants will add to the funds for these prospective purchases.



- **SECURITY AND SAFETY** – The Council requested that the Strata Manager write and bring to the next council meeting a draft of a privacy policy to be adopted by the Council. This policy will re-enforce our current practice of only reviewing video after an incident so that we do not invade the privacy of our residents. Our caretaker did note, as one security concern, that some residents in the apartments have newspapers accumulating at their doors and this is an indication that the suite is unoccupied. Residents should ensure that they contact their newspaper publishers to put a vacation stop in place when they plan to be away. Cleaning staff will be directed to remove old newspapers.
- **SOCIAL** - Patti Scott is now officially the chair and Terri Hyde is the vice-chair of the social committee for the coming year. The Strata Council wishes to express their appreciation to Terri for doing such an excellent job over the years and knows that Patti will continue this level of leadership. The Social Committee August Calendar is attached at the end of minutes. The Social Committee will again start meeting in September.
- **LANDSCAPING** – The council has commenced discussions with the landscaper to plan for a significant landscaping upgrade in 2017. The council has requested recommendations from the landscaper so that these recommendations can be brought forward at the 2017 AGM.
- **RV PARKING LOT** – The council will be discussing with the RV committee a general review of the rules of the use of the lot. The RV Committee has been very open in their communication with Council and their input is most important.
- **BYLAWS/RULES** – No report. Owners who believe that rule/bylaw changes are desired are invited to submit suggestions in writing so they can be reviewed by the resolution committee.
- **ADMINISTRATION** – Our new caretaker, John Unger is meeting the owners and becoming very knowledgeable about the complex. The Council is impressed with his work ethic, knowledge of plant and mechanical equipment and good relationships with other staff, strata management, council and the owners.
- **CONTACTING THE CARETAKER** – There are multiple ways to contact our caretakers depending on the situation and the urgency of the issue. Please try to follow these guidelines:
 - ❖ **Office Phone** – The Chelsea Gardens office phone number is 604-501-0479 and you can leave messages on this line. Since the caretakers are usually out of the office it is best to leave messages that do not require an immediate response.
 - ❖ **Cell Phone** – The Chelsea Gardens cell phone will be carried by both the daytime and evening/weekend caretakers. This line should be used, during the day, for items that are considered to be urgent or an emergency. The cell line should not be used for maintenance requests...those should be written on work orders. After 5:00 PM the cell phone should only be called for emergency issues. We have had owners call in the evening about pest control issues and these are not considered to be emergencies.
 - ❖ **E-MAIL** – You can also email the Chelsea Strata Council at: chelseacouncil@crpm.ca This email goes

to the Strata Council President and the Strata Manager who then include this correspondence into the next scheduled council meeting. Owners are asked to submit correspondence in at least one week prior to the council meeting. The Strata Manager can also be emailed directly at: ross@crpm.ca He does attempt to respond to all emails very quickly.

- ❖ **WORK-ORDERS** - All non-urgent service or maintenance requests should be put on a work-order and left in the caretaker mailboxes in the apartments or the clubhouse. We do attempt to maintain our best practices policy of attending to those requests within 10 days. Should your work-orders not be attended to in a timely manner please contact the Strata Manager.

8) NEW BUSINESS

- **Arborist estimate** - The council reviewed the quotation for some necessary pruning of a tree adjacent to a townhouse. The council **MOVED** and **SECONDED** to proceed with the quote. **CARRIED**
- **Dolphins on Front Fountain** – A Chelsea Garden owner has volunteered to paint dolphins on the main fountain. This would be on the floor of the fountain and would be similar to the work done on the reflection pond that turned out to be very attractive. The council has approved the request and would like to thank the owner.
- **Quote for light pack batteries** - The Strata Council **MOVED** and **SECONDED** to approve the contractors quote to replace some batteries in the emergency lights in the complex. **CARRIED**
- **FOBS to Trade-people** – Council does not provide FOBS for trades people or realtors working for individual owners. That is up to the owner to provide one of their own FOBS.
- **Use of Fireside Room for Dance**- The council approved a request by an owner to use the fireside room for a regular dance activity on Tuesday evenings.
- **Fireside Room Improvements** – The council discussed the option of new permanently mounted speakers. The council Social Committee representative will discuss with the social committee the possibility of purchasing these on a cost shared basis. Another suggestion was a flat screen TV and that may be purchased with the Golf funds if the tournament receives better participation.
- **Surrey pop up junk days** – The City of Surrey is offering opportunities to get rid of unwanted household junk free of charge. They call this “Pop-up Junk Days” and the location is at the Surrey Operations Centre at 6549 – 148th Street. Hours are from 10:00 AM to 4:00 PM and the remaining available dates are: August 6, August 27, September 17 and October 1. Accepted items include furniture and mattresses, electronics, small appliances, appliances and scrap metal, household renovation material including clean wood, sinks, toilet, Styrofoam, tires (without rims) mixed paper, toys, clothes and more. They will not accept commercial waste, hazardous materials such as asbestos, paint, drywall car batteries and more. For more information go to the City website: surrey.ca

Organic bins from townhouses

PLEASE ENSURE THAT THE HANDLE ON THE ORGANIC BINS ARE LOCKED ALL THE WAY FORWARD WHEN PUTTING THEM OUT FOR COLLECTION.

Our staff is having to pick up the garbage as the crows and raccoons are getting into these containers and making a large mess.

(9) ADJOURNMENT

- The meeting was adjourned at 3:30 PM.
- The next council meeting is Monday, August 15, 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.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
June 2016
AS OF THE 4TH MONTH ENDING JUNE 30, 2016

Page 1
7/20/2016
12:05 PM

Prepared For:
Strata Plan LMS 1416 - CRF

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

ASSETS	
1025-0000 Bank - Westminster - Contingency	160,219.96
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
1038-1099 WSCU GIC - 1.45% - Jun.22/17	100,000.00
1200-0000 Prepaid Insurance	128,697.32
TOTAL ASSETS	<u><u>1,688,917.28</u></u>
 OWNERS' EQUITY	
3500-0000 Net Income - Prior Years	1,590,131.09
3510-0000 Net Income - Current Year	98,786.19
TOTAL OWNERS' EQUITY	<u><u>1,688,917.28</u></u>
TOTAL LIABILITIES AND EQUITY	<u><u>1,688,917.28</u></u>

Date: Jul 20/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
June 2016
AS OF THE 4TH MONTH ENDING JUNE 30, 2016

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
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Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-5000 Strata Fees - Apartment	10,837.83	10,837.83	0.00	0.00	43,351.32	43,351.32	0.00	0.00	130,054.00
4010-6000 Strata Fees - Townhome	23,578.83	23,578.83	0.00	0.00	94,315.32	94,315.32	0.00	0.00	282,946.00
TOTAL	34,416.66	34,416.66	0.00	0.00	137,666.64	137,666.64	0.00	0.00	413,000.00
4031-0000 Interest Income	237.83	0.00	237.83	0	980.50	0.00	980.50	0	0.00
4031-6000 Interest Income- Insur. L	321.75	0.00	321.75	0	1,287.00	0.00	1,287.00	0	0.00
TOTAL	559.58	0.00	559.58	0	2,267.50	0.00	2,267.50	0	0.00
TOTAL INCOME	34,976.24	34,416.66	559.58	1.63	139,934.14	137,666.64	2,267.50	1.65	413,000.00
6268-2016 2016 Elevator improvem	2,541.00	212.50	-2,328.50	-1,095	2,541.00	850.00	-1,691.00	-198.9	2,550.00
6281-2016 2016 Apartment cooling	0.00	2,083.33	2,083.33	100.0	0.00	8,333.32	8,333.32	100.0	25,000.00
TOTAL EXPS. BEFORE UTILITIES	2,541.00	2,295.83	-245.17	-10.68	2,541.00	9,183.32	6,642.32	72.33	27,550.00
TOWNHOUSE EXPENSES									
6342-2016 2016 Townhouse Envelo	6,617.38	4,583.33	-2,034.05	-44.38	10,788.07	18,333.32	7,545.25	41.16	55,000.00
6344-2016 2016 Doors and Window	0.00	833.33	833.33	100.0	3,958.50	3,333.32	-625.18	-18.76	10,000.00
6356-2016 2016 Townhouse metal t	0.00	1,250.00	1,250.00	100.0	0.00	5,000.00	5,000.00	100.0	15,000.00
TOTAL OPERATING EXPS. - T.H.	6,617.38	6,666.66	49.28	0.74	14,746.57	26,666.64	11,920.07	44.70	80,000.00
COMMON EXPENSES									
RECREATION CENTRE - COMMON									
6709-2016 2016 Clubhouse stampe	0.00	833.33	833.33	100.0	7,987.88	3,333.32	-4,654.56	-139.6	10,000.00
6710-2016 2016 Emergency Draina	0.00	0.00	0.00	0	8,872.50	0.00	-8,872.50	0	0.00
6711-2016 2016 New clubhouse blin	3,500.00	583.33	-2,916.67	-500.0	7,000.00	2,333.32	-4,666.68	-200.0	7,000.00
6712-2016 2016 Lighting retro-fit Cl	0.00	2,500.00	2,500.00	100.0	0.00	10,000.00	10,000.00	100.0	30,000.00
TOTAL OPER. EXPS-REC. CENTRE	3,500.00	3,916.66	416.66	10.64	23,860.38	15,666.64	-8,193.74	-52.30	47,000.00
TOTAL EXPENSES	12,658.38	12,879.15	220.77	1.71	41,147.95	51,516.60	10,368.65	20.13	154,550.00
NET INCOME (LOSS)	22,317.86	21,537.51	780.35	3.62	98,786.19	86,150.04	12,636.15	14.67	258,450.00

REVENUE UTILITIES

UTILITY EXPENSES

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
June 2016
AS OF THE 4TH MONTH ENDING JUNE 30, 2016

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

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

ASSETS	
1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	105,798.48
1027-0000 Bank - Water Surcharge	43,135.41
1028-1300 Bank - Golf Tournament Funds	2,655.93
1029-0000 Bank - Apt Utilities	10,225.50
1030-0000 Bank - Exercise Room	1,116.20
1040-0000 Bank - Social Committee	6,656.62
1200-0000 Prepaid Insurance	131,271.32
1220-0000 Caretaker Suite	74,305.56
1300-0000 Accounts Receivable	436.92
1301-0039 A/R - Insurance Claim	345.89
TOTAL ASSETS	<u><u>376,452.83</u></u>
LIABILITIES	
2010-0000 Accounts Payable	63,861.02
2017-0000 Social Committee Fund	6,656.62
2018-0000 Exercise Room	1,116.20
2019-0000 Golf Tournament Fund	2,655.93
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	128,697.32
2040-0011 Due to CRF -Insurance interest	2,574.00
2170-0000 Vacation Payable	608.06
2250-0000 Pre-Paid Fees	1,669.32
TOTAL LIABILITIES	<u>208,138.47</u>
OWNERS' EQUITY	
3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	73,110.88
3510-0000 Net Income - Current Year	19,943.76
3510-2000 Net Income - Utilities	6,767.39
3510-3000 Net Income - Water & Sewer	-5,813.23
TOTAL OWNERS' EQUITY	<u>168,314.36</u>
TOTAL LIABILITIES AND EQUITY	<u><u>376,452.83</u></u>

Date: Jul 20/16
Accountant: [Signature]
Property Manager: [Signature]

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

June 2016
AS OF THE 4TH MONTH ENDING JUNE 30, 2016

Prepared For:
 Strata Plan LMS1416
 Surrey, BC

 Surrey, BC

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

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	38,808.03	39,149.33	-341.30	-0.87	155,232.12	156,597.32	-1,365.20	-0.87	469,792.00
4012-0000 CRF Strata Fees - Apart	-10,837.83	-10,837.83	0.00	0.00	-43,351.32	-43,351.32	0.00	0.00	-130,054.00
4015-0000 Parking & Scooter Parki	145.00	125.00	20.00	16.00	655.00	500.00	155.00	31.00	1,500.00
4022-0000 Move in/out	200.00	83.33	116.67	140.0	500.00	333.32	166.68	50.01	1,000.00
4025-0000 Prior Year Surplus (Defic	3,061.42	3,061.42	0.00	0.00	12,245.68	12,245.68	0.00	0.00	36,737.00
TOTAL	31,376.62	31,581.25	-204.63	-0.65	125,281.48	126,325.00	-1,043.52	-0.83	378,975.00
4030-0000 Strata Fees									
4030-0000 Strata Fees	71,395.75	71,395.75	0.00	0.00	285,583.00	285,583.00	0.00	0.00	856,749.00
4032-0000 CRF Strata Fees - Town	-23,578.83	-23,578.83	0.00	0.00	-94,315.32	-94,315.32	0.00	0.00	-282,946.00
4037-0000 Prior Year Surplus	4,780.42	4,780.42	0.00	0.00	19,121.68	19,121.68	0.00	0.00	57,365.00
TOTAL	52,597.34	52,597.34	0.00	0.00	210,389.36	210,389.36	0.00	0.00	631,168.00
OTHER									
4040-0000 Rental - Fireside Lounge	50.00	58.33	-8.33	-14.28	100.00	233.32	-133.32	-57.14	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	2,400.00	2,400.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	800.00	541.67	258.33	47.69	4,280.00	2,166.68	2,113.32	97.54	6,500.00
4055-0000 R.V. Parking	675.00	750.00	-75.00	-10.00	2,505.00	3,000.00	-495.00	-16.50	9,000.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	0.00	100.00	-100.00	-100.0	300.00
4065-0000 Interest Income	141.54	75.00	66.54	88.72	644.34	300.00	344.34	114.78	900.00
4066-0000 Remote Control Sale	-611.10	0.00	-611.10	0	-324.10	0.00	-324.10	0	0.00
4084-0000 Keys	14.00	0.00	14.00	0	14.00	0.00	14.00	0	0.00
TOTAL OTHER	1,669.44	2,050.00	-380.56	-18.56	9,619.24	8,200.00	1,419.24	17.31	24,600.00
TOTAL INCOME	85,643.40	86,228.59	-585.19	-0.68	345,290.08	344,914.36	375.72	0.11	1,034,743.00
6030-0000 Apt Janitor/Contract Ser									
6030-0000 Apt Janitor/Contract Ser	1,250.00	1,513.00	263.00	17.38	5,000.00	6,052.00	1,052.00	17.38	18,156.00
6208-0000 Building Maint. - Apartm	3,244.47	3,647.92	403.45	11.06	9,326.25	14,591.68	5,265.43	36.09	43,775.00
6215-0000 Equipment Maint.-Apart	6,052.43	3,605.00	2,447.43	67.89	19,015.94	14,420.00	4,595.94	31.87	43,260.00
6268-0050 Elevator Maint. - Apartm	1,290.61	901.25	389.36	43.20	4,416.62	3,605.00	811.62	22.51	10,815.00
6275-0000 Gate & Door Maint. - Ap	0.00	334.75	334.75	100.0	3,210.44	1,339.00	1,871.44	139.7	4,017.00
6279-0000 Garbage Pick-up - Apts.	2,656.11	1,505.83	1,150.28	76.39	6,537.41	6,023.32	514.09	8.53	18,070.00
TOTAL EXPS. BEFORE UTILITIES	14,493.62	11,507.75	2,985.87	25.95	47,506.66	46,031.00	1,475.66	3.21	138,093.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	6,134.08	4,720.83	1,413.25	29.94	11,761.24	18,883.32	7,122.08	37.72	56,650.00
6320-0000 Garbage Pick-up - Town	4,598.19	3,373.17	1,225.02	36.32	13,431.51	13,492.68	61.17	0.45	40,478.00
6350-0000 Garbage Recycling - To	782.70	831.25	48.55	5.84	3,130.80	3,325.00	194.20	5.84	9,975.00
TOTAL OPERATING EXPS. - T.H.	11,514.97	8,925.25	2,589.72	29.02	28,323.55	35,701.00	7,377.45	20.66	107,103.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	42,000.00	44,187.00	2,187.00	4.95	132,561.00
6425-0000 Drainage Repair & Maint	0.00	837.33	837.33	100.0	3,402.00	3,349.32	52.68	-1.57	10,048.00
6435-0000 Plant Replacement & Im	0.00	2,404.67	2,404.67	100.0	5,503.00	9,618.68	4,115.68	42.79	28,856.00
6440-0000 Irrigation System	395.37	229.83	165.54	72.03	664.22	919.32	255.10	27.75	2,758.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.0	0.00	3,605.00	3,605.00	100.0	10,815.00
TOTAL LANDS. & GROUNDS	10,895.37	15,419.83	4,524.46	29.34	51,569.22	61,679.32	10,110.10	16.39	185,038.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,667.81	2,489.17	821.36	33.00	2,477.52	9,956.68	7,479.16	75.12	29,870.00
6515-0000 Equipment Rep. & Maint	1,474.79	1,666.67	191.88	11.51	8,399.12	6,666.68	1,732.44	25.99	20,000.00
6520-0000 Supplies Equipment - Co	0.00	257.50	257.50	100.0	33.21	1,030.00	996.79	96.78	3,090.00
6525-0000 Supplies Maintenance-C	207.28	103.00	104.28	101.2	1,410.24	412.00	998.24	242.2	1,236.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.0	632.60	412.00	220.60	-53.54	1,236.00
6535-0000 Enterphone and Security	0.00	68.67	68.67	100.0	0.00	274.68	274.68	100.0	824.00
6560-0000 Gate Repair & Maint. - C	343.35	386.25	42.90	11.11	1,150.75	1,545.00	394.25	25.52	4,635.00
6565-0000 Pest Control - Common	1,602.69	515.00	1,087.69	211.2	3,181.54	2,060.00	1,121.54	54.44	6,180.00
TOTAL REPAIR & MAINT.	5,295.92	5,589.26	293.34	5.25	17,284.98	22,357.04	5,072.06	22.69	67,071.00

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

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June 2016

AS OF THE 4TH MONTH ENDING JUNE 30, 2016

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
UTILITIES									
6576-0000 Electricity - Common	114.00	116.83	2.83	2.42	456.00	467.32	11.32	2.42	1,402.00
6577-0000 Electricity Ponds - Com	333.00	559.58	226.58	40.49	1,332.00	2,238.32	906.32	40.49	6,715.00
6580-0000 Electricity Stream - Com	308.00	405.00	97.00	23.95	1,232.00	1,620.00	388.00	23.95	4,860.00
6595-0000 Telephone Caretaker	67.20	166.67	99.47	59.68	263.20	666.68	403.48	60.52	2,000.00
TOTAL UTILITIES	822.20	1,248.08	425.88	34.12	3,283.20	4,992.32	1,709.12	34.23	14,977.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	85.83	85.83	100.0	182.91	343.32	160.41	46.72	1,030.00
6690-0000 Electricity - RV Lot	93.00	151.00	58.00	38.41	372.00	604.00	232.00	38.41	1,812.00
TOTAL OPERATING EXPS-RV LOT	93.00	236.83	143.83	60.73	554.91	947.32	392.41	41.42	2,842.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	2,810.31	267.83	-2,542.48	-949.2	6,555.60	1,071.32	-5,484.28	-511.9	3,214.00
6712-0000 Equip. Rep. & Maint.-Clu	1,579.51	1,630.83	51.32	3.15	7,063.96	6,523.32	-540.64	-8.29	19,570.00
6715-0000 Lock Up Costs - Rec. Ce	315.00	125.00	-190.00	-152.0	735.00	500.00	-235.00	-47.00	1,500.00
6720-0000 Guest Suites Telephone-	225.42	197.42	-28.00	-14.18	901.68	789.68	-112.00	-14.18	2,369.00
6725-0000 Exercise Equip R & M-R	1,106.56	300.42	-806.14	-268.3	2,394.52	1,201.68	-1,192.84	-99.26	3,605.00
6730-0000 Workshop R & M-Rec. C	0.00	83.33	83.33	100.0	805.46	333.32	-472.14	-141.6	1,000.00
6735-0000 Pool Repair & Maint.-Re	2,928.33	1,336.83	-1,591.50	-119.0	6,416.16	5,347.32	-1,068.84	-19.99	16,042.00
6740-0000 Pool Supplies & Chemic	807.31	257.50	-549.81	-213.5	1,930.96	1,030.00	-900.96	-87.47	3,090.00
6750-0000 Cleaning Supplies-Rec.	480.25	274.67	-205.58	-74.85	596.07	1,098.68	502.61	45.75	3,296.00
6755-0000 Window & Carpet Cleani	131.25	128.75	-2.50	-1.94	262.50	515.00	252.50	49.03	1,545.00
6760-0000 Electricity - Rec. Centre	1,532.00	1,998.92	466.92	23.36	6,128.00	7,995.68	1,867.68	23.36	23,987.00
6765-0000 Gas - Rec. Centre	855.15	904.58	49.43	5.46	3,055.52	3,618.32	562.80	15.55	10,855.00
TOTAL OPER. EXPS-REC. CENTRE	12,771.09	7,506.08	-5,265.01	-70.14	36,845.43	30,024.32	-6,821.11	-22.72	90,073.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	3,635.79	4,166.67	530.88	12.74	16,995.74	16,666.68	-329.06	-1.97	50,000.00
6830-0000 Caretaker Assistant Wag	1,380.34	1,364.00	-16.34	-1.20	5,154.51	5,456.00	301.49	5.53	16,368.00
6865-0000 R. C. Janitor Wages and	1,274.34	1,666.67	392.33	23.54	5,097.37	6,666.68	1,569.31	23.54	20,000.00
6870-0000 Janitorial Contract	0.00	166.67	166.67	100.0	0.00	666.68	666.68	100.0	2,000.00
6890-0000 Workers Compensation	0.00	150.00	150.00	100.0	1,016.25	600.00	-416.25	-69.38	1,800.00
TOTAL SALARIES & PAYROLL COS	6,290.47	7,514.01	1,223.54	16.28	28,263.87	30,056.04	1,792.17	5.96	90,168.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	133.32	133.32	100.0	400.00
6915-0000 Supplies	0.00	128.75	128.75	100.0	58.52	515.00	456.48	88.64	1,545.00
6920-0000 Telephone & Cable - Offi	397.19	309.00	-88.19	-28.54	1,588.76	1,236.00	-352.76	-28.54	3,708.00
6950-0000 Miscellaneous Exp. - Offi	0.00	41.67	41.67	100.0	0.00	166.68	166.68	100.0	500.00
TOTAL OFFICE EXPENSES	397.19	512.75	115.56	22.54	1,647.28	2,051.00	403.72	19.68	6,153.00
ADMINISTRATION									
6965-0000 Audit - Admin.	0.00	429.17	429.17	100.0	0.00	1,716.68	1,716.68	100.0	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	360.50	360.50	100.0	5,148.72	1,442.00	-3,706.72	-257.0	4,326.00
6975-0000 Council Expenses - Adm	0.00	145.92	145.92	100.0	0.00	583.68	583.68	100.0	1,751.00
6980-0000 Legal Expenses	0.00	833.33	833.33	100.0	0.00	3,333.32	3,333.32	100.0	10,000.00
6984-0000 Postage and Printing	4,380.82	1,115.83	-3,264.99	-292.6	6,663.26	4,463.32	-2,199.94	-49.29	13,390.00
6990-0000 Insurance Premiums	16,087.17	16,087.17	0.00	0.00	64,348.68	64,348.68	0.00	0.00	193,046.00
6992-0000 Insurance Carrying Char	321.75	321.75	0.00	0.00	1,287.00	1,287.00	0.00	0.00	3,861.00
6995-0000 Licenses & Permits - Ad	0.00	66.67	66.67	100.0	225.00	266.68	41.68	15.63	800.00
7000-0000 Management Fees	5,421.15	5,354.92	-66.23	-1.24	21,016.80	21,419.68	402.88	1.88	64,259.00
7005-0000 Membership Fees-Admi	0.00	29.17	29.17	100.0	0.00	116.68	116.68	100.0	350.00
7010-0000 Property Taxes - Admin.	316.00	100.00	-216.00	-216.0	316.00	400.00	84.00	21.00	1,200.00
7020-0000 Security - Admin.	1,910.67	2,824.33	913.66	32.35	7,668.43	11,297.32	3,628.89	32.12	33,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	40.00	50.00	10.00	20.00	150.00
7030-0000 Strata Web Site	0.00	66.67	66.67	100.0	359.33	266.68	-92.65	-34.74	800.00
7050-0000 Miscellaneous	2,294.20	20.83	-2,273.37	-10.91	2,817.60	83.32	-2,734.28	-3,281	250.00
7051-0000 Statutory Financial Revi	176.40	0.00	-176.40	0	176.40	0.00	-176.40	0	0.00
TOTAL ADMINISTRATION EXPENSE	30,918.16	27,768.76	-3,149.40	-11.34	110,067.22	111,075.04	1,007.82	0.91	333,225.00
TOTAL COMMON EXPENSES	93.00	236.83	143.83	60.73	554.91	947.32	392.41	41.42	2,842.00
TOTAL EXPENSES	93,491.99	86,228.60	-7,263.39	-8.42	325,346.32	344,914.40	19,568.08	5.67	1,034,743.00
NET INCOME (LOSS)	-7,848.59	-0.01	-7,848.58	-78.48	19,943.76	-0.04	19,943.80	49.85	0.00

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

June 2016

AS OF THE 4TH MONTH ENDING JUNE 30, 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>
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,239.58	11,239.58	0.00	0.00	44,958.32	44,958.32	0.00	0.00	134,875.00
9262-0000 Utilities Interest Income	12.35	0.00	12.35	0	47.50	0.00	47.50	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	105.33	-105.33	-100.0	1,263.54	421.32	842.22	199.9	1,264.00
Total Apartment Utilities	11,251.93	11,344.91	-92.98	-0.82	46,269.36	45,379.64	889.72	1.96	136,139.00
UTILITY EXPENSES									
Electricity									
9360-0000 Electricity Kens & Mayfai	2,668.00	2,849.92	181.92	6.38	10,672.00	11,399.68	727.68	6.38	34,199.00
9365-0000 Electricity Windsor	1,673.00	1,836.08	163.08	8.88	6,692.00	7,344.32	652.32	8.88	22,033.00
Total Electricity - Apart.	4,341.00	4,686.00	345.00	7.36	17,364.00	18,744.00	1,380.00	7.36	56,232.00
Gas - Apartments									
9410-0000 Gas - Mayfair	901.39	1,613.42	712.03	44.13	5,528.87	6,453.68	924.81	14.33	19,361.00
9420-0000 Gas - Kensington	1,229.27	2,371.92	1,142.65	48.17	7,796.08	9,487.68	1,691.60	17.83	28,463.00
9430-0000 Gas - Windsor	1,327.45	2,658.67	1,331.22	50.07	8,813.02	10,634.68	1,821.66	17.13	31,904.00
Total Gas - Apartment	3,458.11	6,644.01	3,185.90	47.95	22,137.97	26,576.04	4,438.07	16.70	79,728.00
TOTAL UTILITIES - APARTMENT	7,799.11	11,330.01	3,530.90	31.16	39,501.97	45,320.04	5,818.07	12.84	135,960.00
NET INCOME (LOSS) UTILITIES	3,452.82	14.90	3,437.92	23.07	6,767.39	59.60	6,707.79	11,254	179.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,894.42	5,894.42	0.00	0.00	23,577.68	23,577.68	0.00	0.00	70,733.00
9700-0000 Water - Townhouses	8,620.58	8,657.42	-36.84	-0.43	34,482.32	34,629.68	-147.36	-0.43	103,889.00
9725-0000 Water - Interest Income	42.50	0.00	42.50	0	112.59	0.00	112.59	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	-1,253.08	1,253.08	100.0	-15,037.18	-5,012.32	-10,024.86	-200.0	-15,037.00
TOTAL WATER INCOME	14,557.50	13,298.76	1,258.74	9.47	43,135.41	53,195.04	-10,059.63	-18.91	159,585.00
WATER EXPENSE									
9850-0000 Water Usage	48,948.64	13,296.67	-35,651.97	-268.1	48,948.64	53,186.68	4,238.04	7.97	159,560.00
TOTAL WATER	48,948.64	13,296.67	-35,651.97	-268.1	48,948.64	53,186.68	4,238.04	7.97	159,560.00
NET INCOME (LOSS) WATER	-34,391.14	2.09	-34,393.23	-1,645	-5,813.23	8.36	-5,821.59	-69.63	25.00

Chelsea Gardens

AUGUST EVENTS CALENDAR

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	2	3 Coffee 9:45am Whist 7pm Poker 7pm	4 Euchre 7pm Bridge 6:30 pm	5 Horses 4 pm Pub Night 5pm Barbecue	6
7	8 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	9	10 Coffee 9:45am Whist 7pm Poker 7pm	11 Euchre 7pm Bridge 6:30 pm	12 Horses 4 pm Pub Night 5pm	13
14	15 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	16	17 Coffee 9:45am Whist 7pm Poker 7pm	18 Euchre 7pm Bridge 6:30 pm	19 Horses 4 pm Pub Night 5pm Sing-Along Cash bar	20
21 Annual Golf Tournament	22 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	23	24 Coffee 9:45am Whist 7pm Poker 7pm	25 Euchre 7pm Bridge 6:30 pm	26 Horses 4 pm Pub Night 5pm	27
28	29 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	30	31 Coffee 9:45am Whist 7pm Poker 7pm	AQUASIZE EXERCISES IN THE POOL 9:00 AM MONDAY THROUGH FRIDAY		



FRIDAY AUGUST 5TH, BARBECUE WITH FRESH CORN 6:00
FRIDAY, AUGUST 19TH PUB NIGHT AND SING-ALONG- CASH BAR
SUNDAY, AUGUST 21ST, 2:00 AT NICO WYND ---GOLF
TOURNAMENT, FOLLOWED BY BARBECUE DINNER AT THE CLUB
HOUSE.