

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - MONDAY, AUGUST 15, 2016 – 1:00 PM CLUBHOUSE LIBRARY

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

STRATA COUNCIL - 2016/2017

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Zenon Jalbert – TH-202

SECRETARY

Bob Hurley - W-122

TREASURER

Gary Beirnes - TH-333

COUNCIL MEMBERS AT LARGE

Garry Kirkland - K-405

Gordon Yamashita - K202

Zenon Jalbert - TH-202

LANDSCAPING/SECURITY

Charlie Sweet-W227

MAINTENANCE/LIAISONS

Garry Kirkland - Townhouses
Gordon Yamashita – Apartments

SOCIAL LIAISON

Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Gordon Yamashita

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

CLUBHOUSE EXERCISE ROOM/WORKSHOP

/BRING FORWARD

Zenon Jalbert

FOUNTAINS/PONDS

Bob Hurley

CLUBHOUSE OFFICE

Patricia Mitoi/Valerie Morris

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

Guest suite booking and Keys

CARETAKERS

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

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

REGRETS

Gary Beirnes

Gordon Yamashita

Ross Ruddick, Strata Manager

Jesse Train, assistant to the 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 July 25, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – AUGUST

I'd like to thank all the volunteers that have come forward and helped get things done. This of course has a huge impact on reducing costs associated with maintenance. The water mains have now been marked to indicate the shutoffs...(thanks Phil & Bill).

The pedestrian gates seem to be giving us some problems please make sure that the gate does close behind you. It may not have completely latched because of a delay in the lock. We'll have a look at all the gates but please be mindful of the North gate in particular. Pressure washing will continue and I have areas in mind that need some attention.

Fraser Valley Health has come by and other than some minor things that need to be addressed should get our check mark. Pool is well used, good to see. Still have to address some chemical issues manually but our tests are showing good.

We had the exterminator try and deal with some wasp issues around the Gardens but this might not be enough. I would like to consider traps around the complex hung from trees around

problem areas. I use them in my yard and they seem to help keep populations down. Not gone but diminished.

The Linden trees around the complex have some aphid issues. We are going to try using a tea based solution which is also know to be very successful and was suggested by Mandeville Nurseries. The leaning tree on the south side of the Windsor will soon be removed as a safety precaution. New bylaws have to be met when it comes to tree removal and all the information can be found on the Surrey website.

The Fire inspector came for a visit and will come for his second inspection in a few weeks. He has asked me to convey to anyone with a disability that would prevent them from leaving the buildings quickly, to notify Val or myself so we can place the information in the Fire Boxes in each of the buildings. This allows for better planning should it be necessary for rescue. I will also be starting an online course with BCIT in Fire Safety Planning which was recommended by the inspector and was approved. If someone on staff has the course the re-inspection cost is waived and I'd like to give it a whirl.

Carpet cleaning in the three buildings will continue, they have prepared some area's that needed more attention and the cleaners should be in next week schedule to be arranged yet. Progress on the fountains at the front is a slow but steady.

John Unger

Not much to report this month only one incident, on Monday August the 1st Bernice called about a person going door to door claiming to wash windows and she told him there was no solicitation allowed on this complex, and told him to leave. I drove around in my car and on the second trip found him at a unit appearing to be cleaning windows. I questioned him and told him the same as Bernice and that I would escort him out and I did.

Valerie Morris

(4) FINANCIAL REPORT

The Financial Report ending July 31, 2016 was reviewed by the Strata Manager after being examined by the Treasurer. We are still tracking well on the budget. It was **MOVED** and **SECONDED** to approve the financial statements ending July 31, 2016. **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a) **Lighting Retrofit** – 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. This work will commence towards the end of August.
- b) **Driveway/Pavement Crack Repair** – Garry Kirkland has developed a comprehensive list of identified crack repairs. The strata manager has reached out to two contractors to obtain quotes for the work.
- c) **Cooling Coil for the Kensington vs. changing couplers** - 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. We have looked into getting quotes to do:

- 1) Victaulic couplers to be replaced
- 2) Replace all copper piping with plastic composite piping (last about 50 years)
- 3) Replace Make-up air units one building at a time

This originally approved project will be cancelled and council will review these options to determine a spending resolution for the 2017 AGM.

- d) **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.
- e) **Developer Approved Parking** – The review of parking allocations is virtually completed and some owners in each apartment will be contacted in writing to confirm their allocated spots.
- f) **Arborist Work** – A tree cutting permit has been obtained to remove a tree that poses a threat to buildings and this work is to be done on August 26, 2016.

(6) CORRESPONDENCE

- We have had a couple complaints about the speed of vehicles and we advise residents to take the license plate number down and report to council or the strata manager. We are looking into rental or purchasing of radar signs. Council reminds residents to please slow down.
- 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.
- An owner wrote saying some of carpet cleaning/spot cleaning on spills that happened in the Mayfair were not cleaned properly and wondered whether or not the Strata Council was notified. The Strata Manager and members of the Strata Council were notified and staff took appropriate measures to deal with the spill. The carpet cleaning firm will take additional measures to attempt to work on the area affected. The communication lines between staff and management are in place but are always open to review. Owners are also an important part of the process since daily inspections by staff can still miss areas of concern and we do invite owner communication to advise both staff and management of maintenance issues throughout the complex.
- Council has received a letter that expressed opposition to the fish pond being switched to a hummingbird garden and council has noted this. This is planned to be an AGM discussion.
- Council received correspondence from an owner noting several references to the title of “resident caretaker” in both bylaws and rules. The writer believes that this could invalidate those bylaws

and, while Council and the Strata Manager disagree with this, there will be a resolution presented at the next AGM to provide a consistent title when referring to staff.

- An owner wrote wondering if the strata was compensated by the contractor for repairs to an overhead parking gate as noted in the last set of minutes. The contractor was doing work for the strata corporation and came down on our own club cart. There was no damage to the club cart and our caretaker, John Unger, repaired the gate and no costs were incurred.
- There was a request to open a timeslot in our Events Calendar for use of the fireside room starting in September for a new event called, Ladies Dance Fun. The Strata Manager and several Council members will attempt to arrange a meeting with all the user groups in early September to see if this can be accommodated.
- There was a request to allow children to use the hot tub during children's hours in the pool. Council did not support this suggestion.
- There was a request for an owner to have two visitor vehicles parked in the visitors parking in the Kensington for the month of September as is permitted under our bylaws when requested in writing. It was **MOVED** and **SECONDED** to approve this request. **CARRIED**

(7) COMMITTEE REPORTS

- **APARTMENTS** – Carpet cleaning to be done to remove the stains in the hallways of the apartments. Jeff Morin and John Unger are working on repairs to a door in one of the apartment buildings.
- **TOWNHOUSES** – Work continues on spindle replacement. The Council will also consider a spending resolution in 2017 for work on upper areas of the townhouses to replace wood that has deteriorated over time. (especially the east side)
- **CLUBHOUSE** – The clubhouse continues to be well used and the swimming pool is in excellent shape. A recent inspection by Fraser Health noted some minor areas of concern and they are being addressed.
- **GOLF TOURNAMENT** – The Golf Tournament is on Sunday, August 21, 2016. Registration is down from the record level of last year and the Strata Manager is asking for owner input as to what can be changed or improved so as to attract a full field of golfers. Please contact ross@crpm.ca to make suggestions in dates, format, prize distribution, food or anything else. The Council discussed what would be purchased with the funds and a number of options were discussed.
- **SECURITY AND SAFETY** –The Strata Manager presented a first draft of a privacy policy that was given to all council members to review. A Privacy officer will be appointed upon approval of the policy which will be the Strata Manager and a designated Council member. 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.
- The fire department suggested that, in the event of an emergency, any owner who has physical disabilities should leave their apartment door unlocked and then go out to their balcony and wait for responders to provide assistance.

- **SOCIAL** – Council and the Strata Manager will look into finding a space on the events calendar for Ladies Dance Fun. A new pool table cover has been purchased.
- **LANDSCAPING** – Council will have the landscapers look into areas that are in need of trees. We do have tree re-planting bonds with the City of Surrey but they may be placed in any location. In any re-planting we will be mindful of keeping them away from underground pipes or building membranes. Council has requested to get a quote to have a crown reduction down on many trees in 2017. Painting of fountains are getting done and the missing lion head off the front gate fountain was found. The Strata Manager will get the landscaping company to look into removing the grass in the RV lot and filled with small sized river rock.
- **RV PARKING LOT** – The Strata Manager will check if utility trailers currently in the RV lot are being charged. Some vehicles don't seem to be insured. The Strata Manager will check if the required storage insurance exists for these. If not the owners will be contacted. If so, a confirmation note will be issued by Crossroads for the owner to display. Items stored in spot 24 should be gone within the next month. Spot 25 should now be available for RV parking. The island on the east side will be reduced by about 70% in order to accommodate RV re-alignment. Parking lines will be painted by a contractor or staff. There have been requests to allow parking of other vehicles in the lot (e.g. oversize vehicles that do not fit in the owner's driveway or parking stall) Council is working with the RV Committee to see if this a viable option. The Strata Manager is seeking a quotation for power-sweeping the RV lot.
- **BYLAWS/RULES** – No report.
- **ADMINISTRATION** – The Strata Council has regretfully accepted the resignation of Gary Beirnes from council effective immediately due to recent health concerns. Gary has been an integral part of the Strata Council for many years and has played a major role in guiding our financial health and building up a significant Contingency Reserve Fund. The Strata Council, on behalf of all owners, would like to thank Gary Beirnes for everything he has done for the Strata Corporation. The Council will miss his presence around the table and wish him nothing but the best as he leaves Chelsea Gardens to be closer to family members. Victor Monasch (who has been on Council in the past) has agreed to step in and fill the roll of Treasurer. It was **MOVED** and **SECONDED** to appoint Victor Monasch to the Strata Council and to elect him as our new Treasurer. **CARRIED**
- The Strata Manager noted to Council that Jesse Train has now commenced employment with his office and will be working with all of Ross's properties as an assistant.
- **CONTACTING THE CARETAKER** – Another reminder to owners as to how to reach our caretaking staff:
 - ❖ **Office Phone** – The Chelsea Gardens office phone number is 604-501-0479 and you can leave messages on this line.
 - ❖ **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.

- ❖ **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 at: ross@crpm.ca The Strata Manager also has mailboxes in each apartment and the clubhouse mailroom and these are cleared at least once per week.
- ❖ **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

- **RV Committee Meeting** – The Strata Manager provided Council with the minutes of a recent meeting held with the RV Committee and himself. It was a productive meeting and the RV Committee is to discuss possible rule/bylaw changes among themselves and then meet again in early September.
- **Carpet Cleaning Contract** – The Strata Manager noted that a renewal of the carpet cleaning contract is coming due in September and he is waiting for the written proposal.
- **Council Meeting dates** - The Council will shift their regular meeting days to Tuesdays starting with the next meeting. Ross Ruddick noted he will be away from August 28th to September 4th.
- **Fire Inspection** – Our recent inspection by the Surrey Fire Department noted some minor deficiencies (missed suites and some equipment tagged for service) and these will be addressed.

(9) ADJOURNMENT

- The meeting was adjourned at 3:00 PM.
- The next council meeting is Tuesday, September 20, 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)
July 2016
AS OF THE 5TH MONTH ENDING JULY 31, 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

ASSETS	
1025-0000 Bank - Westminster - Contingency	204,699.71
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
1038-1084 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
1038-1102 WSCU GIC - 1.55% - Jul.27/17	200,000.00
1200-0000 Prepaid Insurance	112,610.15
TOTAL ASSETS	<u>1,717,309.86</u>
 OWNERS' EQUITY	
3500-0000 Net Income - Prior Years	1,590,131.09
3510-0000 Net Income - Current Year	127,178.77
TOTAL OWNERS' EQUITY	<u>1,717,309.86</u>
TOTAL LIABILITIES AND EQUITY	<u>1,717,309.86</u>

Date: AUG. 12/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
July 2016
AS OF THE 5TH MONTH ENDING JULY 31, 2016

Prepared For:
Strata Plan LMS 1416 - CRF

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									
4010-5000 Strata Fees - Apartment	10,837.83	10,837.83	0.00	0.00	54,189.15	54,189.15	0.00	0.00	130,054.00
4010-6000 Strata Fees - Townhome	23,578.83	23,578.83	0.00	0.00	117,894.15	117,894.15	0.00	0.00	282,946.00
TOTAL	34,416.66	34,416.66	0.00	0.00	172,083.30	172,083.30	0.00	0.00	413,000.00
4031-0000 Interest Income	3,570.11	0.00	3,570.11	0	4,550.61	0.00	4,550.61	0	0.00
4031-6000 Interest Income- Insur. L	321.75	0.00	321.75	0	1,608.75	0.00	1,608.75	0	0.00
TOTAL	3,891.86	0.00	3,891.86	0	6,159.36	0.00	6,159.36	0	0.00
TOTAL INCOME	38,308.52	34,416.66	3,891.86	11.31	178,242.66	172,083.30	6,159.36	3.58	413,000.00
6268-2016 2016 Elevator improvem	0.00	212.50	212.50	100.0	2,541.00	1,062.50	-1,478.50	-139.1	2,550.00
6281-2016 2016 Apartment cooling	0.00	2,083.33	2,083.33	100.0	0.00	10,416.65	10,416.65	100.0	25,000.00
TOTAL EXPS. BEFORE UTILITIES	0.00	2,295.83	2,295.83	100.0	2,541.00	11,479.15	8,938.15	77.86	27,550.00
TOWNHOUSE EXPENSES									
6342-2016 2016 Townhouse Envelo	4,597.69	4,583.33	-14.36	-0.31	15,385.76	22,916.65	7,530.89	32.86	55,000.00
6344-2016 2016 Doors and Window	5,318.25	833.33	-4,484.92	-538.1	9,276.75	4,166.65	-5,110.10	-122.6	10,000.00
6356-2016 2016 Townhouse metal t	0.00	1,250.00	1,250.00	100.0	0.00	6,250.00	6,250.00	100.0	15,000.00
TOTAL OPERATING EXPS. - T.H.	9,915.94	6,666.66	-3,249.28	-48.74	24,662.51	33,333.30	8,670.79	26.01	80,000.00
COMMON EXPENSES									
RECREATION CENTRE - COMMON									
6709-2016 2016 Clubhouse stampe	0.00	833.33	833.33	100.0	7,987.88	4,166.65	-3,821.23	-91.71	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	0.00	583.33	583.33	100.0	7,000.00	2,916.65	-4,083.35	-140.0	7,000.00
6712-2016 2016 Lighting retro-fit Cl	0.00	2,500.00	2,500.00	100.0	0.00	12,500.00	12,500.00	100.0	30,000.00
TOTAL OPER. EXPS-REC. CENTRE	0.00	3,916.66	3,916.66	100.0	23,860.38	19,583.30	-4,277.08	-21.84	47,000.00
TOTAL EXPENSES	9,915.94	12,879.15	2,963.21	23.01	51,063.89	64,395.75	13,331.86	20.70	154,550.00
NET INCOME (LOSS)	28,392.58	21,537.51	6,855.07	31.83	127,178.77	107,687.55	19,491.22	18.10	258,450.00

REVENUE UTILITIES

UTILITY EXPENSES

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
July 2016
AS OF THE 5TH MONTH ENDING JULY 31, 2016

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Surrey, BC

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#1011 - 7445 132nd. Street
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ASSETS

1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	102,726.08
1027-0000 Bank - Water Surcharge	57,709.17
1028-1300 Bank - Golf Tournament Funds	3,319.88
1029-0000 Bank - Apt Utilities	13,682.81
1030-0000 Bank - Exercise Room	1,117.34
1040-0000 Bank - Social Committee	6,663.40
1200-0000 Prepaid Insurance	114,862.40
1205-0000 Prepaid Expenses	3,514.87
1220-0000 Caretaker Suite	74,305.56
1221-0003 Tree Restitution S/D - Due July 2017	400.00
1300-0000 Accounts Receivable	673.43
1301-0039 A/R - Insurance Claim	345.89

TOTAL ASSETS

379,825.83

LIABILITIES

2010-0000 Accounts Payable	55,383.61
2014-0000 Accrued Water & Sewer	13,296.67
2017-0000 Social Committee Fund	6,663.40
2018-0000 Exercise Room	1,117.34
2019-0000 Golf Tournament Fund	3,319.88
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	112,610.15
2040-0011 Due to CRF -Insurance interest	2,252.25
2170-0000 Vacation Payable	887.56
2250-0000 Pre-Paid Fees	1,553.43

TOTAL LIABILITIES

197,384.29

OWNERS' EQUITY

3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	65,269.04
3510-0000 Net Income - Current Year	36,971.65
3510-2000 Net Income - Utilities	10,431.43
3510-3000 Net Income - Water & Sewer	-4,536.14

TOTAL OWNERS' EQUITY

182,441.54

TOTAL LIABILITIES AND EQUITY

379,825.83

Date: AUG. 12/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
July 2016

AS OF THE 5TH MONTH ENDING JULY 31, 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	194,040.15	195,746.65	-1,706.50	-0.87	469,792.00
4012-0000 CRF Strata Fees - Apart	-10,837.83	-10,837.83	0.00	0.00	-54,189.15	-54,189.15	0.00	0.00	-130,054.00
4015-0000 Parking & Scooter Parki	145.00	125.00	20.00	16.00	800.00	625.00	175.00	28.00	1,500.00
4022-0000 Move in/out	0.00	83.33	-83.33	-100.0	500.00	416.65	83.35	20.00	1,000.00
4025-0000 Prior Year Surplus (Defic	3,061.42	3,061.42	0.00	0.00	15,307.10	15,307.10	0.00	0.00	36,737.00
TOTAL	31,176.62	31,581.25	-404.63	-1.28	156,458.10	157,906.25	-1,448.15	-0.92	378,975.00
4030-0000 Strata Fees									
4030-0000 Strata Fees	71,395.75	71,395.75	0.00	0.00	356,978.75	356,978.75	0.00	0.00	856,749.00
4032-0000 CRF Strata Fees - Town	-23,578.83	-23,578.83	0.00	0.00	-117,894.15	-117,894.15	0.00	0.00	-282,946.00
4037-0000 Prior Year Surplus	4,780.42	4,780.42	0.00	0.00	23,902.10	23,902.10	0.00	0.00	57,365.00
TOTAL	52,597.34	52,597.34	0.00	0.00	262,986.70	262,986.70	0.00	0.00	631,168.00
OTHER									
4040-0000 Rental - Fireside Lounge	150.00	58.33	91.67	157.1	250.00	291.65	-41.65	-14.28	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	2,160.00	541.67	1,618.33	298.7	6,440.00	2,708.35	3,731.65	137.7	6,500.00
4055-0000 R.V. Parking	715.00	750.00	-35.00	-4.67	3,220.00	3,750.00	-530.00	-14.13	9,000.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	0.00	125.00	-125.00	-100.0	300.00
4065-0000 Interest Income	141.89	75.00	66.89	89.19	786.23	375.00	411.23	109.6	900.00
4066-0000 Remote Control Sale	68.00	0.00	68.00	0	-256.10	0.00	-256.10	0	0.00
4084-0000 Keys	5.00	0.00	5.00	0	19.00	0.00	19.00	0	0.00
TOTAL OTHER	3,839.89	2,050.00	1,789.89	87.31	13,459.13	10,250.00	3,209.13	31.31	24,600.00
TOTAL INCOME	87,613.85	86,228.59	1,385.26	1.61	432,903.93	431,142.95	1,760.98	0.41	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	6,250.00	7,565.00	1,315.00	17.38	18,156.00
6208-0000 Building Maint. - Apartm	512.05	3,647.92	3,135.87	85.96	9,838.30	18,239.60	8,401.30	46.06	43,775.00
6215-0000 Equipment Maint.-Apart	1,642.54	3,605.00	1,962.46	54.44	20,658.48	18,025.00	2,633.48	-14.61	43,260.00
6268-0050 Elevator Maint. - Apartm	1,110.36	901.25	-209.11	-23.20	5,526.98	4,506.25	-1,020.73	-22.65	10,815.00
6275-0000 Gate & Door Maint. - Ap	0.00	334.75	334.75	100.0	3,210.44	1,673.75	-1,536.69	-91.81	4,017.00
6279-0000 Garbage Pick-up - Apts.	1,262.63	1,505.83	243.20	16.15	7,800.04	7,529.15	270.89	3.60	18,070.00
TOTAL EXPS. BEFORE UTILITIES	5,777.58	11,507.75	5,730.17	49.79	53,284.24	57,538.75	4,254.51	7.39	138,093.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,161.13	4,720.83	3,559.70	75.40	12,922.37	23,604.15	10,681.78	45.25	56,650.00
6320-0000 Garbage Pick-up - Town	2,944.44	3,373.17	428.73	12.71	16,375.95	16,865.85	489.90	2.90	40,478.00
6350-0000 Garbage Recycling - To	950.69	831.25	-119.44	-14.37	4,081.49	4,156.25	74.76	1.80	9,975.00
TOTAL OPERATING EXPS. - T.H.	5,056.26	8,925.25	3,868.99	43.35	33,379.81	44,626.25	11,246.44	25.20	107,103.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	52,500.00	55,233.75	2,733.75	4.95	132,561.00
6425-0000 Drainage Repair & Maint	7,530.90	837.33	-6,693.57	-799.3	10,932.90	4,186.65	-6,746.25	-161.1	10,048.00
6435-0000 Plant Replacement & Im	0.00	2,404.67	2,404.67	100.0	5,503.00	12,023.35	6,520.35	54.23	28,856.00
6440-0000 Irrigation System	231.40	229.83	-1.57	-0.68	895.62	1,149.15	253.53	22.06	2,758.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.0	0.00	4,506.25	4,506.25	100.0	10,815.00
TOTAL LANDS. & GROUNDS	18,262.30	15,419.83	-2,842.47	-18.43	69,831.52	77,099.15	7,267.63	9.43	185,038.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,983.80	2,489.17	505.37	20.30	4,461.32	12,445.85	7,984.53	64.15	29,870.00
6515-0000 Equipment Rep. & Maint	253.40	1,666.67	1,413.27	84.80	8,652.52	8,333.35	-319.17	-3.83	20,000.00
6520-0000 Supplies Equipment - Co	0.00	257.50	257.50	100.0	33.21	1,287.50	1,254.29	97.42	3,090.00
6525-0000 Supplies Maintenance-C	292.40	103.00	-189.40	-183.8	1,702.64	515.00	-1,187.64	-230.6	1,236.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.0	632.60	515.00	-117.60	-22.83	1,236.00
6535-0000 Enterphone and Security	0.00	68.67	68.67	100.0	0.00	343.35	343.35	100.0	824.00
6560-0000 Gate Repair & Maint. - C	0.00	386.25	386.25	100.0	1,150.75	1,931.25	780.50	40.41	4,635.00
6565-0000 Pest Control - Common	906.20	515.00	-391.20	-75.96	4,087.74	2,575.00	-1,512.74	-58.75	6,180.00
TOTAL REPAIR & MAINT.	3,435.80	5,589.26	2,153.46	38.53	20,720.78	27,946.30	7,225.52	25.86	67,071.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
July 2016

AS OF THE 5TH MONTH ENDING JULY 31, 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	570.00	584.15	14.15	2.42	1,402.00
6577-0000 Electricity Ponds - Com	333.00	559.58	226.58	40.49	1,665.00	2,797.90	1,132.90	40.49	6,715.00
6580-0000 Electricity Stream - Com	308.00	405.00	97.00	23.95	1,540.00	2,025.00	485.00	23.95	4,860.00
6595-0000 Telephone Caretaker	67.20	166.67	99.47	59.68	330.40	833.35	502.95	60.35	2,000.00
TOTAL UTILITIES	822.20	1,248.08	425.88	34.12	4,105.40	6,240.40	2,135.00	34.21	14,977.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	85.83	85.83	100.0	182.91	429.15	246.24	57.38	1,030.00
6690-0000 Electricity - RV Lot	93.00	151.00	58.00	38.41	465.00	755.00	290.00	38.41	1,812.00
TOTAL OPERATING EXPS-RV LOT	93.00	236.83	143.83	60.73	647.91	1,184.15	536.24	45.28	2,842.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	508.94	267.83	-241.11	-90.02	7,064.54	1,339.15	-5,725.39	-427.5	3,214.00
6712-0000 Equip. Rep. & Maint.-Clu	552.76	1,630.83	1,078.07	66.11	7,616.72	8,154.15	537.43	6.59	19,570.00
6715-0000 Lock Up Costs - Rec. Ce	210.00	125.00	-85.00	-68.00	945.00	625.00	-320.00	-51.20	1,500.00
6720-0000 Guest Suites Telephone-	225.42	197.42	-28.00	-14.18	1,127.10	987.10	-140.00	-14.18	2,369.00
6725-0000 Exercise Equip R & M-R	0.00	300.42	300.42	100.0	2,394.52	1,502.10	-892.42	-59.41	3,605.00
6730-0000 Workshop R & M-Rec. C	0.00	83.33	83.33	100.0	805.46	416.65	-388.81	-93.32	1,000.00
6735-0000 Pool Repair & Maint.-Re	375.53	1,336.83	961.30	71.91	6,791.69	6,684.15	-107.54	-1.61	16,042.00
6740-0000 Pool Supplies & Chemic	0.00	257.50	257.50	100.0	1,930.96	1,287.50	-643.46	-49.98	3,090.00
6750-0000 Cleaning Supplies-Rec.	128.60	274.67	146.07	53.18	724.67	1,373.35	648.68	47.23	3,296.00
6755-0000 Window & Carpet Cleani	0.00	128.75	128.75	100.0	262.50	643.75	381.25	59.22	1,545.00
6760-0000 Electricity - Rec. Centre	1,532.00	1,998.92	466.92	23.36	7,660.00	9,994.60	2,334.60	23.36	23,987.00
6765-0000 Gas - Rec. Centre	727.61	904.58	176.97	19.56	3,783.13	4,522.90	739.77	16.36	10,855.00
TOTAL OPER. EXPS-REC. CENTRE	4,260.86	7,506.08	3,245.22	43.23	41,106.29	37,530.40	-3,575.89	-9.53	90,073.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,079.28	4,166.67	-912.61	-21.90	22,075.02	20,833.35	-1,241.67	-5.96	50,000.00
6830-0000 Caretaker Assistant Wag	1,380.34	1,364.00	-16.34	-1.20	6,534.85	6,820.00	285.15	4.18	16,368.00
6865-0000 R. C. Janitor Wages and	1,293.86	1,666.67	372.81	22.37	6,391.23	8,333.35	1,942.12	23.31	20,000.00
6870-0000 Janitorial Contract	0.00	166.67	166.67	100.0	0.00	833.35	833.35	100.0	2,000.00
6890-0000 Workers Compensation	0.00	150.00	150.00	100.0	1,016.25	750.00	-266.25	-35.50	1,800.00
TOTAL SALARIES & PAYROLL COS	7,753.48	7,514.01	-239.47	-3.19	36,017.35	37,570.05	1,552.70	4.13	90,168.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	166.65	166.65	100.0	400.00
6915-0000 Supplies	24.48	128.75	104.27	80.99	83.00	643.75	560.75	87.11	1,545.00
6920-0000 Telephone & Cable - Offi	412.10	309.00	-103.10	-33.37	2,000.86	1,545.00	-455.86	-29.51	3,708.00
6950-0000 Miscellaneous Exp. - Offi	0.00	41.67	41.67	100.0	0.00	208.35	208.35	100.0	500.00
TOTAL OFFICE EXPENSES	436.58	512.75	76.17	14.86	2,083.86	2,563.75	479.89	18.72	6,153.00
ADMINISTRATION									
6965-0000 Audit - Admin.	0.00	429.17	429.17	100.0	0.00	2,145.85	2,145.85	100.0	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	360.50	360.50	100.0	5,148.72	1,802.50	-3,346.22	-185.6	4,326.00
6975-0000 Council Expenses - Adm	221.01	145.92	-75.09	-51.46	221.01	729.60	508.59	69.71	1,751.00
6980-0000 Legal Expenses	169.52	833.33	663.81	79.66	169.52	4,166.65	3,997.13	95.93	10,000.00
6984-0000 Postage and Printing	536.46	1,115.83	579.37	51.92	7,199.72	5,579.15	-1,620.57	-29.05	13,390.00
6990-0000 Insurance Premiums	16,087.17	16,087.17	0.00	0.00	80,435.85	80,435.85	0.00	0.00	193,046.00
6992-0000 Insurance Carrying Char	321.75	321.75	0.00	0.00	1,608.75	1,608.75	0.00	0.00	3,861.00
6995-0000 Licenses & Permits - Ad	106.00	66.67	-39.33	-58.99	331.00	333.35	2.35	0.70	800.00
7000-0000 Management Fees	5,254.20	5,354.92	100.72	1.88	26,271.00	26,774.60	503.60	1.88	64,259.00
7005-0000 Membership Fees-Admi	0.00	29.17	29.17	100.0	0.00	145.85	145.85	100.0	350.00
7010-0000 Property Taxes - Admin.	0.00	100.00	100.00	100.0	316.00	500.00	184.00	36.80	1,200.00
7020-0000 Security - Admin.	1,926.87	2,824.33	897.46	31.78	9,595.30	14,121.65	4,526.35	32.05	33,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	50.00	62.50	12.50	20.00	150.00
7030-0000 Strata Web Site	0.00	66.67	66.67	100.0	359.33	333.35	-25.98	-7.79	800.00
7050-0000 Miscellaneous	54.92	20.83	-34.09	-163.6	2,872.52	104.15	-2,768.37	-2,658	250.00
7051-0000 Statutory Financial Revi	0.00	0.00	0.00	0	176.40	0.00	-176.40	0	0.00
TOTAL ADMINISTRATION EXPENSE	24,687.90	27,768.76	3,080.86	11.09	134,755.12	138,843.80	4,088.68	2.94	333,225.00
TOTAL COMMON EXPENSES	93.00	236.83	143.83	60.73	647.91	1,184.15	536.24	45.28	2,842.00
TOTAL EXPENSES	70,585.96	86,228.60	15,642.64	18.14	395,932.28	431,143.00	35,210.72	8.17	1,034,743.00
NET INCOME (LOSS)	17,027.89	-0.01	17,027.90	170.2	36,971.65	-0.05	36,971.70	73.94	0.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
July 2016

AS OF THE 5TH MONTH ENDING JULY 31, 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	56,197.90	56,197.90	0.00	0.00	134,875.00
9262-0000 Utilities Interest Income	16.84	0.00	16.84	0	64.34	0.00	64.34	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	105.33	-105.33	-100.0	1,263.54	526.65	736.89	139.9	1,264.00
Total Apartment Utilities	11,256.42	11,344.91	-88.49	-0.78	57,525.78	56,724.55	801.23	1.41	136,139.00
UTILITY EXPENSES									
Electricity									
9360-0000 Electricity Kens & Mayfai	2,668.00	2,849.92	181.92	6.38	13,340.00	14,249.60	909.60	6.38	34,199.00
9365-0000 Electricity Windsor	1,673.00	1,836.08	163.08	8.88	8,365.00	9,180.40	815.40	8.88	22,033.00
Total Electricity - Apart.	4,341.00	4,686.00	345.00	7.36	21,705.00	23,430.00	1,725.00	7.36	56,232.00
Gas - Apartments									
9410-0000 Gas - Mayfair	846.44	1,613.42	766.98	47.54	6,375.31	8,067.10	1,691.79	20.97	19,361.00
9420-0000 Gas - Kensington	1,185.45	2,371.92	1,186.47	50.02	8,981.53	11,859.60	2,878.07	24.27	28,463.00
9430-0000 Gas - Windsor	1,219.49	2,658.67	1,439.18	54.13	10,032.51	13,293.35	3,260.84	24.53	31,904.00
Total Gas - Apartment	3,251.38	6,644.01	3,392.63	51.06	25,389.35	33,220.05	7,830.70	23.57	79,728.00
TOTAL UTILITIES - APARTMENT	7,592.38	11,330.01	3,737.63	32.99	47,094.35	56,650.05	9,555.70	16.87	135,960.00
NET INCOME (LOSS) UTILITIES	3,664.04	14.90	3,649.14	24.49	10,431.43	74.50	10,356.93	13.90	179.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,894.42	5,894.42	0.00	0.00	29,472.10	29,472.10	0.00	0.00	70,733.00
9700-0000 Water - Townhouses	8,620.58	8,657.42	-36.84	-0.43	43,102.90	43,287.10	-184.20	-0.43	103,889.00
9725-0000 Water - Interest Income	58.76	0.00	58.76	0	171.35	0.00	171.35	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	-1,253.08	1,253.08	100.0	-15,037.18	-6,265.40	-8,771.78	-140.0	-15,037.00
TOTAL WATER INCOME	14,573.76	13,298.76	1,275.00	9.59	57,709.17	66,493.80	-8,784.63	-13.21	159,585.00
WATER EXPENSE									
9850-0000 Water Usage	13,296.67	13,296.67	0.00	0.00	62,245.31	66,483.35	4,238.04	6.37	159,560.00
TOTAL WATER	13,296.67	13,296.67	0.00	0.00	62,245.31	66,483.35	4,238.04	6.37	159,560.00
NET INCOME (LOSS) WATER	1,277.09	2.09	1,275.00	61.00	-4,536.14	10.45	-4,546.59	-43.50	25.00

Chelsea Gardens

SEPTEMBER EVENTS CALENDAR

Sun	Mon	Tues	Wed	Thu	Fri	Sat
POOL EXERCISES 9:00 AM, MONDAY THROUGH FRIDAY TILL SEPTEMBER 23RD STARTING ON THE 26TH, EXERCISE CLASSES IN THE FIRESIDE LOUNGE RESUME.						
4	5 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm	6 Bridge 6:30 Bible Study 7:30	7 Coffee 9:45am Whist 7pm Poker 7pm	8 Euchre 7pm Bridge 6:30 pm	9 Horses 4 pm Pub Night 5pm	10
11	12 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	13 Bridge 6:30 Bible Study 7:30	14 Coffee 9:45am Whist 7pm Poker 7pm	15 Euchre 7pm Bridge 6:30 pm	16 Horses 4 pm Pub Night 5pm Sing-Along Cash bar	17
18	19 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	20 Bridge 6:30 Bible Study 7:30	21 Coffee 9:45am Whist 7pm Poker 7pm	22 Euchre 7pm Bridge 6:30 pm	23 Horses 4 pm Pub Night 5pm	24
25	26 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	27 Bridge 6:30 Bible Study 7:30	28 Coffee 9:45am Whist 7pm Poker 7pm	29 Euchre 7pm Bridge 6:30 pm	30 Horses 4 pm Pub Night 5pm	



Tuesday night bridge and Bible study both resume Sept. 6th
The Christmas choir starts practising on September 12th.
Our dance group is seeking a new time slot.
Watch for further notices from them.