

CHELSEA GARDENS₁ - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - TUESDAY, SEPTEMBER 20, 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

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

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-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

Bob Hurley

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Gordon Yamashita

REGRETS

Victor Monach

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 August 15, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – AUGUST

Caretakers Report: September 2016

It has been a very busy September. Some of the ongoing problems are being dealt with however it is just the tip of what needs to be done. The gutters and cleaning is ongoing and although some are worse than others they will all be dealt with in time. Cleaning of course is ongoing and I do believe the outside should be a reflection of livability within.

Please read the manuals as to what can and can't be thrown into the garbage areas. Any electronics cannot be disposed of in our facility but has to be taken to a recycle depot. This is not an ongoing problem but if you have something that has to go please talk to me and I can either help dispose of it or store until such time as the bin is brought in.

Fountains are ongoing and I won't take too much of your time talking about. We have one waiting for start-up and maintenance

on the others moving along.

RV lot is ready for painting and cleaning and will be done soon.

We have a few leaks in the club house solarium area that Broco Glass is dealing with.

Trotter Morton and Westech have been very helpful in the last few weeks dealing with pump and water issues and for that I am grateful and have learned many of the does and don't in regards to valves and gauges in our mechanical rooms.

Wasps seem to have slowed but for next year I believe we need to take a proactive approach before the season starts to keep the pests to a minimum. The spray program from our vendor was not very effective and another alternative is needed.

If you are moving out, moving in or have changed your contact in case of emergency please let Crossroads, Val or myself know. We have had several cases of need to contact and the numbers are either not in service or no longer involved. If going on vacation it is important to have an alternate with keys in case of emergency and access is required into the home.

Thanks for the friendly waves and smiles. Makes my day.

John Unger

Evening and Weekend Caretakers Report

This month we had our first fountain filled with soap although it does not do any damage, it is very costly to remove the suds. I was informed by a resident that Downey will remove the suds unfortunately this was not true.

On Sunday Sept 27th the Windsor's main 8" pipe in the boiler room blew. Fortunately Scott from WESTECH was on site within 25min and had the water turned off, and the repairs done by 2:30.

I did ask him if there was a main shutoff valve from the city water to Chelsea, he did state there should be one but did not know where it was located. I think we should locate this and have it marked for future use.

Valerie Morris

(4) FINANCIAL REPORT

The Financial Report ending August 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 August 31, 2016. **CARRIED**

An owner has been charged back a bill from the carpet cleaners for \$472.00. They were responsible for having guests in the clubhouse suites that were eating and drinking in the rooms, using the gym, and hot tub without owner supervision and smoking in the building.

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

- a) **Lighting Retrofit** – The lighting changes in the apartments, clubhouse and RV lot that have started and will be on going for the next month.
- b) **Driveway/Pavement Crack Repair** – Garry Kirkland had a walk around with the contractors and we have approved the quotation and work will commence shortly.
- c) **Fish Pond** – Council had a report done by The Pond Doctor and this was discussed by council. This report and recommendations will be shared with the volunteers that have committed to help manage the fish pond. A decision will be made once the volunteers have a meeting.
- d) **Developer Approved Parking** – Council would like to thank Valerie Morris and Maureen Ruddick for doing all the work to get the parking in the apartment buildings sorted out. It has been very hard to do, as some former staff members were accommodating owner requests without permission from council or the Strata Manager and not maintaining accurate records. There are a final few stall allocations requiring confirmation and this will be done within a few weeks.
- e) **Arborist Work** – The tree on the south side of the Windsor has been taken down and a new tree was planted. The arborists did a great job and also did some extra work for us for free. Deposit money paid to the City of Surrey will be recovered over time based on the health of the newly planted tree. This will be monitored by the arborist.

(6) **CORRESPONDENCE**

- An owner wrote thanking our head gardener who challenged an intruder who was jumping the fence with intentions of illegally entering Chelsea Gardens. Council would also like to thank Shawn for his diligence. The owner also thanked council for their good work noting that this is a wonderful place to live.
- An owner wrote concerned about their grass condition. The landscaping firm has attended to this area many times and little more can be done as the growing conditions in that area are not ideal.
- Council received an email from an owner commenting that the Mayfair lobby is very outdated and needs some redecoration. The Council agrees and will be seeking quotations so as to bring this forward to the next AGM.
- An owner has pointed out that there is soil erosion happening in the back of their townhouse. The Council will arrange for a contractor to provide a quote to build a retaining wall.
- The concrete wall cap blocks that surround some visitor parking spots are breaking and falling apart onto the parking area itself. They are in need of repair and re-grouting. The council has asked the Strata Manager to get quotes to do this work.
- An owner has requested to have the chairs in the card room to be re-upholstered or replaced. The Council will look to get quotes on both refurbishing and replacing these chairs.

- An owner asked about installing bars on their window for extra security but was turned down as it conflicts with the bylaws/rules of Chelsea Gardens. They also asked if they could alarm their windows and this was approved.
- An owner wrote concerned about their garage door. The council has advised the owner that this will be dealt with next year. They also wrote concerned about the cracks in their driveway which has been quoted and will be done shortly.
- An owner wrote asking if they can install a second peephole to their front door as the original one is too high. The council approved this request.
- An owner was wondering if all the owners that did not provide access to Fraser Valley Fire when they were here doing their inspection and testing were being charged back. This has been the practice in the past and will continue.
- An owner wrote concerned about an area in the RV lot that appeared to have been tampered with. Our staff inspected the area and indicated that there was no issue with the fence.
- The Strata Manager was contacted by an owner concerned that the various GIC's holding CRF funds may not have sufficient deposit insurance compared to the CDIC coverage provided by the big 5 banks. The Strata Manager confirmed to that owner that we are 100% covered by the Province of BC.
- An owner corresponded with the Strata Manager about some corrections required in the welcome package and this has been updated
- An issue with the gate at the Windsor was noted by an owner and this is being dealt with.
- An email and pictures were forwarded to the Strata Manager about the flashing on the apartments and the Strata Manager will seek out cleaning solutions.
- The Strata Manager had been contacted by an owner regarding a potential security risk with the mail panel in the Kensington. The Strata Manager forwarded this to our staff who, along with the Canada Post Carrier, noted that panel was adequately secure. The owner then followed up with an email indicating that they had demonstrated to several owners that it could be compromised. The Canada Post carrier was asked again about this and indicated that this demonstration was illegal and that the owner could be charged. No mailbox panel is ever completely secure and owners should make a point of clearing their mail on a daily basis. The Strata Council is not in favour of spending considerable funds on a replacement panel.
- An owner wrote letting council know that an owner's guest has been walking their dogs off leash. The Strata Manager has sent a letter to this owner and spoke with them about this situation. The owner assured him that he would no longer do this in Chelsea and would take the dogs off the Chelsea property to walk them in the future.
- There was continued correspondence from an owner regarding parking allocations and this has been addressed.

(7) COMMITTEE REPORTS

- **APARTMENTS** – No report.
- **TOWNHOUSES** – Work continues on spindle replacement but we are nearing completion for this year.
- **CLUBHOUSE** – A reminder to all owners that the clubhouse closes at 10:00 PM. There will be a number of no cost upgrades to the clubhouse courtesy of the golf tournament and the funds contributed by our corporate sponsors. The workout room will be receiving a Bow-Flex machine, the Lobby will receive a replacement couch and chair for the well used items currently in place and there will be a 58” flat screen TV installed in the Fireside Lounge that will be available for computer presentations often presented by the Social Committee such as karaoke, the newcomers welcome and the annual volunteer appreciation event...among others. It will not be connected to cable for broadcast viewing. The last weekend for the swimming pool will be noted at the clubhouse.
- **SECURITY AND SAFETY** –The Privacy policy was reviewed by the council and they suggested some minor tweaks that the Strata Manager will change for the next meeting.
- **SOCIAL** – The social committee asked council to split some of the costs of the pool furniture covers. It was **MOVED** and **SECONDED** to share equally in this cost on the condition that the social committee shares the cost of the speaker brackets being installed in the fireside lounge. **CARRIED**

The Social Committee liaison from Council will review the procedures for future cost sharing with the Social Committee to avoid any complications in the future.

SOCIAL COMMITTEE MEETING SEPTEMBER 7TH, 2016 EXECUTIVE SUMMARY

1. Newsletter

Several residents have contributed material for our next newsletter. It will be delivered on Saturday, October 1st.

2. Newcomers' welcome, October 2nd:

Plans are well in hand. The posters invite new residents to RSVP. We need to know how much wine and food to buy. This is an event where newcomers are encouraged to meet and mingle with each other. A few members of the social committee and council will be there to serve food and provide information but the afternoon is largely unstructured. We look forward to meeting new neighbours.

3. Christmas decorations:

This discussion might strike some as being premature but Costco has had its Christmas displays up for a few weeks now. We have found from past experience that if we wait till October or November to replenish our supply of decorations, their stock has been well picked over and our choices are limited. We “need” two more wreaths and two more sconces. The Styrofoam window covers we have used on the west side of the fireside lounge for years are in sad shape. We are pricing out decorative vinyl shades which we could attach to our Venetian blinds

4. Bake sale, cards and calendar:

This is a call for photographs throughout the seasons in Chelsea Gardens. We have lots of winter scenes and wisteria but would like something to go with each month. We hope to do a Chelsea calendar using these. We might also design our own Christmas cards. We'd like to have them on display by the beginning of October so residents can place advance orders. We would then order the print job and have calendars and cards ready for pick up at our bake sale on November 19th.

5. A new voice on the phone:

Carole Lazar is leaving the social committee at the end of this calendar year and has been trying to find people to take over some of the chores she has been handling. Saroj Manhas has agreed to act as volunteer coordinator and will be working with Carole this fall to see how the process works. Rosa Steinbronn has volunteered to recruit coffee host/hostesses for Kay Oldman who still does most of the work associated with our Wednesday morning coffee.

6. Halloween Party, October 28th:

We will need to start advance ticket sales for our Halloween party on about October 12th so watch for posters at the end September. Time to get your costumes ready.

7. Covers for the pool furniture:

We want the new pool furniture we bought last year to last a long time so have decided to purchase covers for winter storage. We are hoping that when we present council with the bill, they will contribute to the cause.

- **LANDSCAPING** – The landscapers have re-done the front exit gate corner and was very well done. The next work to be done it to either get the fountain up and running, or to fill it in with soil and plant something low maintenance and attractive. The council is going to do a walk through with the landscapers and determine what major changes should be made in 2017 as many areas in Chelsea have become over-grown.
- **RV PARKING LOT** – The council discussed the rules regarding the RV lot and they are waiting for recommendations from the RV Committee. The Council approved quotes for power sweeping and line painting to be done in the next couple of weeks.
- **BYLAWS/RULES** – No report.
- **ADMINISTRATION** – Our clubhouse cleaner has, for personal reasons, resigned effective immediately. The Council has offered these duties to Valerie Morris as they believe that, with her in residence, this is a good fit and will augment her income. Val will do the clubhouse cleaning on Monday, Tuesday, Thursday and Friday. Her caretaking duties have been slightly adjusted to accommodate adequate days off and she will no longer be on duty on Sundays other than opening the clubhouse, pool and spa testing and lock-up. She will retain the Chelsea cell phone to respond to emergencies. Her other day off will be on Wednesday.

8) NEW BUSINESS

- **Kensington front door** – The front door of the Kensington has been causing problems this month, as it has been locking out so owners could not gain access. They would have to enter through the parking garage. This work has been completed and so far no more issues.
- **Line Painting RV lot** – The RV lot will be painted in the next couple weeks but first the RV committee has to arrange all the owners that have vehicles in the RV lot to have them removed for this work to commence.
- **Power Sweeping** – The RV lot will be power swept this year to accommodate the painting that will be done. The parking garages will be power swept next year.
- **Make-up Air unit and Victaulic Couplings** – The Kensington 2nd floor has had on going temperature issues. We have had many experts come out and analyze the problem and had many different suggestions. The council will continue to look into this problem and figure out the best way to solve the problem. It will be an expensive project and has been tabled for next year.
- **Gas Contractor** – There has been a contractor calling Chelsea Gardens owners saying that they have a contract to do all the plumbing/hot water tank/boiler repairs. **THIS IS NOT TRUE!** They may have obtained a telephone list and we do ask all owners to guard access to the telephone directory that is put out by Verna. They use a number of different trade names but most often use “Pro Gas and Heating Services”. The Strata Manager issued a warning letter that went out door to door, so please be advised to double check with John Unger the caretaker if you get a suspicious call regarding your plumbing and heating.
- **Irrigation** – The irrigation crew believes that a blow-out of the system is not required and they wish to simply drain it down for winter. They noted that more problems and breaks have been caused by the high pressure blow out in the past. The Council endorsed this recommendation.

(9) ADJOURNMENT

- The meeting was adjourned at 3:45 PM.
- The next council meeting is Tuesday, October 18, 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)
August 2016
AS OF THE 6TH MONTH ENDING AUGUST 31, 2016

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03:45 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	227,527.43
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	96,522.98

TOTAL ASSETS

1,724,050.41

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	1,590,131.09
3510-0000 Net Income - Current Year	133,919.32

TOTAL OWNERS' EQUITY

1,724,050.41

TOTAL LIABILITIES AND EQUITY

1,724,050.41

Date: SEP. 14/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
August 2016
AS OF THE 6TH MONTH ENDING AUGUST 31, 2016

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	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	65,026.98	65,026.98	0.00	0.00	130,054.00
4010-6000 Strata Fees - Townhome	23,578.83	23,578.83	0.00	0.00	141,472.98	141,472.98	0.00	0.00	282,946.00
TOTAL	34,416.66	34,416.66	0.00	0.00	206,499.96	206,499.96	0.00	0.00	413,000.00
4031-0000 Interest Income	237.83	0.00	237.83	0	4,788.44	0.00	4,788.44	0	0.00
4031-6000 Interest Income- Insur. L	321.75	0.00	321.75	0	1,930.50	0.00	1,930.50	0	0.00
TOTAL	559.58	0.00	559.58	0	6,718.94	0.00	6,718.94	0	0.00
TOTAL INCOME	34,976.24	34,416.66	559.58	1.63	213,218.90	206,499.96	6,718.94	3.25	413,000.00
6268-2016 2016 Elevator improvem	0.00	212.50	212.50	100.0	2,541.00	1,275.00	-1,266.00	-99.29	2,550.00
6281-2016 2016 Apartment cooling	0.00	2,083.33	2,083.33	100.0	0.00	12,499.98	12,499.98	100.0	25,000.00
TOTAL EXPS. BEFORE UTILITIES	0.00	2,295.83	2,295.83	100.0	2,541.00	13,774.98	11,233.98	81.55	27,550.00
TOWNHOUSE EXPENSES									
6342-2016 2016 Townhouse Envelo	7,760.19	4,583.33	-3,176.86	-69.31	23,145.95	27,499.98	4,354.03	15.83	55,000.00
6344-2016 2016 Doors and Window	0.00	833.33	833.33	100.0	9,276.75	4,999.98	-4,276.77	-85.54	10,000.00
6356-2016 2016 Townhouse metal t	0.00	1,250.00	1,250.00	100.0	0.00	7,500.00	7,500.00	100.0	15,000.00
TOTAL OPERATING EXPS. - T.H.	7,760.19	6,666.66	-1,093.53	-16.40	32,422.70	39,999.96	7,577.26	18.94	80,000.00
COMMON EXPENSES									
RECREATION CENTRE - COMMON									
6709-2016 2016 Clubhouse stampe	0.00	833.33	833.33	100.0	7,987.88	4,999.98	-2,987.90	-59.76	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	3,499.98	-3,500.02	-100.0	7,000.00
6712-2016 2016 Lighting retro-fit Cl	20,475.50	2,500.00	-17,975.50	-719.0	20,475.50	15,000.00	-5,475.50	-36.50	30,000.00
TOTAL OPER. EXPS-REC. CENTRE	20,475.50	3,916.66	-16,558.84	-422.7	44,335.88	23,499.96	-20,835.92	-88.66	47,000.00
TOTAL EXPENSES	28,235.69	12,879.15	-15,356.54	-119.2	79,299.58	77,274.90	-2,024.68	-2.62	154,550.00
NET INCOME (LOSS)	6,740.55	21,537.51	-14,796.96	-68.70	133,919.32	129,225.06	4,694.26	3.63	258,450.00

REVENUE UTILITIES

UTILITY EXPENSES

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
August 2016
AS OF THE 6TH MONTH ENDING AUGUST 31, 2016

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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	122,405.75
1027-0000 Bank - Water Surcharge	23,300.86
1028-1300 Bank - Golf Tournament Funds	2,792.97
1029-0000 Bank - Apt Utilities	17,350.28
1030-0000 Bank - Exercise Room	1,118.48
1040-0000 Bank - Social Committee	10,670.98
1200-0000 Prepaid Insurance	98,453.48
1205-0000 Prepaid Expenses	1,757.44
1220-0000 Caretaker Suite	74,305.56
1221-0003 Tree Restitution S/D - Due July 2017	400.00
1300-0000 Accounts Receivable	230.78
1301-0039 A/R - Insurance Claim	345.89
TOTAL ASSETS	<u><u>353,637.47</u></u>
LIABILITIES	
2010-0000 Accounts Payable	11,231.61
2014-0000 Accrued Water & Sewer	26,593.34
2017-0000 Social Committee Fund	10,670.98
2018-0000 Exercise Room	1,118.48
2019-0000 Golf Tournament Fund	2,792.97
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	96,522.98
2040-0011 Due to CRF -Insurance interest	1,930.50
2170-0000 Vacation Payable	1,146.71
2250-0000 Pre-Paid Fees	1,868.52
TOTAL LIABILITIES	<u>154,176.09</u>
OWNERS' EQUITY	
3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	57,427.20
3510-0000 Net Income - Current Year	55,829.86
3510-2000 Net Income - Utilities	15,191.24
3510-3000 Net Income - Water & Sewer	-3,292.48
TOTAL OWNERS' EQUITY	<u>199,461.38</u>
TOTAL LIABILITIES AND EQUITY	<u><u>353,637.47</u></u>

Date: SEP. 14/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
August 2016
AS OF THE 6TH MONTH ENDING AUGUST 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	232,848.18	234,895.98	-2,047.80	-0.87	469,792.00
4012-0000 CRF Strata Fees - Apart	-10,837.83	-10,837.83	0.00	0.00	-65,026.98	-65,026.98	0.00	0.00	-130,054.00
4015-0000 Parking & Scooter Parki	505.00	125.00	380.00	304.0	1,305.00	750.00	555.00	74.00	1,500.00
4022-0000 Move in/out	300.00	83.33	216.67	260.0	800.00	499.98	300.02	60.01	1,000.00
4025-0000 Prior Year Surplus (Defic	3,061.42	3,061.42	0.00	0.00	18,368.52	18,368.52	0.00	0.00	36,737.00
TOTAL	31,836.62	31,581.25	255.37	0.81	188,294.72	189,487.50	-1,192.78	-0.63	378,975.00
4030-0000 Strata Fees									
4030-0000 Strata Fees	71,395.75	71,395.75	0.00	0.00	428,374.50	428,374.50	0.00	0.00	856,749.00
4032-0000 CRF Strata Fees - Town	-23,578.83	-23,578.83	0.00	0.00	-141,472.98	-141,472.98	0.00	0.00	-282,946.00
4037-0000 Prior Year Surplus	4,780.42	4,780.42	0.00	0.00	28,682.52	28,682.52	0.00	0.00	57,365.00
TOTAL	52,597.34	52,597.34	0.00	0.00	315,584.04	315,584.04	0.00	0.00	631,168.00
OTHER									
4040-0000 Rental - Fireside Lounge	100.00	58.33	41.67	71.44	350.00	349.98	0.02	0.01	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	3,600.00	3,600.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	1,680.00	541.67	1,138.33	210.1	8,120.00	3,250.02	4,869.98	149.8	6,500.00
4055-0000 R.V. Parking	725.00	750.00	-25.00	-3.33	3,945.00	4,500.00	-555.00	-12.33	9,000.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	0.00	150.00	-150.00	-100.0	300.00
4062-0000 Dish and Cutlery Rental	25.00	0.00	25.00	0	25.00	0.00	25.00	0	0.00
4065-0000 Interest Income	135.53	75.00	60.53	80.71	921.76	450.00	471.76	104.8	900.00
4066-0000 Remote Control Sale	-344.70	0.00	-344.70	0	-600.80	0.00	-600.80	0	0.00
4084-0000 Keys	5.00	0.00	5.00	0	24.00	0.00	24.00	0	0.00
TOTAL OTHER	2,925.83	2,050.00	875.83	42.72	16,384.96	12,300.00	4,084.96	33.21	24,600.00
TOTAL INCOME	87,359.79	86,228.59	1,131.20	1.31	520,263.72	517,371.54	2,892.18	0.56	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	7,500.00	9,078.00	1,578.00	17.38	18,156.00
6208-0000 Building Maint. - Apartm	804.65	3,647.92	2,843.27	77.94	10,642.95	21,887.52	11,244.57	51.37	43,775.00
6215-0000 Equipment Maint.-Apart	1,318.07	3,605.00	2,286.93	63.44	21,976.55	21,630.00	-346.55	-1.60	43,260.00
6268-0050 Elevator Maint. - Apartm	1,096.56	901.25	-195.31	-21.67	6,623.54	5,407.50	-1,216.04	-22.49	10,815.00
6275-0000 Gate & Door Maint. - Ap	1,003.33	334.75	-668.58	-199.7	4,213.77	2,008.50	-2,205.27	-109.8	4,017.00
6279-0000 Garbage Pick-up - Apts.	1,748.73	1,505.83	-242.90	-16.13	9,548.77	9,034.98	-513.79	-5.69	18,070.00
TOTAL EXPS. BEFORE UTILITIES	7,221.34	11,507.75	4,286.41	37.25	60,505.58	69,046.50	8,540.92	12.37	138,093.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	0.00	4,720.83	4,720.83	100.0	12,922.37	28,324.98	15,402.61	54.38	56,650.00
6320-0000 Garbage Pick-up - Town	2,944.44	3,373.17	428.73	12.71	19,320.39	20,239.02	918.63	4.54	40,478.00
6350-0000 Garbage Recycling - To	782.70	831.25	48.55	5.84	4,864.19	4,987.50	123.31	2.47	9,975.00
TOTAL OPERATING EXPS. - T.H.	3,727.14	8,925.25	5,198.11	58.24	37,106.95	53,551.50	16,444.55	30.71	107,103.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	63,000.00	66,280.50	3,280.50	4.95	132,561.00
6425-0000 Drainage Repair & Maint	0.00	837.33	837.33	100.0	10,932.90	5,023.98	-5,908.92	-117.6	10,048.00
6435-0000 Plant Replacement & Im	5,040.00	2,404.67	-2,635.33	-109.5	10,543.00	14,428.02	3,885.02	26.93	28,856.00
6440-0000 Irrigation System	0.00	229.83	229.83	100.0	895.62	1,378.98	483.36	35.05	2,758.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.0	0.00	5,407.50	5,407.50	100.0	10,815.00
TOTAL LANDS. & GROUNDS	15,540.00	15,419.83	-120.17	-0.78	85,371.52	92,518.98	7,147.46	7.73	185,038.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	850.00	2,489.17	1,639.17	65.85	5,311.32	14,935.02	9,623.70	64.44	29,870.00
6515-0000 Equipment Rep. & Maint	0.00	1,666.67	1,666.67	100.0	8,652.52	10,000.02	1,347.50	13.47	20,000.00
6520-0000 Supplies Equipment - Co	0.00	257.50	257.50	100.0	33.21	1,545.00	1,511.79	97.85	3,090.00
6525-0000 Supplies Maintenance-C	168.70	103.00	-65.70	-63.79	1,871.34	618.00	-1,253.34	-202.8	1,236.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.0	632.60	618.00	-14.60	-2.36	1,236.00
6535-0000 Enterphone and Security	343.35	68.67	-274.68	-400.0	343.35	412.02	68.67	16.67	824.00
6560-0000 Gate Repair & Maint. - C	193.67	386.25	192.58	49.86	1,344.42	2,317.50	973.08	41.99	4,635.00
6565-0000 Pest Control - Common	420.56	515.00	94.44	18.34	4,508.30	3,090.00	-1,418.30	-45.90	6,180.00

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

AS OF THE 6TH MONTH ENDING AUGUST 31, 2016

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
TOTAL REPAIR & MAINT.	1,976.28	5,589.26	3,612.98	64.64	22,697.06	33,535.56	10,838.50	32.32	67,071.00
UTILITIES									
6576-0000 Electricity - Common	115.00	116.83	1.83	1.57	685.00	700.98	15.98	2.28	1,402.00
6577-0000 Electricity Ponds - Com	337.00	559.58	222.58	39.78	2,002.00	3,357.48	1,355.48	40.37	6,715.00
6580-0000 Electricity Stream - Com	316.00	405.00	89.00	21.98	1,856.00	2,430.00	574.00	23.62	4,860.00
6595-0000 Telephone Caretaker	67.20	166.67	99.47	59.68	397.60	1,000.02	602.42	60.24	2,000.00
TOTAL UTILITIES	835.20	1,248.08	412.88	33.08	4,940.60	7,488.48	2,547.88	34.02	14,977.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	85.83	85.83	100.0	182.91	514.98	332.07	64.48	1,030.00
6690-0000 Electricity - RV Lot	93.00	151.00	58.00	38.41	558.00	906.00	348.00	38.41	1,812.00
TOTAL OPERATING EXPS-RV LOT	93.00	236.83	143.83	60.73	740.91	1,420.98	680.07	47.86	2,842.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	80.99	267.83	186.84	69.76	7,145.53	1,606.98	-5,538.55	-344.6	3,214.00
6712-0000 Equip. Rep. & Maint.-Clu	697.06	1,630.83	933.77	57.26	8,313.78	9,784.98	1,471.20	15.04	19,570.00
6715-0000 Lock Up Costs - Rec. Ce	150.00	125.00	-25.00	-20.00	1,095.00	750.00	-345.00	-46.00	1,500.00
6720-0000 Guest Suites Telephone-	225.42	197.42	-28.00	-14.18	1,352.52	1,184.52	-168.00	-14.18	2,369.00
6725-0000 Exercise Equip R & M-R	1,108.57	300.42	-808.15	-269.0	3,503.09	1,802.52	-1,700.57	-94.34	3,605.00
6730-0000 Workshop R & M-Rec. C	0.00	83.33	83.33	100.0	805.46	499.98	-305.48	-61.10	1,000.00
6735-0000 Pool Repair & Maint.-Re	1,298.56	1,336.83	38.27	2.86	8,090.25	8,020.98	-69.27	-0.86	16,042.00
6740-0000 Pool Supplies & Chemic	771.05	257.50	-513.55	-199.4	2,702.01	1,545.00	-1,157.01	-74.89	3,090.00
6750-0000 Cleaning Supplies-Rec.	10.00	274.67	264.67	96.36	734.67	1,648.02	913.35	55.42	3,296.00
6755-0000 Window & Carpet Cleani	0.00	128.75	128.75	100.0	262.50	772.50	510.00	66.02	1,545.00
6760-0000 Electricity - Rec. Centre	1,532.00	1,998.92	466.92	23.36	9,192.00	11,993.52	2,801.52	23.36	23,987.00
6765-0000 Gas - Rec. Centre	454.28	904.58	450.30	49.78	4,237.41	5,427.48	1,190.07	21.93	10,855.00
TOTAL OPER. EXPS-REC. CENTRE	6,327.93	7,506.08	1,178.15	15.70	47,434.22	45,036.48	-2,397.74	-5.32	90,073.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	4,448.84	4,166.67	-282.17	-6.77	26,523.86	25,000.02	-1,523.84	-6.10	50,000.00
6830-0000 Caretaker Assistant Wag	1,404.04	1,364.00	-40.04	-2.94	7,938.89	8,184.00	245.11	2.99	16,368.00
6865-0000 R. C. Janitor Wages and	1,332.93	1,666.67	333.74	20.02	7,724.16	10,000.02	2,275.86	22.76	20,000.00
6870-0000 Janitorial Contract	0.00	166.67	166.67	100.0	0.00	1,000.02	1,000.02	100.0	2,000.00
6890-0000 Workers Compensation	0.00	150.00	150.00	100.0	1,016.25	900.00	-116.25	-12.92	1,800.00
TOTAL SALARIES & PAYROLL COS	7,185.81	7,514.01	328.20	4.37	43,203.16	45,084.06	1,880.90	4.17	90,168.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	199.98	199.98	100.0	400.00
6915-0000 Supplies	21.30	128.75	107.45	83.46	104.30	772.50	668.20	86.50	1,545.00
6920-0000 Telephone & Cable - Offi	414.55	309.00	-105.55	-34.16	2,415.41	1,854.00	-561.41	-30.28	3,708.00
6950-0000 Miscellaneous Exp. - Offi	0.00	41.67	41.67	100.0	0.00	250.02	250.02	100.0	500.00
TOTAL OFFICE EXPENSES	435.85	512.75	76.90	15.00	2,519.71	3,076.50	556.79	18.10	6,153.00
ADMINISTRATION									
6965-0000 Audit - Admin.	0.00	429.17	429.17	100.0	0.00	2,575.02	2,575.02	100.0	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	360.50	360.50	100.0	5,148.72	2,163.00	-2,985.72	-138.0	4,326.00
6975-0000 Council Expenses - Adm	0.00	145.92	145.92	100.0	221.01	875.52	654.51	74.76	1,751.00
6980-0000 Legal Expenses	0.00	833.33	833.33	100.0	169.52	4,999.98	4,830.46	96.61	10,000.00
6984-0000 Postage and Printing	1,416.32	1,115.83	-300.49	-26.93	8,616.04	6,694.98	-1,921.06	-28.69	13,390.00
6990-0000 Insurance Premiums	16,087.17	16,087.17	0.00	0.00	96,523.02	96,523.02	0.00	0.00	193,046.00
6992-0000 Insurance Carrying Char	321.75	321.75	0.00	0.00	1,930.50	1,930.50	0.00	0.00	3,861.00
6995-0000 Licenses & Permits - Ad	0.00	66.67	66.67	100.0	331.00	400.02	69.02	17.25	800.00
7000-0000 Management Fees	5,254.20	5,354.92	100.72	1.88	31,525.20	32,129.52	604.32	1.88	64,259.00
7005-0000 Membership Fees-Admi	0.00	29.17	29.17	100.0	0.00	175.02	175.02	100.0	350.00
7010-0000 Property Taxes - Admin.	0.00	100.00	100.00	100.0	316.00	600.00	284.00	47.33	1,200.00
7020-0000 Security - Admin.	1,910.67	2,824.33	913.66	32.35	11,505.97	16,945.98	5,440.01	32.10	33,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	60.00	75.00	15.00	20.00	150.00
7030-0000 Strata Web Site	0.00	66.67	66.67	100.0	359.33	400.02	40.69	10.17	800.00
7050-0000 Miscellaneous	158.92	20.83	-138.09	-662.9	3,031.44	124.98	-2,906.46	-2,325	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	25,159.03	27,768.76	2,609.73	9.40	159,914.15	166,612.56	6,698.41	4.02	333,225.00
TOTAL COMMON EXPENSES	93.00	236.83	143.83	60.73	740.91	1,420.98	680.07	47.86	2,842.00
TOTAL EXPENSES	<u>68,501.58</u>	<u>86,228.60</u>	<u>17,727.02</u>	<u>20.56</u>	<u>464,433.86</u>	<u>517,371.60</u>	<u>52,937.74</u>	<u>10.23</u>	<u>1,034,743.00</u>
NET INCOME (LOSS)	18,858.21	-0.01	18,858.22	188.5	55,829.86	-0.06	55,829.92	93.04	0.00

**Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)**

**August 2016
AS OF THE 6TH MONTH ENDING AUGUST 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	67,437.48	67,437.48	0.00	0.00	134,875.00
9262-0000 Utilities Interest Income	20.27	0.00	20.27	0	84.61	0.00	84.61	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	105.33	-105.33	-100.0	1,263.54	631.98	631.56	99.93	1,264.00
Total Apartment Utilities	11,259.85	11,344.91	-85.06	-0.75	68,785.63	68,069.46	716.17	1.05	136,139.00
UTILITY EXPENSES									
Electricity									
9360-0000 Electricity Kens & Mayfai	2,668.00	2,849.92	181.92	6.38	16,008.00	17,099.52	1,091.52	6.38	34,199.00
9365-0000 Electricity Windsor	1,673.00	1,836.08	163.08	8.88	10,038.00	11,016.48	978.48	8.88	22,033.00
Total Electricity - Apart.	4,341.00	4,686.00	345.00	7.36	26,046.00	28,116.00	2,070.00	7.36	56,232.00
Gas - Apartments									
9410-0000 Gas - Mayfair	642.89	1,613.42	970.53	60.15	7,018.20	9,680.52	2,662.32	27.50	19,361.00
9420-0000 Gas - Kensington	639.61	2,371.92	1,732.31	73.03	9,621.14	14,231.52	4,610.38	32.40	28,463.00
9430-0000 Gas - Windsor	876.54	2,658.67	1,782.13	67.03	10,909.05	15,952.02	5,042.97	31.61	31,904.00
Total Gas - Apartment	2,159.04	6,644.01	4,484.97	67.50	27,548.39	39,864.06	12,315.67	30.89	79,728.00
TOTAL UTILITIES - APARTMENT	6,500.04	11,330.01	4,829.97	42.63	53,594.39	67,980.06	14,385.67	21.16	135,960.00
NET INCOME (LOSS) UTILITIES	4,759.81	14.90	4,744.91	31.84	15,191.24	89.40	15,101.84	16.89	179.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,894.42	5,894.42	0.00	0.00	35,366.52	35,366.52	0.00	0.00	70,733.00
9700-0000 Water - Townhouses	8,620.58	8,657.42	-36.84	-0.43	51,723.48	51,944.52	-221.04	-0.43	103,889.00
9725-0000 Water - Interest Income	25.33	0.00	25.33	0	196.68	0.00	196.68	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	-1,253.08	1,253.08	100.0	-15,037.18	-7,518.48	-7,518.70	-100.0	-15,037.00
TOTAL WATER INCOME	14,540.33	13,298.76	1,241.57	9.34	72,249.50	79,792.56	-7,543.06	-9.45	159,585.00
WATER EXPENSE									
9850-0000 Water Usage	13,296.67	13,296.67	0.00	0.00	75,541.98	79,780.02	4,238.04	5.31	159,560.00
TOTAL WATER	13,296.67	13,296.67	0.00	0.00	75,541.98	79,780.02	4,238.04	5.31	159,560.00
NET INCOME (LOSS) WATER	1,243.66	2.09	1,241.57	59.40	-3,292.48	12.54	-3,305.02	-26.35	25.00

Chelsea Gardens

OCTOBER EVENTS CALENDAR

Sun	Mon	Tues	Wed	Thu	Fri	Sat
2 Newcomers' Welcome 2:00-4:00 PM	3 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	4 Bridge 6:30 Bible Study 7:30	5 Coffee 9:45am Whist 7pm Poker 7pm	6 Euchre 7pm Fun Dance Group 4pm Bridge 6:30 pm	7 Horses 4 pm Pub Night 5pm	8
9	10 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Thanksgiving-canasta and choir cancelled	11 Bridge 6:30 Bible Study 7:30	12 Coffee 9:45am Whist 7pm Poker 7pm Choir practise 7pm	13 Euchre 7pm Fun Dance Group 4pm Bridge 6:30 pm	14 Horses 4 pm Pub Night 5pm	15
16	17 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	18 Bridge 6:30 Bible Study 7:30	19 Coffee 9:45am Whist 7pm Poker 7pm	20 Euchre 7pm Fun Dance Group 4pm Bridge 6:30 pm	21 Horses 4 pm Pub Night 5pm Sing-Along Cash bar	22
23	24 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir practise 7:00	25 Bridge 6:30 Bible Study 7:30	26 Coffee 9:45am Whist 7pm Poker 7pm	27 Euchre 7pm Fun Dance Group 4pm Bridge 6:30 pm	28 HALLOWEEN PARTY BAR OPENS 4:30	29
30	31 Billiards 2pm Cribbage 2 pm Ladies Snooker 7 pm Canasta 6:45 pm Choir cancelled	ALSO ON MONDAY Halloween at The Gate 4:30		EXERCISES IN THE FIRESIDE LOUNGE 9:00AM MONDAY & THURSDAY, WEIGHTS & BANDS TUESDAY & FRIDAY, OSTEO		



Newcomers' Welcome Party 2:00 PM, Sunday, October 2nd
Sing Along and Cash Bar 5:00 PM, Friday, October 21st
Halloween Party, Friday, October 28th (Watch for posters.)
Halloween at the Gate 4:30 PM, Monday, October 31st