

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES - MONDAY, April 25, 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 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)

Wade Martin- (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,

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EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

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

ATTENDANCE:

Bernice Hutton

Bob Hurley

Gary Beirnes

Gordon Yamashita

Garry Kirkland

Zenon Jalbert

REGRETS

Charlie Sweet

Ross Ruddick, Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:03 PM by Ross Ruddick, Strata Manager, and a quorum being present.

Ross conducted the Election of the Executive Officers:

President	Bernice Hutton
Vice President	Zenon Jalbert
Secretary	Bob Hurley
Treasurer	Gary Beirnes

Ross turned the chair back to Bernice Hutton and committee assignments were discussed and decided. Please see the sidebar for the appropriate council member to call when you have an issue, concern, idea or suggestion.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to adopt the minutes of the March 21, 2016 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – WADE AND VALERIE

- Clean Kensington, Mayfair ramps on a weekly basis. City pick-up of recycling bins always leaves a mess. Part of this is caused by owners who do not put shredded documents into clear plastic bags as they are permitted and required.
- Chlorinated streams, started new process of blowing residue to bottom. Need a custom attachment to complete.
- Assisted Kevin on the repairs to system control of input for fob and clickers but were unsuccessful. Blue Mountain has since restored system.

- Assisted with cleaning of fish pond with large number of volunteers.
- Weekly cleaning of new filter system on exterior large fountain. Repaired and replaced debris trap. Pictures on cloud.
- Mayfair locker repairs [ceiling].
- Resident work requests. 3 outstanding.
- Updating intercom panels and front gate. Lots of resident changes this month.
- Gary Morin to assume private pressure washing jobs .Possibly utilize him to facilitate other jobs as well i.e. inside of fence North exposure on townhouses 153 to 262 at bottom, with Wade.
- Assisted with painting of reflection pond and new water feature. All achieved at zero cost.
- Gutter repairs that needed dry weather. Done.
- Apartment, clubhouse alarm testing.
- Ensure contractors, realtors, etc sent by Crossroads are accommodated.
- Monitor hot tub to ensure properly running, not leaking, in early start up stage.
- Debris clean up on T/h small roofs.
- Cleaning of townhouse gutters on going

(4) FINANCIAL REPORT

The Financial Report ending March 31, 2016 was tabled until the May 2016 meeting.

The Strata Manager noted that there will be a combination of fee increases and fee decreases as a result of the budget approved at the April Annual General Meeting. Those owners facing fee increases will note that the automatic withdrawal done on May 1st will be at the new fee level plus there will be the fee increase from the months of March and April added on. The automatic withdrawal on June 1st will simply be at the new level.

Those owners facing fee decreases will note that the automatic withdrawal done on May 1st will be at the new fee level less the fee reduction from the months of March and April. The automatic withdrawal on June 1st will simply be at the new level.

(5) BUSINESS ARISING FROM THE MINUTES

- a) **AED Training** – Thank you to everyone who signed up for the CPR/AED training. Due to limited class size and instructor availability, the council had narrow down the volunteer list to include owners that live close to the clubhouse, are on committees that regularly meet at the clubhouse and one representative from each of the apartments. We are hoping, in the future, we can have another training session and include more participants. The training session is scheduled for Wednesday, May 11th starting at 1:00 PM and lasting until 5:00 PM. Maureen Ruddick will be contacting each individual to confirm their participation.
- b) **Hot Tub Jets - The** Hot Tub Jets have been fixed and the hot tub is working again.
- c) **Lighting in Fountain** – The lighting in the Fountain in the roundabout and the Mayfair have been completed. Additional lighting in the fountains will be completed this month.

(6) CORRESPONDENCE

- An owner wrote to thank the Strata Manager and the contractor for a prompt and thorough response to the recent water damage to their unit.
- An owner wrote to complain about the noisy leaf blowers. Our gardener tries to work efficiently and as quickly as possible to reduce the length of noise affecting the owners. The Strata Manager will discuss with the landscaper the owner's suggestion of deploying the leaf blowers at different locations in the complex.
- An owner wrote to say they had received two advertisements at their front door. The council asks that if any owners see individuals delivering flyers or soliciting business to let staff know so that they are can be removed from the property. Owners are more than welcome to inform trespassers to immediately leave the property.
- The Council was contacted by the Workshop Committee requesting approval for approximately four storage lockers to be built in the workshop to store materials while an owner is working on a project. It was **MOVED/SECONDED** to approve these lockers provided there is a 2 month maximum rental so as not to be permanent storage. A wait list would also have to be established so that all workshop users have an opportunity to access these lockers. **CARRIED**
- An owner wrote complaining about owners allowing their dogs to urinate and defecate on other owner's lawns. This does cause damage to the lawns. Dog owners, please have your dogs do their business outside the Chelsea Garden walls.
- The Strata Council received correspondence that provided details of an altercation between two owners in the exercise room. A police report has been filed by the owner and the Council involvement in this incident ends accordingly. The Strata Manager has been directed to correspond with the letter writer. Please do note that, as per our bylaws and rules, the workshop and exercise room are only accessible by Chelsea Gardens residents. Guests are never permitted to use those facilities. When open during the season, the swimming pool is accessible by guests but only when accompanied by a Chelsea Gardens owner.
- An owner wrote to say they had an electrician come to their residence to look at a breaker that kept tripping. The electrician indicated that the beaker had melted and should be replaced. The electrician indicated that all breakers in the complex should be replaced and the Strata Council does not agree. They have asked the Strata Manager to have our electrician examine several residential electrical panels and provide his assessment.
- An owner wrote council to complain about the garbage company not picking up their garbage. The Council notes that garbage is picked up only every other week. All owners were provided a colour pick-up schedule by AJM Disposal but additional copies are in the office.
- An owner wrote to thank Shawn Allen, Bernice Hutton and the strata council for assisting with the problem with her pathway. They are very appreciative of the work that Shawn did to eliminate an on-going problem.
- Council received a letter about the grass at the back of the Windsor being full of moss and weeds. This will be discussed with the landscaping firm but all owners should note that the range of options to control weeds and moss is much more limited than in the past. Surrey has banned many pesticides and herbicides and the replacement products are no as effective.

- An owner wrote noting that some balconies are adorned with faded silk or plastic plants and that, over time, the sun fades them and they look shoddy. The Council does agree that many apartments as well as townhouses have décor and statuary that detract from the appearance of Chelsea Gardens and probably do nothing for property values. There is, however, nothing in the bylaws that establishes guidelines and the Council is not about to become the fashion police. Council asks that owners do take a look at their own balconies and front yards. Tasteful, simple décor is appreciated over tacky. Trash or Treasure day is approaching and this would be a great opportunity to get rid of some old and no longer fashionable décor.
- An owner wrote requesting to install privacy panels. The council discussed this request and, based on similar requests that have been rejected, they did deny this request. The Council has approved the planting of cedar hedging at the owner's expense should they want a privacy barrier.
- An owner wrote to thank Allen Brothers Landscaping for pruning back the shrubs around their patio. They noted that Allen Brothers continues to do a great job at Chelsea Gardens.
- The Strata Manager received an email that the pool gates were being left open. Owners are asked to ensure that the gates are closed and secured at all times. Staff will be reminded to check this during their rounds.

(7) COMMITTEE REPORTS

- **APARTMENTS** – No issues to report. Please note that Gordon Yamashita is now the contact for any apartment maintenance issues.
- **TOWNHOUSES** – Garry Kirkland will be meeting with Morinventive Ltd this week to commence spindle repairs. Jeff will be tasked to focus on the spindles first before doing other townhouse repairs. Should we have townhouse repairs that cannot wait, there are other contractors available.
- **CLUBHOUSE** – It was **MOVED/SECONDED** to commence work on the re-surfacing of the areas approved at the AGM. **CARRIED**

**Please ensure that the pool gates are closed tightly.
To leave the gate OPEN could lead to a liability claim.**

- **GOLF TOURNAMENT** – The Golf Tournament has been booked for Sunday, August 21, 2016. If you are interested in volunteering to help organize and run this great event please contact the Strata Manager. Information and the registration form is attached to these minutes and will also be available in the clubhouse and the apartment lobbies.
- **SECURITY AND SAFETY** – The discussion regarding upgrades and additional security cameras was tabled until Charlie Sweet returns.

- **SOCIAL** - The Social Committee May Calendar is attached at the end of minutes. We have attached the executive summary of their last meeting below:

1. May dinner/dance and April spring dinner:

Both went well and we are thankful to all the guests who took the time to let us know that they had enjoyed themselves and the meals we provided.

2. Wednesday, July 1st entertainment:

The steel band has been booked and will probably play from 4:00 till 7:00 PM. We will confirm those hours. Committee members will be turning their mind to the menu and hope to be able to tell you about that soon. In keeping with the Caribbean theme the bar will be featuring a rum punch that day.

3. New Years tickets:

When we have one of our larger events, we often have guests who express frustration because they want to sit with friends but cannot reserve seating. For our New Year's dinner we are going to do up a seating chart and allow residents to choose their places when they buy their tickets. We will see how it works.

4. More innovations:

Just for novelty's sake we are going to present specialty drinks at our cash bar events for the summer.

- a) At our April 15th pub night we will be featuring Lucie's martinis
- b) For the May 14th variety show, the drink of the day will be an orange fling.
- c) At our May 20th pub night we will be offering Rosa's margaritas.
- d) In June it will be Diane's strawberry bellissimo.
- e) And of course, for Canada Day, a rum punch.

5. Residents' private use of tables and chairs from the clubhouse:

There was a bit of a panic when we went to set up for the spring dinner and found that a number of our chairs had been borrowed. We have a book that residents are to sign if they take chairs or tables but there was no entry in that book so we didn't know where to go looking. We managed without the missing chairs but the situation prompted some discussion. We realized there had been almost no communication about this.

Residents, then, need to know:

- a) They are welcome to borrow the tables and folding chairs situated in the cupboard at the west end of the Fireside Lounge for their special events, provided that they sign them out and then bring them back the following day.
- b) There is a sign out book. We have had it hanging in the closet off the kitchen which doesn't make a lot of sense. We will move it to the closet where the tables and chairs are kept.
- c) We will put a sign on the door reminding our borrowers to sign the book when they take items and then initial the book when they bring them back.
- d) Bob, our council rep, tells us that revisions of the handbook will be made following the AGM later this month. He has been asked to have the handbook explain the rules for borrowing these tables and chairs.

- **LANDSCAPING** – An owner reported mole activity in their lawn. Trapping moles has proven to be largely unsuccessful and it is simply best to wait for them to move on. They are particularly active during the spring mating season. The same applies to woodpecker activity that is mainly present at the south end of the property. Again this is related to mating season but we will look into installing the birdhouses built by the Workshop Committee last year.

- **RV PARKING LOT** – The RV committee have requested that the six remaining high wattage lights be changed to the new LED fixture that provides much better illumination with very low electricity consumption. The Strata Manager will have this proposal priced out and will meet with the RV Committee when they assemble to look into re-alignment. The council did discuss an owner proposal to make un-used space in the RV lot available for cars and will not proceed with this suggestion.
- **BYLAWS/RULES** – The by-laws approved at the last AGM have now been signed by two council members and they will be registered this week.
- **ADMINISTRATION** – The council has requested that the strata manager clarify with staff what trades should be called in for repairs.
- It was **MOVED/SECONDED** to approve the CrossRoads Management Fee increase that was presented to the owners in the 2016-2017 budget approved at the AGM. **CARRIED**

8) NEW BUSINESS

- ✚ **Washing of Perimeter Walls** – The council requested the strata manager to obtain a quote from Cleaner Windows to power wash the interior perimeter walls.
- ✚ **Upper gutter cleaning** – The council requested the strata manager to obtain a quote from CleanerWindows to clean the upper gutters.
- ✚ **Window Washing** – The Strata Manager is obtaining updated quotes and possible scheduling for window washing.
- ✚ **New volunteers for Irrigation and Lattice** – The Irrigation and Lattice volunteers are looking for more owners to come out and help them with the irrigation and lattice work. Please contact any member of Council or the Strata Manager if you can assist. This work saves the Strata Corporation considerable funds and even a few hours of volunteer work will be appreciated. Should we fail to expand the volunteer base then it is possible that this work will need to be supplemented by outside contractors and this adds to the overall expense faced by the Strata Corporation.
- ✚ **Arborist** – The arborist will be called on site later this summer to update his recommendations for pruning and trimming. This work would take place during the fall.
- ✚ **New gates for perimeter walls** – The Council did receive a quote to replace the pedestrian gates on the perimeter walls but they will table this until later in the fiscal year.
- ✚ **CO levels/Furnace servicing proposal** – An owner had suggested that the Strata Corporation should undertake to take over the responsibility of servicing townhouse boiler systems. This is not within the approved budget for 2016/2017 and the suggestion will be retained by Zenon as a bring forward item. Council does agree that boiler systems that are not serviced or that are serviced by sketchy gas contractors do pose significant risks of exposure to carbon monoxide. Owners are reminded that Alloyd Plumbing has been a trustworthy, reliable and competent gas and plumbing contractor active at Chelsea Gardens for many years. Lloyd Douglas can be reached at: 604-536-7637. There are several other

good contractors available and there was a list published last year in the minutes. Boilers should receive a complete service at least every two years. The Strata Council also recommends that every

- ✚ owner should purchase a carbon monoxide detector. These are reasonably priced, simple to install by just plugging them into an electrical wall socket and certainly can be a life saver.
- ✚ **Treadmill Repairs** – It was **MOVED/SECONDED** to approve the quote to do repairs on the Vision treadmill. **CARRIED**
- ✚ **Elevator capital project –Windsor** – It was **MOVED/SECONDED** to approve the installation of the infrared door detector on the Windsor elevator. **CARRIED**
- ✚ **Other Capital Projects approved at AGM** – It was **MOVED/SECONDED** to approve the quote from Windstar Window Fashions for the clubhouse blinds. **CARRIED**

(9) ADJOURNMENT

- The meeting was adjourned at 3:15 PM.
- The next council meeting is Monday, May 30th, 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 on their cell phone.