

CHELSEA GARDENS - LMS 1416

www.chelseatoday.org E-Mail: ross@crpm.ca / jesse@crpm.ca / bogdan@crpm.ca

COUNCIL MEETING MINUTES –TUESDAY, APRIL 20, 2020 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2019/2020

PRESIDENT

Zenon Jalbert – TH-202

VICE-PRESIDENT

Murray Hill – K406

SECRETARY

Anita Thompson – W325

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Ashley Orton – T243

Norm Reid – T302

Bill Zemianski – T329

COMMITTEE ASSIGNMENTS

Zenon – Executive, Bring Forward, Website

Murray – Townhouses, Irrigation

Bill – Clubhouse, Social Liaison, RV Liaison, Bylaws

Anita – Finance, Executive

Victor – Executive Committee

Ashley – Landscaping, Security, Volunteers, Ponds
and Fountains

Norm – Apartments

CLUBHOUSE OFFICE

Valerie Morris

Closed until further notice...please phone the cell.

CARETAKERS

John Unger - (604) 834-4578

(7:00 AM-3:00 PM-Monday-Friday)Valerie Morris –

Nights/Weekends

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

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

(604) 834-4578

STRATA MANAGERS

Ross Ruddick – ross@crpm.ca

Jesse Train – jesse@crpm.ca

Bogdan – bogdan@crpm.ca

CROSSROADS MANAGEMENT LTD.

1001- 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:

Zenon Jalbert

Anita Thompson

Ashley Orton

Murray Hill

Norm Reid

Victor Monasch

Bill Zemianski

REGRETS

Jesse Train, Strata Manager

Ross Ruddick, Senior Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:20 PM by Zenon, President, and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the March 17, 2020 meeting. **CARRIED**

(3) CARETAKER REPORT APRIL 2020

Well this was a month none of us will ever forget. Working from home has been a bit of a challenge but with so many staying at home, volunteers have come out of the woodwork, pressure washing, sanitizing and keeping the grounds looking great. It is disappointing to see the garbage from the street side with so little regard from those passing by, dropping tissues, masks and gloves along our outer sidewalk. With our Honey Do Lists almost coming to completion our homes have never looked better. To all those that have been practicing social distancing and good hygiene a big thanks extended to everyone. We are not quite out of the woods yet but the light at the end of the tunnel is brighter.

We have had several drain issues lately so if you see something that might be an issue just let the office know so we can deal with it before it becomes a major issue. One of our town homes had to have the garage torn apart to replace waterlines. It was far more extensive that was originally expected.

A thanks to the many men and women that are out pressure washing and painting.

Hot Tub and pool will be closed until we get the go ahead from Fraser Health and since our pool requires a commercial license renewed every year by Fraser Health we will most likely be open once the public pools are open, unless something changes in the rules regarding reopening.

The woodpecker (Northern Flicker) was very busy this year trying to tap his way into the heart of an unsuspecting, Ms. Flicker. Jeff will continue with the repairs to the holes in the stucco from the amorous bird.

Thanks to all the guys that repaired the hole in the RV lot fence and to Murray for noticing the damage. It is a difficult area to monitor and so if you notice anything suspicious better to have it checked out.

Guest rooms will once again be available when the club house reopens. It has been difficult for so many having to make changes to schedules and events.

We are going to be having a Fire Inspector come to the complex Wednesday April 29th for his annual inspection. It is imperative that residents in the condo's remove anything flammable from in front of vehicles and also if there is card board or a mat under the vehicle to catch oil drips, this should also be removed. City Fire will be setting up a schedule to do the remainder of the back flow checks and because they did not want to go into homes were given a reprieve and they will be done at a future date. As we all continue to isolate and follow protocol I wish you all good health.

John

(4) FINANCIAL REPORT

The financial report was tabled since the 2020-2021 budget was only just approved at the Annual General Meeting.

(5) BUSINESS ARISING FROM THE MINUTES

- a. **MUA** – A compensation settlement with Trotter Morton and Stable Electrical has been finalized.
- b. **Flooding into Unit Garages** – Work is now being done on these issues (roots growing into water disposal lines) by Drain Master after Council approved a quote.
- c. **Mechanical Contractor** – Requests for Proposals will go out to several large firms (including our current contractor) in May.
- d. **Roof Assessment** – The recent roofing assessment indicated that, although most sloped roofs are still performing well and have a good remaining service life, there is one block of homes that should be reroofed in the next year or two. The flat roofs, throughout the complex, will not last as long as the sloped roof, and plans should start soon to replace them. The Council did request that we obtain an assessment from other roofing contractor along with cost estimates.

- e. **HRT Update** – The Strata Manager provided Council with an update. The Council was also provided two additional quotations for the installation of automatic door openers in the lower levels of each apartment and they selected Stanley Access Technologies to do the work. This had already been approved at the previous Council meeting.
- f. **Parking Stalls** – A slight re-painting of a parking stall line will be coordinated with two owners.
- g. **Boiler and Fireplace Servicing** – Several quotations have been obtained for owners wishing to have their boilers and/or fireplaces serviced, however contractors are not entering any units at this time unless it is an emergency. This will be tabled until the Covid-19 situation is over.
- h. **Men’s Bathroom** – The foul odor in the men’s bathroom at the Clubhouse has been resolved by an adjustment in the fan.
- i. **Water Detection Auto Shut-Off** – More information is being obtained regarding the auto shut off valves. One system, although simple and reasonably affordable, does not have CSA approval and is not recommended.
- j. **Owner’s Manual Update** – Anita has volunteered to update this valuable manual and asked Ross to forward all the working files to her.
- k. **Borrow from CRF** The first installment from the Operating Budget was used to pay back the money used from the Contingency Reserve Fund (CRF) to pay the Insurance Premium. This resulted in the operating budget with little cash flow to pay contractors. It was **MOVED** and **SECONDED** to borrow funds from the CRF to pay the bills and then pay back the CRF for the borrowed monies. **CARRIED**

(6) CORRESPONDENCE

- A few owners reported hearing and seeing gatherings inside other units.

Owners are asked to follow the guidelines set out by the Federal Government and allow up to 6 feet apart from another person. The restriction on social distancing has not yet been lifted. It was noted that one unit in the Kensington had a large gathering a few weeks ago and, given the age demographics at Chelsea Gardens, this should not be happening. There is far too much at risk. During this Covid-19 pandemic, we should not be entertaining anyone, including family, at Chelsea Gardens. It was also noted that one frequent visitor is constantly coughing in the hallways. Please keep your friends and family away.

- It was reported that a unit has a large propane heater on their balcony. This unit will be sent a letter to ensure that this unit is properly and safely used.
- An owner had emailed the Strata Manager regarding a concern with the insurance premium increase and was answered. The owner had cited another property where their increase was not as substantial but Ross noted that the renewal at that property was in October, 2019, well before the insurance market went crazy.

- There was a request made for residents to use the Chelsea Gardens woodwork shop during the pandemic. The Council will allow select members of the workshop committee (two at a time maximum) to work on projects for the Strata Corporation but no personal use for anyone will be permitted until the clubhouse is re-opened.
- An owner had concerns about holding the AGM by directed proxy and wondered if the AGM could not have been postponed. Unfortunately the Strata Property Act has not changed the legal requirement to hold an AGM within 60 days of the fiscal year end.
- An owner sent a letter regarding a number of items. They noted that, although the Strata Property Act requires a Strata to be fully insured, we do not have to accept the insurance company's valuation. This is not true in two respects. It is not the insurance company who does the valuation but an independent 3rd party appraisal firm. Once we have that valuation, the Act requires us to fully insure to 100%. This valuation is never reflected on the balance sheet as it is not the strata corporation that owns the units, but the 395 owners who do. We also do not include, on the balance sheet, inventory, tools or equipment but these are also insured. The owner did note that the caretaker's suite is shown on the balance sheet and the Council agreed that it can be removed from that sheet. The suite is, however, a strata lot and is calculated in the overall unit entitlement for budgeting purposes. We do list GIC's and CRF funds as this is required under the Strata Property Act. We do not list tools and inventory on the balance sheet as, unlike a tax paying corporation, we do not depreciate such items to reduce tax payable....we do not pay taxes.
- An owner who had previously been approved to park their scooter in the hallway of one of the apartment buildings where they live, has indicated that it is inconvenient and will no longer use the area.
- A resident requested that Council makes an exception on the rules regarding lockboxes during the COVID-19 Pandemic. Council denied this request due to security concerns.
- An owner suggested a campaign for Chelsea Gardens residents to be allowed to hang up Christmas lights or white lights to show support during the Pandemic. The Council denied this request noting that the nightly 7 PM show of support is sufficient. It is also a bylaw which cannot be amended by Council.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – Council identified locations of wood pecker damage being repaired by Jeff. Council did discuss portable awnings as one owner had put one up prior to the May 1st date in the rules. The owner did remove the awning at the request of the Strata Manager. The Council discussed the current rule and it was **MOVED/SECONDED** and **CARRIED** to amend the rule to now read (new addition in yellow highlighting):

Owners may place free standing, pre-manufactured sun protection gazebos on their patios from May 1 to September 30 provided that the gazebo does not extend beyond the boundaries of the

patio, is not attached to the patio and that the proposed colour be approved by council. The canopy cannot have any sidewalls and the maximum size permitted is 10' X 12'.

- **APARTMENTS** – It was noted that there are steps behind the Kensington Building that are in poor condition. The Strata Corporation is going out to obtain quotes on repair, however owners are reminded that the responsibility to perform routine maintenance on these steps are the responsibility of the owner.
- **CLUBHOUSE** – Fraser Health has indicated that our pool, spa and gym must remain closed until public facilities are re-opened.
- **SAFETY AND SECURITY** – Ashley noted no issues. He is working with Victor on directly connecting the various FOB sites internally to make it more secure and reduce costs going forward. So far the East Gate and, more recently, the Windsor have been connected internally to the Clubhouse.
- **LANDSCAPING** The Strata Council requested that the Strata Manager correspond with units about the landscaping changes that were made last year. Two that need to properly complete what they agreed to do, two that that did not get approval and need to comply with the new guidelines. They will be given a deadline for completion of the changes by May 31.
- **BY-LAWS/RULES** – No report
- **RV-LOT** – The Strata Manager noted to Council that one unit was in contravention of the rule regarding ownership of the rig. That owner will need to correct the registration documents or move the rig.
- **ADMINISTRATION** – John Unger is working remotely and is also coming to the property. He can always be reached, during the day, on the Chelsea cell phone. John has asked that, when he is on the property, that owners please respect social distancing guidelines. He does have an expectant mother in his household. There is a problem with the battery of the cell phone used by Val and CrossRoads will deal with it.
- **EMERGENCY PREPAREDNESS COMMITTEE** – No report
- **SOCIAL COMMITTEE** – All Social Committee activities are on hold during the pandemic.

(8) NEW BUSINESS

- a. **Cheer up Chelsea Campaign** – As noted under correspondence, Council will not be allowing owners to hang up any Christmas Lights or other lights as it will be in violation of the Bylaws.
- b. **Leaks into Two Units** – This has been dealt with.

- c. **Trash and Treasure Day** – Unless this gets changed by the garbage company, Trash and Treasure Day is still scheduled for Friday, June 26th. We will not be allowing the general public in this year and the gates will be closed all day.
- d. **Window Washing** – Council approved a quotation for window washing and CrossRoads will attempt to get this scheduled for mid-May.
- e. **Dryer Vent Cleaning** – The Council tabled this to next year.
- f. **Backflow testing** – This was being done on the meeting day. There are some backflows that are inside townhouse units and these will not be done until the Covid-19 situation is over.
- g. **Insurance option** – The Strata Manager noted that an article was published in the Victoria Times-Colonist, proposing that all BC strata corporations self-insure. While an interesting and perhaps a viable concept, this would be a difficult task without Government involvement as there are some 35,000 strata corporations in BC.
- h. **Hire a Student** – The Strata Manager noted that an owner had suggested this for pressure washing lattice and doing other work and, with Government programs, this might be fully funded. CrossRoads will make inquiries.
- i. **Irrigation** – This will be activated this week.
- j. **Pressure Washing** – It was suggested that Chelsea volunteers could pressure wash individual driveways for a fee and then donate the proceeds to the Food Bank. If you are interested please contact Zenon.
- k. **Socializing during the Covid-19 pandemic** – The Strata Council is concerned that some owners are still not getting it. It was noted that some owners are not stepping aside to allow pedestrians to pass. This is highly unfair and discourteous to the rest of Chelsea residents. Please consider the serious implications should our residents start to be infected.
- l. **Damage to Garage surround** – The Strata Managers were directed to send a letter to an owner about them damaging their garage surround.

(9) **ADJOURNMENT**

- The meeting was adjourned at 3:50 PM.
- The next council meeting is Tuesday, May 19, 2020 – 1:00 PM – Video or Clubhouse library

Owners are advised that they should retain their electronic or 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. PDF copies can also be obtained from the website.

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 Managers (or their back-up) at home or cell phone.

Spring and summer is on its way. Our roads are also our sidewalks....please watch your speed.



Chelsea Gardens residents who have returned from the U.S. or elsewhere in the world are, as part of the Government's requirement to self-isolate for 14 days, excluded for access to the clubhouse or apartments mailroom/mailboxes.

Please make arrangements for someone else to collect your mail.

COVID-19 VIRUS INFORMATION

- ✚ If you are feeling unwell or have a cold, cough or the flu....avoid contact with other people and large crowds.
- ✚ If you have returned from travelling to China, Iran, South Korea, Italy or a Pacific based cruise ship within the past two weeks, or have been in contact with someone who has, avoid contact with other people and large crowds.
- ✚ If you are exhibiting any flu-like symptoms then you should contact Fraser Health at 8-1-1 as the health authorities do not want people to go to public hospitals
- ✚ You may wish to use gloves or cloths when touching surfaces that others regularly use....ie elevator buttons. Our cleaners are being asked to pay particular attention to these areas
- ✚ Wash your hands, frequently and thoroughly with soap and water and, as they come back in stock, hand sanitizers. The strata is on a wait list to purchase sanitizer dispensers
- ✚ Avoid touching your face...particularly eyes, nose and mouth
- ✚ Thoroughly cover and muffle any coughs and sneezes
- ✚ Properly dispose of any tissue...followed by hand washing
- ✚ Refrain from forms of greeting that involve physical contact...such as hand-shaking
- ✚ Owners will be informed (subject to privacy concerns) should there be any confirmed cases of Covid-19. Fraser Health would immediately brought in to deal with any issues