

took up the task. The fundraising for the food bank had amazing results financially as well as resulting in so many clean driveways. Irrigation crew I can't say enough of, spending weeks digging out buried sprinkler heads, repairing water lines and shut off valves. Just a reminder to use caution when backing out of a drive or approach. Many of the sprinkler heads were broken off at the driveway.

The leak from a flat roof into a unit has been fixed but again if you see anything in gutters or drains that needs to be cleaned please let us know so we can attend to.

Mayfair had the hot water line replaced in the boiler room by Westech and the replacement was quick and did not cause any serious disruption.

The Condos are having new door openers installed from the parkade level to the elevator lobby. This will help those that need extra time to get in and to open the door for those with their hands full. There will be a short shut down in the Kensington once a date has been established to replace a leaking pipe in the boiler room now stopped with a clamp. Expansion clamps will be installed once the heating system is shut down and will affect only one unit.

The front gate has been giving us grief and a new reader is to be installed because the one we have is intermittent and has become unreliable and this should be completed by May 20th. The east gate is still fully operational so if you do find yourself unable to get in please use the bottom gate. For most this has not been a Fob issue but an internal issue with communication from gate to the reader. On the topic of FOB'S if you suspect there is a problem with your fob or need a new one, Fobs are checked or sold between 11 – 12 Monday thru Saturday unless it is an emergency call 604-834-4578 and someone will attend to your need. If Caretakers are not available at the time of the call someone will be notified to come and assist you. Calls after 3.00pm are for emergency only.

Window washers have been busy. The screens I know can be a problem getting out but if you push up at the top it should lift in the track and come out without too much trouble.

The makeup air units are now completely installed and Trotter will be coming in to hook up the AC units in the condos shortly.

We are still waiting to see what the city of Surrey is going to do about opening gyms, pools and hot tubs. We are close to seeing the public sites open but will have to wait a while longer before we can do a full opening.

We have quite a few new residents that have joined the Chelsea family and to all of them welcome. It is also a reminder that Emergency forms be filled out and returned to the office ASAP. This information is valuable for quick response in cases of emergency and provides us with contact information, who has keys or are they kept in the safe dedicated to residents, pet information etc. If you have made changes to who has access to your home or if numbers have changed these changes should be noted immediately.

There are many things that were put on hold such as window repairs, back flow checks in some of the town houses, but now that business is starting to ramp up again these will be dealt with.

Take care John

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statement for the month of April 2020 with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads Management.

CARRIED

The Treasurer discussed a GIC that will be expiring on June 1 in the amount of \$300,000.00 and noted that the current bank rate has dropped to .95%. The best available GIC rate is for 15 months and returns 1.85%. Both Victor and Anita recommended re-investing these funds, along with a further \$1,000,000.00 in cash into three 15 month GICS broken down to one at \$300,000.00 and two at \$500,000.00 each. It was **MOVED/SECONDED** to accept this proposal.

CARRIED

The Strata Manager reported that the arrears are in order and only appear to be high because of the “catch-up” amounts from the March and April fee increases which will be collected in May and June. Special Levy payment permissions are coming in from owners and we have attached the payment sheet to these minutes for those owners yet to return the form.

(5) BUSINESS ARISING FROM THE MINUTES

- a. **MUA** – The air conditioning component of the new apartment make-up air units is now activated.
- b. **Mechanical Contractor** – The Strata Manager is awaiting quotes from three reputable mechanical contractors (RFP, Latham, Ashton and Westech) on a mechanical service contract. The Request for proposals will also be sent to our current mechanical contractor.
- c. **Roof Assessment** – Roy Dennis Roofing has been requested to provide a quote for a complete roof replacement project for the townhouses as a budgetary figure to plan for full replacement of the roofs in the future.
- d. **HRT Update** – The Strata Manager’s provided Council an update as to the status of this issue.
- e. **Parking Stalls** – The Strata Manager will contact the owners who currently rent
- f. **Boiler and Fireplace Service** – Ashton Service Group will provide a signup sheet for owners to register to have their boilers inspected. Please note that the cost for the inspection will be the owner’s responsibility. The inspection will be tentatively scheduled for September pending the status of the COVID-19 pandemic. The cost for this servicing will be \$189.00 but could drop \$10.00 to \$30.00 lower depending on the number of owners who sign up. The service would be a performance tune-up and there may be additional costs that would be quoted to each owner should repairs or upgrades be recommended. The Council also approved a quotation from another company to service gas fireplaces at a discounted rate (from \$189.00) of \$99.00 for a one hour service. Again, the price could increase should there be a need to replace parts or if the service exceeds one hour. Notices and sign-up sheets for each type of service will be posted.

- g. **Water Detection Auto Shut-Off** – Suitable systems are still be investigated. One owner did send the Strata Manager information from Home Depot of a simple warning system that would emit a loud signal when water was detected. While a viable and low priced option for owners to consider, it does not do anything more than put out the warning sound and will not shut off the water supply.
- h. **Owner’s Manual Update** – This is ongoing but Anita noted that Barb Greg has kindly offered to take new and updated photos for this manual.
- i. **Window Washing** – The window washing is ongoing.
- j. **Backflow Testing and Repairs** – City Fire Prevention provided a report of deficiencies with a few backflow preventers around the property. A quote was reviewed and approved. The City of Surrey, agreeing that the Covid-19 situation has limited our ability to test the backflows in a number of townhouses, has granted an extension until sometime in June. The Council determined that, with proper social distancing protocols in place, this testing should commence and those few townhouse owners will be contacted.
- k. **Student Hire** – The deadline for subsidized summer students expired in February so this will be looked at in 2021.
- l. **Irrigation** – There are ongoing repairs being done to the irrigation system. Owners are asked to inform Council and CrossRoads if there are any broken sprinkler heads around the property. The Strata Manager was asked to discuss being more careful about sprinkler heads with our landscapers.
- m. **Pressure Washing Common Areas** – This all volunteer program has been completed with 38 units being done. The funds paid by owners for this work were donated to the Surrey Food Bank Society and an impressive donation of \$1460.00 was made to this worthwhile organization. Well done Chelsea Gardens.
- n. **Auto Door Openers** – The automatic door openers in the lower lobbies of the apartments have been installed. Further work needs to be completed before the automatic doors are put into service.
- o. **Exterior Stairs and Walkway behind Kensington** – Jeff Morin is to be submitting a quotation for this work and CrossRoads will follow up.

(6) CORRESPONDENCE

- An owner noted the incorrect day of the last set of minutes.
- An owner confirmed the removal of an RV from the lot as it was not properly registered in the owners’ name.
- Correspondence was received regarding garden alterations done by a couple of units.
- Council received an email from an owner concerned about the pot banging taking place at 7:00 PM each evening in support of front line workers dealing with the Covid-19 situation. The Council discussed whether or not they would consider this to be a bylaw violation and it was **MOVED/SECONDED** that it was not a nuisance.

CARRIED

- An owner suggested that we update the Covid-19 information available to our residents.
- Council received an email noting that a townhouse is breaking the bylaw regarding the number of flags permitted. The Council directed that the Strata Managers send a letter to the unit in violation.
- The Council received correspondence asking that the pool deck be re-opened. The Council continues to have concerns about users following proper social distancing requirements and proper sanitization of the entry gate and decided that the pool deck will remain closed for the time being. We do not have the staff resources to properly protect all owners from possible transmission of this virus. One owner commented that it is illegal for Council to deny access to this area and this is untrue. The Strata Council is entitled to make decisions for the health and safety of all of our residents.
- There were a number of letters and emails received by Council asking for permission to use the RV lot for the dance group. Discussion on this was deferred to the end of the meeting so that one Council member could leave the meeting because of a potential conflict of interest. When the discussion did take place, it was noted that this dance group had been observed using the RV lot without first asking permission. Several owners had observed this and, accordingly, one Council member inquired whether or not permission had been granted. This was not a complaint but simply an inquiry as to proper process. At that point, the entire Council decided that the activity should stop until a full discussion could take place at the scheduled Council meeting. It was not a unilateral decision of one member. Discussion continued and the Council did not believe it to be fair to allow this user group to use this area while denying use of the pool deck to other individuals and groups. The Council will continue to review guidance from the Provincial Chief Medical Health Officer, Fraser Health and public pools and act accordingly.
- Council received a request from the water exercise group that the pool be re-opened for their group and/or that the RV lot be made accessible for exercises. The Council denied this request and, as with the other requests, will review this on an on-going basis.
- The Council also received a request to re-open the exercise room. Discussion noted that, although some private exercise facilities are re-opening, we do not have the staff resources to ensure that the equipment is properly sanitized between use nor proper social distancing between the various equipment. Council determined that the exercise room would remain closed until further notice.
- Council received a written complaint regarding the condition of one front garden and the Council member in charge reviewed this with our landscaper. They both agreed that the complaint was not valid and that this area is acceptable. Council agrees with this conclusion.
- The Council discussed the possible mis-use of the workshop where permission had been granted to a limited number of individuals to only work on projects that were for the Strata Corporation.

The Strata Manager was directed to contact that one owner and to revoke that permission if work was being done on personal projects.

- A letter was sent to Council suggesting that we need improvements to the garden area near the front Chelsea Gardens sign at the intersection, the garden by the pool and that we convert a non-working small fountain to a garden. The Council agreed that Ashley should obtain a quotation from Allen Brothers for this minor work.
- An email was received from one owner about the drain outside of their garage and this will be added to the maintenance list.
- Council received written confirmation from two owners that the work requested of them on their front garden alteration has been completed and they requested written confirmation that this was acceptable and grandfathered in the future. That confirmation letter was sent.
- Our window washing crew alerted Council to a possible bird intrusion into one townhouse at the peak and this will be dealt with.
- An owner noted that a black jeep was observed not using the round-about properly. Owners and guests are reminded that this is a safety issue and that you could be held to be at fault by ICBC in the event of an accident.
- Council received a note from an owner wondering if Chelsea Gardens could have a garage sale prior to Trash or Treasure Day. Given current Covid-19 concerns, Council will not authorize a garage sale for the immediate future. Council also noted that the upcoming Trash or Treasure day, scheduled for Friday, June 26th, will not be open to the public for the same reasons and the gates will be closed during that event.
- A work order was received asking for tree trimming and work to be done on mossy grass areas. Ashley will work with Allen Brothers on this to the extent of what is possible within our operating budget. As noted in the landscaping report below, we rely on the expertise of our contractors in deciding what can and cannot be done.
- An owner had sent an email about various common area maintenance items such as moss, chimney stoops and metal flashings and these items will be looked at by staff.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – Jeff is working on replacing rotted wood around the property. Murray and Norm noted that the irrigation system will be fully up and running shortly. Roots from mature vegetation are a problem. We are to see if there are plans on file for the irrigation system layout. John Unger noted that townhouse garage door tension springs are starting to fail. These should be lubricated at least once a year to extend their life. This is an owner responsibility.

- **APARTMENTS** – CRS did spot cleaning on the carpets and Council is very pleased with the results.
- **CLUBHOUSE** – The clubhouse will remain closed until further notice.
- **SAFETY AND SECURITY** – A discussion took place regarding the responsibility for programming and recording of FOBS and clickers. Based on the recommendation from staff and discussion by council, this work will be done by either John or Val on a normal basis with the Security Council member as backup in an emergency situation when they are not available. Anita would be a backup to the Security person if that person is not present. Review of FOB events, as with the cameras, will be done by the Security person and either caretaker. Bi-yearly FOB revalidation will be coordinated by the Security person and using volunteers from council as required. The Security Council member was asked to develop an instruction manual so that all data would be entered in a consistent manner and he will do so. He was also asked to send the back-up files to CrossRoads so as to have duplication in case of data loss.
- **LANDSCAPING** – Recently we posted a set of landscaping guidelines and processes to follow for owners requesting an alteration to common property. This was created with guidance from Shawn, our landscaping professional on site. Shawn has a wealth of knowledge on what plants work best for our environment, and what is consistent with the overall design of the Chelsea Gardens landscape. A good practice is to seek Shawn’s advice when planning a landscaping change.

A common misconception is that rocks in flower beds help conserve water. Rocks retain heat which evaporates the moisture and cook roots below it. This is used in desert climates for plants that thrive in rocks. In B.C.’s climate, mulching retains moisture and breaks down to provide a natural, organic ecosystem for plant health.

At Chelsea Gardens, our biggest problem is root bound soil. Shawn’s suggested solution is to dig down about a foot past the lateral roots and then install a “Root Barrier” – ¼” thick plastic plate. It is not an easy job, but it can be contracted out if necessary. A great all around tool is a “Chelsea spade” available at many hardware stores and makes the digging job much easier.

To maintain a consistent look throughout the complex we have made it part of the process for council to seek Shawn’s input and approval prior to approving a change to the landscape.

- **BY-LAWS/RULES** – The Strata Managers noted that consideration should be given to revising the standard for sound mitigation underlay for hard surface flooring. The current bylaw requirement is IIC 71 and there have been recent improvements with available products up to IIC 84. Until the bylaw is revised, CrossRoads will strongly recommend the higher standard to owners undertaking alterations as it is for the benefit of the owners above and below as well as the owner themselves.
- **RV-LOT** – No current issues reported. Owners are reminded that, should space be available, they can submit requests to park ordinary vehicles in the RV lot at the monthly charge. These vehicles would need to be removed should the space be required for an RV or tow vehicle.
- **ADMINISTRATION** – For the duration of the Covid-19 situation, Val has had the scope of her duties expanded. John is fully back but does request that all owners respect the social distancing requirement of 2 meters when conversing with him.

The Council was advised that Bob Hurley has stepped down from doing the lock-up duties and this leaves only Gary Economy to do this task on staff days off. Council asks that any owner who may be interested in taking on this part-time job (with moderate compensation paid) reach out to the Strata Managers. The Council wishes to thank Bob for all of his efforts in this role over the years.

There was also discussion about creating an overall database of maintenance procedures and dates and Council member, Bill Zemianski, volunteered to start this database.

- **EMERGENCY PREPAREDNESS COMMITTEE** – No report.
- **SOCIAL COMMITTEE** – All Social Committee activities are on hold during the pandemic. The Social Committee did request the use of the Fireside Room for a planning meeting so that Social Distancing requirements would be in place and the Council directed Bill Zemianski to coordinate this with them.

(8) NEW BUSINESS

- a. **Front Gates** – The front vehicle gates were experiencing issues opening up when an owner used their clicker. Blue Mountain Technologies were called out and resolved the issue.
- b. **Re-circulation Line** – The repairs to the re-circulation line in the Kensington building will be scheduled shortly. This involves freezing the line while the work is being done and will require a short water shut-down. Advance notice will be given to the owners.
- c. **Age of residents** – Council asked that the Strata Managers investigate the age of some townhouse residents for compliance to our bylaws.
- d. **T216** – The irrigation leak has been repaired. Council will ask Allen Brothers to do garden and soil remediation in this and other units that have been done.
- e. **Leak in the Mayfair** – There was a leak in the Mayfair which has been repaired.
- f. **Clubhouse/Hot Tub Room Plumbing** – John Unger is working with C-Blu on some problems with the plumbing and water discolouration.
- g. **Levy Payments** – The first installment for the supplemental insurance levy is due on August 1, 2020. Owners are reminded to hand in their payment authorization to CrossRoads Management to set up an automatic withdraw on August 1st and October 15th or hand in postdated cheques to the Strata Manager's mailboxes in the apartments or Clubhouse.

(9) ADJOURNMENT

- The meeting was adjourned at 4:15 PM.

- The next council meeting is Tuesday, June 16, 2020 – 1:00 PM – Fireside Room

Ross Ruddick, Jesse Train, Strata Managers – CrossRoads Management

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.

Owners should be aware that volunteers have put together some short videos relating to the nightly “thank-you” activities at Chelsea Gardens. One is the finished product while the other is the blooper reel. These are on the Chelsea.org website or you can go directly to the You Tube website shown below.

CHELSEA GARDENS - PANDEMIC - THANK YOU VIDEO

https://youtu.be/Mz_FofpBOdM

CHELSEA GARDENS - PANDEMIC - BLOOPERS

<https://youtu.be/ev7Rg2w2b-w>

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 GUIDELINES

- ✚ Wash your hands frequently.
- ✚ Stay away from crowded spaces.
- ✚ Avoid touching your eyes, nose and mouth.
- ✚ Cover your cough either with a tissue or into your elbow.
- ✚ Stay at home as much as possible.
- ✚ Avoid public transportation if possible.
- ✚ Practise social distancing of at least 2 meters or 6 feet.
- ✚ Wear a mask, covering your nose and mouth, when out in public.
- ✚ Use gloves or keys when touching commonly used surfaces or items such as elevator buttons, door handles, etc.
- ✚ If you believe you are developing symptoms call 8-1-1 and do not go to a hospital unless directed to do so.
- ✚ Slowly expand your “bubble” of friends or family and try to limit gatherings to six to eight people.
- ✚ Wipe down surfaces with disinfectant or Lysol wipes. Dispose of these in the garbage and not down toilets.
- ✚ Stay current with safety information by watching the frequent updates from Dr. Bonnie Henry and Adrian Dix.
- ✚ If hosting a driveway or backyard party, maintain six foot separation and do not have shared food or snacks.

Stay safe, stay calm and avoid chancing spreading or acquiring this deadly virus.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
April 2020
AS OF THE 2ND MONTH ENDING APRIL 30, 2020

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

ASSETS

1025-0000 Bank - Westminster - Contingency	1,646,911.26
1038-1242 WSCU GIC - 2.4040% - Jun.01/20	300,000.00
1038-1249 WSCU GIC - 1.85% - Jul.26/21	300,000.00
1109-0000 Due to Contingency from Operating	26,500.00
1109-0100 Due to CRF from Operating-Insurance	429,726.50

TOTAL ASSETS

2,703,137.76

LIABILITIES

2012-2500 Accrued Expenses	166,504.50
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TOTAL LIABILITIES

166,504.50

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,450,185.52
3510-0000 Net Income - Current Year	86,447.74

TOTAL OWNERS' EQUITY

2,536,633.26

TOTAL LIABILITIES AND EQUITY

2,703,137.76

Date: MAY 13/2020
Accountant: [Signature]
Property Manager: [Signature]

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
April 2020
AS OF THE 2ND MONTH ENDING APRIL 30, 2020

Page 1
05/13/2020
03:50 PM

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

ASSETS

1010-0000 Petty Cash	212.35
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	1,712.45
1027-0000 Bank - Water Surcharge	42,668.05
1028-1300 Bank - Golf Tournament Funds	3,069.53
1029-0000 Bank - Apt Utilities	4,335.08
1030-0000 Bank - Exercise Room	1,199.28
1040-0000 Bank - Social Committee	5,528.78
1200-0000 Prepaid Insurance	429,726.50
1205-0000 Prepaid Expenses	1,347.49
1300-0000 Accounts Receivable	<u>72,599.09</u>

TOTAL ASSETS

562,403.60

LIABILITIES

2010-0000 Accounts Payable	18,506.11
2014-0000 Accrued Water & Sewer	29,639.34
2017-0000 Social Committee Fund	5,528.78
2018-0000 Exercise Room	1,199.28
2019-0000 Golf Tournament Fund	3,069.53
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	26,500.00
2040-0003 Due to Contingency-Insurance	429,726.50
2170-0000 Vacation Payable	2,396.68
2250-0000 Pre-Paid Fees	<u>252.01</u>

TOTAL LIABILITIES

517,118.23

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	45,599.28
3510-0000 Net Income - Current Year	-8,665.81
3510-2000 Net Income - Utilities	-4,676.81
3510-3000 Net Income - Water & Sewer	<u>13,028.71</u>

TOTAL OWNERS' EQUITY

45,285.37

TOTAL LIABILITIES AND EQUITY

562,403.60

Date: MAY 13 2020
Accountant: 

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
April 2020
AS OF THE 2ND MONTH ENDING APRIL 30, 2020

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	56,437.15	56,437.33	-0.18	0.00	112,874.30	112,874.66	-0.36	0.00	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-25,499.00	-25,499.00	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	506.00	291.67	214.33	73.48	1,012.00	583.34	428.66	73.48	3,500.00
4022-0000 Move in/out	0.00	66.67	-66.67	-100.0	300.00	133.34	166.66	124.9	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	2,201.16	2,201.16	0.00	0.00	13,207.00
TOTAL	45,294.23	45,146.75	147.48	0.33	90,888.46	90,293.50	594.96	0.66	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	205,596.66	205,596.66	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-55,476.16	-55,476.16	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	4,843.66	4,843.66	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	154,964.16	154,964.16	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	50.00	83.33	-33.33	-40.00	100.00	166.66	-66.66	-40.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	1,200.00	1,200.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	1,035.00	733.33	301.67	41.14	1,890.00	1,466.66	423.34	28.86	8,800.00
4055-0000 R.V. Parking	760.00	733.33	26.67	3.64	1,540.00	1,466.66	73.34	5.00	8,800.00
4065-0000 Interest Income	5.35	100.00	-94.65	-94.65	120.91	200.00	-79.09	-39.55	1,200.00
4066-0000 Remote Control Sale	120.00	125.00	-5.00	-4.00	190.00	250.00	-60.00	-24.00	1,500.00
TOTAL OTHER	2,570.35	2,374.99	195.36	8.23	5,040.91	4,749.98	290.93	6.12	28,500.00
TOTAL INCOME	125,346.66	125,003.82	342.84	0.27	250,893.53	250,007.64	885.89	0.35	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	1,450.00	1,666.67	216.67	13.00	2,900.00	3,333.34	433.34	13.00	20,000.00
6208-0000 Building Maint. - Apartm	147.44	4,333.33	4,185.89	96.60	497.44	8,666.66	8,169.22	94.26	52,000.00
6215-0000 Equipment Maint.-Apart	4,405.08	4,083.33	-321.75	-7.88	7,605.13	8,166.66	561.53	6.88	49,000.00
6268-0050 Elevator Maint. - Apartm	1,324.44	1,375.00	50.56	3.68	2,648.88	2,750.00	101.12	3.68	16,500.00
6275-0000 Gate & Door Maint. - Ap	583.00	500.00	-83.00	-16.60	941.31	1,000.00	58.69	5.87	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,809.80	1,990.83	181.03	9.09	3,572.80	3,981.66	408.86	10.27	23,890.00
TOTAL EXPS. BEFORE UTILITIES	9,719.76	13,949.16	4,229.40	30.32	18,165.56	27,898.32	9,732.76	34.89	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	4,696.26	4,750.00	53.74	1.13	8,407.96	9,500.00	1,092.04	11.50	57,000.00
6320-0000 Garbage Pick-up - Town	4,416.83	4,858.33	441.50	9.09	8,854.66	9,716.66	862.00	8.87	58,300.00
TOTAL OPERATING EXPS. - T.H.	9,113.09	9,608.33	495.24	5.15	17,262.62	19,216.66	1,954.04	10.17	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,833.33	283.33	2.39	23,100.00	23,666.66	566.66	2.39	142,000.00
6425-0000 Drainage Repair & Maint	697.75	416.67	-281.08	-67.46	813.25	833.34	20.09	2.41	5,000.00
6435-0000 Plant Replacement & Im	0.00	1,500.00	1,500.00	100.0	0.00	3,000.00	3,000.00	100.0	18,000.00
6440-0000 Irrigation System	94.07	333.33	239.26	71.78	94.07	666.66	572.59	85.89	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	1,666.66	1,666.66	100.0	10,000.00
TOTAL LANDS. & GROUNDS	12,341.82	14,916.66	2,574.84	17.26	24,007.32	29,833.32	5,826.00	19.53	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	300.00	1,833.33	1,533.33	83.64	325.00	3,666.66	3,341.66	91.14	22,000.00
6515-0000 Equipment Rep. & Maint	978.41	1,416.67	438.26	30.94	978.41	2,833.34	1,854.93	65.47	17,000.00
6520-0000 Supplies Equipment - Co	136.90	666.67	529.77	79.47	273.80	1,333.34	1,059.54	79.47	8,000.00
6525-0000 Supplies Maintenance-C	39.71	250.00	210.29	84.12	79.73	500.00	420.27	84.05	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0	500.00
6535-0000 Enterphone and Security	179.82	625.00	445.18	71.23	1,193.43	1,250.00	56.57	4.53	7,500.00
6560-0000 Gate Repair & Maint. - C	215.00	250.00	35.00	14.00	392.19	500.00	107.81	21.56	3,000.00
6565-0000 Pest Control - Common	352.19	583.33	231.14	39.62	4,027.63	1,166.66	-2,860.97	-245.2	7,000.00
TOTAL REPAIR & MAINT.	2,202.03	5,666.67	3,464.64	61.14	7,270.19	11,333.34	4,063.15	35.85	68,000.00
UTILITIES									
6576-0000 Electricity	178.00	257.50	79.50	30.87	356.00	515.00	159.00	30.87	3,096.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6577-0000 Electricity Ponds - Com	432.00	429.17	-2.83	-0.66	864.00	858.34	-5.66	-0.66	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	1,310.00	1,450.00	140.00	9.66	8,700.00
6595-0000 Telephone Caretaker	156.75	141.67	-15.08	-10.64	223.95	283.34	59.39	20.96	1,700.00
TOTAL UTILITIES	1,421.75	1,553.34	131.59	8.47	2,753.95	3,106.68	352.73	11.35	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	75.00	125.00	50.00	40.00	307.70	250.00	-57.70	-23.08	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	142.00	155.00	13.00	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	146.00	202.50	56.50	27.90	449.70	405.00	-44.70	-11.04	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	0.00	1,000.00	1,000.00	100.0	0.00	2,000.00	2,000.00	100.0	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	1,728.48	1,500.00	-228.48	-15.23	2,208.58	3,000.00	791.42	26.38	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	0.00	175.00	175.00	100.0	150.00	350.00	200.00	57.14	2,100.00
6720-0000 Guest Suites Telephone-	83.85	66.67	-17.18	-25.77	101.34	133.34	32.00	24.00	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	0.00	500.00	500.00	100.0	3,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0	1,500.00
6735-0000 Pool Repair & Maint.-Re	300.00	708.33	408.33	57.65	879.10	1,416.66	537.56	37.95	8,500.00
6740-0000 Pool Supplies & Chemic	19.92	375.00	355.08	94.69	19.92	750.00	730.08	97.34	4,500.00
6750-0000 Cleaning Supplies-Rec.	136.42	200.00	63.58	31.79	557.35	400.00	-157.35	-39.34	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,850.00	2,000.00	150.00	7.50	3,700.00	4,000.00	300.00	7.50	24,000.00
6765-0000 Gas - Rec. Centre	847.56	1,250.00	402.44	32.20	1,990.83	2,500.00	509.17	20.37	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	4,966.23	7,733.33	2,767.10	35.78	9,607.12	15,466.66	5,859.54	37.88	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,337.79	5,355.00	17.21	0.32	10,690.42	10,710.00	19.58	0.18	64,260.00
6830-0000 Caretaker Assistant Wag	1,326.94	1,625.00	298.06	18.34	2,056.11	3,250.00	1,193.89	36.74	19,500.00
6865-0000 R. C. Janitor Wages and	0.00	1,875.00	1,875.00	100.0	1,821.75	3,750.00	1,928.25	51.42	22,500.00
6875-0000 Payroll Costs	889.39	916.67	27.28	2.98	1,779.19	1,833.34	54.15	2.95	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	7,554.12	9,896.67	2,342.55	23.67	16,347.47	19,793.34	3,445.87	17.41	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	66.66	66.66	100.0	400.00
6915-0000 Supplies	0.00	91.67	91.67	100.0	30.22	183.34	153.12	83.52	1,100.00
6920-0000 Telephone & Cable - Offi	322.38	441.67	119.29	27.01	778.68	883.34	104.66	11.85	5,300.00
TOTAL OFFICE EXPENSES	322.38	566.67	244.29	43.11	808.90	1,133.34	324.44	28.63	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	105.53	416.67	311.14	74.67	3,580.09	833.34	-2,746.75	-329.6	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	0.00	516.66	516.66	100.0	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0	1,000.00
6984-0000 Postage and Printing	390.64	1,433.33	1,042.69	72.75	2,711.90	2,866.66	154.76	5.40	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	143,242.16	101,575.50	-41,666.66	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	1,666.70	1,666.66	-0.04	0.00	10,000.00
7000-0000 Management Fees	5,785.74	5,901.92	116.18	1.97	11,571.48	11,803.84	232.36	1.97	70,823.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	0.00	66.66	66.66	100.0	400.00
7020-0000 Security - Admin.	0.00	583.33	583.33	100.0	84.18	1,166.66	1,082.48	92.78	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	0.00	1,000.00	1,000.00	100.0	6,000.00
7025-0000 Bank Charges	20.00	12.50	-7.50	-60.00	30.00	25.00	-5.00	-20.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	0.00	66.66	66.66	100.0	400.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0	200.00
TOTAL ADMINISTRATION EXPENSE	78,756.32	60,910.49	-17,845.83	-29.30	162,886.51	121,820.98	-41,065.53	-33.71	730,926.00
TOTAL COMMON EXPENSES	107,710.65	101,446.33	-6,264.32	-6.18	224,131.16	202,892.66	-21,238.50	-10.47	1,217,356.00
TOTAL EXPENSES	126,543.50	125,003.82	-1,539.68	-1.23	259,559.34	250,007.64	-9,551.70	-3.82	1,500,046.00
NET INCOME (LOSS)	-1,196.84	0.00	-1,196.84	0	-8,665.81	0.00	-8,665.81	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	23,678.84	23,678.84	0.00	0.00	142,073.00
9262-0000 Utilities Interest Income	2.42	0.00	2.42	0	14.57	0.00	14.57	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-2,087.78	-2,088.00	0.22	0.01	-2,088.00
Total Apartment Utilities	11,841.84	11,839.42	2.42	0.02	21,605.63	21,590.84	14.79	0.07	140,000.00

Budget Comparison (Accrual)
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	<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>
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,316.00	2,465.00	149.00	6.04	4,632.00	4,930.00	298.00	6.04	29,580.00
9365-0000 Electricity Windsor	1,441.00	1,615.00	174.00	10.77	2,882.00	3,230.00	348.00	10.77	19,380.00
Total Electricity - Apart.	3,757.00	4,080.00	323.00	7.92	7,514.00	8,160.00	646.00	7.92	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,937.48	1,691.67	-245.81	-14.53	3,986.44	3,383.34	-603.10	-17.83	20,300.00
9420-0000 Gas - Kensington	3,393.08	2,833.33	-559.75	-19.76	7,253.57	5,666.66	-1,586.91	-28.00	34,000.00
9430-0000 Gas - Windsor	3,681.33	3,060.42	-620.91	-20.29	7,528.43	6,120.84	-1,407.59	-23.00	36,725.00
Total Gas - Apartment	9,011.89	7,585.42	-1,426.47	-18.81	18,768.44	15,170.84	-3,597.60	-23.71	91,025.00
TOTAL UTILITIES - APARTMENT	12,768.89	11,665.42	-1,103.47	-9.46	26,282.44	23,330.84	-2,951.60	-12.65	139,985.00
NET INCOME (LOSS) UTILITIES	-927.05	174.00	-1,101.05	-632.7	-4,676.81	-1,740.00	-2,936.81	-168.7	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	10,736.00	10,736.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	15,701.34	15,701.34	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	33.60	0.00	33.60	0	149.90	0.00	149.90	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	16,080.81	16,081.00	-0.19	0.00	16,081.00
TOTAL WATER INCOME	13,252.27	13,218.67	33.60	0.25	42,668.05	42,518.34	149.71	0.35	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	15,080.59	14,558.75	-521.84	-3.58	29,639.34	29,117.50	-521.84	-1.79	174,705.00
TOTAL WATER	15,080.59	14,558.75	-521.84	-3.58	29,639.34	29,117.50	-521.84	-1.79	174,705.00
NET INCOME (LOSS) WATER	-1,828.32	-1,340.08	-488.24	-36.43	13,028.71	13,400.84	-372.13	-2.78	0.00



CrossRoads Management Ltd.

May 22, 2020

Dear Chelsea Gardens Owners;

With the approval of the Special Resolution and Special Levy at the Annual General Meeting of April 20, 2020, we wanted to explain how to make your payment.

We have distributed the payment schedule with the AGM minutes and, to save paper, will not include them here. Feel free to request a copy of the payment schedule for your unit by emailing ross@crpm.ca. That fee schedule page shows your share, based on unit entitlement (essentially the square footage of your home) of the Special Levy of \$250,000.00 to pay a portion of the increased insurance premium at Chelsea Gardens.

There are several ways to pay this Special Assessment:

- ❖ You can provide two cheques, dated August 1 and October 15, 2020. You can also pay the entire levy in one payment on August 1, 2020. These can be sent to CrossRoads Management at the address shown below or left in the Strata Managers mailboxes in the apartments or the clubhouse. Cheques should be made payable to LMS 1416 – Chelsea Gardens.
- ❖ You can indicate, below, your permission to take the amount out of the usual bank account that we withdraw maintenance fees from and this would happen on August 1, 2020 and October 15, 2020. You could then forward this authorization to CrossRoads Management at the address shown below or, via email to ross@crpm.ca or jesse@crpm.ca.

Name: _____

Unit number and Address: _____

I hereby grant permission to CrossRoads Management to withdraw my Special Levy payments from the bank account regularly used for my maintenance fees on August 1, 2020 and October 15, 2020.

Signature: _____