

CHELSEA GARDENS - LMS 1416

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

COUNCIL MEETING MINUTES –TUESDAY, JUNE 16, 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

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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 1:00 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 May 19, 2020 meeting. **CARRIED**

(3) CARETAKER REPORT JUNE 2020

Well with January almost behind us I'm sure everyone is anxiously awaiting the arrival of summer. The blossoms are almost done on all the Rhododendrons and Azaleas, and once again it was a spectacular display of colour that had our visitors amazed and in awe. As I drive around the complex it is great to see so many gardeners bringing summer colour to the complex.

I would like to remind everyone again that if the front gate does not open for you please try the East gate. We are still having sporadic issues with the opening and closing of the main gate. If the east gate works it is not your fob that is the problem. There is a loop happening in the system that still needs to be dealt with before I can assure everyone that the problem has been solved.

Styrofoam. So much packaging comes with Styrofoam that it doesn't take long to fill up a truckload of it. AJM does not pick it up on garbage day so please don't put it out. If you have large pieces

please call the office instead of leaving it in the garbage areas of the condo's or out on the driveway. In the past it has always been owner responsibility to take to the recycler but I realized that for many it is difficult to do and so batteries, light bulbs, Styrofoam were something that I took on as perk to residents. I will continue to do this but please when it comes to Styrofoam do not just leave it out hoping someone will deal with it. This brings me to another issue which is leaving trash / treasure on the compactors. The compactor area is strictly garbage or recycle NOT a storefront for unwanted goods and once again **black** plastic bags full of recycled material are also not allowed in the blue bins. It must be in clear plastic bags so that inspectors at the disposal sites can see what is in them. If black bags are found in the recycle it will go to garbage defeating our attempt at being environmentally conscious.

The track at the front gate is half completed and the exit gate will be dealt with shortly once the weather is dry enough for the welder to do his thing. It will be a 2 hour window at which time to exit will either be through the east gate or through the in gate.

The electronic door closers have been installed at the condos and there is a considerable time delay to allow carts, walkers, and scooters in without the door closing. Stanley Door informed me that the open position is set for 8 – 12 seconds. Please wait until you see the door closing before getting on the elevator or taking the stairs up from the parkade level. There are many times were the doors is still open and no one is in the parkade lobby. There have been some security concerns from residents saying it is too long a time if you are alone and waiting for the doors to close. It is being looked at for a possible solution.

The back flow valves in the town homes have all been checked with the exception of two irrigation valves which our committed irrigation crews are about to repair.

I mentioned in my past letter that a quick spray of oil on the tension spring above the garage doors helps prevent rust weakening the spring. We have had a few go lately and stress and fatigue are generally the cause. Not a big deal but it does extend the life of the spring.

Paint is still available for those that would like to do some touch ups to lattice, trims or green posts. Let the office know and arrangements can be made for the paint to be dropped off.

Pool / Club house ????. As Dr. Bonnie Henry has said many times, distance is the key and with a new wave hitting China we need to be even more vigilant about maintaining protocol. As far as club house activities are concerned the Council is discussing today.

Lastly. If you see any unusual behavior, a stranger trying to get in, or anything you deem as suspicious you can let the office know...however 1st line of defense is to call 911. We recently had someone wandering the complex at night. It turned out to be someone lost and with mental health issues. He was dialing numbers and waking people up trying to get into the condo's as well as ringing door bells of some of the Town Homes. The first wake up was Windsor around 2.30 am then later the Kensington starting around 4.00 am. Dressed only in a thin white tee shirt, jeans and shoes and temperatures that evening around 9 degrees, he was still wandering around the complex when I came in at 6 am. After some hesitation he was escorted out the gates. Police were phoned because of a concern for his safety and he was picked up at the Library across the street still disoriented, not because he was dangerous, but because he of his mental health. In this case it was easy to deal with but had it been someone with ulterior motives the situation could have been quite different. **The good news is no one let him in but please again first line of defense is 911.** John

(4) FINANCIAL REPORT

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

CARRIED

The Strata Manager also reported on the arrears which are minimal. Letters have been sent to those owners in arrears.

The Council was advised that we have had payments or authorizations for withdrawals for the Special Levy from approximately 235 owners. Although not due until August 1st, this is a reminder for owners to send in payment or the authorization form attached to these minutes prior to the due date.

The Treasurer gave a review of planned Contingency Reserve funding and spending over the period from 2017 to 2032.

The Strata Council reviewed the small management fee increase that had been included in the approved budget. Although approved at the AGM, it still required Council approval and signatures. It was **MOVED** and **SECONDED** to approve the contract addendum.

CARRIED

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Boilers and Fireplaces** – Notices will be posted for owners to sign up for boiler and fireplace servicing. This is an owner expense but the Strata Managers did obtain attractive and discounted pricing. Apartment owners should consider having their fireplaces serviced, while townhouse owners should have their fireplaces and boilers done. Both companies plan on doing the work shortly after Labour Day.
- b. **Mechanical Contractor** – Proposals have been received from a number of companies although there will be additional ones to come in.
- c. **Water Detection/Shutoff System** – Council was presented with details about a water leak detection system that is designed to automatically shut-off the incoming water supply when a leak is detected. The system is fully outfitted with a shut-off valve, a transmitter that connects to the shut-off valve and also talks to a smart phone, a supply of water detecting sensors (with additional ones available for purchase). Sensors should be placed at the typical areas where water leaks are most frequent such as refrigerators, dishwashers, washing machines, toilets and hot water tanks. Additional ones can be placed at all under sink water supply inputs. These are not inexpensive to install because, in addition to the price of the kit, a plumber is required to attach the shut-off valve(s) to the incoming water supply lines (apartments require one each for hot and cold) plus the possible need for an electrician to add a power supply outlet in proximity of the control unit. That said, given the new Strata deductible levels combined with increasingly high deductibles on home owner policies, one prevented claim could pay for the purchase. The Strata water damage deductible could potentially decrease were there a large number of Chelsea Gardens owners to purchase and install these. The

Strata Managers will be negotiating bulk purchase discounts and, in the next while, will be posting sign-up sheets to gauge owner interest. Current pricing (before any negotiated volume discounts) are \$449.00 U.S. per kit plus an estimated \$300.00 plumber installation cost. Water damage insurance claims currently account for about 70% of all strata losses annually and systems such as this will dramatically reduce those losses.

- d. **HRT Update** – The Strata Managers provided Council an update to this issue. We are asking, again, for volunteers in the Kensington to exchange their assigned parking stalls to accommodate the provision of a handicapped stall closer to the elevator. Please contact the Strata Managers. We are also asking that owners in every apartment please be courteous to their neighbours by ensuring that your vehicles are parked close to the wall so they don't stick out into the driving area and that you park equally spaced between the lines.
- e. **Owner's Manual Update** – Anita has been working on this major update and anticipates completion sometime this summer. Anita noted that Barb Greg has kindly offered to take new and updated photos for this manual.
- f. **Backflow Testing and Repairs** – Backflow testing is mostly completed with two irrigation boxes that remain a problem.
- g. **Irrigation** – The irrigation system is now fully operational. CrossRoads did check to see if any irrigation installation plans are on file and none of the files obtained from the City of Surrey include these drawings. Both Norm and Murray are comfortable in knowing all the locations of control boxes.
- h. **Quote for improving the area adjacent to the front Chelsea sign** – Ashley indicated that he has a volunteer willing to do this work at a cost to the Strata of only the plants to be installed. Jack DeVries will use a contractor discount to obtain the product and the plan will be reviewed by our landscaper prior to commencement. It was **MOVED** and **SECONDED** to proceed. Thanks Jack! **CARRIED**
- i. **Auto Door Openers** – The automatic door openers in the lower lobbies of the apartments have been installed and are functioning as intended.
- j. **Exterior Stairs and Walkway behind Kensington** – Council reviewed a quote from Jeff Morin for this work and it was **MOVED** and **SECONDED** to approve the quotation. **CARRIED**
- k. **Balcony enclosures/windcreens** – Council reviewed correspondence from a number of owners (and had an in-person hearing with one of them) disputing the need to convert their balcony enclosures to comply with the 60% rule. Other than one, where the unit identified was in error and another, where they provided proof of permission prior to the introduction of the 60% rule, Council determined that the rest of them must still be brought into compliance. CrossRoads will send each of those owners a letter asking that they meet in person with Murray to discuss what needs to be done at each unit to comply.

(6) CORRESPONDENCE

- An owner wrote to thank Council for the installation of the automatic door openers in the lower lobbies of each apartment. They noted that it makes things much easier.
- The Council reviewed considerable correspondence from owners on topics such as re-opening the exercise room, the swimming pool deck, the swimming pool itself, the workshop, the lending library along with support for the dance group and exercise group to be able to use the RV lot. The Council dealt with all of this correspondence at the same time. It was **MOVED/SECONDED** and **CARRIED** to take the following steps as part of a gradual re-opening process:
 1. The swimming pool deck will be opened once Murray places X marks on the concrete to indicate where people are permitted to sit to allow for social distancing of six feet. Two X marks will allow for a couple who live together in the same unit while single X marks are for one person. These X marks will be combined to arrive at a maximum capacity of the pool area that must not be exceeded.
 2. The swimming pool will be re-opened once certification is obtained from Fraser Health and the pool must not be used until a notice is posted.
 3. The pool area is only open for residents of Chelsea Gardens at this time. No guests or children/grandchildren are permitted.
 4. No swimming pool toys/inflatables are permitted.
 5. The Chelsea Gardens pool furniture will not be used at this time. Residents must bring (and remove once done) their own patio chairs.
 6. Pool area users are advised to use gloves or other protections when using the gates to enter or leave the swimming pool area.
 7. The change room washrooms will be available for use of the pool area patrons. Entry and exit will only be through one door.
 8. Please be aware that the pent-up demand may mean that many residents will want to access the pool area. Please limit your stay in this area when you see other residents waiting outside the pool area. This is a time for sharing!
 9. The hot tub will remain closed for now.
 10. It is important to note that all residents use the pool area **at their own risk** and that Chelsea Gardens Strata, its employees, the Strata Council and CrossRoads Management do not take any responsibility for the safety and sanitization of this area. Our sole responsibility is to maintain the chemical balance of the pool, twice daily chemical testing and cleaning the washrooms. We cannot assure users that the area is free of the Covid-19 bacteria. This disclaimer also applies to the library, the workshop and the washrooms.

11. Residents having signs of Covid-19 symptoms or who have colds are not permitted to attend the pool area. The Strata Council notes that the demographics of the majority of Chelsea Gardens residents are considered high risk and all reasonable steps for protection should be taken by users of the recreational facilities that are being re-opened.
12. If any individual owner or owners fail to comply with the rules of use, the Strata Council can bar them for a period of time. If many owners fail to comply with the rules of use, the Strata Council would likely close everything back down and ruin it for the rest.
13. The exercise group will be provided an area for exclusive use of the pool deck for their scheduled activity.
14. The library will be made available, during Val's office hours, for residents to borrow books and puzzles. When returned, these items will be quarantined for four days.
15. The guest suites remain closed.
16. The dance group will be permitted to use the RV lot.
17. The workshop will be made available to authorized users with a limit of two persons maximum. Access will be through the exterior door and access must be obtained by contacting a member of the workshop committee: Gerald Horne, Bruce Helmer or Barry Miller.
18. The exercise room will remain closed. We do not have the same resources of a private or public gym to ensure proper sanitization nor the financial resources to purchase Plexiglas to provide protection.
19. Additional re-openings of other areas will be reviewed on an on-going basis.
 - Council received a second 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 had previously determined that they did not consider this to be a nuisance but this time the owner indicated that the offence would be "unreasonable noise". It was **MOVED/SECONDED** that short term support pot banging is not unreasonable noise. **CARRIED**
 - An owner offered a donation of a rowing machine and Council, while appreciating the offer, has declined.
 - Council was asked for direction about whether or not an apartment coffee group could start up again and Council does not think so at this time.
 - The Council received correspondence from Doug McLeod offering to share the lock-up duties and his offer was accepted. Thanks Doug.
 - An owner commented on the excellent job done by our window washers.

- Council was advised by the Strata Manager that a complaint about the improper use of visitor parking was resolved by the owner in violation renting a stall in the RV lot.
- The Council received a complaint regarding an off-leash dog in the Windsor. This dog was to be removed as it is over-height and a second letter to that effect will be sent.
- Council received a written request to permit a three year old grandson be in residence for three to 4 days per week for a period of three months due to a family issue. The Council will allow this extension but only until September 15th.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – Jeff continues to work on replacing rotted wood around the property. Murray provided Council with an update on garage doors and noted that we have 108 singles and 5 doubles remaining to be done, likely over the next four years. The Strata Manager noted that, from time to time, damage to garage doors is done by an owner and, should this be an ICBC claim, the owner and/or Council or staff should take pictures.
- **APARTMENTS** – Norm noted that there are no current issues in the apartments.
- **CLUBHOUSE** – Other than noted above, the clubhouse will remain closed until further notice.
- **SAFETY AND SECURITY** – Ashley provided Council a list of naming conventions for the Freedom enterphone system database.

The Front Car Gate controls have been very erratic over the last month. Blue Mountain has been in several times but have not been able to successfully fix the problem. The problem originated with the Gate not being able to communicate with the Clubhouse. Bob identified that, though the connection was there, the signal was degrading over distance. We used the device we bought for the Mayfair to provide reliable connectivity and rectify the problem – it has been issue free for that part since. The problem seems to be communication somewhere between the Front Gate and the FOB system's controller in the Electrical Room at T203. To date, Bob has replaced the Car Gate controller card, the Network Switch involved. This has not fixed the issue.

The fault is intermittent: working some of the time and not at other times. When it is down, power down and the powering up the controllers does fix the system temporarily.

I personally believe that the issue is being caused by intermittent wire connection problems. The system uses phone lines that were installed 25 years ago, and there are multiple connection points in getting to the controller boards, each being a potential problem. Victor has helped to trace some of the wiring, notably last Thursday.

To note: The Front Man Gate which uses a common connection with the Car Gate has not gone down once. Andrew from Blue Mountain is the more knowledgeable tech and was involved with the original install. I would suggest we specifically have him investigate the problem.

- **LANDSCAPING** – Routine landscaping continues by Allen Brothers. The grounds are looking good. As noted previously in these minutes a volunteer will work on the garden beds at the intersection of 138

and 70, the disused fountain by the main gate on the right, and by the entrance to the pool next to the back entrance to the clubhouse.

- **FISH POND** - Owners are asked not to throw rocks into the pond or to feed the fish.
- **BY-LAWS/RULES** – The Resolution Committee will be re-convened to finalize proposed bylaw and spending resolutions to be put forward at a Special General Meeting (more on this further on in the minutes). The Council did discuss a current rule regarding balcony enclosures and, to provide clarity, it was **MOVED** and **SECONDED** to amend the current wording to now read:

2.b **Wind barriers/Balcony Enclosures** – Townhouse owners may install partial wind barriers/balcony enclosures on the strata lots rear facing balcony at the owners cost provided that written permission is obtained from the Strata Council prior to installation. Wind barriers/enclosures are to be located in the open area above the railing and may not enclose more than 60% of the total horizontal linear distance of the balcony's open outside perimeter wall and any sliding windows are to be included in that percentage. No balcony or any portion of the balcony may be fully enclosed. **CARRIED**

- **RV-LOT** – No current issues reported. Owners in the RV lot were advised of a recent security issue via email.
- **ADMINISTRATION** – There was discussion regarding work-orders and our best practices policy. The Strata Manager noted that the best practices policy does not mandate that work orders must be completed within the 14 day period. There will be times that other priorities or spending constraints dictate that a work order will not be completed for a longer period of time. The best practice policy is that the owner be contacted and advised of the delay. This is recorded in the database and staff will provide the designated Council member the report so that the Council member can contact the owner. Ashley will undertake a review of this process and will also work on a detailed procedure manual.
- **EMERGENCY PREPAREDNESS COMMITTEE** – No report.
- **SOCIAL COMMITTEE** – The Social Committee provided Council their current financials.

We held a socially distanced Committee Meeting on June 4th. We talked about what we could do on Canada Day. Obviously we will not be encouraging people to gather at the Clubhouse! We will be encouraging everyone to decorate their places and themselves, and to celebrate in their driveway, or in a socially distanced green space. We are so fortunate to live in Canada, and would like to acknowledge this. Perhaps we can have our own picnics. Please check lobbies and mailrooms for a poster. We talked about old business, and discussed updating the clubhouse. Carole is busy producing a newsletter, which will be left by the mailboxes. Anyone who wants one can help themselves. We are waiting for direction from Council about possible openings, and small gatherings. I am sure we will all be happy to start socializing again, as soon as it is safe to do so.

Bill reported on this recent Social Committee meeting and presented Council with a proposal dealing with the updating of the Clubhouse.

Please find attached requests from the Social Committee for replacement of Club house furniture in the lobby and donate them to the S.O.S. charity.

- Joint funding: Council gives Social Committee \$3,500.00 and Social Committee gives \$7,000.00 for a total \$10,500.00 to spend.
- Tapestry over the fireplace (give or sell to a resident)
- Valences in the pub (toss out)
- Curtains in the lobby and fireside (toss out)
- Two upholstered chairs in the library (toss out or trash or treasure day)
- Hire Sharon Hendrix to prepare a decorating plan for the club house. Payment? Honorarium?
- Paint the lobby and hall way (to the fireside room and exercise room) cost ? Maybe have volunteers do this job. Colors -same as the Windsor lobby.

As we discussed in our meeting yesterday, the Social Committee is proposing to contribute twice as much for Clubhouse furnishings, as the Strata Council. We are asking for permission to replace the furniture in the lobby, and the tapestry over the fireplace. We would also like to be able to paint the lobby and hallway, and replace the car paintings as well. We see an opportunity to take advantage of a professional designer who has offered her services, (as well as her discount), at a time when retailers are probably very willing to make a deal.

We would be willing to contribute a maximum of \$7000, if council would agree to contribute \$3500, this would give us a total of \$10,500 to spend. Otherwise, we would be willing to double whatever lesser contribution council is willing to make. We are also seeking permission to ask Sharon Hendrix to prepare a decorating plan for the Clubhouse for present and future planning.

After discussion, it was **MOVED** and **SECONDED** to accept the offer from the Social Committee and have the Strata Corporation contribute \$3500.00 to the project. **CARRIED**

(8) NEW BUSINESS

- a. **Permitted Awning Colours** – The Council, after a review of the available fabrics by Anita, will approve what colours will be permitted for retractable awnings from Arpella.
- b. **Railing Request** – The Council, via email between meetings, approved the installation of a railing on one unit.
- c. **Vertical and horizontal line cleaning** – Council reviewed two quotations for this service in all three apartments and it was **MOVED** and **SECONDED** to approve the quotation from Westech and schedule this work as soon as possible. **CARRIED**
- d. **Depreciation Report Review** – The Strata Manager will schedule a separate meeting for Council members to review the updated Depreciation Report and compare this to Victor’s CRF spending spreadsheet.
- e. **Potted Plants** – Council would like to remind all owners of the bylaw that prohibits potted plants and planters on top of balcony railings as they present a serious danger to people below.

f. **Special General Meeting** – The Strata Council discussed the desire to convene a Special General Meeting so that the balance of the usual AGM agenda items could be brought forward to the owners.

1. The Special General Meeting is going to be scheduled for Tuesday, July 27th. We will attempt to hold the SGM outside, in front of the Clubhouse with a 5:00 PM registration/sign-in and a 6:00 PM call to order. This will be dependent upon the weather and, if the weather doesn't cooperate because of rain, the meeting will be postponed for a short number of days depending upon the forecast.
2. Because the Chief Medical Health Officer is still prohibiting meetings of greater than 50 people, we will be doing this SGM as both in-person, electronic via Zoom so you can participate at home, and electronic via Zoom in the Fireside Room (and perhaps the pub) so we can expand the attendance without violating the health order. We are asking, for those who attend in-person, that only one member of a household attend. We are also strongly encouraging the majority of owners to not attend and, instead, provide your voting direction to the Council members listed on the proxy form who have committed to vote as per your wishes. As well, except for those limited number of owners who will be permitted to attend in-person, we cannot accommodate any proxy voting electronically. We can accommodate votes for individuals participating via Zoom by way of the polling system...but that only allows for one vote and no proxies.
3. We will be requiring any owner attending in-person to wear a facemask.
4. The business on the agenda will consist of: a limited number of spending resolutions, ratification of rules passed by Council since the 2019 AGM, some proposed bylaw amendments, the election of some Council members who are up for election and new business.
5. If you are considering running for Council and have not already sent in a bio and nomination letter, please do so now. While people can still be nominated from the "floor" on the day of the meeting, the advance SGM package will only list those individuals who have sent in their desire to run in advance. Given that we anticipate many proxies who will indicate their choice of Council representation, someone nominated from the floor may not have much chance of obtaining sufficient votes.
6. The Strata Council recognizes that this is far from perfect but these are extraordinary times and this is the best that can be done given the circumstances.
7. We will schedule a test "Zoom" meeting in advance so that owners can get familiar on how to use this platform. The SGM package will include a detailed instruction sheet on how to obtain and use Zoom.

(9) ADJOURNMENT

- The meeting was adjourned at 4:15 PM.
- The next council meeting is Tuesday, July 21, 2020 – 1:00 PM – Fireside Room

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.

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.



CALLING FOR GARDEN VOLUNTEERS

Help Keep Chelsea Gardens Beautiful

Council and Sean Sanctioned

POSSIBLY ON WEDNESDAYS 10:00am TO 12:00pm
(open to suggestions)

Volunteer Today. All skill levels welcome.

(mainly deadheading, minor pruning, some tidying up)

Call Ashley Orton at 604-503-3703 TH243

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
May 2020
AS OF THE 3RD MONTH ENDING MAY 31, 2020

Page 1
06/11/2020
09:14 AM

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	454,325.97
1038-1242 WSCU GIC - 2.4040% - Jun.01/20	300,000.00
1038-1249 WSCU GIC - 1.85% - Jul.26/21	300,000.00
1038-1260 WSCU GIC - 1.85% - Aug.22/21	500,000.00
1038-1261 WSCU GIC - 1.85% - Aug.22/21	500,000.00
1109-0000 Due to Contingency from Operating	25,666.67
1109-0100 Due to CRF from Operating-Insurance	644,589.76

TOTAL ASSETS

2,724,582.40

LIABILITIES

2012-2500 Accrued Expenses	165,372.92
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TOTAL LIABILITIES

165,372.92

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,450,185.52
3510-0000 Net Income - Current Year	109,023.96

TOTAL OWNERS' EQUITY

2,559,209.48

TOTAL LIABILITIES AND EQUITY

2,724,582.40

Date: JUN 11 2020
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
May 2020
AS OF THE 3RD MONTH ENDING MAY 31, 2020

Page 1
06/11/2020
09:14 AM

Prepared For:
Strata Plan LMS 1416 - CRF

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

	<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>
INCOME									
4010-5000 Strata Fees - Apartment	12,749.50	12,749.50	0.00	0.00	38,248.50	38,248.50	0.00	0.00	152,994.00
4010-6000 Strata Fees - Townhome	27,738.08	27,738.08	0.00	0.00	83,214.24	83,214.24	0.00	0.00	332,857.00
TOTAL	40,487.58	40,487.58	0.00	0.00	121,462.74	121,462.74	0.00	0.00	485,851.00
4031-0000 Interest Income	942.37	0.00	942.37	0	12,832.68	0.00	12,832.68	0	0.00
4031-6000 Interest Income- Insur. L	833.33	833.33	0.00	0.00	2,500.03	2,499.99	0.04	0.00	10,000.00
TOTAL	1,775.70	833.33	942.37	113.08	15,332.71	2,499.99	12,832.72	513.3	10,000.00
TOTAL INCOME	42,263.28	41,320.91	942.37	2.28	136,795.45	123,962.73	12,832.72	10.35	495,851.00
TOWNHOUSE EXPENSES									
6342-2020 2020 Townhouse Envelo	12,301.49	6,666.67	-5,634.82	-84.52	17,428.99	20,000.01	2,571.02	12.86	80,000.00
6344-2020 Garage Doors	-2,956.93	0.00	2,956.93	0	0.00	0.00	0.00	0	0.00
TOTAL OPERATING EXPS. - T.H.	9,344.56	6,666.67	-2,677.89	-40.17	17,428.99	20,000.01	2,571.02	12.86	80,000.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6513-2020 Drainage Repairs	10,342.50	0.00	-10,342.50	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL REPAIR & MAINT.	10,342.50	0.00	-10,342.50	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL COMMON EXPENSES	10,342.50	0.00	-10,342.50	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL EXPENSES	19,687.06	6,666.67	-13,020.39	-195.3	27,771.49	20,000.01	-7,771.48	-38.86	80,000.00
NET INCOME (LOSS)	22,576.22	34,654.24	-12,078.02	-34.85	109,023.96	103,962.72	5,061.24	4.87	415,851.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
May 2020
AS OF THE 3RD MONTH ENDING MAY 31, 2020

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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	25,467.39
1025-0022 Bank - Insurance Levy	4,115.47
1027-0000 Bank - Water Surcharge	55,931.43
1028-1300 Bank - Golf Tournament Funds	3,072.01
1029-0000 Bank - Apt Utilities	3,394.65
1030-0000 Bank - Exercise Room	1,200.25
1040-0000 Bank - Social Committee	5,533.24
1200-0000 Prepaid Insurance	644,589.76
1205-0000 Prepaid Expenses	1,179.05
1300-0000 Accounts Receivable	37,979.35
1301-0084 A/R - Insurance Levy	245,436.27

TOTAL ASSETS

1,028,116.22

LIABILITIES

2010-0000 Accounts Payable	22,797.64
2014-0000 Accrued Water & Sewer	43,676.25
2017-0000 Social Committee Fund	5,533.24
2018-0000 Exercise Room	1,200.25
2019-0000 Golf Tournament Fund	3,072.01
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	25,666.67
2040-0003 Due to Contingency-Insurance	644,589.76
2170-0000 Vacation Payable	2,770.02
2250-0000 Pre-Paid Fees	378.27

TOTAL LIABILITIES

749,984.11

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	249,551.74
TOTAL INSURANCE LEVY	<u>249,551.74</u>

3500-0000 Net Income - Prior Years	42,076.87
3510-0000 Net Income - Current Year	-22,838.32
3510-2000 Net Income - Utilities	-2,913.36
3510-3000 Net Income - Water & Sewer	12,255.18

TOTAL OWNERS' EQUITY

278,132.11

TOTAL LIABILITIES AND EQUITY

1,028,116.22

Date: JUN. 11/2020
Accountant: [Signature]
Property Manager: [Signature]

**Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)**

**May 2020
AS OF THE 3RD MONTH ENDING MAY 31, 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	56,349.75	56,437.33	-87.58	-0.16	169,224.05	169,311.99	-87.94	-0.05	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-38,248.50	-38,248.50	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	456.00	291.67	164.33	56.34	1,468.00	875.01	592.99	67.77	3,500.00
4022-0000 Move in/out	-100.00	66.67	-166.67	-249.9	200.00	200.01	-0.01	0.00	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	3,301.74	3,301.74	0.00	0.00	13,207.00
TOTAL	45,056.83	45,146.75	-89.92	-0.20	135,945.29	135,440.25	505.04	0.37	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	308,394.99	308,394.99	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-83,214.24	-83,214.24	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	7,265.49	7,265.49	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	232,446.24	232,446.24	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	100.00	249.99	-149.99	-60.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	1,800.00	1,800.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	-90.00	733.33	-823.33	-112.2	1,800.00	2,199.99	-399.99	-18.18	8,800.00
4055-0000 R.V. Parking	760.00	733.33	26.67	3.64	2,300.00	2,199.99	100.01	4.55	8,800.00
4065-0000 Interest Income	41.93	100.00	-58.07	-58.07	162.84	300.00	-137.16	-45.72	1,200.00
4066-0000 Remote Control Sale	0.00	125.00	-125.00	-100.0	190.00	375.00	-185.00	-49.33	1,500.00
4084-0000 Keys	20.00	0.00	20.00	0	20.00	0.00	20.00	0	0.00
TOTAL OTHER	1,331.93	2,374.99	-1,043.06	-43.92	6,372.84	7,124.97	-752.13	-10.56	28,500.00
TOTAL INCOME	123,870.84	125,003.82	-1,132.98	-0.91	374,764.37	375,011.46	-247.09	-0.07	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	2,050.00	1,666.67	-383.33	-23.00	4,950.00	5,000.01	50.01	1.00	20,000.00
6208-0000 Building Maint. - Apartm	4,028.51	4,333.33	304.82	7.03	4,525.95	12,999.99	8,474.04	65.18	52,000.00
6215-0000 Equipment Maint.-Apart	2,493.34	4,083.33	1,589.99	38.94	10,098.47	12,249.99	2,151.52	17.56	49,000.00
6268-0050 Elevator Maint. - Apartm	1,722.39	1,375.00	-347.39	-25.26	4,371.27	4,125.00	-246.27	-5.97	16,500.00
6275-0000 Gate & Door Maint. - Ap	0.00	500.00	500.00	100.0	941.31	1,500.00	558.69	37.25	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,755.02	1,990.83	235.81	11.84	5,327.82	5,972.49	644.67	10.79	23,890.00
TOTAL EXPS. BEFORE UTILITIES	12,049.26	13,949.16	1,899.90	13.62	30,214.82	41,847.48	11,632.66	27.80	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	10,921.71	4,750.00	-6,171.71	-129.9	19,329.67	14,250.00	-5,079.67	-35.65	57,000.00
6320-0000 Garbage Pick-up - Town	4,437.83	4,858.33	420.50	8.66	13,292.49	14,574.99	1,282.50	8.80	58,300.00
TOTAL OPERATING EXPS. - T.H.	15,359.54	9,608.33	-5,751.21	-59.86	32,622.16	28,824.99	-3,797.17	-13.17	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,833.33	283.33	2.39	34,650.00	35,499.99	849.99	2.39	142,000.00
6425-0000 Drainage Repair & Maint	50.00	416.67	366.67	88.00	863.25	1,250.01	386.76	30.94	5,000.00
6435-0000 Plant Replacement & Im	2,236.50	1,500.00	-736.50	-49.10	2,236.50	4,500.00	2,263.50	50.30	18,000.00
6440-0000 Irrigation System	487.92	333.33	-154.59	-46.38	581.99	999.99	418.00	41.80	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	2,499.99	2,499.99	100.0	10,000.00
TOTAL LANDS. & GROUNDS	14,324.42	14,916.66	592.24	3.97	38,331.74	44,749.98	6,418.24	14.34	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	731.78	1,833.33	1,101.55	60.08	1,056.78	5,499.99	4,443.21	80.79	22,000.00
6515-0000 Equipment Rep. & Maint	66.13	1,416.67	1,350.54	95.33	1,044.54	4,250.01	3,205.47	75.42	17,000.00
6520-0000 Supplies Equipment - Co	61.60	666.67	605.07	90.76	335.40	2,000.01	1,664.61	83.23	8,000.00
6525-0000 Supplies Maintenance-C	157.55	250.00	92.45	36.98	237.28	750.00	512.72	68.36	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0	500.00
6535-0000 Enterphone and Security	1,953.72	625.00	-1,328.72	-212.6	3,147.15	1,875.00	-1,272.15	-67.85	7,500.00
6560-0000 Gate Repair & Maint. - C	204.75	250.00	45.25	18.10	596.94	750.00	153.06	20.41	3,000.00
6565-0000 Pest Control - Common	221.30	583.33	362.03	62.06	4,248.93	1,749.99	-2,498.94	-142.8	7,000.00
TOTAL REPAIR & MAINT.	3,396.83	5,666.67	2,269.84	40.06	10,667.02	17,000.01	6,332.99	37.25	68,000.00
UTILITIES									

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

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May 2020

AS OF THE 3RD MONTH ENDING MAY 31, 2020

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6576-0000 Electricity	178.00	257.50	79.50	30.87	534.00	772.50	238.50	30.87	3,090.00
6577-0000 Electricity Ponds - Com	432.00	429.17	-2.83	-0.66	1,296.00	1,287.51	-8.49	-0.66	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	1,965.00	2,175.00	210.00	9.66	8,700.00
6595-0000 Telephone Caretaker	67.20	141.67	74.47	52.57	291.15	425.01	133.86	31.50	1,700.00
TOTAL UTILITIES	1,332.20	1,553.34	221.14	14.24	4,086.15	4,660.02	573.87	12.31	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	75.00	125.00	50.00	40.00	382.70	375.00	-7.70	-2.05	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	213.00	232.50	19.50	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	146.00	202.50	56.50	27.90	595.70	607.50	11.80	1.94	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	0.00	1,000.00	1,000.00	100.0	0.00	3,000.00	3,000.00	100.0	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	0.00	1,500.00	1,500.00	100.0	2,208.58	4,500.00	2,291.42	50.92	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	0.00	175.00	175.00	100.0	150.00	525.00	375.00	71.43	2,100.00
6720-0000 Guest Suites Telephone-	50.67	66.67	16.00	24.00	152.01	200.01	48.00	24.00	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	0.00	750.00	750.00	100.0	3,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	0.00	375.00	375.00	100.0	1,500.00
6735-0000 Pool Repair & Maint.-Re	1,284.19	708.33	-575.86	-81.30	2,163.29	2,124.99	-38.30	-1.80	8,500.00
6740-0000 Pool Supplies & Chemic	0.00	375.00	375.00	100.0	19.92	1,125.00	1,105.08	98.23	4,500.00
6750-0000 Cleaning Supplies-Rec.	0.00	200.00	200.00	100.0	557.35	600.00	42.65	7.11	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	249.99	249.99	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,850.00	2,000.00	150.00	7.50	5,550.00	6,000.00	450.00	7.50	24,000.00
6765-0000 Gas - Rec. Centre	487.82	1,250.00	762.18	60.97	2,478.65	3,750.00	1,271.35	33.90	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	3,672.68	7,733.33	4,060.65	52.51	13,279.80	23,199.99	9,920.19	42.76	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,315.85	5,355.00	39.15	0.73	16,006.27	16,065.00	58.73	0.37	64,260.00
6830-0000 Caretaker Assistant Wag	1,458.34	1,625.00	166.66	10.26	3,514.45	4,875.00	1,360.55	27.91	19,500.00
6865-0000 R. C. Janitor Wages and	0.00	1,875.00	1,875.00	100.0	1,821.75	5,625.00	3,803.25	67.61	22,500.00
6875-0000 Payroll Costs	888.98	916.67	27.69	3.02	2,668.17	2,750.01	81.84	2.98	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	375.00	375.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	7,663.17	9,896.67	2,233.50	22.57	24,010.64	29,690.01	5,679.37	19.13	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	99.99	99.99	100.0	400.00
6915-0000 Supplies	0.00	91.67	91.67	100.0	30.22	275.01	244.79	89.01	1,100.00
6920-0000 Telephone & Cable - Offi	389.34	441.67	52.33	11.85	1,168.02	1,325.01	156.99	11.85	5,300.00
TOTAL OFFICE EXPENSES	389.34	566.67	177.33	31.29	1,198.24	1,700.01	501.77	29.52	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,580.09	1,250.01	-2,330.08	-186.4	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	0.00	774.99	774.99	100.0	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	0.00	249.99	249.99	100.0	1,000.00
6984-0000 Postage and Printing	1,367.54	1,433.33	65.79	4.59	4,079.44	4,299.99	220.55	5.13	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	214,863.24	152,363.25	-62,499.99	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	2,500.03	2,499.99	-0.04	0.00	10,000.00
7000-0000 Management Fees	5,785.74	5,901.92	116.18	1.97	17,357.22	17,705.76	348.54	1.97	70,823.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	0.00	99.99	99.99	100.0	400.00
7020-0000 Security - Admin.	-84.18	583.33	667.51	114.43	0.00	1,749.99	1,749.99	100.0	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	0.00	1,500.00	1,500.00	100.0	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	40.00	37.50	-2.50	-6.67	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	0.00	99.99	99.99	100.0	400.00
7051-0000 Statutory Financial Revi	176.40	16.67	-159.73	-958.1	176.40	50.01	-126.39	-252.7	200.00
TOTAL ADMINISTRATION EXPENSE	79,709.91	60,910.49	-18,799.42	-30.86	242,596.42	182,731.47	-59,864.95	-32.76	730,926.00
TOTAL COMMON EXPENSES	110,634.55	101,446.33	-9,188.22	-9.06	334,765.71	304,338.99	-30,426.72	-10.00	1,217,356.00
TOTAL EXPENSES	138,043.35	125,003.82	-13,039.53	-10.43	397,602.69	375,011.46	-22,591.23	-6.02	1,500,046.00
NET INCOME (LOSS)	-14,172.51	0.00	-14,172.51	0	-22,838.32	0.00	-22,838.32	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	35,518.26	35,518.26	0.00	0.00	142,073.00
9262-0000 Utilities Interest Income	-10.96	0.00	-10.96	0	3.61	0.00	3.61	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

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
May 2020

AS OF THE 3RD MONTH ENDING MAY 31, 2020

	<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>
Total Apartment Utilities	11,828.46	11,839.42	-10.96	-0.09	33,434.09	33,430.26	3.83	0.01	139,985.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,316.00	2,465.00	149.00	6.04	6,948.00	7,395.00	447.00	6.04	29,580.00
9365-0000 Electricity Windsor	1,441.00	1,615.00	174.00	10.77	4,323.00	4,845.00	522.00	10.77	19,380.00
Total Electricity - Apart.	3,757.00	4,080.00	323.00	7.92	11,271.00	12,240.00	969.00	7.92	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,379.38	1,691.67	312.29	18.46	5,365.82	5,075.01	-290.81	-5.73	20,300.00
9420-0000 Gas - Kensington	2,417.74	2,833.33	415.59	14.67	9,671.31	8,499.99	-1,171.32	-13.78	34,000.00
9430-0000 Gas - Windsor	2,510.89	3,060.42	549.53	17.96	10,039.32	9,181.26	-858.06	-9.35	36,725.00
Total Gas - Apartment	6,308.01	7,585.42	1,277.41	16.84	25,076.45	22,756.26	-2,320.19	-10.20	91,025.00
TOTAL UTILITIES - APARTMENT	10,065.01	11,665.42	1,600.41	13.72	36,347.45	34,996.26	-1,351.19	-3.86	139,985.00
NET INCOME (LOSS) UTILITIES	1,763.45	174.00	1,589.45	913.4	-2,913.36	-1,566.00	-1,347.36	-86.04	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	16,104.00	16,104.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	23,552.01	23,552.01	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	44.71	0.00	44.71	0	194.61	0.00	194.61	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	13,263.38	13,218.67	44.71	0.34	55,931.43	55,737.01	194.42	0.35	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	14,036.91	14,558.75	521.84	3.58	43,676.25	43,676.25	0.00	0.00	174,705.00
TOTAL WATER	14,036.91	14,558.75	521.84	3.58	43,676.25	43,676.25	0.00	0.00	174,705.00
NET INCOME (LOSS) WATER	-773.53	-1,340.08	566.55	42.28	12,255.18	12,060.76	194.42	1.61	0.00

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.
- ✚ Practice 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.



CrossRoads Management Ltd.

June 19, 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: _____

We have received just over 50% of the levy authorizations and/or payments from the owners so this is a reminder for those who have not yet done so. If you have already submitted cheques or authorization you do not need to re-submit this. When it comes to a levy, CrossRoads is not authorized to automatically withdraw funds from your bank account without your explicit authorization.