

CHELSEA GARDENS - LMS 1416

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

COUNCIL MEETING MINUTES –TUESDAY, JULY 21, 2020 1:00 PM FIRESIDE ROOM

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 1:00 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 June 16, 2020 meeting noting that the date of the SGM was incorrect. This was changed because of a schedule conflict. **CARRIED**

(3) CARETAKER REPORT JULY 2020

Summer has finally arrived giving us the heat so many of us love or love to complain about. With the heat comes that longing to lounge in the pool. This is a reminder that we are still practicing distancing, Residents only and it is important not let our guard down since we are beginning to see what is happening to the 20 somethings and the spike in the younger crowd and now even infants. It is also a time to remind everyone that there are only a few sunscreens that are environmentally sanctioned and since sunscreen is extremely harmful to the environment it is important to do your homework before purchasing. Showering before entering the pool is important and that entering the pool or hot tub with lotion or sunscreen on causes a quick buildup of grease on the sides of the pool. If you are going to be using the hot tub it is important to rinse you bathing suits thoroughly because even a small amount of soap can cause excessive bubbles.

The signup sheet for fireplace cleaning and servicing was a huge success and Klanye Kozak 604-727-4502 will be giving everyone who signed up a call to schedule. Fireplaces and boilers in the town homes should all be on a regular maintenance.

We have had some complaints about bird feeders and although I can see why they are put up it is against the bylaws and we are in a battle with rodents at the moment so it is important to take any food source available down. Hummingbird feeders are acceptable but please make sure that where you have hung the feeder that the ants haven't discovered it because they will take over quickly. ANTS! Well I can't say enough about the issues we have with them here. Many have seen the swarms of female ants take flight looking to start a new colony but if you see signs of an increase in activity please call as soon as you can before the infestation gets out of control. We have seen activity all the way up to the fourth floor of the condos so please be aware.

The issue with the Front gate appears to have been corrected but if you are having any problem please call so we can figure out if it is the fob or the gate.

Painting is still going on with many painting lattices and columns. A big thanks to Lloyd for all the work he has done in painting lattices, walls, etc. We are compiling a list of the colours used in the complex and when painting occurs you might notice some changes to colour however small, a result of exposure and even though we can colour match it has resulted in various degrees of colour so what you think might be a small touch up could result in a whole column or wall being painted.

The condo's have had the automatic doors installed in the parkade but it is a reminder that before leaving the elevator lobby make sure the door has closed. There is a 3 second open, a 12 second stay open and another 3 seconds for the door to close. The jury is out on whether to reduce the stay open to 8 seconds but that is the only adjustment that can be made on the doors.

City Fire has come and done all the work they can until the Covid issue is safe to have technicians go in and out of units. Fire extinguishers have been re-charged, back flows checked, common smoke alarms checked as well as the Carbon Monoxide sensors in the parkades by Global Gas Detection.

Trash and treasure came and went without a hitch largely due to the gates being closed and primarily residents. I have been asked when we are going to be opening the club house again for room rentals, Fireside and pub but at the moment these are still on hold until Crossroads, council and caretakers feel confident that the opening can be managed properly. To all the volunteers that have been cleaning out garden beds, planting, painting a big thanks.

Until next time, stay safe, don't let your guard down and enjoy the rest of your summer.
John

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements for the month of June 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 300 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.

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Boilers and Fireplaces** – Notices will be posted for owners to sign up for boiler servicing. This is an owner expense but the Strata Managers did obtain attractive and discounted pricing. The sign—up for fireplace servicing was successful and the company will be calling each owner to set a time with each owner. The servicing will take place between mid-September to the end of September.
- b. **Mechanical Contractor** – Council received a reply from our mechanical contractor regarding an invoice dispute and it contained an offer of a small adjustment. Council has asked CrossRoads to seek closer to 50% of the invoice.
- c. **Water Detection/Shutoff System** – Notices are being posted to gauge owner interest in an automatic water shut off system so that bulk pricing can be negotiated. Council encourages all owners to strongly consider this system so as to reduce water damage claims. One claim, using your home-owner deductible could cover the cost of this system. It will also reflect well in our strata insurance renewal if we have a large number of units who have done this. 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. The mediator has informed the strata that she is withdrawing from the process as she does not believe a negotiated settlement to be possible. This may lead to a full HRT hearing. This has been a process that has cost the strata corporation considerable funds so far with even more costs to follow.
- e. **Owner’s Manual Update** – Anita (with Zenon’s assistance) has completed the draft of the updated manual and has turned the file over to Ross Ruddick for his review.
- f. **Exterior Stairs and Walkway behind Kensington** – Completed.
- g. **Balcony enclosures/windcreens** – Council reviewed the procedures noted in the last minutes and will continue to use these for any future requests. Some existing installations have been grandfathered as they were approved by previous Council’s prior to the change in the rule to 60% while others have been modified to be brought into compliance. There remain some units that, failing to produce a past alteration approval, will be required to be removed or modified. Letters will go out to those units asking that they meet in person with Murray to discuss what needs to be done at each unit to comply.
- h. **Kensington Garden Circle** – Council reviewed a quotation from Allen Brothers to remediate this area and make it more like the garden circles enjoyed by the Mayfair and Windsor. It was **MOVED/SECONDED** and **CARRIED** to proceed with this installation.

(6) CORRESPONDENCE

- Council reviewed correspondence regarding an interaction between two residents. Noting that a letter had been previously issued about a dog being off leash, the Council **MOVED/SECONDED** and **CARRIED** to fine the owner. Council also directed the Strata Managers to write a letter to the owner noting bylaw violations such as smoking marijuana within 25 feet of the building, abuse language to the other owner and cultivating marijuana. Fines will be considered after providing the owner an opportunity to respond.
- The Council reviewed a reply from a resident regarding two bylaw violations that involved a dog being off-leash and the dog being over-height. The resident did apologize for the off-leash dog. It was **MOVED/SECONDED** and **CARRIED** to direct the resident to remove the dog from Chelsea Gardens.
- Council was contacted by an owner noting that people are leaving garbage outside of the proper bins and that some are also leaving Styrofoam, which is not permitted. Newton Bottle Depot-The Newton Bottle Depot at #110 13245 72 Ave takes Styrofoam, Electronics, plastic bags, cardboard in addition to bottles. No Paint. It is on 72ave just before 132nd in the alleyway just before Subway. Owners are also placing recycling items in the container inside black garbage bags and this is not permitted. You must use clear bags.
- A letter noting concerns about the front gate, incomplete repairs in an apartment hallway and landscaping issues was discussed by Council. All items have been attended to or, in the case of the landscaping, will be discussed with Allen Brothers.
- An owner questioned the eligibility for Council of one member who is not on title. The Strata Manager noted that, for a variety of reasons (taxes, estate planning, liability, etc.) this can happen. While the standard bylaws contained in Strata Property Act do require a council member to be an owner, many strata's, including Chelsea Gardens, have amended their bylaws to permit a partner or spouse to be on Council. Chelsea Gardens made that amendment at the 2013 Annual General Meeting.
- Council was advised that we are seeing mice in and around the buildings. We have placed a considerable number of bait stations and have now increased the frequency of our pest control service. Residents are reminded that rodent activity is often a result of a food source being available such as pet food and bird seed and those pet owners need to take steps to remove the food source when not in use by the pets.
- The Council received correspondence from one of our user groups about potential liability when a participant might have an accident. Provided that a known problem is properly dealt with, there should not be a liability concern. The Strata Managers will look into a generic liability waiver that can be posted in high risk areas or be provided to user groups.
- An owner questioned the voting threshold of 50% + 1 to be elected to Council and why it was not a plurality. The Strata Manager noted that the Strata Property Act only contains voting thresholds

as 50 + 1, 75%, 80% and 100% and does not allow for a plurality. From a practical point of view, a Council candidate who fails to gain more than majority support should not be on Council.

- A request to extend (paid) visitor RV parking was approved, in between meetings, by both the RV Committee and Council with the condition that space continue to be available.
- The Council received a comment on the gazebo/canopy rule noting that, while it addressed the maximum side to side dimensions, it did not discuss height. Council, so as not to complicate the SGM agenda, will address this with a rule amendment at their first full meeting after the SGM.
- Council received a written request to permit further opening of our facilities such as the gym. This has already been done.
- An owner noted their disagreement with the decision by Council about the 7 PM pot banging to support front line workers.
- A suggestion to purchase some spray sanitizers was discussed and determined not to be needed as Fraser Health did approve our re-opening plans and protocols.
- Some concerns were raised about the rule regarding bird feeders and bird baths. Again, not to complicate the SGM, the Council is prepared, at their first meeting after the SGM, to permit bird baths but not bird feeders other than hummingbird feeders.
- Council received a written complaint about a speeding vehicle and, although the driver is a visitor, a letter will be sent to the owner. Owners are responsible for the conduct of their guests.
- Council and CrossRoads received a well thought out email from an owner noting that, in her recent announcement about strata insurance, the Finance Minister indicated that the average increase in strata insurance policies in BC was 40%. The Strata Manager noted that the Minister does not have complete information on strata insurance increases and was basing her comment on information provided (anecdotally) by a consumer group. The reality is that increases have ranged from as low as 15% to as much as 400% and that many factors have contributed to these outrageous increases. Our claims history at Chelsea Gardens was not a major factor. The Strata Manager noted that he did finally receive a reply from the Minister of Housing and he reads into her reply that the Government is actively looking at amendments to the Strata Property Act that could help alleviate part of the problems. Ross will continue to correspond to both the Minister of Housing and the Finance Minister.
- Council was advised that an owner with a scooter will no longer require a strata storage area for parking it.
- Although unsigned, a note about improper use of our organic bins bears noting. People are putting their organics in grocery store bags and this is not permitted. Please only use our compostable organic bags that are provided in each apartment and the clubhouse mailroom.
- Council received a suggestion for more visible visitor and no parking signs in the apartment buildings. The Council noted that we have proper signage but some people do not read.

- An owner wrote to express concern about the safety of the paving stones on the north side of the Mayfair. Council believes that they are currently okay but Norm will monitor and see if something should be done in 2021.
- Council approved a request to place a small storage container in a visitor stall adjacent to the Windsor. This is for a maximum two-week period while the owner is doing renovations.
- Council discussed a recent ICBC claim as regards an upset owner. The Strata Manager was requested to provide the owner an update.

(7) COMMITTEE REPORTS

- **TOWNHOUSES** – Jeff continues to work on replacing rotted wood around the property. The irrigation box is now fixed so that future backflow tests will not be a problem.
- **APARTMENTS** – Norm noted that we are waiting for our drywall contractor to complete some patching. It was noted that an owner is opening some windows in a common area and this interferes with the proper functioning of the air conditioning system. CrossRoads will send a letter to that owner.
- **CLUBHOUSE** – Some, but not all, of the clubhouse facilities have been re-opened including the pool, the pool deck, the hot-tub (by reservation), the workshop and the gym. The guest suites will not be re-opened for some time. Owners are being cooperative in the use of all opened areas...thank you. The Council would like to thank Barry Miller and Ashley Orton for the construction of new cabinets. The Council would also like to thank Barb Parker, Terry Hyde, Anita Thompson and Ashley Orton for the fine work done on redecorating the clubhouse.
- **SAFETY AND SECURITY** – Ashley noted that the issues at the front gate appear to finally be resolved. He did request some additional funds to have Blue Mountain identify and label some connections for our documentation purposes. All apartments are now directly connected to the Clubhouse instead of via the internet, making it more secure and faster. Also, as a result of this, he also requested that Blue Mountain connect all Man Gates to the Clubhouse server, greatly simplifying and reducing maintenance of resident FOBs. It was **MOVED/SECONDED** and **CARRIED** to allow this to proceed after a quote is obtained and reviewed by Council.
- **LANDSCAPING** – As noted earlier in the minutes, Council approved improvement for the Kensington Circle. Allen Brothers may be required to do some extensive cutting back of growth around the perimeter fence and Ashley will discuss this with Shawn.
- **BY-LAWS/RULES** – There was no report other than all previously passed rules will be on the SGM agenda along with a few proposed bylaw amendments.
- **RV-LOT** – No current issues reported other than the accumulation of junk that owners should not be dumping.

- **ADMINISTRATION** – There was discussion by Council regarding a request from John Unger to alter his work week without reducing the hours worked. John wishes to go to a four-day work week with alternating Mondays/Fridays off so as to achieve a four-day week-end. This will not impact our budget for caretaking expense. Council agreed to this change, commencing at the beginning of September but on a six month trial basis.
- **EMERGENCY PREPAREDNESS COMMITTEE** – No report.
- **SOCIAL COMMITTEE** – The Social Committee, although obviously quiet, did have an informal Canada event and Chelsea Gardens residents contributed \$1728.00 + 200 lbs. of food for the Food Bank.

(8) NEW BUSINESS

- a. **Permitted Awning Colours** – The Council, after a review of the available fabrics by Anita, did approve two colour options for owners to use and samples are available in the office.
- b. **Railing Request** – The Council, via email between meetings, approved the installation of another temporary railing on one unit.
- c. **Vertical and horizontal line cleaning** – Council had previously approved the quotation for this service in all three apartments and it will be scheduled shortly and a notice will be posted. This will require all owners to move their vehicles out of the way (or get covered in sanitary waste) and Council approved temporary parking in the RV lot, visitor parking and the roadways (don't block driveways). The Strata Corporation will not be responsible for cleaning cars that are not moved.
- d. **Depreciation Report Review** – The Strata Manager and Council did recently review the 2017 depreciation report with some action items being noted. The Strata Manager did note that it is time to renew the three year old report and it was **MOVED/SECONDED** and **CARRIED** to have McArthur-Vantel proceed with an update and expense this to the CRF.
- e. **Parkade Cleaning** – Council discussed a quotation for power-sweeping all three apartment parking garages by Valley Power Sweep and it was **MOVED/SECONDED** and **CARRIED** to proceed with this. Once scheduled, this will also require vehicles to be moved and a notice will be posted.
- f. **Special General Meeting** – The test meeting went off without any significant problems so Council anticipates that this hybrid Zoom and in person meeting should work as intended.
- g. **Clubhouse Thermostat** – Completed installation.
- h. **Accessibility Grant** – We have received an extension on this grant.
- i. **Ants** – Council has noted that, due to the wet spring, we have considerable ant activity. The Council has increased the frequency of Atlas Pest Service.
- j. **Investment Committee on SGM Agenda** – Some owners have questioned why this was on the agenda for the SGM. It is in our bylaws as an order of business at every AGM and, given that this

year's AGM was bare bones, it needed to be placed on the agenda. We should dispense with this agenda item quickly as it is a committee that currently has no value to the Strata Corporation.

- k. **Chemical Feeder for Hot Tub** – The supplier will be contacted as this item has not worked since its installation.
- l. **Women's Shower** – John has obtained a product that should cover up the rust stain.
- m. **Clubhouse status** – This has been tabled until after the new Council is in place. They will discuss when the remaining facilities might be re-opened. Discussion will also take place about when to re-engage the clubhouse cleaners and when to reopen bookings for the guest suites.
- n. **Work Order data entry** – Tabled until the new Council comes together.
- o. **Blue Mountain concerns** – Council discussed an invoice from Blue Mountain and takes the position that the hours worked on the front gate issue were excessive and spanned 3 months. The final fix was a device IP address change - a minor fix that was done on their last visit. The Council directed CrossRoads to dispute this invoice with Blue Mountain and to seek a 50% reduction.
- p. **LED Exit light replacement** – tabled to the new Council.
- q. **Thermal Imaging Distribution System Investigation** – waiting for a quotation.
- r. **Hand Sanitizer** – Council reviewed a quotation for wall mounted sanitizer stations. They would be placed in the lobby and lower lobby of each apartment and some clubhouse areas. It was **MOVED/SECONDED** and **CARRIED** to purchase ten units.
- s. **Rotting Bollards** – Tabled for the new Council to discuss.
- t. **Contractors/Vendors** – In spite of a letter going to all our contractors about reporting to John, some are still doing work at Chelsea without checking in. The Strata Manager will re-send them letters noting that, should they fail to follow procedures, their invoices will be held or possibly rejected.
- u. **Soil against Townhouse walls** – Murray and John reported that a considerable amount of the rot being noted at townhouses is caused by garden soil being piled too high against the building envelope. We will be sending letters to those units when John provides a list, but all owners should pro-actively check their garden beds and pull back soil. Soil should be a minimum of 4" below the level of the wood and should only be touching the concrete foundation.
- v. **Civil Resolution Tribunal** – The Strata Council was advised that the owner of Kensington 111 has commenced an action before the Civil Resolution Tribunal claiming that the Strata Corporation has treated them unfairly and further claiming that the Human Right process was useless. We are not permitted to discuss any part of the Human Rights issue due to a non-disclosure agreement but did want owners to have some background on the CRT claim. This owner has been sending a significant number of emails that defame CrossRoads Management, the Strata Council and one Council member in particular. This owner questions the legality of Murray Hill being on Council and,

in spite of being sent the registered bylaws and the minutes from the 2013 Annual General Meeting (where that bylaw was amended) continues to insist he is to be removed from Council. This owner has admitted to discussing these allegations with other Chelsea Gardens owners. The owner also claims that CrossRoads has been making major accounting errors and the Council considers these unfounded statements to be defamatory. Council has asked CrossRoads to obtain legal advice as to what action could be taken against this owner for these accusations. Unfortunately, since an action has been commenced by this owner, the Strata Corporation must take part in the process and there may be rising legal costs to the Strata Corporation. Since Zenon Jalbert was the one who was served the CRT papers and has replied, it was **MOVED/SECONDED** and **CARRIED** to have Zenon carry on with the entire process until completion. As with any litigation that proceeds against a strata corporation, the management company must note this on Form B's that go to prospective purchasers and that is also unfortunate for those owners contemplating selling. The Strata Manager also noted to Council that this owner has been provided the opportunity to view financial documents at the CrossRoads office at no cost to the owner and they declined. They were also given the option to obtain copies of the requested documents at a cost of .25 per page and they declined as the cost was too high. All of this owner's emails have been retained for submission to the CRT.

(9) ADJOURNMENT

- The meeting was adjourned at 4:05 PM.
- The newly elected Council will have a brief meeting on Wednesday, July 29th at 1:00 PM to determine the executive positions. – This will be in the Fireside Room.
- The next full Council meeting is Tuesday, August 18, 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.

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.
- ✚ 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.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
June 2020
AS OF THE 4TH MONTH ENDING JUNE 30, 2020

Page 1
07/14/2020
01:42 PM

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	559,461.59
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	24,833.34
1109-0100 Due to CRF from Operating-Insurance	572,968.68

TOTAL ASSETS

2,757,263.61

LIABILITIES

2012-2500 Accrued Expenses	154,698.07
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TOTAL LIABILITIES

154,698.07

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,450,185.52
3510-0000 Net Income - Current Year	152,380.02

TOTAL OWNERS' EQUITY

2,602,565.54

TOTAL LIABILITIES AND EQUITY

2,757,263.61

Date: JUL. 14/2020
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
June 2020
AS OF THE 4TH MONTH ENDING JUNE 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,

	<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	50,998.00	50,998.00	0.00	0.00	152,994.00
4010-6000 Strata Fees - Townhome	27,738.08	27,738.08	0.00	0.00	110,952.32	110,952.32	0.00	0.00	332,857.00
TOTAL	40,487.58	40,487.58	0.00	0.00	161,950.32	161,950.32	0.00	0.00	485,851.00
4031-0000 Interest Income	7,675.54	0.00	7,675.54	0	20,508.22	0.00	20,508.22	0	0.00
4031-6000 Interest Income- Insur. L	833.33	833.33	0.00	0.00	3,333.36	3,333.32	0.04	0.00	10,000.00
TOTAL	8,508.87	833.33	7,675.54	921.0	23,841.58	3,333.32	20,508.26	615.2	10,000.00
TOTAL INCOME	48,996.45	41,320.91	7,675.54	18.58	185,791.90	165,283.64	20,508.26	12.41	495,851.00
TOWNHOUSE EXPENSES									
6342-2020 2020 Townhouse Envelo	5,640.39	6,666.67	1,026.28	15.39	23,069.38	26,666.68	3,597.30	13.49	80,000.00
TOTAL OPERATING EXPS. - T.H.	5,640.39	6,666.67	1,026.28	15.39	23,069.38	26,666.68	3,597.30	13.49	80,000.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6513-2020 Drainage Repairs	0.00	0.00	0.00	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL REPAIR & MAINT.	0.00	0.00	0.00	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL COMMON EXPENSES	0.00	0.00	0.00	0	10,342.50	0.00	-10,342.50	0	0.00
TOTAL EXPENSES	5,640.39	6,666.67	1,026.28	15.39	33,411.88	26,666.68	-6,745.20	-25.29	80,000.00
NET INCOME (LOSS)	43,356.06	34,654.24	8,701.82	25.11	152,380.02	138,616.96	13,763.06	9.93	415,851.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
June 2020
AS OF THE 4TH MONTH ENDING JUNE 30, 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	36,964.48
1025-0022 Bank - Insurance Levy	9,096.62
1027-0000 Bank - Water Surcharge	69,204.09
1028-1300 Bank - Golf Tournament Funds	3,074.41
1029-0000 Bank - Apt Utilities	5,191.21
1030-0000 Bank - Exercise Room	1,201.19
1040-0000 Bank - Social Committee	9,038.02
1200-0000 Prepaid Insurance	572,968.68
1205-0000 Prepaid Expenses	1,010.61
1300-0000 Accounts Receivable	2,872.35
1301-0084 A/R - Insurance Levy	240,461.07
TOTAL ASSETS	<u><u>951,300.08</u></u>

LIABILITIES

2010-0000 Accounts Payable	70,618.68
2017-0000 Social Committee Fund	9,038.02
2018-0000 Exercise Room	1,201.19
2019-0000 Golf Tournament Fund	3,074.41
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	24,833.34
2040-0003 Due to Contingency-Insurance	572,968.68
2170-0000 Vacation Payable	3,143.36
2250-0000 Pre-Paid Fees	1,106.58
TOTAL LIABILITIES	<u><u>686,284.26</u></u>

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	249,557.69
TOTAL INSURANCE LEVY	<u>249,557.69</u>

3500-0000 Net Income - Prior Years	38,554.46
3510-0000 Net Income - Current Year	-39,790.62
3510-2000 Net Income - Utilities	444.12
3510-3000 Net Income - Water & Sewer	16,250.17
TOTAL OWNERS' EQUITY	<u><u>265,015.82</u></u>
TOTAL LIABILITIES AND EQUITY	<u><u>951,300.08</u></u>

Date: JUL 14 2020
Accountant: [Signature]
Property Manager: [Signature]

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

AS OF THE 4TH MONTH ENDING JUNE 30, 2020

Prepared For:
Strata Plan LMS1416
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Phone: 778-578-4445,

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	56,437.45	56,437.33	0.12	0.00	225,749.20	225,749.32	-0.12	0.00	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-50,998.00	-50,998.00	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	456.00	291.67	164.33	56.34	1,924.00	1,166.68	757.32	64.91	3,500.00
4022-0000 Move in/out	100.00	66.67	33.33	49.99	300.00	266.68	33.32	12.49	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	4,402.32	4,402.32	0.00	0.00	13,207.00
TOTAL	45,344.53	45,146.75	197.78	0.44	181,377.52	180,587.00	790.52	0.44	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	411,193.32	411,193.32	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-110,952.32	-110,952.32	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	9,687.32	9,687.32	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	309,928.32	309,928.32	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	100.00	333.32	-233.32	-70.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	2,400.00	2,400.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	733.33	-733.33	-100.0	1,800.00	2,933.32	-1,133.32	-38.64	8,800.00
4055-0000 R.V. Parking	680.00	733.33	-53.33	-7.27	2,980.00	2,933.32	46.68	1.59	8,800.00
4065-0000 Interest Income	49.66	100.00	-50.34	-50.34	212.50	400.00	-187.50	-46.88	1,200.00
4066-0000 Remote Control Sale	0.00	125.00	-125.00	-100.0	190.00	500.00	-310.00	-62.00	1,500.00
4084-0000 Keys	50.00	0.00	50.00	0	70.00	0.00	70.00	0	0.00
TOTAL OTHER	1,379.66	2,374.99	-995.33	-41.91	7,752.50	9,499.96	-1,747.46	-18.39	28,500.00
TOTAL INCOME	124,206.27	125,003.82	-797.55	-0.64	499,058.34	500,015.28	-956.94	-0.19	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	1,650.00	1,666.67	16.67	1.00	6,600.00	6,666.68	66.68	1.00	20,000.00
6208-0000 Building Maint. - Apartm	1,902.00	4,333.33	2,431.33	56.11	6,427.95	17,333.32	10,905.37	62.92	52,000.00
6215-0000 Equipment Maint.-Apart	620.18	4,083.33	3,463.15	84.81	10,718.65	16,333.32	5,614.67	34.38	49,000.00
6268-0050 Elevator Maint. - Apartm	1,365.39	1,375.00	9.61	0.70	5,736.66	5,500.00	-236.66	-4.30	16,500.00
6275-0000 Gate & Door Maint. - Ap	100.00	500.00	400.00	80.00	1,041.31	2,000.00	958.69	47.93	6,000.00
6279-0000 Garbage Pick-up - Apts.	7,405.47	1,990.83	-5,414.64	-271.9	12,733.29	7,963.32	-4,769.97	-59.90	23,890.00
TOTAL EXPS. BEFORE UTILITIES	13,043.04	13,949.16	906.12	6.50	43,257.86	55,796.64	12,538.78	22.47	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,687.63	4,750.00	3,062.37	64.47	21,017.30	19,000.00	-2,017.30	-10.62	57,000.00
6320-0000 Garbage Pick-up - Town	3,083.82	4,858.33	1,774.51	36.53	16,376.31	19,433.32	3,057.01	15.73	58,300.00
TOTAL OPERATING EXPS. - T.H.	4,771.45	9,608.33	4,836.88	50.34	37,393.61	38,433.32	1,039.71	2.71	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,833.33	283.33	2.39	46,200.00	47,333.32	1,133.32	2.39	142,000.00
6425-0000 Drainage Repair & Maint	112.50	416.67	304.17	73.00	975.75	1,666.68	690.93	41.46	5,000.00
6435-0000 Plant Replacement & Im	2,067.13	1,500.00	-567.13	-37.81	4,303.63	6,000.00	1,696.37	28.27	18,000.00
6440-0000 Irrigation System	657.99	333.33	-324.66	-97.40	1,239.98	1,333.32	93.34	7.00	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	3,333.32	3,333.32	100.0	10,000.00
TOTAL LANDS. & GROUNDS	14,387.62	14,916.66	529.04	3.55	52,719.36	59,666.64	6,947.28	11.64	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	937.50	1,833.33	895.83	48.86	1,994.28	7,333.32	5,339.04	72.81	22,000.00
6515-0000 Equipment Rep. & Maint	225.86	1,416.67	1,190.81	84.06	1,270.40	5,666.68	4,396.28	77.58	17,000.00
6520-0000 Supplies Equipment - Co	477.36	666.67	189.31	28.40	812.76	2,666.68	1,853.92	69.52	8,000.00
6525-0000 Supplies Maintenance-C	193.56	250.00	56.44	22.58	430.84	1,000.00	569.16	56.92	3,000.00
6530-0000 Supplies Cleaning - Com	245.69	41.67	-204.02	-489.6	245.69	166.68	-79.01	-47.40	500.00
6535-0000 Enterphone and Security	5,475.12	625.00	-4,850.12	-776.0	8,622.27	2,500.00	-6,122.27	-244.8	7,500.00
6560-0000 Gate Repair & Maint. - C	1,336.65	250.00	-1,086.65	-434.6	1,933.59	1,000.00	-933.59	-93.36	3,000.00
6565-0000 Pest Control - Common	168.44	583.33	414.89	71.12	4,417.37	2,333.32	-2,084.05	-89.32	7,000.00
TOTAL REPAIR & MAINT.	9,060.18	5,666.67	-3,393.51	-59.89	19,727.20	22,666.68	2,939.48	12.97	68,000.00
UTILITIES									

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

June 2020

AS OF THE 4TH MONTH ENDING JUNE 30, 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	712.00	1,030.00	318.00	30.87	3,090.00
6577-0000 Electricity Ponds - Com	432.00	429.17	-2.83	-0.66	1,728.00	1,716.68	-11.32	-0.66	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	2,620.00	2,900.00	280.00	9.66	8,700.00
6595-0000 Telephone Caretaker	67.20	141.67	74.47	52.57	358.35	566.68	208.33	36.76	1,700.00
TOTAL UTILITIES	1,332.20	1,553.34	221.14	14.24	5,418.35	6,213.36	795.01	12.80	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	100.00	125.00	25.00	20.00	482.70	500.00	17.30	3.46	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	284.00	310.00	26.00	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	171.00	202.50	31.50	15.56	766.70	810.00	43.30	5.35	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	3,707.66	1,000.00	-2,707.66	-270.7	3,707.66	4,000.00	292.34	7.31	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	1,413.73	1,500.00	86.27	5.75	3,622.31	6,000.00	2,377.69	39.63	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	0.00	175.00	175.00	100.0	150.00	700.00	550.00	78.57	2,100.00
6720-0000 Guest Suites Telephone-	50.67	66.67	16.00	24.00	202.68	266.68	64.00	24.00	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	0.00	1,000.00	1,000.00	100.0	3,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	0.00	500.00	500.00	100.0	1,500.00
6735-0000 Pool Repair & Maint.-Re	778.60	708.33	-70.27	-9.92	2,941.89	2,833.32	-108.57	-3.83	8,500.00
6740-0000 Pool Supplies & Chemic	1,193.24	375.00	-818.24	-218.2	1,213.16	1,500.00	286.84	19.12	4,500.00
6750-0000 Cleaning Supplies-Rec.	281.41	200.00	-81.41	-40.71	838.76	800.00	-38.76	-4.85	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	333.32	333.32	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,850.00	2,000.00	150.00	7.50	7,400.00	8,000.00	600.00	7.50	24,000.00
6765-0000 Gas - Rec. Centre	475.49	1,250.00	774.51	61.96	2,954.14	5,000.00	2,045.86	40.92	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	9,750.80	7,733.33	-2,017.47	-26.09	23,030.60	30,933.32	7,902.72	25.55	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,369.62	5,355.00	-14.62	-0.27	21,375.89	21,420.00	44.11	0.21	64,260.00
6830-0000 Caretaker Assistant Wag	1,458.34	1,625.00	166.66	10.26	4,972.79	6,500.00	1,527.21	23.50	19,500.00
6865-0000 R. C. Janitor Wages and	0.00	1,875.00	1,875.00	100.0	1,821.75	7,500.00	5,678.25	75.71	22,500.00
6875-0000 Payroll Costs	888.98	916.67	27.69	3.02	3,557.15	3,666.68	109.53	2.99	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	500.00	500.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	7,716.94	9,896.67	2,179.73	22.02	31,727.58	39,586.68	7,859.10	19.85	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	133.32	133.32	100.0	400.00
6915-0000 Supplies	59.99	91.67	31.68	34.56	90.21	366.68	276.47	75.40	1,100.00
6920-0000 Telephone & Cable - Offi	389.34	441.67	52.33	11.85	1,557.36	1,766.68	209.32	11.85	5,300.00
TOTAL OFFICE EXPENSES	449.33	566.67	117.34	20.71	1,647.57	2,266.68	619.11	27.31	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,580.09	1,666.68	-1,913.41	-114.8	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	0.00	1,033.32	1,033.32	100.0	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	0.00	333.32	333.32	100.0	1,000.00
6984-0000 Postage and Printing	1,521.84	1,433.33	-88.51	-6.18	5,601.28	5,733.32	132.04	2.30	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	66.68	66.68	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	286,484.32	203,151.00	-83,333.32	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	3,333.36	3,333.32	-0.04	0.00	10,000.00
7000-0000 Management Fees	6,250.46	5,901.92	-348.54	-5.91	23,607.68	23,607.68	0.00	0.00	70,823.00
7010-0000 Property Taxes - Admin.	327.00	33.33	-293.67	-88.11	327.00	133.32	-193.68	-145.2	400.00
7020-0000 Security - Admin.	0.00	583.33	583.33	100.0	0.00	2,333.32	2,333.32	100.0	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	0.00	2,000.00	2,000.00	100.0	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	50.00	50.00	0.00	0.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	0.00	133.32	133.32	100.0	400.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	66.68	-109.72	-164.5	200.00
TOTAL ADMINISTRATION EXPENSE	80,563.71	60,910.49	-19,653.22	-32.27	323,160.13	243,641.96	-79,518.17	-32.64	730,926.00
TOTAL COMMON EXPENSES	123,431.78	101,446.33	-21,985.45	-21.67	458,197.49	405,785.32	-52,412.17	-12.92	1,217,356.00
TOTAL EXPENSES	141,246.27	125,003.82	-16,242.45	-12.99	538,848.96	500,015.28	-38,833.68	-7.77	1,500,046.00
NET INCOME (LOSS)	-17,040.00	0.00	-17,040.00	0	-39,790.62	0.00	-39,790.62	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	47,357.68	47,357.68	0.00	0.00	142,073.00
9262-0000 Utilities Interest Income	22.15	0.00	22.15	0	25.76	0.00	25.76	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)
June 2020

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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>
Total Apartment Utilities	11,861.57	11,839.42	22.15	0.19	45,295.66	45,269.68	25.98	0.06	139,985.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,316.00	2,465.00	149.00	6.04	9,264.00	9,860.00	596.00	6.04	29,580.00
9365-0000 Electricity Windsor	1,441.00	1,615.00	174.00	10.77	5,764.00	6,460.00	696.00	10.77	19,380.00
Total Electricity - Apart.	3,757.00	4,080.00	323.00	7.92	15,028.00	16,320.00	1,292.00	7.92	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,080.19	1,691.67	611.48	36.15	6,446.01	6,766.68	320.67	4.74	20,300.00
9420-0000 Gas - Kensington	1,836.64	2,833.33	996.69	35.18	11,507.95	11,333.32	-174.63	-1.54	34,000.00
9430-0000 Gas - Windsor	1,830.26	3,060.42	1,230.16	40.20	11,869.58	12,241.68	372.10	3.04	36,725.00
Total Gas - Apartment	4,747.09	7,585.42	2,838.33	37.42	29,823.54	30,341.68	518.14	1.71	91,025.00
TOTAL UTILITIES - APARTMENT	8,504.09	11,665.42	3,161.33	27.10	44,851.54	46,661.68	1,810.14	3.88	139,985.00
NET INCOME (LOSS) UTILITIES	3,357.48	174.00	3,183.48	1,829.	444.12	-1,392.00	1,836.12	131.9	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	21,472.00	21,472.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	31,402.68	31,402.68	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	53.99	0.00	53.99	0	248.60	0.00	248.60	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	13,272.66	13,218.67	53.99	0.41	69,204.09	68,955.68	248.41	0.36	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	9,277.67	14,558.75	5,281.08	36.27	52,953.92	58,235.00	5,281.08	9.07	174,705.00
TOTAL WATER	9,277.67	14,558.75	5,281.08	36.27	52,953.92	58,235.00	5,281.08	9.07	174,705.00
NET INCOME (LOSS) WATER	3,994.99	-1,340.08	5,335.07	398.1	16,250.17	10,720.68	5,529.49	51.58	0.00



CrossRoads Management Ltd.

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.