

**CHELSEA GARDENS - LMS 1416**

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

**COUNCIL MEETING MINUTES – WEDNESDAY, JULY 29, 2020 1:00 PM FIRESIDE ROOM**

**STRATA COUNCIL - 2020/2021**

**PRESIDENT**

Bill Zemianski – TH-329

**VICE-PRESIDENT**

Murray Hill – K406

**SECRETARY**

Victor Monasch- T153

**TREASURER**

Anita Thompson – W325

**COUNCIL MEMBERS AT LARGE**

Ashley Orton – T243

Norm Reid – T302

Bob Hyde – T102

**COMMITTEE ASSIGNMENTS**

Murray – Townhouses, Irrigation

Bill – Clubhouse, Social Liaison, Bylaws, Executive

Anita – RV Committee, Minutes, Executive

Victor – Executive, Finance, Bring Forward

Ashley – Security, Volunteers, Ponds & Fountains,  
Privacy Officer, Website

Norm – Apartments, Irrigation

Bob - Landscaping

**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**

**s – 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 132<sup>ND</sup> 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:**

Anita Thompson

Ashley Orton

Murray Hill

Norm Reid

Victor Monasch

Bill Zemianski

Bob Hyde

**REGRETS**

Ross Ruddick, Senior Strata Manager

**(1) CALL TO ORDER**

The meeting was called to order at 1:00 PM by Ross Ruddick, Senior Strata Manager a quorum being present.

**(2) COUNCIL EXECUTIVE AND COMMITTEE POSITIONS**

Mr. Ruddick reviewed the roles and responsibilities of the various Executive Positions that are required under our bylaws. He called for nominations for the position of President and Bill Zemianski accepted that position. By consensus, the other Executive positions were determined to be: Murray Hill as Vice-President, Anita Thompson as Treasurer and Victor Monasch as Secretary. The other bylaw required position is that of Privacy Officer and that will be Ashley Orton and both staff members, John and Val.

Ross then turned over the chair to Bill to determine committee positions for the balance of the term.

*Anita Thompson will look after Finalizing minutes, be on the Executive Committee, RV Committee.*

*Ashley Orton will look after: Website (along with Zenon Jalbert), Security, Volunteers and Ponds/Fountains.*

*Murray Hill will look after: Townhouses and Irrigation.*

*Norm Reid will look after: Apartments and Irrigation*

*Victor Monasch will look after: Finance and Bring Forward and be on the Executive Committee.*

*Bill Zemianski will look after Social Committee, Clubhouse, Bylaws (with CrossRoads) and be on the Executive Committee.*

*Bob Hyde will look after: Landscaping.*

*The Strata Managers will be ex-official members of the Executive Committee. This Committee is primarily tasked to deal with personnel hiring and compensation. Executive Committee recommendations are brought to all of Council for discussion and decision making.*

Ross was asked to send a Council Member guide to Bob Hyde.

### **(3) NEW BUSINESS**

- a. **Vendor Tracking** – The Strata Manager confirmed that all regular vendors and contractors have been sent a letter that requires them to check in and out with our staff when doing work at Chelsea Gardens. It also requires them, as much as possible, to make appointments in advance. The letter noted that invoices could be delayed or not paid should they not follow procedures.
- b. **Invoice Tracking and Approvals** – The Council and John Unger will, on a weekly basis, be sent a scan of all invoices to be paid that week. This will allow them to verify satisfaction with the work completed prior to the Treasurer signing the cheques.
- c. **Staff, Council, Management Meetings** – Council will continue to hold these meetings via the Zoom Platform but, after this week, will be shifting them to be on Wednesdays at 8:30 AM.
- d. **Council Meetings** – The Strata Manager and Council do meet monthly and it was decided that, given we have space in the Fireside Room for proper social distancing, they would continue to be in-person meeting and generally scheduled for the 3<sup>rd</sup> Tuesday of the month at 1:00 PM.
- e. **Bylaw Complaint** – Council discussed a complaint regarding an unsupervised minor being on common property and being at risk of a traffic accident, an unleashed dog and aggressive action towards another owner. Council directed the Strata Manager to send a letter to the unit regarding the unsupervised minor and the aggressive behavior. Given that the owner had previously been warned about the off-leash dog it was **MOVED/SECONDED** and **CARRIED** to impose a \$200.00 fine. Council will consider a fine for the aggressive behavior at their next meeting.
- f. **Carbon Monoxide Sensor** – The Council discussed a quotation to either repair or replace a carbon monoxide sensor in one parkade. The Council noted that the difference in price between repair and replacement was minimal and it was **MOVED/SECONDED** and **CARRIED** to have Global Gas install a new sensor. The Strata Manager will also send out an electrician to deal with a power issue at another sensor.
- g. **Clubhouse Thermostat** – Some additional components are required as Council authorized Ashley to obtain the parts and do the installation with volunteers.

**h. Special General Meeting** – The Council noted that, all things considered given the Covid-19 Pandemic and meeting size restrictions, the Special General Meeting went very well. Council, and the Strata Manager do still prefer the normal in-person General Meeting format and hope that we can return to that sooner rather than later.

**(4) ADJOURNMENT**

- The meeting was adjourned at 2:10 PM.
- 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 sidewalk. 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.***