

CHELSEA GARDENS - LMS 1416

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

COUNCIL MEETING MINUTES –TUESDAY, AUGUST 18, 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

– 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

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:

Bob Hyde

Anita Thompson

Ashley Orton

Murray Hill

Norm Reid

Victor Monasch

Bill Zemianski

REGRETS

Ross Ruddick, Senior Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:00 PM by Bill Zemianski, President, and a quorum being present.

HEARINGS BEFORE COUNCIL

The Strata Council heard appeals from three owners (two in person and one via a written response) and, after discussion, directed the Strata Manager to correspond with each owner about the decisions.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the June 16, July 21 and July 29, 2020 meetings. **CARRIED**

(3) CARETAKER REPORT AUGUST 2020

What a month it's turned out to be. As most people know there has been quite the water episode in the Kensington and a big thanks to all those that helped clean up, shut down water systems and helped expedite the evacuation of residents while the crisis was going on. It was a short 15 minute event and demonstrated the need for accessibility for both residents and fire department.

There are lessons learned in how to do things better and will still be reviewed in the next coming months. For those that had to leave their residence we are thinking of you and what it has meant to the

disruption in your lives. The rebuilding has begun and, regardless of all the rumours circulating, Phoenix Restorations and all the other companies involved have done their utmost to make sure units are locked, the day's work is cleaned up and there is minimal disruption to the residents.

Ants and mice are also our nemesis and we have seen a flurry of activity. We do have ant sprays available to be used as well as Borax and for our furry friends we have traps available. If the infestation is beyond our efforts to contain Atlas Pest Control is called to deal with the problem. Please call our office first and not directly to the pest control company. It is the only way we can monitor invoices properly if it is generated from the office and if you are going to try and deal with wasps please use extra caution.

Guest suites and Fireside rental is still on hold until we can ensure the safety of our residents. With another wave expected from the Covid pandemic it is unlikely that we will be open any time soon.

To use the hot tub you must sign the log in sheets outside the door of the washrooms to book your time which is exclusive to you only. There are those that feel comfortable with more than just family members in the hot tub but this would be strictly a decision made by those soaking in the tub and during a time when no one is booked to use. There is a question about disinfectant used for wiping down. It is a mix suggested by Fraser Health of 50:1 water to bleach or 60ml/3.75 liters. Please remember the social distancing recommendations.

We have had a few incidents where we have had people climbing the gates during the night or late evening. PLEASE do not confront those trespassing but call 911. This is important for several reasons: 1) gives the RCMP / Surrey police a record of events so they can better plan surveillance times. 2) Your personal protection is ensured 3) If in progress allows for a better chance of apprehension.

The painting of trims, posts, walls and lattice is still ongoing and thanks to Lloyds hard work. The colours has been narrowed down to the proper ones so we should have no problems and Sherwin Williams is keeping our strata colours on file as well for easy access. Enjoy the rest of the summer.

John

(4) FINANCIAL REPORT

The Treasurer reviewed the Financial Statements for the month of July, 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. A council member will be phoning those owners who have not yet made arrangement to pay this levy.

The Council confirmed some procedural policies to deal with invoice payments, expense sheets and minutes review.

(5) **BUSINESS ARISING FROM THE MINUTES**

- a. **CRT / HRT – status** – The Strata Manager provided Council an update on the status of these two actions. In a telephone conference with the CRT, the facilitator noted that the Strata’s representative must be a current council member and it was **MOVED/SECONDED** to have Anita take over this role with Zenon providing advice. **CARRIED**
- b. **Parkade Power Washing** – Given that power washing was done during the recent horizontal and vertical clean-out, this previously approved quote will not be acted upon until later in 2020.
- c. **Invoice Adjustments – Blue Mtn. and Trotter** – Ashley and Victor will be preparing a response to Blue Mountain while the Strata Manager will convey our disappointment to Trotter Morton and note to them that Council objects to what is perceived to be strong-arming them into re-signing a service agreement.
- d. **Thermal Imaging Scan** – One quote was received and, although likely competitive, Council has requested one additional quotation.
- e. **Soil against townhouse walls** – The Strata Manager will follow-up with John on this but owners are reminded not to build up garden beds too high as envelope damage will occur. Please pull back soil levels to be well below the wood.
- f. **Light Bollards** – Victor will compile a list for quotation purposes.
- g. **Hot water tanks** – Westech Plumbing will be submitting a proposal for a bulk purchase of hot water tanks in the townhouses.
- h. **Garage door damage** – The Strata Manager advised Council that ICBC has accepted (at a depreciated value) a claim for a garage door damaged by a vehicle.
- i. **Shower stall floor** – We are still waiting for information on a suitable paint product.
- j. **Vacant units** – The Strata Manager did successfully reach out to relatives/emergency contacts of vacant units to ensure that they are checked on a frequent basis. Content insurers always have a provision that vacant units must be inspected.

(6) **CORRESPONDENCE**

- An owner wrote to comment on the high costs of postage and printing. These expenses are reported together and for the most part, postage is quite low as major AGM and SGM packages have been hand delivered by volunteers. Printing of these two documents was necessary but we have reduced the printing of minutes by 10%. It was **MOVED/SECONDED** and **CARRIED** to continue to reduce minutes printing by 10% per month. The Council encourages all owners to register for the Chelseatoday.org website where we have minutes, financials, bylaws and much more information. Normally, when selling a unit, a prospective purchaser will ask for two years of minutes

and it is far easier and less expensive to download these onto an inexpensive USB stick rather than pay for printing of multiple copies.

- A letter was received about a speeding vehicle and the Strata Manager will send a letter to the unit associated with the vehicle. The Council noted that the information provided by this owner was exactly what we need the date, time of day, vehicle make and model, license plate and the unit where the visitor was going.
- An owner sent a letter regarding the HRT/CRT claim and Council notes it was received and read. Council is tired of this owner disparaging both CrossRoads and a Council member.
- Council received and reviewed a letter regarding the condition of the grass in many areas. Council notes that our landscaping liaison is always in contact with our landscaping contractor to assess poor areas but our ability to water is limited both by GVRD watering restrictions and the cost of water from the City of Surrey. Anything can be improved by throwing money at it but Council does have a mandate to strike a balance between maintenance and budget considerations. Council has also passed a rule about gardening guidelines that allow for more drought tolerant products that are attractive. In addition to the GVRD limitations on watering (currently stage 1 restrictions allowing for twice a week) some zones, when irrigated, are getting too much water and become mucky while other areas could use supplemental watering by owners. You are permitted to hand water areas of concern.
- Council discussed a request to open the snooker room. It was **MOVED/SECONDED** and **CARRIED** to allow access to this area with the following conditions:
 1. 4 persons maximum at any one time and only for one hour.
 2. Social distancing required.
 3. There will be a sign-up sheet that must be signed.
 4. No spectators permitted.
 5. Accessible from 9:00 AM to 5:00 PM seven days per week until further notice.
 6. There is no access to any other currently closed areas.
 7. Clean and disinfect all equipment before and after use including balls and cues.
 8. Use at your own risk.
- A letter expressed concern over the activities of one owner during the recent Kensington emergency where, in spite of being told by the fire captain not to return to the building, the owner contravened that order. Owners must always follow the instructions of emergency personnel and Council directed that a letter be sent to that owner. There was also a concern that the occupants of one unit failed to vacate their condo and this potentially would put first responders at risk.
- A complaint about a cat roaming the halls of an apartment has been dealt with.
- Council received written requests from two regular user groups seeking access to common areas in the clubhouse. The Council is still not opening the Fireside Room for the immediate future but will allow use of the library. It was **MOVED/SECONDED** and **CARRIED** to allow access to this area with the following conditions:

1. Six persons maximum with social distancing requirements in place.
2. Must clean and disinfect before and after use.
3. Use at their own risk.

The Bible Study group will have access on Tuesdays, for staggered times, between 1:00 PM and 8:00 PM. The Arts and Crafts group will have access on Monday between 1:00 PM and 4:00 PM.

- A concern about two trees that had been removed and not replaced was discussed. Bob Hyde will obtain a quotation from Allen Brothers for this but the Strata Corporation will not pay for the cleaning of any window coverings as requested. The owner also inquired about removing, re-surfacing and replacing a balcony railing and Council will not be doing this work.
- A complaint about the restoration company not properly securing exterior doors and suite doors at the end of the day has been addressed by the Strata Manager.
- An owner suggested painting the white lettering on the Kensington black in order to improve nighttime visibility. This will be looked into.

(7) COMMITTEE REPORTS

- **APARTMENTS** – Norm reported that the Kensington emergency scope restoration is ongoing. The Air Conditioning in the Windsor is back operational and that the Mayfair elevator is now fixed. He also noted that the FOB system in the Kensington has been restored.
- **TOWNHOUSES** – One invoice for a chargeback will be adjusted and re-sent to an owner. Murray has placed an order for 26 garage doors which are expected to be installed in late September. He will also be bringing Tru-Level on site to assess units for concrete lifting.
- **CLUBHOUSE** – Bill reported that John is still searching for non-slip paint for the women’s shower floor. After discussion with Ashley, new heating/cooling controls will be installed by the end of August. The lobby painting has been completed, new chairs have arrived and tables will come shortly. The Social Committee has a new bulletin board. Some Kensington residents have been given access to the guest suites but the suites will remain closed to reservations at this time. John and Val are sanitizing common areas. Other than a concern about a recent celebration at the pool (below) we are satisfied that other owners are complying with Covid-19 protocols. Discussion about re-opening other areas of the clubhouse will be tabled until the September meeting. John and Val are not getting pressured to open up other activities.

The Council did discuss pool toys/floaties and they will not permit the use of the ones owned by Chelsea Gardens. Owners may bring their own for their exclusive use and must take them home after.

An updated AED and CPR list of trained volunteers will be posted in the lobby of the clubhouse.

Council discussed a recent celebration at the pool that was in contravention of our agreed upon guidelines with Fraser Health and directed the Strata Manager to send this letter to the participants:

It had been reported to the Strata Council that there was a recent gathering of fifteen or more persons on the swimming pool deck in what appeared to be a celebration of a birthday. It was noted, in the complaint, that participants in this party were not social distancing and that tables were moved and pulled together for the entire group to sit together.

The Strata Council discussed this at the meeting of August 18th and notes the following concerns:

- 1. Unless a couple, social distancing requirements for all attendees at the swimming pool, are six feet apart. While this group of people may consider themselves to be their own "bubble", that would be at your discretion but not on common property.*
- 2. The opening of the swimming pool and pool deck was only facilitated by approval of an action plan presented to Fraser Health. This action plan included things such as a maximum capacity (which you did not exceed), social distancing and a maximum group size at any one table of six. This maximum table capacity requirement is Province wide and strictly enforced at all establishments.*
- 3. Had these contraventions been witnessed by Fraser Health (or reported to Fraser Health by a resident) there would have been a strong likelihood that an order to close the pool and deck would have been issued. This, obviously, would have been a major inconvenience to other Chelsea Gardens owners who are complying with the guidelines. If that was to happen, the Strata Council would notify all owners of the individuals responsible for the closure.*

The Strata Council must enforce the Covid-19 protocol and procedures that were agreed to with Fraser Health as part of our re-opening plan. Should a further contravention occur in the future, the Strata Council is in a position to penalize the participants by denying them access to recreational facilities for a period of time and, while regrettable, they would take that step so as not to put other owners at risk of this area being ordered to close.

▪ SAFETY AND SECURITY

Tuesday Aug 4, we had the Kensington flood. The Electrical room in the Parkade was not spared and the FOB system inside was taken down. Zenon and I tried to dry out the equipment, but were unable to revive the FOB server. The Ethernet Extender connecting the system to the clubhouse was destroyed. The Uninterruptable Power Supply that sat on the floor was in standing water and was down too, but resurrected the next day after drying out. Blue mountain was called in the next morning. They used the now redundant server from the East Gate, which they configured from a backup of data I had made the day previous. A new Ethernet Extender was purchased, which I installed. This Wednesday the Kensington front door stopped working. Investigation revealed that the second door had been opened to facilitate the restoration process, and this caused the door's power wire to get stretched and disconnect. Jonathan worked on it Thursday and redid the wires in such a way as to make it safer and preclude this from happening again. My suggestion is that the same be done for the remaining 2 apartments. Also, on Thursday morning the FOB system was down. On investigation, I found that the

UPS from the flood had died. I have connected the system to the wall socket directly for now. A new UPS has been ordered arriving the 17th, which I shall mount to the wall and off the floor to better protect it. The UPS has been received and installed now. CrossRoads is to obtain a quotation from Blue Mountain for a spare server, FOB reader and dual controller card.

▪ **LANDSCAPING**

As a new appointee to this portfolio, I've been gaining familiarity with the various landscaping issues. Residents should know that mowing and trimming may not happen every week based on the amount the grass has grown, instead the landscaping crew would use the time on other areas needing work. When asked about the use of battery powered equipment, our landscape contractor is not confident that these have the capacity to use on large-scale operations such as needed here at Chelsea Gardens; however, he said that he is monitoring improvements in the technology and may consider switching in the future.

There has been some concern about some trees losing their leaves. These Katsura trees are commonly fooled that it is fall when they do not get sufficient water, thus drop their leaves. Our landscaper assures us that the trees will come back next year. We may consider the use of tree watering bags next year on some of these trees to see if it helps.

The landscaping of a sitting area outside the Kensington building is nearing completion. Replacement of the benches along the pathway in front of the Clubhouse is being investigated. Owners are requested to hand water any recently placed sod.

- **SOCIAL COMMITTEE** – See the end of these minutes for a special event planned by the Social Committee.
- **BY-LAWS AND RULES – RULE CHANGE REQUESTS FROM SGM**
 - a) Guest suite check-out time – suggested 11:00 AM – This was tabled until the September meeting so that it can first be discussed with staff as check-out times do have to work for the janitorial firm once they return.
 - b) Canopy maximum height – Tabled until September so that we can investigate the standard height of these canopies.
 - c) Quiet times for celebrations like New Year's Eve - It was **MOVED/SECONDED** and **CARRIED** to amend this rule to exempt celebrations such as New Years and Canada Day from the restrictions.
 - d) Rule re bird feeders/bird baths - It was **MOVED/SECONDED** and **CARRIED** to amend this rule so that, although hummingbird feeders are permitted, other bird feeders are not but there will be no prohibition on bird baths.
 - e) No shell bird seed – An owner had suggested that no shell bird seed be permitted for bird feeders and Council rejected this as the bird seed would still attract rodents.

- **RV LOT**

The lights were found to be switched off one night and after further investigation by a council member the breaker was located and turned back on. There was a spot in the RV lot that anyone could get in and Ivan fixed it up so the breach was not possible. As a reminder for those using the RV lot please make sure the lights remain on as a security measure.

- **ADMINISTRATION** - Ashley implemented changes to the office computer that grants access to a limited number of users. The Council has decided, due to Covid-19 concerns, to cancel an annual vendor appreciation pizza day.
- **EMERGENCY PREPAREDNESS** – Bob Hyde has been appointed to be the liaison to this committee.

The Leadership Team started meeting once again since March when Covid delayed things. They are encouraging other teams to start regular meetings as well; the various teams are always interested in new members. The exercise scheduled for fall is now planned for spring.

Members of the Leadership and Care & Shelter teams were on site to offer assistance during the recent emergency situation at the Kensington building. Some lessons were learned that should improve responding to future incidences.

(8) NEW BUSINESS

- Kensington Flood** – The Strata Manager updated the Council about the recent flood. Phoenix Restorations should be completed the emergency scope shortly, after which each owner will be dealing with their own content insurer for final repairs.
- Phone service in all apartments** – One concern noted during the Kensington flood was that cell service, even for first responders, was not great. The Strata Manager will inquire with our electrician about the performance of the cell boosters in the parkade but the cell signal for some providers is generally weak in this area. This is considered to be a significant risk by the Council for any future emergencies and they asked the Strata Manager to reach out to both Telus and Rogers about the possible installation of small towers on one of the apartments. Although the previous attempt at owner approval was unsuccessful, Council thinks it may be worth reconsideration given the communication problems in this incident.
- Working group to discuss Kensington response procedures** – Members of the Strata Council and the Emergency Planning Group are to coordinate a meeting shortly.
- Benches** – Although the benches at the Kensington were moved during the recent landscaping upgrade, they will be replaced. Council also noted that owners are still able to participate in a Memorial Bench program approved a number of years ago. This would involve the donation of a bench at an owner's cost to recognize a lost loved one.
- Bylaws to be signed and registered** – The Strata Manager provided a draft copy of the amended bylaws to a Council member to review prior to signing and registration at the Land Titles Office.

- f. **Water detection alarm** – Although not a sophisticated shut-off system, Council was shown a relatively inexpensive alarm that would sound off when water was detected. It comes with supply of sensors for key areas and is available at Home Depot.
- g. **Signing Officer** – With Zenon no longer on Council, we require another Council member to be a signing officer who will countersign cheques at the CrossRoads office. It was **MOVED/SECONDED** and **CARRIED** to appoint Robert Hyde as a signing officer.
- h. **Common Area Keys** – Council noted that we have had reports of a variety of electrical rooms being left unlocked and the concern is that a number of owners who formerly had reasons to hold these keys, no longer require access. **Council requests that all keys to common electrical and other rooms be turned into the office.** This will save us the cost of re-keying.

(9) ADJOURNMENT

- The meeting was adjourned at 4:45 PM.
- The next Council meeting is Tuesday, September 22, 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.

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 distancing 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)
July 2020
AS OF THE 5TH MONTH ENDING JULY 31, 2020

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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	673,780.60
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
1038-1264 WSCU GIC - 1.85% - Sep.1/21	300,000.00
1109-0000 Due to Contingency from Operating	24,000.01
1109-0100 Due to CRF from Operating-Insurance	501,347.60

TOTAL ASSETS

2,799,128.21

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	194,244.62

TOTAL OWNERS' EQUITY

2,644,430.14

TOTAL LIABILITIES AND EQUITY

2,799,128.21

Date: AUG. 17 / 2020
Accountant: 
Property Manager: 

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
July 2020
AS OF THE 5TH MONTH ENDING JULY 31, 2020

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
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Phone: 778-578-4445,

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-5000 Strata Fees - Apartment	12,749.50	12,749.50	0.00	0.00	63,747.50	63,747.50	0.00	0.00	152,994.00
4010-6000 Strata Fees - Townhome	27,738.08	27,738.08	0.00	0.00	138,690.40	138,690.40	0.00	0.00	332,857.00
TOTAL	40,487.58	40,487.58	0.00	0.00	202,437.90	202,437.90	0.00	0.00	485,851.00
4031-0000 Interest Income	543.69	0.00	543.69	0	21,051.91	0.00	21,051.91	0	0.00
4031-6000 Interest Income- Insur. L	833.33	833.33	0.00	0.00	4,166.69	4,166.65	0.04	0.00	10,000.00
TOTAL	1,377.02	833.33	543.69	65.24	25,218.60	4,166.65	21,051.95	505.2	10,000.00
TOTAL INCOME	41,864.60	41,320.91	543.69	1.32	227,656.50	206,604.55	21,051.95	10.19	495,851.00
6276-2020 Kensington Interior Impr	0.00	21,187.50	21,187.50	100.0	0.00	21,187.50	21,187.50	100.0	169,500.00
TOTAL EXPS. BEFORE UTILITIES	0.00	21,187.50	21,187.50	100.0	0.00	21,187.50	21,187.50	100.0	169,500.00
TOWNHOUSE EXPENSES									
6342-2020 2020 Townhouse Envelo	0.00	6,666.67	6,666.67	100.0	23,069.38	33,333.35	10,263.97	30.79	80,000.00
6344-2020 Garage Doors	0.00	3,750.00	3,750.00	100.0	0.00	3,750.00	3,750.00	100.0	30,000.00
TOTAL OPERATING EXPS. - T.H.	0.00	10,416.67	10,416.67	100.0	23,069.38	37,083.35	14,013.97	37.79	110,000.00
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	0.00	31,604.17	31,604.17	100.0	33,411.88	58,270.85	24,858.97	42.66	279,500.00
NET INCOME (LOSS)	41,864.60	9,716.74	32,147.86	330.8	194,244.62	148,333.70	45,910.92	30.95	216,351.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
July 2020

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 08/17/2020
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AS OF THE 5TH MONTH ENDING JULY 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,

ASSETS

1010-0000 Petty Cash	212.35
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	9,001.92
1025-0022 Bank - Insurance Levy	15,424.41
1027-0000 Bank - Water Surcharge	82,489.26
1028-1300 Bank - Golf Tournament Funds	3,076.89
1029-0000 Bank - Apt Utilities	4,587.33
1030-0000 Bank - Exercise Room	1,202.16
1040-0000 Bank - Social Committee	9,045.31
1200-0000 Prepaid Insurance	501,347.60
1205-0000 Prepaid Expenses	842.17
1300-0000 Accounts Receivable	3,518.29
1301-0084 A/R - Insurance Levy	234,592.86

TOTAL ASSETS

865,345.55

LIABILITIES

2010-0000 Accounts Payable	62,509.94
2012-2500 Accrued Expenses	1,059.21
2014-0000 Accrued Water & Sewer	14,558.75
2017-0000 Social Committee Fund	9,045.31
2018-0000 Exercise Room	1,202.16
2019-0000 Golf Tournament Fund	3,076.89
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	24,000.01
2040-0003 Due to Contingency-Insurance	501,347.60
2170-0000 Vacation Payable	3,516.70
2250-0000 Pre-Paid Fees	213.91

TOTAL LIABILITIES

620,830.48

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	250,017.27
TOTAL INSURANCE LEVY	<u>250,017.27</u>

3500-0000 Net Income - Prior Years	35,032.05
3510-0000 Net Income - Current Year	-60,098.17
3510-2000 Net Income - Utilities	4,587.33
3510-3000 Net Income - Water & Sewer	14,976.59

TOTAL OWNERS' EQUITY

244,515.07

TOTAL LIABILITIES AND EQUITY

865,345.55

Date: AUG. 17/2020
 Accountant: [Signature]
 Property Manager: [Signature]

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

AS OF THE 5TH MONTH ENDING JULY 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	56,436.55	56,437.33	-0.78	0.00	282,185.75	282,186.65	-0.90	0.00	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-63,747.50	-63,747.50	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	456.00	291.67	164.33	56.34	2,380.00	1,458.35	921.65	63.20	3,500.00
4022-0000 Move in/out	0.00	66.67	-66.67	-100.0	300.00	333.35	-33.35	-10.00	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	5,502.90	5,502.90	0.00	0.00	13,207.00
TOTAL	45,243.63	45,146.75	96.88	0.21	226,621.15	225,733.75	887.40	0.39	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	513,991.65	513,991.65	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-138,690.40	-138,690.40	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	12,109.15	12,109.15	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	387,410.40	387,410.40	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	100.00	416.65	-316.65	-76.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	733.33	-733.33	-100.0	1,800.00	3,666.65	-1,866.65	-50.91	8,800.00
4055-0000 R.V. Parking	700.00	733.33	-33.33	-4.55	3,680.00	3,666.65	13.35	0.36	8,800.00
4065-0000 Interest Income	33.90	100.00	-66.10	-66.10	246.40	500.00	-253.60	-50.72	1,200.00
4066-0000 Remote Control Sale	430.00	125.00	305.00	244.0	620.00	625.00	-5.00	-0.80	1,500.00
4084-0000 Keys	0.00	0.00	0.00	0	70.00	0.00	70.00	0	0.00
TOTAL OTHER	1,763.90	2,374.99	-611.09	-25.73	9,516.40	11,874.95	-2,358.55	-19.86	28,500.00
TOTAL INCOME	124,489.61	125,003.82	-514.21	-0.41	623,547.95	625,019.10	-1,471.15	-0.24	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	1,650.00	1,666.67	16.67	1.00	8,250.00	8,333.35	83.35	1.00	20,000.00
6208-0000 Building Maint. - Apartm	800.00	4,333.33	3,533.33	81.54	7,227.95	21,666.65	14,438.70	66.64	52,000.00
6215-0000 Equipment Maint.-Apart	8,624.25	4,083.33	-4,540.92	-111.2	19,342.90	20,416.65	1,073.75	5.26	49,000.00
6268-0050 Elevator Maint. - Apartm	1,611.39	1,375.00	-236.39	-17.19	7,348.05	6,875.00	-473.05	-6.88	16,500.00
6275-0000 Gate & Door Maint. - Ap	208.95	500.00	291.05	58.21	1,250.26	2,500.00	1,249.74	49.99	6,000.00
6279-0000 Garbage Pick-up - Apts.	-2,476.18	1,990.83	4,467.01	224.3	10,257.11	9,954.15	-302.96	-3.04	23,890.00
TOTAL EXPS. BEFORE UTILITIES	10,418.41	13,949.16	3,530.75	25.31	53,676.27	69,745.80	16,069.53	23.04	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	9,191.47	4,750.00	-4,441.47	-93.50	30,208.77	23,750.00	-6,458.77	-27.19	57,000.00
6320-0000 Garbage Pick-up - Town	8,719.19	4,858.33	-3,860.86	-79.47	25,095.50	24,291.65	-803.85	-3.31	58,300.00
TOTAL OPERATING EXPS. - T.H.	17,910.66	9,608.33	-8,302.33	-86.41	55,304.27	48,041.65	-7,262.62	-15.12	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	12,316.50	11,833.33	-483.17	-4.08	58,516.50	59,166.65	650.15	1.10	142,000.00
6425-0000 Drainage Repair & Maint	0.00	416.67	416.67	100.0	975.75	2,083.35	1,107.60	53.16	5,000.00
6435-0000 Plant Replacement & Im	53.53	1,500.00	1,446.47	96.43	4,357.16	7,500.00	3,142.84	41.90	18,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	1,239.98	1,666.65	426.67	25.60	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	4,166.65	4,166.65	100.0	10,000.00
TOTAL LANDS. & GROUNDS	12,370.03	14,916.66	2,546.63	17.07	65,089.39	74,583.30	9,493.91	12.73	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	5,636.93	1,833.33	-3,803.60	-207.4	7,631.21	9,166.65	1,535.44	16.75	22,000.00
6515-0000 Equipment Rep. & Maint	100.46	1,416.67	1,316.21	92.91	1,370.86	7,083.35	5,712.49	80.65	17,000.00
6520-0000 Supplies Equipment - Co	192.00	666.67	474.67	71.20	1,004.76	3,333.35	2,328.59	69.86	8,000.00
6525-0000 Supplies Maintenance-C	487.82	250.00	-237.82	-95.13	918.66	1,250.00	331.34	26.51	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	245.69	208.35	-37.34	-17.92	500.00
6535-0000 Enterphone and Security	382.38	625.00	242.62	38.82	9,004.65	3,125.00	-5,879.65	-188.1	7,500.00
6560-0000 Gate Repair & Maint. - C	0.00	250.00	250.00	100.0	1,933.59	1,250.00	-683.59	-54.69	3,000.00
6565-0000 Pest Control - Common	1,063.04	583.33	-479.71	-82.24	5,480.41	2,916.65	-2,563.76	-87.90	7,000.00
TOTAL REPAIR & MAINT.	7,862.63	5,666.67	-2,195.96	-38.75	27,589.83	28,333.35	743.52	2.62	68,000.00
UTILITIES									

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
July 2020

AS OF THE 5TH MONTH ENDING JULY 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	890.00	1,287.50	397.50	30.87	3,090.00
6577-0000 Electricity Ponds - Com	432.00	429.17	-2.83	-0.66	2,160.00	2,145.85	-14.15	-0.66	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	3,275.00	3,625.00	350.00	9.66	8,700.00
6595-0000 Telephone Caretaker	140.00	141.67	1.67	1.18	498.35	708.35	210.00	29.65	1,700.00
TOTAL UTILITIES	1,405.00	1,553.34	148.34	9.55	6,823.35	7,766.70	943.35	12.15	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	75.00	125.00	50.00	40.00	557.70	625.00	67.30	10.77	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	355.00	387.50	32.50	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	146.00	202.50	56.50	27.90	912.70	1,012.50	99.80	9.86	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	376.98	1,000.00	623.02	62.30	4,084.64	5,000.00	915.36	18.31	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	1,533.61	1,500.00	-33.61	-2.24	5,155.92	7,500.00	2,344.08	31.25	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	120.00	175.00	55.00	31.43	270.00	875.00	605.00	69.14	2,100.00
6720-0000 Guest Suites Telephone-	50.67	66.67	16.00	24.00	253.35	333.35	80.00	24.00	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	0.00	1,250.00	1,250.00	100.0	3,000.00
6730-0000 Workshop R & M-Rec. C	88.15	125.00	36.85	29.48	88.15	625.00	536.85	85.90	1,500.00
6735-0000 Pool Repair & Maint.-Re	163.63	708.33	544.70	76.90	3,105.52	3,541.65	436.13	12.31	8,500.00
6740-0000 Pool Supplies & Chemic	0.00	375.00	375.00	100.0	1,213.16	1,875.00	661.84	35.30	4,500.00
6750-0000 Cleaning Supplies-Rec.	274.26	200.00	-74.26	-37.13	1,113.02	1,000.00	-113.02	-11.30	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	416.65	416.65	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,850.00	2,000.00	150.00	7.50	9,250.00	10,000.00	750.00	7.50	24,000.00
6765-0000 Gas - Rec. Centre	928.39	1,250.00	321.61	25.73	3,882.53	2,500.00	2,367.47	37.88	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	5,385.69	7,733.33	2,347.64	30.36	28,416.29	38,666.65	10,250.36	26.51	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,369.62	5,355.00	-14.62	-0.27	26,745.51	26,775.00	29.49	0.11	64,260.00
6830-0000 Caretaker Assistant Wag	1,458.34	1,625.00	166.66	10.26	6,431.13	8,125.00	1,693.87	20.85	19,500.00
6865-0000 R. C. Janitor Wages and	0.00	1,875.00	1,875.00	100.0	1,821.75	9,375.00	7,553.25	80.57	22,500.00
6875-0000 Payroll Costs	888.98	196.67	27.69	3.02	4,446.13	4,583.35	137.22	2.99	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	625.00	625.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	7,716.94	9,896.67	2,179.73	22.02	39,444.52	49,483.35	10,038.83	20.29	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	166.65	166.65	100.0	400.00
6915-0000 Supplies	0.00	91.67	91.67	100.0	90.21	458.35	368.14	80.32	1,100.00
6920-0000 Telephone & Cable - Offi	389.34	441.67	52.33	11.85	1,946.70	2,208.35	261.65	11.85	5,300.00
TOTAL OFFICE EXPENSES	389.34	566.67	177.33	31.29	2,036.91	2,833.35	796.44	28.11	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,580.09	2,083.35	-1,496.74	-71.84	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	0.00	1,291.65	1,291.65	100.0	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	0.00	416.65	416.65	100.0	1,000.00
6984-0000 Postage and Printing	2,826.13	1,433.33	-1,392.80	-97.17	8,427.41	7,166.65	-1,260.76	-17.59	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	83.35	83.35	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	358,105.40	253,938.75	-104,166.65	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	4,166.69	4,166.65	-0.04	0.00	10,000.00
7000-0000 Management Fees	5,901.92	5,901.92	0.00	0.00	29,509.60	29,509.60	0.00	0.00	70,823.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	327.00	166.65	-160.35	-96.22	400.00
7020-0000 Security - Admin.	0.00	583.33	583.33	100.0	0.00	2,916.65	2,916.65	100.0	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	0.00	2,500.00	2,500.00	100.0	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	60.00	62.50	2.50	4.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	0.00	166.65	166.65	100.0	400.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	83.35	-93.05	-111.6	200.00
TOTAL ADMINISTRATION EXPENSE	81,192.46	60,910.49	-20,281.97	-33.30	404,352.59	304,552.45	-99,800.14	-32.77	730,926.00
TOTAL COMMON EXPENSES	116,468.09	101,446.33	-15,021.76	-14.81	574,665.58	507,231.65	-67,433.93	-13.29	1,217,356.00
TOTAL EXPENSES	144,797.16	125,003.82	-19,793.34	-15.83	683,646.12	625,019.10	-58,627.02	-9.38	1,500,046.00
NET INCOME (LOSS)	-20,307.55	0.00	-20,307.55	0	-60,098.17	0.00	-60,098.17	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	59,197.10	59,197.10	0.00	0.00	142,073.00
9262-0000 Utilities Interest Income	10.71	0.00	10.71	0	36.47	0.00	36.47	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 - (Ims1416)
July 2020

AS OF THE 5TH MONTH ENDING JULY 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	11,850.13	11,839.42	10.71	0.09	57,145.79	57,109.10	36.69	0.06	139,985.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,316.00	2,465.00	149.00	6.04	11,580.00	12,325.00	745.00	6.04	29,580.00
9365-0000 Electricity Windsor	1,441.00	1,615.00	174.00	10.77	7,205.00	8,075.00	870.00	10.77	19,380.00
Total Electricity - Apart.	3,757.00	4,080.00	323.00	7.92	18,785.00	20,400.00	1,615.00	7.92	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	914.25	1,691.67	777.42	45.96	7,360.26	8,458.35	1,098.09	12.98	20,300.00
9420-0000 Gas - Kensington	1,540.12	2,833.33	1,293.21	45.64	13,048.07	14,166.65	1,118.58	7.90	34,000.00
9430-0000 Gas - Windsor	1,495.55	3,060.42	1,564.87	51.13	13,365.13	15,302.10	1,936.97	12.66	36,725.00
Total Gas - Apartment	3,949.92	7,585.42	3,635.50	47.93	33,773.46	37,927.10	4,153.64	10.95	91,025.00
TOTAL UTILITIES - APARTMENT	7,706.92	11,665.42	3,958.50	33.93	52,558.46	58,327.10	5,768.64	9.89	139,985.00
NET INCOME (LOSS) UTILITIES	4,143.21	174.00	3,969.21	2,281.	4,587.33	-1,218.00	5,805.33	476.6	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	26,840.00	26,840.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	39,253.35	39,253.35	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	66.50	0.00	66.50	0	315.10	0.00	315.10	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	13,285.17	13,218.67	66.50	0.50	82,489.26	82,174.35	314.91	0.38	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	14,558.75	14,558.75	0.00	0.00	67,512.67	72,793.75	5,281.08	7.25	174,705.00
TOTAL WATER	14,558.75	14,558.75	0.00	0.00	67,512.67	72,793.75	5,281.08	7.25	174,705.00
NET INCOME (LOSS) WATER	-1,273.58	-1,340.08	66.50	4.96	14,976.59	9,380.60	5,595.99	59.65	0.00

Wings Food Truck
 Coming on
 September 6th
 Watch for posters with
 information
 Times and Menu



Sponsored by the Social Committee

Sunday, September 6, 2020

3:00 pm - 7:00 pm*

*Dependent on sales

Pay by Cash, Debit or Credit

Outdoor tables may be available, depending on weather.
 So join your bubble at the Clubhouse or enjoy at home. BYOB

Daily Specials
 Available

WINGS OUTDOOR GRILL	
Fresh never frozen jumbo wings <i>Variety of flavours</i>	\$12
Cauliflower bites <i>Variety of flavours</i>	\$12
Chicken strips and fries	\$10
Wild Salmon burger <i>Gluten free options</i>	\$10
6 oz sirloin cheese burger	\$9
Black bean veggie burger	\$8
BBQ chicken wrap	\$8
Poutine	\$8
Wasabi garlic fries	\$8
Fresh cut fries	\$6



**50/50
 Draw**

Buy 50/50 tickets
 at food truck
 when you drop
 off or pick up
 your order.

**Draw at
 7:00 pm**

No need to be present
 at draw time