

CHELSEA GARDENS - LMS 1416

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

COUNCIL MEETING MINUTES –TUESDAY, NOVEMBER 17, 2020 1:00 PM VIA ZOOM

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 – Minutes, Executive

Victor – Executive, Finance, Bring Forward, RV Committee

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

6:00 AM-3:30 PM-Most weekdays

Valerie Morris – Nights/Weekends

Phone: 3:30 PM-7:00 AM Thur. -Tuesday

(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
Doug McLeod, Emergency Planning Committee

(1) CALL TO ORDER

The meeting was called to order at 1:01 PM by Bill Zemianski, President, and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the October 20, 2020 meeting. **CARRIED**

(3) CARETAKER REPORT SEPTEMBER 2020

With most of the leaves off the trees you will soon hear the movement of feet on the roof tops and no it's not Santa, its Bogey and his boys cleaning out all the gutters. They will be hard at work for about a week starting Nov. 16th.

The Hot tub is getting closer to being opened again. We are in the final stages of getting everything organized by replacing the existing heating and cooling system which has come to the end of its cycle and needed to be fixed at a huge cost so a new heating and cooling system is going to be installed. The geothermal that is there now, and malfunctioning had too many issues when it came to fixing. We have a new Mechanical company, (First District Mechanical), and what they are offering and how they have been taking care of us goes above and beyond.

With the holiday season quickly approaching this is just a reminder that it is important to stay up to date on current Covid-19 restrictions. It will be a very different Christmas for many of us but there is a light at the end of the tunnel so staying optimistic is important. Like so many of us we are fed up and just want to hug someone and see life back to normal whatever your normal is. It is a time for us to also keep in mind that there are those that might also need some help.

With minimal activity going on in the clubhouse it is a reminder that tracking is important and to use the facility you must sign the sheets provided for your safety and ours.

Residents are slowly moving back into the condo suites that were damaged by the floods and fire and this has been a long time coming. We still have paper covering the floors and although it is unsightly it is there to protect the flooring until all the repairs have been completed.

I must once again remind Condo owners to please read what you can and can't dispose of at the compactors. Garbage that is left for us to take care of costs everyone money for additional disposal costs. If you have questions regarding materials that can be put into the blue bins or compactor, please ask. Electrical appliances are the responsibility of owners to dispose of.

We have seen a few roof leaks lately so have a look around on your ceilings and if you see something that looks like it could be a potential problem please let me know as soon as soon as possible to avoid further damage.

We have many new people moving in and to all a big Chelsea Welcome.

John

Fairly quiet this weekend, volunteers put up Christmas lights around the clubhouse.

- At the Kensington the light on the fourth floor west stairwell is out.
- The Honeywell thermostat on the Third floor is not working.
- An owner reported that her neighbors gas tank was siphoned not sure if this is accurate have not heard anything from her neighbor to verify.

Val

EMERGENCY PLANNING COMMITTEE PRESENTATION

Doug McLeod, from the Emergency Planning Committee gave Council a short presentation outlining types of notices that would be placed on units after a major disaster. The notices indicate whether or not a unit is safe, has restricted access or prohibited access based on assessments of the volunteers who will receive training in this area. The Council is supportive of this program but did ask the Strata Manager to reach out to our insurer to make sure that there are no liability concerns.

(4) FINANCIAL REPORT - ANITA

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

The Treasurer went through the finances for this month. We are doing okay but due to the age of the equipment in the complex, we are at the repair/replace stage in some areas. This could be a costly time for repairs.

The Treasurer asked Council to be aware of their spending because of the repairs that will be needed.

- b. The Strata Manager also reported on the arrears which are minimal.
- c. Status of Special Levy Authorizations:

The second payment of the assessment was due on October 15th and there are still some owners who have not paid in full. Letters have gone out with fines of \$50.00 imposed. It was **MOVED** and **SECONDED** to impose an additional fine of \$50.00 on owners where these levies remain unpaid and to consider increasing the fines at a later date. **CARRIED**

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

- a. **Thermal Scan** – The recommendations for remedial work has been ordered.
- b. **Kensington Flood** – The Strata Manager provided Council with an update on this. The independent adjuster has provided his report where he recommends subrogation against the Fire Service Company (for the first incident) and the Restoration Company (for the second incident). Our Strata Insurer will be providing the assistance of an experienced adjuster to walk the Strata Manager through this process. In terms of the repairs to the common property hallways, the Strata Manager will be putting out tenders to painting companies and carpet suppliers to secure bids to do the required work that will include the scope of work outlined in the Kensington re-decorating spending resolution. Owners should not count on this work being started until the New Year.
- c. **Mayfair Fire** – The Strata Manager provided Council an update on this incident. The individuals who had their units damaged should be contacting Ross Ruddick for guidance on how they and their insurance companies can subrogate costs to the source unit. The Strata Corporation will also be attempting subrogation subject to advice from our adjuster and insurance company. Tenders for final repairs to the common property areas will go out next week.
- d. **Water Detection Systems** – This was briefly discussed but the Telus submission did not appear to address all of our needs and will need to be clarified. This was tabled but will re-appear on future agendas once we know more.
- e. **Key and FOB Reconciliation** – This project is ongoing but, due to Covid-19 concerns, will be delayed until things improve hopefully in the spring.
- f. **Gutter Cleaning** – This project had been delayed as there were still too many leaves on the trees. With the winds anticipated for today, it will start again.
- g. **Cell Repeaters** – This item will be discussed at the Annual General Meeting in April 2021.
- h. **Apex Security to Replace Blue Mountain for FOB & EnterPhone systems maintenance**– **MOVED** and **SECONDED** to approve using Apex Security instead of Blue Mountain Services. **CARRIED**
- i. **Pump Room Now Available for Emergency Planning Committee** – With some recent de-commissioning of some old mechanical equipment by 1st District Mechanical, one pump room is now available for the Emergency Planning Committee to store their equipment.
- j. **Valerie Morris** – A review has been done and a new contract signed. Val will now have new working hours and a change in days off to be Tuesdays and Wednesdays. The Council asked the Strata Manager to clarify with John and Val who will receive after hour's phone calls on the strata cell phone.

(6) **CORRESPONDENCE**

- Correspondence from owner replying to unapproved alteration letter. The Council reviewed the submission from the owner regarding the installation of a cat door without permission. The Council notes that the only purpose for this door would be to permit the cat to exit the unit without supervision and without a leash that is required under the bylaw. It was **MOVED** and **SECONDED** to deny the owner's request to keep this installation and to require that it be removed or fines will be imposed. **CARRIED**

- Correspondence from owner regarding Trees. An owner noted that, in the October minutes, we referenced the need to do some tree removal. The owner reminded Council that Surrey does require tree cutting permits. We are only in the process of having these trees assessed and will be soliciting advice from two arborists to see if permits are required. Ideally a permit would not be required as they are quite expensive. In the meantime, these trees are causing significant damage to foundations, driveways and walkways which has and will continue to cost us a lot of money to remedy.
- Correspondence from owner with issues of unit below having excessive noise from using a clothes dryer late at night and doing so with scented dryer sheets. The Strata Manager was directed to send a letter to the unit below noting that they are in violation of the bylaws regarding noise and nuisance as well as the quiet time bylaw. It was also noted that one of the occupants' smoke in a visitor stall area and leaves cigarette butts on the ground. This will also be noted in the bylaw violation letter.
- Correspondence from Listing Realtor wishing to confirm bylaws about renting. The Strata Manager did already reply that their proposal would be contrary to the bylaws and he admonished the realtor for even asking.
- Correspondence from owner thanking crew who set up the Xmas lights with request that they be turned on prior to December 1. This led to a discussion of Council about making a Covid-19 Pandemic exception for this year **ONLY** so as to bring a little cheer to everyone and it was **MOVED** and **SECONDED** to approve an amendment to the rule that normally restricts turning on Christmas light until November 25th to permit, in 2020 only, that they can be turned on as of November 15th. **CARRIED**
- An owner had inquired as to the status of possible repairs to their driveway and Murray noted that we have not yet received the report.
- John Unger noted that, upon inspection, Jeff had discovered some extensive rot that he is now working on. He did ask about who should be covering repairs/replacement to interior carpeting and was advised by the Strata Manager that the owner will need to deal with their insurance company.
- Council received a work order noting displeasure of what is being left in the Kensington garbage area including a suitcase, electronics, Styrofoam, a baby seat and more. These items are not permitted and must be taken to proper recycling depots. The owner asked that the video footage be reviewed and the privacy officer will do so.
- An owner noted, on a submitted work-order, some loose weather-stripping on their garage door. This is an owner responsibility to repair under our bylaws.

(7) **COMMITTEE REPORTS**

▪ **APARTMENTS – NORM**

- **Mayfair** – Incredible Restorations got the drywall up in the stairwells mechanical room. All QR Coding is done.
- **Kensington** – Some of the damaged suites are starting to be repaired. All QR Coding is done in the mechanical room.
- **Windsor** – All QR Coding is done in the mechanical room. First district Mechanical seem to be doing a good job.
- The QR coding allows the company to document our equipment and keep track of it and the maintenance intervals. This information is available to council at any time.

▪ **TOWNHOUSES – MURRAY**

- Tru Level was here and looked at issues, waiting on their quote and timeline.
- Casp is done with garage doors for this year.
- Shut down and blew out the lines last week. Irrigation is done for the year (time to start replacing some valves with the age of the system).
- Getting a quote to dig and repair blockage in the TH177 drainage line.
- Some flat roof repairs done to stop leaks.

▪ **CLUBHOUSE – BILL (Opening / Closing Hours)**

- Due to the corona virus, everyone is required to wear a mask in the clubhouse and maintain a six-foot space from other people.
- All group activities and meetings have been suspended in the clubhouse. Strata Council are using Zoom to conduct meetings.
- Only a single person (or a couple living together) may be in the workshop, exercise room, pool room, library, hot tub, and mail room. Please follow the posted rules.
- Remember Chelsea Gardens is maintained as a business, and on occasion you may see contractors, council members, John, Val and Ivan closer than 6 feet apart.
- If you must talk to John or Val please use the phone 604-834-4578.
- This is a stressful time for all of us, thank you to all the residents for following the rules.
- The Council did discuss use of the exercise room and the pool table and did slightly ease the restrictions with a rule amendment: It was **MOVED** and **SECONDED** to permit two persons, whether related to each other or not, to use the exercise room and to play pool. **CARRIED**

▪ **SAFETY AND SECURITY - ASHLEY**

- Documentation Ashley created had been emailed to Apex Security, who will be servicing our FOB system now. They will then give us some estimates on materials required and labour to allow all man gates to be controlled by the clubhouse server. Doing this greatly simplifies FOB maintenance.
- The new locked key cabinet for owners (who choose to leave house keys for emergencies with our staff) has been installed in the office.
- As mentioned, as we remove all items that should not be in Electrical Rooms, the rooms will be rekeyed and access to them restricted.

• **LANDSCAPING – BOB**

Leaves are the priority for the crew. Most of the maples and Katsura trees are now bare; hopefully within the next couple weeks, the other deciduous trees will have also finished dropping their leaves. Residents are asked to keep an eye on the water drains along the roads driveways, and backyards to help keep them clear of leaves.

▪ **SOCIAL COMMITTEE – BILL**

- Barb advises that at this time, their only plan is to collect for the Christmas food hampers in the clubhouse and the three apartments.

▪ **ADMINISTRATION**

- Barry and Ashley are working on building a lockable set of storage shelves in the office. The return slot for work orders and returned keys has been moved to the door. This is to accommodate the new storage shelves.
- Bill, Doug and Ashley will be reviewing the Resident Emergency info form to determine what info we collect versus what we require.

▪ **PONDS AND FOUNTAINS – ASHLEY**

- The pump for the lower waterfall/stream is pushing a quarter of its normal output. It needs to be removed and inspected-John has mentioned this in the past. We need to inspect the impellor, clean and even maybe replace it (Murray has offered to inspect the pump). If the pump fails because of the impellor, the cost will be a lot more. This needs to be done before the weather turns too bad to deal with it. In the meantime, we have shut down the pump.
- An outdoor storage bin has been purchased to house Pond / Fountain maintenance tools. This is part of removing items from Electrical rooms that do not belong there.

▪ **EMERGENCY PREPAREDNESS** – See November Report attached to these minutes.

▪ **RV LOT – SECURITY --VICTOR**

- The RV Committee are looking at various options regarding security of the lot. There are no other items ongoing currently.

(8) **NEW BUSINESS**

- a. **Design Roofing Assessment** – Council reviewed a variety of recommendations from a recent assessment of the various roofs and, while a number of the recommendations may be worthwhile, they did ask the Strata Manager to reach out to Roy Dennis Roofing for their assessment. This will be discussed at the December Council meeting.
- b. **Integral Proposal** – The Council reviewed a proposal from Integral Services Group to do a no charge application of sanitizing surface protection in all areas of the clubhouse including the pool deck, washrooms, desks, tables, door handles, light switches, kitchen areas and any other area/surface that people may touch. The motivation behind this offer is to provide their relatives, living at Chelsea Gardens, a safe and comfortable environment in our public spaces. It was **MOVED** and **SECONDED** to approve this offer. **CARRIED**
- d. **Mouse Damage** – It was **MOVED** and **SECONDED** to approve repairs to the exterior of one unit that was caused by rodents. **CARRIED**
- e. **Fines** – After discussion of two appeals about previously imposed fines, it was **MOVED** and **SECONDED** to waive these fines. **CARRIED**
- f. **Owners Purchasing Items for Strata Without Authorization** – While volunteers are always welcome to step forward in many areas, Council does wish to remind them that any purchases to require approval in advance from Council. This allows us to stay within our budget. It is also a requirement under the strata bylaws.

- g. **Heat Detector and Smoke alarm Inspection** – The Council reviewed a quotation to do the annual inspection of smoke alarms in the apartments along with an inspection (and replacement if necessary) of heat detectors in common areas. Some of the heat detectors may be subject to a factory recall but the only way to determine whether a unit is on the recall list is to inspect it by removing it. It was **MOVED** and **SECONDED** to approve the quotation. **CARRIED**

Notices will be posted when the in-suite inspections are required.

- h. **1st District Quotations** – Council reviewed two quotations from 1st District Mechanical that offered different options for heating/cooling in the clubhouse lobby. Council determined that, in the long term, the replacing of a failed geo-thermal system with an air cooled split system would be the most cost effective and it was **MOVED** and **SECONDED** to approve that quote. **CARRIED**
- i. **Cameras** – Ashley did note that, while updated cameras with better resolution are on our wish list, the upgrades can wait until 2022.
- j. **Leak at Front Main Gate, Vehicle Entry Side** - John / Ivan to Inspect for Cause.

(9) **ADJOURNMENT**

- The meeting was adjourned at 3:41 PM. The next Council meeting is Tuesday, December 15, 2020 – 1:00 PM –it will be done via Zoom.

Ross Ruddick, Jesse Train, Shelley Melville, 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 after hours 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.***

The Strata Manager is in the process of printing a major update to the Owner’s Information Manual along with the current bylaws and rules. Once completed, these will be distributed door to door for you to insert in your Chelsea Gardens binders. They will already be 3-hole punched for your convenience.

***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 arrange for someone else to collect your mail.***

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
October 2020
AS OF THE 8TH MONTH ENDING OCTOBER 31, 2020

Page 1
11/13/2020
10:46 AM

Prepared For:
Strata Plan LMS 1416 - CRF

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

ASSETS

1025-0000 Bank - Westminster - Contingency	657,841.12
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
1106-0000 Insurance Claim Receivable	161,245.66
1109-0000 Due to Contingency from Operating	21,500.02
1109-0100 Due to CRF from Operating-Insurance	286,484.36

TOTAL ASSETS

2,727,071.16

LIABILITIES

2010-0000 Accounts Payable	169.00
2012-2500 Accrued Expenses	6,461.07

TOTAL LIABILITIES

6,630.07

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,450,185.52
3510-0000 Net Income - Current Year	270,255.57

TOTAL OWNERS' EQUITY

2,720,441.09

TOTAL LIABILITIES AND EQUITY

2,727,071.16

Date: NOV. 13/2020
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
October 2020
AS OF THE 8TH MONTH ENDING OCTOBER 31, 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,

	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	101,996.00	101,996.00	0.00	0.00	152,994.00
4010-6000 Strata Fees - Townhome	27,738.08	27,738.08	0.00	0.00	221,904.64	221,904.64	0.00	0.00	332,857.00
TOTAL	40,487.58	40,487.58	0.00	0.00	323,900.64	323,900.64	0.00	0.00	485,851.00
4031-0000 Interest Income	653.50	0.00	653.50	0	23,015.00	0.00	23,015.00	0	0.00
4031-6000 Interest Income- Insur. L	833.33	833.33	0.00	0.00	6,666.68	6,666.64	0.04	0.00	10,000.00
TOTAL	1,486.83	833.33	653.50	78.42	29,681.68	6,666.64	23,015.04	345.2	10,000.00
TOTAL INCOME	41,974.41	41,320.91	653.50	1.58	353,582.32	330,567.28	23,015.04	6.96	495,851.00
6276-2020 Kensington Interior Impr	0.00	21,187.50	21,187.50	100.0	0.00	84,750.00	84,750.00	100.0	169,500.00
6278-2020 Apt MUA Replacement	0.00	0.00	0.00	0	8,040.80	0.00	-8,040.80	0	0.00
6280-2020 Apartment Heating Syste	0.00	0.00	0.00	0	14,936.25	0.00	-14,936.25	0	0.00
TOTAL EXPS. BEFORE UTILITIES	0.00	21,187.50	21,187.50	100.0	22,977.05	84,750.00	61,772.95	72.89	169,500.00
TOWNHOUSE EXPENSES									
6342-2020 2020 Townhouse Envelo	7,182.13	6,666.67	-515.46	-7.73	48,075.20	53,333.36	5,258.16	9.86	80,000.00
6344-2020 Garage Doors	0.00	3,750.00	3,750.00	100.0	1,932.00	15,000.00	13,068.00	87.12	30,000.00
TOTAL OPERATING EXPS. - T.H.	7,182.13	10,416.67	3,234.54	31.05	50,007.20	68,333.36	18,326.16	26.82	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	7,182.13	31,604.17	24,422.04	77.27	83,326.75	153,083.36	69,756.61	45.57	279,500.00
NET INCOME (LOSS)	34,792.28	9,716.74	25,075.54	258.0	270,255.57	177,483.92	92,771.65	52.27	216,351.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
October 2020

AS OF THE 8TH MONTH ENDING OCTOBER 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	111,330.18
1025-0022 Bank - Insurance Levy	77,082.66
1027-0000 Bank - Water Surcharge	69,329.60
1028-1300 Bank - Golf Tournament Funds	3,084.26
1029-0000 Bank - Apt Utilities	17,823.62
1030-0000 Bank - Exercise Room	1,205.04
1040-0000 Bank - Social Committee	9,066.99
1200-0000 Prepaid Insurance	286,484.36
1205-0000 Prepaid Expenses	336.85
1300-0000 Accounts Receivable	6,487.01
1301-0084 A/R - Insurance Levy	6,423.73

TOTAL ASSETS

588,871.65

LIABILITIES

2010-0000 Accounts Payable	62,280.09
2014-0000 Accrued Water & Sewer	14,558.75
2017-0000 Social Committee Fund	9,066.99
2018-0000 Exercise Room	1,205.04
2019-0000 Golf Tournament Fund	3,084.26
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	21,500.02
2040-0003 Due to Contingency-Insurance	286,484.36
2170-0000 Vacation Payable	2,763.14
2250-0000 Pre-Paid Fees	43.91

TOTAL LIABILITIES

401,286.56

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	250,173.03
3400-0149 Insurance Levy Expenses	<u>-166,666.64</u>

TOTAL INSURANCE LEVY

83,506.39

3500-0000 Net Income - Prior Years	24,464.82
3510-0000 Net Income - Current Year	63,901.97
3510-2000 Net Income - Utilities	17,823.62
3510-3000 Net Income - Water & Sewer	<u>-2,111.71</u>

TOTAL OWNERS' EQUITY

187,585.09

TOTAL LIABILITIES AND EQUITY

588,871.65

Date: NOV. 13/2020
Accountant: [Signature]
Property Manager: [Signature]

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

AS OF THE 8TH MONTH ENDING OCTOBER 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	56,437.15	56,437.33	-0.18	0.00	451,497.20	451,498.64	-1.44	0.00	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-101,996.00	-101,996.00	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	462.00	291.67	170.33	58.40	3,760.00	2,333.36	1,426.64	61.14	3,500.00
4022-0000 Move in/out	0.00	66.67	-66.67	-100.0	300.00	533.36	-233.36	-43.75	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	8,804.64	8,804.64	0.00	0.00	13,207.00
TOTAL	45,250.23	45,146.75	103.48	0.23	362,365.84	361,174.00	1,191.84	0.33	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	822,386.64	822,386.64	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-221,904.64	-221,904.64	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	19,374.64	19,374.64	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	619,856.64	619,856.64	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	100.00	666.64	-566.64	-85.00	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	4,800.00	4,800.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	733.33	-733.33	-100.0	1,800.00	5,866.64	-4,066.64	-69.32	8,800.00
4055-0000 R.V. Parking	710.00	733.33	-23.33	-3.18	5,930.00	5,866.64	63.36	1.08	8,800.00
4065-0000 Interest Income	80.47	100.00	-19.53	-19.53	427.74	800.00	-372.26	-46.53	1,200.00
4066-0000 Remote Control Sale	725.00	125.00	600.00	480.0	1,345.00	1,000.00	345.00	34.50	1,500.00
4084-0000 Keys	50.00	0.00	50.00	0	70.00	0.00	70.00	0	0.00
TOTAL OTHER	2,165.47	2,374.99	-209.52	-8.82	14,472.74	18,999.92	-4,527.18	-23.83	28,500.00
TOTAL INCOME	124,897.78	125,003.82	-106.04	-0.08	996,695.22	1,000,030.56	-3,335.34	-0.33	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	1,650.00	1,666.67	16.67	1.00	13,200.00	13,333.36	133.36	1.00	20,000.00
6208-0000 Building Maint. - Apartm	125.00	4,333.33	4,208.33	97.12	12,356.53	34,666.64	22,310.11	64.36	52,000.00
6215-0000 Equipment Maint.-Apart	687.01	4,083.33	3,396.32	83.18	46,205.09	32,666.64	-13,538.45	-41.44	49,000.00
6268-0050 Elevator Maint. - Apartm	1,857.39	1,375.00	-482.39	-35.08	11,936.22	11,000.00	-936.22	-8.51	16,500.00
6275-0000 Gate & Door Maint. - Ap	1,102.50	500.00	-602.50	-120.5	3,376.51	4,000.00	-623.49	15.59	6,000.00
6279-0000 Garbage Pick-up - Apts.	2,354.06	1,990.83	-363.23	-18.25	16,272.00	15,926.64	-345.36	-2.17	23,890.00
TOTAL EXPS. BEFORE UTILITIES	7,775.96	13,949.16	6,173.20	44.25	103,346.35	111,593.28	8,246.93	7.39	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,938.47	4,750.00	2,811.53	59.19	42,186.94	38,000.00	-4,186.94	-11.02	57,000.00
6320-0000 Garbage Pick-up - Town	5,019.59	4,858.33	-161.26	-3.32	39,233.44	38,866.64	-366.80	-0.94	58,300.00
TOTAL OPERATING EXPS. - T.H.	6,958.06	9,608.33	2,650.27	27.58	81,420.38	76,866.64	-4,553.74	-5.92	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,833.33	283.33	2.39	92,589.00	94,666.64	2,077.64	2.19	142,000.00
6425-0000 Drainage Repair & Maint	0.00	416.67	416.67	100.0	975.75	3,333.36	2,357.61	70.73	5,000.00
6435-0000 Plant Replacement & Im	0.00	1,500.00	1,500.00	100.0	7,320.91	12,000.00	4,679.09	38.99	18,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	1,660.16	2,666.64	1,006.48	37.74	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	6,666.64	6,666.64	100.0	10,000.00
TOTAL LANDS. & GROUNDS	11,550.00	14,916.66	3,366.66	22.57	102,545.82	119,333.28	16,787.46	14.07	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	707.07	1,833.33	1,126.26	61.43	12,383.07	14,666.64	2,283.57	15.57	22,000.00
6515-0000 Equipment Rep. & Maint	2,819.16	1,416.67	-1,402.49	-99.00	5,206.52	11,333.36	6,126.84	54.06	17,000.00
6520-0000 Supplies Equipment - Co	0.00	666.67	666.67	100.0	4,542.79	5,333.36	790.57	14.82	8,000.00
6525-0000 Supplies Maintenance-C	0.00	250.00	250.00	100.0	1,882.54	2,000.00	117.46	5.87	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	276.40	333.36	56.96	17.09	500.00
6535-0000 Enterphone and Security	37.14	625.00	587.86	94.06	9,112.71	5,000.00	-4,112.71	-82.25	7,500.00
6560-0000 Gate Repair & Maint. - C	0.00	250.00	250.00	100.0	2,169.84	2,000.00	-169.84	-8.49	3,000.00
6565-0000 Pest Control - Common	372.49	583.33	210.84	36.14	6,875.30	4,666.64	-2,208.66	-47.33	7,000.00
TOTAL REPAIR & MAINT.	3,935.86	5,666.67	1,730.81	30.54	42,449.17	45,333.36	2,884.19	6.36	68,000.00
UTILITIES									

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

AS OF THE 8TH MONTH ENDING OCTOBER 31, 2020

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6576-0000 Electricity	168.00	257.50	89.50	34.76	1,394.00	2,060.00	666.00	32.33	3,090.00
6577-0000 Electricity Ponds - Com	407.00	429.17	22.17	5.17	3,406.00	3,433.36	27.36	0.80	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	5,240.00	5,800.00	560.00	9.66	8,700.00
6595-0000 Telephone Caretaker	147.80	141.67	-6.13	-4.33	998.95	1,133.36	134.41	11.86	1,700.00
TOTAL UTILITIES	1,377.80	1,553.34	175.54	11.30	11,038.95	12,426.72	1,387.77	11.17	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	1,212.98	1,000.00	-212.98	-21.30	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	568.00	620.00	52.00	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	71.00	202.50	131.50	64.94	1,780.98	1,620.00	-160.98	-9.94	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	50.00	1,000.00	950.00	95.00	4,646.90	8,000.00	3,353.10	41.91	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	3,106.99	1,500.00	-1,606.99	-107.1	10,973.70	12,000.00	1,026.30	8.55	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	90.00	175.00	85.00	48.57	435.00	1,400.00	965.00	68.93	2,100.00
6720-0000 Guest Suites Telephone-	50.67	66.67	16.00	24.00	405.36	533.36	128.00	24.00	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	1,380.03	2,000.00	619.97	31.00	3,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	167.67	1,000.00	832.33	83.23	1,500.00
6735-0000 Pool Repair & Maint.-Re	0.00	708.33	708.33	100.0	3,205.52	5,666.64	2,461.12	43.43	8,500.00
6740-0000 Pool Supplies & Chemic	0.00	375.00	375.00	100.0	2,133.41	3,000.00	866.59	28.89	4,500.00
6750-0000 Cleaning Supplies-Rec.	0.00	200.00	200.00	100.0	1,463.56	1,600.00	136.44	8.53	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	666.64	666.64	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,721.00	2,000.00	279.00	13.95	14,413.00	16,000.00	1,587.00	9.92	24,000.00
6765-0000 Gas - Rec. Centre	1,186.90	1,250.00	63.10	5.05	6,919.90	10,000.00	3,080.10	30.80	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	6,205.56	7,733.33	1,527.77	19.76	46,144.05	61,866.64	15,722.59	25.41	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,342.74	5,355.00	12.26	0.23	40,842.70	42,840.00	1,997.30	4.66	64,260.00
6830-0000 Caretaker Assistant Wag	1,694.86	1,625.00	-69.86	-4.30	12,309.63	13,000.00	690.37	5.31	19,500.00
6865-0000 R. C. Janitor Wages and	1,039.50	1,875.00	835.50	44.56	2,861.25	15,000.00	12,138.75	80.93	22,500.00
6875-0000 Payroll Costs	916.07	916.67	0.60	0.07	7,204.86	7,333.36	128.50	1.75	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	1,000.00	1,000.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	8,993.17	9,896.67	903.50	9.13	63,218.44	79,173.36	15,954.92	20.15	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	266.64	266.64	100.0	400.00
6915-0000 Supplies	226.10	91.67	-134.43	-146.6	327.50	733.36	405.86	55.34	1,100.00
6920-0000 Telephone & Cable - Offi	389.34	441.67	52.33	11.85	3,114.72	3,533.36	418.64	11.85	5,300.00
TOTAL OFFICE EXPENSES	615.44	566.67	-48.77	-8.61	3,442.22	4,533.36	1,091.14	24.07	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,580.09	3,333.36	-246.73	-7.40	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	530.00	2,066.64	1,536.64	74.35	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	203.49	666.64	463.15	69.48	1,000.00
6984-0000 Postage and Printing	1,217.53	1,433.33	215.80	15.06	12,194.60	11,466.64	-727.96	-6.35	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	133.36	133.36	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	572,968.64	406,302.00	-166,666.64	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	6,666.68	6,666.64	-0.04	0.00	10,000.00
6992-0025 Insurance Offset	-62,499.99	0.00	62,499.99	0	-166,666.64	0.00	166,666.64	0	0.00
7000-0000 Management Fees	5,901.92	5,901.92	0.00	0.00	47,215.36	47,215.36	0.00	0.00	70,823.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	327.00	266.64	-60.36	-22.64	400.00
7020-0000 Security - Admin.	0.00	583.33	583.33	100.0	0.00	4,666.64	4,666.64	100.0	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	25.17	4,000.00	3,974.83	99.37	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	95.00	100.00	5.00	5.00	150.00
7030-0000 Strata Web Site	91.10	33.33	-57.77	-173.3	91.10	266.64	175.54	65.83	400.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	133.36	-43.04	-32.27	200.00
TOTAL ADMINISTRATION EXPENSE	17,174.97	60,910.49	43,735.52	71.80	477,406.89	487,283.92	9,877.03	2.03	730,926.00
TOTAL COMMON EXPENSES	49,923.80	101,446.33	51,522.53	50.79	748,026.52	811,570.64	63,544.12	7.83	1,217,356.00
TOTAL EXPENSES	64,657.82	125,003.82	60,346.00	48.28	932,793.25	1,000,030.56	67,237.31	6.72	1,500,046.00
NET INCOME (LOSS)	60,239.96	0.00	60,239.96	0	63,901.97	0.00	63,901.97	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	94,715.36	94,715.36	0.00	0.00	142,073.00
9262-0000 Utilities Interest Income	20.23	0.00	20.23	0	87.28	0.00	87.28	0	0.00

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

AS OF THE 8TH MONTH ENDING OCTOBER 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>
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-2,087.78	-2,088.00	0.22	0.01	-2,088.00
Total Apartment Utilities	11,859.65	11,839.42	20.23	0.17	92,714.86	92,627.36	87.50	0.09	139,985.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,470.00	2,465.00	-5.00	-0.20	18,682.00	19,720.00	1,038.00	5.26	29,580.00
9365-0000 Electricity Windsor	1,539.00	1,615.00	76.00	4.71	11,626.00	12,920.00	1,294.00	10.02	19,380.00
Total Electricity - Apart.	4,009.00	4,080.00	71.00	1.74	30,308.00	32,640.00	2,332.00	7.14	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	909.40	1,691.67	782.27	46.24	10,059.20	13,533.36	3,474.16	25.67	20,300.00
9420-0000 Gas - Kensington	1,552.39	2,833.33	1,280.94	45.21	17,353.47	22,666.64	5,313.17	23.44	34,000.00
9430-0000 Gas - Windsor	1,334.68	3,060.42	1,725.74	56.39	17,170.57	24,483.36	7,312.79	29.87	36,725.00
Total Gas - Apartment	3,796.47	7,585.42	3,788.95	49.95	44,583.24	60,683.36	16,100.12	26.53	91,025.00
TOTAL UTILITIES - APARTMENT	7,805.47	11,665.42	3,859.95	33.09	74,891.24	93,323.36	18,432.12	19.75	139,985.00
NET INCOME (LOSS) UTILITIES	4,054.18	174.00	3,880.18	2,229.	17,823.62	-696.00	18,519.62	2,660.	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	42,944.00	42,944.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	62,805.36	62,805.36	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	55.89	0.00	55.89	0	453.35	0.00	453.35	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	13,274.56	13,218.67	55.89	0.42	122,283.52	121,830.36	453.16	0.37	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	27,765.06	14,558.75	-13,206.31	-90.71	124,395.23	116,470.00	-7,925.23	-6.80	174,705.00
TOTAL WATER	27,765.06	14,558.75	-13,206.31	-90.71	124,395.23	116,470.00	-7,925.23	-6.80	174,705.00
NET INCOME (LOSS) WATER	-14,490.50	-1,340.08	-13,150.42	-981.3	-2,111.71	5,360.36	-7,472.07	-139.3	0.00



CHELSEA GARDENS EMERGENCY PREPAREDNESS

November 2020

Communication and Transportation Team

During any emergency, the Communication and Transportation Team is a vital link to provide information to the other emergency teams and to our residents.

The leader of this team is Arvilla Schneider and the other members are Beth Campbell, Esther Jonasson, Gladys Bittner, and Marj Evans. The team meets monthly and together they help design and implement ongoing emergency Communication and Transportation programs to serve the needs of the Chelsea Gardens community.

In the area of communications, they keep our mobile radios charged and practice using them to keep contact within the team. In a real disaster telephone lines and cell towers might not be in service so the team will be acquiring a "ham radio" system and two radio operators will get their "ham radio" license training for this task. The team has set up protocols and checklists to prioritize their responsibilities so they can work smoothly with the other teams during an emergency.

In the case of a real event, they will be present at the front doors of the clubhouse to respond to concerns and to direct volunteers to where they are needed. This team will also be the contact with responders from outside agencies so updated lists must be maintained.

Concerning the transportation aspect, in a real disaster situation the assumption will be that no outside emergency services are available so a seriously injured person would require transportation from Chelsea Gardens to a hospital. This might involve the use of our own in-house wheelchairs or stretchers as well as the organization of vehicles to transport the resident. The team is also assembling a database of residents willing to volunteer to take in another resident whose unit has been heavily damaged and uninhabitable.

If you have any of the skills indicated above, or would like to acquire some of them, please contact the team leader Arvilla Schneider in Townhouse#148 and discuss joining the team. Your help would be appreciated.

Personal Preparedness Team

The former leader of the Personal Preparedness Team, Patricia Lynn, has stepped back from this role, and we thank her VERY MUCH for her efforts over the past 3 years as we got the Emergency Preparedness Program up and running at Chelsea. We are in need of a new volunteer to take on this role, which is basically to lead the team as it helps our Chelsea residents to become better prepared for all types of emergency situations that could occur, from fires and floods to earthquakes. For further information on this role, and/or to volunteer for it, please contact Doug McLeod, the overall program leader, at 778-591-3999 (home)

CHELSEA GARDENS EMERGENCY PREPAREDNESS VOLUNTEER TEAMS --- Leadership Team, First Aid Team, Utilities & Fire Suppression Team, Damage Assessment / Search & Rescue Team, Care & Shelter Team. Pet Care Team. Communications & Transportation Team. Personal Preparedness Team

MANDATORY MASK WEARING NOW IN EFFECT

Based on the order of the Chief Medical Health Officer of BC, Masks are now required in all public buildings and this does included strata corporations. Please wear one when in the clubhouse, halls, lobbies, elevators and garbage areas in the parking garages. Thank you for your cooperation with this new requirement. Stay safe everyone.



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 common areas.
- ✚ 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.
- ✚ Until the current order from Bonnie Henry is eased, your “bubble” is limited to residents of your unit. The only exception is if you live alone and then you are permitted one outsider who must be the same person.
- ✚ 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 updates from Dr. Bonnie Henry.
- ✚ If hosting a driveway or backyard party, maintain six-foot distancing and do not have shared food or snacks.