

**CHELSEA GARDENS - LMS 1416**

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

**COUNCIL MEETING MINUTES –TUESDAY, DECEMBER 15, 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 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:**

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 1:04 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 November 17, 2020 meeting. **CARRIED**

**(3) CARETAKER REPORT SEPTEMBER 2020**

December and what a start it has been. I keep praying for snow. The De-icer is out and snow shovels in place outside the condos and clubhouse and still no sign of the white stuff. With all the Covid requirements in place, it's a year most of us will want to forget which makes me wonder why we had to turn our clocks back and add another hour of 2020.

The drain issue outside of TH 177 / 178 has been repaired and once again the problem was caused by roots in the system.

The stream is once again running as it should and it was discovered that the volume of water was reduced because four large rocks had been sucked up into the intake. The well has been cleaned out and a wall built up to prevent rocks from going in. The reflection pond also had to have a motor replaced and is also up and running now. Thanks to Murray Hill for taking the motor of the stream apart and doing the repairs. This saved us \$.

Big thanks to volunteers that put up the Christmas lights. They look great as they run from one end of the complex through to the reflection pond. Also, a big thanks to the Social Committee for decorating the clubhouse so nicely. I won't be sitting on Santa's knee this year but that might not be a bad thing since I've gained five pounds and might

be too much for his tired old knees.

The new heating and cooling system is being installed in the clubhouse which means that the hot tub can once again be heated and there for your therapy sessions before Christmas. It was necessary considering all the issues we had with the geothermal. District Mechanical who has taken over from Trotter Morten, is doing a great job and I will say that we have never had better communication than we have currently. They give extensive reports, are punctual and have found many former issues and corrected them. Thanks to Brock and Travis for their efforts in making it so.

If someone is wondering about water pressure in their units, we do have a gauge that we can hook up and test. If you use wipes, please do not put them down the toilet. They do not dissolve and have caused some issues lately.

The office in the clubhouse has reached the 95% completion and a big thanks to Barry Miller for all the work that he did to give us proper storage.

Just a reminder that if you see the ants back to give a call and we can either do an in-house treatment or if the problem is greater than what we can take care of, Atlas Pest control will be called.

I will be on Vacation starting December 25 for two weeks so to all of you, a Merry Christmas and Happy New Year.

John.

#### **(4) FINANCIAL REPORT - ANITA**

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

The Treasurer reminded council that it is in good practice to let the Treasurer know when spending so they are not caught off guard when receipts come in and so we can keep within our budget. It also stops two different people from purchasing the same items. Victor has had this happen on a few occasions.

Council as a group are responsible for all expenditures for the strata corporation. The Treasurer monitors and advises councilors where things stand financially for each area and the overall status of the funds, especially when unexpected expenditures happen due to unexpected failures of systems that have to be repaired/replaced.

Council would like to thank the many volunteers for helping to hand out the new owner's manual and rules/bylaws. We were successful at not having to mail any, as there were only ten left. If you were not home, or are a new owner you may pick them up at the office in the clubhouse. Estimated saving of \$2500.00

The Treasurer asked each Council member to compile their proposed spending plans and bring them to the next meeting so that the budget can be worked on.

- b. The Strata Manager also reported on the arrears which are minimal.
- c. Status of Special Levy Authorizations: One owner remains in arrears and the Council directed that CrossRoads follow-up.

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

- a. **Kensington Flood** – The Strata Manager updated Council on the status of this incident. He noted that our independent adjuster is not yet confident about the likelihood of successful subrogation but,

she does welcome input from the subrogation departments of the insurers for each of the impacted units. Those owners are requested to have their insurance adjusters contact Ross Ruddick. Regardless of that process, we have engaged a project manager who will pull together quotations for painting and carpeting and, upon awarding the contract(s), will oversee the work to completion. Owners are advised that we will not commence this work until after Christmas as we do not wish to disrupt the holidays.

- b. **Mayfair Fire** – The Strata Manager indicated that subrogation, by way of an assessment to the source unit, should be successful. He added that, because the City of Surrey is insisting on an electrical permit for that unit and because they are quoting 12 to 16 weeks for issuing this permit, those owners will not be able to return to their unit for quite a while. Ross has asked our common area restoration to try to assist. Common area repairs are, fortunately, quite minimal and the same project manager will oversee those repairs.
- c. **Gutter Cleaning** – This project has been completed to Council's satisfaction.
- d. **Townhouse Concrete repairs to one unit** – Murray is still waiting for a quotation.
- e. **Clubhouse Sanitization by Integral** – Council and staff were very impressed with the free sanitization provided by Integral., noting that it is expected to be effective for one year. Integral offered a discounted price to do all three apartments and it was **MOVED / SECONDED** to enlist Integral to sanitize all three apartments at a cost of \$2,000.00. **CARRIED**

## (6) CORRESPONDENCE

- Correspondence from Owner regarding a few items: rodents, fireplace and lighting in storage locker. John advised that sufficient bait traps are in place for the rodent activity. He indicated that he will attempt to re-light her fireplace pilot light but, if that doesn't work, the owner will need to bring in a fireplace service company. One contractor, recently used with great satisfaction by many Chelsea owners is Klayne at: 604-727-4502. Norm will investigate the lighting in the locker room.
- Correspondence from Owner disputing council's decision regarding an alteration to an exterior door. – The Council will not reverse their decision and directed the Strata Manager to correspond with the owner.
- Correspondence from Owner with a noise complaint/concern and from the occupants who received the bylaw violation letter. The Council is satisfied that this has been resolved.

## (7) COMMITTEE REPORTS

### ▪ **APARTMENTS – NORM**

District Mechanical have completed their maintenance checks of the mechanical rooms and had some issues to deal with. Some of the units in the Kensington that were affected by the flood are just about ready for the people to move back in. Units in the Mayfair affected by the flood repairs are ongoing. In the Windsor we have a bit of a problem with residents parking in Visitor parking stalls.

Owners in all of the apartments are reminded that we do need your parking survey sheets returned. Overall, the return rate has been good, but some remain outstanding. The parking survey will allow us to verify that owners have and are using their correct stalls. It will also confirm availability of strata rental stalls.

- **TOWNHOUSES – MURRAY**

Irrigation is shut down for the season, we will be purchasing supplies for next year as we are low on some supplies. We also need to purchase two new front tires for the tractor.

Jeff installed proper drainage at the front of townhouse 178, broke up and replaced one panel on the walkway. He also poured a panel on the entrance of townhouse 177.

We might have to wait until spring for driveway repairs at townhouse 208. We are still waiting for a price and time from Tru-Level for driveway and walkway repairs.

Ongoing repairs to be done at electrical room 13 (will be less expensive to give this work to Jeff from MorInventive and Jonathan from Stable Electrical.

- **CLUBHOUSE – BILL**

Council concurs with the thanks expressed by John's report about the volunteers who worked on the office. The clubhouse office renovations are now complete and will make the area much more efficient.

The rules for using the clubhouse facilities have been changed a few times. Thank you, to all the residents who use the facilities and for following the rules.

Thank you to the Social Committee for decorating the clubhouse it looks stunning as usual. Thank you to the many volunteers for the beautiful Christmas decorating of the grounds and the apartments, the complex looks amazing.

We have had a difficult time these past nine months, thankfully the government has approved a vaccine, for the corona virus. Hopefully by fall we will once again be able to participate in the various activities we have enjoyed at Chelsea Gardens. Until then, please follow the rules as stated by Dr. Bonnie Henry. (BC Chief Medical Officer)

Council noted that some owners are booking the gym by using the sign-up sheet but then not showing up. Please do not book the gym unless you are certain to use it. If you do book the gym and then decide to cancel, please return to the clubhouse to stroke out your name as this will allow others to book and eliminate the need of contact tracing of any no-shows.

- **SAFETY AND SECURITY - ASHLEY**

Ashley & Zenon replaced the defective door strike to the Spa.

We are waiting to get an estimate quote from Apex Security for some changes to the FOB System. Doug has now decided against using lockable boxes to house the Walkie-talkies. He will hand them out to key Emergency Team members instead. Once this is done, we will have the rooms re-keyed.

- **LANDSCAPING – BOB**

Now that the leaves have mostly dropped, the crew is doing detailed leaf and debris removal behind all the buildings. They also removed debris from the stream area while it was dry. As a point of interest, during the peak of the fall season they can remove as much as three tons of leaves per week from Chelsea Gardens.

While they are going around the complex, they've been asked to report anything they see wrong, out of place, or damaged. Soon they will start trimming hedges, bushes, and low-lying branches. They will be doing detailed clean up in the garden areas in front of buildings in January, once the Christmas decorations are put away.

Over the next few weeks, they may be on site just one day a week as statutory holidays disrupt their normal work week.

Owners should be aware that tree roots are causing major problems by growing into drain lines and lifting concrete. Recently we have had extra expenses of at least \$2600.00 because of this.

- **SOCIAL COMMITTEE – BILL**

Due to the corona virus, there are none of the usual seasonal activities planned. The Social Committee did submit a flyer (attached) to celebrate Christmas day and New Years by a little pot banging.

- **ADMINISTRATION** – The Strata Manager reported some additions to Val's duties and, after a discussion with Council, he will be talking to John about getting some certainty on his work week.

Barry Miller has completed the Office Cupboard, Lockable Cabinet and Desk for the office and he and Ashley have installed the units.

- **PONDS AND FOUNTAINS – ASHLEY**

The stream pump was removed, inspected and cleaned by our resident pump expert, Murray. Root cause of the problem was rocks ingested into the impellor housing. It was deemed to be serviceable after that and has been put back. Thank you, Murray.

The Reflection Pond pump died due to being overworked. Jonathan has replaced the pump with a higher capacity pump.

- **EMERGENCY PREPAREDNESS** – See December Report attached to these minutes.

- **RV LOT – SECURITY –VICTOR** – There is nothing new to report. He remains in contact with the RV Committee about allocation of spots.

**(8) NEW BUSINESS**

- a. **Non-Resident Cars** – The Council and Strata Manager discussed non-residents and strata rental stalls and it was confirmed by Council that we will not rent extra stalls to non-residents. One non resident who has been doing so will be required to vacate the space in the Mayfair.
- b. **Mayfair Leak Damaging Vehicle Gate** – This has been successfully dealt with.
- c. **Electrical Room #13** – It was **MOVED/SECONDED** to have the required work done by MorInventive and Stable Electrical. There may be a full day power outage at a number of townhouse but they will be informed prior to the shutdown.

**CARRIED**

- c. **AED and CRP List Updated** – The updated list has been posted in the Clubhouse.
- e. **Christmas Light Committee** – Bob Hyde has agreed to head up a committee of volunteer owners to discuss the plans for Christmas lighting in the fall of 2021 and to determine if they need budgeted funds for replacing old strings. Owners interested in volunteering for this committee are asked to contact Bob. This did lead to a discussion about the current rule that requires Christmas lights to be turned off and taken down by January 15<sup>th</sup>. Council felt that the current pandemic calls for some latitude to brighten up everyone's spirit and it was **MOVED/SECONDED** to amend this rule for 2021 **only** and allow lights to remain up and in use until January 31, 2021. **CARRIED**
- f. **Insurance Industry Update** – Ross updated Council on a number of significant changes in the Strata insurance market that may have a positive impact on the renewal next year. The Government has mandated that all renewals be provided to strata corporations at least 35 days prior to expiry and that all brokers must disclose the commissions earned on a policy. More significantly, the industry has moved away from the practice of "best terms" which was among the many recommendations made to the Minister of Housing in a letter sent to her by Ross in the spring. He noted that, while some underwriters continue to leave the market, CrossRoads has expanded the number of Brokers that may be available to supply quotations for the policy. There may yet be other changes in legislation and the government report is expected prior to year-end.
- g. **Roofing Recommendations** – Council did receive two separate recommendations and quotations for maintenance repairs to both flat and sloped roofs and they were asked to review those for the next meeting.
- h. **Water into one apartment** – One unit is experiencing interior damage and repairs to a roof area did not resolve the issue. We are now having the adjacent catch basin cleaned out as a possible source.

**(9) ADJOURNMENT**

- The meeting was adjourned at 3:12 PM. The next Council meeting is Tuesday, January 19, 2021 at 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.***

***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 - Operations - 02 - (lms1416)**  
**November 2020**

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11:48 AM

**AS OF THE 9TH MONTH ENDING NOVEMBER 30, 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 | 133,694.36 |
| 1025-0022 Bank - Insurance Levy         | 58,819.14  |
| 1027-0000 Bank - Water Surcharge        | 82,612.73  |
| 1028-1300 Bank - Golf Tournament Funds  | 3,086.67   |
| 1029-0000 Bank - Apt Utilities          | 25,677.30  |
| 1030-0000 Bank - Exercise Room          | 1,205.98   |
| 1040-0000 Bank - Social Committee       | 9,074.07   |
| 1200-0000 Prepaid Insurance             | 214,863.28 |
| 1205-0000 Prepaid Expenses              | 168.41     |
| 1300-0000 Accounts Receivable           | 6,351.45   |
| 1301-0084 A/R - Insurance Levy          | 3,905.19   |

**TOTAL ASSETS**

539,675.93

**LIABILITIES**

|                                        |            |
|----------------------------------------|------------|
| 2010-0000 Accounts Payable             | 77,576.89  |
| 2014-0000 Accrued Water & Sewer        | 14,558.75  |
| 2017-0000 Social Committee Fund        | 9,074.07   |
| 2018-0000 Exercise Room                | 1,205.98   |
| 2019-0000 Golf Tournament Fund         | 3,086.67   |
| 2035-0000 Security Deposits            | 300.00     |
| 2040-0000 Due to Contingency           | 20,666.69  |
| 2040-0003 Due to Contingency-Insurance | 214,863.28 |
| 2170-0000 Vacation Payable             | 3,137.18   |
| 2250-0000 Pre-Paid Fees                | 64.49      |

**TOTAL LIABILITIES**

344,534.00

**OWNERS' EQUITY**

**INSURANCE LEVY**

|                                   |             |
|-----------------------------------|-------------|
| 3400-0148 Insurance Levy Income   | 250,224.30  |
| 3400-0149 Insurance Levy Expenses | -187,499.97 |

**TOTAL INSURANCE LEVY**

62,724.33

|                                      |           |
|--------------------------------------|-----------|
| 3500-0000 Net Income - Prior Years   | 20,942.41 |
| 3510-0000 Net Income - Current Year  | 85,881.70 |
| 3510-2000 Net Income - Utilities     | 14,422.07 |
| 3510-3000 Net Income - Water & Sewer | 11,171.42 |

**TOTAL OWNERS' EQUITY**

195,141.93

**TOTAL LIABILITIES AND EQUITY**

539,675.93

Date: Dec 10/2020  
Accountant: [Signature]  
Property Manager: [Signature]

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**November 2020**

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12/10/2020  
11:48 AM

**AS OF THE 9TH MONTH ENDING NOVEMBER 30, 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              |
|----------------------------------------|-------------------|-------------------|------------------|---------------|---------------------|---------------------|------------------|---------------|---------------------|
| <b>INCOME</b>                          |                   |                   |                  |               |                     |                     |                  |               |                     |
| 4010-0000 Strata Fees                  | 56,437.15         | 56,437.33         | -0.18            | 0.00          | 507,934.35          | 507,935.97          | -1.62            | 0.00          | 677,248.00          |
| 4012-0000 CRF Strata Fees - Apart      | -12,749.50        | -12,749.50        | 0.00             | 0.00          | -114,745.50         | -114,745.50         | 0.00             | 0.00          | -152,994.00         |
| 4013-0000 Fines                        | 250.00            | 0.00              | 250.00           | 0             | 250.00              | 0.00                | 250.00           | 0             | 0.00                |
| 4015-0000 Parking & Scooter Parki      | 487.00            | 291.67            | 195.33           | 66.97         | 4,247.00            | 2,625.03            | 1,621.97         | 61.79         | 3,500.00            |
| 4022-0000 Move in/out                  | 200.00            | 66.67             | 133.33           | 199.9         | 500.00              | 600.03              | -100.03          | -16.67        | 800.00              |
| 4025-0000 Prior Year Surplus (Defic    | 1,100.58          | 1,100.58          | 0.00             | 0.00          | 9,905.22            | 9,905.22            | 0.00             | 0.00          | 13,207.00           |
| <b>TOTAL</b>                           | <b>45,725.23</b>  | <b>45,146.75</b>  | <b>578.48</b>    | <b>1.28</b>   | <b>408,091.07</b>   | <b>406,320.75</b>   | <b>1,770.32</b>  | <b>0.44</b>   | <b>541,761.00</b>   |
| 4030-0000 Strata Fees                  | 102,798.33        | 102,798.33        | 0.00             | 0.00          | 925,184.97          | 925,184.97          | 0.00             | 0.00          | 1,233,580.00        |
| 4032-0000 CRF Strata Fees - Town       | -27,738.08        | -27,738.08        | 0.00             | 0.00          | -249,642.72         | -249,642.72         | 0.00             | 0.00          | -332,857.00         |
| 4037-0000 Prior Year Surplus           | 2,421.83          | 2,421.83          | 0.00             | 0.00          | 21,796.47           | 21,796.47           | 0.00             | 0.00          | 29,062.00           |
| <b>TOTAL</b>                           | <b>77,482.08</b>  | <b>77,482.08</b>  | <b>0.00</b>      | <b>0.00</b>   | <b>697,338.72</b>   | <b>697,338.72</b>   | <b>0.00</b>      | <b>0.00</b>   | <b>929,785.00</b>   |
| <b>OTHER</b>                           |                   |                   |                  |               |                     |                     |                  |               |                     |
| 4040-0000 Rental - Fireside Lounge     | 0.00              | 83.33             | -83.33           | -100.0        | 100.00              | 749.97              | -649.97          | -86.67        | 1,000.00            |
| 4045-0000 Rental - Caretaker Suite     | 600.00            | 600.00            | 0.00             | 0.00          | 5,400.00            | 5,400.00            | 0.00             | 0.00          | 7,200.00            |
| 4050-0000 Rental - Guest Suites        | 0.00              | 733.33            | -733.33          | -100.0        | 1,800.00            | 6,599.97            | -4,799.97        | -72.73        | 8,800.00            |
| 4055-0000 R.V. Parking                 | 685.00            | 733.33            | -48.33           | -6.59         | 6,615.00            | 6,599.97            | 15.03            | 0.23          | 8,800.00            |
| 4065-0000 Interest Income              | 108.71            | 100.00            | 8.71             | 8.71          | 536.45              | 900.00              | -363.55          | -40.39        | 1,200.00            |
| 4066-0000 Remote Control Sale          | 330.00            | 125.00            | 205.00           | 164.0         | 1,675.00            | 1,125.00            | 550.00           | 48.89         | 1,500.00            |
| 4084-0000 Keys                         | -40.00            | 0.00              | -40.00           | 0             | 30.00               | 0.00                | 30.00            | 0             | 0.00                |
| <b>TOTAL OTHER</b>                     | <b>1,683.71</b>   | <b>2,374.99</b>   | <b>-691.28</b>   | <b>-29.11</b> | <b>16,156.45</b>    | <b>21,374.91</b>    | <b>-5,218.46</b> | <b>-24.41</b> | <b>28,500.00</b>    |
| <b>TOTAL INCOME</b>                    | <b>124,891.02</b> | <b>125,003.82</b> | <b>-112.80</b>   | <b>-0.09</b>  | <b>1,121,586.24</b> | <b>1,125,034.38</b> | <b>-3,448.14</b> | <b>-0.31</b>  | <b>1,500,046.00</b> |
| 6030-0000 Apt Janitor/Contract Ser     | 1,650.00          | 1,666.67          | 16.67            | 1.00          | 14,850.00           | 15,000.03           | 150.03           | 1.00          | 20,000.00           |
| 6208-0000 Building Maint. - Apartm     | 767.98            | 4,333.33          | 3,565.35         | 82.28         | 13,124.51           | 38,999.97           | 25,875.46        | 66.35         | 52,000.00           |
| 6215-0000 Equipment Maint.-Apart       | 5,797.51          | 4,083.33          | -1,714.18        | -41.98        | 52,002.60           | 36,749.97           | -15,252.63       | -41.50        | 49,000.00           |
| 6268-0050 Elevator Maint. - Apartm     | 1,365.39          | 1,375.00          | 9.61             | 0.70          | 13,301.61           | 12,375.00           | -926.61          | -7.49         | 16,500.00           |
| 6275-0000 Gate & Door Maint. - Ap      | 399.00            | 500.00            | 101.00           | 20.20         | 3,775.51            | 4,500.00            | 724.49           | 16.10         | 6,000.00            |
| 6279-0000 Garbage Pick-up - Apts.      | 1,911.42          | 1,990.83          | 79.41            | 3.99          | 18,183.42           | 17,917.47           | -265.95          | -1.48         | 23,890.00           |
| <b>TOTAL EXPS. BEFORE UTILITIES</b>    | <b>11,891.30</b>  | <b>13,949.16</b>  | <b>2,057.86</b>  | <b>14.75</b>  | <b>115,237.65</b>   | <b>125,542.44</b>   | <b>10,304.79</b> | <b>8.21</b>   | <b>167,390.00</b>   |
| <b>TOWNHOUSE EXPENSES</b>              |                   |                   |                  |               |                     |                     |                  |               |                     |
| 6315-0000 Building Maint. - Townho     | -8,095.35         | 4,750.00          | 12,845.35        | 270.4         | 34,091.59           | 42,750.00           | 8,658.41         | 20.25         | 57,000.00           |
| 6320-0000 Garbage Pick-up - Town       | 4,437.83          | 4,858.33          | 420.50           | 8.66          | 43,671.27           | 43,724.97           | 53.70            | 0.12          | 58,300.00           |
| <b>TOTAL OPERATING EXPS. - T.H.</b>    | <b>-3,657.52</b>  | <b>9,608.33</b>   | <b>13,265.85</b> | <b>138.0</b>  | <b>77,762.86</b>    | <b>86,474.97</b>    | <b>8,712.11</b>  | <b>10.07</b>  | <b>115,300.00</b>   |
| <b>COMMON EXPENSES</b>                 |                   |                   |                  |               |                     |                     |                  |               |                     |
| <b>LANDSCAPING &amp; GROUNDS</b>       |                   |                   |                  |               |                     |                     |                  |               |                     |
| 6415-0000 Landscape Contract           | 11,550.00         | 11,833.33         | 283.33           | 2.39          | 104,139.00          | 106,499.97          | 2,360.97         | 2.22          | 142,000.00          |
| 6425-0000 Drainage Repair & Maint      | 1,630.24          | 416.67            | -1,213.57        | -291.2        | 2,605.99            | 3,750.03            | 1,144.04         | 30.51         | 5,000.00            |
| 6435-0000 Plant Replacement & Im       | 0.00              | 1,500.00          | 1,500.00         | 100.0         | 7,320.91            | 13,500.00           | 6,179.09         | 45.77         | 18,000.00           |
| 6440-0000 Irrigation System            | 422.60            | 333.33            | -89.27           | -26.78        | 2,082.76            | 2,999.97            | 917.21           | 30.57         | 4,000.00            |
| 6455-0000 Snow Removal                 | 0.00              | 833.33            | 833.33           | 100.0         | 0.00                | 7,499.97            | 7,499.97         | 100.0         | 10,000.00           |
| <b>TOTAL LANDS. &amp; GROUNDS</b>      | <b>13,602.84</b>  | <b>14,916.66</b>  | <b>1,313.82</b>  | <b>8.81</b>   | <b>116,148.66</b>   | <b>134,249.94</b>   | <b>18,101.28</b> | <b>13.48</b>  | <b>179,000.00</b>   |
| <b>REPAIR &amp; MAINTENANCE- GENER</b> |                   |                   |                  |               |                     |                     |                  |               |                     |
| 6510-0000 Repair & Maintenance         | 1,206.16          | 1,833.33          | 627.17           | 34.21         | 13,589.23           | 16,499.97           | 2,910.74         | 17.64         | 22,000.00           |
| 6515-0000 Equipment Rep. & Maint       | 363.41            | 1,416.67          | 1,053.26         | 74.35         | 5,569.93            | 12,750.03           | 7,180.10         | 56.31         | 17,000.00           |
| 6520-0000 Supplies Equipment - Co      | 139.14            | 666.67            | 527.53           | 79.13         | 4,681.93            | 6,000.03            | 1,318.10         | 21.97         | 8,000.00            |
| 6525-0000 Supplies Maintenance-C       | 0.00              | 250.00            | 250.00           | 100.0         | 1,882.54            | 2,250.00            | 367.46           | 16.33         | 3,000.00            |
| 6530-0000 Supplies Cleaning - Com      | 0.00              | 41.67             | 41.67            | 100.0         | 276.40              | 375.03              | 98.63            | 26.30         | 500.00              |
| 6535-0000 Enterphone and Security      | 280.14            | 625.00            | 344.86           | 55.18         | 9,392.85            | 5,625.00            | -3,767.85        | -66.98        | 7,500.00            |
| 6560-0000 Gate Repair & Maint. - C     | 210.00            | 250.00            | 40.00            | 16.00         | 2,379.84            | 2,250.00            | -129.84          | -5.77         | 3,000.00            |
| 6565-0000 Pest Control - Common        | 545.94            | 583.33            | 37.39            | 6.41          | 7,421.24            | 5,249.97            | -2,171.27        | -41.36        | 7,000.00            |
| <b>TOTAL REPAIR &amp; MAINT.</b>       | <b>2,744.79</b>   | <b>5,666.67</b>   | <b>2,921.88</b>  | <b>51.56</b>  | <b>45,193.96</b>    | <b>51,000.03</b>    | <b>5,806.07</b>  | <b>11.38</b>  | <b>68,000.00</b>    |

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (Ims1416)**  
**November 2020**

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**AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2020**

|                                         | MTD Actual        | MTD Budget        | \$ Var.          | % Var.       | YTD Actual          | YTD Budget          | \$ Var.          | % Var.       | Annual              |
|-----------------------------------------|-------------------|-------------------|------------------|--------------|---------------------|---------------------|------------------|--------------|---------------------|
| <b>UTILITIES</b>                        |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6576-0000 Electricity                   | 168.00            | 257.50            | 89.50            | 34.76        | 1,562.00            | 2,317.50            | 755.50           | 32.60        | 3,090.00            |
| 6577-0000 Electricity Ponds - Com       | 407.00            | 429.17            | 22.17            | 5.17         | 3,813.00            | 3,862.53            | 49.53            | 1.28         | 5,150.00            |
| 6580-0000 Electricity Stream - Com      | 655.00            | 725.00            | 70.00            | 9.66         | 5,895.00            | 6,525.00            | 630.00           | 9.66         | 8,700.00            |
| 6595-0000 Telephone Caretaker           | 244.22            | 141.67            | -102.55          | -72.39       | 1,243.17            | 1,275.03            | 31.86            | 2.50         | 1,700.00            |
| <b>TOTAL UTILITIES</b>                  | <b>1,474.22</b>   | <b>1,553.34</b>   | <b>79.12</b>     | <b>5.09</b>  | <b>12,513.17</b>    | <b>13,980.06</b>    | <b>1,466.89</b>  | <b>10.49</b> | <b>18,640.00</b>    |
| <b>RV LOT EXPENSES</b>                  |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6640-0000 Repair & Maintenance -        | 0.00              | 125.00            | 125.00           | 100.0        | 1,212.98            | 1,125.00            | -87.98           | -7.82        | 1,500.00            |
| 6690-0000 Electricity - RV Lot          | 71.00             | 77.50             | 6.50             | 8.39         | 639.00              | 697.50              | 58.50            | 8.39         | 930.00              |
| <b>TOTAL OPERATING EXPS-RV LOT</b>      | <b>71.00</b>      | <b>202.50</b>     | <b>131.50</b>    | <b>64.94</b> | <b>1,851.98</b>     | <b>1,822.50</b>     | <b>-29.48</b>    | <b>-1.62</b> | <b>2,430.00</b>     |
| <b>RECREATION CENTRE - COMMON</b>       |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6710-0000 Bldg Repair & Maint-Rec       | 319.20            | 1,000.00          | 680.80           | 68.08        | 4,966.10            | 9,000.00            | 4,033.90         | 44.82        | 12,000.00           |
| 6712-0000 Equip. Rep. & Maint.-Clu      | 1,148.43          | 1,500.00          | 351.57           | 23.44        | 12,122.13           | 13,500.00           | 1,377.87         | 10.21        | 18,000.00           |
| 6715-0000 Lock Up Costs - Rec. Ce       | 195.00            | 175.00            | -20.00           | -11.43       | 630.00              | 1,575.00            | 945.00           | 60.00        | 2,100.00            |
| 6720-0000 Guest Suites Telephone-       | 50.67             | 66.67             | 16.00            | 24.00        | 456.03              | 600.03              | 144.00           | 24.00        | 800.00              |
| 6725-0000 Exercise Equip R & M-R        | 0.00              | 250.00            | 250.00           | 100.0        | 1,380.03            | 2,250.00            | 869.97           | 38.67        | 3,000.00            |
| 6730-0000 Workshop R & M-Rec. C         | 0.00              | 125.00            | 125.00           | 100.0        | 167.67              | 1,125.00            | 957.33           | 85.10        | 1,500.00            |
| 6735-0000 Pool Repair & Maint.-Re       | 0.00              | 708.33            | 708.33           | 100.0        | 3,205.52            | 6,374.97            | 3,169.45         | 49.72        | 8,500.00            |
| 6740-0000 Pool Supplies & Chemic        | 0.00              | 375.00            | 375.00           | 100.0        | 2,133.41            | 3,375.00            | 1,241.59         | 36.79        | 4,500.00            |
| 6750-0000 Cleaning Supplies-Rec.        | 0.00              | 200.00            | 200.00           | 100.0        | 1,463.56            | 1,800.00            | 336.44           | 18.69        | 2,400.00            |
| 6755-0000 Window & Carpet Cleani        | 0.00              | 83.33             | 83.33            | 100.0        | 0.00                | 749.97              | 749.97           | 100.0        | 1,000.00            |
| 6764-0000 Electricity - Rec. Centre     | 1,721.00          | 2,000.00          | 279.00           | 13.95        | 16,134.00           | 18,000.00           | 1,866.00         | 10.37        | 24,000.00           |
| 6765-0000 Gas - Rec. Centre             | 1,174.25          | 1,250.00          | 75.75            | 6.06         | 8,094.15            | 11,250.00           | 3,155.85         | 28.05        | 15,000.00           |
| <b>TOTAL OPER. EXPS-REC. CENTRE</b>     | <b>4,608.55</b>   | <b>7,733.33</b>   | <b>3,124.78</b>  | <b>40.41</b> | <b>50,752.60</b>    | <b>69,599.97</b>    | <b>18,847.37</b> | <b>27.08</b> | <b>92,800.00</b>    |
| <b>SALARIES &amp; BENEFITS</b>          |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6820-0000 Caretaker Salary and Be       | 5,342.74          | 5,355.00          | 12.26            | 0.23         | 46,185.44           | 48,195.00           | 2,009.56         | 4.17         | 64,260.00           |
| 6830-0000 Caretaker Assistant Wag       | 1,476.10          | 1,625.00          | 148.90           | 9.16         | 13,785.73           | 14,625.00           | 839.27           | 5.74         | 19,500.00           |
| 6865-0000 R. C. Janitor Wages and       | 1,228.50          | 1,875.00          | 646.50           | 34.48        | 4,089.75            | 16,875.00           | 12,785.25        | 75.76        | 22,500.00           |
| 6875-0000 Payroll Costs                 | 813.24            | 916.67            | 103.43           | 11.28        | 8,018.10            | 8,250.03            | 231.93           | 2.81         | 11,000.00           |
| 6890-0000 Workers Compensation          | 0.00              | 125.00            | 125.00           | 100.0        | 0.00                | 1,125.00            | 1,125.00         | 100.0        | 1,500.00            |
| <b>TOTAL SALARIES &amp; PAYROLL COS</b> | <b>8,860.58</b>   | <b>9,896.67</b>   | <b>1,036.09</b>  | <b>10.47</b> | <b>72,079.02</b>    | <b>89,070.03</b>    | <b>16,991.01</b> | <b>19.08</b> | <b>118,760.00</b>   |
| <b>OFFICE EXPENSES</b>                  |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6910-0000 Equipment Rep. & Maint        | 0.00              | 33.33             | 33.33            | 100.0        | 0.00                | 299.97              | 299.97           | 100.0        | 400.00              |
| 6915-0000 Supplies                      | 0.00              | 91.67             | 91.67            | 100.0        | 327.50              | 825.03              | 497.53           | 60.30        | 1,100.00            |
| 6920-0000 Telephone & Cable - Offi      | 389.34            | 441.67            | 52.33            | 11.85        | 3,504.06            | 3,975.03            | 470.97           | 11.85        | 5,300.00            |
| <b>TOTAL OFFICE EXPENSES</b>            | <b>389.34</b>     | <b>566.67</b>     | <b>177.33</b>    | <b>31.29</b> | <b>3,831.56</b>     | <b>5,100.03</b>     | <b>1,268.47</b>  | <b>24.87</b> | <b>6,800.00</b>     |
| <b>ADMINISTRATION</b>                   |                   |                   |                  |              |                     |                     |                  |              |                     |
| 6970-0000 AGM Expenses - Admin.         | 0.00              | 416.67            | 416.67           | 100.0        | 3,580.09            | 3,750.03            | 169.94           | 4.53         | 5,000.00            |
| 6975-0000 Council Expenses - Adm        | 0.00              | 258.33            | 258.33           | 100.0        | 530.00              | 2,324.97            | 1,794.97         | 77.20        | 3,100.00            |
| 6980-0000 Legal Expenses                | 0.00              | 83.33             | 83.33            | 100.0        | 203.49              | 749.97              | 546.48           | 72.87        | 1,000.00            |
| 6984-0000 Postage and Printing          | 4,913.20          | 1,433.33          | -3,479.87        | -242.7       | 17,107.80           | 12,899.97           | -4,207.83        | -32.62       | 17,200.00           |
| 6985-0000 Insurance Appraisal           | 0.00              | 16.67             | 16.67            | 100.0        | 0.00                | 150.03              | 150.03           | 100.0        | 200.00              |
| 6990-0000 Insurance Premiums            | 71,621.08         | 50,787.75         | -20,833.33       | -41.02       | 644,589.72          | 457,089.75          | -187,499.97      | -41.02       | 609,453.00          |
| 6992-0000 Insurance Carrying Char       | 833.33            | 833.33            | 0.00             | 0.00         | 7,500.01            | 7,499.97            | -0.04            | 0.00         | 10,000.00           |
| 6992-0025 Insurance Offset              | -20,833.33        | 0.00              | 20,833.33        | 0            | -187,499.97         | 0.00                | 187,499.97       | 0            | 0.00                |
| 7000-0000 Management Fees               | 5,901.92          | 5,901.92          | 0.00             | 0.00         | 53,117.28           | 53,117.28           | 0.00             | 0.00         | 70,823.00           |
| 7010-0000 Property Taxes - Admin.       | 0.00              | 33.33             | 33.33            | 100.0        | 327.00              | 299.97              | -27.03           | -9.01        | 400.00              |
| 7020-0000 Security - Admin.             | 0.00              | 583.33            | 583.33           | 100.0        | 0.00                | 5,249.97            | 5,249.97         | 100.0        | 7,000.00            |
| 7023-0000 Emergency Preparednes         | 479.99            | 500.00            | 20.01            | 4.00         | 505.16              | 4,500.00            | 3,994.84         | 88.77        | 6,000.00            |
| 7025-0000 Bank Charges                  | 10.00             | 12.50             | 2.50             | 20.00        | 105.00              | 112.50              | 7.50             | 6.67         | 150.00              |
| 7030-0000 Strata Web Site               | 0.00              | 33.33             | 33.33            | 100.0        | 91.10               | 299.97              | 208.87           | 69.63        | 400.00              |
| 7051-0000 Statutory Financial Revi      | 0.00              | 16.67             | 16.67            | 100.0        | 176.40              | 150.03              | -26.37           | -17.58       | 200.00              |
| <b>TOTAL ADMINISTRATION EXPENSE</b>     | <b>62,926.19</b>  | <b>60,910.49</b>  | <b>-2,015.70</b> | <b>-3.31</b> | <b>540,333.08</b>   | <b>548,194.41</b>   | <b>7,861.33</b>  | <b>1.43</b>  | <b>730,926.00</b>   |
| <b>TOTAL COMMON EXPENSES</b>            | <b>94,677.51</b>  | <b>101,446.33</b> | <b>6,768.82</b>  | <b>6.67</b>  | <b>842,704.03</b>   | <b>913,016.97</b>   | <b>70,312.94</b> | <b>7.70</b>  | <b>1,217,356.00</b> |
| <b>TOTAL EXPENSES</b>                   | <b>102,911.29</b> | <b>125,003.82</b> | <b>22,092.53</b> | <b>17.67</b> | <b>1,035,704.54</b> | <b>1,125,034.38</b> | <b>89,329.84</b> | <b>7.94</b>  | <b>1,500,046.00</b> |
| <b>NET INCOME (LOSS)</b>                | <b>21,979.73</b>  | <b>0.00</b>       | <b>21,979.73</b> | <b>0</b>     | <b>85,881.70</b>    | <b>0.00</b>         | <b>85,881.70</b> | <b>0</b>     | <b>0.00</b>         |
| <b>REVENUE UTILITIES</b>                |                   |                   |                  |              |                     |                     |                  |              |                     |
| Revenue - Apartment Utilities           |                   |                   |                  |              |                     |                     |                  |              |                     |
| 9260-0000 Utilities Income - Apts.      | 11,839.42         | 11,839.42         | 0.00             | 0.00         | 106,554.78          | 106,554.78          | 0.00             | 0.00         | 142,073.00          |

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**November 2020**

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**AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2020**

|                                     | MTD Actual | MTD Budget | \$ Var.   | % Var. | YTD Actual | YTD Budget | \$ Var.   | % Var. | Annual     |
|-------------------------------------|------------|------------|-----------|--------|------------|------------|-----------|--------|------------|
| 9262-0000 Utilities Interest Income | 23.26      | 0.00       | 23.26     | 0      | 110.54     | 0.00       | 110.54    | 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  |
| Total Apartment Utilities           | 11,862.68  | 11,839.42  | 23.26     | 0.20   | 104,577.54 | 104,466.78 | 110.76    | 0.11   | 139,985.00 |
| <b>UTILITY EXPENSES</b>             |            |            |           |        |            |            |           |        |            |
| <b>Hydro - Apartments</b>           |            |            |           |        |            |            |           |        |            |
| 9360-0000 Electricity Kens & Mayfai | 2,470.00   | 2,465.00   | -5.00     | -0.20  | 21,152.00  | 22,185.00  | 1,033.00  | 4.66   | 29,580.00  |
| 9365-0000 Electricity Windsor       | 1,539.00   | 1,615.00   | 76.00     | 4.71   | 13,165.00  | 14,535.00  | 1,370.00  | 9.43   | 19,380.00  |
| Total Electricity - Apart.          | 4,009.00   | 4,080.00   | 71.00     | 1.74   | 34,317.00  | 36,720.00  | 2,403.00  | 6.54   | 48,960.00  |
| <b>Gas - Apartments</b>             |            |            |           |        |            |            |           |        |            |
| 9410-0000 Gas - Mayfair             | 2,225.41   | 1,691.67   | -533.74   | -31.55 | 12,284.61  | 15,225.03  | 2,940.42  | 19.31  | 20,300.00  |
| 9420-0000 Gas - Kensington          | 4,515.38   | 2,833.33   | -1,682.05 | -59.37 | 21,868.85  | 25,499.97  | 3,631.12  | 14.24  | 34,000.00  |
| 9430-0000 Gas - Windsor             | 4,514.44   | 3,060.42   | -1,454.02 | -47.51 | 21,685.01  | 27,543.78  | 5,858.77  | 21.27  | 36,725.00  |
| Total Gas - Apartment               | 11,255.23  | 7,585.42   | -3,669.81 | -48.38 | 55,838.47  | 68,268.78  | 12,430.31 | 18.21  | 91,025.00  |
| TOTAL UTILITIES - APARTMENT         | 15,264.23  | 11,665.42  | -3,598.81 | -30.85 | 90,155.47  | 104,988.78 | 14,833.31 | 14.13  | 139,985.00 |
| NET INCOME (LOSS) UTILITIES         | -3,401.55  | 174.00     | -3,575.55 | -2,054 | 14,422.07  | -522.00    | 14,944.07 | 2,862. | 0.00       |
| <b>REVENUE - WATER INCOME</b>       |            |            |           |        |            |            |           |        |            |
| 9650-0000 Water - Apartments        | 5,368.00   | 5,368.00   | 0.00      | 0.00   | 48,312.00  | 48,312.00  | 0.00      | 0.00   | 64,416.00  |
| 9700-0000 Water - Townhouses        | 7,850.67   | 7,850.67   | 0.00      | 0.00   | 70,656.03  | 70,656.03  | 0.00      | 0.00   | 94,208.00  |
| 9725-0000 Water - Interest Income   | 64.46      | 0.00       | 64.46     | 0      | 517.81     | 0.00       | 517.81    | 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                  | 13,283.13  | 13,218.67  | 64.46     | 0.49   | 135,566.65 | 135,049.03 | 517.62    | 0.38   | 174,705.00 |
| <b>WATER EXPENSE</b>                |            |            |           |        |            |            |           |        |            |
| 9850-0000 Water Usage               | 0.00       | 14,558.75  | 14,558.75 | 100.0  | 124,395.23 | 131,028.75 | 6,633.52  | 5.06   | 174,705.00 |
| TOTAL WATER                         | 0.00       | 14,558.75  | 14,558.75 | 100.0  | 124,395.23 | 131,028.75 | 6,633.52  | 5.06   | 174,705.00 |
| NET INCOME (LOSS) WATER             | 13,283.13  | -1,340.08  | 14,623.21 | 1,091. | 11,171.42  | 4,020.28   | 7,151.14  | 177.8  | 0.00       |

**Balance Sheet (Accrual)**  
**CHELSEA - Contingency - 02 - (lms1416c)**  
**November 2020**  
**AS OF THE 9TH MONTH ENDING NOVEMBER 30, 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    | 732,366.13 |
| 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          | 162,547.16 |
| 1109-0000 Due to Contingency from Operating   | 20,666.69  |
| 1109-0100 Due to CRF from Operating-Insurance | 214,863.28 |

**TOTAL ASSETS**

2,730,443.26

**LIABILITIES**

|                            |          |
|----------------------------|----------|
| 2010-0000 Accounts Payable | 1,972.73 |
| 2012-2500 Accrued Expenses | 6,461.07 |

**TOTAL LIABILITIES**

8,433.80

**OWNERS' EQUITY**

|                                     |              |
|-------------------------------------|--------------|
| 3500-0000 Net Income - Prior Years  | 2,450,185.52 |
| 3510-0000 Net Income - Current Year | 271,823.94   |

**TOTAL OWNERS' EQUITY**

2,722,009.46

**TOTAL LIABILITIES AND EQUITY**

2,730,443.26

Date: Dec 10/2020  
Accountant: [Signature]  
Property Manager: [Signature]

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12/10/2020  
12:27 PM

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

[illegible]



## CHELSEA GARDENS EMERGENCY PREPAREDNESS

*Chelsea Program Goal – To ensure to the best of our abilities that, following an emergency event, Chelsea Gardens residents and visitors are kept safe from any subsequent hazards, treated immediately and effectively for injuries incurred, transported to medical care as soon as practical, if necessary, provided with care, shelter, food and water in the period immediately following the event and that property, facilities and equipment are protected from further damage.*

### Personal Preparedness Grab-and-Go Kit

What would you need to keep yourself safe and also comfortable during an unexpected emergency? There are many types of emergencies, not only earthquakes, that can occur in a community as large and diverse as Chelsea Gardens. Recent emergencies here have included a flood and a fire. Some people were displaced from their homes for one or more days. Are you prepared if you had to leave your home overnight, or longer?

Here are some suggestions for a handy Grab-and-Go Kit to use when the next emergency arises. Grab-and Go Kit contents: (prepared for your family for 3 days, with some assumed minimal support from neighbours in Chelsea):

|                                                                                      |                                                                                                 |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| * Back pack for kit items                                                            | * Gloves                                                                                        |
| * Bottled water                                                                      | * Cell phone charger with adapters                                                              |
| * Food packs or snacks                                                               | * Spare car and home keys                                                                       |
| * Pet food, leash, waste bags, medications                                           | * Whistle                                                                                       |
| * First Aid kit                                                                      | * Exacto or multi-blade knife                                                                   |
| * Essential medication in original containers                                        | * Antiseptic wipes                                                                              |
| * Some cash in small bills, coins                                                    | * Permanent marker, pen, notepad                                                                |
| * Flashlight- (consider a second one - headlamp style) and spare batteries           | * Spare eye glasses                                                                             |
| * Toiletries- toothbrush, toothpaste, soap, towel, plastic cup, toilet paper, tissue | * Contact lists - family, doctors, friends, out-of-area contacts, home and car insurance agents |

Your Grab-and- Go Kit should be packed in a small portable back pack and stored in a closet near your front entrance. Place a reminder on your Kit to ensure you take your wallet/purse, cell phone and any other items essential to your well-being.

Complete Emergency Preparedness Kits are available from commercial suppliers. [EarthquakeKit.ca](http://EarthquakeKit.ca) is our recommended supplier. A kit would make a very appropriate Christmas gift.

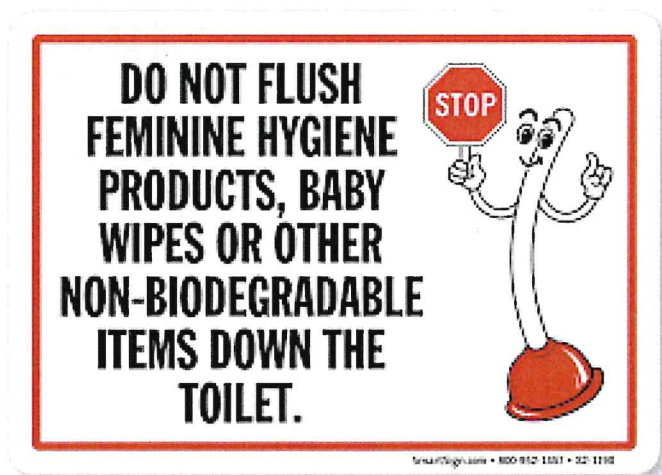


# CrossRoads Management Ltd.

## DO NOT FLUSH

Dear Owners;

Please do not flush Lysol wipes down the toilet. The only things that should be flushed down the toilets is human waste and toilet paper. The sanitary sewer lines are not designed to accommodate anything else and, with the Covid-19 Pandemic, city workers are finding Lysol wipes and other unsuitable items going into the sewer system.



Do Not Flush Lysol Wipes  
Down Toilets



CrossRoads Management Ltd.

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## **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.



# *Join in for a Chelsea Cheer*

*Give a toast to 2021  
bringing health and happiness*

*Christmas Eve and New Year's Eve  
at 7:00 pm*

*Ring some bells, bang a pot,  
give a shout out to a neighbour,  
wave and share greetings  
as a thanks for being such a great neighbourhood,  
for wearing masks when needed  
and for helping keep everyone safe.*



*Cheers  
to all of us*