



MONTHLY COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 15, 2021

LOCATION/TIME - 1:00PM VIA ZOOM

Council: Murray Hill, Victor Monasch, Anita Thompson, Ashley Orton, Norm Reid, Bob Hyde

Strata Mgt: Ross Ruddick, Jesse Train

Regrets:

STRATA COUNCIL - 2020/2021

EXECUTIVES

Murray Hill - K406
XXX - XXX
Victor Monasch - T153
Anita Thompson - W325

Ashley Orton - T243
Norm Reid - T302
Bob Hyde - T102

COMMITTEE ASSIGNMENTS

President, Townhouses, Irrigation, Clubhouse
Vice President
Secretary, Finance, Bring Forward, RV Committee, Clubhouse
Treasurer, Minutes, Social Liaison

Security & Privacy, Volunteers, Ponds & Fountains, Website
Apartments, Irrigation
Landscaping

CARETAKERS

John Unger Hours: 6:00 AM-3:30 PM-Most weekdays
Valerie Morris Nights/Weekends
(604) 834-4578 chelseagardens1416@gmail.com

STRATA MANAGER: CROSSROADS

Senior Strata Manager: Ross Ruddick ross@crpm.ca
Strata Manager: Jesse Train jesse@crpm.ca
Strata Manager: Shelley Melville shelley@crpm.ca

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

Calling afterhours for an emergency you will be asked to press "1".
This takes you to our afterhours 24/7 Call centre who will then contact
the Strata Managers (or their back-up) at home or cell phone.

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 Chelsea website: www.chelseatoday.org

****MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED****

(1) CALL TO ORDER

The meeting was called to order at 1:07 PM by Murray Hill, President, and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the Jan. 19, 2021 meeting.

CARRIED

Council dealt with two appeals from owners and the Strata Manager will convey the Council's decision to those owners.

(3) CARETAKER REPORT FEBRUARY, 2021

As we begin to finally move to some sort of semblance of normal and we fall back into routines it's nice to know that there is a light at the end of the tunnel unless it's a very bright light turn and run.

We have had several leaks coming from the flat roofs and with council have come up with a game plan to address the issue and will start to work on them and decide which ones first and how we can correct some of the issues regarding the flat roofs.

City Fire has finished their annual alarm testing for the Condo's and thanks to everyone that made arrangements for access into units.

The Windsor drainage is still a work in progress and should all be put together soon. It was discovered that the lack of proper drainage was causing some issues with water ingress. It should all be corrected soon and plantings can go back in to the north side of the building.

A water line in front of TH322 had a crack in the line near a coupling. This has been corrected and the garden area repaired.

I have been asked about Fireplace care several times and Klayne (604-727-4502 Fireplace Service) has good pricing and I've had positive comments regarding his work.

The hot tub is up and running and a few of the issues we had with the pumps have been fixed. A brief reminder that any soap left on bathing suits or on your body when you enter the hot tub creates foam on the water and it doesn't take much for that to happen in the reaction between Chlorine and soap. Some skin lotions also will create this issue. Please make sure clothing and body are soap free and clean before relaxing in the tub. I know I sound like a broken record in this regard but there are mornings when I come in I can smell sweet scents in the hot tub room indicating that someone has been in without following tub protocol. It is still important to sign your times for the Hot Tub, Exercise Room and Billiard Room if you are going to use the facility. This will continue until Bonnie Henry tells us we no longer have to do contact tracing.

Kensington Upgrade/ Reno should start soon. Looking forward to the new fresh look that a few coats of paint can make.

Jeff did a great job of fixing a problem in the work shop that involved rebuilding one side of a window frame caused by a leak from a vent on the flat roof.

District Mechanical has been busy replacing the problematic heating and cooling system the club house had. It was a very difficult install because of space that the units had to go into. There were some other issues that have come up as a result of neglect from a previous company but now that we know there are solutions, we can move forward in getting these corrected.

Until we get the lights in the center walkway fixed or replaced please use caution when walking through the center courtyard since it is very dark.

Spring cleanup is starting soon getting rid of the fast-growing green on walkways and buildings and a sign of warmer weather and sunshine to come.

John

Bylaw and Rule Violations:

Chelsea Gardens Residents should note that our staff, John and Val, are not involved in Council discussions or decisions regarding bylaw or rule violations. Those discussions take place during an in-camera portion of a Council meeting after John has exiting the meeting. John and Val are generally not advised of a Council decision about bylaw or rule violations nor are they to be expressing an opinion so please do not make inquiries of either of them. If you have questions please email or phone the Strata Managers.

(4) FINANCIAL REPORT - ANITA

- a) We have a budget for garbage collection in the amount of \$82,190 per year. We have spent so far \$81,110.58. Garbage always has an increase every year between 2% and 4% as the cost of dumping waste is continually getting more expensive. We also have a problem with garbage being left in the parkades that John then needs to dispose of and this costs us extra! Please, the garbage downstairs is not a dumping ground and the recycle depot is not far from us. We are all paying for it in our strata fees. The Cardboard in the apartments is included in this but there was an increase of 30% this year. Make sure your cardboard boxes are broken down when you put them in the bin otherwise, we will be charged for dead air space which means your boxes were just thrown in the bin and it will cost us much more.
- b) The Strata Manager provided Council with a report on arrears which are minimal. He did note that there is an outstanding fine that was imposed on T-191 (Drobott) where the owner is refusing to pay. This fine can remain on the ledger and would need to be cleared up upon a future sale. The unpaid fine could jeopardize a sale but that is an issue for the owner. Some of the other arrears consist of charge backs for work done by contractors inside a unit. Our staff will be instructed that, if work inside a unit is an owner responsibility that the contractor is to invoice the owner directly and not involve the strata.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Council reviewed multiple quotations for painting and drywall restoration at the Kensington and it was it was **MOVED** and **SECONDED** to award the bid to Nova Painting. **CARRIED**
- b) Council reviewed multiple quotations for the carpet replacement at the Kensington but clarification on the quotes is required and, once received, Council will review the quotes via email to decide.
- c) Council reviewed multiple quotations for painting and drywall restoration at the Mayfair and it was it was **MOVED** and **SECONDED** to award the bid to Nova Painting and to assess the source unit these costs. **CARRIED**
- d) Council had a lengthy discussion regarding flat roof repairs and/or replacement and more information is needed on a proposal from MorInventive. Council would also like to see an estimated cost on the eventual replacement of sloped roofs so that the CRF can start to be enhanced to pay for what would likely be a phased four-to-six-year program. It was it was

MOVED and **SECONDED** to accept a quotation from MBI to develop specifications and cost estimations for this. **CARRIED**

e) Ashley noted that not everyone had returned the surveys, but most are done and he will convey what he has input as an updated list to CrossRoads.

f) It was **MOVED** and **SECONDED** to impose a fine for a violation of the age restriction bylaw. **CARRIED**

g) The Council discussed a townhouse where poor quality renovations by a previous owner were the cause of water penetration into another unit below. The current owner believes that the responsibility for repairs should fall to the strata. The bylaw notes that all alterations, approved or unapproved, are the responsibility of the owner and, accordingly, the costs of repairs to this unit and the affected unit do fall to the current owner. It was **MOVED** and **SECONDED** to deny a request that the Strata Corporation expense this cost and that, once repairs are completed to assess the owner the costs of repairs (which will be minimal) to the affected unit below and, at the same time, to approve the owner using a company called Eagle Sundecks to install a new vinyl deck covering in a colour choice of the owner. **CARRIED**

(6) CORRESPONDENCE

- 1) Council received a written complaint regarding hallway décor outside of some units in the Windsor. This would include wreaths, door mats and other miscellaneous items. Council can see no bylaw violation and they are not the “design police”.
- 2) Council received a written complaint about Christmas décor remaining after January 31. The Strata Manager did send letters to the offending units.
- 3) An owner was asking about a small garden area in front of their unit and was hoping it can be addressed by our landscapers. While Allen Brothers will be asked to see what can be done, most of the issues relate to tree roots and the tree cannot be removed as per the City of Surrey.
- 4) An owner contacted Council about a stain on their ceiling caused by a small leak from a unit above. This will be dealt with when the leak in the upper unit is repaired. The cost will be assessed to the upper unit.
- 5) Council received a letter from Brian Coates in the Kensington noting that he would like to re-activate the “Adopt a Street” program to pick up garbage on the perimeter streets surrounding Chelsea Gardens. Brian indicated that an additional volunteer would be welcome. Council endorses this idea and will arrange for our caretaker to supply Brian the necessary equipment.
- 6) An owner’s concern about mice accessing their vehicle engine was reviewed. Our pest company will be asked about additional bait stations.

(7) COMMITTEE REPORTS

a) APARTMENTS– NORM

North west side of The Windsor project is on going with Crush. I have some concerns about the amount of irrigation that they removed. The Kensington still has some issues with items being left around the compactor. And the Mayfair is on going.

b) TOWNHOUSES– MURRAY

Townhouses: Water leak repaired in front of Townhouse 323 by Westech, and Shawn to finish the landscaping.

Th282 went to look at new boiler as per letter, great product and professional installation. Owners interested in a combination boiler/hot water tank should investigate the Ekoking Supreme high efficiency wall boiler model C140.

Th273 had a new fireplace installed called me and I went and looked at it, nice unit.

Th242 had bad drainage problem in the back yard, Shawn installed more drainage and we repaired irrigation line.

Casp finished 3 doors this week Th238, 239, 253 done till new budget. There are now 84 single doors and 2 double doors left to do.

We will be getting Jeff to use the flat roof at Th132 as a guide for future flat roof repairs.

c) CLUBHOUSE - MURRAY/VICTOR

Clubhouse: Jeff had to open up around a window in the workshop and repair the rot caused from the roof above with the flashing leaking. Roy Dennis Roofing to inspect and repair roof prior to Jeff closing it up.

First District finishing up unit in clubhouse and this will get us heat back in the bar area, hot tub back up and running with the new unit installed there also. In the process of new locks being installed in areas of the clubhouse, and all electrical rooms.

d) SAFETY AND SECURITY – ASHLEY

Zenon will be starting the re-keying now that the rooms have been cleared of what does not need to be there. The plan is to have the Clubhouse external doors all keyed the same.

When we have some decent weather, Victor and Ashley will install an Ethernet extender between the front gate and the Office. This will be used to correct an EnterPhone update issue between the front gate and the office. It will also be used to connect 2 cameras which will be located at the front gate.

e) LANDSCAPING– BOB

Bob presented a list of proposed landscaping upgrade proposals for 2021 as well as a proposed increase in the service contract. The Strata Council would prefer that this (and all future increases) be done on an annual basis and Ross will negotiate with the landscape contractor.

f) SOCIAL COMMITTEE – ANITA

Social Committee meeting was held on Wednesday. They are waiting on restrictions to be lifted to be able to do some sort of function.

g) ADMINISTRATION

We are working on a cleanup of several boxes of paperwork that has been stored in some cases for more than 20 years. Val has been sorting through boxes of paperwork for individual units, discarding what is not relevant anymore. Ashley is scanning any Alteration agreements and any documents that need to be retained. Anita is checking old financial records and discarding what is not relevant anymore. Again, what has to be retained will also be scanned.

Ashley has also had the remaining Architectural plans scanned. Copies at the office and Crossroads

Electronic copies will be kept at the office, Crossroads and on our cloud storage.

Council also discussed and approved a revised work week schedule for John Unger and Val Morris. While this new schedule keeps John working a four-day work week, it establishes the same day off during the building and works season from May to October.

h) PONDS AND FOUNTAINS – ASHLEY

Nothing being done at present. Our overfed resident heron has now been placed on a diet – we have blocked his feeding spot.

i) EMERGENCY PREPAREDNESS– BOB

The February Emergency Preparedness report is attached to the end of these minutes. The Committee did put in a written request for the purchase of a 42-to-48-foot ladder. The Council has some additional questions prior to approving this request and the Strata Manager is to reach out to Doug McLeod for clarification.

j) RV LOT -VICTOR

RV Lot - There has not been any recurrence of the lights not coming on for over a month now. Not sure what happened before to cause the lights not coming on. Things have been quiet this last month.

Council did discuss a recent request from an owner for the storage of a boat and trailer. The registration documents were entirely in the name of a non-resident relative and the owner was proposing to have the registration changed to their name. The RV Committee recommended that this “work-around” not be permitted and notes that the current bylaw requires the RV, boat or trailer to be for an owner’s personal use and not for inexpensive storage by a non-resident. The Council agreed with this recommendation and the request will be denied.

k) COVID VACCINATIONS

Some owners are wondering whether or not Somerset Pharmacy (or others) might be able to set up for the vaccine (when available) at Chelsea Gardens as they usually do for the flu shots. Maureen reached out to the Pharmacist and received this reply:

We have only been notified that we will be of use to a certain capacity in the future, but the BC government has not defined this role. I am guessing that community pharmacists will NOT be involved in phase 2 which includes seniors ages 80 and up. There are specific sites set up at community halls, school gyms etc. that will probably continue this service into March.

I am thinking we will have a larger role perhaps in April or May but I can let you know if there's any new information coming my way.

In the meantime, if you have residents asking you questions about the COVID 19 vaccines, you can direct them to:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/vaccines>

<https://immunizebc.ca/ask-us/questions/how-do-i-register-my-covid-vaccine>

Thank you, Ming

(8) NEW BUSINESS

- a) A need to review the existing rule about Christmas lights will be referred to the Resolution Committee.
- b) The Strata Manager reviewed the proposal from our strata insurer, CapriCMW. Ross noted that CrossRoads had reached out to multiple other insurers to obtain quotations. One declined as they could not cover the very large amount of insurable risk (149 million dollars) while two others could not achieve 100% capacity as required by the Strata Property Act. CapriCMW was able to achieve full capacity and we did get a 26% reduction in the cost of the premium over last year. This, combined with a 4% increase in the property valuation, means the effective reduction in price was around 30%. The important strata deductibles do, unfortunately, remain high at \$250,000.00 for Water, Sewer and Flood. The All-Risk deductible was reduced to now be \$100,000.00. Chelsea Gardens residents should review their content policies to ensure that they have adequate coverage for these deductibles. BCAA is reducing the amount that they will write on policies that are up for renewal and Westland will only go to \$50,000.00. Belaire Direct will write up to \$500,000.00 but are limiting what they will cover for earthquake deductibles. Another company, Square One Insurance, does offer optional coverages up to \$250,000.00 and it would be worthwhile to reach out to them. It was **MOVED** and **SECONDED** to renew the strata insurance policy with CapriCMW and to borrow from (and repay every month) the Contingency Reserve Fund to pay the premium. **CARRIED**
- c) It should be noted to owners that the cost of insurance will be in the annual operating budget and there will be no need to have a special levy this year.
- d) Staff is exploring options for the swimming pool liner as to whether or not it is repairable or needs to be replaced.

- e) Council tabled action on a quote to do additional restorative work on the change-room floor pending an investigation into whether or not tiles need re-grouting and re-sealing.
- f) After reviewing three quotations, it was **MOVED** and **SECONDED** to award a contract to Nova Painting to paint portions of the clubhouse including the pub, the Fireside Room and the upper card room. **CARRIED**
- g) Although we are experiencing some recent cold weather, owners are cautioned about running their vehicles to warm them up. This is particularly important when it comes to townhouse garages as the carbon monoxide can be dangerous to that owner as well as adjacent units. The Strata Manager is to check and see if the City of Surrey has any “no-idle” bylaw.
- h) Ashley presented Council with a proposal to re-key various clubhouse doors and to purchase ten Schlage deadbolt locks and to purchase a key punch set to identify keys. Council agreed and it was **MOVED** and **SECONDED** to proceed. **CARRIED**
- i) At the suggestion of staff, CrossRoads developed an application form for owners to complete and submit when planning on doing alterations. This form, once finalized, will be available in the office and on the Chelsea Today website. Owners will still be able to email the Strata Managers when planning renovations provide that they provide the full details of what they are proposing.
- j) Council received volunteer offers from Kath McLeod and Zenon Jalbert to serve on the Resolution Committee. Council accepted both offers and the Committee (with Council members Anita, Ashley and Victor) will be meeting on Thursday, February 25 at 1:00 PM. Owners do still have time to email resolution proposals into the Strata Manager up to noon on that Thursday.
- k) The Nominations Committee is still seeking potential Council candidates. Please forward any expression of interest to the Strata Managers.
- l) The Council directed the Strata Managers to commence assembling information for the updating of the Depreciation Report in 2021.
- m) Council received a comment from an owner that, when they received a solicitation phone call from a plumbing and heating firm and they objected to the phone call; that company claimed to have purchased the Chelsea Gardens phone list. While there is a list prepared by Verna Sandison, she only sells it (for a nominal fee) to Chelsea Gardens owners. It is not to be sold or re-distributed to any other party and Council hopes that none of our residents would have done so. Council also warns owners about using companies who do this type of solicitation. We have a list of contractors that the Strata Corporation uses and it is on the website.

(9) ADJOURNMENT

The meeting was adjourned at 4:10 PM.

The next Council meeting is Tuesday, March 23, 2021 at 1:00 PM – it will be held via Zoom.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
January 2021
AS OF THE 11TH MONTH ENDING JANUARY 31, 2021

Page 1
02/12/2021
11:25 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	941,438.36
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
1109-0100 Due to CRF from Operating-Insurance	<u>71,621.12</u>

TOTAL ASSETS

2,775,606.64

LIABILITIES

2012-2500 Accrued Expenses	<u>6,461.07</u>
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TOTAL LIABILITIES

6,461.07

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,450,185.52
3510-0000 Net Income - Current Year	<u>318,960.05</u>

TOTAL OWNERS' EQUITY

2,769,145.57

TOTAL LIABILITIES AND EQUITY

2,775,606.64

Date: FEB. 12/2021
Accountant: [Signature]
Property Manager: [Signature]

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
January 2021
AS OF THE 11TH MONTH ENDING JANUARY 31, 2021

Page 1
02/12/2021
11:13 AM

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	107,574.08
1025-0022 Bank - Insurance Levy	21,157.11
1027-0000 Bank - Water Surcharge	52,242.54
1028-1300 Bank - Golf Tournament Funds	3,091.65
1029-0000 Bank - Apt Utilities	18,991.40
1030-0000 Bank - Exercise Room	1,207.92
1040-0000 Bank - Social Committee	5,583.89
1200-0000 Prepaid Insurance	71,621.12
1205-0000 Prepaid Expenses	1,852.81
1300-0000 Accounts Receivable	1,877.69
1301-0084 A/R - Insurance Levy	0.08

TOTAL ASSETS

285,417.64

LIABILITIES

2010-0000 Accounts Payable	32,107.19
2014-0000 Accrued Water & Sewer	43,676.25
2017-0000 Social Committee Fund	5,583.89
2018-0000 Exercise Room	1,207.92
2019-0000 Golf Tournament Fund	3,091.65
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	71,621.12
2170-0000 Vacation Payable	1,983.77
2250-0000 Pre-Paid Fees	593.54

TOTAL LIABILITIES

160,165.33

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	250,323.82
3400-0149 Insurance Levy Expenses	-229,166.63

TOTAL INSURANCE LEVY

21,157.19

3500-0000 Net Income - Prior Years	13,897.59
3510-0000 Net Income - Current Year	76,874.16
3510-2000 Net Income - Utilities	4,757.08
3510-3000 Net Income - Water & Sewer	8,566.29

TOTAL OWNERS' EQUITY

125,252.31

TOTAL LIABILITIES AND EQUITY

285,417.64

Date: FEB 12/2021
Accountant: [Signature]
Property Manager: [Signature]

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

**January 2021
AS OF THE 11TH MONTH ENDING JANUARY 31, 2021**

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	56,437.05	56,437.33	-0.28	0.00	620,808.55	620,810.63	-2.08	0.00	677,248.00
4012-0000 CRF Strata Fees - Apart	-12,749.50	-12,749.50	0.00	0.00	-140,244.50	-140,244.50	0.00	0.00	-152,994.00
4015-0000 Parking & Scooter Parki	762.00	291.67	470.33	161.2	5,446.00	3,208.37	2,237.63	69.74	3,500.00
4022-0000 Move in/out	200.00	66.67	133.33	199.9	700.00	733.37	-33.37	-4.55	800.00
4025-0000 Prior Year Surplus (Defic	1,100.58	1,100.58	0.00	0.00	12,106.38	12,106.38	0.00	0.00	13,207.00
TOTAL	45,750.13	45,146.75	603.38	1.34	498,816.43	496,614.25	2,202.18	0.44	541,761.00
4030-0000 Strata Fees	102,798.33	102,798.33	0.00	0.00	1,130,781.63	1,130,781.63	0.00	0.00	1,233,580.00
4032-0000 CRF Strata Fees - Town	-27,738.08	-27,738.08	0.00	0.00	-305,118.88	-305,118.88	0.00	0.00	-332,857.00
4037-0000 Prior Year Surplus	2,421.83	2,421.83	0.00	0.00	26,640.13	26,640.13	0.00	0.00	29,062.00
TOTAL	77,482.08	77,482.08	0.00	0.00	852,302.88	852,302.88	0.00	0.00	929,785.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	83.33	-83.33	-100.0	100.00	916.63	-816.63	-89.09	1,000.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	6,600.00	6,600.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	733.33	-733.33	-100.0	1,800.00	8,066.63	-6,266.63	-77.69	8,800.00
4055-0000 R.V. Parking	705.00	733.33	-28.33	-3.86	8,050.00	8,066.63	-16.63	-0.21	8,800.00
4060-0000 Miscellaneous	50.00	0.00	50.00	0	298.12	0.00	298.12	0	0.00
4065-0000 Interest Income	86.93	100.00	-13.07	-13.07	740.07	1,100.00	-359.93	-32.72	1,200.00
4066-0000 Remote Control Sale	150.00	125.00	25.00	20.00	1,825.00	1,375.00	450.00	32.73	1,500.00
4084-0000 Keys	0.00	0.00	0.00	0	80.00	0.00	80.00	0	0.00
TOTAL OTHER	1,591.93	2,374.99	-783.06	-32.97	19,493.19	26,124.89	-6,631.70	-25.38	28,500.00
TOTAL INCOME	124,824.14	125,003.82	-179.68	-0.14	1,370,612.50	1,375,042.02	-4,429.52	-0.32	1,500,046.00
6030-0000 Apt Janitor/Contract Ser	1,650.00	1,666.67	16.67	1.00	18,150.00	18,333.37	183.37	1.00	20,000.00
6208-0000 Building Maint. - Apartm	2,385.16	4,333.33	1,948.17	44.96	21,358.65	47,666.63	26,307.98	55.19	52,000.00
6215-0000 Equipment Maint.-Apart	10,449.56	4,083.33	-6,366.23	-155.9	65,399.09	44,916.63	-20,482.46	-45.60	49,000.00
6268-0050 Elevator Maint. - Apartm	1,370.67	1,375.00	4.33	0.31	16,037.97	15,125.00	-912.97	-6.04	16,500.00
6275-0000 Gate & Door Maint. - Ap	0.00	500.00	500.00	100.0	3,775.51	5,500.00	1,724.49	31.35	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,788.42	1,990.83	202.41	10.17	21,759.72	21,899.13	139.41	0.64	23,890.00
TOTAL EXPS. BEFORE UTILITIES	17,643.81	13,949.16	-3,694.65	-26.49	146,480.94	153,440.76	6,959.82	4.54	167,390.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	8,151.84	4,750.00	-3,401.84	-71.62	51,490.03	52,250.00	759.97	1.45	57,000.00
6320-0000 Garbage Pick-up - Town	4,615.80	4,858.33	242.53	4.99	52,856.89	53,441.63	584.74	1.09	58,300.00
TOTAL OPERATING EXPS. - T.H.	12,767.64	9,608.33	-3,159.31	-32.88	104,346.92	105,691.63	1,344.71	1.27	115,300.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,550.00	11,833.33	283.33	2.39	127,239.00	130,166.63	2,927.63	2.25	142,000.00
6425-0000 Drainage Repair & Maint	3,845.10	416.67	-3,428.43	-822.8	7,549.99	4,583.37	-2,966.62	-64.73	5,000.00
6435-0000 Plant Replacement & Im	798.00	1,500.00	702.00	46.80	8,118.91	16,500.00	8,381.09	50.79	18,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	2,107.76	3,666.63	1,558.87	42.52	4,000.00
6455-0000 Snow Removal	630.00	833.33	203.33	24.40	1,890.00	9,166.63	7,276.63	79.38	10,000.00
TOTAL LANDS. & GROUNDS	16,823.10	14,916.66	-1,906.44	-12.78	146,905.66	164,083.26	17,177.60	10.47	179,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	2,065.93	1,833.33	-232.60	-12.69	16,441.86	20,166.63	3,724.77	18.47	22,000.00
6515-0000 Equipment Rep. & Maint	920.21	1,416.67	496.46	35.04	10,332.76	15,583.37	5,250.61	33.69	17,000.00
6520-0000 Supplies Equipment - Co	0.00	666.67	666.67	100.0	4,681.93	7,333.37	2,651.44	36.16	8,000.00
6525-0000 Supplies Maintenance-C	1,805.55	250.00	-1,555.55	-622.2	3,815.76	2,750.00	-1,065.76	-38.75	3,000.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	276.40	458.37	181.97	39.70	500.00
6535-0000 Enterphone and Security	190.09	625.00	434.91	69.59	9,616.72	6,875.00	-2,741.72	-39.88	7,500.00
6560-0000 Gate Repair & Maint. - C	0.00	250.00	250.00	100.0	2,379.84	2,750.00	370.16	13.46	3,000.00
6565-0000 Pest Control - Common	755.51	583.33	-172.18	-29.52	8,528.91	6,416.63	-2,112.28	-32.92	7,000.00
TOTAL REPAIR & MAINT.	5,737.29	5,666.67	-70.62	-1.25	56,074.18	62,333.37	6,259.19	10.04	68,000.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
January 2021

AS OF THE 11TH MONTH ENDING JANUARY 31, 2021

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
UTILITIES									
6576-0000 Electricity	168.00	257.50	89.50	34.76	1,898.00	2,832.50	934.50	32.99	3,090.00
6577-0000 Electricity Ponds - Com	407.00	429.17	22.17	5.17	4,627.00	4,720.87	93.87	1.99	5,150.00
6580-0000 Electricity Stream - Com	655.00	725.00	70.00	9.66	7,205.00	7,975.00	770.00	9.66	8,700.00
6595-0000 Telephone Caretaker	142.68	141.67	-1.01	-0.71	1,528.53	1,558.37	29.84	1.91	1,700.00
TOTAL UTILITIES	1,372.68	1,553.34	180.66	11.63	15,258.53	17,086.74	1,828.21	10.70	18,640.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	1,212.98	1,375.00	162.02	11.78	1,500.00
6690-0000 Electricity - RV Lot	71.00	77.50	6.50	8.39	781.00	852.50	71.50	8.39	930.00
TOTAL OPERATING EXPS-RV LOT	71.00	202.50	131.50	64.94	1,993.98	2,227.50	233.52	10.48	2,430.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	0.00	1,000.00	1,000.00	100.0	7,631.94	11,000.00	3,368.06	30.62	12,000.00
6712-0000 Equip. Rep. & Maint.-Clu	7,692.16	1,500.00	-6,192.16	-412.8	23,417.95	16,500.00	-6,917.95	-41.93	18,000.00
6715-0000 Lock Up Costs - Rec. Ce	180.00	175.00	-5.00	-2.86	810.00	1,925.00	1,115.00	57.92	2,100.00
6720-0000 Guest Suites Telephone-	55.98	66.67	10.69	16.03	562.68	733.37	170.69	23.27	800.00
6725-0000 Exercise Equip R & M-R	0.00	250.00	250.00	100.0	1,380.03	2,750.00	1,369.97	49.82	3,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	167.67	1,375.00	1,207.33	87.81	1,500.00
6735-0000 Pool Repair & Maint.-Re	0.00	708.33	708.33	100.0	3,205.52	7,791.63	4,586.11	58.86	8,500.00
6740-0000 Pool Supplies & Chemic	0.00	375.00	375.00	100.0	2,474.92	4,125.00	1,650.08	40.00	4,500.00
6750-0000 Cleaning Supplies-Rec.	0.00	200.00	200.00	100.0	1,522.65	2,200.00	677.35	30.79	2,400.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	916.63	916.63	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,721.00	2,000.00	279.00	13.95	19,576.00	22,000.00	2,424.00	11.02	24,000.00
6765-0000 Gas - Rec. Centre	1,186.25	1,250.00	63.75	5.10	10,523.27	13,750.00	3,226.73	23.47	15,000.00
TOTAL OPER. EXPS-REC. CENTRE	10,835.39	7,733.33	-3,102.06	-40.11	71,272.63	85,066.63	13,794.00	16.22	92,800.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	4,377.22	5,355.00	977.78	18.26	55,814.88	58,905.00	3,090.12	5.25	64,260.00
6830-0000 Caretaker Assistant Wag	1,375.84	1,625.00	249.16	15.33	16,058.74	17,875.00	1,816.26	10.16	19,500.00
6865-0000 R. C. Janitor Wages and	1,228.50	1,875.00	646.50	34.48	6,546.75	20,625.00	14,078.25	68.26	22,500.00
6875-0000 Payroll Costs	918.97	916.67	-2.30	-0.25	9,508.42	10,083.37	574.95	5.70	11,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0	1,500.00
TOTAL SALARIES & PAYROLL COS	7,900.53	9,896.67	1,996.14	20.17	87,928.79	108,863.37	20,934.58	19.23	118,760.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	366.63	366.63	100.0	400.00
6915-0000 Supplies	0.00	91.67	91.67	100.0	327.50	1,008.37	680.87	67.52	1,100.00
6920-0000 Telephone & Cable - Offi	411.52	441.67	30.15	6.83	4,304.62	4,858.37	553.75	11.40	5,300.00
TOTAL OFFICE EXPENSES	411.52	566.67	155.15	27.38	4,632.12	6,233.37	1,601.25	25.69	6,800.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,580.09	4,583.37	1,003.28	21.89	5,000.00
6975-0000 Council Expenses - Adm	0.00	258.33	258.33	100.0	530.00	2,841.63	2,311.63	81.35	3,100.00
6980-0000 Legal Expenses	0.00	83.33	83.33	100.0	203.49	916.63	713.14	77.80	1,000.00
6984-0000 Postage and Printing	1,009.87	1,433.33	423.46	29.54	19,303.12	15,766.63	-3,536.49	-22.43	17,200.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	183.37	183.37	100.0	200.00
6990-0000 Insurance Premiums	71,621.08	50,787.75	-20,833.33	-41.02	787,831.88	558,665.25	-229,166.63	-41.02	609,453.00
6992-0000 Insurance Carrying Char	833.33	833.33	0.00	0.00	9,166.67	9,166.63	-0.04	0.00	10,000.00
6992-0025 Insurance Offset	-41,666.66	0.00	41,666.66	0	-229,166.63	0.00	229,166.63	0	0.00
7000-0000 Management Fees	5,901.92	5,901.92	0.00	0.00	64,921.12	64,921.12	0.00	0.00	70,823.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	327.00	366.63	39.63	10.81	400.00
7020-0000 Security - Admin.	0.00	583.33	583.33	100.0	0.00	6,416.63	6,416.63	100.0	7,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	1,606.56	5,500.00	3,893.44	70.79	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	125.00	137.50	12.50	9.09	150.00
7030-0000 Strata Web Site	148.79	33.33	-115.46	-346.4	239.89	366.63	126.74	34.57	400.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	183.37	6.97	3.80	200.00
TOTAL ADMINISTRATION EXPENSE	37,858.33	60,910.49	23,052.16	37.85	658,844.59	670,015.39	11,170.80	1.67	730,926.00
TOTAL COMMON EXPENSES	81,009.84	101,446.33	20,436.49	20.15	1,042,910.48	1,115,909.63	72,999.15	6.54	1,217,356.00
TOTAL EXPENSES	111,421.29	125,003.82	13,582.53	10.87	1,293,738.34	1,375,042.02	81,303.68	5.91	1,500,046.00
NET INCOME (LOSS)	13,402.85	0.00	13,402.85	0	76,874.16	0.00	76,874.16	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,839.42	11,839.42	0.00	0.00	130,233.62	130,233.62	0.00	0.00	142,073.00

**Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
January 2021**

AS OF THE 11TH MONTH ENDING JANUARY 31, 2021

	<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>
9262-0000 Utilities Interest Income	23.56	0.00	23.56	0	156.79	0.00	156.79	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	11,862.98	11,839.42	23.56	0.20	128,302.63	128,145.62	157.01	0.12	139,985.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,470.00	2,465.00	-5.00	-0.20	26,092.00	27,115.00	1,023.00	3.77	29,580.00
9365-0000 Electricity Windsor	1,539.00	1,615.00	76.00	4.71	16,243.00	17,765.00	1,522.00	8.57	19,380.00
Total Electricity - Apart.	4,009.00	4,080.00	71.00	1.74	42,335.00	44,880.00	2,545.00	5.67	48,960.00
Gas - Apartments									
9410-0000 Gas - Mayfair	2,868.49	1,691.67	-1,176.82	-69.57	17,335.31	18,608.37	1,273.06	6.84	20,300.00
9420-0000 Gas - Kensington	5,608.87	2,833.33	-2,775.54	-97.96	31,942.43	31,166.63	-775.80	-2.49	34,000.00
9430-0000 Gas - Windsor	5,756.96	3,060.42	-2,696.54	-88.11	31,932.81	33,664.62	1,731.81	5.14	36,725.00
Total Gas - Apartment	14,234.32	7,585.42	-6,648.90	-87.65	81,210.55	83,439.62	2,229.07	2.67	91,025.00
TOTAL UTILITIES - APARTMENT	18,243.32	11,665.42	-6,577.90	-56.39	123,545.55	128,319.62	4,774.07	3.72	139,985.00
NET INCOME (LOSS) UTILITIES	-6,380.34	174.00	-6,554.34	-3,766	4,757.08	-174.00	4,931.08	2,833.	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,368.00	5,368.00	0.00	0.00	59,048.00	59,048.00	0.00	0.00	64,416.00
9700-0000 Water - Townhouses	7,850.67	7,850.67	0.00	0.00	86,357.37	86,357.37	0.00	0.00	94,208.00
9725-0000 Water - Interest Income	42.12	0.00	42.12	0	592.84	0.00	592.84	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	13,260.79	13,218.67	42.12	0.32	162,079.02	161,486.37	592.65	0.37	174,705.00
WATER EXPENSE									
9850-0000 Water Usage	14,558.75	14,558.75	0.00	0.00	153,512.73	160,146.25	6,633.52	4.14	174,705.00
TOTAL WATER	14,558.75	14,558.75	0.00	0.00	153,512.73	160,146.25	6,633.52	4.14	174,705.00
NET INCOME (LOSS) WATER	-1,297.96	-1,340.08	42.12	3.14	8,566.29	1,340.12	7,226.17	539.2	0.00



CrossRoads Management Ltd.

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 include strata corporations. Please wear one when in ALL areas of the clubhouse and Condo buildings 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.



CHELSEA GARDENS EMERGENCY PREPAREDNESS

FEBRUARY 2021

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.

THE FIRST AID TEAM

The First Aid Team, as the name implies, provides aid to residents of Chelsea Gardens during emergency situations, until professional emergency responders are available. This is the team with the largest number of members. The team leader is Diane Moore and the rest of the team members are: Arvilla Schneider, Debbie Thorburn, Joanne McCurdy, Lynne Matkovic, Mike Shillington, Pat McKenna, Roopa Gupta, Cherith Johnson, Joyce Doyle, Jennifer Shields and Bernadette Rudolph. During an emergency requiring substantial First Aid resources, volunteers (First Aid trained or not) may be assigned to augment the Team.

The Team's primary responsibility during an emergency would be to assess and treat, to the best of their knowledge and ability, persons requiring immediate first aid assistance. While many of the team members have first aid training it is important to note that they can only treat our Chelsea residents "to the best of their ability" and cannot offer the full medical treatment that would be available via first responders or at medical facilities.

Pre-pandemic the team met once a month. However, they have been meeting much less frequently during these times. The hope is that once the current emergency orders are modified they can meet again in person outdoors and resume their normal schedule.

One focus of their meetings is reviewing various emergency scenarios and discussing how the team would respond. They determine how the team would be deployed based on the skills and training of each team member. For example, which patients would go to the clubhouse and which would go to the primary first aid location (if not located in the clubhouse), and how they would pair up team members and volunteers. They also assess training requirements to make sure that every team member who needs or wants further first aid training can get it.



CHELSEA GARDENS EMERGENCY PREPAREDNESS

FEBRUARY 2021

One of the goals they are currently working on is to provide documentation for First Aid team members so that they will know where to go, what their responsibilities will be and what actions to take upon activation and deployment. This documentation would also provide orientation for new team members.

Being part of the first aid team is their way of giving back to the community. Volunteering makes them feel part of the Chelsea Gardens community and allows them an opportunity to take on responsibility and to use their skills and training in a time of need.

Volunteers are always needed because many Chelsea residents travel, so please get involved, *in any way*, and call Doug McLeod (Head of Leadership Team) at 604-996-3504 or email Doug at kdmcleod@telus.net . All Chelsea volunteers would love to have you on board.