



MONTHLY COUNCIL MEETING MINUTES

TUESDAY, OCTOBER 26, 2021

LOCATION/TIME - 1:00PM BY ZOOM CONFERENCE

Council: Murray Hill, Anita Thompson, Ashley Orton, Norm Reid, Ron Plankeel, Cee Mann & Bob Hyde.

Strata Mgt: Ross Ruddick & Jesse Train

Regrets: There were no regrets.

STRATA COUNCIL – 2021/2022

EXECUTIVES

Murray Hill - K406
Bob Hyde - T102
Anita Thompson - W325
Cee Mann - T172
Ashley Orton - T243
Norm Reid - T302
Ron Plankeel - T272

COMMITTEE ASSIGNMENTS

President, Townhouses,
Vice President, Finance
Treasurer, Minutes, Social Committee
Secretary, Clubhouse,
Security & Privacy, Volunteers, Ponds & Fountains, Website,
Apartments, Irrigation,
Bring Forward, RV Committee, Landscaping

CARETAKERS

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

STRATA MANAGERS: CROSSROADS

Strata Manager: Jesse Train jesse@crpm.ca
Strata Manager: Bryan Andrews bryan@crpm.ca
Senior Strata Manager: Ross Ruddick ross@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

Murray Hill, President, and a quorum being present called the meeting to order at 1:02 PM.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the September 28, 2021 meeting. **CARRIED**

HEARING BEFORE COUNCIL

An owner requested a hearing before Council and provided their version of events regarding a recent bylaw violation letter they had received. After the owner had signed off from the meeting, Council had a discussion and directed the Strata Manager to respond in writing with their response.

(3) CARETAKER REPORT FOR OCTOBER 2021

Fall is in full swing with some amazing colours to dazzle us with nature's beauty. The flip side of that of course is gutters and leaves. We will once again have the gutters cleaned but in the mean time before a date for that is established Ivan and I will do our best to keep the lower gutters cleaned whenever issues start to happen. We will go up as far as the second-floor roof line if it is easily accessible and not a danger of falling.

The club house is now in full swing being able to now host the numbers prior to Covid restrictions. There will be no contract tracing required. Bookings are under way so if you are having guests or want to book the Fireside room, I would suggest sooner than later. Masks are still required when moving through the buildings and club house.

This is just a reminder that if you get a call to have your boiler or hot water replaced, please do your homework and make sure that the company you are hiring to do the job is legitimate and registered with BBB.

Mice and Ants seem to have quieted down a bit but we are still seeing activity. With the cold weather and radiant floor, it often fools the ants into thinking it's warm out and will inundated your units if not dealt with as soon as you see activity.

This is more of an observation than a reprimand but there was far too much put into the dumpsters that should not have been disposed of when we had the trash day. For next time please make sure you read what is allowable. It was not an easy task wading through the junk to retrieve electrical, tires, paint cans, etc., and once the dumpster reached a certain point it was impossible to get in to remove some of the items not allowed. We were lucky that it wasn't inspected at the dump or there would have been fines for sure. Please make sure that when items are put into the blue bins that it is clear plastic that is used and not black plastic.

The hot tub will most likely not be back in service until with week of November 7th. Imperial Paddock will be sealing the leaks we have and since the hot tub is down new tile will be put in to replace the discoloured, damaged tiles around the lip of the hot tub.

We have two cleaners that have been hired to do the cleaning. Robert was not able to continue because of travel time and juggling another job. We have Jerry now cleaning the Club House and Harpreet who will be cleaning the condos.

The flu shot space filled up very quickly and when I talked to the nurse, she was not sure if a third round would happen but will let Crossroads know if there is need to schedule another day. The reason why it was only half day was because the number of doses to do a full blitz are not available.

We have an electrical issue that needs to be resolved in one of our town homes and work has started to fix the issue. The water leak in front of one of our town homes has also been repaired and now just some plantings to go in and all's well.

I am not looking forward to this but Nov. 7th we move our clocks back again. I'm one of those that would like to stay on Daylight Savings but it is what it is. With Remembrance Day coming soon it's a time for reflection and a time to be thankful for all that we enjoy in this country. Have a good month ahead and until next time, Stay Safe.

John

(4) FINANCIAL REPORT - ANITA

- a) The Treasurer reviewed the Financial Statements for the month of **September, 2021** with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads Management. **CARRIED**
- b) The Strata Manager provided Council with a report on arrears and fines.

I want to talk about gas prices for the Clubhouse, Mayfair, Kensington and Windsor. Our Fortis gas bills we budgeted \$111,516.00 for the year. This comes out of your strata fees. I will give you the break down for each area. We will be blowing the budget at this rate especially when we haven't even come to the colder months.

Clubhouse:	September bill was \$1,025.99, we used 90.2 GJ October bill is \$1,726.51 , we used 146.4 GJ
Mayfair:	September bill was \$633.39, we used 46.8 GJ October bill is \$1,658.06 , we used 138.8 GJ
Kensington:	September bill was \$1,442.37, we used 125.6 GJ October bill is \$3,483.51 , we used 306.2 GJ
Windsor:	September bill was \$1,012.20, we used 83.7 GJ October bill is \$3,154.77 , we used 276.5 GJ

My point being Kensington and Windsor have almost tripled in amount. It is costing us way more in gas which means your fireplaces. To have a \$3,000 plus gas bill for one of the condos is unbelievable. This **WILL INCREASE YOUR STRATA FEES NEXT YEAR!** Everywhere you look gas prices and everything else is going up. **PLEASE** be conscious of when you use it. Townhouse owners will have seen an increase on their Fortis bills also once again. This is twice this year they have raised them.

The trash bins that were here two weeks ago cost us \$1,323.40. There were items put in the bins that were NOT supposed to be in them.

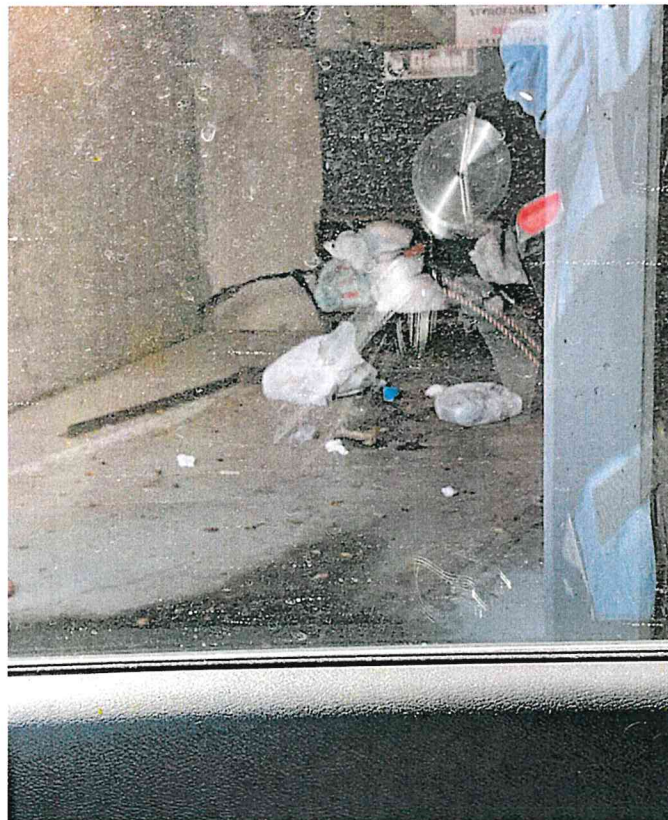
(5) BUSINESS ARISING FROM PREVIOUS MINUTES

- **Kensington Painting / Carpet Project** – Both projects continue to be underway.
- **Junk Day Review** – After a review of the recent junk day and noting that there were many violations about restricted items being left contrary to the posted signs as well as noting the cost of disposal, Council decided not to schedule this in 2022. Council feels that, with a possible garage sale plus Trash or Treasure Day, there are adequate methods for owners to dispose of unwanted items.

- **Parking Passes** – It was **MOVED/SECONDED** and **CARRIED** to purchase two visitor parking passes for each unit for their visitors to display on the vehicle dashboards.
- **Notices for Owners to access old stuff before we toss it out?** – There are times when the Council will dispose of unwanted items and low value items owned by the Strata Corporation. Going forward and, if possible, Council will offer these items to owners for 2 to 3 days prior to disposal.
- **Cell Reception Enhancements** – Telus is not, at least for now, interested in pursuing this project but is investigating other ways of improving reception. We have not heard back from Rogers.
- **Depreciation Report** – Council reviewed the revised Depreciation Report and it was **MOVED/SECONDED** and **CARRIED** to officially receive this report. It will be available on the Chelsea Today website.
- **Telus Pricing** – At the request of the Strata Manager, Telus has agreed to reduce pricing on all of our telephone lines.

(6) CORRESPONDENCE

- An Owner wrote to request clarification on wording of bylaw 3(5)(a), Use of Property 'other articles' The owner also expressed concern of the proposed amendment to permitting items on balcony railings. Council will be referring this to the Resolution Committee for clarification and possible bylaw amendments in 2022.
- An Owner wrote to report issues in a guest suite and to make suggestion that Wi-Fi be available for guests. These concerns have been addressed and a Council member will investigate how to improve Wi-Fi in the suites.
- An Owner wrote to report garbage being left in the parkade of the Windsor building. Council considers this to be unacceptable and owners will be fined. Our caretakers should not be expected to pick-up junk such as this.



- d) An Owner wrote in response to a warning letter regarding use of the hot tub. Council directed the Strata Manager to respond in writing.
- e) Two owners wrote Council regarding pest control and action is being taken.
- f) An Owner wrote to report that a vendor had damaged the driveway and it was in need of repair. Council will have Tru-Level take a look at this but do not think the other vendor damaged the driveway.
- g) An Owner wrote to report a neighbour being excessively loud after quite times. Council directed a letter to be sent.
- h) An Owner wrote to make suggestions of new rules/bylaws regarding the use of barbeques and hood fans. The owner noted that it is likely that many owners fail to properly clean their hood fans of grease a potential fire hazard. Owners should also clean their BBQ's after each use so as not to produce odors upon startup. Owners should not be adding wood chips to BBQ's and are reminded that only gas, propane and electric BBQ's are permitted. No briquette or wood burning BBQ's are permitted. The Resolution Committee will be asked to review the existing bylaws for updating.
- i) An Owner wrote to report a neighbour that is smoking both cigarettes and marijuana allowing the smoke to emanate to other units. A bylaw violation letter will be sent.
- j) Some owners have been taking their dogs out via the fire doors and propping them open. These fire doors must always remain closed. Please use the front doors or you can be fined.

(7) COMMITTEE REPORTS

a) APARTMENTS– NORM

- The Windsor Apartments - Painting and carpet installation in the Windsor is ongoing.
- The Kensington – Baseboards are being installed and the paint deficiencies will be addressed.
- The Mayfair –Perimeter drains have been checked and are all good.
- An apartment group asked Council for guidance about their annual Christmas Party relative to Covid restrictions. It was suggested that they post a notice to determine interest in attending and that, if this is scheduled, they require double vaccinations and to take precautions about shared food. They may wish to do this event on two floors to limit numbers in any one area.

b) CLUBHOUSE – CEE

- One user group had inquired to the Strata Manager about whether or not the vaccine mandate from the Province of BC would apply at Chelsea Gardens. The Strata Manager then reviewed his summary of a recent on-line seminar conducted by well known Strata Lawyer, Shawn Smith. This seminar noted that a Strata Council would be able to pass rules regarding the mandatory use of masks and the requirement for users to be double-vaccinated. The Council did already pass a rule requiring the use of masks in common areas unless seated. The Council decided to pass a new rule regarding vaccination requirements. It was **MOVED/SECONDED** that all people entering the clubhouse (except the mailroom) be double vaccinated and this applies to all user group participants. **CARRIED**
- The Bible Study Group requested changing their Thursday afternoon venue back to the Library instead of the Fireside Room and this was approved.
- The 50% capacity restrictions on gatherings will no longer apply to our various events.

c) **TOWNHOUSES – MURRAY**

- There will be a second run of 10 garage doors done in October of this year by Casp. This is the last run for this year, if your door does not get done this year and you have a work order in it will go on the first run of doors in 2022.
- We are getting Tru-level to come in October 28th to look at the work, cost, and schedule the work. This is for cracks in driveways, walkways.
- Jeff Morin is healing and is back to work on light duty now.
- We are dealing with an electrical failure to Th213, the homeowner has a temporary service with full power until the repair is permanently complete
- We are scheduled to blow out the irrigation system on Thursday, October 28 and put it to bed for the winter, once again another thanks to all the volunteers involved for another eventful but also successful season.

d) **SAFETY AND SECURITY – ASHLEY**

- We had an issue with the inbound Front Gate mechanism: it was cycling through opening and closing halfway. As this was an issue to be fixed by our Gate maintenance company, and they were not available over the weekend, Ashley set it to stay open. The issue has been corrected and was due to the settings for the metal detector under the paving that senses the presence of a car. We have been advised that the control box for the sensor may have to be replaced in the future. Jules made a good suggestion for some reinforcement chain link for the RV lot.

e) **LANDSCAPING – RON**

- Getting a quote from Shawn to redo the front yard for TH#305 after the water main leak was repaired.
- Ground cover behind TH#149 was removed due to mouse infestation, the roots will be killed in springtime and replanted.
- Potted plants around the pool area are removed.

f) **SOCIAL COMMITTEE**

Summary of Chelsea Gardens Social Committee Meeting for October 2021

- The Social Committee met on October 6th. The Corn and Burger Event in September went well. We sold 120 tickets. Most people chose to take their meals home. We really do want to get Morning Coffee restarted, so stay tuned. We will be celebrating Halloween at the Gate. We start collecting treats on October 15th and will not be putting them into treat bags this year. Residents are welcome once more to dress up and help hand out candy, but please leave your dogs at home.
- We will be putting on a lasagna dinner on November 20th. There will be sit-down tickets available plus an option to pick up. Those who choose to eat in the Clubhouse will have to show their vaccine passports. If you are vaccinated but need help with your passport, just let us know when you buy your ticket. We are waiting for the number of people allowed in the Clubhouse to increase, before restarting the cash bar. We are still looking for the “right” clock for the Fireside.

Any event the Social Committee organizes will be done in accordance to Fraser Health and with direction from our Strata council.

g) ADMINISTRATION

- Council approved vacation requests for two staff members. John Unger did note that Ivan will be retiring at the beginning of 2022 and CrossRoads will start looking for a replacement. John indicated that he will also be retiring somewhere around late spring of 2022 but may be available for relief work. Ross Ruddick noted to Council that, although he is retiring at the end of 2021, he will still maintain an office at CrossRoads and will remain in the background to assist Jesse Train with Chelsea Gardens as Ross wants the transition to be seamless and smooth.
- Reminder about office procedures for Council members

h) PONDS AND FOUNTAINS – ASHLEY

- We will be shutting down and disconnecting the UV filter in the fishpond for the winter. A small heater has been purchased to use for the turtles within their winter housing.

i) EMERGENCY PREPAREDNESS – DOUG MCLEOD, Emergency Program Leader

APARTMENT AND TOWNHOUSE EMERGENCY EVACUATION PLANNING

- Each of the 3 apartment buildings in Chelsea Gardens will have an Emergency Response Team consisting of a Building Captain and alternate, and Floor Captains and alternates. The Windsor team has been in place for several years now. The Mayfair and Kensington teams each have a Building Captain and some others, but more residents in these buildings are needed to ensure an effective response to an emergency.
- The townhouses have been grouped into 9 Townhouse Zones (each designated by a number and a colour) for emergency response purposes. Volunteers will be sought from within each zone for the positions of Zone Captain and Alternate Zone Captain, to assist with coordinating required response actions in the zone.
- A "Meeting Place" has been designated for each apartment building and each townhouse zone, where residents will meet in case of building evacuations. Without designated meeting places following an evacuation, residents will likely congregate at the clubhouse, which will result in overcrowding and interfere with the teams that are setting up the command centre and performing other activities to respond to the emergency. Having these identified meeting places will make it easier to deal with residents on an individual basis, account for who has evacuated, and coordinate help where required.
- A map on the back of this sheet shows the nine townhouse zones and the meeting place for each zone (a 2 or 3 space visitor parking spot, except for the Blue Zone, which will be at the Gazebo and the Red Zone that has one parking spot and also utilizes the green space behind it). The map also shows the meeting place for each apartment. If a meeting place is overcrowded or inaccessible, the meeting place will be changed on the fly, possibly to the RV Lot.
- A sign will be placed on a new or existing pole at each meeting place to assist residents to identify the appropriate meeting location for their apartment/zone. Each Townhouse Zone sign will identify the Zone Colour and Number, and the townhouse numbers within that zone.
- The Building/Zone emergency response teams, in conjunction with the other Emergency Program teams, will be developing and conducting evacuation practice drills and exercises to test procedures and to familiarize residents with the emergency evacuation processes to help ensure that we can keep all residents safe and accounted for in emergencies.
- The Chelsea Gardens Emergency Program is looking for additional volunteers for all its teams. If you are interested in getting involved, either as a floor captain, townhouse zone captain or alternate, or on one of the general response teams (Leadership, First Aid, Communications &

Transportation, Damage Assessment / Search and Rescue, Pet Care, Utilities & Fire Suppression, Care & Shelter, or Security), please contact Doug McLeod at kdmcleod@telus.net or 778.591.3999. This is a great way to get to know your neighbours, providing an opportunity to contribute to our community, and only requires a small commitment of time.

- The meeting place map is attached and signs will be ordered by the committee.

j) **RV LOT – RON**

- Security Enhancements - Nothing new to report, we have not had any feedback yet on the proposal of steel panels or cement made in August to improve security.

RV LOT BREAK IN DETERRENT OPTION

There was a suggestion from an owner about how to improve RV Lot security and Council will pass this on to the Bring Forward Committee for discussion as to inclusion in the 2022 AGM agenda.

It was noted by Council that they have observed the gate to the RV Lot being left open and all users of the RV Lot are required to close and lock the gate when they access or depart the lot. Failure to do so could lead to a revocation of RV Lot privileges.

(8) NEW BUSINESS

- a) **Roy Dennis Roofing Quote for Townhouse Block and Flat Roofs** – It was **MOVED/SECONDED** and **CARRIED** to approve a quote from Roy Dennis Roofing to replace the sloped roof, gutters and flat roofs in one six-plex. This will be a template for the future but, when that takes place, multiple bids will be obtained. The Council asked that the Strata Manager obtain an add-on quote for leaf guard screens on the gutters.
- b) **Roy Dennis Roofing Quote for Clubhouse** – This will go to the Bring Forward Committee for a possible 2022 spending resolution.
- c) **Apartment Move-In Fee but No Move-Out Fee** – A suggestion to increase the Move-in fee will go to the Resolution Committee. This would not financially impact any existing owner.
- d) **Phones in the Guest Suites** – Council discussed whether or not to have telephones in the guest suites and, recognizing that most everyone has cell phones (or, if not, they can use the landline outside of the Chelsea office). The Council decided to remove these phones to save on costs.
- e) **Telus Discounts** – Reminder re discount: Owners are to call into TELUS every year to re-establish their discount. They are supposed to just indicate that they live in a Crossroads building and the discount will be re-applied for the year. They can call 604-310-3343 or 1-866-667-9749. Existing client can also submit their information online here: telus.com/mdulead and an agent will process their request within 48 hours.
- f) **Gutter Cleaning Quote** – Council approved a quote for townhouse gutter cleaning.
- g) **First District Quote** – Council approved a quote for work on the make-up air units.
- h) **Crush Quote** – Council approved a quote for power auguring to remove some roots.
- i) **Scammers re Fireplace Cleaning** – See John's report about some unreliable companies that we do not recommend soliciting businesses from our owners. Use at your own risk.
- j) The Strata Council discussed the 2022 Annual General Meeting and, assuming that nothing changes with any Provincial Order that now permits in-person events, we will finally return to our regular "live" AGM. This will **likely be scheduled for SOME TIME MID-March, 2022.**

(9) ADJOURNMENT

The meeting was adjourned at 3:53 PM.

The next Council meeting is Tuesday, November 23, 2021 at 1:00 PM – Fireside Room.

CrossRoads Management is moving. The move is scheduled to take place on Friday, November 19, 2021 and we expect to be up and running by the Monday, November 22nd. We will be in the same business park and the new office address is: #215 – 7455 – 132nd Street, Surrey, BC, V3W 1J8. Phone, fax and email addresses will remain unchanged. Please note the new address for all mail communications.

MANDATORY MASK WEARING STILL 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 requirement. Stay safe everyone. Owners accessing the pub and Fireside Room for social activities may remove masks when seated but are not to “table hop”.

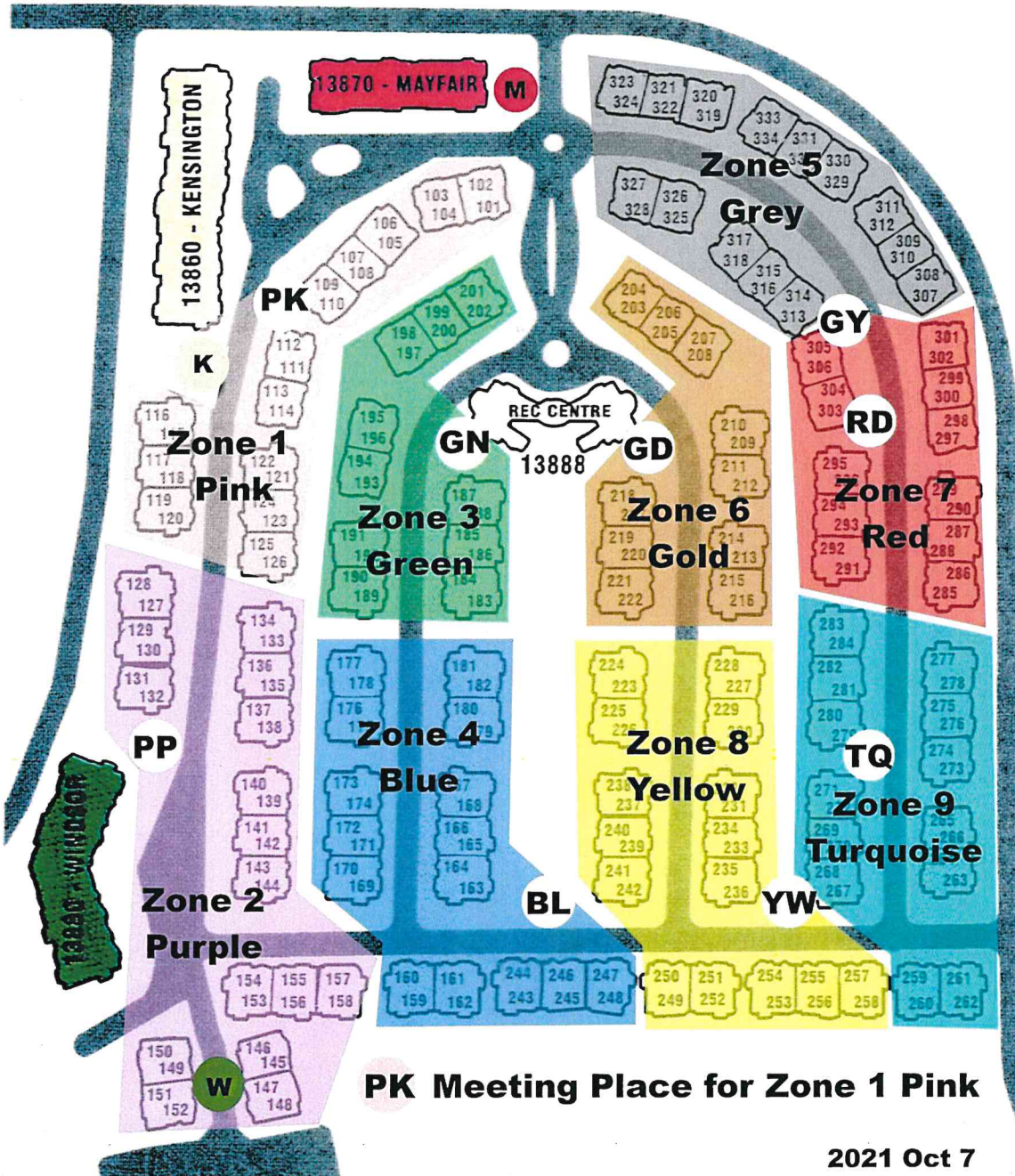


With Christmas on the horizon and some “snowbirds” heading south, residents are reminded about the rule regarding Christmas lights and décor:

Christmas Decorations – *Christmas lights and décor (including illuminated and non-illuminated items) may be put up after November 15 but may not be turned on until November 25 in the current year and they must be taken down by January 15 of the following year. Decorative lighting and accessories for all other significant cultural, religious or civic events may be installed no sooner than two weeks before the event and must be removed no later than one week after the event.*

Owners are also reminded that cut or live Christmas Trees are not permitted in townhouses or apartments as these are significant fire hazards.

CHELSEA GARDENS **TOWNHOUSE ZONES AND APARTMENT AND** **T.H. ZONE EMERGENCY MEETING PLACES**



Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
September 2021

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AS OF THE 7TH MONTH ENDING SEPTEMBER 30, 2021

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	2,399,905.56
1106-0000 Insurance Claim Receivable	162,547.16
1109-0100 Due to CRF from Operating-Insurance	<u>265,157.94</u>

TOTAL ASSETS

2,827,610.66

LIABILITIES

2010-0000 Accounts Payable	45,422.94
2012-2500 Accrued Expenses	<u>32,616.47</u>

TOTAL LIABILITIES

78,039.41

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,569,085.96
3510-0000 Net Income - Current Year	<u>180,485.29</u>

TOTAL OWNERS' EQUITY

2,749,571.25

TOTAL LIABILITIES AND EQUITY

2,827,610.66

Date: OCT 19 / 2021
Accountant: [Signature]
Property Manager: [Signature]

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

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Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
September 2021
AS OF THE 7TH MONTH ENDING SEPTEMBER 30, 2021

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10/19/2021
02:27 PM

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	86,617.24
1027-0000 Bank - Water Surcharge	45,270.35
1028-1300 Bank - Golf Tournament Funds	3,111.18
1029-0000 Bank - Apt Utilities	6,847.89
1030-0000 Bank - Exercise Room	1,215.56
1040-0000 Bank - Social Committee	5,749.14
1200-0000 Prepaid Insurance	265,157.94
1205-0000 Prepaid Expenses	1,681.29
1300-0000 Accounts Receivable	3,207.51
TOTAL ASSETS	419,075.45

LIABILITIES

2010-0000 Accounts Payable	11,332.10
2014-0000 Accrued Water & Sewer	43,717.26
2017-0000 Social Committee Fund	5,749.14
2018-0000 Exercise Room	1,215.56
2019-0000 Golf Tournament Fund	3,111.18
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	966.00
2040-0003 Due to Contingency-Insurance	265,157.94
2170-0000 Vacation Payable	3,320.35
2250-0000 Pre-Paid Fees	547.36
TOTAL LIABILITIES	335,416.89

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	249,999.96
3400-0149 Insurance Levy Expenses	-249,999.96

3500-0000 Net Income - Prior Years	33,087.60
3510-0000 Net Income - Current Year	45,257.94
3510-2000 Net Income - Utilities	3,759.93
3510-3000 Net Income - Water & Sewer	1,553.09

TOTAL OWNERS' EQUITY

83,658.56

TOTAL LIABILITIES AND EQUITY

419,075.45

Date: OCT. 19/2021
Accountant: [Signature]
Property Manager: [Signature]

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

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10/19/2021
02:27 PM

AS OF THE 7TH MONTH ENDING SEPTEMBER 30, 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	58,522.30	58,522.17	0.13	0.00	409,657.18	409,655.19	1.99	0.00	702,266.00
4012-0000 CRF Strata Fees - Apart	-14,024.50	-14,024.50	0.00	0.00	-98,171.50	-98,171.50	0.00	0.00	-168,294.00
4015-0000 Parking & Scooter Parki	462.00	458.33	3.67	0.80	3,334.00	3,208.31	125.69	3.92	5,500.00
4015-0100 EV Charging	30.00	0.00	30.00	0	150.00	0.00	150.00	0	0.00
4021-0000 Miscellaneous	0.00	0.00	0.00	0	0.20	0.00	0.20	0	0.00
4022-0000 Move in/out	100.00	66.67	33.33	49.99	1,900.00	466.69	1,433.31	307.1	800.00
4025-0000 Prior Year Surplus (Defic	1,474.75	1,474.75	0.00	0.00	10,323.25	10,323.25	0.00	0.00	17,697.00
TOTAL	46,564.55	46,497.42	67.13	0.14	327,193.13	325,481.94	1,711.19	0.53	557,969.00
4030-0000 Strata Fees	107,362.00	107,362.00	0.00	0.00	751,534.00	751,534.00	0.00	0.00	1,288,344.00
4032-0000 CRF Strata Fees - Town	-30,511.83	-30,511.83	0.00	0.00	-213,582.81	-213,582.81	0.00	0.00	-366,142.00
4037-0000 Prior Year Surplus	3,067.75	3,067.75	0.00	0.00	21,474.25	21,474.25	0.00	0.00	36,813.00
TOTAL	79,917.92	79,917.92	0.00	0.00	559,425.44	559,425.44	0.00	0.00	959,015.00
OTHER									
4040-0000 Rental - Fireside Lounge	150.00	41.67	108.33	259.9	200.00	291.69	-91.69	-31.43	500.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	4,200.00	4,200.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	945.00	333.33	611.67	183.5	1,975.00	2,333.31	-358.31	-15.36	4,000.00
4055-0000 R.V. Parking	720.00	733.33	-13.33	-1.82	5,070.00	5,133.31	-63.31	-1.23	8,800.00
4061-0000 Bylaw Fines	0.00	0.00	0.00	0	450.00	0.00	450.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	25.00	0.00	25.00	0	0.00
4065-0000 Interest Income	84.60	58.33	26.27	45.04	1,036.13	408.31	627.82	153.7	700.00
4066-0000 Remote Control Sale	360.00	125.00	235.00	188.0	1,175.00	875.00	300.00	34.29	1,500.00
4084-0000 Keys	25.00	0.00	25.00	0	65.00	0.00	65.00	0	0.00
TOTAL OTHER	2,884.60	1,891.66	992.94	52.49	14,196.13	13,241.62	954.51	7.21	22,700.00
TOTAL INCOME	129,367.07	128,307.00	1,060.07	0.83	900,814.70	898,149.00	2,665.70	0.30	1,539,684.00
6030-0000 Apt Janitor/Contract Ser	2,089.50	1,700.00	-389.50	-22.91	10,249.99	11,900.00	1,650.01	13.87	20,400.00
6208-0000 Building Maint. - Apartm	183.81	3,333.33	3,149.52	94.49	8,236.35	23,333.31	15,096.96	64.70	40,000.00
6215-0000 Equipment Maint. - Apart	8,880.59	5,167.50	-3,713.09	-71.85	60,762.00	36,172.50	-24,589.50	-67.98	62,010.00
6268-0050 Elevator Maint. - Apartm	1,532.32	1,458.33	-73.99	-5.07	10,181.46	10,208.31	26.85	0.26	17,500.00
6275-0000 Gate & Door Maint. - Ap	1,843.63	500.00	-1,343.63	-268.7	3,323.57	3,500.00	176.43	5.04	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,960.31	2,175.00	214.69	9.87	14,849.69	15,225.00	375.31	2.47	26,100.00
TOTAL EXPS. BEFORE UTILITIES	16,490.16	14,334.16	-2,156.00	-15.04	107,603.06	100,339.12	-7,263.94	-7.24	172,010.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,026.50	4,834.92	3,808.42	78.77	26,167.08	33,844.44	7,677.36	22.68	58,019.00
6320-0000 Garbage Pick-up - Town	4,615.80	5,108.33	492.53	9.64	35,916.06	35,758.31	-157.75	-0.44	61,300.00
TOTAL OPERATING EXPS. - T.H.	5,642.30	9,943.25	4,300.95	43.25	62,083.14	69,602.75	7,519.61	10.80	119,319.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,838.75	12,070.00	231.25	1.92	82,871.25	84,490.00	1,618.75	1.92	144,840.00
6425-0000 Drainage Repair & Maint	75.00	1,250.00	1,175.00	94.00	5,619.00	8,750.00	3,131.00	35.78	15,000.00
6435-0000 Plant Replacement & Im	0.00	1,250.00	1,250.00	100.0	6,483.47	8,750.00	2,266.53	25.90	15,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	1,178.54	2,333.31	1,154.77	49.49	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	5,833.31	5,833.31	100.0	10,000.00
TOTAL LANDS. & GROUNDS	11,913.75	15,736.66	3,822.91	24.29	96,152.26	110,156.62	14,004.36	12.71	188,840.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	829.17	1,583.33	754.16	47.63	10,522.11	11,083.31	561.20	5.06	19,000.00
6515-0000 Equipment Rep. & Maint	0.00	1,333.33	1,333.33	100.0	11,618.19	9,333.31	-2,284.88	-24.48	16,000.00
6520-0000 Supplies Equipment - Co	0.00	466.67	466.67	100.0	372.90	3,266.69	2,893.79	88.58	5,600.00
6525-0000 Supplies Maintenance-C	0.00	375.00	375.00	100.0	1,751.84	2,625.00	873.16	33.26	4,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	43.12	291.69	248.57	85.22	500.00
6535-0000 Enterphone and Security	140.18	791.67	651.49	82.29	2,515.21	5,541.69	3,026.48	54.61	9,500.00
6560-0000 Gate Repair & Maint. - C	248.50	250.00	1.50	0.60	570.52	1,750.00	1,179.48	67.40	3,000.00

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AS OF THE 7TH MONTH ENDING SEPTEMBER 30, 2021

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6565-0000 Pest Control - Common	740.69	666.67	-74.02	-11.10	4,917.85	4,666.69	-251.16	-5.38	8,000.00
TOTAL REPAIR & MAINT.	1,958.54	5,508.34	3,549.80	64.44	32,311.74	38,558.38	6,246.64	16.20	66,100.00
UTILITIES									
6576-0000 Electricity	166.00	175.00	9.00	5.14	1,130.35	1,225.00	94.65	7.73	2,100.00
6577-0000 Electricity Ponds - Com	359.00	416.67	57.67	13.84	2,495.48	2,916.69	421.21	14.44	5,000.00
6580-0000 Electricity Stream - Com	701.00	683.33	-17.67	-2.59	4,641.68	4,783.31	141.63	2.96	8,200.00
6595-0000 Telephone Caretaker	67.20	150.00	82.80	55.20	836.59	1,050.00	213.41	20.32	1,800.00
TOTAL UTILITIES	1,293.20	1,425.00	131.80	9.25	9,104.10	9,975.00	870.90	8.73	17,100.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	50.00	125.00	75.00	60.00	387.50	875.00	487.50	55.71	1,500.00
6690-0000 Electricity - RV Lot	66.00	79.17	13.17	16.64	499.27	554.19	54.92	9.91	950.00
TOTAL OPERATING EXPS-RV LOT	116.00	204.17	88.17	43.18	886.77	1,429.19	542.42	37.95	2,450.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	443.63	833.33	389.70	46.76	2,951.16	5,833.31	2,882.15	49.41	10,000.00
6712-0000 Equip. Rep. & Maint.-Clu	2,842.88	1,750.00	-1,092.88	-62.45	15,583.20	12,250.00	-3,333.20	-27.21	21,000.00
6715-0000 Lock Up Costs - Rec. Ce	150.00	125.00	-25.00	-20.00	540.00	875.00	335.00	38.29	1,500.00
6720-0000 Guest Suites Telephone-	157.07	58.33	-98.74	-169.2	461.09	408.31	-52.78	-12.93	700.00
6725-0000 Exercise Equip R & M-R	0.00	500.00	500.00	100.0	442.34	3,500.00	3,057.66	87.36	6,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0	1,500.00
6735-0000 Pool Repair & Maint.-Re	50.00	708.33	658.33	92.94	2,692.83	4,958.31	2,265.48	45.69	8,500.00
6740-0000 Pool Supplies & Chemic	0.00	333.33	333.33	100.0	2,289.55	2,333.31	43.76	1.88	4,000.00
6750-0000 Cleaning Supplies-Rec.	209.37	166.67	-42.70	-25.62	1,416.65	1,166.69	-249.96	-21.42	2,000.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	315.00	583.31	268.31	46.00	1,000.00
6764-0000 Electricity - Rec. Centre	1,607.00	1,791.67	184.67	10.31	11,166.05	12,541.69	1,375.64	10.97	21,500.00
6765-0000 Gas - Rec. Centre	1,025.99	1,141.67	115.68	10.13	7,224.65	7,991.69	767.04	9.60	13,700.00
TOTAL OPER. EXPS-REC. CENTRE	6,485.94	7,616.66	1,130.72	14.85	45,082.52	53,316.62	8,234.10	15.44	91,400.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	3,654.89	5,375.00	1,720.11	32.00	35,720.33	37,625.00	1,904.67	5.06	64,500.00
6830-0000 Caretaker Assistant Wag	1,704.51	1,625.00	-79.51	-4.89	11,006.39	11,375.00	368.61	3.24	19,500.00
6865-0000 R. C. Janitor Wages and	1,680.00	1,791.67	111.67	6.23	9,241.47	12,541.69	3,300.22	26.31	21,500.00
6875-0000 Payroll Costs	933.70	935.00	1.30	0.14	6,416.63	6,545.00	128.37	1.96	11,220.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	189.64	875.00	685.36	78.33	1,500.00
TOTAL SALARIES & PAYROLL COS	7,973.10	9,851.67	1,878.57	19.07	62,574.46	68,961.69	6,387.23	9.26	118,220.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	233.31	233.31	100.0	400.00
6915-0000 Supplies	0.00	83.33	83.33	100.0	634.65	583.31	-51.34	-8.80	1,000.00
6920-0000 Telephone & Cable - Offi	463.83	433.33	-30.50	-7.04	2,816.76	3,033.31	216.55	7.14	5,200.00
TOTAL OFFICE EXPENSES	463.83	549.99	86.16	15.67	3,451.41	3,849.93	398.52	10.35	6,600.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,096.24	2,916.69	-179.55	-6.16	5,000.00
6975-0000 Council Expenses - Adm	0.00	266.67	266.67	100.0	0.00	1,866.69	1,866.69	100.0	3,200.00
6980-0000 Legal Expenses	0.00	41.67	41.67	100.0	203.66	291.69	88.03	30.18	500.00
6984-0000 Postage and Printing	230.95	1,458.33	1,227.38	84.16	10,532.40	10,208.31	-324.09	-3.17	17,500.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	116.69	116.69	100.0	200.00
6990-0000 Insurance Premiums	53,031.58	53,031.58	0.00	0.00	371,221.06	371,221.06	0.00	0.00	636,379.00
6992-0000 Insurance Carrying Char	875.00	875.00	0.00	0.00	6,125.00	6,125.00	0.00	0.00	10,500.00
7000-0000 Management Fees	6,018.00	6,018.00	0.00	0.00	42,126.00	42,126.00	0.00	0.00	72,216.00
7010-0000 Property Taxes - Admin.	-504.00	33.33	537.33	1,612.	554.00	233.31	-320.69	-137.4	400.00
7020-0000 Security - Admin.	0.00	416.67	416.67	100.0	302.35	2,916.69	2,614.34	89.63	5,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	1,761.37	3,500.00	1,738.63	49.68	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	70.00	87.50	17.50	20.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	160.04	233.31	73.27	31.40	400.00
7050-0000 Miscellaneous	0.00	0.00	0.00	0	-21.22	0.00	21.22	0	0.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	116.69	-59.71	-51.17	200.00
TOTAL ADMINISTRATION EXPENSE	59,661.53	63,137.09	3,475.56	5.50	436,307.30	441,959.63	5,652.33	1.28	757,645.00
TOTAL COMMON EXPENSES	89,865.89	104,029.58	14,163.69	13.62	685,870.56	728,207.06	42,336.50	5.81	1,248,355.00
TOTAL EXPENSES	111,998.35	128,306.99	16,308.64	12.71	855,556.76	898,148.93	42,592.17	4.74	1,539,684.00
NET INCOME (LOSS)	17,368.72	0.01	17,368.71	173.6	45,257.94	0.07	45,257.87	64.65	0.00

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AS OF THE 7TH MONTH ENDING SEPTEMBER 30, 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>
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	12,768.08	12,768.08	0.00	0.00	89,376.56	89,376.56	0.00	0.00	153,217.00
9262-0000 Utilities Interest Income	16.48	0.00	16.48	0	63.62	0.00	63.62	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-5,101.46	-5,101.00	-0.46	-0.01	-5,101.00
Total Apartment Utilities	12,784.56	12,768.08	16.48	0.13	84,338.72	84,275.56	63.16	0.07	148,116.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,549.00	2,500.00	-49.00	-1.96	17,706.96	17,500.00	-206.96	-1.18	30,000.00
9365-0000 Electricity Windsor	1,633.00	1,691.67	58.67	3.47	11,347.83	11,841.69	493.86	4.17	20,300.00
Total Electricity - Apart.	4,182.00	4,191.67	9.67	0.23	29,054.79	29,341.69	286.90	0.98	50,300.00
Gas - Apartments									
9410-0000 Gas - Mayfair	633.39	1,716.67	1,083.28	63.10	10,579.50	12,016.69	1,437.19	11.96	20,600.00
9420-0000 Gas - Kensington	1,442.37	3,226.33	1,783.96	55.29	21,013.40	22,584.31	1,570.91	6.96	38,716.00
9430-0000 Gas - Windsor	1,012.20	3,208.33	2,196.13	68.45	19,931.10	22,458.31	2,527.21	11.25	38,500.00
Total Gas - Apartment	3,087.96	8,151.33	5,063.37	62.12	51,524.00	57,059.31	5,535.31	9.70	97,816.00
TOTAL UTILITIES - APARTMENT	7,269.96	12,343.00	5,073.04	41.10	80,578.79	86,401.00	5,822.21	6.74	148,116.00
NET INCOME (LOSS) UTILITIES	5,514.60	425.08	5,089.52	1,197.	3,759.93	-2,125.44	5,885.37	276.9	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,564.83	5,564.83	0.00	0.00	38,953.81	38,953.81	0.00	0.00	66,778.00
9700-0000 Water - Townhouses	8,138.50	8,138.50	0.00	0.00	56,969.50	56,969.50	0.00	0.00	97,662.00
9725-0000 Water - Interest Income	35.32	0.00	35.32	0	319.86	0.00	319.86	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	10,428.57	10,429.00	-0.43	0.00	10,429.00
TOTAL WATER INCOME	13,738.65	13,703.33	35.32	0.26	106,671.74	106,352.31	319.43	0.30	174,869.00
WATER EXPENSE									
9850-0000 Water Usage	14,572.42	14,572.42	0.00	0.00	105,118.65	102,006.94	-3,111.71	-3.05	174,869.00
TOTAL WATER	14,572.42	14,572.42	0.00	0.00	105,118.65	102,006.94	-3,111.71	-3.05	174,869.00
NET INCOME (LOSS) WATER	-833.77	-869.09	35.32	4.06	1,553.09	4,345.37	-2,792.28	-64.26	0.00



November Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 MASKS ARE MANDATORY IN THE CLUBHOUSE	1 Arts & Crafts 1-4 pm Canasta 6:45 pm Ladies' Snooker 7pm	2 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:00 pm	3 Dance 1:30 Whist 7 pm Poker 6 pm	4 Bible Study Euchre 7 pm Bridge 6:45	5 Pub Night BYOB	6
7	8 Arts & Crafts 1-4 pm Canasta 6:45 pm Ladies' Snooker 7pm	9 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:00 pm	10 Dance 1:30 Whist 7 pm Poker 6 pm	11 Bible Study 1:00 pm Euchre 7 pm Bridge 6:45 pm	12 Pub Night BYOB	13
14 Movie Night 7 pm 	15 Arts & Crafts 1-4 pm Canasta 6:45 pm Ladies' Snooker 7pm	16 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:00 pm	17 Dance 1:30 Whist 7 pm Poker 6 pm	18 Bible Study 1:00 pm Euchre 7 pm Bridge 6:45 pm	19 Pub Night BYOB	20 LASAGNA DINNER Dinner Times: 4-6 pm and 6:30 pm Ticket Sales start: November 8th
21	22 Arts & Crafts 1-4 pm Canasta 6:45 pm Ladies' Snooker 7pm	23 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:00 pm	24 Dance 1:30 Whist 7 pm Poker 6 pm	25 Bible Study 1:00 pm Euchre 7 pm Bridge 6:45 pm	26 Pub Night BYOB	27
28	29 Arts & Crafts 1-4 pm Canasta 6:45 pm Ladies' Snooker 7pm	30 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7:00 pm	EXERCISE CLASSES Mondays and Thursdays WEIGHTS & BANDS 9:00am WALK AWAY THE POUNDS 9:30am			
Tuesdays and Fridays OSTEO 9:00 am						SNOOKER/ POOL/ BILLIARDS Anytime