



MONTHLY COUNCIL MEETING MINUTES

TUESDAY, NOVEMBER 23, 2021

LOCATION/TIME - 1:00PM IN PERSON AND BY ZOOM CONFERENCE

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

Strata Mgt: Jesse Train (in person) and Ross Ruddick (via Zoom)

Regrets: Ron Plankeel.

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

#215- 7455 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 1:07 PM.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the October 26, 2021 meeting. **CARRIED**

OWNER'S APPEAL

- An owner had requested a hearing regarding concerns they had about cedar hedge replacement. The Council, after the owner had departed, decided to refer this to Ron and our landscapers.

(3) CARETAKER REPORT FOR NOVEMBER 2021

With everything that has been happening in our province over the past few weeks I think we can say that we are the lucky ones. I would also like to remind everyone that although we are all suffering from Covid fatigue and crazy weather, and shortages of goods now is the time when we all need to treat each other with respect. We have had a few incidents happen in the past few weeks where this has not been the case and is something that we need to work on as a community.

The electrical issue with one of our town houses has been fixed and now it is just up to the landscaper to complete the work that was done. I see many have put up their lights and soon the festive fever will give us a new lease on life.

I am getting complaints about people not picking up their dog feces when out on evening walks. It doesn't matter how small the nugget is it must be picked up and taking a flashlight with you for the evening constitutional is recommended. Big turd, little turd all smells the same when it's on the bottom of your shoe or even worse if you're picking up leaves and scoop up more than expected.

We have a leak that has happened in one of our units and it is a reminder that after so many years gaskets and rubber seals wear out and disintegrate. It might be time to have a look to make sure that this is not happening in tub and shower drains.

The tree that came down in the windstorm has been removed as well as the dead tree that was next to it. Thankful that it missed the building and fell into the green space. The lower stream has been shut down until we can get all the leaf litter cleaned up. The abundance of leaves from the Wisteria and surrounding vegetation was clogging up the filters and as a result the pump was not getting enough water to maintain a steady flow. There was an injury to someone's eye from a vine hanging in the walkway. Use caution and stay alert.

Gutters in the town houses are going to be cleaned starting November 26 – Dec 6th. Once the gutters have been cleaned, we will have a better idea of which ones need to have repairs done.

Imperial Paddock is currently repairing and replacing the tile in the hot tub. We should have the tub up and running for the week of November 29th.

As most have seen Roy Dennis Roofing has been busy working on roof replacement on a 6 plex. We had an incident where a resident was putting up Christmas lights and went through the asphalt shingle roof. Unless it is an emergency please do not walk on the roof.

Please note that the visitor parking spots are for visitors. If you have more vehicles than your garage or driveway can hold you must either park on the road outside the complex or find someone that can rent a spot on their driveway. Moving your vehicle from visitors to visitors is not going to be tolerated and vehicles will be towed. Townhome owners are getting fed up with the vehicle shuffle.

For those that are diligent about recycling please note that until further notice Styrofoam cannot be recycled and the municipalities are asking us to hang on to them until further notice.

Standard Building Maintenance has had a series of difficulties with staff and so we are now again dealing with a new cleaner in the Club House. Her name is Rose and hopefully she's a keeper. If you notice things that aren't up to standard and are overlooked by us, please let me know so it can be dealt with.

Until the next report stay safe and don't eat all the baking before Christmas.

John

(4) FINANCIAL REPORT - ANITA

- a) The Treasurer reviewed the Financial Statements for the month of **October, 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.

There seems to be **INCORRECT INFORMATION** going around about who pays for what.

APARTMENT OWNERS ONLY pay for operating codes 6030-0000 to 6279-0000 and 9260-0000 to 9430-0000 apartment only utilities (gas & electricity).

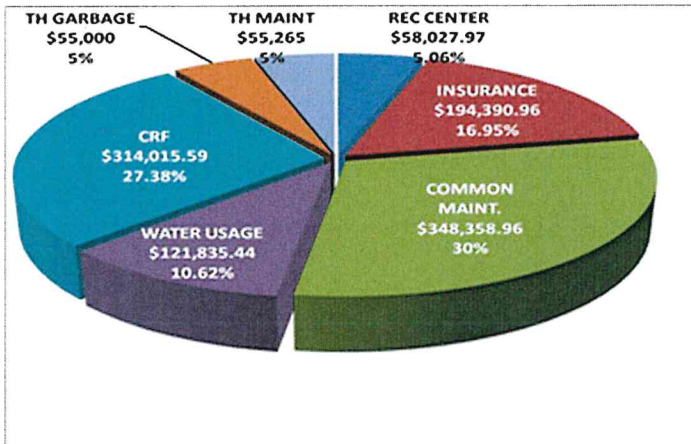
TOWNHOUSE OWNERS ONLY pay for operating codes 6315-0000 to 6320-0000

BOTH APARTMENT AND TOWNHOUSE OWNERS share by unit entitlement (per the Strata Act of BC) all the rest of the operating expenses - 6415-0000 to 7051-0000.

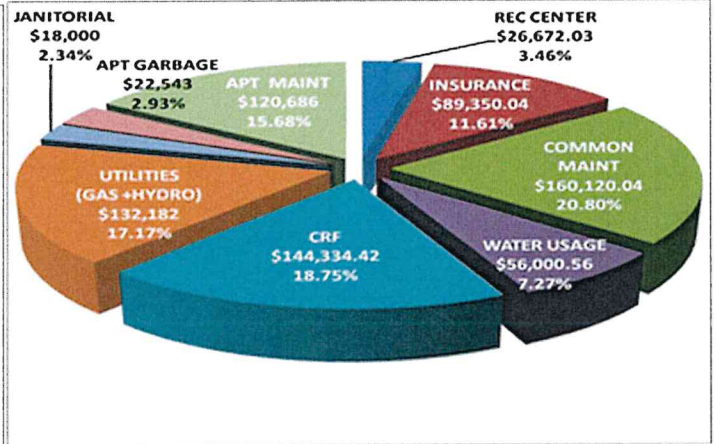
FINANCIAL REPORT CONTINUED ON NEXT PAGE

**A GRAPHIC REPRESENTATION OF WHERE YOUR STRATA FEES GO
FISCAL YEAR 2019-2020 (PRIOR TO THE INSURANCE HIKE)**

TOWNHOUSES

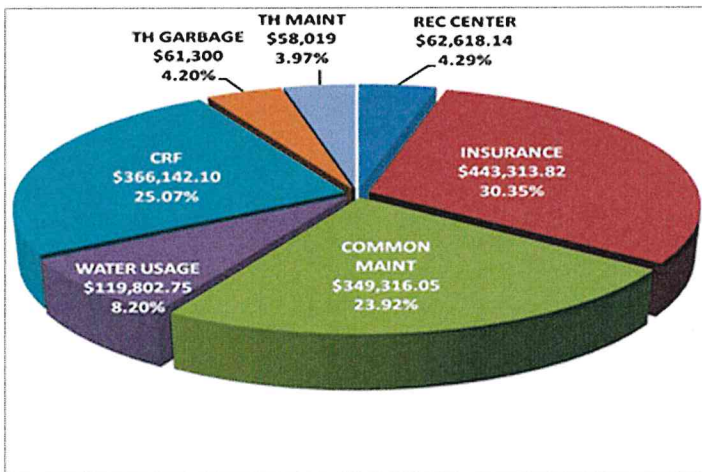


APARTMENTS

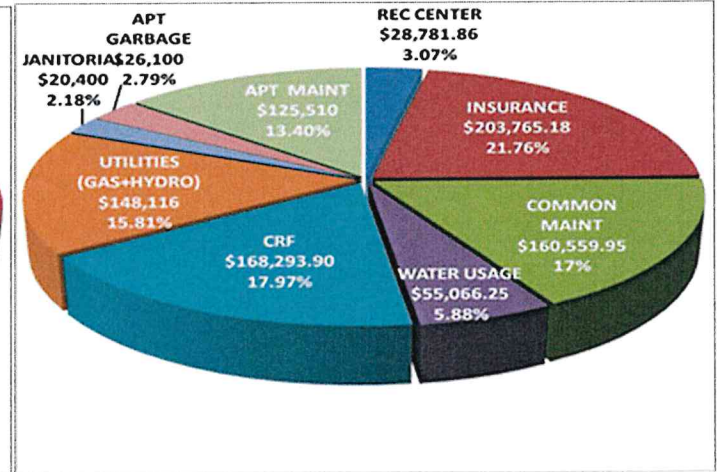


FISCAL YEAR 2021-2022 (POST THE INSURANCE HIKE)

TOWNHOUSE



APARTMENTS



(5) BUSINESS ARISING FROM PREVIOUS MINUTES

- **Kensington Painting / Carpet Project** – Both projects continue to be underway. Stairwells need to be cleaned. Deficiencies / cleaning still needs to be done and we will be calling in the inspector once the work is completed He will look for deficiencies in both the carpeting and painting work.
- **Windsor Project** – Baseboards – on-going – Deficiencies will be addressed after the baseboards are installed.
- **Roy Dennis Roofing** – The membrane work on the lower flat roofs is almost complete with the metal work and siding to follow. Replacement siding for some areas has been ordered. It was six weeks out coming from Ontario before the weekend's weather washed out the roads and railways. We have a rot issue on unit 217 that will require a General Contractor to repair. It is suspected that it will include structural and wall cladding.
- **Parking Passes** – Parking passes can be picked up in the office (up to December 31, 2021) when Val is in the office. You will be given two parking passes to be used by your visitors only. If you lose one you will be charged \$50.00 to replace it. If an owner observes another owner abusing the parking passes, please report to council. When picking up parking passes, you will be asked if you would like to go paperless for the council minutes which also appear on the website to save us in printing costs. Also at this time we would like you to verify your phone number the office has for you.

It was **MOVED** and **SECONDED** to make a Rule Change – '\$50.00 to replace a parking pass if you lose it'. **CARRIED**

- **Guest Suite Wi-Fi** - A Router/Booster has been installed in the ceiling of the corridor by the spa. A speed test was completed, and results ranged from 170Mbps in Guest Room 3 to 70Mbps by Guest suite 1. The lowest speed is good enough for streaming video from YouTube which Ashley used as a test. The Wi-Fi connection is to: **CG3** password, **CHELSEAWI-FI**. The cost so far is \$202 taxes in for one router.
- **Annual General Meeting Date** – The AGM will be held on March 21, 2022 at 7:00 pm. Sign in will start at 6:00 pm. The February council meeting will be held Tuesday, February 15, 2022.

(6) CORRESPONDENCE

- a) An Owner wrote to suggest paper communications be reduced by going digital. Although we are heading in this direction by reducing the number of minutes printed, we do still require printed copies for those owners who do not have email addresses.
- b) An Owner wrote with concerns of elderly neighbours requiring assistance.
- c) An Owner wrote with concerns of a resident making use of Visitor's parking excessively. The Strata Manager will be sending a letter to the offending unit owner. A suggestion was also made that the hallways are now too dark so a transition to bright white light bulbs would be a benefit. This will be done.
- d) An Owner wrote with concerns of non-compliant people who do not wear masks. Council reminds all owners that masks continue to be required in all interior common property areas unless seated at a function.
- e) An Owner wrote to report that she is still experiencing flooding on their patio. Council did note that this is not uncommon when we have excessively heavy rains.
- f) An Owner wrote to report that volunteers that were gathered in the lobby to decorate were not all wearing masks.

All Owners and Residents are reminded that Masks must be worn while in any common area of Chelsea Gardens, unless you are seated.

- g) An Owner wrote to advise Council of neighbours leaving notes under their door and response to noise complaints This is not the way to handle noise complaints and, should you have an issue with a neighbour, please submit a written complaint and send to the Strata Managers.

(7) COMMITTEE REPORTS

a) APARTMENTS – NORM

- The Windsor Apartments – The Windsor upgrade is on-going.
- The Kensington – The Kensington upgrade is on going with baseboards in the stairwell being replaced.
- The Mayfair – Nothing to report.
- The summary of excess floor preparation charges are as follows for the Windsor: (As you know they were most extensive on the third floor due to the type of adhesive used.)
 - Excess scarping all areas: \$1,582.20
 - Floor prep labour: \$1,560.00 (mainly 3rd – removal of glue and 30% skim coat); all floors' cracks in halls, edges, elevator fire doors.
 - Patch materials: \$960.00 (7 bags – 3rd, 4 bags – 4th, 3 bags – 2nd, 2 bags – 1st)
 - Carpet for the stairwells was rescheduled. Painting was being done when we were scheduled, so the walls will need touch-ups as the broadloom was a rough texture on the back and will scratch new paint. This is accounted for in the budget for the Windsor.
- Hallway Heating of the Apartments- problems with the heating in Kensington and Windsor. Strata Manager was asked to get First District in to look at.

b) CLUBHOUSE – CEE – Cee provided an oral summary of clubhouse activities to the Council.

c) TOWNHOUSES – MURRAY

- Tru Level was in and will be looking after driveways, patios, and walkway issues beginning early January.
- Casp will also be in to do approximately. 10 garage doors to finish off this year. They are ordered and the owners will be notified prior to installation.
- McConkey was in to remove 2 trees from behind Th182 that were damaged during a storm.
- We had an electrical service disrupted at Th213 and had to replace the cable from the electrical room to the townhouse.
- Jeff Morin will be back to work next week

Irrigation Report

- The irrigation system is shut down, blown out, and put to bed for another winter. Thanks again to all the volunteers that maintain the irrigation system, as this is a big cost saving for the residents of Chelsea Gardens.

d) SAFETY AND SECURITY – ASHLEY

- Thankfully, nothing exciting to report. A few doors are giving us trouble – Stanley is looking into them.
- Ashley has picked up some conduit hardware and cabling to add a security camera to the Windsor system. It will face the RV gates looking in. It will be installed shortly (weather and intestinal fortitude permitting).

e) **LANDSCAPING – RON**

- McConkey Quote – removal of spruce tree which is roughly 1 Meter from foundation and is located at unit Townhouse 188, Tree is also damaging Gas line and is resting against the building. All debris chipped and hauled away. – City permit required – McConkey is to apply for permit which will be \$225. – Total \$840 + Permit.
- The retaining wall for K113 is repaired
- McConkey has done limb removal TH276, 265 247. Removed dead tree TH180 and removed fallen tree next to it
- Chaffer beetle has spread to new lawn and will have to be looked at
- Leaf cleanup is basically complete, final cleanup before winter

f) **SOCIAL COMMITTEE**

Summary of Chelsea Gardens Social Committee Meeting for November 2021

- The Social Committee met on November 3rd. Anita confirmed for us that anyone in the Clubhouse (other than the mailroom) must wear a mask. She confirmed our right to ask for proof of vaccination status for anyone eating or drinking at a Social Committee function and told us that CrossRoads supports us in our decision. Masks must be worn while moving around but may be removed when seated.
- Halloween at the gate went well, but there were fewer children than normal. Generous amounts of candy were distributed, so there wasn't much left over.
- After seventeen years Kay has decided to step down from organizing morning coffee. We are all so appreciative of her efforts over the years. Diane Anderson has kindly offered to take over the responsibility of coffee supplies.
- Planning for our lasagna dinner is coming along nicely. There will be options for two seating times, or take out.
- December 8th morning coffee will be the start of our Christmas festivities. We will give away tickets for this starting on November 20th. We need to limit attendance to 80 people, and will spread out throughout the pub, the library, and the fireside. Coffee will be free, but we will be collecting donations of cash and cheques for the Food Bank. We will be decorating the Clubhouse on November 24th.
- Donation boxes for the Food Bank will be put out on November 24th – December 15th.
- December 17th we will have an Ugly Sweater competition and pub night, with trivia, and proceeds to the "Make a Wish" Foundation.
- December 20th will be Christmas Caroling / Wagon ride. We will rent a trailer and put risers on it instead of hay. This will hopefully solve some of the problems we have had with damp weather. We will have speakers facing both front and back so everyone can hear and sing along. Hot cider etc. can be served outside the Clubhouse, instead of trying to fit everyone into the lobby of the Windsor.
- December 31st We will be able to seat enough people in the library and pub to have a catered dinner. It will be more expensive this year, but the caterer has offered a great deal. If there is enough interest, we will sell tickets for \$50 each. Unfortunately, it doesn't look like we will be able to organize a dance.

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

g) **ADMINISTRATION**

- Ivan is expected to step away from Chelsea Gardens in the New Year. Council knows that there may be owners interested in applying for this position when it becomes available. Please review the desired qualifications below and, should you feel, this may appeal to you, please forward a resume to Jesse Train at: jesse@crpm.ca

Must be available as is needed with flexible schedule determined by caretaker depending on the needs for that week or on call. Must be able to walk stairs / ladders. Must have general knowledge of pumps and minor electrical. Should have a pool certification and able to balance water when needed and able to deal with Fraser Health should the need arise. Labour ie: digging trenches, blowing leaves, cleaning fountains, cleaning gutters, able to lift 50lbs., general maintenance. Must be able to assist in Alarm testing. Must have people skills and proficient in English. Rounds when needed checking for issues in Mechanical rooms, oiling motors when needed. Able to work 4 – 8 hr. shifts when required since schedule is not set in stone but should be available to cover for Days off and vacations as is needed. Average hours per week around 25 and must be available at minimum 2 days per week. Start times should be any time after 6.00 am and this early start would only be if we need snow removal done first thing in the day since exterior sidewalks are required to be cleared off by 10.00 am. Driver's License.

- Compensation on an hourly rate commensurate with experience.

h) **PONDS AND FOUNTAINS – ASHLEY**

- The turtles seem have gone into hibernation or are being anti-social and the fish should follow suit. Nothing else to report.

i) **EMERGENCY PREPAREDNESS – DOUG MCLEOD, Emergency Program Leader – see attached report.**

j) **RV LOT – RON**

- Nothing new to report.

(8) NEW BUSINESS

- a) **Resolution Committee Appointments** – The Council members on this committee will be Bob, Anita and Ashley. Owners interested in joining the committee should contact Jesse Train via his email at: jesse@crpm.ca
- b) **Nomination Committee Appointments** – Cee and Murray will be the Council members on this committee. Owners interested in joining the committee should contact Jesse Train via his email at: jesse@crpm.ca
- c) **Guest Suite Phones** - Council confirmed that we will cancel the Phones in the Guest Suites but do need to check about one of the phone numbers to ensure it is not connected to other services.
- d) **First District Quote 2147** – The quote from First District was approved by Council via email vote, therefore, it had to be ratified at this council meeting. It was therefore, **MOVED** and **SECONDED**. **CARRIED**
- e) **Camera to RV Gate and Lock** – Owners are reminded to close the gate to the RV lot when exiting.
- f) **Disposing of Organics in the apartments** – The green organic bags are not leak proof and some owners have been noticed taking their green bags down the hallways with the bags leaking on the brand-new carpets. Please use a leak proof plastic container to dispose of your organics or you can be charged the cost of carpet cleaning and/or replacement.
- g) **Cleaners Issues** – As noted earlier in John's report we have had issues with the cleaning staff and

that company has provided a replacement.

- h) **Drainage Around the Complex Due to Garden Beds** – It was noted that some of our drainage issues are a result of owners adding soil too high against exterior walls. Please lower these levels.
- i) **Clubhouse Leak – Stained Tiles** – Jeff is dealing with a leak in the clubhouse. A quotation will be solicited to address the stained change room floors.
- j) **Speeding and visitor parking** – It was noted that a townhouse owner continues to drive at an excessive speed and constantly violates visitor parking rules by shifting vehicles around. CrossRoads will send this owner a letter but staff have been instructed to tow the offending vehicle(s).
- k) **Council** – Council members were reminded to avoid spending too much time in the office so that staff can perform their assigned tasks.
- l) **Turtles** – A submission pertaining to the creation of a turtle habitat was originally on the agenda but, at the request of the proponent, was removed pending the solicitation of more signatures. Council did note that, should they receive such a proposal, they will add this to the agenda for the ownership to decide at the AGM as they are not prepared to do so on their own.
- m) **Rodents** – We have had a significant rodent issue this year and this has been common throughout the lower mainland. We continue to bring in pest control to deal with individual units but owners can assist by following some recommendations from our pest contractor:
 - All food items should be stored in the fridge or in rigid containers.
 - All waste bins should have closed lids.
 - Pet food should not be left out in the open except when pets are eating.
 - No bird feeders are permitted other than hummingbird feeders.
 - Fallen fruit and grass clippings should be removed. Ask our landscape rep (Ron) to have our landscapers address overgrown vegetation or piles of wood and to trim back plants and trees from touching the buildings.
- n) **Material Collection Suspension – Glass Bottles / Jars & Foam Packaging –**

Due to the unprecedented flooding event, a temporary change to collection of some Recycle BC materials will start Monday, November 22nd. The changes are as follows:

- Suspending collection of non-deposit glass bottles and jars and foam packaging (white and coloured) from Recycle BC depots.
- Suspending collection of all glass bottles and jars from our three apartments. The townhouses are not affected by this change.
- Please do not take these materials to a depot or set out for curb side or multi-family collection. If possible, hold on to your glass and foam packaging and set out or drop off later, once collection of these materials resumes.
- With transportation corridors compromised due to road closures, and our primary glass end market currently under water, we cannot move glass from receiving facilities to our glass end markets. In addition, the flooding has affected the availability of trucks for hauling materials, further compounding these challenges.
- At this time, we will continue to collect and receive paper, cardboard, containers and soft plastics – materials that can be baled and stored at receiving facilities in a more compact manner. Managing materials responsibly continues to be a priority for us. We will work with all partners to ensure we handle all materials as effectively as possible during this emergency.

AT THIS TIME AJM IS NOT AFFECTED BY THIS. IF THIS CHANGES, WE WILL LET YOU KNOW

(9) QUOTES TO REVIEW

- a) **Peak Glass quote** – Council reviewed quotations for some window replacements and the three quotes were approved.
- b) **Running Man Exit Signs** – Council reviewed quotations to replace the existing “EXIT” signs in the Kensington and Windsor with new LED “Running Man” exit signs as were previously installed in the Mayfair. These signs offer extended burn life in the event of a power outage and are more visible in smoke filled hallways. It was **MOVED** and **SECONDED** to proceed. **CARRIED**
- c) **Catch Basin Cleaning** – Council reviewed a quotation to clear out catch basins located throughout the property (most generally located in the backs of the townhouses. It was **MOVED** and **SECONDED** to get this done in April. **CARRIED**

(10) ADJOURNMENT

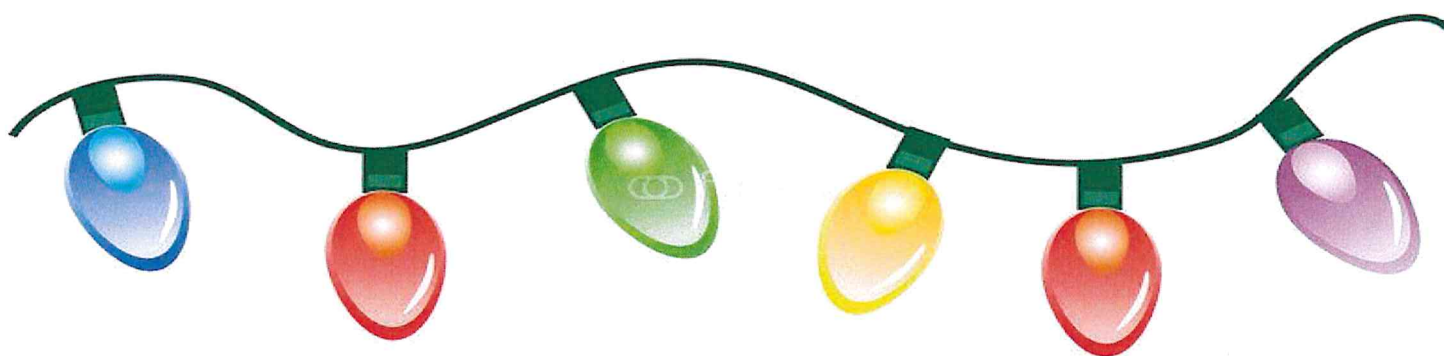
The meeting was adjourned at 3:53 PM.

The next Council meeting is Tuesday, December 21, 2021 at 1:00 PM – Fireside Room.

CrossRoads Management has moved. We are 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.

SURVEY SAYS.....

THE EMERGENCY PREPAREDNESS COMMITTEE WOULD ONCE AGAIN LIKE TO THANK ALL THE RESIDENTS WHO PARTICIPATED IN THE SURVEY.

WE ALSO THOUGHT IT APPROPRIATE TO DETAIL OUT SOME OF THE QUESTIONS/RESPONSES

ALL RESIDENTS		QUESTION
YES	NO	
63%	38%	DO YOU HAVE ADEQUATE INSURANCE TO COVER POTENTIAL LOSSES FROM A EMERGENCY TYPE EVENT ?

THE ABOVE QUESTION IS GOOD NEWS IN THAT MOST PEOPLE HAVE ADEQUATE INSURANCE AND FOLLOWED THE SUGGESTIONS OF THE STRATA MGMT COMPANY. THIS GIVE AN ADDED FEELING OF SECURITY - ESPECIALLY FOR THE CONDO BUILDINGS.

THIS NEXT QUESTION/RESPONSE DID HOWEVER RAISE SOME CONCERNS.....

ALL RESIDENTS		QUESTION
WITHOUT VOLUNTEERS		
YES	NO	
34%	66%	DURING A CATASTROPHIC EVENT - IS IT YOUR THOUGHTS TO STAY IN CHELSEA GARDENS ?

LETS KEEP IN MIND IF THERE WAS AN INCIDENT OF MAJOR EPIC EARTHQUAKE, MOST BRIDGES AND TUNNELS WILL BE TEMP CLOSED OFF BY THE CITY UNTIL INSPECTED. IF IT IS IN YOUR PLANS TO BE ELSEWHERE AFTER THE INCIDENT, IT MAY POSSIBLE BE THAT YOUR DESTINATION CHOICE MAY NOT BE VIABLE.

THIS QUESTION/RESPONSE ALSO SHOWED POSITIVE RESULTS.

ALL RESIDENTS		QUESTION
WITHOUT VOLUNTEERS		
YES	NO	
59%	41%	HAVE YOU READ THE CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE ?

ALTHOUGH IT MAY SEEM LENGHTY IN INFORMATION - IT WAS DESIGNED FOR YOU AND YOUR NEIGHBORS. TAKING THAT LITTLE BIT OF TIME TO GO OVER IT AND START PREPARATION IS A BIT OF A CHORE - BUT YOU WOULDN'T WANT TO BE READING, LEARNING, PREPPING AFTER AN INCIDENT.

....BE PREPARED

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
October 2021
AS OF THE 8TH MONTH ENDING OCTOBER 31, 2021

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11/17/2021
05:15 PM

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	2,450,025.80
1106-0000 Insurance Claim Receivable	162,547.16
1109-0100 Due to CRF from Operating-Insurance	<u>212,126.36</u>

TOTAL ASSETS

2,824,699.32

LIABILITIES

2010-0000 Accounts Payable	31,187.15
2012-2500 Accrued Expenses	<u>27,976.14</u>

TOTAL LIABILITIES

59,163.29

OWNERS' EQUITY

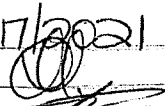

3500-0000 Net Income - Prior Years	2,569,085.96
3510-0000 Net Income - Current Year	<u>196,450.07</u>

TOTAL OWNERS' EQUITY

2,765,536.03

TOTAL LIABILITIES AND EQUITY

2,824,699.32

Date: NOV. 17/2021
Accountant: 
Property Manager: 

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
October 2021

Page 1
11/17/2021
03:59 PM

AS OF THE 8TH MONTH ENDING OCTOBER 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,

ASSETS

1010-0000 Petty Cash	212.35
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	95,278.84
1027-0000 Bank - Water Surcharge	59,021.26
1028-1300 Bank - Golf Tournament Funds	3,113.69
1029-0000 Bank - Apt Utilities	12,473.01
1030-0000 Bank - Exercise Room	1,216.54
1040-0000 Bank - Social Committee	5,753.78
1200-0000 Prepaid Insurance	212,126.36
1205-0000 Prepaid Expenses	1,218.85
1300-0000 Accounts Receivable	3,764.83

TOTAL ASSETS

394,184.51

LIABILITIES

2010-0000 Accounts Payable	81,692.71
2017-0000 Social Committee Fund	5,753.78
2018-0000 Exercise Room	1,216.54
2019-0000 Golf Tournament Fund	3,113.69
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	966.00
2040-0003 Due to Contingency-Insurance	212,126.36
2170-0000 Vacation Payable	2,744.58
2250-0000 Pre-Paid Fees	894.14

TOTAL LIABILITIES

308,807.80

OWNERS' EQUITY

INSURANCE LEVY

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


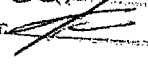
3500-0000 Net Income - Prior Years	28,545.10
3510-0000 Net Income - Current Year	55,225.14
3510-2000 Net Income - Utilities	4,176.67
3510-3000 Net Income - Water & Sewer	-2,570.20

TOTAL OWNERS' EQUITY

85,376.71

TOTAL LIABILITIES AND EQUITY

394,184.51

Date: NOV. 17/2021
Accountant: 
Property Manager: 

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

AS OF THE 8TH MONTH ENDING OCTOBER 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	58,522.30	58,522.17	0.13	0.00	468,179.48	468,177.36	2.12	0.00	702,266.00
4012-0000 CRF Strata Fees - Apart	-14,024.50	-14,024.50	0.00	0.00	-112,196.00	-112,196.00	0.00	0.00	-168,294.00
4015-0000 Parking & Scooter Parki	487.00	458.33	28.67	6.26	3,821.00	3,666.64	154.36	4.21	5,500.00
4015-0100 EV Charging	30.00	0.00	30.00	0	180.00	0.00	180.00	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	200.00	66.67	133.33	199.9	2,100.00	533.36	1,566.64	293.7	800.00
4025-0000 Prior Year Surplus (Defic	1,474.75	1,474.75	0.00	0.00	11,798.00	11,798.00	0.00	0.00	17,697.00
TOTAL	46,689.55	46,497.42	192.13	0.41	373,882.68	371,979.36	1,903.32	0.51	557,969.00
4030-0000 Strata Fees	107,362.00	107,362.00	0.00	0.00	858,896.00	858,896.00	0.00	0.00	1,288,344.00
4032-0000 CRF Strata Fees - Town	-30,511.83	-30,511.83	0.00	0.00	-244,094.64	-244,094.64	0.00	0.00	-366,142.00
4037-0000 Prior Year Surplus	3,067.75	3,067.75	0.00	0.00	24,542.00	24,542.00	0.00	0.00	36,813.00
TOTAL	79,917.92	79,917.92	0.00	0.00	639,343.36	639,343.36	0.00	0.00	959,015.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	41.67	-41.67	-100.0	200.00	333.36	-133.36	-40.00	500.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	4,800.00	4,800.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	1,350.00	333.33	1,016.67	305.0	3,325.00	2,666.64	658.36	24.69	4,000.00
4055-0000 R.V. Parking	760.00	733.33	26.67	3.64	5,830.00	5,866.64	-36.64	-0.62	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	97.92	58.33	39.59	67.87	1,134.05	466.64	667.41	143.0	700.00
4066-0000 Remote Control Sale	85.00	125.00	-40.00	-32.00	1,260.00	1,000.00	260.00	26.00	1,500.00
4084-0000 Keys	10.00	0.00	10.00	0	75.00	0.00	75.00	0	0.00
TOTAL OTHER	2,902.92	1,891.66	1,011.26	53.46	17,099.05	15,133.28	1,965.77	12.99	22,700.00
TOTAL INCOME	129,510.39	128,307.00	1,203.39	0.94	1,030,325.09	1,026,456.00	3,869.09	0.38	1,539,684.00
6030-0000 Apt Janitor/Contract Ser	2,089.50	1,700.00	-389.50	-22.91	12,339.49	13,600.00	1,260.51	9.27	20,400.00
6208-0000 Building Maint. - Apartm	4,066.47	3,333.33	-733.14	-21.99	12,302.82	26,666.64	14,363.82	53.86	40,000.00
6215-0000 Equipment Maint.-Apart	2,396.98	5,167.50	2,770.52	53.61	63,158.98	41,340.00	-21,818.98	-52.78	62,010.00
6268-0050 Elevator Maint. - Apartm	1,777.50	1,458.33	-319.17	-21.89	11,958.96	11,666.64	-292.32	-2.51	17,500.00
6275-0000 Gate & Door Maint. - Ap	493.50	500.00	6.50	1.30	3,817.07	4,000.00	182.93	4.57	6,000.00
6279-0000 Garbage Pick-up - Apts.	2,357.83	2,175.00	-182.83	-8.41	17,207.52	17,400.00	192.48	1.11	26,100.00
TOTAL EXPS. BEFORE UTILITIES	13,181.78	14,334.16	1,152.38	8.04	120,784.84	114,673.28	-6,111.56	-5.33	172,010.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	2,118.75	4,834.92	2,716.17	56.18	28,285.83	38,679.36	10,393.53	26.87	58,019.00
6320-0000 Garbage Pick-up - Town	5,522.46	5,108.33	-414.13	-8.11	41,438.52	40,866.64	-571.88	-1.40	61,300.00
TOTAL OPERATING EXPS. - T.H.	7,641.21	9,943.25	2,302.04	23.15	69,724.35	79,546.00	9,821.65	12.35	119,319.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,838.75	12,070.00	231.25	1.92	94,710.00	96,560.00	1,850.00	1.92	144,840.00
6425-0000 Drainage Repair & Maint	5,145.00	1,250.00	-3,895.00	-311.6	10,764.00	10,000.00	-764.00	-7.64	15,000.00
6435-0000 Plant Replacement & Im	0.00	1,250.00	1,250.00	100.0	6,483.47	10,000.00	3,516.53	35.17	15,000.00
6440-0000 Irrigation System	477.45	333.33	-144.12	-43.24	1,655.99	2,666.64	1,010.65	37.90	4,000.00
6455-0000 Snow Removal	600.00	833.33	233.33	28.00	600.00	6,666.64	6,066.64	91.00	10,000.00
TOTAL LANDS. & GROUNDS	18,061.20	15,736.66	-2,324.54	-14.77	114,213.46	125,893.28	11,679.82	9.28	188,840.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,576.69	1,583.33	6.64	0.42	12,098.80	12,666.64	567.84	4.48	19,000.00
6515-0000 Equipment Rep. & Maint	0.00	1,333.33	1,333.33	100.0	11,618.19	10,666.64	-951.55	-8.92	16,000.00
6520-0000 Supplies Equipment - Co	206.61	466.67	260.06	55.73	579.51	3,733.36	3,153.85	84.48	5,600.00
6525-0000 Supplies Maintenance-C	0.00	375.00	375.00	100.0	1,751.84	3,000.00	1,248.16	41.61	4,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	43.12	333.36	290.24	87.07	500.00
6535-0000 Enterphone and Security	89.78	791.67	701.89	88.66	2,604.99	6,333.36	3,728.37	58.87	9,500.00
6560-0000 Gate Repair & Maint. - C	231.00	250.00	19.00	7.60	801.52	2,000.00	1,198.48	59.92	3,000.00

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

October 2021

AS OF THE 8TH MONTH ENDING OCTOBER 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>
6565-0000 Pest Control - Common	1,006.54	666.67	-339.87	-50.98	5,924.39	5,333.36	-591.03	-11.08	8,000.00
TOTAL REPAIR & MAINT.	3,110.62	5,508.34	2,397.72	43.53	35,422.36	44,066.72	8,644.36	19.62	66,100.00
UTILITIES									
6576-0000 Electricity	164.70	175.00	10.30	5.89	1,295.05	1,400.00	104.95	7.50	2,100.00
6577-0000 Electricity Ponds - Com	356.43	416.67	60.24	14.46	2,851.91	3,333.36	481.45	14.44	5,000.00
6580-0000 Electricity Stream - Com	696.41	683.33	-13.08	-1.91	5,338.09	5,466.64	128.55	2.35	8,200.00
6595-0000 Telephone Caretaker	212.78	150.00	-62.78	-41.85	1,049.37	1,200.00	150.63	12.55	1,800.00
TOTAL UTILITIES	1,430.32	1,425.00	-5.32	-0.37	10,534.42	11,400.00	865.58	7.59	17,100.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	387.50	1,000.00	612.50	61.25	1,500.00
6690-0000 Electricity - RV Lot	65.59	79.17	13.58	17.15	564.86	633.36	68.50	10.82	950.00
TOTAL OPERATING EXPS-RV LOT	65.59	204.17	138.58	67.87	952.36	1,633.36	681.00	41.69	2,450.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	0.00	833.33	833.33	100.0	2,951.16	6,666.64	3,715.48	55.73	10,000.00
6712-0000 Equip. Rep. & Maint.-Clu	768.68	1,750.00	981.32	56.08	16,351.88	14,000.00	-2,351.88	-16.80	21,000.00
6715-0000 Lock Up Costs - Rec. Ce	0.00	125.00	125.00	100.0	540.00	1,000.00	460.00	46.00	1,500.00
6720-0000 Guest Suites Telephone-	106.67	58.33	-48.34	-82.87	567.76	466.64	-101.12	-21.67	700.00
6725-0000 Exercise Equip R & M-R	0.00	500.00	500.00	100.0	442.34	4,000.00	3,557.66	88.94	6,000.00
6730-0000 Workshop R & M-Rec. C	0.00	125.00	125.00	100.0	0.00	1,000.00	1,000.00	100.0	1,500.00
6735-0000 Pool Repair & Maint.-Re	25.00	708.33	683.33	96.47	2,717.83	5,666.64	2,948.81	52.04	8,500.00
6740-0000 Pool Supplies & Chemic	452.81	333.33	-119.48	-35.84	2,742.36	2,666.64	-75.72	-2.84	4,000.00
6750-0000 Cleaning Supplies-Rec.	45.02	166.67	121.65	72.99	1,461.67	1,333.36	-128.31	-9.62	2,000.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	315.00	666.64	351.64	52.75	1,000.00
6764-0000 Electricity - Rec. Centre	1,596.88	1,791.67	194.79	10.87	12,762.93	14,333.36	1,570.43	10.96	21,500.00
6765-0000 Gas - Rec. Centre	1,726.51	1,141.67	-584.84	-51.23	8,951.16	9,133.36	182.20	1.99	13,700.00
TOTAL OPER. EXPS-REC. CENTRE	4,721.57	7,616.66	2,895.09	38.01	49,804.09	60,933.28	11,129.19	18.26	91,400.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	4,379.02	5,375.00	995.98	18.53	40,099.35	43,000.00	2,900.65	6.75	64,500.00
6830-0000 Caretaker Assistant Wag	1,868.58	1,625.00	-243.58	-14.99	12,874.97	13,000.00	125.03	0.96	19,500.00
6865-0000 R. C. Janitor Wages and	1,680.00	1,791.67	111.67	6.23	10,921.47	14,333.36	3,411.89	23.80	21,500.00
6875-0000 Payroll Costs	952.84	935.00	-17.84	-1.91	7,369.47	7,480.00	110.53	1.48	11,220.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	189.64	1,000.00	810.36	81.04	1,500.00
TOTAL SALARIES & PAYROLL COS	8,880.44	9,851.67	971.23	9.86	71,454.90	78,813.36	7,358.46	9.34	118,220.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	266.64	266.64	100.0	400.00
6915-0000 Supplies	0.00	83.33	83.33	100.0	634.65	666.64	31.99	4.80	1,000.00
6920-0000 Telephone & Cable - Offi	428.54	433.33	4.79	1.11	3,245.30	3,466.64	221.34	6.38	5,200.00
TOTAL OFFICE EXPENSES	428.54	549.99	121.45	22.08	3,879.95	4,399.92	519.97	11.82	6,600.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	3,096.24	3,333.36	237.12	7.11	5,000.00
6975-0000 Council Expenses - Adm	0.00	266.67	266.67	100.0	0.00	2,133.36	2,133.36	100.0	3,200.00
6980-0000 Legal Expenses	0.00	41.67	41.67	100.0	203.66	333.36	129.70	38.91	500.00
6984-0000 Postage and Printing	2,065.83	1,458.33	-607.50	-41.66	12,598.23	11,666.64	-931.59	-7.99	17,500.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	133.36	133.36	100.0	200.00
6990-0000 Insurance Premiums	53,031.58	53,031.58	0.00	0.00	424,252.64	424,252.64	0.00	0.00	636,379.00
6992-0000 Insurance Carrying Char	875.00	875.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	10,500.00
7000-0000 Management Fees	6,018.00	6,018.00	0.00	0.00	48,144.00	48,144.00	0.00	0.00	72,216.00
7010-0000 Property Taxes - Admin.	0.00	33.33	33.33	100.0	554.00	266.64	-287.36	-107.7	400.00
7020-0000 Security - Admin.	0.00	416.67	416.67	100.0	302.35	3,333.36	3,031.01	90.93	5,000.00
7023-0000 Emergency Preparednes	0.00	500.00	500.00	100.0	1,761.37	4,000.00	2,238.63	55.97	6,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	80.00	100.00	20.00	20.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	160.04	266.64	106.60	39.98	400.00
7050-0000 Miscellaneous	21.51	0.00	-21.51	0	0.29	0.00	-0.29	0	0.00
7051-0000 Statutory Financial Revi	0.00	16.67	16.67	100.0	176.40	133.36	-43.04	-32.27	200.00
TOTAL ADMINISTRATION EXPENSE	62,021.92	63,137.09	1,115.17	1.77	498,329.22	505,096.72	6,767.50	1.34	757,645.00
TOTAL COMMON EXPENSES	98,720.20	104,029.58	5,309.38	5.10	784,590.76	832,236.64	47,645.88	5.73	1,248,355.00
TOTAL EXPENSES	119,543.19	128,306.99	8,763.80	6.83	975,099.95	1,026,455.92	51,355.97	5.00	1,539,684.00
NET INCOME (LOSS)	9,967.20	0.01	9,967.19	99.67	55,225.14	0.08	55,225.06	69.03	0.00

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

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AS OF THE 8TH MONTH ENDING OCTOBER 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>
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	12,768.08	12,768.08	0.00	0.00	102,144.64	102,144.64	0.00	0.00	153,217.00
9262-0000 Utilities Interest Income	18.68	0.00	18.68	0	82.30	0.00	82.30	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	12,786.76	12,768.08	18.68	0.15	97,125.48	97,043.64	81.84	0.08	148,116.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,532.25	2,500.00	-32.25	-1.29	20,239.21	20,000.00	-239.21	-1.20	30,000.00
9365-0000 Electricity Windsor	1,541.43	1,691.67	150.24	8.88	12,889.26	13,533.36	644.10	4.76	20,300.00
Total Electricity - Apart.	4,073.68	4,191.67	117.99	2.81	33,128.47	33,533.36	404.89	1.21	50,300.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,658.06	1,716.67	58.61	3.41	12,237.56	13,733.36	1,495.80	10.89	20,600.00
9420-0000 Gas - Kensington	3,483.51	3,226.33	-257.18	-7.97	24,496.91	25,810.64	1,313.73	5.09	38,716.00
9430-0000 Gas - Windsor	3,154.77	3,208.33	53.56	1.67	23,085.87	25,666.64	2,580.77	10.05	38,500.00
Total Gas - Apartment	8,296.34	8,151.33	-145.01	-1.78	59,820.34	65,210.64	5,390.30	8.27	97,816.00
TOTAL UTILITIES - APARTMENT	12,370.02	12,343.00	-27.02	-0.22	92,948.81	98,744.00	5,795.19	5.87	148,116.00
NET INCOME (LOSS) UTILITIES	416.74	425.08	-8.34	-1.96	4,176.67	-1,700.36	5,877.03	345.6	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,564.83	5,564.83	0.00	0.00	44,518.64	44,518.64	0.00	0.00	66,778.00
9700-0000 Water - Townhouses	8,138.50	8,138.50	0.00	0.00	65,108.00	65,108.00	0.00	0.00	97,662.00
9725-0000 Water - Interest Income	47.58	0.00	47.58	0	367.44	0.00	367.44	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	13,750.91	13,703.33	47.58	0.35	120,422.65	120,055.64	367.01	0.31	174,869.00
WATER EXPENSE									
9850-0000 Water Usage	17,874.20	14,572.42	-3,301.78	-22.66	122,992.85	116,579.36	-6,413.49	-5.50	174,869.00
TOTAL WATER	17,874.20	14,572.42	-3,301.78	-22.66	122,992.85	116,579.36	-6,413.49	-5.50	174,869.00
NET INCOME (LOSS) WATER	-4,123.29	-869.09	-3,254.20	-374.4	-2,570.20	3,476.28	-6,046.48	-173.9	0.00

