



MONTHLY COUNCIL MEETING MINUTES

Tuesday, November 22, 2022

LOCATION/TIME - 9:00AM LIBRARY

Council: Murray Hill, Anita Thompson, Bob Hyde Ashley Orton, Paul Dhaliwal & Debbie Thorburn

Strata Mgt: Jesse Train

Regrets:

STRATA COUNCIL - 2022/2023

EXECUTIVES

Murray Hill - K405
Anita Thompson -W325
Bob Hyde - T102
Ashley Orton - T243
Paul Dhaliwal -T172
Debbie Thorburn -T188

NON-COUNCIL ASSIGNMENT

Jack Devries -T303

COMMITTEE ASSIGNMENTS

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

Fish Pond

CARETAKERS

Don Kendall Hours: 7:00 AM-3:30 PM- weekdays
Valerie Morris Nights/Weekends, Monday, Thursday-Saturday 11:00 am to 1:00 pm
(604) 834-4578 chelseagardens1416@outlook.com

STRATA MANAGER: CROSSROADS

Strata Manager: Jesse Train jesse@crpm.ca

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

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 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****

CALL TO ORDER: 9:04AM

ADOPTION OF PREVIOUS MINUTES – MOVED, SECONDED and CARRIED

CARETAKER REPORT October 22 – November 22.

Well, it's been a bad month for mice and water leaks. Once again, a roof leak, this time over the pool table. RDR came and in and fixed it. The rodent issue continues, easing up in some sections and starting to show up in other areas. All units affected have been passed along to Jesse to notify Atlas. We had a leak in the pump room filter unit. It was repaired by Don and seems to be holding nicely. Moss cleanup on the lower roofs is complete at the front. If the nice weather holds up he will start to clean the ones at the back but only where there is enough room for his ladder. Ivan and Don are also painting the roof vents as long as weather is good.

Ivan is back working two days a week. Monday/Wednesday. He is showing Don how to clean filters, refilling ponds and draining.

There are you trip lines painted at the front of the clubhouse.

Front entrance to complex was washed and looks much better. There are snow posts at the drain areas around the complex this is so the drains don't get snow plowed on top of them.

Open work orders are getting caught up with the exception of a few that need a little more attention.

FINANCIAL REPORT:

We are in a little better shape since we are in positive this month. We are \$12,059.73 in the black. Let's hope we do not have a bad winter because that will definitely not help. If you are not aware having a surplus at the end of the year helps with the strata fees for the following year. So, you can only imagine if we don't much of a surplus, with everything going up strata fees will go up even higher than normal.

Reminder in the apartments that the garbage area by the compactor or the bottle return area downstairs is NOT a DUMPING GROUND. Please take your items back to the return it depot on 72nd Ave. or arrange for alternate disposal. If items are left, WE must pay to dispose of the items so your strata fees will increase more.

The cameras will be used to possibly issue fines if this continues.

Water reads have been good but if you notice water anywhere that it doesn't belong, please report it as soon as possible.

It was **MOVED, SECONDED and CARRIED** to approve the Financials for October as presented.

ARREARS:

There are several Owners in arrears for chargebacks for extra call outs from City Fire for fire equipment inspections. There are a few Owners in arrears for Strata Fees and another Owner in arrears for a chargeback for a plumbing and drywall chargeback from a dishwasher leak. There are a few Owners in arrears for fines. Letters will be sent to these Owners.

It was **MOVED, SECONDED and CARRIED** to fine \$25.00 to all units that still have not paid the charge back for City Fire inspections.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Clubhouse Roof – The clubhouse roof still needs to be completed by RDR. Membrane work is complete. They are working to get the sheet metal crew on site. They are having an extreme back log in that department. RDR is aiming to continue the metal manufacturing and installation next week. 1 large vent lid is being produced for the lower west roof.

TH Roofs - It was **MOVED, SECONDED and CARRIED** to approve the roof replacement of Townhouses 163-168. Please note for the replacement of the townhouse roofing there is no levy contemplated as this has been planned for and should be covered by The Contingency Fund.

RV Line Painting – We are looking to have the RV line painting in the Spring and Council is looking to see if there are any volunteers willing to help out with this project.

MUA in Clubhouse Drain – Waiting for the Clubhouse Roof to be completed, once done we can move the piping to properly drain off the roof.

Stuff being Left Outside Dumpsters – Council reviewed the cameras at the Windsor and identified a unit that has dumped several items in the Windsor building by the bottle return area. A letter will be sent to this Owner. Council will contemplate fines of up to \$200 to this Owner. Any Owner caught dumping items on Chelsea Gardens property could be fined up to \$200. This is a reminder that you are not to dump items for the Strata to take away. These items are the responsibility of the Owners to remove from their units and off the complex at their cost.

Clubhouse Glass – Peak to come out and review to see if they can put a temporary repair to the glass atrium.

Road in Front of Mayfair – Council had this reviewed by a few companies and they determined that at the present time there does not appear to be a major issue and the results of the road are just normal wear and tear.

Pest Control Issues Throughout the Complex – It was noted that sound emitters could be purchased to help drive out the mice from units. It is recommended you purchase what is called “safe repel”-double check the product.

Owners are reminded that you need to keep your garage doors closed and keep any food items in plastic bins

Kensington Parkade Leak – Don is Monitoring the leak happening in the Kensington parkade.

David Eby Changes to the Act – Due to Eby’s announcement Crossroads will be reaching out to legal Council on what options we have as a Strata Corporation to deal with the removal of age restrictions and rentals.

Clubhouse Cleaning Schedule – It was **MOVED, SECONDED and CARRIED** that the Cleaners are reverting to the Monday to Friday cleaning schedule.

Nomination Committee – Council is wondering who is interested in running for Council at the next AGM. Council is looking for volunteers to join the Nomination Committee. There will be four Council positions available at this next AGM.

Resolution Committee – Anita, Bob and Debbie will be the resolution committee, Council will be looking for two home owners to join the resolution committee to determine what resolutions will be brought forward at the next AGM. Please check the notices posted.

AGM Venue – Renew Church will be the AGM venue and will be on April 17, 2023. This is the same church the AGM was held at last year.

Crush Drain work – The backyard drain cleaning will be done in the Spring by Crush Drainage.

EV Charging – The committee's recommendation is to continue with the owner directed level one charger installation and not to pursue the installation of level 2 chargers at this time for the following reasons:

- Past experience indicated Level one charging is sufficient for our demographics
- Present EV owners are satisfied with level one charging
- Level one charging (1.2 kilowatts) although slower than level two charging (7.6 Kilowatts average) will have less impact on our electrical infrastructure.
- Level two charging will require a large initial outlay at strata's expense, it is unlikely this spending resolution will pass at an AGM.
- EV charging infrastructure is rapidly evolving and it is not known what is required in the future i.e., rapid charging stations that negate the need for at home fast charging

CORRESPONDENCE:

Several Owners noted about rodent issues, atlas has been contacted to add to the list. As noted earlier in the minutes.

A response was received about cutting back the Wisteria. There is miscommunication on the event that took place. Owners are reminded that prior to altering strata property to first get Councils approval before doing any work. A letter will be sent.

A letter was received about an Owner smoking and dropping items on a patio of a lower unit. A letter was sent to this unit. For the smoking issues the Owner was requested to obtain a log of when this is occurring and causing a disturbance, so Council can track the violations occurring. It was **MOVED and SECONDED and CARRIED** to issue a fine of \$50.00 to the unit that dropped items from their balcony to a lower unit's patio.

An Owner noted about some pest exclusion deficiencies, Atlas was out to re-do these areas.

An Owner sent in a letter about garbage issues, recycling issues and smoking issues. Council is working on garbage issues and putting notes in the minutes about this as well as tracking events that are seen on camera. It is advised to make sure you wash out your bottles before recycling. For any smoking, issues Owners should track the events causing the disturbance and know the source unit.

An Owner sent in further questions about the drains and gutter colours. The request was to look at the lower drainpipe to stay as beige instead of brown. Council will investigate further, if this is an option to be done. It was initially understood that this would cost more for special order to have an order of different colours.

An Owner indicated that Council had not responded to pest issues, this was not true as Atlas had arranged for service at the unit.

An Owner complained about a dogs barking in the apartments. A letter will be sent to this unit.

There were reports of an Owner that may have more than 2 pets in a unit. A letter will be sent to this Owner to confirm.

There were reports of a vehicle parking in several different visitor parking stalls. A letter will be sent to this Owner.

A letter was sent about dog feces left beside someone's vehicle. Owners need to make sure they pick up after their pets.

An Owner responded to a letter about using visitor parking in the apartment buildings. They noted it will not happen again.

COMMITTEE REPORTS

APARTMENTS– DEBBIE

There is not a lot to report on this past month.

It is believed that a leak over one parking stall in the Kensington has been resolved while another is still under investigation.

TOWNHOUSES- MURRAY

Garage doors have been delayed again due to supply chain until January and the owners on the list for replacement have been or will be notified. The doors have been on order since May, and the latest update is January.

TruLevel was on site over the last 2 weeks, and finished up their repairs for another season.

Jeff Morin has been doing his regular work on the townhouses, and condo buildings.

The debris in the RV lot has been removed by volunteers, and the use of Jeff Morins trailer.

CLUBHOUSE – PAUL

Cleaners are back to the original schedule, Monday – Friday – 8AM – 4PM.

SAFETY AND SECURITY – ASHLEY

Mayfair/Kensington security camera installation is ongoing.

A purpose-built lockable cabinet has been built to house not only this system but currently exposed elements of the FOB system. This is due to Ashley finding wires unplugged on two occasions.

The RV lot system is functional; however, Val has been receiving multiple false alarms. To be investigated.

On a more personal note: The blog entry about cars having their paint scratched concerned my car and only mine.

At first, Ashley thought it could have been random vandalism. My wife Marie blacked out with a felt pen the scratch which was from one end of the hatch door to the other.

The next day there was a fresh scratch just below it – so Ashley thinks this was targeted and not random.

None of the other cars parked outside on either side of us were vandalized.

To the individual that committed this spiteful, adolescent act of vandalism, if the intent was to upset me, you succeeded – and this affected my wife also.

Acts like this diminish the joy we all take in living at Chelsea Gardens.

LANDSCAPING – ASHLEY

Shawn is still engaged in leaf cleanup. I have reminded him of the lawns that need to be repaired from Chaffer Beetle damage.

Unfortunately, we went directly from Summer to Winter, seemingly bypassing Fall. Weather permitting, he will tackle them this year – else next year in Spring.

Anita McKie will do as much trimming of the Wisteria as weather permits. What's left will be tackled in the Spring.

We are looking at quotes from other Landscaping Companies as has been requested by some of our denizens.

SOCIAL COMMITTEE –

It was great to have so many people come to our Halloween Party. Thank you to everyone who helped to make it such an enjoyable night. November will be a quiet month for us, with a cash bar with Sliders on the 18th. Christmas decorations will go up in late November, and our first event will be Christmas Coffee on December 7th. Social Committee and friends will be sponsoring this special coffee with Santa, and we are asking for cash (or cheque) donations to the Food Bank in lieu of payment. There will be an Ugly Sweater Cash Bar, with pizza, on December 16th, and our sing-a-long caroling wagon ride is December 19th. There will also be a NYE Dinner, followed by a dance, where everyone is welcome. Our NY Day Polar Plunge and breakfast will be the next morning. Maybe council will agree to heat the pool just a little. Please check the clubhouse lobby and the website for details.

It was **MOVED, SECONDED and CARRIED** to open the pool for the polar bear swim on January 1st 2023.

ADMINISTRATION – No Report

PONDS AND FOUNTAINS – ASHLEY/JACK

Nothing to report – our able caretaker Don and his trusty sidekick Ivan, have been working to keep them clean

FISH POND – JACK

Our beloved fish and turtle pond has now been winterized.

The fish have gone into the deep well.

The turtles are hibernating in a secluded area in the Kensington building with their little winter heater.

The pond plants have been cut back.

During the pond cleaning Jack removed his shoes to put the water pond boots on. During the cleaning he took a washroom break and returned to see that his shoes were gone. If someone has these shoes, please return to Jack.

EMERGENCY PREPAREDNESS – DOUG MCLEOD

The Emergency Committee have requested to obtain a full key set for the head of the committee. Council did discuss this in previous years and discussed again in length. Council determined that this is not necessary as there are many options to obtain a proper set of keys in regards to an emergency. The chain of command to obtain a key is to go to the caretaker, then the council president, then to vice president, then to head of security and lastly Security person backup. The call out tree that the council President and the Emergency Committee head liaise FIRST to

determine the nature and validity of the emergency and who will be taking what action and at that time keys will be provided.

Further Report for Emergency Preparedness attached to the minutes.

RV LOT – PAUL

The new security system for the RV lot is on-going.

IRRIGATION – MURRAY

the irrigation system was blown out last week with the help of volunteers, and a rental compressor. We will be looking for volunteers in the spring, or it will have to be contracted out. This WILL GREATLY increase the budget.

NEW BUSINESS

Broken Height Bar for Kensington Underground – The max height bar was damaged and will need to be replaced. Council will look to get this restored.

Commercial Drain Cleaner and Auger – It was **MOVED, SECONDED and CARRIED** to approve the purchase of the commercial drain auger snake.

Celebration of Life – December 4th an Owner has arranged a bereavement.

Crows Nests around property – Don is working on removal of nests around the property. Owners are reminded to report any nests as they can get vicious when they have babies in the Spring.

Stall 45 Leak Kensington – There is a leak that is still being investigated.

Unit Sprinkler Head Painted – A sprinkler head was painted in a unit which caused an issue on the fire inspections. Unfortunately, though this may have been done a long time ago and possibly by a previous resident, this will be charged back to the Owner.

Owners Emergency Contact Form – Attached to the minutes are contact information forms to be filled out: If you are a new owner or have recently updated any phone numbers, pets, emergency contacts, who in the complex has a set of your keys for emergency purposes and physical dependencies

Town House Gas Issue – A plumber has been requested to review a gas issue at a townhouse unit.

Broken Welds Entrance Gates – Precision Door and Gate were out to repair the broken welds at the front entrance gates.

Winterization of fire sprinkler system apartments – City Fire will schedule the winterization of the fire suppression system in the parking garages of the apartments.

Altercation between Owner and Resident – Council has reviewed letters from an Owner in regard to a Council member. Replies have been sent back and Council considers this matter closed.

Windsor Drywall Repair – This has been completed.

Parking in Apartments – It was noted that a resident was parking in the wrong spot. It was noted that John previously allowed them to switch stalls. It was **MOVED, SECONDED and CARRIED** to revert the stalls back to what they were originally.

VOLUNTEERS FOR AGM – Council will be looking to get about 12 volunteers to help do the sign in for the AGM in April, including a coordinator for many years Verna coordinated this and will no longer be doing it this year. Council would like to thank Verna for all the work coordinating this.

Water Meter Area Outside East Gate – The water meter has sunk and is creating a tripping hazard. The city will be contacted to have this repaired.

Front Entrance Archway Cleaning – Completed

Phone List – Terry Hyde will be taking over the phone list that Verna did the previous years.

Landscaping Maintenance Quotes – Council reviewed two quotes for landscaping contracts. Council will request the companies to present and discuss the quotes to determine what will be the best fit for Chelsea Gardens.

Ashton Plumbing Quotes – There were quotes from Ashton that need further clarification before approving.

ADJOURNMENT

The meeting was adjourned at 12:50PM

The next Council meeting is Tuesday, December 20, 2022 at 1:00PM.

MASKS, ALTHOUGH NO LONGER MANDATORY, ARE STRONGLY RECOMMENDED IN ALL COMMON AREAS OF THE CLUBHOUSE AND THE APARTMENTS. OWNERS WHO HAVE TESTED POSITIVE FOR COVID ARE REQUIRED TO QUARANTINE FOR A PERIOD OF FIVE DAYS AND THEN, AFTER THAT QUARANTINE PERIOD, WEAR MASKS FOR FIVE DAYS WHETHER INSIDE OR OUTSIDE



CHELSEA GARDENS EMERGENCY PREPAREDNESS PROGRAM
WINDSOR EMERGENCY EVACUATION EXERCISE

The Windsor Apartments Emergency Response Team conducted a successful emergency fire evacuation exercise for the building on Tuesday morning, September 27. The exercise purpose was to familiarize both residents and emergency response teams with proper procedures for evacuation of the building in an emergency situation, and appropriate follow-up to assist with resident safety. The fire alarm was activated; Building (**Green** ball caps) and Floor (**Orange** ball caps) Captains urged residents to evacuate immediately, completed their building and floor assessments, and reported to the Windsor Meeting Area on the road south of the parkade entrance. Floor Captains endeavored to account for all residents arriving at the Meeting Area and reported the results to the Building Captain. The Emergency Program First Aid Team and Damage Assessment / Search & Rescue Team were on hand to assist the Building Captain as required.

One resident tripped over a pet leash and fell at the meeting area –suffering bruises and scrapes, but has since recovered. The First Aid Team responded with professionalism, providing timely and appropriate assistance. They were commended in their response by the ambulance attendants who arrived about 20 minutes after the incident occurred.

Following are some of the more significant issues and lessons that we derived from observing the exercise, debriefing participants, and a survey of Windsor residents after the event:

- It took about 15 minutes for participants to evacuate the building, which is too long, and some residents totally ignored the fire alarm (some with mobility issues did not evacuate, but went onto their balcony, as appropriate) – **for the safety of all, everyone in the building needs to take appropriate and timely action when the alarm sounds – treat the event as real so we do it right when it is real,**
- Some residents, when evacuating, placed both **Orange** and **Green** magnetic decals on the unit entrance door – **the Orange decal signifies to responders that the unit has been evacuated (including pets); the Green decal signifies that all residents/pets are OK, are remaining inside, and do not need assistance,**
- Some of the evacuees and others gathered at the Meeting Area wandered near the casualty laying on the ground, highlighting that person as an object of curiosity, which is definitely not helpful to the safety, comfort and privacy of the casualty or responders – **if you are not directly assisting, maintain a respectful distance from anyone in distress and keep traffic lanes clear,**
- Residents were confused as to where and to whom they should report at the Meeting Area – **Floor Captains (Orange caps) hold paddles with their Floor Number; a specific meeting location within the generally designated Meeting Area will be established and publicized as the meeting location for each floor and all residents are to report to their Floor Captain (“queue up to be counted”),**
- Residents with pets mingled with those without pets, creating both tripping hazards for all, and making some non-pet owners uncomfortable to agitated with pets present – **Floor Captains will ask residents with pets to stay separate from those without pets within the floor meeting location and to keep pets on a short leash,**
- Many residents did not take their 72 hour Grab & Go kit with them (or don't have one available) – **when a building evacuation occurs, residents must take essential items with them, as they may not be able to re-enter the building for hours or even days following the evacuation (this occurred last year following the fire across 70th Avenue at Canterbury Green).**

Everyone now needs to further raise the awareness of these issues among all residents, implement them as lessons learned, and make every effort to react effectively and responsibly to alarms of danger in our community.

We will be planning evacuation exercises for the other two apartment buildings and for the townhouses, and making them a regular part of our emergency preparedness activities. Thanks to all who participated – you, and we as a community, really are better prepared as a result.

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
October 2022

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11/15/2022
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AS OF THE 8TH MONTH ENDING OCTOBER 31, 2022

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#215 - 7455 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	44,493.70
1027-0000 Bank - Water Surcharge	75,541.25
1028-1300 Bank - Golf Tournament Funds	3,177.02
1029-0000 Bank - Apt Utilities	35,689.51
1030-0000 Bank - Exercise Room	1,241.28
1040-0000 Bank - Social Committee	5,870.81
1200-0000 Prepaid Insurance	218,384.00
1205-0000 Prepaid Expenses	1,649.35
1300-0000 Accounts Receivable	5,612.13
1301-0000 A/R - Other	50.00

TOTAL ASSETS

391,926.40

LIABILITIES

2010-0000 Accounts Payable	73,211.48
2012-2500 Accrued Expenses	691.26
2017-0000 Social Committee Fund	5,870.81
2018-0000 Exercise Room	1,241.28
2019-0000 Golf Tournament Fund	3,177.02
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	218,384.00
2170-0000 Vacation Payable	594.70
2250-0000 Pre-Paid Fees	108.95

TOTAL LIABILITIES

303,579.50

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	28,163.78
3510-0000 Net Income - Current Year	12,059.73
3510-2000 Net Income - Utilities	29,909.47
3510-3000 Net Income - Water & Sewer	18,213.92

TOTAL OWNERS' EQUITY

88,346.90

TOTAL LIABILITIES AND EQUITY

391,926.40

Date: NOV. 15/2022
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
October 2022

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 11/15/2022
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	61,034.10	61,034.00	0.10	0.00	488,272.80	488,272.00	0.80	0.00	732,408.00
4012-0000 CRF Strata Fees - Apart	-16,829.42	-16,829.42	0.00	0.00	-134,635.36	-134,635.36	0.00	0.00	-201,953.00
4015-0000 Parking, Scooter & EV P	612.00	488.33	123.67	25.33	4,556.00	3,906.64	649.36	16.62	5,860.00
4022-0000 Move in/out	0.00	83.33	-83.33	-100.0	300.00	666.64	-366.64	-55.00	1,000.00
4025-0000 Prior Year Surplus (Defic	1,663.00	1,663.00	0.00	0.00	13,304.00	13,304.00	0.00	0.00	19,956.00
TOTAL	46,479.68	46,439.24	40.44	0.09	371,797.44	371,513.92	283.52	0.08	557,271.00
4030-0000 Strata Fees	116,015.17	116,015.17	0.00	0.00	928,121.36	928,121.36	0.00	0.00	1,392,182.00
4032-0000 CRF Strata Fees - Town	-36,614.17	-36,614.17	0.00	0.00	-292,913.36	-292,913.36	0.00	0.00	-439,370.00
4037-0000 Prior Year Surplus	2,685.58	2,685.58	0.00	0.00	21,484.64	21,484.64	0.00	0.00	32,227.00
TOTAL	82,086.58	82,086.58	0.00	0.00	656,692.64	656,692.64	0.00	0.00	985,039.00
OTHER									
4040-0000 Rental - Fireside Lounge	50.00	41.67	8.33	19.99	700.00	333.36	366.64	109.9	500.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	4,200.00	4,800.00	-600.00	-12.50	7,200.00
4050-0000 Rental - Guest Suites	1,400.00	583.33	816.67	140.0	12,185.00	4,666.64	7,518.36	161.11	7,000.00
4055-0000 R.V. Parking	850.00	733.33	116.67	15.91	7,115.00	5,866.64	1,248.36	21.28	8,800.00
4061-0000 Bylaw Fines	-50.00	0.00	-50.00	0	100.00	0.00	100.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	50.00	0.00	50.00	0	0.00
4065-0000 Interest Income	260.51	75.00	185.51	247.3	1,530.24	600.00	930.24	155.0	900.00
4066-0000 Remote Control Sale	650.00	141.67	508.33	358.8	1,435.00	1,133.36	301.64	26.61	1,700.00
4084-0000 Keys	10.00	0.00	10.00	0	70.00	0.00	70.00	0	0.00
TOTAL OTHER	3,770.51	2,175.00	1,595.51	73.36	27,385.24	17,400.00	9,985.24	57.39	26,100.00
TOTAL INCOME	132,336.77	130,700.82	1,635.95	1.25	1,055,875.32	1,045,606.56	10,268.76	0.98	1,568,410.00
6030-0000 Apt Janitor/Contract Ser	2,089.50	1,833.33	-256.17	-13.97	16,716.00	14,666.64	-2,049.36	-13.97	22,000.00
6208-0000 Building Maint. - Apartm	0.00	2,250.00	2,250.00	100.0	26,827.64	18,000.00	-8,827.64	-49.04	27,000.00
6215-0000 Equipment Maint. - Apartm	4,093.97	5,000.00	906.03	18.12	51,005.49	40,000.00	-11,005.49	-27.51	60,000.00
6268-0050 Elevator Maint. - Apartm	1,777.85	1,483.33	-294.52	-19.86	11,145.60	11,866.64	721.04	6.08	17,800.00
6275-0000 Gate & Door Maint. - Ap	0.00	500.00	500.00	100.0	2,597.85	4,000.00	1,402.15	35.05	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,678.79	2,583.33	904.54	35.01	14,602.93	20,666.64	6,063.71	29.34	31,000.00
TOTAL EXPS. BEFORE UTILITIES	9,640.11	13,649.99	4,009.88	29.38	122,895.51	109,199.92	-13,695.59	-12.54	163,800.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,287.93	5,166.67	3,878.74	75.07	39,676.43	41,333.36	1,656.93	4.01	62,000.00
6320-0000 Garbage Pick-up - Town	5,687.67	5,583.33	-104.34	-1.87	48,010.67	44,666.64	-3,344.03	-7.49	67,000.00
TOTAL OPERATING EXPS. - T.H.	6,975.60	10,750.00	3,774.40	35.11	87,687.10	86,000.00	-1,687.10	-1.96	129,000.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	12,134.72	12,333.33	198.61	1.61	96,781.79	98,666.64	1,884.85	1.91	148,000.00
6425-0000 Drainage Repair & Maint	0.00	1,666.67	1,666.67	100.0	13,459.81	13,333.36	-126.45	-0.95	20,000.00
6435-0000 Plant Replacement & Im	2,625.00	1,250.00	-1,375.00	-110.0	7,334.48	10,000.00	2,665.52	26.66	15,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	711.90	2,666.64	1,954.74	73.30	4,000.00
6455-0000 Snow Removal	0.00	1,000.00	1,000.00	100.0	630.00	8,000.00	7,370.00	92.13	12,000.00
TOTAL LANDS. & GROUNDS	14,759.72	16,583.33	1,823.61	11.00	118,917.98	132,666.64	13,748.66	10.36	199,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	966.23	1,583.33	617.10	38.97	12,016.07	12,666.64	650.57	5.14	19,000.00
6515-0000 Equipment Rep. & Maint	0.00	1,250.00	1,250.00	100.0	8,052.42	10,000.00	1,947.58	19.48	15,000.00
6520-0000 Supplies Equipment - Co	0.00	466.67	466.67	100.0	606.29	3,733.36	3,127.07	83.76	5,600.00
6525-0000 Supplies Maintenance-C	0.00	375.00	375.00	100.0	247.52	3,000.00	2,752.48	91.75	4,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	62.99	333.36	270.37	81.10	500.00
6535-0000 Enterphone and Security	4,114.86	791.67	-3,323.19	-419.7	4,845.14	6,333.36	1,488.22	23.50	9,500.00
6560-0000 Gate Repair & Maint. - C	0.00	250.00	250.00	100.0	761.25	2,000.00	1,238.75	61.94	3,000.00
6565-0000 Pest Control - Common	1,165.94	750.00	-415.94	-55.46	7,033.14	6,000.00	-1,033.14	-17.22	9,000.00
TOTAL REPAIR & MAINT.	6,247.03	5,508.34	-738.69	-13.41	33,624.82	44,066.72	10,441.90	23.70	66,100.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
October 2022

AS OF THE 8TH MONTH ENDING OCTOBER 31, 2022

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
UTILITIES									
6578-0000 Electricity	175.00	191.67	16.67	8.70	1,414.00	1,533.36	119.36	7.78	2,300.00
6577-0000 Electricity Ponds - Com	395.00	433.33	38.33	8.85	3,160.00	3,466.64	306.64	8.85	5,200.00
6580-0000 Electricity Stream - Com	655.00	733.33	78.33	10.68	5,420.00	5,866.64	446.64	7.61	8,800.00
6595-0000 Telephone Caretaker	0.00	150.00	150.00	100.0	1,108.12	1,200.00	91.88	7.66	1,800.00
TOTAL UTILITIES	1,225.00	1,508.33	283.33	18.78	11,102.12	12,066.64	964.52	7.99	18,100.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	597.11	1,000.00	402.89	40.29	1,500.00
6690-0000 Electricity - RV Lot	63.00	79.17	16.17	20.42	504.00	633.36	129.36	20.42	950.00
TOTAL OPERATING EXPS-RV LOT	63.00	204.17	141.17	69.14	1,101.11	1,633.36	532.25	32.59	2,450.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	0.00	833.33	833.33	100.0	2,126.18	6,666.64	4,540.46	68.11	10,000.00
6712-0000 Equip. Rep. & Maint.-Clu	3,542.52	1,750.00	-1,792.52	-102.4	23,846.69	14,000.00	-9,846.69	-70.33	21,000.00
6715-0000 Lock Up Costs - Rec. Ce	45.00	83.33	38.33	46.00	735.00	666.64	-68.36	-10.25	1,000.00
6725-0000 Exercise Equip R & M-R	0.00	416.67	416.67	100.0	6,889.09	3,333.36	-3,555.73	-106.6	5,000.00
6730-0000 Workshop R & M-Rec. C	0.00	83.33	83.33	100.0	350.57	666.64	316.07	47.41	1,000.00
6735-0000 Pool Repair & Maint.-Re	716.13	666.67	-49.46	-7.42	3,790.28	5,333.36	1,543.08	28.93	8,000.00
6740-0000 Pool Supplies & Chemic	175.04	375.00	199.96	53.32	4,746.21	3,000.00	-1,746.21	-58.21	4,500.00
6750-0000 Cleaning Supplies-Rec.	11.19	183.33	172.14	93.90	1,134.81	1,466.64	331.83	22.63	2,200.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	666.64	666.64	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,679.00	1,904.17	225.17	11.83	14,062.00	15,233.36	1,171.36	7.69	22,850.00
6765-0000 Gas - Rec. Centre	2,053.62	1,600.00	-453.62	-28.35	12,753.99	12,800.00	46.01	0.36	19,200.00
TOTAL OPER. EXPS-REC. CENTRE	8,222.50	7,979.16	-243.34	-3.05	70,434.82	63,833.28	-6,601.54	-10.34	95,750.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	5,944.68	5,000.00	-944.68	-18.89	54,877.86	40,000.00	-14,877.86	-37.19	60,000.00
6830-0000 Caretaker Assistant Wag	1,276.10	1,625.00	348.90	21.47	10,729.02	13,000.00	2,270.98	17.47	19,500.00
6865-0000 R. C. Janitor Wages and	1,680.00	1,833.33	153.33	8.36	13,440.00	14,666.64	1,226.64	8.36	22,000.00
6875-0000 Payroll Costs	889.41	935.00	45.59	4.88	8,784.95	7,480.00	-1,304.95	-17.45	11,220.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	683.04	1,000.00	316.96	31.70	1,500.00
TOTAL SALARIES & PAYROLL COS	9,790.19	9,518.33	-271.86	-2.86	88,514.87	76,146.64	-12,368.23	-16.24	114,220.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	61.24	266.64	205.40	77.03	400.00
6915-0000 Supplies	22.39	75.00	52.61	70.15	454.50	600.00	145.50	24.25	900.00
6920-0000 Telephone & Cable - Offi	279.73	416.67	136.94	32.87	2,209.17	3,333.36	1,124.19	33.73	5,000.00
TOTAL OFFICE EXPENSES	302.12	525.00	222.88	42.45	2,724.91	4,200.00	1,475.09	35.12	6,300.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	100.0	700.66	3,333.36	2,632.70	78.98	5,000.00
6975-0000 Council Expenses - Adm	150.91	291.67	140.76	48.26	1,303.80	2,333.36	1,029.56	44.12	3,500.00
6980-0000 Legal Expenses	0.00	29.17	29.17	100.0	98.26	233.36	135.10	57.89	350.00
6984-0000 Postage and Printing	233.75	1,416.67	1,182.92	83.50	8,941.25	11,333.36	2,392.11	21.11	17,000.00
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	54,596.00	54,596.00	0.00	0.00	436,768.00	436,768.00	0.00	0.00	655,152.00
6992-0000 Insurance Carrying Char	916.67	916.67	0.00	0.00	7,333.36	7,333.36	0.00	0.00	11,000.00
7000-0000 Management Fees	6,078.17	6,078.17	0.00	0.00	48,625.36	48,625.36	0.00	0.00	72,938.00
7010-0000 Property Taxes - Admin.	0.00	50.00	50.00	100.0	535.64	400.00	-135.64	-33.91	600.00
7020-0000 Security - Admin.	0.00	166.67	166.67	100.0	0.00	1,333.36	1,333.36	100.0	2,000.00
7023-0000 Emergency Preparednes	0.00	333.33	333.33	100.0	2,197.30	2,666.64	469.34	17.60	4,000.00
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	52.32	266.64	214.32	80.38	400.00
7051-0000 Statutory Financial Revi	0.00	116.67	116.67	100.0	176.40	933.36	756.96	81.10	1,400.00
TOTAL ADMINISTRATION EXPENSE	61,985.50	64,474.19	2,488.69	3.86	506,812.35	515,793.52	8,981.17	1.74	773,690.00
TOTAL COMMON EXPENSES	102,595.06	106,300.85	3,705.79	3.49	833,232.98	850,406.80	17,173.82	2.02	1,275,610.00
TOTAL EXPENSES	119,210.77	130,700.84	11,490.07	8.79	1,043,815.59	1,045,606.72	1,791.13	0.17	1,568,410.00
NET INCOME (LOSS)	13,126.00	-0.02	13,126.02	65.63	12,059.73	-0.16	12,059.89	7.637,	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	18,978.50	18,978.50	0.00	0.00	151,828.00	151,828.00	0.00	0.00	227,742.00
9262-0000 Utilities Interest Income	137.28	0.00	137.28	0	387.65	0.00	387.65	0	0.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
October 2022

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AS OF THE 8TH MONTH ENDING OCTOBER 31, 2022

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-20,552.52	-20,552.00	-0.52	0.00	-20,552.00
Total Apartment Utilities	19,115.78	18,978.50	137.28	0.72	131,663.13	131,276.00	387.13	0.29	207,190.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,533.00	2,625.00	92.00	3.50	20,264.00	21,000.00	736.00	3.50	31,500.00
9365-0000 Electricity Windsor	1,529.00	1,666.67	137.67	8.26	12,232.00	13,333.36	1,101.36	8.26	20,000.00
Total Electricity - Apart.	4,062.00	4,291.67	229.67	5.35	32,496.00	34,333.36	1,837.36	5.35	51,500.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,343.60	2,673.33	1,329.73	49.74	15,373.09	21,386.64	6,013.55	28.12	32,080.00
9420-0000 Gas - Kensington	2,318.72	5,217.50	2,898.78	55.56	27,961.79	41,740.00	13,778.21	33.01	62,610.00
9430-0000 Gas - Windsor	2,117.72	5,083.33	2,965.61	58.34	25,922.78	40,666.64	14,743.86	36.26	61,000.00
Total Gas - Apartment	5,780.04	12,974.16	7,194.12	55.45	69,257.66	103,793.28	34,535.62	33.27	155,690.00
TOTAL UTILITIES - APARTMENT	9,842.04	17,265.83	7,423.79	43.00	101,753.66	138,126.64	36,372.98	26.33	207,190.00
NET INCOME (LOSS) UTILITIES	9,273.74	1,712.67	7,561.07	441.4	29,909.47	-6,850.64	36,760.11	536.5	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	6,080.00	6,080.00	0.00	0.00	48,640.00	48,640.00	0.00	0.00	72,960.00
9700-0000 Water - Townhouses	8,892.00	8,892.00	0.00	0.00	71,136.00	71,136.00	0.00	0.00	106,704.00
9725-0000 Water - Interest Income	257.72	0.00	257.72	0	1,068.43	0.00	1,068.43	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	6,319.85	6,320.00	-0.15	0.00	6,320.00
TOTAL WATER INCOME	15,229.72	14,972.00	257.72	1.72	127,164.28	126,096.00	1,068.28	0.85	185,984.00
WATER EXPENSE									
9850-0000 Water Usage	10,831.32	15,498.67	4,667.35	30.11	108,950.36	123,989.36	15,039.00	12.13	185,984.00
TOTAL WATER	10,831.32	15,498.67	4,667.35	30.11	108,950.36	123,989.36	15,039.00	12.13	185,984.00
NET INCOME (LOSS) WATER	4,398.40	-526.67	4,925.07	935.1	18,213.92	2,106.64	16,107.28	764.6	0.00

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
October 2022
AS OF THE 8TH MONTH ENDING OCTOBER 31, 2022

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Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#215 - 7455 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

ASSETS

1025-0000 Bank - Westminster - Contingency	1,682,073.57
1038-1286 WSCU GIC - 1.33% - Mar.8/23	500,000.00
1038-1287 WSCU GIC - 1.33% - Mar.8/23	500,000.00
1106-0000 Insurance Claim Receivable	162,547.16
1109-0100 Due to CRF from Operating-Insurance	218,384.00

TOTAL ASSETS

3,063,004.73

LIABILITIES

2010-0000 Accounts Payable	1,676.97
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TOTAL LIABILITIES

1,676.97

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,666,944.14
3500-0500 Prior Year-Adjustment	9,196.94
3510-0000 Net Income - Current Year	385,186.68

TOTAL OWNERS' EQUITY

3,061,327.76

TOTAL LIABILITIES AND EQUITY

3,063,004.73

Date: NOV 15/2022
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
October 2022

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AS OF THE 8TH MONTH ENDING OCTOBER 31, 2022

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#215 - 7455 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-5000 Strata Fees - Apartment	16,829.42	16,829.42	0.00	0.00	134,635.36	134,635.36	0.00	0.00	201,953.00
4010-6000 Strata Fees - Townhome	36,614.17	36,614.17	0.00	0.00	292,913.36	292,913.36	0.00	0.00	439,370.00
TOTAL	53,443.59	53,443.59	0.00	0.00	427,548.72	427,548.72	0.00	0.00	641,323.00
4031-0000 Interest Income	5,754.29	0.00	5,754.29	0	24,852.16	0.00	24,852.16	0	0.00
4031-6000 Interest Income- Insur. L	916.67	0.00	916.67	0	7,333.36	0.00	7,333.36	0	0.00
TOTAL	6,670.96	0.00	6,670.96	0	32,185.52	0.00	32,185.52	0	0.00
TOTAL INCOME	60,114.55	53,443.59	6,670.96	12.48	459,734.24	427,548.72	32,185.52	7.53	641,323.00
6278-2022 Apt Boilers Replace/Rep	0.00	0.00	0.00	0	12,353.25	0.00	-12,353.25	0	0.00
TOTAL EXPS. BEFORE UTILITIES	0.00	0.00	0.00	0	12,353.25	0.00	-12,353.25	0	0.00
TOWNHOUSE EXPENSES									
6342-2022 2022 Townhouse Envelo	4,761.10	7,083.33	2,322.23	32.78	46,316.05	56,666.64	10,350.59	18.27	85,000.00
6344-2022 Garage Doors	0.00	3,333.33	3,333.33	100.0	6,053.25	26,666.64	20,613.39	77.30	40,000.00
6345-2022 Townhouse Flat Roof Re	0.00	16,666.67	16,666.67	100.0	-426.30	133,333.36	133,759.66	100.3	200,000.00
TOTAL OPERATING EXPS. - T.H.	4,761.10	27,083.33	22,322.23	82.42	51,943.00	216,666.64	164,723.64	76.03	325,000.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6512-2022 Security Enhancements	0.00	291.67	291.67	100.0	1,856.56	2,333.36	476.80	20.43	3,500.00
6565-2022 Pest Exclusion	0.00	0.00	0.00	0	8,394.75	0.00	-8,394.75	0	0.00
TOTAL REPAIR & MAINT.	0.00	291.67	291.67	100.0	10,251.31	2,333.36	-7,917.95	-339.3	3,500.00
RECREATION CENTRE - COMMON									
6707-2022 Clubhouse Roof Replace	0.00	12,500.00	12,500.00	100.0	0.00	100,000.00	100,000.00	100.0	150,000.00
6711-2022 Clubhouse Cooling & He	0.00	2,500.00	2,500.00	100.0	0.00	20,000.00	20,000.00	100.0	30,000.00
TOTAL OPER. EXPS-REC. CENTRE	0.00	15,000.00	15,000.00	100.0	0.00	120,000.00	120,000.00	100.0	180,000.00
TOTAL COMMON EXPENSES	0.00	15,291.67	15,291.67	100.0	10,251.31	122,333.36	112,082.05	91.62	183,500.00
TOTAL EXPENSES	4,761.10	42,375.00	37,613.90	88.76	74,547.56	339,000.00	264,452.44	78.01	508,500.00
NET INCOME (LOSS)	55,353.45	11,068.59	44,284.86	400.0	385,186.68	88,548.72	296,637.96	335.0	132,823.00
REVENUE UTILITIES									
UTILITY EXPENSES									

**OWNER/OCCUPANT INFORMATION
& EMERGENCY CONTACT/INFORMATION FORM**

Strata Plan #/Name: _____ Unit #: _____

Name of Owner(s): _____

Home Phone#: _____ Work# _____ Cell Phone# _____

Name of Occupant(s) (if different): _____

Home Phone#: _____ Work# _____ Cell Phone# _____

Note: Phone numbers may be shared with the council or public authorities upon their request, unless otherwise indicated.

E-Mail: _____

Pets: No Yes If yes, how many: _____, Complete information on reverse of sheet

Monitored Security System: No Yes Security Company Name: _____ Tel. No.: _____

Storage Locker #(s): _____ Parking Stall #(s): _____ Fob#: _____ Fob#: _____

Make of Vehicle(1): _____ Colour: _____ Licence Plate #: _____

Make of Vehicle(2): _____ Colour: _____ Licence Plate #: _____

EMERGENCY INFORMATION

Emergency Contact #1: _____ Tel. No.(H): _____ Cell: _____

Address: _____

Emergency Contact #2: _____ Tel. No.(H): _____ Cell: _____

Address: _____

Neighbour with Key (1): _____ Unit #: _____ Tel. No.(H): _____ Cell: _____

Neighbour with Key (2): _____ Unit #: _____ Tel. No.(H): _____ Cell: _____

FOR ALL OCCUPANTS IN SUITE:

Name: _____ Name: _____

Walker: No Yes Walker: No Yes

Wheelchair: No Yes Wheelchair: No Yes

Electric Scooter: No Yes Electric Scooter: No Yes

Dementia: No Yes Dementia: No Yes

Hearing Aids: No Yes Hearing Aids: No Yes

Sight Limitations: No Yes Sight Limitations: No Yes

Need Assistance to exit building: No Yes Need Assistance to exit building: No Yes

Difficulty Speaking or Understanding English: No Yes Difficulty Speaking or Understanding English: No Yes

Special equipment (oxygen, crutches, braces, etc.): _____

(Attach separate sheet for additional occupants)

ALL INFORMATION KEPT IN STRICT CONFIDENCE