



MONTHLY COUNCIL MEETING MINUTES

Tuesday, March 21, 2023

LOCATION/TIME - 1:02 PM 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 – 1:02PM

ADOPTION OF PREVIOUS MINUTES –

It was **MOVED, SECONDED and CARRIED** to approve the minutes as corrected.

CARETAKER REPORT FEBRUARY/MARCH 2023

- Continued to have snow and cold weather throughout the month.
- Ponds were drained and cleaned
- Clogged drains on apartments were cleaned.
- RDR did adjustments to the clubhouse roof work.
- RDR finished repairing TH298 roof.
- The hot tub heat exchanger needed replacement, this was completed by Westech
- Lots of chatter about dog owners not picking up after their dogs.
- Pumps for the streams are being removed, serviced and re-installed.
- Continued problems with the front gate enterphone, Citiloc is working on it.
- The swipe fob readers are working properly on both sides for the street gates.
- Damage done to the man gate along 70th ave. it has been repaired.
- All deficiencies from the fire inspection have been completed.

FINANCIAL REPORT – ANITA & BOB

Fiscal Year End

- February was the last month in our fiscal year. Our operating account had a surplus of \$43,867 for the 2022-2023 fiscal year.
- The apartments' gas and electricity account also ended up with a surplus. In 2021-2022 there was a deficit of \$20,552, where this year there's a surplus of \$22,706.
- The water account for the complex also has a surplus of \$22,295.
- These surpluses are good news and will help offset some of the projected increases for the coming year.

Upcoming Budget

- The proposed budget for 2023-2024 has been worked on by the Treasurer / Finance and will be presented to Council at this meeting for their review.
- Once approved by Council, it will be presented at next month's Annual General Meeting of the strata.

It was **MOVED, SECONDED and CARRIED** to approve the financials as presented.

BUSINESS ARISING FROM PREVIOUS MINUTES

AGM Package – Council reviewed the draft AGM package and the draft proposed operation budget. It was **MOVED, SECONDED and CARRIED** to approve the package with a few minor changes and the proposed budget as presented.

TH Roof Replacement – The Replacement work is on going at townhouses 163 to 168. The shingle work has been completed, however, the other items like, gutters, fascia board and chimney caps still need to be completed.

MUA Clubhouse – Ashley was able to divert the drain from the MUA unit so that it no longer pools on the roof.

Pest Control – The mice and ant issues are on-going; any reports of sightings are being sent onto Atlas to add to their schedule for servicing. Owners must do their part in making sure that they are not contributing to the problem.

Access Control – It was approved to purchase spare parts for the townhouse garage doors for owners to purchase if theirs fail. It was approved to purchase spare fob readers to have on hand as well. It was approved to purchase a supply of fobs and clickers to be able to provide to owners. It was approved to change the location of the control box for the gates.

Roof Repairs – Two townhouse units needed significant roof repairs; these were completed by Roy Dennis Roofing.

Window Issues – Don is to come out to review some window locking issues.

CO Sensors – The CO sensors will be tested by global gas detection.

Kensington Occupant Issues – An Owner will be charged back the damage remediation to the common property from an incident at the Kensington.

Strata Insurance – It was **MOVED, SECONDED and CARRIED** to approve the insurance renewal from CMW/Acera Insurance. The Summary of Coverage for the Strata is included in these minutes and is posted on the website.

Pump Servicing – One of the pumps for the streams has been serviced and re-installed, and the other pump has been sent for service.

Fire Exit Sign Damage Windsor – Don completed the replacement of a damaged fire exit sign.

CORRESPONDENCE

A thank you was sent from Owners for the volunteers that helped with snow removal. It was noted that a snow blower should be purchased. However, we do have a snow blower but the snow was just too wet to be used properly.

A letter was sent about dog barking issues. A letter has been sent and a response received.

An Owner requested to install a level 2 charger in the apartments, however, allowing owners to do this will potentially cause future capacity issues. This request was denied, a level 1 can be installed.

An Owner sent a request to deal with some landscaping issues behind a unit. The Landscapers have taken care of some of this work.

A complaint was received about an anonymous letter that was being placed under another unit's door about noise issues. This Owner was noted to ignore anonymous letters. Please refer to the apartment committee reports.

Another complaint letter was received that someone put anonymous letter. Please refer to the apartment committee reports.

There was a letter reviewed about work that was never completed back in 2021. Council did agree to have repairs done but it was never completed due to health issues at the time.

It was reported that there are about 7 shopping carts in the Kensington, Council will look at removing the carts. Owners should not be taking these carts from stores.

There were reports of damage on some of the storage doors in the Kensington. Council will investigate this.

A report was sent in about a person allowing their dog to pee in the hallway of the Windsor and they did nothing to clean it up. A letter will be sent to the Owner that was witnessed allowing this dog to do this.

COMMITTEE REPORTS

APARTMENTS– DEBBIE

Please don't write anonymous notes to other residents if you think they are breaching Strata Rules or Bylaws. Such concerns should be addressed to our property manager Jesse Train (jesse@crpm.ca) or in a signed letter placed in the Strata Council drop box in the clubhouse. Concerns will then be brought before Council to discuss and investigate.

Receiving an anonymous note is very stressful to the recipient even more so if they have been misidentified as the offender. They have no way to address the issue with the complainant, as they don't know who to respond to. If a person is misidentified as the offender, the real offender may remain unaware that they are causing a disturbance to others. Also, the Strata Council may be unaware of the situation and therefore unable to investigate and act on the breach of Rules or Bylaws.

There was an evening when 7 shopping carts were in the Kensington parkade outside the parking area elevator entrance door. They were blocking easy passage through that area, blocking access to the fire extinguisher, and making it difficult for the handicap stall to be accessed by the van that parks there.

Please immediately return shopping carts to the parkade after use so that they are available to other residents. Do not keep them in your locker or unit or leave them in hallways.

When no carts are available when needed it, encourages residents to bring in more carts. This results in situations such as the excessive number of carts found in the Kensington parkade. No resident should bring another shopping cart on site without Strata approval. Instead, please notify Strata that there is a shortage of carts.

TOWNHOUSES- MURRAY

Casp will be done for the season and we will have 32 doors left and all will be done. Hopefully with an increased 1-time budget they will all be replaced in 2023.

TruLevel will be back in the fall to deal with driveway and walkway areas, if you have issues, please put in a work order.

A 6 plex roofing project is going on at Th163 to Th168 now

Jeff Morin is on site working on the building envelopes as required, any issues please put in a work order.

CLUBHOUSE – PAUL – No Report

SAFETY AND SECURITY – ASHLEY

There have been some issues with the Apartment Man gates – Citilok has checked them out and they are working now (Ashley checked them too). *Update* Citilok was in on Wednesday and the man gate issues are in part due to the gates pushing against the door strike- we will attempt to correct this in the next week to 10 days. There are also issues with the main man gate- this may require some replacement of the electronics. Also issues with the main car gate – someone decided to break the fob receiving antenna, which we have replaced temporarily with a makeshift antenna until we can make a housing to make it more secure. Some residents have had issues letting in visitors by pressing '6' on their phone. Two things suggested by Citilok:

- 1> Try pressing 6 on the phone longer (this has worked for me in the past)
- 2> Press 6 twice on your phone

At Citilok's recommendation, we have installed a UPS Battery backup to condition and protect the power to the enterphone panel at the front car gate.

The office PC has been replaced as parts of it were failing – it was 6-7 years old and it was time. FOB cleanup is incomplete, there are still about 100 units that have not verified their fobs. This is a security issue. We will do the ones of those who were away at the time upon their return and identify the rest that are not done. Letters will be sent to those who have not brought their FOBS up to be checked.

LANDSCAPING – ASHLEY

We are currently continuing cleaning the planted beds at the rear of the unit and seasonal pruning as required at this time of year.

In the following month (April) we will continue working in the planted beds along with some trimming.

SOCIAL COMMITTEE – ANITA

We had a wonderful time at our St. Patrick's Day pub night. Dinner sold out completely, and Diane Moore and her team did a great job making soda bread. We bought some new large tents for Canada Day which should be much easier to set up than the old ones. We are looking forward to doing a taco night next month and holding an afternoon appreciation for all our Chelsea volunteers. Stay tuned. Madan is leaving our committee this month, and we want to thank him for his many contributions over the past few years. Carole has confirmed that this coming issue of the Chelsea Newsletter will be her last, and that Ashley Orton will be taking over as editor. We wish him well. After Carole Lazar, and Bill Callaghan, he has big shoes to fill.

ADMINISTRATION – No Report

PONDS AND FOUNTAINS – ASHLEY/JACK –

Fish are starting to show themselves. Major clean will be done soon

RV LOT – PAUL – No Report

EMERGENCY PREPAREDNESS – See Attached

IRRIGATION - MURRAY

Still shut down for the winter, start-up will be later in the spring. Update to follow next month.

NEW BUSINESS

Bottle Collection – It was **MOVED, SECONDED and CARRIED** to approve the request from Lloyd Anderson to continue the bottle collection program for the townhouses, Kensington, Mayfair and for those interested in the Windsor can put their bags out front on Friday pick up day. Look for notices on the program details.

This is a charity donation program that goes to the Surrey Food Bank.

Hydro Kiosk by Mayfair – Council will have Jeff investigate what can be done to restore the wood ties around the kiosk by the Mayfair.

Snow Plow attachment repair – Council will look at getting the snow plow attachment repaired for the next winter season. Pricing will also be looked at getting a new plow.

TH unit Roof Repair – A roof leak was discovered and will be repaired.

Crossroads Donation – Crossroads donated \$100 to the snooker group to go towards a trophy for the tournament.

Fire Exit Tampering – Recently it was reported to Council that someone is using tape to prevent the fire exit doors from locking. This is a major security risk! The people doing this are most likely going to walk their dog, allow their dog to do their business, or go for a smoke. However, this is also a way that thieves set up for access late at night to get into the building! If anyone sees someone doing this, please report it and also remove the tape or anything that is being used to prop the fire doors open.

Parking Passes – It is reminded to Owners that the price for replacement of parking passes is \$50.00. It is also reminded that if you are moving out, that you pass these parking passes onto the next occupant.

Welcome Package Checklist and Move Out Checklist – A checklist to go in the welcome packages will be created so that new Owners can identify what they need, this way they are not on the hook to purchase something that should have been supplied by the previous Owners. These items are: 2 parking passes, 2 grey clickers, fobs, scan cards, owners' binder, storage room key (apartments), mail keys, unit keys.

Fire Panel Replacement – It was **MOVED, SECONDED and CARRIED** to approve the replacement panels for the Mayfair and Kensington.

Spa Heat Exchanger – The heat exchanger needed to be replaced. It was **MOVED, SECONDED and CARRIED** to have this done by WESTECH.

Built up Gardens – It was noted from our pest control company that there are many gardens that have been built up next to the building envelope, and this has caused the fascia boards to rot, creating access point for mice to burrow into the unit. This is also a cause for rot on the building envelope. If you have a garden like this, it would not have been original to the building design and an alteration carried out by the Owner. It is advised that anyone with a built-up garden that is touching the building envelope to have them removed and restored. Council will be doing a walk around of all the townhouse units to identify these built-up gardens. Letters will then be sent to all that have these gardens requesting to have them removed/restored to original, and if not complete the Strata will have this done and the cost charged back to the Owner, along with the repairs to the building envelope.

ADJOURNMENT – 4:48PM

The next Council meeting is Tuesday, April 18th 2023 and the AGM is Monday, April 17th 2023

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

March 2023



Chelsea Gardens Emergency Response Process

The Chelsea Gardens Emergency Response program may be activated following a significant emergency event which affects a large group of residents or has the potential for significant property damage. The decision to activate a response is taken in consultation between the strata council and the emergency program leadership, as described in the “Initial Response Process Chart” which is posted in the mail lobbies of the clubhouse and each apartment. Examples of significant events include, but are not limited to:

- Interior or exterior flooding (typically but not always caused by a burst pipe or water tank)
- Fire
- Earthquake
- Ground subsidence
- Power outage
- Gas leak
- Explosion
- Building structural failure

The Chelsea Gardens Emergency Response Program may be activated to support Surrey emergency response teams and when Surrey emergency services are not able to respond or are delayed in responding. The response process is structured in accordance with the BC Emergency Management System which is used by the province, municipalities and first responders, and will be coordinated with these agencies during a response.

The Emergency Program Leadership will establish the “Incident Command Post” and activate the response team call tree. The Incident Command Post will be at the clubhouse unless it is not accessible or unsafe (if the Incident Command Post is not the clubhouse, an alternate location will be identified). If clubhouse is the Incident Command Post, it will be closed to resident access for the duration of the emergency response.

The Incident Command Team is responsible for establishing action plans, implementing and coordinating response actions and tracking the results of actions taken in response to incidents as they occur. The various response teams will gather at designated areas within the clubhouse after the call out. If the clubhouse is not available alternative locations will be identified and communicated to the teams. The team supplies, which are stored in bins in the storage container at the RV lot, will be brought to the Incident Command Post.

The Incident Command Team will dispatch individual teams as required to respond to situations as they occur. These teams will communicate with Team Leaders and the Incident Command Team via walkie-talkie radios. All incidents will be tracked and assigned a status of “RECEIVED – NOT YET ACTIONED”, “ACTION IN PROGRESS” OR “COMPLETED”.

Should evacuation of the apartments or townhouse zones be required, this will be coordinated by the building and townhouse captains. Every resident should be aware of the location of the gathering place for their residence and the process for using the magnetic decals in case of evacuation (ORANGE DECAL – residents evacuated, GREEN DECAL – residents remain, do not require assistance).

The Communications & Transportation Team will be responsible for processing volunteers as they arrive at the Incident Command Post. Given the nature of Chelsea Gardens, we expect a large number of people to volunteer in an emergency, and will try to use all resources as effectively as possible.

The Incident Command Team along with Strata Council representatives and local authorities will determine when the emergency is over and the response teams should stand down. Afterwards, the Emergency Program team members will review the response and develop recommendations for improvement.

Our community is always changing: residents move out and others move in, some decline in capability with time, and others have changes in personal priorities. Thus volunteers leave the program and we will always need more volunteers to ensure our emergency response is effective. If you are interested in contributing to your community in a very positive way, contact the Emergency Program Leader, Doug McLeod, at kdmcleod@telus.net, or 778.591.3999.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
February 2023
AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

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03/15/2023
01:11 PM

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	1,003,209.58
1038-1286 WSCU GIC - 1.33% - Mar.8/23	500,000.00
1038-1287 WSCU GIC - 1.33% - Mar.8/23	500,000.00
1038-1334 Prospera GIC - 4.7860% - Feb.27/24	250,000.00
1038-1335 Prospera GIC - 4.7860% - Feb.27/24	250,000.00
1038-1336 Prospera GIC - 4.7860% - Feb.27/24	250,000.00
1038-1337 Prospera GIC - 4.7860% - Feb.27/24	250,000.00
1106-0000 Insurance Claim Receivable	162,547.16

TOTAL ASSETS

3,165,756.74

LIABILITIES

2010-0000 Accounts Payable	30,110.63
2012-2500 Accrued Expenses	213,924.30

TOTAL LIABILITIES

244,034.93

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	245,580.73

TOTAL OWNERS' EQUITY

2,921,721.81

TOTAL LIABILITIES AND EQUITY

3,165,756.74

Date: MAR. 15/2023
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
February 2023
AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

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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	16,829.38	0.04	0.00	201,953.04	201,953.00	0.04	0.00	201,953.00
4010-6000 Strata Fees - Townhome	36,614.17	36,614.13	0.04	0.00	439,370.04	439,370.00	0.04	0.00	439,370.00
TOTAL	53,443.59	53,443.51	0.08	0.00	641,323.08	641,323.00	0.08	0.00	641,323.00
4031-0000 Interest Income	4,038.55	0.00	4,038.55	0	64,099.86	0.00	64,099.86	0	0.00
4031-6000 Interest Income- Insur. L	916.67	0.00	916.67	0	11,000.04	0.00	11,000.04	0	0.00
TOTAL	4,955.22	0.00	4,955.22	0	75,099.90	0.00	75,099.90	0	0.00
TOTAL INCOME	58,398.81	53,443.51	4,955.30	9.27	716,422.98	641,323.00	75,099.98	11.71	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	3,024.46	7,083.37	4,058.91	57.30	60,580.26	85,000.00	24,419.74	28.73	85,000.00
6344-2022 Garage Doors	33,946.75	3,333.37	-30,613.38	-918.3	40,000.00	40,000.00	0.00	0.00	40,000.00
6345-2022 Townhouse Flat Roof Re	200,426.30	16,666.63	-183,759.67	-1,102	200,000.00	200,000.00	0.00	0.00	200,000.00
TOTAL OPERATING EXPS. - T.H.	237,397.51	27,083.37	-210,314.14	-776.5	300,580.26	325,000.00	24,419.74	7.51	325,000.00
COMMON EXPENSES									
REPAIR & MAINTENANCE- GENER									
6512-2022 Security Enhancements	91.45	291.63	200.18	68.64	2,102.62	3,500.00	1,397.38	39.93	3,500.00
6535-2022 New Enterphone Panel	8,354.63	0.00	-8,354.63	0	8,354.63	0.00	-8,354.63	0	0.00
6565-2022 Pest Exclusion	0.00	0.00	0.00	0	19,876.50	0.00	-19,876.50	0	0.00
TOTAL REPAIR & MAINT.	8,446.08	291.63	-8,154.45	-2,796	30,333.75	3,500.00	-26,833.75	-766.6	3,500.00
RECREATION CENTRE - COMMON									
6707-2022 Clubhouse Roof Replace	0.00	12,500.00	12,500.00	100.0	127,574.99	150,000.00	22,425.01	14.95	150,000.00
6711-2022 Clubhouse Cooling & He	0.00	2,500.00	2,500.00	100.0	0.00	30,000.00	30,000.00	100.0	30,000.00
TOTAL OPER. EXPS-REC. CENTRE	0.00	15,000.00	15,000.00	100.0	127,574.99	180,000.00	52,425.01	29.13	180,000.00
TOTAL COMMON EXPENSES	8,446.08	15,291.63	6,845.55	44.77	157,908.74	183,500.00	25,591.26	13.95	183,500.00
TOTAL EXPENSES	245,843.59	42,375.00	-203,468.59	-480.1	470,842.25	508,500.00	37,657.75	7.41	508,500.00
NET INCOME (LOSS)	-187,444.78	11,068.51	-198,513.29	-1,793	245,580.73	132,823.00	112,757.73	84.89	132,823.00
REVENUE UTILITIES									
UTILITY EXPENSES									

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
February 2023
AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

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03/15/2023
11:10 AM

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	73,653.96
1027-0000 Bank - Water Surcharge	79,224.95
1028-1300 Bank - Golf Tournament Funds	3,228.16
1029-0000 Bank - Apt Utilities	37,700.24
1030-0000 Bank - Exercise Room	1,261.26
1040-0000 Bank - Social Committee	5,965.32
1300-0000 Accounts Receivable	<u>2,868.62</u>

TOTAL ASSETS

204,119.86

LIABILITIES

2010-0000 Accounts Payable	92,629.48
2017-0000 Social Committee Fund	5,965.32
2018-0000 Exercise Room	1,261.26
2019-0000 Golf Tournament Fund	3,228.16
2035-0000 Security Deposits	300.00
2170-0000 Vacation Payable	476.92
2250-0000 Pre-Paid Fees	<u>618.97</u>

TOTAL LIABILITIES

104,480.11

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	10,769.46
3510-0000 Net Income - Current Year	43,867.50
3510-2000 Net Income - Utilities	22,706.95
3510-3000 Net Income - Water & Sewer	<u>22,295.84</u>

TOTAL OWNERS' EQUITY

99,639.75

TOTAL LIABILITIES AND EQUITY

204,119.86

Date: MAR 15 / 2023
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
February 2023

AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

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,

	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	732,409.20	732,408.00	1.20	0.00	732,408.00
4012-0000 CRF Strata Fees - Apart	-16,829.42	-16,829.38	-0.04	0.00	-201,953.04	-201,953.00	-0.04	0.00	-201,953.00
4015-0000 Parking, Scooter & EV P	662.00	488.37	173.63	35.55	7,554.00	5,860.00	1,694.00	28.91	5,860.00
4022-0000 Move in/out	200.00	83.37	116.63	139.8	900.00	1,000.00	-100.00	-10.00	1,000.00
4025-0000 Prior Year Surplus (Defic	1,663.00	1,663.00	0.00	0.00	19,956.00	19,956.00	0.00	0.00	19,956.00
TOTAL	46,729.68	46,439.36	290.32	0.63	558,866.16	557,271.00	1,595.16	0.29	557,271.00
4030-0000 Strata Fees	116,015.17	116,015.13	0.04	0.00	1,392,182.04	1,392,182.00	0.04	0.00	1,392,182.00
4032-0000 CRF Strata Fees - Town	-36,614.17	-36,614.13	-0.04	0.00	-439,370.04	-439,370.00	-0.04	0.00	-439,370.00
4037-0000 Prior Year Surplus	2,685.58	2,685.62	-0.04	0.00	32,226.96	32,227.00	-0.04	0.00	32,227.00
TOTAL	82,086.58	82,086.62	-0.04	0.00	985,038.96	985,039.00	-0.04	0.00	985,039.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	41.63	-41.63	-100.0	1,250.00	500.00	750.00	150.0	500.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	6,600.00	7,200.00	-600.00	-8.33	7,200.00
4050-0000 Rental - Guest Suites	0.00	583.37	-583.37	-100.0	14,685.00	7,000.00	7,685.00	109.7	7,000.00
4055-0000 R.V. Parking	950.00	733.37	216.63	29.54	11,040.00	8,800.00	2,240.00	25.45	8,800.00
4061-0000 Bylaw Fines	0.00	0.00	0.00	0	100.00	0.00	100.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	100.00	0.00	100.00	0	0.00
4065-0000 Interest Income	396.63	75.00	321.63	428.8	2,879.77	900.00	1,979.77	219.9	900.00
4066-0000 Remote Control Sale	0.00	141.63	-141.63	-100.0	2,255.00	1,700.00	555.00	32.65	1,700.00
4084-0000 Keys	0.00	0.00	0.00	0	90.00	0.00	90.00	0	0.00
TOTAL OTHER	1,946.63	2,175.00	-228.37	-10.50	38,999.77	26,100.00	12,899.77	49.42	26,100.00
TOTAL INCOME	130,762.89	130,700.98	61.91	0.05	1,582,904.89	1,568,410.00	14,494.89	0.92	1,568,410.00
6030-0000 Apt Janitor/Contract Ser	2,089.50	1,833.37	-256.13	-13.97	25,024.00	22,000.00	-3,024.00	-13.75	22,000.00
6208-0000 Building Maint. - Apartm	4,598.25	2,250.00	-2,348.25	-104.3	33,494.20	27,000.00	-6,494.20	-24.05	27,000.00
6215-0000 Equipment Maint.-Apart	4,853.25	5,000.00	146.75	2.94	65,264.79	60,000.00	-5,264.79	-8.77	60,000.00
6268-0050 Elevator Maint. - Apartm	1,259.85	1,483.37	223.52	15.07	16,185.00	17,800.00	1,615.00	9.07	17,800.00
6275-0000 Gate & Door Maint. - Ap	315.00	500.00	185.00	37.00	3,445.14	6,000.00	2,554.86	42.58	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,908.46	2,583.37	674.91	26.13	22,015.84	31,000.00	8,984.16	28.98	31,000.00
TOTAL EXPS. BEFORE UTILITIES	15,024.31	13,650.11	-1,374.20	-10.07	165,428.97	163,800.00	-1,628.97	-0.99	163,800.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	175.00	5,166.63	4,991.63	96.61	52,952.18	62,000.00	9,047.82	14.59	62,000.00
6320-0000 Garbage Pick-up - Town	6,256.47	5,583.37	-673.10	-12.06	71,898.95	67,000.00	-4,898.95	-7.31	67,000.00
TOTAL OPERATING EXPS. - T.H.	6,431.47	10,750.00	4,318.53	40.17	124,851.13	129,000.00	4,148.87	3.22	129,000.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	12,134.72	12,333.37	198.65	1.61	145,320.67	148,000.00	2,679.33	1.81	148,000.00
6425-0000 Drainage Repair & Maint	0.00	1,666.63	1,666.63	100.0	13,459.81	20,000.00	6,540.19	32.70	20,000.00
6435-0000 Plant Replacement & Im	0.00	1,250.00	1,250.00	100.0	7,334.48	15,000.00	7,665.52	51.10	15,000.00
6440-0000 Irrigation System	0.00	333.37	333.37	100.0	1,886.95	4,000.00	2,113.05	52.83	4,000.00
6455-0000 Snow Removal	4,620.00	1,000.00	-3,620.00	-362.0	19,574.21	12,000.00	-7,574.21	-63.12	12,000.00
TOTAL LANDS. & GROUNDS	16,754.72	16,583.37	-171.35	-1.03	187,576.12	199,000.00	11,423.88	5.74	199,000.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,166.53	1,583.37	416.84	26.33	16,485.00	19,000.00	2,515.00	13.24	19,000.00
6515-0000 Equipment Rep. & Maint	331.34	1,250.00	918.66	73.49	8,517.56	15,000.00	6,482.44	43.22	15,000.00
6520-0000 Supplies Equipment - Co	834.62	466.63	-367.99	-78.86	2,266.21	5,600.00	3,333.79	59.53	5,600.00
6525-0000 Supplies Maintenance-C	0.00	375.00	375.00	100.0	803.17	4,500.00	3,696.83	82.15	4,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.63	41.63	100.0	62.99	500.00	437.01	87.40	500.00
6535-0000 Enterphone and Security	934.28	791.63	-142.65	-18.02	6,007.38	9,500.00	3,492.62	36.76	9,500.00
6560-0000 Gate Repair & Maint. - C	672.00	250.00	-422.00	-168.8	2,862.72	3,000.00	137.28	4.58	3,000.00
6565-0000 Pest Control - Common	528.92	750.00	221.08	29.48	14,740.59	9,000.00	-5,740.59	-63.78	9,000.00
TOTAL REPAIR & MAINT.	4,467.69	5,508.26	1,040.57	18.89	51,745.62	66,100.00	14,354.38	21.72	66,100.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
February 2023

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AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
UTILITIES									
6576-0000 Electricity	130.10	191.63	61.53	32.11	1,998.17	2,300.00	301.83	13.12	2,300.00
6577-0000 Electricity Ponds - Com	683.38	433.37	-250.01	-57.69	4,877.38	5,200.00	322.62	6.20	5,200.00
6580-0000 Electricity Stream - Com	-78.97	733.37	812.34	110.77	6,981.26	8,800.00	1,818.74	20.67	8,800.00
6595-0000 Telephone Caretaker	95.20	150.00	54.80	36.53	1,488.92	1,800.00	311.08	17.28	1,800.00
TOTAL UTILITIES	829.71	1,508.37	678.66	44.99	15,345.73	18,100.00	2,754.27	15.22	18,100.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	597.11	1,500.00	902.89	60.19	1,500.00
6690-0000 Electricity - RV Lot	73.83	79.13	5.30	6.70	726.15	950.00	223.85	23.56	950.00
TOTAL OPERATING EXPS-RV LOT	73.83	204.13	130.30	63.83	1,323.26	2,450.00	1,126.74	45.99	2,450.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	618.62	833.37	214.75	25.77	3,188.02	10,000.00	6,811.98	68.12	10,000.00
6712-0000 Equip. Rep. & Maint.-Clu	441.00	1,750.00	1,309.00	74.80	28,561.07	21,000.00	-7,561.07	-36.01	21,000.00
6715-0000 Lock Up Costs - Rec. Ce	270.00	83.37	-186.63	-223.8	1,260.00	1,000.00	-260.00	-26.00	1,000.00
6725-0000 Exercise Equip R & M-R	0.00	416.63	416.63	100.0	7,773.01	5,000.00	-2,773.01	-55.46	5,000.00
6730-0000 Workshop R & M-Rec. C	0.00	83.37	83.37	100.0	537.06	1,000.00	462.94	46.29	1,000.00
6735-0000 Pool Repair & Maint.-Re	0.00	666.63	666.63	100.0	8,949.87	8,000.00	-949.87	-11.87	8,000.00
6740-0000 Pool Supplies & Chemic	0.00	375.00	375.00	100.0	5,767.33	4,500.00	-1,267.33	-28.16	4,500.00
6750-0000 Cleaning Supplies-Rec.	0.00	183.37	183.37	100.0	1,988.68	2,200.00	211.32	9.61	2,200.00
6755-0000 Window & Carpet Cleani	0.00	83.37	83.37	100.0	0.00	1,000.00	1,000.00	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	2,499.57	1,904.13	-595.44	-31.27	20,676.66	22,850.00	2,173.34	9.51	22,850.00
6765-0000 Gas - Rec. Centre	3,523.02	1,600.00	-1,923.02	-120.1	22,154.60	19,200.00	-2,954.60	-15.39	19,200.00
TOTAL OPER. EXPS-REC. CENTRE	7,352.21	7,979.24	627.03	7.86	100,856.30	95,750.00	-5,106.30	-5.33	95,750.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	4,583.34	5,000.00	416.66	8.33	73,211.22	60,000.00	-13,211.22	-22.02	60,000.00
6830-0000 Caretaker Assistant Wag	0.00	1,625.00	1,625.00	100.0	14,411.48	19,500.00	5,088.52	26.09	19,500.00
6865-0000 R. C. Janitor Wages and	1,680.00	1,833.37	153.37	8.37	20,160.00	22,000.00	1,840.00	8.36	22,000.00
6875-0000 Payroll Costs	894.99	935.00	40.01	4.28	12,122.68	11,220.00	-902.68	-8.05	11,220.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	683.04	1,500.00	816.96	54.46	1,500.00
TOTAL SALARIES & PAYROLL COS	7,158.33	9,518.37	2,360.04	24.79	120,588.42	114,220.00	-6,368.42	-5.58	114,220.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.37	33.37	100.0	61.24	400.00	338.76	84.69	400.00
6915-0000 Supplies	0.00	75.00	75.00	100.0	497.49	900.00	402.51	44.72	900.00
6920-0000 Telephone & Cable - Offi	384.73	416.63	31.90	7.66	3,433.09	5,000.00	1,566.91	31.34	5,000.00
TOTAL OFFICE EXPENSES	384.73	525.00	140.27	26.72	3,991.82	6,300.00	2,308.18	36.64	6,300.00
ADMINISTRATION									
6970-0000 AGM Expenses - Admin.	525.00	416.63	-108.37	-26.01	2,395.66	5,000.00	2,604.34	52.09	5,000.00
6975-0000 Council Expenses - Adm	198.00	291.63	93.63	32.11	3,083.42	3,500.00	416.58	11.90	3,500.00
6980-0000 Legal Expenses	820.84	29.13	-791.71	-2,717	2,135.56	350.00	-1,785.56	-510.1	350.00
6984-0000 Postage and Printing	2,113.30	1,416.63	-696.67	-49.18	16,595.60	17,000.00	404.40	2.38	17,000.00
6985-0000 Insurance Appraisal	0.00	16.63	16.63	100.0	0.00	200.00	200.00	100.0	200.00
6990-0000 Insurance Premiums	54,596.00	54,596.00	0.00	0.00	655,152.00	655,152.00	0.00	0.00	655,152.00
6992-0000 Insurance Carrying Char	916.67	916.63	-0.04	0.00	11,000.04	11,000.00	-0.04	0.00	11,000.00
7000-0000 Management Fees	6,078.17	6,078.13	-0.04	0.00	72,938.04	72,938.00	-0.04	0.00	72,938.00
7010-0000 Property Taxes - Admin.	0.00	50.00	50.00	100.0	535.64	600.00	64.36	10.73	600.00
7020-0000 Security - Admin.	0.00	166.63	166.63	100.0	0.00	2,000.00	2,000.00	100.0	2,000.00
7023-0000 Emergency Preparednes	0.00	333.37	333.37	100.0	3,050.90	4,000.00	949.10	23.73	4,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	120.00	150.00	30.00	20.00	150.00
7030-0000 Strata Web Site	0.00	33.37	33.37	100.0	146.76	400.00	253.24	63.31	400.00
7051-0000 Statutory Financial Revi	0.00	116.63	116.63	100.0	176.40	1,400.00	1,223.60	87.40	1,400.00
TOTAL ADMINISTRATION EXPENSE	65,257.98	64,473.91	-784.07	-1.22	767,330.02	773,690.00	6,359.98	0.82	773,690.00
TOTAL COMMON EXPENSES	102,279.20	106,300.65	4,021.45	3.78	1,248,757.29	1,275,610.00	26,852.71	2.11	1,275,610.00
TOTAL EXPENSES	123,734.98	130,700.76	6,965.78	5.33	1,539,037.39	1,568,410.00	29,372.61	1.87	1,568,410.00
NET INCOME (LOSS)	7,027.91	0.22	7,027.69	3,194,	43,867.50	0.00	43,867.50	0	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	18,978.50	18,978.50	0.00	0.00	227,742.00	227,742.00	0.00	0.00	227,742.00
9262-0000 Utilities Interest Income	158.49	0.00	158.49	0	1,109.76	0.00	1,109.76	0	0.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
February 2023

AS OF THE 12TH MONTH ENDING FEBRUARY 28, 2023

	<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	19,136.99	18,978.50	158.49	0.84	208,299.24	207,190.00	1,109.24	0.54	207,190.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,552.27	2,625.00	72.73	2.77	29,143.94	31,500.00	2,356.06	7.48	31,500.00
9365-0000 Electricity Windsor	2,181.11	1,666.63	-514.48	-30.87	18,192.69	20,000.00	1,807.31	9.04	20,000.00
Total Electricity - Apart.	4,733.38	4,291.63	-441.75	-10.29	47,336.63	51,500.00	4,163.37	8.08	51,500.00
Gas - Apartments									
9410-0000 Gas - Mayfair	3,061.37	2,673.37	-388.00	-14.51	29,886.23	32,080.00	2,193.77	6.84	32,080.00
9420-0000 Gas - Kensington	6,144.98	5,217.50	-927.48	-17.78	55,590.29	62,610.00	7,019.71	11.21	62,610.00
9430-0000 Gas - Windsor	5,786.94	5,083.37	-703.57	-13.84	52,779.14	61,000.00	8,220.86	13.48	61,000.00
Total Gas - Apartment	14,993.29	12,974.24	-2,019.05	-15.56	138,255.66	155,690.00	17,434.34	11.20	155,690.00
TOTAL UTILITIES - APARTMENT	19,726.67	17,265.87	-2,460.80	-14.25	185,592.29	207,190.00	21,597.71	10.42	207,190.00
NET INCOME (LOSS) UTILITIES	-589.68	1,712.63	-2,302.31	-134.4	22,706.95	0.00	22,706.95	0	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	6,080.00	6,080.00	0.00	0.00	72,960.00	72,960.00	0.00	0.00	72,960.00
9700-0000 Water - Townhouses	8,892.00	8,892.00	0.00	0.00	106,704.00	106,704.00	0.00	0.00	106,704.00
9725-0000 Water - Interest Income	314.82	0.00	314.82	0	2,191.46	0.00	2,191.46	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	15,286.82	14,972.00	314.82	2.10	188,175.31	185,984.00	2,191.31	1.18	185,984.00
WATER EXPENSE									
9850-0000 Water Usage	10,433.10	15,498.63	5,065.53	32.68	165,879.47	185,984.00	20,104.53	10.81	185,984.00
TOTAL WATER	10,433.10	15,498.63	5,065.53	32.68	165,879.47	185,984.00	20,104.53	10.81	185,984.00
NET INCOME (LOSS) WATER	4,853.72	-526.63	5,380.35	1,021.	22,295.84	0.00	22,295.84	0	0.00

**Upcoming
EVENTS
at a
Glance**

**Pub Night
Cash Bar
TACOS
Friday,
April 14th
Bar Opens 4:30**
See Poster for
additional
information

**Volunteer
Appreciation
Day
Sunday, April 23**

Movie Night

**Sunday
April 16
7:00 pm**

**Play
SNOOKER/
POOL/
BILLIARDS
Anytime**



APRIL Events Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Monday 9:00am Weights & Bands 9:30am Walk Away the Pounds 10:00am 	Tuesday Osteo Chair Yoga Tai Chi	Thursday Weights & Bands Walk Away the Pounds Tai Chi	Friday Osteo Chair Yoga				1
2	3 Arts/Crafts 1-4 Canasta 6:45pm Ladies' Snooker 7pm	4 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7 pm	5 Coffee 9:30 Whist 7 pm Poker 6 pm	6 Euchre 7 pm Dance 3:00	7 Pub Night BYOB	8	
9	10 Arts/Crafts 1-4 Canasta 6:45pm Ladies' Snooker 7pm	11 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7 pm	12 Coffee 9:30 Whist 7 pm Poker 6 pm	13 Euchre 7 pm Dance 3:00	14 Pub Night Cash Bar TACOS See poster for more info.	15	
16 Movie Night 7:00 pm 	17 Arts/Crafts 1-4 Canasta 6:45pm Ladies' Snooker 7pm	18 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7 pm	19 Coffee 9:30 Whist 7 pm Poker 6 pm	20 Euchre 7 pm Dance 3:00	21 Pub Night BYOB	22	
23 Volunteer Apprec. 30	24 Same AS 31 Above	25 Bridge 6:30 pm Poker Pool 7 pm Bible Study 7 pm	26 Coffee 9:30 Whist 7 pm Poker 6 pm	27 Euchre 7 pm Dance 3:00	28 Pub Night BYOB	29	