



# MONTHLY COUNCIL MEETING MINUTES

Tuesday, April 18, 2023

## LOCATION/TIME - 1:00PM LIBRARY

**Council:** Paul Kavanagh, Mike Williams, Ron Plankeel, Bob Hyde, Ashley Orton, & Debbie Thorburn

**Strata Mgt:** Jesse Train

**Regrets:** Paul Dhaliwal

## STRATA COUNCIL - 2022/2023

### EXECUTIVES

Ashley Orton - T243  
Bob Hyde - T102  
Mike Williams - T219  
Paul Dhaliwal - T172  
Debbie Thorburn - T188  
Paul Kavanagh - T164  
Ron Plankeel - T272

### COMMITTEE ASSIGNMENTS

President, Security & Privacy, Website  
Treasurer, Bring Forward, Vice President  
Townhouses, Secretary, Minutes, Roof, Landscaping  
Clubhouse, RV Committee  
Apartments, Social Committee Liaison  
Treasurer, Roof, Emergency Response  
Landscaping, Irrigation, Privacy, Ponds & Fountains

### Non-Council Assignments:

Jack Devries - T303 Fish Pond  
Zenon Jalbert - T202 Website

## 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](mailto:chelseagardens1416@outlook.com)

## STRATA MANAGER: CROSSROADS

Strata Manager: Jesse Train [jesse@crpm.ca](mailto: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](http://www.chelseatoday.org)

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

**CALL TO ORDER – 1:02 PM**

**Election of Executive Positions:**

**President – Ashley Orton – 5/6 voted in favour**

**Vice President – Bob Hyde**

**Secretary – Mike Williams**

**Treasurer – Bob Hyde and Paul Kavanagh**

**Townhouses – Mike Williams**

**Roof Committee – Paul Kavanagh, Mike Williams, and Ron Plankeel.**

**Clubhouse – Paul Dhaliwal**

**Minutes – Mike Williams**

**Social Committee Liaison – Debbie Thorburn**

**Security – Ashley Orton**

**Privacy Officer – Ashley Orton and Ron Plankeel**

**Ponds & Fountains – Ron Plankeel and Jack DeVries**

**Landscaping – Ron Plankeel & Mike Williams**

**Irrigation – Ron Plankeel**

**Website – Ashley Orton and Zenon Jalbert**

**Apartments – Debbie Thorburn**

**Bring Forwards – Bob Hyde**

**RV Committee – Paul Dhaliwal**

**Emergency Response Team – Paul Kavanagh and Doug McLeod**

**Investment Committee – Paul Kavanagh, Barb Gregg, and Mary Lou Leslie**

**ADOPTION OF PREVIOUS MINUTES**

It was **MOVED, SECONDED and CARRIED** to approve the minutes from March.

**CARETAKER REPORT APRIL 2023**

- There have been fire alarm issues that are being sorted with City Fire
- Repaired the gate in the Windsor multiple times now and the gate may need further repairs.
- Still waiting for the pump for the streams to return form servicing
- The recycling has not been picked up by GFL multiple times, this has been identified to GFL multiple times.
- Fire Panels have been installed, further work needs to be completed.
- All ponds and water feature areas were cleaned
- The new roof was completed.
- A pool safety plan will be implemented soon

**FINANCIAL REPORT –**

**No Financials to review**

Owners should be aware that the fiscal year of the Strata Corporation runs from March 1 to February 28<sup>th</sup>. As we hold the Annual General Meeting in April and only at that time approve an operating budget, the strata fees collected for the month of March and April are only at the previous year's level. When a new budget is passed and, if there is an increase in fees, then your first strata fee payment in May will be distorted, as it will also include the fee increase difference for the months of March and April. An example would be as follows. If your prior year's strata fees were set at \$400.00 per month and the AGM approved an increase to take your fees to \$460.00 per month then you would see this type of activity on your bank account:

March 1<sup>st</sup> payment = \$400.00 at the old budget rate

April 1<sup>st</sup> payment = \$400.00 at the old budget rate

May 1<sup>st</sup> payment = \$580.00 which consists of the new \$460.00 approved fee plus  
\$120.00 for the March and April catch up amounts.

June 1<sup>st</sup> payment = \$460.00....and for the balance of the fiscal year

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

**TH Roof 163 – 168** - The work has been completed, however, there are some deficiencies on the flat roofs that will need to be dealt with.

**Pest Control** – Rodent Activity has been reported and sent onto Atlas. Council and Don will come up with a plan to get a handle on some of the exclusion work that is required.

**CO Sensors** – The CO sensors will be scheduled.

**Pump Servicing** – The pumps for the streams and fountains are being serviced. These pumps will be scheduled for maintenance more often moving forward.

**Windsor 2<sup>nd</sup> Floor Exit Sign** – This work has been completed.

**Hydro Kiosk** – Jeff Morin has been tasked to replace the wood ties around the hydro kiosk between the Mayfair and the entrance gates.

**Snow Plow for Cart** – Council will see about having the plow repaired.

**Roof Leak at a Townhouse Unit** – Roy Dennis Roofing has completed a roof repair at a townhouse unit that had recently had a leak.

**Built up Gardens** – Council will do a walkaround the townhouse units to identify units that have built up gardens.

## **CORRESPONDENCE**

An Owner has reported that a dog barking issue has been reduced significantly.

An Owner reported a window issue this has been sent on to Peak Glass for a quote.

Several pest control issues were reported.

There was a report of a townhouse unit owner disposing of garbage in the apartment garbage compactor. This is not allowed, and a letter will be sent to the unit that did this.

A request was made to install a small fence at the front of the unit. Council has approved this, as long as they are removable so the landscapers can cut the grass.

A request was made to prune and replace some shrubs, and the council has approved this.

There were concerns about a garage door being replaced, it will be done and is on the list for this year.

There was a report of dogs being off leash, this was communicated with the Owner, and it was an unfortunate mistake as the dogs got out. It will not happen again.

## **COMMITTEE REPORTS**

### **APARTMENTS– Murray**

There was a problem with the new company GFL not picking up recyclables and organics from the Windsor which we believe (and hope!) is now rectified.

With minimal exceptions parking stalls have been kept clear of material that contravenes the fire marshal dictates, and therefore the bylaws. Thank you!

Those who exit from the Kensington ground floor door on the south end of the building please make sure the door has closed fully behind you. It catches at the bottom sometimes preventing full closure.

### **TOWNHOUSES- Murray**

The money to finish the garage doors has been approved, so they can be ordered now. Don has the list of garage doors left to do, and the units that still require to fill out a work order. There are 32 to do and when completed there will be no wooden doors left in Chelsea.

Jeff Morin is continuing work on the townhouses, please get work orders put in for any outside repairs needed.

TruLevel comes in every fall to deal with concrete issues (driveways and walkways). If you are having issues, please put in a work order.

### **CLUBHOUSE – Paul D**

No Report

### **SAFETY AND SECURITY – Ashley**

Citiloc still needs to resolve some minor issues. Nothing else to report. Also, as mentioned at the AGM, a big thank you to Zenon Jalbert, Charlie Sweet, and Victor Monasch who helped a lot when I was unable to do the work due to medical reasons.

### **LANDSCAPING – Ashley**

Nothing to report. Will discuss some issues with Shawn that were brought up at the AGM

During the month of May we will be aerating front lawns and most backs.

We will be applying lime and moss control to the lawns. We trust the weather will cooperate for the moss control application. For best results the average temperature should be about 14 degrees and dry.

Seasonal light pruning and trimming will continue

Shawn

### **SOCIAL COMMITTEE –**

The Taco Night was a sold-out event. Once again, we had a little problem with blowing circuit breakers in the lobby, but everyone was very patient, and there was a delicious meal, just a little late. Two of our volunteers have promised to mark the receptacles there, so we will know in the future which plugs are on the same circuit. Council has approved our purchase of two moveable umbrellas for pool side, so they have now been ordered. Our first Volunteer Appreciation in quite some time is coming up on April 23. It will be great to finally acknowledge the many volunteers who have kept Chelsea going during the pandemic and beyond. We will also be having a traditional Spring Dinner in May, so please keep an eye open for posters.

## **ADMINISTRATION**

Will be updating our emergency info after the fob reconciliation. A big thank you to all residents for making this possible.

## **PONDS AND FOUNTAINS – Ashley**

One turtle had the temerity to show his face. Some huge fishes in the pond (courtesy Jack, I'm sure – thanks, Jack)

## **RV LOT – No Report**

## **NEW BUSINESS**

**Trash and Treasure Day** – Trash and Treasure Day is scheduled for June 24<sup>th</sup>, notice will be posted. The gates will be closed during this day. A community garage sale will be arranged the weekend before, June 17 and 18.

**Cracking Concrete** – Council will add items to concrete repairs for this year's list.

**Heat Pump Installations** – It was **MOVED, SECONDED and CARRIED** to make it a requirement for anyone looking at installing a heat pump/AC unit that a permit must be obtained before approval can be granted.

**Replace Visitor Parking Signs and Pavement Speed Signs** – Council will be looking at getting all the signage updated and re-painted throughout the complex.

**Look for New AGM Venue** – A larger venue will be investigated to allow more residents to attend the next AGM.

**Personal Service Workers Speeding** – It was reported at the AGM that the personal service workers are speeding through the complex. If you see this occur, please contact the company to report the issue.

**Roof Plan** – Council has established a roofing committee to come up with a plan for moving forward with the roofs.

**EPT – Acquiring Defibrillators for the apartments** – Council does not feel that it is necessary to have defibrillators installed in the apartment buildings.

**AGM volunteers** – Thank you very much to all the volunteers that helped out at the AGM and the ones that helped to deliver the packages for the AGM.

**Pool Liner** – It was **MOVED, SECONDED and CARRIED** to approve the quote to order the pool liner. The council will see when it can be installed.

**Windsor Parkade Trip Hazard** – Ashley and Zenon have trimmed the concrete to rectify the identified area. It would be helpful if apartment owners identify with work orders, any area of raised (or sunken) concrete they are aware of in the parkades that present a tripping hazard.

**Garage Doors** – It was **MOVED, SECONDED, and CARRIED** to start the final phase of the garage door replacements.

**Fire Equipment** – It was **MOVED, SECONDED and CARRIED** to approve the work for fire safety equipment that was recommended by City Fire and voted on at the recent AGM.

**Townhouse Capital Project** – Jeff Morin will commence on the townhouse envelope work.

**Clubhouse Roof** – Council will obtain further quotes for the clubhouse roof project.

**Glass Awning** – It was **MOVED, SECONDED and CARRIED** to approve the quote from Vetro glass to have the glass awning at the clubhouse restored.

**Golf Cart Battery** – It was **MOVED, SECONDED and CARRIED** to approve the quote from Edmonds to replace the battery for the golf cart.

## **ADJOURNMENT**

The meeting was adjourned at 4:34PM

The next Council meeting is Tuesday, May 23<sup>rd</sup> 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

April 2023



## Chelsea Gardens Emergency Program

### Utilities & Fire Suppression Team

The Utilities & Fire Suppression Team is responsible for safely shutting off major utility systems in Chelsea Gardens if appropriate following a significant emergency, particularly when the continued operation of a system could threaten life safety and/or health, or property. These systems include natural gas, electricity and domestic water supply (but not the fire protection sprinkler systems) and the irrigation system.

The team has received training in the use of hand-held portable fire extinguishers, like the ones installed in the clubhouse and on all floors in the apartment buildings.

Other team responsibilities in an emergency include:

- opening the vehicle gates (main and east entrances and apartment garage gates) during a power outage,
- operation of:
  - two portable gas-powered electric generators,
  - connection and operation of portable flood lights,
  - two portable propane heaters,
- assisting other response teams as directed by the Incident Command Team.

The team presently has five members. It meets every quarter or more frequently as needed, depending on time of year and team member availability. Members also practice equipment operation on an ad hoc basis, generally at least twice per year, and participate in program emergency response exercises.

Anyone interested in participating on this team is encouraged to contact Doug McLeod at [kdmcleod@telus.net](mailto:kdmcleod@telus.net) or 778.591.3999.

We would also have several emergency preparedness suggestions for residents:

- Keep the Chelsea Gardens Caretaker Cell Number – 604.834.4578 (monitored 24/7) handy and in your cell phone in order to be able to promptly report an emergency situation,
- Keep a small, hand-held, dry-chemical style fire extinguisher readily accessible near your kitchen, and practice how to use it,
- Use the annual Emergency Preparedness Week in BC (May 7 – 13) as an opportunity to:
  - review/update your personal/family emergency preparedness kit (or get one if you don't have it)
  - review/update your emergency contact list
  - review your home emergency response procedures for fire, flood, gas leak, earthquake.

**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](mailto:kdmcleod@telus.net), or 778.591.3999.**

**Balance Sheet (Accrual)**  
**CHELSEA - Contingency - 02 - (lms1416c)**  
**March 2023**  
**AS OF THE 1ST MONTH ENDING MARCH 31, 2023**

Page 1  
04/19/2023  
01:02 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	1,858,616.01
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
1109-0100 Due to CRF from Operating-Insurance	176,631.00

**TOTAL ASSETS**

3,197,794.17

**LIABILITIES**

2010-0000 Accounts Payable	143,697.75
2012-2500 Accrued Expenses	53,479.05

**TOTAL LIABILITIES**

197,176.80

**OWNERS' EQUITY**

3500-0000 Net Income - Prior Years	2,921,721.81
3510-0000 Net Income - Current Year	78,895.56

**TOTAL OWNERS' EQUITY**

3,000,617.37

**TOTAL LIABILITIES AND EQUITY**

3,197,794.17

Date: APR. 19/2023  
Accountant: [Signature]  
Property Manager: [Signature]

**Budget Comparison (Accrual)**  
**CHELSEA - Contingency - 02 - (Ims1416c)**  
**March 2023**  
**AS OF THE 1ST MONTH ENDING MARCH 31, 2023**

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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>INCOME</b>									
4010-5000 Strata Fees - Apartment	21,036.75	21,036.75	0.00	0.00	21,036.75	21,036.75	0.00	0.00	252,441.00
4010-6000 Strata Fees - Townhome	45,767.75	45,767.75	0.00	0.00	45,767.75	45,767.75	0.00	0.00	549,213.00
<b>TOTAL</b>	<b>66,804.50</b>	<b>66,804.50</b>	<b>0.00</b>	<b>0.00</b>	<b>66,804.50</b>	<b>66,804.50</b>	<b>0.00</b>	<b>0.00</b>	<b>801,654.00</b>
4031-0000 Interest Income	11,690.48	0.00	11,690.48	0	11,690.48	0.00	11,690.48	0	0.00
4031-6000 Interest Income- Insur. L	1,630.83	0.00	1,630.83	0	1,630.83	0.00	1,630.83	0	0.00
<b>TOTAL</b>	<b>13,321.31</b>	<b>0.00</b>	<b>13,321.31</b>	<b>0</b>	<b>13,321.31</b>	<b>0.00</b>	<b>13,321.31</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>80,125.81</b>	<b>66,804.50</b>	<b>13,321.31</b>	<b>19.94</b>	<b>80,125.81</b>	<b>66,804.50</b>	<b>13,321.31</b>	<b>19.94</b>	<b>801,654.00</b>
<b>TOWNHOUSE EXPENSES</b>									
6342-2023 2023 Townhouse Envelo	1,230.25	7,083.33	5,853.08	82.63	1,230.25	7,083.33	5,853.08	82.63	85,000.00
6344-2023 Garage Doors	0.00	4,166.67	4,166.67	100.0	0.00	4,166.67	4,166.67	100.0	50,000.00
6345-2023 Townhouse Roof Repair	0.00	16,666.67	16,666.67	100.0	0.00	16,666.67	16,666.67	100.0	200,000.00
<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>1,230.25</b>	<b>27,916.67</b>	<b>26,686.42</b>	<b>95.59</b>	<b>1,230.25</b>	<b>27,916.67</b>	<b>26,686.42</b>	<b>95.59</b>	<b>335,000.00</b>
<b>COMMON EXPENSES</b>									
<b>REPAIR &amp; MAINTENANCE- GENER</b>									
6521-2023 Fire Equipment Replace	0.00	8,333.33	8,333.33	100.0	0.00	8,333.33	8,333.33	100.0	100,000.00
<b>TOTAL REPAIR &amp; MAINT.</b>	<b>0.00</b>	<b>8,333.33</b>	<b>8,333.33</b>	<b>100.0</b>	<b>0.00</b>	<b>8,333.33</b>	<b>8,333.33</b>	<b>100.0</b>	<b>100,000.00</b>
<b>RECREATION CENTRE - COMMON</b>									
6707-2023 Clubhouse Roof Replace	0.00	12,500.00	12,500.00	100.0	0.00	12,500.00	12,500.00	100.0	150,000.00
6708-2023 Clubhouse Pool Liner Re	0.00	1,666.67	1,666.67	100.0	0.00	1,666.67	1,666.67	100.0	20,000.00
6712-2023 Clubhouse Awning Rest	0.00	3,333.33	3,333.33	100.0	0.00	3,333.33	3,333.33	100.0	40,000.00
<b>TOTAL OPER. EXPS-REC. CENTRE</b>	<b>0.00</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>100.0</b>	<b>0.00</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>100.0</b>	<b>210,000.00</b>
<b>TOTAL COMMON EXPENSES</b>	<b>0.00</b>	<b>25,833.33</b>	<b>25,833.33</b>	<b>100.0</b>	<b>0.00</b>	<b>25,833.33</b>	<b>25,833.33</b>	<b>100.0</b>	<b>310,000.00</b>
<b>TOTAL EXPENSES</b>	<b>1,230.25</b>	<b>53,750.00</b>	<b>52,519.75</b>	<b>97.71</b>	<b>1,230.25</b>	<b>53,750.00</b>	<b>52,519.75</b>	<b>97.71</b>	<b>645,000.00</b>
<b>NET INCOME (LOSS)</b>	<b>78,895.56</b>	<b>13,054.50</b>	<b>65,841.06</b>	<b>504.3</b>	<b>78,895.56</b>	<b>13,054.50</b>	<b>65,841.06</b>	<b>504.3</b>	<b>156,654.00</b>
<b>REVENUE UTILITIES</b>									
<b>UTILITY EXPENSES</b>									

**Balance Sheet (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**March 2023**  
**AS OF THE 1ST MONTH ENDING MARCH 31, 2023**

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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	54,133.70
1027-0000 Bank - Water Surcharge	93,825.01
1028-1300 Bank - Golf Tournament Funds	3,242.42
1029-0000 Bank - Apt Utilities	34,295.64
1030-0000 Bank - Exercise Room	1,266.83
1040-0000 Bank - Social Committee	5,991.67
1200-0000 Prepaid Insurance	176,631.00
1300-0000 Accounts Receivable	26,059.86
<b>TOTAL ASSETS</b>	<u><u>395,663.48</u></u>

**LIABILITIES**

2010-0000 Accounts Payable	95,036.29
2014-0000 Accrued Water & Sewer	16,042.00
2017-0000 Social Committee Fund	5,991.67
2018-0000 Exercise Room	1,266.83
2019-0000 Golf Tournament Fund	3,242.42
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	176,631.00
2170-0000 Vacation Payable	657.12
<b>TOTAL LIABILITIES</b>	<u>299,167.33</u>

**OWNERS' EQUITY**

3500-0000 Net Income - Prior Years	50,981.29
3510-0000 Net Income - Current Year	9,092.07
3510-2000 Net Income - Utilities	15,568.89
3510-3000 Net Income - Water & Sewer	20,853.90
<b>TOTAL OWNERS' EQUITY</b>	<u>96,496.15</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>395,663.48</u></u>

Date: APR. 19/2023  
Accountant: [Signature]  
Property Manager: [Signature]

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (lms1416)**  
**March 2023**

**AS OF THE 1ST MONTH ENDING MARCH 31, 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
<b>INCOME</b>									
4010-0000 Strata Fees	71,444.62	71,444.33	0.29	0.00	71,444.62	71,444.33	0.29	0.00	857,332.00
4012-0000 CRF Strata Fees - Apart	-21,036.75	-21,036.75	0.00	0.00	-21,036.75	-21,036.75	0.00	0.00	-252,441.00
4015-0000 Parking, Scooter & EV P	687.00	625.00	62.00	9.92	687.00	625.00	62.00	9.92	7,500.00
4022-0000 Move in/out	100.00	83.33	16.67	20.00	100.00	83.33	16.67	20.00	1,000.00
4025-0000 Prior Year Surplus (Defic	1,040.42	1,040.42	0.00	0.00	1,040.42	1,040.42	0.00	0.00	12,485.00
<b>TOTAL</b>	<b>52,235.29</b>	<b>52,156.33</b>	<b>78.96</b>	<b>0.15</b>	<b>52,235.29</b>	<b>52,156.33</b>	<b>78.96</b>	<b>0.15</b>	<b>625,876.00</b>
4030-0000 Strata Fees	133,013.42	133,013.42	0.00	0.00	133,013.42	133,013.42	0.00	0.00	1,596,161.00
4032-0000 CRF Strata Fees - Town	-45,767.75	-45,767.75	0.00	0.00	-45,767.75	-45,767.75	0.00	0.00	-549,213.00
4037-0000 Prior Year Surplus	2,615.25	2,615.25	0.00	0.00	2,615.25	2,615.25	0.00	0.00	31,383.00
<b>TOTAL</b>	<b>89,860.92</b>	<b>89,860.92</b>	<b>0.00</b>	<b>0.00</b>	<b>89,860.92</b>	<b>89,860.92</b>	<b>0.00</b>	<b>0.00</b>	<b>1,078,331.00</b>
<b>OTHER</b>									
4040-0000 Rental - Fireside Lounge	100.00	66.67	33.33	49.99	100.00	66.67	33.33	49.99	800.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	600.00	600.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	1,000.00	750.00	250.00	33.33	1,000.00	750.00	250.00	33.33	9,000.00
4055-0000 R.V. Parking	875.00	833.33	41.67	5.00	875.00	833.33	41.67	5.00	10,000.00
4065-0000 Interest Income	421.29	125.00	296.29	237.0	421.29	125.00	296.29	237.0	1,500.00
4066-0000 Remote Control Sale	450.00	150.00	300.00	200.0	450.00	150.00	300.00	200.0	1,800.00
4084-0000 Keys	10.00	0.00	10.00	0	10.00	0.00	10.00	0	0.00
<b>TOTAL OTHER</b>	<b>3,456.29</b>	<b>2,525.00</b>	<b>931.29</b>	<b>36.88</b>	<b>3,456.29</b>	<b>2,525.00</b>	<b>931.29</b>	<b>36.88</b>	<b>30,300.00</b>
<b>TOTAL INCOME</b>	<b>145,552.50</b>	<b>144,542.25</b>	<b>1,010.25</b>	<b>0.70</b>	<b>145,552.50</b>	<b>144,542.25</b>	<b>1,010.25</b>	<b>0.70</b>	<b>1,734,507.00</b>
6030-0000 Apt Janitor/Contract Ser	2,089.50	2,500.00	410.50	16.42	2,089.50	2,500.00	410.50	16.42	30,000.00
6208-0000 Building Maint. - Apartm	125.00	3,333.33	3,208.33	96.25	125.00	3,333.33	3,208.33	96.25	40,000.00
6215-0000 Equipment Maint. - Apart	948.19	6,250.00	5,301.81	84.83	948.19	6,250.00	5,301.81	84.83	75,000.00
6268-0050 Elevator Maint. - Apartm	1,259.85	1,458.33	198.48	13.61	1,259.85	1,458.33	198.48	13.61	17,500.00
6275-0000 Gate & Door Maint. - Ap	463.87	500.00	36.13	7.23	463.87	500.00	36.13	7.23	6,000.00
6279-0000 Garbage Pick-up - Apts.	1,743.13	2,250.00	506.87	22.53	1,743.13	2,250.00	506.87	22.53	27,000.00
<b>TOTAL EXPS. BEFORE UTILITIES</b>	<b>6,629.54</b>	<b>16,291.66</b>	<b>9,662.12</b>	<b>59.31</b>	<b>6,629.54</b>	<b>16,291.66</b>	<b>9,662.12</b>	<b>59.31</b>	<b>195,500.00</b>
<b>TOWNHOUSE EXPENSES</b>									
6315-0000 Building Maint. - Townho	4,254.15	5,166.67	912.52	17.66	4,254.15	5,166.67	912.52	17.66	62,000.00
6320-0000 Garbage Pick-up - Town	6,256.47	6,666.67	410.20	6.15	6,256.47	6,666.67	410.20	6.15	80,000.00
<b>TOTAL OPERATING EXPS. - T.H.</b>	<b>10,510.62</b>	<b>11,833.34</b>	<b>1,322.72</b>	<b>11.18</b>	<b>10,510.62</b>	<b>11,833.34</b>	<b>1,322.72</b>	<b>11.18</b>	<b>142,000.00</b>
<b>COMMON EXPENSES</b>									
<b>LANDSCAPING &amp; GROUNDS</b>									
6415-0000 Landscape Contract	14,070.00	14,166.67	96.67	0.68	14,070.00	14,166.67	96.67	0.68	170,000.00
6425-0000 Drainage Repair & Maint	0.00	1,666.67	1,666.67	100.0	0.00	1,666.67	1,666.67	100.0	20,000.00
6435-0000 Plant Replacement & Im	0.00	1,083.33	1,083.33	100.0	0.00	1,083.33	1,083.33	100.0	13,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	100.0	0.00	333.33	333.33	100.0	4,000.00
6455-0000 Snow Removal	100.00	1,166.67	1,066.67	91.43	100.00	1,166.67	1,066.67	91.43	14,000.00
<b>TOTAL LANDS. &amp; GROUNDS</b>	<b>14,170.00</b>	<b>18,416.67</b>	<b>4,246.67</b>	<b>23.06</b>	<b>14,170.00</b>	<b>18,416.67</b>	<b>4,246.67</b>	<b>23.06</b>	<b>221,000.00</b>
<b>REPAIR &amp; MAINTENANCE- GENER</b>									
6510-0000 Repair & Maintenance	900.00	1,583.33	683.33	43.16	900.00	1,583.33	683.33	43.16	19,000.00
6515-0000 Equipment Rep. & Maint	1,971.68	1,083.33	-888.35	-82.00	1,971.68	1,083.33	-888.35	-82.00	13,000.00
6520-0000 Supplies Equipment - Co	696.64	416.67	-279.97	-67.19	696.64	416.67	-279.97	-67.19	5,000.00
6525-0000 Supplies Maintenance-C	84.08	208.33	124.25	59.64	84.08	208.33	124.25	59.64	2,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	0.00	41.67	41.67	100.0	500.00
6535-0000 Enterphone and Security	3,187.37	791.67	-2,395.70	-302.6	3,187.37	791.67	-2,395.70	-302.6	9,500.00
6560-0000 Gate Repair & Maint. - C	0.00	291.67	291.67	100.0	0.00	291.67	291.67	100.0	3,500.00
6565-0000 Pest Control - Common	476.05	1,333.33	857.28	64.30	476.05	1,333.33	857.28	64.30	16,000.00
<b>TOTAL REPAIR &amp; MAINT.</b>	<b>7,315.82</b>	<b>5,750.00</b>	<b>-1,565.82</b>	<b>-27.23</b>	<b>7,315.82</b>	<b>5,750.00</b>	<b>-1,565.82</b>	<b>-27.23</b>	<b>69,000.00</b>
<b>UTILITIES</b>									

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (Ims1416)**  
**March 2023**

**AS OF THE 1ST MONTH ENDING MARCH 31, 2023**

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6576-0000 Electricity	173.00	200.00	27.00	13.50	173.00	200.00	27.00	13.50	2,400.00
6577-0000 Electricity Ponds - Com	425.00	466.67	41.67	8.93	425.00	466.67	41.67	8.93	5,600.00
6580-0000 Electricity Stream - Com	612.00	733.33	121.33	16.55	612.00	733.33	121.33	16.55	8,800.00
6595-0000 Telephone Caretaker	95.20	141.67	46.47	32.80	95.20	141.67	46.47	32.80	1,700.00
<b>TOTAL UTILITIES</b>	<b>1,305.20</b>	<b>1,541.67</b>	<b>236.47</b>	<b>15.34</b>	<b>1,305.20</b>	<b>1,541.67</b>	<b>236.47</b>	<b>15.34</b>	<b>18,500.00</b>
<b>RV LOT EXPENSES</b>									
6640-0000 Repair & Maintenance -	0.00	125.00	125.00	100.0	0.00	125.00	125.00	100.0	1,500.00
6690-0000 Electricity - RV Lot	68.00	79.17	11.17	14.11	68.00	79.17	11.17	14.11	950.00
<b>TOTAL OPERATING EXPS-RV LOT</b>	<b>68.00</b>	<b>204.17</b>	<b>136.17</b>	<b>66.69</b>	<b>68.00</b>	<b>204.17</b>	<b>136.17</b>	<b>66.69</b>	<b>2,450.00</b>
<b>RECREATION CENTRE - COMMON</b>									
6710-0000 Bldg Repair & Maint-Rec	55.98	750.00	694.02	92.54	55.98	750.00	694.02	92.54	9,000.00
6712-0000 Equip. Rep. & Maint.-Clu	49.80	2,083.33	2,033.53	97.61	49.80	2,083.33	2,033.53	97.61	25,000.00
6715-0000 Lock Up Costs - Rec. Ce	100.00	175.00	75.00	42.86	100.00	175.00	75.00	42.86	2,100.00
6725-0000 Exercise Equip R & M-R	8,512.54	1,000.00	-7,512.54	-751.2	8,512.54	1,000.00	-7,512.54	-751.2	12,000.00
6730-0000 Workshop R & M-Rec. C	36.79	83.33	46.54	55.85	36.79	83.33	46.54	55.85	1,000.00
6735-0000 Pool Repair & Maint.-Re	3,138.68	750.00	-2,388.68	-318.4	3,138.68	750.00	-2,388.68	-318.4	9,000.00
6740-0000 Pool Supplies & Chemic	964.06	458.33	-505.73	-110.3	964.06	458.33	-505.73	-110.3	5,500.00
6750-0000 Cleaning Supplies-Rec.	324.85	183.33	-141.52	-77.19	324.85	183.33	-141.52	-77.19	2,200.00
6755-0000 Window & Carpet Cleani	0.00	83.33	83.33	100.0	0.00	83.33	83.33	100.0	1,000.00
6764-0000 Electricity - Rec. Centre	1,853.00	2,000.00	147.00	7.35	1,853.00	2,000.00	147.00	7.35	24,000.00
6765-0000 Gas - Rec. Centre	1,632.80	2,166.67	533.87	24.64	1,632.80	2,166.67	533.87	24.64	26,000.00
<b>TOTAL OPER. EXPS-REC. CENTRE</b>	<b>16,668.50</b>	<b>9,733.32</b>	<b>-6,935.18</b>	<b>-71.25</b>	<b>16,668.50</b>	<b>9,733.32</b>	<b>-6,935.18</b>	<b>-71.25</b>	<b>116,800.00</b>
<b>SALARIES &amp; BENEFITS</b>									
6820-0000 Caretaker Salary and Be	4,583.34	5,000.00	416.66	8.33	4,583.34	5,000.00	416.66	8.33	60,000.00
6830-0000 Caretaker Assistant Wag	1,130.26	1,625.00	494.74	30.45	1,130.26	1,625.00	494.74	30.45	19,500.00
6865-0000 R. C. Janitor Wages and	1,680.00	1,833.33	153.33	8.36	1,680.00	1,833.33	153.33	8.36	22,000.00
6875-0000 Payroll Costs	825.78	1,000.00	174.22	17.42	825.78	1,000.00	174.22	17.42	12,000.00
6890-0000 Workers Compensation	0.00	125.00	125.00	100.0	0.00	125.00	125.00	100.0	1,500.00
<b>TOTAL SALARIES &amp; PAYROLL COS</b>	<b>8,219.38</b>	<b>9,583.33</b>	<b>1,363.95</b>	<b>14.23</b>	<b>8,219.38</b>	<b>9,583.33</b>	<b>1,363.95</b>	<b>14.23</b>	<b>115,000.00</b>
<b>OFFICE EXPENSES</b>									
6910-0000 Equipment Rep. & Maint	382.22	91.67	-290.55	-316.9	382.22	91.67	-290.55	-316.9	1,100.00
6915-0000 Supplies	0.00	75.00	75.00	100.0	0.00	75.00	75.00	100.0	900.00
6920-0000 Telephone & Cable - Offi	279.73	291.67	11.94	4.09	279.73	291.67	11.94	4.09	3,500.00
<b>TOTAL OFFICE EXPENSES</b>	<b>661.95</b>	<b>458.34</b>	<b>-203.61</b>	<b>-44.42</b>	<b>661.95</b>	<b>458.34</b>	<b>-203.61</b>	<b>-44.42</b>	<b>5,500.00</b>
<b>ADMINISTRATION</b>									
6970-0000 AGM Expenses - Admin.	3,728.78	416.67	-3,312.11	-794.9	3,728.78	416.67	-3,312.11	-794.9	5,000.00
6975-0000 Council Expenses - Adm	0.00	291.67	291.67	100.0	0.00	291.67	291.67	100.0	3,500.00
6980-0000 Legal Expenses	0.00	375.00	375.00	100.0	0.00	375.00	375.00	100.0	4,500.00
6984-0000 Postage and Printing	586.64	1,416.67	830.03	58.59	586.64	1,416.67	830.03	58.59	17,000.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	100.0	0.00	16.67	16.67	100.0	200.00
6990-0000 Insurance Premiums	58,877.00	58,877.00	0.00	0.00	58,877.00	58,877.00	0.00	0.00	706,524.00
6992-0000 Insurance Carrying Char	1,630.83	1,630.83	0.00	0.00	1,630.83	1,630.83	0.00	0.00	19,570.00
7000-0000 Management Fees	6,078.17	6,988.58	910.41	13.03	6,078.17	6,988.58	910.41	13.03	83,863.00
7010-0000 Property Taxes - Admin.	0.00	54.17	54.17	100.0	0.00	54.17	54.17	100.0	650.00
7020-0000 Security - Admin.	0.00	166.67	166.67	100.0	0.00	166.67	166.67	100.0	2,000.00
7023-0000 Emergency Preparednes	0.00	333.33	333.33	100.0	0.00	333.33	333.33	100.0	4,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	10.00	12.50	2.50	20.00	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	100.0	0.00	33.33	33.33	100.0	400.00
7051-0000 Statutory Financial Revi	0.00	116.67	116.67	100.0	0.00	116.67	116.67	100.0	1,400.00
<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>70,911.42</b>	<b>70,729.76</b>	<b>-181.66</b>	<b>-0.26</b>	<b>70,911.42</b>	<b>70,729.76</b>	<b>-181.66</b>	<b>-0.26</b>	<b>848,757.00</b>
<b>TOTAL COMMON EXPENSES</b>	<b>119,320.27</b>	<b>116,417.26</b>	<b>-2,903.01</b>	<b>-2.49</b>	<b>119,320.27</b>	<b>116,417.26</b>	<b>-2,903.01</b>	<b>-2.49</b>	<b>1,397,007.00</b>
<b>TOTAL EXPENSES</b>	<b>136,460.43</b>	<b>144,542.26</b>	<b>8,081.83</b>	<b>5.59</b>	<b>136,460.43</b>	<b>144,542.26</b>	<b>8,081.83</b>	<b>5.59</b>	<b>1,734,507.00</b>
<b>NET INCOME (LOSS)</b>	<b>9,092.07</b>	<b>-0.01</b>	<b>9,092.08</b>	<b>90.92</b>	<b>9,092.07</b>	<b>-0.01</b>	<b>9,092.08</b>	<b>90.92</b>	<b>0.00</b>
<b>REVENUE UTILITIES</b>									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	15,531.50	15,531.50	0.00	0.00	15,531.50	15,531.50	0.00	0.00	186,378.00
9262-0000 Utilities Interest Income	187.19	0.00	187.19	0	187.19	0.00	187.19	0	0.00
9264-0000 Prior Year Surplus (Defic	22,706.95	22,707.00	-0.05	0.00	22,706.95	22,707.00	-0.05	0.00	22,707.00
<b>Total Apartment Utilities</b>	<b>38,425.64</b>	<b>38,238.50</b>	<b>187.14</b>	<b>0.49</b>	<b>38,425.64</b>	<b>38,238.50</b>	<b>187.14</b>	<b>0.49</b>	<b>209,085.00</b>

**Budget Comparison (Accrual)**  
**CHELSEA - Operations - 02 - (Ims1416)**  
**March 2023**  
**AS OF THE 1ST MONTH ENDING MARCH 31, 2023**

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	<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>
<b>UTILITY EXPENSES</b>									
<b>Hydro - Apartments</b>									
9360-0000 Electricity Kens & Mayfai	2,537.00	2,756.25	219.25	7.95	2,537.00	2,756.25	219.25	7.95	33,075.00
9365-0000 Electricity Windsor	1,593.00	1,750.00	157.00	8.97	1,593.00	1,750.00	157.00	8.97	21,000.00
<b>Total Electricity - Apart.</b>	<b>4,130.00</b>	<b>4,506.25</b>	<b>376.25</b>	<b>8.35</b>	<b>4,130.00</b>	<b>4,506.25</b>	<b>376.25</b>	<b>8.35</b>	<b>54,075.00</b>
<b>Gas - Apartments</b>									
9410-0000 Gas - Mayfair	3,986.58	2,741.67	-1,244.91	-45.41	3,986.58	2,741.67	-1,244.91	-45.41	32,900.00
9420-0000 Gas - Kensington	7,555.05	5,217.50	-2,337.55	-44.80	7,555.05	5,217.50	-2,337.55	-44.80	62,610.00
9430-0000 Gas - Windsor	7,185.12	4,958.33	-2,226.79	-44.91	7,185.12	4,958.33	-2,226.79	-44.91	59,500.00
<b>Total Gas - Apartment</b>	<b>18,726.75</b>	<b>12,917.50</b>	<b>-5,809.25</b>	<b>-44.97</b>	<b>18,726.75</b>	<b>12,917.50</b>	<b>-5,809.25</b>	<b>-44.97</b>	<b>155,010.00</b>
<b>TOTAL UTILITIES - APARTMENT</b>	<b>22,856.75</b>	<b>17,423.75</b>	<b>-5,433.00</b>	<b>-31.18</b>	<b>22,856.75</b>	<b>17,423.75</b>	<b>-5,433.00</b>	<b>-31.18</b>	<b>209,085.00</b>
<b>NET INCOME (LOSS) UTILITIES</b>	<b>15,568.89</b>	<b>20,814.75</b>	<b>-5,245.86</b>	<b>-25.20</b>	<b>15,568.89</b>	<b>20,814.75</b>	<b>-5,245.86</b>	<b>-25.20</b>	<b>0.00</b>
<b>REVENUE - WATER INCOME</b>									
9650-0000 Water - Apartments	5,760.00	5,760.00	0.00	0.00	5,760.00	5,760.00	0.00	0.00	69,120.00
9700-0000 Water - Townhouses	8,424.00	8,424.00	0.00	0.00	8,424.00	8,424.00	0.00	0.00	101,088.00
9725-0000 Water - Interest Income	416.06	0.00	416.06	0	416.06	0.00	416.06	0	0.00
9745-0000 Prior Year Surplus (Defic	22,295.84	22,296.00	-0.16	0.00	22,295.84	22,296.00	-0.16	0.00	22,296.00
<b>TOTAL WATER INCOME</b>	<b>36,895.90</b>	<b>36,480.00</b>	<b>415.90</b>	<b>1.14</b>	<b>36,895.90</b>	<b>36,480.00</b>	<b>415.90</b>	<b>1.14</b>	<b>192,504.00</b>
<b>WATER EXPENSE</b>									
9850-0000 Water Usage	16,042.00	16,042.00	0.00	0.00	16,042.00	16,042.00	0.00	0.00	192,504.00
<b>TOTAL WATER</b>	<b>16,042.00</b>	<b>16,042.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,042.00</b>	<b>16,042.00</b>	<b>0.00</b>	<b>0.00</b>	<b>192,504.00</b>
<b>NET INCOME (LOSS) WATER</b>	<b>20,853.90</b>	<b>20,438.00</b>	<b>415.90</b>	<b>2.03</b>	<b>20,853.90</b>	<b>20,438.00</b>	<b>415.90</b>	<b>2.03</b>	<b>0.00</b>

# MAY Events Calendar

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

**Upcoming  
EVENTS  
at a  
Glance**

Spring Dinner  
Saturday,  
May 27th  
See Poster for  
additional  
information

Movie Nights  
Sunday  
May 7th  
and  
May 28th  
At 7:00 pm

Play  
SNOOKER/  
POOL/  
BILLIARDS  
Anytime