



MONTHLY COUNCIL MEETING MINUTES

Tuesday, September 26, 2023

LOCATION/TIME - 1:00PM LIBRARY

Council: Mike Williams, Ron Plankeel, Bob Hyde, Debbie Thorburn, Ashley Orton

Strata Mgt: Jesse Train

Regrets: Paul Dhaliwal (present for part of meeting), Paul Kavanagh

STRATA COUNCIL - 2023/2024

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, Roof, Landscaping
 Clubhouse, RV Committee
 Apartments, Social Committee Liaison, Minutes
 Treasurer, Roof, Emergency Response
 Landscaping, Irrigation, Privacy, Ponds & Fountains

Non-Council Assignments:

- T303 Fish Pond
 Zenon Jalbert - T202 Website

CARETAKERS

Don Kendall Hours: 7:00 AM-3:30 PM- weekdays

Valerie Morris-Weekends On Call, Office Monday, Thursday-Saturday 11:00 am to 1:00 pm

Emergency only : (604) 834-4578 Email: chelseagardens1416@outlook.com

NON-EMERGENCY CALLS - 604-501-0479

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 center 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 – 1:03 PM

ADOPTION OF PREVIOUS MINUTES

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

CARETAKER REPORT AUGUST 2023 – Don Kendall

Don submitted a report on the various tasks completed by himself and David around the property.

FINANCIAL REPORT – Bob Hyde

OPERATIONS BUDGET

As of August 31, we are halfway through our fiscal year. The overall condition of the operations budget is in better shape than the previous two years. Revenue over expenses up to August was \$115,454, whereas last year this time it was only \$3,586. However, there are still six months in the fiscal year to go.

Revenue

- To date revenues are higher than budgeted, primarily from apartment move-ins, guest suite rentals, FOB sales, and interest income.

Expenses

- Apartment expenses so far are much less than budgeted. Townhouse expenses are also less than budgeted to date. However, winter is coming and that is when problems tend to be more prevalent.
- Common expenses, as a whole, are less than budgeted so far. However, there is over-budget spending in Repair & Maintenance category due to larger than planned and unanticipated expenditures primarily for the following: overhaul of the two stream pumps (\$3,131); replacement of golf cart batteries (\$1,690); purchases of remotes (\$3,618); and repairs to entry gates (\$3,489).

CONTINGENCY RESERVE FUND (CRF)

- Interest earned to the end of August is \$62,131 primarily from investments and from the Operations Budget for the loan made for the annual payment of the strata's insurance.
- The approved CRF budgeted items this year were \$645,000. To the end of August we have spent \$347,977 of this, with each expenditure coming well within budget.
- On recommendation of the Roofing Committee, Council chose not to continue with the remainder of the replacement of the Clubhouse roof (\$150,000) this year. This project will be rescheduled for a future year.

BUSINESS ARISING FROM PREVIOUS MINUTES

Pest Control – The Council discussed the situation about a vacant townhouse unit being a source for a mice infestation. There is also a source of black mold from a dishwasher leak that may have been happening for some time.

- It was **MOVED, SECONDED and CARRIED** to approve any potential expenses that the Strata must incur for this situation to be paid from the CRF. These expenses will be charged back to the unit.
- It was **MOVED, SECONDED and CARRIED** to approve hiring Cleveland Doan to deal with the legality of this situation on how to recover funds from the estate and how to deal with the vacant unit moving forward.
- It was **MOVED, SECONDED and CARRIED** to approve hiring a restoration company to deal with the mold situation and determine what can be done further to restore the unit.
- It was **MOVED, SECONDED and CARRIED** to approve the hiring of a cleaning company to clean the interior of the unit. It was also approved to have the pest control company do interior exclusion in order to do what is possible to stop the mice from coming and going from the unit.
- We have also contacted a few other pest control companies to review the site and the infestation of this townhouse block and provide proposals and recommendations for the service.

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

Painting of Visitor Parking Signs and Pavement Speed signs – Everything has been ordered to replace the visitor parking signs. For the pavement speed signs the areas will be cleaned and newly painted. Both will be done by volunteers.

Pool Liner Replacement – The Pool Liner replacement will be scheduled for after the closing date of September 30th. The pool water will be pumped into the ponds and fountains and the pool liner replacement will be scheduled shortly after, weather permitting.

Glass Awning In Clubhouse – The glass company is waiting for the new glass to arrive to be installed.

Pathway Lighting – All the pathway lighting is now operational, except the location by the Windsor. Council will further investigate this area to have this lighting replaced.

Expiring Smoke Detectors– Council is trying to obtain a supply of smoke detectors to then be installed in the complex.

Condo Horizontal and Vertical Drainpipe Cleaning – Westech is going to be out on October 11th, 18th, and the 25th to do the horizontal and vertical drainpipe cleaning in the parkades of the apartments. Notices will be posted for this work.

Main Drain Line along 68th Ave – The Strata Manager will follow up with the City on their results of videoing the line on their side of the property.

Drain Blockage in the RV Lot – Crush was out to scope and hydro jet clean the lines at the north gate area of the RV lot. They discovered a lot of roots in the drains and have cleared them and now the drains are running smoothly.

Crooked Post and Signage – The sign will be updated and straightened out.

Front Fountain/Pond Leak – The leak in the front “lions” fountain has been repaired.

Clubhouse Cracked Tiles – We are waiting for Jeff to repair the cracked tiles in the clubhouse.

Condo Exposed Balcony Surface Painting – If you have any chipped paint on the balcony floors of the apartments, please report it to jesse@crpm.ca or create a work order to identify the issue. We will make a list to have a contractor carry out the required work.

CORRESPONDENCE

There were several requests for interior alterations and exterior alterations throughout the townhouses units and apartments units.

There were some positive letters sent about the Summer Bash Party. There were also some noise complaints about the event.

Some units have reported mice issues around or in their unit. This was discussed earlier in the minutes.

There were many Social group requests submitted for the New Year. Scheduling is in progress.

A request was made to store a vehicle to be towed behind an RV, however, the RV lot is not designed as a storage lot for such vehicles. It is for Recreational vehicles and as well for overfills of apartment or townhouse parking. However these owners currently rent a full sized parking spot for their RV and a small spot for their cargo trailer. If there is a full sized spot available that will accommodate both their cargo trailer and the towed

vehicle, Council would not be opposed to storage of the vehicle there. It is recommended that the owners approach the RV Committee about this.

There were further requests that the Strata should pay to print and distribute a new set of bylaws and rules for the Owners. Council and the Strata Manager looking into options (see below).

Communication was received from an Owner with concerns and suggestions about a number of things including the format of the minutes, receiving copies of the bylaws and rules, contact with staff and Council, apartment recycling, and alternatives to Trash to Treasure Day. Council will consider these and thanks them for the suggestions, and for the thank you to staff and Council.

There was a report of suspicious activity within the complex. If this is seen call the non-emergency police line: 604-599-0502.

There is a complaint that a reserved townhouse parking spot is consistently being used by other people. They have requested to obtain a sign for this and Council will take care of this.

A request was made to make improvements to the front of the Windsor in the concrete planters. This is being followed up by the Landscaping Committee.

There was a report of the weather stripping on a garage door that has been requested to be replaced by Council. This will be done by the garage door company.

There was a letter sent that the landscaping, pool and hot tub operation is not being maintained properly. Council thanks the resident for the opinions on the operations being done around Chelsea Gardens.

A letter was sent about an Owner allowing their dog to poo and pee on a yard and not picking up after it. A letter will be sent to this Owner.

COMMITTEE REPORTS

APARTMENTS – Debbie

Fall is upon us and last week the heat was turned on in the apartments. Routine maintenance to the aging mechanical infrastructure is a constant to ensure safety and comfort within the buildings.

Over the last few months there has been a significant reduction in inappropriate things being stored in parking spaces....something that would certainly please the Fire Marshall.

TOWNHOUSES – Mike

- All townhouse garage door replacements have been completed except for 2.
- Several townhouses with window issues have been inspected and we are awaiting the quote.
- Some new townhouse parking signs will be installed in the next 2 weeks. Roadway painting will follow.

CLUBHOUSE – Paul D

- The fitness equipment will be used as is. There is no real safety issue with the elliptical to be used.
- There are ongoing issues with the pumps for the pool and the hot tub. Further investigation is being done.

SAFETY AND SECURITY – Ashley

- The data on the office computer has now all been backed up.
- It was **MOVED, SECONDED and CARRIED** to approve Paul Kavanagh as a privacy officer.

LANDSCAPING – Ron

- The first application for chaffer beetle control on the front lawns is done and a second application will be done in early October prior to top dressing the affected lawns.

- All mid-season pruning is completed on the unit side of townhouses.
- We have been doing and are continuing with early fall leaf cleanup on front roadways and lawns.
- Our fall fertilization will be completed in October. Our final lawn cutting will also be in October.
- The priority in the next few months will be leaf clean up and trimming some front townhouse units and apartment building backs.

Shawn

IRRIGATION – Ron

The irrigation will be blown out and shut down this coming week.

SOCIAL COMMITTEE

Social Committee September Recap

- After taking the summer off, the social committee is looking forward to the fall season.
- We would like to thank the committee who organized the August pool deck party. Fun for those who attended!
- September started with Corn! It was a lovely evening for the Corn and Burger Night and it was great to see so many out to enjoy the evening and the yummy corn!
- This month also had our annual New Comers Welcome where new residents are invited to hear information about Chelsea and what makes this such a great place to live. Chelsea has 43 new residents in 23 units.
- Look for a few changes in the bar going forward with Elaine Galley taking over as Diane Anderson and her team of Gladys Bittner and Ray Smith are stepping back. We thank Diane, Gladys and Ray for their years of commitment.
- Watch for posters with information of upcoming events!
- Social Committee will be coming up with guidelines for future events that are not directly organized by the committee.

ADMINISTRATION – No Report

PONDS AND FOUNTAINS – No Report

RV LOT – No Report

ROOFING COMMITTEE – Paul K

- The replacement of the roof on units 101 to 104 undertaken by Crown Roofing is complete. Phoenix Roof Consultants conducted six inspections on this project. All issues identified in the reports have been addressed. Final payment can now be made to Crown.
- The replacement of the roof on units 197 to 202 undertaken by Northwood Roofing is also complete. Northwood were on site to address the outstanding items. Members of the Roofing Committee will confirm that these issues have been resolved in the near future before the final payment is made.
- The Roofing Committee has engaged Phoenix to prepare specifications and estimates of the cost to complete the roofs on the remaining 41 townhouse buildings.

INVESTMENT COMMITTEE – No report

EMERGENCY PREPAREDNESS – No Report

NEW BUSINESS

Updated Bylaws and Rules – The updated bylaws and rules are available on the website, chelseatoday.org. Council discussed the option of printing all new rules and bylaws for the Owners, however the cost associated with this is considerable. Anyone can access the website and have the bylaws and rules printed at their own costs. If you do not have a printer, you can download the file, add to a USB stick and take it to Staples to print. You can also email jesse@crpm.ca to get an electronic copy sent.

Ashley will also email this to residents who have email registered at the office and have consented to going paperless.

A supply of bylaws and rules will be printed to be stored at the office and can be purchased in the near future. **The cost for a set of bylaws and rules is \$6.00 which is at cost for printing.**

TV Purchase – A new TV was purchased by the Social Committee and it was **MOVED, SECONDED and CARRIED** to have the Strata pay for the extended warranty for the TV.

Overhanging Trees along City Sidewalk – A request has been sent to the City regarding whose responsibility it is to prune them.

Hot Tub – The acid pump has been replaced, however there are still issues with the hot tub. Don is trying to solve the issues.

Snow Removal – Quotes will be reviewed for the snow removal contract.

Puddles Pools – The company that was hired to help Don out with the pool and spa will no longer be doing service for us as it was not what we expected.

Electric Cart Tires – It was **MOVED, SECONDED and CARRIED** to approve the replacement of the tires for the electric cart.

ADJOURNMENT

The meeting was adjourned at 4:20PM

The next Council meeting is Tuesday, October 24 @ 1PM 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

September 2023



EMERGENCY RESPONSE EXERCISE OCTOBER 14 - POSTPONED

The Emergency Response Exercise scheduled for Saturday afternoon, October 14, has been postponed to the spring. In the interim, team training and response procedures reviews will continue. All areas of the Clubhouse, most of which were reserved for the exercise, will be open to residents on October 14.

The Chelsea Gardens Emergency Preparedness and Response Program is comprised of a number of specific teams. We will share information from time to time on roles, responsibilities and activities for these teams as part of our monthly Council Minutes inserts.

APARTMENT EVACUATION EXERCISES – JUNE 2023

The Kensington and Mayfair apartments undertook building evacuation exercises on June 19 and 21, respectively. Notwithstanding the rain for each exercise, which posed a few challenges, the exercises were a good practice for residents in response to an emergency. The building emergency response teams, as well as the Chelsea Gardens Emergency Program leadership, identified a few important issues to be addressed in preparation for real evacuations. These include (some of which may also apply to townhouse evacuations):

- Appropriate and timely placement of magnetic decals (**Green – OK** or **Orange - unit vacated**) on the outside of the main entrance door by residents of each unit will greatly assist the response teams to respond to those in greatest need
- Tell one or more neighbours if you plan to be away from Chelsea Gardens for one or more days
- Residents who ignore an evacuation alarm and calls by Floor Captains to evacuate put others at risk by having responders come unnecessarily to their unit, possibly in a dangerous situation, to check on the residents' well-being if the residents are not accounted for at the building meeting place – responders will not be asked to knowingly put themselves in danger to search for unaccounted residents
- Residents who cannot evacuate, and instead go onto a balcony to await assistance, must do everything they can to attract someone's attention to their location on the balcony and need for assistance
- Residents evacuating with pets should gather at the building meeting place, but separate from others without pets, as pets can be excitable and a hazard - some are not comfortable with pets around them
- If the weather is inclement (rain and/or cold), keep a jacket handy to wear during an evacuation
- Remember to bring your personal emergency kit with you when you leave – you may not be able to return to your unit for several days or more (as happened at Canterbury Green across the street in August 2021)
- Know where your building meeting place is, know who your Floor/Building Captains are, and report to them at the meeting place
- If you have evacuated the building, do not re-enter it for any reason without approval from the Building Captain – if someone needs to go into the building for you, the Building Captain will decide who and when
- Advise your Floor Captain if you are going to leave the meeting place, and leave a contact number
- If you are able, offer your services at the meeting place to assist the response team as required

We hope to conduct annual building evacuation drills, and we appreciate resident feed-back when they occur.

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. 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)
August 2023

Page 1
09/14/2023
12:47 PM

Prepared For:
CHELSEA - Contingency - 02

Surrey, BC

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

ASSETS

1025-0000	Bank - Westminster - Contingency	1,618,450.67
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	147,191.42
1109-0100	Due to CRF from Operating-Insurance	353,262.00
	TOTAL ASSETS	<u>3,118,904.09</u>

LIABILITIES

2010-0000	Accounts Payable	71,819.29
2012-2500	Accrued Expenses	10,381.80
	TOTAL LIABILITIES	<u>82,201.09</u>

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	2,921,721.81
3510-0000	Net Income - Current Year	114,981.19
	TOTAL OWNERS' EQUITY	<u>3,036,703.00</u>
	TOTAL LIABILITIES AND EQUITY	<u>3,118,904.09</u>

Date: SEP. 14 / 2023
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
August 2023

Prepared For:
CHELSEA - Contingency - 02

Surrey, BC

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

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual	
INCOME								
4010-5000	Strata Fees - Apartments	21,036.75	21,036.75	0.00	126,220.50	126,220.50	0.00	252,441.00
4010-6000	Strata Fees - Townhomes	45,767.75	45,767.75	0.00	274,606.50	274,606.50	0.00	549,213.00
	TOTAL	66,804.50	66,804.50	0.00	400,827.00	400,827.00	0.00	801,654.00
4031-0000	Interest Income	8,399.98	0.00	8,399.98	52,346.79	0.00	52,346.79	0.00
4031-6000	Interest Income- Insur. Loan	1,630.83	1,630.83	0.00	9,784.98	9,784.98	0.00	19,570.00
	TOTAL	10,030.81	1,630.83	8,399.98	62,131.77	9,784.98	52,346.79	19,570.00
	TOTAL INCOME	76,835.31	68,435.33	8,399.98	462,958.77	410,611.98	52,346.79	821,224.00
TOWNHOUSE EXPENSES								
6342-2023	2023 Townhouse Envelope Repairs	8,674.12	7,083.33	-1,590.79	31,687.20	42,499.98	10,812.78	85,000.00
6344-2023	Garage Doors	43,006.95	4,166.67	-38,840.28	43,006.95	25,000.02	-18,006.93	50,000.00
6345-2023	Townhouse Roof	160,291.56	16,666.67	-143,624.89	168,357.18	100,000.02	-68,357.16	200,000.00
	TOTAL OPERATING EXPS. - T.H.	211,972.63	27,916.67	-184,055.96	243,051.33	167,500.02	-75,551.31	335,000.00
REPAIR & MAINTENANCE- GENERAL								
6510-2023	Sinkhole Remediation	1,470.00	0.00	-1,470.00	10,536.75	0.00	-10,536.75	0.00
6521-2023	Fire Equipment Replacement	0.00	8,333.33	8,333.33	62,695.50	49,999.98	-12,695.52	100,000.00
	TOTAL REPAIR & MAINT.	1,470.00	8,333.33	6,863.33	73,232.25	49,999.98	-23,232.27	100,000.00
RECREATION CENTRE - COMMON								
6707-2023	Clubhouse Roof Replacement	0.00	12,500.00	12,500.00	0.00	75,000.00	75,000.00	150,000.00
6708-2023	Clubhouse Pool Liner Replacement	0.00	1,666.67	1,666.67	2,000.00	10,000.02	8,000.02	20,000.00
6712-2023	Clubhouse Awning Restoration	0.00	3,333.33	3,333.33	29,694.00	19,999.98	-9,694.02	40,000.00
	TOTAL OPER. EXPS-REC. CENTRE	0.00	17,500.00	17,500.00	31,694.00	105,000.00	73,306.00	210,000.00
	TOTAL COMMON EXPENSES	1,470.00	25,833.33	24,363.33	104,926.25	154,999.98	50,073.73	310,000.00
	TOTAL EXPENSES	213,442.63	53,750.00	-159,692.63	347,977.58	322,500.00	-25,477.58	645,000.00
	NET INCOME (LOSS)	-136,607.32	14,685.33	-151,292.65	114,981.19	88,111.98	26,869.21	176,224.00

Balance Sheet (Accrual)
CHELSEA - Operations - 02 (lms1416)
August 2023

Prepared For:
CHELSEA - Operations - 02

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	172,320.49
1027-0000	Bank - Water Surcharge	45,589.78
1028-1300	Bank - Golf Tournament Funds	3,316.76
1029-0000	Bank - Apt Utilities	37,345.54
1030-0000	Bank - Exercise Room	1,295.88
1040-0000	Bank - Social Committee	6,129.05
1200-0000	Prepaid Insurance	353,262.00
1300-0000	Accounts Receivable	3,491.64
	TOTAL ASSETS	622,968.49

LIABILITIES

2010-0000	Accounts Payable	28,789.23
2014-0000	Accrued Water & Sewer	32,084.00
2017-0000	Social Committee Fund	6,129.05
2018-0000	Exercise Room	1,295.88
2019-0000	Golf Tournament Fund	3,316.76
2035-0000	Security Deposits	300.00
2040-0003	Due to Contingency-Insurance	353,262.00
2170-0000	Vacation Payable	2,075.79
2250-0000	Pre-Paid Fees	991.13
	TOTAL LIABILITIES	428,243.84

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	32,702.94
3510-0000	Net Income - Current Year	115,454.42
3510-2000	Net Income - Utilities	33,061.51
3510-3000	Net Income - Water & Sewer	13,505.78
	TOTAL OWNERS' EQUITY	194,724.65
	TOTAL LIABILITIES AND EQUITY	622,968.49

Date: SEP 14 2023
Accountant: [Signature]
Property Manager: [Signature]

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

Prepared For:
CHELSEA - Operations - 02

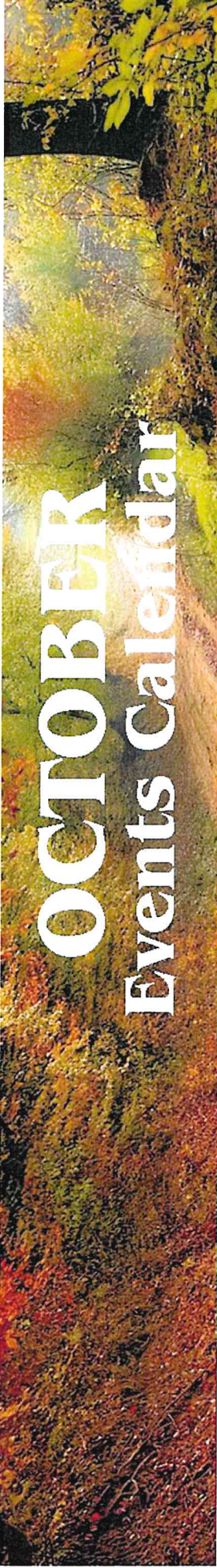
Surrey, BC

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

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual	
INCOME								
4010-0000	Strata Fees	71,444.60	71,444.33	0.27	428,662.67	428,665.98	-3.31	857,332.00
4012-0000	CRF Strata Fees - Apartments	-21,036.75	-21,036.75	0.00	-126,220.50	-126,220.50	0.00	-252,441.00
4015-0000	Parking, Scooter & EV Parking	681.00	625.00	56.00	4,110.00	3,750.00	360.00	7,500.00
4022-0000	Move in/out	600.00	83.33	516.67	1,700.00	499.98	1,200.02	1,000.00
4025-0000	Prior Year Surplus (Deficit)	1,040.42	1,040.42	0.00	6,242.52	6,242.52	0.00	12,485.00
	TOTAL	52,729.27	52,156.33	572.94	314,494.69	312,937.98	1,556.71	625,876.00
4030-0000	Strata Fees	133,013.42	133,013.42	0.00	798,080.52	798,080.52	0.00	1,596,161.00
4032-0000	CRF Strata Fees - Townhomes	-45,767.75	-45,767.75	0.00	-274,606.50	-274,606.50	0.00	-549,213.00
4037-0000	Prior Year Surplus	2,615.25	2,615.25	0.00	15,691.50	15,691.50	0.00	31,383.00
	TOTAL	89,860.92	89,860.92	0.00	539,165.52	539,165.52	0.00	1,078,331.00
OTHER								
4040-0000	Rental - Fireside Lounge	150.00	66.67	83.33	750.00	400.02	349.98	800.00
4045-0000	Rental - Caretaker Suite	600.00	600.00	0.00	3,600.00	3,600.00	0.00	7,200.00
4050-0000	Rental - Guest Suites	2,450.00	750.00	1,700.00	7,250.00	4,500.00	2,750.00	9,000.00
4055-0000	R.V. Parking	800.00	833.33	-33.33	4,600.00	4,999.98	-399.98	10,000.00
4060-0000	Miscellaneous	0.00	0.00	0.00	50.00	0.00	50.00	0.00
4061-0000	Bylaw Fines	50.00	0.00	50.00	50.00	0.00	50.00	0.00
4062-0000	Dish and Cutlery Rental	0.00	0.00	0.00	25.00	0.00	25.00	0.00
4065-0000	Interest Income	989.83	125.00	864.83	4,158.49	750.00	3,408.49	1,500.00
4066-0000	Remote Control Sale	390.00	150.00	240.00	2,375.00	900.00	1,475.00	1,800.00
4084-0000	Keys	10.00	0.00	10.00	10.00	0.00	10.00	0.00
	TOTAL OTHER	5,439.83	2,525.00	2,914.83	22,868.49	15,150.00	7,718.49	30,300.00
	TOTAL INCOME	148,030.02	144,542.25	3,487.77	876,528.70	867,253.50	9,275.20	1,734,507.00
EXPENSES								
6030-0000	Apt Janitor/Contract Services	2,089.50	2,500.00	410.50	12,537.00	15,000.00	2,463.00	30,000.00
6208-0000	Building Maint. - Apartments	1,063.31	3,333.33	2,270.02	6,882.10	19,999.98	13,117.88	40,000.00
6215-0000	Equipment Maint.-Apartments	2,419.66	6,250.00	3,830.34	15,043.17	37,500.00	22,456.83	75,000.00
6268-0050	Elevator Maint. - Apartments	1,327.68	1,458.33	130.65	9,328.62	8,749.98	-578.64	17,500.00
6275-0000	Gate & Door Maint. - Apartment	347.08	500.00	152.92	1,257.78	3,000.00	1,742.22	6,000.00
6279-0000	Garbage Pick-up - Apts.	897.49	2,250.00	1,352.51	10,931.02	13,500.00	2,568.98	27,000.00
	TOTAL EXPS. BEFORE UTILITIES	8,144.72	16,291.66	8,146.94	55,979.69	97,749.96	41,770.27	195,500.00
TOWNHOUSE EXPENSES								
6315-0000	Building Maint. - Townhomes	13,750.06	5,166.67	-8,583.39	21,866.25	31,000.02	9,133.77	62,000.00
6320-0000	Garbage Pick-up - Townhomes	5,449.16	6,666.67	1,217.51	35,155.30	40,000.02	4,844.72	80,000.00
	TOTAL OPERATING EXPS. - T.H.	19,199.22	11,833.34	-7,365.88	57,021.55	71,000.04	13,978.49	142,000.00
COMMON EXPENSES								
LANDSCAPING & GROUNDS								
6415-0000	Landscape Contract	14,070.00	14,166.67	96.67	84,420.00	85,000.02	580.02	170,000.00
6425-0000	Drainage Repair & Maint-Ground	0.00	1,666.67	1,666.67	0.00	10,000.02	10,000.02	20,000.00
6435-0000	Plant Replacement & Imp-Ground	0.00	1,083.33	1,083.33	4,016.25	6,499.98	2,483.73	13,000.00
6440-0000	Irrigation System	69.99	333.33	263.34	380.40	1,999.98	1,619.58	4,000.00
6455-0000	Snow Removal	0.00	1,166.67	1,166.67	100.00	7,000.02	6,900.02	14,000.00
	TOTAL LANDS. & GROUNDS	14,139.99	18,416.67	4,276.68	88,916.65	110,500.02	21,583.37	221,000.00
REPAIR & MAINTENANCE- GENERAL								
6510-0000	Repair & Maintenance	2,687.74	1,583.33	-1,104.41	6,614.04	9,499.98	2,885.94	19,000.00

6515-0000	Equipment Rep. & Maint.-Common	3,067.05	1,083.33	-1,983.72	14,063.99	6,499.98	-7,564.01	13,000.00
6520-0000	Supplies Equipment - Common	509.83	416.67	-93.16	4,619.37	2,500.02	-2,119.35	5,000.00
6525-0000	Supplies Maintenance-Common	366.05	208.33	-157.72	506.34	1,249.98	743.64	2,500.00
6530-0000	Supplies Cleaning - Common	0.00	41.67	41.67	0.00	250.02	250.02	500.00
6535-0000	Enterphone and Security	327.46	791.67	464.21	3,784.38	4,750.02	965.64	9,500.00
6560-0000	Gate Repair & Maint. - Common	2,430.17	291.67	-2,138.50	4,044.50	1,750.02	-2,294.48	3,500.00
6565-0000	Pest Control - Common	484.17	1,333.33	849.16	7,277.30	7,999.98	722.68	16,000.00
	TOTAL REPAIR & MAINT.	9,872.47	5,750.00	-4,122.47	40,909.92	34,500.00	-6,409.92	69,000.00
	UTILITIES							
6576-0000	Electricity	173.00	200.00	27.00	1,038.00	1,200.00	162.00	2,400.00
6577-0000	Electricity Ponds - Common	393.00	466.67	73.67	2,518.00	2,800.02	282.02	5,600.00
6580-0000	Electricity Stream - Common	612.00	733.33	121.33	3,672.00	4,399.98	727.98	8,800.00
6595-0000	Telephone Caretaker	95.20	141.67	46.47	580.16	850.02	269.86	1,700.00
	TOTAL UTILITIES	1,273.20	1,541.67	268.47	7,808.16	9,250.02	1,441.86	18,500.00
	RV LOT EXPENSES							
6640-0000	Repair & Maintenance - RV Lot	0.00	125.00	125.00	0.00	750.00	750.00	1,500.00
6690-0000	Electricity - RV Lot	64.00	79.17	15.17	404.00	475.02	71.02	950.00
	TOTAL OPERATING EXPS-RV LOT	64.00	204.17	140.17	404.00	1,225.02	821.02	2,450.00
	RECREATION CENTRE - COMMON							
6710-0000	Bldg Repair & Maint-Rec Centre	0.00	750.00	750.00	866.52	4,500.00	3,633.48	9,000.00
6712-0000	Equip. Rep. & Maint.-Clubhouse	441.00	2,083.33	1,642.33	3,887.37	12,499.98	8,612.61	25,000.00
6715-0000	Lock Up Costs - Rec. Centre	80.00	175.00	95.00	560.00	1,050.00	490.00	2,100.00
6725-0000	Exercise Equip R & M-Rec Centr	0.00	1,000.00	1,000.00	8,512.54	6,000.00	-2,512.54	12,000.00
6730-0000	Workshop R & M-Rec. Centre	0.00	83.33	83.33	69.00	499.98	430.98	1,000.00
6735-0000	Pool Repair & Maint.-Rec. Cent	572.83	750.00	177.17	4,705.64	4,500.00	-205.64	9,000.00
6740-0000	Pool Supplies & Chemicals-Rec.	255.05	458.33	203.28	2,995.01	2,749.98	-245.03	5,500.00
6750-0000	Cleaning Supplies-Rec. Centre	0.00	183.33	183.33	1,191.01	1,099.98	-91.03	2,200.00
6755-0000	Window & Carpet Cleaning-Rec.	0.00	83.33	83.33	0.00	499.98	499.98	1,000.00
6764-0000	Electricity - Rec. Centre	1,707.00	2,000.00	293.00	10,972.00	12,000.00	1,028.00	24,000.00
6765-0000	Gas - Rec. Centre	1,008.19	2,166.67	1,158.48	7,084.43	13,000.02	5,915.59	26,000.00
	TOTAL OPER. EXPS-REC. CENTRE	4,064.07	9,733.32	5,669.25	40,843.52	58,399.92	17,556.40	116,800.00
	SALARIES & BENEFITS							
6820-0000	Caretaker Salary and Benefits	4,583.34	5,000.00	416.66	27,288.51	30,000.00	2,711.49	60,000.00
6830-0000	Caretaker Assistant Wages	1,276.10	1,625.00	348.90	7,510.76	9,750.00	2,239.24	19,500.00
6865-0000	R. C. Janitor Wages and Ben.	1,680.00	1,833.33	153.33	10,080.00	10,999.98	919.98	22,000.00
6875-0000	Payroll Costs	828.50	1,000.00	171.50	4,996.96	6,000.00	1,003.04	12,000.00
6890-0000	Workers Compensation Board	0.00	125.00	125.00	52.50	750.00	697.50	1,500.00
	TOTAL SALARIES & PAYROLL COSTS	8,367.94	9,583.33	1,215.39	49,928.73	57,499.98	7,571.25	115,000.00
	OFFICE EXPENSES							
6910-0000	Equipment Rep. & Maint.-Office	157.62	91.67	-65.95	635.23	550.02	-85.21	1,100.00
6915-0000	Supplies	0.00	75.00	75.00	207.60	450.00	242.40	900.00
6920-0000	Telephone & Cable - Office	316.69	291.67	-25.02	1,859.60	1,750.02	-109.58	3,500.00
	TOTAL OFFICE EXPENSES	474.31	458.34	-15.97	2,702.43	2,750.04	47.61	5,500.00
	ADMINISTRATION							
6970-0000	AGM Expenses - Admin.	0.00	416.67	416.67	3,728.78	2,500.02	-1,228.76	5,000.00
6975-0000	Council Expenses - Admin.	0.00	291.67	291.67	0.00	1,750.02	1,750.02	3,500.00
6980-0000	Legal Expenses	367.50	375.00	7.50	471.33	2,250.00	1,778.67	4,500.00
6984-0000	Postage and Printing	789.20	1,416.67	627.47	4,848.72	8,500.02	3,651.30	17,000.00
6985-0000	Insurance Appraisal	0.00	16.67	16.67	0.00	100.02	100.02	200.00
6990-0000	Insurance Premiums	58,877.00	58,877.00	0.00	353,262.00	353,262.00	0.00	706,524.00
6992-0000	Insurance Carrying Charges	1,630.83	1,630.83	0.00	9,784.98	9,784.98	0.00	19,570.00
7000-0000	Management Fees	6,988.58	6,988.58	0.00	41,931.48	41,931.48	0.00	83,863.00
7010-0000	Property Taxes - Admin.	0.00	54.17	54.17	542.47	325.02	-217.45	650.00
7020-0000	Security - Admin.	0.00	166.67	166.67	0.00	1,000.02	1,000.02	2,000.00
7023-0000	Emergency Preparedness	0.00	333.33	333.33	1,588.64	1,999.98	411.34	4,000.00
7025-0000	Bank Charges	10.00	12.50	2.50	60.00	75.00	15.00	150.00
7030-0000	Strata Web Site	139.10	33.33	-105.77	139.10	199.98	60.88	400.00
7051-0000	Statutory Financial Review	0.00	116.67	116.67	202.13	700.02	497.89	1,400.00
	TOTAL ADMINISTRATION EXPENSES	68,802.21	70,729.76	1,927.55	416,559.63	424,378.56	7,818.93	848,757.00
	TOTAL COMMON EXPENSES	107,058.19	116,417.26	9,359.07	648,073.04	698,503.56	50,430.52	1,397,007.00
	TOTAL EXPENSES	134,402.13	144,542.26	10,140.13	761,074.28	867,253.56	106,179.28	1,734,507.00

	NET INCOME (LOSS)	13,627.89	-0.01	13,627.90	115,454.42	-0.06	115,454.48	0.00
	REVENUE UTILITIES							
	REVENUE - APARTMENT UTILITIES							
9260-0000	Utilities Income - Apts.	15,531.50	15,531.50	0.00	93,189.00	93,189.00	0.00	186,378.00
9262-0000	Utilities Interest Income	180.84	0.00	180.84	897.85	0.00	897.85	0.00
9264-0000	Prior Year Surplus (Deficit)	0.00	0.00	0.00	22,706.95	22,707.00	-0.05	22,707.00
	TOTAL APARTMENT UTILITIES	15,712.34	15,531.50	180.84	116,793.80	115,896.00	897.80	209,085.00
	UTILITY EXPENSES							
	ELECTRICITY - APARTMENTS							
9360-0000	Electricity Kens & Mayfair	2,537.00	2,756.25	219.25	15,222.00	16,537.50	1,315.50	33,075.00
9365-0000	Electricity Windsor	1,593.00	1,750.00	157.00	9,558.00	10,500.00	942.00	21,000.00
	TOTAL ELECTRICITY - APART.	4,130.00	4,506.25	376.25	24,780.00	27,037.50	2,257.50	54,075.00
	GAS - APARTMENTS							
9410-0000	Gas - Mayfair	986.04	2,741.67	1,755.63	13,212.73	16,450.02	3,237.29	32,900.00
9420-0000	Gas - Kensington	1,788.44	5,217.50	3,429.06	24,094.53	31,305.00	7,210.47	62,610.00
9430-0000	Gas - Windsor	1,509.55	4,958.33	3,448.78	21,645.03	29,749.98	8,104.95	59,500.00
	TOTAL GAS - APARTMENTS	4,284.03	12,917.50	8,633.47	58,952.29	77,505.00	18,552.71	155,010.00
	TOTAL UTILITIES - APARTMENT	8,414.03	17,423.75	9,009.72	83,732.29	104,542.50	20,810.21	209,085.00
	NET INCOME (LOSS) UTILITIES	7,298.31	-1,892.25	9,190.56	33,061.51	11,353.50	21,708.01	0.00
	REVENUE - WATER INCOME							
9650-0000	Water - Apartments	5,760.00	5,760.00	0.00	34,560.00	34,560.00	0.00	69,120.00
9700-0000	Water - Townhouses	8,424.00	8,424.00	0.00	50,544.00	50,544.00	0.00	101,088.00
9725-0000	Water - Interest Income	229.55	0.00	229.55	1,977.52	0.00	1,977.52	0.00
9745-0000	Prior Year Surplus (Deficit)	0.00	0.00	0.00	22,295.84	22,296.00	-0.16	22,296.00
	TOTAL WATER INCOME	14,413.55	14,184.00	229.55	109,377.36	107,400.00	1,977.36	192,504.00
	WATER EXPENSE							
9850-0000	Water Usage	16,042.00	16,042.00	0.00	95,871.58	96,252.00	380.42	192,504.00
	TOTAL WATER	16,042.00	16,042.00	0.00	95,871.58	96,252.00	380.42	192,504.00
	NET INCOME (LOSS) WATER	-1,628.45	-1,858.00	229.55	13,505.78	11,148.00	2,357.78	0.00



OCTOBER

Events Calendar

Upcoming EVENTS at a Glance

OKTOBERFEST
Dinner
October 21st
See Poster
For Details

Halloween
at the Gate

October 31st
See Poster
For Details

Play
**SNOOKER/
POOL/
BILLIARDS**
Anytime

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Arts/Crafts 1:00 Canasta 6:45pm Ladies' Snooker 6pm	3 Bridge 6:30 pm Bible Study 7pm	4 Coffee 9:30 Whist 7 pm Poker 6 pm	5 Euchre 7 pm Dance 2:30	6 Pub Night BYOB	7
8	9 Arts/Crafts 1:00 Canasta 6:45pm Ladies' Snooker 6pm	10 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm	11 Coffee 9:30 Whist 7 pm Poker 6 pm	12 Euchre 7 pm Dance 2:30	13 Pub Night BYOB	14
15	16 Arts/Crafts 1:00 Canasta 6:45pm Ladies' Snooker 6pm	17 Bridge 6:30 pm Bible Study 7pm	18 Coffee 9:30 Whist 7 pm Poker 6 pm	19 Euchre 7 pm Dance 2:30	20 Pub Night BYOB	21 Oktoberfest Dinner See Poster for Details
22	23 Arts/Crafts 1:00 Canasta 6:45pm Ladies' Snooker 6pm	24 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm	25 Coffee 9:30 Whist 7 pm Poker 6 pm	26 Euchre 7 pm Dance 2:30	27 Pub Night BYOB	28
29	30 Arts/Crafts 1:00 Canasta 6:45pm Ladies' Snooker 6pm	31 Bridge 6:30 pm Bible Study 7pm Halloween At the Gate See Poster	EXERCISE CLASSES Mondays WEIGHTS & BANDS 9:00am WALK AWAY POUNDS 9:30am Tuesdays OSTEO 9:00 am CHAIR YOGA 9:30am Thursdays WEIGHTS & BANDS 9:00 WALK AWAY POUNDS 9:30am Fridays OSTEO 9:00 am CHAIR YOGA 9:30am			