



MONTHLY COUNCIL MEETING MINUTES

Wednesday, December 20, 2023

LOCATION/TIME - 12:00PM LIBRARY

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

Strata Mgt: Jesse Train

Regrets:

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

Non-Council Assignments:

Zenon Jalbert - T202

COMMITTEE ASSIGNMENTS

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

Fish Pond
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 – 12:00 PM

HEARING – A hearing took place regarding a letter that was sent about noise complaints and approaching other residents to complain about the noise. Council will investigate the attending Owners concerns.

MEETING WITH JEFF MORIN – Jeff will be taking a full-time course until March and won't be available to do work for Chelsea Gardens during this time. Council wishes him luck in completing the course and will be happy to have him back in the spring to resume work around Chelsea Gardens.

Jeff will be looking for an increase of about 10-12% in the hourly rate that he charges Chelsea Gardens. He has not increased his rates in many years and Council will review this for the next budget.

ADOPTION OF PREVIOUS MINUTES

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

CARETAKER REPORT OCTOBER 2023 – Don

- The stream pump was not repairable. A new one was purchased and has been installed.
- The swimming pool is filled and being cleaned of sediment left from the installation of the skimmers.
- Heavy rain caused a few flooding issues that were taken care of.
- Replacement of expiring smoke detectors has begun.

FINANCIAL REPORT – Bob Hyde and Paul Kavanagh

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

OPERATIONS BUDGET

As of November 30, we have completed nine months of our fiscal year. The overall condition of the operations budget is in better shape than in the previous two years. Revenue over expenses up to the end of November was \$161,267, whereas last year at this time we had a surplus of \$22,638. At this point Council is forecasting a surplus from operations for the year of approximately \$200,000 compared with our annual breakeven budget. However, with three months to go we could experience some unexpected expenses which could materially change the result.

- Revenue

To date revenues are \$10,695 over budget of \$20,200, due to higher than expected revenue from condominium move-ins, guest suite rentals, FOB sales, and interest income.

- Expenses

Condominium specific expenses to date are \$100,746 compared to a year-to-date budget of \$146,625, primarily due to lower building and equipment maintenance. Townhouse specific expenses are about \$18,900 less than budgeted to date due to lower building maintenance. However, as noted previously, winter is coming and that is when problems tend to be more prevalent.

Common expenses amounted to \$963,589 compared to a year-to-date budget of \$1,047,755 for savings of \$84,166. However, there is over-budget spending in the Repair & Maintenance categories due to larger than planned and unanticipated expenditures primarily for the following: overhaul of the two stream pumps; replacement of golf cart batteries; purchases of remotes; and repairs to entry gates. We continue to be challenged by unexpected maintenance for the clubhouse pool and hot tub infrastructure, in addition to the perimeter and condominium garage gates.

A sampling of regular monthly expenses include: \$7,149 for garbage and recycle pickup, \$3,769 for Clubhouse and condominium janitorial services, \$1,027 for condominium elevator maintenance, and \$755 for telephone and networking services. There was a notable one-time yearly expense of \$8,925 for cleaning of the townhouse upper gutters. All expenses are split appropriately between townhouse and condominium budgets.

CONTINGENCY RESERVE FUND (CRF)

Interest earned to the end of November is \$92,694, primarily from investments and from the Operations Budget for the loan made for the annual payment of the strata's insurance. Interest income does not include interest earned on GICs which is recognized on maturity of the investments.

The approved CRF budgeted items this year were \$645,000. To the end of November, we have spent \$407,016 of this, with most expenditures coming well within the budget for each item. In the current month we paid \$11,495 for the replacement of the clubhouse pool skimmers which was not budgeted.

BUSINESS ARISING FROM PREVIOUS MINUTES

Pest Control – It was **MOVED, SECONDED and CARRIED** to approve the Orkin proposal and start a transition to change companies.

It is strongly encouraged that if you do find signs of mouse activity that you contact a pest control company to do interior exclusion in your unit to block any access points for mice to enter the interior of your home. This would be at Owners expense. Also set up traps or deterrents around your unit. It is vital that no food is left around the unit, that food is stored in plastic containers and that your unit is free of clutter. It is the Owners responsibility to make sure that nothing such as a food source or inviting nesting location exists in your unit to attract mice.

If it is determined that the source of the access to the unit is caused by one of the items listed above, then the strata will look at recovering any costs from the pest control company by way of a charge-back to the Owner.

Council is looking at starting a committee for pest control. Paul D has volunteered to head the committee but will need to have volunteers to join it.

Vacant Unit Issue – On-going work is being done in a vacant unit and the invoices have been charged back. The smoke detectors have been changed in the unit as they were due to expire in 2024.

Glass Awning in Clubhouse – There was an issue with the glass match from the previous order. The glass that was ordered had to be returned as it did not match. The new glass is anticipated to be ready for installation the end of January.

Expiring Smoke Detectors – We have a supply of 150 smoke detectors and Don has a list to work off of to replace the expiring detectors throughout the townhouse and condo units. If you are able to help in changing out smoke detectors, please contact Council.

Condo Exposed Balcony Surface Painting – MorInventive will be working with Don to have this balcony issue resolved however it will need to wait for warmer, dryer weather in the spring.

Fountain Pumps – It was **MOVED, SECONDED and CARRIED** to approve the new pump for the streams/waterfall area. It has been installed and is working.

Pool Mechanical Room Corroded Exhaust Fan – it was **MOVED, SECONDED and CARRIED** to approve the replacement of a corroded exhaust fan at a cost of \$1,216.

Pipe Leak in Storage Room – It was **MOVED, SECONDED and CARRIED** to approve the replacement of a leaking pipe in a storage room at a cost of \$3,817.

Dryer Vent Cleaning – Nation Air will be on site to do the dryer vent cleaning:

Tuesday, January 23rd – Arriving between 8:30/9AM

INSIDES – Starting from T/H 101 working systematically to T/H 182.

Wednesday, January 24th – Arriving between 8:30/9AM

INSIDES – Starting from T/H 183 working systematically to T/H 262.

Thursday, January 25th – Arriving between 8:30/9AM –

INSIDES – Starting from T/H 262 working systematically to the end.

The Condominiums Dryer Vent Cleaning will be done on Friday, January 26 and Monday, January 29 and Tuesday, January 30. Which condo is to be done on each of these days is yet to be determined but once decided, will be announced on the chelseatoday.org blog. Notices will also be posted in the condos.

Nomination Committee – There will be three Council positions up for election this coming year. Notices will be posted for Owners who are interested in joining this committee.

Resolution Committee – Notices will be posted for the Resolution Committee. Paul K, Debbie and Bob H have put their name forward to be on the Resolution Committee. If anyone has any thoughts on what kind of resolutions should be brought forward to the committee please reach out to jesse@crpm.ca

Roof Leaks – There were two leaks discovered in townhouse roofs. It was determined to tarp these roofs at this time and do the repairs in better weather conditions.

Condominium Bird Spike Install – Don will arrange to install bird spikes above a 4th floor balcony that has continuous bird nesting problems.

Balcony Door Replacement – Jeff was out to review a door with a draft issue. It was noted that the door is original; however, the glass insert had been changed to a window that can be opened and closed. Jeff installed a door/window kit to stop the draft issue which he indicated was successful. The only way to stop any sort of heat loss from this door/window combination would be to change out the glass to a solid non-opening window insert. Council will further investigate with the Owner.

CORRESPONDENCE

A response letter was received about use of visitor parking. Council suggests that the Owner investigate whether they can rent another residents' driveway to park in.

A letter was received complaining about the cost associated with heating the pool for the Polar Bear Swim and suggesting that the expense for this should be paid by the Social Committee instead of the Strata. The council does not believe that it is necessary to do so. This year the pool will not be heated to as high a temperature as in previous years.

The complainant requested that his/her letter be printed in the Minutes and Council declined this request.

An Owner sent a letter providing clarification to Council on the scope of some planned renovations.

A complaint was received about the amount of junk that is being discarded at the apartment garbage areas. The caretaker will report to Council when anything is dumped so cameras can be reviewed, and bylaw violations sent.

A complaint was sent about a flag being hung incorrectly on an apartment balcony. The council does not believe any action needs to be taken.

A report was received of the air circulation not working in the Windsor hallways. This has been remediated.

Questions were submitted about the 55 plus bylaws and the exceptions allowed under the new regulations and a response has been issued from Crossroads.

A report was submitted on the food bank donation collected.

A report was received of a vehicle leaking oil in the Kensington Parking Garage. A letter was sent to the Resident.

A letter was received requesting that we refer to the apartments as condominiums or condos. The writer correctly pointed out that condominium units are owned by individual Owners, whereas in apartments all units are typically owned by one Owner or Landlord and rented out. It was decided that going forward the Council Minutes will follow this request.

There were several mice sighting reports. Please take note of what Owners should do on their end to deal with mice activity as per "Pest Control" on page 3 of these Minutes.

A response letter was received about a letter that was sent in regard to approaching other Residents about bylaw violations.

A complaint was received about laundry fragrance odors seeping into another unit.

A letter was received about being charged back for an invoice for a garage door repair.

A complaint letter was received about the parkade tidiness. In the fall we had a volunteer ready to do pressure washing of the parking garage however we were waiting for the drains to be cleaned. Now it is winter and not an ideal time to clean. Council plans to have the power sweeping company come in the spring.

COMMITTEE REPORTS

CONDOMINIUMS – Debbie

- As per request (see CORRESPONDENCE) going forward the term Condos or Condominiums will be used instead of Apartments. I request your patience with any initial inconsistencies in the Minutes in this regard as I adjust to this change.
- Dumping of items in the recycling/garbage areas remains a problem. In response Council has asked the caretakers to note, on a daily basis, any new items that have been dumped. This will make it easier to isolate camera footage from the timeframe in which the dumping occurred so that violators can be identified. Please be aware that having items removed and taken for proper disposal by our staff increases cost to the Strata and contributes to rising strata fees.

TOWNHOUSES – No Report

CLUBHOUSE – Paul D

- The sand filter in the pool mechanical room needs to be serviced.

LANDSCAPING

- Backyard cleanup will be finished this year.
- Front yard cleanup will be finalized in January.
- Back yard cedar hedges will be cleaned up in January.
- A list is being made of front lawns to plant Micro clover on. Only 5 or 6 will be done since this is a trial project.

SAFETY AND SECURITY – Ashley

- The rain demolished 2 power supplies related to the cameras in the RV lot. Charlie Sweet ordered 2 more plus protective boxes for them. They are back in service now. Many thanks, Charlie!

IRRIGATION – Ron

- Supplies were purchased to be ready for repairs in the spring.

SOCIAL COMMITTEE

- No Report

ADMINISTRATION

- No Report

PONDS AND FOUNTAINS – Ron

- A new pump for the stream has been purchased and installed.

RV LOT – Paul D

- Thank you for the opportunity to lead the RV Lot Committee for Chelsea Gardens. I look forward to working with/through Paul Dhaliwal, the Council rep for the RV lot. Thank you to Bill Steer who led this Committee for several years. The transition has been smooth and the records I received, very complete. The past month has seen two new vehicles added to the lot and one moved to a different stall to reduce the chances of potential break-ins. My approach is to do an inventory of vehicles currently in the RV lot ensuring that we have complete information on each one and that all are being charged properly and adhere to all current rules. The full RV Committee will be brought together in the New Year to review this information, compile a volunteer job description, and then plan and budget for spring cleaning and the painting of the lines which is much needed. We will also examine necessary collaborations with other Chelsea committees such as Security.

Submitted by

Marilyn Thomas

TH 168

Ph. 604-817-1310

ROOFING COMMITTEE – Paul K

- Townhouse Roof Replacement Progress Report

The Townhouse roof replacement program commenced in the fall of 2021 (our fiscal year ending February, 2022) with the roof over units 217 to 222. Since then three more roofs have been completed over units 163 to 168, 101 to 104, and 197 to 202. The total cost to date is \$519,000. This number differs from the \$541,000 previously reported as the original number included the cost to repair other townhouse roofs.

In addition to replacing roofs Council has also addressed leaks in townhouse roofs. Over the same period leaks in 17 townhouse roofs have been repaired by contractors. Two more roofs will be addressed as soon as weather permits. The total cost of repairing leaks in 19 townhouse roofs is estimated to be about \$29,000. This number does not include the cost any internal remediation work that may have been required.

- Condominium Roof Maintenance Plan

Phoenix Roofing Consultants were on site December 19, 2023, to commence their inspections of the condominium roofs. The purpose of this inspection is to develop a maintenance plan that will, to the extent possible, extend the life of the condominium roofs.

INVESTMENT COMMITTEE – No Report

EMERGENCY PREPAREDNESS – Attached

NEW BUSINESS

Roof Review at a Unit – Roy Dennis Roofing was out to look at deficiencies on a roof they replaced in 2022.

Hose Bib Leaks – An Owner had a hose bib leak which was in the slab. Council will request the plumber to provide a quote to re-route the hose bib line.

Kensington Flood – The claim against city fire for the flood that occurred back in 2020 is still on-going and will be going to the oral discovery process sometime in March of 2024.

False Alarm Invoice – Council received an invoice for a kitchen fire. The City of Surrey indicated that it was considered a false alarm and not an actual fire. Therefore the invoice will be charged back to the source unit.

Interior Exclusion Quote – Atlas Pest Control submitted a quote to do interior exclusion to a condo unit. Council has given approval for the work but it will be at Owner expense.

Exterior Water Build Up – An exterior drain was plugged and it has now been cleared.

Snow Removal – Council met with the Snow removal contractor to go over the plan for the season. It was noted that they must go over the Chelsea Gardens speed limit to properly plow the snow.

Plexiglass for TH Balconies – It was noted that the plexiglass inserts are no longer part of the new spindle balcony systems. If Owners want to have plexiglass installed it would be at their own expense.

Mayfair Roof Repair – Don has completed a roof repair on the Mayfair leak.

Spindle Storage Shelves – It was **MOVED, SECONDE and CARRIED** to install spindle storage shelves in the Kensington.

Oil Leaks – Letters were sent to units that have vehicles with oil leaks as per Bylaw 39 (1) and (2).

AGM Venue – Council will investigate options for an AGM venue.

Window Quote – It was **MOVED, SECONDED and CARRIED** to approve a quote from Peak Glass for a failed sealed unit at a cost of \$430.

Electrical Planning Reports – On December 6, 2023, amendments to the Strata Property Act became effective requiring that Strata Corporations with more than five strata lots complete an electrical planning report. The report will help strata councils and owners understand their electrical system and assess whether their buildings have the capacity for future needs. This is especially important given the anticipated growth in the use of electrical vehicles. Council will work with Crossroads to determine the timing and potential impact of these new requirements.

ADJOURNMENT

The meeting was adjourned at 3:13PM

The next Council meeting is Tuesday, January 23rd @ 1:00 PM 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



December 2023

The Chelsea Gardens Emergency Preparedness and Response Program is comprised of a number of specific teams. This month's insert highlights the First Aid team.

FIRST AID TEAM

- The First Aid team provides care and First Aid level medical assistance to any resident or visitor during an emergency situation.
- The team will provide basic medical help, e.g. bandage wounds, assessment of medical needs, comfort and care. The Chelsea team will communicate and coordinate with emergency responders for more advanced medical care.
- The team maintains medical equipment for use in an emergency, including First Aid kits, bandages, splints, backboard etc.
- The team has completed several First Aid training sessions this year through a certified training instructor. Future sessions will be available to all Chelsea Residents and include CPR and use of the AED (defibrillator).
- In an emergency situation the main First Aid station will be set up in the clubhouse (or an alternate location if the clubhouse is not available). Team members will respond in teams of two to attend where needed. Each team member is encouraged to have a grab and go kit with basic first aid supplies to supplement the first aid kits that are stored in the clubhouse and emergency program storage area.

The First Aid team is always looking for new team members. Medical background is not required for new team members, as training will be provided and they will be paired with more experienced team members in an emergency. Please contact Diane Moore at 604-597-2260 if you are interested in joining the team.

Anyone interested in attending a First Aid training session can contact Marilyn Hunter at 604-366-1013.

DID YOU KNOW?

The defibrillator, located in the clubhouse lobby, is available for use by any resident in a medical emergency. There are instructions and a list of trained team members located with the machine, as well as a basic First Aid kit.

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 - Operations - 02 (lms1416)
November 2023

Page 1
12/15/2023
1:11 PM

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	209,223.04
1027-0000	Bank - Water Surcharge	89,197.14
1028-1300	Bank - Golf Tournament Funds	3,364.12
1029-0000	Bank - Apt Utilities	59,495.68
1030-0000	Bank - Exercise Room	1,314.38
1040-0000	Bank - Social Committee	6,216.56
1200-0000	Prepaid Insurance	176,631.00
1300-0000	Accounts Receivable	2,991.32
	TOTAL ASSETS	548,650.59

LIABILITIES

2010-0000	Accounts Payable	100,412.75
2012-2500	Accrued Expenses	4,306.81
2014-0000	Accrued Water & Sewer	16,042.00
2017-0000	Social Committee Fund	6,216.56
2018-0000	Exercise Room	1,314.38
2019-0000	Golf Tournament Fund	3,364.12
2035-0000	Security Deposits	300.00
2040-0003	Due to Contingency-Insurance	176,631.00
2170-0000	Vacation Payable	3,053.91
2250-0000	Pre-Paid Fees	2,301.92
	TOTAL LIABILITIES	313,943.45

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	21,735.93
3510-0000	Net Income - Current Year	161,266.62
3510-2000	Net Income - Utilities	46,601.06
3510-3000	Net Income - Water & Sewer	5,103.53
	TOTAL OWNERS' EQUITY	234,707.14
	TOTAL LIABILITIES AND EQUITY	548,650.59

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

CHELSEA - Operations - 02 (lms1416)

Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4000-0000 INCOME							
4010-0000 Strata Fees	71,444.60	71,444.33	0.27	642,992.81	642,998.97	-6.16	857,332.00
4012-0000 CRF Strata Fees - Apartments	-21,036.75	-21,036.75	0.00	-189,330.75	-189,330.75	0.00	-252,441.00
4015-0000 Parking, Scooter & EV Parking	681.00	625.00	56.00	6,153.00	5,625.00	528.00	7,500.00
4022-0000 Move In/out	0.00	83.33	-83.33	1,900.00	749.97	1,150.03	1,000.00
4025-0000 Prior Year Surplus (Deficit)	1,040.42	1,040.42	0.00	9,363.78	9,363.78	0.00	12,485.00
4027-0000 TOTAL	52,129.27	52,156.33	-27.06	471,078.84	469,406.97	1,671.87	625,876.00
4030-0000 Strata Fees	133,013.42	133,013.42	0.00	1,197,120.78	1,197,120.78	0.00	1,596,161.00
4032-0000 CRF Strata Fees - Townhomes	-45,767.75	-45,767.75	0.00	-411,909.75	-411,909.75	0.00	-549,213.00
4037-0000 Prior Year Surplus	2,615.25	2,615.25	0.00	23,537.25	23,537.25	0.00	31,383.00
4038-0000 TOTAL	89,860.92	89,860.92	0.00	808,748.28	808,748.28	0.00	1,078,331.00
4039-0000 OTHER							
4040-0000 Rental - Fireside Lounge	0.00	66.67	-66.67	850.00	600.03	249.97	800.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	5,400.00	5,400.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	750.00	-750.00	9,650.00	6,750.00	2,900.00	9,000.00
4055-0000 R.V. Parking	825.00	833.33	-8.33	7,025.00	7,499.97	-474.97	10,000.00
4060-0000 Miscellaneous	0.00	0.00	0.00	50.00	0.00	50.00	0.00
4061-0000 Bylaw Fines	0.00	0.00	0.00	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	1,125.81	125.00	1,000.81	7,392.22	1,125.00	6,267.22	1,500.00
4066-0000 Remote Control Sale	0.00	150.00	-150.00	2,968.00	1,350.00	1,618.00	1,800.00
4084-0000 Keys	-10.00	0.00	-10.00	10.00	0.00	10.00	0.00
4090-0000 TOTAL OTHER	2,540.81	2,525.00	15.81	33,420.22	22,725.00	10,695.22	30,300.00
4990-0000 TOTAL INCOME	144,531.00	144,542.25	-11.25	1,313,247.34	1,300,880.25	12,367.09	1,734,507.00
6009-0000 EXPENSES							
6030-0000 Apt Janitor/Contract Services	2,089.50	2,500.00	410.50	18,805.50	22,500.00	3,694.50	30,000.00
6208-0000 Building Maint. - Apartments	1,213.31	3,333.33	2,120.02	9,247.58	29,999.97	20,752.39	40,000.00
6215-0000 Equipment Maint.-Apartments	839.41	6,250.00	5,410.59	39,676.47	56,250.00	16,573.53	75,000.00
6268-0050 Elevator Maint. - Apartments	1,327.68	1,458.33	130.65	13,845.66	13,124.97	720.69	17,500.00
6275-0000 Gate & Door Maint. - Apartment	96.47	500.00	403.53	1,717.08	4,500.00	2,782.92	6,000.00
6279-0000 Garbage Pick-up - Apts.	2,403.99	2,250.00	-153.99	17,453.90	20,250.00	2,796.10	27,000.00
6282-0000 TOTAL EXPS. BEFORE UTILITIES	7,970.36	16,291.66	8,321.30	100,746.19	146,624.94	45,878.75	195,500.00
6310-0000 TOWNHOUSE EXPENSES							
6315-0000 Building Maint. - Townhomes	9,257.59	5,166.67	-4,090.92	36,094.66	46,500.03	10,405.37	62,000.00
6320-0000 Garbage Pick-up - Townhomes	5,473.14	6,666.67	1,193.53	51,550.74	60,000.03	8,449.29	80,000.00
6400-0000 TOTAL OPERATING EXPS. - T.H.	14,730.73	11,833.34	-2,897.39	87,645.40	106,500.06	18,854.66	142,000.00
6405-0000 COMMON EXPENSES							
6410-0000 LANDSCAPING & GROUNDS							
6415-0000 Landscape Contract	14,070.00	14,166.67	96.67	126,630.00	127,500.03	870.03	170,000.00
6425-0000 Drainage Repair & Maint.-Ground	0.00	1,666.67	1,666.67	5,451.34	15,000.03	9,548.69	20,000.00
6435-0000 Plant Replacement & Imp-Ground	210.00	1,083.33	873.33	4,882.50	9,749.97	4,867.47	13,000.00
6440-0000 Irrigation System	0.00	333.33	333.33	720.43	2,999.97	2,279.54	4,000.00
6455-0000 Snow Removal	1,386.00	1,166.67	-219.33	4,398.00	10,500.03	6,102.03	14,000.00
6500-0000 TOTAL LANDS. & GROUNDS	15,666.00	18,416.67	2,750.67	142,082.27	165,750.03	23,667.76	221,000.00
6505-0000 REPAIR & MAINTENANCE- GENERAL							
6510-0000 Repair & Maintenance	2,497.46	1,583.33	-914.13	12,734.83	14,249.97	1,515.14	19,000.00
6515-0000 Equipment Rep. & Maint.-Common	278.74	1,083.33	804.59	15,054.96	9,749.97	-5,304.99	13,000.00
6520-0000 Supplies Equipment - Common	49.86	416.67	366.81	4,381.52	3,750.03	-631.49	5,000.00
6525-0000 Supplies Maintenance-Common	138.83	208.33	69.50	796.80	1,874.97	1,078.17	2,500.00
6530-0000 Supplies Cleaning - Common	0.00	41.67	41.67	0.00	375.03	375.03	500.00
6535-0000 Enterphone and Security	783.40	791.67	8.27	4,704.76	7,125.03	2,420.27	9,500.00
6560-0000 Gate Repair & Maint. - Common	0.00	291.67	291.67	5,345.92	2,625.03	-2,720.89	3,500.00
6565-0000 Pest Control - Common	529.00	1,333.33	804.33	8,662.05	11,999.97	3,337.92	16,000.00
6572-0000 TOTAL REPAIR & MAINT.	4,277.29	5,750.00	1,472.71	51,680.84	51,750.00	69.16	69,000.00
6575-0000 UTILITIES							
6576-0000 Electricity	178.56	200.00	21.44	1,552.56	1,800.00	247.44	2,400.00
6577-0000 Electricity Ponds - Common	387.40	466.67	79.27	3,691.40	4,200.03	508.63	5,600.00
6580-0000 Electricity Stream - Common	560.36	733.33	172.97	5,415.36	6,599.97	1,184.61	8,800.00
6595-0000 Telephone Caretaker	95.20	141.67	46.47	865.76	1,275.03	409.27	1,700.00
6597-0000 TOTAL UTILITIES	1,221.52	1,541.67	320.15	11,525.08	13,875.03	2,349.95	18,500.00
6620-0000 RV LOT EXPENSES							
6640-0000 Repair & Maintenance - RV Lot	0.00	125.00	125.00	0.00	1,125.00	1,125.00	1,500.00
6690-0000 Electricity - RV Lot	69.95	79.17	9.22	601.95	712.53	110.58	950.00
6700-0000 TOTAL OPERATING EXPS-RV LOT	69.95	204.17	134.22	601.95	1,837.53	1,235.58	2,450.00
6705-0000 RECREATION CENTRE - COMMON							
6710-0000 Bldg Repair & Maint-Rec Centre	641.12	750.00	108.88	3,482.94	6,750.00	3,267.06	9,000.00
6712-0000 Equip. Rep. & Maint.-Clubhouse	257.25	2,083.33	1,826.08	4,785.12	18,749.97	13,964.85	25,000.00
6715-0000 Lock Up Costs - Rec. Centre	120.00	175.00	55.00	840.00	1,575.00	735.00	2,100.00
6725-0000 Exercise Equip R & M-Rec Centr	0.00	1,000.00	1,000.00	9,261.07	9,000.00	-261.07	12,000.00
6730-0000 Workshop R & M-Rec. Centre	0.00	83.33	83.33	219.08	749.97	530.89	1,000.00
6735-0000 Pool Repair & Maint.-Rec. Cent	150.00	750.00	600.00	6,610.24	6,750.00	139.76	9,000.00
6740-0000 Pool Supplies & Chemicals-Rec.	0.00	458.33	458.33	3,577.15	4,124.97	547.82	5,500.00
6750-0000 Cleaning Supplies-Rec. Centre	643.07	183.33	-459.74	1,878.86	1,649.97	-228.89	2,200.00
6755-0000 Window & Carpet Cleaning-Rec.	0.00	83.33	83.33	0.00	749.97	749.97	1,000.00
6764-0000 Electricity - Rec. Centre	1,659.16	2,000.00	340.84	16,045.16	18,000.00	1,954.84	24,000.00
6765-0000 Gas - Rec. Centre	905.65	2,166.67	1,261.02	10,645.95	19,500.03	8,854.08	26,000.00
6800-0000 TOTAL OPER. EXPS-REC. CENTRE	4,376.25	9,733.32	5,357.07	57,345.57	87,599.88	30,254.31	116,800.00

CHelsea - Operations - 02 (fms1416)
Budget Comparison
 Period = Nov 2023

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
6810-0000 SALARIES & BENEFITS							
6820-0000 Caretaker Salary and Benefits	4,583.34	5,000.00	416.66	41,038.53	45,000.00	3,961.47	60,000.00
6830-0000 Caretaker Assistant Wages	1,276.10	1,625.00	348.90	11,339.06	14,625.00	3,285.94	19,500.00
6865-0000 R. C. Janitor Wages and Ben.	1,680.00	1,833.33	153.33	15,120.00	16,499.97	1,379.97	22,000.00
6875-0000 Payroll Costs	828.50	1,000.00	171.50	7,482.46	9,000.00	1,517.54	12,000.00
6890-0000 Workers Compensation Board	0.00	125.00	125.00	52.50	1,125.00	1,072.50	1,500.00
6896-2499 TOTAL SALARIES & PAYROLL CO.	8,367.94	9,583.33	1,215.39	75,032.55	86,249.97	11,217.42	115,000.00
6905-0000 OFFICE EXPENSES							
6910-0000 Equipment Rep. & Maint.-Office	219.48	91.67	-127.81	854.71	825.03	-29.68	1,100.00
6915-0000 Supplies	0.00	75.00	75.00	207.60	675.00	467.40	900.00
6920-0000 Telephone & Cable - Office	316.69	291.67	-25.02	2,809.67	2,625.03	-184.64	3,500.00
6952-0000 TOTAL OFFICE EXPENSES	536.17	458.34	-77.83	3,871.98	4,125.06	253.08	5,500.00
6955-0000 ADMINISTRATION							
6970-0000 AGM Expenses - Admin.	0.00	416.67	416.67	3,850.75	3,750.03	-100.72	5,000.00
6975-0000 Council Expenses - Admin.	0.00	291.67	291.67	500.00	2,625.03	2,125.03	3,500.00
6980-0000 Legal Expenses	0.00	375.00	375.00	471.33	3,375.00	2,903.67	4,500.00
6984-0000 Postage and Printing	654.09	1,416.67	762.58	6,088.35	12,750.03	6,661.68	17,000.00
6985-0000 Insurance Appraisal	0.00	16.67	16.67	0.00	150.03	150.03	200.00
6990-0000 Insurance Premiums	58,877.00	58,877.00	0.00	529,893.00	529,893.00	0.00	706,524.00
6992-0000 Insurance Carrying Charges	1,630.83	1,630.83	0.00	14,677.47	14,677.47	0.00	19,570.00
7000-0000 Management Fees	6,988.58	6,988.58	0.00	62,897.22	62,897.22	0.00	83,863.00
7010-0000 Property Taxes - Admin.	0.00	54.17	54.17	542.47	487.53	-54.94	650.00
7020-0000 Security - Admin.	0.00	166.67	166.67	0.00	1,500.03	1,500.03	2,000.00
7023-0000 Emergency Preparedness	0.00	333.33	333.33	2,044.17	2,999.97	955.80	4,000.00
7025-0000 Bank Charges	10.00	12.50	2.50	90.00	112.50	22.50	150.00
7030-0000 Strata Web Site	0.00	33.33	33.33	192.00	299.97	107.97	400.00
7051-0000 Statutory Financial Review	0.00	116.67	116.67	202.13	1,050.03	847.90	1,400.00
7052-0000 TOTAL ADMINISTRATION EXPENSES	68,160.50	70,729.76	2,569.26	621,448.89	636,567.84	15,118.95	848,757.00
8000-0000 TOTAL COMMON EXPENSES	102,675.62	116,417.26	13,741.64	963,589.13	1,047,755.34	84,166.21	1,397,007.00
8995-0000 TOTAL EXPENSES	125,376.71	144,542.26	19,165.55	1,151,980.72	1,300,880.34	148,899.62	1,734,507.00
8996-0000 NET INCOME (LOSS)	19,154.29	-0.01	19,154.30	161,266.62	-0.09	161,266.71	0.00
9200-0000 REVENUE UTILITIES							
9250-0000 REVENUE - APARTMENT UTILITIES							
9260-0000 Utilities Income - Apts.	15,531.50	15,531.50	0.00	139,783.50	139,783.50	0.00	186,378.00
9262-0000 Utilities Interest Income	278.33	0.00	278.33	1,634.84	0.00	1,634.84	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
9270-0000 TOTAL APARTMENT UTILITIES	15,809.83	15,531.50	278.33	164,125.29	162,490.50	1,634.79	209,085.00
9300-0000 UTILITY EXPENSES							
9350-0000 ELECTRICITY - APARTMENTS							
9360-0000 Electricity Kens & Mayfair	2,438.04	2,756.25	318.21	22,734.04	24,806.25	2,072.21	33,075.00
9365-0000 Electricity Windsor	1,530.37	1,750.00	219.63	14,274.37	15,750.00	1,475.63	21,000.00
9370-0000 TOTAL ELECTRICITY - APART.	3,968.41	4,506.25	537.84	37,008.41	40,556.25	3,547.84	54,075.00
9400-0000 GAS - APARTMENTS							
9410-0000 Gas - Mayfair	2,393.58	2,741.67	348.09	18,158.14	24,675.03	6,516.89	32,900.00
9420-0000 Gas - Kensington	6,647.55	5,217.50	-1,430.05	32,919.13	46,957.50	14,038.37	62,610.00
9430-0000 Gas - Windsor	3,853.49	4,958.33	1,104.84	29,438.55	44,624.97	15,186.42	59,500.00
9440-0000 TOTAL GAS - APARTMENTS	12,894.62	12,917.50	22.88	80,515.82	116,257.50	35,741.68	155,010.00
9450-0000 TOTAL UTILITIES - APARTMENT	16,863.03	17,423.75	560.72	117,524.23	156,813.75	39,289.52	209,085.00
9460-0000 NET INCOME (LOSS) UTILITIES	-1,053.20	-1,892.25	839.05	46,601.06	5,676.75	40,924.31	0.00
9600-0000 REVENUE - WATER INCOME							
9650-0000 Water - Apartments	5,760.00	5,760.00	0.00	51,840.00	51,840.00	0.00	69,120.00
9700-0000 Water - Townhouses	8,424.00	8,424.00	0.00	75,816.00	75,816.00	0.00	101,088.00
9725-0000 Water - Interest Income	415.93	0.00	415.93	3,032.88	0.00	3,032.88	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
9750-0000 TOTAL WATER INCOME	14,599.93	14,184.00	415.93	152,984.72	149,952.00	3,032.72	192,504.00
9800-0000 WATER EXPENSE							
9850-0000 Water Usage	16,042.00	16,042.00	0.00	147,881.19	144,378.00	-3,503.19	192,504.00
9900-0000 TOTAL WATER	16,042.00	16,042.00	0.00	147,881.19	144,378.00	-3,503.19	192,504.00
9910-0000 NET INCOME (LOSS) WATER	-1,442.07	-1,858.00	415.93	5,103.53	5,574.00	-470.47	0.00

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
November 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

ASSETS

1025-0000	Bank - Westminster - Contingency	1,906,694.62
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	176,631.00
	TOTAL ASSETS	<u>3,230,517.04</u>

LIABILITIES

2010-0000	Accounts Payable	11,495.40
2012-2500	Accrued Expenses	10,381.80
	TOTAL LIABILITIES	<u>21,877.20</u>

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	2,921,721.81
3510-0000	Net Income - Current Year	286,918.03
	TOTAL OWNERS' EQUITY	<u>3,208,639.84</u>
	TOTAL LIABILITIES AND EQUITY	<u>3,230,517.04</u>

Date: DEC. 15, 2023
Accountant: [Signature]
Property Manager: [Signature]

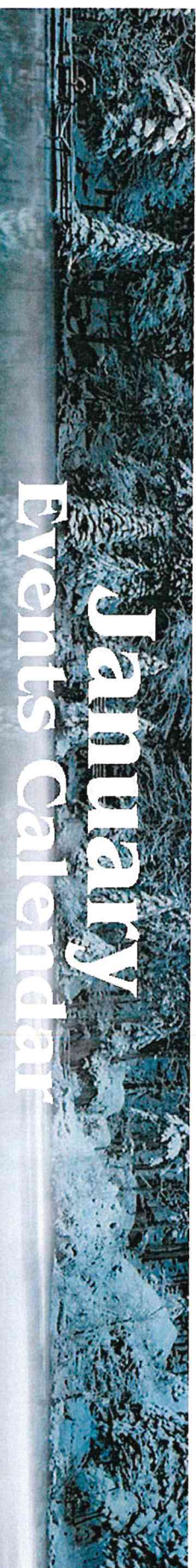
Budget Comparison (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
November 2023

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	189,330.75	189,330.75	0.00	252,441.00
4010-6000	Strata Fees - Townhomes	45,767.75	45,767.75	0.00	411,909.75	411,909.75	0.00	549,213.00
	TOTAL	66,804.50	66,804.50	0.00	601,240.50	601,240.50	0.00	801,654.00
4031-0000	Interest Income	8,937.74	0.00	8,937.74	78,016.27	0.00	78,016.27	0.00
4031-6000	Interest Income- Insur. Loan	1,630.83	1,630.83	0.00	14,677.47	14,677.47	0.00	19,570.00
	TOTAL	10,568.57	1,630.83	8,937.74	92,693.74	14,677.47	78,016.27	19,570.00
	TOTAL INCOME	77,373.07	68,435.33	8,937.74	693,934.24	615,917.97	78,016.27	821,224.00
TOWNHOUSE EXPENSES								
6342-2023	2023 Townhouse Envelope Repairs	1,568.75	7,083.33	5,514.58	42,004.31	63,749.97	21,745.66	85,000.00
6344-2023	Garage Doors	0.00	4,166.67	4,166.67	50,971.20	37,500.03	-13,471.17	50,000.00
6345-2023	Townhouse Roof	10,007.24	16,666.67	6,659.43	178,364.42	150,000.03	-28,364.39	200,000.00
	TOTAL OPERATING EXPS. - T.H.	11,575.99	27,916.67	16,340.68	271,339.93	251,250.03	-20,089.90	335,000.00
REPAIR & MAINTENANCE- GENERAL								
6510-2023	Sinkhole Remediation	0.00	0.00	0.00	10,536.75	0.00	-10,536.75	0.00
6521-2023	Fire Equipment Replacement	2,203.43	8,333.33	6,129.90	64,898.93	74,999.97	10,101.04	100,000.00
	TOTAL REPAIR & MAINT.	2,203.43	8,333.33	6,129.90	75,435.68	74,999.97	-435.71	100,000.00
RECREATION CENTRE - COMMON								
6707-2023	Clubhouse Roof Replacement	0.00	12,500.00	12,500.00	0.00	112,500.00	112,500.00	150,000.00
6708-2023	Clubhouse Pool Liner Replacement	0.00	1,666.67	1,666.67	19,051.20	15,000.03	-4,051.17	20,000.00
6709-2023	Pool Skimmer Replacement	11,495.40	0.00	-11,495.40	11,495.40	0.00	-11,495.40	0.00
6712-2023	Clubhouse Awning Restoration	0.00	3,333.33	3,333.33	29,694.00	29,999.97	305.97	40,000.00
	TOTAL OPER. EXPS-REC. CENTRE	11,495.40	17,500.00	6,004.60	60,240.60	157,500.00	97,259.40	210,000.00
	TOTAL COMMON EXPENSES	13,698.83	25,833.33	12,134.50	135,676.28	232,499.97	96,823.69	310,000.00
	TOTAL EXPENSES	25,274.82	53,750.00	28,475.18	407,016.21	483,750.00	76,733.79	645,000.00
	NET INCOME (LOSS)	52,098.25	14,685.33	37,412.92	286,918.03	132,167.97	154,750.06	176,224.00



January Events Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	1 Polar Bear Swim 11:00 am Canasta 6:30pm Ladies Pool 6pm	2 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	3 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	4 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	5 Pub Night BYOB 5 to 7 pm	6
7	8 Canasta 6:30pm Ladies Pool 6pm	9 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	10 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	11 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	12 Pub Night BYOB 5 to 7 pm	13
14	15 Canasta 6:30pm Ladies Pool 6pm	16 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	17 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	18 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	19 Pub Night BYOB 5 to 7 pm	20
21	22 Canasta 6:30pm Ladies Pool 6pm	23 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	24 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	25 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	26 Pub Night BYOB 5 to 7 pm	27 Robbie Burns Day Watch for Posters for more Information
28	29 Canasta 6:30pm Ladies Pool 6pm	30 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	31 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	EXERCISE CLASSES Mondays WEIGHTS /BANDS 9:00 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		

Upcoming EVENTS at a Glance

Robbie Burns Day
January 27th
See poster for details



Movie Night
7:00 pm
Watch for posters for dates

Play SNOOKER/ POOL/ BILLIARDS Anytime