



MONTHLY COUNCIL MEETING MINUTES

Tuesday, January 23, 2024

LOCATION/TIME - 1:00PM 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 – 1:00 PM

MEETING WITH EMERGENCY PREPAREDNESS – Doug McLeod

The Emergency Preparedness group team leader met with Council to discuss their report and recommendations regarding the recent extended power outage.

The report on the outage is submitted in the emergency preparedness section.

ADOPTION OF PREVIOUS MINUTES

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

CARETAKER REPORT DEC 2023/JAN 2024 – Don

- The new pump for the streams has been installed and is running well.
- The hot tub is down with a major leak and the sand filter requires replacement. Pond's has ordered a new one which is scheduled for installed the week of January 22nd.
- A leak discovered in the Mayfair boiler room was repaired by Daniel from Westech.
- Crown Roofing patched a leak on the Mayfair roof.
- Replacement of smoke detectors throughout the complex is in progress and going well, with 75 having been completed and recorded so far.
- Orkin has made contact to set up their first coverage of the complex for rodent control but the weather conditions have caused a delay.
- I would like to thank Zenon, Mike, Cherith and Barry who came out to help clear snow, as well as all the volunteers who helped out around the complex.

FINANCIAL REPORT – Bob Hyde and Paul Kavanagh

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

OPERATIONS BUDGET

As of December 31, we have completed ten months of our fiscal year. The overall condition of the operations budget has improved this year, primarily due to lower spending across a number of repair and maintenance accounts. This is due in large part to wise decisions made by previous Councils in addressing the continuing challenges of our aging infrastructure. Revenue over expenses up to the end of November was \$185,167. At this point Council is still forecasting a surplus from operations for the year of approximately \$200,000 compared with our annual breakeven budget. However, with two months to go, we could experience some unexpected expenses which could materially change the result.

Revenue

- To date revenues are \$11,600 over budget of \$25,250, due to higher than expected revenue from apartment move-ins, guest suite rentals, FOB sales, and interest income.

Expenses

- Condo specific expenses to date are \$111,575 compared to a year-to-date budget of \$162,917, primarily due to lower building and equipment maintenance. Townhouse specific expenses are about \$23,129 less than budgeted to date due to lower building maintenance.
- Common expenses amounted to \$1,066,720 compared to a year-to-date budget of \$1,164,173 for savings of \$97,453. However, there is still 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. As previously reported, we continue to be challenged by unexpected maintenance for the clubhouse pool and hot tub infrastructure, in addition to the perimeter and apartment garage gates.

- Notable one-time expenses include \$1,003 for repairs to a parkade gate and \$2,993 for a roof maintenance report for the condo buildings.

CONTINGENCY RESERVE FUND (CRF)

- Interest earned to the end of December is \$104,125, 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 December, we have spent \$415,156 of this, with most expenditures coming well within the budget for each item. In the current month we paid \$8,139 for the remainder of the holdback due on the roof replacements in 2023.

UPCOMING BUDGET 2024-2025

- The Finance Committee has started work on developing the proposed budget for the coming fiscal year. Council members are asked to forward any list of proposals for consideration for next year. Owners are also welcome to forward suggestions.

BUSINESS ARISING FROM PREVIOUS MINUTES

Pest Control – Orkin has been hired to take over the pest control contract and Atlas will be scheduling the removal of all their stations on site. Orkin will have to further investigate the mice issues throughout the complex and determine a course of action to present to the Strata Council.

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 again. Vetro Glass will be getting a proper match and once achieved the new glass will be installed.

Expiring Smoke Detectors – The replacement of expired smoke detectors is on-going.

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.

Dryer Vent Cleaning – Dryer vent cleaning is in progress.

Nomination Committee – There will be three Council positions up for election this coming year. Notices have been posted for Owners who are interested in joining this committee. So far no one has reached out to be part of this committee. If you are interested in running for Council, please reach out to jesse@crpm.ca and provide a bio that can be inserted into the AGM package.

Resolution Committee – Notices are posted for the Resolution Committee. Paul Kavanagh, Debbie Thorburn, Bob Hyde, Zenon Jalbert and Karen Hall have put their names 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 – Leaks were discovered in two townhouse roofs. It was determined to tarp these roofs at this time and do the repairs during the replacement of roofs, if approved at the AGM.

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. He indicated this was successful making replacement of the entire door unnecessary.

Mayfair Roof Leak – This work has been completed by Crown Roofing.

AGM Venue – Council to investigate options for a venue for the AGM. Suggestions are welcomed.

CORRESPONDENCE

A report was received about someone painting their vehicle in the Kensington parking garage. A letter will be sent to the owner of the vehicle.

A letter was received about snow removal from the roads not being done properly. Given the extreme event it was a very hard situation for the contractors.

Another letter of complaint was received in regards to:

- Dissatisfaction with snow removal
Council discussed that there was a concentrated effort to make sure the roofs on the condos had the drains cleared and snow removed away from the flashing etc. to prevent any sort of leaks. Unfortunately, some of the areas throughout the complex were not shoveled given the significant amount of snow that fell in a short period of time.
- The main gate was down for almost 2 weeks and no notice was provided to the Residents.
Council indicated that was not true as the gates were stuck open for a much shorter duration due to the power outage issues.
- There has been no follow up on an oil leak from a vehicle parked in the underground.
Council will follow up on the letter that was sent to the resident who owns the vehicle.
- The hot tub having on-going issues which prevent its' use by residents.
Work is currently underway to restore use of the hot tub.

A letter was received stating that the writer had been a witness to, and agreed with a neighbors' (previous) complaint that excessive noise emanates from the unit above them.

It is reminded to be respectful to your neighbours and make a concerted effort to reduce any noise that may transfer between units.

A letter was received expressing concern about a neighbours' behavior on multiple occasions while in an apparent state of confusion. A letter will be sent to the residents of the neighbours unit.

A letter was received requesting a monthly craft class to be added to the social groups. The council approved this to be implemented. Funds will be collected for those that do not have any of their own supplies; however any funds collected are for cost recovery only.

A letter was received that a unit in the condos was using a smoker on their balcony which is against the Strata Bylaws:

(7)(a) Charcoal BBQs are not permitted in Chelsea Gardens. Wood chips are not permitted to be added to any BBQ. It is recommended that owners have a small fire extinguisher in the vicinity of the BBQ while it is in use. #CA9834382

(b) Gas, propane and electric BBQ's are only permitted on balconies or rear patios.

This led to a false alarm to the fire department. A letter will be sent to this unit. Smokers are not permitted to be used.

A letter was received expressing concern for the health and safety of another resident.

A unit inspection was submitted to the Council. Council will investigate the issues presented.

A letter was received stating that a person was seen vaping inside the clubhouse. It was requested that the Strata Council immediately amend the rules to apply the same rules to vaping as are applied to smoking. This was **MOVED, SECONDED and CARRIED** (see last item before "adjournment" of this meeting). If anyone does see vaping occurring where smoking is not permitted please identify the rules to the person who is vaping.

A letter was received giving thanks to the Council and the volunteers that did all the Christmas set up and the person taking care of the pots around the clubhouse.

A letter requesting permission to change the exterior landscaping of a townhouse unit was submitted. Council will investigate.

Several letters were received about mice issues, Orkin will investigate these issues and attempts will be made to get this under control.

A letter was received disputing a chargeback for plexiglass installation. A letter will be sent to this resident.

A resolution proposal was submitted to not allow any type of BBQ to be used on condo balconies.

A request to be part of the resolution committee was submitted.

A letter was received:

- Requesting that all groups check to see whether a Clubhouse room is already booked before planning to use it for an event, as the writers' group encountered a conflict. (Don and Val do arrange to make sure this doesn't happen, however there may have been a miscommunication on that occasion.)
- Expressing dissatisfaction with the tables and chairs currently in the library and asking that the ones previously there can be returned
- Asking for clarification regarding whether rental of the Fireside Room should prevent other users' access to the second floor games area

Council discussed these issues and will also consult with the Social Committee about them.

A letter about a fireplace causing soot build up was received. Council will investigate the situation.

A letter was received containing questions about how roof replacements will be financed. Council will review the bids for the Townhouse roof replacement project once submitted and present potential options to residents before the end of February.

A complaint was received about external Christmas lights still being up. Letters will be sent to these units.

A complaint was received about garbage being left outside a Condo unit door. A letter will be sent to this unit.

A letter was received about the chargeback of a garage door spring repair done at a unit. Letters have been submitted to this resident explaining the reason for the chargeback. The Strata is responsible for the garage door itself (normal wear and tear, not if it has been damaged) but hardware of the door is an owner responsibility. The spring is a piece of the hardware.

A request was submitted to change the lock on a Condo front door.

A request was submitted requesting that a storage container be permitted to be placed outside a Condo building. It was approved as long as the container is dropped off and removed on the same day and placed somewhere that does not block a fire lane.

COMMITTEE REPORTS

CONDOMINIUMS – Debbie

- There was a major power outage on Dec 26 from approximately 1:00 p.m. – 9:00 am. During this time the batteries of the emergency lighting systems ran down causing them to turn off. This was especially problematic since the elevators don't work during a power outage and the halls and stairways are left completely dark. This was discussed with Doug McLeod, the head of our Emergency Preparedness and Response Team at the monthly Strata Council meeting to seek a possible solution to this problem.

Regardless of remediation to the emergency lighting systems, every resident should keep at least one flashlight readily at hand in their unit and check it periodically to assure that the batteries are not expired.

- There was also a very brief power outage (lasting less than a minute) on January 19, from which the Windsor FOB system did not initially recover due to the UPS battery failing. It did recover on its own eventually. Solutions to this problem are being reviewed.
- Council was informed of a vehicle which was being painted in the car wash bay of the Kensington, which was causing noxious fumes in the parkade. Painting a vehicle anywhere in a parkade is not permitted as the paint fumes are flammable and potentially toxic.

TOWNHOUSES – Mike

- Two townhouses have roof leaks and have been tarped for now pending the outcome of the townhouse roof replacement tendering process.
- One townhouse has a chronic plugged drain in the driveway and repairs are being done.
- One townhouse had a broken water line to the hose bib and repairs are being made.
- One townhouse had frozen pipes during the cold spell. One burst and repairs are ongoing.

CLUBHOUSE – Paul D

- The hot tub leak will be fixed, and a new sand filter installed.
- There was a leak on the clubhouse mezzanine from plugged roof drains.
- A new urinal will be installed in the men's change room once parts are received.
- One of the exercise bikes in the gym has an issue with a belt.

LANDSCAPING

- The bulk of the leaf cleanup in the garden beds is complete, although there are a few beds requiring a more detailed cleanup. These areas will be looked after as the pruning progresses.
- Pruning the cedar hedges in the back yards is 50% complete. The front hedges are 90% complete.
- The focus for the next several weeks will be to complete the cedar hedge pruning and minor cleanup of the front beds as required. – **Shawn Allen**

SAFETY AND SECURITY – Ashley

- Backup of system done and uploaded to website.
- One issue during the last power outage that was brought to my notice by Zenon:
He was unable to contact me to get the master set of keys to access the areas where the FOB system was down. As a result, and I discussed this with Doug McLeod, we will purchase a small, lockable box to house the keys. It will be stored in a location accessible to Doug and at least 2 members of council, who will have keys to this box. This was **MOVED, SECONDED and CARRIED**

IRRIGATION – Ron

- No report

SOCIAL COMMITTEE

- December was a very busy month for the Committee. There was Christmas Coffee with goodies, special coffee, carols, and Santa, plus a Caroling Evening with both a moonlit walkabout and a Fireside sing-a-long afterwards. We were so glad that Yvonne Brennan organized the choir as well as a Variety Show. There was lots of fun for everyone and money was raised for the food bank. Ugly Sweater Night was also a fun celebration, with money raised for Canuck Place, a Trivia contest, and lots of ugly sweaters. NYE brought a beautiful catered dinner, which was followed by a dance to bring in the New Year. We weren't sure if the pool would be ready in time, but it opened on New Year's morning for our Polar Plunge, followed by breakfast. We are now looking forward to our Burns Supper coming up, and an Italian Dinner to follow in February. Thank you to those who have volunteered, and also to those who have supported our events. We are always seeking new volunteers. Nothing happens without them.

ADMINISTRATION

- No Report

PONDS AND FOUNTAINS – Ron

- There was a burst input pipe at the fountain in front of the Clubhouse which caused increased water usage. This has now been repaired.

RV LOT – Paul D

- The Security Alarm is disconnected right now as it was causing false alarms every night.

ROOFING COMMITTEE – Paul K

Townhouse Roof Replacement Progress Report:

- A tender for the Townhouse roof replacement program will be issued January 23, 2024 with a closing date of February 6, 2024. Results of the tender will be shared with residents before the end of February.

Condo Roof Maintenance Plan:

- Phoenix Roofing Consultants have prepared a detailed maintenance plan for the Condo building roofs. A request for bids was issued and replies were received on January 16th. Five of six contractors responded with prices ranging from \$18,962 to \$34,650. The Roofing Committee have reviewed the bids and is recommending Roofix, the lowest bidder, be awarded the contract. The Committee is also recommending that Phoenix Roofing Consultants be hired to inspect the repairs when completed.
 - It was **MOVED, SECONDED and CARRIED** to approve this work.

INVESTMENT COMMITTEE – No Report

EMERGENCY PREPAREDNESS – See full report attached

Conclusions and Recommendations from Power Outage

- Emergency Program Value:** The Emergency Program volunteers demonstrated their value to Chelsea Gardens owners and residents during the longest power outage the strata has experienced in many years.
- Front Gate Operation:** The front entrance gates successfully opened after the power outage occurred, as designed.
- Emergency Program Response:** The Emergency Program response to an emergency event should be initiated at the earliest reasonable time, with a call-out for response volunteers appropriate to the situation. For power outage events in particular, the Security Team should be called out to patrol the property. Generally, a broadly based call-out is

preferable, and can be scaled back as needed, rather than a limited call-out which may not meet the needs of the situation and may result in problems that could have been avoided.

Recommendation:

1. The Emergency Program Leadership Team to develop response initiation protocols for a variety of potential emergency events that could affect Chelsea Gardens. **APPROVED** by Council

d) Emergency Notifications and Communications: Emergency notification calls to volunteers, Council Members and other significant parties will not always be successful. Thus, multiple options for people to be contacted, including methods of contact and identified alternates, are essential for an effective response. It is incumbent on volunteers and Council Members to take all reasonable steps to assure they or a designated alternate can be contacted, particularly during nighttime and power outages.

Recommendations:

2. Each Emergency Program volunteer, each Council Member, and the Resident Caretaker to review her/his circumstances with respect to being contacted in an emergency and to take all reasonable steps to assure that at least one method of contact will be successful. **APPROVED** by Council
3. Each Emergency Program Team Leader to review with each team member the steps they have taken to provide this assurance. **APPROVED** by Council
4. Council President to review with each Council Member and the Resident Caretaker the steps they have taken to provide this assurance. **APPROVED** by Council

Telephone/cellular communications are significantly impacted during power outages. Until significant improvements to these systems are implemented, responders will need to rely on the use of the walkie-talkie radios as the primary means of distance communications.

Recommendations:

5. The Emergency Program Leadership Team to emphasize to all responders the need for them to turn on their radios immediately after they are contacted to respond to an emergency. **APPROVED** by Council
6. Council to consider approaching cellular service providers to determine the feasibility of installing one or more cell towers on the condominium roofs.

Response: Council will look into Cell Booster systems. We did have this opportunity and the owners voted this down several years ago.

Installing small Pico cells throughout the complex should also be considered. This is something that may not be available as these cells would also need battery backups which would be a considerable cost.

e) Building Access: It is evident from this power outage that longer duration outages affecting Chelsea Gardens can occur. Loss of the FOB systems in the clubhouse and condos are an inconvenience to our residents. However, with appropriate actions by emergency program and other volunteers, these inconveniences can be overcome for a considerable duration until power is restored.

The availability of access keys for each condominium needs to be improved. Each Building Captain is currently the only key holder in the building. The unavailability of one Building Captain resulted in a delay in getting access to the parking garage to manually open the garage gate.

Recommendation:

7. Provide a physical door key to the Assistant Building Captain of each condominium.

Since residents do not have keys to access the condominiums and their parking garages when the FOB systems go out, arrangements are needed to provide continuous access in such circumstances.

Recommendation:

8. The Emergency Program Leadership Team and building emergency response teams to develop arrangements to have volunteers available to maintain continuous access to the condo lobbies and parking garages during FOB outages. The availability of access keys for the clubhouse and clubhouse office needs to be improved. The coordination and direction of response activities could be delayed if access to the clubhouse is delayed, as the clubhouse is the best suited facility at Chelsea Gardens for an Incident Command Post in a large-scale emergency. Access to the office may also be needed for response, as information which may be key to an effective response is stored therein.

Recommendation:

9. Provide all Council members with access keys to the clubhouse and the clubhouse office

Response to recommendations 7 to 9: Council will install a lockbox for all the keys to be placed in a location accessible to Doug McLeod, Zenon J and at least 2 members of the council, all of whom will be given the key for the lockbox.

There is concern that only a couple of people in the strata are familiar with the technical aspects of the FOB systems operations and the ability to restore them after an outage. Loss of these systems has a significant impact on residents and delays in restoring them adds to these impacts.

Recommendation:

10. Train several other residents in the operation of the clubhouse and condominium Fob systems.

Response: Currently three residents are familiar with the operations of the FOB system. Another resident who is a member of Council will be trained in the use of the system.

f) **Condo Vehicle Gates:** Response volunteers were familiar with, understood the need for, and were able to acquire the resources to open the condominium garage vehicle gates. However, several improvements to the gate opening process are required to be able to accomplish this in a reasonable time at each building.

Recommendation:

11. Store the box of tools used for manual garage gate opening in a space that is accessible by at least a few members of the Emergency Program.

Response : The box of tools will be stored in the same location as the new lockbox.

12. Store a small step-ladder in the Windsor parking garage in a space that is accessible to members of the Emergency Program. APPROVED by Council.

g) **Condominium Emergency Lighting:** The availability of lighting in the condo hallways and staircases during a power outage needs to be improved. Back-up batteries on all emergency lighting died hours before power was restored.

Recommendation:

13. The Emergency Program Leadership Team and Building Captains to investigate options for acquiring and deploying portable battery-operated emergency lights in the condo hallways and staircases, with expected power longevity to exceed 12 hours.

Response: Council believes a more effective response is to encourage all residents to have working flashlights on hand in the event of a power outage.

NEW BUSINESS

Wi-Fi Boosters for Clubhouse – Council will investigate adding several boosters throughout the clubhouse to help with the Wi-Fi signal. It was **MOVED, SECONDED and CARRIED** to approve the expenses for this up to \$500.

Power Outage – This is discussed in the emergency preparedness reports.

Exit Gates Issues – The gates were put out of service during the outages as well the snow was blocking the sensors.

Visitor Parking – A unit was using visitor parking for temporary residents. This was not approved by Council but the unit has now found alternative parking.

Fuel Surcharge AjM Disposal Services – AjM had proposed an increase in their fuel surcharge from 5% to 7% to commence the beginning of January. However, due to questions and concerns raised by Council, AjM has decided to maintain the fuel surcharge at 5%. The surcharge will be reviewed in April which coincides with the anniversary date of our contract.

Boiler Room Leak – We are currently monitoring this leak which may have been ground water accumulation and not an actual leak.

Baseboards in Kensington – A baseboard was repaired on the 2nd floor hallway of the Kensington.

Patio Warped Door – A contractor will be contacted to review a warped door.

Noise Issues between condo units – Council is investigating the situation.

Craft Class – It was approved to allow a craft class to take place monthly.

Frozen Pipes – There was a frozen pipe from the deep freeze the other day. The resident was able to reduce the damage done. Restoration will take place for the leak.

Clubhouse Roof Leak – The drains were plugged on the roof, which lead to a leak. This has been resolved.

Sand Filter – It was **MOVED, SECONDED and CARRIED** to approve the purchase of a new sand filter.

New Clubhouse Urinal – It was **MOVED, SECONDED and CARRIED** to approve the purchase of a new urinal for the men's change room.

Fallen Tree – The recent windstorm caused a very large tree to fall. Luckily no damage was caused, and no one was harmed. Greenline arborist removed the fallen tree. Council will look at obtaining a tree assessment report from a qualified arborist to identify any other trees that are a risk.

Leak in TH unit – Pipe re-location – On going remediation is taking place at a unit where a leak was discovered. The pipe was within the concrete and it was **MOVED, SECONDED and CARRIED** to approve the work to re-locate the pipe.

Smoking outside Clubhouse – It has been identified that several people are standing right outside the clubhouse smoking, which has led to complaints. It is reminded that the area in front of the clubhouse is not a place to smoke. People who are smoking are to be at least 7.5 metres from a door or window as per the City of Surrey bylaw and Chelsea Gardens rules.

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 for the potential installation of electric vehicle chargers. 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 electric vehicles. Council will work with Crossroads to determine the timing and potential impact of these new requirements. Council has obtained a sample planning report for review.

Emergency Lighting – Council is investigating upgrading the emergency light battery packs.

Amended Rule Smoking/vaping in the pool/spa – It was MOVED, SECONDED and CARRIED to amend the following rules effective immediately:

Rule 2(i) be amended to say:

**Smoking and vaping on the limited common property (i.e. patios and balconies) or on common property within 7.5 meters of a doorway or window
Is not permitted. As per By-law 3(1)(c), if an owner is affected with your smoking or vaping, you must not allow your smoke or vape fumes to leave your strata lot.**

4a.(1) be amended to say:

Smoking and vaping are not permitted anywhere within the recreation building. Smoking is permitted only in the designated areas with an ashtray.

Smoking and vaping are not permitted in any interior common property including the underground parkade.

4b.(16) be amended to say:

There is no smoking or vaping in the pool/spa or on any of the surrounding deck surfaces.

These amendments will be brought forward at the AGM to be ratified and looked at being added to the bylaws.

ADJOURNMENT

The meeting was adjourned at 5:00PM

The next Council meeting is Tuesday, February 20th @ 1:00 PM 2024.

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



JANUARY 2024

The Chelsea Gardens Emergency Preparedness and Response Program is comprised of a number of specific teams. This month's insert highlights the Damage Assessment / Search & Rescue team.

DAMAGE ASSESSMENT / SEARCH & RESCUE TEAM

- Primary responsibilities are to:
 - identify any areas/buildings of Chelsea Gardens, or parts thereof, that are obviously unsafe for people to be in; and
 - search for and assist residents that may be trapped, isolated or injured due to the emergency event, where and when it is safe to do so.
- The team will use basic methods to assist people from buildings, including ladder rescue, backboard lifts, arm lifts, walkers, and wheel chairs. The Chelsea team will communicate and coordinate with emergency first responders for more advanced rescue situations.
- The team has acquired material and equipment for use in its activities, including portable walkie-talkie radios, portable lights, ladders, chain saw, sledge hammer, crow bars, hydraulic bottle jack, bungee cords, rope, UNSAFE placards for posting on building entrances, and personal safety gear.
- Materials may be borrowed from other teams, including wheel chairs, walkers, backboard, portable generators and flood lamps.
- Team members will generally respond in teams of two to attend where needed. Team members are encouraged to have a grab-and-go kit with basic personal safety supplies (safety glasses, gloves, knee pads, hand tools, headlamps) to supplement the resources that are stored in the emergency program storage container.
- The team undertakes training in the identification of unsafe damage conditions, use of ropes and knots, and ladders.

The Damage Assessment / Search & Rescue team is always looking for new team members. Prior experience 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 Doug McLeod at 604.996.3504 if you are interested in joining the team.

DID YOU KNOW?

Landline telephone service will not be available during a power outage unless you have an analogue type telephone (not one that requires an electric power source, such as portable hand-held units). Also, if you have fibre-optic service in your home from your communications provider, a functioning back-up battery is required to maintain analogue telephone service.

We are in need of additional volunteer Amateur Radio operators for emergency response. These operators (also known as HAM Radio Operators) connect us with the City of Surrey Amateur Radio group, and hence the Surrey Emergency Program, in an emergency when other means of communications are out. We have our own Amateur Radio, and will sponsor training for volunteers. Contact Doug McLeod if interested.

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.

Preventing False Fire Alarms

Information on reducing nuisance fire alarms in commercial, residential and multi-residential buildings in the City of Surrey.

A DANGEROUS AND COSTLY PROBLEM

Firefighters respond to thousands of nuisance fire alarms in commercial, residential and multi-residential buildings in Surrey each year. Typically, less than 1% are actual fires.

False fire alarms are a dangerous and costly problem because:

- Each alarm must be investigated, diverting firefighting resources away from real emergencies.
- People in the building may become complacent and ignore an alarm if a fire does occur.
- Businesses lose productivity while dealing with false alarms.

False fire alarms use up valuable and limited resources. Cost-recovery fees may be issued to sites with false fire alarms.

FALSE FIRE ALARMS ARE PREVENTABLE

As a building owner, manager or occupant, there are many steps you can take to prevent false fire alarms. Routine maintenance and simple proactive measures can go a long way.

Surrey Fire Services is providing this information sheet to help you prevent false alarms and avoid potential cost-recovery fees.

- The *Surrey Security & Fire Bylaw* outlines administrative costs and establishes fees for fire department responses to false alarms on a cost-recovery basis.
- The *Surrey Fee-Setting Bylaw* outlines current rates for false fire alarms.

CONSIDERING A THIRD-PARTY ALARM SYSTEM?

There has been an increase in false alarms from third-party fire and security alarm systems that notify the fire department of an alarm before confirming it is valid. Please be aware:

- Once fire services are called/dispatched, they must respond and investigate – even if alerted later it was a false alarm.
- Fire false alarms are subject to cost recovery fees from property owners as outlined in the *Surrey Security & Fire Bylaw No. 13168* (the “False Alarm Bylaw”).

See back for ways to prevent false alarms ►



WORKING SMOKE ALARMS

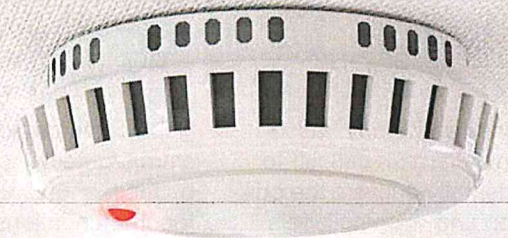
A working smoke alarm is one of the easiest, most cost-effective ways to protect a building's occupants in the event of a fire. Working smoke alarms have been proven to save lives and to reduce fire-related injury and damage.

If you live or work in a multi-unit building, it is important to test your alarms because fire can spread quickly between units.

Did you know? All residential buildings are required by law to have or provide working smoke alarms.

You can request a replacement alarm from your landlord, building manager, unit owner or strata.

Go to www.surrey.ca/homesafe to learn more about smoke alarms.



For more information, contact
Surrey Fire Services Fire Prevention:
604-543-6780 or fireprevention@surrey.ca
www.surrey.ca/fireservice





REDUCING NUISANCE FIRE ALARMS

Here are some common reasons for false fire alarms and simple steps you can take to prevent them.

DUST & INSECTS



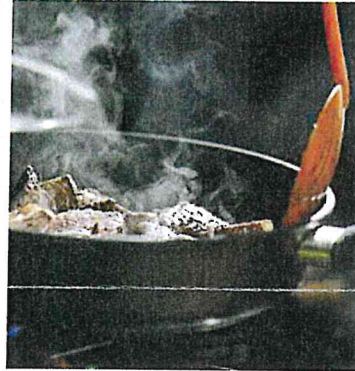
Insects and dust can get inside and affect smoke alarms/detectors. Use the brush attachment on your vacuum to clean alarms/detectors regularly.

STEAM



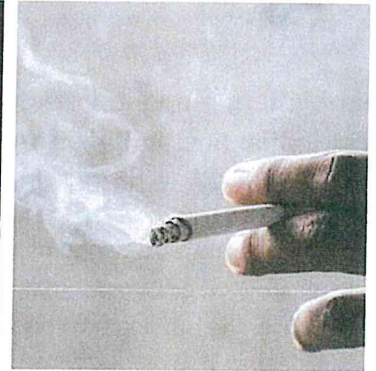
Steam can cause an alarm/detector to activate. Ensure your smoke alarms/detectors are placed away from sources of steam.

COOKING



Cooking can cause false alarms and is also a common cause of fires. Stay in the kitchen when using the stovetop. Turn off the stove if you must leave, even for a short period of time.

SMOKING



Smoking indoors can cause false alarms. When possible, consider smoking outdoors and dispose of smoking materials using a deep sturdy ashtray.

PULL STATION ACTIVATION



Guards can be purchased that may make it more difficult to accidentally activate the pull station and warning labels may also be used. Please contact the Fire Prevention Office to discuss.

AGE OF SMOKE ALARM/DETECTOR



Replace outdated smoke alarms/detectors as required by the manufacturer's recommendations but at least every 10 years.

CONSTRUCTION OR RENOVATIONS



When doing construction or renovations around smoke alarms/detectors, cover them to prevent triggering a false alarm and to prevent dust from accumulating inside. *Make sure to remove the covers after each day of work.*

FIRE ALARM SYSTEM SERVICING



Buildings that have a fire alarm system require maintenance. Ensure that your building's fire alarm system is being maintained by a qualified professional. Discuss false alarm procedures with your alarm company to determine when they contact the Fire Department on your behalf.

If you have questions about false fire alarms, please contact Surrey Fire Services Fire Prevention at 604-543-6780 or fireprevention@surrey.ca.

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
December 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	2,032,311.70
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	117,754.00
	TOTAL ASSETS	3,297,257.12

LIABILITIES

2010-0000	Accounts Payable	8,139.12
2012-2500	Accrued Expenses	10,381.80
	TOTAL LIABILITIES	18,520.92

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	2,921,721.81
3510-0000	Net Income - Current Year	357,014.39
	TOTAL OWNERS' EQUITY	3,278,736.20
	TOTAL LIABILITIES AND EQUITY	3,297,257.12

Date: JAN 22 2024
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
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	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	210,367.50	210,367.50	0.00	252,441.00
4010-6000	Strata Fees - Townhomes	45,767.75	45,767.75	0.00	457,677.50	457,677.50	0.00	549,213.00
	TOTAL	66,804.50	66,804.50	0.00	668,045.00	668,045.00	0.00	801,654.00
4031-0000	Interest Income	9,800.15	0.00	9,800.15	87,816.42	0.00	87,816.42	0.00
4031-6000	Interest Income- Insur. Loan	1,630.83	1,630.83	0.00	16,308.30	16,308.30	0.00	19,570.00
	TOTAL	11,430.98	1,630.83	9,800.15	104,124.72	16,308.30	87,816.42	19,570.00
	TOTAL INCOME	78,235.48	68,435.33	9,800.15	772,169.72	684,353.30	87,816.42	821,224.00
TOWNHOUSE EXPENSES								
6342-2023	2023 Townhouse Envelope Repairs	-1,076.25	7,083.33	8,159.58	40,928.06	70,833.30	29,905.24	85,000.00
6344-2023	Garage Doors	0.00	4,166.67	4,166.67	50,971.20	41,666.70	-9,304.50	50,000.00
6345-2023	Townhouse Roof	9,215.37	16,666.67	7,451.30	187,579.79	166,666.70	-20,913.09	200,000.00
	TOTAL OPERATING EXPS. - T.H.	8,139.12	27,916.67	19,777.55	279,479.05	279,166.70	-312.35	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	0.00	8,333.33	8,333.33	64,898.93	83,333.30	18,434.37	100,000.00
	TOTAL REPAIR & MAINT.	0.00	8,333.33	8,333.33	75,435.68	83,333.30	7,897.62	100,000.00
RECREATION CENTRE - COMMON								
6707-2023	Clubhouse Roof Replacement	0.00	12,500.00	12,500.00	0.00	125,000.00	125,000.00	150,000.00
6708-2023	Clubhouse Pool Liner Replacement	0.00	1,666.67	1,666.67	19,051.20	16,666.70	-2,384.50	20,000.00
6709-2023	Pool Skimmer Replacement	0.00	0.00	0.00	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	33,333.30	3,639.30	40,000.00
	TOTAL OPER. EXPS-REC. CENTRE	0.00	17,500.00	17,500.00	60,240.60	175,000.00	114,759.40	210,000.00
	TOTAL COMMON EXPENSES	0.00	25,833.33	25,833.33	135,676.28	258,333.30	122,657.02	310,000.00
	TOTAL EXPENSES	8,139.12	53,750.00	45,610.88	415,155.33	537,500.00	122,344.67	645,000.00
	NET INCOME (LOSS)	70,096.36	14,685.33	55,411.03	357,014.39	146,853.30	210,161.09	176,224.00

Balance Sheet (Accrual)
CHELSEA - Operations - 02 (Ims1416)
December 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	215,250.97
1027-0000	Bank - Water Surcharge	35,532.45
1028-1300	Bank - Golf Tournament Funds	3,380.41
1029-0000	Bank - Apt Utilities	58,293.42
1030-0000	Bank - Exercise Room	1,320.74
1040-0000	Bank - Social Committee	6,246.66
1200-0000	Prepaid Insurance	117,754.00
1300-0000	Accounts Receivable	6,379.25
1301-0000	A/R - Other	6,146.44
	TOTAL ASSETS	450,521.69

LIABILITIES

2010-0000	Accounts Payable	28,514.63
2012-2500	Accrued Expenses	3,769.50
2014-0000	Accrued Water & Sewer	32,084.00
2017-0000	Social Committee Fund	6,246.66
2018-0000	Exercise Room	1,320.74
2019-0000	Golf Tournament Fund	3,380.41
2035-0000	Security Deposits	300.00
2040-0003	Due to Contingency-Insurance	117,754.00
2170-0000	Vacation Payable	3,379.95
2250-0000	Pre-Paid Fees	1,751.52
	TOTAL LIABILITIES	198,501.41

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	18,080.26
3510-0000	Net Income - Current Year	185,167.23
3510-2000	Net Income - Utilities	45,324.34
3510-3000	Net Income - Water & Sewer	3,448.45
	TOTAL OWNERS' EQUITY	252,020.28
	TOTAL LIABILITIES AND EQUITY	450,521.69

Date: JAN 22/2024
Accountant: [Signature]
Property Manager: [Signature]

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

Prepared For:
CHELSEA - Operations - 02

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#215 -7455 - 132nd Street
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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	714,437.41	714,443.30	-5.89	857,332.00
4012-0000	CRF Strata Fees - Apartments	-21,036.75	-21,036.75	0.00	-210,367.50	-210,367.50	0.00	-252,441.00
4015-0000	Parking, Scooter & EV Parking	681.00	625.00	56.00	6,834.00	6,250.00	584.00	7,500.00
4022-0000	Move in/out	0.00	83.33	-83.33	1,900.00	833.30	1,066.70	1,000.00
4025-0000	Prior Year Surplus (Deficit)	1,040.42	1,040.42	0.00	10,404.20	10,404.20	0.00	12,485.00
	TOTAL	52,129.27	52,156.33	-27.06	523,208.11	521,563.30	1,644.81	625,876.00
4030-0000	Strata Fees	133,013.42	133,013.42	0.00	1,330,134.20	1,330,134.20	0.00	1,596,161.00
4032-0000	CRF Strata Fees - Townhomes	-45,767.75	-45,767.75	0.00	-457,677.50	-457,677.50	0.00	-549,213.00
4037-0000	Prior Year Surplus	2,615.25	2,615.25	0.00	26,152.50	26,152.50	0.00	31,383.00
	TOTAL	89,860.92	89,860.92	0.00	898,609.20	898,609.20	0.00	1,078,331.00
OTHER								
4040-0000	Rental - Fireside Lounge	150.00	66.67	83.33	1,000.00	666.70	333.30	800.00
4045-0000	Rental - Caretaker Suite	600.00	600.00	0.00	6,000.00	6,000.00	0.00	7,200.00
4050-0000	Rental - Guest Suites	450.00	750.00	-300.00	10,100.00	7,500.00	2,600.00	9,000.00
4055-0000	R.V. Parking	800.00	833.33	-33.33	7,825.00	8,333.30	-508.30	10,000.00
4060-0000	Miscellaneous	35.00	0.00	35.00	85.00	0.00	85.00	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	1,173.69	125.00	1,048.69	8,565.91	1,250.00	7,315.91	1,500.00
4066-0000	Remote Control Sale	210.00	150.00	60.00	3,178.00	1,500.00	1,678.00	1,800.00
4084-0000	Keys	10.00	0.00	10.00	20.00	0.00	20.00	0.00
	TOTAL OTHER	3,428.69	2,525.00	903.69	36,848.91	25,250.00	11,598.91	30,300.00
	TOTAL INCOME	145,418.88	144,542.25	876.63	1,458,666.22	1,445,422.50	13,243.72	1,734,507.00
EXPENSES								
6030-0000	Apt Janitor/Contract Services	2,089.50	2,500.00	410.50	20,895.00	25,000.00	4,105.00	30,000.00
6208-0000	Building Maint. - Apartments	3,342.50	3,333.33	-9.17	12,590.08	33,333.30	20,743.22	40,000.00
6215-0000	Equipment Maint.-Apartments	1,363.41	6,250.00	4,886.59	41,039.88	62,500.00	21,460.12	75,000.00
6268-0050	Elevator Maint. - Apartments	1,327.68	1,458.33	130.65	15,173.34	14,583.30	-590.04	17,500.00
6275-0000	Gate & Door Maint. - Apartment	1,002.75	500.00	-502.75	2,719.83	5,000.00	2,280.17	6,000.00
6279-0000	Garbage Pick-up - Apts.	1,703.35	2,250.00	546.65	19,157.25	22,500.00	3,342.75	27,000.00
	TOTAL EXPS. BEFORE UTILITIES	10,829.19	16,291.66	5,462.47	111,575.38	162,916.60	51,341.22	195,500.00
TOWNHOUSE EXPENSES								
6315-0000	Building Maint. - Townhomes	2,085.50	5,166.67	3,081.17	38,180.16	51,666.70	13,486.54	62,000.00
6320-0000	Garbage Pick-up - Townhomes	5,473.14	6,666.67	1,193.53	57,023.88	66,666.70	9,642.82	80,000.00
	TOTAL OPERATING EXPS. - T.H.	7,558.64	11,833.34	4,274.70	95,204.04	118,333.40	23,129.36	142,000.00
COMMON EXPENSES								
LANDSCAPING & GROUNDS								
6415-0000	Landscape Contract	14,070.00	14,166.67	96.67	140,700.00	141,666.70	966.70	170,000.00
6425-0000	Drainage Repair & Maint-Ground	0.00	1,666.67	1,666.67	5,451.34	16,666.70	11,215.36	20,000.00
6435-0000	Plant Replacement & Imp-Ground	0.00	1,083.33	1,083.33	4,882.50	10,833.30	5,950.80	13,000.00
6440-0000	Irrigation System	654.86	333.33	-321.53	1,375.29	3,333.30	1,958.01	4,000.00
6455-0000	Snow Removal	1,050.00	1,166.67	116.67	5,448.00	11,666.70	6,218.70	14,000.00
	TOTAL LANDS. & GROUNDS	15,774.86	18,416.67	2,641.81	157,857.13	184,166.70	26,309.57	221,000.00
REPAIR & MAINTENANCE- GENERAL								
6510-0000	Repair & Maintenance	1,616.38	1,583.33	-33.05	14,351.21	15,833.30	1,482.09	19,000.00
6515-0000	Equipment Rep. & Maint.-Common	0.00	1,083.33	1,083.33	15,054.96	10,833.30	-4,221.66	13,000.00
6520-0000	Supplies Equipment - Common	79.14	416.67	337.53	4,460.66	4,166.70	-293.96	5,000.00
6525-0000	Supplies Maintenance-Common	0.00	208.33	208.33	796.80	2,083.30	1,286.50	2,500.00
6530-0000	Supplies Cleaning - Common	0.00	41.67	41.67	0.00	416.70	416.70	500.00
6535-0000	Enterphone and Security	222.50	791.67	569.17	4,927.26	7,916.70	2,989.44	9,500.00
6560-0000	Gate Repair & Maint. - Common	0.00	291.67	291.67	5,345.92	2,916.70	-2,429.22	3,500.00
6565-0000	Pest Control - Common	315.00	1,333.33	1,018.33	8,977.05	13,333.30	4,356.25	16,000.00
	TOTAL REPAIR & MAINT.	2,233.02	5,750.00	3,516.98	53,913.86	57,500.00	3,586.14	69,000.00

UTILITIES								
6576-0000	Electricity	166.00	200.00	34.00	1,718.56	2,000.00	281.44	2,400.00
6577-0000	Electricity Ponds - Common	393.00	466.67	73.67	4,084.40	4,666.70	582.30	5,600.00
6580-0000	Electricity Stream - Common	571.00	733.33	162.33	5,986.36	7,333.30	1,346.94	8,800.00
6595-0000	Telephone Caretaker	98.06	141.67	43.61	963.82	1,416.70	452.88	1,700.00
	TOTAL UTILITIES	1,228.06	1,541.67	313.61	12,753.14	15,416.70	2,663.56	18,500.00
RV LOT EXPENSES								
6640-0000	Repair & Maintenance - RV Lot	0.00	125.00	125.00	0.00	1,250.00	1,250.00	1,500.00
6690-0000	Electricity - RV Lot	64.00	79.17	15.17	665.95	791.70	125.75	950.00
	TOTAL OPERATING EXPS-RV LOT	64.00	204.17	140.17	665.95	2,041.70	1,375.75	2,450.00
RECREATION CENTRE - COMMON								
6710-0000	Bldg Repair & Maint-Rec Centre	517.90	750.00	232.10	4,000.84	7,500.00	3,499.16	9,000.00
6712-0000	Equip. Rep. & Maint.-Clubhouse	1,367.70	2,083.33	715.63	6,152.82	20,833.30	14,680.48	25,000.00
6715-0000	Lock Up Costs - Rec. Centre	100.00	175.00	75.00	940.00	1,750.00	810.00	2,100.00
6725-0000	Exercise Equip R & M-Rec Centr	1,080.55	1,000.00	-80.55	10,341.62	10,000.00	-341.62	12,000.00
6730-0000	Workshop R & M-Rec. Centre	32.19	83.33	51.14	251.27	833.30	582.03	1,000.00
6735-0000	Pool Repair & Maint.-Rec. Cent	375.00	750.00	375.00	6,985.24	7,500.00	514.76	9,000.00
6740-0000	Pool Supplies & Chemicals-Rec.	0.00	458.33	458.33	3,577.15	4,583.30	1,006.15	5,500.00
6750-0000	Cleaning Supplies-Rec. Centre	214.57	183.33	-31.24	2,093.43	1,833.30	-260.13	2,200.00
6755-0000	Window & Carpet Cleaning-Rec.	0.00	83.33	83.33	0.00	833.30	833.30	1,000.00
6764-0000	Electricity - Rec. Centre	1,707.00	2,000.00	293.00	17,752.16	20,000.00	2,247.84	24,000.00
6765-0000	Gas - Rec. Centre	1,208.08	2,166.67	958.59	11,854.03	21,666.70	9,812.67	26,000.00
	TOTAL OPER. EXPS-REC. CENTRE	6,602.99	9,733.32	3,130.33	63,948.56	97,333.20	33,384.64	116,800.00
SALARIES & BENEFITS								
6820-0000	Caretaker Salary and Benefits	4,583.34	5,000.00	416.66	45,621.87	50,000.00	4,378.13	60,000.00
6830-0000	Caretaker Assistant Wages	1,276.10	1,625.00	348.90	12,615.16	16,250.00	3,634.84	19,500.00
6865-0000	R. C. Janitor Wages and Ben.	1,680.00	1,833.33	153.33	16,800.00	18,333.30	1,533.30	22,000.00
6875-0000	Payroll Costs	828.50	1,000.00	171.50	8,310.96	10,000.00	1,689.04	12,000.00
6890-0000	Workers Compensation Board	0.00	125.00	125.00	52.50	1,250.00	1,197.50	1,500.00
	TOTAL SALARIES & PAYROLL COSTS	8,367.94	9,583.33	1,215.39	83,400.49	95,833.30	12,432.81	115,000.00
OFFICE EXPENSES								
6910-0000	Equipment Rep. & Maint.-Office	0.00	91.67	91.67	854.71	916.70	61.99	1,100.00
6915-0000	Supplies	122.56	75.00	-47.56	330.16	750.00	419.84	900.00
6920-0000	Telephone & Cable - Office	316.69	291.67	-25.02	3,126.36	2,916.70	-209.66	3,500.00
	TOTAL OFFICE EXPENSES	439.25	458.34	19.09	4,311.23	4,583.40	272.17	5,500.00
ADMINISTRATION								
6970-0000	AGM Expenses - Admin.	0.00	416.67	416.67	3,850.75	4,166.70	315.95	5,000.00
6975-0000	Council Expenses - Admin.	0.00	291.67	291.67	500.00	2,916.70	2,416.70	3,500.00
6980-0000	Legal Expenses	622.53	375.00	-247.53	1,093.86	3,750.00	2,656.14	4,500.00
6984-0000	Postage and Printing	291.38	1,416.67	1,125.29	6,379.73	14,166.70	7,786.97	17,000.00
6985-0000	Insurance Appraisal	0.00	16.67	16.67	0.00	166.70	166.70	200.00
6990-0000	Insurance Premiums	58,877.00	58,877.00	0.00	588,770.00	588,770.00	0.00	706,524.00
6992-0000	Insurance Carrying Charges	1,630.83	1,630.83	0.00	16,308.30	16,308.30	0.00	19,570.00
7000-0000	Management Fees	6,988.58	6,988.58	0.00	69,885.80	69,885.80	0.00	83,863.00
7010-0000	Property Taxes - Admin.	0.00	54.17	54.17	542.47	541.70	-0.77	650.00
7020-0000	Security - Admin.	0.00	166.67	166.67	0.00	1,666.70	1,666.70	2,000.00
7023-0000	Emergency Preparedness	0.00	333.33	333.33	2,044.17	3,333.30	1,289.13	4,000.00
7025-0000	Bank Charges	10.00	12.50	2.50	100.00	125.00	25.00	150.00
7030-0000	Strata Web Site	0.00	33.33	33.33	192.00	333.30	141.30	400.00
7051-0000	Statutory Financial Review	0.00	116.67	116.67	202.13	1,166.70	964.57	1,400.00
	TOTAL ADMINISTRATION EXPENSES	68,420.32	70,729.76	2,309.44	689,869.21	707,297.60	17,428.39	848,757.00
	TOTAL COMMON EXPENSES	103,130.44	116,417.26	13,286.82	1,066,719.57	1,164,172.60	97,453.03	1,397,007.00
	TOTAL EXPENSES	121,518.27	144,542.26	23,023.99	1,273,498.99	1,445,422.60	171,923.61	1,734,507.00
	NET INCOME (LOSS)	23,900.61	-0.01	23,900.62	185,167.23	-0.10	185,167.33	0.00
REVENUE UTILITIES								
REVENUE - APARTMENT UTILITIES								
9260-0000	Utilities Income - Apts.	15,531.50	15,531.50	0.00	155,315.00	155,315.00	0.00	186,378.00
9262-0000	Utilities Interest Income	290.86	0.00	290.86	1,925.70	0.00	1,925.70	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	15,822.36	15,531.50	290.86	179,947.65	178,022.00	1,925.65	209,085.00
UTILITY EXPENSES								
ELECTRICITY - APARTMENTS								
9360-0000	Electricity Kens & Mayfair	2,537.00	2,756.25	219.25	25,271.04	27,562.50	2,291.46	33,075.00
9365-0000	Electricity Windsor	1,593.00	1,750.00	157.00	15,867.37	17,500.00	1,632.63	21,000.00
	TOTAL ELECTRICITY - APART.	4,130.00	4,506.25	376.25	41,138.41	45,062.50	3,924.09	54,075.00
GAS - APARTMENTS								
9410-0000	Gas - Mayfair	2,899.63	2,741.67	-157.96	21,057.77	27,416.70	6,358.93	32,900.00
9420-0000	Gas - Kensington	5,346.86	5,217.50	-129.36	38,265.99	52,175.00	13,909.01	62,610.00


9430-0000	Gas - Windsor	4,722.59	4,958.33	235.74	34,161.14	49,583.30	15,422.16	59,500.00
	TOTAL GAS - APARTMENTS	12,969.08	12,917.50	-51.58	93,484.90	129,175.00	35,690.10	155,010.00
	TOTAL UTILITIES - APARTMENT	17,099.08	17,423.75	324.67	134,623.31	174,237.50	39,614.19	209,085.00
	NET INCOME (LOSS) UTILITIES	-1,276.72	-1,892.25	615.53	45,324.34	3,784.50	41,539.84	0.00
	REVENUE - WATER INCOME							
9650-0000	Water - Apartments	5,760.00	5,760.00	0.00	57,600.00	57,600.00	0.00	69,120.00
9700-0000	Water - Townhouses	8,424.00	8,424.00	0.00	84,240.00	84,240.00	0.00	101,088.00
9725-0000	Water - Interest Income	202.92	0.00	202.92	3,235.80	0.00	3,235.80	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	14,386.92	14,184.00	202.92	167,371.64	164,136.00	3,235.64	192,504.00
	WATER EXPENSE							
9850-0000	Water Usage	16,042.00	16,042.00	0.00	163,923.19	160,420.00	-3,503.19	192,504.00
	TOTAL WATER	16,042.00	16,042.00	0.00	163,923.19	160,420.00	-3,503.19	192,504.00
	NET INCOME (LOSS) WATER	-1,655.08	-1,858.00	202.92	3,448.45	3,716.00	-267.55	0.00



Family Day February 19th

FEBRUARY Events Calendar



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Upcoming EVENTS at a Glance	Mondays WEIGHTS & BANDS 9:00am WALK AWAY POUNDS 9:30am	Tuesdays OSTEO 9:00 am CHAIR YOGA 9:30am	EXERCISE CLASSES Thursdays WEIGHTS & BANDS 9:00 WALK AWAY POUNDS 9:30am	Fridays OSTEO 9:00 am CHAIR YOGA 9:30am	1 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	2 Pub Night BYOB 5 to 7 pm	3
	4	5 Canasta 6:30pm Ladies Pool 6pm	6 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	7 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	8 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	9 Pub Night BYOB 5 to 7 pm	10
Italian Dinner February 17th See poster for details	11	12 Canasta 6:30pm Ladies Pool 6pm	13 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	14 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	15 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	16 Pub Night BYOB 5 to 7 pm	17  Italian Dinner Watch for Posters for more information
Play SNOOKER/ POOL/ BILLIARDS Anytime	18  Movie Night 7:00 pm Fireside Room	19 Canasta 6:30pm Ladies Pool 6pm	20 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	21 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	22 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	23 Pub Night BYOB 5 to 7 pm	24
	25	26 Canasta 6:30pm Ladies Pool 6pm	27 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	28 Coffee 9:15 am Craft & Chat 1:00pm Poker 6 pm Whist 7 pm	29 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm	1 Pub Night BYOB 5 to 7 pm	2