

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

CALL TO ORDER – 1:03 PM

ADOPTION OF PREVIOUS MINUTES

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

CARETAKER REPORT DEC 2023/JAN 2024 – Don

- The front Lions Head ponds were cleaned and refilled.
- Smoke detectors have been replaced in 112 Townhouse and 101 Condo units.
- The back streams and fish pond are being emptied and cleaned the week starting March 18.
- The number of shopping carts left in the Kensington parkade by the elevator doors grew to 6 and I have removed 3 to the RV parking lot.
- Orkin has started work on ants and mice throughout the complex and cockroaches in the Kensington. Anyone with pest issues should notify the office so that they can be added to the list given to Orkin, who will be here weekly on Fridays.

FINANCIAL REPORT – Bob Hyde and Paul Kavanagh

The year-end numbers were not ready for review at this meeting.

BUSINESS ARISING FROM PREVIOUS MINUTES

Pest Control – Orkin has scheduled several units for mice and ant treatments.

There will be further work in the vacant unit of TH171 to repair the drywall damage resulting from removal of the cabinets. Cabinet removal was required for restoration work to be completed in the unit. This expense will be charged back to TH171 and it was **MOVED, SECONDED and CARRIED** to approve this.

The ongoing cockroach problem in the Kensington is being investigated by Orkin who will provide a proposal for the Council to review. It is noted that many residents believe there is a single source of this problem and a letter will be sent to this unit to notify of the complaints. Council believes that the full building treatment was not successful and will consider whether fumigation must be done to resolve this problem. The cost and advisability of fumigation will be explored with Orkin.

Glass Awning in Clubhouse – Vetro Glass is trying one more sample to see if it is a better match to the existing glass panels in the awning. Once this is done they will order the closest match for the replacement panels and schedule the work to be completed.

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

Condo Exposed Balcony Surface Painting – MorInventive will be scheduling this work in April.

Nominations for Council – There are three positions up for election this year. So far no one who is not currently on council has put their name forward to the nomination committee. If you would like to run for Council please submit a written notification to jesse@crpm.ca by **MARCH 28, 2024**. Also please submit a brief introductory biography to be included in the AGM package.

Current council members Paul Dhaliwal, Ron Plankeel, and Bob Hyde are putting their names forward for re-election to another 2-year term.

Noise Issue Between Condo Units – Council is investigating the situation and is in the process of coordinating with the two unit owners to meet in person to discuss the issue.

Insurance – It was **MOVED, SECONDED and CARRIED** to finance the Strata Insurance. Financing was chosen because the interest rate is very reasonable and after reviewing the numbers, was determined to be the most economical way to pay for the insurance. The interest rate charged by the insurance company is less than the interest rate earned on the Contingency Reserve Fund. Putting the insurance cost into the upcoming budget would have resulted in internal carrying costs of approximately \$40,000 while financing results in actual carrying costs of about \$16,000.

Tree Assessment Report - It was decided to wait until the AGM to vote on this as a resolution, as well as to have a resolution to spend up to a specific amount to take care of the various recommendations that may be identified in the report.

Electrical Planning Reports – This will be discussed as a resolution at the AGM.

Front Gate Broken Pavers – These pavers will be replaced when the weather is better.

Pavers by the Windsor – These pavers will be replaced when the weather is better.

Townhouse Driveway Drain Issue – Crush has completed the work to clear a drain blocked by tree roots.

Townhouse Exterior Work – There is damage to a townhouse unit exterior that will be added to the envelope work list for this coming summer.

Un-Safe Bench at Kensington – Council will look into replacing the bench.

Traffic Calming Along 70th Avenue and 138th Street – Anyone who is willing to form a traffic committee to research options and develop a petition to go to the City of Surrey is invited to do so.

Visitor Parking – It was noted that a unit is abusing visitor parking. Violation letters were provided on these vehicles in the past. Council discussed giving the caretaker direction to have the vehicles towed if they are seen parking in visitors parking again. It was **MOVED, SECONDED and CARRIED** to do so.

AGM – The AGM is scheduled to take place on April 23rd, 2024 at Relate Church. The following items were discussed at the Resolution Committee Meeting and brought forward to Council for discussion and to decide which resolutions will be brought to the AGM. It was **MOVED, SECONDED and CARRIED** to bring the following resolutions forward at the AGM:

Spending Resolutions:

1. Townhouse Roof Replacement – Total Levy \$2,556,000 and total CRF contribution \$2,590,000. The resolution will be presented that the Levy Funds will first be exhausted before any CRF funds, and the levy and project will be split in 2 years.
2. Electrical Planning Reports - \$40,000
3. Envelope Repairs - \$85,000
4. Tree Risk Assessment Report - \$10,000
5. Tree Remedial Work from Report - \$10,000
6. Depreciation Report - \$10,000
7. Tractor/Excavator Purchase - \$12,000
8. Roadway Area Patchwork – will be added to the operations budget as a line item for \$30,000.
9. RV lot Line Painting – \$6,195

Rule Changes:

1. No Smoking/vaping as approved at the January meeting.
2. Clubhouse BBQ – to allow usage of the Strata's BBQ on the pool deck to recognized groups within the Strata.
3. Social Committee rules – this is to limit the confusion over events held that are not directly organized or sponsored by the Social Committee

Bylaw Changes:

1. Air Conditioner installation bylaws
2. Electrical Vehicle charger installations
3. No Smoking/Vaping as approved at the January meeting.

It was recommended to bring forward a bylaw about pets and making the bylaws more restricting, however this was not recommended by the Resolution Committee to bring forward as a bylaw resolution.

Council decided that they would not bring forward a resolution to ban BBQ's in the condos. There was concern that there may be legal implications in prohibiting condo owners from using BBQ's while allowing townhouse owners to do so. There was also concern about townhouse owners voting on a potentially controversial issue that affects only condo owners.

A draft AGM package will be reviewed at a later date when all resolutions are put together and a budget is reviewed.

The AGM packages will be hand delivered on the 2nd or 3rd of April. The AGM packages for owners who are not at home to receive their hand delivered packages will have their packages mailed to them on April 4th. If you are able to help in delivering the AGM package please let jesse@crpm.ca or a member of Council know.

CORRESPONDENCE

There were several letters from an owner about the hallway air in the Windsor building being too hot and stuffy. The mechanical contractor was out and the MUA system is working as it should.

Several requests for alterations were received and were reviewed by Council. Alteration approval letters will be sent to these units.

A complaint was made about a vehicle in a driveway having a tarp on it. Council does not believe that any action is required.

There were several questions on the potential levy for the roofing project. The Q and A package addressed several of these questions and it is attached to these minutes. Any questions not answered on the Q and A will be answered by the Strata Manager. Please email questions to jesse@crpm.ca.

Several mice issues were reported and these units have been added to the list for Orkin for follow up.

There have been complaints of someone doing auto repair work in the visitor parking area of the Kensington Building. This is not allowed and if you do see this taking place Council needs to know who it is in order to enforce the bylaws.

There have been reports of Townhouse residents or possibly guests coming to the garbage area of the condos and dumping garbage. This is not permitted. If you witness this please identify who the offender is so that a bylaw violation letter can be sent.

There have been multiple break-ins to the Kensington parkade and Council has had a locksmith out to re-enforce the locks of the Kensington parkade pedestrian gates. Hopefully this will prevent any further break-ins. Zenon has now done the same fix to the pedestrian gates of the Windsor and Mayfair parkades. Thank you Zenon!

There were some questions raised about proxies for the upcoming AGM. The proxies will be reverted back to the normal proxy (as prior to COVID) with no direction added to the proxy form. The "directed proxies" were a temporary measure during COVID when it was necessary to limit the number of persons present at the AGM for health reasons. This is no longer required and the venue that has been rented has ample room for all who wish to attend the AGM. **Please be aware that when you give someone your proxy you are either giving**

them permission to cast your vote as they see fit, or you trust them to cast your vote as you have directed it to be cast. The only way to have 100% control over how your vote is cast is to attend the AGM and cast it yourself.

There was a report of a unit advertised by the realtor as a three bedroom unit, however there are no three bedroom units in Chelsea Gardens. This realtor has been contacted and told that this is an inaccurate advertisement of the unit and that a potential purchaser could be in violation of the occupancy bylaws. They could also potentially be in violation of the City of Surrey bylaws and fire code for occupancy.

A resident wrote reporting a condo parking stall that has a vehicle that is leaking oil and also reported that the window covering colours of another unit are in contravention of a bylaw. The resident requested that in the case of a break-in, that the Council post notices and pictures of any camera footage of the culprit. The writer also expressed the view that it is not necessary to purchase sandbags for emergency preparedness and complimented Paul Kavanagh for his excellent job in presenting the proposed Roofing Project.

Letters were received regarding the potential BBQ restriction bylaw. These were discussed by the resolution committee and council.

A request was made to enclose a balcony as per the bylaws, stating that the balcony would never be enclosed to cover more than 60% of the opening.

A complaint was received about the resident of another unit collecting and disposing of leaves on the complainants' front door area. A letter will be sent to the resident discarding debris on the complainants' limited common property.

Another letter was received regarding the security of the condo buildings. Locksmiths have been to site and carried out upgrades to these parkade doors.

There are reports of residents abusing visitor parking in both townhouses and condos. Violation letters will be placed on these vehicles and failure to comply will result in towing of the vehicles.

A request was made to be able to provide a hot lunch for the landscapers. The Council has no issue in allowing the residents to do such a gesture of appreciation.

A letter was received indicating that a unit with a roof problem should be on the priority list of units to be done in phase one of the roof project. This was confirmed by Council.

A report was made about Century 21 realtors had been advertising / soliciting in Chelsea Gardens which is against the Chelsea Bylaws.

Another request made was to ban use of propane tanks. This was discussed by the resolution committee.

A request made to get another stationary bike for the gym, however there is no plan to add an additional stationary bike at this time.

COMMITTEE REPORTS

CONDOMINIUMS – Debbie

- Orkin is now our pest control contractor and they will be on site weekly to deal with ants, mice and the cockroaches which have been sighted in the Kensington.
- Owners are reminded that it is their personal responsibility to return electronics, Styrofoam and certain other items to the recycle stations. Please be sure to follow the signage at the garbage/recycling area as to what can be disposed of there.
- Please do not add to the number of shopping carts in the parkade outside of the elevators. Please return carts to the parkade immediately after use. If everyone does so three carts should be adequate.

- RooFix has completed the maintenance work deemed necessary on the Condo roofs. Phoenix Roof Consultants have inspected the work and confirmed all the repairs were carried out as specified in the maintenance plan.

TOWNHOUSES – Mike

- No Report

CLUBHOUSE – Paul D

- No Report

LANDSCAPING - Ron

- The lawns will be aerated in the next couple of weeks.
- The lawn borders will be re-established.
- Moss control will be in early April.
- Selection for micro clover lawns will be done this month.

SAFETY AND SECURITY – Ashley

- The last remaining Backup power Backup battery will be replaced shortly.
- There was another break-in on March 6th in the Kensington parkade and a bike was stolen. Unfortunately this happened the day before a fix to the man-gates was put in by our gate service company. The fix seems to be a good one and has been deployed to all applicable doors by Zenon. It appears to be the same person who broke in. The camera recording motion detection only triggered after he had opened the door, so it is hard to tell how he got in.
- No matter what we do, determined criminals will find a way around it. However, we can make it less attractive and less easy to steal. We should make sure:
 - Our vehicles are always locked
 - No valuables are stored in them (especially not in view).
 - Bikes should have chains/locks/deterrents to make them less easy to steal.
- Also, as mentioned before: Please do not prop any exit doors open; what is convenient for you is also convenient for criminals.
- Lastly, if you see a door malfunction, please report it to Don or Val.

IRRIGATION – Ron

- No report

SOCIAL COMMITTEE

- All lot of Irish fun was had over Guinness stew and soda bread, and the new dishwasher was very welcome at cleanup time, when we celebrated St. Paddy in Chelsea style. We are looking forward to a wings and salad night in April, as well as our annual Volunteer Appreciation. The signup sheet is on the Social Committee Notice Board outside the Fireside Room. Anyone who has volunteered in Chelsea in the past year is invited. We have also been working with council on revising the rules governing open events on common property, to make them clearer and more consistent for everyone.

ADMINISTRATION

- FOB/Work order data has been backed up.

PONDS AND FOUNTAINS – Ron

- Streams and ponds will be cleaned this week. Turtles will be placed back in the pond this week.
- Diana Petersen has stepped back from feeding the fish (thank you for your time). Bob Hurley, along with Evelyn, May and Vivian will be taking on the feeding.

RV LOT – Paul D

- Marilyn Thomas met with council to discuss some requests from the RV committee. The RV committee would like to have a proper cleaning of, and new lines painted in the RV lot. The RV committee would

like to re-adjust some of the lines as there are some spots that cannot be properly utilized due to the inconsistent widths of the parking spaces throughout the RV lot.

- It was **MOVED, SECONDED and CARRIED** to approve the quote from Image Painting to clean and repaint the RV lot. . The cost of this work will be included in the 2024/25 operations budget.
- Carrying out this work will require a lot of coordination to have the RV's moved out of the lot for a period of two days. This work will be planned for the summer in the hope that many RV's will be out of the lot because they are being enjoyed by their owners.

ROOFING COMMITTEE – Paul K

- Attached to these minutes is the Q & A document that was sent out after the Roofing Information Meeting.

INVESTMENT COMMITTEE – Paul K

- On February 28, 2024, GIC's totaling \$1.0 million matured. In keeping with a recommendation of the Investment Committee these funds were re-invested with staggered maturity dates. The GIC's were invested with Prospera Credit Union which offered the most favourable rates. The details of the new GIC's are as follows:

Term (years)	Rate (%)	Maturity Date	Amount
1	5.0	March 6, 2025	\$ 200,000
2	5.0	March 6, 2026	\$ 200,000
3	4.2	March 6, 2027	\$ 200,000
4	4.1	March 6, 2028	\$ 200,000
5	4.1	March 6, 2029	\$ 200,000

EMERGENCY PREPAREDNESS – Paul K

- There was a request to get sandbags for flood preparedness. The council requested that the option of using water bags be investigated due to their ease of movement.
- See full report attached.

NEW BUSINESS

55+ Government Exemptions Strata Property Act – Lori Dyck requested to meet with Council and discussed her concerns and the concerns that she is hearing from other realtors in this regard. The Government has determined the exemptions for the 55+ bylaws. Council will look at adding a reference to these exemptions in the bylaws at the AGM. Also, a legal opinion will be obtained on what kind of documentation forms we could have to register under 55+ residents.

Patio Extension Request – It was **MOVED, SECONDED and CARRIED** to approve a townhouse owners request to extend their patio.

Garage Door Operations – There are new garage door programming suggestions posted on the chelseatoday.org website.

Window Quote – There appears to be damage to a window from a previous townhome Owner. Council will investigate the issue to determine whether it is the Strata or the new Owner who will be responsible to have the window repaired or replaced.

Realtor Advertising a Three Bedroom Unit – It was noted that a unit has been advertised as a three bedroom unit. This realtor was contacted and told that there are no three bedroom units in Chelsea Gardens and someone buying the unit could potentially be in violation of Chelsea Gardens or City or Surrey occupancy bylaws.

Mass Pavement Ant Treatment – Orkin has suggested a complex wide pavement ant treatment. We are waiting to obtain quotes for this work.

Kensington Pedestrian Gate Issues – The Kensington pedestrian gates in the parkade were secured by the locksmith. Following this Zenon secured all the other parkade pedestrian gates in the same manner.

Cleaner Issues – There have been some cleaning issues with the cleaner. This was passed onto the company and Council will monitor the quality of work moving forward.

Complaints About a Specific Unit – It was **MOVED, SECONDED and CARRIED** to send a letter to a specific unit about being a potential source of pest issues.

ADJOURNMENT

The meeting was adjourned at 5:38PM

The next Council meeting is the AGM - April 23, 2024 at Relate Church

MASKS, ALTHOUGH NO LONGER MANDATORY, ARE STRONGLY RECOMMENDED IN ALL COMMON AREAS OF THE CLUBHOUSE AND THE APARTMENTS. OWNERS WHO HAVE TESTED POSITIVE FOR COVID ARE REQUIRED TO QUARANTINE FOR A PERIOD OF FIVE DAYS AND THEN, AFTER THAT QUARANTINE PERIOD, WEAR MASKS FOR FIVE DAYS WHETHER INSIDE OR OUTSIDE



CHELSEA GARDENS EMERGENCY PREPAREDNESS



March 2024

The Chelsea Gardens Emergency Preparedness and Response Program is comprised of a number of specific teams. This month's insert highlights the Communications and Transportation Team.

COMMUNICATIONS AND TRANSPORTATION TEAM

The Communications and Transportation (C&T) team is responsible for ensuring that the equipment and processes are in place to facilitate communications between the various emergency response teams and with external emergency services.

Emergency Program volunteers are provided with hand held radios ("walkie-talkies") which will be used by teams in an emergency as phone and cell service may be unavailable or unreliable. The C&T team provides ongoing training for team members. The team also has an amateur radio ("ham radio") which can be used to communicate with community groups in case of an emergency.

(NOTE: we are looking for additional volunteers to operate this radio so if you are interested getting an Amateur Radio Licence, please let us know!)

The team will also arrange transport for injured and those with limited mobility. This may involve transport within Chelsea Gardens and to hospital if ambulance service is not available and immediate medical attention is needed.

During an emergency the C&T team will set up at the command centre (in the lobby of the clubhouse, if available) and act as the focal point for residents arriving at the clubhouse. We expect a number of residents will want to volunteer and help out in an emergency situation and this team will help coordinate those activities.

DID YOU KNOW? Putting together an emergency "grab and go" bag can be easy and inexpensive. Many items may already be in your home or available from a dollar store. Some cash is a good idea to include in case banking systems are down! For a list of other suggested items, see the Chelsea Gardens Emergency Preparedness Guide which is available on the Chelsea Today website.

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.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

Summary of Information Session:

- TH Roofs are original and nearing end of their useful lives.
- Roof replacements are improvements to common property, the cost of which are shared 31.5% to Condos and 68.5% to Townhouses.
- A two-year project time frame is recommended.
- Tender prices range from \$4.2 Million to \$5.1 million.
- Mack Kirk is the preferred contractor at a cost of \$4.331,000.
- The total project cost is **estimated** to be \$5,133,000 when project management and a construction contingency are added.
- The Contingency Reserve Fund (CRF) is not sufficient to pay for the project.
- It is recommended to fund the project 50% from the CRF and 50% from owners.
- The owner portion will be in the form of a special levy.
- For Condo owners the special levy will range from \$3,327 to \$7,012.
- For Townhouse owners the special levy will range from \$6,804 to \$8,427.
- Levies are proposed to be done in two equal payments 50% in 2024 and the other 50% in 2025.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

1. Do you have a rough estimate of the costs for each of the future other major projects that you need the contingency fund for?

Answer:

There are estimates for all of the projects except for the EV infrastructure as that is a new requirement. However, the estimates are now three years old. The next depreciation report which is due this year will provide updated estimates.

2. Are we thinking of 1 payment/year or maybe 2 for the levy?

Answer:

Council is proposing to divide the special assessment into two annual payments.

3. How much longer will the maintenance work extend the life of the condo roofs?

Answer:

The roofing consultant advised that the useful lives of the Condo roofs could be extended by investing in some initial maintenance. The cost in the current fiscal year is about \$20,000. Annual inspections would be required to identify any further problem areas which would be addressed at that time. It is not possible to give an accurate estimate of the remaining life of the Condo Roofs.

4. How does a levy work for payment?

Answer:

Levy payments are be made by authorized debit as is the case for the monthly strata fees or by cheque or money order.

5. Why are we doing this in two years and not over a longer time?

Answer:

It is the Consultant's opinion that majority of the roofs in need of replacement. We are still seeing failures in the newest roofs in addition to some of the older roofs. By doing the roofs over two years we are trading off a lower price today versus a higher price in the future. Extending the project over a longer period of time increases the risk of further price increases and labour shortages as construction activity increases to address the housing shortage. Deferring the work over a longer time may also make it more difficult to get insurance coverage for water damage.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

6. If this is passed at the AGM when would the work actually start? Being on the west side of the clubhouse when would I expect my roof to be replaced?

Answer:

The project is divided into two phases with those townhouses east of the clubhouse being addressed in the first phase. Also included in the first phase are those townhouses whose roofs are currently covered in tarps. Townhouses west of the clubhouse will be addressed in the second phase. If a particular block experiences leaks before it's scheduled time, an assessment will be made to determine whether that block moves up in the order of priority. The start date will depend on passing the resolution, reviewing and signing a contract and the time it takes the contractor to mobilize.

7. Is it a separate contactor for the gutters?

Answer:

Council initially reported that Mac Kirk would be doing it in house. However, on further investigation it has been determined that none of the contractors do gutters in house. This is the only instance where work is contracted out. The work on the gutters will be subject to the same scrutiny by the inspector.

8. What happens if you sell during the levy process?

Answer:

The seller must pay the part of the special levy that is payable before the date of conveyance. The buyer is responsible for the instalments due after the date of conveyance.

9. What about the extras – skylights, vents, chimneys, upgraded shingles?

Answer:

The detailed specifications that were issued in the tender include requirements to replace all skylights, vents, chimney tops and any rotted fascia and roof sheeting. The shingles selected are comparable to those recently installed on blocks 101 to 104 and 197 to 202.

10. What kind of Warranty will there be?

Answer:

There is a 5-year labour warranty from the contractor and a 40-year warranty from the manufacturer on materials. The manufacturer's warranty is non-prorated over the first 15 years.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

11. Is there a performance bond?

Answer:

In our specifications we dictate crew size which helps with the schedule of the project. A bid bond or a performance bond just ends up costing the owners more money. Using contractors that have been around for a long period of time tell us that they are not likely to become insolvent. The payment schedule dictates that the contractor isn't overpaid providing further protection to the owners.

12. What happens if the roofing company goes bankrupt?

Answer:

The contractors who were invited to bid on the project all have good track records. The contractor who was selected has been in the roofing business since 1908. This reduces the risk that a contractor could go bankrupt.

13. What is the cost over 5 years?

Answer:

It is very difficult to estimate the cost over five years as contractors are not prepared to quote prices that far into the future. This is due to unexpected price increases and supply shortages.

14. When is the plan for the condo replacement? Will we be doing another Levy? Or how do we plan for paying for this?

Answer:

The plan for the condo roof replacements will depend on the results of annual inspections going forward. The replacement will very likely happen in the next five years. The requirement for a levy will depend on the contract price at that time, as well as the value of the CRF relative to the cost.

15. What happens to left over funds from levy?

Answer:

If there is a surplus at the end of the project it can either be paid out to owners based on unit entitlement (provided the \$100 minimum per unit is met) or retained in the CRF to fund future projects. Council's preference would be to keep a surplus in the CRF. This will depend on how the resolution presented to the Owners is worded. If the money to be paid to the contractor is first to come from the Levy funds then there will most likely be no money returned as the levy fund will be exhausted.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

16. What was the Levy back in the day for the Condo building envelope?

Answer:

The total levy for the Condo building envelope project was around \$9 Million. The individual owner levy would depend on the application of the unit entitlement formula.

17. Could we hire two companies at the same time?

Answer:

There is a practical limit to the number of workers that can efficiently work on the site at the same time. Going with two contractors would also result in a higher overall costs as the contractors would be getting a smaller piece of the work. This can also create confusion for warranty work in the future and a more difficult task to organize dealing with multiple parties and would most likely increase the cost of our project manager to oversee the project as this creates more work for them. This also requires the Strata Corporation to become the General Contractor for the overall project, meaning we are liable for the two companies on our property at the same time.

18. Of the identified leaks, how many were flat roofs? Does keeping the workers who clean the gutters off the roof with her large boots help us at all?

Answer:

The majority of the leaks occurring to date have been in the flat roofs. Occasional access to the roofs is not detrimental to the condition of the roofs.

19. How will we address the extras?

Answer:

Change orders will be issued for any extra work. This will most likely result from the discovery of rotten fascia or roof sheeting. In the tendering process each contractor provided their respective material prices and labour rates for extras. Chelsea Gardens will be charged for time and materials plus a 20% profit margin. This formula is standard practice in the industry.

20. Along with the new roofs, will the rain gutters be replaced, what quality and will the cost be included?

Answer:

The gutter and downspout replacements are identified as a separate component of the contract. The specifications are the same as those used for the TH roofs that were completed last year.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

21. What is the amount required in the CRF at any time?

Answer:

As of November, 2023, there is no specified balance that a strata should have in their CRF. The only legislated requirement is that on an annual basis the strata must contribute an amount equal to 10% of its operating budget. Over time Council should be targeting to have a balance that can cover a reasonable portion of expected future projects. Council must always take a long-term view that balances the need to have a generous CRF to the owners' ability to pay higher monthly strata fees.

22. What happens if the project goes over significantly?

Answer:

If the cost of the project were to significantly exceed the initial estimate Council would have to consider using more of the CRF, taking out a loan or another special levy. However, due to the relatively short project time frame, the reliance on a project manager and the construction contingency included in the estimate Council believes it has minimized the risk of a material overage.

23. Should there be two contingencies or an escalation clause.

Answer:

The contractors' bids were based on maintaining their labour costs over the two-year time frame. Contractors are not prepared to fix the price of materials beyond one year given the recent history of significant price increases from suppliers. The construction contingency is intended to cover the projected price increase in year two.

24. What assurance do we have that the contractor will not quit before the work is completed?

Answer:

The contractor has been in business for a long time. The contractor also has their own reputation to protect which could negatively impact their ability to win future work.

25. What happens if this does not pass? What are the options?

Answer:

If the resolution does not pass the options are:

**Townhouse Roof Replacement Project
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Highlights and Question and Answers**

- 1) Re-assess the input from the AGM and schedule an SGM with a new option for the Owners to vote on, however, this means that we would have to pay to have another tendering process, rental of another venue to have the meeting, risk of increased prices from the bids and chances of the preferred bids crews will no longer be available forcing us to go with an alternate company.
- 2) Re-assess again and determine that the full project will not be an option and host an SGM to pass a resolution to spend a yet to be determined amount to replace priority roofs. which will still require us to go through new bidding process as the cost of this work is still extensive.

26. How long would the work take each year? Time frame?

Answer:

This would be determined when selecting the contractor for the job and lined out in the CCDC contract that is signed. We anticipate approving the company to start May or June. The first phase should be completed in five to six months.

27. Should we have options to consider at the AGM.

Answer:

Council believes the most cost-effective approach is to complete the project over a two-year period, use approximately \$2.6 million from the CRF and fund the balance through a special levy.

28. Does this affect mortgages.

Answer:

Deferring the replacement of a failed roof can effect the Strata or property owner to obtaining insurance therefore, this can effect mortgages as mortgage brokers want to protect their investment. If no insurance can be obtained no one will be able to obtain a mortgage.

29. Why did we stop the clubhouse roofs from being completed?

Answer:

An inspection of the east side clubhouse roof indicated that this section was in relatively good shape and only required several repairs. These repairs were carried out last year. The roof will be inspected on a regular basis for any further signs of deterioration.

**Townhouse Roof Replacement Project
Information Session – February 24, 2024
Highlights and Question and Answers**

30. What is the price for the condo roof replacements?

Answer:

In the 2021 depreciation report it was estimated that the condo roof replacement would cost about \$1.5 million. It is anticipated the actual price will be higher due to the rapid increase in the cost of roofing materials over the past three years. A new depreciation report will be prepared in 2024 which will include a revised estimate.

31. Why don't we do condos at the same time?

Answer:

If Council included the condo roofs at this time then the levy would increase by a material amount. Council's objective was to minimize the levy to the extent possible and to carry out preventive maintenance on the Condo roofs so that the CRF could increase over time to offset some of the cost.

32. Can we restrict how many proxies an individual can hold?

Answer:

No, there are no restrictions under the Act as to how many proxies a person may hold at a meeting.

33. How will Proxies work this year?

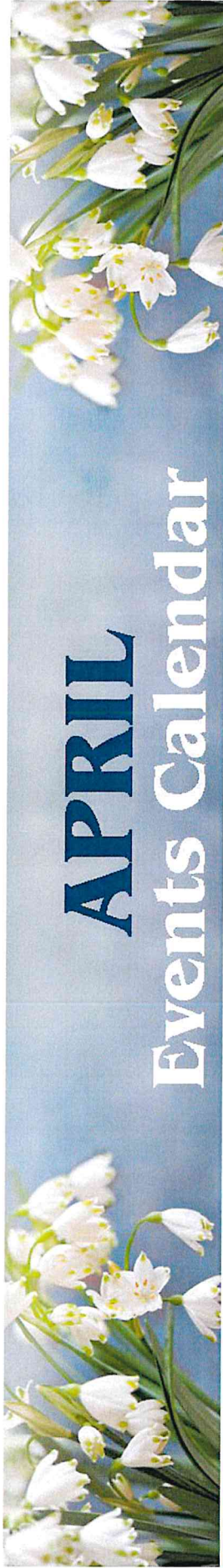
Answer:


In previous years we have used a directed proxy to give direction to the proxy holder. However, this has created confusion and assumptions that proxy holders have altered proxy directions which is not true. We will be reverting back to a traditional proxy that is simply just providing the vote to the proxy holder, and they may take the direction from the person that provided the proxy to them. However, there is no obligation of the proxy holder to vote as the direction provided.

34. Will there be multiple resolution options presented to the Owners?

Answer:

There is a large risk in providing multiple options for this type of resolution as it could mean that all resolutions fail. Therefore, the Council will be providing the best possible option, in the best interest of the Strata Corporation.



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1 Canasta 6:30pm Ladies Pool 6pm	2 Pillow Pals 1:30 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 Volunteer Appreciation Tea 2:00—4pm	8 Canasta 6:30pm Ladies Pool 6pm	9 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 Pillow Pals 1:30 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 Wings & Salad CASH BAR 5 to 7 pm See Poster for details	20	
21  Movie Night 7:00 pm	22 Canasta 6:30pm Ladies Pool 6pm	23 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	
28	29 Canasta 6:30pm Ladies Pool 6pm	30 Pillow Pals 1:30 Bridge 6:30 pm Bible Study 7pm Poker Pool 7pm	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

- Volunteer Appreciation Tea Sun, April 7 2:00-4pm See Poster & Sign-up sheet
- Wings & Salad CASH BAR Fri., April 19 5 to 7 pm See Poster for details
- Movie Night Sun., April 21 7:00 pm
- Fireside Room See Poster for details
- Craft Lesson April 24th 1:00 pm
- Fireside Room See for posters for details
- Play SNOOKER/ POOL/ BILLIARDS Anytime