



MONTHLY COUNCIL MEETING MINUTES

Tuesday May 28, 2024

LOCATION/TIME - 1:00PM LIBRARY

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

Strata Mgt: Jesse Train

Regrets:

STRATA COUNCIL - 2023/2024

EXECUTIVES

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

Non-Council Assignments:

Zenon Jalbert - T202
Marilyn Thomas - T168
Terry Aguillon - K212

COMMITTEE ASSIGNMENTS

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

Website
RV
Roofing

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

ADOPTION OF PREVIOUS MINUTES

It was **MOVED, SECONDED and CARRIED** to approve the minutes from May 7, 2024 Council Meeting.

CARETAKER REPORT MAY 2024 – Don

- Smoke Detector Update: 349 units are complete and 45 units still need smoke detectors replaced.
- The lions head pond was drained and cleaned.
- The gate and clubhouse fountains and hot tub were also drained and cleaned.
- The new swimming pool liner separated from the wall in a few spots when the pool was being filled which meant that filling the pool had to cease until Pond's Pool and Spa were able to rectify the problem. The issue has now been rectified and the pool has been filled and is heating. The pool will open once Fraser Health has inspected and approved it for opening.

FINANCIAL REPORT – Bob Hyde and Paul Kavanagh

For March, the first month in our fiscal year, the figures are attached to the minutes and show an Operating Budget surplus of \$24,505. The financial reports for April have been delayed.

The changes in Strata Fees approved at the Annual General Meeting should now be caught up and future monthly fees should be as published in the AGM information package.

Water and sewer combined is one of our biggest expenses. This year it is estimated at over \$228,000 and is based on usage.

These are the current stage 1 City of Surrey water restrictions that started May 1:

- Lawn Watering: Only on Saturday mornings, from 6am to 9am for all of Chelsea Gardens. The automatic system watering of lawns, such as our irrigation system, is also limited to Saturday mornings only, but from 5am to 7am.
- Trees, Shrubs, Flowers, Edible Plants: Hand watering using a hose with an automatic shut off device (spray nozzle) or using a drip system can be done at any time. Sprinklers can be used any day but only from 5am to 9am.
- Any fines imposed by Surrey for watering outside of the permitted times will be charged back.

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

BUSINESS ARISING FROM PREVIOUS MINUTES

Pest Control Committee – Marie Steen and Paul Dhaliwal have volunteered as the initial members of the Pest Control Committee. They require a few more volunteers to be involved in this. If interested, please reach out to jesse@crpm.ca. The committee will work with Don and Orkin to devise a plan moving forward. The committee will report back to the Council to determine if Orkin is sufficient for us or whether we should look for alternative contractors to take care of Chelsea Gardens' pest issues.

Glass Awning in Clubhouse – The glass has been ordered and will be installed soon.

Expiring Smoke Detectors – Nearing completion, 45 units remain to have smoke detectors replaced.

Condo Exposed Balcony Surface Painting – Many people have reached out asking to be added to the list of balconies with peeling paint. These balconies will be inspected and reviewed as to which balconies require surface painting and which are just for aesthetic purposes. Owners will have to pay the cost of painting balconies for aesthetic purposes.

Tree Assessment Report – The arborist has completed the report and it will be sent over for the Council to review. The first priority will be to remove any hazardous trees and this will be done as soon as possible.

Electrical Planning Reports – It was **MOVED, SECONDED and CARRIED** to start the process of having electrical planning reports done by Brilliant Lighting Solutions. The company will be requested to meet with Council to ensure that everyone is on the same page and verify that their quote is correct.

Mass Pavement Ant Treatment – We are still waiting for Orkin to provide a quote for this.

Excavator/Tractor – Council will seek information to answer the various questions that Owners voiced at the AGM in regards to Chelsea Gardens purchasing, owning and operating this equipment.

Window Cleaning/Building Cleaning – It was **MOVED, SECONDED and CARRIED** to approve spot building cleaning and window cleaning of the Condo Buildings. It was decided to postpone Townhouse cleaning for both building and window cleaning until after the roof project is completed.

Complaints About a Specific Unit – Council received a response to the letter which was sent to the unit that is assumed by some residents, to be a source of mouse and cockroach problems. The council reviewed the response and agreed with it that it cannot be confirmed that this is the source unit for the pest issues in the Condo building. We need help from our pest company, which has not been meeting Council's expectations to date. We are hopeful that the Pest Control Committee will be able to collaborate with Orkin, resulting in much improved and effective service from them.

Vehicle Leaking Oil – Further investigation on an oil leak is required.

Pest Control Committee – Marie Steen from TH177 has put her name forward to be on the committee and Paul Dhaliwal will be the Council Liaison to it.

Parking Committee – We have a volunteer to be a Parking Committee member for the Kensington. We need a volunteer for each Condo building and perhaps each street of the Townhomes. If interested, please reach out to jesse@crpm.ca. Volunteers would be asked to monitor the visitor parking to place warning notices on offending vehicles and to report infractions to Council. Upon multiple violations by repeat offenders and with prior approval from Council, they may be asked to call a tow truck to remove violating vehicles.

Leaks and Resulting Damage – Attached to these minutes is a flow chart of how the Strata will respond to damage resulting from water leaks. This document was not inserted in the last Council Meeting Minutes as had been intended.

Fireplace Chimney Cleaning – Council will investigate the option of cleaning fireplace venting.

Composted Bark Mulch Delivery – The Bark Mulch was delivered on May 23 and consumed in a short period of time. There is no plan to get more composted bark mulch this year.

Leaking Sprinkler Pipe – The fire sprinkler in the Mayfair has been repaired.

Block Party – The date for the block party is to be determined by the group organizing it for their street. They may post notices when they have decided on the date.

Door Framework – Jeff Morin will repair a balcony door frame in the Mayfair.

Trash and Treasure Day – June 15th is trash and treasure day. Notices have been posted.

Complex Wide Garage Sale – Council has approved a complex-wide garage sale on Saturday, June 8th. The gate schedule will not be changed. Notices will be posted.

Rules For Rental of Fireside Room – Council and Social committee have deferred review until a later date.

East Gate Kiosk – Council will obtain quotes for work to be done on the East Gate Kiosk.

Speeding – Numerous incidents of vehicles speeding in the complex have been reported. Residents who have intervened to ask the offenders to slow down have been met with rude and sometimes aggressive behaviour. Everyone is asked to respect the speed limit of 15 kph within the complex. We have many residents who move slowly and many visiting children who can be put at risk by speeding vehicles.

CORRESPONDENCE

A complaint was sent about the fishpond's current status. The council is working on how to better manage the pond.

There were several pest control complaints/reports. These units were added to Orkin's list for service.

A thank you was passed on to Council for allowing some residents to carry out a project outside of the Kensington. The work done by the volunteers has greatly beautified the area and is appreciated by Council.

There was a report that the resolution for the Roof levy did not match with the fee schedules. It was noted at the AGM that there was an error in the resolution regarding the range of how much the levies were, however the resolution did go on to state that the actual levies would be listed in the levy schedules.

A landscaping request was received, reviewed and passed on to the landscapers for attention.

A request was received to have a complex wide Garage Sale prior to the Trash and Treasure Day. The Garage Sale is scheduled for June 8th, 2024.

A response was received to the call for volunteers for the creation of a Pest Control Committee.

A complaint was received about continuing parking violations by a repeat offender in a Condo. Ownership of the vehicle has been identified and a bylaw violation letter will be sent.

A complaint was received regarding ongoing parking violations by a repeat offender in the townhouse visitor parking. A letter will be sent to the responsible unit and violation notices will be placed on these vehicles that are parking overnight and shuffling throughout the visitor parking in Chelsea Gardens. Further violations could result in the vehicles being towed off the property.

Several complaints were received about the dumping of unwanted or "free" items in the condo garbage areas. This is not to be done. The cameras will be reviewed, and the violators will be sent bylaw violation letters. It is not Chelsea Gardens Council, Staff or Strata Corporations' responsibility to dispose of unwanted items/garbage.

A sighting of cockroaches was reported in the Kensington. We are still waiting for Orkin to provide a plan. A Pest Control Committee is being formed to help with the situation.

A complaint was received about the Council representation of the condos. The complaint cited garbage being left behind, an oil leak, as well as the status of the insurance claim (which is discussed later in the minutes). Council believes all residents are being fairly represented and their concerns are being addressed.

A complaint was received about the blowing of the leaves by the landscapers. This was addressed with Council and the landscapers.

A complaint was received indicating that there are Christmas type lights on a balcony. These are not Christmas lights and are not against the bylaws.

A complaint was received in regards to a gutter issue. Don will address the issue.

An Owner wrote asking to be permitted to beautify the Chelsea Gardens sign area at 70th and 138th. Council approved this and will consult with the volunteers to determine the best options for the area.

A complaint was received about a neighboring resident smoking pot. Because this has caused a nuisance to another unit, a letter will be sent to the source unit.

COMMITTEE REPORTS

CONDOMINIUMS – Debbie

- There has been an increase in the dumping of inappropriate items in the garbage/recycling areas of the Kensington and Windsor. Residents are reminded that when they need to dispose of items which are not acceptable for deposit in the organics or recycle bins or the trash compactor, it is the owners' responsibility to take the items to a recycling depot.
- Many thanks to Dianne Houghton and John Day who have spent many hours and so much effort to beautify the grassed area in front of the Kensington.
- The Hot Water Tanks in the Mayfair and the Kensington have been secured with seismic bracing.
- Please do not prop open any of the exit doors from the building as this represents both a security risk and a potential entryway for rodents.

TOWNHOUSES – Mike

- No Report

CLUBHOUSE – Paul D

- There have been on-going issues with the start up for the pool.
- The pool should be ready very shortly.
- There was a liner issue which has been resolved by Pond's Pools.
- The second hole has been drilled for the volleyball standards

LANDSCAPING - Ron

- The micro-clover will be started this week.
- Moss control and lawn fertilizer will be continued this week (weather permitting)
- Removal of dead plants is continuing
- Some lawns that are in bad shape will be top dressed and reseeded.

SAFETY AND SECURITY – Ashley

- The Mayfair front door had issues as the reader was not working even after I reset it. Citiloc was called in to fix the issue and it is working now. However, Citiloc will be returning to sort out some more wiring issues that were found. We will be getting an estimate from them on increasing the number of readers allowed by the software in the Clubhouse, which is currently maxed out. Victor, Zenon and I will be working on mapping out and documenting the systems, both for us and the technicians that work on the system.
- There was an incident where some electrical breakers in the Electrical room were shut off in the apartments causing some condo units to be without power. Ron reset them (thank you Ron). This, and some past incidents where the FOB system was interfered with, suggests that we should have the Electrical rooms on the FOB system. Though the Electrical keys have been rekeyed the keys seem to get around. FOB controllers will allow monitoring usage and access to these areas.

IRRIGATION – Ron

- Irrigation start-up is ongoing.

SOCIAL COMMITTEE

- A sold-out group came to enjoy Taco Night. There was lots of good food, and a fun time. We are really looking forward to our Indian Summer Dinner on June 7th. Harprit has been fabulous, working so hard to put this on. Tickets are almost gone. BYOB.

- We are also hard at work planning a Canada Day Celebration as we celebrate Chelsea's 30th Birthday. Come out and join the fun, rain or shine.

ADMINISTRATION

- Council has received a new Agency Agreement from Crossroads Management outlining revised fees for various service provided by our property manager. These fees were incorporated into the budget which was approved at the AGM.

PONDS AND FOUNTAINS – Ron

- A new pump has been obtained for reflection pond.
- It was **MOVED, SECONDED and CARRIED** to install an Aqua Scape system to help with the cleanliness of the fishpond.

RV LOT – Marilyn Thomas, Barry Miller, Brian Coates

- As was approved at the AGM on April 23, 2024 the RV Lot is being cleaned up this summer with new stall numbers and lines being painted. It will take two (2) days between July 17 to 19 to clean up debris, pressure wash and paint. Our preferred days are July 18 & 19 depending on weather. Debris and garbage will be removed, followed by the power washing of the entire storage lot. Line and stall painting will follow. The lot is being examined to determine the need for painting existing lines, extending the width of some stalls and/or reorganizing the vehicles within the lot. Some of you will be assigned a new stall number, and in some cases a new location as a result of losing many end stalls due to the installation of the security system.
- IT IS IMPERATIVE THAT ALL VEHICLES ARE REMOVED FROM THE RV LOT during this period of time. We chose July so that as many as possible would be away enjoying their RV, camper, or boat etc. Where possible, residents should move their vehicle to their driveway for the required two nights or off-site if possible. The RV Committee will assign suitable street parking within Chelsea Gardens based on vehicle type to each resident as required to minimize disruption. The cooperation of all residents of Chelsea will be requested in Council Minutes.
- ACTION: Contact Marilyn Thomas at marilyn.thomas112@me.com if you need to park your vehicle on the street within Chelsea Gardens.
- Further communication will come by email as to the exact dates and times for moving your vehicle(s) out of the storage lot. Any new stall numbers will be communicated to you via email.

ROOFING COMMITTEE – Paul K

On May 16, 2024, members of the Roofing Committee and Council met with representatives of Mack Kirk Roofing & Sheet Metal Limited and Ted Neef of Phoenix Roofing Consultants. Ted Neef is the Project Manager for Chelsea Gardens. In addition to introducing the main contacts for the townhouse roof replacement project there was also a review of the project logistics, communication structure and administration. One primary goal of the project is to minimize the disruption to residents.

The highlights of the meeting are as follows:

- All project communication will flow through Ted Neef. Residents who have issues or concerns once the project commences can contact Ted, Paul Kavanagh or Jesse Train at Crossroads. Ted will be responsible to review all issues with Mack Kirk.
- The project will start the week of June 3, 2024 however, Mack Kirk has requested to do a mock up on Units 133-138 starting on May 27th. This townhouse block was selected to start as it is one that currently has a tarp over some leaks. The next block to be addressed will be the 213-216 block for the same reason. The start dates are weather dependent.
- Phoenix Roof Consultants will post notices to all owners.
- The hours of operation will be Monday to Friday 7:00 am – 7:00 pm. Crews may need to stay later in order to close roof sections. Saturday work will be considered if the project falls behind schedule.
- The staging area will be the Clubhouse/main entrance visitor parking. During workdays the incoming lane will be blocked off and the outgoing lane will be turned into two-way traffic complete with delineators and direction signs. Disposal bins will be set in visitor parking spots that are near the working area and will change throughout the project. Mack Kirk will create a site plan showing where bins will be placed throughout the project.

- After the tarped roofs have been replaced work will commence on the townhouse blocks on the east side immediately inside the front gate. The work will start on block 319-324 and alternate back and forth across the street to 325-328 then to 329-334, and continue in that manner down to the east gate area. The crews will be plugging into the external power outlets of the affected blocks. Further updates on the direction of the project will be issued as the work progresses.
- Questions were also raised from a review of the intended contract between Chelsea Gardens, Mack Kirk and Phoenix. Those questions were answered to the satisfaction of Council members in attendance. Certain follow-up questions were forwarded to Ted Neef after the meeting which were also answered satisfactorily.

INVESTMENT COMMITTEE – Paul K

- No Report

EMERGENCY PREPAREDNESS – Paul K

- It was **MOVED, SECONDED and CARRIED** to approve installing plaques for unit location identification outside of each condo.
- See full report attached.
- It was also noted that there will be an emergency response table top exercise for all teams on June 1, 2024 in the Fireside room. The purpose of this exercise is to prepare the teams for a live exercise which is scheduled for June 22, 2024. The live exercise will be coordinated from the Clubhouse with activities taking place in various locations within Chelsea Gardens.

NEW BUSINESS

Reflection pool pump – Council will get this changed out soon.

Turtles – Council is further investigating the options for the turtles, Koi and Gold Fish.

More Card readers for access control system – Council is investigating options for the Access Control System.

Seismic bracing hot water tanks – The Hot Water Tanks in the Mayfair and the Kensington have been secured with seismic bracing.

TH214 Tarp – The tarp that blew off of TH214 during a recent storm has been resituated.

Easy Energy going door-to-door – While the company Easy Energy has been licensed by the BC Utilities Commission to sell natural gas through the Customer Choice program, residents are advised to be diligent when dealing with individuals identifying as representatives of Easy Energy. You may or may not be dealing with scammers. This company and other secondary sellers of natural gas will look to have you sign a fixed rate contract for a fixed term ranging from one to five years. This may not be in your best interest. Residents should note that FortisBC does not go door-to-door selling natural gas.

Condo residents should note that their gas is paid for by Chelsea Gardens and billed back through your maintenance fees.

Chelsea Gardens does not permit solicitation on site.

Kensington Flood Examination from Previous Years – Jesse Train, met with the lawyers of City Fire at what was called an examination for discovery. A couple residents that were affected in the flood also attended in a separate zoom call. This was to go over the information on how the claim arose and to answer questions from the lawyers of the defendant.

Smoking – A reminder that the area by the entrance to the clubhouse is not a smoking area. This has caused a nuisance to many people entering and exiting the clubhouse and is in violation of Bylaw 3 and the City of Surrey smoking bylaw. Therefore, those who smoke there could be subject to bylaw violation letters and fines.

Caregiver explanations – There has been some questions regarding Caregivers and how the exemptions work:

The government has provided for specific exemptions to the age restrictions bylaws:

- If you are under 55 but living in the unit on the day the SGM is held approving this bylaw and continue to live there after the bylaw is passed, you can stay even though you are under 55;
- If you are a **live in caregiver** for someone that requires a live in caregiver and you are under 55, the live in caregiver can stay even if they are under 55;
- If one person in the strata lot is 55 or older, their spouse and children can live in the unit even if they are all under 55. So their spouse can be 40, and their kids can be any age from newborn up;
- If one person is exempt because they were under 55 when the bylaw passed and living in the strata lot (i.e. the first exemption), then if they later marry or have children, their spouse and children can live in the strata lot even if they are all under 55.

By definition a **live in caregiver is someone who provides care continuously**. That is also found in section 123.2(b) of the SPA reproduced below. The live in caregiver must meet the requirements of the SPA as highlighted below, and not just be a helping hand around the strata lot. **The resident must be in need of a continuing caregiving**. The common definition of caregivers are those who provide assistance and support for the person that otherwise cannot do so for themselves.

Limits to age restriction bylaws

123.2 A requirement in a bylaw for one or more persons residing in a strata lot to have reached a specified age does not apply to any of the following persons:

(a) a person who meets all of the following criteria:

(i) immediately before the bylaw was passed,

(A) the person resided in the strata lot, and

(B) by residing in the strata lot, the person was not contravening any bylaw restricting the age of persons who may reside in the strata lot;

(ii) the person continues to reside in the strata lot after the bylaw is passed;

(b) a caregiver who resides in the strata lot for the purpose of providing care to another person who

(i) resides in the strata lot, and

(ii) is dependent on caregivers for continuing assistance or direction because of disability, illness or frailty;

(c) a person in a prescribed class of persons.

ROOF LEVIES - The 1st payment for the roof levy was scheduled to come out on June 1, 2024. This was a Saturday, so the banks may not have tried to withdraw from accounts that have made payment arrangements. It is also noted that accounting will have to do these withdrawals in waves and if you provided your approval for payment a couple weeks ago will be processed shortly, if you just recently sent your approval in it might take a few more days or next week before you see the amount leave your account.

If you do not see the amount come out of your account by the middle of June, Crossroads will send a follow up statement letter advising of the amount owed.

It is reminded that written authorization must be provided. You can do so by simply sending an email to sandie@crpm.ca or jesse@crpm.ca that says:

"I Authorize Crossroads Management to take the amount for the phase 1 roof levy on June 1, 2024 and phase 2 roof levy on June 1, 2025 for unit _____ of LMS1416 Chelsea Gardens."

Failure to make reasonable arrangements to have this levy paid in good time can result in fines

The levy payment process is not instantaneous and please be patient while we facilitate the 395 levies that are being sent our way for processing.

ADJOURNMENT

The meeting was adjourned at 5:17 PM
The next Council meeting is June 25th 2024.

CHELSEA GARDENS EMERGENCY PREPAREDNESS



May 2024

The Chelsea Gardens Emergency Preparedness and Response Program is comprised of a number of different teams, each of which have specific roles and responsibilities. This month's insert highlights the upcoming emergency practical response exercise that will involve all of our teams.

EMERGENCY RESPONSE EXERCISE – SATURDAY JUNE 22

The Chelsea Gardens Emergency Preparedness and Response Program will be conducting a practical response exercise on **Saturday, June 22, from 1 to 4 pm**. This exercise will involve response team activities in a number of areas throughout our property, including in and around the Clubhouse (the Clubhouse will be off-limits to normal use during this period) and some of the streets, condo buildings, townhouses and green spaces. Signs will be placed at strategic locations indicating that an emergency exercise is in progress.

The exercise scenario will be based on a moderate level earthquake and potential problems that could result. We will be assuming that, because of the earthquake, we cannot expect the normal response by our local emergency services (Police, Fire Ambulance). Hence, we would be required to address these potential problems only with the resources we have available in Chelsea Gardens.

Prior to the exercise, some residents may be approached to volunteer for the exercise to report situation information to a responder, act as an emergency situation casualty, or be an on-the-spot volunteer for the exercise.

Most of our volunteer responders will be wearing vests in a variety of colours, with team names on them. Townhouse and Condo team members will be wearing Green or Orange ball caps. Our normal means of communication between our responders during an emergency response will be by walkie-talkie radios, so do not be alarmed if you hear responders talking about emergency situations – they are likely fictional situations for exercise purposes.

If you encounter our team members during the exercise, please do not approach them or interfere in their activities. If you have, or identify, a real emergency situation, tell one of our responders of the real emergency – we will suspend our exercise and deal as best we can with the emergency.

Did you Know? When an emergency situation has been declared at Chelsea Gardens and our emergency program response teams have been activated, residents of Chelsea Gardens can volunteer on-the-spot to assist in various response activities by presenting themselves to the Incident Command Post. If the Clubhouse is usable in the emergency, it will become the Incident Command Post. Otherwise, a nearby townhouse garage may be chosen. The Communications & Transportation Team has been tasked to coordinate the assignment of on-the-spot volunteers.

Our community is always changing: residents move out and others move in, some decline in capability with time, and others have changes in personal priorities. Thus, volunteers leave the program. We will always need more volunteers to ensure our emergency response is effective. If you are interested in contributing to your community in a very positive way, contact the Emergency Program Leader, Doug McLeod, at kdmcleod@telus.net, or 778.591.3999.

Balance Sheet (Accrual)
CHELSEA - Operations - 02 (lms1416)
March 2024

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	134,263.88
1027-0000	Bank - Water Surcharge	83,267.16
1028-1300	Bank - Golf Tournament Funds	3,428.67
1029-0000	Bank - Apt Utilities	51,944.35
1030-0000	Bank - Exercise Room	1,339.59
1040-0000	Bank - Social Committee	6,335.85
1200-0000	Prepaid Insurance	83,323.52
1300-0000	Accounts Receivable	4,653.86
	TOTAL ASSETS	368,774.23

LIABILITIES

2010-0000	Accounts Payable	94,244.96
2012-2500	Accrued Expenses	954.45
2014-0000	Accrued Water & Sewer	19,052.12
2017-0000	Social Committee Fund	6,335.85
2018-0000	Exercise Room	1,339.59
2019-0000	Golf Tournament Fund	3,428.67
2035-0000	Security Deposits	300.00
2170-0000	Vacation Payable	4,601.82
2250-0000	Pre-Paid Fees	1,018.36
	TOTAL LIABILITIES	131,275.82

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	173,522.15
3500-0500	Prior Year-Adjustment	-3,437.50
3510-0000	Net Income - Current Year	24,505.43
3510-2000	Net Income - Utilities	37,758.93
3510-3000	Net Income - Water & Sewer	5,149.40
	TOTAL OWNERS' EQUITY	237,498.41
	TOTAL LIABILITIES AND EQUITY	368,774.23

Date: MAY 21/2024
Accountant: 
Property Manager: 

Budget Comparison (Accrual)
CHELSEA - Operations - 02 (lms1416)
March 2024

Prepared For:
CHELSEA - Operations - 02

Surrey, BC

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

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual	
INCOME								
4010-0000	Strata Fees	71,381.62	71,063.92	317.70	71,381.62	71,063.92	317.70	852,767.00
4012-0000	CRF Strata Fees - Apartments	-21,036.75	-21,036.75	0.00	-21,036.75	-21,036.75	0.00	-252,441.00
4015-0000	Parking, Scooter & EV Parking	656.00	625.00	31.00	656.00	625.00	31.00	7,500.00
4022-0000	Move in/out	400.00	83.33	316.67	400.00	83.33	316.67	1,000.00
4025-0000	Prior Year Surplus (Deficit)	6,290.25	6,290.25	0.00	6,290.25	6,290.25	0.00	75,483.03
	TOTAL	57,691.12	57,025.75	665.37	57,691.12	57,025.75	665.37	684,309.03
4030-0000	Strata Fees	130,476.86	133,713.33	-3,236.47	130,476.86	133,713.33	-3,236.47	1,604,560.00
4032-0000	CRF Strata Fees - Townhomes	-45,767.75	-45,767.75	0.00	-45,767.75	-45,767.75	0.00	-549,213.00
4037-0000	Prior Year Surplus	8,597.26	8,597.26	0.00	8,597.26	8,597.26	0.00	103,167.16
	TOTAL	93,306.37	96,542.84	-3,236.47	93,306.37	96,542.84	-3,236.47	1,158,514.16
OTHER								
4040-0000	Rental - Fireside Lounge	50.00	83.33	-33.33	50.00	83.33	-33.33	1,000.00
4045-0000	Rental - Caretaker Suite	600.00	600.00	0.00	600.00	600.00	0.00	7,200.00
4050-0000	Rental - Guest Suites	600.00	750.00	-150.00	600.00	750.00	-150.00	9,000.00
4055-0000	R.V. Parking	850.00	750.00	100.00	850.00	750.00	100.00	9,000.00
4065-0000	Interest Income	1,251.99	624.98	627.01	1,251.99	624.98	627.01	7,499.81
4066-0000	Remote Control Sale	145.00	200.00	-55.00	145.00	200.00	-55.00	2,400.00
	TOTAL OTHER	3,496.99	3,008.31	488.68	3,496.99	3,008.31	488.68	36,099.81
	TOTAL INCOME	154,494.48	156,576.90	-2,082.42	154,494.48	156,576.90	-2,082.42	1,878,923.00
EXPENSES								
6030-0000	Apt Janitor/Contract Services	2,089.50	2,500.00	410.50	2,089.50	2,500.00	410.50	30,000.00
6208-0000	Building Maint. - Apartments	1,611.45	5,000.00	3,388.55	1,611.45	5,000.00	3,388.55	60,000.00
6215-0000	Equipment Maint.-Apartments	5,606.40	6,666.67	1,060.27	5,606.40	6,666.67	1,060.27	80,000.00
6268-0050	Elevator Maint. - Apartments	1,327.65	1,875.00	547.35	1,327.65	1,875.00	547.35	22,500.00
6275-0000	Gate & Door Maint. - Apartment	262.50	583.33	320.83	262.50	583.33	320.83	7,000.00
6279-0000	Garbage Pick-up - Apts.	1,840.28	2,250.00	409.72	1,840.28	2,250.00	409.72	27,000.00
	TOTAL EXPS. BEFORE UTILITIES	12,737.78	18,875.00	6,137.22	12,737.78	18,875.00	6,137.22	226,500.00
TOWNHOUSE EXPENSES								
6315-0000	Building Maint. - Townhomes	5,744.26	7,500.00	1,755.74	5,744.26	7,500.00	1,755.74	90,000.00
6320-0000	Garbage Pick-up - Townhomes	5,553.18	6,041.67	488.49	5,553.18	6,041.67	488.49	72,500.00
	TOTAL OPERATING EXPS. - T.H.	11,297.44	13,541.67	2,244.23	11,297.44	13,541.67	2,244.23	162,500.00
COMMON EXPENSES								
LANDSCAPING & GROUNDS								
6415-0000	Landscape Contract	14,070.00	14,500.00	430.00	14,070.00	14,500.00	430.00	174,000.00
6425-0000	Drainage Repair & Maint-Ground	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00
6435-0000	Plant Replacement & Imp-Ground	0.00	1,083.33	1,083.33	0.00	1,083.33	1,083.33	13,000.00
6440-0000	Irrigation System	0.00	333.33	333.33	0.00	333.33	333.33	4,000.00
6455-0000	Snow Removal	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	24,000.00
	TOTAL LANDS. & GROUNDS	14,070.00	19,583.33	5,513.33	14,070.00	19,583.33	5,513.33	235,000.00
REPAIR & MAINTENANCE- GENERAL								
6510-0000	Repair & Maintenance	2,192.03	4,166.67	1,974.64	2,192.03	4,166.67	1,974.64	50,000.00
6515-0000	Equipment Rep. & Maint.-Common	0.00	1,458.33	1,458.33	0.00	1,458.33	1,458.33	17,500.00
6520-0000	Supplies Equipment - Common	76.84	1,000.00	923.16	76.84	1,000.00	923.16	12,000.00
6525-0000	Supplies Maintenance-Common	363.45	250.00	-113.45	363.45	250.00	-113.45	3,000.00
6530-0000	Supplies Cleaning - Common	0.00	41.67	41.67	0.00	41.67	41.67	500.00
6535-0000	Enterphone and Security	300.72	791.67	490.95	300.72	791.67	490.95	9,500.00
6560-0000	Gate Repair & Maint. - Common	0.00	500.00	500.00	0.00	500.00	500.00	6,000.00
6565-0000	Pest Control - Common	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00
	TOTAL REPAIR & MAINT.	2,933.04	9,875.01	6,941.97	2,933.04	9,875.01	6,941.97	118,500.00
UTILITIES								
6576-0000	Electricity	152.00	200.00	48.00	152.00	200.00	48.00	2,400.00
6577-0000	Electricity Ponds - Common	390.00	466.67	76.67	390.00	466.67	76.67	5,600.00

6580-0000	Electricity Stream - Common	515.00	733.33	218.33	515.00	733.33	218.33	8,800.00
6595-0000	Telephone Caretaker	95.20	125.00	29.80	95.20	125.00	29.80	1,500.00
	TOTAL UTILITIES	1,152.20	1,525.00	372.80	1,152.20	1,525.00	372.80	18,300.00
	RV LOT EXPENSES							
6640-0000	Repair & Maintenance - RV Lot	32.47	125.00	92.53	32.47	125.00	92.53	1,500.00
6690-0000	Electricity - RV Lot	69.00	79.17	10.17	69.00	79.17	10.17	950.00
	TOTAL OPERATING EXPS-RV LOT	101.47	204.17	102.70	101.47	204.17	102.70	2,450.00
	RECREATION CENTRE - COMMON							
6710-0000	Bldg Repair & Maint-Rec Centre	0.00	750.00	750.00	0.00	750.00	750.00	9,000.00
6712-0000	Equip. Rep. & Maint.-Clubhouse	1,635.38	2,083.33	447.95	1,635.38	2,083.33	447.95	25,000.00
6715-0000	Lock Up Costs - Rec. Centre	80.00	183.33	103.33	80.00	183.33	103.33	2,200.00
6725-0000	Exercise Equip R & M-Rec Centr	43.64	1,000.00	956.36	43.64	1,000.00	956.36	12,000.00
6730-0000	Workshop R & M-Rec. Centre	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
6735-0000	Pool Repair & Maint.-Rec. Cent	1,113.90	750.00	-363.90	1,113.90	750.00	-363.90	9,000.00
6740-0000	Pool Supplies & Chemicals-Rec.	0.00	458.33	458.33	0.00	458.33	458.33	5,500.00
6750-0000	Cleaning Supplies-Rec. Centre	28.73	208.33	179.60	28.73	208.33	179.60	2,500.00
6755-0000	Window & Carpet Cleaning-Rec.	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
6764-0000	Electricity - Rec. Centre	1,659.00	2,000.00	341.00	1,659.00	2,000.00	341.00	24,000.00
6765-0000	Gas - Rec. Centre	1,200.37	2,000.00	799.63	1,200.37	2,000.00	799.63	24,000.00
	TOTAL OPER. EXPS-REC. CENTRE	5,761.02	9,599.98	3,838.96	5,761.02	9,599.98	3,838.96	115,200.00
	SALARIES & BENEFITS							
6820-0000	Caretaker Salary and Benefits	5,208.34	5,416.67	208.33	5,208.34	5,416.67	208.33	65,000.00
6830-0000	Caretaker Assistant Wages	1,276.10	1,625.00	348.90	1,276.10	1,625.00	348.90	19,500.00
6865-0000	R. C. Janitor Wages and Ben.	1,680.00	1,833.33	153.33	1,680.00	1,833.33	153.33	22,000.00
6875-0000	Payroll Costs	1,410.85	1,000.00	-410.85	1,410.85	1,000.00	-410.85	12,000.00
6890-0000	Workers Compensation Board	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
	TOTAL SALARIES & PAYROLL COSTS	9,575.29	9,958.33	383.04	9,575.29	9,958.33	383.04	119,500.00
	OFFICE EXPENSES							
6910-0000	Equipment Rep. & Maint.-Office	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
6915-0000	Supplies	0.00	75.00	75.00	0.00	75.00	75.00	900.00
6920-0000	Telephone & Cable - Office	316.68	333.33	16.65	316.68	333.33	16.65	4,000.00
	TOTAL OFFICE EXPENSES	316.68	508.33	191.65	316.68	508.33	191.65	6,100.00
	ADMINISTRATION							
6970-0000	AGM Expenses - Admin.	1,760.00	500.00	-1,260.00	1,760.00	500.00	-1,260.00	6,000.00
6975-0000	Council Expenses - Admin.	0.00	291.67	291.67	0.00	291.67	291.67	3,500.00
6980-0000	Legal Expenses	0.00	375.00	375.00	0.00	375.00	375.00	4,500.00
6984-0000	Postage and Printing	1,417.87	1,000.00	-417.87	1,417.87	1,000.00	-417.87	12,000.00
6985-0000	Insurance Appraisal	0.00	16.67	16.67	0.00	16.67	16.67	200.00
6990-0000	Insurance Premiums	60,496.33	60,496.33	0.00	60,496.33	60,496.33	0.00	725,956.00
6992-0000	Insurance Carrying Charges	1,371.35	2,093.08	721.73	1,371.35	2,093.08	721.73	25,117.00
7000-0000	Management Fees	6,988.58	7,500.00	511.42	6,988.58	7,500.00	511.42	90,000.00
7010-0000	Property Taxes - Admin.	0.00	54.17	54.17	0.00	54.17	54.17	650.00
7020-0000	Security - Admin.	0.00	166.67	166.67	0.00	166.67	166.67	2,000.00
7023-0000	Emergency Preparedness	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00
7025-0000	Bank Charges	10.00	12.50	2.50	10.00	12.50	2.50	150.00
7030-0000	Strata Web Site	0.00	33.33	33.33	0.00	33.33	33.33	400.00
7051-0000	Statutory Financial Review	0.00	116.67	116.67	0.00	116.67	116.67	1,400.00
	TOTAL ADMINISTRATION EXPENSES	72,044.13	72,906.09	861.96	72,044.13	72,906.09	861.96	874,873.00
	TOTAL COMMON EXPENSES	105,953.83	124,160.24	18,206.41	105,953.83	124,160.24	18,206.41	1,489,923.00
	TOTAL EXPENSES	129,989.05	156,576.91	26,587.86	129,989.05	156,576.91	26,587.86	1,878,923.00
	NET INCOME (LOSS)	24,505.43	-0.01	24,505.44	24,505.43	-0.01	24,505.44	0.00
	REVENUE UTILITIES							
	REVENUE - APARTMENT UTILITIES							
9260-0000	Utilities Income - Apts.	13,860.08	13,860.08	0.00	13,860.08	13,860.08	0.00	166,321.00
9262-0000	Utilities Interest Income	258.31	100.00	158.31	258.31	100.00	158.31	1,200.04
9264-0000	Prior Year Surplus (Deficit)	41,978.96	41,978.96	0.00	41,978.96	41,978.96	0.00	41,978.96
	TOTAL APARTMENT UTILITIES	56,097.35	55,939.04	158.31	56,097.35	55,939.04	158.31	209,500.00
	UTILITY EXPENSES							
	ELECTRICITY - APARTMENTS							
9360-0000	Electricity Kens & Mayfair	2,508.00	2,916.67	408.67	2,508.00	2,916.67	408.67	35,000.00
9365-0000	Electricity Windsor	1,645.00	1,875.00	230.00	1,645.00	1,875.00	230.00	22,500.00
	TOTAL ELECTRICITY - APART.	4,153.00	4,791.67	638.67	4,153.00	4,791.67	638.67	57,500.00
	GAS - APARTMENTS							
9410-0000	Gas - Mayfair	3,060.38	2,666.67	-393.71	3,060.38	2,666.67	-393.71	32,000.00
9420-0000	Gas - Kensington	5,822.60	5,000.00	-822.60	5,822.60	5,000.00	-822.60	60,000.00
9430-0000	Gas - Windsor	5,302.44	5,000.00	-302.44	5,302.44	5,000.00	-302.44	60,000.00
	TOTAL GAS - APARTMENTS	14,185.42	12,666.67	-1,518.75	14,185.42	12,666.67	-1,518.75	152,000.00

TOTAL UTILITIES - APARTMENT		18,338.42	17,458.34	-880.08	18,338.42	17,458.34	-880.08	209,500.00
NET INCOME (LOSS) UTILITIES		37,758.93	38,480.70	-721.77	37,758.93	38,480.70	-721.77	0.00
REVENUE - WATER INCOME								
9650-0000	Water - Apartments	7,494.40	7,494.40	0.00	7,494.40	7,494.40	0.00	89,932.80
9700-0000	Water - Townhouses	10,960.56	10,960.56	0.00	10,960.56	10,960.56	0.00	131,526.72
9725-0000	Water - Interest Income	380.59	150.00	230.59	380.59	150.00	230.59	1,800.00
9745-0000	Prior Year Surplus (Deficit)	5,365.97	5,365.97	0.00	5,365.97	5,365.97	0.00	5,365.97
TOTAL WATER INCOME		24,201.52	23,970.93	230.59	24,201.52	23,970.93	230.59	228,625.49
WATER EXPENSE								
9850-0000	Water Usage	19,052.12	19,052.12	0.00	19,052.12	19,052.12	0.00	228,625.49
TOTAL WATER		19,052.12	19,052.12	0.00	19,052.12	19,052.12	0.00	228,625.49
NET INCOME (LOSS) WATER		5,149.40	4,918.81	230.59	5,149.40	4,918.81	230.59	0.00

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
March 2024

Page 1
05/21/2024
9:45 PM

Prepared For:
CHELSEA - Contingency - 02

Surrey, BC

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

ASSETS

1025-0000	Bank - Westminster - Contingency	2,420,720.65
1038-1363	Prospera GIC - 5.0000% - Mar 6/2025	200,000.00
1038-1364	Prospera GIC - 5.0000% - Mar 6/2026	200,000.00
1038-1365	Prospera GIC - 4.2000% - Mar 6/2027	200,000.00
1038-1366	Prospera GIC - 4.1000% - Mar 6/2028	200,000.00
1038-1367	Prospera GIC - 4.1000% - Mar 6/2029	200,000.00
1106-0000	Insurance Claim Receivable	147,191.42
	TOTAL ASSETS	<u>3,567,912.07</u>

LIABILITIES

2010-0000	Accounts Payable	1,163.47
2012-2500	Accrued Expenses	20,687.80
	TOTAL LIABILITIES	<u>21,851.27</u>

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	3,468,550.67
3510-0000	Net Income - Current Year	77,510.13
	TOTAL OWNERS' EQUITY	<u>3,546,060.80</u>
	TOTAL LIABILITIES AND EQUITY	<u>3,567,912.07</u>

Date: MAY 21 2024
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Contingency - 02 (lms1416c)
March 2024

Prepared For:
CHELSEA - Contingency - 02

Surrey, BC

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

		MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
	INCOME							
4010-5000	Strata Fees - Apartments	21,036.75	21,036.75	0.00	21,036.75	21,036.75	0.00	252,441.00
4010-6000	Strata Fees - Townhomes	45,767.75	45,767.75	0.00	45,767.75	45,767.75	0.00	549,213.00
	TOTAL	66,804.50	66,804.50	0.00	66,804.50	66,804.50	0.00	801,654.00
4031-0000	Interest Income	12,454.10	0.00	12,454.10	12,454.10	0.00	12,454.10	0.00
	TOTAL	12,454.10	0.00	12,454.10	12,454.10	0.00	12,454.10	0.00
	TOTAL INCOME	79,258.60	66,804.50	12,454.10	79,258.60	66,804.50	12,454.10	801,654.00
	TOWNHOUSE EXPENSES							
6342-2024	2024 Townhouse Envelope Repairs	1,043.47	7,083.33	6,039.86	1,043.47	7,083.33	6,039.86	85,000.00
	TOTAL OPERATING EXPS. - T.H.	1,043.47	7,083.33	6,039.86	1,043.47	7,083.33	6,039.86	85,000.00
	COMMON EXPENSES							
	LANDSCAPING & GROUNDS							
6425-2024	Tree Risk Assessment & Remediation	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00
	TOTAL LANDS. & GROUNDS	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00
	REPAIR & MAINTENANCE- GENERAL							
6512-2024	Electrical Planning Report	0.00	3,333.33	3,333.33	0.00	3,333.33	3,333.33	40,000.00
6521-2024	Fire Equipment Replacement	705.00	0.00	-705.00	705.00	0.00	-705.00	0.00
	TOTAL REPAIR & MAINT.	705.00	3,333.33	2,628.33	705.00	3,333.33	2,628.33	40,000.00
	RV LOT EXPENSES							
6640-2024	RV Lot - Painting	0.00	516.25	516.25	0.00	516.25	516.25	6,195.00
	TOTAL OPERATING EXPS-RV LOT	0.00	516.25	516.25	0.00	516.25	516.25	6,195.00
	TOTAL COMMON EXPENSES	705.00	5,516.25	4,811.25	705.00	5,516.25	4,811.25	66,195.00
	TOTAL EXPENSES	1,748.47	12,599.58	10,851.11	1,748.47	12,599.58	10,851.11	151,195.00
	NET INCOME (LOSS)	77,510.13	54,204.92	23,305.21	77,510.13	54,204.92	23,305.21	650,459.00



JUNE Events Calendar



Sun		Mon		Tue		Wed		Thu		Fri		Sat	
9:00am Pool Exercises		Monday Tuesday Pool Exercises		Wednesday Pool Exercises		Thursday Pool Exercises		Friday Pool Exercises				1	
6:15 pm Pool Volleyball		3 Craft & Chat 1:00pm Canasta 6:30pm Ladies Pool 6pm		4 Bridge 6:30 pm Poker Pool 7pm		5 Coffee 9:15 am Poker 6 pm Whist 7 pm		6 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm		7 Indian Summer Dinner Night BYOB 4:30 Dinner at 6:00		8	
2 Movie Night 7:00 pm 		10 Craft & Chat 1:00pm Canasta 6:30pm Ladies Pool 6pm		11 Pillow Pals 1:30 Bridge 6:30 pm Poker Pool 7pm		12 Coffee 9:15 am Poker 6 pm Whist 7 pm		13 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm		14 Pub Night BYOB 5 to 7 pm		15	
9		17 Craft & Chat 1:00pm Canasta 6:30pm Ladies Pool 6pm		18 Bridge 6:30 pm Poker Pool 7pm		19 Coffee 9:15 am Poker 6 pm Whist 7 pm		20 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm		21 Pub Night BYOB 5 to 7 pm		22	
16		24 Craft & Chat 1:00pm Canasta 6:30pm Ladies Pool 6pm		25 Pillow Pals 1:30 Bridge 6:30 pm Poker Pool 7pm		26 Coffee 9:15 am Poker 6 pm Whist 7 pm		27 Dance Advanced 2:00 Everyone 2:30 Euchre 7 pm		28 Pub Night BYOB 5 to 7 pm		29	
23 Movie Night 7:00 pm 		30											

**Upcoming
EVENTS
at a
Glance**

Indian Summer
Dinner Night
BYOB
Mendi and
Sari Wrapping
Demonstration
4:30-5:30
Dinner at 6:00
BYOB
June 7th
See posters for
details

Movie Night
June 2nd
&
June 23rd
7:00 pm
Fireside Room
Watch for posters
for details

Play
SNOOKER/
POOL/
BILLIARDS
Anytime



CrossRoads Management Ltd.

Dear Chelsea Gardens

As the Special Resolution and Special Levy was approved at the Annual General Meeting of April 23, 2024, we wanted to explain how to make your payment.

Please refer to the Special Levy Schedules in the Minutes and we ask that you return this form as soon as possible. The fee schedule pages show your share, based on unit entitlement (essentially the square footage of your home) of the APPROVED Special Levy of \$2,590,000 to conduct a Re-Roofing Project in two phases which will commence May of 2024. This will be a levy that happens over 2 years. **One payment on June 1, 2024 and the next payment to occur on June 1, 2025.**

- You should note. that, although the resolution indicates that the Special Levy is due and payable upon passage of the Special Resolution, owners are being given an extension to pay on **June 1, 2024** and **June 1, 2025**, except that any owner who sells their unit is obligated to pay any Special Levy owed prior to conveying the unit.
- **Failure to pay the special levy on time can lead to the Strata Corporation imposing a lien and any legal fees associated with applying the lien to the unit charged back.**

There are a couple ways to pay this Special Assessment:

- ❖ You can provide **two** cheques dated **June 1, 2024** and **June 1, 2025**. Cheques should be made payable to LMS1416 Chelsea Gardens and can be sent to CrossRoads Management at the following address:
#215 – 7455 132 Street, Surrey, BC V3W 1J8.
- ❖ You can indicate, below, your permission to take the amount out of the usual bank account that we withdraw your maintenance fees and this would happen on June 1, 2024 and June 1, 2025. You could then forward this authorization to CrossRoads Management at the address shown above or, via email to sandie@crpm.ca.
- ❖ Or simply email sandie@crpm.ca the below filled out information.

I hereby grant permission to CrossRoads Management to withdraw my Special Levy payment from the bank account regularly used for my maintenance fees on **June 1, 2024 and June 1, 2025.**

Name: _____ Signature: _____

Unit Number and Address: _____

If you fill this out and submit it, this means you are granting permission for both payment dates and will not need to provide further authorization for the 2025 payment.