

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

E-Mail: ross@crpm.ca or chelseacouncil@crpm.ca

COUNCIL MEETING MINUTES – TUESDAY, JANUARY 24, 2017 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2016/2017

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Zenon Jalbert – TH-202

SECRETARY

Bob Hurley - W-122

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Garry Kirkland - K-405

Gordon Yamashita - K202

Zenon Jalbert - TH-202

LANDSCAPING/SECURITY

Charlie Sweet-W227

MAINTENANCE/LIAISONS

Garry Kirkland - Townhouses

Gordon Yamashita – Apartments

SOCIAL LIAISON

Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Gordon Yamashita

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

CLUBHOUSE EXERCISE ROOM/WORKSHOP

/BRING FORWARD

Zenon Jalbert

FOUNTAINS/PONDS

Bob Hurley

CLUBHOUSE OFFICE

Valerie Morris

M, TU, TH, and F - 11:00 ARE to Noon

Guest suite booking and Keys

CARETAKERS

(7:00 ARE-3:00 PM-Monday-Friday)

John Unger - (604) 834-4578

(5:00 PM-7:00 AM Monday-Friday)

(7:00AM-1:00PM Saturday)

Nights/weekends – Valerie Morris

(604) 834-4578

STRATA MANAGER

Ross Ruddick

Gerry Blanchard

E-Mail: ross@crpm.ca

CROSSROADS MANAGEMENT LTD.

1011, 7445 132ND STREET,

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

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

ATTENDANCE:

Bernice Hutton

Victor Monasch

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Gordon Yamashita

Bob Hurley

REGRETS

Ross Ruddick, Strata Manager

Jesse Train, Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:00 PM by Bernice Hutton, President and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the December 20, 2016 council meeting as circulated.

CARRIED

(3) CARETAKER'S REPORT – JANUARY 2017

I guess the question on everyone's mind has been, when is winter going to go away. It has been a challenge to say the least. With the weather improving and warmth finally starting to return our attention once again will be to sprucing up and spring cleaning. The salt, sand and snow removal has created extra work and so volunteers that can donate a few hours of their time for pressure washing would be greatly appreciated. We have contractors ready to tackle the town homes and wash them down and Jeff is getting ready to do work on the areas that have been isolated as in need of repair before damage goes any further. Edenflo is aware of the units that still have drainage issues and will set up a schedule to complete what they weren't able to do before everything froze.

Estimates are in for the carpeting of stairwells in the Kensington and now it's a matter of colour choice. The Kensington and Windsor both have issues with leaking pipes but nothing can be done at this point until the weather is warm enough for us to shut down the

radiant heating in order to do the repairs necessary. The gate estimates for the Kensington and Mayfair have been done and a new door ordered for the Kensington after a truck plowed through doors in both buildings. Work has also been done to the man doors next to the car gates. The video footage shows everything that happened but unfortunately we were unable to get a face view because of a hood he was wearing. It is a reminder however after examining hours of footage that making sure gates are closed before you continue your excursion whether walking or driving is a must. The question remaining is how did he get in and how did he elude everyone during his exit. Just a reminder that even though we may think an incident is too small to report, the RCMP have made it clear that suspicious behavior or theft of any kind should be reported.

In the coming months we will start deleting redundant fobs. It will be a bit daunting but for security and to help improve the speed of the system it is necessary. Blue Mountain has supplied us with new fobs should you be in need of one. (60.00, for the grey, 10.00 for the small one)

Please make sure that if you have vehicles parked without current plates that storage insurance is provided to Crossroads. It is also important to note that should you be doing renovations that these are cleared with strata.

Pricing for the updating of the Mayfair is coming along and we will be at a point soon of choosing colours and décor.

So far I am pleased with the progress Atlas Pest Control is making but we have a long way to go with the ant and wasp issues. I have purchased 80 wasp traps which we will hang and monitor in problem areas. Crows! Let's just say if we only had a gun. We are going to try a few suggested techniques to scare them off and hopefully we can start to minimize the number that seem to have decided the ponds and streams are a great place for bathing and softening their food. I have also noticed when doing rounds that food is being left out for the wild life. I know the skunk and two families of raccoons I see in the mornings are thankful for the free meal but these cute little bandits can be very destructive should they decide to take up residence somewhere within Chelsea walls.

We are contemplating use of a new carpet cleaning service and once a decision has been made about whether or not we will go with them he has offered special rates to units that would like a cleaning done. It will have to be done on a day when they are here but that is something to be arranged between the company (Service master), and home owners. Quotes for painting the exterior walls of the complex are also being gathered and a decision made as to the extent of the work and who and when.

As a final note please use the good neighbour attitude when it comes to noise issues. When carpets are removed it is important to remember noise travels to the floors below. This also carries over to odors created from cooking. If you are cooking foods that come with strong odors it may be necessary to purchase an ionizer or charcoal filtering system to help purify the air. These last two items are difficult to discuss because of the sensitive nature but they are brought forward and we should all be aware.

Stable Electric and I did a test for boosters in the parkades and Uniden has sent a schematic of where to best utilize the antennas. It will be nice to have cell phone reception in the underground.

If you have any concerns or items that need attention please let me know.

John Unger

EVENING AND WEEKEND CARETAKER REPORT

This month has gone by very fast, only one major incident to report on. On Saturday, January the 14th the Mayfair and the Kensington gates were driven through in attempt to steal a truck. The police and Charlie Sweet went through the surveillance cameras to no avail as they could not get a clear picture of the culprit as it was too dark and he was wearing a hoody. The Mayfair gate was fixed that night and the Kensington was secured as it was too badly damaged.

Val Morris

(4) FINANCIAL REPORT

The Financial Report ending December 31, 2016 was reviewed by the Treasurer. We are still tracking well on the budget in all expense categories. It was **MOVED** and **SECONDED** to approve the financial statements ending December 31, 2016. **CARRIED**

There are a couple owners in arrears regarding stale dated cheques and not having enough funds. These are being followed up by CrossRoads.

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Entrance Bricks** – The contractors that are going to be doing the leveling of the entrance bricks now have better weather to do the job. Once a date has been decided notice will be given out to owners regarding the entrance and exit area at the front of the complex will be out of order. Means of egress will be at the South, East gate during this time.
There are also some areas around the Kensington that need attention and this will be addressed at the same time.
- b. **Visitor parking retaining walls** – The retaining walls that are located around some of the visitor parking stalls are starting to deteriorate. It was **MOVED** and **SECONDED** to rebuild the base and all damaged wall sections from the ground up to correct the settling of the wall. New crushed drain rock is to be installed at the base and behind the wall and all wall caps repaired or replaced. This work will be done in the spring. **CARRIED**
- c. **Retaining Wall** – For some time there has been soil erosion located at the back of unit..... the landscapers suggested that a retaining wall be installed to mitigate this problem that has been going on for far too long. It was **MOVED** and **SECONDED** to supply and install a boulder retaining wall to assist in erosion control on a sloped garden bed. Once the work is complete there may be some damage to the turf in the back yard. It was **MOVED** and **SECONDED** to remove, dispose and replace the turf after the completion of the wall. This work will start in the spring. **CARRIED**
- d. **Clubhouse Canopy Leak** – The leak in the clubhouse has been put off until better weather. Once there is a stretch of sufficient weather the new glass company will address the issue.
- e. **Trench TH152 – Pipe collapsed** – The pipe that has collapsed has had a temporary fix to mitigate the problem for now. Our landscapers are going to have someone out to manually dig to access the broken pipe for replacement. Once this is done further investigation can commence.

- f. **Pest Control** –The resident caretaker is very happy with the new pest control company. They have been making progress with some of the on going ant issues but have ways to go.
- g. **Resolution Committee** – The resolution committee notices are up. The committee will be asking two owners to be on this committee when the resolutions are ready to be considered.
- h. **Nomination Committee** – The nomination committee notices are up. If you are interested in submitting a resume please contact Bob Hurley or Charlie Sweet or put in an envelope for Crossroads Management.
- i. **Windsor Elevator Issue** – There has been an on going issue with the elevator in the Windsor where sometimes the elevator and the floor do not sit flush. There is an allocated allowance but owners have reported to our caretaker that sometimes it is off by at least 2 inches. The caretaker has called out the elevator company many times but they still have not fixed the issue. Until they actually fix the problem council has advised the strata manager not to pay their invoices. If you notice that the elevator is not sitting flush please contact the caretaker and if you can take a picture because it can be difficult to re-produce the problem.
- j. **Lighting Sensors** – The electrician met with Hydro to have the lights assessed for rebate purposes and during the inspection it was noted that some of the new LED tubes have been replaced with florescent tubes. Council was not pleased to hear this and would like to remind owners that these lights are saving the strata corporation money. Council does not want to install guards on the lights but if this keeps happening it may need to be done.
It was brought to council’s attention that some of the light sensors in the Windsor are not set far enough forward. Council will have the electrician double check which areas need to be adjusted.

(6) CORRESPONDENCE

- An owner wrote complaining about cooking smells from another unit. They requested that council have someone inspect the other unit’s new hood fan above their stove to make sure it was set up correctly, which it was. Upon further inspection it was noted that the linen closet where the smell seems to be coming from has about a one inch gap from the bottom of the baseboard to the floor. Council believes that this could be the reason for the intense smells. Council has advised the Strata Manager to send a letter to this owner regarding this situation.
- An owner wrote regarding the overfilling of blue boxes and placing items such as paper and light plastic on the top. In doing so when the wind comes through they end up all over the place. Council would like to remind owners to be careful of what you put in the top of your bin. They are not to be overfilled so that items blow away.
- Numerous owners wrote regarding the increase in the crow population. This is because our constantly running streams provide the birds drinking water while other water supplies are frozen. Council has asked the Strata Manager to find a solution to repel all these crows before it becomes nesting season.
- An owner wrote requesting that when the chairs in the card room are replaced or re-upholstered that council makes sure there will be casters on them. Council has indicated that the original

chairs have casters now and, if replaced, will make sure casters are on the new chairs.

- An owner wrote requesting a Chelsea Gardens garage sale. Council has denied this request as it would compromise security.
- An owner requested to have a scale purchased for the weight room. Council has denied this request as unnecessary.
- An owner wrote regarding loud music being played early in the morning and late at night. They were also concerned that this owner has been doing their laundry later in the evening. The Strata Manager visited the owner regarding these issues and the owner has agreed to be more courteous to the neighbor below and make sure that volume is at a lower level and to do laundry earlier in the evening.

(7) COMMITTEE REPORTS

- **APARTMENTS** – Nothing to report
- **TOWNHOUSES** – The contractor is starting to prepare for spindle replacement
- **CLUBHOUSE** – New TV in the Fire Side Room is up and running and the old equipment has been removed from the clubhouse. Please note that our library volunteers have requested that owners do not donate hard cover books or books on health issues as they cannot be accommodated in the bookshelves.
- **SAFETY AND SECURITY** – A break in happened on January 14th, 2017 around 7:00PM which caused damage to the Kensington man and car gates. Council will explore the possibility of installing cameras in the elevator lobbies.



WHEN ENTERING OR EXITING THE COMPLEX OR ANY APARTMENT IT IS CRITICAL THAT YOU WAIT FOR THE GATE OR OVERHEAD DOOR TO FULLY CLOSE BEFORE PROCEEDING. CRIMINALS OFTEN FOLLOW VEHICLES ONTO THE PROPERTY OR INTO A PARKADE BECAUSE OWNERS ARE IMPATIENT AND UNWILLING TO WAIT. SAFETY AND SECURITY IS EVERYONE'S RESPONSIBILITY.

- **LANDSCAPING** – The landscapers are in the process of negative landscaping as Chelsea Gardens has become over grown. Once they have completed the necessary removal the landscapers will attend to the work orders on file.

- **SOCIAL COMMITTEE**

Social Committee Meeting November 30th, 2016 - Executive Summary

**Chelsea Gardens Executive Summary
Of Social Committee Minutes Jan 4 2017**

Front Room – Thanks to the generosity of so many at Chelsea, five car loads of warm weather items were donated to this local shelter, and put to good use with our cold snap.

Food Bank – Thanks for all donations that helped in assisting with providing a “hand-up” to many people in our community. In the future we will also encourage and accept financial contribution to this worthy cause.

Christmas Events – We certainly had the perfect “white” setting this year to help get into the Christmas Spirit! Thanks to so many volunteers for the great success of all of our Christmas events that were well attended and enjoyed. A special thanks goes out to the residents of the Windsor for providing lovely festive treats at the end of the Christmas Carolling night. Our New Years Dinner & Dance was a lot of fun! The band; ‘Sincerely Yours’ was great and many stayed to dance the night away and see the New Year in. The money made on the sale of tickets just covered the dinner portion. The Social Committee paid for the band. Merry Christmas Everyone! There was one person that could not make it to the club on New Years due to the snow. We ask that everyone be a good neighbour and assist others if needed.

Extending Pub Hours – Recently there has been a number of requests to extend the pub hours, especially for those that are still working. Watch for more details.

Flags – We are planning on installing two flag pole holders up on either side of the fountain. It is perfect timing with Canada’s 150th anniversary coming soon!

Bitter/Sweet – Our Social Committee in Chair position, Patti Scott, will be stepping down as of July 2, 2017, but she will have a chance to enjoy more travel time with her husband. Patti has contributed so much to the Social Committee, and deserves some good R&R!

- **BY-LAWS** – Nothing to report
- **RV-LOT** – The RV committee would like to make sure the bylaws and the rules correspond so that they do not conflict in their wording. This will be presented at the AGM.
- **ADMINISTRATION** – The Strata Cell phone is: 604-834-4578 and either John Unger or Val Morris is available 24/7. The Strata Cell phone is to be used for emergencies or very urgent matters only and no work requests will be taken over the phone. The CrossRoads after hours call centre will also contact the Strata Manager at any time should there be an emergency.

8) NEW BUSINESS

- **Allen Brothers recommendations/quotes for 2017 projects** – The Landscaping company provided Council with recommendations for 2017 which include renovation of fountain planter beds, supply and install composted mulch throughout the property, replace plants that have died, supply and install hanging baskets throughout the stream pathway area and clubhouse, improve the drainage behind units that have standing water issues, and major pruning throughout the complex.
- **Uniden Boosters** – The electrician has priced out the commercial grade boosters so that cell reception can be achieved in the parking garages. During the break in on January 14th not having cell reception was a big issue, not only with the incident but when trying to rectify the problem after the fact. The electrician has installed a test unit in the Kensington which was successful. There is cell service from the caretaker workshop all the way to the end of the parking garage. Unfortunately to get full cell reception another booster must be installed on the other side of the garage.
- Installing these boosters will not only help with safety issues, it will also provide our caretaker with reception so contractors and people with emergencies can reach him right away. The installation of additional boosters in other parkades will be tabled until the AGM.
- **Roadway Cracks** – The strata manager will solicit quotations for some roadway repairs.
- **Polyurethane Injections** – There has been an ongoing ceiling crack repair in the parking garages. So far council and the caretaker believe that the work being done is very good and they are very responsive in providing pricing and work. Most recently council asked them to come out with not much notice to take care of ceiling cracks at stalls 80, 81, 95 and 96 in the Kensington so advance warnings to these owners were missed. For the future the caretaker will notify any owner that is going to be affected by the work being done.
- **Mayfair and Kensington Incident** – On January 14th 2017 around 7:00PM a break in happened which involved the culprit stealing an owner's truck who then rammed the Kensington car gate, who then got out of the truck and fled the scene. The Strata Manager was called after the incident; Door Pro was called out to secure all the gates so no non-owners could access the parking garages. The gate estimates for the Kensington and Mayfair have been done and a new door ordered for the Kensington. Work has also being done to the man doors next to the car gates. The video footage shows everything that happened but unfortunately we were unable to get a face view because of a hoody he was wearing. It is a reminder however (after examining hours of footage) that making sure gates are closed before you continue your excursion whether walking or driving is a must. The question remaining is how did he get in and how did he elude everyone during his exit. Just a reminder that even though we may think an incident is too small to report, the RCMP have made it clear that suspicious behavior or theft of any kind should be reported.
- **Carpet Quotes** – Council requested that the Strata Manager obtain a quote from another carpet cleaning company, as the caretaker is not happy with the current contractor.
- **Items for the Resolution Committee** – The Council have asked the Strata Manager to obtain quotes for projects that will be brought forward to the resolution committee. These include; carpet replacement for stairwells in the Kensington and Windsor, updating the lobby of the Mayfair, cell boosters for the rest of the parking garages, landscaping improvements, pipe replacement on the 2nd floor of the Kensington and Windsor, clubhouse bathroom update, fascia board replacement, and painting of the exterior concrete wall. These items will be discussed by the resolution committee to decide what will

be brought forward at the AGM.

- **Insurance Renewal** – The Strata Manager is in talks with the insurance companies to obtain the best price for the insurance renewal and quotations will be discussed at the next meeting.
- **Suite Cancellation at the last minute** – It was noted that this year many owners wished to rent out the guest suites in the clubhouse over Christmas. An owner decided to cancel at the last minute which council thought was very disrespectful to other owners as if they had known earlier they may have been able to rent them out to their family. Council believes there should be a cancellation penalty in place so this can be avoided. This will go to the Resolution Committee for consideration.
- **Alteration Agreements** - Council and the Strata Manager would like to remind owners that if they are doing a renovation that the owner make a request for an alteration agreement. These documents will make sure that contractors being used have their own insurance and comply with Chelsea Gardens Bylaws. It is also good to have these forms on file to keep track of all the work that has been done to that particular suite.
- **Irrigation volunteers** – Chelsea Gardens has, for many years, an active and very important group of volunteers who start-up, maintain and shut down our irrigation system. Many of these volunteers are no longer able to assist for health reasons and the Council hopes that a number of new owners will step forward. The volunteer aspect of this saves the Strata Corporation considerable funds and, as an added bonus, you get to drive the golf cart! Please advise John Unger if you can step forward to volunteer.
- **Council/Social Committee** – It was noted that a new owner recently commented about social activities organized by the Strata Council. Other than the golf tournament (organized by the Strata Manager and a couple of council members) the Strata Council does not organize social activities at Chelsea Gardens. We have long benefited from an active and very important Social Committee who volunteer many hours to put forward a comprehensive program of social activities and events. They would certainly invite input from owners as to how to augment that program. The Social Committee does operate with the authority of the Strata Corporation as per the bylaws but, other than seeking annual approval of their activity program and having a representative from Council on the Committee, they are relatively autonomous. They have been working very cooperatively with the Strata Council. The Strata Council is also a group of volunteers but their mandate is to govern the business affairs of the Strata Corporation by directing the Strata Managers at regular monthly council meetings as well as weekly meetings with the Strata Managers on Thursdays and Fridays.
- **Computer System** – Blue Mountain Technologies has indicated to the Council that our system is running out of space on the server, which could lead to a crash in the system. Council has instructed the caretakers to start investigating all the Fobs that are entered into the system to make sure they are actually in use or if they are inactive. Council would also like to remind owners that if your fob does not work to make sure it is not just a dead battery. This can help avoid purchasing a new Fob, instead a battery can be purchased at a local tech store for around \$10.00.
- **Emergency Contact Forms** – Owners have been submitting updated emergency contact information and their cooperation is appreciated. Please note that, in terms of the FOB number we are seeking, it

is the number adjacent to the “SN” on the back of the FOB.

(9) ADJOURNMENT

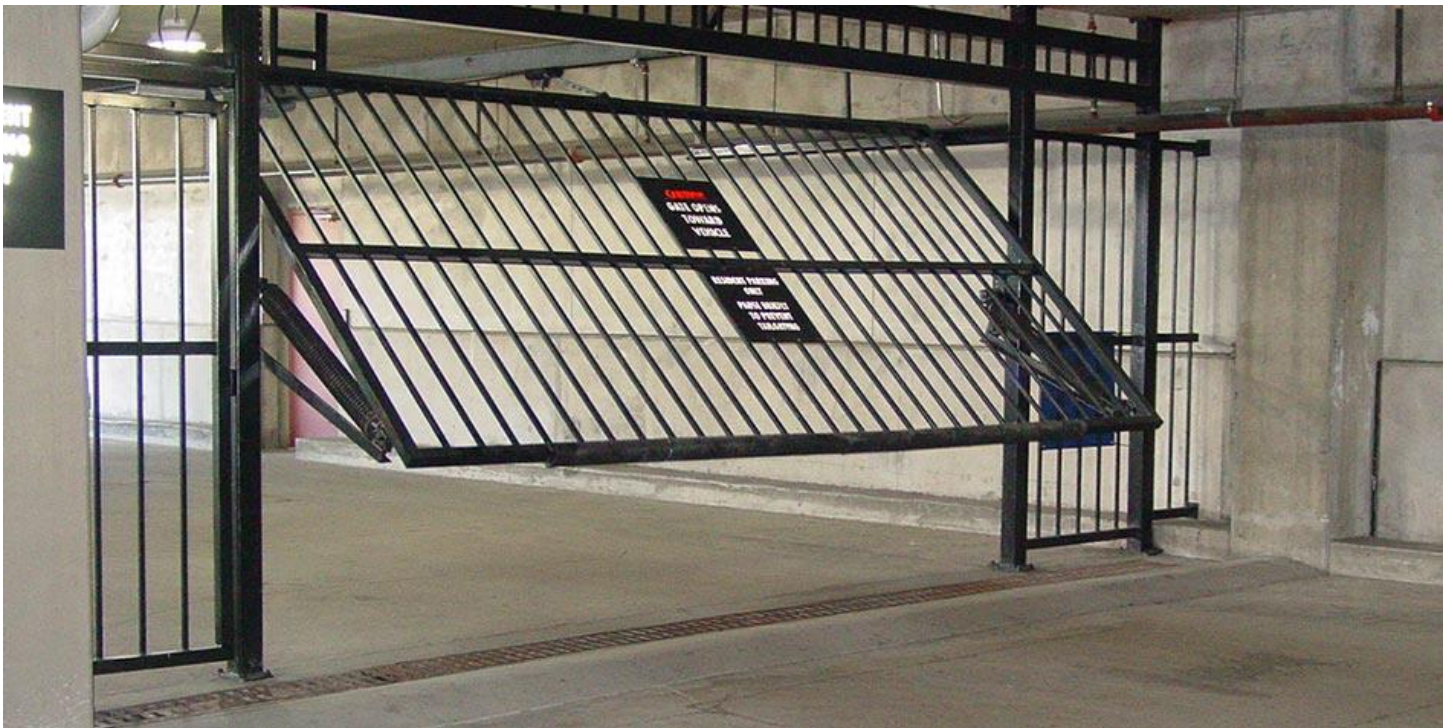
- The meeting was adjourned at 4:10 PM.
- The next council meeting is Tuesday, February 21, 2016 at 1:00 PM – Clubhouse library

Ross Ruddick, Strata Manager - CrossRoads Management

Owners are advised that they should retain their printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years worth 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.

**CrossRoads Management - EMERGENCY CONTACT
24 HOUR SERVICE -(778) 578-4445**

Calling afterhours for an emergency you will be asked to press “1”. This takes you to our afterhours 24/7 call centre who will then contact the Strata Manager (or their back-up) at home or cell phone.



PLEASE MAKE SURE IT IS FULLY CLOSED BEFORE PROCEEDING!