

**CHELSEA GARDENS - LMS 1416**

[www.chelseastrata.com](http://www.chelseastrata.com)

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**COUNCIL MEETING MINUTES – WEDNESDAY JUNE 20, 2017 – 1:00 PM CLUBHOUSE LIBRARY**

**STRATA COUNCIL - 2017/2018**

**PRESIDENT**

Zenon Jalbert – TH-202

**VICE-PRESIDENT**

Bernice Hutton - TH-149

**SECRETARY**

Bob Hurley - W-122

**TREASURER**

Victor Monasch- T153

**COUNCIL MEMBERS AT LARGE**

Garry Kirkland - K-405

Gordon Yamashita - K202

Charlie Sweet – W227

**LANDSCAPING**

Bernice Hutton - TH-149

**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 MANAGERS**

Ross Ruddick

Jesse Train

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[jesse@crpm.ca](mailto:jesse@crpm.ca)

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**EMERGENCY CONTACT**

24 HOUR SERVICE (778) 578-4445

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

**ATTENDANCE:**

Bernice Hutton

Victor Monasch

Zenon Jalbert

Charlie Sweet

Bob Hurley

Garry Kirkland

Gordon Yamashita

**REGRETS**

Ross Ruddick, Strata Manager

**(1) CALL TO ORDER**

The meeting was called to order at 1:02 PM by Zenon Jalbert, President and a quorum being present.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was **MOVED** and **SECONDED** to adopt the minutes of the June 20, 2017 council meeting as circulated. **CARRIED**

**(3) CARETAKER'S REPORT – MAY 2017**

Caretaker Report June 2017

Well summer has finally come and regular maintenance can resume. The skylights have been washed and now the company that is going to wash our building and clean our gutters will begin. I should thank those that have put in work over and above. Norm and Jules for all the work they are doing to log and deal with drainage issues. The task of drainage is ongoing but they have been diligent in their efforts. Thanks to James Parker for working on the list of paint colours used in our complex.

Once again please be aware of and do your homework when it comes to choosing a plumber. Permits and license information are requirements that should be provided by the company.

Please make sure that guests and children are aware of proper pool etiquette. It is the responsibility of each home owner to be present

at deck side when guests are using the facility. The rules governing use of the pool are set by Fraser Health and, because we are classed as a commercial pool, our guidelines are more stringent.

We will have many contractors about the complex this summer but if you feel that the nature of the visitor is suspicious please let either Val or I know and we can look into it.

Please check the cork boards in you buildings. There are some that have asked for information regarding deck cleaning and Gary has agreed to deal with any requests. His number is on the information boards.

I'll keep the June Report short, just like my vacation was. Seems it's the only scenario where time really does fly. Thanks Val for holding the fort.

John Unger

A few incidents this month to report on Saturday June 3<sup>rd</sup> I was called out at 11:30 pm to the Windsor for a noise complaint, I talked to the resident and sent them all inside and gave them a warning that the police would be here next. Seemingly they partied on and I received another call at 1:30 am to say that they were all outside again so the police were called out.

Our trash and treasure day went well and managed to find a vagrant sleeping in the bushes by the man gate between the Mayfair and the Kensington. Gary Kirkland and I did get him to leave with a little help. I have checked that area several times and he has not returned.

The boiler in the clubhouse was installed on the 12<sup>th</sup> of June and is up and running.

On Monday June 19 I received a call at 9:30 pm to state that there was poop in the pool I came down and sure enough there was. I closed the pool immediately and posted signs. I would like to inform everyone if an accident happens please inform us right away and not leave it for someone else to find.

Thanks Val

#### **(4) FINANCIAL REPORT**

The Treasurer requested that the May 31, 2017 Financial Statements be tabled until the next meeting as they had yet to be finalized.

Strata Fees, chargeback items and By-law fines are being reduced as CrossRoads pursues these. The Accounts receivable amounts are very low.

There is a GIC in the amount of \$100,000.00 maturing June 22, 2017. It was **MOVED** and **SECONDED** to take these funds (principal only) and add another \$50,000.00 to this and place it in a 1 year fixed GIC at Westminster Savings. (The Strata Manager is to check the rates available next week).

**CARRIED**

#### **(5) BUSINESS ARISING FROM THE MINUTES**

- a. **Trench between TH 152** – The trench work has been completed.
- b. **Kensington Vic Couplers** – The in floor radiant heating system has been turned off and the contractor will commence on the replacement of the second story Kensington Vic Couplers.
- c. **Windsor Domestic Hot Water Pipes** – The domestic hot water pipe replacement will take place on June 20, 2017. Once the work is completed, the drywall contractor will be brought in to restore the ceiling.
- d. **Failing Lattice** - The Council discussed various options of materials and styles of privacy fencing that could be considered when we move to a program of replacing the existing lattice fences. More research needs to be done.
- e. **South Shared Fencing** – We are soliciting quotations from several fencing companies to replace the failing fencing on the south side of the property. The adjacent property will be approached to see if they will share in the costs.
- f. **Rotten Railroad ties at front** – The project to replace the garden bed railroad ties at the corner of 138<sup>th</sup> and 70<sup>th</sup> was recently completed.
- g. **Clubhouse Boiler** – The clubhouse boiler was replaced. This was considered by council to be an emergency expenditure and will be expensed out of the Contingency Reserve Fund.
- h. **Mayfair Lobby Renovations** – The design committee have been working on options to present to the owners. The options will be available for viewing at coffee on Monday July 10, 2017 at 10:00 AM. All Mayfair residents are encouraged to attend.
- i. **Server Upgrade** – This has been completed and the upgrade has improved performance to our fob control system
- j. **Perimeter fence project** – This has been ordered by the Strata Manager who will confirm the start date to Bernice Hutton so that she can have our landscapers cut back any vegetation.
- k. **Annual Fire Inspection** – The annual fire inspection of fire extinguishers, fire alarms and common area smoke detectors will be done on July 5<sup>th</sup> and 6<sup>th</sup>. This applies to the clubhouse and all three apartments and you must provide access to your suite so that in-suite testing of smoke alarms can be done in compliance with the Fire Code. The building information and dates are below:

**THE ANNUAL INSPECTION OF ALL BUILDING  
FIRE SAFETY EQUIPMENT IS TO BE DONE ON**

**Wednesday, July 5, 2017 - Mayfair**

THE ALARM SERVICE TECHNICIANS WILL ARRIVE ON SITE AT APPROXIMATELY 12:30 PM.

**Wednesday, July 5, 2017 - 1416 Kensington**

THE ALARM SERVICE TECHNICIANS WILL BE ARRIVING ON SITE AT APPROXIMATELY 8:00 AM.

**Thursday, July 6, 2017 - Windsor**

THE ALARM SERVICE TECHNICIANS WILL BE ARRIVING ON SITE AT APPROXIMATELY 8:00 AM.

**THIS MANDATORY (PROVINCIAL FIRE CODE) INSPECTION CALLS FOR ALL INSUITE FIRE PROTECTION DEVICES BE TESTED AT THIS TIME. ACCESS TO ALL SUITES IS REQUIRED ON THIS DAY. PLEASE ENSURE THAT YOU, THE OWNER, OCCUPANT OR TENANT IS AVAILABLE TO PERMIT ENTRY. SHOULD YOU NOT BE AVAILABLE TO DO SO, PLEASE PROVIDE A NEIGHBOUR OR MEMBER OF COUNCIL WITH ACCESS TO YOUR SUITE. ANY RETURN TRIPS TO YOUR BUILDING WILL BE AT OWNERS EXPENSE.**

- I. **Belly Boards** – The Strata Manager has made arrangements for a contractor to do work on some belly boards and trim. The Contractor is currently engaged in other projects but will be starting in July.

**(6) CORRESPONDENCE**

- An owner wrote requesting permission to start Water Volleyball on Monday evenings from 6:15 PM until 7:15 PM. It was **MOVED/SECONDED** to grant permission to this group. **CARRIED**
- An owner requested permission to extend their patio in accordance with the dimensions stipulated in the bylaws. The council approved their plan and the Strata Manager will send them an alteration agreement.
- An owner wrote regarding overflowing gutters and their front lawn that was torn up by the snow plow. With the improved weather, these items are being attended to.
- The Strata Manager received a complaint that an owner or visitor in a unit above them was smoking on the balcony. With approval from Council, a letter was sent to the offending unit. All Chelsea Gardens Owners and residents should be aware that there are both bylaws and rules that apply to smoking:

*Use of Property (Bylaw)*

3. (1) *An Owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that:*
  - (a) *causes a nuisance or hazard to another person,*
  - (c) *unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,*
2. USE OF THE EXTERIOR OF THE STRATA LOT (Rule)

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

- An owner wrote regarding the monthly fire tests required by the Fire Department. Our caretaker will be posting notices regarding this monthly testing so that owners are aware that alarm bells will sound.
- An owner wrote regarding repair work being done in their unit due to water damage and asked about a timeline to completion. The Strata Manager noted to Council that all approvals are in place pending confirmation of the owner's choices.
- The Council received a letter from an owner wrote regarding treatment of another owner by the Strata Manager over repair work being done in their unit. The Council does not believe that the owner has been mistreated. The owner was under the impression that this was an insurance claim and it is not.
- An owner wrote regarding the irrigation days and times at Chelsea Gardens. The Strata Manager liasoned with the irrigation volunteers to review these concerns.
- The Strata Manager was contacted by Chelsea Garden's owners regarding the well being of one of our owners. The Strata Manager was able to get in touch with a family member about these concerns. It is encouraging that Chelsea Garden's residents do watch out for each other.
- An owner wrote regarding a vehicle that parks in a visitor parking stall for more than 48 hours at a time. They also noted the parking violations of another owner who has been using visitor parking stalls. The Strata Manager will review this with staff.
- An owner wrote regarding a dog owner allowing their dog to do their business on their lawns and not picking up after the dog. A bylaw violation letter will be sent.
- An owner wrote regarding driveway cracks and their garage door. These items are being addressed. Owners are reminded that requests such as this are to be put on work orders and submitted in the various work order mailboxes. They are recorded and then given to the Council member in charge of that area.
- The Strata Manager was contacted by an owner regarding some posting errors on the website and the Strata Manager reached out to the webmaster to make corrections. The owner also expressed concerns about an open gate control box and the Strata Manager will instruct staff to secure the box although it is not a security concern.
- The Council discussed correspondence (and a conversation) regarding the access control fobs. While there are no issues with either the card or the round disc, there are occasional failures in the clicker style fobs. These do have moving parts and, while they should last for a considerable length of time, sometimes they do wear out. The sale of these is not a profit centre for the Strata Corporation but Council does believe that we should assure owners that these will be under warranty for 90 days.
- Our evening/weekend caretaker and the Strata Manager were contacted by owners complaining about a unit in the Windsor where a party was loud and extended well into the evening. There were also people smoking on the balcony contrary to the rules and bylaws. The Council authorized the Strata

Manager to dispatch bylaw violation letters (by mail and hand delivered) to the occupant of the unit and fines will be discussed by the Strata Council at their next meeting. The Strata Manager did note to Council that the owners are not currently in residence but are in Portugal. There is no current email contact for them or an alternate service address. It is not known whether or not the occupant of the unit will forward the correspondence to the owners but they would still be responsible for any fines levied against the occupant. Council members will inquire as to whether or not any other owners may have contact information of the owners. There were further violations after the initial complaint.

- An apartment owner had requested permission to install a hand-railing due to mobility issues and this permission was granted. There was also a note about the wooden timber steps needing replacement and the Strata Manager is seeking quotes for this and other units.
- Council received correspondence regarding the requirement that owners be home to provide access when work or inspections need to be done within a unit. The owners note that not everyone at Chelsea Gardens is retired and that they, family and friends work Monday to Friday during the day. They were suggesting that trades people be booked to accommodate owners who work. The Council noted that this would often add considerable expense as many trades-people charge extra for work outside of regular Monday to Friday hours. Our caretakers will accept a key from owners or it is suggested that you talk to your neighbours when in-suite work is required. The upcoming fire inspection will involve all apartments (not townhouses) and each suite must be inspected.
- An owner sent Council a note expressing thanks and appreciation to the organizers of the extended pub night of June 2<sup>nd</sup>. Council was pleased about the positive reaction and success of the extended pub hours and hopes that it will be repeated.
- The Strata Manager was contacted by an owner requesting confirmation that the flooring and sound mitigating underlay of another unit had been approved by Council. There was no approval on record and, accordingly, a flooring specialist was sent in to verify that the installation met bylaw requirements and it did. The Strata Manager did obtain a signed letter of undertaking accepting responsibility for this installation but informed the owner that they would be responsible for any costs of inspecting or repairing the portion of flooring that was lifted. All owners should be aware that the majority of in-suite renovation will require council approval and compliance with the bylaws. Should a hard surface installation proceed without approval, it could be expensive for the owner to remove portions of the flooring should there be noise complaints.

## **(7) COMMITTEE REPORTS**

- **APARTMENTS** –The Mayfair carpet on the 4<sup>th</sup> floor was damaged by what appears to have been an object dragged along the hall from the elevator. The strata manager will be discussing the damage with the owner and obtaining a quote for the carpet replacement to be charged back to the owner.
- **TOWNHOUSES** – The spindle and envelope project is proceeding on schedule. The contractor has taken an inventory of the spindles remaining and believes there will be sufficient product. Gary Kirkland reports that we installed or ordered 12 single and 2 double garage doors. Driveway and sidewalk crack repairs have been compiled and he expects that the work will take place in late July or August.

- **CLUBHOUSE** – Council member, Bernice Hutton, will undertake to chair a committee to implement the clubhouse improvements approved at the AGM including reupholstering the card room chairs, updating washrooms and the office. The Council will not change out the flooring in the exercise room after seeing significant improvements resulting from a recent deep cleaning.
- **SAFETY AND SECURITY** – Council member Charlie Sweet along with Strata Manager Jesse Train recently attended a security trade show to see the latest technology currently available. Charlie indicated that he would be conducting regular reviews of the hard drives to ensure that everything is operational. These reviews will not require any examination of video footage.
- **LANDSCAPING** – Allan Brothers are continuing to remove and reduce a considerable amount of vegetation throughout the complex.
- **BY-LAWS** – The Amended By-Laws were registered and will be posted shortly on the website.
- **RV-LOT** – The RV parking lot was recently power swept and the lines re-painted in high visibility yellow rather than white. The lot looks great and the Strata Manager noted that this project proceeded with active participation, coordination and assistance of Bill Steer and the RV Committee. The RV owners were very cooperative and all but one rig was moved to facilitate this large undertaking.
- **ADMINISTRATION** – No report
- **SOCIAL COMMITTEE** – See attached minutes and calendar at the back of these minutes.

## 8) NEW BUSINESS

- a. **Website – Chelsea Today** - The Council President noted that the regular Chelsea Gardens website (chelseastrata.com) is designed to accommodate the business side of the strata corporation such as bylaws and minutes. While the quarterly newsletter and monthly calendar from the Social Committee are also posted on the website, he would like to spearhead the creation of an additional website (chelseatoday.org) that would have more of a focus on Chelsea Gardens social activities, various user groups and their activities. The Strata Council agrees that this will be a worthwhile enhancement and asked that Zenon proceed with its development.
- b. **Tree removal quote** – The council reviewed a quote from the arborist to remove a tree that is in danger of falling onto our buildings. The Council also discussed removing five lindens and one other tree. It was **MOVED/SECONDED** to approve these quotes. **CARRIED**
- c. **Glass quote** – The council requested the strata manager obtain further details as to why this is required.
- d. **Atlas Pest quotes** – The council reviewed the proposal from our pest company, Atlas Pest and Wildlife Control Ltd, to do aggressive ant spraying in identified areas and some rodent exclusion and it was **MOVED/SECONDED** to approve these quotes. **CARRIED**

- e. The Council will not proceed with a quotation for trapping moles. This is a program that has a low percentage of success and tends to be money not well spent. Moles will move along eventually.
- f. **Townhouse drain issues** - The Council was provided a quotation to proceed with some repairs to a plugged drainage line and it was **MOVED/SECONDED** to approve this quotation. **CARRIED**  
The Strata Council would like to echo John Unger's thanks to Jules and Norm for their considerable assistance with this project.

**(9) ADJOURNMENT**

- The meeting was adjourned at 3:05 PM.
- The next council meeting is Tuesday July 25, 2017 at 1:00 PM – Clubhouse library

Ross Ruddick and Jesse Train, Strata Managers - 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 Managers (or their back-up) at home or cell phone.***

**Golf Tournament – August 20<sup>th</sup> – The Golf Tournament is scheduled for Sunday, August 20<sup>th</sup> 2017. Registration forms are available in the Clubhouse mail room and in the lobbies of each apartment. Registrations have been slow to come in so please sign up today and leave your cheque and form in the various strata manager mail boxes. This has proven to be a very successful event over the past number of years and the funds raised from vendor participation and contributions have gone towards a variety of worthwhile additions to Chelsea Gardens including the AED in the clubhouse. Every golfer receives a sleeve of "Chelsea Gardens" TaylorMade balls.**

