

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com

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

COUNCIL MEETING MINUTES – TUESDAY, FEBRUARY 21, 2017 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2016/2017

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/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

E-Mail: ross@crpm.ca

CROSSROADS MANAGEMENT LTD.

1011, 7445 132ND STREET,

SURREY, B.C. V3W 1J8

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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

REGRETS

Garry Kirkland

Gordon Yamashita

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 January 24, 2017 council meeting as circulated. **CARRIED**

(3) CARETAKER'S REPORT – FEBRUARY 2017

We are still trying to determine water flow issues at three of our town houses. Although these are not causing any flooding damage standing water around the drain is also not acceptable. We should have some answers soon as to how to deal with this. Thanks to Jules for taking the time to go over blue prints and the walk around.

Please remind guests that the speed limit is 15km/ hour. I will be flagging down deliver trucks if I see them racing through the complex. With warmer weather coming there are more people out for walks.

Booking of guest suites requires payment on the date of reservation. 40.00/rm., 50.00 Fireside + 250.00 refundable deposit.

The mystery disappearance of the 160kg rock at the Windsor has been solved. The unmarked 5 ton moving truck drove over the island, wedged the rock under his cab and it lodged in front of his axle. He drove with the rock all the way down our street, out the entrance and out on to the road. From there it's a mystery. Jeff will

be installing Bollards instead of putting a rock back as well as continuing with the spindles and areas selected for repair. There are still a few sensor issues in the parkade and Stable will correct these next time he is in the complex if he has access.

B.C. Paramedics is asking for our help in making their service deemed as essential. They will be visiting our Wednesday morning coffee with a date still to be determined. If any of the apartments would like to have a representative come to their coffee sessions please let me know and I will pass on the contact information. There is a dead line for Paramedics to get the petition in.

I have a few requests for driveway cracks and lifting of the slabs but this will not be reviewed again until the budget has been determined after the AGM in April. The problems have been noted and will be dealt with after April. All of these requests must be in writing.

I've been asked about insurance coverage, \$ etc., for policies. Please contact Crossroads 778-578-4445 since I do not have this information available.

Gardner's are busy with spring cleaning and schedules for cleaning the buildings will be looked at in the next few weeks. The crows! If you see them in the water features clapping hands and harassing them will work but it takes a few weeks before they get the message. Cleaning the streams will also commence shortly. Atlas Pest Control has been busy setting up traps and if you see any dead mice, rats or squirrels let me know so I can dispose of them quickly. Bird feeders contribute to the problem and they are not permitted. Ants are being dealt with a good success rate but diligence regarding them will be paramount to keeping them under control.

It was a fast month with snow issues and frozen ponds but song birds and snow birds are coming back. Weather is warming, saw two fish out on the 20th, and I'm almost ready to get out my shorts and Tee's.

John Unger

(4) FINANCIAL REPORT

The Financial Report ending January 31, 2017 was reviewed by the Treasurer. We are still tracking well on the budget in all expense categories except snow. It was **MOVED** and **SECONDED** to approve the financial statements ending January 31, 2017. **CARRIED**

Noting that snow clearing costs are exceeding the budgeted amount and that a failure to clear snow would create a liability issue for the strata, the strata manager advised that these costs can be considered an emergency expense. He suggested that it would be a valid expenditure from the Contingency Reserve Fund. It was **MOVED/SECONDED** to expense the excess amount from the snow removal line to the CRF. **CARRIED**

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

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Entrance Bricks** – The contractors will be starting the leveling of the entrance bricks between March 15 and 22 - weather dependant.

- b. **Visitor parking retaining walls** – The retaining walls around the visitor parking at TH 104 and down by the RV lot have been completed. Unfortunately the retaining wall near stall 104 has been damaged again. The contractor will remove the retaining wall back a couple of feet and the void filled with drain rock so that this can be avoided in the future.
- c. **Trench between TH 152** – A trench will be dug manually to locate the blockage in the drain pipes. This work will be done between March 15 and 22.
- d. **Pest Control Ants** – The council has changed vendors and the new vendor is doing a great job, so far units that have been serviced for ants have been successful.
- e. **Resolution Committee** – The committee is to meet on Monday, March 6, 2017 at 9:00 AM.
- f. **Nomination Committee** – The nomination committee has received indications of interest from one owner in addition to existing council members who wish to run again.
- g. **Lighting Sensors** – Most of the lighting sensors have been adjusted to work more efficiently for owners to walk up to their vehicle. The electrician still has some adjustments to make in the Windsor and will be done in the next couple of weeks.
- h. **Windsor Elevator issues** – The elevator is still having issues causing the floor and the elevator surfaces to be un-level creating a possible tripping hazard. The elevator company has been out numerous times to try and fix this but has been unsuccessful as it is very hard to figure out intermitted problems. Council would like to warn owners of this tripping hazard and if it occurs to please contact the caretaker or a council member right away and if possible take pictures, mark the date and time down, what floor did it happen on, and send a letter with this explanation. Any information and documentation will help in solving this issue.
- i. **Boosters** – Another cell booster will be installed to allow for full cell service in the Kensington parking garage. Boosters for the Mayfair and Windsor will be discussed at the AGM.
- j. **Carpet Cleaning Quote** – Service Master Clean provided council with a quote to do carpet cleaning service throughout the year. The contract includes 3 interim cleans and 1 extraction clean per building per year. It was **MOVED** and **SECONDED** to accept the contract at \$7500.00/year. **CARRIED**
- k. **Irrigation Volunteers** – Chelsea Gardens has had, 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 and various other reasons. 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! Council would love for this to continue and are asking for a knowledgeable volunteer to head a group of people in doing this work. According to a current volunteer it only takes about 10 days to get the system functioning for the spring and summer season. It is not a major commitment but is extremely important so we are calling, once again, for volunteers to step forward. This work is usually done the end of April and early May. Please let a member of Council, John Unger or the Strata Manager if you are interested in helping out.

- I. **Insurance Renewal.** The council reviewed quotes from two insurance Companies. It was **MOVED** and **SECONDED** to accept CMW's quote and to borrow the funds from the Contingency Reserve Fund and pay it back to the CRF on a monthly basis with interest. They have been the insurer of record for many years with Chelsea and their quotation is very competitive. **CARRIED**

(6) **CORRESPONDENCE**

- An owner wrote requesting a question and answer meeting with candidates that are running for council. The Council notes that this may not be fair as nominations to council may come from the floor of the AGM and each candidate will have an opportunity to make a short presentation at that time. The Strata Council believes that the majority of owners do know and interact with existing council member and certainly all council meetings are open for owners to attend except those portions of the meeting that involve owner privacy and the meeting goes "in camera".
- A social committee member wrote wishing to replace the refrigerator in the clubhouse kitchen. Council approved this request. This member also requested permission for representatives from the Social Committee to be present at the March, 2017 Council meeting and this request was also granted.
- An owner wrote in regards to shoveling or sweeping off snow from upper floors. Council would like to remind owners to be courteous to the neighbors below and watch where they are dumping snow.
- Representatives of the BC Paramedics association are going to be present at an upcoming coffee time to promote a petition seeking to have them declared an essential service. They had requested permission to solicit signatures door to door and the council denied this request as it is contrary to the bylaws.
- An owner wrote in concerned that another owner has been letting their dog off leash and not picking up their pet waste. The Strata Manager will be sending this owner a letter. Council would like to remind owners that dogs must be leashed at all times and to always pick up after their pets.
- Council would like to also remind dog owners that, although Chelsea Gardens is a pet friendly complex, not everyone appreciates being approached by canines as they may be allergic or have some fear of dogs. Please make sure your dogs are on leash at all times and be courteous to other owners and don't allow your dogs to approach unless invited to.
- An owner contacted the strata manager wondering if there was an after hours number to call for non-emergencies. Our staff and strata manager do respond to emergency calls 24/7 but all maintenance concerns need to be put on work a work order. Other than in an emergency, the strata corporation does not dispatch trades people after hours due to the significantly higher cost.

(7) COMMITTEE REPORTS

- **APARTMENTS** – Please call John Unger or a Council member when the Windsor elevator has any issues. If possible take photos/video and record the time, date and floor of the problem.
- **TOWNHOUSES** – The amount of snow and ice accumulation over the last few months have caused some leaks through the flat roofs and the caretaker is working with the roofer to get these leaks repaired.
- **CLUBHOUSE** – The new Karaoke system is up and running! A new monitor had to be purchased due to accidental damage to the last monitor.
- **SAFETY AND SECURITY** –



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** – Council is very happy with the snow removal over this winter! It has been a very unusual year for snow and the contractor, the landscaping crew, John Unger, Valarie Morris and any volunteers that have been helping out have done a wonderful job.
- **BY-LAWS** – Nothing to report
- **RV-LOT** – There was an un-successful break in attempt in the RV lot. Someone tried to gain access under the guard rails that were installed along the perimeter of the lot but were not able to fit.
- **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.

- **SOCIAL COMMITTEE** - Social Committee Minutes - February 1, 2017

Italian Night: Sat Feb 25th - Terry is chair of committee – note these are the last posters that Deanna will be making. – The menu includes Antipasto, comprised of Focaccio bread with Olive Oil & Vinegar and olives with a main course of Lasagna and Cesar salad and Tiramisu for desert. Carole is selling tickets on Wednesdays (starting the 8th) and Carolyn is on Fridays (starting on the 10th) - Rosa and Diane are doing decorations. Elaine has organized to make the lasagna Anne has agreed to do the music and will contact Ray Schneider to help her out. There is a bottle of nice Italian wine for a Trivia prize. Tickets are \$10. There is a vegetarian option for the main course. Bar opens at 5 and dinner at 6:30. Diane has purchased Campari for the cocktail.

Canada Day Music: Diane The DJ that Margy knows is available and will be playing Canadian music. Lisa Brokop will be doing a CD of “O Canada”. Terry will book the DJ. Naomi, Saroj, Carolyn and Terry Anne and Patti have volunteered for the committee. We will follow up with Council on the placement of the flag poles.

March 17, Irish Stew, Pub Night: Patti – We need to form a committee to prepare the Stew. This can be prepared and cooked during the day in the clubhouse so as to not disrupt the sing-a-long. Stewing beef and vegetables will make up the stew. The committee will include – Agnes, Saroj, Mary and Naomi. Terry will chair the committee.

April Fools Dance/Music: Patti Elaine was interested so she should be approached but will need the support of a committee. Naomi, Saroj, Carolyn and Patti are willing to help out

Volunteer Appreciation – Will set up the committee at a later date. Barb will talk to Carole about the computer appreciation.

Anniversary Tea - May 28th Dianne will find out who is celebrating their 50th Anniversary during 2017. The event will include everyone who has celebrated at least 50 years. There will be a significant number of people so we will need to use the Fireside and Pub. This will be kept within the social committee for organization and all members need to be involved (with the exception of those who will be celebrants). There is a fair amount of organization involved.

New members and volunteers: Patti Welcome Mary Gawle to the Committee. No other additions.

Deanna Doering is leaving the complex so will not be able to do our posters and tickets. In appreciation of all her very creative work we have a gift card from Everything Wine as well as a Thank You card from the committee. Patti will take the gift and signed card to Deanna. We need someone to take Deanna’s place – so we should listen for potential talented individuals.

We also need someone to take over finding the volunteers. Carolyn will ask Pat McKenna to get the volunteers for the Italian Dinner. Saroj will also help in other events if she has time.

New Flowers – Anne has bought some flowers for the 2 pots in front of the clubhouse.

Hymn Sing – March 19th Hymn Sing - Dave has asked us to purchase donuts. They will notify us as to how many need to be purchased

New Ideas – Madden suggested a Movie of the month – will be brought forward to May meeting.

Next monthly meeting will be at 10:15 on Wednesday, March 1, 2017.

8) NEW BUSINESS

- **AGM** – The AGM is scheduled to be on April 25th, 2017. Packages will be sent out at least 20 days before the meeting.
- **Hot Tub Issues** – The hot tub has been in and out of service the last couple of months which was thought to be piping issues. The pool company came out to have a look recently and have seemed to resolve the issues.
- **Pool Table Cloth** – New cloth has been ordered for the pool table. When the company comes out to do the work they will also re-level the table. This pool table gets used very often and will continuously need to be maintained.
- **President** – The Strata Council President had noted at last year’s Annual General Meeting that it was important to have both continuity and change in the composition of Council members and the Executive positions so as to continue to offer solid administration from what effectively constitutes a Board of Directors of a reasonably sized corporation. It was her stated intent to transfer the President’s role to another council member half way through her two year term and then remain to mentor and assist the new President. At the conclusion of this meeting Bernice Hutton notified council that she is stepping down as Council President and she nominated Zenon Jalbert to take on the role of President. It was **MOVED** and **SECONDED** to elect Zenon Jalbert as President and Bernice Hutton to be Vice President. **CARRIED**

The Council and the Strata Managers do wish to thank Bernice for her leadership, hard work and dedication to serving the owners of Chelsea Gardens for so many years. She has devoted many long hours to ensuring that our funds are wisely spent and has overseen many significant changes and improvements during her term as President. The Council is pleased that she has at least another year on Council to provide advice to Zenon.

(9) ADJOURNMENT

- The meeting was adjourned at 2:57 PM.
- The next council meeting is Tuesday, March 21, 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.