

On Monday, March 23, 2020 all City of Abbotsford playground structures and skateboard parks, and all Abbotsford School District playground structures, were closed until further notice to help in flattening the curve of the COVID-19 pandemic.

Council ordered the playgrounds at Clearbrook Village closed until further notice due to the current pandemic to prevent harm

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
April 28, 2020
Via teleconference**

| Position | Name | Attendance | Unit |
|--------------------------------|-------------------|-------------------|-------------|
| President | Barjinder Brar | Present | 159 |
| Vice - President / Landscaping | Rani Boparai | Present | 242 |
| Member of Council | Manjeet Channi | Present | 185 |
| Member of Council | Jaspreet Pharwaha | Present | 246 |
| Member of Council | Ann Hennigan | Present | 72 |
| Member of Council | Sumit Mittal | Absent | 163 |
| Teamwork Strata Agent | Joe Hackett | Present | |

1. **Call to Order:** The meeting was called to order at 6:36 pm.
2. **Adoption of the Previous Minutes:** March 24,2020
It was moved by Manjeet and seconded by Jaspreet to adopt the minutes of the March 24, 2020 Council meeting as presented. **CARRIED 4 in favor**
3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs / Bollards:** White Diamond Construction will replace the broken curbs when weather conditions are conducive.
 - b) **Line Painting / Speed Bump Painting:** Council reviewed quotes for power sweeping. This item was tabled for consideration at the next meeting.
 - c) **Plumbing / Electrical Repair Charges:** Previously, the Owner of Unit 146 reported a plumbing leak and water damage. Management dispatched Schubert Plumbing to undertake emergency repairs. When the invoice was received, the Owner was assessed \$480.69 for specific repairs within the confines of their Strata Lot to prevent damage to the adjacent Strata Lot. Discussion ensued; Management was instructed to send a letter requiring the Owner to remit payment as noted above. Payment has not been received. Council tabled this item for review at the next meeting. The Owner of Unit 146 requested emergency service for a tripped circuit breaker. JW Electric was dispatched at the cost of \$157.50 to provide emergency service. Management was instructed to send a letter to the Owner requiring payment to the Strata Corporation. Management was instructed to send another letter requesting payment in the amount of \$638.19.
 - d) **Activity Centre Roof Replacement:** Previously, it was the decision of Council to cancel the roofing agreement with Canuck Roofing if the contractor did not agree to waive the hourly charge provisions of the contract addendum sent on March 23, 2020. Canuck Roofing requested Council proceed with the replacement of the roof and agree to pay \$2.65 per square foot to replace rotten

plywood. Management was instructed to verify the cost of the plywood delivery for consideration at the next meeting.

e) Traffic Feedback Signs / Speed Limit Signage: Management forwarded a proposal from Precision Line Painting to paint the speed limit on 10 locations throughout the property for Council consideration. It was moved by Manjeet and seconded by Barjinder to approve the quote noted above at the cost of \$336.00 **CARRIED 4 in favor.**

f) Disabled Parking Space: Management instructed Precision Line Painting to apply paint on the asphalt to identify the designated disabled parking space.

g) Water Supply Line Replacement / Drywall Replacement: A report from LPI Mechanical regarding the water line replacement at Unit 152 was forwarded to Council via email subsequent to the March meeting. Council tabled this item for consideration at the next meeting.

ServiceMaster requested payment for drywall replacement required to re-route the water supply lines at Unit 178. Management requested a signed completion certificate for the drywall repairs. The signed completion certificate was received. Management will issue payment to ServiceMaster in the amount of \$2,563.41

h) Pruning High Limbs: Quality Garden reported they were unable to prune tree limbs at Unit 42 due to the height of the tree. Management will request Central Valley Tree Service provide a quote to prune the limbs of the tree for consideration at the next meeting

- 4. Financial Review:** The March, 2020 Financial Statements were presented to Council for their review. Management was instructed to issue Demand Letters and a lien to collect unpaid charges. Another member arrived at this point bringing the total present to 5.

It was moved by Manjeet and seconded by Rani to obtain three separate term deposits in the amount of \$100,000.00 for thirty days at 1.55 percent interest **CARRIED 5 in favor**

It was moved by Rani and seconded by Jaspreet to approve the March, 2020 Financial Statements as presented and to authorize Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED 5 in favor.**

- 5. Correspondence:**

a) The Owner of Unit 137 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

The Owner also requested access to the electrical room. Management suggested the Owner contact JW Electric to obtain access to the electrical room.

b) The Owner of Unit 278 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

c) An Owner of Unit 251 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

d) The Owner of Unit 135 reported a roof leak in their storage room. Clearbrook Roofing suspected any water ingress could be entering through the siding. The inspection and repair was ordered at the direction of Council at the cost of \$250.00 plus tax. The contractor provided a report on April 24, 2020 noting there was no water ingress evident and suspected the resident was not using their ventilation fans.

e) The Owner of Unit 210 provided storage insurance coverage for a vehicle parked in their carport.

f) A tenant reported vandalism. The Bylaw Officer issued a warning to the resident who was the subject of the allegation. Management contacted the Owner of the damaged Unit and suggested they contact the Police non-emergency number regarding the matter. Discussion ensued; Management was instructed to send a Notice of Complaint to the subject of the complaint, requiring them to refrain from disturbing other residents or damaging Common Property.

g) The Owner of Unit 108 submitted a follow up request to have the decaying carport posts replaced. Quality Garden was dispatched to replace the posts on January 21, 2020 and April 2, 2020. The carport posts have now been replaced.

h) The Owner of Unit 240 requested fence repairs. Quality Garden was dispatched to repair the fence.

i) The Owner of Unit 21 requested a large willow tree be removed from the adjacent yard to prevent damage to the building. Management requested Quality Garden provide a report for Council consideration. Discussion ensued; Management was instructed to request Central Valley Tree Service provide a proposal to remove the tree for consideration at the next meeting.

j) The Owner of Unit 59 submitted provided storage insurance coverage for a vehicle parked in their carport.

k) The Owner submitted an allegation pertaining to another resident planting vegetables in a playground and hanging laundry on the playground equipment. Management contacted the resident to review the matter. The resident confirmed the allegations were accurate. Management requested the resident remove all

vegetables and refrain from hanging their laundry on Common Property. Discussion ensued; Management was instructed to send a Notice of Complaint letter advising the Owner must not have vegetables planted in the ground or within pots on their patio as per the provisions of Bylaw 3.1 (a)(c).

l) An Owner requested authorization to permit them to have a trampoline in their backyard. Council instructed Management to note in the minutes trampolines are not permissible as per the provisions of Bylaw 32.2(a). Management was instructed to send a Notice of Complaint requiring the removal of the trampoline.

m) The Owner of Unit 11 requested fence repairs. Quality Garden was dispatched to repair the fence.

n) The Owner of Unit 198 requested a tree in close proximity to the building be removed, Quality Garden reported the tree is too large for them to safely remove. Discussion ensued; Management was instructed to request Central Valley Tree Service provide a quote to remove the tree for consideration at the next meeting.

o) The Owner of Unit 61 requested information regarding the policy held by the Strata Corporation. Management provided the document.

p) The Realtor acting on behalf of the Owner of Unit 186 requested authorization to remove a storage shed from the backyard. Management contacted the Realtor and noted Owners who install stand-alone sheds on Common Property are required to be financially responsible for the alteration. Discussion ensued; Management was instructed to send a letter of reply advising the Owner may remove the structure with the condition the fence and building are not damaged during the removal as per the provisions of Bylaw 6.5

q) The Insurance Adjuster for Unit 55 requested information for the policy held by the Strata Corporation. Management noted the current deductible for water damage on the policy held by the Strata Corporation is \$25,000.00.

r) The Co-op Board cancelled their April 25, 2020 rental due to the Covid - 19 pandemic. Council instructed Management to note the Activity Centre will not be available for rental until the pandemic has ended.

The Board also requested fence repairs at Unit 123 and Unit 124. Quality Garden was dispatched to repair the fence.

s) The Owner of Unit 24 requested fence post replacement. Quality Garden was dispatched to replace the fence posts.

6. New Business:

a) Playgrounds: Due to the current pandemic, a closure order of all playgrounds was issued by the City of Abbotsford. Management was instructed

to provide a cover page for the April minutes noting the closure of the playgrounds at Clearbrook Village.

b) Emergency Plumbing: The Owner of Unit 94 requested emergency plumbing repairs on March 25, 2020. As the water escape was determined to be originating from under a kitchen sink, the Owner paid LPI Mechanical for their services.

c) Attic Inspection: The Owner of Unit 257 requested an attic inspection. Clearbrook Roofing verified the newly replaced sloped roof was not leaking. Based on the inspection of the attic space, the contractor suspected the tenants were not using ventilation fans during inclement weather.

d) Minutes: Council is investigating other methods of making the minutes of Council meetings available to Owners.

e) Litter: Council instructed Management to request Quality Garden ensure litter and debris be removed each week from Common Property.

f) Vehicle Insurance: Council reviewed the weekly reports submitted by the Bylaw Officer prior to the meeting. Management was instructed to send Notice of Complaints to Owners in contravention of Bylaw 33 (e) which states **“An Owner / tenant shall not park an unlicensed motor vehicle in a parking stall or on common property. However, an owner may park an unlicensed motor vehicle with liability insurance in his carport or other authorized parking lot with Council’s written permission. Proof of liability insurance must be provided to Council”**

ILLEGALLY PARKED VEHICLES WILL BE REMOVED

7. **Adjournment:** The meeting adjourned at 7:48 pm.
8. **Next Meeting:** The next meeting will be held on Tuesday, May 26, 2020 at 6:30 pm via teleconference.

Please Put All Concerns In Writing With Your Signature
And Submit To Management at the address noted below
Thank You.

Joe Hackett, Strata Agent
Teamwork Property Management Ltd.
#105 – 34143 Marshall Road, Abbotsford, BC, V2S 1L8
Office: 604-854-1734 (Voice - 306) Fax: 604-854-1754
778-241-7787 Emergency Pager 24 hours

