

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
February 25, 2020**

<b>Position</b>	<b>Name</b>	<b>Attendance</b>	<b>Unit</b>
President	Barjinder Brar	Present	159
Vice - President / Landscaping	Rani Boparai	Present	242
Member of Council	Manjeet Channi	Present	185
Member of Council	Nirbhai Sall	Absent	261
Member of Council	Jaspreet Pharwaha	Present	246
Member of Council	Ann Hennigan	Absent	72
Member of Council	Sumit Mittal	Present	163
Teamwork Strata Agent	Joe Hackett	Present	

1. **Call to Order:** The meeting was called to order at 6:33 pm.
2. **Adoption of the Previous Minutes:** November 26, 2019  
It was moved by Manjeet and seconded by Barjinder to adopt the minutes of the November 26, 2019 Council meeting as presented **CARRIED 4 in favor**
3. **Business Arising from Previous Minutes:**
  - a) **Curb Repairs / Bollards:** Council reviewed quotes to replace 248 lineal feet of damaged concrete curbing. Management was instructed to verify all of the contractors would be using rebar when replacing the concrete curbs. Council tabled this item for consideration at the next meeting.

An additional member arrived bringing the total present to 5.

**b) Line Painting / Speed Bump Painting:** Previously, Management was instructed to request Precision Line Painting schedule their work (weather permitting) as per their quote of \$3,452.93 including taxes approved on July 24, 2018. Subsequent to the last meeting, Management forwarded an updated proposal to include marking a handicapped parking space for Council consideration. It was moved by Manjeet and seconded by Barjinder to approve the revised quote from Precision Line Painting at the cost of \$3,585.68 including taxes **CARRIED 5 in favor**

**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) Wind Storm:** Management dispatched ServiceMaster Restoration, Quality Garden and Clearbrook Roofing to undertake emergency mitigation for resultant damage from the December 20, 2018 storm. Management was instructed to submit a claim on the policy held by the Strata Corporation to fund repairs. The Insurance Adjuster verified the final payments from the insurers in the amount of \$1,330.76 were issued. Council considers this matter now closed.

**e) Wind Storm (2):** A large tree fell on the roof of Unit 102 on Saturday, February 9, 2019. Management was also instructed to report the February 9, 2019 damage to the insurance provider on the policy held by the Strata Corporation. The Insurance Adjuster was requested to finalize the claim.

**f) Painting Activity Centre:** Council reviewed quotes to paint the Activity Centre. It was moved by Jaspreet and seconded by Manjeet to approve the proposal from Unitus as per their quote of \$2,094.00 plus tax **CARRIED 5 in favor**

**g) ICBC:** On April 25, 2019 a motorist accidentally caused property damage to the carport structures at Unit 83, Unit 84, Unit 85 and Unit 86. A property damage claim was submitted to ICBC and a claim on the policy held by the Strata Corporation. The Insurance Adjuster for ICBC and the Adjuster for the policy held by the Strata Corporation will adjudicate the claim. The Owner of the vehicle will be held responsible to pay for all costs. An offer of \$4,442.00 from ICBC was accepted by the Strata Council based on legal advice. Council considers this matter now closed.

**h) Activity Centre Roof Replacement:** Owners approved a Resolution to replace the sloped roof at the Activity Centre as an expenditure of up to a maximum of \$7,000.00 from the Contingency Reserve Fund at the 2019 Annual General Meeting. Council reviewed quotes to replace the roof. It was moved by Manjeet and seconded by Jaspreet to have Canuck Roofing replace the roof as per their quote \$6,095.00 plus taxes and to have Interprovincial Roofing Inspections supervise the work as per their quote of \$495.00 plus tax per site visit **CARRIED 5 in favor.**

**i) Rental Unpaid:** The Owner of Unit 7 contacted the President and obtained access to the Activity Centre without paying for their September 22, 2019 usage. Management was instructed to send a letter to the Owner requiring \$45.00 in payment. The Owner has not provided payment or a letter of reply.

**j) Railing:** Previously, the Owner of Unit 33 requested authorization to install a temporary railing to provide access to a family member with an injury. Management was instructed to send a letter authorizing the Owner to install a temporary railing into the ground. The temporary railing must not be secured to the building or sidewalk. The Owner would be required to remove the railing when the person recovers or the Strata Lot is sold. The Owner was to be responsible to sign an Assumption of Responsibility document for the temporary alteration that will carry forward to any future Owner of the Strata Lot. The Owner had not provided a letter of response or signed Assumption of Responsibility. Management was instructed to send another letter requiring a written reply. The President agreed to inspect the exterior of the building to determine if a railing had been installed. The President verified the temporary railing was not installed, Council considers this matter now closed.

**k) Fence Repair:** Council received a request and quotes to repair a fence owned by a property adjacent to Clearbrook Village. Management was instructed to send a letter of reply to the Strata Council for Carriage Lane requesting they provide a legal reason why Clearbrook Village would be responsible to pay for the cost to repair their fence. A written reply was reviewed by Council. The response did not provide a legal reason why Clearbrook Village would be responsible to pay for the repair. The Strata Manager for Carriage Lane submitted a follow up request for payment in the amount of \$1,456.00. Council tabled this item.

**l) Water Consumption:** Previously, LPI Plumbing and Mechanical was engaged by Council to investigate and determine if there was a underground water escape. Council reviewed the report; based on the content within report from LPI, no action is required at this time.

**m) Traffic Feedback Signs:** Council reviewed a proposal from JW Electric to install driver feedback signage. Council decided to table this item. Discussion ensued; Management was instructed to request a proposal from Precision Line Painting to paint the speed limit in 24 inch lettering on 10 locations throughout the property for Council consideration.

**n) Disabled Parking Space:** Council approved a quote to install a sign in the vicinity of Unit 122 and mark the pavement of the designated disabled parking space at the cost of \$138.00 plus taxes. The sign went missing 24 hours after it was installed. Management was instructed to have Precision Line Painting apply paint on the asphalt to identify the designated disabled parking space.

**o) Water Ingress:** Council reviewed a proposal to replace drywall removed to replace water supply lines in Unit 152 in December, 2019. The cost of the plumbing repair completed by LPI Mechanical was \$1,760.85 including taxes. The cost for emergency mitigation services by ServiceMaster is included in the

total cost of repair. It was moved by Barjinder and seconded by Manjeet to approve payment to ServiceMaster to repair the resultant damage repairs as per their quote of \$2,968.81 as expenditure from the Contingency Reserve Fund. **CARRIED 5 in favor.**

4. **Financial Review:** The November, 2019, December, 2019 and January, 2020 Statements were presented to Council for their review. Management was instructed to issue Demand letters, mortgagee letters and liens to collect unpaid charges. It was moved by Rani and seconded by Sumit to transfer \$215,000.00 from the Contingency Reserve Fund to a 30 day term deposit at the rate of 2.05 percent. **CARRIED 5 in favor.**

It was moved by Manjeet and seconded by Rani to approve the November, 2019, December, 2019 and January, 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 202 reported mold growth. Management contacted the Owner and advised them to use ventilation fans as per the instructions provided to clean the ceiling as the cover page for the November 26, 2019 minutes.

b) The Owner of Unit 174 requested fence repairs. Quality Garden was dispatched to repair the fence. The Owner submitted an inquiry regarding arranging monthly direct deposit for their strata fee payments.

c) An Owner requested a partial refund of strata fees. Management contacted the Owner to advise them to review the matter with their spouse.

d) The Owner of Unit 66 was authorized by Council to rent the Activity Centre on December 21, 2020.

e) The Owner of Unit 65 requested their storm drain be cleared. Management dispatched Quality Garden to investigate and remedy the problem

f) The Owner of Unit 8 reported a street light out of operation. JW Electric was dispatched to repair the light.

g) The Owner of Unit 2 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

h) The Owner of Unit 27 reported a street light out of operation. JW Electric was dispatched to repair the light. The Owner requested Council have centre lines painted on the pavement at both entrances to the property.

**i)** The Owner of Unit 174 requested a downspout be replaced. Quality Garden was requested to replace the damaged downspout.

The Owner also requested a natural gas supply line be replaced. Management was instructed to send a letter of reply advising the Owner to undertake the replacement at their expense.

The Owner also submitted a request to shut down the water supply line to multiple strata lots. The Owner contacted Management and cancelled their request by leaving a voicemail message.

The Owner submitted a letter of reply on February 21, 2020 advising the repairs had been completed and the Strata Lot has been sold.

**j)** A tenant of Unit 88 requested return of a deposit cheque for the Activity Centre. Management was instructed to return the damage deposit.

**k)** The Owner of Unit 42 was granted approval to rent the activity Centre on January 26, 2020.

**l)** An Owner was approved to rent the Activity Centre on February 8, 2020. Council instructed Management to contact the Owner and require them to clean the floor of the Activity Centre prior to the next rental on March 28, 2020 or the cost of cleaning will be paid by the damage deposit.

**m)** The Owner of Unit 41 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**n)** The Owner of Unit 211 requested renovations proposed to their interior be approved. Management was instructed to send a letter of reply advising interior renovations were approved. Council recommended the Owner be advised to report their renovations to their personal insurance Broker, as improvements are not insured by the policy held by the Strata Corporation.

**o)** The Co-op Board submitted the following concerns;

- A vehicle parked in the parking lot with missing license plates would be fully insured by their Member upon their return from a trip.
- Requested a gate at Unit 112 be repaired. Quality Garden was dispatched to repair the gate. The Board requested concrete curbing repairs. As noted above, Council will be considering repair quotes at the next meeting.
- The Board reported a large commercial vehicle was illegally parked on Common Property. The Bylaw Officer was instructed by Council to place a warning Notice on the windshield advising the vehicle would be towed by a Council member unless moved immediately.

- The Board requested fence and gate repairs at Unit 113 and Unit 214. Quality Garden was dispatched to repair the fence and gate.
  - The Board reported resultant damage to the flooring of Unit 119. Management contacted the Board and advised they submit an insurance claim for resultant damage on their homeowner policy in a telephone conversation.
- p)** The Owner of Unit 244 requested dislodged siding be re-attached. Quality Garden was dispatched to re-attach the siding.
- q)** The Owner of Unit 123 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- r)** The Co-op Board reported a sign identifying the new disabled person's designated parking space had gone missing the next day after it was installed.
- s)** The Owner of Unit 235 submitted a written request to rent the Activity Centre on April 18, 2020. The request was approved by Council.
- t)** The Board of the Co-op submitted a written request to rent the Activity Centre on April 25, 2020. The rental request was approved by Council.
- u)** The Owner of Unit 231 submitted a written request to rent the Activity Centre on March 28, 2020. The rental request was approved by Council.
- v)** The Owner of Unit 144 requested gutter cleaning. Management dispatched Quality Garden to clean the gutters. The Owner reported their backyard was not serviced by the landscaping contractor for the past few months. Council noted as per the provisions of the current agreement, landscaping services are provided from February 1, 2020 until November 30, 2021 to mitigate expenses.
- w)** The Owner of Unit 178 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- x)** The Owner of Unit 49 requested additional venting be added to their attic space due to mold growth on their ceiling. Management was instructed to send a letter of reply advising the Owner to use their kitchen and bathroom fans during the winter weather as per the cover page provided to all Owners on November 26, 2019.
- y)** The Owner of Unit 257 submitted a request to have the attic space inspected due to mold growth on their ceiling. The Owner noted until recently the Strata Lot was tenant occupied. Discussion ensued; Management was instructed to have Clearbrook Roofing inspect the attic space to verify the new sloped roof as not leaking. As noted above, all residents were advised on November 26, 2019 to use their kitchen and bathroom ventilation fans during the winter or inclement weather.

**z)** A resident submitted a letter of concern regarding a printed leaflet left in their mailbox. Management was instructed to note in the minutes residents should recycle any unwanted advertisement or item in the recycling bin

**aa)** The tenant of Unit 193 reported condensation on their windows and concerns to possible damage to their ceiling, walls and window sills. As noted above all residents are advised by Council to use kitchen and ventilation fans during winter or inclement weather.

**bb)** The Owner of Unit 110 requested gutter cleaning Quality Garden was dispatched to clean the gutters.

**6. New Business:**

**a) Carport Roof:** Council reviewed a quote to replace the carport roof at Unit 109. Clearbrook Roofing indicated the roof had deteriorated and required replacement. It was moved by Manjeet and seconded by Sumit to have the carport roof replaced by Clearbrook Roofing as per their quote of \$4,200.00 plus taxes. **CARRIED 5 in favor**

**b) Fire Inspection:** It was noted the safety equipment within the Activity Centre required inspection It was moved by Manjeet and seconded by Rani to have the emergency exit lights and fire extinguisher inspected by Fraser Valley Fire Inspection as per their quote of \$80.85. **CARRIED 5 in favor**

**c) Chimney Cap Replacement:** It was moved by: Barjinder and seconded by Manjeet to have the chimney cap replaced at Unit 156 by Clearbrook Roofing as per their quote of \$675.00 plus taxes. **CARRIED 5 in favor**

**d) Exterior Painting:** Management was instructed to have Quality Garden paint all recently replaced carport posts, fences, gates when weather conditions are conducive.

**e) Flowers:** Quality Garden submitted a proposal to plant flowers on Common areas. It was moved by Barjinder and Rani to have flowers planted by Quality Gardens along the medians, in the vicinity of the Activity Centre and at both main entrances at the cost of \$250.00 plus taxes. **CARRIED 5 in favor.** Council noted Quality Garden will not be planting flowers in the front of any Strata Lot this year.

**f) Tree Removal:** Quality Garden sent an email report and photos of a tree on February 25, 2020 advising a tree adjacent to Unit 18 was causing damage to the building. Council instructed Management to have the tree removed at the cost of \$215.00 plus taxes as soon as possible.

**g) Organic Waste:** All residents are advised new totes to be used for the disposal of organic materials will be provided by Valley Waste and Recycling

prior to April 1, 2020. The new totes are the property of Valley Waste and Recycling. All residents are reminded the existing garbage receptacles are the property of each Strata Lot. Residents are responsible to clean both the new totes for organic waste and garbage receptacles owned by each Strata Lot.

**h) Fertilizer Application:** Quality Garden advised they would be applying fertilizer on lawns during the week of March 16, 2020 through to March 20, 2020. If a resident does not want fertilizer applied, they should call Quality Garden at 778-908-3261 prior to March 15, 2020 (a notice on a front yard entrance would also be permissible). Residents are advised to refrain from stepping on freshly fertilized lawns for 72 hours after application (especially children and pets).

**i) Holiday Lighting:** All residents are reminded to please remove all holiday exterior lighting as per the provisions of Bylaw 3.1(e).

7. **Adjournment:** The meeting adjourned at 7:54 pm.

A member left the meeting and the following discussion ensued

Management was instructed to send a letter to the Bylaw Office requiring weekly reports for Council review

8. **Next Meeting:** The next meeting will be held at the Activity Centre on Tuesday, March 24, 2020 at 6:30 pm.

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

**Joe Hackett**, Strata Agent  
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