

**All parents are requested to supervise their children while on Common Property and endeavor to ensure they maintain social distancing as per the recommendations of Health Canada and the Government of British Columbia Centre for Disease Control**

**Minutes Of The Council Meeting**  
**Clearbrook Village NW 1689**  
**March 24, 2020**  
**Via teleconference**

<b>Position</b>	<b>Name</b>	<b>Attendance</b>	<b>Unit</b>
President	Barjinder Brar	Present	159
Vice - President / Landscaping	Rani Boparai	Absent	242
Member of Council	Manjeet Channi	Present	185
Member of Council	Nirbhai Sall	Resigned	261
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 6:30 pm.

Nirbhai Sall resigned from Council due to the sale of his Strata Lot.

2. **Adoption of the Previous Minutes:** February 25,2020

It was moved by Manjeet and seconded by Jaspreet to adopt the minutes of the February 25, 2020 Council meeting as presented. **CARRIED 4 in favor**

3. **Business Arising from Previous Minutes:**

**a) Curb Repairs / Bollards:** Management was instructed to verified all of the contractors would be using rebar when replacing the concrete curbs. It was moved by Ann and seconded by Manjeet to have White Diamond Construction replace the broken curbs as per their quote of \$13,540.80 including taxes **CARRIED 4 in favor.**

**b) Line Painting / Speed Bump Painting:** At the previous meeting, Council approved the revised quote from Precision Line Painting at the cost of \$3,585.68 including taxes. Management was instructed to obtain a comparative quote for sweeping all roadways for consideration at the next meeting. Precision Line Painting will be requested to defer work until after 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) Wind Storm (2):** A large tree fell on the roof of Unit 102 on Saturday, February 9, 2019. The Insurance Adjuster instructed Management to issue payment to ServiceMaster in lieu of the deductible, \$1,856.50 including taxes. Council considers this matter now closed.

**e) Painting Activity Centre:** Council decided to defer the painting of the Activity Centre until after the Covid 19 pandemic is over.

**f) Activity Centre Roof Replacement:** Canuck Roofing will be replacing the roof at the Activity Centre under the supervision of Interprovincial Roofing Inspections. Canuck Roofing submitted additional terms to the roofing contract on March 23, 2020. It was moved by Barjinder and seconded by Manjeet to cancel the roofing agreement if the contractor does not waive the hourly charge provisions of the addendum sent on March 23, 2020.

**g) Rental Unpaid:** The Owner of Unit 7 contacted the President and obtained access to the Activity Centre without paying for their September 22, 2019 rental. Management was instructed to send a letter to the Owner requiring payment in the amount of \$45.00. The Owner remitted payment. Council considers this matter now closed.

**h) Traffic Feedback Signs / Speed Limit Signage:** Management forwarded a proposal from Precision Line Painting to paint the speed limit at 10 locations throughout the property for Council consideration. Council tabled this item for consideration at the next meeting.

**i) Disabled Parking Space:** Management instructed Precision Line Painting to apply paint on the asphalt to identify the designated disabled parking space. Council tabled this item for consideration at the next meeting.

**j) Organic Waste:** All residents are advised new totes are to be used for the disposal of organic materials and 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.

4. **Financial Review:** The February, 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 Ann and seconded by Jaspreet to approve the February, 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 4 in favor.**

**5. Correspondence:**

a) The Owner of Unit 205 reported damage to their driveway by tree roots. It was moved by Barjinder and seconded by Manjeet to have Quality Garden remove the tree as per their quote of \$365.00 plus GST **CARRIED 4 in favor.**

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

c) An Owner of Unit 207 requested gutter cleaning. Quality Garden cleaned the gutters.

d) The Co-op Member from Unit 235 was authorized by Council to rent the Activity Centre on April 18, 2020. The Member submitted email messages regarding the damage deposit payment. Management was directed to refund the payments deposited in the Strata Corporation account.

e) The Owner of Unit 28 requested gutter cleaning and siding repairs. Management dispatched Quality Garden to clean the gutters and repair siding.

f) The Owner of Unit 135 requested a carport roof repair and attic inspection. Management dispatched Clearbrook Roofing on March 16, 2020. It was moved by Ann and seconded by Barjinder to have Clearbrook Roofing replace the carport as per their quote of \$3,550.00 plus taxes **CARRIED 4 in favor.**

g) The Owner of Unit 108 reported decaying carport posts. Quality Garden was dispatched to replace the posts. The Owner also requested fence and siding repairs. Quality Garden was dispatched to repair the siding and fence.

h) The Owner of Unit 55 submitted an inquiry for paid parking. Management noted the Owner is not required to pay for parking their second vehicle outside. The Owner also noted an electrical room door was unlocked. Quality Garden locked the door at the request of Management.

i) The Owner of Unit 42 requested tree pruning. Quality Garden was requested to prune the branches.

j) The Owner of Unit 49 submitted a reply to a letter sent recommending they use the ventilation fans during inclement weather. The Owner submitted a follow-up letter requesting additional venting. Management was instructed to send a letter requesting the Owner verify they were using baseboard heating as installed when the building was constructed, and using their ventilation fans in their bathroom and kitchen during inclement weather.

**k)** The Owner of Unit 147 requested their cracked driveway be repaired. Management requested Quality Garden repair the cracked concrete surface.

**l)** The Co-op Board requested gate repair for Unit 120. Quality Garden repaired the gate.

**m)** IRC Building Sciences Group submitted a request to inspect the roof, windows and siding on all units owned by the Co-op. Discussion ensued; Management was instructed to send an email authorizing the inspector to visually inspect the exterior of the buildings from the ground due to safety concerns. Management was also instructed to note the warranty on the new sloped roofing could be voided if other parties were observed climbing on the roof.

**n)** The Co-op Member from Unit 235 submitted an email cancelling their April 18, 2020 rental of the Activity Centre.

**o)** The tenant from Unit 152 forwarded a photo of the newly replaced water supply line noting drywall could not be reinstalled due to the location of the pipe. Management was instructed to confer with LPI Mechanical and ServiceMaster to have the water supply line installed in a manner so drywall can be installed.

**p)** The Owner of Unit 87 submitted a request to install paving stones. Management was instructed to request the Owner specify the dimensions of the proposed alteration for consideration at the next meeting.

**6. New Business:**

**a) Carport Roof:** Council authorized a carport roof replacement at Unit 135 as noted under item 5 (f).

**b) Storm Damage:** Quality Garden provided a proposal for fence and gate repairs. It was moved by Ann and seconded by Barjinder to have Quality Garden repair damaged fences and gates as per their quote of \$960.00 plus taxes **CARRIED 4 in favor.**

**c) Entrance Repairs:** Quality Garden submitted a proposal to replace all the landscape ties at the main entrance on Maclure Road. It was moved by Ann and seconded by Barjinder to have Quality Garden replace the landscape ties at the Maclure Road entrance as per their quote of \$300.00 plus taxes. **CARRIED 4 in favor.**

**d) Bylaw Officer:** Management was instructed to require the Bylaw Officer to submit weekly reports and an inspection report of all yards for consideration at the next meeting.

**e) Covid 19 Pandemic:** Council instructed Management to prepare a cover page noting the responsibility of all parents to supervise their children while on Common Property and endeavor to ensure they maintain social distancing as per the recommendations of Health Canada and the Government of British Columbia Centre for Disease Control

7. **Adjournment:** The meeting adjourned at 7:47 pm.
8. **Next Meeting:** The next meeting will be held at the Activity Centre on Tuesday, April 28, 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  
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