

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 has ordered the playgrounds on

Clearbrook Village property

Closed until further notice due to the current pandemic to prevent harm

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
May 26, 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	Present	242
Member of Council	Manjeet Channi	Absent	185
Member of Council	Jaspreet Pharwaha	Absent	246
Member of Council	Ann Hennigan	Present	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 6:41 pm.
  
2. **Adoption of the Previous Minutes:** April 28,2020  
It was moved by Ann and seconded by Barjinder to adopt the minutes of the April 28, 2020 Council meeting as presented. **CARRIED 3 in favor**
  
3. **Business Arising from Previous Minutes:**
  - a) **Curb Repairs:** White Diamond Construction scheduled the replacement of the broken concrete curbs commencing on May 26, 2020 until May 29,2020.
  
  - b) **Line Painting / Speed Bump Painting:** Council reviewed quotes for cleaning the roadways and parking spaces prior to having the line painting work done. Another member joined the meeting bringing the total present to 4. It was moved by Rani and seconded by Barjinder to have Quality Garden clean the roadways and parking spaces as per their quote subject to Council approval of \$850.00 plus taxes **CARRIED 3 in favor 1 abstained**
  
  - 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. 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 another letter to the Owner requesting payment in the amount of \$638.19. The unpaid charges noted above have now been paid. Council considers this matter now closed.

**d) Activity Centre Roof Replacement:** Previously, 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 to deliver a sheet of plywood, for consideration at the next meeting. Canuck Roofing verified delivery and supply of plywood was included in cost noted above. Discussion ensued; Council determined if the Roofing Inspector determines plywood replacement is required, the terms noted above were acceptable.

**e) Traffic Feedback Signs / Speed Limit Signage:** Previously, Council approved a proposal from Precision Line Painting to paint the speed limit on 10 locations throughout the property after the power sweeping has been completed.

**f) Disabled Parking Space:** Previously, Management instructed Precision Line Painting apply paint on the asphalt to identify the designated disabled parking space after the power sweeping has been completed.

**g) Water Supply Line Replacement / Drywall Replacement:** Council reviewed quotes to replace drywall removed at Unit 152 to permit LPI Mechanical to replace a water supply line. It was moved by Barjinder and seconded by Rani to have White Diamond Construction complete the interior repair drywall work relating to the water supply line replacement, as per their quote of \$1,200.00 plus taxes **CARRIED 4 in favor.**

**h) Pruning High Limbs / Tree Removal:** Management requested Central Valley Tree Service provided a quote to prune the limbs of four trees at Unit 42 and remove a total of four trees at Unit 20, Unit 198 and Unit 42. It was moved by Ann and seconded by Barjinder to have Central Valley Tree Services prune limbs and remove the trees noted above per Owner requests to prevent loss or harm as per their quote of \$4,068.75 **CARRIED 4 in favor**

**i) 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 May minutes noting the closure of the playgrounds at Clearbrook Village to prevent loss or harm.

**j) Minutes:** Council reviewed quotes to provide Council minutes available for review via a webpage It was moved by Rani and seconded by Ann to have Movers4U generate a webpage for Owners to view Council minutes at the cost of \$796.65 including taxes **CARRIED 4 in favor**

**k) Litter:** Previously, Council instructed Management to request Quality Garden ensure litter and debris be removed each week from Common Property. Discussion ensued; Management was instructed to send an additional email advising Council is not satisfied with the quality of work being done. It is to be noted lawn clippings, litter and debris must be removed every week. Management was also instructed to note Quality Garden must use leaf blowers to maintain the appearance of the property as per the provisions of the current landscaping contract

**l) Graffiti:** Council reviewed quotes to remove graffiti at Unit 21. It was moved by Barjinder and seconded by Rani to have White Diamond Construction remove the graffiti as per their quote of \$500.00 plus taxes  
**CARRIED 4 in favor**

- 4. Financial Review:** The April, 2020 Statements were presented to Council for their review. Management was instructed to issue Demand Letters and a lien to collect unpaid charges.

It was moved by Sumit and seconded by Barjinder to renew the three separate term deposits in the amount of \$100,000.00 for thirty days at 1.35 percent interest  
**CARRIED 4 in favor**

It was moved by Rani and seconded by Barjinder to approve the April, 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 84 requested pest control for ants within their unit. Management telephoned the Owner and advised the Owner is responsible to pay for the above measure. The Owner also requested moss control for their backyard. Quality Garden was requested to treat the moss growth.

**b)** An Owner submitted a complaint regarding undue noise emanating from a motor vehicle owned by a Co-op member. Management forwarded a Notice of Complaint letter and requested the Board review the matter with the motorist. Council noted the matter was not resolved, and the motorist was disturbing residents. It was moved and seconded to issue a fine of \$50.00 to the Co-op Member.  
**CARRIED 3 in favor 1 abstained**

**c)** A previous Owner requested Management refund Strata Fee payments. Management advised the request for a refund was denied in a telephone conversation.

**d)** The Owner of Unit 30 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**e)** The Owner of Unit 255 requested fence repairs. Quality Garden was dispatched to repair the fence.

**f)** The Owner of Unit 59 requested curb repairs. It was noted the damage was not included in the approved work underway. Council tabled this item for consideration at the next meeting.

**g)** The Owner of Unit 300 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**h)** The Owner of Unit 42 requested tree pruning or removal. As noted under item 3(h), Council approved a quote from Central Valley Tree Service to prune trees and remove a tree.

The Owner requested a copy of the Bylaws. Management provided the Bylaws.

The Owner also requested authorization to install paving stones in their backyard. Management was instructed to provide an Assumption of Responsibility form to the Owner with the provision the paving stones do not cover more than  $\frac{3}{4}$  of the yard and are installed sloping away from the building. The Owner may not install the paving stones until the signed Assumption of Responsibility form is received at the Teamwork office.

**i)** The Owner of Unit 16 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**j)** The Owner of Unit 21 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**k)** An Owner requested a copy of the complaint received pertaining to an alleged Bylaw contravention. Management was instructed to send a letter of reply with a redacted copy of the complaint.

**l)** The Owner of Unit 287 requested fence repairs. Quality Garden was dispatched to repair the fence.

**m)** The Owner of Unit 256 requested pest control for rodent activity in their yard. Management dispatched Orkin Pest Control to add bait to the bait station.

n) The Owner of Unit 146 requested authorization for a trampoline in their backyard. As noted in the April 28, 2020 minutes, backyard trampolines are not permissible. Management was instructed to send a letter of reply to the Owner advising their trampoline must be removed immediately.

o) The Owner of Unit 47 requested authorization to install paving stones. The Owner did not provide the dimension of the proposed new patio. Management was instructed to provide an Assumption of Responsibility form to the Owner with the provision the paving stones do not cover more than  $\frac{3}{4}$  of the yard and are installed sloping away from the building. The Owner may not install the paving stones until the signed Assumption of Responsibility form is received at the Teamwork office.

p) An Owner submitted a complaint regarding a dog incessantly barking. Management sent a Notice of Complaint to the Owner whose tenant was the subject of the complaint. Council indicated the animal was still causing a disturbance due to incessant barking. It was moved and seconded to issue a fine in the amount of \$50.00 to the Owner as per the provisions of Bylaw 3.1(a)(b)(c) **CARRIED 4 in favor**

q) A Realtor acting for the Owner of Unit 23 requested a Form B and Form F. Management advised the Realtor to order the forms via the Teamwork website.

r) The Co-op Board indicated the Owner of Unit 55 requested an insurance claim be submitted on the policy held by the Clearwater Co-op.

The Co-op Board denied the request, as the Co-op does not own either Unit adjacent to Unit 55.

s) The Owner of Unit 237 provided storage insurance coverage for a vehicle parked in their carport.

t) The Co-op Board requested Quality Garden pay to replace a broken car window. Quality Garden issued payment for the damage directly to the motorist.

u) The Owner of Unit 94 requested gutter cleaning. Quality Garden was dispatched to clean the gutters on May 19, 2020. The Owner submitted a follow up request on May 26, 2020. Management forwarded a followup request to verify the gutters had been cleaned. Quality Garden verified the gutters were cleaned.

**v)** The Owner of Unit 134 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**w)** The Owner of Unit 96 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**x)** The Owner of Unit 274 submitted a letter indicating their lawn was not mown to their satisfaction on May 17, 2020. Management was instructed to advise Quality Garden ensure the lawn is mown weekly.

**y)** The Owner of Unit 123 requested a wasp nest be removed. Management requested Quality Garden remove the nest.

**z)** An Owner submitted a letter regarding Bylaw enforcement, landscaping and litter removal. As noted above, Council instructed Management to advise Quality Garden they were not satisfied with the current quality of work being done. Management was instructed to send a letter of reply requiring the Owner provide date, time and unit number for any allegation. Council is unable to act without specific information regarding alleged Bylaw contravention.

**aa)** A Co-op Member who was the subject of an alleged Bylaw contravention provided a letter of response. The Co-op Member alleged other residents and guests were also causing undue noise, but did not provide specific details of the allegations. Management was instructed to send a letter of reply requiring the resident provide date, time and unit number for any allegation. Council is unable to act without specific information regarding alleged Bylaw contravention allegations.

**bb)** The Owner of Unit 291 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

**cc)** The Owner of Unit 89 requested a copy of the policy held by the Strata Corporation. Management telephoned the Owner and recommended they request the document via email through the Teamwork website.

**dd)** The Owner of Unit 172 requested pest control. Orkin Pest Control was dispatched to add a bait station. Quality Garden was requested to fill in two holes in the backyard while onsite performing their landscaping duties.

**6. New Business:** None

**7. Adjournment:** The meeting adjourned at 7:40 pm.

- 8. Next Meeting:** The next meeting will be held on Tuesday, June 23, 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

# LINE PAINTING

## NOTICE TO ALL RESIDENTS

### JUNE 10, 2020

\*NO WATERING

- TURN OFF ALL TIMED SPRINKLERS
- PLANTS
- LAWN
- WASHING OF CARS

\*NO VEHICLES ON LOT

- PARKED ON PAINT OR CLOSE TO

\*FINISH ALL LANDSCAPING BEFORE WE GET THERE

- NO PILES OF DIRT
- OVER HANGING PAINTED AREAS

Yours truly,  
Precision Line Painting

