

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
September 15, 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	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.
  
2. **Adoption of the Previous Minutes:** July 28,2020  
It was moved by Ann and seconded by Jaspreet to adopt the minutes of July 28, 2020 Council meeting as presented. **CARRIED 4 in favor**
  
3. **Business Arising from Previous Minutes:**
  - a) **Curb Repairs:** Council tabled discussion on further repair of concrete curbing until after the end of the current fiscal year due to financial constraints.
  
  - b) **Line Painting / Speed Bump Painting:** Council is satisfied with the quality of work done by Precision Line Painting.
  
  - c) **Activity Centre Roof Replacement:** Previously, Interprovincial Roof Inspections provided a report noting deficiencies must be corrected by Canuck Roofing. The contractor had not returned to complete the work.  
  
**Subsequent to the meeting, the deficiencies were completed to the satisfaction of Council.**
  
  - d) **Water Supply Line Replacement / Drywall Replacement:** Previously, Council approved White Diamond Construction to complete the interior repair drywall work to Unit 152 relating to the water supply line replacement. The work has now been completed.
  
  - e) **Pruning High Limbs / Tree Removal:** Previously, Central Valley Tree Service was approved 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. Central Valley Tree Service submitted a permit request to the City of Abbotsford. The Arborist for the City of Abbotsford provided exemptions for some of

the trees noted above on July 22, 2020. The permits to remove trees have now been granted by the City Parks and Recreation Department.

**f) Playgrounds:** Previously, Council determined the closure of the playgrounds at Clearbrook Village will continue to prevent loss or harm until after the pandemic is over. Council will post signage advising parents to please refrain from using playgrounds. Owners are to login to the Strata Corporation web page for updates regarding this matter at [www.clearbrookvillage.info](http://www.clearbrookvillage.info)

**g) Undue Noise:** Previously, an Owner submitted an additional complaint regarding undue noise emanating from a motor vehicle owned by a Co-op Member. Management was instructed to request the Co-op Board provide the contact information for the motorist to a Council member. A Council member agreed to inspect the vehicle. The Board member provided contact information for the member on July 27, 2020. The Co-op Member did not return a telephone message from the Council member requesting to meet. Management was instructed to send a letter to the Co-op Board advising a fine will be assessed by the Strata Council at the next meeting unless the member contact the Council member to have the vehicle inspected.

**h) Orkin Pest Control:** The technician from Orkin Pest Control servicing the property requested their office provide a revised proposal due to the number of requests to add bait stations. No proposal was submitted for Council consideration. Management instructed Orkin Pest Control to inspect the attic of Unit 296 for rodent activity and remediation if required on August 5, 2020. Management was instructed to request a comparative quote for pest control services for Council consideration at the next meeting.

4. **Financial Review:** The July, 2020 and August, 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 Manjeet and seconded by Ann to renew a term deposit in the amount of \$75,000.00 for thirty days at .65 percent interest  
**CARRIED 4 in favor**

It was moved by Jaspreet and seconded by Barjinder to approve the July, 2020 and August, 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 190 requested their gate be repaired. Management dispatched Quality Garden to repair the gate.

**b)** The Owner of Unit 63 requested siding repairs and gutter repairs. Management dispatched Quality Garden to repair the siding and gutters.

**c)** The Owner of Unit 89 requested concrete curb repairs. As noted above under item 3 (a) no further concrete curb repair work will be considered until the next fiscal year.

**d)** The Co-op Board requested the gate at Unit 224 be repaired. Management dispatched Quality Garden to repair the gate.

**e)** An Owner alleged their neighbour's children were trespassing and vandalizing their vehicle. Management was instructed to send a Notice of Complaint letter noting any further contravention of Bylaw 3.1 (a) will result in a fine being assessed by the Strata Council at the next meeting.

**f)** The Owner of Unit 275 requested siding repairs. Management dispatched Quality Garden to repair the siding.

**g)** The Owner of Unit 33 submitted an email requesting a copy of the policy held by the Strata Corporation. Management provided the document.

**h)** The Owner of Unit 241 requested a new handle for their hose bib. Management dispatched LPI Mechanical to replace the handle.

**i)** The Co-op Board requested the gate at Unit 144 be repaired. Management dispatched Quality Garden to repair the gate.

**j)** The Owner of Unit 144 submitted two requests for pest control. Orkin Pest Control was dispatched to add a bait station based on both requests.

**k)** The Owner of Unit 145 submitted an email message regarding an insurance claim on their homeowner policy. Management telephoned the Owner and Insurance Adjuster noting the amount of the damage was less than the deductible on the policy held by the Strata Corporation.

**l)** The Owner of Unit 94 requested gate repairs. Management dispatched Quality Garden to repair the gate.

**m)** The Owner of Unit 23 provided their emergency contact information.

- n)** The Co-op Board provided photos of a flooded yard at Unit 114. Quality Garden was requested to determine if there was a drainage culvert requiring cleaning. Quality Garden reported there is no culvert in the vicinity of the backyard and the flooding had subsided.
- o)** The Owner of Unit 19 submitted a request for insect exclusion measures, as wasps had entered into the Strata Lot. Orkin Pest Control was dispatched to remedy the problem. As no further complaint was received from the Owner, Council considers this matter resolved.
- p)** The Co-op Board requested gutter cleaning for Unit 126. Quality Garden was dispatched to clean the gutters.
- q)** The Owner of Unit 296 requested the webpage address to review monthly Council minutes. Management provided the webpage address.
- r)** The Co-op Board submitted an inquiry on behalf of a member to obtain a paid parking space at the Trethewey Street entrance for a tent trailer. Discussion ensued; Council determined it would be permissible for the member of the Co-op to rent a parking space at the cost of \$45.00 per month with the condition the tent trailer was fully insured Discussion ensued; It was noted commercial vehicles had not submitted rental payments for the current fiscal year. Management was instructed to have Quality Garden lock the gate when they leave the property until further notice. The Bylaw Officer will be requested to provide a report regarding the number of vehicles parked overnight in the gated lot.
- s)** The Co-op Board requested pest control for unit 126. Quality Garden was dispatched to remedy an ant infestation in a stump.
- t)** The Owner of Unit 191 requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner requested tree removal and pruning. Quality Garden was dispatched to prune the trees and provide a report to Council. The Owner reported insects were entering their unit. Management dispatched Orkin Pest Control to remedy the problem. The Owner reported vandalism to Unit 186. Management dispatched ServiceMaster to remove the spray paint from Unit 186 / Unit 187 at the cost of \$338.27 including taxes.
- u)** The Owner of Unit 280 requested fence repairs Management dispatched Quality Garden to repair the fence. The Owner also reported their chimney required repairs. Management was instructed to send a letter of reply requesting the Owner specify why the chimney requires repair.

v) The Owner of Unit 284 requested debris and leaves from blowing be removed from the property. Quality Garden noted the debris was removed the following day.

w) The tenant of Unit 15 requested a hose connection be repaired. Management requested a current telephone number for the tenant from the Owner of the adjacent Strata Lot (Unit 16). It was noted the Owner of Unit 16 had not submitted the required Form K document for the rental of their Strata Lot. Management will send a letter to the Owner of Unit 16 requiring the completed Form K document. Management dispatched LPI Mechanical to endeavor to repair the hose connection.

**6. New Business:**

a) **Trampoline:** The Bylaw Officer reported an Owner had recently reinstalled their trampoline. Previously, a fine assessed to the Owner on August 2, 2018 for the contravention. It was moved and seconded to issue a fine of \$100.00 for ongoing contravention of Bylaw 32.2 (a) **CARRIED 4 in favor.**

b) **AGM:** Council prepared a proposed 2020 / 2021 Operating Budget as required under the Act. Council will propose the surplus from the 2019 / 2020 Operating Budget be carried forward as income to mitigate an increase in Strata Fees. Management was instructed to include a news bulletin and report to the BC Finance Minister, Carol James regarding the increased cost of insurance prepared by the BC Financial Services Authority for Owner review on the Clearbrook Village website. Due to the pandemic the 2020 Annual General Meeting will be convened using restrictive proxy voting via electronic means to ensure the health and safety of all Owners and Co-op Members. Owners will be requested to assign their vote to a Council member or Co-op Board Member. Management was instructed to include a Resolution to opt out of the requirement of the Strata Corporation to obtain a Depreciation Report

c) **Insurance:** Due to the current market conditions a proposal to renew the policy held by the Strata Corporation was not available for consideration by Council. The Strata Council will be provided with a proposal from Hub Coastal Insurance prior to the expiry of the current coverage.

d) **Receptacles:** All residents are requested to please endeavor to make use of organic waste receptacles when disposing of leftover food and organic material.

**7. Adjournment:** The meeting adjourned at 7:58 pm.

- 8. Next Meeting:** The next meeting will be the Annual General Meeting to be held on October 20, 2020 at 700 pm by restrictive proxy voting by electronic means as permitted by recent Provincial Legislation.

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

Owners may review official notices from the Strata Council and view Strata Council minutes by logging on to the Strata Corporation website  
[www.clearbrookvillage.info](http://www.clearbrookvillage.info)