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This webpage will not be
operational until August 1, 2020

- 1) First go to <http://www.clearbrookvillage.info/>
- 2) At the bottom of the page there is a section saying subscribe to our minutes: (if you are already subscribed then you will get a message saying you are already subscribed)
- 3) Once you subscribe you will receive a successful message (saying thank you for signup) and also receive an email in your inbox as well.
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**Minutes Of The Council Meeting
Clearbrook Village NW 1689
June 23, 2020
Via teleconference**

Position	Name	Attendance	Unit
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	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 6:37 pm.

2. **Adoption of the Previous Minutes:** May 26,2020
It was moved by Jaspreet and seconded by Manjeet to adopt the minutes of the May 26, 2020 Council meeting as presented. **CARRIED 3 in favor**

3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs / Carport Concrete Pad:** White Diamond Construction completed the replacement of the broken concrete curbs as approved.

White Diamond submitted an additional proposal to repair additional broken curbs and to re-pour a concrete pad in a carport. Council tabled this item for consideration at the next meeting.

Management requested White Diamond Construction submit a proposal to re-pour the concrete carport pad removed at Unit 94 and Unit 95 as per a request from the Owner of Unit 94. The carport was excavated on November 30, 2019 for water supply line replacement. It was moved by Manjeet and seconded by Jaspreet to have White Diamond Construction install a new concrete pad in the carport at the cost of \$5,000.00 plus taxes. **CARRIED 3 in favor.**

 - b) **Line Painting / Speed Bump Painting:** Precision Line Painting re-painted the lines and speed bumps on June 25, 2020.

 - c) **Activity Centre Roof Replacement:** The date for replacement has not yet been determined.

 - d) **Water Supply Line Replacement / Drywall Replacement:** Previously, Council approved White Diamond Construction to complete the interior repair drywall work relating to the water supply line

replacement. The tenant noted the quote did not include applying a textured surface to the affected area to match the remaining ceiling. It was moved by Barjinder and seconded by Manjeet to have the ceiling re-textured to match the existing ceiling at the cost of \$2,800.00 plus GST.

CARRIED 3 in favor

e) Pruning High Limbs / Tree Removal: 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 contractor is unable to remove the trees noted above until the City of Abbotsford approves the tree removal permits.

f) Playgrounds: Due to the current pandemic, a closure order of all playgrounds was issued by the City of Abbotsford. Council determined the closure of the playgrounds at Clearbrook Village will continue to prevent loss or harm until after the pandemic is over.

g) Minutes Distribution: Council determined minutes of meetings will be made available for residents at a dedicated webpage moving forward to mitigate expenses. The June 23, 2020 minutes will be the last printed documents provided to Owners and Co-op Members. If you wish to download and print minutes of all future meetings, please visit the new Strata Corporation website <http://www.clearbrookvillage.info/>

4. Financial Review: The May, 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 Barjinder and seconded by Manjeet to have two separate term deposits in the amount of \$100,000.00 for sixty days at one percent interest, one term deposit in the amount of \$100,000.00 for one year at 1.8 percent and a term deposit in the amount of \$75,000.00 for thirty days at .95 percent **CARRIED 3 in favor**

It was moved by Manjeet and seconded by Jaspreet to approve the May, 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 3 in favor**

Another member arrived at this point of the meeting bringing the total present to 4.

5. Correspondence:

a) The Owner of Unit 84 requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner also requested fence post replacement. Management requested Quality Garden to replace fence posts as required.

b) The Owner of Unit 94 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

c) The Owner of Unit 46 submitted photos of mold growth. Management contacted the Owner noting Owners have been advised to use bathroom and kitchen ventilation fans during inclement weather. The Owner was advised to take measures to clean and remove the mold from their ceiling.

d) The Owner of Unit 144 requested a replacement receptacle. Management noted Owners are financially responsible to pay for replacement receptacles for refuse and recycling. The Owner also requested pressure washing of their siding. The Owner also requested pest control for clover mites. Management requested Orkin Pest Control provide a quote to remediate clover mites.

e) The Owner of Unit 109 requested curb repairs. A proposal submitted by White Diamond Construction was tabled for consideration at the next meeting.

f) An Owner submitted a complaint pertaining to debris being stored in a carport. Management sent a Notice of Complaint to the Owner in contravention.

g) The Owner of Unit 140 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

h) The Owner of Unit 41 requested a new handle for their garden hose shut off valve. Quality Garden was dispatched to replace the broken handle.

i) The Owner of Unit 19 requested fence repairs. Quality Garden was dispatched to repair the fence.

j) The Owner of Unit 103 requested fence repairs. Quality Garden was dispatched to repair the fence.

k) The Owner of Unit 94 requested the cement removed from their carport for plumbing line replacement be re-poured. Council approved a proposal to re-pour the concrete as noted above under item 3 (a),

l) The Owner of Unit 135 submitted an email regarding an attic inspection performed at their request. Management was instructed to send a letter of reply advising the recently replaced sloped roof was not leaking and the contractor charged appropriately for the time spent to inspect their premises.

m) The Owner of Unit 30 requested pest control. Management requested Orkin Pest Control to add a bait station.

n) The Rental Manager acting for the Owner of Unit 38 requested fence repairs. Quality Garden was dispatched to repair the fence.

o) The Owner of Unit 94 requested their garden hose faucet be replaced. The Owner purchased a new garden hose, but reported the hose connection was still leaking. Management was instructed to have LPI Mechanical replace the hose bib connection.

p) The Owner of Unit 48 requested concrete curb repairs. White Diamond provided a proposal as noted above. Council tabled this item for consideration at the next meeting.

q) The Owner of Unit 172 requested pest control. Orkin Pest Control was requested to add a bait station.

r) 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.

s) The Owner of Unit 255 reported a missing recycling bin. Management noted Owners responsible to replace missing receptacles at their expense

t) The Owner of Unit 18 requested gutter and downspout repairs. Management requested Quality repair the gutters and downspouts.

u) The Owner of Unit 296 requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner requested pruning. Quality Garden was requested to prune the branches. The Owner requested pest control in two email messages. Orkin Pest Control agreed to add a bait station.

v) The Owner of Unit 94 requested tree pruning. Quality Garden was dispatched to prune the trees.

w) The Owner of Unit 77 requested door hardware repairs. Management telephoned the Owner and noted they were financially responsible to pay for the repair as per the provisions of Bylaw 2.3. The Owner also requested gutter cleaning on their carport roof. Quality was dispatched to ensure the drains are clear. The Owner also requested a cracked window pane be replaced. As per the established Council protocol, the Owner must provide a Police report file number to Management prior to the window pane replacement.

x) The Owner of Unit 279 reply verified their tenant will provide access to their backyard for landscaping.

y) The Co-op Board requested the Activity Centre be available for rental to interview a prospective member. Management was instructed to send a letter declining the request for rental of the Activity Centre until the pandemic is over and it is safe to occupy the premises.

z) The Owner of Unit 194 requested pest control. Orkin Pest Control was requested to add a bait station to the yard of Unit 194.

aa) An Owner submitted a letter of reply to a Notice of Complaint, noting the removal of personal articles from their carport.

bb) The Co-op Board submitted a letter of reply from a member regarding an alleged Bylaw contravention for undue noise from their vehicle.

cc) The Owner of Unit 275 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

dd) An Owner requested advice on parking their second vehicle in a parking lot during line painting.

ee) The Owner of Unit 183 requested screen door replacement. Management telephoned the Owner and noted Owners are financially responsible to pay for replacement of screen doors.

ff) An Owner requested advice on parking their second vehicle during line painting.

gg) The Owner of Unit 255 reported a missing recycling bin. Management telephoned the Owner and advised of their responsibility to pay for replacement receptacles for refuse and recycling.

hh) The Owner of Unit 55 requested a copy of the insurance policy held by the Strata Corporation. Management provided the document.

ii) The new Owner of Unit 144 requested the Strata Corporation remove existing plants and flowers left behind by the previous Owner. Discussion ensued; Management was instructed to send a letter of reply advising the Owner would be permitted to remove plants and flowers and replant the lawn in their backyard at their expense. When the lawn has been replanted, the Owner is requested to send an email message to Management to advise the landscaping contractor to mow the lawn each week. The Owner also requested tree pruning. Management requested Quality Garden prune the trees. The Owner also requested an existing deck be removed at the expense of the Strata Corporation. Discussion ensued; Management was instructed to advise the Owner to remove the deck and all debris from Common Property at their expense. The Owner also reported pest activity within the confines of their Strata Lot. In a telephone conversation on June 22, 2020 with the Owner, Management noted Owners are financially responsible to pay for pest control within the confines of their Strata Lot.

jj) The insurance broker for the Owner of Unit 87 requested a copy of the insurance policy held by the Strata Corporation. Management provided the document.

kk) The Owner of Unit 183 requested damaged window and a door bug screen be replaced at the expense of the Strata Corporation. On June 22, 2020, Management telephoned the Owner and left a voicemail message noting the Strata Corporation is not responsible to maintain, repair or replace damaged window or door screens

ll) The Owner of Unit 193 requested a bees nest lodged in the limb of a tree in their backyard be removed. Orkin Pest Control was requested to provide a proposal or recommendation. **Subsequent to the meeting, Orkin wrote "If it's honeybees we don't treat for those, if swarming or feeding on the vegetation we don't treat for that either".**

mm) The Owner of Unit 102 submitted a letter advising their tenant was instructed to remove articles from close proximity to the fence to facilitate repair work.

nn) The Owner of Unit 63 requested fence repairs. Quality was dispatched to repair the gate.

oo) The Owner of Unit 30 requested pest control. Orkin was dispatched to add a bait station in the backyard of Unit 30.

6. New Business:

a) Water Line Replacement: ServiceMaster Restoration and LPI Mechanical were dispatched to replace a failed water supply line at unit 114 on June 10, 2020 as per the protocol established by the Strata Council. It was determined the main shut off valve for the Unit also required replacement. A notice was mailed to the affected residents noting water shut down on June 25, 2020 to permit the valve replacement. The cost of emergency service for plumbing repairs by LPI Mechanical was \$1,590.75 including taxes and the cost for emergency service by ServiceMaster to remove the affected area of drywall was \$1,145.86 including taxes.

Management forwarded a proposal to replace the missing drywall and re-surface the ceiling to match to Council subsequent to the meeting.

7. Adjournment: The meeting adjourned at 7:48 pm.

8. Next Meeting: The next meeting will be held on Tuesday, July 28, 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
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