

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
November 17, 2020
zoom video 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	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 6:33 pm.

2. **Adoption of the Previous Minutes:** September 15,2020
It was moved by Manjeet and seconded by Jaspreet to adopt the minutes of September 15, 2020 Council meeting as presented.
CARRIED 4 in favor

3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs:** Due to winter weather, Council tabled discussion on further repair of concrete curbing for consideration at the March 16, 2021 meeting.

 - b) **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

 - c) **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 contacts the Council member to have the vehicle inspected. The resident provided a written response suggesting the Strata Council contact a licensed mechanic to review the matter. Discussion

ensued; Council considers this matter now closed, as the motorist has discontinued using the vehicle.

d) 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. Council reviewed a comparative quote for pest control services. Discussion ensued; Management was instructed to request an additional quote for consideration at the next meeting.

e) Insurance: The Strata Council was provided with a proposal from Hub Coastal Insurance prior to the expiry of the current coverage. Management obtained a comparative proposal from Schill Insurance. It was moved by Jaspreet and seconded by Ann to approve the proposal from Schill Insurance effective November 30, 2020 as per their quote of \$454,899.00 **CARRIED 4 in favor.** Management was instructed to mail the Declaration page along with a letter to all Owners to ensure appropriate coverage is purchased for all losses.

4. Financial Review: The September, 2020 and October, 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 Jaspreet to approve the September, 2020 and October, 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) An Owner reported pet excrement left on Common Property. As the Owner did not provide specific information as to the owner of the pet in their allegation, Council is unable to act on the matter.

b) An Owner submitted email messages disputing four fines of \$50.00 each assessed by the Strata Council due to their dog incessantly barking. Discussion ensued; It was moved by Barjinder and seconded by Jaspreet to reduce the fines of \$200.00 to \$50.00 with a conditional letter to be sent advising additional fine of \$200.00 would be assessed for any future contravention of Bylaw 3.1 (a) **CARRIED 4 in favor**

c) The Owner of Unit 77 provided a Police report and request for a broken pane of glass to be replaced. Clearbrook Glass replaced the pane of glass.

- d)** The Owner of Unit 151 requested their ventilation fan be repaired or replaced. Management telephoned the Owner and noted Owners are responsible to pay for repair or replacement of the device.

- e)** The Owner of Unit 257 requested a copy of the current policy held by the Strata Corporation. Management provided the document to the Owner.

- f)** The Rental Manager on behalf of the Owner of Unit 104 requested insulation replacement and repair to the attic space and affected areas of drywall. Management forwarded the proposal from ServiceMaster to Council via email prior to the meeting. Management was instructed to request White Diamond Construction provide a comparative quote for Council consideration via email.

- g)** The Owner of Unit 16 submitted a reply to verify the unit was not rented

- h)** The Owner of Unit 13 requested pruning, gutter cleaning and fence repairs. Quality Garden was dispatched to prune trees, clean the gutters and repair the fence.

- i)** The Owner of Unit 137 requested authorization to install a 10 x 14 foot poured concrete patio. Management was instructed to send a letter approving the request with the condition the alteration is not covering more than $\frac{3}{4}$ of the yard and the Owners sign an Assumption of Responsibility prior to work commencing. Any future Owners of the Strata Lot will assume all responsibility for the alteration.

- j)** The Owner of Unit 21 requested minutes of Council meetings. Management noted all minutes are available on the Clearbrook Village website. The Owner also inquired on the scheduled removal of a tree.

- k)** The Owner of Unit 200 requested a key for Telus. Management advised the key for Telus access is located within the local Telus office.

- l)** The Co-op Board reported flooding in Unit 114. Quality Garden verified there is no drain culvert. Council agreed to act on future submissions from the Co-op Board and install a new drain if necessary.

- m)** The Owner of Unit 258 reported vandalism to their vehicle and a request to install cameras and increase security patrols. Management telephoned the Owner and noted a Bylaw would be required to install cameras on Common Property. Management also advised the Owner to contact ICBC regarding this matter.

- n)** An Owner reported a vehicle parked on a front lawn. Management was instructed to dispatch the Bylaw Officer to verify no vehicle is parked on the lawn
- o)** The Owner of Unit 156 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- p)** The Owner of Unit 7 requested a letter to verify their Strata Lot was not owned by Clearwater Housing Co-op. Management contacted the Mortgage Broker and the Owner to review the property tax notice or submit a title search to verify the ownership of the Strata Lot.
- q)** The Co-op Board noted a sign in the vicinity of Unit 219 allocated parking for the former Strata Corporation office onsite and Co-op Board members. Discussion ensued; Management was instructed to dispatch Quality Garden to remove the sign.
- r)** The Owner of Unit 240 requested cleaning of the carport gutters. Management dispatched Quality Garden to clean the gutters.
- s)** The Owner of Unit 188 requested gate latch replacement. Management dispatched Quality Garden to replace the latch.
- t)** The Owner of Unit 250 submitted an inquiry regarding payment of Strata Fees.
- v)** The Owner of Unit 163 requested leaf removal and lawn seeding. Quality Garden was requested to remove leaves and schedule seeding when weather conditions are conducive.
- u)** The Owner of Unit 47 requested storm damage repair to their siding. Quality Garden was dispatched to repair the damage.
- v)** An Owner requested electrical repair to a common electrical room. It was determined the Owner had not paid their individual BC Hydro invoice. The charge for the service call in the amount of \$157.50 was assessed to the Owner.
- w)** The Owner of Unit 78 requested door hardware repair. Management telephoned the Owner and noted their responsibility as per the provisions of Bylaw 2.3.
- x)** The Co-op Board requested roof repairs for Unit 114. Clearbrook Roofing indicated the roof was beyond repair and provided a proposal for replacement. The proposal was forwarded to Council prior to the meeting. It was moved by Barjinder and seconded by Jaspreet to have the carport

roof replaced by Clearbrook Roofing as per their quote of \$3,550.00 plus taxes **CARRIED 4 in favor**

y) The Owner of Unit 90 reported the June, 2020 Council meeting and October, 2020 AGM minutes had not been posted onto the website for Clearbrook Village. Management contacted the webmaster to have the minutes posted. The Owner also requested the August 2020 minutes. Management telephoned the Owner to note there are here are no August, 2020 minutes

z) The new Owner of Unit 78 provided photographs showing willful damage to their exterior entrance door allegedly done by the prior occupants. The Owner was advised to have the door replaced with a door conforming in appearance to all the other doors at their expense. The Owner also requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

aa) The Owner of Unit 205 requested a tree be pruned due to damage to a driveway. Management was instructed to request a quote for repair of the driveway repair for consideration at the March 16, 2021 meeting.

6. **New Business:**

a) **Water Supply Lines:** The water supply lines providing service to Unit 29 and Unit 10 have been replaced and emergency plumbing repairs completed. Management forwarded quotes via email to Council to reinstate drywall removed to allow the plumbing repairs. It was moved by Barjinder and seconded by Ann to have the missing drywall replaced by ServiceMaster Restoration as per their quote of \$2,887.73 including tax and \$2,769.23 including tax **CARRIED 4 in favor**

b) **Plumbing Repair:** An Owner telephoned Management requesting emergency plumbing repairs. Management noted in the telephone conversation if the leak occurred within the confines of a Strata Lot and not within the foundation or demising wall the Owner would be financially responsible for the cost of repair. LPI Mechanical and ServiceMaster Restoration were dispatched to determine the source of the leak and mitigate damage. The invoice submitted by LPI Mechanical noted the pipe repair was not within the concrete foundation or a demising wall. Management was instructed to send a letter to the Owner requiring them to submit payment for all costs.

c) **Holiday Hours:** Teamwork Holiday hours are as follows

Thursday December 24, 2020 closed
Friday December 25, 2020 closed
Thursday December 31, 2020 closed

Friday January 1, 2021 closed

The Strata Council wishes all Owners and residents a very Merry Christmas and Happy New Year.

d) Landscaping: Quality Garden submitted a proposal to renew their agreement for landscaping services with an increase to \$9,200.00 plus taxes. Discussion ensued; it was moved by Barjinder and seconded by Jaspreet to propose the agreement be amended to be at the cost of \$9,000.00 per month plus taxes, and an additional increase to \$9,200.00 per month plus tax for the 2021/ 2022 fiscal year **CARRIED 4 in favor.**

Owner had interfered with Quality Garden in the performance of their duties. Management was instructed to send a Notice of Complaint to the Owner refrain from conversing with Quality Garden employees or Owner as per the provisions of Bylaw 32 (h).

e) Snow Removal: It was moved by Jaspreet and seconded by Ann to have Quality Garden perform snow removal at the cost of \$155.00 per hour and apply salt at the cost of \$550.00 per ton. **CARRIED 4 in favor**

f) Telus: As noted above under item 5(k), keys to common electrical room for Telus employee use are retained at the local Telus office

g) Erosion: Council reported a retaining wall was in disrepair. Discussion ensued, Management was instructed to contact the City of Abbotsford Engineering Department and request the retaining wall be repaired.

h) Storm Damage: Central Valley Tree removed a large leaning tree and limbs to prevent loss or harm.

i) Bylaw Officer: Management was instructed to send an email message to the Bylaw Officer reminding him weekly reports are required.

j) Teamwork Office: Management reported Teamwork Property Management will be relocating to 2670 Minter Street, Abbotsford BC V2T 3K2. Due to the relocation of our firm, from December 7, 2020 until December 11, 2020 our office will be closed to the public. Telephone and email communications will be intermittent during this period. Our Building Emergency line will be available for emergency service (ie: water escape/fire). The Building Emergency line is (778) 241-7787. We understand this may be disruptive to our support and service; however, we will endeavor to do our best to have both phone and email service restored in a timely manner. We appreciate your continued business and support.

k) Garbage / Recycling: Council requests all residents please refrain from using receptacles allocated for the use of other residents.

7. Adjournment: The meeting adjourned at 7:55 pm.

Next Meeting: The next meeting will be held on January 5, 2021 at 630 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

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