

October 27, 2020

**TO ALL OWNERS OF
CLEARBROOK VILLAGE - STRATA PLAN NW 1689**



Attached is a copy of the minutes of the Annual General Meeting held on Tuesday, October 20, 2020. Strata Fees increased for the next fiscal year beginning November 1, 2020. If your Strata Fees are paid by pre-authorized debit from your bank account on the first of each month this will continue with no action needed.

If you would like to pay your Strata Fees by pre-authorized direct debit, please complete the attached pre-authorized payment form and submit it to Management with a "void" personal cheque. If you prefer to pay your Strata Fees by post-dated cheques, please supply our office with a series of **twelve (12) cheques dated November 1, 2020 – October 1, 2021, made payable to Strata Plan NW 1689 (Unit #)**.

The following Owners have been elected to serve on the 2020 / 2021 Strata Council:

UNIT	NAME	POSITION
159	Barjinder Brar	President
242	Rani Boparai	Vice President
185	Manjeet Channi	Treasurer
246	Jaspreet Pharwaha	Landscaping / Snow Removal
72	Ann Hennigan	Member of Council
163	Sumit Mittal	Member of Council

The Strata Council's names and Unit numbers have been supplied to you for **emergency purposes only** and we hope you will respect their privacy and do not contact them at their residence to inquire regarding the day to day operation of the Strata Corporation.

If you have any questions or concerns regarding the Strata Corporation, please feel free to contact our office at 604-854-1734 (306) for Joe Hackett or via Fax 604-854-1754. Office hours are Monday through Thursday, 9:00 a.m. to 5:00 p.m. and Friday until 4:30 p.m. Please note that the office telephone number is a 24 hour service. **For after hour emergency calls phone 778-241-7787**; be sure to leave your name, phone number, Strata Plan, Unit number and the nature of your emergency.

Yours truly,
Teamwork Property Management



MINUTES OF THE ANNUAL GENERAL MEETING
CLEARBROOK VILLAGE - STRATA CORPORATION – NW 1689
OCTOBER 20, 2020
32550 Maclure Road, Abbotsford, BC

1. Registration: 7:00 PM.

2. Call To Order: Due to a lack of quorum, the meeting was convened at 7:20 PM as per the provisions of Bylaw 25.

Vice – President “Rani” Gurchamjit Boparai, called the meeting to order at 7:20 PM and made a motion that Joe Hackett of Teamwork Property Management Chair the meeting. The motion was seconded by President, Barjinder Brar. The call for the vote was given,

The motion **CARRIED** 64 in favor, 0 opposed and 0 abstained

3. Calling the Roll and Certifying of Proxies:

Prior to the start of the Meeting, Owners signed in and proxies were certified in accordance with the Strata Property Act.

4. Determine the Quorum:

Prior to the start of the meeting, the registration of Owners attending, certification of proxies, and issuing of voting cards was conducted by Council, in accordance with the Strata Property Act. The Act requires a quorum of eligible voters holding 1/3 of the Strata Corporation's votes in person or by proxy be present in order for the meeting to proceed. There are 305 Strata Lots holding votes, of which one third would be 102. There were 47 eligible voters represented in person and 17 represented by eligible proxy voters for a total of 64 eligible voters. A total of 64 voting cards were issued to eligible voters. Teamwork Property Management noted two Owners had submitted proxy votes without assigning the vote to another person. Teamwork Property Management reported the number of Owners registered for the meeting and confirmed a quorum was not present at 7:00 PM. As noted above, the meeting was convened at 7:20 PM as per the provisions of Bylaw 25.

5. Election of Chair for the Meeting was established previously as noted above.

6. Proof / Waiver of Notice Meeting:

It is a requirement of the Strata Property Act that appropriate Notice be given to all Owners either by mail to their last known address. It was noted by Management the Notice was mailed to all Owners on September 30, 2020. Management signed the Proof of Notice for the meeting.

7. Approve the Agenda:

It was moved by Unit #242 and seconded by Unit #72 to approve the Agenda as presented.

The call for the vote was given on the Agenda,

The motion was **CARRIED** 64 in favor, 0 opposed and 0 abstained

8. Adoption of the Previous Annual General Meeting Minutes October 22, 2019:

It was moved by Unit #238 and seconded by Unit #242 to approve the minutes of the Annual General Meeting held October 22, 2019 as presented.

The call for the vote was given,

The motion was **CARRIED** 64 in favor, 0 opposed and 0 abstained

9. Unfinished Business: (None)

10. Ratify New Rules: (None)

11. Report on Insurance Coverage in accordance with Section 154 of the Act: The Strata Corporations insurance coverage is provided by the Strata's Insurance Broker, Hub Coastal International. Hub Coastal Insurance has obtained an extension to the current policy ending on October 30, 2020. Coverage has now been extended to November 30, 2020.

Note: Owners please review the change of coverage and purchase additional coverage.

12. Designation of the Surplus / Deficit and Approve the Budget for the coming year in accordance with Section 103 of the Act:

Resolution #1 – 2020 / 2021 Budget

BE IT RESOLVED: by a majority vote of the Owners of Strata Plan NW 1689 Clearbrook Village, approve the Annual Operating Budget of \$827,841.88 for 2020 / 2021 fiscal year be approved as presented and any remaining surplus / deficit for the 2019 / 2020 fiscal year remain in the Operating Fund.

It was moved by Unit #242 and seconded by Unit #72 Resolution #1 be approved.

Discussion: The Owners considered the merits of the motion.

The call for the vote was given,

The motion was **CARRIED** 64 in favor, 0 opposed and 0 abstained

**13. New Business:
Resolution #2**

Depreciation Report Preamble: In October 2009, the B.C. Government passed the Strata Property Amendment Act, Bill 8. Under Section 94 of the Strata Property Act, every Strata Corporation may prepare a depreciation report providing a physical component inventory and evaluation, summary of required repair work and financial forecasting estimating the repair and replacement cost for major components in the Strata Corporation and the expected life of those components. The report may contain information based on the guidelines for depreciation reports as set out in the Regulations. In December 2011, the B.C. Government finalized the Regulations which require Strata Corporations to produce a report every three years unless the Strata Corporation exempts themselves through an annual $\frac{3}{4}$ vote valid for a period of 18 months. The first report was required by December 2013. In accordance with the Regulation Strata Corporations if and for so long as there are fewer than five (5) Strata Lots in the Strata Plan are exempt from preparing the report.

BE IT RESOLVED: by a $\frac{3}{4}$ vote of the Owners of Strata Plan NW 1689 Clearbrook Village, to exempt the Strata Corporation from preparing a Depreciation Report as outlined in Section 94 of the Strata Property Act and the prescribed Regulation (6.2).

It was moved by Unit #72 and seconded by Unit #238 to approve Resolution #2.

Discussion: The Owners considered the merits of the motion.

The call for the vote was given,

The motion was **CARRIED** 64 in favor, 0 opposed and 0 abstained

14. Election of Strata Council: Strata Agent, Joe Hackett explained the Bylaws provide for a minimum of 3 and a maximum of 7 Members on Council. The Strata Agent requested nominations for Council. The following Owners were nominated.

“Rani” Gurchamjit Boparai - Unit #242
Barjinder Brar – Unit #159
Manjeet Channi – Unit #185
Jaspreet Pharwaha – Unit #246
Ann Hennigan - Unit #72
Sumit Mittal – Unit #163

The chair called for further nominations three times. There were no further nominations.

It was moved by Unit #238 and seconded by Unit #185 to elect all those nominated to serve on Council for the 2020 / 2021 fiscal year.

The call for the vote was given,

The motion was **CARRIED** 64 in favor, 0 opposed and 0 abstained

15. General Discussion: None

16. Terminate the Meeting: The meeting was terminated at 7:39 PM on a motion by Unit #242, which was seconded by Unit #246.

The new Council met briefly after the meeting and determined the following portfolios for the upcoming fiscal year.

President - Barjinder Brar
Vice - President - Gurchamjit (Rani) Boparai
Treasurer - Manjeet Channi
Landscaping / Snow Removal - Jaspreet Pharwaha
Member of Council - Ann Hennigan
Member of Council – Sumit Mittal

The next scheduled Council meeting with Management present will be held on November 17, 2020 at 6:30 PM via electronic means.

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CNW1689

Endorsement

Reason For Endorsement - Extension of Policy up to November 30, 2020

Named Insured: The Owners of NW 1689 Clearbrook Village
 Additional Insured(s): Teamwork Property Management Ltd.
 Mailing Address: c/o Teamwork Property Management Ltd.
 105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8
 Location Address(es): 3030 Trethewey & 32550 McLure Road Abbotsford BC V2T 4N3
 Policy Period: **June 1, 2019 to November 30, 2020** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Condominium Property Act
 Insurers: As Per List of Participating Insurers Attached.

Effective Date of Change:
 October 31, 2020

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, 07/18 STR Stated Amount Co Insurance, Replacement Cost	\$25,000	\$73,578,300
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$50,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$50,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$50,000	Included
Key and Lock Replacement	Nil	\$50,000
BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)	\$ 500	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12)		
Each Occurrence Limit	\$ 500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Non-Owned Automobile - SPF #6 - Form 335002-02- <i>Per Occurrence</i>		\$10,000,000
CONDO DIRECTORS & OFFICERS LIABILITY		
Primary Policy - Form NP-512258 (09/18) Excess - Master Policy # 530500785	Nil	\$20,000,000
Cyber Security and Privacy Liability - Form NP-512258		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Master Policy EIL 7230144, Form AGRC-PO 2001 Canada 11-14		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000

Insuring Agreements	Deductibles	Limit
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$1,000,000
Broad Form Money & Securities - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)	\$1,000	\$73,578,300
II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)	\$1,000	\$25,000
III Extra Expense - Form C780033 (01/11)	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll – 90 Days - Form C780034 (01/11)	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES - Form PBE.25000 (10/16)	Nil	\$50,000
TERRORISM - Form LMA3030 (amended) (06/14)	\$ 500	\$500,000
Additional Premium:		\$18,149



**Associate Vice President
Hub International Insurance
Brokers**

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Certain Lloyd's Underwriters under contract B1000P048142019, as arranged by Meridian Risk Solutions business in Canada. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Certain Lloyd's Underwriters under contract Certain Lloyd's Underwriters under contract B1000P057782019, as arranged by Hub International Insurance Brokers Policy Endorsements and Exclusions as per the applicable contract: Premium Payment Clause, Electronic Data Endorsement B, Electronic Date Recognition Exclusion (Edre), War And Terrorism Exclusion Endorsement, Biological Or Chemical Materials Exclusion, Sanction Limitation And Exclusion Clause, Microorganism Exclusion (Absolute), Service Of Suit Clause (Canada) (Action Against Insurer) and Several Liability Notice – see wording for details of exclusions.

October 22, 2020 - E&OE

Client No. CNW1689

Client Name: The Owners of NW 1689 Clearbrook Village
Mailing Address: c/o Teamwork Property Management Ltd.
105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8
Location Address(es): 3030 Trethewey & 32550 McLure Road Abbotsford BC V2T 4N3
Coverage Term: **June 1, 2019 to November 30, 2020** 12:01 a.m. Standard Time **Effective Date of Change:**
October 31, 2020

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details.
Limits: \$1,000,000/Legal Proceeding \$1,500,000 Aggregate
Fee: 100% Retained

\$ 62

The HUB Advantage

At HUB International our realty service specialists have been dedicated to the insurance needs for Condo and Strata Corporations for over 30 years; bringing you innovative coverage and exceptional service. Staying connected to you is key in working to bring solutions to the ever changing needs of Condo and Strata Corporations. HUB's CondoSURE™ program provides all of the essential and enhanced coverages to ensure your peace of mind.

CondoSURE™

Global Resources, Local Focus

HUB International is the largest insurance brokerage in Canada and 9th largest in the world. With our head office located in Burnaby BC, we have resources across the country with a local focus on our clients.

Risk Services Expertise

As a leading provider of risk management services, the HUB Risk Services division partners with our clients to identify current and potential risks. Through implementing controls to reduce exposure and mitigate losses, we can help lower your deductibles and premiums.

With experts in all functional areas and over 100 industries, our team has the proven knowledge and experience.

Our Communities

HUBGIVES

It's important to give back, our organization has a charitable and community giving program that allows HUB employees the opportunity to donate their time and service to community projects. HUB Gives taps into our employees' creativity, passion and connection to their communities to facilitate a meaningful and rewarding experience.

Your Homes

It's easy!

HUB has a unique condo policy that minimizes the gaps between your corporation's insurance and your coverage as a unit owner.

Our Partners

Staying connected with industry news, education is vital to everyone. We partner with the following organizations to help keep current, to bring you information and provide informative education.



CLAIMS GUIDELINES & PROCEDURES

We hope that nothing ever happens that causes you to have an insurance claim. However, if you do, HUB Realty Claims is here to help. We have a fulltime in-office claims department to guide you through those difficult times and help you in reporting your claim.

Property Claims other than Glass

- Contact your Management Company and initiate emergency work as soon as possible to mitigate loss, control damages and minimize impact.
- Organize the details of the loss for reporting - time, date, location, type of loss, witnesses (if any). Your Management Company will be able to provide phone numbers of people to contact on-site.
- Claims should be reported as soon as possible to our office or ClaimsPro after hours. We will record all of the details for you, report it to the Insurers and give you directions on the next steps.
- Do not begin any repairs on the **resultant damage** until you have directions on how to proceed.

Note: If your Corporation owns any Contents such as furniture, appliances, paintings, exercise equipment, tools or similar items, we suggest that you do an inventory of these items; take some pictures and keep these with any receipts that you have for these purchases.

Glass Claims

Your Management Company can authorize repairs as soon as possible, making note of the date of loss and cause of loss. **Note:** A separate glass deductible is applicable to each occurrence.

Once the repairs are completed, the details of loss and paid invoice can be forwarded to our claims department for reimbursement, net of the applicable policy deductible.

Liability Claims

If a third party suffers a bodily injury or damage to their property, this may become a liability claim. Please report the details of the incident to your management company, regardless of any proof of responsibility on the Corporations part.

Do not accept responsibility nor respond to the claimant as that is for the Adjuster or the Courts to decide.

If you receive a writ or intent of action claiming for damages or compensation, please forward this information to your Management Company immediately.

Hub Real Estate Practice Claims Contacts

If you have suffered a loss or damage that may be covered by your insurance policy, please contact our Claims Department at:

604-269-1010 or <mailto:realty.claims@hubinternational.com> Monday to Friday, 9:00 am to 5:00 pm.

For after-hours emergencies, please contact 1-866-552-6278

STATEMENT OF CASH BALANCES
NW1689 - CLEARBROOK VILLAGE

October 22, 2020
Month #12
Preliminary

Operating Funds:

Cash in Envision	152,089.16
Shares	<u>48.87</u>

Total Operating Funds **152,138.03**

Contingency Reserve Funds:

Term Deposit 1 - Short Term Non-Redeemable (6) Ends Jun 28/21 @1.80%	100,000.00
Term Deposit 9 - 30 day Non-Redeemable Ends Oct 23/20 @0.65%	75,000.00
Envision - Savings (CRF)	<u>212,981.04</u>

Total Contingency Reserve Funds **387,981.04**

Total Equity Strata Corp **540,119.07**

Accounts Receivable:

Strata Fees (3110)	4,068.59
Interest/Bylaw Fines (3410)	913.09
Admin Charges (4130)	125.00
Legal Charges (4160)	52.50
Repairs & Maintenance (4225)	159.60
Adjustments	<u>-26.82</u>

Total Accounts Receivable **5,291.96**

Contingency Reserve Fund as of November 1, 2019 **485,063.10**

Monthly Contributions	1,183.12
Interest & term interest	9,477.02
Specifex Building Science Inv 19278 for final roof observations (Nov'19)	-3,465.00
Claims Pro Cheques claim 53010-013072 Wind damage 12/20/18 (Nov'19)	1,197.69
ServiceMaster Inv 48862 (#178 broken water main) (Nov'19)	-2,212.61
Clearbrook Roofing Inv 21901 roof levy repairs final invoice (Nov'19)	-78,550.47
CanSure Insurance (Windstorm claim Dec 20, 2018)	133.10
LPI Mechanical Inv 11296 - water main leak repair (Jan'20)	-15,832.05
Claims Pro Chq for claim 53910-0006809 RKO from April'19	656.25
ServiceMaster Inv 45682 (#293 Wind damage claim 53010-13072) (Feb'20)	-1,395.11
Canuck Roofing Ltd Inv 799 (Activity Room Roof deposit 15%) (Mar'20)	-959.96
Canuck Roofing Ltd Inv 799 (cheque voided May 1, 2020)	959.96
Canuck Roofing Ltd Inv 799 (Activity Room Roof deposit 15%) (July'20)	-959.96
Inter-Provincial Roof Consultants Ltd Inv 20196 (July'20)	-1,559.25
Canuck Roofing Ltd Inv 936 (Activity Room Roof (Sept'20)	<u>-5,754.79</u>

Balance Contingency Reserve Fund as of October 22, 2020 **387,981.04**

Adopted CRF Contributions for Nov 1, 2020 to Oct 31, 2021 **0.00**

Projected CRF balance as of Oct 31, 2021 **387,981.04**

PREPARED FOR:

Clearbrook Village
32550 MacLure Road
Abbotsford, BC
V2T 4N3

PREPARED BY:

Teamwork Property Management
105-34143 Marshall Road
Abbotsford, BC V2S 1C8
Tel: (604) 854-1734

	YTD Actual 2019-2020	Annual 2019-2020	Adopted 2020-2021
INCOME			
Strata Fees	666,874.08	670,000.00	736,841.88
Suite/Lounge Rental	360.00	300.00	0.00
Interest Income	1,335.81	3,000.00	1,000.00
Parking Fees	840.00	325.00	0.00
Surplus Carried Forward	<u>1,367.45</u>	<u>0.00</u>	<u>90,000.00</u>
TOTAL INCOME	670,777.34	673,625.00	827,841.88
GENERAL EXPENSES			
WorkSafe BC	25.50	30.00	30.00
Insurance	46,474.75	225,000.00	350,000.00
Insurance Deductible	-4,420.00	0.00	0.00
Administration	13,857.41	12,000.00	2,000.00
Management	70,061.88	70,061.88	70,061.88
Bank Charges	247.05	350.00	350.00
Legal/Professional Fees	<u>1,091.73</u>	<u>600.00</u>	<u>600.00</u>
TOTAL GENERAL EXPENSES	127,338.32	308,041.88	423,041.88
BUILDING EXPENSES			
Repairs & Maintenance	91,902.54	50,000.00	90,000.00
Pest Control	3,434.55	3,300.00	3,300.00
Landscaping	100,481.36	100,000.00	100,000.00
Hydro - Electricity	4,545.26	4,000.00	4,400.00
Water & Sewer	149,098.91	125,000.00	125,000.00
Refuse Removal	51,410.10	62,000.00	62,000.00
Snow Removal	12,926.55	16,000.00	16,000.00
Bylaw Expenses	<u>4,228.54</u>	<u>4,100.00</u>	<u>4,100.00</u>
TOTAL BUILDING EXPENSES	418,027.81	364,400.00	404,800.00
Contingency Reserve Fund	<u>1,183.12</u>	<u>1,183.12</u>	<u>0.00</u>
TOTAL EXPENSES	546,549.25	673,625.00	827,841.88
NET INCOME	124,228.09	0.00	0.00

Clearbrook Village - NW 1689
 For the Fiscal Year November 1, 2020 to October 31, 2021

Adopted Operating Fund: \$736,841.88
 Adopted Contingency Fund: \$0.00
 Adopted Strata Fees Total: \$736,841.88

PLEASE MAKE CHECKS PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
1	1	1058	191.12	-	191.12	51	35	1127	203.59	-	203.59
2	2	1126	203.41	-	203.41	50	36	1127	203.59	-	203.59
3	3	1126	203.41	-	203.41	49	37	1101	198.89	-	198.89
4	4	1101	198.89	-	198.89	48	38	1137	205.39	-	205.39
5	5	1101	198.89	-	198.89	47	39	1101	198.89	-	198.89
6	6	1137	205.39	-	205.39	46	40	1101	198.89	-	198.89
7	7	1137	205.39	-	205.39	45	41	1137	205.39	-	205.39
8	8	1126	203.41	-	203.41	44	42	1137	205.39	-	205.39
9	9	1126	203.41	-	203.41	43	43	1126	203.41	-	203.41
10	10	1126	203.41	-	203.41	42	44	1126	203.41	-	203.41
11	11	1126	203.41	-	203.41	41	45	1126	203.41	-	203.41
12	12	1137	205.39	-	205.39	40	46	1126	203.41	-	203.41
13	13	1137	205.39	-	205.39	39	47	1137	205.39	-	205.39
14	14	1101	198.89	-	198.89	38	48	1101	198.89	-	198.89
15	15	1101	198.89	-	198.89	37	49	1126	203.41	-	203.41
16	16	1126	203.41	-	203.41	36	50	1126	203.41	-	203.41
17	17	1126	203.41	-	203.41	35	51	1101	198.89	-	198.89
18	18	1056	190.76	-	190.76	34	52	1056	190.76	-	190.76
19	19	1101	198.89	-	198.89	33	53	1101	198.89	-	198.89
20	20	1101	198.89	-	198.89	32	54	1056	190.76	-	190.76
21	21	1126	203.41	-	203.41	31	55	1137	205.39	-	205.39
22	22	1126	203.41	-	203.41	30	56	1101	198.89	-	198.89
23	23	1101	198.89	-	198.89	29	57	1101	198.89	-	198.89
24	24	1101	198.89	-	198.89	28	58	1137	205.39	-	205.39
25	25	1126	203.41	-	203.41	59	59	1101	198.89	-	198.89
26	26	1126	203.41	-	203.41	60	60	1126	203.41	-	203.41
27	27	1101	198.89	-	198.89	61	61	1126	203.41	-	203.41
28	28	1137	205.39	-	205.39	62	62	1101	198.89	-	198.89
57	29	1127	203.59	-	203.59	63	63	1134	204.85	-	204.85
58	30	1127	203.59	-	203.59	64	64	1126	203.41	-	203.41
55	31	1127	203.59	-	203.59	65	65	1126	203.41	-	203.41
54	32	1127	203.59	-	203.59	66	66	1056	190.76	-	190.76
53	33	1137	205.39	-	205.39	67	67	1137	205.39	-	205.39
52	34	1101	198.89	-	198.89	68	68	1101	198.89	-	198.89
		37966	\$6,658.36	\$0.00	\$6,856.36			37886	\$6,643.91	\$0.00	\$6,843.91

Clearbrook Village - NW 1689
 For the Fiscal Year November 1, 2020 to October 31, 2021

Adopted Operating Fund: \$736,841.88
 Adopted Contingency Fund: \$0.00
 Adopted Strata Fees Total: \$736,841.88

PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
69	69	1101	198.89	-	198.89	119	103	1056	190.76	-	190.76
70	70	1126	203.41	-	203.41	118	104	1101	198.89	-	198.89
71	71	1126	203.41	-	203.41	117	105	1126	203.41	-	203.41
72	72	1056	190.76	-	190.76	116	106	1126	203.41	-	203.41
73	73	1137	205.39	-	205.39	115	107	1101	198.89	-	198.89
74	74	1101	198.89	-	198.89	114	108	1056	190.76	-	190.76
75	75	1101	198.89	-	198.89	113	109	1126	203.41	-	203.41
76	76	1137	205.39	-	205.39	112	110	1126	203.41	-	203.41
77	77	1137	205.39	-	205.39	111	111	1137	205.39	-	205.39
78	78	1101	198.89	-	198.89	110	112	1101	198.89	-	198.89
79	79	1101	198.89	-	198.89	109	113	1126	203.41	-	203.41
80	80	1137	205.39	-	205.39	108	114	1126	203.41	-	203.41
141	81	1056	191.12	-	191.12	107	115	1101	198.89	-	198.89
140	82	1126	203.41	-	203.41	106	116	1101	198.89	-	198.89
139	83	1126	203.41	-	203.41	105	117	1137	205.39	-	205.39
138	84	1101	198.89	-	198.89	104	118	1126	203.41	-	203.41
137	85	1101	198.89	-	198.89	103	119	1126	203.41	-	203.41
136	86	1137	205.39	-	205.39	102	120	1126	203.41	-	203.41
135	87	1137	205.39	-	205.39	101	121	1126	203.41	-	203.41
134	88	1126	203.41	-	203.41	100	122	1137	205.39	-	205.39
133	89	1126	203.41	-	203.41	99	123	1137	205.39	-	205.39
132	90	1137	205.39	-	205.39	98	124	1126	203.41	-	203.41
131	91	1126	203.41	-	203.41	97	125	1126	203.41	-	203.41
130	92	1126	203.41	-	203.41	96	126	1056	190.76	-	190.76
129	93	1056	190.76	-	190.76	95	127	1137	205.39	-	205.39
128	94	1101	198.89	-	198.89	94	128	1126	203.41	-	203.41
127	95	1126	203.41	-	203.41	93	129	1126	203.41	-	203.41
126	96	1126	203.41	-	203.41	92	130	1126	203.41	-	203.41
125	97	1101	198.89	-	198.89	91	131	1126	203.41	-	203.41
124	98	1137	205.39	-	205.39	90	132	1137	205.39	-	205.39
123	99	1101	198.89	-	198.89	89	133	1101	198.89	-	198.89
122	100	1101	198.89	-	198.89	88	134	1126	203.41	-	203.41
121	101	1126	203.41	-	203.41	87	135	1126	203.41	-	203.41
120	102	1126	203.41	-	203.41	86	136	1101	198.89	-	198.89
		37889	\$6,844.45	\$0.00	\$6,844.45		37955	\$6,858.18	\$0.00	\$6,858.18	

Clearbrook Village - NW 1689
 For the Fiscal Year November 1, 2020 to October 31, 2021

Adopted Operating Fund: \$736,841.88
 Adopted Contingency Fund: \$0.00
Adopted Strata Fees Total: \$736,841.88

PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
85	137	1101	198.89	-	198.89	265	171	1126	203.41	-	203.41
84	138	1137	205.39	-	205.39	264	172	1101	198.89	-	198.89
83	139	1101	198.89	-	198.89	263	173	1101	198.89	-	198.89
82	140	1101	198.89	-	198.89	262	174	1137	205.39	-	205.39
81	141	1137	205.39	-	205.39	261	175	1137	205.39	-	205.39
279	142	1137	205.39	-	205.39	260	176	1126	203.41	-	203.41
280	143	1126	203.41	-	203.41	259	177	1126	203.41	-	203.41
281	144	1126	203.41	-	203.41	258	178	1126	203.41	-	203.41
282	145	1126	203.41	-	203.41	257	179	1126	203.41	-	203.41
283	146	1126	203.41	-	203.41	256	180	1137	205.39	-	205.39
284	147	1137	205.39	-	205.39	255	181	1056	190.76	-	190.76
285	148	1056	190.76	-	190.76	254	182	1126	203.41	-	203.41
286	149	1126	203.41	-	203.41	253	183	1126	203.41	-	203.41
287	150	1126	203.41	-	203.41	252	184	1126	203.41	-	203.41
288	151	1126	203.41	-	203.41	251	185	1126	203.41	-	203.41
289	152	1126	203.41	-	203.41	250	186	1101	198.89	-	198.89
290	153	1101	198.89	-	198.89	249	187	1137	205.39	-	205.39
291	154	1137	205.39	-	205.39	248	188	1101	198.89	-	198.89
292	155	1126	203.41	-	203.41	247	189	1101	198.89	-	198.89
293	156	1126	203.41	-	203.41	246	190	1137	205.39	-	205.39
294	157	1126	203.41	-	203.41	245	191	1056	190.76	-	190.76
295	158	1126	203.41	-	203.41	244	192	1126	203.41	-	203.41
296	159	1137	205.39	-	205.39	243	193	1126	203.41	-	203.41
297	160	1056	190.76	-	190.76	242	194	1101	198.89	-	198.89
298	161	1125	203.23	-	203.23	241	195	1101	198.89	-	198.89
299	162	1126	203.41	-	203.41	240	196	1137	205.39	-	205.39
300	163	1126	203.41	-	203.41	239	197	1056	190.76	-	190.76
301	164	1126	203.41	-	203.41	238	198	1126	203.41	-	203.41
302	165	1101	198.89	-	198.89	237	199	1126	203.41	-	203.41
303	166	1126	203.41	-	203.41	236	200	1126	203.41	-	203.41
304	167	1126	203.41	-	203.41	235	201	1126	203.41	-	203.41
305	168	1137	205.39	-	205.39	234	202	1101	198.89	-	198.89
267	169	1056	190.76	-	190.76	278	203	1101	198.89	-	198.89
266	170	1126	203.41	-	203.41	277	204	1126	203.41	-	203.41
		38025	\$6,869.02	\$0.00	\$6,869.02			37915	\$6,849.14	\$0.00	\$6,849.14

Clearbrook Village - NW 1689
 For the Fiscal Year November 1, 2020 to October 31, 2021

Adopted Operating Fund: \$736,841.88
 Adopted Contingency Fund: \$0.00
 Adopted Strata Fees Total: \$736,841.88

PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
276	205	1126	203.41	-	203.41	187	239	1101	198.89	-	198.89
275	206	1101	198.89	-	198.89	142	240	1101	198.89	-	198.89
274	207	1101	198.89	-	198.89	143	241	1101	198.89	-	198.89
268	208	1056	190.76	-	190.76	144	242	1126	203.41	-	203.41
269	209	1126	203.41	-	203.41	145	243	1126	203.41	-	203.41
270	210	1126	203.41	-	203.41	146	244	1101	198.89	-	198.89
271	211	1126	203.41	-	203.41	147	245	1101	198.89	-	198.89
272	212	1126	203.41	-	203.41	148	246	1126	203.41	-	203.41
273	213	1101	198.89	-	198.89	149	247	1126	203.41	-	203.41
212	214	1137	205.39	-	205.39	150	248	1101	198.89	-	198.89
211	215	1126	203.41	-	203.41	151	249	1056	190.76	-	190.76
210	216	1126	203.41	-	203.41	152	250	1126	203.41	-	203.41
209	217	1126	203.41	-	203.41	153	252	1101	198.89	-	198.89
208	218	1126	203.41	-	203.41	154	253	1101	198.89	-	198.89
207	219	1137	205.39	-	205.39	155	253	1101	198.89	-	198.89
206	220	1101	198.89	-	198.89	156	254	1137	205.39	-	205.39
205	221	1126	203.41	-	203.41	157	255	1056	190.76	-	190.76
204	222	1126	203.41	-	203.41	158	256	1126	203.41	-	203.41
203	223	1101	198.89	-	198.89	159	257	1126	203.41	-	203.41
202	224	1101	198.89	-	198.89	160	258	1126	203.41	-	203.41
201	225	1126	203.41	-	203.41	161	259	1126	203.41	-	203.41
200	226	1126	203.41	-	203.41	162	260	1101	198.89	-	198.89
199	227	1101	198.89	-	198.89	163	261	1101	198.89	-	198.89
198	228	1056	190.76	-	190.76	164	262	1126	203.41	-	203.41
197	229	1126	203.41	-	203.41	165	263	1126	203.41	-	203.41
196	230	1126	203.41	-	203.41	166	264	1101	198.89	-	198.89
195	231	1137	205.39	-	205.39	167	265	1137	205.39	-	205.39
194	232	1056	190.76	-	190.76	168	266	1126	203.41	-	203.41
193	233	1101	198.89	-	198.89	169	267	1126	203.41	-	203.41
192	234	1056	190.76	-	190.76	170	268	1126	203.41	-	203.41
191	235	1101	198.89	-	198.89	171	269	1126	203.41	-	203.41
190	236	1101	198.89	-	198.89	172	270	1137	205.39	-	205.39
189	237	1126	203.41	-	203.41	173	271	1101	198.89	-	198.89
188	238	1126	203.41	-	203.41	174	272	1126	203.41	-	203.41
		37787	\$6,826.02	\$0.00	\$6,826.02			37877	\$5,842.28	\$0.00	\$6,842.28

Clearbrook Village - NW 1689
For the Fiscal Year November 1, 2020 to October 31, 2021

Adopted Operating Fund: \$736,841.88
 Adopted Contingency Fund: \$0.00
 Adopted Strata Fees Total: \$736,841.88

PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
175	273	1126	203.41	-	203.41
176	274	1101	198.89	-	198.89
177	275	1056	190.76	-	190.76
178	276	1126	203.41	-	203.41
179	277	1126	203.41	-	203.41
180	278	1126	203.41	-	203.41
181	279	1126	203.41	-	203.41
182	280	1101	198.89	-	198.89
183	281	1101	198.89	-	198.89
184	282	1126	203.41	-	203.41
185	283	1126	203.41	-	203.41
186	284	1101	198.89	-	198.89
213	285	1056	190.76	-	190.76
214	286	1126	203.41	-	203.41
215	287	1126	203.41	-	203.41
216	288	1126	203.41	-	203.41
217	289	1126	203.41	-	203.41
218	290	1101	198.89	-	198.89
219	291	1101	198.89	-	198.89
220	292	1126	203.41	-	203.41
221	293	1126	203.41	-	203.41
222	294	1101	198.89	-	198.89
223	295	1056	190.76	-	190.76
224	296	1126	203.41	-	203.41
225	297	1056	190.76	-	190.76
226	298	1126	203.41	-	203.41
227	299	1126	203.41	-	203.41
228	300	1101	198.89	-	198.89
229	301	1101	198.89	-	198.89
230	302	1101	198.89	-	198.89
231	303	1126	203.41	-	203.41
232	304	1126	203.41	-	203.41
233	305	1101	198.89	-	198.89
		36603	\$6,612.14	\$0.00	\$6,612.14
Total Unit Entitlement					339,913

	Operating Fund	CRF	Monthly Strata Fees
Total Monthly Fees	\$ 61,403.49	\$ -	\$ 61,403.49
Total Yearly Fees	\$736,841.88	\$ -	
Total Yearly Strata Fees	\$736,841.88		

Pre-authorized Payment Authorization

Freedom of Information & Protection of Privacy Act

Personal information requested is collected and used for the purpose of administering your Strata Fee account. Completion of this form provides your consent. Questions about how the Act applies to this personal information can be directed to Administration at Teamwork Property Management Ltd. #105 -34143 Marshall Road, Abbotsford, BC V2S 1L8 or by phone 604-854-1734 or Toll -free at 1-866-941-6584 or e-mail us at admin@teamworkpm.com

Building Name: _____

Strata Plan #: _____ Phase &/or Unit #: _____

Is this your **First** _____ Application or **Change** _____ of Banking Information

Can we take any **Arrears owing** from your first auto-debit draw? **Yes** _____ or **No** _____

Monthly Strata Amount to be drawn: \$ _____ Starting date: _____

Include Parking: \$ _____ Storage: \$ _____ Other: \$ _____

Teamwork Property Management Ltd - In Trust

#105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8

Phone: **604-854-1734** Toll-free **1-866-941-6584** Fax: **604-854-1754**

The undersigned hereby authorize TEAMWORK PROPERTY MANAGEMENT LTD to draw monthly debits (due on the first of each month) by electronic entry for strata fees, parking, storage, and other charges as authorized.

Full names of Applicant(s)

Home Telephone Number

Work Telephone

Cell phone

email:

Your Mailing Address

The applicant(s):

1. Warrants that all persons whose signatures are required to sign on this account have signed this agreement below;
2. Acknowledge that, in order to cancel this agreement, written notice of revocation will be given to Teamwork Property Management Ltd.
3. Acknowledge that delivery of this authorization to you constitutes delivery by the applicant to the financial institution at which I maintain an account and that such financial institution is not required to verify that the payments are drawn in accordance with this authorization;
4. Agree to inform Teamwork Property Management Ltd in writing of any change in the account information provided in this authorization at least two weeks prior to the next due date of the pre-authorized debit.
5. Authorize Teamwork Property Management Ltd to increase/decrease amounts drawn on my account from year-to-year as future budgets adopted by my Strata Corporation affect monthly assessment fees. (Teamwork Property Management Ltd will to the best of their ability advise the applicant in writing of the revision in advance of its effective date).

Signature of Applicant as it appears on your cheque

Date

Signature of Joint Applicant as it appears on your cheque

PLEASE ATTACH A CHEQUE MARKED "VOID"

In order for this application to be acted upon, it must be received by our office no later than the 20th of the month prior to the month you wish payment to commence. If this application will not be received in time, please enclose a completed cheque with this form for your next month's strata fees.