

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
January 5, 2021  
zoom video conferencing**

<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	Present	163
Teamwork Strata Agent	Joe Hackett	Present	

1. **Call to Order:** The meeting was called to order at 6:39 pm.
  
2. **Adoption of the Previous Minutes:** November 17, 2020  
It was moved by Barjinder and seconded by Jaspreet to adopt the minutes of November 17, 2020 Council meeting as presented.  
**CARRIED 5 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 posted 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)
  
  - c) **Orkin Pest Control:** Council reviewed quotes for Pest Control. Discussion ensued; it was moved by Manjeet and seconded by Barjinder to accept the proposal from Green Valley Pest Control at the cost of \$495.00 per month plus taxes **CARRIED 5 in favor.**
  
  - d) **Plumbing Repair:** Previously, 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. The Owner submitted a letter of reply disputing the charge assessed. Discussion ensued; Management was instructed to send a letter of reply proposing the Owner pay fifty percent of the cost of the repair for the repairs done within the confines of their Strata Lot.

**e) Erosion:** Previously, Management was instructed to contact the Abbotsford Engineering Department and request the retaining wall be repaired. Management telephoned the City of Abbotsford Engineering Department on November 25, 2020 requesting an inspection. Management was instructed to send a letter to the City of Abbotsford as a follow-up to the telephone request for an inspection.

**f) Bylaw Officer:** Previously, Management was instructed to send an email message to the Bylaw Officer reminding him weekly reports are required. The Bylaw Officer has been submitting reports for Council review.

**g) Attic Insulation:** Previously, 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. Discussion ensued; it was moved by Manjeet and seconded by Jaspreet to have White Diamond Construction attend to assess the damage and provide a final cost for repairs as per their quote of \$650.00 plus tax, **CARRIED 5 in favor.**

**h) Electrical Repairs:** The Owner of Unit 263 requested electrical repair to a common electrical room. It was determined the Owner had not paid their individual BC Hydro invoice. The charge in the amount of \$157.50 was assessed to the Owner. The Owner has not yet submitted payment to the Strata Corporation. Management was instructed to send a letter requiring payment.

- 4. Financial Review:** The November, 2020 and December, 2020 Statements were presented to Council for their review. It was moved by Barjinder and seconded by Jaspreet to approve the November, 2020 and December, 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 5 in favor.**

**5. Correspondence:**

a) The Owner of Unit 137 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

b) The Owner of Unit 90 requested minutes. Management contacted the Owner to note the minutes are available on the Clearbrook Village website

c) The Owner of Unit 27 requested gutter cleaning. Quality Garden was dispatched to clean the gutters

d) The Owner of Unit 153 reported water ingress from a fireplace flashing. Clearbrook Roofing was dispatched to repair the leaking flashing.

e) The Owner of Unit 144 requested pest control. Management dispatched Orkin Pest Control to add a bait station.

f) The Owner of Unit 106 reported water ingress from a fireplace flashing. Clearbrook Roofing and ServiceMaster were dispatched to determine the source of water ingress. ServiceMaster provided a report noting the Owner had not been using their kitchen and bathroom fan during inclement weather. Management was instructed to insert instructions for Owners prepared by Council regarding Owner responsibilities for the winter preparation of each Strata Lot

**1. Outdoor water faucets (spigots): In order to avoid frost damage to the water lines, damage to your unit and expensive repair:**

- **remove and store attached hoses**
- **shut off the water valve inside your unit**
- **open the outdoor water faucet/spigot to let excess water out and leave open**

**2. Condensation, high humidity and mold formation: As the temperature gets colder, condensation may form on your indoor windows. Cooking at high temperatures for a long time adds high humidity to the air. High humidity and warm temperatures inside your unit is the perfect environment for serious mold formation. To reduce condensation and high humidity:**

- **open your window a crack to keep air circulating**
- **turn your kitchen stove hood fan on high when cooking AND BOILING WATER**
- **keep a small space between large furniture and the wall to keep mold from forming behind your furniture**
- **use your ceiling fans, even when the weather is cool/cold**

- **clean your bathroom fans and vents at least once a year to improve circulation.**

**These simple methods will reduce the cost of maintenance and repair.**

**3. Dehumidistats: A bathroom fan and dehumidistat was installed upstairs to vent humid air and increase circulation. The fan must be running to be effective. Set your dehumidistat dial to between 30% and 40% humidity. The fan will come on automatically at this level of humidity. Owners should replace ventilation fans if not fully operational.**

**g)** The Owner of Unit 263 requested gutter cleaning. Quality Garden was dispatched to clean the gutters

**h)** The Owner of Unit 169 requested gutter cleaning and damaged siding be replaced. Quality Garden was dispatched to replace the damaged siding and clean the gutters.

**i)** The Owner of Unit 78 requested permission to change an exterior light fixture. Discussion ensued; Management was instructed to have JW Electric ensure the light fixture is operational and to deny the request for replacement.

The Owner requested a hose bib repair. LPI Mechanical was dispatched to repair. LPI Mechanical provided a report indicating the adjacent unit controlled the water supply and no repair was required.

**j)** The Owner of Unit 101 requested the dimensions for the Strata Lot. Management telephoned the Owner to advise they contact a qualified professional to measure the Strata Lot.

**k)** An Owner submitted a complaint regarding debris on the lawn of another Strata Lot. Management dispatched the Bylaw Office to issue a warning notice. Management will send a Notice of Complaint to the Owner requiring the removal of debris or a fine will be assessed by the Strata Council.

**l)** An Owner submitted a complaint regarding the employee of Mintu's Towing. Management forwarded the complaint to Council for direction via email. The Management of Mintu's Towing provided an email apologizing for profanity used by their employee. Discussion ensued; Management was instructed to require Mintu's Towing provide a photograph of illegally parked vehicles to the President or Management prior to removal. Mintu's Towing must also agree to be financially responsible for any damage to a vehicle removed.

**m)** The Owner of Unit 137 requested tree removal. Management forwarded a quote from Central Valley Tree Service via email for Council consideration. The quote was tabled for consideration at the next meeting. Management was instructed to request Quality Garden prune or top all trees in close proximity to the building, limiting their height to a maximum of 15 feet to prevent loss and mitigate expenses. Owners are reminded to refrain from planting anything on Common Property.

The Owner submitted a Form K document for their rental of their Strata Lot.

**n)** An Owner submitted a complaint regarding the employee of Mintu's Towing. Management forwarded the complaint. As noted above under item 5 (l) Mintu's Towing apologized for profanity used by their employee.

**o)** The Owner of Unit 54 requested a copy of the current policy held by the Strata Corporation. The document was mailed to all Owners in November ,2020 and is available on the Clearbrook Village website.

**p)** The Owner of Unit 32 requested gutter cleaning. Quality Garden was dispatched to clean the gutters

**q)** An Owner requested a response regarding their auto debit payment. Management telephoned the Owner and noted there were no unpaid charges.

**r)** The Owner of Unit 4 requested the date of the roof replacement, age of their hot water tank, furnace and insurance coverage. Management telephoned the Owner and noted the roof was replaced in 2019. It was also noted to the Owner; the policy held by the Strata Corporation was mailed to all Owners in November and is on the Clearbrook Village website. Management has no information regarding the age of the hot water tank or furnace.

**s)** The Owner of Unit 32 requested copies of the minutes of the Annual General Meeting. Management telephoned the Owner and noted the October 20, 2020 Annual General Meeting minutes are available on the Clearbrook Village website.

**t)** An Owner submitted a complaint regarding incessant barking of a dog within a Strata Lot. It was noted the Owner had been fined \$50.00 for the contravention of Bylaw 3.1 (a)(b)(c) on June 4, 2020. It was moved and seconded to issue a fine in the amount of \$200.00 for ongoing contravention of Bylaw 3.1 (a)(b)(c) **CARRIED 5 in favor.**

**u)** The Owner of Unit 42 requested fallen branches be removed from the yard. Quality Garden was dispatched to remove the branches. It was noted by Management the contract for landscaping provides service for maintaining the grounds from February 1, 2021 until November 2021. The branches will be removed in February.

**v)** The Owner of Unit 137 requested permission to construct a shed. Management was instructed to send a letter approving the Owner to construct a shed as per the provisions of Bylaw 6.5, requiring the Owner to install vinyl siding on the new shed conforming in appearance to all of the buildings. No prefabricated sheds purchased from retailers are permissible at Clearbrook Village.

**w)** An Owner submitted a letter disputing the charge back for emergency service and plumbing repairs within the confines of their Strata Lot as noted under item 3(d).

**6. New Business:**

**a) ICBC Claim:** An Owner reported damage to a lamp post by a motor vehicle. Management reported the incident to ICBC and the Insurance Broker for the policy held by the Strata Corporation. Management will forward the quotes to ICBC requesting replacement of the damaged lamp post.

**b) Towing:** As noted above, Council enacted a new protocol requiring a photograph of illegally parked vehicles be sent to the President or Management prior to the removal by Mintu`s Towing.

**c) Flooded Parking Lot:** An Owner reported a storm drain was obstructed causing flooding in a parking lot late in the evening. McCrae`s Septic Tank Services was dispatched to clean out the drain at the cost of \$708.75 including taxes the next business day.

**d) Snow Removal:** Quality Garden cleared snow in December 2020. An invoice has not yet been submitted for the services rendered.

**7. Adjournment:** The meeting adjourned at 7:41 pm.

**Next Meeting:** The next meeting will be held on February 16, 2021 at 6:30 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.  
2670 Minter Street, Abbotsford, BC, V2T 3K2  
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)