

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
April 13, 2021
zoom video conferencing**

| Position | Name | Attendance | Unit |
|----------------------------------|-------------------|-------------------|-------------|
| President / Treasurer | Barjinder Brar | Present | 159 |
| Vice - President / Landscaping | Rani Boparai | Present | 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 Licensed Representative | Joe Hackett | Present | |

1. **Call to Order:** The meeting was called to order at 6:32 pm.

2. **Adoption of the Previous Minutes:** March 16, 2021
It was moved by Jaspreet and seconded by Rani to adopt the minutes of the March 16, 2021 Council meeting as presented. **CARRIED all in favor**

3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs:** Council reviewed quotes to repair 296 lineal feet of concrete curbing. It was noted additional repairs were required. Discussion ensued; It was moved by Rani and seconded by Jaspreet to accept the proposal from Topwest Asphalt to repair 296 lineal feet of concrete curbing as per their quote of \$9,475.00 plus tax, with the condition commencement of repairs are deferred until the next meeting. **CARRIED all in favor.** The President agreed to provide an additional scope of work for curbing repair to Topwest Asphalt so an additional quote may be submitted for consideration at the next 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 has 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

 - c) **Plumbing Repair:** Previously, the Owner of Unit 181 telephoned Management requesting emergency plumbing repairs on November 30, 2020. Management advised the Owner 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 the 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; 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. The Owner provided a written reply on February 19, 2021. In the letter of reply the Owner denied the request for payment. The Owner also requested the Strata Corporation pay for the cost of replacing drywall and insulation. Discussion ensued; Management was instructed to send a letter of reply denying the request to pay for repairs within the confines of the Strata Lot. At the last meeting, Management was instructed to also send a follow up letter requiring the Owner to submit at least fifty percent of the cost incurred by the Strata Corporation as per the provisions of Bylaw 2.1 which state **“An Owner must repair and maintain the Owner’s Strata Lot, except for repairs and maintenance that is the responsibility of the Strata Corporation under these Bylaws.”** Management noted the Owner had not provided a response since the last meeting. Discussion ensued; Council instructed Management to send an additional letter requiring payment in the amount of \$445.95 (fifty percent of the total cost of repairs completed).

d) Erosion: Council reviewed an estimate to repair the retaining wall in the vicinity of unit 159 / 160. Council instructed Management to request additional quotes for consideration at the next meeting.

e) ICBC Claim: J&W Electric has been dispatched to replace the broken lamp post as per their quote of \$2,050.00. ICBC submitted payment to fund the replacement of the lamp post. Quality Garden was requested to dispose of the broken lamp post.

f) Refuse Removal: Council instructed Management to request a monthly pickup schedule from Valley Waste and Recycling for the remainder of the year. The schedule will be posted on the Clearbrook Village website.

g) Water Ingress: Previously, the Co-op Board provided a preliminary report of water ingress from an exterior wall at Unit 227 Council authorized emergency mitigation. Management requested LPI perform a camera inspection and drain cleaning to remedy the problem. LPI reported the drain tiles had failed and provided a proposal for replacement. It was moved by Jaspreet and seconded by Rani to have LPI Mechanical replace the drain tiles at Unit 227 as per their quote of \$5,024.69 **CARRIED all in favor.** Proposals from ServiceMaster and White Diamond Construction for repairing the resultant damage to the

interior of Unit 227 were forwarded to the Co-op Board via email. Management recommended the Co-op Board consider submitting an insurance claim to pay for the resultant damages.

Previously, the Insurance Adjuster for the homeowner policy ordered emergency mitigation measures at Unit 18. Management was instructed to schedule a camera inspection of the drain tiles at Unit 18 to determine if they had failed. It has been determined the drain tiles at Unit 18 have not failed. The Project Manager from ServiceMaster Restoration recommended Council defer action until the source of the water ingress has been determined. Council tabled this item for review at the next meeting.

h) Tree Removal: Council approved BC Plant Health Care to remove three trees at Unit 87, Unit 137 and Unit 197. The contractor is waiting for the permit approval from the City of Abbotsford Parks and Recreation.

i) Pooling: Council reviewed quotes to add drainage improvements and at Unit 113, Unit 114 and Unit 121. Management was instructed to request an additional quote for consideration at the next meeting.

j) Paving Repairs: Previously, Council approved a quote from Metro Valley Paving to repair the roadway in the vicinity of Unit 132 and Unit 140. The repairs have been delayed to illness of the contractor. The repairs will be completed in due course.

4. Financial Review: The March, 2021 Financial Statements were presented to Council for their review. It was moved by Jaspreet and seconded by Rani to approve the March, 2021 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 all in favor.**

5. Correspondence:

a) The Co-op Board requested rollers on a patio door be replaced within Unit 217. Council reviewed a quote from Clearbrook Glass to replace the rollers. Management was instructed to obtain a comparative proposal for consideration at the next meeting.

b) The Owner of Unit 197 submitted another email message requesting their tree be removed. As noted above, the tree is slated for removal by BC Plant Health Care.

c) The Owner of Unit 127 reported a street light required repair. JW Electric was dispatched to repair the street light.

d) The Owner of Unit 255 provided a completed information sheet to Management.

e) The Owner of Unit 63 submitted additional email messages requesting pest control for their lawn and measures to prevent water pooling on a flat roof. Quality Garden treated the yard to exterminate an invasive species of Chafer Beetles. As noted in the previous minutes and in a letter of reply sent to the Owner, the flat roofing on all Strata Lots at Clearbrook Village will not be re-sloped to prevent pooling due to financial constraints.

f) The Owner of Unit 138 requested pest control attic space. Green Valley Pest Control was dispatched to remedy the issue.

g) The Owner of Unit 16 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

h) The Owner of Unit 103 verified in a letter of reply they were not relocating a toilet to another area of their bathroom.

i) The Owner of Unit 4 requested permission to replace fence panels. Management telephoned the Owner to note it is not permissible for Owners to replace fence panels. Management was instructed to have Quality Garden inspect each fence panel and perform any necessary repairs.

The Owner also advised they would be renovating the Strata Lot. A family member or friend submitted an email request to shut down multiple Units to replace a shut off valve. Management telephoned the Owner to request they contact LPI Mechanical to schedule a date and time for this work so written notices could be mailed to all affected residents. The Owner has not contacted LPI Mechanical or Management to schedule the work noted above. Management will contact the Owner again regarding this matter.

j) An Owner reported undue odor due to an unauthorized application of fertilizer to a garden bed. Management sent a Notice of Complaint letter requiring the removal of the fertilizer. Considers this matter now closed

k) The Owner of Unit 94 submitted an email message requesting a Form B. The Owner was contacted and advised to order the document from the Teamwork website

l) The Owner of Unit 200 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

m) The Owner of Unit 209 requested window replacement. A Council member will inspect the exterior of the windows and provide a report for

consideration at the next meeting. The Owner also requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

n) An Owner provided a video file with the image of the person obscured showing another resident provoking their dog to bark and requested fines assessed be rescinded. Discussion ensued; It was moved by Barjinder and seconded by Jaspreet to rescind the fines assessed due to the above.
CARRIED all in favor.

o) The Owner of Unit 59 provided proof of storage insurance for a vehicle stored in their carport.

p) An Owner provided a letter of reply alleging the debris in a shared carport is being stored by their neighbour. Management sent a letter to the other Owner on April 9, 2021 requiring removal of all articles from the carport.

6. New Business:

a) Light Post: The Owner of Unit 132 reported another fallen lamp post on April 12, 2021. The Owner indicated the post fell without warning in a conversation with Management. JW Electric was dispatched to disconnect power to the post to prevent harm or injury. Management was instructed to request a proposal to replace the lamp post.

b) Common Expenses / Strata Fees: Council noted recent excessive littering and discarding of household items (barbecues and a bathtub) on Common Property. Discussion ensued; Management was instructed to prepare a letter to be hand delivered by Council requesting all residents refrain from the above practise and assist Council to maintain the property. If this problem persists, it may be necessary to increase Strata Fees for the 2021 / 2022 fiscal year. Residents are also reminded to use a garden hose nozzle when washing vehicles and hand watering plants to mitigate expenses.

7. Adjournment: The meeting adjourned at 7:20 pm.

Next Meeting: The next meeting will be held on May 18, 2021 at 6:30 pm.

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| <p>Please Put All Concerns In Writing With Your Signature And Submit To Management at the address noted below Thank You.</p> |
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Joe Hackett, Strata Agent
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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