

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
July 27, 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 6:39 pm.
2. **Adoption of the Previous Minutes:** June 15, 2021
It was moved by Jaspreet and seconded by Rani to adopt the minutes of the June 15, 2021 Council meeting as presented. **CARRIED all in favor**
3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs:** Previously, Council accepted proposals from Topwest Asphalt to repair concrete curbing at the total cost of \$14,945.00 plus taxes. The contractor has indicated the work is slated for completion prior to October.
 - b) **Playgrounds:** Due to recent updates from the Provincial Government, the Strata Council decided to re-open the playgrounds onsite. Quality Garden will be requested to re-install the swings.
 - 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. Management was instructed to send a letter of reply denying the request to pay for repairs within the confines of the Strata Lot. Management was instructed to also send a 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.”** Council instructed Management to send an additional third letter requesting payment as noted above. The Owner provided a written reply on June 24, 2021 noting they would not pay the above settlement of the debt. This item will be reviewed at the next meeting.

d) Tree Removal: Previously, Council approved BC Plant Health Care to remove three trees at Unit 87, Unit 137 and Unit 197. BC Plant Health Care has scheduled the tree removal for August 12, 2021.

e) Light Post: Previously, JW Electric was authorized by Council to replace a fallen light post at unit 132. The new light post is on back order, but will be installed in due course.

f) Unauthorized Alteration of Common Property: Quality Garden reported a fence removed by the Owner was not relocated as per Council direction to the original location. Management noted a Notice of Complaint letter was sent to the Owners. It was moved and seconded to issue a fine in the amount of \$200.00 to the Owners **CARRIED all in favor**. Management was instructed to send a letter to the Owners requiring the fence to be removed and constructed to the original height conforming in appearance prior to August 20, 2021 or the fence will be removed and replaced at the Owner’s expense as per Section 133.1 (a)(b) of the Act.

4. Financial Review: The June, 2021 Statements were presented to Council for their review. It was moved by Jaspreet and seconded by Barjinder to approve the June, 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 gate and fence repairs for Unit 113, Unit 114, Unit 219 and Unit 239. Quality Garden was dispatched to repair the fences and gates. The Board requested the lawn removed for drainage upgrades at Unit 114 be re-seeded. The area will be re-seeded by Quality Garden when weather conditions are conducive. The Board inquired if the Activity Centre would be available for rental due to the new guidelines

announced by the Provincial Government. As noted above, the Activity Centre is now available for rental with conditions established by the Ministry of Housing to ensure the safety of attendees to social gatherings.

b) The Owner of Unit 169 requested tree pruning. Quality Garden was dispatched to prune the tree. In an email message Quality Garden provided photos and noted the tree should be removed to prevent loss or harm to the building. Management was instructed to request Quality Garden remove the tree. The Owner reported siding damage from the tree branches and limbs rubbing against the building. Quality Garden was dispatched to repair siding. The Owner requested permission to remove a wooden deck and pour a concrete slab covering $\frac{3}{4}$ of the yard at their expense. Discussion ensued; Management was instructed to send a letter of reply approving the request for the alteration with the condition the Owner sign an Assumption of Responsibility document that will carry forward to any future Owner of the Strata Lot prior to work commencing.

c) The Owner of Unit 91 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

d) The Owner of Unit 144 requested their backyard be re-seeded. As noted above under item 5 (a), the re-seeding of the backyard will be deferred until weather conditions are conducive.

e) An Owner submitted a letter of reply to a Notice of Complaint which asserted their fence had been returned to the original location. As noted above under item 3(f), the Strata Council assessed a fine of \$200.00 and ordered the Owner reconstruct their fence to the correct height and relocate it to the original position prior to August 20, 2021.

f) A former tenant submitted a second request to be reimbursed for a towing charge for their illegally parked vehicle. Council denied the request and considers this matter now closed.

g) The Owner of Unit 117 requests permission to install a new fireplace. Management was instructed to send a letter of reply approving the request for the alteration with the condition the Owner sign an Assumption of Responsibility document that will carry forward to any future Owner of the Strata Lot prior to work commencing. The Strata Council will inspect the installation after the work has been completed to ensure the siding has been properly re-installed.

h) As noted above, the Owner of Unit 181 submitted a letter of reply noting they would not pay 50 percent of the cost of repairing plumbing work done at their request.

- i)** Previously a tenant submitted an email message requesting their yard be mowed. Quality Garden submitted a report noting the yard could not be mowed due to debris and personal articles. Management was instructed to send a letter of reply to the Owner and tenant requiring the immediate removal of the items noted above as per the provisions of Bylaw 31.1(d).
- j)** The Owner of Unit 205 requested authorization to place a storage container in their front yard to store furniture and household items prior to moving. Management telephoned the Owner noting the request to place a storage container in the front yard would not be permissible.
- k)** A tenant submitted two written requests for more frequent refuse removal. Management telephoned the tenant to review their concerns prior to the meeting. Discussion ensued; Management was instructed to send a letter of reply to the tenant and the Owner, noting the request for added service would be taken under advisement as no other request for additional service had been received.
- l)** The Owner of Unit 204 requested permission to install a central air conditioner on Common Property. Discussion ensued; Management was instructed to send a letter of reply denying the request due to concerns for the added strain on all common electrical panels if all Owners of Clearbrook Village requested authorization to install central air conditioning.
- m)** The Owner of Unit 186 requested tree removal. Management requested the tree be pruned and a report submitted. Quality Garden reported the tree was small and was removed to prevent loss or harm. The Owner requested damaged siding be replaced. Quality Garden replaced the damaged siding.
- n)** An Owner submitted a letter of reply, denying an allegation they had installed an exterior security camera and their dog was incessantly barking. The Owner asserted all fines assessed should be rescinded. Discussion ensued; Council noted the camera had been removed and considers this matter now closed.
- o)** The Owner of Unit 77 requested to purchase a trampoline for their children. Management telephoned the Owner noting the request for a trampoline was not permissible as per the previous decision of the Strata Council as per the provisions of Bylaw 32.2 (a).
- p)** The Owner of Unit 206 requested to paint their front door. Management telephoned the Owner noting it was not permissible to paint exterior doors or alter the appearance of Common Property. The Owner also requested permission to install a new fireplace. Management was instructed to send

a letter of reply approving the request for the alteration with the condition the Owner sign an Assumption of Responsibility document that will carry forward to any future Owner of the Strata Lot prior to work commencing. The Strata Council will inspect the installation after the work has been completed to ensure the siding has been properly re-installed. On July 27, 2021, the Owner reported a natural gas leak. The Owner noted Fortis Gas had turned off the natural gas supply. Management noted the Owner would be responsible to pay for a licensed contractor to replace the gas supply line providing service to the Strata Lot. If it is established the pipe provided gas to more than one Strata Lot, the Strata Corporation would dispatch a contractor of their choice to replace the supply line. The Owner did not provide photos or an update to the Strata Council for their consideration. The Owner also requested permission to renovate their kitchen. Management noted the Owner could replace flooring and cabinets with the condition no interior walls or foundation was altered and the Owner report the upgrades to their insurer as an improvement. The Owner also requested permission to replace an existing wooden deck, but did not specify the size of the new deck to be installed. Management was instructed to send a reply noting the Owner specify and provide a written reply noting the proposed new deck would not exceed $\frac{3}{4}$ of the backyard for consideration at the next meeting.

q) The Owner of Unit 240 requested the stumps from pruned trees be removed due to safety concerns. Quality Garden was dispatched to remove the small stumps to ensure the safety of all residents and guests.

r) The Owner of Unit 293 provided proof of storage insurance for a vehicle in their carport.

s) An Owner requested gate repair. Quality Garden was dispatched to repair the gate. Quality Garden provided photos showing the adjacent Strata Lot tied a rope for hanging clean laundry to dry. The Owner was requested to remove the rope to prevent damage to the fence.

t) The Owner who was the subject of the complaint noted above submitted a written reply, alleging other residents were observed hanging laundry outside. Management was instructed to send a letter of reply noting Bylaw 34 (b) prohibits hanging clean laundry to dry on Common Property. Management was instructed to note the request to remove the clothes line was to prevent damage to Common Property.

u) The Owner of Unit 143 requested plumbing repair from a leak in their ceiling. Management telephoned the Owner noting interior plumbing repairs would not be paid by the Strata Corporation.

v) An Owner submitted a written reply verifying they had removed a swing set from their back yard

w) The Owner of Unit 255 requested a street light be repaired. Management dispatched JW Electric to repair the light. JW Electric noted the new lamppost is on back order as noted above under item 3 (e).

x) The Owner of Unit 149 requested patio door rollers be replaced. Abbotsford Glass was dispatched as per the previous decision of the Strata Council to replace hardware based on Owner request. Abbotsford Glass noted there would be a 14 day delay to provide repair due to a back log of work already scheduled.

y) The Owner of Unit 41 requested the landscaping contractor be instructed to water the trees and shrubs during the summer weather. Council will take the Owner concern under advisement.

6. **New Business:**

a) **Activity Centre:** As per a Provincial Government announcement on June 14, 2021 the Strata Council determined the Activity Centre will be available for rental with the condition the host provide the following to Management:

- A written Covid 19 safety plan for the event be submitted along with the required application form for Council consideration
- The host of the event provide an appropriate supply of hand sanitizer to all attendees
- The host of the event must ensure the washroom is cleaned during the event.
- The host ensures sufficient paper towels and soap is available for guest use.
- The host be responsible to ensure all occupants observe social distancing protocols
- The host of the event is responsible to ensure face masks are worn by all guests while indoors.
- A limit of no more than **25 persons** are inside the Activity Centre

b) **Water Shut Off:** The Owner of Unit 211 submitted a request to shut off the water supply to other Strata Lots, to facilitate the replacement of their shut off valve. Management telephoned the Owners and noted LPI Mechanical was to be dispatched at the Owners expense to replace the shut off valve. Management will send out written notice to each affected Owner when the date and time of the work has been determined.

c) Decorations: The Bylaw Officer noted a resident had exterior decorations attached to Common Property and gave written notice requiring removal. Management was instructed to send a Notice of Complaint to the Owner requiring removal of the decorations as per the provisions of Bylaw 32.1 (a), or a fine will be assessed by the Strata Council.

d) Patio Door: The Strata Council noted an Owner may have altered the appearance of Common Property without Council approval. The Council will verify a new patio door is not conforming in appearance to existing doors.

e) Street Lights: Council noted two street lights were not operational Management was instructed to have JW Electric repair street lights in the vicinity of Unit 107 and Unit 127. Management was instructed to request Quality Garden prune tree branches in close proximity to all exterior lighting.

7. Adjournment: The meeting adjourned at 7:26 pm.

Next Meeting: The next meeting will be held on September 14, 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