

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
June 15, 2021
zoom video conferencing**

Position	Name	Attendance	Unit
President / Treasurer	Barjinder Brar	Present	159
Vice - President / Landscaping	Rani Boparai	Absent	242
Member of Council	Manjeet Channi	Absent	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 6:37 pm.

2. **Adoption of the Previous Minutes:** May 18, 2021
It was moved by Jaspreet and seconded by Barjinder to adopt the minutes of the May 18, 2021 Council meeting as presented. **CARRIED all in favor**

3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs:** Previously, Council accepted a proposal from Topwest Asphalt to repair 296 lineal feet of concrete curbing at the cost of \$9,475.00 plus tax, with the condition commencement of repairs are deferred. The Strata Council decided to meet with the representative from Topwest Asphalt to determine what additional repairs are required. The approved work will be deferred until the Council considers the second proposal from Topwest Asphalt. It was moved by Barjinder seconded by Jaspreet to have Topwest repair the concrete curbs as per their quote of \$5,470.00 plus taxes **CARRIED all in favor CONFIRMED**

 - 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 May 18, 2021 meeting. Discussion ensued; Council instructed Management send an additional letter requiring payment in the amount of \$445.95 (fifty percent of the total cost of repairs completed). Management was also instructed to provide an additional letter requesting payment as noted above.

d) Erosion: Previously, Council approved a quote from Insurance Pro Restoration to replace the first portion of the retaining wall in the vicinity of Unit 159 / Unit 160. Work is slated for completion prior to July 1, 2021.

e) Water Ingress: Previously, 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. The Board submitted a follow up request for the Strata Corporation to pay to repair all resultant damage to the interior of Unit 277 from water ingress due to failed drain tiles. Management was instructed to have Access Law draft a letter on behalf of the Strata Corporation regarding this matter. On June 14, 2021 the Co-op Board left a voicemail message reporting they had not received the letter sent via email by the Legal Counsel on May 31, 2021. Management forwarded the letter to the Board via email again on June 14, 2021. Council considers this matter now closed.

Previously, the Insurance Adjuster on the homeowner policy ordered emergency mitigation measures at Unit 18. The Project Manager from ServiceMaster Restoration recommended Council defer action until the

source of the water ingress has been determined. ServiceMaster determined the source of the water damage was from a garden hose or an overflowing washing machine. Management will forward the report to the Insurance Adjuster acting for the Owner. Council considers this matter now closed.

f) Tree Removal: Previously, Council approved BC Plant Health Care to remove three trees at Unit 87, Unit 137 and Unit 197. The contractor was waiting for the permit approval from the City of Abbotsford Parks and Recreation. The permit has been issued. BC Plant Health Care has scheduled the tree removal for August 12, 2021

g) Pooling: Previously, it was the decision of Council to have White Diamond Construction install drainage upgrades to Unit 113, Unit 114 and Unit 121 as per their quote of \$5,512.50 including taxes, with the condition the contractor warranty their work for one year Subsequent to the meeting, the actual cost for the repair of three strata lots was determined to be a total of \$12,912.50. It was moved by Jaspreet and seconded by Barjinder to have White Diamond install upgrades as per their quote of \$12,912.50
CARRIED all in favor.

h) Light Post: Previously, JW Electric was approved to replace a fallen light post at unit 132. The new light post is on order, and slated to be installed prior to August.

4. **Financial Review:** The May, 2021 Statements were presented to Council for their review. Management was instructed to assess a lien for unpaid charges to a strata lot. It was moved by Jaspreet and seconded by Sumit to approve the May, 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 a wasp nest be removed at Unit 114. Quality Garden was unable to locate the nest. The Co-op Board was requested to provide a photo of the nest to Management.

The Board requested a racoon be evicted from underneath a boat being stored at Unit 231. Green Valley Pest evicted the animal.

The Board requested the fence at Unit 231 be repaired. Quality Garden repaired the fence.

b) The Owner of Unit 137 requested tree removal and gutter cleaning. The tree is slated for removal as noted above. Quality Garden was dispatched to clean the gutters and downspouts.

c) The Owner of Unit 87 requested pest control Green Valley Pest was dispatched to establish a bait station. Management telephoned the Owner and suggested they take measures within the confines of their home to exterminate the pest.

d) The Owner of Unit 63 requested their flat carport roof be re-sloped. Management was previously instructed to send a letter noting the roof would not be re-sloped due to financial constraints. It was noted to the Owner pooling on flat roofs is not of any concern. Management was instructed to send another letter to the Owner noting the above direction.

e) The Owner of Unit 92 provided a photo showing a person or animal had been digging on Common Property. Council will take the Owner concern under advisement.

f) An Owner responded to a Notice of Complaint letter and verified they returned a fence to the original location.

g) The Rental Manager for Unit 20 requested pest control. Green Valley was dispatched to add bait to the bait station.

h) The Owner of Unit 241 requested moss removal. Management was directed to request Quality Garden provide a proposal to treat the entire property for moss removal.

i) The Owner of Unit 89 requested gutter cleaning. Quality Garden cleaned the gutters.

j) The Owner of Unit 169 requested a racoon be evicted from within their exterior chimney framing. A product was spread on the ground as a measure to evict the racoon. The Owner telephoned Management and reported the racoon had gone up into the attic space. Council authorized Summit Wildlife Solutions to evict the animal and add exclusion measures at the cost of \$1,500.00 plus tax as an emergency measure to prevent loss or harm. The Owner has not provided any follow up request for assistance. Unless the Owner contacts Management, Council will consider this matter now closed.

k) The Owner of Unit 133 reported a fallen tree. The tree was removed by Quality Garden. The Owner reported a cracked window pane. Management was instructed to send a letter requesting a Police file number for the incident

The Owner requested fence repairs. Quality Garden repaired the fence.

l) The new Owner of Unit 192 reported a fallen tree. Quality Garden was requested to remove the tree.

m) The Rental Manager on behalf of the Owner of Unit 104 requested missing insulation in an attic space be replaced and damage repaired. It was moved by Barjinder and seconded by Jaspreet to have White Diamond Construction replace the insulation and repair the damaged area as per their quote of \$950.00 plus taxes. **CARRIED all in favor.**

n) The Owner of Unit 197 requested an update on the tree removal. As noted above, the tree will be removed in due course.

o) The Owner of Unit 13 requested gutter cleaning. Management dispatched Quality Garden to clean the gutters.

p) Previously, an Owner requested to construct a storage shed. Management was instructed to provide a letter of reply approving the request with the condition the Owner first submit a signed Assumption of Responsibility for the alteration which will carry forward to any future Owner of the Strata Lot and the shed be constructed as per the provisions of Bylaw 6.5. The Owner submitted a follow up request and alleged there were other sheds not in compliance to the provisions of Bylaw 6.5. Discussion ensued; Management was instructed to request the Owner provide the unit numbers to substantiate their allegation. The Owner requested authorization to install a prefabricated storage shed contrary to the provisions of Bylaw 6.5. The request to install a fabricated storage shed was formally denied.

q) The Owner of Unit 18 requested an update on exterior repairs. The Owner reported an insurance claim on their homeowner policy to pay for the repair of resultant damage. ServiceMaster determined the source of water ingress was either an overflowing washing machine or a garden hose left unattended. Council considers this matter now closed.

r) A resident or guest reported their vehicle was removed at the order of Council from in front of a BC Hydro power box. The motorist requested reimbursement for all costs. Council instructed Management to send a letter of reply to the Owner advising the request for reimbursement for an illegally parked vehicle was denied.

s) An Owner submitted a written reply stipulating no security cameras were installed at their strata lot. Discussion ensued; The Strata Council determined security cameras were visible from Common Property. It was

moved and seconded to issue a fine of \$200.00 to the Owner for ongoing contravention of Bylaw 3.1(c) **CARRIED ALL IN FAVOR**

It was also noted a dog residing within the Strata Lot was incessantly barking for up to ten minutes in the early hours of the morning. The Strata Council agreed to rescind fines assessed with the condition the Owner take measures necessary to ensure the dog does not disturb other residents. Discussion ensued; It was moved and seconded to issue a fine \$200.00 Bylaw 3.1(a)(b)(c) **CARRIED all in favor.**

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

6. New Business:

a) **Water Supply Line:** An Insurance Adjuster dispatched CJB Restoration to respond to the Owner of Unit 200 who reported a plumbing leak. It was determined the source of the leak was a failed water supply line. Management dispatched LPI Mechanical and ServiceMaster to replace a failed water supply line within a foundation as per the protocol established by the Strata Council to mitigate expenses. Management forwarded a proposal from ServiceMaster to replace the drywall removed to re-route the water supply into the floor and ceiling. It was moved by Sumit and seconded by Jaspreet to have ServiceMaster replace the drywall noted above as per their quote of \$3,224.53 **CARRIED all in favor.**

7. Adjournment: The meeting adjourned at 7:17 pm.

Next Meeting: The next meeting will be held on July 27, 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