

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.

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
October 26, 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 | Present | 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 6:34 pm.
2. **Adoption of the Previous Minutes:** September 14, 2021
It was moved by Jaspreet and seconded by Barjinder to adopt the minutes of the September 14, 2021 Council meeting as presented.
CARRIED all in favor
3. **Business Arising from Previous Minutes:**
 - a) **Curb Repairs:** Repairs to the concrete curbs have almost been completed.
 - b) **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

c) Light Post: Previously, JW Electric was authorized by Council to replace a fallen light post in the vicinity of Unit 132. The replacement post has not arrived from the supplier.

d) Unauthorized Alteration of Common Property: Previously, 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. The new fence has been relocated but not painted. Management was instructed to send a letter to the Owner requiring them to paint the fence in a color conforming in appearance to existing fencing prior to October 1, 2021. The fence has been painted by the Owner. Council considers this matter now closed.

e) Trampolines: Previously, due to complaints received, the Bylaw Officer was instructed to issue warning notices to residents with trampolines in their back yard. It was noted some residents refused to comply and remove the trampoline. Management sent Notice of Complaint letters to the Owners of all residents who did not comply noting a fine would be assessed by the Strata Council for any ongoing contravention of Bylaw 32.2 (a). It was moved and seconded to issue a fine in the amount of \$100.00 for any ongoing contravention of Bylaw 32.2)(a) **CARRIED all in favor.**

f) Gazebos / Tents / Awnings: Previously, due to complaints received, the Bylaw Officer was instructed to issue warning notices to residents with gazebos, tents and awnings in their back yard. It was noted some residents refused to comply and remove the gazebos, tents and awnings. Management sent Notice of Complaint letters to the Owners of all residents who did not comply noting a fine would be assessed by the Strata Council for any ongoing contravention of Bylaw 32.2 (a). It was moved and seconded to issue a fine in the amount of \$100.00 for any ongoing contravention of Bylaw 32.2)(a) **CARRIED all in favor.**

g) Annual General Meeting: Council scheduled the 2021 Annual General Meeting for November 23, 2021 at 7:00 pm via Zoom Video Conferencing. Council prepared a Proposed 2021/ 2022 Operating Budget as required under the Act. Management was

instructed to include a Resolution to approve a Bylaw permitting a General Meeting to be conducted via electronic means based on legal advice. Management was instructed to include a Resolution to opt out of the requirement to obtain a Depreciation Report.

h) Pest Control: Council reviewed the cost of service for pest control provided by Green Valley Pest Control and a comparative proposal from Orkin Pest Control. Council decided to continue their agreement with Green Valley Pest Control

i) Water Supply Lines: Previously, the Owner of Unit 262 reported a water escape to their insurer. CJB Restoration was dispatched to respond and provide emergency service. It was determined the water supply lines to Unit 262 failed, CJB Restoration notified Management on August 24, 2021. ServiceMaster was dispatched by Management to provide emergency service to remove drywall for LPI Mechanical to re-route the water supply lines at the cost of \$1,853.45. LPI Mechanical re-routed the water supply lines at the cost of \$1,686.56. Council reviewed comparative quotes to replace the drywall removed. It was moved by Ann and seconded by Barjinder to have ServiceMaster replace the drywall removed as per their quote of \$3,244.53 including tax **CARRIED all in favor.**

j) Landscaping / Snow Removal: Council reviewed comparative quotes for landscaping and snow removal. Management was instructed to confer with Quality Garden to verify pruning of limbs and branches would be included with the proposed renewal of \$9,000.00 per month plus taxes. Council approved in principle the snow removal contract. The President will sign agreements on behalf of the Strata Corporation.

k) Structure: Previously, an Owner submitted a photograph of a free standing structure providing shade erected in a backyard in contravention of the Bylaw 6.5. Management was instructed to send a letter requiring the immediate removal of the structure or a fine would be assessed by the Strata Council. The Owner did not provide a written response to the Notice of Complaint. Management will request the Bylaw Officer verify the removal of the structure via email.

4. **Financial Review:** The September, 2021 Statements were presented to Council for their review. It was moved by Jaspreet and seconded by Rani to approve the September, 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 additional information regarding drainage upgrades to Unit 227 on September 15, 2021. Management provided an email reply to the inquiry on September 16, 2021. The Board requested tree pruning to Unit 231. Quality dispatched. A Co-op Member submitted an allegation the damage to the Activity Centre was caused by another Member's child at play (accidental damage). Management submitted an insurance claim to Schill Insurance to pay for the emergency services expense and the estimated cost to replace the pane of glass. The insurers will be submitting payment to the Strata Corporation in the amount of \$1,370.32.

The Co-op Board provided a written response to the Notice of Complaint verifying their member had installed an arbour structure years ago. Discussion ensued; Management was instructed to send a letter of reply requiring the removal of the arbour or a fine would be assessed by the Strata Council. The Board provided a written response to a Notice of Complaint noting there was no structure on the strata lot in question. The Board requested gutter cleaning for Unit 124. Quality Garden was dispatched to clean the gutters. Previously, The Board requested authorization to permit a Member to install a garden shed purchased from a local retailer in contravention of Bylaw 6.5. Management was instructed to send a written reply noting all residents must follow the provisions of Bylaw 6.5, therefore the written request was denied. The Co-op Board provided a written response to the Notice of Complaint noting the storage shed was not removed. It was moved and seconded to issue a fine in the amount of \$200.00 to Clearwater Housing Co-op for ongoing contravention of Bylaw 6.5 **CARRIED all in favor.**

b) The Owner of Unit 290 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

c) The Owner of Unit 64 reported a plumbing leak. ServiceMaster Restoration was dispatched to determine the source of the leak and provide emergency mitigation. The Owner decided to decline the request for emergency mitigation. Council considers this matter now closed.

d) The Owner of Unit 137 requested service resume for landscaping due to a change of tenancy. Quality Garden was requested to resume servicing the back yard.

e) The Owner of Unit 268 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

- f)** An Owner submitted a written response to a Notice of Complaint verifying removal of their tent.
- g)** The Owner of Unit 144 requested confirmation of the re-seeding of their yard. Quality Garden verified they had re-seeded the back yard.
- h)** An Owner requested their fence be increased in height. Management was instructed to send a letter of reply denying the request to alter the height of the fence.
- i)** The Owner of Unit 268 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- j)** The Owner of Unit 275 requested pest control. Green Valley was requested to add a bait station in close proximity to Unit 275.
- k)** The Owner of Unit 174 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- l)** The Owner of Unit 67 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- m)** The Owner of Unit 119 requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- n)** The Realtor for an Owner submitted a photograph showing they removed an awning providing shade erected in a backyard
- o)** An Owner who was the subject of a Notice of Complaint provided a written response noting they would comply to the Notice prior to October 1, 2021. Management will request written verification from the Bylaw Officer of compliance.
- p)** An Owner responded to a warning citation and requested their planters in the front yard be permitted to remain. Discussion ensued; Management was instructed to send a letter of response noting if the plants had died or been removed all planters must be relocated to backyard until the spring. The directive noted above will apply to all residents of Clearbrook Village. The Owner also requested permission to store lumber in the rafters of their carport. The request was denied by the Strata Council. The Owner requested a door stop be installed to their storage locker door. The request for a door stop was denied. The Owner also reported sighting a raccoon in the vicinity of another strata lot. Council will take the Owners concern under advisement.

q) An Owner responded to a warning citation and removed a grape arbour from their backyard. The owner requested a rotting carport post replacement. Quality Garden was dispatched to replace the rotting post.

r) The Owner of Unit 89 provided photos of a small quantity of leaves on the ground on October 4, 2021. Management was instructed to send a response to the Owner noting Quality Garden will defer removing leaves until all have fallen. The Owner also requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

s) An Executor requested information regarding the insurance on the policy held by the Strata Corporation. Management noted coverage is on the Clearbrook Village website under the term "binder".

t) An Owner of Unit 5 requested tree pruning. Quality Garden was dispatched to prune tree limbs.

u) The Owner of Unit 169 requested pest control. Green Valley Pest Control was requested to add a bait station in the vicinity of Unit 169.

The Owner noticed mold growing. Management telephoned the owner to clean the ceiling and use ventilation fans during inclement weather as per the instructions provided every year by the Strata Council.

v) A Rental Manager acting on behalf of an Owner reported a door bell camera has been installed by their tenant. Management was instructed to send a letter requiring the removal of the doorbell camera based on legal advice, the provisions of the Personal Information Protection Act and as per the provisions of Bylaw 3.1 (c)

w) An Owner provided a written response to a Notice of Complaint noting their tenant had removed a tent from the backyard.

x) An Owner requested authorization for a door bell camera for security concerns. Management was instructed to send a letter requiring the removal of the doorbell camera based on legal advice, the provisions of the Personal Information Protection Act and as per the provisions of Bylaw 3.1 (c).

y) The Owner of Unit 22 requested information on the current insurance policy held by the Strata Corporation. Management noted the Owner could download the current coverage by accessing the Clearbrook Village website.

z) The Owner of Unit 274 requested gutter cleaning, siding repairs and fence repairs. Quality Garden was dispatched to clean the gutters, repair siding and the damage to the fence. The Owner reported their refuse receptacle was stolen and found at a local retailer.

aa) The Owner of Unit 305 reported a plumbing leak. Management noted the Owner would be financially responsible to pay for the cost of all repairs. The Owner dispatched a contractor to repair the leak. Council considers this matter now closed.

bb) An Owner replied to a Notice of Complaint regarding a planter located in their front yard. As noted above if there are plants the planter may remain. If the plants have died or been removed, the planter must be relocated to the backyard until spring. The Owner also responded to a Notice of Complaint regarding exterior decorations. Discussion ensued; Management was instructed to note seasonal decorations at Clearbrook Village may remain until seven days following the Holiday. Council determined Christmas decorations will be permitted to remain on Common Property until January 15th every year. The Owner also requested their concrete curb be repaired in a timely manner. Topwest Asphalt agreed to complete repairs prior to October 30, 2021.

cc) The Owner of Unit 132 requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner also requested the excavation for the new street light be filled in. As noted above, JW Electric noted the new street lamp post is on a back order.

dd) A tenant provided information for their vehicle and inquired regarding recycling and refuse removal.

ee) The Owner of Unit 166 requested drywall replacement for the water supply line replaced. The Owner offered to replace the drywall for \$1,000.00. Management will forward a comparative quote from ServiceMaster and request direction via email from the Strata Council.

ff) The Owner of Unit 73 requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner noted staining on their ceiling. Owner was advised to clean their ceiling and use ventilation fans during inclement weather as per the annual seasonal directions issued by the Strata Council. This matter is noted below under item 6(a).

gg) The Owner of Unit 241 requested siding repairs. Quality Garden was dispatched to repair the siding.

hh) An Owner disputed a Notice of Complaint regarding Halloween and Easter decorations. As noted above, seasonal decorations are permissible

to be displayed until 7 days after the holiday. Christmas decorations must be removed prior to January 15th of every year.

ii) The Owner of Unit 1 requested Fortis authorization to provide service for their fireplace. Management noted the Owner is responsible to arrange for provision of natural gas.

jj) The Owner of Unit 9 requested gutter cleaning and a suspected roof leak in their storage locker. Quality Garden was dispatched to clean the gutters. Management attempted to reach the Owner, but they inadvertently provided a telephone number assigned to another person

kk) The Owner of Unit 103 requested permission to construct a new storage shed as per the provisions of Bylaw 6.5. Council determined the shed should not exceed the floor dimensions of 10 feet by 10 feet (100 square feet), not exceed the height of the fence, have matching vinyl siding and may be constructed following the submission of a signed Assumption of Responsibility for the alteration is delivered to the Teamwork office on Minter Street. The responsibility for the alteration will follow to any future purchaser of the Strata Lot.

ll) An Owner acknowledged a Notice of Complaint and removed their planter and doorbell camera.

mm) The Realtor for the Owner acknowledged a Notice of Complaint and removed a doorbell camera.

6. New Business:

a) Winter Preparation: Management will include the annual winter preparation instructions as a cover page for the October 26, 2021 minutes.

b) Security: Management was instructed to have Hilton Security provide two guards and a vehicle on October 31, 2021 at the cost of \$294.80 plus taxes. Management was also instructed to schedule one guard for New Year's Eve.

c) Holiday Hours: Teamwork Property Management will be closed on December 24, 2021, December 27, 2021 and December 31, 2021.

d) Insurance Renewal: Council reviewed two options for the renewal of the insurance policy held by the Strata Corporation. It was moved by Ann and seconded by Jaspreet to approve the proposal from Schill Insurance for November 30, 2021 through to November 30, 2022 at the cost of \$249,584.00 **CARRIED all in favor.**

e) Activity Centre: Management was instructed to request Valley Waste provide a refuse receptacle to for the Activity Centre compatible with their vehicle used to service Clearbrook Village.

f) Gutter Cleaning: The Strata Council determined Owners, Co-op Members and tenants must provide a photo of their overflowing gutter to Teamwork prior to Quality Garden being dispatched. Owners may submit their photo to jhackett@teamworkpm.com

7. Adjournment: The meeting adjourned at 8:19 pm.

Next Meeting: The next meeting will be the Annual General Meeting to be held on November 23, 2021 at 7:00 pm via Zoom Video Conferencing.

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