

Council has observed a significant increase in litter and refuse found discarded on Common Property. All residents are requested to refrain from overfilling refuse and recycling receptacles due to the above. These measures are required to mitigate expenses and avoid an additional increase in Strata Fees for the next fiscal year

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
March 8, 2022
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	Absent	185
Member of Council	Jaspreet Pharwaha	Present	246
Member of Council	Ann Hennigan	Present	72
Member of Council	Sumit Mittal	Present	163
Buildings	Justin Tiberghien	Present	121
Teamwork Strata Manager	Joe Hackett	Present	

- 1. Call to Order:** The meeting was called to order at 6:43 pm.
- 2. Adoption of the Previous Minutes:** February 8, 2022
It was moved by Rani and seconded by Jaspreet to adopt the minutes of the February 8, 2022 Council meeting as presented. **CARRIED all in favor**
- 3. Business Arising from Previous Minutes:**
 - a) 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. On November 30, 2021 the Owner contacted the Managing Broker to review the above matter via an email message. The Managing Broker for Teamwork Property Management provided the Owner with an electronic link to the Province of BC's Housing and Tenancy website to find measures to resolve the dispute. This matter is ongoing.

b) Tree Pruning: Previously, Central Valley Tree Service provided a proposal to prune all trees to mitigate expenses. Management was instructed to request a comparative proposal for consideration at the next meeting.

c) Flooding: Artic Excavation provided a proposal to remedy flooding. The quote was reviewed. Management was instructed to request a comparative proposal for consideration at the next meeting.

d) Water Consumption: LPI Mechanical was dispatched to investigate the loss of water underground. An investigation within Unit 148 – Unit 153 was scheduled for March 10, 2022. Due to an error by the Agent, it was determined the above six strata lots were not the source of significant water loss. Management requested LPI Mechanical determine the source of the highest water consumption, so a written Notice can be issued to residents to provide access for an inspection within the confines of their strata lot.

e) Shelter: Previously, an Owner alleged another Owner installed an aluminum free standing shelter in their backyard. Council assessed a fine in the amount of \$100.00. The Owner provided a photo showing removal of the structure. Management was instructed to request the Bylaw officer to take photos of the exterior cladding to determine if the siding was damaged by the unauthorized alteration.

f) Backyard: Previously, it was alleged two Owners had enlarged the size of their backyard. A Council member left the meeting as per Section 136 of the Act. Discussion ensued; it was the decision of Council the fences must be relocated and the affected area (all designated as Common Property) be returned to the original condition (removal of paving stones and planters) prior to April 8, 2022 or a fine will be assessed by the Strata Corporation. The Council member returned to the meeting.

g) Charge: The Owner of Unit 68 requested access to the common electrical room due to breaker. The Owner was installing an outlet for emergency call after hours. Management sent a letter requesting payment.

h) Website: Previously, Owners, Co-op Members and tenants were advised Council minutes, insurance coverage and current Bylaws are available by registering for access through the website Pacific Quorum.com. Discussion ensued; Council determined the website for Clearbrook Village will be also be retained and updated monthly.

4. Financial Review: The January, 2022 Statements were presented to Council for their review. It was moved by Barjinder and seconded by Rani to approve the January, 2022 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 Owner of Unit 32 requested a downspout repair. Management requested a photo as per the Council protocol. The Owner did not provide a photograph of the damaged downspout. Management will send a letter requesting a photo of the affected area requiring repair or an email reply noting no further action is required.

b) Previously, an Owner provided photographs of mold growth. Management provided an email reply on October 2, 2021 noting residents are to use ventilation fans during the fall and winter months. The Owner was requested to contact Management in a timely manner if the issue was not resolved by using ventilation fans. On February 9, 2022 the Owner reported the matter was not resolved. Management dispatched Clearbrook Roofing to inspect the attic space for water ingress and repair as required. Management advised the Owner to submit an insurance claim to repair the resultant damage on October 2, 2021 and again February 9, 2022. The Strata Council agreed to telephone the Owner to explain the above.

c) The Owner of Unit 30 requested their steps and fence be repaired. Management dispatched Quality Garden to repair the fence and steps.

d) The Owner of Unit 19 requested fence repairs due to high winds. Management dispatched White Diamond Construction to repair the fence.

e) The Owner of Unit 224 requested a damaged exterior light fixture be replaced. Management was instructed to request JW Electric replace the fixture at the cost of \$199.50.

f) An Owner provided a photo showing they had removed their unauthorized gazebo.

g) The Owner of Unit 56 requested permission to install an electric charging station for a motor vehicle. Discussion ensued; the Strata Council determined the current electrical panel would not support the added demand for electrical power for the charging station. Management was instructed to send a letter denying the Owner's request. The Owner also requested authorization to fabricate a new storage shed in their backyard. Management was instructed to send a letter of reply along with a required Assumption of Responsibility form noting the shed must not greater than 107 square feet and comply with the provisions of Bylaw 6.5.

h) An Owner of requested a follow up request for authorization to store their bicycle in their carport and to have an exemption from complying with the provisions of Bylaw 32.2 (a). Management was instructed to send a follow up letter denying the request to store a bicycle in a carport as per the provisions of Bylaw 32.2 (a). The Owner will be requested to store the bicycle within the provided storage locker in their carport.

i) An Owner submitted an inquiry on the location of the transformer for the doorbell originally installed. In an email reply, Management noted the transformer would be located within the confines of the Strata Lot. If the previous Owner removed the transformer the current Owner must purchase a suitable replacement.

j) The Co-op Board requested the following repair to Common Property

- The roof fascia boards be reattached at the entrance of Unit 121
- Siding repairs for Unit 123, Unit 124 and Unit 226.

Quality Garden will complete repairs prior to April 1, 2022.

6. New Business:

a) Siding Damage: The Strata Council noticed siding damage due to screws and nails penetrating the siding to hang holiday lighting. Management was instructed to request quotes to replace the damaged siding. Management was also instructed to send a letter to the Owner requesting a written response agreeing to issue payment in the amount of the lesser quote prior to April 12, 2022.

b) Water supply Lines: The water supply lines under the concrete foundation at Unit 34 failed on February 19, 2022. Management dispatched Aquasure Plumbing and ServiceMaster to remove drywall to re-route the water supply lines as per the protocol established by the Strata Council. The Owner reported a claim on their homeowner policy for resultant damage. The cost for emergency service from ServiceMaster to remove drywall for plumbing repair work was \$1,340.56. Aquasure Plumbing submitted their

emergency invoice to re-route the water supply lines in the amount of \$1,128.75.

c) Recycling Bins: Management was instructed to request a quote to purchase additional recycling bins for Council consideration at the next meeting. Council has observed an increase in litter and refuse found discarded on Common Property. All residents are requested to refrain from overfilling refuse and recycling receptacles due to the above. These measures are required to mitigate expenses and avoid an additional increase in Strata Fees for the next fiscal year.

d) Plumbing Repair: The Co-op Board requested emergency plumbing repairs for a leaking pipe within Unit 126 on February 27, 2022. Aquasure Plumbing was dispatched and repaired the leak at the cost of \$464.77. Due to the nature of the repair, the Co-op Board was requested to issue payment for the cost of repair.

e) Attic Inspection: As noted above under item 5(b), an Owner submitted an additional request for an attic inspection. The Owner was requested to report an insurance claim on their homeowner policy.

f) Proof of Insurance: Council noted a person was observed operating and storing a motor vehicle without insurance coverage on Common Property. Management will send a letter requiring the person to cease and desist from operating or storing the vehicle on Common Property without full insurance.

g) Siding Repairs: The Strata Council noted siding repairs were required for Unit 168, Unit 160 and Unit 154. Quality Garden was dispatched to repair the siding.

h) Flashing: Management was instructed to dispatch Clearbrook Roofing to repair a leaning fireplace chimney and the flashing at Unit 103. **Subsequent to the meeting a quote for replacement was forwarded via email to the Strata Council for their consideration.**

i) Children at Play: All parents and care givers for minors are requested to supervise their children at all times while on Common Property.

j) Speed limit: As painted on the surface of the roadways of Clearbrook Village and the provisions of Bylaw, the maximum speed for motor vehicles is 10 km per hour.

7. Adjournment: The meeting was adjourned at 7:48 pm.

Next Meeting: The next meeting will be held on April 12, 2022 at 6:30 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 Manager
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

Owners, Tenants and Co-op Members are requested to register to obtain access to Council minutes and other information for Clearbrook Village please visit PQ ONLINE www.pacificquorum.com

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