

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
April 12, 2022  
Zoom Video Conferencing**

<b>Position</b>	<b>Name</b>	<b>Attendance</b>	<b>Unit</b>
President / Treasurer	Barjinder Brar	Present	159
Vice - President / Landscaping	Rani Boparai	Absent	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
Buildings	Justin Tiberghien	Present	121
Teamwork Strata Manager	Joe Hackett	Present	

1. **Call to Order:** The meeting was called to order at 6:40 pm.
2. **Adoption of the Previous Minutes:** March 8, 2022  
It was moved by Manjeet and seconded by Justin to adopt the minutes of the March 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 requested a comparative proposal from BC Planthealth Care. The quote will be forwarded to Council when received.

**c) Flooding:** Previously, Artic Excavation provided a proposal to remedy flooding. Milani Plumbing and Heating and White Diamond Construction provided comparative quotes. Management was instructed to request an additional quote for Council consideration.

**d) Water Consumption:** LPI Mechanical was dispatched to investigate the loss of water underground. LPI Mechanical was to determine the source of the highest water consumption. Written Notices were issued to residents to provide access for an inspection within the confines of their strata lot. The detailed report had not been submitted for Council review prior to the meeting. Discussion ensued; Management was instructed to send Notice of Complaint letters to each resident who failed to provide access, demanding access for the inspection of their plumbing fixtures as per the provisions of Bylaw 7 based on the report provided by LPI Mechanical. Management was instructed to request Aquasure Plumbing and Heating provide a date and time to re-inspect the following missed units.

**Unit 123, Unit 124, Unit 125, Unit 126, Unit 128, Unit 130, Unit 131,  
Unit 136, Unit 137, Unit 138, Unit 139 Unit 140**

Management was instructed to send a Notice of Complaint letter to an Owner observed using a hose with no nozzle, permitting the water to run down the drain in contravention of Bylaw 33.2 (e) which states **An Owner, tenant, occupant or visitor must not allow operations which waste excessive amounts of water or other public utilities for which the Strata Corporation must pay."**

Management was instructed to send letters to an Owner with a faulty plumbing fixture (toilet with a bidet attachment constantly flowing) and a supply line with significant condensation. Management was directed to demand proof of repair as per the provisions of Bylaw 33.2 (e) prior to May 1 2022.

**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. Subsequent to the meeting the new Bylaw Officer resigned. Discussion ensued; Council contacted another candidate to take on the position. Management was instructed to telephone Sunny Babbar to verify he would accept the position of Bylaw Officer with compensation of \$250.00 per month. If Mr. Babbar agrees to take the position of Bylaw Officer, he will be requested to inspect the exterior wall.

**f) Backyard:** Previously, two Owners were required to relocate fencing to the original location prior to April 8, 2022 at their expense. Council considers this matter now closed.

**g) Charge:** Previously, the Owner of Unit 68 incurred costs to the Strata Corporation due to their electrical renovations. The Owner issued payment. Council considers this matter now closed.

**h) 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 of Unit 73 requesting a written response agreeing to issue payment in the amount of the lesser quote prior to April 12, 2022. The Owner provided a reply alleging the previous Owner had caused the damage. Council reviewed comparative quotes for repair. It was moved by Barjinder and seconded by Jaspreet to have White Diamond Construction replace the affected pieces of siding as per their quote of \$472.50 including taxes. **CARRIED all in favor.**

**i) Recycling Bins:** Council reviewed a quote to purchase additional recycling bins. It was determined the expense to purchase additional bins was cost prohibitive. All residents are reminded by Council to use existing receptacles and refrain from discarding litter on Common Property or Strata Fees may increase in the 2022 / 2023 fiscal year.

**j) Attic Inspection:** The Owner of Unit 98 submitted an additional request for an attic inspection. Clearbrook Roofing repaired the roof and recommended two roof trusses be replaced and insulation be added. Council reviewed quotes for replacing the trusses and adding insulation. It was moved by Jaspreet and seconded by Barjinder to have White Diamond Construction replace the two trusses and add insulation as per their quote of \$3,937.00 plus taxes. **CARRIED all in favor.**

**k) Proof of Insurance:** Council noted a person was observed operating and storing a motor vehicle without insurance coverage on Common Property. Management sent a letter requiring the person to cease and desist from operating or storing the vehicle on Common Property without full insurance. It was moved and seconded to issue a fine in the amount of \$50.00 to the Owner **CARRIED all in favor.**

**The Owner provided proof of insurance on April 13, 2022. Council considers this matter now closed.**

**l) Flashing:** Previously, Management was instructed to dispatch Clearbrook Roofing to repair a leaning fireplace chimney and the flashing at Unit 103. Subsequent to the meeting Council approved a quote from Clearbrook Roofing in the amount of \$1,475.00 plus taxes for replacement of the flashing.

**m) Steps:** Previously, the Owner of Unit 301 requested their steps and fence be repaired. Management dispatched Quality Garden to repair the fence. Discussion ensued; Management was instructed to request Quality Garden remove the three steps and advise the Owner to not use the sloped area to gain access to their strata lot.

**n) Entrance Roof Unit 121:** Clearbrook Roofing inspected the small flat roof over the front entrance of Unit 121 and verified it did not leak.

**4. Financial Review:** The March, 2022 Statements were presented to Council for their review. It was moved by Justin and seconded by Manjeet to approve the March, 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 45 provided photos and requested lawn replacement. Management was instructed to request Quality Garden provide a quote to re-seed the front and back yard for consideration at the next meeting

**b)** The Owner of Unit 98 provided additional photographs of mold growth and water ingress from their attic. Clearbrook Roofing was dispatched to repair the roof leak as noted above. White Diamond Construction will be dispatched to replace two roof trusses and the attic insulation as noted above under item 3 (j).

**c)** The Owner of Unit 174 requested fence repairs. Management dispatched Quality Garden to repair the fence.

**d)** An Owner sent email messages regarding water ingress and resultant damage. Management noted in email reply messages the Owner must agree to sign an authorization to remove drywall and flooring. The Owner was also requested to submit the loss to their insurance provider. The Owner in reply indicated they did not understand the above communication. Management replied as follows;

**“I am including Managing Broker, Meghan Ritchie in this reply, I suggest you confer with a family member or trusted friend to provide you with assistance to understand the email communication regarding this matter.**

**It is imperative you act as Owner to report this loss to your insurer. I have requested a reply regarding an insurance claim in my email messages. An insurance adjuster would act on your behalf to authorize the removal of the drywall and inspect the flooring.**

ServiceMaster Restoration was dispatched to provide emergency mitigation measures, but the Owner refused to sign a work authorization as noted above. ServiceMaster removed exterior siding and determined water had been entering through the building envelope causing damage to the flooring and interior walls. Based on the recommendations from ServiceMaster, Quality Garden was dispatched to remove excessive soil from the perimeter of the building and add gravel to improve drainage. Quality Garden was requested to replace a broken piece of siding when re-installing the siding and clean the gutters. Discussion ensued; Management was instructed to send a letter to the Owner noting their refusal to authorize the removal of damaged flooring and drywall in a timely manner. In the letter to the Owner, Council will require the Owner to provide a written response within 14 days of the letter sent, verifying they have acted to mitigate the loss due to the water ingress. If the Owner does not provide a reply in the time allotted, Council will consider this matter now closed.

**e)** The Owner of Unit 68 requested gutter cleaning and provided a photo showing a leaking gutter. Management dispatched Quality Garden to clean the gutters. White Diamond Construction submitted a quote to seal the damaged area. Discussion ensued; Management was instructed to request to replace the gutter for consideration at the next meeting.

**f)** The Owner of Unit 146 reported activity in their attic space. Management dispatched Green Valley Pest Control to establish a poison bait station.

**g)** The Owner of Unit 32 reported rodent activity. Management dispatched Green Valley Pest Control to establish a poison bait station.

- h)** An Owner provided a photo showing a bicycle secured to the carport roof trusses by another Owner. Discussion ensued; Management was instructed to send a letter to the Owner requiring the removal of the bicycles from the carport with a suggestion to store them in their storage room.
- i)** The Owner of Unit 288 requested a pothole be filled. Quality Garden added gravel to fill the pothole.
- j)** The Owner of Unit 130 reported a roof leak. Management dispatched Clearbrook Roofing to investigate and provide a report.
- k)** The Owner of Unit 61 requested an electrical repair to the main breaker in the electrical room providing power to their strata lot. JW Electric was dispatched to restore power. The cost of labour and parts was \$798.00 including taxes.
- l)** The Owner of Unit 77 requested siding repairs. Management dispatched Quality Garden to repair the siding.
- m)** The Owner of Unit 73 requested a hose bib repair. Aquasure Plumbing was dispatched to repair the leaking hose bib. As noted above, the Owner alleged the previous Owner of the Strata Lot damaged siding
- n)** The Owner of Unit 78 requested a patio door hardware repair. Management provided an email reply for the Owner to order repair at their expense as per the provisions of Bylaw 2.3
- o)** The Owner of Unit 289 requested gutter cleaning and provided a photo of pooling water. Management requested a photo of the gutters overflowing as per the protocol established by the Strata Council. Management noted to the Owner pooling water on flat roofing is permissible.
- p)** The Owner of Unit 254 requested approval to park a commercial vehicle in the designated paid parking lot. Discussion ensued; It was noted the Owners of commercial vehicles parked in the paid parking lot had not issued payment for 2022. Management was instructed to approve the Owner of Unit 254 request to rent a parking space and require payment in advance up to December 31, 2022. Management was instructed to have the Bylaw Officer issue warning notices requiring the Owner of each commercial vehicle to provide payment for their parking space from January 1, 2022 to December 31, 2022 as per the provisions of Bylaw 34 (k). All commercial vehicles with unpaid charges will be subject to towing and storage expenses at the direction of Council as per the provisions of Bylaw 34 (k).

Management was instructed to request a quote to have a sign posted on the entrance of the paid parking lot, noting any vehicle found without a valid parking pass displayed on their dashboard will be removed as per the provisions of Bylaw 34(k).

**q)** The Owner of Unit 137 requested gutter cleaning due to water pooling on their flat roof. Management advised pooling on the non-sloped roofs is permissible. Management advised the Owner in an email reply, the Strata Council established a protocol for gutter cleaning at Clearbrook Village. All residents are required to provide a photo of overflowing gutters prior to Management dispatching Quality Garden to clean the gutters. The Owner also requested authorization for their tenant to plant flowers in an existing planter box at their expense. The Strata Council will inspect the planter box and provide direction to Management in a timely manner. If the tenant is authorized to plant flowers, they would be responsible for watering them and removal at the end of summer.

**r)** The Owner of Unit 182 reported water ingress. Clearbrook Roofing was dispatched to inspect the attic and provide a report. In their report, Clearbrook Roofing verified the roof was not leaking but was missing attic insulation. Management was instructed to obtain a quote from White Diamond to replace the missing attic insulation.

**s)** The Owner of Unit 27 reported water ingress. Clearbrook Roofing was dispatched to inspect the attic and provide a report. Due to shelving installed in a closet, Clearbrook Roofing was unable to gain access to the attic space. The Owner was requested to remove the shelving to allow access to the attic space.

**t)** The Co-op Board requested the following repair to Common Property via email.

- The Board requested a fence post be replaced and secured to the gate at Unit 119. Management will dispatch Quality Garden to replace the fence post
- The Board requested pieces of soffit under the roof line of Unit 236 be re-attached. Management will dispatch Quality Garden to re-attach the pieces of soffit.
- The Board requested the Strata Council investigate the source of an undue odor within Unit 224. Clearbrook Roofing and Aquasure Plumbing were dispatched to determine the source of the odor.
- The Board requested the replacement of the lawn at Unit 217. Management requested photos from the Co-op Board for review at the next meeting.

u) The Owner of Unit 105 requested pest control for pavement ants on the exterior of their strata lot. Green Valley Pest Control was dispatched to exterminate the pests.

v) A parent submitted an email requiring a video file of their son forwarded to Management be deleted. No video file was forwarded to Management or the Strata Council. A photo was submitted and deleted.

w) Another parent submitted an email requiring a video file of their son forwarded to Management be deleted. No video file was forwarded to Management or the Strata Council. A photo was submitted and deleted.

**6. New Business:**

a) **Activity Centre:** Fraser Valley Fire Protection submitted a quote for the annual inspection of the fire safety equipment at the Activity Centre. It was moved by Justin and seconded by Barjinder to have Fraser Valley Fire Protection inspect the fire extinguisher and emergency lighting as per their quote of \$80.85 including taxes **CARRIED all in favor**. Discussion ensued; The Strata Council determined the Activity Centre would be open for rentals with the condition Owners, tenants and Co-op Members ensure they provide a minimum of 7 days prior Notice for all future rental requests and follow the safety guidelines established by the Province of British Columbia.

b) **Bylaw Officer:** As noted above under item 3(e). Mr. Inderpal Kainth resigned as the Bylaw Officer due to other commitments and did not commence work. Management was instructed to contact Mr. Sunny Babbar to verify he would be willing to act as Bylaw Officer at the cost of \$250.00 per month.

c) **Water Supply Lines Unit 262:** In December 2021, ServiceMaster and Aquasure Plumbing relocated and replaced the water supply lines from within the foundation to within an interior wall at Unit 262. The cost for the emergency service completed by ServiceMaster was \$3,224.53. ServiceMaster provided a proposal to replace the drywall removed for the new water supply lines. It was moved by Justin and seconded by Manjeet to have ServiceMaster replace the drywall removed as per their quote of \$3,586.28 including taxes. **CARRIED all in favor**.

d) **Speed Bumps:** Quality Garden was requested to repair damaged speed bumps from snow removal services this winter at their expense when weather conditions are conducive.

e) **Concrete Curbs:** Justin agreed to provide a report on the condition of concrete curbing replaced in 2021 for consideration at the next meeting.

**f) Undue Odor:** As noted above, LPI Mechanical were dispatched to investigate the source of an undue odor at the cost of \$1,104.60. Clearbrook Roofing was dispatched to inspect the attic space for rodents who may have died in the attic space.

**g) Roof Trespass:** Council observed persons on a carport roof. Management was instructed to send a letter to the Owner noting the provisions of Bylaw 33 (g) which states. **“An Owner and / or tenant shall not walk or climb on carport roofs”**

**7. Adjournment:** The meeting adjourned at 7:56 pm.

**Next Meeting:** The next meeting will be held on May 17, 2022 at 6:30 pm at the Activity Centre.

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](http://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](http://www.pacificquorum.com)**

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