

**Minutes Of The Council Meeting
Clearbrook Village NW 1689
May 17, 2022**

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
Buildings	Justin Tiberghien	Present	121
Teamwork Strata Manager	Joe Hackett	Present	

1. **Call to Order:** The meeting was called to order at 6:53 pm.
2. **Adoption of the Previous Minutes:** April 12, 2022
It was moved by Justin and seconded by Jaspreet to adopt the minutes of the April 12, 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 BCs 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 has not yet been submitted. This item will be reviewed at the next meeting.

c) Flooding: Previously, Artic Excavation, Milani Plumbing and Heating, and White Diamond Construction provided proposals to remedy flooding. Mainland Supervac decided to decline the request to provide a quote. Discussion ensued; it was noted the quote from Artic Excavation was the lowest bid submitted. The Strata Council determined an expenditure from the Contingency Reserve Fund to fund the work should be put to a vote at the 2022 Annual General Meeting. It was moved by Jaspreet and seconded by Barjinder to schedule the 2022 Annual General Meeting for September 13, 2022 at 7:00 PM, and instruct Management to include a Resolution to approve funding as noted above **CARRIED all in favor.** Management was instructed to request Artic Excavation confirm the pricing for their proposal will remain the same for this project if deferred until September.

Council reviewed quotes to clear the storm drains in the vicinity of Unit 27 and Unit 73. The low bid from Mainland Supervac to clear out the two storm drains was \$1,050.00 plus taxes. It was noted the storm drains at Unit 84, Unit 88 and Unit 106 also required cleaning. It was moved by Justin and seconded by Jaspreet to have Mainland Supervac clear out the five storm drains **CARRIED all in favor.**

d) Water Consumption: Previously, 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. An Owner failed to provide access. Discussion ensued; It was moved and seconded to issue a fine in the amount of \$50.00 to the Owner, and instruct Management to send a letter to the Owner requiring them to provide an inspection report from Aquasure Plumbing and Heating for Council review prior to June 13, 2022 at their expense. **CARRIED all in favor.** A Strata Lot was not inspected as the residents were recovering from Covid 19. Aquasure Plumbing and Heating noted two Owners had not replaced their toilets. Discussion ensued; Management was instructed to send a letter to the Owners requiring they provide an invoice showing the replacement of the toilets as per the provisions of Bylaw 32.2 (d).

e) Shelter: Previously, an Owner alleged that the Owner Unit 257 installed an aluminum freestanding 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 March 2022 meeting the new Bylaw Officer resigned. Discussion ensued; Council contacted another candidate to take on the position. Management was instructed to telephone Mr. Sunny Babbar to verify he would accept the position of Bylaw Officer with compensation of \$250.00 per month. Management advised Council Mr. Babbar decided to withdraw his name for consideration subsequent to the April 2022 meeting. Management noted a resident submitted an email message indicating they were interested in taking on the position of Bylaw Officer. It was moved by Rocky and seconded by Sumit to appoint Carol Lemay as Bylaw Officer at the cost of \$250.00 per month as of June 1, 2022. **CARRIED all in favor. Management will contact Ms. Lemay to confirm the above.**

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

g) Bylaw Officer: As noted above under item 3(e), the Strata Council appointed Ms. Carol Lemay as Bylaw Officer. Management was instructed to note residents are to refrain from verbally discussing enforcement of the Bylaws with Ms. Lemay.

h) Speed Bumps: Previously, Quality Garden was requested to repair damaged speed bumps from snow removal services this winter at their expense when weather conditions are conducive. Council reported the repairs have been completed to their satisfaction.

i) Concrete Curbs: Justin provided a report on the condition of concrete curbing replaced in 2021 by Topwest Asphalt Ltd. Management was instructed to request Topwest Asphalt repair damage to the new curbs and seal all of the cracks under a warranty claim (at no expense).

j) Undue Odor: LPI Mechanical were dispatched to investigate the source of an undue odor at Unit 224. White Diamond Construction submitted a proposal, but did not provide a quote to remedy the source of odor. Management was instructed to request ServiceMaster Restoration provide a quote for Council consideration.

k) Lawn Re-seeding: Quality Garden provided a quote to re-seed the front and back yard of Unit 45 and Unit 127. It was moved by Justin and seconded by Sumit to have Quality Garden re-seed the two yards as per their quote of \$785.00 plus taxes **CARRIED all in favor.**

l) Attic Inspection 1: The Owner of Unit 27 requested an attic inspection. Management instructed the Owner to clean the mold from their ceiling and use ventilation fans in an email reply. Clearbrook Roofing verified the roof was not leaking and in their opinion the residents were not using their ventilation fans during inclement weather. Management was instructed to send a letter to the Owner of Unit 27, noting the expense to have the attic space inspected could have been avoided.

m) Gutter Replacement: Previously, the Owner of Unit 68 requested gutter cleaning and provided a photo showing a leaking gutter. Council reviewed quotes to replace fifty lineal feet of gutter. It was moved by Justin and seconded by Barjinder to have Clearbrook Roofing replace fifty lineal feet of gutter as per their quote of \$850.00 plus taxes **CARRIED all in favor.**

n) Planter Box: Previously, Council instructed Management to send an Assumption of Responsibility to the Owner of Unit 137 to replace an existing planter box at their expense. Council noted only flowers and non-food source plants were to be planted in the flower box. Management will send an email to the Owner requesting they confirm receipt of the letter sent.

o) Paid Parking: Council reviewed quotes for a sign to be posted on the entrance of the paid parking lot. The new sign will note any vehicle found without a valid parking pass displayed on their dashboard will be removed as per the provisions of Bylaw 34(k). It was moved by Jaspreet and seconded by Sumit to have Bourquin Printers install a new sign as per their quote of \$135.00 plus taxes **CARRIED all in favor**

Discussion ensued; Management was instructed to contact a local business and require payment for 2021 and 2022 for two buses parked in the paid parking lot. It was noted two employees for the company were residents of Clearbrook Village. Council determined if the paid parking lot becomes entirely full, the rental of paid parking spaces might be restricted to residents only.

p) Attic Inspection 2: Previously, the Owner of Unit 130 reported a roof leak. Management dispatched Clearbrook Roofing to investigate and provide a report. Clearbrook Roofing verified the roof was not leaking and in their opinion the residents were not using their ventilation fans during inclement weather. Management was instructed to send a letter to the Owner of Unit 130, noting the expense to have the attic space inspected could have been avoided.

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. Council reviewed a quote from White Diamond to replace the missing attic

insulation. Management was instructed to request a comparative quote for the next meeting

4. Financial Review: April 2022 Statements were presented to Council for their review. It was moved by Jaspreet and seconded by Sumit to approve the April 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 177 requested the current policy held by the Strata Corporation. The Owner was directed to the Clearbrook Village website.

b) The Co-op Board requested the gate for Unit 227 remained latched by Quality Garden after servicing the backyard. The Board requested measures be taken to resolve flooding. As noted above, the Strata Council will request the Owners approve drainage upgrades in September. Discussion ensued; Management telephoned Quality Garden to request they agree to respond to after hours requests to place sump pumps in flooded areas. Quality Garden agreed to be available after hour to Council and Management in the event of extreme weather.

c) The Owner of Unit 209 requested a window be replaced due to a failed airtight seal between the two panes of glass. As the defect is cosmetic in nature, Council will take the Owner concerns under advisement.

d) As noted in the April 12, 2022 minutes, an Owner sent email messages regarding water ingress and resultant damage. Management noted the Owner 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 to 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 was to consider this matter closed. The Owner provided a reply on May 5, 2022 requesting the Strata Corporation order repair of resultant damage. Management responded via email on May 5, 2022 the Strata Corporation would not be paying for the cost of repairing resultant damage to flooring or drywall. Discussion ensued; Council instructed Management to send a final letter to the Owner, noting the Strata Corporation has remedied the source of water ingress and considers this matter now closed.

e) The Owner of Unit 254 submitted payment for a paid parking space. The Owner also requested permission to install paving stones in their backyard. Discussion ensued; Management was instructed to send an Assumption of Responsibility document approving the request in principle, with the condition the new paving stones not exceed seventy five percent of the total area of the backyard, the paving stones be sloped away from the building and the Owner submit a signed document to Management prior to work commencing.

f) The Owner of Unit 280 submitted payment for a paid parking space

g) The Owner of Unit 8 requested LPI Mechanical turn off the water supply to multiple units to replace a shut off valve. In an email message and conversation with Management, the Owner indicated they were unwilling to pay for the cost of a confined access to replace their main water shut off valve. Discussion ensued; Management was instructed to send a letter to the Owner of Unit 8 requesting they verify their shut off valve was replaced and their plumbing contractor did not access Common Property. Management was instructed to request a proposal from a qualified professional to respond to emergency requests to shut off water supply lines within a confined space.

h) The Owner of Unit 197 provided a photo of a large tree and requested the top be removed. Discussion ensued; Management was instructed to send a letter to the Owner declining their request to remove a large piece of the top the tree. The topping of tree would negatively affect the health of the tree.

i) The Owner of Unit 200 requested an update on their previous request to have their fence increased in height. Quality Garden completed the work. The

Owner submitted a photo of their overflowing gutter and requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

j) The Owner of Unit 272 submitted a Form K document for a new tenant.

k) An Owner requested approval to hang bicycles in a similar fashion as another resident. Management provided an email reply noting the practise was not permissible, and the other resident was sent a letter requiring the removal of the bicycles from the carport wall.

l) A parent apologized for their son climbing onto a roof. Their son submitted a statement regarding the matter. Council considers this matter now closed

m) The Owner of Unit 73 requested their siding removed for a hose bib repair be reinstalled. Quality Garden reinstalled the siding.

n) The Owner of Unit 268 and the Owner of Unit 89 requested a copy of the policy held by the Strata Corporation. Management directed them to the Clearbrook Village website to obtain the current policy held by the Strata Corporation.

o) An Owner contacted Council to complain regarding the actions of children at play. Management was instructed to send a Notice of Complaint to another Owner requiring they ensure their children refrain from climbing and damaging trees.

p) The Owner of Unit 245 requested their damage deposit for the rental of the Activity Centre be returned. Discussion ensued; Management was instructed to return the damage deposit.

q) The Owner of Unit 137 submitted a follow up request for authorization for their tenant to plant flowers in an existing planter box at their expense. As noted above under item 3(n), Management was instructed to request the Owner forward the signed authorization form prior to work commencing.

r) The Owner of Unit 127 submitted an invoice showing they had paid to have their leaking toilet repaired.

s) The Owner of Unit 135 submitted a photo of water pooling on their flat roof. Management replied via email as follows **“The flat roof system is designed to withhold water (ponding). The flat roof was not re-sloped when replaced due to financial constraints. If you experience a leak, please have me paged at 778-241-7787”**.

t) The Owner of Unit 250 provided a photo of an overflowing gutter. Quality Garden dispatched to clean the gutters. The Owner requested repair of their

exterior door, but did not clearly explain the nature of the damage. Management was instructed to request the Owner clarify the nature of the request and provide a photo of the door.

u) The Owner of Unit 285 inquired regarding the capacity of the Activity Centre and availability for rental. Due to uncertainty for the number of guests who were to attend, they decided to cancel the rental request. Discussion ensued; Council determined the occupancy of the Activity Centre should be limited to a maximum of 40 persons until the Covid 19 pandemic comes to an end.

v) The Owner of Unit 146 requested pest control. Green Valley Pest control was dispatched. The contractor provided a referral for a qualified professional to inspect the attic space and install exclusion measures. Council authorized a fee of \$95.00 plus taxes to expedite the inspection of the attic space of Unit 146 by COO Animal Welfarist. The Owner also provided a photo showing their overflowing gutter. Quality Garden was dispatched to clean the gutters.

w) The Owner of Unit 104 submitted a Form K for their new tenant.

x) A resident offered their services as a Bylaw Officer. As noted above under item 3 (e) and Item 3 (g), Management was instructed to contact Ms. Lemay to engage her services as the Bylaw Officer for Clearbrook Village as of June 1, 2022.

y) The Owner of Unit 172 requested pest control. Green Valley Pest Control was dispatched. The Owner submitted a photo of an overflowing gutter and requested gutter cleaning. Quality Garden was dispatched to clean the gutters. The Owner requested gate repair. Quality Garden was dispatched to repair the gate.

z) The Owner of Unit 88 reported flooding from a storm drain. The Strata Council placed a sump pump in the yard to remove the water.

aa) The Co-op Board requested as follows;

- The Board requested a large tree in close proximity to Unit 127 be topped. As noted above under item 5(h) it is not permissible to remove the top of a tree.
- The Board submitted a photo of an overflowing gutter at Unit 228 and requested gutter cleaning. Quality Garden was dispatched to clean the gutters.
- The Board requested permission to rent a table for a garage sale. Discussion ensued; the Strata Council determined all tables and chairs must remain in the Activity Centre.
- The Board requested pest control to exterminate carpenter ants. Management noted the Owner must pay for the cost of extermination

within the confines of a living space. The Strata Corporation is responsible to pay for extermination for Common Property.

bb) The Owner of Unit 200 submitted a photo of an overflowing gutter and requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

cc) The Owner of Unit 96 submitted a photo of an overflowing gutter and requested gutter cleaning. Quality Garden was dispatched to clean the gutters.

dd) The Owner of Unit 88 had flooding in their yard. Management dispatched Quality Garden to attempt to clean out the storm drain and clean their gutters. Mainland Supervac has been engaged to clean out the storm drain in the month of June.

6. New Business:

a) Water Quality: Two residents submitted an inquiry to Management regarding water quality. Management contacted the City of Abbotsford to investigate their concerns. The following response was provided **“I’ve let Water Operations know the details of our call and asked that they investigate the water near Units 209/210. They typically respond within 24 hours. If you don’t receive a follow up call directly from them, feel free to check for an update with me in a couple days. As I explained during our call, all area water quality results are normal...I reviewed all the way back to start of the year. It is very rare that unpleasant potable water system taste/odor indicates waterborne illness. Any such suspicions by customers should be checked by doctors. Any doctor who suspects waterborne illness is obliged to inform Fraser Health, who in turn would notify the City of potential water system contamination.”**

b) Water supply Replacement: The Owners of Unit 292 reported a failed water supply line. Aquasure Plumbing and Heating was dispatched to re-route the water supply lines at the cost of \$1,113.00. ServiceMaster Restoration was dispatched to remove drywall for Aquasure Plumbing at the cost of \$2,037.88. The Owner was advised to report the loss to their homeowner policy. Management was instructed to request a quote to replace the drywall removed for consideration at the next meeting.

c) Parking Pass: As noted above under item 3(o), vehicles stored in the paid parking lot at the Trethewey Street entrance must display a valid parking pass for 2022 as of June 1, 2022 or the vehicle will be towed by the Strata Council. Management will be emailing the parking passes to the Owners of the vehicles in due course.

d) Landscaping: Quality Garden provided photos showing residents had not removed pet excrement and personal articles to allow them to cut the lawn in the backyard. Management was instructed to send letters to the Owners requiring them to remove the excrement and articles every week.

e) Kitchen Fan: The Owner of Unit 46 reported water leaking from their kitchen ventilation fan. Management dispatched Clearbrook Roofing to repair the roof leak.

7. Adjournment: The meeting adjourned at 8:21 pm.

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

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 jhackett@teamworkpm.com

