

**Minutes Of The Council Meeting  
Clearbrook Village NW 1689  
June 14, 2022**

<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 6:38 pm.

**Note:** Sumit Mittal joined the meeting to maintain quorum after Justin Tiberghien left the meeting

2. **Adoption of the Previous Minutes:** May 17, 2022

It was moved by Jaspreet and seconded by Manjeet to adopt the minutes of the May 17, 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 obtained a comparative proposal from BC PlantHealth Care. Management was instructed to request a third quote for consideration at the next meeting.

**c) Flooding:** Previously, It was the decision of Council to instruct Management to include a Resolution to approve funding for Artic Excavation to install drainage upgrades at the 2022 Annual General Meeting. Artic Excavation indicated the pricing must be verified in August due to the rising cost of fuel. Council reviewed a report from the recent service provided by Mainland Supervac. Discussion ensued; Management was instructed to request Artic Excavation revise their proposal to include drainage upgrades to Unit 73 and Unit 88 for consideration at the next meeting.

**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. One Owner provided proof of their toilets being replaced. One Owner was assessed a fine but did not provide a written response. Discussion ensued; Management was instructed to send a letter to the three Owners requiring they provide an invoice of their toilet replaced or photos showing the date of manufacture of their toilets. The Owners will also be required to provide a photo of their water supply lines to their plumbing fixtures showing they are in good condition, prior to July 25, 2022 as per the provisions of Bylaw 32.2 (d).

**e) Shelter:** Previously, an Owner alleged the Owner Unit 257 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 March 2022 meeting the new Bylaw Officer resigned. Discussion ensued; at the May meeting, Council instructed Management to telephone Ms. Lemay to verify they would accept the position of Bylaw Officer with compensation of \$250.00 per month. **Subsequent to the May meeting, Management advised Council that Ms.**

**Lemay decided to withdraw her name for consideration.** Management requested Quality Garden replace the damaged siding based on a report from Council. Discussion ensued; Management was instructed to assess the Owner of Unit 257 for the cost of replacing the damaged siding.

**f) Bylaw Officer:** Ms. Lemay declined the offer of the position as Bylaw Officer. This item was tabled for consideration at the end of the meeting

**g) Concrete Curbs:** Justin provided a report on the condition of concrete curbing replaced in 2021 by Topwest Asphalt Ltd. Management requested Topwest Asphalt repair damage to the new curbs and seal all of the cracks under a warranty claim (at no expense). The contractor has not provided an email or telephone reply. This matter will be reviewed further at the next meeting.

**h) Undue Odor:** Previously, 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. Council approved a quote from ServiceMaster in the amount of \$143.45 to remedy the problem. Council considers this matter now closed.

**i) 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 sent an email to the Owner requesting they confirm receipt of the letter sent. The Owner did not provide an email reply. Management was instructed to send a follow up email message requesting a response.

**j) Paid Parking:** Previously, Council approved Bourquin Printers to install a new sign. Subsequent to the meeting the cost was determined to be \$190.00 plus taxes. (smaller in dimension) It was moved by Justin and seconded by Jaspreet to have Bourquin Printers install two new signs at the cost of \$190.00 plus taxes with the condition the signs are 24 inches by 30 inches in dimension **CARRIED all in favor.**

**k) Attic Inspection Unit 182:** Previously, 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 quotes from White Diamond Construction and ServiceMaster to replace the missing attic insulation. It was moved by Barjinder and seconded by Justin to have White Diamond Construction replace the missing insulation as per their quote of \$2,992.50 including taxes. **CARRIED all in favor.**

**l) Water supply Replacement:** Previously, 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 obtained quotes to replace the drywall removed. It was moved by Jaspreet and seconded by Barjinder to have White Diamond Construction replace the drywall as per their quote of \$3,412.50 including taxes **CARRIED all in favor.**

**m) Confined Space:** Council reviewed a comparative proposal from Milani Plumbing to respond to emergency requests to shut off water supply lines within a confined space. It was moved by Justin and seconded by Jaspreet to have Milani Plumbing respond to shut down water supply lines to multiple units when required at the cost of \$74.50 for every 30 minutes and \$150.00 charge for confined space equipment, after hours emergency call out at \$149.00 for every 30 minutes and \$300.00 for confined space charge equipment. **CARRIED all in favor.**

**n) Water Shut Off:** Previously, 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. 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. The Owners indicated in a telephone conversation the work has not yet been scheduled.

**o) Exclusion Measures:** Previously, 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 reviewed the proposal and determined the quote was cost prohibitive. Management was instructed to request Green Valley Pest Control install mechanical traps in the attic space. Quality Garden was requested to add steel wool to all openings as an exclusion measure on the roof.

- 4. Financial Review:** May, 2022 Statements were presented to Council for their review. It was moved by Jaspreet and seconded by Justin to approve the May, 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 71 requested a roof inspection. Management dispatched Clearbrook Roofing. The Owner was advised by Clearbrook Roofing to clean their ceiling and use ventilation fans during inclement weather. Management was instructed to send a letter to the Owner noting the cost of the inspection could have been avoided if they followed the annual directions for the use of ventilation fans provided to all Owners by the Strata Council.
- b)** The Owner of Unit 146 requested the current policy held by the Strata Corporation. Management noted the policy held by the Strata Corporation is available for all residents on the Strata Corporation website [www.clearbrookvillage.info](http://www.clearbrookvillage.info)
- c)** The Owner of Unit 46 reported an additional roof leak on their carport flat roof. Management dispatched Clearbrook Roofing to repair the roof.
- d)** The Owner of Unit 144 reported siding damage from high winds. Quality Garden was dispatched to replace the damaged siding.
- e)** The Owner of Unit 150 requested a glass storm door. Management noted the Owner would be responsible to purchase, repair and replace a storm door.
- f)** The Owner of Unit 41 requested pest control. Green Valley Pest dispatched to add a bait station.
- g)** An Owner provided payment and a completed form to rent the activity Centre on June 11, 2022. The request was approved.
- h)** The Owner of Unit 42 requested pruning of limbs higher than 12 feet. Council has requested an additional quote for pruning for consideration at the next meeting. Council noted pruning work is usually scheduled for the Fall.
- i)** An Owner requested a Form B document. The Owner was directed to the Teamwork website to purchase the document. The Owner also requested landscaping service for Common Property in the beds along the roadways. Quality Garden agreed to respond to add bark mulch to the beds in due course.
- j)** An Owner requested permission to attend the June meeting and reported ongoing contravention of Bylaw 32.2 (a), as there were bicycles stored in a carport on a hook. The Owner requested approval to hang bicycles in a similar fashion as other residents and was denied by Council. 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. Discussion ensued; It was moved and seconded to issue a fine in the amount of \$50.00 to the two Strata Lots **CARRIED all in favor.**

**k)** An Owner requested permission to enlarge their existing bathroom on the ground floor due to mobility issues of a resident. Discussion ensued; Management was instructed to suggest the Owner consider the purchase of a mechanical chair lift for the disabled person.

**l)** The Owner of 285 provided an email reply denying the request for payment for a plumbing repair, based on a report from Aquasure Plumbing. Council considers this matter now closed.

**m)** An Owner provided an apology to a Notice of Complaint letter.

**n)** The Owner of Unit 293 requested their storm door be repaired. Management noted the Owner is responsible to pay for the repair or replacement of the storm door.

**o)** The Owner of Unit 146 requested gutter cleaning. Management requested a photo as per the protocol established by Council. Quality Garden was dispatched to clean the gutters.

**p)** The Executor on behalf of the Estate for an Owner provided photos showing two toilets were replaced to low water consumption in response to the Notice of Complaint for excessive water consumption. Council accepts the photos as evidence of compliance.

**q)** The Owner of Unit 1 requested the policy held by the Strata Corporation. Management noted the policy held by the Strata Corporation is available for all residents on the Strata Corporation website [www.clearbrookvillage.info](http://www.clearbrookvillage.info)

**r)** The Owner of Unit 191 requested emergency service due to a roof leak on the area of their carport roof that connects to the living space of the Strata Lot on June 5, 2022. Clearbrook Roofing tarped the affected area and scheduled repairs. Management and the Owner sent email messages on June 6, 2022 regarding the Owner reporting the damage to their homeowner policy provider. The Owner reported ongoing water ingress on June 11, 2022. Clearbrook Roofing responded on June 12, 2022 to repair the affected area of the flat roof.

**s)** The Owner of Unit 63 requested gutter cleaning. Management requested a photo as per the protocol established by Council. Quality Garden was dispatched to clean the gutters.

**t)** The Owner of Unit 146 requested gutter cleaning. Management requested a photo as per the protocol established by Council. Quality Garden was dispatched to clean the gutters.

**u)** The Owner of Unit 254 requested permission for an electrician to go into the attic and install wiring for new recessed lighting in their ceiling. Discussion ensued; Management was instructed to advise the request for attic space access for any person was denied.

**v)** The Owner of Unit 144 requested pest control to remove a dead rodent and add a bait station. Green Valley Pest Control was dispatched to add bait to the bait station and Quality Garden was dispatched to remove the dead rodent.

**w)** The Owner of Unit 303 submitted a Form K for their tenant.

**x)** The Owner of Unit 209 requested gutter cleaning. Management noted a photo is required as per the protocol established by the Strata Council. The Owner was requested to provide a photo of the overflowing gutter by Management.

**y)** The Co-op Board requested as follows;

- The Board requested a return inspection of their plumbing fixtures and supply lines. As noted above under item 3(d) the Board will be requested to provide a photo of the manufacture date of the toilets and a photo showing the water supply lines to all plumbing fixtures are in good condition.
  - The Board requested the downspout be inspected at Unit 228 and cleared. Council noted the downspout is not obstructed but the storm drain requires repair as noted under item 3 (c).
  - The Board requested a wasp nest removal at Unit 228. Quality Garden dispatched to remove the nest.
  - The Board requested dead tree limbs be removed Unit 117. As the limbs were above 12 feet, this item will be reviewed further at the next meeting as noted under item 3(b).
  - The Board requested a Rule for renting the Activity Centre be revised at the 2022 AGM regulating refuse removal. This request was tabled for further consideration at the next meeting
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- The Board requested approval for a qualified contractor to be authorized to provide a moisture reading for Unit 235. Management noted the restoration company can be requested to investigate the source of water ingress using non-invasive or non - destructive measures.

**z)** The Owner of Unit 130 provided a written reply acknowledging the unnecessary expense for attic inspection by Clearbrook Roofing could have been avoided if they followed the annual directions for the use of ventilation fans provided to all Owners by the Strata Council.

**6. New Business:**

**a) Electrical:** JW Electric was dispatched to replace a missing inspection panel on a street light post at the cost of \$157.50 including taxes.

**b) Refuse Removal:** Management was instructed to request Valley Waste provide a 2022 schedule for services for the Clearbrook Village website.

**c) Website:** Management was instructed to provide the names of all Council Members to be added on the Clearbrook Village website

**d) Bylaw Officer:** Justin left the meeting as per the provisions of Section 32(e) of the Act. Sumit Mittal joined the meeting to maintain quorum. It was moved by Sumit and seconded by Manjeet to appoint Justin Tiberghien as Bylaw Officer at the cost of \$250.00 per month **CARRIED all in favor**. Justin will commence work as Bylaw Officer on July 4, 2022.

**7. Adjournment:** The meeting adjourned at 8:12 pm.

**Next Meeting:** The next meeting will be held on July 26, 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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