

COUNCIL PRESENT:

**Barjinder Brar, President / Treasurer
Rani Boparai, Vice President
Manjeet Channi, Member of Council
Jaspreet Pharwaha, Member of Council
Justin Tiberghien, Buildings
Sumit Mittal, Member of Council**

MANAGEMENT PRESENT:

**Joe Hackett, Strata Manager
Teamwork Property Management
jhackett@teamworkpm.com / 604-743-0286**

REGRETS:

Ann Hennigan, Member of Council

Guest

An Owner requested a hearing to review a letter sent requiring the removal of tomato plants from Common Property. There were three Council members present to hear the Owner's concerns. The Owner left the meeting after being heard. This item will be reviewed when the meeting is called to order.

1. CALL TO ORDER

The meeting was called to order at 6:36 PM.

2. ADOPTION OF PREVIOUS MINUTES

It was **Moved by** Manjeet and **Seconded by** Jaspreet to adopt the meeting minutes of July 26, 2022. The motion was **CARRIED**.

3. BUSINESS ARISING

A. Plumbing Repair: Previously, the Owner of Unit 181 provided a written reply on June 24, 2021 noting they would not pay their debt to the Strata Corporation. 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.**



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- B. Tree Pruning:** Previously, Management was instructed to have Bruinsma schedule the pruning work for the Fall. **Subsequent to the last meeting, Bruinsma indicated the cost specified above was for one eight hour day.** Council reviewed the cost of the quotes submitted. Discussion ensued; Management was instructed to request Central Valley Tree Service to update their quote to include all trees located in every back yard for consideration at the November meeting.
- C. Flooding:** Previously, It was the decision of Council to include a Resolution to approve an expenditure of up to a maximum of \$70,000.00 from the Contingency Reserve Fund to fund at the AGM.
- 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). An Owner provided photos showing recent replacement of their toilets. Two Owners failed to provide any documentation. Management was instructed to send additional letters requiring the three Owners provide photos showing their toilets are in compliance to the provisions of Bylaw 33.2(d) which states “**Owners must ensure they replace all existing toilets to new high efficiency toilet maximum of 6 liters per flush effective December 31, 2016**”. The Owners provided proof their toilets were in compliance. Council tabled this item for review at the next meeting.
- E. Shelter:** Previously, Management was instructed to assess the Owner of Unit 257 \$55.00 for the cost of replacing the damaged siding. Discussion ensued; Management was instructed to send a letter requiring the Owner to submit payment in the amount of \$55.00. The Owner has submitted payment. Council considers this matter now closed.
- F. Concrete Curbs:** Previously, 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 provided an email reply. It was moved the decision of Council to include a Resolution on the Notice of the 2022 AGM to approve legal action against Topwest Asphalt and approve an expenditure of up to a maximum of \$15,000.00 from the Contingency Reserve Fund for legal costs if repairs are not completed as a warranty claim in a timely manner

G. Water Shut Off: Previously, Management was instructed to send a letter to the Owners of Unit 8 noting the shut off valve within the confines of their strata lot should be replaced in a timely manner at the Owner's expense, as insurance coverage on their home owner policy would only respond to a sudden and unforeseen loss. If the main shut off valve is known to be not operational the Owner's insurance may not pay for resultant damage. Management was instructed to send another letter regarding this matter.

4. **MANAGEMENT & FINANCE**

1. **Financial Statements**

The Council received the financial statements of July 2022 and August 2022. It was **Moved by** Justin and **Seconded by** Rani to approve the financial statements of July 2022 and August 2022 as presented and to have Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. The motion was **CARRIED**.

2. **Accounts Receivable**

It was **Moved by** Justin and **Seconded by** Sumit to have Legal Counsel from Access Law petition the Courts for the sale of the Strata Lot to collect the unpaid charges. The motion was **CARRIED**.

Management was instructed to send a letter to an Owner requiring payment for unpaid charges pertaining to the collection of their debt in the best interest of their fellow Owners.

5. **CORRESPONDENCE**

Received For Consideration of Council

Correspondence was received and reviewed by the Strata Council as follows:

- A. The Owner of Unit 285 / Unit 286 requested a hose bib repair. Aquasure Plumbing was dispatched and repaired the hose bib.
- B. The Co-op Board requested fence repairs for Unit 234. Quality Garden was dispatched to repair the fence.
- C. The Owner of Unit 89 requested fence repairs. Quality Garden was dispatched to repair the fence.
- D. An Owner submitted a complaint alleging another Owner was verbally harassing them on July 20, 2022. Discussion ensued; It was moved and seconded to issue a fine in the amount of \$50.00 for ongoing contravention of Bylaw 3.1 (a)(b)(c) **CARRIED**.

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- E. An Owner requested Council rescind a fine for failure to provide access for a plumbing inspection on May 12, 2022. The Owner provided photos showing the toilet was compliant to the provisions of Bylaw and indicated they were not provided written notice of the inspection. Discussion ensued; Management was instructed to send a letter of reply advising the fine would not be rescinded for failure to provide access on May 12, 2022. All residents are required to provide access when provided advance written notice in the best interest of the Strata Corporation.
 - F. The Co-op Board requested the start date for drainage upgrades at Unit 227. Management noted the item would be considered at the upcoming AGM on October 11, 2022.
 - G. An Owner submitted a complaint regarding illegal parking. Notice of Complaint letters were sent out under the direction of the Strata Council.
 - H. The Owner of Unit 292 submitted email messages to White Diamond Construction requesting work commence in a timely manner to replace drywall removed for the relocation of a water supply line. White Diamond Construction committed to dispatch a drywall tradesman to complete repairs.
 - I. An Owner requested information regarding the insurance policy held by the Strata Corporation.
 - J. An Owner submitted a complaint regarding illegal parking by a large commercial vehicle. A Notice of Complaint letter was sent to the Owner of the vehicle to obtain a paid parking permit from Management for 2022.
 - K. The Co-op Board requested permission to store a kayak in the rafters of a carport. Management submitted an email reply noting the request would probably be denied by the Strata Council. Discussion ensued; Management was instructed to send an additional email reply noting the Member of the Co-op may store the kayak on a boat trailer in the paid parking lot at the Trethewey Street Entrance at the cost of \$45.00 per month.
 - L. The Insurance Adjuster for an Owner requested a copy of the policy held by the Strata Corporation.
 - M. The Owner of Unit 20 requested fence repairs. Quality Garden was dispatched to repair the fence.
 - N. An Owner submitted a complaint alleging another owner was harassing their family verbally. Discussion ensued; It was moved and seconded to issue a fine in the amount of \$50.00 for ongoing contravention of Bylaw 3.1 (a)(b)(c) **CARRIED.**
 - O. The Owner of Unit 47 reported a broken patio door and provided a Police File number. Council authorized repair as an insurance claim on the policy held by the Strata Corporation. The Owner requested a wasp nest be removed. Quality Garden was dispatched to remove the wasp nest.

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- P.** The Owner of Unit 296 requested tree removal due to damage being sustained to their flooring and concrete foundation. Council was provided with a quote from Central Valley Tree Service prior to the meeting for their consideration via email. It was moved by Justin and seconded by Rani to have the tree removed to prevent loss or harm by Central Valley Tree Services as per their quote of \$1,680.00 including taxes **CARRIED.**
- Q.** The Owner of Unit 241 requested a downspout be reinstalled. Management dispatched Quality Garden to reinstall the downspout.
- R.** The Owner of Unit 144 requested damaged downspouts and rotted carport posts be replaced. Management was instructed to have Quality Garden provide a report regarding the condition of the posts and downspouts for Council consideration.
- S.** The Owner of Unit 198 requested fence painting. Discussion ensued; Management was instructed to request proposals for painting all of the fences in 2023.
- T.** A tenant requested a hose bib repair. Aquasure Plumbing reported the hose connection had been decommissioned when the kitchen was renovated. Management was instructed to send a letter to the Owner advising the hose connection must be repaired. The Owner responded to the letter indicating the previous Owner had ordered the unauthorized alteration of Common Property. Discussion ensued; Management was instructed to send an additional letter advising the current Owner must pay to have the hose connection re installed.
- U.** The Owner of Unit 89 requested contact information to have their main shut off valve replaced. Management provided the contact information for Milani Plumbing and Heating to schedule a confined space access to Common Property (at the Owner expense). **Subsequent to the meeting, the Owner requested the contact information for LPI Mechanical on October 5, 2022.**
- V.** The Owner of Unit 244 submitted a Form K for a change of tenancy.
- W.** The Owner of Unit 156 requested fence repairs. Quality Garden was requested to repair the fence.
- X.** The Co-op Board submitted a report of suspicious activity in the vicinity of natural gas supply lines. All residents are requested to be diligent to observe and report suspicious activity to Management.
- Y.** The Rental Manager for the Owner of Unit 157 submitted an inquiry regarding the rental of the Activity Centre. Management provided an email reply.
- Z.** The Owner of Unit 286 requested drywall replacement for drywall removed by Aquasure Plumbing. Council reviewed a quote from ServiceMaster to replace the small piece of drywall. Management was instructed to obtain a comparative quote from Arts Drywall and Restoration for Council consideration via email.

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- AA.** The Owner of Unit 50 requested pest control. Management dispatched Green Valley Pest Control to add a bait station.
- BB.** The Owner of Unit 62 reported a missed pickup of refuse. Valley Waste returned to remove refuse later that day.
- CC.** The Owner of Unit 159 requested pruning. Quality Garden was dispatched to prune the trees below twelve feet in height.
- DD.** The Owner of Unit 171 requested pest control within the confines of their strata lot. The Owner was advised the pest control would be at the Owners expense.
- EE.** The Owner of Unit 147 requested fence repairs. Quality Garden was dispatched to repair the fence.
- FF.** The Owner of Unit 71 reported a failed water supply line. ServiceMaster and LPI Mechanical were dispatched to replace the water supply line. The invoice from ServiceMaster for emergency services was \$959.56. The cost for replacing the drywall has not been received. The cost for plumbing work by LPI Mechanical was \$1,121.99.
- GG.** The Owner of Unit 183 submitted a letter request for a tree removal. Management was instructed to send a letter of reply requesting the Owner provide a photo of the tree for Council consideration at the next meeting.
- HH.** The Co-op Board requested a wasp nest be removed at Unit 112. Quality Garden was dispatched to remove the wasp nest.
- II.** A tenant submitted a complaint alleging illegal parking by a resident. Management was directed by Council to send Notice of Complaint letters to the Owner of the vehicle.
- JJ.** The Owner of Unit 178 requested permission to install a mail slot in their front door at their expense. Management forwarded the request for direction via email prior to the meeting. Discussion ensued; Management was instructed to send a letter to the Owner approving the request with the condition the Owner sign an Assumption of Responsibility for the alteration to be carried forward to any future Owner and the mail slot be conforming in appearance to all other mail slots installed at Clearbrook Village.
- KK.** The Owner of Unit 296 noted barrels of water were left unattended in front of the Activity Centre and emptied them as a safety precaution. Council expressed appreciation for the Owner report and action to empty the barrels of water.
- LL.** The Owner of Unit 301 submitted a follow up request to have stairs reconstructed on a steep slope. Management forwarded a letter already sent noting the Strata Council had already decided not to have the stairs on the slope reconstructed.

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- MM.** An Owner was requested to provide a current mailing address
- NN.** The Owner of 241 and Unit 240 requested a water supply line in their carport be replaced. There was a delay scheduling the work due to the required removal of concrete foundation in the shared carport to facilitate plumbing repairs. The Owners submitted additional email messages regarding final repairs. The cost for the plumbing repair work done by LPI Mechanical was \$5,053.65 including taxes and the cost to repour the concrete in the carport by Captain Concrete was \$1,975.68.
- OO.** The Owner of Unit 278 suggested Management apply for a credit for the water loss at Unit 240 and Unit 241. Management will request the refund on the next invoice submitted.
- PP.** Three residents were observed washing vehicles and watering the grounds by leaving a hose running without a hose nozzle in contravention of Bylaw 32.2 (e). The residents were advised the above practice was unacceptable by the Bylaw Officer.
- QQ.** The Owner of Unit 61 submitted payment for the rental of the Activity Centre October 8, 2022. The Owner will be instructed to obtain the key for the Activity Centre from the Vice President.
- RR.** The Owner of 292 reported water ingress from Unit 293. Both Owners were advised to report the loss to their optional homeowner Insurance Broker. The Owner requested Council reimburse him for the cost of a plumbing repair in a demising wall. The owner did not provide an invoice Council considers this matter now closed.
- SS.** The Owner of Unit 156 requested water supply line replacement. Management dispatched ServiceMaster to provide emergency services and assist LPI Mechanical. The invoice and quote to replace drywall removed has not been submitted. The cost for the plumbing repairs performed by LPI Mechanical was \$1,572.08 including taxes.
- TT.** The Co-op Board requested a wasp nest removal for Unit 118. Quality Garden was dispatched to remove the wasp nest.
- UU.** The Owners of Unit 238 reported a water supply line failure. Management dispatched ServiceMaster to provide emergency services and assist LPI Mechanical. The invoice and quote to replace drywall removed has not been submitted by ServiceMaster. The cost for the plumbing repairs performed by LPI Mechanical was \$1,889.64 including taxes.
- VV.** The tenant of Unit 181 submitted payment for the remainder of 2022 for a paid parking spot of a commercial vehicle at the Trethewey Street entrance.

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- WW.** An Owner requested Council review a request for a vehicle with storage insurance be permitted to be parked in a parking space in close proximity to their window as per the provisions of Bylaw 33 (e) which states
An Owner / and or tenant shall not park an unlicensed motor vehicle in a parking stall or on common property. However, an owner may park an unlicensed motor vehicle with liability insurance in his carport or other authorized parking lot with Council’s written permission. Proof of liability insurance must be provided to Council. Discussion ensued; Management was instructed to send a letter of reply requiring the Owner to have third party liability coverage in place and submit payment for the remainder of the year for a paid parking space at the Trethewey Street entrance or obtain a valid license plate and full insurance coverage for the second vehicle
- XX.** An Owner indicated their lawn was not mowed and were not satisfied with the quality of work by Quality Garden. Council will take the Owners concerns under advisement.
- YY.** The Owner of Unit 240 offered to replace the drywall removed from the storage rooms at Unit 241 and Unit 240 at no expense. The Owner of Unit 241 submitted an email message noting they were very satisfied with the quality of the repair done by their neighbor. The Strata Council wishes to express great appreciation to the Owner of Unit 240 for their efforts on behalf of the Strata Corporation.
- ZZ.** An Owner submitted an email reply regarding a honey suckle planted on Common Property without authorization. The Owner indicated the plant was not a food source. Discussion ensued: Management was instructed to send a reply requiring the immediate removal of the plant
- AAA.** An Owner submitted an email request for a hearing to discuss unauthorized tomato plants on Common Property. Discussion ensued; the Strata Council instructed Management to send a written response requiring the Owner to relocate the tomato plants to pots and have them stored indoors upon receipt of the email message from Management.
- BBB.** The Owner of Unit 157 submitted payment to rent the Activity Centre on October 23, 2022. Management was instructed to send an email requesting the Owner contact Management on October 19, 2022 to obtain a key from a Council member.
- CCC.** The Owner of Unit 73 requested Telus be provided with a key. Management sent an email to the Owner and Supervisor from Telus noting a key was provided to Telus for their subcontractors and employees. The Strata Council prohibits the use of a lock box on Common Property due to previous breaches in security and damage to Common Property.

- DDD.** An Owner **Unit 280** reported a broken patio door. The Owner noted they had installed a non-conforming wooden door without authorization from the Strata Council. Discussion ensued; Management was instructed to send a letter to the Owner requiring them to install a patio door conforming in appearance to the patio doors at Clearbrook Village
- EEE.** The Owner of Unit 105 assigned their proxy vote for the Annual General Meeting to Council Member, Sumit Mittal.
- FFF.** An Owner reported a vehicle parked on Common Property had not been driven for an extended period of time. The Bylaw Officer will post a note on the windshield for the owner to contact Management.

6. NEW BUSINESS

- A. ELECTRICAL REPAIRS** Gregg Electric performed emergency repairs to the electrical panel providing power to Unit 54 at the cost of \$1,211.08. JW Electric completed emergency repairs for the electrical panel providing power to Unit 25 / Unit 26 at the cost of \$1,207.50. Both contractors indicated the electrical panels were obsolete and would require replacement if failed. Council reviewed proposals from Gregg Electric and JW Electric to inspect all electrical rooms and evaluate their condition. it was moved by Barjinder and seconded by Rani to have JW Electric inspect all 52 electrical rooms as per their quote of \$6,350.00 plus taxes. **CARRIED**
- B. TELUS** The Owner of Unit 73 requested a key for Telus. The supervisor for Telus requested a second key for their subcontractors. Management was instructed to advise Telus their subcontractors must use the key provided and have the key stored in their Abbotsford office. The use of a lock box is prohibited due to previous damage sustained from forced entries.
- C. UNAUTHORIZED ALTERATION** The Owner of Unit 280 reported a broken doorframe on their wooden door. Discussion ensued; Management was instructed to send a letter to the Owner requiring the door be replaced with a door conforming in appearance to other patio doors at Clearbrook Village.
- D. HAZARDOUS MATERIALS** Prior to the meeting, Management was instructed to send a letter to an Owner requiring the immediate removal of hazardous materials being stored in a carport.
- E. LANDSCAPING** Quality Garden provided a proposal for 2023. Management was instructed to request comparative proposals for Council consideration at the next meeting.
- F. SNOW REMOVAL** Quality Garden provided a proposal for snow removal for 2022-2023. Management was instructed to request comparative proposals for Council consideration at the next meeting.

7. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 8:10 PM.

THE NEXT MEETING SCHEDULED IS: THE ANNUAL GENERAL MEETING
Tuesday, October 11th, 2022 at 7:00 p.m.
VIA ZOOM VIDEO CONFERENCING

Submitted by:
TEAMWORK PROPERTY MANAGEMENT
A Pacific Quorum Properties Inc. Company
Joe Hackett, Strata Manager
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24-Hour Maintenance Emergency 778-241-7787

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबसे महत्वपूर्ण बिना मतलब बिना कहे बिना हा हा सुनिश्च करवावे

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Teamwork Property Management.

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