



October 17, 2022

Dear Clearbrook Village Owners:

On behalf of Teamwork Property Management thank you for choosing Teamwork Property Management as your management services provider. We look forward to working with the 2022/2023 elected Strata Council and Owners in the coming year.

If this is your first interaction with the Strata Corporation, we would like to introduce ourselves. Teamwork Property Management has been engaged as the Strata Corporation's Strata Agent. We handle the administration of the Strata Corporation, under the direction of the elected Strata Council. I am your Teamwork representative, Joe Hackett.

Attached is a copy of the Minutes of the Annual General Meeting held October 11, 2022.

The following persons have been elected to serve on the 2022/23 Strata Council:

Barjinder Brar  
Rani Boparai  
Manjeet Channi  
Jaspreet Pharwaha  
Justin Tiberghien  
Sumit Mittal  
Ann Hennigan

The Strata Council's names have been provided to you to make you aware of who they are and, unless otherwise directed, should be contacted for matters of an emergent nature only. For all matters regarding the Strata Corporation, please contact Teamwork Property Management.

The overall budget has **increased** for the fiscal year of November 1<sup>st</sup>, 2022 to October 31<sup>st</sup>, 2023; therefore your strata fees have also **increased**.

**Pre-Authorized Debit Authorization**

If you have already provided authorization for a pre-authorized debit on the 1<sup>st</sup> of each month strata fees will continue to be automatically withdrawn in accordance with the agreement by Teamwork Property Management.

The difference between the prior year strata fee and the new approved strata fee, will be collected on **December 1<sup>st</sup>, 2022.**

If you have not already done so, but wish to enroll in the pre-authorized debit program an agreement has been attached herein.



2670 MINTER STREET  
ABBOTSFORD, BC V2T 3K2

**ABBOTSFORD:** 604-854-1734  
**CHILLIWACK:** 604-792-1794

**FAX:** 604-854-1754  
**TOLL FREE:** 1-866-941-6584

**Cheques**

If you prefer to pay your strata fees by post-dated cheque, please provide our office with a series of twelve (12) cheques as soon as possible made payable to "Strata Plan NW 1689 Clearbrook Village". Please ensure that your unit number is indicated on the cheque.

As per the above, for matters regarding the Strata Corporation, please contact our office at the address and telephone number noted below. Office hours are Monday through Thursday, 9:00 a.m. to 5:00 p.m. and Friday's 9:00 a.m. to 4:30 p.m.

If you have any questions or concerns regarding this matter, please contact the undersigned at [jhackett@teamworkpm.com](mailto:jhackett@teamworkpm.com).

Yours truly,

**TEAMWORK PROPERTY MANAGEMENT LTD.**

As Agents for **NW 1689 Clearbrook Village**

Joe Hackett  
Strata Manager

**MANAGEMENT PRESENT:**

**Joe Hackett, Strata Manager  
Teamwork Property Management  
[jhackett@teamworkpm.com](mailto:jhackett@teamworkpm.com) / Phone: 604-743-0286**

**1. CALL TO ORDER**

The Strata Council President, Barjinder Brar, called the meeting to order at 7:20 p.m.

**2. CALLING THE ROLL AND CERTIFYING THE PROXIES**

Prior to calling the meeting to order, the registration of Owners attending and certification of proxies was conducted by the Strata Council with the assistance of the Teamwork Representative, Joe Hackett in accordance with the provisions of the *Strata Property Act*. *It was noted some Owners had submitted proxy votes with no person assigned to represent them*

**3. DETERMINE QUORUM**

The *Strata Property Act* requires a quorum, which consists of one-third of the Strata Corporation's eligible voters, be present in person or by proxy in order for the meeting to proceed. The Teamwork Representative noted that of the three hundred and five (305) strata lots, a total of seventy-three (73) strata lots were represented; sixty (60) Owners present in person and thirteen (13) Owners by proxy. As quorum was not present at 7:00 p.m., the meeting could not be called to order. As such, Bylaw 26 was used to establish quorum, which reads:

**Quorum:**

**26. If a quorum is not present at the start of the meeting the meeting shall wait twenty minutes and those present after twenty minutes shall constitute a quorum.**

Therefore a quorum was established and the meeting could proceed as called at 7:20 p.m. as per the provisions of Bylaw 26.

**4. ELECTION OF CHAIR FOR THE MEETING**

As per the provisions of Bylaw 27(1), Barjinder Brar, Council President chaired the meeting with assistance from the Strata Manager, Joe Hackett.



**5. PROOF OF NOTICE**

It is a requirement of the *Strata Property Act* that notice of any general meeting be provided to the Owners a minimum of twenty (20) days prior to the date of the meeting. It was reported that the Notice of the meeting, together with the resolutions had been delivered to the Owners on September 26th, 2022 complying with the provisions of the *Strata Property Act*.

**6. APPROVAL OF THE AGENDA**

It was Moved by Unit 121 and Seconded by Unit 241 to approve the agenda as presented. The motion to approve the agenda was then **CARRIED** (73 in favour, 0 opposed, 0 abstained).

**7. ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES**

There being no errors or omissions, it was Moved by Unit 246 and Seconded by Unit 242 to approve the Annual General Meeting minutes of November 23, 2021. There being no discussion, the vote was called and the motion **CARRIED** (73 in favour, 0 opposed, 0 abstained).

**8. RULES TO BE RATIFIED**

It was Moved by Unit 185 and Seconded by Unit 242 to ratify the Holiday Lighting Rule 1 as presented.

**Resolution #1 – Holiday Lighting Rule 1**

**BE IT RESOLVED:** By a majority vote of the Owners of Strata Plan NW 1689 Clearbrook Village, approve the following new Rule “**Holiday decorations must be removed prior to 14 calendar days after the end of the Holiday**”

**Discussion-** The Owners considered the merits of the motion

There being no further discussion of the Rule, the vote was called and the Rule as presented was **DEFEATED** (14 in favour, 59 opposed, 0 abstained).



## Resolution #2 – Rule 7 Proposed Amendment Activity Centre Rental

### RESOLUTION OF THE OWNERS, STRATA PLAN NW 1689

WHEREAS pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 a strata corporation may amend its bylaws;

BE IT RESOLVED by a majority vote of THE OWNERS, STRATA PLAN NW 1689 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended as follows:

Activity Centre Rule 7 currently reads

Collect and deposit all garbage, including bathroom garbage and outdoor garbage, if any, in the plastic-lined container. The bag must be removed and deposited in the garbage tote located at the Clearbrook Village office at unit 219. Replace the plastic garbage bag in the garbage container.

Shall be amended to say:

“Persons renting the Activity Centre are responsible to remove all waste from the interior and the vicinity of the exterior of the building at the end of the rental. The fridge must be entirely emptied and cleaned after every rental”

It was Moved by Unit 246 and Seconded by Unit 242 to ratify Activity Centre Rule 7 as presented.

**Discussion-** The Owners considered the merits of the motion

There being no further discussion of the Rule 7, the vote was called and the Rule as presented was **CARRIED** (73 in favour, 0 opposed, 0 abstained).

## 9. REPORT ON INSURANCE COVERAGE

The Strata Corporation’s insurance policy with Schill Insurance for the period of November 30th, 2021 to November 30th 2022 was reviewed with the Owners present in compliance with Section 154 of the *Strata Property Act*. The property is currently insured to the appraised value of \$30,412,800. The deductibles are:



- All Risk - \$25,000
- Water Damage - \$75,000
- Earthquake – 10%

As per the Strata Corporation's Bylaws and the provisions of the *Strata Property Act*, Owners may be responsible for an amount up to the Strata Corporation's deductible. It is important all Owners ensure that their personal insurance policy covers up to the Strata Corporation's insurance deductibles.

It was further explained that the Strata Corporation's insurance does not cover betterments in a strata lot, such as upgrades to tile from carpet or other original "equipment and finishes." Betterment coverage may be obtained through your condominium insurance. The Strata Corporation's insurance will only provide coverage for the original fixtures installed in each strata lot at the time of development.

All Owners are encouraged to take a copy of the Strata Corporation's insurance policy to their personal insurance company to ensure they are carrying adequate private coverage.

**INSURANCE NOTICE**

**DEDUCTIBLE CHARGE-BACK:**

Please note that, subject to your bylaws, Owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim that emanates from within an Owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

**The current water escape deductible is \$75,000.00.**

*(Please refer to the insurance policy to review additional important deductible information).*

**OWNER IMPROVEMENTS / BETTERMENTS:**

Please note that any in-unit upgrades and/or betterments completed by the current or any prior Owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

**10. ADOPTION OF THE PROPOSED 2022/2023 OPERATING BUDGET**

**RESOLUTION #3**

**BE IT RESOLVED:** By a majority vote of the Owners of Strata Plan NW 1689 Clearbrook Village, approve the Annual Operating Budget of \$854,841.88 for 2022 / 2023 fiscal year be approved as presented and the deficit for the 2021 / 2022 fiscal year remain in the Operating Fund.

It was Moved by Unit 185 and Seconded by Unit 242 to adopt the Budget as presented.



Discussion ensued; An Owner requested information regarding the cost of Bylaw Enforcement. It was noted only \$1,000.00 had been paid out for Bylaw Enforcement for the 2021 / 2022 fiscal year.

The vote was called for the Budget as presented **CARRIED** (73 in favour, 0 opposed, 0 abstained).

**NOTE: STRATA FEE PAYMENTS**

**Please note, with the passing of this budget, there is an increase to your strata fees for this fiscal year 2022/2023.**

**Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of pre-authorized withdrawal will have their fees continue to be automatically withdrawn in accordance with the strata fee schedule provided herein.**

**The increase for November and December fees will be taken on December 1, 2022.**

**Owners paying by cheque: Please submit your monthly cheque in the amount noted on the fee schedule contained herein.**

**Strata fees must be made payable to your strata plan, “NW 1689”, and submitted via mail or in person to the Teamwork office.**

**If you require any information regarding your account, please contact Teamwork Property Management at 604-854-1734.**

**11. NEW BUSINESS**

**Resolution #4 – Depreciation Report**

**Preamble:** In October 2009, the B.C. Government passed the Strata Property Amendment Act, Bill 8. Under Section 94 of the Strata Property Act, every Strata Corporation may prepare a depreciation report providing a physical component inventory and evaluation, summary of required repair work and financial forecasting estimating the repair and replacement cost for major components in the Strata Corporation and the expected life of those components. The report may contain information based on the guidelines for depreciation reports as set out in the Regulations. In December 2011, the B.C. Government finalized the Regulations which require Strata Corporations to produce a report every three years unless the Strata Corporation exempts themselves through an annual  $\frac{3}{4}$  vote valid for a period of 18 months. The first report was required by December 2013. In accordance with the Regulation Strata Corporations if and for so long as there are fewer than five (5) Strata Lots in the Strata Plan are exempt from preparing the report.



**BE IT RESOLVED:** by a  $\frac{3}{4}$  vote of the Owners of Strata Plan NW 1689 Clearbrook Village, to exempt the Strata Corporation from preparing a Depreciation Report as outlined in Section 94 of the Strata Property Act and the prescribed Regulation (6.2).

It was Moved by Unit 241 and Seconded by Unit 159 to approve Resolution #4.

Discussion

The vote was called and was **CARRIED** (73 in favour, 0 opposed, 0 abstained).

### **Resolution #5 – Bylaw 39 Amendment**

#### RESOLUTION OF THE OWNERS, STRATA PLAN NW 1689

WHEREAS pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 a strata corporation may amend its bylaws;

BE IT RESOLVED by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA PLAN NW 1689 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended as follows:

1. Bylaw 39, which currently reads:

**39.** Owners, tenants and Co-op Members are required to provide 7 days prior written notice to cancel a rental request for the Activity Centre to the Strata Council.

Shall be amended to say:

**39.** Owners, tenants and Co-op Members are required to provide 7 days prior written notice to cancel a rental request for the Activity Centre to the Strata Council.

The rental fee associated with rental of the Activity Centre is \$100.00 per day. The rental is also subject to a rental deposit of \$100.00 per booking, which will be returned after the Activity Centre has been inspected for damage and excessive uncleanliness. Both the rental fee and deposit are payable immediately once the booking is confirmed. The preferred method of payment is cheque.

It was Moved by Unit 242 and Seconded by Unit 246 to approve Resolution #5.

**Discussion** The Owners considered the merits of the motion

The vote was called and was **CARRIED** (73 in favour, 0 opposed, 0 abstained)



## Resolution #6 - Contingency Reserve Fund Expenditure Drainage Upgrades

### RESOLUTION OF THE OWNERS, STRATA PLAN NW 1689

WHEREAS pursuant to s. 96 of the Act, a Strata Corporation must not spend money from the Contingency Reserve Fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting.

AND WHEREAS The Owners, Strata Plan NW 1689 (the “Strata Corporation”) are required to repair and maintain common property pursuant to s. 72 of the Act. Common property includes the drainage systems;

AND WHEREAS, the Strata Corporation has recently experienced significant flooding. To combat the issue, the Strata Corporation has been advised to carry out upgrades to the drainage system(s) (the “Drainage Upgrades”). To date three (3) separate contractors have provided quotations to complete the Drainage Upgrades;

AND WHEREAS the Strata Corporation estimates the Drainage Upgrade work to cost up to \$70,000.00.

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW 1689 (the “Strata Corporation”) that:

1. The Strata Corporation is authorized to instruct a contractor to complete the Drainage Upgrades and fund such work by an authorized expenditure from the contingency reserve fund.
2. The Strata Council is authorized to negotiate, execute, amend and administer all contracts related to the Drainage Upgrades and to determine and approve all payments to contractors, engineers and sub-contractors as the case may be.
3. Pursuant to s. 96 of the Act that the Strata Corporation is authorized to spend up to the sum of \$70,000.00 from the Contingency Reserve Fund for the purpose of paying for the Drainage Upgrades.

It was Moved by Unit 246 and Seconded by Unit 185 to approve the resolution as presented. There being no further discussion, the vote was called and the motion **CARRIED** (73 in favour, 0 opposed, 0 abstained).



## Resolution #7 – Proposed Legal Action Topwest Asphalt Ltd

### RESOLUTION OF THE OWNERS, STRATA PLAN NW 1689

WHEREAS pursuant to s. 171 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may sue, as a representative of all owners, about any matter affecting the strata corporation if the suit is authorized by a 3/4 vote at an annual or general meeting;

WHEREAS pursuant to s. 96 of the Act a strata corporation must not spend money from the contingency reserve fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

BE IT RESOLVED pursuant to s. 171 and s. 96 of the Act by a 3/4 vote of THE OWNERS, STRATA PLAN NW 1689 (the “Strata Corporation”) that the Strata Corporation be authorized to:

1. commence legal action in the Provincial (Small Claims) Court or the British Columbia Supreme Court against Topwest Asphalt Ltd., to seek relief in the form of damages or specific performance in connection with defective asphalt work, should the defective work not be repaired by the Strata Corporation’s warranty provider, no later than October 15, 2022.
2. spend up to \$15,000 from the CRF to fund the proposed legal action.

It was Moved by Unit 242 and Seconded by Unit 185 to approve the resolution as presented. There being no further discussion, the vote was called and the motion **CARRIED** (71 in favour, 1 opposed, 1 abstained).

## **12. ELECT A COUNCIL**

As required by the *Strata Property Act*, The floor was opened for nominations for the 2022/2023 Strata Council, with the following Owners and persons representing Corporate Owners were nominated in writing prior to the meeting.

**Barjinder Brar, Unit 159**

**Rani Boparai, Unit 242**

**Manjeet Channi, Unit 185**

**Jaspreet Pharwaha, Unit 246**

**Justin Tiberghien, Unit 121 (Representing Clearwater Housing Co-op)**

**Sumit Mittal, Unit 163**

**Ann Hennigan, Unit 72**

**Bhupinderpal Gill, Unit # 254**

**Jordanna Cabarrubias, Unit # 25**

**Amanmeet Brar, Unit # 135**

**Harinder Singh Grover, Unit # 210**

**Simranjit Kaur, Unit # 132**

**Sandeep Singh Sandhu, Unit # 204**



A roll call vote was requested for each person nominated. It was noted some Owners had provided a proxy vote without assigning their vote to a person in attendance.

The following persons were elected to the Strata Council for the 2022 / 2023 fiscal year by a majority vote.

**Barjinder Brar, Unit 159**  
**Rani Boparai, Unit 242**  
**Manjeet Channi, Unit 185**  
**Jaspreet Pharwaha, Unit 246**  
**Justin Tiberghien, Unit 121 (Representing Clearwater Housing Co-op)**  
**Sumit Mittal, Unit 163**  
**Ann Hennigan, Unit 72**

The Owner of Unit 241 expressed their appreciation to the Strata Council for all of their efforts on behalf of the Strata Corporation. Another Owner also expressed appreciation.

### **13. TERMINATION OF THE MEETING**

There being no further business to discuss, It was moved by Unit 159 and seconded by Unit 241 the meeting be terminated at 905 p.m. **CARRIED**

**Subsequent to the meeting the Strata Council determined there would be no change of office for each member of Council for the 2022 / 2023 fiscal year.**

**NEXT COUNCIL MEETING: THE NEXT MEETING WILL BE HELD ON  
NOVEMBER 29, 2022 AT 6:30 PM IN THE ACTIVITY CENTRE**

*Submitted by:*  
**TEAMWORK PROPERTY MANAGEMENT**  
**A Pacific Quorum Properties Inc. Company**  
*Joe Hackett, Strata Manager*  
*2670 Minter Street*  
*Abbotsford, BC V2T 3K2*  
*Tel: 604-743-0286 / Fax: 604-854-1754*  
*Email: [jhackett@teamworkpm.com](mailto:jhackett@teamworkpm.com)*  
*Website: [www.teamworkpm.com](http://www.teamworkpm.com)*



**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

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਬਿਨਾਂ ਕਰਕੇ ਵਿਸ਼ੇ ਬਾਰੇ ਇਸ ਦਾ ਉੱਲਥਾ ਕਰਵਾਓ

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.



**STATEMENT OF CASH BALANCES  
NW 1689 - CLEARBROOK VILLAGE**

**September 2022  
Month #11**

**Operating Funds:**

Cash in Envision	104,598.06
Shares	<u>50.79</u>

**Total Operating Funds** **104,648.85**

**Contingency Reserve Funds:**

Envision - Savings (CRF)	<u>219,381.07</u>
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**Total Contingency Reserve Funds** **219,381.07**

**Total Equity Strata Corp** **324,029.92**

**Accounts Receivable:**

Strata Fees (3110)	2,005.10
Interest/Bylaw Fines (3410)	304.33
Admin Charges (4130)	125.00
Legal/Professional Fees (4160)	1,028.79
Repairs & Maintenance (4225)	891.90
Adjustments	<u>0.00</u>

**Total Accounts Receivable** **4,355.12**

**Contingency Reserve Fund as of November 1, 2021** **140,648.73**

Monthly Contributions	75,900.00
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Interest & term interest	<u>2,832.34</u>
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**Balance Contingency Reserve Fund as of September 30, 2022** **219,381.07**

**Adopted 2019/20 AGM: CRF Expenditure for Driver Feedback Signage (up to)** **-6,000.00**

**2021/22 CRF Contributions for October 2022** **6,900.00**

**Adopted CRF Expenditure for Legal Action : Topwest Asphalt (up to)** **-15,000.00**

**Adopted CRF Expenditure for Drainage Upgrades (up to)** **-70,000.00**

**Adopted CRF Contributions for Nov 1, 2022 to Oct 31, 2023** **82,800.00**

**Projected CRF Balance as of Oct 31, 2023** **218,081.07**

**BUDGET COMPARISON - NW 1689**

September 2022 (Month #11)

**PREPARED FOR:**

Clearbrook Village  
32550 MacLure Road  
Abbotsford, BC  
V2T 4N3

**PREPARED BY:**

Teamwork Property Management  
2670 Minter Street  
Abbotsford, BC V2T3K2  
Tel: (604) 854-1734

	<b>YTD Actual 2021-2022</b>	<b>Annual 2021-2022</b>	<b>Adopted 2022-2023</b>
<b>INCOME</b>			
Strata Fees	662,910.18	796,855.88	849,541.88
Suite/Lounge Rental	220.00	0.00	0.00
Interest Income	1,873.17	1,300.00	1,300.00
Parking Fees	3,510.00	270.00	4,000.00
Interest/By-Law Fines/Legal	<u>526.37</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL INCOME</b>	<b>669,039.72</b>	<b>798,425.88</b>	<b>854,841.88</b>
<b>GENERAL EXPENSES</b>			
WorkSafe BC	16.90	30.00	30.00
Insurance	221,592.72	249,584.00	275,000.00
Administration	3,764.55	2,900.00	3,100.00
Management	58,384.90	70,061.88	70,061.88
Bank Charges	232.00	350.00	350.00
Legal/Professional Fees	<u>1,767.16</u>	<u>600.00</u>	<u>900.00</u>
<b>TOTAL GENERAL EXPENSES</b>	<b>285,758.23</b>	<b>323,525.88</b>	<b>349,441.88</b>
<b>BUILDING EXPENSES</b>			
Repairs & Maintenance	80,370.86	58,000.00	80,000.00
Pest Control	7,392.00	6,300.00	6,300.00
Landscaping	101,232.23	93,000.00	93,000.00
Hydro - Electricity	3,540.85	4,400.00	4,400.00
Water & Sewer	123,630.24	157,800.00	157,800.00
Refuse Removal	51,416.25	62,000.00	62,000.00
Snow Removal	14,400.75	6,500.00	15,000.00
Bylaw Expenses	<u>1,000.00</u>	<u>4,100.00</u>	<u>4,100.00</u>
<b>TOTAL BUILDING EXPENSES</b>	<b>382,983.18</b>	<b>392,100.00</b>	<b>422,600.00</b>
Contingency Reserve Fund	<u>69,000.00</u>	<u>82,800.00</u>	<u>82,800.00</u>
<b>TOTAL EXPENSES</b>	<b>737,741.41</b>	<b>798,425.88</b>	<b>854,841.88</b>
<b>NET INCOME</b>	<b>-68,701.69</b>	<b>0.00</b>	<b>0.00</b>

**Clearbrook Village - NW 1689**  
**For the Fiscal Year November 1, 2022 to October 31, 2023**

Adopted Operating Fund:	\$766,741.88
Adopted Contingency Fund:	\$82,800.00
<b>Adopted Strata Fees Total:</b>	<b>\$849,541.88</b>

PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
1	1	1058	198.88	21.48	220.35	51	35	1127	211.85	22.88	234.73
2	2	1126	211.66	22.86	234.52	50	36	1127	211.85	22.88	234.73
3	3	1126	211.66	22.86	234.52	49	37	1101	206.96	22.35	229.31
4	4	1101	206.96	22.35	229.31	48	38	1137	213.73	23.08	236.81
5	5	1101	206.96	22.35	229.31	47	39	1101	206.96	22.35	229.31
6	6	1137	213.73	23.08	236.81	46	40	1101	206.96	22.35	229.31
7	7	1137	213.73	23.08	236.81	45	41	1137	213.73	23.08	236.81
8	8	1126	211.66	22.86	234.52	44	42	1137	213.73	23.08	236.81
9	9	1126	211.66	22.86	234.52	43	43	1126	211.66	22.86	234.52
10	10	1126	211.66	22.86	234.52	42	44	1126	211.66	22.86	234.52
11	11	1126	211.66	22.86	234.52	41	45	1126	211.66	22.86	234.52
12	12	1137	213.73	23.08	236.81	40	46	1126	211.66	22.86	234.52
13	13	1137	213.73	23.08	236.81	39	47	1137	213.73	23.08	236.81
14	14	1101	206.96	22.35	229.31	38	48	1101	206.96	22.35	229.31
15	15	1101	206.96	22.35	229.31	37	49	1126	211.66	22.86	234.52
16	16	1126	211.66	22.86	234.52	36	50	1126	211.66	22.86	234.52
17	17	1126	211.66	22.86	234.52	35	51	1101	206.96	22.35	229.31
18	18	1056	198.50	21.44	219.94	34	52	1056	198.50	21.44	219.94
19	19	1101	206.96	22.35	229.31	33	53	1101	206.96	22.35	229.31
20	20	1101	206.96	22.35	229.31	32	54	1056	198.50	21.44	219.94
21	21	1126	211.66	22.86	234.52	31	55	1137	213.73	23.08	236.81
22	22	1126	211.66	22.86	234.52	30	56	1101	206.96	22.35	229.31
23	23	1101	206.96	22.35	229.31	29	57	1101	206.96	22.35	229.31
24	24	1101	206.96	22.35	229.31	28	58	1137	213.73	23.08	236.81
25	25	1126	211.66	22.86	234.52	59	59	1101	206.96	22.35	229.31
26	26	1126	211.66	22.86	234.52	60	60	1126	211.66	22.86	234.52
27	27	1101	206.96	22.35	229.31	61	61	1126	211.66	22.86	234.52
58	28	1137	213.73	23.08	236.81	62	62	1101	206.96	22.35	229.31
57	29	1127	211.85	22.88	234.73	63	63	1134	213.16	23.02	236.18
56	30	1127	211.85	22.88	234.73	64	64	1126	211.66	22.86	234.52
55	31	1127	211.85	22.88	234.73	65	65	1126	211.66	22.86	234.52
54	32	1127	211.85	22.88	234.73	66	66	1056	198.50	21.44	219.94
53	33	1137	213.73	23.08	236.81	67	67	1137	213.73	23.08	236.81
52	34	1101	206.96	22.35	229.31	68	68	1101	206.96	22.35	229.31
		37966	\$7,136.66	\$770.68	\$7,907.34			37886	\$7,121.62	\$769.06	\$7,890.68

**Clearbrook Village - NW 1689**  
**For the Fiscal Year November 1, 2022 to October 31, 2023**

Adopted Operating Fund:	\$766,741.88
Adopted Contingency Fund:	\$82,800.00
<b>Adopted Strata Fees Total:</b>	<b>\$849,541.88</b>

**PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)**

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
69	69	1101	206.96	22.35	229.31	119	103	1056	198.50	21.44	219.94
70	70	1126	211.66	22.86	234.52	118	104	1101	206.96	22.35	229.31
71	71	1126	211.66	22.86	234.52	117	105	1126	211.66	22.86	234.52
72	72	1056	198.50	21.44	219.94	116	106	1126	211.66	22.86	234.52
73	73	1137	213.73	23.08	236.81	115	107	1101	206.96	22.35	229.31
74	74	1101	206.96	22.35	229.31	114	108	1056	198.50	21.44	219.94
75	75	1101	206.96	22.35	229.31	113	109	1126	211.66	22.86	234.52
76	76	1137	213.73	23.08	236.81	112	110	1126	211.66	22.86	234.52
77	77	1137	213.73	23.08	236.81	111	111	1137	213.73	23.08	236.81
78	78	1101	206.96	22.35	229.31	110	112	1101	206.96	22.35	229.31
79	79	1101	206.96	22.35	229.31	109	113	1126	211.66	22.86	234.52
80	80	1137	213.73	23.08	236.81	108	114	1126	211.66	22.86	234.52
141	81	1058	198.88	21.48	220.35	107	115	1101	206.96	22.35	229.31
140	82	1126	211.66	22.86	234.52	106	116	1101	206.96	22.35	229.31
139	83	1126	211.66	22.86	234.52	105	117	1137	213.73	23.08	236.81
138	84	1101	206.96	22.35	229.31	104	118	1126	211.66	22.86	234.52
137	85	1101	206.96	22.35	229.31	103	119	1126	211.66	22.86	234.52
136	86	1137	213.73	23.08	236.81	102	120	1126	211.66	22.86	234.52
135	87	1137	213.73	23.08	236.81	101	121	1126	211.66	22.86	234.52
134	88	1126	211.66	22.86	234.52	100	122	1137	213.73	23.08	236.81
133	89	1126	211.66	22.86	234.52	99	123	1137	213.73	23.08	236.81
132	90	1137	213.73	23.08	236.81	98	124	1126	211.66	22.86	234.52
131	91	1126	211.66	22.86	234.52	97	125	1126	211.66	22.86	234.52
130	92	1126	211.66	22.86	234.52	96	126	1056	198.50	21.44	219.94
129	93	1056	198.50	21.44	219.94	95	127	1137	213.73	23.08	236.81
128	94	1101	206.96	22.35	229.31	94	128	1126	211.66	22.86	234.52
127	95	1126	211.66	22.86	234.52	93	129	1126	211.66	22.86	234.52
126	96	1126	211.66	22.86	234.52	92	130	1126	211.66	22.86	234.52
125	97	1101	206.96	22.35	229.31	91	131	1126	211.66	22.86	234.52
124	98	1137	213.73	23.08	236.81	90	132	1137	213.73	23.08	236.81
123	99	1101	206.96	22.35	229.31	89	133	1101	206.96	22.35	229.31
122	100	1101	206.96	22.35	229.31	88	134	1126	211.66	22.86	234.52
121	101	1126	211.66	22.86	234.52	87	135	1126	211.66	22.86	234.52
120	102	1126	211.66	22.86	234.52	86	136	1101	206.96	22.35	229.31
		37889	\$7,122.19	\$769.12	\$7,891.31			37965	\$7,136.47	\$770.66	\$7,907.14

Clearbrook Village - NW 1689  
For the Fiscal Year November 1, 2022 to October 31, 2023

Adopted Operating Fund:	\$766,741.88
Adopted Contingency Fund:	\$82,800.00
<b>Adopted Strata Fees Total:</b>	<b>\$849,541.88</b>

**PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)**

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
85	137	1101	206.96	22.35	229.31	265	171	1126	211.66	22.86	234.52
84	138	1137	213.73	23.08	236.81	264	172	1101	206.96	22.35	229.31
83	139	1101	206.96	22.35	229.31	263	173	1101	206.96	22.35	229.31
82	140	1101	206.96	22.35	229.31	262	174	1137	213.73	23.08	236.81
81	141	1137	213.73	23.08	236.81	261	175	1137	213.73	23.08	236.81
279	142	1137	213.73	23.08	236.81	260	176	1126	211.66	22.86	234.52
280	143	1126	211.66	22.86	234.52	259	177	1126	211.66	22.86	234.52
281	144	1126	211.66	22.86	234.52	258	178	1126	211.66	22.86	234.52
282	145	1126	211.66	22.86	234.52	257	179	1126	211.66	22.86	234.52
283	146	1126	211.66	22.86	234.52	256	180	1137	213.73	23.08	236.81
284	147	1137	213.73	23.08	236.81	255	181	1056	198.50	21.44	219.94
285	148	1056	198.50	21.44	219.94	254	182	1126	211.66	22.86	234.52
286	149	1126	211.66	22.86	234.52	253	183	1126	211.66	22.86	234.52
287	150	1126	211.66	22.86	234.52	252	184	1126	211.66	22.86	234.52
288	151	1126	211.66	22.86	234.52	251	185	1126	211.66	22.86	234.52
289	152	1126	211.66	22.86	234.52	250	186	1101	206.96	22.35	229.31
290	153	1101	206.96	22.35	229.31	249	187	1137	213.73	23.08	236.81
291	154	1137	213.73	23.08	236.81	248	188	1101	206.96	22.35	229.31
292	155	1126	211.66	22.86	234.52	247	189	1101	206.96	22.35	229.31
293	156	1126	211.66	22.86	234.52	246	190	1137	213.73	23.08	236.81
294	157	1126	211.66	22.86	234.52	245	191	1056	198.50	21.44	219.94
295	158	1126	211.66	22.86	234.52	244	192	1126	211.66	22.86	234.52
296	159	1137	213.73	23.08	236.81	243	193	1126	211.66	22.86	234.52
297	160	1056	198.50	21.44	219.94	242	194	1101	206.96	22.35	229.31
298	161	1125	211.47	22.84	234.31	241	195	1101	206.96	22.35	229.31
299	162	1126	211.66	22.86	234.52	240	196	1137	213.73	23.08	236.81
300	163	1126	211.66	22.86	234.52	239	197	1056	198.50	21.44	219.94
301	164	1126	211.66	22.86	234.52	238	198	1126	211.66	22.86	234.52
302	165	1101	206.96	22.35	229.31	237	199	1126	211.66	22.86	234.52
303	166	1126	211.66	22.86	234.52	236	200	1126	211.66	22.86	234.52
304	167	1126	211.66	22.86	234.52	235	201	1126	211.66	22.86	234.52
305	168	1137	213.73	23.08	236.81	234	202	1101	206.96	22.35	229.31
267	169	1056	198.50	21.44	219.94	278	203	1101	206.96	22.35	229.31
266	170	1126	211.66	22.86	234.52	277	204	1126	211.66	22.86	234.52
		38025	\$7,147.75	\$771.88	\$7,919.63			37915	\$7,127.07	\$769.65	\$7,896.72

Clearbrook Village - NW 1689  
For the Fiscal Year November 1, 2022 to October 31, 2023

Adopted Operating Fund:	\$766,741.88
Adopted Contingency Fund:	\$82,800.00
<b>Adopted Strata Fees Total:</b>	<b>\$849,541.88</b>

**PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)**

Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees	Strata Lot	Unit Number	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees
276	205	1126	211.66	22.86	234.52	187	239	1101	206.96	22.35	229.31
275	206	1101	206.96	22.35	229.31	142	240	1101	206.96	22.35	229.31
274	207	1101	206.96	22.35	229.31	143	241	1101	206.96	22.35	229.31
268	208	1056	198.50	21.44	219.94	144	242	1126	211.66	22.86	234.52
269	209	1126	211.66	22.86	234.52	145	243	1126	211.66	22.86	234.52
270	210	1126	211.66	22.86	234.52	146	244	1101	206.96	22.35	229.31
271	211	1126	211.66	22.86	234.52	147	245	1101	206.96	22.35	229.31
272	212	1126	211.66	22.86	234.52	148	246	1126	211.66	22.86	234.52
273	213	1101	206.96	22.35	229.31	149	247	1126	211.66	22.86	234.52
212	214	1137	213.73	23.08	236.81	150	248	1101	206.96	22.35	229.31
211	215	1126	211.66	22.86	234.52	151	249	1056	198.50	21.44	219.94
210	216	1126	211.66	22.86	234.52	152	250	1126	211.66	22.86	234.52
209	217	1126	211.66	22.86	234.52	153	251	1126	211.66	22.86	234.52
208	218	1126	211.66	22.86	234.52	154	252	1101	206.96	22.35	229.31
207	219	1137	213.73	23.08	236.81	155	253	1101	206.96	22.35	229.31
206	220	1101	206.96	22.35	229.31	156	254	1137	213.73	23.08	236.81
205	221	1126	211.66	22.86	234.52	157	255	1056	198.50	21.44	219.94
204	222	1126	211.66	22.86	234.52	158	256	1126	211.66	22.86	234.52
203	223	1101	206.96	22.35	229.31	159	257	1126	211.66	22.86	234.52
202	224	1101	206.96	22.35	229.31	160	258	1126	211.66	22.86	234.52
201	225	1126	211.66	22.86	234.52	161	259	1126	211.66	22.86	234.52
200	226	1126	211.66	22.86	234.52	162	260	1101	206.96	22.35	229.31
199	227	1101	206.96	22.35	229.31	163	261	1101	206.96	22.35	229.31
198	228	1056	198.50	21.44	219.94	164	262	1126	211.66	22.86	234.52
197	229	1126	211.66	22.86	234.52	165	263	1126	211.66	22.86	234.52
196	230	1126	211.66	22.86	234.52	166	264	1101	206.96	22.35	229.31
195	231	1137	213.73	23.08	236.81	167	265	1137	213.73	23.08	236.81
194	232	1056	198.50	21.44	219.94	168	266	1126	211.66	22.86	234.52
193	233	1101	206.96	22.35	229.31	169	267	1126	211.66	22.86	234.52
192	234	1056	198.50	21.44	219.94	170	268	1126	211.66	22.86	234.52
191	235	1101	206.96	22.35	229.31	171	269	1126	211.66	22.86	234.52
190	236	1101	206.96	22.35	229.31	172	270	1137	213.73	23.08	236.81
189	237	1126	211.66	22.86	234.52	173	271	1101	206.96	22.35	229.31
188	238	1126	211.66	22.86	234.52	174	272	1126	211.66	22.86	234.52
		37787	\$7,103.01	\$767.05	\$7,870.06			37877	\$7,119.93	\$768.88	\$7,888.81

Clearbrook Village - NW 1689  
For the Fiscal Year November 1, 2022 to October 31, 2023

Adopted Operating Fund:	\$766,741.88
Adopted Contingency Fund:	\$82,800.00
<b>Adopted Strata Fees Total:</b>	<b>\$849,541.88</b>

**PLEASE MAKE CHEQUES PAYABLE TO NW 1689 - (Unit #)**

Strata	Unit	Unit	Operating	Contingency	Adopted
Lot	Number	Entitlement	Fund	Reserve Fund	Strata Fees
175	273	1126	211.66	22.86	234.52
176	274	1101	206.96	22.35	229.31
177	275	1056	198.50	21.44	219.94
178	276	1126	211.66	22.86	234.52
179	277	1126	211.66	22.86	234.52
180	278	1126	211.66	22.86	234.52
181	279	1126	211.66	22.86	234.52
182	280	1101	206.96	22.35	229.31
183	281	1101	206.96	22.35	229.31
184	282	1126	211.66	22.86	234.52
185	283	1126	211.66	22.86	234.52
186	284	1101	206.96	22.35	229.31
213	285	1056	198.50	21.44	219.94
214	286	1126	211.66	22.86	234.52
215	287	1126	211.66	22.86	234.52
216	288	1126	211.66	22.86	234.52
217	289	1126	211.66	22.86	234.52
218	290	1101	206.96	22.35	229.31
219	291	1101	206.96	22.35	229.31
220	292	1126	211.66	22.86	234.52
221	293	1126	211.66	22.86	234.52
222	294	1101	206.96	22.35	229.31
223	295	1056	198.50	21.44	219.94
224	296	1126	211.66	22.86	234.52
255	297	1056	198.50	21.44	219.94
226	298	1126	211.66	22.86	234.52
227	299	1126	211.66	22.86	234.52
228	300	1101	206.96	22.35	229.31
229	301	1101	206.96	22.35	229.31
230	302	1101	206.96	22.35	229.31
231	303	1126	211.66	22.86	234.52
232	304	1126	211.66	22.86	234.52
233	305	1101	206.96	22.35	229.31
		36603	\$6,880.45	\$743.02	\$7,623.47
<b>Total Unit Entitlement</b>					<b>339,913</b>

	Operating Fund	CRF	Monthly Strata Fees
<b>Total Monthly Fees</b>	<b>\$ 63,895.16</b>	<b>\$ 6,900.00</b>	<b>\$ 70,795.16</b>
<b>Total Yearly Fees</b>	<b>\$766,741.88</b>	<b>\$ 82,800.00</b>	
<b>Total Yearly Strata Fees</b>	<b>\$849,541.88</b>		

## Pre-authorized Payment Authorization

Freedom of Information & Protection of Privacy Act

Personal information requested is collected and used for the purpose of administering your Strata fee account. Completion of this form provides your consent. Questions about how the Act applies to this personal information can be directed to Administration at Teamwork Property Management Ltd. 2670 Minter Street, Abbotsford, BC V2T 3K2 or by phone 604-854-1734 or Toll -free at 1-866-941-6584 or e-mail us at admin@teamworkpm.com

Building Name: \_\_\_\_\_

Strata Plan #: \_\_\_\_\_ Phase &/or Unit #: \_\_\_\_\_

Is this your **First** \_\_\_\_\_ Application or **Change** \_\_\_\_\_ of Banking Information

Can we take any **Arrears owing** from your first auto-debit draw? **Yes** \_\_\_\_\_ or **No** \_\_\_\_\_

Monthly Strata Amount to be drawn: \$ \_\_\_\_\_ Starting date: \_\_\_\_\_

Include Parking: \_\_\_\_\_ Storage: \_\_\_\_\_ Other: \_\_\_\_\_

### Teamwork Property Management Ltd - In Trust

2670 Minter St, Abbotsford, BC V2T 3K2

Phone: 604-854-1734 Toll-free 1-866-941-6584 Fax: 604-854-1754

The undersigned hereby authorize TEAMWORK PROPERTY MANAGEMENT LTD to draw monthly debits (due on the first of each month) by electronic entry for maintenance fees, parking, storage, and other charges as authorized.

Full names of Applicant(s)

Primary Phone Number(s)

Work Telephone

Other phone

e-mails:

Your Mailing Address

The applicant(s):

1. Warrants that all persons whose signatures are required to sign on this account have signed this agreement below:
2. Acknowledge that, in order to cancel this agreement, written notice of revocation will be given to Teamwork Property Management Ltd.
3. Acknowledge that delivery of this authorization to you constitutes delivery by the applicant to the financial institution at which I maintain an account and that such financial institution is not required to verify that the payments are drawn in accordance with this authorization;
4. Agree to inform Teamwork Property Management Ltd in writing of any change in the account information provided in this authorization at least two weeks prior to the next due date of the pre-authorized debit.
5. Authorize Teamwork Property Management Ltd to **increase/decrease** amounts drawn on my account from year-to-year as future budgets adopted by my Strata Corporation affect monthly assessment fees. (Teamwork Property Management Ltd will to the best of their ability advise the applicant in writing of the revision in advance of its effective date).

Signature of Applicant as it appears on your cheque

Date

Signature of Joint Applicant as it appears on your cheque

**PLEASE ATTACH A CHEQUE MARKED "VOID"**

***In order for this application to be acted upon, it must be received by our office no later than the 20th of the month prior to the month you wish payment to commence. If this application will not be received in time, please enclose a completed cheque with this form for your next month's maintenance fees.***