

- 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](mailto:jhackett@teamworkpm.com) / 604-743-0286
- REGRETS:** Ann Hennigan, Member of Council
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1. **CALL TO ORDER**

The meeting was called to order at 6:32 PM.

**GUEST** An Owner requested a hearing regarding the matter noted below as recorded in the November 22, 2022 minutes.

**WATER CONSUMPTION** A resident was allegedly observed filling a commercial vehicle with a large storage tank using a garden hose. Management contacted the Owner of the Commercial Vehicle and the Owner of the Strata Lot prior to the meeting to request they refrain from the practice. Discussion ensued; Management was instructed to request payment in the amount of \$100.00 from the Owner for the water taken without permission at the expense of the Strata Corporation.

The Owner was permitted to comment on the letter sent regarding the above matter. The Owner left the meeting. Management was instructed to advise the Owner an additional letter will be sent to the Owner of the motor vehicle requesting payment in the amount of \$100.00 for the water taken. Management was instructed to note the Strata Council enforces the Bylaws of Clearbrook Village in an impartial manner as noted in Council minutes. The Owner is requested to review the minutes available online at [clearbrookvillage.info](http://clearbrookvillage.info). Management was instructed to send a letter to the Owner of the vehicle requesting payment in the amount of \$100.00 for unauthorized taking of fresh water at Clearbrook Village by their employee.



2. **ADOPTION OF PREVIOUS MINUTES**

Management noted the December 13, 2022 minutes should be amended to reflect the cost of landscaping contract with Quality Garden Maintenance to include taxes. The cost of the monthly service agreement will be \$9,500.00 plus taxes.

It was **Moved by** Jaspreet and **Seconded by** Rani to amend the December 13, 2022 minutes as noted above and adopt the meeting minutes of December 29, 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.**

**B. Tree Pruning:** Previously, Council reviewed an updated quote from Central Valley Tree Service which included all trees located in every back yard. Council reviewed an additional quote submitted by Quality Garden and Maintenance. This item was tabled by Council for consideration at the February 21, 2023 meeting.

**C. Flooding:** Artic Excavation has been requested to schedule drainage upgrades as per their quote of \$65,152.50.

**D. Water Consumption:** Previously, 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**”. Council tabled this item for review at the February 21, 2023 meeting

**E. Concrete Curbs / Legal Action:** Access Law LLP submitted a draft letter to be sent to the owner of Topwest Asphalt and Paving for Council approval via email prior to the meeting.

**F. 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. The Owners have left a voicemail message, verbally agreeing to have the shut off valve replaced by LPI Mechanical on January 5, 2023 at their expense. When the Owners provide written instruction to Management, a Notice will be mailed to the affected residents advising of a water shut down to allow the repairs.

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**G. UNAUTHORIZED ALTERATION** Previously, the Owner of Unit 280 reported a broken door frame on their wooden door. 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. Discussion ensued; Management was instructed to send a letter to the Owner noting the non-conforming exterior door was installed without Council authorization, as a result the Owner is to pay for all cost of repairs.

**H. DRYWALL REPLACEMENT UNIT 238** Management forwarded a quote from ServiceMaster in the amount of \$2,563.41 to replace drywall removed to relocate a water supply line. Justin reported the work had already been completed by ServiceMaster prior to the meeting. **Subsequent to the meeting, the Project Manager from ServiceMaster submitted an apology and requested Council pay the invoice for the unauthorized work noted above.** Discussion ensued; it was **Moved by** Justin and **Seconded by** Jaspreet to submit a payment for the work completed in the amount of \$2,055.00 plus taxes (less profit and mark up) **CARRIED.**

**I. HOSE CONNECTION** Previously, Management was instructed to send a letter of reply requiring the Owner pay to have the hose connection replaced at the Owners expense due to alleged willful damage as per the provisions of Bylaw 3.2. Council tabled this item for consideration at the February 21, 2023 meeting

**J. VANDALISM** The Owner of Unit 260 requested siding repairs due to vandalism. Council reviewed quotes for replacement of the damaged siding. It was **Moved by** Barjinder and **Seconded by** Jaspreet to have Arts Drywall and Restoration replace the damaged siding as per their quote of \$1,049.43 including taxes **CARRIED.**

**K. PLANT** Previously, an Owner submitted an email message noting they would not remove a plant from Common Property as per the directive from the Strata Council. The Bylaw Officer verified the plant was removed. Council considers this matter now closed.

**L. FIRE LOSS** On Saturday, November 5, 2022 a fire resulted in the total loss of Unit 86. An insurance claim was submitted by Council to have Unit 86 rebuilt. ServiceMaster Restoration was engaged by the Strata Corporation to supervise emergency security staff, install temporary fencing and a portable toilet. The Abbotsford Police, Abbotsford Fire Rescue and the insurers are investigating the cause of the fire. ServiceMaster has obtained a building permit to commence work.

**M. TOWING** Council discussed changing the service provider for towing at Clearbrook Village. Management was instructed to request proposals from other providers for Council consideration. This item was tabled for consideration at the February 21, 2023 meeting.

**N. CARPORT POST** Council ordered the replacement of damaged carport posts to prevent loss or harm. Management was instructed to request the Owner provide a response as to when the damage to their post occurred. Management was instructed to send a follow up letter requesting a reply to the December 5, 2022 letter prior to February 1, 2023.

**O. COMMERCIAL VEHICLE DETAILING** Previously, an Owner was observed allegedly operating a commercial vehicle detailing business and fined by the Strata Council. The Owner submitted a letter confirming they were operating a mobile vehicle detailing business in contravention of Bylaw 33 (e). Management was instructed to send an additional Notice of Complaint for any further consumption of water to operate their carpet cleaner or washing a customer vehicle will result in additional fine being assessed by the Strata Council at the February 21, 2023 meeting.

**P. EMERGENCY SERVICES** Management was instructed to request ServiceMaster and Belfor Restoration provide the cost of after hour emergency services for Council consideration. The documents were forwarded to the Strata Council for review prior to the meeting. Council tabled this item and considers the matter now closed.

**Q. WINDOW REPLACEMENT** An Insurance Adjuster for Unit 55 was requested to forward a photo of a wooden window casing within a shower stall. Council noted the windows at Clearbrook Village were replaced in 2010 and the window is protected from inclement weather under the eaves of the roof. Management obtained a comparative quote to replace the window from Advantage 1 Group. Discussion ensued; Management was instructed to request another quote from ServiceMaster Restoration for consideration at the February 21, 2023 meeting.

**R . UNAUTHORIZED ALTERATION** The Bylaw Officer provided Notice of Complaint to two Owners who had altered the dimension of their backyards and fences without Council approval in contravention of Bylaw 5.1 (e). Management was instructed to send letters requiring the fences to be reconstructed to be conforming in appearance and to their original location prior to February 15, 2023 or fine would be assessed by Council at the February 21, 2023 meeting.

**S. ALUMINUM WIRING REPLACEMENT** Management was instructed to contact the insurers directly to note the BC Building Code and Civic Building Code permits the use of heavy gauge wiring and request the replacement of the heavy gauge aluminum wiring be canceled. Discussion ensued; Council decided to meet briefly on January 10, 2023 via zoom video conferencing to allow time for the insurers time to provide an email reply. The item was tabled for consideration on January 10, 2023.

#### 4. **MANAGEMENT & FINANCE**

##### 1. **Financial Statements**

The Council received the financial statements of November, 2022 and December, 2022. It was **Moved by** Jaspreet and **Seconded by** Rani to approve the financial statements of November, 2022 and December, 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 in favor one abstained**

##### 2. **Accounts Receivable**

Previously, Management was instructed to have Legal Counsel from Access Law petition the Courts for the sale of a Strata Lot to collect the unpaid charges. The Owner paid all overdue charges.

Management was instructed to order a Title Search and send a Mortgagee Letter as a measure to collect unpaid charges from an Owner.

#### 5. **CORRESPONDENCE**

##### **Received For Consideration of Council**

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

**A.** An Owner requested the Strata Council assess the Owner of an adjacent strata lot in the amount of \$1,000.00 for their home owner insurance coverage due to alleged water ingress resultant damage as per the provisions of Bylaw 37.2. Management was instructed to send a letter and assess the Owner in the amount of \$1,000.00. Discussion ensued; Management was instructed to send an additional letter to the Owner requiring payment in the amount of \$1,000.00 prior to February 1, 2023 as per the provisions of Bylaw 37.2.

**B.** A tenant submitted an email regarding the removal of a vehicle parked in a fire lane. No further reply Council considers this matter now closed.

**C.** The Owner of Unit 63 requested siding repairs. Quality Garden was requested to replace the siding, but was unable to source new siding. Discussion ensued; Justin agreed to submit invoice for reimbursement for the purchase of four cases of vinyl siding at the cost of \$225.00 per case plus taxes. Quality Garden will be requested to install the siding when the product is onsite.

**D.** An Owner acknowledged their vehicle was illegally parked in a fire lane.

**E.** Previously, the Owner of Unit 68 submitted an email request for a tree removal. Management was instructed to request the owner provide the date when they planted the tree and the written authorization from the Strata Council. The Owner replied the tree was in the yard when they purchased the property. Discussion ensued; Management was instructed to request a quote to remove the tree for consideration at the February 21, 2023 meeting.

**F.** The Owner of Unit 59 reported a missing downspout. Management forwarded a quote of \$95.00 plus taxes to Council via email and requested an email reply. After brief discussion, Management was instructed to have Quality Garden replace the missing downspout.

**G.** The Owner of Unit 85 submitted email messages requesting insulation be added as a result from the fire from the adjacent Strata Lot. The Adjuster on the policy held by the Strata Corporation dispatched ServiceMaster to replace weather damaged insulation and to ensure an electric heater is operational.

**H.** The Co-op Board submitted an email regarding a Notice of Complaint issued to a motorist who had inadvertently forgot to display a sign on their rear view mirror while parked in a space allocated for disabled persons. Council will take the email message under advisement and took exception to an allegation made against the Bylaw Officer being impolite. Council noted the motorist is required to ensure the sign is on display when parked in a designated disabled parking space.

**I.** Previously, an Owner responded to a Notice of Complaint regarding a delivery vehicle. The Bylaw Officer indicated the Owner provided authorization to have a delivery vehicle parked on the lawn to deliver household appliances for storage. Management was instructed to send a formal Notice of Complaint requiring the immediate removal of appliances from the backyard as per the provisions of Bylaw 32.2 (a). The Owner responded to the letter alleging the Strata Council was enforcing the Bylaw due to the Owner allowing their name to stand for election at the 2022 Annual General Meeting. Discussion ensued; Council noted the used appliances had not been removed from the back yard. It was Moved and Seconded to issue a fine in the amount of \$200.00 for ongoing contravention of Bylaw 32.2 (a) **CARRIED**. The Owner will be invited to attend the February 21, 2023 meeting to review the matter in person.

**J.** An Owner requested an alternate date for wiring replacement. Management noted access was required as per the provisions of Bylaw 7.

**K.** An Owner sent an email to verify work was commencing to replace aluminum wiring.

**L.** An Owner provided storage insurance for a vehicle stored in their carport. Management advised them of the December 29, 2022 Special General Meeting and Special Levy proposed.

**M.** The Owner of Unit 146 reported noises emanating from their attic space. Atlas Pest Control installed a one way exit door to exclude a squirrel from returning to the attic space. An invoice has not been submitted for the above work.

**N.** The Owner of Unit 278 inquired when final plumbing repairs were scheduled for water supply line located within a shared demising wall. Aquasure Plumbing completed final repairs.

**O.** An Owner sent an email regarding strata fees increasing Management referred the Owner to the Clearbrook Village website.

**P.** An Owner submitted an email to inquire when drywall repairs from the

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aluminum wiring replacement would be completed. Management referred the Owner to the Clearbrook Village website. It was noted Council decided to defer any drywall replacement until after all aluminum wiring is replaced.

**Q.** An Owner sent an email regarding strata fees increasing Management referred the Owner to the Clearbrook Village website.

**R.** An Owner apologized for repairing Common Property without permission. Council considers the matter now closed.

**S.** The Owner of Unit 258 requested pest control. Management dispatched Green Valley Pest Control to establish a bait station in the back yard and mechanical traps in the attic space.

**T.** An Owner submitted an email reply to a Notice of Complaint for illegal parking. The Owner advised they had sustained an injury and agreed to refrain from parking in a designated fire lane.

**U.** The Owner of Unit 184 requested a patio door be replaced on the policy held by the Strata Corporation. Management requested Schill Insurance provide the Owner with an update on the claim. The Claims Manager indicated the repair was delayed due a shortage of supply for tempered glass.

**V.** An Owner requested an alternate date to replace their aluminum wiring. Management noted access was required under the provisions of Bylaw 7. The Owner provided a key to a trusted friend to provide access to JW Electric.

**W.** An Owner requested permission to rent the Activity Centre on February 4, 2023 Management noted payment in advance is required as per the provisions of Bylaw 39.

**X.** The Co-op Board reported a section of gutter had become damaged from snow and ice accumulation on the roof of Unit 217. Council reviewed quotes to replace the damaged section of gutter. It was Moved by Justin and Seconded by Rani to have Advantage 1 Group replace the section of gutter as per their quote of \$913.50 including tax **CARRIED.**

**Y.** The Owner of Unit 198 reported a roof leak. Clearbrook Roofing was dispatched to investigate. In their report, Clearbrook Roofing alleged a downspout was relocated from the carport onto the slope roof. Management was instructed to send a Notice of Complaint advising no person is permitted to climb onto a roof. **Management dispatched Clearbrook Roofing to repair the leak as per their quote of \$350.00 plus taxes on January 12, 2023.**

**Z.** The Owner of Unit 141 reported a roof leak carport. Clearbrook Roofing was dispatched to repair the roof as noted below under item 6 (d).

**AA.** An Owner requested the December 29, 2022 minutes of the Special General Meeting. Management noted the minutes are available online at clearbrookvillage.info.

**BB.** An Owner reported an undue odor suspected from a dead rodent within either the walls or ceiling. Management requested Green Valley Pest Control and ServiceMaster provide advice to the Owner. The cost to remedy the odor will be paid by the Owner.

**CC.** An Owner sent an email to inquire regarding the increase in strata fees.

**DD.** The Co-op Board sent an email to inquire regarding the duty to repair a hose bib connection. Aquasure Plumbing replaced the hose bib providing service to Unit 120 and Unit 121. An invoice has not yet been submitted for payment.

**EE.** The Owner of Unit 29 sent an email to inquire regarding the duty to pay for the cost of replacing aluminum wiring. Management invited the owner to attend the December 29, 2022 Special General Meeting.

**FF.** The Owner of Unit 247 reported a roof leak and verified they were using ventilation fans as per Council direction. Clearbrook Roofing was dispatched and provided a Report for Council consideration. In the report Clearbrook Roofing indicated there was a high level of moisture within the home but the roof was not leaking. Management will forward the report to the Owner for review.

**GG.** The owner of Unit 42 contacted the emergency pager for Teamwork. A tarp was installed to prevent damage. In a report prepared by Clearbrook Roofing noted the bathroom fan was dripping and required replacement. The report noted the roof recently replaced was not leaking. Council instructed Management to forward the report to the Owner for review. The Owner will be requested to confirm the replacement of the fan will be scheduled at their expense.

**HH.** The Owner of Unit 137 reported broken tree limbs. Quality Garden requested to remove the limbs.

**II.** The Owner of Unit 73 requested hose bib replacement. It was noted the Owners had not winterized the hose connection. A plumbing contractor was dispatched by the after hours on-call emergency service to replace the hose connection providing service to Unit 73 and a hose connection providing service to Unit 75. Management will send a copy of the invoice to the Owners of Unit 73 and to the Owners of Unit 75 requiring payment as per the provisions of Bylaw 32 when the invoice is received.

**JJ.** The Owner of Unit 275 provided a photo of new landscape ties and reported motor vehicle damaged them. It was noted the alteration was non-conforming in appearance. Management was instructed to request the Owner provide an email reply regarding the matter for Council review at the February 21, 2023 meeting.

**KK.** The Co-op Board provided copy of storage insurance for a vehicle in a carport.

**LL.** A Tenant completed a pre authorized payment form for monthly installment of \$45.00 for a designated paid parking space at the Trethewey Street entrance

**MM.** A Tenant agreed to complete a pre authorized for monthly installments of \$45.00 for a designated paid parking space at the Trethewey Street entrance. The tenant has not submitted payment. The vehicle is subject to removal by Council.

**NN.** An Owner was to provide payment of \$45.00 per month or complete a

preauthorized form for a paid parking space at the Trethewey Street entrance. The payment was not submitted. The vehicle is subject to removal by Council.

**OO.** An Owner submitted an email message to inquire who observed them allegedly exceeding the speed limit of 10 km per hour Management was instructed to reply noting the Bylaw Officer observed the vehicle allegedly exceeding the speed limit. All residents and guests are requested to monitor their speed while on Common Property.

**PP.** The Realtor acting on behalf of an Owner submitted an email message regarding the increase in Strata Fees and Special Levy due prior to January 30, 2023.

**QQ.** An Owner requested to confer with a Council member in person regarding a fine assessed in 2021 for the unauthorized alteration of their fence. Management was instructed to send the Owner a letter requesting they pay the fine and other unpaid bank charges incurred by the Strata Corporation for a NSF cheque, Demand Letter and overdue interest.

**RR.** The Owner of Unit 153 requested fence repairs. Quality Garden was dispatched to repair the fence.

**SS.** The Rental Manager for Unit 131 submitted a Form K for new tenant.

**TT.** An Owner submitted a letter acknowledging they were operating a commercial enterprise onsite. The Owner denied the allegation of excessive use of water.

## 6. **NEW BUSINESS**

**A. WATER SUPPLY LINE UNIT 23** Aquasure was dispatched to relocate the water supply line to Unit 23 on December 16, 2022 at the cost of \$1,206.19 including taxes. ServiceMaster dispatched to remove the drywall. An invoice has not yet been submitted by ServiceMaster. The Owner reported their hose connection vibrated. Aquasure Plumbing indicated the hose connection was in need of replacement and it would cost \$335.00 to replace the fitting while the pipe is exposed. Management requested authorization from Council via email prior to the meeting. Discussion ensued; It was **Moved by** Justin and **Seconded by** Rani to have Aquasure Plumbing replace the hose bib hose bib at the cost of \$335.00 plus taxes **CARRIED**.

**B. DAMAGE TO CURBING** The Bylaw Officer reported curb damage allegedly caused by a local towing contractor on November 26, 2022. Discussion ensued; Management requested the Bylaw Officer review the photos submitted to ensure accuracy. Management will submit a request to the contractor to pay for the damage based on the above report. If the contractor refuses to pay the cost of repair a property damage claim will be submitted to ICBC.

Quality Garden was informed of damage sustained to the curb from snow removal services. Quality Garden has begun to repair the damage to the curbs.

Damage to a speed bump will be scheduled by Quality Garden in March at their expense.

**C. WATER DAMAGE:** A tenant from Unit 302 contacted a Council member to report a water escape from within the confines of their home. The Rental Manager acting on behalf of the Owner was advised to report the resultant damage on the homeowner policy. The policy held by the Strata Corporation will not respond to pay for resultant damage less than \$75,000.00.

**D. CARPORIT ROOF** Management dispatched Clearbrook Roofing to repair a leak in the shared carport roof for Unit 140 and Unit 141. Clearbrook Roofing provided a report indicating the roof could not be repaired. Council reviewed quotes to replace the roof. It was Moved by Justin and Seconded by Jaspreet to have Clearbrook Roofing replace the carport roof at Unit 140 / Unit 141 as per their quote \$7,450.00 plus taxes **CARRIED**.

**D. BURST PIPE** On December 23, 2022 an exterior water supply line burst, causing damage to the interior of Unit 85. The Insurance Adjuster on the policy held by the Strata Corporation for the fire loss of Unit 86 dispatched ServiceMaster to replace the insulation.

7. **TERMINATED** There being no further business to discuss at this time, the meeting was terminated at 8:05 PM.

**THE NEXT MEETING SCHEDULED IS:  
Tuesday, February 21, 2023 at 6:30 p.m. at the Activity Centre**

Submitted by:  
**TEAMWORK PROPERTY MANAGEMENT**  
**A Pacific Quorum Properties Inc. Company**  
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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 se traduzca  
CHỈ DẪN QUAN TRỌNG Xin mời người dịch giúp

重要資料 請找人協助翻譯  
これは必須の資料を知ってください。 正確に日本語に翻訳してください。  
알려드립니다 이것을 번역해 주십시오  
முற்றிய தகவல்கள் திரைபா வகையில் தினை தரவேண்டும்

810 PM TERMINATED

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)**