

**COUNCIL PRESENT:**

Barjinder Brar, **President / Treasurer**  
Jaspreet Pharwaha, **Member of Council**  
Justin Tiberghien, **Buildings**  
Manjeet Channi, **Member of Council**

**MANAGEMENT PRESENT:**

Dan Richardson, **Strata Manager**  
Teamwork Property Management  
[d Richardson@teamworkpm.com](mailto:d Richardson@teamworkpm.com) / 604-854-1734 (309)

**REGRETS:**

Ann Hennigan, **Member of Council**  
Rani Boparai, **Vice President**

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1. **CALL TO ORDER** The meeting was called to order at 6:30 PM.
  2. **ADOPTION OF PREVIOUS MINUTES**  
It was moved by Barjinder Brar and seconded by Jaspreet Pharwaha to adopt the minutes from April 25, 2023 as presented.  

*All in Favor; **CARRIED***
  3. **BUSINESS ARISING**
    - A. **FLOODING:** The quote for concrete pad at Units 223-234 is pending.
    - B. **CONCRETE CURBS / LEGAL ACTION (ONGOING):** The notice of claim for having repairs completed by TopWest Asphalt is in process.
    - C. **FIRE LOSS:** The repair to Unit 86 is in process by ServiceMaster.
    - D. **TOWING:** The signs have been scheduled for installation. The signs have been approved to only have the phone number as the towing company has two lots. Owners who get tickets are required to call the company to determine which lot their vehicle is being stored in.
    - E. **UNAUTHORIZED ALTERATION:** Payment for the fence has not been received. Council directed management to advise the Owner if payment is not received by the next Council meeting a fine will be assessed.



**F. ALUMINUM WIRING REPLACEMENT: (ONGOING)** The drywall repairs are nearing completion.

**G. ELECTRICAL UPGRADES:** A quote from Hightech Electrical is pending for upgrades to the Common Room electrical panels.

**H. CRACKED FOUNDATION:** Council reviewed an invoice from CD Contracting in the amount of \$1,500.00 to repair a crack to the foundation in Unit 226. It was moved and seconded to approve the quote.

*All in Favor; **CARRIED***

**4. MANAGEMENT & FINANCE**

**1. Financial Statements**

The Council received the financial statements of April, 2023.

It was **Moved** and **Seconded** to approve the financial statements of April, 2023 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.

*All in Favor; **CARRIED***

**2. Accounts Receivable**

Management was instructed to assess ten percent interest every month to Owners who have not paid the Special Levy. Council directed management to send demand letters to Owners owing the Special Levy.

**5. CORRESPONDENCE**

**Received For Consideration of Council**

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

**A.** An Owner sent correspondence regarding a hole in their siding and rodents observed in their backyard. The Owner also stated a neighboring Strata Lot is feeding squirrels. The siding has since been repaired. Owners are requested to not feed squirrels or rodents in the complex.

**B.** An Owner sent correspondence regarding the roots of a large tree that are cracking the concrete. Council directed management to obtain quotes for the removal.

**C.** An Owner sent correspondence stating their washing machine was damaged by the electrical contractor and requested they repair the damage. Council denied the request.

**D.** An Owner sent correspondence stating the drywall repairs in their Unit are unacceptable. Council directed management to have Progressive Drywall follow up with the Owner.

**E.** An Owner sent correspondence stating the stove wiring was not upgraded.

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Owners are advised that only wires that were not already copper were replaced.

- F.** An Owner sent correspondence stating the electricians caused a water leak while doing repairs and didn't patch the holes they made. The repairs are now complete.
- G.** The co-op board sent correspondence with a request from a Unit to install a deck. Council approved the request on the condition an Assumption of Responsibility is signed and they are careful of the drainage in the yard.
- H.** The co-op sent correspondence stating they understood the fence was supposed to be repaired with new lumber instead of used lumber. Council directed management to advise Quality Gardens that they understood the fence was supposed to be rebuilt using new materials.
- I.** An Owner sent correspondence regarding incomplete drywall repairs. Council directed management to have Progressive Drywall follow up to ensure the repairs are complete.
- J.** An Owner sent correspondence regarding a gas leak on their side of the meter. Council noted that gas meters are an Owner responsibility so the bill will need to be reimbursed by Fortis.
- K.** An Owner sent correspondence in response to a complaint stating they are doing everything they can to be good neighbors.
- L.** An Owner sent correspondence regarding their gate latch no longer holding. Quality Gardens was dispatched to perform the repair.
- M.** An Owner sent correspondence regarding a neighboring Strata Lot allegedly running a car wash business from their home. Council directed management to send a letter to the Owner stating it is not permissible to use the Strata's water supply for commercial purposes.
- N.** An Owner sent correspondence regarding a Strata Lot watering their yard unattended from 1:00pm to 5:00pm every day. Council directed management to advise the Owner to follow city guidelines and only water within allowable times.
- O.** An Owner sent correspondence regarding their roof and permission to park in the compound. Council directed Teamwork to have Servicemaster assess the roof.
- P.** The co-op board sent correspondence regarding a drone flying over a Unit's backyard and requesting it to not happen again. Council stated they discussed this with the member and they stated this did not happen nor will it happen in the future. Council requested evidence to be presented next time this is observed.

- Q.** An Owner sent correspondence regarding their concrete pad being lifted due to tree roots. Due to the concrete pad in question not being original to the complex the repair is an Owner responsibility.
- R.** An Owner sent correspondence regarding a large tree they are waiting to be removed. Council directed management to request a comparative quote from Quality Gardens.
- S.** An Owner sent correspondence regarding their outside tap not working and requested it be repaired. Council directed management to request AquaSure complete the repair.
- T.** An Owner was observed with hazardous materials on their front lawn. Council directed management to advise the Owner this is not to be done in the future.
- U.** The Co-op Board sent correspondence regarding a Unit being vandalized with paint. Council directed management to request Quality Gardens pressure wash the paint off the siding.
- V.** An Owner sent correspondence regarding the wood border in their yard being rotten and requiring replacement. Council noted the repairs to wood borders are an Owner responsibility.
- W.** The co-op board sent correspondence from a resident requesting repairs to their drainage and faucet covers as well as a bait station in their backyard. Council directed management to have Quality Garden repair the drainage and faucet covers and have Green Valley Pest control install a bait station in the back yard.
- X.** An Owner sent correspondence regarding water pooling in their carport. Council directed management to obtain quotes for repairing the concrete in the carport to prevent pooling water.
- Y.** An Owner was observed using a hose without a nozzle. Council directed management to advise the Owner hoses must have nozzles attached.

**6.**

**NEW BUSINESS**

**A. Broken Speed Limit/Children Playing Sign:** Council noted a broken speed limit/children playing sign at the Maclure entrance. Quality Gardens was requested to re-install the sign.

**B. Dog Waste:** Several Units were observed with dog waste in their yards. Council directed management to send the Owners letters requesting the dog waste be picked up. Failure to do so will result in the yards not being maintained by the landscaper.

**C. Curb Repair:** A curb was recently repaired at a Unit and the same day the

Owner drove on the curb and damaged the freshly repaired curb. Council directed management to have Quality Gardens perform the repair and have the cost charged back to the Owner.

7. **MEETING TERMINATION**: There being no further business to discuss, the meeting was terminated at 8:00pm

**THE NEXT MEETING SCHEDULED IS:**  
**Tuesday, June 27, 2023 at 6:30 p.m. at the Activity Centre**

Submitted by:

**TEAMWORK PROPERTY MANAGEMENT**  
**A Pacific Quorum Properties Inc. Company**  
Dan Richardson, Strata Manager  
2670 Minter Street  
Abbotsford, BC V2T 3K2  
Tel: 604-854-1734 (309) / Fax: 604-854-1754  
Email: [drichardson@teamworkpm.com](mailto:drichardson@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  
**ପ୍ରମୁଖ ସୂଚନା** ଦୟାକରି ଏହାକୁ ଭାରତୀୟ ଭାଷାରେ ଅନୁବାଦ କରନ୍ତୁ

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.

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)**