

COUNCIL PRESENT:

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

MANAGEMENT PRESENT:

Dan Richardson, **Strata Manager**
Teamwork Property Management
drichardson@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 Jaspreet Pharwaha and seconded by Mandeep Singh to adopt the minutes from June 27, 2023 as presented.

*All in Favor; **CARRIED***
 3. **BUSINESS ARISING**
 - A. **FLOODING:** The quote for concrete pads at Units 223-234 is pending.
 - B. **CONCRETE CURBS / LEGAL ACTION (ONGOING):** Topwest Asphalt has completed the job they were originally paid for.
 - C. **FIRE LOSS:** The repair to Unit 86 is in process by ServiceMaster.
 - D. **TOWING:** The signs have been scheduled for installation. The towing company has requested the signs be removed so the decals can be affixed.
 - E. **UNAUTHORIZED ALTERATION:** Payment for the fence has not been received. It was moved and seconded to send a Bylaw contravention letter and assess a fine in the amount of \$200.00.

*All in Favor; **CARRIED***



F. ALUMINUM WIRING REPLACEMENT: (ONGOING) The drywall repairs are nearing completion. 10% of the invoice has been held back to ensure all repairs are complete before being released.

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

H. SIGN REPLACEMENT: Council noted a broken speed limit/children playing sign at the Maclure entrance. The sign has been temporarily repaired.

I. BROKEN LIGHT POST – A light post was knocked over and is scheduled for replacement once the parts are received.

J. UNAUTHORIZED ALTERATIONS – Council discussed a Strata Lot that performed unauthorized changes to their Strata Lot without permission or permits being pulled. It was moved and seconded to send a Bylaw contravention letter stating the changes made to the Strata Lot must be restored back to original immediately.

*All in Favor; **CARRIED***

Council further requested the information of the company that performed the work.

4. **MANAGEMENT & FINANCE**

1. **Financial Statements**

The Council received the financial statements of June, 2023.

It was **Moved** and **Seconded** to approve the financial statements of June, 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**

5. **CORRESPONDENCE**

Received For Consideration of Council

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

A. Correspondence was received from an Owner stating their outside faucet was still disconnected and a fee assessed to their Unit should be removed. Council directed management to have the faucet reconnected and remove the fee.

B. Correspondence was received from the Co-op board requesting a tree be pruned as it is encroaching onto the Unit. Council directed management to have Quality Gardens prune the tree.

- C. Correspondence was received from an Owner requesting fines assessed to their Strata Lot be rescinded. Council considered the request and denied rescinding the fines.
- D. Correspondence was received from the Co-op board requesting a fence be repaired. Council directed management to request Quality Gardens repair the fence.
- E. Correspondence was received from the Co-op board regarding a back yard that isn't being maintained. Council directed management to request Quality Gardens weed eat the backyard.
- F. Correspondence was received regarding a Unit parking on the lawn and sidewalk. It was moved and seconded to send a Bylaw contravention and request the Owner only park inside of their carport.

All in Favor; CARRIED

- G. Correspondence was received from the Co-op board regarding a fence needing repair. Council directed management to request Quality Gardens repair the fence.
- H. Correspondence was received from an Owner stating their fence was broken and required repair. Council directed management to request Quality Gardens repair the fence.
- I. Correspondence was received from a new Owner stating their attic has mold in it and requested it be remediated. Council directed management to have Clearbrook Roofing assess the attic.
- J. Correspondence was received from the Co-op board regarding a Unit requesting their fence be replaced due to it being rotten. Council directed management to request Quality Gardens repair the fence.
- K. Correspondence was received regarding a vehicle parked on the lawn, curb sidewalk and roadway outside of two Units. It was moved and seconded to send a Bylaw contravention letter to both Units requesting they only park inside the carport as per the Bylaws.

All in Favor; CARRIED

- L. Correspondence was received from an Owner stating there are unfinished drywall repairs in their Unit. Council directed management to contact progressive drywall and request the repairs be completed.
- M. Correspondence was received regarding a vehicle parking on the lawn and sidewalk outside their Unit. It was moved and seconded to send a Bylaw contravention letter to both Units requesting they only park inside the carport as per the Bylaws.

All in Favor; CARRIED

- N.** Correspondence was received regarding a vehicle parked in the fire lane outside their Unit. It was moved and seconded to send a Bylaw contravention letter to both Units requesting they only park inside the carport as per the Bylaws.

All in Favor; CARRIED

- O.** An Owner was observed performing unauthorized alterations to their yard. It was moved and seconded to send a Bylaw contravention letter and advise the Owner their pergola/gazebo, pavers and the shed must be removed immediately.

- P.** Correspondence was received from a Unit requesting permission to make alterations to their downstairs washroom. Council considered the request and due to Common Property needing to be altered, Council denied the request.

- Q.** Correspondence was received from an Owner requesting permission to install an EV fast charger in their carport. Council considered the request and due to the complex not being able to carry the extra electrical load, Council denied the request.

- R.** Correspondence was received from the Co-op board stating the sidewalk at a Unit is lifted and a tripping hazard. Council directed management to contact Fortis to have the sidewalk repaired.

- S.** Correspondence was received stating a vehicle was observed parking on the lawn and sidewalk outside of their Unit. It was moved and seconded to send a Bylaw contravention letter requesting the Owner only park inside the carport as per the Bylaws.

All in Favor; CARRIED

- T.** Correspondence was received from an Owner stating their drywall repairs are not complete, their fence requires repair and their carport posts appear rotten. Council directed management to request Quality Gardens repair the fence and carport posts and Progressive Drywall to complete the drywall repairs.

- U.** Correspondence was received from an Owner requesting the repairs be completed on their Unit. After further consultation with the contractor, it was determined the damage was caused by hot warm air venting into the wall cavity and moisture condensing inside of a cool wall space rather than a leak in the envelope. Considering these details, further repairs are the responsibility of the Owner.

- V.** Correspondence was received from an Owner regarding a tree at the neighboring Unit that releases sap and makes their deck sticky. Council directed management to request Quality Gardens assess and prune the tree

if possible.

W. Correspondence was received from an Owner requesting bait traps at their Unit along with a tree requiring trimming. Council directed management to have Green Valley Pest Control install a bait station.

X. Correspondence was received regarding an Owner parking on the lawn, curb, sidewalk and roadway outside of their Unit. It was moved and seconded to send a Bylaw contravention letter requesting the Owner only park inside the carport as per the Bylaws.

All in Favor; CARRIED

Y. Correspondence was received regarding an Owner parking on the lawn outside of their Unit. It was moved and seconded to send a Bylaw contravention letter requesting the Owner only park inside the carport as per the Bylaws.

All in Favor; CARRIED

Z. Correspondence was received from an Owner stating there is a tree root damaging the sidewalk. Council noted the cracks are cosmetic and not requiring repair at this time.

6.

NEW BUSINESS

A. Carport Posts – Several carport posts were observed to require replacement. Council directed management to request Quality Gardens replace the posts.

B. Bylaw Infractions

1. A Strata Lot was observed altering on common property without strata consent/permission and parking on the roadway. It was moved and seconded to send a Bylaw contravention letter stating the unauthorized alterations must be restored back to original immediately and to no longer park on the road.

All in Favor; CARRIED

2. A Strata Lot was observed with damages to their fence due to hanging items from the fence and a large trellis with veggies growing off of it. It was moved and seconded to ratify the decision to send a Bylaw contravention letter requesting the Owner to no longer hang items from the fence and to remove the trellis immediately.

All in Favor; CARRIED

3. Two Strata Lots were observed with unauthorized gardens in their backyard with large food items being grown. It was moved and seconded to send a Bylaw contravention letter stating the gardens must be removed immediately.

All in Favor; CARRIED

4. A Strata Lot was observed with unauthorized alterations being made to common property by installing backsplash tiles placed in their front yard garden/entry. It was moved and seconded to send a Bylaw contravention letter and request the backsplash tiles be removed immediately.

All in Favor; CARRIED

5. A Strata Lot was observed with multiple ropes strung between fence posts in the backyard. It was moved and seconded to send a Bylaw contravention letter and request the Owner remove the ropes immediately.

All in Favor; CARRIED

6. A Strata Lot was observed with multiple ropes strung between fence posts in the backyard. It was moved and seconded to send a Bylaw contravention letter and request the Owner remove the ropes immediately.

All in Favor; CARRIED

7. A Strata Lot was observed with an unauthorized and unsafe fire place installed without permission and venting that is damaging the siding. Council noted they are not aware of any permits being pulled and have not been provided proof of a professional installation. Council also noted the Strata Lot has items hanging from fence posts in the backyard and an unauthorized pool. It was moved and seconded to send a Bylaw contravention letter requesting the fireplace and venting, items hanging on fence posts and the pool be removed immediately.

All in Favor; CARRIED

9. A Strata Lot was observed with a trampoline in their backyard and large rugs hung over fencing. It was moved and seconded to send a Bylaw contravention letter stating the trampoline and hanging rugs must be removed immediately.

All in Favor; CARRIED

10. A Strata Lot was observed with unauthorized alterations to the exterior of their Strata Lot by painting the front door lime green. It was moved and seconded to send a Bylaw contravention letter stating the door must be painted white and the frame painted green.

All in Favor; CARRIED

11. A Strata Lot was observed with unauthorized alterations to Common Property by painting the walkway lime green. It was moved and seconded to send a Bylaw contravention letter and request the walkway be painted grey.

All in Favor; CARRIED

12. A Strata Lot was observed with large bird coop(s) in backyard with doves/pigeons which leave bird seed, feathers and feces spread over the yard. It was moved and seconded to send a Bylaw contravention letter

stating the bird coops must be removed immediately. The Bylaws state a maximum of two cages birds are permitted inside of the Strata Lot.

All in Favor; CARRIED

13. A Strata Lot was observed growing sunflowers in their front yard which are a food source for rodents. It was moved and seconded to send a Bylaw contravention letter and request the sunflowers be removed immediately.

All in Favor; CARRIED

14. Several Strata Lot have been observed watering yards outside of allowable times as per the City of Abbotsford. It was moved and seconded to send a Bylaw contravention letter and request the Owners abide by the City of Abbotsford's guidelines regarding allowable watering times.

All in Favor; CARRIED

15. A Strata Lot was observed with construction debris all around front entry and carport. It was moved and seconded to send a Bylaw contravention letter and request the debris be removed immediately.

All in Favor; CARRIED

16. A Strata Lot was observed with a full-size floor AC unit suspended out an upstairs window. It was moved and seconded to sent a Bylaw contravention letter requesting the AC Unit be removed immediately and advise the Owner they will be responsible for any possible future damages.

All in Favor; CARRIED

17. A Strata Lot was observed parking on the lawn and curb at the back\side of the Strata Lot. It was moved and seconded to send a Bylaw contravention letter and request the Owner only park in the carport as per the Bylaws.

All in Favor; CARRIED

18. A Strata Lot was observed growing a large vegetable garden in their backyard with food growing over and through the fence. It was moved and seconded to send a Bylaw contravention letter and request the garden be removed immediately.

All in Favor; CARRIED

19. A Strata Lot was observed with a motorcycle leaning on and chained to a carport post with no visible proof of insurance. It was moved and seconded to send a Bylaw contravention letter and request the Owner no longer lean the motorbike on carport posts and provide proof of insurance.

All in Favor; CARRIED

20. A Strata Lot was observed with damages to common property caused by previous tenants (siding, fencing, soffits, carport, front door etc). Council noted a new form for new tenants has not been received. Council directed management to advise the Owner the repairs must be completed immediately a new Form K be submitted to management.

21. A Strata Lot was observed with a detached\crushed downspout on their carport post and missing deflector elbow. Council directed management to request Quality Gardens perform the repair.

22. A Strata Lot was observed with multiple vehicles on common property including a cargo trailer that is parked in a unsafe manner and not connected to a vehicle. Council directed management to advise the Owner the trailer must be parked in the carport or rent a space in the storage lot.

23. A Strata Lot was observed with unauthorized alterations to Common Property with their concrete painted blue and a planter painted red. It was moved and seconded to send a Bylaw contravention letter and request the concrete be painted grey and the planter be painted brown to conform with the rest of the complex.

All in Favor; CARRIED

24. A Strata Lot was observed with a backyard light fixture dangling\hanging by wires. Council directed management to have an electrician repair the light.

25. A Strata Lot was observed with a broken window in the backyard allegedly from someone throwing a rock. Council directed management to have the window repaired and claim under insurance.

C. Stored Vehicles: Several vehicles were observed with inadequate insurance. It was moved and seconded to send letters to the Owner requesting proof of insurance be provided.

All in Favor; CARRIED

D. Budget and AGM Agenda: Council discussed the AGM Agenda and the proposed budget for the 2023/24 Fiscal Year.

E. Fire Inspection: Owner are advised having their smoke detectors inspected each year is highly recommended for the safety of all in the complex.

F. Hot Water Tanks: Owners are advised that hotwater tanks have a life span of 10 years. Hot water tanks past ten years old should be replaced to prevent water damage to their Unit.

G. Gardens: Owners are advised that gardens with vegetation are not permitted as food sources are an attractant for rodents.

