

COUNCIL PRESENT:

**Barjinder Brar, President / Treasurer
Jaspreet Pharwaha, Member of Council
Barb Arthur, Member of Council
Mandeep Singh, Member of Council
Amandeep Gill, Member of Council**

REGRETS:

**Gurwinder Singh Sidhu, Member of Council
Rani Boparai, Vice President**

MANAGEMENT PRESENT:

**Dan Richardson, Strata Manager
Teamwork Property Management
drichardson@teamworkpm.com / Direct line: 604-743-0284**

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ADOPTION OF PREVIOUS MINUTES – October 24, 2023

It was
MOVED/SECONDED
To approve the minutes from October 24, 2023.
CARRIED

3. BUSINESS ARISING

a. Flooding

Council reviewed quotes for replacement of the cement pads at Units 223-234. Further quotes are forthcoming.

b. Fire Loss

The repair to Unit 86 is nearing completion by ServiceMaster.

c. Unauthorized Alteration

Payment for the fence has not been received.

It was

MOVED/SECONDED

To send a Bylaw contravention letter and assess a fine in the amount of \$150.00.

CARRIED

d. Electrical Upgrades

Council reviewed a quote from HighTech Electric and discussed the audit proposal from J&W Electric which was previously approved.



- e. **Unit 32 Alterations**
An inspection with Aquasure is pending.
- f. **Carport Repairs**
Council discussed the pending carport repairs and additional quotes will be obtained.
- g. **Damaged Street Sign**
The sign replacement is complete.

4. **FINANCE & MANAGEMENT**

- a. **Financial Statements – October, November and December, 2023**
Council reviewed the statements for October, November and December, 2023.

It was

MOVED/SECONDED

To approve the financial statements for October, November and December, 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.

CARRIED

- b. **Accounts Receivable**
Council reviewed all accounts in arrears.

5. **CORRESPONDENCE**

Received For Consideration of Council

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

- a. **Re: Tree Pruning**
Correspondence was received from an Owner requesting a tree by their Unit be pruned. Quality Gardens has since pruned the trees.
- b. **Re: Mice**
Correspondence was received from an Owner stating they have mice eating their insulation. Pest control has been dispatched.
- c. **Re: Fence Repair**
Correspondence was received from several Owners stating their fence requires repair. Quality Gardens has been dispatched to repair the fences.
- d. **Re: Security Cameras**
Correspondence was received from the co-op regarding a Unit with security cameras set up that was previously requested to remove said cameras and request permission to install the cameras.

It was

MOVED/SECONDED

To send a Bylaw contravention letter and request the cameras to be removed. Failure to remove will result in fines being assessed.

CARRIED

- e. **Re: Gutter Cleaning**
Correspondence was received from several Owners stating their gutters require cleaning. Quality Gardens was dispatched and the gutters have since been cleared.
- f. **Re: Porch Light**
Correspondence was received from an Owner stating they have a porch light which requires repair or replacement. J & W Electric was dispatched to perform the repair.

- g. Re: Foggy Exterior Window**
Correspondence was received from an Owner stating one of their exterior windows is foggy. Abbotsford Glass was called to assess the window.
- h. Re: Mold on Ceiling**
Correspondence was received from an Owner stating they have mold on their ceiling and requested it be assessed. Servicemaster attended, set up fans and suggested the roof be inspected. The Owner requested information regarding who pays the electricity for the fans installed to dry out the affected areas. The Owner also noted their driveway edge is crumbling and needs repair.
- i. Re: Ceiling Mold**
Correspondence was received from an Owner stating they have mold on their ceiling. Clearbrook Roofing will be called out to inspect and assess for repairs if needed.
- j. Re: Visitor Parking** – Correspondence was received from an Owner stating a neighboring Owner is using visitor parking for personal vehicles. Council noted Owners are permitted to park in visitor parking.
- k. Re: Backyard Tree Pruning** - Correspondence was received from an Owner stating a tree in their backyard requires pruning. The tree has since been pruned.
- l. Re: Tree Removal** – Correspondence was received from several Owners requesting a tree be removed that has roots damaging the property. Council stated they will assess the trees to determine if removal is required.
- m. Re: Approval for Shed** – Correspondence was received from the Co-op board requesting permission for a member to install a shed in their backyard 8’x 6’. Council stated the shed is permitted so long as an Assumption of Responsibility is signed and the shed is the same color as the rest of the Strata.

6. NEW BUSINESS

- a. Pest Control**
Council reviewed quotes from several quotes from pest control companies.

It was
MOVED/SECONDED
To approve a quote from Bugman Pest Control for pest control services throughout the property.
CARRIED
- b. Towing**
Council reviewed their current procedure with towing vehicles parked in the roadway and on the grass. The tow truck driver is required to put a notice on the car and wait for twenty minutes. Vehicles that are not moved within that timeframe will be towed.
- c. Feeding Birds**
Council noted several complaints have been received regarding an Owner feeding birds.

It was
MOVED/SECONDED
To send a Bylaw contravention letter.
CARRIED

7. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 7:00 p.m.

THE NEXT MEETING SCHEDULED IS:
On Tuesday, February 13, 2024, at 5:00 p.m. at the Activity Centre

ONLINE ACCESS TO YOUR STRATA CORPORATION - PQ ONLINE:

- Go to: www.pacificquorum.com
- Click “SIGN UP NOW” under “Connect to Your Property – PQ ONLINE”
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access **PQ ONLINE**
- Once you have logged into **PQ ONLINE** for the first time, go to “MY INFO”

If you have any trouble accessing **PQ ONLINE**, please contact support@pacificquorum.com

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

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	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	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。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	सबसे महत्वपूर्ण विषय सबसे पहले इसे हिंदी या अंग्रेजी में अनुवाद करें

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*.