



# CLEARBROOK VILLAGE STRATA PLAN NW 1689

STRATA COUNCIL MINUTES  
TUESDAY, SEPTEMBER 9, 2025, 5:00PM

**COUNCIL PRESENT:**

Barjinder Brar, President / Treasurer  
Jaspreet Pharwaha, Member of Council  
Barb Arthur, Member of Council  
Mandeep Singh, Member of Council  
Kirandeep Dhaliwal, Member of Council  
Jagroop Bhatti, Member of Council  
Simranjit Jhajj, Member of Council

**REGRETS:**

**MANAGEMENT PRESENT:**

Dan Richardson, Strata Manager  
Pacific Quorum Properties Inc  
[drichardson@pacificquorum.com](mailto:drichardson@pacificquorum.com) / Direct line: 604-743-0284

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1. **CALL TO ORDER**

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

2. **ADOPTION OF PREVIOUS MINUTES – July 8, 2025.**

It was  
**MOVED/SECONDED**  
To approve the minutes from July 8, 2025.  
**CARRIED**

3. **BUSINESS ARISING**

a. **Attic Remediation**

The remediation of attics is in the queue for scheduling.

b. **Unit 23 Catch Basin**

The catch basin has been repaired at Unit 23.

c. **Building Washing**

In between meeting it was determined to approve a quote for cleaning the buildings, roofs, gutters and walkways in the amount of \$31,704.75.

It was  
**MOVED/SECONDED**  
To ratify the decision to approve the quote from Ace Pressure Washing.  
**CARRIED.**

**WWW.PACIFICQUORUM.COM**

□ **VANCOUVER (HEAD OFFICE)**  
1777 West 75 Avenue  
Vancouver, BC V6P 6P2  
604-685-3828  
[vancouver@pacificquorum.com](mailto:vancouver@pacificquorum.com)

□ **SURREY**  
201-13734 104 Avenue  
Surrey, BC V3T 1W5  
604-635-0260  
[surrey@pacificquorum.com](mailto:surrey@pacificquorum.com)

□ **ABBOTSFORD**  
2670 Minter Street  
Abbotsford, BC V2T 3K2  
604-854-1734  
[abbotsford@pacificquorum.com](mailto:abbotsford@pacificquorum.com)

□ **WHISTLER**  
103-1055 Millar Creek Road  
Whistler, BC V8E 0K7  
604-905-0138  
[whistler@pacificquorum.com](mailto:whistler@pacificquorum.com)

□ **SQUAMISH**  
101A-38142 Cleveland Avenue  
Squamish, BC V8B 0B1 PO Box 15  
778-770-0380  
[squamish@pacificquorum.com](mailto:squamish@pacificquorum.com)

d. **CRT Claim**  
Litigation has been brought against the Strata through the Civil Resolution Tribunal by a resident and the Strata is defending against it.

e. **Concrete Repairs**  
Council reviewed a quote from Falcon Peak Contracting in the amount of \$6,129.36 to replace the driveway at Unit 146.

It was

**MOVED/SECONDED**

To ratify the decision to approve the quote from Falcon Peak Contracting  
**CARRIED.**

f. **Depreciation/Electrical Planning Reports**  
Quotes are being obtained for a depreciation report and an electrical planning report.

g. **Electrical Room Upgrades**  
There have been delays to the electrical room upgrades. They will be started as soon as BC Hydro and the electrician can coordinate access.

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

a. **Financial Statements – July and August 2025**  
Council reviewed the statements for July and August 2025.

It was

**MOVED/SECONDED**

To approve the financial statements for July and August 2025 as presented and to have Pacific Quorum Properties 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**

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

a. **Re: Fence Repairs**  
Correspondence was received from several Owners requesting their fence be repaired. Quality Gardens was dispatched to perform the repairs.

b. **Re: Landscape Ties and Dog Offleash**  
Correspondence was received from a co-op member stating that the landscape ties at their Unit are original to the complex and the Stratas responsibility to repair. The resident also complained about a neighboring Unit allowing their dog offleash and on their driveway. Council stated the landscape ties at the Unit are not original and the Owners responsibility to repair.

It was

**MOVED/SECONDED**

To send a Bylaw contravention letter to the Owner of the offleash dog and request they ensure the dog is leashed at all times on common property.

**CARRIED**

c. **Re: Garbage Outside of Bins**

Correspondence was received from an Owner stating a neighboring Strata Lot placed garbage bags outside of their garbage bin which creates a foul odor.

It was

**MOVED/SECONDED**

To send a Bylaw contravention letter to the Owner of the garbage bin and request they ensure all garbage is stored in their waste bin.

**CARRIED**

d. **Re: Curb Repairs**

Correspondence was received from an Owner requesting repairs to curbs by their Unit. Council requested photos be submitted.

e. **Re: Plant Removal**

Correspondence was received from an Owner requesting a plant be removed. Due to the plant being outside of the residents yard, Council requests the reasons for the removal to get permission from the City of Abbotsford.

f. **Re: Fence Hit By Car**

Correspondence was received from an Owner regarding a car that drove through their fence. An ICBC claim is in process and the fence will be repaired as soon as possible.

g. **Re: Parking Boat on Grass**

Correspondence was received from an Owner stating there is a Strata Lot with a boat parked on the lawn.

It was

**MOVED/SECONDED**

To send a Bylaw contravention letter and request the Owner no longer park on the grass. Failure to observe the Bylaws will result in fines being assessed.

**CARRIED**

h. **Re: Tree Pruning**

Correspondence was received from several Owners requesting their trees be pruned. Council requested Diamond Tree Service provide a quote.

i. **Re: Leaking Window Frame**

Correspondence was received from an Owner stating one of their windows is leaking. Council directed management to have the window inspected and repaired if necessary.

j. **Re: Items in backyard**

Correspondence was received from an Owner stating there are construction materials stored behind the fence of a Strata Lot. Council directed management to request the Owner remove the materials and if not removed, the Council will have the landscaper dispose of them.

6. **NEW BUSINESS**

a. **Unit 120 Exterior Tap (Quote)**

Council reviewed a quote from Aquasure Plumbing to install a hose bib in a Unit in the amount of \$892.50. The installation is required due to access to the hose bib not being granted by a neighboring co-op Strata Lot. Council directed management to send the quote to the co-op and request access be granted to the hosebib otherwise the cost for installing an additional hose bib will be charged back to the Unit.

**b. Bylaw Infractions**

Several Strata Lots were observed with unauthorized items stored in their carport, vegetable gardens and trampolines.

It was

**MOVED/SECONDED**

To send bylaw contravention letters and request the items be removed from the carport, the vegetable gardens be removed due to rodents being attracted to the property and liability insurance from Owners with trampolines.

**CARRIED**

**7. TERMINATED**

There being no further business to discuss at this time, the meeting was terminated at 6:20 p.m.

**THE NEXT MEETING SCHEDULED:**  
**On Tuesday, October 14, 2025, at 5:00 p.m. at the Activity Centre**

**ONLINE ACCESS TO YOUR STRATA CORPORATION - PQ ONLINE:**

- Go to: [www.pacificquorum.com](http://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](mailto: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](http://www.clearbrookvillage.info)*

*Submitted by:*

**PACIFIC QUORUM PROPERTIES INC.**

*Dan Richardson, Strata Manager*

*2670 Minter Street*

*Abbotsford, BC V2T 3K2*

*Tel: 604-854-1734 / Fax: 604-854-1754*

*Email: [drichardson@pacificquorum.com](mailto:drichardson@pacificquorum.com)*

*Website: [www.pacificquorum.com](http://www.pacificquorum.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 lo 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。 どうか日本語に訳してもらってください。

**알려드립니다** 이것을 번역해 주십시오

**समूची माहिती** विचार करावे विने जेणे शिवा हा सुलभ करावा

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 *Pacific Quorum Properties Inc*