

**Tom Clegg**

**4/9/2021**

Roof problem,meet roofers

**4/14/2021**

Meet Roofers ,water test repair  
Check for interior damage #14&11

**11/11/2023**

Follow-up on leak call unit #9  
Check units #13,14,7,8,11

## Verna Logan

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**From:** David/Nancy/Tom Clegg <clegg@shaw.ca>  
**Sent:** Thursday, December 14, 2023 9:53 PM  
**To:** Verna Logan  
**Subject:** Tom Cleggs hours November 2023 at Brentwood Burdett, and Jubilee.  
**Attachments:** CCF12142023.pdf

Hi there Verna, finally almost at the end!! Here are my hours from November 2023 at the various buildings. The three separate invoices are contained in the one pdf file Will send another large bunch of pics tomorrow night or on Saturday. Still looking for #207 Jubilee Move in Form.

Nov 4<sup>th</sup> 4.5 hours @ Jubilee 1915. Load tile saw and necessary gear. Drive to Home depot to purchase tiles and supplies. Bit of consult regrading choices so some time here. Drive to Jubilee.

Prep hearth for tiles. Bit of scrapping to flatten bumps and remove glue. Set up saw, cut tiles. Tricky as very large pieces. Install tiles. Had to weight them down a bit as area was not at all level. Cleanup Mechanical room from cutting. Reload saw etc.

(1.75)

November 8<sup>th</sup> 4.75hours total 3.0 Jubilee 1.75 @ Burdett (added driving around time to this amount) @ Jubilee and Burdett.

Meet Bruce at Jubilee to go over bunch of stuff he was hoping to get done. Shed, PRvalve Drive to Burdett and go over bunch of things there. Painting hall etc. Go check out issues at Haven. Back to Burdett. Put out large entry rugs to protect floor. Curled up at edges so cut those down so they would lie flatter. 2 sided tape as well initially. Drive back to Jubilee. Remove stuff used to weight down tiles. Grout fireplace. Clean tools. This day that I put caulking into the bulging areas at front of Jubilee building. Remove the hose irrigation fittings from the irrigation supply this day.

(4.5)

✓ November 11<sup>th</sup> 4.5 hours @ Burdett. Saturday.

This was the day that Linda had called you to say that she was getting leak into her bedroom from ceiling by window. Drive in to building. Check out leak at #9 see if any water in #13,#14, #7, #8, #11 Hanah. Get out the ladder from storage set that up to investigate possible problems with roof tarp job, gutters etc to see if could see obvious problem. Dredged out few of the gutters while up there. Reattached down spout that was coming loose. Fix hole to the outside in crawl space area with a couple of screws.



## Verna Logan

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**From:** David/Nancy/Tom Clegg <clegg@shaw.ca>  
**Sent:** May 30, 2021 8:11 PM  
**To:** Verna Logan; Lisa Wiebe  
**Subject:** Tom Clegg's hours for April 2021 for Jubilee ,Burdett and Brentwood Crossing buildings.  
**Attachments:** CCF05302021.pdf; CCF05302021\_0001.pdf; CCF05302021\_0002.pdf; CCF05302021\_0003.pdf

Hi there Verna, getting there. Just sending in my hours from April 2021. Will separate the actual hours on the 3 invoices that I have attached to this email. Move in Pics from #13 Burdett I have sent previously, hope they got through, please keep me posted.

April 9<sup>th</sup> 2.75 hours @ Burdett #13, & #Maintenance. This day was the day that the roofers came to do check out of roof repairs. Bit of texting back and forth here with various parties (roofers, Julian to try to get access, and other affected tenants advising them of the work being done. Meeting up with roofers regarding repair work. Clean up bit of garbage from around building. Bits of shingles from the wind. .

#13 Clean bit of dust/grease from Kitchen ceiling I missed stuck to the texturing. Bit of cleaning to bathroom ceiling few moldy spots. Clean light shade Kitchen.

Do move in for #13. Take a bunch of pictures for reference for Verna.

.75 hour @Jubilee drive to building to take some pictures of Francisco's mess in #202 for Verna. Go through suite with him about potential issues. Blinds, drains, taps, appliances etc.

April 14<sup>th</sup> 2 hours @ Burdett Day that the roofers were coming to do the repair work. Bit of texting back and forth as needed access to #14 Julian and #11 Meet roofers @ Burdett. Assist them with testing out to see if repairs were good. Got them hose set up and watched from inside apt to make sure water was not getting through anywhere else.

April 22<sup>nd</sup> 3.5hours @ Brentwood Putting up the new seasonal banners @Brentwood Crossing mall. Bit of a hassle as they were longer than old ones. Hard to move rusty hardware down poles enough to get the banners to fit, had to soak them in oil a bit. Some Hardware likely will need to be replaced in next couple swap overs of banners as they are at risk of breaking. Potential for liability issues if they do fail.

April 30<sup>th</sup> 3.0 hours @ Jubilee #202 & General Maintenance (+\$11.00 receipt for dump fee for mattress) Take mattress from beside building and take to dump. Francisco move out report, start doing some small fixes to this unit. Try to tighten toilet seat. Bolt broken so was hard to remove it. Tighten down flange bolts bit as it seemed wiggly.

**Outshine Exteriors**

**11/10/2020**

Invoice 2020506

Moss and gutter cleaning  
Re-fasten loose flashings and gutters  
Caulk gutters and flashings  
Caulk skylights

**6/17/2022**

Invoice 20220120

Clean gutters and inspect downspouts

**6/17/2022**

Invoice 20220118

Install drain filters in gutters to prevent downpipe clogs

**4/13/2024**

Invoice 202378

Clean loose debris off roof  
Clean gutters and downspouts



RECEIVED  
NOV 12 2020

INVOICE

<b>Invoice #</b> 2020506 <b>Date:</b> 2020-11-10 <b>Due Date:</b> 2020-12-10	103-3900 Shelbourne St. V8P-4H8, Victoria BC (250) 213-6296 OutShineExteriors@gmail.com
<b>Bill To:</b> Hugh McKinnon - Verna verna@hughmckinnon.com 855 Vancouver St.	

MOSS REMOVAL

\$527.33

Moss grows at the edges of shingles causing the shingles to lift which increases the risk of shingle blow-off during wind, moisture damage and leaks to the roof.

Removing moss can be done in many ways but it could seriously damage the shingles if not done right. Our methods to remove moss are efficient safe with the best results guaranteed. We remove moss off the roof immediately by gently brushing around the shingle edges to loosen up the moss.

After the moss is brushed we do a thorough roof cleaning and sweeping from all areas of the roof; metal valleys, metal flashing, chimneys, fascia boards, vents, basically every edge and corner to make sure the whole roof is perfectly cleaned.

GUTTER CLEANING

\$422.80

- To complete the gutter cleaning ( depending on accessibility) we will safely access and operate from the roof or from the ground using ladders.
- Prior to cleaning the gutters we must make sure all loose debris such as leaves and branches are cleaned off the roof shingles and metal valleys to prevent them from washing into the cleaner gutters.
- After the roof is cleaned, we will start with removing by hand all debris from inside the gutters which will be thrown into a waist bucket and hauled away.
- Each downspout will be checked and unclogged if necessary to make sure the the rain water is flowing clear from the roof, into the gutters, through the downspouts and away from the foundation as it should.
- Before & After pictures will be provided for your peace of mind to assure that the work is completed.
- We will clean up around the property grounds if necessary.
- Any repairing or maintenance concerns with the roof, gutters or downspouts will be reported to you.

GST.  
\$443.94

PAID

Strata No. 3000  
 Acct No. 6555  
 Approved ✓  
 Date Paid 11.13.20  
 Cheque No. 1071

PRESSURE WASHING

\$230.44

Prior to pressure washing we will remove and put back all objects ( if any ) for a more thorough cleaning. Drains will be checked and cleared if necessary to prevent clogs or water pooling.

Using the proper methods, techniques and equipment such as:

Pressure Washers, Wands, Nozzles, Surface Cleaners, will wash off all dirt, moss, mildew and other stains off the areas requested to be pressure washed.

After the pressure washing is completed we will softly rinse the surrounding and clean up after ourself leaving your property perfectly clean.

Areas to be washed.

Main Entrance including stairs , railings, landing and walkway.

REPAIRS

\$377.22

- Caulking all the exposed and cracked pipe penetrations.
- Fasting all gutters against the facia and tightening all the loose screws and nails.
- Metal flashing and caps nailed and sealed to all gaps.
- Caulking gutter edges and downspout filters.
- Caulking along the edges of the skylight.

Subtotal	\$1,557.79
GST 5% (\$1,557.79)	\$77.89
Total	\$1,635.68
Paid	\$0.00

**BALANCE DUE \$1,635.68**

GST# .

WORKSAFE



RECEIVED  
AUG 24 2022

INVOICE

<b>Invoice #</b> 20220120 <b>Date:</b> 2022-06-17 <b>Due Date:</b> 2022-07-17	103-3900 Shelbourne St. V8P-4H8, Victoria BC (250) 213-6296 www.OutShineExteriors.com OutShineExteriors@gmail.com
<b>Bill To:</b> Hugh & McKinnon Realty - The Burdette verna@hughmckinnon.com 855 Vancouver St. (604) 531-1909	

EXTERIOR WINDOW WASHING

\$577.00

- prior to cleaning the windows please make sure the tenants get a notice to close all the windows. Any window left open will not be washed to avoid water entering the unit.
- All Exterior Windows will be washed and rinsed with an advanced extension brush ( Tucker Pole ) and filtered water.
- The brush does a thorough scrub and wash of the glass to remove the build up dirt, dust and other stains, followed up with a thorough rinsing.
- All windows are washed from the ground without the use of ladders.

GUTTERS & DOWNSPOUTS CLEANING

\$430.00

- All debris from inside the gutters will be removed.
- All downspouts will be checked and unclogged as necessary.
- The whole drain system will be inspected for leaks or clogs.
- We will make sure the whole drain system is functioning properly.
- All debris will be bagged and hauled away to dispose.

\$430.00  
 ✓ GST  
 \$451.50

Strata No. Burdette  
 Acct No. 6305  
 Approved IL  
 Date Paid 08/24/22  
 Cheque No. 1492

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**PRESSURE WASHING**

**\$478.00**

- For a thorough washing we will move all objects as necessary.
- Drains will be checked and cleared to prevent clogs or water pooling.
- Using the proper methods, techniques and equipment, will wash all areas as requested:

**Areas to be washed:**

- Main Entrance
- Railings
- Landing
- Walkway leading to the road
- Back walkway concrete slabs

- After the pressure washing is completed we will softly rinse the surrounding and clean up after ourself leaving the area perfectly clean.

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**Payment Details**

We do not accept Credit Cards.

E-Transfer Funds to:  
OutShineExteriors@gmail.com

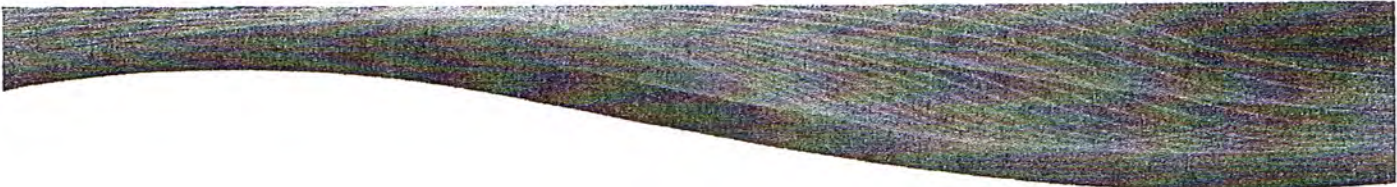
Mail Check to:  
103-3900 Shelbourne St.  
Victoria, BC.  
V8P-4H8

Subtotal	\$1,485.00
GST 5% (\$1,485.00)	\$74.25
Total	\$1,559.25
Paid	\$0.00

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**BALANCE DUE**

**\$1,559.25**



RECEIVED  
AUG 24 2022

INVOICE

<b>Invoice #</b> 20220118 <b>Date:</b> 2022-06-17 <b>Due Date:</b> 2022-07-17	103-3900 Shelbourne St. V8P-4H8, Victoria BC (250) 213-6296 <a href="http://www.OutShineExteriors.com">www.OutShineExteriors.com</a> <a href="mailto:OutShineExteriors@gmail.com">OutShineExteriors@gmail.com</a>
<b>Bill To:</b> Hugh & McKinnon Realty - The Burdette verna@hughmckinnon.com 855 Vancouver St. (604) 531-1909	

GUTTER / DOWNSPOUT FILTERS

\$427.00

- Installing a total of (8) stainless steel filters to prevent clogs around the drain connections and downspouts.

\$200

- Repairing Downspouts

- Repairing Gutters

\$227

Payment Details

We do not accept Credit Cards.

E-Transfer Funds to:  
[OutShineExteriors@gmail.com](mailto:OutShineExteriors@gmail.com)

Mail Check to:  
103-3900 Shelbourne St.  
Victoria, BC.  
V8P-4H8

Subtotal	\$427.00
GST 5% (\$427.00)	\$21.35
<b>Total</b>	<b>\$448.35</b>
Paid	\$0.00

**BALANCE DUE \$448.35**

Strata No. Burdette  
 Acct No. 6305  
 Approved ✓  
 Date Paid 08/24/22  
 Cheque No. 1492



RECEIVED  
APR 17 2023

INVOICE

Invoice # 202378 Date: 2023-04-13 Due Date: 2023-05-13	103-3900 Shelbourne St. V8P-4H8, Victoria BC (250) 213-6296 www.OutShineExteriors.com OutShineExteriors@gmail.com
Bill To: Hugh & McKinnon Realty - The Burdett verna@hughmckinnon.com 855 Vancouver St, Victoria, BC, V8V 3V5. (604) 531-1909	

EXTERIOR WINDOW WASHING \$577.00

- Exterior Windows will be washed and rinsed with an advanced extension brush (Tucker Pole) and filtered water to prevent drips and streaks on the glass windows.
- The soft brush on the Tucker Pole scrubs and washes glass to remove the build up dirt, dust and other stains followed up with thorough rinsing with great results.

GUTTERS & DOWNSPOUTS CLEANING \$430.00

- Prior to cleaning the gutters will clean loose debris off the roof and valleys.
- All debris from inside the gutters will be cleaned.
- All filters and downspouts will be checked and unclogged as necessary.
- We will make sure the whole drain system is tested and functioning properly.

✓ GST  
 \$451.50

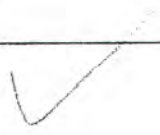
PRESSURE WASHING \$478.00

- For a thorough washing we will move all objects as necessary.
- Drains will be checked and cleared to prevent clogs or water pooling.
- Using the proper methods, techniques and equipment, will wash all areas as requested:

Areas to be washed:

- Main Entrance including stairs, railings, landing and walkway.
- Balk Walkway Concrete Slabs

- After the pressure washing is completed we will softly rinse the surrounding and clean up after ourself leaving the property perfectly clean.



PLEASE NOTE

- Our WCB, License & Insurance are up to date.
- Before & After pictures will be provided upon request.
- If any issues come up after work completion, we will come back and make sure it's done right.
- No payment required unless you are satisfied with our services.
- Our work is GUARANTEED.

Payment Details

E-Transfer:  
OutShineExteriors@gmail.co

Mail Cheque:  
103-3900 Shelbourne St.  
Victoria, BC.  
V8P-4H8

Subtotal	\$1,485.00
GST 5% (\$1,485.00)	\$74.25
Total	\$1,559.25
Paid	\$0.00

**BALANCE DUE**

**\$1,559.25**

Strata No. Burdette  
Acct No. 6200-1000  
Approved [Signature]  
Date Paid 05/09/23  
Cheque No. 1613



**Roof Repairs Summary**  
**Brokop Roofing**

**5/30/21**

Invoice 1358

*Repair spots where shingles have blown off*

**15/11/2022**

Invoice 1495

Remove granular material from gutter that is wearing off roof  
Add Shingle to exposed roof deck

**7/11/2023**

Invoice 1594

Apply tarps to roof to cover failed shingles

Brokop Roofing  
 1250 Judge Place  
 Victoria BC v8p2c6  
 (250)744-9639  
 brokoproofing@shaw.ca  
 GST/HST Registration No.:  
 811250638RT0001



RECEIVED  
 DEC 17 2021

BILL TO  
 Verna logan  
 Hugh & Mckinnon property  
 Management  
 14007 16th Ave Surrey V4A 1P9

INVOICE 1401

DATE 05-12-2021 TERMS Due on receipt

DUE DATE 05-12-2021

ACTIVITY	QTY	RATE	AMOUNT	TAX
Roofing cover up exposed holes in the the roof from shingles plowing off at 855 Vancouver st by installing 10 metal sleeves to the worst areas of the roof.	1	280.00	280.00	GST

SUBTOTAL 280.00  
 GST @ 5% 14.00  
 TOTAL 294.00  
**TOTAL DUE \$294.00**

POSTED

Strata No. Bundale  
 Acct No. 6305  
 Approved VL  
 Date Paid Dec 21/21  
 Cheque No. 1334

Brokop Roofing  
1250 Judge Place  
Victoria BC V8P 2C6  
(250)744-9639  
brokoproofing@shaw.ca  
GST/HST Registration No.:  
811250638RT0001

RECEIVED  
FEB 02 2022



BILL TO  
Verna logan  
Hugh & Mckinnon property  
Management  
14007 16th Ave Surrey V4A 1P9

INVOICE 1419

DATE 02-02-2022 TERMS Due on receipt

DUE DATE 02-02-2022

ACTIVITY	QTY	RATE	AMOUNT	TAX
Roofing Cover 20 more exposed areas with shingles where more shingles have blown off at 855 Vancouver st roof	1	280.00	280.00	GST

SUBTOTAL 280.00  
GST @ 5% 14.00  
TOTAL 294.00  
**TOTAL DUE \$294.00**

Strata No. Burdette  
Acct No. 6305  
Approved [Signature]  
Date Paid Feb 09 / 22  
Chcque No. 1384

Brokop Roofing  
 1250 Judge Place  
 Victoria BC v8p2c6  
 (250)744-9639  
 brokoproofing@shaw.ca  
 GST/HST Registration No.:  
 811250638RT0001

**RECEIVED**  
**JUN 28 2021**



**BILL TO**  
 Verna logan  
 Hugh & Mckinnon property  
 Management  
 14007 16th Ave Surrey V4A 1P9

**INVOICE 1358**

**DATE 30-05-2021 TERMS Due on receipt**

**DUE DATE 30-05-2021**

ACTIVITY	QTY	RATE	AMOUNT	TAX
Roofing Making 2 visits to 855 Vancouver st troubleshooting and repairing at least 10 different exposed areas where shingles were missing on the south side of the building	1	485.00	485.00	GST

SUBTOTAL	485.00
GST @ 5%	24.25
TOTAL	509.25
<b>TOTAL DUE</b>	<b>\$509.25</b>

POSTED

Strata No. Burdette  
 Acct No. 6305  
 Approved VL  
 Date Paid 6.28.21  
 Cheque No. 1218

Brokop Roofing  
 1250 Judge Place  
 Victoria BC V8P 2C6  
 (250)744-9639  
 brokoproofing@shaw.ca  
 GST/HST Registration No.:  
 811250638RT0001

**RECEIVED**  
 NOV 15 2022



**BILL TO**  
 Verna Logan  
 Hugh & Mckinnon property  
 Management  
 14007 16th Ave Surrey V4A 1P9

**INVOICE 1495**

**DATE 15-11-2022 TERMS Due on receipt**

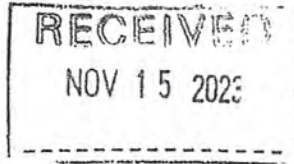
**DUE DATE 15-11-2022**

ACTIVITY	QTY	RATE	AMOUNT	TAX
Roofing 955 Vancouver -Clean out all of the granular from the gutter as it was completely full and acting as a diverter on both sides of the valley area. -Add another shingle to a void where the roof deck was exposed.	1	280.00	280.00	GST

SUBTOTAL	280.00
GST @ 5%	14.00
TOTAL	294.00
<b>TOTAL DUE</b>	<b>\$294.00</b>

Strata No. Burdette  
 Acct No. 6305  
 Approved VL  
 Date Paid 11/17/22  
 Cheque No. 1554

Brokop Roofing  
 1250 Judge Place  
 Victoria BC V8P 2C6  
 (250)744-9639  
 brokoproofing@shaw.ca  
 GST/HST Registration No.:  
 811250638RT0001



**BILL TO**  
 Verna logan  
 Hugh & Mckinnon property  
 Management  
 14007 16th Ave Surrey V4A 1P9

**INVOICE 1594**

DATE 07-11-2023 TERMS Due on receipt

DUE DATE 07-11-2023

ACTIVITY	QTY	RATE	AMOUNT	TAX
Roofing Apply tarps to the front of the building by pinning them down with 1x4 boards at 855 Vancouver St	1	3,500.00	3,500.00	GST



SUBTOTAL	3,500.00
GST @ 5%	175.00
TOTAL	3,675.00
<b>TOTAL DUE</b>	<b>\$3,675.00</b>

Strata No \_\_\_\_\_  
 Apt No Burdelle  
 Approved 6200-1000  
 Date Paid 11  
 Contact Info \_\_\_\_\_