



HOMELIFE
ADVANTAGE
REALTY LIMITED

**STRATA PLAN NW2912 – MAYFAIR GARDENS
MINUTES OF COUNCIL MEETING
FEBRUARY 13, 2025 @ 6:30 P.M.
AMENITY ROOM @ MAYFAIR GARDENS**

Council Members in attendance:

Frank Del Bove Orlandi	President.	Unit 206
Thomas Mazurek	Vice President	Unit 103
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Dora Davies	Member at Large	Unit 203
Dennis Galandy	Member at Large	Unit 305

Absent:

Thomas Mazurek	Vice President	Unit 103
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Strata Management

HomeLife Advantage Realty Ltd

Maxine Campbell – Strata Manager mcampbell@advantagepm.ca (Please note new email address)

REMINDER

**OWNERS ARE REMINDED TO CONTACT THE STRATA MANAGEMENT
COMPANY IN EVENT OF PROBLEMS AND USE ONLY APPROVED
CONTRACTORS FOR REMEDIATION**

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by President Frank Del Bove Orlandi with a quorum of council members in attendance.

2. APPROVAL OF THE AGENDA

It was moved by Frank Del Bove Orlandi and seconded by Dennis Galandy to accept the agenda as presented. ***CARRIED.***

3. ADOPTION OF THE MINUTES FROM THE STRATA COUNCIL MEETING HELD DECEMBER 18, 2024

It was moved by Lisa Del Bove Orlandi and seconded by Kim Reeves to accept the minutes as presented from the strata council meeting held December 18, 2024. **CARRIED.**

4. FINANCIAL REVIEW

The financial statements for the period ending January 31, 2025 were reviewed. It was moved by Dennis Galandy and seconded by Dora Davies to accept the financial statements for period ending January 31, 2025. **CARRIED.**

The strata manager was asked to check the following:

Technical Safety Invoice

Outstanding Reimbursement to Frank

Check Hytec Contract

Year End is April 30; Insurance expires April 1.

Possible Rebate on the Boiler.

ACCOUNTS RECEIVABLE

One-unit owner, has had their account turned over to Hamilton & Co. Lawyers for collection. NO further information is available at this time.

5. BUSINESS ARISING FROM THE PREVIOUS STRATA COUNCIL MEETING

a. FIRE EQUIPMENT DEFICIENCIES

The Fire Equipment Deficiencies will be done on February 21.

b. ANNUAL MECHANICAL MAINTENANCE QUOTATION

Saxon Mechanical has provided a quotation for quarterly a maintenance of the mechanical equipment. The strata council will review the same with Saxon Mechanical.

c. BOILER SYSTEM INSTALL

The boiler system is complete, and has passed inspection.

The strata manager was asked to contact Saxon Mechanical to get a copy of the Certificate of Inspections; and all the warranties, etc. for the boiler.

There is still a section of the ceiling in the Amenities room that needs to be replaced

d. LARGE TREE ON MAYFAIR PROPERTY

The strata council has obtained a quotation from Art's Drywall and Renovation and WHBM for removing the existing wall and replacing it with a wooden fence.

e. SIDEWALK HEAVING

WHBM has provided a quotation of \$ 5,756.00 to replace 17 feet of sidewalk that has become a safety hazard. Other quotations are being sought.

g. CLEANING OF HALLWAY CARPETS/ COST OF REPLACEMENT

Due to the age of the carpets in the hallways, the stains etc. are impossible to remove.

The strata manager will contact APT Carpet Cleaning to provide a quotation for cleaning the carpeting in the hallways.

Kim Reeves noted she has asked four companies to quote on replacement flooring.

h. REPLACING WALL SCONES

Etron Electric will be providing a quotation for replacing the scone lighting fixtures in the hallways.

i. FIRE DOORS NOT LATCHING

The door handles on the fire doors have been replaced, to lever type handles.

j. ELECTRICAL PLANNING REPORT

The Electrical Planning Report has been received and the \$3,000 rebate has been requested from BC Hydro.

k. ENGINEERING FIRM

Jeff Vermette from WSP Engineering met with Frank and advised that the cracks are common in parkade flooring, and noted they were of no concern.

The strata manager will discuss this matter in more detail with Jeff Vermette, due to further information, as a noted concern.

l. PAINTING OF GAZEBO

Tom Mazurek advised that he would paint the gazebo this coming summer.

m. DRYER VENT CLEANING INSIDE AND OUTSIDE

National Air Technologies will be completing this work on February 28th. All owners must provide access.

n. QUOTATIONS FOR GUTTER CLEANING; WINDOW AND DECK CLEANING

The strata manager follow-up with MKY Holdings to obtain quotations for having the above work completed in May.

6. NEW BUSINESS

a. BUDGETING FOR 2025/2026 FISCAL YEAR

The strata council is beginning to prepare for next year's budget, including a review of major upgrades.

7. NEXT STRATA COUNCIL MEETING

The next strata council meeting will be held on February 13, 2025 at 6:30 p.m.

8. TERMINATION OF MEETING

As there was no further business before the Strata Council, the meeting terminated at 7:30 p.m.



HOMELIFE
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**STRATA PLAN NW2912 – MAYFAIR GARDENS
MINUTES OF COUNCIL MEETING
MARCH 16, 2025 @ 1:20 P.M.
AMENITY ROOM @ MAYFAIR GARDENS**

Council Members in attendance:

Frank Del Bove Orlandi	President.	Unit 206
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Dora Davies	Member at Large	Unit 203
Dennis Galandy	Member at Large	Unit 305

Absent:

Thomas Mazurek	Vice President	Unit 103
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REMINDER

**OWNERS ARE REMINDED TO CONTACT THE STRATA MANAGEMENT
COMPANY IN EVENT OF PROBLEMS AND USE ONLY APPROVED
CONTRACTORS FOR REMEDIATION**

1. CALL TO ORDER

The meeting was called to order at 1:20 p.m. by President Frank Del Bove Orlandi with a quorum of council members in attendance.

2. NEW BUSINESS

SL 30 Alterations: Concerns have been raised about the alterations completed in SL 30 by a previous owner, Documents, in the SL 30 file show that the current owner was advised on June 16, 2022 by JRS Engineering that they recommend installing a new post and ceiling beam per the original design intent to support the loads.

Aa of the current date the unit is listed for sale.

3. Special General Meeting Request: Ten owners have signed a petition to request the removal of the 55-year age restriction and to allow pets. This meeting will be held on for April 10, 2025.

The original documents received from the petitioners did not provide any information on what type of pets, or any type of restrictions. The strata manager advised the strata council that the petition could not be voted on as it was written, and she was not allowed to write the resolutions. The meeting could be held but it would be a waste of time. The strata council agreed that the petitioners should provide the proper information, so that the owners could vote on a proper resolution. The strata manager was advised accordingly.

4. New Boiler: Frank will discuss with Saxon the additional invoice for \$5,700. Saxon to provide information on maintenance of the boiler and to provide a log book for the same.

Frank to obtain a quotation for a yearly inspection of the boiler; and to have C&C provide a quotation for quarterly maintenance of the mechanical and plumbing equipment, without the boiler and the fire equipment maintenance.

5. Possible toilet tanks running, wasting water – The strata council discussed having owner put a drop of food coloring in the toilet tank, if the color runs into the bowl this would indicate that the toilet tank is leaking and needs repair.

6. Leak from Unit 210 - The cause of the water leak was a faulty shower valve. Art's Drywall will be doing the work, all cost will be the owner's responsibility and will be paid by the insurance company.

7. Sidewalk repairs – Captain Concrete has advised the cost would be about \$7,000 to replace. They will provide a quotations and other quotations will be sought.

8. Repair of Amenities Room Ceiling - Saxon will be called to complete the work to the amenities room ceiling.

9. Insurance Renewal - A quotation for insurance was received from Schill in the amount of \$ 28,924. This was unanimously accepted by all in attendance.

10. Gas Reduction: Dora to ask Homelife for copies of the Fortis gas invoices.

11. Updated Owners List: Frank to ask for an updated owners list.

12. Unit 101: Process Servers have tried 4 times in February to serve documents to the owner. This is in the Hands of Hamilton lawyers.

13. Annual Fire Inspection: A report has not yet been received from Royal City – Units 101 and 207 were not accessed.

14. APT Carpet Cleaning: To clean the carpets.

15.Cleaning of drains: Denis cleans the drains in the outdoor stairwells twice yearly.

16.Hytec Costs: Monthly cost for Hytec \$1,080.58 – the proposed budget amount \$8,644.64. – the actual budget at the end of April will be \$12,966.96. Hytec invoices are to be sent to the strata council.



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**STRATA PLAN NW2912 – MAYFAIR GARDENS
MINUTES OF COUNCIL MEETING
APRIL 10, 2025 @ 6:00 P.M.
AMENITY ROOM @ MAYFAIR GARDENS**

Council Members in attendance:

Frank Del Bove Orlandi	President
Lisa Del Bove Orlandi	Treasurer
Kim Reeves	Member at Large
Dora Davies	Member at Large
Dennis Galandy	Member at Large

Absent:

Thomas Mazurek	Vice President
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Guest:

Diane Jones
April Butler

HomeLife Advantage Realty Ltd.

Maxine Campbell – Strata Manager mcampbell@advantagepm.ca

Heather Kennedy – Strata Manager

REMINDER

**OWNERS ARE REMINDED TO CONTACT THE STRATA MANAGEMENT
COMPANY IN EVENT OF PROBLEMS AND USE ONLY APPROVED
CONTRACTORS FOR REMEDIATION**

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Frank Del Bove Orlandi with a quorum of council members in attendance.

2. APPROVAL OF THE AGENDA

It was noted that two resident/owners requested to attend the council meeting. They had questions/concerns that they would like addressed by the strata council. The strata council will give an opportunity to ask questions after “New Business”.

It was moved by Dennis Galandy and seconded by Dora Davies to accept the agenda as amended.
CARRIED.

3. ADOPTION OF THE MINUTES FROM THE STRATA COUNCIL MEETING HELD FEBRUARY 13, 2025

It was moved by Lisa Del Bove Orlandi and seconded by Kim Reeves to accept the minutes as presented from the strata council meeting held February 13, 2025.

CARRIED.

4. FINANCIAL REVIEW

a) The financial statements for the period ending February 28, 2025 and March 31, 2025 were reviewed. It was moved by Frank Del Bove Orlandi and seconded by Lisa Del Bove Orlandi to accept the financial statements for the periods ending February 28, 2025 and March 31, 2025.

CARRIED.

b) Invoices -The strata manager received a statement from Cobing Building Solutions. Invoices matching C & C Mechanical were included in the statement. Frank will follow up to confirm that C & C has been taken over by Cobing Building Solutions.

c) Accounts Receivable – The strata council reviewed the receivables report.

5. BUSINESS ARISING FROM THE PREVIOUS STRATA COUNCIL MEETING

a) **Royal City Fire** completed their inspections February 21st. Two units did not provide access. Kim will follow up with owner/residents to gain access and schedule a return visit.

b) **Saxon Mechanical** provided a proposal for quarterly inspections. This was **TABLED**, pending further investigation.

c) **New Boiler** - Technical Safety provided the “Certificate of Inspection”. A binder with instructions will be provided by Saxon Services. The strata manager will follow up.

d) **Quotation:**

- Art’s Drywall (large tree roots) and WHMB (remove wall and replace with wooden fence) The strata council is **TABLING** these items for now. They will consider bringing forward when planning the next fiscal year budget.

Heaving sidewalk- Several quotations were presented. The raised sections of concrete pose a tripping hazard and a liability to the Strata Corporation. Due to the emergency situation the Strata Council made a motion to transfer funds from the CRF in order to fund the repair. The strata council reviewed each quotation. It was moved by Kim Reeves and seconded by Dora Davies to approve the Captain Concrete Inc. quotation to repair 17’ of sidewalk in the amount of \$6,930 including GST.
CARRIED.

e) National Air Technologies completed dryer vent on February 28th. 34 units were cleaned both inside and out. 2 units (101) (109) were cleaned from the outside only as one did not

provide access and the other does not use the dryer (flex hose disconnected). No further action required at this time.

- f) Hallway carpet cleaning/replacement- The strata manager will arrange with APT to provide a quotation for cleaning the carpets in the hallways.
- g) Kim provided a report on the quotations she received for carpet replacement; carpet vs carpet tiles vs laminate flooring. Atlanta Carpets \$53,000; Tip Top Flooring \$75,000; and End of the Roll \$51,000; Laminate \$61,000. These quotations are for carpet tiles.
- h) Gutter/window/deck cleaning to proceed in May. The strata council will over-see completion to ensure all windows are cleaned including those over the garage.
- g) There is still a section of the ceiling in the Amenities room that needs to be replaced. The cutouts have been closed with a metal access door. Frank will investigate whether the access door is a requirement or if it can be permanently closed with drywall.

6. NEW BUSINESS:

- a) Elevator Replacement will be considered in the next fiscal budget. Denis will have the quotations received last year updated.
- b) The strata council is considering repairing the 1st floor ceiling with a suspended ceiling system, "Sonoflex". Frank will obtain a quotation from Art's Drywall and Restoration.
- c) The outside wall parallel to the sidewalk requires painting. The strata manager will obtain a quotation from Genesis Painting (Ivan).
- d) Westfall provided a quotation of \$750.00 to clean the garage floor. The strata council has decided to hold off and complete in house.
- e) C & C Maintenance Contract will be adjusted to exclude boiler maintenance. The strata manager will get clarification on the scope of work for the quarterly maintenance program.

Unit owner questions/concerns:

SL 6

What happened to the art that was hanging in the common areas prior to the painting project? The strata council indicated that most of the paintings were rehung after the painting project was complete, but not all, and not necessarily in the same location. This was at the strata council's discretion.

Who has the authority to apply fines? Per the Strata Property Act- Section 130

- (1) The strata corporation may fine an owner if a **bylaw or rule** is contravened by
 - (a) the owner,
 - (b) a person who is visiting the owner or was admitted to the premises by the owner for social, business or family reasons or any other reason, or
 - (c) an occupant, if the strata lot is not rented by the owner to a tenant.
- (2) The strata corporation may fine a tenant if a bylaw or rule is contravened by
 - (a) the tenant,

- (b) a person who is visiting the tenant or was admitted to the premises by the tenant for social, business or family reasons or any other reason, or
- (c) an occupant, if the strata lot is not sublet by the tenant to a subtenant.

SL 30

- Damage to ceiling between unit 101/102. What was the cause of the leak? The rubber gasket in the “ shower valve” was faulty. This has since been repaired.
- Requesting the strata council to put up plastic sheeting to open section of the ceiling until the repair is complete. The strata council is considering several options such as repairing to original or a suspended ceiling option.
- The owner would like to see “owner correspondence” in the meeting minutes. A suggestion was made for window replacement and this was not noted in the meeting minutes. The strata council acknowledged receiving owner’s correspondence. Window replacement is on the horizon. The Strata Corporation does not have the Contingency Reserve Fund to take on this project without having a large levy to owners. The strata council is considering the elevator replacement a priority at this time.
- The drain collar for the downspout is broken on the deck. The unit owner was requested to take a photo and send to the strata council.

7. NEXT STRATA COUNCIL MEETING

The next strata council meeting will be a budget meeting for the 2025/2026 fiscal year. This will be held on Thursday, May 15, 2025 at 6:30 p.m.

8. TERMINATION OF MEETING

As there was no further business before the Strata Council, the meeting terminated at 7:35 p.m.



HOMELIFE
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**STRATA PLAN NW2912 – MAYFAIR GARDENS
MINUTES OF COUNCIL MEETING
MAY 22, 2025 @ 10:00 A.M.
AMENITY ROOM @ MAYFAIR GARDENS**

Council Members in attendance:

Frank Del Bove Orlandi	President
Dora Davies	Member at Large
Dennis Galandy	Member at Large
Lisa Del Bove Orlandi	Treasurer

Absent:

Thomas Mazurek	Vice President
Kim Reeves	Member at Large

HomeLife Advantage Realty Ltd.

Maxine Campbell – Strata Manager mcampbell@advantagepm.ca

Heather Kennedy – Strata Manager

REMINDER

**OWNERS ARE REMINDED TO CONTACT THE STRATA MANAGEMENT
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CONTRACTORS FOR REMEDIATION**

1. CALL TO ORDER

The meeting was called to order at 10:03 a.m. by President Frank Del Bove Orlandi.

2. APPROVAL OF THE AGENDA

It was moved by Frank Del Bove Orlandi and seconded by Dora Davies to accept the agenda as amended.

CARRIED.

**3. ADOPTION OF THE MINUTES FROM THE STRATA COUNCIL MEETING HELD
APRIL 10, 2025**

It was moved by Frank Del Bove Orlandi and seconded by Lisa Del Bove Orlandi to accept the minutes as presented from the strata council meeting held April 10, 2025.

CARRIED.

4. FINANCIAL REVIEW

a) The financial statements for the period ending April 30, 2025 were reviewed. It was moved by Lisa Del Bove Orlandi and seconded by Dennis Galandy to accept the financial statements for the twelve-month period ending April 30, 2025.

CARRIED.

b) Invoices – The strata council discussed the outstanding invoices from Saxon Mechanical. The additional invoice for insulation of the heating pipes was itemized separately on the original contract. The repair to the pipe in the amenity room ceiling was unexpected and could not have been anticipated until the inspector brought this to the attention of the strata council that the piping must be upgraded to meet the current codes. The strata manager has been asked to negotiate the cost of this invoice with Saxon.

It was moved/seconded to pay the invoice itemized on the original contract in the amount of \$5500 plus GST.

CARRIED.

c) Accounts Receivable – The strata council reviewed the receivables report. Unit 101 outstanding balance has been sent to collections. The strata manager will reach out to the Strata Corporation's law firm (Hamilton & Co) to obtain the affidavit for signature, required to forward this account to the Supreme Court for collection.

5. BUSINESS ARISING FROM THE PREVIOUS STRATA COUNCIL MEETING

a) **Royal City Fire** provided a list of deficiencies from the 2025 inspection. It was moved by Lisa Del Bove Orlandi and seconded by Dora Davies to approve and proceed with completing the required repairs.

CARRIED.

b) **Annual Maintenance Contract-** The annual maintenance contract was is with C & C. It contained multiple system checks; boiler maintenance, annual fire inspection, and electrical. Saxon Mechanical has provided a quotation for similar maintenance services. The Strata Council requires additional information prior to making a decision. Quotations are pending from Elite Fire, and Etron Electric.

c) Discussion about large trees will be **TABLED** until the fall.

d) The Sidewalk repairs approved at the last council meeting will be scheduled by the strata manager, with Captain Concrete.

e) APT was approved to clean the carpet at the last council meeting. The amenity room has a party rental scheduled. The strata manager has been instructed to schedule the cleaning after the party.

f) Carpet replacement quotations in the previous meeting minutes were exploratory. This information will be brought forth next fiscal year.

- g) Wall Sconces have been **TABLED** to next year.
- h) Gazebo painting will be completed by volunteers Tom and Ron. This will be done after the pressure washing has been completed.
- i) Pressure Washing- The strata manager will contact MKY Holding to provide a quotation for pressure washing the gazebo and the concrete retaining wall in front of the building off Mayfair Ave. The strata manager will contact Dreamscape Painting to provide a quotation for painting the retaining wall. The Painting is to be completed after pressure washing.
- j) Gutters, windows and deck cleaning has been scheduled for May 29th & 30th. A reminder to owners/residents that windows need to be closed and screens removed.
- k) The strata council would like a quotation for a “Sonoflex” ceiling. The strata manager will provide the contact information to Frank Del Bove Orlandi to BDC Construction directly for small jobs.
- l) A quotation was obtained for \$750 to clean the parkade from Westfall. The strata council has decided to **TABLE** this item.
- m) SL 30 -requires replacement on a drain collar on the deck. The strata manager will contact a local handyman, BDC Construction to complete this smack job.

6. NEW BUSINESS:

- a) CRT- The strata manager will speak with the managing broker regarding the most recent email communication.
- b) List of Arborists- The strata manager will provide Dora Davies a list of Arborists.
- c) The remainder of the council meeting was focused on preparing for the upcoming Annual General Meeting;
 - Careful consideration was made by the strata council when proposing the 2025-2026 Operating budget. The Strata council is proposing to transfer \$24,000 from the current year surplus, split evenly to the operating budget and the Contingency Reserve Fund. In addition to minimizing the proposed strata fee increase it will help to build the CRF reducing the potential levy amounts required for large projects.
 - The strata council is proposing a resolution in preparation for Elevator replacement by Richmond Elevator. The elevator is nearing the end of its lifespan. The current cost to replace the elevator is estimated at \$160,477.00 The Strata council is proposing to fund the project by way of 50% from the Contingency Reserve Fund and 50% from Special Levy. The project would begin in 2026 with an anticipated timeline for completion of 7 weeks.

7. NEXT MEETING

The next meeting will be the Annual General Meeting held Thursday, June 19th, 2025 at 6:00 p.m.

8. TERMINATION OF MEETING

As there was no further business before the Strata Council, the meeting terminated at 12:29 p.m.

** Council would like to remind owners/residents that if you plan to leave the unit vacant for an extended period of time to turn off the main water shut off and arrange for someone to inspect the unit.

STRATA PLAN NW2912 – MAYFAIR GARDENS MINUTES
COUNCIL MEETING July 3, 2025, 2025 @ 1:00 P.M.
AMENITY ROOM @ MAYFAIR GARDENS

Council Members in attendance:

Frank Del Bove Orlandi (Unit 206) - President
Kim Reeves (Unit 209) – Vice president
Lisa Del Bove Orlandi (Unit 108) – Treasurer (Secretary for this meeting)
Dora Davies (Unit 203) - Member at Large
Sheila Springman, (Unit 301) - Member at Large
Bernice Ruley (Unit 104) - Gardening Committee/Member at Large
Terri Zutter (Unit 110) - Member at large

Absent: Heather Kennedy – Strata Manager

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by President Frank Del Bove Orlandi with a quorum of council members in attendance.

AGENDA

1. Council member keys - The president explained “Council Member keys” to new members. Two sets were returned and distributed to new members. Additional were needed and Kim will look after getting keys cut. Completed
2. Entry Fobs - President advises that Entry Fobs need to be re-stocked (only 1 remaining in inventory – not working). Sheila will contact supplier and determine best price/number and order. Lisa or Frank will pick up. Ordered
3. Council Member resource folder - President provided updated Council Member resource folder to everyone. Information includes, strata by-laws, owner contact information, keys and fob assignments, contractor list, maintenance schedule and a section on accounts, laptop usage and general and specific information about all building systems. Completed
4. By-Law Review - President asked ALL council members to review Strata NW2912 by-laws and bring suggested revisions/deletions/additions to next meeting for discussion.
5. Key Safe and contents - Lisa will inventory, create list and ensure that all keys are labelled. Completed

6. Confidentiality of Strata Council Discussions:
Council members reviewed their obligations under PIPA and PIPEDA, emphasizing that discussions held during Strata meetings must remain confidential and must not be disclosed outside the meeting unless authorized by the Council. Members are granted access to owners' personal information solely for strata-related business purposes, in compliance with PIPA and PIPEDA and applicable privacy laws. Former council members may not retain, use, or disclose such information unless an owner provides explicit, individual consent for continued communication.
7. Recordings: All council members agreed that all strata meetings be audio recorded for accuracy.
8. Safety and Security - Council and owners are reminded to be vigilant about ensuring all outside doors are firmly closed after use. Security of the building is everyone's concern.
9. Council discussed water leakage information received from the City of Abbotsford (as discussed at AGM). Owners are reminded to check all their toilets for leaks.
 - a. To check for toilet leaks in Abbotsford, the city recommends a simple dye test. You can pick up dye tablets at City Hall or use food coloring. Add the dye to the tank, wait 30 minutes, and if colored water appears in the bowl without flushing, you have a leak.
 - b. Here's how to perform the dye test:
 - i. **Remove the tank lid:** Carefully lift the cover off the toilet tank.
 - ii. **Add the dye:** Drop a few drops of food coloring or a leak detection tablet into the tank.
 - iii. **Wait:** Don't flush the toilet. Let it sit for at least 30 minutes.
 - iv. **Check the bowl:** Look for colored water in the toilet bowl. If you see any, your toilet is leaking.
 - c. If you find a leak, the City of Abbotsford recommends checking the flapper, as it's a common source of leaks. Flappers are relatively inexpensive and easy to replace. You can find replacements at most hardware stores.
10. Damaged ceiling first floor – Request for quote has not been answered by original contractor who was awaiting information regarding fire/safety regulations for this repair. Dora will contact EC Echo contracting to get a quote. Completed
11. Correspondence/Requests by Owners. - Owners are reminded that questions or concerns (with exception of true emergency) be directed to our Property Manager via email at hkennedy@advantagepm.ca.

Please use "STRATA NW2912" in the subject line to identify our building.

12. Emergency Contact numbers - Frank will update posters on bulletin boards regarding property manager and management company name. Completed
13. Mayfair Gardens sign at front door - Sheila and Bernice have volunteered to repaint sign, seeking help to take down. Volunteer found by Kim. Strata will pay for supplies.
14. Fire system deficiencies - President will text quote to repair fire system deficiencies to all council members for vote to complete work. Completed
15. Full-Service systems maintenance contract - Research continues for full-service company to monitor and maintain building systems, i.e. electrical, boiler, mechanical, fire systems, etc. Current provider is in Coquitlam and extra charges are associated when service is required. We are seeking local to manage costs.

NEXT STRATA COUNCIL MEETING

To be determined.

TERMINATION OF MEETING

As there was no further business before the Strata Council, the meeting terminated at 3:30 P.M.

**COUNCIL MEETING MINUTES
STRATA CORPORATION NWS 2912
MAYFAIR GARDENS
AUGUST 27, 2025 @ 3:00 PM-5:00 PM**

Council Members: President – Frank Del Bove Orlandi Vice President – Kim Reeves
Treasurer – Lisa Del Bove Orlandi M/L – Dora Davies
M/L – Sheila Springman M/L Gardening – Bernice Rule
M/L – Terri Zutter

Advantage Property Management: Heather Kennedy- Strata Agent

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 3:05 pm as a quorum was present.

Owners having concerns are asked to email the Strata Agent and those concerns will be added to the agenda for the next meeting. Please ensure that **Name, Unit number and Phone number are on all correspondence. Please note that correspondence must be received at least 5 days before the next meeting; if received later, there is no guarantee it will make it on the agenda.**

2. APPROVAL OF AGENDA

It was **MOVED** by Lisa Del Bove Orlandi and **SECONDED** by Kim Reeves to approve the agenda as presented. **CARRIED**

3. ADOPTION OF COUNCIL MINUTES

It was **MOVED** by Kim Reeves and **SECONDED** by Lisa Del Bove Orlandi to approve the minutes of the meeting held July 3, 2025, as distributed. **CARRIED**

4. FINANCIAL REVIEW

a. Financial Statements

The financial statements were provided to the Council prior to the meeting. After a brief discussion, it was **MOVED** by Lisa Del Bove Orlandi and **SECONDED** by Kim Reeves to approve the financial statements up through and including July 31, 2025. **CARRIED**

b. Invoices

All invoices are emailed to Council for review prior to payment. Only those that need to be discussed are included on the agenda of Council Meetings.

Royal City Fire invoice sent to the Strata Corporation in error as a result of a defective CO2 detector owned by SL 31. Invoice will be direct billed to unit owner.

c. Account Receivable Report

Council reviewed the account receivable report as at July 31,2025, which stood at \$12,185.48. This amount includes unpaid fines, unpaid strata fees, and unpaid collection costs. There are also small credit balances on many accounts. SL 1 arrears have been approved by the Strata council for Hamilton & Co to proceed with retaining a realtor to proceed with a sale.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Royal City Fire Supplies

Quotation received for deficiencies from the annual fire inspection August 11/12 in the amount of \$2836.73 plus GST. It was **MOVED** by Dora Davies and **SECONDED** by Terrie Zutter to approve the quotation.

CARRIED

b. Arsenault Tree Service

Quotation received for Tree Pruning in the amount of \$1950.00 plus GST was approved by the Strata council July 16, 2025. Pruning is tentatively scheduled for early fall due to contractor schedule.

c. Gazebo/Bridge Painting

The Gazebo and bridge were painted by volunteers. The Strata council would like to thank Tom Mazurek and Monica Newmann Suite for volunteering their time to complete the painting project.

d. Pressure Washing

MKY Holdings Ltd. completed the pressure washing of Windows and Decks to the Strata Council satisfaction.

e. Retaining Wall Painting

Council has been advised that they cannot power wash and paint the retaining walls in front of the building. The stucco will disintegrate from the power washing.

6. NEW BUSINESS

a. SL 24

Sent an email requesting tree trimming to overgrown tree on deck. This will be included with the Tree pruning scheduled early fall.

b. Technical Safety BC

The boiler permit remained outstanding as one of the boilers had been decommissioned. The list was revised to reflect the change and the Strata Corporation has been re-invoiced. The boiler permit has since been paid.

c. C&C Mechanical

The Strata manager will reach out to C&C Mechanical to request a loyalty discount for

a maintenance program *excluding* Boiler service. The Strata council would like Saxon Mechanical to maintain the boilers.

d. Outdoor Hose bib leaking

A temporary fix was completed to the hose bib outside SL 12. Plumbing 101 requires unit access to complete the repair. Bernice is the point person and will follow up with Plumbing 101 to facilitate access to the unit.

e. Fire Drills/Emergency Preparedness

Council is considering implementing Fire drills. The Strata manager discussed inviting a guest speaker, Kelly Pater from the City of Abbotsford to share what programs are available to support Strata Corporations in developing an Emergency Plan. Kim Reeves will be the point of contact.

f. Handy man

The Strata council was presented with a contact for consideration as an “in-house” handy man. W.H.B.M. Construction Solutions. All contractors must provide proof of Liability insurance and a WorkSafe clearance certificate.

g. Quotations

EC Echo Contracting provided a quotation to replace the retaining wall next to the Handicap parking stall in the amount of \$3389.40 plus GST. The Strata council will request a 2nd quotation from W.H.B.M. Construction Solutions for comparison.

W.H.B.M. Construction Solutions provided a quotation for to remove and install a new post next to the Fire Lane in the amount of \$267.23 incl GST. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Terri Zutter to approve the quotation.

CARRIED

h. Parking Line painting and Driveway sealant

The Strata manager will obtain quotations.

i. Exit Door Alarms

Alarms have been purchased and installed on 2 exit doors to the parkade and on the hallway exit door outside the Amenities room and the North door near the washroom. Please note the alarm will sound if opened. Signage is posted.

7. CORRESPONDENCE

a. Alterations

None

****Reminder** – Alteration request/Assumption of liability form must be completed and approved in advance of any renovation. Please refer to Strata Bylaws 5.

5 OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT

b. General Correspondence

None

c. Bylaws & Rules

None

8. LEGAL & INSURANCE CLAIMS

a. CRT

The Strata Council has submitted the supporting documents requested. Decision is pending.

9. NEXT MEETING

The next council meeting is scheduled for November 14, 2025 3:00 pm.

10. TERMINATION

As there was no more business to discuss, the meeting was terminated at 5:02 pm.

Minutes written by Advantage Property Management, edited, and approved by Council.

Strata Agent: Heather Kennedy

****All votes are in favour unless otherwise noted.**

It is recommended that Owners retain copies of all meeting minutes for two years.

In Case of Property Emergencies

Call: 604-858-7368 (24 hours)

In case of a fire, please call 911 and then when safe to do so, contact the management company.

We can assist with damage control and restoration.

*****For Safety and Security of the building and residents, vehicle drivers are reminded to wait until the parkade garage door closes prior to proceeding when entering or exiting the parkade.**

**COUNCIL MEETING MINUTES
STRATA CORPORATION NWS 2912
MAYFAIR GARDENS
NOVEMBER 13, 2025 @ 1:00 PM-3:00 PM**

Council Members: President – Frank Del Bove Orlandi Vice President – Kim Reeves
Treasurer – Lisa Del Bove Orlandi M/L – Dora Davies
M/L – Terri Zutter M/L Gardening – Bernice Ruley

Advantage Property Management: Heather Kennedy- Strata Agent

Regrets: M/L – Sheila Springman

**** 1:00 pm Guest Speakers -Farhad Jatalian (Richmond Elevator)**

Farhad Jalalian of Richmond Elevator met with the Strata council to review the condition and modernization needs of the building’s elevator. He advised that the current unit is a hydraulic elevator, likely manufactured in 1987 or 1988.

Mr. Jalalian outlined the three primary components of full modernization:

1. Hydraulic Jack Replacement
2. Controller Modernization
3. Cab Beautification

Estimated timelines provided were approximately 5 weeks for hydraulic jack replacement and 6 weeks for controller modernization; no specific timeline was given for the cab refurbishments.

Cost estimates, based on current rates, are approximately \$185,000 for the hydraulic jack and controller modernization, with an additional \$25,000 for cab improvements. He noted that labor rates are fixed annually at the beginning of the new year, while parts pricing may fluctuate due to tariffs.

10% will be required upon signing to lock in price, 40% paid at the start of the project, 40% at end prior to inspection, remaining 10% within 30 days after completion.

Additional potential costs may include required electrical upgrades, permits, and installation of a dedicated phone line.

1. CALL TO ORDER

The meeting was called to order at 2:10 pm as a quorum was present.

Owners having concerns are asked to email the Strata Agent and those concerns will be added to the agenda for the next meeting. Please ensure that Name, Unit number and Phone number are on all correspondence. Please note that correspondence must be received at least 5 days before the next meeting; if received later, there is no guarantee it will make it on the agenda.

2. APPROVAL OF AGENDA

It was **MOVED** by Lisa Del Bove Orlandi and **SECONDED** by Dora Davies to approve the agenda as presented. **CARRIED**

3. ADOPTION OF COUNCIL MINUTES

It was **MOVED** by Bernice Ruley and **SECONDED** by Dora Davies to approve the minutes of the meeting held August 27, 2025, as distributed.

CARRIED

4. FINANCIAL REVIEW

a. Financial Statements

The financial statements were provided to the Council prior to the meeting. After a brief discussion, it was **MOVED** by Bernice Ruley and **SECONDED** by Lisa Del Bove Orlandi to approve the financial statements up through and including October 31, 2025.

CARRIED

b. Invoices

All invoices are emailed to Council for review prior to payment. Only those that need to be discussed are included on the agenda of Council Meetings.

c. Account Receivable Report

Council reviewed the account receivable report as at November 12, 2025, which stood at \$16,118.27. This amount includes unpaid fines, unpaid strata fees, and unpaid collection costs.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

a. SL12 -Outdoor Hose bib required replacement. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Bernice Ruley to approve the quotation from Plumbing 101 in the amount of \$404.75 GST included.

CARRIED

b. Fire Drills/Emergency Preparedness- The Strata manager introduced Kelly Pater, City of Abbotsford to Kim Reeves via email to discuss the process for developing an Emergency Plan. This is a work in progress.

c. EC Echo Contracting provided a quotation to replace the retaining wall next to the Handicap parking stall. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Bernice Ruley to approve the quotation from EC Echo Contracting in the amount of \$3558.87 GST included.

CARRIED

d. Parking Line painting and driveway sealant quotations- The Strata manager reached out to several contractors: Applied Coatings & Restoration, R.A.W. Sealcoating & Paving Ltd, Atlas Group of Companies, and TopWest Asphalt Ltd. The quotations received were considerably higher than expected. The Strata council has decided to table this project until the Spring.

6. NEW BUSINESS

- a. Security concerns: Council observed the workshop door unlocked and open on September 1st in addition to 2 storage lockers which contained items without a lock to secure it. **Notice to owners/residents that items stored in lockers are at your own risk.
- b. HSB Loss prevention report: The inspection took place October 9th with an overview of the mechanical equipment. The report findings indicated that “all objects inspected were well maintained and all in service were operating properly.”
- c. Jeff De Leo reached out to council to follow up with the Hytec Water Management system. The Strata council has mixed feelings as to the benefits of the system compared to cost. Council will review the service agreement and would like to arrange a site visit with the technician. Lisa Del Bove Orlandi will be the site contact.
- d. Parked/Stored vehicles: The Strata council would like to remind owners/residents.

Bylaw 34 Prohibitions

34.2 All vehicles must be operable and fully insured when parked on the strata corporation property and proof of storage liability insurance must be forwarded to management immediately.

- e. Landscaping concerns: The grass has been dug up as a result of crow/racoons searching for grubs. Remediation will be considered in the spring when grub control and reseedling can be applied.
- f. Elevator upgrades: The Strata council has contacted several contractors to solicit quotations and recommendations; Otis, Schindler, West Coast Elevator, VanCor, Hayes, and Richmond Elevator. In addition, independent quotations will be required to upgrade the electrical component. All quotations are pending. The Strata council intends to present a resolution to modernize the elevator at the AGM.
- g. Replacement Vacuum Cleaner: The vacuum cleaner supplied by Westfall Cleaners, which was stored in the lower-level washroom went missing and could not be located after searching the building premises. Upon request, Westfall Cleaners has provided a quote for a replacement unit. To resolve the issue, it was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Dora Davies to approve expenditure of up to \$175.00 for the purchase of a replacement vacuum cleaner.

CARRIED

7. CORRESPONDENCE

a. Alterations

None

****Reminder** – Alteration request/Assumption of liability form must be completed and approved in advance of any renovation. Please refer to Strata Bylaws 5.

5 **OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT**

b. General Correspondence

- i. **SL 33:** Water damage near skylight. Abby Glass was dispatched to investigate possible leak at skylight. The skylight was found to be intact. It is believed that condensation has developed as a result of the installation of a blind below the skylight which has trapped moisture. The removal of the blind should prevent further moisture damage.

- ii. **SL 29:** Email sent requesting information on the unauthorized alteration to SL 30 removing a load bearing wall. The Strata Council continues to investigate the remediation.

c. Bylaws & Rules

None

8. LEGAL & INSURANCE CLAIMS

- a. **SL 22:** water escape from SL into 2nd floor common hallway.
 - i. Additional invoice 3892A has been paid by the Strata corporation. A charge back letter will be sent to the owner.
- b. **SL 30:**ST-2024-008302 CRT decision is pending.
- c. **SL 30:** Notice will be sent to the owner requesting access to the unit in order to inspect and confirm the remediation has been completed. Seeking further legal opinion is pending based on outcome of the strata council inspecting the unit.

9. NEXT MEETING

The next council meeting is scheduled for February 11, 2026, 3:00 pm.

10. TERMINATION

As there was no more business to discuss, the meeting was terminated at 3:10 pm.

Minutes written by Advantage Property Management, edited, and approved by Council.

Strata Agent: Heather Kennedy

****All votes are in favour unless otherwise noted.**

It is recommended that Owners retain copies of all meeting minutes for two years.

In Case of Property Emergencies

Call: 604-858-7368 (24 hours)

In case of a fire, please call 911 and then when it is safe to do so, contact the management company.

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