

A thick, dark blue vertical bar is positioned on the left side of the page. From the bottom of this bar, several thin, curved lines in shades of blue and grey extend upwards and outwards, creating an abstract, organic shape.

# Mayfair Gardens Welcomes You

NW2912 Information Package

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## **CONTACT:**

### **Strata Management Company**

'Select Real Estate' provides the resources, manpower, knowledge and expertise to assist NW2912 in conducting and administrating its day-to-day business.

Typically, they provide the following services:

- Maintaining and keeping of records.
- Information for the strata corporation.
- Attending strata meetings and taking minutes
- Organize the Annual General Meeting (AGM) or Special General Meetings (SGM)
- Accounting and financial statement preparation.
- Collecting of strata fees.
- Negotiating with and providing competent trades.

### **Strata Management Contact Information**

Select Real Estate  
520-45715 Hocking Ave, Chilliwack, BC, V2P 6Z6  
Office - 604-393-6487  
Hours of Operation: 9:00 am – 5:00pm Monday through Friday,  
For after-hours emergencies, please call 604-393-6487 option 5

#### **Agents**

Dean Edmundson - 604-393-7814 x109 - [dean@selectrealestate.ca](mailto:dean@selectrealestate.ca)  
Leslie Haycock - 604-393-7814 - [leslie@selectrealestate.ca](mailto:leslie@selectrealestate.ca)

### **NW2912 Council Members**

The strata council meets on average every six weeks. Owners can attend a portion of a Strata Council meeting to address any concerns or offer suggestions. Additionally, you can email the current council via our website (see below)

Unit 206 - Frank Del Bove Orlandi / President

- 604-613-1940 / [frank.nw2912@gmail.com](mailto:frank.nw2912@gmail.com)

Unit 203 - Dora Davies Councilor

- 778-856-1406 / [dora.nw2912@gmail.com](mailto:dora.nw2912@gmail.com)

Unit 306 - April Butler / Councilor

- 778-214-3151 / [april.nw2912@gmail.com](mailto:april.nw2912@gmail.com)

Unit 209 - Kim Reeves Councilor

- 905-432-0317 / [kim.nw2912@gmail.com](mailto:kim.nw2912@gmail.com)

### **Email Contact**

- Go to the website [nw2912.ca](http://nw2912.ca)
- Select the "**CONTACT US**" tab
- Fill in the form with your name, number

An email will automatically get sent to council and the management company.

All correspondence from owners is confidential and will be dealt with at the next council meeting unless it is an emergency.

### **BUILDING ACCESS:**

#### **Keys and FOBs**

All owners receive two building keys (used for the main lobby and storage lockers) and two FOBs (exterior doors and garage entry). Owners are responsible for any lost or stolen keys and fobs and must immediately report this to the Strata Management company and/or a strata council member. Owners will be responsible for the cost of the replacement for any lost or stolen keys and FOBs. Owners cannot purchase additional keys/FOBS

#### **Suite Key Entry**

Owners can choose to provide a copy of their suite's door key to the council for emergency and maintenance purposes. Keys are locked in the strata safe, and only current council members have access to the safe.

Owners will be required to fill out the "Owner Key/Access Code Assignment Agreement," should you be interested in doing this, please get in touch with one of the strata council members for more information.

### **STRATA FEES:**

The fiscal year for Mayfair Gardens Strata Corporation begins May 1.

Each owner is assessed monthly strata fees, which pays for insurance, maintenance, repairs, and services of the common property. The cost of operating the common area is shared proportionately with all other owners by means of unit entitlement. These payments are budgeted for the Operating Fund and Contingency Reserve Fund and are due on the first day of each month for that month.

Your payment is due the first (1<sup>st</sup>) of every month.

### **Preauthorized Payment**

A preauthorized payment (preferred method) whereby your fees are deducted automatically from a selected bank account. Attached is a preauthorized payment form that our office must receive no later than the 20th of the month to make payment for the following month.

### **Post Dated Cheques**

You may submit 11 post-dated cheques, made payable to "**Strata Corporation NW 2912**", for payment of strata fees up to and including the month following the strata's fiscal year-end. In order to avoid misunderstandings, your cheques **must clearly show your unit number and your name**.

If you have not already done so, please mail your cheques or preauthorized payment form to

Select Real Estate  
Strata Management Division  
520-45715 Hocking Ave  
Chilliwack, BC V2P 6Z6

In the event of non-payment(s), fines may be levied against the owner according to the Bylaws of the Strata Corporation or a lien may be registered against the strata lot. Fines and all costs of collection will be added as a charge against the strata lot and payment must be included in the following month's strata payment which is due and payable on the first day of the following month.

The strata fees reported are subject to change based on the Strata's financial year-end and approved budget for the next fiscal year. Strata fees could also be retroactive to the actual start of the new fiscal year.

**All cheques are made payable to STRATA CORPORATION NW2912**

### **Strata Insurance**

The Strata Corporation's insurance is currently with **Schill Insurance Brokers**, and a declaration outlining the coverage is attached for your reference. Although the Strata Corporation covers the buildings built under its policy, owners will require additional contents insurance. Each owner should obtain insurance coverage for personal contents, personal liability and any betterments made to their strata lots. Your insurance broker will be able to recommend the best type of coverage for you (generally referred to as a Condominium Home Owner's Package).

## **BYLAWS AND RULES:**

Please ensure that you read the Strata Corporation Bylaws and Rules. We trust that you received a copy of the Bylaws and Rules of the Strata Corporation at the time of purchase. If you did not, you can download the current version of the bylaws by going to the strata's website (see below).

### **Download Current Bylaws**

- Go to the website [nw2912.ca](http://nw2912.ca)
- Select the "**STRATA FILES**" tab
- Sign in with your email address and password
- Scroll down to the "**BYLAWS/REPORTS/FORM**" section and click on the download button next to the file called "**2019 NW2912 Bylaws (update 072019)**"

### **Bylaw Infraction Process**

If owners wish to file a complaint for a bylaw infraction, they can do this by filling out the "2021\_05\_01 Bylaw Complaint Form" (see below)

### **Download Bylaw Complaint Form**

- Go to the website [nw2912.ca](http://nw2912.ca)
- Select the "**STRATA FILES**" tab
- Sign in with your email address and password
- Scroll down to the "**BYLAWS/REPORTS/FORM**" section and click on the download button next to the file called "**2021\_05\_01 Bylaw Complaint Form**"
- Fill in the form and send it to the management company for review.

The strata council and management company will review the complaint and investigate it. The owner will be informed via a bylaw infraction letter and given 14 days to respond to the violation. The strata council will then review the infraction and response before levying any fines if required.

## **THE BUILDING:**

### **Garbage Disposal and Recycling**

The garbage bin is located at the entrance of the underground parking in the garbage shack and a recycling bin (blue bin) is located next to it. Council would like to remind all owners to please follow proper protocol for re-cycling.

### **Heating System**

Mayfair Gardens is heated via high pressure water that run through individual baseboard radiators in each suite and the general building. The domestic hot water (tap water) is a separate system but both are heated by the same gas fired boiler.

The baseboard heaters, control valves and thermostats are the responsibility of each unit owner.

If you have a heating issue, we ask you contact a reliable plumber that is certified for the repair of boiler heating system. Strata council can also offer a recommendation for a plumber upon request.

### **Windows, Balcony Door, Skylights**

Any repairs required to windows, balcony doors, sky lights are the responsibility of the strata. Window and patio door screens are the responsibility of each suite owner.

### **Smoke Detectors**

Mayfair Gardens does yearly checks for the upkeep of the smoke alarms within your unit. If a faulty unit is discovered the replacement costs fall onto the suite owner.

### **Air Duct Cleaning**

Air duct cleaning maintenance is performed once per year and is the responsibility of the strata.

### **Gutter and Balcony Cleaning**

Each year the strata arranges for gutter cleaning and balcony power washing. Owners will be asked to remove all items from their balcony to facilitate a more complete cleaning of their deck. No suite access is required by this service and advance notice will be given to owners when this is scheduled.

### **Fire Prevention and Inspections**

Each suite is equipped with smoke detectors, and the building fire alarm systems is monitored 24/7.

Once a year, an outside firm will test the sprinkler, alarm system and fire extinguishers. Each year the Fire Department conducts a fire inspection of the building.

**Amenities Room**

The amenities room is available for private functions for a cost of \$15. If you are interested in renting the room for a social gathering, please contact Bernice Ruley in Suite 104.

**Mail Box and Delivery**

Two (2) keys have been pre-assigned to each mail box by Canada Post and must not be copied. Mail is delivered daily, Monday through Friday, to individual mailboxes located in the lobby. No “outgoing” mail pickup is available. Keys to the mail boxes are obtained from Canada Post.

**Storage Locker**

One storage locker is available for each suite. Safe custody of stored items is the responsibility of each owner, and contents should be covered by your unit insurance. Storage of flammable or explosive materials is prohibited and items cannot reach closer than 18 inches to the sprinkler system.



## **DEFINITIONS:**

### **Common Property**

Areas outside the boundaries of individual strata lots are called common property and are owned collectively by all owners in the development. Examples of common property are: exterior walls and siding, roofs, recreation facilities, underground parking, lobbies, all landscaped areas, elevators, etc.

### **Limited Common Property**

Limited common property (LCP) is the common property that is designated on the strata plans as being for the exclusive use of one or more homeowners. At Mayfair Gardens the balcony or patio of each strata lot is designated as LCP. These areas are sketched and dimensioned on the strata plan filed in the Land Title office. Although LCP is designated for the exclusive use of the homeowner, it is subject to the right of ingress and egress for members, employees and agents of the Strata Corporation in cases of emergency or where it provides access to other common areas.

### **Strata Ownership/Lot**

Your new home together with a proportionate share of the common property has been registered in your name at the Land Registry Office. The individual home is called a strata lot or unit and is further identified with your own suite number or address.

Unless specifically stated, the boundaries of each strata lot run from the center of the walls, floors and the ceiling. All areas from the boundary's inward are owned and maintained by each strata owner.

### **Strata Corporation**

Responsibility of governing the affairs of the Corporation falls upon the shoulders of the strata council and the strata management company to deal with the day-to-day operations

### **Strata Council**

The Strata Corporation is the body made up of **volunteers** from the 36 owners at Mayfair Gardens. Members are elected yearly by the registered owners at the Annual General Meeting (AGM) which is held at the end of each fiscal year. The Council carries out the mandate of the Strata Corporation and is responsible for the maintenance and administration of the strata common and limited common property with the assistance of a professional property manager. The strata council follows the rules set out by the Strata Property Act of British Columbia.

### **Strata Maintenance**

Undertaking maintenance is not for everyone. If you are uncomfortable undertaking any specific maintenance task, hire a professional.

Proper and timely maintenance can extend the life of many of the components and systems incorporated in your home and help you to protect your investment. However, should any questions arise, please contact your strata council or the strata management company.

### **Owner information**

The management company and strata maintains an Owner's Contact List that is based on those listed on the title of the suite.

The strata council follows the **Personal Information Protection Act (PIPA)** of British Columbia, and no personal information is shared unless an owner approves it.

Any changes should be immediately reported to keep accurate information.

## **COMMUNITY INFORMATION**

### **SAFETY & EMERGENCY**

Ambulance / Police / Fire / Rescue (EMERGENCY Calls Only)	911
Fire (Non – Emergency)	604-853-3566
Abbotsford Police (Non-Emergency)	604-859-5225
BC Gas Emergency Calls	800-663-3456
Poison Control	604-682-5050
Power Outages & Emergencies	888-769-3766
Abbotsford Regional Hospital	604-851-4700

### **CITY SERVICES**

City of Abbotsford (General Inquires)	604-853-2281
Abbotsford Mayor and Council	604-851-4168
City of Abbotsford Parks & Recreation	604-859-3134
City of Abbotsford Chamber of Commerce	604-859-9651
Recycling Information Line	604-864-5514
BC Transit	604-953-3333
BC Ferries	888-223-3779
Central Valley Taxi	604-859-1111
Abbotsford Taxi	604-855-1111

Strata owners are responsible for all hook-ups and monthly costs, of services within their suite. Contact your providers for telephone, cablevision, internet and hydro and arrangements should be made directly with the companies concerned.

Shaw	888-472-2222
Telus	866-558-2273
Bell	866-301-1942
BC Hydro	800-224-9376
FortisBC	888-224-2710

### **COMMUNITY INFORMATION**

There are so many things to see and do in Abbotsford that they simply cannot be listed all. We have highlighted only some of the excellent facilities and services and invite you to visit the following website as a source of additional information:

**<https://www.abbotsford.ca/>**