

STRATA COUNCIL MEETING
STRATA CORPORATION NWS 2912
“MAYFAIR GARDENS”

April 16, 2026 5:00 PM – 7:00PM

In Attendance: Frank (P), Kim (VP), Dora (ML), Sheila (ML), Terry (ML), Bernice (ML/Landscaping)

Absent: Lisa (T), Heather (PM)

AGENDA

1. Call To Order

Meeting was called to order at 5:33pm

2. Approval of Agenda

Approved/accepted motioned by Bernice Ruley and seconded by Terri Zutter, all in favour.

3. Approval of Previous Council Meeting Minutes: February 11th, 2026

Approved/accepted, motioned by Bernice Ruley and seconded by Sheila Springman, all in favour.

4. Financial

- a. Financial Review: – March 2026 financials reviewed.
- b. Accounts Payable: - March 2026 reviewed
- c. Accounts Receivable: - March 2026 reviewed

5. Business Arising from Previous Minutes

- a. Elevator Modernization Update: Council has made the quotes from Richmond Elevator, Vancor and OTIS available for viewing on the strata website. Email to be sent out notifying owners of this. Owners can submit questions to council for review and answers. - Frank
- b. Outdoor Hose bib SL 12- Still waiting on a scheduled date for this to be completed. Heather was to schedule this. Frank will follow up with PM as to status when she returns from vacation
- c. Handicap Accessibility at lobby and garage doors – PM has been asked in seeking clarification of requirements/codes by Municipal, Provincial and National government agencies. We are also investigating any available grants through government programs - Kim
- d. Frank will arrange a Zoom meeting with council and Gunn Consultants to determine the viability of the service. He will also check with Elevator vendors if they offer the same service

6. New Business

- a. Insurance Renewal as of April 1, 2026, completed. Attached is the summary sheet owners can take to their insurance provider to ensure proper suite coverage
- b. An additional repair (front door silver trip plate) has been identified and added to other small repairs (downspout screws and covers) council has ask for a quote to repair all. Dora Davies with follow up with contractor.
- e. Depreciation Report: 5yr renewal – still waiting on quotes. Frank will follow up with PM when she returns from vacation
- f. Electrical Planning – Frank to contact BC Hydro to see if they provide a service to identify electrical needs for the building (i.e.: elevator projects)
- g. Council continued discussion of Bylaw 33.2.

“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. (AGM June 5, 2008, BB0987022)”

Frank will meet with homeowner and discuss state and options concerning the vehicle and update council.

- h. Dennis Galandy attended the meeting and shared valuable information from his previous investigation regarding the Elevator Modernization project. Council appreciates Dennis’s time, effort, and willingness to assist by providing this helpful information.

7. Correspondence:

a. AOL (Assumption of Liability)

- a. None

b. General Correspondence:

- a. None

8. Bylaws & Rules:

- a. SL30 Unauthorized alteration removing load bearing wall in kitchen. - waiting on legal decision
- b. SL32 Vehicle operability and storage insurance? discussed in 6g.

9. Legal & Insurance Claims

- a. SL01 – Pending sale, awaiting court decision.
- b. SL 30 - ST-2024-008302 CRT decision – closed

10. Termination

- a. Meeting was terminated at 7:15pm

11. Tabled items

12. Next Meeting

August 27, 2025, #1

~~November 12, 2025, #2~~
~~January 22, 2026 (Council Only)~~
~~February 11, 2026, #3~~
~~March 19, 2026 (Council Only)~~
~~April 16, 2026 (Council Only) 5:30pm~~
May 20, 2025 -Budget Meeting #4
June 24, 2025 -AGM

- ⇒ Owners are reminded that Homeowner and Vehicle insurance is mandatory.
- ⇒ 2026/2027 Insurance policy for building is attached Don't forget to have your insurance agent review your policy
- ⇒ Elevator quotes are available for viewing on the strata website "[Strata Home Page](#)" under the "Reports" menu section

Date: February 27, 2026
Name of Insured: The Owners of Strata Plan NWS2912 - Mayfair Gardens
Insured Location(s): 33401 Mayfair Avenue, Abbotsford, BC V2S 6Z2
Term: April 1, 2026 to April 1, 2027

Insurance Agreement

PROPERTY	DEDUCTIBLE	LIMIT AMOUNT
All Property - All Risk, Stated Amount, Co-insurance, Replacement Cost	\$10,000	\$13,900,000
Water Damage	\$15,000	Included
Sewer Back Up	\$15,000	Included
Flood Damage	\$50,000	Included
Earthquake Coverage	10% min \$100,000	Included
Crime	Nil	\$10,000
Additional Living Expense	Nil	50,000 per strata unit. \$500,000 per occurrence. \$1,000,000 Aggregate
Master Key Coverage	Nil	\$25,000

Date of Last Appraisal: 2026-04-01

LIABILITY	DEDUCTIBLE	LIMIT AMOUNT
Commercial General Liability – per occurrence	\$2,500	\$5,000,000
Bodily Injury & Property Damage Liability (Per Occurrence)	\$2,500	\$5,000,000
Products & Completed Operations (Aggregate)	\$2,500	\$5,000,000
Personal & Advertising Injury Liability (Any one person or organization)	\$2,500	\$5,000,000
Directors & Officers Liability (Per occurrence/ aggregate)	\$2,500	\$2,000,000
Volunteer Accident	Nil	\$100,000 per occurrence \$550,000 aggregate
Pollution Liability	\$2,500	\$1,000,000
Cyber	\$1,000 min 8 Hour waiting period	\$100,000
Terrorism (Per occurrence/ aggregate)	\$2,500	\$250,000
Non Owned Automobile	\$2,500	\$1,000,000

OTHER COVERAGE	DEDUCTIBLE	LIMIT AMOUNT
Equipment Breakdown	\$1,000	\$13,900,000
Legal Expense	Nil	\$200,000 per claim \$1,000,000 aggregate
Glass and Sign Extension	\$500	Included

Subject to Insurer's Policy wordings, conditions and exclusions.
 Quotes are valid for 30 days.

E&OE

It's all good.

11:25 AM
04/13/26
Accrual Basis

Mayfair Gardens - NWS 2912
Balance Sheet
As of March 31, 2026

	Mar 31, 26
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Prospera 103985785 (OP)	48,111.71
1050 · Prospera 703985777 (CRF)	244,192.33
1090 · Petty Cash	350.00
Total Chequing/Savings	292,654.04
Accounts Receivable	
1100 · Accounts Receivable	
1120 · LEVY - Boiler Replace - 2024 SGM	1,447.23
1100 · Accounts Receivable - Other	14,462.68
Total 1100 · Accounts Receivable	15,909.91
Total Accounts Receivable	15,909.91
Other Current Assets	
1300 · Prepaid - Insurance	(0.06)
Total Other Current Assets	(0.06)
Total Current Assets	308,563.89
TOTAL ASSETS	308,563.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,088.62
Total Accounts Payable	5,088.62
Other Current Liabilities	
2070 · Accrued Appraisal	1,207.99
2090 · Accrued Depreciation Report	1,808.19
2500 · Due to CRF - Insurance	(0.06)
2554 · Due to OP From CRF	(5,775.00)
Total Other Current Liabilities	(2,758.88)
Total Current Liabilities	2,329.74
Total Liabilities	2,329.74
Equity	
3100 · Contingency Reserve Fund	
3110 · CRF Reserve	210,387.15
3112 · Due to OP from CRF - Boiler	5,775.00
3120 · Interest Earned	29,477.35
3121 · Due to CRF from LEVY	(1,447.23)
3500 · Due from Operating - Insurance	0.06
Total 3100 · Contingency Reserve Fund	244,192.33
3157 · Levy-Boiler Replace - 2024 SGM	
3158 · S/L - Boiler Rplc - Trnsf to OP	(49,239.50)
3159 · Due to CRF from LEVY	1,447.23
3157 · Levy-Boiler Replace - 2024 SGM - Other	49,239.50
Total 3157 · Levy-Boiler Replace - 2024 SGM	1,447.23
3200 · Surplus (Deficit)	23,293.23
Net Income	37,301.36
Total Equity	306,234.15
TOTAL LIABILITIES & EQUITY	308,563.89

11:26 AM
04/13/26
Accrual Basis

Mayfair Gardens - NWS 2912
Profit & Loss Budget Performance
March 2026

	Mar 26	Budget	May '25 - Mar 26	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Owner Contributions	18,123.67	18,123.63	199,360.23	199,359.87	217,483.50
4200 · Interest	137.14		1,350.66		
4250 · Other Income	0.00		90.00		
4080 · Key Income (Fob or Replaceme...	100.00		100.00		
4260 · By-Law Violation Fines	0.00		694.01		
4300 · Prior Year's Surplus Forward	1,000.00	1,000.00	11,000.00	11,000.00	12,000.00
Total Income	19,360.81	19,123.63	212,594.90	210,359.87	229,483.50
Gross Profit	19,360.81	19,123.63	212,594.90	210,359.87	229,483.50
Expense					
Administration					
6020 · Bank Charges and Interest	13.00	16.67	143.00	183.33	200.00
6100 · Insurance	2,629.46	2,666.67	28,924.06	29,333.33	32,000.00
6110 · Insurance - Appraisal	83.34		916.74	0.00	0.00
6115 · WorkSafe BC	0.00	8.34	104.15	91.66	100.00
6125 · CRA Filings / RESA	0.00	39.59	420.00	435.41	475.00
6130 · Management Fees	1,300.71	1,300.71	14,701.54	14,307.79	15,608.50
6150 · Office and Sundry	32.25	125.00	392.89	1,375.00	1,500.00
6160 · Professional Fees	0.00	83.34	682.50	916.66	1,000.00
Total Administration	4,058.76	4,240.32	46,284.88	46,643.18	50,883.50
General Maintenance					
6040 · Fire Protection	0.00	583.34	6,667.75	6,416.66	7,000.00
6060 · Landscaping	1,044.75	1,250.00	11,492.25	13,750.00	15,000.00
6065 · Pest Control	0.00	100.00	0.00	1,100.00	1,200.00
6070 · Landscaping Improvements	0.00	83.34	228.53	916.66	1,000.00
6120 · Repairs and Maintenance	383.67	2,916.67	23,922.85	32,083.33	35,000.00
6132 · Mechanical Maintenance	3,059.66	625.00	7,869.10	6,875.00	7,500.00
6135 · Elevator & License	309.75	350.00	3,349.50	3,850.00	4,200.00
6145 · Janitorial	500.00	583.34	5,950.00	6,416.66	7,000.00
6180 · Snow Removal	630.00	333.34	1,680.00	3,666.66	4,000.00
6185 · Hytec Water Treatment Sys...	1,080.58	1,083.34	11,886.38	11,916.66	13,000.00
6190 · Depreciation Report	0.00	583.34	0.00	6,416.66	7,000.00
6195 · Arborist	682.50	250.00	2,730.00	2,750.00	3,000.00
Total General Maintenance	7,690.91	8,741.71	75,776.36	96,158.29	104,900.00
Utilities					
6030 · Electricity	475.00	541.67	5,341.26	5,958.33	6,500.00
6140 · Natural Gas	1,928.05	2,000.00	11,568.17	22,000.00	24,000.00
6200 · Telephone / Enterphone	87.08	100.00	692.58	1,100.00	1,200.00
6210 · Waste Removal	495.29	291.67	2,996.33	3,208.33	3,500.00
6220 · Water and Sewer	0.00	708.34	4,473.74	7,791.66	8,500.00
Total Utilities	2,985.42	3,641.68	25,072.08	40,058.32	43,700.00
Contingency Fund					
6900 · Contingency Reserve Alloca...	2,500.00	2,500.00	27,500.00	27,500.00	30,000.00
Total Contingency Fund	2,500.00	2,500.00	27,500.00	27,500.00	30,000.00
Total Expense	17,235.09	19,123.71	174,633.32	210,359.79	229,483.50
Net Ordinary Income	2,125.72	(0.08)	37,961.58	0.08	0.00
Other Income/Expense					
Other Expense					
8999 · Prev Fiscal Year Expense	0.00		660.22		
Total Other Expense	0.00		660.22		
Net Other Income	0.00		(660.22)		
Net Income	2,125.72	(0.08)	37,301.36	0.08	0.00

11:26 AM
 04/13/26
 Accrual Basis

Mayfair Gardens - NWS 2912
General Ledger
As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
3200 · Surplus (Deficit)					
Total 3200 · Surplus (Deficit)					
Administration					
6020 · Bank Charges and Interest					
Cheque	03/31/2026			Service Charge	13.00
Total 6020 · Bank Charges and Interest					13.00
6045 · Collection Assurance Fee					
Total 6045 · Collection Assurance Fee					
6100 · Insurance					
General Journal	03/05/2026	Insura...		Prepaid Insura...	2,629.46
Total 6100 · Insurance					2,629.46
6110 · Insurance - Appraisal					
General Journal	03/05/2026	Insura...		Monthly Insur...	83.34
Total 6110 · Insurance - Appraisal					83.34
6115 · WorkSafe BC					
Total 6115 · WorkSafe BC					
6125 · CRA Filings / RESA					
Total 6125 · CRA Filings / RESA					
6130 · Management Fees					
Bill	03/01/2026	14835	Advantage Property ...	Strata Mgmt F...	1,300.71
Total 6130 · Management Fees					1,300.71
6150 · Office and Sundry					
Bill	03/01/2026	16552 ...	Advantage Property ...	Inv. 16552 - Fe...	25.48
Bill	03/31/2026	17474 ...	Advantage Property ...	Inv. 17474 - M...	6.77
Total 6150 · Office and Sundry					32.25
6160 · Professional Fees					
Total 6160 · Professional Fees					
Total Administration					4,058.76
General Maintenance					
6040 · Fire Protection					
Total 6040 · Fire Protection					
6060 · Landscaping					
Bill	03/31/2026	1656	GroundsPro Landscap...	Inv. 1656 - Gro...	1,044.75
Total 6060 · Landscaping					1,044.75
6070 · Landscaping Improvements					
Total 6070 · Landscaping Improvements					
6120 · Repairs and Maintenance					
Bill	03/20/2026	4577	Breslin Plumbing 101 ...	Inv. 4577 - Uni...	383.67
Total 6120 · Repairs and Maintenance					383.67

Prepared by Advantage Property Management; Reviewed by H Kennedy, Strata Manager HK Date: 04/13/2026

11:26 AM
 04/13/26
 Accrual Basis

Mayfair Gardens - NWS 2912
General Ledger
As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
6132 · Mechanical Maintenance					
Bill	03/09/2026	02608...	Technical Safety BC	Inv. 02608537 ...	557.00
Bill	03/12/2026	286633	C & C Electrical/Mech...	Inv. 00028663...	1,322.39
Bill	03/16/2026	286780	C & C Electrical/Mech...	Inv. 00028678...	1,180.27
Total 6132 · Mechanical Maintenance					3,059.66
6135 · Elevator & License					
Bill	03/04/2026	982286	Richmond Elevator - ...	Inv. 982286 - R...	309.75
Total 6135 · Elevator & License					309.75
6145 · Janitorial					
Bill	03/12/2026	43 - M...	West Falls Cleaning S...	Inv. 43 - Clean...	500.00
Total 6145 · Janitorial					500.00
6180 · Snow Removal					
Bill	03/28/2026	013472	MKY Holdings	Inv. 013472 - S...	630.00
Total 6180 · Snow Removal					630.00
6185 · Hytec Water Treatment System					
Cheque	03/01/2026	Debit	Meridian OneCap Cre...	Hytec Water T...	1,080.58
Total 6185 · Hytec Water Treatment System					1,080.58
6195 · Arborist					
Bill	03/09/2026	2754	Arsenault Tree Service	Inv. 2754 - Tre...	682.50
Total 6195 · Arborist					682.50
Total General Maintenance					7,690.91
Utilities					
6030 · Electricity					
Bill	03/06/2026	11701...	BC Hydro PAP - #222...	Inv. 11701602...	475.00
Total 6030 · Electricity					475.00
6140 · Natural Gas					
Bill	03/06/2026	Feb 6 -...	Fortis BC - #933019 - ...	Acct# 933019 - ...	1,928.05
Total 6140 · Natural Gas					1,928.05
6200 · Telephone / Enterphone					
Bill	03/01/2026	Feb 19 ...	Telus - PAP Acct 2383...	Acct# 2383242...	43.54
Bill	03/15/2026	Mar 19...	Telus - PAP Acct 2383...	Acct# 2383242...	43.54
Total 6200 · Telephone / Enterphone					87.08
6210 · Waste Removal					
Bill	03/28/2026	111403	Urban Impact Recycli...	Inv. 111403 - ...	218.01
Bill	03/31/2026	7305-0...	Waste Connections	Inv. 7305-0004...	277.28
Total 6210 · Waste Removal					495.29
6220 · Water and Sewer					
Total 6220 · Water and Sewer					
Total Utilities					2,985.42

11:26 AM
04/13/26
Accrual Basis

Mayfair Gardens - NWS 2912
General Ledger
As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
Contingency Fund					
6900 · Contingency Reserve Allocation					
General Journal	03/05/2026	CRF Co...		Monthly CRF C...	2,500.00
Total 6900 · Contingency Reserve Allocation					2,500.00
Total Contingency Fund					2,500.00
8999 · Prev Fiscal Year Expense					
Total 8999 · Prev Fiscal Year Expense					
TOTAL					17,235.09
