



**COUNCIL MEETING MINUTES
STRATA CORPORATION NWS 2912
MAYFAIR GARDENS
FEBRUARY 11, 2026 @ 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 – Terri Zutter
M/L Gardening – Bernice Ruley
M/L – Sheila Springman

Advantage Property Management: Heather Kennedy- Strata Agent

Regrets: M/L – Dora Davies

1. CALL TO ORDER

The meeting was called to order at 3:02 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.**

**** Guest Speaker – Kelly Pater, Abbotsford Emergency Program**

The Strata Council contacted the City of Abbotsford to learn what programs are available to support Strata Corporations in developing an Emergency Plan. Kelly Pater, who has 35 years of policing experience, currently serves as the Emergency Adviser and ESS Director for the Abbotsford Emergency Program. Kelly provided pamphlets and outlined steps to help Mayfair Gardens establish a customized emergency plan. These steps include assessing potential hazards, creating a plan, educating residents through Town Halls, conducting annual reviews, and defining roles and responsibilities.

2. APPROVAL OF AGENDA

It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Lisa Del Bove Orlandi to approve the agenda as amended. **CARRIED**

3. ADOPTION OF COUNCIL MINUTES

It was **MOVED** by Kim Reeves and **SECONDED** by Bernice Ruley to approve the minutes of the meeting held January 22, 2026, as distributed.

CARRIED

4. FINANCIAL REVIEW

a. Financial Statements

The financial statements ending January 31, 2026, are pending.

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

Nothing additional to report.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Elevator Modernization: The Strata council has contacted several contractors to solicit quotations and recommendations; Otis, Schindler, West Coast Elevator, VanCor, Hayes, and Richmond Elevator. Richmond Elevator and Vancor Elevator provided a quotation which included comparable scope of work; Base Modernization Cost, Hydraulic Jack/Cylinder Replacement, Cab interior upgrade, Emergency battery power, and Electrical upgrades if required.

b. Outdoor Hose bib replacement: Plumbing 101 requires access to SL 12 to complete the repair. The Strata manager will follow up with the contractor to confirm completion.

c. Hytec Water Management: No further follow up required.

d. Maple Tree NW Corner: Council received a quotation from Arsenault Tree Services in the amount of \$682.50. It was **MOVED** by Bernice Ruley and **SECONDED** by Kim Reeves to approve the quotation. **CARRIED**

e. Horizontal Stack Cleaning: Council will review the current contract with C & C Mechanical to confirm if this was included in the Preventative Maintenance Program. Scheduled for February 20, 2026.

f. Handicap Accessibility: A quotation was obtained to investigate the cost of automating the front entrance door. Tormax Automatic Door Systems \$10,858. This is a preliminary investigation and for information purposes.

g. Royal City Fire Systems: Repairs to the Dry Sprinkler system in the Parkade requires 3 parking spaces to be vacant. Notice will be given to owners/resident in advance. Council is attempting to coordinate both Royal City Fire and C & C Mechanical (Stack cleaning) to be scheduled on the same day to minimize the inconvenience of the owners. Scheduled for February 20, 2026.

h. Security Light: E-tron Electric has been contacted to provide a quotation to repair/replace security lighting outdoors. It is possible the exterior fixtures have rusted and require replacement. LED bulbs will be used for energy efficiency.

i. Message board: Kim Reeves will order a 24"x36" replacement message board from Amazon.

6. NEW BUSINESS

a. Insurance Renewal April 1st: The Strata manager has started the renewal process with obtaining quotations from Schill (current), BFL, & HUB International.

- b. Gutter/Drainpipe Repairs:** Dora Davies will contact EC Echo Contracting Ltd. to arrange repairs for SL 36 (missing screw) and SL 30 (broken drainpipe cover). 48 hours' notice will be provided to owners as access to the deck will be required.
- c. Depreciation Report:** Effective July 1, 2024, it became mandatory for depreciation reports to be updated every 5 years. In 2026 the Strata Corporation will be required to update the current Depreciation report on file. The Strata Manager will obtain a quotation from WSP to update the report.
- d. Electrical Planning Report/EV Ready:** In British Columbia, Strata Corporations with five or more lots must obtain an electrical planning report (EPR) by December 31, 2026. The Strata Manager has requested quotations from WSP, Electric Asset, and Strata Engineering.
- e. Pest Control:** Mice have been identified in the parkade. The Strata manager contacted Atlas Pest Control. They will be onsite on February 25th to review and see if there are any access points that need to be addressed in addition.
- f. Gutter Cleaning:** The Strata manager will obtain quotations.

7. CORRESPONDENCE

a. Alterations

- i. **SL 16:** request to replace carpet and underlay. AOL received. **Approved**

b. General Correspondence

- i. **SL 31:** Inconsistent heat inside unit. Investigation and repairs complete. No further action is required.
- ii. **SL 33:** Water damage near skylight. Although Abbotsford Glass found the skylight to be intact, the owner is seeking a second opinion prior to drywall repair.
- iii. **SL 06:** email providing history relating to the unauthorized alteration to SL 30. This matter is ongoing.

c. Bylaws & Rules

- i. **SL 19:** Notice sent to provide Proof of Storage Insurance for vehicle being stored in parkade. Proof of Insurance provided. No further action is required.
- ii. **SL 32:** Notice sent to provide Proof of Storage Insurance for vehicle being stored in parkade. Proof of Insurance provided. No further action is required.
- iii. **SL 30:** Notice was sent to the owner requesting access to the unit to inspect and confirm the remediation of an unauthorized alteration had been completed. The owner agreed to provide access, however indicated the remediation had not been completed. Council will be seeking a legal opinion on how best to proceed.

8. LEGAL & INSURANCE CLAIMS

- a. SL 01:** Active listing on MLS
- b. SL 30:** ST-2024-008302 CRT decision is pending.

9. NEXT MEETING

The next council meeting is scheduled for March 19, 2026, 3:00 pm.

10. TERMINATION

As there was no more business to discuss, the meeting was terminated at 5:34 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.

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.**