



STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
JANUARY 25, 2023  
AMENITY ROOM @ MAYFAIR GARDENS

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April Butler – President [april.nw2912@gmail.com](mailto:april.nw2912@gmail.com)  
Diane Jones – Vice President [diane.nw2912@gmail.com](mailto:diane.nw2912@gmail.com)  
Kim Reeves - Member at Large [kim.nw2912@gmail.com](mailto:kim.nw2912@gmail.com)  
Susan Hatt - Member at Large [susan.nw2912@gmail.com](mailto:susan.nw2912@gmail.com)

REGRETS:

Frank Del-Bove Orlandi - Treasurer [frank.nw2912@gmail.com](mailto:frank.nw2912@gmail.com)

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1. **Call to Order**

The meeting was called to order at 6:40PM as a quorum was present.

2. **Approval of Agenda**

It was **MOVED** and **SECONDED** to approve the agenda.  
Frank is no longer on council.

**CARRIED**

3. **Approval of Previous Minutes**

It was **MOVED** and **SECONDED** to approve the minutes of the meeting held November 30, 2022.

**CARRIED**

4. **Financial Statements**

a) **Financial Statements October 2022** – It was **MOVED** and **SECONDED** to adopt the November 2022 Financials Statements as presented.

**CARRIED**

b) **Atlas Invoices** – As the contract with Atlas has been terminated, the strata council took time to review final invoices with Atlas. After review, it was agreed to make payment to Atlas on their final invoices to finalize termination of the contract.

c) **C&C Electrical Mechanical Invoice** – It was **MOVED** and **SECONDED** to charge this invoice back to SL23 as the investigation found that the source of the damage is an owners' responsibility.

**CARRIED**

d) **Richmond Elevator Invoice** – The strata council reviewed an invoice from Richmond Elevator that was dated back to July 2022. After review, it was agreed to make payment on the invoice.



- e) **Ainsworth Invoices** – The remaining ainsworth invoices reflected on the payables report may be removed. Ainsworth has not yet provided proof of contract or other to validate the invoices in question.

## 5. Business Arising

- a) **Deck Repairs** – Homelife has been directed to schedule a meeting with Frank’s Deck and the strata council to review the provided report. The strata council has noted several deficiencies on the report that require review.
- b) **Siding** – The strata council will review this item again for the Annual General Meeting. Owners will be provided with updates as required.
- c) **Fire Panel** – This work was completed on February 1, 2023.
- d) **Work Room** – The work room has been cleaned out and will remain as designated at this time.
- e) **Power Strata** – Homelife has provided the strata council with a contract for signature. Once the contract has been returned signed, Power Strata will be available to all owners.
- f) **Carpet Cleaning** – Homelife has been directed to provide quotes for carpet cleaning. This work is to be completed in the Spring.
- g) **Dryer Vent Cleaning** – This work was completed on December 15 and 16, 2022.
- h) **Guard Installation (Back Area Garage Fan) & Cement Curb area in parking lot** – This work was completed on January 9, 2023.
- i) **Maintenance Checklists (Fall and Spring)** – Homelife has provided the strata council with proposals for full-maintenance contracts. The strata council will review these proposals and an update will be provided at the next strata council meeting.
- j) **Enter phone** – CESS has updated their proposal as the original component is no longer available. It was noted that the cost of the new proposal is less than the original and therefore the strata council has agreed to approve the update quote. Install date is Wednesday, February 8.
- k) **Electrical Outlet Upgrade** – The strata council will bring this item to the AGM for vote by owners on May 3, 2023.
- l) **Canada Post** – The strata council contacted Leon Lee (Canada Post) for an update on the installation of the parcel locker for Mayfair Gardens. Leon stated it is estimated for installation for mid-February pending no further supply delays.
- m) **Garden Light** – This work was completed on December 8, 2022.
- n) **Hytec** – The Hytec Water Management system was approved for installation at the recent Special General Meeting. The strata council will be provided updates to owners throughout the installation process as required. Should you have any questions, please do not hesitate to reach out to [megangoss@advantagecv.com](mailto:megangoss@advantagecv.com).
- o) **Bylaw Review** – Homelife has been directed to source quotes to have the current bylaws updated. This project is ongoing, and will be put forward for vote at the Annual General Meeting.
- p) **Annual Fire Inspection** – The strata council reviewed the deficiency report provided by Royal City Fire from the inspection completed on January 10, 2023. It was **MOVED** and **SECONDED** to approve the required repairs as detailed in the deficiency report. Access to



some units may be required and owners will be notified in advance as needed. **Date for deficiencies repair/replacement is Tuesday, February 21, 2023.**

**CARRIED**

## 6. New Business

- a) **Unit Keys** – Due to significant liability concerns with the strata council having keys to several units at Mayfair Gardens, it was **MOVED** and **SECONDED** to return all unit keys to the owners immediately. The council will inform the owners of the upcoming dates for the return of keys.

**CARRIED**

Should access be required to your unit for repairs or maintenance, an owner is responsible for making arrangements for access in advance.

- b) **Recording Council Meetings** – It was noted that in order to record a strata council meeting, express permission from all attendees must be given.
- c) **Owner vs Strata Responsibility** – Owners are reminded to refer to Section 2 and Section 8 of the Strata Corporation Bylaws for details regarding responsibility of repair and maintenance within a strata lot, common property, and limited common property.
- d) **Drain Cleaning** – The strata council reviewed a quote from C&C Electrical Mechanical to complete the vertical drain cleaning. It was noted that within the annual contract with C&C Electrical Mechanical, horizontal drain cleaning is included. It was agreed to ratify the electronic decision to schedule the vertical drain cleaning as the same time. Access to some units will be required and owners will be notified in advance as required. Date for the drain cleaning is Thursday February 16 and Friday February 17.
- e) **Roof Hatch** – The strata council reviewed a quote from Centurion Contracting to replace the roof hatch as the current hatch is dangerous and in need of replacement. It was agreed to ratify the electronic decision to replace the roof hatch.
- f) **Elevator Project** – It was noted that the elevator is over 30-years old. Per the most recent depreciation report, the elevator is in need of replacement. The strata council has had an owner volunteer to take on the task of receiving quotes for replacement. An update will be provided at the next meeting.
- g) **Security Camera** – Homelife has been directed to request that CESS replace the UPS to store data from the security camera. An update will be provided at the next strata council meeting.
- h) **Treasurer Council Position** - Diane Jones will stand in as treasurer along with her role as Vice President until a new volunteer comes forth for the open council position as Treasurer or until the AGM when new council is voted in The AGM date has been set by the council to take place on Wednesday, May 3, 2023 at 6:30pm.



**7. Correspondence**

- a) SL33 – The owner reached out in regards to their skylight leaking. It was noted that the source of the leak has not been confirmed. Homelife has been directed to notify the owner that an investigation may be completed; however, confirming that the cost of the report may be charged back to the unit if the source is an owner responsibility.
- b) SL2 – The owner has submitted documentation for the strata council’s review to support an exemption to the pet bylaw.
- c) SL1 – An e-mail was received noting that some areas of the gutters need to be repaired/replaced. Homelife has been directed to schedule an inspection of the gutters to gain a quote for the required work.

**8. Accounts Receivable**

The strata council reviewed the most current accounts receivable report. It was noted that there are several owners who have not made arrangements for payment of their strata fees since the transition. Homelife has been directed to notify all owners who have not make arrangements for payment.

**9. In Camera Correspondence and Bylaw Concerns**

None.

**10. Legal and Insurance Claim**

None to the best of our knowledge.

**11. Next Meeting**

March 1, 2023 @ 6:30PM

**12. Termination**

The meeting ended at 9:08PM.



**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING**

**Mar 1, 2023 6:30PM**

**NOTE: meeting changed date from Feb 22 to Mar 1  
AMENITY ROOM @ MAYFAIR GARDENS**

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April Butler – President [april.nw2912@gmail.com](mailto:april.nw2912@gmail.com)  
Diane Jones – Vice President [diane.nw2912@gmail.com](mailto:diane.nw2912@gmail.com)  
Kim Reeves - Member at Large [kim.nw2912@gmail.com](mailto:kim.nw2912@gmail.com)  
Susan Hatt - Member at Large [susan.nw2912@gmail.com](mailto:susan.nw2912@gmail.com)

**Absent: Homelife Property Manager – Mike/Megan**

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**1. Call to Order**

The meeting was called to order at 6:30pm as a quorum was present.

**2. Approval of Previous Minutes**

It was **MOVED by Susan** and **SECONDED** Diane to approve the minutes of the meeting held January 25, 2023.

**CARRIED**

**3. Financial Statements**

a) **Financial Statements January 2023** – It was **MOVED by April** and **SECONDED** by Diane to adopt the January 2023 Financials Statements as presented.

**CARRIED**

b) **C&C Electrical Mechanical Invoice** – It was **MOVED** and **SECONDED** to charge this invoice back to SL9 as the investigation found that the source of the damage is an owners' responsibility.

**CARRIED**

**4. Business Arising**

a) **Deck Repairs** – Homelife has been directed to schedule a meeting with Frank's Deck and the strata council to review the provided report. The strata council has noted several deficiencies on the report that require review. Council is reviewing all deck history to ensure repairs required are correct.

b) **Siding** – The strata council will bring this item to the AGM for vote by owners on May 3, 2023.

c) **Power Strata** – Council is reviewing the contract between Homelife and Mayfair Gardens. Once reviewed and questions answered, decision will be made to sign the contract. Once the contract has been returned signed, Power Strata will be available to all owners.



- d) **Carpet Cleaning** – council has secured New Look (used to be Sears) for the cleaning of the carpets. They have done ours in the past and the quote is reasonable at just over \$1000 and they will also sanitized the carpet for approximately \$350. Council has voted all in favor of the carpet cleaning. It was **MOVED** and **SECONDED** to have New Look clean carpets this spring. **COMPLETED**

**CARRIED**

- e) **Maintenance Checklists (Fall and Spring)** – Diane has taken this on and has found all the contractors required for our Fall/Spring checklist. Council is still seeking a gutter repair contractor. Westfalls is going to provide a current contract of work they perform. Council will work with contractors to secure an ongoing schedule year of year for ease of booking. Diane will task and work with the contractors to ensure this done for all the spring/fall work. It was **MOVED** and **SECONDED** in favor of all the contractors for each of the items on the spring/fall checklist. **COMPLETED**

**CARRIED**

- f) **Enter phone** – Installation is complete and phone line was installed on February 21. **Feb 23 Canada Post issue resolved, buzzing now heard instead of a “click”. April followed up with Abby Locksmith awaiting reply. Mar 1 SL32 name disappeared 4 times now, CESS following up with manufacturer on issue. Awaiting follow up.**
- g) **Electrical Outlet Upgrade** – The strata council will bring this item to the AGM for vote by owners on May 3, 2023.
- h) **Canada Post – Parcel Locker has been installed. COMPLETED**
- i) **Hytec** – Hytec is currently awaiting the approval of the permits from the City of Abbotsford. Should you have any questions, please do not hesitate to reach out to [megangoss@advantagecv.com](mailto:megangoss@advantagecv.com).
- j) **Bylaw Review** – Homelife has been directed to source quotes to have the current bylaws updated. This project is ongoing, and will be put forward for vote at the Annual General Meeting.
- k) **Annual Fire Inspection – The deficiencies repair/replacement was completed on Tuesday, February 21, 2023. COMPLETED**
- l) **Unit Keys – Keys have been returned to owners. COMPLETED**
- m) **Drain Cleaning –The vertical drain cleaning was completed Thursday February 16 and Friday February 17. COMPLETED**
- n) **Roof Hatch – The roof hatch has been repaired and deficiencies completed also on Feb 22. COMPLETED**
- o) **Elevator Project** – It was noted that the elevator is over 30-years old. Per the most recent depreciation report, the elevator is in need of replacement. The strata council has had an owner volunteer to take on the task of receiving quotes for replacement. An update will be provided at the next meeting. Council to meet with volunteer owner to provide the information and quotes on the elevator replacement.
- p) **Security Camera –CESS has replaced the UPS to store data from the security camera. COMPLETED**



- q) **The AGM date has been set by the council to take place on Wednesday, May 3, 2023 at 6:30pm.**
- r) **Welcome Package** – complete with updates and send to owners. Megan to update the document. April will complete the updates and send to Homelife to email a copy to all owners.
- s) **Leaks discovered over Christmas snow/ice melt in two units, SL9 and SL33.** Council followed up with Megan Feb 27. Megan thought this was taken care of to follow up and if not will have this looked at. April followed up Feb 28 for the follow information from Homelife and to book this inspection asap. **April has not heard back from Homelife and will follow up with Homelife and/or contact C&C to get the inspection booked.**

#### 5. New Business

- a) **Grounds Pro council approved for 2023/24 gutter cleaning awaiting contract from Kurt at Grounds Pro. Council will contact Kirk to have the gutters cleaned this spring. COMPLETED**
- b) **Flat Roof repairs missed in 2021 after inspection. Review of RoofTech inspections and work not completed by previous council:**
  - Dec 23, 2020 -Report from Harvard Roofing (Harvard File #20-613)

Estimate Re: Roof maintenance at Mayfair Gardens as per Rooftech Consultants Ltd, flat roof recommendations:

#### #1

- All debris should be removed being organic or other, to ensure all the areas of the membrane are protected and all areas are draining as intended
- All areas exhibiting degranulation should be coated and granulated to reinstate a better UV protection
- All corroded fasteners should be removed and replaced, with all areas of the metal flashing details properly sealed with a compatible sealant
- A downspout and splash pad is required at the small upper roof area, with the sealant replaced at the metal wall flashing below
- The deficient membrane areas with the blisters and buckling need to be corrected as noted in the evaluation
- Membrane protection is required at the access hatch area
- COST \$3,252.00 plus GST

#### #2 Estimate Small roof ground level near Unit #112

- Replace small roof with 2ply SBS membrane complete with sheet metal flashing
- COST \$740.00 plus GST

#### #3 Budget Price for complete flat roof replacement COST \$110,000 to 120,000 plus GST

**April to contact Harvard Roofing for review of flat roof repairs and to look at vinyl parapet.**



- c) **Gutter drains** to inspected at two units areas, Homelife to arrange with Advantage Gutter Update Feb 24, Megan has noted: Unfortunately the new company which has just purchased Advantage Gutters only does full gutter replacement and not repairs. Council to search for a gutter company for the repairs to the two unit areas noting gutter issues (SL1, SL33). **Kim to secure a gutter company to do the repairs.**
- d) **Council in favor to purchase sidewalk salt to have on site council has purchased salt. COMPLETED**
- e) Council gaining two additional quotes for Hardi Siding for upcoming AGM
- f) New council email addresses and new council protocols for council email addresses to be implemented April 2023
- g) **Richmond Elevator Contract Addendum council to sign that was missed when contract approved by council back in Oct 2020. COMPLETED**
- h) **MUA north side building fans not working – due to switch not turned on at roof area. C&C discovered an on/off switch was not turned back on from roof area. Fans now working and no charge to strata. No cost to strata. COMPLETED**
- i) Follow up on the tree for removal that is damaging wall at parking lot entry, tree may belong to City of Abbotsford, Homelife to follow up with City of Abbotsford
- j) **Skylights in need of replacing 5 noted to be reviewed by council in meeting. Council has voted in favor to replace 3 units in urgent need to be replaced immediately (SL 27, SL 31, SL34) and the remaining 2 skylights to be inspected and if in need of repair to be replaced in May (SL26, SL 29) by Abbotsford Glass.**
- k) **Follow up for renewal for Garage Door maintenance with Superior Doors. Maintenance contract approved back in 2019 by council was never completed and fell off meeting minutes. Council has approved the maintenance contract for the garage door with Superior Doors, 3 year contract has been signed first maintenance scheduled for Mar 6. COMPLETED**
- l) **Water Leak in Garage – C&C emergency call out resulted in owner caused water leak, invoice to be billed back to owner. Owner having repairs done Mar 1. COMPLETED**
- m) **Normac Insurance Appraisal Renewal – this is required every 3 years for insurance renewal next renewal due April 2023, council to review. Council to have Homelife follow up for renewal.**
- n) **CHOA Seminar –council membes attending the seminar and fees covered by strata. It was MOVED AND SECONDED for strata to pay for the seminar fees for any council members attending. Voted and approved by all council. CARRIED**
- o) **2023/24 Budget Planning** Council to meet to plan 23/24 budget. Note govt will rule in fall that all strata's to increase the CRF from 5% to 10% of the maintenance budget. Note our Gas bill will continue to rise as the govt carbon tax increase impacts natural gas.
- p) **Parapet Vinyl Siding – vinyl around parapet wall on roof is falling apart, Homelife to follow up with RCABC Guarantee if included and follow up with Harvard Roofing as only 4 years old**
- q) **Pet Letter – received from owner's physician. Council has followed up with Homelife and it was MOVED and SECONDED to support the exception of the pet bylaw and accept the letter from owners physician and will allow a service pet for SL2. All in favor.**

CARRIED



- r) **Boiler Room Oil Leak – while council member following up on SL1 dishwasher leak found patch of oil on floor in boiler room. C&C to inspect week of Feb 27.**
- s) **Replace Ping Pong Paddles and repair two pool cues in amenity room It was **MOVED** and **SECONDED** to accept in favor to replace paddles and repair the two cues.**

**CARRIED**

- t) **New Property Manager assigned to Mayfair Gardens.** Homelife has informed council Megan Goss last day with Homelife is Mar 3 with Homelife and Homelife has assigned a new property manager, Maxine Campbell. Transition to take place in March.

## **6. Correspondence**

### **7. New correspondence**

- a) **emergency line did not answer over Christmas unit SL33 water issue. Homelife followed up and showed no record of calls to the emergency number however owner said they called the correct number and the emergency that answered said they were extremely busy and may not get a call back. Council to monitor any further issues when owners call the emergency number for Homelife. COMPLETED**
- b) **unit 305 says skylight is leaking, council will get inspected and if needed repaired. (see 5 (j) )**
- c) **Owners requesting copy of financials, council requested Homelife to begin adding a copy of the short financials with meeting minutes going forward. COMPLETED**
- d) **Owner in SL1 requesting patio door rollers to be inspected, council to review patio door roller update to owners. Council to set protocols for owners around patio door roller replacements. Council will investigate bylaw change around responsibility of patio door roller replacement from strata to owners in upcoming AGM as the major issue for patio rollers is lack of regular cleaning of the tracks by owners.**
- e) **SL1 advised council of dishwasher leak, no leak found in below level of amenity room or boiler room. Owner is taking care of the repairs. COMPLETED**
- f) **SL1 leak noticed in bedroom near repairs done last year, a report from owners contractor to be sent to Homelife. Council to await copy of the inspection report of the leak.**

## **8. Accounts Receivable**

Council has reviewed the Accounts Receivable and has sent Homelife the information on actionable items.

## **9. In Camera Correspondence and Bylaw Concerns**

None.

## **10. Legal and Insurance Claim**

None to the best of our knowledge.

## **11. Next Meeting**

March 30, 2023 @ 6:30PM



HOMELIFE  
ADVANTAGE  
REALTY LIMITED

## **12. Termination**

The meeting ended at 9:00pm.



HOMELIFE  
ADVANTAGE  
REALTY LIMITED

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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
MAY 3, 2023 @ 6:30 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance**

April Butler – President [april.nw2912@gmail.com](mailto:april.nw2912@gmail.com)

Diane Jones – Vice President [diane.nw2912@gmail.com](mailto:diane.nw2912@gmail.com)

Kim Reeves - Member at Large [kim.nw2912@gmail.com](mailto:kim.nw2912@gmail.com)

Susan Hatt - Member at Large [susan.nw2912@gmail.com](mailto:susan.nw2912@gmail.com)

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**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd

Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by President April Butler with all council members in attendance a quorum was present.

**2. APPROVAL OF MINUTES**

It was **MOVED/ SECONDED** to receive the minutes of the strata council meeting held March 30, 2023 as presented. **CARRIED**

**3. FINANCIAL REVIEW**

**a. Financial Statements**

There was a thorough discussion with Management and Council on the financial statements for the period ending March 31, 2023, as presented.

**b. Invoices**

Invoices are emailed to the Strata Council during the third week of each month for their review and approval.

**c. Unapproved Expenditures**

The Accounting Department to be instructed not to pay the outstanding invoice from Ainsworth in the amount of \$1,812.30.

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**d.** The outstanding account to Recap Group has been corrected, the outstanding balance is \$7,292.38. This will not be paid as the leak has continued ever since the repair work was done.

**e.** It was **MOVED/ SECONDED** that the petty cash fund be increased to \$ 500.00. **CARRIED**

**f.** The strata council questioned why there were 4 payments taken by Auto Debit for Waste Connections in May, with a credit balance showing on the Accounts Payable of \$205.65.

The strata council is also questioning why invoices are not paid in the current month when they have been approved in that month.

These matters will be referred to the accounting department.

**g. Outstanding Balances on Sold Strata Lot/Over Payments by Owners**

One strata lot has a credit balance from the transfer of accounts from Select/GC Management – this is to be written off.

Two current owners have credits on their accounts, cheques will be issued to the owners. -

**h. Royal City Fire Invoice** – The charge back for smoke detectors was calculated incorrectly due to a misunderstanding – the accounting department has been instructed to correct the same.

**2. BUSINESS ARISING FROM PREVIOUS STRATA COUNCIL MEETINGS**

**a. Repairs/Maintenance & Long-term Planning**

A lengthy discussion ensued regarding the work that needs to be done, and preparation for major projects, such as the siding, elevator, etc.

The strata manager suggested that rather than taking recommendation from contractors, a Building Envelope Assessment be done by an engineering firm – that will lay out the condition of the building and what areas are most urgently in need of repair.

Quotations then can be sought to do the most urgent items and a long-term plan can be put together for other major expenditures.

A quotation was received from WSP (formerly Levelton Engineering) in the amount of \$7,250.00 plus gst. If owners wish to have a survey completed (by each owner to advise of exterior problems they have noted), this can be done for an additional cost of \$900.00. This will be on the agenda at the Annual General Meeting.

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**b. Power Strata** – The strata council will be receiving a new contract between Homelife after the Annual General Meeting. Power Strata will be available to all owners, this will be addressed in the new contract.

**c. Electrical Outlet Upgrade** – The strata council is recommending all electrical outlets in the building be upgraded for safety reasons. The cost of this project is \$5,000.00 and funding will be included in the 2023/2024 operating budget.

Owners wishing to have their electrical outlets changed can do so at the same time but will be responsible for payment to the contractor.

**d. Hytec Water Management System** – This system was approved at a Special General Meeting held on January 16, 2023, as noted below.

“**BE IT RESOLVED** by a  $\frac{3}{4}$  (three-quarter) vote of the Owners of Strata Plan NW2912 at the Special General Meeting held on January 16, 2023, to approve the installation of the HYTEC Water Management System on a lease agreement for a 66-month term for \$964.80 per month. The motion was **CARRIED - 27 in favor | 6 against | 1 abstention.** (This will be included in the new budget for 2023/2024.)

(Following the meeting a letter of authorization was provided to Hytec, so they can obtain the permits required to begin the installation of the water management system.) The permit could take anywhere from three to six months to be received from the City of Abbotsford.

**e. Bylaw Review** – Two quotations have been received for Bylaw Review and Update.

Hamilton & Co. - Initial review \$1500. - \$2800. plus \$ 450 per hour for amendments, questions, and After initial draft.

Clark Wilson – Patrick Williams – Estimate \$3500.00 plus taxes to review and completely replace the Bylaws.

This item will be on the agenda for the Annual General Meeting.

**f. Welcome Package** - The strata council had requested that Homelife provide a copy of their Welcome package for April Butler to review and provide updates. The strata manager will follow up on this.

**g. Flat Roof Repairs**

The strata manager will contact Harvard Roofing to determine a date for the repair work to be done.

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**h. Parapet Wall** Harvard Roofing will be repairing the parapet wall at no cost to the Strata Corporation.

**i. Tree Removal** – The strata manager was instructed to contact the City of Abbotsford to determine if the tree that is damaging the wall at the parking lot entry is on City Property.

**j. Skylight Replacement** – Abbotsford Glass has completed has completed the skylight replacements.

**k. Normac Insurance Appraisal Renewal** – The strata manager has contacted Normac to update the three-year appraisal renewal due April 2023.

**l. Horizontal Plumbing Line Cleaning** – Each owner will be responsible for paying for the repair required to the plumbing lines under their kitchen sink that are too small and cannot be accessed for cleaning. C&C will be doing this work on May 18<sup>th</sup>, 2023.

**m. Leak in SL 1** – The strata manager and Diane Jones met with two representatives from Recap to inspect the leak in the bedroom in the same location as the repair was done. One of the representatives from Recap noted they thought that the leak may have been coming through the bricks, but felt that it would have been too expensive to remove the bricks. They were unwilling to look further into this leak at there cost.

It was **moved/seconded** that Premier Restoration be hired to use a water meter to see if it was possible to determine the source of the leak. **CARRIED**

### **3.0 CORRESPONDENCE**

**a. Bylaw Violation – Uninsured Vehicle**

It was **moved/seconded** that a fine be levied against an owner who has previously had to be reminded to provide proof of insurance to the strata council for uninsured vehicles parked in the parkade, and is now in breach of Bylaw 33(2) again. **CARRIED**

### **4.0 NEW BUSINESS**

**a. Patio Door Roller Repairs**

The strata manager was instructed to contact Abbotsford Glass to check/repair the Rollers on the patio doors at Strata Lots 1; 7 and 15.

**b. Composting**

The strata manager was instructed to obtain quotations on composting.

**c. Maintenance work Scheduled/Waiting to be Scheduled**

- Garage Cleaning by Westfall Maintenance waiting to be scheduled
- Carpet Cleaning by New Look is scheduled for May 15<sup>th</sup>
- Deck, Exterior Windows, Stairwells, Garage Door, Walkway and Bridge Cleaning by MKY Holdings - May 16 – 18<sup>th</sup>
- Gutter Cleaning by Grounds Pro – waiting to be scheduled in May

**6. In Camera Correspondence and Bylaw Concerns – None.**

**7. Legal and Insurance Claims - None to the best of our knowledge.**

**8. Townhall Meeting**

The Townhall meeting will be held on May 21, 2023.

**9. Next Strata Council Meeting**

The next strata council meeting will be held on June 6, 2023 at 6:30 p.m.

**9. Annual General Meeting**

The Annual General meeting will be held on June 28, 2023 – Registration 6:00 p.m. and Meeting start time at 6:30 p.m.

**10. TERMINATION**

As there was no further business before the Strata Council, the meeting terminated at 8:45 p.m.

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Minutes written by HomeLife Advantage Realty (Central Valley) Ltd. edited and approved by Council.

***PLEASE INCLUDE MAXINE CAMPBELL ON ALL E-MAIL CORRESPONDENCE:***

*email: [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)*



HOMELIFE  
ADVANTAGE  
REALTY LIMITED

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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
JUNE 6, 2023 @ 6:30 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance**

April Butler – President [april.nw2912@gmail.com](mailto:april.nw2912@gmail.com)

Diane Jones – Vice President [diane.nw2912@gmail.com](mailto:diane.nw2912@gmail.com)

Kim Reeves - Member at Large [kim.nw2912@gmail.com](mailto:kim.nw2912@gmail.com)

Susan Hatt - Member at Large [susan.nw2912@gmail.com](mailto:susan.nw2912@gmail.com)

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**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd

Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by President April Butler with all council members in attendance a quorum was present.

**2. APPROVAL OF MINUTES**

It was **MOVED/ SECONDED** to receive the minutes of the strata council meeting held May 3, 2023 with the following amendments.

- a. **Vertical Plumbing Drain Cleaning** not “Horizontal Plumbing Line Cleaning” – discovered 6 owners plumbing under kitchen sink area was poorly done and does not allow the drain cleaning to be completed. 6 owners agreed to have the plumbing upgraded at their cost to have the drains cleaning completed, the completion of the cleaning is booked for June 6.
- b. March 30 minutes, also refer to horizontal drain and it should be Vertical Plumbing Drain.
- c. Elevator was not noted in the April meeting minutes (held May 3) and should have been left on the meeting minutes. Noted at this meeting, the elevator would be discussed at the upcoming Town Hall Meeting.

**CARRIED with corrections.**

**Page 2****3. FINANCIAL REVIEW****a. Financial Statements**

There was a thorough discussion with Management and Council on the financial for the period ending April 30, 2023, was **MOVED/ SECONDED** accepted as presented.

**CARRIED**

May financial statements were **TABLED**.

**Going forward copies of the financial statements will be sent to owners monthly.**

**b. Invoices**

There is a new Telus account for the enterphone system that has been put on Preauthorized Payment. Payments were not made as the invoices were going to the building rather than the management company.

**c. Unapproved Expenditures**

The Accounting Department to be instructed not to pay the outstanding invoice from Ainsworth in the amount of \$1,812.30. (This invoice was incurred in July, 2022 and cannot be written off for two years.)

**d.** The outstanding account to Recap Group has been corrected, the outstanding balance is \$7,292.38. This will not be paid as the leak has continued ever since the repair work was done. (This invoice was incurred in July, 2022 and cannot be written off for two years.)

**e.** It was **MOVED/ SECONDED** that the petty cash fund be increased to \$ 500.00. **CARRIED**

**f. Royal City Fire Invoice** – The charge back for smoke detectors corrected and sent to owners. These have all been paid,

**g. Charge Back to Owners – Re Vertical Drain Cleaning**

All owners were asked if they wished to have this work done at their expense, and this was also noted in the minutes of May 3, 2023. As of the date of these minutes, all accounts relating to this charge are outstanding.

**h. Outstanding Balance Owing on Insurance**

It was **MOVED/ SECONDED** that the outstanding balance owing to Schill Insurance in the amount of \$13,784.00 be paid, with the funds being borrowed from the CRF. **CARRIED**

**2. BUSINESS ARISING FROM PREVIOUS STRATA COUNCIL MEETINGS****a. Long Term Planning**

Deck Repairs – reviewed again in the fall

Siding – on the agenda at the Annual General Meeting

**PAGE 3****b. CLEANING THE PARKADE**

Westfalls contract was received and garage cleaning completed on May 24. Council will gain quotes for next year to have the garage floor cleaned by company that can clean all oil/liquid spills. This project has been completed. There was an issue with an owner not removing their vehicles as requested.

This resulted in it being determined that the stored vehicles did not have storage insurance nor were they in working order. This being a violation **Prohibitions 33 (2) (see below)**.

*(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.*

**b. Power Strata** – The strata council will be receiving a new contract between Homelife after the Annual General Meeting. Power Strata will be available to all owners, this will be addressed in the new contract.

**c. Electrical Outlet Upgrade** – New electrical outlets have been installed in the common areas, as well as in strata lots, where owners agreed to do so at their expense.

**d. Hytec Water Management System – Update on this System**

Meridian One Cap (Leasing Company for the Hytec System) started withdrawing their lease payments from the Strata Corporations bank account, this was noted and it was **MOVED/SECONDED** that the monies be returned and the payments not commence until the system is installed. **CARRIED**

There is not further information on the date of commencement of this project.

This system was approved at a Special General Meeting held on January 16, 2023, as noted below.

**“BE IT RESOLVED** by a  $\frac{3}{4}$  (three-quarter) vote of the Owners of Strata Plan NW2912 at the Special General Meeting held on January 16, 2023, to approve the installation of the HYTEC Water Management System on a lease agreement for a 66-month term for \$964.80 per month. The motion was **CARRIED - 27 in favor | 6 against | 1 abstention. (This will be included in the new budget for 2023/2024.)**

(Following the meeting a letter of authorization was provided to Hytec, so they can obtain the permits required to begin the installation of the water management system.) The permit could take anywhere from three to six months to be received from the City of Abbotsford.

**e. Bylaw Review** – Two quotations have been received for Bylaw Review and Update. Hamilton & Co. - Initial review \$1500. - \$2800. plus \$ 450 per hour for amendments, questions, and After initial draft.

**Page 4**

Clark Wilson – Patrick Williams – Estimate \$3500.00 plus taxes to review and completely replace the Bylaws.

Bylaws update quote - cost to prepare the initial bylaw package ranges between \$1,500 to \$2,800, depending on the complexity of the existing bylaws. Any amendments, questions, or additional advice after the initial draft would be billed at my hourly rate of \$450.

This item was **TABLED** to the next Strata Council meeting.

**f. Elevator Project**

Upgrading the elevator is on the agenda for the Annual General Meeting, this was petitioned by the owners.

**g. Welcome Package** - Owners Welcome Package is completed and to be sent to all owners. Follow up with Maxine to have the package sent to all current owners and to include this package to any new owner.

**h. Leak in SL 1** – Premier Restoration has inspected the continued water ingress into Strata Lot 1. And will be providing a quotation for the work. Before a quotation is received it will be necessary to cut into the drywall to determine where the water is coming from.

**i. Gutter Cleaning** – This work has been completed.

**j. Flat Roof Repairs and Information on Seasonal Maintenance**

Harvard Roofing completed the flat roof repairs on May 15<sup>th</sup>.

The strata council will review Harvard Roof “Seasonal Maintenance” program for flat roof regular maintenance. The flat roof should be inspected every 3 years and leaves cleared yearly from the roof. Council to review the program and costs.

**k. Parapet Wall** - Harvard Roofing has repaired the parapet wall at no cost to the Strata Corporation.

**l. Tree Removal** – The strata manager was instructed to contact the City of Abbotsford to determine if the tree that is damaging the wall at the parking lot entry is on City Property.

**m. Skylight Replacement** – Abbotsford Glass has completed the skylight replacements. The condensation in the skylight by the elevator is not going away. April emailed Abbotsford Glass on May 15 with pictures for follow up. Council has been monitoring this skylight and as of May 30, the condensation is now gone. Skylight is working as installed without issue.

## Page 5

**n. Normac Insurance Appraisal Renewal** – The updated three0year appraisal has been received from Normac dated April 2023. The appraised value of the building for insurance purposes is \$10,200,000.00.

**o. Garden Mulch** – Garden Mulch to be laid the 1<sup>st</sup> week of June, tentatively to confirm with Grounds Pro.

**p. Leak in Unit 103** – Clogged kitchen sink in unit 103 – the plumber they called suspected that the clog is in the horizontal pipes and advised that the pipes are greasy. They see this often when horizontal pipes do not get cleaned.

**q. Internet for the Amenities Room** – The strata council will be discussing internet for the amenities room to allow council members to have access to the internet and have the use of Zoom.

**r. Miscellaneous Purchases** - It was **MOVED/ SECONDED** by the strata council to approve purchases of paper for the President’s strata work, new garden house and hose spray attachment for watering the gardens. **CARRIED**

**s. Wasp Nests** – Units 306/106 – A pest control company was called to remove hornet’s nests at the above noted units.

**t. Carpet Cleaning** – This work was completed.

**3.0 CORRESPONDENCE** – It was **MOVED/ SECONDED** that \$200.00 fine be levied against Strata Lot 18 for failure to have storage insurance on their vehicle(s) from August 31, 2022 to January 2023 required by Bylaw 33.

**CARRIED**

## 4.0 NEW BUSINESS

**a. Proposed Budget and Agenda Review for the Annual General Meeting** – The proposed operating budget was reviewed, it is necessary to have an increase in strata fees due to the Hytec Water lease agreement, increased maintenance costs and an increase in strata management fees.

Items on the Agenda will include repayment of the deficit; Special Levies for siding replacement and elevator updating, as well as a Pet Bylaw proposal.

**b. Electrical Outlet Upgrade** – LED lights for garage (includes storage room and workroom) and amenity room (include all ceiling except where ceiling at door was recently done, pool table – the lights are no longer being manufactured as of 2023, light in kitchen area and light over shuffleboard – add hallways in parkade level and stairwells, once entire building is all LED we will be in line for a BC Hydro rebate. Look to change out hallway light fixtures to LED and new fixtures. Council is currently seeking quotes for this work.

**Page 6**

**c. Donations to Gardens** – The strata council appreciates owners wanting to donate plants as a gift to the community, however please be sure to ask the gardening committee prior to donating such a gift whether or not there is a place for it. No owner should be planting anything in the gardens, planting is only to be done by the gardening committee.

**d. Keys for the Work Room** – C & C requires a key to the workroom. The strata council will provide the same.

**e. Visitor Parking Spaces for Visitors Only** – The outside Parking Lot is for visitors/contractors only – we now have 5 owners parking secondary vehicles in our parking lot. There are 11 stalls in our parking lot and many are empty during the day causing no issues for visitors and contractors. Council will monitor this if additional owners purchase secondary vehicles in the future which may cause issues for visitor and contractor parking in the future.

**f. Complaint of Excessive Heat – Unit 107** - C & C Mechanical was called due to the excessive heat in the unit, this was caused from a Zone valve that was malfunctioning and required replacement.

**6. In Camera and Bylaw Concerns** – None. **Correspondence**

**7. Legal and Insurance Claims** - None to the best of our knowledge.

**8. Townhall Meeting**

The Townhall meeting will be held on May 21, 2023.

**9. Next Strata Council Meeting**

The next strata council meeting will be held on the call of the strata council.

**9. Annual General Meeting**

The Annual General meeting will be held on June 28, 2023 – Registration 6:00 p.m. and Meeting start time at 6:30 p.m.

**10. TERMINATION**

As there was no further business before the Strata Council, the meeting terminated at 9:45 p.m.

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***PLEASE INCLUDE MAXINE CAMPBELL ON ALL E-MAIL CORRESPONDENCE:***

*email: [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)*



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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
JUNE 28, 2023 @ 10:00 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance:**

Frank Del Bove Orlandi	President	Unit 206
Thomas Mazurek	Vice President	Unit 103
Elaine Derocher	Member At Large	Unit 205
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Denis Galandy	Member at Large	Unit 305

**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd  
Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 10:00 p.m. by the strata manager with all elected council members in attendance a quorum was present.

**2. APPOINTMENT OF OFFICERS**

It was **MOVED** by Kim Reeves and **SECONDED** by Elaine Derocher that:

Frank Del Bove Orlandi serve as President  
Thomas Mazurek serve as Vice President  
Lisa Del Bove Orlandi serve as Treasurer

**CARRIED**

**3. REQUEST FOR DOCUMENTS**

The strata manager was requested to send a letter to the previous President requesting all documents, keys, zip drives(s); binders; contracts, etc. be provided to the new strata council forthwith.

**4. Next Strata Council Meeting**

The next strata council meeting will be held on September 13, 2023 at 6:00 p.m.

**5. TERMINATION**

As there was no further business before the Strata Council, the meeting terminated at 10:30 p.m.



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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
JULY 13, 2023 @ 10:00 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance:**

Frank Del Bove Orlandi	President	Unit 206
Thomas Mazurek	Vice President	Unit 103 (By Zoom)
Elaine Derocher	Member At Large	Unit 205
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Denis Galandy	Member at Large	Unit 305

**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd  
Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by the strata manager with all elected council members in attendance a quorum was present.

**2. FINANCIAL REVIEW**

The meeting was called specifically to discuss the financial situation of the Strata Corporation.

The June financial statements show a balance in the operating account of \$365.43to, with accounts payable of \$ 11,758.68. This amount does include \$7,292.38 for Recap (which is in dispute) and \$1,812.30 to Ainsworth, which is also in dispute, leaving a balance of payables of \$2,654.00.

As at June 30, 2023 \$ 16,370.54 of the \$35,000.00 repairs and maintenance budget has been spent, leaving deficit of \$11,223.04. The major expense charges \$3,491.75 to wash patios, windows, stairs and walkways in the courtyard and the underground parkade entrance; C&C \$5,559.75 to replace electrical covers; \$5,292.00 to repair the roof; \$1,576.12 carpet Cleaning; and \$ 718.41 C&C.

**How will the strata council resolve the cashflow issue:** It was moved by Denis Galandy and seconded by Frank Del Bove Orlandi, that a notice be sent to all owners asking that they pay the assessment to repay the deficit of \$ 10,308.27 from 2022 – 2023 fiscal year as promptly as possible.

**CARRIED.**

Due to the current deficit at the end of June 2023, no further repairs and maintenance will be done until such time as the financial situation has improved, other than work that is necessary.

### **3. DECK REPAIRS – UNIT 208**

As this deck is in bad condition, the vinyl will be replaced – Franks Total Deck to provide a quotation for this work.

### **4. WINDOW CLEANING**

The owners of Units 206 and 209 advise that their windows were missed. The strata manager will advise MKY Holdings accordingly.

### **5. BRIDGE IN THE COURTYARD REQUIRES REPAINTING**

Volunteers are required to re-stain the bridge as power washing has removed some of the stain.

**6. GUTTER CLEANING** – This will be reviewed in the fall; the strata council is of the mind that once per year should be sufficient to clean the gutters but this will be monitored.

### **7. PLUMBING – CHANGE OF PIPING**

It was moved by Frank Del Bove Orlandi that the cost to replace the piping under the kitchen sinks be paid by the corporation and the money refunded to those owners that have paid as soon as the funding is available, seconded by Kim Reeves.

**CARRIED**

The strata council's reasoning for this change, is that this was original piping and therefore the responsibility of the Strata Corporation to repay.

### **8. REVERSAL OF FINE – UNIT 206**

It was moved by Kim Reeves and seconded by Denis Galandy that the \$200.00 fine levied against Unit 206 be reversed as the owner had insurance on their vehicle.

**CARRIED**

### **9. CHARGE FOR SMOKE ALARM – UNIT 103**

The owner of Unit 103 has asked that his account be reviewed as he was over charged for the smoke alarm.

### **10. STORAGE ROOM**

There is to be no use of the work room for storage. Large items that have been left in the storage room, are there at the owner's risk. Construction materials are not to be left in the workshop room.

### **11. ACCOUNTS RECEIVABLE**

The strata manager was instructed to send letters to those owners in arrears.

**12. MANAGEMENT CONTRACT**

The strata council was provided a copy of the management contract, the strata manager was advised that it would be signed on Monday.

**13. Next Strata Council Meeting**

The next strata council meeting will be held on September 13, 2023 at 6:00 p.m.

**14. SPECIAL GENERAL MEETING**

**A Special General Meeting will be held on August 24, 2023 to approve the covenant with the City of Abbotsford in respect of the HYTEC Agreement.**

**15. TERMINATION**

As there was no further business before the Strata Council, the meeting terminated at 8:05 p.m.



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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
AUGUST 24, 2023 @ 6:18 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance:**

Frank Del Bove Orlandi	President	Unit 206 (By Phone)
Thomas Mazurek	Vice President	Unit 103
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Denis Galandy	Member at Large	Unit 305

**Absent:**

Elaine Derocher	Member At Large	Unit 205
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**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd  
Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 6:15 p.m. by Vice President Thomas Mazurek.

**2. NOTICE OF CLAIM – RECAP GROUP**

The strata manager advised that a Notice of Claim was received from the Recap Group requesting \$7,468.38.

Frank explained to those in attendance that the work done by Recap around the window of Unit 101 was necessary as the entire area was rotten. The cost for this work was \$4,995.12 and Frank noted that in his opinion this work should have been paid for as it was necessary.

The strata manager was instructed to contact Recap Group and advise that the Strata Corporation would like to make things right with Recap to discuss a settlement with them, basically agreeing to pay the \$4,995.12, plus the gst but not the \$1950.00 (for investigative work) or the court fees.

It was moved by Denis Galandy and seconded by Lisa Del Bove Orlandi that if a settlement is reached the money be taken out of the Contingency Reserve Fund. If at the end of the 2023-2024 there is a surplus, this money is to be paid back to the Contingency Reserve Fund.

**CARRIED.**

**3. TERMINATION**

As there was no further business before the Strata Council, the meeting terminated at 7:05 p.m.

Following the meeting a settlement was reached as noted above.



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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
SEPTEMBER 13, 2023 @ 10:00 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance:**

Frank Del Bove Orlandi	President	Unit 206
Thomas Mazurek	Vice President	Unit 103
Elaine Derocher	Member At Large	Unit 205
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209
Dennis Galandy	Member at Large	Unit 305

**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd  
Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**1. CALL TO ORDER**

The meeting was called to order at 6:34 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 Elaine Derocher and seconded by Frank Del Bove Orlandi to accept the agenda as presented.

**CARRIED.**

**3. ADOPTION OF THE MINUTES FROM THE PREVIOUS STRATA COUNCIL MEETINGS**

It was moved by Frank Del Bove Orlandi and seconded by Dennis Galandy to accept the minutes as presented from the following strata council meetings:

June 28, 2023; July 31, 2023; August 24, 2023

**CARRIED.**

**4. FINANCIAL REVIEW**

The August financial statements show a balance in the operating account of \$1,679.54 with accounts payable of \$10,935.31. This amount does include \$7,292.38 for Recap (which has been settled in September at \$5,244.88) and \$1,812.30 to Ainsworth, which is also in dispute, leaving a balance of payables of \$8,425.53.

As at August 31, 2023 \$18,566.44 of the \$35,000.00 repairs and maintenance budget has been spent, leaving a deficit of \$9,093.23.

A snow plowing invoice from MKY Holdings for January and February in the amount of \$2,080.57 was not paid and has been added to the current payables.

**How will the strata council resolve the cashflow issue:** It was moved by Dennis Galandy and seconded by Frank Del Bove Orlandi, that a notice be sent to all owners asking that they pay the levy for the assessment to repay the deficit of \$ 10,308.27 from 2022 – 2023 fiscal year as promptly as possible.

**CARRIED.**

**Due to the current deficit at the end of June 2023, no further repairs and maintenance will be done until such time as the financial situation has improved, other than work that is critical.**

**Special Thanks to those owners who stepped up to the plate and paid the Special Levy early – as of August 31, 2023 the balance outstanding on the Special Levy is \$1.095.57.**

The strata manager will instruct accounting to return the funds paid for plumbing repairs (in the amount of \$263.20) and those that have not yet paid this amount to be reversed from the Accounts Receivable.

There was a shortage in the petty cash account of \$16.75, it was moved by Kim Reeves and seconded by Dennis Galandy that this amount be charged as an unknown expense.

**CARRIED.**

The strata manager to send an email to the previous treasurer asking that the petty cash ledger be provided to the new treasurer, forthwith.

It was moved by Elaine Derocher and seconded by Frank Del Bove Orlandi that the strata manager send a demand for payment to Unit 302 as their account is several months in arrears. Failure to provide full payment within 21 days will result in the account being turned over for collection.

**CARRIED.**

## **5. BUSINESS ARISING FROM THE PREVIOUS STRATA COUNCIL MEETING MINUTES**

### **a. HYTEC WATER SYSTEMS**

The covenant required by the City of Abbotsford is ready to be turned over to Sidhu and Associates.

### **b. BYLAW REVIEW**

Funding to have the Bylaws updated was **DEFERRED** until next year with the funds being built into the budget for this expense.

**c. ELEVATOR UPDATE**

This will be DEFERRED for six months.

**d. WELCOME PACKAGE**

The strata manager was asked to provide the strata council with a copy of the Welcome Package that Homelife sends to all owners.

**e. WATER INGRESS - SL01**

The Unit has sold and the new owners have been advised that the Strata Corporation will be responsible for any water damage that comes into the south corner of the unit. Once we have been through the heavy rains, should no water enter, the gyproc will be replaced, if there is more water ingress into that area, the strata council will do further investigation to locate the source.

**f. ANNUAL ROOF MAINTENANCE**

Harvard Industries have provided a quotation to provide annual maintenance on the roof for a cost of \$1,226.48.

It was moved by Kim Reeves and seconded by Dennis Galandy to accept the above noted quotation with the work to be done in early November.

**CARRIED.**

**g. BARK MULCH INSTALLATION**

The strata council questioned the amount of bark mulch that had been distributed in the gardens. The strata manager has checked the invoice, it does not specify an amount, only the cost of \$4,200.00.

**h. BRIDGE IN THE COURTYARD REQUIRES REPAINTING**

Special thanks to the volunteers who re-stained the bridge.

**6. NEW BUSINESS****a. PATIO DOOR ROLLERS – SL01**

Abbotsford Glass has been called to replace the rollers on the patio door.

**b. CONCERN RE TALL TREES – SL04**

It was noted that these trees are on Mayfair Property. This will be revisited at a later date as the Strata Corporation does not have the monies to spend at this time.

**c. REPLACEMENT OF LIGHTS IN THE PARKADE**

The replacement of the parkade lights to LED has been DEFERRED until funding is available.

The strata manager to remind Eton Electric that there are lights out in the parkade that do need replacement.

**d. COMPOSTING**

This will be readdressed in the springtime.

**e. DECK REPAIRS – UNIT SL20**

As this deck is in bad condition, the vinyl will be replaced – Franks Total Deck to provide a quotation for this work. As we have been unable to contact the owner, the owner is asked to contact the strata manager to arrange for a date for this work to be done.

**f. GUTTER CLEANING**

As the gutters were cleaned in the spring, Harvard Roofing will be asked to check the gutters when they do the annual Roof Maintenance which will be scheduled for early November.

**g. PLUMBING C&C; LIGHTING UPGRADES; PERIMETER DRAIN CLEANING; HORIZONTAL DRAIN CLEANING**

Perimeter drain cleaning is not required as there has been no issues since the problem area was repaired. **Horizontal Drain Cleaning will be done on October 3, 2023**, as this is part of the Annual Contract.

Lighting Upgrades – Etron Electric has provided a much lower quotation for the garage light upgrade than C&C.

**h. GARDENING**

Special thanks to Bernice Ruley (SL04) and her helpers Anthony (SL 13) and Lloyd (SL09) for all the work they have done in the gardens this season.

Bernice has advised that some bushes need trimming, the strata council will ask Grounds Pro to complete this work.

**i. SMOKING COMPLAINTS**

The strata manager noted that complaints have been received about owners smoking on their patio, this is not acceptable. Some people have been grandfathered and those owners are to be considerate of the many residents in the building that do not smoke. Letters have been sent to the offenders.

**j. WASPS**

Wasps and their nests have been an issue this year. Pest Control has been called several times, and the problem now seems to have been addressed.

**k. STORAGE ROOM**

There is a shower door and a cart left in the storage room – these must be removed by the person who put them there forthwith. If the Strata Corporation has to remove these items, this cost will be charged back to the owner.

**I. FRONT WALL AT ENTRANCE TO BUILDING NEEDS REPAINTING**

Tom Mazurek said he would have a look at it and if possible arrange for the painting to be done.

**m. WATER INGRESS AT THE PATIO DOOR AREA – SL25**

The strata council will investigate the problem as soon as the owner is available. The owner to contact the strata council when the inspection can be done.

**n. REVIEW OF CONTRACTS**

The President and Vice President are reviewing all current contracts.

**o. QUOTATIONS FOR GROUND MAINTENANCE**

The strata manager will obtain a quotation from AB&C Landscaping.

**7. DATE OF THE NEEXT STRATA COUNCIL MEETING**

The next strata council meeting will be held on November 15, 2023 at 6:00 p.m.

**8. TERMINATION of MEETING**

As there was no further business before the Strata Council, the meeting terminated at 8:15 p.m.



HOMELIFE  
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**STRATA PLAN NW2912 – MAYFAIR GARDENS  
MINUTES OF COUNCIL MEETING  
NOVEMBER 15, 2023 @ 6:00 p.m.  
AMENITY ROOM @ MAYFAIR GARDENS**

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**Council Members in attendance:**

Frank Del Bove Orlandi	President	Unit 206
Thomas Mazurek	Vice President	Unit 103
Elaine Derocher	Member At Large	Unit 205
Lisa Del Bove Orlandi	Treasurer	Unit 108
Kim Reeves	Member at Large	Unit 209

**Absent:**

Dennis Galandy	Member at Large	Unit 305
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**Strata Management**

HomeLife Advantage Realty (Central Valley) Ltd

Maxine Campbell – Strata Manager [maxinecampbell@advantagecv.com](mailto:maxinecampbell@advantagecv.com)

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**NOTICE RE STORAGE AREA: DO NOT put material in the storage area, if it does not fit in your storage locker, take it to recycling, or dispose of it some other way.**

**SMOKING – NO SMOKING is permitted on balconies, and only those OWNERS THAT WERE GRANDFATHERED are allowed to smoke in their strata lots!**

**THE STRATA WEBSITE NW2912.CA has been updated and now available to view previous months strata minutes, financials and other documents.**

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**1. CALL TO ORDER**

The meeting was called to order at 6:09 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 Lisa Del Bove Orlandi to accept the agenda as presented. **CARRIED.**

**3. ADOPTION OF THE MINUTES FROM THE PREVIOUS STRATA COUNCIL MEETINGS**

It was moved by Frank Del Bove Orlandi and seconded by Tom Mazurek to accept the minutes as presented from the strata council meeting held on September 13, 2023. **CARRIED.**

#### **4. FINANCIAL REVIEW**

The October financial statements show a balance in the operating account of \$3,983.99 with accounts payable of \$3,561.73. This amount does include \$1,812.30 to Ainsworth, of which \$326.56 will be paid, the balance will be written off.

It was moved by Frank Del Bove Orlandi and seconded by Tom Mazurek to accept the financial statements for September and October be accepted s presented. **CARRIED.**

The accounting department has returned the funds paid for plumbing repairs (in the amount of \$263.20) to those owners who had already paid the invoice and those reversed those owners accounts that had not been paid from the Accounts Receivable. (One owner reduced their maintenance fee payment by this amount and the money was also refunded, the accounting department is working on rectifying this issue.)

**Accounts Receivable** - Payment arrangements have been worked out with the owner, with the full amount being paid by December 31, 2023 or further legal steps will be taken to correct this issue.

**Special Resolution Repayment of Deficit** – A resolution was passed by a  $\frac{3}{4}$  vote of the Owners of Mayfair Gardens Strata Corporation approving a Special Levy payment for the repayment of the deficit by October 1, 2023. As at October 31, 2023 there are seven owners who have not paid their Special Levy – the strata manager was instructed to send demand letter to these owners.

#### **5. BUSINESS ARISING FROM THE PREVIOUS STRATA COUNCIL MEETING MINUTES**

##### **a. HYTEC WATER SYSTEMS**

The covenant has been signed by the City of Abbotsford so the project can proceed. The legal costs for the document \$1,344.25.

The strata manager was instructed to again advise Meridian One Cap from withholding further payments as payments were not to be withdrawn until the project started (November 2023).

##### **b. WATER INGRESS – UNIT 101**

The Unit has sold and the new owners have been advised that the Strata Corporation will be responsible for any water damage that comes into the south corner of the unit. Following the heavy rains this past week, Premium Restoration has been trying to contact the new owner to determine if any further water ingress occurred, but have been unable to reach the owner. The strata council also has been unable to contact the owner.

##### **c. ANNUAL ROOF MAINTENANCE**

The strata manager was asked to contact Harvard Roofing and Sheet Metal to question the quotation just received, as to what work was done in May of this year.

The annual roof maintenance was completed at a cost of \$1,226.48.

**d. DECK REPAIRS – UNIT 208**

The strata manager to follow up with Franks Total Deck on the repair to the deck of the above unit.

**e. INTERNET IN AMENITIES ROOM**

This was TABLED.

**f. HORIZONTAL DRAIN CLEANING**

Horizontal Drain Cleaning was completed on October 3, 2023, as part of the C&C Annual Contract. The company had to return as one of the caps had not been sealed properly.

**g. ACCESS REQUIRED TO UNIT 301**

The owner has advised that water is leaking at the patio door. The strata council needs access to determine what the cause of the problem is. As the owner is not available the strata manager was asked to contact the owner's son.

**6. NEW BUSINESS****a. REPLACEMENT OF LIGHTS IN THE PARKADE**

A new style of led lamp is now available that does not require the removal of ballasts from the neon fixtures thereby having a cost-effective approach in upgrading the parkade lighting.

It was moved by Kim Reeves and seconded by Elaine Derocher that the strata manager obtain a quotation to replace the current lights in the parkade to LED. CARRIED.

Depending on the cost the project may be divided into two sections.

**b. LEAKING HOSE BIB**

A leaking hose bib on the outside of the building has been repaired.

**c. SMOKING ON BALCONIES**

Those owners who were granted permission to smoke when the "No Smoking Bylaw" was passed, are reminded that there is no smoking permitted on balconies or patios. PLEASE BE RESPECTFUL OF YOUR NEIGHBOURS.

Letters will be sent to two owners who are abusing this bylaw.

**7. DATE OF THE NEXT STRATA COUNCIL MEETING**

The next strata council meeting will be held on January 17, 2024 at 6:30 p.m.

**8. TERMINATION of MEETING**

As there was no further business before the Strata Council, the meeting terminated at 7:45 p.m.