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

Council Members in attendance:

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

Absent: Heather Kennedy – Strata Manager

CALL TO ORDER

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

AGENDA

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

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

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

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

NEXT STRATA COUNCIL MEETING

To be determined.

TERMINATION OF MEETING

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