



**COUNCIL MEETING MINUTES
STRATA CORPORATION NWS 2912
MAYFAIR GARDENS
May 21, 2026 @ 5:30 PM-7:30 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 and Ted Kennedy- Strata Agents

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:37 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.**

2. APPROVAL OF AGENDA

It was **MOVED** by Terri Zutter and **SECONDED** by Sheila Springman to approve the agenda as amended. **CARRIED**

3. ADOPTION OF COUNCIL MINUTES

It was **MOVED** by Lisa Del Bove Orlandi and **SECONDED** by Kim Reeves to approve the minutes of the meeting held April 16, 2026, as amended. **CARRIED**

4. FINANCIAL REVIEW

a. Financial Statements

After discussion it was **MOVED** by Lisa Del Bove Orlandi and **SECONDED** by Kim Reeves to approve the financial statements ending April 30, 2026, as submitted.

CARRIED

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

It was noted that the receivables will improve greatly after the completion of a sale on a sold unit in arrears.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

a. **Elevator Modernization:** The Strata council has information pertaining to this project on their Strata website. Council appreciates the complexity of a project of this nature and wants to have an Elevator Engineering company manage the project when approved.

b. **Outdoor Hose bib replacement:** Plumbing 101 requires access to SL 12 to complete the repair. The Strata manager has followed up with the contractor to confirm an appointment has been scheduled.

c. **Handicap Accessibility:** A quotation was obtained to investigate the cost of automating the front entrance door. The council has done more research regarding the requirements of the strata corporation regarding this matter. Due to the age of the building, there is no code requirement to provide automating the front door unless Major Capital Improvement was being made. Council is tabling this matter at this time.

d. **Depreciation Report Update:** The 5-year renewal is required. WSP provided the current report and has been asked to quote on the renewal. The Strata Agent has also reached out to provide another proposal for consideration.

e. **Quotes Miscellaneous:** After discussion it was **MOVED** by Frank Del Bove Orlandi and **SECONED** by Bernice Ruley to approve the quotation from EC Echo Contracting to address minor items around the building.

CARRIED

6. NEW BUSINESS

a. **Technical Safety BC FSR:** After discussion it was **MOVED** by Kim Reeves and **SECONDED** by Dora Davies to approve the proposal from C&C Mechanical to be the building FSR. This designation is required to assign a company to oversee all electrical work completed on common property for the strata corporation.

CARRIED

b. **AGM Planning/2026-2027 Budget review:** The Strata Agents and council discussed the proposed budget, and the upcoming AGM.

- c. **Front of Building:** The council discussed the condition of the siding and fascia on the south side (front) of building which takes the brunt of sun damage. Council has received a proposal from Art's Restoration for the renewal/replacement of the affected siding-fascia and painting of stucco. To ensure a thorough evaluation of available options and costs, the Strata Agent has been directed to obtain two additional quotes for Council's consideration.
- d. **Emergency Contact List/ Pet list:** Council members have discussed how this had been done in the past. Council will investigate interest.
- e. **MKY holdings re window cleaning:** A few units complained that they were not happy with the window cleaning at their units. The Strata Agent will reach out to MKY Holdings to address the matters.

7. CORRESPONDENCE

a. Alterations

- i. **SL 07:** 2026-03-19 request to replace toilet. AOL pending. Strata Agent will reach out to unit owner to follow up.

b. General Correspondence

- i. **SL6:** email received regarding heating issues in their unit. The unit owner had the zone valve replaced; the issue is now resolved.
- ii. **SL7:** email received regarding standing water in the kitchen sink. Owner resolved on their own.
- iii. **SL30:** email received 2026-05-06 regarding a vehicle parked in unit 307/308 parking stall, citing Bylaw 4(k) "An owner shall not rent his parking stall to persons living outside of the complex". Investigation revealed that the stall is not being rented.
- iv. **SL33:** email received 2026-05-11 regarding VW vehicle parked in the parkade. No further action at this time.
- v. **SL 25:** 2026-03-19 Fob replacement request. Completed
- vi. **SL17:** Required window replacement due to a failed seal and the patio door requires alignment for proper closure. Strata Agent to call Abbotsford Glass

c. Bylaws & Rules

- i. **SL32:** Proof of Storage Insurance was provided for the vehicle being stored in parkade. It was noted the vehicle owner is not a resident, but a family member of a resident. A letter was sent requesting the vehicle be removed. Council has been informed the vehicle is scheduled to be removed in June.

- ii. **SL30:** Council has reached out for a legal opinion on how to deal with the ongoing matter of an Unauthorized alteration to common property regarding the removal of a load bearing wall. Council is now aware it has an obligation to repair and maintain the common property. After discussion it was **MOVED** by Dora Davies and **SECONDED** by Bernice Ruley to hire Anil Aggarwal of ALEXANDER HOLBURN BEAUDIN + LANG LLP to manage the legal process and to assist with the charge back of the repair cost. **CARRIED**

8. LEGAL & INSURANCE CLAIMS

- a. **SL 01:** Sale of unit pending Supreme Court approval.
- b. **SL 30:** ST-2024-008302 Decision received April 17th, to refund CRT fees plus post - judgement interest. Fees received May 15,2026. Advantage Property Management reimbursed the Strata Corporation the fees and interest. Note: This does not exonerate the owner of SL 30 for not following the bylaws of the strata.

9. NEXT MEETING

The next council meeting is the AGM scheduled for June 24, 2026,

10. TERMINATION

As there was no more business to discuss, the meeting was terminated at 8:14 pm.

Minutes written by Advantage Property Management, edited, and approved by Council.

Strata Agents: Heather and Ted 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.**

10:13 AM

05/06/26

Accrual Basis

Mayfair Gardens - NWS 2912
Balance Sheet Prev Year Comparison
For The Fiscal Year Ended April 30, 2026

	Apr 30, 26	Apr 30, 25
ASSETS		
Current Assets		
Chequing/Savings		
1000 · Prospera 103985785 (OP)	52,456.93	30,526.81
1050 · Prospera 703985777 (CRF)	247,243.71	211,230.21
1090 · Petty Cash	350.00	350.00
Total Chequing/Savings	300,050.64	242,107.02
Accounts Receivable		
1100 · Accounts Receivable		
1120 · LEVY- Boiler Replace - 2024 SGM	1,447.23	1,447.23
1100 · Accounts Receivable - Other	15,849.70	8,353.25
Total 1100 · Accounts Receivable	17,296.93	9,800.48
Total Accounts Receivable	17,296.93	9,800.48
Other Current Assets		
1300 · Prepaid - Insurance	23,210.48	28,924.00
1402 · A/R - BC Hydro	0.00	3,000.00
Total Other Current Assets	23,210.48	31,924.00
Total Current Assets	340,558.05	283,831.50
TOTAL ASSETS	340,558.05	283,831.50
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	26,939.19	39,057.43
Total Accounts Payable	26,939.19	39,057.43
Other Current Liabilities		
2060 · Accrued Water & Sewer	0.00	981.17
2070 · Accrued Appraisal	1,291.33	1,000.00
2080 · Accrued Social Fund	0.00	78.90
2090 · Accrued Depreciation Report	1,808.19	1,808.19
2500 · Due to CRF - Insurance	(0.06)	0.00
2554 · Due to OP From CRF	(5,775.00)	(6,064.86)
Total Other Current Liabilities	(2,675.54)	(2,196.60)
Total Current Liabilities	24,263.65	36,860.83
Total Liabilities	24,263.65	36,860.83
Equity		
3100 · Contingency Reserve Fund		
3110 · CRF Reserve	212,887.15	182,887.15
3112 · Due to OP from CRF - Boiler	5,775.00	6,064.86
3120 · Interest Earned	30,028.73	23,725.43
3121 · Due to CRF from LEVY	(1,447.23)	(1,447.23)
3500 · Due from Operating - Insurance	0.06	0.00
Total 3100 · Contingency Reserve Fund	247,243.71	211,230.21
3157 · Levy-Boiler Replace - 2024 SGM		
3158 · S/L - Boiler Rplc - Trnsf to OP	(49,239.50)	(49,239.50)
3159 · Due to CRF from LEVY	1,447.23	1,447.23
3157 · Levy-Boiler Replace - 2024 SGM - Other	49,239.50	49,239.50
Total 3157 · Levy-Boiler Replace - 2024 SGM	1,447.23	1,447.23
3200 · Surplus (Deficit)	22,293.23	9,371.02
Net Income	45,310.23	24,922.21
Total Equity	316,294.40	246,970.67
TOTAL LIABILITIES & EQUITY	340,558.05	283,831.50

10:17 AM

05/06/26

Accrual Basis

Mayfair Gardens - NWS 2912
Profit & Loss Budget vs. Actual
May 2025 through April 2026

	May '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Owner Contributions	217,483.90	217,483.50	0.40	100.0%
4200 · Interest	1,483.34			
4250 · Other Income	90.00			
4080 · Key Income (Fob or Replacem...	100.00			
4260 · By-Law Violation Fines	694.01			
4300 · Prior Year's Surplus Forward	12,000.00	12,000.00	0.00	100.0%
Total Income	231,851.25	229,483.50	2,367.75	101.0%
Gross Profit	231,851.25	229,483.50	2,367.75	101.0%
Expense				
Administration				
6020 · Bank Charges and Interest	156.00	200.00	(44.00)	78.0%
6045 · Collection Assurance Fee	0.00			
6100 · Insurance	31,553.52	32,000.00	(446.48)	98.6%
6110 · Insurance - Appraisal	1,000.08	0.00	1,000.08	100.0%
6115 · WorkSafe BC	104.15	100.00	4.15	104.2%
6125 · CRA Filings / RESA	420.00	475.00	(55.00)	88.4%
6010 · Annual Review	393.75			
6130 · Management Fees	15,608.50	15,608.50	0.00	100.0%
6150 · Office and Sundry	392.89	1,500.00	(1,107.11)	26.2%
6160 · Professional Fees	682.50	1,000.00	(317.50)	68.3%
Total Administration	50,311.39	50,883.50	(572.11)	98.9%
General Maintenance				
6040 · Fire Protection	6,513.92	7,000.00	(486.08)	93.1%
6060 · Landscaping	11,492.25	15,000.00	(3,507.75)	76.6%
6065 · Pest Control	0.00	1,200.00	(1,200.00)	0.0%
6070 · Landscaping Improvements	228.53	1,000.00	(771.47)	22.9%
6120 · Repairs and Maintenance	23,539.18	35,000.00	(11,460.82)	67.3%
6132 · Mechanical Maintenance	7,017.64	7,500.00	(482.36)	93.6%
6135 · Elevator & License	4,131.75	4,200.00	(68.25)	98.4%
6145 · Janitorial	6,450.00	7,000.00	(550.00)	92.1%
6155 · Painting	0.00	0.00	0.00	0.0%
6180 · Snow Removal	1,680.00	4,000.00	(2,320.00)	42.0%
6185 · Hytec Water Treatment Sy...	12,966.96	13,000.00	(33.04)	99.7%
6190 · Depreciation Report	0.00	7,000.00	(7,000.00)	0.0%
6195 · Arborist	2,730.00	3,000.00	(270.00)	91.0%
Total General Maintenance	76,750.23	104,900.00	(28,149.77)	73.2%
Utilities				
6030 · Electricity	5,816.26	6,500.00	(683.74)	89.5%
6140 · Natural Gas	13,371.41	24,000.00	(10,628.59)	55.7%
6200 · Telephone / Enterphone	784.32	1,200.00	(415.68)	65.4%
6210 · Waste Removal	3,731.15	3,500.00	231.15	106.6%
6220 · Water and Sewer	5,573.58	8,500.00	(2,926.42)	65.6%
Total Utilities	29,276.72	43,700.00	(14,423.28)	67.0%
Contingency Fund				
6900 · Contingency Reserve Alloc...	30,000.00	30,000.00	0.00	100.0%
Total Contingency Fund	30,000.00	30,000.00	0.00	100.0%
Total Expense	186,338.34	229,483.50	(43,145.16)	81.2%
Net Ordinary Income	45,512.91	0.00	45,512.91	100.0%
Other Income/Expense				
Other Expense				
8999 · Prev Fiscal Year Expense	202.68			
Total Other Expense	202.68			
Net Other Income	(202.68)			
Net Income	45,310.23	0.00	45,310.23	100.0%