

**COUNCIL MEETING MINUTES  
STRATA CORPORATION NWS 2912  
MAYFAIR GARDENS  
NOVEMBER 13, 2025 @ 1:00 PM-3:00 PM**

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<b>Council Members:</b> President – Frank Del Bove Orlandi Treasurer – Lisa Del Bove Orlandi M/L – Terri Zutter	Vice President – Kim Reeves M/L – Dora Davies M/L Gardening – Bernice Ruley
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**Advantage Property Management:** Heather Kennedy- Strata Agent

**Regrets:** M/L – Sheila Springman

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**\*\* 1:00 pm Guest Speakers -Farhad Jatalian (Richmond Elevator)**

Farhad Jalalian of Richmond Elevator met with the Strata council to review the condition and modernization needs of the building's elevator. He advised that the current unit is a hydraulic elevator, likely manufactured in 1987 or 1988.

Mr. Jalalian outlined the three primary components of full modernization:

1. Hydraulic Jack Replacement
2. Controller Modernization
3. Cab Beautification

Estimated timelines provided were approximately 5 weeks for hydraulic jack replacement and 6 weeks for controller modernization; no specific timeline was given for the cab refurbishments.

Cost estimates, based on current rates, are approximately \$185,000 for the hydraulic jack and controller modernization, with an additional \$25,000 for cab improvements. He noted that labor rates are fixed annually at the beginning of the new year, while parts pricing may fluctuate due to tariffs.

10% will be required upon signing to lock in price, 40% paid at the start of the project, 40% at end prior to inspection, remaining 10% within 30 days after completion.

Additional potential costs may include required electrical upgrades, permits, and installation of a dedicated phone line.

**1. CALL TO ORDER**

The meeting was called to order at 2:10 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 Lisa Del Bove Orlandi and **SECONDED** by Dora Davies to approve the agenda as presented. **CARRIED**

**3. ADOPTION OF COUNCIL MINUTES**

It was **MOVED** by Bernice Ruley and **SECONDED** by Dora Davies to approve the minutes of the meeting held August 27, 2025, as distributed. **CARRIED**

**4. FINANCIAL REVIEW**

**a. Financial Statements**

The financial statements were provided to the Council prior to the meeting. After a brief discussion, it was **MOVED** by Bernice Ruley and **SECONDED** by Lisa Del Bove Orlandi to approve the financial statements up through and including October 31, 2025. **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**

Council reviewed the account receivable report as at November 12, 2025, which stood at \$16,118.27. This amount includes unpaid fines, unpaid strata fees, and unpaid collection costs.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

- a.** SL12 -Outdoor Hose bib required replacement. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Bernice Ruley to approve the quotation from Plumbing 101 in the amount of \$404.75 GST included. **CARRIED**

- b.** Fire Drills/Emergency Preparedness- The Strata manager introduced Kelly Pater, City of Abbotsford to Kim Reeves via email to discuss the process for developing an Emergency Plan. This is a work in progress.

- c.** EC Echo Contracting provided a quotation to replace the retaining wall next to the Handicap parking stall. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Bernice Ruley to approve the quotation from EC Echo Contracting in the amount of \$3558.87 GST included. **CARRIED**

- d.** Parking Line painting and driveway sealant quotations- The Strata manager reached out to several contractors: Applied Coatings & Restoration, R.A.W. Sealcoating & Paving Ltd, Atlas Group of Companies, and TopWest Asphalt Ltd. The quotations received were considerably higher than expected. The Strata council has decided to table this project until the Spring.

## 6. NEW BUSINESS

- a. Security concerns: Council observed the workshop door unlocked and open on September 1<sup>st</sup> in addition to 2 storage lockers which contained items without a lock to secure it. \*\*Notice to owners/residents that items stored in lockers are at your own risk.
- b. HSB Loss prevention report: The inspection took place October 9<sup>th</sup> with an overview of the mechanical equipment. The report findings indicated that “all objects inspected were well maintained and all in service were operating properly.”
- c. Jeff De Leo reached out to council to follow up with the Hytec Water Management system. The Strata council has mixed feelings as to the benefits of the system compared to cost. Council will review the service agreement and would like to arrange a site visit with the technician. Lisa Del Bove Orlandi will be the site contact.
- d. Parked/Stored vehicles: The Strata council would like to remind owners/residents.

### **Bylaw 34 Prohibitions**

34.2 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.

- e. Landscaping concerns: The grass has been dug up as a result of crow/racoons searching for grubs. Remediation will be considered in the spring when grub control and reseedling can be applied.
- f. Elevator upgrades: The Strata council has contacted several contractors to solicit quotations and recommendations; Otis, Schindler, West Coast Elevator, VanCor, Hayes, and Richmond Elevator. In addition, independent quotations will be required to upgrade the electrical component. All quotations are pending. The Strata council intends to present a resolution to modernize the elevator at the AGM.
- g. Replacement Vacuum Cleaner: The vacuum cleaner supplied by Westfall Cleaners, which was stored in the lower-level washroom went missing and could not be located after searching the building premises. Upon request, Westfall Cleaners has provided a quote for a replacement unit. To resolve the issue, it was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Dora Davies to approve expenditure of up to \$175.00 for the purchase of a replacement vacuum cleaner.

**CARRIED**

## 7. CORRESPONDENCE

### **a. Alterations**

None

**\*\*Reminder** – Alteration request/Assumption of liability form must be completed and approved in advance of any renovation. Please refer to Strata Bylaws 5.

## **5 OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT**

### **b. General Correspondence**

- i. **SL 33:** Water damage near skylight. Abby Glass was dispatched to investigate possible leak at skylight. The skylight was found to be intact. It is believed that condensation has developed as a result of the installation of a blind below the skylight which has trapped moisture. The removal of the blind should prevent further moisture damage.

- ii. **SL 29:** Email sent requesting information on the unauthorized alteration to SL 30 removing a load bearing wall. The Strata Council continues to investigate the remediation.

**c. Bylaws & Rules**

None

**8. LEGAL & INSURANCE CLAIMS**

- a. **SL 22:** water escape from SL into 2<sup>nd</sup> floor common hallway.
  - i. Additional invoice 3892A has been paid by the Strata corporation. A charge back letter will be sent to the owner.
- b. **SL 30:**ST-2024-008302 CRT decision is pending.
- c. **SL 30:** Notice will be sent to the owner requesting access to the unit in order to inspect and confirm the remediation has been completed. Seeking further legal opinion is pending based on outcome of the strata council inspecting the unit.

**9. NEXT MEETING**

The next council meeting is scheduled for February 11, 2026, 3:00 pm.

**10. TERMINATION**

As there was no more business to discuss, the meeting was terminated at 3:10 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.**