

COUNCIL MEETING MINUTES
STRATA CORPORATION NWS 2912
MAYFAIR GARDENS
AUGUST 27, 2025 @ 3:00 PM-5:00 PM

Council Members: President – Frank Del Bove Orlandi
Treasurer – Lisa Del Bove Orlandi
M/L – Sheila Springman
M/L – Terri Zutter

Vice President – Kim Reeves
M/L – Dora Davies
M/L Gardening – Bernice Rule

Advantage Property Management: Heather Kennedy- Strata Agent

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 3:05 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 Kim Reeves to approve the agenda as presented. **CARRIED**

3. ADOPTION OF COUNCIL MINUTES

It was **MOVED** by Kim Reeves and **SECONDED** by Lisa Del Bove Orlandi to approve the minutes of the meeting held July 3, 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 Lisa Del Bove Orlandi and **SECONDED** by Kim Reeves to approve the financial statements up through and including July 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.

Royal City Fire invoice sent to the Strata Corporation in error as a result of a defective CO2 detector owned by SL 31. Invoice will be direct billed to unit owner.

c. Account Receivable Report

Council reviewed the account receivable report as at July 31, 2025, which stood at \$12,185.48. This amount includes unpaid fines, unpaid strata fees, and unpaid collection costs. There are also small credit balances on many accounts. SL 1 arrears have been approved by the Strata council for Hamilton & Co to proceed with retaining a realtor to proceed with a sale.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Royal City Fire Supplies

Quotation received for deficiencies from the annual fire inspection August 11/12 in the amount of \$2836.73 plus GST. It was **MOVED** by Dora Davies and **SECONDED** by Terrie Zutter to approve the quotation.

CARRIED

b. Arsenault Tree Service

Quotation received for Tree Pruning in the amount of \$1950.00 plus GST was approved by the Strata council July 16, 2025. Pruning is tentatively scheduled for early fall due to contractor schedule.

c. Gazebo/Bridge Painting

The Gazebo and bridge were painted by volunteers. The Strata council would like to thank Tom Mazurek and Monica Newmann Suite for volunteering their time to complete the painting project.

d. Pressure Washing

MKY Holdings Ltd. completed the pressure washing of Windows and Decks to the Strata Council satisfaction.

e. Retaining Wall Painting

Council has been advised that they cannot power wash and paint the retaining walls in front of the building. The stucco will disintegrate from the power washing.

6. NEW BUSINESS

a. SL 24

Sent an email requesting tree trimming to overgrown tree on deck. This will be included with the Tree pruning scheduled early fall.

b. Technical Safety BC

The boiler permit remained outstanding as one of the boilers had been decommissioned. The list was revised to reflect the change and the Strata Corporation has been re-invoiced. The boiler permit has since been paid.

c. C&C Mechanical

The Strata manager will reach out to C&C Mechanical to request a loyalty discount for

a maintenance program *excluding* Boiler service. The Strata council would like Saxon Mechanical to maintain the boilers.

d. Outdoor Hose bib leaking

A temporary fix was completed to the hose bib outside SL 12. Plumbing 101 requires unit access to complete the repair. Bernice is the point person and will follow up with Plumbing 101 to facilitate access to the unit.

e. Fire Drills/Emergency Preparedness

Council is considering implementing Fire drills. The Strata manager discussed inviting a guest speaker, Kelly Pater from the City of Abbotsford to share what programs are available to support Strata Corporations in developing an Emergency Plan. Kim Reeves will be the point of contact.

f. Handy man

The Strata council was presented with a contact for consideration as an “in-house” handy man. W.H.B.M. Construction Solutions. All contractors must provide proof of Liability insurance and a WorkSafe clearance certificate.

g. Quotations

EC Echo Contracting provided a quotation to replace the retaining wall next to the Handicap parking stall in the amount of \$3389.40 plus GST. The Strata council will request a 2nd quotation from W.H.B.M. Construction Solutions for comparison.

W.H.B.M. Construction Solutions provided a quotation for to remove and install a new post next to the Fire Lane in the amount of \$267.23 incl GST. It was **MOVED** by Frank Del Bove Orlandi and **SECONDED** by Terri Zutter to approve the quotation.

CARRIED

h. Parking Line painting and Driveway sealant

The Strata manager will obtain quotations.

i. Exit Door Alarms

Alarms have been purchased and installed on 2 exit doors to the parkade and on the hallway exit door outside the Amenities room and the North door near the washroom. Please note the alarm will sound if opened. Signage is posted.

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 OBTAI APPROVAL BEFORE ALTERING A STRATA LOT

b. General Correspondence

None

c. Bylaws & Rules

None

8. LEGAL & INSURANCE CLAIMS

a. CRT

The Strata Council has submitted the supporting documents requested. Decision is pending.

9. NEXT MEETING

The next council meeting is scheduled for November 14, 2025 3:00 pm.

10. TERMINATION

As there was no more business to discuss, the meeting was terminated at 5:02 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 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.**