

*Location:  
Held in the Meeting Room  
at 1128 Sunset Drive, Kelowna*

**STRATA COUNCIL  
2017/2018**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Mike Kuziw*

**TREASURER**  
*Cindy Weiss*

**AT LARGE**  
*Marc Whittemore  
Wayne Salisbury  
Leslie Fee  
Ralph Fege*

**COMMUNITY MANAGER:**  
*Susie Czinger  
A Licensed Strata Manager  
[susie.czinger@associa.ca](mailto:susie.czinger@associa.ca)*

**BUILDING MANAGER:**  
*Dan Bregolis  
(250) 258 9251*

**ASSOCIA  
SERVICE CENTRE  
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250-860-5445  
[abc.service@associa.ca](mailto:abc.service@associa.ca)**

**MAILING ADDRESS:  
ASSOCIA B.C.  
215-1511 SUTHERLAND  
AVE. KELOWNA BC**

**STRATA WEBSITE**  
<https://kas2849.myassocia.ca>

**REGISTER FOR  
[ASSOCIA HOMEOWNER  
ACCESS](#)**

**PRESENT:**

Brian Pedersen  
Mike Kuziw (via teleconference)  
Wayne Salisbury  
Marc Whittemore (via teleconference)  
Ralph Fege (via teleconference)

**REGRETS:**

Cindy Weiss  
Leslie Fee

Susie Czinger, Associa British Columbia  
Dan Bregolis, Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 4:02 p.m. and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After two additions to the agenda, it was moved/seconded to approve the agenda as amended. **CARRIED**

**(3) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Minutes of the Council Meeting of November 8, 2017 as distributed. **CARRIED**

**(4) BUILDING MANAGER'S REPORT**

**4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:**

- Quote for check valve replacement (\$6850). I spoke with Jason from Troy regarding quote and he stated they can do for time and material which should reduce cost as when quoting they have to factor in "what ifs". It was moved/seconded to approve the quote from Troy. **CARRIED**
- Quote from Troy for power supply on fire Panel \$5825 part/ \$385 labour. Currently the faulty power supply is causing a "trouble" on the panel which results in beeping that needs to be constantly silenced. It is otherwise operational. I spoke with Bradley and he said because they no longer make parts for our panel the cost for remaining parts is outrageous. He was quoted \$12000 for that part (1 year warranty). He could also supply and install a used one (no warranty) for around \$1000 or a new in package (no warranty) for about \$3000. He suggested that we may want to get a quote on replacing the system due to the limited parts available. He also stated that once licensing between Troy and Chubb is resolved regarding the

"Edwards" brand we will have to bring in Chubb (who will eventually have exclusive programming rights to our Edwards system) for programming. Council requested a quote be obtained to upgrade the panel to review cost for replacement versus repairs. An email vote will be conducted when all pricing is in.

- Quote from Troy for Fire pump testing \$2350. Bradley estimates \$800- \$1000. It was moved and seconded to have Bradley fire conduct the pump testing. **CARRIED**
- Minor repair made to hot water tank.
- Minor repair made to Elevator 2 (new spirator) and 5 year brake test performed.
- Monthly Fire alarm test, Generator test and fire pump tests performed.
- On-side security requested for New Years (Saturday and Sunday)
- Lobby railing has been painted will continue with common areas.
- More reflective ribbon was installed on the deck of 1902 to deter falcon.
- New wipe dispenser has been installed in the fitness room.

### STRATA CORPORATION BYLAW 9.1

An Owner must obtain written approval of the Strata Corporation before making an alternation to a strata lot or common property or common asset.

Unit modification form may be found on MyAssocia and please email [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca) to be provided to Council for their approval.

#### (5) CORRESPONDENCE

On November 10, 2017 at 10:36pm and 10:45pm, Security was called to SL 30 due to noise complaint of running back and forth and yelling. Security arrived at 11:00pm and spoke to the occupants who apologized and advised security they were leaving and did so at 11:05pm. A written warning has been issued.

On November 23, 2017 at 9:55pm, Security was called to attend SL 115 due to loud noise. Security arrived at 10:36pm and reported all quiet and no answer. A written warning has been issued.

On November 25, 2017 at 11:02pm, Security was called to attend SL 73 due to noise. Security arrived at 11:08pm and advised the 2 occupants were leaving the unit to go out. A written warning has been issued.

On November 27, 2017 at 10:16pm, Security was called to attend SL 16 due to bouncing of ball and/or playing a game that was disturbing another resident. Security arrived at 10:45pm and knocked on the door with no answer. Building manager spoke with the occupant of the unit who explained his kids had been bouncing a ball and will ensure it does not occur again. A written warning has been issued.

Correspondence was received from SL 109 regarding a noise complaint on November 23, 2017. Security attended and written warning issued to offending unit.

Correspondence was received from SL 85 requesting a reduction in the renovation move in/out fee as baseboards for unit are no longer being replaced. The Strata Council advises there will be no reduction and charge will remain at \$200.00.

Unit Modification was received from SL 97 to replace counter tops and sink. The Strata Council approved the unit modification with a \$200.00 renovation move in/out fee. The Community Manager was directed to provide authorization in writing.

Unit Modification was received from SL 18 to kitchen cabinet doors and drawers, countertops and fire place. The Strata Council approved the unit modification with a \$200.00 renovation move in/out fee. The Community Manager was directed to provide authorization in writing.

Unit Modification was received from SL 106 to replace fireplace, bedroom door, new bath vanity, sink and toilet, flooring in bedrooms and den. The Strata Council approved the unit modification with a \$300.00 renovation move in/out fee. The Community Manager was directed to provide authorization in writing.

**RESIDENTS ARE REMINDED THAT CALL OUTS FOR SECURITY IS AN ADDITIONAL COST TO THE STRATA CORPORATION.**

**WHEN CONTACTING SECURITY PLEASE PROVIDE YOUR TELEPHONE NUMBER, NAME AND UNIT NUMBER OR THE COMPLAINT MAY NOT BE RESPONDED TO.**

**SHOULD SECURITY BE CALLED AND NO NOISE IS FOUND THE COMPLAINANT RISKS BEING CHARGED THE CALL OUT FEE.**

**RENTAL PROPERTY OWNERS - FORM K  
MUST BE SUBMITTED FOR YOUR RENTAL PROPERTY**

**In accordance with the Strata Property Act and Strata Corporation Bylaws a form K must be submitted for every rental in Sunset Waterfront. Those Owners who have not submitted Form K's for their rental properties will have a \$200.00 fine levied against there Strata Lot and the Strata Council will review posting fines every 7 days for non-compliance.**

**Owners and agents are to fax Form K's to Associa 250-448-0046 or scan and email [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca).**

**(6) FINANCIAL REPORT**

**6.1 FINANCIAL STATEMENTS**

After a review of the statements for October 2017 and report from the President. It was moved and seconded to approve the financial statements for the period of October 31 30, 2017 as prepared. **CARRIED**

**6.2 RESERVE & GEOTHERMAL LOAN TRACKER (OCTOBER 2017)**

Contingency Reserve Funds Including GIC: \$818,120.04  
Geothermal Reserve (in the bank) \$121,873.12  
Geothermal Loan Outstanding \$2,022,233.92  
Current portion of Loan Payable \$59,037.70  
Equity in Geothermal \$391,665.12

### **6.3 ACCOUNTS RECEIVABLE REPORT**

The Strata Manager reviewed the accounts receivable and advised that as of December 6, 2017 there was a balance owing of **\$5397.79**. Due to new legislation the Strata Council will be aggressive with collections being sent legal and Owners risk forced sales on units. Unit Owners in 60 days arrears are in jeopardy of having fines applied to their account as well as sent to legal for further collection action.

**Arrears letters have been issued and demand letters will now be issued. If after 21 days payment not received or January 12<sup>th</sup> (whichever comes first) accounts outstanding will be sent legal with legal fees applied and become responsibility of homeowner. A unit may be sent legal and/or a forced sale of a unit can happen for an amount outstanding over 90 days for even 10.00. It is recommended Owners comply with the payment of Strata Fees.**

Reminder notices and letters to Owners are additional costs to the Strata Corporation. Overdue accounts are subject to 10% late penalties as per the Strata Bylaws. The Strata Manager has been directed to send files to the Strata Lawyer when they are 60 days in arrears. In the event that Associa is directed to write a demand letter there will be a \$50.00 plus taxes charge applied to the Strata Lot.

Owners who would like to review their account and set up pre-authorized payment are requested to contact Susie Czinger at Associa 250-448-0044 or via email [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca)

### **(7) BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **7.1 LETTER FROM PRIVACY COMMISSIONER**

No further updates at this time.

#### **7.2 CRT DISPUTE**

Evidence was submitted by November 23 to the Tribunal and council is awaiting a response.

#### **7.3 YEARLY FINANCIAL REVIEW FOR BANK LOAN**

Yearly financial review has been completed by RHN and submitted to Versa Bank representative. Council is awaiting quote for further reviews.

#### **7.4 GEOTHERMAL LOAN RENEWAL**

Strata Council received a letter from Versa Bank outlining the preliminary terms for another 5 year loan renewal. As Council feels the rate is not acceptable, it was moved and seconded to negotiate a lower rate. Council will send a letter to the bank providing information required and request for lower rate.

### **(8) NEW BUSINESS**

#### **8.1 TOWN HALL MEETING**

The Strata Council discussed conducting a town hall meeting in the New Year. Further discussions were deferred to the March meeting.

#### **8.2 FIRE EXTINGUISHER REPLACEMENTS (55)**

The Strata Council previously approved a quote from Troy Life & Fire via email to replace the 55 – 5lbs ABC extinguishers which were now 12 years old in the amount of \$2915.00 plus tax. It was then moved and seconded to ratify the email vote.

### **8.3 FIRE PUMP**

The Strata Council reviewed a quote from Troy Life & Fire to conduct and annual test of the fire pump assembly in the amount of \$2350.00 plus tax. Bradley Fire advised they could do for \$1000.00 or less. It was then moved and seconded to have Bradley fire conduct the annual test.

**CARRIED**

### **(9) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 4:45 p.m.

### **(10) NEXT MEETING DATE**

Due to Council Member vacations, the January meeting has been cancelled.

**The next Strata Council Meeting will be February 7, 2018 in the Sunset Meeting Room.**

**Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.**

**NEXT ANNUAL GENERAL MEETING IS SCHEDULED FOR JULY 11, 2018**