

*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**

**1-877-591-6060**

**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:**

Cindy Weiss (via teleconference)

Mike Kuziw (via teleconference)

Ralph Fege (via teleconference)

Wayne Salisbury

**REGRETS:**

Brian Pedersen

Leslie Fee

Marc Whittemore

Susie Czinger, Associa British Columbia

Rachel Parker, Associa British Columbia

**(1) CALL TO ORDER**

The meeting was called to order at 4:05 p.m. and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After no additions to the agenda, it was moved/seconded to approve the agenda as presented.

**CARRIED**

**(3) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Minutes of the Council Meeting of December 6, 2017 as distributed.

**CARRIED**

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

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

- Council reviewed and approved the quote from Roto Rooter in the amount of \$2,490.33 including tax for a high-pressure flush of the horizontal lines in the parkade and overhead pool lines in the building. This should alleviate some of the plugging issues which have occurred recently.

- There was a minor flood in the mail room caused by blockage in the drain line under the concrete floor. The drywall and insulation was removed to dry out.

- The ceiling in the townhouse hallway between units 212 and 213 was dripping early January. This has been an ongoing issue which usually occurs in the Spring. Currently a water pan is catching the minimal drip that remains and continues to be monitored.

- The Annual Fire Inspection by Kelowna Fire Dept., was performed in January. They requested building maintenance to ensure the Garbage chute door above the bin would close in the event the fusible link was melted by heat. Initially it did not close when tested, so we removed, cleaned, greased, and adjusted. It now closes when tested. KFD also wanted a fire damper installed

where 4inch holes were cored by POV in the concrete wall that separates the electrical room and parkade. The holes were to vent a swamp cooler that was placed in the electrical room to cool in the summer. We did source out some dampers and installed as per instructions. They also want the 2 doors on the second level that enter the stairwell repaired or replaced. They currently have lost their rigidity. Cost to replace is approx. \$350 per door plus a fair amount of labour. I am looking at having them welded and will provide further information at the next Council Meeting.

- There was a small drip coming from a fire sprinkler fitting in the ceiling outside unit 2001 on Feb 27th. It was detected by water staining on the ceiling in the hallway. A hole had to be cut in the ceiling for the repair and a 12" panel installed on Feb 28th. Minor drywall repair required on the wall around sprinkler head is almost completed.
- The Backflow Preventer that the city wanted replaced was scheduled for Dec 28th to be performed by Troy Fire and Safety. Troy emailed Dec 22nd postponing until March 5 due to weather conditions.
- On January 18th rapid melting due to unusually warm temperatures caused excessive ground water that seemed to overwhelm the driveway. All the joint sand in the narrow driveway section between the 2 grates that adjoins to Sunset Drive disappeared. This resulted in the pavers becoming loose and beginning to teeter and separate. I reset and swept in 500lbs of sand that seemed to stabilize the pavers. We are monitoring closely and adding sand at every available opportunity (driveway needs to be mostly dry).
- Both floors in the parkade require professional cleaning this year due to sand and debris. Council requested the building manager obtain quotes for next meeting.

### 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 January 11, 2018 at 11:01pm, security was called to attend SL 11 for loud music and yelling. Security arrived at 11:39pm and confirmed the noise and spoke with the occupants' wo stated they were leaving. By 11:48pm the occupants vacated the unit. A violation ticket was issued and the Community Manager was requested to issue a formal warning letter for noise to SL 11.

On January 20, 2018 at 11:05pm, security was called to attend SL 23 for loud music. Security arrived at 11:42pm and spoke with the occupants who apologized and advised they were leaving for the night. Security reported noise was quiet at 11:46pm. A violation ticket was issued and the Community Manager was requested to issue a formal warning letter for noise to SL 23.

On January 26, 2018 at 11:02pm, security was on site closing pool and received a call of noise from SL 23. Security attended as occupants were leaving and verbal warning was issued. Community Manager was requested to include in formal warning letter from January 20<sup>th</sup> and fines will now be levied for future violations. A violation ticket was issued and the Community Manager was requested to issue a formal warning letter for noise to SL 23.

On January 28, 2018 at 12:52am, security was called to attend SL 61 for possible party under way. Upon arrival security reported loud conversations coming from the unit. Security spoke with the occupants and advised they needed to cease with excessive noise and issued a violation ticket. By 1:38am all was quiet. A violation ticket was issued and the Community Manager was requested to issue a formal warning letter for noise to SL 61.

Correspondence was received from SL 12 requesting glass rail partition as well as a sunscreen like the ones on units at the lower level facing the lagoon. Westside curb appeal has been contacted to make arrangements with the building manager to provide a quote for the glass rail. The sunscreens as seen on units on the lower level were never approved by Council and the building manager along with a Council member will be reviewing if this is something that can be approved.

SL18 submitted an extensive unit modification request which involves relocating the exterior vent for fireplace and install of new flooring. The Strata Council is delaying approval until Building Manager reviews and agrees that modifications are acceptable. Council will review further information by email prior to any approvals.

SL93 submitted a unit modification request to replace blinds. Strata Council approved this modification and the Community Manager was requested to send formal approval.

SL85 submitted an alteration addition to original request to install cabinet lighting in the two bathrooms. Strata Council approved their alteration and requests a certified electrician is used.

SL78 requested to have eavestrough at the front entrance installed to prevent water dripping down as you walk through the entrance. The building manager was instructed to obtain quotes. Further discussion has been deferred until the next meeting.

SL52 submitted an alteration request to install laminate countertops, remove and install sinks in kitchen and bath, install backsplash along the countertops, remove old fridge and stove and replace with new units and possibly remove and install new tile in the kitchen and bathrooms. Council approved the modification with conditions and Community Manager was directed to respond in writing. Work cannot commence without written authorization which will be forthcoming from the Community Manager.

**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 their 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 250-860-5445 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 November 30 and December 31, 2017. It was moved and seconded to approve the financial statements for the period of December 31, 2017 as prepared. **CARRIED**

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

Contingency Reserve Funds Including GIC: \$837,757.60

Geothermal Reserve (in the bank) \$117,452.90

Geothermal Loan Outstanding \$3,094,787.00

Current portion of Loan Payable \$44,485.97

Equity in Geothermal \$405,224.34

**6.3 GIC INVESTMENTS**

Prior to today's meeting the Strata Council was advised by the Associa accounting team that GIC #10 in the amount of \$354,488.26 was maturing on January 1, 2018. After an email vote was conducted Council chose to renew with Envision for a 12-month cashable GIC at 2% interest rate locked in for 30 days and will mature on January 1, 2019. It was moved and seconded to ratify the email vote.

**CARRIED**

**6.3 ACCOUNTS RECEIVABLE REPORT**

The Strata Manager reviewed the accounts receivable and advised that as of January 7, 2018 there was a balance owing of **\$18,564.26**.

**PLEASE NOTE THE \$300 ANNUAL RENTAL USER FEE IS DUE AND PAYABLE AS OF JANUARY 1<sup>ST</sup>. PLEASE MAKE YOUR PAYMENT ONLINE OR VIA CHEQUE MADE PAYABLE TO KAS2849 – SUNSET WATERFRONT RESORT.**

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. 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**

The enquiry from the Privacy Commissioner has commenced and Stata Council must provide all documentation by the deadline of February 26, 2018.

**7.2 CRT DISPUTE**

No update at this time.

**7.3 YEARLY FINANCIAL REVIEW FOR BANK LOAN**

As the 5-year contract for financial reviews with RHN has been completed the Community Manager is seeking quotes for future reviews. Further discussion is deferred until quotes received.

**7.4 GEOTHERMAL LOAN RENEWAL**

Documents have been finalized and everything has been renewed. Council is currently awaiting the final package of all documents.

**7.5 TOWN HALL MEETING**

Discussion regarding a possible town hall meeting has been deferred until the next meeting.

**7.6 MECHANICAL REPAIR ITEMS**

Council reviewed a quote from Kimco for some maintenance items on MUA4, Pump 8, Boiler 3-way valve actuator and boiler 1 bearings for a total cost of \$ 2635.00 plus tax. After review of the quote, it was moved and seconded to approve the items and coordinate repairs when the Building Manager is on site.

**CARRIED**

**(8) NEW BUSINESS**

**8.1 ASSOCIA 6 MONTH CHECK- IN**

As part of the commitment from Associa to provide value for services, the Community Manager conducted a 6-month survey with the Council members. Strata Council confirmed they are satisfied with services being received by Associa.

**(9) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 4:51

**(10) NEXT MEETING DATE**

**The next Strata Council Meeting will be March 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**