

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

**STRATA COUNCIL
2019-2020**

PRESIDENT
Brian Pedersen

VICE-PRESIDENT
Marc Whittlemore

TREASURER
Cindy Weiss

AT LARGE
*Wayne Salisbury
Leslie Fee
Brian Atkins
Geoff Marsh*

COMMUNITY MANAGER:
*Susie Czinger/Rachel Parker
A Licensed Strata Manager
susie.czinger@associa.ca
rachel.parker@associa.ca*

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

ASSOCIASERVICE CENTRE
1-877-591-6060
250-860-5445
abc.service@associa.ca

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

REGISTER FOR TOWNSQ
<https://app.townsq.io/ais/signup>



PRESENT:
Brian Pedersen
Wayne Salisbury
Brian Atkins
Geoff Marsh

REGRETS:
Marc Whittlemore
Cindy Weiss
Leslie Fee

Susie Czinger, Associa British Columbia
Rachel Parker, Associa British Columbia
Dan Bregolis, Building Manager

(1) CALL TO ORDER

The meeting was called to order at 4:00 p.m. and a quorum was established.

(2) ADOPTION OF THE AGENDA

After a few additions to the Agenda, it was moved and seconded to approve the Agenda as amended. **CARRIED**

(3) ADOPTION OF PREVIOUS MINUTES

As there were no errors or omissions noted, it was moved and seconded to adopt the Minutes for the Council Meeting held June 5, 2019 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- The monthly fire alarm, generator and fire pump tests were performed. No issues reported.
- The pump and motor for the outdoor hot tub was repaired. The indoor hot tub will be closed for a couple days to repair filter laterals. Many of the valves, diverters, lights and breakers for the pool equipment are failing due to age. The hot tubs particularly have been finicky this year.
- The Annual Fire Inspection will be scheduled in the upcoming weeks. Notice will be provided to residents prior to the testing as in-suite access is required.
- A Risk Officer conducted an onsite inspection on July 29th and the report will be sent to Associa who will forward to BFL Insurance. The only recommendation was to install fire sprinkler guards in the gym.
- There has been an ongoing issue with lack of hot water at Strata Lot 130. A plumber has attended a couple times but was unsuccessful in determining the cause. It was therefore moved and seconded to approve an engineer up to \$2,000 to install temperature gauges in the pipes to monitor the water and review data to try and find the source. **CARRIED**

- The fan motor was replaced in the 6th floor electrical closet.
- New LED lights were installed above the parkade entrances and new springs were installed on the second P1 door.
- Kimco replaced an actuator for the social room heat pump and took measurements for the indoor pool heat exchanger. The estimated cost was \$4,500 - \$5,000.
- New hinges were installed on the two main outdoor pool gates to reduce the slamming. So far, the hinges have been successful.
- Lobby mat and elevator mats have been replaced and a new mat for the entrance is on order.

Owners are reminded to be proactive and check the caulking around sinks, toilets and showers in your Strata Lot. Additional caulking will reduce the possibility of water leakage and damage to a Strata Lot.

Owners who rent their units or owners using property managers need to advise their property managers to make sure their short-term rental guests are fully aware of the alcohol, smoking, pet restriction, nuisance and quiet time bylaws. Rules and bylaws should be posted in the units.

Special Note – Fire Safety

The building Manager attended the forum presented by the Fire Department and it was advised that all units with any type of gas appliance are required to have a carbon monoxide detector. Owners are encouraged to purchase one and they can be found at Home Depot and Rona. Battery operated ones are fine, and no wiring required.

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 Associa Homeowner Access and please email susie.czinger@associa.ca to be provided to Council for their approval.

(5) CORRESPONDENCE

On June 29th an onsite guard spoke to the residents of Strata Lot 29 regarding noise levels in their unit. The tenants were asked to be mindful of others in the complex. The Building Manager issued a written warning to the tenants and Owner.

On July 1st at 2:50 a.m. the onsite guard spoke with the residents of Strata Lot 29 regarding excessive noise in the elevator and throughout the hallways. As this was not the first warning received, Strata Council implemented a \$200 noise fine to the Strata Lot. The Community Manager was directed to send a formal fine letter to the Owner.

On July 21st at 3:00 am. the onsite guard spoke with the tenants of Strata Lot 47 regarding noise levels. No further complaints received.

On July 21st at 4:00 a.m. a complaint was received regarding noise and smoking at Strata Lot 88. The onsite guard attended and confirmed the smell of smoke. The Building Manager issued a written warning to the tenants and Strata Council implemented a \$200 fine for smoking. The Community Manager was directed to send the formal fine letter to the Owner.

On July 23rd a complaint was received regarding Strata Lot 33 smoking cigarettes and marijuana on the balcony early afternoon. The Building Manager issued a written warning and Strata Council implemented a \$200 smoking fine. The Community Manager was directed to send the formal fine letter to the Owner.

On August 4th at 2:45 a.m. the residents of Strata Lot 1 were escorted by security from the outdoor hot tub. The Building Manager issued a warning to the tenants and Strata Council implemented a \$200 nuisance fine to the Strata Lot. The Community Manager was directed to send the formal fine letter to the Owner.

On August 4th around 11:15 p.m. the onsite security spoke to the residents of Strata Lot 99 regarding noise levels. The Community Manager was directed to send a formal warning letter to the Strata Lot regarding noise.

Strata Lot 22 submitted correspondence requesting Strata Council to open the forum feature on TownSq. The Council has voted down the request as it would require a full-time person to monitor the activity. There are also concerns of misinformation being posted and not reviewed by Strata Council. Owners are encouraged to submit their concerns or ideas to the Community Manager at rachel.parker@associa.ca or susie.czinger@associa.ca . Correspondence will be reviewed at monthly Council meetings and responded via email or in the minutes.

Strata Lot 12 submitted concerns with the pool rules and security around the pool. The Community Manager was directed to respond to Owner on behalf of Strata Council.

Strata Lot 44 submitted a Unit Modification request to replace the tiles on the balcony. The modification was approved by Strata Council with a \$100 renovation fee. The Community Manager was directed to provide formal written authorization to the Owner.

Strata Lot 95 submitted a Unit Modification request to replace the flooring within the Strata Lot. The modification was approved by Strata Council with a \$100 renovation fee. The Community Manager was directed to provide formal written authorization to the Owner.

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.

IF SECURITY IS 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 send Form K's to kelownaoffice@associa.ca

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the statements for May and June 2019. It was moved and seconded to approve the financial statements for the periods ending June 30, 2019 as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (JUNE 2019)

Contingency Reserve Funds Including GIC: \$1,088,263.19
Geothermal Reserve (in the bank) \$129,885.18
Geothermal Loan Outstanding \$1,933,109.75
Equity in Geothermal \$440,909.52

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of August 7, 2019 there was a balance owing of **\$9,711.13**. The Community Manager was directed to send a demand letter to one Strata Lot who was outstanding three months in Strata Fees.

Reminder notices are issued monthly which also costs the Strata Corporation to issue.

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 Community Manager has been directed to send files to the Strata Lawyer when they are 60 days in arrears. If Associa is directed to write a demand letter there will be a \$50.00 plus taxes charge applied to the Strata Lot.

New Collection Fee effective April 1, 2019.

Effective April 1, 2019 if an account is over due by 30 days for Strata Fees and/or Levies a process for collection fee of \$10.00 per month will be applied to your Strata Lot. This fee will not be paid by the Strata Corporation but you as the Owner in accordance with the amendment to the Agency Agreement.

Owners who would like to review their account and set up pre-authorized payment are requested to contact Associa 250-860-5445 or via email kelownaoffice@associa.ca.

PLEASE NOTE THE STRATA CORPORATION BYLAW OF \$300 ANNUAL RENTAL USER FEE IS DUE AND PAYABLE AS OF JANUARY 1ST. PLEASE MAKE YOUR PAYMENT ONLINE OR VIA CHEQUE MADE PAYABLE TO KAS2849 – SUNSET WATERFRONT RESORT. UNPAID AMOUNTS ARE SUBJECT TO BYLAW CONTRAVENTION FINES IN THE AMOUNT OF \$200.00 BEING LEVIED.

Residents are to be reminded of Strata Bylaw 3 (4) which states:

3. Use of Property

(4) Only *propane, gas or electric* barbecues may be used on Strata Lot decks or patios

(7) BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 INSURANCE CLAIM – COMMON – SPRINKLER LINE BURST

On February 8, 2019 at approximately 5:00pm the strata was alerted of water from a common fire sprinkler line which burst between the walls on the third level. The leak affected 6 units and a Strata Insurance claim was filed. The claim and re-build is still in progress.

(8) NEW BUSINESS

8.1 ATTIC INSPECTIONS

An engineer will be attending the property in September or October to conduct attic inspections in the units affected by the water leak. The engineer will be reviewing the need for added insulation or possibly re-routing the pipes to avoid the risk of pipes freezing and causing water damage.

8.2 DEPRECIATION REPORT

As the resolution to waive the Depreciation Report was defeated at the Annual Meeting, the Community Manager provided an estimate from Inspect It. It was moved and seconded to approve the amount of \$4,000 to prepare and conduct a new Depreciation Report for Sunset Waterfront Resort. **CARRIED**

8.3 MOVING CART SIGNAGE

Council discussed the benefit of installing signage stating, "Designated Cart Area – Return after each Use". The Building Manager will install a small sign with the reminder.

8.4 TOWNHALL MEETINGS

Council had a discussion of hosting townhall meetings which will give the Ownership an opportunity to speak about ideas or concerns around the Strata Complex. It was decided a Townhall Meeting will be held **November 6th from 3pm – 4pm** in the main lobby meeting room at Sunset Waterfront. Owners are encouraged to submit items to rachel.parker@associa.ca or susie.czinger@associa.ca prior to the meeting. Strata Council will proceed to their regular Council Meeting at 4:00 pm in the Sunset Meeting Room with Associa BC.

8.5 RECYCLING

There was discussion about Owners wishing to raise money for a social committee with the empty bottles collected around the complex. After discussion, Council confirmed the recyclables are being picked up by Loaves and Fishes which is a non-profit organization who donates the money to charity.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:15 p.m.

The next meeting is the scheduled for September 4, 2019 at 4:00 pm in the Sunset Meeting Room.

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