

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

**STRATA COUNCIL  
2015 / 2016**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Mike Kuziw*

**SECRETARY/TREASURER**  
*Alex McClelland*

**AT LARGE**  
*Cindy Weiss  
Brenda Dwyer  
Ron Moser  
Marc Whittemore*

**STRATA MANAGER:**  
*Susie Czinger*

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

**ASSOCIA  
SERVICE CENTRE  
604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)**

**MAILING ADDRESS:  
ASSOCIA B.C.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

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

**PRESENT:**

Brian Pedersen  
Mike Kuziw  
Alex McClelland  
Brenda Dwyer  
Ron Moser

**REGRETS:**

Marc Whittemore  
Cindy Weiss

Susie Czinger, Associa British Columbia  
Dan Bregolisse, Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 3:55 p.m. and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After one addition was made to the agenda, it was then moved and seconded to adopt the agenda as amended.

**CARRIED**

**(3) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Minutes of the Council Meeting of October 7, 2015 as distributed. **CARRIED**

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

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

- No issues with the monthly fire test and drills will continue periodically.
- Monthly generator test was conducted. In accordance with the fire department the generator tests must now be conducted for 60 minutes and not the previous 30 minutes. There will be additional costs to the Strata Corporation as a result.
- Weekly fire pump tests were performed as required.
- Indoor pool has been converted back to chlorine and both lights replaced.
- In-suite Fire inspection was completed with 12 suites that had failed smoke detectors. Replacements have been ordered. It was also recommended that all old detectors be replaced and the building manager will be coordinating this and further notice provided to Owners when the project is ready to commence.
- Also repairs are required to the fire amplifier cabinet and parts are on order.
- Locker in Stairwell B is required to be vacated and dismantled and the Strata Manager was directed to make contact with the Owner. The townhouse stairwell locker will be vacated Friday and dismantled.

- Most combustible items have been removed from parkades as per fire department order and just waiting for an owner to return from vacation and remove their kayaks in December.
- Kimco was called to source and repair a minor geothermal leak in the ceiling of the 20<sup>th</sup> floor corridor. An access cover was installed.
- Outdoor pool and irrigation have been winterized.
- Elevator #1 has been getting stuck on the main floor for the last two days and Thyssen Krupp is currently working on it. It appears to be a programming issue.
- Tennis Court Lighting is complete.
- Window cleaning commenced on October 26. There will be one window replacement done on the 13<sup>th</sup> floor and one window replacement done on the 17<sup>th</sup> floor. Dryer vents are also being cleaned at the same time.
- Driveway work continues and notices will be posted when parkades are to be closed during 8am-5pm on alternate days. If required the contractor has been approved to work on Remembrance Day, November 11, 2015.
- It has been confirmed that the anti-ice application as in previous years will be safe to use.
- It is getting close to Christmas and Residents will want to mount Christmas lights. The use of Christmas lights on the balconies is acceptable provided there are no holes created in the building envelope or railings or soffits.

**4.2 BYLAW AND RULE CONTRAVENTION REPORT**

- On October 10, 2015 at 10:20pm on-site security guard provided a warning during his rounds to a unit on the 16<sup>th</sup> floor due to loud music. The unit complied although the guests were very loud when they left the building.
- On October 22, 2015 at 10:00pm a unit on the 17<sup>th</sup> floor called security due to stomping and loud music on the 18<sup>th</sup> floor. The guard attended and issued a warning. The Strata Manager was directed to issue a formal complaint to the tenant as well as the owner.

**RESIDENTS ARE REMINDED THAT WHEN CONTACTING SECURITY YOUR NAME AND UNIT NUMBER MUST BE PROVIDED 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.**

**IT IS IMPORTANT TO MAKE YOURSELF AVAILABLE FOR SECURITY TO CORROBERATE THE NOISE COMPLAINT IF NECESSARY.**

**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 [sczinger@associa.ca](mailto:sczinger@associa.ca).**

## (5) CORRESPONDENCE

- Unit modification requested was received from an owner on the 13<sup>th</sup> floor. The Strata Council will approve the renovation on the condition that no work can commence until after the first week of December 2015 due to driveway project. Also, a \$300 move in/out fee has been assessed. The Strata Manager was directed to communicate with the unit Owner in writing.
- Correspondence was received on October 22, 2015 from a unit on the 17<sup>th</sup> floor regarding noise on the 18<sup>th</sup> floor. A formal warning will be issued to the offending unit.
- Correspondence was received on October 31, 2015 from a unit on the 17<sup>th</sup> floor regarding a party on the 16<sup>th</sup> floor on October 29<sup>th</sup>. A formal warning will be issued to the offending unit.

### IMPORTANT REMINDER - CORRESPONDENCE

**Strata Council will not be responding to anonymous correspondence.** It is difficult for Council to address concerns without the appropriate unit number, date, time and pertinent information. All correspondence must be submitted to Associa via email [sczinger@associa.ca](mailto:sczinger@associa.ca) and not directly to the building manager or individual on the Strata Council in order for all of Council to review and have as a matter of record. Council receives their agenda package 5 business days prior to a meeting. To allow Council to review the package, any items/correspondence received after agenda is distributed, will be brought forward for the next council meeting.

Owners are reminded that an application for unit modifications must be submitted for Council approval prior to any work commencing. Please obtain modification form from the Strata Manager [sczinger@associa.ca](mailto:sczinger@associa.ca).

## (6) FINANCIAL REPORT

### 6.1 FINANCIAL STATEMENTS

After a review of the statements for September 30, 2015 and report from the President and Treasurer, it was moved and seconded to approve the financial statement for the period ending September 30, 2015 as prepared. **CARRIED**

### 6.2 RESERVE & GEOTHERMAL LOAN TRACKER (SEPTEMBER 2015)

Contingency Reserve Funds Including GIC: \$608,329.91 (\$210,000.00 removed for driveway and \$70,860.80 loan for Insurance)

#### Geothermal Reserve Funds & Loan

Geothermal Reserve (in the bank) \$ 99,477.91

Geothermal Loan Outstanding \$2,192,884.17

Current portion of Loan Payable \$59,186.18

Equity in Geothermal \$431,237.74

### 6.3 TAX FILING – 2015 FYE

The Strata President advised that Associa BC has completed the tax filing for the Fiscal Year End June 2015.

### 6.4 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of November 4, 2015 there was a balance owing of \$5,978.83. 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 their account sent to legal for collection.

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 [sczinger@associa.ca](mailto:sczinger@associa.ca)

#### **IMPORTANT REMINDER**

**BYLAW 7 Residential Renters (5) User Fee (a) every owner who uses their strata lot as a rental property at any time during a calendar year shall pay a User Fee of \$300.00 per annum.**

**THIS HAS BEEN APPLIED TO ALL STRATA LOTS RENTED AS OF JANUARY 8, 2015 AND IS DUE AND PAYABLE TO AVOID FURTHER PENALTIES.**

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

##### **7.1 RE-SURFACE OF DRIVEWAY**

The driveway re-surface is underway and it is anticipated that by the first week of December will see completion. There will be some daytime closures of the parkade and notices will be posted. Council would like to thank all residents for their patience during this project.

##### **7.2 FRAUDULANT NOISE COMPLAINT**

This item was deferred to the next Council Meeting.

##### **7.3 LETTER FROM PRIVACY COMMISSIONAIRE**

A response was prepared and sent to the Privacy Commissionaire and he has acknowledged receipt. Council is currently awaiting a response.

##### **7.4 ROOFTOP LIGHTING**

Lighting installation is completely however, Council is awaiting a deficiency to be reviewed

##### **7.5 TELUS FIBRE OPTIC**

Installation of requested units has been completed.

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

##### **8.1 (10) YEAR STRUCTURAL WARRANTY REVIEW**

Council reviewed the quote from InspectIT to conduct the 10 year structural warranty review for the cost of \$200.00. It was then moved and seconded to approve the quote and schedule the review right away.

**CARRIED**

### **8.2 (3) YEAR DEPRECIATION REPORT UPDATE**

Council reviewed the quote from InspectIT to provide the update to the Depreciation Report. Due to Inspect IT conducting the 10 year structural warranty review he provided a discount of \$2000.00 and the cost of the update would be \$4000.00. It was then moved and seconded to approve the quote and commence on the update as soon as possible. **CARRIED**

*\*\*special note, funds to pay for the structural review and depreciation report update will be paid from the operating account and reviewed at budget time if funds are necessary to be expensed from the Contingency Reserve\*\**

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

There being no further business, the meeting was terminated at 4:25 p.m.

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

The next council meeting will be in the Sunset meeting room at 4:00pm on December 2, 2015.

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

**NEXT ANNUAL GENERAL MEETING IS TENTATIVELY SCHEDULED FOR JULY 27, 2016**