

*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**

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

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

PRESENT:

Brian Pedersen
Mike Kuziw (teleconference)
Alex McClelland
Cindy Weiss
Ron Moser
Marc Whittemore

REGRETS:

Brenda Dwyer

Susie Czinger, Associa British Columbia
Dan Bregolisse, Building Manager

(1) CALL TO ORDER

The meeting was called to order at 4:01 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

A correction in correspondence was noted for the unit modification on the 13th floor. ***“Also, a \$400 move in/out fee has been assessed”***. Another correction was requested to update the Strata Manager’s email address in all future minutes to susie.czinger@associa.ca.

After corrections noted it was moved and seconded to adopt the Minutes of the Council Meeting of November 4, 2015 as distributed. **CARRIED**

(4) BUILDING MANAGER’S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- During the monthly fire test and drills the door to elevator 1 did not open. Thyssen Krupp was dispatched to rectify the issue.
- Monthly generator test was conducted.
- Weekly fire pump tests were performed as required.
- There have been complaints regarding hot water taking too long. Engineer has been on site to do temperature testing primarily on the correlation between the hot water supply and recirculating line. Engineer is now reviewing the data to determine the next suggested course of action.
- Elevator 1 was down again for approximately a week. Thyssen Krupp had replaced cards and sensors before tracing the issue to a loose cable connection.

- A spring was replaced in the P2 door.
- Kimco Controls provided a quote in the amount of \$547.00 to replace a contactor. It was moved and seconded to approve the quote. **CARRIED**
- The amplifier cabinet for the fire panel has been repaired which was a result of fuses located in the rear of the cabinet had blown.
- Parkade will be swept to try and remove excess dirt from the driveway project.
- Two ballasts were replaced in bollard lights along the lagoon near unit 114. Council will review future upgrade to LED lights for the bollards.
- Quantus Electric provided a quote for 2 additional roof lights which were originally wired in during construction but never installed in the amount of \$1829 plus tax. It was then moved and seconded to approve the quote and installation with Quantus Electric.

CARRIED

- The metal grate in the driveway for the backflow pit was reinforced with additional steel by Get Bent as some of the supports had rusted. He also installed a caution bollard on the curb to the P2 ramp as residents have complained about hitting it with their wheel rim.
- Global Roadway Maintenance has advised that for snow removal on the new pavers they will be using the rubber guarded plow that they use for the pavers at Prospera Place. He says the anti-ice is safe to use.

4.2 BYLAW AND RULE CONTRAVENTION REPORT

- On November 12th at 10:48pm security was called to attend a unit on the 20th floor due to excessive noise. Security arrived at 11:15pm and was unable to access the building as the fob was not working and contacted the complainant who refused to provide access as the unit was no longer making noise. No report or warning issued.
- On November 13th at 9:02pm security was called by the same complainant to again attend a unit on the 20th floor due to excessive noise. Security spoke with the occupants and issued a warning notice. This was a short term tenant that vacated the following day.

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 susie.czinger@associa.ca.

(5) CORRESPONDENCE

- Correspondence was received from an Owner on the 10th floor requesting a Town hall Meeting with various topics. The Strata Council has taken this under advisement.
- Correspondence was received from an Owner on the 10th floor requesting Legal Opinions and Legal Invoices received during the dispute and negotiations with Gowling Lafleur Henderson LLP, Earth Energy Utility Corporation and 530751 BC Ltd over the past 5 years. As the dispute (over Geothermal System) did not include the Strata Corporation there are no legal opinions or invoices to provide to this owner. Any correspondence the Strata Corporation received at that time was previously sent to this owner. The Strata Council finds this matter closed.

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 susie.czinger@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 susie.czinger@associa.ca.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the statements for October 31, 2015 and report from the President and Treasurer, it was moved and seconded to approve the financial statement for the period ending October 31, 2015 as prepared. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (OCTOBER 2015)

Contingency Reserve Funds Including GIC: \$624,744.33 (\$210,000.00 removed for driveway and \$70,860.80 loan for Insurance)

Geothermal Reserve Funds & Loan

Geothermal Reserve (in the bank) \$100,593.95

Geothermal Loan Outstanding \$2,192,884.17

Current portion of Loan Payable \$52,733.04

Equity in Geothermal \$437,690.88

6.3 2015 FYE FINANCIAL REVIEW

The 2015 fiscal year end financial review has been conducted by Reid Hurst Nagy and the report has been submitted to Pacific and Western Bank as per the terms of the Geothermal Loan.

6.4 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of December 2, 2015 there was a balance owing of \$7,296.33. 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 susie.czinger@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 has now been stopped until the March 2016. Unfortunately with wet and freezing temperatures the contractor was unable to complete. Rock has been placed on the unfinished surface and may continue to be muddy until freezing temperatures return. The contractor will review as necessary and place further rock as required.

Parkade sweep has been coordinated by the building manager. Building manager will continue to monitor and inform the Strata Council if further cleanings are required.

7.2 FRAUDULANT NOISE COMPLAINT

Further discussions and action 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

As noted above under building manager report, Quantus Electric provided a quote for 2 additional roof lights which were originally wired in during construction but never installed in the amount of \$1829 plus tax. It was then moved and seconded to approve the quote and installation with Quantus Electric. **CARRIED**

(8) NEW BUSINESS

8.1 (10) YEAR STRUCTURAL WARRANTY REVIEW

Warranty review has been completed and Strata Council is waiting for final report. Once the final report is received it will be posted on the Strata Corporation Website.

8.2 (3) YEAR DEPRECIATION REPORT UPDATE

Strata Council is currently waiting the depreciation report update. Further discussions deferred until report received.

8.3 PROPANE SENSOR QUOTE

Strata Council reviewed a quote from Kimco Controls Ltd., to replace four propane transmitters in the parkade which failed the calibration test. The Building Manager was requested to review this with local Fire Department to confirm if these are necessary given there are CO sensors mounted through the parkade.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 4:55 p.m.

(10) NEXT MEETING DATE

The next council meeting will be in the Sunset meeting room at 4:00pm on January 6, 2016.

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