

*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
Alex McClelland
Cindy Weiss (teleconference)
Brenda Dwyer
Ron Moser

REGRETS:

Marc Whittemore

Susie Czinger, Associa British Columbia
Dan Bregolisse, 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 three additions were 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 January 6, 2016 as distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- Engineer report regarding hot water issue proposed to install in the 15th floor corridor ceiling shutoff valves on recirc main and drops, flow meters, balancing valves, check valves, p/t plus (for pressure and temp readings). This would allow us to record flow and pressure for each of the 5 affected risers, isolate and test each riser for possible causes. This would involve removing drywall, shutting of building water for floor 8 through 20, draining the system to the 15th floor, installation of pre-fab piping, repair of ceiling and installation of access covers. Estimated cost is approximately 20,000-30,000. As the Strata Council is receiving complaints weekly that water is taking too long to get hot and this is issue has been ongoing for some time it was moved and seconded to proceed and costs incurred will be expensed from the contingency reserve fund on an emergency basis.
- The steam room was closed for approximately 10 days to replace an element. Normally parts arrive quite quickly however there was a delay with Canada Post. As the cost is roughly \$250.00 for each element plus shipping and tax and 3 are typically needed, the Building Manager was directed to order replacement elements to have on hand to

avoid a lengthy down time in the future.

- Monthly fire test, generator test and fire pump tests were performed. The in-suite smoke alarms that failed the annual testing have been replaced. We are now conducting the process of replacing all other in-suite smoke alarms as recommended. This will be done as time allows and currently 44 units have been completed.
- Driveway has been problematic and contractor responded and re-spread rock and will continue to do so if necessary.
- Currently waiting for a quote on 7 bases for lights which need to be straightened along the Lagoon. The contractor proposes aluminum white sleeve 6-8" with a base that would mount to the concrete. They will also provide a quote on stainless steel panels that would cover over the existing panels in the elevators.
- Another parkade sweep will be requested.
- Council reviewed a quote from Rutland glass to replace a large window during next window cleaning in the amount of \$656.32. It was moved and seconded to approve the quote from Rutland Glass.

CARRIED

IMPORTANT NOTICE REGARDING VISITOR PARKING

Strata Council has implemented Acme towing to monitor the visitor parking at different intervals at no cost to the Strata. Acme will tow any vehicle that does not display a proper visitor parking pass on the dash of their vehicle.

There will be no exceptions and the Strata Corporation is not responsible for any vehicle towed.

4.2 BYLAW AND RULE CONTRAVENTION REPORT

- On January 7th at 11:21pm Security received a call from a Resident on the 10th floor to respond to a noise complaint on the 9th floor. Upon arrival Security reported there was no noise, no answer at the door and no lobby activity thus no noise found.
- On January 21st at 10:35pm Security received a complaint from a unit on the 10th floor advising of noise from a unit on the 11th floor. Upon arrival at 10:55pm Security reported there was no noise, they knocked on the unit door and their door and there was no answer. Building Manager spoke with the occupants the next day who advised that they were not home during the time of the complaint.
- Building Manager spoke to a resident from the 17th floor who advised there was a party on Friday night (January 29th) on the 15th floor. Security was not called and no other complaints received.
- A resident from the 10th floor filed a complaint that someone had scribed crude remarks/images on the hood of a vehicle. As the Owner is out of town the Building Manager wiped off the vehicle.

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 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 250-448-0046 or scan and email susie.czinger@associa.ca.

(5) CORRESPONDENCE

- Correspondence was received from a Resident on the 10th floor accusing two Council Members of conflict of interest. Council has taken the correspondence under advisement.
- Correspondence was received from a Resident on the 10th floor requesting a Town Hall Meeting. Strata Council would like to remind the Resident that all of the topics outlined in the request for Town Hall meeting have already been discussed at AGM's and Strata Council Meetings. All topics have been in the minutes at one time or another. Strata Council does not anticipate holding a town hall meeting at this time.
- Correspondence was received from a Resident on the 10th floor in regards to previous minutes whereby Council requested Owners not to get involved with noise violations let Security or police handle the situation. The Resident also feels there should be a set of Rules specific to the winter rentals. Council has taken the suggestions under advisement and will be proposing bylaw amendments at the next Annual General Meeting.
- Correspondence was received from a Resident on the 3rd floor with regard to the issues of the driveway. Council would like to thank the Resident for the concern and suggestions which were acted on.

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 December 31, 2015 and report from the President and Treasurer, it was moved and seconded to approve the financial statement for the period ending December 31, 2015 as prepared. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (NOVEMBER 2015)

Contingency Reserve Funds Including GIC: \$657,611.43 (\$210,000.00 removed for driveway and \$70,860.80 loan for Insurance)

Geothermal Reserve Funds & Loan

Geothermal Reserve (in the bank) \$102,834.99

Geothermal Loan Outstanding \$2,192,884.17

Current portion of Loan Payable \$39,735.30

Equity in Geothermal \$450,688.62

6.3 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of December 2, 2015 there was a balance owing of **\$7,720.33**. 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.

Two Owners who have not responded to reminder notices or demand letters now risk their files being sent to legal for collections and lien.

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

Work has now been deferred to March 2016 weather dependent.

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 (3) YEAR DEPRECIATION REPORT UPDATE

The Strata Council is satisfied with the 3 year depreciation report update and directed the Strata Manager to have the Engineer mark as final.

7.5 5 YEAR FIRE PUMP PERFORMANCE TEST

The fire year fire pump performance test has been completed.

7.6 NO SMOKING BYLAW

The Strata Council has reviewed a no smoking bylaw put forward by BC Housing and will be proposing this as a bylaw amendment at the Annual General Meeting.

(8) NEW BUSINESS

8.1 VISITOR PARKING AND TOWING

Towing of vehicles is underway by ACME towing. Residents who fail to display a proper visitor pass risk being towed at their own expense.

8.2 SECURITY

The Strata Council reviewed a quote from Missing Link to replace Securiguard and implement security on Friday nights as well as mobile security at a rate of \$27.00 per hour plus tax with holidays billed at 1.5 times the regular billing rate. It was moved and seconded to engage in the contract with Missing Link provided there is the direct line as well as a 15 minute maximum response time.

CARRIED

Once all of the details have been finalized and the contract signed Associa and Building Manager will ensure that notices with the new security number are posted on MyAssocia as well as throughout the building.

Council would also like to inform Owners that security will need to be increased for 2016-2017 fiscal year.

8.3 SIGNAGE

The Strata Council has received various complaints from Residents regarding visitors/guests knocking on their doors looking for the lobby and elevators or amenities. It was then moved and seconded to order 3 directional signs for entry ways from parkade.

CARRIED

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:00 p.m.

(10) NEXT MEETING DATE

The next council meeting will be in the Sunset meeting room at 4:00pm on Thursday, February 25, 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