

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

**STRATA COUNCIL  
2016 / 2017**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Mike Kuziw*

**TREASURER**  
*Cindy Weiss*

**AT LARGE**  
*Marc Whittemore  
Wayne Salisbury  
Leslie Fee  
Ralph Fege*

**COMMUNITY MANAGER:**  
*Susie Czinger*  
[susie.czinger@associa.ca](mailto:susie.czinger@associa.ca)

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

**ASSOCIA  
SERVICE CENTRE**  
**1-604-591-6060**  
**1-877-591-6060**  
[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  
Cindy Weiss  
Marc Whittemore  
Ralph Fege

**REGRETS:**

Wayne Salisbury  
Leslie Fee

Susie Czinger, Associa British Columbia  
Dan Bregolisse, Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 4:58 p.m. and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After one addition was made to the agenda, it was then moved/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 5, 2016 as distributed. **CARRIED**

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

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

- The required monthly Fire Alarm Test, Generator Tests and Fire Pump Tests were performed.
- In-suite fire testing and filter changes have been completed. Three units did not provide access and approximately 6 units require smoke detector replacement.
- The Engineer was here for a final walk through. The recirculating pump is currently pumping around 35 gallon per minute (gpm) which is roughly 7 gpm per pipe (5 pipes). The target was 20 gpm which is roughly 4gpm per pipe. The water velocity being too high will result in pipe erosion. The Engineer states that the higher than designed velocity is due to the wrong impeller in the pump. He specified a 4 3/4" impeller he pump has a 5 3/16" impeller. The "Gould" pump was ordered by the plumber via the Gould Pump Rep that the Engineer coordinated with. Currently awaiting the Engineers follow up with the Gould pump Rep to determine where the mistake was made. The impeller either needs to be machined down or replaced. It is SS impeller and cost estimated at approximately \$500 for a new one plus labour. The Engineer feels the plumber should absorb cost, the plumber disagrees. Awaiting follow up with the Engineer.

- There have been a number of failed overflow gaskets for bathtubs that it is recommended Owners inspect. If you are unsure please see the building manager.
- There is a problem with solar power modules for the pigeon shock track. There are 2 modules on the roof that cover the roof perimeter, both have failed. Both are past warranty. Cal will replace one at no charge as he has a spare, the other he can get for a 30% discount which will be \$164US + shipping so about \$250. It was moved/seconded to approve the expenditure and replace the one module. **CARRIED**
- Repairs were made to the driveway and Romanesque advised they will continue to monitor and attend to repair the few pavers that have lifted again. This has all been done under warranty and no extra cost to the Strata Corporation.

**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 must be submitted to [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca) to ensure it is provided to Council for their approval.**

#### 4.2 BYLAW AND RULE CONTRAVENTION REPORT

- An Occupant of the 3<sup>rd</sup> floor requested a hearing with Council to dispute a bylaw contravention fine that was levied on September 9, 2016 for noise. The Council President was excused from the meeting due to conflict of interest. After the hearing members present voted unanimously to reverse the fine that was levied and directed the Community Manager accordingly. The Council President was returned to the room and advised of Council's decision.
- On October 5, 2016 at 8:20pm Security observed 2 people on the deck of a unit on the second floor smoking. Security advised the smokers of the bylaw infraction. Again on October 6, 2016 at 8:00pm Security observed people on the deck of the same second floor deck smoking. Occupants were again reminded of the Bylaw contravention. On October 7, 2016 at 11:36pm Security received a smoking and noise complaint against this unit and reported approximately 20 people were present and non-resident occupants were asked to leave the building. On October 8, 2016 at 3:00am Security attended this unit again due to loud noise and reported strong marijuana smell in unit. Security told them to keep noise down and to stop smoking. Security reported this was now 5 times in a 4 day period to stop smoking. After review of all of the reports Council voted unanimously to implement two \$200 fines for smoking and one \$200 fine for noise for a total of \$600.00 in fines. The Community Manager was directed to write to the Owner of the unit.

**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](mailto:susie.czinger@associa.ca).**

**(5) CORRESPONDENCE**

- Correspondence was received from an Owner on the second floor complaining of cigarette butts being tossed over balconies and landing on their deck. The building manager has gone through the building and provided notice to surrounding units. Unfortunately without the documentation of a particular unit with date and time the Strata Council is unable to act except to provide warnings to all residents.
- Correspondence was received from a unit on the 3<sup>rd</sup> floor requesting the Council take into consideration the future of the electric cars and the need for EV Stations. Council and building managers will investigate this further.
- Correspondence was received from an Owner on the 16<sup>th</sup> floor concerned of the Strata purchasing a Pilates machine. The Strata Council will not be considering a purchase of a Pilate's machine at this time.
- Correspondence was received from an Owner on the 10<sup>th</sup> floor regarding the choice of Security Contractor. Council's decision remains unchanged the Strata Corporation will be contracting The Commissionaires.
- Correspondence was received from an Owner on the 10<sup>th</sup> floor regarding the process in which Council is handling bylaw contraventions after they contacted the Owner to discuss. All correspondence and contraventions are handled by Council at the next Council meeting with Associa directed accordingly. There are mechanisms in place and Owner's must allow the process to occur and trust that Council has it under control. Interference from Owners against other owners is not accepted or condoned by Council. It is requested this Owner on the 10<sup>th</sup> floor cease and desist these activities.
- Correspondence was received from an Owner on the 10<sup>th</sup> floor requesting Owners have input on topics for the Town Hall meeting. The agenda topics have been chosen by Council from the input of Owners at the Annual General Meeting and will allow open discussion for additional topics.
- Correspondence was received from an Owner on the 2<sup>nd</sup> floor requesting the Council make exception to the No Alcohol Bylaw and allow drinking of alcohol in the amenity room. The Ownership voted at the Annual General Meeting to implement the no alcohol on common property and do not have authority to make exceptions to the Bylaw. The answer remains, No Alcohol on common property which includes amenity rooms.

**(6) FINANCIAL REPORT**

**6.1 FINANCIAL STATEMENTS**

After a review of the statements for September 2016 and report from the President and Treasurer, it was moved and seconded to approve the financial statement for the periods ending September 30, 2016 as prepared. **CARRIED**

**6.2 RESERVE & GEOTHERMAL LOAN TRACKER (JULY 2016)**

Contingency Reserve Funds Including GIC: \$711,635.02  
Geothermal Reserve (in the bank) \$111,876.77  
Geothermal Loan Outstanding \$2,109,967.44  
Current portion of Loan Payable \$62,624.40  
Equity in Geothermal \$403,383.93

**6.3 ACCOUNTS RECEIVABLE REPORT**

The Strata Manager reviewed the accounts receivable and advised that as of August 10, 2016 there was a balance owing of \$16,497.84. 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](mailto: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, 2016 AND IS DUE AND PAYABLE TO AVOID FURTHER PENALTIES.**

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

**7.1 LETTER FROM PRIVACY COMMISSIONAIRE**

Silvano Todesco and written a new security bylaw on behalf of the Strata Corporation which will be included in the SGM notice that will be mailed by Associa no later than November 9, 2016. A copy of the notice package will be provided to the Privacy Commissionaire.

Council then discussed the requirements for Privacy Officers for Sunset Waterfront. It was moved / seconded to appoint Brian Pedersen and Cindy Weiss as the primary privacy officers with Mike Kuziw as an alternate effective November 2, 2016 to August 2, 2017. **CARRIED**

The Privacy Officers for the Strata ensure the Strata Corporation comply with its obligations in respect of personal information as communicated to the ownership in conjunction with PIPA guidelines where it pertains to on-site security information and documentation.

## **7.2 CONVERSION OF GAMES ROOM TO GUEST SUITE**

No information has been received from the committee to date and will be a topic for the town hall meeting.

## **7.3 LETTER FROM FISCHER & COMPANY LAW CORPORATION**

Strata Council received two letters from Matthew Fischer. One related to the Council voting at the AGM and having a current member step down and one related to information being requested about the geothermal negotiations by an owner on the 10<sup>th</sup> floor. Council reviewed and approved sending of a response letter crafted by Silvano Todesco of Access Law on behalf of the Strata Corporation. Council will advise Owners of the costs involved with these issues once an invoice has been received.

## **7.4 SPECIAL GENERAL MEETING & TOWN HALL MEETING – November 29, 2016**

A Special General Meeting has been called for November 29, 2016 to put forward a security Bylaw amendment with a town hall meeting to follow. Notices will be mailed by Associa no later than November 9, 2016. An electronic copy will also be posted for those Owners who may be travelling.

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

#### **8.1 BUILDING MAINTENANCE**

Council conducted their 3 month review of Steve Stagg as his probationary period ends November 16, 2016. Council is satisfied with Steve's overall performance.

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

There being no further business, the meeting was terminated at 6:00 p.m.

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

The next council meeting will be December 7, 2016.

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

**SPECIAL GENERAL MEETING SCHEDULED FOR NOVEMBER 29, 2016**

**NEXT ANNUAL GENERAL MEETING IS TENTATIVELY SCHEDULED FOR AUGUST 2, 2017**