

*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

BUILDING MANAGER:

Dan Bregolis

(250) 258 9251

ASSOCIA

SERVICE CENTRE

1-604-591-6060

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abc.service@associa.ca

MAILING ADDRESS:

ASSOCIA B.C.

13468 77TH AVENUE

SURREY, B.C. V3W 6Y3

PRESENT:

Brian Pedersen

Mike Kuziw

Cindy Weiss

Marc Whittemore

Wayne Salisbury

Ralph Fege – via teleconference

Leslie Fee – via teleconference

REGRETS:

Susie Czinger, Associa British Columbia

Dan Bregolis, Building Manager

(1) CALL TO ORDER

The meeting was called to order at 5:03 p.m. and a quorum was established.

(1-A) BUILDING MAINTENANCE RESIGNATION

On April 28, 2017 Steve Stagg provided his 1 week resignation to the Strata Corporation and his last day of work was May 2, 2017.

As Dan cannot possibly work 7 days a week the Strata Council will be looking for a part time person. In the meantime Dan has agreed to cover the building 7 days a week until other arrangements have been made.

(2) ADOPTION OF THE AGENDA

After 4 additions were made to the agenda, it was then moved and seconded to adopt the agenda as amended. **CARRIED**

(3) ADOPTION OF PREVIOUS MINUTES

A correction to be noted for the attendance of the last meeting whereby the Council Members Present should have excluded Marc Whittemore as he was not present for the meeting but had sent his regrets and was duly noted under Regrets.

It was then moved and seconded to adopt the Minutes of the Council Meeting of April 5, 2017. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- The monthly Fire Test/ Generator Test, weekly Fire Pump Tests Performed.
- No further issues with Elevator One

- Building Loop leak repair on 20th floor has been completed. Original piping had not been grooved to proper depth. Piping was removed, and re-grooved and new couplers installed (the good ones). Piping was insulated and the ceiling has been retextured and blends in seamlessly.
- Repairs were made to the cold water Pressure Reducing Valve that regulates pressure to floors 16 through 18 and the "01 and "07" unit's floors 9 through 18.
- The indoor pool pump failed Saturday Morning on the Easter weekend resulting in the pool being closed Sat, Sun, and Mon. The pump was brought to EMPS to have a capacitor replaced and the bearings redone. I went to Valley Pools on the Saturday to buy a replacement pump to limit downtime but they did not have one in stock.
- One of the townhouses had reported a hot water problem. It was discovered that there was a cross connection in their washing machine wall valve.
- The Pressure washing of the "03" decks was completed on April 27th. The Window Cleaners are currently cleaning the tower windows, checking exterior dryer vents and checking for clogged roof drains. They hope to be able to fill bird holes at this time as long as they are not delayed too much by weather.
- The lower parkade has been pressure washed. The quotes for the upper Parkade are \$1375 from Accu-sweep but he is not available till end of May. \$3300 plus GST from Aqua hot wash. I was awaiting from a quote from Dun-Rite but I found out they don't wet clean. It was then moved and seconded to approve the quote from Accu-Sweep and book as soon as available. In the meantime, Dan will monitor and clean any debris that is accumulating.

GARBURATOR'S ARE PROHIBITED

City of Kelowna Plumbing code BL10631 (3.8) states;

No person shall affix or install a household garbage grinder, garbage disposal unit or garburator of any nature or kind to any plumbing system so that the waste there from is discharged into the sanitary sewer system.

BIKE INVENTORY HAS BEEN UNDERWAY AND AFTER MAY 1, 2017 ALL UNCLAIMED BIKES WILL BE DONATED TO CHARITY.

AFTER MAY 1ST THE BUILDING MANAGERS WILL CONDUCT A REVIEW TO SEE IF ADDITIONAL RACKS CAN BE PLACED.

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 the Strata online portal and please email susie.czinger@associa.ca in order to have approved by your Strata Council.

4.2 BYLAW AND RULE CONTRAVENTION REPORT

No violations were reported for the month of April.

**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.
SHOULD SECURITY BE 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 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 SL 78 requesting installation of more bike hangers in the 2nd floor bike room now that it has been cleared. The Building Manager will review and report to Council.
- Correspondence was received from SL 78 requesting review building managers expenses and duties. This is now under review as the secondary maintenance person has resigned from employment with Sunset.
- Correspondence was received from SL 78 requesting an updated building manager's duties list be distributed to Owners. Council is reviewing and has taken this under advisement.
- Correspondence was received from SL 77 requesting that the Owners on the 10th floor pay to wallpaper their hallway. Although council felt it may be a very nice improvement and appreciated the efforts of SL77 it was also noted that the hallways are common property and therefore should be consistent throughout the building. Therefore this request is being denied at this time. However, the Strata Council advises if these owners would like to form a committee and commission a quote for the cost of having all floors done. The Strata Council would then be willing to put forward a resolution to the Owners at the Annual General. Proposal with full costs must be provided to Council no later than June 2, 2017 so that it may be reviewed at their next Council meeting.
- Unit modification request was submitted by SL 61 to replace flooring. Alteration was approved with conditions and Community Manager was directed to provide approval in writing. No work is to commence until formal approval received.
- Unit modification request was submitted by SL 8 to replace kitchen cabinets, counter tops and all appliances. Alteration was approved with conditions and Community Manager was directed to provide approval in writing. No work is to commence until formal approval received.
- Unit modification request was submitted by a potential purchaser. This will not be considered until sale is final. Community Manager was directed to respond to have modification re-submitted upon possession of unit.

A reminder to Owners that all correspondence must be submitted to Susie.czinger@associa.ca and will be reviewed by Council at their next scheduled meeting.

Special Note: The Strata Council does not have authority to approve unit modifications for potential buyers and this cannot be made a condition of purchase/sale.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the statements for March 2017 and report from the President and Treasurer, it was moved and seconded to approve the financial statement for the periods ending March 31, 2017 as prepared. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (MARCH 2017)

Contingency Reserve Funds Including GIC: \$817,242.90

Geothermal Reserve (in the bank) \$116,461.10

Geothermal Loan Outstanding \$2,109,967.44

Current portion of Loan Payable \$21,170.17

Equity in Geothermal \$444,838.16

6.3 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of May 3, 2017 there was a balance owing of \$11,155.17. Any units with a balance owing over \$1000.00 will be sent legal for collections and legal fees applied to strata lot.

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, 2016 AND IS DUE AND PAYABLE TO AVOID FURTHER PENALTIES.

(7) BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 LETTER FROM PRIVACY COMMISSIONER

Strata Corporation Lawyer, Silvano Todesco received another letter from the Privacy Commissioner dated April 6, 2017. The Strata Council will have Silvano respond on their behalf. Further discussions were deferred to the next Council meeting.

7.2 DRIVEWAY REPAIRS

Driveway repairs were completed and Building Manager along with the Strata Council will continue to monitor.

7.3 PARKING RULE (temporarily withdrawn)

Parking Rule will be revised and submitted as a bylaw amendment at the next Annual General Meeting.

7.4 TOWN HALL MEETING (June 8, 2017)

Town hall meeting has been confirmed for June 8, 2017 from 6pm-7pm in the lobby meeting room in the Sunset building. A reminder will be provided to Owners within 2 weeks of the meeting.

(8) NEW BUSINESS

8.1 INSURANCE CLAIM (CANCELLED)

The Strata Corporation insurance appointed an adjuster and a secondary quote was provided for scope of work. After review the adjuster advised the Strata Council that no claim is necessary as it falls under the deductible and the homeowner will need to claim through their insurance. The file is now closed.

8.2 TENNIS COURT REPAIR

Council previously voted via email to approve the repair quote from Lynx fencing in the amount of 586.99 including tax. It was moved and seconded to ratify the email vote and building manager confirmed the work has been completed. **CARRIED**

8.3. SOUND PROOFING FOR GYM

Council is reviewing options and other remedies to alleviate excessive noise from the gym. Further discussions have been deferred to the next Council meeting.

8.4 STRATA WEBSITE

All Owners should have received by mail or email a registration letter for the new Strata Website from ABC Communications. Please check your junk or spam mail. Attached is a copy of the sample letter. If you did not receive it please call the Associa office and ask for your account number.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:15 p.m.

(10) NEXT MEETING DATE

The next council meeting will be Wednesday, June 7, 2017

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 AUGUST 2, 2017



Associa[®]

British Columbia, Inc.

DATE

SAMPLE ONLY

Dear Owner

We are excited to announce that Associa BC has completed the upgrade to our enterprise system. With this update, you now have a unique account number that is reflected below. This will allow you to register for our new online portal, Associa Access, which will give you access to a number of enhanced features.

Your account number is: _____

Your postal code is: _____

Introducing Associa Access:

You will use your account number and postal code (see above) to register and log in to Associa Access (<http://access.associawebsites.com/AssociaAccess/>), a 24/7 online portal providing helpful tools and essential unit account and strata information. **To avoid formatting errors, please ensure there is a space in the postal code (as shown above).**

Associa Access features the following benefits:

- Update your contact information
- Request and check status of work orders
- Receive and review bylaw infraction (covenant violation) notifications
- View and export strata documents
- Council Member tab with additional features

Please [click here](#) for instructions regarding how to register and log in to Associa Access.

For future reference, please bookmark the Associa Access page:

<http://access.associawebsites.com/AssociaAccess/>

For corporations who previously accessed their online portal through MyAssocia or MyBaywest, you will need to re-register. Due to privacy laws and security reasons, we do not hold passwords, therefore we were unable to move your information from one platform to the other.

From all of us at Associa British Columbia, we look forward to continuing to serve your needs. If you have any questions regarding Associa Access registration and log in, please call: 1-866-295-0402 and select option 1, Monday – Friday, 7.30am – 7.00pm PST.

Kind regards,

The Associa British Columbia Team