

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

**STRATA COUNCIL  
2017/2018**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Mike Kuziw*

**TREASURER**  
*Cindy Weiss*

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

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

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

**ASSOCIASERVICE CENTRE**  
1-877-591-6060  
250-860-5445  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**  
**ASSOCIA B.C.**  
215-1511 SUTHERLAND  
AVE. KELOWNA BC

**REGISTER FOR TOWNSQ**  
[HTTPS://APP.TOWNSQ.IO/ASSOCIA/SIGNUP](https://app.townsq.io/associa/signup)

**PRESENT:**

Brian Pedersen  
Mike Kuziw  
Cindy Weiss  
Wayne Salisbury

**REGRETS:**

Marc Whittemore  
Leslie Fee

Susie Czinger, Associa British Columbia  
Dan Bregolis, Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 4:02 p.m. and a quorum was established.

**COUNCIL RESIGNATION**

Ralph Fege provided his formal resignation from Council as he has sold his unit. The Strata Council would like to thank Ralph for his contributions to Council. As there is only 2 months to fiscal year end the Council voted unanimously not to appoint a replacement member.

**(2) ADOPTION OF THE AGENDA**

After one addition to the agenda, it was moved/seconded to approve the agenda as presented. **CARRIED**

**(3) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Minutes of the Council Meeting held March 7, 2018 as distributed. **CARRIED**

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

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

- Lilly plumbing attended to power jet the drain lines which was completed but there was still an issued with the 01 and 07 kitchen drains and they were called to attend again to and unfortunately a water escape occurred in SL 24 causing damage to the flooring and restoration was called. It has not yet been determined if this will be a Strata Insurance Claim to subrogate against the plumber.

- During this visit it was also determined during this time that the drain piping needs to be corrected to create a better flow out as it has too many angles to travel. The building manager will be obtaining quotes for Council. As this will be a substantial expenditure it will be brought forward for the AGM.

- Monthly Fire alarm and fire pump tests performed. Annual generator test done.

- Installation of the glass rail dividers for townhomes that requested them will be completed when order received by vendor.
- The Strata Council reviewed quotes from Power Vac, Everclear and Kettle Valley Duct Cleaners. As the cost for cleaning the exterior vents can be done during the window cleaning for \$15.00 per vent plus tax it was moved and seconded to have Ever clear conduct the exterior vent cleaning.
- A date for window cleaning will be booked for April or May and dryer vents will done at that time. The Building Manager and Community Manager will issue notices as well as post in the building when it is scheduled to occur.
- In-suite Fire Inspections will be scheduled sometime in the near future.
- **Parkade Cleaning has been scheduled for May 8<sup>th</sup> and May 9<sup>th</sup>. On May 8<sup>th</sup> the upper floor will be done and all vehicles must be out of the building and on May 9<sup>th</sup> the lower floor will be done and all vehicles must be out of the building. The Building Manager and Community Manager will issue notices to all Residents but in the meantime please schedule to have your vehicle out of the parkade by 9:00am on the day your level will be done.**
- Gutter Pro has been approved to install an eave above the lobby entrance and will attend as time allows.
- Quotes were received from Global and Silver for repairs to the 3<sup>rd</sup> level walkway. Due to the costs the Strata Council has requested a third quote. The building manager will obtain for the next meeting. This expenditure will be brought forward as a ¾ vote to the owners at the AGM.
- The "page amp" has been removed and sent for repairs.
- The Backflow repair will again be rescheduled as parts have not yet arrived.
- Building manager advised that he will be purchasing the snow blower shortly.
- The Strata Council reviewed a quote for a water softening system in the amount of \$27,979.00 plus tax from Watersoft and were awaiting a quote from Culligan. There is an monthly service contract that would need to be in place. It was moved and seconded not to proceed due to cost of system and continued monthly maintenance costs. **CARRIED**
- The Strata Council provided direction to the Building Manager for beautification of the planters. New artificial trees will be purchased and then annuals will be planted for further beautification.
- Telus will be dropping off notices for those units that do not yet have the fibre optic install into their units.
- There were verbal complaints from residents regarding the jackhammering from SL 106 as they removed the tile within their unit. Owners undergoing this type of renovation will be requested to post start and stop times so residents are warned.

### 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 Associa Homeowner Access and please email [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca) to be provided to Council for their approval.

## (5) CORRESPONDENCE

Correspondence was received from SL 78 regarding various items as follows and responses are provided herewith.

- A Bedroom Suite for Guests in the Vacant 3rd level Common Room
  - **The original committee that was formed for this item provided an email to Council on February 21, 2017 that they were no longer interested in pursuing the guest suites and this was included in the minutes of March 1, 2017. Council will not pursue this further unless a new committee is formed and they want to make formal submissions to council.**

Discuss and Budget the following Property Improvements:

- Refresh the Front Lobby Décor (Elevators have become an eyesore as well)
  - **There is no budget for this now and the Strata Council is of the mindset that level 3 and re-pipe for drainage is priority.**
- Improve Landscaping – simple solution would be to plant Flowering Perennials to add colour
  - **Planters will be beautified but no other common areas.**

General Discussion:

- Marijuana Legalization – Should we be drafting any Bylaws to restrict cultivation and/or distribution in our Building?
  - **A bylaw amendment will be presented at the AGM.**
- Clothes Dryer Vent Cleaning – did we receive any quotes?
  - **Yes, see notes above under building manager report.**
- Strata Owned Storage Lockers - Remove Private Contractors from using Lockers to open up availability to Owners.
  - **Lockers are only rented to Owners and the last locker that became available went to the unit on the waitlist. Owners are welcome to email Associa to be put on the waitlist.**
- Boat Slip Rentals – Ed Warkentin sold his Condo 3 years ago (he had a Boat Slip) yet no Lottery took place after he left? Another concern is Council allowing Boat Slip Rentals outside the Normal Lottery process as was the case when the New Owners of Suite 114 were promised a Boat Slip by Brian Pedersen as a condition of the sale
  - **This type of accusation is not founded and the Strata Council requests the Owner govern himself accordingly. In 2015 Mr. Warkentin's boat slip was put in the lottery and won by SL 127. In 2016 "2" slips were available in the lottery and only 2 owners entered. Associa admin team drew the names fairly to each slip and the 2 owners were awarded a slip. In 2017 there were no slips available for the lottery with 2 entrants. Currently for 2018 there is "1" slip available in the lottery with 7 entrants. Brian Pedersen does not need to justify who he lets use his boat slip provided they are a resident of Sunset Waterfront resort and adhere to all rules of the boat slip policy. The boat slip lottery is to be held at the end of April and the Strata Council will conduct the draw.**
- Expectations, Guidelines and Shift Reports for Security Guards (is there a Council Committee? If not, can Owner's volunteer to assist in the implementation and administration?)
  - **Security is a contractor hired for the Strata Corporation and overseen by the Strata Council and as directed, Associa. For the safety of Owners and keeping with the Privacy Act and Strata Property Act a committee or volunteer in this regard would not be suitable.**

- Owner Bylaw & Rule Notifications and Fine Collections – What has changed if anything over the past 3 years? I've spoken to out of town owners who are still in the dark about their suites being given a warning letter or fined???
  - **The Strata council must follow the guidelines as outlined with section 135 of the Strata Property Act. This is how all bylaw contraventions are handled at Sunset Waterfront Resort and nothing has changed**
- Create a Liaison Group with Dolphin/Lagoons, Discovery Bay & Waterscape Strata Councils – great way to pool our resources and common goals for the Community.
  - **The Strata council feels each building is unique with their owner Strata Plan and the intent was not to be one community. As there are privacy issues to consider this will not be pursued.**
- Owners Community (Classifieds/Rentals/Info) Webpage – Is this still available through the Associa Website? If so, how can we activate it?
  - **Council was advised Associa is changing the website software and are awaiting further information.**
- Correspondence was received from SL 50 with suggestions for the parkade cleaning and why using a contractor instead of the Building Manager. **Council would like to thank the owner for taking the time to send in their concerns. There is a health factor that needs to be considered and contractors have the appropriate equipment. Therefore, the Strata Council felt it best to use a profession and the Building Manager will oversee to ensure the cleaning is done satisfactorily.**
- Unit modification request was received from SL 19 to replace a toilet and replace deck tile with dura-deck product. **The Strata Council approved the modification and assessed a \$100 move in/out fee. The Community Manager will provide the formal written authorization to the owner.**

**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.**

**IF SECURITY IS 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 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 250-860-5445 or scan and email [susie.czinger@associa.ca](mailto:susie.czinger@associa.ca).**

## **(6) FINANCIAL REPORT**

### **6.1 FINANCIAL STATEMENTS**

The financials were not yet received for March 31, 2018 and will be reviewed at the next meeting.

### **6.2 RESERVE & GEOTHERMAL LOAN TRACKER (FEBRUARY 2018)**

Contingency Reserve Funds Including GIC: \$854,278.13

Geothermal Reserve (in the bank) \$119,036.14

Geothermal Loan Outstanding \$2,023,226.43

Current portion of Loan Payable \$29,796.65

Equity in Geothermal \$419,913.66

### **6.3 ACCOUNTS RECEIVABLE REPORT**

The Strata Manager reviewed the accounts receivable and advised that as of March 7, 2018 there was a balance owing of **\$7,865.19**.

**PLEASE NOTE THE STRATA CORPORATION BYLAW OF \$300 ANNUAL RENTAL USER FEE IS DUE AND PAYABLE AS OF JANUARY 1<sup>ST</sup>. PLEASE MAKE YOUR PAYMENT ONLINE OR VIA CHEQUE MADE PAYABLE TO KAS2849 – SUNSET WATERFRONT RESORT.**

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 fines applied to their account as well as sent to legal for further collection action. 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. If 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)

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

### **7.1 LETTER FROM PRIVACY COMMISSIONER**

Affidavits have now been submitted as the deadline for information submission was March 7, 2018. Complainant must now provide response submissions by March 28<sup>th</sup> and then the Strata Corporation to provide reply submissions by April 13, 2018.

There has been no update since the Strata Corporation's submittal.

### **7.2 CRT DISPUTE**

Further responses have been submitted to Case Manager by both parties and the file will now be transferred to the tribunal administrator to instruct Strata on how to organize their evidence and written submissions. Council will update Owners as information becomes available.

### **7.3 PARKADE CLEANING**

As noted under building manager's report the parkade cleaning has been scheduled for May 8 & 9, 2018 8am – 4pm.

### **7.4 ANNUAL ROOF ANCHOR CERTIFICATION**

Atlas Anchor has completed the inspection and anchors have been re-certified.

## **7.5 ANTICIPATED INSURANCE CLAIMS**

After review of the loss for SL 67 BFL claims advisor informed the Strata Corporation the loss is not over the deductible and no claim filed.

After review of the loss for SL 124 claims advisor informed the Strata Corporation the loss is not over the deductible and no claim filed.

Owners are reminded you must have insurance to cover the Strata Corporation Insurance deductible for water of \$15,000.00. Both Strata Lots will be charged back \$15,000.00 deductible each once a claim is filed with Strata Insurance.

**It is recommended Owners check all hoses for washing machines, dish washers and fridges that have ice makers. It is also recommended that Owners purchase water alerts for their units to be alerted at the onset of water as costs can be reduced if an incident is found early.**

## **7.6 LAGOON WATERWAYS BUDGET MEETING**

The Lagoon Waterways budget meeting will be held on March 27, 2018 and the Strata Council is awaiting the minutes and approved budget for next year.

## **(8) NEW BUSINESS**

### **8.1 TOWNSQ WEBSITE – REPLACES EXISTING ASSOCIA WEBSITES**

Join TownSq now to start experiencing community your way! Meet your neighbors, manage your account, access the resources you need for better community living, such as the latest Council and AGM minutes, bylaws and rules and other important documents. Go to <https://app.townsq.io/associa/signup>

Please contact Associa British Columbia Inc., Monday – Friday, 8:30am – 4:00pm at 1-877-585-4411 or by email at [abc.info@associa.ca](mailto:abc.info@associa.ca) if you have any questions regarding registration or log in.

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

There being no further business, the meeting was terminated at 5:19

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

**The next Strata Council Meeting will be May 2, 2018 in the Sunset Meeting Room.**

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

**NEXT ANNUAL GENERAL MEETING IS SCHEDULED FOR JULY 11, 2018**