

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

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**STRATA COUNCIL
2019-2020**

PRESIDENT

Brian Pedersen

VICE-PRESIDENT

Marc Whittlemore

TREASURER

Cindy Weiss

AT LARGE

Wayne Salisbury

Leslie Fee

Brian Atkins

Geoff Marsh

COMMUNITY MANAGER:

Rachel Parker

A Licensed Strata Manager

rachel.parker@associa.ca

BUILDING MANAGER:

Dan Bregolis

(250) 258 9251

ASSOCIASERVICE

CENTRE

250-860-5445

kelownaoffice@associa.ca

MAILING ADDRESS:

ASSOCIA B.C.

215-1511 SUTHERLAND

AVE. KELOWNA BC

REGISTER FOR TOWNSQ

<https://app.townsq.io/ais/signup>



PRESENT:

Brian Pedersen
Cindy Weiss (via teleconference)
Wayne Salisbury
Brian Atkins
Geoff Marsh

REGRETS:

Marc Whittlemore
Leslie Fee

Rachel Parker, Associa British Columbia
Dan Bregolis, Sunset Building Manager

(1) CALL TO ORDER

The meeting was called to order at 4:00 p.m. by the Council President and a quorum was established.

(2) ADOPTION OF THE AGENDA

After a couple additions to the Agenda, it was moved and seconded to approve the Agenda as amended. **CARRIED**

(3) ADOPTION OF PREVIOUS MINUTES

As there were no errors or omissions noted, it was moved and seconded to adopt the Minutes for the Council Meeting held February 5, 2020 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- Four bikes in the parkade have now been claimed and removed by the Owners.
- Monthly Fire Alarm Tests, Generator Test and Fire Pump test all performed.
- The 2020 Bike Room Audit will commence June 1, 2020.
- The hours for security have increased for the upcoming season. Council will be reviewing pricing and hours and adjust the upcoming budget accordingly.

Owners who rent their units or owners using property managers need to advise their property managers to make sure their short-term rental guests are fully aware of the alcohol, smoking, pet restriction, nuisance and quiet time bylaws. Rules and bylaws should be posted in the units.

Owners are reminded to be proactive and check the caulking around sinks, toilets and showers in your Strata Lot. Additional caulking will reduce the possibility of water leakage and damage to a Strata Lot.



To the left is a picture and example of a water shut off valve that can be installed making it easily accessible. Many Owners have concerns that the water shut offs to their unit are either:

- a) not easily accessible as they are up in the ceiling or;
- b) extremely difficult and stiff to turn off.

Council encourages Owners to connect with a plumber and review options and be proactive in preventing water issues. It may also be a good reminder to label the valves, so they are easily identified by tenants, visitors etc.

Special Note – Fire Safety

The building Manager attended the forum presented by the Fire Department and it was advised that all units with any type of gas appliance are required to have a carbon monoxide detector. Owners are encouraged to purchase one and they can be found at Home Depot and Rona. Battery operated ones are fine, and no wiring required.

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 rachel.parker@associa.ca to be provided to Council for their approval.

(5) CORRESPONDENCE

Strata Lot 8 submitted a Unit Modification request to upgrade the flooring and expand the master bedroom closet. It was moved and seconded to approve the alteration with a \$200 renovation fee. The Community Manager was directed to inform the Owner of the approval. **CARRIED**

Strata Lot 85 submitted correspondence addressing a number of concerns. The Community Manager was requested to respond to the Owner directly.

Strata Lot 114 submitted a request to email all the Owners a copy of the Strata Council minutes. Council confirmed the Community Manager will distribute via email and post on Townsq.

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 send Form K's to kelownaoffice@associa.ca

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the financial statements and a report from Council President, it was moved and seconded to approve the financial statements for the periods ending January 31, 2020 as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (JANUARY 2020)

Contingency Reserve Fund General Including GIC: \$1,026,919.81

Geothermal Reserve (in the bank) \$132,700.25

Geothermal Loan Outstanding \$1,837,972.63

Equity in Geothermal \$400,586.72

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of February 5, 2020 there was a balance owing of **\$17,203.75**. This is largely due to the Annual Base Rent of \$300.00 which was charged January 1st.

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

Reminder notices are issued monthly which also costs the Strata Corporation to issue.

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 Community 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.

New Collection Fee effective April 1, 2019.

Effective April 1, 2019 if an account is over due by 30 days for Strata Fees and/or Levies a process for collection fee of \$10.00 per month will be applied to your Strata Lot. This fee will not be paid by the Strata Corporation but you as the Owner in accordance with the amendment to the Agency Agreement.

Residents are to be reminded of Strata Bylaw 3 (4) which states:

3. Use of Property

(4) Only propane, gas or electric barbecues may be used on Strata Lot decks or patios

(7) BUSINESS ARISING

7.1 WATER LOSS (3 UNITS)

On January 13th, a sprinkler line burst flooding three units (312, 212, 112). Onside Restoration attended and provided emergency services. The invoice for emergency services was received in the amount of \$40,960.24 and it was moved and seconded to expend the amount from the Contingency Reserve Fund as an emergency expenditure. Onside provided an estimate for repairs and re-build in the amount of \$118,220. As costs are over the Strata deductible, a secondary quote will be obtained from Total Restoration. At this time, no insurance claim has been initiated. In the meantime, Strata Council will be obtaining quotes for additional insulation surrounding the sprinklers in the attic of the townhomes. Further review and discussion will take place at the next Council meeting. **CARRIED**

(8) NEW BUSINESS

8.1 ELEVATOR UPGRADE - QUOTES

A report has been requested from Thyssen Krupp outlining the capital expenditures for the next 10 years along with a quote for the interior panel replacement. Once received, Council will review and compare to the Depreciation Report to confirm if the predicted expenditures are in line.

8.2 PARKADE CLEANING

The parkade cleaning is scheduled for May 7 – 8th. The upper parkade will be cleaned May 7th between 9am – 4pm and the lower parkade will be done May 8th from 9am – 4pm. All vehicles will need to be removed during this time. Any vehicles left in the parkade, will be towed at the Owner's expense.

8.3 WINDOW CLEANING

The window cleaning will be completed by Everclear and the Building Manager plans to schedule a date for the first week of May.

8.4 6 - MONTH CHECK IN

The Community Manager provided a 6-month check in for Strata Council. The purpose of the check in is to ensure the Manager and Council are working together as a team and discuss any areas needing improvement.

(9) TERMINATION

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

The next meeting has been re-scheduled for Monday March 30th starting at 4pm in the Sunset Meeting Room.

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