

*Location:  
Held via teleconference*

**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](mailto:rachel.parker@associa.ca)

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

**ASSOCIASERVICE  
CENTRE**  
**250-860-5445**  
[kelownaoffice@associa.ca](mailto: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  
Wayne Salisbury  
Brian Atkins  
Geoff Marsh

**REGRETS:**

Marc Whittlemore

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

**(1) CALL TO ORDER**

The meeting was called to order at 4:03 p.m. by the Council President and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After a few 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 May 6, 2020 as previously distributed. **CARRIED**

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

**4.1 THE BUILDING MANAGER REPORTED THE FOLLOWING:**

- Concerns were raised about the hot tub not having enough hot water over the weekend. The pump for the hot tub heater was replaced and the Building Manager reported the temperature is back to normal.
- Repairs and adjustments were made to the right elevator on June 1<sup>st</sup> and again on June 2<sup>nd</sup> as there was an issue with the door not opening on certain floors. The tech replaced the door opening belt and there have been no complaints since the repairs.
- The hot water recirculatory pump was replaced in the main mechanical room.
- A quote was received from Kimco in the amount of \$9,000 to replace the existing expansion tank in the penthouse mechanical room with a larger tank. It was moved and seconded to accept the proposal. **CARRIED**
- Monthly Fire Alarm Tests, Generator Test and Fire Pump test all performed.
- The parkade cleaning is complete.
- Bird holes were repaired by Everclear in May.
- Majority of the carpets have been cleaned with a few areas to be finished this week.

- Theft has been an ongoing issue this month in the parkades, specifically targeting bikes. **The Building Manager will be conducting a bike audit and requests all bikes are tagged with a 2020 decal no later than July 1<sup>st</sup>**. Please contact the building manager stating your unit and how many decals required and they will be slipped under your door. Any unclaimed bikes will be donated to charity.
- **Due to bike theft issues, the Strata Council is allowing Owners to store bikes in their unit. Please note, this is only temporary until the Annual General Meeting of 2020. No bikes are to be stored on the balconies.**

**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](mailto:rachel.parker@associa.ca) to be provided to Council for their approval.

#### **(5) CORRESPONDENCE**

Strata lot 18 withdrew their alteration application request dated March 13, 2020.

Strata lot 51 submitted additional correspondence requesting their application for a sunshade be re-considered. After review and discussion, the Strata Council reported the request was still denied as it alters the continuity and appears of the building.

Strata lot 118 submitted an alteration request to upgrade the flooring in the unit along with install horizontal window blinds. The request was approved by Strata Council with a \$200 renovation fee. The Community Manager was directed to send formal approval to the owner.

Strata lot 22 submitted recommendations for opening the gym along with a suggestion for Owners to submit a biography should they wish to stand for Council in 2020. Strata Council would like to inform the owner that a procedure is currently in place for the gym and there have been no issues with crowded space. A nomination form will be included in the AGM Notice package should owners wish to write up a bio about themselves. Please note, a biography to stand for Council will not be a requirement.

Strata lot 74 submitted a request to open the indoor pool. The Strata Council reported at this time, the indoor pool will remain closed; however, Council may re-consider at a later date.

Strata lot 85 submitted a letter to council with recommendations for security and rules surrounding awnings and window coverings. The Strata Council would like to inform the owner that the recommendations have been taken under advisement.

The Building Manager reported a complaint was received from Strata lot 109 on Saturday May 30<sup>th</sup> advising Strata Lot 129 was causing a disturbance and had dropped a drink from their balcony which spilled on the residents below. The Owner of SL109 also reported a cigarette butt from Strata lot 129 burnt a hole in their furniture. The Community Manager was directed to write a formal letter and issue a \$200 fine to Strata Lot 129 for the incident.

Security received a complaint regarding loud music and talking emanating from Strata Lot 51 at 12:55am. A security guard attended requesting to lower noise levels. No further complaints received.

**The Strata Corporation is unable to act without proper written complaints. Verbal and/or anonymous complaints will not be acted on. Council will address all correspondence received at the next Council Meeting.**

**The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence. Please send all letters to the Associa office (if possible, by e-mail to the Strata Manager at [rachel.parker@associa.ca](mailto:rachel.parker@associa.ca)**

**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](mailto:kelownaoffice@associa.ca)**

**(6) FINANCIAL REPORT**

**6.1 FINANCIAL STATEMENTS**

After a review of the financial statements and a report from the Council President, it was moved and seconded to approve the financial statements for the periods ending April 30, 2020 as prepared by Associa. **CARRIED**

**6.2 RESERVE & GEOTHERMAL LOAN TRACKER (APRIL 2020)**

Contingency Reserve Fund General Including GIC: \$947,795.38

Geothermal Reserve (in the bank) \$133,921.92

Geothermal Loan Outstanding \$1,837,972.63

Equity in Geothermal \$424,824.44

**6.3 ACCOUNTS RECEIVABLE REPORT**

The Community Manager reviewed the accounts receivable and advised that as of June 3<sup>rd</sup> there was a balance owing of **\$8,280.60**.

**6.4 PROPOSED BUDGET 2020-2021**

The Community Manager and Strata Council reviewed the proposed budget for the upcoming fiscal year. The Community Manager was requested to make a few changes and send a final revised copy to the Strata Council for approval to include in the Annual Meeting Notice.

**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.**

**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.**

**(7) BUSINESS ARISING**

**7.1 WATER LOSS (3 UNITS)**

The repairs from the water loss at Unit 312, 212 and 112 are ongoing by Onside Restoration.

**7.2 ELEVATOR UPGRADES – QUOTES**

Council is awaiting quotes from Thyssen Krupp for the elevator panels and expects to receive pricing prior to the Annual Meeting.

**(8) NEW BUSINESS**

**8.1 ANNUAL GENERAL MEETING**

The Community Manager and Strata Council had a general discussion surrounding the upcoming Annual Meeting. The meeting is scheduled for Monday August 17<sup>th</sup> at 6:00pm at the Ramada Conference Centre. Due to Covid-19, it is requested Owners submit a proxy for someone to vote on their behalf. If you are attending the meeting, it is strongly recommended only 1 person per household attends in an effort to reduce crowding. The meeting package will be distributed to Owners 14 days prior to the meeting. The package will include the Agenda outlining the resolutions that will be voted on.

One of the proposed resolutions will be to upgrade the lobby. Strata Council is looking for a group of Owners to start a committee. Should you be interested, please email [rachel.parker@associa.ca](mailto:rachel.parker@associa.ca)

**8.2 NEW ELLIS DEVELOPMENT**

The City has recently announced a new development on Ellis which will house 38 homeless people. Owners from the Sunset Drive Strata group have formulated a response to the City raising concerns with the proposed location and the additional security that will be required along Sunset Drive.

**(9) TERMINATION**

There being no further business, the meeting was terminated at 5:57 pm.

**The next meeting is the Annual General Meeting which is scheduled for Monday, August 17<sup>th</sup> at 6:00pm.**

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