

Location:
Held via teleconference at 4pm

**STRATA COUNCIL
2019-2020**

PRESIDENT

Brian Pedersen

VICE-PRESIDENT

Marc Whittlemore

TREASURER

Cindy Weiss

AT LARGE

Wayne Salisbury

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
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 4:01 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. The Agenda was reviewed for any conflicts of interest amongst Council members. During discussion, each Council member who had a conflict of interest refrained from voting. **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 August 5, 2020 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 THE BUILDING MANAGER REPORTED THE FOLLOWING:

- The Annual Fire Testing and In-suite testing is scheduled for September 28th and September 29th. Access to all units is required between 9am – 4pm on September 28th in order to test in-suite speakers and change heat pump filters. Please note, there may be a brief water shut off on September 29th between 11am – 11:30am to test the main backflow preventer. **Owners, please notify your tenants.**

- Fall window cleaning is scheduled for September 28th – October 2nd.

- Residents are reminded to report any suspicious activity or theft to the RCMP. It is important the Strata has all incidents on file. By doing so, it maintains a record for the City to prove that there is an increase in theft around the area.

Owners are reminded to advise their tenants of upcoming maintenance dates and ensure each resident is following the Bylaws and Rules for the Strata. Each Resident must be diligent with letting strangers into the building. All residents play a role in the safety and security for the building.

REMINDER

IMPORTANT INFORMATION - WATER SHUT OFF FOR PLUMBING UPGRADES

The Strata Council has chosen 3 dates to shut off the main water at the building for owners who wish to upgrade the water shut off valves in their suite. The water will be shut off on the following dates all day.

TUESDAY, SEPTEMBER 15, 2020
TUESDAY OCTOBER 13, 2020
TUESDAY, NOVEMBER 17, 2020

Each owner is encouraged to review the shut off valves in their unit. If they do not work, it is highly recommended a plumber attends to install new valves. The Strata's preferred plumber is Lillie Plumbing and they can be reached at 250-300- 6060. Additionally, owners are encouraged to purchase water sensors and have them installed. Here is a link with further information. <https://www.moen.ca/flo>

The cost for any upgrades will be the homeowner's responsibility. If you are interested, please contact the Building Manager Dan at 250-258-9251 to confirm your date and unit number. **Please ensure Dan is notified a minimum of one week in advance to your chosen date.** Please be reminded, the water deductible has increased to \$250,000.00 effective June 30th. Should a water incident occur in a unit and affect other units, the owner could be held responsible for the damage incurred. It is crucial that each Owner reviews their unit and does their part to mitigate risk.

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.

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.

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

On August 6th at 11:46pm security attended SL52 regarding a noise complaint. The guard spoke to the occupant who complied. No further issues.

On August 6th at 11:37pm, security attended SL79 regarding a noise complaint. The guard spoke to the occupant who complied. No further issues.

On August 15th at 11pm, security attended SL102 in response to a noise complaint from the balcony. Security spoke to the residents and requested they move indoors. At 1am security re-attended SL102 as loud voices could be heard from the stairwell. A \$200 fine has been issued for noise.

On August 16th at 11:56pm, security received a noise complaint regarding SL71. Security attended the unit at 12:05am and spoke to the residents who complied. No further issues.

On August 21st at 9:00pm security was contacted regarding loud music and cause of nuisance at SL124. Security attended and spoke with the residents requesting to turn the music down. At 10:20pm security reported loud music and voices were heard from SL124. The guard attended and reported several people in the unit and escorted 2 non-residents from the unit. A \$200 fine has been issued for noise disturbance.

On August 25th at 11:05pm, security received a complaint regarding new tenants in SL124 who were causing excessive noise. The guard attended and asked the residents to shut it down. On August 26th at 10:30pm security received a second complaint against SL124 for loud music and partying. The guard attended and spoke to the residents. A \$200 fine has been issues for noise disturbance.

On August 30th at 12:50am, security attended SL129 as the unit door was open and loud talking was heard from the hallways. The guard spoke to the residents and asked to shut the door and keep noise levels down. The residents complied. No further issues.

On August 20th SL113 reported a small leak coming from the kitchen ceiling. It was determined the leak was due to an internal clog from the heat pump condensation line at SL116. Each Owner is to notify their insurance for any damage caused and undertake repairs.

SL31 reported they were able to obtain top up coverage of \$150,000 through Chutters Insurance. Should owners be interested, here is the link. <https://www.chutteruw.com/>

SL44 submitted correspondence with concerns that the Strata Council is not providing a safe environment for the common facilities and questioned why the Strata Council was not providing full time residents with specific pool rules to suite their needs. The Strata Council has received confirmation from Interior Health that they are following proper protocols and doing their due diligence to ensure areas are wiped down, signage is posted, and spacing is provided. The Strata Council also wishes to advise the Owner that each resident is treated the same regardless of whether they are a full time resident, part time resident or short-term rental. The Council cannot make specific rules for full time residents while limiting privileges to part time or short-term rentals.

Strata lot 73 submitted an alteration request to replace the flooring and countertop in their Strata Lot. The Council approved the alteration with a \$200 renovation fee. The Community Manager was directed to send formal approval to the Owner.

Strata lot 85 submitted a complaint regarding the lobby and elevator floors requesting they are mopped during the weekend. The Council confirmed that the Janitors work 7 days a week and clean the lobby while onsite. The Strata Council feels the cleaning is adequate at this time.

Strata lot 85 submitted a request for the Building Manager's schedule. The Strata Council wishes to inform the Owner that the Building Manager is a salaried employee on a flexible schedule and works the hours required to ensure the building's needs are met. At this time, Dan, is the only building manager onsite and is therefore covering 7-days a week along with being on call should there be an emergency.

Strata lot 85 submitted concerns with non-residents using the pool area and suggested a fob audit be done and a coded lock be installed in place of the fobs. The Strata Council wishes to inform the Owner that the Building Manager currently handles all fobs and can deactivate fobs that have not been used recently. The Council feels the current system in place is adequate and wishes to remind each resident that they play a part in the building security and ensuring strangers are not let into the building.

Strata Lot 114 submitted a request for documentation relating to the water loss in 2019. The Community Manager provided the information to the owner as permitted under Section 35 of the Strata Act.

Strata lot 50 submitted a request to change the pool hours permanently from 10am until 8pm. The Strata Council wishes to advise the Owner that this will be taken under further advisement and consideration moving forward. The Owner also submitted concerns with the building security and doors being left open during move in/outs. The Council thanks the owner for bringing this to their attention and reminds all owners that doors are not to be left open without someone at the entrance monitoring.

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)

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 the Council President, it was moved and seconded to approve the financial statements for the period ending July 31, 2020 as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (JULY 2020)

Contingency Reserve Fund General Including GIC: \$819,947.16

Geothermal Reserve (in the bank) \$134,852.13

Geothermal Loan Outstanding \$1,736,588.94

Equity in Geothermal \$360,457.31

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of September 2, 2020 there was a balance owing of **\$9,205.51**.

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.

(7) BUSINESS ARISING

7.1 WATER LOSS (3 UNITS)

The repairs from the water loss at Unit 312, 212 and 112 have been completed by Onside and the final invoice in the amount of \$59,109.77 has been received and temporarily paid from the Contingency Reserve Fund. At the upcoming Annual Meeting, the owners will decide whether the invoices from the water damage will be permanently paid by a levy, through the Contingency Reserve Fund or put through Insurance. The completion certificate has been signed by the Community Manager on behalf of the Strata Council and sent to Onside Restoration.

7.2 PART TIME CARETAKER

The part-time caretaker, Richard Hurst provided his resignation to Strata Council on August 24, 2020. A job ad has been posted and the Council and Building Manager are in the process of reviewing resumes and conducting interviews for a potential hire.

7.3 PLUMBING UPGRADES

As noted on page 2 of these minutes, the water will be shut off on September 15th, October 13th and November 17th to provide owners with an opportunity to upgrade their water shut off valves in their unit. A notice has also been emailed and posted on Townsq with further details. With the Strata's water deductible increasing to \$250,000.00 each owner is strongly encouraged to take preventative measures to reduce the risk of water damage.

7.4 AGM RE-SCHEDULING

The Strata Council and Community Manager had a general discussion regarding the 2020 Annual Meeting. As previously noted, the AGM scheduled for August 17th was cancelled due a group of Owners "The Advocacy Group" encouraging as many owners as possible to attend in person even though Health Authorities do not allow for gatherings of over 50 people. The Strata Council provided a webinar prior to the AGM for Owners to ask questions and gain a better understanding of the resolutions being put forward and so Owners could complete their restricted proxy form. The Strata Council has obtained a legal opinion for the re-scheduling of the Annual Meeting and Owners will receive further information in the coming weeks.

(8) NEW BUSINESS

8.1 SNOW REMOVAL

A proposal was received from Global Roadway Maintenance (GRM) as the current snow contract has expired. After review, it was moved and seconded to approve a 3-year contract (2020-2023) with GRM. The Community Manager was directed to sign the proposal on behalf of the Strata Council.

CARRIED

8.2 ANNUAL ANCHOR INSPECTION

The Annual Anchor Inspection is due in September and it was moved and seconded to accept the proposal in the amount of \$1,200. A date will be arranged between Atlas Anchor and the Building Manager.

CARRIED

8.3 GLYCERIN SYSTEM FOR 3RD LEVEL TOWNHOMES

Bradley Fire confirmed with the Building Manager that they have a solution for the third-floor town home fire sprinklers. They can modify the existing system by adding glycerine to the 3rd floor town homes. This would greatly reduce the risk of freezing in the pipes. To do so, it requires a backflow preventer, expansion tank, a drain and glycerine. There is a mechanical closet located on the second level town home hallway that would house the upgrades. Access to town homes 312-317 will be required for the install. All existing sprinkler heads in the units will need to be removed and pipes vacuumed to remove all water prior to the install. Bradley Fire was recently onsite and will obtain pricing for further review. Council plans to bring this forward as a resolution for ownership approval at the Annual Meeting.

(9) **TERMINATION**

There being no further business, the meeting was terminated at 5:33 pm.

The next meeting is scheduled for Wednesday, October 7th at 4:00pm

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