

*Location:
Held via teleconference at 4pm*

**STRATA COUNCIL
2020-2021**

PRESIDENT

Brian Pedersen

VICE-PRESIDENT

Brian Atkins

TREASURER

Cindy Weiss

AT LARGE

Wayne Salisbury

Marc Whitemore

Shauna Rowell

Mike Rowell

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
Brian Atkins
Cindy Weiss
Wayne Salisbury
Mike Rowell
Shauna Rowell

REGRETS:

Marc Whitemore

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 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 November 4, 2020 previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 THE BUILDING MANAGER REPORTED THE FOLLOWING:

- The monthly fire alarm, fire pump and generator tests all performed. New belts were installed on the generator.
- The parts for the failed backflow from the annual test arrived and were installed on Monday. The Strata is now fully compliant with the City of Kelowna Cross Connection Control.
- Everclear has repaired the bird holes and replaced 2 cracked windows.
- On November 17th the water was shut down for owners upgrading their valves. The entire system was shut down and drained in order for the upgrades to take place.
- **Another shut down may be scheduled in the new year depending on the number of units interested in upgrading. Please email or text the building manager Dan if you wish to upgrade. (sunsetbuildingmanager@gmail.com or 250-258-9251)**

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

5.1 Security received a complaint on November 7th at 11:19pm regarding loud voices coming from Strata lot 124. The guard attended and spoke to the residents who complied. No further issues.

5.2 Security received a complaint on November 21st at 10:31pm regarding loud yelling coming from Strata lot 116. The guard attended and spoke to the residents who complied. No further issues.

5.3 Strata lot 88 submitted complaint of marijuana and tobacco entering the unit from the 12th floor. The Strata Council cannot determine the source but are investigating. The Owner is also encouraged to continue to contact security.

5.4 Strata lot 113 volunteered to start an insurance committee. If owners are interested, please contact rachel.parker@associa.ca. The Strata Council will still be the primary contact who reaches out to the brokers; however, this committee will assist with research and new ideas for risk management.

5.5 Strata lot 78 suggested a distributor to install shut off valves in the building. The product will also work on hot water valves. The local distributor is <https://caresystems.ca> and the contact person is Ainsley Clipperley @ 1-250-558-5409. The Council thanks the owner for their suggestion and is working on ways to improve insurance rates for next year which includes upgrading shut off valves in suites. The owner also submitted an inquiry questioning if the Council advised Property Mangers to follow the Province wide travel advisory. The Council trusts that each individual is reasonable and will be responsible with following orders made by Dr. Bonnie Henry. The Strata has done their due diligence in posting signage advising people to wear masks in all common spaces and maintain their distance.

5.6 Strata lot 116 questioned if the common facilities were opened. The Council confirmed the facilities remain open but the number of users is limited and masks must be worn in the gym during workouts.

5.7 Strata lot 74 suggested posting additional signage in the pool area and changing the hours for adult use only during specific times. The Council feels there is adequate signage in place and will be keeping the pool hours status quo.

5.8 Strata lot 87 submitted a complaint of marijuana odor on the 12th floor. At this time, the Council cannot determine the source but are investigating the issue. Owners are reminded to contact security as a third party to verify the issue.

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 October 31st as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (OCTOBER 2020)

Contingency Reserve Fund General Including GIC: \$794,906.81
Geothermal Reserve (in the bank) \$135,606.94
Geothermal Loan Outstanding \$68,366.51
Equity in Geothermal \$382,940.71

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of December 2, 2020 there was a balance owing of **\$17,528.11**

Owners who are set up on pre-authorized payment will note an extra amount has been deducted. This amount is the retroactive "makeup" amount from the approved 2020-2021 fee increase. The budget is retroactive to July 1st. Owners who pay online will need to manually adjust their monthly payments and make an additional payment for the extra amount. Please contact kelownaoffice@associa.ca if you require assistance.

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.

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.

(7) **BUSINESS ARISING**

7.1 GLYCOL SYSTEM

The Strata is waiting for the expansion tank from the supplier in order to conduct the glycol system upgrade. The part is expected to arrive within a week at which time the upgrade will take place. Notice will be provided to owners once the date is scheduled as in-suite access will be required to the third level townhomes.

7.2 ELEVATOR CONTRACT

The Council is in the process of reviewing elevator contracts with Kone and Thyssen Krupp. Council requested a few changes and clarification on the Thyssen Krupp contract before making a decision. The current contract is in place with Thyssen Krupp until June 30, 2021.

(8) **NEW BUSINESS**

8.1 PARKADE SNOW MELT SENSOR

A quote was provided from Kimco in the amount of \$1,680.00 to replace the snow melt sensor on the parkade ramp as it's no longer in optimal condition. It was moved and seconded to accept the proposal and the Community Manager will return the signed proposal to Kimco. **CARRIED**

8.2 LIGHT UP SUNSET DRIVE

A notice was posted on Townsq and is attached to the bottom of these minutes for an Annual Holiday light up on December 12th at 6pm. Owners are encouraged to display their Christmas lights!

8.3 COMMUNITY BOARD

It has come to Council's attention that an owner has posted information on the main community board advising owners to contact the advisory group for questions, ideas or social events. The Council is not aware of a formal social committee but welcomes the organizer to come forward and work with Strata . The Council also wishes to advise all owners that any items relating to the Strata, should be addressed to rachel.parker@associa.ca who will work with the elected council members, not the advisory group. In an effort to ensure accurate information, minimizing confusion to the owners the Council will be removing the posted information from the board and requests the group name is changed from "Advocacy Group" to a "Social Committee"

(9) **TERMINATION**

There being no further business, the meeting was terminated at 5:25 pm

The next meeting is scheduled for Wednesday, February 3, 2020 at 4pm.

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

Light UP Sunset Drive



Residents of Sunset Drive

It's been a tough year and especially during this holiday season we need some joy and light in our lives.

We are asking everyone in our community to light up their balconies, put Christmas trees and wreaths in their windows if they are able and turn all their lights on.

Let's launch the season with all the joy and light we have with everyone turning on all our lights on Saturday December 12 at 6:00pm.

We wish all our best to everyone in the Sunset Community. Thanks for lighting up!

*Your neighbours at
1151 Sunset*