

*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
Ralph Fege*

COMMUNITY MANAGER:
Susie Czinger
A Licensed Strata Manager
susie.czinger@associa.ca

BUILDING MANAGER:
Dan Bregolisse
(250) 258 9251

**ASSOCIA
SERVICE CENTRE**
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250-860-5445
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MAILING ADDRESS:
ASSOCIA B.C.
**215-1511 SUTHERLAND
AVE. KELOWNA BC**

STRATA WEBSITE
<https://kas2849.myassocia.ca>

**REGISTER FOR
[ASSOCIA HOMEOWNER
ACCESS](#)**

PRESENT:

Brian Pedersen
Cindy Weiss (via teleconference)
Marc Whittemore
Wayne Salisbury
Leslie Fee (via teleconference)
Ralph Fege (via teleconference)

REGRETS:

Mike Kuziw

Susie Czinger, Associa British Columbia
Dan Bregolisse, Building Manager

(1) CALL TO ORDER

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

(2) ADOPTION OF THE AGENDA

After no additions 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 of December 6, 2017 as distributed.

CARRIED

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- The ongoing "page amp" trouble that we have been trying to resolve since September has been repaired By Pacific Western. We now have a "Tone Amp" trouble on the panel. Pacific western tested the tone amp and it is putting out about half the power it should be. The Tone amp is more important than the page amp as if the tone amp fails there will be no fire alarm in the event of a fire. It should be repaired soon. (to confirm it did work on our March 1 fire test). Estimated cost as the amp needs to be removed and taken to a third party for diagnostic/ repair. Pacific Western estimates that it should be in the \$500 range. It was moved and seconded to approve the expenditure. **CARRIED**

- The Backflow repair that was scheduled for March 5th was postponed until March 14 due again to cold weather.

- Kimco was contacted on Tuesday as one of the hot water heaters on the main level was not heating. They determined it was a failed exhaust vent fan that is in the exhaust tower by the tennis

court. The fan is obsolete so he has taken it to EMPS to see if it can be repaired. We are currently running on one tank until the fan is fixed. There is a second fan in the tower that vents the other tank that is the same age and should be serviced as well before it fails.

- Kimco replaced the boiler ignitor with one we had onsite as there were increasing ignition failures.
- Monthly Fire alarm and fire pump tests performed. Annual generator test done.
- Lilly plumbing will be contracted to power jet the drain lines and will be matching price provided by Roto Rooter. Lilly plumbing will be the plumber contractor of choice now for Sunset.
- We will be scheduling the window cleaning for April or May weather dependent.
- There is excessive spalling on the 3rd level walkway. One of the sections has a crack that is a trip hazard as well as a section along the lagoon fire lane. The Strata Council directed the building manager to ensure tripping hazards are made visible for Residents so they may avoid and to obtain quotes right away for repairs.
- Request to purchase a snow blower. It was moved and seconded to allow the purchase of a snow blower for up to \$1000.00. **CARRIED**

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 to be provided to Council for their approval.

(5) CORRESPONDENCE

On February 17 at 8:05am a complaint was filed to Building Maintenance of excessive noise, chanting, stomping of feet and loud voices emanating from SL 89. Building maintenance attended the unit for them to quiet down. A short time later building maintenance went to check on the unit again and found an occupant passed out in front of the unit door. The Community Manager was requested to issue a formal letter and levy a \$200 fine for noise and nuisance to SL 89.

Correspondence was received from SL 12 requesting glass rail partition as well as a sunscreen like the ones on units at the lower level facing the lagoon. Westside curb appeal has provided a quote for 3 glass partitions and the Council President and Building manager will review the other areas. The cost of the glass rails will be borne by the Strata Corporation. The sunscreen has been approved and must be identical to the one installed at SL 5. The Community Manager was requested to issue confirmation in writing to SL 12 with conditions and Artistic awning is the contractor of choice for Sunset.

Correspondence was received from SL 78 requesting status of dryer vent cleaning. The Building Manager has been directed to obtain quotes.

Correspondence was received from SL 78 requesting Council to review installing a water softening system into the building. The Building Manager has been directed to obtain quotes.

Correspondence was received from SL 78 advising that someone called numerous times to their unit on February 24 at 2:02 to trying to gain access to the building and requested it be investigated and fine be levied. The privacy committee reviewed the complaint and determined that this was not a significant incident that would warrant the review of the security cameras and as such there was no further investigation. This incident will be logged as a nuisance only and no further action taken.

Late correspondence was received from SL 78 regarding various items. As the Strata Council had other pressing matters prior to the meeting they did not have time for review and this piece of correspondence was deferred to the April Council Meeting.

SL51 submitted an alteration request to install new light fixtures, modifications to the ensuite bathroom to include shower and tiles, new cabinets and countertops, and new backsplash. Council approved the modification with conditions and Community Manager was directed to respond in writing. Work cannot commence without written authorization which will be forthcoming from the Community Manager.

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.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the statements for January 2018 and February 2018. It was moved and seconded to approve the financial statements for the periods of January 31, 2018 and February 28, 2018 as prepared. **CARRIED**

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 \$12,812.00. Two units will be prepared to be sent to legal for collections.

PLEASE NOTE THE \$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 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

(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 28th and then the Strata Corporation to provide reply submissions by April 13, 2018. Council will update Owners as information becomes available.

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 YEARLY FINANCIAL REVIEW FOR BANK LOAN

Council reviewed the cost for the 5-year contract for financial reviews with RHN at \$5200.00 per year and it was moved and seconded to approve the quote Community Manager to sign on behalf of the Strata Corporation. **CARRIED**

7.4 GEOTHERMAL LOAN RENEWAL

Documents have been finalized and everything has been renewed. Council is currently awaiting the final package of all documents.

(8) NEW BUSINESS

8.1 PARKADE CLEANING

After review of the costs for cleaning both parkades it was moved and seconded to approve the quote from Accu-Sweep for the cost of \$4089.75. **CARRIED**

The Community Manager will sign the quote on behalf of the Strata Corporation and the Building Manager was directed to schedule and advise Owners of schedule date.

8.2 ANNUAL ROOF ANCHOR CERTIFICATION

Atlas Anchor has scheduled to conduct the mandatory annual roof anchor inspection and certification on March 12th weather dependent. Cost of the inspection and certification is \$850.00 plus tax.

8.3 ANTICIPATED INSURANCE CLAIMS

On March 2, 2018 SL 67 suffered water loss within their unit due to a malfunction of the water line for their fridge. Council is currently awaiting the quote from Total Restoration to determine if a Strata Insurance claim should be filed.

On March 6, 2018 SL 124 caused water loss within their unit as well as SL 120 due to a washing machine malfunction. Council is currently awaiting the quote from OnSide Restoration to determine if a Strata Insurance claim should be 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.

Home Depot sells single water leak alarms by Honeywell for approximately \$5.00 and could save Owners and the Strata Corporation thousands of dollars

8.4 LAGOON WATERWAYS BUDGET MEETING

The Lagoon Waterways budget meeting will be held on March 27, 2018 and Council President Brian Pedersen will be attending on behalf of Sunset Waterfront Resort.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:10pm

(10) NEXT MEETING DATE

The next Strata Council Meeting will be April 4, 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