

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

**STRATA COUNCIL  
2013 / 2014**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Hazel Christy*

**SECRETARY/TREASURER**  
*Alex McClelland*

**AT LARGE**  
*Cindy Weiss  
Brenda Dwyer  
Ron Moser  
Marc Whittemore*

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**PRESENT:**

Brian Pedersen  
Hazel Christy  
Alex McClelland  
Cindy Weiss  
Brenda Dwyer  
Ron Moser

**REGRETS:**

Marc Whittemore

Susie Czinger, Baywest Management Corporation  
Dan Bregolis, Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 3:30 p.m. and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

As there were no additions made to the agenda, it was then moved and seconded to adopt the agenda as presented.

**CARRIED**

**(3) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Minutes of the Council Meeting of April 2, 2014 as distributed. The motion was

**CARRIED**

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

**4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:**

- No issues with the monthly fire test and drills will continue periodically.
- There are floors from 8 - 15 which have been experiencing a lack of hot water that has been an ongoing issue. Many different companies have come out to attend and done different adjustments and there has been no improvement. The Strata Manager and Building Manager have been directed to have an Engineer come to inspect the building and provide a report to Council with possible action items.
- Kimco performed maintenance on the heat pumps in the main mechanical room responsible for pool and hot tub heating and domestic hot water preheating. They were showing low on oil and charge and were all running "hot". Kimco has lowered the geothermal line temperature down from 35 degrees to 25 degrees and will continue monitoring.
- The building loop leak that we have been monitoring has

now stopped leaking.

- Geothermal pump 2 was sent in for machining and bearing replacement as an ongoing effort to keep pump noise down in the high demand times.
- Hot water tank that failed a few months ago in the main mechanical room has been replaced. Two of the four hot water tanks have now been replaced.

- The steam room is closed as a new element is on order. Once received it will be repaired.
- Hot tub timer on the indoor pool has been replaced.
- The main mechanical room cooler has been replaced.
- Fire panel batteries have been replaced.
- The outdoor pool has been repainted and the deck surface sanded and resealed.
- The outdoor hot tub is currently being re-tiled and will be open prior to the long weekend.
- The remainder of the broken windows has been replaced and woodpecker holes repaired. One hole has been repaired on two separate occasions and unfortunately the woodpecker has returned. An owner was trying to play a recording device to keep the woodpecker away and unfortunately a neighbour complained. The hole will need to be repaired in the fall when the window washers are back on site.
- Camera 3 that monitors the visitor parking was replaced due to the failure of existing camera.
- On April 15<sup>th</sup> Kodiak and Columbia wall systems as well as a Dryvit (stucco) Representative were on site regarding the bubbling/staining stucco on "04" deck column. They felt that the deck coating that seals the base of the column has failed and that is where the water is penetrating the column. We were unable to locate the original installer. The reps were going to discuss to see what other action can be taken. The Strata Manager was directed to write another letter to Kodiak to get further action. Council would like to assure owners there is no water ingress into the building itself as this is a stand alone column where the cladding has failed.

#### **4.2 BYLAW AND RULE CONTRAVENTION REPORT**

- On April 20 at 11:42pm security was called to attend a unit for excessive noise. A fine in the amount of \$200 was levied against the strata lot.
- On April 23 at 12:32am security was called to attend a unit for excessive noise. A fine in the amount of \$200 was levied against the strata lot.
- On April 26 at 11:12pm during normal security rounds the guard spoke with a unit and asked they keep the noise level down. A formal noise warning was issued.
- On May 1 security was called at 11:30 and again at 12:35am to attend a unit for being too loud. Security attended both times and could not corroborate loud noise. The short term guests were advised to keep their noise level down and a formal warning was issued.
- On May 4 security was called at 2:28am to attend a unit for loud noise. Security was unable to corroborate loud noise upon arrival and formal warning notice was issued.

**RESIDENTS ARE REMINDED THAT WHEN CONTACTING SECURITY YOUR NAME AND UNIT NUMBER MUST BE PROVIDED OR THE COMPLAINT MAY NOT BE RESPONDED TO.**

**SHOULD SECURITY BE CALLED AND NOISE IS FOUND THE COMPLAINANT RISKS BEING CHARGED THE CALL OUT FEE.**

**IT IS IMPORTANT TO MAKE YOURSELF AVAILABLE FOR SECURITY TO CORROBORATE THE NOISE COMPLAINT.**

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

An application for unit modification was received from an Owner wishing to replace kitchen counter tile and backsplash, replace kitchen floor tile, preserve or replace sound proof underlayment. Upon review of the application it was moved and seconded to approve the unit modification with conditions and applying a \$200.00 renovation move in/out fee. The Strata Manager was directed to respond to the Owner directly regarding approval and conditions.

Correspondence was received from an Owner regarding the ongoing lack of hot water to their unit on the 13<sup>th</sup> floor. Council is working on getting answers to this issued which unfortunately is now requiring professional engineers. When Council has further information to provide to the owners it will be posted or recorded in the minutes.

Correspondence was received from an Owner stating he did not receive responses to his correspondence in October 2013. The Strata Council reviewed his requests from October and they are satisfied that all correspondence was answered in subsequent minutes and no further responses will forthcoming.

Correspondence was received from an Owner requesting enlightenment on some of the ideas and suggestions expressed at the last AGM as well as other items from minutes.

1. Additional bicycle storage racks. Upon review with professional companies it was determined the cost of the racks was too great and would not allow for more bikes to be stored in the rooms.
2. Provide job description of building manager so owners under his role (attached to this minutes)
3. Review pergola or some type of shade over the pool and area. As a levy for this had failed twice due to cost and would not really allow for many to have shade Council will not be bringing this forward a third time.
4. Additional cameras for the third level meeting room. Unfortunately the system could not accommodate any additional cameras and to accommodate this would mean additional costs of equipment to tie in. The Strata council did not feel they could justify the expenditure.
5. Trees on third level. The trees were removed and appropriate foliage will be planted within the next few months. Trees will not be replaced due to roots being a problem for the building envelope in that area.

#### **RULE REMINDER**

**All correspondence for Council to review must be received by Baywest 5 business days prior to a Council Meeting or it will be tabled to the next meeting.**

**It is difficult for Council to address concerns without the appropriate unit number, date and time. All correspondence must be submitted to Baywest via email [sczinger@baywest.ca](mailto:sczinger@baywest.ca) and not directly to the building manager or individual on the Strata Council in order for all of Council to review and have as a matter of record.**

Owners are reminded that an application for unit modifications must be submitted for Council approval prior to any work commencing. Please obtain modification form from the Strata Manager [sczinger@baywest.ca](mailto:sczinger@baywest.ca).

#### **(6) FINANCIAL REPORT**

##### **6.1 FINANCIAL STATEMENTS**

After a review of the statements and the report from the President and Treasurer, it was moved and seconded to approve the financial statements for March 31, 2014 and April 30, 2014. The motion was **CARRIED**

## **6.2 RESERVE & GEOTHERMAL LOAN TRACKER (April)**

Contingency Reserve Funds Including GIC: \$712,408.07

### Geothermal Reserve Funds & Loan

Geothermal Reserve (in the bank) \$ 80,364.92

Geothermal Loan Outstanding \$2,345,310.63 (previously this amount was recorded incorrectly in minutes)

Current portion of Loan Payable \$11,942.16

Equity in Geothermal \$554,322.82

## **6.3 ACCOUNTS RECEIVABLE REPORT**

The Strata Manager reviewed the accounts receivable and advised there is currently \$7,317.71 outstanding. 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 their account sent to legal for collection.

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. In the event that Baywest is directed to write a demand letter there will be a \$50.00 plus HST 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 Baywest 250-448-0044 or via email [sczinger@baywest.ca](mailto:sczinger@baywest.ca)

## **(7) BUSINESS ARISING FROM PREVIOUS MINUTES**

### **7.1 KELOWNA DISTRICT ENERGY SYSTEMS**

Siraz Dalmir and Jane Chan arrived at 4:00pm to discuss the District Energy System and provide an informal offer to purchase the geothermal system. After discussions and questions Council required further spread sheets to be produced to better outline the cost advantages to the Sunset Waterfront. Once council receives further information they will determine if a resolution will be brought forward to the Ownership at the Annual General Meeting in July.

### **7.2 WINDOW CLEANING**

Spring window cleaning is complete. Next window cleaning is anticipated to take place in September or October.

### **7.3 TOWNHOME HALLWAY RE-PAINT**

This has been added to the building manager task list and will occur when time allows.

## **(8) NEW BUSINESS**

### **8.1 REPLACEMENT CAMERA FOR VISITOR PARKING**

The camera in the visitor parking had failed. Council previously reviewed and approved by email a quote from AVS in the amount of \$1,146.60 including taxes. It was then moved and seconded to ratify the email vote. **CARRIED**

### **8.2 INSURANCE APPRIASAL**

After the insurance appraisal was received and sent to the insurance broker the property was valued at \$61,500,000.00. Therefore the annual premium was adjusted in the interim and premiums will increase for the new fiscal year. Owners will be notified when the strata insurance policy is renewed.

**(9) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 5:30 p.m.

**(10) NEXT MEETING DATE**

The next council meeting will be held Wednesday, June 4, 2014 at 4:00 p.m. Please note this meeting will be closed to observers as council will be planning the operating budget for the 2014-2015 fiscal year.

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

**ANNUAL GENERAL MEETING JULY 23, 2014**

**SUNSET WATERFRONT – KAS2849  
BUILDING MANAGER DUTIES**

Pool Maintenance

HVAC maintenance including filter changes and lubrications

Changing of light bulbs throughout building

Obtaining quotes for misc. repairs and maintenance

Supervision of onsite contractors including room by room

Monitoring of all security systems and cameras and issuing warnings and fines

Enforcing bylaw compliance for all residents

Issuing and controlling fobs/garage openers

Maintaining all landscaping and irrigation

Snow removal

Wall/molding painting in common areas

Misc. repairs throughout the property

Cleaning and maintenance of parkades (includes sweep and power wash)

Fire code compliance (includes drills monthly & daily check of fire panel)

In suite filter changes (annually)

Handling complaints and issues for residents

24 hour on call for emergencies

Monitoring and approval of building invoices to ensure validity of charges

Arranging security shifts and monitoring security performance

Arranging move in/ move outs including elevator draping supervision

Supervision of in suite renovations to insure bylaw compliance

Handling of common area room rentals and collection of deposits and fees

Implementation of council directives

Monthly reporting to council.

Ordering and receiving building supplies and inventory control.

Replacement of building windows when they are cracked due to settling.

Special projects from time to time such as Real-estate signs, construction of lockers etc.