

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

**STRATA COUNCIL
2018-2019**

PRESIDENT
Brian Pedersen

VICE-PRESIDENT
Mike Kuziw

TREASURER
Cindy Weiss

AT LARGE
*Marc Whittemore
Wayne Salisbury
Leslie Fee*

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

BUILDING MANAGER:
Dan Bregolis
(250) 258 9251

ASSOCIASERVICE CENTRE
1-877-591-6060
250-860-5445
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ASSOCIA B.C.
215-1511 SUTHERLAND
AVE. KELOWNA BC

REGISTER FOR TOWNSQ
[hhttps://www.townsq.io/](https://www.townsq.io/)

PRESENT:

Brian Pedersen
Wayne Salisbury
Leslie Fee (via teleconference)

REGRETS:

Marc Whittemore
Cindy Weiss

Susie Czinger, Associa British Columbia
Dan Bregolis, Building Manager

(1) CALL TO ORDER

The meeting was called to order at 4:00 p.m. and a quorum was established.

Prior to today's meeting Mike Kuziw provided his written resignation from Strata Council as he has sold his unit and will be leaving Sunset. The Strata Council would like to thank Mike for his time on Council and valued contributions.

The Strata Council will review the positions at the next meeting.

(2) ADOPTION OF THE AGENDA

After several additions to the agenda, it was moved and seconded to approve the agenda as amended. **CARRIED**

(3) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Minutes of the Council Meeting held September 5, 2018 as distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- Generator test was conducted and reported that batteries should be replaced at a cost of \$585.00. As this is a repair and maintenance item the batteries have been ordered.
- Annual Fire inspection was completed, and 4 units did not provide access (Strata lots 2, 8, 7. 119).
- The 4 batteries stairwell 3A, 8B, 16B and 20B as well as one extinguisher 21 loft noted on the report as replacement required has been completed. Pacific Western advises they will have a definitive answer on the page amp after November 15th. The issue with the page amp is it continues to overheat.
- The inline garbage chute fan located in roof mechanical room has failed do to some type of damage to blower wheel. Almost like a bird or rodent got in there and got caught in the fan. A completely new unit is \$2000. I sourced out parts from EMPS to repair at \$900-\$1000. It was moved and seconded to proceed with the repair. **CARRIED**

- The variable feed drive for the building loop is making a loud humming sound. Kimco looked at it on Monday and believes it needs new contactors. Replacement parts may be difficult to source. Awaiting to hear back. It is still operational.
- Complaints started again from 2002 about no cold water when they shower at 5:30am. Prior to this last week they have stated no issues the last few months. We will start to investigate.
- The outdoor pool area and irrigation have been winterized.
- Windows have been cleaned with 2 windows replaced. A few bird holes have been filled a few more remaining. Provided weather cooperates the remaining holes will be done.
- We will be commencing with the replacement of light ballasts in stairwells to convert to the new LED tubes.
- The lobby clock is having trouble keeping proper time. currently we are adjusting it by about 20 minutes a day. We will look for a replacement
- Dan Bregolis will be away on vacation from November 23 until December 3 and Richard Hurts will be on site as back up.
- Indoor pool. There is about a 10sqft section in the middle that is flaking off. Appears to be an original levelling compound. It is a different area than was repaired. It appears to be a simple repair but would take about a week to allow for draining, drying, repair, drying and refilling. Repairs of this will be scheduled once the outdoor pool opens again to avoid any down time with the pool
- **The waste company has put us notice regarding the Recycling Bin. As this continues to be contaminated fines per contaminated bin will be \$100 to the Strata Corporation.**
- Snow blower has been purchased.
- New Eave above the lobby entrance has been installed.

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

As there was no quorum for an October meeting Council voted via email and directed Associa to implement the Bylaw contraventions as follows. October contraventions were voted and directed at the November meeting.

SL 11- Sept 6, 8:35pm - Security heard loud voices from hallway and asked 217 to keep it down. Written warning issued, and community Manager directed to issue formal warning letter.

SL 23- Sept 7, 8:42pm -Security reported loud talking / laughing on the balcony in response to a noise complaint made earlier. Occupants stated they would be quieter inside. Written warning issued, and community Manager directed to issue formal warning letter.

SL 28- Sept 7, 10:56pm- Security observed unit being loud as their door was left open. Security asked them to quiet down and to ensure to keep door closed. Written warning issued, and community Manager directed to issue formal warning letter.

SL 10- Sept 8, 8:10pm- Security reported hearing occupants from outside, asked them to keep noise down. They said yes and that they would close patio door. Written warning issued, and community Manager directed to issue formal warning letter.

SL 110- Sept 12, 11:26pm- Security heard voices/ noise in the hallway from unit. Security asked them to keep noise down. They apologized stating they were playing a game. Written warning issued, and community Manager directed to issue formal warning letter.

SL 75- Sept 14, 8:48pm- Security reported it was noisy on the 10th floor and that occupants had left their door open. They apologized and stated they were on their way out and closed the door. Written warning issued, and community Manager directed to issue formal warning letter.

SL 70-Sept 15, 11:15pm- Security received a complaint from about noise form SL 70. Occupants stated they would quiet down. Sept 16, 2:30am- Complaint received again about noise from SL 70. Security gave stern warning. It was also reported that occupants were urinating off balcony. Written Violation notice was issued. On Sept 21, 9pm- Security reported being able to hear 902 from hallway, asked them to quiet down. On Sept 21, 9:50pm- Security received a noise complaint against SL 70. Security spoke with occupant who got defensive but eventually agreed to keep noise down. Written warnings were issued, and community Manager directed to issue formal bylaw contravention letter imposing \$200 Fine for urinating over balcony and \$200 fine for noise.

SL 128- Sept 21, 8:40pm- Security heard loud people in suite 2001. Security reminded them to keep noise down. They were "some-what defensive" but agreed. Written warning issued, and community Manager directed to issue formal warning letter.

SL 124- Sept 21, 8:47pm- Security heard unit being loud and knocked repeatedly. They finally answered. apologized and agreed to keep noise down. Written warning issued, and community Manager directed to issue formal warning letter.

SL 125- Sept 21, 8:48pm- Unit had their door open and were being noisy. Security asked them to keep noise down/ door closed. They complied. Written warning issued, and community Manager directed to issue formal warning letter.

SL 24 – Submitted a request for unit modification to replace counter tops, backsplash and flooring. The request was approved via email vote of Council and Community Manager was directed to issue formal approval and apply a \$200 move in/out renovation fee.

SL 78 – Submitted a request for unit modification to paint the interior of their unit, replace carpet in bedrooms and paid stucco and concrete ceiling of their decks. The request was approved via email vote of Council and Community Manager was directed to issue formal approval and apply a \$100 move in/out renovation fee.

SL 18 – Submitted a request for unit modification to replace flooring in bedrooms and bathroom. The request was approved via email vote of Council and Community Manager was directed to issue formal approval and apply a \$100 move in/out renovation fee.

A resident filed a complaint to the building maintenance on October 27th that a strata lot was noisy on the evening of October 26th. Owners are reminded that security should be called during an event to corroborate noise and issue warning notices as necessary. The Strata Council is unable to act without written complaints or reports from security which detail events.

SL 23- Occupants received the formal noise violation from September and provided their response to Council.

SL 72- Provided correspondence to council for their suggestions for upgrading the lobby décor. Community Manager was directed to upload information to Townsq and conduct a poll from the Owners if they would be in favour of the upgrade.

SL 78 – Submitted a request for an updated Owners list. Associa provided the information in accordance with the Section 35 of the Strata Property Act.

SL 29 – Submitted a unit modification request to replace flooring throughout the unit. The request was approved, and Community Manager was directed to issue formal approval and apply a \$200 move in/out renovation fee.

SL 78 – Submitted correspondence requesting information regarding the Geothermal loan renewal. Owner is requested to review the presidents report from the Annual General Meeting.

SL 78 – Submitted correspondence requesting any remarks for the year end financials. Owner is requested to refer to the Annual General Meeting minutes and president report. The financial audit has been completed for the FYE June 2018 by Reid Hurst Nagy. It has been provided to the lender and posted on Townsq for any Owner who wishes to review.

SL 78 – Submitted correspondence regarding the water softener for the building. As this was brought forward at the AGM and defeated Council will not review further.

SL 78 – Submitted correspondence suggesting a fob audit. This will be reviewed further, and, in the meantime, Strata Council would like to confirm the building manager deletes any unused fobs from the system. Should you wish to verify the fobs assigned to your unit please make arrangements to see the building manager.

SL 89 – Submitted a unit modification request to replace the flooring in 2 bedrooms. The request was approved via email vote of Council and Community Manager was directed to issue formal approval and apply a \$100 move in/out renovation fee.

SL 3 – Submitted a unit modification request to replace kitchen cupboards, counters and flooring. The request was approved via email vote of Council and Community Manager was directed to issue formal approval and apply a \$200 move in/out renovation fee.

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 August 31 and September 30, 2018 and report from the President. It was moved and seconded to approve the financial statements for the periods ending August 31, 2018 and September 30, 2018 as prepared. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (SEPTEMBER 2018)

Contingency Reserve Funds Including GIC: \$893,054.27
Geothermal Reserve (in the bank) \$132,918.50
Geothermal Loan Outstanding \$1,933,109.75
Equity in Geothermal \$372,676.40

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 **\$10,006.16**. **One unit is in arrears of \$2,813.50 and will be sent for legal collection if they do not comply with demand issued.**

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. UNPAID AMOUNTS ARE SUBJECT TO BYLAW CONTRAVENTION FINES BEING LEVIED.

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 SHAW WIFI HOTSPOT AGREEMENT

The Community Manager advised there will be no costs involved for the 5-year renewal and will automatically renew November 1, 2018.

7.2 GUEST SUITE PROJECT

Information from the Committee was received regarding the Guest Suite Project and is attached to these minutes for Owner review. This item will be brought forward at the Annual General Meeting in 2019 for Ownership vote.

7.3 NEW SECURITY CONTRACT – PALADIN SECURITY

The Strata Council received work from Fortify Security that they will no longer be able to staff Sunset Waterfront with security guards. After review and consideration of quotes as provided by the building manager from several vendors the Strata Council voted via email on September 9, 2018 to contract Paladin Security. It was then moved and seconded to ratify the email vote to contract Paladin Security.

CARRIED

Service commenced on October 9, 2018 with Paladin Security and notification was sent to all Owners and contacts sheet in the building have been updated.

(8) NEW BUSINESS

8.1 DOLPHIN FOUNTAIN POOL WALL

It was reported by Owners of Sunset and surrounding Strata Buildings that they would like the Delta Grand and City of Kelowna to consider the cleaning of the walls surrounding the Dolphin fountain at their next annual budget meeting. The Community Manager has confirmed the request has been presented to the Delta Grand team to ensure it is on the agenda for discussion. The Annual Budget meeting will be held sometime in January 2019 where all business tabled will be considered.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 4:38 p.m.

(10) NEXT MEETING DATE

The next Strata Council Meeting is scheduled for December 5, 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 10, 2019

GUEST BEDROOM PROPOSAL

PURPOSE

We request Strata Council to approve “in principle” the conversion of the current “staff coffee room”, on the pool level, 3rd floor, to a Guest Bedroom.

Approval “in principal” means that Council generally supports the idea, subject to subsequent satisfaction of any outstanding details. Some items below are noted as “yet to be determined”.

Please note that throughout our proposal we use the term “owner” to also include “long term tenants” as provided in the B.C. Strata Property Act.

GUEST BEDROOM

The available room measures approximately 280 square feet. It was originally designated in our strata plan as a gym. The gym was relocated to the second level. The room was then converted to a games room and subsequently to a “coffee room”. It is now not actively used.

This room has high potential as a convenience for owners’ guests, to provide Strata revenue and to augment property value for little cost. We note that provision of similar rooms is common in other existing strata and is also included as an asset in advertisements for new strata.

We propose that the room be developed as a “Bedroom” without in-suite amenities. In suite amenities (kitchen facilities, bathrooms, TV, etc.) would be accessed in the unit of the host who booked the bedroom. Additionally, bathrooms can be accessed directly across from the “Bedroom”.

The room would be used as an extension of the host suite by providing extra sleeping accommodation. Given the limited size of the room it is suitable as a “Bedroom” only .

Construction of in suite amenities is impractical and would have high construction costs.

The idea is to keep this proposed room simple in initial costs, in upkeep and in management.

The Bedroom would contain two queen beds, with frames, 4 impermeable mattress pads, 2 bedspreads or quilts, with bed skirts, 1 night table, 1 small table lamp, a small wardrobe, or a constructed closet, a luggage rack, and a chest of drawers.

All linens and pillows would be provided by the booking host.

BOOKING

An owner could book the bedroom for a maximum of 5 consecutive nights.

Bookings would be limited to one per Strata unit in each 3 month quarter. An additional booking for the next quarter could only be done after the completion of any current booking.

Strata booking hosts must be in residence in their Strata units for the full time of the booking.

At the time of booking, the owner/resident would pay a refundable damage deposit as well as the cost of stay in full.

Bookings would be done online with payment through PayPal with the building manager overseeing administration.

The Guest Bedroom would be self managed. Booking hosts would be responsible for the check in, orientation, and check out of their guests. They would also be responsible for any additional costs created by their guests including any fines.

Room rates and damage deposit yet to be determined.

Time of cancellation in advance of booking is yet to be determined. However, full loss of booking fees, less damage deposit, will be forfeited.

BENEFITS:

The Guest Bedroom would provide:

- a. a convenience for current owners who need additional guest sleeping accommodation;
- b. revenue for further improvements to our development or strata fee reduction; and
- c. an asset making our Strata more attractive for potential owners.

RULES: To be posted online as well as in the Guest Bedroom

No children under the age of 16 will be left unsupervised in the Guest Bedroom.

No Animals

No bikes are to be kept in the room

No Cooking in the room

All Condo rules are to be abided by, re: quiet time, smoking

Check in is 3 pm at the earliest

Check out is by 11:00 am sharp

Deadbolt is recommended while guests are in the room.

Strata will not cover loss or damage of personal items. (Valuables are best left in the suite of the Owner/Resident guests are visiting.)

The room must be left in Good Order when checking out. It should be neat, tidy and free of garbage. It is expected that it be left as guests found it, otherwise charges will be incurred for any damage, excessive wear and tear. Regular Strata cleaning staff will dust, vacuum but will not pick up and dispose of garbage.

CHANGES REQUIRED TO THE CURRENT ROOM:

(Below: * before an item means "Costs unknown at this time.")

1. *Smoke detector installed, a fire department inspection is not required. (the fire department was contacted, contact Paul Johnson Stn 1 - 250-469-876)
2. *Remove the security camera, the fire alarm and Exit sign. A Fire Alarm Device, as is in each condo, would need to be installed. Confirmation from Dan would be needed on how to proceed.
3. *Coded Key Pad installed on the outside of the door, a deadbolt inside the door.
4. The patio door is currently "permanently" locked, so that door is already secure.
5. *Ceiling damage to be repaired.
6. *Laminated signs for "What To Do In Case of Fire, one inside by the door and "For Your Own Privacy, As Well as Safety, Please Lock With Deadbolt Lock Whenever You Are Inside The Room."
7. Extra Cleaning Staff will not be required as the room is currently cleaned, vacuumed, dusted. So, there will not be any additional costs incurred unless there is excessive cleaning, garbage, in suite that may result in extra charges after guests have checked out.

INSURANCE:

Contact - Steve Story - BFL Insurance VP Real Estate

Mr. Story confirmed, as our room is currently "common property" it falls under our present coverage. What we will require is a full disclosure of costs with regard to renovation, furnishings, so the suite can be covered as it will increase the value of the building. That cost is \$50 per year for each additional \$25,000 of increased value. We also must provide BFL "income earned" which will be a guestimation going in. Steve used a hypothetical \$2,000 per month, which would insurance costs by \$25 per year.

If our suite costs come in at \$25,000, with \$24,000 annual income, the increased cost for insurance will be \$75 per year.

CITY REQUIREMENTS:

Contact: Alex Kondor - Planner Specialist Suburban & Rural City of Kelowna

Our guest suite inquiry was brought to a community planning meeting with a group of city planners for confirmation.

As our property is zoned RM6, which allows for Hotel/Motel accommodation within multiple residential unit, this means the proposed guest suite is permitted by Zoning Bylaw.

The building alterations would be exempt from requiring a Development Permit if the scope is limited to an interior renovation.

*A Building Permit will be required. The plans forming part of the building permit would need to be created by a professional Architect.

*Prior to submitting building permit plans they recommend confirmation with a lawyer/conveyancer to determine if amendments to our strata plans are required

The city requires one (1) off street parking space to be designated for the guest suite, in accordance with section 8 of Zoning Bylaws, which states that one (1) parking space is required per sleeping unit for hotel uses. This would be in addition to the minimum parking requirements for the existing dwelling units and visitor parking spaces. As part of the building permit submission it is going to be expected that the designer/architect provide a table describing the amount of parking spaces available on-site to confirm the amount of parking is compliant with the Zoning Bylaw. If the additional parking space cannot accommodate there is an option to pay “cash in lieu” for this space, which is currently \$22,500.

Submitted by The Guest Bedroom Committee:

Lea Liddicoat Unit 313, Geoff Marsh Unit 1007, Susan Marsh Unit 1007, Linda McDougall Unit 1101, Frank Sbrocchi Unit 1307