

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

**STRATA COUNCIL
2018-2019**

PRESIDENT

Brian Pedersen

VICE-PRESIDENT

Marc Whittemore

TREASURER

Cindy Weiss

AT LARGE

*Wayne Salisbury
Leslie Fee*

COMMUNITY MANAGER:

*Susie Czinger
A Licensed Strata Manager
susie.czinger@associa.ca*

BUILDING MANAGER:

*Dan Bregolisse
(250) 258 9251*

ASSOCIASERVICE CENTRE

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PRESENT:

Brian Pedersen
Cindy Weiss
Wayne Salisbury
Leslie Fee (via teleconference)

REGRETS:

Marc Whittemore

Susie Czinger, Associa British Columbia
Dan Bregolisse, Building Manager

(1) CALL TO ORDER

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

Prior to the meeting it was voted all in favour via email that Marc Whittemore would step into the Vice-President position for the remainder of the term.

(2) ADOPTION OF THE AGENDA

After two 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 November 7, 2018 as distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

€ They have been unable to repair the Page amp after numerous attempts. The amp is no longer produced and is extremely difficult to find a replacement. Pacific Western has been unable to find a replacement. Troy Fire Safety has found one in Windsor. They are waiting to hear back if it available. Cost would be \$4774 plus tax. It was moved and seconded to order replacement through Troy Fire. **CARRIED**

€ Monthly fire test, generator test and fire pump tests performed.

€ Council reviewed the quote from Kimco for the supply and installation of ABB variable frequency drive pumps for 7 & 8. Aaron from Tomnor will be provided another quote as he feels he may be able to find a replacement.

- € Unauthorized storage of 4 Tires in bike room with Owner's name from SL 78 labelled on them. Community Manager was directed to write to the owner to have these removed.

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

SL 22 – Submitted correspondence on behalf of the Guest Suite Committee. The information is attached to these minutes again. The Strata Council will be planning a Special General Meeting on April 3rd to bring this forward for an Owner's vote.

SL 78 – Submitted a second time, correspondence requesting information regarding the Geothermal loan renewal. The Strata Council advises that after review of rates, fees and experience with trying to obtain a loan for the geothermal system it was in the best interest of the Strata Corporation to continue with Versa Bank and renew the loan. By doing so there were no additional broker fees.

SL 78 – Submitted a second time, correspondence regarding the water softener for the building. The Strata Council will not be bringing this forward again for discussion with the owners.

SL 78 – Submitted a second time, correspondence requesting any remarks for the year end financials. The Strata Council has reviewed the suggestions comments as follows; additional funds are being moved to GIC from CRF for security and higher interest rate, elimination of deficit is not regulated by the Strata Property Act on how it is done just that it must be and the Ownership voted at AGM to eliminate by way of using funds from contingency reserve, if unapproved expenditures are deemed an emergency funds may be used from the contingency reserve which they were, Associa files the tax returns at the end of each fiscal year for the Strata Corporation as per the agency agreement. Therefore, no further steps by the Strata Corporation are required.

SL 78 – Submitted correspondence concerned regarding back up in kitchen sinks. The Strata Council will have the building manager coordinate flushing the main lines again and remind owners to rinse grease down their drains.

SL 50 – Submitted a request for unit modification which was approved with a \$200 move in/out fee assessed. The Community Manager was directed to provide formal written authorization to the Owner as soon as possible.

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 October 2018 and report from the President. It was moved and seconded to approve the financial statements for the period ending October 31, 2018 as prepared.

CARRIED

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (OCTOBER 2018)

Contingency Reserve Funds Including GIC: \$900,848.62

Geothermal Reserve (in the bank) \$133,308.85

Geothermal Loan Outstanding \$1,933,109.75

Equity in Geothermal \$380,298.22

6.3 GIC INVESTMENTS

GIC 18Plus18 Step-up#13 in the amount of \$354,488.26 currently earning 2% interest is up for renewal on January 1, 2019. It was moved and seconded to renew with Envision for a 12-month cashable after 30 days earning 2.45% interest.

It was then moved and seconded to invest \$200,000.00 from the General Contingency Reserve account to GIC with Envision for a 12-month cashable after 30 days earning 2.45% interest as soon as possible.

CARRIED

6.4 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of March 7, 2018 there was a balance owing of **\$4,072.30**.

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 IN THE AMOUNT OF \$200.00 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 GUEST SUITE PROPOSAL – SPECIAL GENERAL MEETING – APRIL 3

The proposal from the Guest Suite Committee is again attached to these minutes for Owner review. The Strata Council will be calling an SGM for April 3, 2019 to put this forward for Ownership vote. The Committee will be requested to revise to include two proposals one without a separate washroom in the suite and one with a washroom built into the suite.

(8) NEW BUSINESS

8.1 VARIABLE FREQUENCY DRIVES

Item as reported under the Building Manager report, Kimco submitted a quote in the amount of \$10,503.00 to supply and install ABB variable Frequency Drive for pumps 7 & 8. The Building Manager is seeking other quotes for replacement.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 4:42 p.m.

(10) NEXT MEETING DATE

The next Strata Council Meeting is scheduled for February 6, 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