

*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](mailto:susie.czinger@associa.ca)

**BUILDING MANAGER:**  
*Dan Bregolisse*  
(250) 258 9251

**ASSOCIASERVICE CENTRE**  
**1-877-591-6060**  
**250-860-5445**  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**  
**ASSOCIA B.C.**  
**215-1511 SUTHERLAND**  
**AVE. KELOWNA BC**

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<https://www.townsq.io/>



**PRESENT:**

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

**REGRETS:**

Brian Pedersen  
Marc Whittemore

Susie Czinger, Associa British Columbia

**(1) CALL TO ORDER**

The meeting was called to order at 4:01 p.m. and a quorum was established.

**(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 December 5, 2018 as distributed. **CARRIED**

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

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

- Received complaints regarding the steam room not functioning. 2 elements and the fill valve were replaced. It was determined the circuit board requires replacement for a cost of \$600.00. It was moved and seconded to buy the new board and replace as soon as possible. **CARRIED**
- The page AMP continues to be a challenge there is a used one for \$2500.00 but trying to secure at least a 30-day warranty. Will advise Council further at next meeting.
- Quote from Accu-Sweep to power sweep and scrub the parkade is same cost as last year. Quote received \$4,089.75. It was moved and seconded to approve the quote and book for early May. **CARRIED**
- Fire pump and generator tests have been performed.
- Monthly Fire Alarm test is scheduled for Wednesday, February 13.

## 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](mailto:susie.czinger@associa.ca) to be provided to Council for their approval.

### (5) CORRESPONDENCE

Noise complaints were received regarding SL 90 that on December 31, 2019 commencing at 8:30pm and security was also called. As this was not the first incident the Community Manager was directed on January 10<sup>th</sup> to issue a violation and \$200 fine on behalf of the Strata Corporation. No further complaints have been received.

SL 39 – Submitted a request for unit modification which was approved with a \$100 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](mailto:susie.czinger@associa.ca).**

### (6) FINANCIAL REPORT

#### 6.1 FINANCIAL STATEMENTS

After a review of the statements for November and December 2018 and report from the Treasurer. It was moved and seconded to approve the financial statements for the periods ending November 30, 2018 and December 31, 2018 as prepared. **CARRIED**

#### 6.2 RESERVE & GEOTHERMAL LOAN TRACKER (DECEMBER 2018)

Contingency Reserve Funds Including GIC: \$916,622.00

Geothermal Reserve (in the bank) \$134,151.02

Geothermal Loan Outstanding \$1,933,109.75

Equity in Geothermal \$395,139.81

KAS2849 – SUNSET WATERFRONT RESORT

CM -FEBRUARY 6, 2019

### 6.3 ACCOUNTS RECEIVABLE REPORT

The Strata Manager reviewed the accounts receivable and advised that as of February 6, 2019 there was a balance owing of **\$36,690.82**. The breakdown is as follows:

<b>Outstanding Strata Fee Amounts:</b>	<b>\$ 7,590.82</b>
<b>Annual Rental User Fee:</b>	<b>\$ 14,100.00</b>
<b>Deductible Charge back:</b>	<b>\$ 15,000.00</b>

Reminder notices are issued monthly which also costs the Strata Corporation to issue. Two units are now in jeopardy of liens being placed.

Owners who would like to review their account and set up pre-authorized payment are requested to contact Associa 250-448-0044 or via email [kelownaoffice@associa.ca](mailto:kelownaoffice@associa.ca).

**PLEASE NOTE THE STRATA CORPORATION BYLAW OF \$300 ANNUAL RENTAL USER FEE IS DUE AND PAYABLE AS OF JANUARY 1<sup>ST</sup>. 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 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 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.

Further information is required from the Committee which has not been received. Council will again review at next meeting to determine if the SGM will be confirmed.

#### 7.2 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. This item deferred to the next meeting.

**(8) NEW BUSINESS**

**8.1 INSURANCE CLAIM – SL 94**

On December 12<sup>th</sup> the owner SL 94 called to advised that the water line to their refrigerator has malfunctioned and caused extensive damage to their unit. As the resultant damage exceeded the Strata Corporation deductible for water escape the Community Manager was directed to file a claim through BFL Canada. The deductible portion is \$15,000.00 and has been charged back to the unit owner.

Owners are again reminded to check water lines to fridges, dishwashers and washing machines as well as confirm you are insured for the deductible amounts under the Strata Insurance policy.

**(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 March 6, 2019 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**