

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

**STRATA COUNCIL
2018-2019**

PRESIDENT

Brian Pedersen

VICE-PRESIDENT

Marc Whittlemore

TREASURER

Cindy Weiss

AT LARGE

Wayne Salisbury

Leslie Fee

COMMUNITY MANAGER:

Susie Czinger/Rachel Parker

A Licensed Strata Manager

susie.czinger@associa.ca

rachel.parker@associa.ca

BUILDING MANAGER:

Dan Bregolis

(250) 258 9251

ASSOCIASERVICE CENTRE

1-877-591-6060

250-860-5445

abc.service@associa.ca

MAILING ADDRESS:

ASSOCIA B.C.

215-1511 SUTHERLAND

AVE. KELOWNA BC

REGISTER FOR TOWNSQ

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



PRESENT:

Brian Pedersen
Cindy Weiss
Wayne Salisbury
Marc Whittlemore

REGRETS:

Leslie Fee

Susie Czinger, Associa British Columbia
Rachel Parker, Associa British Columbia
Dan Bregolis, Building Manager

(1) CALL TO ORDER

The meeting was called to order at 4:05 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

As there were no errors or omissions, it was moved and seconded to adopt the Minutes for the Council Meeting held April 3, 2019 as distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- General discussion took place for who to call for Restoration in case of emergency. Council is debating whether they will continue to use Onside Restoration or switch to Winmar. Further discussion will take place at the next meeting.
- One of the 40 lbs dumbbells is needing to be replaced for an approximate cost of \$60 plus tax. It was moved and seconded to approve the purchase to replace both 40lbs. **CARRIED**
- Cal is scheduled to attend Thursday May 2, 2019 to replace a window at Strata Lot 124 and fill bird holes caused by the woodpeckers.
- Lynx brand took measurements for parkade fencing. Awaiting quote.
- Monthly Fire test, fire pump test performed. Next fire alarm test is scheduled for Friday May 31st at 11:00 a.m.

Special Note – Fire Safety

The building Manager attended the forum presented by the Fire Department and it was advised that all units with any type of gas appliance are required to have a carbon monoxide detector. Owners are encouraged to purchase one and they can be found at Home Depot and Rona. Battery operated ones are fine, and no wiring required.

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 April 9, 2019 security was called out to address an intoxicated individual associated with Strata Lot 29. The resident was having trouble accessing the building as the fob was misplaced. Security was able to escort the individual back to the strata lot and a formal warning letter will be issued.

On April 12, 2019 at 3:36 a.m. security attended to a complaint made of noise, yelling and arguing occurring at Strata Lot 57. Security arrived at 4:28 a.m. warning the residents that further disturbance would result in eviction. At 8:30 a.m. the Building Manager was contacted again about the arguing. The tenants were immediately evicted.

On April 17 at 2:07 a.m. security attended to a noise complaint at Strata Lot 98 caused by loud talking and music playing. The tenants immediately complied, shut off the music and seven people exited the unit. The tenant then submitted an apology email to the Community Manager for the disturbance caused.

On April 20, 2019 there were reports of marijuana smell coming from the open patio door of Strata Lot 113. The Building Manager reminded the resident of the No Smoking Bylaw and slid a written warning under the door. No other incidents reported of the smell.

A motorcycle belonging to Strata Lot 42 was reported to be infringing on neighboring stalls. A warning letter will be issued advising residents the vehicle must not protrude into the access driveway or other stalls.

A motorcycle belonging to Strata Lot 83 was also reported to be infringing on neighboring stalls. A warning letter will be issued advising residents the vehicle must not protrude into the access driveway or other stalls.

Complaints made from Strata Lot 130 about no cold water and scalding hot water in the shower early in the morning. The Community Manager was directed to send a letter to Strata Lot 127 requesting access to the unit in order to measure and test the water. The investigation testing will be covered through Strata.

SL22 – was informed, by the Building Manager, of a climbing hydrangea outside their townhome. The Community Manager was directed to send a formal letter requesting the vine be removed as it may cause damage to the building envelope.

SL23 – submitted a request for a unit modification to remove countertops in the kitchen and bathroom and replace with quartz as well as changing the faucets. The Community Manager was directed to provide formal written authorization to the Owner.

SL16 – submitted a request for a unit modification to replace carpet flooring with vinyl plank and the appropriate sound rating. The modification was approved by Strata Council and the Community Manager was directed to send formal written authorization to the Owner.

SL18 – submitted a request for a unit modification to replace the living room sliding glass door and window. The Owner reported the large wall area would be expanded allowing the window to be wider and taller. As this is considered an alteration to common property, Council has denied the Owners request and the modification would need to be approved by the Ownership at an Annual or Special General Meeting.

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 March 2019 and a report from the Treasurer. It was moved and seconded to approve the financial statements for the periods ending March 31, 2019 as prepared.

CARRIED

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (FEBRUARY 2019)

Contingency Reserve Funds Including GIC: \$935,356.49

Geothermal Reserve (in the bank) \$128,419.44

Geothermal Loan Outstanding \$1,933,109.75

Equity in Geothermal \$418,172.59

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of May 1, 2019 there was a balance owing of **\$9,302.74**.

Reminder notices are issued monthly which also costs the Strata Corporation to issue.

New Collection Fee effective April 1, 2019.

Effective April 1, 2019 if an account is over due by 30 days for Strata Fees and/or Levies a process for collection fee of \$10.00 per month will be applied to your Strata Lot. This fee will not be paid by the Strata Corporation but you as the Owner in accordance with the amendment to the Agency Agreement.

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.

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 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 INSURANCE CLAIM – COMMON – SPRINKLER LINE BURST

On February 8, 2019 at approximately 5:00pm the strata were alerted of water from a common fire sprinkler line which burst between the walls on the third level. The leak affected 6 units and a Strata Insurance claim was filed.

The effected Strata Lots have been scrubbed and re-tested for mold contamination. Owners will have their choice of restoration company moving forward. The Community Manager will continue to communicate via email to the Owners affected and keep lines of communication open between the parties involved. Council would like to thank Owners for their patience during this time.

(8) NEW BUSINESS

8.1 INSURANCE APPRAISAL

The Community Manager presented a quote from Normac for an updated 3-year appraisal program effective May 25, 2020. It was moved and seconded to approve the proposal in the amount of \$775 + GST. **CARRIED**

8.2 LAGOON BUDGET MEETING

The Annual Lagoon Budget meeting is scheduled for May 16, 2019. Council President and the Community Manager will attend the meeting and present the information to the rest of Council at the June 5th Council meeting.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 4:45 p.m. The next Strata Council Meeting is scheduled for June 5, 2019 at 4:00pm 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