

*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://app.townsq.io/ais/signup>



Associa

British Columbia, Inc.

PRESENT:

Brian Pedersen

Cindy Weiss

Wayne Salisbury

Leslie Fee (Via Teleconference)

REGRETS:

Marc Whittlemore

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 4:02 p.m. and a quorum was established.

(2) ADOPTION OF THE AGENDA

After several additions were made 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 noted, it was moved and seconded to adopt the Minutes for the Council Meeting held May 1, 2019 as distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- The monthly fire test, generator test and fire pump test were completed. **The next fire alarm test is scheduled June 28th at 11:00 a.m.**

- The courtyard bollard lights needed repairs as four lights were not getting power. The electrician was able to convert four of the non-operating lights to LED lights by removing the ballast. It was moved and seconded to approve the replacement of the four failed lights with LED at a cost of \$33.95 each plus tax. **CARRIED**

- A quote was received from Quality Fencing to fill in the 2 areas in the visitor parking where people could potentially climb over the fence to access secured parking. Council deferred as the costs were too high.

- The indoor pool bottom surface has been repaired and the pool area is open again. The hot tub jets are currently not working and a GFI breaker is on order to fix the problem.

- Due to vehicles parking for extended periods at the front entrance, it was moved and seconded to change the outside “20 minute” parking signs to read “active loading only and unloading only. It was then approved to bring the Rule forward to ratify at the AGM.” **CARRIED**
- The pigeon netting on the roof will be repaired in the amount of \$300.00. The window in Strata Lot 128 was replaced and approximately a dozen bird holes filled.
- The edging of the lobby mats are damaged in spots and looking worn out. It was moved and seconded to replace the lobby mats for \$289.00 plus tax and the elevator mats for \$130.00 plus tax. **CARRIED**
- Full time security will start June 28, 2019.

Owners who rent their units or owners using property managers need to advise their property managers to make sure their short-term rental guests are fully aware of the alcohol, smoking, pet restriction, nuisance and quiet time bylaws. Rules and bylaws should be posted in the units.

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 May 3rd a complaint was received against Strata Lot 116 for loud voices on the deck causing a disturbance to other residents. The Building Manager issued a written warning to the tenants. No further complaints received.

On May 17th at 11:30 p.m. an onsite guard spoke with the tenants of Strata Lot 128 regarding excessive noise. The Building Manager issued a written warning to the tenants. No further complaints received.

On May 20th at 1:00 a.m. an onsite guard spoke with the tenants of Strata Lot 35 regarding excessive noise. The Building Manager issued a written warning to the tenants. No further complaints received.

On May 24th at 4:00 p.m. a written warning was given to Strata Lot 98 for being too loud on the deck. No further complaints received.

On May 25th at 4:00 a.m. security arrived onsite at 4:19am in response to a noise complaint against Strata Lot 23. The guard spoke with the occupants who apologized and turned the music off. The Building Manager issued a written warning to the tenants. No further complaints received.

A complaint was received against Strata Lot 124 for excessive noise on the deck between 2:00 a.m. – 4:00 a.m. on May 31st. A large hole by the garbage room door was damaged by the tenants. The Community Manager was directed to send a \$200 fine letter with a \$300 chargeback to the Strata Lot for damage caused.

SL18- submitted further correspondence requesting the unit modification be brought to the Annual Meeting as it was previously denied. The Community Manager was directed to respond to the Owner.

SL16 - withdrew their renovation request which was approved at the last meeting. The move in renovation fee will be reversed from the Owners account.

SL 78 submitted a request for a self-closing spring hinge on the outdoor pool gate. Council is currently reviewing this option.

SL13 – submitted a unit modification request to cover the balcony with interlocking deck tiles. The Community Manager was directed to send written denial letter to the Owner and suggest a few other options which have been approved by Council in the past.

SL 122 – submitted a unit modification for a full interior unit makeover. The modification was approved by Strata Council with a \$500.00 renovation fee. The Community Manager was directed to provide formal written authorization to the Owner.

SL14 – submitted a unit modification to remove the ensuite tub and shower and install a with larger shower along with installing a vertical sunscreen on the patio. The modification was approved by Strata Council with a \$200.00 renovation fee. The Community Manager was directed to provide formal written authorization to the Owner.

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 send Form K's to kelownaoffice@associa.ca

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

After a review of the statements for April 2019 and a report from the Treasurer. It was moved and seconded to approve the financial statements for the periods ending April 31st, 2019 as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (MAY 2019)

Contingency Reserve Funds Including GIC: \$950,786.41
Geothermal Reserve (in the bank) \$129,276.23

Geothermal Loan Outstanding \$1,933,109.75
Equity in Geothermal \$433,398.91

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of June 5, 2019 there was a balance owing of **\$5,729.88**.

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

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.

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 250-860-5445 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.

Residents are to be reminded of Strata Bylaw 3 (4) which states:

3. Use of Property

(4) Only *propane, gas or electric* barbecues may be used on Strata Lot decks or patios

(7) BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 INSURANCE CLAIM – COMMON – SPRINKLER LINE BURST

On February 8, 2019 at approximately 5:00pm the strata was 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 claim is still in progress.

7.2 LAGOON BUDGET MEETING

The minutes from the Annual Lagoon Budget Meeting, held May 16th are attached to the bottom of these minutes.

(8) NEW BUSINESS

8.1 BIKE THEFT

There were up to 4 individuals that entered the building starting at 4:30 a.m. on May 11th. They gained access through the Sunset Drive entrance. RCMP received video footage and a latch guard will be installed along with an astragal on the door for extra security.

8.2 SHORT TERM RENTAL APPLICATION

The City of Kelowna now requires all Owners to obtain a license and Strata Consent Form for short term rentals. Please send forms to rachel.parker@associa.ca or susie.czinger@associa.ca. The Community Manager will then send to Council for review and authorization.

8.3 INSURANCE RENEWAL

The Strata is awaiting renewal terms from BFL for 2019-2020 Insurance. It has been extremely difficult to secure insurance for the upcoming year. Owners can expect an increase in deductibles along with a higher premium.

8.4 AGM PREPARATION

The Community Manager and Council discussed resolutions for the upcoming Annual Meeting which is scheduled for July 10, 2019. The Community Manager then presented a proposed budget to Council for the 2019-2020 fiscal year. After review and discussions the Community Manager was requested to make changes, as well as follow up with BFL to determine the premium for Insurance. Council will review via email prior to approving the AGM notice being mailed to Owners. Notice will be mailed in accordance with the Strata Property Act and emailed for convenience purposes.

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 5:50 pm.

The next meeting is the Annual General Meeting which is scheduled for July 10th at the Ramada Conference Centre.

<p>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</p>
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**Minutes of 2019
Lagoons Budget Presentation Meeting**

held at
Delta Hotels by Marriott Grand Okanagan Resort & Conference Center
1310 Water Street, Kelowna B.C.
Thursday May 16 at 2:00 pm

Present:

Dwayne Donnelly - Director of Finance - Delta Grand Okanagan
Jason Guyitt – Director of Operations – Delta Grand Okanagan
Shawn Scott – Chief Engineer – Delta Grand Okanagan
Mike Olson - City of Kelowna
Susie Czinger – Associa British Columbia
Brian Pedersen – Sunset Council President
Gerard Fougere - Discovery Bay
Edan Fay – The Royal Kelowna
Neil - Lagoons

Review of 2018 by Dwayne Donnelly.

2018 Financials presented. Total cost (\$21,546) to Budget due to savings in Wages and Electricity.

All 2018 invoices have been paid by Lagoon members.

Lagoon Reserve bank balance was \$680K at Dec 31, 2018 including contributions per budget (Q4 2017 + Q1-Q3 2018) plus interest \$9,913 less fees (\$138)

Lagoon Reserve bank balance was \$713K at Apr 30, 2019 including contribution per budget (Q4 2018) plus interest \$4,529 less fees (\$45).

Presentation of 2019 by Dwayne Donnelly.

Draft Budget presented with total cost flat to Budget 2018 at \$354,119, Wages reduced in line with historical average. Electricity reduced but hedged between 2018 Actual and 2018 Budget. Maintenance and Supplies increased to \$43,480 including Control Panel replacement \$21K, painting of Dolphin statue \$4K and new wall around Dolphin fountain \$15K. **All in attendance voted YES to approve 2019 Budget as presented.**

Surplus of \$20,520 from Q4 2016 tabled as an option to cover additional cost to upgrade wall around Dolphin fountain to drawing displayed. **All in attendance voted YES to proceeding with this plan.**

Marine Liability insurance remains in place. Same policy coordinated through Marriott Global Insurance program placed via Willis Towers Watson at same cost. No insurance claims against this policy in 2018.

Other Items

Shawn discussed new lighting project for Dolphin fountain but \$60K to \$80K price point was not popular with group so no decision made to proceed.

Edan requested that current Lagoon agreement and insurance policy be amended to include The Royal Kelowna which previously fell under Delta Grand Okanagan but is under separate management since Oct 2018. Dwayne to arrange for update.

Gerard asked if still paying for disconnected phone at boat lock. NO.

Discussion on cleaning effectiveness. Gerard not seeing much matter coming off lagoon bottom in cleaning. Shawn disagreed. City blowing leaves into Lagoon was also a concern.

Brian mentioned rocks through ice still on lagoon bottom which need to be removed when next drained. Shawn agreed.

Edan asked about replacing bumpers on RPRC portion of lagoon. Group advised that each building foots that cost.

Suzie asked about availability of passes for opening weekend. Jason advised that temporary passes were available at hotel front desk and permanent passes would be received next week. Suzie expressed concern that communication about passes must be consistent across all members as it seems some knew earlier than others about 2019 temporary passes.

Final 2019 Budget and historical financials distributed to the Lagoon group by email with these minutes.