

*Location:  
Held via teleconference*

**STRATA COUNCIL  
2019-2020**

**PRESIDENT**  
*Brian Pedersen*

**VICE-PRESIDENT**  
*Marc Whittlemore*

**TREASURER**  
*Cindy Weiss*

**AT LARGE**  
*Wayne Salisbury  
Leslie Fee  
Brian Atkins  
Geoff Marsh*

**COMMUNITY MANAGER:**  
*Rachel Parker*  
A Licensed Strata Manager  
[rachel.parker@associa.ca](mailto:rachel.parker@associa.ca)

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

**ASSOCIASERVICE  
CENTRE**  
**250-860-5445**  
[kelownaoffice@associa.ca](mailto:kelownaoffice@associa.ca)

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

**REGISTER FOR TOWNSQ**  
<https://app.townsq.io/ais/signup>



**PRESENT:**

Brian Pedersen  
Cindy Weiss (via teleconference)  
Wayne Salisbury  
Brian Atkins  
Geoff Marsh

**REGRETS:**

Marc Whittlemore  
Leslie Fee

Rachel Parker, Associa British Columbia  
Dan Bregolisse, Sunset Building Manager

**(1) CALL TO ORDER**

The meeting was called to order at 4:02 p.m. by the Council President and a quorum was established.

**(2) ADOPTION OF THE AGENDA**

After a few 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 noted, it was moved and seconded to adopt the Minutes for the Council Meeting held March 4, 2020 as previously distributed. **CARRIED**

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

**4.1 THE BUILDING MANAGER REPORTED THE FOLLOWING:**

- Monthly Fire Alarm Tests, Generator Test and Fire Pump test all performed.
- A quote was provided generator maintenance in the amount of \$2,668.00. The quote included replacing the belts which show signs of wear and tear along with services for the coolant, gaskets, thermostats and hoses. It was moved and seconded to approve the costs of the belts and agreed further service would be deferred to next year's budget. **CARRIED**
- The P2 door spring broke on March 19<sup>th</sup>. Assa Abloy completed their maintenance on March 5<sup>th</sup> unfortunately they have no control knowing when a spring will break. Due to a delay with Assa Abloy staffing, the door was not replaced until March 23<sup>rd</sup>. Security was onsite guarding the door from 10pm – 6am during these days.
- There have been a few issues with the elevator and Thyssen Krupp confirmed the problem may have been attributed to a low voltage setting on one of the power supplies. Council is awaiting quotes.
- The Window Cleaning has been tentatively scheduled for April 20<sup>th</sup> to 24<sup>th</sup>. It was moved and seconded to approve a 3-year contract with Everclear which will result in a 10% discount on future cleaning

dates.

**CARRIED**

- The Building Manager is conducting repairs to the indoor pool and will proceed with the pressure washing, resealing, and repairs to the outdoor pool. Council understands due to Covid-19 the pool will remain closed until further notice; however, should restrictions be lifted, the pool will be ready for use.

**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.**

**Owners are reminded to be proactive and check the caulking around sinks, toilets and showers in your Strata Lot. Additional caulking will reduce the possibility of water leakage and damage to a Strata Lot.**



To the left is a picture and example of a water shut off valve that can be installed making it easily accessible. Many Owners have concerns that the water shut offs to their unit are either:

- a) not easily accessible as they are up in the ceiling or;
- b) extremely difficult and stiff to turn off.

Council encourages Owners to connect with a plumber and review options and be proactive in preventing water issues. It may also be a good reminder to label the valves, so they are easily identified by tenants, visitors etc.

**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 [rachel.parker@associa.ca](mailto:rachel.parker@associa.ca) to be provided to Council for their approval.

**(5) CORRESPONDENCE**

Strata Lot 18 submitted an alteration request to resurface their patio with a cement finish. Before approving, Strata Council has requested an engineer’s opinion on whether the weight would be a concern. Council will re-evaluate the request once they hear back from the engineer.

Strata Lot 51 submitted an alteration request to install a shade awning on their patio. The Community Manager was directed to obtain additional information from the owner on how the awning would be installed, prior to approving.

Strata Lot 74 submitted an alteration request for in-suite upgrades. It was moved and seconded to approve the request with a \$100 renovation fee. The Community Manager was directed to advise the Owner of the approval.

Strata Lot 85 submitted correspondence with questions relating to the recent water loss. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes.

Strata Lot 59 submitted correspondence relating to Insurance on the building. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes.

Strata Lot 103 submitted correspondence relating to the recent water loss. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes

Strata Lot 22 submitted correspondence relating to the recent water loss and the Special General Meeting. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes.

Strata Lot 112 submitted correspondence relating to in-suite inspections and the recent water loss. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes.

Strata Lot 125 submitted correspondence relating to the recent water loss. As many Owners have similar questions, the Strata Council has provided a question and answer sheet which is attached to the bottom of these minutes.

**The Strata Corporation is unable to act without proper written complaints. Verbal and/or anonymous complaints will not be acted on. Council will address all correspondence received at the next Council Meeting.**

**The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence. Please send all letters to the Associa office (if possible, by e-mail to the Strata Manager at [rachel.parker@associa.ca](mailto:rachel.parker@associa.ca)**

**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](mailto:kelownaoffice@associa.ca)**

**(6) FINANCIAL REPORT**

**6.1 FINANCIAL STATEMENTS**

After a review of the financial statements and a report from the Council President, it was moved and seconded to approve the financial statements for the periods ending February 29, 2020 as prepared by Associa. **CARRIED**

**6.2 RESERVE & GEOTHERMAL LOAN TRACKER (FEBRUARY 2020)**

Contingency Reserve Fund General Including GIC: \$1,033,926.52

Geothermal Reserve (in the bank) \$133,138.32

Geothermal Loan Outstanding \$1,837,972.63

Equity in Geothermal \$408,417.35

**6.3 ACCOUNTS RECEIVABLE REPORT**

The Community Manager reviewed the accounts receivable and advised that as of March 30, 2020 there was a balance owing of **\$10,407.99**.

**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.**

**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.**

**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**

**7.1 WATER LOSS (3 UNITS)**

On January 13<sup>th</sup>, a sprinkler line burst flooding three units (312, 212, 112). Onside Restoration attended and provided emergency services. The invoice for emergency services was received in the amount of \$40,960.24 and it was moved and seconded to expend the amount from the Contingency Reserve Fund as an emergency expenditure. Onside provided an estimate for repairs and re-build in the amount of \$118,220. As costs were over the deductible, a second estimate was received from Total Restoration in the amount of \$122,466.59. It was moved and seconded to hire Onside Restoration to conduct repairs. At this time, BFL has been put on alert; however, no insurance claim has been initiated. Therefore, invoices over the \$100,000 deductible will be paid from the Contingency Reserve Fund as a temporary loan. The owners will decide at an upcoming general meeting, whether funds will be permanently expended, levied, or put through as an insurance claim to cover the cost over the \$100,000 deductible. Should Owners have further questions relating to the water incident, a question and answer sheet has been provided which is attached to the bottom of these minutes. **CARRIED**

## **7.2 ELEVATOR UPGRADES – QUOTES**

This item has been deferred to the next Council meeting as Council is still waiting for quotes and a report from Thyssen Krupp.

## **(8) NEW BUSINESS**

### **8.1 KIMCO SERVICE AGREEMENT**

The Community Manager advised that the HVAC contract with Kimco was up for renewal March 31<sup>st</sup>. A new proposal was provided by Kimco and it was moved and seconded to secure a 3-year contract as Council is satisfied with their pricing and business. The Community Manager was directed to sign the contract and return to the vendor. **CARRIED**

### **8.2 COVID-19 UPDATE**

As you may have noticed, all common areas are currently closed due to the outbreak of Covid-19. Facilities will remain closed until further notice with the exception of the tennis court being available for use of no more than 4 people at a time. Notices have been posted around the building with recommendations for residents. The janitors have been putting in extra cleaning hours and making a continual effort to wipe down surfaces' multiple times throughout the day.

### **8.3 NORMAC APPRAISAL**

Council received the appraisal update from Normac. A copy of the report has been submitted to BFL for insurance purposes.

## **(9) TERMINATION**

There being no further business, the meeting was terminated at 5:02 pm.

**The next meeting is tentatively scheduled for May 6<sup>th</sup> at 4:00 pm.**

**Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.**