

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

**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:
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
250-860-5445
kelownaoffice@associa.ca

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

REGISTER FOR TOWNSQ
<https://app.townsq.io/ais/sign-up>



PRESENT:

Brian Pedersen
Marc Whittlemore
Wayne Salisbury
Brian Atkins
Cindy Weiss

REGRETS:

Geoff Marsh
Leslie Fee

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

Prior to the Council Meeting, a Townhall Meeting was held in the main lobby meeting room from 3:00 pm – 4:00pm. Attached to the back of these minutes is a summary of what was discussed.

(1) CALL TO ORDER

The meeting was called to order at 4:08 p.m. and a quorum was established.

(2) ADOPTION OF THE AGENDA

After a couple 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 October 2, 2019 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- There has been an ongoing issue with water temperatures at SL130. An Engineer attended, and it was moved and seconded to expend \$1,000.00 to install a secondary backflow in hopes to solve the issue.
- A new flame sensor was installed in the boiler.
- The outdoor pool and hot tub have been winterized and the irrigation is blown out.
- The Sprinkler pipe between SL 18 and SL19 have been inspected and insulated.
- A quote was received to repair the backflow as required by KJWC and it was moved and seconded to accept the work by Bradley Fire in the amount of \$576.95 + GST.
- The parts have been ordered for the elliptical in the gym.
- A roof tile on the portico has been replaced.

- Two of the outdoor wall mounted entrance lights are looking worn and it was moved and seconded to replace them.

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.

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 rachel.parker@associa.ca to be provided to Council for their approval.

(5) CORRESPONDENCE

On October 6th the Building Manager received a complaint regarding smoking at Strata Lot 29. The Building Manager attended and confirmed residents were smoking on the balcony which is not permitted. The Community Manager was directed to send a formal letter with a \$200 fine for the noted violation.

Strata Lot 48 submitted a unit modification request which was reviewed and approved by Strata Council. The Community Manager has sent formal authorization to the Owner approving their request.

Strata Lot 126 submitted a unit modification request which was reviewed and approved by Strata Council. The Community Manager has sent formal authorization to the Owner approving their request.

Strata Lot 14 was previously approved for a modification request; however, the Owner has notified Council they will not be proceeding with the renovation. The Community Manager has reversed the approval and the renovation charge.

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 financial statements and a report from Council President, it was moved and seconded to approve the financial statements for the periods ending September 30th as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (SEPTEMBER 2019)

Contingency Reserve Funds Including GIC: \$1,110,347.26

Geothermal Reserve (in the bank) \$130,994.81

Geothermal Loan Outstanding \$1,837,972.63

Equity in Geothermal \$369,037.83

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of November 6, 2019 there was a balance owing of **\$3,916.18**

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. Council received a report that the restoration team is down to completing one unit, the other five are complete. Reminder for Owners to ensure you have personal coverage. Capri CMW offers coverage up to \$100,000. Please see the following link for more information. <https://capricmw.ca/personal/homeowner-insurance/condo/strata-deductible-buydown>

7.2 DEPRECIATION REPORT

The depreciation report ground work is complete and Council will review the draft report once received and post the final report on TownSq.

7.3 ATTIC INSPECTIONS

The sprinkler pipe insulation at SL18 and SL19 is now complete.

(8) NEW BUSINESS

8.1 BIOHAZARDS

Council had a discussion on the process for dealing with biohazards at the building. If an incident occurs, Owners are to contact the Building Manager during regular hours. During after hours, please contact Associa at 250-860-5445 and our office will dispatch a clean up company.

(9) TERMINATION

There being no further business, the meeting was terminated at 4:40 pm

The next meeting is the scheduled for December 4, 2019 at 4:00 pm in the Sunset Meeting Room.

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

The following items were discussed and brought to Council's attention for future consideration:

- Process of handling warnings vs fines.
- Lobby upgrades
- Sidewalks on the third level to be repaired. – this will be an AGM item.
- Renew the interior elevator panels – this will be an AGM item.
- Common Room Upgrades – Council will review proposals submitted by committees.
- Re-visit the 3rd floor guest suite – can this be changed to something useful?
- Update main lobby meeting room – suggestions of moving the gym downstairs, creating a games room or guest suite as it includes the bathroom already.
- Accessibility to the building for mobility challenged (main door, parkade doors)
- Opening/Closing dates of Pool/Hot tub
- Fob access to pool instead of a gate access
- Maintenance of the driveway pavers and brushing sand to fill cracks
- Dealing with Biohazards around the building
- Re-staining thresholds.
- Cleaning of exterior lamps (cobwebs and bugs) and refresh the paint.
- Importance of sealing toilet and bathtubs to avoid water seepage
- Business licenses for short term rentals (City vs Strata responsibility)