

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

**STRATA COUNCIL
2019-2020**

PRESIDENT
Brian Pedersen

VICE-PRESIDENT
Marc Whitemore

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
Wayne Salisbury
Brian Atkins
Cindy Weiss

REGRETS:
Marc Whitemore
Geoff Marsh
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 4:00 p.m. 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 October 2, 2019 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- Fire pump and generator test have been performed
- The heat pump shut off valve located at SL52 will require repairs which include draining the geothermal system. The geothermal system may need to be shut down for a couple days during the repair. Council plans to re-asses around May or June when the weather is warmer.
- The water is scheduled to be shut off on floors 8 through 20 on October 8th for a check valve
- During the Annual Fire and Backflow Testing, the casting on one of the gate valves broke and requires a replacement valve. It was moved and seconded to approve Bradley Fire to fix the valve in the amount of \$600. It was then moved and seconded to switch companies and use Pacific Western and Bradley Fire Protection exclusively moving forward. **CARRIED**
- The sprinkler pipe insulation for the walls between SL18 and SL19 is scheduled for October 22nd. This was an item recommended by the Risk Officer which may have an impact Insurance rates.

- Window Cleaning has been completed by Everclear.
- Annual Roof Anchor Inspection has been completed.
- Annual Fire testing is complete.
- Pigeon netting on the roof has been replaced and additional pigeon droppings located on the roof that houses air conditioning will be removed in the amount of \$500.00. **CARRIED**
- It was moved and seconded to expend up to \$800 to replace the wheels and crank on the elliptical in the gym.

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

Strata Lot 78 submitted correspondence regarding the Dryer Vent Cleaning. The Community Manager was directed to respond to the Owner.

Strata Lot 47 submitted an inquiry on vehicle charging stations. The Community Manager was directed to respond to the Owner advising Strata Council has taken the request under advisement.

Strata Lot 122 submitted a revision to the previously submitted unit modification request. Council reviewed and approved and the Community Manager was directed to send formal approval to the Owner.

On September 6th at 1:09 am the onsite security guard attended Strata Lot 115 for excessive noise and disruptive behavior including smoking. The Community Manager was directed to send a formal warning and fine for smoking on common property.

On September 19th the onsite security guard received a complaint regarding Strata Lot 11. Security attended and spoke to the residents. The Community Manager was directed to send a formal noise warning and fine for smoking.

On September 20th the onsite security guard received a complaint for excessive noise coming from Strata Lot 57. The guard attended and spoke to the residents about noise levels. The Community Manager was directed to send a formal warning letter 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 financial statements and a report from Council President, it was moved and seconded to approve the financial statements for the periods ending August 31st as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (AUGUST 2019)

Contingency Reserve Funds Including GIC: \$1,102,942.37
Geothermal Reserve (in the bank) \$130,554.42
Geothermal Loan Outstanding \$1,837,972.63
Equity in Geothermal \$361,408.94

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of October 2, 2019 there was a balance owing of **\$6,341.29**

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 reported a couple units have been completed and the others are still in the process of repairs.

7.2 DEPRECIATION REPORT

Craig Hostland from Inspect IT met with the Building Manager and reviewed thbrie building components. The Depreciation Report is in the process of being prepared.

7.3 ATTIC INSPECTIONS

Council approved the sprinkler insulation between the walls of Strata Lot 18 and Strata Lot 19 in the amount of \$1200 - \$1500. Once complete, the Engineer will re-attend for a final review. **CARRIED**

7.4 WINDOW CLEANING

Window Cleaning was conducted by EverClear and the invoice will be paid in the amount of \$7,875.00.

(8) NEW BUSINESS

8.1 CAMERA RECORDER

It was moved and seconded to approve an estimate from AVS Security for a new digital recorder in the amount of \$1,382.00. Currently half of the cameras are offline due to the age of the system.

CARRIED

8.2 TOWNHALL MEETING

Reminder that a townhall meeting is scheduled for **November 6, 2019 from 3:00 pm – 4:00 pm** located in the main lobby meeting room. Owners who have questions or inquiries for Council are encouraged to email rachel.parker@associa.ca so Council can review and provide the necessary information.

(9) TERMINATION

There being no further business, the meeting was terminated at 5:09 pm

The next meeting is the scheduled for November 6, 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.