

*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
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/sign-up>



PRESENT:
Brian Pedersen
Wayne Salisbury
Brian Atkins
Cindy Weiss

REGRETS:
Marc Whittlemore
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 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 August 7, 2019 as previously distributed. **CARRIED**

(4) BUILDING MANAGER'S REPORT

4.1 AMONG OTHER THINGS THE BUILDING MANAGER REPORTED:

- Monthly fire alarm test and the fire pump test was performed. The in-suite fire testing is scheduled for **Tuesday September 24th starting at 9:00am - 4:00pm**. A reminder notice has been circulated and is posted on TownSq. Please ensure, you grant access to your unit if you are away. You may contact the building manager to provide your access codes by emailing sunsetbuildingmanager@gmail.com or text/call 250-258-9251. Please ensure your tenants are notified.
- The return carts signage has now been installed.

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 susie.czinger@associa.ca to be provided to Council for their approval.

(5) CORRESPONDENCE

On August 22nd at 11:15pm the onsite guard spoke with the occupants of Strata lot 128 regarding excessive noise. A written warning was issued. No further complaints reported.

On August 11th at 3:30am the onsite guard spoke with the occupants of Strata Lot 29 regarding excessive noise on the patio. A written warning was issued. No further complaints reported.

Strata Lot 82 submitted a Unit Modification form to upgrade the flooring in the Strata Lot. The request was approved by Strata Council with a \$100 renovation fee. The Community Manager was directed to provide formal written authorization to the Owner.

Strata Lot 22 submitted correspondence requesting the Strata Council submits a thank you letter to the contractor who provided an estimate for the guest suite. The Community Manager was directed to draft a formal letter which will be sent to Greyback Construction acknowledging their time and efforts.

Strata Lot 122 submitted minor revisions to the previously approved Unit Modification request dated May 29th. The Owner will be advised to meet with the Building Manager to review the request.

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, it was moved and seconded to approve the financial statements for the periods ending July 31st, 2019 as prepared by Associa. **CARRIED**

6.2 RESERVE & GEOTHERMAL LOAN TRACKER (JULY 2019)

Contingency Reserve Funds Including GIC: \$1,095,590.86
Geothermal Reserve (in the bank) \$130,131.71
Geothermal Loan Outstanding \$1,837,972.63
Equity in Geothermal \$353,819.13

6.3 ACCOUNTS RECEIVABLE REPORT

The Community Manager reviewed the accounts receivable and advised that as of September 4, 2019 there was a balance owing of **\$14,589.50**.

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 and re-build is still in progress. No further update.

7.2 DEPRECIATION REPORT

The Community Manager sent off the approval to proceed with the Depreciation Report. Craig Hostland from Inspect It will be working with the Building Manager to conduct a walk around and prepare the official report for Strata records.

7.3 ATTIC INSPECTIONS

No further update since the August meeting. An engineer will be attending the property in September or October to conduct attic inspections in the units affected by the water leak. The engineer will be reviewing the need for added insulation or possibly re-routing the pipes to avoid the risk of pipes freezing and causing water damage.

(8) NEW BUSINESS

8.1 POOL FOBS

Council had a general discussion on why the indoor pool requires the use of a fob for entrance, yet the outdoor pool does not. It was determined, the door to go to the outside pool was considered a safety exit door by the fire department which is why no fob is required.

8.2 WINDOW CLEANING

It was moved and seconded to approve the estimate from Everclear for Window Cleaning in the amount of \$7,875.00. The Community Manager was directed to send formal approval and the work is scheduled to be completed the first week in October. A reminder notice will be provided to Owners prior to the cleaning. **CARRIED**

(9) TERMINATION

There being no further business, the meeting was terminated at 4:37 p.m.

The next meeting is the scheduled for October 2, 2019 at 4:00 pm in the Sunset Meeting Room.

Reminder of the Townhall Meeting which is scheduled for November 6th from 3pm – 4pm in the main lobby meeting room. Owners are encouraged to submit items to rachel.parker@associa.ca or susie.czinger@associa.ca prior to the meeting.

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