



Aria Apartment Homeowners Corporation  
Board Meeting Minutes  
Held Via Zoom  
March 16th, 2026, @ 4:00pm  
**<https://3ariacondos.site>**

**1. Call the meeting to Order**

The meeting was called to order at 4:00pm.

**2. In Attendance**

Karen Luniw, Susie Farmer, Trish Fenton, Sandi Atkinson, Susan Jones and Strata Manager- Tennille Jackson  
Regrets: Joanne Kurtzke

**3. Approve the Agenda**

Motion made to approve the agenda as amended. Seconded and upon vote, **carried**.

**4. Approve the minutes to the B.O.D. meeting of February 23rd, 2026**

Motion made to approve the BOD meeting minutes of February 23rd, 2026. Seconded and upon vote, **carried**.

**5. Approve Financials up to January 2026**

Motion made to approve financials to January 2026. Seconded and upon vote, **carried**.

- a) **Treasurer Comments (Trish Fenton)** The treasurer and strata manager will meet to review year end financials in preparation of the upcoming 2026/2027 annual budget.

**6. Presidents Report (Karen Luniw)**

The President spoke regarding the following:

a) **Rain Barrel Idea**

As a climate warming initiative, the board is discussing the installation of rain barrels on the property to collect water for the vegetation throughout the hotter months supplementing on restrictive days. Research has found that a 39-gallon barrel can cost as low as \$140, pricing on pumps is still in progress.

**7. Vice-President's Report (Joanne Kurtzke)**

N/A

**8. Secretary Report (Susie Farmer)**

- a) **90 Day GIC:** Rates change daily, but the board has a rough idea in terms of available rates and terms. Further decisions on investment will be deferred to the newly elected board.

**9. Committee Discussions**

*If you are interested in volunteering in one or more of the following committees, please complete the form on the aria website <http://3ariacondos.site/>.*

a) **Landscaping**

Board Liaison: Sandy Atkinson and Susie Farmer

Members: Karen Luniw, Lila Constantin and Joanne Kurtzke

Discussion: The committee has met and completed a full walk around all Aria properties and has created a full plan which includes, plant/flower/bush/tree additions, tree replacements, rock placement areas where erosion is occurring (using rocks removed from the dog park). Pricing is being obtained from local suppliers and



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recommendations/quotes regarding tree removal/replacement are being reviewed. The committee will complete another walk around once foliage starts growing to best identify any other areas for attention and beautification.

**b) Parks/Gazebo**

Board Liaison: Sandy Atkinson and Susie Farmer

Members:

Discussion: Dog Gazebo-The committee has met and created a plan that includes some upgrades and beautification that can be completed in-house with low cost. Some changes include moving 2/3 of the rocks from the center area of the dog park and reseed accordingly. The committee will organize a date and will advise owners and welcome volunteers to help move rocks, etc. Chris, Aria's Maintenance Lead will provide assistance as well.

Smoking Gazebo-Residents are reminded that must be taken to the Dog Gazebo area to do their business. Moveable no pee/poop dog signs will be placed in the areas around the smoking gazebo as a gentle reminder. Residents are also reminded to refrain from parking in front of this gazebo as the laneway is a fire route and not for parking.

**c) Social**

Board Liaison: Sandy Atkinson and Susie Farmer

Members:

Discussion: The committee is hoping to plan another social event which is tentatively planned for early May 2026.

**d) Bylaws and Rules**

Board Liaison: Susie Farmer and Susan Jones

Members:

Discussion: The committee will be providing updates/clarity to the following bylaws for the AGM: smoking, visitor/extended parking and move in/out pertaining to elevator usage.

**e) Fire Smart Safety**

Board Liaison: Joanne Kurtzke

Discussion: Owners are encouraged to "know your neighbors". It is recommended that anyone with mobility issues, or a disability to please contact the fire department to advise them that it is important that they have record in the event there is an emergency at the property. Owners, please advise your tenants. No new updates.

**10. Annual General Meeting Approved Projects**

**a) Exterior Painting**

Aria has obtained approval for access to the lift after a site meet with Two Eagles and Certa Pro. Work is to start in late April. Motion made to ratify approval to release the deposit to Certa-Pro. Seconded and upon vote, **carried**.

**b) Soil and Tree Care**

Some work has been completed under the current contract for the spring season. The landscaping committee is in discussions and reviewing current recommendations/proposals received from Arborists for this spring season. Future planning for fall 2026 and spring 2027 will be completed by the new board.



Aria Apartment Homeowners Corporation  
Board Meeting Minutes  
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March 16th, 2026, @ 4:00pm  
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**c) B1 & B2 Fire Panels**

Pacific Western has been requested to provide an updated quote so work can be completed.

**d) Dryer Vent Cleaning**

The service is booked for April 21st through April 24<sup>th</sup>. Some owners will need to provide access as the contractor cannot safely obtain access from the roof. A notice will be sent out prior to completion. Owners were provided with a QR code if they wish to register with Modern Purair independently to get the interior vents cleaned at their own cost.

**e) Elevator Pins**

A few pins have been received for installation. Ongoing.

**11 Annual General Meeting Planning (Resolutions)**

**i. Date/Time**

June 3rd, 2026, at 5:30 with sign in at 5:00pm. Required AV equipment and meeting layout will be reviewed.

**ii. Location**

West Kelowna Yacht Club

**iii. Preliminary Budget:**

**iv.** The treasurer and strata manager will meet to review year end financials in preparation of the upcoming 2026/2027 annual budget.

**v. Depreciation Report:**

Quotes from Kent MacPherson and Reliance have been received. The strata manager will advise contractors to ensure that each building's age is acknowledged independently on the report.

**vi. Bylaw Updates:** The smoking, visitor/extended parking, and move in/out pertaining to elevator usage bylaws are under review.

**vii. Tree Maintenance**

Fall 2026 and Spring 2027 planning will be completed by the new board.

**viii. Elevator Sludge**

Pricing has been received and will be planned accordingly.

**ix. Elevator Doors**

TKE has indicated that the mechanical door operator equipment located on the top of each elevator cab is getting close to the end of life and will require future replacement. Further investigation and planning are needed. The board is meeting with TKE.

**x. Electrical Planning Report:** BC legislation requires that corporations must obtain an electrical planning report. Pricing received and is not due until Dec 31, 2028.

**xi. Additional Cameras to Cover Blind Spots**

The president will obtain a quote for additional cameras for specific areas that have blind spots on our systems. There is Neighborhood Watch in effect. Please contact the nonemergency RCMP if you see anything suspicious.

**xii. Interior Carpet Replacement/Cleaning**

Carpet Cleaning will be included in the operating budget. The board has decided to wait for the Depreciation Report before presenting owners with carpet replacement.



Aria Apartment Homeowners Corporation  
Board Meeting Minutes  
Held Via Zoom  
March 16th, 2026, @ 4:00pm  
**<https://3ariacondos.site>**

**xiii. Park Upgrades**

Dog Gazebo-The committee has met and created a plan that includes some upgrades and beautification that can be completed in-house with low cost. Some changes include moving 2/3 of the rocks from the center area of the dog park and reseed accordingly. The committee will organize a date and will advise owners and welcome volunteers to help move rocks, etc. Chris, Aria's Maintenance Lead will provide assistance as well.

**xiv. Big Equipment**

The president brought forward discussion on the lawn mower at the property that is not being utilized. Further discussion on the matter is needed, and sale of high value assets will be brought to the owners.

**12. Old Business**

**a) Administration**

**i. NA**

**10. Maintenance**

**i. Fence Face Lift**

Maintenance has provided pricing of under \$1000 to repair the fencing which will include tops for the posts, new wood for some posts and metal flashing around the base plus painting.

**ii. Realtor Signs**

The Board is finalizing details for QR code real estate advertisement plus signage that will be placed at the Carrington entrance.

**iii. Carpet Repairs/Stains/Cleaning**

Cleaning quotes are currently under review by the board.

**iv. Repairs-Footings of Buildings**

Maintenance will address these repairs.

**v. Interior Painting:** Interior painting has been completed. Painting of the emergency doors is in progress.

**vi. New HVAC Contract**

The Board has received two quotes for HVAC maintenance. Further inquiry and assessment are required.

**vii. Boiler Replacement for B1&2**

The Board has noted a significant increase in maintenance costs and will investigate an upgrade to on demand. This project will not be included in the AGM package but will be brought forward into the new fiscal year for investigation and assessment. In the meantime, Wieners will be consulted regarding the benefits of a flush/cleaning of the hot water tanks.

**viii. Janitorial Contract**

Janitorial contract is in place while new staff continue with training to meet the needs of Aria. The Board has completed the three-month performance review of Aria's maintenance lead.



Aria Apartment Homeowners Corporation  
Board Meeting Minutes  
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March 16th, 2026, @ 4:00pm  
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**13. New Business:**

**a Correspondence**

**i. NA**

**b) Administration**

**i. NA**

**c) Maintenance**

- i. SL#24 and SL#113 Window Replacement:** Motion to approve replacement of one window at SL#113 and two at SL#24. Seconded and upon vote, **carried.** Both contractors contacted determined that replacement was required.
- ii. Maintenance Tools:** The board is reviewing the list of tools for purchase so that maintenance can complete some larger projects for the corporation. This is anticipated to provide savings to the ownership. Tools are approximately \$1400.

**d) Landscaping/Irrigation:**

- i. Irrigation:** Westview will be on site March 19<sup>th</sup> to replace the B3 timer and regular maintenance will start April 28 for the season.

**14. In Camera:**

NOTE: New Complaints that are received are reviewed weekly in most cases.

**a) SL#58 No Form K on file**

Complaint received. Notification sent. Owner to send in documentation. Received/Closed.

**b) SL#89 Noise:** Sound testing will be scheduled. Pending owner availability.

**c) SL #156 Compassion Request Extension:** Motion to deny the request for extension based on Aria Bylaws. Seconded and upon vote, **carried.**

**Bylaw 5.(b)(i)** Following a letter of warning, and unless otherwise stated in the by-laws, the fine for violation of the by-laws or any rules and regulations established by the Directors or committee of the Homeowners' Corporation is \$100.00 per violation;

**(ii)** Unless otherwise stated in the by-laws or rules and regulations, outstanding fines for violations are payable for each month the fine is outstanding and will increase in proportion of the following schedule;

Month	Fine	Total Due
1 <sup>st</sup>	\$100.00	\$100.00
2 <sup>nd</sup>	\$100.00	\$100.00
3 <sup>rd</sup>	\$100.00	\$100.00

**(iii)** Unless otherwise stated in the by-laws or rules and regulations. Fines for the 2<sup>nd</sup> and subsequent violations of the same by-law or rule by the same person are cumulative and as follows ( to maximum of \$2,000.00/month):

- 2<sup>nd</sup> violation \$250.00
- 3<sup>rd</sup> violation \$500.00
- 4<sup>th</sup> violation \$1,000.00
- 5<sup>th</sup> violation \$2,000.00



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March 16th, 2026, @ 4:00pm  
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**15. Date of the Next Meeting**

The next Board Meeting is scheduled for March 16th at 4:00pm to be held via Zoom. April 13

**16. Termination**

The meeting was terminated at 5:48pm

**IN THE EVENT OF AN EMERGENCY:**

**First call the appropriate authority if needed (Police, Fire or Ambulance) and then call Coldwell Banker Horizon Realty at 250-860-1411. (24/7)**

- **Provide the following information:**
- **Your name**
- **Your phone number**
- **Your complex name**
- **Your address**
- **The name of the strata manager for your property**
- **Details of the emergency**

**A strata manager will call you back.**

***If your call is not deemed an emergency, your message will be returned on a regular business day.***

**ACCESS TO ARIA WEBSITE BY RESIDENTS:**

Residents are reminded of the website address for Aria which contains request forms, and building information it is not protected by password:

**Forms for:**

- i.** Move-in/out.
- ii.** Enter phone updates.
- iii.** Fob replacement/additions.
- iv.** Visitor parking pass replacement/5-day extended parking pass.
- v.** Appliance or furniture delivery.
- vi.** Unit alteration requests.



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March 16th, 2026, @ 4:00pm  
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vii. Concern Form.

**Information regarding:**

- viii. Building insurance policy
- ix. Building bylaws
- x. Building rules

**\*THE FOLLOWING COMPLAINTS ARE A REGULAR SUBMISSION TO THE B.O.D. OF DIRECTORS:**

- cupboard. doors and drawers being slammed,
- closet door/doors being slammed.
- heavy footsteps,
- stomping,
- loud music,
- loud TV.
- loud voices often described as yelling.
- items being dropped.

The reports of these types of noise complaints are usually happening throughout the day and often during quiet time and can best be described “**as everyday living noise.**” With this in mind all residents are requested to be aware of how sound travels, for Aria is between floors rather than from side to side. It is suggested that cupboard doors and drawers be gently closed rather than giving them a push to close and that the felt or silicone noise reducing “buttons” on the inside of the cupboard doors and drawers be replaced. Gently close doors, keep the level of music and the TV to an audible level, turning the volume up to compensate for any other noise in your unit increases the noise transfer to the unit below. Place area rugs in high traffic areas or under rolling chairs and wear soft soled shoes when at home. These suggestions are made with the hope that the noise transmission from one unit to another will lessen, along with the complaints. Community living requires community involvement.

**REMINDER OF QUIET TIME HOURS; Between 10 p.m., and 8 a.m., 7 days a week.**