

Date Delivered August 03, 2017 03:34PM

Strata Manager PACIFIC QUORUM (OKANAGAN) PROPERTIES INC.

eStrataHub Order Number 185771

Folio Reference creeksid

Requestor Company Royal LePage

Requested By Mark Hetherington

Property Name CREEKSIDE VILLAS

Strata Plan # KAS896

Strata Lot # 245

Civic Address 420-3160 Casorso Road

Documents and Files in this Container for Order 185771(Folio:creeksid)

Strata Council Meeting Minutes

eSH185771-01-Strata Council Meeting Minutes_K0896 MIN 150730 CM.WEB.PDF
eSH185771-02-Strata Council Meeting Minutes_K0896 MIN 150826 CM.WEB.PDF
eSH185771-03-Strata Council Meeting Minutes_K0896 MIN 150928 CM.WEB.PDF
eSH185771-04-Strata Council Meeting Minutes_K0896 MIN 151021 CM.WEB.PDF
eSH185771-05-Strata Council Meeting Minutes_K0896 MIN 151118 CM.pdf
eSH185771-06-Strata Council Meeting Minutes_K0896 MIN 151125 CM.pdf
eSH185771-07-Strata Council Meeting Minutes_K0896 MIN 151203 CM.pdf
eSH185771-08-Strata Council Meeting Minutes_K0896 MIN 151217 CM.WEB.PDF
eSH185771-09-Strata Council Meeting Minutes_K0896 MIN 160126 CM.web.pdf
eSH185771-10-Strata Council Meeting Minutes_K0896 MIN 160309 CM.WEB.PDF
eSH185771-11-Strata Council Meeting Minutes_K0896 MIN 160427 CM.WEB.PDF
eSH185771-12-Strata Council Meeting Minutes_K0896 MIN 160622 CM.WEB.PDF
eSH185771-13-Strata Council Meeting Minutes_K0896 MIN 160627 CM.WEB.PDF
eSH185771-14-Strata Council Meeting Minutes_K0896 MIN 160728 CM.WEB.PDF
eSH185771-15-Strata Council Meeting Minutes_K0896 MIN 160825 CM.WEB.PDF
eSH185771-16-Strata Council Meeting Minutes_K0896 MIN 161021 CM.WEB.PDF
eSH185771-17-Strata Council Meeting Minutes_K0896 MIN 161121 CM.WEB.PDF
eSH185771-18-Strata Council Meeting Minutes_K0896 MIN 161215 CM.WEB.PDF
eSH185771-19-Strata Council Meeting Minutes_K0896 MIN 170125 CM.WEB.PDF
eSH185771-20-Strata Council Meeting Minutes_K0896 MIN 170127 CM.WEB.PDF
eSH185771-21-Strata Council Meeting Minutes_K0896 MIN 170217 CM.WEB.PDF
eSH185771-22-Strata Council Meeting Minutes_K0896 MIN 170313 CM.WEB.PDF

eSH185771-23-Strata Council Meeting Minutes_K0896 MIN 170410 CM.WEB.PDF

eSH185771-24-Strata Council Meeting Minutes_K0896 MIN 170510 CM.WEB.PDF

eSH185771-25-Strata Council Meeting Minutes_K0896 MIN 170607 CM.WEB.PDF

eSH185771-26-Strata Council Meeting Minutes_K0896 MIN 170726 CM.web.pdf



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 22, 2016, 2:00 PM

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer
Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 250-868-3383
ext.114

GUESTS:

Brian Finlay, Maintenance Manager, and Diane Kneller, Resident Manager.

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 2:04 p.m.

Brian, Maintenance Manager gave a verbal report to Council on some of his concerns while employed as a Maintenance Manager.

Diana, Resident Manager gave a verbal report to Council on some of her concerns while employed as a Resident Manager.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on May 25, 2016, as previously circulated.

CARRIED

3) FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements from May 31, 2016, as presented.

CARRIED

4) REPORTS

a) Resident Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

www.okstrata.com

201-1475 Ellis Street
Kelowna, BC V1Y 2A3

Ph: 250-868-3383 Tx: 250-861-4586 Email: info@okstrata.com

b) Maintenance Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED**5) UNFINISHED BUSINESS****a) Rental Status**

Fines levied for contravention of the Rental Restriction Bylaws in June are as follows:

SL006, SL078, SL145, SL159.

Each Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.

b) Rental Waiting List

There are currently 29 units on the waiting list.

6) CORRESPONDENCE**a) SL141 Alteration Agreement Application**

Application approved for alterations to SL141.

b) SL184 Door Replacement

OSM to get quotes to replace broken door.

7) NEW BUSINESS**a) Hot Tub in KLO Building**

The hot tub in the KLO Building had to be shut down because it was leaking. Council is obtaining quotes to repair/replace the hot tub in this building.

Your Council is very sorry for the inconvenience and hopes that this will be rectified as soon as possible.

b) Pool Boiler Indoor Vent Stack

Council has approved the quote from Kimco Controls Ltd. in the amount of \$972.50, for replacement of the indoor vent stack in the pool boiler room. The work will commence September 2016.

8) ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:15 pm.

The next Council Meeting will be held on Wednesday July 27, 2016.
--



Submitted by:
OKANAGAN STRATA MANAGEMENT LTD.
Norma Kennedy, Strata Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3
Tel: 250-868-3383 / Fax: 250-861-4586
Email: nkennedy@okstrata.com
Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order.

Creekside Villas KAS 896

MAINTENANCE MANAGER'S REPORT

From May 1 to May 31, 2016

ALL THREE BUILDINGS

1. Filled up the pool with fresh water on May 2, 3, 4 and 5.
2. On May 9, VALLEY POOL started the circulation of the pool. *Brian was present as part of his training.*
3. The big cleaning of the pool:
 - a) Scrubbing and vacuuming the bottom of the pool, on May 10. *Brian was there as part of his training.*
 - b) Vacuuming the pool and scrubbing the walls and the stairs of the pool, on May 11. *Brian was there as part of his training.*
 - c) Vacuuming the pool and additional scrubbing of the walls and the stairs of the pool, on May 12.
4. On May 11, KIMCO did the gas fitting for the pool heater and fired up the pool heater.
5. Washed the pool's deck on May 10, 20 and 28.
6. Washed pool liner at the water line and its coping on May 17 and 28.
7. Weekly maintenance of pool's water chemical balance on May 11, 18, 23 and 30.
8. On May 12, did add the proper amount of salt for the start of the pool.
9. Pool daily maintenance started from May 16.
10. On May 18, took pool water sample to VALLEY POOL for computerized testing of its chemicals. *Brian was there with me, and introduced him to the staff of the VALLEY POOL office and store.*
11. **Pool is open for the season on Saturday, May 21, at 8 am.**
12. On May 25, cleaned the salt cell of the pool's chlorine generator.
13. On May 9, ACE PLUMBING fixed the dripping at the connection of the bypass pipe at the main PRV unit (Pressure Regulating Valve) from the fine pressure adjusting at the back of the PRV unit.
14. On May 17, COFA TOP COAT SEALING did the crack filling of the pavement on the parking lot.
15. On May 13, contacted SUN VALLEY WINDOW CLEANERS over some issues on window cleaning.
16. On May 30, ACE PLUMBING replaced the bypass pipe at the top of the PRV unit, which was in the front of the PRV unit, as the pipe developed some cracks.
17. On May 30, MIRCOM FIRE SAFETY did the monthly fire alarm testing, checked upon the emergency lights and exit lights and the closing of the fire doors.
18. Light check: Replaced
 - Pot light, at the exit door, fluorescent mini spiral bulb 1
 - Flood light 1
 - Wall fixture in guest room, fluorescent mini spiral bulb 2
19. Hot tubs and sauna heaters daily maintenance.
20. Monthly inspection of belts on HVAC units on roof tops.
21. GROUND MAINTENANCE – done by ASAHI
 1. Lawn care:

- a) Mowing of lawn on May 2, 9, 16, 24 and 30.
- b) Fertilized the lawn on May 30.
- 2. Weed control
 - a) Manual weed control on May 16.
- 3. Irrigation:
 - a) Repairs on May 26.
- 4. Annual flowers
 - a) Fertilized the flower beds on May 26.
 - b) Planted the annual flowers on May 26.
- 5. Pruning:
 - a) Some specifically requested pruning of shrubs and the low branches of a Maple tree, which did affected the walkway at the KLO building.
 - b) Trimmed and cleaned the shrub at the main Creekside Villas sign and the entrance to the complex from the Casorso Road.

***Note:** Provided the training for the new Maintenance Manager, Brian Finlay, for 3 days at the start up of the pool and from May 16 until May 25.
Brian officially is to start up on the job, from June 1 / 2016.*

***Note:** To dispose your unwanted furniture, TV, mattress, box spring, bed frame, and similar items, call the disposal companies, instead of putting them into or beside the garbage bin or leaving them in the lobby.*

RICHTER BUILDING

- 1. On May 2, KIMCO took down the pump of boiler "B", as it needed repair, because it was tripping out the breaker.
- 2. On May 2, SUN VALLEY WINDOW CLEANERS did the cleaning of the gutters.
- 3. On May 3, SUN VALLEY WINDOW CLEANERS washed the windows.
- 4. On May 4, RED CARPET washed the carpets on every hallway, centre area, stairs, exercise room and guest room.
- 5. On May 6, KIMCO reinstalled the pump of boiler "B".
- 6. On May 2, replaced the 2 broken light reflectors in the elevator.
- 7. On May 20, replaced the missing light reflector in the elevator.
- 8. On May 24, at 2 am, with Brian and Diane, investigated on a water leak on hallway of the west wing on the third floor. The leak was caused by a pinhole on the pipe of the hot water circulating line. Isolated the line.
- 9. On May 24, at 2:30 am, had a faulty fire alarm, caused by the flooded censor on the third floor of the west wing, where we had a water leak.
- 10. On May 24, at 3 am, called MIRCOM FIRE SAFETY to replace the faulty censor on the third floor of the west wing, which was flooded and put the building back on line with the fire department.

11. On May 24, at 11 am, ACE PLUMBING repaired the hot water circulating line on the third floor of the west wing, where we had a leak from a pinhole on the pipe.
12. On May 31, KIMCO replaced the fume box on the HVAC unit over the centre area.
13. On May 11, ACE PLUMBING repaired the leak on the hot tub's fill up line.
14. On May 22, had a minor water leak, which affected the bathroom at strata lot #5. The leak originated from strata lot #50. The cause of the leak was a problem with the drain at the bathroom's sink. Owners will do the proper repair.
15. On May 6, cut up to smaller pieces 2 very large cardboard boxes, in order that they fit in the recycle bin.
16. In part drained, cleaned the hot tub and refilled it with fresh water on May 2, 9, and 24.
17. Completely drained, cleaned the hot tub and filled it up with fresh water on May 16.
18. Lubricated the exercise equipment on May 16.
19. On May 31, replaced the hot tub's pressure gage.
20. On May 3, pruned the low branched from lilac trees, which were affecting the clearance of the walkway.

KLO BUILDING

1. On May 2, MBE CONTRACTING started the work on replacing the hexagonal tiles in the lobby and in the foyer.
2. On May 5, locksmith shaved off from the bottom of the main exit door, in order to have the sufficient clearance with the new tiles.
3. On May 7, MBE CONTRACTING completed the work on replacing the hexagonal tiles with new tiles in the lobby and the foyer.
4. On May 3, RED CARPET washed the carpets on every hallway, centre area, stairs, exercise room and guest room.
5. On May 6, SUNVALLEY WINDOW CLEANERS cleaned the gutters.
6. On May 9, SUN VALLEY WINDOW CLEANERS washed the windows.
7. On May 19, had a system trouble at the main fire alarm panel. Called MIRCOM FIRE SAFETY, who investigated on it and find the problem. The problem was caused by the heat cnsor at strata lot #143. They did fix the problem.
8. On May 10, temporary water shot off until some plumbing work is done in the laundry room, at the strata lot #134.
9. On May 31, repaired the leak at the connection of the hot tub's line, to the hot tub's filter.
10. In part drained, cleaned the hot tub and refilled it with fresh water on May 3, 10, 25 and 31.
11. Completely drained, cleaned the hot tub and filled it up with fresh water on May 17.
12. Lubricated the exercise equipment on May 17.

Note: Problem with the hot tub.

I did mentioned to Council few times that we are heading to the need of the replacement of the hot tub, because we have there a leak. In February the leak became even more problematic. Because of that, on Mar. 7 and 9, VALLEY POOL filled up the cracks on the tub's shell, with acrylic and silicone the drains. It was done as a measure to extend the life of the tub, at least until the end of this year. Unfortunately the leak continued. Because of that it might be in need to be shot

down even earlier. It will be in the hands of the new Maintenance Manager, to monitor it, and suggest to the Council what to be done.

CASORSO BUILDING

1. On May 4, SUN VALLEY WINDOW CLEANERS cleaned the gutters.
2. On May 5, SUN VALLEY WINDOW CLEANERS washed the windows.
3. On May 2, RED CARPET washed the carpets on every hallway, centre area, stairs, exercise room and guest room.
4. On May 16, called OKANAGAN EQUIPMENT MAINTENANCE because the
 1. treadmill was not working.
5. On May 19, OKANAGAN EQUIPMENT MAINTENANCE checked upon the treadmill, and pointed out the problem. They will send us the quote for the needed parts.
6. On May 26, received and sent to Council and OSM the quote for needed parts for the repair of the treadmill.
7. On May 27, as the Council approved the quote for the repair of the treadmill, informed OKANAGAN EQUIPMENT MAINTENANCE that they can place the order for the needed parts and go ahead with the repair of the treadmill.
8. On May 18, KIMCO improved the work of the swamp coolers.
9. On May 29, temporary water shot off until some plumbing work is done in the main bathroom, at strata lot #176.
10. On May 30, did trimmed some low brunches over the walkways at the main exit door area, as those brunches were affecting the clearance over the walkways.
11. In Part drained, cleaned the hot tub and refilled it with fresh water on May 4, 11 and 25.
12. Completely drained, cleaned the hot tub on May 18.
13. On May 18, reinstalled the 2 fallen little tiles on the wall of the hot tub's shell.
14. On May 19, filled up the hot tub with fresh water and did put it back into the regular operation.
15. Lubricated the exercise equipment on May 18.

THANK YOU!

As it is my LAST REPORT, I would like to express my heartfelt thank you to everyone, for your cooperation with me over the past 8 years. We did many important improvements.

Let me mention just a few, of the more important one:

- Replaced the flat portion of the roof, on every building.
- Painted the common areas (hallways, stairs) in every building.
- Replaced the carpets on common areas (hallways, stairs) in KLO and Casorso buildings.
- Replaced the light fixtures on hallways, in every building.
- Replaced the hot tub, in the Richter building.
- Work on the Landscaping improvements.

- Installed new signs, all over the parking lot.
- Installed new hoilers, in the Richter building.
- Updated the exercise equipment, in every building.
- Replaced all 4 hot water storage tanks, in the Richter building.

Thank you so much to everyone, for your cooperation in all of these and many other situations.

Thanks

Frank Perna



MAY 2016



MOVES

RICHTER	5 in	2 out
CASORSO	-	-
KLO	4 in	-

GUEST SUITES

RICHTER	10 nights
CASORSO	11 nights
KLO	21 nights

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
2 - 15 min. parking	- handicapped	3 - 15 min
- backed in	- designated	- backed in
3 - back in - Day parking... 10 - overnight day parking		- handicapped -- overnight

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.

COMPLAINTS OF PLANT WATERING

Residents are reminded that if you have plants on your balcony please make sure that when you are watering them that the water is not dripping down on the balcony below. Also, if you are washing your balcony, please ensure that the dirty water is not dripping on to the balcony below.

MORE REMINDERS FOLKS

Please read the POOL signs there is to be NO ALCOHOL at the pool... no cans, bottles, or food

PLASTIC ONLY

Tenants, owners, roommate must be confirmed with resident manager 72 hours in advance

All complaints must be in writing for them to be acted on. Forms can be obtained from resident manager

Please do not throw your cigarette butts off your balcony... use some ashtrays

The centre parking lot is **for visitors only...7:00 am to 11:00 pm only**, after residents second offense you will be towed at your expense...We are keeping track. **One has been towed already for not following strata bylaws**

YOUR SPECIAL CIGARETTES MUST BE DONE OFF PROPERTY... THE SMELL IS COMING INTO OTHER UNITS

Do not let your dogs do their business on the carpets. We are getting lots of spots all of a sudden. Strata bylaw states dogs on leashes **DO NOT** let them do their business on our property .. If it happens please pick up the mess. You can be fined... its getting out of hand now.

HOLIDAYS AND WATER DAMAGE

AT THIS TIME OF THE YEAR WHEN MANY MAY BE VACATING UNITS FOR HOLIDAYSA REMINDER TO BE SURE TO SHUT OFF ALL WATER IN YOUR UNIT .

AN INCIDENT IN WHICH A TOILET TANK CRACKED AND CAUSED EXTREME DAMAGE TO THE UNIT AND THE TWO UNITS BELOW REMINDS US THAT IF WE ARE TO BE AWAY FOR ANY LENGTH OF TIME IT IS A GOOD PRACTISE TO SHUT OFF THE WATER. IF THIS HAD BEEN THE CASE THE DAMAGE WOULD HAVE BEEN SMALL AND NOT HAVE AFFECTED AS MANY PEOPLE.

THESE TYPE OF INCIDENTS ALSO HAVE AN EFFECT ON OUR INSURANCE COVERAGE DEDUCTIBLE AND THEREFORE YOUR OWN INSURANCE.

PLEASE ENSURE THAT IF YOU ARE TO BE AWAY THAT ALL WATER IS SHUT OFF.

STRATA COUNCIL



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
MONDAY, JUNE 27, 2016, 11:00 AM

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer
Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 250-868-3383
ext.114

1) **CALL TO ORDER**

The meeting was called to order by the Council President, Leslie Kendall, at 11:00 a.m.

2) **NEW BUSINESS**

a) **Hot Tub in KLO Building**

The hot tub in the KLO Building had to be shut down because it was leaking. Council is obtaining quotes to repair/replace the hot tub in this building. Depending on the cost Council may have to take this to the Owners at the Annual General Meeting for replacement.

b) **Gutters**

Council has approved the quote from OSM.

MOVED/SECONDED

To approve the quote from OSM Maintenance to clean and repair the gutters.

CARRIED.

c) **Hardship SL 70**

Council discussed the Hardship application for Strata Lot 70. The Hardship has been approved for another year until June 30, 2017.

MOVED/SECONDED

To approve the hardship application of Strata Lot 70 until June 30, 2017.

CARRIED.

www.okstrata.com

201-1475 Ellis Street
Kelowna, BC V1Y 2A3

Ph: 250-868-3383 Fx: 250-861-4586 Email: info@okstrata.com



3) **IN CAMERA**

The Council Meeting went In Camera at 12:15pm to discuss an email received from the Maintenance Manager.

The Meeting went out of In Camera at 12:50pm.

4) **CORRESPONDENCE**

a) **Strata Lot 23**

Council received an email from Strata Lot 23 regarding oversized animals as visitors. Council has replied to the owner.

5) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 12:55 pm.

The next Council Meeting will be held on Wednesday July 27, 2016.

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

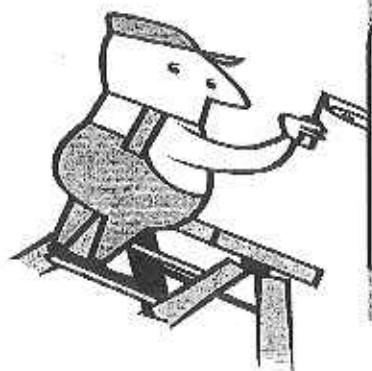
Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order.



ANNUAL FIRE INSPECTION

AUGUST 15, 16, 17, 2016

Richter - 15

Casorso-16

KLO 17

SMOKE AND HEAT SENSORS IN EVERY SUITE MUST BE INSPECTED ANNUALLY. RESIDENTS ARE REQUIRED TO PROVIDE ACCESS TO THEIR UNIT FOR THE TESTING OF THESE SENSORS.

MOST OWNERS HAVE PROVIDED US WITH KEYS TO THEIR HOME AND IF THEY ARE NOT AT HOME DURING THIS INSPECTION, WE WILL OPEN THEIR UNIT FOR MIRCOM TO TEST THEIR SENSORS.

IF YOU ARE NOT COMFORTABLE WITH THIS ARRANGEMENT, PLEASE CALL DIANE TO MAKE OTHER PLANS. 778 215-2240

FOR THE SUITES THAT HAVE NOT GIVEN US KEYS, YOU MUST EITHER BE AT HOME TO ALLOW ENTRY, ARRANGE WITH A NEIGHBOR OR FRIEND TO BE THERE, OR YOU MAY TEMPORARILY PROVIDE US WITH YOUR KEY FOR THE INSPECTION.

THIS IS A MUST. IF MIRCOM IS REQUIRED TO COME BACK FOR A SECOND INSPECTION FOR UNITS THAT DID NOT GET TESTED, THOSE UNITS MAY HAVE TO PAY FOR THIS INSPECTION AND ARE ALSO SUBJECT TO A FINE.



THANK YOU FOR YOUR CO-OPERATION

POSTED _____



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
THURSDAY, July 28, 2016, 2:00 PM

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer
Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 250-868-3383
ext.114

GUESTS:

Brian Finlay, Maintenance Manager, and Diane Kneller, Resident Manager.

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 2:00 p.m.

Brian, Maintenance Manager gave a verbal report to Council on maintenance issues.

Diane, Resident Manager gave a verbal report to Council on residential issues.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on June 22 and June 27, 2016, as previously circulated.

CARRIED

3) FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements from June 2016, as presented.

CARRIED

4) REPORTS

a) Resident Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

www.okstrata.com

201-1475 Ellis Street
Kelowna, BC V1Y 2A3

Ph: 250-868-3383 Fx: 250-861-4586 Email: info@okstrata.com

b) Maintenance Manager Report

It was:

MOVED/SECONDED

To approve the Maintenance Manager Report as presented. See attached.

CARRIED**5) UNFINISHED BUSINESS****a) Rental Status**

Fines levied for contravention of the Rental Restriction Bylaws in July are as follows:

SL145, SL078, SL159

Each Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.

SL 215 will be sent a warning letter for unpaid strata fees. If the fees are not paid council will lien the property.

b) Rental Waiting List

There are currently 28 units on the waiting list.

6) CORRESPONDENCE**a) Permission to Rent**

Letter to be sent by Management giving SL 006, SL 011 and SL148 permission to rent.

b) SL070 Hardship Rental

It was:

MOVED/SECOND

To approve the hardship rental for SL 070.

CARRIED**c) Bike Rack Area**

A complaint was received that there is no space in the bike rack area. Council will be posting a notice in September to have all the non-used bikes removed.

d) Noise Complaint SL 51

Council has instructed management to send a Notice of Contravention of noise bylaw to SL 51, for excessive noise during quiet time hours.

e) Noise Bylaw Violation SL 171 Complaint

Council has sent a warning letter to SL 171 for noise violation.

f) Noise Bylaw Violation SL 150 Complaint

Council has sent a warning letter to SL 150 for noise violation.

g) Alteration Agreement SL 192 Approved.

It was:

MOVED/SECOND

To approve the alteration agreement for SL 192.

CARRIED**7) NEW BUSINESS****a) Hot Tub in KLO Building**

The hot tub in the KLO Building had to be shut down because it was leaking. Council is

obtaining quotes to repair/replace the hot tub in this building. For security reasons keys cannot be issued to other buildings for the use of hot tubs. Council is sorry for any inconvenience this may cause to the residents. Due to the high costs to repair or replace the tub, the funds will have to be taken from the Contingency Fund which will be voted on by the owners at the next Annual General Meeting.

b) Richter Street 3rd Floor Circulating Pipes

Quotes are being obtained by the Maintenance Manager for replacement of the circulating pipes.

c) Cody Trees

It was:

MOVED/SECOND

To approve that Cody Trees be hired to remove a leaning tree.

CARRIED

d) Fire Inspection

The annual fire inspection will take place August 15, 2016. Council will be posting a noise and access is mandatory to all units to check the smoke detectors.

8) ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:30 pm.

The next Council Meeting will be held on Monday, August 22, 2016 at 1 p.m. Casorso Building

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order.



MOVES

RICHTER		1 -OUT
CASORSO	2 - IN	1 -OUT
KLO	4- IN	-

GUEST SUITES

RICHTER	13 - NIGHTS
CASORSO	9 - NIGHTS
KLO	11 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
3 - 15 MIN	2 - 15 MIN	4 - 15 MIN
2 - BACK IN	1 - BACK IN	1 - BACK IN
1 - TOWED VISITOR DAY PARKING		1 - HANDICAPPED
2 - FINAL WARNING RESIDENT PARKING IN CENTRE		

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.

MORE REMINDERS FOLKS

FOOTWEAR MUST BE WORN TO AND FROM THE POOL PLEASE. NO BARE FEET ALLOWED

Please read the POOL signs there is to be NO ALCOHOL at the pool... no cans, bottles, or food

PLASTIC ONLY

ANY MOVES Tenants, owners, roommate must confirm with resident manager 72 hours in advance

All complaints **must be in writing** for them to be acted on. Forms can be obtained from resident manager

The centre parking lot is for visitors only...7:00 am to 11:00 pm only, after residents second offense you will be **TOWED**

***** THERE IS A STRATA BYLAW STATING THE SIZE OF PETS ALLOWED ANYWHERE ON CREEKSIDE PROPERTY**

THEY MUST ALL BE ON LEASHES PLEASE FOLLOW ALL BYLAWS SO YOU DON'T GET FINES. THANK YOU

Do not let your dogs do their business on the carpets. We are getting lots of spots all of a sudden. Strata bylaw states **dogs on leashes DO NOT** let them do their business on our property. If it happens please pick up the mess. You can be fined... Its getting out of hand now.

WATCH YOUR SPEED LIMIT ON THE GROUNDS SUMMER IS HERE AND THE CHILDREN ARE OUT PLAYING OR ON THIER WAY TO THE POOL... SLOW DOWN PLEASE

YOUR CIGARETTE BUTTS are to be put in ashtrays not thrown over the balcony

PARTYING AND BEING LOUD on your balcony after 11:00 pm is becoming a problem. We have our windows open at night trying to sleep **KEEP IT DOWN AND YOU DO NOT GET A VISIT FROM ME!!!**

June 2016 STRATA KAS896 MAINTENANCE REPORT

Maintenance Manager Brian @ 250-801-6046 or kas896brian@gmail.com

Hello, Fellow Residents:

I am pleased to have become your Maintenance Manager effective June 1, 2016 and more pleased to see my predecessor Frank happily retired in sandals and shorts. It looks good.

I feel free to contact me from 8 to 5 weekdays to discuss any and all maintenance concerns, but limit calls to Emergencies during Evenings and Weekends. Thank You.

A GENERAL CONCERN

Please take unwanted furniture, carpet, etc. to the landfill or call a disposal company for pick up. Don't leave these items near or inside garbage bins, or cluttering up lobbies.

GROUND MAINTENANCE – by ASAH

1. Mowed lawns and trimmed hedges on June 9, 16, 20, 25, 30.
2. Repaired irrigation line on June 10.
3. Pruned branch blocking the 3160 Casorso lobby address sign.
4. Pruned juniper branches overhanging KLO parking spot # 78.

PARKING LOT

1. Daily walk through of all lots.
2. Advised owners in assigned spots of open windows, etc. to reduce vulnerability.
3. Cleaned up litter as needed. Replaced floodlights on both Richter Street entrances.

POOL

1. Daily vacuuming of pool bottom followed by surface skimming.
2. Twice weekly, cleaned bathtub-ring stain from sunscreen and lotions.
3. Twice daily chemical tests to ensure we meet all Interior Health standards.
4. Deck spot-washed or hosed down as needed to remove bird 'stains', etc.
5. Twice, cut back the poolside greenery to keep leaves, etc. out of the pool.
6. Scrubbed pool deck railing to remove mildew, dirt, etc.
7. Scrubbed pool access ramp railing to remove mildew, dirt, etc.

CASORSO BUILDING

1. June 1, called to SJ.190 to replace a broken sliding door handle.

2. June 1, called to SL258 by Owner's plumber to arrange water turn off from 1330-1530 hrs. June 2nd. Owner alerted neighbours on the same line that they would be without water for two hours. Neighbours complied with this reasonable request.
3. June 2, turned off water to SL258 and neighbours as pre-planned. Work was performed and water service restored at 1503 hrs.
4. June 6, contacted repair company and the treadmill will be fixed by June 17.
5. June 7, fully drained and cleaned hot tub.
6. June 21 & 29, partially drained and cleaned hot tub.
7. June 7, lubricated the exercise equipment.
8. June 10, treadmill lift motor was replaced and is back in service.
9. June 10, Locksmith replaced SL190 sliding patio door handle.
10. June 13, partially drained and filled hot tub due to chemical imbalance from soap or other contaminant. Shower before using hot tub ... and no lotions, please.
11. June 16, attended SL189 to view holes in patio floor and wetness on patio walls.
12. June 16, Signal-Link error message "date and time" at SL189. Trying to reset it after moving from one outlet to another outlet seemed to have caused a main panel error.
13. June 20, complete drain of hot tub due to contamination and child's toy blocking the filter. NO Toys in hot tubs!
14. June 20, replaced exercise room shower tap as it broke in normal use.
15. June 21, cleaned bird droppings from all sidewalk block walls.
16. June 26, fire alarm at 2125 hrs; but shut off on it's own in 5 minutes before fire truck arrived. Evacuated building, but no fire or smoke. Called MirCom to inspect panel and 1st floor hallway heat and smoke sensors. No issue detected.
17. June 26, MirCom confirmed error message for Signal-Link device was not in SL189, but main panel. It is now repaired.
18. June 27 & 28, Progressive Waste Management tore down bin enclosure and rebuilt it.
19. June 28, had Kimco replace the East wing swamp cooler pump.
20. June 29, performed monthly inspection of roof top HVAC units.
21. June 30, noise heard by resident, so checked and cooler grid fell off. Replaced it.

KLO BUILDING

1. June 6, contacted Hydra-Clean to pick up flooring bundle from 4th floor lobby.
2. June 1, partly drained and cleaned hot tub.
3. June 8, fully drained and cleaned this Hot Tub, which leaks excessively.
4. June 8, lubricated the exercise equipment.
5. June 10, called to repair Universal Gym triceps pulley that had slipped out of place. Had equipment repairman here for Casorso treadmill, He found that improper side pulls of the pulley caused the trouble. Put up a sign informing users to read exercise wall chart, and to do straight pulls only with the triceps cable.
6. June 13, same person who reported June 10th pulley issue admitted to *removing the warning sign*. Cable was again off of its pulley.
7. June 14, this Universal Gym is 90 % okay, but triceps extension pulley is Out Of Order.
8. June 15, responded to internal alarm on North wing exit door. No apparent reason and it reset on it's own in 30 minutes.
9. June 15, lubricated all common property door latches as some were sticking open.

10. June 16, removed moss & dirt from parking spots 69-78 and overhanging juniper branches at parking spot 78.
11. June 16, 23 & 28, cleaned up pine straw and pinecones around dumpsters.
12. June 17 & 18, over 2 days with tub Out of Order, monitored leak in hot tub of 90 litres every 12 hours whether static;(pumps off) or dynamic;(pumps on). Drained tub.
13. June 21, BK Reno's inspected hot tub room to present options for replacing hot tub.
14. June 21, cleaned bird droppings from all sidewalk block walls.
15. June 28-30, Progressive Waste Management tore down bin enclosure and rebuilt it.
16. June 29, monthly inspection of roof top HVAC units.

RICHTER BUILDING

1. On June 2nd, SL39 called for assistance with window screens. Please Note: Strata Lot owners are responsible for repairing or replacing damaged or missing screens.
2. On June 4th, inside lobby door was not closing tightly. Adjusted top latch mechanism.
3. On June 7, used Bissell Floor Cleaner on large stain in 2nd floor lobby without success.
4. On June 8, tried large Cyclops floor cleaner with similarly poor results, but cleaned a fresher stain in hallway near SL25. If you witness a mess, advise Maintenance Manager.
5. On June 13, called to clean vomit from outside Lobby.
6. On June 13, dry-wall repaired on 3rd floor West ceiling where plumbers cut it out to fix a leaking water line that lead to the last Fire Alarm evacuation.
7. June 2,16, 23, partially drained and cleaned hot tub.
8. June 9, 29, completely drained and cleaned hot tub.
9. June 9, lubricated the exercise equipment.
10. June 11, swept leaf litter from front entrance and sidewalks.
11. June 14, while off-site obtaining pool supplies, received a text from Res. Mgr. that contractor needed water off at SL11. Shut water off to the four-lot vertical supply line while repair was made. No other damage.

Planned Work in a Unit that requires water to be shut off must be scheduled to insure that Maintenance Manager is available prior to shut off. It is an Owner's responsibility to consult with their neighbours.

12. June 15, OSM Maintenance on site bidding to repair leaking and broken gutters causing rain to dump loudly outside SL73.
13. June 15, Enterphone number pad sensor replaced due to wear of "popular" digits.
14. June 21, cleaned bird droppings from all sidewalk block walls.
15. June 25, SL77 concerned about loud noise and vibrations coming from Boiler Room. Had service tech come and reset both boilers.
16. June 27, SL77 said the vibration and noise is worse. Service Tech came to work on boilers and found bearing is damaged in Boiler B. Sent for rebuild. Using Boiler A only.
17. June 28, Kimco replaced Boiler B motor and installed damping under support posts.
18. June 29, monthly inspection of HVAC units found swamp cooler pump not working.
19. June 29, Kimco replaced swamp cooler pump in North wing.



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
THURSDAY, AUGUST 25, 2016, 1:00 PM

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer
Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 250-868-3383
ext.114

GUESTS:

Brian Finlay, Maintenance Manager, and Diane Kneller, Resident Manager.

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 100 p.m.

Brian Finlay, Maintenance Manager went over a few maintenance issues.

Diane Kneller, Resident Manager gave a verbal report to Council on residential issues.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on July 27, 2016, as previously circulated.

CARRIED

3) FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements from July 2016, as presented.

CARRIED

4) REPORTS

a) Resident Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

b) **Maintenance Manager Report**

Please find attached the Maintenance Manager Report.

5) **UNFINISHED BUSINESS**

a) **Rental Status**

Fines levied for contravention of the Rental Restriction Bylaws in July are as follows:
SL145.

The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.

b) **Rental Waiting List**

There are currently 26 units on the waiting list.

c) **Lien SL 215**

It was:

MOVED/SECONDED

To lien SL 215 for nonpayment of strata fees.

CARRIED

d) **Damage To Door On SL 184**

In July council asked management to send a letter to SL 184 to replace their door which had been damaged by the unit. There has been no response to the letter. Council has agreed to replace the door and charge the costs back to the unit.

It was:

MOVED/SECONDED

Replace the unit door and charge back the costs to the unit.

CARRIED

e) **Circulating Pipe on 3 Floor in Richter**

The circulating pipe will not be replaced as of now, but Management and Council will continue to monitor the situation.

f) **Notices of Infractions:**

Notices of Infractions were discussed and no fines levied. SL 171, 124, 051.

6) **CORRESPONDENCE**

a) **Permission to Rent**

SL 206, SL 039 and SL 142 have been sent a letter of permission to rent their units.

b) **SL115 Hardship Rental**

It was:

MOVED/SECOND

To approve the hardship rental for SL 115 for 1 year.

CARRIED

c) **Bike Rack Area**

A complaint was received that there is no space in the bike rack area. Council will be posting a notice in September to have all the non-used bikes removed. If the bikes are not removed by the date on the notice, Council will be donating them to charity.

d) **Alteration Agreement Unit 307 C**

An alteration agreement was received by council for unit upgrades.

It was:

MOVED/SECOND

To approve the alteration agreement for unit 307 C upgrades.

CARRIED

e) **Alteration Agreement Unit 116 KLO**

An alteration agreement was received from unit 116 KLO to replace built in dishwasher.

It was:

MOVED/SECOND

To approve the alteration agreement for replacement of dishwasher at unit 307C.

CARRIED

f) **Alteration Agreement Unit 313 R**

An alteration agreement was received for unit 313 R for upgrades to the unit.

It was:

MOVED/SECOND

To approve the alteration agreement with conditions for sound proofing under flooring at unit 313 R.

CARRIED

7) **NEW BUSINESS**

a) **Hot Tub In KLO Building**

This has been tabled until the next meeting in October.

b) **Hallway Cracks**

This has been tabled until the next meeting in October.

c) **Fascia Boards**

It was:

MOVED/SECOND

To approve the repair of fascia boards by OSM Services at a cost of \$1,310.00 plus taxes

CARRIED

d) **Bicycle Racks**

A notice will be posted in the building and at each unit door in September to have the bicycles from the bike rack removed by unit owners. Any bikes left in the bicycle racks will be donated to charity.

e) **Janitorial Service**

Council has tabled this discussion until the next meeting in October.

f) **Cody Tree Service**

Cody Tree Service has trimmed the top of a couple of trees outside unit 214R and 208 KLO as the weight from the branches was forcing the tree to lean.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:25 pm.



The next Council Meeting will be held on Monday, October 12, 2016 at 1 p.m. Richter Building

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order.



JULY 2016



MOVES

RICHTER		1-OUT
CASORSO		
KLO		

GUEST SUITES

RICHTER	25 - NIGHTS
CASORSO	14 - NIGHTS
KLO	11 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
3 15 MIN	2 parked resident stall	3 15 MIN
1 BACK IN	1 - BACK IN	2 BACK IN
1 w/c	VISITOR CENTRE PARKING  10 OVERNIGHT 4 RESIDENTS	1 HANDICAPPED

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.

MORE REMINDERS FOLK

All complaints must be in writing for them to be acted on. Forms can be obtained from resident manager

***** THERE IS A STRATA BYLAW STATING THE SIZE OF PETS ALLOWED ANYWHERE ON CREEKSIDE PROPERTY**

THEY MUST ALL BE ON LEASHES PLEASE FOLLOW ALL BYLAWS SO YOU DON'T GET FINES. THANK YOU

WATCH YOUR SPEED LIMIT ON THE GROUNDS SUMMER IS HERE AND THE CHILDREN ARE OUT PLAYING OR ON THEIR WAY TO THE POOL... SLOW DOWN PLEASE

PARTYING AND BEING LOUD on your balcony after 11:00 pm is becoming a problem. We have our windows open at night trying to sleep KEEP IT DOWN AND YOU DO NOT GET A VISIT FROM ME!!!

PLANTS ON BALCONY please watch when watering your plants. It is dripping down on windows and decks below.

Do you have a green pass?...if not please call me 778-215-2240 . I will put you on the list. I am placing the order on the 15th. You must have a pass when parking in visitors so we know you belong here.

We welcome all our new tenants and Owner. Please feel free to call either Brian or myself if you have a question, we will direct you to the right people if we do not have the answer.

ENJOY YOUR AUGUST
DIANE

July 2016 STRATA KAS896 MAINTENANCE REPORT

Maintenance Manager Brian @ 250-801-6046 or kas896brian@gmail.com

A GENERAL CONCERN

Please take moving boxes, unwanted furniture, old carpet, etc. to the landfill or call a disposal company for pick up. Don't leave these near or inside garbage bins, or cluttering up our lobbies. Both 1-800-Got-Junk and Mitten & Sons offer disposal service, but are listed here as options only, not as being a recommended service provider.

GROUND MAINTENANCE - by ASAHI

1. Mowed lawns on July 9, 14, 21, 28.
2. Repaired irrigation line on July 5, 23.
3. Tree and hedge trimming on July 22.
4. July 21, contacted contractor seeking improvement in timely shaping of ornamentals, and in adjusting watering to later in the morning to minimize reported sleep disruptions.

PARKING LOT

1. Picked up dog feces between Richter & Casorso Building three times.
2. Cleaned up paper and other litter including many, many cigarette butts, which are potential fire starters as dry leaves blow around regularly forming flammable piles.

POOL

1. July 5, drain cover broken. Main drain closed during pool hours until diver can replace it. It poses no hazard while closed, but repair is costly, as salt-water buoyancy requires a diver to repair. Please do not jump or allow others to jump into pool near drain covers.
2. July 8, ballast rocks in skimmer baskets were removed. Do not allow children or others to open skimmer wells. These are only to be opened by the Maintenance Manager.
3. July 22, Valley Pool installed new drain covers.
4. Daily vacuuming of pool bottom followed by surface skimming.
5. Twice weekly, cleaned bathtub-ring stain in pool from sunscreen and lotions.
6. Twice daily chemical tests to ensure we meet all Interior Health standards.
7. Deck spot-washed or hosed down as needed to remove bird 'stains', etc.
8. Twice, cut back the poolside greenery to keep leaves, etc. out of the pool.
9. Scrubbed pool deck railing to remove mildew, dirt, etc.
10. Scrubbed pool access ramp railing to remove mildew, dirt, etc.
11. Closed pool during storms in our area on July 9, 18 & 19.

CASORSO BUILDING

1. July 1, called by SL179 to report sauna not heating. Reset sauna, and it's okay. It is normal for sauna to shut off when room gets too hot. Simply, push in light blue reset button near bottom of heater to restart it. Dry Sauna ... Do not add water to rocks.
2. July 2, replaced broken shower tap in Guest Suite.
3. July 4, contacted SL198, SL222, SL246 to check on drain function as SL177 has ongoing drain problems in laundry.
4. July 4, Signal-Link device error at panel for SL251. Advised MirCom to correct.
5. July 5, Ace Plumbing augered out the clog in main drainage stack for 4 strata lots.
6. July 6, cleaned garbage bin enclosure.
7. July 7, SL198 called about plugged drain in laundry. Advised to hire a plumber as Strata checked with Ace plumber who did common stack, and he assured Strata that the SL198 issue is not related to the main stack cleaning ... it is just a coincidence.
8. July 7, lubricated the exercise equipment.
9. July 7, 29, fully drained and cleaned hot tub.
10. July 8, SL231 owner trapped in Unit overnight as door wouldn't open from inside or outside. Locksmith replaced door handle. Keep Resident Manager and Maintenance Manager numbers handy to summon help for rare, but serious problems like this.
11. July 12, noticed light on in SL225 car on walk around, and advised the owner.
12. July 14, 21, partially drained and cleaned hot tub.
13. July 15, called to SL248 by Owner to turn water off from 0830-1000 hrs on July 18th. Owner to alert neighbours that they will also be without water.
14. July 16, Signal-Link device error at SL251. Replaced by MirCom.
15. July 17, weekend call out to SL192 as flooring from renovation being thrown onto lawn from patio. Advised contractor that all materials need to go in and out through doors, and that the noise from throwing flooring was disturbing night shift neighbours.
16. July 18, Orkin attended SL190 to rid the patio area of wasps.
17. July 18, adjusted closing mechanism on main lobby entry door.
18. July 18, turned off water to SL248 and neighbours. Service was restored at 10 A.M.
19. July 20, Kimco replaced make-up air combustion chamber.
20. July 21, call from SL238 reporting wet ceiling in bathroom. Contacted SL262 above SL238 to advise of leak, and suggested that Owner consult a plumber to diagnose.
21. July 21, monthly HVAC inspection on roof including swamp coolers.
22. July 21, received a late evening text from SL258. Advised Owner that non-emergency contacts with the Maintenance Manager should be made only from 8 A.M to 5 P.M. Monday to Friday to allow for private time off.
23. July 22, shut off water so SL262 plumber could investigate leak affecting SL238. Knight Plumbing reported the SL262 bathtub drain was leaking, and is now repaired.
24. July 22, cleaned main entry soffit of spider webs.
25. July 26, fire alarm sounded and then shut off quickly. Fire Dept. Responded. No fire. MirCom called and main fire panel was replaced, as alarm should *never* cancel itself.
26. July 26, adjusted fire door near SL244 as residents complained it is very hard to open.

KLO BUILDING

1. July 1, leak discovered in electrical room. Checked with 2nd and 3rd floor overhead units, and no sign of leak. Former Maintenance Manager says moisture on the electrical room ceiling is humidity 'sweat' and is of little concern. Humidifier is now in use.
2. July 4, Evergreen Irrigation installed new irrigation time controller.
3. July 7, lubricated the exercise equipment.
4. July 8, 15, 27 cleaned up pine straw and pinecones around dumpsters.
5. July 10, found a bedroom window screen in flowerbed. If missing one, call me?
6. July 12, fixed loose carpet at south wing exit door.
7. July 19, responded to new SL116 owner regarding wasp problem. Owner stated wasps were gathering by the hundreds outside her glassed-in deck.
8. July 20, acted as doorman for ambulance and fire crews attending medical emergency.
9. July 20, Kimco replaced make up air combustion chamber. Drywall in access hatch was damaged by Tech, so advised Kimco to have it repaired.
10. July 21, Orkin dealt with wasp issue near SL116.
11. July 22, SL127 concerned about inefficient flowerbed watering. Met with Asahi to ask them to reset irrigation to address this concern mindful that they must follow City water restrictions on behalf of Strata.
12. July 25, monthly inspection of roof top HVAC units.
13. July 27, Orkin called to service a wasp issue at SL127.

RICHTER BUILDING

1. July 2, SL34 reported water coming through bathroom fan. Went to SL58 and visitor reported that shower water had spilled due to curtain issue. Advised SL58 to be cautious, and recommended getting silicone/grout tub to floor sealant checked to avoid recurrence.
2. July 2, 12, 18, 25 swept leaf litter from front entrance and sidewalks.
3. July 7, 22, 29 partially drained and cleaned hot tub.
4. July 6, cleaned garbage bin enclosure.
5. July 7, SL77 concerned about loud noise and vibrations coming from Boiler Room. Had service tech come and reset boilers. Advised that Kimco troubleshooting team will be here Friday to view her Unit.
6. July 8, SL77 Owner was a no-show for appointment. Tech's left without being able to accurately assess owner concerns, however, they did discover a loud hum coming from fire door magnet. Once door was pulled off magnet base and then put back on base, noise went away? Advise Maintenance Manager to reset fire doors if a loud hum is noticed.
7. July 8, report of wet carpet in 3rd floor south wing revealed pinhole leak in recirculating line. Repaired by Ace Plumbing. Hole in ceiling has been left open to air out enclosed ceiling dampness from this leak and from high humidity due to hot damp July weather.
8. July 9, fielded calls about high water pressure in several Units in complex. Turned down City to building water pressure, but it kept creeping up. Called Ace Plumbing.
9. July 10, ongoing high pressures not responding to manual set screw adjustment.
10. July 11, Ace Plumbing installed new pressure reducing valve, and solved pressure spikes.

11. July 11, no hot water in building. Switched to Boiler B and problem resolved. Called Kimco to check Boiler A motor function due to leaks and no hot water provided.
12. July 10, hornet nest high above west parking lot is not an issue according to City gardener. These are aphid eaters helping our roses, and will not be drawn to any balcony barbeque grease, etc. They are also high in a tree away from children and our traffic.
13. July 10, Telus advised that their electrical room lockbox is broken.
14. July 11, SL77 said the vibration and noise is worse. Service Tech came to work on boilers and found bearing is damaged in Boiler B. Sent for rebuild. Using Boiler A only.
15. July 11, Ace Plumbing called to quote on replacing old copper pipe in 3rd floor south wing due to ongoing pinhole leaks. Recommended recirculating line pump be set to Low to reduce pressure erosion and lessen likelihood of future pinholes.
16. July 12, Kimco replaced Boiler B motor and installed damping under support posts.
17. July 15, cleaned 3 carpet stains between SL9 and SL13 in hallway.
18. July 15, completely drained and cleaned hot tub.
19. July 15, lubricated the exercise equipment.
20. July 16, received supposedly an Emergency voicemail from a Telus installer. Directed him to acquire lockbox key from his company as this is not a Maintenance Manager job.
21. July 21, 5 new stains between SL9 and SL13 in hallway. Advised Resident Manager.
22. July 21, monthly inspection of HVAC units.
23. July 22, Kimco removed Boiler A motor.
24. July 22, Ace plumber found SL91 bathtub drain fault from builder, and needed to cut ceiling in SL67 to repair SL91 tub.
25. July 25, Kimco re-installed rebuilt Boiler A motor, which immediately leaked and was also as noisy as before the repair. Taken away to get fixed.
26. July 25, monthly inspection of roof top HVAC units and swamp coolers.
27. July 27, drywall repair in SL67 with texture coat to be applied next week.
28. July 28, complete drain and clean of hot tub.
29. July 29, a resident and then a Telus installer became insistent on getting electrical door opened as the Telus lockbox is broken. Advised to contact Telus, as this is their issue, not a Maintenance Manager or Resident Manager duty.
30. July 30, witnessed water being swept over SL70 balcony. Advised Resident Manager.

Planning Note:

Work in your Unit that requires the water to be shut off must be scheduled to insure that Maintenance Manager is available prior to the shut off. It is also the Owner's responsibility to consult with their neighbours to minimize the disruption to them of having water turned off.

July 2016 STRATA KAS896 MAINTENANCE REPORT

Maintenance Manager Brian @ 250-801-6046 or kas896brian@gmail.com

A GENERAL CONCERN

Take moving boxes, unwanted furniture, old carpet, etc. to the landfill or call disposal company for pick up. Don't leave near or inside garbage bins, or cluttering up lobbies. Both 1-800-Got-Junk and Mitten & Sons offer disposal service.

GROUND MAINTENANCE – by ASAHI

1. Mowed lawns on July 9, 14, 21, 28.
2. Repaired irrigation line on July 5, 23.
3. Tree and hedge trimming on July 22.
4. July 21, contacted contractor about timely shaping of ornamentals, and to adjust watering to later in the morning to minimize sleep disruptions.

PARKING LOT

1. Picked up dog feces between Richter & Casorso Building three times.
2. Cleaned up paper and other litter including many, many cigarette butts, which are potential fire starters as dry leaves blow around regularly forming flammable piles.

POOL

1. July 5, drain cover broken. Main drain closed during pool hours until diver can replace it. It poses no hazard while closed, but repair is costly, as salt-water buoyancy requires a diver to repair. Please do not jump or allow others to jump into pool near drain covers.
2. July 8, ballast rocks in skimmer baskets were removed. Do not allow children or others to open skimmer wells. These are only to be opened by the Maintenance Manager.
3. July 22, Valley Pool installed new drain covers.
4. Daily vacuuming of pool bottom followed by surface skimming.
5. Twice weekly, cleaned bathtub-ring in pool from sunscreen and lotions.
6. Twice daily chemical tests to ensure we meet all Interior Health standards.
7. Deck spot-washed or hosed down as needed to remove bird 'stains', etc.
8. Twice, cut back the poolside greenery to keep leaves, etc. out of the pool.
9. Scrubbed pool deck railing to remove mildew, dirt, etc.
10. Closed pool during storms in our area on July 9, 18 & 19.

CASORSO BUILDING

1. July 1, called by SL179 to report sauna not heating. Reset sauna. It shuts off when room gets overly hot. Simply push small reset button near sauna bottom to restart.
2. July 2, replaced broken shower tap in Guest Suite.
3. July 4, contacted SL198, SL222, SL246 to check on drain function as SL177 has ongoing drain problems in laundry.
4. July 4, Signal-Link device error at panel for SL251. Advised MirCom to correct.
5. July 5, Ace Plumbing augered out the clog in main drainage stack for 4 strata lots.

6. July 6, cleaned garbage bin enclosure.
7. July 7, SL198 called about plugged drain in laundry. Advised to hire a plumber as Strata checked with Acc plumber who did common stack, and he assured Strata that the SL198 issue is not related to the main stack cleaning ... it is just a coincidence.
8. July 7, lubricated the exercise equipment.
9. July 7, 29, fully drained and cleaned hot tub.
10. July 8, SL231 owner trapped in Unit overnight, as door wouldn't open from inside or outside. Locksmith replaced door handle. Keep Resident Manager and Maintenance Manager numbers handy to summon help for rare, but serious problems like this.
11. July 12, noticed light on in SL225 car on walk around, and advised the owner.
12. July 14, 21, partially drained and cleaned hot tub.
13. July 16, Signal-Link device error at SL251. Replaced by MirCom.
14. July 17, weekend call out to SL192 as flooring being thrown onto lawn from patio. Advised that all materials go in and out through main doors, and keep noise down.
15. July 18, Orkin attended SL190 to rid the patio area of wasps.
16. July 18, adjusted closing mechanism on main lobby entry door.
17. July 18, turned off water to SL248 and neighbours for 2 hours.
18. July 20, Kimco replaced make-up air combustion chamber.
19. July 21, call from SL238 reporting wet ceiling in bathroom. Contacted SL262 above SL238 to advise of leak, and suggested that Owner consult a plumber to diagnose.
20. July 21, monthly HVAC inspection on roof including swamp coolers.
21. July 21, received late evening text from SL258. Advised that non-emergency contact with Maintenance Manager be made from 8 A.M to 5 P.M. Monday to Friday.
22. July 22, shut off water, so SL262 plumber could investigate leak into SL238. Knight Plumbing reported that the SL262 bathtub drain was leaking, and is now repaired.
23. July 22, cleaned main entry soffit of spider webs.
24. July 26, fire alarm sounded and then shut off quickly. Fire Dept. Responded. No fire. MirCom called and main fire panel was replaced, as alarm should *never* cancel itself.
25. July 26, adjusted fire door near SL244 as residents complained it is very hard to open.

KLO BUILDING

1. July 1, leak discovered in electrical room. Checked overhead units. No leaks. Former Manager says moisture is humidity 'sweat', and of little concern. Humidifier is in use.
2. July 4, Evergreen Irrigation installed new irrigation time controller.
3. July 7, lubricated the exercise equipment.
4. July 8, 15, 27 cleaned up pine straw and pinecones around dumpsters.
5. July 10, found window screen in flowerbed. If missing one, call me?
6. July 12, fixed loose carpet at south wing exit door.
7. July 19, responded to SL116 owner regarding wasp problem.
8. July 20, doorman for ambulance & fire crews attending medical emergency.
9. July 20, Kimco replaced make up air combustion chamber. Drywall in access hatch damaged by Tech, so advised Kimco to have it repaired.
10. July 21, Orkin dealt with wasp issue near SL116 and SL127.
11. July 22, SL127 concerned about inefficient watering. Met with Asahi to ask them to resel irrigation to address this, while mindful that they must follow all City water restrictions.
12. July 25, monthly inspection of roof top HVAC units.

RICHTER BUILDING

1. July 2, SL34 reported water coming through bathroom fan. SL58 visitor above reported that water had spilled due to shower curtain issue. Advised SL58 to be cautious, and recommended getting silicone/grout tub to floor sealant checked to avoid recurrence.
2. July 2, 12, 18, 25 swept leaf litter from front entrance and sidewalks.
3. July 7, 22, 29 partially drained and cleaned hot tub.
4. July 6, cleaned garbage bin enclosure.
5. July 7, SL77 concerned about noise and vibrations from Boiler Room. Had service tech reset boilers. Kimco troubleshooters will come Friday to view this Owner's Unit.
6. July 8, SL77 Owner was no-show for appointment. Tech's left without assessing owner concerns, but discovered a hum in fire door magnet. If door pulled off magnet and put back, noise went away? Advised Maintenance Mgr. to reset fire doors if hum is noticed.
7. July 8, report of wet carpet in 3rd floor south wing revealed pinhole leak in recirculating line. Repaired. Ceiling drywall hole has been left open to air out ceiling dampness.
8. July 9, fielded calls about high water pressure in several Units. Called Ace Plumbing.
9. July 11, Ace Plumbing installed new pressure reducing valve, and solved pressure spikes.
10. July 11, no hot water in building. Switched to Boiler B and problem resolved. Called Kimco to check Boiler A due to leaks and no hot water.
11. July 10, hornet nest high above west parking lot is a non-issue according to City. These aphid eaters help our roses, and are not drawn to balcony barbecue grease, etc.
12. July 10, Telus advised that their electrical room lockbox is broken.
13. July 11, SL77 stated vibration and noise is worse. Service Tech came to work on boilers and found damaged bearing in Boiler B. Sent for rebuild. Switched to Boiler A.
14. July 11, Ace Plumbing to quote on replacing old pipe in 3rd floor south wing due to ongoing leaks. Recommended recirculating pump to be set to Low. Done.
15. July 12, Kimco replaced Boiler B motor and installed support post damping.
16. July 15, cleaned 3 carpet stains between SL9 and SL13 in hallway.
17. July 15, completely drained and cleaned hot tub.
18. July 15, lubricated the exercise equipment.
19. July 16, received supposedly an Emergency voicemail from Telus installer. Directed him to acquire lockbox key from his company, as this is not a Maintenance Manager job.
20. July 21, 5 new stains between SL9 and SL13 in hallway. Advised Resident Manager.
21. July 21, monthly inspection of HVAC units.
22. July 22, Kimco removed Boiler A motor.
23. July 22, Ace plumber found SL91 bathtub drain fault from builder, and needed to cut ceiling in SL67 to repair SL91 tub.
24. July 25, Kimco re-installed rebuilt Boiler A motor, which immediately leaked and was also as noisy as before the repair. Taken away to get fixed.
25. July 25, monthly inspection of roof top HVAC units and swamp coolers.
26. July 27, drywall repair in SL67 with texture coat to be applied next week.
27. July 28, complete drain and clean of hot tub.
28. July 29, a resident and then a Telus installer became insistent on getting electrical door opened as Telus lockbox is broken. Advised to contact Telus, as this is their issue, not a Maintenance Manager or Resident Manager duty.
29. July 30, witnessed water being swept over SL70 balcony. Advised Resident Manager.



CREEKSIDE VILLAS
STRATA PLAN KAS 896
STRATA COUNCIL MEETING MINUTES
FRIDAY, OCTOBER 21, 2016, 1:00 PM

COUNCIL PRESENT:

Leslie Kendall
President
Martyn Topham
Vice President
Donna Dumont
Treasurer
Frank Perna
Council Member
Eric Mueller
Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 778-760-1207
Diane Kneller, Resident Manager.

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 1:00 p.m.
Diane, Resident Manager gave a verbal report to Council on residential issues.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:
MOVED/SECONDED
To adopt the Minutes of the Council Meeting held on August 25, 2016, as previously circulated.
CARRIED

3) FINANCIALS

a) **Approval of Financial Statements**
It was:
MOVED/SECONDED
To approve the Financial Statements from September 2016, as presented.
CARRIED

b) Repairs and Maintenance Report

Council has requested a copy of the repairs and maintenance G/L for year to date.

c) CRF Investment

Council and Management talked about moving some of the funds from the Contingency Reserve Funds into Investments. Council would like to wait until the Strata's year end before making a decision.

4) REPORTS

a) Resident Manager Report

It was:
MOVED/SECONDED



To approve the Resident Manager Report as presented. See attached.
CARRIED

5) **UNFINISHED BUSINESS**

- a) **Rental Status**
Fines levied for contravention of the Rental Restriction Bylaws in September and October 2016 are as follows:
SL145
The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.

b) **Rental Waiting List**

There are currently 28 units on the waiting list.

6) **CORRESPONDENCE**

- a) **SL 193**
A letter was received by council from the owner requesting a change to the 15 minute parking stall as vehicles using the spot are doing damage to the assigned parking stall next to the 15 minute stall. Council will be obtaining quotes to put some type of protection in the stall for the adjacent stall.

b) **SL 139 Alteration Agreement**

It was:

MOVED/SECOND

CARRIED

c) **SL 42 Alteration Agreement**

It was:

MOVED/SECOND

To approve the installation of new carpet in bedroom and laminate flooring in the main area.

CARRIED

7) **NEW BUSINESS**

a) **Hot Tub in KLO Building**

The hot tub in the KLO Building had to be shut down because it was leaking. Council is obtaining quotes to repair/replace the hot tub in this building. For security reasons keys cannot be issued to other buildings for the use of hot tubs. Council is sorry for any inconvenience this may cause to the residents. Due to the high costs to repair or replace the tub, the funds will have to be taken from the Contingency Fund which will be voted on by the owners at the next Annual General Meeting.

b) **Ground Maintenance Contract 2017**

It was:

MOVED/SECOND

To approve the Ground Maintenance contract for 2017 with Asahi Contracting Ltd.
CARRIED



c) Replacement Motor on HVAC System

It was:

MOVED/SECOND

To approve the replacement of the motor on the HVAC system.

CARRIED

d) SL 184 Door Replacement

Council has asked that a letter be sent to SL 184 stating that if the unit door is not replaced by November 15, 2016 council will replace the door and charge the costs to the unit.

e) Janitorial Contract

Council has requested that management obtain quotes for the janitorial maintenance of the buildings. The current contract ends in December, 2016.

f) Broken Sprinkler head

The broken sprinkler head has been repaired outside SL 5.

g) Smoking Within 3 Meters Of The Buildings

The bylaws state no smoking within 3 meters of a building. Council will be installing signs on the outside of the buildings warning residents of the bylaw.

h) SL 1 Water Damage

SL 1 has reported water in the unit. Hydraclean has been called in to assess the situation.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:25 pm.

The next Council Meeting will be held on Monday, November 21 at 1 p.m. Richter Building

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

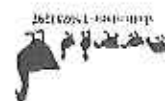
Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order.



AUGUST 2016



MOVES

RICHTER	1-OUT	
CASORSO	2-IN	1-OUT
KLO	4-IN	-

GUEST SUITES

RICHTER	17 - NIGHTS	
CASORSO	20 NIGHTS	
KLO	23 NIGHTS	

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
4 - 15 MIN	2 - 15 MIN	8 - 15 MIN
6 - BACK IN	1 - BACK IN	2 - BACK IN
- TOWED VISITOR DAY PARKING		- HANDICAPPED
6 - FINAL WARNING		
RESIDENT PARKING IN CENTRE		
QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.		

CENTRE VISITOR PARKING *****NO OVERNIGHT AT ALL..... THIS IS
 FOR VISITORS ONLY AND HOURS ARE 7 AM TO 11 PM... THERE ARE 2
 SIGNS THERE THAT STATE THAT RESIDENTS YOU ARE NOT ALLOWED TO
 PARK THERE AT ANY TIME, YOU WILL BE TOWED.
 YOUR ANIMALS ARE TO BE ON LEASHES WHEN ON OUR PROPERTY... OUR HALLWAYS HAVE A LOT OF PET SPOTS. WE
 DO HAVE A BYLAW TO CARRY YOUR PETS OFF OUR PROPERTY TO DO THEIR BUSINESS... THAT WILL HAVE TO BE
 ENFORCED IF THIS CONTINUES... YOU MUST CLEAN UP AFTER YOUR PETS... ITS NOT THE MANAGERS JOB.
 I HOPE EVERYONE HAD A WONDERFUL THANKSGIVING AND GOT STUFFED. OUR NEXT BIG EVENT IS HALLOWEEN
 FOR OUR LITTLE GHOSTS AND PUMPKINS.IT IS A EXCTING DAY FOR THEM AND BEING YOUNG SOME START OUT
 EARLY.

BEEFS AND BOUQUETS

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.		
RICHTER	CASORSO	KLO
1- 15 MIN	2 - 15 MIN	2 - 15 MIN
3 - BACK IN	1 - BACK IN	4 - BACK IN
1 - TOWED VISITOR DAY PARKING	3 - ASSIGNED PARKING	1 - HANDICAPPED
10 - FINAL WARNING RESIDENT PARKING IN CENTRE		

PARKING LOT VIOLATIONS

RICHTER	6 - NIGHTS
CASORSO	5 - NIGHTS
KLO	11 NIGHTS

RICHTER	- IN	- OUT
CASORSO	3 - IN	- OUT
KLO	- IN	- OUT

GUEST SUITES

MOVES



THERE IS A BYLAW ON THE SPEED LIMIT ON OUR COMPLEX... YES THERE
SURE IS. THE MANAGERS WILL BE INFORMING IT. IT WILL GET YOU A
INFRACTION. 10K**** SLOW DOWN EVERYONE****

WE HAVE HAD A LOT OF CHANGES OVER THE SUMMER. OUR NEIGHBOURS / FRIENDS HAVE MOVED ON AND WE
HAVE NEW NEIGHBOURS AND FRIENDS MOVING IN. WELCOME TO ALL NEW OWNERS AND FAMILY. YOU CAN
CONTACT MYSELF DIANE RESIDENT MANAGER OR BRIAN MAINTENANCE MANAGER IF YOU HAVE ANY QUESTIONS
OR PROBLEMS. OUR NUMBERS AND HOURS ARE POSTED ON OUR BULLETIN BOARD BY FRONT DOOR
ALL MOVES IN OR OUT OF CONTENTS IN YOUR CONDO MUST BE SET UP WITH RESIDENT MANAGER. WE DO NOT
WANT THE ALARMS GOING OFF. AT NO TIME EVER CAN YOU USE YOUR BALCONY AS A DOOR FOR GOING IN AND
OUT OR MOVING THINGS IN AND OUT. ITS A STRATA RULE. END RESULT IT WILL BE A STRATA FINE.

PLEASE ANY QUESTIONS CALL ME... 778-215-2240





**CREEKSIDE VILLAS
STRATA PLAN KAS 896
STRATA COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 21, 2016, 1:00 PM**

COUNCIL PRESENT:

Leslie Kendall
President
Marlyn Topham
Vice President
Donna Dumont
Treasurer
Frank Perna
Council Member
Eric Mueller
Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 778-760-1207

1)

CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 1:05 p.m.

2)

ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on October 21, 2016, as previously

CARRIED

3)

FINANCIALS

a) **Approval of Financial Statements**

It was:

MOVED/SECONDED

To approve the Financial Statements from October 2016, as presented.

CARRIED

b)

Repairs and Maintenance Report

Council has requested a copy of the repairs and maintenance G/L for year to date.

c)

Arrears

Management and Council reviewed the accounts receivable list and management was instructed to send letters to the following: SL 243 for outstanding strata fees and a warning letter to lien will be issued to SL 184 and SL 076 for outstanding strata fees.

4)

REPORTS

a) **Resident Manager Report**

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

www.okstrata.com

201 1475 Ellis Street
Kelowna, BC V1Y 2A3

Ph: 250-868-9383 Fx: 250-861-4586 Email: info@okstrata.com



5) UNFINISHED BUSINESS

- a) **Rental Status**
Fines levied for contravention of the Rental Restriction Bylaws in November 2016 are as follows:
SL145.
The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.
b) **Rental Waiting List**
There are currently 27 units on the waiting list.
SL 181 was sent a letter with permission to rent.

6) CORRESPONDENCE

- a) **SL 187**
A letter was received by council from the owner inquiring about owners parking stored vehicles in permit parking spots.
Council has investigated the vehicles in question and the vehicles have insurance registered year round even though the vehicles may not be driven year round.
b) **SL 113**
Letter was received by council requesting the tree by parking stall 63 be removed.
It was:
MOVED/SECONDED
To approve the removal of the tree by parking stall 63. Council will contact Cody's Tree Service to remove the tree.
CARRIED
c) **SL 005**
Council received a letter from SL 005 requesting that council repay the unit owner for the personal deductible charged by the insurance company, for repairs to the unit which occurred from a broken sprinkler head. Council has denied this request as it below the \$15,000.00 strata insurance deductible.

7) NEW BUSINESS

- a) **Hot Tub in KLO Building**
The hot tub in the KLO Building had to be shut down because it was leaking. Council is obtaining quotes to repair/replace the hot tub in this building. For security reasons keys cannot be issued to other buildings for the use of hot tubs. Council is sorry for any inconvenience this may cause to the residents. Due to the high costs to repair or replace the tub, the funds will have to be taken from the Contingency Fund which will be voted on by the owners at the next Annual General Meeting.
b) **Damaged Door Replacement SL 184**
Council has sent the unit owner a letter requesting that the owner replace the damaged unit door. The owner has informed council that the door is on order. Council has given the unit until December 31, 2016 to have the door replaced. If the door is not replaced by the unit owner by that date, council will have the door replaced and the costs of changing the door, charged back to the unit.
c) **Income Tax Filing**
All Strata Corporations must file an annual income tax return.



It was:
MOVED/SECOND
To approve the cost of \$250.00 plus GST for Okanagan Strata Management to file the annual income tax return.
CARRIED

- d) **Janitorial Contract**
The janitorial contract is ending. Council has received 6 quotes for janitorial services. Council will be interviewing the companies and making a decision on which company they will award the contract to by November 30, 2016.

- e) **Maintenance Manager**
Council has hired a new Maintenance Manager, Aaron Gretchen who will be starting December 1, 2016.

- f) **Water Seepage SL 001**
Council received an email from SL 001 stating there was moisture in the unit. Council called Hydraclean to inspect the inside of the unit for moisture. Moisture was detected and Hydraclean has been contacted to investigate the cause of moisture issue and submit a quote for repairs.

No Live Christmas Trees
The residents are reminded that **NO** live Christmas Trees are allowed in the Units or Building

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 4:25 pm.

The next Council Meeting will be held on December 20, 2016 at 1 p.m. Richter Building

Submitted by:
OKANAGAN STRATA MANAGEMENT LTD.
Norma Kennedy, Strata Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3
Tel: 250-868-3383 / Fax: 250-861-4586
Email: nkennedy@okstrata.com
Website: www.okstrata.com

Maintenance Emergency #: 1-877-797-0010



OCTOBER 2016

MOVES

RICHTER	- IN	- OUT
CASORSO	1 - IN	1 - OUT
KLO	2 - IN	1 - OUT

GUEST SUITS

RICHTER	8 -- NIGHTS
CASORSO	5 - NIGHTS
KLO	11 NIGHTS

PARKING LOT VIOLATIONS

RICHTER	2- 15 MIN	CASORSO	2 - 15 MIN	KLO	3 - 15 MIN
2 - BACK IN	1 - BACK IN	2 - BACK IN	2 - BACK IN	1 - HANDICAPPED	
- TOWED VISITOR DAY PARKING	2 - ASSIGNED PARKING				
4 - FINAL WARNING					
RESIDENT PARKING IN CENTRE					

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.

BEEFS AND BOUQUETS

CENTRE VISITOR PARKING *****NO OVERNIGHT AT ALL..... THIS IS FOR VISITORS ONLY AND HOURS ARE 7 AM TO 11 PM.. THERE ARE 2 SIGNS THERE THAT STATE THAT, RESIDENTS YOU ARE NOT ALLOWED TO PARK THERE.

WATCH YOUR SPEED LIMIT, ITS 10 K PER HOUR IN PARKING LOT, WE SEE LOTS DISOBEYING THE SPEED LIMIT STILL

ALL MOVES IN OR OUT OF CONTENTS IN YOUR CONDO MUST BE SET UP WITH RESIDENT MANAGER, WE DO NOT WANT THE ALARMS GOING OFF, AT NO TIME, EVER CAN YOU USE YOUR BALCONY AS A DOOR FOR GOING IN AND OUT OR MOVING THINGS IN AND OUT, ITS A STRATA RULE, RESULT IT WILL BE A STRATA FINE

ALL MOVES MUST BE BOOKED IN ADVANCE

PLEASE ANY QUESTIONS CALL ME.... 778-215-2240

CHRISTMAS IS COMING

REMEMBER WE ARE NOT ALLOWED LIVE
CHRISTMAS TREES AT ALL

ANOTHER REMINDER

PLEASE DO NOT THROW YOUR FURNITURE
AND MATTRESS IN OUR GARBAGE BINS.
THEY MUST BE TAKEN AWAY BY YOU. THIS
IS AN ON GOING ISSUE.

THERE ARE DATES POSTED ON YOUR BULLETIN BOARD STATING WHEN BIG BROTHERS COMES TO COLLECT
UNWANTED THINGS. THEY CAN ONLY BE BROUGHT DOWN THE EVENING BEFORE PICK UP DAY. NOT BEFORE IT
MAKES IT REALLY HARD FOR THE CLEANERS WHEN THERE IS STUFF PILING UP.

DATES ARE ALWAYS POSTED ON YOUR BULLETIN BOARD



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 20, 2016, 1:00 PM

COUNCIL PRESENT:

Leslie Kendall
Martyn Topham
Donna Dumont
Frank Perna
Eric Mueller

President
Vice President
Treasurer
Council Member
Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 778-760-1207

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 1:00 p.m.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on November 21, 2016, as previously circulated.

CARRIED

3) FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements from November 2016, as presented.

CARRIED

It was:

MOVED/SECONDED

To approve any leftover funds from the approved contingency fund expenditures in the 2015/2016 budget, be returned to the contingency fund, with the exception of the guest suite allocation.

CARRIED

4) REPORTS

a) Resident Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

5) **UNFINISHED BUSINESS**

a) **Rental Status**

Fines levied for contravention of the Rental Restriction Bylaws in November 2016 are as follows:

SL 145.

The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.

b) **Rental Waiting List**

There are currently 30 units on the waiting list.

6) **CORRESPONDENCE**

a) **Alteration Agreement SL 189**

Approval was given by council for replacing flooring, counter tops and cabinets.

b) **Alteration Agreement SL 65**

Approval was given by council to replace base board heater in livingroom.

c) **Alteration Agreement SL 139**

Approval was given by council to replace flooring in unit.

d) **Alteration Agreement SL 164**

Approval was given by council for bath tub replacement and flooring.

e) **Alteration Agreement SL 176**

Approval was given by council for flooring replacement.

f) **Alteration Agreement SL 34**

Approval was given by council for toilet, vanities and bathroom floor replacement.

7) **NEW BUSINESS**

a) **Hot Tub in KLO Building**

Council will be adding this item to the Annual General Meeting Notice for the owners to vote on the replacement of the hot tub.

b) **Damaged Door Replacement SL 184**

The unit door has now been replaced by the owner.

c) **Janitorial Contract**

Council asked Okanagan Strata Management to tender quotes for the janitorial services of the complex. 3 quotes were received by council.

It was:

MOVED/SECOND

To approve the janitorial contract with Okanagan Cleaning Services. The contract begins January 1, 2017

CARRIED

d) **Window and Gutter Cleaning**

Council has received quotes for window and gutter cleaning in 2017.

It was:

MOVED/SECOND

To approve the quote from Sun Valley Window Cleaners in the amount of \$8,006.25

CARRIED

e) **3 Year Up Date on Depreciation Report**

The 3 year up date for the depreciation report is now due. Ingleside will be doing a tour of the building and grounds and supplying council with an updated report. This report will be available to owners once completed.

f) **Renewal of Strata Insurance**

The deductibles for Water and Sewer damage have been increased by the insurance company because of the large number of damage claims in 2016.

Attached to the minutes is a copy of the new strata deductibles for 2017. Please make sure you are insured with your own insurance company for the increase in deductibles

Contact Information for Owners
Residential Manager – Dianne Kneller 778-215-2240
Maintenance Manager – Aaron Gretchen 250 – 300-6332

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:05 pm.

The next Council Meeting will be held on January 25, 2017 at noon at OSM Boardroom

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com Maintenance Emergency #: 1-877-797-0010



NOVEMBER 2016



MOVES

RICHTER	- IN	- OUT
CASORSO	- IN	- OUT
KLO	3 - IN	- OUT

GUEST SUITES

RICHTER	2 -- NIGHTS
CASORSO	2 - NIGHTS
KLO	3 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
3- 15 MIN	2 - 15 MIN	3 - 15 MIN
1- BACK IN	1 - BACK IN	2 - BACK IN
4 -ASSIGNED PARKING 7 - WARNING RESIDENT PARKING IN CENTRE	- ASSIGNED PARKING	1 - HANDICAPPED 2 - ASSIGNED PARKING

QUIET HOURS are from 11:00 p.m. to 7:00 a.m. Excessive noise at any time is not permitted.

BEEFS AND BOUQUETS

CENTRE VISITOR PARKING ***NO OVERNIGHT AT ALL..... THIS IS FOR VISITORS ONLY AND HOURS ARE 7 AM TO 11 PM...**

RESIDENTS YOU ARE STILL PARKING IN THE CENTRE PARKING **PLEASE STOP**. ITS FOR VISITORS...TOWING BILL IS COSTLY.

WE HAVE HAD A PROBLEM WITH GUEST PARKING IN ASSIGNED STALLS. IT IS YOUR RESPONSIBILITY AS A OWNER/RENTER TO MAKE SURE YOUR GUEST/WORKERS ARE PARKED IN VISITOR PARKING WITH A PARKING PASS IN WINDOW PLEASE DO NOT PARK IN SOMEONES STALL. FOLLOW STRATA RULES.

ALL MOVES IN OR OUT OF CONTENTS IN YOUR CONDO MUST BE SET UP WITH RESIDENT MANAGER IN ADVANCE OF MOVE. ALL MOVES MUST BE IN AND OUT OF FRONT DOORS ONLY, **NOT SIDE DOOR**. THE DOORS ARE BEING HELD OPEN AND THE ALARMS ARE BEING SET OFF AT THE SECURITY LEVEL. YOU ONLY HAVE 45 SECONDS TO HOLD DOOR OPEN, PLEASE FOLLOW SIGNS POSTED ON DOOR OR COUNCIL BULLETIN BOARD..

PLEASE ANY QUESTIONS CALL ME....778-215-2240

We have a new member on board. Our new Maintenance Manager is Aaron Gretchen. When you see him in your passing stop and say hello so he gets to know all his neighbours.

His work number and hours are posted on the bulletin board. Feel free to call him if you have any questions

Aaron can be reached at 250-300-6332

WITH ALL THIS SNOW, PLEASE BE CAREFUL IN OUR PARKING LOTS AS THERE ARE SNOW PILES .. WE'LL NEED I SAY MORE .. OUR LITTLE KIDDIES LOVE TO PLAY ON HILLS

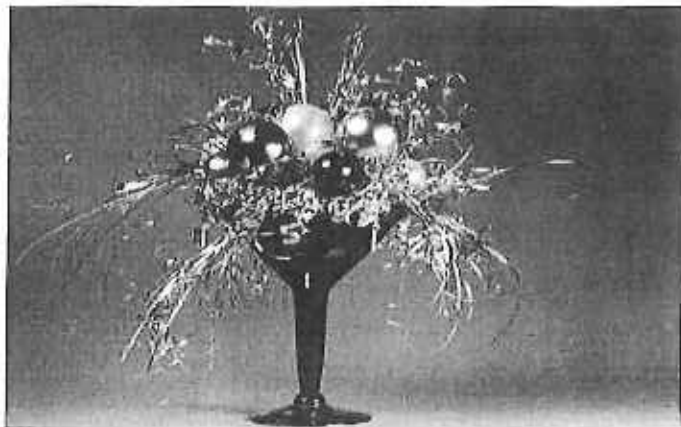
I WOULD ALSO LIKE TO GIVE A HUGE SHOUT OUT TO BOB FOR HELPING US SHOVEL THE OTHER DAY TO KEEP OUR SIDEWALKS CLEAN. IT'S A BIG JOB WHEN THERE IS ONLY ONE SHOVELING AND SNOW IS STILL FALLING..SENDING YOU BIG GLASS OF RUM AND EGGNOG BOB FOR PITCHING IN

WELL BY THE TIME YOU GET TO READ THIS CHRISTMAS WILL BE OVER BUT I HOPE EVERYONE HAD A WONDERFUL CHRISTMAS WITH FAMILY AND FRIENDS AND ARE LOOKING FORWARD TO THE GREAT NEW YEAR

HAPPY NEW YEAR

BEST IN 2017

DIANE RESIDENT MANAGER





STRATA PROTECT

BFL CANADA Insurance Services Inc.
108-347 Leam Avenue
Kelowna, British Columbia V1Y 8C7
Tel: 778-313-2000
Fax: 236-420-0002
Toll Free: 1-866-669-9602

STRATA PROTECT INSURANCE RENEWAL PROPOSAL		
Named Insured:	The Owners, Strata Plan KAS196, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Property Manager:	Okanagan Strata Management Ltd.	
Policy Period:	December 31, 2016 to December 31, 2017	
Project Name:	CREEKSIDE VILLAS	
Insured Location(s):	3163 Richter Street, Kelowna, BC V1W 3R4, 769 KLO Road, Kelowna, BC V1Y 9L9, 3160 Casorso Road, Kelowna, BC V1W 3L7	
INSURING AGREEMENT	DEDUCTIBLE	POLICY LIMIT
PROPERTY (Appraisal Date: March 31, 2016)		
All Property, Blanket By-Laws:		\$42,981,000
130% Extended Replacement Cost		\$55,875,300
Property Extensions:		\$5,000,000
Lock & Key	\$250	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$2,500	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate not to exceed \$ 55,875,300)	5%	
Flood (Annual Aggregate not to exceed \$ 55,875,300)	\$10,000	
Gross Rents, 100% Co-Insurance, Indemnity Period (Months): N/A	N/A	Not Covered
CASUALTY		
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
COMMERCIAL GENERAL LIABILITY		
Bodily Injury & Property Damage	\$500	\$25,000,000
Non-Owned Automobile	\$500	\$25,000,000
WARRANTY, DIRECTORS & OFFICERS LIABILITY		
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000
GLASS - (Includes Lobby Glass)		
Residential	\$250	Blanket
Commercial	\$250	
Canopy	\$1,000	
EQUIPMENT BREAKDOWN		
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$42,981,000
Extra Expense - 100% available in first month	24 Hour Waiting Period	\$250,000
Loss of Profits - Rents, Indemnity Period (Months): N/A	N/A	Not Covered
POLLUTION LIABILITY		
Each Event	\$10,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000
VOLUNTEER ACCIDENT		
Maximum Limit of Loss	See Policy Wording	\$1,000,000
LEGAL EXPENSES		
Each Event	Nil	\$1,000,000
Annual Aggregate:		\$5,000,000
TELEPHONE		
Per Occurrence:	\$1,000	\$350,000
Annual Aggregate:		\$350,000
TOTAL PREMIUM PAYABLE		\$62,087.00

This is a generalized summary of proposed coverages. In all cases the terms and conditions of the policy in effect are the determining documents.



CREEKSIDE VILLAS STRATA PLAN KAS 896

**STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 25, 2017 12:00
PM AT OSM BOARDROOM**

COUNCIL PRESENT:

Leslie Kendall
Martyn Topham
Donna Dumont
Frank Perna
Eric Mueller

President
Vice President
Treasurer
Council Member
Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 778-760-1207

1) CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 12:20 p.m.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on December 19, 2016, as previously

circulated.

CARRIED

3) FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements from December 31, 2016, as presented.

CARRIED

4) REPORTS

a) Resident Manager Report

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

5) UNFINISHED BUSINESS

a) Rental Status

Fines levied for contravention of the Rental Restriction Bylaws in December 2016 are as follows:

SL 145.

The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered Bylaws of KAS896, Creekside Villas.



- b) **Rental Waiting List**
There are currently 30 units on the waiting list.

6) **CORRESPONDENCE**

- a) **Alteration Agreement Unit 103 SL 111**
Approval was given by council for alterations.
- b) **Alteration Agreement Unit 215 SL 114**
Approval was given by council for alterations.
- c) **Letter From SL 27 for Noise Complaint**
A letter was received by Council from SL 27 for noise coming from the unit above.
Council has instructed Management to send a letter to each unit.
- d) **Alteration Agreement SL 164**
An alteration request was received by council to change plumbing in the unit. Council has requested more information before a decision is made.

7) **NEW BUSINESS**

- a) **2017 Budget and Notice Package for Owners**
Council has drafted a budget for 2017 and 10 Resolutions for upgrades to the complex to be paid from the Contingency Reserve Fund which will be presented to the Owners at the Annual General Meeting scheduled for February 23, 2017.
It was:
MOVED/SECOND
To approve the budget and notice package to be presented to the Owners at the next Annual General Meeting.
CARRIED
- b) **Annual General Meeting**
The Annual General Meeting for Creekside Villas will be on February 23, 2017 at the Okanagan College, 1000 KLO Road, Kelowna, Building E, RM 103. Registration will begin at 6:30 p.m.

Contact Information for Owners
Residential Manager – Dianne Kneller 778-215-2240
Maintenance Manager – Aaron Gretchen 250 – 300-6332

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:50 p.m.

The next Council Meeting will be held on January 27, 2017 at 2:00 p.m. in the Guest Suite Richter Building

Submitted by:
OKANAGAN STRATA MANAGEMENT LTD.
Norma Kennedy, Strata Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3
Tel: 250-868-3383 / Fax: 250-861-4586 Email: nkennedy@okstrata.com Website:
www.okstrata.com **Maintenance Emergency #: 1-877-797-0010**



CREEKSIDE VILLAS STRATA PLAN KAS 896

**STRATA COUNCIL MEETING MINUTES
FRIDAY, JANUARY 27, 2017 2:00 PM AT
THE GUEST SUITE, RICHTER BUILDING**

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer
Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Strata Manager
Okanagan Strata Management Ltd.
nkennedy@okstrata.com / Phone: 778-760-1207

1) **CALL TO ORDER**

The meeting was called to order by the Council President, Leslie Kendall, at 2:00 p.m.

2) **REPORTS**

a) **Maintenance Manager Report**

It was:

MOVED/SECONDED

To approve the Resident Manager Report as presented. See attached.

CARRIED

3) **UNFINISHED BUSINESS** - None

4) **NEW BUSINESS**

a) **Janitorial**

Council had a discussion on the cleaning of the buildings. It was noted that a couple of stair wells are being missed on a regular bases. Council has asked management to contact the janitorial company with a list the Councils concerns.

b) **Cracked Window in Fitness Room at Casorso Building**

Council has asked the Maintenance Manager to obtain quotes for the replacement of the cracked window in the Casorso Building fitness room.

c) **Depreciation Report**

The 3 year update on the Depreciation Report is under way. Once the report is received and reviewed by council, it will be available for owners to obtain a copy.

d) **Hot Tubs**

Council has been made aware that people have been using shampoos and oils in the hot tubs. This causes a chemical reaction with the chemicals and the hot tubs have to be shut down, drained and filled. This process takes approximately 12 hours before the tubs can be used again. Also there is an increase in chemical costs. Council would ask that

www.okstrata.com

211-1475 Ellis Street
Kelowna, BC V1Y 2A3

Ph: 250-868-3383 Fx: 250-861-4586 Email: info@okstrata.com

owners/tenants to please refrain from using these or any products in the hot tubs.

e) **Water Seepage SL 001**

Council received an email from SL 001 in November stating there was moisture in the unit. Council called Hydraclean to inspect the inside of the unit for moisture. Moisture was detected and Hydraclean has been contacted to investigate the cause of moisture issue and submit a quote for repairs. Hydraclean has tried numerous times to contact the owner to go back into the unit to start the necessary repairs but the owner has not responded.

f) **Richter Hot Tub Tile Repairs**

The tile will be repaired in the Richter hot tub at the end of March.

Raccoons

**It has been noted that there are Raccoons in the area.
Council wishes to advise owners not to leave any food on
their balconies that may attract the animals.**

5) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:40 p. m.

A short Council Meeting will be held after the Annual General Meeting on February 23, 2017.

Submitted by:

OKANAGAN STRATA MANAGEMENT LTD.

Norma Kennedy, Strata Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: 250-868-3383 / Fax: 250-861-4586

Email: nkennedy@okstrata.com

Website: www.okstrata.com **Maintenance Emergency #: 1-877-797-0010**

DECEMBER MAINTENANCE REPORT

Dec.1,2016

Training with Frank on Daily Maintenance Duties for all buildings

Casorso building – Partial drain hot tub, checked Boiler, hot water tanks, roof, HVAC units, lights etc.

Richter building – Full Drain of hot tub, checked boiler, hot water tanks, roof, HVAC units, lights etc.

KLO building – Checked Boiler, hot water tanks, roof, HVAC units, lights, doors etc.

Dec.2,2016

Training with Frank on Daily Maintenance Duties for all buildings

Change out Ballast in KLO building on 3rd floor East Wing stairwell – Lights back working

Called Birchwater to repair ceiling on 3rd Floor in Richter building from previous work done

Called Electrician (Big Whyte Electrical) to come and fix ballast in light beside Casorso recycle bin

Dec.3,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Sweep sidewalks around KLO building – Clean up garbage and general debris

Dec.4,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Sweep sidewalks around Richter building – Clean up garbage and general debris

Dec.5,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Get quote on mattress removal – Mitten & Son and The Dump Truck disposal

Control Panel at entrance of KLO has a fault(Call Mircom) Fault diagnosed to wire grounding out

Talked to cleaners to ensure they are cleaning out the ash trays outside the buildings

Dec.6,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Attend to leak outside SL.228 Apt. 314 Casorso building – Pinhole leak in re circulating line at the elbow

Called Ace Plumbing – Turned off water and replaced elbow, turned water back on and no leak

Called Hydroclean to assess damage – Set up drying equipment and re assess after a couple days

Turn off water SL.59 Apt. 318 Richter building – Turned water back on

Mircom technician - ground fault in KLO. Turned off alarm and Fixed ground fault found in Apt. 402 (same apartment where the alarm went off on Saturday night and the building was evacuated)

Went with Frank to Valley Pool and Spa – Picked up chemicals needed and Frank introduced me to staff

Dec.7,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Dec.8,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Dec.9,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Replace Flood light outside RV parking

Install Apt. Number Signs to wall on 2nd Floor Casorso building in common area

Dec.10,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings in the morning and again in evening
Turned off water in SL.164 Apt. 402 KLO to replace tub and SL.160 Apt. 410 KLO to replace toilet seal
Dec.11,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings in the morning and again in evening
Dec.12,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all entrances and exits
Turn off water in SL.25 Apt.207 Richter to work on tub and SL.178 Apt.116 Casorso to replace shower cartridge
Big White Electrical came out to replace the ballast in outside light beside Casorso Recycle bin
Dec.13,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all entrances and exits
Dec.14,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Spread salt on walkways as well as all entrances and exits around all 3 buildings
Dec.15,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Dec.16,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Dec.17,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Dec.18,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all entrances and exits
Dec.19,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways and put down salt. Snow blow around buildings and parking lot where possible.
Turn off water SL.160 Apt. 410 KLO as they installed new toilet. Turn water back on and there were no leaks.
Paint ceiling at SL.228 Apt. 314 Casorso where the water leak was. Install panels with new anchors.
Install suite signs in common area Casorso building on all floors as they were starting to come down.
Dec.20,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all walkways, entrances and exits
Attend council meeting – propose switching janitor room with maintenance room (accepted), Talk about access panels on 3rd floor of all buildings (purchase as needed)
Dec.21,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all walkways, entrances and exits
Work on cleaning out janitor room – move to maintenance room until renovations are done

Dec.22,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all walkways, entrances and exits
Prime wall in Office and start painting ceiling and wall

Dec.23,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all walkways, entrances and exits
Paint second coat on wall in office

Dec.24,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Spread salt on walkways as well as all entrances and exits around all 3 buildings
Lay down carpet in office

Dec.25,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Move everything from the maintenance room into the office

Dec.26,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Set up Janitor room so that it is ready for them January 1,2017

Dec.27,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovelled walkways around all buildings and sprinkled salt on all walkways, entrances and exits
Holmes Electric came in to install 2 electrical outlets into office as per budget

Dec.28,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Walk around with John Hickey – Depreciation Assessment on all 3 buildings (provided him a list from Frank of the improvements that have been done to the building since the last assessment)
***Mentioned that the bike storage is taking away value from the property and should look at some option to improve it**

Dec.29,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Spread salt on walkways as well as all entrances and exits around all 3 buildings
Hot Water Tank in KLO needs replacing – Get quote from Ace Plumbing and pass on to council for approval

Dec.30,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Spread salt on walkways as well as all entrances and exits around all 3 buildings
Chubb Edwards came to look at back-up batteries – replaced 3 batteries in Casorso and 2 in Richter

Dec.31,2016

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Aaron Gretchen – 250-718-2037

KAS896 – Maintenance Manager

MOVES

RICHTER	- IN	- OUT
CASORSO	- IN	- OUT
KLO	2 - IN	- OUT

GUEST SUITES

RICHTER	9 NIGHTS
CASORSO	4 - NIGHTS
KLO	9 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
2- 15 MIN	2 - 15 MIN	4 - 15 MIN
2- BACK IN	1 - BACK IN	1 - BACK IN
3 -ASSIGNED PARKING 9 - WARNING RESIDENT PARKING IN CENTRE	- ASSIGNED PARKING	- HANDICAPPED 3 - ASSIGNED PARKING

BEEFS AND BOUQUETS

WE HAVE HAD A PROBLEM WITH GUEST PARKING IN ASSIGNED STALLS. IT IS RESPONSIBILITY AS A OWNER/RENTER TO MAKE SURE YOUR GUEST/WORKERS ARE PARKED IN VISITOR PARKING WITH A PARKING PASS IN WINDOW PLEASE DO NOT PARK IN SOMEONES STALL. FOLLOW STRATA RULES GUEST WILL BE TOWED IF PARKED IN ASSIGNED STALLS

ALL MOVES IN OR OUT OF CONTENTS IN YOUR CONDO MUST BE SET UP WITH RESIDENT MANAGER IN ADVANCE OF MOVE. ALL MOVES MUST BE IN AND OUT OF FRONT DOORS ONLY, **NOT SIDE DOOR**. THE DOORS ARE BEING HELD OPEN AND THE ALARMS ARE BEING SET OFF AT THE SECURITY LEVEL. YOU ONLY HAVE 45 SECONDS TO HOLD DOOR OPEN, PLEASE FOLLOW SIGNS POSTED ON DOOR OR COUNCIL BULLETIN BOARD.

WARNINGS

ONE WARNING OF LOUD PARTY AND USING BALCONY AS A DOOR

PARTY GOING ON LOUDLY AFTER 11. PLEASE BE KIND AND RESPECT ALL YOUR NEIGHBORS. FINES CAN BE EXPENSIVE.

YOUR PETS ARE NOT MAKING IT OFF THE PROPERTY TO DO THEIR BUSINESS... YOU MUST TAKE THEM OFF PROPERTY THERE WAS COMPLAINT ABOUT USING THE GRASS ACROSS FROM THE BIKE RACK.... THATS A NO NO

THERE WAS A FEW UNINSURED VEHICLES ON OUR PARKING LOTS.THE STRAT BYLAW RULE IS AS FOLLOWS:

***ALL VEHICLES PARKED ON CREEKSIDE VILLAS PROPERTY MUST EITHER HAVE VALID ROAD INSURANCE, OR STORAGE INSURANCE. STORAGE INSURANCE MUST HAVE AT LEAST 2 MILLION DOLLARS OF THIRD PARTY LIABILITY COVERAGE. PROOF OF THIS COVERAGE MUST BE PROVIDED TO RESIDENT MANAGER OR IT WILL BE TOWED. IT IS TO BE PARKED IN YOUR ASSIGNED PARKING STALL AND IS ONLY ALLOWED FOR 6 MONTHS AND THEN INSURED FOR ROAD DIVING AGAIN.

PLEASE WAIT FOR ANNOUNCEMENT OF WHEN SHARE WILL COME AND PICK UP YOUR DONATIONS THEY ARE NOT TO BE LEFT AT THE DOOR ANY EARLIER THEN THE NIGHT BEFORE AS IT MAKES IT VERY HARD FOR THE CLEANING STAFF AND IF WE HAVE MOVES WE CAN'T OPEN THE DOOR. TIMES WILL BE POSTED ON COUNCIL BULLENTIN BOARD THE DAY BEFORE.

HAVE A GREAT DAY

RESIDENT MANAGER

DIANE

RESIDENT MANAGER 778-215-2240

MAINTENANCE MANAGER 250-300-6332



SPECIAL STRATA COUNCIL MEETING MINUTES

FEBRUARY 17, 2017

RICHTER GUEST SUITE

OKANAGAN STRATA MANAGEMENT

regrets: Norma Kennedy – Strata manager

Leslie Kendall	President
Martyn Topham	Vice President
Donna Du Mont	Secretary
Frank Perna	Council Member
Eric Mueller	Council Member

1) CALL TO ORDER

Call to order: Council President Leslie Kendall called to order at 10 a.m.

2) HARDSHIP

A hardship request by SL 004 was discussed by Council. The request was denied due to lack of supporting documentation. OSM is directed to respond to the owner stating the reason for the denial and advising them what documentation needs to be provided to Council.

3) CORRESPONDENCE

a) The Janitorial Contractor asked Council to increase the monthly pay as the housekeepers are working longer hours than anticipated. OSM is directed to contact the Janitorial Contractor explaining that the budget for 2017 has been completed and council could not increase the contract at this point. Council also would like to suggest that the housekeepers' hours in the summer time would probably be reduced as lobbies are muddy during the winter time and need more attention.

b) Correspondence from SL 157 received. A request by the owner to provide wifi to the guest suites and increase the guest suite rates to pay for it. Council has not provided T.V. or wifi to the suites as this accommodation is being provided for owners who have company and need an additional bed. Council would like to provide this amenity as reasonably as possible and will not increase the price of the guest suite. The owner also asked about cracks in the ceiling and questioned if the underlying issue would be dealt with. The cause of the cracks appearing is that the buildings do shift and the only thing that could be done is to periodically repair them.

OSM is directed to respond to the owner advising them that wifi would not be provided in the guest suites and the cracks would be repaired if approved at the AGM. And the shifting of the buildings is a reality that could not be fixed.

ADJOURNMENT: 11:05 A.M.



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
MONDAY, MARCH 13, 2017 @ 1 P.M.
RICHTER BUILDING GUEST SUITE

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer/Secretary
Eric Mueller	Council Member
Aaron Gretchen	Council Member

REGRETS:

Frank Perna	Council Member
-------------	----------------

MANAGEMENT PRESENT:

Norma Kennedy, Property Manager
Okanagan Strata Management Ltd.
nkennedy@ostrata.com / Direct Line 778-760-1207

1. CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall at 1:10 pm.

2. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on January 27, 2017 as previously circulated.

CARRIED

3. FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To adopt the financial statements for February 2017 as previously circulated.

CARRIED

b) Arrears

Management and Council reviewed the outstanding accounts receivable list and Council instructed Management to send a demand letter to all units with outstanding strata fees.

c) Rental Fines

Fines levied for contravention of the Rental Restriction Bylaw in February 2017 are as follows:

SL 145. The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered bylaws of KAS896, Creekside Villas.

d) Rental Waiting List

There are currently 32 units on the rental waiting list.

WWW.OKSTRATA.COM

KELOWNA (HEAD OFFICE)
#201 - 14/5 Ellis Street
Kelowna, BC V1Y 7A8
Phone: (250) 868-3388 Fax: (250) 861-4586
Toll Free: 1-877-862-6900

PENTICTON (BRANCH)
#102 - 95 Eckhardt Avenue East
Penticton, BC V2A 6L2
Phone: (250) 492-7300 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900

SICAMOUS (BRANCH)
#1 - 433 Finlayson Street
Sicamous, BC V0E 2V0
Phone: (250) 836-3840 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900

4. Maintenance and Resident Manager Reports

It was:

MOVED/SECONDED

To approve the Maintenance and Residential Managers reports. See attached.

CARRIED.

5. CORRESPONDENCE

a) Hardship Request SL 004:

Council has received a hardship request from SL004 and after reviewing the documents, council has denied the request as there was not enough evidence to show a hardship.

b) Alteration Requests:

Alteration requests from SL 191 and SL 44 were approved by council.

c) Noise Complaint Received from SL 101:

Council has investigated this complaint and has determined that the noises are normal living sounds.

d) Letter from a group of owners asking if the following items could be considered:

Replace the landscaping across from the entrance to the KLO building with a grassed area with a shade tree and picnic table.

Replace the current bicycle storage with an outdoor BBQ area.

Council would like to thank the owners for their correspondence and would like to inform the owners that any changes to common property would have to be addressed by all owners at an Annual General Meeting.

6. NEW BUSINESS

a) Hot Tubs in the Richter and KLO Buildings

Richter Building:

The existing tub surround and tile on the hot tub in the Richter Building is in need of repair. Council has received quotes for the repairs and met with the Contractors on site. The work should begin shortly. In the meantime the hot tub is shut down.

KLO Building:

The replacement of the hot tub in the KLO building was voted down at the Annual General Meeting. Council has since been interviewing contractors to see if repairs can be made to the hot tub rather than doing a complete replacement. Council has found a Fiber-Glass Contractor that has assured the Council that he can do the necessary repairs however the repairs will have to be maintained in order to get additional time out of the hot tub. The life expectancy of these repairs is unknown. This work should begin shortly and a notice will be posted when the hot tub is ready for use.

b) Cleaning of Plumbing Stacks in the Buildings

D&L Contracting will be on site early April for the cleaning of the plumbing stacks. A notice has gone out to all main floor residents, that access may be necessary to those units at the time of cleaning.



c) Landscaping Mulch

The landscaping contractor has suggested the use of a mid-grade bark mulch on the flower beds as the dirt in the beds is in very good condition.

It was.

MOVED/SECONDED

To approve the mid-grade bark mulch.

CARRIED.

7. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:30 pm.

**THE NEXT COUNCIL MEETING WILL BE HELD ON:
APRIL 10, 2017 AT 1:00 PM IN THE RICHTER BUILDING**

Submitted by:

Okanagan Strata Management Ltd.

Norma Kennedy, Property Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: (250) 868-3383 / Fax: (250) 861-4586

Direct: 778760-1207

Email: nkennedy@okstrata.com

Website: www.okstrata.com

24 Hour Maintenance Emergency #: 877-797-0010

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Okanagan Strata Management.



FEBRUARY 2017



MOVES

RICHTER	- IN	- OUT
CASORSO	1 - IN	1 - OUT
KLO	- IN	- OUT

GUEST SUITES

RICHTER	NIGHTS
CASORSO	- NIGHTS
KLO	3 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
- 15 MIN	- 15 MIN	- 15 MIN
- BACK IN	- BACK IN	- BACK IN
- ASSIGNED PARKING 8 - WARNING RESIDENT PARKING IN CENTRE	- ASSIGNED PARKING	- HANDICAPPED - ASSIGNED PARKING

I HOPE EVERYONE HAS READ THE SIGN ABOUT PARKING THAT HAS BEEN POSTED... IN LESS THEN 2 WEEKS I RECEIVED 10 CALLS PEOPLE PARKING IN OWNERS STALLS...OWNERS SHOULDN'T HAVE TO LOOK FOR A PARKING STALL WHEN THEY COME HOME LATE AT NIGHT OR EARLY MORNING... SO AS POSTED IF YOU ARE A OWNER OR YOUR GUEST IS IN SOME OWNERS STALL YOU WILL BE TOWED AUTOMATICALLY. AND YOU AS THE OWNER OF THAT STALL, YOU MUST CALL ME TO HAVE IT TOWED. WE HAVE HAD ONE TOWED ALREADY AND JUST ABOUT ANOTHER SO PLEASE MAKE SURE YOUR GUESTS ARE PARKED IN PROPER PLACE

ANOTHER BEEF. THERE ARE A FEW OF YOU ALLOWING GUEST TO PARK IN YOUR STALL AND YOU USE VISITORS FOR YOURSELF OR GIVING THEM THE GREEN PASS TO PARK IN VISITORS WHILE THEY ATTEND COLLEGE. THIS IS NOT ALLOWED AT ALL. THAT IS WHY THE PASSES WERE ISSUED IN THE FIRST PLACE. IF THEY ARE CAUGHT IT WILL BE A AUTOMATIC TOWED. WE HAVE HUGE PROBLEMS WITH PARKING

BEEFS AND BOUQUETS

YOUR PETS ARE NOT MAKING IT OFF THE PROPERTY TO DO THEIR BUSINESS... YOU MUST TAKE THEM OFF PROPERTY THERE ARE COMPLAINTS ABOUT USING THE GRASS ACROSS FROM THE BIKE RACK.... THATS A NO NO

PLEASE WAIT FOR ANNOUNCEMENT OF WHEN SOMEONE WILL COME AND PICK UP YOUR DONATIONS THEY ARE NOT TO BE LEFT AT THE DOOR ANY EARLIER THEN THE NIGHT BEFORE AS IT MAKES IT VERY HARD FOR THE CLEANING STAFF AND IF WE HAVE MOVES WE CAN'T OPEN THE DOOR. TIMES WILL BE POSTED ON COUNCIL BULLENTIN BOARD 2 DAYS IN ADVANCS.FOR NOW, THEY ARE NOT TAKING FURNITURE JUST CLOTHING

SIGNS WERE POSTED BEGINNING OF NOVEMBER ANNOUNCING STRATA RULE. NO LIVE TREES FOR CHRISTMAS. THERE WAS A COMPLAINT OF SOMEONE HAVING ONE DRYING UP ON BALCONY THIS IS A FIRE AND SAFETY ISSUE. IT MUST BE TAKEN AWAY TO THE DUMP YOU CAN NOT DEPOSE OF IT IN THE GARBAGE.

ALSO, HOMEOWNERS IF YOU HAVE BEAUTIFUL PLANTS ON YOUR BALCONY PLEASE CLEAN THEM UP IN THE FALL. OWNERS ARE COMPLAINING OF IT BEING A EYE SORE AND THAT IS A FIRE HAZZARD.

NO MATTER WHAT KIND OF CURTAINS YOU HAVE HANGING IN YOUR WINDOWS THEY MUST SHOW WHITE FROM THE OUTSIDE. COUNCIL AND I WILL BE GOING AROUND CHECKING AND ASKING YOU TO FOLLOW STRATA BY LAWS.

WHEN YOU DO RENOS ON YOUR CONDO (FLOORING, CARPET) IT DOESN'T GO IN OUR GARBAGES, ITS UP TO YOU AND YOUR CONTRACTOR TO GET RID OF IT PLEASE..

FOR SOME REASON, WE HAVE A ANGRY PERSON THAT IS TAKING NOTICES OFF RESIDENTS BULLENTIN BOARD AND COUNCILS BOARD. YOU MUST PLEASE STOP IF YOU DON'T LIKE SOMETHING THAT IS ON THERE, CALL ME LETS CHAT ABOUT IT. BUT TO PUT NOTES UP THERE SWEARING ISNT NICE AT ALL. YOU COULD GET CAUGHT ON CAMERA DOING IT.. THANKS CALL ME..778-215-2240

IF YOU HAVE A COMPLAINT IT MUST BE IN WRITING AND SIGNED BY YOU FOR MANAGEMENT AND COUNCIL TO ACT ON IT. IT WILL NOT BE DEALT WITH, NO SIGNATURE. MANY ARE COMING IT SAYING I HAVE WRITTEN YOU BEFORE.PUT YOUR NAME ON IT PLEASE



WATCH FOR KIDS SPEED LIMIT ON OUR PROPERTY..... **10 K..SLOW DOWN**

HAVE A GREAT DAY

RESIDENT MANAGER

DIANE

January Maintenance Report

Jan.1,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc
Shovel sidewalks and front entrances, dispense salt as needed. Stomp down recycle bins (pretty full)

Global Maintenance – Snow Push City Sidewalks, Anti-Ice Laneways, Snow Push main roadways, Anti-Ice City Sidewalks

Parking Stall 32 couldn't get into parking stall – Shovel Stall out so that she could park in her spot

Jan.2,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Begin organizing KLO Maintenance Room

Show Janitors around all buildings, Give them keys to get into the building (2fobs,2keys,1 elevator key)

Jan.3,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Called MBE – Phil Butler to see when he can come and do tiles around Richter Hot Tub

Organize KLO Boiler Room, Storage Room and Hot Water Tanks Room

Jan.4,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Shovel sidewalks and front entrances, dispense salt on all walkways

Meet with Josh from Cintas to explore cost of weekly mat service – Too costly so didn't proceed

Jan.5,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Completely Drain Richter Hot Tub, Clean and Add needed chemicals

Start organizing Richter Storage Room, Boiler Room, Electrical Room and Hot Water Tank Room

Jan.6,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Hang Shelves and re-organized Maintenance Room and Vacuum floor

Jan.7,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Shovel sidewalks and front entrances, dispense salt as needed

Global Maintenance – Anti-Ice Laneways and Sidewalks

Jan.8,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Global Maintenance – Snow Push City Sidewalks

Jan.9,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Global Maintenance – Snow Push City Sidewalk, Snow Push Main Roadways, Anti-Ice Laneways, Anti-Ice City Sidewalks

Cleaned out Security Room In Casorso, Richter and KLO

Jan.10,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Clean out and organize rooms in the Casorso building

Jan.11,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Organize and clean out rooms in the Casorso building

Jan.12,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Shovel sidewalks and front entrances, dispense salt as needed

Global Maintenance – Snow Push City Sidewalks

Jan.13,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Jan.14,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Work On South Wing Door as it is hanging up on transfer and won't close properly – Fixed

Clean out and organize rooms in the Casorso building

Jan.15,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Partial Drain of Casorso Hot Tub, clean and add needed chemicals

Jan.16,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Global Maintenance – Anti-Ice Laneways, Anti-Ice City Sidewalks

Mitten and Son – came to clean up all the junk piled by the main water supply room

Replace Ballast – 3rd floor east wing main stair well

Jan.17,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Ace Plumbing – Replaced Hot Water tank in KLO

While replacing the hot water tank in the KLO building they also discovered that a pop valve was leaking on another hot water tank so they will be back tomorrow to replace it

Secure outside mats at ever entrance so they don't slide around and get caught under the doors

Jan.18,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Ace plumbing – Replace pop valve In KLO building on hot water tank

Complete Drain of Richter Tub, clean and add needed chemicals

Tighten and Adjust all doors in Richter Building

Jan.19,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Dispense salt on all entrances and walkways around all the buildings

Chubb Edwards - was on site to explain the alarm issues that we were having on all the doors

Tighten and Adjust all doors in the KLO building

Jan.20,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Global Maintenance - Anti-Ice Laneways, Anti-Ice City Sidewalks

Tighten and Adjust all doors in the Casorso building

Jan.21,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Jan.22,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Jan.23,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Global Maintenance - Anti-Ice Laneways, Anti-Ice City Sidewalks

Jan.24,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Picked up garbage on walkways and around KLO and Richter

Jan.25,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Picked up garbage on walkways and around Casorso

Jan.26,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Jan.27,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Attend counsel meeting and present topics that need addressing from the past month

Jan.28,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Glen's lock came out to replace the door closer in the Richter building as it was leaking and not closing properly causing numerous alarms

Toilet paper dispenser in Casorso fitness room was broken – replace with newer one

Jan.29,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Complete Drain of Casorso Hot Tub, clean and add needed chemicals

Jan.30,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

*Found leak in Main Water Supply room on back side of pressure regulator – Call Ace Plumbing

SL#250 called about moth like bugs on their patio – Consult with Orkin

Jan.31,2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
MONDAY, APRIL 10, 2017 @ 1 P.M.
RICHTER BUILDING GUEST SUITE

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer/Secretary
Eric Mueller	Council Member
Aaron Gretchen	Council Member
Frank Perna	Council Member

MANAGEMENT PRESENT:

Norma Kennedy, Property Manager
Okanagan Strata Management Ltd.
nkennedy@ostrata.com / Direct Line 778-760-1207

1. CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall at 1:00 pm.

2. HEARING

An Owner of Strata Lot 004 requested a hearing with council for possible approval of Hardship which was previously denied by council.

In Camera: 1:02 p.m. The Owners, Daughter and Husband met with council and presented new financial information for Council to consider for a hardship rental of SL 004.

Out of Camera: 1:20 p.m.

A letter of response from Council was sent to the owner of Strata Lot 004.

3. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on March 22, 2017 as previously circulated.

CARRIED

4. FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To adopt the financial statements for March 2017 as previously circulated.

CARRIED

b) Arrears

Management and Council reviewed the outstanding accounts receivable list and Council instructed Management to a demand letter to all units with outstanding strata fees. Council has instructed Management to obtain legal representation for the Strata Corporation to start the court process for the conduct of sale of SL 171 and SL 215 in regards to outstanding strata fees owed to the Strata Corporation.

WWW.OKSTRATA.COM

KELOWNA (HEAD OFFICE)
#201 - 1475 Ellis Street
Kelowna, BC V1Y 2A3
Phone: (250) 868-3303 Fax: (250) 861-4588
Toll Free: 1-877-862-5900

PENTICTON (BRANCH)
#102 - 95 Eckhardt Avenue East
Penticton, BC V2A 8L2
Phone: (250) 492-7300 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900

SICAMOUS (BRANCH)
#1 - 433 Finlayson Street
Sicamous, BC V0E 2V0
Phone: (250) 896-3840 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900



c) Rental Fines

Fines levied for contravention of the Rental Restriction Bylaw in March 2017 are as follows:

SL 145. The Strata Lot was fined \$500.00 as per Bylaw 3.3 (13) of the registered bylaws of KAS896, Creekside Villas.

d) Rental Waiting List

There are currently 32 units on the rental waiting list.

5. Maintenance and Resident Manager Reports

It was:

MOVED/SECONDED

To approve the Maintenance and Residential Managers reports. See attached.
CARRIED.

6. CORRESPONDENCE

a) Alteration Agreement SL 152:

Alteration Request from SL 152 was approved by council for flooring upgrades to the unit.

7. NEW BUSINESS

a) Hot Tubs in the Richter and KLO Buildings

Richter Building:

The work has been done to repair the hot tub. The work should be finished late April.

KLO Building:

Work is under way to try and repair the hot tub. If the repair holds, this will only be a temporary fix for this hot tub.

b) Cleaning of Plumbing Stacks in the Buildings

The plumbing stacks for all 3 building were cleaned in April.

c) Window Cleaning

The window cleaning by Sun Valley Window Cleaning is schedule for May 23 to May 31. Notices will be posted.

d) Down Pipe Extension

Council is in the process of obtaining quotes to have the down pipes extended throughout the complex.

e) Visitor Parking

Residents are reminded that visitor parking is for visitors only. Parking is very limited. NO overnight parking by Residents is allowed in visitor parking or you will be towed.

f) Casorso Creek Wall

There have been muskrats and other animals seen in this area. Council will be looking into the area to make sure the animals are not making this their home.

g) Pump on Boiler System

In the past few months there have been many issues with the pump on the boiler system. Council has called in another heating and cooling company for a second opinion on the pump.



8. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:25 pm.

**THE NEXT COUNCIL MEETING WILL BE HELD ON:
May 10, 2017 AT 1:00 PM IN THE RICHTER BUILDING**

Submitted by:
Okanagan Strata Management Ltd.
Norma Kennedy, Property Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3
Tel: (250) 868-3383 / Fax: (250) 861-4586
Direct: 778760-1207
Email: nkennedy@okstrata.com
Website: www.okstrata.com

24 Hour Maintenance Emergency #: 877-797-0010

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Okanagan Strata Management.



MARCH 2017



MOVES

RICHTER	- IN	- OUT
CASORSO	1 - IN	1 - OUT
KLO	- IN	- OUT

GUEST SUITES

RICHTER	2 - NIGHTS
CASORSO	4 - NIGHTS
KLO	5 - NIGHTS

PARKING LOT VIOLATIONS

RICHTER	CASORSO	KLO
- 15 MIN	- 15 MIN	- 15 MIN
- BACK IN	- BACK IN	- BACK IN
-ASSIGNED PARKING 8 - WARNING RESIDENT PARKING IN CENTRE	- ASSIGNED PARKING	- HANDICAPPED - ASSIGNED PARKING

STRATA RULE REMINDERS

(2) An Owner may not allow waste, refuse or debris to accumulate within their strata lot, nor shall any person deposit waste, refuse or debris on common property, including limited common property. Sanitary disposal of household garbage and other refuse is the responsibility of each strata lot owner, tenant or occupant. Household garbage must be bagged and securely tied and placed only in designated receptacles. Any other type of refuse must be removed from the property by the owner for proper disposal. Recyclable cardboard boxes must be collapsed before being placed in recycle bins.

IF YOU HAVE FURNITURE YOU WOULD LIKE TO GIVE AWAY PUT A NOTICE UP ON YOUR BULLETIN BOARD TO GET A HOLD OF YOU. AT NO TIME DO YOU LEAVE IT BY THE TRASH BINS. IT CAN TURN INTO FINE AND ALSO YOU PAY FOR CALLING A TRUCK TO HAUL IT AWAY.

(3) It is the responsibility of each strata lot owner to ensure that the pets belonging to the owner or their co-occupants, tenants, agents, invitees, guests and/or visitors shall not cause a nuisance to any resident, damage to any strata lot, common property, or personal property, or injury or death. The strata lot owner must fully indemnify the Strata Corporation for any liability incurred as a result of the pet's presence within the bounds of the strata plan, including the Strata Corporation's legal costs on a "solicitor and own client" basis.

TWO COMPLAINTS SL 180 AND SL 191. THEY WERE BOTH SPOKEN TO VERBALLY AND THEY WILL FIX THE PROBLEM.

(29) All window coverings must be white or off white in colour. All window tinting must be non-reflective and lower than 60% density and grey in colour.

BIKE SEASON IS HERE ** LOCK YOUR BIKES UP IF YOU ARE USING THE BIKE RACK, IF YOU BRING THEM HOME THEY MUST NOT BE LEFT IN OUR HALLWAYS AT ANYTIME.. NO RIDING BIKES SKATEBOARDS, BLADES INSIDE THE BUILDING PLEASE

IF YOU HAVE A COMPLAINT IT MUST BE IN WRITING AND SIGNED BY YOU FOR MANAGEMENT AND COUNCIL TO ACT ON IT. IT WILL NOT BE DEALT WITH, IF NO SIGNATURE. MANY ARE COMING SAYING I HAVE WRITTEN YOU BEFORE. PUT YOUR NAME ON IT PLEASE.



"HOPPY" EASTER EVERYONE
ENJOY YOUR EASTER WEEKEND

WATCH FOR KIDS SPEED LIMIT ON OUR PROPERTY.... 10 K. SLOW DOWN

RESIDENT MANAGER
DIANE

Building Manager Report March 1, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Replace hinges on door in Richter 2nd Floor main stairwell

Glen's Lock - was here to replace passage sets on doors as well as re key doors and swap a cylinder

March 2, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Windmill Timber & Stone was here to assess the hot tub in the Richter building

March 3, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 4, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 5, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 6, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Birchwater started ceiling crack repair on all buildings

March 7, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Replace ballast on 4th floor KLO building east wing – flickering and very warm

March 8, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 9, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

SL#253 called and locked out of their unit – Called Glen's Lock replaced passage set

March 10, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 11, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 12, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 13, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Attend council meeting and discuss topics on the agenda

Dianne called as there was a leak on the 3rd floor start of East wing on the hot water re-circulating line

March 14, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 15, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Ace Plumbing here to fix the leak on the 3rd floor KLO building

March 16, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Meet with Mark Kirby from OSM Maintenance – Look over quote on downspouts on Richter building

March 17, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Turn off water for SL#67

March 18, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 19, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 20, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 21, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Windmill started work on Richter hot tub – Cleaned up old rotten wood from around tub

Talked to owner of SL#

March 22, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Big White Electrical was here to install the new fire panel in the Richter building

Mircom here in the afternoon to ensure fire panel is working correctly

March 23, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 24, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 25, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 26, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 27, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Paint wall on 4th floor and main stairwell on 2nd floor Casorso building from crack repair

March 28, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Turn off water for SL#217

March 29, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

March 30, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

Contractor here to frame around fire panel and replace chair rail in the main entrance

March 31, 2017

Complete daily maintenance on all buildings – Hot tubs, saunas, lights, boilers, hot water tanks etc

STRATA COUNCIL MEETING MINUTES
WEDNESDAY, MAY 10, 2017 @ 1 P.M.
RICHTER BUILDING GUEST SUITE



A Pacific Quantum Properties Company

COUNCIL PRESENT:	Leslie Kendall Donna Dumont Eric Mueller Aaron Gretchen Frank Perna	Vice President Council Member Council Member Council Member Council Member
REGRETS:	Martyn Topham	
GUEST:	Leanne Stier	BFL Insurance

Norma Kennedy, Property Manager
Okanagan Strata Management Ltd.
nikennedy@ostrata.com / Direct Line 778-760-1207

2. GUEST SPEAKER
Lianne Stier from BFL Insurance, met with council to go over Owner and the Strata responsibilities for when a loss occurs. Council has invited the BFL representative to the next Annual General Meeting for Owners to ask questions on insurance.

- CARRIED

KELDWINA (HEAD OFFICE) 11201 - 1475 Ellis Street Kelowna, BC V1Y 2A3 Phone:(250) 866-3988 fax:(250) 861-4586 Toll Free: 1-877-862-6900	PENTICTON (BRANCH) 11102 - 95 Richmond Avenue East Penticton, BC V2A 8L2 Phone:(250) 492-7300 fax:1-877-862-5700 Toll Free: 1-877-862-6000	SICAMOUS (BRANCH) 11 - 443 Highway 50 East Sicamous, BC V0E 2V0 Phone:(250) 836-3840 fax:1-877-862-5700 Toll Free: 1-877-862-6900
---	---	--



5. FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To adopt the financial statements for April 2017 as previously circulated.

CARRIED

b) Arrears

Management and Council reviewed the outstanding accounts receivable list and Council instructed Management to send a demand letter to all units with outstanding strata fees. Council has further instructed Management to obtain legal representation for the Strata Corporation to start the court process for the conduct of SL 171 and SL 215 in regards to outstanding strata fees owed to the Strata Corporation.

c) Rental Waiting List

There are currently 32 units on the rental waiting list.

6. Maintenance and Resident Manager Reports

It was:

MOVED/SECONDED

To approve the Maintenance and Residential Managers reports. See attached.

CARRIED.

7. CORRESPONDENCE

a) Alteration Agreement SL 131.

Alteration Request from SL 131 was approved by council for flooring, kitchen and bathroom upgrades to the unit. Council has asked Management to send a letter to SL 193 regarding cameras recording information on common property to be removed.

c) Council received a letter of complaint of owners throwing items off their balcony onto the ground. All residents are reminded that NOTHING can be thrown off balconies.

7. NEW BUSINESS

a) Hot Tubs in the KLO Building

KLO Building:

Work is under way to try and repair the hot tub.

It was:

MOVED/SECONDED

To approve a quote for \$2,000.00 to lift the hot tub and repair below, to stabilize the tub.

CARRIED

b) Window Cleaning

The window cleaning by Sun Valley Window Cleaning is scheduled for May 23 to May 31. Notices will be posted.

c) Down Pipe Extension

Maintenance Manager will be extending the down spouts in the complex.

d) Parking Issues

Council had a discussion on the various parking issues throughout the complex. Council will be looking at the parking bylaws and will be making amendments to the parking bylaws for the owners to vote on at the next Annual General Meeting.

(Council Member Donna Dumont left the meeting)



e) A/C Units
Council is reminding owners with the air-conditioning season approaching that NO air-conditioning units are permitted to hang outside the windows and no platforms may be built to hold the air-conditioning units creating an overhang.

f) Plants on Balconies

Residents are reminded that hanging baskets from hooks in common property and deck railings are not allowed. Please remove any hanging plants to the deck surface. Plants outside deck railings must be removed and placed to hang on the inside of the balcony. When watering plants, water must not fall to your neighbour below.

8. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:30 pm.

THE NEXT COUNCIL MEETING WILL BE HELD ON:
June 7, 2017 AT 1:00 PM IN THE RICHTER BUILDING

Submitted by:

Okanagan Strata Management Ltd.
Norma Kennedy, Property Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3

Tel: (250) 868-3383 / Fax: (250) 861-4586
Direct: 778760-1207

Email: nkennedy@okstrata.com

Website: www.okstrata.com

24 Hour Maintenance Emergency #: 877-797-0010

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Okanagan Strata Management.

April Maintenance Report

April 1, 2017
Water leak in SL#158 from kitchen sink, water shut off and Hydraclean was dispatched to start clean up

April 4, 2017
* Ace Plumbing here to replace PRV in main water supply room. Installed and pressure was set to 60 psi

April 5, 2017
* D+L Enviro here to do jetting of the main lines in the Richter building. SL#5 sink was slow but the issue is from his unit to the main line. Will get D+L to come back and auger line to ensure no problems later

Turn off water for SL#158 to fix kitchen sink valves so that the kitchen sink could be fixed.

April 6, 2017
Owners of SL#55 reported old stain in ceiling above toilet and shower in the main bathroom. Knocked on SL#79 to let him know there was water coming from his toilet or bath tub and that he needed to call a plumber to ensure that it is no longer leaking.

April 7, 2017
Partial Drain of Casorso hot tub, cleaned and added chemicals needed.

April 10, 2017
Council meeting – discussed hardship, maintenance, parking and financials.

Frank helped me get started carpet cleaning the main hallways in Richter on the 4th floor.

April 11, 2017
D+L Enviro was here to do the jetting of the main lines in the Casorso building and all units drained well

April 12, 2017
D+L Enviro was here to do the jetting of the main lines in the KLO building and all units drained well

SL#205 called and explained that their sink was backed up. Said they would get someone to fix it.

April 13, 2017
Start carpet cleaning in the main hallways of the Casorso building on the 4th floor

April 14, 2017
Finish carpet cleaning in the Casorso building in the main hallways

Fill the Richter hot tub as Windmillier completed repairs on the structure around the tub.

April 17, 2017
Filled KLO hot tub and noticed tub was leaking -- monitor for 24 hours and record water loss

Called Ding Doctor and discussed possible areas of concern and determined skimmer was not installed properly

April 18, 2017

Finish carpet cleaning in the Casorso building

Bob from Valley Pool was here to help install the skimmer into the right spot so we can fill the tub again

April 19, 2017

Kimco was here to repair HVAC unit on North wing on the Casorso building – Replace motor

Also looked at HVAC unit on West wing on the Casorso building – Pilot burnt wires and needed repair and timer on the Richter building was reset on Richter building as it was not working properly

April 20, 2017

Complete drain of Casorso hot tub, cleaned, filled with fresh water and added chemicals needed

Crack was discovered in KLO tub floor – Notify Ding Doctor to repair

April 21, 2017

Carpet cleaning was done in KLO building in the main hallways on all floors

April 24, 2017

Power Vac was here to clean the dryer vents in the KLO building

April 27, 2017

Power Vac was here to clean the dryer vents in the Richter building

D+L Enviro was here to auger out sink in SL#190 as it was not draining properly

Added door shims to KLO fitness room door as the alarm kept going off due to poor alignment

April 28, 2017

Power Vac was here to clean the dryer vents in the Richter building

Big White Electrical here to replace 4 ballasts and light in the parking lot, looked at Casorso Dry Sauna as the breaker keeps tripping, replaced one receptacle in Casorso East wing and replaced the timer in the Casorso hot tub room

Replaced mats in front entrance of KLO building as they were well worn

Daily Maintenance included checking hot tubs, boilers, hot water storage tanks and main water supply in all buildings. Chemicals were added to each hot tub as needed on a day to day basis.
All light fixtures were taken down and cleaned in all common areas in all buildings. Worked with the cleaning staff to ensure everything was cleaned up in an efficient manner.

(2) An Owner may not allow waste, refuse or debris to accumulate within their strata lot, nor shall any person deposit waste, refuse or debris on common property, including limited common property. Sanitary disposal of household garbage and other refuse is the responsibility of each strata lot owner, tenant or occupant. Household garbage must be bagged and securely tied and placed only in designated receptacles. Any other type of refuse must be removed from the property by the owner for proper disposal. Recyclable cardboard boxes must be collapsed before being placed in recycle bins. SOME PEOPLE ARE STILL PUTTING THINGS

STRATA RULE REMINDERS

HERE IS A MIX UP WITH THE PARKING PASSES

I WILL BE ORDERING PASSES AGAIN ON THE 24TH SO CALL IF YOU DON'T HAVE ONE. 778-215-2240. BUT I THINK I PRETTY MUCH HAVE EVERYONE NOW BUY THE LOOK OF MY LIST. EACH UNIT GETS ONE GREEN PASS ASSIGNED TO THEM AND THEN THEY CAN BUY A RED ONE AT A COST OF \$10.00 EA. ALL VEHICLES MUST HAVE A PASS

I HOPE YOU ALL HAVE READ THE NOTICE PUT UP AROUND THE BUILDINGS ABOUT YOUR PARKING AND YOU ARE AWARE THAT ANYTHING IN CENTRE PARKING WILL BE TOWED AT NIGHT. THERE ARE STILL A FEW RESIDENTS THAT WANT TO PARK IN THE CENTRE... THAT IS NOT FOR YOU. YOU WILL BE TOWED AUTOMATICALLY. THIS IS STRICTLY FOR GUEST DROPPING BY FOR VISITS ONLY. THEY MUST PUT A PASS IN THE WINDOW TO SHOW WHAT CONDO THEY ARE VISITING. I KNOW IT'S A PAIN, WE ARE SORRY.

WE HAVE TOWED 4 PEOPLE FOR IGNORING OUR PARKING NOTICE.. PLEASE FOLLOW THEM

KLO	7 - NIGHTS
CASORSO	7 - NIGHTS
RICHTER	3 - NIGHTS

GUEST SUITS

KLO	- IN	2 - OUT
CASORSO	- IN	1 - OUT
RICHTER	2 - IN	3 - OUT

MOVES

APRIL 2017



BESIDE THE GARAGE CANS THAT DON'T BELONG. WE HAVE POSTED WARNINGS LONG ENOUGH. WILL REMOVE IT AND IT WILL BE CHARGED BACK TO THE OWNER THAT HAS DROPPED IT OFF. IT MUST STOP PLEASE

(29) All window coverings must be white or off white in colour. All window tinting must be non-reflective and lower than 60% density and grey in colour.

THERE ARE A FEW THAT HAVEN'T CHANGED THE CURTAINS YET. MUST SHOW WHITE OR OFF WHITE TO THE OUTSIDE.

BIKE SEASON IS HERE !! LOCK YOUR BIKES UP IF YOU ARE USING THE BIKE RACK. IF YOU BRING THEM HOME THEY MUST NOT BE LEFT IN OUR HALLWAYS AT ANYTIME. NO RIDING BIKES SKATEBOARDS. BLADES INSIDE THE BUILDING PLEASE

NOW THAT WE SEEM TO BE GETTING MORE SUN A REMINDER ABOUT THINGS HANGING ON YOUR BALCONY AND BBQ ALSO

STRATA RULES IN YOUR BYLAWS STATE

(3) No heater, air conditioner, appliance, light fixture, shade, awning, canopy, screen, sunscreen, antennae, satellite dish, greenhouse, hot tub, shed, locker, or enclosure, shall be hung, attached or placed on the common property, including limited common property without the prior written permission of the Strata Council.

WE ARE ALREADY GETTING COMPLAINTS ABOUT WATERING PLANTS. AND SOON THE WINDOWS WILL ALL BE DONE. SO, IF PLANTS ARE OUT ON THE BALCONY PLEASE DON'T OVER WATER ONTO YOU NEIGHBOUR BELOW

ONE SMALL THING. ALL MOVES IN AND OUT MUST BE SCHEDULED IN ADVANCE. NO SHORT NOTICES PLEASE THIS IS A BUSY TIME OF YEAR

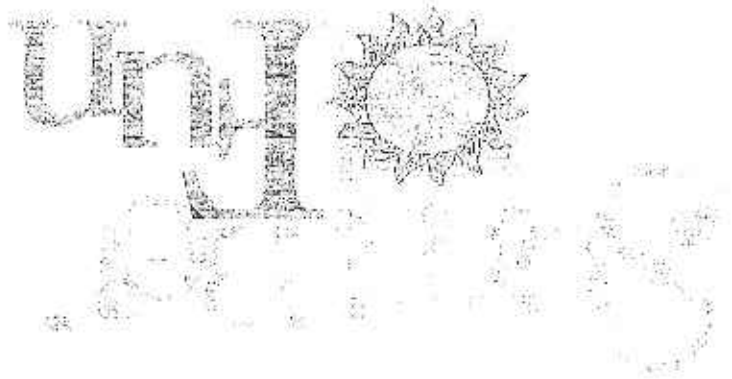
REMEMBER

ELECTRIC BBQ ARE THE ONLY WAY TO GO AT CREEKSIDE VILLA NOW

POOL WILL BE OPENING VERY SOON. REMINDER OF THE RULES
WILL BE POSTED ON THE STRATA BOARD. PLEASE FOLLOW THEM
SO NO PROBLEMS ARISE

RESIDENT MANAGER
DIANE

778-215-2240





CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
WEDNESDAY, June 7, 2017 @ 1 P.M.
RICHTER BUILDING GUEST SUITE

COUNCIL PRESENT:

Martyn Topham	Vice President
Eric Mueller	Council Member
Aaron Gretchen	Council Member
Frank Perna	Council Member

REGRETS:

Leslie Kendall	President
Donna Dumont	Treasurer/Secretary

GUEST:

Diane Kneller	Resident Manager
---------------	------------------

MANAGEMENT PRESENT:

Norma Kennedy, Property Manager
Okanagan Strata Management Ltd.
nkennedy@ostrata.com / Direct Line 778-760-1207

1. CALL TO ORDER

The meeting was called to order by the Council Vice President, Martyn Topham at 1:00 pm.

2. HEARING SL 154

In Camera: 101 p.m.

Out of Camera: 105 p.m.

3. RESIDENT MANAGER

The Resident Manager spoke with council on internet issues, bylaw infractions and check run dates for expenses.

4. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To approve the Minutes of the Council Meeting held on May 10, 2017 as previously circulated to read:

CARRIED

5. FINANCIALS

a) Approval of Financial Statements

It was:

MOVED/SECONDED

To adopt the financial statements for April 2017 as previously circulated.

CARRIED

WWW.OKSTRATA.COM

KELOWNA (HEAD OFFICE)
V201 - 1475 Exls Street
Kelowna, BC V1Y 2A3
Phone:(250) 868-3383 Fax:(250) 861-4586
Toll Free: 1 877-862-6900

PENTICTON (BRANCH)
V1B2 - 95 Erkhart Avenue East
Penticton, BC V2A 8J2
Phone:(250) 492-7300 Fax:1-877-862-5700
Toll Free: 1-877-862-6900

SICAMOUS (BRANCH)
#1 - 433 Finlayson Street
Sicamous, BC V0E 2V0
Phone:(250) 836-3840 Fax:1-877-862-5700
Toll Free: 1-877-862-6900



b) Arrears

Management and Council reviewed the outstanding accounts receivable list and Council instructed Management to send a demand letter to all units with outstanding strata fees. Letters have been sent to SL 171 and SL 215 by legal Council that the Strata council has hired to start the court process for the conduct of sale of the units above for outstanding strata fees owed to the Strata Corporation.

c) Rental Waiting List

There are currently 31 units on the rental waiting list.

6. Maintenance and Resident Manager Reports

It was:

MOVED/SECONDED

To approve the Maintenance and Residential Managers reports. See attached.
CARRIED.

7. CORRESPONDENCE

a) Alteration Agreement SL 208:

Alteration Request from SL 208 was denied by council for a mini storage unit to be installed on balcony.

b) Alteration Agreement SL 73:

Alteration request for new drywall and tiles on bathroom tub has been approved by council.

c) Alteration Agreement SL 131:

Alteration request from SL 131 for new light fixtures in main bathroom and new tile around existing tub as approved by council.

8. NEW BUSINESS

a) Down Pipe Extensions

The materials have been purchased and the Maintenance Manager will be extending the down pipes throughout the complex.

b) Fire Plan and Fire Drill

Council had a discussion on implementing a fire drill for the complex. This will be further discussed when all council members are in attendance at the next council meeting.

c) Hide a Bed

The hide a bed in the KLO guest suite is in need of repair or replacement. This item has been tabled until the next council meeting.

d) Irrigation Issues

Tabled until the next council meeting.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:45 pm.

**THE NEXT COUNCIL MEETING WILL BE HELD ON:
July 12, 2017 AT 1:00 PM IN THE RICHTER BUILDING**



Submitted by:
Okanagan Strata Management Ltd.
Norma Kennedy, Property Manager
201-1475 Ellis Street
Kelowna, BC V1Y 2A3
Tel: (250) 868-3383 / Fax: (250) 861-4586
Direct: 778760-1207
Email: nkennedy@okstrata.com
Website: www.okstrata.com

24 Hour Maintenance Emergency #: 877-797-0010

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Okanagan Strata Management.

May Maintenance Report

May 1, 2017

Started filling pool, inventory of products needed for start-up and hang pool signs

Partial drain of Richter hot tub, cleaned tub, filling with fresh water and added all chemicals needed

May 2, 2017

*Kimco was here to do 6 month maintenance of HVAC units and for the start-up of the swamp coolers in the KLO building as well as the Richter building.

May 3, 2017

Start painting the chair rails in Richter front entrance – old stain was really faded and needed refinishing

Fill in damage done to the front exit of the Richter building around the door and hallway and sand to paint

May 4, 2017

*Red carpet here to clean stairwells and landings in the KLO building as well as start on the Casorso building

May 5, 2017

*Red Carpet here to finish cleaning the stairwells and landings in the Casorso building

Partial drain of Casorso Tub, cleaned and added chemicals needed

May 8, 2017

Work with Frank to get the cover off the pool and have the pool room ready for Valley Pool

*Valley Pool here to complete pool start-up – Add chemicals and start circulating the water to clean

Finish staining chair rails in Richter entrance as well as the bench in the fitness room

May 9, 2017

Water leaking from the bottom of the chlorinator in the pool room – replace 1/2 " plug in bottom

Wash pool deck and get pool ready to vacuum

May 10, 2017

*Big White Electrical was here to fix Sauna in the Casorso building – replace high limit indicator

*Kimco here to finish maintenance on the Casorso building, set up the boilers in the Richter building as well as starting up the boiler for the pool

Worked with Frank to vacuum out the pool and clear off the debris on the top of the water

Full drain of Richter hot tub, cleaned and added chemicals needed

May 11, 2017

Measure out the materials needed to extend the downspouts on all the buildings

Complete drain of the Casorso hot tub, cleaned and added chemicals needed

Drop off sample of pool water to Valley pool and pick up salt needed for the season

May 16, 2017

Re organized pool room – to fit cover and all the equipment to maintain pool

May 17, 2017

Trim plants around pool area and clean around Spruce tree so that the deck can be washed off properly

May 18, 2017

Scrub and wash pool deck as well as the walkways to the pool

Re-do the walkway to the pool room with concrete pads – pull out old drainage hoses and take to the dump

May 19, 2017

Washed all the scrubber mats for all entrances/exits so that they are clean and ready for the fall season

May 20, 2017

Open the pool for the season and ensure pool is clean and all chemicals are at safe swimming levels

May 23, 2017

*Sun Valley Window cleaners on location to clean all the gutters on the Richter building

May 24, 2017

*Sun Valley Window cleaners on location to clean all the windows on the Richter building

May 25, 2017

*Sun Valley Window cleaners on location to clean all the gutters on the Casorso building

Partial drain of Richter hot tub, cleaned tub, filling with fresh water and added all chemicals needed

Partial drain of Casorso Tub, cleaned and added chemicals needed

*Mircom was on location to trouble shoot signal link faults that were coming from SL#254 and SL#148

May 26, 2017

*Sun Valley Window cleaners on location to clean all the windows on the Casorso building

*Red Carpet on location to clean the Richter stairwells

May 29, 2017

*Sun Valley Window cleaners on location to clean all the gutters on the KLO building

May 30, 2017

*Sun Valley Window cleaners on location to clean all the windows on the KLO building

-Wall mount sign holders were installed at each exit and entrance so that information can be passed on to residents about up coming "events" and work being done in each building to keep residents more informed as to what is going on

-Daily Maintenance included checking hot tubs, boilers, hot water storage tanks and main water supply in all buildings. Chemicals were added to each hot tub as needed on a day to day basis.

-Pool Maintenance includes vacuuming the pool each morning before it opens as well as adding any chemicals that are needed daily to maintain safe swimming conditions.

WE ARE STILL HAVING PROBLEMS WITH THE GARDENING ON OUR BALCONIES
THEY MUST BE HUNG ON THE INSIDE OF THE RAILINGS AND WATCH YOUR WATERING

COMPLAINTS OF PEOPLE USING THEIR BALCONIES AS A DOOR... DON'T ... IT IS A BYLAW INFRACTION

ALL MOVES MUST BE SCHEDULED IN ADVANCE THIS IS A BUSY TIME OF THE YEAR

SATURDAYS AFTERNOON ALL DAY SUNDAYS ARE USED FOR EMERGENCY CALLS ONLY PLEASE



HAVE A GREAT START TO SUMMER

RESIDENT MANAGER

DIANE

778-215-2240



CREEKSIDE VILLAS STRATA PLAN KAS 896

STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JULY 26, 2017 @ 1:00 PM

COUNCIL PRESENT:

Leslie Kendall	President
Martyn Topham	Vice President
Donna Dumont	Treasurer/Secretary
Aaron Gretchen	Council Member

REGRETS:

Frank Perna	Council Member
Eric Mueller	Council Member

MANAGEMENT PRESENT:

Norma Hurley, Property Manager
Pacific Quorum (Okanagan) Properties Inc.
nhurley@pacificquorum.com / Direct Line 778-760-1207

1. CALL TO ORDER

The meeting was called to order by the Council President, Leslie Kendall, at 1:00 pm

- 1.1 A couple of owners attended the council meeting to voice their concerns about residents smoking on balconies. This is affecting other resident's enjoyment, when using their balconies and having unit window open.
Council would like to remind residents of the smoking bylaw.

Bylaw States:

(17) Smoking is not permitted anywhere within the bounds of common property, within 3 meters of common property windows, doors or air intakes, within vehicles which are a common asset, or in the hot tub or pool areas.

The City has a new bylaw stating no smoking within 6 meters of any common property, windows, doors or air intakes of a building.

2. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on June 7, 2017 as previously circulated.

CARRIED

3. FINANCIALS

3.1 Approval of Financial Statements

It was:

MOVED/SECONDED

To adopt the financial statements of June 2017 as previously circulated.

CARRIED

WWW.PACIFICQUORUM.COM

KELOWNA (HEAD OFFICE)
#701 - 1475 Ellis Street
Kelowna, BC V1Y 2A3
Phone: (250) 868-3383 Fax: (250) 861-4586
Toll Free: 1-877-862-6900

PENTICTON (BRANCH)
#102 - 95 Eckhardt Avenue East
Penticton, BC V2A 8L2
Phone: (250) 492-7300 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900

SICAMOUS (BRANCH)
#1 - 433 Finlayson Street
Sicamous, BC V0E 2V0
Phone: (250) 836-3840 Fax: 1-877-862-5700
Toll Free: 1-877-862-6900

3.2 Arrears

Management and Council reviewed the outstanding accounts receivable list for the Strata Corporation and Council instructed Management to send demand letters to SL 184, 010, 022,122,139,058 and 076 for outstanding strata fees.

3.3 Rental Waiting List - There are currently 31 units on the rental waiting list.

4. GENERAL MAINTENANCE

4.1 Curb Stops

Council has asked the Maintenance Manager to obtain pricing to purchase more curb stops and for the quote to include, installation.

4.2 Replacing Building Signs

It was:

MOVED/SECONDED

To accept the quote from Sign Craft for the replacement of building signs.

CARRIED

4.3 Fire Inspection And Smoke Detector Testing - August 28 and 29, 2017

The Annual Fire Alarm and Smoke Detector testing will be August 28 and 29 2017. A notice will be put in each building to remind owners that the smoke detectors in each unit must be tested as per the Fire Regulations. If any owner is not going to be available for their unit to be accessed, please contact the Resident Manager, Diane at 778-215-2240.

4.4 Line Painting of Parking Stalls August 22, 23 and 24th

Council is asking for the assistance of all residents to have their vehicles removed from their assigned parking stalls in order for the lines to be painted.

A notice will be displayed in each building as to dates and times for the parking stall lines to be painted.

4.5 Letter to SL 098

Council has asked Management to send a letter to SL 098 in regards to the pet bylaw.

5. CORRESPONDENCE

5.1 Letter from SL 193 Regarding Railing Installed at Parking Stall

Council would like residents to be aware that there has been a railing installed on one side of the 15 minute parking stall at the Casorso building. This railing has been installed as a resident's vehicle has been hit numerous times by people parking in the 15 min parking stall. A flag has now been attached to mark the end of the railing to assist when backing out.

5.2 Alteration Agreements

It was:

MOVED/SECONDED

To approve the alteration agreements for improvements to the following units. SL 219, SL 029, SL 033, SL 124 and SL 229.

CARRIED

5.3 Complaint Regarding Eaves Leaking – Council is in the process of obtaining quotes for repairs to eaves throughout the complex. Once all quotes are received, council will hire a contractor to do the repairs to the eaves.

5.4 Letter from SL 250 Regarding Windows

Council has received a letter from the owner of SL 250 regarding the condition of the windows in the unit. Council will have the windows inspected.

5.5 Letter from SL 244 and 264 to Switch Parking Stalls

Council has looked into this request and is not able to accommodate the switching of parking stalls at this time.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:00 pm.

**THE NEXT COUNCIL MEETING WILL BE HELD ON:
TUESDAY AUGUST 15, 2017 AT 1:00 PM IN THE RICHTER GUEST SUITE**

Submitted by:

Pacific Quorum (Okanagan) Properties Inc.

Norma Hurley, Property Manager

201-1475 Ellis Street

Kelowna, BC V1Y 2A3

Tel: (250) 868-3383 / Fax: (250) 861-4586

Direct: 778-760-1207

Email: nhurley@pacificquorum.com

Website: www.pacificquorum.com

24 Hour Maintenance Emergency #: 877-797-0010

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Pacific Quorum (Okanagan) Properties Inc.

GARBAGE



JUNE 2017



MOVES

RICHTER	2 - IN	1 - OUT
CASORSO	1 - IN	0 - OUT
KLO	3 - IN	4 - OUT

GUEST SUITES

RICHTER	3 - NIGHTS
CASORSO	18 - NIGHTS
KLO	4 - NIGHTS

I HOPE YOU ALL HAVE READ THE NOTICE PUT UP AROUND THE BUILDINGS ABOUT YOUR PARKING AND YOU ARE AWARE THAT ANYTHING IN CENTRE PARKING WILL BE TOWED AT NIGHT. THERE ARE STILL A FEW RESIDENTS THAT WANT TO PARK IN THE CENTRE... THAT IS NOT FOR YOU. YOU WILL BE TOWED AUTOMATICALLY. THIS IS STRICTLY FOR GUEST DROPPING BY FOR VISITS ONLY. THEY MUST PUT A PASS IN THE WINDOW TO SHOW WHAT CONDO THEY ARE VISITING. THE SL# VISIBLE. I KNOW IT'S A PAIN. WE ARE SORRY.

STRATA RULE REMINDERS

SWIMMING POOL RULES ARE NOT BEING FOLLOWED. PLEASE READ AGAIN



1. No rowdy behaviour is to be conducted in the amenities areas including running, jumping, or diving into the pool or hot tub.
2. Activities such as ball throwing, frisbee throwing etc. is not allowed in the amenities areas.
3. Air mattresses, floatation devices, beach balls, scuba and snorkelling equipment are not to be used in the amenities areas, with exception of simple goggles, face masks and children's water wings. Other swimming aids may be allowed at the discretion of council.
4. The amenities areas are to be used by residents and their escorted guests only. Any guest must be accompanied by a resident unless given prior consent by the strata council. A resident may have only two (2) guests at one time.
5. Proper swim or exercise attire must be worn, no cut-offs. Proper footwear must be worn to and from the amenities areas.
6. Children must be constantly supervised.

GARBAGE

7. No diaper aged toddlers are permitted unless wearing proper swimming diapers.
8. Pets are not allowed in the pool, on the pool deck or on the grounds immediately outside the amenities areas.
9. The amenities areas consist of the swimming pool, hot tubs, exercise rooms, and saunas.
Persons under the influence of alcohol are forbidden to enter the amenities areas.
10. No glass of any kind is allowed in the amenities areas, except for prescription eyewear and medical devices.
11. No food or drink, especially alcohol, is allowed in the amenities areas.
12. Children under 16 years of age must be accompanied by an adult who will be responsible for their children's safety.

ONE SMALL THING. ALL MOVES IN AND OUT MUST BE SCHEDULED IN ADVANCE. NO SHORT NOTICES PLEASE THIS IS A BUSY TIME OF YEAR

ELECTRIC BBQ ARE THE ONLY WAY TO GO AT CREEKSIDE VILLA NOW

COMPLAINTS

CHILDREN AND CONCERNS AT THE POOL

USING BALCONY AS YOUR DOOR

PROPANE BBQ

WATERING PLANTS

DISTURBANCE

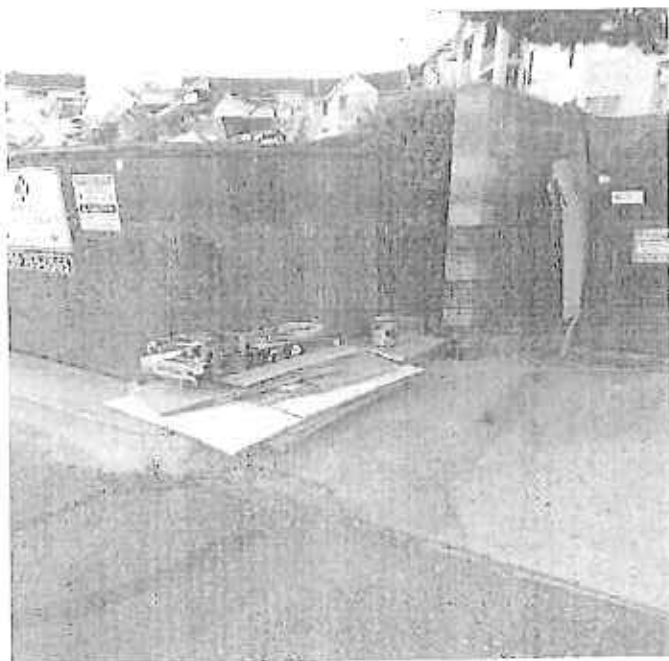
MOVES WITHOUT NOTICES

ALL HAVE BEEN SPOKEN TO

GARBAGE

GARBAGE

THIS IS DISCUSTING EYE SORE THE SIGNS STRICTLY SAY NO FURNITURE AND TO FLATTEN YOUR CARDBOARD BOXES, IF THE GARBAGE IS TO FULL THEN THAT MEANS YOU MUST DISPOSE OF IT SOMEWIERE ELSE OR WAIT TIL THEY EMPTY IT. IT DOESN'T MEAN PUT IT ON THE GROUND BESIDE THE GARBAGE. THEY WONT PICK IT UP UNLESS ITS IN THE CONTAINER. PLEASE FOLLOW ALL RULES POSTED BY THE BINS



PAVING COMPANY WILL BE HERE SOON TO PUT IN THE YELLOW LINES

AUGUST 22, 2017

ALSO, FIRE INSPECTION IS COMING UP IN AUGUST WE WILL NEED ACCESS INTO ALL UNITS

AUGUST 28 & 29

PLEASE WATCH FOR NOTICES ON THE STRATA BOARD

GARBAGE

IF YOU ARE TRAVELLING AROUND THE BUILDINGS WITH COFFEE OR COLD DRINK PLEASE PUT A LID ON YOUR CUPS . IT IS MAKING A MESS OF THE CARPETS AND WE HAVE JUST FINISHED SPOT CLEANING THEM AGAIN

RESIDENT MANAGER

DIANE

MONDAY TO FRIDAY 08:00 AM – 05:00 PM

SATURDAY 08:00 AM -12:00

SUNDAYS and AFTER-HOURS EMERGENCIES ONLY

778-215-2240

KAS896DIANE@GMAIL.COM



ENJOY

June 2017 Maintenance Report

June 8, 2017

Pressure washed pool area

Pressure washed walkway

June 12, 2017

Cota Top coat on location to start paving

Dug out old pavement and added fill so that water drained away from curb

June 13, 2017

Cota Top coat on location for paving

Start paving

Cut and fill @ drain by centre parking

Cut and fill drain beside Casorso recycling

June 14, 2017

Pavement/line painting done

Fill and cut around drain @ Casorso entrance

Fill garbage bin at Casorso

June 15, 2017

ACE Plumbing on location– turned water off for modifications SL #250

June 19, 2017

Cleaned edges of pool

Extend downspouts -- KLO Building

June 20, 2017

Replace smoke detector R3

Replace ballast main stairwell 4th floor Richter

Extend downspouts away from building - Richter

June 21, 2017

Cleaned up downspout material

Organize and cleaned Casorso electrical room

June 22, 2017

Valley Pool here for hot tub @ KLO/pulled out hot tub

Pressure wash front entrance of Richer and KLO and water supply room

Walk around each building to review downspouts for length and screws

June 23, 2017

Pressure wash Casorso entrance

Finish pressure washing pool area Finish downspouts – job completed 100%

June 25, 2017

Measure and request quote for outdoor signs

Cameras – obtain quotes

June 26, 2017

Full drain/wash and vacuum Casorso hot tub

Received phone call regarding gutters

June 27, 2017

Full drain/wash and vacuum Richter hot tub

June 29, 2017

Noted KLO stains in KLO – to schedule carpet cleaning

June 30, 2017

Take out garbage and put stopper in door/look into door stops for all doors.

Stains @ elevator 4th floor Casorso

Replace door closer 2nd floor Richter

-Daily Maintenance included checking hot tubs, boilers, hot water storage tanks and main water supply in all buildings. Chemicals were added to each hot tub as needed on a day to day basis.-

-Pool Maintenance includes vacuuming the pool each morning before it opens as well as adding any chemicals that are needed daily to maintain safe swimming conditions.