

Date Delivered August 27, 2020 09:35AM
Strata Manager FIRST SERVICE RESIDENTIAL (HORNBY)
eStrataHub Order Number 385756
Folio Reference DIPIETRA
Requestor Company Park Georgia Realty Ltd.
Requested By Romeo DiPietra
Property Name Queen's Gate
Strata Plan # NWS3119
Strata Lot # 182
Civic Address 206 8580 General Currie Road, Richmond

Documents and Files in this Container for Order 385756(Folio:DIPIETRA)

Form B - Information Certificate

eSH385756-01-Form B - Information Certificate_DR-2014-06-09-Campbell and Pound.pdf
eSH385756-02-Form B - Information Certificate_Rental Disclosure Statement-1989-09-07.PDF
eSH385756-03-Form B - Information Certificate_RULES-2019-06-04.pdf
eSH385756-04-Form B - Information Certificate_2019-2020 Approved Budget.pdf
eSH385756-09-Form B - Information Certificate_nw3119-sl0182-b-08.pdf

Financial Statements (most recent)

eSH385756-05-Financial Statements (most recent)_2020-07-Realtor Financial Statement.pdf

Annual General Meeting Minutes

eSH385756-06-Annual General Meeting Minutes_AGM-M-2020-07-31.pdf

Strata Council Meeting Minutes

eSH385756-07-Strata Council Meeting Minutes_CM-M-2020-06-19-PBC.pdf
eSH385756-08-Strata Council Meeting Minutes_CM-M-2020-07-22.pdf

Special General Meeting Minutes

Not Available - The document you requested is not available for this property.

Document is not available

Document:	Special General Meeting Minutes
Property:	Queen's Gate
Strata Plan #:	NWS3119
Strata Lot #:	182
Comment:	The document you requested is not available for this property.

DEPRECIATION REPORT

**Strata Corporation NWS3119
Queens Gate**



Located at
8500-8580 General Currie Road, BC

Prepared For
Strata Council - Strata Corporation NWS3119

Date of Inspection

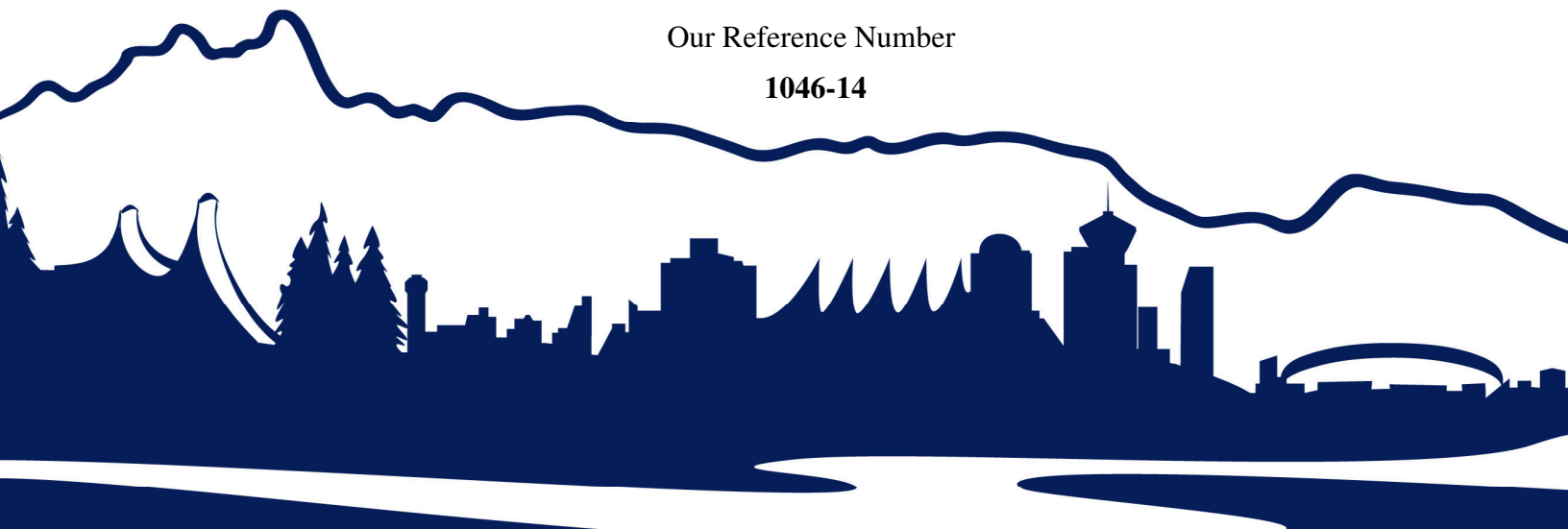
June 9, 2014

Appraised by

**Kelvin Coley-Donohue, AACI P.App., RI(BC), CRP
Simon Poon, AACI, P.App, B.Comm, CRP**

Our Reference Number

1046-14



CAMPBELL & POUND LTD.
Est. 1939

REAL ESTATE CONSULTANTS
AND ACCREDITED APPRAISERS

November 12, 2014**File No: 1046-14**

Strata Corporation NWS3119
8500-8580 General Currie Road
Richmond, BC

Dear Strata Council:

Re: Depreciation Report for 8500-8580 General Currie Road-Strata Corporation NWS3119

Pursuant to your request for a Depreciation Report of the within described property, Campbell & Pound Commercial Ltd has prepared and submits to you this report.

The Depreciation Report describes the reserve fund concepts and major reserve fund items. It provides current and future replacement reserve estimates and recommends reserve fund actions. The Depreciation Report is a complex document and should be reviewed in detail and within the context of this report.

We recommend that a reserve fund plan and strategy be adopted and implemented, and that reserve fund contributions of approximately \$50,000 in the fiscal year ended Mar 31, 2015, be increased to according to the attached schedule. As outlined in this report, the current reserve fund and proposed contributions will ensure reserve funds are adequate to cover potential expenditures required to repair or replace common elements or assets of the corporation when needed.

Campbell & Pound Commercial Ltd would be pleased to provide you with complete review and updating services for the reserve fund of the corporation, as required in the future. We appreciate the opportunity to perform this Depreciation Report for you. If you have any questions, please do not hesitate to contact the undersigned.

This report has been prepared in accordance with the "Code of Ethics and Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP)" of the Appraisal Institute of Canada. Additionally, disclosure of the contents of this report is governed by the By-Laws and Regulations of the Appraisal Institute of Canada. The report also conforms to the guidelines set out by the Real Estate of Canada and the Certified Reserve Fund Planner program. Neither all nor any part of the contents of this report or copies thereof shall be used for any purpose by anyone but the client specified in this report.

Respectfully submitted,
Campbell & Pound Commercial Ltd

Kelvin Coley-Donohue,
AACI, P.App, RI(BC), CRP

Simon Poon,
AACI, P.App, B.Comm, CRP



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EXECUTIVE SUMMARY

This executive summary has been prepared as a quick reference of pertinent facts and estimates of this Depreciation Report, and it is provided as convenience only. Readers are advised to refer to the full text of this Depreciation Report for detailed information.

Property	Queens Gate
Client	Strata Corporation NWS3119
Property Address	8500-8580 General Currie Road
Total Strata Units	222
Total Components	41
Inflation Factor	2.65%
Interest Rate	1.75%
Date of Study/Completion Date	June 9, 2014
Fiscal Year End	Mar 31
Financial Planning Commencement Date for this Depreciation Report	April 1, 2015
CRF Opening Balance	\$242,680
Annual CRF Contributions	\$50,000

Significant Reserve Fund Estimates

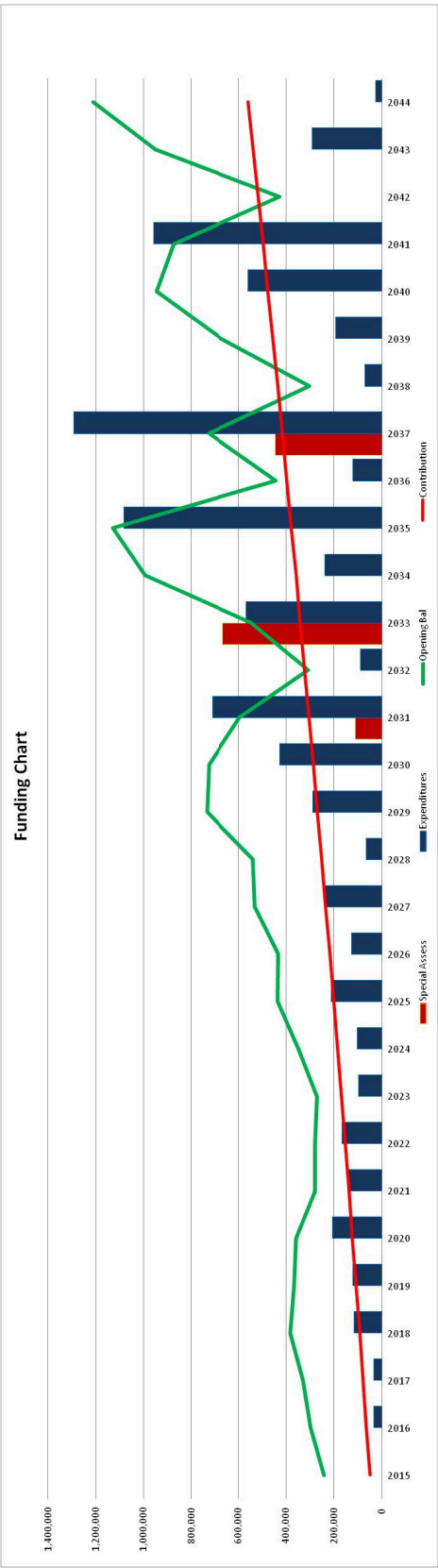
Current Replacement Costs	\$4,627,287
Future Replacement Costs	\$7,962,504
Current Reserve Fund Requirements	\$1,970,185
Future Reserve Fund Accumulation	\$2,564,017
Future Reserve Fund Requirements	\$5,398,487

RECOMMENDED 30 YEAR CASH FLOW

Campbell & Pound Commercial Ltd has prepared the following Cash Flow Table, which projects minimum annual funding requirements proposed to meet estimated Reserve Fund expenditures. Dates indicate Fiscal year ending Mar 31

30 Year Cash Flow Table

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	64161	0	4,445	34,304	28.32%	330623	\$ 24.08	\$ 359.70	1.50%
2017	330,623	78535	0	4,959	32,461	22.40%	381656	\$ 29.48	\$ 365.10	1.50%
2018	381,656	93125	0	5,725	115,089	18.58%	365416	\$ 34.96	\$ 370.58	1.50%
2019	365,416	107933	0	5,481	120,555	15.90%	358275	\$ 40.52	\$ 376.14	1.50%
2020	358,275	122963	0	5,374	207,018	13.93%	279594	\$ 46.16	\$ 381.78	1.50%
2021	279,594	138219	0	4,194	141,757	12.41%	280251	\$ 51.88	\$ 387.50	1.50%
2022	280,251	153704	0	4,204	165,839	11.20%	272319	\$ 57.70	\$ 393.32	1.50%
2023	272,319	169421	0	4,085	97,892	10.23%	347932	\$ 63.60	\$ 399.22	1.50%
2024	347,932	185373	0	5,219	102,071	9.42%	436454	\$ 69.58	\$ 405.20	1.50%
2025	436,454	201565	0	6,547	211,244	8.73%	433322	\$ 75.66	\$ 411.28	1.50%
2026	433,322	218000	0	6,500	126,325	8.15%	531497	\$ 81.83	\$ 417.45	1.50%
2027	531,497	234682	0	7,972	234,579	7.65%	539572	\$ 88.09	\$ 423.71	1.50%
2028	539,572	251613	0	8,094	65,373	7.21%	733906	\$ 94.45	\$ 430.07	1.50%
2029	733,906	268799	0	11,009	288,440	6.83%	725274	\$ 100.90	\$ 436.52	1.50%
2030	725,274	286242	0	10,879	426,427	6.49%	595968	\$ 107.45	\$ 443.07	1.50%
2031	595,968	303947	111,000	8,940	710,282	6.19%	309572	\$ 114.09	\$ 449.71	1.50%
2032	309,572	321918	0	4,644	89,710	5.91%	546423	\$ 120.84	\$ 456.46	1.50%
2033	546,423	340158	666,000	8,196	567,635	5.67%	993142	\$ 127.69	\$ 463.31	1.50%
2034	993,142	358672	0	14,897	237,070	5.44%	1129641	\$ 134.64	\$ 470.26	1.50%
2035	1,129,641	377463	0	16,945	1,080,853	5.24%	443195	\$ 141.69	\$ 477.31	1.50%
2036	443,195	396536	0	6,648	122,199	5.05%	724181	\$ 148.85	\$ 484.47	1.50%
2037	724,181	415896	444,000	10,863	1,293,047	4.88%	301892	\$ 156.12	\$ 491.74	1.50%
2038	301,892	435546	0	4,528	71,010	4.72%	670956	\$ 163.49	\$ 499.11	1.50%
2039	670,956	455490	0	10,064	191,995	4.58%	944516	\$ 170.98	\$ 506.60	1.50%
2040	944,516	475734	0	14,168	559,622	4.44%	874796	\$ 178.58	\$ 514.20	1.50%
2041	874,796	496281	0	13,122	957,106	4.32%	427093	\$ 186.29	\$ 521.91	1.50%
2042	427,093	517137	0	6,406	0	4.20%	950636	\$ 194.12	\$ 529.74	1.50%
2043	950,636	538305	0	14,260	291,404	4.09%	1211797	\$ 202.07	\$ 537.69	1.50%
2044	1,211,797	559791	0	18,177	24900	3.99%	1764865	\$ 210.13	\$ 545.75	1.50%
2044	1,764,865	559791	0	26,473	0	0.00%	2351129	\$ 210.13	\$ 545.75	0.00%



Graph of Recommended 30 Year Cash Flow

Reserve Components Benchmark Analysis	Date of Acquisition	Expenditures	Chono- Age	Lifespan	Effective Age	Remaining Life	Budget Replacem. Year	Allowance	Current Replacement Cost	Future Replacement Cost	Current Reserve Fund Requirements	Future Reserve Fund Accumulation	Future Reserve Fund Requirements	Annual Reserve Fund Assessment	Reserve Fund Assessment Allocation
A2010 - Parkade Membrane	2005	-	10	12	8	4	2019	25%	106,180	117,890	70,787	75,130	42,760	10,452	3.96%
A2020 - Parkade Maintenance	2005	7,000	10	10	8	2	2017	100%	30,807	32,461	24,643	25,390	7,071	3,509	1.33%
A2030 - Garage Doors and Mechanisms	1991	-	24	14	6	8	2023	100%	12,000	14,793	5,143	5,793	8,999	1,067	0.40%
B2012 - Exterior Walls, Succo	2002	?	13	30	8	22	2037	100%	296,317	530,365	79,551	110,382	419,982	16,255	6.16%
B2110 - Exterior Window Assemblies	1991	15,200	24	35	24	11	2026	100%	378,966	505,299	259,862	306,104	199,195	16,791	6.37%
B2120 - Exterior Skylights	2013	-	2	25	2	23	2038	100%	27,248	49,726	2,180	46,656	1,714	1,714	0.65%
B2210 - Exterior Doors	1991	1,388	24	40	24	16	2031	100%	139,590	212,128	83,764	106,283	108,845	5,902	2.24%
B2310 - Balcony Membranes	2002	?	13	25	8	17	2032	100%	57,510	89,710	18,403	23,704	66,007	3,438	1.30%
B2320 - Balcony Railings	2002	-	13	50	13	37	2032	100%	36,174	95,208	18,403	16,316	78,892	1,611	0.61%
B3010 - Roof - Flat Membrane	2013	905,427	2	22	2	20	2035	100%	508,294	614,959	46,209	62,336	795,382	34,397	13.04%
B3015 - Roof - Pitched, Metal	2013	-	2	40	2	38	2053	100%	227,618	614,959	11,381	20,039	594,919	11,730	4.45%
B3110 - Eavestroughs and Downspouts	2013	-	2	40	2	38	2053	100%	5,512	14,892	276	485	14,407	284	0.11%
B4020 - Caulking and Weatherstripping	2002	-	13	15	8	7	2022	100%	43,352	52,062	23,121	25,661	26,401	3,605	1.37%
B5000 - Exterior Painting	2002	-	13	10	5	5	2020	100%	181,641	207,018	90,821	97,840	109,179	21,190	8.04%
C2010 - Lobby Redecoration	1991	-	24	15	5	10	2025	100%	61,875	80,372	20,625	23,936	56,436	5,273	2.00%
C2012 - Common Area Amenity Rooms	1991	-	24	15	5	10	2025	25%	47,503	61,703	15,834	18,376	43,327	4,048	1.54%
C2015 - Swimming Pool	1991	50,601	24	15	9	6	2021	100%	70,555	82,544	42,333	46,289	36,255	5,820	2.21%
C3010 - Interior Painting and Décor	1991	1,000	24	16	8	8	2023	100%	33,488	41,282	16,744	18,862	22,420	2,659	1.01%
C3020 - Interior Doors	1991	4,230	24	40	24	16	2031	25%	20,475	31,115	12,285	15,989	15,525	866	0.33%
C3100 - Carpeting and Tile	1991	-	24	24	8	16	2031	100%	190,600	289,645	63,533	80,623	209,022	11,656	4.42%
D1011 - Elevator Interior	1991	6,930	24	40	20	20	2035	100%	36,000	60,741	18,000	24,243	36,498	1,578	0.60%
D1011 - Elevator Modernization	1991	109,464	24	30	16	14	2029	67%	200,000	288,440	106,667	131,387	157,053	10,165	3.86%
D2010 - Piping	1991	69,885	24	50	24	26	2031	100%	1,028,482	2,030,176	493,676	727,042	1,303,135	41,351	15.88%
D2100 - Boiler & Hot Water Tank	1991	6,920	24	15	6	9	2024	100%	69,000	87,313	27,600	31,558	55,756	5,833	2.21%
D3010 - Makeup Air Units	1991	21,806	24	20	14	6	2021	100%	38,951	46,569	27,265	29,813	15,756	2,529	0.96%
D4010 - Sprinklers	1991	-	24	40	24	16	2031	100%	171,150	260,088	102,690	130,312	129,776	7,237	2.74%
D4100 - Fire panel and Emergency Lighting	1991	-	24	30	20	10	2025	100%	24,000	31,175	16,000	18,569	12,606	1,178	0.45%
D5010 - Electrical Services and Distribution	1991	-	24	70	24	46	2061	100%	112,000	373,018	38,400	76,167	296,851	4,527	1.72%
D5030 - Exterior Lighting	1991	-	24	15	11	4	2019	100%	2,400	2,665	1,760	1,868	797	195	0.07%
D5040 - Access Control and Security	1991	-	24	30	18	12	2027	100%	60,000	82,122	36,000	43,042	39,080	2,997	1.14%
E1010 - Fencing - Wood	1991	2,905	24	25	24	1	2016	100%	33,418	34,476	32,081	32,562	1,741	1,741	0.66%
E2010 - Patios and Walkways	1991	5,451	24	35	15	20	2035	50%	64,292	108,476	27,554	37,111	71,365	3,086	1.17%
E2055 - Fencing, Gates & Privacy Screens	1991	-	24	40	24	16	2031	100%	27,764	42,192	16,658	21,139	21,052	1,174	0.45%
E2210 - Pavement Asphalt	1991	-	24	25	13	12	2027	100%	68,919	94,329	35,838	42,848	51,481	3,948	1.50%
E3010 - Hard Landscaping	1991	-	24	25	15	10	2025	100%	29,250	37,994	17,550	20,367	17,627	1,647	0.62%
E3020 - Soft Landscaping	1991	77,140	24	30	10	20	2035	20%	20,353	34,341	6,784	9,138	25,203	1,090	0.41%
E3030 - Irrigation	1991	7,000	24	20	12	8	2023	100%	33,922	41,817	20,353	22,928	18,889	2,240	0.85%
E4010 - Perimeter Drains	1991	-	24	50	24	26	2041	100%	58,010	114,509	27,845	41,008	73,501	2,332	0.88%
E5000 - Services and UG Piping	1991	-	24	70	24	46	2061	100%	60,000	199,831	20,571	40,804	159,027	2,425	0.92%
F1010 - Reserve Updates	2015	-	0	3	0	3	2018	100%	4,900	5,300	-	0	5,300	1,740	0.66%
F1011 - Periodic Maintenance (3 years)	2015	3,539	0	3	0	3	2018	100%	6,763	7,315	-	0	7,315	2,402	0.91%
TOTAL RESERVES									4,627,287	7,962,504	1,970,185	2,564,017	5,398,487	263,682	100%

‘BENCHMARK’ SCHEDULE OF RESERVE FUND ESTIMATES

RECOMMENDATIONS

The Reserve Fund for the Strata Corporation adequately funded for current capital expenditures. The current strata fees with modest increase would provide adequate funds for future expenditures, but does not reach a fully funded level.

Campbell & Pound Commercial Ltd recommendations, set out below and detailed in this report, will assist the corporation to achieve and maintain an adequate reserve fund. In our opinion, the current reserve fund balance, recommended annual contributions and earned investment income will adequately fund immediate and future reserve fund expenditures.

1. Major repairs and replacements should be recorded in, and funded from, a reserve fund account separate from the existing operating account. The two accounts currently appear to be separate. The Strata should continue to plan for capital expenditures with funds from the Reserve Fund.
2. With recent amendments to the Strata Property Act, expenditures from the contingency reserve fund related to the repair and maintenance of common assets require only a majority vote. When determining each year's budget, major capital expenditures for the year should be identified and corresponding expenditures from the CRF should be voted on.
3. The reserve fund contribution of \$50,000 per annum should be increased incrementally over the first 30 years by the amounts detailed in the Cash Flow Table.
4. Currently average strata fees for the budgeted 2014 year is \$354 per month per unit. Over the first 10 years, the minimum average strata would increase to \$454 with stepped annual increases under the recommended cashflow model.
5. Under the recommended cashflow model, the reserve fund will not require special assessments to cover major expenditures, until sometime around 2030, when three special assessment would be required between 2030 and 2036.
6. The reserve fund should be fully invested in guaranteed securities, yielding at least 1% to 1.75% per annum. Historic data shows good returns on current reserve fund investments. The current balance of \$242680 should be invested in short term securities, with longer term laddering as the balance increases and expenditures are less frequent. The current investment appears to be earning a rate of interest of about 0.73%. The corporation should review the newly amended Strata Property regulation pertaining to the allowed investment vehicles for Contingency Reserve Funds. Changes to this rule are in effect July 2014. See the appendix for details.
7. The corporation should make such expenditures, including any unforeseen expenditures, as necessary to maintain the property in optimum condition.
8. The reserve fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current.
9. The corporation is required under the Act to update the Depreciation Report every three (3) years.

ASSUMPTIONS AND LIMITING CONDITIONS

1. The legal and survey descriptions of the property as stated herein are those which are recorded by the Registrar of the requisite Land Titles Office and are assumed to be correct.
2. All buildings and improvements are deemed to have been constructed and finished in accordance with submitted plans and specifications, unless otherwise noted.
3. Sketches, drawings, diagrams, photographs, if any, presented in this report are included for the sole purpose of illustration. No legal survey, soil tests, engineering investigations, detailed quantity survey compilations, nor exhaustive physical examinations have been made. Accordingly, no responsibility is assumed concerning these matters or other technical and engineering techniques, which would be required to discover any inherent or hidden condition of the property.
4. In order to arrive at supportable replacement cost estimates, it was found necessary to utilize both documented and other cost data. A concerted effort has been put forth to verify the accuracy of the information contained herein. Accordingly, the information is believed to be reliable and correct, and it has been gathered to standard professional procedures, but no guarantee as to the accuracy of the data is implied.
5. The distribution of cost and other estimates in this report apply only under the programme of utilization as identified in this report. The estimates herein must not be used in conjunction with any other appraisal or Depreciation Report and may be invalid if so used.
6. The client to whom this report is addressed may use it in deliberations affecting the subject property only, and in so doing, the report must not be abstracted; it must be used in its entirety.
7. Possession of this report or any copy thereof does not carry with it the right of publication nor may it be used for any purpose by anyone but the Strata Corporation specified in this report without the written consent of the author, and in any event, only with the proper qualifications.
8. The agreed compensation for services rendered in preparing this report does not include fees for consultations and/or arbitrations, if any. Should personal appearances be required in connection with this report, additional fees will have to be negotiated. Unless otherwise noted, all estimates are expressed in Canadian currency.
9. Limiting Conditions: See Section 3.4 for any exclusions requested by Council.

EXTRAORDINARY ASSUMPTIONS AND LIMITING CONDITIONS

- None

DEPRECIATION REPORT

1.0 PURPOSE OF DEPRECIATION REPORT

This Depreciation Report is a financial document. The purpose of a Depreciation Report is to provide cost estimates for various reserve components that are subject to major repairs and/or replacement over the lifetime of the property, and to estimate the funding required for such major repairs and replacement in accordance with the provisions of Section 6.1 and 6.2 of the Strata Property Act.

The Effective Date of this Depreciation Report is **June 8, 2014**. The report was completed and delivered to Strata Council for review on November 12, 2014.

1.1 BC's Strata Property Act – Reserve Fund

This Depreciation Report complies with the reserve fund provisions of Section 6.2 of the Strata Property Act. Details of the Bylaw are included in the appendix.

2.0 METHODOLOGY

2.1 Depreciation Report

A Depreciation Report is a financial document, which provides the basis for funding major repairs and replacement of the common elements and assets of the corporation.

This Depreciation Report comprises the following elements:

- (1) it identifies the reserve components and assesses their quality, normal life span, and present condition;
- (2) it estimates the remaining serviceable years for each of the reserve components and proposes a time schedule for repairs and/or replacement
- (3) it provides current replacement cost estimates including the cost of removing worn-out items and special safety provisions;
- (4) it projects the future value of current replacement costs at an appropriate and compounded inflation rate;
- (5) it projects the future value of current reserve funds compounded at a long term interest rate;
- (6) it calculates current reserve fund contributions required and to be invested in interest bearing securities in order to fund future reserve fund expenditures.

The Depreciation Report is a practical guide to assist the Strata Council to plan budgets and maintenance programs.

2.2 Certified Reserve Fund Planning Standards

Regulation 43/2000 under the Strata Property Act requires that a reserve fund consist of a physical analysis and a financial analysis.

Real Estate Institute of Canada has established Reserve Fund Planning Standards that exceed the regulatory requirements and are now recognized and emulated across Canada. These standards, presented throughout this Report, consist of investigations, analyses and calculations that provide realistic and supportable reserve fund estimates.

2.3 General Conditions and Assumptions

Reserve fund estimates are subjective, and they are based on an understanding of the life cycle of building components and our experience gained from observing buildings over a 30 year period. It must be appreciated that reserve fund budgeting and projections are not exact sciences. They are, at best, prudent provisions for all possible contingencies, if, as and when they arise. Reserve fund requirements are subject to change and must be reviewed and modified over time, not less than every three years.

2.4 Reserve Fund Projection Factors

The Regulation 43/2000 under the Strata Property Act, requires that the financial analysis include the following:

(3)(a) the anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year or that do not usually occur, projected over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b),

*(3)(b) a description of the factors and **assumptions**, including interest rates and **rates of inflation**, used to calculate the costs referred to in paragraph (a),*

In our opinion, the notion of an “assumed” annual inflation rate and an “assumed” interest rate in the Regulation is not realistic, as assumptions are personal perceptions or judgments, and therefore, subjective.

What is required is an objective basis for any estimates of inflation factors and interest rates. Inflation factors and interest rates must be derived from an economic analysis of the marketplace.

The estimated inflation factor and the selected interest rate are powerful factors in projecting reserve fund contributions and requirements. They can vary dramatically over time and must be periodically reviewed to ensure their relevance and accuracy.

Although the Regulations require a reserve fund plan to be projected over a period of at least 30 consecutive years, a long-term horizon in every respect, reserve fund projection factors can only be based on short-term economic conditions because of their volatility over time. The reserve fund projection factors must be periodically reviewed and adjusted in accordance with changing economic conditions as part of the reserve fund updating process, as mandated by the Regulations. Our assumptions for both interest rates and construction inflation rates are updated periodically, with support included in the appendix of this report.

3.0. SUBJECT PROPERTY

3.1 Property Description

The Subject was originally constructed in in three phases starting in 1991. The complex consists of a 222 unit, 3 storey, strata-titled apartment complex over an at grade parkade.

The property is known collectively as ‘Queens Gate’. The property is managed by First Service Residential BC Ltd.

3.2 Building Plans

The following plans were examined in the performance of the Depreciation Report:

- Architectural Plans
- Mechanical Plans
- Structural Plans
- Landscape Plan
- Strata plans

The plans consisted of two sets: the Construction Drawings and Strata Plans. The drawings were available in digital format.

Most quantities were estimated or measured on site or from the plans and are considered estimates. The buildings and site improvements were viewed on June 9, 2014.

Documents were retrieved from Richmond City Hall on July 9, 2014. Various construction details, facilities, equipment installations and improvements have been noted for consideration in the cost estimates herein.

3.3 Property Data, Site Plan and Basic Construction

Project Data

The following data and information have been compiled from the available plans, and the walkthrough of the buildings and improvements. The data have been calculated using dimensions taken from the plans.

Building Height	3 storey, strata-titled apartment complex
Occupancy	222 strata lots, with 222 units



3.3 Basic Construction Components

The project originally was constructed in 1991 in accordance with applicable building codes, fire codes, city by-laws, and construction practices in existence at that time. The quality of construction, materials and workmanship is considered to be good.

Excavation and Foundations

Property includes excavation and concrete foundations and footings; insulation and drainage system installations. The property is built over a single level, concrete parking garage.

Structure & Exterior Walls

The building includes exterior EIFS Stucco siding, rainscreened in 2002 over a wood frame structure. Exterior enclosures include double paned, aluminum framed window assemblies, exterior sliding patio doors, man access doors.

Roof and Drainage Construction

The roof is comprised of original “torch-on for the flat sections, and metal panels for the pitched sections, with aluminum gutters and downspouts.

Amenities

The property does include an indoor pool, games room, several rec rooms, 4 guest suites, a gym, offices, and meeting rooms. Outdoor amenity areas include a central courtyard with walkways and a central fountain.

Site

The site includes concrete aggregate walkway and paved central driveway. There is also a mix of concrete retaining walls, concrete walkways, and mature landscaping. There is wood fencing at the side and rear lot lines and metal fencing at the front.

Other features include standard site services, irrigation and perimeter drainage system.

3.4 Exclusions

No exclusions were made for this report.

4.0. RESERVE COMPONENT ANALYSIS AND ESTIMATED COSTS

4.1 Property Inspection

The property was viewed for the purposes of preparing this report on June 9, 2014, by:

- Kelvin Coley-Donohue, AACI, P.App, RI(BC), CRP
- Simon Poon, AACI, P.App, CRP

4.2 Reserve Fund Studies

To our knowledge, no reserve fund studies have been previously completed for this corporation.

4.3 Component Classification

Reserve Fund Components are conveniently classified in terms of building groups, common element facilities and site improvements. The component inventory consists of the reserve components, described and analyzed hereinafter, and shown in Schedules “A”, “B” and “C”.

There are a total of 41 components for the strata complex, divided into the following categories:

- A. Substructure – includes garage components
- B. Shell – includes roof windows, doors, exterior cladding, weatherproofing, etc
- C. Interior – includes any interior finishing items
- D. Services – includes mechanical, fire safety and conveyance
- E. Site Improvements- includes all exterior site components
- F. Periodic Expenditures – includes regular 3 to 6 year reoccurring items, include reserve fund updates and maintenance items which are not included in the other individual components

4.4 Life Span Analysis

Each reserve component has been analyzed in terms of life cycle condition and expected remaining useful life. The life span analysis considers the following factors:

- Type of Component
- Utilization
- Material
- Workmanship
- Quality
- Exposure to Weather Conditions
- Functional Obsolescence
- Environmental Factors
- Regular Maintenance
- Preventive Maintenance
- Observed Condition

The critical aspect in a Life Span Analysis is the Effective Age or Observed Condition of each

reserve component, which includes is based on:

- Actual age of the component
- Maintenance of the component
- Observed deficiencies of the component
- Repair and replacement experience
- Probability of hidden conditions
-

The Life Span Analysis culminates in component life span estimates, as follows:

1. Normal Life Span

Each reserve component is analyzed in terms of component type, quality of construction, statistical records and normal life experience.

2. Effective Age or Observed Condition Analysis

This is the critical analysis of a reserve component and consists of determining the effective age of the reserve component within its normal life cycle based on the observed condition of the reserve component. The validity of this analysis depends on the experience of the reserve fund planner or analyst, as this is a subjective estimate rather than an objective assessment.

3. Remaining Economic Life or Remaining Life Span

Given a normal life span estimate and a sound estimate of the effective age, the remaining life span of a reserve component is determined by subtracting the observed condition estimate from the normal life span estimate. This does not mean that reserve expenditures should only be made at the end of the remaining life. Reserve expenditures should and must be made during the remaining life span to maintain building components and facilities in good condition.

A life span analysis is a subjective, or empirical, assessment of the life cycle status of a reserve component, and as such, it is only as good as the considered opinion of the reserve fund planner. Furthermore, the life span of a reserve component is subject to change due to numerous factors.

4.5 Current Cost Estimates

Reserve Fund component assessments and current cost estimates are based on our investigation, observation, analyses and our extensive experience in performing reserve fund studies.

Cost data have been calculated using construction cost services, including Marshall & Swift/Boeckh Commercial Building Valuation System, the RS Means Repair & Remodelling, modified as to time, location and quality of construction.

We also verified some estimates by seeking quotations from contractors, fabricators and suppliers. Moreover, we have used our own computer programs and extensive cost compilations and databases.

All costs are strictly estimates and are subject to confirmation at the time competitive bids are obtained from contractors specializing in the repair or replacement work required.

The following factors have been considered in calculating the Repair and Replacement Costs Estimates:

1) Quality of construction

Replacement cost estimates are based on the assumption of using quality materials, as specified or built, or in the case of older developments, as required under current building code regulations, at contractors' prices, using union labour and current construction techniques, and including contractors' overhead and profit.

The costs of repairs and/or replacements of many reserve components are invariably higher than original building costs when contractors have considerable latitude in planning their work and can utilize economies of scale to keep costs within construction budgets. In contrast, repair work must frequently be performed in an expedient manner with proper safety precautions and within certain constraints.

Cost estimates take into account such additional costs as special construction, safety installations, limited access, noise abatements, and the convenience of the occupants.

2) Demolition and Disposal Costs

The estimates herein include provisions for demolition and disposal costs including dumping fees. These costs have been rising in recent years. Particularly, dumping of certain materials has become problematic and very costly. It appears that certain codes and environmental regulations will become more stringent in future years, all of which will further increase disposal costs.

3) Goods and Services Tax and Provincial Sales Tax

The Goods and Services Tax ("GST") applies to all repairs and replacements including disposal costs. Some Provincial taxes are included. Therefore, these costs are included in the reserve fund estimates hereinafter.


4) Reserves


It is frequently impossible to forecast the incidence of repairs or replacements of various reserve components, particularly, major components, such as road pavement, sewer and water systems. Therefore, reserve estimates are of a contingency nature, and as such, they are subject to changing conditions and repair experience over time.


5.0 RESERVE FUND COMPONENT ESTIMATES


The following lists each reserve fund component and provides the following information:


- Description
- Reserve Fund expenditure history
- Potential Deterioration
- Life Span Analysis
- Current Repair or Replacement Costs
- Deficiency Analysis


Reserve Component: A2010 - Parkade Membrane	
	
Physical Description	This component includes the parkade ceiling and the parkade roof membrane which is the exposed area outside of the superstructure. This prevents moisture penetration into the roof slab and into the parkade. The membrane consists of a mix of vinyl and liquid applied membrane the 1st floor, above the parkade. The above ground parkade in the complex means the the membrane doubles as a deck flooring for many of the open patios.
Financial Analysis	Most of the patio membranes appear ot have been replaced in 2002/2005. This is a contingency reserve allowance for the eventual full replacement of the membrane, as well for sealing cracks of the parkade ceiling. We have divided the allowances into 4 cycles, spaced 12 years apart. The 2005 report estimates \$295,000 with a service life of 15 years. Our benchmark estimates for costs are lower than in the report.
Potential Deterioration	Water infiltration into slab causing spalling, cracking and corrosion of rebar. Exposed membranes are suseptible to impact damage and lifting. Most of the parkade membranes are exposed, which makes finding leaks easier but also tends to shorten the life of the materials.
Condition & Deficiency Analysis	Council commissioned a report from TROW Associates, dated April 2005 which detailed the condition and composition of the parkade membrane. As detailed in the report, there is evidence of past epoxy injection repairs. The report states that most of the patios were remediated in 2005, with estimated future costs of \$295,000 every 15 years. The vinyl membranes form the surface of the patios, while there are others which are below concrete patios. There appear to be some recent patches observed throughtout. Some lifting and separation of the membranes were noted, although we did not conduct a thourough viewing of all the decks. Council also notes missing spray on insulation within the parkade in the 2013/2014 minutes. It is suggested that Council obtain multiple quotes for this work.
Life Cycle Analysis	<div> Date of Acquisition: 2005 Normal Life Span: 12 years Effective Age: 8 years Estimated Remaining Life Span: 4 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$106,180* Estimated Year of Major Repair or Replacement: 2019*phased </div>


Reserve Component: A2020 - Parkade Maintenance	
	
Physical Description	This component may includes painting of lines and possibly walls, sealant re-coating of the floor and sealing of cracks on the floor of the parkade
Financial Analysis	This is a reserve allowance for crack leveling and resealing of the parkade floor every 10 years. The allowance also allows for repainting of the parking stall lines. No historical expenditure were reported for resealing.
Potential Deterioration	General wear and tear from vehicle traffic, salts and oils will erode the sealant on the floor of the parkade
Condition & Deficiency Analysis	The parkade floor shows minor cracks and typical signs of wear. Periodic power washing was conducted in 2014 at a cost of about \$3000, and is reported to be annual (power washing is a Operations expense). Although this is not as important as the membrane seals above, strata should consider resealing the floors as well sometime in the intermediate future,
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2005 10 years 8 years 2 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$30,807 2017 </div>


Reserve Component: A2030 - Garage Doors and Mechanisms	
	
Physical Description	This component includes the roll up door, motor, sensors, rails and chain.
Financial Analysis	This is a reserve allowance to replace components as they fail. The allowance would mainly be the motor and sensors for the garage doors. No Historical Expenditures were noted.
Potential Deterioration	Wear and tear on the moving components, impact damage Damage to doors from impact, wear on the tracks, chains, gears, and motors, as well as mechanical failure.
Condition & Deficiency Analysis	The metal roll up doors generally don't require replacing with property maintenance. The motor is the main component that would require periodic replacement and repairs.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 14 years 6 years 8 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$12,000 2023 </div>


Reserve Component: B2012 - Exterior Walls, Stucco	
	
Physical Description	The upper floors of the building include an acrylic stucco siding with EIFS trim and rainscreen.
Financial Analysis	The stucco appears to have been replaced in 2002 by Trow Engineering, although no financials or records were received for that period. The contingency allowance is for the replacement of the stucco on building at the end of its service life.
Potential Deterioration	Impact damage, and settlement of foundation may cause cracks; resulting in potential water ingress. Regular painting will extend the life of this component.
Condition & Deficiency Analysis	No water ingress was observed or reported in minutes. The stucco appeared to be well maintained.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2002 30 years 8 years 22 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$298,317 2037 </div>


Reserve Component: B2110 - Exterior, Window Assemblies									
									
Physical Description	The window assemblies are the exterior windows that are installed in living areas of owners' units and are a combination of picture windows and bay windows with double panes with a complete sliding portion or casements.								
Financial Analysis	We have divided the allowances into 4 phases, spaced 5 years apart, allowing for full replacement in a 20 year period. Actual replacement would be as the window seals fail. Costs would be for the sealed units only, not replacement of the entire window frames. The earliest allowance is in 2017, although actual expenditures may begin being incurred as early as 2015.								
Potential Deterioration	The windows are double pane and are primarily susceptible to impact damage, broken seals or tearing of screening materials. Broken seals will allow the escape of the gas between the glass panes allowing condensation to form which will cause clouding. Other deterioration, of frames and sliders can be caused by elements and sunlight causing oxidation and deterioration								
Condition & Deficiency Analysis	Generally well maintained. \$15,200 had been spent/budgeted in the 2014/2014 year. Windows were observed to be in above average condition, although they are approaching the age at which some will begin to lose their seals.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>35 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>11 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	35 years	Effective Age:	24 years	Estimated Remaining Life Span:	11 years
Date of Acquisition:	1991								
Normal Life Span:	35 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	11 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$378,966*</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2026*</td></tr> <tr> <td></td><td>*phased</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$378,966*	Estimated Year of Major Repair or Replacement:	2026*		*phased		
Current Repair or Replacement Cost Estimate :	\$378,966*								
Estimated Year of Major Repair or Replacement:	2026*								
	*phased								

Reserve Component: B2120 - Exterior, Skylights	
	
Physical Description	The complex includes skylights on the upper floor units in buildings 2 and 3.
Financial Analysis	Like windows, periodic replacement of "blown" sealed units as windows fail. The allowance would be for the eventual replacement of all the skylights. The actual replacement schedule may be more or less often, as required.
Potential Deterioration	The glass is double pane and is primarily susceptible to impact damage, broken seals. Broken seals will allow the escape of the gas between the glass panes allowing condensation to form which will cause clouding. Other deterioration, of frames and seals can be caused by elements and sunlight causing oxidation and deterioration
Condition & Deficiency Analysis	The skylights viewed appeared fairly new and in good condition. The trim and seals appeared to be intact. We are advised that a number of the skylights were replaced with the roof replacement.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2012 25 years 3 years 22 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$27,248 2037 </div>


Reserve Component: B2210 - Exterior Doors	
	
Physical Description	This component includes all exterior service doors, patio swing doors, balcony doors. The exterior serviced doors are metal fire rated and insulated. The main lobby doors consist of aluminum and glass double doors with a glass surround. The patio doors consist of aluminum/wood framed units with glass inserts.
Financial Analysis	The reserve includes an allowance for the eventual replacement of all the doors and any rotted or deteriorating frames. Reserve is typically for replacement of the doors only, not including any hardware.
Potential Deterioration	Sills rot from water, insect, or impact damage. Door skins suffer impact damage or weathering. Most exterior metal are protected from elements, due to recess in building.
Condition & Deficiency Analysis	Average to Good. Generally well maintained. These components could last for far longer than 40 years given proper care and maintenance
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 40 years 24 years 16 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$139,590* 2031* *phased </div>


Reserve Component: B2310 - Balcony Membranes	
	
Physical Description	This reserve item is for the above ground floor balcony membranes. The deck cover is comprised of polyvinyl chloride (PVC) sheets. Majority of exposed membrane assemblies are relatively well protected by the elements by overhead covers with the exception of the upper floor balconies. There are also areas over the ground floor common areas where the membranes are covered with concrete pavers.
Financial Analysis	Previous balcony repairs have been done as per need basis. We have allowed for replacement of the balconies at the end of their life cycle.
Potential Deterioration	The bolts that secure the rails are directly attached to the balcony assembly through the deck's membrane. The manner in which the rails are secured to the balconies pose potential water ingress issues if not checked and sealed periodically around the bolts.
Condition & Deficiency Analysis	Balcony membranes appeared to be in good condition, although no direct access was available to the balconies. The membranes were all reported to have been replaced in 2002, with the siding replacement. We were not able to view this component directly.
Life Cycle Analysis	<div> Date of Acquisition: 2002 Normal Life Span: 25 years Effective Age: 8 years Estimated Remaining Life Span: 17 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$57,510 Estimated Year of Major Repair or Replacement: 2032 </div>


Reserve Component: B2320 - Balcony Railings	
	
Physical Description	This reserve item accounts for the aluminum decorative railings situated above the ground floors. The rails are bolted to supporting walls.
Financial Analysis	No historical expenditures noted. A allowance has been made for replacement where necessary over the life of the component.
Potential Deterioration	The bolts that secure the rails are directly attached to the PCV decking pose potential water ingress issues if not checked and sealed periodically.
Condition & Deficiency Analysis	Rails appeared to be in good condition. It is unclear whether these have been replaced with the balcony membranes.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991/2002 50 years 15 years 37 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$36,174 2052 </div>


Reserve Component:	B3010 - Roof - Flat, Membrane	
		
Physical Description	The roof structures of the three buildings included a two-ply SBS membrane with pitched and flat metal sections.	
Financial Analysis	The roof membrane has completely been replaced in phases over the past 2 years by RDR roofing. The project included a special assessment in 2012 in the amount of \$1.27 million.	
Potential Deterioration	Penetrations for roof vents or stacks, seagull nesting, wind damage, or exposure to foot traffic cause premature failures of the material. Over time the membrane will deteriorate as a result of UV Damage, heat, age, and lose flexibility resulting in shrinkage, curling and cracking requiring eventual replacement.	
Condition & Deficiency Analysis	A roof assessment report was conducted in 2010 by Levelton Consultants, indicating the need for re-roofing throughout the three buildings. The reroofing was subsequently performed in three phases. Minutes indicate completion dates as follow: Phase 1 (Building 8520/8560) in August 2013. Phase II (8500) in Feb 2014, and Phase III (8580) sometime in 2014.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2013/2014 22 years 2 years 20 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$508,294 2035


Reserve Component: B3015 Roof – Pitched, Metal		
		
Physical Description	This component refers to standing seam metal roofing with a membrane under these sections.	
Financial Analysis	This reserve refers to a full replacement of the standing seam metal roof, new ridge vents, caps, and snow retaining system. The reserve also includes removal of cladding.	
Potential Deterioration	Loose seams and cracked penetrations; natural expansion and contraction of the metal can cause screws and fasteners to loosen over time; metal will pull at seams, leading to crack formation around stacks and other penetrations; exposure to elements will eventually lead to rust and corrosion on metal which can lead to holes in the metal; cold temperatures from under-insulated metal roof can cause condensation on the inside of the metal, causing leaks in the building.	
Condition & Deficiency Analysis	The roof was completely surfaced in 2013/2014. It is unclear whether the metal sheets were reused as some rusting is evident at the seams. Flashing was completely replaced. Metal roofs typically last 40+ years with proper installation and maintenance.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2013/2014 40 years 2 years 38 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$227,618 2053

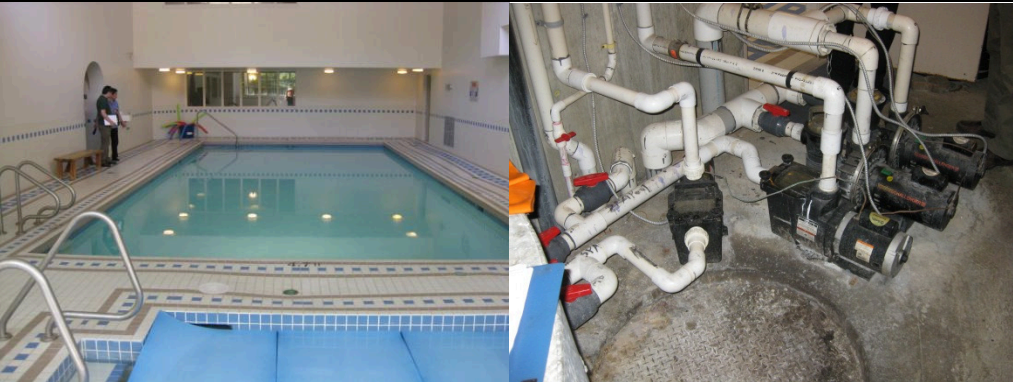
Reserve Component: B3110 - Eavestroughs and Downspouts									
									
Physical Description	Aluminum gutters at the sloped roof system, with some in-deck drains, transitioning to exterior downspouts. There are also a number of interior drains emptying through the parkade.								
Financial Analysis	Periodic Replacement required, approximately every 25 years, at time of roof replacement.								
Potential Deterioration	Impact damage from ladders or trees. Periodic Painting as colour schemes is changed.								
Condition & Deficiency Analysis	Average condition. The interior drains will likely not need to be replaced but the exterior gutters and downspouts will eventually require replacement. The aluminum can last through one or two roof replacement cycles.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>2013/2014</td></tr> <tr> <td>Normal Life Span:</td><td>40 years</td></tr> <tr> <td>Effective Age:</td><td>2 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>38 years</td></tr> </table>	Date of Acquisition:	2013/2014	Normal Life Span:	40 years	Effective Age:	2 years	Estimated Remaining Life Span:	38 years
Date of Acquisition:	2013/2014								
Normal Life Span:	40 years								
Effective Age:	2 years								
Estimated Remaining Life Span:	38 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$5,512</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2053</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$5,512	Estimated Year of Major Repair or Replacement:	2053				
Current Repair or Replacement Cost Estimate :	\$5,512								
Estimated Year of Major Repair or Replacement:	2053								

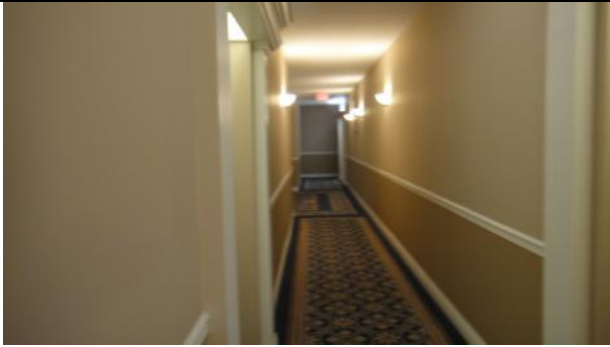
Reserve Component: B4020 - Caulking and Weatherstripping									
									
Physical Description	Building caulking and silicone sealants would be installed around windows and exterior doors, at interface with wall materials. The primary function of this component is to fill gaps where weather or moisture can penetrate the building envelope. Weatherstripping around moving components of doors, sliders, and opening portions of windows. The primary function of this component is to prevent drafts, heat losses, moisture penetration around door opening.								
Financial Analysis	Periodic replacement. Complete removal of old materials, then re-application of new material. Doors and opening parts of windows will need periodic replacement of weather stripping.								
Potential Deterioration	Potential deterioration of caulking and weather proofing is predominantly from age and exposure to elements with UV radiation and water as key contributors. Caulking relies on flexibility to maintain seals between building materials and is attacked and gradually succumbs to elements such as sunlight, rain and temperature fluctuations. The weatherstripping also relies on flexibility and could be damaged or torn by moving components.								
Condition & Deficiency Analysis	Inspection should be conducted on a regular basis to ensure that caulking and weather-stripping is still effective. We have assumed that the caulking has been renewed at the time of the full siding replacement. If this is the case, the caulking is now 13 years old, and typically has a life of up to 15 years. It is typical to recaulk with painting. This items should be revisited in the medium term.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>2002</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>7 years</td></tr> </table>	Date of Acquisition:	2002	Normal Life Span:	15 years	Effective Age:	8 years	Estimated Remaining Life Span:	7 years
Date of Acquisition:	2002								
Normal Life Span:	15 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	7 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$43,352</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2022</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$43,352	Estimated Year of Major Repair or Replacement:	2022				
Current Repair or Replacement Cost Estimate :	\$43,352								
Estimated Year of Major Repair or Replacement:	2022								


Reserve Component: B5000 - Exterior Painting	
	
Physical Description	Exterior stucco and fencing. The primary function of painting is to enhance the curb appeal of property and to help sustain the life expectancy of the components. Painting is a low cost protective covering over various materials
Financial Analysis	Periodic painting of the exterior should be undertaken every 7-10 years. Longer periods in between paint jobs generally leads to higher costs.
Potential Deterioration	Paint deterioration is caused by the degradation of certain pigments and the film-forming component of the paint caused by prolonged exposure to sunlight, moisture and freeze-thaw cycles. Early signs of deterioration include loss of gloss or sheen, change in colour and increased chalkiness.
Condition & Deficiency Analysis	The paint appeared in good condition. No expenditures were reported since the property had its siding replaced in 2002. Although the paint appears in good condition, council should consider repainting as
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2002 10 years 5 years 5 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$181,641 2020 </div>

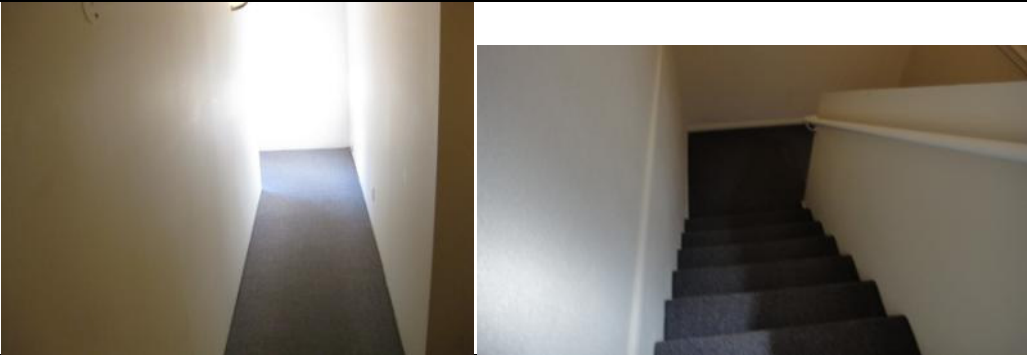
Reserve Component: C2010 - Lobby Redecoration	
	
Physical Description	Each of the common area lobbies in each of the buildings includes basic furnishing and decorations. Flooring consisted of tile and carpets.
Financial Analysis	No significant expenditures were reported for the lobbies. The interior of the each lobby is original. Typically, the interior furnishings and décor is update to suite the residents, and the life cycle can vary widely. We have used a replacement cycle of 15 years for redecoration.
Potential Deterioration	The entry lobby flooring is subject to high traffic volumes on a daily basis; therefore, susceptible to wear at a greater rate than most other common areas.
Condition & Deficiency Analysis	The lobby areas viewed appeared well maintained and in good condition.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 15 years 5 years 10 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$61,875 2025 </div>


Reserve Component: C2012 - Common Area Amenity Rooms									
									
Physical Description	There are several common area amenity rooms located throughout the three buildings. These include hobby rooms, rec rooms, guest suites, a large Social/Rec room with a mezzanine, offices, a gym as well as washrooms and change rooms. Plans also show a caretaker suite in Building 1, which has been included. This component does not include the pool or mechanical equipment or the lobby.								
Financial Analysis	An allowance has been made for the eventual refurbishment and periodic renovation of each of these areas, including an allowance for furnishings, cosmetic changes, appliance replacement and plumbing fixtures.								
Potential Deterioration	The common amenity rooms are not subject to high traffic volumes on a daily basis; therefore, are less susceptible to wear than common hallways and lobby areas. Changes for aesthetic purposes are more likely than changes due to wear. Other factors include vandalism and general wear from use.								
Condition & Deficiency Analysis	Amenity rooms, washrooms and changerooms appeared in good condition. The areas viewed were well maintained. Expenditures are likely for ongoing updating, maintenance and eventual replacement of furnishings, fixtures, paint etc.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>5 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>10 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	5 years	Estimated Remaining Life Span:	10 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	5 years								
Estimated Remaining Life Span:	10 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$47,503</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2025</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$47,503	Estimated Year of Major Repair or Replacement:	2025				
Current Repair or Replacement Cost Estimate :	\$47,503								
Estimated Year of Major Repair or Replacement:	2025								


Reserve Component: C2015 - Swimming Pool		
		
Physical Description	The swimming pool area includes the swimming pool deck surface and whirlpool, as well as associated mechanical equipment. Note that the plans did not show design details the pool and whirlpool or the equipment.	
Financial Analysis	An allowance has been made for partial replacement of the mechanical equipment possible regrouting of the pool and deck. Reported expenditures included expenditures for regrouting and mechanical repairs over the past 4 years, totalling about \$50,600.	
Potential Deterioration	Pool decks and lining may develop cracks and leaks through settlement which will require sealing/regrouting or liner replacement. Pool equipment is highly sensitive to chemical imbalances. Improper maintenance may severely shorten the life of some components. The mechanical equipment is subject to normal wear over time. Typical life spaces are between 20 to 25 years. The life is also dependent on the level of use.	
Condition & Deficiency Analysis	Council advises that the pool fans appear to be underperforming and may need to be upgraded to a higher capacity unit. Costs will depend on whether ducts and other components will need to be replaced as well. The equipment in the complex is assumed to be original, and thus about 24 years old. As with most mechanical equipment, the service life can be extended with regular maintenance and replacement of worn out parts.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 15 years 9 years 6 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$70,555 2021


Reserve Component: C3010 - Interior Painting and Décor									
									
Physical Description	This component includes the painting of the interior walls and trim in the hallways, stairs, landings higher traffic common areas								
Financial Analysis	The component includes allowances for repainting/re-wallpapering the interior common area hallways and stairs.								
Potential Deterioration	Repainting is more a matter of aesthetic preference of the residents than physical deterioration. Repainting and redecorating generally varies with the preferences of the residents.								
Condition & Deficiency Analysis	The interior paint and trim appear to be in good condition. Minor expenditures for furniture/equipment replacement are budgeted annually.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>16 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>8 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	16 years	Effective Age:	8 years	Estimated Remaining Life Span:	8 years
Date of Acquisition:	1991								
Normal Life Span:	16 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	8 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$33,488</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2023</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$33,488	Estimated Year of Major Repair or Replacement:	2023				
Current Repair or Replacement Cost Estimate :	\$33,488								
Estimated Year of Major Repair or Replacement:	2023								


Reserve Component: C3020 - Interior Doors		
		
Physical Description	This component includes the ground level service doors and upper floor stairwell and fire doors. We have not includes individual suite doors. All the doors are fire rated and insulated metal designs.	
Financial Analysis	An allowance has been made for a partial replacement of the common area interior fire doors and amenity room doors. No allowance has been made for the suite doors.	
Potential Deterioration	Impact Damage, or vandalism. Hardware will need replacement in far future, if well maintained.	
Condition & Deficiency Analysis	The interior doors appeared functional and in good condition. Two doors were reported to be replaced in 2014 at the cost of \$4230, with some of the cost attributed to concrete work around the frame. The remainder are assumed to be original.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 40 years 24 years 16 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$20,475 2031


Reserve Component: C3100 - Carpeting and Tile									
									
Physical Description	Component includes the flooring in the higher traffic common areas, including the hallways and stairs. Does not include the lobbies and amenity rooms. Upper floor hallways and stairs all included carpeting.								
Financial Analysis	Replacement cycles depend on the amount of traffic and preferences of the residents. High traffic areas may need premature replacement, whereas upper floor carpets may last well beyond the typical expected life. We have included this allowance in 2 phases spaced 3 years apart.								
Potential Deterioration	The carpets are subject to normal wear patterns in high traffic areas. Regular cleaning would extend the life of the carpets.								
Condition & Deficiency Analysis	The carpeting appeared in good condition throughout the areas viewed. The carpets are reported to be cleaned annually.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>24 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>16 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	24 years	Effective Age:	8 years	Estimated Remaining Life Span:	16 years
Date of Acquisition:	1991								
Normal Life Span:	24 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	16 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$190,600</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2031</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$190,600	Estimated Year of Major Repair or Replacement:	2031				
Current Repair or Replacement Cost Estimate :	\$190,600								
Estimated Year of Major Repair or Replacement:	2031								


Reserve Component: D1010 - Elevator Cab	
	
Physical Description	This component addresses the periodic, cosmetic updates of elevator cab interior.
Financial Analysis	Typically, elevator manufacturer or service company will modernize the wall panels, floor, lighting, and controls.
Potential Deterioration	Typically wear and tear from use and moving, or possible vandalism. Strata may wish to update the look at the time of a lobby upgrade.
Condition & Deficiency Analysis	The interior of the elevator cabs appeared in good condition, and are assumed to be original. Phone systems were reported to be installed in the cabs in 2013 at a cost of \$6930.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 40 years 20 years 20 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$36,000 2035 </div>


Reserve Component: D1011 - Elevator Modernization									
									
Physical Description	This component is assumed to be comprised of a typical hydraulic elevator system, which includes the elevator cab, rail system, braking system controller, dispatcher, motor, hydraulic fluid holding tank, and hydraulic pump.								
Financial Analysis	According to historical financials, monthly maintenance invoices were up-to-date. Typically, monthly maintenance contracts will account for the replacement of any out-of-date or malfunctioning parts. The elevator cylinder and PVC sleeve was reported to be replaced in 8580 at a cost of \$109,464. We have given a standardized allowance for each of the remaining elevators over a 30 year period.								
Potential Deterioration	Wear and tear from continuous use, and quality of maintenance. Likely replacement would be for major components on an as required basis, rather than a total re-build.								
Condition & Deficiency Analysis	Assumed good; hidden component. Only work in the elevator in building 8580 was reported. Consultation regarding the condition of the elevators is beyond the scope of our work. No reports for these components were received.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>30 years</td></tr> <tr> <td>Effective Age:</td><td>16 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>14 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	30 years	Effective Age:	16 years	Estimated Remaining Life Span:	14 years
Date of Acquisition:	1991								
Normal Life Span:	30 years								
Effective Age:	16 years								
Estimated Remaining Life Span:	14 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$200,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2029</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$200,000	Estimated Year of Major Repair or Replacement:	2029				
Current Repair or Replacement Cost Estimate :	\$200,000								
Estimated Year of Major Repair or Replacement:	2029								


Reserve Component: D2010 - Piping		
		
Physical Description	Components include water distribution lines and vertical stacks running throughout the interior of the three buildings	
Financial Analysis	These are long lived components with eventual replacement of all piping systems. Long term costing of complete pipe replacement is difficult and would require a more accurate onsite quote. The figures provided is a benchmark based on piping plans. The 2011 Besant report estimates a complete retrofit of the three buildings would cost \$1.6 million. Historical expenditures show intermittent repair expenses, with \$35,000 budgeted for repairs in the 2015 fiscal year. In addition, we have budgeted allowances in 3 phases over 12 years (between roughly 2033 and 2041) to allow for possible replacement.	
Potential Deterioration	Corrosion causing pinholing in water supply, cavetation and corrosion of waste lines. Possible damage due to settlement, or damage due to freezing, impact, or vandalisim in parkade with suspended piping.	
Condition & Deficiency Analysis	As most lines are hidden between floors and within walls. An evaluation of the domestic water pipes, conducted by Besant & Associates Engineers in August 2011 found localized pin-hole leaks in some areas. A water treatment system was installed to mitigate these problems. The typical lifespan of domestic water pipes varies between 40 to 50 years typically before complete repalcement is required. As noted in the report, if there appears to be significant repair costs for leaks, this timetable would need to be moved forward.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 50 years 24 years 26 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$1,028,492* 2041* *phased


Reserve Component: D2100 - Boiler & Hot Water Tank									
									
Physical Description	This component includes the domestic hot water tanks, water pump, recirculating pump and boilers.								
Financial Analysis	These components typically have life spans of 7 to 15 years, with maintenance and replacement at the end of the life cycles. The CRF allowance is for the replacement of these components. No financial history was received.								
Potential Deterioration	Deterioration may arise from stress induced corrosion resulting in cracks, overheating, and impurities within the water causing internal corrosion								
Condition & Deficiency Analysis	One hot water tank was replaced in 2013 at a cost of \$3970. There was a repair to another in 2014 at a cost of \$2950. 3 tanks were reported to have been replaced between 2008 and 2010. The remainder are assumed to have been replaced at various points over the last 10 years.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>6 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>9 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	6 years	Estimated Remaining Life Span:	9 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	6 years								
Estimated Remaining Life Span:	9 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$69,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2024</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$69,000	Estimated Year of Major Repair or Replacement:	2024				
Current Repair or Replacement Cost Estimate :	\$69,000								
Estimated Year of Major Repair or Replacement:	2024								


Reserve Component: D3010 - Makeup Air Units	
	
Physical Description	This component is comprised of the makeup air unit (MAU) supplying heated airflow within the main corridors within the building, as well as the ventilation fans throughout the building.
Financial Analysis	The MAU and ventilator units are assumed to be serviced and replaced appropriately. The parkade exhaust fans were in serviceable operation at the time of site review.
Potential Deterioration	The MAU is exposed to the environment and the exterior components will eventually deteriorate from wind, rain and UV rays.
Condition & Deficiency Analysis	Historical financials show \$6147 spent in 2013 and \$3659 spent in 2014 for repair work.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 20 years 14 years 6 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$38,951 2021 </div>


Reserve Component: D4010 - Sprinklers	
	
Physical Description	This component is comprised of a dry distribution system which includes standpipes and sprinkler heads. Sprinklers are located in the basement locker areas and parkades, with standpipes located throughout the building; mainly in exit stairwells
Financial Analysis	Annual fire inspections should be performed. Historical financials do not indicate any replacements.
Potential Deterioration	Valves can leak and pipework can become disconnected. The enclosed sprinkler rooms must remain closed to precipitation from corroding the metal components and warm enough to prevent water from freezing. Air compressor for dry standpipes, needs replacement periodically.
Condition & Deficiency Analysis	Average. Minimal surface corrosion was observed on the piping and valve components.
Life Cycle Analysis	Date of Acquisition: 1991 Normal Life Span: 40 years Effective Age: 24 years Estimated Remaining Life Span: 16 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : \$171,150 Estimated Year of Major Repair or Replacement: 2031

Reserve Component: D4100 - Fire panel and Emergency Lighting	
	
Physical Description	This item includes the fire annunciator panel, pull stations, smoke and heat detectors and other devices such as public address systems if there is one. Emergency lighting and controls systems are also included. Life safety systems consist of the main panel, sub-panel, wiring and end devices. These end devices include heat detectors, smoke detectors, pull stations and flow switches. For items affecting life safety it activates an alarm within the building to warn occupants to evacuate.
Financial Analysis	Ongoing maintenance from fire safety inspections is typical. The fire control panel generally has a long lifespan. This is a contingency reserve item.
Potential Deterioration	Technological and safety code changes will cause any part(s) of the system to be replaced.
Condition & Deficiency Analysis	The system appeared in good shape and operational at site visit. The annunciator panels appeared older but functional.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 30 years 20 years 10 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$24,000 2025 </div>

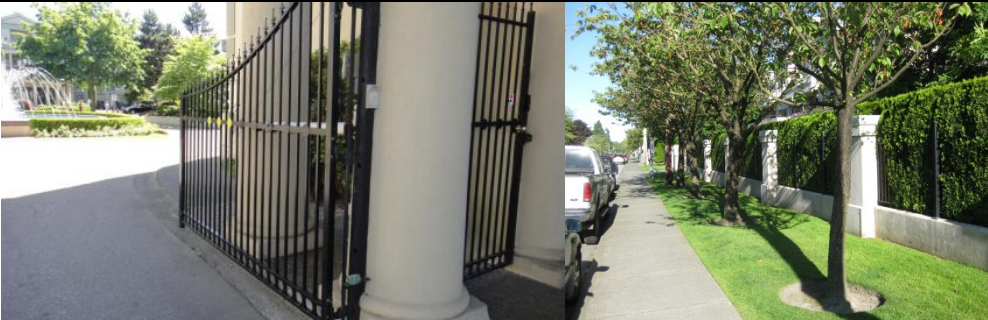
Reserve Component: D5010 - Electrical Services and Distribution	
	
Physical Description	This reserve includes the incoming electrical service, various distribution panels, electrical cables and wiring, connections in the complex. The distribution to the common element equipment and end devices is included within this component, while the distribution within the individual units is the individual owners' responsibility.
Financial Analysis	The reserve is a long-term reserve provision and consists of a contingency estimate for the electrical systems which is deemed to be sufficient for any electrical repairs or electric component replacements. It is not a total replacement estimate, as the electrical systems should last the lifetime of the building.
Potential Deterioration	This component requires distribution wiring and connection points which generally last the lifetime of the building. High voltage wiring connections should be tight as over time, due to metal fatigue or corrosion, the screws holding the wire to their terminals can become loose. If electrical current arcs across the resultant gap, fire can result. Loose connections cause heat to build up and also increase the potential for a large scale power failure. The electrical systems should be regularly inspected and thermo-graphically analyzed and any 'hot spots' corrected. End devices such as receptacles and light fixtures are generally affected by electrical component failures, vandalism or misuse.
Condition & Deficiency Analysis	The observed condition of the electrical components is assumed to show little signs of damage or misuse. Periodic replacement of fixtures is expected to have been undertaken as part of stratas' safety measures. Electrical panels are properly covered.
Life Cycle Analysis	<div> Date of Acquisition: 1991 Normal Life Span: 70 years Effective Age: 24 years Estimated Remaining Life Span: 46 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$112,000 Estimated Year of Major Repair or Replacement: 2061 </div>


Reserve Component: D5030 - Exterior Lighting									
									
Physical Description	This component includes all the exterior ceiling mounted, wall mounted, and free standing light fixtures found outside the building.								
Financial Analysis	The reserve is for replacement of fluorescent and wall mounted units. Periodic replacement is more likely than wholesale change. For this reason, a partial allowance is included.								
Potential Deterioration	Since the system is comprised of electrical components and assuming on going maintenance, deterioration is primarily due to change and possible difficulty in finding spare parts. Wholesale re-decoration, or improvement in power use efficiency may dictate a change in the future fixtures being used.								
Condition & Deficiency Analysis	The lighting fixtures appear in good condition.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>11 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>4 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	11 years	Estimated Remaining Life Span:	4 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	11 years								
Estimated Remaining Life Span:	4 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$2,400</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2019</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$2,400	Estimated Year of Major Repair or Replacement:	2019				
Current Repair or Replacement Cost Estimate :	\$2,400								
Estimated Year of Major Repair or Replacement:	2019								


Reserve Component: D5040 - Access Control and Security	
	
Physical Description	This component encompasses the enterphone access systems, the new fob access systems, as well as the CCTV security system.
Financial Analysis	Allowances are made for replacement and repair of this system. Although generally not prone to failure, replacement is often for increased security or to upgrade to newer technology, as is the case with the installation of the fob system.
Potential Deterioration	Access control and security systems fail due to electrical problems and wear, vandalism and accidental damage. Functional obsolescence is also sometimes a factor as newer and better systems come available.
Condition & Deficiency Analysis	Installed Fob system and security cameras in 2014. No records were received regarding the amount spent on this upgrade. The access control panels at the entrance of each lobby and at the front gate appear to be original.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 30 years 18 years 12 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$60,000 2027 </div>


Reserve Component: E1010 Fencing - Wood	
	
Physical Description	Cedar panel perimeter fencing found along the rear and side lot lines of the complex.
Financial Analysis	Periodic painting required to combat weathering. Reserve is for full replacement. Alternatives would be for periodic allowances.
Potential Deterioration	This component is subject to rotting caused by mildew, exposure to moisture and age. Wet/Dry cycle as well as string trimmer use, destroys posts prematurely at ground level. Panels are subject to rot, vandalism, and impact damage. Regular painting or staining. To lengthen the lifespan of this component, it is advisable to regularly stain or paint the wood with a quality outdoor product that provides good protective properties. Protection of post bottoms at grass level will extend the life, aluminum flashing works effectively.
Condition & Deficiency Analysis	The wood perimeter fence appears to be in fair condition. Some of the beams showed visible sagging and some of the posts were leaning significantly. Council reports partial replacement in 2012 at a cost of \$2905. Full fence replacement was proposed in the 2012 minutes but appears to be deferred.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 25 years 24 years 1 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$33,418 2016 </div>


Reserve Component:	E2010 - Patios and Walkways	
		
Physical Description	This component encompasses the exterior common area concrete and concrete stairs, walkways, and patios comprised of brick pavers.	
Financial Analysis	Typically, replacement or repair for this component is as required; unlikely to replace all in a single occurrence. A partial allowance has been allocated for this component for minor replacement and repair work as deemed necessary	
Potential Deterioration	Deterioration caused by weathering, usage, lack of regular repairs, freeze-thaw cycles.	
Condition & Deficiency Analysis	Sidewalk and stair crack repairs are ongoing. \$5451 was spent in 2013. The pavers, concrete steps and sidewalks appeared in above average condition.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 35 years 15 years 20 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$64,292 2035


Reserve Component: E2055 - Fencing, Gates & Privacy Screens									
									
Physical Description	This compoennt includes a fence ant the entrance, posts ast the entrance fences, perimeter fencing, the main entry gate and a gate at the fire access entry. This component also includes all exterior handrails located on site. Balcony rails not included.								
Financial Analysis	No financial expenditure were reported for these components. The allowance is for replacemnt of the fences, gates and rails.								
Potential Deterioration	Deterioration from external elements and oxidation will cause rails to rust comprised of metal. Corrosion of interface with concrete, loosening of the bolts and possible safety concerns arising from loosening.								
Condition & Deficiency Analysis	The metal fencing generally does not need to be replaced, only maintained. The stucco posts may need painting/upkeep over its life.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>40 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>16 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	40 years	Effective Age:	24 years	Estimated Remaining Life Span:	16 years
Date of Acquisition:	1991								
Normal Life Span:	40 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	16 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$27,764</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2031</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$27,764	Estimated Year of Major Repair or Replacement:	2031				
Current Repair or Replacement Cost Estimate :	\$27,764								
Estimated Year of Major Repair or Replacement:	2031								


Reserve Component: E2210 - Pavement Asphalt	
	
Physical Description	This component is for the asphalt driveways throughout the complex which also includes all concrete curbing.
Financial Analysis	Long term replacement item, with more frequent, periodic crack sealing. Crack sealing is included in the periodic maintenance allowances.
Potential Deterioration	Settlement, wear and tear, U/V damage, and water infiltration into cracks. Freeze and thaw cycle will cause asphalt to breakup, or "alligator" crack. Crack sealing will greatly extend the life of the surface by preventing water infiltration into subsurface. Contractor considered repair and filling of alligatored areas, followed by a 2" overlay as a better solution than removing the existing surface and repaving. The former takes advantage of the fact the subsurface is well compacted and has finished settling.
Condition & Deficiency Analysis	Appears to be in good condition overall. Crack sealing and leveling is necessary at intermittent cycles in between full repaving.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 25 years 13 years 12 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$68,919 2027 </div>

Reserve Component: E3010 - Hard Landscaping	
	
Physical Description	Hard landscaping consists mainly of the rail ties, brick retaining walls, a central fountain, several wood gazebos, and wood benches found throughout the complex. tc
Financial Analysis	This item includes an allowance for replacement of any wood components, and long term repair allowance for the fountain equipment and regrouting of the brickwork.
Potential Deterioration	This component is subject to rotting caused by exposure to moisture and age. The retaining railroad wood ties and wooden of this component are subject to rotting caused by exposure to moisture and age.
Condition & Deficiency Analysis	No expenditures have been reported. The fountain is reported to be in good working condition, and the other components appeared in average condition. Some of the wood may need replacement/resealing earlier.
Life Cycle Analysis	<div> Date of Acquisition: 1991 Normal Life Span: 25 years Effective Age: 15 years Estimated Remaining Life Span: 10 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$29,250 Estimated Year of Major Repair or Replacement: 2025 </div>

Reserve Component:	E3020 - Soft Landscaping	
		
Physical Description	This component includes removal of existing greeneries, resodding and reseeding as turf, trees, shrubs and plants die off or become unsightly.	
Financial Analysis	The reserve fund includes an allowance for periodic replacement of plants and landscaping. Typical 20% allowance for this component.	
Potential Deterioration	Plants reach the end of their life, or become too large. Turf can also acquire powdery mildew or be overtaken by weeds.	
Condition & Deficiency Analysis	Appears to be in good condition. Strata indicates a landscaping contract in place. A modest allowance for resodding and some plant replacements are recommended and implemented for the purposes of this report.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 30 years 10 years 20 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$20,353 2035

Reserve Component: E3030 - Irrigation									
									
Physical Description	The sprinkler system is situated above ground with comprised of PVC tubing, heads, and assumed PVC fittings.								
Financial Analysis	This item is a contingency allowance for replacement of the irrigation system control equipment and partial replacement of the lines over a 20 year cycle.								
Potential Deterioration	Vandalism, misuse, or occasional impact damage caused by regular landscape maintenance workers will limit its life expectancy.								
Condition & Deficiency Analysis	Assumed to be in good condition in reflection to its chronological age.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>20 years</td></tr> <tr> <td>Effective Age:</td><td>12 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>8 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	20 years	Effective Age:	12 years	Estimated Remaining Life Span:	8 years
Date of Acquisition:	1991								
Normal Life Span:	20 years								
Effective Age:	12 years								
Estimated Remaining Life Span:	8 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$33,922</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2023</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$33,922	Estimated Year of Major Repair or Replacement:	2023				
Current Repair or Replacement Cost Estimate :	\$33,922								
Estimated Year of Major Repair or Replacement:	2023								

Reserve Component: E4010 - Perimeter Drains									
									
Physical Description	This reserve includes replacement of perimeter drains around the base of each townhouse units, excluding porches/decks and carports. Plans indicate 6" diameter PVC drain pipe surrounded by drain rock wrapped in filter cloth.								
Financial Analysis	Historical financials provided did not indicate any replacement expenditures incurred within the past 5 years. Perimeter drains should be periodically flushed to avoid potential blockages; included in the ongoing maintenance component for reference.								
Potential Deterioration	Drain tile fills over time with sediment and roots. Result will be water infiltration into building.								
Condition & Deficiency Analysis	Assumed to be adequate, although this is a hidden component. Council indicates that the drains and catch basins were flushed in 2014 at a cost of \$3539.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>50 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>26 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	50 years	Effective Age:	24 years	Estimated Remaining Life Span:	26 years
Date of Acquisition:	1991								
Normal Life Span:	50 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	26 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$58,010</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2041</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$58,010	Estimated Year of Major Repair or Replacement:	2041				
Current Repair or Replacement Cost Estimate :	\$58,010								
Estimated Year of Major Repair or Replacement:	2041								

Reserve Component: E5000 - Services and UG Piping									
									
Physical Description	This component consists of main shut offs and associated piping, providing domestic water from the municipal water main to the strata. It also consists of: sanitary and storm sewer piping.								
Financial Analysis	Historical financials did not reveal any expenditures incurred within the past 5 years. The reserve fund includes an allowance for long term replacement of all the onsite service systems. Underground piping and valves have a life expectancy of typically 50 years.								
Potential Deterioration	Seismic pressure, tree root invasion, and seizing of valves are all factors that lead to deterioration and failure of this component. In addition frost heaving and freeze thaw can also cause breakage.								
Condition & Deficiency Analysis	Assumed to be average.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>70 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>46 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	70 years	Effective Age:	24 years	Estimated Remaining Life Span:	46 years
Date of Acquisition:	1991								
Normal Life Span:	70 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	46 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$60,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2061</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$60,000	Estimated Year of Major Repair or Replacement:	2061				
Current Repair or Replacement Cost Estimate :	\$60,000								
Estimated Year of Major Repair or Replacement:	2061								

Reserve Component:	F1010 - Reserve Updates	
Physical Description	Depreciation Reports are required under the Strata Property Act. It is mandated that an update is performed every three (3) years, after the initial report. Each update looks at a financial Plan for the next 30 years.	
Financial Analysis	The base Depreciation Report was completed in 2014, by Campbell and Pound Commercaill Ltd. Updates, if performed by the same firm should result in a lower fee per update, than a new report if a new firm must take over.	
Potential Deterioration	The previous recommendations within the current Depreciation Report will be revised by an updated Depreciation Report. As the scheduled repairs, replacement, and maintenance are undertaken in the interval between the Depreciation Reports, the Financial Plan and future financial requirements change.	
Condition & Deficiency Analysis	n/a	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2015 3 years 0 years 3 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$4,900 2018

Reserve Component:	F1011 - Periodic Maintenance (3 years)	
Physical Description	<p>Annual maintenance items are included in the Strata Corporation's operating budget. However, there are numerous items which are not required on an annual basis. These items are included in a regular 3 to 6 year cycle. These items include power washing of decks and concrete patios/steps, and periodic gutter cleaning. Less frequent items, which can be done on a rotating 5 to 6 year cycle include drain flushing, checks and securing of the metal bolt on the railings and roof, and driveway crack repairs</p> <p>Dryer vent cleaning, carpet cleaning, power washing of the parkade and general landscaping are annual operating items in the Strata and not covered in the contingency allowances.</p>	
Financial Analysis	Although fairly frequent in comparison to the replacement reserves, these are relatively inexpensive and mainly for extending the life of the components.	
Potential Deterioration	Mildew, debris or dirt can build up on siding and on concrete areas, detracting from curb appeal and accelerating deterioration. Bolts can come loose and require tightening or replacement due to corrosion. This is especially important for the metal roof component.	
Condition & Deficiency Analysis	\$3539 was spent in 2014 for the flushing of the parkade drains and catch basins.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2015 3 years 0 years 3 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$6,763 2018

5.1 Benchmark Analysis

The Benchmark Analysis shows the physical aspects of the various reserve components, including the life cycle analysis and the cost estimates on a single spreadsheet for convenient examination and easy reference. The cost estimates are pursuant to prudent reserve fund practices, which provide for inflationary cost increases over time and interest income from reserve fund investments.

The reserve fund estimates have been prepared without regard to the current financial position of the corporation or the current reserve fund contributions by unit owners, and as such, they represent the optimum reserve fund operation, which assumes that the corporation has continuously assessed adequate reserve funding from the beginning.

This Benchmark Analysis is the foundation of the Certified Reserve Fund Planner System, as it provides the basis for comparison to the actual reserve fund operation. The Benchmark Analysis provides the standard for reserve fund planning and property maintenance, and as such, it is a valuable management and maintenance resource document.

The foregoing program represents the practical application of reserve fund budget planning and management. When applied, as outlined, the reserve fund will cover anticipated reserve fund expenditures and any contingencies.

5.2 Schedule A – Schedule Reserve Fund Component Estimates

The following Schedule of Reserve Fund Component Estimates shows detailed computations for the various reserve items using the projection factors explained in Section 2.4 of this Report:

Long-term inflation rate: 2.65%

Long-term interest rate: 1.75%

Due to rounding automatically executed by computer, there may be minor discrepancies in the data, which are not deemed significant.

'BENCHMARK' SCHEDULE OF RESERVE FUND ESTIMATES

Reserve Components Benchmark Analysis	Date of Acquisition	Expenditures	Chono- Age	Lifespan	Effective Age	Remaining Life	Budget Replacement Year	Allowance	Current Replacement Cost	Future Replacement Cost	Current Reserve Fund Requirements	Future Reserve Fund Accumulation	Future Reserve Fund Requirements	Annual Reserve Fund Assessment	Reserve Fund Assessment Allocation
A2010 - Parkade Membrane	2005	-	10	12	8	4	2019	25%	106,180	117,890	70,787	75,130	42,760	10,452	3.96%
A2020 - Parkade Maintenance	2005	7,000	10	10	8	2	2017	100%	30,807	32,461	24,643	25,390	7,071	3,509	1.33%
A2030 - Garage Doors and Mechanisms	1991	-	24	14	6	8	2023	100%	12,000	14,793	5,143	5,793	8,999	1,067	0.40%
B2012 - Exterior Walls, Succo	2002	?	13	30	8	22	2026	100%	296,317	530,351	79,551	110,382	419,982	16,255	6.16%
B2110 - Exterior Window Assemblies	1991	15,200	24	35	24	11	2036	100%	378,966	505,299	259,862	306,104	199,195	16,791	6.37%
B2120 - Exterior Skylights	2013	-	2	25	2	23	2038	100%	27,248	49,726	2,180	3,070	46,656	1,714	0.65%
B2210 - Exterior Doors	1991	1,388	24	40	24	16	2031	100%	139,590	212,128	83,754	106,283	108,845	5,902	2.24%
B2310 - Balcony Membranes	2002	?	13	25	8	17	2032	100%	57,510	89,710	18,403	23,704	66,007	3,438	1.30%
B2320 - Balcony Railings	2002	-	13	50	13	37	2032	100%	36,174	95,208	16,316	78,892	1,611	0.61%	
B3010 - Roof - Flat Membrane	2013	905,427	2	22	2	20	2035	100%	508,294	614,959	46,209	62,336	795,382	34,397	13.04%
B3015 - Roof - Pitched, Metal	2013	-	2	40	2	38	2053	100%	227,618	614,959	11,381	20,039	594,919	11,730	4.45%
B3110 - Eavestroughs and Downspouts	2013	-	2	40	2	38	2053	100%	5,512	14,892	276	485	14,407	284	0.11%
B4020 - Caulking and Weatherstripping	2002	-	13	15	8	7	2022	100%	43,352	52,062	23,121	25,661	26,401	3,605	1.37%
B5000 - Exterior Painting	2002	-	13	10	5	5	2020	100%	181,641	207,018	90,821	97,840	109,179	21,190	8.04%
C2010 - Lobby Redecoration	1991	-	24	15	5	10	2025	100%	61,875	80,372	20,625	23,936	56,436	5,273	2.00%
C2012 - Common Area Amenity Rooms	1991	-	24	15	5	10	2025	25%	47,503	61,703	15,834	18,376	43,327	4,048	1.54%
C2015 - Swimming Pool	1991	50,601	24	15	9	6	2021	100%	70,555	82,544	42,333	46,289	36,255	5,820	2.21%
C3010 - Interior Painting and Décor	1991	1,000	24	16	8	8	2023	100%	33,488	41,282	16,744	18,862	22,420	2,659	1.01%
C3020 - Interior Doors	1991	4,230	24	40	24	16	2031	25%	20,475	31,115	12,285	15,589	15,525	866	0.33%
C3100 - Carpeting and Tile	1991	-	24	24	8	16	2031	100%	190,600	289,645	63,533	80,623	209,022	11,656	4.42%
D1011 - Elevator Interior	1991	6,930	24	40	20	20	2035	100%	36,000	60,741	18,000	24,243	36,498	1,578	0.60%
D2010 - Piping	1991	109,464	24	30	16	14	2029	67%	200,000	288,440	106,667	131,387	157,053	10,165	3.86%
D2010 - Boiler & Hot Water Tank	1991	69,885	24	50	24	26	2031	100%	1,028,482	2,030,176	493,676	727,042	1,303,135	41,351	15.88%
D3010 - Makeup Air Units	1991	21,806	24	20	14	6	2021	100%	69,000	87,313	27,600	31,558	55,756	5,833	2.21%
D4010 - Sprinklers	1991	-	24	40	24	16	2031	100%	171,150	260,088	102,690	130,312	129,776	7,237	2.74%
D4100 - Fire panel and Emergency Lighting	1991	-	24	30	20	10	2025	100%	24,000	31,175	16,000	18,569	12,606	1,178	0.45%
D5010 - Electrical Services and Distribution	1991	-	24	70	24	46	2061	100%	112,000	373,018	38,400	76,167	296,851	4,527	1.72%
D5030 - Exterior Lighting	1991	-	24	15	11	4	2019	100%	2,400	2,665	1,760	1,868	797	195	0.07%
D5040 - Access Control and Security	1991	-	24	30	18	12	2027	100%	60,000	82,122	36,000	43,042	39,080	2,997	1.14%
E1010 - Fencing - Wood	1991	2,905	24	25	24	1	2016	100%	33,418	34,476	32,081	32,562	1,741	1,741	0.66%
E2010 - Patios and Walkways	1991	5,451	24	35	15	20	2035	50%	64,292	108,476	27,554	37,111	71,365	3,086	1.17%
E2055 - Fencing, Gates & Privacy Screens	1991	-	24	40	24	16	2031	100%	27,764	42,192	16,658	21,139	21,052	1,174	0.45%
E2210 - Pavement Asphalt	1991	-	24	25	13	12	2027	100%	68,919	94,329	35,838	42,848	51,481	3,948	1.50%
E3010 - Hard Landscaping	1991	-	24	25	15	10	2025	100%	29,250	37,994	17,550	20,367	17,627	1,647	0.62%
E3020 - Soft Landscaping	1991	77,140	24	30	10	20	2035	20%	20,353	34,341	6,784	9,138	25,203	1,090	0.41%
E3030 - Irrigation	1991	7,000	24	20	12	8	2023	100%	33,922	41,817	20,353	22,928	18,889	2,240	0.85%
E4010 - Perimeter Drains	1991	-	24	50	24	26	2041	100%	58,010	114,509	27,845	41,008	73,501	2,332	0.88%
E5000 - Services and UG Piping	1991	-	24	70	24	46	2061	100%	60,000	199,831	20,571	40,804	159,027	2,425	0.92%
F1010 - Reserve Updates	2015	-	0	3	0	3	2018	100%	4,900	5,300	-	0	5,300	1,740	0.66%
F1011 - Periodic Maintenance (3 years)	2015	3,539	0	3	0	3	2018	100%	6,763	7,315	-	0	7,315	2,402	0.91%
TOTAL RESERVES									4,627,287	7,962,504	1,970,185	2,564,017	5,398,487	263,682	100%

5.3 Summary of Reserve Fund Estimates

The Reserve Fund position and estimated requirements of the Strata Corporation are as outlined above. The definitions are as follows:

Current Replacement Reserves or Costs

which are provisions for all major repairs and replacements at current prices

Future Replacement Reserves or Costs

which are provisions for all major repair and replacement costs in the future at the end of the expected life span

Current Reserve Fund Requirements

which are reserve fund estimates based on the notion of effective age and should have been contributed by unit owners

Future Reserve Fund Accumulations

which are the current reserve fund requirements together with interest compounded over the remaining life span

Future Reserve Fund Requirements

which are to be funded by unit owners' payments to the reserve fund plus any interest earned

Annual Reserve Fund Assessments

which are the annual reserve fund payments to be made by unit owners

In accordance with these estimates, the corporation should have a closing balance of **\$242,680** in its reserve fund at the end of its current fiscal year 2014/2015, and the assessed annual payments or contributions to the reserve fund by unit owners are **\$50,000**.

6.0 ANALYSIS OF RESERVE FUND OPERATIONS

Reviewing and analyzing the reserve fund operation of Strata Corporation NWS3119, we have examined financial documents received from Strata. The Corporation's year end is Mar 31.

Statements were received from the fiscal year ended March 31, 2014. The statements have been prepared by the strata council, and are unaudited. We have also received a proposed budget for 2014/2015, a statement of CRF schedules for March 31, 2014, and operating statements for the 2013/2014 fiscal year.

6.1 Corporation's Financial Statements

A series of Balance Sheets and Income Statements, from 2014 were submitted from the Strata Corporation. We have adopted the date of Mar 31 as the Corporation's fiscal year end. The balance sheet shows \$140,985 in the operating account, and \$207,513 in the CRF account, with numerous other accounts in mainly reserves. Of note is the \$436,927 remaining in the Roofing Reserve account.

Budgeted income included \$944,092 in total strata fees for the 2014/2015 fiscal year. This is an average of \$354.39 per unit. Of this amount \$50,000 was contributed to the CRF, or roughly 5%.

6.2 Schedule B - Statement of Reserve Fund Operations

Information available indicates that there will be a contribution from common expenses to a reserve fund of **\$50,000** from strata fees. The contribution is the equivalent of about \$18.77 per unit per month. In our experience, this is generally insufficient to cover capital replacement costs.

Major capital replacements over the past few years included a full roofing replacement at a cost of over \$1 million. There was a special assessment in 2012 in the amount of \$1.27 million to cover the projected costs of the roofing project.

Previous to this, there was a significant amount spent on elevator refurbishment and piping repairs. In 2002, a full envelope repair was completed on the property. The amount of this expenditure was not received.

As we proceed to update the Corporation's Depreciation Reports in the future, a more detailed expenditure history will be constructed.

	Source	2010	2011	2012	2013	2014	2015	Total	Notes
							<i>Budget</i>		
Average Strata Fee /unit, /month						\$	354.39		
Average CRF Contribution /unit, /month						\$	18.77		
% Contribution							5%		
OPENING BALANCE					0	268,297	242,680		as per minutes/budget Plus reserves
General CRF Contributions					-	50000	50,000		as per 2014/2015 budget
Special assessment				1,270,000					
Notes				Roof					
Emergency Expenditures						-2,423			
Transfer to Reserves						-108,887			
Transfer from Reserves						33723			
Interest Income						1,971			
Computed Interest Rate						0.73%	0.00%		
Total Cash Resources					0	242,681	292,680		
RESERVE FUND EXPENDITURES									
A2010 - Parkade Membrane								-	
A2020 - Parkade Maintenance	Budget					3500	3500	7,000	Power Washing \$2989
A2030 - Garage Doors and Mechanisms								-	
B2012 - Exterior Walls, Stucco								-	
B2110 - Exterior, Window Assemblies	Budget					1,200	14,000	15,200	
B2120 - Exterior, Skylights								-	Replaced with roof
B2210 - Exterior Doors					1,385			1,385	8560 Door replacement
B2310 - Balcony Membranes								-	
B2320 - Balcony Railings								-	
B3010 - Roof - Flat, Membrane	Budget			899,827		2,600	3,000	905,427	Phase I \$338732 RDR Phase II \$264595 RDR Phase III \$296500
B3015 - Roof - Pitched, Metal								-	
B3110 - Eavestroughs and Downspouts								-	
B4020 - Caulking and Weatherstripping								-	
B5000 - Exterior Painting								-	
C2010 - Lobby Redecoration								-	
C2012 - Common Area Amenity Rooms								-	
C2015 - Swimming Pool	Budget			2,400	3,109	16,950	28,142	50,601	Pool/Jacuzzi/Sauna & Mechanical 2013 Boiler repair, minor regrot/retile, replaced chlorine pump 2012 regrot/retile
C3010 - Interior Painting and Décor	Budget						1,000	1,000	Rec Facilities - Furniture/Equipment
C3020 - Interior Doors	Minutes					4,230		4,230	Replaced 2 doors and bracing
C3100 - Carpeting and Tile	Minutes							-	Annual Carpet Cleaning
D1010 - Elevator Interior					6,930			6,930	Installed phones in cabs
D1011 - Elevator Modernization				109,464				109,464	8580 vault upgrade (cylinder and PVC sleeve)
D2010 - Piping	Budget				9,885	25,000	35,000	69,885	Plumbing, 2014 Pile Leak, 8580 First floor ceiling repiping in 8520 2013 emergency pipe repairs 8520 domestic water pipe repairs, 8500, 8520, 8580
D2100 - Boiler & Hot Water Tank	Minutes				3,970		2,950	6,920	Repair HW Tank & Seismic Restraints HW Tank replacement HVAC Maintenance
D3010 - Makeup Air Units	Budget/min				6,147	3,659	12,000	21,806	Replaced a cracked heat exchange in MUA
D4010 - Sprinklers								-	
D4100 - Fire panel and Emergency Lighting								-	
D5010 - Electrical Services and Distribution								-	
D5030 - Exterior Lighting								-	
D5040 - Access Control and Security	Minutes						?	-	Fob and Security System
E1010 Fencing - Wood				2,905				2,905	Partial fence replacement
E2010 - Patios and Walkways					5,451			5,451	Sidewalk crack repairs
E2055 - Fencing, Gates & Privacy Screens								-	
E2210 - Pavement Asphalt								-	
E3010 - Hard Landscaping								-	Fountain/Irrigation Startup \$1095
E3020 - Soft Landscaping	Budget							-	Landscaping Contract
E3030 - Irrigation	Budget					3,500	3,500	7,000	Fountain/Irrigation Startup \$815
E4010 - Perimeter Drains								-	
E5000 - Services and UG Piping								-	
F1010 - Reserve Updates								-	
F1011 - Periodic Maintenance (3 years)						3,539		3,539	Flushing of parkade drains and catch basins
Unspecified Reserve Fund Expenditures	Budget						29,412	29,412	General Exterior Repairs
	Budget						55,000		General Interior Repairs
	Budget					25,000	25,000	50,000	Repairs - Uninsured Loss
								-	
Total Reserve Fund Expenditures		0	0	1,014,596	36,877	64,178	132,504		0

History of Reserve Expenditures

6.3 Benchmark Deficiency Analysis

The Benchmark Deficiency Analysis shows the difference between the actual reserve fund balance and the current reserve fund requirement, as calculated in the Benchmark Analysis.

The current reserve fund requirement is an estimate of a fully funded reserve fund, based on the Benchmark calculation.

The Benchmark Deficiency Analysis has been developed as a guide for property managers and the Strata Council to ensure that the reserve fund is neither under-funded nor over-funded. The estimated Reserve Fund Deficiency is \$1,673,865

The deficiency should be eliminated over time, as shown in Schedule “A” -30 Year Reserve Fund Cash Flow Projections and Deficiency Analysis hereinafter.

6.4 Adequacy of Reserve Fund

Adequacy of Reserve Fund may be defined as the reserve fund balance together with regular contributions and investment income, which constitutes sufficient cash resources available for all possible and potential reserve fund expenditures, required repairing or replacing common elements or assets of the corporation when needed.

The most direct and stringent measure of the adequacy of reserve fund is the reserve fund deficiency analysis, whereby the actual closing reserve fund balance is compared with the currently required reserve fund balance, as estimated by a competent reserve fund planner.

Any significant difference between the actual reserve fund balance and the required reserve fund balance will show the amount of a reserve fund surplus or reserve fund deficiency (shortfall).

A reserve fund surplus, particularly when such surplus is increased by excessive reserve fund contributions, means that unit owners have contributed too much to the reserve fund, a situation which should be corrected to eliminate such reserve fund surplus.

A reserve fund deficit or shortfall indicates that unit owners have not contributed enough to the reserve fund, causing the discrepancy between a fully funded reserve fund and the actual reserve fund balance.

The adequacy of a reserve fund does not require the test of an estimated fully funded reserve fund. The test as to the adequacy of a reserve fund should be sufficient cash resources to fund all potential repairs and replacements, including unforeseen events and contingencies.

Therefore, a reserve fund deficiency or shortfall does not automatically mean that the reserve fund is not adequate. It is the judgment of the reserve fund planner to conclude whether the reserve fund is adequate or not.

In our opinion, the current reserve fund and proposed contributions for the Strata Corporation require adherence to the recommendations listed in this report to remain adequate for future reserve fund expenditures.

7.0 RESERVE FUND– 30 YEAR PROJECTIONS

30 Year Projected Cash Flows –Models

The Reserve Fund - Projected Cash Flow and Deficiency Analysis presents a 30 year reserve fund projection showing cash positions, cash flows and cash expenditures in a form and detail, which conforms to financial statement presentation of reserve fund operations.

Opening Cash Balance

This is the reserve fund position at the beginning of each and every fiscal year showing the cash resources available, which consist of (1) bank deposits, (2) qualified investments, and (3) accrued interest earned.

Cash Flows

These are the regular reserve fund contributions, special assessments, and interest income based on 1.75% of the opening balance.

Opening Cash Funds

These represent the total cash resources available in any fiscal year and include the current year's cash flow.

Cash Expenditures

These are annual expenditures listed in the categories established by the Depreciation Report. Records or ledger accounts of these expenditure categories should be kept showing reserve fund allocations and charges in a chronological order for control and reference.

The spreading of the expenditures over numerous years allows for the spreading of these large expenditure over a few phases and over a longer period of time, avoiding large spikes in the budget that would drain the reserve fund. This also allows the projects to be planned and executed on a more realistic basis. Note that at times, a contract will be negotiated at the beginning of the project, fixing the costs over time. For our expenditure forecast, we have not fixed these costs, but have continued to apply inflation to any costs that stretch over 1 year.

Closing Cash Fund

This is the reserve fund position at the end of each and every fiscal year, which is carried forward to the next year.

Deficiency Analysis

The Reserve Deficiency has been projected by formula taking into account the inflation factor, interest rates and reserve fund expenditures. Therefore, any reserve fund expenditures will not affect the reserve fund deficiency because such expenditures will also affect the reserve requirements.

Reserve Fund 30 year Cash Flow Models

Multiple funding models are included and described on the following pages:

Schedule A – Adequate Funding Model

Schedule B - Minimal Fee Increase Model 1% per Annum

Schedule C - Minimal Fee Increase Model 1.5% per Annum

Schedule D - Minimal Fee Increase Model 2.0% per Annum

Schedule E – Full Funding Model

7.1 Schedule A - Adequate Funding Model

The first funding model includes moderate level of increases in the reserve fund contributions and a low level of special assessments required. The adequate funding model involves a moderate amount of funding increases while retaining an adequate cash balance for all expenditures. This funding model does not achieve full funding in the 30 year window.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are front loaded, with 1% to 3% increases annually through the first 14 years of the budget. The CRF contributions would increase to \$30 per unit per month in 2016, with a resulting increase in Strata Fees to \$366 (or about 3%). This is assuming the base (Operations) portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$77 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$413 per unit per month, on the average.

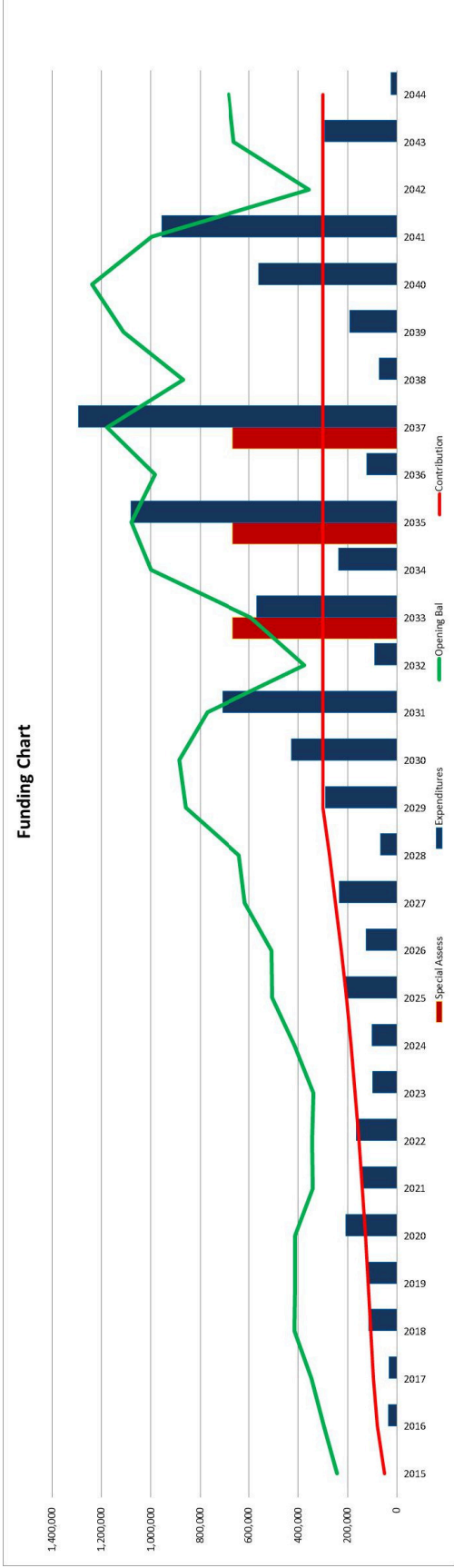
Special Assessments, Loans

This funding model includes three special assessments within the 30 year window. The special assessments are project based, with each to subsidize funding for major capital replacement projects. The first would be in 2033, coinciding with the first allowance for piping replacement. The second is in 2035, for roof replacement. The last would be in 2037 for replacement of the siding and the second allowance for piping. Each special assessment would about \$666,000, or roughly \$3000 per unit per assessment.

Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.1 Schedule A Cash Flows Chart



7.1 Schedule A - Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	80000	0	4,445	34,304	60.00%	346461	\$ 30.03	\$ 365.65	3.18%
2017	346,461	96000	0	5,197	32,461	20.00%	415197	\$ 36.04	\$ 371.66	1.64%
2018	415,197	105600	0	6,228	115,089	10.00%	411936	\$ 39.64	\$ 375.26	0.97%
2019	411,936	116160	0	6,179	120,555	10.00%	413720	\$ 43.60	\$ 379.22	1.06%
2020	413,720	127776	0	6,206	207,018	10.00%	340683	\$ 47.96	\$ 383.58	1.15%
2021	340,683	140554	0	5,110	141,757	10.00%	344590	\$ 52.76	\$ 388.38	1.25%
2022	344,590	154609	0	5,169	165,839	10.00%	338529	\$ 58.04	\$ 393.66	1.36%
2023	338,529	170070	0	5,078	97,892	10.00%	415785	\$ 63.84	\$ 399.46	1.47%
2024	415,785	187077	0	6,237	102,071	10.00%	507027	\$ 70.22	\$ 405.84	1.60%
2025	507,027	205785	0	7,605	211,244	10.00%	509174	\$ 77.25	\$ 412.87	1.73%
2026	509,174	226363	0	7,638	126,325	10.00%	616850	\$ 84.97	\$ 420.59	1.87%
2027	616,850	248999	0	9,253	234,579	10.00%	640523	\$ 93.47	\$ 429.09	2.02%
2028	640,523	273899	0	9,608	65,373	10.00%	858657	\$ 102.82	\$ 438.44	2.18%
2029	858,657	301289	0	12,880	288,440	10.00%	884386	\$ 113.10	\$ 448.72	2.35%
2030	884,386	301289	0	13,266	426,427	0.00%	772514	\$ 113.10	\$ 448.72	0.00%
2031	772,514	301289	0	11,588	710,282	0.00%	375108	\$ 113.10	\$ 448.72	0.00%
2032	375,108	301289	0	5,627	89,710	0.00%	592313	\$ 113.10	\$ 448.72	0.00%
2033	592,313	301289	666,000	8,885	567,635	0.00%	1000852	\$ 113.10	\$ 448.72	0.00%
2034	1,000,852	301289	0	15,013	237,070	0.00%	1080085	\$ 113.10	\$ 448.72	0.00%
2035	1,080,085	301289	666,000	16,201	1,080,853	0.00%	982722	\$ 113.10	\$ 448.72	0.00%
2036	982,722	301289	0	14,741	122,199	0.00%	1176553	\$ 113.10	\$ 448.72	0.00%
2037	1,176,553	301289	666,000	17,648	1,293,047	0.00%	868442	\$ 113.10	\$ 448.72	0.00%
2038	868,442	301289	0	13,027	71,010	0.00%	1111749	\$ 113.10	\$ 448.72	0.00%
2039	1,111,749	301289	0	16,676	191,995	0.00%	1237719	\$ 113.10	\$ 448.72	0.00%
2040	1,237,719	301289	0	18,566	559,622	0.00%	997952	\$ 113.10	\$ 448.72	0.00%
2041	997,952	301289	0	14,969	957,106	0.00%	357104	\$ 113.10	\$ 448.72	0.00%
2042	357,104	301289	0	5,357	0	0.00%	663750	\$ 113.10	\$ 448.72	0.00%
2043	663,750	301289	0	9,956	291,404	0.00%	683592	\$ 113.10	\$ 448.72	0.00%
2044	683,592	301289	0	10,254	24900	0.00%	970235	\$ 113.10	\$ 448.72	0.00%
2045	970,235	301289	0	14,554	0	0.00%	1286077	\$ 113.10	\$ 448.72	0.00%

7.2 Schedule B - Minimal Fee Increase Model 1%

The second funding model is a minimum funding model. The funding model involves the least amount of funding increases while retaining an adequate cash balance for all expenditures. While maintenance fees are kept low, there are multiple special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 1.0% annually through the projection. The CRF contributions would increase to \$22 per unit per month in 2016, with a resulting increase in Strata Fees to \$358. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$56 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$391 per unit per month, on the average.

Special Assessments, Loans

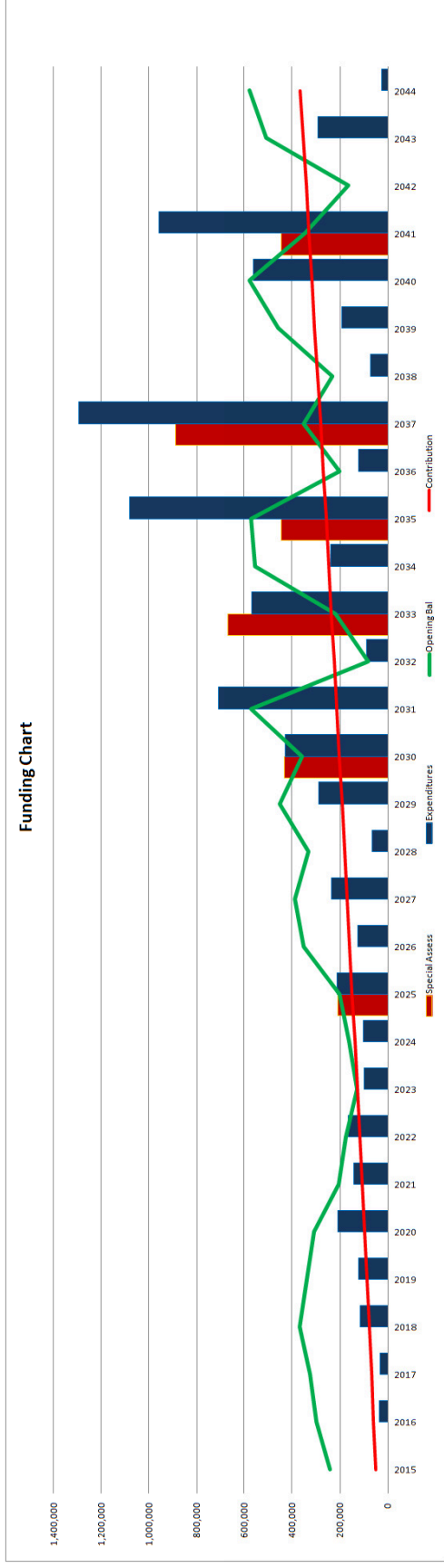
This funding model includes multiple special assessments as follows:

- \$210,000 (\$946 per unit average) in 2025 for interior common area renovations and phase 3 of the window replacement
- \$430,000 (\$1937 per unit average) in 2030 for painting and repiping
- \$666,000 (\$3000 per unit average) in 2033 for repiping
- \$444,000 (\$2000 per unit average) in 2035 for roofing
- \$888,000 (\$4000 per unit average) in 2037 for exterior cladding
- \$444,000 (\$2000 per unit average) in 2041 for repiping

Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.2 Schedule B Cash Flows Chart



7.2 Schedule B Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	59441	0	4,445	34,304	18.88%	325902	\$ 22.31	\$ 357.93	1.00%
2017	325,902	68976	0	4,889	32,461	16.04%	367306	\$ 25.89	\$ 361.51	1.00%
2018	367,306	78607	0	5,510	115,089	13.96%	336333	\$ 29.51	\$ 365.13	1.00%
2019	336,333	88334	0	5,045	120,555	12.37%	309157	\$ 33.16	\$ 368.78	1.00%
2020	309,157	98158	0	4,637	207,018	11.12%	204934	\$ 36.85	\$ 372.47	1.00%
2021	204,934	108081	0	3,074	141,757	10.11%	174332	\$ 40.57	\$ 376.19	1.00%
2022	174,332	118102	0	2,615	165,839	9.27%	129211	\$ 44.33	\$ 379.95	1.00%
2023	129,211	128224	0	1,938	97,892	8.57%	161481	\$ 48.13	\$ 383.75	1.00%
2024	161,481	138448	0	2,422	102,071	7.97%	200280	\$ 51.97	\$ 387.59	1.00%
2025	200,280	148773	210,000	3,004	211,244	7.46%	350813	\$ 55.85	\$ 391.47	1.00%
2026	350,813	159202	0	5,262	126,325	7.01%	388952	\$ 59.76	\$ 395.38	1.00%
2027	388,952	169734	0	5,834	234,579	6.62%	329942	\$ 63.71	\$ 399.33	1.00%
2028	329,942	180373	0	4,949	65,373	6.27%	449891	\$ 67.71	\$ 403.33	1.00%
2029	449,891	191117	0	6,748	288,440	5.96%	359317	\$ 71.74	\$ 407.36	1.00%
2030	359,317	201970	430,000	5,390	426,427	5.68%	570249	\$ 75.81	\$ 411.43	1.00%
2031	570,249	212930	0	8,554	710,282	5.43%	81450	\$ 79.93	\$ 415.55	1.00%
2032	81,450	224000	0	1,222	89,710	5.20%	216962	\$ 84.08	\$ 419.70	1.00%
2033	216,962	235181	666,000	3,254	567,635	4.99%	553763	\$ 88.28	\$ 423.90	1.00%
2034	553,763	246474	0	8,306	237,070	4.80%	571474	\$ 92.52	\$ 428.14	1.00%
2035	571,474	257880	444,000	8,572	1,080,853	4.63%	201072	\$ 96.80	\$ 432.42	1.00%
2036	201,072	269399	0	3,016	122,199	4.47%	351288	\$ 101.13	\$ 436.75	1.00%
2037	351,288	281034	888,000	5,269	1,293,047	4.32%	232545	\$ 105.49	\$ 441.11	1.00%
2038	232,545	292786	0	3,488	71,010	4.18%	457809	\$ 109.90	\$ 445.52	1.00%
2039	457,809	304654	0	6,867	191,995	4.05%	577335	\$ 114.36	\$ 449.98	1.00%
2040	577,335	316642	0	8,660	559,622	3.93%	343015	\$ 118.86	\$ 454.48	1.00%
2041	343,015	328749	444,000	5,145	957,106	3.82%	163803	\$ 123.40	\$ 459.02	1.00%
2042	163,803	340978	0	2,457	0	3.72%	507238	\$ 127.99	\$ 463.61	1.00%
2043	507,238	353328	0	7,609	291,404	3.62%	576771	\$ 132.63	\$ 468.25	1.00%
2044	576,771	365802	0	8,652	24900	3.53%	926325	\$ 137.31	\$ 472.93	1.00%
2045	926,325	365802	0	13,895	0	0.00%	1306022	\$ 137.31	\$ 472.93	0.00%

7.3 Schedule C - Minimal Fee Increase Model 1.5% (Recommended)

The third funding model is a minimum funding model. The funding model involves the least amount of funding increases while retaining an adequate cash balance for all expenditures. While maintenance fees are kept low, there are three special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 1.5% annually through the projection. The CRF contributions would increase to \$24 per unit per month in 2016, with a resulting increase in Strata Fees to \$360. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$76 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$411 per unit per month, on the average.

Special Assessments, Loans

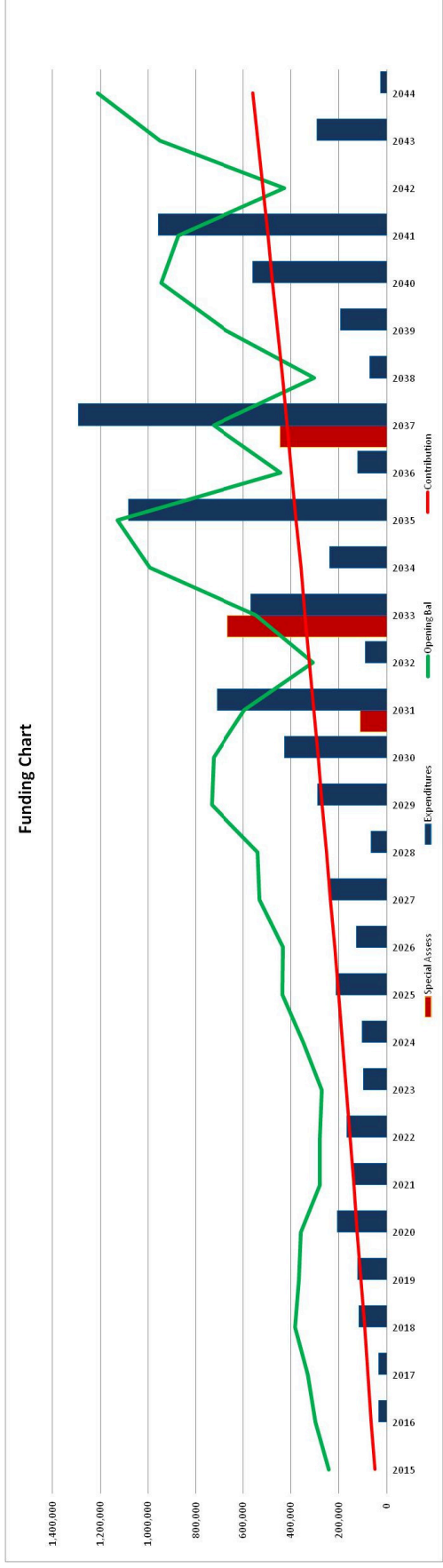
This funding model includes multiple special assessments as follows:

- \$111,000 (\$500 per unit average) in 2031 for painting and repiping
- \$666,000 (\$3000 per unit average) in 2033 for repiping
- \$444,000 (\$2000 per unit average) in 2037 for exterior cladding

Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.3 Schedule C Cash Flows Chart



7.3 Schedule C Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	64161	0	4,445	34,304	28.32%	330623	\$ 24.08	\$ 359.70	1.50%
2017	330,623	78535	0	4,959	32,461	22.40%	381656	\$ 29.48	\$ 365.10	1.50%
2018	381,656	93125	0	5,725	115,089	18.58%	365416	\$ 34.96	\$ 370.58	1.50%
2019	365,416	107933	0	5,481	120,555	15.90%	358275	\$ 40.52	\$ 376.14	1.50%
2020	358,275	122963	0	5,374	207,018	13.93%	279594	\$ 46.16	\$ 381.78	1.50%
2021	279,594	138219	0	4,194	141,757	12.41%	280251	\$ 51.88	\$ 387.50	1.50%
2022	280,251	153704	0	4,204	165,839	11.20%	272319	\$ 57.70	\$ 393.32	1.50%
2023	272,319	169421	0	4,085	97,892	10.23%	347932	\$ 63.60	\$ 399.22	1.50%
2024	347,932	185373	0	5,219	102,071	9.42%	436454	\$ 69.58	\$ 405.20	1.50%
2025	436,454	201565	0	6,547	211,244	8.73%	433322	\$ 75.66	\$ 411.28	1.50%
2026	433,322	218000	0	6,500	126,325	8.15%	531497	\$ 81.83	\$ 417.45	1.50%
2027	531,497	234682	0	7,972	234,579	7.65%	539572	\$ 88.09	\$ 423.71	1.50%
2028	539,572	251613	0	8,094	65,373	7.21%	733906	\$ 94.45	\$ 430.07	1.50%
2029	733,906	268799	0	11,009	288,440	6.83%	725274	\$ 100.90	\$ 436.52	1.50%
2030	725,274	286242	0	10,879	426,427	6.49%	595968	\$ 107.45	\$ 443.07	1.50%
2031	595,968	303947	111,000	8,940	710,282	6.19%	309572	\$ 114.09	\$ 449.71	1.50%
2032	309,572	321918	0	4,644	89,710	5.91%	546423	\$ 120.84	\$ 456.46	1.50%
2033	546,423	340158	666,000	8,196	567,635	5.67%	993142	\$ 127.69	\$ 463.31	1.50%
2034	993,142	358672	0	14,897	237,070	5.44%	1129641	\$ 134.64	\$ 470.26	1.50%
2035	1,129,641	377463	0	16,945	1,080,853	5.24%	443195	\$ 141.69	\$ 477.31	1.50%
2036	443,195	396536	0	6,648	122,199	5.05%	724181	\$ 148.85	\$ 484.47	1.50%
2037	724,181	415896	444,000	10,863	1,293,047	4.88%	301892	\$ 156.12	\$ 491.74	1.50%
2038	301,892	435546	0	4,528	71,010	4.72%	670956	\$ 163.49	\$ 499.11	1.50%
2039	670,956	455490	0	10,064	191,995	4.58%	944516	\$ 170.98	\$ 506.60	1.50%
2040	944,516	475734	0	14,168	559,622	4.44%	874796	\$ 178.58	\$ 514.20	1.50%
2041	874,796	496281	0	13,122	957,106	4.32%	427093	\$ 186.29	\$ 521.91	1.50%
2042	427,093	517137	0	6,406	0	4.20%	950636	\$ 194.12	\$ 529.74	1.50%
2043	950,636	538305	0	14,260	291,404	4.09%	1211797	\$ 202.07	\$ 537.69	1.50%
2044	1,211,797	559791	0	18,177	24900	3.99%	1764865	\$ 210.13	\$ 545.75	1.50%
2044	1,764,865	559791	0	26,473	0	0.00%	2351129	\$ 210.13	\$ 545.75	0.00%

7.4 Schedule D - Minimal Fee Increase Model 2%

The fourth funding model is a minimum funding model. The funding model involves a moderate amount of funding increases while retaining an adequate cash balance for all expenditures. There are no special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 2.0% annually through the projection. The CRF contributions would increase to \$26 per unit per month in 2016, with a resulting increase in Strata Fees to \$361. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$96 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$432 per unit per month, on the average.

Special Assessments, Loans

This funding model includes no special assessments.

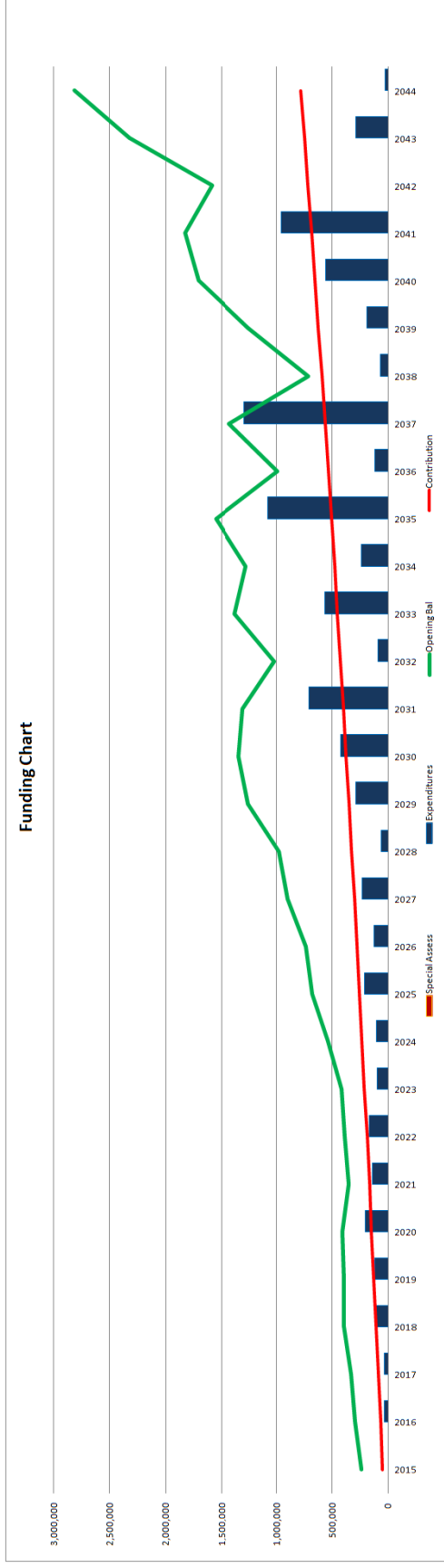
Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.4 Schedule D - 30 YEAR RESERVE FUND CASH FLOW PROJECTION

30 Year Projection																															
Budgeted	Year 2015	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	Year 2031	Year 2032	Year 2033	Year 2034	Year 2035	Year 2036	Year 2037	Year 2038	Year 2039	Year 2040	Year 2041	Year 2042	Year 2043	Year 2044	Year 2045
242,680	296,320	335,343	396,053	394,691	407,880	355,241	387,922	418,275	538,719	734,696	899,688	981,220	1,257,757	1,339,800	1,310,002	1,021,313	1,374,787	1,282,078	1,545,511	996,620	1,426,207	1,426,207	720,007	1,254,444	1,705,686	1,826,441	1,582,500	2,323,603	2,816,649	3,616,467	4,453,183
50,000	68,882	88,141	107,786	127,824	148,262	169,109	190,373	212,062	234,185	256,751	279,768	303,245	351,617	376,532	401,944	427,865	454,394	481,272	508,779	536,886	565,455	594,846	624,421	654,791	685,769	717,386	749,595	782,469	816,467	850,467	884,467
3,640	4,445	5,030	5,941	5,920	6,118	5,329	5,819	6,274	8,081	10,184	11,019	13,486	14,718	18,866	20,097	19,650	15,320	20,622	19,231	23,183	14,949	21,393	10,800	18,817	25,585	27,397	23,737	34,854	42,320	54,247	66,174
	296,320	369,647	428,515	509,780	528,435	562,260	529,679	584,114	636,612	780,986	945,849	1,025,392	1,215,799	1,323,130	1,628,240	1,738,429	1,731,596	1,464,488	1,849,713	1,782,981	2,077,473	1,548,406	2,013,055	1,325,463	1,887,681	2,396,083	2,539,606	2,323,603	3,108,052	3,641,367	4,453,183
	RESERVE FUND EXPENDITURES																														

7.4 Schedule D Cash Flows Chart



7.4 Schedule D Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	68882	0	4,445	34,304	37.76%	335343	\$ 25.86	\$ 361.48	2.00%
2017	335,343	88141	0	5,030	32,461	27.96%	396053	\$ 33.09	\$ 368.71	2.00%
2018	396,053	107786	0	5,941	115,089	22.29%	394691	\$ 40.46	\$ 376.08	2.00%
2019	394,691	127824	0	5,920	120,555	18.59%	407880	\$ 47.98	\$ 383.60	2.00%
2020	407,880	148262	0	6,118	207,018	15.99%	355241	\$ 55.65	\$ 391.27	2.00%
2021	355,241	169109	0	5,329	141,757	14.06%	387922	\$ 63.48	\$ 399.10	2.00%
2022	387,922	190373	0	5,819	165,839	12.57%	418275	\$ 71.46	\$ 407.08	2.00%
2023	418,275	212062	0	6,274	97,892	11.39%	538719	\$ 79.60	\$ 415.22	2.00%
2024	538,719	234185	0	8,081	102,071	10.43%	678915	\$ 87.91	\$ 423.53	2.00%
2025	678,915	256751	0	10,184	211,244	9.64%	734606	\$ 96.38	\$ 432.00	2.00%
2026	734,606	279768	0	11,019	126,325	8.96%	899068	\$ 105.02	\$ 440.64	2.00%
2027	899,068	303245	0	13,486	234,579	8.39%	981220	\$ 113.83	\$ 449.45	2.00%
2028	981,220	327192	0	14,718	65,373	7.90%	1257757	\$ 122.82	\$ 458.44	2.00%
2029	1,257,757	351617	0	18,866	288,440	7.47%	1339800	\$ 131.99	\$ 467.61	2.00%
2030	1,339,800	376532	0	20,097	426,427	7.09%	1310002	\$ 141.34	\$ 476.96	2.00%
2031	1,310,002	401944	0	19,650	710,282	6.75%	1021313	\$ 150.88	\$ 486.50	2.00%
2032	1,021,313	427865	0	15,320	89,710	6.45%	1374787	\$ 160.61	\$ 496.23	2.00%
2033	1,374,787	454304	0	20,622	567,635	6.18%	1282078	\$ 170.53	\$ 506.15	2.00%
2034	1,282,078	481272	0	19,231	237,070	5.94%	1545511	\$ 180.66	\$ 516.28	2.00%
2035	1,545,511	508779	0	23,183	1,080,853	5.72%	996620	\$ 190.98	\$ 526.60	2.00%
2036	996,620	536836	0	14,949	122,199	5.51%	1426207	\$ 201.52	\$ 537.14	2.00%
2037	1,426,207	565455	0	21,393	1,293,047	5.33%	720007	\$ 212.26	\$ 547.88	2.00%
2038	720,007	594646	0	10,800	71,010	5.16%	1254444	\$ 223.22	\$ 558.84	2.00%
2039	1,254,444	624421	0	18,817	191,995	5.01%	1705686	\$ 234.39	\$ 570.01	2.00%
2040	1,705,686	654791	0	25,585	559,622	4.86%	1826441	\$ 245.79	\$ 581.41	2.00%
2041	1,826,441	685769	0	27,397	957,106	4.73%	1582500	\$ 257.42	\$ 593.04	2.00%
2042	1,582,500	717366	0	23,737	0	4.61%	2323603	\$ 269.28	\$ 604.90	2.00%
2043	2,323,603	749595	0	34,854	291,404	4.49%	2816649	\$ 281.38	\$ 617.00	2.00%
2044	2,816,649	782469	0	42,250	24900	4.39%	3616467	\$ 293.72	\$ 629.34	2.00%
2045	3,616,467	782469	0	54,247	0	0.00%	4453183	\$ 293.72	\$ 629.34	0.00%

7.5 Schedule E – Full Funding Model

The Full Funding model achieves Full Funding immediately, but maintains a relatively high balance over the life of the complex. The fee increases are front loaded. There is also a special assessment at the beginning of the model. However, this model immediately provided a balanced Fully Funded CRF, which means that the residents are always caught up with all expenditure requirements at any given time, and no special assessments or contribution increases would be necessary.

This model is not currently recommended and is included for reference only.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

This model involves a front loaded increase to CRF contributions in 2015, increasing to \$263,682 per annum or \$99 per unit per month. The contributions would remain at this level for the life of the complex.

Resulting minimum strata fees would increase to \$435. The CRF contributions would remain at this level for the life of the complex.

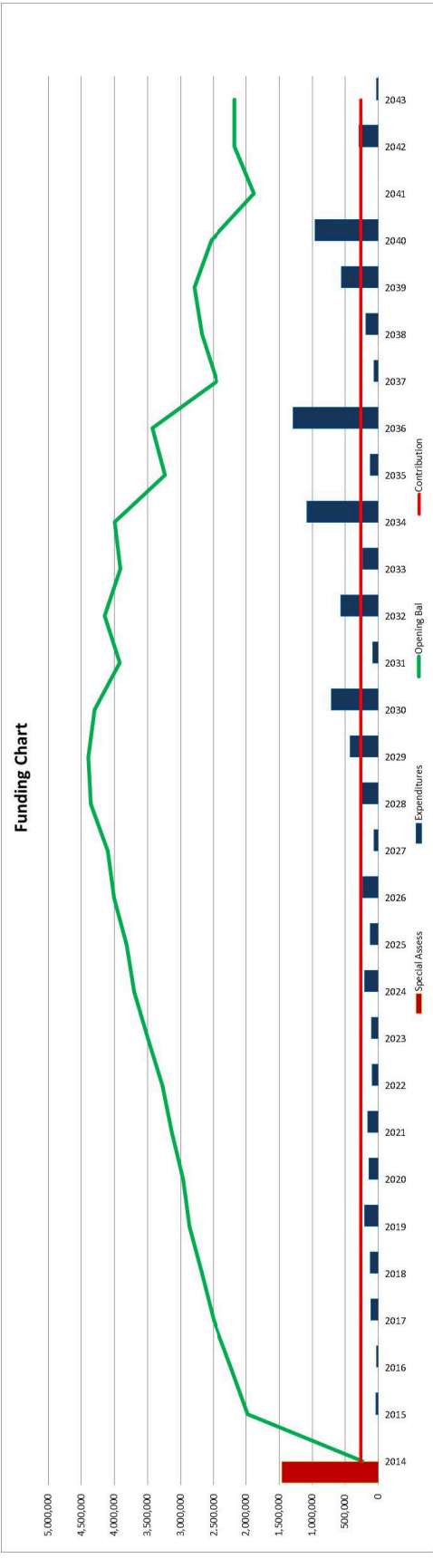
Special Assessments, Loans

This funding model includes one special assessment in 2015, in the amount of \$1,463,824, or roughly \$6594 per unit. This brings the CRF deficiency to zero. There would be no further special assessments for the life of the complex.

Expenditures/ Reserve Fund Balance

The CRF balance under the Full Funding model is fairly high, reaching almost \$2 million in 2015. Should this model be adopted, it is recommended that Strata invests the balance in long term securities that would achieve returns at least greater than inflation. This would preserve the real value of the CRF.

7.5 Schedule E Cash Flows Chart



7.5 Schedule E Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2014	242,680	263682	1,463,824	3,640	0	n/a	1973826	\$ 98.98	\$ 435	
2015	1,973,826	263682	0	29,607	34,304	0.00%	2232811	\$ 98.98	\$ 435	0.00%
2016	2,232,811	263682	0	33,492	32,461	0.00%	2497524	\$ 98.98	\$ 435	0.00%
2017	2,497,524	263682	0	37,463	115,089	0.00%	2683579	\$ 98.98	\$ 435	0.00%
2018	2,683,579	263682	0	40,254	120,555	0.00%	2866960	\$ 98.98	\$ 435	0.00%
2019	2,866,960	263682	0	43,004	207,018	0.00%	2966628	\$ 98.98	\$ 435	0.00%
2020	2,966,628	263682	0	44,499	141,757	0.00%	3133052	\$ 98.98	\$ 435	0.00%
2021	3,133,052	263682	0	46,996	165,839	0.00%	3277891	\$ 98.98	\$ 435	0.00%
2022	3,277,891	263682	0	49,168	97,892	0.00%	3492849	\$ 98.98	\$ 435	0.00%
2023	3,492,849	263682	0	52,393	102,071	0.00%	3706853	\$ 98.98	\$ 435	0.00%
2024	3,706,853	263682	0	55,603	211,244	0.00%	3814894	\$ 98.98	\$ 435	0.00%
2025	3,814,894	263682	0	57,223	126,325	0.00%	4009474	\$ 98.98	\$ 435	0.00%
2026	4,009,474	263682	0	60,142	234,579	0.00%	4098719	\$ 98.98	\$ 435	0.00%
2027	4,098,719	263682	0	61,481	65,373	0.00%	4358509	\$ 98.98	\$ 435	0.00%
2028	4,358,509	263682	0	65,378	288,440	0.00%	4399128	\$ 98.98	\$ 435	0.00%
2029	4,399,128	263682	0	65,987	426,427	0.00%	4302370	\$ 98.98	\$ 435	0.00%
2030	4,302,370	263682	0	64,536	710,282	0.00%	3920305	\$ 98.98	\$ 435	0.00%
2031	3,920,305	263682	0	58,805	89,710	0.00%	4153081	\$ 98.98	\$ 435	0.00%
2032	4,153,081	263682	0	62,296	567,635	0.00%	3911424	\$ 98.98	\$ 435	0.00%
2033	3,911,424	263682	0	58,671	237,070	0.00%	3996708	\$ 98.98	\$ 435	0.00%
2034	3,996,708	263682	0	59,951	1,080,853	0.00%	3239487	\$ 98.98	\$ 435	0.00%
2035	3,239,487	263682	0	48,592	122,199	0.00%	3429562	\$ 98.98	\$ 435	0.00%
2036	3,429,562	263682	0	51,443	1,293,047	0.00%	2451640	\$ 98.98	\$ 435	0.00%
2037	2,451,640	263682	0	36,775	71,010	0.00%	2681086	\$ 98.98	\$ 435	0.00%
2038	2,681,086	263682	0	40,216	191,995	0.00%	2792990	\$ 98.98	\$ 435	0.00%
2039	2,792,990	263682	0	41,895	559,622	0.00%	2538945	\$ 98.98	\$ 435	0.00%
2040	2,538,945	263682	0	38,084	957,106	0.00%	1883604	\$ 98.98	\$ 435	0.00%
2041	1,883,604	263682	0	28,254	0	0.00%	2175540	\$ 98.98	\$ 435	0.00%
2042	2,175,540	263682	0	32,633	291,404	0.00%	2180452	\$ 98.98	\$ 435	0.00%
2043	2,180,452	263682	0	32,707	24900	0.00%	2451940	\$ 98.98	\$ 435	0.00%
2044	2,451,940	263682	0	36,779	0	0.00%	2752401	\$ 98.98	\$ 435	0.00%

8.0 FUTURE RESERVE FUND MANAGEMENT

Plan for Future Funding

The Act provides that the Strata Council prepare their own plan for future funding of the reserve fund, and they are not bound by the recommendations of the reserve fund planner, provided that the reserve fund is adequate for financing all future major repairs and replacements:

This means that the Strata Council can vary the recommended funding. In the subject instance, instead of increasing reserve fund contributions, the Board may levy a special assessment or several assessments to eliminate the shortfall.

Projected Reserve Fund Expenditures

The proposed reserve fund expenditures in the 30 Year Cash Flow Projection are mere guides in terms of timing, based on the remaining life span analysis.

Reserve fund expenditures should readily be varied to conform to actual management and maintenance plans, and therefore, they should not be dogmatically interpreted.

In essence, reserve fund expenditures are the responsibility of management, and any targeted expenditures guidelines only.

9.0 RECOMMENDATIONS

Campbell & Pound Commercial Ltd recommendations, set out below and detailed in this report, will assist the corporation to achieve and maintain an adequate reserve fund. In our opinion, the current reserve fund balance, recommended annual contributions and earned investment income will adequately fund immediate and future reserve fund expenditures.

1. Major repairs and replacements should be recorded in, and funded from, a reserve fund account separate from the existing operating account. The two accounts currently appear to be separate. The Strata should continue to plan for capital expenditures with funds from the Reserve Fund.
2. With recent amendments to the Strata Property Act, expenditures from the contingency reserve fund related to the repair and maintenance of common assets require only a majority vote. When determining each year's budget, major capital expenditures for the year should be identified and corresponding expenditures from the CRF should be voted on.
3. The reserve fund contribution of \$50,000 per annum should be increased incrementally over the first 30 years by the amounts detailed in the Cash Flow Table.
4. Currently average strata fees for the budgeted 2014 year is \$354 per month per unit. Over the first 10 years, the minimum average strata would increase to \$454 with stepped annual increases under the recommended cashflow model.
5. Under the recommended cashflow model, the reserve fund will not require special assessments to cover major expenditures, until sometime around 2030, when three special assessment would be required between 2030 and 2036.
6. The reserve fund should be fully invested in guaranteed securities, yielding at least 1% to 1.75% per annum. Historic data shows good returns on current reserve fund investments. The current balance of \$242680 should be invested in short term securities, with longer term laddering as the balance increases and expenditures are less frequent. The current investment appears to be earning a rate of interest of about 0.73%. The corporation should review the newly amended Strata Property regulation pertaining to the allowed investment vehicles for Contingency Reserve Funds. Changes to this rule are in effect July 2014. See the appendix for details.
7. The corporation should make such expenditures, including any unforeseen expenditures, as necessary to maintain the property in optimum condition.
8. The reserve fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current.
9. The corporation is required under the Act to update the Depreciation Report every three (3) years.

10.0 CERTIFICATION

Re: Depreciation for 8500-8580 General Currie Road

I certify that, to the best of my knowledge and belief, except otherwise noted in this report:

We hereby certify that we are prescribed persons empowered to conduct reserve fund studies, as stipulated in *Regulation 43-2000* under the *Strata Property Act*

All relevant factors contributing to this analysis and the resulting value have been carefully considered. To the best of my knowledge the statements of fact contained in this report are true and correct and where possible independently verified.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report.

The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Canadian Standards of Professional Appraisal Practice of the Appraisal Institute of Canada.

The use of this report is subject to the requirements of the Appraisal Institute and to review by its duly authorized representatives.

This consulting assignment was not based upon a requested minimum or specific value.

Kelvin Coley-Donohue, AACI, P.App, RI(BC), CRP

Simon Poon, AACI, P.App, B.Comm, CRP

ADDENDA

Assumptions & Limiting Conditions

Assumptions and Limiting Conditions

The appraisers assume no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor do the appraisers render any opinion as to the title, which is assumed to be good and marketable. The rental value is estimated on the assumption that the property is appraised as though under responsible ownership.

I have made no survey of the property. Unless otherwise stated in this report I have assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass.

The appraisers are not required to give testimony or appear in court because of having made the consulting report with reference to the property in question, unless arrangements have been previously made thereof.

I have not inspected or tested the soil or subsoil and I am therefore unable to report that any such part of the subject property is free from defect or in such condition as to render the subject property less valuable. For the purpose of this report, I have assumed that there are no inadequacies, insufficiencies, or faults in the subject property which are not easily detectable and assume no responsibility for such conditions or any inspection which might be required to discover such conditions.

Information, estimates and opinions furnished to the appraisers contained in the report were obtained from sources considered reliable and believed to be true and correct. However, the appraisers do not assume responsibility for the accuracy of such items as furnished to the appraisers.

Disclosure of the contents of the consulting report is governed by the By-Laws and Regulations of the Professional Appraisal Organizations with which the appraisers are affiliated.

No liens or encumbrances were considered unless otherwise stated in this report.

I reserve the right to make adjustments to the Reserve Fund plan shown herein, as may be required by the consideration of additional or more reliable data that may become available.

Neither all, nor any part of the contents of the report or copy thereof (including conclusions as to the fund value, the identity of the appraisers, professional designations, reference to any professional organizations, or the firm with which the appraiser is connected) shall be used for any purposes by anyone but the client specified in the report, the mortgagee or its successors and assigns, mortgage insurers, consultants, professional appraisal organizations, agency or instrumentality of the Canadian Government or any province without the previous written consent of the appraisers; nor shall it be conveyed by anyone to the public through advertising, public relations, news, sales, or other media without written consent and approval of the appraisers.

Unless otherwise stated in this report, the existence of any hazardous materials, which may or may not be present on the property, was not observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances.

The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. The value estimated is

predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such condition, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

Further, I have not carried out any investigation into the past or present uses of either the subject property or the adjacent properties to establish whether there is any potential for contamination from any uses on any sites adjacent to the subject and therefore assume that none exists.

I have assumed that the subject property is and has been constructed, occupied and used in full compliance with, and without contravention of, all federal, provincial and municipal laws and regulations, including, but not limited to, all zoning bylaws, building codes and regulations, environmental laws and regulations, health regulations and fire regulations, except only where otherwise stated. I have further assumed that, for any use of the subject property upon which this report is based, any and all required licences, permits, certificates, and authorizations have been or can be obtained and renewed, except only where otherwise stated.

I have not inspected nor checked the drainage and drain tiles, heating, sewer, air conditioning, electrical, plumbing, and other systems and am therefore unable to report that any such features and systems are free from defect. For the purpose of this report I have assumed that such features and systems are in good working order, based upon my observation. I have not inspected, nor tested the soil, subsoil, or foundation, woodwork, or framework of any structure and the parts of the structure which are covered, unexposed, or inaccessible, and I am therefore unable to report that any such part of the property is free from rot, beetle, or other defects or is such condition as to render the property less valuable. For the purpose of this report I have assumed that there are no insufficiencies, or faults in the property which are not easily detectable and assume no responsibility for such conditions or for any inspection or testing which might be required to discover such conditions.

The Appraiser is not qualified to comment on environmental issues that may affect the Depreciation Report / CRF and Funding requirements of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to moulds or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government or otherwise, and free of any environmental condition, past present or future, that might affect the Depreciation Report / CRF and Funding requirements of the property appraised. If the party relying on this report requires information about environmental issues than that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the Depreciation Report / CRF and Funding requirements of the property appraised.

Support for Inflation and Interest Rates

Inflation Rate

Inflation measurement in reserve fund projections must be based on construction indices rather than the widely quoted Consumer Price Index (CPI), which measures the cost of a basket of consumer goods, not construction costs.

The most widely recognized construction cost services providing periodic cost indices for residential and commercial construction are R.S. Means and Marshall & Swift / Boeckh.

Means Historical Cost Index

The Means Historical Index, used to calculate national construction inflation rates, is based on the computed average of 30 major U.S. cities with local multipliers for major Canadian cities.

The following are selected national average rates over various time periods:

30 years from 1983 to 2013	5.00%
20 years from 1993 to 2013	4.89%
10 years from 2003 to 2013	5.24%
5 years from 2008 to 2013	2.31%
3 years from 2010 to 2013	3.22%
1 year from 2012 to 2013	3.39%

Applied concurrently with the above Means Historical Index is a local multiplier called RSMeans City Cost Index (CCI), which is updated quarterly and represents a cost relationship between US and Canadian cities as of July 1, 2007.

The above Means Historical Index indicates that the rate of increase in construction costs over the past 10 to 30 years has been 5% on average per year. However, the trend appears to be decreasing after the real estate downturn in 2008:

<u>Vancouver Multiplier</u>		<u>(% Change)</u>
Index 2014 (Q2)	110.99	n/a
Index 2013	111.40	-0.37
Index 2012	110.90	0.45
Index 2011	111.90	-0.89
Index 2010	106.60	4.97
Index 2009	110.50	-3.53
Index 2008	108.50	1.84
Index 2007	109.60	-1.00

2007 to 2013	7-year average	0.21% per year
2009 to 2013	5-year average	0.50% per year

RS Means City Cost Index shows an average annual construction inflation rate of 0.50% per year in the last 5 years from 2009 to 2013, which is at historic lows.

Although Means Historical Cost Index is useful as an overall indication of the construction inflation trends in North America, these rates have to be weighted with CCI multipliers to reflect local construction costs.

While CCI multipliers adjust for actual local costs within Canada, these rates are too broadly based to accurately reflect the cost nuances that persist at city-level within provinces. Therefore, City Cost Indexes should only be used to confirm the overall trends in local construction costs.

Marshall & Swift / Boeckh (MSB) Time Multiplier

MSB publishes its Time-Location Multipliers quarterly for principal Canadian cities (markets).

“These multipliers are computer-compiled by combining currently researched wage rates and material prices with “weighted schedules” that specify how much of each basic cost is in the models.”

Each building has its own unique combination of basic costs. MSB uses 83 basic types of costs necessary to build workable weighted schedules, comprising 19 building trades and 64 material types. The following are the percentage changes of MSB Time Multipliers for Western Canada for the past 30 years:

Index 2012	2869.8
Index 2010	2689.4
Index 2002	1926.2
Index 1992	1482.2
Index 1982	1232.6
30 Year Average Annual Increase (1982 to 2012)	2.76%
20 Year Average Annual Increase (1992 to 2012)	3.12%
10 Year Average Annual Increase (2002 to 2012)	3.7%

Statistics Canada also publishes cost indices based on monthly or quarterly construction costs.

New Housing Price Index

“The New Housing Price Index (NHPI) is a monthly series that measures changes over time in the contractors' selling prices of new residential houses, where detailed specifications pertaining to each house remain the same between two consecutive periods. The survey covers the following dwelling types: single dwellings, semi-detached and row houses (town house and garden home).”

Source: Statistics Canada, Construction Price Indexes (New Housing) – Definitions, data sources and methods

New Single-Family and Townhouse Construction Price Index

Base Year 2007=100

	2009	2010	2011	2012	2013
Vancouver, BC	-6.40%	3.30%	-0.30%	-0.50%	-1.10%
Canada	-2.30%	2.20%	2.20%	2.40%	1.80%

As the New Housing Price Index is heavily weighted on new single-family construction, it will only be used as relative reference to compare new construction costs of townhouses with apartment buildings.

Apartment Building Construction Price Index

“The Apartment Building Construction Price Index (ABCPI) measures changes in contractors' selling prices of a representative apartment building. The index relates to both general and trade contractors' work and excludes the cost of land, land assembly, design, development and real estate fees...uses include the revaluation of expenditure, output and new order figures for construction work, updating previously costed projects, making adjustments to project cost for escalation, forecasting financial requirements for proposed projects...”

Source: Statistics Canada, Apartment Building - Definitions, data sources and methods

Apartment Construction Price Index

Base Year 2002=100

	2009	2010	2011	2012	2013
Vancouver, BC	-14.90%	-1.40%	3.60%	3.70%	2.80%
Canada	-6.50%	-0.20%	3.40%	2.50%	1.20%

Long-term inflation on apartment building construction from Q4 1992 to Q4 2011:

20 Year Average Annual Increase (1991 to 2011) 2.60%

10 Year Average Annual Increase (2001 to 2011) 3.04%

A majority of Canadian raw materials have remained flat in the last four years with only a few achieving year over year increases, such as iron ore, softwood lumber and gypsum.

Judging by the overall construction cost trends, one may conclude that the longer term rate of inflation in construction will continue to increase at a modest premium over the foreseeable future, but at a lower rate.

Marshall & Swift / Boeckh (MSB) Time Multiplier	2.76%	30-year
Statistic Canada: Apartment Building Construction Price Index	2.60%	20-year
Means Historical Cost Index – Vancouver CMA Multiplier	0.50%	5-year

We have adopted a rate of **2.65%** for annual inflation in calculating the future replacement costs hereinafter. This reflects Vancouver's historical low inflation in the last 5 years and will be updated every 3 years.

Interest Rate

Investment income can be a significant and increasing source of revenue for reserve funds, and therefore, it is imperative that reserve funds are continuously and prudently invested.

Reserve fund investments must be directly or indirectly guaranteed by governments. Bank deposits and various investment instruments are insured by the Canada Deposit Insurance Corporation up to a maximum of \$100,000, covering principal and interest.

6.11 In addition to an investment permitted under the Act, for the purposes of section 95 (2) (a) or 108 (4) (b) (i) of the Act, as applicable, a strata corporation may invest money held in the contingency reserve fund or money collected on a special levy in one or more of the following investments:

- (a) a savings account or chequing account with a financial institution outside of British Columbia insured by the Canada Deposit Insurance Corporation;
- (b) a term deposit or a guaranteed investment certificate, if the deposit or certificate
 - (i). is insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation of British Columbia, and
 - (ii). has a predetermined rate or predetermined rates of interest
- (c) a treasury bill issued by the government of Canada;
- (d) any bonds, debenture or other evidence of indebtedness issued or guaranteed by the government of Canada or province, or issued by a corporation incorporated under the laws of Canada or a province, if at the time of purchase,

- (i) the bond, debenture or other evidence of indebtedness has a remaining term to maturity of 5 years or less
 - (ii) the interest and principal of the bond, debenture or other evidence of indebtedness are payable in Canadian dollars, and
 - (iii) the bond, debenture or other evidence of indebtedness has a rating of A or higher from DBRS Limited;
 - (e) a fixed income exchange-traded fund traded on a an exchange in Canada, if, at the time of purchase,
 - (i). the fund's portfolio does not contain securities other than bonds, debentures and other evidence of indebtedness,
 - (ii). the holdings in the fund portfolio are denominated in Canadian dollars
 - (iii). the average remaining term to maturity of the holdings in the fund's portfolio is 5 years or less, and
 - (iv). 98 per cent or more of the value of the holdings in the fund's portfolio have a rating of BBB or higher as reported by the issuer of that fund.
 - (f) bonds, debentures or other evidence of indebtedness of a corporation incorporated under the laws of Canada or a province if the corporation has earned and paid a dividend,
 - (i) in each of the 5 years immediately preceding the date of investment, at least equal to the specified annual rate on all of its preferred shares, or
 - (ii) in each year of a period of 5 years ending less than one year before the date of investment, on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
 - (g) guaranteed trust or investment certificates of
 - (i) a bank, or
 - (ii) a corporation that is incorporated under the laws of Canada or of a province and that has a business authorization to carry on trust business or deposit business;
 - (h) bonds, debentures or other evidence of indebtedness of a loan corporation or similar corporation
 - (i) that at the time of investment has all of the following:
 - (A) power to lend money on mortgages, charges or hypothecs of real estate;
 - (B) a paid up nonreturnable capital stock of not less than \$500 000;
-

- (C) a reserve fund amounting to not less than 25% of its paid up capital, and
- (D) the stock of which has a market value that is not less than 7% in excess of its par value;
- (j) preferred shares of a corporation incorporated under the laws of Canada or of a province if the corporation has paid a dividend,
 - (i) in each of the 5 years immediately preceding the date of investment, at least equal to the specified annual rate on all of its preferred shares, or
 - (ii) in each year of a period of 5 years ending less than one year before the date of investment, on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
- (k) first mortgages, charges or hypothecs on land in Canada, but only if the loan does not exceed 75% of the value of the property at the time of the loan as established by a valuator whom the strata corporation believes on reasonable grounds to be competent and independent;
- (l) securities issued or guaranteed by the International Bank for Reconstruction and Development established by the Agreement for an International Bank for Reconstruction and Development, approved by the *Bretton Woods and Related Agreements Act* (Canada), but only if the bonds, debentures or other securities are payable in the currency of Canada, the United Kingdom, a member of the British Commonwealth or the United States of America;
- (m) fully paid common shares of a corporation incorporated under the laws of Canada or of a province that, in each year of a period of 7 years ending less than one year before the date of investment, has paid a dividend on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
- (n) deposits in, or non-equity or membership shares or other evidence of indebtedness of, a credit union.

The ability of Strata Corporations to earn the highest rate of interest available in the marketplace, given the restricted conditions of investments, depends on the expertise of financial management and the amount of available funds for investment.

Therefore, the reserve fund planner must consider management policies, the historical investment performance and the size of the reserve fund available for investment.

In selecting an appropriate interest rate for reserve fund investments for a particular Strata Corporation, the balance of the reserve fund is the most critical consideration as it dictates investment options and their corresponding interest rates.

Investment opportunities are widely advertised with eligibility requirements including the

following: bank deposits, term deposits, guaranteed investment certificates (GICs), treasury bills, government and corporate bonds and fixed income exchange traded funds (ETFs).

The following are investment returns achievable for corporations, given various reserve fund investment time horizon:

Reserve Fund Time Investment	Interest Rates
1 Year	0.90% to 1.3%
3 Year	1.1% to 1.4%
5 Year	1.7% to 2.0%

Prudent reserve fund investment requires that investments are reasonably matched with anticipated reserve fund expenditures, ensuring reserve fund liquidity. Therefore, funds should be invested in a laddered portfolio, which ensures that reserve funds are available when needed. Some management firms use their “purchasing power” by directing business to a particular financial institution to negotiate favorable interest rates for all their clients. This approach may benefit the smaller corporations and is an important consideration when selecting an appropriate interest rate.

The benchmark calculations and the reserve fund projections are based on the assumption that reserve fund contributions are constantly and continuously invested.

The key assumption on the cash flow model is the discount rate used. Long term returns from competing instruments form the primary benchmark for this rate. In effect July 2014, the Strata Property Regulation will be amended to shorten maturity dates of government and corporate bonds and fixed income ETFs. Therefore, we have examined at 5 year bond rates, the current prime lending rate, and 5 year mortgage rates.

1 Month Prime Corporate Rate	1.14%
1 Month T-Bill	0.92%
Government of Canada	
1-3 year Marketable Bond Rate	1.08%
3-5 Year Marketable Bond Rate	1.48%
Prime Rate	3.00%
Conventional 5 year Mortgage	4.79%

Source: Bank of Canada, June 2014

Guaranteed Investment Certificates (GIC) – Major Financial Institutions

1 year	1%
3 year	1.35%
5 year	2.00%

Source: median bank posted rates as of June 11, 2014

Guaranteed Investment Certificates (GIC) - Bank of Canada

1 year	0.78%
3 year	1.13%
5 year	2.00%

Source: Bank of Canada, May 2014

The above rates represent market returns at a minimal risk. Considering the investment opportunities available in the subject instance, and a recommended management policy of investing in secured guaranteed investments, we have selected a **1.75% interest rate** in calculating the future investment performance of the Corporation's reserve fund.

Note however, that with more certainty in cash flows provided by the recommended cash flow model, longer term investments can be selected which would increase yields on interest income. The Strata Corporation should be able to achieve an average annual interest rate of 1.75% or better.

Regulations

Depreciation report

6.2 (1) For the purposes of section 94 of the Act, a depreciation report must include all of the following:

- (a) a physical component inventory and evaluation that complies with subsection (2);
- (b) a summary of repairs and maintenance work for common expenses respecting the items listed in subsection (2) (b) that usually occur less often than once a year or that do not usually occur;
- (c) a financial forecasting section that complies with subsection (3);
- (d) the name of the person from whom the depreciation report was obtained and a description of
 - (i) that person's qualifications,
 - (ii) the error and omission insurance, if any, carried by that person, and
 - (iii) the relationship between that person and the strata corporation;
- (e) the date of the report;
- (f) any other information or analysis that the strata corporation or the person providing the depreciation report considers appropriate.

(2) For the purposes of subsection (1) (a) and (b) of this section, the physical component inventory and evaluation must:

- (a) be based on an on-site visual inspection of the site and, where practicable, of the items listed in paragraph (b) conducted by the person preparing the depreciation report,
 - (b) include a description and estimated service life over 30 years of those items that comprise the common property, the common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner, including, but not limited to, the following items:
 - (i) the building's structure;
 - (ii) the building's exterior, including roofs, roof decks, doors, windows and skylights;
 - (iii) the building's systems, including the electrical, heating, plumbing, fire protection and security systems;
-

- (iv) common amenities and facilities;
- (v) parking facilities and roadways;
- (vi) utilities, including water and sewage;
- (vii) landscaping, including paths, sidewalks, fencing and irrigation;
- (viii) interior finishes, including floor covering and furnishings;
- (ix) green building components;
- (x) balconies and patios, and

(c) identify common property and limited common property that the strata lot owner, and not the strata corporation, is responsible to maintain and repair.

(3) For the purposes of subsection (1) (c), the financial forecasting section must include

(a) the anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year or that do not usually occur, projected over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b),

(b) a description of the factors and assumptions, including interest rates and rates of inflation, used to calculate the costs referred to in paragraph (a),

(c) a description of how the reserve fund is currently being funded,

(d) the current balance of the reserve fund minus any expenditures that have been approved but not yet taken from the fund, and

(e) at least 3 cash-flow funding models for the reserve fund relating to the maintenance, repair and replacement over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b).

(4) For the purposes of subsection (3) (e), the cash-flow funding models may include any one or more of the following:

(a) balances of, contributions to and withdrawals from the reserve fund;

(b) special levies;

(c) borrowings.

- (5) If a strata corporation contributes to the contingency reserve fund based on a depreciation report, the contributions in respect of an item become part of the contingency reserve fund and may be spent for any purpose permitted under section 96 of the Act.
- (6) For the purposes of section 94 (1) of the Act, "*qualified person*" means any person who has the knowledge and expertise to understand the individual components, scope and complexity of the strata corporation's common property, common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner and to prepare a depreciation report that complies with subsections (1) to (4).
- (7) The following periods are prescribed:
- (a) for the purposes of section 94 (2) (b) of the Act, 3 years;
 - (b) for the purposes of section 94 (2) (c) of the Act, 18 months;
 - (c) for the purposes of section 94 (3) (a) of the Act, the one year period immediately preceding the date on or before which the depreciation report is required to be obtained.
- (8) A strata corporation is prescribed for the purposes of section 94 (3) (b) of the Act if and for so long as there are fewer than 5 strata lots in the strata plan.

[en. B.C. Reg. 238/2011, Sch. 1, s. 2.]

Management of contingency reserve fund

93. (1) The corporation shall establish and maintain one or more reserve funds.
- (2) A reserve fund shall be used solely for the purpose of major repairs and replacement of the common elements and assets of the corporation.

A fund set up for the purpose mentioned in subsection (2) shall be deemed to be a reserve fund even though it may not be so designated.

The corporation shall collect contributions to the reserve fund from the owners, as part of their contributions to the common expenses.

Unless the regulations made under this Act specify otherwise, until the corporation conducts a first Depreciation Report and implements a proposed plan under section 95, the total amount of the contributions to the reserve fund shall be the greater of the amount specified in subsection (6) and 10 per cent of the budgeted amount required for contributions to the common expenses exclusive of

the reserve fund.

The total amount of the contributions to the reserve fund after the time period specified in subsection (5) shall be the amount that is reasonably expected to provide sufficient funds for the major repair and replacement of the common elements and assets of the corporation, calculated on the basis of the expected repair and replacement costs and the life expectancy of the common elements and assets of the corporation.

Interest and other income earned from the investment of money in the reserve fund shall form part of the fund.

94. (1) The corporation shall conduct periodic studies to determine whether the amount of money in the reserve fund and the amount of contributions collected by the corporation are adequate to provide for the expected costs of major repair and replacement of the common elements and assets of the corporation.

A reserve fund shall be of a prescribed class, shall include the material that is prescribed for its class and shall be performed in accordance with the standards that are prescribed for its class.

For the purposes of this Act, an update to a Depreciation Report shall constitute a class of Depreciation Report.

A corporation created on or after this section comes into force shall conduct a Depreciation Report within one year following the registration of the declaration and description and subsequently at the prescribed times.

A corporation created before the day this section comes into force shall conduct a Depreciation Report at the prescribed times.

A Depreciation Report shall be conducted by a person of a prescribed class who shall have no affiliation with the board or with the corporation that is contrary to the regulations made under this Act.

The cost of conducting the study shall be a common expense which the board may charge to the reserve fund.

Within 120 days of receiving a Depreciation Report, the board shall review it and propose a plan for the future funding of the reserve fund that the board determines will ensure that, within a prescribed period of time and in accordance with the prescribed requirements, the fund will be adequate for the purpose for which it was established.

Within 15 days of proposing a plan, the board shall,

send to the owners a notice containing a summary of the study, a summary of the proposed plan and a statement indicating the areas, if any, in which the proposed plan differs from the study; and

send to the auditor a copy of the study, a copy of the proposed plan and a copy of the notice sent to the owners under clause (a).

The board shall implement the proposed plan after the expiration of 30 days following the day on which the board complies with subsection (9).

95. (1) No part of a reserve fund shall be used except for the purpose mentioned in subsection
94. (2) The board does not require the consent of the owners to make expenditures out of a reserve fund.

The amount of a reserve fund shall constitute an asset of the corporation and shall not be distributed to the mortgagees of the units or, except on termination of the corporation, to the owners of the units.

Also see the update in 2013 regarding Special Levies:

On December 12, 2013 the Province brought into force legislative amendments to allow strata corporations with majority support to apply to the BC Supreme Court to require strata owners to pay for certain repairs.

Under the amendment the court can issue an order to proceed with certain critical repairs necessary to ensure safety and prevent significant loss or damage as if the strata owners have passed a resolution endorsing a special levy.

Currently, the Strata Property Act requires a 3/4 vote to impose a special levy to raise money for needed repairs to common property. Without this amendment, a number of strata corporations would have remained deadlocked and deteriorating.

View the [revised Section 173 of the Strata Property Act](#) for the above changes.

The following are links to the relevant regulations:

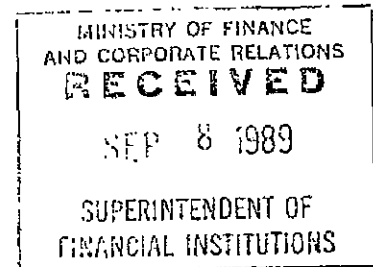
http://www.bclaws.ca/EPLibraries/bclaws_new/document/LOC/freeside/--%20S%20--/Strata%20Property%20Act%20SBC%201998%20c.%2043/00_Act/98043_06.xml

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_43_2000

N/A 3119

CONDOMINIUM ACT
(Section 31)

QUEEN'S GREEN
Rental Disclosure Statement



1. The strata plan in respect of which this statement is made is described as Proposed Strata Lots 1 to 230 Inclusive of Lot 1, Section 16, Block 4 North, Range 6 West, Plan 81813, New Westminster District and contains 230 residential strata lots.
2. The residential strata lots described below are under lease as of the date of this statement and the owner-developer intends to lease each strata lot until the date set out opposite its description.


Description of Strata Lot	Date Lease Period Ends
---------------------------	------------------------

Nil

3. In addition to the number of residential strata lots described in paragraph 2, the owner-developer intends to lease all strata lots for an indefinite period of time.
4. There is no bylaw of the strata corporation which limits the number of strata lots that may be leased by the owners.

Dated this 7th day of September, 1989.

POLYGON VENTURES LIMITED

Per: 
(Owner-developer)



STRATA PLAN NW 3119 QUEENS GATE

RULES

**QUEENS GATE
STRATA PLAN NW 3119**

APPROVED RULES

SMOKING

1. No Smoking
 - (a) Smoking is not permitted on the common property including parkade areas.

USER FEES

1. User Fees:
 - (a) Any vehicle that uses a common area plug will be charged **\$15.00** a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to 31-Mar-19 (12 Months) \$</u>	<u>2018/2019 Budget \$</u>	<u>Approved 2019/2020 Budget \$</u>
<u>INCOME</u>			
<u>STRATA FEES</u>			
4002 Operating Fund Contribution	884,093	884,092	940,738
4003 Contingency Fund Contribution	60,000	60,000	60,000
TOTAL STRATA FEES	944,093	944,092	1,000,738
4523 Bylaw / Late Payment Fine	3,337	--	--
4543 Common Room / Guest Suite Income	31,570	30,000	31,000
4589 Facility / Lounge Income	3,300	2,500	3,000
4640 Interest Income	1,214	2,000	1,200
4660 Key	2,300	1,000	2,000
4700 Miscellaneous Income	18	--	--
4702 Move In / Move Out Fee	1,600	1,000	1,500
4720 Parking	18,375	5,000	12,000
4779 EV Car Charging	90	--	--
TOTAL INCOME	1,005,897	985,592	1,051,438
<u>EXPENSE</u>			
<u>GENERAL EXPENSE</u>			
5015 Audit	4,500	6,000	4,500
5019 Appraisal	--	750	750
5219 Building Manager	46,365	46,000	46,500
5400 Cable / Communications	3,126	3,000	3,200
5457 Computer / Office Equipments	1,747	2,500	2,000
5718 Employee Benefits	2,820	2,400	2,900
6017 Guest Suite	2,758	4,500	500
6300 Insurance	120,065	121,597	152,875
6402 Janitorial Services	21,471	21,500	22,000
6504 Legal Fees	--	1,000	1,500
6700 Management Fees	55,488	55,494	56,000
6705 Miscellaneous	2,400	3,000	2,500
7047 Photocopy & Miscellaneous	3,149	3,500	3,200
7235 Relief Manager	10,694	11,000	11,000
7449 Strata Contribution	5,374	6,000	5,500
7704 Uninsured Loss	1,531	2,000	1,000
TOTAL GENERAL EXPENSE	281,488	290,241	315,925

NW 3119 - QUEEN'S GATE

Approved Annual Budget

Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
<u>BUILDING & GROUND EXPENS</u>			
5705 Electricity	53,369	54,000	56,000
5715 Elevator Maintenance	21,982	19,000	22,000
5725 Enterphone	1,957	1,500	2,000
5905 Fountain Repair	875	2,000	1,000
5918 Fire Equipment	25,177	40,000	38,550
6001 Garbage Removal	19,373	19,500	16,000
6005 Gas	289,661	150,000	172,500
6030 Garage Security Door	--	2,000	--
6204 HVAC Maintenance	14,154	10,000	15,000
6306 Irrigation System	8,134	5,000	8,500
6510 Locks and Keys	144	1,500	--
6511 Landscaping	43,370	41,450	44,000
7008 Parking Lot Maintenance	--	5,000	--
7031 Plumbing Repairs	33,217	15,000	30,085
7246 Repair - Exterior	30,040	40,000	30,000
7247 Repair - Interior	41,724	50,000	42,000
7258 Roof Maintenance / Repairs	2,474	10,000	5,500
7415 Snow Removal	3,689	5,000	4,000
7423 Supplies	5,656	5,000	6,000
7607 Tree Maintenance	5,612	6,500	6,000
7850 Water / Sewer	139,273	130,000	153,000
7853 Water Purification	18,948	2,901	17,600
7856 Window Repairs	7,268	7,500	7,500
TOTAL BUILDING & GROUND EXPENS	766,097	622,851	677,235
<u>REC. CENTRE EXPENS</u>			
7056 Pool / Sauna	635	5,000	1,000
7201 Recreation Facilities / Amenity - Chemicals	2,399	1,500	2,500
7208 Recreation Facilities / Amenity - Furniture / Equi	2,463	3,000	2,500
7214 Recreation Facilities / Amenity - Mechanical	614	3,000	600
TOTAL REC. CENTRE EXPENS	6,111	12,500	6,600
9010 Reserve - Contingency Fund	60,000	60,000	60,000
TOTAL EXPENSE:	1,113,696	985,592	1,059,760
CURRENT YR NET SURPLUS/(DEFIC	(107,799)	--	(8,322)
9990 Operating Surplus (Deficit) Balance Forward	229,121	228,620	8,322
9995 Transfer From / (To) CRF	(50,000)	(50,000)	--
9996 Transfer Surplus to Other Reserve	(63,000)	(63,000)	--

NW 3119 - QUEEN'S GATE

Approved Annual Budget
Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
ENDING OP SURPLUS/(DEFICI	8,322	115,620	0

NW3119 BALANCE SHEET



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	BALANCE SHEET
Report Date:	As at July 31, 2020
Division:	NW3119 - 0000

Year to Date

ASSETS

CURRENT ASSETS

CASH

1030 Petty Cash	700.00
1050 Bank - Operating Account	72,687.02
1051 Bank - Contingency Reserve	243,033.60
1065 Bank - Exterior Painting	12,575.49

TOTAL CASH	328,996.11
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1200 Accounts Receivable	27,417.64
1205 Accounts Receivable - Others	2,216.23
1253 CRF - Due from Operating Fund	213,271.36
1302 Prepaid Insurance	213,271.36

TOTAL CURRENT ASSETS	785,172.70
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FIXED ASSETS

1506 Caretaker's Suite	113,000.00
1520 Equipment	17,470.66
1570 Acc. Depreciation - Equipment	(3,494.14)

TOTAL FIXED ASSETS	126,976.52
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TOTAL ASSETS	912,149.22
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LIABILITIES & EQUITY

LIABILITIES

2019 Operating Fund - Due to CRF	213,271.36
2031 Key Deposit	120.00
2100 Prepayment - Revenue	13,497.49
2200 Chargeback	(149.63)

TOTAL LIABILITIES	226,739.22
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EQUITY

2307 Equity in Capital Assets	126,976.52
2350 Operating Surplus(Deficit)	89,553.03
2999 Contingency Fund Balance	456,304.96
3750 Reserve - Exterior Painting	12,575.49

TOTAL EQUITY	685,410.00
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TOTAL LIABILITIES & EQUITY	912,149.22
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NW3119 BALANCE SHEET



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	BALANCE SHEET
Report Date:	As at July 31, 2020
Division:	NW3119 - 0000

Year to Date

Notice to Reader

CAUTION TO READER - This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the strata council are cautioned that this statement may not necessarily be appropriate for their use. PREPARED WITHOUT AUDIT

08/08/2020 6:23PM

NW3119 CRF SCHEDULE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	CRF SCHEDULE REPORT
Report Date:	As at July 31, 2020
Division:	NW3119 - 0000

Year to Date

CONTINGENCY RESERVE SCHEDULE

INCOME

2705 CRF-Balance Forward-Prior Year	436,020.92
2710 Current Year Contribution - Contingency	20,000.00
2711 Interest	284.04

TOTAL INCOME	456,304.96
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CONTINGENCY FUND BALANCE	456,304.96
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08/08/2020 6:23PM

NW3119 BUDGET COMPARATIVE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	Operating Statement
Report Date:	For the 4 Month Ended 07/31/2020
Division:	NW3119 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
INCOME						
STRATA FEES						
78,394.91	78,395.00	4002 Operating Fund Contribution	313,579.64	313,580.00	(0.36)	940,738.00
5,000.00	5,000.00	4003 Contingency Fund Contribution	20,000.00	20,000.00	--	60,000.00
83,394.91	83,395.00	TOTAL STRATA FEES	333,579.64	333,580.00	(0.36)	1,000,738.00
107.82	--	4523 Bylaw / Late Payment Fine	531.40	--	531.40	--
--	2,583.00	4543 Common Room / Guest Suite Income	200.00	10,332.00	(10,132.00)	31,000.00
--	250.00	4589 Facility / Lounge Income	--	1,000.00	(1,000.00)	3,000.00
4.10	100.00	4640 Interest Income	24.43	400.00	(375.57)	1,200.00
150.00	167.00	4660 Key	400.00	668.00	(268.00)	2,000.00
--	--	4700 Miscellaneous Income	(71.20)	--	(71.20)	--
200.00	125.00	4702 Move In / Move Out Fee	600.00	500.00	100.00	1,500.00
750.00	1,000.00	4720 Parking	3,100.00	4,000.00	(900.00)	12,000.00
15.00	--	4779 EV Car Charging	79.84	--	79.84	--
84,621.83	87,620.00	TOTAL INCOME	338,444.11	350,480.00	(12,035.89)	1,051,438.00
EXPENSES						
GENERAL EXPENSES						
(142.50)	375.00	5015 Audit	(142.50)	1,500.00	1,642.50	4,500.00
--	63.00	5019 Appraisal	--	252.00	252.00	750.00
3,471.64	3,875.00	5219 Building Manager	14,876.77	15,500.00	623.23	46,500.00
294.30	267.00	5400 Cable / Communications	582.08	1,068.00	485.92	3,200.00
--	167.00	5457 Computer / Office Equipments	199.36	668.00	468.64	2,000.00
229.40	242.00	5718 Employee Benefits	904.20	968.00	63.80	2,900.00
--	42.00	6017 Guest Suite	--	168.00	168.00	500.00
26,658.92	12,740.00	6300 Insurance	106,635.64	50,960.00	(55,675.64)	152,875.00
1,795.50	1,833.00	6402 Janitorial Services	5,386.50	7,332.00	1,945.50	22,000.00
--	125.00	6504 Legal Fees	--	500.00	500.00	1,500.00
4,593.37	4,667.00	6700 Management Fees	18,504.73	18,668.00	163.27	56,000.00
2,331.08	208.00	6705 Miscellaneous	3,048.10	832.00	(2,216.10)	2,500.00
106.18	267.00	7047 Photocopy & Miscellaneous	274.26	1,068.00	793.74	3,200.00
1,248.13	917.00	7235 Relief Manager	3,911.53	3,668.00	(243.53)	11,000.00
167.70	458.00	7449 Strata Contribution	869.71	1,832.00	962.29	5,500.00
1,155.00	83.00	7704 Uninsured Loss	7,717.50	332.00	(7,385.50)	1,000.00
41,908.72	26,329.00	TOTAL GENERAL EXPENSES	162,767.88	105,316.00	(57,451.88)	315,925.00
BUILDING & GROUND EXPENSES						
6,839.59	4,667.00	5705 Electricity	10,130.73	18,668.00	8,537.27	56,000.00
1,850.42	1,833.00	5715 Elevator Maintenance	8,165.53	7,332.00	(833.53)	22,000.00
159.31	167.00	5725 Enterphone	475.39	668.00	192.61	2,000.00
--	83.00	5905 Fountain Repair	1,146.26	332.00	(814.26)	1,000.00
3,348.49	3,213.00	5918 Fire Equipment	10,473.88	12,852.00	2,378.12	38,550.00
785.51	1,333.00	6001 Garbage Removal	3,542.04	5,332.00	1,789.96	16,000.00
6,218.51	14,375.00	6005 Gas	29,157.92	57,500.00	28,342.08	172,500.00
--	1,250.00	6204 HVAC Maintenance	7,485.12	5,000.00	(2,485.12)	15,000.00

NW3119 BUDGET COMPARATIVE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	Operating Statement
Report Date:	For the 4 Month Ended 07/31/2020
Division:	NW3119 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
--	708.00	6306 Irrigation System	2,679.82	2,832.00	152.18	8,500.00
8,945.45	3,667.00	6511 Landscaping	16,606.45	14,668.00	(1,938.45)	44,000.00
385.51	2,507.00	7031 Plumbing Repairs	11,968.72	10,028.00	(1,940.72)	30,085.00
527.39	2,500.00	7246 Repair - Exterior	8,877.50	10,000.00	1,122.50	30,000.00
563.70	3,500.00	7247 Repair - Interior	1,772.25	14,000.00	12,227.75	42,000.00
--	458.00	7258 Roof Maintenance / Repairs	--	1,832.00	1,832.00	5,500.00
--	333.00	7415 Snow Removal	--	1,332.00	1,332.00	4,000.00
1,072.56	500.00	7423 Supplies	2,063.90	2,000.00	(63.90)	6,000.00
--	500.00	7607 Tree Maintenance	1,291.50	2,000.00	708.50	6,000.00
--	12,750.00	7850 Water / Sewer	--	51,000.00	51,000.00	153,000.00
1,466.98	1,467.00	7853 Water Purification	5,867.92	5,868.00	0.08	17,600.00
--	625.00	7856 Window Repairs	--	2,500.00	2,500.00	7,500.00
32,163.42	56,436.00	TOTAL BUILDING & GROUND EXPENSES	121,704.93	225,744.00	104,039.07	677,235.00
REC. CENTRE EXPENSES						
--	83.00	7056 Pool / Sauna	--	332.00	332.00	1,000.00
--	208.00	7201 Recreation Facilities / Amenity - Chemicals	104.80	832.00	727.20	2,500.00
--	208.00	7208 Recreation Facilities / Amenity - Furniture / Equi	299.25	832.00	532.75	2,500.00
--	50.00	7214 Recreation Facilities / Amenity - Mechanical	--	200.00	200.00	600.00
--	549.00	TOTAL REC. CENTRE EXPENSES	404.05	2,196.00	1,791.95	6,600.00
5,000.00	5,000.00	9010 Reserve - Contingency Fund	20,000.00	20,000.00	--	60,000.00
79,072.14	88,314.00	TOTAL EXPENSES	304,876.86	353,256.00	48,379.14	1,059,760.00
5,549.69	(694.00)	CURRENT YR NET SURPLUS/(DEFICIT)	33,567.25	(2,776.00)	36,343.25	(8,322.00)
--	--	9990 Operating Surplus (Deficit) Balance Forward	55,985.78	8,322.00	47,663.78	8,322.00
5,549.69	(694.00)	ENDING OP SURPLUS/(DEFICIT)	89,553.03	5,546.00	84,007.03	--

08/08/2020 6:24PM

MEMORANDUM

TO: The Owners, Strata Plan NW 3119

DATE: August 11, 2020

FROM: May Le, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES – Restricted Proxy Meeting

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Attached are the minutes of the Restricted Proxy Annual General Meeting held on Friday, July 31, 2020. Please read and retain them for future reference.

STRATA FEES:

Please note that Strata fees have increased, retroactive to April 1, 2020. Please refer to the attached catch-up fee schedule.

NEW COUNCIL:

- Lynn Cohen
- Danny Hui
- Donna Lenz
- Dvora Mendelzys
- Miriam Wexler
- Valentin Chuy
- Eveline Rathie

FSR Connect™ REGISTRATION

To benefit from **FSR Connect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

* * *

Encl.

ML/jh

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Virtual Townhall Pre-AGM Information Meeting Held on Monday, June 29, 2020
via WebEx***

***Restricted Proxy AGM Held on Friday, July 31, 2020
Within the Queen's Gate Lounge and broadcasted on Zoom
8560 General Currie Road, Richmond, BC***

Following registration that started at 10:00 a.m., the Restricted Proxy Annual General Meeting was called to order at 10:03 a.m. by Brian Katz, Council President.

FirstService Residential BC Ltd. was represented by May Le who facilitated the Meeting in person.

7 Owners also attended the Meeting as observers.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 222 eligible votes, 74 eligible votes represent quorum in this instance. At the commencement of the meeting there were 2 eligible votes represented in person and 173 represented by proxy, for a total of 175 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated July 10, 2020, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held June 4, 2020, as previously circulated. **CARRIED.**

REPORT ON INSURANCE

This important Report on Insurance was discussed in detail with Owners and Strata Council at the Virtual Townhall Pre-AGM Information Meeting that took place on Monday, June 29, 2020. The Strata Manager on behalf of the Chairperson took the opportunity to advise those in attendance virtually that night of the following information regarding strata lot ownership and other matters concerning the Strata Corporation, including the Strata's annual insurance renewal.

Strata Corporation Insurance and Coverages

The Strata Corporation's policy is designed to cover loss arising from fortuitous causes, subject to exclusions stated in the policy wordings, and the applicable deductible in the event of a claim. Please refer to the Insurance Summary included with your Notice of Meeting which outlines the Strata's insurance coverage's, applicable limits and deductibles.

Section 149 of the *Strata Property Act* requires the Strata Corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the Strata Plan and fixtures built or installed by the owner developer as part of the original construction on the Strata lot. The property insurance must be on the basis of full replacement value and insure against all **major perils**, such as fire and water escape, as set out in the regulations of the Act, as well as any other perils specified in the bylaws. Your Strata Corporation's insurance policy is currently held with HUB and is insured for a replacement value of \$69,000,000 based on information contained in the insurance appraisal performed by Normac Insurance.

Section 150 of the *Strata Property Act* requires the Strata Corporation to also obtain and maintain liability insurance to insure the strata corporation against liability for property damage and bodily injury.

Although optional under Section 151 of the *Strata Property Act*, all Strata Corporations managed by FirstService Residential BC Ltd. have errors and omissions insurance for council members against their liability and expenses for errors and omissions made in the exercise of their powers and performance of their duties as council members.

Please note the Strata Corporation's policy does NOT provide coverage for loss or damage to:

- Strata lot Owner's betterments and/or improvements to the strata lot
- Strata lot Owner's and/or Tenant's personal property
- Strata lot Owner's rental income loss (if applicable)

Note: While most Strata Insurance policies include Additional Living Expense coverage, this coverage is designed to help with unit owner's costs when they are displaced after a claim. The Strata's coverage is secondary and will be drawn upon after the unit owner's coverage is exhausted.

Insurance Coverage Recommendations

The Strata Manager on behalf of the Chairperson reminded all in attendance that it is strongly encouraged to obtain their own insurance coverage. While Owner should contact their personal broker, the following coverages are recommended as a guideline:

- **Personal property** such as furniture, jewellery and other belongings in the Strata lot or designated storage space.
- **Additional Living Expenses** incurred as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Strata lot **Betterments and Improvements** completed at a Strata lot Owner's expense, such as upgraded flooring, fixtures etc.
- Owners should have coverage for any **Strata Deductible Assessments** in the event the Strata Corporation tries to recover the deductible portion of an insurance claim from an owner that is responsible for the loss or damage that gave rise to the claim. Please have your insurance broker review the current strata corporation bylaws.
- **Special Assessments** coverage which provides protection for the owner's share of levies for damage to the common property that may be charged back to the Owner for a variety of reasons. For example, all Owners should ensure they are covered for their portion of the Strata's **earthquake deductible**, which would be calculated based on a percentage of the replacement value and then split amongst Owner's by unit entitlement.
- **Personal Liability** protects for legal responsibility to others for claims arising from bodily injury, property damage and more.
- If the Strata Lot is rented under approved financial hardship, **Loss of Rental Income** incurred by a Strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.

Note: In a rental situation, there are three separate parties; therefore there should be three separate insurance policies: Strata Corporation policy, Owner's policy and the Tenant's policy. The non-resident Owner should make sure their tenant clearly understands what is not covered under the Strata Corporation's policy (i.e. – personal contents).

*A copy of the Strata Corporation's most recent insurance summary, policy and property appraisal can be found on **FSRConnect™**.*

SIMPLE TIPS TO SAFEGUARD YOUR INVESTMENT

DOs inside your home:

- Know the location of the water line shut off valves for emergency shut off use.
- Check and replace hoses as required – washing machine, dishwasher, etc. Have a plumber make sure the check valves are working properly.
- Check the condition of the seals around your bathtub, toilet, faucet and shower heads; repair or replace caulking when necessary.
- When you leave on vacation, think about shutting off the water supply.
- Install a 4 inch lip sheet metal drain pan connecting to a floor drain underneath all in suite washer appliances.

DON'Ts inside your home:

- Do NOT hang clothes on sprinkler heads.
- Do NOT store contents and storage boxes within 24 inches of the ceiling or wall mounted sprinkler heads.
- Do NOT flush "stuff" in the toilets i.e., kitty litter, feminine products, etc.
- Do NOT leave your washing machine or dishwasher running in your absence.
- Do NOT use nails longer than 3/4 inches as it poses puncturing problems for hidden pipes. If you are using nails or drilling, be cautious of the piping inside the wall.

BUDGET DISCUSSION AND APPROVAL

As discussed at the virtual townhall meeting held on Monday, June 29, 2020, Owners were referred to the Proposed Operating Budget, the schedule of strata fees and the accompanying notes explaining how the figures were prepared.

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

The results were as follows:

163 IN FAVOUR, 4 OPPOSED, 8 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to April 1, 2020.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fee adjustments will be automatically adjusted on September 1, 2020.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan NW 3119, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
WAIVER OF DEPRECIATION REPORT (RENEWAL)**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan NW 3119, wish to waive the requirement to update the existing Depreciation Report otherwise required every three years under Section 94 of the Strata Property Act [SBC 1998];

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the Strata Property Act the requirement to update the existing Depreciation Report which was produced in 2014, is hereby waived until the next Annual General Meeting.

The results were as follows:

143 IN FAVOUR, 26 OPPOSED, 6 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
PLUMBING ENGINEERING REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

PREAMBLE The strata corporation has suffered water leaks in its piping. To properly, proactively, prudently and responsibly maintain the strata corporation's property, Council has determined that it is crucial to retain an independent, professional mechanical engineer to guide and assist the strata corporation to determine the best approach to deal with the piping.

The engineer provided a quotation to carry out and deliver the assessment at a cost of **\$8,242.50**.

Per the Owners' request at the Pre-AGM meetings, additional quotations will be obtained and for a more extensive assessment of the piping system.

WHEREAS The Owners, Strata Plan NW 3119, Queen's Gate, believe it to be proactive, prudent and responsible to retain an independent, professional mechanical engineer to review the condition of the Strata's piping and recommend a comprehensive plumbing strategy;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that a sum of money not exceeding **\$12,500** be spent for the purpose of the piping assessment, such expenditure to be charged against the Contingency Reserve Fund. Any unused funds will be transferred back to the Contingency Reserve Fund.

The results were as follows:

129 IN FAVOUR, 40 OPPOSED, 6 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "C" SECURITY UPGRADES

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "C" reads as follows:

PREAMBLE Due to break-ins over the past two years, one exterior door was replaced due to damage and full-length astragals were installed on the exterior doors that were most vulnerable. The Strata Council has determined that the remaining exterior doors and a few interior metal doors, such as the parkade lobby doors remain vulnerable;

WHEREAS The Owners, Strata Plan NW 3119, Queen's Gate need to reinforce the remaining exterior doors and parkade lobby doors;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that a sum of money not exceeding \$5,000 be raised and spent for the purpose of reinforcing the doors, such expenditure to be charged against the Contingency Reserve Fund.

The results were as follows:

135 IN FAVOUR, 34 OPPOSED, 6 ABSTAINED. **CARRIED.**

STRATA COUNCIL

There were 9 nominations submitted prior to distribution of the AGM Notice. Owners were advised that they must submit their restricted proxies and elect a maximum of 7 Council members.

ELECTION OF COUNCIL

The Strata Manager on behalf of the Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council with thanks and appreciation from all Owners:

- CHUY, Valentin
- COHEN, Lynn
- HUI, Danny
- HULL, Mary
- KATZ, Brian
- LENZ, Donna
- MENDELZYS, Dvora
- RATHIE, Eveline
- WEXLER, Miriam

In order to be elected onto Council each nominee must obtain at least a majority vote of Owners. As there were 8 nominees who obtained majority vote, the 7 nominees with the highest votes were elected to Council.

The following Owners will make up your 2020-2021 Strata Council:

- CHUY, Valentin
- COHEN, Lynn
- HUI, Danny
- LENZ, Donna
- MENDELZYS, Dvora
- RATHIE, Eveline
- WEXLER, Miriam

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 10:17 a.m. **CARRIED.**

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/jh

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

In our dedication to ever-greater operational excellence and best practices, FirstService Residential uses **FSRConnect™**, an integrated web-based solution created solely for the property management industry. This software incorporates scores of advanced features that streamline building level administration, operations and communications.

A website portal, extended from **FSRConnect™**, is provided to your Strata Corporation, **FREE OF CHARGE**. Residents have secured access to stay up to date with community news, events, their accounts, etc. The email distribution capabilities and housing of strata documents will save postage and copying costs for the building.

HOW DO I ACCESS TO THE WEBSITE?

Residents are required to register to receive their secured password. There are two (2) options to register:

1. Complete the attached form and fax/email to our office; OR
2. Complete the "**FSRConnect™** Registration" online form by visiting our website at <http://fsresidential.com/British-Columbia/Homeowners/Forms>

(Note: Your information will only be used for strata communication purposes)

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. ***Online/Telephone Banking***

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2020 to Mar 31, 2021

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-20</u> <u>(12 Months)</u> \$	<u>2019/2020</u> <u>Budget</u> \$	<u>Approved</u> <u>2020/2021</u> <u>Budget</u> \$
<u>INCOME</u>			
<u>STRATA FEES</u>			
4002 Operating Fund Contribution	940,739	940,738	1,077,402
4003 Contingency Fund Contribution	60,000	60,000	60,000
TOTAL STRATA FEES	1,000,739	1,000,738	1,137,402
4523 Bylaw / Late Payment Fine	1,410	--	--
4543 Common Room / Guest Suite Income	28,770	31,000	--
4589 Facility / Lounge Income	1,900	3,000	800
4640 Interest Income	785	1,200	750
4660 Key	2,330	2,000	1,000
4700 Miscellaneous Income	344	--	--
4702 Move In / Move Out Fee	2,900	1,500	1,000
4720 Parking	7,700	12,000	7,000
4779 EV Car Charging	135	--	135
TOTAL INCOME	1,047,013	1,051,438	1,148,087
<u>EXPENSES</u>			
<u>GENERAL EXPENSES</u>			
5015 Audit	4,163	4,500	4,500
5019 Appraisal	840	750	--
5219-0005 Building Manager	42,700	46,500	46,500
5400 Cable / Communications	3,822	3,200	4,000
5457 Computer / Office Equipments	3,724	2,000	3,800
5718 Employee Benefits	2,664	2,900	2,900
6017 Guest Suite	656	500	600
6300 Insurance	152,875	152,875	319,907
6402 Janitorial Services	21,683	22,000	24,000
6504 Legal Fees	1,881	1,500	2,000
6700 Management Fees	55,724	56,000	58,500
6705 Miscellaneous	3,813	2,500	2,500
7047 Photocopy & Miscellaneous	4,904	3,200	3,500
7235 Relief Manager	10,594	11,000	11,000

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2020 to Mar 31, 2021

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-20</u> <u>(12 Months)</u> \$	<u>2019/2020</u> <u>Budget</u> \$	<u>Approved</u> <u>2020/2021</u> <u>Budget</u> \$
7449 Strata Contribution	3,631	5,500	4,000
7704 Uninsured Loss	9,031	1,000	10,000
TOTAL GENERAL EXPENSES	322,704	315,925	497,707
<u>BUILDING & GROUND EXPENSES</u>			
5705 Electricity	49,808	56,000	54,000
5715 Elevator Maintenance	21,374	22,000	23,000
5725 Enterphone	1,680	2,000	2,000
5905 Fountain Repair	965	1,000	1,000
5918 Fire Equipment	60,948	38,550	45,000
6001 Garbage Removal	12,175	16,000	12,000
6005 Gas	128,631	172,500	138,762
6204 HVAC Maintenance	13,894	15,000	15,000
6306 Irrigation System	1,027	8,500	4,000
6511 Landscaping	42,990	44,000	50,000
7031 Plumbing Repairs	22,188	30,085	30,000
7246 Repair - Exterior	37,201	30,000	38,000
7247 Repair - Interior	23,534	42,000	30,000
7258 Roof Maintenance / Repairs	--	5,500	1,000
7415 Snow Removal	1,181	4,000	4,000
7423 Supplies	6,931	6,000	6,000
7607 Tree Maintenance	8,232	6,000	8,000
7850 Water / Sewer	153,327	153,000	153,500
7853 Water Purification	17,604	17,600	17,604
7856 Window Repairs	2,720	7,500	3,000
TOTAL BUILDING & GROUND EXPENSES	606,410	677,235	635,866
<u>REC. CENTRE EXPENSES</u>			
7056 Pool / Sauna	653	1,000	1,000
7201 Recreation Facilities / Amenity - Chemicals	3,014	2,500	2,500
7208 Recreation Facilities / Amenity - Furniture / Equi	1,422	2,500	2,000
7214 Recreation Facilities / Amenity - Mechanical	5,145	600	5,000
TOTAL REC. CENTRE EXPENSES	10,235	6,600	10,500

NW 3119 - QUEEN'S GATE

Approved Annual Budget
Apr 01, 2020 to Mar 31, 2021

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-20</u> <u>(12 Months)</u> \$	<u>2019/2020</u> <u>Budget</u> \$	<u>Approved</u> <u>2020/2021</u> <u>Budget</u> \$
9010 Reserve - Contingency Fund	60,000	60,000	60,000
TOTAL EXPENSES	999,349	1,059,760	1,204,073
CURRENT YR NET SURPLUS/(DEFICIT)	47,664	(8,322)	(55,986)
9990 Operating Surplus (Deficit) Balance Forward	8,322	8,322	55,986
ENDING OP SURPLUS/(DEFICIT)	55,986	--	--

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
1	100 - 8520 General Currie	STRATA STE.	-	-	-	-	-
2	101 - 8560 General Currie	1115	430.40	23.97	454.37	399.77	54.60
3	103 - 8560 General Currie	732	282.55	15.74	298.29	262.45	35.84
4	105 - 8560 General Currie	1170	451.63	25.15	476.78	419.49	57.29
5	106 - 8560 General Currie	1170	451.63	25.15	476.78	419.49	57.29
6	107 - 8560 General Currie	732	282.55	15.74	298.29	262.45	35.84
7	109 - 8560 General Currie	998	385.24	21.45	406.69	357.83	48.86
8	111 - 8560 General Currie	1153	445.06	24.79	469.85	413.40	56.45
9	113 - 8560 General Currie	1118	431.56	24.03	455.59	400.85	54.74
10	115 - 8520 General Currie	1018	392.96	21.88	414.84	365.00	49.84
11	117 - 8520 General Currie	1122	433.10	24.12	457.22	402.28	54.94
12	119 - 8520 General Currie	1153	445.06	24.79	469.85	413.40	56.45
13	121 - 8520 General Currie	998	385.24	21.45	406.69	357.83	48.86
14	123 - 8520 General Currie	732	282.55	15.74	298.29	262.45	35.84
15	124 - 8520 General Currie	1170	451.63	25.15	476.78	419.49	57.29
16	125 - 8520 General Currie	1170	451.63	25.15	476.78	419.49	57.29
17	127 - 8520 General Currie	732	282.55	15.74	298.29	262.45	35.84
18	129 - 8520 General Currie	1115	430.40	23.97	454.37	399.77	54.60
19	128 - 8520 General Currie	1059	408.79	22.76	431.55	379.70	51.85
20	126 - 8520 General Currie	1282	494.86	27.56	522.42	459.65	62.77
21	122 - 8520 General Currie	743	286.81	15.97	302.78	266.40	36.38
22	120 - 8520 General Currie	757	292.21	16.27	308.48	271.42	37.06
23	118 - 8520 General Currie	1036	399.91	22.27	422.18	371.45	50.73
24	116 - 8520 General Currie	1180	455.49	25.37	480.86	423.08	57.78
25	114 - 8560 General Currie	1181	455.87	25.39	481.26	423.44	57.82
26	112 - 8560 General Currie	1035	399.52	22.25	421.77	371.09	50.68
27	110 - 8560 General Currie	757	292.21	16.27	308.48	271.42	37.06
28	108 - 8560 General Currie	743	286.81	15.97	302.78	266.40	36.38
29	104 - 8560 General Currie	1282	494.86	27.56	522.42	459.65	62.77
30	102 - 8560 General Currie	1036	399.91	22.27	422.18	371.45	50.73
31	201 - 8560 General Currie	1149	443.52	24.70	468.22	411.97	56.25
32	203 - 8560 General Currie	732	282.55	15.74	298.29	262.45	35.84
33	205 - 8560 General Currie	1152	444.69	24.76	469.45	413.04	56.41
34	206 - 8560 General Currie	1170	451.63	25.15	476.78	419.49	57.29
35	207 - 8560 General Currie	732	282.55	15.74	298.29	262.45	35.84
36	209 - 8560 General Currie	998	385.24	21.45	406.69	357.83	48.86
37	211 - 8560 General Currie	1153	445.06	24.79	469.85	413.40	56.45
38	213 - 8560 General Currie	1122	433.10	24.12	457.22	402.28	54.94
39	215 - 8560 General Currie	1021	394.11	21.95	416.06	366.07	49.99
40	217 - 8520 General Currie	1018	392.96	21.88	414.84	365.00	49.84
41	219 - 8520 General Currie	1122	433.10	24.12	457.22	402.28	54.94
42	221 - 8520 General Currie	1153	445.06	24.79	469.85	413.40	56.45
43	223 - 8520 General Currie	998	385.24	21.45	406.69	357.83	48.86
44	225 - 8520 General Currie	732	282.55	15.74	298.29	262.45	35.84
45	226 - 8520 General Currie	1170	451.63	25.15	476.78	419.49	57.29
46	227 - 8520 General Currie	1152	444.69	24.76	469.45	413.04	56.41
47	229 - 8520 General Currie	732	282.55	15.74	298.29	262.45	35.84
48	231 - 8520 General Currie	1115	430.40	23.97	454.37	399.77	54.60
49	230 - 8520 General Currie	1059	408.79	22.76	431.55	379.70	51.85
50	228 - 8520 General Currie	1282	494.86	27.56	522.42	459.65	62.77
51	224 - 8520 General Currie	743	286.81	15.97	302.78	266.40	36.38
52	222 - 8520 General Currie	757	292.21	16.27	308.48	271.42	37.06

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
53	220 - 8520 General Currie	1024	395.28	22.01	417.29	367.15	50.14
54	218 - 8520 General Currie	1180	455.49	25.37	480.86	423.08	57.78
55	216 - 8560 General Currie	993	383.30	21.35	404.65	356.03	48.62
56	214 - 8560 General Currie	1181	455.87	25.39	481.26	423.44	57.82
57	212 - 8560 General Currie	1017	392.57	21.86	414.43	364.64	49.79
58	210 - 8560 General Currie	757	292.21	16.27	308.48	271.42	37.06
59	208 - 8560 General Currie	743	286.81	15.97	302.78	266.40	36.38
60	204 - 8560 General Currie	1282	494.86	27.56	522.42	459.65	62.77
61	202 - 8560 General Currie	1075	414.96	23.11	438.07	385.43	52.64
62	301 - 8560 General Currie	1005	387.94	21.60	409.54	360.34	49.20
63	304 - 8560 General Currie	1074	414.57	23.09	437.66	385.07	52.59
64	305 - 8560 General Currie	1170	451.63	25.15	476.78	419.49	57.29
65	306 - 8560 General Currie	732	282.55	15.74	298.29	262.45	35.84
66	308 - 8560 General Currie	998	385.24	21.45	406.69	357.83	48.86
67	310 - 8560 General Currie	1153	445.06	24.79	469.85	413.40	56.45
68	312 - 8560 General Currie	1127	435.03	24.23	459.26	404.08	55.18
69	314 - 8560 General Currie	1021	394.11	21.95	416.06	366.07	49.99
70	316 - 8520 General Currie	1018	392.96	21.88	414.84	365.00	49.84
71	318 - 8520 General Currie	1122	433.10	24.12	457.22	402.28	54.94
72	320 - 8520 General Currie	1153	445.06	24.79	469.85	413.40	56.45
73	322 - 8520 General Currie	998	385.24	21.45	406.69	357.83	48.86
74	324 - 8520 General Currie	732	282.55	15.74	298.29	262.45	35.84
75	325 - 8520 General Currie	1170	451.63	25.15	476.78	419.49	57.29
76	326 - 8520 General Currie	1074	414.57	23.09	437.66	385.07	52.59
77	329 - 8520 General Currie	1005	387.94	21.60	409.54	360.34	49.20
78	328 - 8520 General Currie	1034	399.13	22.23	421.36	370.73	50.63
79	327 - 8520 General Currie	1282	494.86	27.56	522.42	459.65	62.77
80	323 - 8520 General Currie	743	286.81	15.97	302.78	266.40	36.38
81	321 - 8520 General Currie	757	292.21	16.27	308.48	271.42	37.06
82	319 - 8520 General Currie	1034	399.13	22.23	421.36	370.73	50.63
83	317 - 8520 General Currie	1180	455.49	25.37	480.86	423.08	57.78
84	315 - 8560 General Currie	983	379.45	21.13	400.58	352.45	48.13
85	313 - 8560 General Currie	1181	455.87	25.39	481.26	423.44	57.82
86	311 - 8560 General Currie	1036	399.91	22.27	422.18	371.45	50.73
87	309 - 8560 General Currie	757	292.21	16.27	308.48	271.42	37.06
88	307 - 8560 General Currie	743	286.81	15.97	302.78	266.40	36.38
89	303 - 8560 General Currie	1282	494.86	27.56	522.42	459.65	62.77
90	302 - 8560 General Currie	1034	399.13	22.23	421.36	370.73	50.63
91	101 - 8500 General Currie	751	289.90	16.14	306.04	269.27	36.77
92	102 - 8500 General Currie	732	282.55	15.74	298.29	262.45	35.84
93	103 - 8500 General Currie	1305	503.75	28.05	531.80	467.90	63.90
94	104 - 8500 General Currie	1047	404.15	22.51	426.66	375.39	51.27
95	105 - 8500 General Currie	1144	441.60	24.59	466.19	410.17	56.02
96	106 - 8500 General Currie	1393	537.72	29.94	567.66	499.45	68.21
97	107 - 8500 General Currie	730	281.79	15.69	297.48	261.74	35.74
98	108 - 8500 General Currie	991	382.54	21.30	403.84	355.32	48.52
99	109 - 8500 General Currie	1299	501.43	27.92	529.35	465.75	63.60
100	110 - 8500 General Currie	1362	525.74	29.28	555.02	488.33	66.69
101	111 - 8500 General Currie	756	291.82	16.25	308.07	271.06	37.01
102	112 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
103	113 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
104	114 - 8500 General Currie	1237	477.50	26.59	504.09	443.52	60.57

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
105	115 - 8500 General Currie	1369	528.45	29.43	557.88	490.84	67.04
106	116 - 8500 General Currie	1369	528.45	29.43	557.88	490.84	67.04
107	117 - 8500 General Currie	1340	517.25	28.81	546.06	480.45	65.61
108	118 - 8500 General Currie	1400	540.41	30.10	570.51	501.96	68.55
109	119 - 8500 General Currie	1407	543.11	30.25	573.36	504.47	68.89
110	120 - 8500 General Currie	1048	404.54	22.53	427.07	375.75	51.32
111	121 - 8500 General Currie	1286	496.41	27.64	524.05	461.09	62.96
112	201 - 8500 General Currie	751	289.90	16.14	306.04	269.27	36.77
113	202 - 8500 General Currie	732	282.55	15.74	298.29	262.45	35.84
114	203 - 8500 General Currie	1305	503.75	28.05	531.80	467.90	63.90
115	204 - 8500 General Currie	1047	404.15	22.51	426.66	375.39	51.27
116	205 - 8500 General Currie	1144	441.60	24.59	466.19	410.17	56.02
117	206 - 8500 General Currie	1393	537.72	29.94	567.66	499.45	68.21
118	207 - 8500 General Currie	730	281.79	15.69	297.48	261.74	35.74
119	208 - 8500 General Currie	991	382.54	21.30	403.84	355.32	48.52
120	209 - 8500 General Currie	1299	501.43	27.92	529.35	465.75	63.60
121	210 - 8500 General Currie	1362	525.74	29.28	555.02	488.33	66.69
122	211 - 8500 General Currie	756	291.82	16.25	308.07	271.06	37.01
123	212 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
124	213 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
125	214 - 8500 General Currie	1237	477.50	26.59	504.09	443.52	60.57
126	215 - 8500 General Currie	1369	528.45	29.43	557.88	490.84	67.04
127	216 - 8500 General Currie	1369	528.45	29.43	557.88	490.84	67.04
128	217 - 8500 General Currie	1363	526.13	29.30	555.43	488.69	66.74
129	218 - 8500 General Currie	1400	540.41	30.10	570.51	501.96	68.55
130	219 - 8500 General Currie	1407	543.11	30.25	573.36	504.47	68.89
131	220 - 8500 General Currie	1048	404.54	22.53	427.07	375.75	51.32
132	221 - 8500 General Currie	1286	496.41	27.64	524.05	461.09	62.96
133	301 - 8500 General Currie	751	289.90	16.14	306.04	269.27	36.77
134	302 - 8500 General Currie	732	282.55	15.74	298.29	262.45	35.84
135	303 - 8500 General Currie	1305	503.75	28.05	531.80	467.90	63.90
136	304 - 8500 General Currie	1047	404.15	22.51	426.66	375.39	51.27
137	305 - 8500 General Currie	1000	386.01	21.50	407.51	358.54	48.97
138	306 - 8500 General Currie	1101	424.99	23.67	448.66	394.76	53.90
139	308 - 8500 General Currie	1024	395.28	22.01	417.29	367.15	50.14
140	309 - 8500 General Currie	1299	501.43	27.92	529.35	465.75	63.60
141	310 - 8500 General Currie	1375	530.76	29.56	560.32	493.00	67.32
142	311 - 8500 General Currie	756	291.82	16.25	308.07	271.06	37.01
143	312 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
144	313 - 8500 General Currie	1079	416.51	23.19	439.70	386.87	52.83
145	314 - 8500 General Currie	1237	477.50	26.59	504.09	443.52	60.57
146	315 - 8500 General Currie	1372	529.61	29.49	559.10	491.92	67.18
147	316 - 8500 General Currie	1372	529.61	29.49	559.10	491.92	67.18
148	317 - 8500 General Currie	1377	531.54	29.60	561.14	493.71	67.43
149	318 - 8500 General Currie	1231	475.18	26.46	501.64	441.37	60.27
150	319 - 8500 General Currie	1238	477.88	26.61	504.49	443.88	60.61
151	320 - 8500 General Currie	1048	404.54	22.53	427.07	375.75	51.32
152	321 - 8500 General Currie	1286	496.41	27.64	524.05	461.09	62.96
153	101 - 8580 General Currie	744	287.19	15.99	303.18	266.76	36.42
154	102 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
155	103 - 8580 General Currie	1258	485.60	27.04	512.64	451.05	61.59
156	104 - 8580 General Currie	1054	406.85	22.66	429.51	377.90	51.61

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
157	105 - 8580 General Currie	1151	444.30	24.74	469.04	412.68	56.36
158	106 - 8580 General Currie	792	305.71	17.03	322.74	283.97	38.77
159	107 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
160	108 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
161	109 - 8580 General Currie	744	287.19	15.99	303.18	266.76	36.42
162	110 - 8580 General Currie	1039	401.06	22.34	423.40	372.53	50.87
163	111 - 8580 General Currie	743	286.81	15.97	302.78	266.40	36.38
164	112 - 8580 General Currie	961	370.95	20.66	391.61	344.56	47.05
165	113 - 8580 General Currie	750	289.51	16.12	305.63	268.91	36.72
166	114 - 8580 General Currie	1069	412.64	22.98	435.62	383.28	52.34
167	115 - 8580 General Currie	1089	420.36	23.41	443.77	390.45	53.32
168	116 - 8580 General Currie	1242	479.42	26.70	506.12	445.31	60.81
169	117 - 8580 General Currie	1356	523.43	29.15	552.58	486.18	66.40
170	118 - 8580 General Currie	1367	527.67	29.39	557.06	490.13	66.93
171	119 - 8580 General Currie	736	284.10	15.82	299.92	263.89	36.03
172	120 - 8580 General Currie	730	281.79	15.69	297.48	261.74	35.74
173	121 - 8580 General Currie	1229	474.41	26.42	500.83	440.65	60.18
174	122 - 8580 General Currie	1254	484.05	26.96	511.01	449.61	61.40
175	123 - 8580 General Currie	1053	406.46	22.64	429.10	377.55	51.55
176	124 - 8580 General Currie	1270	490.23	27.30	517.53	455.35	62.18
177	201 - 8580 General Currie	744	287.19	15.99	303.18	266.76	36.42
178	202 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
179	203 - 8580 General Currie	1258	485.60	27.04	512.64	451.05	61.59
180	204 - 8580 General Currie	1054	406.85	22.66	429.51	377.90	51.61
181	205 - 8580 General Currie	1151	444.30	24.74	469.04	412.68	56.36
182	206 - 8580 General Currie	792	305.71	17.03	322.74	283.97	38.77
183	207 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
184	208 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
185	209 - 8580 General Currie	744	287.19	15.99	303.18	266.76	36.42
186	210 - 8580 General Currie	1039	401.06	22.34	423.40	372.53	50.87
187	211 - 8580 General Currie	743	286.81	15.97	302.78	266.40	36.38
188	212 - 8580 General Currie	961	370.95	20.66	391.61	344.56	47.05
189	213 - 8580 General Currie	750	289.51	16.12	305.63	268.91	36.72
190	214 - 8580 General Currie	1069	412.64	22.98	435.62	383.28	52.34
191	215 - 8580 General Currie	1089	420.36	23.41	443.77	390.45	53.32
192	216 - 8580 General Currie	1242	479.42	26.70	506.12	445.31	60.81
193	217 - 8580 General Currie	1356	523.43	29.15	552.58	486.18	66.40
194	218 - 8580 General Currie	1367	527.67	29.39	557.06	490.13	66.93
195	219 - 8580 General Currie	736	284.10	15.82	299.92	263.89	36.03
196	220 - 8580 General Currie	847	326.95	18.21	345.16	303.69	41.47
197	221 - 8580 General Currie	1229	474.41	26.42	500.83	440.65	60.18
198	222 - 8580 General Currie	1254	484.05	26.96	511.01	449.61	61.40
199	223 - 8580 General Currie	1053	406.46	22.64	429.10	377.55	51.55
200	224 - 8580 General Currie	1270	490.23	27.30	517.53	455.35	62.18
201	301 - 8580 General Currie	744	287.19	15.99	303.18	266.76	36.42
202	302 - 8580 General Currie	733	282.94	15.76	298.70	262.81	35.89
203	303 - 8580 General Currie	1258	485.60	27.04	512.64	451.05	61.59
204	304 - 8580 General Currie	1054	406.85	22.66	429.51	377.90	51.61
205	305 - 8580 General Currie	1151	444.30	24.74	469.04	412.68	56.36
206	306 - 8580 General Currie	1160	447.77	24.94	472.71	415.91	56.80
207	308 - 8580 General Currie	1105	426.54	23.75	450.29	396.19	54.10
208	310 - 8580 General Currie	1039	401.06	22.34	423.40	372.53	50.87

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference * \$
209	311 - 8580 General Currie	743	286.81	15.97	302.78	266.40	36.38
210	312 - 8580 General Currie	974	375.97	20.94	396.91	349.22	47.69
211	313 - 8580 General Currie	750	289.51	16.12	305.63	268.91	36.72
212	314 - 8580 General Currie	1069	412.64	22.98	435.62	383.28	52.34
213	315 - 8580 General Currie	1089	420.36	23.41	443.77	390.45	53.32
214	316 - 8580 General Currie	1242	479.42	26.70	506.12	445.31	60.81
215	317 - 8580 General Currie	1363	526.13	29.30	555.43	488.69	66.74
216	318 - 8580 General Currie	1373	530.00	29.51	559.51	492.28	67.23
217	319 - 8580 General Currie	736	284.10	15.82	299.92	263.89	36.03
218	320 - 8580 General Currie	847	326.95	18.21	345.16	303.69	41.47
219	321 - 8580 General Currie	1229	474.41	26.42	500.83	440.65	60.18
220	322 - 8580 General Currie	1254	484.05	26.96	511.01	449.61	61.40
221	323 - 8580 General Currie	1053	406.46	22.64	429.10	377.55	51.55
222	324 - 8580 General Currie	1270	490.23	27.30	517.53	455.35	62.18
<hr/>			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
232,594			89,783.31	4,999.99	94,783.30	83,394.91	11,388.39
<hr/>			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Annual Strata Fees (x 12 months) =			1,077,399.72	59,999.88	1,137,399.60	1,000,738.92	
			<hr/>	<hr/>	<hr/>	<hr/>	

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FSRConnect™ Registration Form

Dear Owner(s):

Fill in this form and get **Connected**.

We are pleased to advise that **FSRConnect™** is a website portal for your strata corporation. It will give you secure access to minutes, bylaws, rules, building insurance information, news, a community calendar, notice of special events, maintenance schedules, statement of account, etc. and is free of charge to your building.

FSRConnect™ integrates the functions of the strata council, site staff, and manager. It allows email distribution of minutes and notices for your convenience. It incorporates the *Resident Alert* function, a mass communication tool that allows your Strata Manager to notify you by phone of emergency and non-emergency situations.

To benefit from **FSRConnect™** and help your strata save money please provide us with your contact information and return this form:

FirstService Residential
200 Granville Street, Suite 700
Vancouver, BC
V6C 1S4

Email: connect.bc@fsresidential.com
Fax: 604.689.4829

If you have any questions, please contact our Customer Care Centre at 855.333.5149 or connect.bc@fsresidential.com.

REGISTERED OWNER(S) INFORMATION (* indicates required fields – complete one form per household)

Note: The information provided is for communication purposes only

Date*	Strata Plan # / Building Name*					Strata Lot #*			
Unit Address*									
Mailing Address* (If different from Unit Address)									
	OWNER 1 Primary Contact		OWNER 2		OWNER 3				
Name* (Please print clearly)	Last Name Given Name		Last Name Given Name		Last Name Given Name				
Email Address									
Phone Numbers	<input checked="" type="checkbox"/> Please indicate which numbers are to receive Non-Emergency (NE) and/or Emergency (EM) messages (only applicable to phone numbers within North America).								
		NE	EM		NE	EM		NE	EM
➤ Home		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
➤ Cellular		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
➤ Work		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

MINUTES

SPECIAL STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN NW 3119

QUEEN'S GATE

*Held on Friday, June 19th, 2020
In the Lounge of Queen's Gate with social distancing measures followed
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Brian Katz	President
	Danny Hui	Treasurer/Vice-President
	Miriam Wexler	Member
	Donna Lenz	Member
	Dvora Mendelzys	Member
	Lynn Cohen	Member
	Val Chuy	Member

Residents, Have your Say (confidentially)

There's a **new email address**, FeedbackQG@gmail.com, to receive your:

- positive suggestions & great ideas,
- petitions,
- complaints,
- concerns and
- constructive criticism

about the Strata or your Council

Suggestion boxes will be placed in mail rooms after AGM voting closes.

Those are informal communications to help Council know how better to serve the Residents. They are not minuted and a direct response from Council is unlikely.

They go to all Council members, not to the Strata Manager and do not form part of the Strata's documents. Any action take, will not be associated with the author's identity (unless specifically requested!)

Please see **Communication from Owners**, below, for details on confidentiality and the rules of operation.

NOTE: The new address is very different from nw3119@gmail.com, letters delivered to the QG office or placed in the Strata Mail Box (in the 8520 Mail Room) which are formal, minuted, require a response and, where applicable, direct action.

If you See Something, Please Tell Us!

Council has limited the Building Manager's daily walkabout, to free up 1.5 hours/day of his time for other tasks.

As such, we ask Residents to notify us of any deficiencies you see that require repair.

These include burnt out bulbs, leaks in the hallways or other common areas, broken or faulty equipment, torn carpet or any other fixture or equipment that appears to require attention.

Please report these to the QG Office at (604)279-9122 (please leave a message if office is unattended).

If the problem is not attended to within a reasonable time, please report the problem to nw3119@gmail.com, or by letters placed in the Strata Mail Box (in the 8520 mail room)

The meeting was called to order at 9:03A.M.

REPORT ON LITIGATION

Access Law Group has filed a Petition to the Court on behalf of the Strata, against a 2nd floor unit at 8580 Building for outstanding Strata Fees. The unit is currently under foreclosure and has been listed for sale.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

BUSINESS ARISING

1. ***AGM Information Meetings (Town Hall Meetings):*** The process and notice were discussed, and the Strata Manager was requested to distribute a Pre-AGM Town Hall Meetings notice setting the dates as follows:
 - a. A Virtual Town Hall WebEx video- and tele-conference on Monday June 29th, 2020 at 7:00pm
 - b. 2 in-person Information Meetings on
 - i. June 30th, 2020 at 7:00pm and
 - ii. July 2nd, 2020 at 7:00pm
 - c. Draft Resolutions were discussed and amended, and the Strata Manager was requested to include them in the Pre-AGM Town Hall Meetings notice.

2. **Courtyard lighting:** Rather than installing costly path lighting, Council optimised the existing lighting by installing the brightest LED lights available, cleaned the lenses and added reflectors where lenses were painted black. This has made a noticeable difference.

However, if owners still find the lighting inadequate, please provide feedback or request further action with details of difficulties experienced.

3. **Communication Improvements:** Council seeks to reduce the time it takes to advise owners of decisions made in response to requests and complaints and for action to be taken. Council seeks also to improve communication between Council and owners.

To that end, it was moved and seconded to approve the following motion:

- a. Residents will be contacted by the Council to advise of decisions made in response to requests and complaints.
- b. Council will contact the Resident in the same manner as used by the Resident. However, if the Resident includes their phone number, the Resident will be called by a Council member.
- c. Every attempt will be made to reduce the amount of time taken to distribute the Minutes to less than the 14 days required by our Bylaws. (The Council President apologises for his delay in distributing these minutes do to the AGM Information Meetings, the AGM and the Performance Management Process).
- d. Council's decisions will be explained more fully in the minutes but as briefly as possible.

CARRIED (All in favour).

4. **Communication from Owners:** Council has created an additional, informal feedback mechanism to inform council of their suggestions and opinions (now referred to as "Feedback").

Feedback is independent of and in addition to our existing, formal contact methods (nw3119@gmail.com, letters delivered to QG Office or to the Strata Mailbox (in the 8520 mail room) and calls to FirstService Residential). Effective immediately, Residents may email FeedbackQG@gmail.com.

PLEASE NOTE the following rules in relation to such Feedback:

- a. Feedback is informal.
- a. Feedback will not be responded to or minuted directly, and owners should not expect that action will necessarily be taken.
- b. All Feedback will be forwarded to all Council members and will be read by Council.
- c. Anonymous Feedback will be ignored
- d. The identity of the Feedback author is confidential, but the content may be shared with Residents.

After the AGM a suggestion box will be installed if so, directed by the new Council to receive Feedback letters.

CARRIED (All in favour)

5. ***Building Manager Productivity Improvement:*** Council has initiated a Performance Management Process and improvements should become noticeable to Residents.

Please note that Council is limiting the daily walkabout to locations not visible to Residents such as mechanical, storage and electrical rooms and technical equipment such as HVAC fans. This is expected to free up 1.5 hours/day for other tasks.

Please see the notice box titled "If you See Something, Please Tell Us!"

6. ***Social Committee's July 1 Celebration:*** Council thanks the Social Committee for planning this event and for updating the COVID-19 safety plan. It was moved and seconded to approve the updated plan.

CARRIED (All in favour).

PLEASE NOTE: Attending events at Queen's Gate is at each Resident's own risk and discretion, particularly Residents in higher risk categories.

7. ***Gym Reopening:*** It was moved and seconded to approve that the gym be reopened, effective July 2nd, 2020, with the following restrictions:
- a. Maximum of 1 person or household at a time for a maximum session of 1 hour.
 - b. Users are to disinfect any equipment and areas they have touched.
 - c. Users are to assume that equipment and areas are infected and need to be sterilized before use.
 - d. Open designated windows and turn on the fan for the full session.
 - e. No guests or visitors permitted.

- f. To limit multiple residents coming to the gym, a roster will be posted for Residents to book only the times they will be using the gym, with due consideration to other gym users.
- g. Use of the gym (and all other facilities) are at User's own discretion and risk.

CARRIED (All in favour)

8. ***Billiards reopening:*** It was moved and seconded to approve that billiards be permitted, effective July 2nd, 2020, with the following restrictions:
- a. Maximum of 2 (two) people at one time, keeping two metres apart by giving the other person the space
 - b. Disinfect frame, bridges/rakes, table & billiard balls between games.
 - c. Players use their own cues.
 - d. Players to disinfect any other equipment and areas they have touched.
 - e. Players are to assume that equipment and areas are infected and need to be sterilized before use.
 - f. No guests or visitors permitted.
 - g. Use of the Pub and billiards equipment (and all other facilities) are at players' own discretion and risk.

CARRIED (All in favour)

CORRESPONDENCE

9. ***Application for Unit Alteration - 205-8580:*** Council members performed sound tests in another unit with ceramic tiles installed with underlayment. They found that while impact sounds were audible in the unit below, the sounds were dull and not disturbing.

Council is concerned that a ceramic tile installation without an approved acoustical underlayment will not adequately insulate impact sounds and will disturb the residents in the unit below.

The applicant Owner is requested to select an acoustical underlayment for ceramic tiles and resubmit the application with a sample of the underlayment they undertake to use.

Such products also offer anti-fracture and crack prevention benefits.

It was moved and seconded to reject the application and invite resubmission, augmented as required above **CARRIED (All in favour)**

Post-meeting update: The owner has clarified the scope of work to indicate that ceramic tile is being installed only in the entrance and kitchen. As such, the Bylaws do not require underlayment and Council will approve the application.

10. ***Request for reimbursement from owner on 1st floor of 8580 building.***

- a. When investigating a leak into the Owner's unit, 2 holes were opened into the unit's main bathroom ceiling.
- b. The purpose of the holes was primarily to investigate the leak that turned out to be in common Strata plumbing.
- c. The leak did cause damage to the unit's ceiling that may have needed repair for which the Owner is responsible.
- d. In all the above circumstances, Council determined that the cost of repairing the unit's ceiling should be shared equally between the Strata and the owner.
- e. The Owner had paid \$1,050.00 for the repairs
- f. It was moved and seconded that the Strata Manager be requested to refund the owner the amount of \$525.00. **CARRIED (All in favour)**

11. ***Queen's Gate Exercise Class:*** Having satisfied Council of the multiple steps that will be taken by the instructor and participants in limiting the risk of COVID-19 spread it was moved and seconded that the classes may proceed in the Pub with a maximum of 8 participants, at their own risk. **CARRIED (All in favour)**

12. ***Patio Complaint:*** An owner of a 1st floor unit Owner at 8560 Building complained of the state of the 8560-8580 patio. Council was already aware of the problem and had scheduled the Building Manager to clean all patios, assigning priority to that patio.

13. ***Hornbeam Tree behind 8560:*** The Strata's arborist examined the tree and determined that the tree is health. He also determined that while the tree has a shallow root system, most trees do, and this tree has a particularly wide system. As such, it is not likely to be blown over in high winds. Adding to that stability, the arborist determined that the large trees on either side also provide cover to high winds. As such, Richmond City would not grant a permit to remove the tree.

The Council has, however, approved an estimate to trim the tree when other trees are trimmed later this summer.

NEW BUSINESS

14. **New Rule:** To protect the Strata from liability associated with re-opening facilities, it was moved and seconded to approve the following Rule and to propose a motion for its ratification and the upcoming AGM:

"Virus Exposure Risk, Responsibility and Liability"

By using any facilities within the Queen's Gate Strata property, Owners, Residents and their Visitors and Guests do so at their own risk and on the assumption that, notwithstanding any precautions, restrictions or actions taken by the Strata Corporation or other such users, that they may be exposed to viruses and germs harmful to their health.

Further that Owners, and Residents indemnify the Strata Corporation against any liability arising directly or indirectly from their use of such facilities and the use by their Visitors and Guests.

Each Owner, Resident and their Visitors and Guests shall take all such precautions as are recommended by the Governments of the Province of British Columbia and of Canada to protect themselves and others from spreading and contracting viruses and germs harmful to their health."

CARRIED (All in favour)

There being no further business, the meeting was adjourned at 12:15pm

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN NW 3119

QUEEN'S GATE

*Held on Wednesday, July 22, 2020
Within the Queen's Gate Lounge
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Brian Katz	President
Danny Hui	Vice-President/Treasurer
Donna Lenz	Landscaping Liaison
Valentin Chuy	Building Committee
Miriam Wexler	Member
Lynn Cohen	Member

REGRETS

Dvora Mendelzys	Member
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STRATA MANAGER:

May Le	FirstService Residential
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Parking Rental: Cancellation of parking rental must be received in writing to the QG Office or via email to NW3119@gmail.com.

Elevators: Please keep the elevators clean and do not leave any napkins in the elevators. Residents are requested to remind their visitors, including caregivers, not to leave any napkins in the elevators.

Storage Rooms: Please ensure that lights in the storage room are turned off.

The meeting was called to order at 9:00 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on May 20th and June 19th, 2020, as circulated. **CARRIED (All in favour).**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report and directed the Strata Manager to follow up on the outstanding balances for a 2nd and 3rd floor unit at 8500 Building, and to follow up with the Building Manager on the overtime taken to change a Carbon Monoxide alarm battery for a 2nd floor unit at 8500 Building and charge back the Resident for the overtime cost.

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the May and June 2020 financial statements, as circulated. **CARRIED (All in favour).**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2018/2019 Audit:** The finalized 2018/2019 Audit is currently in progress by Dong Russell. **Post Meeting Update: The 2018/2019 Audit has been finalized by Dong Russell and forwarded to Council on July 23, 2020.**
5. **2019/2020 Audit:** The 2019/2020 Draft Audit is currently in progress by Dong Russell.

REPORT ON LITIGATION

Access Law Group has filed a Petition to the Court on behalf of the Strata, against a 2nd floor unit at 8580 Building for outstanding Strata fees. The unit is currently under foreclosure and has been listed for sale.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**

- (a) **Annual Fire Inspection:**

- (i) **Missed Suites:** Vancouver Fire has scheduled the testing of the smoke alarm(s) in a 2nd floor unit at 8500 Building on August 12, 2020 at 8:00 a.m.
 - (ii) **8560 Deficiencies:** Replacement of the two failed emergency lights located in electrical room 3 and 8, and repairs to the dry sprinkler leaks in the parkade located above parking stalls 45, 62, and 84 will be scheduled shortly.

- (iii) **Parkade Fire Sprinklers:** It was moved and seconded to ratify the email approval for Vancouver Fire's quotation, in the amount of \$2,494.00 (plus GST), to repair additional leaking sprinkler pipes in the parkades at 8500 and 8560 Buildings. **CARRIED (All in favour).** The work has been scheduled for August 28, 2020.
- (b) **Dry Sprinklers:** Vancouver Fire completed the dry sprinkler three-year full trip test.
- (c) **Carpet & Upholstery Cleaning:** Refresh Carpet & Upholstery Care completed the annual carpet cleaning.

Owners are requested to send their feedback to feedbackQG@gmail.com.
- (d) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning is scheduled to clean the outside dryer ducts on July 30 and 31, 2020. Optional in-suite dryer duct cleaning will be available to Owners, at the Owner's cost, for \$40.00 (including GST). **Post Meeting Update: The Dryer Duct Cleaning has been completed.**
- (e) **Drain Cleaning:** Council directed the Strata Manager to schedule the annual drain cleaning.
- (f) **Junk Removal:** The annual junk removal was completed on June 22, 2020.
- 2. **Electric Vehicle (EV) Charger:** Council reviewed the quotation from Power Pros to install EV charging stations. After discussion, it was moved and seconded to not consider this project at this time. **CARRIED (All in favour).**
- 3. **Security Upgrades:** Tabled to AGM.
- 4. **Stairwell Light Fixtures:** Council reviewed a quotation to clean all of the stairwell light fixtures. After discussion, it was moved and seconded to approve Lecca Property Maintenance's quotation, in the amount of \$1,248.45 (plus GST), to clean all stairwell light fixtures. **CARRIED.**

In the future, the Building Manager will be cleaning any light fixtures below nine feet and the Strata would retain contractors to clean the ones over nine feet as required.
- 5. **Plumbing Consultant:** Tabled to AGM. Additional quotations will be obtained.
- 6. **Parapets Cracks:** The following units have reported cracks on the parapet walls (low protective wall along the edge of the balconies) and will be reviewed later in the Spring: 115-8500, 116-8520, 129-8520, 107-8560, 108-8580, 109-8580, 116-8580, 120-8580, and 123-8580. Council directed the Strata Manager to obtain a quotation to repair the parapet cracks. **Owners who still need to report the parapet cracks may email NW3119@gmail.com or leave a note in the QG Office.**
- 7. **Unit Inspections:** Richmond Fire Rescue (RFR) advised that since the Resident of the 1st floor unit at 8520 Building has not been in the unit since the last inspection, that there was no need to do another inspection at this time. Also, RFR's jurisdiction only covers fire hazards and not public health. A Council member advised that Vancouver Coastal Health attended the unit during the cleanout last year and the only signs of mould were at the unit door only and that there were no concerns regarding mould in extending

beyond the unit. Owners who have signs of mould in their units are requested to contact Council at NW3119@gmail.com or put a letter in the QG mailbox.

8. **Concrete Slabs:** A Council member will review the contractors' references and report back at the next meeting.
9. **ICBC Claim:** Repairs to the two damaged areas on the exterior of the building and the damaged traffic sign at the centre courtyard have been completed by Fehr Strata Repairs. It was moved and seconded to hold off on signing the ICBC release form until after the plumbing assessment as the Strata has until February 1, 2022 to close off the claim. **CARRIED (All in favour).**
10. **8520 Deck Cover:** The Building Manager will be repairing the deck cover on the northwest side outside of the stairs that has separated. **Post Meeting Update: The Building Manager advised that the job has been completed.**
11. **Woodpecker Damage:** One quotation has been received for repairs to the stucco walls that have been damaged by woodpeckers and one quotation to install woodpecker deterrents. Council directed the Strata Manager to follow up with the Building Manager on the second quotation for repairs. **Post Meeting Update: Council is reviewing a third quotation and is investigating other methods of repair and deterrence and will make a decision as soon as possible.**
12. **Pipe Repairs:** Xpert Mechanical completed the replacement of 30 feet of piping in the 1st floor common hallway at 8560 Building. It was moved and seconded to ratify the email approval for Dave Breault's quotation, in the amount of \$1,100.00 (plus GST) for ceiling repairs following the pipe repairs and to install three access hatches. **CARRIED (All in favour).** The repairs have been completed.
13. **Drywall Repairs:** Dave Breault completed the 3rd floor common hallway drywall repairs at 8500 Building.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:**
 - (a) **Minutes:** It was moved and seconded to approve the Social Committee Meeting Minutes of June 2nd and July 7th, 2020. **CARRIED (All in favour).**
 - (b) **Gatherings:** It was moved and seconded to ratify the email decision to deny the Social Committee's request for a dinner gathering on August 16, 2020 in the Lounge, after reviewing a legal opinion from Clark Wilson LLP. **CARRIED (All in favour).**

Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.

3. **Garden Committee:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.

4. **Landscaping:**

- (a) **Tree Pruning:** The annual tree pruning will be scheduled in August/September.
- (b) **Tree Replacement:** A Japanese Maple tree was planted on the southeast corner. The tree will remain in the current location as moving it will cause damage to the irrigation sprinklers.
- (c) **Flower Beds:** Following the last Council Meeting, M & V Landscaping advised that they will weed the flower beds if they planted the flowers and have offered to plant the flowers if the Strata purchases them. The landscaping liaison will connect with the Garden Committee to pick out the flowers for each season.

CORRESPONDENCE

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at nw3119@gmail.com. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

BYLAW INFRACTIONS

Council reviewed two Bylaw infractions sent to Owners. After discussion, Council agreed to hold off on fines for a 1st floor unit at 8520 Building as the Owner is currently out of the unit, and to close off a Bylaw infraction for a 2nd floor unit at 8580 Building as there has been no further incidents.

CORRESPONDENCE

- 1. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting that exercise classes be permitted in the Pub. It was moved and seconded to ratify the email approval to permit the exercise classes in the Pub. **CARRIED (All in favour).**
- 2. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding concerns on reopening the guest suites. Council advised that there are no plans to reopen the guest suites any time soon.
- 3. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that Residents were allowing their family and friends to use the junk removal service. Council has taken the Owner's report under advisement.
- 4. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that the Lounge be reopened. Council reviewed a legal opinion setting out the health and legal requirements to be followed and Council's obligation to protect the safety of Residents and the Strata from liability. Council will be reviewing the legal opinion and its references and advising Residents accordingly.

5. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that the pool be reopened. Refer to "Correspondence – Item #4". Council also advised that due to the increased risks in the pool area and the change rooms, the pool will remain closed at this time. Council is reviewing cleaning and sanitizing protocols to determine if and how the pool and change rooms can be safely reopened.
6. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that the couch that is being stored by the Building Manager in the storage room be removed. Council directed the Strata Manager to have the Building Manager arrange for removal of the couch by August 11, 2020.
7. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that a vehicle is speeding in the parkade. Council directed the Strata Manager to send a Bylaw reminder to the Owner.
8. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting to renovate the unit. It was moved and seconded to approve the Owner's request. **CARRIED (All in favour).**
9. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building regarding daily noise from the power washing. Council advised that the power washing this year was delayed, and moving forward, the power washing will start earlier in the year and be spread out to reduce the daily noise.

Council is also requiring that the Building Manager give Residents ample notice of any work that will be carried out that is anticipated to inconvenience them.

10. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting 50% reimbursement for repairs to damaged ceiling drywall due to a leak. The request was based on a reimbursement to an Owner in the Minutes of June 19, 2020.

Council advised that the reimbursement was consistent with the existing policy and the Bylaws and that there has been no change. The reimbursement was approved because the Strata made the damage to the Owner's ceiling purely to investigate the source of a leak that turned out to be outside of the Owner's unit.

11. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building requesting that Council consider turning off the fountain at the time the gates close when all other noise reduces, causing the fountain to sound loud. Owners will be polled and a decision made at a later date. Council requests input from other Owners as to what is a reasonable time by emailing feedbackQG@gmail.com with the heading of "Fountain Time".
12. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that there is a loose drain spout causing noise when it rains. The Building Manager has been requested to review the drain spout.
13. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting noise from the unit above. A Council member will contact the Owner.
14. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building reporting a design flaw with one of the downspouts that is a minor repair. The Building Manager will be repairing the downspout.

15. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building requesting that the cost to charge an electric vehicle be reduced from \$15.00 a month to \$5.00 a month for the specific Owner. Council has tabled this item to the next Council Meeting and requested that the Strata Manager provide general Rules to be considered.
16. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building requesting that Council notify QG Residents to join around the fountain on Monday nights at 7:00 p.m. starting on July 13, 2020 to bang pots for the frontline workers. The Council President will post a notice.
17. Council reviewed correspondence from a 2nd floor unit Owner at 8560 Building advising Council that a voicemail was left with the QG office prior to April 1, 2020 to cancel the parking rental but there is no record of such voicemail. After discussion, it was moved and seconded to approve the reversal of the parking rental fees from April to July 2020. **CARRIED (All in favour).** Council directed the Strata Manager to revise the parking rental form to include that written cancellation is required for cancelling parking rentals.
18. Council reviewed correspondence from a 2nd floor unit Owner at 8580 Building reporting pipe noise when the unit above flushes the toilet and uses the bathtub faucet. Council directed the Strata Manager to advise the Building Manager to look into the matter and discuss with the plumber for course of action.
19. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building on behalf of multiple units at 8500 and 8520 Buildings thanking Council for arranging the power washing.
20. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building offering to plant the Owner's three-foot Fir tree on the south west Fairlane by the unit. Council thanks the Owner for the offer but respectfully declined.
21. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building reporting that during the last fire alarm incident, there was too much confusion with where the fire panel keys were located causing a delay with the Richmond Fire deactivating the alarm. Council directed the Strata Manager to obtain a quotation from Nikl's to install a lockbox for the Richmond-Fire Rescue. All Council members have keys to the electrical/mechanical rooms and there is a key in every fire box at every building.
22. Council reviewed correspondence and photographs from a 3rd floor unit Owner at 8580 Building reporting that there were dirty napkins left in the elevators on two occasions. Council directed the Strata Manager to add a reminder to the minutes on elevator etiquette.
23. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting an explanation on Council's decision to share the costs of water damage repairs per the Council Meeting Minutes of June 19, 2020. Council directed the Strata Manager to respond to the Owner accordingly. Refer to "Correspondence – Item #10".
24. Council reviewed correspondence from a 3rd floor unit Owner at 8580 Building requesting a legal opinion on whether an Owner can be enforced to obtain homeowner's insurance. A copy of the legal opinion obtained by the Strata Manager confirmed that requiring an Owner to insure their Strata Lot is not enforceable.

Council directed the Strata Manager to obtain another legal opinion relating to the Strata's insurance shortfall and deductible in the event of a total loss. Specifically, the opinion is to address whether a Strata Bylaw can be implemented that would require an Owner either to provide proof of insurance against assessments for such shortfall and deductible or to declare that the Owner has no such insurance.

RENOVATIONS

It was moved and seconded to ratify the renovation approvals for units 111-8500, 314-8500, and 205-8580. **CARRIED (All in favour).**

NEW BUSINESS

1. **Exterior Painting:** Council reviewed three quotations to paint the exterior concrete retaining wall at 8580 Building. After discussion, it was moved and seconded to approve Unitus Painting's quotation, in the amount \$2,775.00 (plus GST). **CARRIED (All in favour).**
2. **Fob System:** It was moved and seconded to ratify the email approval for Apex Security, in the amount of \$1,329.00 (plus GST) to replace the failed motherboard for the fob system. **CARRIED (All in favour).**
3. **HVAC Repairs:** Council reviewed a quotation from Airstream Heating & Conditioning to repair the make-up air units and exhaust fans. After discussion, Council directed the Strata Manager to obtain a list from Airstream of all repairs that were carried out over the last year.
4. **Office Policy:** Council reviewed correspondence from the Building Manager requesting that Council reconsider the new Office Policy to allow his son to be in the office to assist him with his schoolwork. Council advised that the Building Manager has not addressed why the office policy needs to change as Council has not restricted the Building Manager to assist his son in other QG common rooms during his breaks.
5. **Patio Door Gasket:** It was moved and seconded to ratify the email approval for Island Glass' quotation, in the amount of \$220.00 (plus GST), to replace the failed patio door gasket at a 3rd floor unit at 8500 Building. **CARRIED (All in favour).** The work has been completed.
6. **QG Office Reopening:** The Council President will provide a notice to email blast to the Owners on the COVID-19 guidelines for the QG Office reopening which is to be opened when the Building Manager returns from vacation. **Post Meeting Update: The QG Office is now open with certain protocols.**
7. **QG Cell Phone:** Council will be looking into adding data on the QG cell phone so that the Building Manager can attend to emails when he is not in the QG Office.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:06 a.m.

Next Meetings: Annual General Meeting, July 31, 2020 (by restricted proxy vote)
 Council Meeting, August 19, 2020

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/ef

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**

did you
KNOW?

Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

Strata Property Act
FORM B
INFORMATION CERTIFICATE
(Section 59)

The Owners, Strata Plan NW 3119 certify that the information contained in this certificate with respect to Strata Lot 182 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above is: \$ **322.74**
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*): \$ **10,261.63**
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

☒ No

☐ Yes

(Since records may be unavailable or incomplete, purchaser should request the seller to disclose any applicable agreements.)

- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved:

Any special levy that has been approved is due and payable now by the current owner.

- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **Final Expenses Are Undetermined**
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund:

\$ **443,804.96** as of **August 24, 2020**.

(The amount of the Contingency Reserve Fund may not be supported by cash and may not include emergency expenditures approved by Council.)

- (g) Are there any amendments to the bylaws that are not yet filed in the Land Title Office?

☒ No

☐ Yes

- (h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the Land Title Office but that have not yet been filed in the Land Title Office?

☒ No

☐ Yes

- (h.1) Are there any winding-up resolutions that have been passed?

☒ No

☐ Yes

- (i) Has notice been given for any resolutions, requiring a 3/4 vote, 80% vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

☒ No

☐ Yes

- (j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding, and/or are there any judgments or orders against the strata corporation?

☒ No

☐ Yes

(The above may not include notices that were served directly to the Council or foreclosure proceedings against individual strata lots)

- (k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

☒ No

☐ Yes

- (l) Number of strata lots in the strata plan that are rented:

To the best of our knowledge and as reported to us is 9 as of August 14, 2020.

(m) Are there any parking stall(s) allocated to the strata lot?

☐ No

☒ Yes

(i) If no, complete the following by checking the correct box

☐ No parking stall is available

☐ No parking stall is allocated to the strata lot but parking stall(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the check box(es) apply.

☐ Parking stall(s) number(s).....is/are part of the strata lot

☐ Parking stall(s) number(s).....is/are separate strata lot(s) or parts of a strata lot[strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]

☐ Parking stall(s) number(s)is/are limited common property

☒ Parking stall(s) number(s) ...40...is/are common property

(iii) For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.

☒ Parking stall(s) number(s) ...40...is/are allocated with strata council approval*

☐ Parking stall(s) number(s)is/are allocated with strata council approval and rented at \$.....per month*

☐ Parking stall(s) number(s)may have been allocated by owner developer assignment

Details:

.....[Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note:** The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.

Disclaimer:

The parking stall number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of parking stalls.

(n) Are there any storage locker(s) allocated to the strata lot?

☐ No

☒ Yes

(i) If no, complete the following by checking the correct box

☐ No storage locker is available

☐ No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the check box(es) apply.

☐ Storage locker(s) number(s).....is/are part of the strata lot

☐ Storage locker(s) number(s).....is/are separate strata lot(s) or parts of a strata lot[strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]

☐ Storage locker(s) number(s)is/are limited common property

☒ Storage locker(s) number(s) ...20...is/are common property

(iii) For each storage locker(s) allocated to the strata lot that is common property, check the correct box and complete the required information.

☒ Storage locker(s) number(s) ...20...is/are allocated with strata council approval*

☐ Storage locker(s) number(s)is/are allocated with strata council approval and rented at \$.....per month*

☐ Storage locker(s)may have been allocated by owner developer assignment

Details:

.....[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note:** The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.

Disclaimer:

The storage locker number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of storage lockers.

Required Attachments:

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

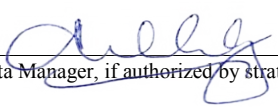
- ☒ The rules of the strata corporation;
- ☒ The current budget of the strata corporation;
- ☒ The owner developer's Rental Disclosure Statement under section 139, if any; and
- ☒ The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: August 24, 2020

Signature of Council Member

Signature of Second Council Member (not required if council consists of only one member)

OR



Signature of Strata Manager, if authorized by strata corporation