

Date Delivered September 08, 2017 10:48AM
Strata Manager Assertive Northwest Property Management Group Inc.
eStrataHub Order Number 191192
Folio Reference 1401-114 W Keit
Requestor Company Remax
Requested By Jim Williamson
Property Name Ashby House
Strata Plan # VAS145
Strata Lot # 45
Civic Address 1401-114 KEITH ROAD

Documents and Files in this Container for Order 191192(Folio:1401-114 W Keit)

Bylaws

eSH191192-01-Bylaws_Bylaws VR-0145 - April 2017.pdf

Rules

eSH191192-02-Rules_Parking Rules.pdf

Depreciation Report

eSH191192-03-Depreciation Report_VR-0145 - Depreciation Report FINAL(133).pdf

Financial Statements (most recent)

eSH191192-04-Financial Statements (most recent)_2017 07 FS VR 145.pdf

Current Budget

eSH191192-05-Current Budget_Approved Budget Mar 2017 - Feb 2018.pdf

Annual General Meeting Minutes

eSH191192-06-Annual General Meeting Minutes_2016 05 11 AGM VR 0145 (6).pdf

eSH191192-07-Annual General Meeting Minutes_2017 04 04 AGM VR 145 (4).pdf

Strata Council Meeting Minutes

eSH191192-08-Strata Council Meeting Minutes_2015 08 26 Mins VR 0145 (3).pdf

eSH191192-09-Strata Council Meeting Minutes_2015 09 29 Mins VR 0145 (3).pdf

eSH191192-10-Strata Council Meeting Minutes_2015 10 27 Mins VR 0145 (3).pdf

eSH191192-11-Strata Council Meeting Minutes_2015 11 27 Mins VR 0145 (3).pdf
eSH191192-12-Strata Council Meeting Minutes_2016 02 23 Mins VR 0145 (3).pdf
eSH191192-13-Strata Council Meeting Minutes_2016 03 29 Mins VR 0145 (3).pdf
eSH191192-14-Strata Council Meeting Minutes_2016 10 20 Mins VR 0145 (3).pdf
eSH191192-15-Strata Council Meeting Minutes_2017 01 12 Mins VR 145 (4).pdf
eSH191192-16-Strata Council Meeting Minutes_2017 02 07 Mins VR 145 (2).pdf
eSH191192-17-Strata Council Meeting Minutes_2017 04 20 Mins VR 145 (1).pdf
eSH191192-18-Strata Council Meeting Minutes_2017 04 20 Mins VR 145 (4).pdf
eSH191192-19-Strata Council Meeting Minutes_2017 05 30 Mins VR 145 (3).pdf
eSH191192-20-Strata Council Meeting Minutes_2017 07 13 Mins VR 145 (2).pdf

Special General Meeting Minutes

eSH191192-21-Special General Meeting Minutes_2016 01 26 SGM VR 0145 (2).pdf

Form B - Information Certificate

eSH191192-22-Form B - Information Certificate_VR-0145 - 2017-09-01 - 1401 - Form B.pdf

Warranty

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

Remediation/Building Envelope Reports or Summary

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

Document is not available

Document: Warranty
Property: Ashby House
Strata Plan #: VAS145
Strata Lot #: 45
Comment: The document you requested is not available for this property.

Document is not available

Document: Remediation/Building Envelope Reports or Summary
Property: Ashby House
Strata Plan #: VAS145
Strata Lot #: 45
Comment: The document you requested is not available for this property.

**BYLAWS
STRATA PLAN VR-0145**

**Ashby House
114 West Keith Road
North Vancouver, BC V7M 3C9**

Attached hereto is a copy of the bylaws for the strata corporation taken from the records that Assertive Northwest Management Group maintains for the strata corporation. These are provided to you on a “without prejudice basis”. For legal purposes please obtain a true copy as currently registered at the Land Title Office. Please also consider if, and to what extent, the Schedule of Standards Bylaws in the Strata Property Act applies. Bylaws are an extensive legal document and it is recommended that you obtain and rely on professional legal counsel and advise on the content

* * * *

NOTE: This bylaw package may or may not contain all, or portions of, the “Schedule of Standard Bylaws” of The Strata Property Act of British Columbia.

Bylaw numbering in this document is for your convenience/reference only. Actual bylaw numbering is registered at the Land Titles Office.

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Preamble

These bylaws bind the Strata Corporation and the owners, tenants and occupants to the same extent as if the bylaws had been signed by the Strata Corporation and each owner, tenant and occupant and contained covenants on the part of the Strata Corporation with each owner, tenant and occupant and on the part of each owner, tenant and occupant with every other owner, tenant and occupant and with the Strata Corporation to observe and perform their provisions.

Unless otherwise stated, all terms have the meanings prescribed in the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”). For the purposes of these bylaws, “residents” means collectively, owners, tenants and occupants and, unless the context requires otherwise, includes non-resident owners of residential strata lots and owners, tenants and occupants of non-residential strata lots. A “resident” means collectively, an owner, a tenant and an occupant and, unless the context requires otherwise, includes a non-resident owner of a residential strata lot and an owner, tenant and occupant of a non-residential strata lot. The Schedule of Standard Bylaws to the *Act* may not apply to the Strata Corporation.

The provisions hereof shall be deemed independent and severable and invalidity in whole or part of any bylaw does not affect the validity of the remaining bylaws, which shall continue in full force and effect as if such invalid portion has never been included herein. All residents and visitors must comply strictly with the bylaws and rules of the Strata Corporation

1. Division 1 - Duties of Owners, Tenants, Occupants and Visitors

1.1 Payment of strata fees

- 1.1.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. If an owner fails to pay strata fees at the required time the strata corporation may charge interest at the rate of 10% per annum compounded annually. If an owner fails to pay a special levy at the required time he may be fined fifty dollars (\$50) for each month the special levy remains unpaid.
- 1.1.2 The owner of a strata lot for which a dishonoured cheque is issued will be charged the financial service charge.
- 1.1.3 If the strata corporation incurs legal or other costs in order to collect strata fees or special levies in relation to a strata lot, the owner of the strata a lot will be responsible to reimburse the strata corporation for the full amount of the costs incurred by the strata corporation.

1.2 Repair and maintenance of property by owner

- 1.2.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- 1.2.2 An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

1.3 Use of property

- 1.3.1 An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
 - 1.3.1.(a) causes a nuisance or hazard to another person,
 - 1.3.1.(b) causes unreasonable noise,
 - 1.3.1.(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - 1.3.1.(d) is illegal, or
 - 1.3.1.(e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- 1.3.2 Quiet hours are between 11:00pm and 8:00am and owners, tenants, occupants or visitors must make a special effort not to disturb the other residents in the building during this time.

- 1.3.3 An owner, tenant, occupant or visitor must not use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property such that it causes a disturbance or interferes with the comfort of any other owner, tenant or occupant.
- 1.3.4 An owner, tenant or occupant must not keep any pets on a strata lot other than one of the following categories of pets:
- 1.3.4.(a) a reasonable number of fish or other small aquarium animals excluding lizards, snakes and other similar reptiles or
 - 1.3.4.(b) up to 2 small caged mammals or
 - 1.3.4.(c) up to 2 caged birds or
 - 1.3.4.(d) one dog to a maximum of 20 lbs., or
 - 1.3.4.(e) two domestic cats.
- 1.3.5 Subject to subsection 1.3.6, an owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property or on land that is a common asset. An owner, tenant, occupant or visitor must not permit a pet to urinate or defecate on common property. The owner, tenant, occupant or visitor is responsible for the immediate clean-up of any pet excrement that occurs on common property.
- 1.3.6 A pet shall not cause a nuisance to any resident.
- 1.3.7 An owner, tenant, occupant or visitor must not enter an elevator car with a pet if anyone already in the elevator car advises the pet owner that they do not wish to occupy the elevator car with the pet.
- 1.3.8 If the council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing, the council may take no action, fine the owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the strata lot in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing.
- 1.3.9 An owner, tenant, occupant or visitor must not hang or permit to be hung, clothing, bedding, flags, rugs, laundry or washing on common property, limited common property or in his or her strata lot where it is visible from the common property or limited common property, including hanging any such items over the balcony railings.
- 1.3.10 An owner, tenant, occupant or visitor must not cause damage to, or remove trees, plants, bushes, flowers or lawns that belong to the strata corporation and shall not place chairs, tables or other objects on the lawns and grounds so as to damage them or to prevent growth or to interfere with the cutting of the lawns or the maintenance of the grounds.

- 1.3.11 An owner, tenant or occupant shall not use or permit the use of his strata lot for a professional, commercial or business purpose that:
- 1.3.11.(a) may or will increase the amount of foot traffic or motor vehicle traffic in the common property or the strata lot;
 - 1.3.11.(b) in any way increases or may increase the liability risk of the strata corporation;
 - 1.3.11.(c) involves customers, clients, employees, contractors, other workers or any individuals attending the strata lot other than those individuals ordinarily resident in the strata lot; or
 - 1.3.11.(d) permits individuals to use a strata lot as a place of temporary lodging. *(CA4438361 Registered May 6, 2015)*
 - 1.3.11.(e) resembles Airbnb and other such forms of providing lodging which are expressly prohibited. *(CA4438361 Registered May 6, 2015)*
- 1.3.12 An owner, tenant, occupant or visitor must not shake mops, dusters, rugs or mats or throw refuse out of windows, or doors, or from the balcony of the strata lot.
- 1.3.13 An owner, tenant, occupant or Visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- 1.3.14 An owner, tenant, occupant or visitor must not do anything or permit anything to be done on his strata lot or on the common property, which would tend to increase the risk of fire or the rate of fire insurance premiums, or any other insurance premiums with respect thereto.
- 1.3.15 No flammable or combustible material may be stored in a strata lot other than fuel used in outdoor gas or propane barbeques. All barbeque fuel must be stored on the balcony. Propane must not be transported in the elevator and may only be transported to a strata lot by means of the staircase.
- 1.3.16 An owner, tenant or occupant must not use a barbeque on his balcony other than a gas or propane type. Only one barbeque per strata lot is permitted. Fuel required to operate such barbeque must, at all times, be kept with the barbeque on the balcony. Barbequing must be conducted in a manner that will be safe and not be offensive to other strata lot residents. Barbequing in any common area is strictly prohibited. Owners, tenants or occupants are not permitted to use smokers, coal barbeques, Turkish burners, outdoor fireplaces, wood burning containers or electric fireplaces.
- 1.3.17 An owner, tenant, occupant or visitor must not obstruct the sidewalks, walkways, passages and driveways or the common property or use such common property for any purpose other than that for which each was designed.

- 1.3.18 No signs, billboards, placards, advertising or notices of any kind may be posted on the exterior of the building, on the common property or in a window that is visible from the exterior of the strata lot except "For Sale" signs which may only be located as directed by the council. This bylaw shall be interpreted in a manner consistent with elections legislation.
- 1.3.19 At open houses the owner or agent must meet purchasers at the entrance to the building and escort them through and out of the building.
- 1.3.20 An owner, tenant or occupant must not permit any person to enter the building unless that person is known to the owner, tenant or occupant.
- 1.3.21 An owner, tenant or occupant must not install awnings or shades over or outside any window or door of a strata lot or common property, or install television antenna or satellite dishes.
- 1.3.22 An owner, tenant or occupant must not erect or place garbage disposal equipment, incinerators, recreation or athletic equipment or fencing on the common property without the written permission of the council.
- 1.3.23 An owner, tenant, occupant or visitor must:
- 1.3.23.(a) securely tie garbage bags before placing in the garbage chute;
 - 1.3.23.(b) not deposit large items such as furniture, carpeting, drapes, un-flattened boxes, renovation materials etc. in the garbage bins. Owners must make private arrangements for the disposal of such items.
- 1.3.24 An owner, tenant or occupant must not install window coverings visible from the exterior of the strata lot in a colour other than white, light beige or off white.
- 1.3.25 An owner, tenant or occupant must not feed pigeons, seagulls, and other birds, squirrels or rodents or other animals from any strata lot or the common property.
- 1.3.26 An owner, tenant, occupant or visitor must not take bicycles into a strata lot. Bicycles must be stored in the bicycle storage area. Access to the designated storage area for bicycles is permitted through the garage only.
- 1.3.27 An owner, tenant, occupant or visitor who causes loss or damage to a strata lot or common property will be responsible to indemnify the strata corporation for the cost of the insurance deductible paid by the strata corporation, or the cost of the repair if the repair cost is less than the deductible.

- 1.3.28 An owner, tenant or occupant must not undertake themselves, or have others, attach, place, or install decorative, ornamental or additional exterior lighting of any kind on common property or limited common property without the written consent of the strata council with the exception of holiday lighting, as follows:
- 1.3.28.(a) such installation occurs on or after December 1st and is removed on or before the following January 15th of each year, unless the owner, tenant or occupant has obtained the written consent of the strata council for an extension in the time period;
 - 1.3.28.(b) holiday lighting is properly and securely installed using only CSA approved exterior wiring and connections;
 - 1.3.28.(c) installations are secured by unobtrusive fasteners which do not penetrate or damage the building envelope or detract from the general aesthetics of the strata lot.

1.3.29 *(CA3439808 Registered November 4, 2013)*

- 1.3.29.(a) Except as set out in Bylaw 1.3.29.(b), an owner, resident, tenant, occupant, guest and/or visitor shall not, except as set out in (b) below, smoke anywhere within a strata lot or within the strata corporation including but not limited to all areas of common property. This includes but is not limited to balconies, patios, the common area hallways, elevators, stairwells, the parking garage, the amenity rooms, service rooms, exercise room and the lawn and garden areas adjacent to the building.
- 1.3.29.(b) Any owner or resident who is a smoker on the date of the adoption of this bylaw (April 4, 2013) and registers the fact they are a smoker with the Strata Council before April 30, 2013, will be grandfathered from this bylaw to the extent that they may smoke within their strata lot. All other provisions of 1.3.29.(a) will apply. Visitors and guests of grandfathered residents must comply with all aspects of bylaw 1.3.29.(a).

1.4 Inform Strata Corporation

- 1.4.1 Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata Lot number and mailing address outside the strata plan, if any.
- 1.4.2 On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

1.5 Obtain approval before altering a strata lot

- 1.5.1 An owner must obtain the written approval of the council before making an alteration to a strata lot that involves any of the following:
- 1.5.1.(a) the structure of a building;
 - 1.5.1.(b) the exterior of a building;
 - 1.5.1.(c) stairs, balconies or other things attached to the exterior of a building;
 - 1.5.1.(d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - 1.5.1.(e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - 1.5.1.(f) common property located within the boundaries of a strata lot including plumbing and wiring within a strata lot; and
 - 1.5.1.(g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
- 1.5.2 The council must not unreasonably withhold its approval under subsection 1.5.1, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

1.6 Obtain approval before altering common property

- 1.6.1 An owner must obtain the written approval of the council before making an alteration to common property, including limited common property, or common assets.
- 1.6.2 The council may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

1.7 Alterations to a strata lot or common property

- 1.7.1 Any alteration to a strata lot or to common property that has not received the prior written approval of council must be removed at the owner's expense if the council orders that the alteration be removed. An owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a strata lot if such repair is required as a result of the alteration. An owner who receives approval may be required by the council to sign an Assumption of Liability Agreement.
- 1.7.2 The owner will be responsible to obtain the applicable building permits prior to commencing the work, and obtaining such permits is a condition of the council's approval.

- 1.7.3 Owners who undertake alterations in accordance with these bylaws, and subsequent owners, are responsible for all costs relating to:
- 1.7.3.(a) the maintenance and repair of the alterations, and
 - 1.7.3.(b) the effects on all adjacent strata lots or common property, and
 - 1.7.3.(c) the effects of rain and weathering, staining, discoloration.
- 1.7.4 Renovation may only be carried out Monday to Saturday between the hours of 8:00am and 8:00pm
- 1.7.5 The council may maintain, repair, or remove alterations to common property if in the opinion of the council:
- 1.7.5.(a) the alterations are not maintained or repaired, or
 - 1.7.5.(b) the alterations are damaged.
- All costs incurred in the maintenance, repair, and/or removal will be charged to the owner of the strata lot and are his responsibility.
- 1.7.6 On the sale of a strata lot, owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent owner refuses to sign an Assumption of Liability Agreement with the strata corporation the alteration may be removed by council and the cost of the removal will be charged to the new owner.
- 1.7.7 To remove an approved alteration or attachment, an owner must negotiate the terms of removal with the council.
- 1.7.8 The council reserves the right to require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The council may include specified supervision or inspection as a requirement of approval.

1.8 Permit entry to strata lot

- 1.8.1 An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
- 1.8.1.(a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - 1.8.1.(b) at a reasonable time, on 48 hours' written notice,
 - 1.8.1.b.(i) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act and to
 - 1.8.1.b.(ii) ensure compliance with the Strata Property Act and these bylaws.
- 1.8.2 The notice referred to in subsection 1.8.1.(b) must include the date and approximate time of entry, and the reason for entry.

- 1.8.3 In the event access is required in an emergency, if the owner cannot be contacted and a key has not been left with the council all costs to access the strata lot will be allocated to the owner and become part of the next month's strata fees owing for that strata lot.

1.9 Rentals

- 1.9.1 The rental of strata lots or any portion thereof is prohibited except for those rented pursuant to a successful appeal on the basis of hardship. The occupancy of a furnished strata lot by others in the absence of the owner(s) for a period in excess of three months shall be considered to be a rental and is prohibited.
- 1.9.2 An owner may apply in writing for an exemption on the grounds that this bylaw causes hardship to the owner. The application must be made in writing and must provide the reason the owner considers that an exemption should be made and must also provide whether or not the owner requires a hearing. If the owner requires a hearing, the council must hear the owner or the owner's agent within three (3) weeks after the date the application is given to the strata corporation. An exemption is allowed if the council does not give its decision in writing to the owner within one (1) week after the hearing, or if no hearing is requested, within two (2) weeks after the application is given to the strata corporation. The exemption granted by the council may be for a limited time. The council cannot unreasonably refuse to grant the exemption.
- 1.9.3 Where the council grants an exemption to an owner to rent his strata lot on the grounds of hardship, within two (2) weeks after renting all or part of his or her strata lot an owner must give the strata corporation a copy of the Notice of Tenant's Responsibilities signed by the tenant.
- 1.9.4 Where the council grants an exemption to an owner to rent his strata lot on the grounds of hardship, the council can specify the length of time that the exemption is granted for. When permission to rent is granted on the grounds of hardship, the owner must rent his strata lot within sixty (60) days, or the exemption is withdrawn.
- 1.9.5 Where an owner leases his strata lot in violation of the bylaw, the strata corporation shall levy against the owner a fine of five-hundred dollars (\$500) every seven (7) days during the period of the lease.
- 1.9.6 For the purposes of this bylaw the terms "lease", "rent", "rents", and "rental arrangement" shall include any and all forms of tenancy or license relating to the occupancy of a strata lot or portion thereof.

1.10 Move in - Move out

- 1.10.1 An owner, tenant, or occupant must provide notice to the management company appointed by the strata corporation a minimum of five (5) business days prior to any move in or out of a strata lot so that protective wall pads and floor covering may be placed in the elevator and the elevator key provided.

- 1.10.2 Furniture may only be moved between the hours of 8:00am to 8:00pm Monday to Saturday and must be done so as not to create a disturbance to other residents.
- 1.10.3 No furniture or other large items may be moved into or out of the building through the front door. All moving shall be done through the west side door or the east side upper garage.
- 1.10.4 Moving boxes and packing materials must be flattened, and compacted before being placed in the designated cardboard bin.
- 1.10.5 The party moving into or out of a strata lot must take care to prevent damage to the common areas of the building and the grounds. Should damage occur and repairs are undertaken by the strata corporation, the owner or tenant will be required to bear all costs of repairing the damage.
- 1.10.6 A fee of one-hundred dollars (\$100) will be levied against the owner of a strata lot for every move into or out of the strata lot. A security person appointed by the council will remain on duty near the entry point throughout the move.
- 1.10.7 The party moving into or out of the building must not leave any door to the building unattended.

1.11 Parking

- 1.11.1 Owners, tenants and occupants must park in designated parking spaces.
- 1.11.2 An owner, tenant or occupant must not use any part of the garage or related common property for other than entering or exiting the building, or accessing or departing from a designated parking space. No items may be stored in parking spaces other than small wheeled carts.
- 1.11.3 The area in the garage designated as Loading Zones shall be used for loading and unloading only. Vehicles occupying the Loading Zones must display suite number identification at all times.
- 1.11.4 An owner, tenant or occupant must not store unlicensed vehicles on strata property unless proof of third party liability insurance is provided. The owner, tenant or occupant must file a photocopy of an unlicensed motor vehicle policy (storage policy) with the strata corporation. If a copy of the insurance is not provided to the council, the vehicle will be towed at the owner's expense.
- 1.11.5 An owner, tenant or occupant must not permit oil drips on the garage floor. If oil drips on the garage floor the strata lot owner will be responsible to clean the soiled area. If the owner fails to clean the area after reasonable notice from the council it will be cleaned at the owner's expense. Cardboard must not be placed under vehicles to collect oil drips.
- 1.11.6 An owner, tenant or occupant must not store or park recreational vehicles, U-hauls, boats or trailers on the property.

- 1.11.7 An owner, tenant or occupant must not allow repairs to be made to a vehicle on common property or limited common property other than repairs of an emergent nature such as battery boosting or tire changing.

2. Division 2 - Powers and Duties of Strata Corporation

2.1 Repair and maintenance of property by Strata Corporation

- 2.1.1 The strata corporation must repair and maintain all of the following:
- 2.1.1.(a) common assets of the strata corporation;
 - 2.1.1.(b) common property that has not been designated as limited common property, including, without limiting the generality of the foregoing, the zone valves and motors relating to the heating system within each strata lot;
 - 2.1.1.(c) limited common property, but the duty to repair and maintain it is restricted to
 - 2.1.1.c.(i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - 2.1.1.c.(ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - 2.1.1.c.ii.(A) the structure of a building;
 - 2.1.1.c.ii.(B) the exterior of a building;
 - 2.1.1.c.ii.(C) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - 2.1.1.c.ii.(D) doors, windows and skylights on the exterior of a building or that front on the common property;
 - 2.1.1.c.ii.(E) fences, railings and similar structures that enclose patios, balconies and yards;
 - 2.1.1.(d) a strata lot, but the duty to repair and maintain it is restricted to
 - 2.1.1.d.(i) the structure of a building,
 - 2.1.1.d.(ii) the exterior of a building,
 - 2.1.1.d.(iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - 2.1.1.d.(iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - 2.1.1.d.(v) fences, railings and similar structures that enclose patios, balconies and yards.
- 2.1.2 Where the strata corporation is required to enter a strata lot to carry out repair, the strata corporation and its agents will carry out all work or repairs in a proper and workmanlike manner and will make good any damage to the strata lot occasioned by such work and restore the strata lot to its former condition, leaving the strata lot clean and free from debris.

3. Division 3 - Council

3.1 Council size and membership

- 3.1.1 The council must have at least three (3) and not more than seven (7) members.
- 3.1.2 An owner will not be entitled to be elected to council or continue to stand on council if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Strata Property Act.

3.2 Council members' terms

- 3.2.1 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- 3.2.2 A person whose term as a council member is ending is eligible for reelection.

3.3 Removing council member

- 3.3.1 The strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- 3.3.2 After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

3.4 Replacing council member

- 3.4.1 If a council member resigns or is unwilling or unable to act for a period of two (2) or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 3.4.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 3.4.3 The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- 3.4.4 If all the members of the council resign or are unwilling or unable to act for a period of two (2) or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

3.5 Officers

- 3.5.1 A person may hold more than one office at a time, other than the offices of president and vice president.
- 3.5.2 The vice president has the powers and duties of the president
 - 3.5.2.(a) while the president is absent or is unwilling or unable to act, or
 - 3.5.2.(b) for the remainder of the president's term if the president ceases to hold office.
- 3.5.3 If an officer other than the president is unwilling or unable to act for a period of two (2) or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

3.6 Calling council meetings

- 3.6.1 Any council member may call a council meeting by giving the other council members at least one (1) week's written notice of the meeting, specifying the reason for calling the meeting.
- 3.6.2 A council meeting may be held on less than one week's notice if
 - 3.6.2.(a) all council members consent in writing in advance of the meeting, or
 - 3.6.2.(b) the meeting is required to deal with an emergency situation, and all council members either
 - 3.6.2.b.(i) consent in writing in advance of the meeting, or
 - 3.6.2.b.(ii) are unavailable to provide consent after written notice of the meeting has been provided to them.
 - 3.6.2.(c) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

3.7 Requisition of council hearing

- 3.7.1 By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- 3.7.2 If a hearing is requested under subsection 3.7.1, the council must hold a meeting to hear the applicant within one month of the request.
- 3.7.3 If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

3.8 Quorum of council

- 3.8.1 A quorum of the council is
 - 3.8.1.(a) 1, if the council consists of one member,
 - 3.8.1.(b) 2, if the council consists of 2, 3 or 4 members,
 - 3.8.1.(c) 3, if the council consists of 5 or 6 members, and
 - 3.8.1.(d) 4, if the council consists of 7 members.
- 3.8.2 Council members must be present in person at the council meeting to be counted in establishing quorum.

3.9 Council meetings

- 3.9.1 At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- 3.9.2 If a council meeting is held by electronic means, council members are deemed to be present in person.
- 3.9.3 Owners may attend council meetings as observers.
- 3.9.4 Despite subsection 3.9.3, no observers may attend those portions of council meetings that deal with any of the following:
 - 3.9.4.(a) bylaw contravention hearings under section 135 of the Act;
 - 3.9.4.(b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - 3.9.4.(c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

3.10 Voting at council meetings

- 3.10.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- 3.10.2 If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- 3.10.3 The results of all votes at a council meeting must be recorded in the council meeting minutes.

3.11 Council to inform owners of minutes

- 3.11.1 The council must inform owners of the minutes of all council meetings within two (2) weeks of the meeting, whether or not the minutes have been approved.

3.12 Delegation of council's powers and duties

- 3.12.1 Subject to subsections 3.12.2 to 3.12.4, the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- 3.12.2 The council may delegate its spending powers or duties, but only by a resolution that
 - 3.12.2.(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - 3.12.2.(b) delegates the general authority to make expenditures in accordance with subsection 3.12.3.
- 3.12.3 A delegation of a general authority to make expenditures must
 - 3.12.3.(a) set a maximum amount that may be spent, and
 - 3.12.3.(b) indicate the purposes for which, or the conditions under which, the money may be spent.
- 3.12.4 The council may not delegate its powers to determine, based on the facts of a particular case,
 - 3.12.4.(a) whether a person has contravened a bylaw or rule,
 - 3.12.4.(b) whether a person should be fined, and the amount of the fine, or
 - 3.12.4.(c) whether a person should be denied access to a recreational facility.

3.13 Spending restrictions

- 3.13.1 A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- 3.13.2 Despite subsection 3.13.1, a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- 3.13.3 The maximum unapproved expenditure that may be made out of the operating fund in any fiscal year is fifteen hundred dollars (\$1,500).
- 3.13.4 The Strata Council is permitted to enter into a bulk service contract with Shaw or other television service providers for cable TV service to all owners. *(CA4438361 Registered May 6, 2015)*

3.14 Limitation on liability of council member

- 3.14.1 A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- 3.14.2 Subsection 3.14.1 does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

4. Division 4 - Enforcement of Bylaws and Rules

4.1 Maximum fine

- 4.1.1 Unless otherwise provided for in the bylaws the strata corporation may fine an owner or tenant a maximum of
 - 4.1.1.(a) \$200 for each contravention of a bylaw;
 - 4.1.1.(b) \$500 for each contravention of bylaw 1.9 relating to rentals; and,
 - 4.1.1.(c) \$50 for each contravention of a rule.

4.2 Continuing contravention

- 4.2.1 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than seven (7) days, a fine may be imposed every seven (7) days.

5. Division 5 - Annual and Special General Meetings

5.1 Quorum

- 5.1.1 If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

5.2 Person to chair meeting

- 5.2.1 Annual and special general meetings must be chaired by the president of the council.
- 5.2.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- 5.2.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

5.3 Participation by other than eligible voters

- 5.3.1 Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- 5.3.2 Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- 5.3.3 Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

5.4 Voting

- 5.4.1 At an annual or special general meeting, voting cards must be issued to eligible voters.
- 5.4.2 At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 5.4.3 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 5.4.4 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- 5.4.5 If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president may break the tie by casting a second, deciding vote.
- 5.4.6 Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- 5.4.7 An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Strata Property Act.

5.5 Order of business

- 5.5.1 The order of business at annual and special general meetings is as follows:
 - 5.5.1.(a) certify proxies and corporate representatives and issue voting cards;
 - 5.5.1.(b) determine that there is a quorum;
 - 5.5.1.(c) elect a person to chair the meeting, if necessary;
 - 5.5.1.(d) present to the meeting proof of notice of meeting or waiver of notice;
 - 5.5.1.(e) approve the agenda;
 - 5.5.1.(f) approve minutes from the last annual or special general meeting;
 - 5.5.1.(g) deal with unfinished business;

- 5.5.1.(h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- 5.5.1.(i) ratify any new rules made by the strata corporation under section 125 of the Act;
- 5.5.1.(j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- 5.5.1.(k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- 5.5.1.(l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- 5.5.1.(m) elect a council, if the meeting is an annual general meeting;
- 5.5.1.(n) terminate the meeting.

6. Division 6 - Voluntary Dispute Resolution

6.1 Voluntary dispute resolution

- 6.1.1 A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
 - 6.1.1.(a) all the parties to the dispute consent, and
 - 6.1.1.(b) the dispute involves the Act, the regulations, the bylaws or the rules.
- 6.1.2 A dispute resolution committee consists of
 - 6.1.2.(a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - 6.1.2.(b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- 6.1.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

7. Division 7 - Small Claims Actions

7.1 Small Claims

- 7.1.1 Pursuant to section 171 of the Strata Property Act, the council, on behalf of the strata corporation, may commence a proceeding under the Small Claims Act against an owner or other person to collect money owing to the strata corporation without further authorization from the strata corporation. The council may commence the proceedings to collect monies owing to the strata corporation for any reason, including but not limited to monies owing by an owner or tenant for a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim. The council has full authority to negotiate a settlement or discontinue or dismiss the action.

8. Division 8 - Severability

8.1 Severability

- 8.1.1 Should any portion of these bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the bylaws, each paragraph, sub-paragraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.
- 8.1.2 For the purposes of all bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires. The terms "resident" or "residents" refer to those individuals residing in the building, whether as owners, tenants or other occupants.

9. Division 9 - Facilities

9.1 Facilities

- 9.1.1 The Strata Council shall administer the Social Room, and, any rules formulated by the Strata Corporation from time to time shall be binding upon all Residents and Visitors.
- 9.1.2 For exclusive use of the Social Room, an Owner, tenant or occupant must book the use of the room with the Strata Council or its representative.
- 9.1.3 An Owner, tenant or occupant who books the room will be financially responsible for any damage done to the room. A member of the Strata Council or the representative of the Strata Council, and the party booking the room will make a pre and post inspection of the room. Any damage as a result of the booked event shall be assessed to the booking party.
- 9.1.4 The Strata Corporation has the right to impose a non-refundable fee on an Owner, tenant, or occupant for the exclusive use of the meeting room. The amount of the fee will be set on an annual basis by the Strata Council but will not exceed fifty dollars (\$50).
- 9.1.5 Use of the Social Room for personal business is not allowed.
- 9.1.6 Use of the facility and any or all equipment is to be at the user's own risk, including but not limited to, Owners, tenants, occupants and/or their guests. The Strata Corporation will assume no liability nor will be held responsible for any accidents and/or injuries caused by the use of the facility or the equipment contained within.
- 9.1.7 Children must be accompanied by an adult at all times.

VR-0145, Ashby House Parking Rules, April 2013

PREAMBLE: There continues to be a shortage of parking spaces available for the use of resident owners. Many residents have two vehicles. Council has agreed that the parking regulations will change on June 1, 2013 to accommodate the increased demand from owners for visitor parking. The number of visitor parking spots available for the use of friends and family will increase significantly as a result of these rule changes. Signs will be placed on all designated Visitor Parking spots.

Parking Rules:

1. All suites come with one designated parking spot (numbered spots) as indicated on your legal strata documents. The parking stall number is usually your strata lot number. Parking spots with letters are secondary parking spots. They are used as visitor parking or are rented to owners for their second car.
2. Only residents of Ashby House, VR-0145 can use the designated or rented parking spots. Non- resident owners, friends and family cannot rent a parking stall. They must use the visitor parking.
3. Visitors may use the Visitor Parking only for which there is no charge. The Strata Council will have rules regarding the use of visitor parking.
4. The maximum number of parking spots to be allocated to a suite is two – one the registered stall for the unit and a rental stall. The extra spot can be rented from Council or from another owner who does not need their assigned spot.
5. All vehicles must have valid insurance. An owner may use their assigned stall to store an unlicensed vehicle if the vehicle has storage insurance. A copy of the storage insurance must be provided to the property manager who will then issue a letter for display on the vehicle noting it has the required insurance and the date of expiry.
6. All rental parking spots must be used by licensed vehicles and cannot be used for storage.
7. Some owners have requested a different parking spot other than their designated spot, for medical reasons. If a more convenient spot is available, an agreement to swap can be made. The original assigned spot then reverts to the Council for Visitor Parking or for rental. Where there is a swap, the agreement to swap ends when the unit is sold or the owner no longer has a vehicle.
8. Whenever a suite is sold the rental agreement is terminated. The rental stall is not part of the sales agreement. New owners must apply to rent a stall.
9. When all the rental stalls are rented, a waiting list will be maintained.
10. All vehicles must be parked well inside the white lines, otherwise it must not be parked in the parking garage.
11. Vehicle owners are responsible for cleaning up any oil drips or other fluids in their parking stalls.
12. Fire regulations and these rules prohibit the storage of anything within the parking stalls. Anything left in the parking garage will be considered abandoned on common property and removed without notice.
13. These rules take effect June 1, 2013. Before that date please confirm which spot you wish to retain if you have been part of a swap and/or if you don't meet the above criteria. If you currently have a rental spot and you have rented it to another resident, that rental agreement will terminate on May 31, 2013 and if he/she wants to keep that rental spot then they will rent directly from Council.
14. Effective May 1, 2013, monthly parking rates will increase to \$25.00 per month.



STRATA PROTECT

BFL Strata Protect Services

Depreciation Report



VR 145

114 W. Keith Rd
North Vancouver, BC, V7M 3C9

Strata: VR 145

Age: 1974

Units: 56

Buildings: 1

Storeys: 15

Construction: Structural Concrete

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Certification

We certify that we are Qualified Persons with regards to the preparation of depreciation reports, as described in Section 94 of the Strata Property Amendment Act 2009, Regulation 43/2000.

Rebecca Bolkowy has personally inspected the subject property, building plans and corresponding documents as identified and described in this report. To the best of our knowledge, the information contained within this report is true and correct.

We have no interest, present or prospective, in the property or its management company. Neither the employment to prepare this depreciation report nor the compensation is contingent on the amount of the reserve fund estimates reporting within.

This depreciation report was prepared in accordance with the Real Estate Institute of Canada's Reserve Fund Study Standards as well as with the prescribed guidelines found in Part 6, Division 1 of the Strata Property Act of BC (SBC 1998, Chapter 43).



Rebecca Bolkowy
Depreciation Planner
Loss Control Consultant
BFL Canada—Strata Protect Services
C: (778)938-1410
e: rbolkowy@bflcanada.ca



Rick Adam, P.Eng., PE, CRP
VP Loss Control Engineering
P: 604-678-9847
C: 778-628-2374
e: radam@bflcanada.ca



Limiting Conditions

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.

The architectural, structural, mechanical, electrical and other plans and specifications of the building or buildings and improvements may or may not have been provided for this study. Furthermore, all buildings and improvements are deemed to have been constructed and finished in accordance with such plans and specifications, unless otherwise noted.

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.

Costing information provided within this report is to be considered valid only within the context and content of this report document. These estimates are not to be considered as offers of service. These estimates must not be used in the

production of other appraisal or depreciation study for the property and should be considered invalid if so applied.

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.

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 reserve fund study and may be invalid if so used.

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.

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2013**

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Report Summary



STRATA PROTECT

Report Summary

This report summary has been prepared as a complete standalone overview of the pertinent facts regarding the subject property and to highlight the estimates and projections of this Depreciation Report, and it is provided for convenience only. Readers are advised to refer to the full text of this Depreciation Report for detailed information on the various Financial and Component analyses as well as supporting information on the planning process.

Property Information

Subject Property	VR 145 VR 145 114 W. Keith Rd North Vancouver, BC
Property Management	Assertive Property Management Ltd 3847 Hastings Street Burnaby, BC V5C 2H7 Phone: 604-253-5566 Fax: 604-253-5536
Date of Study	March 20, 2014

Component Summary

Each individual building component analysed in this report is detailed in full in the Component Analysis Section of this report. This section includes relevant detailed descriptions, condition assessments, expenditures and material quantities for each individual element. Individual components are generally grouped and quantified as follows:

Building Component Category	Reserved Components
Structural Elements	10 Components
Finishes	4 Components
Mechanical and Electrical	9 Components
Specialties	2 Components
Site Improvements	2 Components
Depreciation Report Consultant	1 Component
Total	28 Components

Initial Commentary

Assumptions

The following assumptions were made during the course of the inspection, to be approved by the board:

- Assumption 1: The Kryton repairs being made in the underground garage is the method Strata would like to continue, to repair the cracks.
- Assumption 2: All exterior windows and sliding glass doors are the responsibility of Strata. Any windows or door installed by owners will be replaced during the building renewal.

General Observations

The Ashby House is a concrete high rise built in 1974. The fire alarm system, including panel, has been modernized and is now code compliant to 2013 standards. The exterior envelope is original with aluminum, single glazed windows and sliding glass doors. There is a leak in the upper level of the garage which may be a signal of a garage membrane leak. In 2013 the floor lateral piping was replaced. The tower water riser has shown signs of deterioration and is scheduled for replacement in the next few years.

Financial Analysis Summary

This section of the summary details the financial projection prepared as the recommended model by BFL Strata Protect Services. This section will include summaries of the relevant cash flows and expenditures for the projected period. The interested reader is directed to the Financial Analysis section of this report for a detailed tabled summary for each financial model including additional comments and supporting calculations.

Projection Factors

Detailed information on the selection and application of inflation and interest rate factors can be found in this report within the Depreciation Report section of this report under *Projection Factors* (Interest and Inflation). For the purposes of this report, based on regional factors and an examination of financial documents, the following factors have been selected for this analysis:

Inflation Factor	3.3%
Interest Rate	1.2%

Reserve Fund Operations

The following table was prepared to highlight cash inflows and outflows to the reserve fund for the property based on the documentation and financial statements provided to BFL Strata Protect Services.

	Year	Year	Year	
	2011	2012	2013	Totals
Opening Balance				
Year Ending February 28	\$107,189.55	\$120,792.47	\$307,351.85	
Reserve Fund Contributions	\$0.00	\$10,000	\$10,000	\$20,000
Special Assessment				
Balcony Repairs	\$21,649.41			\$21,649
Fire Alarm Panel		\$150,000		\$150,000
Repiping			\$130,000	\$130,000
Other Income		\$68,520.88		\$68,521
Interest Income	\$1,162.35	\$2,213.25	\$1,781.45	\$5,157
Computed Interest Rate	1.08%	1.83%	0.58%	1.16%
Total Cash Resources	\$130,001.31	\$351,526.60	\$449,133.30	
Reserve Fund Expenditures				
Fire Panel		\$19,511.73	\$273,853.59	\$293,365
Balcony Railing Painting	\$9,208.84	\$24,663.02		\$33,872
Repiping			\$92,822.11	\$92,822
Total Reserve Fund Expenditure	\$9,208.84	\$44,174.75	\$366,675.70	\$420,059
Closing Balance	\$120,792.47	\$307,351.85	\$82,457.60	

As can be seen above, the Strata Corporation has undergone some major repairs in the last few years. Large special assessments have been collected to pay for balcony repairs, fire alarm panel replacement and the lateral distribution piping project.

Modelling Approaches

It should be noted that unless directed by the client, the approach taken by BFL Strata Protect Services will be to develop a model based on a common sense, cost effective approach to maintenance and repair expenditures. To this end, all expenditures and repair projects will be moved to the most beneficial point in the projection and repairs and maintenance work will be included to promote component life cycles overall and reduce total overall cost. This is also intended to reduce any duplicated expenses and improve the overall financial efficiency of the cash flow model.

Our current recommended cash flow model utilizes a financial threshold of \$15,000. This type of generalized cash flow model is referred to as Baseline Funding which is defined as modelling contributions to the reserve fund to always keep the cash balance above a set level to allow for contingencies and emergency repairs. Other minimum balances can be used as directed by the council. The benefit to the Corporation of this modelling is to allow them to prioritize major expenditures over the course of the model as well as allow them to maintain lower contributions for the ownership and avoid special assessments or costly loans. In general, a Baseline Funding model will not have excessive accrual of balances in the reserve fund over the total timeline of the projection. This is because funds are “pooled” at all times and cash flows into and out of the reserve are balanced to maintain the required balance.

As the Strata Property Act in British Columbia requires a total of three models, we have also included a comprehensive Full Funding model. Within reserve planning, Full Funding models are designed to accumulate sufficient reserves equivalent to the value of the real deterioration

of each reserve component, at every point in the model. This model includes the Real Estate Institute of Canada's (REIC) concepts of Benchmark Analysis and Reserve Fund Deficiency analysis. These concepts use a straight line depreciation calculation with regards to every component in the projection to determine that item's fractional accrued contribution to the total replacement costs in the model. These concepts are detailed in the Financial Analysis section of this report for the interested reader, and are summarized below for the recommended model.

There is considerable debate among various entities as to the optimal funding method for reserve accounts. It's BFL Strata Protect Services' intention to provide our clients with the most comprehensive information regarding modelling choices to allow Stratas to choose a financial strategy that balances all of the goals of the ownership of the building while maintaining common elements and assets for the entire Corporation.

Recommended Model Cash Flows

The following table was developed from projections of anticipated revenues and expenditures over the life of the 30 year model projection. The table summarizes the contributions and expenditures that are detailed in *Schedule B – Model 1 – Adequate Projection* which is found in this report. This model is BFL Strata Protects primary recommendation for long term financial planning, taking into account opportunities for cost savings, ideal interest rates and investing, and necessary contribution increases. The model uses pooled cash flows with a threshold balance of \$15,000.

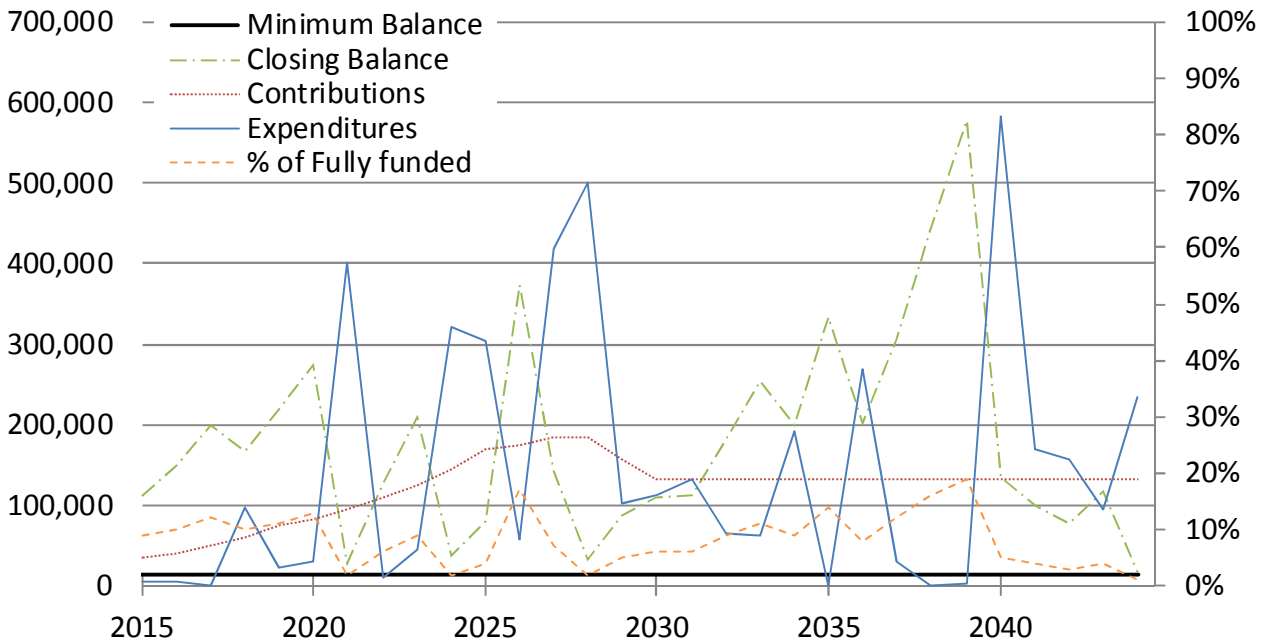
Cash Flow Table

Year Ending Feb 28	Opening Balance	Annual Contribution	Special Assessment	Estimated Expenses	Interest Earned	Contribution Increase (%)	Closing Balance
2015	\$82,458	\$35,000		\$4,950	\$989	n/a	113,497
2016	\$113,497	\$40,250		\$6,500	\$1,362	15%	148,609
2017	\$148,609	\$50,313		\$0	\$1,783	25%	200,705
2018	\$200,705	\$59,872		\$96,980	\$2,408	19%	166,005
2019	\$166,005	\$74,840		\$22,773	\$1,992	25%	220,064
2020	\$220,064	\$82,324		\$29,762	\$2,641	10%	275,267
2021	\$275,267	\$94,673	\$56,000	\$400,727	\$3,303	15%	28,516
2022	\$28,516	\$108,874		\$9,414	\$342	15%	128,318
2023	\$128,318	\$125,205		\$45,718	\$1,540	15%	209,345
2024	\$209,345	\$145,238		\$320,508	\$2,512	16%	36,587
2025	\$36,587	\$169,928	\$177,000	\$304,872	\$439	17%	79,082
2026	\$79,082	\$175,026	\$177,000	\$57,169	\$949	3%	374,888
2027	\$374,888	\$183,777		\$419,735	\$4,499	5%	143,429
2028	\$143,429	\$183,777	\$206,500	\$501,766	\$1,721	0%	33,661
2029	\$33,661	\$156,210		\$102,404	\$404	-15%	87,871
2030	\$87,871	\$132,779		\$111,309	\$1,054	-15%	110,395
2031	\$110,395	\$132,779		\$132,572	\$1,325	0%	111,927
2032	\$111,927	\$132,779		\$65,123	\$1,343	0%	180,926
2033	\$180,926	\$132,779		\$61,525	\$2,171	0%	254,351
2034	\$254,351	\$132,779		\$190,873	\$3,052	0%	199,309
2035	\$199,309	\$132,779		\$0	\$2,392	0%	334,480
2036	\$334,480	\$132,779		\$269,025	\$4,014	0%	202,248
2037	\$202,248	\$132,779		\$30,641	\$2,427	0%	306,813
2038	\$306,813	\$132,779		\$0	\$3,682	0%	443,274
2039	\$443,274	\$132,779		\$3,915	\$5,319	0%	577,457
2040	\$577,457	\$132,779		\$583,187	\$6,929	0%	133,978
2041	\$133,978	\$132,779		\$168,635	\$1,608	0%	99,730
2042	\$99,730	\$132,779		\$156,799	\$1,197	0%	76,907
2043	\$76,907	\$132,779		\$94,318	\$923	0%	116,291
2044	\$116,291	\$132,779		\$233,320	\$1,395	0%	17,145

Key Period Analysis

30 year projections are useful strategically for the Corporation, however it is BFL's recommendation that the immediate short term issues and needs of the Strata be addressed through addressing key periods of the projection where large expenditures might be necessary, based on the age or condition of the building. Immediate expenditures and cash flows should also be addressed to avoid delays in repair projects that could allow for unnecessary deterioration of the building, ultimately resulting in higher long term repair expenses.

The following graphic shows the previous Cash Flow Summary table as a graphical timeline to highlight the key elements of the table. As previously noted, this graphic includes cash flow analysis for the recommended funding model for this property. Periods of high reserve fund activity are discussed to allow for reasonable short term planning.



The Strata has seen large special assessments in the last few years to fund the fire alarm panel upgrade, lateral plumbing re-pipe and balcony renewals. These large projects have put a financial strain on the Owners and the current Contingency Reserve Fund balance. To allocate the funds needed for future projects, numerous special assessments, alongside large percentage increases, to the annual contribution, has been recommended.

The windows and sliding glass doors are all original to the building and will need to be replaced. The Strata has recently undergone a re-pipe project which replaced the floor's lateral piping, this did not include the risers which will need to be replaced in the next few years. The underground garage membrane will need to be investigated and possibly remediated. The report currently has a small expenditure in 2016 which will allow Strata to conduct an investigative report to determine the condition of this membrane. In the underground garage there is an area actively leaking water which signals a membrane problem and may foreshadow future problems. Once a quote, and remediation plan, is decided upon the report can be amended to reflect a more precise process. As the building is reaching 40 years old many major building components are beginning to see the end of their useful life. Although these projects can be pushed back, the longer Strata waits to replace, or renew, the more dated the building may appear compared with surrounding properties.

The planner has deferred many interior renewal projects for the next 15 years to allow Strata to upgrade the exterior building envelope. If the Strata continues to preserve the interior building finishes, there should be no problem stretching out their useful life and replacing once the major work has been completed.

Reserve Adequacy

Taking into account the current reserve fund balances and contribution levels, as well as projected repair and rehabilitation expenses for the 30 year projection, the reserve fund is need of large contributions.

In the short term there have been many large projects scheduled including garage membrane remediation, plumbing riser re-pipe, and window and sliding door replacement. The planner has scheduled these projects to starting in 2018. The fire alarm panel project placed a financial burden on owners and it has been assumed that any special assessments in the next year or two are not viable. Although there are numerous assessments in following years it may be easier for owners to plan for these with adequate notice.

The Strata has secured maintenance contracts for the boilers, garage doors, elevators and emergency generator. This will allow the Strata to repair and replace items as they are required and help preserve the effective age.

Reserve Fund Deficiency Analysis

Based on the component list, an REIC Benchmark Analysis was established for the property detailing the relevant quantities, expected life cycle and observed condition of each individual element. Incorporation of the various inflation and interest factors allows for the calculation of current and future replacement costs, ideal current reserve levels, and an ideal reserve fund contribution. All of these calculation results are described in the Reserve Fund Estimates section of this report.

Significant values from the benchmark calculation (*Schedule A – Reserve Fund Component Estimates*) are as follows:

Current Replacement Reserves or Costs

Provisions for all major repairs and replacements at current prices, for the current year. **\$2,726,300**

Future Replacement Reserves or Costs

Provisions for all major repair and replacements at prices adjusted for inflation at the end of their expected life span. **\$5,235,623**

Current Reserve Fund Requirements

Ideal reserve fund estimated current balance based on the notion of effective age and linear depreciation of the component. **\$1,258,615**

Future Reserve Fund Accumulations

Current reserve fund requirements, with interest compounded over the remaining life span for each component. **\$1,401,272**

Future Reserve Fund Requirements

Difference between the Future Replacement Reserves and Future Reserve Fund Accumulations. **\$3,834,351**

Annual Reserve Fund Assessments

Annual reserve fund payments, in the most ideal scenario. **\$180,266**

To summarize, the above estimates indicate, that with regards to a Fully Funded reserve position, the current balance in the reserve account should be **\$1,258,615** and the annual contributions to the fund to maintain Full Funding should be **\$180,266** . Based on this analysis, the fund is considered to be 9% funded with regards to a Fully Funded position.

Recommendations

- The Strata Council should adopt and implement one of the cash projection models outlined in this report. Our recommendation is presented in Schedule B – *Recommended Projection* and represents the best balance of contributions and special assessments for the property.
- Major repairs and replacements should be recorded in, and funded from, a reserve fund account. All repairs and expenditures should be well documented for future reserve fund updates.
- The corporation should make such expenditures outlined in the recommended projection, and as necessary, to maintain the property in optimum condition.
- The reserve fund contribution of \$10,000 per annum in 2014 should be increased to \$35,000 per annum in 2015 and thereafter by the amounts detailed in the cash flow table, for each subsequent period of the projection.
- The reserve fund should be fully invested in guaranteed securities. It would be our recommendation that third party financial services be developed to attain this investment goal using guaranteed securities, short and long term investments and conventional banking.
- The reserve fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current. Any major expenditures from the reserve fund during the interim period between this report and the three year update should be forwarded to BFL Strata Protect services to be included in ongoing monitoring and management of the reserve fund.
- As per the requirements of the Act, this depreciation report should be updated every three years to ensure the continued validity of the projection, the cash flow analysis and the component benchmarking.
- Based on the observed condition of the underground parking garage concrete, it is our recommendation for The Strata to consider contacting a qualified professional to complete a detailed inspection report regarding the quality and condition of the garage membrane.
- Based on the verbal information given to BFL Strata Protect, it is our recommendation for The Strata to hire a qualified professional to conduct an invasive inspection on the suite piping. This will allow Strata to construct a plan which will allow for a phased approach at remediation and allocation of funds.

Depreciation Report



STRATA PROTECT

Depreciation Report

This depreciation report is to be considered a financial planning document. The purpose of such a study is to provide cost estimates for various building 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 94 of the Strata Property Amendment Act 2009, Regulation 43/2000.

Methodology

The financial planning contained in a Depreciation Report is based on funding major repairs and replacing the common elements and assets of the corporation. The study is comprised of the following elements:

- Identify the reserve components and assesses their quality, normal life span, and present condition;
- Estimate the remaining serviceable years for each of the reserve components and propose a time schedule for repairs and/or replacement;
- Provide current replacement cost estimates, including the cost of removing worn-out items and special safety provisions;
- Project the future amount of current replacement costs at an appropriate and compounded inflation rate;
- Project the future value of current reserve funds compounded at a long term interest rate;
- Calculate reserve fund contributions required and to be invested in interest bearing securities or other guaranteed investments, in order to fund future reserve fund expenditures.

As per the Act, the following elements are mandatory of depreciation reports and analysis:

- (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 of 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 coverings 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.*

Depreciation Report Planning Standards

Under the current Strata Act, the planner producing the depreciation report must conform to the following:

- (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).*

BFL Strata Protect Services is committed to offering a team of professionals whose qualifications far exceed the current legislative requirements. Our team has a diverse range of specialties, to ensure you are provided with the most thorough, accurate, and efficient reports possible that fully meet your needs.

Our Reserve Study team includes:

- Certified Reserve Planners (CRP)
- Registered Professional Mechanical Engineer (P.Eng.)
- Registered Fire Protection Engineer (PE)
- Bachelor of Engineering Graduate (B.Eng.)
- BCIT Architectural and Building Engineering Technologist
- Quantity Surveyor (B.Sc.)
- Certified Canadian Risk Management Professionals (CRM)

All employees are registered Certified Reserve Planners with the Real Estate Institute of Canada, or are candidate members working towards their CRP designation under the direction of a licensed CRP member.

General Conditions & Assumptions

Depreciation report estimates are subjective, and they are based on an understanding of the life cycle of building components and through direct observation of building condition at the time of the survey. Condition assessments are continually updated during the report updates required at three year intervals. It must be appreciated that depreciation report budgeting and projections cannot be considered as exact quotes for projected work or repairs. They are prudent provisions for all foreseeable expenditures for major repair and replacement projects. Depreciation report

requirements are subject to change and must be reviewed and modified over time, at an interval not less than every three years.

Cost Thresholds

It is considered impractical to reserve for every individual building part or subsystem. Small motors, drives, electrical systems, or other smaller parts are subject to wear and tear and thus frequent replacement. Where the estimated cost to replace or repair a component falls below the \$2,500 threshold, this item will be excluded from the benchmark and financial projects and will be left to be dealt with in the properties operating repair and maintenance budget. As per the Act, the report is to include: *anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year*. Therefore smaller repairs will be left for the operating budget of the property.

Allowances

Often, it is not considered practical, or cost effective, to complete total repair or replacement of a building component or system during the 30 year projection. Where smaller targeted repair or replacement projects are recommended, an allowance amount will be used as the quantity in the component analysis and relevant projections. Individual component description sheets will provide the basis for the selection of an allowance for the benchmark and will detail what is to be included in the benchmark calculations for that prospective component.

Report Projection Factors

As a 30 year projection of replacement costs and cash flows is required in the analysis, an objective basis for estimation of inflation factors and interest rates is necessary. These factors are derived from an economic analysis of the marketplace, with regards to construction costs. The estimated inflation factor and the selected interest rate are powerful elements in projecting reserve fund contributions and requirements due to compounding calculations. These factors 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.

As per the current Strata Act:

- (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 contingency reserve fund is currently being funded,
 - (d) the current balance of the contingency 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 contingency 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 contingency reserve fund;
 - (b) special levies;
 - (c) borrowings.

Inflation Factors

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 Means Historical Index, used to calculate annual inflation rates on construction services, is based on the computed value as of January 1st 2012, for an average North American construction rate of inflation. The following are selected rates over various time periods:

5 years from 2008 to 2013	2.31%
10 years from 2003 to 2013	5.24%
15 years from 1998 to 2013	4.99%
20 years from 1993 to 2013	4.89%

These numbers indicate that the trend of construction inflation rates have been fairly consistent, with a brief upward period from 2002 to 2012. While useful as overall indications of the construction inflation trend in North America, these rates are too broadly based, and as such, they do not accurately reflect the inflationary impact on local construction costs.

Statistics Canada compiles a regional evaluation of construction cost inflation trends based on a sampling of seven major regional markets and taking into account all of the various major construction sub-trades. From this we can compare both the national average cost trends as well as specific regional cost trends in the Greater Vancouver area:

Canada Wide (7 Major Regions)		Vancouver Region	
Inclusive of All Major Trades		Inclusive of All Major Trades	
5 year average	0.00%	5 year average	-1.49%
10 year average	4.16%	10 year average	4.61%
20 year average	4.00%	20 year average	3.75%

Based on the above figures, we have adopted a weighted median rate of **3.3%** for annual inflation in calculating the future replacement costs hereinafter.

Interest Rates

Investment income can be a significant source of revenue for reserve funds. 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.

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 condominium 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, ranging from bank deposits, term deposits and guaranteed investment certificates (GICs) to money market instruments and government bonds.

The following are investment returns achievable for corporations, given various reserve fund balances. Investment savings accounts:

Balances	Interest Rates
Up to \$ 24,999	up to 1.1%
\$ 25,000 to 99,999	1.3 to 1.4%
\$ 100,000 and above	1.5%.

Current GIC returns are noted to be as follows¹:

Term	Annual Interest Rates
100 days, over \$25,000	1.1%
1 Year (Cashable)	1.41-2.150%
2 Year	1.63-2.300%
3 Year	1.85-2.600%
4 Year	2.05-2.800%
5 Year	2.32-3.100%

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 recommended laddered portfolio, which ensures that reserve funds are available when needed. The benchmark calculations and the reserve fund projections are based on the assumption that reserve fund contributions are constantly and continuously invested.

Considering the observed historical investment returns evident in the financial statements provided for this property and the investment opportunities available in the existing marketplace, we have selected a 1.2% interest rate in calculating the future investment performance of the Corporation's reserve fund.

¹ Financial Post, Fiscal Agents Financial Information Services, Loans & Savings Rates Tables, Guaranteed Investment Certificates

Property Overview

VR 145 is a structural concrete building constructed in 1974. It consists of 15 above ground levels and 2 split levels of underground parking with a total building area of 93,790 ft². The building envelope includes exposed large aggregate concrete walls and an inverted roofing assembly. All doors are solid core, steel, fire rated, and self-closing. Two concrete staircases and two traction elevator run vertically through the building.

This residential condominium property is located at 114 W. Keith Rd, North Vancouver, BC.

Property Statistics

The following data and information have been compiled from the available plans, and the inspection of the buildings and improvements. This data has been developed from first hand quantity surveying activities at the site or calculated using dimensions taken from the provided plans detailed above.

Site Area	28,000 ft ²
Building Coverage	4,610 ft ²
Landscaped Area	20,890 ft ²
Building Height	15 storeys
Building Gross Floor Area	93,790 ft ²
Underground Garage Floor Area	19,600 ft ²
Occupancy	56 Units
Pavements, Curbs and Sidewalks	2,500 ft ²

Basic Construction Components

The project was constructed in 1974, in accordance with applicable building codes, fire codes, city by-laws, and construction practices in existence at that time.

Excavation and Foundations

The excavation for the underground parking garage is a total of 2 levels. The foundation and substructure of the building is reinforced concrete construction.

Framing

The above ground structure is composed of reinforced concrete. Exterior load bearing walls and floor structures are a cast-in-place assembly and interior walls being either concrete or steel studs covered in gypsum board.

Exterior Walls

The building cladding is exposed, large aggregate and mortar facade.

Roof and Drainage Construction

An inverted membrane roof covers the building. There are roof drains on this section of the roof to avoid pooling water. A rooftop deck, made of composite decking, has been added which allows tenants to access and use the roof as a common area space.

Interior Construction

Interior construction is gypsum board covered framing. All exit doors are solid core, steel, fire rated, and self-closing and all suite doors are solid wood core.

Mechanical

There are three boilers, one for domestic hot water and two for HVAC. The boilers have ratings of 715,000 BTU/hr and two at 1,010,000 BTU/hr. There are two hot water tanks, for storage, in the boiler room, with capacities of 120 Gallons.

Conveying Systems

There are two, single traction, elevators with 20HP and a 2000lb capacity and 15HP and a 1500lb capacity.

Electrical

The electrical system is composed of a 200 Amp transfer switch and a 25kW emergency generator. Vertical electrical chases have been properly sealed for fire and smoke.

Amenities

The main level of the building includes an exercise room with sauna and three piece bath, a community room with small kitchenette and two piece bath, and a workshop space.

Building Plans

The following plans were examined in the performance of the reserve fund study:

- Mechanical – Domestic Water Re-pipe Plans
Reviewed

Mechanical plans were used for quantifying building components and other improvements. Some quantities were estimated or measured on site or from the 1974 Strata Plan and are considered estimates. The buildings and site improvements were inspected on one occasion. Various construction details, facilities, equipment installations and improvements have been noted for consideration in the cost estimates herein.

Building Components

The property was inspected for the purposes of preparing this report on March 20, 2014 by BFL Strata Protect Services: Rebecca Bolkowy.

The following additional studies and reports were provided:

- Fire Panel Replacement Report
- Roof Repot & Warranty

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 in the Component Analysis section of the this report, and shown in Schedules "A", "B", "C" and "D".

Building Component Category	Reserved Components
Structural Elements	10 Components
Finishes	4 Components
Mechanical and Electrical	9 Components
Specialties	2 Components
Site Improvements	2 Components
Depreciation Report Consultant	1 Component
Total	28 Components

Life Span Analysis

Each reserve component has been analyzed in terms of an ideal expected life cycle, or service life. This is the amount of time that the building component can be expected to perform adequately while in service on the property. Life span analysis for a construction component considers many of the following factors:

- Type of Component
- Utilization
- Material
- Workmanship
- Quality
- Exposure to Weather Conditions
- Functional Obsolescence
- Environmental Factors
- Regular Maintenance
- Preventive Maintenance
- Generally accepted industry practice

The other key element of life span analysis is the actual condition of the building component. This "effective age" relates the observable degradation, or quality of the component, relative to the ideal life span. Some components will wear faster than expected due to environmental factors, workmanship and quality of materials. The observed condition, or effective age of the component, is based on the following:

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

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

Normal Life Span

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

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 based on sound engineering judgement.

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 during subsequent report updates and reassessments at the property.

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 and the Means Repair & Remodeling Cost Data, and other industry construction cost indices, 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. Please refer to the Limiting Conditions of this report.

The following factors have been considered in calculating the current repair or replacement cost estimate:

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 labor 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.

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.

Taxes

The Goods and Services Tax (GST) applies to all repairs and replacements including disposal costs. The Provincial Sales Tax (PST) does not apply to construction services performed but are paid out by contractors on materials and equipment used and is therefore factored into the pricing costs. These costs are included in the reserve fund estimates hereinafter.

Contingency 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.

Financial Analysis & Modelling



STRATA PROTECT

Financial Analysis & Modelling

Benchmark Analysis

The BFL Strata Protect Services 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 BFL Strata Protect Services depreciation report, as it provides the basis for comparison to the actual reserve fund operation. The BFL Strata Protect Services 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.

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

Long-term inflation rate: **3.3%**
Long-term interest rate: 1.2%

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

Schedule A – Reserve Fund Component Benchmark

Reserve Components	Year of Acquisition	Reserve Expenditures	Expected Lifespan Years	Observed Condition Years	Remaining Lifespan Years	Unit Quantity	Unit Measure	Unit Cost	Current Replacement Cost	Future Replacement Cost	Current Reserve Fund Requirements	Future Reserve Fund Accumulation	Future Reserve Fund Requirements	Annual Reserve Fund Assessment	Reserve Fund Allocation
Building - Substructure															
1. Underground Garage Concrete Repair	1974		20	15	5	1	Allowance	5,000	5,000	5,881	3,750	3,980	1,901	371	0.21%
2. Underground Garage Painting & Sealant	1974		15	5	10	1	Allowance	10,500	10,500	14,528	3,500	3,943	10,585	1,003	0.56%
3. Garage Membrane Repair	1974		40	34	6	1	Allowance	300,000	300,000	364,522	255,000	273,920	90,602	14,654	8.13%
4. Underground Garage Doors	1974		15	8	7	2	Units	7,500	15,000	18,828	8,000	8,697	10,131	1,396	0.77%
Building - Superstructure															
5. Balconies & Patios	1974		15	1	14	1	Allowance	65,000	65,000	102,404	4,333	5,121	97,283	6,423	3.56%
Building - Exterior Closure															
6. Window Assemblies	1974		40	32	8	1	Allowance	565,000	565,000	732,573	452,000	497,259	235,314	28,201	15.64%
7. Balcony Doors	1974		25	18	7	1	Allowance	385,000	385,000	483,240	277,200	301,340	181,900	25,065	13.90%
8. Exit, Service & Suite Doors	1974		30	13	17	1	Allowance	5,500	5,500	9,551	2,383	2,919	6,632	354	0.20%
9. Exterior Caulking & Sealing	1974		10	3	7	1	Allowance	32,000	32,000	40,165	9,600	10,436	29,729	4,097	2.27%
Building - Roofing															
10. Roof	1974		30	9	21	4,475	Sq.ft	30.00	134,250	265,473	40,275	51,740	213,733	9,010	5.00%
Building - Finishes and Decoration															
11. Lobby Renovation	1974		20	5	15	1	Allowance	25,000	25,000	40,686	6,250	7,475	33,211	2,034	1.13%
12. Hallway Renovation - Paint	1974		10	1	9	1	Allowance	26,000	26,000	34,824	2,600	2,895	31,929	3,381	1.88%
13. Hallway Renovation - Carpet	1974		15	4	11	1	Allowance	40,000	40,000	57,169	10,667	12,163	45,006	3,852	2.14%
14. Elevator Cab Interior	1974		25	10	15	2	Cabs	12,800	25,600	41,662	10,240	12,246	29,416	1,802	1.00%
Building - Mechanical Systems															
15. Elevator Mechanical	1974		30	5	25	2	Elevators	110,000	220,000	495,371	36667	49,407	445,964	15,402	8.54%
16. Domestic Hot Water	1974		20	12	8	1	Allowance	38,000	38,000	49,270	22,800	25,083	24,187	2,899	1.61%
17. Plumbing Re-Pipe	1974		40	1	39	1	Allowance	600,000	600,000	2,128,452	15,000	23,885	2,104,567	42,635	23.65%
18. Sprinkler & Standpipe	1974		40	36	4	1	System	8,000	8,000	9,109	7,200	7,552	1,557	382	0.21%
19. Fire & Life Safety	1974		20	1	19	1	System	65,000	65,000	120,454	3,250	4,077	116,377	5,490	3.05%
20. HVAC System	1974		20	7	13	1	System	65,000	65,000	99,133	22,750	26,566	72,567	5,191	2.88%
Building - Electrical Systems															
21. Electrical Distribution & Fixtures	1974		25	20	5	1	Allowance	5,000	5,000	5,881	4,000	4,246	1,635	319	0.18%
22. Emergency Generator	1974		30	24	6	1	System	28,000	28,000	34,022	22,400	24,062	9,960	1,611	0.89%
23. Access Control & Security System	1974		30	22	8	1	System	9,000	9,000	11,669	6,600	7,261	4,408	528	0.29%
Specialties															
24. Community Room	1974		15	7	8	1	Allowance	16,000	16,000	20,745	7,467	8,215	12,530	1,502	0.83%
25. Exercise Room	1974		15	6	9	1	Allowance	7,500	7,500	10,045	3,000	3,340	6,705	710	0.39%
Site Improvements															
26. Landscaping	1974		30	17	13	1	Allowance	14,000	14,000	21,352	7,933	9,264	12,088	865	0.48%
27. Exterior Perimeter Fence	1974		15	11	4	1	Allowance	12,000	12,000	13,664	8,800	9,230	4,434	1,089	0.60%
28. Certified Reserve Fund Consultant	2014		3	3	0	1	Allowance	4,950	4,950	4,950	4,950	4,950	0	0	0.00%
TOTAL RESERVES		-							\$ 2,726,300	\$ 5,235,623	\$ 1,258,615	\$ 1,401,272	\$ 3,834,351	\$ 180,266	100%

Reserve Fund Estimates

Based on the concept of linear depreciation and Reserve Fund Estimating as established by the Real Estate Institute of Canada, the Reserve Fund position and estimated requirements of VR 145 are as follows:

Reserve Fund Estimates	
Current Replacement Costs	\$2,726,300
Future Replacement Costs	\$5,235,623
Current Reserve Fund Requirements	\$1,258,615
Future Reserve Fund Accumulation	\$1,401,272
Future Reserve Fund Requirements	\$3,834,351
Annual Reserve Fund Contributions	\$180,266

In accordance with these estimates, the corporation should have \$1,258,615 in its reserve fund at the end of its current fiscal year to satisfy the concept of Full Funding. Please refer to the additional notes provided for Model 3 in this report for additional information on Full Funding concepts. The assessed annual payments or contributions to the reserve fund by unit owners should be \$180,266 based on the stated assumptions and adopting a Fully Funded position with the Reserve Fund balances.

Analysis of Reserve Fund Operations

Upon reviewing and analyzing the reserve fund operations of VR 145 - VR 145, we have examined the Operational Budget, which ends February 28, 2013.

The property management company, Assertive Property Management Ltd, prepared an annual budget. Unaudited statements for 2011 through 2013 were also reviewed.

Corporation Financial Statements

Information available indicates that there will be a contribution from common expenses to a reserve fund of \$10,000 during the current year.

Reserve Fund Adequacy

Determining the adequacy of a Reserve Fund is largely contingent upon the financial modeling selected by the Corporation.

Reserve Fund Deficiency Analysis

The most direct and stringent measure of the adequacy of a 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 outlined in the Reserve Fund Estimates section of this report. 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).

The current reserve fund requirement is an estimate of a fully funded reserve fund, based on the Benchmark calculation. The Benchmark Sufficiency Analysis has been provided by BFL Strata Protect Services as a guide for property managers and the Strata Council's to provide guidance on their reserve relative to the ideal Fully Funded position. As the Act currently does not

regulate Fully Funded financial modeling, it is not currently our recommendation for Stratas to adopt such funding levels. Significant contribution increases and large balance accruals in reserves occur with such funding levels and can create short term financial difficulty for the ownership group.

In our opinion, the current reserve fund and proposed contributions for VR 145 - Ashby House require adherence to the recommendations listed in this report to remain adequate for future reserve fund expenditures. The Reserve Fund for VR 145 is projected to have a shortfall at the end of the 2013 fiscal year, as shown below:

Current Replacement Reserves or Costs

Provisions for all major repairs and replacements at current prices, for the current year. **\$2,726,300**

Future Replacement Reserves or Costs

Provisions for all major repair and replacements at prices adjusted for inflation at the end of their expected life span. **\$5,235,623**

Current Reserve Fund Requirements

Ideal reserve fund estimated current balance based on the notion of effective age and linear depreciation of the component. **\$1,258,615**

Future Reserve Fund Accumulations

Current reserve fund requirements, with interest compounded over the remaining life span for each component. **\$1,401,272**

Future Reserve Fund Requirements

Difference between the Future Replacement Reserves and Future Reserve Fund Accumulations. **\$3,834,351**

Annual Reserve Fund Assessments

Annual reserve fund payments, in the most ideal scenario. **\$180,266**

Our professional recommendation for financial modeling is clearly stated in the report and this analysis is provided as a reference point for future consideration over several report and modeling update cycles.

Adequacy of Alternate Models

As noted, the Act does not currently require Fully Funded positions. Therefore, the Reserve Fund Deficiency Analysis is by no means the only test of adequacy for a Reserve Fund. Any current modeling approach that indicates a Reserve Fund will hold sufficient cash resources to fund all potential repairs and replacements, including unforeseen events and contingencies would be considered an adequately funded account.

Such financial projections are noted as “Adequately Funded” models. These can be Baseline or Threshold approaches, using \$0 or a previously selected minimum account balance, as the test for adequacy over the projection. Therefore, BFL Strata Protect Services must stress that just because a reserve fund deficiency is calculated in the above analysis this does not automatically mean that the reserve fund is not adequately funded.

It is the judgment of the reserve fund planner to apply the contents of the Act to the depreciation reporting and modeling and conclude whether the reserve fund is adequately funded or not based on the permissible modeling techniques and the direction of the Strata Council.

Reserve Fund Management – 30 Year Projections

The Act in British Columbia requires the following relative to future projections of cash flows within a depreciation report:

- (3) *For the purposes of subsection (1)(c), the financial forecasting section must include:*
- (e) *at least 3 cash-flow funding models for the contingency 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:*
- *balances of, contributions to and withdrawals from the contingency reserve fund;*
 - *special levies;*
 - *borrowings.*

Contents & Terms

Each of the 30 year projections provided in this report represent estimated cash positions, cash flows and cash expenditures in a form and detail, which conforms to financial statement presentation of reserve fund operations.

Key terms used in Schedules B, C & D are as follows:

Opening Balances

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 investment rates selected for the calculation as previously detailed.

Total Cash Resources

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

Total Expenditures

These are annual total inflation adjusted expenditures for each of the listed components in the model as established by the Benchmark Analysis. 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.

Closing Balance

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. Reserve fund expenditures will not affect the reserve fund deficiency because such expenditures will also affect the reserve requirements.

Model Development & Selection

Descriptions and rationale for the three funding models presented in this report are outlined in the following sections. Where contributions and guidance from the Property Management and/or Strata Council have been incorporated, this input will be included in the description.

Model 1 – Recommended Projection

This model is developed with a realistic funding goal in mind. This model is open to amendments upon request from The Board. Components scheduled replacement dates have been shifted to coincide with one another to provide a more efficient model. Many component dates have been adjusted, and split, to reflect a realistic plan of replacement. These components are garage membrane repair, underground garage doors, windows, balcony doors, exterior caulking and sealing, domestic hot water, plumbing re-pipe, HVAC, community room and exercise room. The splitting coordination of these components can be amended by the Council to provide a plan that corresponds with the Council's preference. This model has maintained a minimum balance of \$20,000 at all times.

Model 2 – Adequate Funding, Inflation Matched Contributions

The recommended reserve fund contributions are gradually scaled up over time until the annual reserve fund assessments meet those of the Full Funding Model. By increasing the annual reserve fund contributions, the need for special assessments is reduced. This model reflects the same shifts, and splits, as the Recommended Model. It incorporates a minimum of 25% operating fund and maintains a balance of at least \$72,500 at all times.

Model 3 – Immediate Full Funding

This model is based on the most idealized funding approach and incorporates all elements of the Deficiency Analysis to eliminate year to year reserve fund deficiencies. This level of funding can appear aggressive and may require significant increases in the annual contributions to the fund as well as special assessments on the ownership pool to bring the reserve up to the ideal fully funded level.

Schedule B – Model 1 – Recommended Projection

30 Year Projection		Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Year Ending February 28		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	
Opening Balance		\$82,458	\$113,497	\$148,609	\$200,705	\$166,005	\$220,064	\$275,267	\$28,516	\$128,318	\$209,345	\$36,587	\$79,082	\$374,888	\$143,429	\$33,661	\$87,871	\$110,395	\$111,927	\$180,926	\$254,351	\$199,309	\$334,480	\$202,248	\$306,813	\$443,274	\$577,457	\$133,978	\$99,730	\$76,907	\$116,291	
Reserve Fund Contributions		\$35,000	\$40,250	\$50,313	\$59,872	\$74,840	\$82,324	\$94,673	\$108,874	\$125,205	\$145,238	\$169,928	\$175,026	\$183,777	\$183,777	\$156,210	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	\$132,779	
Special Assessment								\$56,000					\$177,000	\$177,000	\$206,500																	
Reserve Fund Interest Income	1.20%	\$989	\$1,362	\$1,783	\$2,408	\$1,992	\$2,641	\$3,303	\$342	\$1,540	\$2,512	\$439	\$949	\$4,499	\$1,721	\$404	\$1,054	\$1,325	\$1,343	\$2,171	\$3,052	\$2,392	\$4,014	\$2,427	\$3,682	\$5,319	\$6,929	\$1,608	\$1,197	\$923	\$1,395	
Total Cash Resources		\$118,447	\$155,109	\$200,705	\$262,985	\$242,837	\$305,029	\$429,243	\$137,732	\$255,063	\$357,095	\$383,954	\$432,057	\$563,164	\$535,427	\$190,275	\$221,704	\$244,499	\$246,049	\$315,876	\$390,182	\$334,480	\$471,273	\$337,454	\$443,274	\$581,372	\$717,165	\$268,365	\$233,706	\$210,609	\$250,465	
Reserve Fund Expenditures	Current Reserve																															
1. Underground Garage Concrete Repair	\$ 3,750.00						\$5,881																				\$11,258					
2. Underground Garage Painting & Sealant	\$ 3,500.00											\$14,528															\$23,643					
3. Garage Membrane Repair	\$ 255,000.00		\$6,500					\$364,522																								
4. Underground Garage Doors	\$ 8,000.00								\$9,414	\$9,414														\$30,641								
5. Balconies & Patios	\$ 4,333.00																\$102,404														\$166,657	
6. Window Assemblies	\$ 452,000.00													\$417,083	\$430,847																	
7. Balcony Doors	\$ 277,200.00										\$257,830	\$257,830																				
8. Exit, Service & Suite Doors	\$ 2,383.00																				\$9,551											
9. Exterior Caulking & Sealing	\$ 9,600.00						\$18,000														\$55,572							\$76,888				
10. Roof	\$ 40,275.00																						\$265,473									
11. Lobby Renovation	\$ 6,250.00																\$40,686															
12. Hallway Renovation - Paint	\$ 2,600.00										\$34,824										\$48,181										\$66,663	
13. Hallway Renovation - Carpet	\$ 10,667.00												\$57,169														\$93,040					
14. Elevator Cab Interior	\$ 10,240.00																	\$41,662														
15. Elevator Mechanical	\$ 36,667.00																									\$495,371						
16. Domestic Hot Water	\$ 22,800.00									\$24,635	\$25,448																			\$94,318		
17. Plumbing Re-Pipe	\$ 15,000.00			\$95,000															\$120,000													
18. Sprinkler & Standpipe	\$ 7,200.00				\$9,109																											
19. Fire & Life Safety	\$ 3,250.00																				\$120,454											
20. HVAC System	\$ 22,750.00													\$49,567						\$58,303							\$75,595	\$75,595				
21. Electrical Distribution & Fixtures	\$ 4,000.00						\$5,881																									
22. Emergency Generator	\$ 22,400.00							\$34,022																								
23. Access Control & Security System	\$ 6,600.00									\$11,669																						
24. Community Room	\$ 7,467.00											\$22,137					\$26,038										\$36,027					
25. Exercise Room	\$ 3,000.00											\$10,377															\$16,888					
26. Landscaping	\$ 7,933.00													\$21,352																		
27. Exterior Perimeter Fence	\$ 8,800.00				\$13,664																\$22,238											
28. Certified Reserve Fund Consultant	\$ 4,950.00	\$4,950		\$1,980			\$2,183		\$2,406			\$2,652		\$2,923		\$3,222		\$3,552		\$3,915		\$4,316										
Total Expenditures	\$ 1,258,615	\$4,950	\$6,500	\$0	\$96,980	\$22,773	\$29,762	\$400,727	\$9,414	\$45,718	\$320,508	\$304,872	\$57,169	\$419,735	\$501,766	\$102,404	\$111,309	\$132,572	\$65,123	\$61,525	\$190,873	\$0	\$269,025	\$30,641	\$0	\$3,915	\$583,187	\$168,635	\$156,799	\$94,318	\$233,320	
	25,000																															
Closing Balance		\$113,497	\$148,609	\$200,705	\$166,005	\$220,064	\$275,267	\$28,516	\$128,318	\$209,345	\$36,587	\$79,082	\$374,888	\$143,429	\$33,661	\$87,871	\$110,395	\$111,927	\$180,926	\$254,351	\$199,309	\$334,480	\$202,248	\$306,813	\$443,274	\$577,457	\$133,978	\$99,730	\$76,907	\$116,291	\$17,145	
Deficiency Analysis																																
Reserve Requirements	\$ 1,258,615	\$1,253,665	\$1,442,475	\$1,640,051	\$1,743,018	\$1,921,427	\$2,094,988	\$1,899,667	\$2,093,315	\$2,252,983	\$2,139,777	\$2,040,848	\$2,188,435	\$1,975,227	\$1,677,430	\$1,775,421	\$1,865,683	\$1,935,765	\$2,074,137	\$2,217,768	\$2,233,774	\$2,440,845	\$2,381,376	\$2,559,578	\$2,770,559	\$2,980,157	\$2,612,998	\$2,655,985	\$2,711,324	\$2,829,808	\$2,810,712	
Reserve Fund Surplus		-\$1,140,168	-\$1,293,866	-\$1,439,346	-\$1,577,013	-\$1,701,363	-\$1,819,721	-\$1,871,151	-\$1,964,997	-\$2,043,638	-\$2,103,190	-\$1,961,786	-\$1,813,547	-\$1,831,798	-\$1,643,769	-\$1,687,550	-\$1,755,288	-\$1,823,838	-\$1,893,211	-\$1,963,417	-\$2,034,465	-\$2,106,365	-\$2,179,128	-\$2,252,765	-\$2,327,285	-\$2,402,700	-\$2,479,020	-\$2,556,255	-\$2,634,417	-\$2,713,517	-\$2,793,567	

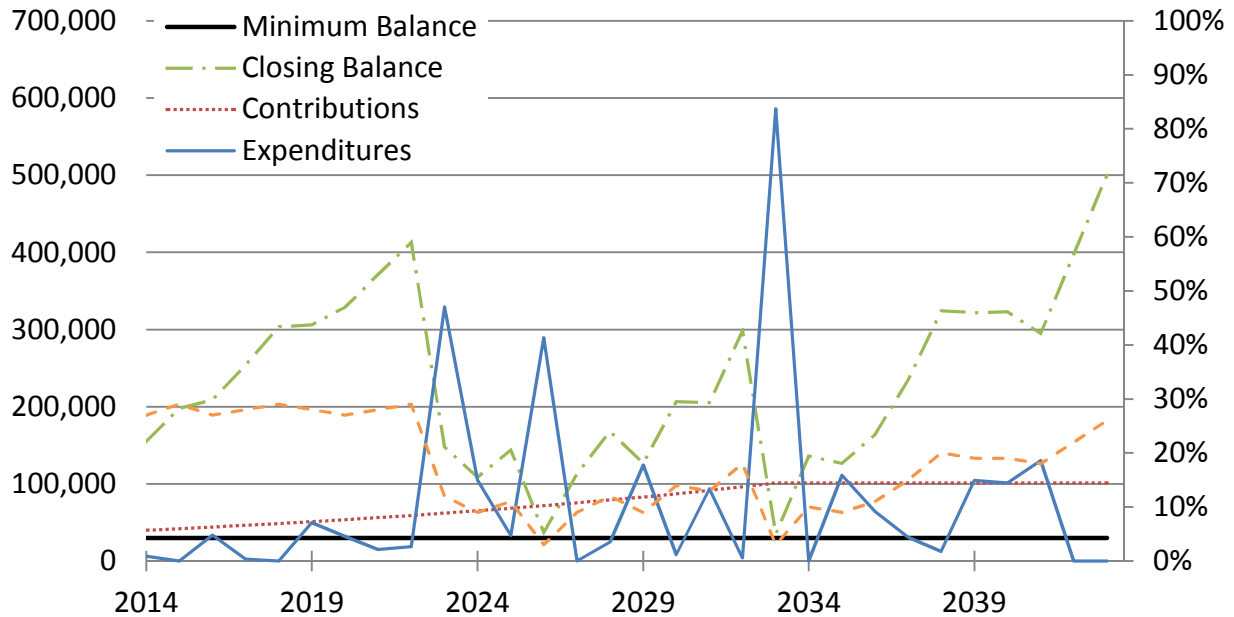
Cash Flow Table

This table summarizes the previous model projection into a series of annual cash flows, anticipated revenues and expenditures over the life of the 30 year model projection. Contributions, proposed increases, special assessments and investment income are summarized.

Year Ending Feb 28	Opening Balance	Annual Contribution	Special Assessment	Estimated Expenses	Interest Earned	Contribution Increase (%)	Closing Balance
2015	\$82,458	\$35,000		\$4,950	\$989	n/a	113,497
2016	\$113,497	\$40,250		\$6,500	\$1,362	15%	148,609
2017	\$148,609	\$50,313		\$0	\$1,783	25%	200,705
2018	\$200,705	\$59,872		\$96,980	\$2,408	19%	166,005
2019	\$166,005	\$74,840		\$22,773	\$1,992	25%	220,064
2020	\$220,064	\$82,324		\$29,762	\$2,641	10%	275,267
2021	\$275,267	\$94,673	\$56,000	\$400,727	\$3,303	15%	28,516
2022	\$28,516	\$108,874		\$9,414	\$342	15%	128,318
2023	\$128,318	\$125,205		\$45,718	\$1,540	15%	209,345
2024	\$209,345	\$145,238		\$320,508	\$2,512	16%	36,587
2025	\$36,587	\$169,928	\$177,000	\$304,872	\$439	17%	79,082
2026	\$79,082	\$175,026	\$177,000	\$57,169	\$949	3%	374,888
2027	\$374,888	\$183,777		\$419,735	\$4,499	5%	143,429
2028	\$143,429	\$183,777	\$206,500	\$501,766	\$1,721	0%	33,661
2029	\$33,661	\$156,210		\$102,404	\$404	-15%	87,871
2030	\$87,871	\$132,779		\$111,309	\$1,054	-15%	110,395
2031	\$110,395	\$132,779		\$132,572	\$1,325	0%	111,927
2032	\$111,927	\$132,779		\$65,123	\$1,343	0%	180,926
2033	\$180,926	\$132,779		\$61,525	\$2,171	0%	254,351
2034	\$254,351	\$132,779		\$190,873	\$3,052	0%	199,309
2035	\$199,309	\$132,779		\$0	\$2,392	0%	334,480
2036	\$334,480	\$132,779		\$269,025	\$4,014	0%	202,248
2037	\$202,248	\$132,779		\$30,641	\$2,427	0%	306,813
2038	\$306,813	\$132,779		\$0	\$3,682	0%	443,274
2039	\$443,274	\$132,779		\$3,915	\$5,319	0%	577,457
2040	\$577,457	\$132,779		\$583,187	\$6,929	0%	133,978
2041	\$133,978	\$132,779		\$168,635	\$1,608	0%	99,730
2042	\$99,730	\$132,779		\$156,799	\$1,197	0%	76,907
2043	\$76,907	\$132,779		\$94,318	\$923	0%	116,291
2044	\$116,291	\$132,779		\$233,320	\$1,395	0%	17,145

Cash Flow Curves

The following graphic shows the previous Cash Flow Summary as a chart to highlight the key elements of the table: contributions, expenditures, and projected account balances. Reserve Fund Deficiency is graphed in addition for the purposes of comparing the model to a Fully Funded position.



Comments

The Strata has seen large special assessments in the last few years to fund the fire alarm panel upgrade, lateral plumbing re-pipe and balcony renewals. These large projects have put a financial strain on the Owners and the current Contingency Reserve Fund balance. To allocate the funds needed for future projects, numerous special assessments, alongside large percentage increases, to the annual contribution, has been recommended.

The windows and sliding glass doors are all original to the building and will need to be replaced. The Strata has recently undergone a re-pipe project which replaced the floor's lateral piping, this did not include the riser or any suite distribution piping. This piping will need to be replaced in the next 10 years or major leaking may occur and cause damage to surrounding areas. The underground garage membrane will need to be investigated and possibly remediated. The report currently has a small expenditure in 2016 which will allow Strata to conduct an investigative report to determine the condition of this membrane. In the underground garage there is an area actively leaking water which signals a membrane problem and may foreshadow future problems. Once a quote, and remediation plan, is decided upon the report can be amended to reflect a more precise process. As the building is reaching 40 years old many major building components are beginning to see the end of their useful life. Although these projects can be pushed back, the longer Strata waits to replace, or renew, the more dated the building may appear compared with surrounding properties.

The planner has deferred many interior renewal projects for the next 15 years to allow Strata to upgrade the exterior building envelope. If the Strata continues to preserve the interior building

finishes, there should be no problem stretching out their useful life and replacing once the major work has been completed.

Schedule C – Model 2 – Adequate Funding Model

30 Year Projection		Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Year Ending February 28		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044			
Opening Balance		\$82,458	\$98,497	\$118,179	\$149,597	\$93,412	\$116,760	\$261,399	\$164,809	\$232,123	\$269,190	\$276,912	\$306,363	\$352,870	\$214,369	\$85,175	\$99,293	\$110,451	\$115,032	\$187,117	\$263,665	\$211,784	\$350,153	\$221,158	\$328,999	\$468,775	\$606,313	\$166,230	\$135,418	\$116,072	\$158,975			
Reserve Fund Contributions		\$20,000	\$25,000	\$30,000	\$39,000	\$45,000	\$55,000	\$65,000	\$74,750	\$80,000	\$89,000	\$95,000	\$100,000	\$110,000	\$110,000	\$115,500	\$121,275	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828	\$135,828			
Special Assessment							\$118,000	\$236,000			\$236,000	\$236,000		\$167,000	\$260,000																			
Reserve Fund Interest Income	1.20%	\$989	\$1,182	\$1,418	\$1,795	\$1,121	\$1,401	\$3,137	\$1,978	\$2,785	\$3,230	\$3,323	\$3,676	\$4,234	\$2,572	\$1,022	\$1,192	\$1,325	\$1,380	\$2,245	\$3,164	\$2,541	\$4,202	\$2,654	\$3,948	\$5,625	\$7,276	\$1,995	\$1,625	\$1,393	\$1,908			
Total Cash Resources		\$103,447	\$124,679	\$149,597	\$190,392	\$139,533	\$291,161	\$565,536	\$241,537	\$314,908	\$597,420	\$611,235	\$410,039	\$634,104	\$586,941	\$201,697	\$221,760	\$247,604	\$252,240	\$325,190	\$402,657	\$350,153	\$490,183	\$359,640	\$468,775	\$610,228	\$749,417	\$304,053	\$272,871	\$253,293	\$296,711			
Reserve Fund Expenditures	Current Reserve																																	
1. Underground Garage Concrete Repair	\$ 3,750.00						\$5,881																				\$11,258							
2. Underground Garage Painting & Sealant	\$ 3,500.00											\$14,528														\$23,643								
3. Garage Membrane Repair	\$ 255,000.00		\$6,500					\$364,522																										
4. Underground Garage Doors	\$ 8,000.00								\$9,414	\$9,414														\$30,641										
5. Balconies & Patios	\$ 4,333.00															\$102,404																\$166,657		
6. Window Assemblies	\$ 452,000.00														\$417,083	\$430,847																		
7. Balcony Doors	\$ 277,200.00										\$257,830	\$257,830																						
8. Exit, Service & Suite Doors	\$ 2,383.00																			\$9,551														
9. Exterior Caulking & Sealing	\$ 9,600.00						\$18,000													\$55,572							\$76,888							
10. Roof	\$ 40,275.00																						\$265,473											
11. Lobby Renovation	\$ 6,250.00																\$40,686																	
12. Hallway Renovation - Paint	\$ 2,600.00									\$34,824												\$48,181										\$66,663		
13. Hallway Renovation - Carpet	\$ 10,667.00												\$57,169														\$93,040							
14. Elevator Cab Interior	\$ 10,240.00																\$41,662																	
15. Elevator Mechanical	\$ 36,667.00																										\$495,371							
16. Domestic Hot Water	\$ 22,800.00									\$24,635	\$25,448																				\$94,318			
17. Plumbing Re-Pipe	\$ 15,000.00				\$95,000													\$120,000																
18. Sprinkler & Standpipe	\$ 7,200.00					\$9,109																												
19. Fire & Life Safety	\$ 3,250.00																							\$120,454										
20. HVAC System	\$ 22,750.00														\$49,567						\$58,303							\$75,595	\$75,595					
21. Electrical Distribution & Fixtures	\$ 4,000.00						\$5,881																											
22. Emergency Generator	\$ 22,400.00							\$34,022																										
23. Access Control & Security System	\$ 6,600.00									\$11,669																								
24. Community Room	\$ 7,467.00											\$22,137					\$26,038										\$36,027							
25. Exercise Room	\$ 3,000.00											\$10,377															\$16,888							
26. Landscaping	\$ 7,933.00															\$21,352																		
27. Exterior Perimeter Fence	\$ 8,800.00					\$13,664																\$22,238												
28. Certified Reserve Fund Consultant	\$ 4,950.00	\$4,950		\$1,980			\$2,183		\$2,406		\$2,652		\$2,923		\$3,222		\$3,552		\$3,915		\$4,316													
Total Expenditures	\$ 1,258,615	\$4,950	\$6,500	\$0	\$96,980	\$22,773	\$29,762	\$400,727	\$9,414	\$45,718	\$320,508	\$304,872	\$57,169	\$419,735	\$501,766	\$102,404	\$111,309	\$132,572	\$65,123	\$61,525	\$190,873	\$0	\$269,025	\$30,641	\$0	\$3,915	\$583,187	\$168,635	\$156,799	\$94,318	\$233,320			
Closing Balance		\$98,497	\$118,179	\$149,597	\$93,412	\$116,760	\$261,399	\$164,809	\$232,123	\$269,190	\$276,912	\$306,363	\$352,870	\$214,369	\$85,175	\$99,293	\$110,451	\$115,032	\$187,117	\$263,665	\$211,784	\$350,153	\$221,158	\$328,999	\$468,775	\$606,313	\$166,230	\$135,418	\$116,072	\$158,975	\$63,391			
Deficiency Analysis																																		
Reserve Requirements	\$ 1,258,615	\$1,253,665	\$1,442,475	\$1,640,051	\$1,743,018	\$1,921,427	\$2,094,988	\$1,899,667	\$2,093,315	\$2,252,983	\$2,139,777	\$2,040,848	\$2,188,435	\$1,975,227	\$1,677,430	\$1,775,421	\$1,865,683	\$1,935,765	\$2,074,137	\$2,217,768	\$2,233,774	\$2,440,845	\$2,381,376	\$2,559,578	\$2,770,559	\$2,980,157	\$2,612,998	\$2,655,985	\$2,711,324	\$2,829,808	\$2,810,712			
Reserve Fund Surplus		-\$1,155,168	-\$1,324,296	-\$1,490,454	-\$1,649,606	-\$1,804,667	-\$1,833,589	-\$1,734,858	-\$1,861,192	-\$1,983,793	-\$1,862,865	-\$1,734,485	-\$1,835,565	-\$1,760,858	-\$1,592,255	-\$1,676,128	-\$1,755,232	-\$1,820,733	-\$1,887,020	-\$1,954,103	-\$2,021,990	-\$2,090,692	-\$2,160,218	-\$2,230,579	-\$2,301,784	-\$2,373,844	-\$2,446,768	-\$2,520,567	-\$2,595,252	-\$2,670,833	-\$2,747,321			

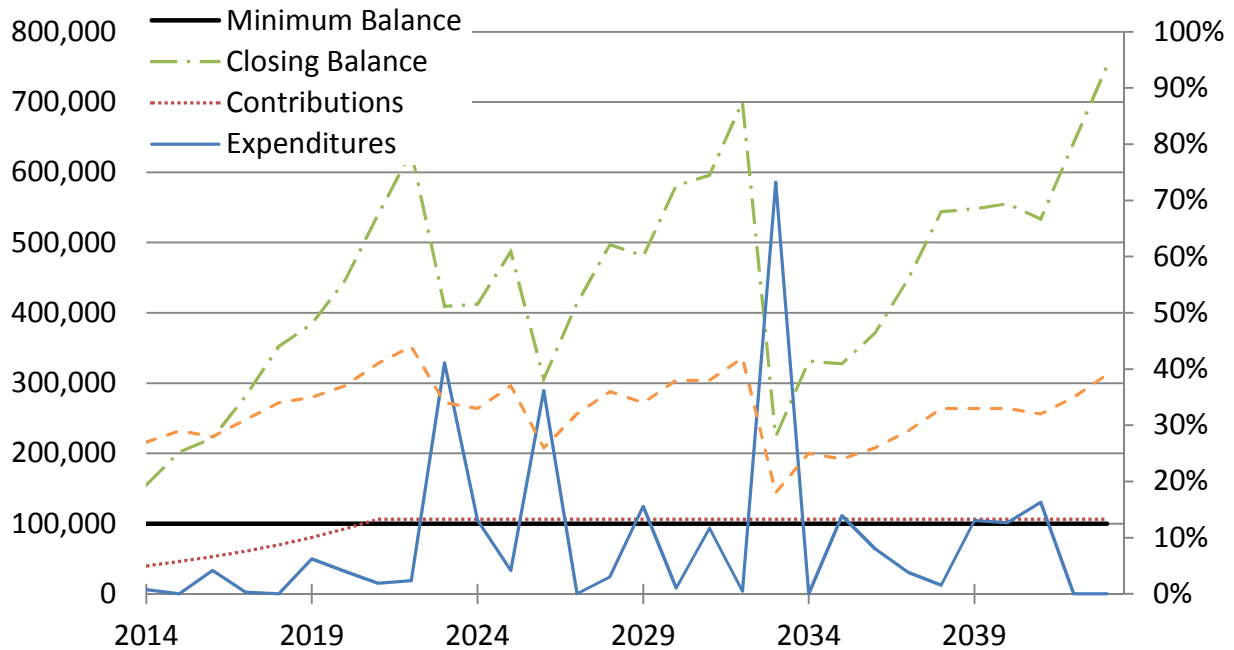
Cash Flow Table

This table summarizes the previous model projection into a series of annual cash flows, anticipated revenues and expenditures over the life of the 30 year model projection. Contributions, proposed increases, special assessments and investment income are summarized.

Year Ending Feb 28	Opening Balance	Annual Contribution	Special Assessment	Estimated Expenses	Interest Earned	Contribution Increase (%)	Closing Balance
2015	\$82,458	\$20,000		\$4,950	\$989	n/a	98,497
2016	\$98,497	\$25,000		\$6,500	\$1,182	25%	118,179
2017	\$118,179	\$30,000		\$0	\$1,418	20%	149,597
2018	\$149,597	\$39,000		\$96,980	\$1,795	30%	93,412
2019	\$93,412	\$45,000		\$22,773	\$1,121	15%	116,760
2020	\$116,760	\$55,000	\$118,000	\$29,762	\$1,401	22%	261,399
2021	\$261,399	\$65,000	\$236,000	\$400,727	\$3,137	18%	164,809
2022	\$164,809	\$74,750		\$9,414	\$1,978	15%	232,123
2023	\$232,123	\$80,000		\$45,718	\$2,785	7%	269,190
2024	\$269,190	\$89,000	\$236,000	\$320,508	\$3,230	11%	276,912
2025	\$276,912	\$95,000	\$236,000	\$304,872	\$3,323	7%	306,363
2026	\$306,363	\$100,000		\$57,169	\$3,676	5%	352,870
2027	\$352,870	\$110,000	\$167,000	\$419,735	\$4,234	10%	214,369
2028	\$214,369	\$110,000	\$260,000	\$501,766	\$2,572	0%	85,175
2029	\$85,175	\$115,500		\$102,404	\$1,022	5%	99,293
2030	\$99,293	\$121,275		\$111,309	\$1,192	5%	110,451
2031	\$110,451	\$135,828		\$132,572	\$1,325	12%	115,032
2032	\$115,032	\$135,828		\$65,123	\$1,380	0%	187,117
2033	\$187,117	\$135,828		\$61,525	\$2,245	0%	263,665
2034	\$263,665	\$135,828		\$190,873	\$3,164	0%	211,784
2035	\$211,784	\$135,828		\$0	\$2,541	0%	350,153
2036	\$350,153	\$135,828		\$269,025	\$4,202	0%	221,158
2037	\$221,158	\$135,828		\$30,641	\$2,654	0%	328,999
2038	\$328,999	\$135,828		\$0	\$3,948	0%	468,775
2039	\$468,775	\$135,828		\$3,915	\$5,625	0%	606,313
2040	\$606,313	\$135,828		\$583,187	\$7,276	0%	166,230
2041	\$166,230	\$135,828		\$168,635	\$1,995	0%	135,418
2042	\$135,418	\$135,828		\$156,799	\$1,625	0%	116,072
2043	\$116,072	\$135,828		\$94,318	\$1,393	0%	158,975
2044	\$158,975	\$135,828		\$233,320	\$1,908	0%	63,391

Cash Flow Curves

The following graphic shows the previous Cash Flow Summary as a chart to highlight the key elements of the table: contributions, expenditures, and projected account balances. Reserve Fund Deficiency is graphed in addition for the purposes of the comparing the model to a Fully Funded position.



Comments

The adequate funding model takes a less aggressive contribution increase which, inevitably, increase special assessments. The special assessments are quite large and frequent in order to allocate the appropriate funds.

Contributions hit a peak amount, and plateau, at \$135,828 in 2031. This model has a minimum threshold of \$72,500, which is 25% of the operating budget in 2014.

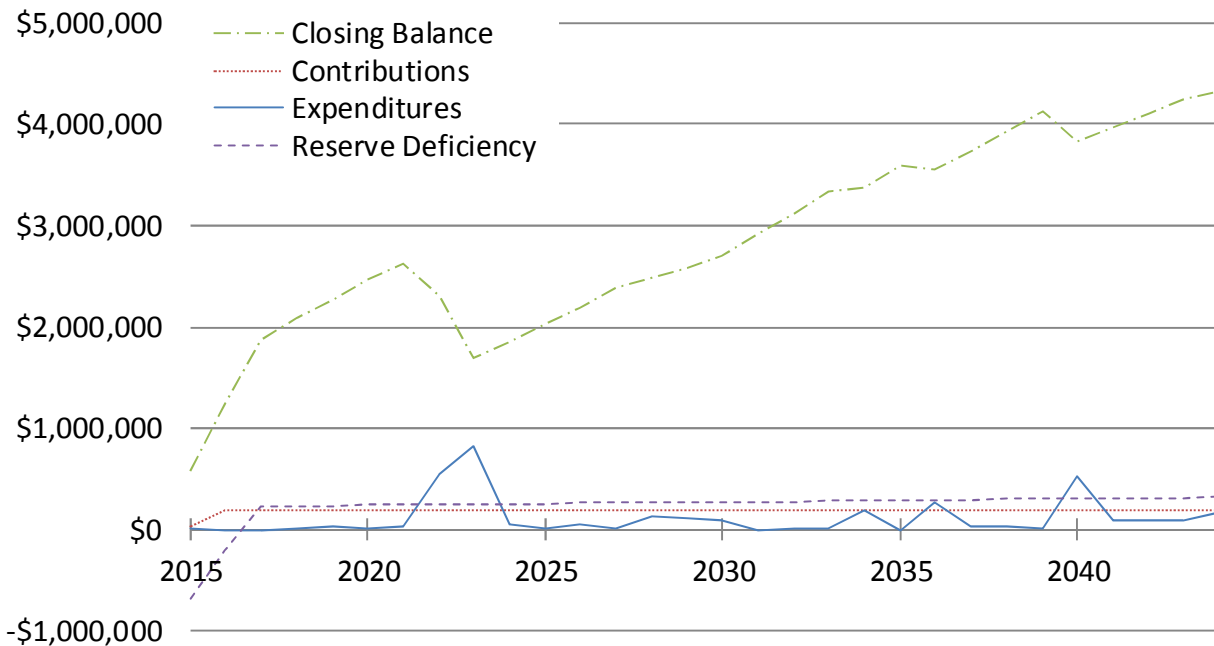
Cash Flow Table

This table summarizes the previous model projection into a series of annual cash flows, anticipated revenues and expenditures over the life of the 30 year model projection. Contributions, proposed increases, special assessments and investment income are summarized.

Year Ending Feb 28	Opening Balance	Annual Contribution	Special Assessment	Estimated Expenses	Interest Earned	Contribution Increase (%)	Closing Balance
2015	\$82,458	\$35,000	\$464,847	\$4,950	\$989	n/a	578,344
2016	\$578,344	\$180,266	\$480,187	\$0	\$6,940	415%	1,245,737
2017	\$1,245,737	\$180,266	\$437,772	\$0	\$14,949	0%	1,878,724
2018	\$1,878,724	\$180,266		\$1,980	\$22,545	0%	2,079,555
2019	\$2,079,555	\$180,266		\$22,773	\$24,955	0%	2,262,003
2020	\$2,262,003	\$180,266		\$11,762	\$27,144	0%	2,457,651
2021	\$2,457,651	\$180,266		\$36,205	\$29,492	0%	2,631,204
2022	\$2,631,204	\$180,266		\$542,233	\$31,574	0%	2,300,811
2023	\$2,300,811	\$180,266		\$814,257	\$27,610	0%	1,694,430
2024	\$1,694,430	\$180,266		\$47,275	\$20,333	0%	1,847,754
2025	\$1,847,754	\$180,266		\$14,528	\$22,173	0%	2,035,665
2026	\$2,035,665	\$180,266		\$57,169	\$24,428	0%	2,183,190
2027	\$2,183,190	\$180,266		\$2,652	\$26,198	0%	2,387,002
2028	\$2,387,002	\$180,266		\$120,485	\$28,644	0%	2,475,427
2029	\$2,475,427	\$180,266		\$102,404	\$29,705	0%	2,582,994
2030	\$2,582,994	\$180,266		\$85,271	\$30,996	0%	2,708,985
2031	\$2,708,985	\$180,266		\$0	\$32,508	0%	2,921,759
2032	\$2,921,759	\$180,266		\$9,551	\$35,061	0%	3,127,535
2033	\$3,127,535	\$180,266		\$3,222	\$37,530	0%	3,342,109
2034	\$3,342,109	\$180,266		\$190,873	\$40,105	0%	3,371,607
2035	\$3,371,607	\$180,266		\$0	\$40,459	0%	3,592,332
2036	\$3,592,332	\$180,266		\$269,025	\$43,108	0%	3,546,681
2037	\$3,546,681	\$180,266		\$30,641	\$42,560	0%	3,738,866
2038	\$3,738,866	\$180,266		\$33,762	\$44,866	0%	3,930,236
2039	\$3,930,236	\$180,266		\$20,263	\$47,163	0%	4,137,402
2040	\$4,137,402	\$180,266		\$530,272	\$49,649	0%	3,837,045
2041	\$3,837,045	\$180,266		\$93,040	\$46,045	0%	3,970,316
2042	\$3,970,316	\$180,266		\$81,204	\$47,644	0%	4,117,022
2043	\$4,117,022	\$180,266		\$94,318	\$49,404	0%	4,252,374
2044	\$4,252,374	\$180,266		\$166,657	\$51,028	0%	4,317,011

Cash Flow Curves

The following graphic shows the previous Cash Flow Summary as a chart to highlight the key elements of the table: contributions, expenditures, and projected account balances. Reserve Fund Deficiency is graphed in addition for the purposes of the comparing the model to a Fully Funded position.



Comments

As previously noted in this report, this model makes full use of the concepts of Reserve Fund Deficiency and accrued linear depreciation to develop an idealized financial model that moves the reserve fund into a Fully Funded position in an aggressive manner. This is noted by the rapid reduction of the overall Reserve Deficiency in the curve above to zero, where it remains for the entirety of the projection.

Contributions are modelled on the Annual Reserve Contribution calculated in the Benchmark Analysis, *Reserve Fund Estimates*. Moving to a fully funded position with continued ideal contribution levels allows for significant increases in the fund balances over the course of the model. This funding level ensures that cash is on hand to completely and adequately fund future expenditures as they are predicted to occur.

It should be noted that this funding model is not recommended by BFL Strata Protect Services as it does not efficiently balance the long term repair and replacement costs with owners' short term needs. The accuracy of projections beyond a 5-10 year timeline drop off dramatically due to variation in the actual interest and inflation rates, market factors and other regional real estate effects. BFL Strata Protect Services would recommend that client properties focus on short term adequate funding of their reserve to address real building issues and deficiencies as future building repairs may be delayed due to improved building performance or repair of faulty building elements allowing for increased lifespan of other components.

Full Funding requirements have been created in other Canadian provinces and Strata Councils should be aware of these issues in attempting to balance short term and long term financial planning for the property. A move in the province of British Columbia towards Full Funding requirements would likely be inevitable and informed properties can move their reserve planning in that direction gently over the coming years to lessen financial impact on the ownership group. This model is thus provided to give the reader, Property Management, and Strata Council members a best case scenario for funding their reserve and to give them a long term look at the funding levels that may be required in future amendments to the existing Act.

Component Analysis



STRATA PROTECT

Component Analysis

The following pages detail each reserve fund component and provide the following information:

Physical Description

What elements and materials are included in the stated component as well as any materials or objects that may have been excluded.

Financial Analysis

Any expenses or payments made related to the component that were detailed in the information provided to BFL Strata Protect Services.

Potential Deterioration

Potential modes and methods of deterioration for the component or assembly.

Life Cycle Analysis

Details the remaining service life of the component based on the current condition and the industry standard accepted lifetime for that element.

Unit Quantity & Cost Estimates

Relative component quantities as well as the total cost, in current dollars, to repair or replace the component to maintain the building's quality based on a unit quantity or allowance.

Condition Analysis

Any noted damage, degradation or erosion of the building element or component at the time of the survey.

Additional Comments

Any other information relative to the component that is useful in the analysis or projection.

Photographic Documentation

Pictures of components as available.

1. Underground Garage Concrete Repair

Physical Description	<p>This component includes all portions of the building below grade including parking level slabs, and walls. The estimated prices include crack and spalling repair.</p> <p>The underground parking garage consists of two levels connected by ramps. The substructure is made of reinforced concrete and is a total of 19,600ft² split over two levels.</p>								
Financial Analysis	<p>The expenditures for this component were not provided.</p>								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Cracking on concrete walls, slabs, or ramp • Water penetration through underground walls • Spalling, cracking due to building pressure • Spalling caused by oxidation of reinforced steel imbedded in the concrete 								
Condition Analysis	<p>The lower parking area is in good condition with minimal cracked areas. The upper portion of the garage has active cracks leaking into the garage. Strata has been making repairs using Kryton and plans to continue this remediation process.</p>								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</td> </tr> <tr> <td>Normal Life Span</td> <td>20 years</td> </tr> <tr> <td>Effective Age</td> <td>15 years</td> </tr> <tr> <td>Remaining Life Span</td> <td>5 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	20 years	Effective Age	15 years	Remaining Life Span	5 years
Date of Acquisition	1974								
Normal Life Span	20 years								
Effective Age	15 years								
Remaining Life Span	5 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>1 Building</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$5,000</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$5,000 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2019</td> </tr> </table>	Unit Quantity	1 Building	Unit Cost Estimate	\$5,000	Current Repair or Replacement Cost Estimate	\$5,000 (Allowance)	Estimated Year of Major Repair or Replacement	2019
Unit Quantity	1 Building								
Unit Cost Estimate	\$5,000								
Current Repair or Replacement Cost Estimate	\$5,000 (Allowance)								
Estimated Year of Major Repair or Replacement	2019								
Additional Comments	<p>An allowance has been chosen to cover the cost of materials. Please advise the planner if the Council would like the pricing of epoxy injections rather than the continuous repairs currently being undertaken.</p>								



Image 1. Repair Crack Actively Leaking



Image 2. Crack in Ceiling



Image 3. Crack in Ceiling



Image 4. Repaired Crack in Ceiling

2. Underground Garage Painting & Sealant

Physical Description	This component includes the traffic line painting and concrete traffic coating in the underground garage.								
	The underground parking garage, composed of reinforced concrete, consists of two levels. The underground parking garage has an area of 19,600 ft ² . There is a parking sealant throughout and stall lines and numbers.								
Financial Analysis	No known expenditures for the garage painting and sealing.								
Potential Deterioration	Deterioration can include <ul style="list-style-type: none"> • Deterioration of the traffic coating • Paint fading • Deterioration of the sealant 								
Condition Analysis	The traffic coating is in excellent condition without areas of staining or wearing. The traffic lines all appeared to be in bold visible condition.								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</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>Remaining Life Span</td> <td>10 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	15 years	Effective Age	5 years	Remaining Life Span	10 years
Date of Acquisition	1974								
Normal Life Span	15 years								
Effective Age	5 years								
Remaining Life Span	10 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>10,950 ft²</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$10,500</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$10,500 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2024</td> </tr> </table>	Unit Quantity	10,950 ft ²	Unit Cost Estimate	\$10,500	Current Repair or Replacement Cost Estimate	\$10,500 (Allowance)	Estimated Year of Major Repair or Replacement	2024
Unit Quantity	10,950 ft ²								
Unit Cost Estimate	\$10,500								
Current Repair or Replacement Cost Estimate	\$10,500 (Allowance)								
Estimated Year of Major Repair or Replacement	2024								
Additional Comments	<p>An allowance has been chosen due to the square foot price of traffic coating and the per stall price of the line painting.</p> <p>The traffic coating is in good condition with little signs of wear. Strata has done a great job maintaining its condition and therefore no deficiencies were noted.</p>								



Image 5. Garage Sealant



Image 6. Underground Garage



Image 7. Parking Lines



Image 8. Example of Parking Line's Condition

3. Garage Membrane Repair

Physical Description	<p>This component includes the underground garage water proof membrane. An allowance has been slotted for 2015 which will allow Strata to undergo an invasive test to determine the deprecation of the membrane. This report will lead Strata in the direction needed, to preserve the concrete, and will provide an accurate and detailed remediation process.</p> <p>The garage membrane has a total footprint of approximately 8,700 ft².</p>								
Financial Analysis	<p>No known expenditures for this component.</p>								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Leaking penetration • Blistering and cracking of waterproof membrane • Water penetration through underground wall 								
Condition Analysis	<p>Due to the membrane's location the effective age and condition cannot be determined. The underground garage has an area of water ingress, which signals a weak spot in the membrane. A concrete repair has been made to this area, which is currently withholding the force of water. This repair will require ongoing maintenance and repair as they are considered "bandages" and do not have a building life expectancy.</p>								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</td> </tr> <tr> <td>Normal Life Span</td> <td>40 years</td> </tr> <tr> <td>Effective Age</td> <td>34 years</td> </tr> <tr> <td>Remaining Life Span</td> <td>6 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	40 years	Effective Age	34 years	Remaining Life Span	6 years
Date of Acquisition	1974								
Normal Life Span	40 years								
Effective Age	34 years								
Remaining Life Span	6 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>8,700 ft²</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$285,000</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$285,000 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2020</td> </tr> </table>	Unit Quantity	8,700 ft ²	Unit Cost Estimate	\$285,000	Current Repair or Replacement Cost Estimate	\$285,000 (Allowance)	Estimated Year of Major Repair or Replacement	2020
Unit Quantity	8,700 ft ²								
Unit Cost Estimate	\$285,000								
Current Repair or Replacement Cost Estimate	\$285,000 (Allowance)								
Estimated Year of Major Repair or Replacement	2020								
Comments	<p>A complete membrane renewal project is extremely intensive and an expensive project. This component reserves for an investigative report in 2015. The investigative report will lead Strata in the direction needed, to preserve the concrete, and will provide an accurate and detailed remediation process. In 2020 a large allowance has been added to reserve for a renewal of a substantial area of the building's waterproof membrane. Once a report has been completed, this component can be updated to reflect the approach Strata would like to undertake to remediate the membrane.</p> <p>It should be noted that this component has been included as a long term planning project which will allow the Strata to consider best possible planning solutions.</p> <p>The pricing of this component has been transposed from another building undergoing a similar project. It should be noted that these projects are priced on a project - by - project basis and various factors can change</p>								

pricing significantly. The pricing allotted for this component cannot be considered a precise estimate but should be used to begin the allocation of funds which will help avoid large special assessments when the time comes to undergo the remediation.

4. Underground Garage Door

Physical Description	<p>The parking garages have one gate each, totalling two gates. One allowing access to the upper parking and one to the lower. The upper parking gate is a slide open assembly with ½ HP motor and the lower garage gate is a roll up with a ½ HP motor. Entry and exit is permitted by fob.</p> <p>The upper door is 18'-0" x 7'-0" and the lower door is 18'-0" x 7'-0". The estimated price includes gate and mechanical & electrical components needed to operate.</p>								
Financial Analysis	<p>No known expenditures for this component.</p>								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Rusting of gate or mechanism • Damage of rails and attached mechanisms • Impact damage from vehicles • Mechanisms will all wear out over time 								
Condition Analysis	<p>The gates are in good working condition with no major rust or oxidation. No exceptionally loud noises were noted during the gate operation and all appeared to be working as designed. A maintenance contract is in effect and the gates are being maintained.</p>								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</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>Remaining Life Span</td> <td>7 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	15 years	Effective Age	8 years	Remaining Life Span	7 years
Date of Acquisition	1974								
Normal Life Span	15 years								
Effective Age	8 years								
Remaining Life Span	7 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>2 Units</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$7,500 /unit</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$15,000</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2021</td> </tr> </table>	Unit Quantity	2 Units	Unit Cost Estimate	\$7,500 /unit	Current Repair or Replacement Cost Estimate	\$15,000	Estimated Year of Major Repair or Replacement	2021
Unit Quantity	2 Units								
Unit Cost Estimate	\$7,500 /unit								
Current Repair or Replacement Cost Estimate	\$15,000								
Estimated Year of Major Repair or Replacement	2021								
Additional Comments	<p>No deficiencies noted.</p> <p>The expenditure in 2021 has been split into 2 years to allow Strata to repair/replace door components as needed. This will allow Strata to take a phased approach and repair on an "as needed" basis.</p>								



Image 9. Slide Garage Door

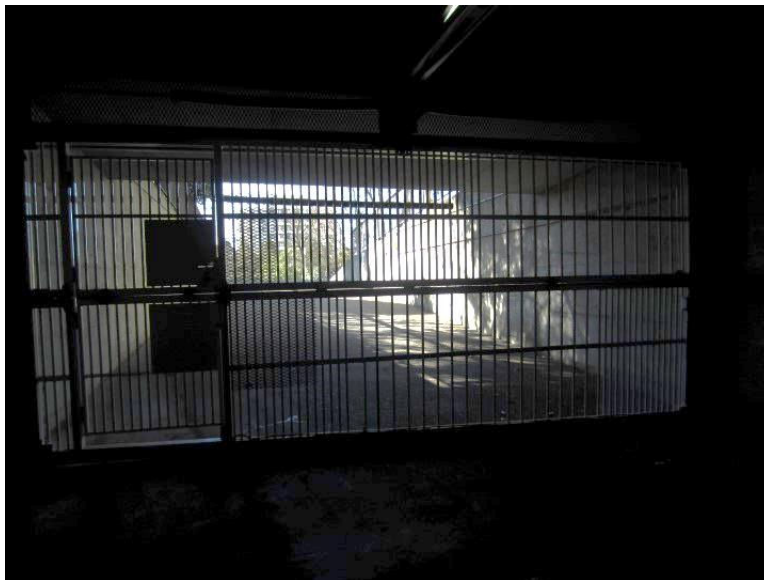


Image 10. Roll Up Garage Door

5. Balconies

Physical Description	<p>This component includes targeted replacement of the aluminium guard rails and treatment to the flooring.</p> <p>The balconies have painted aluminium guard rails. The concrete balconies have been painted and sloped away from the building and have a total area of 10,360 ft². Some owners have altered their balcony by adding tiles. These adjustments are the responsibility of the unit owner and changes, upgrades, and removal of these finishes have not been included in this component. This component reserves for a targeted replacement of the railings and a renewal of the painted floor and railing surface.</p>	
Financial Analysis	<p>Concrete balcony surfaces were repainted in 2010 with an expenditure of approximately \$20,000. The balcony guard rails were painting in 2011/2012 with a budget of \$35,000.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Concrete cracking and/or spalling • Deterioration due to freeze-thaw cycle • Paint UV degradation 	
Condition Analysis	<p>The balconies are in good, clean condition. Two balconies were inspected and it is assumed that the conditions of the balconies, not inspected, are in similar condition.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	15 years
	Effective Age	1 years
	Remaining Life Span	14 years
Unit Quantity And Cost Estimates	Unit Quantity	10,360 ft ²
	Unit Cost Estimate	\$65,000
	Current Repair or Replacement Cost Estimate	\$65,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2028
Additional Comments	<p>Painted concrete balconies can be gently washed to eliminate algae growth or discolouring. No deficiencies noted.</p>	



Image 11. Typical Painted Concrete

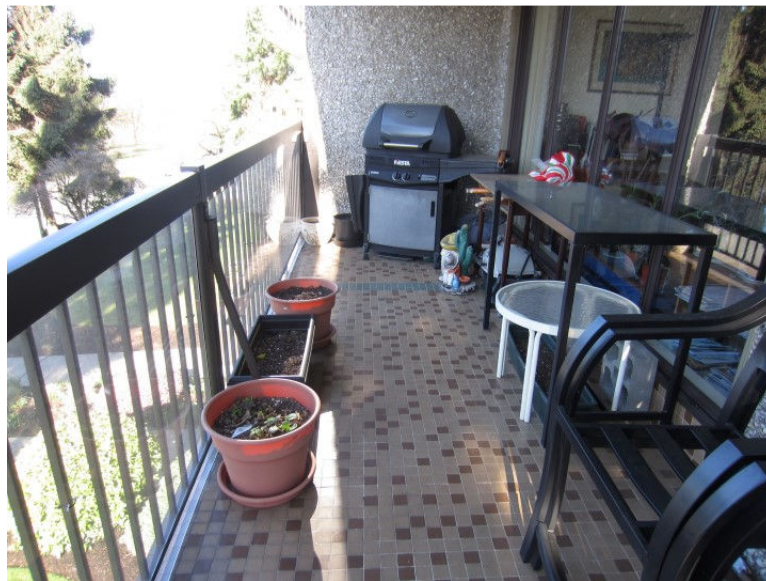


Image 12. Example of a Tiled Balcony

6. Window Assemblies

Physical Description	<p>This component has reserved for the replacement of the windows.</p> <p>There are single paned, sliding, aluminium windows This component reserves for new window assemblies including frame, glazing, and hardware. There is a total of 168 sliding windows and 56 casement windows.</p>	
Financial Analysis	<p>No known expenditures for this component.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Damage to frame and/or glass due to impact • Discolouration of frame • Seal deterioration of double-pane windows • Gasket movement • Condensation caused by drain hole issues 	
Condition Analysis	<p>The windows are in adequate condition. No reports of leaking windows have been brought to the planner's attention. Owners may want to upgrade to a more energy efficient assembly in the near future to reduce drafts</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	40 years
	Effective Age	32 years
	Remaining Life Span	8 years
Unit Quantity And Cost Estimates	Unit Quantity	6,050 ft ²
	Unit Cost Estimate	\$565,000
	Current Repair or Replacement Cost Estimate	\$565,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2022
Additional Comments	<p>The window replacement 2022 has been pushed back to 2026 and split into a 2 year project. This is to allow the Strata to take a phased approach at replacement and allowing more time to accumulate appropriate funds.</p>	



Image 13. Casement Windows



Image 14. Social Room Window with Shutter Openers



Image 15. Sliding Glass Window



Image 16. Typical Sliding Glass Window

7. Balcony Doors

Physical Description	<p>This reserve component includes the replacement of all patio doors, frames, and hardware.</p> <p>The sliding glass doors are 5 panel units, with 1 sliding panel. There is a total of 56 sliding door units.</p>	
Financial Analysis	<p>Doors are original to the building and no known expenditures have been made.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Scratching • Wear and tear, misuse and vandalism • Weathering from outdoor exposure 	
Condition Analysis	<p>The door made available for inspection was in good working condition and it is assumed that the remaining doors are in similar condition.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	25 years
	Effective Age	16 years
	Remaining Life Span	7 years
Unit Quantity And Cost Estimates	Unit Quantity	56 Doors
	Unit Cost Estimate	\$385,000
	Current Repair or Replacement Cost Estimate	\$385,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2021
Additional Comments	<p>When it becomes time to replace the windows and balcony doors, a combined replacement should be considered. This will significantly decrease the labour price associated with scaffolding, access, and city permits.</p> <p>The expenditure in 2021 has been split up over two years and pushed back, to correspond with the work scheduled, to begin in 2023.</p>	



Image 17. Sliding Glass Patio Door



Image 18. Sliding Glass Patio Door

8. Exit, Service & Suite Doors

Physical Description	<p>Exit and service doors are, A Grade steel fire doors, rated for 1 ½ hr. fire resistance. Stairwells exiting into the parking garage include a steel store front assembly with polished wired glass.</p> <p>This reserve component includes the replacement of the door, frame, and hardware.</p>	
Financial Analysis	<p>Doors are original to the building and no known expenditures have been made</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Scratching • Wear and tear, misuse and vandalism • Weathering from outdoor exposure 	
Condition Analysis	<p>All doors are functioning properly, with no major problems detected. The doors, and door frames, have been painted and no significant damage was noted.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	30 years
	Effective Age	13 years
	Remaining Life Span	17 years
Unit Quantity And Cost Estimates	Unit Quantity	4 Doors
	Unit Cost Estimate	\$5,500
	Current Repair or Replacement Cost Estimate	\$5,500 (Allowance)
	Estimated Year of Major Repair or Replacement	2031
Additional Comments	<p>It is not considered practical to replace all service, exit or suite doors in a coordinated program, as the wear and tear on the doors does not generally necessitate complete replacement. An allowance of \$5,500 has been allotted to allow for replacement of 4 doors, over 30 years.</p>	



Image 19. Exit Door



Image 20. Exit, Fire Rated Doors

9. Exterior Caulking & Sealing

Physical Description	<p>This reserve component consists of the replacement of exterior weatherproofing or caulking for change in surface type, flashings and windows.</p> <p>The window frames are caulked, on all sides, to the concrete façade.</p>	
Financial Analysis	<p>The window caulking was replaced in 2009 but the expenditure for this was not released.</p>	
Potential Deterioration`	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Hardening, cracking, shrinking of caulking • Loss of flexibility of weather-stripping • Water leaking from broken seal • Leak at jamb intersection 	
Condition Analysis	<p>The caulking observed was in good, ductile condition. No cracked or brittle areas were found.</p>	
Life Cycle Analysis	Date of Acquisition	1974, 2009
	Normal Life Span	10 years
	Effective Age	5 year
	Remaining Life Span	5 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Project
	Unit Cost Estimate	\$32,000
	Current Repair or Replacement Cost Estimate	\$32,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2019
Additional Comments	<p>In 2021 the windows will be nearing the end of their lifetime and scheduled for replacement in the following years. The expenditure in 2019 has been greatly reduced to allow for an “as needed” targeted replacement of the caulking.</p>	



Image 21. Window Caulking

10. Built-Up Inverted Roof

Physical Description	<p>This component includes the replacement of the roofing membrane and reuse of the ballast. An allowance has been built into the pricing to account for targeted replacement of the roof deck.</p> <p>The roof is an inverted roofing membrane assembly with medium, well distributed aggregate. There is composite decking to allow tenants access to a common area rooftop deck. The roof has a total surface area of 4,475 ft².</p>								
Financial Analysis	<p>In 2013, for \$14,800, Flashing was added to an exposed parapet wall which was allowing water ingress. The roof was replaced in 2004 with a price of \$66,000.</p>								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Cracking or blistering of membrane • Membrane deterioration • Leakage • Deteriorating effects from UV rays • Deterioration of caulking and sealant on flashings and copings • Separation of the membrane at seams 								
Condition Analysis	<p>The roof appears to be in great condition with no signs of any standing water and the roof drains were all clear of debris.</p>								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</td> </tr> <tr> <td>Normal Life Span</td> <td>30 years</td> </tr> <tr> <td>Effective Age</td> <td>9 year</td> </tr> <tr> <td>Remaining Life Span</td> <td>21 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	30 years	Effective Age	9 year	Remaining Life Span	21 years
Date of Acquisition	1974								
Normal Life Span	30 years								
Effective Age	9 year								
Remaining Life Span	21 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>4,475 ft²</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$30.00 / ft²</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$134,250</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2035</td> </tr> </table>	Unit Quantity	4,475 ft ²	Unit Cost Estimate	\$30.00 / ft ²	Current Repair or Replacement Cost Estimate	\$134,250	Estimated Year of Major Repair or Replacement	2035
Unit Quantity	4,475 ft ²								
Unit Cost Estimate	\$30.00 / ft ²								
Current Repair or Replacement Cost Estimate	\$134,250								
Estimated Year of Major Repair or Replacement	2035								
Additional Comments	<p>The roof appears to be good construction and through proper maintenance the useful life can be extended. No deficiencies were noted.</p>								

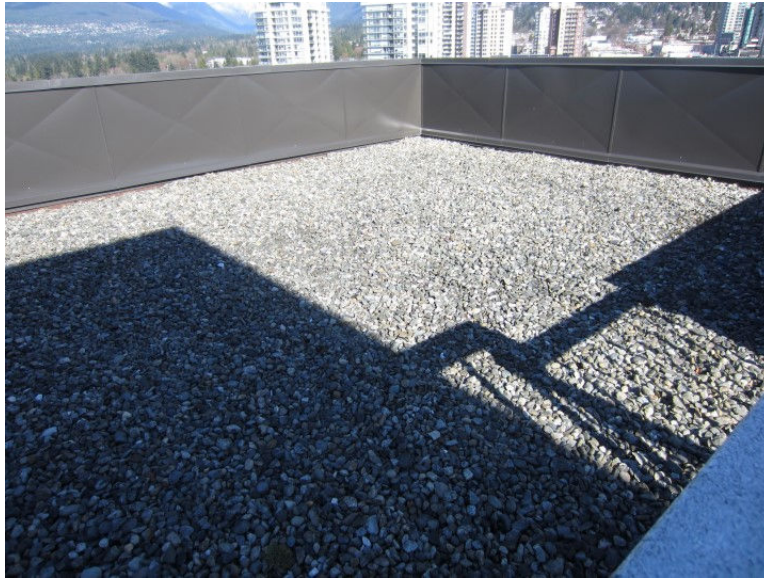


Image 22. Roof



Image 23. Roof



Image 24. Roof Deck



Image 25. Roof Deck

11. Lobby Renovation

Physical Description	<p>The pricing of this component includes replacement of the lobby tile, paint and furnishings.</p> <p>The lobby is a total of 1,500 ft² which houses a small mail box area and simple wall finishes. The exterior lobby wall is window and entry door.</p>	
Financial Analysis	<p>No known expenditures for the lobby.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Misuse or vandalism • Accidental damage • Becoming outdated 	
Condition Analysis	<p>The lobby is in decent condition with only small signs of wear. The lobby tile has been well maintained and no damage was observed.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	20 years
	Effective Age	5 years
	Remaining Life Span	15 years
Unit Quantity And Cost Estimates	Unit Quantity	1,500 ft ²
	Unit Cost Estimate	\$25,000
	Current Repair or Replacement Cost Estimate	\$25,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2029
Additional Comments	<p>Through proper maintenance the lobby has remained in great condition. There are no noted deficiencies.</p>	



Image 26. Mail Area



Image 27. Lobby



Image 28. Lobby

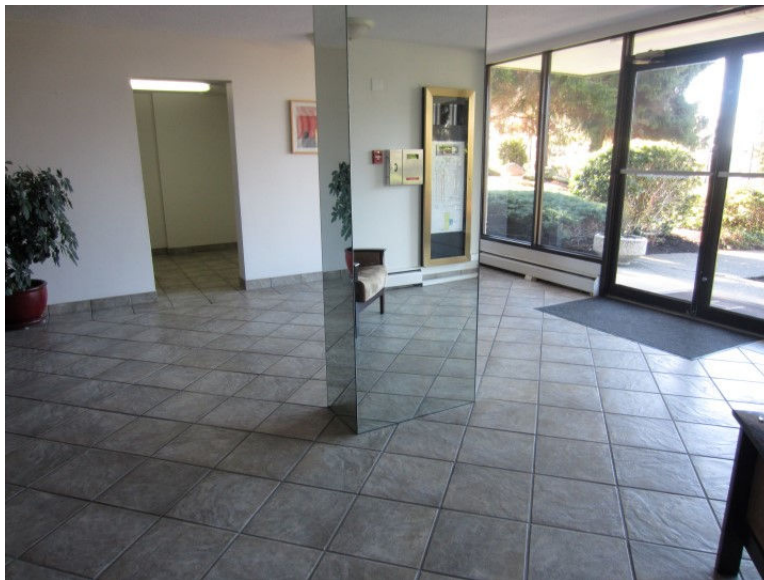


Image 29. Lobby

12. Hallway Renovation – Paint

Physical Description	The pricing of this component includes replacement of the hallway paint. The hallways have a total wall area of 2,250 ft ² . The walls are painted gypsum board with baseboard and trim.	
Financial Analysis	The expenditures for the hallway were not released.	
Potential Deterioration	Deterioration may occur in the following circumstances: <ul style="list-style-type: none"> • Misuse or vandalism • Accidental damage • Become outdated 	
Condition Analysis	The hallways walls have been well cared for with only small areas of insignificant damage. No major problems were detected and the paint appears bright.	
Life Cycle Analysis	Date of Acquisition	1974, 2013
	Normal Life Span	10 years
	Effective Age	1 years
	Remaining Life Span	9 years
Unit Quantity And Cost Estimates	Unit Quantity	3,600 ft ²
	Unit Cost Estimate	\$26,000
	Current Repair or Replacement Cost Estimate	\$26,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2023
Additional Comments	Through proper maintenance the hallway has remained in great condition. There are no noted deficiencies.	



Image 30. Typical Hallway Finishes

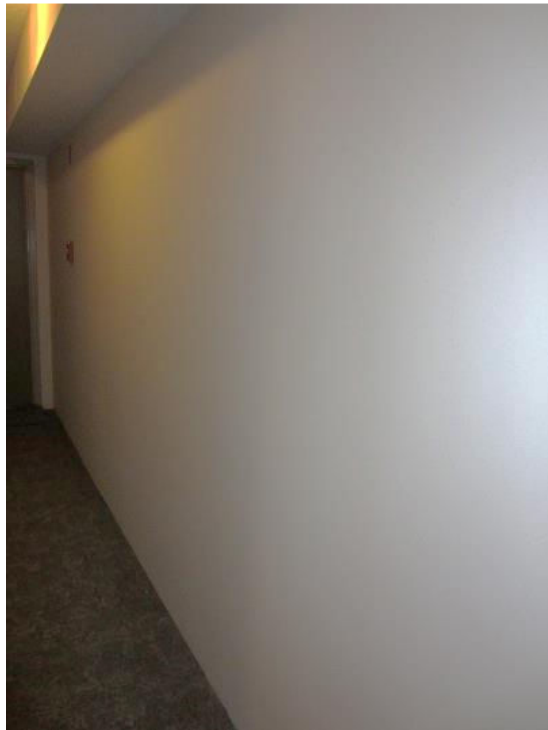


Image 31. Hallway Finishes

13. Hallway Renovation – Carpet

Physical Description	The pricing of this component includes replacement of the hallway carpet. The hallways have a total floor area of 3,600 ft ² with rolled carpet throughout.	
Financial Analysis	The expenditures for the hallways were not released.	
Potential Deterioration	Deterioration may occur in the following circumstances: <ul style="list-style-type: none"> • Misuse or vandalism • Accidental damage • Become outdated 	
Condition Analysis	The hallways are in great condition with only small signs of wear and staining in the carpet.	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	15 years
	Effective Age	4 years
	Remaining Life Span	11 years
Unit Quantity And Cost Estimates	Unit Quantity	3,600 ft ²
	Unit Cost Estimate	\$40,000
	Current Repair or Replacement Cost Estimate	\$40,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2025
Additional Comments	Through proper maintenance the hallway has remained in great condition. There are no noted deficiencies.	



Image 32. Typical Hallway Carpet



Image 33. Hallway Carpets

14. Residential Elevator- Cab Interior

Physical Description	<p>This reserve component includes the replacement of all finishes currently in the elevator cab.</p> <p>There are decorative wood veneer wall panels with stainless steel trim and doors. The two cab differ in height, one being 9'-6" and one 8'-0".</p>	
Financial Analysis	<p>No known expenditures.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Finishes can be damaged from tenant wear and tear, • Moving damage inflicted by tenants, • Cab interiors can become outdated 	
Condition Analysis	<p>The cab finishes were observed to be well maintained and in good condition. No wall or ceiling panels are damaged and there are no cracked or broken floor tiles.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	25 years
	Effective Age	10 years
	Remaining Life Span	15 years
Unit Quantity And Cost Estimates	Unit Quantity	2 Units
	Unit Cost Estimate	\$12,800 ea
	Current Repair or Replacement Cost Estimate	\$25,600
	Estimated Year of Major Repair or Replacement	2029
Additional Comments	<p>Elevator cab interior finishes tend to be very durable and last many years. As the building around the elevator is remodelled and redecorated the elevator cab may become outdated, compared with surround areas, much faster.</p> <p>No noted deficiencies.</p>	



Image 34. Elevator Cab Interior



Image 35. Elevator Moving Cab Interior

15. Residential Elevator – Mechanical

Physical Description	This component includes the modernization of the elevator mechanical mechanisms including the traction and motor equipment.								
	There are 2 single traction elevators. One is a 20 HP with 2,000 lb. capacity and one is 25 HP with a 2,500 lb. capacity.								
Financial Analysis	The elevators were modernized in 2009 with an expenditure price of \$170,000. This included new motors, heads, controls, cab modernization and fire panel connections.								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Equipment may become obsolete and must be replaced • Mechanical breakdown of bearings, gears, valves, door openers • Electrical failures of relays, contractors, motor windings, brushes, computer processors or buttons 								
Condition Analysis	The elevator room is non-air conditioned and in clean, dry condition. No exceptionally loud noises were heard from the machinery. It was observed to run smoothly and wait times were not unreasonable.								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974, 2009</td> </tr> <tr> <td>Normal Life Span</td> <td>30 years</td> </tr> <tr> <td>Effective Age</td> <td>5 years</td> </tr> <tr> <td>Remaining Life Span</td> <td>25 years</td> </tr> </table>	Date of Acquisition	1974, 2009	Normal Life Span	30 years	Effective Age	5 years	Remaining Life Span	25 years
Date of Acquisition	1974, 2009								
Normal Life Span	30 years								
Effective Age	5 years								
Remaining Life Span	25 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>2 Elevators</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$110,000 ea.</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$220,000</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2039</td> </tr> </table>	Unit Quantity	2 Elevators	Unit Cost Estimate	\$110,000 ea.	Current Repair or Replacement Cost Estimate	\$220,000	Estimated Year of Major Repair or Replacement	2039
Unit Quantity	2 Elevators								
Unit Cost Estimate	\$110,000 ea.								
Current Repair or Replacement Cost Estimate	\$220,000								
Estimated Year of Major Repair or Replacement	2039								
Additional Comments	Elevator machinery is monitored and regulated thoroughly ensuring a longer lifespan. Machinery may become obsolete and need to be replaced with a new model. Laws related to elevator safety are continuously changing. A modernization may need to be completed before the end of the elevators useful life due to the governing laws.								



Image 36. Traction Elevator Sheaves



Image 37. Traction Elevator

16. Domestic Hot Water

Physical Description	<p>This reserve component includes the hot water boiler, recirculation system, valves, and connections to the boilers.</p> <p>There is a 715,000 BTU/hr LAARS – Mighty Therm natural gas and 2 JSeries 120gal hot water tanks.</p>	
Financial Analysis	<p>In 2000 one hot water tank was replaced and the expenditure was not released. In 2013 the boiler was maintenance and underwent a major rehaul including replacement of the firebricks and replacement of any non-functioning mechanical components.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Rusting of the anode rod • Mechanical failure • Internal corrosion/fouling of boiler • Failure of lining or tank shells 	
Condition Analysis	<p>The boiler room is clean and dry with no signs of any leaking or deterioration of materials. The equipment appears to be working as designed and no problems were mentioned during onsite inspection and interview.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	20 years
	Effective Age	12 years
	Remaining Life Span	8 years
Unit Quantity And Cost Estimates	Unit Quantity	1 System
	Unit Cost Estimate	\$38,000
	Current Repair or Replacement Cost Estimate	\$38,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2022
Additional Comments	<p>An allowance has been chosen to cover the cost of the multiple plumbing components.</p> <p>Proper maintenance and regular inspections, of the equipment, will reveal any problems and allow for minor repairs to be made, extending the equipment's useful life.</p> <p>The expenditure in 2022 has been split into a multi-year project to allow for a phase approach at replacement.</p>	



Image 38. Hot Water Tanks



Image 39. Boiler and Hot Water Tanks

17. Plumbing Re-Pipe

Physical Description	<p>This reserve component includes the plumbing distribution re-pipe of the building.</p> <p>The building has a total area of approximately 93,790 ft².</p>	
Financial Analysis	<p>In 2013 a re-pipe project was undertaken for the domestic hot water branch lines through the hallways with an expenditure of \$95,000 + HST. In approximately 2001 the building went under an extensive re-pipe including risers.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Pressure reducing valve failure • Domestic water risers failure • Pipes can rust and scale which can lead to pinhole leaks 	
Condition Analysis	<p>Since the re-pipe in 2013 no problems have been reported. The risers should be expected to need replacement next.</p>	
Life Cycle Analysis	Date of Acquisition	1974, 2013
	Normal Life Span	40 years
	Effective Age	1 year
	Remaining Life Span	39 years
Unit Quantity And Cost Estimates	Unit Quantity	1 System
	Unit Cost Estimate	\$600,000
	Current Repair or Replacement Cost Estimate	\$600,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2053
Additional Comments	<p>Please note, the expenditure in 2018 has been decreased due to hallway laterals being replaced in 2013, in 2018 an allowance has been added for replacement of the riser. The riser has begun to leak and it is recommended that an investigation is undertaken to determine the state of the riser. This will provide Strata with their options for remediation. In 2034 an allowance has been added for targeted repairs to the suite piping.</p> <p>The pricing of this component has been based upon other projects with a similar description. It should be noted that re-pipe are priced on a project - by - project basis and various factors can change pricing significantly. The pricing allotted for this component cannot be considered a precise estimate but should be used to begin the allocation of funds. Once a quote is received the Planner can amend this component to shadow the remediation process.</p>	

18. Sprinkler & Standpipe System

Physical Description	<p>The Fire Protection system consists of both a dry system involving distribution piping, risers, and sprinkler heads.</p> <p>The dry system is throughout the underground parking garage and is composed of a compressor and a 6" reliable dry valve.</p>								
Financial Analysis	<p>This component has no known expenditures.</p>								
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Corrosion of iron piping • Corrosion of sprinkler heads • Failure of fire pump driver and impeller • Failure of valve internal assemblies • Leakage and water damage to the building 								
Condition Analysis	<p>The system was observed to be in good condition. Inspections are up to date and no problems have been noted in Strata minutes.</p>								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</td> </tr> <tr> <td>Normal Life Span</td> <td>40 years</td> </tr> <tr> <td>Effective Age</td> <td>36 years</td> </tr> <tr> <td>Remaining Life Span</td> <td>4 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	40 years	Effective Age	36 years	Remaining Life Span	4 years
Date of Acquisition	1974								
Normal Life Span	40 years								
Effective Age	36 years								
Remaining Life Span	4 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>1 Unit</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$8,000</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$8,000 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2018</td> </tr> </table>	Unit Quantity	1 Unit	Unit Cost Estimate	\$8,000	Current Repair or Replacement Cost Estimate	\$8,000 (Allowance)	Estimated Year of Major Repair or Replacement	2018
Unit Quantity	1 Unit								
Unit Cost Estimate	\$8,000								
Current Repair or Replacement Cost Estimate	\$8,000 (Allowance)								
Estimated Year of Major Repair or Replacement	2018								
Additional Comments	<p>If a flushing investigation has not been undertaken in the past, it is recommended that this be completed. This will provide Strata with details on the condition of the pipes which fall outside the scope of this report.</p>								



Image 40. Sprinkler Room



Image 41. Compressor

19. Fire & Life Safety

Physical Description	<p>This reserve component consists of the replacement of fire alarm panel.</p> <p>The fire alarm panel is a Simplex 4100ES with an ADS display, voice communication and is a fully addressable system.</p>	
Financial Analysis	<p>The fire alarm panel and end devices were replace in 2013. All wiring was replaced and the system was completely modernized to meet new code. The project expenditure totalled \$275,000.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Outdated • Electrical Failure • Functional Obsolescence 	
Condition Analysis	<p>The Strata recently underwent a voluntary upgrade to their fire alarm panel. In recent months the project has been considered substantially complete and no problems have arisen. Strata has been diligent in learning the new panel and ensuring all routine checks are completed. The system is in great, new condition.</p>	
Life Cycle Analysis	Date of Acquisition	1974, 2013
	Normal Life Span	20 years
	Effective Age	1 year
	Remaining Life Span	19 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Unit
	Unit Cost Estimate	\$75,000
	Current Repair or Replacement Cost Estimate	\$75,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2033
Additional Comments	<p>A project of this size should not need to be undertaken again if continuous maintenance and replacement of end devices are completed.</p>	



Image 42. Fire Alarm Display Panel



Image 43. Fire Alarm Panel

20. HVAC System

Physical Description	This component includes the repairs/replacement of the natural gas boilers and an allowance for baseboard units and zone fans.	
	There are two 1,010,000 BTU/hr LAARS “Mighty Therm” natural gas boilers.	
Financial Analysis	In 2013 the boilers were maintenance and underwent a major re-haul including replacement of the firebricks, addition of an electric module thermostat system, and replacement of any non-functioning mechanical components.	
Potential Deterioration	Deterioration can include <ul style="list-style-type: none"> • Mechanical and/or electrical failure • Humidifiers and/or condensation that can cause oxidation • Deterioration due to weather conditions and freeze-thaw cycle • Functional and Mechanical obsolescence 	
Condition Analysis	The boilers have recently undergone an overhaul, which has decreased their effective age, and are functioning more efficiently. The system, as a whole, is running smoothly and sufficient heat is being delivered to all units.	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	20 years
	Effective Age	7 years
	Remaining Life Span	13 years
Unit Quantity And Cost Estimates	Unit Quantity	1 unit
	Unit Cost Estimate	\$65,000
	Current Repair or Replacement Cost Estimate	\$65,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2027
Additional Comments	The boilers have had an overhaul in the last year which has modernized them to run more efficiently. Since this time, the boilers have been operating at a much more efficient rate and are provide more than adequate heat.	
	The expenditure in 2027 has been split into a multi-year phased replacement with the following expenditure in 2032.	



Image 44. Baseboard Unit



Image 45. Natural Gas Boiler

21. Electrical Distribution & Fixtures

Physical Description	This reserve includes the incoming electrical service, various distribution panels, and electrical fixtures.	
Financial Analysis	No known expenditures have been made to any of the electrical equipment	
Potential Deterioration	Deterioration can include <ul style="list-style-type: none"> • Electrical component failures • Degradation of mechanical components • Contamination due to dust, moisture • Vandalism or misuse 	
Condition Analysis	The electrical room was in clean and dry condition with no excess build-up of dust on any of the equipment. Electrical distribution cannot be inspected and is beyond the scope of this report. The parking garage lighting is original to the building and some Strata has considered upgrading to energy efficient fixtures.	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	25 years
	Effective Age	20 years
	Remaining Life Span	5 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Unit
	Unit Cost Estimate	\$8,000
	Current Repair or Replacement Cost Estimate	\$8,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2019
Additional Comments	Strata may want to explore their options of replacing the underground parking fixtures with an energy efficient model.	



Image 46. Electrical Room



Image 47. Underground Garage Fixtures

22. Emergency Generator

Physical Description	<p>This reserve component consists of the replacement of the standby generator and transfer switch.</p> <p>The emergency generator is 25 kW Kohler natural gas connected through a 200A Thomson Tech Transfer Switch.</p>	
Financial Analysis	<p>This component has no known expenditures.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Battery sulfation • Engine wear or cracking • Engine belt loosening or cracking • Coolant and oil systems wear or leaking • Electronics malfunction or shorting • Transfer switch malfunction 	
Condition Analysis	<p>The generator is original to the building and currently has 442 running hours. The generator is inspected yearly and is tested monthly to ensure it is operating properly.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	30 years
	Effective Age	24 years
	Remaining Life Span	6 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Unit
	Unit Cost Estimate	\$28,000
	Current Repair or Replacement Cost Estimate	\$28,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2020
Additional Comments	<p>The replacement of the generator may be suggested to Strata by the maintenance contractors. Aging machinery can become costly to repair and maintain and eventually can be deemed obsolete. It is recommended, that as failures begin to occur, Strata consider replacement before costly repairs are undertaken.</p> <p>When a new generator is installed Strata may consider replacing with a larger unit. The current generator is 25 kW and the pricing, in this component, is for a generator of this size.</p>	



Image 48. Emergency Generator



Image 49. Emergency Generator

23. Residential Access Control & Security System

Physical Description	<p>This component reserves for the replacement of the access system to the residential lobby and to the residential tower through the parking garage.</p> <p>The access control includes an Enterphone MKIII. A fob system controls vehicle access to the parking garages.</p>	
Financial Analysis	<p>This component has no known expenditures.</p>	
Potential Deterioration	<p>Deterioration can include</p> <ul style="list-style-type: none"> • Electronic malfunctioning • Impact damage • Vandalism or misuse • Functional obsolescence • Keypad wear and tear 	
Condition Analysis	<p>There are no signs of disrepair to the components still in use. The Enterphone has been sanded and painted to give it a fresh look. An updated system may be desired by Owners before the end of the systems useful life.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	30 years
	Effective Age	22 years
	Remaining Life Span	8 years
Unit Quantity And Cost Estimates	Unit Quantity	1 System
	Unit Cost Estimate	\$9,000
	Current Repair or Replacement Cost Estimate	\$9,000
	Estimated Year of Major Repair or Replacement	(Allowance) 2022
Additional Comments	<p>An allowance has been chosen to cover the cost of the multiple access control and site security components.</p> <p>Dated security infrastructure can lead to tenant desire for more up to date and modern building security features.</p>	



Image 50. Enterphone System



Image 51. Enterphone System

24. Community Room

Physical Description	<p>This component reserves for the carpet and paint replacement of the community room. An allowance has been included for the targeted repair of the kitchenette and bathroom and replacement of the existing furniture.</p> <p>The community room is 650 ft² which includes a small kitchen and a 2 piece bathroom. The room has rolled carpet with painted gypsum board walls. There is a pool table, shuffle board table and living room furniture.</p>	
Financial Analysis	<p>No known expenditures.</p>	
Potential Deterioration	<p>Deterioration may occur in the following circumstances:</p> <ul style="list-style-type: none"> • Misuse or vandalism • Accidental damage • Equipment wear and tear • Mechanical and electrical failure • Water leakage • Become outdated • Deterioration from heat, moisture or mildew 	
Condition Analysis	<p>The community room is in good condition. The bathroom and kitchen appear to be original and are beginning to become dated. The condition of the community room is good, and unless Strata would like to give it a new look, renovation is not mandatory.</p>	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	15 years
	Effective Age	2 years
	Remaining Life Span	13 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Room
	Unit Cost Estimate	\$16,000
	Current Repair or Replacement Cost Estimate	\$16,000 (Allowance)
	Estimated Year of Major Repair or Replacement	2027
Additional Comments	<p>The Strata can choose to update this room as funds become available. Due to recent expenditures the renewal of the amenity rooms is not viable. The aesthetics do not hinder the functionality of the spaces, and therefore the expenditures have been pushed back to 2029 after the major projects.</p>	



Image 52. Pool Table



Image 53. Community Room



Image 54. Community Room Kitchen Area



Image 55. Community Room Bathroom

25. Exercise Room

Physical Description	<p>This component reserves for the painting of the floor and an allowance to upgrade the shower and bathroom. It has been assumed that the sauna, as it is being used as storage, is not being used and no money has been set aside for the repair or replacement.</p> <p>The exercise room is 700 ft² which including the bathroom, shower and sauna. The exercise equipment has all been donated by tenants and this component does not reserve for any replacement.</p>	
Financial Analysis	No known expenditures.	
Potential Deterioration	<p>Deterioration may occur in the following circumstances:</p> <ul style="list-style-type: none"> • Misuse or vandalism • Accidental damage • Equipment wear and tear • Mechanical and electrical failure • Water leakage • Become outdated • Deterioration from heat, moisture or mildew 	
Condition Analysis	The exercise room is in good condition. The wall paint appears bright and fresh and the floor is in good condition. The bathroom and shower are dated but it appears that they are also seldom used.	
Life Cycle Analysis	Date of Acquisition	1974
	Normal Life Span	15 years
	Effective Age	6 years
	Remaining Life Span	9 years
Unit Quantity And Cost Estimates	Unit Quantity	1 Room
	Unit Cost Estimate	\$7,500
	Current Repair or Replacement Cost Estimate	\$7,500 (Allowance)
	Estimated Year of Major Repair or Replacement	2023
Additional Comments	<p>This component has not included a total renovation of the bathroom, shower and sauna. It appears that they are seldom used and it is unlikely that Strata would substantially renovate these. An allowance has been added for the “refresh” including paint and flooring. If Council would like complete replacement of tile, shower and toilet stall, and fixtures, in these rooms included please advise the planner and the pricing will be amended. The aesthetics do not hinder the functionality of the spaces, and therefore the expenditures have been pushed back to 2030 after the major projects.</p>	



Image 56. Exercise Area



Image 57. Bathroom



Image 58. Shower Room



Image 59. Sauna

26. Landscaping – Irrigation System

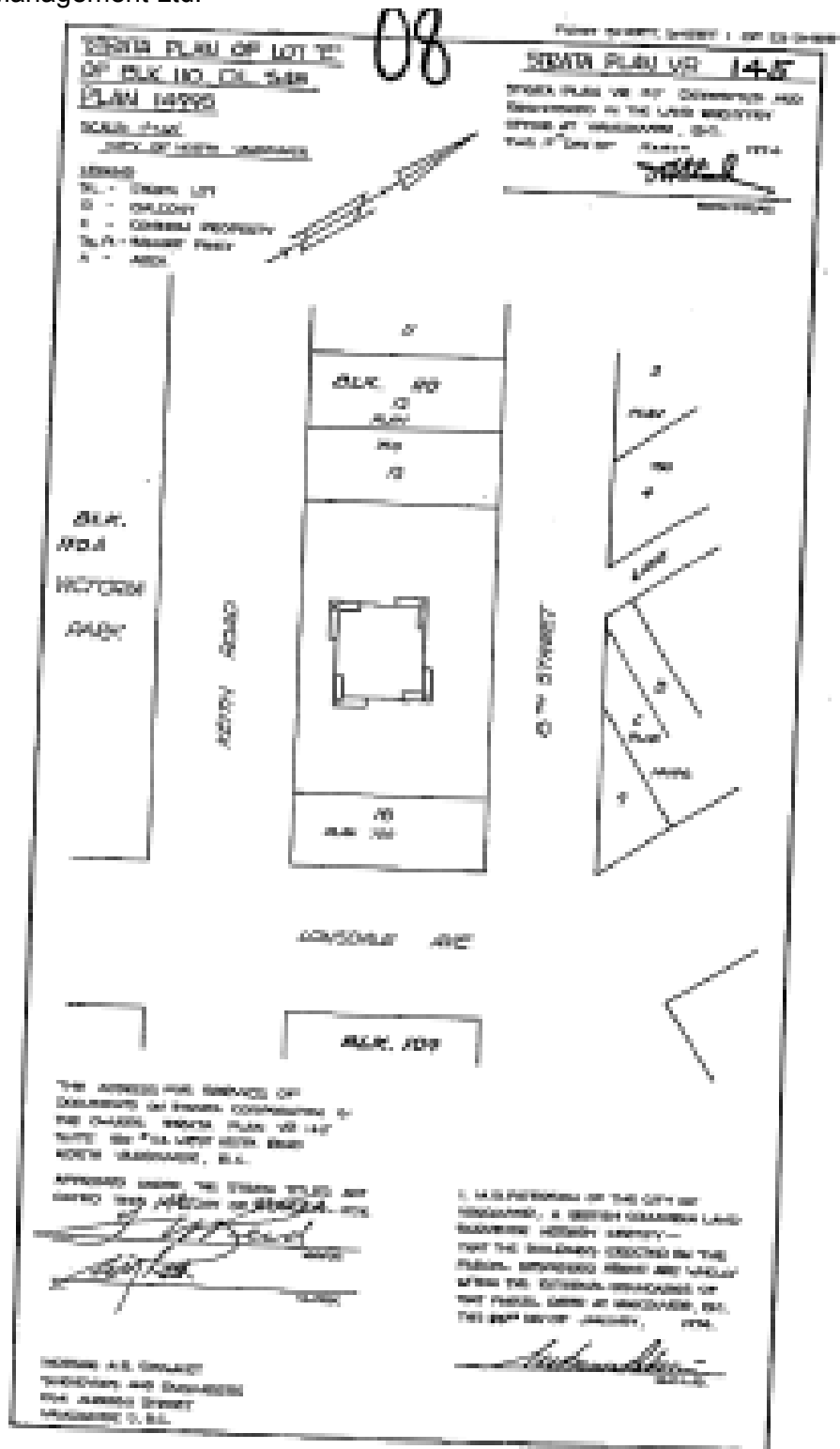
Physical Description	This reserve component consists of the replacement of the irrigation system including controllers, valves, sprinkler heads and sensors.								
	The irrigation system covers a total area of 8,000 ft ² throughout the properties various flower beds.								
Financial Analysis	No known expenditures have been made.								
Potential Deterioration	<p>Deterioration may occur in the following circumstances:</p> <ul style="list-style-type: none"> • Misuse or vandalism • System became obsolete • Failure of one or multiple components of the system • Construction work for other building components 								
Condition Analysis	The irrigation system is presumed to be functioning as designed. The system is being winterized and maintained throughout the year.								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</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>Remaining Life Span</td> <td>14 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	30 years	Effective Age	16 years	Remaining Life Span	14 years
Date of Acquisition	1974								
Normal Life Span	30 years								
Effective Age	16 years								
Remaining Life Span	14 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>1 System</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$14,000</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$14,000 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2028</td> </tr> </table>	Unit Quantity	1 System	Unit Cost Estimate	\$14,000	Current Repair or Replacement Cost Estimate	\$14,000 (Allowance)	Estimated Year of Major Repair or Replacement	2028
Unit Quantity	1 System								
Unit Cost Estimate	\$14,000								
Current Repair or Replacement Cost Estimate	\$14,000 (Allowance)								
Estimated Year of Major Repair or Replacement	2028								
Additional Comments	The automated irrigation system appears to be functional and up to date. Through proper maintenance, the life expectancy of the system can be prolonged.								

27. Landscaping – Perimeter Fence

Physical Description	This reserve component consists of the repair, which includes targeted replacement and painting, of the perimeter fence.								
	The perimeter fence spans along the back property line and the “backyard” sides of the property. There is a cumulative length of approximately 750 ft.								
Financial Analysis	No known expenditures have been made.								
Potential Deterioration	<p>Deterioration may occur in the following circumstances:</p> <ul style="list-style-type: none"> • Misuse or vandalism • Failure of one or multiple components of the system • Construction work for other building components • Rusting 								
Condition Analysis	The fencing observed was in great condition with no signs of rusting or damage.								
Life Cycle Analysis	<table border="0"> <tr> <td>Date of Acquisition</td> <td>1974</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>Remaining Life Span</td> <td>4 years</td> </tr> </table>	Date of Acquisition	1974	Normal Life Span	15 years	Effective Age	11 years	Remaining Life Span	4 years
Date of Acquisition	1974								
Normal Life Span	15 years								
Effective Age	11 years								
Remaining Life Span	4 years								
Unit Quantity And Cost Estimates	<table border="0"> <tr> <td>Unit Quantity</td> <td>1 System</td> </tr> <tr> <td>Unit Cost Estimate</td> <td>\$12,000</td> </tr> <tr> <td>Current Repair or Replacement Cost Estimate</td> <td>\$12,000 (Allowance)</td> </tr> <tr> <td>Estimated Year of Major Repair or Replacement</td> <td>2024</td> </tr> </table>	Unit Quantity	1 System	Unit Cost Estimate	\$12,000	Current Repair or Replacement Cost Estimate	\$12,000 (Allowance)	Estimated Year of Major Repair or Replacement	2024
Unit Quantity	1 System								
Unit Cost Estimate	\$12,000								
Current Repair or Replacement Cost Estimate	\$12,000 (Allowance)								
Estimated Year of Major Repair or Replacement	2024								
Additional Comments	The automated irrigation system appears to be functional and up to date. Through proper maintenance, the life expectancy of the system can be prolonged.								

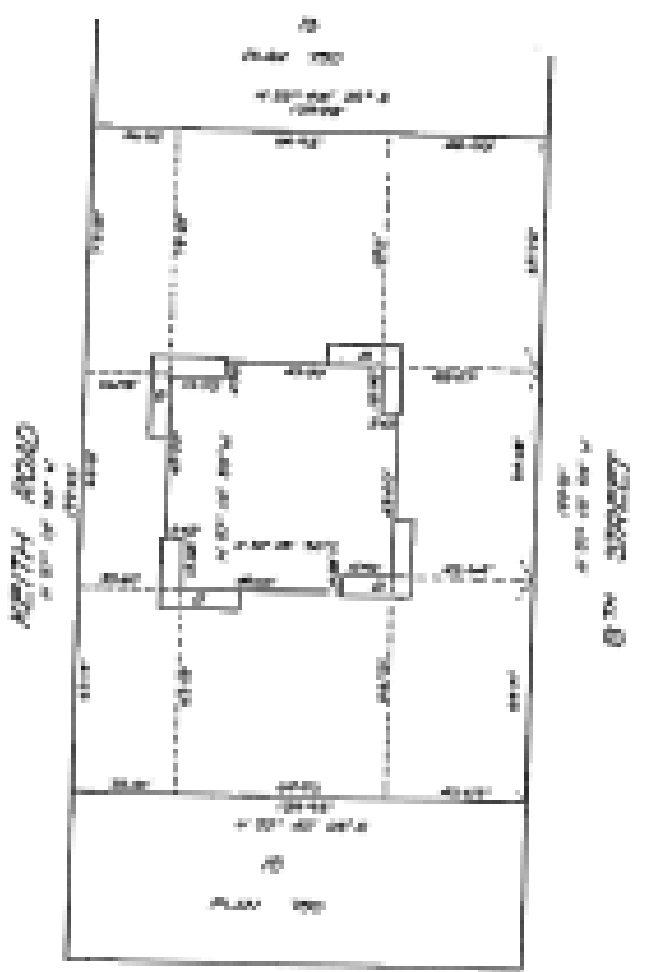
Appendix A: Strata Plans

The plans provided in the following section were obtained through Assertive Property Management Ltd.



PLAN SHOWING
LOCATION OF BUILDING

VR 145



LONSDALE AVENUE

BASED THE INFORMATION OF PLANNING DEPT.

PLANNING DEPT.

VR 145

Ann 1
 SCHEDULE OF LEAF EMPLOYMENT
 State Trust Act

Leaf No.	Start No.	Start Employment	Office Use Only	
			Class	Category of Title
1	10	10		SECRET
2	10	10		SECRET
3	10	10		SECRET
4	10	10		SECRET
5	10	10		SECRET
6	10	10		SECRET
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50	10	10		SECRET

Date: JANUARY 1988

VR 145

Form 1

Statement of Work Performance

Form 100-1

Let. No.	Dist. No.	Dist. Description	Dist. Category	
			Vol.	No.
10	10	10		100000
11	11	11		100000
12	12	12		100000
13	13	13		100000
14	14	14		100000
15	15	15		100000
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(Large empty area for handwritten notes or signatures)

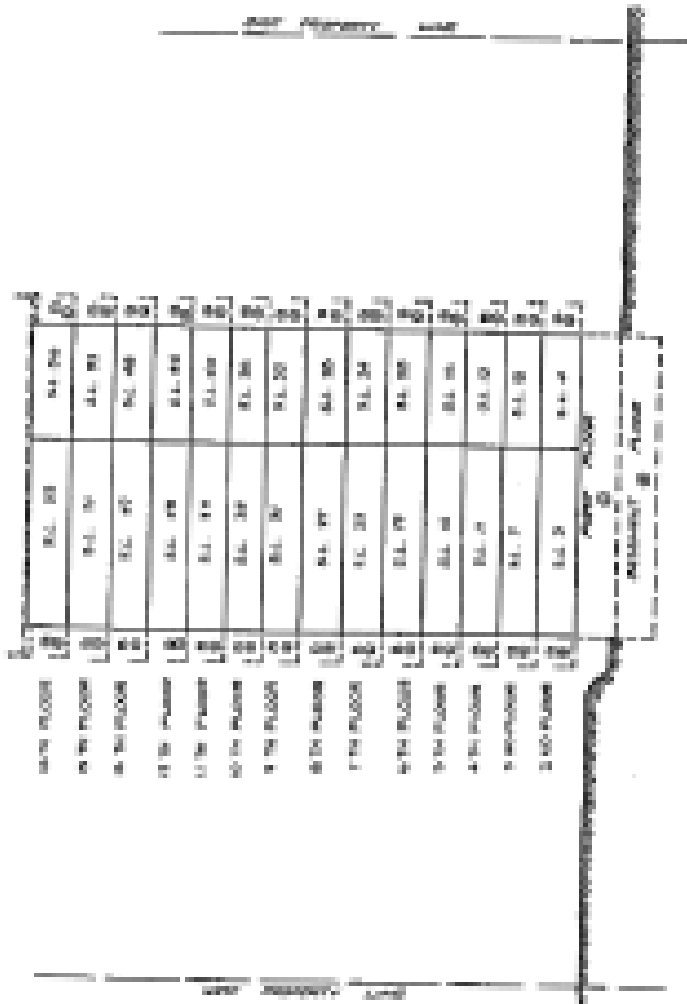
Witness	Date
	1964

Form 100-1 (REV. 1-1-63)

**SOUTH (FRONT)
LONGITUDINAL SECTION**
BRIDGE 17-122

VR 145

SECTION A-A



NOTE:
FLOOR 101 IS NOT SHOWN

DRAWN BY [Signature] ON JANUARY, 1958

[Signature]

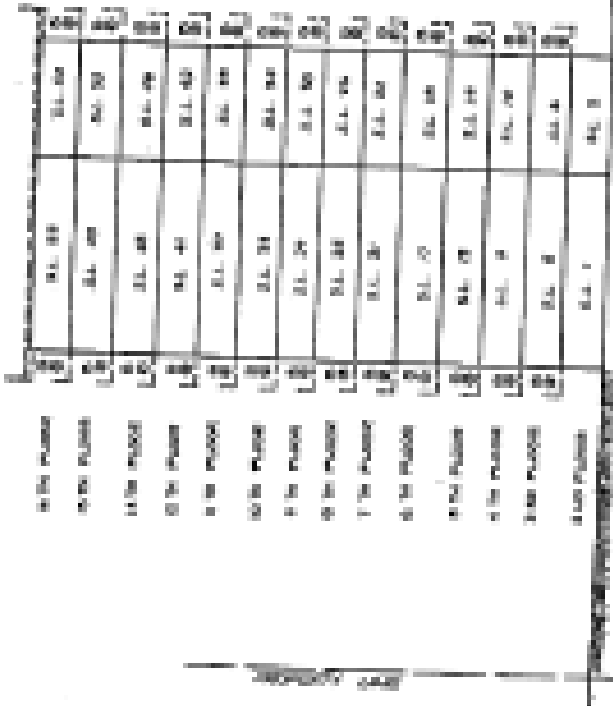
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NORTH LONGITUDINAL SECTION

VR 145

DATE: 1-2-58

SECTION B-B



PLAN: 1:100

DRAWN BY: [Signature] DATE: 1-2-58

EAST CROSS SECTION

VR 145

SCALE: 1/8"=1'-0"

SECTION C-C

14th FLOOR	14'-0"	31.10	31.00	14'-0"
13th FLOOR	13'-0"	31.10	31.00	13'-0"
12th FLOOR	12'-0"	31.10	31.00	12'-0"
11th FLOOR	11'-0"	31.10	31.00	11'-0"
10th FLOOR	10'-0"	31.10	31.00	10'-0"
9th FLOOR	9'-0"	31.10	31.00	9'-0"
8th FLOOR	8'-0"	31.10	31.00	8'-0"
7th FLOOR	7'-0"	31.10	31.00	7'-0"
6th FLOOR	6'-0"	31.10	31.00	6'-0"
5th FLOOR	5'-0"	31.10	31.00	5'-0"
4th FLOOR	4'-0"	31.10	31.00	4'-0"
3rd FLOOR	3'-0"	31.10	31.00	3'-0"
2nd FLOOR	2'-0"	31.10	31.00	2'-0"
1st FLOOR	1'-0"	31.10	31.00	1'-0"
Basement	0'-0"	31.10	31.00	0'-0"

Basement

Basement

DATE: 1/15/2010
 DRAWN BY: J. J. [Signature]

DATE: 1/15/2010
 CHECKED BY: J. J. [Signature]

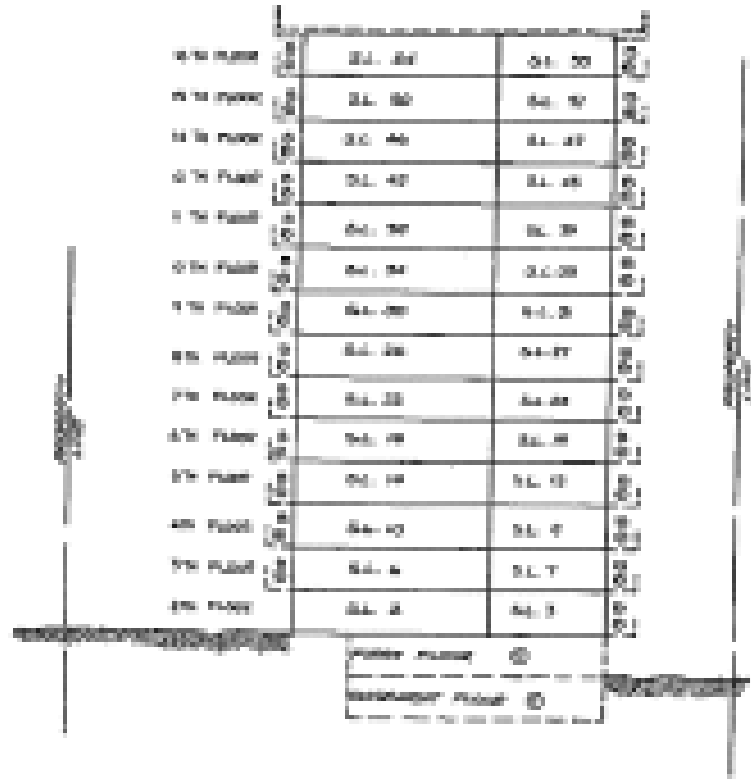
[Signature]
 TITLE

WEST CROSS SECTION

VR 145

SCALE: 1:200

SECTION D-D



NOTE:
FLOOR 15 WAS NOT BUILT

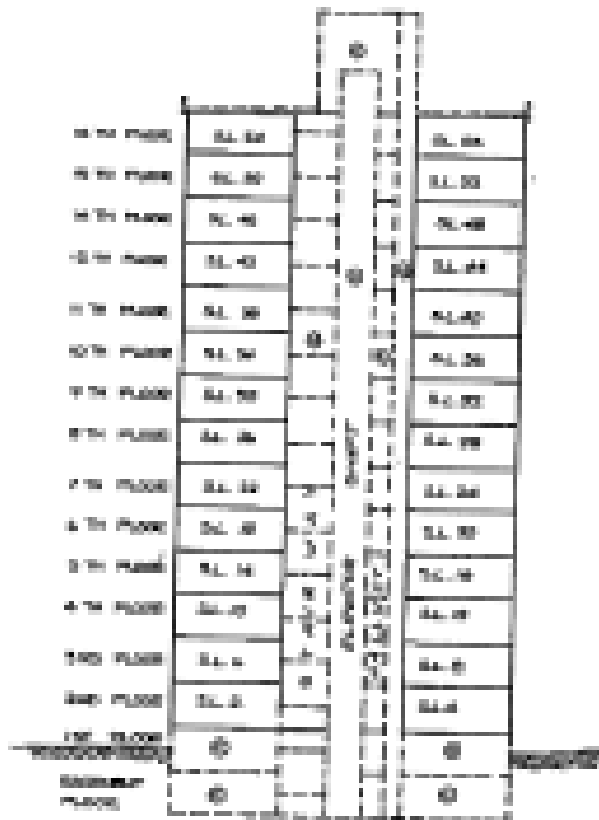
DRAWN THE DESIGN OF JANUARY, 1974


SCALE

CROSS SECTION
THROUGH ELEVATOR SHAFT
SCALE: 1" = 2'-0"

VR 145

SECTION B-B



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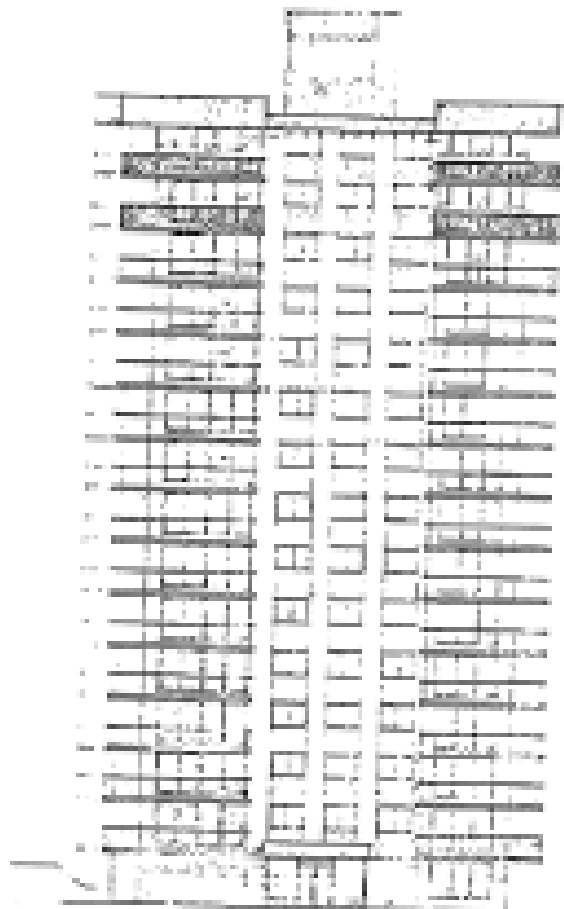
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[Signature]

SCALE

SOUTH (FRONT) ELEVATION

VR 145

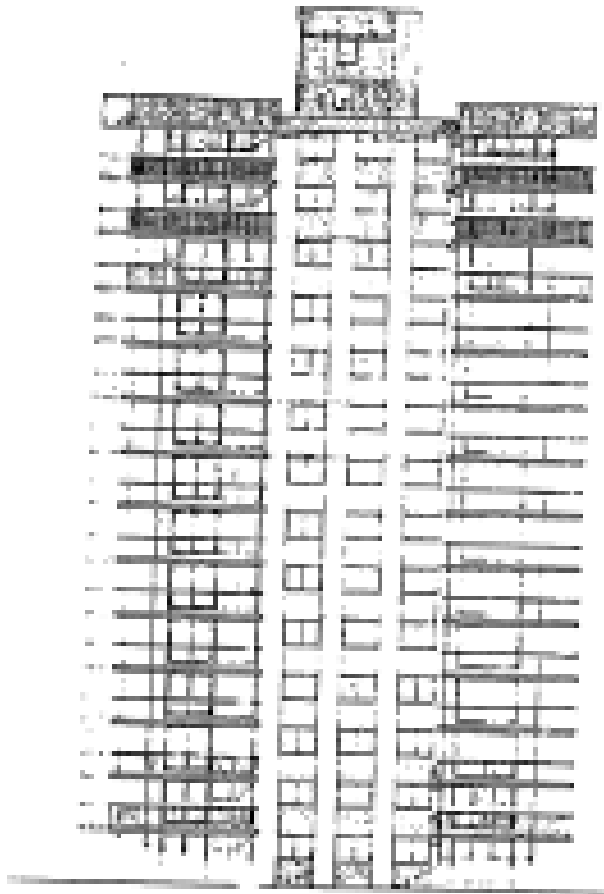


DATE: 28/07/2018

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SCALE

NORTH ELEVATION

VR 145



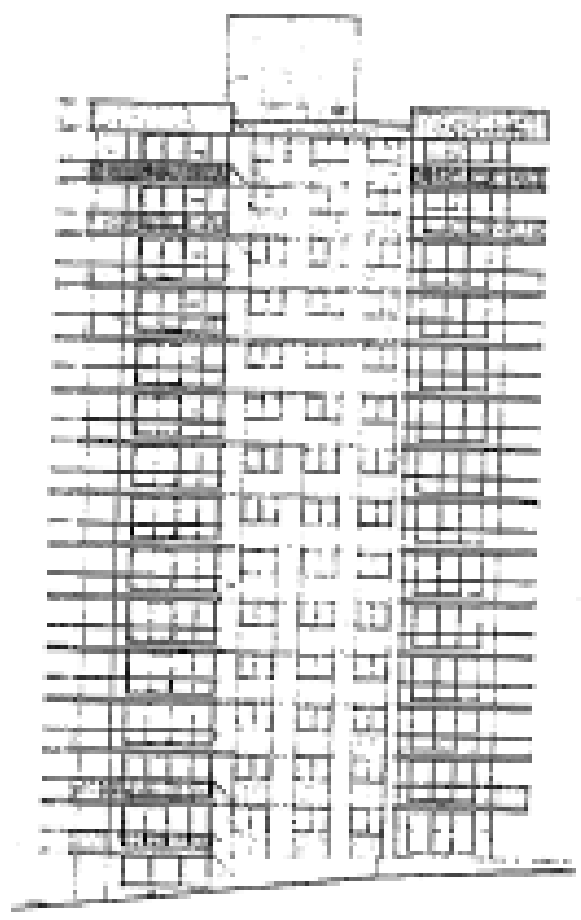
DATE THIS SECTION OF PLANS, 1974


SCALE

SECTION OF 14 1950

EAST ELEVATION

VR 145

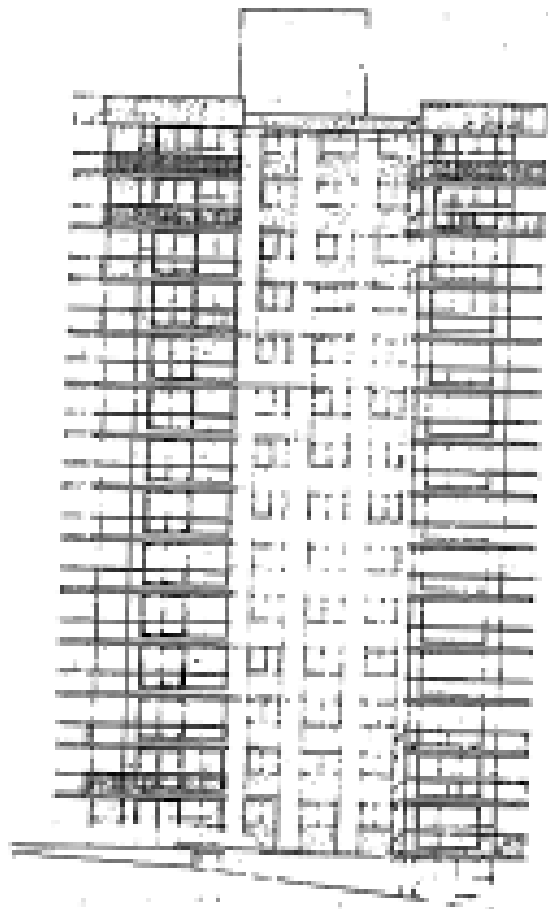


SCALE 1/4" = 1'-0"



WEST ELEVATION

VR 145



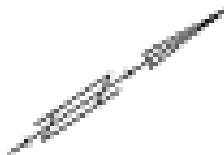
DATE: 24th DAY OF JANUARY, 1974



ARCHITECT

BASEMENT FLOOR
BASEMENT FLOOR

VR 145



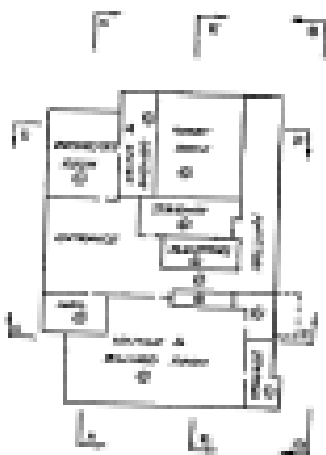
DESIGNED BY: [Signature]

[Signature]

SCALE

FIRST FLOOR
SCALE 1/8" = 1'-0"

VR 145



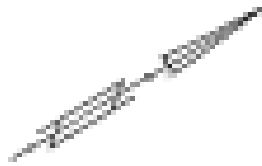
BY THE ARCHITECT: [Signature]

[Signature]

5

SECOND FLOOR
SCALE: 1/8" = 1'-0"

VR 145



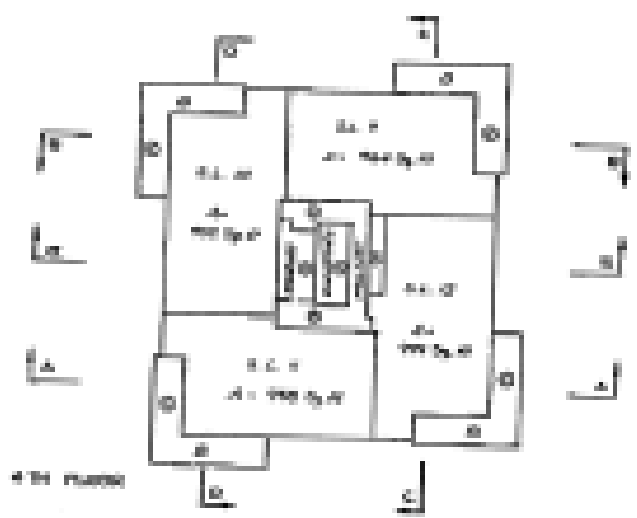
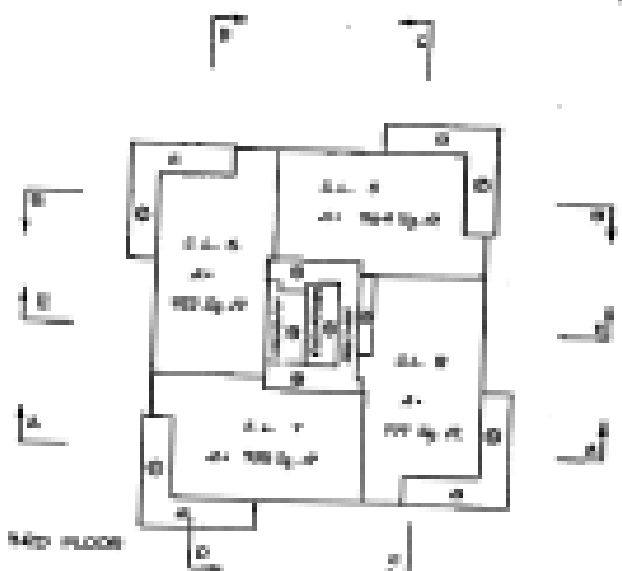
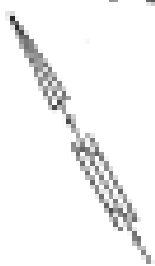
PLANS ASSIGNED
BY THE ARCHITECT
ON THE 15TH DAY OF MARCH
1958 - WASHINGTON, D.C.

DATE: 15th MARCH 1958

ARCHITECT

THIRD AND FOURTH
FLOOR
SCALE 1/8" = 1'-0"

VR 145

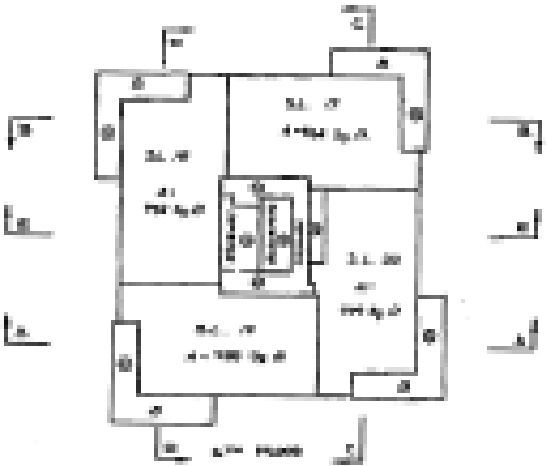
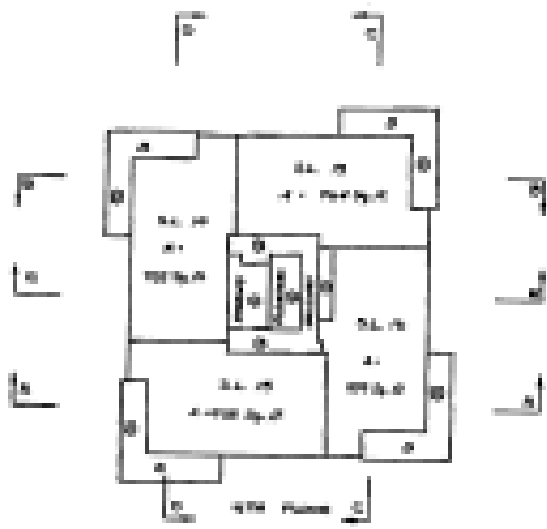
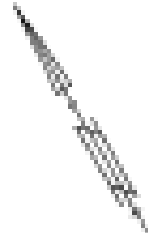


STATE OF NEW YORK

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DATE

FIFTH AND SIXTH
FLOOR
BUREAU

VR 145



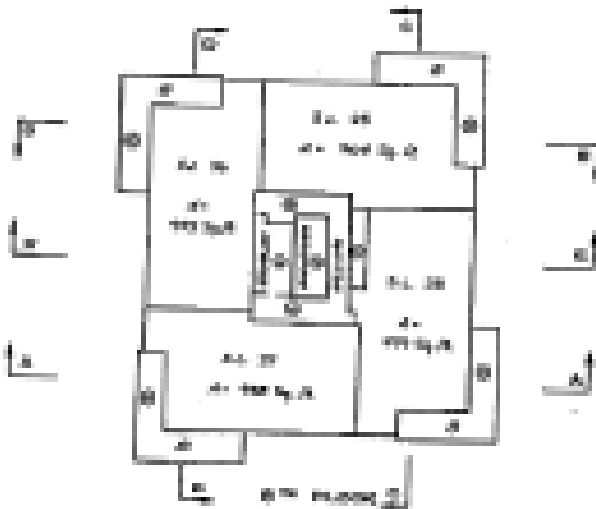
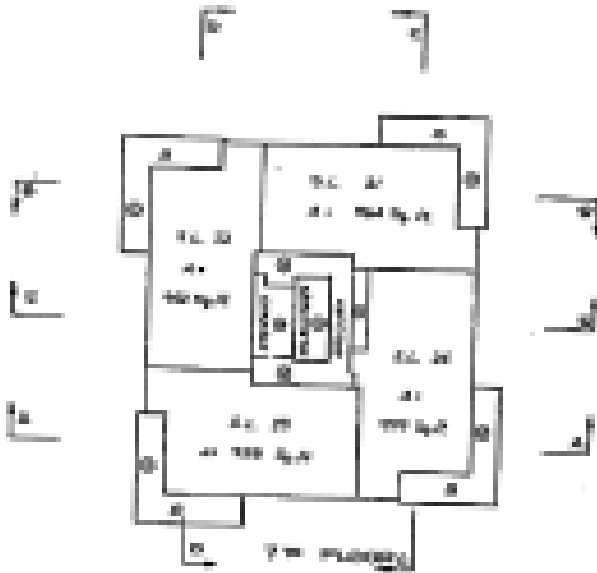
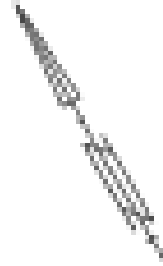
UNITED STATES DEPARTMENT OF JUSTICE

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SPECIAL AGENT IN CHARGE



SEVENTH AND EIGHTH
FLOOR
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VR 145

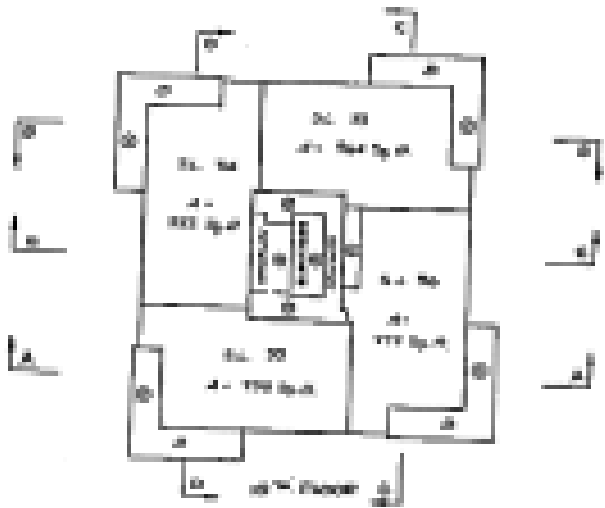
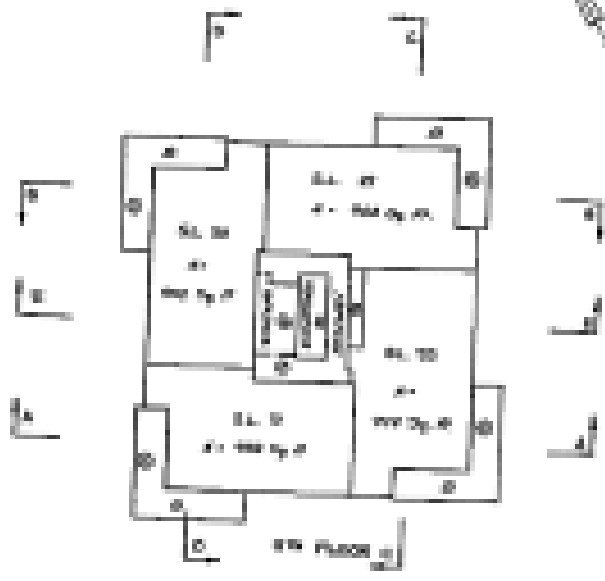
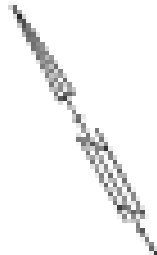


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NINTH AND TENTH FLOOR
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VR 145

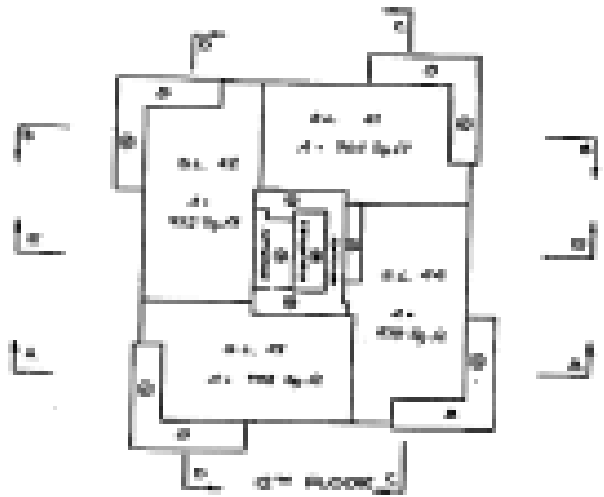
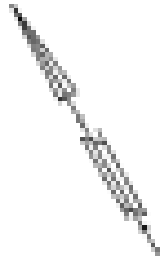


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ELEVENTH AND TWELFTH FLOOR
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VR 145

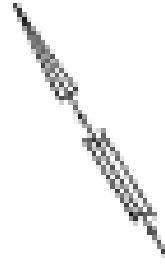


WED. 11/20/50 CH. OF COMMERCE BLDG.

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S.L.L.

FOURTEENTH AND FIFTEENTH
FLOOR
SCALE 1/8" = 1'-0"

VR 145



DATE THE EFFECT OF January 1974

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SUBTERRANEAN FLOOR

DATE: 12-22-55

VR 145

SCALE: 1/8" = 1'-0"



DATE: 12-22-55

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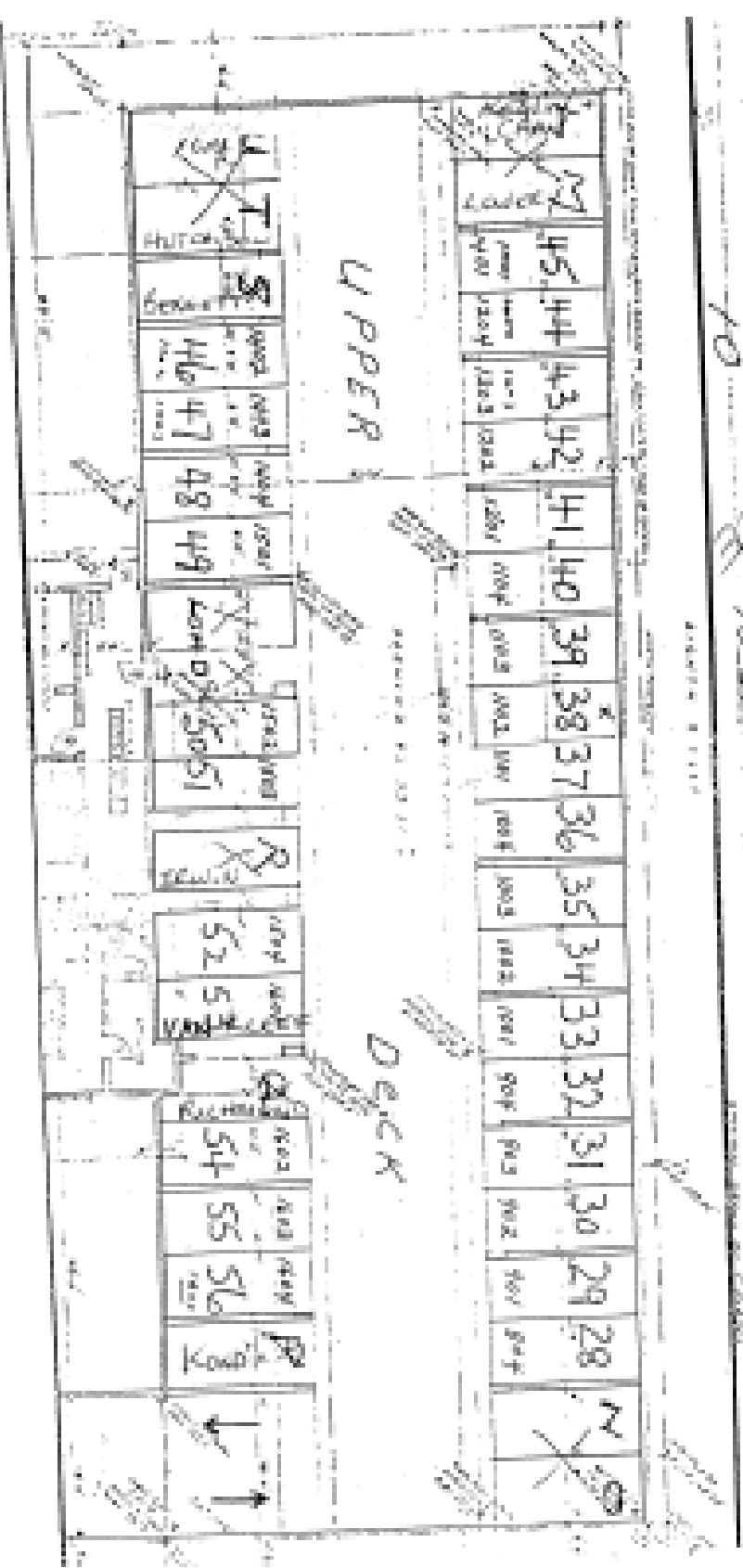
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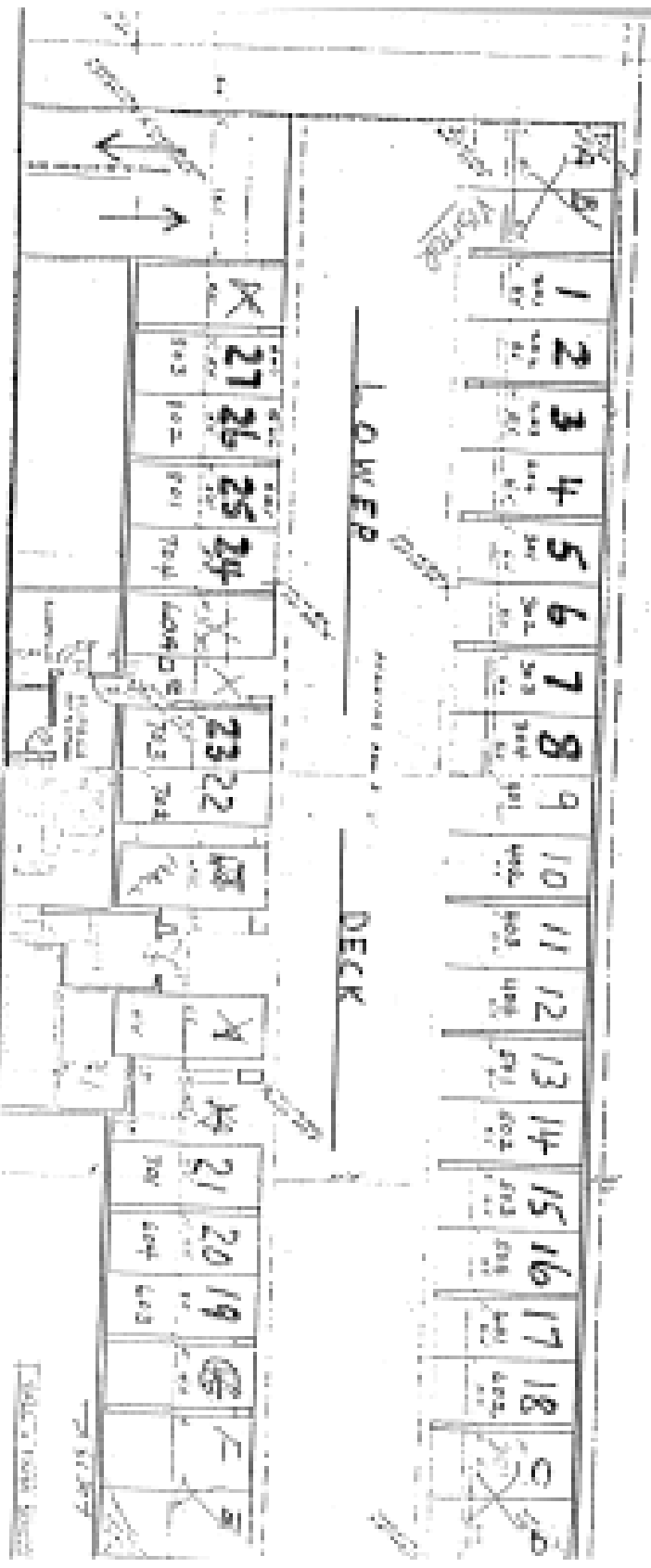


TABLE 2 (Scale 1:1000)

Balance Sheet (Accrual)
114 West Keith Rd. - (vr0145)
July 2017

Page 1
8/8/2017
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ASSETS

Current Assets

1110-0000 Operating Bank Account	17,364.35
1115-0000 Contingency Fund Bank Account	147,302.24
1130-0000 Petty Cash	200.00

Total Cash 164,866.59

1300-0000 Fees Receivable	968.75
1302-0100 CRF Receivable re: Insurance	22,992.64
1302-0130 CRF Receivable re: Water/Sewer	10,374.00
1351-0000 Prepaid Water (Sewer)	10,374.00
1355-0000 Prepaid Insurance	22,992.64

Total Current Assets 232,568.62

Fixed Assets

TOTAL ASSETS 232,568.62

LIABILITIES & EQUITY

Liabilities

2215-0000 Key Deposit	2,100.00
2232-0000 Interfund Loan re: Water/Sewer	10,374.00
2233-0000 Interfund Loan re: Insurance	22,992.64

Total Liabilities 35,466.64

Equity

3200-0000 Contingency Reserve Fund	119,783.84
3210-0000 CRF - Current Approp.	25,000.00
3211-0000 CRF Interest Income	725.82
3220-0000 CRF-Expenditures Current Yr.	-4,553.55
Total Contingency Fund	<u>140,956.11</u>

3227-0120 CRF Depreciation Report Fund, Curr. App.	3,000.00
Total CRF Depreciation Report Fund	<u>3,000.00</u>

3290-0310 CRF Plumbing Fund, Op. Bal.	6,622.77
Total CRF Plumbing Fund	<u>6,622.77</u>

3613-0020 CRF Parkade Fund, Curr. Appr.	75,000.00
3613-0030 CRF Parkade Fund, Less Exp.	-56,910.00
Total CRF Parkade Fund	<u>18,090.00</u>

3615-0020 CRF Interior Upgrade Fund, Curr. Appr.	12,000.00
Total CRF Interior Upgrade Fund	<u>12,000.00</u>

4800-0000 Prior Year(s) Net Earnings	8,436.19
4805-0000 Oper. Fund Adjust. to Op. Bal.	-1,732.50

4810-0000 Current Year Earnings	9,729.41
---------------------------------	----------

Total Equity 197,101.98

TOTAL LIABILITIES & EQUITY 232,568.62

VR0145 Budget Comparative (Period Ending 5)

Property=vr0145
mm/yy=07/2017

MTD Actual	MTD Budget	Account	Description	YTD Actual	YTD Budget	Variance	Annual Budg
REVENUE							
26,637.52	26,637.33	55000000	Strata Fees Income	133,187.60	133,186.65	-0.95	319,648
2,520.00	2,520.00	55150000	Cable Income	12,600.00	12,600.00	0.00	30,240
0.00	0.00	55500000	Fines/Late paym.	200.00	0.00	-200.00	0
-100.00	0.00	55550000	Moving Fees	100.00	0.00	-100.00	0
325.00	283.33	55600000	Parking	1,625.00	1,416.65	-208.35	3,400
0.00	0.00	55700000	Miscellaneous Income	30.00	0.00	-30.00	0
0.00	72.50	55700300	Locker Revenue	900.00	362.50	-537.50	870
29.00	33.33	55750000	Interest	162.25	166.65	4.40	400
29,411.52	29,546.49		TOTAL REVENUE	148,804.85	147,732.45	-1,072.40	354,558
EXPENSES							
1,333.50	1,333.33	63000000	Management Fee	6,667.50	6,666.65	-0.85	16,000
2,874.08	3,000.00	63200000	Insurance	14,325.28	15,000.00	674.72	36,000
0.00	66.67	63210000	Appraisal	866.25	333.35	-532.90	800
1,155.00	1,250.00	63500000	Caretaker Wages/Janitorial Services	5,775.00	6,250.00	475.00	15,000
0.00	41.67	63600000	Audit/Tax Return	393.75	208.35	-185.40	500
0.00	166.67	63700000	Legal	0.00	833.35	833.35	2,000
70.34	333.33	63800000	Administration/Misc.	1,325.35	1,666.65	341.30	4,000
1,969.66	3,750.00	64200000	Gas	13,929.06	18,750.00	4,820.94	45,000
2,147.74	1,333.33	64250000	Electricity	4,573.49	6,666.65	2,093.16	16,000
2,074.80	2,166.67	64300000	Water/Sewer	10,374.00	10,833.35	459.35	26,000
651.16	1,375.00	64500000	Garbage	6,307.51	6,875.00	567.49	16,500
261.65	183.33	64600000	Enterphone	863.61	916.65	53.04	2,200
1,590.14	1,083.33	64700000	Elevator	8,613.30	5,416.65	-3,196.65	13,000
2,447.92	2,520.00	64750000	Cablevision	12,239.60	12,600.00	360.40	30,240
1,922.81	1,442.00	64900000	Landscaping	9,614.05	7,210.00	-2,404.05	17,304
141.11	884.50	64910000	Landscape Improvements	3,357.79	4,422.50	1,064.71	10,614
506.83	3,533.33	68250000	Repairs & Maintenance	14,167.40	17,666.65	3,499.25	42,400
0.00	83.33	68400000	Alarm Monitoring	682.50	416.65	-265.85	1,000
19,146.74	24,546.49		TOTAL OPERATING EXPENSES	114,075.44	122,732.45	8,657.01	294,558
5,000.00	5,000.00	69950000	Transfers to Contingency	25,000.00	25,000.00	0.00	60,000
24,146.74	29,546.49		TOTAL EXPENSES	139,075.44	147,732.45	8,657.01	354,558
5,264.78	0.00		NET INCOME	9,729.41	0.00	-9,729.41	0

Expense Distribution
vr0145 - 114 West Keith Rd.
Check Date: 07/01/2017 - 07/31/2017

Ctrl#	Invoice Number	Invoice Date	Property	Payee	Payable Account	Amount	Unpaid Amount	Check Number	Check Date	Description
5555-0000 Moving Fees										
81365	062117	06/21/17	vr0145	swetnam	2200-0000	100.00		11189	07/21/17	Jun21/17 #1201 Move-in
						100.00	0.00			
6350-0000 Caretaker Wages/Janitorial Ser										
81023	641869	07/12/17	vr0145	capilbid	2200-0000	1,155.00		11184	07/14/17	Jul/17 Janitorial
						1,155.00	0.00			
6380-0000 Administration/Misc.										
81208	072017-25	07/17/17	vr0145	assert	2200-0000	59.34		11186	07/17/17	Jul/17 Recoveries
						59.34	0.00			
6420-0000 Gas										
80956	1037886Jul	06/29/17	vr0145	fortisbc	2200-0000	1,969.66		900051	07/14/17	Gas(May30-Jun29/17)
						1,969.66	0.00			
6425-0000 Electricity										
80975	1120097097	07/04/17	vr0145	bhydro	2200-0000	2,147.74		900052	07/14/17	Electricity(May2-Jun28/17)
						2,147.74	0.00			
6450-0000 Garbage										
80809	000031200	06/30/17	vr0145	wascont	2200-0000	651.16		11178	07/07/17	Jul/17
						651.16	0.00			
6460-0000 Enterphone										
80745	123922918	06/20/17	vr0145	telus	2200-0000	111.16		900050	07/07/17	604-987-1025(Jun19-Jul18/17)
80811	0196496	06/30/17	vr0145	viscount	2200-0000	39.33		11179	07/07/17	Jul/17 Enterphone
81382	123922918	07/20/17	vr0145	telus	2200-0000	111.16		900054	07/28/17	604-987-1025(Jul19-Aug18/17)
						261.65	0.00			
6470-0000 Elevator										
80815	43547	07/01/17	vr0145	eltec	2200-0000	878.14		11180	07/07/17	Jul/17 Elevator Maint.
81313	00780528	07/05/17	vr0145	safety	2200-0000	712.00		11187	07/21/17	Elevator Permit(Sep/17-Aug/18)
						1,590.14	0.00			
6475-0000 Cablevision										
81270	010-0267-4	07/01/17	vr0145	shaw	2200-0000	2,447.92		900053	07/21/17	Jul/17 Cable
						2,447.92	0.00			
6490-0000 Landscaping										
81145	3000	07/11/17	vr0145	marcsgar	2200-0000	1,922.81		11185	07/14/17	Jul/17 Landscaping
						1,922.81	0.00			
6491-0000 Landscape Improvements										
81331	724969	07/14/17	vr0145	univers	2200-0000	141.11		11190	07/21/17	Irrigation Pipe Repairs
						141.11	0.00			
6825-0000 Repairs & Maintenance										
80839	A0407057	07/01/17	vr0145	abell	2200-0000	97.29		11181	07/07/17	Jul/17 Pest Control
80878	5004	06/07/17	vr0145	hse	2200-0000	186.90		11182	07/07/17	Outside Light Repairs
80879	29993	06/12/17	vr0145	service	2200-0000	892.50		11183	07/07/17	Window Cleaning
81319	071817	07/18/17	vr0145	siklos	2200-0000	38.89		11188	07/21/17	Reimb, Re: Garage
						1,215.58	0.00			
						13,662.11	0.00			

General Ledger (Accrual)
114 West Keith Rd. - (vr0145)
July 2017

Property	Date	Period	Description	Control	Refer	Debit	Credit	Balance	Remarks
6300-0000			Management Fee					5,334.00	= Beginning Balance =
vr0145	07/01/17	07/17	(Jul/17 Auto JEs) Jul/17 Aut	J-22933	JE	1,333.50		6,667.50	Monthly Mgmt. Fee
			NetChange= 1,333.50					6,667.50	= Ending Balance =
6320-0000			Insurance					11,451.20	= Beginning Balance =
vr0145	07/01/17	07/17	(Jul/17 Auto JEs) Jul/17 Aut	J-22933	JE	2,874.08		14,325.28	Monthly Ins. Exp.
			NetChange= 2,874.08					14,325.28	= Ending Balance =
6321-0000			Appraisal					866.25	= Beginning Balance =
			NetChange= 0.00					866.25	= Ending Balance =
6350-0000			Caretaker Wages/Janitoria					4,620.00	= Beginning Balance =
vr0145	07/12/17	07/17	(capibld) Capilano Building	P-81023	641869	1,155.00		5,775.00	Jul/17 Janitorial
			NetChange= 1,155.00					5,775.00	= Ending Balance =
6360-0000			Audit/Tax Return					393.75	= Beginning Balance =
			NetChange= 0.00					393.75	= Ending Balance =
6380-0000			Administration/Misc.					1,255.01	= Beginning Balance =
vr0145	07/17/17	07/17	(assert) Assertive Northwest	P-81208	072017-25	59.34		1,314.35	Jul/17 Recoveries
vr0145	07/31/17	07/17	(Jul/17 Bank Rec.) Bank Ch	J-23071	JE	11.00		1,325.35	Monthly Op. Bank Charge
			NetChange= 70.34					1,325.35	= Ending Balance =
6420-0000			Gas					11,959.40	= Beginning Balance =
vr0145	06/29/17	07/17	(fortisbc) FortisBC-Natural G	P-80956	1037886Jul17	1,969.66		13,929.06	Gas(May30-Jun29/17)
			NetChange= 1,969.66					13,929.06	= Ending Balance =
6425-0000			Electricity					2,425.75	= Beginning Balance =
vr0145	07/04/17	07/17	(bhydro) BC Hydro	P-80975	11200970975	2,147.74		4,573.49	Electricity(May2-Jun28/17)
			NetChange= 2,147.74					4,573.49	= Ending Balance =
6430-0000			Water/Sewer					8,299.20	= Beginning Balance =
vr0145	07/01/17	07/17	(Jul/17 Auto JEs) Jul/17 Aut	J-22933	JE	2,074.80		10,374.00	Monthly Water Exp.
			NetChange= 2,074.80					10,374.00	= Ending Balance =
6450-0000			Garbage					5,656.35	= Beginning Balance =
vr0145	06/30/17	07/17	(wascont) Waste Control Se	P-80809	0000312003	651.16		6,307.51	Jul/17 Garbage/Cardboard/
			NetChange= 651.16					6,307.51	= Ending Balance =
6460-0000			Enterphone					601.96	= Beginning Balance =
vr0145	06/20/17	07/17	(telus) Telus	P-80745	1239229180J	111.16		713.12	604-987-1025(Jun19-Jul18/
vr0145	06/30/17	07/17	(viscount) Viscount Systems	P-80811	0196496	39.33		752.45	Jul/17 Enterphone
vr0145	07/20/17	07/17	(telus) Telus	P-81382	1239229180J	111.16		863.61	604-987-1025(Jul19-Aug18/
			NetChange= 261.65					863.61	= Ending Balance =
6470-0000			Elevator					7,023.16	= Beginning Balance =
vr0145	07/01/17	07/17	(eltec) Eltec Elevator Ltd	P-80815	43547	878.14		7,901.30	Jul/17 Elevator Maint.
vr0145	07/05/17	07/17	(safety) British Columbia Saf	P-81313	00780528	712.00		8,613.30	Elevator Permit(Sep/17-Aug/
			NetChange= 1,590.14					8,613.30	= Ending Balance =
6475-0000			Cablevision					9,791.68	= Beginning Balance =
vr0145	07/01/17	07/17	(shaw) Shaw Cable	P-81270	010-0267-482	2,447.92		12,239.60	Jul/17 Cable
			NetChange= 2,447.92					12,239.60	= Ending Balance =
6490-0000			Landscaping					7,691.24	= Beginning Balance =
vr0145	07/11/17	07/17	(marcsgar) MARC'S Garden	P-81145	3000	1,922.81		9,614.05	Jul/17 Landscaping
			NetChange= 1,922.81					9,614.05	= Ending Balance =
6491-0000			Landscape Improvements					3,216.68	= Beginning Balance =
vr0145	07/14/17	07/17	(univers) University Sprinkle	P-81331	724969	141.11		3,357.79	Irrigation Pipe Repairs
			NetChange= 141.11					3,357.79	= Ending Balance =
6825-0000			Repairs & Maintenance					13,660.57	= Beginning Balance =
vr0145	06/07/17	07/17	(hse) Higherstate Electric In	P-80878	5004	186.90		13,847.47	Outside Light Repairs
vr0145	06/12/17	07/17	(service) Servicemaster Cle	P-80879	29993	892.50		14,739.97	Window Cleaning
vr0145	07/01/17	07/17	(abell) Abell Pest Control	P-80839	A0407057	97.29		14,837.26	Jul/17 Pest Control
vr0145	07/10/17	07/17	(ah1402) NIGHT, Lee Anne	C-302815	Paid May12/1		708.75	14,128.51	#1202 Ceiling Repairs(McInt
vr0145	07/18/17	07/17	(siklos) SIKLOS, Gabor	P-81319	071817	38.89		14,167.40	Reimb. Re: Garage Resurfa
			NetChange= 506.83					14,167.40	= Ending Balance =

General Ledger (Accrual)
114 West Keith Rd. - (vr0145)
July 2017

Property	Date	Period	Description	Control	Refer	Debit	Credit	Balance	Remarks
6840-0000			Alarm Monitoring NetChange= 0.00					682.50 = Beginning Balance = 682.50 = Ending Balance =	
6995-0000			Transfers to Contingency					20,000.00 = Beginning Balance =	
vr0145	07/01/17	07/17	(Jul/17 Auto JEs) Jul/17 Aut NetChange= 5,000.00	J-22933	JE	5,000.00		25,000.00 Monthly CRF Trsf. 25,000.00 = Ending Balance =	
						24,855.49	708.75		

VR-145 Ashby House
Approved Budget (March 1, 2017 to February 28, 2018)

56 Units

Line	Code	Description	2016-2017 Budget	2016-2017 Estimate	2017-2018 Approved
1	Revenue				
2	5500	Strata Fees Income	319,648	319,648	319,648
3	5515	Bulk Cable	30,240	30,240	30,240
4	5555	Fines	0	0	0
5	5560	Parking	3,900	3,400	3,400
6	5570	Miscellaneous	0	115	0
7	5570-0300	Locker Income	870	900	870
8	5575	Interest	400	517	400
9	5585	Surplus Forward	0	0	0
10	Total Revenue		355,058	354,820	354,558
11	Expenses				
12	6300	Management Fee	16,000	14,112	16,000
13	6320	Insurance	34,000	33,947	36,000
14	6321	Ins. Appraisal (Mar. 2017)	0	0	800
15	6350	Janitorial Wages	15,000	13,960	15,000
16	6360	Audit/Tax return	500	0	500
17	6370	Legal/consulting	8,000	0	2,000
18	6380	Miscellaneous	4,000	3,200	4,000
19	6420	Gas	50,000	35,000	45,000
20	6425	Electricity	14,000	14,000	16,000
21	6430	Water	25,000	23,940	26,000
22	6450	Garbage/Recycling	16,500	12,000	16,500
23	6460	Enterphone	2,000	2,000	2,200
24	6470	Elevator	15,000	11,000	13,000
25	6475	Bulk Cable Vision	30,240	29,375	30,240
26	6490	Landscaping	18,000	17,095	17,304
27	6491	Landscape Improvement & Irrigation	5,000	4,964	10,614
28	6825	Repairs & Maintenance	40,818	50,000	42,400
29	6840	Alarm Monitoring	1,000	638	1,000
30	Total Expenses		295,058	265,231	294,558
31	6995	Transfer to Contingency	60,000	60,000	60,000
32	Total Budget		355,058	325,231	354,558
33	Surplus/(Deficit)		0	29,589	0

Surplus is to be transferred to Contingency Reserve Fund with the approval of this budget

Minutes of an Annual General Meeting

HELD: On Wednesday, May 11, 2016 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT: 48 owners in person or by proxy as per the registration sheet

PROPERTY MANAGERS: Iris McEwen, Assertive Northwest Property Management Group Inc.

CALL TO ORDER: The meeting was called to order at 7:00 by Ernest Collins, Council President.

CONFIRMATION OF THE CHAIR FOR THIS MEETING: It was moved, seconded and carried that Iris McEwen serve as Chairperson for this meeting.

CONSIDERATION OF A MOTION TO APPROVE THE AGENDA: It was moved, seconded and carried that the agenda as contained in the Notice of Meeting would be used for this meeting.

CONSIDERATION OF A MOTION TO ACCEPT THE NOTICE OF MEETING: The Property Manager advised that the Notice of Meeting met the requirements of the Strata Property Act with respect to the time of delivery of the Notice.

REPORT ON INSURANCE: The Property Manager gave an overview of the coverage provided by the strata insurance policy and suggested that owners consult with their insurance providers to ensure they have the proper coverage for their contents and liability. The current water deductible is \$10,000 and if an owner were to be responsible for an insurance claim, the deductible will be charged back to the owner unit.

MINUTES: It was moved, seconded and carried to adopt the minutes of the Special General Meeting held on January 26, 2017.

COUNCIL REPORT:

The President reported:

"The following is a general summary of events and action taken by Council .

— Review and analysis of the depreciation report and presentation of an executive summary to owners and recommendation to increase the annual contribution to the CRF — This was approved for a 5 year term.

— Ongoing building maintenance which includes — all building systems, mechanical, electrical, Elevator, drainage, garage door operation, boilers, and emergency generator.

— Roof maintenance and repair

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— Receipt and analysis of bids for replacement of the hot and cold water risers — interviews with contractors and recommendation for appointment of successful bidder — presentation to owners for approval of expenditure from the CRF — (final stage of system testing, engineering and permits now in process). Start date for work on site to be announced.

— Landscaping contracts reviewed and ongoing maintenance proceeds for the entire property.— (thanks to all who helped out during the drought)

— The balcony slab edges were power washed and windows cleaned — an unpleasant outcome for many. Inaccessible windows now being washed — also dryer vents cleaned inside and out

— Insurance policy renewed — funds borrowed from CRF to be paid back from operating budget

— An organic waste system has been set up and is operating well actually requiring less garbage pick-up

— A lobby upgrade committee is being formed to consider options for design and develop a budget

— An upgrade to the garage lighting to an LED source has been investigated the cost effectiveness is now under consideration

— A preliminary investigation into the garage concrete has been made and a proposal for repair and coating has been received — no action at this time."

BUDGET APPROVAL: (Year-End February 28, 2016)

It was moved and seconded to approve the proposed budget of \$355,058.

After discussion, the vote on the proposed budget was called and declared **carried**.

OWNERS PLEASE NOTE: THERE IS NO INCREASE IN MONTHLY STRATA FEES.

PLEASE SEE THE FEE SCHEDULE ATTACHED.

IF YOU PAY YOUR STRATA FEES BY CHEQUE, PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN VR-145 AND FORWARD THEM TO THE MANAGEMENT COMPANY.

APPROVAL OF RULES: No new rules were brought forward for ratification.

ELECTION OF THE STRATA COUNCIL: Pursuant to the bylaws, the Council members automatically retire from their positions at this meeting. The outgoing Council was thanked for the work done over the past year.

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The following owners accepted nominations for the 2016 - 2017 Strata Council:

Bryce Swetnam	304	Kathleen Denkwalter	201
Wendell Sanford	1102	Gabor Siklos	301
Ernest Collins	1604	Pattee Clarke	404

There being no further nominations, it was moved, seconded and **carried** to cease nominations. It was moved, seconded and **carried** to declare those nominated elected by acclamation.

NEW BUSINESS:

1. **Cable package:** An owner suggested that Council investigate the present contract to see that the announced changes might be advantageous to Ashby House owners.
2. **Seagulls:** An owner made comment of the mess created by the birds to her balcony and wondered if anything could be done to solve the problem.
3. **Air Conditioners:** An owner asked whether air conditioners were allowed on the decks. The owner was asked to put the request in writing for Council consideration.
4. **Bicycle Racks:** An owner expressed the comment that possibly more bicycle racks were needed. Council will investigate tagging existing bikes to make sure that all bikes in the bike racks belong to current owners. The possibility of installing individual owner racks on the wall of the parkade will also be investigated.

TERMINATION OF MEETING: There being no further business, the meeting was terminated at 7:30 pm.

Respectfully submitted,



Iris McEwen, Property Manager

Direct Line: (604) 253-5225

Email: iris@assertivenorthwest.com

Immediately following the meeting Council agreed to fill the Executive positions as follows:

President – Ernest Collins
Vice-President – Kathleen Denkwalter
Secretary – Wendell Sanford
Treasurer – Gabor Siklos
Privacy Officer – Wendell Sanford

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Approved Strata Fees (March 1, 2016 to February 28, 2017)

Suite #	Strata Lot #	U/E	Contribution to Operating Fund	Contribution to Reserve Funds	Total Strata Fees	Cable Fees **	Total Monthly Payment
201	1	10	386.38	89.29	475.67	45.00	520.67
202	2	10	386.38	89.29	475.67	45.00	520.67
203	3	10	386.38	89.29	475.67	45.00	520.67
204	4	10	386.38	89.29	475.67	45.00	520.67
301	5	10	386.38	89.29	475.67	45.00	520.67
302	6	10	386.38	89.29	475.67	45.00	520.67
303	7	10	386.38	89.29	475.67	45.00	520.67
304	8	10	386.38	89.29	475.67	45.00	520.67
401	9	10	386.38	89.29	475.67	45.00	520.67
402	10	10	386.38	89.29	475.67	45.00	520.67
403	11	10	386.38	89.29	475.67	45.00	520.67
404	12	10	386.38	89.29	475.67	45.00	520.67
501	13	10	386.38	89.29	475.67	45.00	520.67
502	14	10	386.38	89.29	475.67	45.00	520.67
503	15	10	386.38	89.29	475.67	45.00	520.67
504	16	10	386.38	89.29	475.67	45.00	520.67
601	17	10	386.38	89.29	475.67	45.00	520.67
602	18	10	386.38	89.29	475.67	45.00	520.67
603	19	10	386.38	89.29	475.67	45.00	520.67
604	20	10	386.38	89.29	475.67	45.00	520.67
701	21	10	386.38	89.29	475.67	45.00	520.67
702	22	10	386.38	89.29	475.67	45.00	520.67
703	23	10	386.38	89.29	475.67	45.00	520.67
704	24	10	386.38	89.29	475.67	45.00	520.67
801	25	10	386.38	89.29	475.67	45.00	520.67
802	26	10	386.38	89.29	475.67	45.00	520.67
803	27	10	386.38	89.29	475.67	45.00	520.67
804	28	10	386.38	89.29	475.67	45.00	520.67
901	29	10	386.38	89.29	475.67	45.00	520.67
902	30	10	386.38	89.29	475.67	45.00	520.67
903	31	10	386.38	89.29	475.67	45.00	520.67
904	32	10	386.38	89.29	475.67	45.00	520.67
1001	33	10	386.38	89.29	475.67	45.00	520.67
1002	34	10	386.38	89.29	475.67	45.00	520.67
1003	35	10	386.38	89.29	475.67	45.00	520.67
1004	36	10	386.38	89.29	475.67	45.00	520.67
1101	37	10	386.38	89.29	475.67	45.00	520.67
1102	38	10	386.38	89.29	475.67	45.00	520.67
1103	39	10	386.38	89.29	475.67	45.00	520.67
1104	40	10	386.38	89.29	475.67	45.00	520.67

VR-0145 Ashby House
Approved Strata Fees (March 1, 2016 to February 28, 2017)

Suite #	Strata Lot #	U/E	Contribution to Operating Fund	Contribution to Reserve Funds	Total Strata Fees	Cable Fees **	Total Monthly Payment
1201	41	10	386.38	89.29	475.67	45.00	520.67
1202	42	10	386.38	89.29	475.67	45.00	520.67
1203	43	10	386.38	89.29	475.67	45.00	520.67
1204	44	10	386.38	89.29	475.67	45.00	520.67
1401	45	10	386.38	89.29	475.67	45.00	520.67
1402	46	10	386.38	89.29	475.67	45.00	520.67
1403	47	10	386.38	89.29	475.67	45.00	520.67
1404	48	10	386.38	89.29	475.67	45.00	520.67
1501	49	10	386.38	89.29	475.67	45.00	520.67
1502	50	10	386.38	89.29	475.67	45.00	520.67
1503	51	10	386.38	89.29	475.67	45.00	520.67
1504	52	10	386.38	89.29	475.67	45.00	520.67
1601	53	10	386.38	89.29	475.67	45.00	520.67
1602	54	10	386.38	89.29	475.67	45.00	520.67
1603	55	10	386.38	89.29	475.67	45.00	520.67
1604	56	10	386.38	89.29	475.67	45.00	520.67
Monthly Totals	560		21,637.28	5,000.24	26,637.52	2,520.00	29,157.52
			X 12	X12	X12	X 12	X 12
Totals	560		259,647.36	60,002.88	319,650.24	30,240.00	349,890.24
Total Strata Fees					319,648		
Subtract Contributions to Contingency Reserve Fund					60,000		
Contribution to Operating Fund					259,648		

VR-145 Ashby House
Approved Budget (March 1, 2016 to February 28, 2017)

56 Units

Line	Code	Description	2015-2016 Budget	2015-2016 Actual	2016-2017 Approved
1	Revenue				
2	5500	Strata Fees Income	319,648	319,650	319,648
3	5515	Bulk Cable	30,240	30,240	30,240
4	5560	Parking	3,900	3,575	3,900
5	5570	Miscellaneous	0	205	0
6	5570-0300	Locker Income	870	900	870
7	5575	Interest	400	487	400
8	5585	Surplus Forward	0	0	0
9	Total Revenue		355,058	355,057	355,058
10	Expenses				
11	6300	Management Fee	16,000	14,112	16,000
12	6320	Insurance	33,948	34,042	34,000
13	6321	Ins. Appraisal (Mar. 2017)	0	0	0
14	6350	Janitorial Wages	15,000	13,960	15,000
15	6360	Audit/Tax return	500	0	500
16	6370	Legal/consulting	8,000	0	8,000
17	6380	Miscellaneous	4,000	3,214	4,000
18	6420	Gas	50,000	41,245	50,000
19	6425	Electricity	14,000	13,805	14,000
20	6430	Water	25,000	22,654	25,000
21	6450	Garbage/Recycling	16,500	14,876	16,500
22	6460	Enterphone	1,500	1,713	2,000
23	6470	Elevator	12,000	17,626	15,000
24	6475	Bulk Cable Vision	30,240	29,375	30,240
25	6490	Landscaping	17,500	17,160	18,000
26	6491	Landscape Improvement & Irrigation	9,000	9,126	5,000
27	6825	Repairs & Maintenance	40,870	23,175	40,818
28	6840	Alarm Monitoring	1,000	637	1,000
29	Total Expenses		295,058	256,720	295,058
30	6995	Transfer to Contingency	60,000	60,000	60,000
31	Total Budget		355,058	316,720	355,058
32	Surplus/(Deficit)		0	38,337	0

Surplus is to be transferred to Contingency Reserve Fund with the approval of this budget

MINUTES OF AN ANNUAL GENERAL MEETING

HELD: On Tuesday, April 4, 2017 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT: 54 owners in person or by proxy as per the registration sheet

PROPERTY MANAGERS: Iris McEwen, Assertive Northwest Property Management Group Inc.

CALL TO ORDER: The meeting was called to order at 7:00 by Kathleen Denkewalter, Council President.

CONFIRMATION OF THE CHAIR FOR THIS MEETING: It was moved, seconded and **carried** that Iris McEwen serve as Chairperson for this meeting.

CONFIRMATION OF PROOF OF THE NOTICE OF MEETING: The Property Manager advised that the Notice of Meeting met the requirements of the Strata Property Act with respect to the time of delivery of the Notice.

MOTION TO APPROVE THE AGENDA: It was moved, seconded and **carried** that the agenda as contained in the Notice of Meeting would be used for this meeting.

APPROVAL OF THE MINUTES OF THE MAY 11, 2016 ANNUAL GENERAL MEETING: It was moved, seconded and **carried** to adopt the minutes of the Annual General Meeting held on May 11, 2016.

COUNCIL REPORT: The Council President reported:-

"I'd like to begin with some acknowledgements.

First of all, thank you to Ernest Collins, our Strata Council President who unfortunately had to resign for health reasons. His expertise and leadership were much appreciated.

I'd like to thank our Property Manager, Iris McEwen, who has guided and supported us throughout the year.

I'd also like to thank the various committees who have put in time and effort to make our building run smoothly: the members of the Christmas Party Committee who make the holiday party such a success every year; the Landscaping Committee, Val Gowing and Sue Hill, who always seem to be dragged out in the freezing rain for walk-about with the gardener; the Lobby Decorating Committee which has been attempting to assess the wishes of owners and develop a plan for updating the front entrance. Also, a big thank you to the recycling volunteers, Patricia Blanchard, Susan Hill, Sharon Sanford, and Lynn Monk, who put up reminders and set out bins for recycling all the material not taken care of by the contracted company, and then deliver it to the various depots for proper disposal. And who can forget last winter? Every time it snowed, volunteers pulled on their gloves and went out to shovel and salt both the front and back sidewalks.

The past year has seen a number of projects undertaken for building maintenance. The major one was the re-piping of the hot and cold water riser system, which although it got off to a slow start, has been completed within budget and now delivers better pressure throughout the building. We've also had repair work done to the roof membrane; broken lights at the garage entry gates have been replaced; and recently we had a fire inspection which resulted in fire extinguishers being added at each level of the garage.

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As always there have been routine repairs and regularly scheduled annual maintenance to insure the building is kept in top condition.

Finally, a very special thank you to the other members of the Strata Council who've given countless volunteer hours to ensure the smooth running of our building. Thank you Pattee Clark, Wendell Sanford, Gabor Siklos, and Bryce Swetnam. You've been the best people to work with, and your dedication has been awesome."

APPROVAL OF RULES: No new rules were brought forward for ratification.

REPORT ON INSURANCE: The Property Manager gave an overview of the coverage provided by the strata insurance policy and suggested that owners consult with their insurance providers to ensure they have the proper coverage for their contents and liability. The current water deductible is \$10,000 and if an owner were to be responsible for an insurance claim, the deductible will be charged back to the owner unit.

MOTION TO APPROVE THE PROPOSED BUDGET (Year-End February 28, 2018): It was moved and seconded to approve the proposed budget of \$354,558.

After discussion, the vote on the proposed budget was called and declared **carried** unanimously.

OWNERS PLEASE NOTE: THERE IS NO INCREASE IN MONTHLY STRATA FEES.

IF YOU PAY YOUR STRATA FEES BY CHEQUE, PLEASE MAKE YOUR CHEQUES PAYABLE TO STRATA PLAN VR-145 AND FORWARD THEM TO THE MANAGEMENT COMPANY.

RESOLUTIONS REQUIRING APPROVAL BY A MAJORITY VOTE

RESOLUTION NUMBER 1

Resolution #1 as follows was brought forward for approval at this time.

***"BE IT RESOLVED,** by a Resolution passed by a Majority vote of The Owners, Strata Plan VR-145, that The Owners, Strata Plan VR-145 approve an expenditure not to exceed \$3,000 for the purpose of updating the Depreciation Report, such expenditure to be charged to the Contingency Reserve Fund."*

It was moved and seconded to approve Resolution #1 as presented.

Following discussion, the vote on the Resolution was called and with 44 in favour, 10 opposed and 0 abstentions, the Resolution was declared **carried** as it received a majority of the votes cast.

As Resolution Number 1 was approved, Resolution Number 2 was not considered.

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RESOLUTION NUMBER 3

Resolution #3 as follows was brought forward for approval at this time.

“BE IT RESOLVED, by a Resolution passed by a Majority vote of The Owners, Strata Plan LMS-VR-145, that the Owners, Strata Plan VR-145 approve an expenditure not to exceed \$75,000 for the purpose of having a waterproofing membrane installed on the upper floor level of the garage, such expenditure to be charged to the Contingency Reserve Fund.”

It was moved and seconded to approve Resolution #3 as presented.

Following discussion, the vote on the Resolution was called and with 53 in favour, 1 opposed and 0 abstentions, the Resolution was declared **carried** as it received a majority of the votes cast.

RESOLUTION NUMBER 4

Resolution #4 as follows was brought forward for approval at this time.

“BE IT RESOLVED, by a Resolution passed by a Majority vote of The Owners, Strata Plan LMS-VR-145, that the Owners, Strata Plan VR-145 approve an expenditure not to exceed \$12,000 for the purpose of upgrading the lobby, such expenditure to be charged to the Contingency Reserve Fund”.

It was moved and seconded to approve Resolution #4 as presented.

Following discussion, the vote on the Resolution was called and with 49 in favour, 5 opposed and 0 abstentions, the Resolution was declared **carried** as it received a majority of the votes cast.

NEW BUSINESS:

- 1. Automatic Door Openers:** An owner requested that Council investigate the cost of automation of the 5 entry doors and call a Special General Meeting of owners at which time owners vote by secret ballot to fund such a project from the CRF. The Property Manager presented the cost of such a project and Council will discuss this at their next meeting.
- 2. Cable package:** An owner suggested that Council investigate the present contract to see that the announced changes might be advantageous to Ashby House owners. Council will deal with this in the coming year.
- 3. Electric Cars:** An owner suggested that Council might investigate the possibility of installing charging stations for electric cars. Council will ask an electrician to give a quote for such an installation.
- 4. Lighting in Garage:** An owner asked whether Council had considered upgrading the lighting in the parking area. Council has quotes for this upgrade and will revisit this project.

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5. **Bylaw – Cannabis:** An owner posed the question of the possible need for a bylaw inclusion regarding smoking of cannabis at Ashby House. Council will discuss such a need at the next meeting.
6. **Letter from a Developer:** An owner made comment of the letter received by owners from a developer regarding the purchase of the building for the purpose of redevelopment. Council has not had any contact with the developer.
7. **Thank You:** An owner expressed thanks to the volunteers who worked on Council on behalf of owners.
8. **Composting:** An owner spoke of the composting and recycling programme and thought there might be a need to refresh owners of the methods necessary for the continued success of the programme.
9. **Outdoor Patio Lights:** An owner expressed a concern of the inconsistencies use of lights on the decks. Council will revisit the issue.

ELECTION OF THE STRATA COUNCIL:

Pursuant to the bylaws, the Council members automatically retire from their positions at this meeting. The outgoing Council was thanked for the work done over the past year.

The following owners accepted nominations for the 2017-2018 Strata Council:-

Bryce Swetnam	Kathleen Denkwalter
Wendell Sanford	Gabor Siklos
Dave Vaughn	Pattee Clarke
Marian Ianorescu	

There being no further nominations, it was moved, seconded and **carried** to cease nominations. It was moved, seconded and **carried** to declare those nominated elected by acclamation.

TERMINATION OF MEETING:

There being no further business, the Annual General Meeting was terminated at 8:33 pm.

Respectfully submitted,



Iris McEwen, Property Manager

Direct Line: 604-253-5225

Email: iris@assertivenorthwest.com

Minutes Of A Council Meeting

HELDON: Tuesday, August 25, 2015 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT: Kathleen Denkwalter 201
Ernest Collins 1604
Wendell Sanford 1102
Bryce Swetnam 304

REGRETS: Gabor Siklos 301

GUESTS: Monika Swetnam 304
Pattie Jessiman 704
Scott Jessiman 704
Joan Wilson 802
Tanis Van Drimmelen 904
Peter Van Drimmelen 904
Joy Irwin 1001
Patricia Blanchard 1003
Claire Meldrum 1203
Lee Knight 1402
Jane Chambers 1403
Lynn Monk 1601
Sue Campbell *

PROPERTY MANAGER: Iris McEwen, Assertive Property Management & Real Estate Services Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes (as amended) of the July 21, 2015 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements up to July, 2015. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statements for July, 2015.

2. **Account Balances:** The July, 2015 financial statement shows balances as follows:

Operating Bank Account	\$ 25,891.57
Contingency Bank Account	\$ 71,924.58
Levy Bank Account	\$ 1,624.24
Petty Cash	<u>\$ 200.00</u>
Total Cash	\$ 99,640.39

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CURRENT BUSINESS:

1. **Organics/Composting:** A discussion was held around the Organics program at Ashby House. The information meeting for owners was well attended and was felt to cause a good launch to the program. The two composting bins are being filled with the appropriate materials. The Strata Property Manager was asked to seek the cost for increasing pick up to twice a week. A concern was also noted that the door to the composting room is difficult to open. Ernest and Bryce volunteered to get the handle on the door changed and to get the closer modified to make the opening easier.
2. **Recycling Bins:** Smithrite is now handling the recycling program. The bins have been relabelled and the program seems to be working as it should. Thanks to the volunteers who are making the program work.
3. **Riser Replacement:** Four companies (AllPro, Brighter, Cambridge, and System-Ex) have been asked to present proposals to Council. Council will be provided the proposals for review and the contractors may be asked to attend a meeting to address questions for clarification.
4. **Elevator Safety Test:** The date of the test has not yet been confirmed.
5. **Fire Inspection Report:** The North Vancouver Fire Department has completed the inspection. The three minor points in need of attention have now been remedied.

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam announced that the weekend elevator failure was caused by thread tangled in the mechanism and was repaired on the Monday morning. The crack over the front entrance is now sealed. The west garage door is operational. Riverside Iron Works has been asked called to repair the back gate.
2. **Landscaping:** Kathleen Denkwalter reported again that the Strata is in Stage 3 regulations and NO automatic sprinkling and NO carwashings are allowed. The sign-up sheet for volunteers has worked well. Thanks to the volunteer effort, the grounds look well all things considered. The trimming of the hedge at the back and side of the property is also on hold until after the drought and likely will be completed in late fall. Kathleen suggested that Council was considering hiring a student to hand water trees in addition to the volunteer efforts. Kathleen has volunteered to call the gardening contractor for clarification as to the tasks he is doing while no mowing is needed.
3. **Small Lockers:** There has been no change in the requests for lockers.

CORRESPONDENCE:

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The management company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence, which is sent to the Council in confidence, is not protected except as set out in the privacy legislation.

1. **Last Meeting:** The Property Manager acknowledged receipt of and thanked the writers of the four letters for their positive comments on the last meeting.
2. **Parking:** A letter was received from an owner expressing concern of getting past the bicycle storage with her walker. Council will view the area and make recommendations.

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3. **Name Left Off List:** An owner sent a message because her name had been left off the list of observers at the last meeting. The Property Manager encouraged all visitors to sign the sign in sheet as these are the names included in the minutes.

NEW BUSINESS

1. **Dryer Vent Cleaning:** The dryer vent cleaning will be done from the outside of the building this year. The Property Manager will confirm the date and will inform owners.
2. **Window Cleaning:** It was moved, seconded and **carried** to have last year's contractor, Black Tie, contracted to do the window cleaning after the dryer vents are completed. The Property Manager will confirm the date and will inform owners.
3. **Meeting Dates:** It was moved, seconded and **carried** to schedule future Council meetings on the last Tuesday of each month.

TERMINATION: There being no further business, the meeting terminated at 7:20 pm.

NEXT MEETING: The meeting date for the next meeting is Tuesday, September 29, 2015 at 6:30 pm.

Respectfully Submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivepm.com

Following the meeting, an open forum was held with the owners present:

1. An owner expressed a concern of the fact that the composting bins are very full and steaming hot. The bins are very dirty and she wondered how they could be cleaned. Council will ask Miguel if he could clean these as needed.
2. An owner again suggested that perhaps the recycling could be moved from the present location. The poor job of cleaning of deck windows was also mentioned. A concern was also expressed of the fact that on occasion the small elevator is the only operable one and that a full stretcher does not fit in this elevator which presents problem in emergency situations.
3. A question was raised as to the plans for the acid wash of windows of the Northside windows. Since some owners suggested there is no need to complete this task at this time, the Property Manager was asked to discuss the possibility of having the rate of \$630 reduced to do only those windows in need. Perhaps owners could be surveyed to establish the need for this specialized work.
4. An owner made comment that the \$40 spent to clean the Southeast patios was not worth the expense.

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Minutes of a Council Meeting

HELD ON: Tuesday, September 29, 2015 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT:

Gabor Siklos	301
Ernest Collins	1604
Wendell Sanford	1102
Bryce Swetnam	304

REGRETS: Kathleen Denkwalter 201

GUESTS:

Monika Swetnam	304
Linda Shore	703
Jan Werbes	1603

PROPERTY MANAGER: Iris McEwen, Assertive Property Management & Real Estate Services Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the August 25, 2015 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements up to August, 2015. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statements for August, 2015.

2. **Account Balances:** The August, 2015 financial statement shows balances as follows:

Operating Bank Account	\$ 31,155.42
Contingency Bank Account	\$81,677.70
Levy Bank Account	\$ 1,625.66
Petty Cash	<u>\$ 200.00</u>
Total Cash	\$114,658.78

VR-0145 | Ashby House

CURRENT BUSINESS:

- Rise Replacement Update:** The Property Manager distributed to Council members the three proposals received to date (AllPro, Brighter, and Cambridge). Council intends to study the proposals and to create a spreadsheet to show the comparison of the three proposals to aid in their decision making. Should additional information be needed from contractors, Council will direct them to the writers of the proposals.
- Elevator Safety Test:** The date of the test has not yet been confirmed. Eltec will call when they establish a date.
- Fire Inspection Report:** The North Vancouver Fire Department has completed the inspection. The three minor points in need of attention have now been remedied and the NVFD has been given notification of the completion.

COMMITTEE REPORTS:

- Maintenance:** Bryce Swetnam reported that a faulty relay switch has been repaired. Due to summer staffing problems, Riverside Ironworks has not yet attended to the concerns of the back gate. Gardening sprinklers will be winterized at the end of October.
- Landscaping:** Kathleen Denkwalter and Gabor Siklos were thanked for their diligence in attending to the gardens during the drought by hand watering the gardens. Hedges will be trimmed later in the fall. Council will investigate.
- Small Lockers:** There has been no change in the requests for lockers. A discussion was held suggesting the possibility of having Assertive maintain a list of locker use and request for lockers.
- Bikes:** There has been a concern expressed about the bike area and the possibility of the need for owners to mark their bikes. A Council member offered to ensure that all bikes are labelled.

CORRESPONDENCE:

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The management company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence, which is sent to the Council in confidence, is not protected except as set out in the privacy legislation.***

- Several Issues:** A letter was received from an owner with concerns about the process for reviewing the proposals for riser replacement (see above), her concern of the contractor chosen to clean windows at Ashby House, and questions of whether payments were made to the landscapers during the drought.

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NEW BUSINESS

1. **Attendance at Meetings:** A discussion was held around the topics of who can attend Council meetings. The Property Manager referred to the Ashby House Bylaws and Council suggested that only owners may attend Council meetings.
2. **Parking Regulations:** Council reviewed the existing regulations of 2013 for parking assignments and rental of parking stalls.

TERMINATION: There being no further business, the meeting terminated at 7:20 pm.

NEXT MEETING: The meeting date for the next meeting is Tuesday, October 27, 2015 at 6:30 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivepm.com

Following the meeting, an open forum was held with the owners present:

1. An owner expressed a concern of the fact that the September 29, 2015 meeting had not been posted prior to the meeting. In future, Gabor will post a notice announcing the date of the next meeting.
2. An owner wanted confirmation that his name had been placed on the waiting list for a second parking spot.

Minutes of a Council Meeting

HELDON: Tuesday, October 27, 2015 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT:	Gabor Siklos	301		
	Ernest Collins	1604		
	Wendell Sanford	1102		
	Bryce Swetnam	304		
	Kathleen Denkwalter	201		
GUESTS:	Monika Swetnam	304	Patricia Blanchard	1003
	Jaeger	403	Claire Meldrum	1203
	Patricia Clark	404	T. Grupp	1204
	Simon Leung	603	Lee Knight	1402
	Flo Legebakow	801	Jane Chambers	1403
	Joan Wilson	802	Lynn Monk	1601
	Susan Will	1002		

PROPERTY MANAGER: Iris McEwen, Assertive Property Management & Real Estate Services Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the September 29, 2015 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements up to September, 2015. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statements for September, 2015.

2. **Account Balances:** The September, 2015 financial statement shows balances as follows:

Operating Bank Account	\$ 48,105.35
Contingency Bank Account	\$ 91,434.23
Levy Bank Account	\$ 1,626.97
Petty Cash	<u>\$ 200.00</u>
Total Cash	\$141,366.55

3. **Reimbursement of Overpayment:** It was moved, seconded, and **carried** to approve a reimbursement of \$600.00 to an owner for overpayment of past parking fees.

4. **Contingency Reserve Fund:** It was moved, seconded, and **carried** to move the remaining \$1,616.94 from the Repiping Levy fund to the CRF.

VR-0145 | Ashby House

CURRENT BUSINESS:

1. **Rise Replacement Update:** Ernest Collins reported that no decision had yet been made as to the choice of contractor for the riser preplacement project. Council has have had informal meetings, reviewed and discussed the three proposals, and established a number of areas in the proposals in need of clarification. The Strata Manager has been asked to send the Council's questions to the contractors and to set up meeting times in early November for contractors to meet with Council.
2. **Garbage Pick-up:** The Property Manager has contacted the contractor regarding the possibility of altering the frequency of pick up. At this time it was noted that monitoring of the service should take place before making permanent changes to the contract.

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported that the lock pins were in need of and have been replaced on the front door. Owners are asked to use the handle for opening to reduce wear in the system. The brake check on the elevator has been completed and the brake was replaced with a non asbestos brake. The switch on the small door in the east garage has been replaced. The winterization of the sprinklers has been completed. The enterphone has been serviced and the key pad is now working as it should.
2. **Landscaping:** Kathleen Denkwalter reported that the back hedge should be trimmed in November, but the date has not yet been confirmed. As approved at the AGM, the front gardens have been levelled and grass seeded. Kathleen also explained the payment to the landscapers. The contract is a nine month contract with 9 equal payments which may not reflect the amount of time spent each month on the property.
3. **Small Lockers:** There are no requests for small lockers at this time.
4. **Bikes:** Council is working on the tagging of bicycles as to the owner of each bike.
5. **Parking:** There are no owners requesting a parking at this time.

CORRESPONDENCE:

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The management company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence, which is sent to the Council in confidence, is not protected except as set out in the privacy legislation.***

1. **A Proposal for Bottle/Cans:** A letter was received from an owner with a proposal for dealing with bottles and donating the proceeds for the collection to animal shelters. One bin for clean cans and bottles would be placed at the east entrance of the garage and volunteers would return the clean cans/bottles for deposit and the contribution would be to an animal shelter. Volunteers would also be responsible placing signs of explanation on the bin and for the emptying and cleaning of the bin. After discussion of the proposal, it was moved, seconded, and **carried** to allow volunteers to proceed and to report back to Council on the success of their efforts.

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NEW BUSINESS

1. **Fire Inspection:** The Annual Fire Inspection is planned for November 13, 2015. Bryce will post the memo of reminder to ensure that owners are prepared for the inspection.
2. **Christmas Party:** The Christmas Party Committee has set the date of December 6, 2015 for the late Sunday afternoon get together. The committee will post details of the event closer to the date.
3. **Annual Anchor Inspection:** The inspection has been ordered.
4. **Ashby House Generator:** Simson will contact Bryce to complete this work.
5. **Fence/Gate Repair:** Riverside has visited Ashby House has estimated that the cost to repair the back fence and gate will be between \$800-\$1,000. It was moved, seconded, and **carried** to have this work done as soon as possible.

TERMINATION: There being no further business, the meeting terminated at 7:05pm.

NEXT MEETING: The meeting date for the next meeting is Tuesday, November 24, 2015 at 6:30pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivepm.com

Following the meeting, an open forum was held with the owners present:

1. An owner asked for clarification of the details of the bottle/refundable can project. (See correspondence above)
2. A coffee spill was reported from the garage to the hall in need of clean up. Council will view this after the meeting and determine if needed to ask Miguel to clean it up.
3. An owner suggested that a yearly maintenance calendar be created. There is presently a maintenance calendar which is in need of updating due to the changes due to the summer drought.

Minutes of a Council Meeting

HELD ON: Tuesday, November 24, 2015 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT: Gabor Siklos 301
Wendell Sanford 1102
Bryce Swetnam 304

REGRETS: Ernest Collins 1604
Kathleen Denkwalter 201

GUESTS: Monika Swetnam 304 Flo Legebokow 801
Susan Hill 1002 T. Grupp 1204
Lee Knight 1402 Jane Chambers 1403
Dave Vaughn 1502 Judy Vaughn 1502
J. Murray 1504 Allen Stern 1504
Lynn Monk 1601

PROPERTY MANAGER: Iris McEwen, Assertive Property Management & Real Estate Services Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the October 27, 2015 Council meeting as corrected.

FINANCIAL REPORTS:

- Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements up to October, 2015. No concerns were expressed; therefore it was moved, seconded and **carried** to approve the monthly financial statements for October, 2015.
- Account Balances:** The October, 2015 financial statement shows balances as follows:

Operating Bank Account	\$ 51,988.75
Contingency Bank Account	\$101,196.25
Levy Bank Account	\$ 1,628.94
Petty Cash	<u>\$ 200.00</u>
Total Cash	\$155,013.24

CURRENT BUSINESS:

- Riser Replacement Update:** Council members have met with two of the contractors and discussed areas in need of clarification. Contractors will provide revised proposals to address these concerns.

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COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported that the water hoses have been replaced on the generator. The back fence has now been repaired. The annual fire prevention has been completed and thanks to owners, all but one suite was inspected.
2. **Landscaping:** In her absence, Gabor presented Kathleen Denkwalter's report. Acer Tree Services completed the trimming of hedges on November 18, 19, and 20.
3. **Small Lockers:** There is no change to the waitlist.
4. **Parking:** All extra parking spots have been assigned. There is no one on the waiting list for additional parking.
5. **Update on Bottle/Can Project:** To date this project has been well accepted and is working well.

CORRESPONDENCE:

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The management company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence, which is sent to the Council in confidence, is not protected except as set out in the privacy legislation.

1. **Pest Control, Smoking and Vents:** A letter was received from an owner who expressed a concern that the sticky traps in the lobby were full of bugs and that Abell Pest seems not to have changed them. The Property Manager will contact the pest control company and request a report of the visits they make to Ashby House. The owner also suggested that perhaps a message could be put in the minutes regarding the non smoking status of the building, for smoke seems to be entering her suite. Another concern was raised about the vents and whether they have been cleaned. Council suggested that System-Ex could check the filters on their next regular visit.
2. **Window Cleaning, Heat and Garbage:** An owner asked when the acid wash would be done on the east side of the building. This has been planned for the Spring. A concern was also raised of the heat in her suite not working well. A Council member offered to investigate the concern. It was suggested by the writer that owners should be reminded not to leave plastic bags and other garbage around the recycling bins outside the building.
3. **Parking on the East Side Driveway:** Council received a letter from an owner expressing a concern that a note of threat to tow a car was placed on the windshield of a car parked on the East driveway.

NEW BUSINESS:

1. **Christmas Party:** The Christmas Party Committee has set the date of December 6, 2015 for the late Sunday afternoon get together. The committee will post details of the event closer to the date.
2. **Low Energy Conversion of Parking Lot Lights:** The Property Manager will begin the process of getting the electrical audit done and application made to BC Hydro.

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TERMINATION: There being no further business, the meeting terminated at 6:50 pm.

NEXT MEETING: The meeting date for the next meeting is Tuesday, January 26, 2016 at 6:30 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivepm.com

Following the meeting, an open forum was held with the owners present:

1. An owner complimented Council on the very short meeting tonight.
2. An owner commented on the inconsistency of outside lights on the balconies of the suites.
3. A new owner asked for clarification on the coax TV cables.

Owners are reminded of the following smoking bylaws:

(29) (CA3439808 Registered November 4, 2013)

(a) Except as set out in Bylaw 3 (29) (b), an owner, resident, tenant, occupant, guest and/or visitor shall not, except as set out in (b) below, smoke anywhere within a strata lot or within the strata corporation including but not limited to all areas of common property. This includes but is not limited to balconies, patios, the common area hallways, elevators, stairwells, the parking garage, the amenity rooms, service rooms, exercise room and the lawn and garden areas adjacent to the building.

(b) Any owner or resident who is a smoker on the date of the adoption of this bylaw (April 4, 2013) and registers the fact they are a smoker with the Strata Council before April 30, 2013, will be grandfathered from this bylaw to the extent that they may smoke within their strata lot. All other provisions of 3 29 (a) will apply. Visitors and guests of grandfathered residents must comply with all aspects of bylaw 3 29 (a).

Any owners found to be violating one or both of these bylaws may be subject to fines levied against their unit.

Minutes of a Council Meeting

HELD ON: Tuesday, February 23, 2016 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 6:35 pm.

PRESENT: Gabor Siklos Ernest Collins
Kathleen Denkwalter Bryce Swetnam

REGRETS: Wendell Sanford

GUESTS: Monika Swetnam Patti Jessiman
Carol Spanza Scott Jessiman
Lynn Monk Earl Smith
J. Murray Allen Stern
Lee Knight Jane Chambers

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the November 24, 2015 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including November, December, 2015 and January 2016. No concerns were expressed; therefore it was moved, seconded and **carried** to approve the monthly financial statements for October, November, December, 2015 and January, 2016.

2. **Account Balances:** The January, 2016 financial statement shows balances as follows:

Operating Bank Account	\$ 53,227.45
Contingency Bank Account	\$130,299.57
Petty Cash	\$ <u>200.00</u>
Total Cash (all accounts)	\$183,727.02

3. **Loan from CRF:** It was moved, seconded, and **carried** to approve a loan in the amount of \$19,950.00 from the CRF for payment of annual water billing with the understanding that 1/12th of the loan shall be repaid each month from the operating fund.

CURRENT BUSINESS:

1. **Riser Replacement Update:** The President presented an update. Council and the Property Manager met with Michael Frank, the representative from AllPro, to discuss the project after which they did a walkabout to view areas for contractor use and to get answered further questions from Council. The project will begin on April 18, 2016.

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The Property Manager will put this start date on the web portal calendar and reminders will be placed in the elevators and in the mail room. The specifications of the process and the materials are available on the web portal for access by owners. Anyone having additional questions is asked to please call the Property Manager.

2. **Low Energy Conversion of Parking Lot Lights:** The audit has been forwarded to Council by Higher State Electric. It was moved, seconded, and **carried** to investigate the grant process and make application for the garage lighting upgrade. A Council member volunteered to present his findings to the next meeting of Council.

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported that the cast iron drain pipe over parking stall #50 has now been repaired. He reported that Design Roofing has completed the roof inspection and that the Property Manager had been sent the list of deficiencies. It was moved, seconded, and **carried** that the deficiencies outlined by Design Roofing (\$3,105 plus GST) be completed. Eltec has completed the five year inspection. The Property Manager was asked to call Eltec for a copy of the certificate for posting.

2. **Landscaping:** Kathleen Denkwalter presented the landscaping report. The committee met with the landscaper who presented his updated contract for this year. It was moved, seconded and **carried** that the new contract be accepted by Ashby House. Chafer beetles are normally treated at the end of July.

3. **Small Lockers:** Thanks to Patti Jessiman, an updated locker list with those on the waiting list was forwarded to the Property Manager. Owners wishing to put their name on the waiting list or to release their locker are asked to please contact the Property Manager.

4. **Parking:** All rental parking spots have been assigned. The Property Manager was advised that there is an unlicensed car in the parking lot and was asked to contact the owner for clarification of storage insurance.

CORRESPONDENCE:

1. **Request for Information:** A request for information regarding the upcoming riser replacement project was received. The Property Manager forwarded the requested information to the owner and has placed the information on the web portal for all owners to view.

2. **Lobby Update:** A letter was received from an owner suggesting that perhaps Council would consider investigating a lobby update. Council suggested that a committee might be struck to investigate such possibilities. Any owner wishing to serve on such a committee is asked to please email or call the Property Manager.

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.***

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NEW BUSINESS:

1. **Window Cleaning/Vent Cleaning:** The Property Manager was asked to get quotes for these tasks. These quotes will be sent electronically to Council as they are received and upon Council's selection of the contractor the Property Manager will arrange an appropriate Spring dates for vent cleaning and window washing.

2. **Miguel's Contract:** A Council member has begun dialogue with Miguel to establish his tasks for Ashby House in the thoughts of formalizing a contract.

TERMINATION: There being no further business, the meeting terminated at 7:05 pm. The meeting date for the next meeting is set for Tuesday, March 29, 2016 at 6:30 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Following the meeting, an open forum was held with the owners present:

1. An owner asked for clarification of the Government grant for lighting.
2. An owner requested the specs of the landscaping contract.
3. An owner asked about the Depreciation Study and the recent article in the newspaper regarding Depreciation Reports.

Minutes of a Council Meeting

HELD ON: Tuesday, March 29, 2016 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 6:30 pm.

PRESENT:

Gabor Siklos	Ernest Collins
Kathleen Denkwalter	Bryce Swetnam
Wendell Sanford	

GUESTS:

Monika Swetnam	Earl Smith
Lee Knight	Lynn Monk
Joy Vaughn	Dave Vaughn
Carol Spanza	Jan Werbes
Allen Stern	June Stern
Jane Chambers	

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the February 23, 2016 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including February, 2016. No concerns were expressed; therefore it was moved, seconded and **carried** to approve the monthly financial statement for February, 2016.

2. **Account Balances:** The January, 2016 financial statement shows balances as follows:

Operating Bank Account	\$ 60,781.69
Contingency Bank Account	\$118,279.55
Petty Cash	\$ <u>200.00</u>
Total Cash (all accounts)	\$179,261.24

CURRENT BUSINESS:

1. **Riser Replacement Update:** The President presented an update. The project will begin on April 18, 2016. Two Council members are meeting again with AllPro to clarify a few items. The Property Manager will put this start date on the web portal calendar and reminders will be placed in the elevators and in the mail room. The specifications of the process and the materials are available on the web portal for access by owners. Anyone having questions is asked to contact the Property Manager, preferably by email.

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2. Low Energy Conversion of Parking Lot Lights: Bryce reported on the audit that had been forwarded to Council and the process of applying for the grant. The electrician, Higher State, has indicated that the grant application process has changed and may not be as attractive financially as it had been. Council felt that the upgrade would serve as an upgrade to the building and that the end results would be a safer and brighter parkade. It was moved, seconded, and **carried** to have this project presented as a resolution for the upcoming AGM.

COMMITTEE REPORTS:

- 1. Maintenance:** Bryce Swetnam reported that a blue bin had been broken. After numerous phone calls it has been replaced. Council discussed the regular pick up of garbage. It was moved, seconded, and **carried** to have the Property Manager investigate pick up the cost/practicality of reduced garbage pick up.
A copy of the Eltec certificate of the 5 year elevator inspection has been received and will be posted.
- 2. Landscaping:** Kathleen Denkwalter presented the landscaping report and reported that the landscapers have begun their routine maintenance. She discussed the concern of some owners of the health of a maple tree and that the landscaper suggested that with judicial pruning it will be seen to be stronger in two or three years. The new figures for the upcoming budget will be forwarded to the Property Manager.
- 3. Small Lockers:** No change
- 4. Parking:** A rental parking spot has come free. One owner has shown an interest in changing parking spots.

CORRESPONDENCE:

- 1. Window Washing:** A letter regarding window washing was received by the Property Manager. A suggestion of a possible contractor was included in the letter. Council has received several quotes from contractors have chosen a contractor (see #2 below).
- 2. Window Washing:** A letter was received from an owner suggesting the use of CLR to the cleaning of her kitchen window. The Property Manager will check with the chosen contractor as to the products they use.

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.***

NEW BUSINESS:

- 1. Roof System Preventative Maintenance:** The Property Manager was asked to confirm a date for this to be done.
- 2. Vent Cleaning:** Council received three quotes for vent cleaning. It was moved, seconded, and **carried** to have the Property Manager contract National Air clean the vents (inside and out). Owners will be notified in advance of the date of cleaning.
- 3. Window Washing:** Council received three quotes for window cleaning of inaccessible windows at Ashby House. **These quotes included the kitchen and bedroom windows only.** It was moved, seconded, and carried to have the Property Manager contract Servicemaster to clean the inaccessible windows (kitchen and bedroom windows only) at a

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time after the vent cleaning has been done.

4. **Regular Maintenance to cement in garage:** Council has begun meeting with contractors to get information of the process as well as the cost of doing the routine maintenance to the garage concrete.

5. **Lobby Decorating Committee:** Four owners have volunteered to be on the committee to investigate the possibility of upgrading the lobby. As yet they have not met, but will report to Council meetings as to their progress.

TERMINATION: There being no further business, the meeting terminated at 6:55 pm. No date has been set for the next Council meeting. The AGM will be set as soon as the proposed budget has been approved by Council.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Following the meeting, an open forum was held with the owners present:

1. An owner made comment of the possible need for reviewing the Airbnb bylaw for Ashby House.
2. An owner had questions of the location of the riser project.
3. An owner asked for clarification of the location of storage for a new bike and the process for using the bike storage.
4. An owner brought to the attention of owners present of a scam that has been circulated in connection with income tax filing.
5. An owner asked for reasons why a list of names and phone numbers of all owners is not available to all as it had been in the past.

Minutes of a Council Meeting

HELD ON: Thursday, October 20, 2016 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 7:00 pm.

PRESENT:

Gabor Siklos	Wendell Sanford
Kathleen Denkwalter	Bryce Swetnam
Wendell Sanford	

REGRETS: Ernest Collins

GUESTS:

Monika Swetnam	Earl Smith
Lee Knight	Lynn Monk
Carol Spanza	Jan Werbes
Allen Stern	June Murray
Jane Chambers	Patricia Blanchard

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

APPROVAL OF AGENDA: It was moved, seconded and carried to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and carried to approve the minutes of the March 29, 2016 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including March, April, May, June, July, and August, 2016. No concerns were expressed; therefore it was moved, seconded and carried to approve the monthly financial statements up to August, 2016.

2. **Account Balances:** The August, 2016 financial statement shows balances as follows:

Operating Bank Account	\$ 28,062.79
Contingency Bank Account	\$ 154,351.66
Petty Cash	\$ <u>200.00</u>
Total Cash (all accounts)	\$ 182,614.45

CURRENT BUSINESS:

1. **Riser Replacement Update:** Bryce Swetnam presented an update. Though the project was slow in starting, plumbers have been attending regularly and are in the process of doing the pressure testing. Technicians are scheduled to attend on Thursday, October 27th, 2016 and on Tuesday, November 1st, 2016 to install the domestic hot and cold water risers in the building. Owners will be notified to having:-

- a) no access to hot water from 9:00am to 5:00pm on October 27th
- b) no access to both hot and cold water from 9:00am to 5:00pm on November 1st

2. **Low Energy Conversion of Parking Lot Lights:** Bryce reported on the audit that had been forwarded to Council and the process of applying for the grant. The electrician, Higher State, has indicated that the grant application process has changed and may not be as attractive financially as it had been. Council felt that the upgrade would serve as an upgrade to the building and that the end results would be a safer and brighter parkade. Council will continue with the investigation.

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COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported on the current maintenance issues. It has been a busy few months. The roof preventative maintenance has been completed and the deficiencies have been repaired; the broken light on the parking ramp has been replaced; the boilers have been checked and repaired; repair to the broken back fence gate has been ordered; and the winterization of the irrigation sprinklers has been ordered. It was moved, seconded, and carried to have the carpets cleaned once the present riser program is complete.
2. **Landscaping:** Kathleen Denkwalter presented the landscaping report. This year's improvements have been completed. The winterization of the sprinklers has been ordered as has the repair to the back gate. An arborist has been asked to assess the health of the trees on the property and to make recommendations which might impact the budget for next year. Council discussed the need to trim the hedge at the back and will obtain quotes for this pruning as this pruning may impact next year's budget.
3. **Small Lockers:** No change
4. **Parking:** No change

NEW BUSINESS:

1. **Lobby Décor Committee:** The committee has not yet met but a meeting will be called soon.
2. **Enforcing Bylaws:** The Property Manager discussed the process of enforcing bylaws. Should owners wish clarification on the process, please contact the Property Manager.
3. **Smoking at Ashby:** Council discussed the annoyance of cigarette smoke and what might be done to curtail this activity. Council discussed a perceived need to remind owners and their guests of the bylaws and decided to re-sign the front entry with a sign indicating that Ashby House is a NO SMOKING BUILDING and to post a reminder in the mail room area. Owners are reminded of the current bylaws which state:-

“(29) (CA3439808 Registered November 4, 2013)

(a) Except as set out in Bylaw 3 (29) (b), an owner, resident, tenant, occupant, guest and/or visitor shall not, except as set out in (b) below, smoke anywhere within a strata lot or within the strata corporation including but not limited to all areas of common property. This includes but is not limited to balconies, patios, the common area hallways, elevators, stairwells, the parking garage, the amenity rooms, service rooms, exercise room and the lawn and garden areas adjacent to the building.

(b) Any owner or resident who is a smoker on the date of the adoption of this bylaw (April 4, 2013) and registers the fact they are a smoker with the Strata Council before April 30, 2013, will be grandfathered from this bylaw to the extent that they may smoke within their strata lot. All other provisions of 3 29 (a) will apply. Visitors and guests of grandfathered residents must comply with all aspects of bylaw 3 29 (a).”

4. **Annual Christmas Party:** The date of this event has been set for DECEMBER 4, 2016 at 3:00 pm. All owners are invited to meet with other owners in the activity room.

Following the business meeting, an open forum was held with the owners present:

1. An owner suggested that the NO SMOKING sign on the front window might be larger to attract more attention. (See #3 above)
2. An owner asked what product was used for the risers. Aquatherm is the product used.
3. An owner spoke of the process used when an owner loses keys. There is no set procedure in place, but suggestions were fielded from the participants in attendance.

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4. An owner suggested that the filters in the building might be in need of changing. Council felt that this was done on a regular basis, but will investigate.

5. An owner asked for reasons why a list of names and phone numbers of all owners is not available to all as it had been in the past. The Privacy Act precludes this distribution.

The guests of the meeting left the meeting at 7:45 pm to allow Council to deal with correspondence dealing with bylaw violations "in camera".

CORRESPONDENCE:

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.

- 1. After Hours Disturbance:** A letter was received from an owner who voiced a concern of a late night party. After discussion, it was decided that the Property Manager should write a letter to the complainant explaining that in all likelihood this was a "one off" occasion and that the owner should monitor the situation and report a re-occurrence should it arise.
- 2. Various Concerns:** Several emails were received from an owner requesting information about rentals, Airbnb, and also clarification of the grandfathering of the no smoking bylaw. The owner suggested that perhaps a reminder letter could be posted in the mail room regarding smoking in the building. Council felt that the suggestions of reminding owners and their guests of the NO SMOKING BUILDING should be tried before sending violation letters. The bylaws clearly state NO RENTALS and no Airbnb. The Property Manager will contact the owner of the suite to gain clarification prior to Council considering sending bylaw violation letters.
- 3. Sprinkler Noise:** A letter was received from an owner requesting a change in the start time of the morning sprinkling. Council felt that as there was no sprinkling at this time of the year, it would be a topic to be addressed in the Spring.
- 4. Smoking:** A letter was received from an owner concerned about the smell of smoke entering her suite. The Property Manager will contact the complainant to explain the steps being taken by Council to inform residents of the NO SMOKING status of Ashby House and the steps to be taken to file a bylaw violation.
- 5. Non-owner resident:** A letter was received in Box 100 of the lobby from an owner explaining a non-resident occupancy of a neighbour's unit. The Property Manager will follow up by contacting the writer of the letter and the owner of the suite in question. Owners are reminded to send letters to the Property Manager so they can be handled in a timely manner at a Council meeting.

TERMINATION: There being no further business, the meeting terminated at 8:51 pm.

NEXT MEETING: The next regular Council meeting will be held on January 10, 2017 at 6:30 pm

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

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Minutes of a Council Meeting

HELD ON: Thursday, January 12, 2017 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 6:30 pm.

PRESENT:

Gabor Siklos	Wendell Sanford
Kathleen Denkwalter	Bryce Swetnam
Pattee Clark	

GUESTS:

Monika Swetnam	Earl Smith
Lee Knight	Lynn Monk
Carol Spanza	Flo Legebokow
Allen Stern	June Murray
Jane Chambers	Claire Meldrum
Sue Hill	Roger Kettlys

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

APPROVAL OF AGENDA: It was moved, seconded and carried to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and carried to approve the minutes of the November 29, 2016 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including November, 2016. No concerns were expressed; therefore it was moved, seconded and carried to approve the monthly financial statements for November, 2016.

The November, 2016 financial statement shows balances as follows:

Operating Bank Account	\$ 33,849.58
Contingency Bank Account	\$ 184,340.07
Petty Cash	\$ <u>200.00</u>
Total Cash (all accounts)	\$ 218,389.65

CURRENT BUSINESS:

1. **Riser Replacement Update:** Bryce reported that the risers are working well, however noted that there were a few deficiencies yet to be completed.

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported on the fire alarm that had recently sounded. This was not a fire but was an air leak in the dry sprinkler pipes in the garage.

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2. **Landscaping:** Kathleen Denkwalter discussed the renewal of the landscaping contract as well as the improvements which may be included in the budget for the upcoming year. She will be meeting with the landscaper on January 13, 2017 to further discuss the needs of the Ashby House grounds.

3. **Small Lockers:** No change

4. **Parking:** There is one vacant spot.

NEW BUSINESS:

1. **Lobby Decorating Committee:** Gabor reported that the committee of five members has met several times and is preparing a questionnaire to seek owner input.

2. **AGM Planning:** Council reviewed a proposed budget and will continue planning at the next Council meeting.

Following the business meeting, an open forum was held with the owners present.

1. **Fire Alarm-** An owner voiced concerns regarding the fire alarm heard lately and felt clarification of the process for residents hearing the alarm should be made clear. Council members suggested that upon hearing a fire alarm all residents should proceed down the stairs (as the elevator will not be operable) and will receive instructions in the lobby. Should any residents have difficulty with mobility, they should contact the Property Manager who will check to see that their names are included in the Fire Safety Plan.

2. **Fire Alarm Instructions:** An owner suggested that an explanation of the fire procedure could be announced at an Annual General Meeting.

3. **Carpet Cleaning:** An owner asked when the carpet cleaning will be done. The plans are to clean carpets after the piping work is complete. The carpets will be cleaned when all deficiencies are completed.

4. **Garage Lighting:** An owner asked about the plans for upgrading the lighting in the parkade. This will be dealt with at the Annual General Meeting.

5. **Lost Items:** An owner questioned whether a process had been put in place to deal with lost items. Council has discussed this but has no firm suggestions. Residents are asked to forward any ideas to Council for consideration.

6. **Balcony Lighting:** An owner commented that the balcony lighting is inconsistent in that some units have lights on and some are off. She felt this gives a bad look to the building.

The guests of the meeting left the meeting at 7:10 pm to allow Council to deal with correspondence dealing with bylaw violations "in camera".

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CORRESPONDENCE:

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.

1. **Smoking:** Two letters were received from owners regarding the presence of smoke in the building. Council felt that the letters did not present specifics enough to warrant fines at this time. The Property Manager will respond to the writers of the letters.

TERMINATION: There being no further business, the meeting terminated at 7:45pm.

NEXT MEETING: The next regular Council meeting date has not yet been confirmed.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Minutes of a Council Meeting

HELD ON: Tuesday, February 7, 2017 at 10:00 am in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 10:00 am.

PRESENT:

Gabor Siklos	Wendell Sanford
Kathleen Denkwalter	Bryce Swetnam
Pattee Clark	

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda as circulated.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the January 12, 2017 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including December, 2016. No concerns were expressed; therefore it was moved, seconded and **carried** to approve the monthly financial statements for December, 2016.

The December, 2016 financial statement shows balances as follows:

Operating Bank Account	\$ 38,301.42
Contingency Bank Account	\$ 194,315.79
Petty Cash	<u>\$ 200.00</u>
Total Cash (all accounts)	\$ 232,817.21

CURRENT BUSINESS:

1. **Riser Replacement Update:** Bryce reported that the deficiencies have been completed by AllPro. It was moved, seconded, and **carried** to pay the final invoice.
2. **Lobby Decoration Committee:** The committee has met and reviewed the feedback letters received from 39 owners. The committee will meet and further discuss the possible redecorating of the lobby. No decision has been made as yet.

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam reported the completion of the AllPro work (#1 above). Since the back gate has not yet been repaired, the Property Manager was asked to call Riverside Ironworks to attend to this problem and to investigate attaching a combination lock.
2. **Landscaping:** Kathleen Denkwalter presented the quotes for the landscaping contracts as well as possible improvements. The quotes were reviewed and will be used in planning the budget for owner approval.
3. **Small Lockers:** No change
4. **Parking:** There are no extra spots.

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NEW BUSINESS:

1. **Applied Coatings:** An updated quote was received for the parkade restoration. Council requested two more quotes be sought and presented to Council.
2. **Window Washing:** Council has asked that the Property Manager request several quotes for the spring window washing. These quotes will be for the common property windows. The Property Manager will also investigate the cleaning of the enclosure glass.
3. **Fire Plan:** As mentioned by an owner at the last Council meeting Council asked how best to inform owners of evacuation plans of the building in case of fire. Owners/residents/visitors are to leave the building through the lobby upon hearing the fire alarm. Instructions will be given by officials. Council has updated the Fire Plan with regard to owners with mobility problems. Should any owners wish to be added to the list of those with mobility problems, please contact the Property Manager.
4. **Depreciation Report:** The Ashby House Depreciation Report was completed in March, 2014 and since they are to be updated every three years, the Property Manager was asked to establish the cost of this update.
5. **Snow Removal:** Snow removal was handled by volunteers this year. Council wishes to thank all those who volunteers and encourage all to "join in the fun" should it be again necessary.
6. **Carpet Cleaning:** The Property Manager was asked to arrange for hall carpet cleaning in April.
7. **Annual General Meeting Planning:** Council began planning for this year's AGM. A tentative date of **Tuesday, April 4, 2017** was suggested for the AGM. Owners will be advised of a confirmed date. Preliminary discussions of the budget and Resolutions for this meeting were held.

CORRESPONDENCE:

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.***

1. **Noise:** A letter was received from an owner complaining of loud music during the day. The Property Manager was asked to contact the owner who allegedly is creating the noise.
2. **Inoperable Outside Faucet:** An owner sent a letter of concern to a Council member regarding his inability to wash his car during the cold weather. Council discussed the concern and advised that this faucet will be turned back on in March when there is no possibility of freezing.

TERMINATION: There being no further business, the meeting terminated at 11:20am.

NEXT MEETING: The next regular Council meeting date has not yet been confirmed.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Minutes of an In-Camera Meeting

HELDON: Thursday, April 20 2017 in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 9:00 pm.

PRESENT:

Gabor Siklos	Wendell Sanford
Kathleen Denkwalter	Pattee Clark
Marian Ianorescu	David Vaughan

REGRETS: Bryce Swetnam

IN-CAMERA ISSUES:

- 1. Request to defer Maintenance Fees:** Correspondence from an owner requesting deferment of strata fees until the sale of the unit was discussed by Council. After discussion, it was moved, seconded, and **carried** to deny the request. The Property Manager will inform the owner of the decision.
- 2. Request for a Hearing:** An owner requested a hearing regarding a bylaw fine. Council set the date of Wednesday, May 3, 2017 at 6:30 pm and requested that the Property Manager inform the owner of the suggested meeting time.
- 3. A Letter Addressed to Owners:** A letter which had been delivered to all owners was discussed by Council. Council discussed the letter, its contents, and the complaints of owners regarding the distribution of the letter. Council felt there had been no bylaw violation and could do little about the distribution of the letter.
- 4. Second Hand Smoke:** A letter was received from an owner regarding second hand smoke and other issues of smoking. The Property Manager will thank the owner for the information.
- 5. Smoking Complaints:** Several letters were received from an owner regarding the possible means of smoke migrating to her suite from another suite. Council is very concerned about the issue of smoke complaints in this smoke free building and would like to do all to ensure that smoke does not enter her unit. Council discussed several possible solutions and asked the Property Manager to write a letter to the owner sharing these suggestions to stopping smoke migrating into her unit. Council also requested that the results of an air quality test by a specialist and the recommendations be shared with Council.

TERMINATION: There being no further business, the meeting terminated at 10:10 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

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Minutes of a Council Meeting

HELD ON: Thursday, April 20, 2017 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 7:00 pm.

PRESENT:

Gabor Siklos	Wendell Sanford
Kathleen Denkewalter	Dave Vaughan
Pattee Clark	Marian Ianorescu

REGRETS: Bryce Swetnam

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

GUESTS:

L. Smith	Joan Wilson	Lee Knight
Carol Spanza	Judy Vaughan	Lynn Monk
Susan Hill	T. Grupp	Flo Legebokow
Simon Leung	Linda Shore	Jorge Reyes
Jane Chambers	H. Jaeger	Joy Irwin

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the February 7, 2017 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including February and March, 2017. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statements for February and March, 2017.

The March, 2017 financial statement shows balances as follows:

Operating Bank Account	\$ 51,645.82
Contingency Bank Account	\$ 168,542.98
Petty Cash	<u>\$ 200.00</u>
Total Cash (all accounts)	\$ 220,388.80

COMMITTEE REPORTS:

1. **Maintenance:** No report was presented.

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2. **Landscaping:** Kathleen reported that the landscapers have begun their spring work.
3. **Small Lockers:** No change
4. **Parking:** There are no extra spots.
5. **Lobby Decorating Committee:** Gabor reported that the committee has had one meeting since the Annual General Meeting. At this meeting the volunteer committee discussed the process of getting information and what items might be included in this project. The committee will report to the next Council meeting.
6. **Recycling:** Kathleen reported that as the topic was brought up at the Annual General Meeting she had asked Patricia whether she would be willing to present another recycling workshop. A sign-up sheet will be posted in the mail room for those wishing to have further information on the recycling program. The program is going well.

NEW BUSINESS:

1. **Waterproof Membrane:** The two quotes from Remdal and Applied Coatings were presented in the meeting package. Two Council members have met with contractors, however, should Council need further clarification of the proposals, the Property Manager will call the contractors for a meeting with Council.
2. **Vent Cleaning:** Several quotes were presented to Council. It was moved, seconded, and carried to have National Air be booked to do the external vents as soon as is possible. Owners will be advised of the confirmed date when it is made available.
3. **Window Washing:** Several quotes were presented to Council for the cleaning of inaccessible windows. The Property Manager will further discuss with Council these quotes for window cleaning after the vent cleaning is completed.
4. **Automatic Door Openers:** An owner had brought up the possibility of getting quotes for installing automatic door openers on five doors. The Property Manager presented the approximate cost for this project. Council has asked that contractors be invited to present formal proposals for openers and that Council review these proposals before making the decision of the date of a Special General Meeting to seek owner approval. Marian volunteered to meet contractors.
5. **Welcome Package:** The president spoke to the need to update the Welcome package and will ask whether an owner would be interested in this project.
6. **Depreciation Report:** The Annual General Meeting approved funds for the update of the Depreciation Report. Council has two quotes for this update. Council will discuss the proposals at the next Council meeting.
7. **Fire Alarm:** On April 7, 2017 there was a fire alarm in the building. There seemed to be confusion as to how this was handled. Council is investigating whether there should be changes made to the present procedure. It was noted that instructions are clearly posted regarding the procedure to be followed in the

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case of a fire alarm. More information will be presented to the next Council meeting.

8. Fire Regulations and Parking Stalls: Kathleen discussed the report of the fire inspection done by the fire inspector on March 21, 2017. A few deficiencies pointed out in the report will be addressed by Community Fire. The one issue to be handled by owners is to **REMOVE ALL PERSONAL BELONGINGS FROM PARKING STALLS as NO ITEMS ARE TO BE STORED IN THE PARKING LOT. This includes shopping carts. Please attend to this request before the Fire Marshall inspects the building in two weeks time.**

9. Cable Package: A copy of the Shaw contract was made available to Council. The bulk rate term ends on June 14, 2019. Council discussed the possibility of trying to renegotiate the contract, but felt they would do nothing at this time.

10. BFL Earthquake Policy Deductible: Council discussed the option which was offered to Ashby House. Owners are again reminded to present the summary of the BFL Policy to their insurers to discuss the earthquake deductible.

11. Bylaw Violation Fine: The Property Manager reported that a bylaw violation fine letter has been sent to an owner.

12. Security Cameras: The possibility of installing security cameras was brought up at the Annual General Meeting. Please refer to Correspondence below.

13. Cannabis: An owner had asked at the Annual General Meeting whether it was necessary at this time to deal with this as a new bylaw. Council felt this was not a priority at this time.

14. Electric Cars – Charging Stations: An owner asked about the practicality/cost of installing a charging station for an electric car. The Property Manager has contacted the electrician for such a quote.

CORRESPONDENCE:

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.

TWO LETTERS WERE RECEIVED IN THE MAILBOX IN THE MAILROOM. Council would again like to remind owners that letters should be sent to Assertive Northwest.

1. Security Cameras: A letter was received from an owner with a quote for the installation of security cameras as Ashby House. Two options were presented. The Property Manager thanked the owner for this submission. Council discussed whether there is the need for security cameras and would like another proposal from another company. The Property Manager will obtain another quote.

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2. **Several Issues:** A letter of concern was received from an owner regarding her draughty windows. Since these windows are common property she wanted Council to deal with the issue. Council will get a quote to do this work and will discuss the issue further. Council was reminded that many owners have done this on their own. She had also noticed that there was water damage on her hallway closet. It is important that an issue of this sort be reported to the Management Company to make certain that it is not an active leak and that it is dealt with immediately. The owner also requested information for the cleaning of enclosure windows and removal of lime on the windows. As stated above, window cleaning will be done after the vent cleaning and details will be forwarded to owners well in advance of the confirmed date.

3. **Draughty Windows:** A letter was received from an owner regarding draughty windows. As in #2 above, Council is investigating the issue.

TERMINATION: There being no further business, the meeting terminated at 8:35 pm.

NEXT MEETING: The next regular Council meeting is scheduled for Tuesday, May 30, 2017 at 6:30 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Minutes of a Council Meeting

HELD ON: Tuesday, May 30, 2017 at 6:30 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 6:30 pm.

PRESENT:

Gabor Siklos	Wendell Sanford	Bryce Swetnam
Kathleen Denkwalter	Dave Vaughan	Marian Ianorescu
Pattee Clark		

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

GUESTS:

Joan Wilson	Lee Knight	Carol Spanza
Susan Hill	Flo Legebokow	Patricia Blanchard
Jane Chambers	Sharon Sanford	Monika Swetnam
Jan Werbes		

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the April 29, 2017 Council meeting.

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements including March, 2017. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statements for March, 2017.

The April, 2017 financial statement shows balances as follows:

Operating Bank Account	\$ 13,973.89
Contingency Bank Account	\$ 178,481.40
Petty Cash	<u>\$ 200.00</u>
Total Cash (all accounts)	\$ 192,655.29

COMMITTEE REPORTS:

1. **Maintenance:** No report was presented.

2. **Landscaping:** Kathleen reported that the landscapers had begun their spring work. The bedding plants have been planted, the sprinkler head had been repaired. The gardeners reported a sink hole in the southwest lawn. Bryce has called SystemEx to examine and report on the sink hole.

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3. **Small Lockers:** Two people are on the wait list.
4. **Parking:** There are no extra spots and there is no wait list.
5. **Lobby Decorating Committee:** The Property Manager reported that the chairperson of the committee had resigned. Gabor reported that the committee has a meeting scheduled for June 11, 2017 and that members of the committee are gathering information for discussion. The committee will report to the next Council meeting.
6. **Recycling:** Council felt the program is going well.
7. **Waterproof Membrane Update:** It was moved, seconded and **carried** to accept the contract of Applied Coatings. The contractors will begin on June 12, 2017 at which time all vehicles must be moved from the parking area. Wendell has approached the City of North Vancouver to obtain parking permits for residents who are unable to park in the east side lot during the construction work, but the City denied his requests.
8. **Window cleaning:** Window cleaning is scheduled for June 8, 2017. The wind breaks are the responsibility of owners. The Property Manager was asked to get information of a process to remove the lime deposits on the some north side windows.
9. **Vent Cleaning:** National Air Technologies has confirmed the date of June 20, 2017 for vent cleaning.
10. **Automatic Door Opening:** Council is awaiting the proposal from a contractor and will present findings to the next Council meeting. Council is also contacting BC Housing to investigate the possibility of applying for a grant for this project.
11. **Depreciation Report Update:** At the April 4, Annual General Meeting, a majority vote was approved by the owners to update the depreciation report. After discussion, it was moved, seconded and **carried** to ask BFL to update the Ashby House Depreciation Report.
12. **Welcome Package:** Council discussed the welcome package which is still in process of being updated.
13. **Report of Fire Inspector:** Council discussed the latest report of the fire inspector and remind owners that no personal belongings are to be stored in parking stalls. This includes bicycles and shopping carts. Council again discussed the report of the fire inspection done by the fire inspector on March 21, 2017. A few deficiencies pointed out in the report have been addressed by Community Fire. All deficiencies listed on the March 21, 2017 Fire Inspector's Report have been dealt with and a report of the completed work was delivered to the North Vancouver Fire Department on May 1, 2017. Owners are to **REMOVE ALL PERSONAL BELONGINGS FROM PARKING STALLS as NO ITEMS ARE TO BE STORED IN THE PARKING LOT. This includes shopping carts. Further violations will have fines levied on Ashby House.** Community Fire Prevention came to Ashby on May 19, 2017 and issued a Work Order for repair of the fire dampers. Council is awaiting a report as to the cost and extent of the necessary repair and await a report from SystemEx Mechanical.

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NEW BUSINESS:

1. **Human Rights Tribunal:** A Human Rights case has been filed against the Ashby House, Strata 145. Council will report as more information is received.
2. **Smoking in the Building:** Council reported that as violations to the smoking bylaws are reported, Council is addressing them. A fine has been levied against an owner and several letters for bylaw violations have been mailed to owners. Council deals with bylaw violations at in-camera meetings as required by the Strata Property Act.

CORRESPONDENCE:

*Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. **Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation.** Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.*

1. **Smoking:** Several letters concerning smoking in the building and on common property were received by Council. Since these are bylaw violations they will be discussed in an in-camera meeting.
2. **Draughty Windows:** A letter of concern was received from an owner regarding her draughty windows. There are not allocated funds in the budget at this time to repair these windows. Council was reminded that many owners have done this on their own. Council will discuss this at a future meeting.
3. **Bike Storage:** A letter was received from an owner requesting more bike storage. After discussion it was decided to try to have an audit of bikes in the storage area before creating more bike storage.

TERMINATION: There being no further business, the meeting terminated at 7:50 pm.

NEXT MEETING: The next regular Council meeting is scheduled for Tuesday, July 11, 2017 at 6:30 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

Minutes of a Council Meeting

HELD ON: July 13, 2017 at 5:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

CALL TO ORDER: The meeting was called to order at 5:00 pm.

PRESENT:

Gabor Siklos	Wendell Sanford	Bryce Swetnam
Kathleen Denkwalter	Dave Vaughan	Marian Ianorescu
Pattee Clark		

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

GUESTS:

Joan Wilson	Lee Knight	Carol Spanza
Susan Hill	Earl Smith	Patricia Blanchard
Monika Swetnam	Linda Shore	Judy Vaughan
Claire Meldrum	Jan Lowery	Tanis Van Drimmeien
Joy Irwin	A. Stern	Lynn Monk

APPROVAL OF AGENDA: It was moved, seconded and **carried** to approve the agenda.

MINUTES APPROVAL: It was moved, seconded and **carried** to approve the minutes of the May 30, 2017 Council meeting as amended..

FINANCIAL REPORTS:

1. **Monthly Statement:** Council has been provided with monthly financial statements which include the bank reconciliation and copies of the bank statements for May, 2017. No concerns were expressed, therefore it was moved, seconded and **carried** to approve the monthly financial statement for May, 2017.

The May, 2017 financial statement shows balances as follows:

Operating Bank Account	\$ 10,276.55
Contingency Bank Account	\$ 184,026.56
Petty Cash	\$ 200.00
Total Cash (all accounts)	\$ 194,503.11

COMMITTEE REPORTS:

1. **Maintenance:** Bryce Swetnam presented the maintenance report. Bryce reported that the Applied Coating project went well and was completed under budget. It was moved, seconded, and **carried** to transfer the remainder of the allocated funds back to the CRF. The Property Manager noted that a letter had been received from an owner complimenting Council for the fine job done to coordinate the project. The irrigation system supply line has been repaired. The sink hole has been investigated by System-Ex and will be monitored as there was no problems with the pipe.

2. **Landscaping:** No report

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3. **Small Lockers:** No change.

4. **Parking/Bicycles:** One inquiry for parking has been denied. Council noted that only three bicycles have been tagged with the suite number and encourage owners to tag their bicycles by **August 1, 2017 as untagged bikes will be removed from this area.**

5. **Lobby Decorating Committee:** David Vaughan reported that the committee has met once and that no decisions have been made as yet. The committee is presently discussing how to proceed to achieve the best results. The committee will report to the next Council meeting.

6. **Automatic Door Openers:** The written quotes have not yet been received. Upon receipt Council will further discuss the possibility of installing automatic door openers. No information has been received from BC Housing as to a possible grant for the project.

NEW BUSINESS:

1. **Human Rights Tribunal:** A Human Rights case has been filed against the Ashby House, Strata Plan VR-0145. The date of October 26, 2017 at 9:30 am has been set for the settlement meeting

CORRESPONDENCE: As the letters received were dealing with bylaw violations, they were discussed "in camera".

Owners are reminded that all correspondence must be in writing or email to be formally considered. Owners are invited to write to Council via a letter to Box 100 in the mail room or to the management company regarding strata matters. Owners are advised that any mail placed in Box 100 is not considered "official mail". It is there for convenience. The Management Company office is the registered address for official correspondence with the strata corporation. Owners are advised that correspondence which is sent to the Council in confidence is not protected except as set out in the privacy legislation.

TERMINATION: There being no further business, the meeting terminated at 6:00 pm.

Respectfully submitted,



Iris McEwen,
Property Manager
Direct Line: 604 253-5225
Email: iris@assertivenorthwest.com

VR-145 | Ashby House

Minutes of a Special General Meeting

HELD: On Tuesday, January 26, 2016 at 7:00 pm in the Social Room at 114 West Keith Road, North Vancouver, BC

PRESENT: 47 owners in person or by proxy as per the registration sheet

PROPERTY MANAGER: Iris McEwen, Assertive Northwest Property Management Group Inc.

CALL TO ORDER: The meeting was called to order at 6:45 pm by Ernest Collins, Council President.

CHAIR FOR THIS MEETING: It was moved, seconded, and **carried** that Iris McEwen serve as chairperson for this meeting.

CONSIDERATION OF A MOTION TO APPROVE THE AGENDA: Iris McEwen proposed a change to the wording of the Resolution for consideration. Since the work to be funded was included in the Depreciation Report, the resolution only requires that it be passed by a majority vote. The proposed wording change would read:

"RESOLUTION #1:

BE IT RESOLVED, by a resolution passed by a majority vote of The Owners, Strata Plan VR-145, that The Owners, Strata Plan VR-145 approve the expenditure not to exceed \$60,000 to replace the riser pipes, such expenditure to be funded from the Contingency Reserve Fund."

It was moved, seconded, and **carried** to accept the change to the Resolution.

It was moved, seconded and **carried** that the agenda as contained in the Notice of Meeting and amended at this meeting be used for this meeting.

PROOF OF NOTICE OF MEETING: The Property Manager explained that the requirements of the Strata Property Act with respect to the time of delivery of the Notice were met.

APPROVAL OF MINUTES of May 6, 2015 ANNUAL GENERAL MEETING: It was moved, seconded and **carried** to adopt the minutes of the Annual General Meeting held on May 6, 2015.

RESOLUTION REQUIRING APPROVAL BY A MAJORITY VOTE:

RESOLUTION #1:

Resolution # 1 as follows, was brought forward for approval at this time.

"BE IT RESOLVED, by a resolution passed by a majority vote of The Owners, Strata Plan VR-145, that The Owners, Strata Plan VR-145 approve the expenditure not to exceed \$60,000 to replace the riser pipes, such expenditure to be funded from the Contingency Reserve Fund."

It was moved and seconded to approve Resolution #1 as amended at this meeting.

Ernest Collins, Strata President, presented the process followed and the information collected regarding the replacement of the riser pipes.

VR-145 | Ashby House

Following discussion, it was moved, seconded, and **carried** to consider the following amendment to the Resolution:

*"**BE IT RESOLVED**, by a resolution passed by a majority vote of The Owners, Strata Plan VR-145, that The Owners, Strata Plan VR-145 approve the expenditure not to exceed \$65,500 to replace the riser pipes, such expenditure to be funded from the Contingency Reserve Fund."*

The amended motion was brought forward for approval at this time.

Following discussion, the vote on the amended Resolution was called. As evident by the show of hand the Resolution was declared **carried** as it received more than 50% of the votes cast.

THANK YOU: Council was thanked for the work they had done seeking proposals, meeting with contractors, and preparing for the meeting.

TERMINATION OF MEETING: There being no further business, the meeting was terminated at 7:31 pm.

Respectfully Submitted,



Iris McEwen, Property Manager
Assertive Northwest Property Management Group
Email: iris@assertivenorthwest.com
Direct Line: (604) 253-5225
EMERGENCY LINE: (604) 253-5566 EXT.1

**Strata Property Act
FORM B
INFORMATION CERTIFICATE
(Section 59)**

The Owners, Strata Plan VR-0145 certify that the information contained in this certificate with respect to Strata Lot 45 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above \$ 475.67
<Does not include the monthly bulk cable fee of \$45.00>
- (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*) \$ 520.67
- (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 *[attach copy of all 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. The payment is to be made by: N/A \$ 0
- (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 \$ 0
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund \$ 145,956.11
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?
 no yes *[attach copy of all amendments]*
- (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 *[attach copy of all resolutions]*
- (h.1) Are there any winding-up resolutions that have been passed?
 no yes *[attach copy of all resolutions]*
- (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 *[attach copy of all notices]*
- (j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation? no yes *[attach details]*
- (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 *[attach copies of all notices or work orders]*
- (l) Number of strata lots in the strata plan that is rented: Zero (0)*
*There may be Strata Lots rented that the Strata Corporation is unaware of.

(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 checked 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) 45 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) 45 is/are allocated with strata council approval*
- Parking stall(s) number(s) is/are allocated with strata council approval and rented at \$ 0 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.**

(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 checked 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 parking stall 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) 1401,7(R) is/are common property

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

Storage locker (s) number(s) 1401,7(R) is/are allocated with strata council approval*

Storage locker (s) number(s) is/are allocated with strata council approval and rented at \$ 0 per month*

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

Details:

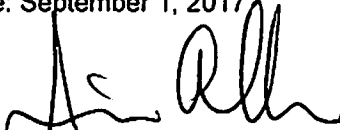
[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***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.**

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 corporation
- The current budget of the 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: September 1, 2017



Signature of Strata Manager, if authorized by Strata Corporation 
Strata Plan VR-0145