

**FINAL -  
Property Condition Assessment Report**

300-500 Klahanie Drive, Port Moody, BC



Prepared for:  
Strata Plan BCS 1961 - The Tides at Klahanie  
c/o The Wynford Group

Prepared by:  
Stantec Consulting Ltd.  
1100 - 111 Dunsmuir Street  
Vancouver , BC V6B 6A3

**Job No.: 115614081**

December 17, 2014

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## 1.0 General Information

### Project

PCA & CRRFS - Tides at Klahanie, Port Moody, BC  
115614081

### Client

Strata Plan BCS 1961 - The Tides at Klahanie  
c/o The Wynford Group  
Ms. Susan Russell, Strata Property Manager  
815 - 1200 West 73rd Avenue  
Vancouver, BC V6P 6G5

### Consultant

Stantec Consulting Ltd.  
1100 - 111 Dunsmuir Street  
Vancouver, BC V6B 6A3  
**Phone:** (604) 696-8000 **Fax:** (604) 696-8100  
**E-mail Address:** alexandre.bouchard@stantec.com  
**Assessment Date:** 04/30/2014  
**Report Date:** 12/17/2014

### Site

BCS 1961 Tides at Klahanie  
300-500 Klahanie Drive  
Port Moody, BC V3H 5K8  
**Latitude:** 49.278618  
**Longitude:** -122.835710  
**Site Access Contact:** Mr. Richard Hobson, Resident  
Caretaker

### Property

**Property Type:** Multi-Family  
**Reserve Term:** 30 years  
**Inflation Rate:** 1.92%  
**Building Age:** 9 years  
**Effective Age:** 9 years  
**Num. Buildings:** 3  
**Gross Site Area:** 2.98 Acres

Site Assessor



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Alex Bouchard, P.Eng.  
Site Assessor

Senior Reviewer



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Dave B. Burnes  
Reviewer

## 2.0 Executive Summary

### 2.1 General Description

Stantec Consulting Ltd. (Stantec) was commissioned by The Wynford Group on behalf of Strata Plan BCS 1961 (the "Client") to prepare a Property Condition Assessment (PCA) and a Capital Replacement Reserve Fund Study (CRRFS) of the property referred to as "Tides at Klahanie" located at 300, 400 & 500 Klahanie Drive, Port Moody, British Columbia (hereinafter also referred to as the "Site" or the "Property"). We understand that the Client requires the findings of the PCA and CRRFS report to assist in developing a long term reserve fund plan and fulfill the requirements for a "Depreciation Report" as per the Strata Property Act. The primary purpose of the PCA and CRRFS was to visually review the present condition of the site elements, buildings, and related structures to provide an opinion of their present overall condition, and to provide opinions of probable cost to remedy physical deficiencies and to offset expenditures for major repair or replacement of building components and site elements over an evaluation period of 30 years. It should be noted that this report is intended to replace the previous PCA & CRRFS for this property, which was prepared by Stantec in July 2011. This report has been revised in order to comply with the requirements of the Strata Property Act and Regulations.

On April 30, 2014, Stantec conducted a visual review of the Property. The majority of the Property was accessible during the time of the site visit. It should be noted that Stantec accessed three residential units during this assessment.

The Site is improved with three, 4-storey wood framed buildings that were constructed circa 2005 and provide a total of 164 suites. The three buildings, herein referred to as Building 300, 400 and 500, can be broken down as follows:

Building 300 - 54 units  
Building 400 - 58 units  
Building 500 - 52 units

Interior common areas of the buildings include lobbies, hallways, mechanical rooms, electrical rooms. Building 500 is also provided with a guest room and a recreational room.

Parking is provided by a continuous underground parking structure located beneath the buildings, and reportedly includes a total of 279 parking stalls, mechanical & electrical rooms, elevator rooms, locker rooms, garbage rooms.

The area around the buildings is landscaped with decorative planting, trees, and groundcovers, gravel and concrete paver walkways, low timber fences, boulders and timber log retaining walls.

Additionally, the residential units are equipped with concrete patios for the ground level units and wood framed balconies for the above grade units.

### 2.2 General Physical Condition

Descriptions of existing building systems, assessment findings and corresponding recommendations, complete with operations and maintenance-related deficiencies, are provided in this report under section 5.0 ("System Description"). A general summary of findings and observations, based on our visual assessment of the Property on April 30, 2014, is outlined below:

#### Site Elements

- Eroding soil observed around walkway paving stones between Buildings 300 and 400.

#### Structural Frame & Building Envelope

- Water/moisture infiltration through foundation walls into the parking garage.
- Cracked shingles observed at roof peaks.

#### Mechanical and Electrical Systems

- Light switches not operational (cannot turn off) in the storage room and garbage room in the Building 500 parkade.

### 2.3 Opinions of Probable Cost

#### CAPITAL REPLACEMENT RESERVE FUND STUDY TABLES

Opinions of probable cost (in 2014 dollars) have been provided in the CRRFS tables that are attached to this report under Appendix B ("Supporting Documentation"). The costs are provided over an evaluation period of 30 years for physical deficiencies observed during the assessment which are considered beyond normal routine operational maintenance

## 2.0 Executive Summary (continued)

### 2.3 Opinions of Probable Cost (continued)

expenditures, and for lifecycle replacement reserves. A cost threshold of \$3,000 has generally been used in reporting opinions of probable costs (OPC) associated with the Site.

It should be noted that the previous PCA & CRRFS report was prepared with a 20-year evaluation period, while this report has extended the evaluation to 30 years, as per the requirements of the Act & Regulations.

The two main tables that form part of the CRRFS are titled as follows:

- **Table A** - Component Listing and Repair / Replacement Cost
- **Table B** - Component Event Cost Summary

**Table A** provides a general listing of building elements and Site components, organized by discipline, and indicates their approximate age, expected useful life (EUL), and remaining useful life based on conditions observed and information gathered during the assessment. Capital replacement reserve costs are indicated based on the anticipated action required for each component over the next 30 years. The required actions are based on the condition of the components observed during the assessment, and/or their approximate age relative to their EUL.

**Table B** provides an overview of timing associated with the required action of each component over the next 30 years, while taking into account the effects of project overhead costs, interest and inflation.

As indicated in the CRRFS tables, the total Opinion of Probable Cost over the evaluation period is \$7,263,200 (uninflated). The average annual cost per residential unit is approximately \$1,476 over 30 years.

The opinions of probable cost presented in this report are based on unit rates published by Means Publishing and/or Marshall & Swift Valuation Service, combined with local experience gained by Stantec.

The quantities associated with each item have been estimated during a site assessment and do not represent exact measurements or quantities. At the time of replacement, specific "scope of work" statements and quotations should be determined and the budgetary items revised to reflect actual expenditures. Not included are items that would be addressed as routine maintenance. However, the capital costs may include items which are currently managed under the Strata's Operations and Maintenance budget.

Some building components are assumed to have an "indefinite" life expectancy as compared to the relative life of other components (e.g., building structure, domestic plumbing and electrical systems). From time to time, localized repairs may be required due to deterioration or vandalism, therefore, contingency amounts have been recommended for these components in the determination of the reserve fund.

Stantec recommends that all maintenance contracts, lease agreements, operating costs and cost recovery information be reviewed in conjunction with the opinions of probable cost presented in this report.

#### RESERVE FUND STATUS

The balance of Strata Plan BCS 1961 - Tides at Klahanie Contingency Reserve Fund (CRF), as of November 30, 2013, was reportedly \$273,315. A contribution of \$60,355 is anticipated to be added to the CRF during the 2013-2014 fiscal year. It is also understood that the sum of \$23,975 in expenditures was approved for the 2013-2014 fiscal year. Based on the findings of the PCA & CRRFS, additional annual contributions to the CRF are required to offset the anticipated costs of future repair and replacement of building components.

In addition to Tables A and B, as described above, four Cash Flow Tables are presented in this report for consideration by the Client, and are titled as follows:

- Cash Flow Scenario No. 1 - Contributions Continue at the Current Rate (No Adjustments)
- Cash Flow Scenario No. 2 - Contributions are Raised Annually at a Set Rate
- Cash Flow Scenario No. 3 - Contributions are Raised Annually at an Adjusted Inflation Rate with a Higher Initial Contribution
- Cash Flow Scenario No. 4 - Contributions are Elevated to a Fixed Rate for Five Years then Raised at a Set Rate

The following assumptions have been incorporated into the Cash Flow Tables:

## 2.0 Executive Summary (continued)

### 2.3 Opinions of Probable Cost (continued)

- Interest is earned at a rate of 1.1% (based on the monthly bank interest rates over the past five years as recorded by The Bank of Canada, as of May 2014).
- Interest is tax free and is re-invested into the CRF.
- Annual inflation is 1.92% (based on the average yearly inflation rates over the past five years as recorded by The Bank of Canada, as of May 2014).

As illustrated in Cash Flow Table 1, the current contribution levels to the Capital Replacement Reserve Fund are not adequate to offset current and future anticipated repair or replacement expenditures over the forthcoming 30 years. Conversely, the level of contributions outlined in Cash Flow tables 2 through 4 are considered adequate to cover the costs of repair and replacement of building elements over the 30-year evaluation period. We recommend that the contribution levels be reviewed annually so that adjustments can be made to reflect actual costs of work, changes to timing and cost of work expected for the coming year, and the effects of actual interest and inflation rates.

### 2.4 Recommendations

Based on the findings of the PCA, further study of the water infiltration within the underground parking garage is recommended; however, it is our understanding that an investigation was completed after the site review but before the preparation of this final report. It should be noted that this investigation report was not reviewed as part of this assessment.

It is recommended that appropriate corrective actions be undertaken as per the findings of the study.

No other research testing or exploratory probing is recommended for the site at this time.

### 3.0 Introduction

#### 3.1 Purpose

Stantec Consulting Ltd. (Stantec) was commissioned by The Wynford Group on behalf of Strata Plan BCS 1961 (the Client) to conduct a Property Condition Assessment (PCA) and a Capital Replacement Reserve Fund Study (CRRFS) of the property referred to as the "Tides at Klahanie" located at 300, 400 & 500 Klahanie Drive in Port Moody, BC (hereinafter also referred to as the "Site" or the "Property"). We understand that the Client requires the findings of the PCA and CRRFS report to assist in developing a long term reserve fund plan and fulfill the requirements for a "Depreciation Report" as per the Strata Property Act. The primary purpose of the PCA and CRRFS was to visually review the present condition of the Property elements, buildings, and related structures to provide an opinion of their present overall condition, and to provide opinions of probable cost to remedy physical deficiencies and to offset expenditures for major repair or replacement of building components and Property elements over an evaluation period of 30 years. It should be noted that this report is intended to replace the previous PCA & CRRFS for this property, which was prepared by Stantec in July 2011.

On April 30, 2014, Stantec conducted a visual review of the Property. The majority of the Property was accessible during the time of the site visit and it should be noted that Stantec accessed three residential units during this assessment

#### 3.2 Scope of Work

##### PROPERTY CONDITION ASSESSMENT

The PCA performed by Stantec was generally based on the American Society for Testing and Materials (ASTM) Standard E2018-08, "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process". The information obtained from the PCA was used as the basis for developing our opinions of recapitalization reserve requirements for the CRRFS over a 30 year evaluation period. The PCA and CRRFS were conducted and this report was prepared in accordance with the scope of services outlined in Stantec's Proposal and Project Agreement dated November 22, 2013 and executed by the Client on February 12, 2014.

The scope of our work included visual reviews of major components and systems to observe and document existing conditions, and interviews with Site representatives. The major components and systems observed include site improvements, building structure, building envelope, common interior elements, mechanical and electrical systems, and life safety / fire protection systems.

The scope of our work performed is summarized as follows:

- Reviewed existing documentation, where available and where provided by the Client
- Conducted a visual walk-through review of the Site and building systems to assess their general condition.
- Conducted interviews with building managers and maintenance staff, where available.
- Identified and financially quantified (in present dollar values) our opinions of probable costs to remediate observed safety issues, to repair major defects in materials or systems that may significantly affect the value of the Site or continued operation of the buildings, and to replace systems that have reached (or may reach) their EUL over a thirty (30) year evaluation period. Opinions of probable costs were also provided for further investigations, if required, along with order-of-magnitude costs for work that may be required as a result of these investigations.
- Prepared a PCA and CRRFS report for the Site that outlines findings, opinions, and recommendations, complete with photographs of salient observations and other pertinent information obtained during the assessment.

Deviations and exceptions from the aforementioned scope of work are provided in this report under section 3.3 ("Deviations from the Guide"). Limitations to our work are provided under section 3.4 ("Reliance") and within the above-referenced documents.

ASTM defines a physical deficiency as a conspicuous defect or significant deferred maintenance of a site's material systems, components, or equipment as observed during the site assessor's walk-through site visit. Included within this definition are material systems, components, or equipment that are approaching, have reached, or have exceeded their typical EUL or whose remaining useful life (RUL) should not be relied upon in view of actual or effective age, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes conditions that generally do not constitute a material physical deficiency of the site.

The review of the Site was based on a visual walk-through review of the visible and accessible components of the Property, buildings and related structures. The roof surfaces, interior and exterior wall finishes, and floor and ceiling finishes of the on-site buildings and related structures were visually assessed to check their condition and to identify physical deficiencies where observed. The assessment did not include an intrusive investigation of wall assemblies, ceiling cavities, or any other



### 3.0 Introduction (continued)

#### 3.2 Scope of Work (continued)

enclosures/assemblies. No physical tests were conducted and no samples of building materials were collected to substantiate observations made, or for any other reason. The review of mechanical, electrical, and fire & life safety systems at the Property included discussions with the site representative. A visual walk-through assessment of the mechanical, electrical, and fire & life safety systems was conducted to determine the type of systems present, age, and aesthetic condition. No physical tests were conducted on these systems.

#### CAPITAL REPLACEMENT RESERVE FUND STUDY

The information obtained from the PCA was used as the basis for developing our opinions of recapitalization reserve requirements for the CRRFS over a 30 year evaluation period. The CRRFS tables are attached to this report under Appendix B, and provide costs for physical deficiencies observed during the assessment which are considered beyond normal routine operational maintenance expenditures, and for lifecycle replacement reserves.

A description of the CRRFS tables is provided in this report under Section 7.0, along with a description of the Strata Corporation's Contingency Reserve Fund (CRF) status, and recommendations for cash flow strategies to offset capital costs that have been brought forward in this report.

Opinions of probable cost are based on unit rates published by Means Publishing and/or Marshall & Swift Valuation Service, combined with local experience gained by Stantec. The quantities associated with each item have been estimated during the walk-through site assessment and do not represent exact measurements or quantities. At the time of replacement, specific "scope of work" statements and quotations should be determined and the budgetary items revised to reflect actual expenditures. Not included are items that would be addressed as routine maintenance. However, the report may include costs for items which are currently managed under the Operations and Maintenance budget for the Site. A cost threshold of \$3,000 has generally been used in reporting deficiencies or replacement reserves associated with the Site. Opinions of probable cost that are individually less than this amount are generally excluded; however, these deficiencies may be mentioned in the PCA report. Also, opinions of probable costs relating to life safety or observed code infractions may be included regardless of this cost threshold.

Some building components are assumed to have an "indefinite" life expectancy as compared to the relative life of other components (e.g., building structure, domestic plumbing and electrical systems). From time to time, localized repairs may be required due to deterioration or vandalism, therefore, contingency amounts have been recommended for these components in the determination of the reserve fund.

Stantec recommends that all maintenance contracts, lease agreements, operating costs and cost recovery information be reviewed in conjunction with the opinions of probable costs presented in this report.

#### VARIATIONS BETWEEN REPORTS

As previously stated, Stantec had prepared the previous PCA & CRRFS report for this property in 2011. Typical variations in between reports are generally related to one or more of the following:

- Costing can vary as the current report is presenting allowances reflective of the current market condition.
- Additional items in the component inventory can be introduced if action is now anticipated within the evaluation period. Alternatively, the Client may also have requested that items be included as part of their budgeting exercises.
- Remaining useful life or Time to Next Event can be modified based on the findings and observations at the time of the site assessment.

Due to changes in the Strata Property Act and Regulations, significant changes between the previous report and this report include:

- The extension of the evaluation period from 20 years to 30 years; and,
- Addition of components to the physical component inventory (largely due to the extended evaluation period).

#### REQUIRED STATEMENTS

As per the Strata Property Act and the Strata Property Regulation, each Depreciation Report must include the name of the person from whom the depreciation report was obtained and a description of the following information:

### 3.0 Introduction (continued)

#### 3.2 Scope of Work (continued)

- That person's qualifications; This report was prepared and reviewed by the individuals listed in Section 1.0 - General Information, on behalf of Stantec Consulting Ltd. The personnel resume from each member of the project team has been included in Appendix C. These resumes summarize the experience and qualifications of each member.
- The error and omission insurance, if any, carried by that person;  
As a public company, Stantec Consulting Ltd. (Stantec) has substantial assets and maintains a high professional liability insurance limit. Stantec's claims history has resulted in relatively low insurance premiums when compared with firms of similar size and character. At the time this report was prepared, Stantec maintains a Professional Liability (i.e. Errors & Omissions) insurance policy with Lloyd's of London. The claims and aggregate limits of this policy is \$3,000,000. However, the Limitation of Liability for this project is subject to Stantec's Professional Services Terms and Conditions, which limits Stantec's liability to be no greater than the lesser of \$50,000 or the value of fees paid to Stantec.
- The relationship between that person and the strata corporation; Stantec Consulting confirms that it is not aware of any relationship between its project team and the Client that may result in a conflict of interest relating to this assignment.

#### 3.3 Deviations From the Guide

The PCA and CRRFS were conducted and this report was prepared in accordance with the scope of services outlined in Stantec's Proposal and Project Agreement dated November 22, 2013 and executed by the Client on February 12, 2014.

The major deviations from ASTM Standard E2018-08 for this project were as follows:

- No reviews of municipal / public records for zoning, building, and/or fire & life safety code / regulatory compliance were conducted.
- Verification of the Property's compliance with barrier-free accessibility requirements was not conducted.
- Investigation of whether or not the Property resides in a flood plain was not performed.
- Verification of number of parking spaces was not conducted
- Verification of gross and net usable areas of the site buildings was not performed.

It should be noted that compliance with ASTM E2018-08 does not warranty or guarantee code compliance with any governmental entity, trade standard, or the insurance industry, and this effort should not be considered an in-depth code compliance review.

#### 3.4 Reliance

##### LIMITING CONDITIONS

##### *Exclusive Use*

This report, including its information and opinions, has been prepared for the exclusive and sole use of Strata Plan BCS 1961 - The Tides at Klahanie (the "Client").

##### *Reliance Purposes*

This report shall not be relied upon for any purpose other than intended for the Client within the scope of services negotiated between Stantec Consulting Ltd. (Stantec) and the Client without the express prior written consent of Stantec.

##### *Third Party Reliance*

This report may not be relied upon by any other person or entity without the express written consent of Stantec and the Client. Any reliance on this report by a third party, any decisions that a third party makes based on this report, or any use at all of this report by a third party without the prior written consent of Stantec is the sole responsibility of such third parties. Stantec accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.

### 3.0 Introduction (continued)

#### 3.4 Reliance (continued)

##### *Distribution*

No party shall distribute this report, in its final form or in draft form, or any portion or copy thereof without the express written permission of Stantec, except that the Client may make copies of this report as are reasonable for its own use and consistent with the intended purposes of this report.

##### *Cost Opinions*

Any opinions of probable costs expressed in this report are partially based on consultation with industry-recognized publications on probable costs for materials and labour. While Stantec uses information available to us combined with our judgment and past experience, the specific rationale and conditions forming the basis of contractors' bids, material or equipment pricing are beyond our knowledge and control. Stantec can therefore not be held responsible if the final costs vary from these opinions of probable cost.

As well, any opinions of probable costs are intended for global budgeting purposes only. The scope of work and the actual costs of the work recommended can only be determined after a detailed examination of the site element in question, understanding of the site restrictions, understanding of the effects on the ongoing operations of the site/buildings, definition of the construction schedule, and preparation of tender documents. Stantec expressly waives any responsibilities for the effects of any action taken as a result of these endeavors unless Stantec is specifically advised of prior to, and participate in the action, at which time, Stantec's responsibility will be negotiated.

##### *Physical Limitations to Scope*

Stantec's work did not include intrusive testing / investigation, destructive testing, testing of life safety systems or quantitative testing. As such, any recommendations and opinions of probable costs associated with these recommendations, as presented in this report, are based on walk-through non-invasive observations of the parts of the buildings which were readily accessible during a visual review. Conditions may exist that are not as per the general condition of the system being observed and reported in this report.

Opinions of probable costs presented in this report are also based on information received during interviews with site representatives, operations and/or maintenance staff. Stantec cannot be held responsible for incorrect information received during the interview process. Should additional information become available with respect to the condition of the buildings and/or site elements, Stantec requests that this information be brought to our attention so that Stantec may reassess the conclusions presented herein.

##### *Assessments*

No legal surveys, soil tests, environmental assessments, geotechnical assessments, detailed barrier-free compliance assessments, seismic assessments, detailed engineering calculations, or quantity surveying compilations have been made. No responsibility, therefore, is assumed concerning these matters. Stantec did not design or construct the buildings or related structures and therefore will not be held responsible for the impact of any design or construction defects, whether or not described in this report. No guarantee or warranty, expressed or implied, with respect to the Property, building components, building systems, property systems, or any other physical aspect of the Property is made.

##### *Standard of Care*

The assessment outlined in this report generally captured conditions that existed at the time of the site visit. Stantec's opinions and recommendations presented in this report are rendered in accordance with generally accepted professional standards for like services under like circumstances for similar locales. The opinions and recommendations are not to be construed as a warranty or guarantee regarding existing or future physical conditions or regarding compliance of systems / components and procedures / operations with the various regulating codes, standards, regulations, ordinances, etc.

## 4.0 Property Description

### 4.1 Site Summary

The Site is irregular in shape and is bound by Murray Street to the north, a creek ravine to the east, Klahanie Drive to the south, and by an un-named municipal roadway to the west. Vehicular access to the Site is provided from Klahanie Drive and the municipal roadway.

Parking is provided by a continuous underground parking structure located beneath the buildings, and reportedly includes a total of 279 parking stalls, mechanical & electrical rooms, elevator rooms, locker rooms, garbage rooms.

The area around the buildings is landscaped with decorative planting, trees, and groundcovers, gravel and concrete paver walkways, low timber fences, boulders and timber log retaining walls.

#### SITE INFORMATION

<b>Primary Use:</b>	Multi-Family Residential Building
<b>Ownership Entity:</b>	Strata Plan BCS 1961 - Tides at Klahanie
<b>Property Management Firm:</b>	The Wynford Group
<b>Gross Site Area:</b>	2.98 Acres

#### VISIT INFORMATION

<b>Site Assessor:</b>	Alex Bouchard and Zack Kranjec
<b>Date of Site Visit:</b>	April 30, 2014
<b>Weather:</b>	Sunny
<b>Temperature:</b>	20 Degrees Celcius
<b>Accompanied By:</b>	Mr. John Greenhough

### 4.2 Building Summary

The Site is improved with three, 4-storey wood framed buildings that were constructed circa 2005 and provide a total of 164 suites. The three buildings, herein referred to as Building 300, 400 and 500, can be broken down as follows:

Building 300 - 54 units  
Building 400 - 58 units  
Building 500 - 52 units

The property is provided with an underground parking garage structure which is located beneath the buildings. The underground parking garage extends beyond the footprint of the buildings.

Interior common areas of the buildings include lobbies, hallways, mechanical rooms, electrical rooms. Building 500 is also provided with a guest room and a recreational room.

Additionally, the residential units are equipped with concrete patios for the ground level units and wood framed balconies for the above grade units.

### 4.3 Other Structures

No additional structures were assessed at the subject property.

## 5.0 System Description

### 5.1 Site Elements

#### 5.1.1 Topography

- Description:** The property slopes gradually downwards from its central portion towards the north, west, and south perimeters and becomes a steep slope towards the creek to the east.
- Assessment:** A review of the site topography revealed no significant deficiencies during the site visit.
- Recommendation:** Based on observations made and information gathered during the assessment, no major capital expenditures associated with the site topography are anticipated during the evaluation period.
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#### 5.1.2 Storm Water Drainage

- Description:** The site storm water is redirected from the building roofs into gutters and downspouts which are connected to drainage lines located within the parking garage.
- The storm water management in the soft landscaping includes natural infiltration within the soil and the collection of excess water in planter drains located beneath the soil at depth. The planter drains then redirect the water into the drainage lines located within the parking garage.
- A weeping tile system collects storm water along the perimeter of the parking garage and discharges it into the drainage line system located within the parking garage.
- The drainage lines subsequently discharge the water either into the creek habitat located to the east of the Site and through a sump (provided with sump pumps) to the municipal storm sewer system located to the west.
- The water management within the underground parkade includes redirecting the surface runoff to catch basins and floor drains which subsequently redirect the water to oil interceptors located beneath the parkade. The water is then discharged into the municipal sanitary drainage system.
- Assessment:** The soft landscaping, gutters, downspouts and weeping tile storm water drainage systems appeared to be in acceptable condition with no major deficiencies observed or reported.
- An assessment of the gutters and downspouts was completed in 2012 due to reports of significant overflow. We understand that a remedial program was undertaken since the completion of the study and that the storm water collection has resulted in improved performance and reduced complaints.
- Recommendation:** It is anticipated that the gutters and downspouts will attain the end of their typical expected useful life during the evaluation period; as such, an allowance for the lifecycle replacement of the gutters and downspouts has been included in the cost tables.
- Based on the information gathered and observations made during the assessment, no major capital expenditures associated with the landscaping and weeping tile storm water drainage systems are expected during the evaluation period.
- 

#### 5.1.3 Ingress and Egress

- Description:** Vehicle access to the Site is provided by an un-named, asphalt paved, municipal roadway that runs from Klahanie Drive along the west side of the Site. Vehicle access to the underground parking garage is provided by a concrete ramp running from the southwest corner of Building 400 to the municipal roadway.
- Assessment:** The provided means of ingress and egress appeared to be sufficient for the present usage of the Site.

## 5.0 System Description (continued)

### 5.1 Site Elements (continued)

#### 5.1.3 Ingress and Egress (continued)

**Recommendation:** Based on information gathered and observations made during the assessment, no major capital expenditures associated with the means of ingress/egress at the Site are anticipated during the evaluation period.

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#### 5.1.4 Paving, Curbing, Parking

**Description:** The Site does not contain any surface level parking. Parking is provided within an underground parking garage which is discussed in Section 5.2.1 of the report.

The Site does not include any asphalt or concrete paved roadways or sidewalks.

Cast-in-place concrete curbs are provided throughout the Site as part of landscaped features.

**Assessment:** No significant deficiencies were observed or reported during the assessment.

**Recommendation:** It is anticipated that the concrete curbing along the landscaped features will require periodic repairs throughout the evaluation period; as such, allowances have been included in the cost tables to account for such repairs.

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#### 5.1.5 Flat-Work

**Description:** Precast concrete pavers are used for sidewalks and pathways in various areas of the site and for the pedestrian ramp in front of Building 400. Each of the ground floor units in the apartment building has access to an exterior patio consisting of precast concrete pavers.

A cast-in-place concrete ramp is provided for vehicle access into the underground parking garage.

**Assessment:** The site flat-work is original to the development of the property in 2005. The pathways, patios and sidewalks were observed to be in acceptable condition overall.

**Recommendation:** Periodic local reconstruction/repairs will be required to maintain the site flatwork. An allowance of \$5,000 starting in 2019 and every 5 years thereafter has been included in the opinions of probable cost tables.

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#### 5.1.6 Landscaping and Appurtenances

**Description:** The landscaping for the property consists of various species of trees, shrubs, and groundcovers. The hard landscaping system includes: gravel paths, stepping stones, small retaining walls of timber and boulders, low timber fences, etc.

Fencing installed at the site includes site perimeter painted wood and metal fencing, wood privacy screens and picket fences. The fencing is understood to have been installed in 2006.

Cast-in-place concrete stairs facilitate pedestrian access to different locations across the property and to the underground parking. Typically the stairs are provided with painted metal railing anchored in concrete curbs, piers or side walls.

Cast-in-place concrete retaining walls are installed on either side of the underground parking access ramp.

Additional site appurtenances include the signage in front of the buildings, two metal trash receptacles and a bike rack.

## 5.0 System Description (continued)

### 5.1 Site Elements (continued)

#### 5.1.6 Landscaping and Appurtenances (continued)

**Assessment:** The soft landscaping appeared to be in acceptable condition overall with the exception of eroding soil around walkway paving stones between Buildings 300 and 400.

**Recommendation:** The wood fencing is anticipated to attain the end of its EUL during the evaluation period; as such, an allowance for the lifecycle replacement of the fencing has been included in the cost tables.

It is recommended that the eroded soil along the unit paver walkway be reinstated. It is anticipated that this work will be undertaken as part of routine maintenance; as such, no allowance has been included in the cost tables.

It is anticipated that the metal fencing will attain the end of its typical EUL during the evaluation period; as such, an allowance for the lifecycle replacement of the metal fencing has been included in the cost tables.

It is anticipated that the concrete retaining walls and cast-in-place concrete stairwells will remain serviceable throughout the evaluation period. Should localized repairs be required, it is anticipated that they will either be funded under general maintenance or within the contingency allowance for concrete discussed in Section 5.1.5.

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#### 5.1.7 Recreational Facilities

**Description:** There are no Recreational Facilities on the subject property.

**Assessment:** Not applicable

**Recommendation:** Not applicable

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#### 5.1.8 Utilities

**Description:** The City of Port Moody provides the subject property with domestic water supply and sanitary sewer hook-ups. The storm sewer system is described in the "Storm Water Drainage" section of the report.

The domestic water supply is provided by the municipality and enters the Site through 8" buried piping to the water room, located in the underground parking garage under Building 400.

Electricity for the property is provided by BC Hydro via a pad mounted transformer located in front of Building 300 and 400. Electricity is provided by underground conduits to the main electrical room, located in the underground parking garage.

Natural gas is supplied by Terasen Gas via 2" buried piping which is connected to the gas meter located at the northwest corner of Building 500.

Single fire hose connections are provided along walkways leading to the entrance of each building. Municipal fire hydrants are also located in close proximity to the Site.

**Assessment:** The capacities of the site utilities were reported to be adequate for their intended use. No concerns were observed or reported.

**Recommendation:** Based on information gathered and observations made during the assessment, no significant repairs/replacements of site utilities are anticipated over the evaluation period. However, periodic contingency allowances for unforeseen localized repairs have been included in the cost tables.

## 5.0 System Description (continued)

### 5.2 Structural Frame and Building Envelope

#### 5.2.1 Foundation

**Description:** Based on construction drawings reviewed, the foundation system for the Site buildings consists of steel & concrete piles, concrete grade beams, concrete foundation walls for the perimeter walls of the underground parking garage, and a concrete slab-on-grade floor in the underground parking garage.

The base of the concrete elevator shafts are located approximately eight feet below the level of the parking garage floor.

**Assessment:** Foundations were mainly hidden by backfill and exterior/interior finishes but, where visible (ie- the interior side of the foundation walls of the underground parking garage), the foundation elements were observed to be in acceptable condition overall with no significant deficiencies. Where the foundations were not directly visible, the building finishes were observed for the presence of cracks or distress that might indicate deficiencies in the underlying foundation. No evidence of significant deflection, warp, twist, vertical/horizontal misalignment, significant movement, etc. was identified during the site visit.

Although the concrete foundation walls in the underground parking garage were noted to be in generally acceptable condition, localized cracking with active leaks were observed in some areas. Such areas include cracks approximately 10 mm wide were noted in the concrete foundation wall across from the main entrance and cracks with active moisture infiltration were noted in the eastern foundation wall. We understand that a repair program was undertaken subsequent to the completion of the site assessment and prior to the release of this final report.

The concrete slab-on-grade was noted to be in generally acceptable condition, however, the slab was noted to contain several minor shrinkage cracks.

We understand that a repair program was undertaken in the Building 300 elevator pit to remedy localized water infiltration. It is understood that the repair program has been successful and that no other water infiltration has been observed since the completion of the repair. It should be noted that Stantec could not access the Building 300 elevator pit to confirm the performance of the repair.

**Recommendation:** Based on the understanding that a repair program was undertaken and appears to have rectified the identified concerns, no remedial action is recommended at this time. It is recommended that the cracks be monitored for growth in size and for moisture intrusion, either of which might lead to further repair work being required.

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#### 5.2.2 Building Frame

**Description:** A single level, continuous, underground parking garage is provided below the three Site buildings and also extends beyond the footprints of the buildings. The parking structure consists of concrete foundation walls (discussed in section 5.2.1), a concrete slab-on-grade (also discussed in section 5.2.1), interior concrete walls, a suspended concrete roof slab, and interior concrete columns. The three Site buildings are of wood frame construction.

**Assessment:** The suspended concrete roof slab over the parking garage was observed to have several shrinkage cracks which are considered to be normal, however, there was evidence of water infiltration through some of the cracks in the areas of the roof that extend beyond the building footprints (ie- under the landscaped areas). Other portions of the parking garage structural framing were noted to be in acceptable condition.

The assessment of the structural elements of the Site buildings was limited due to obstruction by exterior and interior finishes. Where the structural components were not directly visible, the building finishes were observed for the presence of cracks or distress that might indicate deficiencies in the underlying structure. No significant amount of damage or movement associated with building finishes was observed which might suggest the presence of structural deficiencies.



## 5.0 System Description (continued)

### 5.2 Structural Frame and Building Envelope (continued)

#### 5.2.2 Building Frame (continued)

**Recommendation:** If left indefinitely, the water leakage through the cracks in the concrete roof slab of the underground parking garage may eventually result in substantial repairs being required due to corrosion of the reinforcing steel and deterioration of the concrete. The actual extent and amount of leakage is unknown, however, it was reported that some of the leaks are active.

There are likely several solutions to remediate this matter which are of varying degrees of complexity and cost. It is therefore recommended that a study be conducted to determine the cause and extent of the leakage as well as a suitable repair; however, it is our understanding that a study was completed since the time of the site assessment but prior to the release of this final report. Furthermore, the Client has requested that a \$10,000 allowance be included in the cost tables to undertake parking garage repairs.

The other structural components of both the parking garage and wood-frame structures are anticipated to remain serviceable during the evaluation period; however, periodic contingency allowances have been included to allow for potential unforeseen repairs.

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#### 5.2.3 Exterior Walls

**Description:** The exterior facades of the main, second and third floors of the buildings are primarily clad with vinyl siding. Brick veneer is also applied on some areas of the main and second floors. The fourth floors of the buildings are clad with board & batten wood siding.

Exterior windows in the residential units are comprised of insulating glazing units (IGU's) set in what is understood to be operable polyvinyl chloride sashes and frames. The exterior windows in the lobbies are comprised of storefront IGU's set in anodized aluminum frames.

The common entry doors to each building provide access to entrance lobbies, and egress from emergency stairwells and underground parking. The doors leading to entrance lobbies consist of fully-glazed, double hinge-mounted units with IGU's set in prefinished aluminum frames. Side lites constructed in a similar manner are installed on either side of common entry double doors. The doors providing egress from emergency stairwells and underground parking consist of painted metal units set in painted metal frames.

Each residential unit is equipped with sliding or swinging balcony or patio (ground floor suites only) doors which are understood to be comprised of IGU's set in vinyl-clad metal frames.

A sectional steel overhead door with an electric door operator provides access to the underground parking garage.

Sealants are applied around exterior window and door openings to maintain water tightness of the exterior wall assembly.

**Assessment:** Where visible, the exterior finishes appeared to be in good condition overall and exhibited no signs of significant deterioration or cracking. No evidence of moisture ingress was reported.

The exterior cladding, doors, and windows appeared to be in acceptable condition overall with no significant deficiencies observed or reported.

The garage door was observed to be in good condition overall. Reportedly, the door was replaced in 2008 as the original door had regularly occurring problems which disrupted regular building activities and were costly to repair.

Where visible, window, door and construction joint sealants were observed to be pliable, well adhered, and in good condition overall.

## 5.0 System Description (continued)

### 5.2 Structural Frame and Building Envelope (continued)

#### 5.2.3 Exterior Walls (continued)

**Recommendation:** Based on the findings of the assessment, it is anticipated that the wood siding, vinyl siding, windows, balcony and patio doors, entrance doors will attain the end of their typical EUL during the evaluation period; as such, allowances for the lifecycle replacement of the components have been included in the cost tables. Furthermore, a periodic allowance has been included to account for unforeseen repairs required to the building envelope.

The brick masonry is not anticipated to require significant remedial work during the evaluation; however, allowances for localized repointing of the brick mortar have been included in the cost tables.

The expected useful life of a garage door is typically 15 years but can vary depending on frequency of use and quality of the installed product. An allowance of \$10,000 for the replacement of the main entrance garage door in 2023 is recommended.

It is anticipated that the exterior sealants will require replacement during the evaluation period; as such, allowances for the lifecycle replacement of the sealants have been included in the cost tables.

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#### 5.2.4 Roofing

**Description:** All site buildings have sloped roofs which are protected with asphalt shingles. The roofs are drained by gutters and downspouts.

**Assessment:** Based on the observed condition, the asphalt shingle roof assemblies appeared to be in fair condition overall with evidence of cracked shingles along the peaks and few loose shingles.

The site representative advised that there were no current roof leaks.

**Recommendation:** Periodic inspections and repairs to ensure the integrity of the roofing is expected throughout the duration of the evaluation period, as part of the maintenance program.

The life expectancy of a well-maintained asphalt shingles roofing system is approximately 20 years and is dependent on materials, site conditions and quality of workmanship. Based on the age and observed condition of the roofing assemblies, the asphalt shingle roof assemblies are anticipated to attain the end of their EUL during the evaluation period; as such, allowances for the lifecycle replacement of the roofs have been included in the cost tables.

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#### 5.2.5 Exterior and Interior Stairs

**Description:** Two sets of interior wood framed stairs provide access between the main floor and the upper floors in each building. Each building is provided with a set of cast-in-place concrete stairs leading to the underground parking garage. The stairs are equipped with metal rails fastened to the walls by metal mounts.

Exterior stairs on the property including those leading to the underground parking garage were discussed in section "5.1.4 Landscaping and Appurtenances"

**Assessment:** The interior stairs appeared to be in good condition with no significant damage or deterioration noted during the site visit.

**Recommendation:** Based on observations made during the assessment, no major capital expenditure associated with the stairs are anticipated during the evaluation period. However periodic repair and maintenance of the stairs is anticipated. Costs for this work are included within the contingency allowance for structural repairs.

## 5.0 System Description (continued)

### 5.2 Structural Frame and Building Envelope (continued)

#### 5.2.6 Patio, Terrace, and Balcony

**Description:** Ground floor units in the buildings have access to outdoor patio areas formed with precast concrete pavers.

The above grade units in the buildings have access to wood framed balconies. The floors of the balconies consist of lightweight concrete toppings covered with a liquid applied waterproof membrane. Balcony soffits are covered with perforated, prefinished metal panels. Railings installed along the outer edges of each balcony are comprised of base-mounted, prefinished metal sections.

**Assessment:** The patios formed with precast concrete pavers were observed to be in acceptable condition. No dislocated or broken concrete pavers were observed.

The balcony membranes appeared to be in acceptable condition overall with no significant deficiencies observed or reported.

Examination of the balcony structures was limited due to concealment by exterior finishes. However, it was observed that some sections of the railings allowed substantial movement.

**Recommendation:** A cost allowance for periodic local reconstruction/repair of site elements including the patios were included in section "5.1.5 Flat Works".

It is anticipated that the balcony membranes and railing systems will attain the end of their EUL during the evaluation period; as such, allowances for the lifecycle replacement of these components have been included in the cost tables. Furthermore, a budgetary repair allowance to fix the loose railings has also been included in the cost tables. It should be noted that the repair schedule has been postponed to 2020 as per the request of the Client.

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### 5.3 Interior Elements

#### 5.3.1 Unit Types and Unit Mix/Building Area

**Description:** The finishes within the units are the individual owner's responsibility and beyond the scope of this assessment. However, it is our understanding that the strata corporation is responsible to maintain the resident caretaker suite as well as the guest suite. These two suites are generally provided with painted gypsum walls/ceiling and wood trim, ceramic wall tiles in washroom. Flooring consists of carpet, wood laminate and resilient sheet flooring. Appliances include a refrigerator, stove, microwave, dishwasher and washer/dryer. Plumbing fixtures consist of a porcelain toilet, a porcelain bathtub and enameled sinks.

**Assessment:** The finishes and appliances within the resident caretaker suite and the guest suite appeared to be in acceptable condition overall with no significant deficiencies observed or reported.

**Recommendation:** It is anticipated that the various finishes and appliances will attain the end of their EUL during the evaluation period; as such, allowances for the lifecycle replacement of these components have been included in the cost tables.

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#### 5.3.2 Common Areas

**Description:** Common areas in each building consist of main entrance lobbies, hallways, stairs, electrical closets in the corridors, and mechanical rooms in the attics, housing the make-up air units. Building 500 is also provided with an amenity area which includes a recreational area with kitchenette and washrooms. The underground parking garage is common for all three buildings and includes: elevator lobbies, stairs leading to upper floors, mechanical rooms, electrical rooms, elevator machine rooms, water meter room, sprinkler room, a general storage room, locker storage rooms, and garbage rooms.

Interior painting is applied to common area walls and ceilings, stairwells and staircase railings, and interior entrance doors providing access to residential suites. A paint finish is applied on the upper

## 5.0 System Description (continued)

### 5.3 Interior Elements (continued)

#### 5.3.2 Common Areas (continued)

part of the underground parking garage walls and columns. The walls in the building entrance lobbies are also provided with decorative glass panels and millwork.

Common area hallways and stairwells on all above-grade floors are carpeted. The entrance lobbies/entrances and the amenity area floors are finished with ceramic tile, and carpet flooring.

Common area ceilings are primarily comprised of gypsum board sheathing that includes a paint finish.

Residential suite entrance doors consist of rated hollow core wood units with cylindrical lock-sets, and are hinge-mounted into fire-rated wood frames. Common area doors at stairwells, corridors and the rooms in the underground parking garage are comprised of insulated metal with self-closing hardware, or tempered glass double doors set in rated metal frames.

The interior of the underground parking garage is equipped with two sectional steel overhead doors with electric door operators which restricts access to the buildings' parking areas to authorized personnel and residents.

Elevator cab finishes generally consist of ceramic tile flooring and laminate wood wall panels.

Vanities are installed in amenity area kitchen and washrooms. Counter top surfaces are finished with plastic laminate.

Standard commercial quality accessories in the amenity area washrooms consist of toilet paper dispensers and mirrors.

#### **Assessment:**

Paint finishes are understood to be original to construction of the buildings circa 2005, and were observed to be in acceptable condition at the time of the site visit.

All flooring finishes are understood to be original to the construction of their respective buildings, and were observed to be in acceptable condition overall.

Interior doors were observed to be in acceptable condition overall, and exhibited no significant amount of damage or deficiencies.

The elevator finishes were observed to be in acceptable condition overall.

The entrance lobby finishes and furnishings appeared to be in acceptable condition overall.

#### **Recommendation:**

Periodic repainting of common area walls and ceilings is recommended to maintain interior aesthetics. As such, allowances for the lifecycle replacement of the interior paint finishes have been included in the cost tables.

The expected useful life of flooring finishes can vary depending on the quality of the product installed and the volume of pedestrian traffic imposed on each flooring surface. As such, it is anticipated that the floor finishes will require replacement during the evaluation period. Allowances for the lifecycle replacement of the floor finishes have been included in the cost tables.

It is anticipated that the interior doors will attain the end of their EUL during the evaluation period; as such, allowances for the lifecycle replacement of the interior doors have been included in the cost tables.

It is anticipated that the interior finishes within the elevator cabs will require refurbishment during the evaluation period; as such, an allowance has been included in the cost tables.

It should be noted that the replacement of interior finishes is aesthetic in nature and may be completed at an earlier or later date, at the discretion of the Board.

## 5.0 System Description (continued)

### 5.4 Mechanical and Electrical Systems

#### 5.4.1 Plumbing

**Description:** The City of Port Moody provides the Site with a domestic water supply and sanitary sewer hook ups.

The sanitary system collects and discharges the waste water into the municipal sanitary sewer system located to the west of the Site.

The storm water collection system located in the parking garage is provided with sump pumps which will discharge the water into the municipal collection system.

The domestic water supply is provided by an 8" buried pipe which is connected to the main distribution system in the water entry room. The water supply for each building runs from the water entry room through 6" underground pipes and enters the mechanical room of each building, located in the underground parking garage. The domestic water is distributed to each building through risers and local branches to each suite.

The domestic hot water for each building is also provided from their respective mechanical rooms. The domestic hot water for Building 300 and 500 is provided by natural gas-fired heaters (A.O. Smith - 520,000 BTU/H), installed in 2005. A new boiler installed in 2013 (Laars-399,000 BTU/H), provides the domestic hot water for Building 400. The domestic hot water is stored in 120 Gal capacity storage tanks (two for each system), and is pumped into the risers for distribution into the building suites.

**Assessment:** A review of the water and sewer piping in the buildings was limited due to obstruction by interior finishes. Where visible, the domestic water distribution piping was found to be in acceptable condition. The site representative advised that no problems have been experienced with the plumbing system to date.

The sump pumps were not accessible at the time of the site assessment; however, there were no reports or indications suggesting that the equipment was deficient. As such, the sump pumps are considered to be in acceptable condition.

No significant deficiencies regarding the domestic water heating systems were observed or reported at the time of the site assessment. However, it is our understanding that the Building 400 water heating boiler has had a history of deficiencies which has resulted in multiple unit replacements.

**Recommendation:** It is anticipated that the domestic water plumbing will attain the end of its typical EUL during the evaluation period; as such, allowances for the lifecycle replacement of the domestic water plumbing have been included in the cost tables.

It is anticipated that the domestic water heaters and storage tanks will attain the end of their service life during the evaluation period; as such, allowance for the lifecycle replacement of these components have been included in the cost tables.

It is anticipated that the sump pumps will attain the end of their EUL during the evaluation period; as such, an allowance for the lifecycle replacement of the sump pumps has been included in the cost tables.

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#### 5.4.2 Heating

**Description:** Heating of the Building 500 recreation area, guest room and the various storage rooms located in the parkade level is provided by electric baseboard heaters installed along the base of the walls. The entrance lobbies of each building are provided with an electric fireplace. The recreation room in Building 500 is also equipped with an electric fireplace. The residential suites are also heated by electric baseboard heaters however these are considered a resident responsibility.

A natural gas-fired make-up air unit is installed in the attic of each building and provides heated air to the corridors and the elevator lobbies in the underground parking garage. The heated air is distributed

## 5.0 System Description (continued)

### 5.4 Mechanical and Electrical Systems (continued)

#### 5.4.2 Heating (continued)

in the corridors through vertical ductwork with diffusers placed into the walls and is directed into the elevator lobbies through insulated ductwork suspended from the ceiling of the underground parking garage. The make-up air units were manufactured by Ares, model number: SC-1 DE1E, and controlled by thermostats. Based on information gathered, the make-up air units are hard wired to the fire alarm system.

**Assessment:** No significant problems were reported with the heating systems in the buildings, and they appeared to be in acceptable condition where observed.

**Recommendation:** It is not anticipated that there will be any major replacements of the electric heating systems over the evaluation period. Local repairs were considered part of the maintenance program; as such, no allowance has been included in the cost tables.

It is anticipated that the gas-fired make-up air units will attain the end of their service life during the evaluation period; as such, allowances for the lifecycle replacement of the make-up air units have been included in the cost tables.

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#### 5.4.3 Air Conditioning and Ventilation

**Description:** Building corridors and the elevator lobbies in the underground parking garage are ventilated by the natural gas-fired make-up air units, located in the attic of each building and distributed at each level through a sheet metal ductwork system.

Exhaust fans in the underground parking garage are equipped with motorized dampers which are actuated by carbon monoxide sensors, which are in turn monitored by a gas detection monitor. Exhausted air is replaced via natural infiltration through openings in the parking garage (e.g. overhead entrance door).

Wall or ceiling mounted exhaust fans are installed in mechanical rooms, electrical rooms, locker storage rooms, elevator rooms, and in the washrooms in the Building 500 recreation area.

The exhaust fans in the electrical rooms and elevator rooms are controlled by reverse action thermostats. The exhaust fans in the other rooms located in the underground parking garage are provided with timeclock control systems. The exhaust fans installed in the washrooms of the amenity area are manually controlled.

Residential suites are individually provided with exhaust fans in the washrooms and kitchens however these are considered to be a resident responsibility.

The ventilation systems are generally provided either sheet metal or flexible ducting systems to direct the air flow.

**Assessment:** The ventilation equipment is generally original to the site development (2005) and is reportedly operating as intended. No significant deficiencies related to the ventilation equipment were observed or reported during the assessment.

**Recommendation:** The exhaust fans and controls typically require replacement after 20 to 25 years of service; as such, it is anticipated that lifecycle replacements of the exhaust fans and control systems will be required during the evaluation period. Allowances for the lifecycle replacement of these components has been included in the cost tables.

No significant action is anticipated with regards to the ducting systems during the evaluation period. Should localized repairs be required, it is anticipated that they will be paid for through the Operations budget or from the Mechanical Contingency allowance discussed below.

## 5.0 System Description (continued)

### 5.4 Mechanical and Electrical Systems (continued)

#### 5.4.3 Air Conditioning and Ventilation (continued)

From time to time, repairs to the mechanical systems may be required that exceed the scope and anticipated budget for routine maintenance work. We therefore recommend that a "General Mechanical System Repairs" contingency allowance of \$15,000 be included on a 15-year cycle to account for this type of work.

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#### 5.4.4 Electrical

**Description:** Electricity is provided by BC Hydro via underground conduit from a pad mounted primary step-down transformer to the main electrical switchgear (rated at 1200 A and 600 V), in the main electrical room located in the underground parking garage, beneath Building 400. Two more sub-electrical rooms are provided in the underground parking garage for distribution of the power further into Building 300 and 500.

The 600 V service is distributed to specific systems and equipment located throughout the buildings and parking garage. Step-down transformers reduce the service to 120/208 V for general distribution throughout the buildings including the residential suites.

Residential meter banks, cable TV and telephone terminals are located in electrical closets, located on each corridor of the buildings. Communication services such as telephone, data and cable television are distributed to each residential suite.

Common area lighting is mainly provided by ceiling-mounted fluorescent fixtures.

Exterior lighting consists of post-mounted light fixtures spread throughout the complex, and wall mounted light fixtures at the entrance doors of the buildings.

Security for the buildings is provided by video surveillance cameras and voice identification boxes which are controlled by a central system located in the electrical rooms.

Access to various areas of the buildings and parking garage is controlled by a key fob access system.

**Assessment:** Electrical equipment, electrical panels, and exterior/interior lighting appeared to be functional and in acceptable condition overall, with no evidence of significant deterioration.

No significant deficiencies were observed or reported with the security alarm system.

The Site representative advised that he was not aware of any electrical, security, telephone, cable, or lighting problems on the Site.

**Recommendation:** Electrical power and distribution components typically carry a theoretical service life of approximately 35 to 40 years. Based on age and observed condition, the electrical supply and distribution components are anticipated to remain serviceable through the duration of the 30 year evaluation period. Allowances for replacement have therefore been excluded from this report.

From time to time, repairs to the electrical systems may be required that exceed the scope and anticipated budget for routine maintenance work. We therefore recommend that a "General Electrical System Repairs" contingency allowance of \$15,000 be included on a 15-year cycle to account for this type of work.

## 5.0 System Description (continued)

### 5.5 Vertical Transportation

#### *Vertical Transportation*

**Description:** Each building is equipped with one hydraulic passenger elevator (2500 pounds capacity), manufactured and installed by Richmond Elevator (RAM Manufacturing). The elevators are periodically reviewed and maintained by Richmond Elevator Maintenance Ltd. (REM). The "protective maintenance contract" covers the repair or replacement of most major components in addition to labour and materials for ongoing repair, adjustments and preventative maintenance work.

**Assessment:** The vertical transportation equipment appeared to be in acceptable condition overall with no significant deficiencies observed or reported.

It should be noted that Stantec completed a generalist assessment of the vertical transportation equipment for the purpose of this assessment. However, KJA Consultants Inc. had completed a detailed condition assessment of the vertical transportation equipment during the previous PCA & CRRFS study in 2011. The report, entitled Elevator Reserve Fund Study Updated Report dated March 7, 2011, has been included in Appendix C for reference purposes. Many of the recommendations provided in the KJA report have been incorporated as part of this assessment.

**Recommendation:** The following recommendations were taken from the specialist review of the vertical transportation systems by KJA Consultants in 2011:

- door operator replacement: \$10,000/elevator in 2021, 2022, 2023
- code changes: \$3,000/elevator in 2016, 2021, 2026

Refer to the 2011 KJA "Elevator Reserve Fund Study" report in Appendix C for additional information.

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### 5.6 Life Safety/Fire Protection

#### *Life Safety/Fire Protection*

**Description:** The buildings are fully protected by sprinkler systems and include wet piped sprinkler systems in the common areas and residential suites, and by dry piped sprinkler system in the underground parking garage.

Fire hose connections and fire extinguishers are located on each floor. Additional fire protection is provided through a fire hose connection installed near the walkway leading towards the entrance of each building as well as by municipal fire hydrants located in the vicinity of the Site.

The primary fire alarm panel is a Mircom FX-2000 which is located in the Building 400 main electrical room. A fire alarm annunciator panel is installed in the lobby of each building. The system monitors end-use devices such as manual pull stations and smoke alarms which are located throughout the building. Once activated, the system warns residents via audible devices such as smoke alarms and fire alarm bells.

Emergency lighting includes battery operated fixtures which are located throughout the common areas. Exit signage is strategically located in an effort to identify emergency exits.

**Assessment:** It was reported that the fire alarm systems are inspected and tested annually. The fire alarm system and fire extinguishers inspection tags were current at the time of the assessment.

The observed portions of the fire & life safety equipment appeared to be in acceptable condition with no reported problems.

**Recommendation:** It is anticipated that the main fire alarm panel and the annunciator panels will attain the end of their EUL and require replacement during the evaluation period; as such, an allowance for the lifecycle replacement of these components has been included in the cost tables.



## **5.0 System Description (continued)**

### **5.6 Life Safety/Fire Protection (continued)**

*Life Safety/Fire Protection (continued)*

It is anticipated that the emergency lighting fixtures and exit signage will attain the end of their EUL during the evaluation period; as such, allowances for the lifecycle replacement of these components have been included in the cost tables.

From time to time, repairs to the fire & life safety equipment may be required that exceed the scope and anticipated budget of routine maintenance. We therefore recommend that a contingency allowance of \$5,000 be included on a 15-year cycle to account for this type of work.

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### **5.7 Additional Considerations**

No additional PCA considerations are included in this report.

## **6.0 Document Review and Interviews**

### **6.1 Building and Fire Code Compliance**

Although applicable codes may be used as a source of reference, an evaluation (detailed or otherwise) of the Property's compliance with national and/or provincial Building Codes and Fire Codes (as well as local/municipal by-laws, etc.) is not part of the scope of this assessment. The existing buildings, Property development and related structures are assumed to have been reviewed and approved by local authorities at the time of construction and/or subsequent renovations and inspections.

Site personnel advised that they were not aware of any outstanding work orders, fire code infractions, building code violations, or violations of regulatory ordinances and municipal property, health and fire safety by-laws, etc. that would affect the future operation and maintenance of the subject property.

### **6.2 Document Review**

The following documents were reviewed and information derived from these documents was included in the preparation of this report:

- Elevator Reserve Fund Study - January 28th, 2011, prepared by KJA Consultants Inc.
- General Meeting Minutes for previous 3 years
- Financial summaries for previous 3 years
- Pertinent Maintenance records for previous 3 years
- Strata bylaws

### **6.3 Interviews**

Mr. John Greenhough was interviewed in the process of conducting the PCA & CRRFS.

## 7.0 Opinions of Probable Cost

### CAPITAL REPLACEMENT RESERVE FUND STUDY TABLES

Opinions of probable cost (in 2014 dollars) have been provided in the CRRFS tables that are attached to this report under Appendix B ("Supporting Documentation"). The costs are provided over an evaluation period of 30 years for physical deficiencies observed during the assessment which are considered beyond normal routine operational maintenance expenditures, and for lifecycle replacement reserves. A cost threshold of \$3,000 has generally been used in reporting opinions of probable costs (OPC) associated with the Site.

It should be noted that the previous PCA & CRRFS report was prepared with a 20-year evaluation period, while this report has extended the evaluation to 30 years, as per the requirements of the Act & Regulations.

The two main tables that form part of the CRRFS are titled as follows:

- **Table A** - Component Listing and Repair / Replacement Cost
- **Table B** - Component Event Cost Summary

**Table A** provides a general listing of building elements and Site components, organized by discipline, and indicates their approximate age, expected useful life (EUL), and remaining useful life based on conditions observed and information gathered during the assessment. Capital replacement reserve costs are indicated based on the anticipated action required for each component over the next 30 years. The required actions are based on the condition of the components observed during the assessment, and/or their approximate age relative to their EUL.

**Table B** provides an overview of timing associated with the required action of each component over the next 30 years, while taking into account the effects of project overhead costs, interest and inflation.

As indicated in the CRRFS tables, the total Opinion of Probable Cost over the evaluation period is \$7,263,200 (uninflated). The average annual cost per residential unit is approximately \$1,476 over 30 years.

The opinions of probable cost presented in this report are based on unit rates published by Means Publishing and/or Marshall & Swift Valuation Service, combined with local experience gained by Stantec.

The quantities associated with each item have been estimated during a site assessment and do not represent exact measurements or quantities. At the time of replacement, specific "scope of work" statements and quotations should be determined and the budgetary items revised to reflect actual expenditures. Not included are items that would be addressed as routine maintenance. However, the capital costs may include items which are currently managed under the Strata's Operations and Maintenance budget.

Some building components are assumed to have an "indefinite" life expectancy as compared to the relative life of other components (e.g., building structure, domestic plumbing and electrical systems). From time to time, localized repairs may be required due to deterioration or vandalism, therefore, contingency amounts have been recommended for these components in the determination of the reserve fund.

Stantec recommends that all maintenance contracts, lease agreements, operating costs and cost recovery information be reviewed in conjunction with the opinions of probable cost presented in this report.

### RESERVE FUND STATUS

The balance of Strata Plan BCS 1961 - Tides at Klahanie Contingency Reserve Fund (CRF), as of November 30, 2013, was reportedly \$273,315. A contribution of \$60,355 is anticipated to be added to the CRF during the 2013-2014 fiscal year. It is also understood that the sum of \$23,975 in expenditures was approved for the 2013-2014 fiscal year. Based on the findings of the PCA & CRRFS, additional annual contributions to the CRF are required to offset the anticipated costs of future repair and replacement of building components.

In addition to Tables A and B, as described above, four Cash Flow Tables are presented in this report for consideration by the Client, and are titled as follows:

- Cash Flow Scenario No. 1 - Contributions Continue at the Current Rate (No Adjustments)
- Cash Flow Scenario No. 2 - Contributions are Raised Annually at a Set Rate
- Cash Flow Scenario No. 3 - Contributions are Raised Annually at an Adjusted Inflation Rate with a Higher Initial Contribution
- Cash Flow Scenario No. 4 - Contributions are Elevated to a Fixed Rate for Five Years then Raised at a Set Rate

## 7.0 Opinions of Probable Cost (continued)

The following assumptions have been incorporated into the Cash Flow Tables:

- Interest is earned at a rate of 1.1% (based on the monthly bank interest rates over the past five years as recorded by The Bank of Canada, as of May 2014).
- Interest is tax free and is re-invested into the CRF.
- Annual inflation is 1.92% (based on the average yearly inflation rates over the past five years as recorded by The Bank of Canada, as of May 2014).

As illustrated in Cash Flow Table 1, the current contribution levels to the Capital Replacement Reserve Fund are not adequate to offset current and future anticipated repair or replacement expenditures over the forthcoming 30 years. Conversely, the level of contributions outlined in Cash Flow tables 2 through 4 are considered adequate to cover the costs of repair and replacement of building elements over the 30-year evaluation period. We recommend that the contribution levels be reviewed annually so that adjustments can be made to reflect actual costs of work, changes to timing and cost of work expected for the coming year, and the effects of actual interest and inflation rates.

**Appendix A:**  
**Photographs**



Cracked shingles observed at roof peaks.



Cracks observed on foundation walls in parkade.



Eroded soil around paving stones between Buildings 300 and 400.



View of typical exterior cladding - Comprised of wood & batten siding, vinyl siding and brick veneer.



Exterior porch area - typical of ground floor suites.



Some deterioration of paint coating observed on wood fencing.





Typical suite dining/living area.



Caretaker suite kitchen and appliances.



Exhaust fan observed in washrooms.



Sprinkler heads observed in suites.



Smoke detectors observed in suites.



Guest suite furnishings.



Guest suite washroom.



Fire extinguishers observed in hallways.



Typical hallway in each building.



Natural gas-fired make-up air unit observed in the attic of each building.



Common area furnishings.



Common area finishes.



Amenity room pool table and kitchenette.

**Appendix B:**  
**Supporting Documentation**



# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	Year of Install	EUL (Years)	Effective Age (Years)	Time to Next Event (Years)	Recommendation	Initial Event Year	Frequency of Repetition	Event Type	Quantity	Unit	Unit Cost (2014 Dollars)	Event Cost (2014 Dollars)	Total Opinion of Probable Cost (30 Years)
<b>5.1 SITE ELEMENTS</b>																
1	5.1.2	Storm Water Drainage - Gutters and Downspouts	All Buildings	2005	30	9	21	Replacement of gutters and downspouts	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 20,000
2	5.1.4	Concrete Curbing - General Repairs	-	2005	5	9	5	Concrete curbing along landscaped features - periodic repair	2019	5	Contingency	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 18,000
3	5.1.5	Flat Work - General Repairs	All Buildings	2005	5	9	5	Flat work - periodic repair	2019	5	Contingency	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 18,000
4	5.1.6	Landscaping and Appurtenances - Wood Fencing Replacement	-	2005	15	9	6	Replacement of the wood fencing	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 58,000	\$ 58,000	\$ 116,000
5	5.1.6	Landscaping and Appurtenances - Metal Fencing	-	2005	30	9	21	Replacement of metal fencing	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 150,000	\$ 150,000	\$ 150,000
6	5.1.8	Underground Utilities	-	2005	15	9	6	Underground utilities - general repairs	2020	15	Contingency	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000
<b>5.2 BUILDING STRUCTURE &amp; BUILDING ENVELOPE</b>																
7	5.2.2	Building Frame - Suspended Concrete Slab Waterproofing	-	2005	25	9	16	Replacement of suspended concrete slab waterproofing	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 950,000	\$ 950,000	\$ 950,000
8	5.2.2	Building Frame - Suspended Concrete Slab - Repair Allowance	-	2005	0	9	1	Repair allowance for parking garage water infiltration through the suspended slab	2015	0	Immediate Repair	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
9	5.2.2	Building Frame - Structural Contingency	-	2005	15	9	6	Wood framing - general structural repairs	2020	15	Contingency	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 40,000
10	5.2.3	Exterior Walls - General Repairs	All Buildings	2005	10	9	5	Exterior wall finishes - general repairs	2019	10	Contingency	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 30,000
11	5.2.3	Exterior Walls - Windows	Building 300	2005	30	9	21	Replacement of windows in building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 216,000	\$ 216,000	\$ 216,000
12	5.2.3	Exterior Walls - Entrance Doors	Building 300	2005	30	9	21	Replacement of entrance doors in building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
13	5.2.3	Exterior Walls - Balcony and patio doors	Building 300	2005	30	9	21	Replacement of balcony/patio doors in building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 123,000	\$ 123,000	\$ 123,000
14	5.2.3	Exterior Walls - Windows	Building 400	2005	30	9	21	Replacement of windows in building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 232,000	\$ 232,000	\$ 232,000
15	5.2.3	Exterior Walls - Entrance Doors	Building 400	2005	30	9	21	Replacement of entrance doors in building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
16	5.2.3	Exterior Walls - Balcony and patio doors	Building 400	2005	30	9	21	Replacement of balcony/patio doors in building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 132,000	\$ 132,000	\$ 132,000
17	5.2.3	Exterior Walls - Windows	Building 500	2005	30	9	21	Replacement of windows in building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 208,000	\$ 208,000	\$ 208,000

# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	Year of Install	EUL (Years)	Effective Age (Years)	Time to Next Event (Years)	Recommendation	Initial Event Year	Frequency of Repetition	Event Type	Quantity	Unit	Unit Cost (2014 Dollars)	Event Cost (2014 Dollars)	Total Opinion of Probable Cost (30 Years)
18	5.2.3	Exterior Walls - Entrance Doors	Building 500	2005	30	9	21	Replacement of entrance doors in building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
19	5.2.3	Exterior Walls - Balcony and patio doors	Building 500	2005	30	9	21	Replacement of balcony/patio doors in building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 123,000	\$ 123,000	\$ 123,000
20	5.2.3	Exterior Walls - Vinyl Siding	Building 300	2005	35	9	26	Replace vinyl siding on building 300	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 60,800	\$ 60,800	\$ 60,800
21	5.2.3	Exterior Walls - Vinyl Siding	Building 400	2005	35	9	26	Replace vinyl siding on building 400	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 66,100	\$ 66,100	\$ 66,100
22	5.2.3	Exterior Walls - Vinyl Siding	Building 500	2005	35	9	26	Replace vinyl siding on building 500	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 63,300	\$ 63,300	\$ 63,300
23	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 300	2005	30	9	21	Replace wood siding (board and batten) on building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 50,000	\$ 50,000	\$ 50,000
24	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 400	2005	30	9	21	Replace wood siding (board and batten) on building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 54,000	\$ 54,000	\$ 54,000
25	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 500	2005	30	9	21	Replace wood siding (board and batten) on building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 48,000	\$ 48,000	\$ 48,000
26	5.2.3	Exterior Walls - Brick - Localized Re-pointing	All Buildings	2005	10	9	5	Localized re-pointing of brick	2019	10	Contingency	1	Lump Sum	\$ 15,000	\$ 15,000	\$ 45,000
27	5.2.3	Exterior Walls - Sealant Replacement	All Buildings	2005	15	9	6	Allowance for replacement of exterior sealants	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 50,000	\$ 50,000	\$ 100,000
28	5.2.3	Main Entrance Garage Door - Replacement	-	2008	15	6	9	Replacement of the entrance garage door	2023	15	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000
29	5.2.4	Roofing replacement	Building 300	2005	20	9	11	Replace asphalt shingle roofing assembly on building 300	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 71,000	\$ 71,000	\$ 71,000
30	5.2.4	Roofing replacement	Building 400	2005	20	9	11	Replace asphalt shingle roofing assembly on building 400	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 76,000	\$ 76,000	\$ 76,000
31	5.2.4	Roofing replacement	Building 500	2005	20	9	11	Replace asphalt shingle roofing assembly on building 500	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 71,000	\$ 71,000	\$ 71,000
32	5.2.6	Balconies - Membrane Replacement	Building 300	2005	25	9	16	Balcony membrane replacement in building 300	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 86,000	\$ 86,000	\$ 86,000
33	5.2.6	Balconies - Membrane Replacement	Building 400	2005	25	9	16	Balcony membrane replacement in building 400	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 92,000	\$ 92,000	\$ 92,000
34	5.2.6	Balconies - Membrane Replacement	Building 500	2005	25	9	16	Balcony membrane replacement in building 500	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 90,000	\$ 90,000	\$ 90,000
35	5.2.6	Balconies - Railing System - Repairs	All Buildings	2005	0	9	6	Budgetary allowance to repair loose railings	2020	0	Deferred Maintenance	1	Lump Sum	\$ 55,000	\$ 55,000	\$ 55,000
36	5.2.6	Balconies - Railings - Replacement	Building 300	2005	30	9	21	Balcony railing replacement in building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 65,000	\$ 65,000	\$ 65,000
37	5.2.6	Balconies - Railings - Replacement	Building 400	2005	30	9	21	Balcony railing replacement in building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 69,000	\$ 69,000	\$ 69,000
38	5.2.6	Balconies - Railings - Replacement	Building 500	2005	30	9	21	Balcony railing replacement in building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 68,000	\$ 68,000	\$ 68,000

# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	Year of Install	EUL (Years)	Effective Age (Years)	Time to Next Event (Years)	Recommendation	Initial Event Year	Frequency of Repetition	Event Type	Quantity	Unit	Unit Cost (2014 Dollars)	Event Cost (2014 Dollars)	Total Opinion of Probable Cost (30 Years)
<b>5.3 INTERIOR ELEMENTS</b>																
39	5.3.1	Floor Carpeting - Guest Suite	Guest Suite	2005	15	9	6	Replace guest suite carpeting	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 6,000
40	5.3.1	Furnishings - Guest Suite	Guest Suite	2005	10	9	1	Replace guest suite furnishings	2015	10	Lifecycle Replacement	1	Lump Sum	\$ 5,000	\$ 5,000	\$ 15,000
41	5.3.1	Paint - Guest Suite	Guest Suite	2005	15	9	6	Progressive repainting of guest suite	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 6,000
42	5.3.1	Millwork - Guest Suite	Guest Suite	2005	35	9	26	Replacement of millwork in guest suite	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 3,000
42	5.3.1	Plumbing Fixtures - Guest Suite	Guest Suite	2005	35	9	26	Replace plumbing fixtures in guest suite	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 3,000
43	5.3.1	Floor Carpeting - Caretaker's Suite	Caretakers Suite	2005	15	9	6	Replace caretaker's suite carpeting	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,500	\$ 3,500	\$ 7,000
44	5.3.1	Paint - Caretaker's Suite	Caretakers Suite	2005	15	9	6	Progressive repainting of caretaker's suite	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 2,000	\$ 2,000	\$ 4,000
45	5.3.1	Millwork - Caretaker's Suite	Caretakers Suite	2005	35	9	26	Replacement of millwork in caretaker's suite	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 8,000	\$ 8,000	\$ 8,000
46	5.3.1	Appliances - Caretaker's Suite	Caretakers Suite	2005	15	9	6	Replace appliances in caretaker's suite	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,500	\$ 3,500	\$ 7,000
47	5.3.1	Plumbing Fixtures - Caretaker's Suite	Caretakers Suite	2005	35	9	26	Replace plumbing fixtures in caretaker's suite	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 5,000	\$ 5,000	\$ 5,000
48	5.3.1	Electric Fireplace - Caretaker's Suite	Caretakers Suite	2005	20	9	11	Replace fireplace in caretaker's suite	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 3,000
49	5.3.2	Interior Garage Doors - Replacement	-	2005	15	9	6	Replacement of the indoor garage doors	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 13,000	\$ 13,000	\$ 26,000
50	5.3.2	Paint - Amenity Room	Amenity Room	2005	15	9	6	Progressive repainting of amenity room	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 6,000
51	5.3.2	Plumbing Fixtures - Amenity Room	Amenity Room	2005	35	9	26	Replace plumbing fixtures in amenity room	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 3,000
52	5.3.2	Electric Fireplace - Amenity Room	Amenity Room	2005	20	9	11	Replace fireplace in amenity room	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 3,000
53	5.3.2	Furnishings and Pool Table - Amenity Room	Amenity Room	2005	20	9	11	Replace furnishings and pool table in amenity room	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
54	5.3.2	Common Area Painting	Building 300	2005	15	9	6	Repainting of common area in building 300	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 40,000
55	5.3.2	Common Area Painting	Building 400	2005	15	9	6	Repainting of common area in building 400	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 40,000
56	5.3.2	Common Area Painting	Building 500	2005	15	9	6	Repainting of common area in building 500	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 40,000
57	5.3.2	Floor Carpeting	Building 300	2005	20	9	11	Replace common area carpeting in building 300	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000
58	5.3.2	Floor Carpeting	Building 400	2005	20	9	11	Replace common area carpeting in building 400	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000

# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



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59	5.3.2	Floor Carpeting	Building 500	2005	20	9	11	Replace common area carpeting in building 500	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000
60	5.3.2	Residential unit entrance doors	Building 300	2005	35	9	26	Replace residential unit entrance doors in building 300	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 38,000	\$ 38,000	\$ 38,000
61	5.3.2	Residential unit entrance doors	Building 400	2005	35	9	26	Replace residential unit entrance doors in building 400	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 41,000	\$ 41,000	\$ 41,000
62	5.3.2	Residential unit entrance doors	Building 500	2005	35	9	26	Replace residential unit entrance doors in building 500	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 36,000	\$ 36,000	\$ 36,000
63	5.3.2	Elevator Cab Finishes	All Buildings	2005	20	9	11	Replace Elevator Cab Finishes	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 30,000	\$ 30,000	\$ 30,000
64	5.3.2	Common Area Doors	Building 300	2005	35	9	26	Replace common area doors	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
65	5.3.2	Common Area Doors	Building 400	2005	35	9	26	Replace common area doors	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
66	5.3.2	Common Area Doors	Building 500	2005	35	9	26	Replace common area doors	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
67	5.3.2	Lobby Finishes	Building 300	2005	20	9	11	Replace lobby finishes	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000
68	5.3.2	Lobby Finishes	Building 400	2005	20	9	11	Replace lobby finishes	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000
69	5.3.2	Lobby Finishes	Building 500	2005	20	9	11	Replace lobby finishes	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 40,000	\$ 40,000	\$ 40,000
70	5.3.2	Parking Garage - Painting	Parking Garage	2005	15	9	6	Repainting of the parking garage interior	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000
71	5.3.2	Common Area Furnishings	Building 300	2005	15	9	6	Replace common area furnishings	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000
72	5.3.2	Common Area Furnishings	Building 400	2005	15	9	6	Replace common area furnishings	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000
73	5.3.2	Common Area Furnishings	Building 500	2005	15	9	6	Replace common area furnishings	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 20,000

# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



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<b>5.4 MECHANICAL AND ELECTRICAL SYSTEMS</b>																
74	5.4.1	Domestic Hot Water Heaters - Building 300	Building 300	2005	15	9	6	Replace domestic hot water heater in building 300	2020	15	Lifecycle Replacement	1	Each	\$ 13,000	\$ 13,000	\$ 26,000
75	5.4.1	Domestic Hot Water Heater - Building 400	Building 400	2013	25	1	24	Replace domestic hot water heater in building 400	2038	25	Lifecycle Replacement	1	Each	\$ 13,000	\$ 13,000	\$ 13,000
76	5.4.1	Domestic Hot Water Heaters - Building 500	Building 500	2005	15	9	6	Replace domestic hot water heater in building 500	2020	15	Lifecycle Replacement	1	Each	\$ 13,000	\$ 13,000	\$ 26,000
77	5.4.1	Domestic water distribution system	Building 300	2005	35	9	26	Replace domestic water distribution system in building 300	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 750,000	\$ 750,000	\$ 750,000
78	5.4.1	Domestic water distribution system	Building 400	2005	35	9	26	Replace domestic water distribution system in building 400	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 750,000	\$ 750,000	\$ 750,000
79	5.4.1	Domestic water distribution system	Building 500	2005	35	9	26	Replace domestic water distribution system in building 500	2040	35	Lifecycle Replacement	1	Lump Sum	\$ 750,000	\$ 750,000	\$ 750,000
80	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 300	2005	15	9	6	Replace storage tanks and circulating pumps in building 300	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 11,000	\$ 11,000	\$ 22,000
81	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 400	2005	15	9	6	Replace storage tanks and circulating pumps in building 400	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 11,000	\$ 11,000	\$ 22,000
82	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 500	2005	15	9	6	Replace storage tanks and circulating pumps in building 500	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 11,000	\$ 11,000	\$ 22,000
83	5.4.1	Replace Sump Pumps	All Buildings	2005	15	9	6	Replace sump pumps	2020	15	Lifecycle Replacement	1	Lump Sum	\$ 3,000	\$ 3,000	\$ 6,000
84	5.4.2	Make-Up Air Unit	Building 300	2005	30	9	21	Replace make-up air unit in building 300	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
85	5.4.2	Make-Up Air Unit	Building 400	2005	30	9	21	Replace make-up air unit in building 400	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
86	5.4.2	Make-Up Air Unit	Building 500	2005	30	9	21	Replace make-up air unit in building 500	2035	30	Lifecycle Replacement	1	Lump Sum	\$ 25,000	\$ 25,000	\$ 25,000
87	5.4.3	Replace Exhaust Fans and Controls	All Buildings	2005	20	9	11	Replace exhaust fans and controls	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 26,000	\$ 26,000	\$ 26,000
88	5.4.3	General Mechanical Repairs	All Buildings	2005	15	9	6	General mechanical repairs	2020	15	Contingency	1	Lump Sum	\$ 15,000	\$ 15,000	\$ 30,000
89	5.4.4	General Electrical Repairs	All Buildings	2005	15	9	6	General electrical repairs	2020	15	Contingency	1	Lump Sum	\$ 15,000	\$ 15,000	\$ 30,000

# TABLE A - COMPONENT LISTING AND EVENT COSTS

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	Year of Install	EUL (Years)	Effective Age (Years)	Time to Next Event (Years)	Recommendation	Initial Event Year	Frequency of Repetition	Event Type	Quantity	Unit	Unit Cost (2014 Dollars)	Event Cost (2014 Dollars)	Total Opinion of Probable Cost (30 Years)
<b>5.5 VERTICAL TRANSPORTATION</b>																
90	5.5	Code Changes - Upgrading	-	2005	20	9	11	Code upgrading	2025	20	Lifecycle Replacement	3	Lump Sum	\$ 3,000	\$ 9,000	\$ 9,000
91	5.5	Door Operator Replacement- Building 300	Building 300	2005	0	9	7	Replace door operator	2021	0	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
92	5.5	Door Operator Replacement - Building 400	Building 400	2005	0	9	8	Replace door operator	2022	0	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
93	5.5	Door Operator Replacement - Building 500	Building 500	2005	0	9	9	Replace door operator	2023	0	Lifecycle Replacement	1	Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000

<b>5.6 LIFE SAFETY/FIRE PROTECTION</b>																
94	5.6	Fire Alarm & Annunciator Panels - Replacement	All Buildings	2005	25	9	16	Replace fire alarm panel & annunciator	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 45,000	\$ 45,000	\$ 45,000
95	5.6	Fire Alarm End-Use Devices - Replacement	All Buildings	2005	25	9	16	Replace fire alarm panel & annunciator	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 110,000	\$ 110,000	\$ 110,000
96	5.6	Battery Operated Emergency Lighting Fixtures - Replacement	All Buildings	2005	20	9	11	Replace battery operated emergency lighting fixtures	2025	20	Lifecycle Replacement	1	Lump Sum	\$ 30,000	\$ 30,000	\$ 30,000
97	5.6	Exit Signage - Replacement	All Buildings	2005	25	9	16	Replace exit signage	2030	25	Lifecycle Replacement	1	Lump Sum	\$ 20,000	\$ 20,000	\$ 20,000
98	5.6	Life Safety & Fire Protection - General Repairs	All Buildings	2005	15	9	6	Life Safety & Fire Protection - General repairs	2020	15	Contingency	1	Lump Sum	\$ 5,000	\$ 5,000	\$ 10,000

# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)	
				SHORT TERM (2014 - 2019)						LONG TERM (2020 - 2044)						
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044		
<b>5.1 SITE ELEMENTS</b>																
1	5.1.2	Storm Water Drainage - Gutters and Downspouts	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
2	5.1.4	Concrete Curbing - General Repairs	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 18,000
3	5.1.5	Flat Work - General Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 18,000
4	5.1.6	Landscaping and Appurtenances - Wood Fencing Replacement	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ 58,000	\$ -	\$ 116,000
5	5.1.6	Landscaping and Appurtenances - Metal Fencing	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
6	5.1.8	Underground Utilities	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
<b>Sub-Totals</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 74,000	\$ 6,000	\$ 6,000	\$ 244,000	\$ 6,000	\$ 342,000
<b>5.2 BUILDING STRUCTURE &amp; BUILDING ENVELOPE</b>																
7	5.2.2	Building Frame - Suspended Concrete Slab Waterproofing	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ -	\$ -	\$ 950,000
8	5.2.2	Building Frame - Suspended Concrete Slab - Repair Allowance	-	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
9	5.2.2	Building Frame - Structural Contingency	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000
10	5.2.3	Exterior Walls - General Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 30,000
11	5.2.3	Exterior Walls - Windows	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,000	\$ -	\$ 216,000
12	5.2.3	Exterior Walls - Entrance Doors	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
13	5.2.3	Exterior Walls - Balcony and patio doors	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,000	\$ -	\$ 123,000
14	5.2.3	Exterior Walls - Windows	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,000	\$ -	\$ 232,000
15	5.2.3	Exterior Walls - Entrance Doors	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
16	5.2.3	Exterior Walls - Balcony and patio doors	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ 132,000
17	5.2.3	Exterior Walls - Windows	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,000	\$ -	\$ 208,000

# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)		
				SHORT TERM (2014 - 2019)					LONG TERM (2020 - 2044)								
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044			
18	5.2.3	Exterior Walls - Entrance Doors	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
19	5.2.3	Exterior Walls - Balcony and patio doors	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,000	\$ -	\$ 123,000
20	5.2.3	Exterior Walls - Vinyl Siding	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,800	\$ 60,800
21	5.2.3	Exterior Walls - Vinyl Siding	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,100	\$ 66,100
22	5.2.3	Exterior Walls - Vinyl Siding	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,300	\$ 63,300
23	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
24	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000	\$ -	\$ 54,000
25	5.2.3	Exterior Walls - Wood Siding (Board and Batten)	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ 48,000
26	5.2.3	Exterior Walls - Brick - Localized Re-pointing	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 45,000
27	5.2.3	Exterior Walls - Sealant Replacement	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 100,000
28	5.2.3	Main Entrance Garage Door - Replacement	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
29	5.2.4	Roofing replacement	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,000	\$ -	\$ -	\$ -	\$ 71,000
30	5.2.4	Roofing replacement	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ -	\$ 76,000
31	5.2.4	Roofing replacement	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,000	\$ -	\$ -	\$ -	\$ 71,000
32	5.2.6	Balconies - Membrane Replacement	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ 86,000
33	5.2.6	Balconies - Membrane Replacement	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,000	\$ -	\$ -	\$ 92,000
34	5.2.6	Balconies - Membrane Replacement	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000
35	5.2.6	Balconies - Railing System - Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
36	5.2.6	Balconies - Railings - Replacement	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
37	5.2.6	Balconies - Railings - Replacement	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,000	\$ -	\$ 69,000
38	5.2.6	Balconies - Railings - Replacement	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000	\$ -	\$ 68,000
<b>Sub-Totals</b>				\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 135,000	\$ 243,000	\$ 1,218,000	\$ 1,321,000	\$ 190,200	\$ 3,344,200	



# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)	
				SHORT TERM (2014 - 2019)						LONG TERM (2020 - 2044)						
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044		
<b>5.3 INTERIOR ELEMENTS</b>																
39	5.3.1	Floor Carpeting - Guest Suite	Guest Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ 6,000
40	5.3.1	Furnishings - Guest Suite	Guest Suite	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 15,000
41	5.3.1	Paint - Guest Suite	Guest Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ 6,000
42	5.3.1	Millwork - Guest Suite	Guest Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
42	5.3.1	Plumbing Fixtures - Guest Suite	Guest Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
43	5.3.1	Floor Carpeting - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ 7,000
44	5.3.1	Paint - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 4,000
45	5.3.1	Millwork - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
46	5.3.1	Appliances - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ 7,000
47	5.3.1	Plumbing Fixtures - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
48	5.3.1	Electric Fireplace - Caretaker's Suite	Caretakers Suite	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
49	5.3.2	Interior Garage Doors - Replacement	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 26,000
50	5.3.2	Paint - Amenity Room	Amenity Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ 6,000
51	5.3.2	Plumbing Fixtures - Amenity Room	Amenity Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
52	5.3.2	Electric Fireplace - Amenity Room	Amenity Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
53	5.3.2	Furnishings and Pool Table - Amenity Room	Amenity Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
54	5.3.2	Common Area Painting	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000
55	5.3.2	Common Area Painting	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000
56	5.3.2	Common Area Painting	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000
57	5.3.2	Floor Carpeting	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
58	5.3.2	Floor Carpeting	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)	
				SHORT TERM (2014 - 2019)						LONG TERM (2020 - 2044)						
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044		
59	5.3.2	Floor Carpeting	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
60	5.3.2	Residential unit entrance doors	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ 38,000
61	5.3.2	Residential unit entrance doors	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000
62	5.3.2	Residential unit entrance doors	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,000
63	5.3.2	Elevator Cab Finishes	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
64	5.3.2	Common Area Doors	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
65	5.3.2	Common Area Doors	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
66	5.3.2	Common Area Doors	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
67	5.3.2	Lobby Finishes	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
68	5.3.2	Lobby Finishes	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
69	5.3.2	Lobby Finishes	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
70	5.3.2	Parking Garage - Painting	Parking Garage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
71	5.3.2	Common Area Furnishings	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
72	5.3.2	Common Area Furnishings	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
73	5.3.2	Common Area Furnishings	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 20,000
<b>Sub-Totals</b>				\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,000	\$ 291,000	\$ -	\$ 136,000	\$ 212,000	\$ 775,000

# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)	
				SHORT TERM (2014 - 2019)					LONG TERM (2020 - 2044)							
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044		
<b>5.4 MECHANICAL AND ELECTRICAL SYSTEMS</b>																
74	5.4.1	Domestic Hot Water Heaters - Building 300	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 26,000
75	5.4.1	Domestic Hot Water Heater - Building 400	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000
76	5.4.1	Domestic Hot Water Heaters - Building 500	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 26,000
77	5.4.1	Domestic water distribution system	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000
78	5.4.1	Domestic water distribution system	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000
79	5.4.1	Domestic water distribution system	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000
80	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ -	\$ 22,000
81	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ -	\$ 22,000
82	5.4.1	Replace Storage Tanks and Circulation Pumps	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ -	\$ 22,000
83	5.4.1	Replace Sump Pumps	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ 6,000
84	5.4.2	Make-Up Air Unit	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
85	5.4.2	Make-Up Air Unit	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
86	5.4.2	Make-Up Air Unit	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
87	5.4.3	Replace Exhaust Fans and Controls	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ 26,000
88	5.4.3	General Mechanical Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000
89	5.4.4	General Electrical Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000
<b>Sub-Totals</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,000	\$ 26,000	\$ -	\$ 180,000	\$ 2,250,000	\$ 2,548,000

# TABLE B - COMPONENT EVENT COSTS SUMMARY (30 YEARS)

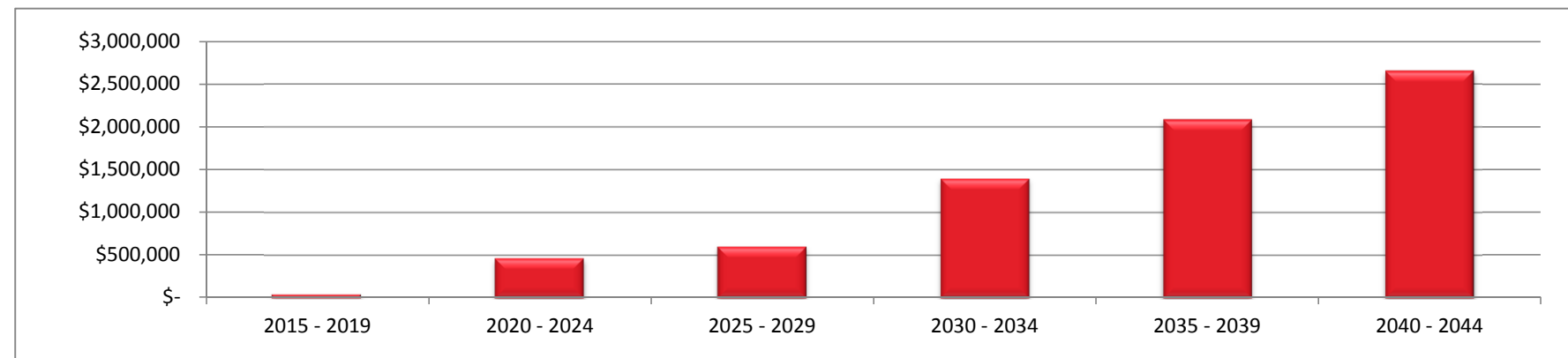
## The Tides at Klahanie



Item #	Report Reference	Component Name	Component Location or Identifier	EVENT COSTS (2014 DOLLARS)											Total Opinion of Probable Cost (30 Years)	
				SHORT TERM (2014 - 2019)					LONG TERM (2020 - 2044)							
				Immediate 2014	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Years 6 to 10 2020 - 2024	Years 11 to 15 2025 - 2029	Years 16 to 20 2030 - 2034	Years 21 to 25 2035 - 2039	Years 26 to 30 2040 - 2044		
<b>5.5 VERTICAL TRANSPORTATION</b>																
90	5.5	Code Changes - Upgrading	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
91	5.5	Door Operator Replacement- Building 300	Building 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
92	5.5	Door Operator Replacement - Building 400	Building 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
93	5.5	Door Operator Replacement - Building 500	Building 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Sub-Totals</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 35,000	\$ -	\$ 105,000	\$ -	\$ 39,000

<b>5.6 LIFE SAFETY/FIRE PROTECTION</b>																
94	5.6	Fire Alarm & Annunciator Panels - Replacement	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
95	5.6	Fire Alarm End-Use Devices - Replacement	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000
96	5.6	Battery Operated Emergency Lighting Fixtures - Replacement	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
97	5.6	Exit Signage - Replacement	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
98	5.6	Life Safety & Fire Protection - General Repairs	All Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 10,000
<b>Sub-Totals</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 39,000	\$ 175,000	\$ 5,000	\$ -	\$ 215,000

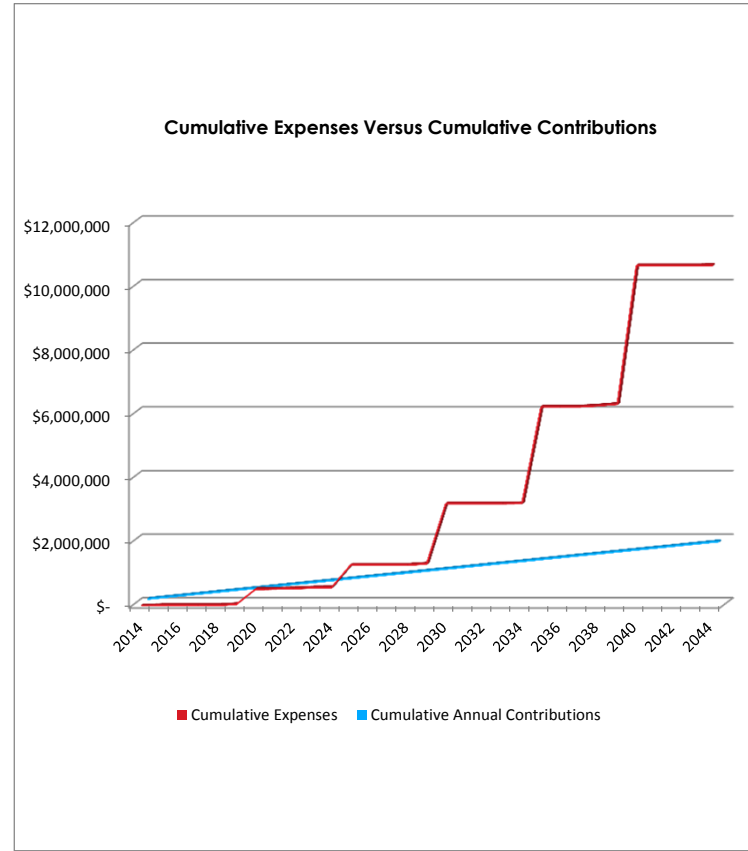
<b>TOTAL EXPENDITURE (2014 DOLLARS)</b>	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 31,000	\$ 467,000	\$ 605,000	\$ 1,399,000	\$ 2,088,000	\$ 2,658,200	\$ 7,263,200
<b>COMPOUNDED INFLATION RATE</b>	0.00%	1.92%	3.88%	5.87%	7.90%	9.98%	16.47%	28.09%	40.87%	54.93%	70.38%	
<b>FUTURE VALUE EXPENDITURE</b>	\$ -	\$ 15,288	\$ -	\$ -	\$ -	\$ 34,092	\$ 525,945	\$ 748,797	\$ 1,897,211	\$ 3,118,660	\$ 4,359,231	\$ 10,699,225



# CASH FLOW SCENARIO NO. 1

## Contributions Continue at the Current Rate (No Adjustments)

Fiscal Year	Opening Reserve Balance	Expenses (Inflated)	Cumulative Expenses	Annual Contribution	Cumulative Annual Contribution	Interest Earned	Closing Reserve Balance	Annual Cost Per Suite
2014	\$ 273,315	\$ -	\$ -	\$ 60,355	\$ 60,355	\$ 3,338	\$ 337,008	\$ 368
2015	\$ 337,008	\$ 15,288	\$ 15,288	\$ 60,355	\$ 120,710	\$ 3,955	\$ 386,030	\$ 368
2016	\$ 386,030	\$ -	\$ 15,288	\$ 60,355	\$ 181,065	\$ 4,578	\$ 450,964	\$ 368
2017	\$ 450,964	\$ -	\$ 15,288	\$ 60,355	\$ 241,420	\$ 5,293	\$ 516,611	\$ 368
2018	\$ 516,611	\$ -	\$ 15,288	\$ 60,355	\$ 301,775	\$ 6,015	\$ 582,981	\$ 368
2019	\$ 582,981	\$ 34,092	\$ 49,380	\$ 60,355	\$ 362,130	\$ 6,557	\$ 615,801	\$ 368
2020	\$ 615,801	\$ 471,888	\$ 521,268	\$ 60,355	\$ 422,485	\$ 4,510	\$ 208,778	\$ 368
2021	\$ 208,778	\$ 11,424	\$ 532,692	\$ 60,355	\$ 482,840	\$ 2,566	\$ 260,275	\$ 368
2022	\$ 260,275	\$ 11,643	\$ 544,335	\$ 60,355	\$ 543,195	\$ 3,131	\$ 312,118	\$ 368
2023	\$ 312,118	\$ 23,734	\$ 568,069	\$ 60,355	\$ 603,550	\$ 3,635	\$ 352,374	\$ 368
2024	\$ 352,374	\$ 7,257	\$ 575,326	\$ 60,355	\$ 663,905	\$ 4,168	\$ 409,640	\$ 368
2025	\$ 409,640	\$ 707,564	\$ 1,282,889	\$ 60,355	\$ 724,260	\$ 946	\$ (236,622)	\$ 368
2026	\$ (236,622)	\$ -	\$ 1,282,889	\$ 60,355	\$ 784,615	\$ -	\$ (176,267)	\$ 368
2027	\$ (176,267)	\$ -	\$ 1,282,889	\$ 60,355	\$ 844,970	\$ -	\$ (115,912)	\$ 368
2028	\$ (115,912)	\$ -	\$ 1,282,889	\$ 60,355	\$ 905,325	\$ -	\$ (55,557)	\$ 368
2029	\$ (55,557)	\$ 41,234	\$ 1,324,123	\$ 60,355	\$ 965,680	\$ -	\$ (36,436)	\$ 368
2030	\$ (36,436)	\$ 1,888,434	\$ 3,212,557	\$ 60,355	\$ 1,026,035	\$ -	\$ (1,864,514)	\$ 368
2031	\$ (1,864,514)	\$ -	\$ 3,212,557	\$ 60,355	\$ 1,086,390	\$ -	\$ (1,804,159)	\$ 368
2032	\$ (1,804,159)	\$ -	\$ 3,212,557	\$ 60,355	\$ 1,146,745	\$ -	\$ (1,743,804)	\$ 368
2033	\$ (1,743,804)	\$ -	\$ 3,212,557	\$ 60,355	\$ 1,207,100	\$ -	\$ (1,683,449)	\$ 368
2034	\$ (1,683,449)	\$ 8,777	\$ 3,221,334	\$ 60,355	\$ 1,267,455	\$ -	\$ (1,631,871)	\$ 368
2035	\$ (1,631,871)	\$ 3,032,485	\$ 6,253,819	\$ 60,355	\$ 1,327,810	\$ -	\$ (4,604,001)	\$ 368
2036	\$ (4,604,001)	\$ -	\$ 6,253,819	\$ 60,355	\$ 1,388,165	\$ -	\$ (4,543,646)	\$ 368
2037	\$ (4,543,646)	\$ -	\$ 6,253,819	\$ 60,355	\$ 1,448,520	\$ -	\$ (4,483,291)	\$ 368
2038	\$ (4,483,291)	\$ 36,304	\$ 6,290,123	\$ 60,355	\$ 1,508,875	\$ -	\$ (4,459,240)	\$ 368
2039	\$ (4,459,240)	\$ 49,871	\$ 6,339,994	\$ 60,355	\$ 1,569,230	\$ -	\$ (4,448,756)	\$ 368
2040	\$ (4,448,756)	\$ 4,348,616	\$ 10,688,610	\$ 60,355	\$ 1,629,585	\$ -	\$ (8,737,017)	\$ 368
2041	\$ (8,737,017)	\$ -	\$ 10,688,610	\$ 60,355	\$ 1,689,940	\$ -	\$ (8,676,662)	\$ 368
2042	\$ (8,676,662)	\$ -	\$ 10,688,610	\$ 60,355	\$ 1,750,295	\$ -	\$ (8,616,307)	\$ 368
2043	\$ (8,616,307)	\$ -	\$ 10,688,610	\$ 60,355	\$ 1,810,650	\$ -	\$ (8,555,952)	\$ 368
2044	\$ (8,555,952)	\$ 10,615	\$ 10,699,225	\$ 60,355	\$ 1,871,005	\$ -	\$ (8,506,213)	\$ 368
<b>TOTAL EXPENSES</b>		<b>\$10,699,225</b>		<b>TOTAL CONTRIBUTIONS</b>		<b>\$1,871,005</b>		



### CASH FLOW PARAMETERS:

- Annual contributions of \$60355 are raised according to the current inflation rate of 1.92%.
- Expense costs exclude applicable Provincial and/or Federal taxes.
- Interest earned is re-invested into the Reserve Fund.
- No inflation in expenses, or interest on the Reserve Fund account, have been assumed until year 2015.
- Interest calculations are based on average account balances for each year.
- Contributions assume that a positive closing Reserve Fund balance must always be maintained.

Condominium Corporation:	Strata Plan BCS 1961	
Evaluation Period:	30 Years	Inflation Rate: 1.92%
Start Year:	2014	Interest Rate: 1.10%
Number of Suites:	164	Date: Dec-14
Current Reserve Fund Balance:	\$	273,315
Initial Contribution to Reserve Fund:	\$	60,355



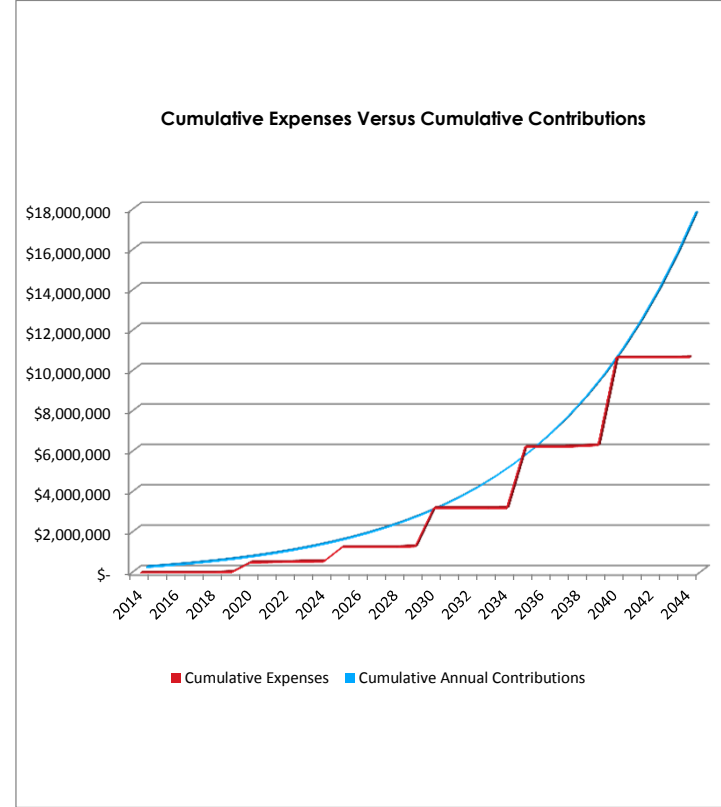
**CASH FLOW SCENARIO TABLE NO. 1**

Project No. 115614081

# CASH FLOW SCENARIO NO. 2

Contributions are Raised Annually at a Set Rate

Fiscal Year	Opening Reserve Balance	Expenses (Inflated)	Cumulative Expenses	Annual Contribution	Cumulative Annual Contribution	Interest Earned	Closing Reserve Balance	Annual Cost Per Suite
2014	\$ 273,315	\$ -	\$ -	\$ 60,355	\$ 60,355	\$ 3,338	\$ 337,008	\$ 368
2015	\$ 337,008	\$ 15,288	\$ 15,288	\$ 67,821	\$ 128,176	\$ 3,996	\$ 393,537	\$ 414
2016	\$ 393,537	\$ -	\$ 15,288	\$ 76,210	\$ 204,386	\$ 4,748	\$ 474,496	\$ 465
2017	\$ 474,496	\$ -	\$ 15,288	\$ 85,638	\$ 290,024	\$ 5,690	\$ 565,824	\$ 522
2018	\$ 565,824	\$ -	\$ 15,288	\$ 96,231	\$ 386,255	\$ 6,753	\$ 668,808	\$ 587
2019	\$ 668,808	\$ 34,092	\$ 49,380	\$ 108,135	\$ 494,390	\$ 7,764	\$ 750,614	\$ 659
2020	\$ 750,614	\$ 471,888	\$ 521,268	\$ 121,511	\$ 615,901	\$ 6,330	\$ 406,568	\$ 741
2021	\$ 406,568	\$ 11,424	\$ 532,692	\$ 136,542	\$ 752,442	\$ 5,160	\$ 536,846	\$ 833
2022	\$ 536,846	\$ 11,643	\$ 544,335	\$ 153,432	\$ 905,875	\$ 6,685	\$ 685,320	\$ 936
2023	\$ 685,320	\$ 23,734	\$ 568,069	\$ 172,412	\$ 1,078,286	\$ 8,356	\$ 842,354	\$ 1,051
2024	\$ 842,354	\$ 7,257	\$ 575,326	\$ 193,739	\$ 1,272,025	\$ 10,292	\$ 1,039,128	\$ 1,181
2025	\$ 1,039,128	\$ 707,564	\$ 1,282,889	\$ 217,705	\$ 1,489,730	\$ 8,736	\$ 558,005	\$ 1,327
2026	\$ 558,005	\$ -	\$ 1,282,889	\$ 244,635	\$ 1,734,364	\$ 7,484	\$ 810,123	\$ 1,492
2027	\$ 810,123	\$ -	\$ 1,282,889	\$ 274,896	\$ 2,009,260	\$ 10,423	\$ 1,095,442	\$ 1,676
2028	\$ 1,095,442	\$ -	\$ 1,282,889	\$ 308,900	\$ 2,318,161	\$ 13,749	\$ 1,418,092	\$ 1,884
2029	\$ 1,418,092	\$ 41,234	\$ 1,324,123	\$ 347,111	\$ 2,665,272	\$ 17,281	\$ 1,741,251	\$ 2,117
2030	\$ 1,741,251	\$ 1,888,434	\$ 3,212,557	\$ 390,049	\$ 3,055,321	\$ 10,913	\$ 253,779	\$ 2,378
2031	\$ 253,779	\$ -	\$ 3,212,557	\$ 438,298	\$ 3,493,620	\$ 5,202	\$ 697,279	\$ 2,673
2032	\$ 697,279	\$ -	\$ 3,212,557	\$ 492,516	\$ 3,986,135	\$ 10,379	\$ 1,200,174	\$ 3,003
2033	\$ 1,200,174	\$ -	\$ 3,212,557	\$ 553,440	\$ 4,539,575	\$ 16,246	\$ 1,769,859	\$ 3,375
2034	\$ 1,769,859	\$ 8,777	\$ 3,221,334	\$ 621,900	\$ 5,161,476	\$ 22,841	\$ 2,405,824	\$ 3,792
2035	\$ 2,405,824	\$ 3,032,485	\$ 6,253,819	\$ 698,830	\$ 5,860,305	\$ 13,629	\$ 85,797	\$ 4,261
2036	\$ 85,797	\$ -	\$ 6,253,819	\$ 785,275	\$ 6,645,580	\$ 5,263	\$ 876,335	\$ 4,788
2037	\$ 876,335	\$ -	\$ 6,253,819	\$ 882,413	\$ 7,527,993	\$ 14,493	\$ 1,773,241	\$ 5,381
2038	\$ 1,773,241	\$ 36,304	\$ 6,290,123	\$ 991,568	\$ 8,519,561	\$ 24,760	\$ 2,753,264	\$ 6,046
2039	\$ 2,753,264	\$ 49,871	\$ 6,339,994	\$ 1,114,225	\$ 9,633,786	\$ 36,140	\$ 3,853,758	\$ 6,794
2040	\$ 3,853,758	\$ 4,348,616	\$ 10,688,610	\$ 1,252,054	\$ 10,885,840	\$ 25,360	\$ 782,556	\$ 7,634
2041	\$ 782,556	\$ -	\$ 10,688,610	\$ 1,406,933	\$ 12,292,773	\$ 16,346	\$ 2,205,836	\$ 8,579
2042	\$ 2,205,836	\$ -	\$ 10,688,610	\$ 1,580,971	\$ 13,873,744	\$ 32,960	\$ 3,819,767	\$ 9,640
2043	\$ 3,819,767	\$ -	\$ 10,688,610	\$ 1,776,537	\$ 15,650,281	\$ 51,788	\$ 5,648,092	\$ 10,833
2044	\$ 5,648,092	\$ 10,615	\$ 10,699,225	\$ 1,996,295	\$ 17,646,576	\$ 73,050	\$ 7,706,822	\$ 12,173
<b>TOTAL EXPENSES</b>		<b>\$10,699,225</b>		<b>TOTAL CONTRIBUTIONS</b>		<b>\$17,646,576</b>		



**CASH FLOW PARAMETERS:**

- Annual contributions of \$60355 are raised at an elevated inflation rate of 12.37%.
- Expense costs exclude applicable Provincial and/or Federal taxes.
- Interest earned is re-invested into the Reserve Fund.
- No inflation in expenses, or interest on the Reserve Fund account, have been assumed until year 2015.
- Interest calculations are based on average account balances for each year.
- Contributions assume that a positive closing Reserve Fund balance must always be maintained.

Condominium Corporation:

Evaluation Period:  Inflation Rate:

Start Year:  Interest Rate:

Number of Suites:  Date:

Current Reserve Fund Balance:

Initial Contribution to Reserve Fund:

Annual % Increase in Contributions:



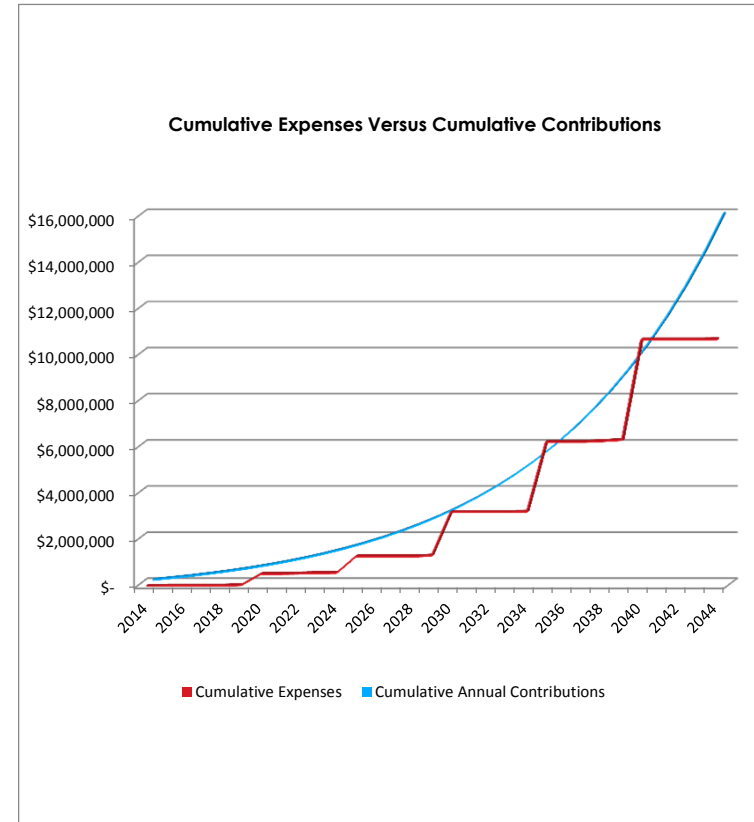
**CASH FLOW SCENARIO TABLE NO. 2**

Project No. 115614081

# CASH FLOW SCENARIO NO. 3

Contributions are Raised Annually at an Adjusted Inflation Rate with a Higher Initial Contribution

Fiscal Year	Opening Reserve Balance	Expenses (Inflated)	Cumulative Expenses	Annual Contribution	Cumulative Annual Contribution	Interest Earned	Closing Reserve Balance	Annual Cost Per Suite
2014	\$ 273,315	\$ -	\$ -	\$ 60,355	\$ 60,355	\$ 3,338	\$ 337,008	\$ 368
2015	\$ 337,008	\$ 15,288	\$ 15,288	\$ 80,000	\$ 140,355	\$ 4,063	\$ 405,783	\$ 488
2016	\$ 405,783	\$ -	\$ 15,288	\$ 88,792	\$ 229,147	\$ 4,952	\$ 499,527	\$ 541
2017	\$ 499,527	\$ -	\$ 15,288	\$ 98,550	\$ 327,697	\$ 6,037	\$ 604,114	\$ 601
2018	\$ 604,114	\$ -	\$ 15,288	\$ 109,381	\$ 437,078	\$ 7,247	\$ 720,742	\$ 667
2019	\$ 720,742	\$ 34,092	\$ 49,380	\$ 121,402	\$ 558,480	\$ 8,408	\$ 816,460	\$ 740
2020	\$ 816,460	\$ 471,888	\$ 521,268	\$ 134,744	\$ 693,224	\$ 7,127	\$ 486,443	\$ 822
2021	\$ 486,443	\$ 11,424	\$ 532,692	\$ 149,552	\$ 842,776	\$ 6,111	\$ 630,682	\$ 912
2022	\$ 630,682	\$ 11,643	\$ 544,335	\$ 165,988	\$ 1,008,764	\$ 7,786	\$ 792,813	\$ 1,012
2023	\$ 792,813	\$ 23,734	\$ 568,069	\$ 184,230	\$ 1,192,995	\$ 9,604	\$ 962,913	\$ 1,123
2024	\$ 962,913	\$ 7,257	\$ 575,326	\$ 204,477	\$ 1,397,472	\$ 11,677	\$ 1,171,810	\$ 1,247
2025	\$ 1,171,810	\$ 707,564	\$ 1,282,889	\$ 226,949	\$ 1,624,421	\$ 10,247	\$ 701,443	\$ 1,384
2026	\$ 701,443	\$ -	\$ 1,282,889	\$ 251,891	\$ 1,876,312	\$ 9,101	\$ 962,435	\$ 1,536
2027	\$ 962,435	\$ -	\$ 1,282,889	\$ 279,574	\$ 2,155,885	\$ 12,124	\$ 1,254,133	\$ 1,705
2028	\$ 1,254,133	\$ -	\$ 1,282,889	\$ 310,299	\$ 2,466,184	\$ 15,502	\$ 1,579,934	\$ 1,892
2029	\$ 1,579,934	\$ 41,234	\$ 1,324,123	\$ 344,401	\$ 2,810,585	\$ 19,047	\$ 1,902,147	\$ 2,100
2030	\$ 1,902,147	\$ 1,888,434	\$ 3,212,557	\$ 382,250	\$ 3,192,835	\$ 12,640	\$ 408,603	\$ 2,331
2031	\$ 408,603	\$ -	\$ 3,212,557	\$ 424,260	\$ 3,617,094	\$ 6,828	\$ 839,691	\$ 2,587
2032	\$ 839,691	\$ -	\$ 3,212,557	\$ 470,886	\$ 4,087,980	\$ 11,826	\$ 1,322,403	\$ 2,871
2033	\$ 1,322,403	\$ -	\$ 3,212,557	\$ 522,636	\$ 4,610,616	\$ 17,421	\$ 1,862,460	\$ 3,187
2034	\$ 1,862,460	\$ 8,777	\$ 3,221,334	\$ 580,074	\$ 5,190,690	\$ 23,629	\$ 2,457,386	\$ 3,537
2035	\$ 2,457,386	\$ 3,032,485	\$ 6,253,819	\$ 643,824	\$ 5,834,513	\$ 13,894	\$ 82,618	\$ 3,926
2036	\$ 82,618	\$ -	\$ 6,253,819	\$ 714,580	\$ 6,549,093	\$ 4,839	\$ 802,037	\$ 4,357
2037	\$ 802,037	\$ -	\$ 6,253,819	\$ 793,112	\$ 7,342,206	\$ 13,185	\$ 1,608,334	\$ 4,836
2038	\$ 1,608,334	\$ 36,304	\$ 6,290,123	\$ 880,275	\$ 8,222,481	\$ 22,334	\$ 2,474,639	\$ 5,368
2039	\$ 2,474,639	\$ 49,871	\$ 6,339,994	\$ 977,018	\$ 9,199,499	\$ 32,320	\$ 3,434,106	\$ 5,957
2040	\$ 3,434,106	\$ 4,348,616	\$ 10,688,610	\$ 1,084,392	\$ 10,283,891	\$ 19,822	\$ 189,704	\$ 6,612
2041	\$ 189,704	\$ -	\$ 10,688,610	\$ 1,203,567	\$ 11,487,457	\$ 8,706	\$ 1,401,977	\$ 7,339
2042	\$ 1,401,977	\$ -	\$ 10,688,610	\$ 1,335,839	\$ 12,823,296	\$ 22,769	\$ 2,760,584	\$ 8,145
2043	\$ 2,760,584	\$ -	\$ 10,688,610	\$ 1,482,647	\$ 14,305,943	\$ 38,521	\$ 4,281,753	\$ 9,041
2044	\$ 4,281,753	\$ 10,615	\$ 10,699,225	\$ 1,645,590	\$ 15,951,533	\$ 56,092	\$ 5,972,819	\$ 10,034
<b>TOTAL EXPENSES</b>		<b>\$10,699,225</b>		<b>TOTAL CONTRIBUTIONS</b>		<b>\$15,951,533</b>		



**CASH FLOW PARAMETERS:**

1. Annual contributions are increased to \$80000 in 2015 and raised at an inflation rate of 10.99%.
2. Expense costs exclude applicable Provincial and/or Federal taxes.
3. Interest earned is re-invested into the Reserve Fund.
4. No inflation in expenses, or interest on the Reserve Fund account, have been assumed until year 2015.
5. Interest calculations are based on average account balances for each year.
6. Contributions assume that a positive closing Reserve Fund balance must always be maintained.

**Condominium Corporation:**

Strata Plan BCS 1961

**Evaluation Period:**

30 Years

**Inflation Rate:**

1.92%

**Start Year:**

2014

**Interest Rate:**

1.10%

**Number of Suites:**

164

**Date:**

Dec-14

**Current Reserve Fund Balance:**

\$ 273,315

**Initial Contribution to Reserve Fund:**

\$ 60,355

**Annual % Increase in Contributions:**

10.99%



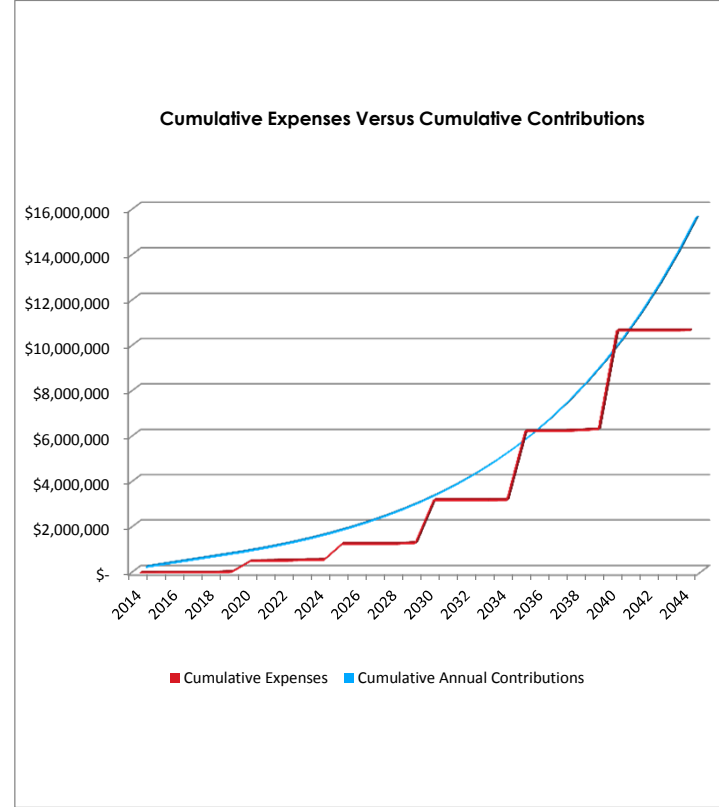
**CASH FLOW SCENARIO TABLE NO. 3**

Project No. 115614081

# CASH FLOW SCENARIO NO. 4

Contributions are Elevated to a Fixed Rate for Five Years then Raised at a Set Rate

Fiscal Year	Opening Reserve Balance	Expenses (Inflated)	Cumulative Expenses	Annual Contribution	Cumulative Annual Contribution	Interest Earned	Closing Reserve Balance	Annual Cost Per Suite
2014	\$ 273,315	\$ -	\$ -	\$ 60,355	\$ 60,355	\$ 3,338	\$ 337,008	\$ 368
2015	\$ 337,008	\$ 15,288	\$ 15,288	\$ 125,000	\$ 185,355	\$ 4,311	\$ 451,031	\$ 762
2016	\$ 451,031	\$ -	\$ 15,288	\$ 125,000	\$ 310,355	\$ 5,649	\$ 581,680	\$ 762
2017	\$ 581,680	\$ -	\$ 15,288	\$ 125,000	\$ 435,355	\$ 7,086	\$ 713,766	\$ 762
2018	\$ 713,766	\$ -	\$ 15,288	\$ 125,000	\$ 560,355	\$ 8,539	\$ 847,305	\$ 762
2019	\$ 847,305	\$ 34,092	\$ 49,380	\$ 125,000	\$ 685,355	\$ 9,820	\$ 948,033	\$ 762
2020	\$ 948,033	\$ 471,888	\$ 521,268	\$ 138,200	\$ 823,555	\$ 8,593	\$ 622,938	\$ 843
2021	\$ 622,938	\$ 11,424	\$ 532,692	\$ 152,794	\$ 976,349	\$ 7,630	\$ 771,938	\$ 932
2022	\$ 771,938	\$ 11,643	\$ 544,335	\$ 168,929	\$ 1,145,278	\$ 9,356	\$ 938,580	\$ 1,030
2023	\$ 938,580	\$ 23,734	\$ 568,069	\$ 186,768	\$ 1,332,046	\$ 11,221	\$ 1,112,835	\$ 1,139
2024	\$ 1,112,835	\$ 7,257	\$ 575,326	\$ 206,491	\$ 1,538,536	\$ 13,337	\$ 1,325,406	\$ 1,259
2025	\$ 1,325,406	\$ 707,564	\$ 1,282,889	\$ 228,296	\$ 1,766,832	\$ 11,943	\$ 858,082	\$ 1,392
2026	\$ 858,082	\$ -	\$ 1,282,889	\$ 252,404	\$ 2,019,236	\$ 10,827	\$ 1,121,313	\$ 1,539
2027	\$ 1,121,313	\$ -	\$ 1,282,889	\$ 279,058	\$ 2,298,294	\$ 13,869	\$ 1,414,240	\$ 1,702
2028	\$ 1,414,240	\$ -	\$ 1,282,889	\$ 308,526	\$ 2,606,820	\$ 17,254	\$ 1,740,020	\$ 1,881
2029	\$ 1,740,020	\$ 41,234	\$ 1,324,123	\$ 341,107	\$ 2,947,927	\$ 20,790	\$ 2,060,682	\$ 2,080
2030	\$ 2,060,682	\$ 1,888,434	\$ 3,212,557	\$ 377,128	\$ 3,325,055	\$ 14,355	\$ 563,732	\$ 2,300
2031	\$ 563,732	\$ -	\$ 3,212,557	\$ 416,952	\$ 3,742,007	\$ 8,494	\$ 989,178	\$ 2,542
2032	\$ 989,178	\$ -	\$ 3,212,557	\$ 460,982	\$ 4,202,990	\$ 13,416	\$ 1,463,577	\$ 2,811
2033	\$ 1,463,577	\$ -	\$ 3,212,557	\$ 509,662	\$ 4,712,652	\$ 18,902	\$ 1,992,142	\$ 3,108
2034	\$ 1,992,142	\$ 8,777	\$ 3,221,334	\$ 563,483	\$ 5,276,134	\$ 24,964	\$ 2,571,812	\$ 3,436
2035	\$ 2,571,812	\$ 3,032,485	\$ 6,253,819	\$ 622,986	\$ 5,899,121	\$ 15,038	\$ 177,351	\$ 3,799
2036	\$ 177,351	\$ -	\$ 6,253,819	\$ 688,774	\$ 6,587,894	\$ 5,739	\$ 871,863	\$ 4,200
2037	\$ 871,863	\$ -	\$ 6,253,819	\$ 761,508	\$ 7,349,402	\$ 13,779	\$ 1,647,150	\$ 4,643
2038	\$ 1,647,150	\$ 36,304	\$ 6,290,123	\$ 841,923	\$ 8,191,326	\$ 22,550	\$ 2,475,319	\$ 5,134
2039	\$ 2,475,319	\$ 49,871	\$ 6,339,994	\$ 930,831	\$ 9,122,156	\$ 32,074	\$ 3,388,353	\$ 5,676
2040	\$ 3,388,353	\$ 4,348,616	\$ 10,688,610	\$ 1,029,126	\$ 10,151,283	\$ 19,015	\$ 87,878	\$ 6,275
2041	\$ 87,878	\$ -	\$ 10,688,610	\$ 1,137,802	\$ 11,289,085	\$ 7,225	\$ 1,232,904	\$ 6,938
2042	\$ 1,232,904	\$ -	\$ 10,688,610	\$ 1,257,954	\$ 12,547,038	\$ 20,481	\$ 2,511,339	\$ 7,670
2043	\$ 2,511,339	\$ -	\$ 10,688,610	\$ 1,390,794	\$ 13,937,832	\$ 35,274	\$ 3,937,407	\$ 8,480
2044	\$ 3,937,407	\$ 10,615	\$ 10,699,225	\$ 1,537,662	\$ 15,475,494	\$ 51,710	\$ 5,516,163	\$ 9,376
<b>TOTAL EXPENSES</b>		<b>\$10,699,225</b>		<b>TOTAL CONTRIBUTIONS</b>		<b>\$15,475,494</b>		



**CASH FLOW PARAMETERS:**

1. Annual contributions of \$125000 are fixed for five years, then raised at an inflation rate of 10.56%.
2. Expense costs exclude applicable Provincial and/or Federal taxes.
3. Interest earned is re-invested into the Reserve Fund.
4. No inflation in expenses, or interest on the Reserve Fund account, have been assumed until year 2015.
5. Interest calculations are based on average account balances for each year.
6. Contributions assume that a positive closing Reserve Fund balance must always be maintained.

Condominium Corporation:

Evaluation Period:  Inflation Rate:

Start Year:  Interest Rate:

Number of Suites:  Date:

Current Reserve Fund Balance: \$

Initial Contribution to Reserve Fund: \$

Annual % Increase in Contributions:



**CASH FLOW SCENARIO TABLE NO. 4**

Project No. 115614081



V107389.doc  
March 7, 2011

Stantec Consulting Ltd.  
4370 Dominion Street, 5th Floor  
Burnaby, BC  
V5G 4L7

Attention: **Alexandre Bouchard**

Reference: **The Tides (300, 400 and 500 Klahanie Drive)  
Elevator Reserve Fund Study Updated Report  
Our file: 214607**

Dear Alexandre,

On January 28, 2011 we performed a Reserve Fund Study inspection of the elevator equipment located one at each address in The Tides at 300, 400 and 500 Klahanie Drive in Port Moody, BC.

The inspection did not include a review of the safety aspects of the installation, which fall under the jurisdiction of the provincial regulatory authority (BCSA).

Please find enclosed our report detailing our findings. This report is updated from our report number V107357 of February 9, 2011 to reflect the specific maintenance agreement for this site which was provided to us on March 2, 2011.

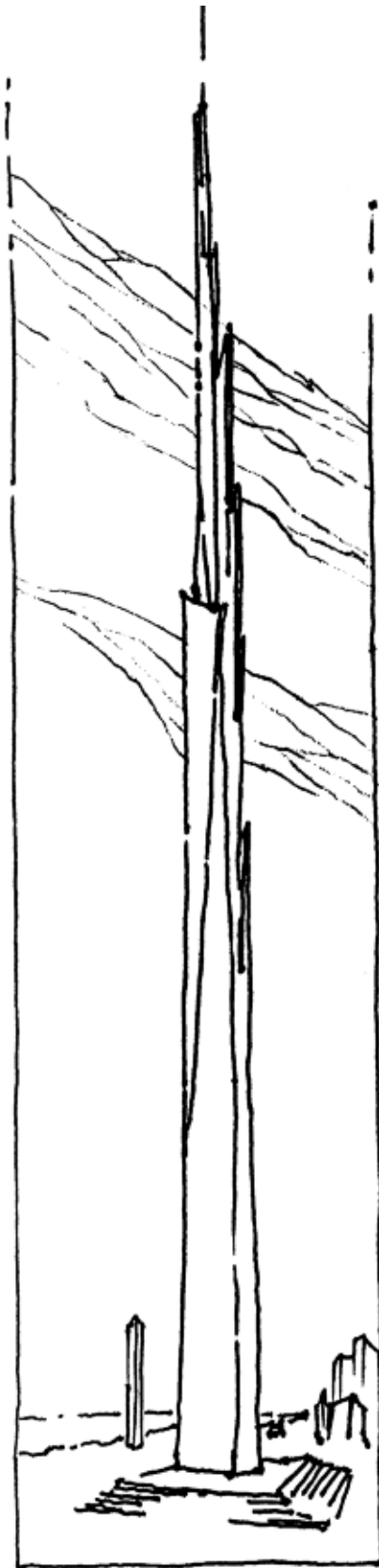
If you have any questions, please phone me.

Yours truly,  
**KJA CONSULTANTS INC.**



Barry Finch, CEI  
[Barry.Finch@kja.com](mailto:Barry.Finch@kja.com)

Cc: John Lee – KJA Vancouver



**The Tides  
300, 400 and 500 Klahanie Drive  
Port Moody, BC**

**Elevator Reserve Fund Study  
Updated Report**

214607 – V107389.doc

Prepared by KJA Consultants Inc.

For Stantec Consulting Ltd.

Inspection: January 28, 2011

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## I – Summary of Inspection

On January 28, 2011 we performed a Reserve Fund Study inspection of the three single hydraulic passenger elevators located one at each address in The Tides at 300, 400 and 500 Klahanie Drive in Port Moody, BC. The purpose of the inspection was to review the type and condition of the major components, and to list recommendations for future upgrades and probable costs not covered by the Richmond Elevator Maintenance Ltd. (REM) maintenance contract provided to us for review over the next twenty years (time period as requested).

We did not inspect or test the safety aspects or features of the installation and did not check the equipment for compliance with requirements of the regulating authorities as these aspects fall within the scope of the Authority Having Jurisdiction (the BCSA in BC).

The direct-acting hydraulic passenger elevators, with below-ground cylinders, were manufactured and installed by Richmond Elevator (RAM Manufacturing) in 2006. The major components of the elevators in the machine room consist of a Richmond Elevator PLC-based solid-state controller and a submerged (within the hydraulic fluid reservoir) power unit. Various companies listed in the Equipment Description table below as manufacturers of some portions of the elevator equipment such as GAL, EECO and ECI are very prevalent in the industry and their products seen on numerous installations.

These installations have proprietary controllers that use a GE Fanuc PLC controller programmed by Richmond Elevator or RAM manufacturing, which is likely to limit competitive maintenance in comparison to maintenance of third-party generic controls. There is a schematic only of the safety circuit and primary drive circuit in the machine room (attached to the controller door) as required by B44 elevator code. No troubleshooting information for the proprietary controller is present in the machine room.

Richmond Elevator Maintenance Ltd. (REM) is currently maintaining the elevator. The REM "protective maintenance contract" dated August 13, 2007 provided to us for review covers the repair or replacement of most major components in addition to labour and materials for ongoing repair, adjustments and preventative maintenance work (except as listed herein). Therefore, the anticipated repair costs associated with many of the components such as the hydraulic pumping machine, controller, door operator and other operating equipment are included under the terms of the maintenance contract. Exceptions of note include the addition of new components other than the original equipment, door panels and finishes, entrance frames, sills, cab finishes, hoistway structures, damage caused by vandalism, negligence and such like, power fluctuation, storms or "Acts of God", safety tests, events beyond the control of the contractor, **equipment not available from the original manufacturer due to obsolescence, the below-ground cylinder and its sleeve, the plunger and hydraulic piping**. While the obsolescence clause is fairly standard in agreements prepared by contractors, it can result in unpredictable costs to the Owner.

The cylinder sleeve (hydraulic jack casing) is specifically excluded and the below-ground cylinder, plunger and hydraulic piping are excluded since they are not in the list of equipment covered. **The cylinder and its sleeve represent a significant potential future cost should either one fail.**

Certain 12-monthly and 60-monthly tests are required by Code and legislation. The REM maintenance contract excludes "safety tests". However, this is subject to semantic interpretation since "safety test" is a standard phrase in B44 elevator code for specific tests of a different

equipment type than that installed at this site. Thus, in our opinion it excludes nothing for these installations. If it were an exclusion it should represent a relatively minor annual and 5-yearly cost.

We note that the maintenance contract dated August 13, 2007 is for a 2-year term to be renewed for a similar term unless cancelled with a minimum of 90 days written notice.

The elevator machine room hydraulic and electrical equipment appears to be in acceptable condition with no unusual noises, vibrations or high temperatures noted.

The pits of elevators 2 (at 400 Klahanie) and 3 (at 500 Klahanie) are dry. However, as seen in the attached photos there is a slight amount of water on the pit floor of elevator 1 at 300 Klahanie covering a couple of square feet around the jack assembly, the pit being otherwise dry. The pit equipment, which is slightly raised from the pit floor, is essentially rust-free. It appears that this is ground-water that has risen from the space between the plastic sleeve of the jack cylinder and the steel jack-hole casing, where much efflorescence is seen. It is possible that the BCSA regulating authority will require that the pit be waterproofed to stop this ground-water intrusion but some dampness might be accepted since the B44 Safety Code requirement is to "prevent accumulation of ground water in the pit".

The maintenance logs in the machine rooms indicate that monthly maintenance has been performed since installation circa October 2006 and the annual tests required by the B44 elevator safety code are ticked as completed annually. There is a "monthly oil level record sheet" commencing February 2010 indicating the reservoir oil level each month (to ensure there is no loss). **The "monthly oil level record sheet" for car 2 (in 400 Klahanie) shows a drop in reservoir oil level of 1½" (14 litres) on January 28, 2011 after remaining consistent for the prior year. The reason for this change (such as, possibly, the scavenger bucket was not empty in this instance) must be shown on the oil level record (OLMR) sheet and the contractor should be requested to confirm in writing whether the oil loss has been accounted for.**

**BCSA directive "D-L2 060309 2" of March 7, 2006 requires (in item 5) that there must be a method to test the operation of the corrosion protection system for the in-ground cylinder and this test must be performed annually. There is no log for confirming these annual tests in the machine rooms. There should be a written record of these annual tests in the machine rooms.**

The elevators meet the Barrier-Free Access recommendations (as listed in non-mandatory Appendix E of the B44 elevator safety code) except that there are no floor-passing tones or voice annunciation and there are no arrival gongs associated with the directional car lanterns. The BC Building Code, item 3.5.2.1(3), required at the time of installation compliance with non-mandatory Appendix E of the B44-00 elevator code for an accessible passenger elevator. Determining whether these elevators are required to be accessible (presumably, whether on an *accessible route*) is outside the scope of our discipline.

The B44 elevator code requires a minimum of 141 square inches of natural ventilation openings (3.5% of cab floor area) divided equally between the bottom and top of the car enclosure. There is approximately 96 square inches provided for the top half but we did not locate any lower area ventilation except the car door clearance, which is approximately 32 square inches for the lower half. It is possible that the BCSA regulating authority might require additional lower ventilation openings at some future point.

The drive method of these elevators is simple. A hydraulic jack unit extending some 40 feet below the ground raises and lowers the steel sling that the cab sits within. Oil is pumped into the jack unit from a tank in the elevator machine room by a motor and pump that are submerged in the oil, being piped first through a control valve assembly above the oil in the tank. The adjustable control valve assembly controls the acceleration, deceleration, stopping at floor and lowering speed by choking or bypassing the oil flow back to the tank.

The elevator's hydraulic cylinder is currently provided with a plastic liner. With this protection the life expectancy of the buried cylinder is theoretically unlimited. Unfortunately, the plastic liners have sometimes been installed incorrectly with improper seals between the plastic joints. This effectively renders the protection non-existent. There is no way of determining, once the cylinder and plastic liner are in the ground, whether there have been installation faults. In the event that there are such installation faults and as a result cylinder failure we recommend that the elevator be converted to an above-ground design so as to eliminate this potential future problem.

This conversion would entail the replacement of the elevator with a hole-less (above ground) roped hydraulic elevator or a machine-room-less (MRL) design.

There is no reason, given the speculative nature of the problem, to budget for conversion of the elevator. However, as a matter of information the estimated cost for replacement with a hole-less roped hydraulic elevator is in the area of \$175,000 per device and for replacement with a MRL traction elevator between \$175,000 and \$225,000 per elevator. In both cases the budget cost presented does not include related building work. This related work is particularly significant when replacing a hydraulic elevator with the MRL elevator from some suppliers since the building structure at the top of the hoistway is unlikely to be adequate for the overhead forces involved. Should the Owner consider replacing the unit with a different design a detailed audit should be performed to confirm the feasibility of alternative equipment types.

Although we did not perform a maintenance inspection, we noted that the door of car 3 (in 500 Klahanie) closes in 3.8 seconds (including 2.7 seconds in the 38" code zone) on nudging operation. In our opinion this is too fast and the door nudging speed should be reduced since it is a safety concern.

In the **Capital Plan** section of this report we have listed some upgrades that may be considered or become required over the next twenty years. Apart from these items, we do not anticipate that any capital expenditures would be required over this time period provided that a full service contract remains in effect.

## II – Equipment Description

<b>Passenger Elevators</b>	
Number of elevators:	3 (Bldg 300 car 1, Bldg 400 car 2, Bldg 500 car 3)
Government installation numbers:	22688-22690
Date installed:	2006
Manufacturer and controller type:	RAM Manufacturing model D5SS 25hp (Selective-collective) Based upon GE Fanuc Series 90-30 PLC (with Siemens type SEMESE02 soft starter)
Type of elevator:	Passenger
Capacity:	2500 pounds
Floors served:	P, M*, 2 to 4
Rated speed:	125 feet per minute (per drawings and data plate)
Drive method:	Direct-acting oil hydraulic with in-ground cylinder (plunger O.D. 4.375" per dwgs)
Pumping unit:	RAM Manufacturing (submerged motor and pump)
Pumping motor type:	ELMO (Italy) 3350rpm 575V 27.7A 18.5Kw 25h.p. 3Φ A.C.
Control valve type:	EECO type UV-5A (working pressure 314psi)
Pump type:	Cars 1,2: IMO type E3STC-200 Car 3: Allweiler type SUB210R40
Power source:	600V 3 phase (ECSR 50A fused disconnect)
Overspeed valve type:	Blain ARV-015
Position & levelling dictation:	4 of metal detectors on car & hoistway vanes per floor
Jack cylinder corrosion protection:	Plastic sleeve (one valve and one port)
Car guides:	Slippers
Door operator:	ECI type 895A
Car door restrictor:	ECI restrictive clutch and beak
Hall door interlock:	GAL type MO
Hall door closing device:	Spirator
Hoistway door safety retainers:	Provided (upper and lower)
Entrance type:	Single-speed side-opening
Entrance size (width x height):	42" x 84"
Cab size (width x depth x clear height / cab height):	79" x 51" x 106/107½"
Arrival signal:	Not provided
Direction indicator:	Lanterns in car strike jamb
Car operating panels:	Main only (Dupar US89 call buttons with raised button and collar)
Car position indicator:	LED matrix above car station
Hall position indicator:	LED matrix above floor M entrance
Cab emergency communication:	Hands-free telephone
Battery powered cab emergency lighting:	Provided (illuminates two ceiling pot lights)
Fire service:	Not provided
Emergency power:	Provided <sup>1</sup>
Security:	Surface-mounted contact FOB reader in cab
Cab fan:	Not provided (9" diameter opening)
Cab finishes:	Light colour wood grain veneer applied wall panels. Charcoal paint reveals S/S front return, COP, entrance, door, header and handrails Quarry tile floor. Drop ceiling panels with 4 pot lights
Maintenance contractor:	Richmond Elevator Maintenance Ltd. (REM)

<sup>1</sup> Site personnel have indicated that the elevators operate on the diesel generator during power outage.

### **III – Capital Plan**

The contractor's "protective maintenance contract" dated August 13, 2007 provided to us for review covers the repair or replacement of most major components in addition to labour and materials necessary for ongoing repairs, adjustment and preventative maintenance work (except as listed herein). Door panels and finishes, entrance frames, sills, cab finishes and **below-ground hydraulic cylinders and casings** are among the items excluded. As long as full maintenance is purchased, apart from the following items listed the only additional costs to the Owner, during the first twenty to thirty years of use, should be for malicious damage and repairs to the elevator cabs and entrances. We are assuming, of course, that repairs required due to accidents or "Acts of God" (flood, fire, etc.) are covered by insurance.

The costs noted are budget figures only for the elevator contractor's portion of the work, are based on the current market and are in present dollars. The actual costs may vary depending on the time of tendering, the actual detailed scope of work and market conditions. The figures listed below do not include work required by other trades in conjunction with the elevator work. Based on the age and condition of the equipment, we envisage the following upgrades which we recommend be budgeted to be performed at various times over the next twenty years:

1. **Hydraulic Cylinder Replacement** - The elevator's hydraulic cylinder is currently provided with a plastic liner. With this protection the life expectancy of the buried cylinder is theoretically unlimited. Unfortunately, the plastic liners have sometimes been installed incorrectly with improper seals between the plastic joints. This effectively renders the protection non-existent. There is no way of determining, once the cylinder and plastic liner are in the ground, whether there have been installation faults. In the event that there are such installation faults and as a result cylinder failure we recommend that the elevator be converted to an above-ground design so as to eliminate this potential future problem.

This conversion would entail the replacement of the elevator with a hole-less (above ground) roped hydraulic elevator or a machine-room-less (MRL) design.

There is no reason, given the speculative nature of the problem, to budget for conversion of the elevator. However, as a matter of information the estimated cost for replacement with a hole-less roped hydraulic elevator is in the area of \$175,000 per device and for replacement with a MRL traction elevator between \$175,000 and \$225,000 per elevator. In both cases the budget cost presented does not include related building work. This related work is particularly significant when replacing a hydraulic elevator with the MRL elevator from some suppliers since the building structure at the top of the hoistway is unlikely to be adequate for the overhead forces involved. Should the Owner consider replacing the unit with a different design a detailed audit should be performed to confirm the feasibility of alternative equipment types.

2. **Car Top Railings** - There has been a drive to provide top of car safety following an accident on a Toronto site. This will likely result in regulations requiring the installation of car top railings. There is no way of predicting when these regulations will be developed and applied but it is prudent to budget for the installation of these railings. Currently, car 2 (in 400 Klahanie) has a car top railing on the right side only and cars 1 and 3 (300 and 500 Klahanie) have no car top railings. A budget figure of \$4,000 per elevator is appropriate. It should be noted that if the ultimate design requirements include provision for ancillary devices such as collapsible railings and electrical interlocks this cost figure could be exceeded.



3. **Water in Elevator Pit** - There is water present in the elevator pit of car 1 (in 300 Klahanie). The source of the water intrusion should be isolated and eliminated to prevent equipment corrosion (it appears that this is ground-water that has risen from the space between the plastic sleeve of the jack cylinder and the steel jack-hole casing, where much efflorescence is seen). This work would typically not be performed by the elevator maintenance contractor. The cost will vary considerably depending on the scope of repairs and should be evaluated by other trades.
4. **Door Operator Replacement** - The existing door operator is not a closed-loop door operator, which we consider to be the current technology standard. Replacement with a closed-loop door operator should be a future consideration. A closed-loop door operator would provide feedback on the position and speed of the elevator doors. This allows the door operator to automatically adapt to the environment in which the elevator is operating, improving overall reliability. We recommend budgeting \$10,000 per elevator car entrance for this work, which we recommend be performed within the next ten to fifteen years.
5. **Code Changes** - Some money should be set aside for Code changes. Code adoptions have steadily increased over the last few years such that the interval between changes has been reduced to a few years. We recommend budgeting funds at five year intervals to address future Code changes. Without being able to pinpoint these changes, it is reasonable to assume that they would require in the area of \$3,000 per elevator every five years.
6. **Vandalism** - Money should be budgeted to repair vandalism to elevator cabs. No precise figure can be assigned since much depends on the location and environment but we suggest allowing a figure of \$2,000 per elevator every five years.
7. **Barrier-Free Access Upgrades** - The elevating equipment almost entirely, but not quite, meets barrier-free access requirements as listed in the Safety Code for Elevators (B44 Appendix E). It should be noted that it is not currently mandatory to modify existing buildings to comply with barrier-free access requirements, although in some provincial jurisdictions the building codes have incorporated this requirement for new buildings. It is also probable that this requirement will be enforced for new buildings in other jurisdictions throughout Canada. To conform, the following would need to be provided:
  - Dual-stroke gongs operating in conjunction with the existing in-car lanterns to announce elevator arrival and direction;
  - An audible floor-passing tone or provision of a voice synthesizer for floor annunciation;

The estimated cost of these upgrades would be in the area of \$2,500 per elevator with a voice synthesizer or in the area of \$1,000 per elevator with a floor-passing tone, and should be performed within the next one to three years.

## IV – Photos

Photo 1 – Main floor lobby at 500 Klahanie (300 & 400 same)



Photo 2 – Elevator cab (same for cars 1, 2 and 3)



**Photo 3 – Elevator cab front return (same for cars 1, 2 and 3)**



**Photo 4 – Elevator cab entrance jamb and header**



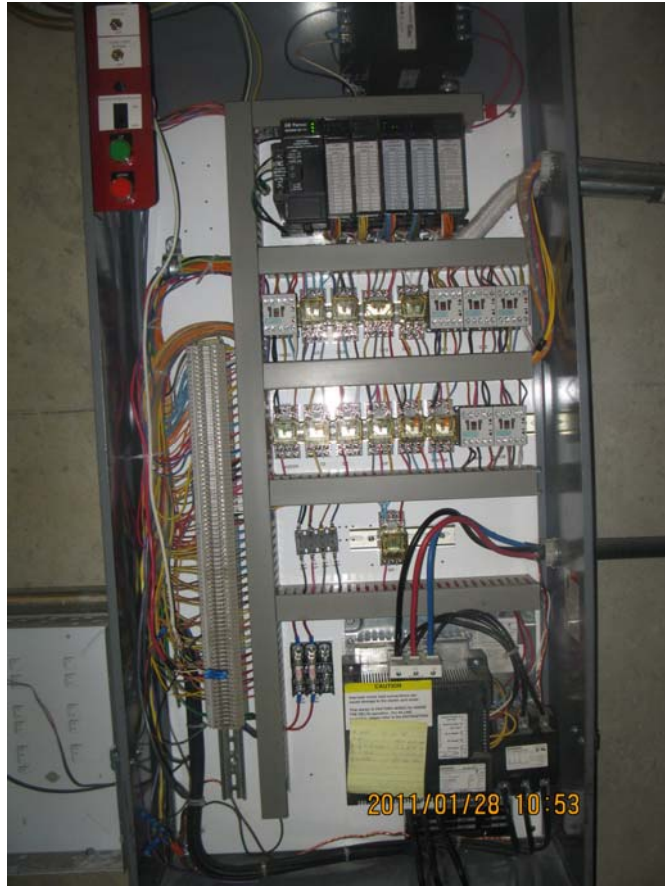
**Photo 5 – Car Operating Panel**



**Photo 6 – Machine room**



**Photo 7 – Elevator controller**



**Photo 8 – Valve assembly**



**Photo 9 – Elevator 2 Car Top at 400 Klahanie (300 & 500 same except no car top railing)**



**Photo 10 – Top of hoistway and entrances of floors 2, 3 and 4**



**Photo 11 – Elevator 1 (in 300 Klahanie) pit. Water on floor originating at centre (jack area)**



**Photo 12 – Bottom of elevator car and jack plunger**



**Photo 13 – Car 1 (at 300 Klahanie) hydraulic jack flange supported on the pit steel channels. Top of black plastic sleeve jacketing buried cylinder. Water surrounding it appears to be ground water forced up between the plastic jack sleeve and the jack-hole steel casing**



**Photo 14 – Air valve and plug on jack flange for pressurizing plastic sleeve jacketing buried cylinder**





**Appendix C:**  
**Personnel Resumes**

Alex has been providing Facility Assessment and Capital Planning services with Stantec Consulting Ltd. since 2006. He has experience in conducting facility assessment as either a generalist, architectural & structural systems specialist, or a mechanical & electrical systems specialist based on the project needs. Alex has assessed approximately 200 properties throughout British Columbia, Alberta, Nunavut, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland. The services provided include project initiating, coordinating, conducting and leading field assessments, and compiling technical reports. Alex has also been involved in facility energy and water audit projects as well as construction supervision (i.e. roofing & fire proofing). Early in his career, Alex was heavily involved in the coordination, assessment and reporting of environmental remediation projects of sites located throughout New Brunswick between 2006 to 2010.

Alex has been increasingly involved in the development and communication of Stantec's Building Condition Assessment and Capital Planning philosophy to prospective clients in British Columbia. As a result, Alex has also developed experience in external communication, preparation of proposal documentation and public consultations.

## EDUCATION

Asset Validation (AVS) Certification, Total Capital Planning Solutions, Vancouver, British Columbia, 2010

Stantec Facility Assessment Training, Stantec Consulting Ltd., Vancouver, British Columbia, 2010

Stantec Project Management Training, Stantec Consulting Ltd., Vancouver, British Columbia, 2010

B.Eng. (Mechanical Engineering – Co-op Option), Université de Moncton, Moncton, New Brunswick, 2008

Building Condition Assessment 4-day Course, EPIC Educational Program Innovations Center, Ontario, 2012

## MEMBERSHIPS

Member, British Columbia Building Envelope Council

Member, Association of Professional Engineers and Geoscientists of British Columbia

## AWARDS

2008 Étudiant de la promotion, Engineering Faculty, Université de Moncton, 2008

## PROJECT EXPERIENCE

### Environmental Site Remediation

Environmental Site Decommissioning, Various sites, New Brunswick (Project Engineer)

*Alex participated in the coordination and reporting of the final closure submissions for active sites within New Brunswick.*

Environmental Site Assessment, Remediation and Risk Assessment Projects, Various sites, New Brunswick (Project Engineer)

*Alex participated in the coordination, planning and reporting of various projects involving environmental site assessment, remediation and risk assessment activities for sites located throughout New Brunswick. The typical contaminants of concern encountered include petroleum hydrocarbons, volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHS) and trace metals.*

### Building Condition Assessments

Building Condition Assessments & Capital Planning Services\*, Lower Mainland, BC (Site Assessor)

*This project included the assessment and capital planning of multiple residential assets and infrastructure in various locations throughout the Lower Mainland.*

Building Condition Assessments & Capital Planning Services\* (Site Assessor)

*Assessment and capital planning of territory-owned assets in multiple communities throughout Nunavut.*

\* denotes projects completed with other firms

# Alexandre Bouchard P. Eng.

Project Manager - Facility Assessment

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## Building Condition Assessment & Capital Planning Services\*, Barbados (Site Assessor)

*This project included the assessment and capital planning of 2 resort properties and associated infrastructure located in Christ Church, Barbados.*

## Property Assessment / Audits / Due Diligence / Third Party Review

### Fireproofing Quality Assurance Review, New Brunswick (Assessor & Coordinator)

*Alex conducted quality assurance site reviews of spray-applied fireproofing material on new constructions within the Moncton, New Brunswick area. The project included regular field thickness measurements, reporting as well as coordinating with the project engineer, building foreman and contractors.*

### Roof Installation Review, New Brunswick (Assessor & Coordinator)

*Alex conducted part time roof installation review on new constructions within the Moncton, New Brunswick area. The project also included regular field reporting as well as coordinating with the project engineer, building foreman and contractors*

### Facility Energy & Water Audits, Atlantic Provinces (Site Assessor)

*Alex participated in the site visits, calculations and reporting requirements for commercial building energy audits as well as water audits throughout the Atlantic Provinces.*

### Capital Planning Project, Newfoundland (Site Assessor)

*The project involved the assessment and reporting of a Capital Planning project of 32 facilities for the Newfoundland Department of Labour and Transportation. Alex completed the site assessment of 32 facilities along the western coast of Newfoundland as a mechanical & electrical systems specialist. Capital renewal planning was reported in the TCPS AVS tool.*

### Capital Planning Project, New Brunswick & Prince Edward Island (Assessor & Coordinator)

*The project involved in the assessment and reporting of a Capital Planning project of 400+ facilities located throughout Canada. Alex was responsible for the coordination, generalist assessment & reporting of the 17 facilities located within the provinces of New Brunswick and Prince Edward Island. Capital renewal planning was reported in the TCPS AVS tool.*

### Finance Level Property Condition Assessments, NB, NS & AB (Assessor & Project Coordinator)

*Alex coordinated and conducted the site assessment and reporting requirements for finance level PCAs for a commercial real estate investment portfolio throughout New Brunswick, Nova Scotia and Alberta.*

### Capital Replacements Reserve Fund Study, British Columbia (Assessor & Project Coordinator)

*Alex has coordinated and completed a number of Property Condition Assessment (PCA) and Capital Replacement Reserve Fund Study (CRRFS), a.k.a. Depreciation Reports, for a number of Strata Corporations and Housing Co-operative Complexes throughout the province of British Columbia.*

### Capital Planning Project, British Columbia (Site Assessor)

*Alex completed the site assessment of 2 hardware store facilities with warehouse storage within British Columbia. The assessments were completed as a generalist evaluating building components over a 10 year evaluation period. Capital renewal planning was reported in the Total Capital Planning Solutions (TCPS) Asset Validation Survey (AVS) tool.*

### Capital Planning Project, British Columbia (Site Assessor)

*Alex completed the site assessment of 20+ university infrastructure facilities within the Vancouver, British Columbia area. The assessments were completed as a mechanical & electrical systems specialist. Capital renewal planning was reported in the Total Capital Planning Solutions (TCPS) Asset Validation Survey (AVS) tool.*

\* denotes projects completed with other firms

# Alexandre Bouchard P. Eng.

Project Manager - Facility Assessment

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## Building Surveys, British Columbia & Alberta (Site Assessor)

*This project included the collection detailed building construction information in an effort to evaluate the condition of the existing facility and provide the client with the information required to plan substantial facility renovations of retail department stores. Alex completed the site assessment of 6 facilities within British Columbia and Alberta. The assessments were completed as a mechanical & electrical systems specialist. Data reporting was conducted via specific client developed software.*

## Acquisition Due Diligence PCA, Alberta (Site Assessor)

*This project included pre-purchase due diligence property condition assessments of a multi-level commercial office building. Alex completed the site assessment as a mechanical & electrical systems specialist of the building over a 10 year evaluation period.*

## Acquisition Due Diligence PCA, Quebec (Site Assessor)

*This project included pre-purchase due diligence property condition assessments of a retirement complex portfolio. Alex completed the site assessment of 3 complexes totaling approximately 1 million square feet of building area. He conducted these assessments as a mechanical & electrical systems specialist of base building components.*

Mr. Zack Kranjec, since joining Stantec, has accumulated over 8 years of experience across Canada in projects pertaining to assessment and remediation of hazardous materials. Mr. Kranjec has conducted numerous Designated Substances and Hazardous Materials Assessments within commercial, residential and industrial buildings, including privately, municipally, provincially and federally owned buildings. Mr. Kranjec has performed monitoring and report writing for projects concerning radon gas, indoor dust, mould, lead, asbestos, and other hazardous substances. He has experience with indoor air quality, industrial hygiene, and occupational health and safety related projects.

## EDUCATION

Environmental Technician Diploma, Sir Sanford Fleming College, Lindsay, Ontario, 2004

Environmental Technologist Diploma, Sir Sanford Fleming College, Lindsay, Ontario, 2005

## REGISTRATIONS

Certified Asbestos Consultant, Government of Alberta

Certified Microscopist #2070315, Institut de recherche Robert-Sauvé en santé et en sécurité du travail

## PROJECT EXPERIENCE

### Health and Safety Management

Health and Safety Audits, Western Canada (Site Assessor)

*Stantec was retained by a confidential client to provide construction safety consulting services for eight project sites at Hotel locations across Canada. Stantec's scope included: review of contract documents to identify health and safety (H&S) points and milestones for the work; preparation of a construction project-specific H&S policy for use at all 8 sites; preparation of a construction project-specific H&S checklist for each project site; periodic visits during the construction project to review the site and complete the checklist; and review of H&S-related documentation provided by the contractor. Stantec Health and Safety audits were conducted for the benefit of the Client. While exclusive of site inspections conducted by local agencies, Stantec audits were conducted with respect to the regulations of the authorities having jurisdiction at each location.*

### Air Quality Management

Radon Gas Testing Program, Gatineau Park, Quebec (Field Technician & Report Author)  
*Radon Gas Testing for Official Residences.*

Indoor Air Quality Assessment, Ottawa, Ontario (Field Technician & Report Author)  
*Conducted at Lasalle Institutional Building.*

Indoor Air Quality and Mold Assessment, Ottawa, Ontario (Field Technician & Report Author)  
*Assessments for two high-rise buildings in downtown.*

### **Facility Assessments including Asbestos and Mold Evaluations, Indoor Air Quality**

IAQ and Mould Assessments and Abatement Monitoring - Multiple Sites, Alberta and British Columbia (Site Assessor)

*The projects involve assessments within occupied and operational Scotiabank branches in British Columbia and Alberta for mould, general "comfort-based" indoor air quality parameters (temperature, relative humidity, carbon dioxide and carbon monoxide), and sometimes bacteria. The assessments are generally requested by Scotiabank to determine the presence (or absence) and estimated extent of mould-impacted building materials within a particular facility in response to moisture intrusion events, and/or to determine whether the moisture intrusion has impacted the air quality. The scope of work typically includes visual assessments for the presence of mould and/or moisture impacted building materials, collection of mould (and/or bacterial swab) samples (surface and air), spot-check measurements of the indoor air quality parameters, and the development of an assessment report with an approximation of the extent of mould (or bacteria)-impacted building materials in the facility, with comments pertaining to how the air quality measurements compare to ASHRAE standards for such parameters, as well as recommendations for remediation of mould and/or for building-related alterations to address indoor air quality concerns. Upon completion of the initial assessment report, we are generally retained to develop a scope of work for contractor bids, and provide subsequent remediation monitoring and management of mould abatement work undertaken, including visual assessments, on-site consulting, management and direction of contractors, and development of closure reports.*

### **Hazardous Materials Management**

Pre-Demolition Hazardous Materials and NORM Assessment, Wonwon, British Columbia (Site Assessor)

*In conjunction with our Environmental Remediation (ER) Team, Stantec's Indoor Environments (IE) Team was engaged to conduct assessments of 15 buildings and associated structures at the Aitken Creek Gas Processing Plant in Wonwon, BC for the presence of hazardous building materials (e.g. asbestos, lead, PCBs, mercury, mould, etc.) and Naturally Occurring Radioactive Materials (NORMs) that may require specific handling and disposal procedures to meet applicable regulatory requirements during building demolition. Our report was prepared in sufficient detail such it was used as "terms of reference" for required hazardous materials abatement, during the procurement of demolition cost estimates, and during the demolition processes.*

Asbestos Assessment Updates - 4 Commercial Buildings, British Columbia (Site Assessor)

*The project involved providing various hazardous building materials consulting services for 4 buildings located in the lower mainland of Vancouver. The purpose was to provide the client with assistance in managing hazardous materials within their buildings (primarily asbestos) in order to comply with BC H&S regulations. Hazmat assessments were conducted within 2 buildings, and Asbestos Management Plans were developed and/or updated for all 4 buildings. Asbestos training sessions were provided for building management/maintenance staff within each of the buildings.*

Tenant Improvement - Hazardous Materials Consulting Services, Alberta and British Columbia (Site Assessor)

*Based on our experience directly within the facilities that was gained through conducting pre-purchase hazardous building materials assessments within chain of retail stores across Canada, in many instances, Stantec was retained directly by the General Contractor to provide hazardous materials consulting services associated the large-scale renovation projects undertaken in converting the store from its previous owner/tenant to the new owner. Typically, Stantec would be called upon periodically throughout the duration of the renovation projects at various locations to conduct tasks including: air monitoring/visual inspections associated with asbestos or lead abatement work; sampling of additional suspect materials or of previously un-sampled areas to provide delineation of materials requiring abatement; and closure reporting, providing updated summaries of hazardous building materials removed as well as those remaining within the buildings subsequent to renovation.*

Hazardous Building Materials Assessments - Former Zellers Facilities (Site Assessor)

*The project involved due-diligence assessment of occupied and operational Zellers facilities (retail space, warehouses, distribution centres, offices, pharmacies, post offices, restaurants ) across Canada, some of which were in remote locations, for the presence of various hazardous building materials (asbestos, lead, mercury, polychlorinated biphenyls, ozone-depleting substances). The assessments were commissioned as a measure of diligence on the part of the client in identifying hazardous building materials present within the workplace, and in identifying hazardous building materials that would require disturbance during renovation activities associated with facility conversion. The client engaged Stantec's Indoor Environments team in subsequent phases of the work including: preparation of specifications for abatement associated with renovation projects; and monitoring of asbestos and mould abatement work undertaken during renovation projects (collection samples of additional suspect materials identified during the project, contractor monitoring and communication, enclosure inspections, air sampling and analysis) and closure reporting.*

Pre-Lease Hazardous Building Materials Assessment, Queen Charlotte City, British Columbia (Site Assessor)

*The project involved pre-renovation assessment of selected areas within an 8000 square foot office space that was proposed for lease by Northern Health. The assessment was initiated as a measure of diligence on the part of the client in identifying hazardous building materials prior to the initiation of renovation (upgrade) projects for the proposed lease space. The project included assessment for the presence of various hazardous building materials (asbestos, lead, mercury, polychlorinated biphenyls, ozone-depleting substances, radioactive materials), and the reports submitted provided sufficient detail that abatement plans for identified hazardous building materials could be provided to abatement contractors for bidding purposes. Subsequent to project completion, and based on our performance on the initial project, Stantec was also requested by the client to conduct additional, pre-demolition hazardous building materials assessments within the area.*

Designated Substance and Hazardous Material Assessments, Ottawa, Ontario (Field Technician & Report Author)

*Assessments for three buildings located at the Central Experimental Farm.*

Asbestos and Designated Substances Investigations, CFB Kingston, Ontario (Field Technician & Report Author)

*Investigations at 44 Personnel Marriage Quarters.*

Asbestos and Mold Abatement, CFB Cold Lake, Alberta (Site Inspector and Analytical Testing (Phase Contrast Microscopy))

*Asbestos and mold abatement for 100 Personnel Marriage Quarters.*

Asbestos and Designated Substances Investigations, CFB Petawawa, Ontario (Field Technician & Report Author)

*Conducted at 80 buildings on base.*

### **Mold Assessment and Abatement**

Area-Specific Mould Assessment - Elementary School, Yukon Territory, Alberta (2010-2011)

*The project was initiated in response to an Order issued by the Yukon Workers Compensation Health and Safety Board (YWCHSB) pertaining to mould identified in two janitor's rooms and a reading room at an elementary school in Dawson City, Yukon Territory. The purposes of the project were to assess the approximate extent to assess extent of mould and/or moisture-impacted building materials within the impacted areas and to provide recommendations for the remediation of impacted materials. The project involved visual assessment and sampling in support of documentation that was submitted to YWCHSB by the client as a means of addressing the Order and proceeding with remediation in a manner deemed acceptable by YWCHSB. During the project, and as a measure of diligence, Stantec also assessed additional areas within the building for mould and/or moisture issues, in response to historic reports of leaks. The documentation provided by Stantec pertaining to the known areas of impact was of sufficient quality to satisfy the initial remediation planning requirements of YWCHSB, and the documentation provided pertaining to the additional areas of impact has been used by the client for operations and maintenance planning purposes.*

Mould Consulting Services - Yaletown House Complex Care Facility for Seniors, British Columbia (Site Supervisor)

*Since approximately 2006, Stantec has provided consulting services through various mould abatement projects conducted within the Yaletown House, which is a 4-storey, 130 room complex care facility for seniors. To date, the services have included: assessment and abatement monitoring pertaining to mould identified within bathing units on all floors; assessment and consultation pertaining to mould identified on components within the building envelope; assessment and abatement monitoring pertaining to mould identified on interior walls in resident rooms; and, conducting periodic air sampling for mould for diligence purposes. Stantec has provided consultation services through various meetings with health agencies and the board of directors for the Yaletown House, in support of funding (for envelope repair and further mould remediation) and/or operational change requests (moving residents such that vacant rooms can be available for abatement initiatives). Due to our depth of experience at the facility, Stantec has also been successful in having a modified post-abatement mould air sampling protocol accepted by Vancouver Coastal Health, which has resulted in significant cost savings to the Yaletown House, without compromising their intentions to protect residents from exposure to mould during room-by-room abatement projects.*



Mould and Noxious Substance Assessments and Abatement - Residential Grow Operation Sites, British Columbia (Site Assessor)

*As part of a current standing offer, we have been retained by PWGSC to conduct assessments for the presence of mould and moisture-impacted building materials and other noxious substances in various residential homes throughout BC where the cultivation of marijuana has been discovered. The assessments were commissioned as a means of identifying and addressing potential contamination issues associated with grow-operations prior to the sale of the homes. The reporting for these assessments includes approximation of the extent of mould-impacted building materials within the residence as well as commenting on whether surfaces have evidence of contamination with other noxious substances (e.g. pesticides and fertilizers). Upon completion of the initial assessment report, we are generally further retained to: develop specifications for mould and/or other noxious substance abatement; procure cost estimates from experienced abatement contractors to complete the work as specified; retain the successful contractor as directed by PWGSC; coordinate and schedule the abatement work; monitor and direct the abatement contractor during the work, including provision of site consultation for additional items identified and/or changes to the scope of work; complete post-abatement inspections and testing (as necessary); and, provide a project closure report.*

Mould Consulting Services - Wastewater Treatment Plant, British Columbia (Site Assessor)

*The project involved assessment for the presence of mould and moisture-impacted building materials in 37 residential homes located on the Semiahmoo Indian Reserve in South Surrey, BC. The assessments were commissioned as a means of identifying potential mould, structural and safety issues associated with residential structures on land owned by the Tsawout First Nation. The assessment scope also involved retaining of sub-contractors to conduct structural assessments of the foundations of the homes as well as building inspections pertaining to safety issues (electrical, plumbing, etc.). The reporting for this project included population of a project-specific database with information pertaining to the approximation of the extent of mould-impacted materials in each of the homes, along with the development of specifications for mould abatement and specifications for reinstatement of new building materials. The reporting phase also included compilation of our report with the structural and home inspection reports to provide one comprehensive package to the client, on a tight year-end deadline.*

Mould and Hazardous Materials Assessments - Residential Sites, Alberta and British Columbia (Site Assessor)

*Projects generally involve assessments for the presence of mould and moisture-impacted building materials (and other hazardous materials, such as asbestos, where these materials are expected to be present) in various residential homes throughout Alberta and British Columbia that have been re-possessed and/or where the cultivation of marijuana has been discovered. The assessments are commissioned as a means of identifying and addressing potential contamination issues prior to the sale of the homes. The reporting for these assessments includes approximation of the extent of mould-impacted building materials within the residence as well as commenting on whether impacted materials may be asbestos-containing. These assessments are also often coordinated in conjunction with our Facility Assessment Group, which provides consultation pertaining to the structural integrity of the residence, where this may be in question. Upon completion of the initial assessment report, we are often further retained to complete post-abatement inspections and testing (as necessary) to assist the client with re-applying for an occupancy permit such that the residence can be sold.*

### **Mold Audits**

#### **Flood Response - Residential Mould Assessments, High River, Alberta (Site Assessor)**

*In response to the flood events of June, 2013 in High River, AB, Stantec was initially retained by the Province of Alberta to conduct structural assessments of impacted homes in conjunction with Alberta Health Services (AHS), who was concurrently conducting health-based mould assessments. Stantec's IE team was engaged to assist AHS in conducting assessments for mould in hundreds of residential homes, such that AHS could ultimately determine whether the homes were fit for habitation. As assessments were often conducted with the homeowner present, Stantec site personnel were also necessarily engaged in sensitive communication with homeowners and providing them with information regarding the process for obtaining government assistance through the Disaster Relief Program. Based on the quality of service provided through the initial work, Stantec was requested to provide additional consulting services related to QA/QC of the remediation processes. This included the review of preliminary inspections reports/scopes of work for remediation generated by the abatement contractor's consultant; review of change orders/justifications for additional work conducted; and visual assessment of several homes to document the remediation work completed in comparison to what was recommended. Results of the QA/QC process were reported directly to the Recovery Coordination Official.*

#### **Mould Consulting Services - Canada Place Sails Replacement, British Columbia (Site Supervisor)**

*Stantec was retained by Leducor, who was the General Contractor for a project that involved the replacement of the roof (sails) at Canada Place, a landmark building in Vancouver, BC. The project was initiated based on concerns raised by workers pertaining to suspect mould on the interior side of the existing sails (canvas), and potential for workers to be exposed to such mould during sails removal. Through the course of the 10-month project, Stantec provided mould consulting services including: Initial assessment and confirmation of the presence and approximate extent of mould contamination; Development of mould-related safe work practices for the various sub-trades that would or may come in contact with the mould-impacted materials; Collection of air samples during various phases of work to assess whether recommended practices were effective in addressing potential airborne mould hazards; Provision of consultation pertaining to additional materials (walls, bulkheads, construction project floor coverings) that became impacted by moisture during the project; Development of alternate strategies to deal with mould in areas that may have been pre-existing and/or could not necessarily be removed/abated in accordance with generic procedural guidelines (i.e. mould on the interior side of exterior sheathing); Completion of post-mould-abatement visual assessments; and, Documentation of findings, work practices, exposure monitoring results and post-abatement assessment observations periodically (to meet WorkSafe BC recommendations) and at project close-out.*

Dave Burnes, has a varied background in building construction and engineering with over 35 years of experience in the industry. He has a sound understanding of building codes, standards and construction practices as well as expertise in project management and the principles of risk management.

As a member of Stantec's Integrated Asset Management Solutions team, Dave provides technical reviews of assessment reports, project management, and site assessments for facility condition assessment projects.

As Site Assessor, Dave conducts property condition assessments, site construction reviews, preparation of property condition assessment reports, and preparation of opinions of probable costs for facility condition assessments. As Project Manager, Dave manages facility condition assessments for property acquisition/disposition, mortgage financing/refinancing, reserve fund studies, and capital planning projects. Responsibilities include estimating, scheduling, client liaison, forming appropriate teams of Stantec professional personnel (and outside consultants, where applicable), supervising teams, quality control, and ensuring projects are completed on-schedule, within budget, and to the client's satisfaction.

As Technical Reviewer, Dave conducts technical reviews of property condition assessment reports written by other Stantec site Assessors for compliance with the quality assurance standards of Stantec and the mandate provided by the client.

## EDUCATION

B.Sc., Civil Engineering, University of New Brunswick, Fredericton, NB, 1978

iPlan software training, 4tell Solutions, Portland, Maine, 2012

## REGISTRATIONS

Professional Engineer #M7166, Association of Professional Engineers and Geoscientists of New Brunswick

## MEMBERSHIPS

Member, Professional Engineers Ontario

## PROJECT EXPERIENCE

### Building Condition Assessments

Loblaw Properties (Project Manager and Site Assessor)

*Provided architectural site assessment of the Chatham Shopping Centre located in Miramichi, New Brunswick for the potential acquisition of the property by Loblaw Properties.*

*Provided project management for the facility condition assessment, environmental assessment (Phase I), structural assessment, and hazardous materials assessment of the facility as part of Loblaw Properties' overall acquisition due diligence efforts.*

Ontario Ministry of Education (Technical Reviewer)

*Provided technical reviews of facility condition assessment reports for school facilities located throughout the Province of Ontario for compliance with the quality assurance standards of Stantec and the mandate provided by the Ontario Ministry of Education (approximately 200 reviews completed).*

Bentall Real Estate Services (Project Manager and Site Assessor)

*Provided architectural and structural component assessments as part of overall property condition assessments (PCA's) and capital planning exercises for BP Centre (30 Storey tower) and Energy Plaza (two 19 storey towers) in the City of Calgary.*

# Dave Burnes P.Eng.

Consultant

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## Greater Toronto Airport Authority (Site Assessor)

*As part of a varied Stantec team, provided assessment of the roofing systems for Terminal 3 of Pearson International Airport for capital planning purposes.*

## Property Condition Assessments (Site Assessor)

*Provided property condition assessments (PCA's) for several Sobeys retail outlets in the greater Moncton, NB area.*

## Facility Assessments - General, Calgary, Alberta (Project Manager and Site Assessor)

*Acted as Project Manager and Site Assessor for property condition assessments (PCA's) of varied commercial facilities, from single storey wood framed structures to highrise towers, for mortgage financing purposes and for acquisition due diligence purposes.*

## City of Calgary (Site Assessor)

*Provided architectural and structural component assessments as part of overall property condition assessments (PCA's) of community centres/arenas located throughout the City of Calgary.*

## Alberta Infrastructure (Project Manager, Site Assessor, and Technical Reviewer)

*Provided assessment of structural and architectural components, including site improvements, of various government-owned and operated properties across Alberta for capital planning purposes.*

## City of Spruce Grove, Alberta (Project Manager)

*Provided project management for property condition assessments (PCA's) of 18 municipal buildings located throughout the City of Spruce Grove.*

## City of Edmonton (Site Assessor)

*Provided architectural and structural component assessments as part of overall property condition assessments (PCA's) of 10 municipal buildings located throughout the City of Edmonton.*

## Housing Co-Operatives (Project Manager, Site Assessor, and Technical Reviewer)

*Provided property condition assessments (PCA's) and Reserve Fund Studies for a variety of Co-Operative housing complexes in Alberta, New Brunswick, Nova Scotia, and BC.*

## Philips Bros.\* (Project Manager)

*Project management of property condition assessments (PCAs) and Phase I environmental site assessments (ESAs) of 19 properties. The Project was completed in a very short timeframe (4 weeks) and within budget*

## University of British Columbia, Site Assessor (Site Assessor)

*Provided property condition assessments (PCA's) of over 70 buildings on the UBC campus over a 3 year period.*

## Elveden Centre Complex\* (Site Assessor)

*Provided property condition assessment (PCA) of the architectural and structural components of this 3-tower, 450,000 sf high-rise complex in downtown Calgary*

## Facility Condition Assessments (Site Assessor and Technical Reviewer)

*Provided facility condition assessments and technical reviews for several CIBC banking outlets located throughout NB, NS, and PEI.*

## Facility Condition Assessments (Technical Reviewer)

*Provided technical reviews of facility condition assessment reports for NB Power facilities located throughout New Brunswick for compliance with the quality standards of Stantec and the mandate provided by NB Power.*

\* denotes projects completed with other firms

## EDUCATION

iPlan software training, 4tell Solutions, Portland, Maine, 2012  
B.Sc., Civil Engineering, University of New Brunswick, Fredericton, NB, 1978

## ACCREDITATIONS

Professional Engineer #M7166, Association of Professional Engineers and Geoscientists of New Brunswick  
Member, Professional Engineers Ontario

## SUMMARY OF QUALIFICATIONS

Dave Burnes, has a varied background in building construction and engineering with over 35 years of experience in the industry. He has a sound understanding of building codes, standards and construction practices as well as expertise in project management and the principles of risk management.

As a member of Stantec's Integrated Asset Management Solutions team, Dave provides technical reviews of assessment reports, project management, and site assessments for facility condition assessment projects.

As Site Assessor, Dave conducts property condition assessments, site construction reviews, preparation of property condition assessment reports, and preparation of opinions of probable costs for facility condition assessments. As Project Manager, Dave manages facility condition assessments for property acquisition/disposition, mortgage financing/refinancing, reserve fund studies, and capital planning projects. Responsibilities include estimating, scheduling, client liaison, forming appropriate teams of Stantec professional personnel (and outside consultants, where applicable), supervising teams, quality control, and ensuring projects are completed on-schedule, within budget, and to the client's satisfaction.

As Technical Reviewer, Dave conducts technical reviews of property condition assessment reports written by other Stantec Site Assessors for compliance with the quality assurance standards of Stantec and the mandate provided by the client.

**Joined Stantec:** 2006

**Office:** Saint John, NB

# **THE TIDES**

## **STRATA PLAN – BCS 1961**

# **BYLAWS**

(Last updated at the January 27, 2016 AGM)

Please find attached a copy of the **Bylaws** and / or amendments for

**Strata Corporation BCS 1961**

These Bylaws are provided on a “without prejudice” basis. If you require Bylaws for legal purposes, we recommend you obtain an exact copy of the Strata Corporation’s registered Bylaws from the Land Titles Office and consult professional legal counsel regarding their content.

**THE WYNFORD GROUP**  
Managing Agents for  
Strata Plan BCS 1961

## **Division 1 – Duties of Owners, Tenants, Occupants and Visitors**

### **Payment of strata fees**

1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

### **Repair and maintenance of property by owner**

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.  
  
(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.

### **Use of property**

3. (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
  - (a) causes a nuisance or hazard to another person,
  - (b) causes unreasonable noise,
  - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
  - (d) is illegal, or
  - (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.
  - (f) that is in contravention of any rule, order or bylaw of The City of Port Moody applicable to the Strata Lot or that will result in any unusual or objectionable odour to emanate from the Strata Lot, or that is inconsistent with the intent of these Bylaws.
- (2) 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.

An owner shall not:

- (a) use his strata lot for any purpose which may be injurious to the reputation of the building;

- (b) make or cause to be made any structural alteration to his strata lot, or paint, decorate, or add to or remove any structure from the exterior of the building or the exterior of the strata lot or add to or alter the wiring, plumbing, piping, or other services on his strata lot, or within any bearing or party wall or the common property without first obtaining the written consent of the strata council; and
  - (c) install any lock on any door leading to or in the strata lot without the prior written consent of the strata council.
- (3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- (4) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:
- (a) a reasonable number of fish or other small aquarium animals;
  - (b) a reasonable number of small caged mammals;
  - (c) up to 2 caged birds;
  - (d) two dogs or two cats; or one dog and one cat
  - (e) The owners of pets shall be fully responsible for their behavior within the common property. If a pet is deemed to be a nuisance by the Strata Council, it shall be removed from the Strata Corporation within thirty (30) days. Visitors shall be informed of the rules concerning pets and residents will be responsible for clean-up or damage repair should their guests bring pets into the common property.
  - (f) No vicious dogs are permitted in any Strata Lot or on any portion of the common property. For purposes of this bylaw a vicious dog means the following:
    - (i) any dog that has killed or injured
      - (a) any person; or
      - (b) another animal while running at large; or
    - (ii) any dog that aggressively harasses or pursues another person or animal while running at large; or
    - (iii) any dog primarily owned or in part for the purpose of dog fighting or is trained for dog fighting; or;
    - (iv) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier, or any dog of mixed breeding which includes any of these breeds; or any dog which has the



appearance and physical characteristics predominately conforming to these standards for any of the above breeds, as established by the Canadian Kennel Club or the American Kennel Club or the United Kennel Club, as determined by a veterinarian licensed to practice in the Province of British Columbia.

- (5) An owner, tenant or occupant shall not feed nuisance birds such as pigeons, seagulls, crows, starlings and other birds from any Strata Lot or the common property.

#### **Inform strata corporation**

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.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.
- (3) Any owner of a Strata Lot who leases his lot without submitting a Form K in accordance with the Strata Property Act shall be liable to a fine of \$50.00 for every month or part thereof that a tenant is in occupancy of the Strata Lot and the Form K is not submitted.

#### **Obtain approval before altering a strata lot**

5. (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
- (a) the structure of a building;
  - (b) the exterior of a building;
  - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
  - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
  - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
  - (f) common property located within the boundaries of a strata lot;
  - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act;
  - (h) The painting of the exterior, or the attachment of sunscreens or greenhouses, or a satellite dish.

- (2) The strata corporation must not unreasonably withhold its approval under subsection (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.
- (3) This section does not apply to a strata lot in a bare land strata plan.

### **Obtain approval before altering common property**

6. (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

### **Permit entry to strata lot**

7. (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
  - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
  - (b) at a reasonable time, on 48 hours' written notice, 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,
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.
- (3) Where the Strata Corporation is required to enter a Strata Lot for the purpose of maintaining, repairing, or renewing pipes, wires, cables and ducts for the time being existing in the Strata Lot, which are capable of being used in connection with the enjoyment of any other Strata Lot or the common property, the Strata Corporation and its agents shall in carrying out any work or repairs do so in a proper and workmanlike manner. The Strata Corporation shall make good any damage to the Strata Lot occasioned by such works and restore the Strata Lot to its former condition, leaving the Strata Lot clean and free from debris.

## **Division 2 – Powers and Duties of Strata Corporation**

### **Repair and maintenance of property by strata corporation**

8. The strata corporation must repair and maintain all of the following:
  - (a) common assets of the strata corporation;

(b) common property that has not been designated as limited common property;

(c) limited common property, but the duty to repair and maintain it is restricted to repair and maintenance that in the ordinary course of events occurs less often than once a year, and the following, no matter how often the repair or maintenance ordinarily occurs:

- (A) the structure of a building;
- (B) the exterior of a building;
- (C) chimneys, stairs, balconies and other things attached to the exterior of a building;
- (D) doors, windows and skylights on the exterior of a building or that front on the common property;
- (E) fences, railings and similar structures that enclose patios, balconies and yards;

(d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to

the structure of a building,

the exterior of a building,

chimneys, stairs, balconies and other things attached to the exterior of a building,

doors, windows and skylights on the exterior of a building or that front on the common property, and

fences, railings and similar structures that enclose patios, balconies and yards.

### **Division 3 – Council**

#### **Council size**

9. (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.

(2) If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.

#### **Council members' terms**

10. (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.

- (2) A person whose term as council member is ending is eligible for reelection.
- (3) The members of the council shall be elected from:
  - (a) the owners; and
  - (b) as permitted by Section 28(2) of the Act, a person other than an owner, a person representing a corporate owner and a tenant who, under Section 147 or 148, has been assigned a landlord's right to stand for council, provided such person falls within one of the following classes of persons:
    - i) a spouse, including a common law spouse, of an owner.

### **Removing council member**

11. (1) Unless all the owners are on the council, 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.
- (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.

### **Replacing council member**

12. (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (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.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 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.

### **Officers**

13. (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
  - (a) while the president is absent or is unwilling or unable to act, or

- (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

### **Calling council meetings**

- 14. (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice does not have to be in writing.
- (3) A council meeting may be held on less than one week's notice if
  - (a) all council members consent in advance of the meeting, or
  - (b) the meeting is required to deal with an emergency situation, and all council members either

consent in advance of the meeting, or  
are unavailable to provide consent after reasonable attempts to contact them.

- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

### **Requisition of council hearing**

- 15. (1) By application in writing, stating the reasons for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- (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.

### **Quorum of council**

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

### **Council meetings**

17. (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.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may attend council meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
  - (a) bylaw contravention hearings under section 135 of the Act;
  - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
  - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

### **Voting at council meetings**

18. (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

### **Council to inform owners of minutes**

19. The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

### **Delegation of council's powers and duties**

20. (1) Subject to subsections (2) to (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.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
  - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
  - (b) delegates the general authority to make expenditures in accordance with subsection (3).

- (3) A delegation of a general authority to make expenditures must
  - (a) set a maximum amount that may be spent, and
  - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
  - (a) whether a person has contravened a bylaw or rule,
  - (b) whether a person should be fined, and the amount of the fine, or
  - (c) whether a person should be denied access to a recreational facility.

### **Spending restrictions**

21. (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.
- (2) Despite subsection (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.

### **Limitation on liability of council member**

22. (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.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

## **Division 4 – Enforcement of Bylaws and Rules**

### **Maximum fine**

23. The strata corporation may fine an owner or tenant a maximum of
  - (a) \$200 for each contravention of a bylaw, and
  - (b) \$50 for each contravention of a rule.

### **Continuing contravention**

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

### **Division 5 – Annual and Special General Meetings**

#### **Person to chair meeting**

25. (1) Annual and special general meetings must be chaired by the president of the council.
  - (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.
  - (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.

#### **Participation by other than eligible voters**

26. (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
  - (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.
  - (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.

#### **Voting**

27. (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
  - (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.
  - (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.
  - (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) 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.



- (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- (7) 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.
- (8) If within a quarter (1/4) hour from the time appointed for an annual or special general meeting, a quorum is not present, the eligible voters, present in person or by Proxy, will constitute a quorum.

***[Approved as 27.1 at January 30, 2013 Annual General Meeting.]***

This bylaw 31(1) is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, the meeting.

**Order of business**

28. The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;
- (g) deal with unfinished business;
- (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;
- (i) ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

## **Division 6 – Voluntary Dispute Resolution**

### **Voluntary dispute resolution**

29. (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
- (a) all the parties to the dispute consent, and
  - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
- (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
  - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.
30. **[Deleted in its entirety at the Annual General Meeting held January 30, 2013.]**

### **Strata Fees (s.107) Strata Property Act**

31. (1) Strata fees are due and payable on or before the first day of each month. Strata fees not received by the 10th day of the month in which they are due are subject to a 10% per annum interest penalty compounded annually until paid.
- (2) When arrears of strata fees exceed two monthly payments a lien will be placed by the Strata Corporation on the Strata Lot involved at the owner's expense for the total monies due, including all legal and other expenses.

### **Disturbance of Others**

32. (1) Mops or dusters of any kind shall not be shaken, and nothing shall be thrown out of any window, door, passage, or other parts of the Strata Lot or the common property.
- (2) No barbecues other than those fueled by propane or natural gas or electricity may be used. No owner shall operate his barbecue in a manner which, in the opinion of the Strata Council, interferes with another owner's enjoyment of his Strata Lot. All barbecues must be kept at a minimum distance of 24 inches away from the building exterior walls. Strata Lot owners or residents are responsible for heat damage to the building envelope.

- (3) Cycling on common property other than the driveway is prohibited.
- (4) Carpentry or similar alterations shall be limited to the hours as allotted by the City of Port Moody.

### **Hazards**

33. (1) Fire hazards must be minimized. No item shall be brought onto or stored in a Strata Lot or the common property which will in any way increase or tend to increase the risk of fire or the rate of fire insurance or any other insurance policy held by the Strata Corporation, or which will invalidate any insurance policy.
- (2) No material substances, especially burning material such as cigarettes or matches, shall be permitted to be discharged from any window, door, patio or other part of a Strata Lot or the common property.

### **Cleanliness**

34. (1) All household refuse and recycling material shall be secured in suitable plastic bags or recycling containers. The owners will comply with the City's recycling program as it is implemented.
- (2) Any waste material other than ordinary household refuse and normally collected recycling materials shall be removed by the individual owner or resident of the Strata Lot.

### **Exterior Appearance**

35. (1) No signs, fences, gates, billboards, placards, advertising or notices of any kind shall be erected or displayed on the common property or the Strata Lot without prior written approval by the Strata Council.
- (2) No awning, shade screen, smoke stack, satellite dish, radio or television antenna shall be hung from or attached to the exterior of the Strata Lot, without prior written consent of the Strata Council.
- (3) No laundry, clothing, bedding, or other articles shall be hung or displayed from windows, patios, or other parts of the Strata Lot so that they are visible from the outside.
- (4) Draperies or window coverings that are visible from the exterior of any Strata Lot shall be cream or white in colour.
- (5) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbeques and plants. For example, no laundry or other like articles shall be hung or displayed so that they are visible from the outside of the building. Balconies, patios or roof decks shall not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

### **Common Areas**

36. (1) The Strata Council shall administer all common areas and any rules and regulations formulated by the Strata Council from time to time shall be binding upon all owners, residents and visitors.
- (2) The common facilities are for the use of residents and their invited guests only. A resident must accompany guests when using these facilities.

### **Parking**

37. (1) A resident shall use only the parking stall(s) obtained by way of partial assignment of Polygon Parking Limited's rights under a Parking & Storage Locker Lease registered in the Land Title Office against title to the common property of the Strata Corporation. Parking stalls cannot be utilized by any person who is not a resident within the Strata Corporation.
- (2) No major repairs or adjustments shall be made to motor vehicles on the common property.
- (3) Guest parking shall be permitted only in the spaces provided. Residents and/or their guests shall not use guest parking overnight without written consent of the Strata Council.
- (4) A maximum speed of 15 km/h shall apply within the common property.
- (5) Owners will be responsible for the clean up of oil spills on common property.
- (6) No parking is permitted except in a designated parking space, nor shall a vehicle park in a manner, which will reduce the width of an access roadway.
- (7) No vehicles exceeding 4,000 kg. G.V.W. shall be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises.
- (8) All vehicles parked or stored in the parkade must be licensed, insured and operable.
- (9) Any vehicle, which does not comply with this Bylaw, may be removed at the owner's expense.

### **Damage to Property**

38. An owner or resident shall not cause damage to trees, plants, bushes, flowers or lawns and shall not place chairs, tables or other objects on lawns or grounds so as to damage them or prevent growth.

## Security

39. (1) Strata Lot owners or residents are responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licensees, or invitees.
- (2) The Strata Council shall form a Security Committee to provide guidelines for the security of individual Strata Lots, and to establish resident-based voluntary crime prevention programs such as Block Watch.
- (3) The strata corporation adheres to the BC Personal Information Protection Act (PIPA). PIPA sets out how BC organizations, including corporations (including strata corporations), sole-proprietorships, partnerships, and non-profit organizations, may collect, use and disclose personal information about individuals.

### Under PIPA:

- (1) The strata corporation may collect, from time to time, certain personal information of owners, tenants, and occupants including but not limited to:
  - (i) the name, home address, and home telephone and/or cell phone numbers of owners, tenants and occupants;
  - (ii) email addresses;
  - (iii) banking information, in the case of owners, for payment of strata fees; and
  - (iv) video images and voice recordings obtained during the use and operation of the video surveillance system (VSS) installed or to be installed in the building by the strata corporation in the following locations, with signage noting the operation and monitoring and operational 24 hours a day, 7 days a week:
    - a) exterior entrance/exit locations for pedestrian and vehicle traffic;
    - b) interior entrance/exit locations in common areas;
    - c) common activity areas such as gym, spa and games room; and
    - d) as needed in other interior/exterior common property or limited common property areas to address security, physical safety, illegal actions, or bylaw infractions.
  - (v) information and data recorded and collected during the use and operation of the access control system (e.g., key fobs) installed in the building that monitors access to and from the common areas of the building 24 hours a day, 7 days a week.
- (2) Personal information recorded and collected will not be disclosed to any person, other than: the building manager; the strata corporation's strata agent; elected members of the strata council during the course of exercising the powers and performing the duties of the strata corporation; the strata corporation's legal counsel; or law enforcement personnel, except:
  - (i) when required or authorized by law to do so;
  - (ii) when disclosure is consented to in writing by an owner, tenant, or occupant;
  - (iii) to up-date banking or financial records;
  - (iv) when required to collect outstanding strata fees; and
  - (v) during the course of a criminal investigation involving vandalism to or theft of common property or common assets of the strata corporation, vandalism to or

theft of personal belongings of owners, tenants, occupants, visitors and invitees, or the physical assault of an owner, tenant, occupant, visitor, or invitee.

- (3) The strata corporation will take all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure.
- (4) This bylaw authorizes the collection of personal information using the video surveillance system and access control system for the following purposes only:
  - (i) to monitor access to and from the common property areas of the building;
  - (ii) to protect personal property of owners, tenants, occupants, visitors and invitees;
  - (iii) to protect common property and common assets of the strata corporation; and
  - (iv) to protect the security and physical safety of owners, tenants, occupants, visitors and invitees to the building.
- (5) Personal information collected from the use and operation of the video surveillance system and access control system will be retained by way of electronic data storage for up to 30 days on the strata corporation's computer data storage system at which time the personal information recorded and collected will be recorded over.
- (6) Requests for access to view a specific individual's personal information, including access to view those portions of the video surveillance or access control system that contain personal information for the individual requesting access, must be made in writing and delivered to the strata corporation's strata agent. Access to the specific individual's personal information, other than personal information recorded and collected using the video surveillance system and the access control system, will be made available in the presence of an elected member of the strata council or the strata corporation's strata agent, within 14 days from the date of the request and copies of personal information will be provided and a reasonable fee will be charged for the copies of the personal information. Personal information recorded and collected using the video surveillance system and the access control system will, provided that the personal information has not previously been recorded over, be made available for inspection within 24 hours from the date of the request and a reasonable fee will be charged for the inspection of that personal information.

## **Moving and Resale**

40. (1) No Owner or agent of an Owner may place or display a real estate sign on any part of the Premises.
- (2) No Owner or agent of an Owner may place or use or permit to be placed or used a Lock Box on the Premises, including without limitation a Strata Lot.
- (3) (i) A move-in fee of \$150.00 will be charged to a strata lot for the Common property when an Owner or tenant moves into a strata lot. The move-in fee will cover the move-out of an Owner or a tenant.
  - (ii) All moves must be scheduled at least 72 hours in advance with the caretaker in order that the elevator may be blocked off and the protective pads put in place.

Moves that take place unannounced will be subject to an additional fine of up to \$200, charged to the strata lot.

(iii) Move-in / move-out must take place between the hours of 8:00 a.m. and 9:00 p.m.

### **Changes to Strata Lots**

41. (1) No Owner shall install Hard Flooring in a Strata Lot except with written consent from the Strata Corporation.
- (2) An Owner who proposes to install Hard Flooring in a Strata Lot shall make a written application to the Strata Corporation, and shall provide the following information to the Strata Corporation:
- (a) A detailed description of:
- (i) the proposed method of installation;
  - (ii) the type of Hard Flooring to be used; and
  - (iii) the type of underlay to be used
- Including the Sound Transmission Class and the Impact Insulation Class ratings.
- (b) Any other information required by the Strata Corporation.
- (3) The Strata Council shall not grant consent pursuant to Bylaw 41 (1), unless:
- (a) the Strata Council is satisfied that the proposed method of installation and materials to be used are of a nature and quality that would ensure that the Hard Flooring would not create unreasonable noise or constitute a nuisance to any other Owner, Occupant, or Tenant;
- (b) without limiting the generality of Bylaw 41 (3) (a):
- with respect to a Main Floor Strata Lot, the proposed Hard Flooring is:
- engineered hardwood composed of no less than two layers;
  - tile;
  - slate;
  - bamboo; or
  - laminated;
- with respect to an Upper Floor Strata Lot, the proposed Hard Flooring is:
- engineered hardwood composed of no less than two layers;
  - tile;
  - slate; or
  - bamboo;
- if the proposed Hard Flooring is tile or slate, laminated the proposed Hard Flooring will only be installed in a kitchen, bathroom or foyer in the Strata Lot;
- the proposed Hard Flooring is no less than ½ inch thick; and
- the proposed underlay is “Floor Muffler” underlay and the Impact Insulation Class rating of such underlay is at least 72.

- (4) An Owner who installs Hard Flooring in accordance with this Bylaw 41 shall cause the Hard Flooring and underlay to be installed:
  - (a) in the manner set out pursuant to Bylaw 41 (2) (a);
  - (b) by a licensed and qualified professional;
  - (c) in strict accordance with the manufacturer's recommendations or specifications; and
  - (d) only between the hours of 9:00 a.m. and 5:00 p.m.
- (5) An Owner, Tenant, or Occupant shall do all things as are required to limit the transmission of noise in a Strata Lot in which Hard Flooring has been installed, including without limiting the generality of the foregoing:
  - (a) not wearing shoes in a Strata Lot or dragging heavy objects across the floor;
  - (b) causing no less than 60% of the Hard Flooring located in any room other than a kitchen, bathroom, laundry room or entry area to be covered by area rugs;
  - (c) not participating or permitting loud activities in a Strata Lot, including jumping, running, dancing, and bouncing balls;
  - (d) putting felt pads on any part of furniture that contacts the Hard Flooring; and
  - (e) placing cushioning under noise creating equipment, including without limitation televisions and stereos.
- (6) Without limiting the rights of the Strata Corporation pursuant to the Bylaws, the Act, the Regulations, or at law, if an Owner, Tenant or Occupant is in breach of this Bylaw 41, the Strata Corporation may without further notice to the Owner, Tenant or Occupant apply to a court of competent jurisdiction for any relief by way of order, injunction, decree or otherwise that may be appropriate to protect the interests of the Strata Corporation or enforce this Bylaw 41. Any legal costs incurred by the Strata Corporation in enforcing this Bylaw 41 shall be the responsibility of the contravening Owner, Tenant or Occupant and shall be recoverable from the Owner, Tenant or Occupant on a solicitor and own client basis by the Strata Corporation.

## **Leasing Requirements**

42. (1) No more than 25 Strata Lots may be rented at any one time.
  - (2) Except with the Rental Consent, no Owner shall enter into a tenancy agreement, rent, or lease, a Strata Lot.
  - (3) At the time the Owner makes a written application to the Strata Corporation for Rental Consent:
    - (a) if the number of Strata Lots rented is at the limit stated in Bylaw 42 (1), the Strata Corporation shall:
      - (i) refuse to provide the Rental Consent, and notify the Owner in writing of the reason for such refusal; and
      - (ii) place the Owner on the bottom of the Rental Waiting List; or
    - (b) if:
      - (i) the number of Strata Lots rented is less than the limit referred to in Bylaw 42(1);



- (ii) the proposed tenancy is for a duration of no less than 12 months; and
- (iii) there are no Owners on the Rental Waiting List;

the Strata Corporation shall grant the Rental Consent and list the Owner in the Rental Registry.

- (4) In calculating the number of Strata Lots rented pursuant to Bylaws 42 (3) (a) and 42 (3) (b) (i), the Strata Corporation shall not include:
  - (a) exempt Strata Lots pursuant to sections 1472 and 144 of the Act; or
  - (b) Strata Lots rented by a First Owner pursuant to Bylaw 42 (13).
- (5) If no Tenant has occupied the Strata Lot within 60 days of the date that an Owner received the Rental Consent, the Rental Consent shall be deemed revoked, and the Owner shall have no further right to rent the Strata Lot. During the 60 days immediately following the date that an Owner received the Rental Consent, the Strata Lot shall be deemed rented for the purposes of the limit stated in Bylaw 42 (1).
- (6) Permission to rent a strata lot granted pursuant to this bylaw 42 ceases on the earlier of:
  - (a) the date on which the owner who received permission to rent ceases to be a registered owner of the strata lot;
  - (b) the date on which the owner who received permission to rent commences residing in the strata lot.
- (7) Prior to possession of a Strata Lot by a Tenant, an Owner must deliver to the Tenant the current Bylaws and Rules, and a Notice of Tenant's Responsibilities in the form required by the Act.
- (8) Within two weeks of renting a Strata Lot, an Owner must give the Strata Corporation a copy of the Notice of Tenant's Responsibilities (Form K) duly signed by the Tenant.
- (9) No Owner shall permit a Tenant to sub-lease a Strata Lot.
- (10) Where an Owner rents a Strata Lot in contravention of this Bylaw 42, the Owner shall be subject to a fine of \$500.00, which the Strata Corporation may levy every seven days in which the contravention continues, and the Strata Corporation may take all necessary steps to terminate the Owner's agreement with the Tenant, including, but not limited to, seeking a declaration or Court injunction to enforce this Bylaw 42. Any legal costs incurred by the Strata Corporation in enforcing this Bylaw 42 shall be the responsibility of the contravening Owner and shall be recoverable from the Owner on a solicitor and own client basis by the Strata Corporation.
- (11) Notwithstanding this Bylaw 42, an Owner may apply in writing to the Strata Council pursuant to Section 144 of the Act for an exemption on grounds that this Bylaw 42 causes hardship to the Owner. If the Strata Corporation grants an exemption pursuant to Section 144 of the Act, the Strata Corporation may limit the period of time during which such exemption is applicable.
- (12) Without limiting the generality of any other provision of this Bylaw 42, no Owner shall rent a Strata Lot to a Tenant for a term which is less than 12 months.

## **Insurance**

43. (1) No Owner shall do or permit to be done anything that increases the Insurance Costs or whereby the Insurance Coverage may be invalidated.
- (2) Where an Owner or his, her or its Guests are responsible for an increase in the Insurance Costs, the Owner shall pay to the Strata Corporation, in addition to any fine otherwise levied or payable pursuant to the Bylaws the amount of the increase in the Insurance Costs.
- (3) Where an Owner (the “Responsible Owner”) or a Responsible Owner’s Guests are responsible for loss or damage to Insured Property (the “Damage”) the Strata Corporation may:
- (a) make a claim with its insurer for the cost to repair the Damage (the “Repair Costs”);
  - (b) repair the Damage; and
  - (c) deliver written notice to the Responsible Owner of the amount of the Repair Costs.
- (4) Within 30 days of receipt of the notice referred to in Bylaw 43, the Responsible Owner shall pay to the Strata Corporation the lesser of:
- (a) the Deductible; and
  - (b) the Repair Costs.
- (5) Each Owner of a Strata Lot is solely responsible for all forms of property and liability insurance on his, her or its Strata Lot and all or any fixtures, contents, or improvements therein and thereto against perils not insured by the Strata Corporation, for amounts in excess of amounts insured by the Strata Corporation, and for whatever is not covered by the insurance policies of the Strata Corporation.
- (6) An Owner may apply to the Strata Council in writing for a copy of any insurance policies effected by the Strata Corporation, and the receipts for the most recent premiums, and the Strata Council shall produce a copy thereof to the applicant within two weeks of receiving the application.

## **Other Accommodation**

44. (1) A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, home exchange program, time share or vacation rental. Without limiting the generality of the forgoing, a resident or an owner must not enter into a license for the use of all or part of a strata lot.

**Updates to Bylaws:**

June 29, 2006

- Bylaw 3(1)(f) – added
- Bylaw 3(2)(a)(b)(c) – added
- Bylaw 3(4)(d) – replaced
- Bylaw 3(4)(e)(f) – added
- Bylaw 3(5) – added
- Bylaw 4(3) – added
- Bylaw 5(1)(h) – added
- Bylaw 7(3) – added
- Bylaws 30(1)(2)(3) – replaced
- Bylaws 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41 – added

November 29, 2007 AGM

- Bylaw 23 – amended
- Bylaw 40(3) – added
- Bylaw 42 – amended

November 19, 2008 AGM

- Bylaw 27(8) & Bylaw 41(3) – added

January 18, 2012 AGM

- Bylaw 10(3) added
- Bylaw 27(8) repealed and replaced
- Bylaw 39(3) added
- Bylaw 42(1) repealed and replaced

January 30, 2013 AGM

- Bylaw 30 deleted in its entirety
- Bylaw 40(1)(2) repealed and replaced
- Bylaw 41 repealed and replaced in its entirety
- Bylaw 42 repealed and replaced in its entirety
- Bylaw 43 added

January 27, 2016 AGM

- Bylaw 42(13) deleted
- Bylaw 42(6)(a)(b) repealed and replaced
- Bylaw 44(1) added

<p><b>IMPORTANT INFORMATION.</b> Please have this translated</p> <p><b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire</p> <p><b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca</p> <p><b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ</p>	<p><b>重要資料</b> 請找人為你翻譯</p> <p>これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。</p> <p><b>알려드립니다</b> 이것을 번역해 주십시오</p> <p><b>महत्वाची माहिती</b> विरध वरवे विने वेले दिस दा सुलेश वरवर्ध</p>
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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, JANUARY 14, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier Niki Wilson Anar Janmohamed Julia White Bill McCrae	President Treasurer Secretary Member Canoe Club Representative
Resident Caretaker:	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Gil Biderman	Vice-president

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- A-1 Drainage completed the exterior drain and catch basin cleaning.
- New chairs are needed in the amenity room.
- In the lobby of the 300 building the walls need to be repaired.
- The makeup air unit in the 300 Building seems to be running hot.
- Two move ins.
- Three move outs.
- Guest suite booked five times.
- Amenity room booked three times.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the November 26, 2014, Council Meeting, as previously circulated. **CARRIED**

**4. ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The schedule will be added to the Agenda for the next Council Meeting.

**Action: Strata Manager**

5. **LANDSCAPE REPORT**

**A. Fence-Painting**

Quotes to clean, repair and paint all exterior fencing was received from:

Prostar Painting \$11,489.00 (plus GST)

Premium Fence Company \$15,952.00 (plus GST)

Premium Fence Company also provided a quote to supply and install new fence:-  
\$52,940.00 (plus GST)

Council directed the Strata Manager to obtain an additional quote to repair and paint from XTR Building Services.

6. **CANOE CLUB REPORT**

A new spin bike has been set up in the exercise room.

7. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

A response to the Strata's claim that the crack behind the convex mirror in the parkade should be covered under the 10-Year Structural Warranty Review was received from Travelers Home Warranty. Travelers' response is the report submitted that does not show a structural defect. Council is currently waiting for Polygon's response. **Action: Strata Manager**

**B. Plumbing – Drywall Repair**

XTR Building Services has completed the drywall repairs in the 300, 400 and 500 building which were completed after the plumbing repairs were done.

**C. Annual General Meeting**

Council reviewed the notice for the upcoming Annual General Meeting. **Action: None**

**D. Copper Re-Circulation / Hot Water Pipes**

Hytec Water Management has confirmed that they will be able to attend the February Council Meeting. **Action: Strata Manager**

8. **NEW BUSINESS**

**A. Plumbing Repairs**

Artisan Plumbing was called to clamp a pipe in the mechanical room of the 400 building and an additional pipe in the 300 building. A quote to repair both pipes was received. Council directed the Strata Manager to obtain two more quotes. **Action: Strata Manager**

**B. Bylaw Infraction**

A Bylaw complaint infraction letter regarding smoking was sent to an Owner of a 1<sup>st</sup> floor unit in the 400 Building. The Owner provided a letter in response to the Bylaw infraction letter. Council directed the Strata Manager in their response. **Action: Strata Manager**

**C. Owner Request**

An email was received from an Owner of a 1<sup>st</sup> floor unit at the 400 building requesting reimbursement for a plumbing invoice. Council directed the Strata Manager in their response. **Action: Strata Manager**

9. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer advised Council that the November and December 2014, Operating Statements were in good order. It was **MOVED / SECONDED** to approve the November and December 2014, Operating Statements. **CARRIED**

**B. Receivables**

The receivables report dated January 14, 2015, was reviewed.

**Action: Strata Manager**

10. **STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 12 pieces of correspondence received / sent on behalf of the Strata Corporation.

Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Exterior Painting (brown trim)

11. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:15 p.m.

The next meeting is scheduled for **Wednesday, February 11, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**TAX RECEIPTS  
INVESTMENT OWNERS OF  
STRATA CORPORATION STRATA LOTS**

For income tax purposes, please note that we do not issue receipts for your Strata Fees or other contributions that you have made to the Strata Corporation in 2014. These are deductible expenses, but all you have to do is itemize them on your tax return. If the Canada Revenue Agency asks you for specific receipts, then contact our Accounts Receivable Department for the same. Please note that we charge **\$35.00, plus GST**, to issue a tax receipt for the current year (the *Real Estate Services Act* disclosure allows for a maximum charge of \$100.00, plus GST).

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 a.m. to 5:00 p.m.
Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
Website:	<a href="http://www.wynford.com">www.wynford.com</a>
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. <b>Note this is for emergencies ONLY.</b>
Accounts Receivable:	Please call our main number and press "3".

**FAMILY DAY OFFICE CLOSURE**

The offices of The Wynford Group will be closed for Family Day on:

**Monday, February 9, 2015**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

**IMPORTANT INFORMATION** Please have this translated

**重要資料** 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**알려드립니다** 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**महत्वपूर्ण सूचना** किरपुन मरने किमे चेलै हिम दा सुनिब मरबदि

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1961 – THE TIDES, HELD WEDNESDAY, JANUARY 21, 2015, AT 7:00 P.M., IN THE CANOE CLUB, AT KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance: Twenty-four Strata Lots represented in person  
Six Strata Lots represented by Proxy.  
Thirty Strata Lots represented in total.

Strata Manager: Susan Russell The Wynford Group

**1. CERTIFICATION OF PROXIES**

The Strata Manager advised that the Proxies were certified to be correct. As there was not a Quorum of Owners present in person and by Proxy, the meeting start time was delayed by one quarter hour (15 minutes) in accordance with the Strata Corporation Bylaws.

**2. CALL TO ORDER**

The Annual General Meeting was called to order at 7:15 p.m. by the Council President, Garth Prier.

**3. ELECTION OF CHAIRPERSON**

An election of a Chairperson for the meeting was not necessary as the Council President was in attendance.

**4. FILING OF PROOF OF NOTICE OF MEETING**

The Strata Manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before December 31, 2014, as required by the *Strata Property Act*.

**5. APPROVAL OF THE AGENDA**

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

**6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** to approve the Minutes of the Special General Meeting held on May 28, 2014. **CARRIED (30 in favour, 0 opposed, 0 abstentions)**



7. **PRESIDENT & COMMITTEE REPORTS**

Council President, Garth Prier, reported on the following that occurred over the past year:

- Windows were cleaned twice.
- Gutters were cleaned twice.
- XTR cleaned the exterior of all three buildings.
- Stantec completed the 3-year update for the Depreciation Report as per the *Strata Property Act and Regulations*.
- Morrison Hershfield completed a structural review of parkade / slab.
- Quotes to repair some cracks in the parkade were reviewed.
- Glass recycling will be set up, one bin per building.

8. **MAJORITY VOTE RESOLUTION #1 – RATIFICATION OF RULES**

It was **MOVED / SECONDED** to approve Majority Vote Resolution #1.

*WHEREAS pursuant to Section 125 of the Strata Property Act, Rules can be created or amended by the Strata Council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a Resolution passed by a Majority Vote (a) at that Annual General Meeting, or (b) at a Special General Meeting held before that Annual General Meeting; and*

*WHEREAS since the last Annual General Meeting, Council amended the Rules for the building, and would now like the Owners to approve them as contemplated by Section 125 of the Strata Property Act;*

**BE IT THEREFORE RESOLVED** that the Owners, Strata Plan BCS 1961, The Tides, ratify as a Majority Vote, at this General Meeting the following Rules:

3. *Christmas Lights and decorations are permitted on balconies and patios from November 1<sup>st</sup> to January 15<sup>th</sup>.*

Following a general discussion, the vote was called to approve Majority Vote Resolution #1, as presented, and the Motion was **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

9. **REPORT ON INSURANCE**

The insurance declaration of the Strata Corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was given with respect to the insurance policy reviewing the limits and deductibles. The property is currently insured to a value of \$46,996,000.00. The insurance deductibles are as follows:

All Risks	\$ 1,000.00
Sewer Back-up Damage	\$ 5,000.00
Water Damage	\$ 5,000.00
Flood Damage	\$10,000.00
Lock and Key	\$ 250.00
Earthquake Damage	10% (of insured value)

Owners should be aware that these deductibles may be covered by their homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts.

Here is some information regarding insurance. The Strata Corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have been required as a result of an insurance claim. All Owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your Tenant has insurance. You are also encouraged to ensure you have betterments or Tenants' improvements insurance if you carried out any upgrades or betterments to your Strata Lot.

Earthquake: The earthquake coverage deductible is 10% of the total value of the building. Currently the building is valued at \$46,996,000.00 and in case of damage caused by an earthquake, the Strata Corporation would have to pay the first \$4,699,600.00 of repairs. This would be assessed to Owners by way of unit entitlement. Coverage for this is relatively inexpensive on your homeowner insurance.

Water: Currently, the Strata Corporation will charge any Owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible of \$5,000.00.

Please retain a copy of the insurance declaration provided in the Notice of the Annual General Meeting as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

**10. 3/4 VOTE RESOLUTION #1 – OPERATING FUND DEFICIT**

It was **MOVED / SECONDED** to approve 3/4 Vote Resolution #1.

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, have an anticipated Operating Fund deficit of \$9,562.97 for the fiscal year ending November 30, 2014;*

*BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the "Strata Corporation"), that the anticipated Operating Fund deficit be recovered from the Contingency Reserve Fund.*

The question was called and the Motion was **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

**11. APPROVAL OF THE 2014-2015 OPERATING BUDGET (NOVEMBER 30, 2015 YEAR END)**

It was **MOVED / SECONDED** to approve the proposed 2014-2015 Operating Budget, in the amount of \$577,210.00.

Following a general discussion, the vote was called to approve the 2014-2015 Operating Budget, as presented, and the Motion was **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

**12. APPROVAL OF MAJORITY VOTE RESOLUTIONS #2 & #3**

**MAJORITY VOTE RESOLUTION #2 – SUSPENDED CONCRETE & FOUNDATION CRACK REPAIRS – ALLOCATE EXPENSE AS PER DEPRECIATION REPORT**

It was **MOVED / SECONDED** to approve Majority Vote Resolution #2.

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, wish to approve expenses for 2015, as per the recommendations from the Depreciation Report completed by Stantec Inc. in 2014; and*

***WHEREAS** these expenses will be reviewed annually and presented to the Owners at each Annual General Meeting; and*

***WHEREAS** the Owners, Strata Plan BCS 1961, The Tides, wish to expense up to \$10,000.00 (including taxes) for ground level structure / foundation repairs, as shown in the 2014 Depreciation Report;*

***BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), to approve expenses relating to the 2014 Depreciation Report capital expenses, for a total of up to \$10,000.00 (including taxes), with the funds being expensed from the Contingency Reserve Fund.*

The vote was called to approve Majority Vote Resolution #2, as presented, and the Motion was **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

**MAJORITY VOTE RESOLUTION #3 – FURNISHINGS FOR GUEST SUITE ALLOCATE EXPENSE AS PER THE DEPRECIATION REPORT**

It was **MOVED / SECONDED** to approve Majority Vote Resolution #3.

***WHEREAS** the Owners, Strata Plan BCS 1961, The Tides, wish to approve expenses for 2015, as per the recommendations from the Depreciation Report completed by Stantec Inc. in 2014; and*

***WHEREAS** these expenses will be reviewed annually and presented to the Owners at each Annual General Meeting; and*

***WHEREAS** the Owners, Strata Plan BCS 1961, The Tides, wish to expense up to \$5,000.00 (including taxes) for furniture in the guest suite, as shown in the 2014 Depreciation Report;*

***BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), to approve expenses relating to the 2014 Depreciation Report capital expenses for a total of up to \$5,000.00 (including taxes), with the funds being expensed from the Contingency Reserve Fund.*

An Owner suggested that \$5,000.00 was too much and a Motion to amend the Resolution was made to reduce the amount to \$3,500.00 from \$5,000.00.

Further discussion ensued and the vote was called to approve the amendment.

It was **MOVED / SECONDED** to approve the amendment to the Majority Vote Resolution #3 to reduce the amount to \$3,500.00 from \$5,000.00. **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

The vote was then called to question on Majority Vote Resolution #3 as amended. **CARRIED (30 in favour, 0 opposed, 0 abstentions)**.

**13. NEW BUSINESS**

The Owners agreed that the new Council should focus on the following items:

1. Security camera upgrades.
2. Fob audit.
3. Bicycle room.
4. Investigate fee for using bicycle room.

5. Larger address number signage for the 300 and 400 buildings
6. Visitor parking.
7. Food Scrapes.

14. **ELECTION OF THE 2014-2015 STRATA COUNCIL**

At this time, the 2013-2014 Council stepped down, with thanks from the Owners. The below mentioned Owners let their names stand, and it was **MOVED / SECONDED** to approve the 2014-2015 Strata Council Members as noted below:

- Gil Biderman
- Julia White
- Anar Janmohamed
- Garth Prier
- William McCrae

**CARRIED (30 in favour, 0 opposed, 0 abstentions)**

15. **MEETING TERMINATION**

There being no further business to discuss, it was **MOVED / SECONDED** to terminate the Annual General Meeting at 8:15 p.m. **CARRIED (30 in favour, 0 opposed, 0 abstentions)**

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**Monday, February 9, 2015**

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Attachments: 2014-2015 Operating Budget  
2014-2015 Assessment Schedule



**Strata Plan BCS 1961 - The Tides**  
**Final 2014 - 2015 Operating Budget**  
**November 30th Year-end**

30-Jan-15

GL Code	Description	Actual to November 30, 2014	2013-2014 Budget	Approved 2014-2015 Budget
<b>400000</b>	<b>REVENUES</b>			
405000	Strata Fees	565,896.72	565,892	577,210
415000	Bylaw Fines / Late Fees	650.00	-	-
422500	Interest Income - Operating	625.36	600	600
424000	Interest On Overdue Accounts	125.44	-	-
428500	Move-In / Move-out Charges	5,250.00	5,000	5,000
429500	Key Revenue	80.00	-	-
431500	Lounge Rental	180.00	-	186
431600	Suite Rentals	4,445.00	5,500	5,500
432500	Caretaker's Suite	8,400.00	9,000	9,000
438000	Recreation Centre - Rental	100.00	500	500
439100	Parking - Visitors	100.00	-	-
440600	Door Openers - Transmitters	2,900.00	3,000	3,000
443500	Prior Year Operating Surplus	17,807.65	18,103	-
<b>499900</b>	<b>TOTAL REVENUES</b>	<b>606,560.17</b>	<b>607,595</b>	<b>600,996</b>
<b>500000</b>	<b>OPERATING EXPENSES</b>			
<b>510000</b>	<b>ADMINISTRATIVE EXPENSES</b>			
511000	Management Fees	45,133.20	45,131	46,708
511600	Bank Administration Fee	756.00	775	775
512000	Audit / Review	3,000.00	3,000	3,000
513000	Photos / Postage / Courier	5,753.25	3,000	5,000
513200	Legal	911.14	3,000	1,000
513600	Audit - Real Estate Services Act	308.25	500	500
514200	Insurance Expense	90,491.68	97,467	100,000
517600	Wages - Caretakers	51,999.89	52,000	52,000
518600	Security System	4,161.22	3,000	3,000
521200	Miscellaneous Expense	4,308.10	3,000	3,000
523800	Caretaker Suite Strata Fees	3,197.64	3,198	3,198
524400	Caretaker Suite Expense	2,446.46	2,000	2,000
525200	Loans & Mortgage Payment	13,155.22	14,000	14,000
<b>529900</b>	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>225,622.05</b>	<b>230,071</b>	<b>234,181</b>
<b>530000</b>	<b>UTILITIES</b>			
531100	BC Hydro / Electricity	36,157.84	38,500	38,500
532700	Gas	37,100.51	35,000	35,000
535500	Garbage Disposal	19,783.17	20,000	20,000
537500	Enterphone	0.00	1,000	1,000
537600	Telephone	6,224.76	5,500	5,500
<b>539900</b>	<b>TOTAL UTILITIES</b>	<b>99,266.28</b>	<b>100,000</b>	<b>100,000</b>
<b>540000</b>	<b>BUILDING MAINTENANCE</b>			
540800	Janitorial	3,543.75	2,600	3,100
541700	Supplies - Cleaning	4,376.38	2,000	2,000
542000	Pest Control	2,447.19	1,500	1,640
543500	Elevator Maintenance	7,975.35	8,000	8,000

**Strata Plan BCS 1961 - The Tides  
Final 2014 - 2015 Operating Budget  
November 30th Year-end**

				30-Jan-15
GL Code	Description	Actual (to November 30) 2014	2014-2015 Budget	Approved 2014-2015 Budget
544400	Electrical / Lighting	4,264.88	3,000	3,000
545000	Plumbing	11,461.63	3,000	4,000
547700	Mechanical Preventative Maintenance	31,697.34	25,000	25,000
549800	Fire Equipment	11,815.25	10,000	10,000
550100	General Interior Repair	21,444.02	11,874	11,874
551900	Dryer Vent Cleaning	4,037.25	6,000	5,000
553700	Carpet Cleaning	4,726.05	4,800	4,800
557900	Tools & Equipment	1,437.53	1,000	1,000
<b>559900</b>	<b>TOTAL BUILDING MAINTENANCE</b>	<b>109,226.62</b>	<b>78,774</b>	<b>79,414</b>
<b>560000</b>	<b>EXTERIOR MAINTENANCE &amp; REPAIRS</b>			
562700	Window Cleaning	3,045.00	5,500	4,000
563300	Garage Door	1,926.40	3,500	2,000
563900	Snow Removal	1,972.48	1,600	1,600
565500	Exterior Cleaning	23,716.35	21,000	6,000
565700	Exterior Repair / Maintenance	6,780.21	18,075	12,001
<b>569900</b>	<b>TOTAL EXTERIOR MAINTENANCE &amp; REPAIRS</b>	<b>37,440.44</b>	<b>49,675</b>	<b>25,601</b>
<b>570000</b>	<b>GROUNDS &amp; GARDENS</b>			
571000	Landscaping Services	39,361.88	48,720	39,800
571600	Landscape Repairs	6,759.90	3,000	5,000
577800	Irrigation System	1,730.01	2,000	2,000
577850	City of Port Moody Greenspace	3,936.00	4,000	4,000
<b>579900</b>	<b>TOTAL GROUNDS &amp; GARDENS</b>	<b>51,787.79</b>	<b>57,720</b>	<b>50,800</b>
<b>580000</b>	<b>RECREATION CENTRE</b>			
580900	Recreation Centre Maintenance	32,424.96	31,000	31,000
<b>589900</b>	<b>TOTAL RECREATION CENTRE</b>	<b>32,424.96</b>	<b>31,000</b>	<b>31,000</b>
<b>599900</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>555,768.14</b>	<b>547,240</b>	<b>520,996</b>
<b>600000</b>	<b>BALANCE BEFORE RESERVES &amp; OTHER TRANSFERS</b>	<b>50,792.03</b>	<b>60,355</b>	<b>80,000</b>
<b>700000</b>	<b>TRANSFERS TO RESERVE FUND</b>			
700100	Contingency Reserves	60,355.00	60,355	80,000
<b>705000</b>	<b>TOTAL TRANSFERS TO RESERVE FUND</b>	<b>60,355.00</b>	<b>60,355</b>	<b>80,000</b>
<b>800000</b>	<b>NET OPERATING SURPLUS(DEFICIT)</b>	<b>-9,562.97</b>	<b>-</b>	<b>-</b>

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2014-2015 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

<b>Annual Operating Contributions</b>	\$497,210.00	<b>Total Aggregate</b>	<u>14,158</u>
<b>Annual CRF Contributions</b>	80,000.00		
<b>Total Annual Strata Fees</b>	<u>\$577,210.00</u>		

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2014-2015 Monthly Operating Contribution	2014-2015 Monthly CRF Contribution	2014-2015 Total Monthly Strata Fees	One-time Adjustment for Dec 2014, Jan & Feb 2015
1	101-500 Klahanie Drive	84	0.00593304	\$245.83	\$39.55	\$285.38	\$16.77
2	104-500 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
3	105-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
4	106-500 Klahanie Drive	115	0.00812262	336.55	54.15	390.70	22.98
5	107-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
6	108-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
7	109-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
8	110-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
9	111-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
10	113-500 Klahanie Drive	95	0.00670999	278.03	44.73	322.76	18.99
11	114-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
12	201-500 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
13	202-500 Klahanie Drive	70	0.00494420	204.86	32.96	237.82	13.98
14	203-500 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
15	204-500 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
16	205-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
17	206-500 Klahanie Drive	115	0.00812262	336.55	54.15	390.70	22.98
18	207-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
19	208-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
20	209-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
21	210-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
22	211-500 Klahanie Drive	96	0.00678062	280.95	45.20	326.15	19.17
23	213-500 Klahanie Drive	95	0.00670999	278.03	44.73	322.76	18.99
24	214-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
25	301-500 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
26	302-500 Klahanie Drive	70	0.00494420	204.86	32.96	237.82	13.98
27	303-500 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
28	304-500 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
29	305-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
30	306-500 Klahanie Drive	115	0.00812262	336.55	54.15	390.70	22.98
31	307-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
32	308-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
33	309-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
34	310-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
35	311-500 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
36	312-500 Klahanie Drive	65	0.00459104	190.22	30.61	220.83	12.99
37	313-500 Klahanie Drive	95	0.00670999	278.03	44.73	322.76	18.99
38	314-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
39	401-500 Klahanie Drive	84	0.00593304	245.83	39.55	285.38	16.77
40	402-500 Klahanie Drive	70	0.00494420	204.86	32.96	237.82	13.98
41	403-500 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
42	404-500 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
43	405-500 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
44	406-500 Klahanie Drive	115	0.00812262	336.55	54.15	390.70	22.98



**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2014-2015 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

**Annual Operating Contributions**      \$497,210.00  
**Annual CRF Contributions**              80,000.00  
**Total Annual Strata Fees**              \$577,210.00

**Total Aggregate**              14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2014-2015 Monthly Operating Contribution	2014-2015 Monthly CRF Contribution	2014-2015 Total Monthly Strata Fees	One-time Adjustment for Dec 2014, Jan & Feb 2015
45	407-500 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
46	408-500 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
47	409-500 Klahanle Drive	93	0.00656872	272.17	43.79	315.96	18.57
48	410-500 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
49	411-500 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
50	412-500 Klahanle Drive	64	0.00452041	187.30	30.14	217.44	12.81
51	413-500 Klahanle Drive	95	0.00670999	278.03	44.73	322.76	18.99
52	414-500 Klahanle Drive	93	0.00656872	272.17	43.79	315.96	18.57
53	101-400 Klahanle Drive	84	0.00593304	245.83	39.55	285.38	16.77
54	102-400 Klahanle Drive	87	0.00614494	254.61	40.97	295.58	17.40
55	103-400 Klahanle Drive	107	0.00755756	313.14	50.38	363.52	21.36
56	104-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
57	105-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
58	106-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
59	107-400 Klahanle Drive	113	0.00798135	330.70	53.21	383.91	22.59
60	108-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
61	109-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
62	110-400 Klahanle Drive	70	0.00494420	204.86	32.96	237.82	13.98
63	111-400 Klahanle Drive	71	0.00501483	207.79	33.43	241.22	14.19
64	113-400 Klahanle Drive	93	0.00656872	272.17	43.79	315.96	18.57
65	114-400 Klahanle Drive	111	0.00784009	324.84	52.27	377.11	22.17
66	115-400 Klahanle Drive	87	0.00614494	254.61	40.97	295.58	17.40
67	201-400 Klahanle Drive	84	0.00593304	245.83	39.55	285.38	16.77
68	202-400 Klahanle Drive	87	0.00614494	254.61	40.97	295.58	17.40
69	203-400 Klahanle Drive	107	0.00755756	313.14	50.38	363.52	21.36
70	204-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
71	205-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
72	206-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
73	207-400 Klahanle Drive	113	0.00798135	330.70	53.21	383.91	22.59
74	208-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
75	209-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
76	210-400 Klahanle Drive	70	0.00494420	204.86	32.96	237.82	13.98
77	211-400 Klahanle Drive	71	0.00501483	207.79	33.43	241.22	14.19
78	213-400 Klahanle Drive	96	0.00678062	280.95	45.20	326.15	19.17
79	214-400 Klahanle Drive	111	0.00784009	324.84	52.27	377.11	22.17
80	215-400 Klahanle Drive	87	0.00614494	254.61	40.97	295.58	17.40
81	301-400 Klahanle Drive	84	0.00593304	245.83	39.55	285.38	16.77
82	302-400 Klahanle Drive	87	0.00614494	254.61	40.97	295.58	17.40
83	303-400 Klahanle Drive	107	0.00755756	313.14	50.38	363.52	21.36
84	304-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
85	305-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
86	306-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96
87	307-400 Klahanle Drive	114	0.00805198	333.63	53.68	387.31	22.80
88	308-400 Klahanle Drive	80	0.00565052	234.12	37.67	271.79	15.96

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2014-2015 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

<b>Annual Operating Contributions</b>	\$497,210.00	<b>Total Aggregate</b>	<u>14,158</u>
<b>Annual CRF Contributions</b>	80,000.00		
<b>Total Annual Strata Fees</b>	<u>\$577,210.00</u>		

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2014-2015 Monthly Operating Contribution	2014-2015 Monthly CRF Contribution	2014-2015 Total Monthly Strata Fees	One-time Adjustment for Dec 2014, Jan & Feb 2015
89	309-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
90	310-400 Klahanie Drive	70	0.00494420	204.86	32.96	237.82	13.98
91	311-400 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
92	312-400 Klahanie Drive	64	0.00452041	187.30	30.14	217.44	12.81
93	313-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
94	314-400 Klahanie Drive	111	0.00784009	324.84	52.27	377.11	22.17
95	315-400 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
96	401-400 Klahanie Drive	84	0.00593304	245.83	39.55	285.38	16.77
97	402-400 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
98	403-400 Klahanie Drive	107	0.00755756	313.14	50.38	363.52	21.36
99	404-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
100	405-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
101	406-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
102	407-400 Klahanie Drive	113	0.00798135	330.70	53.21	383.91	22.59
103	408-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
104	409-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
105	410-400 Klahanie Drive	70	0.00494420	204.86	32.96	237.82	13.98
106	411-400 Klahanie Drive	71	0.00501483	207.79	\$33.43	241.22	14.19
107	412-400 Klahanie Drive	64	0.00452041	187.30	30.14	217.44	12.81
108	413-400 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
109	414-400 Klahanie Drive	111	0.00784009	324.84	52.27	377.11	22.17
110	415-400 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
111	101-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
112	102-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
113	103-300 Klahanie Drive	108	0.00762820	316.07	50.85	366.92	21.57
114	104-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
115	105-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
116	106-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
117	107-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
118	108-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
119	109-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
120	110-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
121	112-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
122	113-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
123	114-300 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
124	201-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
125	202-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
126	203-300 Klahanie Drive	107	0.00755756	313.14	50.38	363.52	21.36
127	204-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
128	205-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
129	206-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
130	207-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
131	208-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
132	209-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2014-2015 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

**Annual Operating Contributions**      \$497,210.00  
**Annual CRF Contributions**              80,000.00  
**Total Annual Strata Fees**              \$577,210.00

**Total Aggregate**      14,158

Strata Lot	Unit Address /	Unit Entitlement	Common Area %	2014-2015 Monthly Operating Contribution	2014-2015 Monthly CRF Contribution	2014-2015 Total Monthly Strata Fees	One-time Adjustment for Dec 2014, Jan & Feb 2015
133	210-300 Klahanie Drive	96	0.00678062	280.95	45.20	326.15	19.17
134	212-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
135	213-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
136	214-300 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
137	301-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
138	302-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
139	303-300 Klahanie Drive	108	0.00762820	316.07	50.85	366.92	21.57
140	304-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
141	305-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
142	306-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
143	307-300 Klahanie Drive	100	0.00706314	292.65	47.09	339.74	19.98
144	308-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
145	309-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
146	310-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
147	311-300 Klahanie Drive	64	0.00452041	187.30	30.14	217.44	12.81
148	312-300 Klahanie Drive	100	0.00706314	292.65	47.09	339.74	19.98
149	313-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
150	314-300 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
151	401-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
152	402-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
153	403-300 Klahanie Drive	108	0.00762820	316.07	50.85	366.92	21.57
154	404-300 Klahanie Drive	87	0.00614494	254.61	40.97	295.58	17.40
155	405-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
156	406-300 Klahanie Drive	94	0.00663936	275.10	44.26	319.36	18.78
157	407-300 Klahanie Drive	100	0.00706314	292.65	47.09	339.74	19.98
158	408-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
159	409-300 Klahanie Drive	71	0.00501483	207.79	33.43	241.22	14.19
160	410-300 Klahanie Drive	80	0.00565052	234.12	37.67	271.79	15.96
161	411-300 Klahanie Drive	64	0.00452041	187.30	30.14	217.44	12.81
162	412-300 Klahanie Drive	100	0.00706314	292.65	47.09	339.74	19.98
163	413-300 Klahanie Drive	93	0.00656872	272.17	43.79	315.96	18.57
164	414-300 Klahanie Drive	83	0.00586241	242.91	39.08	281.99	16.59
<b>14,158      100%</b>				<b>\$41,433.97</b>	<b>\$6,666.67</b>	<b>\$48,100.64</b>	<b>\$2,827.74</b>

Yearly (x 12)      \$497,207.68      \$80,000.00      \$577,207.68



Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
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PROPERTY MANAGEMENT SERVICES

**IMPORTANT INFORMATION** Please have this translated

重要資料 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

सुवृती नमदवती विरुध वरवे विमे वेले रिम दा उरुसेवा वरवरि

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961,  
THE TIDES, HELD ON WEDNESDAY, FEBRUARY 11, 2015 AT 7:00 P.M., IN THE  
AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:

Garth Prier  
Anar Janmohamed  
Julia White  
Bill McCrae  
Gil Biderman

Strata Manager:

Susan Russell

The Wynford Group

Regrets:

Richard Hobson

Resident Caretaker

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. GUESTS**

**1. Water System**

Richard Lobb from Hytec Water Management Ltd. (Hytec) attended the meeting to provide information on a water system that can correct the PH levels in the water as the water in the lower mainland is "soft" water. Soft water has no natural hard water minerals to coat and protect the inside of the copper pipes against corrosion and pinhole leaks.

Hytec would install computerized electronic feed pumps at the main water entry line coming into the building. The pumps are programmed to precise measurements to treat the water. The treatment products are a combination of zinc, calcium, magnesium and iron and are certified by Government standard NSF-60 for safe use in water. The Hytec's system would quickly control the pin hole problem and may resolve the issue of plumbing failure permanently. Additional information can be seen on their website [www.hytecwater.com](http://www.hytecwater.com) and click on "Watch the Video".

Council thanked Mr. Lobb as he left the meeting.

Adam Scheuer from Tiger Purification Systems Inc. (Water Tiger) also attended the meeting to provide information on a water system that can correct the PH levels in the water. What Water Tiger would provide is a similar system as Hytec, which would also be installed on the main water line

coming into the building. The system works off a flow meter that would automatically add a neutralizing agent (either a powder or liquid soda) that would increase the PH level and may extend the life of the copper pipes. The flow meter installed would be the size of a shoe box and with little maintenance. Additional information can be seen on their website [www.watertiger.net](http://www.watertiger.net).

Council encourages all Owners to access both websites for further information.

Council thanked Mr. Scheuer as he left the meeting.

Council directed the Strata Manager to email them the quotes as soon as the quotes from Hytec and Water Tiger are received.

## 2. Bylaw Infraction

An Owner of a 4<sup>th</sup> floor unit at the 500 Building attended the meeting to discuss a Bylaw infraction letter he had received.

Council directed the Strata Manager in their response.

## **3. ELECTION OF COUNCIL POSITIONS**

The following positions were duly agreed upon:

President	Garth Prier
Vice-president / Privacy Officer	Gil Biderman
Treasurer	Anar Janmohamed
Secretary	Julia White
Canoe Club Representative	Bill McCrae

## **4. RESIDENT CARETAKER'S REPORT**

- Replaced the wall lamps at the front of the 300 Building.
- Trotter & Morton was on site to investigate concerns of the hallway heating in the 400 Building.
- Several service calls to Precision Door & Gate has been made due to the 500 Building's overhead garage gate. Precision Door & Gate advised that the operator needs to be replaced.
- Precision Electric was on site to replace ballasts in the landscape lighting.
- One move out.
- Guest suite booked three times.
- Amenity room booked twice.

## **5. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the January 14, 2015, Council Meeting, as previously circulated. **CARRIED**

## **6. ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. Quotes for dryer vent cleaning are being obtained. The annual appraisal for BCS 1961 has been received with a total insurable value of \$48,000,000.00, an increase of \$1,004,000.00 from 2014. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

## **7. LANDSCAPE REPORT**

### A. Fence-Painting

Council reviewed the quotes for painting / repairing the exterior fences again and agreed to defer at this time. **Action: None**

B. Tree Pruning

As most landscaping companies do not prune any trees over 12-15 feet, quotes are being obtained from Arborist's.

8. CANOE CLUB REPORT

- Looking at new flooring for the yoga room.
- Ordered area rugs for the main floor.
- Defer investigation for electric car chargers to the Klahanie Association.
- Reviewed quotes to hire a security guard
- Will purchase new TV / surround system.
- Will purchase a new bench press.
- Looking into remodeling the downstairs area.

9. BUSINESS ARISING FROM THE MINUTES

A. Depreciation Report – 2014

1. Structural / Foundation Review

A response to the Strata's claim that the crack behind the convex mirror in the parkade should be covered under the 10-Year Structural Warranty Review was received from Polygon. Polygon confirmed they were on site January 20, 2015, accompanied a representative from Thomas Leung Structural Engineering Inc. to review the crack in the parkade wall behind the convex mirror. Thomas Leung's report noted that the crack in this area is formed due to the movements of contraction and expansion in the upper slab and there was no water ingress observed. It was in their opinion the cracks do not affect the structural integrity of the building.

Polygon has concurred with Thomas Leung and copied Travelers Insurance Company; the cracks in the wall behind the convex mirror are not a structural defect and strictly a maintenance item to be addressed by the Strata Corporation. A response from Travelers is pending.

Council agreed that a claim should still be submitted to Travelers Insurance Company.

**Action: Strata Manager**

B. Copper Re-Circulation / Hot Water Pipes

Council agreed that although information has been received from Hytec Water Management Ltd. and Water Tiger regarding installing a system to address the soft water at The Tides, quotes for full replacement of the copper pipe from the main floor to the mechanical room in each building should be obtained. Quotes will be emailed to Council.

**Action: Strata Manager**

C. Plumbing Repairs

Additional quotes to clamp a pipe in the mechanical room of the 400 Building and a pipe in the 300 Building are pending.

**Action: Strata Manager**

10. NEW BUSINESS

A. FOB AUDIT

Council agreed that a garage remote / fob / security audit should be done. A notice will be posted advising Owners and Residents that if any garage remote / fob have not shown to be used by March 31, 2015, will be considered "lost / stolen" and will be deactivated from the system.

**Action: Strata Manager**

**B. Owner Concern**

An email was received from an Owner of a 2<sup>nd</sup> floor unit in the 400 Building regarding a Bylaw infraction seeming to be coming from a neighbouring unit. Council directed the Strata Manager in their response. **Action: Strata Manager**

**C. Owner Request**

An email was received from an Owner of a 3<sup>rd</sup> floor unit at the 300 Building requesting reimbursement for a plumbing invoice. Council directed the Strata Manager in their response.

Council would like to remind all Owners that any repairs inside your unit / Strata Lot are the responsibility of the Owner. **Action: Strata Manager**

**D. Gas Stoves**

On January 21, 2015, a report was received that a very strong odor of gas was detected on the 4<sup>th</sup> floor of the 400 Building. The Resident Caretaker, the Fire Department and the Port Moody Police were called out to investigate. It was later found out that an Owner of a 3<sup>rd</sup> floor unit left a gas burner on. Council would like to remind all Owners to make sure all appliances are off when not in use.

A letter was sent to the Owner of the unit advising of Council's concerns of the safety not only for the Owner but all the Residents. **Action: Strata Manager**

**E. Bylaw Infraction**

A report was received regarding a pit bull seen in the 500 Building. Council directed the Strata Manager to send a letter regarding Bylaw #3(4)(f)(iv) as follows:

*(f) No vicious dogs are permitted in any Strata Lot or on any portion of the common property. For purposes of this bylaw a vicious dog means the following:*

*(iv) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier, or any dog of mixed breeding which includes any of these breeds; or any dog which has the appearance and physical characteristics predominately conforming to these standards for any of the above breeds, as established by the Canadian Kennel Club or the American Kennel Club or the United Kennel Club, as determined by a veterinarian licensed to practice in the Province of British Columbia.* **Action: Strata Manager**

**F. Glass Recycling**

Council has confirmed that the City of Port Moody will start collecting glass. A notice will be posted to advise Owners of the start date. **Action: Strata Manager**

**11. FINANCIAL REPORT**

**A. Operating Statements**

Tabled.

**B. Receivables**

Tabled.

**Action: Strata Manager**

**12. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 12 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Quotes for soffit repair – 400 Building

13. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:40 p.m.

The next meeting is scheduled for **Wednesday, March 18, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**TAX RECEIPTS**  
**INVESTMENT OWNERS OF**  
**STRATA CORPORATION STRATA LOTS**

For income tax purposes, please note that we do not issue receipts for your Strata Fees or other contributions that you have made to the Strata Corporation in 2014. These are deductible expenses, but all you have to do is itemize them on your tax return. If the Canada Revenue Agency asks you for specific receipts, then contact our Accounts Receivable Department for the same. Please note that we charge **\$35.00, plus GST**, to issue a tax receipt for the current year (the *Real Estate Services Act* disclosure allows for a maximum charge of \$100.00, plus GST).

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

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**EASTER WEEKEND OFFICE CLOSURE**

The offices of The Wynford Group will be closed for Easter Weekend on the following dates:

**Friday, April 3, 2015**  
**Monday, April 6, 2015**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.







Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5

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PROPERTY MANAGEMENT SERVICES

**IMPORTANT INFORMATION** Please have this translated

重要資料 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

महत्ती जानकारी विरहा वरने विमो वेले हिम एा सुलेवा वरवाचि

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, MARCH 18, 2015 AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:

Garth Prier

President

Gil Biderman

Vice-president

Anar Janmohamed

Treasurer

Julia White

Secretary

Resident Manager:

Richard Hobson

Strata Manager:

Susan Russell

The Wynford Group

Regrets:

Bill McCrae

Canoe Club Representative

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. GUESTS**

Tenants of a 4<sup>th</sup> floor unit at the 500 Building attended the meeting to discuss a Bylaw infraction letter they had received.

Council thanked the Residents as they left the meeting.

**3. RESIDENT CARETAKER'S REPORT**

- Trotter & Morton was called to address no hot water in the 400 Building.
- Precision Door & Gate replaced the door operator on the 500 garage gate.
- University Sprinklers have completed the spring start up for the irrigation.
- Precision Door & Gate was called to repair a cable on the 400 garage gate.
- Bur-Han has started the landscape maintenance.
- One move in.
- Six move outs.
- Guest suite booked twelve times.
- Amenity room booked once.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the February 11, 2015, Council Meeting, as previously circulated. **CARRIED**

5. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The spring start up for the irrigation system has been completed and the Testing of the CO sensors is due. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

6. **LANDSCAPE REPORT**

**A. Tree Pruning**

A quote for \$3,300.00, plus GST, to prune trees, including 16 Spruce, remove two Alders at the rear of the 300 Building and seven Alders at the 400 building was received from Bartlett Tree Experts. A second quote for \$2,000.00, plus GST, to tip back all trees along Murray Street and all Cedar / Fir trees that are all encroaching on the building was received from Davey Tree Expert.

Council directed the Strata Manager to schedule a site meeting with Bartlett Tree Experts.

**Action: Strata Manager**

**B. Lawn-300 Building**

An email and pictures were received from an Owner of a 1<sup>st</sup> floor unit at the 300 Building. The pictures showed areas along the back that have large puddles and mud in the yard. The Owner also expressed concerns on the condition of the landscape ties.

Council agreed that this area only receives minimal sunlight so to plant new grass or lay new sod may not be the solution. Council directed the Strata Manager to investigate alternatives for these low light areas. **Action: Strata Manager**

7. **CANOE CLUB REPORT**

Table to April Council Meeting.

8. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

ABS is on site to complete the epoxy injection into a number of floor and wall cracks in the parkade.

**Action: Strata Manager**

**B. Copper Re-Circulation / Hot Water Pipes**

A quote for \$27,250.00, Plus GST, and \$300.00 per month for the monthly maintenance to install a water treatment system and monthly maintenance was received from Watertiger. A second quote was received from Hytec, \$1,131.60, plus GST, per month for 36 months was received from Hytec. Hytec also included in their quote installing a back flow at a cost of \$13,893.00, plus GST, or \$410.00 per month. Council directed the Strata Manager to obtain references for both Watertiger and Hytec.

Quotes to replace the re-circulation lines in all three buildings were received from:

A-1 Drainage	\$38,496.00, plus GST
Xpert Mechanical	\$45,740.00, plus GST
Trotter & Morton	\$27,838.00, plus GST

All three quotes have noted that the repairs / painting for the drywall are not included. Council agreed that to complete repairs to the ceilings / drywall would be approximately \$20,000.00.

Council directed the Strata Manager to contact Trotter & Morton and have them revise their quote to include a full scope of work.

Council will present the Owners with three options to address these re-circulation pin hole leaks.

Option 1: replace the re-circulation lines, plus drywall repairs in each building for a total of \$100,000.00, presented as a Special Levy and drywall repairs.

Option 2: replace the re-circulation lines plus drywall repairs in each building for a total of \$100,000.00, half as a Special Levy and half from the Contingency Reserve Fund.

Option 3: replace the re-circulation lines plus drywall repairs in each building for a total of \$100,000.00 from the Contingency Reserve Fund.

Option 4: Install a water treatment system for \$127,000, entire amount from the Contingency Reserve Fund. In addition, Strata Fees would increase 10% to 15% over and above the annual increase for the Depreciation Report expenses of approximately 2%.

The Council will tentatively schedule a Special General Meeting for May 6, 2015.

**PLEASE NOTE:** Once the Special General Meeting is scheduled, a notice of the meeting will follow as dictated in the *Strata Property Act*.

**Action: Strata Manager**

### **C. FOB AUDIT**

Just a reminder to all Owners of the garage remote / fob / security audit that is taking place, please note that you don't have to just use your garage remote on the garage gates to record your fob, the garage remote can be used on any access control entrances.

A notice has been posted advising Owners and Residents that if any garage remote / fob have not shown to be used by March 31, 2015, will be considered "lost / stolen" and will be deactivated from the system.

An email was received from the Owner of a 4<sup>th</sup> floor unit at the 400 Building asking Council permission to provide a fob to their cleaning company and Global Mail. Council directed the Strata Manager in their response.

**Action: Strata Manager**

### **D. Glass Recycling**

A notice regarding glass recycling has been received from the City of Port Moody. The notice advises all Port Moody Strata Councils and Strata Managers that starting the week of April 20, 2015, the City of Port Moody will begin collecting glass. In order for Strata to begin the collection of glass, separate bins will need to be placed in each building.

**Action: Strata Manager / Resident Caretaker**

### **E. Safety Concerns**

A legal opinion was obtained regarding the safety of Residents when there is an Owner that may be causing a nuisance or hazard to neighbours. The Legal Opinion is suggesting that the Strata contact a family member to address the Strata's concerns.

**Action: Strata Manager**

## **9. NEW BUSINESS**

### **A. Strata Insurance**

Two quotes to renew the Strata's insurance were received, one quote from CMW Insurance and three options from Hub International Coastal Insurance Brokers.

CMW Insurance	\$82,353.00
Hub International (Option 1) “110 % extended replacements costs”	\$85,595.00
Hub International (Option 2) “Guaranteed replacements costs”	\$92,795.00
Hub International (Option 3) “130% extended replacements costs”	\$87,995.00

It was **MOVED / SECONDED** to approve the quote from Hub International, Option 1, and to approve a loan from the Contingency Reserve Fund to pay the invoice, which will be paid back from the Operating Budget monthly. **CARRIED**

**B. Dryer Vent Cleaning**

Three quotes to cleaning the dryer vents were received:

National Air Technologies	\$25.00 outside & inside, \$15.00 outside only
Michael A Smith Duct Cleaning	\$32.00 outside & inside, \$16.00 outside only
City Air Duct Cleaning	\$30.00 outside & inside, \$18.00 outside only

It was **MOVED / SECONDED** to approve National Air Technologies to clean all dryer vents from the outside only. **CARRIED**

**C. WorkSafe**

A memo was received from The Wynford Group regarding the importance of making sure contractors that are doing work for the Strata have WorkSafe BC. When the contractor is covered by WorkSafe BC insurance, you're protected against lawsuits from injured workers. If a worker is injured while on the job working at a Strata, WorkSafe BC covers the workers medical and wage-loss costs and the contractor would not be able to have a lawsuit against a Strata. The Strata Manager advised that all contractors doing work at BCS 1961 are checked on a regular basis to make sure appropriate coverage for WorkSafe BC as well as liability insurance is obtained.

**D. Alterations to Strata Lot**

An email was received from an Owner of a 2<sup>nd</sup> floor unit in the 400 Building requesting permission to install cork flooring.

Council directed the Strata Manager in their response.

**Action: Strata Manager**

**10. FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer advised Council that the February 2015 Operating Statements were in good order. It was **MOVED / SECONDED** to approve the February 2015 Operating Statements. **CARRIED**

**B. Receivables**

The receivables report dated March 18, 2015, was reviewed. It was **MOVED / SECONDED** to send a lien letter to two Strata Lots for outstanding Strata Fees. **CARRIED** **Action: Strata Manager**

**11. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 15 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Quotes for soffit repair – 400 Building

**12. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m.

The next meeting is scheduled for **Wednesday, April 22, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**TAX RECEIPTS**  
**INVESTMENT OWNERS OF**  
**STRATA CORPORATION STRATA LOTS**

For income tax purposes, please note that we do not issue receipts for your Strata Fees or other contributions that you have made to the Strata Corporation in 2014. These are deductible expenses, but all you have to do is itemize them on your tax return. If the Canada Revenue Agency asks you for specific receipts, then contact our Accounts Receivable Department for the same. Please note that we charge **\$35.00, plus GST**, to issue a tax receipt for the current year (the *Real Estate Services Act* disclosure allows for a maximum charge of \$100.00, plus GST).

**ATTENTION**

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<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	सुगुणी नसकवती विरथा वरवे विमे वेले िम एा सुलेम वरवारि

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, APRIL 22, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier Gil Biderman Anar Janmohamed Julia White	President Vice-president Treasurer Secretary
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Bill McCrae Richard Hobson	Canoe Club Representative Resident Caretaker

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- ServiceMaster completed cleaning all the inaccessible windows.
- The pressure washing of the concrete and stairwells is in progress.
- National Air Technologies completed cleaning the dryer vents from the outside.
- Alpha Carpet Cleaning was called out to clean an oil spill on the 2<sup>nd</sup> floor of the 400 Building.
- Alpha Carpet Cleaning has scheduled the cleaning of all common area carpets on May 13, 2015.
- The door closure on the fire exit door in the 300 parkade has been repaired.
- Five move ins.
- One move out.
- Guest suite booked twenty-six times.
- Amenity room booked three times.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the March 18, 2015, Council Meeting, as amended.

**B. Copper Re-Circulation / Hot Water Pipes**

*Option 4: Install a water treatment system for \$35,000(including tax), entire amount from the Contingency Reserve Fund. CARRIED*



4. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The window and dryer vent cleaning has been completed and the carpet cleaning has been scheduled for May. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

5. **LANDSCAPE REPORT**

**A. Tree Pruning**

A site meeting with Bartlett Trees is scheduled for May 13, 2015.

**Action: Strata Manager**

**B. Lawn – 300 Building**

The Strata Manager advised that the catch basin at one of the units at the back of the 300 Building has been cleared. After clearing the drain, the contractor recommended that all catch basins should be cleared every two years.

A sample of a synthetic grass was brought to the meeting for discussion. The sample that was brought was an urban turf product of Precision Greens Synthetic Landscape Grasses & Golf Greens.

The product information notes, that this urban turf is tough enough to withstand a high traffic urban environment, yet still ideal for landscape and play areas. Council directed the Strata Manager to obtain a quote to install this along the boulevard in front of the 500 Building. **Action: Strata Manager**

6. **CANOE CLUB REPORT**

Table to May Council Meeting.

7. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

An email was received from Travelers Canada in response to Council's claim that a crack behind the convex mirror in the parkade should be a warranted item. Travelers advised Council that to dispute the fact that Polygon and Polygon's Engineer advised the Strata that the crack was not structural then mediation needs to be scheduled. Council had a number of questions on this procedure and directed the Strata Manager to follow up with Travelers as well as obtain a legal opinion. **Action: Strata Manager**

**B. Copper Re-Circulation / Hot Water Pipes**

The Special General Meeting to decide on a course of action regarding repairing / replacing the hot water re-circulation copper pipes is scheduled for May 6, 2015. **Action: Strata Manager**

**C. Fob Audit**

Completed.

**Action: None**

**D. Glass Recycling**

The City of Port Moody has placed one glass recycling bin in each garbage room. A notice regarding the glass recycling will be posted in the buildings and in the garbage room.

**Action: Strata Manager / Resident Caretaker**

**E. Safety Concerns**

A letter has been sent to the family member of an Owner in order to address the Strata's concerns. The Strata Council will obtain a legal opinion on whether or not there is any liability on either party, Owner or Strata Corporation. **Action: Strata Manager**

**F. Dryer Vent Cleaning**

National Air Technologies has completed the cleaning of all dryer vents from the outside.

**Action: None**

**8. NEW BUSINESS**

**A. Intersection Signage at Klahanie & Klahanie**

The City of Port Moody was contacted to ask if the street signage at Klahanie & Klahanie can be made larger so that the signage on how to get to 400, 300 and 100 Klahanie can be seen. The City of Port Moody advised that the signage cannot be made larger.

Council will look at a second alternative for making the addresses easier to locate and that would be by lighting the actual numbers at the 300 & 400 Building. **Action: Strata Council and Strata Manger**

**B. Window Cleaning**

ServiceMaster was on site April 15 & 16, 2015, to clean all inaccessible windows. Next scheduled visit will be September / October.

**Action: None**

**C. Bylaw Complaint**

A letter was received from an Owner of a 3<sup>rd</sup> floor unit regarding noise emanating from a 2<sup>nd</sup> floor unit. A letter from the Owner of a 2<sup>nd</sup> floor unit in response to the Bylaw complaint was received and reviewed by Council. Council directed the Strata Manager in their response.

**Action: Strata Manager**

**D. Rental Request**

A letter was received from an Owner of a 4<sup>th</sup> floor unit in the 400 Building, requesting permission to rent the unit as the Rental Restriction has reached its limit of 25. The Owner was advised that there is a waiting list and could request to be placed on the waiting list, however due to job relocation the Owner requested exemption under hardship.

Council directed the Strata Manager in their response.

**Action: Strata Manager**

**E. Owner Concern – Flooring**

A fee proposal from Stantec was reviewed by Council on investigating a flooring concern brought forward by the Owner of a 3<sup>rd</sup> floor unit in the 300 Building. Council agreed that as the concern is inside a Strata Lot, a letter will be sent to the Owner of the unit requesting the Owner report their concern directly to Travelers Warranty and to Polygon.

**Action: Strata Manager**

**F. Fan – Electrical Room**

A quote for \$1,300.00, plus GST, to supply and install a larger fan in the electrical room in the parkade under the 500 Building was received from Powerpros Electrical; Trotter & Morton quoted \$2,444.00, plus GST. Council directed the Strata Manager to follow up with Powerpros as then quote noted the 400 Building.

**Action: Strata Manager**

**9. FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer advised Council that the March 2015 Operating Statements were in good order. It was **MOVED / SECONDED** to approve the March 2015 Operating Statements. **CARRIED**

**B. Receivables**

The receivables report dated April 22, 2015, was reviewed. It was **MOVED / SECONDED** to send a lien letter to three Strata Lots for outstanding Strata Fees. **CARRIED** **Action: Strata Manager**

**C. Audit Review**

Tabled.

**10. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 32 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Quotes for soffit repair – 400 Building

**11. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m.

The next meeting is scheduled for **Thursday, May 21, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

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<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	महत्ती जाहणारी विषय वरचे विमो वेळीं हिम चा सुल्लेख करवाय

**MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1961 – THE TIDES, HELD WEDNESDAY, MAY 6, 2015, AT 6:00 P.M., IN THE CANOE CLUB, AT KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance: Forty-one Strata Lots represented in person  
Ten Strata Lots represented by Proxy.  
Fifty-one Strata Lots represented in total.

Strata Manager: Susan Russell The Wynford Group

Guests: a) Richard Lobb Hytec Water Management  
b) Adam Scheuer Watertiger Purifications Systems Inc.

**1. CERTIFICATION OF PROXIES**

The Strata Manager advised that the Proxies were certified to be correct. As there was not a Quorum of Owners present in person and by Proxy, the meeting start time was delayed by one quarter hour (15 minutes) in accordance with the Strata Corporation Bylaws.

**2. GUESTS**

The Strata Council advised the Owners that both Guests were invited to the Special General Meeting to present their respective water management systems.

Mr. Lobb from Hytec presented first, followed by Mr Scheuer from Watertiger.

**3. CALL TO ORDER**

The Annual General Meeting was called to order at 6:55 p.m. by the Council President, Garth Prier.

**4. ELECTION OF CHAIRPERSON**

An election of a Chairperson for the meeting was not necessary as the Council President was in attendance.

**5. FILING OF PROOF OF NOTICE OF MEETING**

The Strata Manager confirmed that the Notice of the Special General Meeting was mailed to all Owners of record on or before April 15, 2015, as required by the *Strata Property Act*.

6. **APPROVAL OF THE AGENDA**

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

7. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** to approve the Minutes of the Annual General Meeting held on January 21, 2015. **CARRIED (all in favour)**

8. **APPROVAL OF 3/4 VOTE RESOLUTIONS #1 – #4**

**3/4 VOTE RESOLUTION #1 – SPECIAL LEVY (OPTION 1)**

It was **MOVED / SECONDED** to approve 3/4 Vote Resolution #1.

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, wish to replace the re-circulation lines, plus drywall repairs, in the 300, 400 and 500 buildings;*

*BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), that a sum of money not exceeding \$100,000.00 (including tax), be raised and spent for the purpose of replacing the re-circulation lines, plus drywall repairs, in the 300, 400 and 500 buildings, such expenditure to be charged as a Special Levy upon the registered Owners in proportion to Unit Entitlement of their respective Strata Lots for the amount shown opposite the Strata Lot on Schedule “A” attached hereto.*

*In the event that the actual cost of the proposed project is less than the Special Levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the Strata Property Act, which read as follows:*

*(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.*

*(6) Despite subsection (5), if no owner is entitled to receive more than \$100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.*

*Interest earned on funds raised pursuant to this Resolution will be allocated to the Special Levy Fund.*

*This Special Levy of \$100,000.00 shall be assessed on May 6, 2015 (date of general meeting or any adjournment thereof), and shall become due and payable in full immediately on the passing of this Resolution by the registered Owners on title as at the end of that day. Any Owner who wishes to sell, convey or transfer his / her title, or remortgage, must pay the Special Levy in full before a “Form F – Certificate of Full Payment” can be issued pursuant to Section 115 of the Strata Property Act.*

*As a matter of financial convenience only, the Owners may pay this Special Levy at any time up until June 1, 2015. Notwithstanding the foregoing, this Special Levy is not considered as an “installment” Levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

*Any Owner who fails to make any payment(s) in accordance with this Resolution may be assessed a fine per the Strata Corporation Bylaws, and / or interest at a rate of up to 10% per annum*

*compounded annually and charged on a monthly basis. Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an Owner fails to make the required payment as authorized by the passing of this 3/4 Vote.*

**Payment of Special Levy**

*Payments may NOT be made by Pre-authorized Payment (automatic bank withdrawal); only cheques or bank drafts are accepted for Special Levy Payments.*

***Should 3/4 Vote Resolution #1 not receive the 75% affirmative votes for approval, Owners will proceed to consider 3/4 Vote Resolution #2.***

Garth Prier advised the Owners that as a matter of financial convenience only, Owners may pay this Special Levy over a period of four months, such payments to be made in four equal amounts on the first of each month, commencing on June 1, 2015.

After a lengthy discussion, the vote was called to approve 3/4 Vote Resolution #1, as presented, and the Motion was **CARRIED (39 in favour, 12 opposed, 0 abstentions).**

***As 3/4 Vote Resolution #1 received the 75% affirmative votes for approval, Owners will not need to consider 3/4 Vote Resolution #2 nor #3.***

**3/4 VOTE RESOLUTION #4 – CONTINGENCY RESERVE FUND EXPENSE**

It was **MOVED / SECONDED** to approve 3/4 Vote Resolution #4.

***WHEREAS*** the Owners, Strata Plan BCS 1961, The Tides, wish to install a water treatment system;

***BE IT THEREFORE RESOLVED*** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (“the Strata Corporation”), that a sum of money not exceeding \$35,000.00 (including tax), be spent for the purpose of installing a water treatment system, such expenditure to be charged against the Contingency Reserve Fund.

After a lengthy discussion, the vote was called to approve 3/4 Vote Resolution #1, as presented, and the Motion was **CARRIED (39 in favour, 12 opposed, 0 abstentions).**

**9. ELECTION OF THE 2014-2015 STRATA COUNCIL**

At this time, the current Council asked if there were any nominations or volunteers from the floor to sit on Council as there were only currently five members for the 2014-2015 year.

Section 50 (1) of the *Strata Property Act* provides that at General Meetings matters are decided by Majority Vote unless a different voting threshold is required or permitted by the Act or the Regulation. Each Owner who volunteers or is nominated will be elected individually as a Majority Vote.

The floor was then declared open for nominations and volunteers.

- Carol Reid
- Beverly Baka
- Cara Harper

The floor was then declared closed for nominations and volunteers.

It was **MOVED / SECONDED** to declare the following Owners elected to the Strata Council who received a Majority Vote individually:

- Beverly Baka
- Cara Harper

**CARRIED**

10. **MEETING TERMINATION**

There being no further business to discuss, it was **MOVED / SECONDED** to terminate the Special General Meeting at 8:15 p.m. **CARRIED (all in favour)**

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 a.m. to 5:00 p.m.
Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
Website:	<a href="http://www.wynford.com">www.wynford.com</a>
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. <b>Note this is for emergencies ONLY.</b>
Accounts Receivable:	Please call our main number and press "3".

**CANADA DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for Canada Day on:

**Wednesday, July 1, 2015**

24-hour emergency service is provided via 604-261-0285

Attachments: Special Levy Schedule "A"

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED SPECIAL LEVY -3/4 RESOLUTION #1**  
**SCHEDULE A**

**Total Special Levy**                    \$100,000.00  
**Total Aggregate**                    14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	Special Levy Due	Or 4 Equal Payments Due
				May 6, 2015	Jun 1, Jul 1, Aug 1 & Sep 1, 2015
1	101-500 Klahanie Drive	84	0.00593304	\$593.30	\$148.33
2	104-500 Klahanie Drive	87	0.00614494	614.49	153.62
3	105-500 Klahanie Drive	93	0.00656872	656.87	164.22
4	106-500 Klahanie Drive	115	0.00812262	812.26	203.07
5	107-500 Klahanie Drive	80	0.00565052	565.05	141.26
6	108-500 Klahanie Drive	80	0.00565052	565.05	141.26
7	109-500 Klahanie Drive	93	0.00656872	656.87	164.22
8	110-500 Klahanie Drive	80	0.00565052	565.05	141.26
9	111-500 Klahanie Drive	93	0.00656872	656.87	164.22
10	113-500 Klahanie Drive	95	0.00670999	671.00	167.75
11	114-500 Klahanie Drive	93	0.00656872	656.87	164.22
12	201-500 Klahanie Drive	83	0.00586241	586.24	146.56
13	202-500 Klahanie Drive	70	0.00494420	494.42	123.61
14	203-500 Klahanie Drive	71	0.00501483	501.48	125.37
15	204-500 Klahanie Drive	87	0.00614494	614.49	153.62
16	205-500 Klahanie Drive	93	0.00656872	656.87	164.22
17	206-500 Klahanie Drive	115	0.00812262	812.26	203.07
18	207-500 Klahanie Drive	80	0.00565052	565.05	141.26
19	208-500 Klahanie Drive	80	0.00565052	565.05	141.26
20	209-500 Klahanie Drive	93	0.00656872	656.87	164.22
21	210-500 Klahanie Drive	80	0.00565052	565.05	141.26
22	211-500 Klahanie Drive	96	0.00678062	678.06	169.52
23	213-500 Klahanie Drive	95	0.00670999	671.00	167.75
24	214-500 Klahanie Drive	93	0.00656872	656.87	164.22
25	301-500 Klahanie Drive	83	0.00586241	586.24	146.56
26	302-500 Klahanie Drive	70	0.00494420	494.42	123.61
27	303-500 Klahanie Drive	71	0.00501483	501.48	125.37
28	304-500 Klahanie Drive	87	0.00614494	614.49	153.62
29	305-500 Klahanie Drive	93	0.00656872	656.87	164.22
30	306-500 Klahanie Drive	115	0.00812262	812.26	203.07
31	307-500 Klahanie Drive	80	0.00565052	565.05	141.26
32	308-500 Klahanie Drive	80	0.00565052	565.05	141.26
33	309-500 Klahanie Drive	93	0.00656872	656.87	164.22
34	310-500 Klahanie Drive	80	0.00565052	565.05	141.26
35	311-500 Klahanie Drive	80	0.00565052	565.05	141.26
36	312-500 Klahanie Drive	65	0.00459104	459.10	114.78
37	313-500 Klahanie Drive	95	0.00670999	671.00	167.75
38	314-500 Klahanie Drive	93	0.00656872	656.87	164.22
39	401-500 Klahanie Drive	84	0.00593304	593.30	148.33
40	402-500 Klahanie Drive	70	0.00494420	494.42	123.61
41	403-500 Klahanie Drive	71	0.00501483	501.48	125.37
42	404-500 Klahanie Drive	87	0.00614494	614.49	153.62
43	405-500 Klahanie Drive	93	0.00656872	656.87	164.22



**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED SPECIAL LEVY -3/4 RESOLUTION #1**  
**SCHEDULE A**

Total Special Levy                    \$100,000.00  
Total Aggregate                         14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	Special Levy Due May 6, 2015	Or 4 Equal Payments Due Jun 1, Jul 1, Aug 1 & Sep 1, 2015
44	406-500 Klahanie Drive	115	0.00812262	812.26	203.07
45	407-500 Klahanie Drive	80	0.00565052	565.05	141.26
46	408-500 Klahanie Drive	80	0.00565052	565.05	141.26
47	409-500 Klahanie Drive	93	0.00656872	656.87	164.22
48	410-500 Klahanie Drive	80	0.00565052	565.05	141.26
49	411-500 Klahanie Drive	80	0.00565052	565.05	141.26
50	412-500 Klahanie Drive	64	0.00452041	452.04	113.01
51	413-500 Klahanie Drive	95	0.00670999	671.00	167.75
52	414-500 Klahanie Drive	93	0.00656872	656.87	164.22
53	101-400 Klahanie Drive	84	0.00593304	593.30	148.33
54	102-400 Klahanie Drive	87	0.00614494	614.49	153.62
55	103-400 Klahanie Drive	107	0.00755756	755.76	188.94
56	104-400 Klahanie Drive	80	0.00565052	565.05	141.26
57	105-400 Klahanie Drive	80	0.00565052	565.05	141.26
58	106-400 Klahanie Drive	80	0.00565052	565.05	141.26
59	107-400 Klahanie Drive	113	0.00798135	798.13	199.53
60	108-400 Klahanie Drive	80	0.00565052	565.05	141.26
61	109-400 Klahanie Drive	80	0.00565052	565.05	141.26
62	110-400 Klahanie Drive	70	0.00494420	494.42	123.61
63	111-400 Klahanie Drive	71	0.00501483	501.48	125.37
64	113-400 Klahanie Drive	93	0.00656872	656.87	164.22
65	114-400 Klahanie Drive	111	0.00784009	784.01	196.00
66	115-400 Klahanie Drive	87	0.00614494	614.49	153.62
67	201-400 Klahanie Drive	84	0.00593304	593.30	148.33
68	202-400 Klahanie Drive	87	0.00614494	614.49	153.62
69	203-400 Klahanie Drive	107	0.00755756	755.76	188.94
70	204-400 Klahanie Drive	80	0.00565052	565.05	141.26
71	205-400 Klahanie Drive	80	0.00565052	565.05	141.26
72	206-400 Klahanie Drive	80	0.00565052	565.05	141.26
73	207-400 Klahanie Drive	113	0.00798135	798.13	199.53
74	208-400 Klahanie Drive	80	0.00565052	565.05	141.26
75	209-400 Klahanie Drive	80	0.00565052	565.05	141.26
76	210-400 Klahanie Drive	70	0.00494420	494.42	123.61
77	211-400 Klahanie Drive	71	0.00501483	501.48	125.37
78	213-400 Klahanie Drive	96	0.00678062	678.06	169.52
79	214-400 Klahanie Drive	111	0.00784009	784.01	196.00
80	215-400 Klahanie Drive	87	0.00614494	614.49	153.62
81	301-400 Klahanie Drive	84	0.00593304	593.30	148.33
82	302-400 Klahanie Drive	87	0.00614494	614.49	153.62
83	303-400 Klahanie Drive	107	0.00755756	755.76	188.94
84	304-400 Klahanie Drive	80	0.00565052	565.05	141.26
85	305-400 Klahanie Drive	80	0.00565052	565.05	141.26
86	306-400 Klahanie Drive	80	0.00565052	565.05	141.26

**STRATA PLAN BCS 1961 - THE TIDES  
APPROVED SPECIAL LEVY -3/4 RESOLUTION #1  
SCHEDULE A**

**Total Special Levy**                    \$100,000.00  
**Total Aggregate**                    14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	Special Levy Due	Or 4 Equal Payments Due
				May 6, 2015	Jun 1, Jul 1, Aug 1 & Sep 1, 2015
87	307-400 Klahanie Drive	114	0.00805198	805.20	201.30
88	308-400 Klahanie Drive	80	0.00565052	565.05	141.26
89	309-400 Klahanie Drive	80	0.00565052	565.05	141.26
90	310-400 Klahanie Drive	70	0.00494420	494.42	123.61
91	311-400 Klahanie Drive	71	0.00501483	501.48	125.37
92	312-400 Klahanie Drive	64	0.00452041	452.04	113.01
93	313-400 Klahanie Drive	80	0.00565052	565.05	141.26
94	314-400 Klahanie Drive	111	0.00784009	784.01	196.00
95	315-400 Klahanie Drive	87	0.00614494	614.49	153.62
96	401-400 Klahanie Drive	84	0.00593304	593.30	148.33
97	402-400 Klahanie Drive	87	0.00614494	614.49	153.62
98	403-400 Klahanie Drive	107	0.00755756	755.76	188.94
99	404-400 Klahanie Drive	80	0.00565052	565.05	141.26
100	405-400 Klahanie Drive	80	0.00565052	565.05	141.26
101	406-400 Klahanie Drive	80	0.00565052	565.05	141.26
102	407-400 Klahanie Drive	113	0.00798135	798.13	199.53
103	408-400 Klahanie Drive	80	0.00565052	565.05	141.26
104	409-400 Klahanie Drive	80	0.00565052	565.05	141.26
105	410-400 Klahanie Drive	70	0.00494420	494.42	123.61
106	411-400 Klahanie Drive	71	0.00501483	501.48	125.37
107	412-400 Klahanie Drive	64	0.00452041	452.04	113.01
108	413-400 Klahanie Drive	80	0.00565052	565.05	141.26
109	414-400 Klahanie Drive	111	0.00784009	784.01	196.00
110	415-400 Klahanie Drive	87	0.00614494	614.49	153.62
111	101-300 Klahanie Drive	87	0.00614494	614.49	153.62
112	102-300 Klahanie Drive	80	0.00565052	565.05	141.26
113	103-300 Klahanie Drive	108	0.00762820	762.82	190.71
114	104-300 Klahanie Drive	87	0.00614494	614.49	153.62
115	105-300 Klahanie Drive	80	0.00565052	565.05	141.26
116	106-300 Klahanie Drive	93	0.00656872	656.87	164.22
117	107-300 Klahanie Drive	93	0.00656872	656.87	164.22
118	108-300 Klahanie Drive	71	0.00501483	501.48	125.37
119	109-300 Klahanie Drive	71	0.00501483	501.48	125.37
120	110-300 Klahanie Drive	93	0.00656872	656.87	164.22
121	112-300 Klahanie Drive	93	0.00656872	656.87	164.22
122	113-300 Klahanie Drive	93	0.00656872	656.87	164.22
123	114-300 Klahanie Drive	83	0.00586241	586.24	146.56
124	201-300 Klahanie Drive	87	0.00614494	614.49	153.62
125	202-300 Klahanie Drive	80	0.00565052	565.05	141.26
126	203-300 Klahanie Drive	107	0.00755756	755.76	188.94
127	204-300 Klahanie Drive	87	0.00614494	614.49	153.62
128	205-300 Klahanie Drive	80	0.00565052	565.05	141.26
129	206-300 Klahanie Drive	93	0.00656872	656.87	164.22

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED SPECIAL LEVY -3/4 RESOLUTION #1**  
**SCHEDULE A**

**Total Special Levy**                    \$100,000.00  
**Total Aggregate**                    14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	Special Levy Due May 6, 2015	Or 4 Equal Payments Due Jun 1, Jul 1, Aug 1 & Sep 1, 2015
130	207-300 Klahanie Drive	93	0.00656872	656.87	164.22
131	208-300 Klahanie Drive	71	0.00501483	501.48	125.37
132	209-300 Klahanie Drive	71	0.00501483	501.48	125.37
133	210-300 Klahanie Drive	96	0.00678062	678.06	169.52
134	212-300 Klahanie Drive	93	0.00656872	656.87	164.22
135	213-300 Klahanie Drive	93	0.00656872	656.87	164.22
136	214-300 Klahanie Drive	83	0.00586241	586.24	146.56
137	301-300 Klahanie Drive	87	0.00614494	614.49	153.62
138	302-300 Klahanie Drive	80	0.00565052	565.05	141.26
139	303-300 Klahanie Drive	108	0.00762820	762.82	190.71
140	304-300 Klahanie Drive	87	0.00614494	614.49	153.62
141	305-300 Klahanie Drive	80	0.00565052	565.05	141.26
142	306-300 Klahanie Drive	93	0.00656872	656.87	164.22
143	307-300 Klahanie Drive	100	0.00706314	706.31	176.58
144	308-300 Klahanie Drive	71	0.00501483	501.48	125.37
145	309-300 Klahanie Drive	71	0.00501483	501.48	125.37
146	310-300 Klahanie Drive	80	0.00565052	565.05	141.26
147	311-300 Klahanie Drive	64	0.00452041	452.04	113.01
148	312-300 Klahanie Drive	100	0.00706314	706.31	176.58
149	313-300 Klahanie Drive	93	0.00656872	656.87	164.22
150	314-300 Klahanie Drive	83	0.00586241	586.24	146.56
151	401-300 Klahanie Drive	87	0.00614494	614.49	153.62
152	402-300 Klahanie Drive	80	0.00565052	565.05	141.26
153	403-300 Klahanie Drive	108	0.00762820	762.82	190.71
154	404-300 Klahanie Drive	87	0.00614494	614.49	153.62
155	405-300 Klahanie Drive	80	0.00565052	565.05	141.26
156	406-300 Klahanie Drive	94	0.00663936	663.94	165.99
157	407-300 Klahanie Drive	100	0.00706314	706.31	176.58
158	408-300 Klahanie Drive	71	0.00501483	501.48	125.37
159	409-300 Klahanie Drive	71	0.00501483	501.48	125.37
160	410-300 Klahanie Drive	80	0.00565052	565.05	141.26
161	411-300 Klahanie Drive	64	0.00452041	452.04	113.01
162	412-300 Klahanie Drive	100	0.00706314	706.31	176.58
163	413-300 Klahanie Drive	93	0.00656872	656.87	164.22
164	414-300 Klahanie Drive	83	0.00586241	586.24	146.56
		<b>14,158</b>	<b>100%</b>	<b>\$99,999.69</b>	<b>\$24,999.92</b>



Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
www.wynford.com  
PROPERTY MANAGEMENT SERVICES

**IMPORTANT INFORMATION** Please have this translated

**重要資料** 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**알려드립니다** 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**सुग्री नोटवरी** विरथा वरवे विसे वेलें दिस दा वुलेंवा वरवर्च

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON THURSDAY, MAY 21, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier	President
	Gil Biderman	Vice-president
	Anar Janmohamed	Treasurer
	Julia White	Secretary
	Bill McCrae	Canoe Club Representative
	Cara Harper	Member
	Beverly Baka	Member
Resident Caretaker	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

Council welcomed Cara Harper and Beverly Baka to the Meeting.

**2. RESIDENT CARETAKER'S REPORT**

- Care Pest & Wildlife Control on site to investigate pigeons at the 400 Building.
- The exterior concrete and exit stairwells have been pressure washed.
- Alpha Carpet Cleaning completed the carpet cleaning of the hallways.
- Action Lock was called out to repair the exterior door at the Amenity Room as the lock was not latching properly.
- Three move ins.
- Five move outs.
- Guest suite booked twenty-two times.
- Amenity room booked three times.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to amend the Minutes of the Council Meeting held April 22, 2015, to change the word "then" to "their", as follows:

F. Fan – Electrical Room

A quote for \$1,300.00, plus GST, to supply and install a larger fan in the electrical room in the parkade under the 500 Building was received from Powerpros Electrical; Trotter & Morton quoted \$2,444.00, plus GST. Council directed the Strata Manager to follow up with Powerpros as their quote noted the 400 Building.

It was **MOVED / SECONDED** to approve the Minutes of the April 22, 2015, Council Meeting, as amended. **CARRIED**

4. ANNUAL / MONTHLY MAINTENANCE

The annual / monthly maintenance schedule was reviewed. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

5. LANDSCAPE REPORT

A. Tree Pruning

Council met with Bartlett Tree to review the tree pruning quote. Council noted that there are some trees that may or may not be the City of Port Moody's responsibility; therefore a call into the City has been made to confirm responsibility of these trees along the property line at the 300 / 400 Buildings. Bartlett Tree also suggested that an inventory of all the trees be done and a tree maintenance program can be put into place. Bartlett tree will send a quote. **Action: Strata Manager**

B. Lawn – 300 Building

The quotes to address three lawn areas located in very shady parts two along the back of the 300 Building and one at the side of 400 Building were received from Bur-Han. In Bur-Han's quote, they have also noted that as these lawns are in shady areas, and if replaced there is a chance of them having to be re-seeded and soiled again in a couple of years. The quote included the 1<sup>st</sup> floor at the 400 Building to replace the entire lawn for \$1,800.00, plus GST; and two 1<sup>st</sup> floor units at the 300 Building, one at \$750.00, plus GST, and the other \$1,050.00, plus GST.

Council agreed with Bur-Han's assessment that due to the location of these areas, the above quotes are only a short term solution and that perhaps the Precision Greens would be a long term solution.

Council directed the Strata Manager to schedule Precision Greens to quote. **Action: Strata Manager**

6. CANOE CLUB REPORT

- New Caretakers have been hired.
- During the power washing of the pool area, a couple of tiles broke and need to be replaced, therefore deferring the opening of the pool.
- The downstairs area has been painted.
- A new bench was replaced but with the wrong one.
- The tennis courts have been power washed and resurfaced.
- A new big screen TV has been installed in the Media Room.
- A Spin bike was purchased.
- A new yoga floor was installed
- Council expressed concerns about the number of delays in opening the pool and asked the Council Canoe Club Representative to express their concerns to the Canoe Club Council.
- Increase in Canoe Club fees. Council is disappointed as the services have declined.
- The pool is late in opening.

7. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

The legal opinion obtained by Council was to proceed with mediation that was suggested by Travelers. There were not a set number of “Council Members” that could attend mediation, but agreed that two would be best as well Council was advised that having a full engineers report on the crack should be done, as a full report would carry more weight than a single email.

Council directed the Strata Manager to obtain a quote from Morrison Hershfield and Stantec Consulting.  
**Action: Strata Manager**

**2. Furniture / Guest Suite**

A new queen sized mattress has been purchased to replace the queen mattress in the guest suite.

**B. Copper Re-Circulation / Hot Water Pipes**

Council reviewed the quotes to replace the copper re-circ lines in all three buildings again.

Trotter & Morton	\$27,838.00, plus GST
Artisan Plumbing	\$32,875.00, plus GST
A – 1 Drainage	\$38,496.00, plus GST
Xpert Mechanical	\$45,740.00, plus GST

The quote from Trotter & Morton does not include drywall removal or replacement of drywall after the pipes have been replaced. The other three quotes include drywall removal but do not include the replacement of drywall after the plumbing has been replaced.

It was **MOVED / SECONDED** to approve the quote from Trotter & Morton. **CARRIED**

Once a schedule for the pipe replacement has been determined notices will be posted.

**Action: Strata Manager**

**C. Owner Concern – Flooring**

The Owner of the 3<sup>rd</sup> floor unit in the 300 Building has confirmed in writing that Polygon and Travelers Warranty have been contacted.  
**Action: None**

**D. Water Treatment**

It was **MOVED / SECONDED** to approve the water treatment system that Watertiger has.  
**CARRIED**  
**Action: Strata Council**

8. **NEW BUSINESS**

**A. Drywall Ceiling Repairs**

Council received one quote for the drywall repairs that are needed after the replacement of the copper re-circ lines. An additional quote will be obtained.  
**Action: Strata Manger**

**B. Fan in Garbage Room**

A quote for \$1,788.00, plus GST, to remove and replace the fan in the 500 Building garbage room was received from Trotter & Morton. Council directed the Strata Manager to obtain an additional quote.  
**Action: Strata Manager**

**C. Owner Questions**

A letter was received from an Owner of a 1<sup>st</sup> floor unit in the 400 Building and a 4<sup>th</sup> floor unit in the 300 Building regarding the replacement of the copper re-circ line that was presented to the Owners at the May 6, 2015, Special General Meeting. Council directed the Strata Manager in their response.

**Action: Strata Manager**

**D. Pool Table**

A quote for \$855.00, plus GST, to replace the cloth on the pool table, redo bed & rails and replace two broken legs was received from Pool Table Guys. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

**Action: Strata Manager**

**E. Paint – Parkade Elevator Lobbies**

A quote for \$1,380.00, plus GST, to paint the lobbies at each parkade elevator entrance in all three buildings was received from ProStar. Council directed the Strata Manager to obtain an additional quote.

**Action: Strata Manager**

**9. FINANCIAL REPORT**

**A. Operating Statements**

Tabled.

**B. Receivables**

The receivables report dated May 21, 2015, was reviewed. It was **MOVED / SECONDED** to send a lien letter to three Strata Lots for outstanding Strata Fees. **CARRIED**

**Action: Strata Manager**

**C. Audit Review**

Tabled.

**10. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 24 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Quotes for soffit repair – 400 Building

**11. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:30 p.m.

The next meeting is scheduled for **Wednesday, June 17, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 a.m. to 5:00 p.m.
Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
Website:	<a href="http://www.wynford.com">www.wynford.com</a>
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. <b>Note this is for emergencies ONLY.</b>
Accounts Receivable:	Please call our main number and press "3".

**CANADA DAY OFFICE CLOSURE**

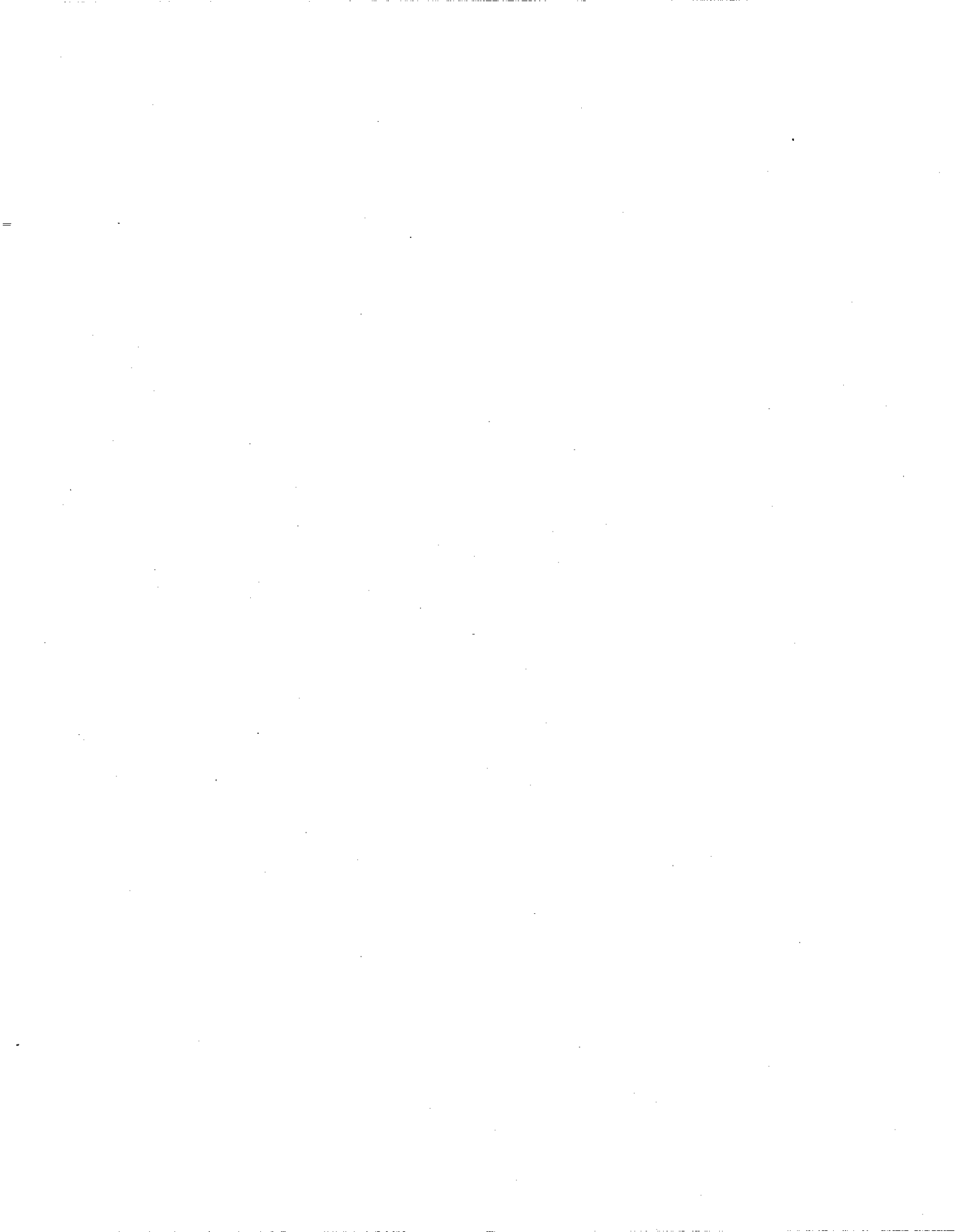
Please be advised that the offices of The Wynford Group will be closed for Canada Day on:

**Wednesday, July 1, 2015**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.







Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
 www.wynford.com  
 PROPERTY MANAGEMENT SERVICES

<b>IMPORTANT INFORMATION</b> Please have this translated	重要資料 請找人爲你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	धुवणी नलकवणी वलरुध वरुवे वलरुवे वेले वलरु वेम ए वुलेव वरुवर्ध

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, JUNE 17, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier Gil Biderman Anar Janmohamed Bill McCrae Cara Harper Beverly Bakka	President Vice-president Treasurer Canoe Club Representative Member Member
Resident Caretaker	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Julia White	Secretary

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- Identified 12 exterior light bollards that are either broken or rusting and need to be replaced.
- The glass on one of the picture frames in the 300 Building is broken and needs to be replaced.
- The bike storage room is full and needs to be sorted out.
- The parkade entrance lights have been replaced with LED.
- Four separate fire exit signs are broken and need to be replaced.
- A watering can will be placed in each of the front entrances for those who would like to volunteer to water.
- Two move ins.
- One move out.
- Guest suite booked seven times.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the May 21, 2015, Council Meeting, as previously circulated. **CARRIED**

4. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

5. **LANDSCAPE REPORT**

**A. Tree Pruning**

A quote for \$1,870.00 (plus GST) to provide a visual assessment and inventory of all trees at The Tides that are larger than 2 inches in stem diameter was received from Bartlett Tree. The quote was emailed to Council for review.

It was **MOVED / SECONDED** to ratify the email approval for Bartlett Tree to prepare this report. **CARRIED** **Action: Strata Manager**

**B. Lawn – 300 Building**

The quotes to address three lawn areas located in very shady parts two along the back of the 300 Building and one at the side of 400 Building are pending from Precision Greens. Once the quotes are received, the quotes will be emailed to Council for review. **Action: Strata Manager**

**C. Landscape Ties**

A quote for \$400.00 (plus GST) to remove 3 landscape ties and replace with 3 new ones was received from Bur-Han. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

**Action: Strata Manager**

6. **CANOE CLUB REPORT**

On April 29, 2015 the Canoe Club held their Annual General Meeting. At this meeting the Canoe Club 2015-2016 Proposed Budget was reviewed and approved with an increase for each of the eight Klahanie Stratas. The Tides portion increases annually from \$31,444.48 to \$34,725.68.

- New Caretakers recently hired, have left.
- Pool and hot tub are checked annually.
- The new floor in the yoga room that was installed gives off a strong rubber smell and with no ventilation in the yoga room, the room is unusable.
- New furniture and area rugs will be purchased.
- Interviewing new Caretakers is in process.

7. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

Quotes to review and provide a written report on the concrete crack located behind the convex mirror in the parkade were received from:

Halsall (WSP) Engineering

\$750.00 (plus GST)

Sense Engineering

\$500.00 (plus GST, Travel and administration Cost)

Morrison Hershfield was asked to quote; however, Morrison Hershfield opted out and advised Council that although they hadn't seen the letter from Polygon's Engineer based on their own observation they agreed the wall is adequate for its purpose which is the opposite to what their email reported a year ago.

Council reviewed all the two quotes plus the email from Morrison Hershfield and directed the Strata Manager to contact Morrison Hershfield to obtain information on the change of observation from June

2014 to June 2015.

Council will review the quotes from Sense Engineering and Halsall and will then direct the Strata Manager in their response via email.

**Action: Strata Manager**

## 2. Furniture / Guest Suite

Council purchased a new computer desk and leather chair and placed in the guest suite. A light and ceiling fan will be purchased, installed and a small bar fridge.

## B. Drywall Ceiling Repairs – Copper Re-Circulation / Hot Water Pipes

A quote for \$23,997.62 (plus GST) to remove and replace the drywall for the upcoming pipe replacement from Paul Davis Systems and \$23,707.00 (plus GST) from Painting Contractor Corp was received. These quotes were emailed to Council for review. It was **MOVED / SECONDED** to ratify the email approval for Paul Davis Systems. **CARRIED**

Once the pipe replacement has been scheduled, a notice will be posted in each building.

**Action: Strata Manager**

## C. Owner Concern – Flooring

An email was received from Polygon, along with a letter from Polygon's Structural Engineer, Thomas Leung advising Council that they both reviewed the Owner's concern of their flooring in their 3<sup>rd</sup> floor unit at the 300 Building. The email and letter explain to the Owner that in their opinion the magnitude of the floor vibration is minor and is of the normal vibration of any typical wood floor construction.

**Action: None**

## D. Water Treatment

In progress.

**Action: Strata Manager**

## E. Paint – Parkade Elevator Lobbies

Council reviewed quotes and agreed that the only area that needs to be painted is the trim around the window, door and elevator as the walls are fine. Council directed the Strata Manager to obtain a revised quote.

## F. Pigeons – 400 Building

Care Pest Control confirmed pigeons are nesting in the sheltered areas of the roof junctions. A quote for \$125.00 (plus GST) to set up a pigeon trap on the roof and follow-up visits at \$85.00 (plus GST) was received from Care Pest Control. A pigeon trapping system consists of pre-baiting (with food) for a duration of four weeks, this will train the birds to go to a specific location for a source of food. A pigeon trap will then be installed on the roof, the trap will be filled with food, water and serviced weekly. Council directed the Strata Manager to obtain a quote for the pigeon spikes and Council will find out the cost to purchase "fake" owls.

**Action: Strata Manager / Strata Council**

## G. Pool Table

The pool table in the 500 Building's Amenity Room has been repaired and new cloth installed.

**Action: None**

## 8. NEW BUSINESS

### A. Food Scraps / Organics Program

The Strata Manager advised Council of the food scraps program being implemented in the lower mainland. This is a program that is mandatory for the lower mainland that a separate tote is needed to collect food scraps. All existing waste removal contractors are mandated to follow this program. Council directed the Strata Manager to provide more information and to also contact the City of Port Moody.

**Action: Strata Manger**

**B. Bike Storage Room**

Council has discussed the bike storage room, the fact that the room is full and perhaps some of those bikes may have been left behind by Residents moving out. Over the next couple of months Council will discuss how to clean up the bike storage room.

In the meantime, if you have a bike in the bike storage room and wish to have the bike stored in your parking stall (as long as there is a flat wall in your parking stall) you can install a “Vertek” bike rack. If you wish to install a bike rack in your stall, please contact The Wynford Group. The cost is \$103.95 (includes tax and installation) and the cost would be the responsibility of the Owner of the parking stall. **Action: Strata Manager**

**C. Balcony Membrane – 500 Building**

A quote for \$1,420.00 (plus GST) to replace the balcony membrane on a 3<sup>rd</sup> floor balcony at the 500 Building was received from DM Maintenance. Council directed the Strata Manager to obtain an additional quote. **Action: Strata Manager**

**D. Furniture – 300 Building**

A report was received that the lobby furniture needs to be replaced. **Action: Strata Manager**

**E. Junk Removal**

Council is looking into have a bin placed in front of the 300 Building so Residents can dispose of their miscellaneous items. **Action: Strata Council**

9. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer advised Council that the April, 2015 operating statements were in order.

It was **MOVED / SECONDED** to approve the April 2015 operating statements as prepared by the Wynford Group. **CARRIED**

**B. Receivables**

The receivables report dated June 17, 2015, was reviewed. It was **MOVED / SECONDED** to send a lien letter to three Strata Lots for outstanding Strata Fees. **CARRIED** **Action: Strata Manager**

**C. Audit Review**

Council reviewed the audit review via email and approved the draft. **Action: None**

10. **STRATA MANAGER’S REPORT**

**A. Correspondence**

Council reviewed 31 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. Intersection Signage at Klahanie and Klahanie
3. High Voltage Maintenance
4. Street Parking
5. Quotes for soffit repair – 400 Building

11. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m. The next meeting is scheduled for **Wednesday, July 22, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

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Accounts Receivable:	Please call our main number and press "3".

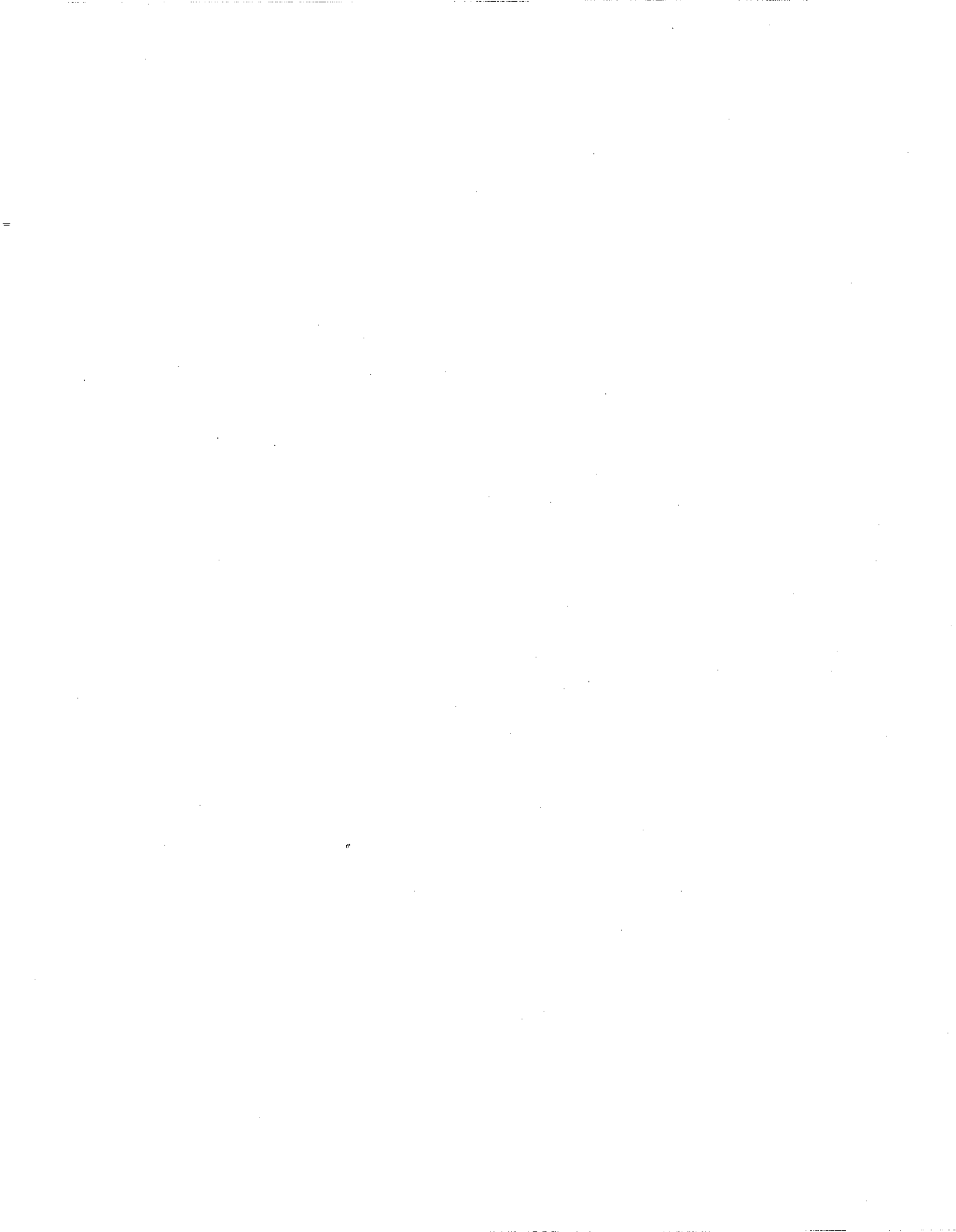
**BRITISH COLUMBIA DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for British Columbia Day on:

**Monday, August 3, 2015**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.



**IMPORTANT INFORMATION** Please have this translated

重要資料 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

सुवी महवणी विवण वरवे विमे वेले रिम चा वुलेंच वरवर्च

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, JULY 22, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier	President
	Gil Biderman	Vice-president
	Julia White	Secretary
	Anar Janmohamed	Treasurer
	Bill McCrae	Canoe Club Representative
Resident Caretaker	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Cara Harper	Member
	Beverly Bakka	Member

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- The banister in the 2<sup>nd</sup> floor east exit at the 400 Building has been pulled out away from the wall. XTR will be on site to repair.
- Completed the shutdown of all sprinklers due to the water restriction to stage 3.
- Trotter & Morton was called due to lack of hot water in the 400 Building.
- Trotter & Morton completed the pipe replacement in all 3 Buildings.
- Purchased two sets of bed linens for the guest suite.
- Five move ins.
- Five move outs.
- Guest suite booked eighteen times.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the June 17, 2015, Council Meeting, as previously circulated. **CARRIED**



4. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The schedule will be added to the Agenda for the next Council Meeting. **Action: Strata Manager**

5. **CONTRACT SUMMARY**

A summary of all the contracts that are currently in place was prepared and reviewed by Council. Within the contract summary, it was noted that the Resident Managers Agreement was up for review. Council directed the Strata Manager to re-do the current agreement into an agreement formatted by the SPA BC. Once completed a copy will be emailed to Council for review.

A copy of this contract summary will be included for Council's review monthly.

**Action: Strata Manager**

6. **LANDSCAPE REPORT**

**A. Landscaping Reports**

Council reviewed the Bur-Han landscaping weekly reports.

**Action: Strata Manager**

**B. Lawn – 300 Building**

A quote for \$3,710.00 (plus GST) to remove and replace the lawn with Precision Green Lawn System was received from Precision Lawns. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

As noted in previous minutes that there are four lawn areas that have been identified as being in very shady and consistently damp / wet parts of the property, two along the back of the 300 Building and two at the side of 400 Building. The Landscape Contractor has advised the Strata that there is no permanent solution but only temporary solution which is to treat the soil for moss and re-seed every year. Therefore, Council will install this new lawn system at one unit as a trial.

This new lawn system will require no watering nor monthly maintenance. Precision Lawns has advised that less than half of their customers require yearly maintenance, if they do it is approximately \$200.00 / year.

**Action: Strata Manager**

**C. Tree Pruning / Inventory**

Bartlett Tree Experts have confirmed that they have been on site and collected all the data and tagged all the trees necessary for them to complete a tree inventory report / plan. **Action: Strata Manager**

7. **CANOE CLUB REPORT**

- Interviewing for new Caretakers.
- Sump Pump failed and was replaced.

8. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

Halsall (WSP) Engineering had quoted \$750.00 (plus GST); however, agreed to match the price of \$500.00 that was provided by another engineering firm.

Halsall (WSP) Engineering was on site June 30, 2015 to review the crack behind the convex mirror in the parkade. The report was sent on July 15, 2015 and reviewed by Council. The report concluded that the crack is a structural crack that is caused by defective construction.

It was **MOVED / SECONDED** to proceed with a claim against Polygon. **CARRIED**

Council directed the Strata Manager to advise Travelers Home Warranty of Council's decision and to ask what the next step will be for the Strata. **Action: Strata Manager**

2. Furniture / Guest Suite

Council purchased a ceiling fan to be installed in the guest suite. Council agreed that a small bar fridge would not be purchased. Guest suite upgrades have been completed.

**B. Drywall Ceiling Repairs – Copper Re-Circulation / Hot Water Pipes**

Trotter & Morton has completed the re-circulation pipe replacement in all 3 Buildings. Paul Davis Systems will begin drywall repairs on Monday, July 27, 2015. A notice will be posted in each building. **Action: Strata Manager**

**C. Water Treatment**

A deposit cheque has been sent to Watertiger, Purification Systems Inc. Watertiger has confirmed that on July 15, 2015 the equipment was ordered and once the equipment is received they will schedule the installation of the water treatment system. **Action: Strata Manager**

**D. Paint – Parkade Elevator Lobbies**

A quote for \$699.00 (plus GST) to paint the trim around the doors and windows in the parkade elevator lobbies of each building was received from Prostar Painting; \$1,125.00 from XTR Building Services.

It was **MOVED / SECONDED** to approve the quote from Prostar Painting. **CARRIED**

**Action: Strata Manager**

**E. Pigeons – 400 Building**

A quote for \$3,040.00 (plus GST) to install either galvanized wire meshing or netting to eliminate perching and nesting in 6 sections of the eaves around the 400 Building was received from Abell Pest Control. Their quote also noted that scaffolding would be needed but is an additional cost.

Council directed the Strata Manager to find out how much the scaffolding will cost.

**Action: Strata Manager**

**F. Food Scraps / Organics Program**

A quote for \$130.00 / month to install 3-64 gallon totes to collect organics was received from Waste Management. The City of Port Moody quoted to set up 3 totes at a cost of \$52.00 per year for each individual Owner and added to the Owners utility bills.

It was **MOVED / SECONDED** to approve the quote from Waste Management. **CARRIED**

Waste Management will advise when the totes will be placed in the garbage rooms and a notice letting all Residents know of the organics removal program. Please see the attached notice advising what can or cannot be placed in the bins. **Action: Strata Manager**

**G. Bike Storage Room**

Council has discussed the bike storage room, the fact that the room is full and perhaps some of those bikes may have been left behind by Residents who have moved out. A notice will be posted advising Residents who have bikes stored inside the room, must place some form of identification on their bike. **Action: Strata Manager**

**H. Balcony Membrane – 500 Building**

A quote for \$495.00 (plus GST) to replace the balcony membrane on a 3<sup>rd</sup> floor balcony of the 500 building was received from XTR. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

**Action: Strata Manager**

**I. Junk Removal**

Council has contacted Indigo's Council via their Management Company to see if Indigo would be interested in cost sharing placing a bin overnight outside the 300 Building so Residents can dispose of miscellaneous items.

9. **NEW BUSINESS**

**A. Exterior Painting**

Council reviewed quotes to paint (black) the "belly band" that is located in the middle of each building around the exterior. There are a number of belly band where the painting is peeling, as well as paint peeled after the last time the building was pressure washed. The quotes were received from:

Wolfgang Commercial Painters	\$6,740.00 (plus GST)
Remdal Painting & Restoration	\$4,818.93 (plus GST)
DM Dependable Maintenance	\$12,100.00 (plus GST)
XTR Building Services	\$25,180.00 (plus GST)

It was **MOVED / SECONDED** to approve the quote from Remdal Painting. **CARRIED**

**Action: Strata Manager**

**B. Plumbing Leak**

A report was received from the Resident Caretaker that water was leaking in through the ceiling of his unit from the unit above. A letter of responsibility went to the Owner of that unit above. A response was received from that Owner's Insurance Company advising that water had leaked. Council directed the Strata Manager in their response.

**Action: Strata Manager**

**C. Bylaw Infraction**

A letter in response to a Bylaw infraction was received from the Owner of a 3<sup>rd</sup> floor unit at the 400 Building. Council reviewed the letter and directed the Strata Manager in their response.

**Action: Strata Manager**

**D. Bollards – 500 Building**

Council reviewed a quote from Precision Electrical that provides a cost to replace the bollards (exterior light fixtures) that are located at the back of the 500 Building. Council directed the Strata Manager to have Precision Electrical clarify their quote and also obtain a second quote and option to having "bollard" lighting.

**Action: Strata Manager**

**E. Owner Concern**

An email was received from an Owner of a 3<sup>rd</sup> floor unit at the 400 Building regarding a stain on the living room ceiling. The Owner was directed to contact a plumber to investigate and provide a copy of the plumber's report.

**Action: Strata Manager**

**F. Front Entrance Signage**

Quotes will be obtained to install new address signage at each of the buildings.

**Action: Strata Council / Strata Manager**

10. **FINANCIAL REPORT**

**A. Operating Statements**

The Treasurer advised Council that the May 2015 Operating Statements were in order.

It was **MOVED / SECONDED** to approve the May 2015 Operating Statements as prepared by the Wynford Group. **CARRIED**

**B. Receivables**

The receivables report dated July 22, 2015, was reviewed.

**Action: Strata Manager**

**11. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 40 pieces of correspondence received / sent on behalf of the Strata Corporation. Those items that required action were addressed under the appropriate headings of the Minutes. The Strata Manager was directed on the appropriate responses.

**B. In Progress**

1. Depreciation Report – 2015 Expenditures
2. High Voltage Maintenance
3. Street Parking
4. Quotes for soffit repair – 400 Building

**12. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m. The next meeting is scheduled for **Wednesday, August 26, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the Strata Corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a Strata Lot, the Strata Corporation's deductibles will be charged back to that Strata Lot Owner.

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

Office Hours: Monday to Friday (except for statutory holidays)  
9:00 a.m. to 5:00 p.m.  
Contact Numbers: Main: 604-261-0285 Fax: 604-261-9279  
Website: [www.wynford.com](http://www.wynford.com)  
After-hour Emergencies: Please call our main number and press "1" to be connected to the answering service. **Note this is for emergencies ONLY.**  
Accounts Receivable: Please call our main number and press "3".

**BRITISH COLUMBIA DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for British Columbia Day on:  
**Monday, August 3, 2015**  
24-hour emergency service is provided via 604-261-0285

Attachment – Organics Removal Program

These Minutes have been reviewed and edited by Council prior to distribution.



**Are you HIDING something in your GARBAGE?**



**Effective 2015 Metro Vancouver is going GREEN and making it mandatory to compost organic material**

**To ensure full compliance of these new and mandatory regulations, your location will be participating in this program effective IMMEDIATELY**



## Are you hiding something in your garbage?

One third of the garbage in our landfills is organic material (food and yard waste). That material can be composted and put to use by our local farmers. Recycling food scraps, food-soiled paper and yard waste is now mandatory and easy to do - here is a listing of acceptable items:

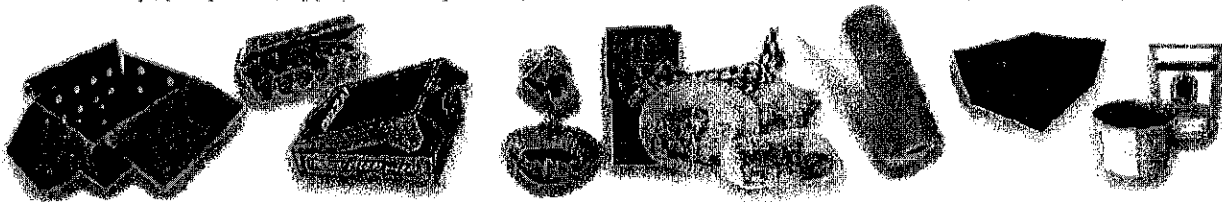
### **FOOD**

Meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread, grains



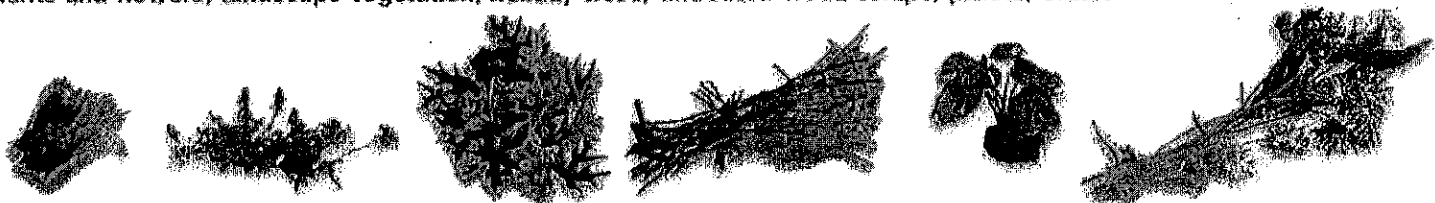
### **FOOD-SOILED PAPER AND APPROVED COMPOSTABLE PACKAGING\***

Coffee grounds and filters, tea bags, waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated take-out containers and paper plates, approved compostable containers and tableware, shredded paper (Absolutely no plastic)



### **PLANTS AND FLOWERS**

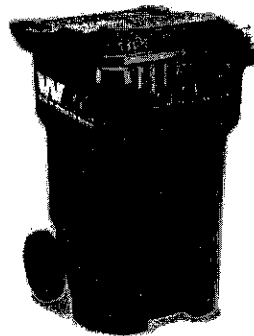
Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates



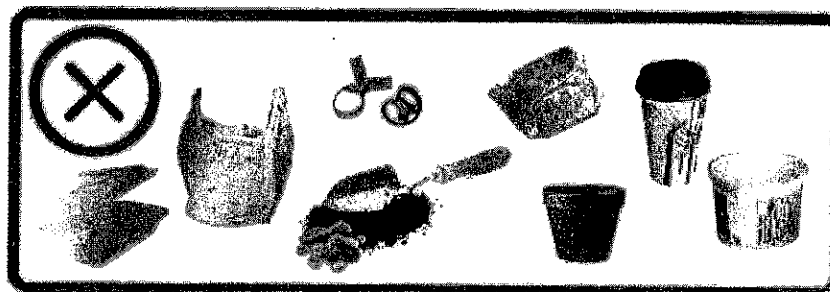
## Some Compost Bin Tips:

- 1) Line the bottom of your in-home collection container with newsprint or cardboard before you start using it. This will help absorb liquid, prevent food from sticking to the bottom and reduce odours
- 2) Empty your container every few days – even if it is not full
- 3) Rinse your container periodically – use mild detergent or a vinegar/water solution and then add a sprinkle of baking soda or laundry detergent
- 4) Wrap peelings in newsprint or a paper towel before putting in the container – to keep it cleaner
- 5) You can purchase compost bin liners and bags that will decompose. *Please do NOT* use bio-degradable or plastic shopping bags – they take up to 1000 years to decompose!

Once in the refuse room, you can place your organic material in one of the green totes. Waste Management will then pick up this material and dispose of it at a local facility, Harvest Power.



Just remember, **NO PLASTIC** as it will contaminate the entire batch









Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
 www.wynford.com  
 PROPERTY MANAGEMENT SERVICES

<b>IMPORTANT INFORMATION</b> Please have this translated	重要資料 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	सुबुती सटवणी विवधा वरवे विमे वेले रिम र्द एिलेव वरवर्द

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, AUGUST 26, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier Gil Biderman Julia White Bill McCrae Beverly Bakka	President Vice-president Secretary Canoe Club Representative Member
Resident Caretaker	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Anar Janmohamed Cara Harper	Treasurer Member

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. GUEST**

An owner of a 1<sup>st</sup> floor unit in the 500 building attended the meeting to advise Council of an overflow from the roof gutter. Council will take pictures of the roof gutter. A quote and scope of work will be obtained from XTR.

The owner was thanked as she left the meeting.

**Action: Strata Manager**

**3. RESIDENT CARETAKER'S REPORT**

- Found that the common area carpets may need cleaning before the December schedule.
- The drywall repairs have been completed in all three buildings.
- The fan in the amenity room bathroom needs to be replaced.
- Waiting for Waste Management to drop off the food scraps / organic bins.
- Disconnected the water at the car wash area to be in compliance with the water restrictions.
- Three move ins.
- Two move outs.
- Guest suite booked thirteen times.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the minutes of the July 22, 2015 council meeting, as previously circulated. **CARRIED**

5. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The schedule will be added to the agenda for the next council meeting. **Action: Strata Manager**

6. **CONTRACT SUMMARY**

A summary of all the contracts that are currently in place was prepared and reviewed by Council. Within the contract summary, it was noted that the contract for the HVAC preventative maintenance is due to expire November 2015. Council will be reviewing quotes to replace Trotter & Morton over the next month.

A copy of this contract summary will be included for Council's review monthly.

**Action: Strata Manager**

7. **LANDSCAPE REPORT**

**A. Landscaping Reports**

Council reviewed the Bur-Han August landscaping weekly reports.

**Action: Strata Manager**

**B. Landscape Committee**

Council received an email from an owner from the 400 building who wants to volunteer on the landscape committee. Council directed the strata manager to send a letter, confirming the owner's request and the roles of a committee.

**Action: Strata Manager**

**C. Lawn – 400 Building**

An email was received from an owner of a 1<sup>st</sup> floor unit in the 400 building regarding the condition of the lawn. Council directed the strata manager in their response.

**Action: Strata Manager**

**D. Tree Pruning / Inventory**

The tree inventory report was received from Bartlett Tree Experts and emailed to Council for review.

**Action: Strata Council**

8. **CANOE CLUB REPORT**

- The canoe club council has hired new caretakers.
- The rules for the canoe club will be posted in the club.
- There are two owners in the 400 building and one owner in the 300 building with complaints registered against them regarding the use of, and behaviour in, the canoe club; therefore, the canoe club council has deactivated their fob access to the canoe club.

9. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

As the engineer's report from Halsall (WSP) Engineering concluded that the crack in behind the convex mirror in the parkade was structural, Council has filed a claim against Polygon. The first step is to schedule mediation with Polygon and Travelers.

The next step is to select a mediator from the Mediator BC roster. Council reviewed the roster and have chosen a mediator.

The cost of mediation is shared equally between the parties.

**Action: Strata Manager**

**B. Drywall Ceiling Repairs – Copper Re-Circulation / Hot Water Pipes**

Paul Davis Systems has completed the drywall repairs in all three buildings.

**Action: None**

**C. Water Treatment**

The application to install the water treatment system was on the City of Port Moody's August 25<sup>th</sup> council meeting agenda. Watertiger will provide an update soon after the City meets.

**Action: Strata Manager**

**D. Pigeons – 400 Building**

Abell Pest Control is quoting on the cost to install scaffolding. The quote will then be emailed to Council for review. The quote is expected to be at least \$3,000.00 on top of the quote for \$3,040.00 (plus GST), to eliminate perching of these pigeons.

Council reviewed again the alternative option from Care Pest & Wildlife Control to implement a four-week trapping program for \$1,072.00, plus Design Roofing would install soffits in those eave areas that have nesting, for \$1,537.00, to prevent the pigeons from returning. This option would be approximately half the cost from Abell Pest Control.

It was **MOVED / SECONDED** to approve the quotes from Care Pest & Wildlife Control and Design Roofing. **CARRIED**

**Action: Strata Manager**

**E. Food Scraps / Organics Program**

Waste Management has confirmed that the reason the totes for food scraps have not been delivered is due to the high demand for totes for this program; there is a shortage in the lower mainland. Once Waste Management receives their order of totes, Waste Management will notify Tides and then a notice and information on the program will be sent to the owners.

**Action: Strata Manager**

**F. Bike Storage Room**

Tabled.

**Action: Strata Manager**

**G. Junk Removal**

Council has been advised by Indigo that their strata would prefer not to cost share with Tides on placing a bin on the street for junk removal.

**Action: None**

**H. Bollards**

A quote for \$577.50 (based on 2 bollards) to replace rusted light bollards in the courtyard at the 500 building was received from Precision Electrical. Council directed the strata manager to contact Power Pros and ask if they could provide better pricing, as Council would be approving Power Pros to install a new fan in the garbage room and an electrical room.

**Action: Strata Manager**

**I. Front Entrance Signage**

A quote for \$403.00 (plus GST), to install new address signage at the front entrances to each building that is more visible from the street level was received from Visual Systems. The quote was emailed to Council for review. It was **MOVED / SECONDED** to ratify the email approval for the quote.

**CARRIED**

**J. Exterior Painting**

Remdal Painting has completed the painting of the black trim (belly band) around each building.

**Action: None**

**10. NEW BUSINESS**

**A. Rental Restrictions – Airbnb**

A report was received of two owners advertising on a website “Airbnb”. A bylaw infraction letter was sent to both unit owners, advising that short term rentals were not permitted under the rental restriction bylaw. A letter and a fine were sent to both owners; one owner has responded advising they would no longer advertise, their ad has been removed. The other owner only verbally replied and was directed to respond in writing.

**Action: Strata Manager**

**B. HVAC Preventative Maintenance**

Quotes for the HVAC (mechanical) preventative maintenance were obtained. The scope of work is to be on site and inspect, but not limited to, all mechanical equipment such as boilers, make-up air units, fans, heat, backflow, CO calibration, filters, bearings and belts. The following quoted:

Broadway Refrigeration	\$5,237.45 (billed quarterly at \$1,309.36) plus GST
Blue Moon Mechanical	\$4,780.00 (billed quarterly at \$1,195.00) plus GST

Two more quotes are pending. Once the additional two quotes are received, they will be emailed to Council for review.

**Action: Strata Manager**

**C. Fans – Garbage Room & Electrical Room**

A quote for \$4,232.00 (plus GST), to supply and install fans for the garbage room and electrical room was received from Trotter & Morton; \$2,374.51 (plus GST), was received from Power Pros. It was **MOVED / SECONDED** to approve the quote from Power Pros. **CARRIED**

Council also directed the strata manager to ask if Power Pros can provide reduced pricing for bollards at the 500 building.

**Action: Strata Manager**

**D. High Voltage Maintenance**

A quote for \$4,785.00 (plus GST), to clean the high voltage electrical system for all three buildings was received from Power Pros. It was **MOVED / SECONDED** to approve the quote from Power Pros. **CARRIED**

This is recommended as over time, if dust is not removed from the main distribution lines, this can cause electrical failures. In addition, this maintenance is recommended to be done every three years.

A notice will be sent to all owners and residents advising when the maintenance has been scheduled.

**Action: Strata Manager**

**E. Bylaw Infraction**

A letter in response to a bylaw infraction was received from the owner of a 3<sup>rd</sup> floor unit at the 400 building. Council reviewed the letter and directed the strata manager in their response.

**Action: Strata Manager**

**F. Bollards – 500 Building**

Council reviewed a quote from Precision Electrical that provides a cost to replace the bollards (exterior light fixtures) that are located at the back of the 500 building. Council directed the strata manager to have Precision Electrical clarify their quote and also obtain a second quote and option to having “bollard” lighting. **Action: Strata Manager**

**G. Owner Concern**

An email was received from an owner of a 3<sup>rd</sup> floor unit at the 400 building regarding a stain on the living room ceiling. The owner was directed to contact a plumber to investigate and provide a copy of the plumber’s report. **Action: Strata Manager**

**11. FINANCIAL REPORT**

**A. Operating Statements**

Tabled.

**B. Receivables**

Tabled.

**Action: Strata Manager**

**12. STRATA MANAGER’S REPORT**

**A. Correspondence**

Council reviewed 44 pieces of correspondence received / sent on behalf of the strata corporation. Those items that required action were addressed under the appropriate headings of the minutes. The strata manager was directed on the appropriate responses.

**B. In Progress**

1. High voltage maintenance
2. Street parking
3. Quotes for soffit repair – 400 building
4. Water treatment system
5. Paint – Parkade Elevator Lobbies

**13. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m. The next meeting is scheduled for **Wednesday, October 7, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the strata corporation’s deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a strata lot, the strata corporation’s deductibles will be charged back to that strata lot owner.

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

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Accounts Receivable:	Please call our main number and press "3".

**THANKSGIVING DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for Thanksgiving Day on:

**Monday, October 12, 2015**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.



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PROPERTY MANAGEMENT SERVICES

[www.wynford.com](http://www.wynford.com)

<b>IMPORTANT INFORMATION</b> Please have this translated	重要資料 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	सुदुर्ी ननडयनी विरय वरने विने वेले रिम द सुलेष वरवरि

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, OCTOBER 7, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier	President
	Gil Biderman	Vice-president
	Anar Janmohamed	Treasurer
	Julia White	Secretary
	Bill McCrae	Canoe Club Representative
	Beverly Bakka	Member
	Cara Harper	Member
Resident Caretaker:	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- University Sprinklers completed the winterization of the irrigation system.
- A count of the cedar trees that have died due to the water restrictions was submitted to Bur-Han to have them provide a quote to replace.
- The security computer needs replacement.
- The gutter and window cleaning has been scheduled.
- The fire panel needs to be repaired.
- The railing in the exit stairwell at the 400 building is loose and needs repairing.
- The carpet in the exit stairwell at the 400 building needs to be replaced.
- The bins for the food scraps / organics have been installed.
- The street lighting in front of the 500 building are out.
- Four move ins.
- Two move outs.



3. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the minutes of the August 26, 2015 council meeting, as previously circulated. **CARRIED**

4. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The window and gutter cleaning has been scheduled and the irrigation system winterized. The schedule will be added to the agenda for the next council meeting. **Action: Strata Manager**

5. **CONTRACT SUMMARY**

A summary of all the contracts that are currently in place was prepared and reviewed by Council.

A copy of this contract summary will be included for Council's review monthly.

**Action: Strata Manager**

6. **LANDSCAPE REPORT**

**A. Landscape Committee**

A quote for \$6,900.00 (plus GST) to remove and replace seventy-five cedars that were lost due to the water restrictions was received from Bur-Han. Bur-Han will be contacted to ask what the size of these new cedars would be and is there an alternative bush that can replace cedars.

**Action: Strata Manager**

7. **CANOE CLUB REPORT**

- The canoe club council is pleased with the new caretakers.
- The hot tub was closed down due to PH levels.
- The boiler needs to be repaired.
- A new bench has been installed.
- The flooring in the yoga room will be replaced.

8. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

A mediator was selected and mediation took place on October 1, 2015 with Travelers Warranty (Travelers) and two members of the Strata Council. A summary of the mediation was provided by the mediator and the conclusion is that the Strata should obtain a quote on the cost to review and address the issue of whether or not the crack will adversely affect the structural integrity of the buildings. Then Travelers will review and advise the Strata if they would contribute any monies.

**Action: Strata Manager**

**B. Drywall Ceiling Repairs – Copper Re-Circulation / Hot Water Pipes**

As noted in the August council minutes, the replacement of the re-circulation lines and drywall repairs have been completed and as the 3/4 vote resolution #1 noted in the event that the actual cost of the proposed project is less than the special levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the *Strata Property Act*. The total amount expensed was \$55,791.40 which leaves a surplus balance of \$44,208.60. This surplus will be returned to the owners as per unit entitlement. However, those owners who still haven't paid the special levy or those who have outstanding strata fees, the surplus be applied to the outstanding amount.

**Action: Strata Manager**

**C. Water Treatment**

Watertiger has advised that the City of Port Moody hasn't approved the installation of this water treatment system unless there is a professional engineer to sign off and stamp/seal the design. The cost for an engineer to provide this will cost \$1,800.00. Council reviewed this information and all agreed not to approve an additional \$1,800.00 and that if Watertiger is unable to receive permission from the City, then Council would cancel the system completely. Council directed the strata manager to let Watertiger know of their intentions. **Action: Strata Manager**

**D. Pigeons – 400 Building**

Care Pest Control is implementing the four-week trapping program that will prevent the pigeons from returning. **Action: Strata Manager**

**E. Food Scraps / Organics Program**

Waste Management has relocated the food scraps / organic bins to the garbage room in each building. All residents must put all food scraps in these bins. A notice was delivered to each unit explains what can be placed in the bins. **Action: None**

**F. Bike Storage Room**

The bike storage room has been cleared out of all bikes that were not tagged with identification on who owns the bike(s). If you didn't tag/identify your bike please contact Wynford property management and arrangements can be made to return your bike to you. **Action: Strata Manager**

**G. Gutter – 500 Building**

The strata manager confirmed that XTR has been contacted to investigate why there is an overflow of rain water at a section of gutter located at the west side of the 500 building. **Action: Strata Manager**

**H. Signage**

New address signage has been installed at each building. **Action: None**

**I. Rental Restriction**

A letter was received from an owner of a unit on the 3<sup>rd</sup> floor of the 500 building in response to a rental restriction bylaw infraction letter that he had received from Council. Council directed the strata manager in their response. **Action: Strata Manager**

**J. HVAC Preventative Maintenance**

Quotes for the HVAC (mechanical) preventative maintenance were emailed to Council for review. It was **MOVED / SECONDED** to ratify the email approval for Blue Moon Mechanical. **CARRIED**

A letter terminating the current HVAC contract will be prepared and sent to Trotter & Morton. **Action: Strata Manager**

9. **NEW BUSINESS**

**A. Pet Bylaw**

A letter was sent to the owner of a 2<sup>nd</sup> floor unit in the 400 building regarding a pet bylaw infraction. The owner responded to advise Council that the tenant will no longer reside in the building. **Action: Strata Manager**

**B. Seasonal Message**

A copy of the annual seasonal message is attached to these minutes.

**C. Fire Alarm Panel**

CIS (Cobra Integrated Security) has been contacted to investigate on why the fire panel shows a trouble signal which then notifies the monitoring company and Port Moody Fire Department and it

turns out to be a false alarm.

**Action: Strata Manager**

**D. Security Computer**

The computer server for the access control system is no longer working and a quote for \$1,955.53 to install a new server was received from CIS. It was **MOVED / SECONDED** to approve the quote.

**CARRIED**

**Action: Strata Manager**

**E. East Fire Exit Door – 500 Building**

A report was received that there was an attempted break in through an east fire exit door at the 500 building. A quote was received from Action Lock to upgrade the lock. Council directed the strata manager to obtain clarification on the quote as it was not clear.

**Action: Strata Manager**

**F. Owner Concern**

An email was received from an owner of a 2<sup>nd</sup> floor unit at the 400 building regarding a staining of the carpet in the exit stairwell. Council agreed that since the carpet cleaning company has already made multiple attempts to remove the oil stains, a quote should now be obtained to replace the carpet.

**Action: Strata Manager**

**G. Lobby – Furniture – 300 Building**

Council received a report and discussed concerns about the lobby furniture in the 300 building. The furniture is atrocious. Council will look into the costs to replace the furniture.

**Action: Strata Council**

**H. Exterior Bench – 300 Building**

Council directed the strata manager to obtain a quote to paint the exterior bench.

**Action: Strata Manager**

**10. FINANCIAL REPORT**

**A. Operating Statements**

The treasurer advised Council that the August and September 2015 operating statements were in good order. It was **MOVED / SECONDED** to approve the August and September 2015 operating statements. **CARRIED**

**B. Receivables**

The receivables report dated October 7, 2015, was reviewed. It was **MOVED / SECONDED** to send a lien letter to two strata lots for outstanding strata fees. **CARRIED**

**Action: Strata Manager**

**11. STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 35 pieces of correspondence received / sent on behalf of the strata corporation. Those items that required action were addressed under the appropriate headings of the minutes. The strata manager was directed on the appropriate responses.

**B. In Progress**

1. High voltage maintenance
2. Water treatment system

**12. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:30 p.m. The next meeting is scheduled for **Wednesday, November 18, 2015.**

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the strata corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a strata lot, the strata corporation's deductibles will be charged back to that strata lot owner.

**ATTENTION**

Please keep these minutes on file as a permanent legal record of your strata corporation's business. Replacement of either minutes or bylaws will be at the owner's expense and not the strata corporation's.

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Accounts Receivable:	Please call our main number and press "3".

**REMEMBRANCE DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for Remembrance Day on:

**Wednesday, November 11, 2015**

24-hour emergency service is provided via 604-261-0285

Attachment: Seasonal Message

These Minutes have been reviewed and edited by Council prior to distribution.





The  
Wynford  
Group

Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
PROPERTY MANAGEMENT SERVICES

[www.wynford.com](http://www.wynford.com)

### Seasonal Message from The Wynford Group

As an owner it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months. With this in mind, we thought the following information would be helpful.

#### Balconies, Decks & Patios

Keep your drains clear of leaves and debris. When it snows, make a trough in the snow leading towards the drain to help guide the water to the drain.

#### Exterior Taps (Hose Bibs) – Winterizing

**Freezing temperatures can cause considerable damage to strata lots.** If you have a tap on your balcony or patio, it is your responsibility to winterize it. Find the shut-off valve for the tap – this may be located in your unit; turn it off; go outside to the tap and turn it on to drain the remaining water out. If you cannot locate the shut-off valve, contact a council member or the strata manager.

#### Windows & Condensation

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your strata lot use your humidistat, exhaust fans and / or open your windows periodically to exchange the inside air.

#### Holidays Away

**Maintain heat in unoccupied strata lots throughout the winter months to avoid pipes from freezing and bursting.** Please remember to leave your heat at 16 degrees.

For those who winter elsewhere; shut-off the water to your toilets, hot water tank, washing machines and dishwashers. Check your homeowner insurance policy before you go away to find out how often your unit should be checked while you are away. Remember, you may be held financially responsible for any damage to your unit and other units.

**It is essential that your emergency contact information is current and that someone you trust has a key to your unit, preferably a neighbor.**

#### Snow & Ice

Please report any slippery areas that need attention to your building caretaker or strata manager.

#### Pest Control

Check typically dark areas such as storage rooms, lockers and the back of cupboards. Report any mouse droppings immediately to your building caretaker or strata manager.

#### Inspect Your Unit

Check your unit from time to time from top to bottom, inside and out. If you have ceramic tiles in your kitchen or bathrooms, caulk and fill any cracks to prevent water from getting into the wall behind the tiles.

Look for dampness at the base of outside walls and for water staining on the walls and ceilings. If you find any of these symptoms, please contact your building caretaker or strata manager.





The Wynford Group

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PROPERTY MANAGEMENT SERVICES

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<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, NOVEMBER 18, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier	President
	Gil Biderman	Vice-president
	Anar Janmohamed	Treasurer
	Julia White	Secretary
	Bill McCrae	Canoe Club Representative
	Beverly Bakka	Member
	Cara Harper	Member
Guest:	Melissa Chaun	Landscape Committee
Resident Caretaker:	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- Cobra installed the new server computer for the security system.
- Power Pros have installed the fan in the 500 building garbage room and electrical room in the 400 building.
- City of Port Moody have repaired all the street lamps that were out.
- Alpha Carpet have completed the cleaning of the common area carpets.
- A vehicle parked in the visitor parking was vandalized.
- Precision Door & Gate were called out to repair the overhead parkade gate at the 400 building.
- Vancouver Fire were on site to complete the annual fire inspection.
- Two move ins.
- Two move outs.
- Guest suite rented six times.
- Amenity room rented two times.

Richard was thanked as he left the meeting.



3. **LANDSCAPE COMMITTEE**

Melissa Chaun, Owner, has volunteered her time and knowledge regarding the landscaping. Melissa advised that she had an opportunity to review the tree inventory report and noted the report has information about condition of the soil around the property, as well as the condition of trees. Council advised that Bartlett Tree will be contacted to set up an onsite meeting to review the tree report further as there are some questions on how we can improve the unhealthy trees and recommended soil treatments.

Council directed the Landscape Committee to provide a report for discussion at the January council meeting. **Action: Strata Manager / Landscape Committee**

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the minutes of the October 7, 2015 council meeting, as previously circulated. **CARRIED**

5. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The annual fire inspection and carpet cleaning have been completed. The schedule will be added to the agenda for the next council meeting. **Action: Strata Manager**

6. **CONTRACT SUMMARY**

A summary of all the contracts that are currently in place was prepared and reviewed by Council.

A copy of this contract summary will be included for Council's review monthly.

**Action: Strata Manager**

7. **LANDSCAPE REPORT**

**A. Landscape Upgrades**

A quote for \$750.00 (plus GST) to remove and install 11 rhododendrons in common areas near two ground floor units at the 500 building, and \$4,300.00 to install sod at 4 common areas near ground floor units at the 400 building. After doing a walkthrough to review these areas, it was **MOVED / SECONDED** to approve the quote. **CARRIED**

Council also reviewed the ground floor unit at the 400 building where previously was approved to install artificial lawn (as a test area) and agreed that this area can be deferred at this time. The reason being as there is another smaller area of lawn that has no lawn at all at the far north east side of the 400 building. The strata manager will schedule a site meeting with Precision Lawn.

The final area that Council reviewed on their walkthrough was the front lawn at the 300 building and agreed that this lawn is in very poor condition and one alternative that is being discussed is removing the lawn completely and installing rocks, plants and pavers. Quotes will be obtained and a 3/4 vote resolution will be presented at the next general meeting to change the appearance of common property. **Action: Strata Manager**

8. **CANOE CLUB REPORT**

The Tides representative on the Canoe Club Council has expressed his concerns to Strata Council on the fact that all the improvements reported on being done this year apparently will not be done. Council discussed these concerns and the fact that a portion of The Tides strata fees pay for the Canoe Club's repair and maintenance, a letter will be prepared and sent to the Canoe Club Council.

9. **BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

A quote for \$8,500.00 plus GST, fees and disbursements to review drawings, coordinate a contractor to open up the crack located in the parkade to allow for further review was received from Sense Engineering. A quote from WSP Engineering is pending.

Council agreed that to further investigate and provide a detailed report on this crack to Travelers Warranty would cost more in the long term, than to have the crack repaired.

Therefore, it was **MOVED / SECONDED** to drop any further mediation with Travelers and Polygon and obtain quotes to repair the crack. **CARRIED** **Action: Strata Manager**

**B. Water Treatment**

As there have been no further movement on getting the City of Port Moody to approve the water treatment install, it was **MOVED / SECONDED** to cancel the water treatment installation with Water Tiger at this time. **CARRIED** **Action: Strata Manager**

**C. Copper Re-Circulation**

Council reviewed the owner refunds from the special levy to replace re-circulation lines. As not all funds from the special levy were spent, the remaining balance is being returned to each owner. For those owners who have not yet paid the special levy, the refunded amount will be deducted from their amount owing. It was **MOVED / SECONDED** to levy a fine of \$100.00 those owners who haven't paid and then send a lien warning letter and if the outstanding balance of their portion of the special is not paid within twenty-one days a lien will be registered against that strata lot. **CARRIED**

**D. Pigeons – 400 Building**

In progress.

**Action: Strata Manager**

**E. Gutter – 500 Building**

A quote for \$1,740.00 to repair and seal the inside corner of a broken flashing, install larger metal diverters on the gutter and, the rental of a boom lift for one day was received from XTR Building Services.

Council directed the Strata Manager to obtain a second quote.

**Action: Strata Manager**

**F. Rental Restriction**

A legal opinion was received on the rental restriction bylaw and suggests that a bylaw restricting AirBnB's should be added to the Strata bylaws. Council directed the strata manager to contact the Lawyer, Clark Wilson and have them prepare the amendments to the rental restriction bylaw. The amendments will be presented to the owners at the general meeting as a 3/4 vote resolution.

An email was received from an owner of a unit on the 1<sup>st</sup> floor of the 400 building regarding short term rentals. Council directed the strata manager in their response. **Action: Strata Manager**

**G. HVAC Preventative Maintenance**

Trotter & Morton have confirmed termination of their contract would take effect at the end of January 2016.

Council accepted the end of January as the termination for Trotter & Morton as their contract should due May 2016.

Blue Moon has been contacted and will begin the HVAC (mechanical) preventative maintenance February 1, 2016. **Action: Strata Manager**

#### **H. Owner Concern**

A quote for \$2,587.00, plus GST to replace the carpet in the exit stairwell of the 1<sup>st</sup> floor landing in the 400 building was received from Maxwell Floors. It was **MOVED / SECONDED** to approve the quote. **CARRIED** **Action: Strata Manager**

#### **I. Exterior Bench – 300 Building**

A quote for \$500.00, plus GST to paint the exterior bench was received from ProStar Painting. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

ProStar advised that the bench would be painted the next sunny day. **Action: Strata Manager**

### **10. NEW BUSINESS**

#### **A. Fall Roof Review**

A quote for \$2,901.00, plus GST to remove and dispose of debris from roof surfaces / vents / screens, re-secure loose vents and apply alsan flashings and granules to the shingles was received from Design Roofing. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

Council directed the strata manager to contact Design Roofing and have them include a quote for the gutter repair needed at the 500 building. **Action: Strata Manager**

#### **B. Snow Removal**

Contour Landscaping provided Council with their cost to assist the resident caretaker with snow removal from the parkade ramp. Council agreed and the strata manager will advise Contour Landscaping. **Action: Strata Manager**

#### **C. Annual Fire Inspection**

Vancouver Fire Radius Security has completed the annual fire inspection of the common area equipment, as well as testing the fire equipment inside units. There were approximately eight units that didn't provide access during the scheduled times. A second visit will be scheduled. Please note that in the notice for the inspection posted in the building a fine of \$200.00 will be levied against each of those owners that didn't provide access to their units. **Action: Strata Manager**

#### **D. Strata Owned Unit**

The mortgage for the Strata owned unit is up for renewal in March 2016. Council will review further and provide the Strata with their direction.

A quote was received for \$1,550.00, plus GST to purchase and install new flooring in the Strata owned unit. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

**Action: Strata Manager**

#### **E. Plumbing**

Council reviewed quotes to clean all sanitary lines in the parkade. The two quotes received were approximately \$15,000.00, plus GST to clean all three buildings. Council will present a 3/4 vote resolution at the general meeting to approve the expense from the Contingency Reserve Fund (CRF) as this expense occurs less often than once a year, therefore can be expensed from the CRF.

**Action: Strata Manager**

#### **F. Oil Leak**

Council directed the strata manager to send a letter to an owner in the 300 building regarding oil leaking from their vehicle.

11. **FINANCIAL REPORT**

**A. Operating Statements**

Tabled.

**B. Receivables**

The receivables report dated November 18, 2015, was reviewed.

**Action: Strata Manager**

**C. Draft 2015-16 Proposed Operating Budget**

A copy of the draft operating budget for the next fiscal year was reviewed. The fiscal year-end for BCS 1961 is November and once the fiscal year-end has been finalized, the proposed budget will be updated.

The 2015-2016 Annual General Meeting is tentatively scheduled for **Wednesday, January 27, 2016**, a notice will be sent to all owners.

12. **STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 47 pieces of correspondence received / sent on behalf of the strata corporation. Those items that required action were addressed under the appropriate headings of the minutes. The strata manager was directed on the appropriate responses.

**B. In Progress**

1. High voltage maintenance
2. Landscape – cedar trees replacements

13. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:30 p.m. The next meeting is scheduled for **Wednesday, January 13, 2016**.

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the strata corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a strata lot, the strata corporation's deductibles will be charged back to that strata lot owner.

**ATTENTION**

Please keep these minutes on file as a permanent legal record of your strata corporation's business. Replacement of either minutes or bylaws will be at the owner's expense and not the strata corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

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9:00 a.m. to 5:00 p.m.  
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Accounts Receivable: Please call our main number and press "3".

**FALL / WINTER OFFICE CLOSURES**

Please be advised that the offices of The Wynford Group will be closed over the fall / winter on:

**Friday, December 11, 2015 – closed at noon**  
**Thursday, December 24, 2015 – closed at 2:00 pm**  
**Friday, December 25, 2015 – closed**  
**Monday, December 28, 2015 – closed**  
**Thursday, December 31, 2015 – closed at 2:00 pm**  
**Friday, January 1, 2016 – closed**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.



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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, JANUARY 13, 2016, AT 7:00 P.M., IN THE AMENITY ROOM, AT 500 KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance:	Garth Prier Gil Biderman Julia White Bill McCrae Beverly Bakka Cara Harper	President Vice-president Secretary Canoe Club Representative Member Member
Guest:	Melissa Chaun	Landscape Committee
Resident Caretaker:	Richard Hobson	
Strata Manager:	Susan Russell	The Wynford Group
Regrets:	Anar Janmohamed	Treasurer

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. RESIDENT CARETAKER'S REPORT**

- On January 6, 2016 Power Pros Electrical Ltd. (Power Pros) completed the maintenance for the high voltage system.
- A vehicle hit the garage gate. Overhead Door was called out to repair.
- Action Lock installed a new exit door at the 500 building.
- A picture at the 400 building, opposite the elevator on the second floor, was broken.
- Continuing to see a lot of cigarette butts and dog feces around the buildings.
- A list of parking stalls with miscellaneous items stored was compiled.
- Four move ins.
- Four move outs.
- Guest suite rented six times.
- Amenity room rented two times.

Richard was thanked as he left the meeting.

3. **LANDSCAPE COMMITTEE**

Melissa Chaun, an owner, met with Bartlett Tree to ask questions on the tree report and provided Council with her report. After reviewing the trees noted in the report, Bartlett Tree did recommend Council continue to monitor trees that were noted as having girdling roots and consider root invigoration or soil Rx treatment.

Council directed the Landscape Committee to contact Bartlett Tree and obtain a quote to have 29 trees for the root invigoration and soil Rx treatment. **Action: Strata Manager / Landscape Committee**

Melissa was thanked as she left the meeting.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the Minutes of the November 18, 2015, council meeting, as amended:

9. **BUSINESS ARISING FROM THE MINUTES**

**C. Copper Re-Circulation**

*Council reviewed the owner refunds from the special levy to replace re-circulation lines. As not all funds from the special levy were spent, the remaining balance is being returned to each owner. For those owners who have not yet paid the special levy, the refunded amount will be deducted from their amount owing. The special levy amount not collected is \$3,927.91, in order to refund the special levy amount of \$44,208.60 in full, it was **MOVED / SECONDED** to approve a loan from the Contingency Reserve Fund of \$3,927.91, to be paid back when those owners who have not yet submitted payment, pay. **CARRIED***

*This surplus will be returned to the owners as per unit entitlement. However, those owners who still haven't paid the special levy or those who have outstanding strata fees, the surplus will be applied to the outstanding amount.*

**CARRIED**

5. **ANNUAL / MONTHLY MAINTENANCE**

The annual / monthly maintenance schedule was reviewed. The Annual General Meeting has been scheduled and the maintenance for the garage gates and elevators has been completed. The strata manager also confirmed that the insurance appraisal due in February has been received.

The schedule will be added to the agenda for the next council meeting. **Action: Strata Manager**

6. **CONTRACT SUMMARY**

A summary of all the contracts that are currently in place was prepared and reviewed by Council.

Council reviewed the current contract from Bur-Han and agreed to continue with Bur-Han at \$3,158.83 plus GST per month.

A copy of this contract summary will be included for Council's review monthly.

**Action: Strata Manager**

7. **LANDSCAPE REPORT**

**A. Landscape Upgrades**

A quote for \$37,185.00 (plus GST) to remove the lawn at the front of the 300 building and replace with pavers and stones was received from Bur-Han. Council agreed that the cost is far more than

what was expected, and therefore, will not move forward with the upgrade. This item is on the agenda for the upcoming Annual General Meeting and Council will advise the owners to defeat the resolutions. **Action: Strata Manager**

**8. CANOE CLUB REPORT**

- A new dance floor has been installed.
- Sign-in is now required for tennis.
- A resident from the 300 building has been denied access to the Canoe Club.
- Council directed the strata manager to send a letter to Canoe Club Council regarding their dissatisfaction with the way the Canoe Club is being managed.

**9. BUSINESS ARISING FROM THE MINUTES**

**A. Depreciation Report – 2014**

**1. Structural / Foundation Review**

The strata manager advised Council the contractors that have been contacted to repair the crack recommend a scope of work be prepared by a structural engineer. Council agreed, and quotes will be obtained.

Council also discussed the 10-Year Structural Warranty review and quotes will be obtained from engineers. The 10-Year Structural Warranty reviews are due:

500 Klahanie	July 31, 2016
400 Klahanie	January 29, 2017
300 Klahanie	November 14, 2016

**Action: Strata Manager**

**B. Copper Recirculation**

The refund from the special levy to replace the copper recirculation has been refunded.

There are still five (5) owners who haven't paid the special levy.

**Action: Strata Manager**

**C. HVAC Preventative Maintenance**

As noted in the November 2015 Council Meeting Minutes, Blue Moon will begin the maintenance on the HVAC system on February 1, 2016. **Action: Strata Manager**

**D. Exterior Bench – 300 Building**

ProStar completed the painting of the bench.

**Action: None**

**E. Fall Roof Review**

Design Roofing has confirmed that as the weather has improved they will be completing the roof maintenance. **Action: Strata Manager**

**F. Annual Fire Inspections Deficiencies**

The report and quote to return from Vancouver Fire & Radius Security is pending.

**Action: Strata Manager**

**G. High Voltage Maintenance**

Power Pros has completed the maintenance on the high voltage system. Their report is pending.

**Action: Strata Manager**



**H. AGM – January 27, 2016**

Council reviewed the agenda for the upcoming AGM.

**Action: None**

**I. Strata Owned Unit-Mortgage**

The mortgage with Scotiabank was reviewed and it was **MOVED / SECONDED** to continue with a 5-Yr variable. **CARRIED**

**Action: Strata Manager**

**10. NEW BUSINESS**

**A. Earthquake & Insurance**

After the recent earthquake, Council would like to remind all owners it is important to have earthquake insurance. The strata corporation is insured for earthquake damage with a deductible of 10% of the value of the property.

Owners should be prepared for an earthquake; Council suggests that all owners visit the following websites:

- Ministry of Public Safety on the BC Government Website
- City of Vancouver Earthquake Preparedness Tips
- Public Safety Canada – What To Do During an Earthquake

**Action: Owners**

**B. Energy Audit**

BC Hydro is currently offering rebates to stratas to upgrade their existing lighting to LED. Lumix has been contracted to provide the strata with a full energy audit.

**Action: Strata Manager**

**C. Parkade Garage Gate**

A quote for \$3,975.00 plus GST to upgrade the garage gate and to replace aluminum gate sections and lexan was received from Precision Door & Gate Service. Council agreed that since Precision Door & Gate Service has completed the repairs to the garage gate and the gate is operating, there is no need to replace the entire gate at this time.

**Action: Strata Manager**

**D. Owner Concern**

An email and picture regarding a recent crack on the ceiling of a unit on the second floor of the 300 building was received from an owner. Council directed the strata manager to send a letter to the owner advising that this is a settling crack and the owner should have it repaired.

**Action: Strata Manager**

**E. Appraisal**

Council reviewed an insurance appraisal from Normac Appraisals Ltd. for The Tides in the amount of \$48,624,000.00. The strata corporation's insurance provider has been notified.

**Action: Strata Manager**

**11. FINANCIAL REPORT**

**A. Operating Statements**

Tabled

**B. Receivables**

The receivables report dated January 13, 2016, was reviewed.

It was **MOVED / SECONDED** to register a lien on those strata lots who have not paid the special levy from 2015. **CARRIED**

**Action: Strata Manager**

12. **STRATA MANAGER'S REPORT**

**A. Correspondence**

Council reviewed 29 pieces of correspondence received / sent on behalf of the strata corporation. Those items that required action were addressed under the appropriate headings of the minutes. The strata manager was directed on the appropriate responses.

**B. In Progress**

1. High voltage maintenance report
2. Landscape – cedar trees replacements

13. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m. The next meeting will be scheduled after the Annual General Meeting.

**REMINDER**

Owners are urged to contact their personal insurance company and obtain coverage for the strata corporation's deductible, as well as for improvements / betterments. The reason to have this coverage is if the source of a water escape is determined to originate in a strata lot, the strata corporation's deductibles will be charged back to that strata lot owner.

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**FAMILY DAY OFFICE CLOSURE**

Please be advised that the offices of The Wynford Group will be closed for Family Day on:

**Monday, February 8, 2016**

24-hour emergency service is provided via 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.





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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1961 – THE TIDES, HELD WEDNESDAY, JANUARY 27, 2016, AT 7:00 P.M., IN THE CANOE CLUB, AT KLAHANIE DRIVE, PORT MOODY, BC**

In Attendance: Thirty-five strata lots represented in person  
Nine strata lots represented by proxy.  
Forty-four strata lots represented in total.

Strata Manager: Susan Russell The Wynford Group

**1. CERTIFICATION OF PROXIES**

The strata manager advised that the proxies were certified to be correct. As there was not a Quorum of owners present in person and by proxy, the meeting start time was delayed by one quarter hour (15 minutes) in accordance with the Strata Corporation Bylaws.

**2. CALL TO ORDER**

The Annual General Meeting was called to order at 7:15 p.m. by the Council President, Garth Prier.

**3. ELECTION OF CHAIRPERSON**

An election of a chairperson for the meeting was not necessary as the council president was in attendance.

**4. FILING OF PROOF OF NOTICE OF MEETING**

The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all owners of record on or before January 6, 2016, as required by the *Strata Property Act*.

**5. APPROVAL OF THE AGENDA**

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

**6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** to approve the Minutes of the Special General Meeting held on May 6, 2015. **CARRIED (44 in favour, 0 opposed, 0 abstentions)**

**7. PRESIDENT & COMMITTEE REPORTS**

Council President Garth Prier reported on the following that occurred over the past year:

- The replacement of the copper plumbing from the 2<sup>nd</sup> floor down to the mechanical rooms was completed in all three buildings.
- The water treatment system that owners approved to have installed after the copper plumbing was replaced was cancelled due to the contractor wanting additional money, which would be the strata paying for an engineer's stamp to install the system in Port Moody.
- Gutters were cleaned twice.
- Remdal Painting painted the "belly band" on all three buildings.
- The organics / foods scraps program was implemented.
- Trotter & Morton services for the HVAC maintenance have been terminated.
- Fob audit was completed in April 2015.
- High voltage maintenance was completed on January 6, 2016.
- Bur-Han Landscaping will be reviewing the lawn areas that need to be repaired.
- The bike storage room was cleaned.
- New building address signage was installed at all three buildings.
- A new mattress, a small desk and chair was purchased for the guest suite.
- The pool table was repaired.
- A tree inventory was completed by Bartlett Tree.
- The exterior bench at the 300 building was painted.
- Due to the extremely hot weather and water restrictions during the summer of 2015, Council will be asking residents for their assistance should water restrictions for this summer take place.

## 8. REPORT ON INSURANCE

The insurance declaration of the strata corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was given with respect to the insurance policy reviewing the limits and deductibles. The property is currently insured to a value of \$48,000,000.00. The insurance deductibles are as follows:

All Risks	\$ 2,500.00
Sewer Back-up Damage	\$ 5,000.00
Water Damage	\$ 5,000.00
Flood Damage	\$10,000.00
Lock and Key	\$ 250.00
Earthquake Damage	10% (of insured value)

Owners should be aware that these deductibles may be covered by their homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts.

Here is some information regarding insurance. The strata corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have been required as a result of an insurance claim. All owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your tenant has insurance. You are also encouraged to ensure you have betterments or tenants' improvements insurance if you carried out any upgrades or betterments to your strata lot.

Earthquake: The earthquake coverage deductible is 10% of the total value of the building. Currently the building is valued at \$48,000,000.00 and in case of damage caused by an earthquake, the strata corporation would have to pay the first \$4,800,000.00 of repairs. This would be assessed to owners by

way of unit entitlement. Coverage for this is relatively inexpensive on your homeowner insurance.

Water: Currently, the strata corporation will charge any owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible of \$5,000.00.

Please retain a copy of the insurance declaration provided in the Notice of the Annual General Meeting as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

9. **APPROVAL OF MAJORITY VOTE RESOLUTION #1 – OPERATING FUND SURPLUS**

It was **MOVED / SECONDED** to approve majority vote resolution #1.

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, have an estimated Operating Fund surplus of \$14,423 for the fiscal year ending November 30, 2015;*

*BE IT THEREFORE RESOLVED as a majority vote resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), that the actual Operating Fund surplus be transferred to the Contingency Reserve Fund.*

The question was called and the Motion was **CARRIED (44 in favour, 0 opposed, 0 abstentions)**.

10. **APPROVAL OF THE 2015-2016 OPERATING BUDGET (NOVEMBER 30, 2016 YEAR END)**

It was **MOVED / SECONDED** to approve the proposed 2015-2016 Operating Budget, in the amount of \$591,640.00.

Following a general discussion, the vote was called to approve the 2015-2016 Operating Budget, as presented, and the Motion was **CARRIED (44 in favour, 0 opposed, 0 abstentions)**.

11. **APPROVAL OF 3/4 VOTE RESOLUTIONS #1 – #6**

**3/4 VOTE RESOLUTION #1 – BYLAW AMENDMENT LEASING REQUIREMENTS**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #1.

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, wish to amend the bylaws of their strata corporation;*

*BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan BCS 1961 (the “Strata Corporation”) that, pursuant to section 128 of the Strata Property Act, the bylaws of the Strata Corporation be amended by deleting bylaw 42(13) from the bylaws of the Strata Corporation, which reads;*

***Leasing Requirements***

*42.(13) Notwithstanding any other provision herein, this Bylaw 42 will not apply to a Strata Lot owned by a First Owner until the date on which the Strata Lot is transferred or conveyed by the First Owner of the Strata Lot.*

The vote was called to approve 3/4 vote resolution #1, as presented, and the Motion was **CARRIED (39 in favour, 5 opposed, 0 abstentions)**.

**3/4 VOTE RESOLUTION #2 – BYLAW AMENDMENT LEASING REQUIREMENTS**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #2.

**BE IT RESOLVED** by a 3/4 vote of The Owners, Strata Plan BCS 1961 (the "Strata Corporation") that, pursuant to section 128 of the Strata Property Act, bylaw 42(6) of the Strata Corporation's bylaws which currently reads as follows:

***Leasing Requirements***

42.(6) *At the time that an Owner conveys or transfers a Strata Lot in whole or part or ceases to rent a Strata Lot for any reason:*

- (a) *the Rental Consent shall be automatically revoked, the Owner shall be removed from the Rental Registry and the Rental Waiting List, and the Owner of the Strata Lot shall no longer have the right to rent the Strata Lot; and*
- (b) *the Strata Corporation shall grant the Rental Consent to the Owner at the top of the Rental Waiting List and list such Owner in the Rental Registry.*

**be repealed and replaced with the following:**

42.(6) *Permission to rent a strata lot granted pursuant to this bylaw 42 ceases on the earlier of:*

- (a) *the date on which the owner who received permission to rent ceases to be a registered owner of the strata lot;*
- (b) *the date on which the owner who received permission to rent commences residing in the strata lot.*

The vote was then called to question on 3/4 vote resolution #2 as presented. **CARRIED (44 in favour, 0 opposed, 0 abstentions).**

**3/4 VOTE RESOLUTION #3 – BYLAW AMENDMENT OTHER ACCOMMODATIONS**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #3.

**BE IT RESOLVED** by a 3/4 vote of The Owners, Strata Plan BCS 1961 (the "Strata Corporation") that, pursuant to section 128 of the Strata Property Act, the bylaws of the Strata Corporation be amended by adding bylaw 44 to the bylaws of the Strata Corporation as follows:

***Other Accommodation***

44. (1) *An owner, tenant or occupant must not rent less than all of a strata lot.*
- (2) *A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, home exchange, time share or vacation rental. Without limiting the generality of the forgoing, a resident or an owner must not enter into a license for the use of all or part of a strata lot.*

Discussion ensued.

An owner suggested that #1 be removed because this is already in the bylaws.

It was **MOVED / SECONDED** to approve the amendment to 3/4 vote resolution #3 to remove #1. **CARRIED (42 in favour, 0 opposed, 2 abstentions).**

Further discussion ensued and an owner suggested that #2 be amended to read as follows:

*A strata lot must not be used for short-term accommodation purposes, such as a bed-and breakfast, lodging house, hotel, home exchange program, time share or vacation rental. Without limiting the generality of the forgoing, a resident or an owner must not enter into a license for the use of all or part of a strata lot.*

It was **MOVED / SECONDED** to approve the amendment to 3/4 vote resolution #3 to change “home exchange” to “home exchange program”. **CARRIED (39 in favour, 2 opposed, 1 abstention).**

***Other Accommodation***

44.

- (1) *A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, home exchange program, time share or vacation rental. Without limiting the generality of the forgoing, a resident or an owner must not enter into a license for the use of all or part of a strata lot.*

The vote was then called to approve 3/4 vote resolution #3 as amended. **CARRIED (42 in favour, 1 opposed, 1 abstention).**

**3/4 VOTE RESOLUTION #4 – SIGNIFICANT CHANGE IN USE OR APPEARANCE OF COMMON PROPERTY**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #4.

*WHEREAS Section 71 of the Strata Property Act states that a strata corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless the change is approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting; and*

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, would like to change the appearance of the exterior ground front at 300 Klahanie Drive; and*

*WHEREAS the Owners, Strata Plan BCS 1961, The Tides, would like to remove the lawn which is no longer growing, and replace it with pavers and rocks;*

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), that the lawn at the front of 300 Klahanie Drive be replaced with pavers and rocks.

The vote was then called to question on 3/4 vote resolution #4 as presented. **DEFEATED (0 in favour, 44 opposed, 0 abstentions).**

**3/4 VOTE RESOLUTION #5 – CONTINGENCY RESERVE FUND EXPENSE REMOVE LAWN AND INSTALL PAVERS**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #5.

*WHEREAS the Owners of Strata Plan BCS 1961, The Tides, have consulted with the landscaping company to obtain a scope of work and costs to remove the front lawn at the 300 Klahanie Building; and*

*WHEREAS the Owners of Strata Plan BCS 1961, The Tides, deem this a necessary change as the lawn in front of the 300 Klahanie Building does not grow; and*



*WHEREAS* the estimated cost to remove the existing lawn and install pavers, rocks, gravel including all related items necessary and applicable taxes, is estimated to be \$15,000.00;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners of Strata Plan BCS 1961 The Tides (“the Strata Corporation”), that a sum of money not exceeding \$15,000.00 (including tax), be spent for the purpose of replacing the lawn at the front of 300 Klahanie Drive with pavers and rocks, such expenditure to be charged against the Contingency Reserve Fund.

The vote was then called to question on 3/4 vote resolution #5 as presented. **DEFEATED (0 in favour, 44 opposed, 0 abstentions).**

**3/4 VOTE RESOLUTION #6 – CONTINGENCY RESERVE FUND EXPENSE**  
**DRAIN CLEANING**

It was **MOVED / SECONDED** to approve 3/4 vote resolution #6.

*WHEREAS* the Owners, BCS 1961, The Tides, wish to expense up to \$20,000.00, including related costs and taxes, to clean all the sanitary drains in all three (3) buildings from the parkade;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan BCS 1961, The Tides (the “Strata Corporation”), that a sum of money not exceeding \$20,000.00, including related costs and taxes, be spent for the purpose of cleaning all sanitary drains, as an expense that occurs less than once a year, and such expenditure to be charged against the Contingency Reserve Fund.

The vote was then called to question on 3/4 vote resolution #6 as presented. **CARRIED (44 in favour, 0 opposed, 0 abstentions).**

**12. NEW BUSINESS**

The owners agreed that the new Council should focus on the following items:

1. Security camera upgrades.
2. Cedars along the concrete wall at the 300 building.
3. Condition and solutions to regenerate some of the lawn areas.
4. Pet bylaw – should the bylaw be amended to restrict height?

**13. ELECTION OF THE 2015-2016 STRATA COUNCIL**

At this time, the 2015-2016 Council stepped down, with thanks from the owners. The below mentioned owners let their names stand, and it was **MOVED / SECONDED** to approve the 2015-2016 Strata Council as noted below:

Gil Biderman	William McCrae	Anar Janmohamed
Cara Harper	Beverley Bakka	
Julia White	Beverly Sklar	

**CARRIED (44 in favour, 0 opposed, 0 abstentions)**

**14. MEETING TERMINATION**

There being no further business to discuss, it was **MOVED / SECONDED** to terminate the Annual General Meeting at 8:15 p.m. **CARRIED (44 in favour, 0 opposed, 0 abstentions)**

**ATTENTION**

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

**THE WYNFORD GROUP'S OFFICE HOURS & CONTACT INFORMATION**

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 a.m. to 5:00 p.m.
Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
Website:	<a href="http://www.wynford.com">www.wynford.com</a>
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. <b>Note this is for emergencies ONLY.</b>
Accounts Receivable:	Please call our main number and press "3".

**EASTER WEEKEND OFFICE CLOSURES**

Please be advised that the offices of The Wynford Group will be closed for the Easter Weekend on:

**Friday, March 25 &  
Monday, March 28, 2016**

24-hour emergency service is provided via 604-261-0285

Attachments: 2015-2016 Operating Budget  
2015-2016 Assessment Schedule

These Minutes have been reviewed and edited by Council prior to distribution.



**Strata Plan BCS 1961 - The Tides  
Final 2015-2016 Operating Budget  
November 30th Year-end**

GL Code	Description	Actual to Nov 30, 2015	2015-2016 Budget	Approved 2015-2016 Budget
<b>400000</b>	<b>REVENUES</b>			
405000	Strata Fees	577,207.68	577,210	591,640
415000	Bylaw Fines / Late Fees	1,000.00		
422500	Interest Income - Operating	565.95	600	600
424000	Interest On Overdue Accounts	156.39	-	-
424500	NSF & Lien Charges	504.00		
428500	Move-in / Move-out Charges	5,100.00	5,000	5,000
429500	Key Revenue	100.00		
431500	Lounge Rental	400.00	186	186
431600	Suite Rentals	5,440.00	5,500	5,500
432500	Caretaker's Suite	8,400.00	9,000	9,000
438000	Recreation Centre - Rental	25.00	500	500
440600	Door Openers - Transmitters	1,900.00	3,000	2,000
<b>499900</b>	<b>TOTAL REVENUES</b>	<b>600,799.02</b>	<b>600,996</b>	<b>614,426</b>
<b>500000</b>	<b>OPERATING EXPENSES</b>			
<b>510000</b>	<b>ADMINISTRATIVE EXPENSES</b>			
511000	Management Fees	46,708.20	46,708	46,708
511600	Bank Administration Fee	756.00	775	775
512000	Audit / Review	3,000.00	3,000	3,000
513000	Photos / Postage / Courier	5,552.03	5,000	5,000
513200	Legal	1,050.00	1,000	1,000
513600	Audit - <i>Real Estate Services Act</i>	284.76	500	500
514200	Insurance Expense	87,862.64	100,000	90,000
517600	Wages - Caretakers	52,578.59	52,000	52,000
518600	Security System	8,238.79	3,000	7,000
521200	Miscellaneous Expense	2,498.22	3,000	3,000
523800	Caretaker Suite Strata Fees	3,261.48	3,198	3,278
524400	Caretaker Suite Expense	1,737.38	2,000	2,000
525200	Loans & Mortgage Payment	12,983.24	14,000	13,000
<b>529900</b>	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>226,511.33</b>	<b>234,181</b>	<b>227,261</b>
<b>530000</b>	<b>UTILITIES</b>			
531100	BC Hydro / Electricity	39,432.21	38,500	40,000
532700	Gas	32,325.02	35,000	35,000
535500	Garbage Disposal	23,110.47	20,000	32,000
537500	Enterphone	0.00	1,000	1,000
537600	Telephone / Pager	6,217.63	5,500	6,000
<b>539900</b>	<b>TOTAL UTILITIES</b>	<b>101,085.33</b>	<b>100,000</b>	<b>114,000</b>
<b>540000</b>	<b>BUILDING MAINTENANCE</b>			
540800	Janitorial	2,829.75	3,100	3,100
541700	Supplies - Cleaning	2,250.29	2,000	2,000
542000	Pest Control	2,440.79	1,640	2,000
543500	Elevator Maintenance	8,046.30	8,000	8,000

**Strata Plan BCS 1961 - The Tides**  
**Final 2015-2016 Operating Budget**  
**November 30th Year-end**

Gl. Code	Description	Actual to Nov. 30, 2015	2014-2015 Budget	Approved 2015-2016 Budget
544400	Electrical / Lighting	6,678.96	3,000	5,000
545000	Plumbing	5,284.28	4,000	5,000
547700	Mechanical Preventative Maint.	19,238.89	25,000	21,665
549800	Fire Equipment	6,862.03	10,000	10,000
550100	General Interior Repair	6,293.01	11,874	10,000
551900	Dryer Vent Cleaning	2,583.00	5,000	5,000
553700	Carpet Cleaning	2,861.25	4,800	4,800
557900	Tools & Equipment	1,332.08	1,000	1,000
<b>559900</b>	<b>TOTAL BUILDING MAINTENANCE</b>	<b>66,700.63</b>	<b>79,414</b>	<b>77,565</b>
<b>560000</b>	<b>EXTERIOR MAINT &amp; REPAIRS</b>			
562700	Window Cleaning	6,090.00	4,000	6,000
563300	Garage Door	6,726.13	2,000	4,000
563900	Snow Removal	590.77	1,600	1,600
565500	Exterior Cleaning	5,797.13	6,000	6,000
565700	Exterior Repair / Maintenance	9,513.86	12,001	9,000
<b>569900</b>	<b>TOTAL EXTERIOR MAINT &amp; REPAIRS</b>	<b>28,717.89</b>	<b>25,601</b>	<b>26,600</b>
<b>570000</b>	<b>GROUNDS &amp; GARDENS</b>			
571000	Landscaping Services	39,795.00	39,800	39,000
571600	Landscape Repairs	3,375.75	5,000	10,000
577800	Irrigation System	2,348.71	2,000	2,000
577850	City of Port Moody Greenspace	3,936.00	4,000	4,000
<b>579900</b>	<b>TOTAL GROUNDS &amp; GARDENS</b>	<b>49,455.46</b>	<b>50,800</b>	<b>55,000</b>
<b>580000</b>	<b>RECREATION CENTRE</b>			
580900	Recreation Centre Maintenance	33,905.38	31,000	34,000
<b>589900</b>	<b>TOTAL RECREATION CENTRE</b>	<b>33,905.38</b>	<b>31,000</b>	<b>34,000</b>
<b>599900</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>506,376.02</b>	<b>520,996</b>	<b>534,426</b>
<b>600000</b>	<b>BALANCE BEFORE RESERVES &amp; OTHER TRANSFERS</b>	<b>94,423.00</b>	<b>80,000</b>	<b>80,000</b>
<b>700000</b>	<b>TRANSFERS TO RESERVE FUND</b>			
700100	Contingency Reserves	80,000.00	80,000	80,000
<b>705000</b>	<b>TOTAL TRANSFERS TO RESERVE FUND</b>	<b>80,000.00</b>	<b>80,000</b>	<b>80,000</b>
<b>800000</b>	<b>NET OPERATING SURPLUS(DEFICIT)</b>	<b>14,423.00</b>	<b>0.00</b>	<b>-</b>

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2015-2016 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

**Annual Operating Contributions**      \$511,640.00  
**Annual CRF Contributions**              80,000.00  
**Total Annual Strata Fees**              \$591,640.00

**Total Aggregate**      14,158

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2015-2016 Monthly Operating Contribution	2015-2016 Monthly CRF Contribution	2015-2016 Total Monthly Strata Fees	One-time Adjustment for Dec 2015, Jan & Feb 2016
1	101-500 Klahanie Drive	84	0.00593304	\$252.97	\$39.55	\$292.52	\$21.42
2	104-500 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
3	105-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
4	106-500 Klahanie Drive	115	0.00812262	346.32	54.15	400.47	29.31
5	107-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
6	108-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
7	109-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
8	110-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
9	111-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
10	113-500 Klahanie Drive	95	0.00670999	286.09	44.73	330.82	24.18
11	114-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
12	201-500 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
13	202-500 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
14	203-500 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
15	204-500 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
16	205-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
17	206-500 Klahanie Drive	115	0.00812262	346.32	54.15	400.47	29.31
18	207-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
19	208-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
20	209-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
21	210-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
22	211-500 Klahanie Drive	96	0.00678062	289.11	45.20	334.31	24.48
23	213-500 Klahanie Drive	95	0.00670999	286.09	44.73	330.82	24.18
24	214-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
25	301-500 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
26	302-500 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
27	303-500 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
28	304-500 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
29	305-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
30	306-500 Klahanie Drive	115	0.00812262	346.32	54.15	400.47	29.31
31	307-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
32	308-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
33	309-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
34	310-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
35	311-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
36	312-500 Klahanie Drive	65	0.00459104	195.74	30.61	226.35	16.56
37	313-500 Klahanie Drive	95	0.00670999	286.09	44.73	330.82	24.18
38	314-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
39	401-500 Klahanie Drive	84	0.00593304	252.97	39.55	292.52	21.42
40	402-500 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
41	403-500 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
42	404-500 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
43	405-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
44	406-500 Klahanie Drive	115	0.00812262	346.32	54.15	400.47	29.31

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2015-2016 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

<b>Annual Operating Contributions</b>	\$511,640.00	<b>Total Aggregate</b>	<u>14,158</u>
<b>Annual CRF Contributions</b>	<u>80,000.00</u>		
<b>Total Annual Strata Fees</b>	<u><u>\$591,640.00</u></u>		

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2015-2016 Monthly Operating Contribution	2015-2016 Monthly CRF Contribution	2015-2016 Total Monthly Strata Fees	One-time Adjustment for Dec 2015, Jan & Feb 2016
45	407-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
46	408-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
47	409-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
48	410-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
49	411-500 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
50	412-500 Klahanie Drive	64	0.00452041	192.73	30.14	222.87	16.29
51	413-500 Klahanie Drive	95	0.00670999	286.09	44.73	330.82	24.18
52	414-500 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
53	101-400 Klahanie Drive	84	0.00593304	252.97	39.55	292.52	21.42
54	102-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
55	103-400 Klahanie Drive	107	0.00755756	322.23	50.38	372.61	27.27
56	104-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
57	105-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
58	106-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
59	107-400 Klahanie Drive	113	0.00798135	340.30	53.21	393.51	28.80
60	108-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
61	109-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
62	110-400 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
63	111-400 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
64	113-400 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
65	114-400 Klahanie Drive	111	0.00784009	334.27	52.27	386.54	28.29
66	115-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
67	201-400 Klahanie Drive	84	0.00593304	252.97	39.55	292.52	21.42
68	202-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
69	203-400 Klahanie Drive	107	0.00755756	322.23	50.38	372.61	27.27
70	204-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
71	205-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
72	206-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
73	207-400 Klahanie Drive	113	0.00798135	340.30	53.21	393.51	28.80
74	208-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
75	209-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
76	210-400 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
77	211-400 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
78	213-400 Klahanie Drive	96	0.00678062	289.11	45.20	334.31	24.48
79	214-400 Klahanie Drive	111	0.00784009	334.27	52.27	386.54	28.29
80	215-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
81	301-400 Klahanie Drive	84	0.00593304	252.97	39.55	292.52	21.42
82	302-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
83	303-400 Klahanie Drive	107	0.00755756	322.23	50.38	372.61	27.27
84	304-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
85	305-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
86	306-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
87	307-400 Klahanie Drive	114	0.00805198	343.31	53.68	396.99	29.04
88	308-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40

**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2015-2016 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

<b>Annual Operating Contributions</b>	\$511,640.00	<b>Total Aggregate</b>	<u>14,158</u>
<b>Annual CRF Contributions</b>	80,000.00		
<b>Total Annual Strata Fees</b>	<u>\$591,640.00</u>		

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2015-2016 Monthly Operating Contribution	2015-2016 Monthly CRF Contribution	2015-2016 Total Monthly Strata Fees	One-time Adjustment for Dec 2015, Jan & Feb 2016
89	309-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
90	310-400 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
91	311-400 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
92	312-400 Klahanie Drive	64	0.00452041	192.73	30.14	222.87	16.29
93	313-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
94	314-400 Klahanie Drive	111	0.00784009	334.27	52.27	386.54	28.29
95	315-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
96	401-400 Klahanie Drive	84	0.00593304	252.97	39.55	292.52	21.42
97	402-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
98	403-400 Klahanie Drive	107	0.00755756	322.23	50.38	372.61	27.27
99	404-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
100	405-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
101	406-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
102	407-400 Klahanie Drive	113	0.00798135	340.30	53.21	393.51	28.80
103	408-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
104	409-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
105	410-400 Klahanie Drive	70	0.00494420	210.81	32.96	243.77	17.85
106	411-400 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
107	412-400 Klahanie Drive	64	0.00452041	192.73	30.14	222.87	16.29
108	413-400 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
109	414-400 Klahanie Drive	111	0.00784009	334.27	52.27	386.54	28.29
110	415-400 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
111	101-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
112	102-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
113	103-300 Klahanie Drive	108	0.00762820	325.25	50.85	376.10	27.54
114	104-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
115	105-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
116	106-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
117	107-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
118	108-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
119	109-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
120	110-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
121	112-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
122	113-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
123	114-300 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
124	201-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
125	202-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
126	203-300 Klahanie Drive	107	0.00755756	322.23	50.38	372.61	27.27
127	204-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
128	205-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
129	206-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
130	207-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
131	208-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
132	209-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09



**STRATA PLAN BCS 1961 - THE TIDES**  
**APPROVED 2015-2016 MONTHLY STRATA FEES and CRF CONTRIBUTIONS**

<b>Annual Operating Contributions</b>	\$511,640.00	<b>Total Aggregate</b>	<u>14,158</u>
<b>Annual CRF Contributions</b>	<u>80,000.00</u>		
<b>Total Annual Strata Fees</b>	<u><u>\$591,640.00</u></u>		

Strata Lot	Unit Address	Unit Entitlement	Common Area %	2015-2016 Monthly Operating Contribution	2015-2016 Monthly CRF Contribution	2015-2016 Total Monthly Strata Fees	One-time Adjustment for Dec 2015, Jan & Feb 2016
133	210-300 Klahanie Drive	96	0.00678062	289.11	45.20	334.31	24.48
134	212-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
135	213-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
136	214-300 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
137	301-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
138	302-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
139	303-300 Klahanie Drive	108	0.00762820	325.25	50.85	376.10	27.54
140	304-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
141	305-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
142	306-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
143	307-300 Klahanie Drive	100	0.00706314	301.15	47.09	348.24	25.50
144	308-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
145	309-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
146	310-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
147	311-300 Klahanie Drive	64	0.00452041	192.73	30.14	222.87	16.29
148	312-300 Klahanie Drive	100	0.00706314	301.15	47.09	348.24	25.50
149	313-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
150	314-300 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
151	401-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
152	402-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
153	403-300 Klahanie Drive	108	0.00762820	325.25	50.85	376.10	27.54
154	404-300 Klahanie Drive	87	0.00614494	262.00	40.97	302.97	22.17
155	405-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
156	406-300 Klahanie Drive	94	0.00663936	283.08	44.26	327.34	23.94
157	407-300 Klahanie Drive	100	0.00706314	301.15	47.09	348.24	25.50
158	408-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
159	409-300 Klahanie Drive	71	0.00501483	213.82	33.43	247.25	18.09
160	410-300 Klahanie Drive	80	0.00565052	240.92	37.67	278.59	20.40
161	411-300 Klahanie Drive	64	0.00452041	192.73	30.14	222.87	16.29
162	412-300 Klahanie Drive	100	0.00706314	301.15	47.09	348.24	25.50
163	413-300 Klahanie Drive	93	0.00656872	280.07	43.79	323.86	23.70
164	414-300 Klahanie Drive	83	0.00586241	249.96	39.08	289.04	21.15
		14,158	100%	\$42,636.85	\$6,666.67	\$49,303.52	\$3,608.64

Yearly (x 12)      \$511,642.24      \$80,000.00      \$591,642.24