2020 Depreciation Report
for
Arbutus Village
Parkway Drive, Springtree Drive, and Arbutus Street, Vancouver

Prepared For:
The Owners, Strata Plan VR 563
c/o Gateway Property Management
Suite 400, 11950 – 80th Avenue
Delta, BC V4C 1Y2
Attention: Felicia Massoud, Property Manager

Prepared By:
Sense Engineering Ltd.
104 – 788 Copping Street
North Vancouver, BC V7M 3G6
Attention: Ted Denniston, AScT, LEED AP

November 3, 2020

Sense's Project No. 20vA015A

sense engineering

EXECUTIVE SUMMARY

Arbutus Village consists of a townhome complex with 75 residential units. Construction of the complex was completed circa 1978.

Figure 1: ARBUTUS VILLAGE, aerial image (image via Google). Note: Buildings numbers are as per the Strata Plan provided.

The property and buildings have been well maintained over the years. Significant work completed in recent years includes:

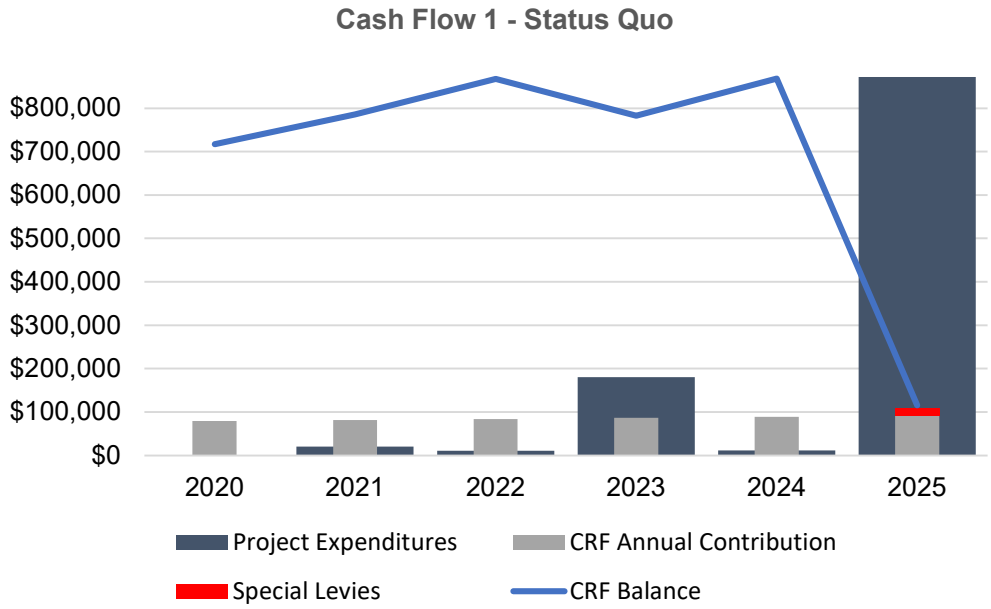
- Completed extensive repairs to the exterior of the buildings in 2016,
- Replaced all roofs between 2009 and 2016,
- Flushed, drained and repaired storm sumps in 2015 to 2016,
- Replaced some of the retaining walls on the site including plant replacement; and
- Upgrading exterior common area lighting.

You will note that there are recommended projects and investigations in the next three years, i.e., before the next update to this Depreciation Report. These projects are summarized below.

2020 $0	*No projects scheduled.*
2021 $20,600	1.2 Balconies Evaluate the Condition of All Balconies – $10,300 7.2 Site Services Periodic Repairs to the Domestic Water Supply – $10,300
2022 $10,609	7.2 Site Services Periodic Repairs to the Domestic Water Supply – $10,609

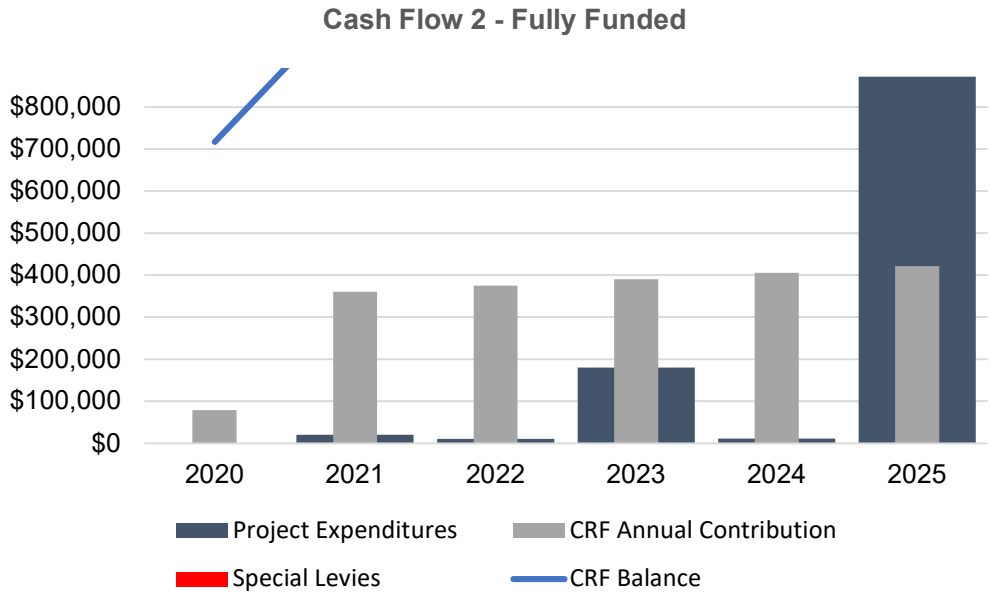
Our analysis shows that an increase to the Contingency Reserve Fund is required above current contribution levels to meet future anticipated expenditures. The following tables show six-year snapshots of three possible funding scenarios. Full expenditure and cash flow tables are included in Appendices C to E.

Cash Flow Analysis 1 - Status Quo: This funding scenario shows contributions to the Contingency Reserve Fund at the same level as is presently being contributed. This shows that there are several years where the amount in the Reserve Fund will not be sufficient to cover the costs of required repairs and renewals and the resultant amount of the Special Levy, in that particular year, that will be required in order to cover costs. See below for the first six year snap shot of this scenario, see Appendix C for both 10 year and full 30 year presentation tables and graphs.



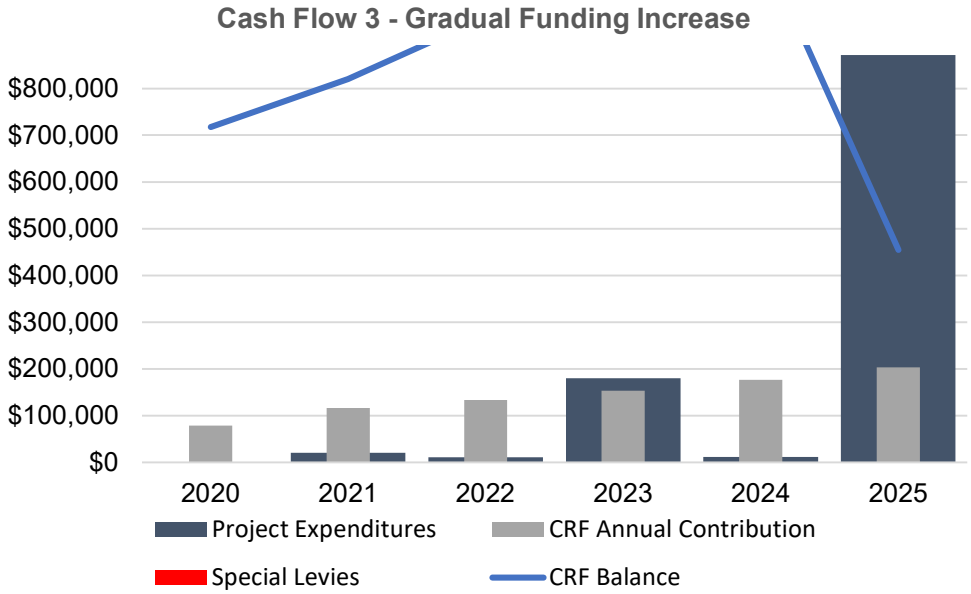
Year	2020	2021	2022	2023	2024	2025
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**
CRF Annual Contribution	**$79,000**	**$81,370**	**$83,811**	**$86,325**	**$88,915**	**$91,583**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$18,538**
CRF Balance	**$717,184**	**$785,601**	**$867,151**	**$782,357**	**$868,359**	**$115,927**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**

Cash Flow Analysis 2 - Fully Funded (No Special Levies): This funding scenario shows an increase in contributions to the Contingency Reserve Fund in the next fiscal year in order to cover the cost of future repairs and replacements with no Special Levies. Following this increase, annual contributions would only be increased by the amount of inflation. See below for the first six year snap shot of this scenario, see Appendix D for both 10 year and full 30 year presentation tables and graphs.



Year	2020	2021	2022	2023	2024	2025
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**
CRF Annual Contribution	**$79,000**	**$360,313**	**$374,726**	**$389,715**	**$405,303**	**$421,515**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$717,184**	**$1,066,060**	**$1,442,922**	**$1,668,949**	**$2,081,966**	**$1,654,913**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**

Cash Flow Analysis 3 - Gradual Funding Increase: This funding scenario shows an immediate increase in contributions to the Contingency Reserve Fund followed by gradual increases in contributions and special levies for large expenditure years, so as not to overly burden the existing Owners; but, also to eventually (after 2036) bring the contributions to a level where the Reserve Fund is fully funded and annual contributions only needing to be increased by the amount of inflation. You will note that initial contribution amounts will be less than in the scenario of Cash Flow Analysis 2, but more in later years. See below for the first six year snap shot of this scenario, see Appendix E for both 10 year and full 30 year presentation tables and graphs.



Year	2020	2021	2022	2023	2024	2025
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**
CRF Annual Contribution	**$79,000**	**$116,050**	**$133,458**	**$153,476**	**$176,498**	**$202,972**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$717,184**	**$820,470**	**$952,286**	**$935,862**	**$1,111,465**	**$454,932**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**

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APPENDICES

1.0 INTRODUCTION

The Owners of Strata Plan VR 563 retained *Sense Engineering* to prepare this 2020 Depreciation Report for Arbutus Village at Parkway Drive, Springtree Drive, and Arbutus Street, Vancouver.

This report satisfies the requirements of the BC *Strata Property Act* and Regulations.

2.0 DESCRIPTION OF THE STRATA CORPORATION

Arbutus Village consists of a townhome complex with 75 residential units within multiple buildings. Amenities include an outdoor pool area with in-ground pool, spa, lounge and a pool house with a women's and men's change/washrooms. Construction of the complex was completed circa 1978.

The Strata Corporation's present fiscal year runs from January 1 to December 31. For the purposes of this report the 2020 Fiscal Year runs from January 1, 2020 to December 31, 2020.

Figure 1: Turnaround at north end of Springtree Drive.

Figure 2: Typical newer retaining wall, patios with fences and balconies above.

Figure 3: One of three entrances to the property.

Figure 4: Entrance to the pool area.

Our interpretation of the Strata Bylaws and how we understand the Strata Corporation to be operating are that the following property assets (building components and systems) are the common assets which must be addressed as part of this Depreciation Report:

- Structural frame, including exclusive use balconies;
- Roofs, including exclusive use roof decks;
- Exterior cladding and exterior main entrance doors;
- Maintenance and repair but not replacement windows, patio, balcony and roof deck doors;
- Interior finishes in common areas at the pool house;
- Site finishes;
- Common mechanical, electrical, and plumbing facilities; and
- Chimneys serving the wood burning fireplaces.

We understand that components and systems which are not common assets and are the responsibility of the individual owners include:

- Interior suite finishes;
- Replacement of exterior windows, patio and balcony sliding doors;
- In-suite-specific plumbing and electrical fixtures and associated piping and wiring;
- In-suite HVAC units;
- Unit water heating tanks; and
- Wood burning fireplace inserts.

3.0 SENSE'S SCOPE OF WORK

3.1 BC *Strata Property Act* and Regulation Requirements

As per the BC *Strata Property Act* and Regulations:

> "Depreciation reports help strata corporations plan for the repair, maintenance and replacement of common property, limited common property and common assets over a 30 year period.
>
> The report must contain:
>
> - A physical inventory of the common property and assets.
> - Anticipated maintenance, repair and replacement costs for common expenses projected over 30 years.
> - A financial forecasting section with at least three cash flow funding models.
>
> Depreciation reports provide useful information to strata lot owners, prospective purchasers, mortgage providers and insurance companies."

Our Depreciation Report provides information satisfying the above requirements. In response to other requirements of the Regulations:

- The employees at *Sense Engineering* have prepared Depreciation-type reports across Canada since the early ’90s, and our Team is familiar with virtually all building systems, failure mechanisms, and required maintenance, repair and replacement needs.

- *Sense Engineering* was retained by the Strata Corporation, and at the time of writing this report, no employees of *Sense Engineering* have any ownership interest (present or prospective) in the Strata Corporation or its management company, thereby solely providing independent 3rd party consulting services to the Strata Corporation.

- *Sense Engineering* carries $5,000,000 in errors and omissions insurance.

Our intent in preparing this Depreciation Report for the Strata Corporation was to:

- meet the requirements of the BC *Strata Property Act* and Regulations,
- make the report easy to understand and be a useful document to assist in managing the buildings, and
- include a sensible plan for managing costs to maintain, repair and renew the buildings over both the short and long term.

3.2 Preparation and Site Review

As part of our review and preparation of this report, we:

- Reviewed the information made available (see Appendix F) and had discussions with Doug Hoover and Branko Cvoric (Strata Council representatives) and Felicia Massoud (Property Manager) to:

    - verify which components of the Strata Corporation are common assets;
    - understand the extent of the Strata Corporation's interests with respect to shared facilities;
    - understand the general construction of the buildings and property;
    - understand the type and level of maintenance and repairs carried out in the past and planned for the future; and
    - understand the financial status of the Strata Corporation.

- Ted Denniston, AScT, LEED AP, visited the site on April 29, 2020 and visually reviewed representative samples of the common assets to make an assessment of existing conditions.

- Brennan Vollering, M.A.Sc., P.Eng, LEED AP reviewed this report.

- We also contacted the Geoclima Mechanical Engineering to assist in understanding the performance history related to the main water supply piping and valves.

4.0 PROJECTED CONTINGENCY RESERVE FUND EXPENDITURES

Using the information gathered, we created an inventory of common assets of the Strata Corporation and the anticipated years and cost for their related major repairs and replacement.

The estimated timing of repair/replacement projects is based on typical service lives, adjusting for current conditions and past performance history. We assume good maintenance practices are followed. Actual timing can vary depending on many factors, including the frequency or intensity of future building maintenance. Under strict maintenance regimens, the timing of repairs and renewal projects could possibly extend beyond what is presented in this report. Conversely, should essential and timely maintenance is not carried out, the timing of repairs and renewal projects could possibly occur years sooner than what is presented in this report.
As per the *Strata Property Act*, the Depreciation Report includes anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year. In general, any repair or renewal project greater than $5,000 has been captured and included in the Depreciation Report. Smaller repairs and replacement work, routine building maintenance items, or items that we understand would typically be addressed as part of regular maintenance using funds from the operating budget (based on how the Strata is currently operating) have not been included in the report. However, we have included items where significant programs of maintenance are required to defer future repair or renewal projects, or one-time maintenance projects to catch-up on deferred maintenance were deemed to be required.

Cost estimates shown are inflated and include contingencies (typically 10 to 20%) and allowances for design/project management (5 to 15%), where appropriate. GST (5%) has also been included.

5.0 FINANCIAL ANALYSIS AND ASSUMPTIONS

As per the BC *Strata Property Act* Regulations, the Contingency Reserve Fund expenditures were projected over a 30-year period to develop various funding scenarios that accommodates future anticipated repair/replacement needs. There are repair and replacement projects which will be required beyond the 30-year window of this report, and in future updates to your Depreciation Report these projects will eventually come into play and affect the future funding requirements of the Contingency Reserve Fund. These effects may be either negative or positive.

Our analysis shows that an increase to the Contingency Reserve Fund is required above current contribution levels to meet future anticipated expenditures. 30-year expenditure table and three possible funding scenarios in the form of cash flows tables are included in Appendices B to E.

Our financial analysis includes the following assumptions:

Fiscal Year End:	December 31st
Reserve Fund Starting Balance (on January 1, 2020):	$631,412, based on financial information provided
2020 Contribution to Reserve:	$79,000
Minimum Balance:	$100,000
Annual Interest Rate:	1%
Inflation Rate:	3%

Notes:

We have used a minimum balance of $100,000 in our cash flow analysis for 2020, increasing yearly to match inflation. This is based roughly on $1,300 per unit. The minimum balance is the minimum value that the Contingency Reserve Fund would ever reach. The minimum balance could be $0, or something higher. Although the *Strata Property Act* or Regulations presently do not require a minimum balance above $0, it would be prudent to set a higher minimum balance to help safeguard against certain situations, such as:

a. Components performing worse than expected;
b. Unexpected problems or conditions; or
c. New requirements becoming necessary as a result of changes in Codes or local Bylaws

The inflation rate of 3.0% is based on weighted historical construction indices for the Vancouver area, and an interest rate of 1.0% based on historical investment returns for strata corporations of this type and the current investment opportunities available in the marketplace.

6.0 LIMITATIONS

No party other than the Client shall rely on the Consultant's work without the express written consent of the Consultant (*Sense Engineering Ltd.*). The scope of work and related responsibilities are defined in the Consultant's proposal and Conditions of Assignment. Any use which a third party makes of this work, or any reliance on or decisions to be made based on it, is the responsibility of such third parties. Decisions made, or actions taken as a result of our work shall be the responsibility of the parties directly involved in the decisions or actions. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees).

The work reflects the best judgement of the Consultant in light of the information reviewed by them at the time of preparation. Unless otherwise agreed in writing by the Consultant, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. This is not a certification of compliance with past or present regulations. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

This work does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing, but not recorded, were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. We can perform further investigation(s) on items of concern, if so directed.

Only the specific information identified has been reviewed. The Consultant is not obligated to identify mistakes or insufficiencies in the information obtained from the various sources or to verify the accuracy of the information.

The Consultant was not to investigate or provide advice, and is not investigating or providing advice, about pollutants, contaminants or hazardous materials.

The Client and other users of this report expressly deny any right to any claim, including personal injury claims, which may arise out of pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Projected project expenditure figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.

As per our conditions of assignment pertaining to this project: The liability of *Sense Engineering* is limited to the Client in Contract and Tort to ten times the fee paid and the time period for any claim shall be for a period of two (2) years from the date of issuance of the report. The Client expressly agrees that the individuals engaged by the Consultant shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. The Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

7.0 CLOSURE

Should you have any questions, please feel free to contact us at the numbers below.

Yours truly,

2020-11-03

Ted Denniston, AScT, LEED AP
Principal (778) 869-3035
Sense Engineering Ltd.

Brennan Vollering, M.A.Sc., P.Eng, LEED AP
Principal (604) 365-3664
Sense Engineering Ltd.

APPENDIX A – COMMON ASSETS

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1. STRUCTURE

1.1 STRUCTURAL FRAME

BRIEF DESCRIPTION:

The above grade structure of the buildings is wood-framed with wood sub-floors, on wood joists, typically supported by wood-framing. Flat roofs have wood joists with assumed plywood sheathing. Sloped roofs have wood trusses with original wood strapping but overlayed with plywood sheathing installed when the roofs were replaced.

The below-grade walls are poured concrete. These walls are the full height of the basement floors and extend above grade. There are ground floor concrete floor slabs at some locations where the topography slopes over the width of the building.

There are wood stairs leading up to elevated wood framed walkways connecting some buildings. There are sloped canopy roofs over the walkways and wood framed guard walls and stair railings clad similar to the exterior walls of the buildings.

There are wood-framed free-standing carports at the front of each unit at buildings 2, 4, 6, 8, 11, 13, 15, 17, 19 and 21. The carports have flat roofs.

There are parking areas under the front of each unit at buildings 1, 3, 5 and 7. Occupied space and balconies extend over top of the parking areas.

There is a stand-alone pool house with women's and men's change/washrooms and a mechanical room. The north, south and east exterior walls are poured concrete. The remainder of the pool house is wood-framed, including a sloped roof. There is a wood-framed pool lounge area with parking below. The lounge area wood floor joists are supported by a poured concrete wall along the east side and by wood beams and timber columns along the west side.

Building drawings indicate that there are a combination of poured concrete strip and pad footings supporting the building structures.

Photo 1: Typical concrete framed parking areas at Buildings 1, 3, 5 and 7.

Photo 2: Typical carport at Buildings 2, 4, 6, 8, 11, 13, 15, 17, 19 and 21.

Photo 3: Parking area below the pool lounge.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2016: Installed wood roof sheathing over original wood strapping at all sloped roofs as part of a comprehensive roof replacement project (see the *Sloped Roofing* section of this report for further discussion).

PRESENT CONDITIONS AND RECOMMENDATIONS:

Most of the structural components are concealed from view. We noted no evidence of unusual settlement, displacement, or structural cracking in the areas reviewed.

The interior portions of the structure are generally protected from weather and are not expected to require major repair within the term of this report. Expected repairs to structural elements exposed to weather are discussed in other sections of this report.

The buildings are located in an area with a relatively high risk of strong seismic activity. *Sense Engineering* has not completed a structural analysis to confirm whether the buildings meet current earthquake resistance requirements. Upgrading to meet current Code requirements is not mandatory, so we have not included projected expenditures for any structural retrofits. However, retrofits could be required if there is a major loss to the buildings, e.g., due to a fire or flood, or if a major renovation is carried out in the future.

1. STRUCTURE

1.2 BALCONIES

BRIEF DESCRIPTION:

There are balconies throughout the buildings, including concrete framed balconies over parking areas at buildings 1, 3, 5 and 7 and at the rear of most other buildings. There are also some wood framed balconies.

The balconies are typically cantilevered from the building structure and are also supported by building exterior walls. Balconies typically have wood decking over SBS modified bitumen waterproofing. We understand that there is vinyl sheet waterproofing at least at one balcony, possibly more, and some owners have replaced the wood decking with composite decking. Balcony guards and divider walls between adjoining balconies are wood-framed and clad similar to the exterior walls.

The undersides of the balconies are covered with painted textured board at buildings 1, 3, 5 and 7 with some areas of perforated panels, where past repairs have been completed. The undersides are typically covered with painted wood siding at other balconies.

The balconies drain into metal gutters and downspouts. The downspouts discharge below grade, presumably into the drainage system at the perimeter of the buildings.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

~2003:	Re-waterproofed balconies.
Various Years:	Replaced/repaired and repainted guards over the years on an as-needed basis.
2015:	Replace balcony gutters.
2015-2016:	Installed metal cap flashings at guards, side and divider walls to protect the wood below.

Photo 4: Typical balconies at building 1.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any significant problems with any particular balconies. The Strata has proactively maintained and repaired the balconies over the years, including replacement of waterproofing and guards. However, waterproofing at most of the balconies is believed to be 17 years old, or more.

It is imperative that the balcony waterproofing be maintained water-tight and replaced well before the waterproofing is no longer effective as significant deterioration of the structural components supporting the balconies can occur if there is leakage through or at the perimeter of the waterproofing. Structural damages to the framing below the waterproofing can significantly increase the cost of repairs.

The projected expenditures include for a detailed assessment of all balconies to provide the Strata with an accurate accounting of the present condition of the balconies and a recommended phased program of future repairs and replacement work.

Pending results of the balcony assessment, the projected expenditures include for a phased program of re-waterproofing the balconies and wood decking based on pricing received from Variant. Localized repairs to the structural elements should be expected. We assume that only about 70% of the wood decks will require replacement by the Strata, since about 30% of the decks would be individual unit owner responsibility due to upgrades made by the owners.

Repair and replacement of the guards and divider walls is included as part of exterior wall repair programs.

We assume that local repairs to the balconies between programs of re-waterproofing will be carried out as needed as maintenance out of operating budgets.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Evaluate the Condition of All Balconies	$10,000	2021 2049	N/A
Re-waterproof Balconies, including Local Framing Repairs as Required (Phased)	$240,000	2025 2027 2029	25
Replace ~70% of Wood Decks (Phased)	$52,000	2025 2027 2029	25

2. BUILDING ENVELOPE

2.1 EXTERIOR WALLS

BRIEF DESCRIPTION:

The exterior walls of the buildings are typically clad with painted horizontal cedar siding. Some areas (typically south facing) have been re-clad with fibre cement siding. There are also some areas of masonry cladding, including masonry clad chimneys.

According to previous reports, the original wood siding is typically installed over building paper, plywood sheathing, wood studs, fiberglass batt insulation between the studs, vapour barrier and interior drywall.

The original wood clad walls appear to be designed as a concealed barrier system, meaning that there is a secondary water-resistive barrier behind the face of the cladding. Concealed barrier systems do not incorporate an air space behind the cladding, which significantly limits drainage and drying of any incidental water that passes through or around the cladding. The exterior of these walls are intended to be watertight to perform satisfactorily.

The masonry veneer cladding appears to have been constructed as a drained system. The method of lateral connection of the masonry back to the building structure or reinforcing to support the chimneys is unknown.

Painted wood trellises are secured to the exterior walls over many balconies.

Photo 5: Typical exterior walls.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2012:	Re-clad south exterior walls of some units at a reported cost estimate of $70,000.
2013-2014:	Completed extensive repairs to the exterior of the buildings, including re-cladding some wall areas, masonry repairs to chimneys, trellis repairs and replacement work, replacing some balcony guards and repainting throughout the development, at a reported cost of $2,866,422.
2016:	Completed preventative maintenance work to the chimneys.
2020:	Completed local repainting, siding and carport repairs, at a reported cost of $48,000.

PRESENT CONDITIONS AND RECOMMENDATIONS:

Some areas of original wood siding are showing signs of wear and rot. One area of more extensive wear and rot is the north elevation of 4009 Parkway Drive.

We understand that the exterior walls were evaluated in 2020 and with repair recommendations as follows:

- Repaint exterior walls in 2025 at an estimated present day cost provided by Variant of $450,000.
- Replace existing siding with fibre cement siding at building 1 (south), building 8 (south) and building 17 (north) in 2023 at an estimated present day cost provided by Variant of $155,000, and similarly three more walls in 2033.

The projected expenditures include for repair programs as recommended, continued future repainting work and localized cladding replacement every 10 years after 2033, as well as localized repairs to exterior walls, including carport siding and columns, elevated entrances, between buildings, balcony guards, divider walls and trellises at patios, including the pool building exterior.

The projected expenditures also include for future detailed evaluations of all exterior walls to provide the Strata with an accurate accounting of the present condition and a recommended phased program of future repairs and replacement work.

The projected expenditures also include for periodic local repairs to the masonry clad exterior walls and chimneys.

Assuming that exterior wall evaluations are completed followed by recommended programs of exterior maintenance, repairs and local re-cladding, we do not anticipate wide scale re-cladding of the exterior of the buildings being required.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Evaluate the Condition of the Exterior Walls	$10,000	2034 2046	N/A
Repaint the Exterior of the Buildings	$450,000	2025 2037 2049	12
Replace Existing Siding with Fibre Cement Siding at Building 1 (south), Building 8 (south) and Building 17 (north)	$155,000	2023	10
Locally Replace Existing Siding with Fibre Cement Siding at Exterior Walls	$155,000	2033 2043	10
Locally Repair Masonry Clad Exterior Walls and Chimneys	$30,000	2026 2036 2046	10

2. BUILDING ENVELOPE

2.2 WINDOWS, BALCONY AND PATIO DOORS

BRIEF DESCRIPTION:

Original windows, balcony and patio doors were aluminum with horizontal sliding sections. Most original windows, balcony and patio doors have been replaced over the years with vinyl (PVC) windows and doors with insulated glazing units (IGUs). Replacement windows and doors have typically been based on specifications developed by professionals (Halsall) hired by the Strata.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:	
Various Years:	Replaced most of windows, balcony and patio doors.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We understand that the Strata is responsible for the maintenance and repair of the windows, balcony and patio doors. Windows and doors are typically replaced by the individual owners following strata prescribed specifications, alternatively the Strata has undertaken replacement with costs charged back to the individual owners. No projected expenditures for replacement of windows or sliding doors are therefore included in this report.

Failure of IGUs can be expected to start occurring after about 10 to 15 years of service and the frequency typically increases with age. We expect that failed units will be replaced on an as-needed basis funded out of operating budgets. We also expect that weatherstripping and window and door hardware will be replaced on an as-needed basis funded out of operating budgets.

Photo 6: Typical windows.

Photo 7: Typical patio door.

2. BUILDING ENVELOPE

2.3 EXTERIOR DOORS

Photo 8: Typical exterior entrance doors.

BRIEF DESCRIPTION:

Exterior doors include the following:

- *Front Entrance*: There are wood (painted or stained) entrance doors to the units.
- *Roof Decks*: There are painted wood doors to the roof decks.
- *Change / Washrooms and Pool Equipment Room*: There are painted wood entrance doors.
- *Electrical Rooms*: There are painted wood entrance doors to the electrical rooms.

The balcony and patio doors are discussed in the *Windows, Balcony and Patio Doors* section of the report.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:	
Date Unknown:	Replaced front entrance doors on an as-needed basis.

PRESENT CONDITIONS AND RECOMMENDATIONS:

Some of the front entrance and roof deck doors have been replaced over the years either by the Strata, as they are Strata responsibility, or by the individual owners. Many of the doors have also been repainted or re-stained by the individual owners. We assume that these doors will continue to be maintained and replaced on an as-needed basis funded out of operating budgets, or by the individual owners.

Many of the wood doors and frames to the electrical rooms are rotted. We also assume that these doors and the doors to the change / washrooms and pool equipment room will be maintained and replaced on an as-needed basis funded out of operating budgets.

2. BUILDING ENVELOPE

2.4 FLAT ROOFING

BRIEF DESCRIPTION:

There are flat roofs over buildings and carports at buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21, and adjacent to building 6. There are also sections of flat roofing and roof decks along the west side of buildings 1, 3, 5 and 7.

There are sloped roofs over buildings 1, 3, 5, 6, 7, the front of building 15 and the pool house. There are also small sections of sloped roofing at buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21. See the *Sloped Roofing* section of this report for further discussion and projected expenditures related to the sloped roofs.

The flat roofs are protected by exposed modified bitumen waterproofing. Documents provided indicate that EPS Type 1 sloped insulation was installed at the roofs over the buildings as part of the last roof replacement project to improve drainage. We assume that the roofs have plywood sheathing supporting the waterproofing and the roofs at the building are insulated between joist spaces.

Waterproof flashings at the perimeter of the roofs are covered with sheet metal flashing. There are scupper drains with downspouts which discharge below grade, presumably into the drainage system at the perimeter of the buildings.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2009:	Replaced flat roofs over buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21.
2011:	Replaced most carport roofs.
2016:	Replaced roof decks at buildings 1, 3, 5 and 7.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any current problems with the roofs.

Photo 9: Typical flat roofs over the buildings and carports.

Exposed modified bitumen roofs in the Lower Mainland climate tend to have a serviceable life of 20 years before requiring replacement. Uninsulated roofs such as over the carports and roof decks protected by wood decking tend to have a slightly longer service life.

Given the performance of the roofs since replacement, and the level of proactive maintenance being carried out, the roofs should be able to be maintained in a serviceable condition to a life of 20 to 25 years (possibly more); however, conditions and timing of replacement should be monitored and considered as part of future updates to the Depreciation Report.

The projected expenditures include for replacement of the roofs based on costs provided by Variant.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Flat Roofs over buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21	$1,800,000	2029 2049	20
Replace ~5 Carport Roofs	$70,000	2027	25
Replace ~48 Carport Roofs	$670,000	2036	25
Replaced Roof Decks at Buildings 1, 3, 5 and 7	$185,000	2041	25

2. BUILDING ENVELOPE

2.5 SLOPED ROOFING

BRIEF DESCRIPTION:

There are sloped roofs over buildings 1, 3, 5, 6, 7, the front of building 15 and the pool house. There are also small sections of sloped roofing at buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21.

The sloped roofs at buildings 1, 3, 5, 7 have laminated asphalt shingles for the most part (reported to be Malarkey Windsor 350 lbs which is an SBS polymer modified asphalt shingle). The pool house has laminated asphalt shingles.

The sloped roofs at building 6, the front of building 15, and the small sections of sloped roofing at buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21 have Eviroshakes, which is a synthetic composite roofing tile.

The original roofs were cedar shakes installed over wood strapping. As part of replacing the roofs in 2016, plywood sheathing was installed over top of the existing wood strapping before installing the new asphalt shingles and Enviroshakes.

Ventilation of the roofs is typically provided by a combination of soffit vents and static and ridge vents near the top of the roofs.

The roofs drain into prefinished metal gutters and downspouts. The downspouts discharge below grade, presumably into the drainage system at the perimeter of the buildings.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2016: Replaced all sloped roofs and the flat roof decks at buildings 1, 3, 5 and 7, and installed metal cap flashings to some balconies, at a reported estimated cost of $440,000.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any current problems with the roofs.

Photo 10: Typical sloped roof with asphalt shingles.

Photo 11: Sloped roofs with Enviroshake shingles at building 15.

Photo 12: Underside of roof in pool house with original wood strapping and plywood sheathing over top.

The asphalt and modified asphalt shingled roofs should have a serviceable life of 25 years before requiring replacement. The projected expenditures include for replacement based on pricing provided by Variant, including local repairs/replacement of the wood sheathing, gutters and downspouts.

We understand that the Enviroshake roofs have a manufacturer 50 year warranty, so replacement of these roofs should not be required again within the term of this report.

We assume that maintenance and local repair of the roofs, gutters and downspouts will be carried out as needed as maintenance out of operating budgets.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace All Sloped Roofs with Asphalt Shingles, i.e., at Buildings 1, 3, 5, 7 and Pool House, including Local Repairs / Replacement of Wood Sheathing, Gutters and Downspouts	$735,000	2041	25

3. FIRE SAFETY

3.1 GENERAL

BRIEF DESCRIPTION:

Each unit has a number of hardwired, battery backup smoke alarms which locally sound.

There is no common fire safety equipment or devices other that a fire hydrant on the property opposite the north-west corner of unit 4035 Springtree Drive. There are also a number of fire hydrants along Arbutus Street and West King Edward Avenue, but these are the responsibility of the City.

Photo 13: Fire hydrant opposite the north-west corner of unit 4035 Springtree Drive.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the fire safety systems.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We understand that the smoke alarms in the units are the responsibility of the individual unit owners, so projected expenditures are not included in this report.

The fire hydrant on the site is inspected annually and torn down and re-built every few years by Fraser Valley Hydrant Services. Although fire hydrants can last over 100 years, the gaskets and seals typically harden, fail and become obsolete after 50-60 years, often requiring replacement of the hydrants. That said, some seals can last longer than others, and there are some hydrants that are over 100 years old and still in service. We do not expect replacement of the hydrant to be required within the term of this report; however, an item to replace the hydrant may be required to be brought into the Depreciation Report as part of future updates. We assume that annual fire hydrant maintenance (such as lubrication of the head mechanism and replacement of gaskets), will be completed as part of routine maintenance funded out of operating budgets.

4. INTERIOR

4.1 FF&E (FURNITURE, FIXTURES, AND EQUIPMENT)

BRIEF DESCRIPTION:

The pool house common areas finishes are limited to a women's and men's change/washroom. The change/washrooms have tiled floors and walls, painted ceilings, a tiled walk-in shower, vanity with a sink, toilet with enclosure, and a wood bench.

The pool and spa equipment room is unfinished.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

~2014:	Renovated the women's and men's change/washrooms.
2017:	Completed repairs to the pool and spa mechanical room, and local repairs/refurbishment to the change/washroom areas due to a flood, at a reported cost of $13,805.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The common area finishes are in good condition. We did not note excessive wear or tear in the areas reviewed.

The timing and scope of interior finish renewal generally depends on owner objectives. We assume that minor renovations will be carried out funded from operating budgets. The projected expenditures include for renovation of both the women's and men's change/washrooms, including tile finishes, fixtures, etc. Renovation timing and costs can vary significantly depending on desires of the Strata. The projected expenditures included assume similar quality finishes to existing.

Should the areas being renovated contain hazardous materials, e.g., asbestos, lead, etc., additional costs may be required to properly abate the hazardous materials.

Photo 14: Typical change/washroom in the pool house.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Renovate the Women's and Men's Change / Washrooms, including Tiled Finishes	$25,000	2039	25

5. SITE

5.1 SITE FEATURES AND PAVING

BRIEF DESCRIPTION:

Site features include the following:

- *Building Signs*: There are wood post property and masonry clad address signs at all three entrance to the property.
- *Soft Landscaping*: There are mature trees, shrubs and other plantings throughout the complex. There is an in-ground irrigation system for the landscaped areas.
- *Retaining Walls*: There is a timber retaining wall along the west side of buildings 2 and 4, which continues along the north end of building 2. There are precast concrete masonry unit retaining walls at the south end and west side of building 8.
- *Railings and Guards*: There are metal handrails at stairs and sloped walkways throughout the complex. There are metal guards with glass infill panels at the perimeter of the pool area.
- *Fencing*: There are painted wood privacy fences and gates at the perimeter of patios.
- Stand-alone Trellises: There are painted wood stand-alone trellies at some patio areas.
- *Shed*: There is a stand-alone salt shed adjacent to 3939 Parkway Drive.
- *Transformer Enclosures*: There are masonry walls enclosing some transformers.
- *Outdoor Pool and Spa Area*: The outdoor pool and spa area includes:
  - Inground pool and separate spa. Both the pool and spa have a concrete shell and a gunite finish with tile at the top of the water line.
  - Pool and spa equipment includes: Separate heating boiler, sand filter and circulation pumps for both the pool and spa.
  - Concrete deck at the perimeter of the pool and spa.

Photo 15: Pool area and pool house.

Photo 16: Typical paving.

  - Elevated lounge area above a parking area below. The lounge area has composite decking and the wood structure below the decking is waterproofed.

  We understand that the adjacent Stratas (VR 610 and VR 778) have use of the pool and spa areas and share in associated costs to maintain and repair these areas.

- *Tractor*: There is a Kubota BX 2380 tractor to assist with snow removal, but we understand that the tractor is owned by the current snow removal company but is allowed to be stored on site.

Paving includes the following:

- *Walkways*: There are interlock paved walkways, including wood bound stairs with interlock paver treads at changes in elevation, throughout the complex including to the front entrance of many of the units.
- *Patios*: There are concrete paving stones or unit pavers at most patios. Many owners have upgraded their patio areas including the paving.
- *Driveways*: There is concrete paving at carports and parking areas below the buildings.
- *Roadways and Visitor Parking Areas*: The roadways and visitor parking areas throughout the complex consist of a combination of interlock and asphalt paving. There are concrete curbs at the sides of the roads and parking areas and asphalt speed bumps at some locations. We understand that the adjacent Stratas (VR 610 and VR 778) have use of the roads throughout the complex.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2014:	Replaced retaining wall at the south end and west side of building 8.
2012:	Re-waterproofed and replaced the wood decking with composite decking at the pool lounge area over the parking area below, refinished/painted the pool and spa, and installed new guards at the perimeter of the pool and spa area, at a reported cost of about $70,000.
2014:	Rebuilt walls and guards at the pool area due damage from a car accident, at a reported cost of $10,447.
2014:	Replaced wood privacy fences and stand-alone trellises at the perimeter of patios.
2017:	Replaced pool heating boiler, at a reported cost of $4,352.
2018:	Replaced spa heating boiler, at a reported cost of $5,129.
2020:	Repaired sections of the of the timber retaining wall along the west side of buildings 2 and 4, and along the north end of building 2 at a reported cost of $15,000.
Various Years:	Completed local maintenance type repairs and replacement work to the asphalt paving throughout the complex.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The site features and paving are well maintained throughout the complex and are generally in good condition with the following exceptions:

- The masonry walls enclosing the transformers are stained and in need of some repairs. We assume that local repairs will be carried out as maintenance out of operating budgets.
- Some walkways are uneven. We assume that local repairs and resetting of interlock pavers and similar will be carried out as-needed as maintenance out of operating budgets.

We assume that maintenance, repair and local replacement of the following will be completed as-needed out of operating budgets: Building signs, soft landscaping, newer concrete masonry unit retaining walls, railing and guards, salt shed, and pool and spa equipment.

We understand that repainting, local repairs and eventual replacement of the wood privacy fences and stand-alone trellises will continue to be carried out as needed, as maintenance funded out of operating budgets. Gates are not a part of the base building design and are therefore replaced as-needed at the cost of the individual owners.

Re-finishing/repainting of the pool and spa areas are included as part of the exterior wall programs of work (see the *Exterior Walls* section of this report for further discussion and projected expenditures).

The timber retaining wall along the west side of buildings 2 and 4, and along the north end of building 2 were recently repaired. As part of the repairs we understand that it was deemed that the landscaped areas above the retaining walls is stable and not loading the walls to any significant degree and the repairs completed should defer the need for replacement for another 15 years. The projected expenditures include for eventual replacement of the retaining walls.

The projected expenditures include for re-waterproofing over the parking area and replacement of the pool area lounge decking.

We assume that the road and visitor paving will continue to be maintained with local patching and repaving and resetting of pavers, but with periodic local upgrades/replacement work.

We do not anticipate any significant expenditures being required in relation to the metal and glass guards at the perimeter of the pool area, concrete pool deck, or concrete paving at the carports or parking areas under the buildings within the term of this report. However, projected expenditures will be required to be brought into future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Timber Retaining Wall along the West Side of Buildings 2 and 4, and along the North End of Building 2, including Privacy Fences at Buildings 2 and 4	$400,000	2035	40
Re-waterproof over the Parking Area and Replace the Pool Area Lounge Decking	$80,000	2037	25
Replace Local Sections of Road and Visitor Paving (Phased)	$50,000	2027 2034 2043	7

6. HVAC

6.1 GENERAL

BRIEF DESCRIPTION:

The units have baseboard electric heaters. Each unit also has a wood burning fireplace to provide supplemental heat. Fireplace chimneys extend above roof level.

There are newer electric forced air wall mounted heaters in the women's and men's change / washrooms in the pool house.

There are bathroom and kitchen exhaust fans in the units, as well as in the women's and men's change / washrooms in the pool house.

There is no central cooling to the units or pool house.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the HVAC systems.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The baseboard heaters, fireplace inserts, exhaust fans, and related controls in the units are the responsibility of the individual unit owners, so no projected expenditures are included in this report related to these systems.

We assume that the pool house heaters and exhaust fans will be repaired and replaced on an as-needed basis out of operating budgets.

Photo 17: Typical fireplace chimneys.

We understand that less than half of the fireplaces are in use. We were not made aware of any problems with the fireplace chimney flues. All chimney flues should be inspected (camera surveyed). Wood burning chimney flues can be problematic and eventually require replacement. When replacing flues, fire separation problems are often found which can add significantly to the flue replacement costs. These problems tend to arise because the chimneys are typically placed against a demising wall, creating an atypical section of wall construction, which often gets built incorrectly. The Strata is not aware of any issues, but pending results of the recommended survey, the projected expenditures include a periodic allowance for eventual phased flue replacement, but we have not included any extensive allowances related to fire separation repairs. We recommend that a mock-up be completed in advance of general replacement to identify issues before the competitive tendering process. The extent of required replacement and associated costs should be monitored and projected expenditures updated as part of future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Fireplace Chimney Flues - Phased	$50,000	2030 2037 2044	7

7. PLUMBING

7.1 DOMESTIC WATER

BRIEF DESCRIPTION:

Domestic water is brought into each unit from a main supply. Inside each unit, at the water entry, there is a main shut off valve. Water is distributed throughout each unit through copper piping.

Each unit has an electric water heating tank. There is a newer 40gal electric water heating tank in the pool house mechanical room serving the women's and men's change/washrooms.

See the *Site Services* section of this report for further discussion regarding the main water supply.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the domestic water within the units or pool house.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The domestic water systems within the units are the responsibility of the individual unit owners, so no projected expenditures are included in this report related to these systems.

We assume that the distribution piping and water heating tank serving the pool house will be repaired and replaced on an as-needed basis funded out of operating budgets.

The buried water services are covered in the following *Site Services* section of this report.

7. PLUMBING

7.2 SITE SERVICES

BRIEF DESCRIPTION:

The water main enters the property at the north-west entrance off West King Edward Avenue. It appears that the main water supply lines run under the roadways or across the front of the units throughout the development based on the location of the water shut-off valves. We understand that the main water distribution pipe is 2" copper and there are shutoff valves at branch lines to each unit.

The main sanitary and storm lines run under the roadways throughout the development based on the locations of catch basins, manholes, and sump pits.

We could not confirm the type of the piping used for the storm of sanitary services.

There will also be buried electrical conduit running to the individual buildings.

Photo 18: Typical water shut-off from the main supply line.

Photo 19: Typical sanitary sewer manhole covers.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2009:	Replaced domestic water branch piping to 3961 Springtree Drive.
2010:	Replaced domestic water branch piping to 4035 Springtree Drive, 3993 and 4025 Parkway Drive.
2011:	Replaced domestic water branch piping to 3971 Springtree Drive and 3963 Parkway Drive.
2014:	Replaced a number of ceased domestic water valves at a reported estimated cost of $20,000.
2015:	Completed maintenance (flush, drain and repair) sumps, at a reported cost of $60,832.
2016:	Completed maintenance (flush, drain and repair) sumps, at a reported cost of $20,504.
Various Years:	Replaced valves from domestic water main to branch lines, possibly including replacement of the branch line piping to 15 units.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We understand that there have been issues with valves at the main to branch lines ceasing, difficulty in locating all the valves, and failure of branch lines necessitating emergency replacement in the past. The Strata has retained Geoclima Mechanical Engineering to map out the location of the main water supply piping and valves throughout the complex and provide repair and replacement recommendations.

Based on our discussions with Geoclima and the Strata, and review of the documents provided, we understand that:

- Domestic water branch lines to the units off the main lines have been failing over the years and have cost between $5,000 (for simple lines) to $10,000 (for longer, deeper, more complex lines) to replace.
- Several shut-off valves have been replaced since they ceased and could not be turned and/or the branch line failed.
- There are several existing shut-off valves that are known to be ceased or are difficult to turn.
- Not all shut-off valves have been located.
- Not all water main and branch piping lines have been located.

Geoclima recommended excavating three problematic shut-off valves located north of the pool house to replace the problematic valves, which will also help to further identify the location of supply piping. We understand that this work will likely be carried out in 2020 with costs funded from the operating budget.

Pending further findings by Geoclima and the Strata, no broad scale replacement is anticipated at this time.

Buried sanitation and storm water systems typically require significant upgrade or renewal every 40 to 70 years. The storm sumps were flushed, drained and repaired in 2015-2016 and we understand that the sanitary and storm lines have not been a problem in recent years. These systems should be reviewed when areas are excavated to facilitate replacement of the domestic water piping and repaired and/or replaced as required.

The projected expenditures include for annual repair / replacement allowances associated with the domestic water supply and buried sanitation and storm water systems.

Actual repairs and related costs should be closely tracked, and budgets modified to suit, in future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Periodic Repairs to the Domestic Water Supply	$10,000	2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049	1

Description	Present Cost	Timing (Year)	Cycle (Years)
Periodic Repairs to Buried Site Services	$10,000	2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049	1

8. ELECTRICAL

8.1 GENERAL

BRIEF DESCRIPTION:

Electricity is supplied to the site underground to several pad-mounted transformers throughout the complex. We assume that BC Hydro is responsible for the transformers, based on markings on the transformers.

Electricity is supplied to 13 electrical rooms throughout the property. The electrical rooms contain:

- a main switch (1 room has a 200A switch, 2 rooms have a 350A switch, 7 rooms have a 400A switch and 3 rooms have a 600A switch),
- meters for units, and
- a common (House) meter

Each unit has a circuit-breaker-type panel.

We understand that there is copper wiring installed throughout the buildings.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the electrical systems.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any problems with electrical performance or service capacity.

Major electrical equipment has an average service life of about 40 to 50 years. We assume that main switches and minor repairs will be completed on an as-needed basis funded out of operating budgets.

We understand that breaker panels in the units are the responsibility of the individual unit owners, so projected expenditures are not included in this report.

Photo 20: Typical electrical room.

We recommend that all electrical panels and major equipment be thermally scanned every few years to identify hot spots that require repair. The scans and related repairs found to be needed (minor tightening, etc.) are assumed to be an operating expense.

8. ELECTRICAL

8.2 LIGHTING

BRIEF DESCRIPTION:

Lighting systems include the following:

- *Entrances, Balconies, Patios and Roof Decks*: Wall sconces.
- *Parking Areas*: Ceiling mounted fixtures (many have been replaced by the individual owners).
- *Parking and Landscaped Areas*: Combination of pole mounted fixtures with LED lamps, fence mounted sconces with LED lamps and bollard type fixtures.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

2019: Installed LED lamps at pole fixtures and replaced wiring and lighting with LED fixtures at the north half of the walkway along Arbutus Street.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The lighting fixtures, where reviewed, are in serviceable condition. Exterior lighting levels were not measured as our review was completed during daylight.

We assume that replacement of the lighting systems will be carried out as-needed out of operating budgets.

Photo 21: Typical new lighting installed at the walkway along Arbutus Street.

9. WASTE

9.1 GENERAL

BRIEF DESCRIPTION:

The City provides curb side pickup for garbage and recycling.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the waste systems.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The garbage and recycling bins are provided by the City, so the projected expenditures do not allow for replacement of the bins.

10. CONSULTING SERVICES

10.1 DEPRECIATION REPORTS

BRIEF DESCRIPTION:

We assume that the Strata will continue to fund updates to the Depreciation Report out of operating budgets.

Projected Expenditures

Inflation Rate (%) = 3.0%
Analysis Timeframe (yrs) = 10

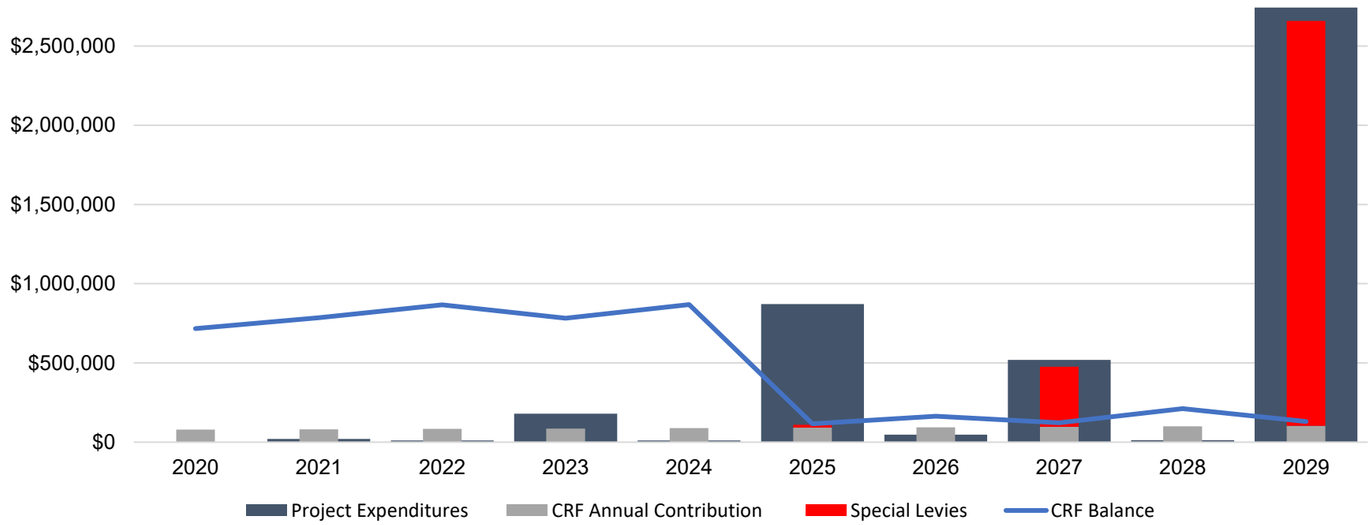
Item No.	Component	Project Description	Present Cost	Occurrences	Cycle	Projected Expenditures 2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1	**STRUCTURE**														
1.2	Balconies	Evaluate the Condition of All Balconies	$10,000	2021, 2049	N/A		$10,300								
		Re-waterproof Balconies, including Local Framing Repairs as Required (Phased)	$240,000	2025, 2027, 2029	25						$278,226		$295,170		$313,146
		Replace ~70% of Wood Decks (Phased)	$52,000	2025, 2027, 2029	25						$60,282		$63,953		$67,848
2	**BUILDING ENVELOPE**														
2.1	Exterior Walls	Evaluate the Condition of the Exterior Walls	$10,000	2034, 2046	N/A										
		Repaint the Exterior of the Buildings	$450,000	2025, 2037, 2049	12						$521,673				
		Replace Existing Siding with Fibre Cement Siding at Building 1 (south), Building 8 (south) and Building 17 (north)	$155,000	2023	10				$169,373						
		Locally Replace Existing Siding with Fibre Cement Siding at Exterior Walls	$155,000	2033, 2043	10										
		Locally Repair Masonry Clad Exterior Walls and Chimneys	$30,000	2026, 2036, 2046	10							$35,822			
2.4	Flat Roofing	Replace Flat Roofs over buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21	$1,800,000	2029, 2049	20										$2,348,592
		Replace ~5 Carport Roofs	$70,000	2027	25								$86,091		
		Replace ~48 Carport Roofs	$670,000	2036	25										
		Replaced Roof Decks at Buildings 1, 3, 5 and 7	$185,000	2041	25										
2.5	Sloped Roofing	Replace All Sloped Roofs with Asphalt Shingles, i.e., at Buildings 1, 3, 5, 7 and Pool House, including Local Repairs / Replacement of Wood Sheathing, Gutters and Downspouts	$735,000	2041	25										
4	**INTERIOR**														
4.1	FF&E (Furniture, Fixtures, and Equipment)	Renovate the Women's and Men's Change / Washrooms, including Tiled Finishes	$25,000	2039	25										
5	**SITE**														
5.1	Site Features and Paving	Replace Timber Retaining Wall along the West Side of Buildings 2 and 4, and along the North End of Building 2, including Privacy Fences at Buildings 2 and 4	$400,000	2035	40										
		Re-waterproof over the Parking Area and Replace the Pool Area Lounge Decking	$80,000	2037	25										
		Replace Local Sections of Road and Visitor Paving (Phased)	$50,000	2027, 2034, 2043	7								$61,494		
6	**HVAC**														
6.1	General	Replace Fireplace Chimney Flues - Phased	$50,000	2030, 2037, 2044	7										
7	**PLUMBING**														
7.2	Site Services	Periodic Repairs to the Domestic Water Supply	$10,000	2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049	1		$10,300	$10,609	$10,927	$11,255	$11,593	$11,941	$12,299	$12,668	$13,048
					Total:	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**

Projected Expenditures

Inflation Rate (%) = 3.0%
Analysis Timeframe (yrs) = 30

Item No.	Component	Project Description	Present Cost	Occurrences	Cycle	Projected Expenditures 2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
		Evaluate the Condition of All Balconies	$10,000	2021, 2049	N/A		$10,300																												
1.2	Balconies	Re-waterproof Balconies, including Local Framing Repairs as Required (Phased)	$240,000	2025, 2027, 2029	25						$278,226		$295,170		$313,146																				$23,566
		Replace ~10% of Wood Decks (Phased)	$52,000	2025, 2027, 2029	25						$60,282		$63,953		$67,848																				
2	BUILDING ENVELOPE																																		
2.1	Exterior Walls	Evaluate the Condition of the Exterior Walls	$10,000	2034, 2046	N/A															$15,126												$21,566			
		Repaint the Exterior of the Buildings	$450,000	2025, 2037, 2049	12						$521,673												$743,781												$1,060,454
		Replace Existing Siding with Fibre Cement Siding at Building 1 (south), Building 8 (south) and Building 17 (north)	$155,000	2023	10				$169,373																										
		Locally Replace Existing Siding with Fibre Cement Siding at Exterior Walls	$155,000	2033, 2043	10														$227,623										$305,906						
		Locally Repair Masonry Clad Exterior Walls and Chimneys	$30,000	2026, 2036, 2046	10							$35,822										$48,141										$64,698			
2.4	Flat Roofing	Replace Flat Roofs over buildings 2, 4, 8, 11, 13, 15, 17, 19 and 21	$1,800,000	2029, 2049	20										$2,348,592																				$4,241,818
		Replace ~5 Carport Roofs	$70,000	2027	25								$86,091																						
		Replace ~48 Carport Roofs	$670,000	2036	25																	$1,075,153													
		Replaced Roof Decks at Buildings 1, 3, 5 and 7	$185,000	2041	25																						$344,154								
2.5	Sloped Roofing	Replace All Sloped Roofs with Asphalt Shingles, i.e., at Buildings 1, 3, 5, 7 and Pool House, including Local Repairs / Replacement of Wood Sheathing, Gutters and Downspouts	$735,000	2041	25																						$1,367,317								
4	INTERIOR																																		
4.1	FF&E (Furniture, Fixtures, and Equipment)	Renovate the Women's and Men's Change / Washrooms, including Tiled Finishes	$25,000	2039	25																				$43,838										
5	SITE																																		
5.1	Site Features and Paving	Replace Timber Retaining Wall along the West Side of Buildings 2 and 4, and along the North End of Building 2, including Privacy Fences at Buildings 2 and 4	$400,000	2035	40																$623,187														
		Re-waterproof over the Parking Area and Replace the Pool Area Lounge Decking	$80,000	2037	25																		$132,228												
		Replace Local Sections of Road and Visitor Paving (Phased)	$50,000	2027, 2034, 2043	7								$61,494							$75,629										$98,679					
6	HVAC																																		
6.1	General	Replace Fireplace Chimney Flues - Phased	$50,000	2030, 2037, 2044	7											$67,196							$82,642								$101,640				
7	PLUMBING																																		
7.2	Site Services	Periodic Repairs to the Domestic Water Supply	$10,000	2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049	1		$10,300	$10,609	$10,927	$11,255	$11,593	$11,941	$12,299	$12,668	$13,048	$13,439	$13,842	$14,258	$14,685	$15,126	$15,580	$16,047	$16,528	$17,024	$17,535	$18,061	$18,603	$19,161	$19,736	$20,328	$20,938	$21,566	$22,213	$22,879	$23,566
					Total:	$0	$20,600	$10,609	$180,300	$11,255	$871,774	$47,762	$519,007	$12,668	$2,742,633	$80,635	$13,842	$14,258	$242,308	$105,881	$638,767	$1,139,342	$975,180	$17,024	$61,373	$18,061	$1,730,074	$19,161	$424,321	$121,968	$20,938	$107,830	$22,213	$22,879	$5,349,404

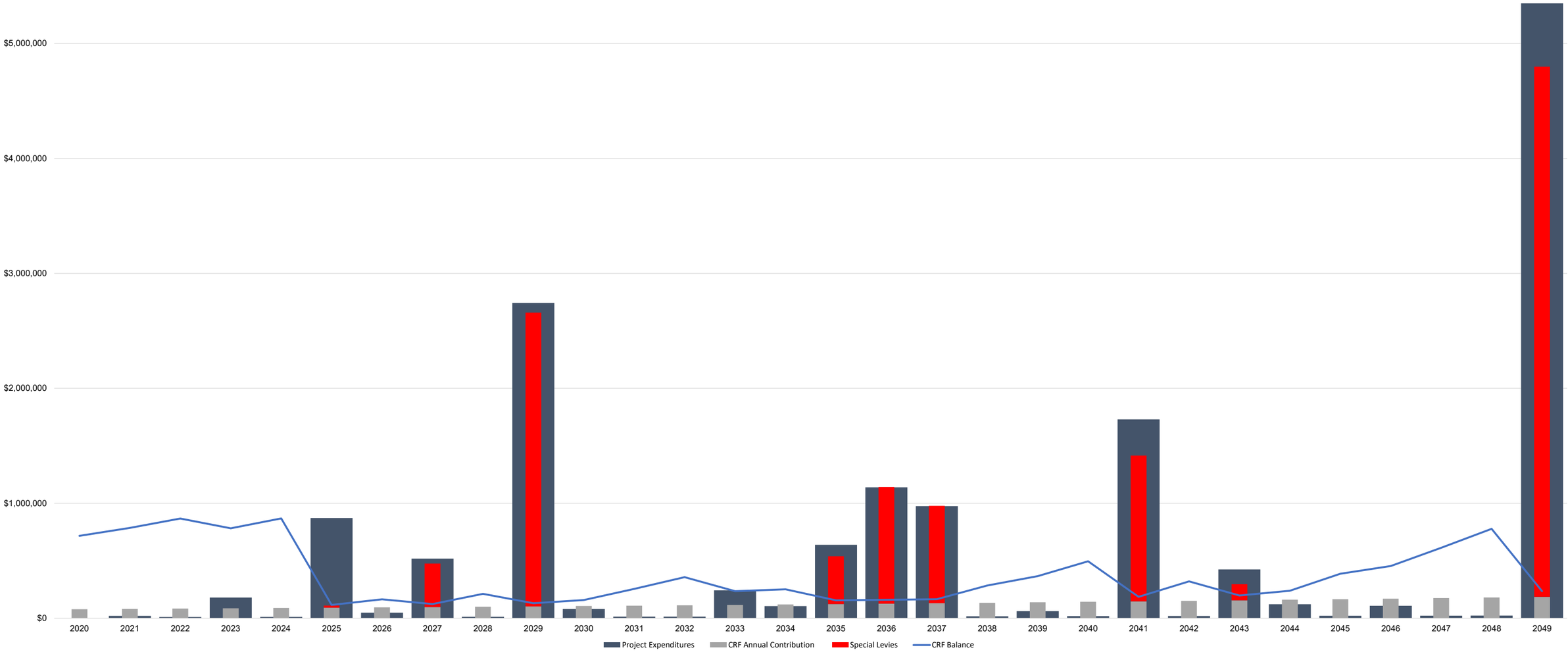
Cash Flow 1 - Status Quo



1st Year Minimum Balance =	**$100,000**
Starting Balance =	**$631,412**
1st Year Contribution =	**$79,000**
Contribution Increase Rate =	**3.0%**
Interest Rate =	**1.0%**
Inflation Rate =	**3.0%**

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**
CRF Annual Contribution	**$79,000**	**$81,370**	**$83,811**	**$86,325**	**$88,915**	**$91,583**	**$94,330**	**$97,160**	**$100,075**	**$103,077**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$18,538**	**$0**	**$378,484**	**$0**	**$2,555,168**
CRF Balance	**$717,184**	**$785,601**	**$867,151**	**$782,357**	**$868,359**	**$115,927**	**$164,173**	**$122,987**	**$212,174**	**$130,477**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**

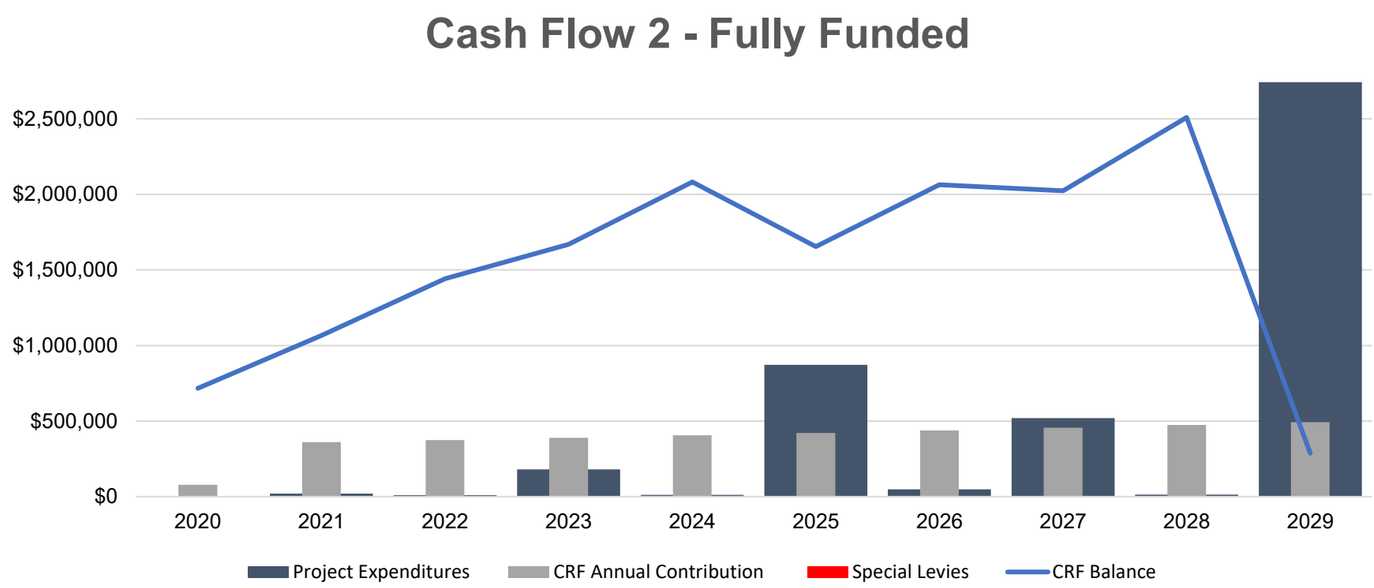
Cash Flow 1 - Status Quo



1st Year Minimum Balance = **$100,000**
Starting Balance = **$631,412**
1st Year Contribution = **$79,000**
Contribution Increase Rate = **3.0%**
Interest Rate = **1.0%**
Inflation Rate = **3.0%**

Notes:
- No interest is collected from special levies as it is assumed funds will be collected just before expenditures.
- Project expenditures occur at the end of the year allowing interest to be acrued on the CRF balance.
- CRF balances are for end of year.

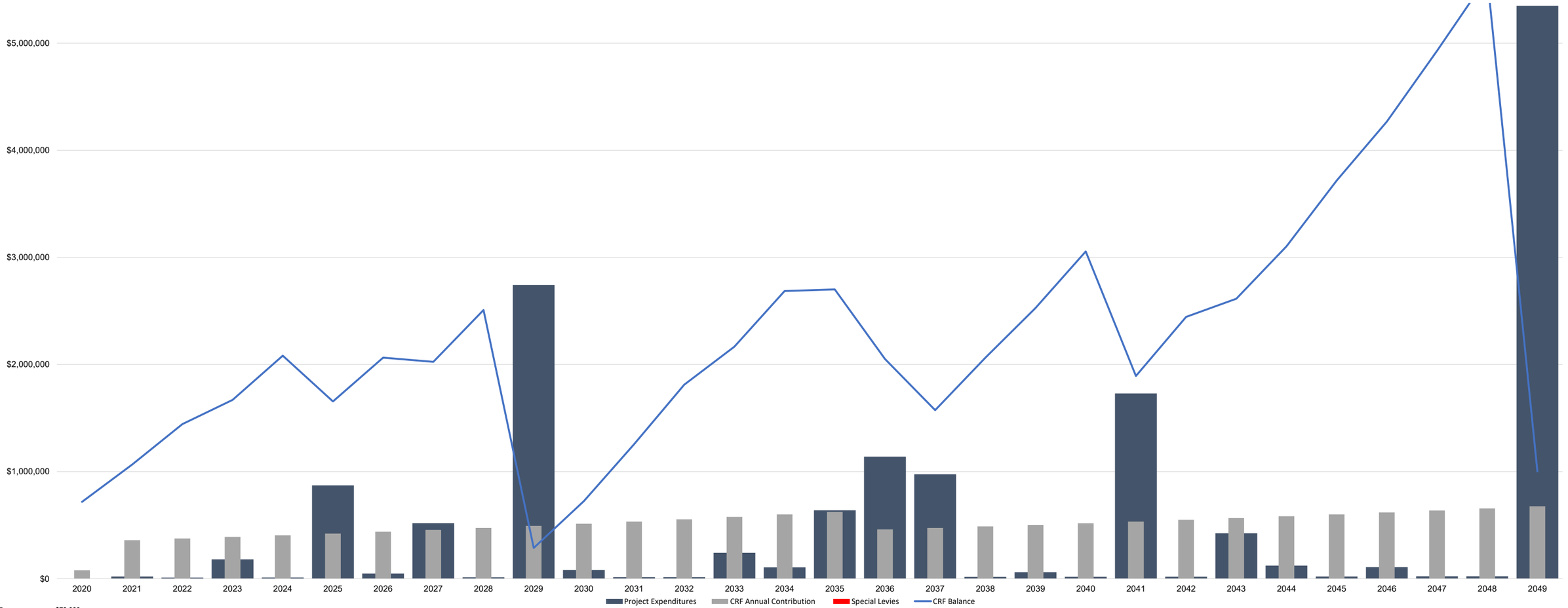
Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**	**$80,635**	**$13,842**	**$14,258**	**$242,308**	**$105,881**	**$638,767**	**$1,139,342**	**$975,180**	**$17,024**	**$61,373**	**$18,061**	**$1,730,074**	**$19,161**	**$424,321**	**$121,968**	**$20,938**	**$107,830**	**$22,213**	**$22,879**	**$5,349,404**
CRF Annual Contribution	**$79,000**	**$81,370**	**$83,811**	**$86,325**	**$88,915**	**$91,583**	**$94,330**	**$97,160**	**$100,075**	**$103,077**	**$106,169**	**$109,354**	**$112,635**	**$116,014**	**$119,495**	**$123,079**	**$126,772**	**$130,575**	**$134,492**	**$138,527**	**$142,683**	**$146,963**	**$151,372**	**$155,913**	**$160,591**	**$165,408**	**$170,371**	**$175,482**	**$180,746**	**$186,169**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$18,538**	**$0**	**$378,484**	**$0**	**$2,555,168**	**$0**	**$0**	**$0**	**$0**	**$0**	**$416,589**	**$1,014,990**	**$847,098**	**$0**	**$0**	**$0**	**$1,268,381**	**$0**	**$140,763**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,612,323**
CRF Balance	**$717,184**	**$785,601**	**$867,151**	**$782,357**	**$868,359**	**$115,927**	**$164,173**	**$122,987**	**$212,174**	**$130,477**	**$157,899**	**$255,592**	**$357,149**	**$235,073**	**$251,697**	**$155,797**	**$160,471**	**$165,285**	**$285,144**	**$365,915**	**$494,988**	**$186,029**	**$320,932**	**$197,359**	**$238,837**	**$386,606**	**$453,956**	**$612,739**	**$777,744**	**$235,657**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**	**$134,392**	**$138,423**	**$142,576**	**$146,853**	**$151,259**	**$155,797**	**$160,471**	**$165,285**	**$170,243**	**$175,351**	**$180,611**	**$186,029**	**$191,610**	**$197,359**	**$203,279**	**$209,378**	**$215,659**	**$222,129**	**$228,793**	**$235,657**



1st Year Minimum Balance =	**$100,000**
Starting Balance =	**$631,412**
Starting Contribution =	**$360,313**
Contribution Increase Rate =	**4.0%**
Interest Rate =	**1.0%**
Inflation Rate =	**3.0%**

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**
CRF Annual Contribution	**$79,000**	**$360,313**	**$374,726**	**$389,715**	**$405,303**	**$421,515**	**$438,376**	**$455,911**	**$474,147**	**$493,113**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$717,184**	**$1,066,060**	**$1,442,922**	**$1,668,949**	**$2,081,966**	**$1,654,913**	**$2,064,533**	**$2,024,655**	**$2,509,050**	**$287,415**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**

Cash Flow 2 - Fully Funded



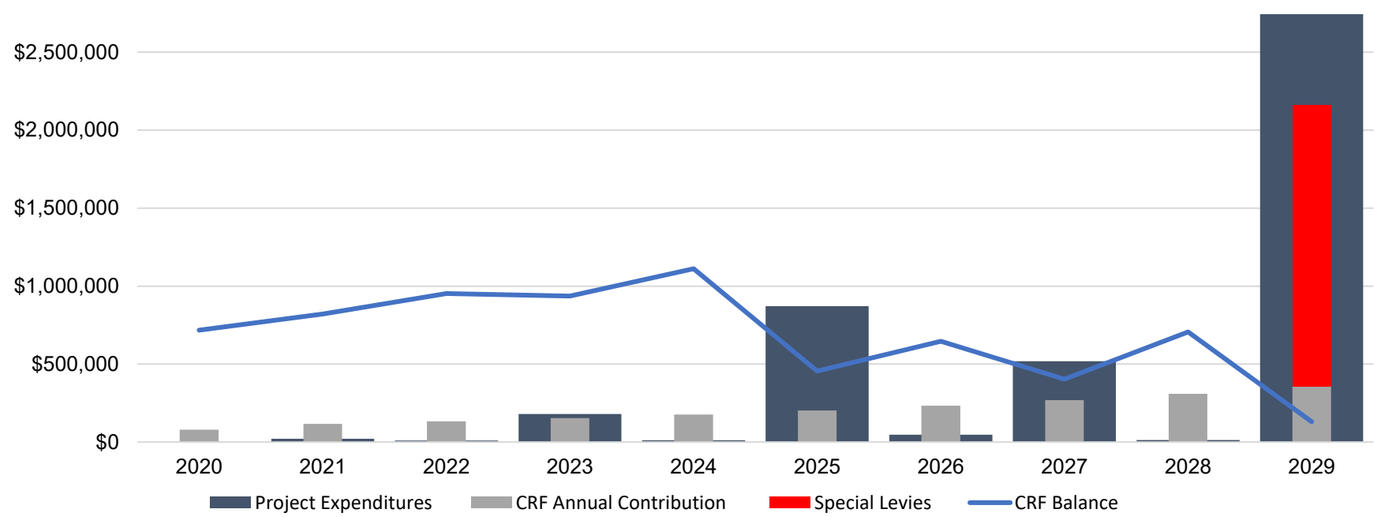
1st Year Contribution =	**$79,000**
1st Year Minimum Balance =	**$100,000**
Starting Balance =	**$631,412**
Contribution Increase Rate =	**4.0%**
Interest Rate =	**1.0%**
Inflation Rate =	**3.0%**

1st Year of Revised Contribution (After Critical Year) =	**2036**
Revised 1st Year Contribution =	**$460,000**
Revised Contribution Increase Rate =	**3.0%**

Notes: - This funding model assumes that contributions are large enough that there are no special levies.
- No interest is collected from special levies as it is assumed funds will be collected just before expenditures.
- Project expenditures occur at the end of the year allowing interest to be acrued on the CRF balance.
- CRF balances are for end of year.

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**	**$80,635**	**$13,842**	**$14,258**	**$242,308**	**$105,881**	**$638,767**	**$1,139,342**	**$975,180**	**$17,024**	**$61,373**	**$18,061**	**$1,730,074**	**$19,161**	**$424,321**	**$121,968**	**$20,938**	**$107,830**	**$22,213**	**$22,879**	**$5,349,404**
CRF Annual Contribution	**$79,000**	**$360,313**	**$374,726**	**$389,715**	**$405,303**	**$421,515**	**$438,376**	**$455,911**	**$474,147**	**$493,113**	**$512,838**	**$533,351**	**$554,685**	**$576,873**	**$599,948**	**$623,946**	**$460,000**	**$473,800**	**$488,014**	**$502,654**	**$517,734**	**$533,266**	**$549,264**	**$565,742**	**$582,714**	**$600,196**	**$618,202**	**$636,748**	**$655,850**	**$675,526**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$717,184**	**$1,066,060**	**$1,442,922**	**$1,668,949**	**$2,081,966**	**$1,654,913**	**$2,064,533**	**$2,024,655**	**$2,509,050**	**$287,415**	**$725,292**	**$1,254,985**	**$1,811,034**	**$2,166,926**	**$2,686,021**	**$2,701,574**	**$2,051,871**	**$1,573,678**	**$2,063,129**	**$2,527,868**	**$3,055,748**	**$1,892,536**	**$2,444,635**	**$2,613,689**	**$3,103,858**	**$3,717,559**	**$4,268,636**	**$4,929,513**	**$5,615,569**	**$1,001,774**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**	**$134,392**	**$138,423**	**$142,576**	**$146,853**	**$151,259**	**$155,797**	**$160,471**	**$165,285**	**$170,243**	**$175,351**	**$180,611**	**$186,029**	**$191,610**	**$197,359**	**$203,279**	**$209,378**	**$215,659**	**$222,129**	**$228,793**	**$235,657**

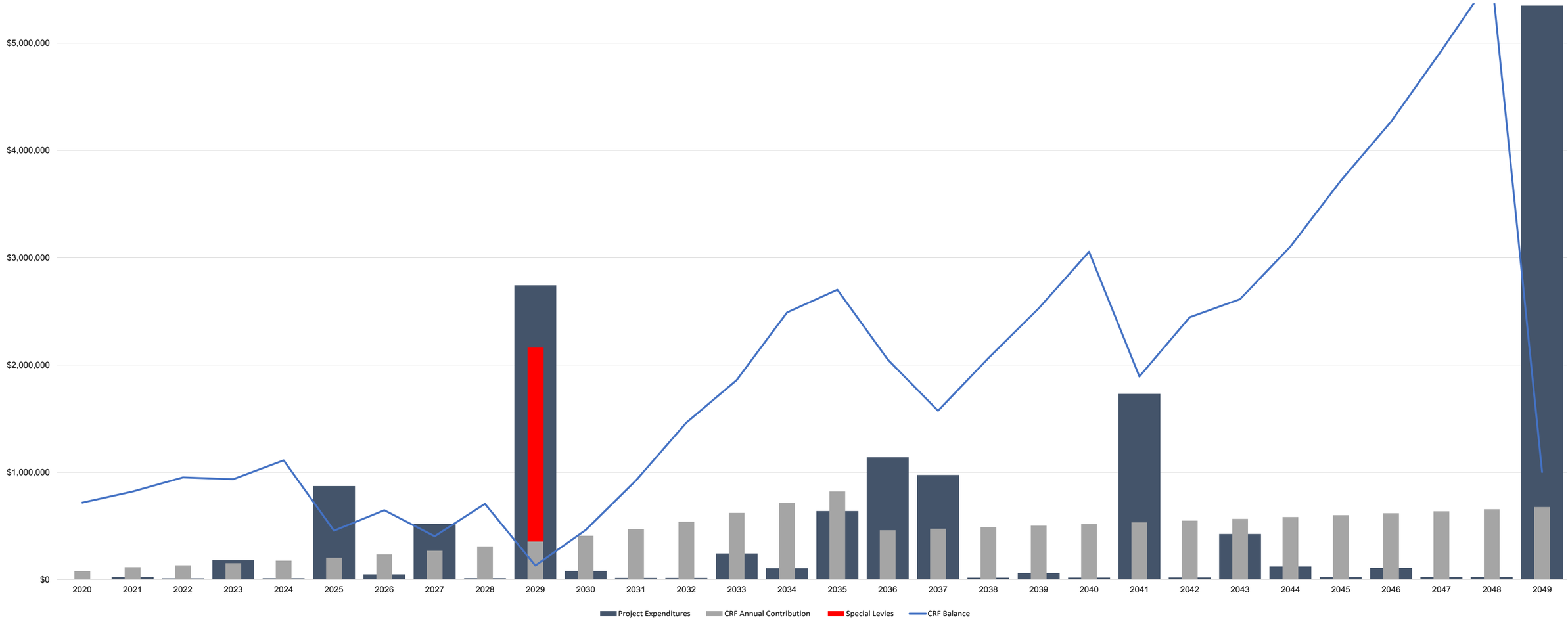
Cash Flow 3 - Gradual Funding Increase



1st Year Minimum Balance =	**$100,000**	**1st Year Revised Contribution (After Critical Year) =**	**2021**
Starting Balance =	**$631,412**	**Revised 1st Year Contribution =**	**$116,050**
1st Year Contribution =	**$79,000**	**Revised Contribution Increase Rate =**	**15.0%**
Contribution Increase Rate =	**50.0%**		
Interest Rate =	**1.0%**		
Inflation Rate =	**3.0%**		

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**
CRF Annual Contribution	**$79,000**	**$116,050**	**$133,458**	**$153,476**	**$176,498**	**$202,972**	**$233,418**	**$268,431**	**$308,695**	**$355,000**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,803,530**
CRF Balance	**$717,184**	**$820,470**	**$952,286**	**$935,862**	**$1,111,465**	**$454,932**	**$646,426**	**$403,803**	**$705,564**	**$130,477**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**

Cash Flow 3 - Gradual Funding Increase



1st Year Minimum Balance =	**$100,000**	**1st Year Revised Contribution (After Critical Year) =**	**2021**	**1st Year of 2nd Revised Contribution (After Critical Year) =**	**2036**
Starting Balance =	**$631,412**	**Revised 1st Year Contribution =**	**$116,050**	**Revised 1st Year Contribution =**	**$460,000**
1st Year Contribution =	**$79,000**	**Revised Contribution Increase Rate =**	**15.0%**	**Revised Contribution Increase Rate =**	**3.0%**
Contribution Increase Rate =	**50.0%**				
Interest Rate =	**1.0%**				
Inflation Rate =	**3.0%**				

Notes:
- This funding model incorporates customized funding objectives into a baseline funding model (i.e., this model assumes a minimum reserve balance and a lower dependency on special levies than Cash Flow 1).
- No interest is collected from special levies as it is assumed funds will be collected just before expenditures.
- Project expenditures occur at the end of the year allowing interest to be acrued on the CRF balance.
- CRF balances are for end of year.

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Project Expenditures	**$0**	**$20,600**	**$10,609**	**$180,300**	**$11,255**	**$871,774**	**$47,762**	**$519,007**	**$12,668**	**$2,742,633**	**$80,635**	**$13,842**	**$14,258**	**$242,308**	**$105,881**	**$638,767**	**$1,139,342**	**$975,180**	**$17,024**	**$61,373**	**$18,061**	**$1,730,074**	**$19,161**	**$424,321**	**$121,968**	**$20,938**	**$107,830**	**$22,213**	**$22,879**	**$5,349,404**
CRF Annual Contribution	**$79,000**	**$116,050**	**$133,458**	**$153,476**	**$176,498**	**$202,972**	**$233,418**	**$268,431**	**$308,695**	**$355,000**	**$408,250**	**$469,487**	**$539,910**	**$620,897**	**$714,031**	**$821,136**	**$460,000**	**$473,800**	**$488,014**	**$502,654**	**$517,734**	**$533,266**	**$549,264**	**$565,742**	**$582,714**	**$600,196**	**$618,202**	**$636,748**	**$655,850**	**$675,526**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,803,530**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$717,184**	**$820,470**	**$952,286**	**$935,862**	**$1,111,465**	**$454,932**	**$646,426**	**$403,803**	**$705,564**	**$130,477**	**$461,621**	**$924,454**	**$1,462,327**	**$1,858,979**	**$2,489,683**	**$2,701,525**	**$2,051,822**	**$1,573,629**	**$2,063,079**	**$2,527,817**	**$3,055,697**	**$1,892,484**	**$2,444,583**	**$2,613,636**	**$3,103,805**	**$3,717,505**	**$4,268,582**	**$4,929,458**	**$5,615,513**	**$1,001,719**
Min Required CRF Balance	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**	**$119,405**	**$122,987**	**$126,677**	**$130,477**	**$134,392**	**$138,423**	**$142,576**	**$146,853**	**$151,259**	**$155,797**	**$160,471**	**$165,285**	**$170,243**	**$175,351**	**$180,611**	**$186,029**	**$191,610**	**$197,359**	**$203,279**	**$209,378**	**$215,659**	**$222,129**	**$228,793**	**$235,657**

APPENDIX F – INFORMATION MADE AVAILABLE

The Strata Corporation made available various documents for our review, to assist in preparing this Depreciation Report, including:

- Agreement between Narod Developments Ltd. and The City of Vancouver, stamped “Form G Land Registry Act…” dated August 11, 1978;
- Strata Plan, dated September 8, 1978;
- Letter RE: Contribution of Costs prepared by Adrienne Murray Law Corporation, dated October 20, 2009;
- Certificate of Completion related to Membrane Roof Replacements prepared by Inter-Provincial Roof Consultants Ltd., dated October 30, 2009;
- Roofing project completion package, prepared by Mack Kirk Roofing & Sheet Metal Ltd., dated February 1, 2011;
- Design Brief for Cladding and Site Alternatives prepared by Halsall Associates, dated June 8, 2011;
- Estimate related to the pool area deck, prepared by Variant Services Inc., dated September 30, 2011;
- Letter RE: “2-Year Reinspection, Guarantee Program” prepared by RCABC Guarantee Corp. (RGC), dated October 19 2011;
- Notice of General Meeting prepared by Baywest Management Corp., dated October 28, 2011;
- Special General Meeting Minutes, dated November 23, 2011;
- Draft Bid Documents and Specifications for Pool Deck and Guard Repairs prepared by Halsall Associates, dated March 2, 2012;
- Pool Deck and Guard Repairs, prepared by Halsall Associates, dated March 29, 2012;
- Bid Summary for General Repair prepared by Halsall Associates, dated April 16, 2013;
- Bid Summary for General Repair prepared by Halsall Associates, dated April 22, 2013;
- CCDC2 Contracts for Phase 1: General Repairs prepared by Halsall Associates, dated September 4, 2013;
- CCDC2 Contracts for re-roofing project prepared by Halsall Associates, dated September 4, 2013;
- Project Update Letter RE: General Repairs prepared by Halsall Associates, dated January 8, 2014;
- Invoice 1040 prepared by Variant Services Inc., dated April 30, 2014;
- Certificate of Completion prepared by WSP, dated November 13, 2015;
- Inspection and Management Agreement prepared by DSC Services Inc., d.b.a BC Roof Inspections, dated May 30, 2016;
- Invoice No. 425342 prepared by Imperial Paddock Pools Ltd., dated June 28, 2017;
- Certificate of Substantial Performance of the Contract prepared by BC Roof Inspections, dated September 29, 2016;
- Invoice 1542 prepared by Variant Service Inc., dated March 29, 2017;
- Invoice 87908 prepared by Action Integrated Security Solutions, dated June 21, 2017;
- Depreciation Report prepared by Ocean Province Appraisal Co. Ltd., dated September 11, 2017;
- Invoice 437674 prepared by Imperial Paddock Pools Ltd., dated February 28, 2018;
- Invoice 81332 prepared by K.C.’s Plumbing & Heating, dated April 22, 2019;
- Bylaws, dated March 11, 2020;
- Invoice 247330 prepared by Fraser Valley Fire Protection Ltd., dated March 31, 2020;
- AGM minutes, various dates;
- SGM Minutes, prepared by Gateway Property Management, various dates;
- PDF file “Arbutus Village Sloped Roofs Contract-Part Two-July 2016” prepared by BC Roof Inspections, not dated;
- Financial statements for 2017, 2018, 2019, and a portion of 2020; and,
- Various email correspondence.

A financial questionnaire was completed by the Strata Council and the results were incorporated into the Depreciation Report.

The Strata Corporation also made various drawings available for our review, including:

- Sketch Plan of Posting Plan of Strata Plan VR 563 prepared by Hobbs, Winter & MacDonald, B.C. Land Surveyors, dated July 9, 2011;
- Unit plans (permit copy) prepared by Beinhaker/Irwin Associates, dated March 23, 1978;
- “Geoclima Supply Piping Map” (marked “owner site review”) prepared by Geoclima Mechanical Engineering Ltd., dated March 23, 2019;
- Site plan permit package, various drawings, various dates;
- Pool permit package, various drawings, various dates;
- Elevations permit package prepared by Beinhaker/Irwin Associates, dates illegible;
- Foundation plan permit package prepared by Beinhaker/Irwin Associates, dates illegible;
- Sections permit package prepared by Beinhaker/Irwin Associates, dates illegible;
- Various permit package prepared by Beinhaker/Irwin Associates, dates illegible; and
- ”Site Plan” PDF file.