

Date Delivered July 28, 2017 04:19PM
Strata Manager Colyvan Pacific Real Estate Services Ltd
eStrataHub Order Number 182534
Folio Reference Riviera
Requestor Company PROMPTON REAL ESTATE SERVICES
Requested By CORINA MARIN
Property Name Riviera
Strata Plan # BCS160
Strata Lot # 31
Civic Address #405-2741 E.HASTINGS ST. VANCOUVER BC, V5K1Z8

Documents and Files in this Container for Order 182534(Folio:Riviera)

Financial Statements (most recent)

eSH182534-01-Financial Statements (most recent)_2017-07-27-BCS160J-Balance Sheet FS.pdf
eSH182534-02-Financial Statements (most recent)_2017-07-27-BCS160R-Balance Sheet FS.pdf

Bylaws

eSH182534-03-Bylaws_2015-08-20-BCS160-Bylaws.pdf

Depreciation Report

eSH182534-04-Depreciation Report_2013-03-00-BCS160-Depreciation Report.pdf

Form B - Information Certificate

eSH182534-05-Form B - Information Certificate_2015-08-11-BCS160-Rental Disclosure.pdf
eSH182534-06-Form B - Information Certificate_2016-08-26 approved budget-joint.pdf
eSH182534-07-Form B - Information Certificate_2016-08-26 approved budget-residential.pdf
eSH182534-30-Form B - Information Certificate_2017-07-27-BCS160J-405-Form B RESIDENTIAL.pdf
eSH182534-31-Form B - Information Certificate_2017-07-27-BCS160J-405-Form B JOINT.pdf

Annual General Meeting Minutes

eSH182534-08-Annual General Meeting Minutes_2016-08-24 BCS160 Joint AGM Minutes FINAL.pdf
eSH182534-09-Annual General Meeting Minutes_2015-08-11 BCS160 Joint AGM Minutes.pdf
eSH182534-10-Annual General Meeting Minutes_2016-08-24-BCS160-Residential Minutes with Attachments.pdf

Strata Council Meeting Minutes

eSH182534-11-Strata Council Meeting Minutes_2016-02-01-BCS160-REM1 and SCM1 Minutes.pdf
eSH182534-12-Strata Council Meeting Minutes_2016-02-01-BCS160-REM1 Minutes.pdf
eSH182534-13-Strata Council Meeting Minutes_2016-04-11 BCS160-REM2 and SCM2 Minutes.pdf
eSH182534-14-Strata Council Meeting Minutes_2016-04-11-BCS160-SCM2 Minutes.pdf
eSH182534-15-Strata Council Meeting Minutes_2016-07-11 BCS160-REM3 and SCM3 Minutes.pdf
eSH182534-16-Strata Council Meeting Minutes_2016-07-11 BCS160-REM3 Minutes.pdf
eSH182534-17-Strata Council Meeting Minutes_2016-11-14 BCS160-REM1 Minutes.pdf
eSH182534-18-Strata Council Meeting Minutes_2017-03-13-BCS160-REM Minutes.pdf
eSH182534-19-Strata Council Meeting Minutes_2016-02-01-BCS160-SCM1 Minutes.pdf
eSH182534-20-Strata Council Meeting Minutes_2016-04-11-BCS160-SCM2 Minutes.pdf
eSH182534-21-Strata Council Meeting Minutes_2016-07-11-BCS160-SCM3 Minutes.pdf
eSH182534-22-Strata Council Meeting Minutes_2016-11-14 BCS160 SCM1 Minutes.pdf
eSH182534-23-Strata Council Meeting Minutes_2017-03-13-BCS160-SCM2 Minutes.pdf
eSH182534-24-Strata Council Meeting Minutes_2015-07-13-BCS160-SCM Minutes.pdf
eSH182534-25-Strata Council Meeting Minutes_2015-11-02-BCS160-SCM Minutes Joint.pdf
eSH182534-26-Strata Council Meeting Minutes_2015-11-02-BCS160-SCM Minutes Res.pdf

Remediation/Building Envelope Reports or Summary

eSH182534-27-Remediation/Building Envelope Reports or Summary_Building Envelope Nov15-12.pdf
eSH182534-28-Remediation/Building Envelope Reports or Summary_Building Envelope Inspection (unit 204 Leak).pdf

Engineering Report

eSH182534-29-Engineering Report_Rivera Engineering Report.pdf

Rules

Not Available - N/A

Special General Meeting Minutes

Not Available - N/A

Document is not available

Document:	Rules
Property:	Riviera
Strata Plan #:	BCS160
Strata Lot #:	31
Comment:	The document you requested is not available for this property.
	N/A

Document is not available

Document:	Special General Meeting Minutes
Property:	Riviera
Strata Plan #:	BCS160
Strata Lot #:	31
Comment:	The document you requested is not available for this property.
	N/A

BCS160J Riviera (Joint)

Balance Sheet

07/27/2017

Assets

Accounts Receivable	2,283.06
TD Bank - Operating Account	14,385.23
TD Bank - CRF Account	104,841.97
Prepaid Insurance	5,288.64

<u>Total Assets</u>	<u>126,798.90</u>
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Liabilities

Accounts Payable - Net Total	2,566.32
A/P - Accruals	3,003.40

<u>Total Liabilities</u>	<u>5,569.72</u>
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Net Worth

Contingency Reserve	104,179.73
CRF Interest	662.24
Retained Earnings	8,949.92
Net Income	1,929.06
Current Earnings	5,508.23

<u>Total Net Worth</u>	<u>121,229.18</u>
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<u>Total Net Worth and Liabilities</u>	<u>126,798.90</u>
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BCS160R Riviera (Residential)

Balance Sheet

07/27/2017

Assets

Accounts Receivable	354.75
TD Bank - Operating Account	11,590.02
TD Bank - CRF Account	22,023.53
Prepaid Insurance	121.00

<u>Total Assets</u>	<u>34,089.30</u>
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Liabilities

Accounts Payable - Net Total	31.31
A/P - Accruals	555.00
Key Deposit Funds	100.00

<u>Total Liabilities</u>	<u>686.31</u>
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Net Worth

Contingency Reserve	21,770.49
CRF Interest	253.04
Retained Earnings	9,931.75
Net Income	1,464.48
Current Earnings	(16.77)

<u>Total Net Worth</u>	<u>33,402.99</u>
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<u>Total Net Worth and Liabilities</u>	<u>34,089.30</u>
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1. CONTACT: (Name, address, phone number)

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:


LTO Document Reference:


Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan BCS 160 – The Riviera certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual general meeting held on August 11, 2015:

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan BCS 160 pursuant to sections 128, 194 and 197 of the Strata Property Act that, with the exception of bylaw 9.1 [regarding Rental Restrictions] filed under CA3918910 (which is reworded and renumbered herein as Bylaw 13) all previously adopted bylaws of the Strata Corporation are hereby repealed and replaced with the bylaws set out in the attached Schedule A.

END OF RESOLUTION


.....
Signature of Council Member


.....
Signature of Second Council Member


.....
Date

SCHEDULE OF BYLAWS
SCHEDULE A
The Owners, Strata Plan BCS 160
The Riviera

Introduction

Unless otherwise stated, all terms have the meanings prescribed in the *Strata Property Act*, S.B.C. 1998, c. 43, as amended (the "**Act**"). For the purposes of these bylaws:

- (a) "**Regulation**" means the *Strata Property Regulation*, as amended;
- (b) "**strata insurance**" means the insurance coverage obtained and maintained by the strata corporation pursuant to the Act and these bylaws;
- (c) "**section insurance**" means any insurance coverage obtained and maintained by a separate section.

Division 1 – Separate Sections

- 1** (1) Strata lots 36 to 39 ("Commercial Strata Lots") or such other strata lots created by the consolidation or subdivision of the Commercial Strata Lots shall form a separate section (Section 1 of The Owners, Strata Plan BCS 160) within the strata corporation consisting of all of the Commercial Strata Lots within Strata Plan BCS 160 and bearing the name Section 1 of The Owners, Strata Plan BCS 160 (the "Commercial Section").
- (2) Strata lots 1 to 35 (the "Residential Strata Lots") or such other strata lots created by the consolidation or subdivision of the Residential Strata Lots shall form a separate section (Section 2 of The Owners, Strata Plan BCS 160) within the strata corporation consisting of all of the Residential Strata Lots within Strata Plan BCS 160 and bearing the name Section 2 of The Owners, Strata Plan BCS 160 (the "Residential Section").

Operating Expenses of the Strata Corporation

- 2** (1) Subject to section 100 of the Act and the Regulation, operating expenses that are not payable by either the Commercial Section or the Residential Section will be paid from the operating budget for the strata corporation and must be borne by the owners of the strata lots comprising the strata corporation in accordance with the following formula established by Section 99 of the Act:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots in the strata corporation}} \times \text{contribution to operating fund of the strata corporation}$$

Operating Expenses of the Commercial Section

- 3** (1) Subject to section 100 of the Act and the Regulation, operating expenses that are payable by the Commercial Section, including but not limited to the following:

- (a) the cost of any utilities (gas and electricity) that have been separately metered with respect to the supply of such utility to the Commercial Strata Lots only;
- (b) the cost of any necessary maintenance, repair and replacements of the areas that form part of the Commercial Section's duty to repair and maintain under these bylaws;

will be paid from the operating budget for the Commercial Section and must borne by the owners of the strata lots comprising the Commercial Section in accordance with the following formula established by section 195 of the Act:

$$\frac{\text{unit entitlement of} \\ \text{commercial strata lot} \\ \text{total unit entitlement of} \\ \text{all commercial strata lots}}{\text{contribution to operating} \\ \text{fund of} \\ \text{the Commercial Section}}$$

Operating Expenses of the Residential Section

- 4** (1) Subject to section 100 of the Act and the Regulation, operating expenses that are payable by the Residential Section, including but not limited to the following:

- (a) the cost of any utilities (gas and electricity) that have been separately metered with respect to the supply of such utility to the Residential Strata Lots only;
- (b) the cost of any necessary maintenance, repair and replacements of the areas that form part of the Residential Section's duty to repair and maintain under these bylaws;

will be paid from the operating budget for the Residential Section and must borne by the owners of the strata lots comprising the Residential Section in accordance with the following formula established by section 195 of the Act:

$$\frac{\text{unit entitlement of} \\ \text{residential strata lot} \\ \text{total unit entitlement of} \\ \text{all residential strata lots}}{\text{contribution to operating} \\ \text{fund of} \\ \text{the Residential Section}}$$

Division 1 — Duties of Owners, Tenants, Occupants and Visitors

Payment of Strata Fees

- 5
- (1) An owner must pay Strata fees, as applicable, to each of the strata corporation and the applicable separate section on or before the first day of the month to which the Strata fees relate.
 - (2) A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
 - (3) An owner must pay all amounts due, as applicable, to each of the strata corporation and the applicable separate section, as an assessment including any fines, costs or expenses levied or recoverable under these Bylaws.
 - (3) If an owner is late in paying strata fees or a special levy to the strata corporation or a separate section, as applicable, outstanding strata fees and special levies will be subject to an interest charge of 10% per annum, compounded annually and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid.

Repair and Maintenance of Property by Owner

- 6
- (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 or a separate section 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 or a separate section under these Bylaws.

Use of Property

- 7
- (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.
 - (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 or a separate section, as applicable, must repair and maintain under these Bylaws or insure under Section 149 of the Act.
 - (3) No real estate "For Sale" signs are permitted on the common property unless specifically approved in writing by Council and if approved, only in the specified place approved by Council.
 - (4) An owner, tenant or occupant must not:
 - (a) obstruct or use the sidewalks, walkways, passage or driveways of the common property for any purpose other than the ingress or egress from the Strata lots or parking areas within the common property of the strata plan.
 - (d) use any cooking device on a balcony, deck, or patio without the written consent of the applicable Council.
 - (e) shake any mops, dusters of any kind, nor throw any refuse out of the windows, or doors from the balcony of the Strata lot.
 - (f) do anything that will increase the risk of fire or flood or the rate of insurance on the building or any part thereof.
 - (g) permit a condition to exist within a Strata lot, which will result in the waste or excessive consumption of the building's gas, electrical or water supply.

- (h) allow the Strata lot to become unsanitary, or a source of odor.
- (i) feed any animals other than a domestic pet from a Strata lot or anywhere on or near the common property or any limited common property, but this shall not apply to a pet permitted to be kept in a Strata lot pursuant to these Bylaws, which pets will be fed only in a Strata lot.
- (j) hang or display any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building.
- (k) use or install in or about a Strata lot any shades, awnings, windows or balcony guards or screens, ventilators, supplementary heating or air conditioning devices except those installations approved in writing by the Council.
- (l) erect on or fasten to the strata lot, the common property, or any limited common property any television or radio antennae, or similar structure or appurtenance thereto unless such item is discrete and does not cause any damage to the structure of the building envelope or alter the aesthetics of the exterior of the building.
- (m) place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of the strata lot.
- (n) place any indoor/outdoor carpeting on any deck, patio or balcony or place any items on any deck, patio or balcony except for free standing, self-contained planter boxes, deck furniture and accessories.
- (o) give any keys, security cards, or other means of access to the building, the parkade garage or common areas to any person other than an employee, contractor, owner, tenant, occupant or visitor of the strata lot as permitted by these Bylaws.

Inform Strata Corporation

- 8 (1) Within 2 weeks of becoming an owner, an owner must inform the Strata Corporation and the applicable separate section of the owner's name, Strata lot number and mailing address (if any) outside the Strata Plan, the name of all occupants of the Strata lot, the name and telephone number or address of any emergency contact person.
- (2) On request by the Strata Corporation and the applicable separate section, a tenant must inform the Strata Corporation of:
 - (a) his name or her name and telephone number,

- (b) the names of all occupants of the Strata lot, and
 - (c) the name, address and telephone number of a person to be contacted in the event of emergency.
- (3) An owner who is in contravention of Bylaw 4(1) or 4(2) is subject to a fine of \$100.00.
- (4) Where Bylaw 4(3) is contravened, a fine of \$50.00 will be levied.

Obtain Approval before Altering a Strata Lot

- 9 (1) An owner must obtain the written approval of the Strata Corporation and the applicable separate section 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 installation of an air conditioner, awnings, hot tub, satellite dish or whether they are attached, placed or located next to the outside of the building, including but not limited to a window, balcony or patio.
- (2) The Strata Corporation and applicable section 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 in the present or in the future.
- (3) An owner, tenant or occupant must not do any act, nor alter a Strata lot in any manner, which, in the opinion of the applicable Council, will alter the exterior appearance of the building.
- (4) No structural alterations to the exterior of any Strata lot, including balconies or patios, shall be made. No wiring, plumbing, piping, or other services of

common property shall be altered, or supplemented, without the prior written consent of the Council.

Obtain Approval before Altering Common Property

- 10**
- (1) An owner must obtain the written approval of the Strata Corporation and the applicable separate section before making an alteration to common property, including limited common property, or common assets.
 - (2) The Strata Corporation and separate section may each require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration in the present or the future.

Alterations to a Strata Lot or Common Property

- 11**
- (1) Any alteration to a Strata lot or to the common property, included limited common property, that has not received the prior written approval of Council must be removed at the owner's expense if the Council orders that the alteration be removed.
 - (2) An owner who receives written approval of an alteration will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a Strata lot if such repair is required as a result of the alteration.
 - (3) An owner who receives written approval of an alteration bmay be required by the applicable Councils to sign an Assumption of Liability Agreement.
 - (4) Hours of renovation work to between 8:00 a.m. and 5:00 p.m. Monday to Friday Saturdays and Sundays between the hours of 10:00 a.m. and 5:00 p.m. Notification must be provided to the Property Manager by the Strata lot owner of plans and purpose and for permission for elevator use, protection and paddin.
 - (2) As a condition of its approval, an owner must obtain any applicable permits prior to commencing the work. An owner must provide a copy of any required permit to the applicable Council, or a letter from the City of Vancouver confirming that a permit is not required, before commencing the alteration.
 - (3) The owner from time to time of the strata lot receiving the benefit of an alteration completed in accordance with these Bylaws, is responsible for all costs relating to:

- (a) the repair and maintenance of the alteration,
 - (b) the effect such alteration has on all adjacent Strata lots, common property or limited common property, and
 - (c) the effect of rain and weathering, staining, and discoloration.
- (4) The applicable council may maintain, repair, or remove alterations to common property if in the opinion of the Council:
 - (a) the alteration is not maintained or repaired,
 - (b) the alteration is damaged;

In the event the applicable council undertakes repairs, maintenance or removal of an alteration in accordance with this bylaw,, all costs incurred will be charged back to the owner of the Strata lot.
- (5) On the sale of a Strata lot, the seller must insure all obligations and responsibilities imposed on the owner is assumed by the buyer by making it a condition of the agreement to purchase and sell the strata lot that the buyer will sign the Assumption of Liability Agreement. If the buyer refuses to sign an Assumption of Liability Agreement in the terms proposed by the Strata Corporation or applicable separate section, the strata corporation or applicable section may remove such alteration and the cost of the removal will be charged back to the new owner.
- (6) The owner is responsible for clean-up and the cost of removal of all debris.
- (7) The owner is responsible to insure the alteration.
- (8) An owner must apply to the applicable council for permission to remove an an approved alteration. As a condition of its approval, the applicable council may require that the owner agree in writing to certain terms and conditions.
- (9) The applicable Council may, at its sole discretion require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The applicable Council may include specified supervision or inspection as a condition of its approval.

Permit Entry to Strata Lot

- 12** (1) An owner, tenant, occupant or visitor must allow a person authorized by the Strata Corporation or a separate section 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 or the applicable separate section 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 or applicable separate section is required to enter a Strata lot for the purpose of maintenance or repairs, the Strata Corporation or applicable separate section and its agents, in carrying out any work or repairs, must do so in a proper and workmanlike manner and shall make good any damage to the strata lot, save and except damage to alterations to the strata lot, occasioned by such works and restore the strata lot to the condition at the time of construction.
- (4) An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repairs or replacement rendered necessary to the common property or to any Strata lot by his act, neglect or carelessness, or by that of any member of his family, visitors, servants or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Strata Corporation.
- (5) No owner, tenant, occupant or visitor of a strata lot shall do anything on common property likely to cause any damage.
- (6) In the event that damage is caused to a Strata lot by the leakage of water, fire or any other cause whatsoever emanating from within another Strata lot and such damage is covered by the Strata Corporation's insurance policy, the deductible portion of the Strata Corporation's insurance policy shall be the responsibility of the owner of the Strata lot from where the leakage, fire or other cause of the damage emanated.
- (7) In the event that damage is caused to a Strata lot by the leakage of water, fire or any other cause whatsoever emanating from within another Strata lot and such damage would be covered by the Strata Corporation's insurance policy but the cost of the repair of such damage does not exceed the deductible portion of the Strata Corporation's insurance policy, then the owner of the Strata lot from which the leakage, fire or other cause emanated shall pay for the cost of the repair.
- (8) In the event that an owner, tenant or occupants fails to supply the Strata Corporation and the applicable separate section with a key to his/her lot for emergency access, and a locksmith is required, the cost of such service will be charged back to the owner.

Rental Restrictions

- 13** (1) The number of residential strata lots within the strata corporation that may be rented at any one time is limited to six (6)
- (2) An owner wishing to rent a strata lot must apply in writing to the council for permission to rent before entering into any tenancy agreement
- (3) For the purposes of this bylaw, a strata lot is rented if the owner allows a strata lot to be occupied by someone other than the owner
- (a) For a period in excess of three months in the absence of the owner and where the strata lot is provided to the occupant furnished; or
 - (b) Where the strata lot is provided to the occupant unfurnished.
- (4) If the number of strata lots rented at the time an owner applies for permission to rent has reached the limit stated in bylaw 9(1), excluding exempt strata lots pursuant to sections 142, 143, and 144 of the Act, the strata council must refuse permission and notify the owner of the same in writing, as soon as possible stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by council based upon the date of the request for permission to rent.
- (5) If the limit stated in bylaw 9(1) has not been reached at the time that the owner applies for permission to rent a strata lot, excluding exempt strata lots pursuant to sections 142, 143, and 144 of the Act, the strata council will grant permission and notify the owner of the same in writing as soon as possible.
- (6) An owner receiving permission to rent a strata lot must exercise the permission to rent within 90 days from the date that the strata council granted same, otherwise the permission expires. During the 90 days immediately following the grant of permission, the strata lot will be deemed rented for the purposes of the limit stated in bylaw 1.1
- (7) Permission to rent a strata lot granted pursuant to this bylaw ceases on the earlier of:
- (a) the end of the tenancy entered into immediately following the grant of permission to rent;
 - (b) the date on which the owner who received permission to rent ceases to be a registered owner of the strata lot;
 - (c) the date on which the owner who received permission to rent commences residing in the strata lot; and

- (8) Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and the applicable separate section and a Notice of Tenant's Responsibilities in Form K
- (9) With two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K – Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act. An owner that fails to provide a Form K within two weeks of renting a strata lot will be subject to a fine of \$50.00 per month
- (10) Where an owner rents a strata lot in contravention of any bylaws 13(1), 13(2), 13(4), 13(6) and 13(7), the owner will be subject to a fine of \$500.00, and the strata corporation will take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or Court injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws will be the responsibility of the contravening owner and will be recoverable from the owner on a solicitor and own client basis by the strata corporation.

Division 2 — Powers and Duties of Strata Corporation

Repair and Maintenance of Property by Strata Corporation

- 14** (1) Except to the extent such matters are the responsibility of a separate section pursuant to Bylaw 14(2), 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 (excluding common property appurtenant to either of the separate sections of the Strata Corporation);
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) 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, but the duty to repair and maintain it is restricted to
- (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.
- (2) Despite bylaw 14(1), a separate section must repair and maintain the common property, including limited common property, appurtenant to that separate section. In addition, the Residential Section must repair and maintain the common property shown as "Storage/Bicycles" on the Strata plan.

Division 3 — Council

Council Size

- 15
- (1) The strata council must have at least three and not more than seven members.
 - (2) The Commercial Section council must have at least one and not more than two members.
 - (3) The Residential Section council must have at least three and not more than five members.

Council Members' Terms and Eligibility

- 16
- (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) A member of a section council is eligible for election to the strata council.

- (4) No person may stand for a council or continue to be on a council with respect to a strata lot if the strata corporation or a separate section, as applicable, is entitled to register a lien against that strata lot under section 116(1) of the Act.

Removing Council Member

- 17 (1) The Strata Corporation or a separate section may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more members of the applicable council.
- (2) After removing a council member, the Strata Corporation or separate section, as applicable, 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

- 18 (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 applicable 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 that council.
- (3) The applicable council may appoint a council member even if the absence of the member being replaced leaves the Council without a quorum.
- (4) If all the members of a council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 20% 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

- 19 (1) At the first meeting of the council held after each annual general meeting of the Strata Corporation or separate section, the applicable 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

- 20** (1) Any council member may call an applicable 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 applicable council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all applicable council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.
- (4) The council must inform owners about an applicable council meeting as soon as feasible after the meeting has been called.

Quorum of Council

- 21** (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 or by telephone at the applicable council meeting to be counted in establishing quorum.

Council Meetings

- 22** (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

- 23 (1) At Council meetings, decisions must be made by a majority of the applicable council members present in person at the meeting.
- (2) If there is a tie vote at a council meeting, the president of the applicable council 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

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

Delegation of Council's Powers and Duties

- 25 (1) Subject to subsections (2) to (4), a council may delegate some or all of its powers and duties to one or more applicable council members or persons who are not members of the council, and may revoke the delegation.
- (2) A 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

Spending Restrictions

- 26
 - (1) A person may not spend the money of the strata corporation or a separate section 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 money of the strata corporation or a separate section, as applicable, 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

- 27
 - (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 or a separate section.

Division 4 — Enforcement of Bylaws and Rules

Maximum Fine

- 28
 - (1) Except where specifically stated to be otherwise, the Strata Corporation or a separate section may fine an owner or tenant a maximum of
 - (a) \$200.00 for each contravention of a Bylaw, and
 - (b) \$50.00 for each contravention of a rule.
 - (2) Each owner and tenant is responsible for payment, without invoice, of any money owing to the Strata Corporation or a separate section, as applicable, in accordance with the Act, or these Bylaws. If the owner or tenant fails to pay any money so owing within fifteen days after the date such money becomes due, the owner or tenant will, after being given a written notice of the default and

being provided with a reasonable opportunity to answer the complaint (including a hearing, if required), be assessed a fine of \$10, and if such default continues for a further fifteen days, an additional fine of \$25 will be levied against and paid by the owner or tenant, as the case may be, and for each additional month such default continues an additional fine of \$25 will be levied against, and be paid, by the owner or tenant.

- (3) Additional assessments, fines authorized by these Bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the Strata Corporation or separate section to enforce these Bylaws or the rules shall become part of the assessment of the owner responsible and shall become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a Bylaw will be calculated as a separate component of such assessment and the Strata Corporation may not register a lien against such separate component.

Continuing Contravention

- 29 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

Quorum for Annual or Special General Meeting

- 30 (1) A quorum for an annual or special general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy.
- (2) Despite section 48(3) of the Act, if within 10 minutes from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, the meeting shall stand adjourned for a further ten minutes and, if within twenty minutes from the time appointed a quorum is not present for the meeting, the eligible voters present in person or by proxy shall constitute a quorum.

Person to Chair Meeting

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

- (2) If the president of the applicable council is unwilling or unable to act, the meeting must be chaired by the vice president of the applicable council.
- (3) If neither the president nor the vice president of the applicable 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

- 32**
- (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

- 33**
- (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 of the applicable council, or, if the president is absent or unable or unwilling to vote, the vice president of the applicable council, may break the tie by casting a second, deciding vote.
 - (6) Despite anything in this section, an election or removal of a council member or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
 - (7) An owner who is otherwise an eligible voter may not exercise his or her vote for a Strata lot, except on matters requiring an unanimous vote, if the Strata Corporation is entitled to register a lien against that Strata lot.

- (8) A proxy must be in writing and signed by the person appointing the proxy. A proxy can be held by any person except the Strata manager or employee of the Strata Corporation or separate section, as applicable.

Order of Business

34 The order of business at annual and special general meetings is, as applicable, 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 or a separate section, as applicable, 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

- 35** (1) A dispute among owners, tenants, the Strata Corporation, a separate section 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.

Small Claims Actions

- 36** Pursuant to section 171 of the Strata Property Act, the applicable council may commence a proceeding under the Small Claims Act against an owner or other person to collect money owing to the Strata Corporation or separate section, as applicable, including but not limited to money owing as a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim, without requiring authorization by a resolution passed by a $\frac{3}{4}$ vote.

Move In/Move Out

- 37** (1) In consideration of the extraordinary wear and tear to the building, and paint and carpet damage to common property of the Strata Corporation, when an owner or tenant moves in with their furnishings, a charge of \$50.00 shall be levied against the owner of the subject strata lot as a non-refundable moving charge and shall be added to and become a part of the following month's maintenance fees.
- (2) The Strata Corporation may regulate the times and manner in which any person moves into or out of Strata lots. Moves must be co-coordinated with the Property Manager at least 7 days in advance of such moves, or such lesser period as the Council may, in its sole discretion permit.
- (3) Moves shall take place between 9:00 a.m. and 4:00 p.m., Monday to Friday and between 9:00 a.m. and 6:00 p.m. Saturday, Sunday and on statutory holidays.

- (4) The use of the elevator must be arranged 7 days in advance with the Property Manager. Persons moving in or out of the building must use the elevator key and the elevator pad must be installed before using the elevator for moving.
- (5) For security purposes, the resident shall ensure that the main entrance door is not left unattended at any time during the move when the door is in the open position.
- (6) The cost of any significant or major damage to the building's common areas occasioned by the move will be charged to the resident involved.
- (7) Failure to comply with this Bylaw may result in the Owner being subject to a fine of \$200.00, such fine to be paid on or before the due date of the next month's Strata fees.

Garbage Disposal

- 38 (1) An owner, tenant or occupant must bag and tie ordinary household refuse and garbage from the Strata lot and deposit it in the container provided by the Strata Corporation for this purpose.
- (2) The owner, tenant or occupant must flatten and deposit all cardboard in the cardboard container.
- (3) The owner, tenant or occupant must remove any materials other than ordinary household refuse and garbage from the Strata plan property at his/her own expense.
- (4) Depositing litter of any kind in common areas of the building or dropping or throwing cigarette ends or litter from balconies is prohibited.
- (5) The owner shall dispose of all food scraps in the provided compost collection reservoir, and not in the common garbage.
- (5) If an owner, tenant or occupant is in contravention of this Bylaw, that person will be subject to a fine of \$20.00.

Bicycles, Storage and Parking

- 39 (1) Bicycles are not permitted in elevators, hallways or any other common areas, except when bringing bicycles to or from designated bicycle storage areas (i.e. bicycle lockup areas on P1 and P2 parkade levels, and the bicycle storage area on the first floor)
- (2) Any owner, tenant or occupant who leaves any item anywhere on or in the common property or on any limited common property does so at his/her own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone who is an insured under the policy.

- (3) Only motorized vehicles displaying current vehicle licenses or holding storage insurance may be parked on the Strata Corporation's property. Ten (10) days' notice will be given to vehicles that do not meet these conditions, after which time the vehicle will be towed away at the vehicle owner's expense.
- (4) An owner, tenant or occupant shall not:
 - (a) use any parking space in the building or on the common property or on any limited common property, except the parking space(s) which has been specifically assigned to his/her Strata lot;
 - (b) carry out any oil changes, major repairs or adjustments to any motor vehicles or other mechanical equipment on common property causing messy or hazardous conditions or excessive engine running, on any limited common property;
 - (c) park, or leave unattended, or cause to be parked or left unattended any vehicle in such a position that it infringes on access lanes or no parking zones or is not in the owner, tenant or occupant's designated parking space;
 - (d) rent or lease the parking space assigned by the Strata Corporation to his/her Strata lot or to otherwise permit that parking space to be regularly used by anyone who is not a resident of the building;
 - (e) park any vehicle in a manner which will reduce the width of the garage roadway or ramp, or any roadway or the common property or on any limited common property;
 - (f) use any part of the common property other than established storage rooms or lockers for storage without the written consent of the Council.
- (5) Vehicles dripping excessive oil, or any gasoline shall be prohibited from the parking areas until repaired. Owners of vehicles causing oil staining shall at the Strata Corporation's notification, clean up all drippings, or on failure to do so within seven (7) days' notice given to the owners of the Strata lot, the Strata Corporation may do so and the owner shall be assessed the cost of the clean up.
- (6) No recreational vehicle shall be parked or left on the common property, without the prior written permission of the Strata Council.
- (7) No vehicle or boat or equipment attached hereto that constitutes a fire hazard, in the Strata Council's opinion, shall be permitted in the parking area.
- (8) No vehicle shall travel in excess of 10 kph in the parking areas.
- (9) The use of vehicle horns in the parking areas is prohibited except in such cases as where the horn is required to prevent a collision.
- (10) If an unauthorized vehicle is parked in a registered parking stall, the person authorized to park in that stall may have the vehicle removed at the expense of the owner of the unauthorized vehicle. In addition, the Strata Corporation may remove any unauthorized or improperly identified vehicle from the common property at the owner's expense.

(11) An owner or tenant shall not park his or her vehicle in the driveway or any designated fire lanes of the Strata Corporation.

(12) Any vehicle that is in violation of this Bylaw may be towed at the owner's expense.

Damage to Property

- 40** (1) No owner shall be entitled to claim any compensation from the Strata Corporation for any loss or damage to the property or person of the owner arising from any defect or want of repair of the common property, unless such loss or damage resulted from the negligent act or omission on the part of the Strata Corporation, its employees or agents.

Roof

- 41** In the interests of safety and compliance with the City of Vancouver Bylaws, the roof is out of bounds of owners, tenants, occupants and visitors at all times, other than a Council member or contractor engaged in routine maintenance and inspection.

Hazards

- 42** (1) No flammable materials or dyes shall be used in the washing machines or dryers.
- (2) Each owner shall endeavour to conserve the plumbing system and electric system of the building, and any damage to either of these systems caused by the wrongful act or neglect of any owner, tenant, occupant or visitor shall be repaired at the expense of such owner.
- (3) There shall be no smoking in any common areas of the building or within six metres of an air intake, window or door.

Pets

An owner, tenant, occupant or visitor must:

- 43** (1) Not keep on or bring to a strata lot or common property any animals, birds, livestock, fowl or pets except for pets permitted under this Bylaw 43.
- (2) before keeping a pet in a strata lot, apply, in writing, for written permission to keep up to two pets that do not exceed 20 kilograms each at full maturity ("Permitted Pets"). The written application must include the name, breed, colour and markings of the pet together with the name, unit and telephone number of the owner of the strata lot and the pet owner..
- (3) not harbor exotic pets, which include, but not exhaustively, snakes, reptiles, spiders or large

members of the cat family.

- (4) not keep a pet on the common property, including limited common property or in a Strata lot which is not a Permitted Pet.
- (5) Not permit a loose or unleashed Permitted Pet (leashes cannot exceed six feet in length) at any time within the boundaries of the common property or limited common property. Should any Permitted Pet be found loose on the common property, the Permitted Pet may be delivered to municipal pound at the cost of the Permitted Pet's Owner and fines may be assessed against the owner:
- (6) Not keep a Permitted Pet which, in the opinion of council, is a nuisance, whether on the Strata Lot or on common property. If a resident has a pet which is not a Permitted Pet or is, in the opinion of council, a nuisance or unreasonably interfering with the use and enjoyment of the strata lots and the common property, including limited common property by other owners, tenants, occupants, and visitors, the Strata Council will take the following steps:
 - (a) order the pet to be removed permanently from the Strata Plan;
 - (a) where an Owner who fails to comply within seven (7) days of receiving written notice from the Strata Council to remove a pet, be the be subject to a \$100.00 fine for each month or portion of a month during which the owner is in contravention of the notice to remove a pet.
 - (b) Despite this bylaw , where an Owner who fails to remove a pet ordered to be removed in accordance with this bylaw, the owner may be subject to an immediate injunction application. In the event the Strata Corporation proceeds to bring an injunction application, the owner is responsible for all expenses incurred by the Strata Corporation in obtaining the Injunction and such expenses shall be added to the next month's maintenance of the attending Owner and treated as a common expense.
- (6) Ensure a Permitted Pet is kept quiet, controlled and clean. Any excrement of a Permitted Pet on the common property must be immediately disposed of by the Owner of the Permitted Pet:
- (7) Keep a Permitted Pet only in his/her Strata lot, except for ingress and egress.
- (8) Assume any and all liability for any and all actions by the Permitted Pet, regardless of whether the Owner had knowledge, notice or forewarning of the likelihood of such action:
- (9) Not feed birds, rodents, squirrels or other wild animals from or on a Strata lot including the balcony, patio or on common property or limited common property. Bird feeders of any kind are not permitted to be kept on balconies, patios nor opened windows.

Hardwood Floors

- 44** (1) An owner who has, or installs, flooring other than wall to wall carpeting in a strata lot must take all reasonable steps to satisfy noise complaints including, without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpets and avoid walking on such hard floor surfaces with hard shoes. Upon the Council receiving a written complaint of noise by an owner, tenant or occupant, the Council may require the owner to take such other steps as are necessary to reduce the noise.
- (2) An owner must ensure that all flooring materials installed in a strata lot are of such a standard so as to minimize noise transmission to the strata lot immediately below or adjacent thereto. All flooring materials must have 1/8th inch cork or better and be floating installed.

Christmas Trees

- 45** Live Christmas trees are strictly prohibited in this building. Failure to comply with this Bylaw may result in the Owner being subject to a fine of \$100.00, such fine to be paid on or before the due date of the next month's Strata fees.

Renovations

- 46** (1) Restriction of contractor hours of operations to between 8:00 a.m. and 5:00 p.m. Monday to Friday. No renovations are permitted on Saturdays Sundays or public holidays.
- (2) An owner must notify the Property Manager prior to starting any renovations. In addition, an owner must provide to the Property Manager the plans and specifications of the renovation.
- (3) An owner must ensure that the delivery of any construction materials through an elevator is booked prior to delivery and that the elevator is protected with proper wall pads and floor coverings.
- (4) An owner must ensure all renovations are done by licensed contractors, who carry minimum liability coverage in the amount of \$1,000,000.00 with the Strata Corporation as a named insured.
- (5) All refuse must not permit any construction debris, materials or packaging to be placed in the Strata Corporation garbage bins.

Division 8 – Severability

Severability

- 47** (1) Should any portion of these Bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the Bylaws, each paragraph, sub-paragraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.
- (2) For the purposes of all Bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires.

Division 9 – Additional Bylaws Applicable to Commercial Strata Lots Only

Signs and Display

- 48** (1) Despite these bylaws, the owner, tenant or occupant of a Commercial Strata Lot will be permitted to install signs or notices within a Commercial Strata Lot so as to be visible from the exterior of such Strata lot, on the condition that the size and design of such signs or notices
- (i) have received the approval of the Strata Corporation, acting reasonably,
 - (ii) have received any approvals required from applicable governmental authorities, and
 - (iii) are in keeping with the overall presentation of the development in terms of quality, design and colour.

All such signs and notices shall be restricted to the frontage of a Commercial Strata lot, and shall be installed, repaired and maintained at the sole expense and risk of the owner, tenant or occupant of a Commercial Strata Lot. The signs or notices must be maintained in good condition on an ongoing basis. The owner or tenant of the Commercial Strata Lot must take out and maintain insurance for such notices or signage as a reasonable owner or tenant displaying similar signage would obtain.

- (2) The owner, tenant or occupant of a Commercial Strata Lot may be permitted to purchase and install awnings within and attach the same to the common property around the outside perimeter of a Commercial Strata Lot which faces the city street, on the condition that the plans for such awnings:
- (a) have received the written approval of the Strata Corporation, acting reasonably,
 - (b) have received any approvals required from applicable governmental authorities, and
 - (c) depict awnings where are in keeping with the balance of the development in terms of design, quality, proportion and colour.

Any awnings installed as aforesaid must be maintained by the owner, tenant or occupant of the Commercial Strata Lot in good condition on an ongoing basis and the responsibility for such maintenance (including obtaining and maintaining appropriate insurance) will be solely for the account of the owner, tenant or occupant of the Commercial Strata Lot.

- Your electronic signature is a representation by you that:
 - you are a subscriber; and
 - you have incorporated your electronic signature into
 - this electronic application, and
 - the imaged copy of each supporting document attached to this electronic application,and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
- Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
 - the supporting document is identified in the imaged copy of it attached to this electronic application;
 - the original of the supporting document is in your possession; and
 - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.

Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

1. CONTACT: (Name, address, phone number)

Deduct LTSA Fees? Yes

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

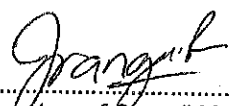
Form I
Strata Property Act
[am. B.C. Reg. 312/2009, s. 7.]
AMENDMENT TO BYLAWS
(Section 128)

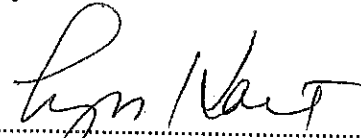
The Owners, Strata Plan BCS 160 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual general meeting held on August 19, 2014*:

BE IT RESOLVED BY A $\frac{3}{4}$ VOTE RESOLUTION, THE OWNERS, RESIDENTIAL SECTION - STRATA PLAN BSC 160, "the Strata Corporation" agree to repeal and replace bylaw 9 of the corporations bylaw with the following bylaw:

Rental Restrictions

- 9.1 The number of residential strata lots within the strata corporation that may be rented at any one time is limited to six (6).
- 9.2 An owner wishing to rents a strata lot must apply in writing to the council for permission to rent before entering into any tenancy agreement.
- 9.3 For the purposes of this bylaw, a strata lot is rented if the owner allows a strata lot to be occupied by someone other than the owner
- (a) For a period in excess of three months in the absence of the owner and where the strata lot is provided to the occupant furnished; or
 - (b) Where the strata lot is provided to the occupant unfurnished.
- 9.4 If the number of strata lots rented at the time an owner applies for permission to rent has reached the limit stated in bylaw 9.1, excluding exempt strata lots pursuant to sections 142, 143 and 144 of the Act, the strata council must refuse permission and notify the owner of the same in writing, as soon as possible stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by the council based upon the date of the request for permission to rent.
- 9.5 If the limit stated in bylaw 9.1 has not been reached at the time that the owner applies for permission to rent a strata lot, excluding exempt strata lots pursuant to sections 142, 143 and 144 of the Act, the strata council will grant permission and notify the owner of the same in writing as soon as possible.
- 9.6 An owner receiving permission to rent a strata lot must exercise the permission to rent within 90 days from the date that the strata council granted same, otherwise the permission expires. During the 90 days immediately following the grant of permission, the strata lot will be deemed rented for the purposes of the limit stated in bylaw 1.1.
- 9.7 Permission to rent a strata lot granted pursuant to this bylaw ceases on the earlier of:
- (a) the end of the tenancy entered into immediately following the grant of permission to rent;
 - (b) the date on which the owner who received permission to rent ceases to be a registered owner of the strata lot;
 - (c) the date on which the owner who received permission to rent commences residing in the strata lot; and
- 9.8 Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and the applicable separate section and a Notice of Tenant's Responsibilities in Form K.
- 9.9 Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act. An owner that fails to provide a Form K within two weeks of renting a strata lot will be subject to a fine of \$50.00 per month.
- 9.10 Where an owner rents a strata lot in contravention of any of bylaws 9.1, 9.2, 9.3, 9.4, 9.6 and 9.7, the owner will be subject to a fine of \$500.00, and the strata corporation will take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or Court injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws will be the responsibility of the contravening owner and will be recoverable from the owner on a solicitor and own client basis by the strata corporation.


.....
Signature of Council Member


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

* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

30 JUN 2005 08 56

BX460792

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan BCS 160 certify that the following or attached amendments to the Bylaws of the Strata Corporation were approved by a Resolution passed in accordance with Section 128 of the *Strata Property Act* at an Annual General Meeting held on June 27, 2005.

Resolution #1 Bylaw Replacement – In order to properly register the Bylaws of the Riviera, formatting issues had to be addressed and division of elected Strata Council had to be clarified.

BE IT RESOLVED BY $\frac{3}{4}$ VOTE RESOLUTION of the owners of Riviera, Strata Plan BCS 160, that the existing registered Bylaws be replaced with the attached.



.....
Signature of Council Member



.....
Signature of Second Council Member

* Section 128 (3) of the Act provides that an Amendment to Bylaws must be filed in the Land Title Office within 60 days of the amendment being approved.

SCHEDULE OF BYLAWS
The Owners, Strata Plan BCS 160
The Riviera

Introduction

In these Bylaws:

- (a) "Commercial Section" means the section formed pursuant to Part 11 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") by the owners of Strata lots 36, 37, 38 and 39 or such other Strata lots which the said Strata lots may form through either consolidation or subdivision.
- (b) "Residential Section" means the section formed pursuant to the Act by the owners of all Strata lots other than those Strata lots in the Commercial Section.
- (c) The owners of the Strata lots in the Commercial Section and the owners of the Strata lots in the Residential Section shall each form a separate section of the Strata Corporation.
- (d) All references to separate sections of the Strata Corporation in these Bylaws refer to the Commercial Section and the Residential Section to be created pursuant to these Bylaws.

Division 1 — Duties of Owners, Tenants, Occupants and Visitors

Payment of Strata Fees

- 1 (1) An owner must pay Strata fees on or before the first day of the month to which the Strata fees relate.
- (2) An owner must pay to the Strata Corporation any special assessments that may be levied by the Strata Corporation provided that such special assessment has been approved by a special resolution of the owners. An owner must pay all amounts due as an assessment including any fines, costs or expenses levied or recoverable by the Strata Corporation under these Bylaws.
- (3) If an owner is late in paying his/her Strata fees, the owner must pay to the Strata Corporation interest on the late payment in the amount of 10% per annum, compounded annually and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid.

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.
 - (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.
 - (3) No real estate "For Sale" signs are permitted on the common property unless specifically approved in writing by Council and if approved, only in the specified place approved by Council.
 - (4) An owner, tenant or occupant must not:
 - (a) make, cause or produce undue noise, smell, vibration or glare in or about any Strata lot or the common property or do anything which will interfere unreasonably with any other owner, tenant or occupant.
 - (b) use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property, such that it causes disturbance or interferes with the comfort of any other owner, tenant or occupant.
 - (c) obstruct or use the sidewalks, walkways, passage or driveways of the common property for any purpose other than the ingress or egress from the Strata lots or parking areas within the common property of the strata plan.
 - (d) use any cooking device on a balcony, deck, or patio without the written consent of the Strata Council.
 - (e) shake any mops, dusters of any kind, nor throw any refuse out of the windows, or doors from the balcony of the Strata lot.
 - (f) do anything that will increase the risk of fire or flood or the rate of insurance on the building or any part thereof.
 - (g) permit a condition to exist within a Strata lot, which will result in the waste or excessive consumption of the building's gas, electrical or water supply.

- (h) allow his/her Strata lot to become unsanitary, or a source of odor.
- (i) feed any animals other than a domestic pet from a Strata lot or anywhere on or near the common property or any limited common property, but this shall not apply to a pet permitted to be kept in a Strata lot pursuant to these Bylaws and the rules made hereunder, which pets will be fed only in a Strata lot.
- (j) hang or display any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building.
- (k) use or install in or about a Strata lot any shades, awnings, windows or balcony guards or screens, ventilators, supplementary heating or air conditioning devices except those installations approved in writing by the Council.
- (l) erect on or fasten to the strata lot, the common property, or any limited common property any television or radio antennae, or similar structure or appurtenance thereto unless such item is discrete and does not cause any damage to the structure of the building envelope or alter the aesthetics of the exterior of the building.
- (m) place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of the strata lot.
- (n) place any indoor/outdoor carpeting on any deck, patio or balcony or place any items on any deck, patio or balcony except for free standing, self-contained planter boxes, deck furniture and accessories.
- (o) give any keys, security cards, or other means of access to the building, the parkade garage or common areas to any person other than an employee, contractor, owner, tenant, occupant or visitor of the strata lot as permitted by these Bylaws.

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 (if any) outside the Strata Plan, the name of all occupants of the Strata lot, the name and telephone number or address of any emergency contact person, the names of the owner's insurance agent, insurance company and homeowners insurance policy number.
- (2) An owner of a Strata lot, within 7 days of the commencement of a tenancy agreement with respect to the strata lot, must provide to the Strata Corporation a fully completed "Form K", as specified by the Strata Property Act.
- (3) On request by the Strata Corporation, a tenant must inform the Strata Corporation of:
 - (a) his name or her name and telephone number,
 - (b) the names of all occupants of the Strata lot, and

- (c) the name, address and telephone number of a person to be contacted in the event of emergency.
- (4) An owner who is in contravention of Bylaw 4(1) or 4(2) is subject to a fine of \$100.00.
- (5) If a tenant is in contravention of Bylaw 4(3), the owner will be subject to a fine of \$50.00.

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) air conditioners, awnings, hot tubs, satellite dishes or sheds attached, placed or located to the outside of the building, including but not limited to a window, balcony or patio.
 - (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 in the present or in the future.
 - (3) An owner, tenant or occupant must not do any act, nor alter a Strata lot in any manner, which, in the opinion of the Council, will alter the exterior appearance of the building.
 - (4) No structural alterations to the exterior of any Strata lot, including balconies or patios, shall be made. No wiring, plumbing, piping, or other services of common property shall be altered; or supplemented, without the prior written consent of the Council.

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 in the present or the future.

Alterations to a Strata Lot or Common Property

- 7
- (1) Any alteration to a Strata lot (as set out in Bylaw #5) or to the common property that has not received the prior written approval of Council must be removed at the owner's expense if the Council orders that the alteration be removed. An owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a Strata lot if such repair is required as a result of the alteration. An owner who receives approval may be required by the Council to sign an Assumption of Liability Agreement. Hours of renovation work to between 8:00 a.m. and 5:00 p.m. Monday to Friday Saturdays and Sundays between the hours of 10:00 a.m. and 5:00 p.m. Notification must be provided to the Property Manager by the Strata lot owner of plans and purpose and for permission for elevator use, protection and padding
 - (2) The owner will be responsible to obtain the applicable building permits prior to commencing the work, and obtaining such permits is a condition of the Council's approval. The owner must provide a copy of any required permit to the Council, or a letter from the City of Vancouver confirming that a permit is not required, before commencing the alteration.
 - (3) Owners who undertake alterations in accordance with these Bylaws, and subsequent owners, are responsible for all costs relating to:
 - (a) the maintenance and repair of the alterations, and
 - (b) the effects on all adjacent Strata lots or common property, and
 - (c) the effects of rain and weathering, staining, and discoloration.
 - (4) The Council may maintain, repair, or remove alterations to common property if in the opinion of the Council:
 - (a) the alterations are not maintained or repaired, or
 - (b) the alterations are damaged.
 - (c) all costs incurred in the maintenance, repair, and/or removal will be charged to the owner of the Strata lot and are his or her responsibility.

- (5) On the sale of a Strata lot, owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent owner refuses to sign an Assumption of Liability Agreement with the Strata Corporation the alterations may be removed by Council and the cost of the removal will be charged to the new owner.
- (6) The owner is responsible for clean-up and the cost of removal of all debris.
- (7) The owner is responsible to insure the alteration.
- (8) To remove an approved alteration or attachment, an owner must negotiate the terms of the removal with the Council.
- (9) The Council reserves the right to require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The Council may include specified supervision or inspection as a requirement of approval.

Permit Entry to Strata Lot

- 8 (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 maintenance or repairs, the Strata Corporation and its agents, in carrying out any work or repairs, must do so in a proper and workmanlike manner and shall make good any damage to the Strata lot occasioned by such works and restore the Strata lot to the condition at the time of construction.
- (4) An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repairs or replacement rendered necessary to the common property or to any Strata lot by his act, neglect or carelessness, or by that of any member of his family, visitors, servants or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Strata Corporation.
- (5) No owner, tenant, occupant or visitor of a strata lot shall do anything on common property likely to cause any damage.

- (6) In the event that damage is caused to a Strata lot by the leakage of water, fire or any other cause whatsoever emanating from within another Strata lot and such damage is covered by the Strata Corporation's insurance policy, the deductible portion of the Strata Corporation's insurance policy shall be the responsibility of the owner of the Strata lot from which the leakage, fire or other cause of the damage emanated if he/she or his tenant, occupant, visitor or employee is considered negligent.
- (7) In the event that damage is caused to a Strata lot by the leakage of water, fire or any other cause whatsoever emanating from within another Strata lot and such damage would be covered by the Strata Corporation's insurance policy but the cost of the repair of such damage does not exceed the deductible portion of the Strata Corporation's insurance policy, then the owner of the Strata lot from which the leakage, fire or other cause emanated shall pay for the cost of the repair if he/she or his tenant, occupant, visitor or employee is considered negligent.
- (8) In the event that an owner, tenant or occupants fails to supply the Strata Corporation with a key to his/her lot for emergency access, and a locksmith is required, the cost of such service will be charged back to the owner.

Rental Restrictions

- 9 (1) Subject to Sections 141 and 142 of the Strata Property Act of British Columbia, the number of residential units within Strata Plan BCS 160 that may be leased by subsequent purchasers shall be four (4).
- (2) An owner who wishes to lease his/her Strata lot shall apply in writing to the Strata Corporation for permission to lease within the prescribed limit.
 - (3) The occupancy of a furnished lot in the absence of the resident owner(s), by others, for a period in excess of three months, shall be considered a lease with subjects to the requirements of the Act and the By-laws;
 - (4) The occupancy of an unfurnished suite by other than the owner(s) shall be considered a lease;
 - (5) An owner who leases his/her Strata lot shall provide to the Strata Corporation a Form K Tenants Undertaking in accordance with Section 146 of the Strata Property Act. Failure to provide a Form K within ten days of commencement of a tenancy shall be cause for a \$50.00/month fine against the Strata lot owner.
 - (6) Where the limit of leased units established in Section (1) of this Bylaw is reached, no further rentals shall be permitted except as allowed by Section 144 of the Strata Property Act.
 - (7) Where the Strata Council grants to an owner permission to lease his/her Strata lot, the applicant must exercise such permission within 90 days of the date of approval of application.

- (8) Where an owner leases his/her Strata lot in violation of subsection (2), the Strata Corporation shall levy a fine of \$500.00 per month during the period of lease and may take all necessary steps to terminate the tenancy agreement of lease on behalf of the Strata lot.
- (9) An owner who leases his/her Strata lot in contravention of subsection (4) of this Bylaw shall be fined \$400.00 for the first month of violation and such fine shall be increased by \$50.00 for each successive month in violation to a maximum of \$500.00 per month.
- (10) Notwithstanding the foregoing, at the discretion of Council, a lease may be exempt from the limitation as to the maximum number permitted herein but only under special circumstances involving the resident owner, such as bereavement, extended absence, or other reason which merits consideration.
- (11) Should any portion of this Bylaw be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the Bylaw each subparagraph hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

Division 2 — Powers and Duties of Strata Corporation

Repair and Maintenance of Property by Strata Corporation

- 10 (1) Except to the extent such matters are the responsibility of a separate section pursuant to Bylaw 11(2), 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 (excluding common property appurtenant to either of the separate sections of the Strata Corporation);
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) 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
 - (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.
- (2) Each separate section must repair and maintain the common property appurtenant to it and the Residential Section shall repair and maintain the common property shown as "Storage/Bicycles" on the Strata plan.

Division 3 — Council

Council Size

- 11** (1) Subject to subsection (2), the Council must have 6 members. The owners of the Strata lots in the Commercial section shall elect two (2) members and the owners of the Strata lots in the Residential Section shall elect four (4) members.
- (2) The powers and duties of a separate section shall, subject to any restriction imposed or any direction given at a general meeting of the separate section and subject to the provisions of the Act, be exercised and performed by the executive of the separate section and the members of the separate section may pursuant to these Bylaws elect an executive, call and hold meetings and pass resolutions in the same manner as the Strata Corporation.
 - (3) The owner-developer shall exercise the powers and duties of the executive of each separate section until an executive is elected by the owners within the separate section.
 - (4) The executive of a separate section of the Strata Corporation shall be elected at the first annual general meeting of the owners called by the owner developer pursuant to s. 16 of the Act then thereafter at each general meeting of the separate section called by the executive in accordance with the Act.
 - (5) The executive of each separate section shall be elected by the owners within that separate section, shall have a chairman and a vice-chairman and shall conduct its affairs in the same manner as the Strata Council is required to conduct its affairs pursuant to the Act.

- (6) The executive of each separate section shall keep all records pursuant to s. 35 of the Act.

Council Members' Terms

- 12 (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.

Removing Council Member

- 13 (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

- 14 (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

- 15 (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

- 16 (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
 - (i) consent in advance of the meeting, or
 - (ii) 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

- 17 (1) By application in writing, stating the reason 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

- 18 (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

- 19** (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

- 20** (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 two 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

- 21** The Council must inform owners of the Minutes of all Council meetings within two (2) weeks of the meeting, whether or not the Minutes have been approved.

Delegation of Council's Powers and Duties

- 22** (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

Spending Restrictions

- 23 (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

- 24 (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

- 25 (1) The Strata Corporation may fine an owner or tenant a maximum of
 - (a) \$200.00 for each contravention of a Bylaw, and
 - (b) \$50.00 for each contravention of a rule.
- (2) Each owner and tenant is responsible for payment, without invoice, of any money (other than Strata fees, but including special levies) owing to the Strata Corporation as provided for in the Act, or these Bylaws, and if the owner or tenant fails to pay any money so owing within fifteen days after the date such money becomes due, the owner or tenant will, after being given a written notice of the default and being provided with a reasonable opportunity to answer the complaint (including a hearing, if required), be assessed a fine of \$10, and if such default continues for a further fifteen days, an additional fine or \$25 will be levied against and paid by the owner or tenant, as the case may be, and for each additional month such default continues an additional fine or \$25 will be levied against, and be paid, by the owner or tenant.

- (3) Additional assessments, fines authorized by these Bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the Strata Corporation to enforce these Bylaws, as they may be amended from time to time, or any rule which may be established from time to time, or any rule which may be established from time to time by the Council pursuant to the Act or these Bylaws, shall become part of the assessment of the owner responsible and shall become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a Bylaw will be calculated as a separate component of such assessment and the Strata Corporation may not register a lien against such separate component.

Continuing Contravention

- 26 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

Quorum for Annual or Special General Meeting

- 27 (1) A quorum for an annual or special general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy.
- (2) Notwithstanding section 48(3) of the Act, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, the meeting shall stand adjourned for a further ½ hour from the time appointed and, if within one hour from the time appointed a quorum is not present for the meeting, the eligible voters present in person or by proxy shall constitute a quorum.

Person to Chair Meeting

- 28 (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

- 29 (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

- 30** (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 two 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) An owner who is otherwise an eligible voter may not exercise his or her vote for a Strata lot, except on matters requiring an unanimous vote, if the Strata Corporation is entitled to register a lien against that Strata lot.
- (9) A proxy must be in writing and signed by the person appointing the proxy. A proxy can be held by any person except the Strata Corporation's Strata manager or an employee of the Strata Corporation.

Order of Business

31 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

- 32** (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.

Small Claims Actions

- 33** Pursuant to section 171 of the Strata Property Act, the Strata Council may commence a proceeding under the Small Claims Act against an owner or other person to collect money owing to the Strata Corporation, including but not limited to money owing as a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim, without requiring authorization by a resolution passed by a $\frac{3}{4}$ vote.

Move In/Move Out

- 34**
- (1) In consideration of the extraordinary wear and tear to the building, and paint and carpet damage to common property of the Strata Corporation, when an owner or tenant moves in with their furnishings, a charge of \$50.00 shall be levied against the owner of the subject strata lot as a non-refundable moving charge and shall be added to and become a part of the following month's maintenance fees.
 - (2) The Strata Corporation may regulate the times and manner in which any person moves into or out of Strata lots. Moves must be co-coordinated with the Property Manager at least 7 days in advance of such moves, or such lesser period as the Council may, in its sole discretion permit.
 - (3) Moves shall take place between 9:00 a.m. and 4:00 p.m., Monday to Friday and between 9:00 a.m. and 6:00 p.m. Saturday, Sunday and on statutory holidays.
 - (4) The use of the elevator must be arranged 7 days in advance with the Property Manager. Persons moving in or out of the building must use the elevator key and the elevator pad must be installed before using the elevator for moving.
 - (5) For security purposes, the resident shall ensure that the main entrance door is not left unattended at any time during the move when the door is in the open position.
 - (6) The cost of any significant or major damage to the building's common areas occasioned by the move will be charged to the resident involved.
 - (7) Failure to comply with this Bylaw may result in the Owner being subject to a fine of \$200.00, such fine to be paid on or before the due date of the next month's Strata fees.

Garbage Disposal

- 35**
- (1) An owner, tenant or occupant shall bag and tie ordinary household refuse and garbage from his Strata lot and deposit it in the container provided by the Strata Corporation for this purpose.
 - (2) The owner, tenant or occupant shall flatten and deposit all cardboard in the cardboard container.
 - (3) The owner, tenant or occupant shall remove any materials other than ordinary household refuse and garbage from the Strata plan property at his/her own expense.
 - (4) Depositing litter of any kind in common areas of the building or dropping or throwing cigarette ends or litter from balconies is prohibited.
 - (5) If an owner, tenant or occupant is in contravention of this Bylaw, that person will be subject to a fine of \$20.00.

Bicycles, Storage and Parking

- 36** (1) Bicycles are not permitted in elevators, hallways or any other common areas. No bicycles are to be kept on balconies or patios; instead, they shall be stored within the owner's designated bicycle locker. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only.
- (2) Any owner, tenant or occupant who leaves any item anywhere on or in the common property or on any limited common property does so at his/her own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone who is an insured under the policy.
- (3) Only motorized vehicles displaying current vehicle licenses or holding storage insurance may be parked on the Strata Corporation's property. Ten (10) days' notice will be given to vehicles that do not meet these conditions, after which time the vehicle will be towed away at the vehicle owner's expense.
- (4) An owner, tenant or occupant shall not:
- (a) use any parking space in the building or on the common property or on any limited common property, except the parking space(s) which has been specifically assigned to his/her Strata lot;
 - (b) carry out any oil changes, major repairs or adjustments to any motor vehicles or other mechanical equipment on common property causing messy or hazardous conditions or excessive engine running, on any limited common property;
 - (c) park, or leave unattended, or cause to be parked or left unattended any vehicle in such a position that it infringes on access lanes or no parking zones or is not in the owner, tenant or occupant's designated parking space;
 - (d) rent or lease the parking space assigned by the Strata Corporation to his/her Strata lot or to otherwise permit that parking space to be regularly used by anyone who is not a resident of the building;
 - (e) park any vehicle in a manner which will reduce the width of the garage roadway or ramp, or any roadway or the common property or on any limited common property;
 - (f) use any part of the common property other than established storage rooms or lockers for storage without the written consent of the Council.
- (5) Vehicles dripping excessive oil, or any gasoline shall be prohibited from the parking areas until repaired. Owners of vehicles causing oil staining shall at the Strata Corporation's notification, clean up all drippings, or on failure to do so within seven (7) days' notice given to the owners of the Strata lot, the Strata Corporation may do so and the owner shall be assessed the cost of the clean up.

- (6) No recreational vehicle shall be parked or left on the common property, without the prior written permission of the Strata Council.
- (7) No vehicle or boat or equipment attached hereto that constitutes a fire hazard, in the Strata Council's opinion, shall be permitted in the parking area.
- (8) No vehicle shall travel in excess of 10 kph in the parking areas.
- (9) The use of vehicle horns in the parking areas is prohibited except in such cases as where the horn is required to prevent a collision.
- (10) If an unauthorized vehicle is parked in a registered parking stall, the person authorized to park in that stall may have the vehicle removed at the expense of the owner of the unauthorized vehicle. In addition, the Strata Corporation may remove any unauthorized or improperly identified vehicle from the common property at the owner's expense.
- (11) An owner or tenant shall not park his or her vehicle in the driveway or any designated fire lanes of the Strata Corporation.
- (12) Any vehicle that is in violation of this Bylaw may be towed at the owner's expense.

Damage to Property

- 37.**
- (1) No owner shall be entitled to claim any compensation from the Strata Corporation for any loss or damage to the property or person of the owner arising from any defect or want of repair of the common property, unless such loss or damage resulted from the negligent act or omission on the part of the Strata Corporation, its employees or agents.
 - (2) 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 and 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 property and workmanlike manner and 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.
 - (3) An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property or to any Strata lot by his or her act, neglect or carelessness or by that of any member of his or her family, guests, servants, agents or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Strata Corporation.

Roof

- 38** In the interests of safety and compliance with the City of Vancouver Bylaws, the roof is out of bounds of owners, tenants, occupants and visitors at all times, other than a Council member or contractor engaged in routine maintenance and inspection.

Hazards

- 39** (1) No flammable materials or dyes shall be used in the washing machines or dryers.
- (2) Each owner shall endeavour to conserve the plumbing system and electric system of the building, and any damage to either of these systems caused by the wrongful act or neglect of any owner, tenant, occupant or visitor shall be repaired at the expense of such owner.
- (3) There shall be no smoking in any common areas of the building.

Pets

An owner shall:

- 40** (1) Not keep any animals, birds, livestock, fowl or pets on his/her strata lot or the common property, subject to Bylaw 43.2, and subject to the Strata Council exercising its discretion with respect to pets kept by Owners at the time these by laws are enacted, such discretion not to be unreasonably exercised.
- (2) Upon written application to the Strata Council obtain written permission to keep two small pets (Permitted Pets) not to exceed eleven (11) kilograms. Despite the Pet Bylaw, an Owner shall not harbor exotic pets, which include, but not exhaustively, snakes, reptiles, spiders or large members of the cat family. No owner or resident or guest shall keep a pet on the common property, or on limited common property or in a Strata lot which is not a Permitted Pet.
- (3) Ensure a Permitted Pet is registered with the Strata Council within 30 days of the pet residing in a Strata lot or the passing of this Bylaw. Registration shall include the name, breed, colour and markings of the pet together with the name, unit and telephone number of the Owner;
- (4) Not permit a loose or unleashed Permitted Pet (leashes cannot exceed six feet in length) at any time within the boundaries of the common property or limited common property the premises). Should any Permitted Pet be found loose on the common property, the Permitted Pet may be delivered to municipal pound at the cost of the Permitted Pet's Owner and fines may be assessed against the Owner;
- (5) Not keep a Permitted Pet which proves to be a nuisance, whether on the Strata Lot or on common property. if a resident has a pet which is not a Permitted Pet or if complaints are received in the opinion of the Strata Council sufficient enough to consider the Permitted Pet a nuisance or an unreasonable interference with the use and enjoyment of the strata lots and the common property by other owners, their families and guests, the Strata Council will order the Permitted pet or a pet which is not permitted to be removed permanently from the premises;

- (a) Any Owner who fails to comply within seven (7) days of receiving written notice from the Strata Council will be subject to a \$100.00 fine for each month or portion of a month during which the offending Permitted Pet continues to occupy the strata lot, common property or limited common property;
- (b) Despite Bylaw 43(5)(a) an Owner who violates Bylaw 43(5) may be subject to an immediate injunction application, may be responsible for all expenses incurred by the Strata Corporation obtaining the Injunction and the expenses shall be added to the next month's maintenance of the attending Owner and treated as a common expense.
- (6) Ensure a Permitted Pet is kept quiet, controlled and clean. Any excrement of a Permitted Pet on the common property must be immediately disposed of by the Owner of the Permitted Pet:
- (7) Keep a Permitted Pet only in his/her Strata lot, except for ingress and egress, and the Owner shall carry the Permitted Pet when the Permitted Pet is in the interior of the building and elevator when other individuals or pets are present;
- (8) Assume any and all liability for any and all actions by the Permitted Pet, regardless of whether the Owner had knowledge, notice or forewarning of the likelihood of such action:
- (9) Not feed birds, rodents, squirrels or other wild animals from or on a Strata lot including the balcony, patio or on common property or limited common property. Bird feeders of any kind are not permitted to be kept on balconies, patios nor opened windows.
- (10) If the Council receives a complaint about a pet, a Bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing, the Council may take no action, fine the owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the Strata lot in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing.

Hardwood Floors

- 41 (1) An owner of a Strata lot who has, or installs, flooring other than wall to wall carpeting in a Strata lot must take all reasonable steps to satisfy noise complaints from neighbours including, without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpets and avoid walking on such hard floor surfaces with hard shoes. Upon the Council receiving a written complaint by a resident, the Council may require the owner to take such other steps as are necessary to reduce the noise.
- (2) Ensure that all flooring materials will be such as to minimize noise transmission to the Strata lot immediately below or adjacent thereto. All flooring materials must have 1/8th inch cork or better and be floating installed.

Christmas Trees

- 42 Live Christmas trees are strictly prohibited in this building. Failure to comply with this Bylaw may result in the Owner being subject to a fine of \$100.00, such fine to be paid on or before the due date of the next month's Strata fees.

Renovations

- 43 (1) Restriction of contractor hours of operations to between 8:00 a.m. and 5:00 p.m. Monday to Friday No contractual work will be permitted on Saturdays Sundays or public holidays. Notification must be provided to the concierge by the Strata lot owner of contractors plans and purpose and for permission for elevator use, protection and padding. All contractors must retain minimum liability coverage of \$1,000,000.00. with the Strata Corporation as a named insured. All refuse must be removed off-site and not placed in the Strata Corporation garbage bins.
- (2) If alterations to the exterior or structure of any strata lots, and or the common property including limited common property or common assets are undertaken which are not in compliance with the Bylaws the Strata Council may by written notice to the owner require that alterations be removed and the strata lot or common property be restored to its original. If the owner does not do so within 5 days of notice from the Strata Council the Strata Corporation may remove the alterations and/or restore the Strata Lot or common property at the cost of the owner.

Division 8 – Severability

Severability

- 44 (1) Should any portion of these Bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the Bylaws, each paragraph, sub-paragraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.
- (2) For the purposes of all Bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires.

Division 9 – Additional Bylaws Applicable to Commercial Strata Lots Only

Signs and Display

- 45 (1) The resident of a commercial Strata lot will be permitted to install signs or notices within a commercial Strata lot so as to be visible from the exterior of such Strata lot, on the condition that the size and design of such signs or notices (i) have received the approval of the Strata Corporation, acting reasonably, (ii) have received any approvals required from applicable governmental authorities, and (iii) are in keeping

with the overall presentation of the development in terms of quality, design and colour.

All such signs and notices shall be restricted to the frontage of a Strata lot, and shall be installed and maintained at the sole expense and risk of the owner or lessee of a commercial Strata lot, and such resident shall maintain such signs or notices in good condition on an ongoing basis and shall take out and maintain insurance for such signage as a reasonable owner/lessee displaying similar signage would obtain.

- (2) The resident of a commercial Strata lot may be permitted to purchase and install awnings within and attach the same to the common property around the outside perimeter of a commercial Strata lot which face the city street, on the condition that the plans for such awnings:

(a) have received the written approval of the Strata Corporation, acting reasonably, and

(b) have received any approvals required from applicable governmental authorities, and

(c) depict awnings where are in keeping with the balance of the development in terms of design, quality, proportion and colour

Any awnings installed as aforesaid will be maintained in good condition on an ongoing basis and the responsibility for such maintenance (including obtaining and maintaining appropriate insurance) will be solely for the account of the resident of the commercial section Strata lot.



Aqua-Coast Engineering Ltd.
Building Envelope Consultants

RIVIERA DEPRECIATION REPORT



**PRESENTED TO:
THE OWNERS
STRATA PLAN BCS 160
2741 EAST HASTINGS ST. VANCOUVER BC**

MARCH, 2013

ACE FILE NUMBER: # 13028

PREPARED BY:

PETER NIDEROST

REVIEWED BY:

JUNE 18, 2013

PAT CUTHBERT, P. ENG

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1 INTRODUCTION

1.1 Scope of Work

Aqua-Coast Engineering Ltd. (ACE) was engaged by The Owners of Strata Plan BCS 160 (The Owners) to provide a Depreciation Report under the regulations of the British Columbia Strata Property Act. A representative of Aqua-Coast Engineering attended the site on February 19th, 2013.

1.2 Documents and Information Provided

The following documentation was collected by ACE:

- Original Design Drawings (hard copies) including: Architectural, Mechanical, and Electrical.
- CRF balance was confirmed with treasurer via e-mail.
- Replacement equipment cost invoices were provided.

1.3 About Us – Aqua-Coast Engineering Ltd.

Aqua-Coast Engineering provides engineering consulting and inspection solutions in the fields of New Construction, Restoration and Multi-family Building Asset Management. We offer:

- Building Envelope Assessment, Consulting and Restoration Project Management.
- Building Asset Management; Depreciation Reports, Annual Inspections and Maintenance Manuals.
- New Construction Building Envelope Consulting and Inspection services.
- Roof Assessment, Consulting and Inspections.

Aqua-Coast Engineering Ltd. carries \$2,000,000 Errors and Omissions liability insurance (see Appendix C).

1.4 Limitations

All evaluations of the components listed in the Asset Inventory are based on visual inspections, review of the drawings and documents listed above, and consultation with service providers and manufacturers. This study does not represent an engineering assessment of the structure and its components. No destructive testing was conducted on site.

The schedule and cost for replacement of common assets used in the Contingency Reserve Fund Models is an estimate only. Estimates for remaining service life and cost of replacement are based on sound engineering experience, consultation with service providers, published documentation, and current standards and regulations.

Aqua - Coast Engineering Ltd.

This study does not take into consideration future factors that might affect the Cash Flow Models such as economic fluctuations, revised codes and standards, and any unforeseen events.

This study is intended for financial planning purposes only. No decision to replace or repair any common assets should be based on the Contingency Reserve Fund schedule provided herein. Future decisions on replacement or repair of common assets should be based on engineering assessments or advice from a qualified professional.

1.5 References

Financial Documents provided by Strata

Strata Property Act [SBC 1998] Chapter 43

Bulletin: 400-007 (Mar 1, 2012) "What a Strata Corporation Needs to Know About Depreciation Reports", *Condominiums Home Owners Association of B.C.*

ASTM E2204-11a "Standard Guide for Summarizing Economic Impacts of Building-Related Projects"

ASTM E917-05 "Standard Practice for Measuring Life-Cycle Costs of Buildings and Building Systems"

2 STRATA CORPORATION SUMMARY

2.1 Site Description

The Riviera (the Building) is located at 2741 East Hastings Street, Vancouver, BC. The Building consists of 35 residential condominium units and 4 storefront commercial units. The Building is a four-storey concrete and wood frame structure constructed in 2003. It is built on a suspended slab over a two level parkade.

A more detailed list of the building common assets is described in Section 2.3.

2.2 Shared Facilities

The building does not share any common facilities with adjacent properties.

2.3 Asset Inventory

2.3.1 Building Envelope

The "Building Envelope" separates the outdoor environment from the interior and includes exterior walls, roofs and water proofing membranes. Many of the components cannot be determined with a visual inspection and are listed below as per the drawings provided.

Exterior cladding on the building is composed of fibre-cement and brick. According to the plans, the rainscreen cladding consists of fibre-cement plank and panel siding installed over wood strapping, two layers 30 mil building paper, 1/2" wood sheathing, 2x6 wood studs at 16" o.c. with R20 fiberglass insulation, 6 mil poly vapour barrier, and 1/2" gypsum board. This type of cladding is commonly known as a "rainscreen" system.

The brick veneer cladding on residential space, according to plans, is installed over 1" air space, 2 layers of 30 min building paper, 1/2" wall sheathing, 2x6 wood studs at 16" o.c., R20 batt insulation, 6 mil poly vapour barrier and 1/2" gypsum board.

The brick veneer cladding on commercial space, according to plans, is installed over 1" air space, 2 layers building paper, concrete wall, 1/2" airspace, 2 1/2" steel studs strapping, R12 batt insulation, 6 mil poly vapour barrier, 1/2" or 5/8" gypsum board.

Concrete masonry unit (CMU) firewalls are installed on both East and Western elevations.

The exterior walls appear to be in good condition and are not expected to be replaced within the next 30 years.

The roof is a two-ply SBS membrane installed over 5/8" tongue & groove sheathing, 2X4 wood venting crickets @ 24" o.c. R28 batt insulation, 6 mil poly and 5/8" gypsum.

Balconies are clad with a liquid applied membrane over 5/8" tongue & groove sheathing, 2x4 crickets @ 24" o.c., wood framing, 5/8" gypsum and metal soffits.

Aqua - Coast Engineering Ltd.

The Northern elevation suspended slab membrane components comprises of either a Landscape finish, a 2" concrete paver finish or a 3" broom finish concrete over a drainage mat, protection bed, waterproof membrane and suspended slab.

See Appendix A for a more complete list of the Building Envelope Assets.

2.3.2 Structural

The structure of the building is comprised of typical wood frame components over a concrete slab.

According to plans, the residential structure is constructed of 2x6 and 2x4 wood stud walls with ½ sheathing, 2x10 wood floor joists with 5/8" tongue and groove sheathing. Commercial unit structure comprises of concrete walls and 2 ½" steel studs.

The structure is assumed to be in satisfactory condition and no components are expected to be replaced within the next 30 years.

See Appendix A for a more complete list of the structural assets.

2.3.3 Mechanical

The domestic water system is supplied through a 6" city water main. According to plans, domestic water supply piping is 3" copper. None of the water supply system is expected to be replaced within the next 30 years.

The sanitary and storm systems consist of various size piping and sump pump systems. Regular maintenance, replacement of sump pumps and panels are noted. Apart from items noted above, the remaining sanitary and storm systems are not expected to be replaced within the next 30 years.

For residential units heat is provided by individual electrical baseboard heaters and is not considered common property. Stairwells and other common area baseboard heaters are considered strata property. For commercial units, each of the four units is supplied with an A/C unit which is also considered common property.

See Appendix A for a more complete list of the mechanical assets.

2.3.4 Electrical

The main switch for the buildings is 1200 Amps with a 1000 A Breaker. The 208/120V 3 phase panels are 600A and 400A respectively.

Common area lighting varies between fluorescent and incandescent bulb type. Fluorescent light ballasts have a life expectancy of approximately 10 years+. Interior incandescent light fixtures are not expected to be replaced within the next 30 years.

See Appendix A for a more complete list of the electrical assets.

2.3.5 Site Services

Site paving consists of concrete walkways and driveways. The exterior concrete driveway on the Northern Elevation should be considered for replacement should the parkade slab membrane be replaced.

See Appendix A for a more complete list of the Site Service Assets.

2.3.6 Fire Protection

The fire protection system consists of a dry pipe system, fire monitoring panel, alarm bells, pull stations and smoke detectors.

See Appendix A for a more complete list of the fire protection assets.

2.3.7 Miscellaneous

The miscellaneous items are any common assets that do not fall into the previous categories. These items consist of assets such as common area floor and wall finishes, decorations, and common equipment such as the parkade entry gate.

See Appendix A for a more complete list of the miscellaneous assets.

3 FINANCIAL ANALYSIS

3.1 Financial Assumptions

The following assumptions were made for the purposes of this study:

- Inflation Rate	2%
- Interest Rate on CRF Balance	1%
- Annual Increase to Operating Budget	2%
- Annual Increase to CRF	2%
- Future Value Equation	$FV = CV \cdot (1.02^n)$
- Fiscal Year End	June
- Study Period	30 years (2013 to 2042)

Based on the BC Strata Property Regulation, Part 6, it is assumed that from this point forward the balance of the Contingency Reserve Fund shall be no less than 25% of the annual operating budget.

3.2 Contingency Reserve Fund Report

The balance (Jan 2013) of the Contingency Reserve Fund (CRF) is estimated at **\$70,000**. Although annual contributions to the CRF have varied over the previous years it is assumed that the annual contribution will start at **\$15,970** (year 0) and increase at a rate of 2% per annum as per the cash flow scenarios below.

3.3 Contingency Reserve Fund Models

Various costs are incurred by the owners to maintain safety and functionality throughout the life of a building. The operating budget of the strata includes maintenance costs for the majority of the buildings assets which require maintenance with a frequency of one year or less. The Contingency Reserve Fund (CRF) is established to provide funds for the buildings assets which require maintenance or replacement with a frequency of greater than one year. The cash flow scenarios described below are intended to be used as a tool for the Owners to quantify the amount of funds that will be necessary over the next 30 years of a building. All the dates associated with the funds in the scenarios below are an estimate only and the Owners should seek the advice of a qualified professional when considering any major capital expenditure.

3.3.1 Cash Flow Scenario 1 – 100% Special Levies

Scenario 1 Parameters:

- Year 0 (2013) annual CRF contribution is \$15,970
- Annual CRF contribution increases by 2%
- Minimum CRF balance (25% of annual operating budget) is maintained
- Expenditures are paid out from the CRF when funds are available with the difference being made up from special levies

Scenario 1 Results:

- Major special levies expected in years 2028, 2033 and 2043 and a minor special levy in 2023 and 2026.
- Balance of CRF at year 30 is \$59,625
- See Figure 1

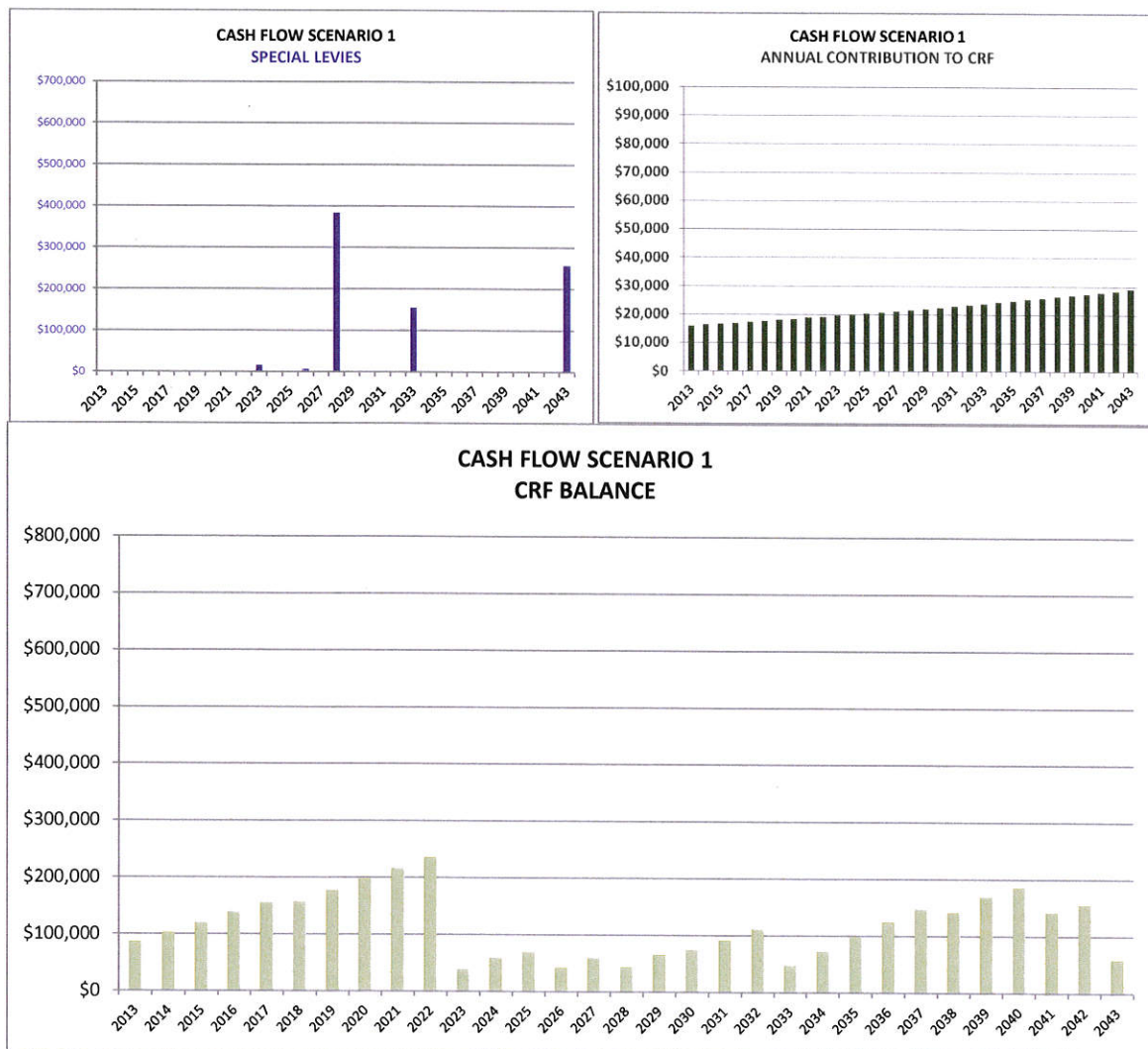


Figure 1: Cash Flow Scenario 1 Results

3.3.2 Cash Flow Scenario 2 – 100% CRF Contributions

Scenario 2 Parameters:

- Year 0 (2013) annual CRF contribution is increased to \$36,515
- Annual CRF contribution increases by 2% each year
- Minimum CRF balance (25% of annual operating budget) is maintained
- 100% of expenditures are paid out from the CRF with no expected special levies

Scenario 2 Results:

- No special levies expected
- Balance of CRF at year 30 is \$158,649
- See Figure 2

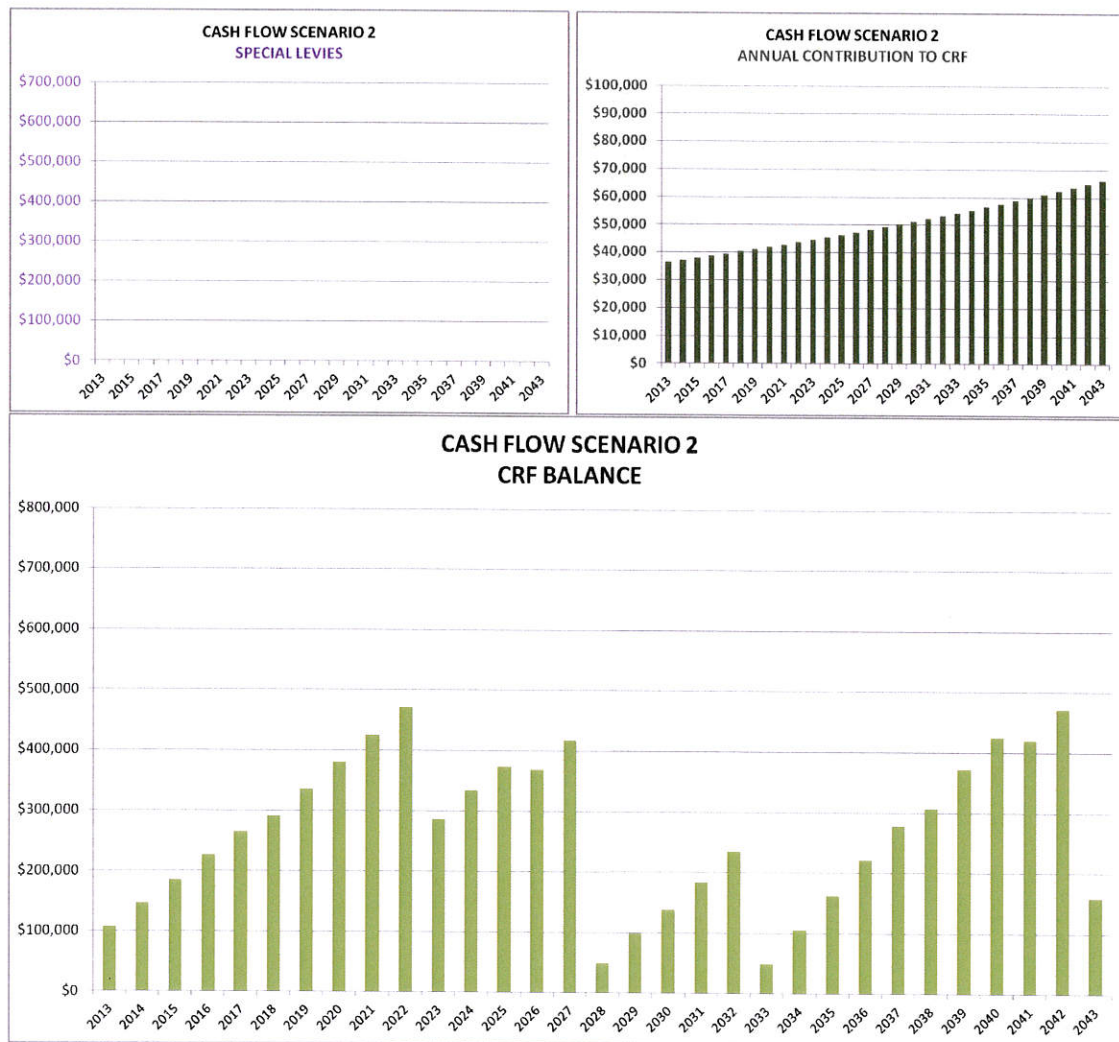


Figure 2: Cash Flow Scenario 2 Results

3.3.3 Cash Flow Scenario 3 – 50% Increase to CRF Contributions

Scenario 3 Parameters:

- Year 0 (2013) annual CRF contribution is increased to \$26,243 (50% of the increase in Scenario 2)
- Annual CRF contribution increases by 2% each year
- Expenditures are paid out from the CRF when funds are available with the difference being made up from special levies

Scenario 3 Results:

- Major Special Levies expected in years 2028, 2033 & 2043
- Balance of CRF at year 30 is \$59,625
- See Figure 3

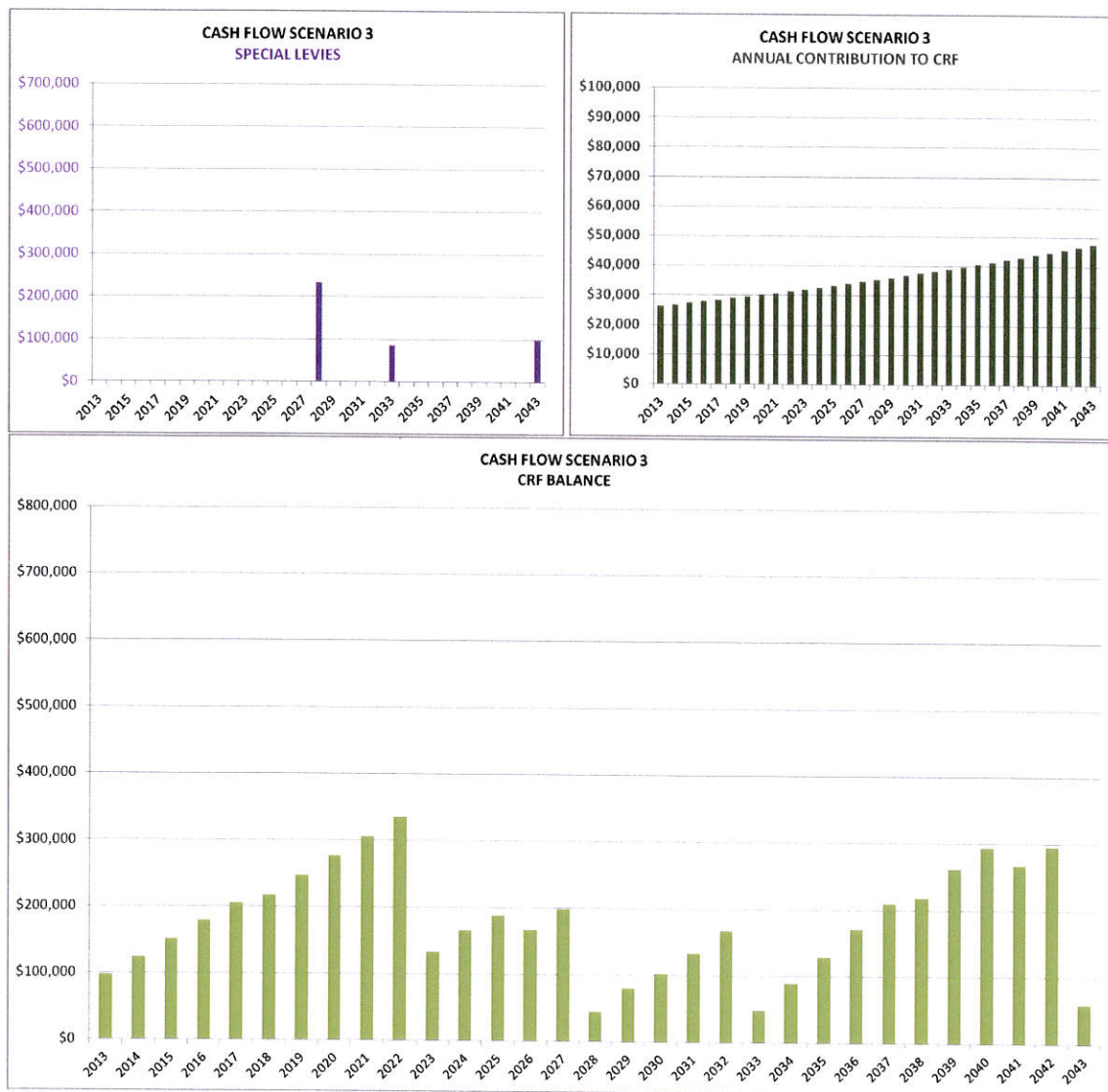


Figure 3: Cash Flow Scenario 3 Results

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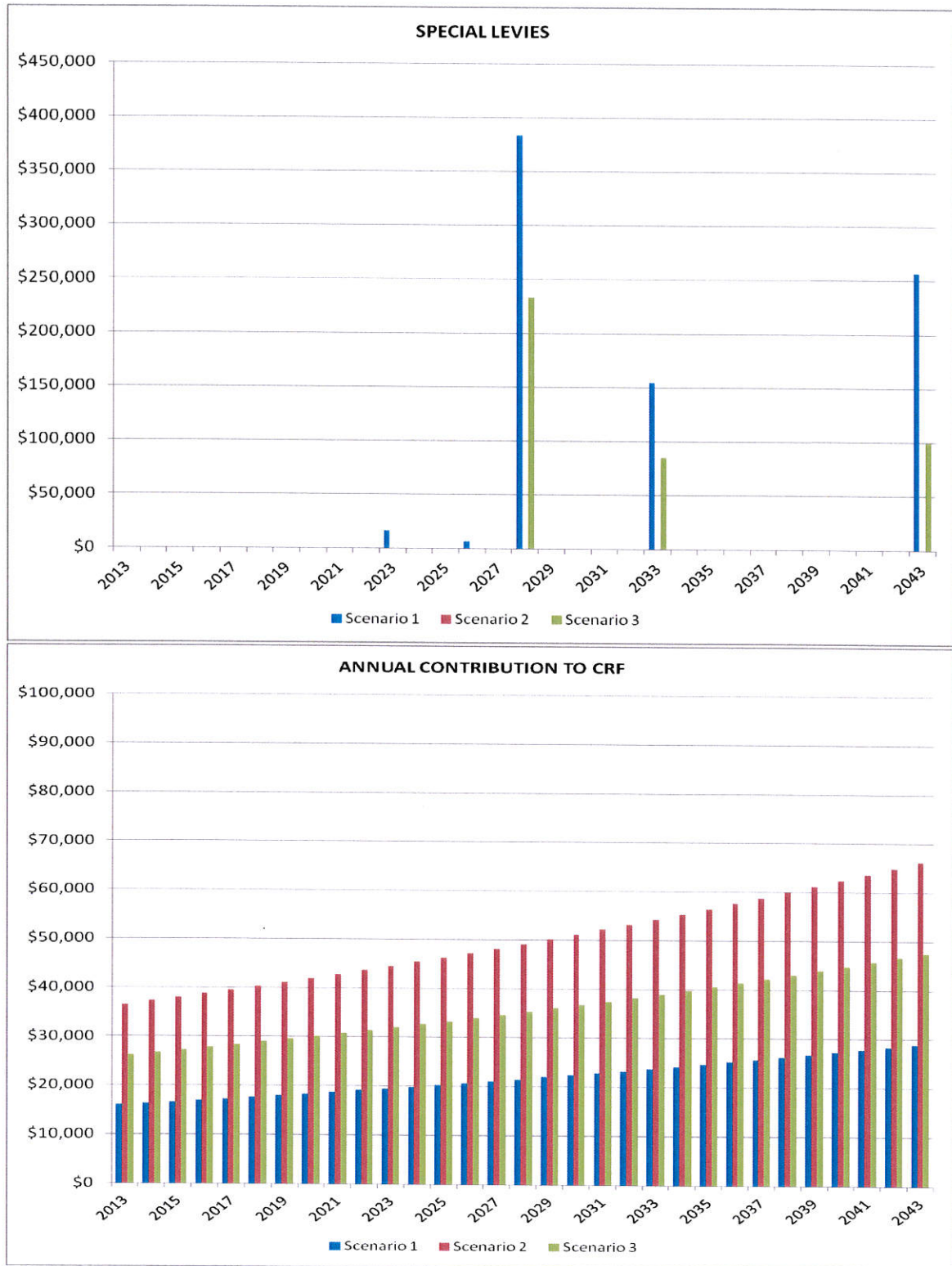


Figure 4: All Cash Flow Scenario Results

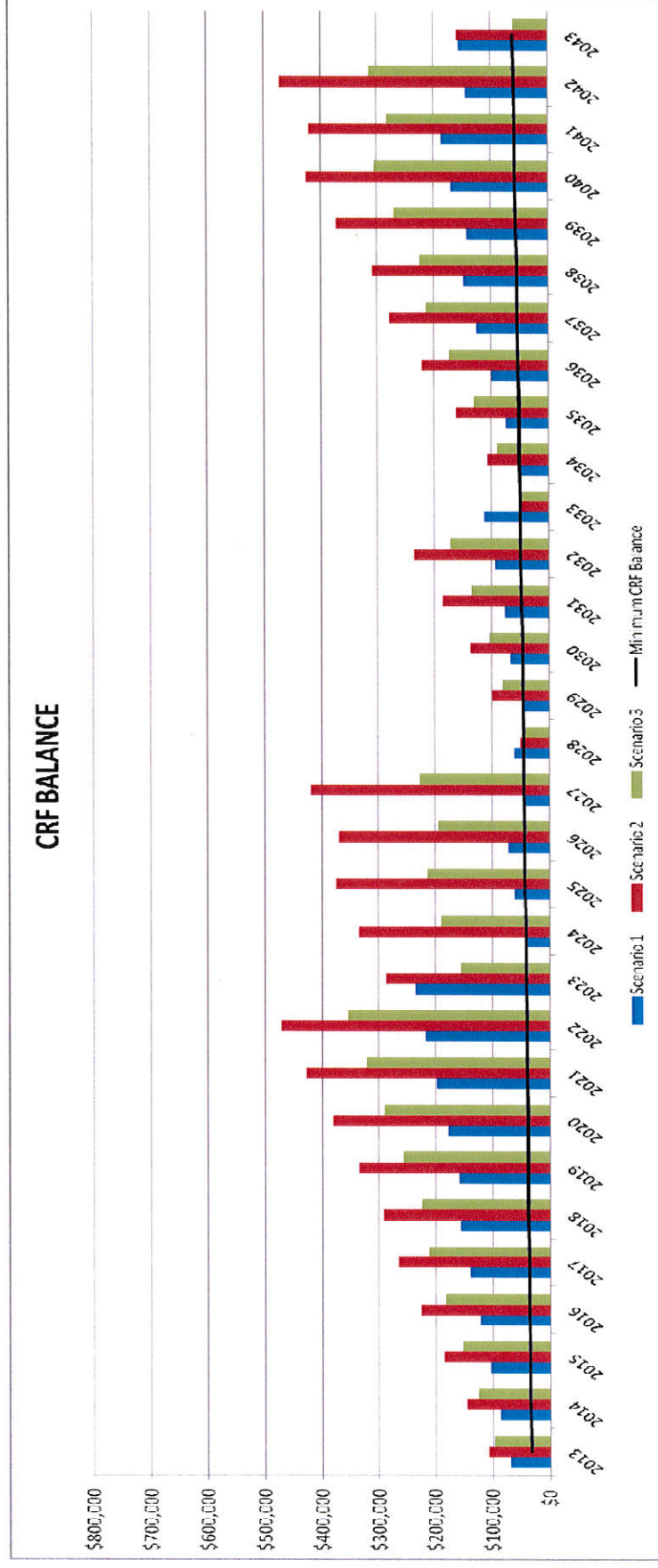


Figure 5: All Cash Flow Scenario Results

4 APPENDIX A – ASSET INVENTORY

1 – BUILDING ENVELOPE

Component	Material	Quantity	Unit	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
1.1 BELOW GRADE								
1.1.1	Parkade Wall/Ceiling Paint	10,000	ft ²	2003	2028	\$6,000	\$8,237	
1.1.2	Parkade Traffic Membrane P1	4,400	ft ²	2003	2028	\$4,400	\$6,040	
1.1.3	Suspended Slab Membrane Northern Landscaped Area over Parkade	2,250	ft ²	2003	2033	\$67,500	\$102,307	Fencing cost separate item 8.2.4.
1.2 EXTERIOR WALLS								
1.2.1	Exterior Fiber Cement Cladding Wall Assembly	5,600	ft ²	2003	†			

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.

	Component	Material	Quantity	Unit	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
1.2.2	Exterior Brick Cladding Wall Assembly	Brick Veneer 1" Air Space 2 Layers 30 min Building Paper 1/2" Wall Sheathing 2x6 Wood Studs R20 Batt Insulation 6 Mil. Poly Vapour Barrier 1/2" Gypsum Board	1,200	ft ²	2003	†			
1.2.3	Concrete Masonry Units (CMU) Fire Wall	East and Western Elevations Partially Exposed	4,320	ft ²	2003	†			
1.2.4	Flashings	Painted Metal	n/a		2003	†			Replacement cost included in Cladding Replacement 1.2.1 / 1.2.2.
1.2.5	Window Trims	Painted Wood	n/a		2003	2028			Replacement cost included in Window replacement 1.3.1.
1.2.6	Exterior Paint	Latex	7,000	ft ²	2003	2018	\$40,000	\$52,779	Repeat approximately every 10-15 years.
1.2.7	Exterior Caulking	Exterior grade caulking around penetrations	1	ea.	2003	2018	\$2,000	\$2,252	Repeat every 5-10 years.
1.2.8	Soffits	Wood/Metal/Vinyl	n/a		2003	†			

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.





EXTERIOR WINDOWS AND DOORS									
1.3									
1.3.1	Windows Regular < 36 Sqft	Aluminum Frame Dbl Glazed	47	ea.	2003	2028	\$47,000	\$64,521	
1.3.2	Store front Glazing Units	Aluminum Frame Dbl Glazed With Door	4	ea.	2003	2028	\$16,000	\$21,965	
1.3.3	Sliding Doors	Aluminum Frame Dbl Glazed	30	ea.	2003	2028	\$67,500	\$92,663	
1.3.4	Exterior Metal Doors (Swing)	Steel	7	ea.	2003	2028	\$10,500	\$14,414	See 8.1.3 for interior door count.
1.3.5	Skylights	Aluminum Frame Acrylic Dome	20	ea.	2003	2028	\$20,000	\$27,456	Replace with Roof 1.4.1.
1.3.6	Main Entrance Door	9' Aluminum Framed Unit With Glass Sidelites	1	ea.	2003	2038	\$5,000	\$8,367	
1.4	ROOFING								
1.4.1	Flat Roof	2-ply SBS	11,500	ft ²	2003	2028	\$115,000	\$157,870	
1.4.2	Roof Flashings	Painted Metal	n/a	ft	2003	2028			Replacement cost incl. in item 1.4.1.
1.4.3	Access Hatches	Aluminum Drop-on	1	ea.	2003	+			
1.4.4	Flat Roof Vents	Galvanized Metal	n/a		2003	2028			Replacement cost incl. in item 1.4.1.
1.4.5	Flat Roof Drains	Copper	n/a		2003	2028			Replacement cost incl. in item 1.4.1.
1.4.6	Gutters and Down pipes	Aluminum			2003	+			
1.4.7	Planter Membrane	2-ply SBS on 2nd Floor of Northern Elevation	20	ft ²	2003	2028			Replacement cost incl. in item 1.4.1.
1.4.8	Balcony Membranes	Liquid Applied	30	ea.	2003	2023	\$150,000	\$186,506	Estimated life 20 years.

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Item: 1.1.1 Parkade Wall/Ceiling Paint	Item: 1.1.2 Parkade Traffic Membrane
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$8,237	Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$6,040
Comments: Re-paint as required. Estimated every 25 years.	Comments: Strip and re-apply water proofing membrane every 25 years.
Item: 1.1.3 Suspended Slab Membrane (area)	Item: 1.2.1 Exterior Fiber Cement Cladding
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years Estimated Replacement Cost: \$102,307	Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+
Comments: Membrane located under landscaping. Estimated life expectancy of 30 years. Cost includes excavation and re-installation of landscape materials. Fencing replacement (8.2.3) replacement is a separate cost item.	Comments: Rainscreened fiber cement cladding life expectancy is estimated at 50 years.
Item: 1.2.2 Exterior Brick Cladding	Item: 1.2.3 Concrete Masonry Units
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+	Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+
Comments: Life expectancy of brick cladding is estimated at 50 years+.	Comments: Expected to last the life of the building.

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Item: 1.2.5 Window Trims	Item: 1.2.6 Exterior Paint
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years+ Estimated Replacement Cost: n/a	Year Installed: 2003 Condition: Good Estimated Life Remaining: 5 years Estimated Replacement Cost: \$ 52,779
Comments: Replacement cost included with window and/or cladding replacement.	Comments: Life expectancy is dependent on paint quality and application detail. Estimated life is 5 to 15 years.
Item: 1.3.1 Windows	Item: 1.3.2 Storefront Glazing Units
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$64,521	Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$21,965
Comments: Life expectancy is approximately 25 years.	Comments: Life expectancy is approximately 25 years.
Item: 1.3.4 Exterior Doors	Item: 1.3.5 Skylights
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$14,414	Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$27,456
Comments: Life expectancy is approximately 25 years+.	Comments: Life expectancy is approximately 20 to 25 years. Replace with roof membrane (1.4.1).

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Item: 1.3.6 Main Entrance Door	Item: 1.4.1 Flat Roof Membrane
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 25 years Estimated Replacement Cost: \$8,367	Year Installed: 2003 Condition: Good Estimated Life Remaining: 15 years Estimated Replacement Cost: \$157,870
Comments: Well protected but high traffic door will require regular maintenance. Estimated remaining life is 20 to 30 years.	Comments: Inspect roof regularly for signs of de-bonding and maintain as required. Regularly clean drains and clear roof of debris to help prevent pre-mature deterioration of membrane.

Item: 1.4.8 Balcony Membrane

Year Installed: 2003 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$186,506
Comments: Liquid applied membranes life expectancy 20 years.

2 - STRUCTURAL

	Component	Material	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
2.1	PARKADE						
2.1.1	Slab on Grade	Concrete	2003	†			
2.1.2	Columns	Reinforced concrete	2003	†			
2.1.3	Foundation Walls	Reinforced concrete	2003	†			
2.1.4	Suspended Slab	Reinforced concrete	2003	†			
2.2	RESIDENTIAL						
2.2.1	Exterior Frame Walls	2x6 wood studs @ 16in o.c.	2003	†			
2.2.2	Interior Frame Walls	2x4 wood studs @ 16in o.c.	2003	†			
2.2.3	Exterior Wall Sheathing	0.5" plywood	2003	†			
2.2.4	Interior Floor Joists	2x10 wood joists @16" u.n.o.	2003	†			
2.2.5	Interior Floor sheathing	Wood	2003	†			
2.2.6	Roof Joists and Sheathing	Wood	2003	†			

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.

3 - MECHANICAL


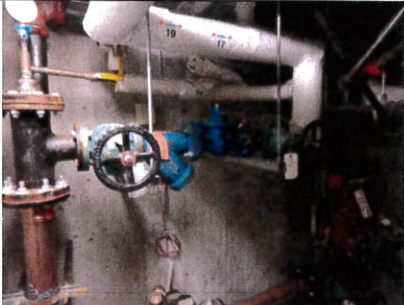




	Component	Description	Quantity	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
3.1	DOMESTIC WATER SUPPLY							
3.1.1	Incoming Water Main	6"	1	2003	†			
3.1.2	Domestic Cold Water Main	3" Copper	n/a	2003	†			
3.1.3	Commercial Area Hot Water Tank	6 Gallon Electric	1	2011	2021	\$1,000	\$1,195	Estimated Life is 10 years.
3.1.4	On-Demand Gas Hot Water Units	17,000 BTU 301 Gallons/hr	4	2010	2030	\$10,000	\$14,282	Estimated life 15-25 years.
3.1.5	Recirculation Pump		1	2003	2018	\$500	\$563	Replace as needed.
3.1.6	Misc. Valves and Pipes	Steel		2003	2018	\$1,000	\$1,126	Replace as needed.
3.2	HEATING SYSTEM							
3.2.1	Air Conditioning Units	2.0 Tons Cooling, 12.4 WBH Low Temp. Heating 208/1Ph	4	2003	2023	\$8,000	\$9,947	Estimated life 20 years.
3.2.2	Duct Heating Fan Coils	800 cfm 1/4 HP 208V/1Ph	4	2003	2023	\$2,000	\$2,487	Estimated life 15-20 years.
3.2.3	Base Board Heaters (common area)	Variable sizes	8	2003	2023	\$1,000	\$1,243	Estimated life 15-20 years.
3.3	SANITARY SYSTEM							
3.3.1	Sanitary Soil Stack	3"	n/a	2003	†			
3.3.2	Sanitary Vent Piping	2"	n/a	2003	†			
3.3.3	Sanitary Main	6"	n/a	2003	†			
3.3.4	Sanitary Discharge Piping	Mixed 1 1/2" - 2"	n/a	2003	†			

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STORM SYSTEM								
3.4	Storm Drain	6"		2003	†			
3.4.1	Storm Sump Pump / Panel	Duplex Pump Control System	1	2003	2023	\$1,500	\$1,865	
3.4.2	Sump Pump	Submersible	1	2003	2018	\$500	\$563	Estimated life 10-15 years.
3.5	HVAC SYSTEMS							
3.5.1	Rooftop Make-Up Air Unit (MAU)	2000 CFM	1	2010	2025	\$8,500	\$10,996	Estimated life 10-15 years.
3.5.2	Elevator Room Exhaust Fan Motor	690 CFM	1	2003	2023	\$200	\$249	Estimated life 15-20 years.
3.5.3	Parkade Exhaust Fans Motor	3/4 HP	3	2003	2023	\$1,500	\$1,865	Estimated life 15-20 years.
3.5.4	Parkade Supply Cabinet Fan Motor	600 CFM 3/4 HP	1	2003	2023	\$500	\$622	Estimated life 15-20 years.
3.5.5	Parkade Supply Fan Motor	Delhi Industries Power Ventilator 1 HP Tube Axial Belt Drive	1	2003	2023	\$500	\$622	Estimated life 15-20 years.
3.6	OTHER SYSTEMS							
3.6.1	Gas Lines and Risers	Steel	n/a	2003	†			
3.6.2	Exhaust/Gas Monitoring System	Carbon Monoxide, Natural Gas, Propane and Gasoline Sensors	3	2003	2023	\$2,400	\$2,984	Estimated life 15-20 years.

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.



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Item: 3.1.1 Incoming Water Main	Item: 3.1.2 Misc Valves and Pipes
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+	Year Installed: 2003 Condition: Good Estimated Life Remaining: Mixed Estimated Replacement Cost Funding: \$1,126
Comments: Maintain as required.	Comments: 10 years is used for funding purposes. Actual life expectancy is mixed. Maintain as required. ~\$100/annually set aside for larger plumbing expense items.
Item: 3.1.4 On-Demand Water Heaters	Item: 3.2.1 Air Conditioning Units
	
Year Installed: 2010 Condition: Good Estimated Life Remaining: 17 years Estimated Replacement Cost: \$14,282	Year Installed: 2003 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$9,947
Comments: Maintain regularly. Estimated life expectancy is 15 - 25 years.	Comments: Estimated life expectancy is 20 years.
Item: 3.4.2 Storm Sump Pump Panel	Item: 3.5.1 Roof-top Make-up Air Unit
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$1,865	Year Installed: 2010 Condition: Good Estimated Life Remaining: 12 years Estimated Replacement Cost: \$9,702
Comments: Maintain as required. Sump pump will likely required replacement every 5 - 15 years dependant on use.	Comments: Estimated life expectancy is 10 - 15 years.

4 - ELEVATOR

	Component	Make	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
4.1	ELEVATOR						
4.1.1	Elevator Hydraulic System	Richmond Elevators	2003	2033	\$65,000	\$98,518	Estimated life 30 years.
4.1.2	Elevator Car	Richmond Elevators	2003	2038	\$12,000	\$20,081	Estimated life 30 years.

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Item: 4.1.2 Elevator Car	Item: 4.1.1 Elevator Hydraulic System
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years Estimated Replacement Cost: \$20,081	Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years + Estimated Replacement Cost: \$98,518
Comments: Refurbish approximately every 30 years.	Comments: Maintain regularly. Estimated life expectancy is 30 years.

5 - ELECTRICAL

Component	Description	Quantity	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
LUMINARS							
5.1							
5.1.1	Common area lighting fixtures	92	2003	†			Repair/replace out of operating budget. Life expectancy 30 years+.
5.1.2	Fluorescent Light Ballasts	118	2003	2023	\$5,900	\$7,336	Estimate 50% to be replaced in each 10 year period.
5.1.3	Emergency Lights only	47	2003	†			Replace as needed through operating budget. See 5.3.2 for Battery pack replacement.
METER CENTER							
5.2							
5.2.1	Electrical Meters	40	2003	†			Owned by Hydro.
5.2.2	Main Panelboard Distribution	1	2003	†			
5.2.3	Main Switch	1	2003	†			
5.2.4	Elevator Main Switch	1	2003	†			
5.2.5	Elevator Safety Switch	1	2003	†			



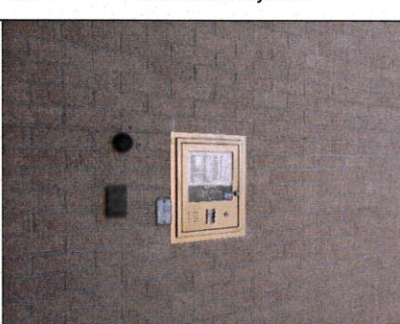

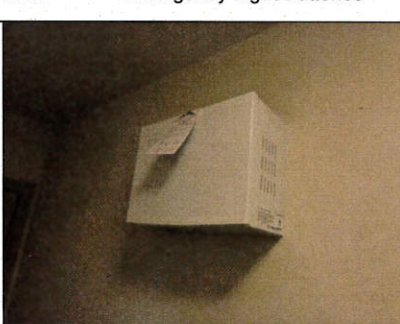
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ELECTRICAL COMPONENTS AND OTHER SYSTEMS							
5.3							
5.3.1	Enter Phone System	Push Button Entrance Phone System With FOB	1	2003	2033	\$5,000	\$7,578
5.3.2	Heat Tracing Units	Heat Trace in Parkade	1	2011	2031	\$4,000	\$5,827
5.3.3	Emergency Lighting Batteries Packs	Lithonia Lighting 0.3 A, 120 V	22	2012	2017	\$2,200	Replace batteries every 5 years.
5.3.4	Exit Signs	Various	23	2003	†		

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.

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Item: 5.1.2 Common Area Light Ballasts	Item: 5.2.2 Main Panelboard
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$7336	Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+
Comments: Replace light ballasts as needed. Estimated life is 10 – 20 years.	Comments: Test regularly and maintain as needed.
Item: 5.3.1 Enter Phone System	Item: 5.3.2 Heat Tracing Unit
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years Estimated Replacement Cost: \$7,578	Year Installed: 2011 Condition: Good Estimated Life Remaining: 17 years Estimated Replacement Cost: \$5,827
Comments: Estimated life expectancy is 30 years +.	Comments: Estimated life expectancy is 20 - 30 years.
Item: 5.3.3 Emergency Light Batteries	
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 4 years Estimated Replacement Cost: \$2,429	
Comments: Test annually. Estimated replacement every 5 years.	

6 - SITE SERVICES

	Component	Material	Quantity	Unit	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
6.1	Civil Works								
6.1.1	Site Paving	Concrete	n/a	n/a	2003	†			Included in 1.1.3.
6.1.2	Natural Gas Service	Steel	n/a	n/a	2003	†			Access at Northern Alleyway.
6.1.3	Water Supply	6" steel	n/a	n/a	2003	†			Shut-off valve and hydrant owned by City of Vancouver.
6.1.4	Storm Service	Steel and ABS	n/a	n/a	2002	†			
6.1.5	Sanitary Service	Steel and ABS	n/a	n/a	2002	†			



† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.


7 - FIRE PROTECTION

Component	Description	Quantity	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
7.1 Fire Protection - Mechanical Systems							
7.1.1 Main Header	4" Steel	1	2003	†			
7.1.2 BFP Isolator Valves	4" Gate valve	2	2003	†			
7.1.3 Misc. Valves and Piping	Varies	n/a	2003	2018	\$1,000	\$1,126	Replace as needed.
7.1.4 Sprinkler System Air Compressor	100 PSI, 1 HP	1	2003	†			Maintain as required.
7.1.5 Sprinklers Heads	Misc		2003	†			Replace as needed through operating budget.
7.1.6 Fire Extinguishers	Hand-held Dry Chemical Multi-Purpose	14	mixed	2018	\$1,400	\$1,577	Replace every 6 years.
7.2 Fire Protection - Electrical Systems							
7.2.1 Fire Alarm Panel	Installed at entrance	1	2003	2028	\$5,500	\$7,550	Estimated life 15-25 years.
7.2.2 Fire Alarm Bells	n/a	17	2003	†			
7.2.3 Pull Stations	n/a	17	2003	†			
7.2.4 Smoke Detectors	Hard wired		Mixed	†			Replace as needed through operating budget.

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.

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Item: 7.1.1 to 7.1.3	Fire System Pipes	Item: 7.1.6	Fire Extinguishers
			
Year Installed:	2003	Year Installed:	2003
Condition:	Good	Condition:	Good
Estimated Life Remaining:	Mixed	Estimated Life Remaining:	7 to 10 years
Estimated Replacement Cost:	\$1000	Estimated Replacement Cost:	\$1,577
Comments: Test annually. Set aside \$200 per year for miscellaneous components.		Comments: Test regularly and replace every 6 years.	

Item: 7.2.1	Fire Alarm Panel
	
Year Installed:	2003
Condition:	Good
Estimated Life Remaining:	15 years
Estimated Replacement Cost:	\$7,550
Comments: Estimated expected life is 15 – 25 years.	

8 - MISCELLANEOUS







	Component	Description	Quantity	unit	Year Installed	Replacement Year	Estimated Current Replacement Cost (\$)	Inflated (2%) Replacement Cost (\$)	Comments
8.1	COMMON INTERIOR								
8.1.1	Hallway Floor Finish	Carpet / Tile	3,150	ft ²	2003	2023	\$12,600	\$15,667	Estimated life 15-20 years.
8.1.2	Hallway Wall and Ceiling Finish	Paint / Wallpaper	12,000	ft ²	2003	2028	\$12,000	\$16,473	Estimated life 10-20 years.
8.1.3	Interior Common Area Doors	Steel	35	ea	2003	†			Re-paint as required.
8.1.4	Commercial Washrooms	Toilet, Sink and Accessories	2	ea	2003	2023	\$2,000	\$2,487	Renovate as needed approximately every 20 years.
8.1.5	Mailboxes	Misc	1 bank	ea	2003	†			
8.2	COMMON AREA EXTERIOR								
8.2.1	Commercial Entrance Awnings	Aluminum Frame Canvas	4	ea	2003	2018	\$6,000	\$6,757	Estimated life 15 years.
8.2.2	Residential Entrance Awning	Aluminum Frame Glass	1	ea	2003	2033	\$2,000	\$3,031	
8.2.3	Balcony Guardrail Assemblies	Face Mounted Aluminum	30	ea.	2003	2043	\$7,500	\$13,585	
8.2.4	Fencing	Wood	270	ft	2003	2033	\$4,050	\$6,138	Replace with 1.1.3 (Parkade Membrane).
8.2.5	Fence Painting	Acrylic	1620	ft ²	2003	2018	\$2,430	\$2,737	Repeat every 10-15 years.

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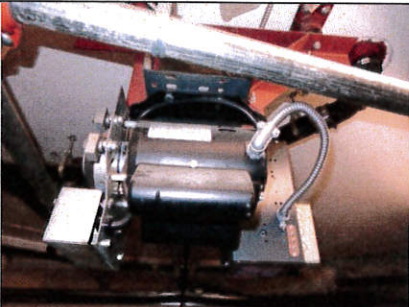



GARBAGE AND RECYCLING							
8.3	Garbage and Recycling Bins	Misc.	n/a	n/a	2002	†	
8.3.1							
ENTRY GATES AND DOORS							
8.4							
8.4.1	Front Entry Gate	Aluminum and Plexiglas	1	ea	2003	2033	\$2,500
8.4.2	Parkade Gate Motors	Lynx Industries 1/2 Hp	2	ea	2003	2018	\$1,000
8.4.3	Parkade Entry Gate	19' x 8' Aluminum	1	ea	2003	2038	\$5,000
8.4.4	Parkade Entry Gate	7' x 8' Aluminum	1	ea	2003	2038	\$2,500
8.4.5	Garbage Area Gate	12' x 8' Aluminum	1	ea	2005	2040	\$2,500
8.4.6	Garbage Area Access Swing Door	Aluminum and Plexiglas	1	ea	2003	2033	\$1,500
							\$3,789
							\$1,126
							\$8,367
							\$4,184
							\$4,353
							\$2,273

† = this component is either not part of the Strata Corporation's responsibility, included in operating costs or its life expectancy is beyond 30 years from the date of this report.


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Item: 8.1.1 Hallway Floors	Item: 8.1.2 Hallway Wall and Ceiling Finish
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$15,667	Year Installed: 2008 Condition: Good Estimated Life Remaining: 10 years Estimated Replacement Cost: \$16,473
Comments: Estimated life expectancy is 15 – 20 years.	Comments: Estimated re-painted every 10 - 20 years.
Item: 8.1.3 Interior Steel Doors	Item: 8.2.1 Commercial Awnings
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years+	Year Installed: 2003 Condition: Fair Estimated Life Remaining: 5 years Estimated Replacement Cost: \$ 6,757
Comments: Maintain as required. Included in re-paint (8.1.2).	Comments: Estimated life expectancy is 15 years.
Item: 8.2.2 Residential Awning	Item: 8.2.3 Balcony Guardrail Assemblies
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years Estimated Replacement Cost: \$ 3,031	Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years Estimated Replacement Cost: \$ 13,585
Comments: Estimated life expectancy is 30 years.	Comments: Remove sandblast, re-paint and re-install with balcony membranes item 1.4.8.

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Item: 8.2.4 Fencing	Item: 8.4.1 Front Entry Gate
	
Year Installed: 2003 Condition: Good Estimated Life Remaining: 30 years Estimated Replacement Cost: \$ 6,138	Year Installed: 2003 Condition: Good Estimated Life Remaining: 20 years Estimated Replacement Cost: \$ 3,789
Comments: Replace with parkade membrane (1.1.3).	Comments: Estimated life expectancy is 20 - 30 years.
Item: 8.4.2 Parkade Gate Motors (2)	Item: 8.4.3 Parkade Entry Gate
	
Year Installed: 2003 Condition: Fair Estimated Life Remaining: 5 years Estimated Replacement Cost: \$ 563 ea.	Year Installed: 2003 Condition: Good Estimated Life Remaining: 25 years Estimated Replacement Cost: \$ 8,3687
Comments: Estimated life expectancy is 5 - 15 years.	Comments: Estimated life expectancy is 25 - 35 years.
Item: 8.4.4 Parkade Entry Gate	Item: 8.4.5 Garbage Area Gate
	
Year Installed: 2005 Condition: Good Estimated Life Remaining: 27 years Estimated Replacement Cost: \$ 4,184	Year Installed: 2003 Condition: Good Estimated Life Remaining: 25 years Estimated Replacement Cost: \$ 4,353
Comments: Estimated life expectancy is 25 - 35 years	Comments: Estimated life expectancy is 25 - 35 years

Aqua-Coast Engineering Ltd.

Item:	8.4.6	Garbage Area Access Door
		
Year Installed:	2003	
Condition:	Good	
Estimated Life Remaining:	20 years	
Estimated Replacement Cost:	\$ 2,273	
Comments:	Estimated life expectancy is 25 – 35 years.	

5 APPENDIX B – CASH FLOW TABLES

		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Cash Flow Scenario 1	TOTAL OPERATING BUDGET	\$131,670	\$134,303	\$136,989	\$139,729	\$142,524	\$145,374	\$148,282	\$151,247	\$154,272	\$157,358	\$160,505	\$163,715	\$166,989	\$170,329	\$173,736	\$177,210
	Opening Balance	\$70,000	\$86,670	\$103,826	\$121,480	\$139,642	\$155,896	\$158,386	\$177,955	\$198,079	\$217,576	\$236,157	\$40,126	\$60,383	\$70,245	\$42,582	\$61,120
	Minimum CRF Balance	\$32,918	\$33,576	\$34,247	\$34,932	\$35,631	\$36,344	\$37,070	\$37,812	\$38,568	\$39,339	\$40,126	\$40,929	\$41,747	\$42,582	\$43,434	\$44,303
	Expenditures					-\$2,429	-\$16,701			-\$1,195	-\$2,680	-\$233,879		-\$10,996	-\$55,379	-\$2,960	-\$422,152
	Annual Contribution	\$15,970	\$16,289	\$16,615	\$16,947	\$17,286	\$17,632	\$17,985	\$18,345	\$18,711	\$19,086	\$19,467	\$19,857	\$20,254	\$20,659	\$21,072	\$21,494
	Interest Collected	\$700	\$867	\$1,038	\$1,215	\$1,396	\$1,559	\$1,584	\$1,780	\$1,981	\$2,176	\$2,362	\$401	\$604	\$702	\$426	\$611
	Special Levy											\$16,018			\$6,354		\$383,230
	Closing CRF Balance	\$86,670	\$103,826	\$121,480	\$139,642	\$155,896	\$158,386	\$177,955	\$198,079	\$217,576	\$236,157	\$40,126	\$60,383	\$70,245	\$42,582	\$61,120	\$44,303

		Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
		2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Cash Flow Scenario 1	TOTAL OPERATING BUDGET	\$180,755	\$184,370	\$188,057	\$191,818	\$195,655	\$199,568	\$203,559	\$207,630	\$211,783	\$216,019	\$220,339	\$224,746	\$229,241	\$233,825	\$238,502
	Opening Balance	\$44,303	\$66,669	\$75,415	\$91,701	\$112,613	\$48,914	\$73,608	\$99,034	\$125,207	\$148,536	\$142,094	\$170,239	\$186,150	\$143,046	\$155,261
	Minimum CRF Balance	\$45,189	\$46,092	\$47,014	\$47,955	\$48,914	\$49,892	\$50,890	\$51,908	\$52,946	\$54,005	\$55,085	\$56,186	\$57,310	\$58,456	\$59,625
	Expenditures		-\$14,282	-\$7,277	-\$3,270	-\$243,217				-\$3,610	-\$34,128		-\$13,050	-\$72,770	-\$17,575	-\$383,286
	Annual Contribution	\$21,923	\$22,362	\$22,809	\$23,265	\$23,731	\$24,205	\$24,689	\$25,183	\$25,687	\$26,200	\$26,724	\$27,259	\$27,804	\$28,360	\$28,927
	Interest Collected	\$443	\$667	\$754	\$917	\$1,126	\$489	\$736	\$990	\$1,252	\$1,485	\$1,421	\$1,702	\$1,862	\$1,430	\$1,553
	Special Levy					\$154,661										\$257,169
	Closing CRF Balance	\$66,669	\$75,415	\$91,701	\$112,613	\$48,914	\$73,608	\$99,034	\$125,207	\$148,536	\$142,094	\$170,239	\$186,150	\$143,046	\$155,261	\$59,625

		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Cash Flow Scenario 2	TOTAL OPERATING BUDGET	\$131,670	\$134,303	\$136,989	\$139,729	\$142,524	\$145,374	\$148,282	\$151,247	\$154,272	\$157,358	\$160,505	\$163,715	\$166,989	\$170,329	\$173,736	\$177,210
	Opening Balance	\$70,000	\$107,215	\$145,532	\$184,978	\$225,578	\$264,930	\$291,193	\$335,227	\$380,524	\$425,917	\$471,135	\$286,479	\$334,746	\$373,407	\$368,998	\$417,909
	Minimum CRF Balance	\$32,918	\$33,576	\$34,247	\$34,932	\$35,631	\$36,344	\$37,070	\$37,812	\$38,568	\$39,339	\$40,126	\$40,929	\$41,747	\$42,582	\$43,434	\$44,303
	Expenditures					-\$2,429	-\$16,701			-\$1,195	-\$2,680	-\$233,879	\$0	-\$10,996	-\$55,379	-\$2,960	-\$422,152
	Annual Contribution	\$36,515	\$37,245	\$37,990	\$38,750	\$39,525	\$40,316	\$41,122	\$41,944	\$42,	\$43,639	\$44,512	\$45,402	\$46,310	\$47,236	\$48,181	\$49,144
	Interest Collected	\$700	\$1,072	\$1,455	\$1,850	\$2,256	\$2,649	\$2,912	\$3,352	\$3,805	\$4,259	\$4,711	\$2,865	\$3,347	\$3,734	\$3,690	\$4,179
	Special Levy																
	Closing CRF Balance	\$107,215	\$145,532	\$184,978	\$225,578	\$264,930	\$291,193	\$335,227	\$380,524	\$425,917	\$471,135	\$286,479	\$334,746	\$373,407	\$368,998	\$417,909	\$49,081

		Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
		2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Cash Flow Scenario 2	TOTAL OPERATING BUDGET	\$180,755	\$184,370	\$188,057	\$191,818	\$195,655	\$199,568	\$203,559	\$207,630	\$211,783	\$216,019	\$220,339	\$224,746	\$229,241	\$233,825	\$238,502
	Opening Balance	\$49,081	\$99,699	\$137,543	\$183,794	\$235,557	\$48,955	\$104,790	\$162,289	\$221,492	\$278,829	\$307,396	\$371,575	\$424,568	\$419,617	\$471,083
	Minimum CRF Balance	\$45,189	\$46,092	\$47,014	\$47,955	\$48,914	\$49,892	\$50,890	\$51,908	\$52,946	\$54,005	\$55,085	\$56,186	\$57,310	\$58,456	\$59,625
	Expenditures		-\$14,282	-\$7,277	-\$3,270	-\$243,217				-\$3,610	-\$34,128		-\$13,050	-\$72,770	-\$17,575	-\$383,286
	Annual Contribution	\$50,127	\$51,130	\$52,152	\$53,195	\$54,259	\$55,345	\$56,451	\$57,580	\$58,732	\$59,907	\$61,105	\$62,327	\$63,573	\$64,845	\$66,142
	Interest Collected	\$491	\$997	\$1,375	\$1,838	\$2,356	\$490	\$1,048	\$1,623	\$2,215	\$2,788	\$3,074	\$3,716	\$4,246	\$4,196	\$4,711
	Special Levy															
	Closing CRF Balance	\$99,699	\$137,543	\$183,794	\$235,557	\$48,955	\$104,790	\$162,289	\$221,492	\$278,829	\$307,396	\$371,575	\$424,568	\$419,617	\$471,083	\$158,649

		Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Cash Flow Scenario 3	TOTAL OPERATING BUDGET	\$131,670	\$134,303	\$136,989	\$139,729	\$142,524	\$145,374	\$148,282	\$151,247	\$154,272	\$157,358	\$160,505	\$163,715	\$166,989	\$170,329	\$173,736	\$177,210
	Opening Balance	\$70,000	\$96,943	\$123,710	\$151,013	\$178,861	\$204,838	\$217,111	\$246,664	\$276,809	\$306,361	\$335,043	\$133,154	\$165,783	\$188,069	\$166,637	\$198,304
	Minimum CRF Balance	\$32,918	\$33,576	\$34,247	\$34,932	\$35,631	\$36,344	\$37,070	\$37,812	\$38,568	\$39,339	\$40,126	\$40,929	\$41,747	\$42,582	\$43,434	\$44,303
	Expenditures					-\$2,429	-\$16,701			-\$1,195	-\$2,680	-\$233,879		-\$10,996	-\$55,379	-\$2,960	-\$422,152
	Annual Contribution	\$26,243	\$26,767	\$27,303	\$27,849	\$28,406	\$28,974	\$29,553	\$30,144	\$30,747	\$31,362	\$31,989	\$32,629	\$33,282	\$33,947	\$34,626	\$35,319
	Interest Collected	\$700	\$969	\$1,237	\$1,510	\$1,789	\$2,048	\$2,171	\$2,467	\$2,768	\$3,064	\$3,350	\$1,332	\$1,658	\$1,881	\$1,666	\$1,983
	Special Levy																\$232,832
	Closing CRF Balance	\$96,943	\$123,710	\$151,013	\$178,861	\$204,838	\$217,111	\$246,664	\$276,809	\$306,361	\$335,043	\$133,154	\$165,783	\$188,069	\$166,637	\$198,304	\$44,303

		Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
		2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Cash Flow Scenario 3	TOTAL OPERATING BUDGET	\$180,755	\$184,370	\$188,057	\$191,818	\$195,655	\$199,568	\$203,559	\$207,630	\$211,783	\$216,019	\$220,339	\$224,746	\$229,241	\$233,825	\$238,502
	Opening Balance	\$44,303	\$80,328	\$102,792	\$132,995	\$167,955	\$48,914	\$88,689	\$129,259	\$170,641	\$209,241	\$218,166	\$262,081	\$293,824	\$266,743	\$295,770
	Minimum CRF Balance	\$45,189	\$46,092	\$47,014	\$47,955	\$48,914	\$49,892	\$50,890	\$51,908	\$52,946	\$54,005	\$55,085	\$56,186	\$57,310	\$58,456	\$59,625
	Expenditures		-\$14,282	-\$7,277	-\$3,270	-\$243,217				-\$3,610	-\$34,128		-\$13,050	-\$72,770	-\$17,575	-\$383,286
	Annual Contribution	\$36,025	\$36,746	\$37,481	\$38,230	\$38,995	\$39,775	\$40,570	\$41,382	\$42,209	\$43,054	\$43,915	\$44,793	\$45,689	\$46,603	\$47,535
	Interest Collected	\$443	\$803	\$1,028	\$1,330	\$1,680	\$489	\$887	\$1,293	\$1,706	\$2,092	\$2,182	\$2,621	\$2,938	\$2,667	\$2,958
	Special Levy					\$85,181										\$99,606
	Closing CRF Balance	\$80,328	\$102,792	\$132,995	\$167,955	\$48,914	\$88,689	\$129,259	\$170,641	\$209,241	\$218,166	\$262,081	\$293,824	\$266,743	\$295,770	\$59,625

6 APPENDIX C – COPY OF OUR E & O INSURANCE

Aqua-Coast Engineering Ltd.

Certificate of Insurance



☒ Vancouver 1600 - 1111 West Georgia St., Vancouver, BC V6E 4G2 Telephone: 604 682 4211 Facsimile: 604 682 3520

Certificate

Holder: To Whom It May Concern

Description: Evidence of Insurance

Name of Insured: Aqua-Coast Engineering Ltd.

This is to certify that the policies of insurance listed in the attached Certificate have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims/expenses.

Schedule of Insurance

Type of Insurance	Company and Policy Number	Policy Dates	Limit of Liability/Amount
Practice Professional Liability (Claims Made)	Certain Lloyd's Underwriters as arranged by Lloyd & Partners Limited under Contract No. 7066/12, UMR No. B0753PR1200088000 Policy No. 7066/12-VR1197	Effective: March 28, 2013 Expiry: March 28, 2014	\$ 2,000,000 Per Claim \$ 2,000,000 Aggregate Limit \$ 15,000 Self Insured Retention (Each and Every Loss)

These statements have been made in good faith and are a summary of the insurance cover in force (which is subject to the full terms and conditions of the policy). We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this certificate.

Jardine Lloyd Thompson Canada Inc.

Dated March 27, 2013

Per 

Terms and Conditions

This certificate is issued for convenience only. All of the terms and conditions of the Policies referred to are contained in the original document which are not modified or amended by this Certificate. With respect to Liability Insurance Coverages, where an Aggregate limit applies, the Certificate Holder is advised that the limit shown may apply to products/completed operations or projects other than shown in this certificate and the limit may be reduced by Claims/Expenses Paid.

A&EE009/12-2012

EXHIBIT "D"

Strata Property Act
FORM J
RENTAL DISCLOSURE STATEMENT
(Section 139)

Re: Parcel Identifier 024-989-801
Parcel A of Lot 51, Town of Hastings Suburban Lands, Plan LMP49407

1. The development described above includes 35 residential strata lots.
2. The residential strata lots described below are rented out by the owner developer as of the date of this statement and the owner developer intends to rent out each strata lot until the date set out opposite its description.

Description of Strata Lot	Date Rental Period Expires
Nil	Nil

3. In addition to the number of residential strata lots rented out by the owner developer as of the date of this statement, the owner developer reserves the right to rent out a further 35 residential strata lots as described below, until the date set out opposite each strata lot's description.

Description of Strata Lot	Date Rental Period Expires
Lots 1 - 35	Indefinite

4. There is no bylaw of the strata corporation that restricts the rental of strata lots.

Date: October 1, 2002

ARAGON (HASTINGS) PROPERTIES LTD.

Per: _____
Authorized Signatory

Annual Budget
BCS160 Riviera Site: BCS160 Riviera Common
2016 Budget: Approved Operating Budget

Account #	Account Description	Annual Budget Amount
REVENUE		
REVENUE		
5010-BCS0160-05	Maintenance Fees	\$105,951.22
Total REVENUE:		\$105,951.22
Total REVENUE:		\$105,951.22
EXPENSES		
ADMINISTRATIVE		
6106-BCS0160-05	Statutory Review of Trust Accounts	\$525.00
6110-BCS0160-05	Insurance	\$18,000.00
6150-BCS0160-05	Miscellaneous	\$500.00
6160-BCS0160-05	Management Fees	\$10,500.00
6180-BCS0160-05	Strata Post/Copies	\$2,000.00
6190-BCS0160-05	Legal & Accounting	\$600.00
6480-BCS0160-05	Deficit Recovery	\$3,711.22
Total ADMINISTRATIVE:		\$35,836.22
Transfer to CRF		
6900-BCS0160-05	Transfer to CRF	\$16,585.00
Total Transfer to CRF:		\$16,585.00
REPAIRS & MAINTENANCE		
8050-BCS0160-05	Fire Safety Systems	\$4,000.00
8055-BCS0160-05	Alarm Monitoring	\$800.00
8065-BCS0160-05	R & M General	\$3,500.00
8075-BCS0160-05	Window Cleaning	\$600.00
8100-BCS0160-05	Janitorial Services	\$12,000.00
8129-BCS0160-05	Garage / Overhead Door	\$250.00
8140-BCS0160-05	Plumbing	\$2,000.00
Total REPAIRS & MAINTENANCE:		\$23,150.00
GROUPS MAINTENANCE		
9080-BCS0160-05	Snow Removal	\$180.00
Total GROUPS MAINTENANCE:		\$180.00
UTILITIES		
9410-BCS0160-05	Electricity	\$14,400.00
9430-BCS0160-05	Garbage Disposal	\$7,000.00
9460-BCS0160-05	Strata TelePH/Pager	\$1,000.00
9470-BCS0160-05	Water/Sewer	\$7,800.00
Total UTILITIES:		\$30,200.00

Colyvan Pacific Management Services Ltd.

, Vancouver/Surrey, BC
Phone: (604)683-8399 Fax: V:(604)683-7399/S:(604)599-1770

Date: Aug 26, 2016

Annual Budget
BCS160 Riviera Site: BCS160 Riviera Common
2016 Budget: Approved Operating Budget

Account #	Account Description	Annual Budget Amount
Total EXPENSES:		\$105,951.22
Net Income:		\$0.00

Annual Budget
BCS160 Riviera Site: BCS160 Riviera Residential
2016 Budget: Approved Operating Budget

Account #	Account Description	Annual Budget Amount
REVENUE		
REVENUE		
5010-BCS0160-01	Maintenance Fees	\$42,771.00
Total REVENUE:		\$42,771.00
Total REVENUE:		\$42,771.00
EXPENSES		
ADMINISTRATIVE		
6106-BCS0160-01	Statutory Review of Trust Accounts	\$525.00
6110-BCS0160-01	Insurance	\$376.00
6160-BCS0160-01	Management Fees	\$3,700.00
Total ADMINISTRATIVE:		\$4,601.00
Transfer to CRF		
6900-BCS0160-01	Transfer to CRF	\$16,200.00
Total Transfer to CRF:		\$16,200.00
REPAIRS & MAINTENANCE		
8040-BCS0160-01	Elevator	\$3,400.00
8065-BCS0160-01	R & M General	\$3,170.00
Total REPAIRS & MAINTENANCE:		\$6,570.00
UTILITIES		
9420-BCS0160-01	Enterphone	\$700.00
9440-BCS0160-01	Gas	\$14,700.00
Total UTILITIES:		\$15,400.00
Total EXPENSES:		\$42,771.00
Net Income:		\$0.00

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN BCS160 – RIVIERA JOINT SECTION
HELD ON WEDNESDAY, AUGUST 24, 2016 – 7:30 P.M.
AT 3509 E HASTINGS STREET, VANCOUVER, BC – IN THE BOARDROOM**

PRESENT:

10 Votes represented in person
 3 Votes represented by proxy
13 Votes represented in total

Susan Paquette, Strata Manager, Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Strata Council President, Steve Coventry, called the meeting to order at 7:38 pm.

(2) CERTIFICATION OF PROXIES/ISSUANCE OF VOTING CARDS/QUORUM

The attendance register was confirmed prior to commencement of the meeting. The Strata Manager confirmed that all eligible voters received voting cards. 13 eligible voters registered, 10 were represented in person and 3 were represented by proxy for a total of 13 votes according to the schedule of votes registered with the Land Titles Office. As quorum requirements were met, the meeting proceeded with the business at hand.

(3) PROOF OF NOTICE OF MEETING

In accordance with the Strata Property Act, the Notice of Annual General Meeting was mailed to all owners on August 5, 2016. The package contained the notice of Annual General Meeting, meeting agenda, previous general meeting minutes, insurance summary, 2015-2016 financial statements, special resolutions, a nomination and a proxy voting form. Proof of Notice was confirmed.

(4) APPROVAL OF AGENDA

It was MOVED/SECONDED to approve the agenda as circulated with the Notice of Meeting.

CARRIED
(Unanimous)

(5) ADOPTION OF PREVIOUS MINUTES

The Owners reviewed the Minutes of the Annual General Meeting, held August 11, 2015. It was MOVED/SECONDED that the minutes be adopted with the following amendments: change the spelling of Jana McDonald to Jana Rayne MacDonald.

CARRIED
(Unanimous)

Strata Plan BCS160 – Riviera – Joint Section
Annual General Meeting Minutes – August 24th, 2016

(6) UNFINISHED BUSINESS FROM PREVIOUS MINUTES

There is no unfinished business from the previous year.

(7) STRATA COUNCIL REPORT

Strata Council President, Steve Coventry, gave a brief report on the year's activities:

- Painting of the hallways
- Cleaning of the hallway carpets
- Driveway drain seal leak repair
- Commercial questions regarding the budget.

(8) REPORT ON INSURANCE

In accordance with the provisions of the Strata Property Act, a summary of the Strata Corporation's insurance coverage was included as part of the Notice of Annual General Meeting package.

The Strata Manager reported that the strata insurance premium is paid in full and in good standing. The Strata Corporation has obtained insurance based on a property valuation of **\$8,136,000**. The Strata insurance deductibles amounts are as follows:

All Losses: \$2,500 except;

Water Damage - \$5,000;

Sewer backup - \$5,000;

Earthquake 10%, minimum \$100,000;

Flood - \$25,000;

Master Key Coverage - \$250;

Residential Glass Breakage - \$100;

Commercial Glass Breakage - \$250.

Owners are encouraged to obtain personal insurance coverage for the deductible portion of the Strata Corporation's insurance policy and for any losses not covered by the strata insurance policy, including losses below the strata insurance deductible.

In the event the Strata Corporation's insurance policy is triggered, emergency services and repair of as-built fixtures will be covered under the Strata Corporation's insurance policy. Strata lot improvements, contents, interim accommodation and the Strata Insurance deductible, among other things are not covered by Strata Corporation's insurance.

Owners should be aware that according to the Strata Corporation Bylaws it is the Owner's responsibility to repair and maintain their own strata lots. Losses under the strata insurance deductible are therefore the responsibility of the strata lot owner, regardless of the cause of loss. In the event an owner is determined to be responsible for a loss, the owner may also be charged back costs not covered by Strata insurance, including the Strata insurance deductible portion.

Owners are encouraged to contact their personal insurance brokers to ensure they have adequate personal insurance coverage.

(9) REVIEW 2015 – 2016 FINANCIAL STATEMENTS

As the Treasurer was unable to attend the Annual General Meeting, the Strata Council President, Steve Coventry, gave a brief report on the 2015-2016 financial statements.

Strata Plan BCS160 – Riviera – Joint Section
Annual General Meeting Minutes – August 24th, 2016

(10) APPROVE PROPOSED 2016-2017 OPERATING BUDGET

Council President, Steve Coventry, summarized the proposed 2016-2017 budget. As the proposed budget hadn't been included in the AGM notice package, it was MOVED/SECONDED that the proposed budget be submitted at this time and waive the notice requirements.

CARRIED
(Unanimous)

After a short discussion, it was MOVED/SECONDED that the proposed 2016-2017 budget be amended by decreasing the 2016 - 2017 annual Contingency Reserve Fund contribution by \$4,200 from \$20,785 to \$16,585.

CARRIED
(Unanimous)

It was MOVED/SECONDED that the proposed 2016-2017 budget be approved as amended.

CARRIED
(Unanimous)

(11) NEW BUSINESS

(i) RESOLUTION #1 – Section 94 Resolution to Waive the Requirements for a Depreciation Report Update

WHEREAS:

Pursuant to s. 94 (1)(c) of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act"), the strata corporation must approve a resolution by a 3/4 vote at an annual general meeting to waive the requirements of a Deprecation Report update;

BE IT RESOLVED by THE OWNERS, STRATA PLAN BCS 160 (the "Strata Corporation") that:

- (1) the Strata Corporation, pursuant to s. 94(1)(c) of the Act, obtained a Depreciation Report in March 2013 and must complete an update every three years and
- (2) the Strata Corporation waives the requirement to have the depreciation report updated in 2016.

It was MOVED/SECONDED that Resolution #1 be approved as presented.

CARRIED
(Unanimous)

(ii) RESOLUTION #2 – To Ratify Expenditures From the CRF for Previous Years' Expenses

WHEREAS:

Pursuant to s.96 of the *Strata Property Act*, S.B.C. 1998, c.43 (the "Act"), a strata corporation must not spend money from the Contingency Reserve Fund (the "CRF") unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution approved by a 3/4 vote at an annual or special general meeting. Several unforeseen repairs from previous years were completed and paid from the CRF. Council is recommending that these expenditures from the CRF be permanent expenditures.

BE IT RESOLVED:

By a 3/4 vote of the Owners, Strata Plan BCS 160, (the Strata Corporation); pursuant to s.96 of the Act that the Strata

Strata Plan BCS160 – Riviera – Joint Section
Annual General Meeting Minutes – August 24th, 2016

Corporation approve the expenses totalling \$10,000.00 (ten thousand dollars) and make a permanent transfer from the Contingency Reserve Fund in the amount of \$10,000.00 (ten thousand dollars) to cover the expenditures for previous years.

It was MOVED/SECONDED that Resolution #2 be approved as presented.

CARRIED
(Unanimous)

(iii) RESOLUTION #3 – To Ratify Expenditure From the CRF for Drain Leak Repair

WHEREAS:

Pursuant to s. 96 of the Strata Property Act, S.B.C. 1998, c.43 (the “Act”), a strata corporation must not spend money from the contingency reserve fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act and first approved by a resolution approved by a $\frac{3}{4}$ vote at an annual or special general meeting.

Council investigated a leak in Parking Level 2 and it was determined to be coming from a crack in the drain at the end of the driveway. Considered an emergency, Council decided to repair the leak to prevent further deterioration and damage to the building. Council is recommending that this expenditure from the CRF be a permanent expenditure.

BE IT RESOLVED:

By a $\frac{3}{4}$ vote of the Owners, Strata Plan BCS 160, (the Strata Corporation) pursuant to s. 96 of the Act that the Strata Corporation approve the expense of \$8,400.00 (eight thousand four hundred dollars) and make a permanent transfer of \$8,400.00 (eight thousand four hundred dollars) from the CRF to cover the expenditure for the drain leak repair in the driveway.

It was MOVED/SECONDED that Resolution #3 be approved as presented.

CARRIED
(Unanimous)

(iv) OTHER NEW BUSINESS

- After three incidents of smoke detectors beeping through the night and chirping for hours, it was determined that the currently installed smoke detectors have expiry dates and may have been failing due to the expiry dates lapsing. The Strata Council will review quotes for the Annual Fire & Safety Inspection and include an expiration date audit. The inspection date is to be determined.
- All units have gas fireplaces and it is the owners' responsibility to inspect, repair and maintain them. An information sheet informing the owners of the benefits of inspecting and cleaning gas fireplaces is attached to the minutes. A quote to inspect and clean the gas fireplaces will be reviewed by the Strata Council.
- A preventative maintenance program is being considered for the building envelope and the roof.

(12) ELECTION OF STRATA COUNCIL

In accordance with the Strata Property Act, the Strata Council retired and the following owners were nominated or volunteered to serve on the Council for the 2016-2017 fiscal year:

Strata Plan BCS160 – Riviera – Joint Section
Annual General Meeting Minutes – August 24th, 2016

Steve Coventry
Brian Rockwell

Steve Johnson
Kevin Frew

Katherine Parker

It was MOVED/SECONDED that the above noted owners be elected to the Strata Council for the 2016-2017 fiscal year.

CARRIED
(Unanimous)

All of the Council members were thanked for their contribution of time and energy for the past year. The newly elected Council members were welcomed and thanked for volunteering for the next year.

(13) TERMINATION OF MEETING

There being no further business to discuss, it was MOVED/SECONDED that the meeting be terminated at 8:45 p.m.

Susan Paquette, Strata Manager,
Agent for Strata Plan BCS160
Riviera

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.

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ-ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਅਖਿ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.

COLYVAN PACIFIC REAL ESTATE SERVICES LTD.

#202-5704 Balsam St. Vancouver, BC, V6M 4B9

Telephone: P: 604-683-8399 Fax 604-683-7399

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE JOINT OWNERS, STRATA PLAN BCS 160, THE RIVIERA, HELD ON TUESDAY, AUGUST 11th, 2015 AT 6:15 PM, AT HASTINGS COMMUNITY CENTER - BOARDROOM, VANCOUVER, BC.

JOINT MEETING

PRESENT: 12 Strata Lot(s) represented in person
 4 Strata Lot(s) represented by proxy
 16 Strata Lots represented in total

MANAGING AGENT: Tim Reinert, Colyvan Pacific

1. CALL TO ORDER AND MEETING PROCEDURES

- a) The meeting was called to order at 6:15PM. by Steve Coventry, council president.
- b) It was reported that a quorum requirement for this evening's meeting was **13** owners. With **12** owners represented in person and **4** by proxy for a total of 16 owners, the quorum was established.
- c) Having confirmed that the quorum requirement had been met, the meeting was declared competent to proceed with the business at hand. The Agent confirmed that everyone received a voting card for themselves and/or any proxies they represented.
- d) It was confirmed that the notice had been mailed in accordance with the Strata Property Act on July 21, 2015.

2. APPROVAL OF AGENDA

It was **MOVED/SECONDED** and **CARRIED** to approve the Agenda as distributed.

3. APPROVAL OF MINUTES for AUGUST 19, 2014 ANNUAL GENERAL MEETING

It was **MOVED/SECONDED** and **CARRIED** to adopt the Minutes of the Annual General Meeting held on August 19, 2014 as distributed.

4. INSURANCE REPORT

The Owners received copies of the strata insurance coverage ending December 1, 2015 with the Notice of the Annual General Meeting. The importance for owners to obtain home owners insurance is emphasized. The Owners were advised by the Agent to take a current Certificate of Insurance included in the AGM package to their insurance agent along with the copy of the Strata bylaws to insure they have proper coverage for their contents, strata deductibles, and any upgrades performed in the units, etc.

5. PRESIDENTS REPORT

Steve Coventry gave a brief verbal report regarding the current state of the building. He reminded all owners to use the building's new organic waste disposal service.

6. FINANCIAL STATEMENT & BUDGET

- a) After some discussion, it was **MOVED/SECONDED** and **CARRIED**, to approve the 2014/2015 financial statements as presented.
- b) After some discussion, it was **MOVED/SECONDED** and **CARRIED** to approve the 2015/2016 budget as presented. (Four opposed)

7. 3/4 VOTE RESOLUTIONS

a) SECTION 96 RESOLUTION TO APPROVE EXPENDITURE FROM CONTINGENCY RESERVE FUND

WHEREAS pursuant to s. 96 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act"), a strata corporation must not spend money from the contingency reserve fund (the "CRF") unless the expenditure is consistent



with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN BCS 160 (the "Strata Corporation"), pursuant to s. 96 of the Act, that the Strata Corporation approve the permanent ratification of \$3,978 , being spent from the contingency to pay Epic Restoration for repair & restoration work.

It was **MOVED/SECONDED** and **CARRIED** to accept the Resolution as presented. None opposed.

b) ¾ JOINT RESOLUTION B – JOINT RATIFICATION OF CRF LOAN of \$8,514.17

WHEREAS pursuant to s. 96 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act"), a strata corporation must not spend money from the contingency reserve fund (the "CRF") unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN BCS 160 (the "Strata Corporation"), pursuant to s. 96 of the Act, that the Strata Corporation approve the permanent ratification of \$8,514.17 , that amount previously being borrowed from the CRF from the strata corporation to pay outstanding expenses.

It was **MOVED/SECONDED** and **CARRIED** to accept the Resolution as presented. None opposed.

c) ¾ VOTE RESOLUTION C – JOINT RESOLUTION TO AMEND STRATA CORPORATION BYLAWS (Section 128(1)(c) of the Strata Property Act)

(NOTE: Amendments to the Strata Corporation's bylaws will only be adopted if both sections and the strata corporation pass the applicable ¾ vote resolutions)

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan BCS 160 pursuant to sections 128, 194 and 197 of the Strata Property Act that, with the exception of bylaw 9.1 [regarding Rental Restrictions] filed under CA3918910 (which is reworded and renumbered herein as Bylaw 13) all previously adopted bylaws of the Strata Corporation are hereby repealed and replaced with the bylaws set out in the attached Schedule A.

It was **MOVED/SECONDED** and **CARRIED** by the strata to accept the Resolution as presented. None opposed.

It was **MOVED/SECONDED** and **CARRIED** by the residential section to accept the Resolution as presented. None opposed.

It was **MOVED/SECONDED** and **CARRIED** by the commercial section to accept the Resolution as presented. None opposed.

6. ELECTION OF NEW STRATA COUNCIL

The following owners stood for election for joint strata council:

Steve Coventry	Unit #303
Brian Rockwell	Unit #407
Steve Johnson	Unit #103
Jana McDonald	Unit #406
Kerry Morrow	Unit #404

It was **MOVED, SECONDED**, and **CARRIED** that each of these owners be elected to joint strata council.



7. NEW BUSINESS

a) None.

8. ADJOURNMENT

Meeting was adjourned at 6:54PM.

**MINUTES OF THE STRATA COUNCIL OF THE JOINT OWNERS, STRATA PLAN BCS 160, THE RIVIERA,
HELD ON TUESDAY, AUGUST 11TH 2015 AT 7:09 PM, AT HASTING COMMUNITY CENTER -
BOARDROOM, VANCOUVER, BC**

The new strata council held a brief meeting after the AGM to set a new meeting date, and to elect executive member.

It was **MOVED, SECONDED, and CARRIED** to elect Steve Coventry as President
It was **MOVED, SECONDED and CARRIED** to elect Steven Johnson as Vice President
It was **MOVED, SECONDED and CARRIED** to elect Brian Rockwell as Treasurer

The strata council will meet on the following dates at 6:30PM

November 2, 2015

February 01, 2016

April 11, 2016

July 11, 2016

It was moved to adjourn the meeting at 7:15.



BCS 160 – The Riviera – Residential

September 7, 2016

IMPORTANT NOTICE TO OWNERS

Dear Owners,

Please be advised that the Proposed Budget was passed on the August 24th, 2016 Annual General Meeting. Strata fees have increased.

Please refer to the fee schedule attached to the AGM minutes.

*If you pay strata fees by post-dated cheques, or by online banking, please be sure to include a payment for the shortfall amount **retroactive to July 1st, 2016.***

Note: If you pay by pre-authorized debit, adjustments were made automatically. The shortfall amount was withdrawn, along with your September 2016 strata fee, on September 1st, 2016.

Thank you in advance for your cooperation

Yours truly,

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

Managing on behalf of Strata Corporation BCS 160 Residential

Susan Paquette, Strata Manager

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL SECTION
HELD ON WEDNESDAY, AUGUST 24, 2016 – 6:30 P.M.
AT 3609 E HASTINGS STREET, VANCOUVER, BC – IN THE BOARDROOM**

PRESENT:

- 11 Votes represented in person
1 Votes represented by proxy
12 Votes represented in total

Susan Paquette, Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Residential Executive President, Steve Coventry, called the meeting to order at 6:38 pm.

(2) CERTIFICATION OF PROXIES/ISSUANCE OF VOTING CARDS/CONFIRM QUORUM

The attendance register was confirmed prior to commencement of the meeting. The Strata Manager confirmed that all eligible voters received voting cards. 12 eligible voters registered, 11 were represented in person and 1 represented by proxy for a total of 12 votes according to the schedule of votes registered with the Land Titles Office. As quorum requirements were met, the meeting was deemed competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

In accordance with the Strata Property Act, the Notice of Annual General Meeting was mailed to all owners on August 5, 2016. The package contained the notice of Annual General Meeting, meeting agenda, previous general meeting minutes, insurance summary, 2015-2016 financial statements, 2016-2017 proposed budget, a nomination and a proxy voting form. Proof of Notice was filed.

(4) APPROVAL OF AGENDA

It was MOVED/SECONDED to approve the agenda as circulated with the Notice of Meeting.

CARRIED
(Unanimous)

(5) ADOPTION OF PREVIOUS MINUTES

The Owners reviewed the minutes of the Annual General Meeting, held August 11, 2015. It was MOVED/SECONDED that the minutes be adopted with the following amendments: change the date from August 19, 2014 to August 11, 2015; change Jana McDonald to Jana Rayne MacDonald.

CARRIED
(Unanimous)

Strata Plan BCS160 – Riviera - Residential
Annual General Meeting Minutes – August 24th, 2016

(6) UNFINISHED BUSINESS FROM PREVIOUS MINUTES

There is no unfinished business from the previous year.

(7) RESIDENTIAL EXECUTIVE REPORT

Residential Executive President, Steve Coventry, gave a brief report to the owners.

(8) REVIEW OF THE 2015-2016 FINANCIAL STATEMENTS

The Treasurer was unable to attend the Annual General Meeting, so Residential Executive Council President, Steve Coventry, gave a brief report on the 2015-2016 year-end financial statements.

(9) APPROVE THE PROPOSED 2016-2017 OPERATING BUDGET

Residential Executive Council President, Steve Coventry, summarized the proposed 2016-2017 budget.

After a short discussion about the age of the building and the importance of contributing to the Contingency Reserve Fund in anticipation and preparation of the replacement of capital items, it was MOVED/SECONDED to amend the proposed operating budget by increasing the annual transfer to the Contingency Reserve Fund by \$4,200.00 changing the contribution amount from \$12,000 to \$16,200.

CARRIED
(Unanimous)

It was MOVED/SECONDED that the proposed 2016-2017 budget be approved as amended.

CARRIED
(Unanimous)

(10) NEW BUSINESS

The following items were discussed:

- The second floor carpet has dirty, muddy, greasy foot prints leading from the elevator to one unit. Another owner has cleaned the carpets with a personal machine. It was suggested that a professional carpet cleaning company be hired and the owner be charged.
- A few owners think that the interior of the front lobby is in need of upgrading and one idea is to make the planter into a table. Volunteers will form a committee to do the upgrade and donations will be accepted.
- Some storage rooms are assigned to units. Others are designated as storage or bicycle storage. Owners are requested to remove all items from the storage rooms that they have not been authorized to use, by September 30, 2016. Any items not removed by this deadline may be discarded or donated to charity. Notices will be delivered and posted.
- An uninsured vehicle has been noted as being stored in the parkade contrary to strata bylaws and a letter has been sent to the owner to remedy the situation.

Strata Plan BCS160 – Riviera - Residential
Annual General Meeting Minutes – August 24th, 2016

(11) ELECTION OF RESIDENTIAL EXECUTIVE

In accordance with the Strata Property Act, the Residential Executive retired and the following owners were nominated or volunteered to serve on the Executive for the 2016-2017 fiscal year:

Steve Coventry
Brian Rockwell

Steve Johnson
Kevin Frew

Katherine Parker

It was MOVED/SECONDED that the above noted owners be elected to the Residential Executive for the 2016-2017 fiscal year:

CARRIED
(Unanimous)

(12) TERMINATION OF MEETING

There being no further business to discuss, it was MOVED/SECONDED that the meeting be terminated at 7:38 p.m.

Susan Paquette, Strata Manager,
Agent for Strata Plan BCS160
Riviera

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INFORMATION BULLETIN

NO: B-G5 071019 3

COMPLETE VERSION - ANNUAL SERVICING FOR GAS APPLIANCES

Date of Issue: **October 19, 2007**

The BC Safety Authority, who regulates the installation of Gas equipment in the Province, would like to advise homeowners with the heating season at hand that all gas fired appliances require regular maintenance to operate efficiently and safely.

Annual servicing recommended – Have your home heating devices serviced annually to prevent tragic fires and reduce the risk of carbon monoxide poisoning which can cause death.

Natural gas, propane, oil and wood burning appliances that are not operating correctly produce carbon monoxide an odorless, tasteless toxic gas.

Basic symptoms of carbon monoxide poisoning are: headache, nausea, dizziness, shortness of breath and confusion. You may also decide to have a CSA-certified carbon monoxide detector installed in your home for added protection.

Gas furnace \ boiler \ water heater cleaning and servicing – Have heating appliances, including gas and oil-burning furnaces \ boilers, wood-burning stoves and chimneys etc. serviced annually. Servicing of these appliance types may include but not be limited to the following:

Gas Furnace Service Checklist

- ☒ Check operation of safety limit controls
- ☒ Check temperature set points
- ☒ Check operation of thermostat
- ☒ Lubricate blower and motor bearings as required
- ☒ Clean and inspect blower assembly
- ☒ Check blower speed and operation
- ☒ Check pressure switches and vent blower (if applicable)
- ☒ Inspect burners and clean if required
- ☒ Examine vent connector and inspect entire venting system and termination
- ☒ Check and adjust pilot light (if applicable)
- ☒ Check flame rectification
- ☒ Measure stack (flue) temperature
- ☒ Check gas piping to furnace



- ☒ Clean air filters and re-install - Instruct customer on filter maintenance
- ☒ Check and adjust manifold gas pressure
- ☒ Clock appliance to verify correct input
- ☒ Combustion / ventilation air adequate
- ☒ Check for elevated carbon monoxide levels
- ☒ Inspect heat exchanger
- ☒ Check temperature difference between supply and return plenums
- ☒ Clean equipment interior/exterior
- ☒ Leave completed checklist with customer
- ☒ Gas Contractor Name & Number
- ☒ Gas Fitter Name & Number

Gas Boiler Service Checklist

- ☒ Check operation of safety limit controls
- ☒ Check pressure relief valve
- ☒ Check water pressure and temperature set points
- ☒ Check expansion tank
- ☒ Check operation of thermostat
- ☒ Lubricate circulating pump as required
- ☒ Check Radiant Floor Temperature control device (Mixing Valve or Equivalent)
- ☒ Check pressure switches and vent blower (if applicable)
- ☒ Inspect burners and clean if required
- ☒ Examine vent connector and inspect venting system
- ☒ Check vent damper operation (if applicable)
- ☒ Check and adjust pilot light (if applicable)
- ☒ Check flame rectification
- ☒ Measure stack (flue) temperature
- ☒ Check gas piping to boiler
- ☒ Check and adjust manifold gas pressure
- ☒ Clock appliance to verify correct input
- ☒ Combustion / ventilation air adequate
- ☒ Check for elevated carbon monoxide levels
- ☒ Inspect heat exchanger
- ☒ Check temperature difference between supply and return piping.
- ☒ Clean equipment interior/exterior
- ☒ Leave completed checklist with customer
- ☒ Gas Contractor Name & Number
- ☒ Gas Fitter Name & Number



Hot Water Heater Service Checklist

- ☒ Check operation of safety limit controls
- ☒ Check water pressure and temperature relief valve
- ☒ Check expansion tank (if applicable)
- ☒ Check operation of thermostat
- ☒ Check pressure switches and vent blower (if applicable)
- ☒ Inspect burners and clean if required
- ☒ Examine vent connector and inspect venting system
- ☒ Check vent damper operation (if applicable)
- ☒ Check and adjust pilot light (if applicable)
- ☒ Check flame rectification
- ☒ Measure stack (flue) temperature
- ☒ Check gas piping
- ☒ Check and adjust manifold gas pressure
- ☒ Clock appliance to verify correct input
- ☒ Combustion / ventilation air adequate
- ☒ Inspect heat exchanger
- ☒ Clean equipment interior/exterior
- ☒ Leave completed checklist with customer
- ☒ Gas Contractor Name & Number
- ☒ Gas Fitter Name & Number

Gas fireplace cleaning and servicing – Annual maintenance on gas log sets, inserts and log lighters may include but not be limited to the following:

- ☒ Clean glass and unit according to the manufacturer's guidelines.
- ☒ Check the entire vent system and termination for condition and operation
- ☒ An inspection of the explosion relief flappers and glass door gaskets to ensure a proper seal
- ☒ An inspection of the burner, venturi, and air openings
- ☒ An inspection of the gas valve, gas components, and pilot system
- ☒ Refer to the manufacture's manual to ensure proper log placement
- ☒ Verify correct operation of all optional equipment; fans, thermostats, remote control, safeties etc.
- ☒ Keep the fireplace area clear and free of combustible materials, flammables or items that could be damaged from high heat.



Signs of service being required immediately

- Pilot light outages and/or yellow or wavering burner flame
- Continuous or intermittent odor
- Booming noises upon start-up
- Dying house plants
- Condensation on the inside of the windows

Natural gas or propane will emit a strong rotten egg odor as it escapes. If you smell gas, open doors and windows, get everyone outside and away from the building, shut off the main gas supply valve found at the tank or meter and contact your gas supplier immediately.

Phone calls to the gas supplier should be made from a neighbours house and do not turn on any lights or appliances which may cause a spark that could ignite the gas.

Important note:

This work should only be carried out by a certified gas fitter, qualified individuals will be glad to produce their qualification wallet card when asked for proof of certification. A list of active qualified gas contractors can be viewed through the "Homeowners" tab on our web site.

A handwritten signature in blue ink that reads "Wayne Lock".

Wayne Lock
Provincial Safety Manager - Gas

References:

Bill 19 – 2003	Safety Standards Act
B.C. Reg. 103/2004	Gas Safety Regulation
B.C. Reg. 105/2004	Safety Standards General Regulation

For more information on the British Columbia Safety Authority, please visit our web site at:

www.safetyauthority.ca

Annual Budget
BCS160 Riviera Site: BCS160 Riviera Residential
2016 Budget: Approved Operating Budget

Account #	Account Description	Annual Budget Amount
REVENUE		
REVENUE		
5010-BCS0160-01	Maintenance Fees	\$42,771.00
Total REVENUE:		\$42,771.00
Total REVENUE:		\$42,771.00
EXPENSES		
ADMINISTRATIVE		
6106-BCS0160-01	Statutory Review of Trust Accounts	\$525.00
6110-BCS0160-01	Insurance	\$376.00
6160-BCS0160-01	Management Fees	\$3,700.00
Total ADMINISTRATIVE:		\$4,601.00
Transfer to CRF		
6900-BCS0160-01	Transfer to CRF	\$16,200.00
Total Transfer to CRF:		\$16,200.00
REPAIRS & MAINTENANCE		
8040-BCS0160-01	Elevator	\$3,400.00
8065-BCS0160-01	R & M General	\$3,170.00
Total REPAIRS & MAINTENANCE:		\$6,570.00
UTILITIES		
9420-BCS0160-01	Enterphone	\$700.00
9440-BCS0160-01	Gas	\$14,700.00
Total UTILITIES:		\$15,400.00
Total EXPENSES:		\$42,771.00
Net Income:		\$0.00

Approved Strata Fee Schedule with Reserve Contributions - Mixed Use

BCS160 Riviera

For Fiscal Year: Jul 01, 2016 - Jun 30, 2017

Site Name	Unit No	Legal / Lot #	Factor	Operating	Reserve	Common Operating	Common Reserve	Tax	Total Monthly Amt	Total Annual Fees
BCS160 Riviera Residential	100	01	0.02537845	\$56.19	\$34.26	\$171.51	\$31.83	\$0.00	\$293.79	\$3,525.48
BCS160 Riviera Residential	101	02	0.02181656	\$48.31	\$29.45	\$147.44	\$27.36	\$0.00	\$252.56	\$3,030.72
BCS160 Riviera Residential	102	03	0.02226180	\$49.29	\$30.05	\$150.45	\$27.92	\$0.00	\$257.71	\$3,092.52
BCS160 Riviera Residential	103	04	0.02003562	\$44.36	\$27.05	\$135.40	\$25.13	\$0.00	\$231.94	\$2,783.28
BCS160 Riviera Residential	104	05	0.02315227	\$51.26	\$31.26	\$156.47	\$29.04	\$0.00	\$268.03	\$3,216.36
BCS160 Riviera Residential	200	06	0.01869991	\$41.41	\$25.24	\$126.38	\$23.45	\$0.00	\$216.48	\$2,597.76
BCS160 Riviera Residential	201	07	0.02715939	\$60.14	\$36.67	\$183.55	\$34.06	\$0.00	\$314.42	\$3,773.04
BCS160 Riviera Residential	202	08	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	203	09	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	204	10	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96
BCS160 Riviera Residential	205	11	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96
BCS160 Riviera Residential	206	12	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	207	13	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	208	14	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	209	15	0.02226180	\$49.29	\$30.05	\$150.45	\$27.92	\$0.00	\$257.71	\$3,092.52
BCS160 Riviera Residential	300	16	0.02359751	\$52.25	\$31.86	\$159.48	\$29.60	\$0.00	\$273.19	\$3,278.28
BCS160 Riviera Residential	301	17	0.02715939	\$60.14	\$36.67	\$183.55	\$34.06	\$0.00	\$314.42	\$3,773.04
BCS160 Riviera Residential	302	18	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	303	19	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	304	20	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96

Approved Strata Fee Schedule with Reserve Contributions - Mixed Use

BCS160 Riviera

For Fiscal Year: Jul 01, 2016 - Jun 30, 2017

Site Name	Unit No	Legal / Lot #	Factor	Operating	Reserve	Common Operating	Common Reserve	Tax	Total Monthly Amt	Total Annual Fees
BCS160 Riviera Residential	305	21	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96
BCS160 Riviera Residential	306	22	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	307	23	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	308	24	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	309	25	0.02226180	\$49.29	\$30.05	\$150.45	\$27.92	\$0.00	\$257.71	\$3,092.52
BCS160 Riviera Residential	400	26	0.02359751	\$52.25	\$31.86	\$159.48	\$29.60	\$0.00	\$273.19	\$3,278.28
BCS160 Riviera Residential	401	27	0.02715939	\$60.14	\$36.67	\$183.55	\$34.06	\$0.00	\$314.42	\$3,773.04
BCS160 Riviera Residential	402	28	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	403	29	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	404	30	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96
BCS160 Riviera Residential	405	31	0.02983081	\$66.05	\$40.27	\$201.60	\$37.41	\$0.00	\$345.33	\$4,143.96
BCS160 Riviera Residential	406	32	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	407	33	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	408	34	0.03294746	\$72.95	\$44.48	\$222.66	\$41.32	\$0.00	\$381.41	\$4,576.92
BCS160 Riviera Residential	409	35	0.02226180	\$49.29	\$30.05	\$150.45	\$27.92	\$0.00	\$257.71	\$3,092.52
Total:			0.99999996	\$2,214.16	\$1,350.01	\$6,758.11	\$1,254.13	\$0.00	\$11,576.41	\$138,916.92

<p align="center">Approved Strata Fee Schedule</p> <p align="center">For Strata Plan: BCS160</p>	
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	Unit	Unit	Monthly Strata	Approved Monthly Fee 2016-2017					Monthly	2 Month(s)
S/L #	Number	Entitlement	Fee 2015-2016	Residential		Joint		Total Strata Fee	Increase	Shortfall
				CRF	Operating	CRF	Operating			
Residential										
01	100	57	\$ 282.46	\$34.26	\$56.19	\$31.83	\$171.51	\$293.79	\$11.33	\$22.66
02	101	49	\$ 242.82	\$29.45	\$48.31	\$27.36	\$147.44	\$252.56	\$9.74	\$19.48
03	102	50	\$ 247.77	\$30.05	\$49.29	\$27.92	\$150.45	\$257.71	\$9.94	\$19.88
04	103	45	\$ 222.99	\$27.05	\$44.36	\$25.13	\$135.40	\$231.94	\$8.95	\$17.90
05	104	52	\$ 257.68	\$31.26	\$51.26	\$29.04	\$156.47	\$268.03	\$10.35	\$20.70
06	200	42	\$ 208.13	\$25.24	\$41.41	\$23.45	\$126.38	\$216.48	\$8.35	\$16.70
07	201	61	\$ 302.28	\$36.67	\$60.14	\$34.06	\$183.55	\$314.42	\$12.14	\$24.28
08	202	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
09	203	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
10	204	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
11	205	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
12	206	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
13	207	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
14	208	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
15	209	50	\$ 247.77	\$30.05	\$49.29	\$27.92	\$150.45	\$257.71	\$9.94	\$19.88
16	300	53	\$ 262.64	\$31.86	\$52.25	\$29.60	\$159.48	\$273.19	\$10.55	\$21.10
17	301	61	\$ 302.28	\$36.67	\$60.14	\$34.06	\$183.55	\$314.42	\$12.14	\$24.28
18	302	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
19	303	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
20	304	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
21	305	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
22	306	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
23	307	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
24	308	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
25	309	50	\$ 247.77	\$30.05	\$49.29	\$27.92	\$150.45	\$257.71	\$9.94	\$19.88
26	400	53	\$ 262.64	\$31.86	\$52.25	\$29.60	\$159.48	\$273.19	\$10.55	\$21.10
27	401	61	\$ 302.28	\$36.67	\$60.14	\$34.06	\$183.55	\$314.42	\$12.14	\$24.28
28	402	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
29	403	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
30	404	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
31	405	67	\$ 332.02	\$40.27	\$66.05	\$37.41	\$201.60	\$345.33	\$13.31	\$26.62
32	406	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
33	407	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
34	408	74	\$ 366.71	\$44.48	\$72.95	\$41.32	\$222.66	\$381.41	\$14.70	\$29.40
35	409	50	\$ 247.77	\$30.05	\$49.29	\$27.92	\$150.45	\$257.71	\$9.94	\$19.88
		2,246	\$ 11,130.05	\$1,350.01	\$2,214.16	\$1,254.13	\$6,758.11	\$11,576.41	\$ 446.36	\$ 892.72
			\$ 133,560.60	\$ 16,200.12	\$ 26,569.92	\$ 15,049.56	\$ 81,097.32	\$ 138,916.92	\$ 5,356.32	

**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, FEBRUARY 1, 2016 AT 6:30 P.M.
AT 2741 E HASTINGS STREET, VANCOUVER, BC – UNIT 303**

PRESENT: Steven Coventry – President
Steven Johnson – Vice President
Brian Rockwell – Treasurer
Kerry Morrow

REGRETS: Jana MacDonald

Cindy Anderson, Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Council President called the meeting to order at 6:31 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the minutes of the November 2, 2015 Residential Council Meeting, as circulated. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE LEAK QUOTE

It was **MOVED/SECONDED** to approve the Duraseal quote for Time and Materials for approximately \$6,500.

CARRIED

3.2 OUTER GARAGE GATE

Garage gate was damaged accidentally by a car and was repaired through CMW Insurance in December.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including December 31, 2015, it was **MOVED/SECONDED** to adopt the Financial Statements as presented. **CARRIED**

BALANCE SHEET SUMMARY – DECEMBER 31, 2015	
Operating Account	\$10,456.08
Contingency Fund	\$27,351.46
Accounts Receivable	\$ 1,918.93 at February 1, 2016

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that there are some Owners in arrears and letters have been sent.

4.3 REPORT ON UNAPPROVED EXPENDITURE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

(5) CORRESPONDENCE

5.1 HOT WATER DELIVERY ISSUES

Three (3) Owners reported hot water consistency issues. Council directed Strata Manager to contact the installer, Latham's and the manufacturer, Navien and report at the next meeting.

An ERROR code on Navien Tank #3 needs to be investigated. It was **MOVED/SECONDED** that Keith Plumbing reset or repair. **CARRIED**

Owners and Residents are reminded to log and report any issues in writing to the Strata Manager.

5.2 PARKADE LEAK

An Owner advised Council that the leak originally thought to be coming from a 1st floor unit is not.

5.3 2ND FLOOR LEAK

An Owner reported an intermittent leak on the 2nd floor corridor ceiling and it was **MOVED/SECONDED** that the Strata Manager check a previous quote and submit to Council for approval. **CARRIED**

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 LIGHT FIXTURE

Council received a report of a shorted out light. It was **MOVED/SECONDED** that JR Electric repair the light. **CARRIED**

6.2 KEITH PLUMBING PREVENTATIVE MAINTENANCE CONTRACT

It was **MOVED/SECONDED** to renew the Preventative Maintenance Contract with Keith Plumbing effective Feb 1, 2016 to January 31, 2017 for \$1,313.40 + GST. **CARRIED**

(8) **TERMINATION**

There being no further business to discuss, the meeting was terminated at 7:07 p.m.

The next scheduled meeting of the Residential Council will be held on April 11, 2016 at 6:30 p.m.

Susan Paquette
Strata Manager

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.

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊登有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

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COLYVAN PACIFIC REAL ESTATE SERVICES LTD.
#202 – 5704 Balsam Street, Vancouver, BC V6M 4B9
Telephone 604.683.8399 Fax 604.683.7399 Toll free 1.800.859.2225
www.colyvanpacific.com

FOR AFTER HOURS EMERGENCIES CALL:
604.683.8399

**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA JOINT
HELD MONDAY, FEBRUARY 1, 2016 AT 6:30 P.M.
AT 2741 E HASTINGS STREET, VANCOUVER, BC – UNIT 303**

PRESENT: Steven Coventry – President
Steven Johnson – Vice President
Brian Rockwell – Treasurer
Kerry Morrow

REGRETS: Jana MacDonald

Cindy Anderson, Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Council President called the meeting to order at 7:07 p.m. A quorum was established and the meeting was deemed competent to proceed.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the minutes of the November 2, 2015 Joint Council Meeting, as circulated. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 INTERIOR PAINTING

Hallway painting is complete and reports are positive. It was **MOVED/SECONDED** to pay the balance of the painting invoice approximately **\$9,800.00** once the carpets are cleaned. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including **December 31, 2015**, it was **MOVED/SECONDED** to adopt the Joint Financial Statements as presented. **CARRIED**

BALANCE SHEET SUMMARY – DECEMBER 31, 2015	
Operating Account	\$12,648.41
Contingency Fund	\$66,961.93
CRF Loan to Operating Acct	\$27,005.00
Total Contingency Fund	\$93,966.93 less \$9,800 for hallway painting (See 3.1)

4.3 REPORT ON UNAPPROVED EXPENDITURE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

(5) CORRESPONDENCE

5.1 RENTAL REQUEST

An Owner's response to a previous letter sent from Council regarding their rental was reviewed. This original Owner is grandfathered outside the Rental Waiting List. The issue is resolved and a letter will be sent to confirm and advise Owner to disregard previous letter sent.

Currently 5% are rentals and Council reminds Owners to put requests in writing for approval or to be put on the waiting list.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 7:40 p.m.

The next scheduled meeting of Joint Council will be held on April 11, 2016 after the Residential Meeting.

Susan Paquette
Strata Manager

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.

**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, FEBRUARY 1, 2016 AT 6:30 P.M.
AT 2741 E HASTINGS STREET, VANCOUVER, BC – UNIT 303**

PRESENT: Steven Coventry – President
Steven Johnson – Vice President
Brian Rockwell – Treasurer
Kerry Morrow

REGRETS: Jana MacDonald

Cindy Anderson, Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Council President called the meeting to order at 6:31 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the minutes of the November 2, 2015 Residential Council Meeting, as circulated. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE LEAK QUOTE

It was **MOVED/SECONDED** to approve the Duraseal quote for Time and Materials for approximately \$6,500. **CARRIED**

3.2 OUTER GARAGE GATE

Garage gate was damaged accidentally by a car and was repaired through CMW Insurance in December.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including December 31, 2015, it was **MOVED/SECONDED** to adopt the Financial Statements as presented. **CARRIED**

BALANCE SHEET SUMMARY – DECEMBER 31, 2015	
Operating Account	\$10,456.08
Contingency Fund	\$27,351.46
Accounts Receivable	\$ 1,918.93 at February 1, 2016

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that there are some Owners in arrears and letters have been sent.

4.3 REPORT ON UNAPPROVED EXPENDITURE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

(5) CORRESPONDENCE

5.1 HOT WATER DELIVERY ISSUES

Three (3) Owners reported hot water consistency issues. Council directed Strata Manager to contact the installer, Latham's and the manufacturer, Navien and report at the next meeting.

An ERROR code on Navien Tank #3 needs to be investigated. It was **MOVED/SECONDED** that Keith Plumbing reset or repair. **CARRIED**

Owners and Residents are reminded to log and report any issues in writing to the Strata Manager.

5.2 PARKADE LEAK

An Owner advised Council that the leak originally thought to be coming from a 1st floor unit is not.

5.3 2ND FLOOR LEAK

An Owner reported an intermittent leak on the 2nd floor corridor ceiling and it was **MOVED/SECONDED** that the Strata Manager check a previous quote and submit to Council for approval. **CARRIED**

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 LIGHT FIXTURE

Council received a report of a shorted out light. It was **MOVED/SECONDED** that JR Electric repair the light.

CARRIED

6.2 KEITH PLUMBING PREVENTATIVE MAINTENANCE CONTRACT

It was **MOVED/SECONDED** to renew the Preventative Maintenance Contract with Keith Plumbing effective Feb 1, 2016 to January 31, 2017 for \$1,313.40 + GST. **CARRIED**

(8) **TERMINATION**

There being no further business to discuss, the meeting was terminated at 7:07 p.m.

The next scheduled meeting of the Residential Council will be held on April 11, 2016 at 6:30 p.m.

Susan Paquette
Strata Manager

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.

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FOR AFTER HOURS EMERGENCIES CALL:
604.683.8399

**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, APRIL 11, 2016 AT 7:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE #303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Kerry Morrow	Member at Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 7:34 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the February 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PAINT CODE

The paint code for the hallway painting was submitted to the Strata Manager and entered into the Strata files.

3.2 RENTALS

It was MOVED/SECONDED to complete an up to date Rental List and Waiting List and Steve Coventry volunteered to assist the Strata Manager.

CARRIED

3.3 SECOND FLOOR LEAK

Keith Plumbing turned off the main water shut off valve for an unscheduled repair in the morning of February 25, 2016. They apologize for the inconvenience that this disruption caused the Residential and Commercial Owners.

The second floor leak repair was rescheduled and all Residential and Commercial Owners were informed of the water shut off. The leak has been repaired.

3.4 NAVIEN ON DEMAND SYSTEM

Inconsistent hot water was as a result of the Navien waterless tank #3 having an error code. It has been

Strata Plan BCS160 – Riviera
Strata Council Meeting Minutes – April 11, 2016

repaired. Owners can report hot water inconsistency issues to the Strata Manager at susan.p@collyvanpacific.com.

Council reviewed the information on the Navien on demand system provided by Keith Plumbing.

(4) **FINANCIAL REPORT**

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including February 29, 2016, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – February 29, 2016	
Operating Account	\$ 9,447.22
Contingency Fund	\$ 22,119.80
CRF Expense Total	\$ 0.00
Accounts Receivable	\$ 265.37 at February 29, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Reminder letters were sent to Owners who were late paying their Strata Fees. Bylaw infraction letters were sent to Owners who have outstanding amounts for more than 60 days. Further action, such as demand letters and liens, may be used to collect outstanding amounts.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. There is no litigation to report.

(5) **CORRESPONDENCE**

5.1 FORM K

An Owner, who is a landlord, has been requested to submit the Form K signed by the tenant(s) as per Strata Bylaws 9.8 and 9.9.

Bylaw 9.8 Prior to possession of a strata lot by a tenant, an Owner must deliver to the tenant the current Bylaws and Rules of the Strata Corporation and a Notice of Tenant's Responsibilities – Form K.

Bylaw 9.9 Within two weeks of renting a strata lot, the landlord must give the Strata Corporation a copy of the Form K signed by the tenant(s) in accordance with Section 146 of the Strata Property Act. An Owner that fails to provide a Form K within two weeks of renting a strata lot will be subject to a fine of \$50.00 per month.

5.2 KEY REQUEST

An Owner requested a common area key and a \$7.00 fee was charged to the Owner's account.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 FOBS

New fobs have been ordered and will be available from Raffy, the caretaker, for a \$75.00 fee by cheque only.

6.2 DRYER DUCT CLEANING

The dryer duct cleaning was completed from the outside in June, 2015. Council directed the Strata Manager to request quotes for the dryer duct cleaning to be done from the inside and the outside for the next meeting.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 8:35 pm.

CARRIED

The next scheduled meeting of Council will be held on **July 11, 2016 at 6:30 pm.**

Susan Paquette
Strata Manager
Agent for BCS160 - Riviera

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

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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.

COLYVAN PACIFIC REAL ESTATE SERVICES LTD.
#202-5704 Balsam St. Vancouver, BC, V6M 4B9
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www.colyvanpacific.com

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, APRIL 11, 2016 AT 6:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE #303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Kerry Morrow	Member at Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 6:40 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the February 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE DRAIN REPAIR

Duraseal has almost completed the repair of the parkade drain. The last stage of the repair is pouring concrete over the membrane.

3.2 PARKADE LIGHT REPAIR

It was MOVED/SECONDED to schedule the repair of the parkade light once the parkade drain repairs are complete.

CARRIED

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including February 29, 2016, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – February 29, 2016	
Operating Account	\$ 11,830.70
Contingency Fund	\$ 70,512.87
CRF Expense Total	\$ 0.00
CRF Loan to Operating	\$ 27,005.00
Accounts Receivable	\$ 6,240.63 at February 29, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Reminder letters were sent to Owners who were late paying their Strata Fees. Bylaw infraction letters were sent to Owners who have outstanding amounts owing. Further action, such as demand letters and liens, may be used to collect outstanding amounts.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report. The loan from the Contingency Reserve Fund is on schedule to be repaid by the end of the fiscal year.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. There is no litigation to report.

(5) CORRESPONDENCE

There was no correspondence for the Strata Council to review.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 WINDOW REPAIRS/REPLACEMENTS

A few Owners reported condensation between the panes on some windows. It was MOVED/SECONDED that a survey be sent to all units to determine the number of windows with broken seals in order to get quotes to repair.

CARRIED

6.2 WINDOW WASHING

It was MOVED/SECONDED to approve the quote from Peter A Milner and to schedule the window washing in May.

CARRIED

6.3 POWER WASHING/PAINTING BACK FENCE

Council discussed the importance of routine annual maintenance of the building including the fences.

6.4 EXTERIOR REPAIRS

It was MOVED/SECONDED to repair the wooden trim above two windows and the south east corner of one unit on the north side of the building. The Strata Manager was directed to request quotes for the repairs and an annual maintenance program.

CARRIED

6.5 PEST CONTROL

It was MOVED/SECONDED that Council members will volunteer to remove the starling nests off the roof.

CARRIED

6.6 P1 STORAGE ROOM

An audit of the storage rooms is being conducted. All Owners with items in the storage room on P1 are kindly asked to contact the Strata Manager at susan.p@colyvanpacific.com.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 7:32 pm.

CARRIED

The next scheduled meeting of Council will be held on **July 11, 2016 at 6:30 pm.**

Susan Paquette
Strata Manager
Agent for BCS160 - Riviera

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Strata Plan BCS160 – Riviera
Strata Council Meeting Minutes – April 11, 2016

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.*

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, APRIL 11, 2016 AT 6:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE #303**

PRESENT: Steve Coventry President
Steven Johnson Vice President
Brian Rockwell Treasurer
Kerry Morrow Member at Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 6:40 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the February 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE DRAIN REPAIR

Duraseal has almost completed the repair of the parkade drain. The last stage of the repair is pouring concrete over the membrane.

3.2 PARKADE LIGHT REPAIR

It was MOVED/SECONDED to schedule the repair of the parkade light once the parkade drain repairs are complete.

CARRIED

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including February 29, 2016, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – February 29, 2016	
Operating Account	\$ 11,830.70
Contingency Fund	\$ 70,512.87
CRF Expense Total	\$ 0.00
CRF Loan to Operating	\$ 27,005.00
Accounts Receivable	\$ 6,240.63 at February 29, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Reminder letters were sent to Owners who were late paying their Strata Fees. Bylaw infraction letters were sent to Owners who have outstanding amounts owing. Further action, such as demand letters and liens, may be used to collect outstanding amounts.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report. The loan from the Contingency Reserve Fund is on schedule to be repaid by the end of the fiscal year.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. There is no litigation to report.

(5) CORRESPONDENCE

There was no correspondence for the Strata Council to review.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 WINDOW REPAIRS/REPLACEMENTS

A few Owners reported condensation between the panes on some windows. It was MOVED/SECONDED that a survey be sent to all units to determine the number of windows with broken seals in order to get quotes to repair.

CARRIED

6.2 WINDOW WASHING

It was MOVED/SECONDED to approve the quote from Peter A Milner and to schedule the window washing in May.

CARRIED

6.3 POWER WASHING/PAINTING BACK FENCE

Council discussed the importance of routine annual maintenance of the building including the fences.

6.4 EXTERIOR REPAIRS

It was MOVED/SECONDED to repair the wooden trim above two windows and the south east corner of one unit on the north side of the building. The Strata Manager was directed to request quotes for the repairs and an annual maintenance program.

CARRIED

6.5 PEST CONTROL

It was MOVED/SECONDED that Council members will volunteer to remove the starling nests off the roof.

CARRIED

6.6 P1 STORAGE ROOM

An audit of the storage rooms is being conducted. All Owners with items in the storage room on P1 are kindly asked to contact the Strata Manager at susan.p@colyvanpacific.com.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 7:32 pm.

CARRIED

The next scheduled meeting of Council will be held on **July 11, 2016 at 6:30 pm.**

Susan Paquette
Strata Manager
Agent for BCS160 - Riviera

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Strata Plan BCS160 – Riviera
Strata Council Meeting Minutes – April 11, 2016

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**MINUTES OF THE EXECUTIVE MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, JULY 11, 2016 AT 6:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT: Steve Coventry President
Steven Johnson Vice President
Brian Rockwell Treasurer

STRATA MANAGER: Susan Paquette - Collyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 6:10 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the April 11, 2016 Residential Executive Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 2nd FLOOR HALLWAY CEILING REPAIR

The pipe leak was repaired and a hole has been left in the 2nd floor hallway ceiling. The Strata Manager was directed to have the repair completed by having an access panel installed.

3.2 KEYS

Residential Executive President, Steve Coventry, tested an assortment of keys and confirmed the doors they open. Previous Residential Executive member, Kerry Morrow, moved out and left her Master keys with Steve Coventry who passed them to Executive member, Steven Johnson.

3.3 CONTRACT REVIEW

A review of the contracts has been requested by the Executive. The Strata Manager was directed to contact all service providers for the current contract and the executive will review the Contact and Management Information sheets to confirm all information is correct.

3.4 DRYER DUCT CLEANING

The Executive reviewed one quote and it was MOVED/SECONDED to approve the AirVac quote of \$420.00 to clean the dryer ducts from the outside only.

CARRIED

3.5 RECYCLABLES IN ELECTRICAL ROOM

Recyclables being stored in the electrical room are causing unpleasant odours and possibly attracting insects. The Executive reminds all residents and staff that this is not acceptable and to refrain from storing any items in the electrical rooms.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the May 31, 2016 and June 30, 2016 Financial Statements, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – June 30, 2016	
Operating Account	\$ 10,333.36
Contingency Fund	\$ 26,175.99
CRF Expense Total	\$ 0.00
Accounts Receivable	\$ 198.39 at July 11, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Council reviewed one owner's request to waive the move-out fee because no furnishings were moved into or out of the unit. It was MOVED/SECONDED to waive the move-out fee of \$50.00.

CARRIED

4.3 BUDGET

The preliminary proposed budgets were reviewed and after discussion the Strata Manager was directed to change a few expense line items and provide the amended budget to the Executive for review and approval.

4.4 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. At this time and to the best of the Executive's knowledge, there are no unapproved expenditures to report.

4.5 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. To the best of the Executive's knowledge, there is no litigation involving Strata Plan BCS160 to report.

(5) NEW BUSINESS

5.1 SMOKE DETECTORS

An owner reported that the smoke detector was beeping which could be a sign of failing batteries or faulty or failing smoke detector. After determining that there are no batteries in the smoke detectors, it was confirmed that the smoke detector is failing and will be replaced during the Annual Fire & Safety Inspection to be scheduled in the next couple of weeks.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) CORRESPONDENCE

6.1 ENTERPHONE

An owner requested a name change on the enterphone directory. After a short discussion, it was determined that the caretaker and the janitorial company don't make changes to the enterphone directory. The Strata Manager was requested to make the change until an on-site volunteer is found to do this task.

6.2 BYLAW REQUEST AND RENOVATION APPLICATION

An electronic version of the Strata Bylaws was requested and the Strata Manager emailed them to the owner's representative.

A request to remove the carpet and install laminate throughout a unit was submitted and the application was tabled until the renovation application form is returned with proof of the contractor's current WCB coverage, contractor's liability insurance, home-owner's insurance policy and description or photo of underlay intended to be laid.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 7:12 pm.

CARRIED

The next scheduled meeting will be the Annual General Meeting to be held on Wednesday, August 24, 2016 at 6:30 pm at the Hastings Community Centre Boardroom at 3096 E Hastings Street, Vancouver, BC.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, JULY 11, 2016 AT 7:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT: Steve Coventry President
Steven Johnson Vice President
Brian Rockwell Treasurer

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 7:12 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the April 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE DRAIN REPAIR

The parkade drain repair has been completed and there is still a small leak into the underground parkade. It was MOVED/SECONDED to approve an email decision to hire Duraseal to investigate the leak in the ceiling of the parkade with the use of a lift and bill the Strata for time and materials not to exceed \$2,000.00.

CARRIED

3.2 WINDOW SURVEY

There are a number of failed sealed units and a window survey will be sent to all owners in the Annual General Meeting notice package. The survey is to be filled in and returned to the Annual General Meeting on August 24, 2016.

3.3 EXTERIOR REPAIRS

Council reviewed two quotes for the exterior repairs on the north side of the building. After a short discussion, it was tabled until the Council President, Steve Coventry, has completed a walk around with Rockport Properties.

3.4 ROOF INSPECTION

Three companies were contacted to submit quotes for a roof inspection and provide a report and a quote for the repairs that are noted. Council President, Steve Coventry, will arrange a walk around with Coast Mountain Roofing at a mutually convenient time and report back to Council at the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager presented the May 31, 2016 and June 30, 2016 Financial Statements. After a lengthy discussion, it was MOVED/SECONDED to table the financial statements until all questions have been answered by the accounting department and adjustments made and the amended statements reviewed by Council.

CARRIED

BALANCE SHEET SUMMARY – June 30, 2016	
Operating Account	\$ 18,859.38
Contingency Fund	\$ 77,607.69
CRF Expense Total	\$ 0.00
CRF Loan to Operating	\$ 27,005.00
Accounts Receivable	\$ 0.00 at July 11, 2016

4.2 BUDGET

After a review and lengthy discussion of the preliminary proposed budget, the Strata Manager was directed to change a few expense line items and submit the amended budget to Council for review and approval.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. The parkade drainage leak was repaired to prevent further damage to the building at a cost of \$8,400.00 including GST and will require ratification at the Annual General Meeting. The loan from the Contingency Reserve Fund for the annual insurance premiums has not been fully paid back to the CRF by the fiscal year end and the outstanding balance will be reviewed and approved by Council.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. At this time, to the best of the Council's knowledge, Strata Plan BCS160 is not involved in any litigation.

(5) CORRESPONDENCE

5.1 CORPORATE TAX RETURN

The T2 Corporate Tax return is prepared and submitted to Canada Revenue Agency by Dong and Russell Company Inc. It was MOVED/SECONDED to approve \$275 + GST for the preparation of the T2 Corporate Tax return for the year ending June 30, 2016.

CARRIED

5.2 FORTIS BC – GAS LEAK

Fortis BC informed the Strata Council of a small leak in the gas pipe line when they completed the regular service. Keith's Plumbing and Heating dispatched a gas fitter to repair the leak. Notices will be posted and delivered informing owners when the gas will be turned off and remind the owners to re-light the gas fireplace pilot light after the service is completed.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 GRAFFITI ON BACK FENCE

The janitor reported graffiti on the back fence and the cleaning company purchased the paint and painted all of the fence panels.

6.2 ELECTRICAL/MECHANICAL ROOM KEYS FOR COMMERCIAL

A request for electrical/mechanical room keys has been received from the commercial section. Any trades that require access to the common areas including the electrical/mechanical rooms are to contact the Strata Manager for access.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 9:05 pm.

CARRIED

The next scheduled meeting is the Annual General Meeting to be held on Wednesday, August 24, 2016 at 6:30 pm in the Hastings Community Centre Boardroom at 3096 E Hastings Street, Vancouver, BC.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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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.

Strata Plan BCS160 – Riviera Joint
Strata Council Meeting Minutes – July 11, 2016

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**MINUTES OF THE EXECUTIVE MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, JULY 11, 2016 AT 6:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT: Steve Coventry President
Steven Johnson Vice President
Brian Rockwell Treasurer

STRATA MANAGER: Susan Paquette - Collyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 6:10 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the April 11, 2016 Residential Executive Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 2nd FLOOR HALLWAY CEILING REPAIR

The pipe leak was repaired and a hole has been left in the 2nd floor hallway ceiling. The Strata Manager was directed to have the repair completed by having an access panel installed.

3.2 KEYS

Residential Executive President, Steve Coventry, tested an assortment of keys and confirmed the doors they open. Previous Residential Executive member, Kerry Morrow, moved out and left her Master keys with Steve Coventry who passed them to Executive member, Steven Johnson.

3.3 CONTRACT REVIEW

A review of the contracts has been requested by the Executive. The Strata Manager was directed to contact all service providers for the current contract and the executive will review the Contact and Management Information sheets to confirm all information is correct.

3.4 DRYER DUCT CLEANING

The Executive reviewed one quote and it was MOVED/SECONDED to approve the AirVac quote of \$420.00 to clean the dryer ducts from the outside only.

CARRIED

3.5 RECYCLABLES IN ELECTRICAL ROOM

Recyclables being stored in the electrical room are causing unpleasant odours and possibly attracting insects. The Executive reminds all residents and staff that this is not acceptable and to refrain from storing any items in the electrical rooms.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the May 31, 2016 and June 30, 2016 Financial Statements, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – June 30, 2016	
Operating Account	\$ 10,333.36
Contingency Fund	\$ 26,175.99
CRF Expense Total	\$ 0.00
Accounts Receivable	\$ 198.39 at July 11, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Council reviewed one owner's request to waive the move-out fee because no furnishings were moved into or out of the unit. It was MOVED/SECONDED to waive the move-out fee of \$50.00.

CARRIED

4.3 BUDGET

The preliminary proposed budgets were reviewed and after discussion the Strata Manager was directed to change a few expense line items and provide the amended budget to the Executive for review and approval.

4.4 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. At this time and to the best of the Executive's knowledge, there are no unapproved expenditures to report.

4.5 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. To the best of the Executive's knowledge, there is no litigation involving Strata Plan BCS160 to report.

(5) NEW BUSINESS

5.1 SMOKE DETECTORS

An owner reported that the smoke detector was beeping which could be a sign of failing batteries or faulty or failing smoke detector. After determining that there are no batteries in the smoke detectors, it was confirmed that the smoke detector is failing and will be replaced during the Annual Fire & Safety Inspection to be scheduled in the next couple of weeks.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) CORRESPONDENCE

6.1 ENTERPHONE

An owner requested a name change on the enterphone directory. After a short discussion, it was determined that the caretaker and the janitorial company don't make changes to the enterphone directory. The Strata Manager was requested to make the change until an on-site volunteer is found to do this task.

6.2 BYLAW REQUEST AND RENOVATION APPLICATION

An electronic version of the Strata Bylaws was requested and the Strata Manager emailed them to the owner's representative.

A request to remove the carpet and install laminate throughout a unit was submitted and the application was tabled until the renovation application form is returned with proof of the contractor's current WCB coverage, contractor's liability insurance, home-owner's insurance policy and description or photo of underlay intended to be laid.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 7:12 pm.

CARRIED

The next scheduled meeting will be the Annual General Meeting to be held on Wednesday, August 24, 2016 at 6:30 pm at the Hastings Community Centre Boardroom at 3096 E Hastings Street, Vancouver, BC.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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**MINUTES OF THE EXECUTIVE MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, NOVEMBER 14, 2016 AT 6:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Katherine Parker	At Large
Kevin Frew	At Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Residential Executive President called the meeting to order at 8:13 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the July 11, 2016 Residential Executive Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 2nd FLOOR HALLWAY CEILING REPAIR

The pipe leak repair in the 2nd floor hallway ceiling has been completed and an access panel has been ordered and will be installed.

3.2 SMOKE DETECTORS

An audit of the smoke detectors will be completed during the Annual Fire and Safety Inspection.

3.3 GAS FIREPLACE INSPECTION AND CLEANING

Information and prices were provided to the owners and many scheduled and completed an inspection, cleaning and repair of their gas fireplaces.

3.4 ENTERPHONE

Strata Council member, Kevin Frew, volunteered to be the on-site contact for the enterphone changes. Forms to change the enterphone directory are available from the Strata Manager at susan.p@colyvanpacific.com.

Strata Plan BCS160 – Riviera
Residential Executive Meeting Minutes – November 14, 2016

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the September 30, 2016 Financial Statements, it was MOVED/SECONDED that they be adopted as presented.

CARRIED

BALANCE SHEET SUMMARY – September 30, 2016	
Operating Account	\$ 12,330.30
Contingency Fund	\$ 30,272.76
CRF Expense Total	\$ 0.00
Accounts Receivable	\$ 656.22 at November 8, 2016

4.2 ARREARS REPORT

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

It was MOVED/SECONDED that two owners with an outstanding balance for non-payment of strata fees be sent a demand letter to bring their account up to date within the deadline.

CARRIED

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. At this time and to the best of the Executive's knowledge, there are no unapproved expenditures to report.

4.5 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. To the best of the Executive's knowledge, there is no litigation involving Strata Plan BCS160 to report.

(5) CORRESPONDENCE

It was MOVED/SECONDED that the renovation application for the installation of laminate flooring with appropriate underlay be approved.

CARRIED

(6) NEW BUSINESS

6.1 INSURANCE RENEWAL

After a short discussion, it was MOVED/SECONDED that the insurance renewal proposal be approved.

CARRIED

6.2 VAN PARKING

After a short discussion, it was decided that a letter requesting the insurance documents for the van be requested from the owner.

6.3 HALLWAY CARPET CLEANING

A trail from the elevator to a unit door is visible on the hallway carpet. It was MOVED/SECONDED that the owner be requested to clean the carpet within the deadline or it will be scheduled by the Strata at the owner's expense.

CARRIED

6.4 BIKE STORAGE ROOM

As damage to the walls and carpets have been reported, the Strata Council requests that bicycles being stored in the first floor bike storage room enter and exit from the outer lobby.

6.5 HASTINGS STREET DOORS

As graffiti is regularly seen around the building, the Strata Council discussed options to deter taggers. Studies have shown that when art work is displayed on doors and fences, it prevents ongoing graffiti. The artwork of a young artist is being considered for the painting of the Hastings Street doors. A quote will be requested.

(7) TERMINATION

There being no further business to discuss it was MOVED that the meeting be terminated at 8:48 pm.

The next scheduled Residential Executive meeting will be held on Monday, February 6, 2017 at 6:30 pm after the Joint Strata Council meeting.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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**MINUTES OF THE EXECUTIVE MEETING OF
STRATA PLAN BCS160 – RIVIERA RESIDENTIAL
HELD MONDAY, MARCH 13, 2017 AT 6:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Katherine Parker	At Large
Kevin Frew	At Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Residential Executive President, Steve Coventry, called the meeting to order at 7:47 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the minutes of the November 14, 2016 Residential Executive Meeting minutes as circulated.

CARRIED
(All in favour)

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 2nd FLOOR HALLWAY CEILING REPAIR

The pipe leak repair in the 2nd floor hallway ceiling has been completed. The Strata Manager was directed to inquire about the access panel that had been ordered was to be installed.

3.2 SMOKE DETECTORS

The Strata Council approved the replacement of the smoke detectors from the Annual Fire & Safety Inspection deficiency report and will replace them with standard smoke detectors at a cost of \$58.20. Owners who would like to upgrade to the ionization style or combo including CO detector may contact the Strata Manager at susan.p@colyvanpacific.com to order.

3.3 GAS FIREPLACE INSPECTION AND CLEANING.

An owner coordinated the gas fireplace inspection and cleaning and ten owners participated.

3.4 ENTERPHONE

Residential Executive, Kevin Frew, volunteered to be the on-site contact for the enterphone changes. Owners can request an enterphone directory change form from the Strata Management Assistant, Louise Gavin, at

Strata Plan BCS160 – Riviera
Residential Executive Meeting Minutes – March 13, 2017

louise.g@collyvanpacific.com.

3.5 MAKE-UP AIR UNIT

The make-up air unit fan has failed and three quotes were obtained and reviewed by the Strata Council. After review, it was **MOVED/SECONDED** that the Keith Plumbing and Heating quote which includes the removal of the two obsolete hot water tanks on the fourth floor for \$21,140 not including GST, be approved.

CARRIED
(All in favour)

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the January 31, 2017 financial statements, and after all questions were answered, it was **MOVED/SECONDED** that the financial statements be adopted as presented.

CARRIED
(All in favour)

BALANCE SHEET SUMMARY – January 31, 2017	
Operating Account	\$ 13,863.05
Contingency Fund	\$ 35,746.02
CRF Expense Total (MUA Unit)	\$ 22,200.00
Accounts Receivable	\$ 872.52 at March 8, 2017

4.2 ARREARS REPORT

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

It was **MOVED/SECONDED** that a \$200.00 outstanding balance for a bylaw fine be reversed. (SL06)

CARRIED
(All in favour)

An owner with an outstanding balance of \$406.41 including an NSF fee for the returned payment of March 1, 2017 Strata fees, was sent a reminder statement.

An owner with an outstanding balance of \$466.11 for late payments of January, February and March, 2017 Strata Fees was sent a late fee notice to pay within 21 days or bylaw fines will be charged.

4.3 BYLAW REPORT

There were no bylaw infractions to report at the time of the meeting.

4.4 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. The make-up air unit requires replacement for \$21,140 not including GST. As this is an unbudgeted expense and there aren't enough funds in the operating account, it was **MOVED/SECONDED** that payment be made from the CRF.

CARRIED
(All in favour)

4.5 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. To the best of the Executive's knowledge, there is no litigation involving Strata Plan BCS160 to report.

(5) CIVIL RESOLUTION TRIBUNAL- CRT

At the time of the meeting, there were no disputes being heard at the Civil Resolution Tribunal, to the best of the Residential Executive's knowledge.

(6) CORRESPONDENCE

Two owners reported a lack of hot water over the past couple of weeks.

(7) NEW BUSINESS

7.1 HOT WATER SYSTEM

The lack of hot water has been reported to Keith Plumbing and Heating for immediate repair as upon inspection three of the four Navien tanks were not operating.

The Residential Executive discussed the current hot water system and the potential to re-pipe within the next 10 years and are looking at increasing the Contingency Reserve Fund when planning the budget for the next fiscal year

(8) TERMINATION

There being no further business to discuss, it was **MOVED/SECONDED** that the meeting be terminated at 8:11 pm.

The next scheduled Residential Executive meeting will be held on Wednesday, June 28, 2017 at 6:00 pm after the Joint Strata Council meeting.

Susan Paquette, Strata Manager
Agent for BCS160 – Riviera
Residential Section

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Please note that all bylaw contravention and debt collection decisions of the Strata Council will now be published using strata lot numbers. This is to ensure that all actions relating to future disputes between Owners and the Strata Corporation to be resolved through the Civil Resolution Tribunal (CRT) is properly documented. Be advised that publication of strata lot numbers does not violate the Personal Information Protection Act (PIPA) and is recommended by the Condominium Homeowners Association (CHOA). However, should you require additional information or have any questions do not hesitate to contact your Strata Manager, Susan Paquette at susan.p@colyvanpacific.com or Operations Manager, Kathy Vanderlee at kathy@colyvanpacific.com or Operations Manager, Melissa Ruyter at melissa@concisemgmt.com.

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA JOINT
HELD MONDAY, FEBRUARY 1, 2016 AT 6:30 P.M.
AT 2741 E HASTINGS STREET, VANCOUVER, BC – UNIT 303**

PRESENT: Steven Coventry – President
Steven Johnson – Vice President
Brian Rockwell – Treasurer
Kerry Morrow

REGRETS: Jana MacDonald

Cindy Anderson, Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Council President called the meeting to order at 7:07 p.m. A quorum was established and the meeting was deemed competent to proceed.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to approve the minutes of the November 2, 2015 Joint Council Meeting, as circulated. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 INTERIOR PAINTING

Hallway painting is complete and reports are positive. It was **MOVED/SECONDED** to pay the balance of the painting invoice approximately **\$9,800.00** once the carpets are cleaned. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including **December 31, 2015**, it was **MOVED/SECONDED** to adopt the Joint Financial Statements as presented. **CARRIED**

BALANCE SHEET SUMMARY – DECEMBER 31, 2015	
Operating Account	\$12,648.41
Contingency Fund	\$66,961.93
CRF Loan to Operating Acct	\$27,005.00
Total Contingency Fund	\$93,966.93 less \$9,800 for hallway painting (See 3.1)

4.3 REPORT ON UNAPPROVED EXPENDITURE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

(5) CORRESPONDENCE

5.1 RENTAL REQUEST

An Owner's response to a previous letter sent from Council regarding their rental was reviewed. This original Owner is grandfathered outside the Rental Waiting List. The issue is resolved and a letter will be sent to confirm and advise Owner to disregard previous letter sent.

Currently 5% are rentals and Council reminds Owners to put requests in writing for approval or to be put on the waiting list.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 7:40 p.m.

The next scheduled meeting of Joint Council will be held on April 11, 2016 after the Residential Meeting.

Susan Paquette
Strata Manager

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, APRIL 11, 2016 AT 6:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE #303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Kerry Morrow	Member at Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 6:40 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the February 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE DRAIN REPAIR

Duraseal has almost completed the repair of the parkade drain. The last stage of the repair is pouring concrete over the membrane.

3.2 PARKADE LIGHT REPAIR

It was MOVED/SECONDED to schedule the repair of the parkade light once the parkade drain repairs are complete.

CARRIED

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following review of the Financial Statements up to and including February 29, 2016, it was MOVED/SECONDED to adopt the Financial Statements as presented.

CARRIED

BALANCE SHEET SUMMARY – February 29, 2016	
Operating Account	\$ 11,830.70
Contingency Fund	\$ 70,512.87
CRF Expense Total	\$ 0.00
CRF Loan to Operating	\$ 27,005.00
Accounts Receivable	\$ 6,240.63 at February 29, 2016

4.2 ACCOUNTS RECEIVABLE

Reminder to Owners that Strata Fees are payable on or before the 1st of each month.

Reminder letters were sent to Owners who were late paying their Strata Fees. Bylaw infraction letters were sent to Owners who have outstanding amounts owing. Further action, such as demand letters and liens, may be used to collect outstanding amounts.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report. The loan from the Contingency Reserve Fund is on schedule to be repaid by the end of the fiscal year.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. There is no litigation to report.

(5) CORRESPONDENCE

There was no correspondence for the Strata Council to review.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 WINDOW REPAIRS/REPLACEMENTS

A few Owners reported condensation between the panes on some windows. It was MOVED/SECONDED that a survey be sent to all units to determine the number of windows with broken seals in order to get quotes to repair.

CARRIED

6.2 WINDOW WASHING

It was MOVED/SECONDED to approve the quote from Peter A Milner and to schedule the window washing in May.

CARRIED

6.3 POWER WASHING/PAINTING BACK FENCE

Council discussed the importance of routine annual maintenance of the building including the fences.

6.4 EXTERIOR REPAIRS

It was MOVED/SECONDED to repair the wooden trim above two windows and the south east corner of one unit on the north side of the building. The Strata Manager was directed to request quotes for the repairs and an annual maintenance program.

CARRIED

6.5 PEST CONTROL

It was MOVED/SECONDED that Council members will volunteer to remove the starling nests off the roof.

CARRIED

6.6 P1 STORAGE ROOM

An audit of the storage rooms is being conducted. All Owners with items in the storage room on P1 are kindly asked to contact the Strata Manager at susan.p@colyvanpacific.com.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 7:32 pm.

CARRIED

The next scheduled meeting of Council will be held on **July 11, 2016 at 6:30 pm.**

Susan Paquette
Strata Manager
Agent for BCS160 - Riviera

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此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

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Strata Plan BCS160 – Riviera
Strata Council Meeting Minutes – April 11, 2016

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.*

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, JULY 11, 2016 AT 7:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT: Steve Coventry President
Steven Johnson Vice President
Brian Rockwell Treasurer

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

REGRETS: Jana Rayne

(1) CALL TO ORDER

The Council President called the meeting to order at 7:12 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to approve the minutes of the April 11, 2016 Strata Council Meeting.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 PARKADE DRAIN REPAIR

The parkade drain repair has been completed and there is still a small leak into the underground parkade. It was MOVED/SECONDED to approve an email decision to hire Duraseal to investigate the leak in the ceiling of the parkade with the use of a lift and bill the Strata for time and materials not to exceed \$2,000.00.

CARRIED

3.2 WINDOW SURVEY

There are a number of failed sealed units and a window survey will be sent to all owners in the Annual General Meeting notice package. The survey is to be filled in and returned to the Annual General Meeting on August 24, 2016.

3.3 EXTERIOR REPAIRS

Council reviewed two quotes for the exterior repairs on the north side of the building. After a short discussion, it was tabled until the Council President, Steve Coventry, has completed a walk around with Rockport Properties.

3.4 ROOF INSPECTION

Three companies were contacted to submit quotes for a roof inspection and provide a report and a quote for the repairs that are noted. Council President, Steve Coventry, will arrange a walk around with Coast Mountain Roofing at a mutually convenient time and report back to Council at the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager presented the May 31, 2016 and June 30, 2016 Financial Statements. After a lengthy discussion, it was MOVED/SECONDED to table the financial statements until all questions have been answered by the accounting department and adjustments made and the amended statements reviewed by Council.

CARRIED

BALANCE SHEET SUMMARY – June 30, 2016	
Operating Account	\$ 18,859.38
Contingency Fund	\$ 77,607.69
CRF Expense Total	\$ 0.00
CRF Loan to Operating	\$ 27,005.00
Accounts Receivable	\$ 0.00 at July 11, 2016

4.2 BUDGET

After a review and lengthy discussion of the preliminary proposed budget, the Strata Manager was directed to change a few expense line items and submit the amended budget to Council for review and approval.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. The parkade drainage leak was repaired to prevent further damage to the building at a cost of \$8,400.00 including GST and will require ratification at the Annual General Meeting. The loan from the Contingency Reserve Fund for the annual insurance premiums has not been fully paid back to the CRF by the fiscal year end and the outstanding balance will be reviewed and approved by Council.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. At this time, to the best of the Council's knowledge, Strata Plan BCS160 is not involved in any litigation.

(5) CORRESPONDENCE

5.1 CORPORATE TAX RETURN

The T2 Corporate Tax return is prepared and submitted to Canada Revenue Agency by Dong and Russell Company Inc. It was MOVED/SECONDED to approve \$275 + GST for the preparation of the T2 Corporate Tax return for the year ending June 30, 2016.

CARRIED

5.2 FORTIS BC – GAS LEAK

Fortis BC informed the Strata Council of a small leak in the gas pipe line when they completed the regular service. Keith's Plumbing and Heating dispatched a gas fitter to repair the leak. Notices will be posted and delivered informing owners when the gas will be turned off and remind the owners to re-light the gas fireplace pilot light after the service is completed.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 GRAFFITI ON BACK FENCE

The janitor reported graffiti on the back fence and the cleaning company purchased the paint and painted all of the fence panels.

6.2 ELECTRICAL/MECHANICAL ROOM KEYS FOR COMMERCIAL

A request for electrical/mechanical room keys has been received from the commercial section. Any trades that require access to the common areas including the electrical/mechanical rooms are to contact the Strata Manager for access.

7) TERMINATION

There being no further business to discuss it was MOVED/SECONDED to terminate the meeting at 9:05 pm.

CARRIED

The next scheduled meeting is the Annual General Meeting to be held on Wednesday, August 24, 2016 at 6:30 pm in the Hastings Community Centre Boardroom at 3096 E Hastings Street, Vancouver, BC.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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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.

Strata Plan BCS160 – Riviera Joint
Strata Council Meeting Minutes – July 11, 2016

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, NOVEMBER 14, 2016 AT 6:30 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Katherine Parker	At Large
Kevin Frew	At Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Strata Council President, Steve Coventry, called the meeting to order at 6:30 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED that the minutes of the July 11, 2016 Strata Council Meeting be adopted as circulated.
CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 UNDERGROUND PARKING LEAK

A minor, light repair in the underground parking was completed by Duraseal. It will be monitored by Strata Council President, Steve Coventry and Duraseal.

3.2 EXTERIOR REPAIRS

Council reviewed two quotes for the exterior repairs on the north side of the building and tabled the item until the Council President, Steve Coventry, has completed a walk around with Rockport Properties.

3.3 ROOF INSPECTION

Council President, Steve Coventry, will arrange a walk around with Coast Mountain Roofing at a mutually convenient time and report back to Council at the next meeting.

3.4 WINDOW SURVEY

As there are a number of failed sealed units a window survey was completed and the Strata Manager was directed to request quotes for the repair or replacement of the failed windows.

3.5 ANNUAL FIRE & SAFETY INSPECTION

Katherine Parker, Strata Council member, provided the quotes from two fire and safety companies. It was MOVED/SECONDED that the Fire Pro quote be approved and the annual fire and safety inspection be scheduled.
CARRIED

3.6 COMMON STORAGE P1

Items being stored in the common storage room on P1 must be removed by December 15, 2016. Any items left after December 15, 2016 will be removed and donated to charity or discarded.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager presented the September 30, 2016 and it was MOVED/SECONDED that the financial statements be approved when with amendments..

CARRIED

BALANCE SHEET SUMMARY – September 30, 2016		
Operating Account	\$	10,277.91
Contingency Fund	\$	90,489.26
CRF Expense Total	\$	0.00
CRF Loan to Operating	\$	0.00
Accounts Receivable	\$	656.21 at November 8 2016

4.2 ARREARS REPORT

There are no arrears to report at this time.

4.3 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no expenditures that the Strata Council is aware of at this time.

4.4 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. At this time, to the best of the Council's knowledge, Strata Plan BCS160 is not involved in any litigation.

(5) CORRESPONDENCE

5.1 COMMERCIAL ELECTRIC BILL

After a short discussion about the commercial and joint electrical bill, it was MOVED/SECONDED that the BC Hydro bill be paid for out of the Joint Operating budget.
CARRIED

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(6) NEW BUSINESS

6.1 INSURANCE RENEWAL

The Strata Corporation's Joint Section insurance renewal proposal was reviewed and it was **MOVED/SECONDED** that it be approved. **CARRIED**

6.2 ROOF TOP FAN

The roof top fan has been making a loud noise and it was reported to the HVAC contractor. Quotes have been requested for the repair or the replacement of the fan. As there are two empty boilers in the building that are not being used, a quote to remove the boilers at the same time as the fan will also be requested.

7) TERMINATION

There being no further business to discuss it was **MOVED/SECONDED** to terminate the meeting at 8:13 pm.

The next scheduled Strata Council meeting will be Monday, February 6, 2017 at 6:30 pm in Unit 303.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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**MINUTES OF THE COUNCIL MEETING OF
STRATA PLAN BCS160 – RIVIERA
HELD MONDAY, MARCH 13, 2017 AT 6:00 PM AT
2741 E HASTINGS STREET, VANCOUVER, BC - IN SUITE 303**

PRESENT:

Steve Coventry	President
Steven Johnson	Vice President
Brian Rockwell	Treasurer
Katherine Parker	At Large
Kevin Frew	At Large

STRATA MANAGER: Susan Paquette - Colyvan Pacific Real Estate Management Services Ltd.

(1) CALL TO ORDER

The Strata Council President, Steve Coventry, called the meeting to order at 6:05 pm. As a quorum was present, the meeting was deemed competent to proceed with the business at hand.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED/SECONDED** that the minutes of the November 14, 2016 Strata Council Meeting be adopted as circulated.

CARRIED
(All in favour)

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 UNDERGROUND PARKING LEAK

The minor leak in the underground parkade was repaired by Duraseal last year and the electric light that had been damaged by the leak repaired by BC Lease Lite recently. The small drip from the ceiling is intermittent and will continue to be monitored and the Strata Council may consider commissioning a structural engineer to assess.

3.2 EXTERIOR REPAIRS UPDATE

There was no new business to report regarding exterior repairs. Graffiti is taken care of by the caretaker.

3.3 WINDOW SURVEY

The window survey was reviewed by the Strata Council and the Strata Manager was directed to request quotes for the repair or replacement of the failed windows. If owners haven't submitted their survey and have failed seals or broken windows, please contact Strata Manager Assistant, Louise Gavin, at louise.g@colyvanpacific.com to be included.

3.4 ANNUAL FIRE & SAFETY INSPECTION DEFICIENCIES

Katherine Parker, Strata Council member, was thanked by the Strata Council and the Strata Manager for coordinating

Strata Plan BCS160 – Riviera Joint
Strata Council Meeting Minutes – March 13, 2017

the Annual Fire and Safety Inspection. A job well done! After review and discussion of the Fire Pro deficiency report, it was **MOVED/SECONDED** that the quote be approved and the Annual Fire and Safety Inspection deficiencies be scheduled.

CARRIED
(All in favour)

For your information:

Smoke alarms come in 2 different detection types:

- Ionization technology that detects the first stage of a fire and is more sensitive and will detect the smoke before it is visible.
- Photoelectric which uses a photocell technology and has to physically see the smoke, so to speak. This is a little more expensive although mostly preferred by residents because it seems to be less sensitive.

A couple options for combo units which detect both smoke and CO:

- Ionization smoke alarm combo CO detector unit is **\$62.00 per unit**.
- Ionization smoke alarm combo CO detector with a battery backup is **\$79.80 per unit**.
- Photoelectric smoke alarm combo CO detector is **\$96.00 per unit**.

***All these costs are not including labour. The labour costs can be adjusted depending on how many units are going to be purchased and replaced.

PLEASE NOTE: Under the contract and within the budget, the Strata Corporation will provide standard smoke detectors to the units that require replacement at \$58.50/unit plus installation + GST.

Owners interested in upgrading can pay the difference between the standard and the upgraded unit. Please contact the Strata Manager with your preference at susan.p@colyvanpacific.com by **Friday, April 7, 2017**.

3.5 COMMON STORAGE P1

As a notice was placed in the common storage room on P1 and no items were removed by the owners by the deadline, it was **MOVED/SECONDED** that all items be removed by TLC Rubbish Removal and discarded.

CARRIED
(All in favour)

As the storage room has been used mainly for storing discarded items by owners that may have vacated the building and is not assigned to any one unit, it was discussed that the storage room become a rental unit. As this is a significant change to the common property, this item will added to the Annual General Meeting agenda and decided by the owners.

3.6 GARBAGE CONTRACT

The waste management service over the past three months has been challenging due to the snow and ice conditions and many service dates were missed. Independent contractor, TLC Rubbish Removal, was hired on a few occasions to remove the overflow and the cost was deducted from the waste management invoice. As a result of the inconsistent service, the Strata Manager was directed to negotiate a reduction in fees. The Strata Council reviewed the current contract and the proposal and it was **MOVED/SECONDED** that the fee reduction be approved and implemented immediately.

CARRIED
(All in favour)

Please note: If the garbage is not picked up on the regular service date – Tuesday – and the bins are still overflowing by Thursday evening, please report this to the Strata Manager at susan.p@colyvanpacific.com.

(4) **FINANCIAL REPORT**

4.1 FINANCIAL STATEMENTS

Treasurer, Brian Rockwell, presented the January 31, 2017 financial statements. After review and all questions were answered, it was **MOVED/SECONDED** that the financial statements be approved as presented.

CARRIED
(All in favour)

BALANCE SHEET SUMMARY – January 31, 2017	
Operating Account	\$ 13,793.22
Contingency Fund	\$ 80,362.13
CRF Expense Total	\$ 0.00
CRF Loan to Operating (Insurance)	\$ 8,000.00
Accounts Receivable	\$ 3,572.56 at March 8, 2017

4.2 ARREARS REPORT

It was **MOVED/SECONDED** that the \$2,500.43 AR for Cunningham Lindsey be written off as it is not collectable.

CARRIED
(All in favour)

4.3 BYLAW REPORT

There was nothing to report at the time of the meeting.

4.4 REPORT ON CRF/UNAPPROVED EXPENSE

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. At the time of the meeting, to the best of the Strata Council's knowledge, there are no unapproved expenses.

4.5 REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified of any litigation that the Strata Corporation is named in. At this time, to the best of the Council's knowledge, Strata Plan BCS160 is not involved in any litigation.

(5) **CIVIL RESOLUTION TRIBUNAL – CRT**

At the time of this meeting, there were no disputes being heard at the Civil Resolution Tribunal to the best of the Strata Council's knowledge.

(6) **CORRESPONDENCE**

An owner reported a rodent sighting and the Strata Council discussed the merits of a pest management contract. As it may not be cost effective building wide, owners are requested to manage the issue from the interior of their unit – reduce the food source by placing food items in containers and plug all entry holes with steel wool and spray foam. If more sightings occur, please contact the Strata Manager at susan.p@collyvanpacific.com.

Correspondence must be received in writing at least seven (7) days prior to Council meetings. All correspondence must contain your name and unit number in order to be considered.

(7) NEW BUSINESS

There was no new business to discuss.

(8) TERMINATION

There being no further business to discuss, it was **MOVED/SECONDED** to terminate the meeting at 7:47 pm.

The next scheduled Strata Council meeting will be Tuesday, June 19, 2017 at 6:00 pm in Unit 303.

Susan Paquette, Strata Manager
Agent for BCS160 - Riviera

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.

Please note that all bylaw contravention and debt collection decisions of the Strata Council will now be published using strata lot numbers. This is to ensure that all actions relating to future disputes between Owners and the Strata Corporation to be resolved through the Civil Resolution Tribunal (CRT) is properly documented. Be advised that publication of strata lot numbers does not violate the Personal Information Protection Act (PIPA) and is recommended by the Condominium Homeowners Association (CHOA). However, should you require additional information or have any questions do not hesitate to contact your Strata Manager, Susan Paquette at susan.p@colyvanpacific.com or Operations Manager, Kathy Vanderlee at kathy@colyvanpacific.com or Operations Manager, Melissa Ruyter at melissa@concisemgmt.com

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN BCS 160, RIVIERA,
HELD MONDAY, JULY 13, 2015, #303 - 2741 EAST HASTINGS STREET, VANCOUVER, BC**

Present: Brian Rockwell Treasurer
Steve Coventry President
Steve Johnson Member
Lyn Hart Vice President

Regrets: Iranga Ratnayake

Property Management: Karyn Eisler
Tim Reinert (PM) Colyvan Pacific

1. CALL TO ORDER

The meeting was called to order at 6:39 pm, a quorum being established at that time.

2. APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the council meeting minutes of MAY 27, 2015.

MOTION CARRIED

3. FINANCIAL REPORT

a) Financial Statements

It was **MOVED** and **SECONDED** to approve the financials up to end of May for the joint and residential sections.

MOTION CARRIED

4. BUSINESS ARISING

a) Plumbing Cleanout

It had previously been **MOVED, SECONDED** (via email) to a) install a clean out into an individual suite to help with drainage issues the suite had been having and b) install additional clean outs in the 1st floor bicycle room to allow the building piping to be more effectively serviced. It had also been **MOVED, SECONDED** (via email) to have a portion of the building plumbing system flushed using these newly installed cleanouts, and to flush the cleanout installed in a) once per year at the strata's expense, at a cost of approximately \$200.

MOTION CARRIED

b) Organic Disposal

Council would like to thank all owners that have been using the new Growing City Organic bins.

c) Keith's Plumbing Report

Council reviewed most recent maintenance report from Keith's Plumbing. PM will follow up with Keith's regarding a few outstanding items.

d) Upcoming AGM

This year's AGM will be taking place on August 11, 2015. It was **MOVED, SECONDED** to approve the draft AGM package as put together by the property manager at direction of the strata council. Further information will be sent to owners closer to the date. Included resolutions will be a bylaw repeal & replace, a ratification of CRF expenses and ratification of a CRF loan. In addition, the residential section's meeting will have a resolution for up to a \$10,000 CRF expense for painting of the building interior, for residential owners to vote on.

MOTION CARRIED

e) 2015/2016 Budget

It was **MOVED, SECONDED** to approve the draft budget to be sent as part of the AGM package for owner's to vote on. Some feedback was submitted by the commercial section as well when discussing this budget.

MOTION CARRIED

f) Dryer Duct Cleaning & Window Washing

This has been completed

g) New Colyvan Contract

It was **MOVED, SECONDED** to accept Colyvan's proposed management contract for the Riviera for 2015/2016.

MOTION CARRIED

h) New Colyvan Contract for Residential Section.

It was **MOVED, SECONDED** to accept Colyvan's proposed management contract for the Riviera's residential section for 2015/2016.

MOTION CARRIED

i) Parkade Leak

CBS Contracting has completed initial exploratory work on this leak, and a further quote is forthcoming.

j) Bylaws

Proposed bylaws prepared by strata's lawyer Veronica Franco were reviewed. There are concerns regarding the bylaws from the commercial section that the PM will attempt to address. If these concerns are met, the proposed bylaws will be included in the AGM package for owners to vote on.

5. NEW BUSINESS

a) Window Quote

A quote to replace a window was reviewed by council. This quote will be tabled until next year.

b) Front Door

Council reported that the front gate's door knob was loose, and asked PM to contact Action Lock regarding it.

6. CORRESPONDENCE.

a) An owner had written to the strata with a complaint about a neighbour, asking if a bylaw had been violated. After deliberation, it was decided Strata will not be getting involved with this issue.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:03. The next meeting date will be decided after the upcoming AGM.

PROPERTY MANAGER

Tim Reinert is your building's property manager, and can be reached at Treinert@colyvanpacific.com or 604 683 8399.ext. 1243

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 individual owner's expense.

Please ensure that the gate to the garbage area is closed properly with each use.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN BCS 160, RIVIERA,
HELD MONDAY, NOVEMBER 02, 2015, #403 - 2741 EAST HASTINGS STREET, VANCOUVER, BC**

Present: Brian Rockwell Treasurer
Steve Coventry President
Steve Johnson Vice President
Leigh Morrow Member

Regrets: Jana Rayne

Property Management: Tim Reinert (PM) Colyvan Pacific Management Ltd.

1. CALL TO ORDER

The meeting was called to order at 6:50 PM, a quorum being established at that time.

2. APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the council meeting minutes of July 13, 2015.

MOTION CARRIED

3. FINANCIAL REPORT

a) Financial Statements

It was **MOVED** and **SECONDED** to approve the financials up to end of September for the joint strata.

MOTION CARRIED

b) Arrears

The PM reported that several owners are in arrears, and that warning letters will be sent.

4. BUSINESS ARISING

a) Fire Safety

The PM reported that the 2015 fire safety inspections are now complete.

b) Parkade Leak

The Council president reported that CBS contracting has informed the strata that they will be unable to investigate the leak as promised. Therefore, Coast Pro has been contracted to do so. The PM will forward findings to the council upon receipt.

5. NEW BUSINESS

a) Depreciation Report

The PM received correspondence from Aqua Coast regarding the strata's next depreciation report. The PM is working to get a proposal for council to review.

6. CORRESPONDENCE.

a) None

7. MEETING TERMINATION

There being no further business, the meeting was terminated at 7:22 PM. The next meeting date will be February 01, at 6:30 PM in unit 303

PROPERTY MANAGER

Tim Reinert is your building's property manager, and can be reached at Treinert@colyvanpacific.com or 604 683 8399.ext. 1243

ATTENTION

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

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알려드립니다 이것을 번역해 주십시오

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES OF THE RESIDENTIAL SECTION EXECUTIVE MEETING OF STRATA PLAN BCS 160, RIVIERA,
HELD MONDAY, NOVEMBER 02, 2015, #403 - 2741 EAST HASTINGS STREET, VANCOUVER, BC**

Present: Brian Rockwell Treasurer
Steve Coventry President
Steve Johnson Vice President
Leigh Morrow Member

Regrets: Jana Rayne

Property Management: Tim Reinert (PM) Colyvan Pacific Management Ltd.

1. CALL TO ORDER

The meeting was called to order at 6:34 PM, a quorum being established at that time.

2. FINANCIAL REPORT

- a) It was **MOVED** and **SECONDED** to approve the financials up to end of September for the residential section. **MOTION CARRIED**

3. BUSINESS ARISING

- a) None

4. NEW BUSINESS

a) RENTAL REQUEST

It had previously been **MOVED, SECONDED** via email to approve a rental request from an owner as per the building's bylaws. **MOTION CARRIED**

b) INTERIOR PAINTING

PM was asked to help supply quotes, as per the AGM.

5. MEETING TERMINATION

There being no further business, the meeting was terminated at 6:49 PM. The next meeting date will be February 01, at 6:30 PM in Unit 303

PROPERTY MANAGER

Tim Reinert is your building's property manager, and can be reached at Treinert@colyvanpacific.com or 604 683 8399.ext. 1243

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 individual owner's expense.

Please ensure that the gate to the garbage area is closed properly with each use.



BUILDING ENVELOPE SERVICES

#16 – 211 Schoolhouse Street, Coquitlam, B.C. V3K 4X9

A Division of Quality Auditing Institute

Tel: (604) 527-8378 Fax: (604) 320-1940

Website Address: www.qai.org

E-mail: Info@qai.org

REPORT OF: Building Envelope Inspection.

AT: #204 – 2741 East Hastings Street
Vancouver, B.C.

DATE: November 15th, 2012

REPORT TO: REP Building Corp.
c/o Robin Piercey
Ph:778-885-7189
E-mail: robin@repbc.com

Introduction

QAI was contacted to perform a Building Envelope inspection at the above noted residence.


Observations


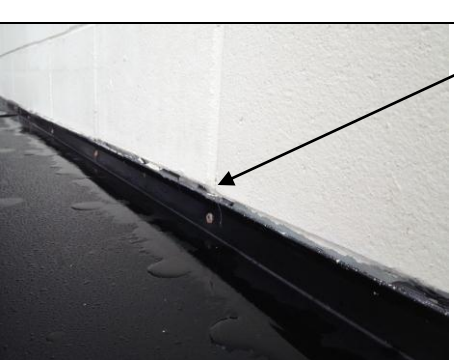

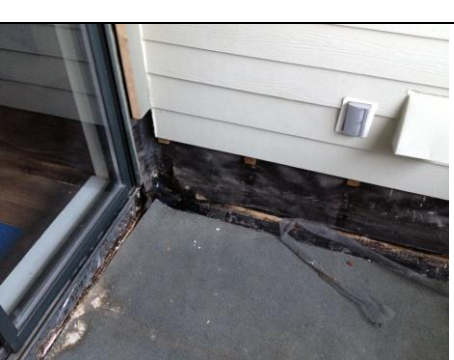
The review provided by QAI is a non-destructive visual assessment of the overall condition of the readily accessible features of the exterior cladding system, at the time of the review.




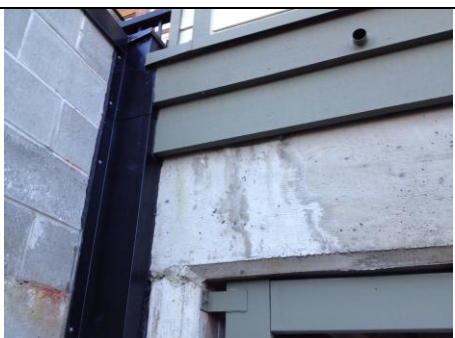
The verbal and written comments are an opinion only and are intended to provide the client with a better understanding of the conditions observed. This review was not technically exhaustive and all encompassing.



It must be understood that no guarantee or warranty is expressed or implied, nor responsibility assumed, in relation to the actual condition of the subject property by the inspector or Quality Auditing Institute (QAI).

It should also be noted that the verbal and written comments, in its entirety, is intended for the sole use of the client. No other parties are entitled to use any content of this report in any form, or for any purpose.

ITEM:	LOCATION:	OBSERVATIONS, WORK IN PROGRESS, & INFORMATION OR ACTION REQUIRED:
1.1		<p>Weather conditions during the site visit: Overcast/Dry.</p> <p>During the site visit a potential water leak into unit No.204 was reviewed.</p> <p>The building repair contractor had already removed the deck surface material and some of the exterior cladding within the deck area. A previous flood test of the deck had already been completed by REP Building Corp, no water within the unit was noted.</p>

2.1		<p>As reviewed during the site visit one potential cause of the water penetration could be associated with the East block wall flashing junction.</p>
2.2		<p>During the site visit the gum-lip flashing sealant was noted as being in poor condition and missing in some locations.</p> <p>QAI recommends re-sealing this junction with the use of an exterior grade polyurethane sealant.</p>
3.1		<p>Overall no concerns were noted with the drain and membrane junction, or the slope of the deck to the drain.</p>
3.2		<p>The deck membrane was reviewed in the corner where the water leak was reported.</p> <p>Overall the membrane appeared to be in good shape, however one concern was noted.</p>

3.3		<p>It appears that a deck membrane repair had been completed sometime after the completion, or during, the exterior siding application.</p> <p>The Bug-screen material used along the bottom of the cladding system was found embedded within the membrane.</p> <p>This is another potential cause of the water leak within the unit.</p> <p>QAI recommends removing the bug-screen and repairing the deck membrane as required.</p>
4.1		<p>A couple of the other flashing details within close proximity to the reported leak were reviewed.</p> <p>Overall no visible concerns were noted, with the methodology of the detail performed, based on the year the building was built.</p> <p>As reviewed on-site QAI recommends sealing the inside corners of the cap flashing and cladding junction detail in a manner which diverts water to the exterior of the cladding, <i>this may also assist with the concern in item 6 below.</i></p> <p>QAI also recommends re-sealing the cap flashings up-stand corners.</p>
5.1		<p>No signs of water penetration underneath the deck.</p> <p>The insulation along the underside of the garage parking structure was dry.</p>
6.1		<p>Signs of a consistent water path on the concrete structural slab were noted, below the deck area reviewed.</p> <p>QAI re-visited the site after a couple days of rain, please review the comments provided below.</p>

6.2		<p>During the re-visit water was noted to be draining onto the concrete slab from behind the cladding system, beyond the drainage plain of the flashings above.</p> <p>Due to the extensive flashing junctions, above this area, the water could be getting into the building envelope assembly in a couple of different locations.</p> <p>QAI recommends re-sealing all the caulking joints above and adjacent to this area.</p>
6.3		<p>After the area has been re-sealed QAI recommends monitoring the location during periods of rain, should a concern still exist QAI would recommend reviewing the area further.</p> <p>If further investigations are required, it may or may not require some form of destructive testing.</p>

Yours Truly,
Quality Auditing Institute Ltd.

Inspected By:

Ivano Soligo

Reviewed By:

Kevin Saito



BUILDING ENVELOPE SERVICES

#16 – 211 Schoolhouse Street, Coquitlam, B.C. V3K 4X9

A Division of Quality Auditing Institute

Tel: (604) 527-8378 Fax: (604) 320-1940

Website Address: www.qai.org

E-mail: Info@qai.org

Via E-mail.

Date of Issue: November 7th, 2012
Complex Name: The Riviera
Contact: Robin Piercey – REP Building Corp.
Site Address: #204 – 2741
East Hastings
Vancouver.
Phone: 778-885-7189
E-mail: robin@repbc.com

SUBJECT: Proposal to provide Building Envelope Inspection services at the above noted address.

QAI's services are required for a specific deck concern pertaining to water penetration. QAI will conduct a non-destructive visual inspection of the Exterior Building Envelope within the area of concern and prepare a digital photo report.

Thank you for your interest in Quality Auditing Institute's Inspection Services Program.

QAI Fee Schedule:

Inspections

This is applied per inspection for inspections that take a maximum of three hours including report writing and travel time. It is expected that in the lower mainland of Vancouver most inspections will be completed within this time limit. The inspection report provided will include photographs and a description of any concerns. After the inspection is completed an invoice will be issued, payment of the invoice is required prior to the inspection report being issued.

Amount

\$350.00
per inspection

Additional Inspection Time

This fee is applied when inspections and report writing combined take longer than the three hours that are expected per site inspection.

\$150.00/hr

Additional Engineering/Technician Time

This fee is applied where QAI is required to conduct activities not covered by the above fees.

130.00/hr

Applicant Initial _____

QAI Initial _____

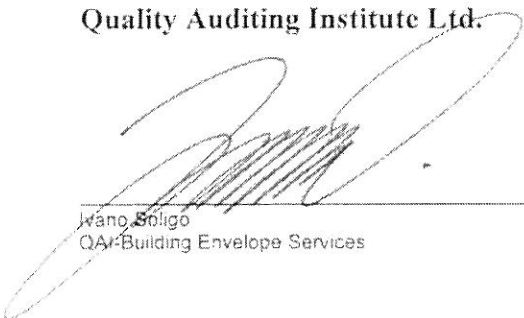
Additional Terms and Conditions:

1. Fees are subject to change annually with 30 days notice being provided.
2. This quote is valid for 60 days from issuance
3. This agreement must be signed before work commences.
4. The services included in this proposal may be discontinued at any time by either party by written notification, however, fees for time spent by QAI will still be invoiced and will still be payable by the client.
5. The above fees do not include applicable taxes.
6. A deficiency inspection and the report is a non-destructive visual assessment of the overall condition of the readily accessible features at the subject property at the time of inspection.
7. The verbal comments made at the time of the inspection and the report are an opinion only and are intended to provide the client with a better understanding of the overall conditions observed. An inspection is not technically exhaustive and all encompassing, however, considerable effort is made to discover any prior or ongoing defects. Clues and symptoms often do not reveal the extent or severity of problems. Therefore, it should be understood that while we can substantially reduce the risk, we cannot eliminate it, nor do we assume it.
8. The Client hereby releases Quality Auditing Institute from all claims, proceedings, liabilities, obligations, and costs associated with the Consultants services provided, now or hereafter exists or arises directly or indirectly by reason of, or in connection with the services provided.
9. It must be understood that no guarantee or warranty is expressed or implied, nor responsibility assumed.
10. This proposal does not include Schedule submissions.

If you agree with the above, please sign as indicated below and return to QAI (fax: 604.320.1940). Please do not hesitate to contact us should you have any questions.

Yours Truly,

Quality Auditing Institute Ltd.


Ivano Soligo
QAI Building Envelope Services

I hereby accept the above proposal:


Signature


Print Name


Title


Date

07 NOV 2012

TO Mr. Kenneth Bro
Colyvan Pacific
300 - 2150 West Broadway Street
Vancouver, BC V6K 4L9

2517.00
Riviera

06 October 2005

FAX 604 683 7399

REGARDING **Building Enclosure Assessment Report**

Dear Mr. Bro,

We are writing in response to your request for a review of the building enclosure at the Riviera, Strata Plan BCS 160 located at 2741 East Hastings Street, Vancouver, BC. Our investigation consisted of an exterior review of the building enclosure components. No issues or concerns were brought to our attention with respect to the current interior conditions and consequently an interior review of the suites was not performed.

Colyvan Pacific, on behalf of the owners, retained RDH Building Engineering Ltd. (RDH), to verify and determine whether the issues identified in the report prepared by Emerald Inspection and Consulting Services Ltd. (EICS), dated December 1, 2003, are detrimental to the performance of the building enclosure at 2741 East Hastings and sufficient to warrant corrective measures.

It has been assumed that the reader of this report is familiar with the report prepared by EICS in December of 2003.

EMERALD INSPECTION AND CONSULTING SERVICES LTD. SUMMARY REPORT

Throughout the report, EICS makes references to the 1998 British Columbia Building Code (BCBC). This building is located in the City of Vancouver and hence the Vancouver Building By-Law (VBBL) is the applicable building code for this project. As a result, many of the code references within the Emerald report are not accurate.

The main concerns documented in the Emerald report have to do with poorly installed and missing flashings. It is stated in the Emerald report that the missing flashings below the wood trim may result in water leakage into the wall assembly. The statements made in the Emerald report infer that leakage behind the flashings constitutes failure of the building enclosure. However, consideration should be given to the fact that a rainscreen assembly has been utilized, and as such, the penetration of small incidental quantities of water into the drainage cavity will not have a significant impact on the performance of the wall assembly, providing the underlying sheathing paper is properly installed.

Our exterior review of the Riviera was performed during a period of heavy rain, which provided an opportunity to observe the effect of the missing flashings below the wood trims. During the

rain event the areas below the wood trims remained predominantly dry indicating that the upper flashing was providing adequate deflection (see photo ER-01)

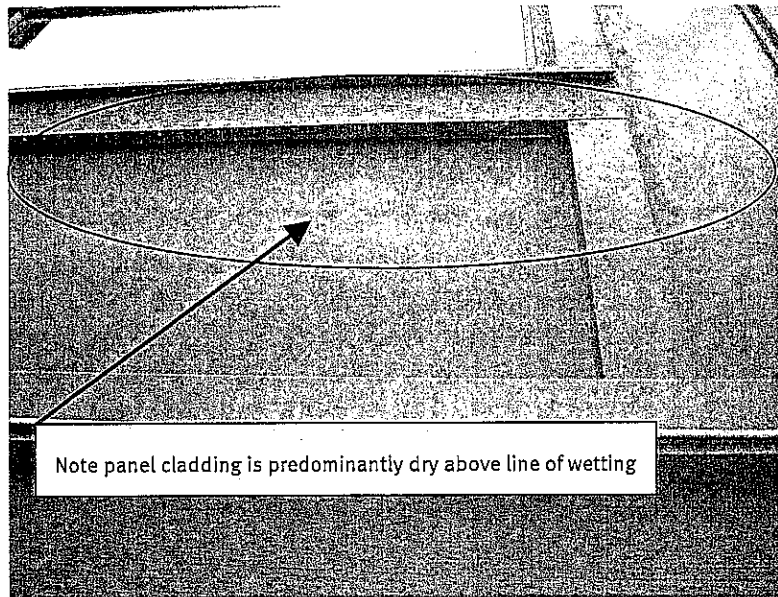


Photo ER-01 Shows resultant deflection during a period of heavy rain at a typical location below a glazing assembly.

OVERVIEW

The exterior walls on the north and south elevation of the Riviera are rain screen assemblies. In simple terms, a rain screen assembly uses a cavity between the cladding and the sheathing paper to allow drainage of small incidental quantities of water that may penetrate the cladding or interface details. The cavity also facilitates drying of the wall assembly because air can pass behind the cladding. The cladding, flashings, trims and interface details should be constructed in a manner to reduce the quantity of water that penetrates into the drainage cavity. Therefore, the cladding, flashings, trims and interface details constitute the primary water shedding surface.

Flashings provide effective deflection of water when they are sloped to direct water away from the building, particularly at assembly interface locations. To obtain effective flashings, crickets and end dams (with closures) are required. Also, the flashings should be installed with standing seam connections at corners, and as a minimum, "S" locks seams at intermediate connections. Flashings installed in this manner provide the best deflection of water and the lowest risk of ingress past the exterior water shedding surface. Flashings joined with lap connections provide a less effective level of deflection, particularly if no sealant has been installed at the laps and if the flashings are poorly sloped. Many of the flashings used at the Riviera are installed with lap joints and are poorly sloped.

Caulking (sealant) is commonly used at interfaces and transitions between materials as a means of reducing the quantity of water that can penetrate the drain cavity. Typically sealants

A


have a performance life of 5 to 8 years depending on the type and the quality of the installation. Some of the sealants used at the Riviera are failing.

The east and west walls of the Riviera are constructed from concrete block. It is probable that this material was selected because these walls have to be of non-combustible materials. The surface of the concrete block has been painted. The concrete block walls are face-sealed assemblies. The term "face sealed" implies that all of the water has to be stopped at the outermost surface. The block walls do not contain any means of draining water that penetrates the surface of the block. It is not considered good practice to use face-sealed assemblies as a means of keeping water out of a building.

RDH BUILDING ENCLOSURE REVIEW

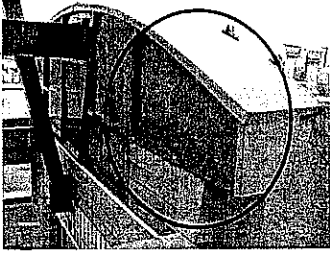
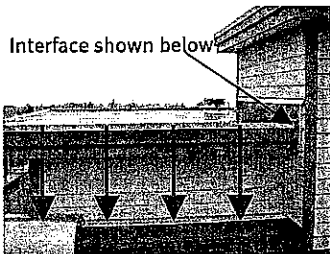

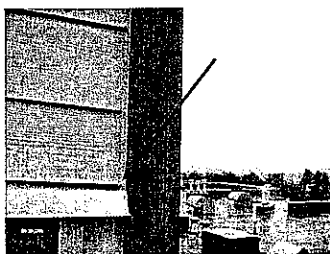
OBSERVATIONS

Our observations are documented in the following table. A brief description of the observed conditions and the significance are also provided. Corrective measures are suggested for each of the observed conditions. However, the development of detailed corrective measures should be performed by the original design and construction parties.

Location	Condition Observed	Significance	Corrective Measures Suggested
South Elevation at Roof Parapet Cap Flashing 	Poor deflection as cap flashing does not extend beyond exterior cladding.	Secondary drainage cavity is potentially the primary protection from water ingress. This is not considered good practice.	Modify cap flashing to provide primary deflection.

A-1.

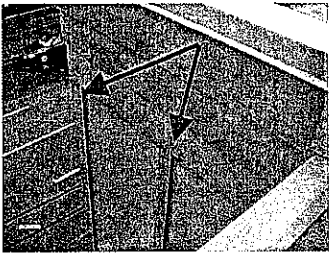
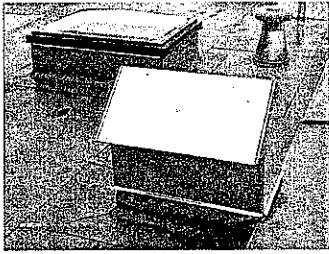
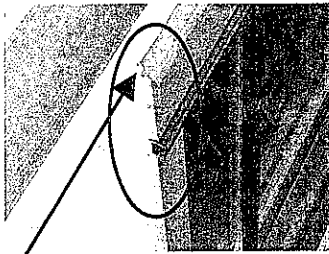
to be addressed

Location	Condition Observed	Significance	Corrective Measures Suggested
<p>2.</p> <p>Architectural Feature on the South Elevation</p> 	Poor deflection provided from curved flashing above and no flashing is used at base of feature to direct water away from interface with brick cladding.	Reliant upon sealant for deflection in this high exposure location which requires increased maintenance to ensure effective long-term performance. This is not considered good practice.	Install gum lip flashing over transition area to provide primary deflection.
<p>3.</p> <p>Mechanical Room Roof (both upper and lower roof)</p> <p>Interface shown below</p> 	Poor water management at roof as water from upper roofs disperses directly onto lower roof. This occurs at several locations.	Concentrated run-off water loads generally shorten the effective service life of membranes. This is not considered good practice.	Provide gutter along eave with rainwater leader to disperse run-off onto a splash pad on the roof below.
<p>4.</p> <p>Wall Interface at Mechanical Room Roof – south side</p> 	No hem cricket provided at interface with adjacent wall assembly to deflect water away from interface. There is no sealant between SBS membrane and cladding trim	Water tracks along the eave flashing towards the interface and enters secondary drainage plane. This is not considered good practice.	Provide sealant cricket at interface to deflect water away from the building.
<p>5.</p> <p>Flashing at Mechanical Roof Level – west side</p> 	No end dam provided at flashing to direct water forward.	Water enters the secondary drainage plane off the end of the flashing. This is not considered good practice.	Provide sealant end dam at the end of the flashing to establish effective deflection.

Agree

Agree


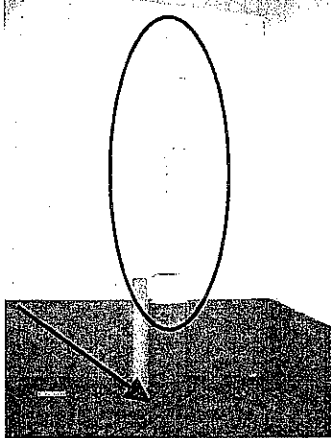
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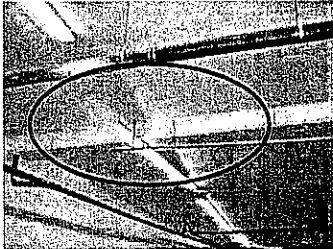
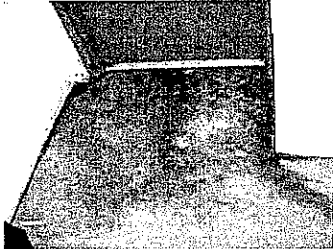
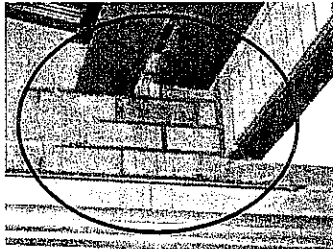
Location	Condition Observed	Significance	Corrective Measures Suggested
Trim Boards at Panel Cladding 	Top edge of vertical trim boards exposed.	Exposed end grain of wood will absorb excessive moisture resulting in premature deterioration. This is not considered good practice.	Install flashing beneath lower wood trim board to deflect water away from open ends of vertical trim.
East and West Sides of Main Roof 	Poor tie-in detail at doghouse vent cover and parapet cap flashing. Ponding water and staining on cap flashing at back side of doghouse.	The curb for the doghouse and parapet height is similar therefore membrane tie-ins are questionable. This is not considered good practice.	Remove doghouse and verify integrity of underlying membrane. Provide cricket at cap flashing to deflect water away from the doghouse.
Window Head Detailing  <div data-bbox="320 1350 650 1451">Exposed unpainted wood trim beneath upper flashing</div>	No end dam on upper flashing. Flashing does not extend beyond wood trim and unpainted wood at top of trim board is exposed. End dam provided at lower flashing, however the top of the vertical trim board is exposed.	At both locations water may enter the secondary drainage plane, as the deflection provided is poor. Exposed end grain of wood will absorb excessive moisture resulting in premature deterioration. This is not considered good practice.	Provide sealant end dam at upper flashing. Provide sealant closures at either end of flashings to prevent water ingress at these locations.

Agree

Agree

Agree

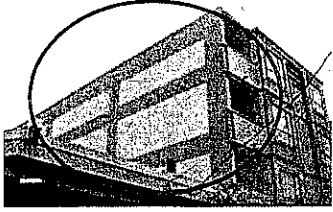
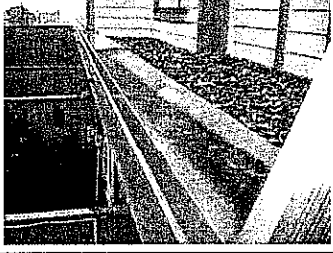
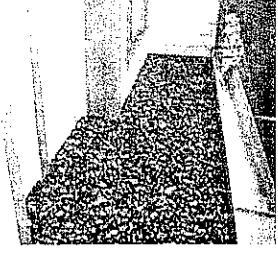
Location	Condition Observed	Significance	Corrective Measures Suggested
<p>Architectural Feature at Roof Level –south elevation</p>  <p>Self-adhered membrane is exposed</p>	<p>No closure provided between structural steel members entering wall assembly.</p> <p>Self-adhered membrane is fully exposed between steel members</p> <p>No sealant around structural steel members.</p>	<p>No deflection of rainwater or continuity of the water-shedding surface has been provided at this high exposure location. Only one line of defense as water has direct entry to the secondary drainage plane.</p> <p>This is not considered good practice.</p>	<p>Provide closure of space between structural steel members. Install sealant around perimeter of closure and structural steel members.</p>
<p>Conduit at Parkade Level 1</p> 	<p>Active leakage, note water tracks on concrete slab.</p>	<p>Indicates poor tie-in of membrane at penetration, which may lead to debonding of the membrane adjacent to the interface.</p> <p>Excessive water ingress through concrete may lead to corrosion of reinforcing steel.</p>	<p>Provide localized repairs to membrane.</p>

Location	Condition Observed	Significance	Corrective Measures Suggested
11. Leakage Through Suspended Slab at Trench Drain 	Active leakage, note water tracks on concrete slab band.	Indicates failure of membrane above. Excessive water ingress through concrete may lead to corrosion of reinforcing steel over the long term. Safety concern as water on horizontal surface may freeze during winter months.	Provide localized repairs to parkade membrane.
12. Parkade Entry Door at Northwest Corner 	No overhang protection for half of the uppermost staircase leading from the parkade to grade. Ponding water and algae inside access door to Parkade 1. Water is flowing down parkade entry staircase to landing at Parkade 2 level.	Excessive water ingress through concrete may lead to corrosion of reinforcing steel. Safety concern as organic growth is typically slippery and water on horizontal surface may freeze during winter months.	Provide overhang protection to reduce potential for water ingress at the stairways. Correct membrane and slope of slab at stair landing.
13. Canopy at Main Entry 	Active leakage of canopy gutter at wall interface	Potential water ingress past the intended exterior water shedding surface.	Provide localized repairs to gutter assembly.

Assess for good.

AS-200

Assess investigate

Location	Condition Observed	Significance	Corrective Measures Suggested
<p>Concrete Block on East and West Elevations</p> 	<p>Organic growth on face seal block assembly. The presence of the organic growth indicates that water is penetrating the wall assembly and is slowly draining back to the exterior.</p>	<p>Potential premature failure of paint application allowing for water ingress through the concrete block.</p> <p>Water penetration may lead to deterioration of the wood elements to the interior.</p> <p>This is not considered good practice.</p>	<p>The best long term solution is to overclad these walls with a non-combustible cladding.</p>
<p>Lower Parapet Cap flashing at North Elevation</p> 	<p>No or minimal slope to cap flashing. Organic staining and ponding water present.</p>	<p>Poor deflection of rainwater. Elevated potential for water ingress through joints in the cap flashing.</p> <p>This is not considered good practice.</p>	<p>Provide positive slope to cap flashings.</p>
<p>Lower Roof at North Elevation</p> 	<p>Exterior cladding, wood trim and base flashing are below the top of the ballast.</p>	<p>Promotes extended periods of wetting and subsequently deterioration of wood components and corrosion of underlying base flashing.</p> <p>Ballast also restricts drying of the vented rainscreen assembly.</p> <p>This is not considered good practice.</p>	<p>Provide separation between ballast and exterior cladding and base flashing</p>

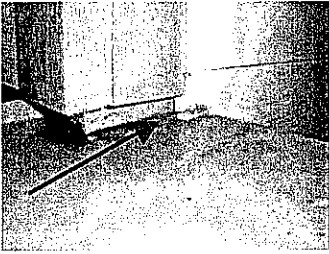
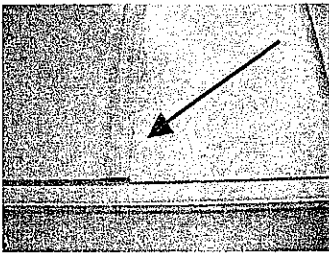
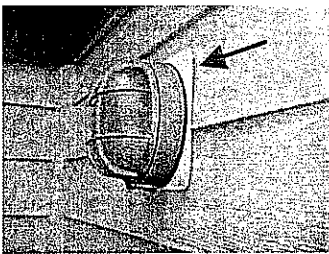

Investigate

Paint Check.

Cap Flashing Check!

Investigate

Investigate

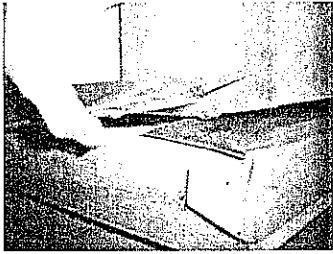
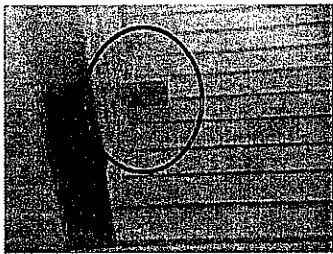
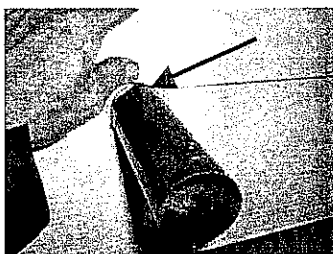
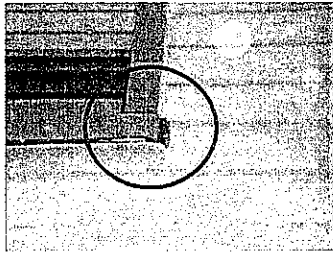
Location	Condition Observed	Significance	Corrective Measures Suggested
<p>17. Cap Flashing at Guardwall – typical of most guardwalls</p> 	No cricket provided to deflect water from entering behind exterior cladding.	No primary deflection provided. Water has direct entry to secondary drainage plane. This is not considered good practice.	Provide a cricket to deflect water away from building interface.
<p>18. Panel Cladding at North Elevation – typical condition</p> 	Sealant is discontinuous around the perimeter of the panel cladding.	Lack of exterior water shedding continuity allows direct ingress to the secondary drainage plane. This is not considered good practice.	Install continuous sealant at perimeter locations.
<p>19. Exterior Light Fixture – typical condition</p> 	No sealant present around exterior light fixture.	Lack of exterior water shedding continuity, which promotes direct ingress to the secondary drainage plane. This is not considered good practice.	Provide sealant around all light fixtures.
<p>20. Deck Guardwall Interface – typical condition</p> 	No sealant present around metal cap flashing saddle. Note lack of cricket and poor slope to cap flashing.	Lack of exterior water shedding continuity, which promotes direct ingress to the secondary drainage plane. This is not considered good practice.	Provide sealant to obtain continuity of the exterior water shedding surface.

1. outside

Agree

Agree

Agree

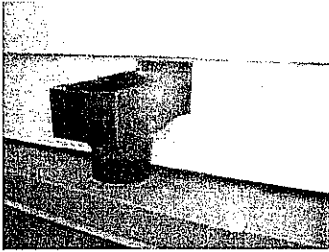
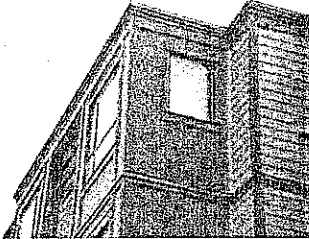
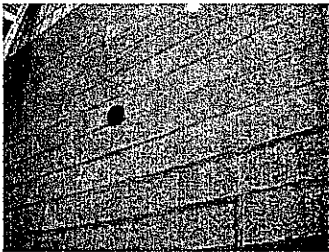
Location	Condition Observed	Significance	Corrective Measures Suggested
<p>21. Cross Cavity Flashing – typical condition</p> 	<p>Flashing is lapped and the corners are not locked together. No sealant is present. Typical condition throughout the building.</p>	<p>Provides limited deflection, as water ingress through the lap joint is probable. This is not considered good practice.</p>	<p>Ensure flashing is seamed together (locked) and sealant is installed at lap joint locations. Slope of flashing should also be improved.</p>
<p>22. Exhaust Vent at North Elevation</p> 	<p>Exhaust duct is located in close proximity to the guardwall at a typical area of concentrated water run-off. No head-flashing present over exhaust duct.</p>	<p>Proximity of vent promotes difficult tie-in detailing of underlying moisture barrier. This is not considered good practice.</p>	<p>Potentially difficult to relocate vent. Ensure maintained continuity of water shedding surface.</p>
<p>23. Overflow Scupper</p> 	<p>Poor sealant bond around overflow scupper.</p>	<p>Potential failure in exterior water shedding surface, leading to direct ingress to the secondary drainage plane. This is not considered good practice.</p>	<p>Reseal around scupper drain locations.</p>
<p>24. Deck Guardwall Interface</p> 	<p>No sealant present around metal cap flashing saddle and exterior cladding is discontinuous.</p>	<p>Lack of exterior water shedding continuity, which promotes direct ingress to the secondary drainage plane. This is not considered good practice.</p>	<p>Ensure exterior cladding is continuous and provide sealant at the interface to obtain continuity of the exterior water shedding surface.</p>

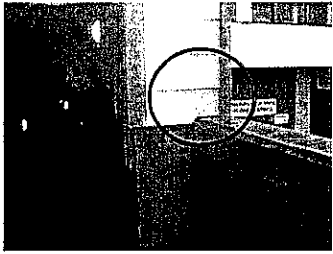
Not a gate
Agree

Sealant

Sealant
Agree

Agree

Location	Condition Observed	Significance	Corrective Measures Suggested
<p>25.</p> <p>Scupper Box Drain – typical condition</p> 	<p>No head flashing over the scupper box.</p> <p>No sealant present around perimeter.</p> <p>Slope is provided by a wood shim at the top of the box.</p> <p>Underlying wood frame elements visible at opening.</p>	<p>Lack of primary deflection, which promotes direct ingress to the secondary drainage plane.</p> <p>This is not considered good practice.</p>	<p>Provide head flashing that extends beyond either side of the scupper box.</p> <p><i>Investigate</i></p>
<p>26.</p> <p>Upper Window at North Elevation</p> 	<p>No flashing providing deflection over horizontal wood trim above window.</p>	<p>Extended periods of wetting probable resulting in potential deterioration behind the wood trim.</p> <p>Lack of flashing does not conform to the intent of the project specification details.</p> <p>This is considered poor practice.</p>	<p>Provide deflection (flashing) over horizontal wood trim.</p> <p><i>Investigate</i></p> <p><i>Auger Thermal</i></p>
<p>27.</p> <p>Scupper Drain at Southeast Corner</p> 	<p>Scupper does not extend beyond the exterior plane of the brick masonry units.</p>	<p>Provides poor deflection of concentrated water run-off from the exterior cladding.</p> <p>Potential for capillary forces to draw water inward through mortar joint.</p> <p>This is not considered good practice.</p>	<p>Extend scupper to direct moisture away from brick masonry units.</p> <p><i>Investigate</i></p>

Location	Condition Observed	Significance	Corrective Measures Suggested
Base of Wall Tie-in 	No cap-flashing boot over concrete wall at building interface. No sealant between concrete and exterior cladding	Lack of primary deflection, which promotes direct ingress to the membrane termination of the underlying secondary drainage plane resulting in the potential for extended periods of wetting at the bottom plate of the wood framed column. This is not considered good practice.	Provide a cap-flashing boot to promote deflection. As a minimum provide sealant at the interface between the top of the concrete wall and the exterior cladding.

investigate architectural detail.

SUMMARY

The Riviera Building has been constructed using a rainscreen water management strategy on the south and north elevations. Both the Emerald Report and our review highlight deficiencies in the exterior water-shedding surface showing that poor rainwater deflection exists in numerous locations. Proper design and construction is to limit the quantity of water that penetrates the cavity within the rain screen assembly. Therefore, it is recommended that the deficiencies in the water-shedding surface be corrected.

The concrete block walls on the east and west elevation are face-sealed assemblies. The paint on these walls is failing and allowing water to penetrate the block. In our opinion, face-sealed concrete block walls are not appropriate assemblies for the exposed conditions on the east and west elevations. However, given that it is not feasible to replace the walls at this time, steps should be taken to minimize the quantity of water penetrating the block.

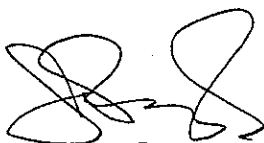
*investigate
Paint
Sealant*

Remedial suggestions are provided for many of the observed conditions. However, it is recommended that the deficiencies documented in this report be brought to the attention of the original developer and the design and construction team, so they can develop and implement an appropriate remedial approach.

If you have questions regarding any aspect of our building enclosure assessment report please do not hesitate to contact the writer(s).

Yours truly,

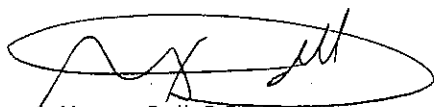
RDH Building Engineering Ltd.



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Marcus Dell, P.Eng.

Senior Building Science Specialist

mdell@rdhbe.com

(B)

NON-BUILDING ENVELOPE DEFICIENCIES REFERENCED IN EMERALD REPORT BUT NOT FOUND IN RDH OR DMS REPORT

Item #	Heading / Comment in Emerald Report	Page # of Emerald Report
1.	Balcony Deck Surface Membranes Construction debris under concrete pavers is inhibiting water drainage.	9 - 10 <i>Agree</i>
2.	Garage Mechanical Equipment Item #2: Found fan seismic bracing needs to be fastened better with nuts and bolts instead of sheet metal screws.	10 <i>Agree</i>
3.	Rooftop Mechanical Room Item #2: Line must be supported from the top of the riser.	10
4.	Rooftop Hallway Pressurization System Item #1: Steel support bars need painting as they are corroding. Bars are also not sealed at bolt holes to curb.	11 <i>Agreed</i>
5.	Rooftop Hallway Pressurization System Items #2 - 5: Relating to noise from fan and installing isolators.	11
6.	Rooftop Hallway Pressurization System Item #4: Solid mounting of fan to structure is not adequate for wooden structure.	11
7.	Rooftop Hallway Pressurization System Item #6: Air filters, drive belt, and motor pulley need to be replaced.	11 <i>inadequate to check</i>
8.	Make Up Air Supports and Air Ducting Items #11.0 & 11.1 of <u>Summary</u> Report: Suspected water ingress through fasteners and angle steel supports are rusting and should be primed and painted. Ducting isolator has holes in membrane that could allow water ingress into building.	6 S.R. <i>Agree</i>
9.	Hot Water Tank Flue Item #13 of <u>Summary</u> Report: Clearance between the ceiling wall finishes and flue is inadequate.	7 S.R. <i>Agree</i>
10.	Roof Mechanical Room - Waterproofing & Supports Item #14 of <u>Summary</u> Report: Curb built out of wood and sheet roofing membrane is questionable as to sufficiency for fire regulations and adequate waterproofing. Taped joints of the fireproofing are inadequate.	7 S.R. <i>Agree</i> <i>Investigate</i>
11.	Suite Fireplaces Item #16 of <u>Summary</u> Report: Combustion air venting be installed in each suite to ensure combustion air for each fireplace to meet requirements of BC Gas Code.	12 9 S.R. <i>circulation not adequate</i>



Maite Woods

From: christopher woods [chris2_woods@telus.net]
Sent: Monday, October 31, 2005 11:34 PM
To: 'Maite Woods'; 'Brian Carleton'; 'Ken Bro'
Cc: 'Brian Gottmers'; 'Emily Ha'; 'Erin LaRocque'; 'Holly Pateman'
Subject: RE: Deficiencies

Hello everyone,

As Maite mentioned in her email I am sending you an abbreviated list of all Building Envelope deficiencies in the Emerald Report that did not appear in the report from RDH.

This was taken from 'Part 2-Observed Deficiencies' in the Emerald Report and included sections 2.1.2 (Wall Flashing), 2.1.3 (Cap Flashing), 2.1.4 (Balcony Deck Surface Membranes) and 2.1.5 (Caulking).

Section 1.2.3 Summary of Initial Observations (Building Envelope)

- C*
- 1 • 2nd Floor Level – Balcony deck drainage is blocked. *investigate*
 - 2 • 2nd Floor Level – Horizontal material joints not flashed, lapped or sealed. *investigate*
 - 3 • 4th, 3rd, 2nd and 1st Floor Levels – Vertical material joints between windows, trim, and siding are not caulked. *agree*

Sections 2.1.2, 2.1.3, 2.1.4, and 2.1.5 - Observed Deficiencies (Photos included in Report)

- Q. ask RDH*
- 4 • Roof Membrane – The roof membrane has ridging along the length of the roof surface at centre of building. There are several areas with granular surface wear on the roof surface. *investigate*
 - 5 • Membrane Application – The base and top plies are only off set by approximately 10% where it was observed that the adequate number should be 50%. *investigate*
 - 6 • Exterior Wall Flashing – Flashing at bottom of fascia and belly band boards at floor levels specified by designer are missing and not installed in the wall assembly.
 - 7 • Exterior Walls (metal panels) – Loose panels require adequate securing. *Agree*
 - 8 • Exterior Walls (flashing transitions) – Transition joints at balcony deck railings cap flashing are caulked. This defeats the purpose of the rain screen design to shed the water to the building exterior. *Not Done*
 - 9 • Exterior Walls (joints) – Joints at the cladding and wood trim boards have dried caulking on joints that are not acceptable methods or have performed to an acceptable standard. *Agree*
 - 10 • Balcony Cap Flashing – balcony metal cap flashing that slopes lacks adequate waterproofing at the wall transition. Plywood sheathing is exposed to the water travel and will rot from ongoing moisture conditions. *review details Agree*
 - 11 • Balcony Decks (drainage) – Construction debris and soil build up under concrete pavers on balcony decks. This build up restricts water flow from drainage off deck areas. *Agree*

This is the complete list of external envelope deficiencies as observed by Emerald but not by RDH. Please refer to the Emerald and RDH reports if there are any concerns. My hope is that every common area deficiency at the Riviera will be available for Aragon to review at the meeting this Thursday. I have to work that day and will unfortunately be unable to attend.

Thanks,

Chris

11/2/2005



6718 East Hastings Street
Burnaby, BC V5B 1S5
Phone: 604-291-8919
Fax: 604-291-8196



Air Conditioning * Heating * Plumbing * Refrigeration * Gas * Kitchen Equipment * Electrical * Fire Protection

October 25, 2005 Colyvan – The Riviera 2741 East Hastings Street, Vancouver

This is in response to the Summary Report prepared by Emerald dated December 01, 2003 for the Mechanical Inspection.

D -

1. P-1 Level F-51 Fan: This is a deficiency. (Page 10) *Agreed*
2. Recirc. Line in rooftop mechanical room: The piping is supported as per code regulations. (Page 10)
3. Recirc. Pump (not electrically connected?): This is on a timer control instead of being wired into a thermostat. Not a deficiency. (Page 10)
4. Drywall butted up against flue venting: This is a deficiency. (Page 11) *Agreed*
5. Gas lines and main water are supported as per code regulations. (Page 11)
6. Pipe risers fire protection: Deficiency (Page 11) *Review Agree*
7. Make Up Air Unit fan noise: All listed items are deficiencies. (Page 11) *Review Agree*
8. Burners for MUA Unit: On-going maintenance. (Page 11)
9. MUA Unit Flexible Connector: Required repair. (Page 11) *Agree*
10. Supports under duct on roof: Deficiency. (Page 11) *Agree*

The above notes have been previously mentioned in DMS deficiencies in the past.

Best regards,

Joe Ciulla
Service Manager



EMERALD
Inspection & Consulting Services Ltd.

COPY

**SUMMARY REPORT
INVESTIGATION FOR WARRANTY COVERAGE**

**THE RIVIERA
2741 EAST HASTINGS STREET
VANCOUVER, B.C.**

PREPARED: DECEMBER 01, 2003

BY:

LLOYD E. LUCAS, ASCT, CPI

EMERALD INSPECTION & CONSULTING SERVICES LTD.

Report # 2003 -5934

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PART 1 - INTRODUCTION

1.1 STATEMENT OF QUALIFICATION OF LLOYD E. LUCAS, ASCT, CPI

This report is my professional summary and opinion on matters related to a building at 2741 East Hastings Street in Vancouver, B.C. Strata Plan BCS 160. I am a member in good standing and authorized to practise by the Applied Science Technologists and Technicians of B.C. I have a background in the construction design as a building science specialist and residential and commercial property inspector. My experience in building sciences covers some 25 years through 2003 holding various positions as field materials testing technician and construction materials laboratory technologist, construction project manager and specialist project technologist at UBC studying wood frame construction materials on the subject of weathering elements deterioration and fungi deterioration of wood frame components. I attended and completed formal education in civil & building technology along with additional course in property inspection at the B.C. Institute of Technology.

Curriculum Vitae of Lloyd E. Lucas, ASCT, CPI is submitted as Appendix C

1.2 EMERALD INVOLVEMENT

1.2.1 Summary of Involvement

Strata have retained the services of Emerald Inspection & Consulting Services Ltd to undertake a preliminary building inspection, including the building envelope components, electrical and mechanical systems of the building.

1.2.2 Initial Inspection Methods and Analysis

At The Riviera, the primary method of my initial investigation was by direct visual observation.

1.2.3 Summary of Initial Observations (Building Envelope)

- 1) Roof Level - parapets, flashing, fascia boards.
 - a) Missing flashing at underside of 2" x 12" Fascia Boards.
 - b) Underside of Fascia Boards not painted at some locations - *Again Consult Agrees*
 - c) Cap Flashing does not come down in adequate length to the drip edge.
- 2) 4th Floor Level - flashing, trim boards, cladding, windows.
 - a) Missing flashing at underside of 2" x 10" Trim Boards - *as plastics AC agree*
 - b) Poorly Caulked joints at Hardi-panel & trim boards.
- 3) 3rd Floor Level - flashing, trim boards, cladding, windows.
 - a) Missing flashing at underside of 2" x 10" Trim Boards
 - b) Open corner seams with dried caulking at the joints. *- agree*
- 4) 2nd Floor Level - flashing, trim boards, cladding, balcony decks.
 - a) Balcony deck drainage blocked. *- agree*
 - b) Horizontal material joints not flashed, lapped or sealed.
- 5) 4th, 3rd, 2nd, 1st Floor Levels - window openings - flashing, caulking.
 - a) Vertical material joints between windows, trim, and siding are not caulked.

13 Documents Reviewed

In formulating this report, I have drawn from documentation and reports pertinent to the building as well as applicable text references and publications.

1.3.1 Reports, Construction Documents, and Drawings

- ♦ Deficiency Report prepared by Maite Woods (Member of Strata Council), dated October 05, 2003
- ♦ Architectural drawings listed:

RCA.22	23-Jul-01	SITE PLAN	2	A1.0
		PARKADE LEVEL P2		A1.1
		PARKADE LEVEL P1	3	A1.2
		GROUND FLOOR PLAN	9	A1.3
		GROUND SUSPENDED SLAB PLAN	3	A1.4.0
		EDGE OF SLAB 2ND FLOOR	1	A1.4.1
		SECOND FLOOR PLAN	6	A1.5
		THIRD FLOOR PLAN	2	A1.6
		FOURTH FLOOR PLAN	2	A1.7
		ROOF PLAN	5	A1.8
		NORTH & SOUTH ELEVATION	7	A2.1
		EAST & WEST ELEVATION	4	A2.2
		BUILDING SECTIONS	1	A3.1
		PARKADE & STAIR SECTIONS	1	A3.2
		SCHEDULES	7	A4.1
		WALL SECTIONS	6	A5.1
		WALL SECTION & DETAILS	6	A5.2
		SITE INSTRUCTION DETAILS		A5.3
		SITE INSTRUCTION DETAILS		A5.4

- ♦ produced by Robert Ciccozzi Architecture Inc., June 23rd July 2001.

1.3.2 Reference

- ♦ 1998 edition of the B.C. Building Code, and Appendix
- ♦ 1994 edition of the Code and Construction Guide, produced by the Canadian Home Builders' Association of B.C.
- ♦ 1999 Best Practice Guide-Wood-Frame Envelopes in the Coastal Climate of British Columbia produced by Canada Mortgage and Housing Corporation (A guideline manual of better building practises)

1.4 Site Description and Basic Information

1.4.1 Building Description

“The Riviera” is a condominium complex located at 2741 East Hastings Street, in Vancouver, B.C. The complex is made up of 4 Commercial Units on the ground floor and 35 strata residential dwellings contained in a single, 4 storey wood frame building over a below grade concrete superstructure used and intended as a storage garage and utility facility.

Basic construction methods consist of standard wood frame construction supported by and erected upon concrete foundation walls and suspended slab work. The design, materials and applications are repetitive and consistent and therefore are considered as **“typical”** and a fair representation of this type of construction.

For the purpose of this report and to avoid needless repetition, **“typical”** refers to any item, component or assembly that in its self is accurately representative of one location as any other. Examples: windows, doors, siding, cladding, flashing etc.

The exterior assemblies of the building envelope at The Riviera can best be described as a “Rain Screen strategy” where water ingress is controlled at the outside plane or surface of the claddings which consists of the exterior siding, wood strapping, building paper, wood sheathing, poly vapour barrier, fibreglass insulation, wood studs and gyproc wall board on interior finishes and all of the appendages – such as doors, windows and vents that penetrate or interface with the siding of the building. In rain screen wall assemblies there is some allowance for incidental water ingress in the outer cladding, however the wall cavity allows the water to shed to the exterior surface providing the wall assembly has been well constructed with very little omissions in design poorly constructed methods. The walls have a built in tolerance for drainage and drying potential of the assembly.

The wall assembly will perform providing the building is designed with durable seals at all joints and intersections between assemblies. Even if the problem of job site inaccuracies and imperfect workmanship can be overcome and a well built wall assembly can be achieved, the materials used to seal all openings are exposed to extremes of weather and to movements of the building. These stresses may eventually cause the deterioration and failure of the seals, creating openings through which water can pass. Unfortunately, these openings can be small and difficult to identify. Even a diligent maintenance program may not keep the building free of openings. Virtually all experiences have shown that defective or failed joints and penetrations are the primary entry path for exterior water entry into wall assemblies.

1.4.2 Building Code Requirements

The 1998 BC Building Code (the code) serves to represent the minimum required standard for design and construction for The Riviera. Part 2 “General Requirements”, 2.1 “Application” establish that The Riviera, being four stories in height is categorized as a Part 3 building and Parts 1 through 8 applies to the building. Part 4 establishes the structural requirements for a Part 3 structure and subsequent involvement of a Professional Structural Engineer.

Part 5 "Environmental Separation" outlines performance based, design requirements for the building envelope with respect to the control of ground water, condensation and the penetration of wind and rain. Part 5 also recognizes, through its appendix to "A" that the requirements of Part 9 may be referred to as guide for installation and design of exterior claddings, sheathing papers and flashings. Where the specific requirements are determined by the design professional under Part 5 Part 9 (typically applied to single-family housing) outlines specific, prescriptive requirements for construction. The design drawings of The Riviera were consistent with the specific requirements of Part 5 & Part 9 to the exception of membrane details below cap flashing and grade level waterproofing. Therefore deficiencies identified in this report may be cross-referenced to both Part 5 and Part 9 of the BC Building Codes.

B.C. Building Code references are submitted as Appendix B

1.4.3 Review of Architectural Drawings

The architectural drawings are titled Capri located at 2741 East Hastings Street, Vancouver, BC. The drawings represent typical designed "Rainscreen" wall assemblies with the Hardi -Panel & Plank surfaces intersected by balconies and window and door openings, however the roof, 4th, 3rd, 2nd, 1st floor levels have discrepancies with respect to the intended designer Robert Ciccozzi Architecture Inc. The drawings are visually representative of the finished construction however on Drawing A5.1 Revision 6 Wall Sections B & E Details at Roof Bearing Level, Fourth Floor Level, Third Floor Level, Second Floor Level called for flashing both ABOVE & BELOW ALL fascia boards and trim boards of window and door openings and also the finished capping flashing at the roof level was not built according to the plans.

Typical exterior walls included features that are, in my experience, historically problematic. These features include wood trim around windows and a horizontal wood trim band around the building at the each floor height and balcony deck. Each of these details requires an adequate level of attention to detail to prevent problems in the building envelope. Details on drawing A5.1 Revision 6 illustrates the design of applying continuous flashing at wood trim. However the detail does not appear to have been installed at these locations. Also Appendix B lists this as a building code requirement.

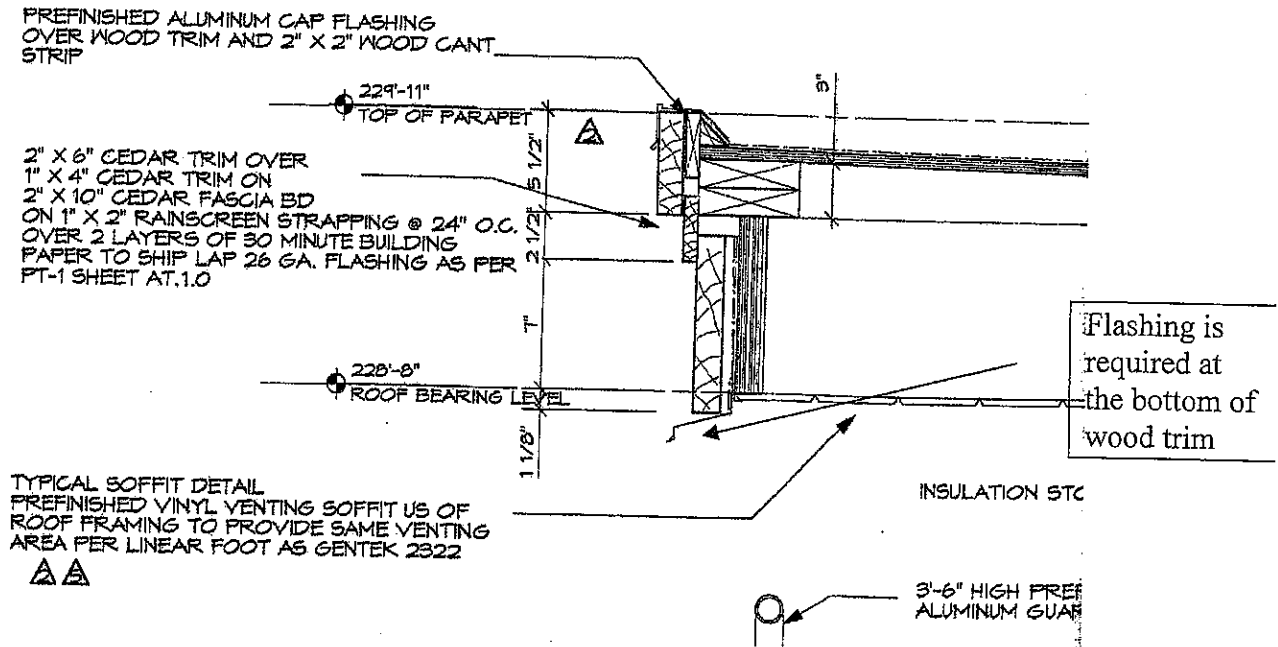


Figure 1

Drawing A5.1 - Wall Sections Details illustrate typical flashing details for the walls.

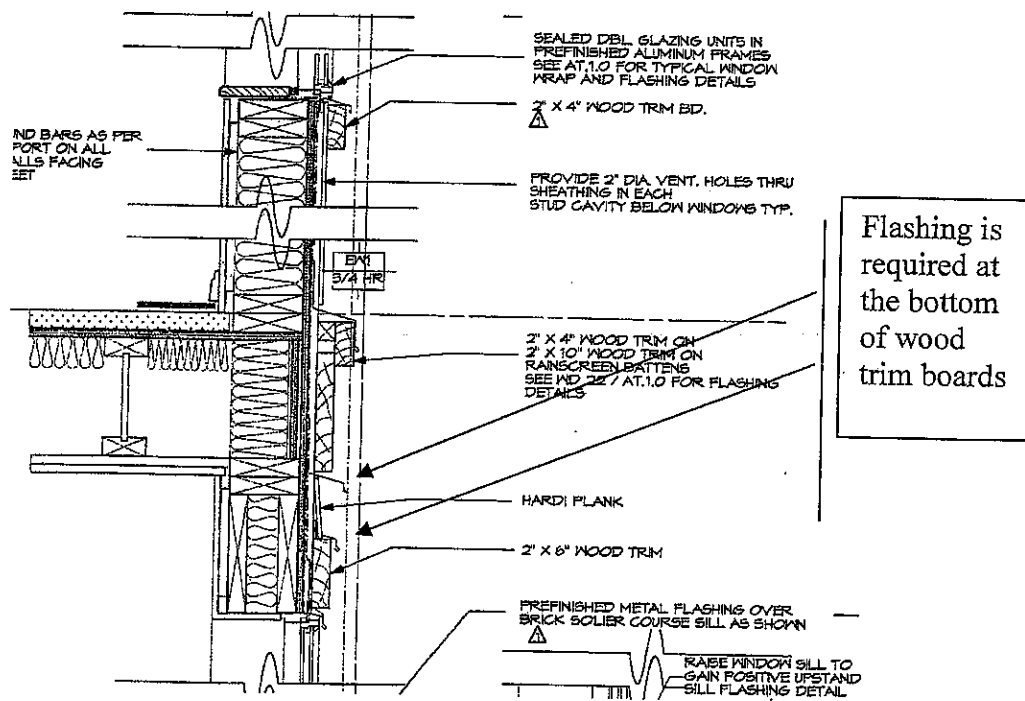


Figure 2

Drawing A5.1 - Wall Section Details illustrate typical flashing details for the walls.

Architectural drawing A4.1, Revision 7, Building assemblies Walls EW1 Schedule describes the environmental separation assemblies described as:

Hardi Plank/Panel Wall Finish
Vertical Rain Screen Batton
2 Layers 30 Minute Building Paper
½" Wall Sheathing
2" x 6" Wood Studs @ 16" OC
R20 Fiberglass Batts
6Mil Poly V.B.
½" G.W.B Type X

PART 2 – OBSERVED DEFICIENCIES

2.1 EXTERIOR WALLS

2.1.1 Overview

The construction of building envelope wall assemblies was the principle areas of concern of the Strata Owners of the building. During our visual review of the building it was observed that envelope components of the building were either missing from the design or poorly installed and performing poorly. We observed that almost every suspected location illustrated in Figure 1 & 2 with the omission of the flashing could result in water leakage into the wall assembly.

Poor application or omission of flashing details continue to be one of the most common locations for envelope failure and water ingress in the lower mainland. On most complexes identified as having water ingress problems windows wall interfaces and balcony transitions continue to be most problematic. The many interfaces and details associated with wall assemblies require thoughtful design and careful application of all components associated with building construction, some of which are discussed below.

2.1.2 Wall Flashing

2.1.2.1 Overview

The original architectural details at the roof level and 1st to 4th floors at the reveal at the roof level and floor levels calls for flashing at both the tops and bottoms of the trim & fascia boards forming adequate design for eliminating the possibilities for a source of water penetration into the building envelope. Cap flashing installed horizontally over parapets, intersected at the walls also was not adequately installed as per the design. Multiple sections of metal capping do not come down the face of the fascia boards as per the intended design. We observed joints in metal capping constructed using simple overlapping joints with caulking that has dried out after only one year of service life on the building. The lack of installed flashing and the poor application of flashing could contribute the opportunity for water to ingress into the wall assemblies of the building.

Flashings are an important line of defense in a building's moisture protection assemblies. Flashings are components of the exterior envelope used to intercept and deflect the flow of water to exterior drainage paths. They prevent water from penetrating the building at vulnerable joints and material

intersections. Flashings are also used to direct water away from building elements susceptible to deterioration by staining, erosion, frost damage and corrosion—when exposed to excessive wetting.

Along with cladding, trims and building paper, properly designed and installed flashings are essential to divert water to the exterior and to ensure that water does not enter the wall assemblies. Flashing shall be installed at every horizontal junction between two different exterior finishes and installed behind and lapped by the sheathing paper. Appendix B lists this as a code requirement.

The flashing must be able to accommodate differential thermal and structural movements. Movements to be considered include: thermal expansion and contraction of all building components, including the flashing itself; normal deflections under service loads; shrinkage and creep of wood after construction.

2.1.2.2 Deficiencies

- ♦ At level horizontal, flat surfaces flashing as designed the flashing should have been installed as required by the building designers with the intent at BOTH the top and bottom of all horizontal fascia and trim boards so that incidental rainwater could be re-directed to the exterior surfaces of the cladding.
- ♦ At all metal cap flashing locations at the roof level, it is common to install a monolithic flexible membrane behind the metal flashing which acts as the primary water barrier. Drawing A5.1 Section E—Detail 6/A1.3 Section Detail does not illustrate any specific details for flexible membrane below wood capping as recommended by the Best Practices Guide from CMHC. However this detail States See 1A/AT.1.0. Further review would be required to establish if adequate details were provided for the flexible flashing membrane at these locations.
- ♦ Flashing joints in caps appeared formed using simple lap seams, S-lock folded methods and standing seams at some locations. The insistency of the flashing methods brings to question a confirmation of design and methods of application by the contractor.

2.1.3 Cap Flashing

In the typical details on Drawings A5.1 & A5.2 we found the wall and window details to be simplified with a lack of waterproofing details. All remaining cap flashing were sloped to effectively shed water and constructed with sealed, S-lock and standing seam joints consistent with standard roofing practises. As a segmented cap was used, flexible waterproofing membrane was applied to all horizontal surfaces below the metal cap including those caps below glass panel railings. The waterproofing was also sloped to promote drainage and applied with adhered transitions at vertically intersecting joints and material connections.

2.1.4 Balcony Deck Surface Membranes

Deck surface membranes covered with a layer of insulation and concrete pavers restricted the inspection of the sufficiency of the water proofing. We did remove the concrete pavers to discover that there is a deposit of construction debris left from the time of construction such as cuttings from flashing, cut ends of caulking tubes and sawdust from wood construction. Water drainage will improve if the construction debris is cleaned from balcony deck surfaces. Adequate waterflow directly off the membrane surfaces to the exterior of the building is critical to maintain the deck surfaces.

2.1.5 Caulking

Caulking must be applied to any point through which water would be able to penetrate the wall assembly. Vertical intersections between opposing materials and materials which, are not lapped, including all siding around window frames and doorframes, must be caulked. Appendix B lists this as a code requirement.

Observations at The Riviera revealed a general lack of acceptable sealant at locations where required, or where the likelihood of water penetration could occur. The vertical interface between the Hardi Panel and batten boards surfaces lacked adequate and acceptable materials showing gaps and voids at several locations. The majority of joints between window and doorframes, trim, and siding were poorly caulked.

2.1.6 Mechanical & Electrical

The following report is a submission by our mechanical/electrical inspector:

**MECHANICAL INSPECTION FOR
THE RIVIERA
2741 EAST HASTINGS ST., VANCOUVER**

Main Electrical Room:

Main Service- 1000 amps 208/ 230 volt, 3 phase
Actual Voltage Reading- 208 volts phase to phase
120 volts hot to neutral

All voltage readings were very good with very little variance between phases.
Voltage readings were taken from house panel.

Garage Mechanical Equipment:

P-1 level by commercial parking #2, F-51 fan
Found fan seismic bracing needs to be fastened better with nuts and bolts instead of sheet metal screws.

Intake and exhaust fans are all operational off of the systems CO sensor/controller.
All drive belts are in good condition.

Garage sump pumps- #1 and #2 sump pumps are operational off of the sump controller panel.

Exhaust fan in elevator room is operational.

Rooftop Mechanical Room:

Re-circulating pump needs to be supported on both sides of pump and re-circulating line needs better support as there is too much lateral play in line.

Line must be supported from the top of the riser.

Found the recirc. pump thermostat was not electrically connected to the recirc pump.

Pump and timer operations are OK.

Hot water tanks-

Found drywall is butted up against the flue venting where there is to be a 1" distance.

Found seismic bracing to be good.

Gas line at top of riser needs to be supported.

Main water lines need to be supported more to carry weight.

Containment wall around pipe risers is not adequate and is not fire protected.

A proper concrete wall needs to be built and properly fire protected.

Air ventilation into room is adequate for combustion venting.

Rooftop Hallway Pressurization System:

ICE Model #MPB 11-200GS Serial #276580 207

BTU Input- 200,000 btu/hr

Steel support bars need painting as they are corroding. Bars are also not sealed at bolt holes to curb.
Rooftop Fan (continued)

Found that the fan transfers a considerable amount of noise to the 3rd floor level where there is a constant drone.

Fan should have been installed with vibration isolators as to stop noise transfer through structure. Solid mounting of fan to structure is not adequate for wooden structure.

Recommend having isolation engineered and installed.

Air filters, drive belt, and motor pulley need to be replaced.

Regular maintenance is required on this equipment to ensure operating efficiency and preserve the integrity of the equipment. ie: if filters are not changed and get plugged up then heat exchanger will overheat and crack and CO, carbon monoxide leakage may occur.

Found some condensation coming from the heat exchanger. Firing rate and flue temperature must be checked on the furnace to stop condensation and corrosion.

Burners on furnace need to be cleaned.

Supply air flexible connector has holes in it and should be replaced.

Supports under supply duct need pressure treated wood.

Alarm System:

Found alarm system showing TROUBLE signal.

Alarm indicates-trouble shrt, Gnd flr/comm/parking bells

Fire alarm panel sounding off.

Hallway light fixtures:

Magnetek model # CF1320HZ

2- 13 watt 120volt bulbs

There is no indication as to why the bulbs may be prematurely burning out.

Supply voltage is good at 120volts and the fixtures are ULC approved.

A possible answer may be that the ballast system may not be of the best grade and the fact that the fixtures operate 24/7 days a week.

More modern electronic ballasts are available from the manufacturer which may enhance energy efficiency and extend bulb life.

Suite Fireplaces:

Found that the suites are not equipped with any combustion air venting for the fireplaces.

Combustion air is dependent on the building ventilation system forcing air under the door gap for each individual suites.

The concern is that the door gap is not adequate especially if the gap is blocked with a door mat.

The gap under the door has to be sufficient to supply air to meet the demands of all the suites exhaust fans and the fireplaces operating at the same time. A worst case scenario would be if the combustion air could not flow under the suite door and products of combustion from the gas fireplace could back down the exhaust flue and delivering carbon monoxide and toxic gases into the suite.

It is critical that the building mechanical ventilation system operations be maintained to meet the demands of the above mentioned.

It is recommended that combustion air venting be installed in each suite to ensure combustion air for each fireplace to meet the requirements of the BC Gas Code, and ensure the safety of the tenants.

Questions that need to be asked are,

- (1) What was the engineered volume of air to be delivered by the building mechanical system to each floor?
- (2) Was the proper volume of air to be delivered measured and balanced upon commissioning of equipment?
- (3) Are the door gaps adequate to meet the demands of air volume required for ensuite appliances?
- (4) Are there any restrictions at the door gaps on each suite to restrict airflow into each suite?

BC GAS CODE:

DIRECTIVE #88-03

GAS FIREPLACES

COMBUSTION AIR

Combustion air is required for all gas fireplaces. When combustion air is not adequately supplied by the building ventilation system, it shall be supplied directly from outside.

Prepared by; Larry Clarke

Dyna Cool Refrigeration & Air Conditioning Ltd.

Reference photographs are submitted as Appendix A

PART 3 – SUMMARY OPINION OF OBSERVED DEFICIENCIES

It can reasonably be stated that the requirement for flashing either in installation methods or their omission from locations where required should be installed. The areas of the main entry with the loose panel should be attended to immediately as this poses a safety issue for the occupants of the building and the general public. I suspect that there is a problem with the application of the water proof membrane that protects the structural slab from the landscaped areas and planters above the exterior of the building. When numerous water leaks are observed in close proximity in the underground parade my experience is such that the early life of this building is such that the observations are quite decisive in demonstrating the cause and effect of premature failure of the water proof membrane for the underground parade. Continuous water ingress through poorly constructed water proof membrane joints, backed by improper sequential installation of materials could lead to significant costs to the building owners in the near and distant future.

Our preliminary budget for the building envelope deficiencies is \$ 100,000.00 to \$ 200,000.00

The mechanical and electrical deficiencies should be attended to in the near future also. Further evaluation of an electrical expert with respect to CSA/ULC certification of light fixtures is required to provide more detailed information. However if the fixtures have to be replaced in the building the costs could be significant. Fire stopping of the plumbing risers should be attended to immediately as this poses a safety issue to building occupants.


Our preliminary budget for the mechanical and electrical deficiencies is \$ 25,000 to 35,000.00

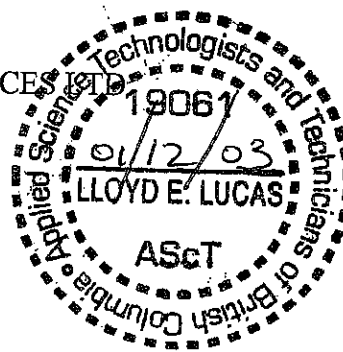
In conclusion, it is the opinion of the writer that the original construction of the Riviera did not reflect an adequate level of quality and attention to construction. Repetitive deficiencies in application of basic simple construction methods of flashing and caulking, fail to substantially comply with the building designer & B.C. Building Code and suggest that there were insufficient skilled trades and an inadequate level of general supervision for this project, provided by the General Contractor/Construction Manager.

Based information and documents available to the writer, there are significant omissions and discrepancies between design drawings and finished construction. Substantiating documentation of changes or alterations in design are not available to the writer however, my observations of the finished construction, also suggest that less than adequate levels of professional review by the Architect and consulting Engineers were not performed.

Per:

EMERALD INSPECTION & CONSULTING SERVICES LTD


Lloyd E. Lucas, ASCT, CPI
December 01, 2003



Professional Seal

GLOSSARY

Cladding—Refers to materials installed singularly or in combination that form the first line of weather protection and exterior finish.

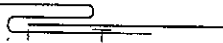
Deflection—Refers to a water management principle that utilizes features of the building and assembly geometry to limit the exposure of the assemblies to rain.

Moisture Barrier—Any material that is used to retard the passage or flow of moisture into the assembly, thus preventing condensation.

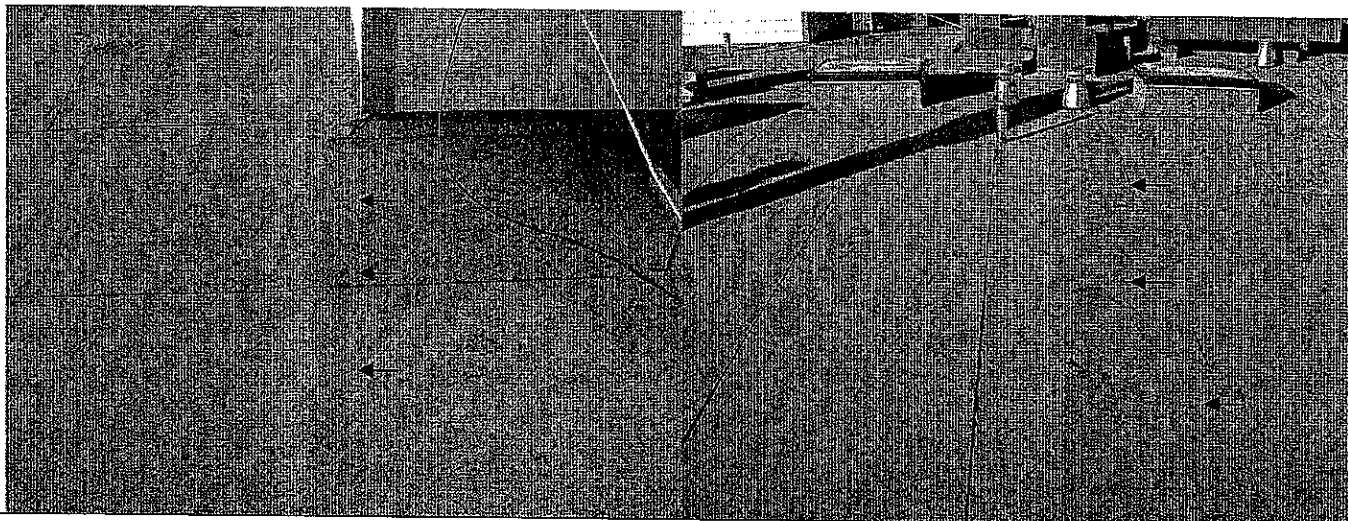
Moisture Content (MC)—The amount of water in a material such as wood, expressed as a percentage of the oven-dry weight of the material.

Rainscreen—A wall designed to prevent rain penetration by providing a cavity between the cladding and the structure to allow moisture drainage.

S-Lock—A method used for joining flashing sections provided that slopes are used.



Standing Seam—A method used for joining flashing sections that are water resistant.

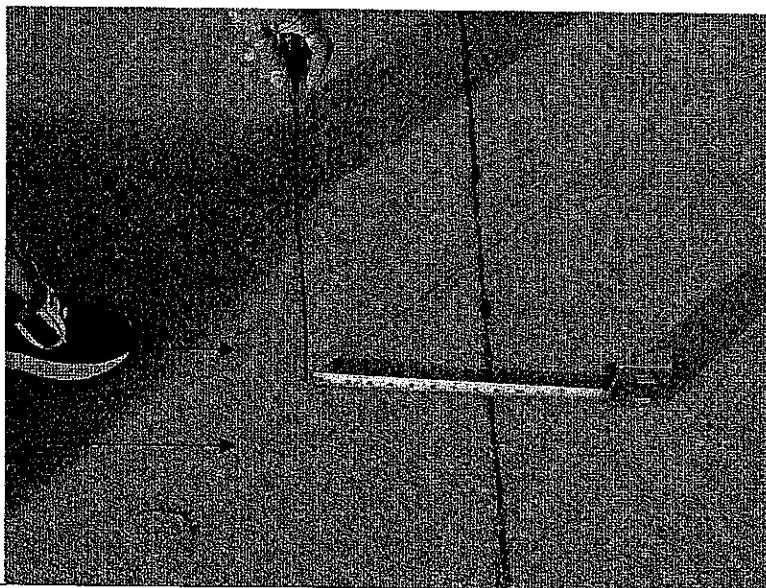


1.0 Roof Membrane Ridging

The roof membrane has ridging along the length of the roof surface at the centre of the building. Also there are several areas with granular surface wear on the roof surface

1.1 Roof Granular Surface

Implication	Recommendation	This is a General Problem
Movement of the wood frame structure during shrinkage/minor settlement	Install additional membrane on the ridging areas and re-granulate the areas on the cap sheet where the surfaces are worn.	No – these defects are isolated to some locations

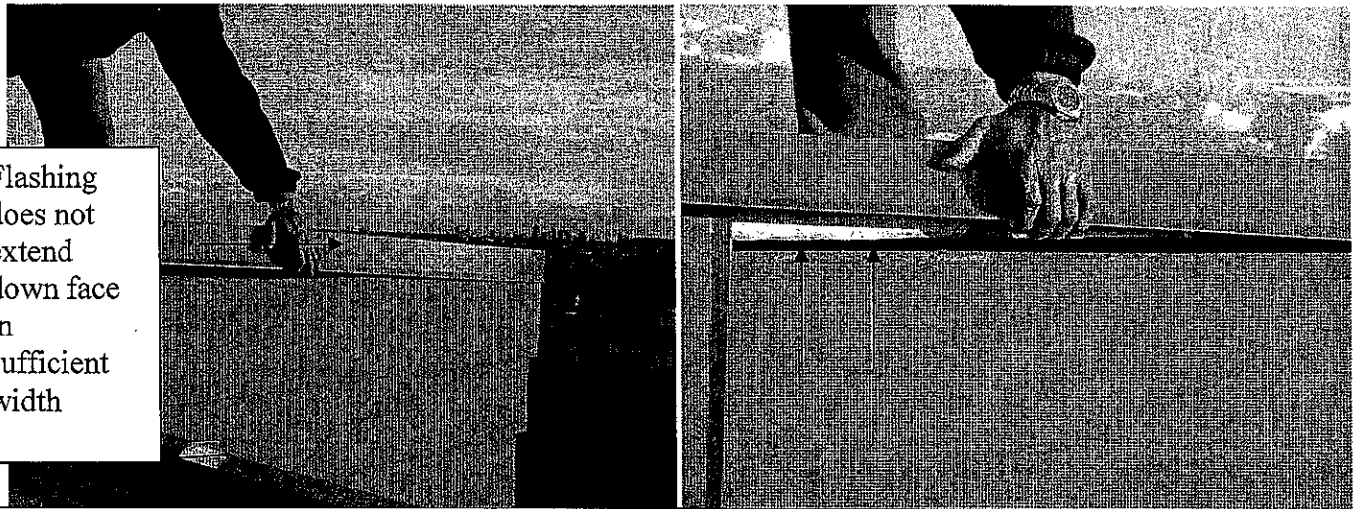


2.0 MEMBRANE APPLICATION

The manufactures specifications for application of torch applied roofing are to have the lap seams off set at approximately 50% between the base plies and top plies of sheet membrane. Our observations are that the base and top plies are only off set by approximately 10% between the base and top plies.

Implication	Building regulation	This is a General Problem
Membrane could require additional application as necessary	RCABC Requirements & Manufactures Technical Specifications	Yes

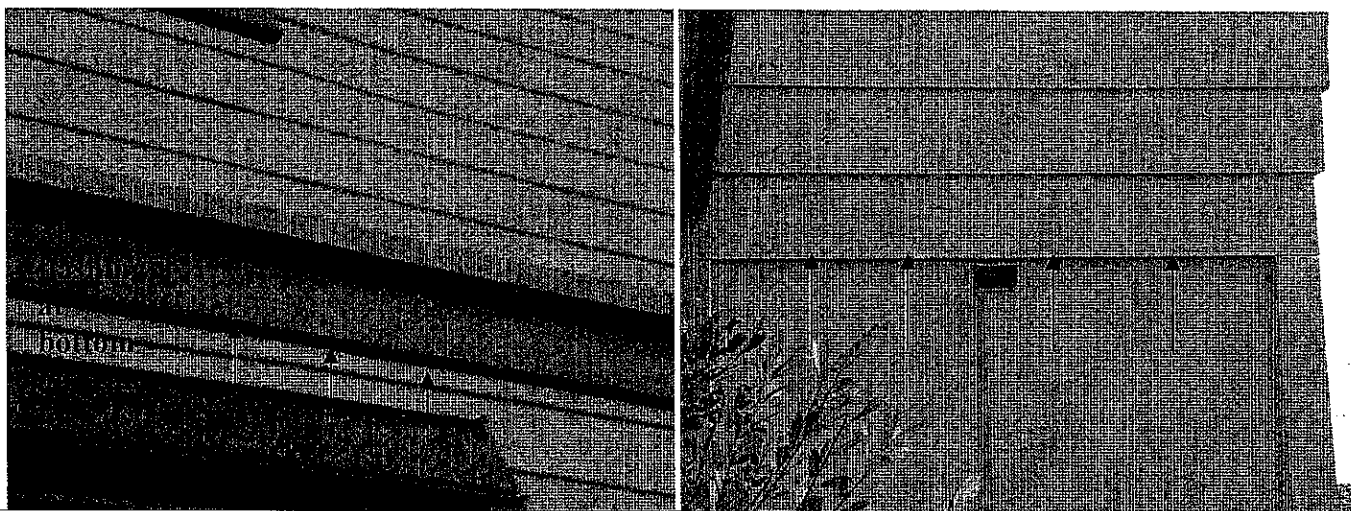
Flashing
does not
extend
down face
in
sufficient
width



3.0 CAP FLASHING

The cap flashing on the roof level does not come down sufficient length of the fascia board.

Implication	Building regulation	This is a General Problem
Install new cap flashing with sufficient width.	5.6.1.1 Required Protection from Precipitation	Yes



4.0 EXTERIOR WALLS - Flashing

Flashing at bottom of fascia and belly band boards at floor levels specified by the designer are missing and not installed in the wall assembly.

Implication	Building regulation	This is a General Problem
Cladding and trim boards will require removal and flashing installed.	5.6.1.1 Required Protection from Precipitation	Yes

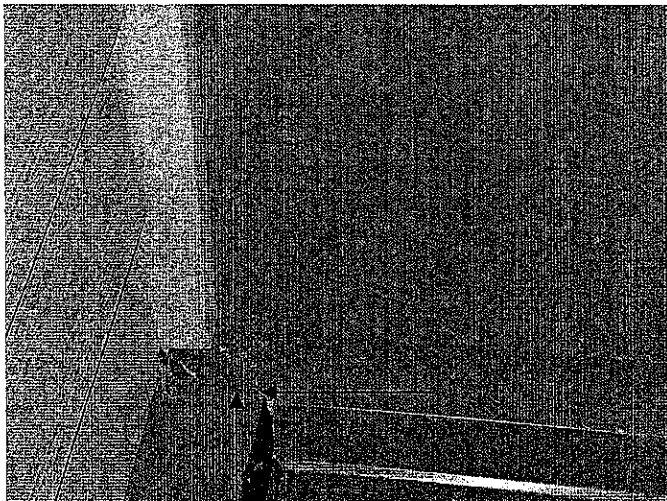
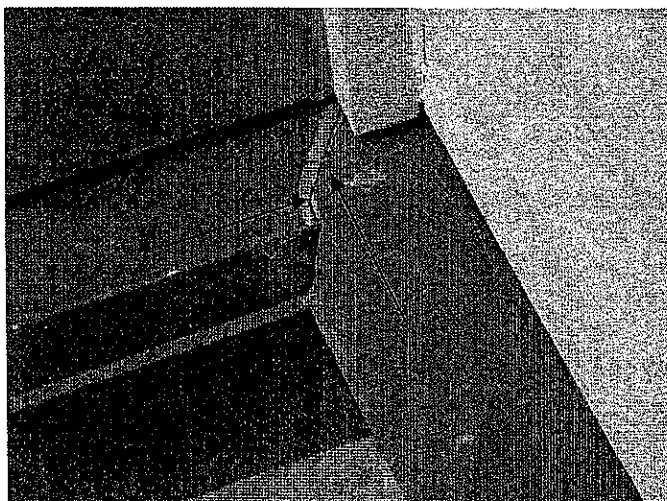
Back to R017



5.0 EXTERIOR WALLS - Metal Panels

Loose panels require adequate securing.

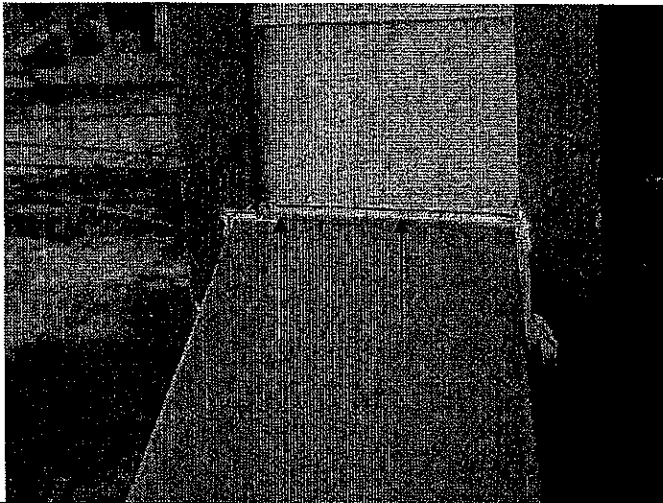
Implication	Building regulation	This is a General Problem
Panel that is loose requires adequate securing and poses a safety issue to the occupants and public.	5.1.4 Environmental Separation Requirements. 5.1.4.1 Resistance to Environmental Loads	No



6.0 EXTERIOR WALLS - Flashing Joints

The corner lap seams of the cap flashing has either on caulking or dried caulking on the joints that are not acceptable methods or have performed to an acceptable standard.

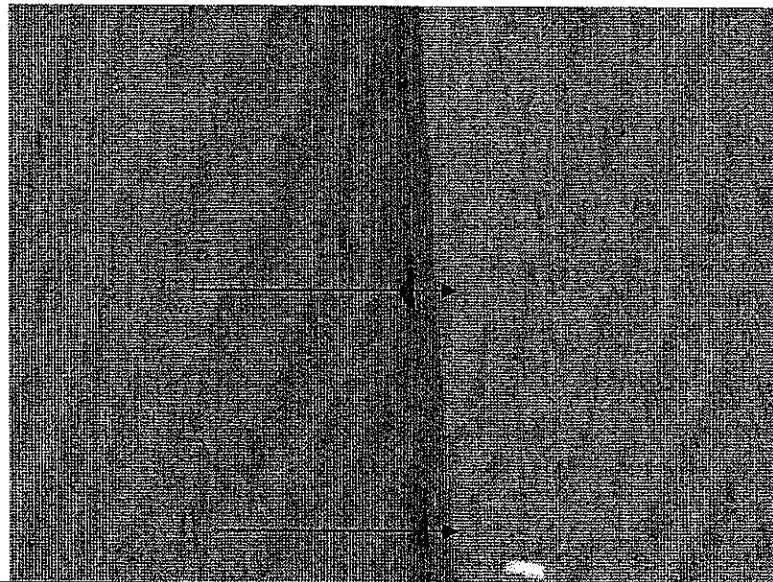
Implication	Building regulation	This is a General Problem
Cladding and trim boards will require removal and new flashing installed.	5.6.1.1 Required Protection from Precipitation 9.27.4.1. 1) Caulking	Yes



7.0 EXTERIOR WALLS - Flashing Transitions

The transition joints at balcony deck railings cap flashing are caulked. This defeats the purposes of the rain screen design to shed the water to the building exterior.

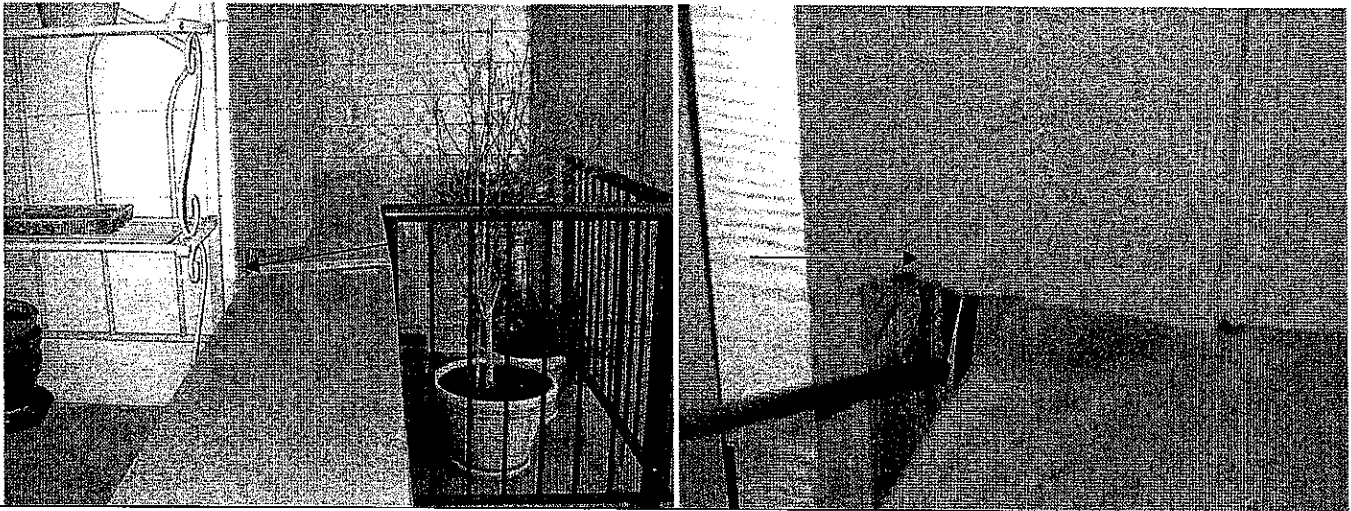
Implication	Building regulation	This is a General Problem
Caulking removed at these locations.	5.6.1.1 Required Protection from Precipitation	Yes



8.0 EXTERIOR WALLS - Joints

The joints at the cladding and wood trim boards have dried caulking on the joints that are not acceptable methods or have performed to an acceptable standard.

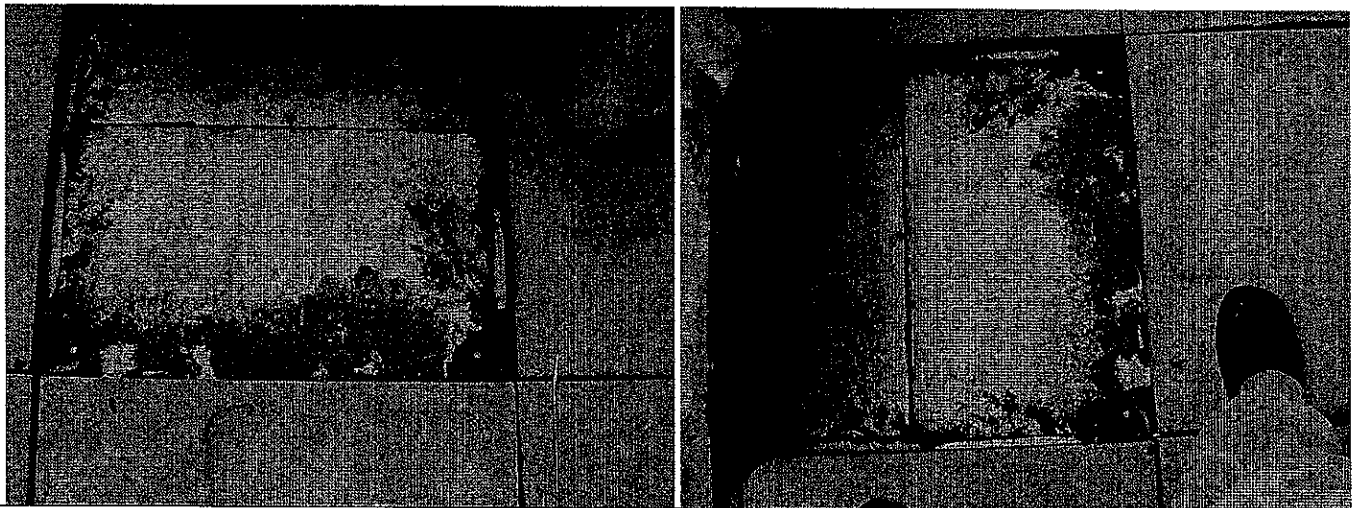
Implication	Building regulation	This is a General Problem
Remove the caulking and replace with an acceptable caulking with acceptable performance	5.6.1.1 Required Protection from Precipitation	Yes



9.0 BALCONY CAP FLASHING

The balcony metal cap flashing that slopes into the lacks adequate waterproofing at the wall transition. The plywood sheathing is exposed to the water travel and will eventually rot from the ongoing moisture conditions.

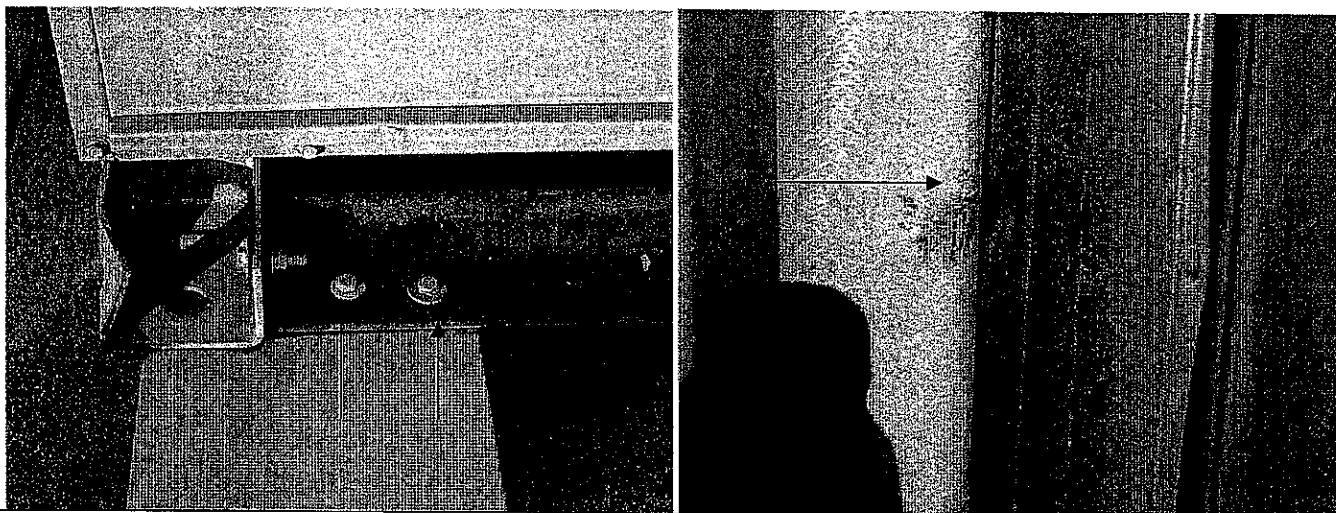
Implication	Building regulation	This is a General Problem
Apply adequate water proofing at these locations.	5.6.1.1 Required Protection from Precipitation	Yes



10.0 BALCONY DECKS DRAINAGE

We found construction debris and a heavy build up of soil on under the concrete pavers on the balcony decks. The build up of debris restricts water flow from draining off the deck areas.

Implication	Building regulation	This is a General Problem
Removal of concrete pavers and clean all debris off the deck surfaces to allow proper water flow.		Yes

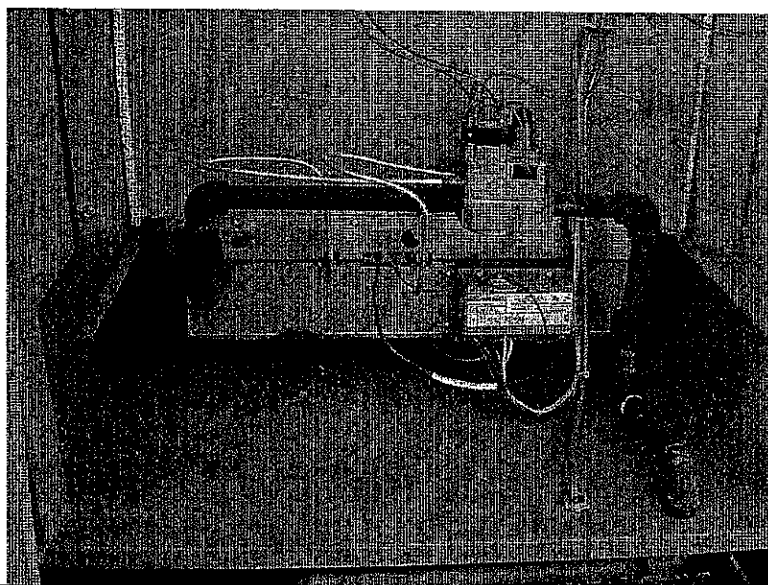


11.0 MAKE UP AIR SUPPORTS

The fastener penetrations through are suspect to water ingress and the angle steel supports is rusting and should be primed and painted. Also the ducting isolator has holes in the membrane that could allow water to enter the building.

11.1 MAKE UP AIR DUCTING

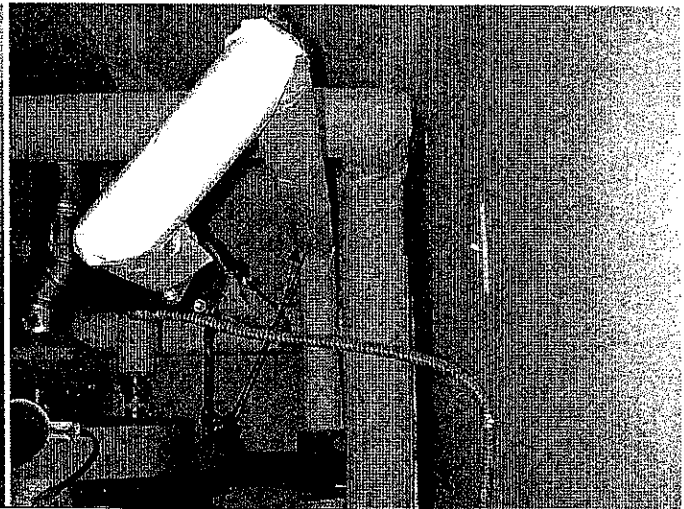
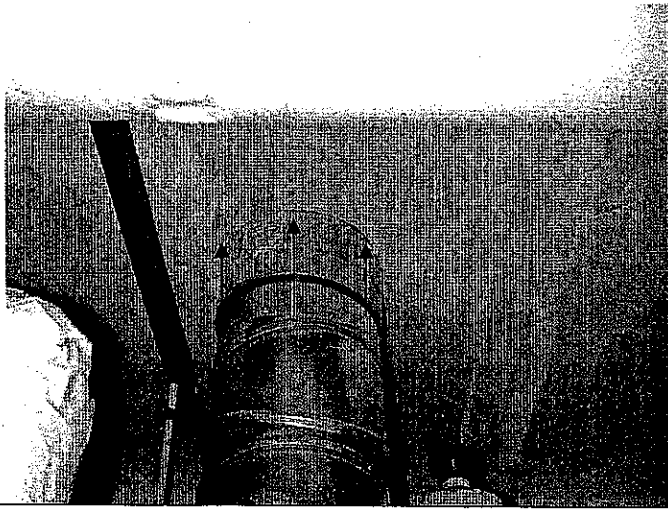
Implication	Building regulation	This is a General Problem
Remove the fasteners to check for adequate water proofing and paint metal surfaces.	5.6.1.1 Required Protection from Precipitation	NO



12.0 MAKE UP AIR - Burner Section

There is a large amount of condensation around the heat exchanger that is from incomplete combustion of the unit.

Implication	Building regulation	This is a General Problem
Service the Make-up air unit		NO

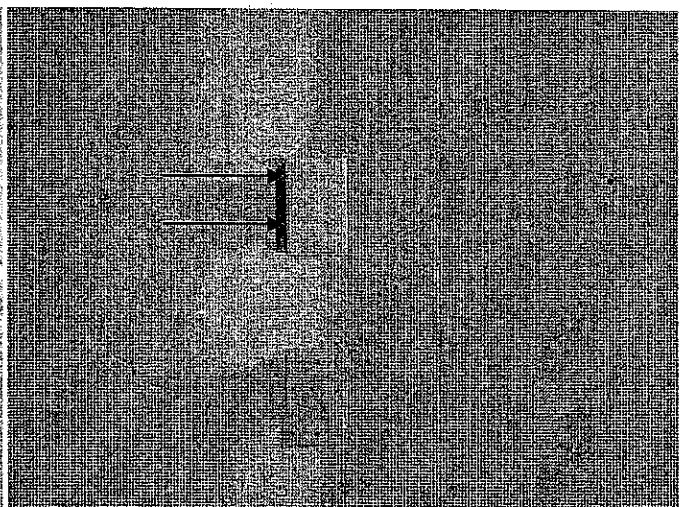


13.0 HOT WATER TANK FLUE

The clearance of the between the ceiling wall finishes and flue is inadequate. Piping Supports are inadequate. Additional supports are required.

13.1 HOT WATER TANK PIPING

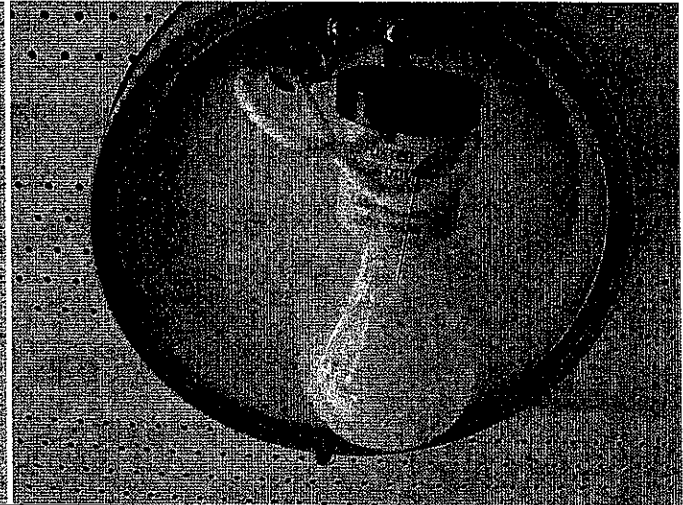
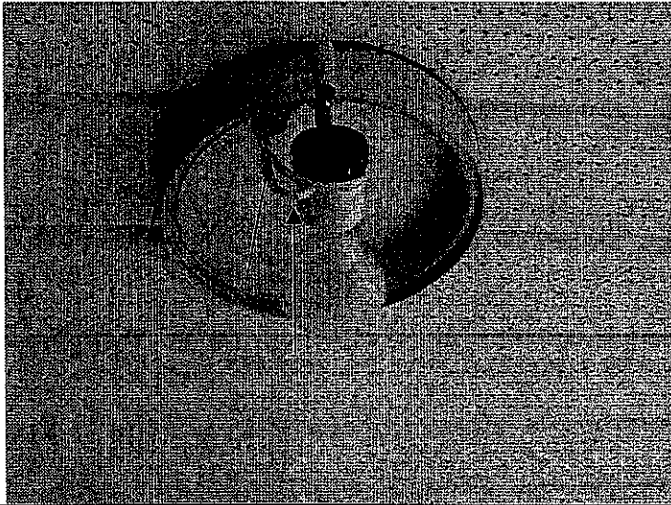
Implication	Building regulation	This is a General Problem
Cut Back wall finishes.		Yes



14.0 ROOF MECHANICAL ROOM - Waterproofing & Supports

The curb built out of wood and sheet roofing membrane is questionable as to the sufficiency for fire regulations and adequate water proofing of the building. The taped joints of the fireproofing is inadequate at the joints.

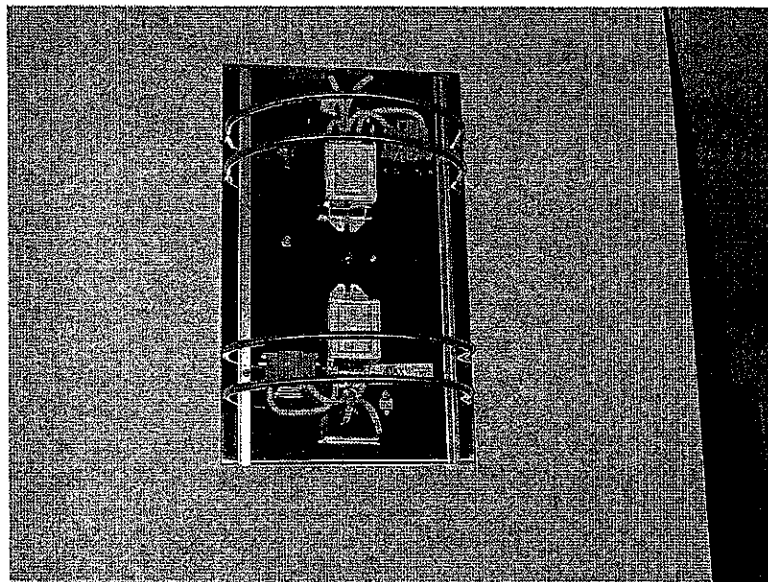
Implication	Building regulation	This is a General Problem
Install a concrete curb & fill all voids for adequate fire stopping.	5.6.1.1 Required Protection from Precipitation Current Fire Regulations	Yes



15.0 EXTERIOR LIGHT FIXTURES

The exterior light fixtures are heating up with charred wires and burnt out bulbs. We found no evidence of CSA or ULC approved fixtures. The identifications on the fixtures are UL approved fixtures.

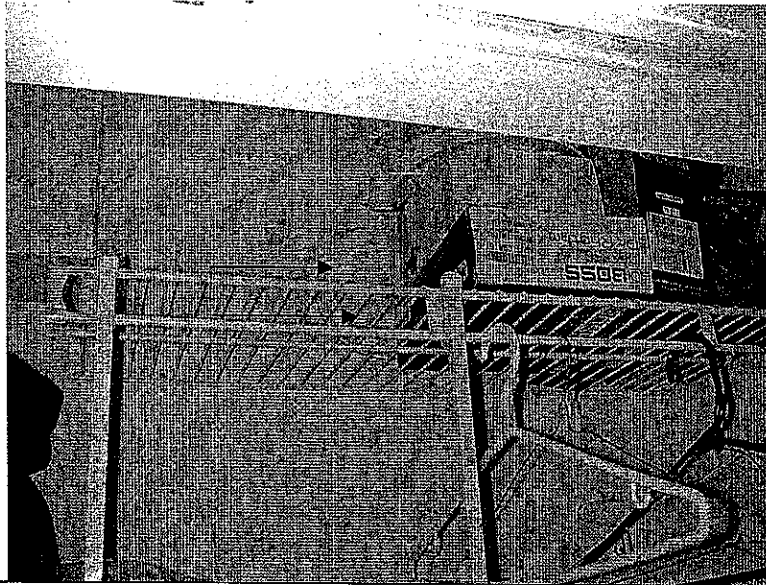
Implication	Building regulation	This is a General Problem
A qualified electrical expert will be required to conduct a further study.	Electrical safety requirements & approvals.	Yes



15.1 INTERIOR LIGHT FIXTURES

The interior hallway light fixtures are heating up and bulbs are continually burnt out. We found no evidence of CSA or ULC approved fixtures. The identifications on the fixtures are UL approved fixtures.

Implication	Building regulation	This is a General Problem
A qualified electrical expert will be required to conduct a further study	Electrical safety requirements & approvals.	Yes



16.0 COMBUSTION AIR VENTS – INTERIOR FIREPLACES

The vents for the fireplaces in the suite interiors are installed in the closets. This location is unacceptable as seen in the closet. Stored items can easily be blocking the air flow of the combustion for the fireplaces.

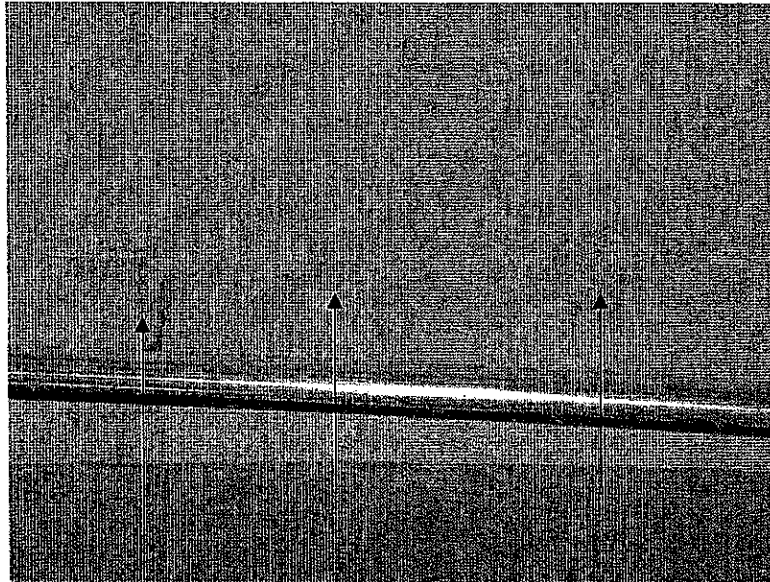
Implication	Building regulation	This is a General Problem
Re-locate the vents to the room spaces where the fire places are located.	BC Gas Code Directive # 88-03	Yes



17.0 PLUMBING RISERS - Fire Stopping

The plumbing risers in the underground parking between the structural slab and occupied residential dwellings are not adequately firestopped.

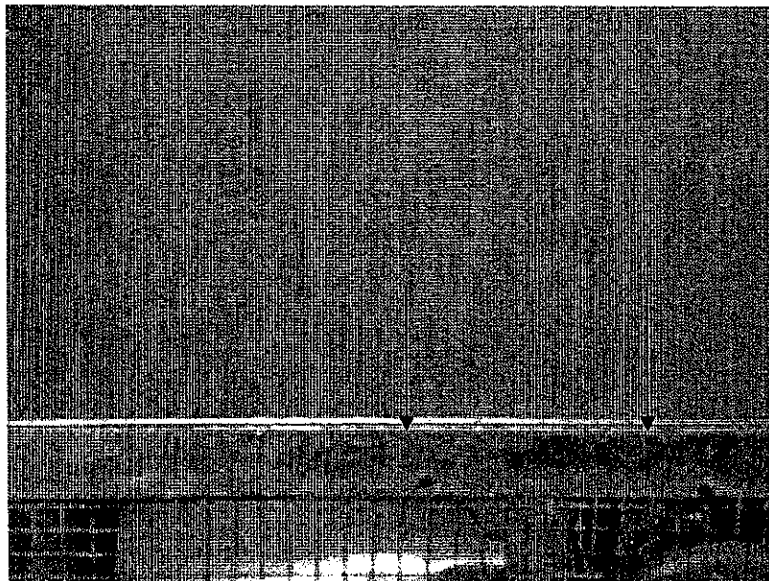
Implication	Building regulation	This is a General Problem
Install acceptable fire stopping at all vertical and horizontal penetrations of the underground parkade.	Fire Regulations	Yes



18.0 WATER LEAKS Underground Parkade

Water is seeping through the wall surfaces of the underground parking at several locations.

Implication	Building regulation	This is a General Problem
There is a lack of adequate water proofing on the landscaped areas and patios above. Landscaping will require removal and re-waterproof as necessary	5.6.1.1 Required Protection from Precipitation	Yes



18.1 Water Leaks Underground Parkade Fan Assembly

Water is leaking from the fan assembly. Suspect failure of the water proofing above.

Implication	Building regulation	This is a General Problem
Cladding and trim boards will require removal and flashing installed.	5.6.1.1 Required Protection from Precipitation	Yes

BRITISH COLUMBIA BUILDING CODE 1998

Part 5

Environmental Separation

(See Appendix A.)

Section 5.1. General

5.1.1. Scope

5.1.1.1. Scope

1) The scope of this Part shall be as described in Section 2.1. (See Appendix A.)

5.1.2. Application

5.1.2.1. Separation of Environments

- 1) This Part applies to
 - a) *building* materials, components and assemblies exposed to exterior space or the ground including those separating interior space from exterior space or separating interior space from the ground,
 - b) *building* materials, components and assemblies separating environmentally dissimilar interior spaces, and
 - c) site materials, components and assemblies that may affect environmental loads on building materials, components and assemblies exposed to exterior space or the ground.

(See Appendix A.)

5.1.3. Definitions

5.1.3.1. Defined Words

1) Words that appear in italics are defined in Part 1.

5.1.4. Environmental Separation Requirements

5.1.4.1. Resistance to Environmental Loads

1) *Building* components and assemblies that separate dissimilar environments shall

a) be designed to have sufficient capacity and integrity to resist or accommodate all environmental loads and effects of those loads that may be reasonably expected, having regard to

- i) the intended use of the *building*, and
- ii) the environment to which the components and assemblies are subject, and

b) satisfy the requirements of this Part.

5.1.4.2. Resistance to Deterioration

(See Appendix A.)

1) Materials that comprise *building* components and assemblies as defined in Article 5.1.2.1. shall be

- a) compatible with adjoining materials, and
- b) resistant to any mechanisms of deterioration which would be reasonably expected, given the nature, function and exposure of the materials.

2) Design and construction of *building* components and assemblies described in Article 5.1.2.1. shall be in accordance with good practice such as described in CSA S478, "Guidelines for Durability in Buildings."

5.1.5. Other Requirements

5.1.5.1. Requirements in Other Parts of the Code

1) Acoustical, structural and fire safety requirements of other Parts of this Code shall apply.

BRITISH COLUMBIA BUILDING CODE 1998

- b) the intended use of the *building*, or
- c) the operation of *building* services.

5.5.1.2. Vapour Barrier Properties and Installation

(See A-5.3.1.2 in Appendix A.)

- 1) The *vapour barrier* shall have sufficiently low permeance and shall be positioned in the *building* component or assembly so as to
 - a) minimize moisture transfer by diffusion, to surfaces within the assembly that would be cold enough to cause condensation at the design temperature and humidity conditions, or
 - b) reduce moisture transfer by diffusion, to surfaces within the assembly that would be cold enough to cause condensation at the design temperature and humidity conditions, to a rate that will not allow sufficient accumulation of moisture to cause deterioration or otherwise adversely affect any of
 - i) the health or safety of *building* users,
 - ii) the intended use of the *building*, or
 - iii) the operation of *building* services.

(See Appendix A.)

2) Where materials installed to provide the required resistance to vapour diffusion are covered in the scope of the standards listed below, the materials shall conform to the requirements of the respective standards:

- a) CAN/CGSB-51.33-M, "Vapour Barrier Sheet, Excluding Polyethylene, for Use in Building Construction," or
- b) CAN/CGSB-51.34-M, "Vapour Barrier, Polyethylene Sheet for Use in Building Construction."

(See Appendix A.)

3) Coatings applied to gypsum wallboard to provide required resistance to vapour diffusion shall be shown to conform with the requirements of Sentence (1) when tested in accordance with CAN/CGSB-1.501-M, "Method for Permeance of Coated Wallboard."

4) Coatings applied to materials other than gypsum wallboard to provide required resistance to vapour diffusion shall be shown to conform with the requirements of Sentence (1) when tested in accordance with ASTM E 96, "Test Methods for Water Vapour Transmission of Materials" by the desiccant method (dry cup).

Section 5.6. Precipitation**5.6.1. Protection from Precipitation****5.6.1.1. Required Protection from Precipitation**

(See Appendix A.)

1) Except as provided in Sentence (2), where a *building* component or assembly is exposed to precipitation, the component or assembly shall

- a) minimize ingress of precipitation into the component or assembly, and
- b) prevent ingress of precipitation into interior space.

2) Protection from ingress of precipitation is not required where it can be shown that such ingress will not adversely affect any of

- a) the health or safety of *building* users,
- b) the intended use of the *building*, or
- c) the operation of *building* services.

5.6.1.2. Protective Material and Component Properties

1) Where materials or components applied to sloped or horizontal assemblies are installed to provide required protection from precipitation and are covered in the scope of the standards listed below, the materials or components shall conform to the requirements of the respective standards:

- a) ASTM D 2178, "Asphalt Glass Felt used in Roofing and Waterproofing,"
- b) CAN/CGSB-37.4-M, "Fibrated, Cutback Asphalt Lap Cement for Asphalt Roofing,"
- c) CAN/CGSB-37.5-M, "Cutback Asphalt Plastic Cement,"
- d) CAN/CGSB-37.8-M, "Asphalt, Cutback, Filled, for Roof Coating,"
- e) CGSB 37-GP-9Ma, "Primer, Asphalt, Unfilled, for Asphalt Roofing, Dampproofing and Waterproofing,"
- f) CGSB 37-GP-21M, "Tar, Cutback, Fibrated, for Roof Coating,"

BRITISH COLUMBIA BUILDING CODE 1998**9.27.2. General****9.27.2.1. Required Cladding**

1) Exterior walls shall be protected with cladding, including flashing, trim and other special purpose accessory pieces required for the cladding system being used, to restrict the entry of rain and snow into the wall assembly.

9.27.2.2. Clearance from Ground

1) Not less than a 200 mm clearance shall be provided between the finished ground level and cladding that is adversely affected by moisture such as wood, plywood, OSB, waferboard and hardboard.

9.27.2.3. Clearance from Roof Surface

1) Not less than a 50 mm clearance shall be provided between a roof surface and cladding that is adversely affected by moisture such as wood, plywood, OSB, waferboard and hardboard.

9.27.2.4. Insulating Asphalt Cladding

1) Insulating asphalt cladding shall be ventilated by not less than a 10 mm air space behind the cladding. (See Sentence 9.25.1.2.(1))

9.27.3. Flashing**9.27.3.1. Materials**

- 1) Flashing shall consist of not less than
 - a) 1.73 mm thick sheet lead,
 - b) 0.33 mm thick galvanized steel,
 - c) 0.46 mm thick copper,
 - d) 0.46 mm thick zinc,
 - e) 0.48 mm thick aluminum, or
 - f) 1.02 mm thick vinyl.

9.27.3.2. Installation

1) Flashing shall be installed at every horizontal junction between 2 different exterior finishes, except where the upper finish overlaps the lower finish.

2) Except as provided in Sentence (4), flashing shall be applied over exterior wall openings where the vertical distance from the bottom of the eave to the top of the trim is more than one-quarter of the horizontal overhang of the eave.

3) Flashing shall be installed so that it extends upwards not less than 50 mm behind the sheathing paper and forms a drip on the outside edge.

4) Where a window or exterior door is designed to be installed without head flashing, the exterior flange of the window or door frame shall be bedded into a non-hardening caulking material and the exterior flange screwed down over the caulking material to the wall framing to form a waterproof joint.

9.27.4. Caulking**9.27.4.1. Required Caulking**

1) Caulking shall be provided where required to prevent the entry of water into the structure.

2) Caulking shall be provided between masonry, siding or stucco and the adjacent door and window frames or trim, including sills, unless such locations are completely protected from the entry of rain.

3) Caulking shall be provided at vertical joints between different cladding materials unless the joint is suitably lapped or flashed to prevent the entry of rain. (See Articles 9.7.4.2, 9.20.13.12. and 9.28.1.5.)

9.27.4.2. Materials

- 1) Caulking shall be
 - a) a non-hardening type suitable for exterior use,
 - b) selected for its ability to resist the effects of weathering, and
 - c) compatible with and adhere to the substrate to which it is applied.
- 2) Caulking shall conform to
 - a) CGSB 19-GP-5M, "Sealing Compound, One Component, Acrylic Base, Solvent Curing,"
 - b) CAN/CGSB-19.13-M, "Sealing Compound, One Component, Elastomeric, Chemical Curing,"
 - c) CGSB 19-GP-14M, "Sealing Compound, One Component, Butyl-Polyisobutylene Polymer Base, Solvent Curing," or
 - d) CAN/CGSB-19.24-M, "Multi-Component, Chemical Curing Sealing Compound."

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Structural Members," except that load factors, load combinations and load combination factors shall be in accordance with Article 4.1.4.2.

A-5 Environmental Separation. The requirements provided in Part 5 pertain to the separation of environmentally dissimilar spaces. Most obvious is the need to separate indoor conditioned spaces from unconditioned spaces, the outdoors or the ground. There are also cases where separation is needed between interior spaces which are intended to provide different environments. (See also Appendix notes A-5.1.1.1.(1) and A-5.1.2.1.(1).)

A-5.1.1.1.(1) Scope. Section 2.1 specifies that the requirements of Part 5 apply to all buildings except those within the scope of Part 9 or the scope of the National Farm Building Code of Canada. Because of their intended use, many buildings need only provide a limited degree of separation from the outdoor environment, the ground or between interior spaces. The requirements of Part 5 are written to allow exemptions for these buildings.

A-5.1.2.1.(1) Application. The requirements in Part 5 apply to building elements exposed to exterior space or the ground, elements that separate dissimilar environments and site conditions that may affect moisture loading on the building envelope.

The requirements address

- the design and construction, or selection of building components such as windows, doors and cladding,
- the design and construction of building assemblies such as walls, floors and roofs,
- the design and construction of the interfaces between the elements identified in the previous points, and
- the design or selection, and installation of site materials, components or assemblies such as back-fill, grading and drainage.

The requirements apply not only to building elements that separate indoor space from outdoor space, but also those elements that separate indoor space from the ground and that separate adjacent indoor spaces that have significantly different environments.

Indoor spaces that would require separation include interior conditioned spaces adjacent to indoor unconditioned spaces, and adjacent

interior conditioned spaces which are intended to provide different environments. An extreme example of the last would be a wall that separates an indoor ice rink from a swimming pool.

Some building elements are exposed to exterior loads but do not separate dissimilar environments. Solid guards on exterior walkways are one example. Such constructions would still be subject to the requirements in Part 5.

A-5.1.4.2. Deterioration. Environmental loads that must be considered include but are not limited to: sound, light and other types of radiation, temperature, moisture, air pressure, acids and alkalis. Requirements related to sound are provided in Part 3.

Mechanisms of deterioration include:

- structural (impact, air pressure)
- hygrothermal (freeze-thaw, differential movement due to thermal expansion and contraction, ice lensing)
- electrochemical (oxidation, electrolytic action, galvanic action, solar deterioration)
- biochemical (biological attack, intrusion by insects and rodents).

CSA-S478, "Guideline for Durability in Buildings," provides in its appendices C, D and E, detailed information on environmental loads and deterioration mechanisms. Information on the effects of deformations in building elements can be found in Effects of Deformations in Building Components in the Structural Commentaries on the National Building Code of Canada 1995.

Resistance to deterioration may be determined based on field performance, accelerated testing or compliance with guidelines provided by evaluation agencies recognized by the authority having jurisdiction.

Building components must be designed with some understanding of the length of time over which they will effectively perform their intended function. Actual service life will depend on the materials used and the environment to which they are exposed. The design should take into consideration these factors, the particular function of the component and the implications of premature failure, the ease of access for maintenance, repair or replacement, and the cost of repair or replacement.

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In cases where it is known or expected that maintenance, repair or replacement is likely to be required for certain elements before the building is subject to a major retrofit, special consideration should be given to providing easy access to those elements.

Where the use of a building or space, or the services for a building or space, are changed significantly, an assessment of the impact of the changes on the environmental separators should be conducted to preclude premature failures that could create hazardous conditions.

Further information on design service life, predicted service life, service environment, maintenance and repair, and design and construction considerations is provided in CSA-S478, "Guideline for Durability in Buildings."

A-5.2.1.1.(3) Soil Temperatures. In theory, soil temperatures are needed to determine the conformance of a design to the requirements related to heat transfer and vapour diffusion. In practice, standard construction in a particular area may have proven to perform quite adequately and detailed calculations of soil temperature are unnecessary. (See also Sentence 5.2.2.1.(1).)

A-5.2.1.2.(1) Interior Environmental Loads. The interior environmental conditions required depend on the intended use of the spaces in the building as defined in the building program. Spaces in different types of buildings and different spaces within a single building may impose different loads on the separators between interior and exterior spaces and between adjacent interior spaces. The separators must be designed to withstand the expected loads.

A-5.3. Heat Transfer. In addressing issues related to health and safety, Section 5.3. calls up levels of thermal resistance needed to minimize condensation on or within environmental separators, and to ensure thermal conditions appropriate for the building use. Energy regulations, where they exist, specify levels of thermal resistance required for energy efficiency or call up energy performance levels, which relate to levels of thermal resistance. Where Part 5 calls for levels of thermal resistance higher than those required by the energy regulations, the requirements of Part 5 take precedence.

A-5.3.1.1. Required Resistance to Heat Transfer. The control of heat flow is required wherever there is an intended

temperature difference across the building assembly. The use of the term "intended" is important since, whenever interior space is separated from exterior space, temperature differences will occur.

The interior of an unheated warehouse, for example, will often be at a different temperature from the exterior due to solar radiation, radiation from the building to the night sky and the time lag in temperature change due to the thermal mass of the building and its contents. If this temperature difference is not "intended," no special consideration need be given to the control of heat flow.

If the warehouse is heated or cooled, thus making the temperature difference "intended," some consideration would have to be given to the control of heat flow.

It should be noted, however, that in many cases, such as with adjacent interior spaces, there will be an intended temperature difference but the difference will not be great. In these cases, the provisions to control heat flow may be little or no more than would be provided by any standard interior separator. That is, materials typically used in the construction of partitions may provide the separation needed to meet the requirements of Section 5.3. without adding what are generally considered to be "insulating" materials.

A-5.3.1.2. Minimize. The word "minimize" is used because not all moisture ingress or accumulation in an assembly need be of concern. Few designs of separators defined in Article 5.1.2.1. can completely prevent condensation from occurring and many can accommodate some moisture by limiting accumulation. For example, moisture condensing during very cold weather may not affect the long-term performance of the assembly, provided the moisture dries out or is drained away before it initiates deterioration of the building materials.

A-5.3.1.2.(2) Materials Providing Resistance to Heat Transfer. It is important to note that Sentence 5.3.1.2.(2), pertaining to materials intended to provide resistance to heat transfer, is stated in such a fashion that the selection of materials is not limited to those traditionally recognized as insulation materials or those for which a standard is identified. This approach permits more flexibility than is provided

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condensation from occurring and many can accommodate some moisture by limiting accumulation. For example, moisture condensing during very cold weather may not affect the long-term performance of the assembly, provided the moisture dries out or is drained away before it initiates deterioration of the building materials.

A-5.5.1.2.(2) Vapour Barriers. It is important to note that Sentence 5.5.1.2.(2), pertaining to materials intended to provide resistance to vapour diffusion, is stated in such a fashion that the selection of materials is not limited to those traditionally recognized as vapour barrier materials or those for which a standard is identified. This approach permits more flexibility than is provided by the equivalent requirements in Part 9. So long as the selected material meets the performance requirements provided elsewhere in the Section, the material may be used to provide the necessary resistance to vapour diffusion.

Where the selected material falls within the scope of either of the standards listed, however, the material must comply with that standard. For example, if a peel-and-stick modified bituminous membrane is selected and will provide the necessary vapour diffusion resistance, the installation of one of the 'vapour barrier' materials identified in the standard list is not required. If, on the other hand, one decides to install polyethylene as the vapour barrier, the material must conform to CAN/CGSB-51.34-M.

A-5.6.1.1. Required Protection from Precipitation. Windows, cast-in-place concrete walls, and metal and glass curtain wall systems are examples of components and assemblies that, properly designed and constructed, would be expected to prevent ingress of precipitation into a building. Assemblies such as roofs and veneer walls have materials installed in the assembly specifically for the purpose of screening precipitation.

Components and assemblies separating interior conditioned space from the exterior are generally required to provide protection from ingress of precipitation. Components and assemblies separating interior unconditioned space from the exterior may or may not be required to provide protection from ingress of precipitation. Buildings such as stadia, parking garages and some

seasonally occupied buildings, for example, may not require complete protection from precipitation.

The word "minimize" is used because not all moisture ingress or accumulation in an assembly need be of concern. Few designs of separators defined in Article 5.1.2.1. can completely prevent condensation from occurring and many can accommodate some moisture by limiting accumulation. For example, rain penetration past the cladding during wind driven rain may not affect the long-term performance of the assembly, provided the moisture dries out or is drained away before it initiates deterioration of the building materials.

A-5.6.1.2. (1) and (3) Roofing and Cladding. It is important to note that Sentences 5.6.1.2.(1) and (3), pertaining to materials intended to provide protection from precipitation, are stated in such a fashion that the selection of materials is not limited to those traditionally recognized as roofing or cladding materials or those for which a standard is identified. This approach permits more flexibility than is provided by the equivalent requirements in Part 9. So long as the selected material meets the performance requirements provided elsewhere in the Section, the material may be used to provide the necessary protection from precipitation.

For example, if a chlorosulphonated polyethylene (CSPE) roofing membrane is selected and will provide the necessary resistance, the installation of one of the roofing materials identified in the standard list is not required. If, on the other hand, one decides to install a prefabricated reinforced modified bituminous membrane, the material must conform to CGSB 37-GP-56M. If acrylic stucco has been selected and has been detailed to provide the necessary resistance, the installation of one of the cladding materials identified in the standard list is not required. If, on the other hand, one decides to install burned clay brick, the material must conform to CSA A82.1-M as specified in Section 4 of CSA A371.

A-5.6.1.2.(5) Watertightness of Wired Glass Windows. Fixed wired glass windows are sometimes permitted as closures in vertical fire separations. The exception to the watertightness requirements for these windows recognizes that the availability of assemblies which would meet

Lloyd E. Lucas, ASCT, CPI
Civil & Structural Engineering Technologist
Certified Property Inspector

Education

British Columbia Institute of Technology 1976-1978
Building Technology, Civil Structural

British Columbia Institute of Technology 1979
Public Services Inspection 1
Public Services Inspection 2

British Columbia Institute of Technology 1994
Building Inspection 1

British Columbia Institute of Technology 1998
Building Envelope Performance

Certificates

British Columbia Wall and Ceiling Association
Exterior Insulation and Finished Systems Inspection Education
Programme 1997

Roofing Institute Education Programme (RCABC)
Design & Specifications of Roofing Systems- 1995
Soprema - Modified Bitumen Installation - 1999
Metal Roof Inspection-1999
Cedar Shake & Shingle Inspection - 2000

Professional Affiliations

Director on Council, The Applied Science Technologists &
Technicians of BC (ASTTBC)
Past Chairman, Board of Examiners, Property Inspection
Certification Board, ASTTBC
Past President, British Columbia Institute of Property
Inspectors (BCIPI)
Member of British Columbia Building Envelope Council
(BCBEC)

Field of Practice

Inspection and condition surveys of problems affecting
roofing, structure, electrical and mechanical systems of
residential and commercial buildings.

Investigation and technical audits of existing residential
townhouse row housing, apartment and commercial buildings
in preparation for detailing of specifications and site
supervision of the remedial work and building restorations
being performed.

Laboratory and field materials testing of portland cement
concrete, asphaltic concrete and geotechnical surveys, slope
stability studies and field reviews with drilling operation
personnel of subsurface soils and ground water investigations.

Background

Principal - Emerald Inspection & Consulting Services Ltd.,
providing building science consulting services ranging from
building reviews, design audits, structural evaluations and
preparation of detailed specifications for remedial capital
works of the restoration and upgrading of existing buildings.
Conducting inspections for pre-purchase condition surveys and
problem investigations on residential and commercial
buildings.

1984 - 1990 Principle of an engineering consulting company,
Fairmont Technical Services providing consulting and
technical engineering services to contractors and engineering
companies.

1980 - 1984 employed as a Technical Sales Representative
with National Concrete Accessories Ltd. selling and promoting
the various forming and concrete accessories to concrete
suppliers and construction companies throughout B.C.

1978 - 1980 employed as a Civil and Structural Engineering
Technician with Warnock Hersey Professional Services Ltd.
conducted laboratory and field testing for the structural
stability of engineered truss systems and laminated wood
products for research and development with the University of
British Columbia.

1974 - 1978 employed as a Civil Engineering Technologist
with Terra Engineering Laboratories Ltd. and R.M Hardy and
Associates in Vancouver B.C. conducting soil and concrete
materials testing and geotechnical soil surveys, inspection and
testing of portland cement concrete for major construction
projects eg; B.C Provincial Court House at Robson Square and
expansions at the Vancouver International Airport.

1970 - 1974 employed as a Civil Engineering Technologist
with Curtis Engineering and Testing Ltd. in Calgary Alberta,
conducting soils testing and field inspections for municipal
services and road construction for residential housing projects.

Strata Property Act
Form B - Information Certificate
(Section 59)

The Owners, Strata Plan BCS160R Riviera (Residential) certify that the information contained in this certificate with respect to Strata Lot 31, Unit 405-2741 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above: **\$106.32**. If any general meeting is scheduled within the next twenty (20) days please see attached package.
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*): **\$0.00**
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?
☒ no ☐ yes (To the best of our knowledge) (*attach copy of all agreements*)
- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved: **None**
- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **None**
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund: **\$22,023.53 as of July 27, 2017.**
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?
☒ no ☐ yes (*attach copy of all amendments*)
- (h) Are there any resolutions passed by a $\frac{3}{4}$ vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?
☒ no ☐ yes (*attach copy of all resolutions*)
- (i) Has notice been given for any resolutions, requiring a $\frac{3}{4}$ vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?
☒ no ☐ yes (*attach copy of all notices*)
- (j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation?
☒ no ☐ yes (*attach details*)
- (k) Have any notices of work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?
☒ no ☐ yes (*attach copies of all notices or work orders*)

(l) Number of strata lots in the strata plan that are rented: 4 to the best of our knowledge.
(*Building has a rental restriction*)

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

☐ no ☐ yes

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

☐ No parking stall is available

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

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

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

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

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

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

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

☐ Parking stall(s) number(s) _____ is/are allocated with strata council approval*

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

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

Details: See Form B Joint

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

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

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

☐ no ☐ yes

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

☐ No storage locker is available

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

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

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

- ☐ Storage locker(s) number(s) _____ is/are separate strata lot(s) or parts of a strata lot _____ (strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot)
- ☐ Storage locker(s) number(s) _____ is/are limited common property
- ☐ Storage locker(s) number(s) _____ is/are common property
- (iii) For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.
- ☐ Storage locker(s) number(s) _____ is/are allocated with strata council approval*
- ☐ Storage locker(s) number(s) _____ is/are allocated with strata council approval and rented at \$_____ per month*
- ☐ Storage locker(s) number(s) _____ may have been allocated by owner developer assignment

Details: See Form B Joint

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

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

REQUIRED ATTACHMENTS

All notices of meetings and proposed changes must be included

Next General Meeting - if scheduled within the next 20 days the package is INCLUDED

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

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

July 27, 2017

Alex Ho, Strata Manager

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

Agent for The Owners, Strata Plan BCS160R Riviera (Residential)

Strata Property Act
Form B - Information Certificate
(Section 59)

The Owners, Strata Plan BCS160J Riviera (Joint) certify that the information contained in this certificate with respect to Strata Lot 31, Unit 405-2741 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above: **\$239.01**. If any general meeting is scheduled within the next twenty (20) days please see attached package.
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*): **\$0.00**
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?
☒ no ☐ yes (To the best of our knowledge) (*attach copy of all agreements*)
- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved: **None**
- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **None**
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund: **\$104,841.97 as of July 27, 2017.**
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?
☒ no ☐ yes (*attach copy of all amendments*)
- (h) Are there any resolutions passed by a $\frac{3}{4}$ vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?
☒ no ☐ yes (*attach copy of all resolutions*)
- (i) Has notice been given for any resolutions, requiring a $\frac{3}{4}$ vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?
☒ no ☐ yes (*attach copy of all notices*)
- (j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation?
☒ no ☐ yes (*attach details*)
- (k) Have any notices of work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?
☒ no ☐ yes (*attach copies of all notices or work orders*)
- (l) Number of strata lots in the strata plan that are rented: **4** to the best of our knowledge.
(*Building has a rental restriction*)

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

☐ no ☒ yes

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

☐ No parking stall is available

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

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

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

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

☒ Parking stall(s) number(s) 26 is/are limited common property

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

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

☐ Parking stall(s) number(s) _____ is/are allocated with strata council approval*

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

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

Details:.....

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

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

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

☒ no ☐ yes

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

☐ No storage locker is available

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

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

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

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

- ☐ Storage locker(s) number(s) _____ is/are common property
- (iii) *For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.*
- ☐ Storage locker(s) number(s) _____ is/are allocated with strata council approval*
- ☐ Storage locker(s) number(s) _____ is/are allocated with strata council approval and rented at \$_____ per month*
- ☐ Storage locker(s) number(s) _____ may have been allocated by owner developer assignment

Details:.....

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

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

REQUIRED ATTACHMENTS

All notices of meetings and proposed changes must be included

Next General Meeting - if scheduled within the next 20 days the package is INCLUDED

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

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

July 27, 2017



Alex Ho, Strata Manager

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

Agent for The Owners, Strata Plan BCS160J Riviera (Joint)