



To The Owners, Strata Plan VIS5931
c/o Ms. Heidi Richter, Property Manager
Concise Strata Management Services
202-572 Stewart Avenue
Nanaimo BC V9S 5T5

Site Visit: March 14, 2014
Report Submitted: December 18, 2014
by RDH Building Engineering Ltd.
730 Grant Avenue #208
Courtenay BC V9N 2T3

Contents

1	Introduction	1
2	Discovery Point	2
3	Assessments	3
3.1	Physical Assessment	3
3.2	Financial Assessment	6
4	Expenditures	8
4.1	Major Maintenance and Renewals Expenditures	8
5	Major Maintenance and Renewals Planning Horizons	10
5.1	Strategic Planning Horizon	10
5.2	Tactical Planning Horizon	11
5.3	Operational Planning Horizon	12
5.4	Project Implementation	12
6	Funding Scenarios	14
6.1	Minimum Funding Requirements	14
6.2	Funding Scenario Comparison	14
6.3	Statutory Funding Scenario	16
6.4	Current (2014/2015) Funding Scenario	17
6.5	Alternative Funding Scenario # 1	18
6.6	Progressive Funding Scenario	19
7	Next Steps	20

Appendices

Appendix A Glossary of Terms

Appendix B Asset Inventory

Appendix C Asset Service Life Summary

Appendix D Strategic Plan

Appendix E Funding Scenario Cash Flow Tables

Appendix F Disclosures and Disclaimers

Appendix G RDH Qualifications

Appendix H Insurance Certificate

1 Introduction

RDH Building Engineering Ltd. (RDH) was retained by The Owners, Strata Plan VIS5931 (the Owners) to prepare a Depreciation Report (the Report) for the residential complex known as Discovery Point, which is located at 872 South Island Hwy, Campbell River, BC. The Report considers the common property and limited common property components (the Assets) that the Strata Corporation is responsible to maintain, repair and replace.

The Report is intended to help the Owners, the strata council, and the management team make informed decisions about the allocation of resources to the common property Assets (such as roofs, fences, and paving).

This Report meets the requirements stipulated in the current Strata Property Act and Regulations. The Report includes a physical inventory of the common property assets; estimated costs for capital expenditures over a 30 year horizon; and four funding models. Refer to the appendices for RDH's qualifications and information on errors and omissions insurance. In accordance with the requirements of the Act, RDH declares that there is no relationship between the employees at RDH and the Owners.

A site visit was completed on March 14, 2014, and the financial data is based on the 2014/2015 fiscal year. A presentation was made to the council on July 29, 2014 and a draft report was distributed to the strata council and strata management on September 29, 2014. Feedback from the strata council was incorporated into the report, and the final report was issued on December 18, 2014.

The Depreciation Report is a synopsis of a significant volume of data and has two parts: the summary and the appendices. The summary is intended to provide an overview of the Depreciation Report. The appendices provide detailed information to support the summary report. The appendices include a glossary of terms. Words that are *italicized* are defined in the glossary.

In addition to the Report, the supporting data are available to authorized users through RDH's interactive Building Asset Management Services (BAMS) software, posted on a secure website. The data is owned by the Strata Corporation and can be printed and/or exported on request. RDH has developed the interactive software tool to enable Owners to proactively manage their funding requirements and maintenance obligations, and a variety of other services in addition to the Depreciation Report are available.

As the physical and financial status of the Assets changes, the Report will require updating. The Strata Property Act requires updates to the Report every three years; however, the Strata Corporation can choose to update portions of the Report to reflect changes to their financial status and completed work more frequently at their discretion.

2 Discovery Point

Discovery Point is a 34 year old strata complex, with 1 building. The building is of wood-framed construction.

The principal systems in the building include the building enclosure (the separation of the interior from exterior space), electrical (the electrical distribution and lighting), mechanical (heating, cooling, and plumbing), elevators, fire safety (sprinklers, fire detection, and egress equipment), interior finishes, amenities, and site work. The Assets within each system are described in detail in Appendix B.

Key physical parameters of Discovery Point are summarized in Table 2.1, Figure 2.1 and Figure 2.2 below.


TABLE 2.1 KEY PHYSICAL PARAMETERS		
	Date of first occupancy (approximate)	1980
	Gross floor area (ft ²)	57,300
	Total area of Unit Entitlement (m ²)	4,619
	Stories above grade	4
	Total number of strata lots	53

Figure 2.1 Aerial photograph of Discovery Point (© Google Maps)



Figure 2.2 Elevation photograph of Discovery Point

3 Assessments

Depreciation Reports combine two distinct types of analysis: a *physical assessment*, and a *financial assessment*. The assessments are used to determine what the Strata Corporation owns, what condition the Assets are in, what the strata is responsible for, and the *capital costs* associated with the Assets.

The process of preparing a Depreciation Report is summarized in Figure 3.1 below:

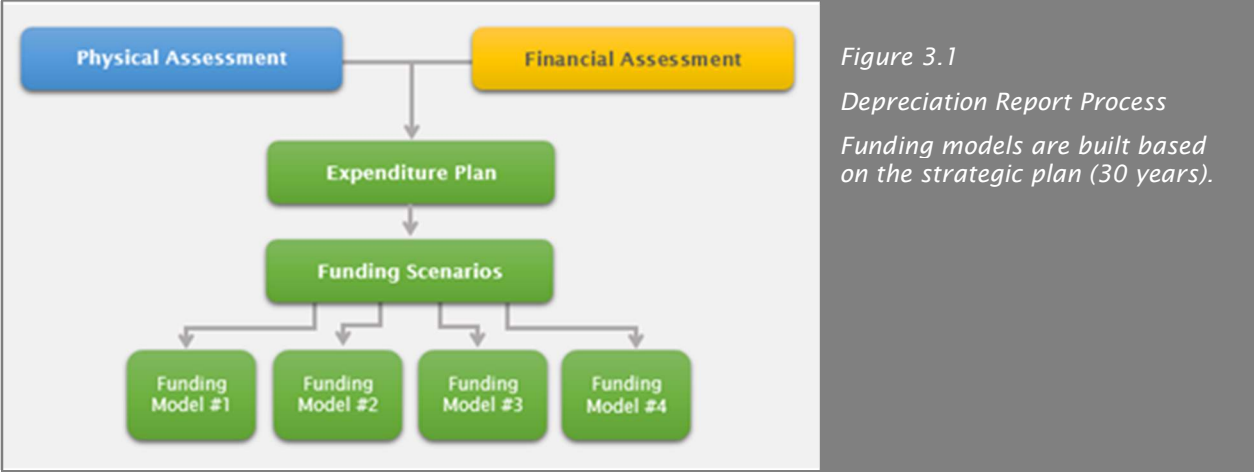


Figure 3.1
 Depreciation Report Process
 Funding models are built based on the strategic plan (30 years).

The following sections provide a brief overview of the physical assessment and financial assessment including a summary of key information.

3.1 Physical Assessment

The physical assessment has two parts: an inventory and an evaluation.

The *Asset Inventory* identifies “the common property, the common assets and those parts of a strata lot or limited common property, or both, that the Strata Corporation is responsible to maintain or repair under the Act, the Strata Corporation’s bylaws or an agreement with an owner” (*Strata Property Act Regulation*, BC Reg 43/2000, Ch. 6.2). In other words, it identifies what the Strata Corporation owns and must repair and maintain. The Asset Inventory is included as an appendix to this report.

Some Assets have been identified as placeholders. Placeholder Assets are included in the Asset Inventory for reference purpose, however they are not included in the financial analysis and do not affect the funding models or other financial calculations. Placeholder Assets are identified based on typical agreements with utilities, the Strata Corporation bylaws, and information provided by the strata manager and council. A summary of placeholder assets is provided in Table 3.1 below.

TABLE 3.1 SUMMARY OF PLACEHOLDER ASSETS	
ASSET	PARTY RESPONSIBLE FOR CAPITAL EXPENDITURES
ELEC 01 - Distribution Transformer	→ BC Hydro

The evaluation is used to forecast common repairs, replacements and maintenance activities that “usually occur less often than once a year or that do not usually occur” (*Strata Property Act Regulation*, BC Reg 43/2000, Ch.6.2). In other words, the evaluation predicts only events that occur at intervals greater than one year.

The evaluation is typically based on:

- A review of historical documentation,
- Discussions with Strata Corporation representatives,
- A visual review of the complex, limited to a sample of readily accessible Assets, and
- A review of other technical information such as construction drawings.

Destructive testing, disassembly, and performance testing are not included in the physical evaluation; this report does not replace a Warranty Review or Condition Assessment. Please visit www.rdh.com for additional information on Warranty Reviews and Condition Assessments.

Failure of some Assets may be concealed, for example, buried infrastructure such as sanitary drainage lines or building enclosure assets such as cladding. For Assets with the potential for concealed failure, a number of tools are used to assign a reasonable expected service life including the typical performance of the asset in other, similar properties; the performance history reported by the Strata Corporation; the original drawings; and any previous investigation reports commissioned by the Strata Corporation. It is expected that the Strata Corporation will need more detailed reviews as Assets approach the end of their service lives. Allowances for additional reviews or investigations are included as appropriate. Recommendations taken from any additional reviews should be incorporated into future Depreciation Report updates.

Discovery Point has undertaken several large renewals projects, and key systems such as the roof, windows and cladding are comparable to newer buildings.

As part of the physical assessment, RDH compiled a history of completed projects by reviewing the documents provided by the strata and interviewing Strata Corporation representatives. The history is summarized in Table 3.2 below. The history establishes the chronological age of the Assets.

TABLE 3.2 MAINTENANCE AND RENEWALS HISTORY	
<p>Building Enclosure</p> <ul style="list-style-type: none"> → 2009 - Laminated asphalt shingle roof - replaced → 2011 - PVC panel soffits - replaced → 2011 - Exposed SBS membrane roof - replaced → 2011 - Guardrail aluminum and glazed aluminum - replaced → 2011 - Cultured stone wall, fiber cement wall and wood trim - replaced → 2011 - Windows - replaced → 2011 - aluminum frame lobby door, steel swing door, and vinyl framed sliding glass door - replaced → 2011 - Exposed urethane patio membrane and exposed vinyl balcony membrane - replaced → 2011 - Sealant - replaced 	<p>Electrical</p> <ul style="list-style-type: none"> → 2005 - Interior light fixtures - replaced → 2005 - Enterphone system - replaced → 2011 - Exterior light fixtures and parking lot street light - replaced → 2013 - Security surveillance system - installed



<p>Mechanical</p> <ul style="list-style-type: none"> → 2005 - Cross connection & backflow prevention valves - replaced → 2008 - Common area domestic hot water tank (electric) - installed → 2011 - Fixtures - Common area taps & sinks - installed → 2011 - Exterior roof and area drainage collection - replaced 	<p>Elevator</p> <ul style="list-style-type: none"> → 2010 - Elevator Cabs & Hoistway - replaced → 2011 - Hydraulic Elevator - replaced
<p>Fire Safety</p> <ul style="list-style-type: none"> → 2005 - Fire alarm panel - replaced → 2005 - Fire detection and alarm - replaced → 2005 - Portable fire extinguisher - replaced → 2005 - Sprinkler & standpipe (wet) - replaced → 2008 - Emergency egress equipment - replaced 	<p>Interior Finishes</p> <ul style="list-style-type: none"> → 2005 - Floor tile - replaced → 2005 - Interior railings - replaced → 2005 - Interior Sing Door - installed → 2010 - Spray texture (ceiling) - refinished → 2010 - Window coverings - installed → 2012 - Tile carpet - replaced → 2012 - Paint (interior walls) - repainted → 2012 - Wood paneling - installed → 2012 - Baseboards, mouldings and casing - replaced
<p>Amenities</p> <ul style="list-style-type: none"> → 2005 - Central mailboxes - replaced → 2007 - Public signage - replaced → 2010 - Furniture - replaced 	<p>Sitework</p> <ul style="list-style-type: none"> → 2005 - Underground water services - replaced → 2011 - Interlocking unit pavers - replaced → 2011 - Soft landscaping - renovated → 2011 - Underground drainage services - storm - replaced → 2012 - Irrigation system - replaced

On March 14, 2014, a representative of RDH Building Engineering Ltd. visited the site to visually review the Assets. While the Depreciation Report does not constitute a maintenance review or condition assessment, some observations regarding the general condition, design and construction of the Assets were made as part of the visual review. These observations were used to determine a reasonable estimated remaining service life of various assets. Table 3.3 includes examples of some observations made during the review.

TABLE 3.3 OBSERVATIONS BY SYSTEM	
SYSTEM	OBSERVATION
Site work	→ There is some evidence of settling of the asphalt paving throughout the site. The strata has undertaken work to maintain the asphalt.



3.2 Financial Assessment

The financial assessment estimates the future costs associated with the Assets, and examines how future funding requirements will be affected by current financial practises. More specifically, the financial assessment identifies:

- The opening balance in the *Contingency Reserve Fund (CRF)*.
- The estimated value of capital expenditures, expressed in *Current Year Dollars (CYD)*.
- The estimated future value of capital expenditures, expressed in *Future Year Dollars (FYD)*. These costs are calculated by applying an inflation rate (2% per year) to the current costs.

The future value of major maintenance and renewals costs can be compared against the building reproduction cost. The building reproduction cost is the cost to reproduce the building in similar materials, in accordance with current market prices, and is obtained from the most recent insurance appraisal.

The financial assessment begins with a review of the current financial situation of the Strata Corporation. Table 3.4 below summarizes the key financial parameters reviewed as part of the financial assessment.

TABLE 3.4 KEY FINANCIAL PARAMETERS	
PARAMETER	INITIAL STUDY (2014)
Fiscal year end	31 March
Building reproduction cost	\$11,500,000
Operating budget (excluding CRF contribution)	\$109,274
Annual CRF contribution	\$15,000
Accumulated CRF Balance* or Opening Balance of the CRF	\$76,130

**The balance in the CRF varies each month as contributions are made and funds are withdrawn for capital renewal projects and major maintenance activities. The accumulated CRF balance is current as of the beginning of the 2014/2015 fiscal year.*

Depreciation Reports include capital costs only: the costs for activities that occur at intervals greater than one year. Activities that occur annually or more frequently than once a year are considered operating expenses and are not included in the Depreciation Report funding models and calculations.

Capital costs can be distributed into three general categories:

- *Catch-up costs*. The cost to complete any deferred maintenance and renewals
- *Keep-up costs*. The cost to complete planned cyclical maintenance and renewals
- *Get-ahead costs*. The cost to adapt, upgrade and improve

The Depreciation Report is based on keep-up costs. Get-ahead costs (improvements) may also be included, but only if they are required to meet changing codes or standards.

Costs are considered *Class D* estimates ($\pm 50\%$), as defined by the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC). Unless otherwise noted, soft costs, such as consulting fees and contingency allowances are not included, because these costs are highly dependent on the scope of work for a particular project.

The cost estimates in the Depreciation Report are a starting point for the capital planning process, and can help Strata Corporations make preliminary decisions about how and when to implement projects. These

cost estimates will be refined as the Strata Corporation makes decisions such as what is included or excluded in a project, and if Assets will be improved or changed.

The current value of many major maintenance and renewal activities is calculated by multiplying the quantity of an Asset by standard unit rates (for example, the cost per square foot or cost per linear foot). Quantities are measured from original construction documents and visual observations on site. The unit rates are based on historical information, construction trends, information from contractors, and other sources as appropriate. Unit rates will fluctuate over time. Basic unit rates are adjusted for the relative complexity of the property. A detailed list of activities and their associated costs are available through the online BAMS software. Please contact the strata council or strata manager for additional information on how to access and view this information.

4 Expenditures

Maintenance refers to activities that preserve the Assets, to ensure the Assets will last their predicted service lives and perform as expected. *Renewal* refers to the replacement or refurbishment of an Asset at the end of its useful service life.

Major maintenance refers to maintenance that occurs at intervals greater than one year, for example, every 18 months, two years, five years, etc. (less frequently than once a year). Major maintenance typically includes activities such as testing and inspecting, and is considered a capital expense. Minor maintenance includes maintenance activities that occur once a year or more frequently such as quarterly or monthly. The costs associated with *major maintenance and renewals* are included in the Depreciation Report funding models. Costs associated with minor maintenance are included in the Strata Corporation’s operating budget.

4.1 Major Maintenance and Renewals Expenditures

Discovery Point is now approximately 34 years old, and has replaced many Assets (please see Table 3.2 Maintenance and Renewals History on page 4 for a detailed list of projects). As the residential complex ages, some large renewals expenditures can be anticipated in the next 10 years. Table 4.1 below summarizes all major maintenance and renewal costs by system, including costs forecast for the next 30 years.

TABLE 4.1 CAPITAL EXPENDITURES SUMMARY BY SYSTEM				
SYSTEM	10 YEAR CAPITAL COSTS (WITHOUT INFLATION)	10 YEAR CAPITAL COSTS (WITH INFLATION)	30 YEAR CAPITAL COSTS (WITHOUT INFLATION)	30 YEAR CAPITAL COSTS (WITH INFLATION)
Building Enclosure	\$121,755	\$140,810	\$1,070,681	\$1,681,440
Electrical	\$22,882	\$26,280	\$67,578	\$92,170
Mechanical	\$164,750	\$185,200	\$337,450	\$442,400
Elevator	\$0	\$0	\$125,000	\$194,000
Fire Safety	\$18,500	\$20,900	\$56,640	\$76,080
Interior Finishes	\$30,160	\$34,900	\$178,800	\$270,800
Amenities	\$600	\$600	\$11,800	\$17,160
Sitework	\$34,300	\$37,090	\$285,510	\$416,490
Building Total	\$392,947	\$445,780	\$2,133,459	\$3,190,540

Approximately 14% of the Strata Corporation’s capital expenditures will occur in the next 10 years. The distribution of estimated capital expenditures over the next 10 years is shown in Figure 4.1 below.

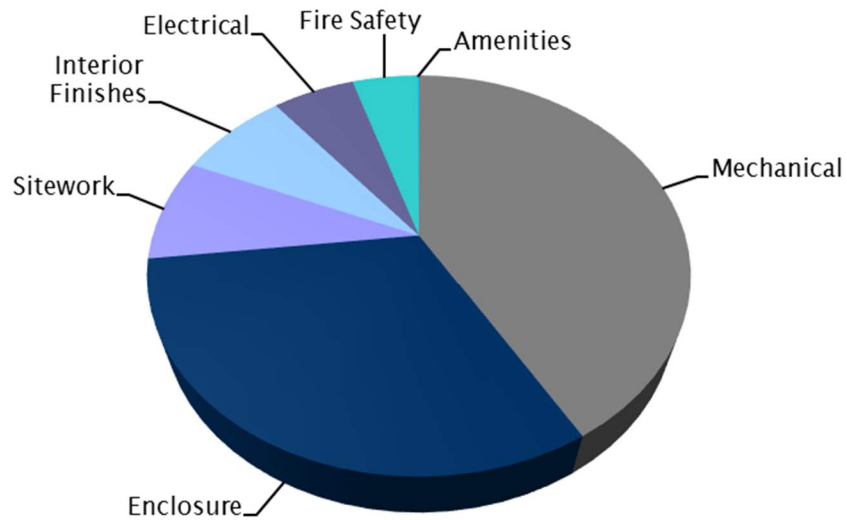


Figure 4.1 Distribution of estimated capital expenditures over 10 years by system.

Section 6 discusses the timing and size of renewals projects forecast for the next 30 years. A detailed list of each major maintenance and renewals activity, including the frequency, costs expressed in current year dollars (CYD), and costs including inflation rates, expressed in future year dollars (FYD) are available to Strata Corporation owners.

5 Major Maintenance and Renewals Planning Horizons

There are three common planning horizons, used for making different types of capital planning decisions:

- **Strategic** (30 years): The average service life of many of Assets is approximately 25 years (such as roofs) so a long-range view captures most renewal projects. In some cases, an asset may be replaced more than once in the 30 year horizon.
- **Tactical** (5-10 years): Many residential Owners will own their strata lot for less than 10 years; the tactical plan captures projects that may occur while current Owners still have an interest in the Strata Corporation.
- **Operational** (1 year): The annual operating period encompasses one fiscal cycle (12 months). Typically the budget is presented and approved at the annual general meeting (AGM) and will include any capital expenditures paid from the CRF, as well as the CRF contributions for the year. As a minimum, the decision on the CRF contribution should consider projects forecast for the next five to ten years.

5.1 Strategic Planning Horizon

Estimated major maintenance and renewal costs over the next 30 years are shown on the graph below (Figure 5.1). The red bars represent the estimated value of capital costs.

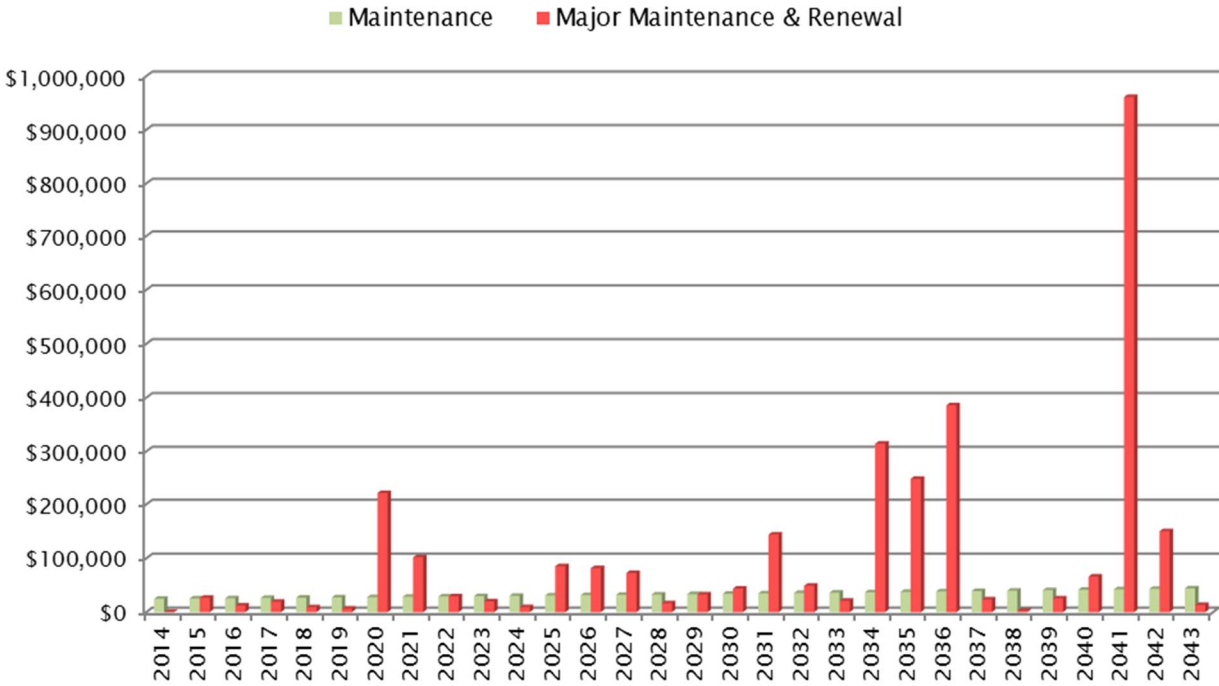


Figure 5.1 Strategic Forecast (30 Years), showing the approximate timing and value of some key capital expenditures.

Each bar on the graph represents a collection of different major maintenance and renewals activities, each with different values. Detailed information about each year, including a description of the maintenance

and renewal activities and estimated costs, is also available through the online version of the Depreciation Report, available through BAMS (please contact the strata council for additional information).

The strategic plan represents an estimate of future projects. The actual timing of projects will likely vary. Assets may be replaced earlier or later, depending on the quality of maintenance, in-service conditions and other factors. The Strata Corporation can anticipate changes to the strategic plan with each update of the Depreciation Report.

5.2 Tactical Planning Horizon

The graph below shows the projected major maintenance and renewal costs for the next ten years (Figure 5.2). Commonly, building managers refer to a five year tactical plan; however, a ten year plan allows the Strata Corporation to see a wider range of projects.

The bars indicate the years in which an event (or bundle of events) is most likely to occur as well as the total magnitude of major maintenance and renewal costs for that year and the costs broken down by system. The soft costs associated with project implementation, such as site access, design, contract administration, are not included.

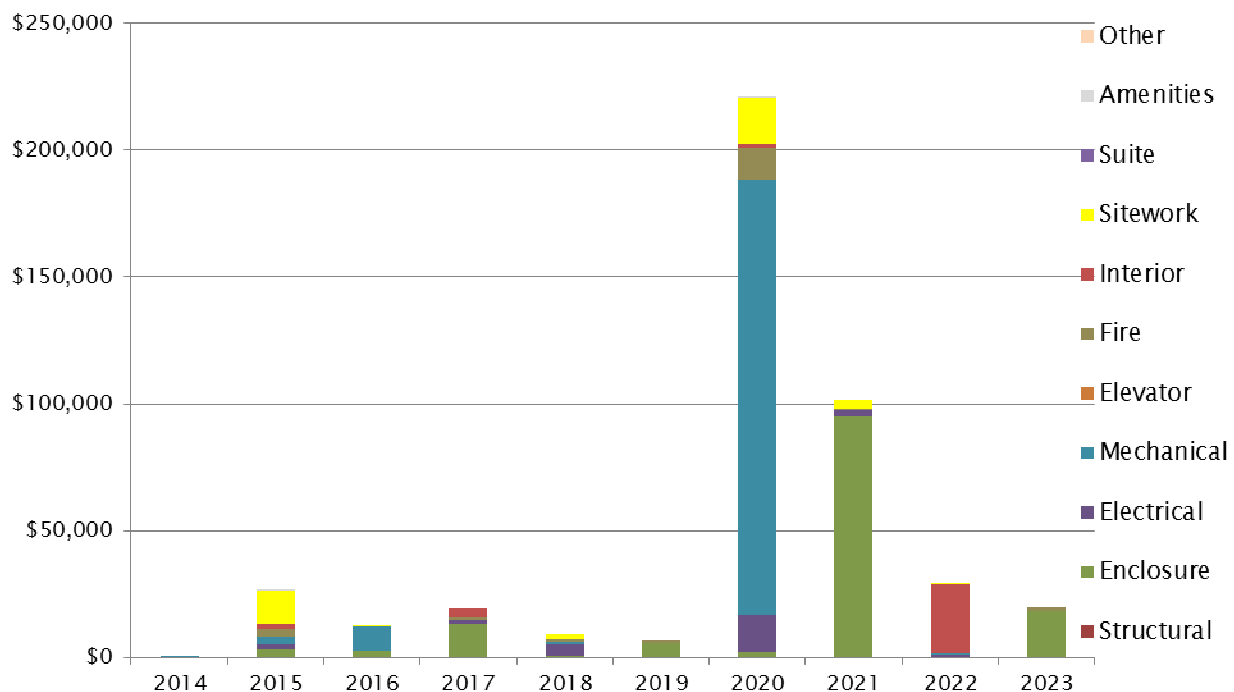


Figure 5.2 Tactical Forecast (10 years), showing the approximate timing and value of some key capital expenditures.

The tactical plan above represents one of many possible approaches to planning major maintenance and renewals activities. The Strata Corporation can use this initial plan as a tool, a starting point to identify probable projects, priorities and strategies. The actual cost, timing, and scope of projects will be determined by the Strata Corporation and may be reflected in updates to the Depreciation Report.

To help the Strata Corporation start the project planning process, Table 5.1 below identifies different management strategies for consideration: major maintenance, condition based renewals, and time based renewals. The categories are based on the risks associated with failure of an Asset.

TABLE 5.1 SUMMARY OF KEY PROJECTS WITHIN THE 10 YEAR TACTICAL PLAN

CATEGORY AND ACTIVITIES
<p>Major Maintenance Major maintenance projects are intended to preserve the assets to achieve their full design life, and typically occur on a regular, predictable basis.</p>
<p>Condition Based Renewals Assets are kept in service as long as possible, but the intent is to replace them before they fail. Condition based strategies require Assets be periodically reviewed in detail, potentially with some testing, in order to predict when failure is likely. The actual timing of renewals in this category may be determined by the results of an assessment, or by other project planning considerations.</p>
<p>Time Based Renewals Assets are replaced on a regular, time based schedule. This strategy is used when there is low tolerance for failure or out of service conditions. Components, materials or assemblies are typically replaced or refurbished at fixed intervals.</p>

In addition to the three categories mentioned above, the Strata Corporation may also elect to replace some Assets only once they have failed, or upon imminent failure. This strategy is known as *run to failure*. This strategy is only appropriate when failure does not create a safety hazard, will not result in damage to other property, and does not affect the operations of the building. The Strata Corporation should still have funds available to replace assets within this category.

5.3 Operational Planning Horizon

There are no significant renewal projects or major maintenance projects forecast for the next fiscal year.

5.4 Project Implementation

The projects identified in the previous section represent a preliminary step that is only intended to help the Strata Corporation identify, prioritize and plan projects. Most significant renewal projects identified in the Depreciation Report will subsequently go through four basic steps before implementing the work: Assessment, Design, Documentation and Quotation.

- Assessment – Determines what work must be done, what should be done and what could be done in general terms. The evaluation will help the Strata Corporation understand the risks and opportunities associated with deferring or implementing renewals work.
- Design – Refines the recommendations from the evaluation, and defines what work will be done in a specific project. The Design may include recommendations for different project strategies such as phasing or bundling projects, or may include recommendations for upgrades.
- Documentation – Describes the project in enough technical detail to get competitive pricing.
- Quotation – Obtains competitive pricing from different contractors or service providers to perform the work described in the documents, including alternate prices for optional work.

The time period for each step can range from a few days to a few months or more, depending on the scale of the project under consideration. The budget and scope of work will be refined in each step. Most estimates currently included in the Depreciation Report are considered Class D (±50%) due to the lack of information regarding specific projects and are based on a number of general assumptions regarding scopes of work.

The Owners can implement projects in a variety of ways, including:

- *Targeted Projects*. These projects are localized to particular portions of the building. Different exposure conditions and wear patterns may require that only some sections of the building require renewal at one point in time.
- *Phased Projects*. These projects are carried out in multiple stages rather than as a single coordinated project. Phased projects can reduce the financial burden by spreading the costs over a longer time period.
- *Comprehensive Projects*. These projects are implemented as one coordinated undertaking. Comprehensive projects may allow the Strata Corporation to leverage the best economies of scale, shorten the overall duration, and lower the overall costs.
- *Bundled Projects*. These projects bundle or combine various related renewals activities (e.g. renewals that are located in close physical proximity, or that require the same type of trade workers). Bundled projects may allow the Strata Corporation to leverage economies of scale and lower the overall costs, improve the quality of the work, and incorporate upgrades.

The scope of the Depreciation Report does not compare different implementation methods.

6 Funding Scenarios

The physical assessment and financial assessment were used to create a tentative schedule and budget for forecasted major maintenance and renewal projects. Within this section, hypothetical *funding scenarios*, also known as *funding models*, based on different annual contributions to the contingency reserve fund (CRF) are presented.

The Strata Corporation can use the funding scenarios to choose an appropriate funding strategy, based on their tolerance for risk and desired standard of care for the property. RDH provides the tools so the Owners can determine a CRF contribution that suits their needs.

6.1 Minimum Funding Requirements

The Strata Property Act Regulations dictates that if the CRF closing balance is less than 25% of the operating fund, then the Strata Corporation must contribute either the difference between the balance and 25% of the operating fund, or up to 10% of the operating fund (*Strata Property Act Regulation*, BC Reg 43/2000, Ch. 6.1). Table 6.1 below shows the calculation to confirm the Strata Corporation meets the minimum requirements set out in the Strata Property Act Regulation.

TABLE 6.1 MINIMUM FUNDING REQUIREMENT CALCULATION	
PARAMETER	VALUE
2014/2015 operating budget (excluding CRF contribution)	\$ 109,274
→ 25% of the operating budget	\$ 27,319
→ 10% of the operating budget	\$ 10,927
2013/2014 CRF closing balance	\$ 76,130
2014/2015 CRF Contribution	\$ 15,000
Will the CRF closing balance exceed 25% of the operating budget at the end of the fiscal year?	Yes
Does the CRF contribution exceed 10% of the operating budget?	Yes

Although the Strata Corporation exceeds the statutory minimum contribution to the CRF, it is important to note that the statutory guideline is not a good measure of the financial preparedness of the corporation.

6.2 Funding Scenario Comparison

The funding scenarios below compare the financial impact of different funding levels over the next 30 years. The scenarios serve as a sensitivity analysis that allow the Strata Corporation to evaluate how changes to the contingency reserve fund impact the number and size of special levies. The actual size and timing of special levies will be affected by how the Strata Corporation chooses to implement the renewal projects.

While there are many different scenarios that can be generated, Table 6.2 below compares the following alternatives:

- **Statutory.** The CRF allocation required to meet the statutory requirements in BC, as described in section 6.1 above. For comparison purposes, the table below shows the CRF contribution equal to 10% of the operating budget, this is the maximum that would be allocated to the reserve fund annually

under this scenario. When the CRF closing balance is greater than 25% of the estimated operating budget, no funds are deposited into the CRF.

- **Current (2014/2015).** The CRF allocation that was approved by the Owners at the last Annual General Meeting. The current allocation is also known as the status quo.
- **Alternative #1.** An increase from the status quo. Alternative #1 is just one of many possible scenarios for a new funding level in the next fiscal year and is one that has been proposed by the strata.
- **Progressive.** This is the annual contribution that would need to be set aside, commencing in the first fiscal year of this Report, to ensure that the reserve balance is sufficient to eliminate or bring special levies over a 30-year period to a minimum. With “progressive” reserve allocation, older stratas with underfunded reserves may still require some special levies at some point in their strategic plan. The "progressive" reserve contribution is an optimum target that a strata corporation could use as a guide.

TABLE 6.2 COMPARISON OF DIFFERENT FUNDING SCENARIOS				
	STATUTORY	CURRENT (2014/2015)	ALTERNATIVE #1	PROGRESSIVE
Annual CRF allocation	\$0 to \$10,927	\$15,000	\$15,000 to \$145,000*	\$99,000
Percent of progressive reserve	11 %	15 %	15 % to 146 %*	100 %
CRF contribution per unit of unit entitlement				
Per month	\$0 to \$0.20	\$0.26	\$0.26 to \$2.62*	\$1.79
Per year	\$0 to \$2.37	\$3.08	\$3.08 to \$31.39*	\$21.43
CRF contribution per average strata lot				
Per month	\$0 to \$17	\$24	\$24 to \$228*	\$156
Per year	\$0 to \$204	\$288	\$288 to \$2,736*	\$1,872
Approximate number of special levies (over 30 years)	22	20	3	0
Approximate value of special levies (over 30 years)	\$2.8M	\$2.7M	\$0.01M	\$0.0M
Assumed Inflation Rate	2 %	2 %	2 %	2 %
Assumed Interest Rate	2 %	2 %	2 %	2 %

**The Alternative #1 funding scenario includes varying annual increases. The values indicate the range from 2014 to 2043.*

The following sections of the report provide more detailed information about each funding scenario, including a graph showing the closing balance of the CRF, annual CRF contributions, and the approximate value of special levies. Tables with ten years of cash flow data are also provided.

The appendices to the report include 30 years of cash flow data for each funding scenario.

6.3 Statutory Funding Scenario

The first scenario is based on the minimum funding level required by the Strata Property Act Regulation, as described in section 6.1 above. The scenario is based on a variable annual CRF contribution over the 30-year planning horizon; when the CRF closing balance is greater than 25% of the current operating fund, no funds are deposited into the CRF.

TABLE 6.3 STATUTORY FUNDING MODEL: CASH FLOW TABLE						
FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$0	\$0	\$1,523	\$200	\$77,453
2015	\$77,453	\$0	\$0	\$1,549	\$26,710	\$52,292
2016	\$52,292	\$0	\$0	\$1,046	\$12,190	\$41,147
2017	\$41,147	\$0	\$0	\$823	\$19,290	\$22,680
2018	\$22,680	\$4,638	\$0	\$454	\$9,050	\$18,722
2019	\$18,722	\$8,596	\$0	\$374	\$6,540	\$21,153
2020	\$21,153	\$6,166	\$193,119	\$423	\$220,860	\$0
2021	\$0	\$10,927	\$90,793	\$0	\$101,720	\$0
2022	\$0	\$10,927	\$18,273	\$0	\$29,200	\$0
2023	\$0	\$10,927	\$9,093	\$0	\$20,020	\$0

The graph below shows the annual contribution to the CRF, the closing balance of the CRF, and the size of the special levies forecast for the next 30 years.

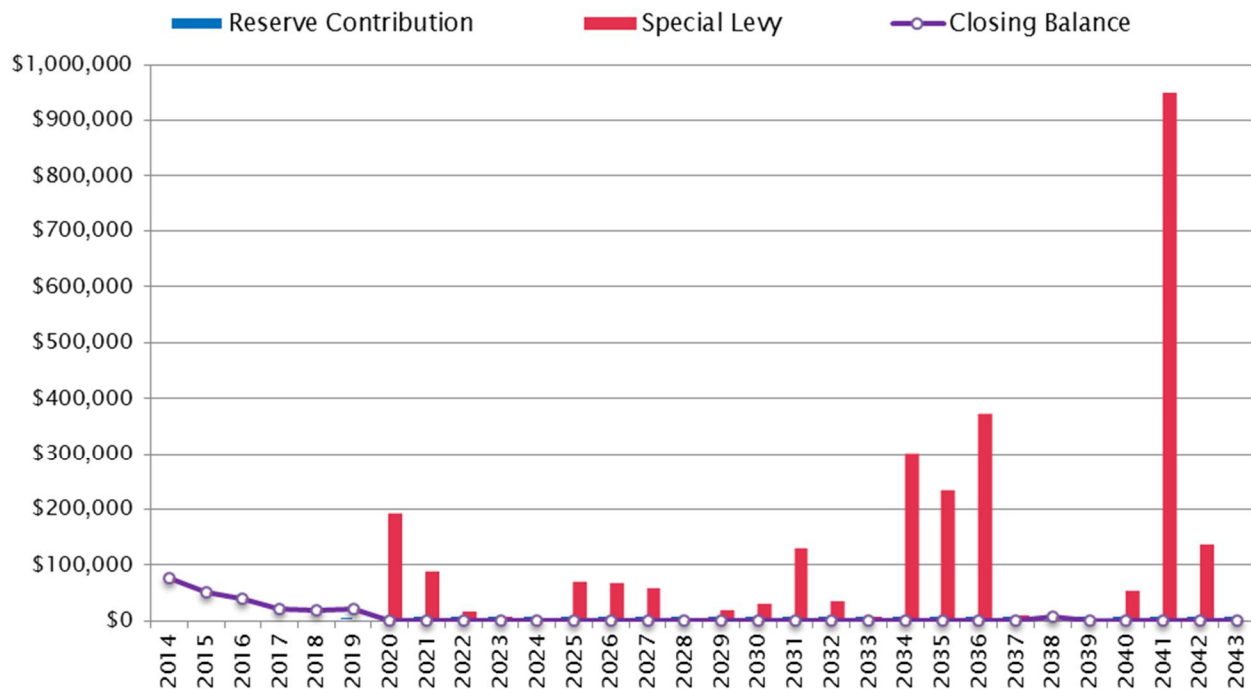


Figure 6.1 CRF balance, contribution and special levies based on the statutory minimum funding.

The minimum CRF contributions required by the Strata Property Act Regulation will result in numerous special levies, and is generally not considered adequate as a long-term funding strategy.

6.4 Current (2014/2015) Funding Scenario

The current funding scenario is based on the CRF contribution approved by the Owners at the last annual general meeting (2014/2015). The scenario is based on a fixed annual CRF contribution (no increases).

TABLE 6.4 CURRENT (2014/2015) FUNDING MODEL: CASH FLOW TABLE						
FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$15,000	\$0	\$1,523	\$200	\$92,453
2015	\$92,453	\$15,000	\$0	\$1,849	\$26,710	\$82,592
2016	\$82,592	\$15,000	\$0	\$1,652	\$12,190	\$87,053
2017	\$87,053	\$15,000	\$0	\$1,741	\$19,290	\$84,505
2018	\$84,505	\$15,000	\$0	\$1,690	\$9,050	\$92,145
2019	\$92,145	\$15,000	\$0	\$1,843	\$6,540	\$102,448
2020	\$102,448	\$15,000	\$106,364	\$2,049	\$220,860	\$5,000
2021	\$5,000	\$15,000	\$86,620	\$100	\$101,720	\$5,000
2022	\$5,000	\$15,000	\$14,100	\$100	\$29,200	\$5,000
2023	\$5,000	\$15,000	\$4,920	\$100	\$20,020	\$5,000

The graph below shows the annual contribution to the CRF, the closing balance of the CRF, and the size of the special levies forecast for the next 30 years.

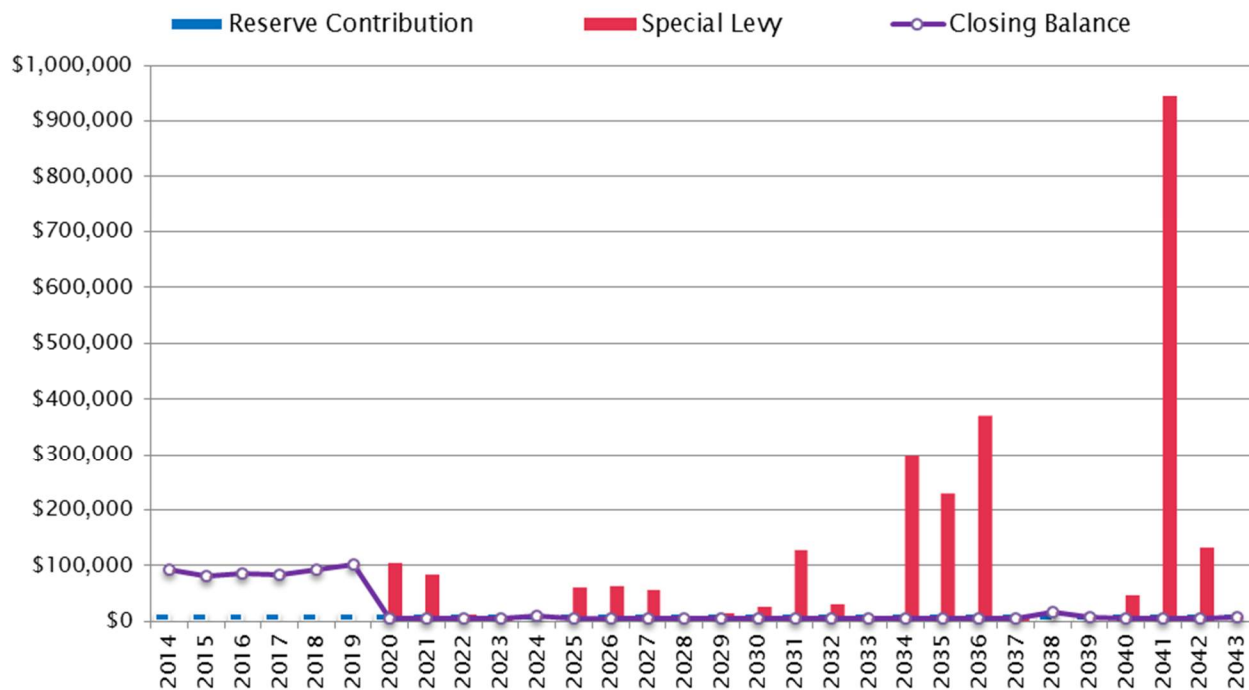


Figure 6.2 CRF balance, contribution and special levies based on the current funding.

If the Strata Corporation wishes to reduce the number and size of special levies, then increases will need to be made over the upcoming years.

6.5 Alternative Funding Scenario # 1

Alternative funding scenario #1 is based on an increasing annual CRF contribution as proposed by the strata. The initial contribution is the same as the current funding, with annual increases between \$2,500 and \$15,000 for the fiscal years from 2014 to 2032. There is a fixed contribution of \$145,000 from 2033 to 2043.

TABLE 6.5 ALTERNATIVE FUNDING MODEL #1: CASH FLOW TABLE						
FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$15,000	\$0	\$1,523	\$200	\$92,453
2015	\$92,453	\$20,000	\$0	\$1,849	\$26,710	\$87,592
2016	\$87,592	\$25,000	\$0	\$1,752	\$12,190	\$102,153
2017	\$102,153	\$32,500	\$0	\$2,043	\$19,290	\$117,407
2018	\$117,407	\$40,000	\$0	\$2,348	\$9,050	\$150,705
2019	\$150,705	\$47,500	\$0	\$3,014	\$6,540	\$194,679
2020	\$194,679	\$55,000	\$0	\$3,894	\$220,860	\$32,712
2021	\$32,712	\$62,500	\$10,853	\$654	\$101,720	\$5,000
2022	\$5,000	\$70,000	\$0	\$100	\$29,200	\$45,900
2023	\$45,900	\$75,000	\$0	\$918	\$20,020	\$101,798

Alternative funding scenario #1 eliminates most of the smaller levies, but it is not adequate to offset all the special levies over the 30-year planning horizon. The graph below shows the annual contribution to the CRF, the closing balance of the CRF, and the size of the special levies forecast for the next 30 years.

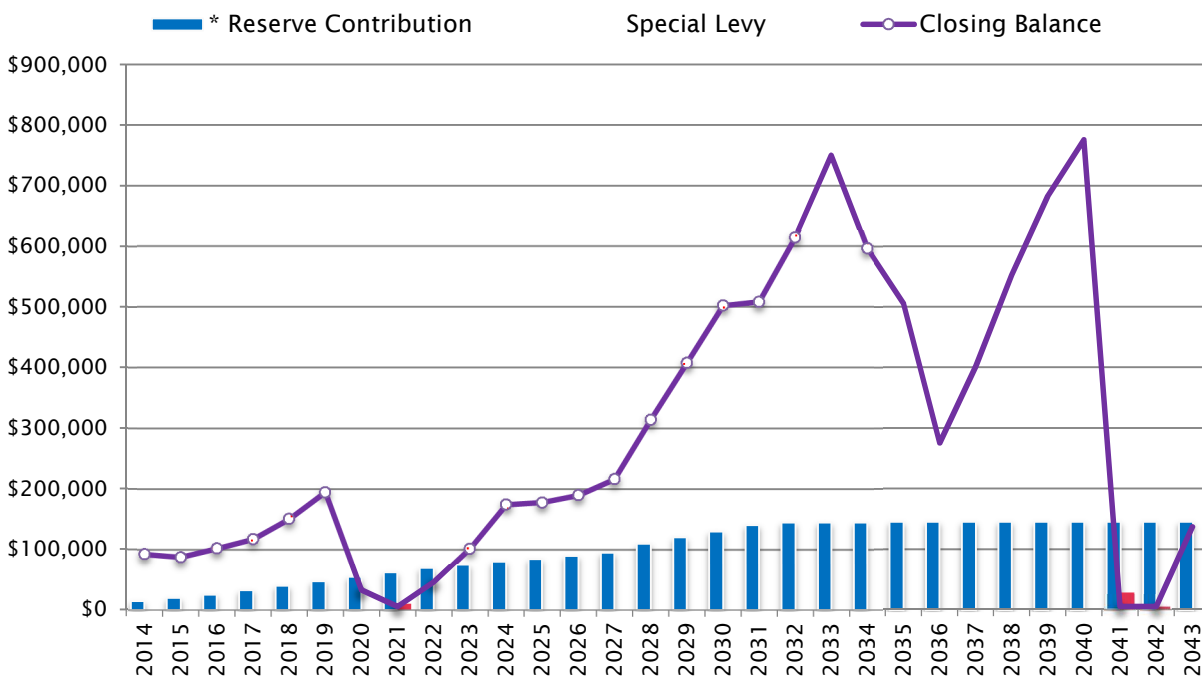


Figure 6.3 CRF balance, contribution and special levies based on Alternative #1.

Alternative #1 would significantly reduce the number of special levies in the next thirty years.

6.6 Progressive Funding Scenario

The progressive funding scenario is based on a fixed annual CRF contribution.

TABLE 6.6 PROGRESSIVE FUNDING MODEL: CASH FLOW TABLE						
FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$99,000	\$0	\$1,523	\$200	\$176,453
2015	\$176,453	\$99,000	\$0	\$3,529	\$26,710	\$252,272
2016	\$252,272	\$99,000	\$0	\$5,045	\$12,190	\$344,127
2017	\$344,127	\$99,000	\$0	\$6,883	\$19,290	\$430,720
2018	\$430,720	\$99,000	\$0	\$8,614	\$9,050	\$529,284
2019	\$529,284	\$99,000	\$0	\$10,586	\$6,540	\$632,330
2020	\$632,330	\$99,000	\$0	\$12,647	\$220,860	\$523,116
2021	\$523,116	\$99,000	\$0	\$10,462	\$101,720	\$530,859
2022	\$530,859	\$99,000	\$0	\$10,617	\$29,200	\$611,276
2023	\$611,276	\$99,000	\$0	\$12,226	\$20,020	\$702,481

The Progressive Reserve would offset the special levies. The graph below shows the annual contribution to the CRF, the closing balance of the CRF, and the size of the special levies forecast for the next 30 years.

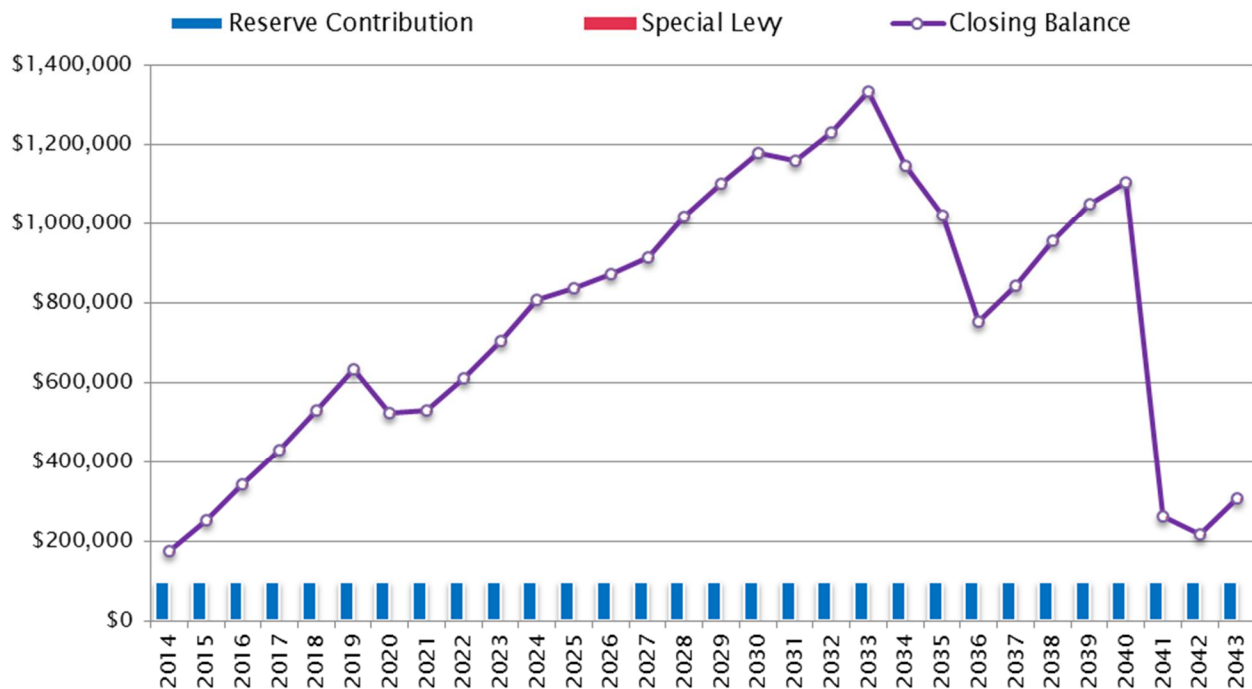


Figure 6.4 CRF balance, contribution and special levies based on a Progressive Reserve calculation.

7 Next Steps

The Depreciation Report identifies the predictable major maintenance and renewals expenditures Discovery Point is likely to encounter over the next 30 years. Estimated timelines have been provided to assist the Strata Corporation with the planning process; however the Depreciation Report should be considered a first step when planning for renewals. Funding scenarios have been developed to provide the Strata Corporation with an objective basis for determining appropriate CRF contributions.

The recommendations below are intended to aid the Strata Corporation in the next steps of the renewals planning process.

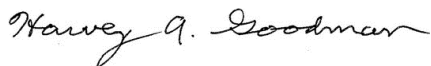
Recommendations

- **Asset Replacement Policy.** Using the Asset Inventory, develop an asset replacement policy. The policy would assign replacement strategies (run-to-failure, condition based, or time-based) to assets.
- **Maintenance Plan.** Using the Asset Inventory, develop a maintenance plan, or commission a maintenance plan through RDH. The maintenance plan should provide the Strata Corporation with information on how and when to implement different maintenance activities.
- **Operating vs. Capital Costs.** Identify those small capital items that are generally funded from the annual operating budget. Adjust the operating budget accordingly for Depreciation Report updates.
- **Condition Assessment.** Conduct a Condition Assessments of assets including mechanical assets, Site Services and the building enclosure prior to or in conjunction with the update to the Depreciation Report in three years' time. The condition assessment will confirm the estimated remaining service lives of assets. Update the Report with these findings and recommendations as may be required.

Yours truly,



Robin Breuer | ASCT, RRO
Project Manager
rbreuer@rdh.com
RDH Building Engineering Ltd.



Harvey Goodman | P.Eng.
Building Science Specialist, Manager, Courtenay Office
hgoodman@rdh.com
RDH Building Engineering Ltd.

Appendix A

Glossary of Terms

Glossary

Annual Contribution – Funds allocated to the Reserve Fund each fiscal year. Sometimes referred to as the Annual Allocation. Determining the appropriate size of the Annual Allocation is aided with a Reserve Study (a Depreciation Report in B.C.).

Asset – An integrated assembly of multiple physical components, which requires periodic maintenance, repair and eventual renewal. Typical examples of assets are: roofs, boilers and hallway carpets.

Catch-up Costs – The costs associated with the accumulated backlog of deferred maintenance associated with the assets.

Chronological Age – The calendar age of an Asset. Compare with Effective Age.

Classes of Cost Estimates – Until a project is actually constructed, a cost estimate represents the best judgement of the professional according to their experience and knowledge and the information available at the time. Its completeness and accuracy is influenced by many factors, including the project status and development stage. Estimates have a limited life and are subject to inflation and fluctuating market conditions. The precision of cost estimating is categorized into the following four classes and are as defined in guidelines prepared by the Association of Professional Engineers and Geoscientists of B.C. The percentage figures in parentheses refer to the level of precision or reliability of the cost estimates.

- **Class A Estimate** (±10-15%): A detailed estimate based on quantity take-offs from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.
- **Class B Estimate** (±15-25%): An estimate prepared after site investigations and studies have been completed, and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.
- **Class C Estimate** (±25-40%): An estimate prepared with limited site information and based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.
- **Class D Estimate** (±50%): A preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.

Closing Balance – Alternatively referred to as the Starting Balance. The balance of funds remaining in the reserve account at the end of a fiscal period (Fiscal year end, calendar year or study period). The Closing Balance becomes the Opening Balance for the subsequent fiscal period.

Contingency Costs – An allowance for unexpected or unforeseen costs that may impact monies required for projects to maintain or replace assets. (Not to be confused with costs of Renewal or Major Maintenance projects which are paid for out of the Reserve Fund (otherwise known the Contingency Reserve Fund.)

Current Dollars – Dollars in the year they were actually received or paid, unadjusted for price changes.

Effective Age – The Age of an asset relative to its condition. Compare with: Chronological Age.

Funding Model – A mathematical model used to establish an appropriate funding level for sustaining the assets in a building. Running a number of scenarios out of the funding model using different parameters (such as inflation rates and interest rates) can serve as a sensitivity analysis to determine the financial impact of different funding levels.

Future Dollars – The projected cost of future asset renewal projects, which accounts for inflation and escalation factors.

Get Ahead Costs – These are costs associated with adaptation of the building to counter the forces of retirement associated with different forms of obsolescence, such as:

- Functional obsolescence
- Legal obsolescence
- Style obsolescence

Some of the costs in this category are discretionary spending that result in either a change or an improvement to the existing strata building. This category includes projects to alter the physical plant for changes in use, codes and standards. Some typical examples include:

- Energy retrofits
- Code retrofits
- Hazardous material abatement
- Barrier free access retrofits
- Seismic Upgrades

Keep-up Costs – The monies required for renewal projects as each asset reaches the end of its useful service life. If an asset is not replaced at the end of its useful service life and is kept in operation, through targeted repairs, then these costs get reclassified into the “catch-up” category.

Major Maintenance – Any maintenance work for common expenses that usually occurs less often than once a year or that do not usually occur. Major maintenance provides for the preservation of assets to ensure that they achieve their full intended service life.

Opening Balance – Alternatively referred to as the Starting Balance. The amount of money in an account at the beginning of a fiscal period. Opening balances are derived from the balance sheet and are used in cash flow calculations in the Funding Model.

Operating Costs – Frequently recurring expenses that arise during the course of a single fiscal year and are paid from the operating budget as opposed to the Reserve Fund.

Operational Plan/Horizon (1 year) – The annual operating period encompasses one fiscal cycle (12 months). The Reserve Contribution in the operating budget should reflect the majority of the projects in the Tactical Plan (5 years) and ideally should also contemplate elements of the Strategic Plan (30 years).

Percent Funded – The ratio, at a particular point of time (typically the beginning of the fiscal year), of the actual or projected Reserve Fund balance to the accrued Reserve Fund balance, expressed as a percentage. For example: If the 100% funded balance is \$100,000 and there is \$76,000 in the Reserve Fund, the Reserve Fund is 76% funded.

Since funds can typically be allocated from one asset to another with ease, this parameter has no real meaning on an individual reserve component basis. The purpose of this parameter is to identify the relative strength or weakness of the entire Reserve Fund at a particular point in time. The value of this parameter is to provide a more stable measure of Reserve Fund strength, since cash in reserve may mean very different things to different governing bodies or Owner groups.

- **Poor Level.** When the Percent Funded falls to 0% - 30%, the current reserves may be considered to be at a 'poor' level. At this funding level, Special Levies are common. This is also commonly known as the Unfunded or Special Levy Model. The Owner Group does not have a Reserve Fund balance that will cover expected renewal costs and the only recourse is to raise funds by Special Levies to cover those costs when they become due.
- **Fair Level.** If the Percent Funded level is 31 to 70% then the current reserve may be considered to be in a mid-range level.
- **Good Level.** If the Percent Funded level is 70% or higher this is likely to be considered 'strong' because cash flow problems are rare.

Renewal – The replacement of an Asset as it reaches the end of its useful service life.

Renewal Cost – The cost required to replace an Asset, which is paid from the Reserve Fund, Special Levy or combination thereof.

Reserve Contribution – The amount of money that is allocated to the Reserve Fund each fiscal year. Determining the appropriate size of the Reserve Contribution is aided with a Reserve Fund Study (Depreciation Report in B.C.).

Reserve Fund – Also known as the Contingency Reserve Fund. The account in which the accumulated Annual Contributions are deposited and from which costs are withdrawn for Renewal projects and Major Maintenance projects.

Reserve Income – The interest earned from investing the money deposited in the Reserve Fund.

Reserve Study – Also referred to as a Reserve Fund Study or Depreciation Report in BC.

- A long-range financial planning tool that identifies the current status of the Owners' Reserve Fund and recommends a stable and equitable funding plan

to offset the costs of anticipated future major expenditures associated with replacement of the assets and major maintenance.

- The purpose of the Reserve Study is to provide a plan for appropriate funding for renewal and major maintenance work.
- While Reserve Studies provide analysis of the timing, costs and funding for renewal projects, they should ideally be supported by a maintenance plan that assists the Owners to plan for maintenance activities so that assets achieve their predicted service lives.

Special Levy - Also referred to as a "Special Assessment". A financial levy to be paid by the Owner group to finance large-scale projects for major maintenance, repairs, renewal and rehabilitation of an asset, which occur as result of a shortfall in available funds and requires special decision making and approval procedures. A Reserve Study contains funding scenarios that assist the Owners in long-range financial planning.

Strategic Horizon - The longest of the three planning horizons, which typically covers the full study period of 30 years and identifies the long-term needs of the assets.

Style Obsolescence - When an asset is no longer desirable because it has fallen out of popular fashion, its style is obsolete. Some assets, particularly interior furnishings, reflect fashion cycles and can become out-dated.

Tactical Plan/Horizon - A period of planning for asset Renewal projects and Major Maintenance projects, which typically extends five years from the current year.

Appendix B

Asset Inventory

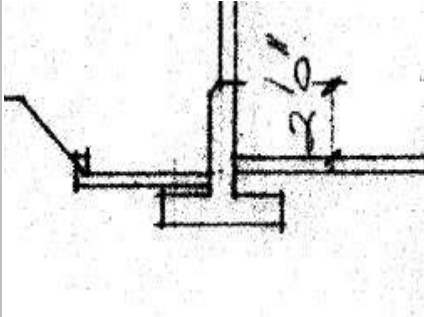
Discovery Point

Asset Inventory

Structural

Foundations

Struct 01 - Concrete Foundation



Location

Foundation.

Description

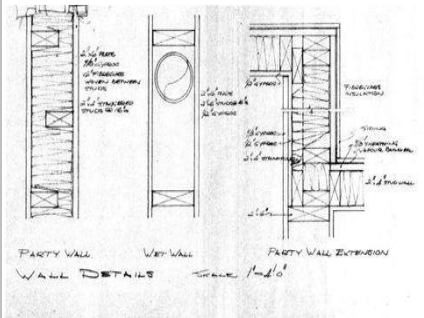
Cast-in-place concrete building foundation. This asset is not predicted to need renewal over the life of the complex. No renewal costs are included.

Information

Service Life:	75
Installed Year:	1980
Chronological Age:	34
Effective Age:	34
Next Renewal Year:	2055

Walls & Columns

Struct 02 - Wood Frame Structure



Location

Structure.

Description

Wood frame structure. On maintained buildings, with no failure of the building enclosure system, this asset is not predicted to need renewal over the life of the complex. No renewal costs are included.

Information

Service Life:	75
Installed Year:	1980
Chronological Age:	34
Effective Age:	34
Next Renewal Year:	2055

Enclosure

Roofs & Decks

Encl 01 - PVC Panel Soffit



Location

Underside of balconies, roof eaves and decks.

Description

Perforated PVC panel soffit.

Information

Service Life:	35
Installed Year:	2011
Chronological Age:	3
Effective Age:	3
Next Renewal Year:	2046

Discovery Point Asset Inventory

Encl 02 - Exposed SBS Membrane Roof



Location

Building roof, and flat roof over entrances.

Description

Bituminous and modified bituminous (SBS) membrane at low-slope roof.

Information

Service Life: 25
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2036

Encl 03 - Laminated Asphalt Shingle Roof



Location

Perimeter of building roof and ground floor storage building.

Description

Laminated asphalt shingle over a membrane underlayment applied on plywood sheathing at sloped roof. Typically, gutters are provided at roof eaves to manage rainwater.

Information

Service Life: 25
 Installed Year: 2009
 Chronological Age: 5
 Effective Age: 5
 Next Renewal Year: 2034

Encl 04 - Roof Hatch



Location

Main roof of building.

Description

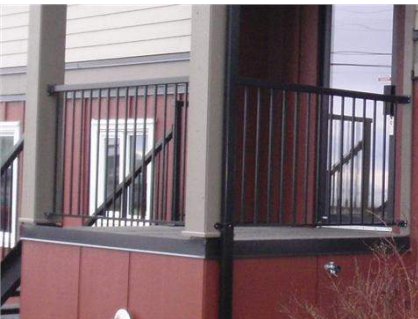
Roof hatches providing accessibility to low-sloped roofs.

Information

Service Life: 40
 Installed Year: 2009
 Chronological Age: 5
 Effective Age: 18
 Next Renewal Year: 2036

Fall Protection

Encl 05 - Guardrail Aluminum



Location

Side entrance, landing.

Description

Aluminum posts and pickets functioning as a protective barrier at the open sides of stairs, landings, balconies, decks, raised walkways or other locations to prevent accidental falls from one level to another.

Information

Service Life: 30
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2041

Discovery Point

Asset Inventory

Encl 06 - Guardrail Glazed Aluminum



Location

Balconies and patios.

Description

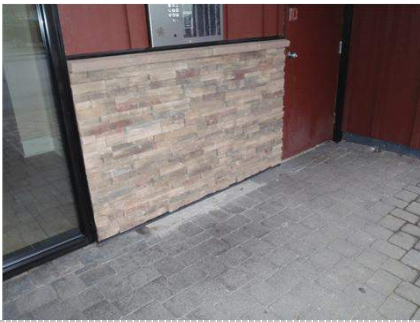
Aluminum Posts and glass infill panels functioning as a protective barrier at the open sides of stairs, landings, balconies, or other locations to prevent accidental falls from one level to another.

Information

Service Life: 30
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2041

Walls

Encl 07 - Cultured Stone Wall



Location

Exterior wall, entrance.

Description

Cultured stone applied with mortar onto stucco base coat.

Information

Service Life: 40
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2051

Encl 08 - Wood Trim



Location

Window and door perimeters.

Description

Vertical and horizontal wood trim boards with coated surface for protection of the substrate and aesthetics.

Information

Service Life: 40
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2051

Encl 09 - Fiber Cement Wall - Drained



Location

Building exterior.

Description

Mixture of lap and board and batten fiber cement cladding installed on wood strapping to create a drained cavity over the exterior sheathing membrane.

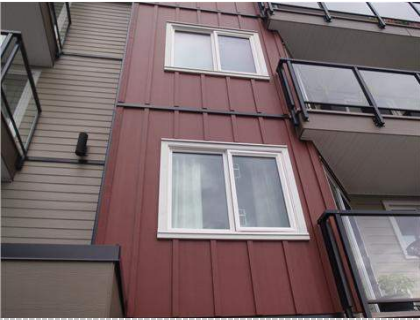
Information

Service Life: 40
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2051

Discovery Point
Asset Inventory

Glazing Systems

Encl 10 - Vinyl Framed Window



Location

Throughout building exterior.

Description

Vinyl framed windows with double insulating glazing units, and casement operators.

Information

Service Life: 30
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2041

Doors

Encl 11 - Aluminum Frame Lobby Door



Location

Main entrance.

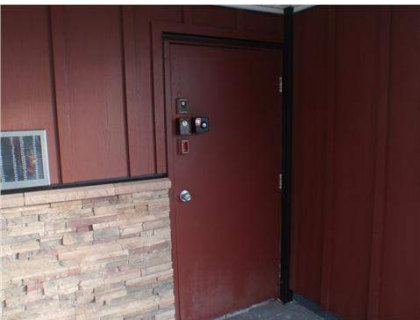
Description

Outswing aluminum-framed doors with fixed IGU's and low-profile thresholds with electric strike and hardware.

Information

Service Life: 20
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2031

Encl 12 - Steel Swing Door



Location

Mechanical, electrical rooms.

Description

Hollow steel slab swing door without glazing.

Information

Service Life: 25
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2036

Encl 13 - Vinyl Framed Sliding Glass Door



Location

Balconies and patios.

Description

Sliding glass doors, double insulating glazing units, vinyl framing.

Information

Service Life: 30
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2041

Discovery Point Asset Inventory

Balconies

Encl 14 - Exposed Urethane Balcony Membrane - Concrete Substrate



Location

Ground floor patios.

Description

Liquid applied urethane membrane partially applied over concrete balcony.

Information

Service Life: 20
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2031

Encl 15 - Exposed Vinyl Balcony Membrane



Location

Balconies throughout building.

Description

Sheet vinyl membrane applied over wood balcony sheathing.

Information

Service Life: 15
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2026

General & Inspections

Encl 16 - General & Inspections



Location

All Building Enclosure Components.

Description

Miscellaneous interior and exterior components, such as service penetrations and interface details, not related to any particular assembly. Warranty and general reviews.

Information

Service Life: 75
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2055

Encl 17 - Sealant



Location

Throughout exterior cladding.

Description

Sealant of various types located at joints between building enclosure assemblies, as well as around components and penetrations within building enclosure assemblies.

Information

Service Life: 10
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2021

Discovery Point

Asset Inventory

Electrical

Power Supply

Elec 01 - Distribution Transformer - Exterior [PLACEHOLDER]



Location

Landscaped area.

Description

Pad mounted transformer. [Equipment is owned by BC Hydro].

Information

Service Life:	45
Installed Year:	1980
Chronological Age:	34
Effective Age:	34
Next Renewal Year:	2025

Distribution

Elec 02 - Electrical Distribution



Location

Electrical room.

Description

Distribution switchgear, panelboards, breakers and wiring to several local sub-panels and mechanical loads. May include Tech cable or conduit systems.

Information

Service Life:	40
Installed Year:	1980
Chronological Age:	34
Effective Age:	34
Next Renewal Year:	2020

Light Fixtures

Elec 03 - Exterior Light Fixtures



Location

Building exterior.

Description

A mixture of wall-mounted and soffit recessed with compact fluorescent lights, metal halide, PAR halogen fixtures and fluorescent accent lights.

Information

Service Life:	20
Installed Year:	2011
Chronological Age:	3
Effective Age:	3
Next Renewal Year:	2031

Elec 04 - Interior Light Fixtures



Location

Throughout common areas.

Description

A variety of fixture types, including fixed surface (pendant, sconce) and recessed (pot). A variety of lamp types, including fluorescent, compact fluorescent, halogen, incandescent, LED, etc. for interior direct, indirect and accent lighting applications. A variety of light fixture controls, including

Information

Service Life:	20
Installed Year:	2005
Chronological Age:	9
Effective Age:	9
Next Renewal Year:	2025

Discovery Point Asset Inventory

switches, motion sensors, timers, dimmers and photocells.

Elec 05 - Street Lights



Location

Parking lot.

Description

Pole lights installed to illuminate the roadways.

Information

Service Life: 40
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2051

Security

Elec 06 - Enterphone System



Location

Main entrance.

Description

Viscount, flush mounted panel with associated key pads and display, and Enterphone 2000 controller.

Information

Service Life: 25
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2030

Elec 07 - Security Surveillance



Location

Amenity Room.

Description

Dome cameras, multiplexer, monitors and storage media to deter and track activity on and within building premises.

Information

Service Life: 14
 Installed Year: 2013
 Chronological Age: 1
 Effective Age: 1
 Next Renewal Year: 2027

Mechanical

Plumbing & Drainage

Mech 01 - Fixtures - Taps & Sinks



Location

Laundry room.

Description

Janitors mop sinks, and other plumbing supply fixtures.

Information

Service Life: 25
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2036

Discovery Point Asset Inventory

Mech 02 - Drainage - Perimeter and Foundation



Location

Underground, building perimeter.

Description

PVC perforated piping forming part of a sub-surface perimeter drainage system around perimeters of buildings and underground structures.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2020

Mech 03 - Domestic Hot Water Tank - Electric



Location

Amenity room.

Description

Space Saver electric domestic hot water tank.

Information

Service Life: 10
 Installed Year: 2008
 Chronological Age: 6
 Effective Age: 6
 Next Renewal Year: 2018

Mech 04 - Cross Connection & Backflow Prevention



Location

Water main and sprinkler line at north end of building and at the fire system supply.

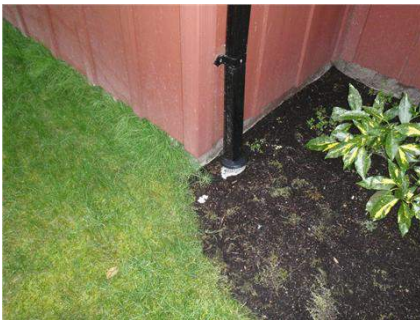
Description

Conbraco backflow prevention valve.

Information

Service Life: 20
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2025

Mech 05 - Exterior Roof and Area Drainage Collection



Location

Underground, building perimeter.

Description

Underground tight piping forming part of a drainage system around perimeter of building, intended for collection of downspout drains and hard surface area drainage. Not including aluminum downspouts and gutters.

Information

Service Life: 40
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2051

Discovery Point Asset Inventory

Mech 06 - Piping - Domestic Water Distribution



Location

Throughout building.

Description

Mixture of K and L copper for vertical/horizontal mains system and piping within the suites. New piping installed for some components with PEX in 2005.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2020

Heating & Cooling

Mech 07 - Electric Baseboard



Location

In common areas and electrical room.

Description

Standard grade, wall mounted, electric convector baseboard heaters with electrical fins for localized space heating and integral thermostat control.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2020

Ventilation and Air-conditioning

Mech 08 - Make Up Air Unit - Small Unheated



Location

Roof top.

Description

GE Motors & Industrial Systems, 1/3 HP AC motor, belt-driven, to supply make-up air to the interior of the building. The strata council have indicated that the intention is to replace the existing units with units that can temper the supply air.

Information

Service Life: 20
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 18
 Next Renewal Year: 2016

Elevator

Hydraulic

Elev 01 - Hydraulic Elevator, Holeless



Location

Elevator room.

Description

ThyssenKrupp TKE holeless hydraulic elevator with 950 kg capacity.

Information

Service Life: 25
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 3
 Next Renewal Year: 2036

Discovery Point Asset Inventory

Car Interiors

Elev 02 - Elevator Cabs & Hoistway



Location

In the building corridor adjacent the lobby.

Description

Cabs furnished with laminate wall panels, carpeting, and wall-mounted metal handrails. Cab is equipped with emergency phone.

Information

Service Life: 15
 Installed Year: 2010
 Chronological Age: 4
 Effective Age: 4
 Next Renewal Year: 2025

Fire Safety

Controls

Fire 01 - Fire Alarm Panel



Location

Lobby, electrical room.

Description

Mircom 1000 microprocessor and supervised unit with annunciator and display.

Information

Service Life: 20
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2025

Detection

Fire 02 - Fire Detection & Alarm



Location

Throughout common areas.

Description

Smoke detectors, heat detectors, flow switches, tamper switches, horns, pull stations and other fixed apparatus field devices to detect fire and smoke conditions and initiate timely response.

Information

Service Life: 20
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 19
 Next Renewal Year: 2015

Discovery Point Asset Inventory

Suppression

Fire 03 - Fire Hydrant



Location

Landscaped area.

Description

Devices used to access water directly from the municipal water supply by fire department, to assist in extinguishing fires.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2020

Fire 04 - Portable Fire Extinguisher



Location

Throughout common areas.

Description

Wall mounted, manually operated, 5lbs and 10lbs ABC type, pressurized vessels for controlled discharge of chemicals to extinguish small fires.

Information

Service Life: 24
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2029

Fire 05 - Sprinkler & Standpipe - Wet



Location

Throughout building.

Description

Standard upright, pendant and sidewall sprinkler heads, flow switches and indicating devices, gauges, steel and PVC distribution lines.

Information

Service Life: 40
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2045

Egress

Fire 06 - Emergency Egress Equipment



Location

Throughout common areas.

Description

Unit battery packs and exit signs.

Information

Service Life: 20
 Installed Year: 2008
 Chronological Age: 6
 Effective Age: 6
 Next Renewal Year: 2028

Discovery Point

Asset Inventory

Interior Finishes

Floors

Finish 01 - Floor Tile

**Location**

Lobby, laundry room.

Description

Floor tile on thin set mortar with grout.

Information

Service Life: 40
Installed Year: 2005
Chronological Age: 9
Effective Age: 9
Next Renewal Year: 2045

Finish 02 - Tile Carpet

**Location**

Corridors, stairwells.

Description

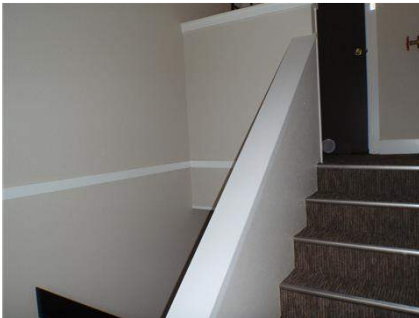
Synthetic, low level loop, textile floor carpet tile units glued over floor substrate.

Information

Service Life: 15
Installed Year: 2012
Chronological Age: 2
Effective Age: 2
Next Renewal Year: 2027

Walls

Finish 03 - Paint

**Location**

Interior walls.

Description

Primers and multiple pigmented coating finishes applied to interior gypsum wall and ceiling board, mill work trim details, and metal trim.

Information

Service Life: 10
Installed Year: 2012
Chronological Age: 2
Effective Age: 2
Next Renewal Year: 2022

Finish 04 - Wood Paneling

**Location**

Lobby.

Description

Painted decorative wood paneling on substrate sheathing and structural framing.

Information

Service Life: 25
Installed Year: 2012
Chronological Age: 2
Effective Age: 2
Next Renewal Year: 2037

Discovery Point Asset Inventory

Ceilings

Finish 05 - Spray Texture

**Location**

Ceilings.

Description

Textured finish coat applied gypsum wallboard.

Information

Service Life: 20
Installed Year: 2010
Chronological Age: 4
Effective Age: 4
Next Renewal Year: 2030

Window Coverings

Finish 06 - Window Covering

**Location**

Laundry room.

Description

Fabric drapes with head rails; mounted to the interior wall adjacent to windows.

Information

Service Life: 20
Installed Year: 2010
Chronological Age: 4
Effective Age: 4
Next Renewal Year: 2030

Architectural Woodwork

Finish 07 - Baseboards, Mouldings and Casing

**Location**

Throughout interior common areas.

Description

Linear components out of painted or finished wood or composite. Includes crown moldings at wall to ceiling interface.

Information

Service Life: 30
Installed Year: 2012
Chronological Age: 2
Effective Age: 2
Next Renewal Year: 2042

Furnishings

Finish 08 - Interior Railings

**Location**

Stairwells.

Description

Finished hand railing.

Information

Service Life: 40
Installed Year: 2005
Chronological Age: 9
Effective Age: 9
Next Renewal Year: 2045

Discovery Point Asset Inventory

Doors

Finish 09 - Interior Swing Door - General



Location

Interior doors.

Description

Solid wood core swing door hung in framed opening including hardware. Exterior door is considered separately as part of the building enclosure system.

Information

Service Life: 40
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2045

Amenities

Furnishings

Amen 01 - Central Mailboxes



Location

Lobby.

Description

Flush mounted, front, aluminum finish, extruded aluminum frame.

Information

Service Life: 30
 Installed Year: 2005
 Chronological Age: 9
 Effective Age: 9
 Next Renewal Year: 2035

Amen 02 - Furniture



Location

Lobby.

Description

Chairs, tables, etc.

Information

Service Life: 15
 Installed Year: 2010
 Chronological Age: 4
 Effective Age: 4
 Next Renewal Year: 2025

Amen 03 - Public Signage



Location

Throughout complex.

Description

Variety of permanently displayed information placards in the common areas of the building.

Information

Service Life: 25
 Installed Year: 2007
 Chronological Age: 7
 Effective Age: 7
 Next Renewal Year: 2032

Discovery Point

Asset Inventory

Sitework

Hard Landscaping

Site 01 - Wood Fencing

**Location**

Along property line.

Description

4 feet high wood fence with posts and rail.

Information

Service Life:	20
Installed Year:	1980
Chronological Age:	34
Effective Age:	14
Next Renewal Year:	2020

Site 02 - Concrete Retaining Wall

**Location**

Rear of complex.

Description

Concrete retaining walls. This asset is not predicted to need renewal over the life of the complex. No renewal costs are included.

Information

Service Life:	100
Installed Year:	1980
Chronological Age:	34
Effective Age:	34
Next Renewal Year:	2080

Site 03 - Concrete Paving

**Location**

Patios.

Description

Concrete pavement, cast with control and construction joints, onto compacted gravel base.

Information

Service Life:	40
Installed Year:	1980
Chronological Age:	34
Effective Age:	24
Next Renewal Year:	2030

Site 04 - Interlocking Unit Paving

**Location**

Front entry.

Description

Precast concrete unit pavers without curbs, with bedding sand onto compacted gravel base.

Information

Service Life:	40
Installed Year:	2011
Chronological Age:	3
Effective Age:	3
Next Renewal Year:	2051

Discovery Point Asset Inventory

Site 05 - Asphalt Paving



Location

Parking area, driveway.

Description

Flexible asphalt paving with concrete curbs.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 20
 Next Renewal Year: 2034

Site 06 - Metal Fencing



Location

Along north property line.

Description

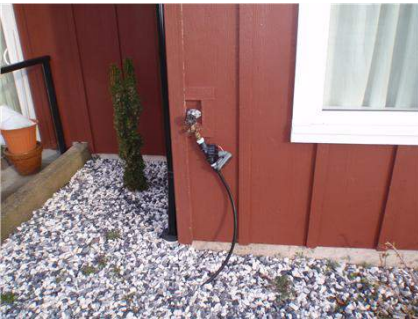
6 feet high chainlink fence with prefinished posts. Shared with adjacent property.

Information

Service Life: 40
 Installed Year: 1980
 Chronological Age: 34
 Effective Age: 34
 Next Renewal Year: 2020

Soft Landscaping

Site 07 - Irrigation System



Location

Throughout landscaped area.

Description

Controller with time clock, network of pipes, valves, and irrigation heads distributed around the soft landscaping.

Information

Service Life: 15
 Installed Year: 2012
 Chronological Age: 2
 Effective Age: 2
 Next Renewal Year: 2027

Site 08 - Soft Landscaping



Location

Landscaped area.

Description

Lawn, ground cover, shrubs, perennials and trees, including Maple, Birch, Spruce, Pine, Fir, etc.

Information

Service Life: 15
 Installed Year: 2011
 Chronological Age: 3
 Effective Age: 8
 Next Renewal Year: 2021

Discovery Point Asset Inventory

Site Services

Site 09 - Underground Drainage Services - Storm



Location

Underground.

Description

Storm sewer from buildings and catch basins to property line.

Information

Service Life: 40
Installed Year: 2011
Chronological Age: 3
Effective Age: 3
Next Renewal Year: 2051

Site 10 - Underground Sewer Services - Sewer



Location

Underground.

Description

Sanitary sewer system from the buildings to the property line, including all appurtenances.

Information

Service Life: 80
Installed Year: 1980
Chronological Age: 34
Effective Age: 34
Next Renewal Year: 2060

Site 11 - Underground Water Services



Location

Underground.

Description

Fire/domestic water supplies, from the property line to the buildings and hydrant

Information

Service Life: 50
Installed Year: 2005
Chronological Age: 9
Effective Age: 9
Next Renewal Year: 2055

Appendix C

Asset Service Life Summary

Discovery Point

Asset Ref	Asset Name	Chronological Age	Estimated Remaining SL
Struct 01	Concrete Foundation	34	41
Struct 02	Wood Frame Structure	34	41
Encl 01	PVC Panel Soffit	3	32
Encl 02	Exposed SBS Membrane Roof	3	22
Encl 03	Laminated Asphalt Shingle Roof	5	20
Encl 04	Roof Hatch	5	22
Encl 05	Guardrail Aluminum	3	27
Encl 06	Guardrail Glazed Aluminum	3	27
Encl 07	Cultured Stone Wall	3	37
Encl 08	Wood Trim	3	37
Encl 09	Fiber Cement Wall - Drained	3	37
Encl 10	Vinyl Framed Window	3	27
Encl 11	Aluminum Frame Lobby Door	3	17
Encl 12	Steel Swing Door	3	22
Encl 13	Vinyl Framed Sliding Glass Door	3	27
Encl 14	Exposed Urethane Balcony Membrane - Concrete Substrate	3	17
Encl 15	Exposed Vinyl Balcony Membrane	3	12
Encl 16	General & Inspections	34	41
Encl 17	Sealant	3	7
Elec 01	Distribution Transformer - Exterior [PLACEHOLDER]	34	11
Elec 02	Electrical Distribution	34	6
Elec 03	Exterior Light Fixtures	3	17
Elec 04	Interior Light Fixtures	9	11
Elec 05	Street Lights	3	37
Elec 06	Enterphone System	9	16
Elec 07	Security Surveillance	1	13
Mech 01	Fixtures - Taps & Sinks	3	22
Mech 02	Drainage - Perimeter and Foundation	34	6
Mech 03	Domestic Hot Water Tank - Electric	6	4
Mech 04	Cross Connection & Backflow Prevention	9	11
Mech 05	Exterior Roof and Area Drainage Collection	3	37
Mech 06	Piping - Domestic Water Distribution	34	6
Mech 07	Electric Baseboard	34	6
Mech 08	Make Up Air Unit - Small Unheated	34	2
Elev 01	Hydraulic Elevator, Holeless	3	22
Elev 02	Elevator Cabs & Hoistway	4	11
Fire 01	Fire Alarm Panel	9	11
Fire 02	Fire Detection & Alarm	9	1
Fire 03	Fire Hydrant	34	6
Fire 04	Portable Fire Extinguisher	9	15
Fire 05	Sprinkler & Standpipe - Wet	9	31
Fire 06	Emergency Egress Equipment	6	14

Finish 01	Floor Tile	9		31	
Finish 02	Tile Carpet	2		13	
Finish 03	Paint	2		8	
Finish 04	Wood Paneling	2		23	
Finish 05	Spray Texture	4		16	
Finish 06	Window Covering	4		16	
Finish 07	Baseboards, Mouldings and Casing	2		28	
Finish 08	Interior Railings	9		31	
Finish 09	Interior Swing Door - General	9		31	
Amen 01	Central Mailboxes	9		21	
Amen 02	Furniture	4		11	
Amen 03	Public Signage	7		18	
Site 01	Wood Fencing	34		6	
Site 02	Concrete Retaining Wall	34		66	
Site 03	Concrete Paving	34		16	
Site 04	Interlocking Unit Paving	3		37	
Site 05	Asphalt Paving	34		20	
Site 06	Metal Fencing	34		6	
Site 07	Irrigation System	2		13	
Site 08	Soft Landscaping	3		7	
Site 09	Underground Drainage Services - Storm	3		37	
Site 10	Underground Sewer Services - Sewer	34		46	
Site 11	Underground Water Services	9		41	

Appendix D

Strategic Plan

Discovery Point																																				
Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042		
Structural																																				
Foundations																																				
Struct 01 - Concrete Foundation																																				
R01	This asset is not predicted to need renewal over the life of the complex. No renewal costs are included.	75 Yrs	\$0	2055	\$0																															
Walls & Columns																																				
Struct 02 - Wood Frame Structure																																				
R01	The wood frame structure is not deemed to be a reserve component.	75 Yrs	\$0	2055	\$0																															
Enclosure																																				
Roofs & Decks																																				
Encl 01 - PVC Panel Soffit																																				
J01	Clean exterior soffit surfaces to remove atmospheric dirt, vegetative growth and other stains.	4 Yrs	\$3,000	2017	\$3,600				•				•			•				•				•												
J02	Review soffit panels for signs of distress. This task is associated with General Inspections.	6 Yrs	\$0	2017	\$0				•						•						•						•									
R01	Replace soffit panels and associated components, such as venting strips.	40 Yrs	\$48,000	2046	\$92,000																															
Encl 02 - Exposed SBS Membrane Roof																																				
J01	Perform major maintenance on membrane and associated components as required. [Refer to membrane warranty if applicable.]	10 Yrs	\$3,750	2021	\$4,300								•											•												
J02	Perform condition assessment of roof, associated components, service penetrations and interfaces.	3 Yrs	\$2,000	2017	\$2,100				•			•			•						•			•			•									•
R01	Replace SBS membrane roof assembly and associated component such as drains and flashing.	25 Yrs	\$120,000	2036	\$190,000																							•								
Encl 03 - Laminated Asphalt Shingle Roof																																				
J01	Clean all exterior surfaces of asphalt shingles.	5 yrs	\$2,000	2019	\$2,200																															
J02	Perform condition assessment of roof, associated components, service penetrations and interfaces. This is included with the Exposed SBS Roof asset.	3 Yrs	\$0	2017	\$0				•			•			•						•			•				•								
R01	Replace asphalt shingles and associated components such as flashing.	25 Yrs	\$22,200	2034	\$34,000																															
Encl 04 - Roof Hatch																																				
R01	Replace or renew components of roof hatch.	40 Yrs	\$2,000	2036	\$3,200																															
Fall Protection																																				
Encl 05 - Guardrail Aluminum																																				
J01	Review all metal finishes. Touch up paint as required. [Refer to guardrail paint finish warranty if applicable.]	2 Yrs	\$100	2015	\$100			•		•		•		•		•				•			•		•		•									
J02	Review guardrails for structural adequacy including attachments. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•						•						•						•									
R01	Replace exterior guardrails.	30 Yrs	\$800	2041	\$1,400																															•

Discovery Point																																					
Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042			
Enclosure																																					
Encl 06 - Guardrail Glazed Aluminum																																					
J01	Review all metal finishes. Touch up paint as required. [Refer to guardrail paint finish warranty if applicable.]	2 Yrs	\$560	2015	\$570			•	•		•		•		•		•		•		•		•		•		•		•		•		•		•		
J02	Review guardrails for structural adequacy including attachments. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•						•						•						•										
R01	Replace exterior guardrails.	30 Yrs	\$70,000	2041	\$120,000																														•		
Walls																																					
Encl 07 - Cultured Stone Wall																																					
J01	Clean exterior surfaces of cultured stone cladding to remove vegetation growth and other atmospheric staining.	5 yrs	\$150	2016	\$160			•					•					•					•					•							•		
J02	Perform condition assessment of wall, associated components, service penetrations and interfaces. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•						•							•						•								•	
R01	Replace sections of cultured stone veneer as required, along with associated components.	40 Yrs	\$3,500	2051	\$7,400																																
Encl 08 - Wood Trim																																					
J01	Clean surface of wood trim, as required, to remove vegetation growth and other staining. This is included with the Exposed Fiber Cement Wall.	5 yrs	\$0	2016	\$0			•					•					•					•					•								•	
J02	Touch up painting of wood trim as required.	2 Yrs	\$570	2015	\$580		•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
J03	Locally repair wood trim, as required.	2 Yrs	\$570	2015	\$580		•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
J04	Review exterior surfaces of wood trim for signs of distress, such as warping, water damage, loose trim board and discoloration, condition of coating and sealant. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0			•							•							•					•									•	
R01	Repaint wood trim.	10 Yrs	\$11,400	2021	\$13,000								•										•													•	
R02	Replace wood trim, as required.	40 Yrs	\$28,500	2051	\$60,000																																
Encl 09 - Fiber Cement Wall - Drained																																					
J01	Clean exterior fiber cement board surfaces to remove atmospheric dirt, vegetative growth and other stains.	5 yrs	\$1,596	2016	\$1,700			•					•					•					•					•								•	
J02	Perform condition assessment of wall, associated components, service penetrations and interfaces. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•						•							•						•									•
R01	Repaint fiber cement cladding.	10 Yrs	\$39,900	2021	\$46,000								•										•													•	
R02	Replace fiber cement cladding along with associated flashing and sealants. Consideration should be given to replacement of vent hoods and other accessories that penetrated the cladding at the time of cladding replacement.	40 Yrs	\$558,600	2051	\$1,200,000																																
Glazing Systems																																					
Encl 10 - Vinyl Framed Window																																					
J01	Replace or repair gasket and weatherstripping, as required.	2 Yrs	\$960	2023	\$1,200										•		•		•		•		•		•		•		•		•		•		•		
J02	Replace insulating glazing units (IGUs) with condensation or misting between panes of glass. [Refer to manufacturer's warranty if applicable.]	2 Yrs	\$1,470	2023	\$1,800										•		•		•		•		•		•		•		•		•		•		•		•
J03	Perform condition assessment of windows, associated components and interfaces. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•						•							•					•										•

Discovery Point																																				
Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042		
Enclosure																																				
Encl 17 - Sealant																																				
J01	Review condition of sealant at all locations and undertake localized repairs or replacement as required.	2 Yrs	\$500	2015	\$510			•		•		•			•		•		•		•			•		•		•								
J02	Assess current condition of various sealant and develop renewals plan. The plan should consider current condition, exposure conditions, types of sealant, other work that should be bundled with the sealant work like painting, and phasing of the work. This task is associated with the General & Inspections.	6 Yrs	\$0	2017	\$0				•										•									•								
R01	Replace sealants at interfaces between building enclosure assemblies, and at penetrations through assemblies in accordance with sealant renewals plan.	10 Yrs	\$13,300	2021	\$16,000								•										•											•		
Electrical																																				
Power Supply																																				
Elec 01 - Distribution Transformer - Exterior [PLACEHOLDER]																																				
R01	Replace distribution transformers. [Work to be coordinated, completed and paid for by BC Hydro, at their discretion.]	45 Yrs	\$0	2025	\$0													•																		
Distribution																																				
Elec 02 - Electrical Distribution																																				
J01	Conduct infrared scanning to verify that terminations are sound and operating temperatures of all conducting parts are within allowable limits. Correct any conditions contributing to overheating if it occurs.	3 Yrs	\$1,500	2015	\$1,600			•		•			•					•				•			•			•							•	
J02	Clean and test main breakers and central distribution panel board.	3 Yrs	\$500	2015	\$500			•		•			•					•				•			•			•							•	
R01	Cyclical replacement of components of the electrical distribution equipment, as required.	40 Yrs	\$12,000	2020	\$14,000							•																								
Light Fixtures																																				
Elec 03 - Exterior Light Fixtures																																				
R01	Replace photocell time clocks for exterior lights, excluding field wiring.	6 Yrs	\$1,200	2018	\$1,300					•						•						•					•								•	
R02	Cyclical replacement of exterior lighting, excluding field wiring.	20 Yrs	\$400	2031	\$600																		•													
Elec 04 - Interior Light Fixtures																																				
R01	Cyclical group replacement of lamps in interior lighting fixtures. A set of lamps are replaced at a scheduled time.	3 Yrs	\$84	2015	\$90			•		•			•					•				•			•			•							•	
R02	Cyclical replacement of lighting controls (timers, motion sensors, etc.) as required.	6 Yrs	\$800	2018	\$900					•						•						•						•								•
R03	Cyclical cleaning of interior light fixtures. Use cleaning agents suited to fixture type.	10 Yrs	\$105	2020	\$100							•										•														•
R04	Cyclical replacement of electronic ballasts.	10 Yrs	\$525	2020	\$600							•										•														•
R05	Replace interior light fixtures, as required, for aesthetic purposes, to match ballast replacement cycles, or technological obsolescence.	20 Yrs	\$3,500	2025	\$4,400												•																			
Elec 05 - Street Lights																																				
R01	Cyclical replacement of electronic ballasts.	10 Yrs	\$24	2030	\$40																															•
R02	Cyclical painting of light poles.	10 Yrs	\$150	2030	\$200																															•

Discovery Point

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Electrical

R03	Replace pole lamps, excluding field wiring.	40 Yrs	\$2,000	2051	\$4,200																													
-----	---	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security

Elec 06 - Enterphone System

R01	Replace enterphone panels, excluding field wiring.	25 Yrs	\$6,000	2030	\$8,400																	•											
-----	--	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--

Elec 07 - Security Surveillance

R01	Service the multiplex unit, update software as required.	5 yrs	\$1,000	2017	\$1,100				•				•						•				•										•
-----	--	-------	---------	------	---------	--	--	--	---	--	--	--	---	--	--	--	--	--	---	--	--	--	---	--	--	--	--	--	--	--	--	--	---

R02	Modernize components of the security surveillance system, excluding field wiring, as required by technological obsolescence.	14 Yrs	\$3,300	2027	\$4,400														•													•	
-----	--	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	---	--

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Mechanical

Plumbing & Drainage

Mech 01 - Fixtures - Taps & Sinks

R01	Cyclical replacement of sinks and faucets, as required.	25 Yrs	\$1,000	2036	\$1,600																													
-----	---	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mech 02 - Drainage - Perimeter and Foundation

J01	By means of pipe camera service, visually inspect underground piping runs. Look for build up of silts and dirt fines, tree roots, and other obstructions. Look for standing water indicating saturated soil conditions or impermeable conditions.	5 yrs	\$1,000	2015	\$1,000			•				•				•					•						•					•	
-----	---	-------	---------	------	---------	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	---	--	--	--	--	--	---	--	--	--	--	---	--

R01	Repair and/replace components of perimeter drainage system, as required.	40 Yrs	\$7,400	2053	\$16,000																													
-----	--	--------	---------	------	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

R02	Repair and/replace components of perimeter drainage system, as required.	40 Yrs	\$7,400	2020	\$8,300							•																					
-----	--	--------	---------	------	---------	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mech 03 - Domestic Hot Water Tank - Electric

R01	Cyclical replacement of electric hot water reheat tank.	10 Yrs	\$700	2018	\$800					•											•												•
-----	---	--------	-------	------	-------	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	---

Mech 04 - Cross Connection & Backflow Prevention

R01	Cyclical replacement of cross connection & back flow prevention valves, as required.	20 Yrs	\$6,000	2025	\$7,600												•																
-----	--	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mech 05 - Exterior Roof and Area Drainage Collection

J01	By means of pipe camera service, visually inspect underground piping runs. Look for build up of silts and dirt fines, tree roots, and other obstructions.	5 yrs	\$1,000	2015	\$1,000			•				•				•					•						•					•	
-----	---	-------	---------	------	---------	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	---	--	--	--	--	--	---	--	--	--	--	---	--

R01	Repair and replace components of exterior drainage system, as required.	40 Yrs	\$20,000	2051	\$42,000																													
-----	---	--------	----------	------	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mech 06 - Piping - Domestic Water Distribution

J01	Conduct third party inspection of pipe integrity	10 Yrs	\$3,000	2016	\$3,200				•									•															•
-----	--	--------	---------	------	---------	--	--	--	---	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---

J02	Check piping and supports for mechanical damage, proper clearance, adequate insulation, and labeling.	5 yrs	\$200	2015	\$200			•				•				•					•						•					•	
-----	---	-------	-------	------	-------	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	---	--	--	--	--	--	---	--	--	--	--	---	--

J03	Check integrity of all soldered pipe connections and couplings.	5 yrs	\$500	2015	\$500			•				•				•					•						•					•	
-----	---	-------	-------	------	-------	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	---	--	--	--	--	--	---	--	--	--	--	---	--

R01	Replace components of domestic plumbing distribution system, including domestic valves.	40 Yrs	\$132,500	2035	\$200,000																						•							
-----	---	--------	-----------	------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--

Discovery Point																																		
Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Mechanical																																		
R02	Replace components of domestic plumbing distribution system, including domestic valves.	40 Yrs	\$132,500	2020	\$150,000							•																						
Heating & Cooling																																		
Mech 07 - Electric Baseboard																																		
R01	Replacement of electric baseboard heaters, as required.	40 Yrs	\$9,000	2020	\$10,000							•																						
Ventilation and Air-conditioning																																		
Mech 08 - Make Up Air Unit - Small Unheated																																		
J01	Motor mount - Inspect for damage, cracks or corrosion.	2 Yrs	\$150	2014	\$200	•		•		•		•		•		•		•		•		•		•		•		•		•		•		•
R01	Cyclical replacement of pulleys and motors and vibration isolation, as required.	8 Yrs	\$500	2024	\$600											•								•								•		
R02	Rebuild or replace air make-up units. Strata has indicated that make-up unit with the capacity to temper the air would be installed during the replacement.	20 Yrs	\$6,000	2028	\$7,900															•														
R03	Rebuild or replace air make-up units. Strata has indicated that make-up unit with the capacity to temper the air would be installed during the replacement.	20 Yrs	\$6,000	2016	\$6,200				•																		•							

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	
Elevator																																			
Hydraulic																																			
Elev 01 - Hydraulic Elevator, Holeless																																			
R01	Replace elevator controls, tank unit, and valve.	25 Yrs	\$95,000	2036	\$150,000																														
Car Interiors																																			
Elev 02 - Elevator Cabs & Hoistway																																			
R01	Replace elevator operating and signal fixtures, including door operator and safety edge, finishes.	15 Yrs	\$15,000	2025	\$19,000												•																		

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	
Fire Safety																																			
Controls																																			
Fire 01 - Fire Alarm Panel																																			
R01	Replace battery packs.	5 yrs	\$500	2015	\$500		•					•					•					•					•								
R02	Replace fire alarm annunciator panels and control panel, excluding field wiring and field devices.	20 Yrs	\$8,000	2025	\$10,000												•																		
Detection																																			
Fire 02 - Fire Detection & Alarm																																			
R01	Cyclical replacement of heat detectors, smoke detectors and related modules, excluding field wiring.	2 Yrs	\$660	2015	\$700		•		•		•		•		•		•		•		•		•		•		•		•		•		•		•

Discovery Point

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Fire Safety

Suppression

Fire 03 - Fire Hydrant

J01	Repaint exterior hydrant cap, bonnet and body for sufficient identification. Lubricate cap threads with light white grease.	8 Yrs	\$100	2028	\$130															•								•							
R01	Replace fire hydrants. Not normally part of Common property asset. Municipally owned and maintained.	40 Yrs	\$8,000	2020	\$9,200							•																							

Fire 04 - Portable Fire Extinguisher

J01	Conduct hydrotest on fire extinguishers.	6 Yrs	\$400	2017	\$400					•					•																				
R01	Cyclical replacement of fire extinguishers.	12 Yrs	\$420	2029	\$600																•														

Fire 05 - Sprinkler & Standpipe - Wet

J01	Sprinkler Piping - Conduct flow test on piping, both exposed and underground.	5 yrs	\$2,000	2015	\$2,100			•				•																							
J02	Sprinkler Heads - Test extra high temperature on sprinkler heads.	5 yrs	\$100	2015	\$100			•				•																							
R01	Phased replacement of sprinkler zone control valves, as required.	20 Yrs	\$2,500	2025	\$3,200											•																			
R02	Replace all heads, or submit representative sample of heads for testing by recognised testing agency, to the satisfaction of the authority having jurisdiction, in accordance with NFPA 25.	10 Yrs	\$5,730	2065	\$16,000																														
R03	Renew piping, gaskets, connections, valves, devices and trim to maintain required function.	10 Yrs	\$5,730	2045	\$11,000																														

Egress

Fire 06 - Emergency Egress Equipment

R01	Cyclical replacement of batteries and lamps in DC battery packs.	5 yrs	\$600	2018	\$700					•																									
R02	Cyclical replacement of LED exit signs.	15 Yrs	\$3,000	2028	\$4,000																•														

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Interior Finishes

Floors

Finish 01 - Floor Tile

J01	Recolour or replace tile grout as required.	12 Yrs	\$2,600	2017	\$2,800					•																									
R01	Renew porcelain tile floor.	40 Yrs	\$14,300	2045	\$27,000																														

Finish 02 - Tile Carpet

R01	Renew carpet.	15 Yrs	\$32,900	2027	\$43,000																														
-----	---------------	--------	----------	------	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Walls

Finish 03 - Paint

R01	Repaint interior wall in high traffic area, as required.	5 yrs	\$810	2017	\$860					•																									
R02	Re-coat painted wall surface including preparation of substrate.	10 Yrs	\$16,200	2022	\$19,000										•										•										

Finish 04 - Wood Paneling

R01	Replace wood paneling.	25 Yrs	\$1,980	2037	\$3,200																															
-----	------------------------	--------	---------	------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Discovery Point																																		
Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042

Interior Finishes

Ceilings

Finish 05 - Spray Texture	
R01 Re-coat spray textured ceiling.	20 Yrs \$5,400 2030 \$7,600 •

Window Coverings

Finish 06 - Window Covering	
R01 Replace window covering, as required.	20 Yrs \$140 2030 \$200 •

Architectural Woodwork

Finish 07 - Baseboards, Mouldings and Casing	
R01 Replace damaged components of dashboard, molding, and easing.	30 Yrs \$15,000 2042 \$27,000 •

Furnishings

Finish 08 - Interior Railings	
J01 Touch-up and repair interior railings, as required.	5 yrs \$500 2015 \$600 • • • • •
R01 Replace damaged interior railings, as required.	40 Yrs \$3,000 2045 \$5,700

Doors

Finish 09 - Interior Swing Door - General	
J01 Lubricate and adjust doors and moving parts. Tighten mechanical parts and screws. Adjust door swing arms and hardware as required. Replace broken hardware.	5 yrs \$925 2015 \$940 • • • • •
J02 Repaint door and frame as required.	10 Yrs \$7,400 2022 \$8,700 •
J03 Rekey master door cylinders and issue new master keys to facility staff.	5 yrs \$150 2015 \$200 • • • • •
R01 Cyclical replacement of interior swing doors, as required.	40 Yrs \$37,000 2045 \$70,000

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Amenities

Furnishings

Amen 01 - Central Mailboxes	
J01 Rekey cylinder on master lock.	5 yrs \$300 2015 \$300 • • • • •
R01 Replace central mail boxes as required.	30 Yrs \$3,000 2035 \$4,600 •
Amen 02 - Furniture	
R01 Replace furniture and associated components.	15 Yrs \$500 2025 \$620 •
Amen 03 - Public Signage	
R01 Replace damaged and outdated signage, as required.	25 Yrs \$6,000 2032 \$8,700 •

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
-------------------------	-----------	--------------	------------	-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Discovery Point

Maintenance Description	Frequency	Current Cost	Next Event	Future Cost	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	
Sitework																																			
R05 Replace underground sewer services, including all appurtenances. Includes temporary services during construction (assumes no room to abandon old services in place), trench backfill and asphalt patching.	80 Yrs	\$5,400	2060	\$14,000																															
Site 11 - Underground Water Services																																			
J01 Review condition of lines.	5 yrs	\$1,000	2015	\$1,000			•				•											•													
R01 Replace portions of underground water services with PVC/copper and ductile piping, hydrants, valves and connections.	50 Yrs	\$3,325	2045	\$6,300																															
R02 Replace underground water services with PVC/copper piping, hydrants, valves and connections.	50 Yrs	\$3,325	2055	\$7,600																															

Appendix E

Funding Scenario Cash Flow Tables

STATUTORY FUNDING MODEL: CASH FLOW TABLE (30 YEARS)

FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$0	\$0	\$1,523	\$200	\$77,453
2015	\$77,453	\$0	\$0	\$1,549	\$26,710	\$52,292
2016	\$52,292	\$0	\$0	\$1,046	\$12,190	\$41,147
2017	\$41,147	\$0	\$0	\$823	\$19,290	\$22,680
2018	\$22,680	\$4,638	\$0	\$454	\$9,050	\$18,722
2019	\$18,722	\$8,596	\$0	\$374	\$6,540	\$21,153
2020	\$21,153	\$6,166	\$193,119	\$423	\$220,860	\$0
2021	\$0	\$10,927	\$90,793	\$0	\$101,720	\$0
2022	\$0	\$10,927	\$18,273	\$0	\$29,200	\$0
2023	\$0	\$10,927	\$9,093	\$0	\$20,020	\$0
2024	\$0	\$10,927	\$0	\$0	\$9,250	\$1,677
2025	\$1,677	\$10,927	\$72,532	\$34	\$85,170	\$0
2026	\$0	\$10,927	\$70,633	\$0	\$81,560	\$0
2027	\$0	\$10,927	\$61,643	\$0	\$72,570	\$0
2028	\$0	\$10,927	\$5,503	\$0	\$16,430	\$0
2029	\$0	\$10,927	\$21,943	\$0	\$32,870	\$0
2030	\$0	\$10,927	\$32,663	\$0	\$43,590	\$0
2031	\$0	\$10,927	\$132,893	\$0	\$143,820	\$0
2032	\$0	\$10,927	\$38,173	\$0	\$49,100	\$0
2033	\$0	\$10,927	\$10,223	\$0	\$21,150	\$0
2034	\$0	\$10,927	\$303,473	\$0	\$314,400	\$0
2035	\$0	\$10,927	\$236,203	\$0	\$247,130	\$0
2036	\$0	\$10,927	\$374,793	\$0	\$385,720	\$0
2037	\$0	\$10,927	\$12,603	\$0	\$23,530	\$0
2038	\$0	\$10,927	\$0	\$0	\$2,500	\$8,427
2039	\$8,427	\$10,927	\$5,957	\$169	\$25,480	\$0
2040	\$0	\$10,927	\$55,103	\$0	\$66,030	\$0
2041	\$0	\$10,927	\$950,073	\$0	\$961,000	\$0
2042	\$0	\$10,927	\$139,173	\$0	\$150,100	\$0
2043	\$0	\$10,927	\$2,433	\$0	\$13,360	\$0
TOTAL		\$270,721	\$2,837,295		\$3,190,540	

CURRENT (2014/2015) FUNDING MODEL: CASH FLOW TABLE (30 YEARS)

FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$15,000	\$0	\$1,523	\$200	\$92,453
2015	\$92,453	\$15,000	\$0	\$1,849	\$26,710	\$82,592
2016	\$82,592	\$15,000	\$0	\$1,652	\$12,190	\$87,053
2017	\$87,053	\$15,000	\$0	\$1,741	\$19,290	\$84,505
2018	\$84,505	\$15,000	\$0	\$1,690	\$9,050	\$92,145
2019	\$92,145	\$15,000	\$0	\$1,843	\$6,540	\$102,448
2020	\$102,448	\$15,000	\$106,364	\$2,049	\$220,860	\$5,000
2021	\$5,000	\$15,000	\$86,620	\$100	\$101,720	\$5,000
2022	\$5,000	\$15,000	\$14,100	\$100	\$29,200	\$5,000
2023	\$5,000	\$15,000	\$4,920	\$100	\$20,020	\$5,000
2024	\$5,000	\$15,000	\$0	\$100	\$9,250	\$10,850
2025	\$10,850	\$15,000	\$64,103	\$217	\$85,170	\$5,000
2026	\$5,000	\$15,000	\$66,460	\$100	\$81,560	\$5,000
2027	\$5,000	\$15,000	\$57,470	\$100	\$72,570	\$5,000
2028	\$5,000	\$15,000	\$1,330	\$100	\$16,430	\$5,000
2029	\$5,000	\$15,000	\$17,770	\$100	\$32,870	\$5,000
2030	\$5,000	\$15,000	\$28,490	\$100	\$43,590	\$5,000
2031	\$5,000	\$15,000	\$128,720	\$100	\$143,820	\$5,000
2032	\$5,000	\$15,000	\$34,000	\$100	\$49,100	\$5,000
2033	\$5,000	\$15,000	\$6,050	\$100	\$21,150	\$5,000
2034	\$5,000	\$15,000	\$299,300	\$100	\$314,400	\$5,000
2035	\$5,000	\$15,000	\$232,030	\$100	\$247,130	\$5,000
2036	\$5,000	\$15,000	\$370,620	\$100	\$385,720	\$5,000
2037	\$5,000	\$15,000	\$8,430	\$100	\$23,530	\$5,000
2038	\$5,000	\$15,000	\$0	\$100	\$2,500	\$17,600
2039	\$17,600	\$15,000	\$0	\$352	\$25,480	\$7,472
2040	\$7,472	\$15,000	\$48,409	\$149	\$66,030	\$5,000
2041	\$5,000	\$15,000	\$945,900	\$100	\$961,000	\$5,000
2042	\$5,000	\$15,000	\$135,000	\$100	\$150,100	\$5,000
2043	\$5,000	\$15,000	\$0	\$100	\$13,360	\$6,740
TOTAL		\$450,000	\$2,656,086		\$3,190,540	

ALTERNATIVE FUNDING MODEL #1: CASH FLOW TABLE (30 YEARS)

FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$15,000	\$0	\$1,523	\$200	\$92,453
2015	\$92,453	\$20,000	\$0	\$1,849	\$26,710	\$87,592
2016	\$87,592	\$25,000	\$0	\$1,752	\$12,190	\$102,153
2017	\$102,153	\$32,500	\$0	\$2,043	\$19,290	\$117,407
2018	\$117,407	\$40,000	\$0	\$2,348	\$9,050	\$150,705
2019	\$150,705	\$47,500	\$0	\$3,014	\$6,540	\$194,679
2020	\$194,679	\$55,000	\$0	\$3,894	\$220,860	\$32,712
2021	\$32,712	\$62,500	\$10,853	\$654	\$101,720	\$5,000
2022	\$5,000	\$70,000	\$0	\$100	\$29,200	\$45,900
2023	\$45,900	\$75,000	\$0	\$918	\$20,020	\$101,798
2024	\$101,798	\$80,000	\$0	\$2,036	\$9,250	\$174,584
2025	\$174,584	\$85,000	\$0	\$3,492	\$85,170	\$177,906
2026	\$177,906	\$90,000	\$0	\$3,558	\$81,560	\$189,904
2027	\$189,904	\$95,000	\$0	\$3,798	\$72,570	\$216,132
2028	\$216,132	\$110,000	\$0	\$4,323	\$16,430	\$314,024
2029	\$314,024	\$120,000	\$0	\$6,280	\$32,870	\$407,435
2030	\$407,435	\$130,000	\$0	\$8,149	\$43,590	\$501,994
2031	\$501,994	\$140,000	\$0	\$10,040	\$143,820	\$508,214
2032	\$508,214	\$145,000	\$0	\$10,164	\$49,100	\$614,278
2033	\$614,278	\$145,000	\$0	\$12,286	\$21,150	\$750,413
2034	\$750,413	\$145,000	\$0	\$15,008	\$314,400	\$596,022
2035	\$596,022	\$145,000	\$0	\$11,920	\$247,130	\$505,812
2036	\$505,812	\$145,000	\$0	\$10,116	\$385,720	\$275,208
2037	\$275,208	\$145,000	\$0	\$5,504	\$23,530	\$402,182
2038	\$402,182	\$145,000	\$0	\$8,044	\$2,500	\$552,726
2039	\$552,726	\$145,000	\$0	\$11,055	\$25,480	\$683,301
2040	\$683,301	\$145,000	\$0	\$13,666	\$66,030	\$775,937
2041	\$775,937	\$145,000	\$29,545	\$15,519	\$961,000	\$5,000
2042	\$5,000	\$145,000	\$5,000	\$100	\$150,100	\$5,000
2043	\$5,000	\$145,000	\$0	\$100	\$13,360	\$136,740
TOTAL		\$3,032,500	\$45,398		\$3,190,540	

PROGRESSIVE FUNDING MODEL: CASH FLOW TABLE (30 YEARS)

FISCAL YEAR	OPENING BALANCE	RESERVE CONTRIBUTION	SPECIAL LEVY	RESERVE INCOME	RENEWAL COSTS	CLOSING BALANCE
2014	\$76,130	\$99,000	\$0	\$1,523	\$200	\$176,453
2015	\$176,453	\$99,000	\$0	\$3,529	\$26,710	\$252,272
2016	\$252,272	\$99,000	\$0	\$5,045	\$12,190	\$344,127
2017	\$344,127	\$99,000	\$0	\$6,883	\$19,290	\$430,720
2018	\$430,720	\$99,000	\$0	\$8,614	\$9,050	\$529,284
2019	\$529,284	\$99,000	\$0	\$10,586	\$6,540	\$632,330
2020	\$632,330	\$99,000	\$0	\$12,647	\$220,860	\$523,116
2021	\$523,116	\$99,000	\$0	\$10,462	\$101,720	\$530,859
2022	\$530,859	\$99,000	\$0	\$10,617	\$29,200	\$611,276
2023	\$611,276	\$99,000	\$0	\$12,226	\$20,020	\$702,481
2024	\$702,481	\$99,000	\$0	\$14,050	\$9,250	\$806,281
2025	\$806,281	\$99,000	\$0	\$16,126	\$85,170	\$836,237
2026	\$836,237	\$99,000	\$0	\$16,725	\$81,560	\$870,401
2027	\$870,401	\$99,000	\$0	\$17,408	\$72,570	\$914,239
2028	\$914,239	\$99,000	\$0	\$18,285	\$16,430	\$1,015,094
2029	\$1,015,094	\$99,000	\$0	\$20,302	\$32,870	\$1,101,526
2030	\$1,101,526	\$99,000	\$0	\$22,031	\$43,590	\$1,178,966
2031	\$1,178,966	\$99,000	\$0	\$23,579	\$143,820	\$1,157,726
2032	\$1,157,726	\$99,000	\$0	\$23,155	\$49,100	\$1,230,780
2033	\$1,230,780	\$99,000	\$0	\$24,616	\$21,150	\$1,333,246
2034	\$1,333,246	\$99,000	\$0	\$26,665	\$314,400	\$1,144,511
2035	\$1,144,511	\$99,000	\$0	\$22,890	\$247,130	\$1,019,271
2036	\$1,019,271	\$99,000	\$0	\$20,385	\$385,720	\$752,936
2037	\$752,936	\$99,000	\$0	\$15,059	\$23,530	\$843,465
2038	\$843,465	\$99,000	\$0	\$16,869	\$2,500	\$956,834
2039	\$956,834	\$99,000	\$0	\$19,137	\$25,480	\$1,049,491
2040	\$1,049,491	\$99,000	\$0	\$20,990	\$66,030	\$1,103,451
2041	\$1,103,451	\$99,000	\$0	\$22,069	\$961,000	\$263,520
2042	\$263,520	\$99,000	\$0	\$5,270	\$150,100	\$217,691
2043	\$217,691	\$99,000	\$0	\$4,354	\$13,360	\$307,684
TOTAL		\$2,970,000	\$0		\$3,190,540	

Appendix F

Disclosures and Disclaimers

DISCLOSURES AND DISCLAIMERS

Condition of the Assets

The method of determining the physical condition of the assets is based on a visual review of a representative sampling of the assets in readily accessible locations, discussions with facility representatives, and review of readily available reference documents. No destructive testing or exploratory openings are carried out on any of the assets and the equipment is not disassembled, operated or subject to re-commissioning tests. The physical review is not a full “condition assessment” since operating, testing or exploratory openings are excluded from the scope of services.

Cost Estimating for Assets

- All estimates of costs are provided in future year dollars.
- All estimates of costs are Class D estimates intended for planning purposes and not for accounting or tender use. See Glossary of Terms for definition of Class D estimates.
- Actual costs will vary depending on several factors. The estimates assume economies of scale will be achieved by bundling work tasks together into larger renewal, repair or rehabilitation projects. Small tasks performed individually may exceed the estimates presented.
- Soft costs, such as consulting services and contingency allowances are not included in the budget estimates. When developing cost estimates for projects in greater detail for budgeting, each project should include appropriate soft costs - such as owner contingency, permit fees, engineering fees, etc. Depending on the sizes, scope and timing of individual projects, the magnitude of the soft costs will vary.
- Construction costs are subject to the vagaries of the marketplace. At the time of tender, costs may vary depending on the time of the year, contractor availability, and other factors.
- The estimates must be updated over time, further developed for scope of work and confirmed by competitive tender before any contracts are awarded.
- Detailed repair specifications are required to be prepared in order to confirm scopes of work and costs.
- The estimates do not include allowances for site specific access requirements or environmental concerns, which should be addressed on a project-by-project basis.
- Consideration may sometimes need to be given to costs arising from the impact of projects on occupancy use and facility operations.
- Replacement costs are typically based on like-for-like with a similar asset unless code or other circumstances require the replacement cost to include an upgrade.

Maintenance of the Assets:

- The maintenance checklists are not exhaustive and are intended as a framework for the ongoing refinement of the maintenance program.
- Work must only be carried out by appropriately qualified personnel who have the necessary and sufficient knowledge about the maintenance tasks and maintenance intervals.
- The manufacturers' latest printed instructions should take precedence in the event of any conflict with the maintenance checklists.
- The owners' maintenance staff and/or service contractors are responsible to verify what is contained in the manufacturers' documentation regarding recommended maintenance procedures and intervals.
- The maintenance checklists and maintenance intervals should be reviewed annually and adjusted, as required, to reflect the service environment, feedback from contractors, etc.

Specialist and Non-Specialist Reviews

Our personnel collect the asset inventory data for all the different systems, including mechanical, plumbing, fire safety, elevator, electrical, interior finishes and sitework. Our scope of services is to identify the assets within each system, determine their age and report on their reasonable service life-cycles according to accepted industry standards. RDH personnel do not make observations with regard to specialty building system conditions unless specifically addressed in our proposal.

Forecasting the Useful Service Life of Assets

The service life of assets can be affected by a variety of circumstances, including the following:

- The quality of the maintenance conducted on an asset will affect the service life of the asset. Poor maintenance can lead to a reduced service life and may result in the premature failure of an asset.
- Insurable losses (force majeure), such as earthquakes, fires and floods can shorten the life of an asset. These events are not considered in a depreciation report.
- Asset service life in a Depreciation Report is determined according to accepted industry standards.

Funding Models

The funding models for Depreciation Reports are based on a 30-year horizon and use “future year dollars termed” methodology. This methodology projects the costs (in future year dollars) over the planning horizon and not beyond the terminus year of the planning horizon. The current year is the starting year of the planning horizon. The term, therefore, matches the initial horizon and does not respect a shifting horizon. This means that in year 1 the funding scenarios will look forward for 30 years.

For example, in 2012 the model looks forward to 2042. In year two, it will be accurate for 29 years, as it is only looking forward to year 2042. When an update study is performed in three years, the revised funding scenarios will look forward 30 years from 2015 to 2045. Renewal and major maintenance projects that occur beyond the 30-year planning horizon are not considered in the scenarios; that is, those projects that occur beyond 30 years are unfunded in the funding scenarios.

Appendix G

RDH Qualifications

Depreciation Report

New regulations in British Columbia make Depreciation Reports mandatory for most strata corporations. RDH Building Engineering Ltd. offers building science and building asset management services from three offices in BC; Vancouver, Victoria, and Courtenay. RDH staff have broad practical experience assisting building owners with all aspects of planning for the long term stewardship of their building(s). Our reserve fund analysts, engineers, architects, and technologists have a wide variety of formal training—including building science, structural engineering, and mechanical engineering. To supplement our in-house expertise, we consult subconsultants for items such as elevator and swimming pool reviews. We believe that by using a team approach, we can ensure an appropriate level of thoroughness and quality.

We have prepared hundreds of Depreciation Reports and are recognized as industry leaders. David Albrice is a certified Professional Reserve Analyst and was one of the key people consulted when the legislation was drafted. He has an unrivaled depth of understanding of the physical, financial planning, and strata governance issues that need to be considered in the development of an effective Depreciation Report.

About Us



David Albrice, B.Sc. URP, ARP, PRA

- Professional Reserve Analyst, APRA
- B.Sc. Urban and Regional Planning
- Associate Reserve Planner, REIC
- Project Manager on 100s of Facility Condition Assessments and Reserve Studies (Depreciation Reports)



Mike Wilson, P.Eng.

- B.Eng. & M.Eng., Structural Engineering
- Registered professional engineer, APEGBC
- 20 years experience as a consultant focused in the field of building science



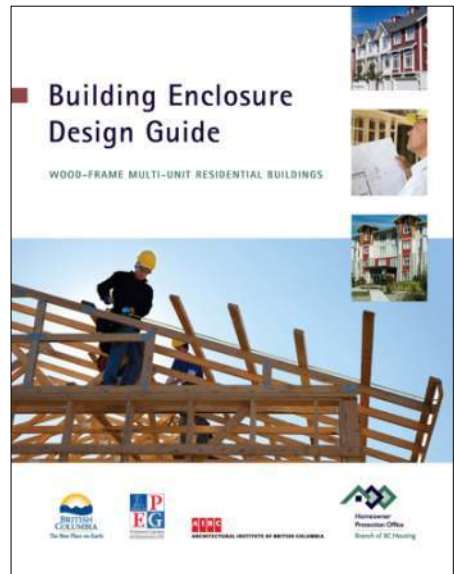
Mark Will, Dipl.T., BA

- Dipl.T., Building Science Technology
- B.A., Economics
- 15 years experience in project management
- CHOA Board Member



Peter Fitch, C.Tech.

- UBC/UBCM Certified Professional program (audit only)
- Member of Applied Science Technologists & Technicians of British Columbia
- 30 years of experience in the mechanical design field





Matt Mulleray, P.Eng.

- B.A.Sc., Civil Engineering
- Dipl.T., Civil and Structural Engineering
- Registered professional engineer, APEGBC
- 10 years experience in bldg. science & engineering consulting



Harvey Goodman, P.Eng.

- B.A.Sc., Civil Engineering
- Registered professional engineer, APEGBC
- 20 years experience in building science consulting



Serge Desmarais, Architect AIBC, CP

- B.Arch.
- Registered architect, AIBC
- Certified Professional, UBC
- 30 years experience in building design and construction capital renewal projects



Jason Dunn, B.Arch.Sc., CCCA

- B.Arch.Sc, Building Science Option
- Certified Construction Contract Administrator, CSC
- 10 years experience in building science consulting



Robin Breuer, A.Sc.T., RRO

- Dipl.T., Building Engineering Technology (Building Science Option)
- Registered Roof Observer, RCI Inc.
- 15 years experience in building science consulting



Lauren Stokes, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)
- 5 years experience in building science consulting





Tim Smith, A.Sc.T.

- Dipl.T., Civil Engineering Technologist
- Member of Applied Science Technologists & Technicians of British Columbia
- 5 years experience in building science consulting



Amy Montgomery, EIT

- B.Sc., Mechanical Engineering
- M.A.Sc., Mechanical Engineering, in progress



Byron Searle, BBSc

- BBSc., Building Science, New Zealand
- 3 years experience in Carpentry
- 2 years experience in Architectural Drafting



Jesus De Mesa, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)



Alex Seto, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)



Roma Santos, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)



Brandon Carreira, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)





Jesse Listoen, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)



James Hornett, Dipl.T.

- Dipl.T., Architectural & Building Engineering Technology (Building Science Option)



Nicola Alexander, B.Tech.

- B.Tech., Architectural Science



Megan Butland, Dipl.T.

- Dipl.T., Civil Engineering
- Certificate, Drafting

Administrators and Client Support



Vanessa Jumawan

- 5 years experience in administration with engineering/architecture firm



Anna Qiu

- Cert., Business Administration
- 10 years experience in administration with engineering/architecture firm

Software Support and Programmers



Matthew Branch, P.Eng.

- B.Sc., Civil Engineering
- Registered professional engineer, APEGBC
- 13 years experience in engineering data analysis





Gary Zhang, B.Sc.

- B.Sc., Computer Science and Engineering
- 15 years experience in software development



Kan Ma, B.Sc.

- B.Sc., Computing Science
- 7 years experience in software development

Quantity Take-Offs



Andrea Corona, Dipl.

- Dipl., Small Craft Naval Architecture
- 25 years experience in architectural drafting



Roya Kiani Amin, B.Sc.

- B.Sc., Civil Engineering
- 5 years experience in architectural drafting
- 2 years experience in construction



Brigitte MacKenzie

- 3-year Apprenticeship Program, Germany
- 25 years experience in architectural drafting



Appendix H

Insurance Certificate

Aon Reed Stenhouse Inc.
 401 West Georgia Street, Suite 1200
 PO Box 3228 STN. TERMINAL
 Vancouver BC V6B 3X8
 tel 604-688-4442 fax 604-682-4026

Amending Certificate No. : 320006980411

Re: Evidence of Insurance:

To Whom It May Concern

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insured

RDH Building Engineering Ltd.
 224 West 8th Avenue
 Vancouver, BC V5Y 1N5

Coverage

Commercial General Liability	Insurer	Royal & Sun Alliance Ins Co of Canada	
Policy #	8141333		
Effective	02-May-2014	Expiry	02-May-2015
Limits of Liability	Bodily Injury & Property Damage, Each Occurrence \$5,000,000 Products and Completed Operations, Aggregate \$5,000,000 Personal Injury \$5,000,000 Non-Owned Automobile Liability \$5,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		

Professional Liability	Insurer	Lloyd's Underwriters	
Policy #	QC1402155		
Effective	02-May-2014	Expiry	02-May-2015
Limits of Liability	Subject to aggregate where applicable		

Terms and / or Additional Coverage

Professional Liability
 Limit: \$2,000,000 Per Claim Limit / \$4,000,000 Aggregate Limit

**THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
 OR, IN THE CASE OF AUTOMOBILE INSURANCE,
 THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE**



Commercial General Liability

Products and Completed Operations
Broad Form Property Damage
Cross Liability
Contractual Liability
Owners and Contractors Protective
Contractual Liability included

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO THE INSURED. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Aon Reed Stenhouse Inc.

L. Hadden

Dated : 06-May-2014
Issued By : Hadden, Lindsay D.
Tel : 604-443-2524

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,
THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE