Strata Property Act
FORM B
INFORMATION CERTIFICATE
(Section 59)

The Owners, Strata Plan **EPS 1831** certify that the information contained in this certificate with respect to Strata Lot **10** is correct as of the date of this certificate.

(a) Monthly strata fees payable by the owner of the strata lot described above is: **$ 1,518.00**

(b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act):* **$ Nil**

(c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

☒ **No** ☐ **Yes**

(Since records may be unavailable or incomplete, purchaser should request the seller to disclose any applicable agreements.)

(d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved:

Any special levy that has been approved is due and payable now by the current owner.

(e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **Final Expenses Are Undetermined**

(f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund:

$ **183,259.95** as of **January 31, 2022** .
(The amount of the Contingency Reserve Fund may not be supported by cash and may not include emergency expenditures approved by Council.)

(g) Are there any amendments to the bylaws that are not yet filed in the Land Title Office?

☒ **No** ☐ **Yes**

(h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the Land Title Office but that have not yet been filed in the Land Title Office?

☒ **No** ☐ **Yes**

(h.1) Are there any winding-up resolutions that have been passed?

☒ **No** ☐ **Yes**

(i) Has notice been given for any resolutions, requiring a 3/4 vote, 80% vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

☒ **No** ☐ **Yes**

(j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding, and/or are there any judgments or orders against the strata corporation?

☒ **No** ☐ **Yes**

(The above may not include notices that were served directly to the Council or foreclosure proceedings against individual strata lots)

(k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

☒ **No** ☐ **Yes**

(l) Number of strata lots in the strata plan that are rented:

To the best of our knowledge and as reported to us is 1 as of January 21, 2022 .

(m) Are there any parking stall(s) allocated to the strata lot?

☐ **No** ☒ **Yes**

(i) If no, complete the following by checking the correct box

☐ **No parking stall is available**

☐ **No parking stall is allocated to the strata lot but parking stall(s) within common property might be available**

(ii) If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the check box(es) apply.

☒ **Parking stall(s) number(s)…Interior Garages…is/are part of the strata lot**

☐ **Parking stall(s) number(s)……is/are separate strata lot(s) or parts of a strata lot ……..*[strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]***

☐ **Parking stall(s) number(s) ……is/are limited common property**

☐ **Parking stall(s) number(s) ……is/are common property**

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

☐ **Parking stall(s) number(s) ……is/are allocated with strata council approval***

☐ **Parking stall(s) number(s) ……is/are allocated with strata council approval and rented at $.....per month***

☐ **Parking stall(s) number(s) ……may have been allocated by owner developer assignment**

Details:

……

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

***Note: The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.**

Disclaimer:

The parking stall number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of parking stalls.

(n) Are there any storage locker(s) allocated to the strata lot?

☒ **No** ☐ **Yes**

(i) If no, complete the following by checking the correct box

☒ **No storage locker is available**

☐ **No storage locker is allocated to the strata lot but storage locker(s) within common property might be available**

(ii) If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the check box(es) apply.

☐ **Storage locker(s) number(s)……is/are part of the strata lot**

☐ **Storage locker(s) number(s)……is/are separate strata lot(s) or parts of a strata lot ……..*[strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]***

☐ **Storage locker(s) number(s) ……is/are limited common property**

☐ **Storage locker(s) number(s) ……is/are common property**

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

☐ **Storage locker(s) number(s) ……is/are allocated with strata council approval***

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

☐ **Storage locker(s) ……may have been allocated by owner developer assignment**

Details:

……

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

***Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.**

Disclaimer:

The storage locker number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of storage lockers.

Required Attachments:

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

- [x] The rules of the strata corporation;
- [x] The current budget of the strata corporation;
- [x] The owner developer's Rental Disclosure Statement under section 139, if any; and
- [ ] The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: January 31, 2022

_____

Signature of Council Member

_____

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

OR

_____

Signature of Strata Manager, if authorized by strata corporation

EPS 1831

Strata Property Act

Form J
[am. B.C. Reg. 312/2009, s. 8.]

RENTAL DISCLOSURE STATEMENT
(Section 139)

Re: Parcel Identifier: 027-984-761 Lot 12 District Lot 793 Group 1 New Westminster District Plan BCP41762

This Rental Disclosure Statement is:

[√] the first Rental Disclosure Statement filed in relation to the above-noted strata plan

[ ] a changed Rental Disclosure Statement filed under section 139(4) of the *Strata Property Act*, and the original Rental Disclosure Statement filed in the relation to the above-noted strata plan was filed on ..... *[dd/mmm/yyyy]* .....

1. The development described above includes 18 residential strata lots.

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

Description of Strata Lot *[strata lot number as shown on strata plan]*	**Date Rental Period Expires** *[specify a date = "indefinitely" or timing related to an event is not acceptable]**
None	Not applicable

*Section 143(2) of the *Strata Property Act* provides that, if this Rental Disclosure Statement is filed after December 31, 2009, a bylaw that prohibits or limits rentals will not apply to a strata lot described in this table until the date set out in the table opposite the description of the strata lot, whether or not the strata lot is conveyed before that date.

3. In addition to the number of residential strata lots rented out by the owner developer as of the date of this statement, the owner developer reserves the right to rent out a further 18 residential strata lots, as described below, until the date set out opposite each strata lot's description.

Description of Strata Lot *[strata lot number as shown on strata plan]*	**Date Rental Period Expires** *[specify a date = "indefinitely" or timing related to an event is not acceptable]**
Strata Lots 1 to 18 inclusive	31/December/2210

*Section 143(2) of the *Strata Property Act* provides that, if this Rental Disclosure Statement is filed after December 31, 2009, a bylaw that prohibits or limits rentals will not apply to a strata lot described in this table until the date set out in the table opposite the description of the strata lot, whether or not the strata lot is conveyed before that date.

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

Date: August 25, 2011

THE TERRACES BRITISH PROPERTIES LIMITED PARTNERSHIP
BY ITS GENERAL PARTNER: THE TERRACES BRITISH PROPERTIES G.P. LTD.
by its authorized signatory:

Signature of Owner/Developer

EPS 1831 - THE TERRACES AT HIGHGROVE
Approved Annual Budget
Mar 01, 2021 to Feb 28, 2022

A/C Description	Approved 2021/2022 Budget $
INCOME	
STRATA FEES	
4002 Operating Fund Contribution	280,838
4003 Contingency Fund Contribution	50,000
TOTAL STRATA FEES	**330,838**
4640 Interest Income	--
TOTAL INCOME	**330,838**
EXPENSES	
GENERAL EXPENSES	
5005 Administration	500
5015 Audit	210
6300 Insurance	87,240
6504 Legal Fees	300
6700 Management Fees	16,054
6705 Miscellaneous	500
TOTAL GENERAL EXPENSES	**104,804**
BUILDING & GROUND EXPENSES	
5010 Alarm Monitoring	5,000
5209 Building Improvement	--
5705 Electricity	3,300
5909 Fire System	5,000
6001 Garbage Removal	5,250
6513 Landscape - Maintenance	66,000
6517 Landscape - Improvements	10,000
7240 Repair and Maintenance	27,500
7415 Snow Removal	17,484
7850 Water / Sewer	25,000
7855 Window Cleaning	11,500
TOTAL BUILDING & GROUND EXPENSES	**176,034**
9010 Reserve - Contingency Fund	50,000
TOTAL EXPENSES	**330,838**
CURRENT YR NET SURPLUS/(DEFICIT)	**--**
9990 Operating Surplus (Deficit) Balance Forward	26,030
9992 Prior Period Adjustments	--
ENDING OP SURPLUS/(DEFICIT)	**26,030**

STRATA PLAN EPS 1831
THE TERRACES AT HIGHGROVE

BYLAWS

STRATA PLAN EPS 1831
THE TERRACES AT HIGHGROVE BYLAWS

Amendments:

Registration:	April 26, 2017	CA5953288
Registration:	November 19, 2018	CA7196893
Registration:	May 22, 2020	CA8203261

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THE TERRACES AT HIGHGROVE
Strata Plan EPS 1831

SCHEDULE OF STANDARD BYLAWS

DIVISION 1 – DUTIES OF OWNERS, TENANTS, OCCUPANTS AND VISITORS

1. Payment of Strata Fees and Special Levies

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

1.(2) Where an owner fails to pay strata fees in accordance with bylaw 1.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date will result in a fine of $100.00 for each contravention of bylaw 1.1.

1.(3) An owner must provide the Strata Corporation or its Strata Manager with twelve (12) consecutive, monthly post dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month, or, of preferable, written authorization for automatic.

1.(4) A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.

1.(5) Failure to pay a special levy on the due date will result in a fine of $50.00 for each contravention of bylaw 1.4.

1.(6) Where an owner fails to pay a special levy in accordance with bylaw 1.4, outstanding special levies will be subject to an interest charge of 10% per annum compounded annually.

2. Repair and Maintenance of Property by Owner

2.(1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

2.(2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

3. Use of Property

3.(1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that

(a) causes a nuisance or hazard to another person,

(b) causes unreasonable noise,

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,

(d) is illegal, or

(e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

3.(2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

3.(3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

3.(4) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:

(a) a reasonable number of fish or other small aquarium animals;

(b) a reasonable number of small caged mammals;

(c) up to 2 caged birds;

(d) one dog or one cat.

3.(5) If an owner is responsible for any loss or damage to a strata lot, common property, limited common property, or common assets, that owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, common property, limited common property or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy. Without limiting the generality of the word "responsible", an owner is responsible for the owner's own acts or omissions, as well as those of any of the tenants, occupants, visitors, agents, contractors or employees of the strata lot or the owner. For the purposes of this bylaw, any insurance deductible paid or payable by the strata corporation will be considered an expense not covered by the strata insurance proceeds received by the strata corporation and will be charged to the owner.

4. Inform Strata Corporation

4.(1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.

4.(2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

5. Obtain Approval Before Altering a Strata Lot

5.(1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

(a) the structure of a building;

(b) the exterior of a building;

(c) chimneys, stairs, balconies or other things attached to the exterior of a building;

(d) doors, windows or skylights on the exterior of a building, or that front on the common property;

(e) fences, railings or similar structures that enclose a patio, balcony or yard;

(f) common property located within the boundaries of a strata lot;

(g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.

5.(2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

5.(3) This section does not apply to a strata lot in a bare land strata plan.

6. Obtain Approval Before Altering Common Property

6.(1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.

6.(2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

7. Permit Entry to Strata Lot

7.(1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot

(a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and

(b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

7.(2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.

7.(3) In-Suite Fire Alarm Testing:

The strata corporation will, on an annual basis arrange, have all fire alarm devices and systems located within every individual strata lot inspected by a qualified technician, the cost of which will be included in the maintenance fees.

(a) Upon a minimum of two weeks advance written notice, each owner, tenant and/or occupant will allow access to their strata lot for such inspection during the time(s) arranged by the strata council. Notice may be posted at the buildings and circulated to each owner, tenant and/or occupant either electronically and/or by hard copy. A landlord is required to inspect, repair and maintain a strata lot in accordance with existing Provincial regulations and it is understood that inspections of this nature are a part of this necessary maintenance. Non-resident owners will communicate this necessity and the mandatory nature of these inspections to their tenants and/or occupants.

(b) For those owners, tenants and/or occupants who fail to provide access to have the fire alarm devices and systems within their strata lot inspected, the strata council will arrange time for another inspection. The proportionate cost for this second inspection may be charged back to each individual strata lot owner who has not provided access.

(c) Owners, tenants and/or occupants who again fail to provide access to have their fire alarm devices and systems inspected on a second scheduled date must arrange for such inspection themselves, at their own expense. The inspection must be done by a qualified fire alarm service technician. The proof of such inspection must be provided to the strata corporation. Failure to provide proof of such annual inspection may result in a fine applied against the strata lot account.

DIVISION 2 — POWERS AND DUTIES OF STRATA CORPORATION

8. Repair and Maintenance of Property by Strata Corporation

8.(1) The strata corporation must repair and maintain all of the following:

(a) common assets of the strata corporation;

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

(c) limited common property, but the duty to repair and maintain it is restricted to

(i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and

(ii) the following, no matter how often the repair or maintenance ordinarily occurs:

(A) the structure of a building;

(B) the exterior of a building;

(C) chimneys, stairs, balconies and other things attached to the exterior of a building;

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

(E) fences, railings and similar structures that enclose patios, balconies and yards;

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

(i) the structure of a building,

(ii) the exterior of a building,

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

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

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

9. Council Size

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

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

10. Council Members' Terms

10.(1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

10.(2) A person whose term as council member is ending is eligible for reelection.

10.(3) (3) to (5) [Repealed 1999-21-51.]

11. Removing Council Member

11.(1) Unless all the owners are on the council, the Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.

11.(2) After removing a council member, the Strata Corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

12. Replacing Council Member

12.(1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

12.(2) A replacement council member may be appointed from any person eligible to sit on the council.

12.(3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.

12.(4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

13. Officers

13.(1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.

13.(2) A person may hold more than one office at a time, other than the offices of president and vice president.

13.(3) The vice president has the powers and duties of the president

(a) while the president is absent or is unwilling or unable to act, or

(b) for the remainder of the president’s term if the president ceases to hold office.

13.(4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

14. Calling Council Meetings

14.(1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

14.(2) The notice does not have to be in writing.

14.(3) A council meeting may be held on less than one week's notice if

(a) all council members consent in advance of the meeting, or

(b) the meeting is required to deal with an emergency situation, and all council members either

(i) consent in advance of the meeting, or

(ii) are unavailable to provide consent after reasonable attempts to contact them.

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

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

15. Repealed

[Repealed 2009-17-35.]

16. Quorum of Council

16.(1) A quorum of the council is

(a) 1, if the council consists of one member,

(b) 2, if the council consists of 2, 3 or 4 members,

(c) 3, if the council consists of 5 or 6 members, and

(d) 4, if the council consists of 7 members.

16.(2) Council members must be present in person at the council meeting to be counted in establishing quorum.

17. Council Meetings

17.(1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

17.(2) If a council meeting is held by electronic means, council members are deemed to be present in person.

17.(3) Owners may attend council meetings as observers.

17.(4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:

(a) bylaw contravention hearings under section 135 of the Act;

(b) rental restriction bylaw exemption hearings under section 144 of the Act;

(c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

18. Voting at Council Meetings

18.(1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.

18.(2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

18.(3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

19. Council to Inform Owners of Minutes

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

20. Delegation of Council's Powers and Duties

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

20.(2) The council may delegate its spending powers or duties, but only by a resolution that

(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or

(b) delegates the general authority to make expenditures in accordance with subsection (3).

20.(3) A delegation of a general authority to make expenditures must

(a) set a maximum amount that may be spent, and

(b) indicate the purposes for which, or the conditions under which, the money may be spent.

20.(4) The council may not delegate its powers to determine, based on the facts of a particular case,

(a) whether a person has contravened a bylaw or rule,

(b) whether a person should be fined, and the amount of the fine, or

(c) whether a person should be denied access to a recreational facility.

21. Spending Restrictions

21.(1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.

21.(2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

22. Limitation on Liability of Council Member

22.(1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.

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

DIVISION 4 — ENFORCEMENT OF BYLAWS AND RULES

23. Maximum Fine

23.(1) The strata corporation may fine an owner or tenant a maximum of

(a) $50 for each contravention of a bylaw, and

(b) $10 for each contravention of a rule.

24. Continuing Contravention

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

DIVISION 5 — ANNUAL AND SPECIAL GENERAL MEETINGS

25. Person to Chair Meeting

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

25.(2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.

25.(3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

26. Participation by Other than Eligible Voters

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

26.(2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.

26.(3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

27. Voting

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

27.(2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.

27.(3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.

27.(4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.

27.(5) If there is a tie vote at an annual or special general meeting, the President, or, if the President is absent or unable or unwilling to vote, the Vice President, may break the tie by casting a second, deciding vote.

27.(6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.

27.(7) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

28. Electronic Attendance at Meetings

28.(1) A person who is eligible to vote may attend an annual or special general meeting by electronic means so long as the person and the other participants can communicate with each other.

28.(2) If an annual or general meeting is held by electronic means with a person, the person is deemed to be present in person for the purposes of the meeting.

29. Order of Business

29.(1) The order of business at annual and special general meetings is as follows:

(a) certify proxies and corporate representatives and issue voting cards;

(b) determine that there is a quorum;

(c) elect a person to chair the meeting, if necessary;

(d) present to the meeting proof of notice of meeting or waiver of notice;

(e) approve the agenda;

(f) approve minutes from the last annual or special general meeting;

(g) deal with unfinished business;

(h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;

(i) ratify any new rules made by the strata corporation under section 125 of the Act;

(j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;

(k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;

(l) deal with new business, including any matters about which notice has been given under section 45 of the Act;

(m) elect a council, if the meeting is an annual general meeting;

(n) terminate the meeting.

DIVISION 6 — VOLUNTARY DISPUTE RESOLUTION

30. Voluntary Dispute Resolution

30.(1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if

(a) all the parties to the dispute consent, and

(b) the dispute involves the Act, the regulations, the bylaws or the rules.

30.(2) A dispute resolution committee consists of

(a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or

(b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

30.(3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

DIVISION 7 — MARKETING ACTIVITIES BY OWNER DEVELOPER

31. *Intentionally deleted*

DIVISION 8 — MARKETING ACTIVITIES BY OWNER DEVELOPER

32. Short Term Rentals and Other Accommodations

32.(1) A resident must not rent or licence the use of less than all of a strata lot.

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

32.(3) For the purposes of this bylaw, short term is defined as a period of less than one (1) year.

33. Security Measures

33.(1) The strata corporation may install closed circuit television and video surveillance of and/or within the following common property areas: directly toward or near each of the separate exterior unit entrances, at both the entrances or starting points and along the length of Highgrove Mews and Highgrove Place, the electrical / utility room(s)storage units, all parking areas in front of and/or adjacent to each unit, for the purpose of collecting data from such systems. The closed circuit television and video surveillance system may be in operation at all times (twenty-four hours per day and seven days per week), or as otherwise determined by the Strata Council.

33.(2) The Strata Council may determine the actual number and exact position of the cameras. The number of cameras may be added to, or decreased at any time and as determined by the Strata Council.

33.(3) The digital images and/or video files and/or records may be used by the strata corporation for surveillance and monitoring purposes only, including the following purposes:

(a) being alerted to the presence of trespassers on the common property belonging to the strata corporation;

(b) preventing, recording, investigating and obtaining evidence of any theft, vandalism, nuisance, damage or injury caused by or to any person on the common property belonging to the strata corporation and on or near any limited common property;

(c) enforcing those strata corporation Bylaws and Rules which relate to the safety and security of the common property and limited common property belonging to the strata corporation;

33.(4) The digital images and/or video files and/or records may be stored for a period of up to one year from the date of recording, which period may be extended for those files required for law enforcement and/or Bylaws or Rule enforcement purposes.

33.(5) The personal information of any owner, tenant, occupant or visitor will only be reviewed or disclosed as follows:

(a) by law enforcement officers or officials;

(b) by two or more Council Members together, or:

(c) in the event that the surveillance camera footage and/or digital images and/or records include the personal information pertaining to any owner, tenant, occupant or visitor, review or disclosure will be limited to such personal information of the requesting owner, tenant, occupant or visitor.

33.(6) An owner, tenant, occupant or visitor must not do anything to damage, distort, erase or otherwise interfere with any closed circuit television, video surveillance or recording or storage equipment.

33.(7) In installing and/or maintaining the system described herein, the strata corporation makes no representations or guarantees that the systems or any part or portion of the system will be fully operational at all times. The strata corporation is not responsible or liable to any owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.

33.(8) The strata corporation will abide by, respect the intensions of, and follow the Personal Information Protection Act (the "Act") (PIPA), understanding that this legislation may be amended from time to time and that its interpretation may evolve or be refined over time. If anything in this bylaw conflicts with any part or portion of the Personal Information Protection Act, whether now or in the future, the Act will prevail over the particular portion of the bylaw in question, but all other parts of the bylaw will remain intact.

SURVEY PLAN CERTIFICATION
PROVINCE OF BRITISH COLUMBIA PAGE OF PAGES

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you
(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and
(b) certify the matters set out in section 168.73 (4) of the Land Title Act,
Each term used in this representation and certification is to be given the meaning ascribed to it in part 10.1 of the Land Title Act.

1. BC LAND SURVEYOR: (Name, address, phone number)

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION: Control Number:

Plan Number:

This original plan number assignment was done under Commission #: LTO Document Reference:

3. CERTIFICATION: Form 9 Explanatory Plan Form 9A

The field survey was completed on: (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: (YYYY/Month/DD)

I am a British Columbia land surveyor and certify that

this plan was completed and checked on: (YYYY/Month/DD)

that the checklist was filed under ECR#:

and that the plan is correct in accordance with Land Title Office records.

I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of (YYYY/Month/DD) None Strata Form S

None Strata Form U1 Strata Form U1/U2

I am a British Columbia land surveyor and certify that the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan

Certification Date: (YYYY/Month/DD)

I am a British Columbia land surveyor and certify:

1. That the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan subject to clause 2 of this endorsement
2. That certain parts of the buildings are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the Strata Property Act.

Registered Charge Number(s):

Certification Date: (YYYY/Month/DD)

Arterial Highway I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Infrastructure under section 44.1 of the Transportation Act to show certain lands identified on this plan dedicated as Arterial Highway.

4. ALTERATION: LTO Document Reference:

This is an alteration to a previous version of this plan identified by control number:

DESCRIPTION OF ALTERATION: SEE SCHEDULE

STRATA PLAN OF LOT 12,
DISTRICT LOT 793
GROUP 1, NEW WESTMINSTER DISTRICT
PLAN BCP41762

BCGS 92G. 034

-10 0 25 50

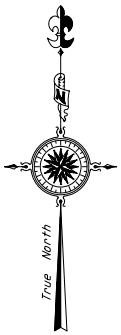
All Distances are in Metres

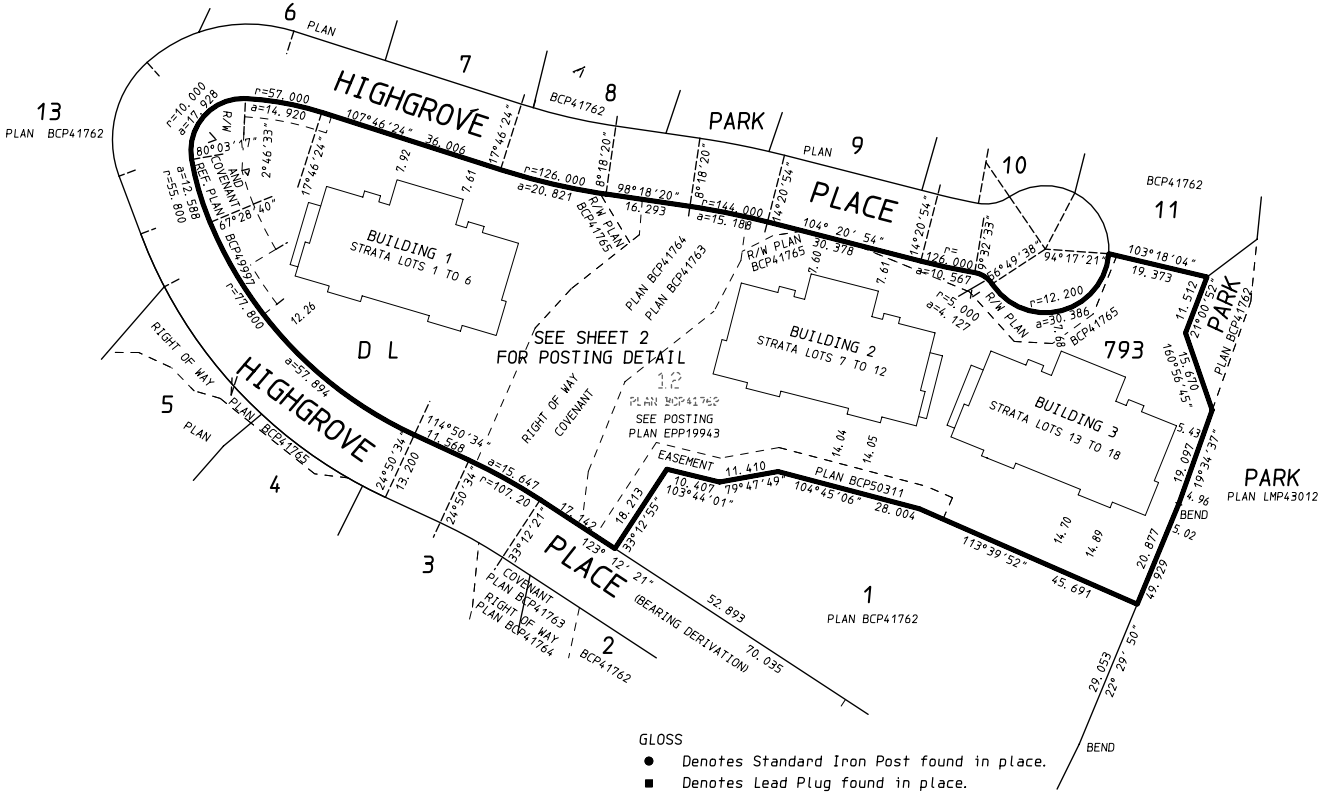
The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:750.

STRATA PLAN EPS1831

The name of the Development is:
"The Terraces at Highgrove".

The civic addresses are:
2511, 2513, 2517, 2519,
2531, 2533, 2537, 2539,
2551, 2553, 2557, 2559
Highgrove Mews; and
2740, 2748, 2760, 2768,
2780 and 2786 Highgrove Place
West Vancouver, B. C.





Bearings are astronomic and are derived from Posting Plan EPP19943.

THE BUILDINGS IN THIS STRATA PLAN HAVE NOT BEEN PREVIOUSLY OCCUPIED.

THE BUILDINGS SHOWN HEREON ARE WITHIN THE EXTERNAL BOUNDARIES OF THE LAND THAT IS THE SUBJECT OF THE STRATA PLAN.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 28th DAY OF NOVEMBER, 2013
WILLIAM RAY CHAPMAN, BCLS 526.

Offsets shown are to exterior foundation wall unless otherwise indicated.

All angles of Strata Lots deflect by multiples of 90 degrees unless otherwise indicated.

THIS PLAN LIES WITHIN THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER.

THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT.

GLOSS

●	Denotes Standard Iron Post found in place.
■	Denotes Lead Plug found in place.
○	Denotes Standard Iron Post set.
□	Denotes Lead Plug set.
Wt	Denotes Witness.
NSP	Denotes Not Suitable for Posting.
LCP	Denotes Limited Common Property.
SL	Denotes Strata Lot.
– –	Denotes Line of Floor Below.
m^2	Denotes Square Metres.
W/S	Denotes Walkway and Stairs.
NH	Denotes Non-Habitable (Elevator and Garage).
PT	Denotes Part.
P	Denotes Planter.
CP	Denotes Common Property.

NOTE:
This plan shows one or more witness posts which are not set on the true corner(s).

Note:
Strata Lot areas are to the centre of party walls and adjacent common property walls; and to the outside of exterior concrete walls or centre of glazing or studs on exterior walls.

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FAX 604-926-6923
EMAIL: sandy@chapmansurvey.com

FB: 2228 (61-74), 2264 (6-10)
F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S1

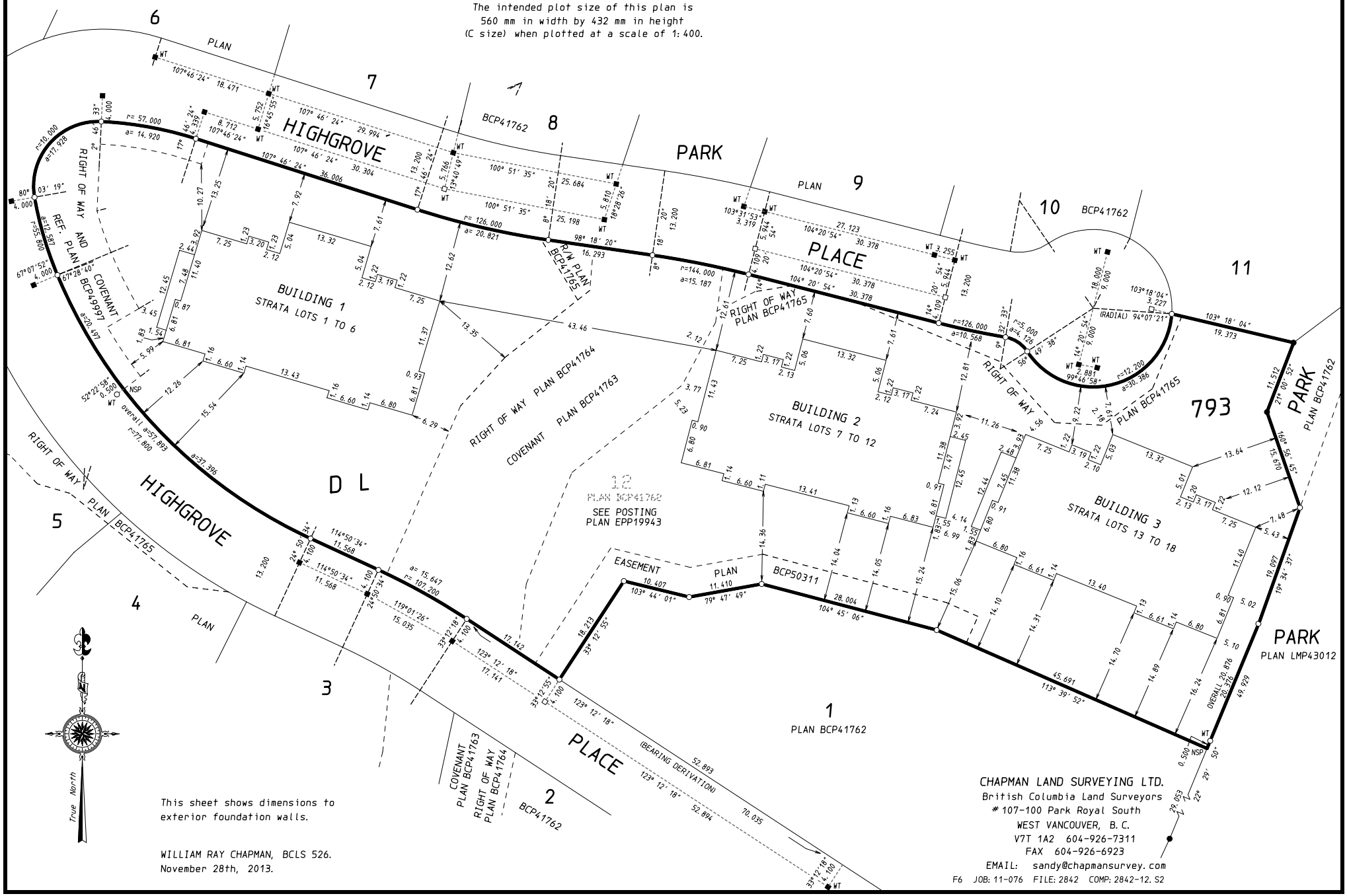
BUILDING FOUNDATIONS
BUILDINGS 1, 2 AND 3

STRATA PLAN EPS1831

-10 0 10 20 40

All Distances are in Metres

The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:400.



This sheet shows dimensions to exterior foundation walls.

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12.S2

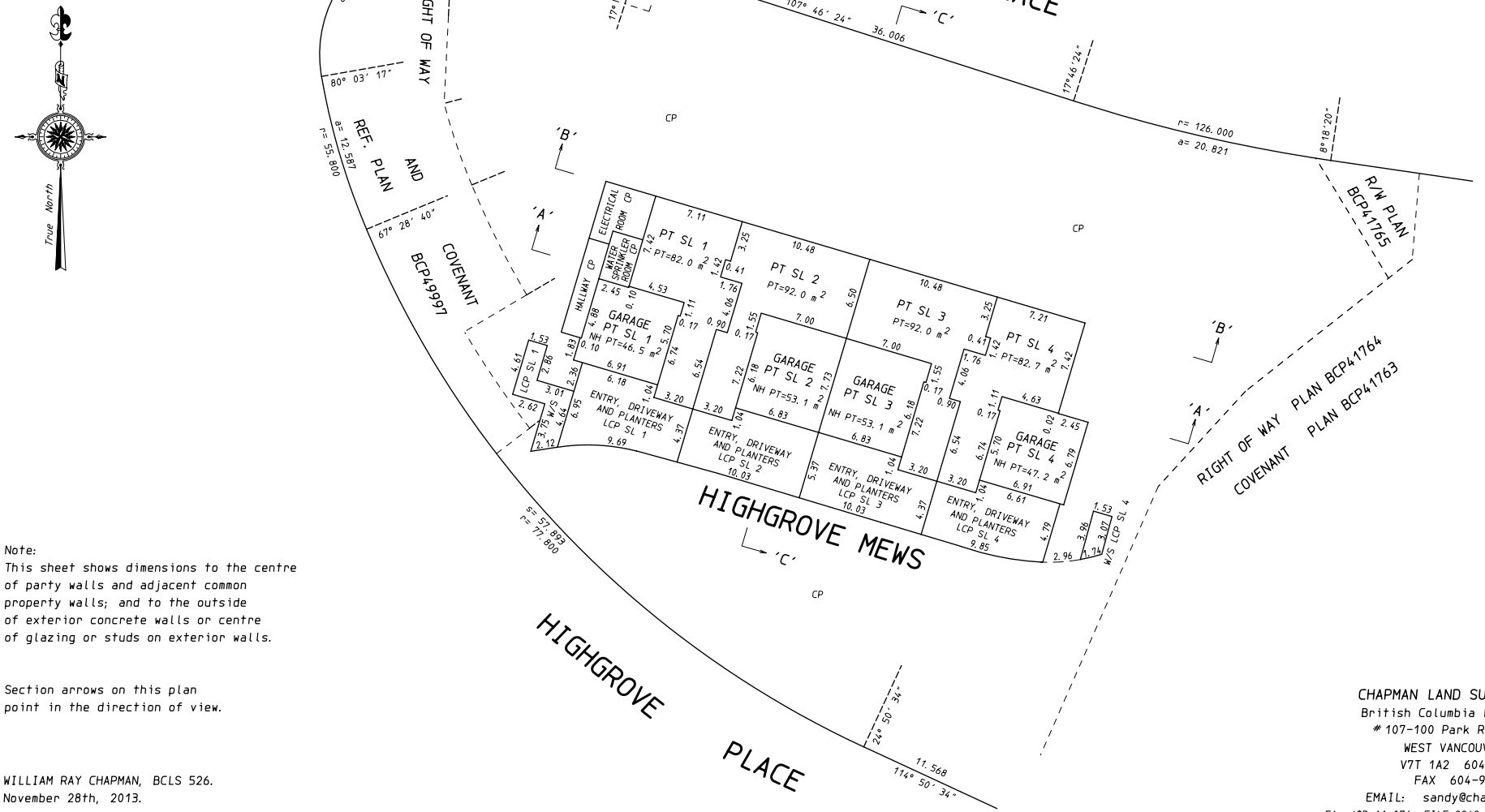
BASEMENT
BUILDING 1

STRATA PLAN EPS1831

-5 0 5 10 20

All Distances are in Metres

The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



True North

Note:
This sheet shows dimensions to the centre of party walls and adjacent common property walls; and to the outside of exterior concrete walls or centre of glazing or studs on exterior walls.

Section arrows on this plan point in the direction of view.

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S3

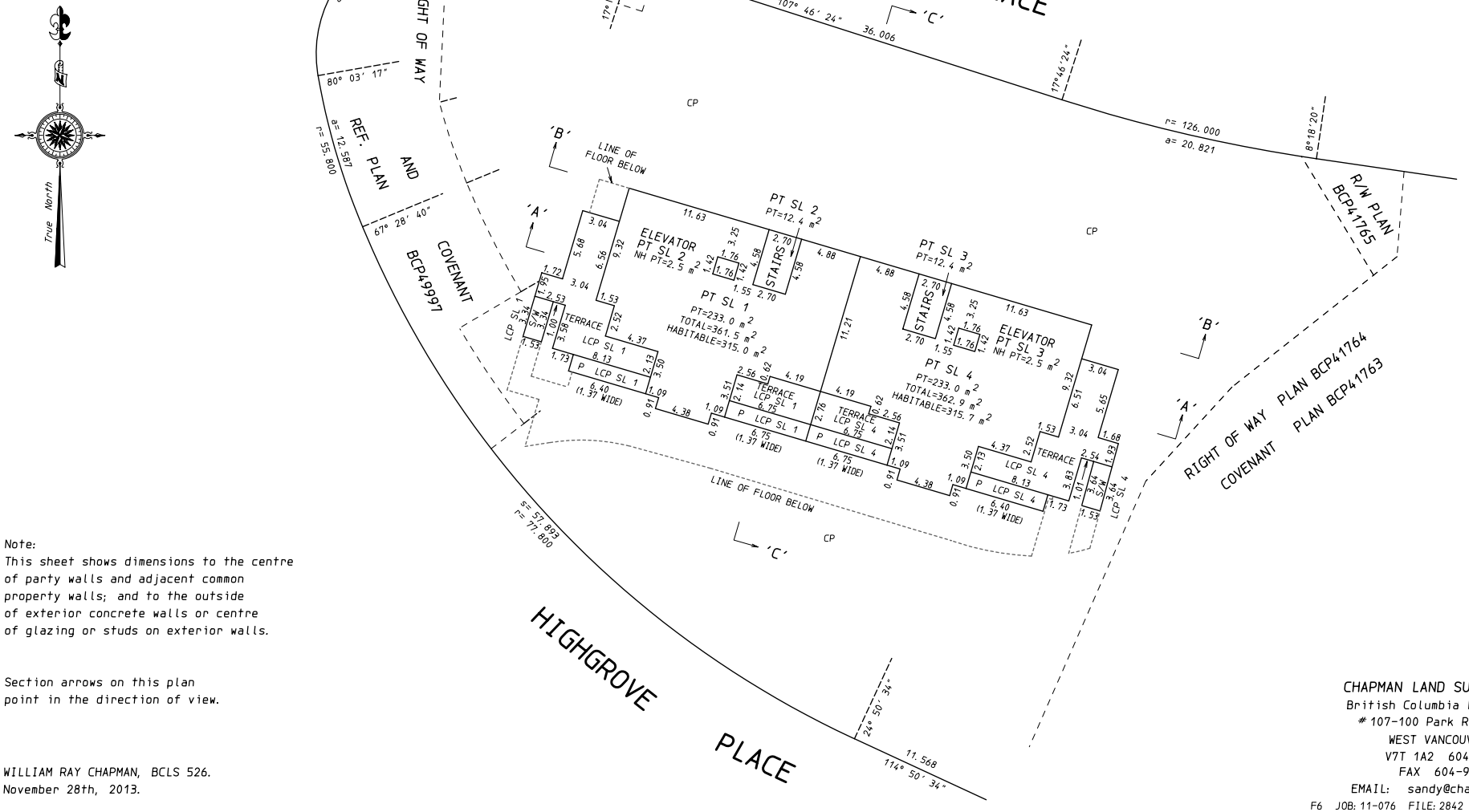
STRATA PLAN EPS1831

LEVEL 1
BUILDING 1

-5 0 5 10 20

All Distances are in Metres

The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



Note:
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STRATA PLAN EPS1831

LEVEL 2
BUILDING 1

-5 0 5 10 20
All Distances are in Metres

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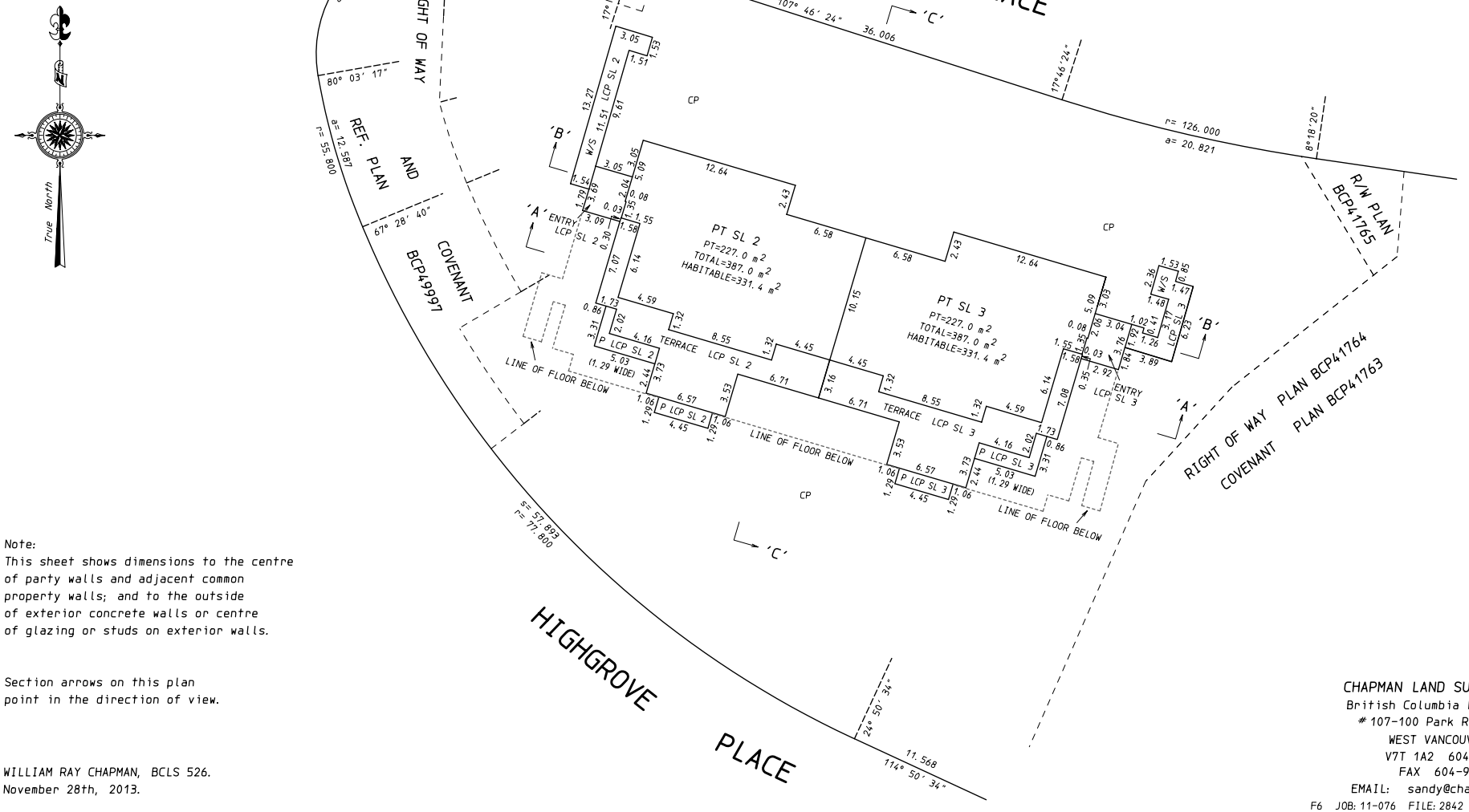
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



Note:
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LEVEL 3
BUILDING 1

-5 0 5 10 20

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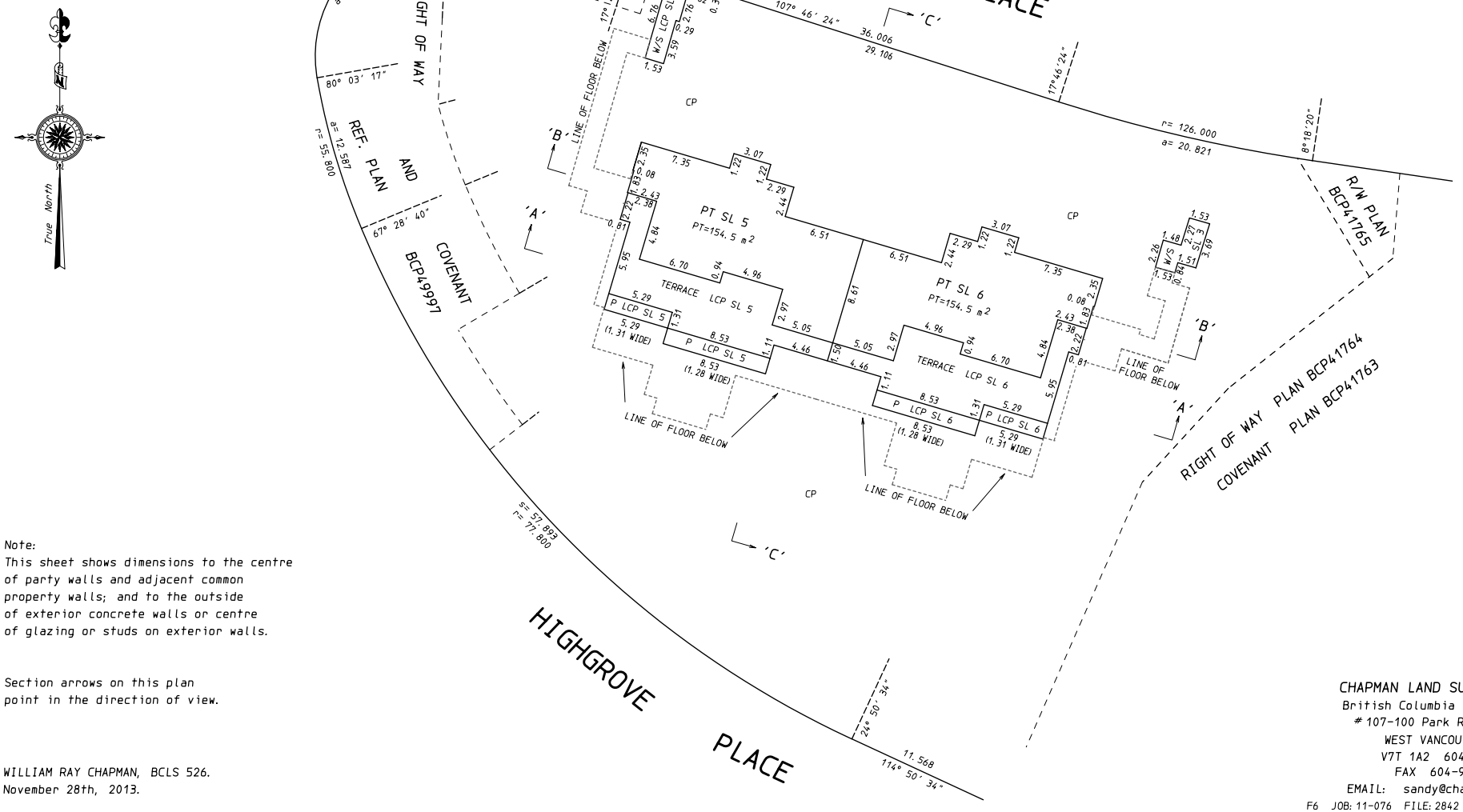
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.

STRATA PLAN EPS1831



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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S6

STRATA PLAN EPS1831

LEVEL 4
BUILDING 1

-5 0 5 10 20
All Distances are in Metres

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560 mm in width by 432 mm in height
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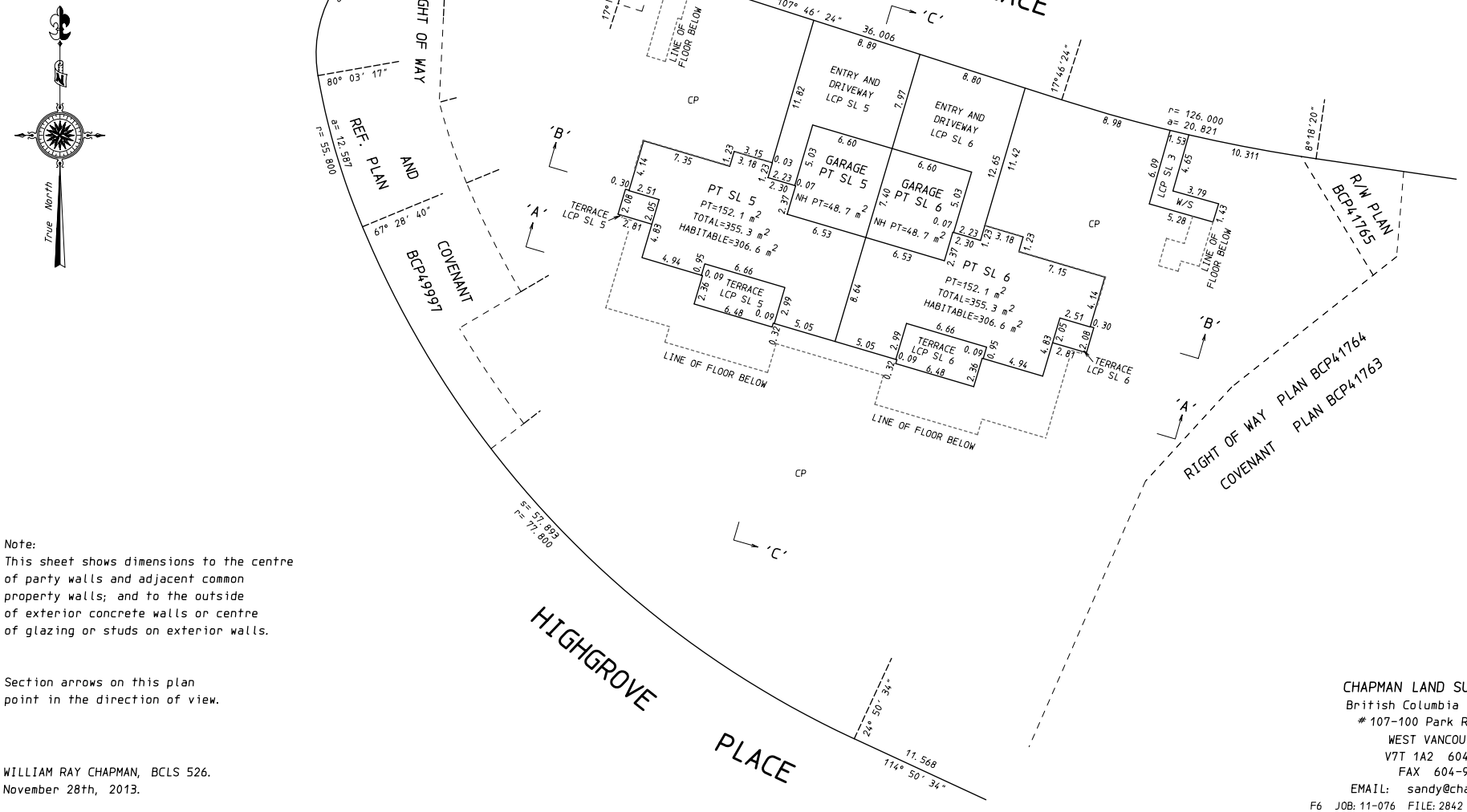

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STRATA PLAN EPS1831

SECTIONS
BUILDING 1

-5 0 5 10 20

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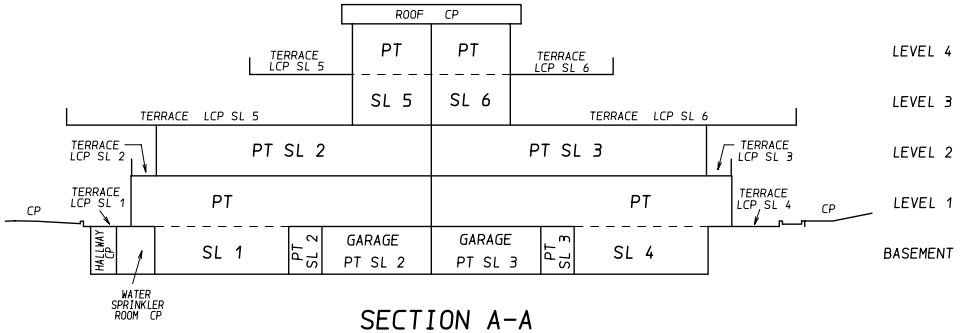
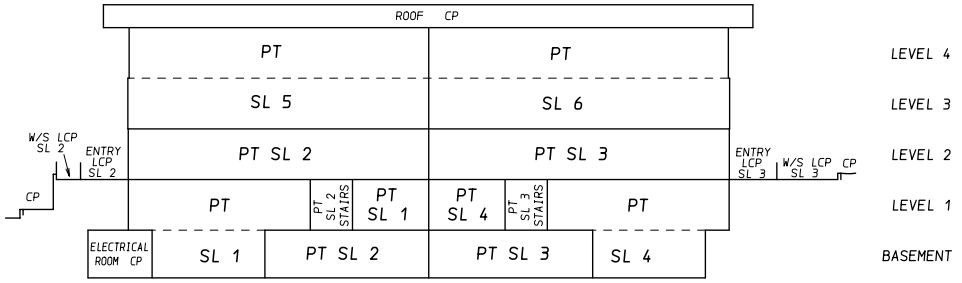
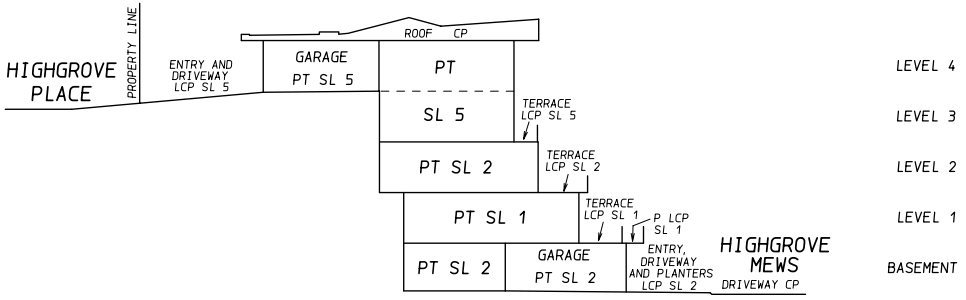
(C size) when plotted at a scale of 1:250.



SECTION A-A



SECTION B-B



SECTION C-C

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S8

BASEMENT
BUILDINGS 2 AND 3

STRATA PLAN EPS1831

-5 0 5 10 20

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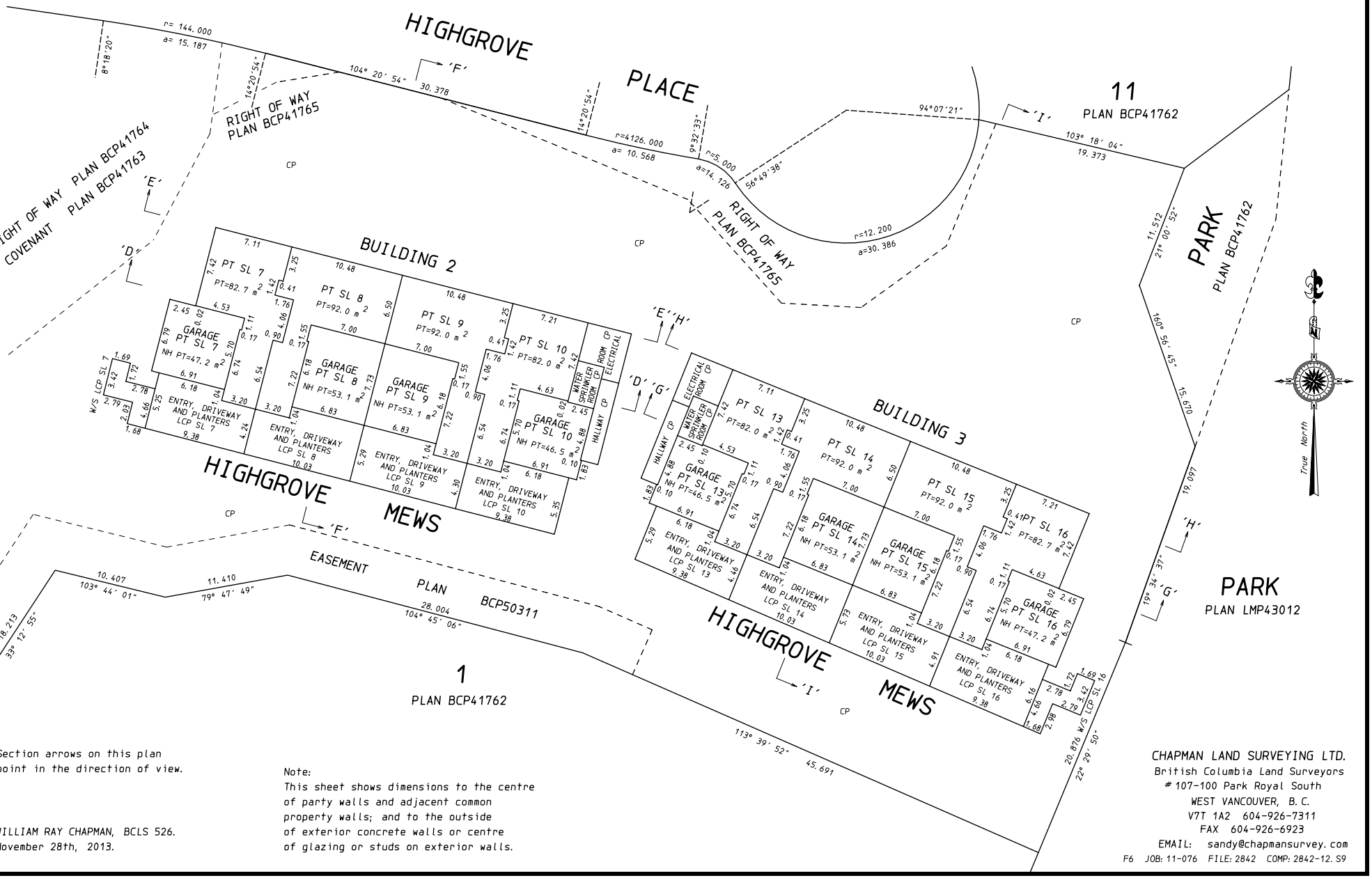
(C size) when plotted at a scale of 1:250.



Section arrows on this plan point in the direction of view.

Note:
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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12.S9

LEVEL 1
BUILDINGS 2 AND 3

STRATA PLAN EPS1831

-5 0 5 10 20

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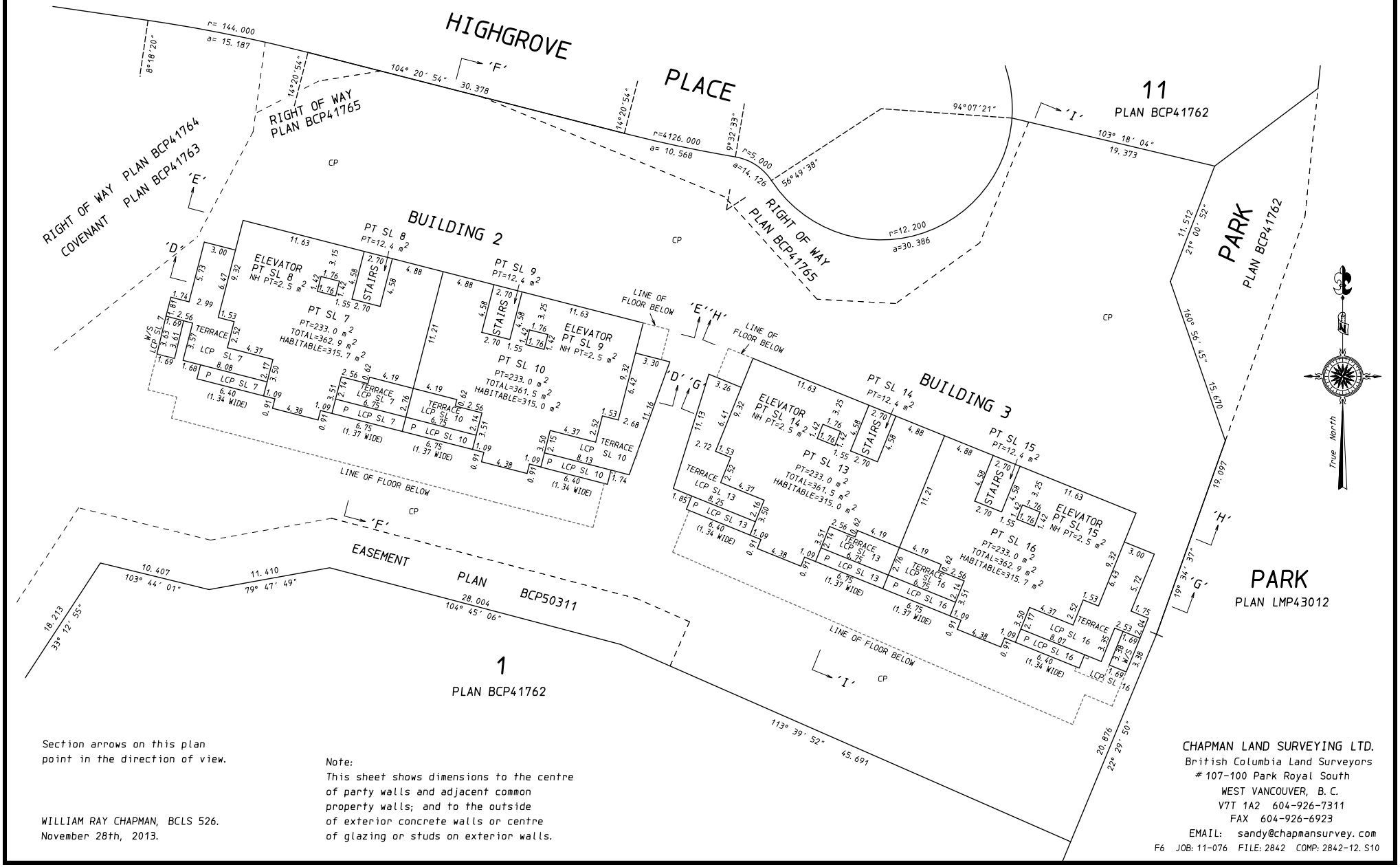

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S10

STRATA PLAN EPS1831

LEVEL 2
BUILDINGS 2 AND 3

-5 0 5 10 20

All Distances are in Metres

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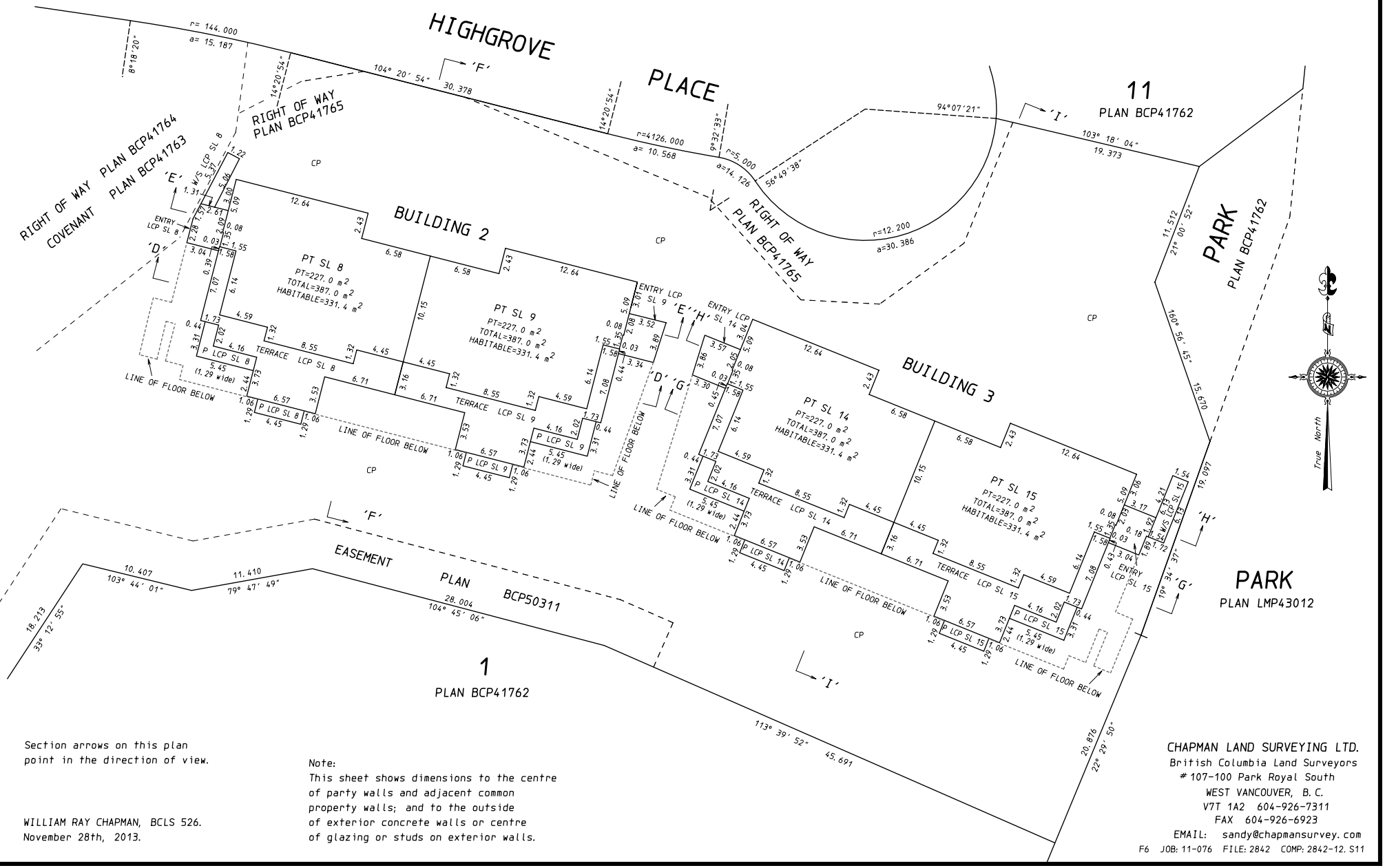
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12.S11

LEVEL 3
BUILDINGS 2 AND 3

STRATA PLAN EPS1831

-5 0 5 10 20

All Distances are in Metres

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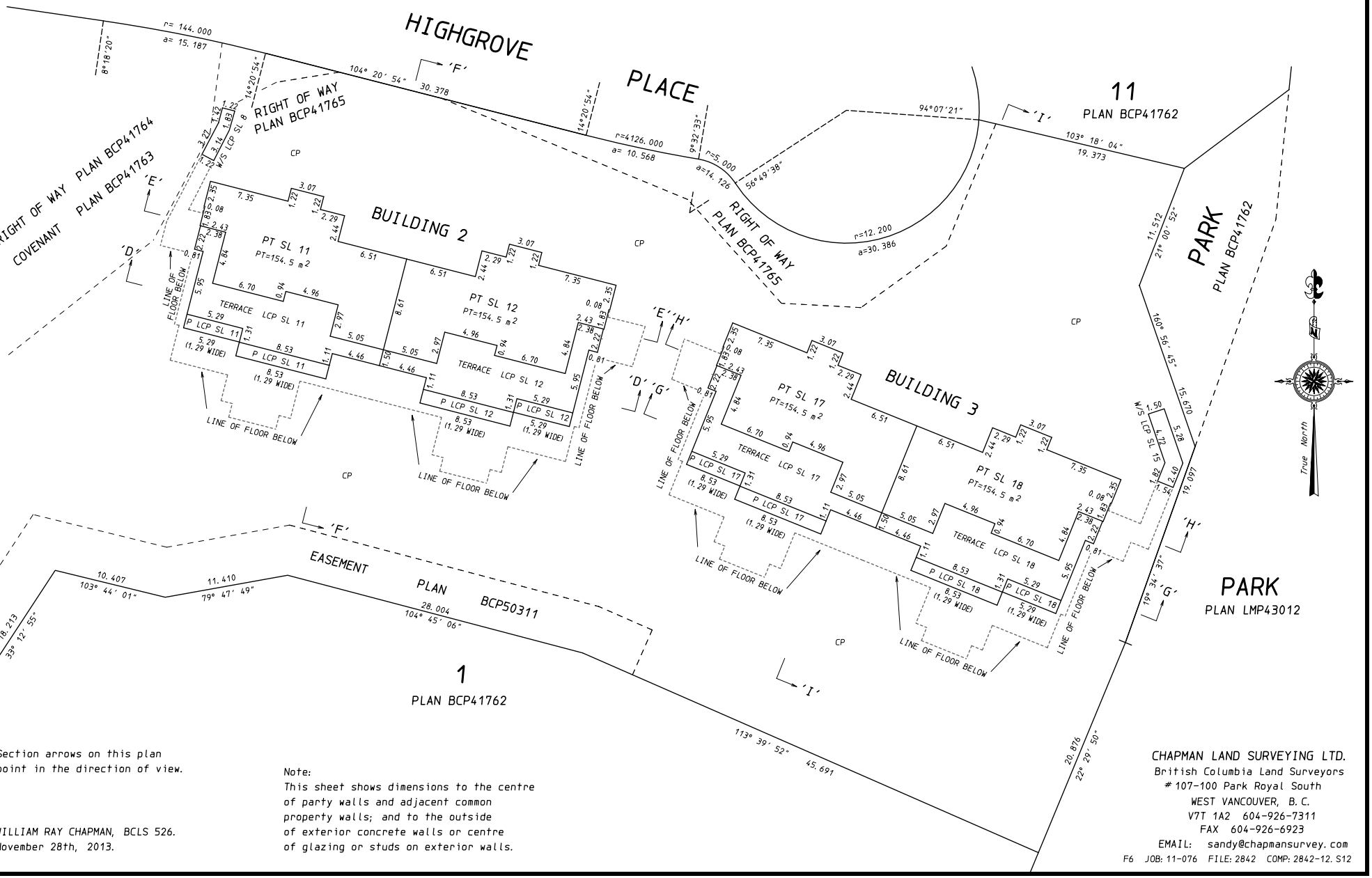
(C size) when plotted at a scale of 1:250.



Section arrows on this plan point in the direction of view.

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12.S12

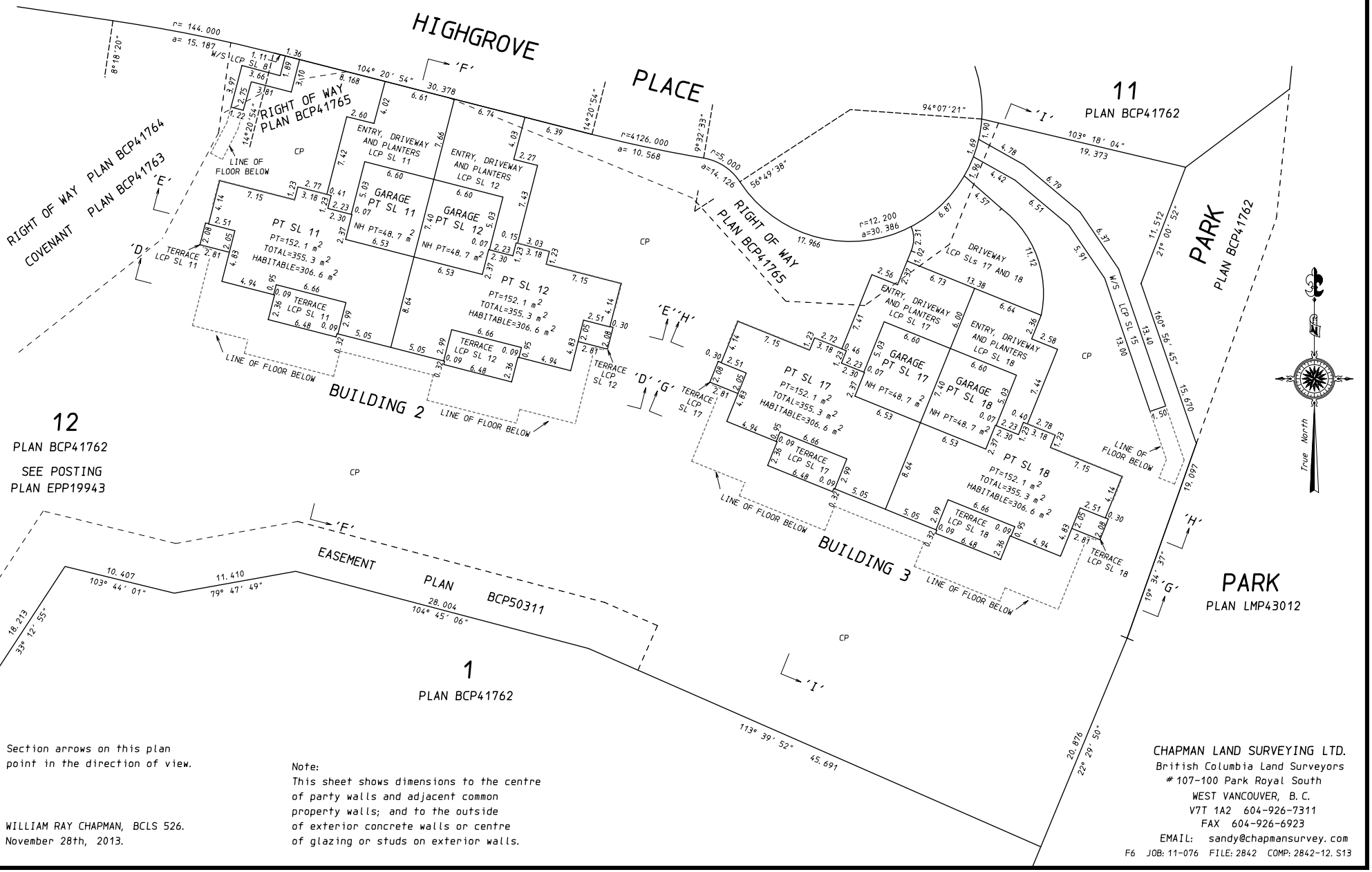
LEVEL 4
BUILDINGS 2 AND 3

STRATA PLAN EPS1831

-5 0 5 10 20

All Distances are in Metres

The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



Section arrows on this plan point in the direction of view.

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

Note:
This sheet shows dimensions to the centre of party walls and adjacent common property walls; and to the outside of exterior concrete walls or centre of glazing or studs on exterior walls.

CHAPMAN LAND SURVEYING LTD.
British Columbia Land Surveyors
#107-100 Park Royal South
WEST VANCOUVER, B.C.
V7T 1A2 604-926-7311
FAX 604-926-6923
EMAIL: sandy@chapmansurvey.com

F6 JOB: 11-076 FILE: 2842 COMP: 2842-12.S13

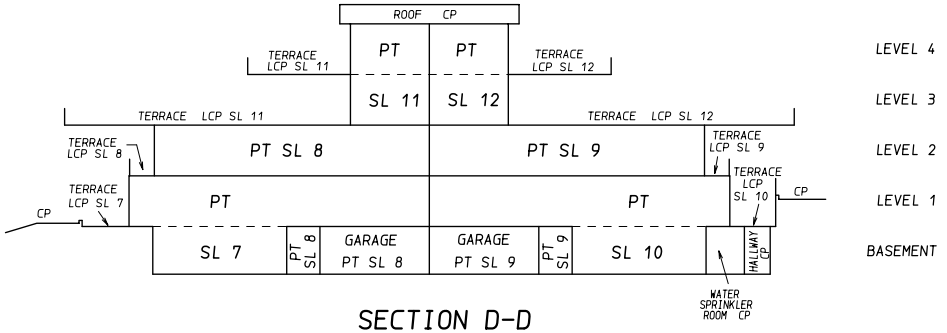
STRATA PLAN EPS1831

SECTIONS
BUILDING 2

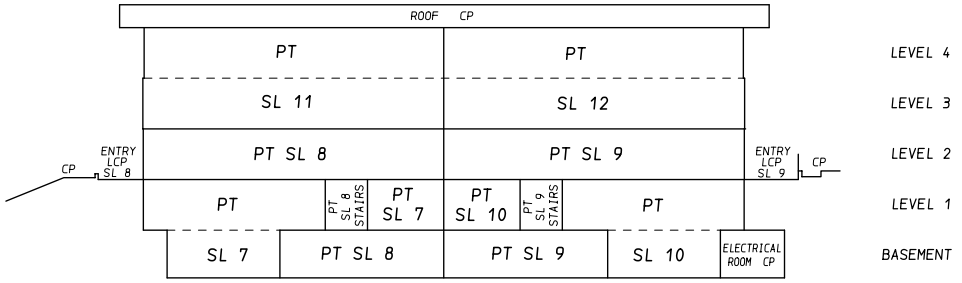
-5 0 5 10 20

All Distances are in Metres

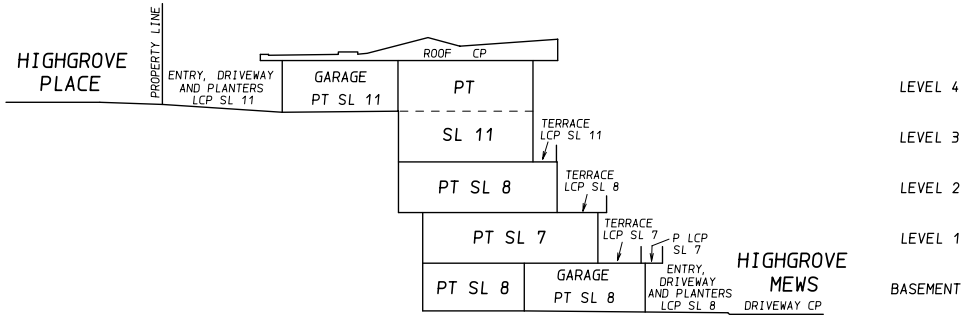
The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1: 250.



SECTION D-D



SECTION E-E



SECTION F-F

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S14

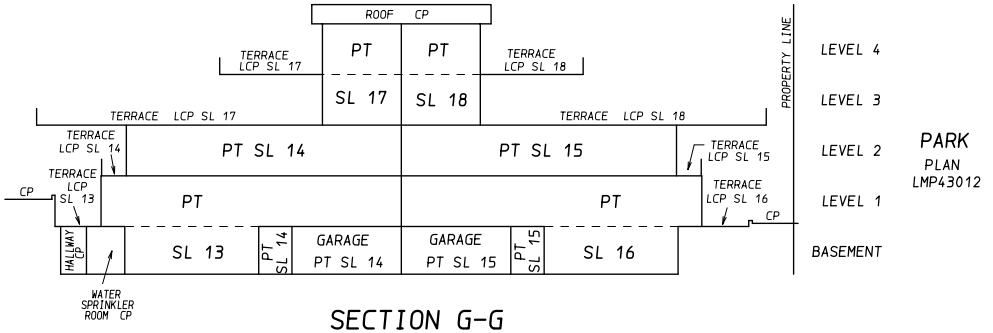
STRATA PLAN EPS1831

SECTIONS
BUILDING 3

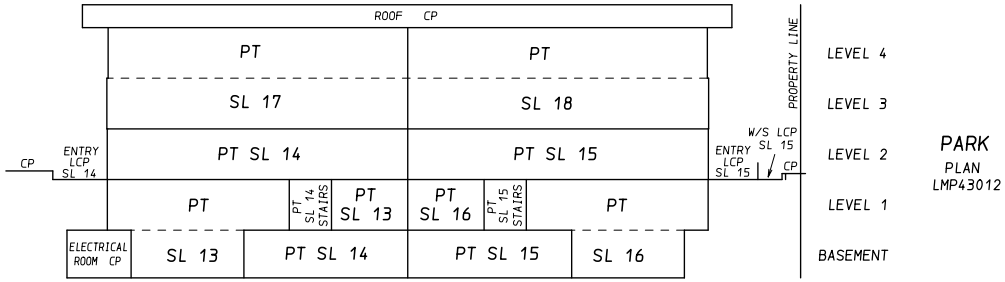
-5 0 5 10 20

All Distances are in Metres

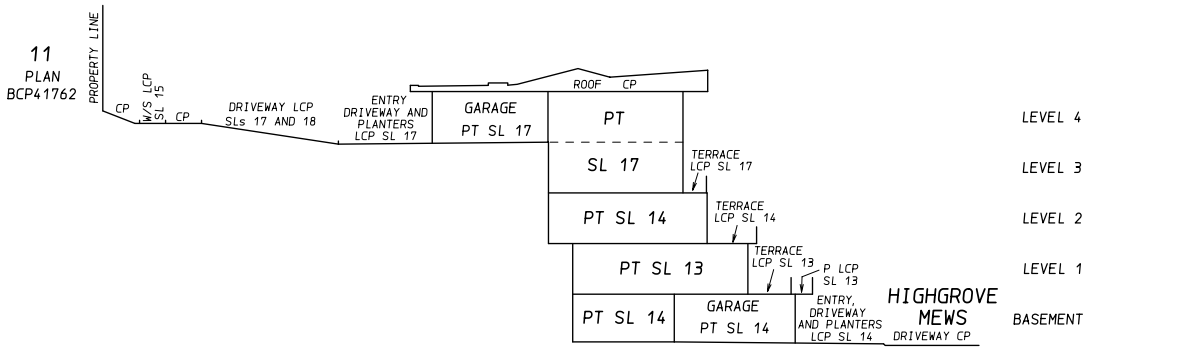
The intended plot size of this plan is
560 mm in width by 432 mm in height
(C size) when plotted at a scale of 1:250.



SECTION G-G



SECTION H-H



SECTION I-I

WILLIAM RAY CHAPMAN, BCLS 526.
November 28th, 2013.

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F6 JOB: 11-076 FILE: 2842 COMP: 2842-12. S15

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS1831
THE TERRACES AT HIGHGROVE

Wednesday, August 18, 2021 - Via Conference Call

COUNCIL IN ATTENDANCE:	Alastair Dunn	President
	Mike Delesalle	Vice-President
	Beverley Curtis	Treasurer
STRATA MANAGER:	Mike Cates	FirstService Residential

The meeting was called to order at 11:00 a.m.

MINUTES APPROVAL

The Council Members have reviewed the minutes of the Wednesday, February 17th, 2021 Council Meeting. No significant errors or omissions were noted.

FINANCIAL REPORT

1. **Review of Accounts Receivable**: The Strata Manager reported that as of August 16th, 2021, there were no Owners in arrears. Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Monthly Statement(s)**: Council Members have reviewed the monthly Financial Statements for the period of January through July 2021. (Note Feb. 28 YE.) No significant errors or omissions were noted.

   The Strata Manager noted that the software program used to compete all financial tasks and to prepare the monthly statement will be changed in the coming months**.** Some small changes to the look and layout of the statements may occur.

   Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

3. **Account Balances:** To July 31st, 2021 (Month 5)

YTD Operating Fund Surplus / (Deficit)	$ 9,641.42
Accumulated Surplus / (Deficit)	$ 35,671.57
Operating Fund Bank Account	$ 52,483.11
CRF Balance	$107,665.03
Exterior Painting Fund	$ 25.05
Total Cash Balance	$160,173.19

4. **CRA Submission:** This was competed on June 23rd. Documents were signed by Council and returned to the Canada revenue Agency on June 24th, 2021.

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Dryer Vent Cleaning**: As previously reported, this work was planned for the spring of 2021. Exterior vent cleaning was completed at all units on April 9th, by National Air Technology, and interior vents cleaned to those units where owners were at home. Going forward, this exterior work will be done annually and there will be a option for those owners who are home to do an internal cleaning at the same time.

2. **Owner Emergency Contact Information**: As of mid-May 2021, information was still missing from eight units including #2511, #2533, #2537, #2553, #2559, #2740, #2748, #2780. Local emergency contact information is very important to provide in the event of a fire, flood, water leak or other emergency.

3. **Painting Project:** The exterior painting project was completed ahead of schedule including related exterior repair work undertaken by Hands on Homes. As previously approved by a ¾ vote of Owners, this work will be paid for from the Contingency Reserve Fund (CRF). It was noted that the colour and type of paint were changed slightly from the original specification/quotation following testing and consultations with paint suppliers. A superior quality paint was selected for it's mildew resistant, water repellant and washability qualities. This caused a slight overage in the total project cost. The overage has been paid from the accumulate Operating Fund surplus.

    - A power washing and painting general notice sent to all Owners on approx. May 20th.
    - A project update notice prepared by the Council was sent to all Owners on June 24th.

4. **Front Doors:** The exterior front doors of the penthouse units and two others along Highgrove Mews were re-finished by Hyland-McIntyre Painting immediately following the larger painting project. A quote for this work was received of February 27th, 2021, for $5500. Work completed by approx. June 23rd

5. **Fire Inspections:** Annual in-suite and common area inspections were completed by FirePro on June 10th, 2021. All units were accessed. There were two minor deficiencies to be addressed, both relating to the fire sprinkler system. This work has since been completed. All Owners are thanked for their participation and co-operation in this mandatory annual procedure. The Strata Manager noted that a credit of ($271.61) was applied against this invoice (relating to a previous smoke alarm installation in another unit). It was also noted the alarms were triggered during the testing process, causing the West Vancouver Fire Department to attend. It was noted that the fire department was contacted in advance of these tests on both April 30th and June 10th, 2021 As a result, they have not billed the Strata

for attending to a false alarm. It is noted that they must be notified several days in advance and again on the day of the inspections, every year.

6. **Window Cleaning:** Spring window cleaning was delayed in anticipation of the large exterior painting project. This work was initially planned for week of July 19th 2021 following the painting project, but postponed due to a scheduling concern of the contractor, Pacific Heights. It was re-scheduled and completed during the week of August 3 – 9, 2021. Council agreed that it seems unnecessary to schedule a second (autumn) window cleaning for this year. Spring and Autumn window cleaning will be anticipated next year.

7. **Irrigation System:** Repairs from last fall had been deferred to the spring start-up when there are likely to be a few winter-related repairs as well. Start-up was completed on approx. April 1st, 2021. All irrigation expenses were previously coded to GL 6517 (Landscaping Improvements). Going forward, all irrigation will now be coded to GL 7240 (Repairs and Maintenance).

8. **Water Leak:** An ongoing water leak into mechanical room "B" is not serious. A representative from the developer inspected this on November 6th 2020, It has been too dry to be a concern this summer, but British Pacific Properties remains aware of this and will return to look into this further once wetter weather is upon us.

9. **Exterior Lighting:** Repairs to lighting on common area exterior stairs was completed by Bert's Electric on approximately November 5th 2020. No further concerns have been reported.

10. **Water Ingress:** On approximately November 3rd 2020, a water leak was reported coming through an exterior wall into a unit. This coincided with on-going and unrelated approved interior alteration work, and was uncovered by the contractor working directly for the unit Owner. Hands-On-Homes attended approximately November 13th, 2020, to inspect and get thermal images to locate the water source. An exterior repair was delayed several times due to weather. The source of the leak was located on December 12th, 2020, and the exterior repair completed. The contractor engaged by the Owner has invoiced separately for interior work to repair damages resulting directly from inspection/sourcing, and repair, to a "paint-ready" state.

11. **Leaking Drainpipe/Gutter Cleaning:** On December 8th, 2020, a leak/blockage from a downspout on an exterior deck area was reported. A similar concern was noted by a Council Member in another area. Aurora Industries was contacted on approximately December 8th. They attended on December 9th, 2020. The repair was completed, and roof cleaning done and drains cleared at the same time.

NEW BUSINESS

1. **Communication Protocol**: Council discussed recent concerns with the Strata Manager with regard to communication, particularly with regard to water leaks. It was agreed that the Council must be copied on all communication between the Strata Manager, the unit Owner and the restoration company undertaking the clean-up and basic repair work. Further, water damage explanation letters (and the accompanying legal opinion) must be

sent to affected Owners in a much more timely manner. In addition, the Strata Manager will provide copies of the various water damage letter templates to the Council Members.

2. **Insurance Renewal**: The Strata Corporation's insurance policy runs March 1st to March 1st each year. The renewal quote was received on February 22nd 2021. signed by Council and returned in time for renewal of March 1st. The premium for 2021/2022 is $86,228. The deductibles and coverage limits remain as they were in the previous years (some deductibles increased in the 2020/2021 renewal).

3. **Municipal Fire Inspection:** Annual inspections of the fire detection and suppression systems conducted by the District of West Vancouver were completed February 18th, 2021. All systems were approved in the three separate buildings.

4. **Irrigation System:** Upgrades to planter gardens at 2553 and 2513 and 2780 were completed. Risers in the square front entrance gardens by some driveways were added in the spring. A couple of other small mid-season repairs have also been completed.

5. **Landscaping Review:** The Council President noted that the entire amount budgeted this year for "Landscaping Improvements" has been expended. This is primarily due to a number of tree and shrub replacements which were completed earlier in the year, bark mulch required in areas to keeps weeds from proliferating, as well as additional clean-up work. Costs for contracted monthly service rate running approximately on track for this point in the year, although additional hours/service is anticipated going forward. It is noted that this is a very large property and that to maintain it to the standard that Owners would like to see will likely require additional hours in years to come. Currently budgeted is about 2 workers for 2 days per week, throughout the year, or approximately 1100 hours. Council will consider increasing this in next year's budget. Council anticipates going about $5,000 overbudget on combined landscaping expenses by the end of this fiscal year (February 28th, 2022) due to a number of large trees dying, removal and labour costs of replacing these.

6. **Owner HVAC Maintenance:** All Owners are reminded to have the heating, ventilation and air conditioning equipment (HVAC) within their units serviced regularly. This work is not done through the Strata Corporation at "The Terraces". Similarly, private elevators should also be tested and serviced annually.. Information and recommended maintenance practices was sent to Owners on June 23rd 2021.

7. **Garbage / Recycling Reminder** A Notice was sent to all Owner on June 24th 2021, with regard to wildlife and garbage/recycling concerns and best practices.

8. **Gutter Cleaning:** Gutter cleaning and cleaning of pine needles and debris on the roof of the east building completed during the period of July 5th – 15th, by Aurora Industries. A Notice was sent to Owners on June 7th, 2021. Gutter cleaning will now be done by Aurora Industries (and not by Pacific Heights as in previous years) and it is recommended that the East building be done 3 times a year and the other two buildings twice a year.

9. **Pressure Reducing Valves:** The annual inspection of the pressure reducing valves (PRV's) located in each of the three buildings' mechanical rooms was completed on July 8th, 2021, by Westrim Mechanical. The annual inspection of these three devices was implemented by the Council several years ago.

10. **Water Leak:** On approximately June 21st 2021, an Owner reported water leaking into the side window of a unit. Hands-on-Homes was contacted and have addressed this concern. It is suspected that this leaking was a result of pressure washing on the side of the building, near a window and not from a failure of any part or portion of the exterior envelope. Owners are not permitted to pressure wash the siding or any areas on the buildings.

11. **Irrigation Break:** On approximately June 23rd 2021, a significant water leak was reported inside a unit. Upon investigation, it was determined that the leak came from a break in an irrigation system line. This was reported to University Sprinklers on June 24th and the line was turned off. University Sprinklers attended on June 26th to repair this line. Phoenix Restoration was called in to inspect the interior of the unit and attended on June 25th. Emergency response/drying out etc. was completed and repairs to a "paint ready" condition were authorized. The resulting water damages remain below the strata corporation's deductible amount of $25,000. The appropriate "Water Damage" letter not sent until approx. August 8th.

    In follow up to this situation and as to #10 Business Arising and #10 immediately above, the Strata Manager was directed to contact Vinyl-Tec Windows to look into the perimeter window seal in these locations. It was also suggested that the Strata Manager contact British Pacific Properties and enquire if the repairs done by their contractors previously in this same area (which were for a prior separate issue) were still under warranty.

12. **Water Leaks in General:** All Owners are reminded that in the event of water leak and resulting water damage within a unit (strata lot), the strata corporation is obligated to:
    a) Stop the leak;
    b) Undertake the emergency clean-up or drying out necessary (only to the point that the resulting problems do not get any worse), and to ensure that mold growth is prevented;
    c) Undertake repairs to the walls/ceiling etc. that the strata (Strata Council / Strata Manager) may have directed a contractor to cut into or destroy in order to accommodate steps a) and b) above, to a "*paint-ready*" state.

    Some of these expenses may or may not be charged back to an Owner responsible for the leak, depending on the circumstances of the leak. Beyond these initial steps, the Strata Corporation has no authority to complete any further repairs within the Strata lot. Further repair work as may be necessary beyond "paint ready", is the responsibility of the unit Owner with the damage. It does not make any difference what the source of the water was or where the source was located (i.e.: whether from a common property source, or from another strata lot).

    The Council will schedule a follow up meeting to discuss Item 12 to make sure a clear protocol is established to handle leaks. Further the protocol will define how Council and impacted unit Owners will receive timely information on the cause of the issue, detailed timeline of repairs and the related costs.

13. **Glass Railing Panel:** In July the Council reported that a glass panel had fallen out of an exterior stair railing. The bolts holding this in place appear to have sheered off. The glass panel is not damaged and is stored in mechanical room "B". The Strata Manager initially contacted Action Glass. There was no response. Atlas Glass was contacted on July 28th through their website. Again there has been no response. The Strata Manager was directed

to again try Action Glass as they are familiar with these stairway glass panels and have replaced these in the past.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at approximately 12:48 p.m..

Next Meeting: To Be Determined (Possibly near the end of October).

FirstService Residential BC Ltd.

Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 1831

MC/an

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSR*Connect*™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: http://www.fsresidential.com/connect/find-my-community and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

CONDO OWNERS' *Coverage*

DID YOU KNOW?

INTERESTING FACT

FS Insurance Brokers

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. Did you know that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
  - Your unit
  - Neighboring units
  - Common property

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS1831
THE TERRACES AT HIGHGROVE

Held on Wednesday, February 17, 2021
Via Conference Call

COUNCIL IN ATTENDANCE:	Alastair Dunn	President
	Gary Horvath	Vice-President
	Beverley Curtis	Treasurer
STRATA MANAGER:	Mike Cates	FirstService Residential

The meeting was called to order at 10:00 a.m.

MINUTES APPROVAL

The Council Members have reviewed the minutes of the Wednesday, October 28, 2020 Council Meeting. No significant omissions or errors were noted.

FINANCIAL REPORT

1. ***Review of Accounts Receivable***: The Strata Manager reported that as at February 9, 2021, there were no Owners in arrears. One Owner is pre-paid to a balance of ($2,958.90)

   Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

   Monthly Statement(s): It was noted that the former Property Accountant, Frankie Shan has retired. The new Building Accountant is Mitra Alavi.
   Council Members have reviewed the monthly Financial Statements for the periods of October, November and December, 2020, and January 2021. No significant errors or omissions were noted.

   Owners wishing to view the most recent financial statement are encouraged to log onto **FSR*Connect*™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

2. ***Account Balances*:** To January 31, 2020 (Month 11)

YTD Operating Fund Surplus / (Deficit)	$ 4,372.05
Accumulated Surplus / (Deficit)	$ 21,579.57
Operating Fund Bank Account	$ 58,450.63
CRF Balance	$200,782.31
Total Cash Balance	$259,232.31

The Council had a question about the effect of accruals on the accumulated surplus. The Strata Manager will discuss this with the Accountant and get back to the Council.

3. ***Budget and AGM Planning*****:** The fiscal year end is February 28. A draft budget template has been prepared by the Accountant on the Month 10 numbers (to December 31), Water and Sewer expenses were adjusted on Q4 (Dec. 31) numbers. Council and the Strata Manager have reviewed this budget and will make a number of changes to adjust to the Month 11 (Jan. 31) numbers due in the next few days. A final review will be done once the year end numbers have been finalized and operating expenditures in all categories for the upcoming year are anticipated and discussed by Council. The final draft version of the budget will be included in the AGM Notice of Meeting package for Owners to vote on at the upcoming Annual General Meeting.

   Council briefly discussed the upcoming Annual General Meeting: There are no resolutions anticipated for changes to bylaws, or levies for special projects, etc. A tentative date for the AGM has been set for Wednesday, April 21. The Notice will need to be mailed out three weeks in advance of the meeting. Council briefly discussed the Covid situation and the inability to hold an in-person meeting. It was agreed that a simple conference call will work best. Details will be contained in the Notice of Meeting package.

REPORT ON LITIGATION

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

BUSINESS ARISING

1. ***Landscaping Review*****:** Council discussed the contract and services with Four Brothers. It was noted that a new supervisory position has been created solely to oversee all landscaping work at The Terraces and other properties. Council has met with Four Brothers recently and will meet again with this new supervisor in the early spring. Some plant replacements and more bark mulch needed this spring. There are also a few more dead Pine trees to be removed. Pruning of all shrubs and trees will also be discussed and much of this work should be done in the early spring before these plants begin to grow.

2. ***Dryer Vent Cleaning***: This work has been planned again for the spring of 2021 and will be done annually moving forward instead of every second year. Immediately subsequent to this meeting, National Air Technology has confirmed this for Friday, April 9th, beginning at approximately 8:30 AM. Both exterior and interior duct cleaning will be planned. Interior cleaning is not mandatory, but is strongly recommended (interior access required). A notice will be circulated.

   Some units may have an unusually long dryer duct run, or a bend within it. It is possible that a booster fan may be needed in these situations where the fan within a dryer may not be strong enough to push the larger volume of air. If necessary, National Air Technology can install a booster fan for a cost of $812 ea. (Owner expense). A fan of this type would be considered an appliance within the unit; therefore an Owner's responsibility.

3. ***Owner Emergency Contact Information***: On November 22nd, the Strata Manager provided a list of the missing units to the Council and a copy of the blank form so that it may be hand delivered to the actual units that have still not provided this information. As of November 11th, information was still missing from nine units inc. #2511, 2533, 2537, 2553, 2559, 2740, 2748, 2760, 2780. The Owner Emergency Contact Information Form is enclosed with these Minutes. If you have not yet completed this, please do so and send to FirstService at info.BC@FSResidential.com

4. ***Exterior Painting Project*****:** An exterior building painting project is anticipated for the spring of 2021. This work will be paid for from CRF. Council has been in direct communication with Brian McIntyre from Hyland Painting for cleaning, treating and repainting the concrete headers and the balcony ceilings / horizontal concrete surfaces. Additional exterior caulking replacement will be completed by Hands on Homes on the upper most part of all buildings (large penthouse level windows). The two contractors have been in direct conversation to coordinate the sharing of the overhead lift type equipment that will be needed for much of this work.

   Council met with both contractors on site on February 5th. Colours / type / quality etc. were confirmed. A starting date has not yet been set but it is hoped that this will be sometime mid-May. Work will likely start on the eastern most building and work toward the center and then western buildings. The Strata Manager will discuss this further with the painters and will prepare a detailed information notice to all Owners. Subsequent notices will likely come directly from the painters while they are on site and as work progresses. Owners are asked to be very aware of this upcoming project and to review any/all Notices as they may be delivered or emailed. Access will be required onto most patio and deck areas at sometime during the project. Owners will be asked to pack away small movable items off their patio/deck to clear the area as much as possible for the painters.

   The Council had a question related to the insurance on the rented equipment that will be shared by the two contractors. The Strata Manager will relay this to the contractors and get back to the Council.

5. ***FirePro Charges***: Approximately 60 smoke detectors were replaced throughout the complex last summer. The Council noted that a $20.00 labor charge for each smoke detector replaced seemed excessive. Council had previously directed the Strata Manager to go back to FirePro and ask that this amount be recalculated and revised if possible. The Strata Manager is awaiting reply and will follow-up with FirePro again. In addition, there was a charge to return and repair a replacement smoke detector that appeared to have been replaced incorrectly. It has been asked that this charge be reversed.

6. ***Gutter Cleaning*****:** It was previously noted that gutters on the most eastern building should be done at least three times per year due to the proximity of coniferous trees and needles dropping. The Strata Manager contacted Pacific Heights. They attended in early December and cleaned all gutters, roof drains and downspouts.

7. ***Window Cleaning*****:** This work was last completed in October 2020 by Pacific Heights This work was initially planned for May 2021 and September 2021. With consideration given to the exterior repainting project, the spring window cleaning will be deferred until after the painting is completed.

8. ***Irrigation System*****:** Repairs from last fall have been deferred to the spring start-up when there will likely be a few winter-related repairs as well. Start-up of the system and repairs are planned for March 15th, 2021. However full operation of the system will be delayed until as late in the season as possible (likely mid June) in order conserve water and reduce both the water and related sewer charges.

9. ***Water Leak*****:** The Council Members continue to monitor an on-going leak in one of the mechanical rooms. This is not serious. A representative from British Pacific Properties inspected this leak on November 6th.

10. ***Exterior Lighting*****:** Repairs to the lighting on stairs were completed by Bert's Electric on approx.. November 5th.

11. ***Snow Removal*****:** Snow removal and salting work is on-going with Sno-Tech (aka: Four Brothers). This includes the main lower driveway (Highgrove Mews) and all stairways. The "apron" area immediately in front of each individual garage and the sidewalks to each front door are the responsibility of each Owner.

NEW BUSINESS

1. ***Water Ingress*****:** On approximately November 3rd, a water leak was reported coming through an exterior wall in a unit. This leak coincided with approved on-going interior upgrades (though unrelated). Hands-On-Homes attended on approximately November 13th to inspect and to obtain thermal images which are used to help locate the source. Exterior repairs were delated several times due to weather. The leak was located on December 12, then repaired from the exterior shortly thereafter. The contractor already engaged by the unit Owner invoiced separately for interior work to repair damages resulting directly from the water leak inspection/ sourcing, and repair this area to a "paint-ready" condition. This portion of the repair work will be covered by the strata corporation. Final interior repairs beyond this will be at the unit Owner's expense.

2. ***Insurance Renewal*****:** The strata corporation's policy will renew on March 1st. Preliminary documents and a questionnaire were sent to the Strata Manager on December 1st, completed and returned to BFL Canada on the same date. The Strata Manager requested a 2nd quote on January 11th. Further questions from HUB were sent on January 18th. Subsequent to this meeting, the Strata Manger reports that HUB has declined to provide coverage this year. Recent changes in legislation now requires proposal to be sent 35 days in advance of renewal date. The BFL terms were sent to Council on January 25th. The premium this year will be $86,162 which is a very minimal increase over last year's.

3. ***Leaking Drain Pipe*****:** On December 8th an Owner reported leaking from a downspout on an exterior deck area. A similar concern in another area was noted by a Council Member. The Strata Manager contacted Aurora Industries on approximately December 8th, they attended on Dec. 9th. The repair was completed.

4. ***Gutters / Roof Drains*****:** In addition to the above work, Aurora Industries also cleared needles and other debris from the roof of the east building and re-cleaned these gutters and roof drains. The Council was very pleased with this work. The entire complex (three buildings) should be done again in July. In addition, the east building only will be scheduled for late April and late November 2021 also. The Strata Manager will contact Aurora Industries to return for this work next time.

5. ***Front Doors*:** Council Members have observed that the exterior front doors to the Penthouse units are in need of refinishing. There are also a few doors along Highgrove Mews that need a touch up coat.. This work will be done by Hyland Painting simultaneously with the larger exterior painting project due to start in May 2021.

6. ***Private Elevators*:** Owners are reminded of the importance of maintaining their private elevators and that an annual inspection of each elevator is highly recommended. The phone line within the elevator, and the back-up batter power should be checked regularly. Owners may contact Garaventa Lifts at 604-461-6636 to arrange an inspection. Coordinating these inspections with neighbours may be more cost effective and efficient.

   ***In-Suite Maintenance and Responsibilities*:** In addition, Owners are reminded to review the Annual In-Suite Maintenance Document that provides basic information on a number of maintenance items and owner responsibilities (attached). This list is thorough, but should not be considered to be fully comprehensive of every Owner responsibility.

7. ***Power Outage*:** Subsequent to the Meeting, the Strata Manager was informed of a planned power outage to complete infrastructure upgrades in this area. BC Hydro has informed that electrical power will be out on Monday, March 15, from 5:00 PM – 7:00 PM.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at approximately 11.55 a.m.

Next Meeting: End of April 2021. TBD.

FirstService Residential BC Ltd.

Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 1831

MC/db

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSR*Connect*™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: http://www.fsresidential.com/connect/find-my-community and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS1831
THE TERRACES AT HIGHGROVE

Held on Wednesday, October 28, 2020
Via Conference Call

COUNCIL IN ATTENDANCE:	Alastair Dunn	President
	Gary Horvath	Vice-President
	Beverley Curtis	Treasurer
STRATA MANAGER:	Mike Cates	FirstService Residential

The meeting was called to order at 10:10 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The Council Members have reviewed the minutes of the Wednesday, January 15, 2020 Council Meeting. No significant omissions or errors were noted.

The Strata Manager noted that a conference call was held on February 19, 2020 in advance of the Annual General Meeting. The purpose of this call was to discuss the proposed budget.

The Strata Manager noted that the Council President had prepared a report to Owners from the Council dated July 15, 2020 (Sent to all Owners July 21, 2020) updating all Owners on recent Council activity.

FINANCIAL REPORT

1. ***Review of Accounts Receivable***: The Strata Manager reported that as at October 27, 2020, there were no Owners in arrears. Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. ***Monthly Statement(s)***: Council Members have reviewed the monthly Financial Statements for the periods of January 2020 to September 2020. No significant errors or omissions were noted.

    (a) ***CRF Accrual***: Over the past month the Strata Council President has had a number of questions and requests related to the financial statements. This included addressing a CRF accrual of $259.25. It was agreed this was to be transferred back to the CRF. The Strata Manager has reported that this has since been completed.

    (b) ***Four Brothers Landscaping***: The Council President noted an accrual of $5,101.25 from November, 2019. The Strata Manager noted that there was no invoice sent for landscaping services during that period. The Strata Manager has contacted the contractor and they admitted that this period had not been invoiced

for. Council discussed the situation and acknowledged that whether or not an invoice been sent, the work had been done and therefore should be paid. The Strata Manager will again contact Four Brothers Landscaping and request that they send an invoice for November, 2019 landscaping. The Strata Manager is aware that a similar situation also exists for July, 2020. An invoice will be requested for this month as well.

(c) ***District of West Vancouver Utility Bills***: The Council President was concerned with amount of water used over the past year and had requested copies of all recent utility bills showing water and sewer charges. These have all been supplied except for the one for the most recent period as it had not yet been received by FirstService Residential as of the meeting date. It will be forwarded to the Council on receipt .

Owners wishing to view the most recent financial statement are encouraged to log onto **FSR*Connect*™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

3. ***Account Balances:*** To September 30, 2020 (Month 7)

YTD Operating Fund Surplus / (Deficit)	$ 7,581.79
Accumulated Surplus / (Deficit)	$ 20,393.66
Operating Fund Bank Account	$ 38,681.00
CRF Balance	$156,126.69
Total Cash Balance	$194,270.85

4. ***Canada Revenue Agency***: The Strata Manager noted that the 2019/2020 tax reporting has been supplied to Canada Revenue Agency (CRA). This was submitted to the CRA in late August, 2020.

REPORT ON LITIGATION

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

BUSINESS ARISING

1. ***Dryer Vent Cleaning***: It is noted that the last dryer vent cleaning was completed on June 7, 2019 by National Air Technology. This has been planned again for the spring of 2021 and will be done annually moving forward instead of every second year.

Council discussed the possible need for booster fans in some situations where the dryer duct may have to travel considerable distance to reach the exterior of the building wall. In any case, where a booster fan is required, this fan would be considered an appliance within the unit, much as the dryer is (and therefore would be considered an Owner's responsibility). The Strata Manager will schedule the work to be completed by National

Air Technologies in the spring of 2021 and will ask that they scope the dryer ducts in one building to determine their length and whether or not there is any significant caked on build up that is not removed during the regular duct cleaning process.

2. ***Security Cameras***: A Council Member has previously obtained a quote from Spy Security at approximately $7,500 for installation of security cameras in three locations along Highgrove Mews~~.~~ This work was previously approved by Council and the installation has since been completed. It is noted that due to physical limitations and difficulties regarding installation, security cameras have not been installed at the upper cul-de-sac area on Highgrove Place. A small repair was recently required to the camera systems where an electrical line was accidentally cut. This work has since been repaired and the system is operational again.

3. ***Owner Emergency Contact Information***: Over the past two years, the Strata Manager and Council have tried to gain emergency contact information for all Owners. The Strata Manager noted that information is still missing for approximately 8 units. It is important that a local emergency contact be designated as there are a number of Owners who spend extended time away from the unit. The Strata Manager will provide a list of the missing units to the Council and a copy of the blank form so that it may be hand delivered to the actual units that have still not provided this information.

4. ***Painting Estimates***: An exterior building painting project is anticipated for the spring or summer of 2021. This work will be paid for from CRF. Council had previously reviewed several quotes and has decided to proceed with the quote provided from Hyland Painting at a cost of approximately $45,750 for repainting the concrete headers and $9,000 for repainting the balcony ceilings / horizontal concrete surfaces. An additional quote for $4,500 was obtained ~~has been allotted~~ for repainting of the wood structures. This last item of work will be ~~likely broken out and~~ completed separately by Hands on Homes.

   In addition, the Strata Manager will coordinate additional exterior caulking replacement with Hands on Homes and Hyland Painting on the upper most part of all buildings (large penthouse level windows). The Council is aware that access to various areas of the buildings will be difficult and expensive to obtain. It is anticipated that extended reach boom equipment will be required on the lower parking and driveway areas along Highgrove Mews in order to reach high enough to the building exterior surface areas, especially on the top south facing areas of the buildings. It will therefore be necessary to coordinate the painting and re-caulking work so that the equipment to reach the highest areas can be used most efficiently by both teams. Strata Council Member Bev Curtis will prepare information to be forwarded to the contractors to address these concerns. This information will be forwarded to the Strata Manager for review and any additional information may be added as well.

5. ***FirePro***: Strata Council has noted that the charges this year for all repairs and testing of all fire related equipment and detection systems has significantly exceeded the budgeted amount. This is primarily due to the replacement of all smoke detectors throughout the complex as these have passed their “best before” age. The Council noted that a $20.00 labor charge per detector seemed excessive as broken down it is $80 for 15 minutes work or $240 an hour and has directed the Strata Manager to go back to FirePro and ask that this amount be recalculated and revised if possible. The Council also discussed a small

smoke detector repair that was completed within a unit and noted that this invoice should not be paid by the strata corporation as this is clearly an installation default by FirePro.

6. ***Patio Planters***: The Council noted that upgrades have been completed to the irrigation system in various planters on the penthouse level. In addition, enhanced fertilization of upper level planters has been completed. Over the next year Council will watch these very closely so that the upgrades and enhanced fertilization is maintained and so that the ~~new~~ plants thrive.

NEW BUSINESS

1. ***Insurance Renewal*:** The strata corporation insurance policy renews on March 1, 2021. The Strata Manager noted that FirstService Residential is seeing increases of approximately 70% in general, on policy renewals. This increase on the premium amount was anticipated in the new operating budget prepared last spring, for the remaining portion of the year ahead. The Strata Manager noted that renewal rates and terms often have not been received until only several days before the renewal date. However new regulations are being introduced in the industry which require the broker to send the information regarding the renewal terms 45 days in advance. This will be a significant hurdle for the insurance company to overcome but it is hoped that by March 1, 2021 these new processes will be in place and operational with the brokerages.

2. ***Bylaw Changes / Updates*:** The Strata Council wish to be as to up to date as possible regarding recommended bylaw changes or updates. Council Members have asked the Strata Manager to advise whenever recent Civil Resolution Tribunal (CRT) or BC Supreme Court decisions come through which may affect the wording of the bylaws in general. The Strata Manager reported that the most recent issue of this nature has been concerns relating to the wording of the "chargeback bylaw", but that the existing chargeback bylaws for The Terraces is current and will meet the requirements of the CRT rulings.

3. ***Gutter Cleaning:*** Pacific Heights attended approximately August 20, 2020 to clean the gutters and the rooftops of all buildings. It was noted that gutters on the most eastern building should be done at least three times per year due to the proximity of coniferous trees and needles dropping. Council agreed that Pacific Heights should return in December 2020 to clean the gutters and all roof areas again. Then the entire complex (three buildings) should be done in May 2021 with window washing, and again in September 2021.

4. ***Window Cleaning*:** The second annual window washing was completed by Pacific Heights between Monday September 28, 2020 and Wednesday September 30, 2020. This included all exterior window surfaces and both sides of all glass railings. This work will again be scheduled for May 2021 and September 2021.

5. ***Irrigation System*:** A quote was received to complete minor irrigation system repairs at a cost of $721.71. This included adding risers to the heads in several areas to increase the area of the spray. This work is to be completed in March 2021 with the spring start up, along with any winter damage repairs that may be required. The irrigation system was shut down on September 22, 2020. It is also noted that due to a wetter than usual summer, the irrigation system was used less frequently than in past years. It is anticipated that this

reduction will be reflected in the coming District of West Vancouver water bill (See note under Financial Report item #2).

6. ***Exterior Lighting*****:** Council discussed a number of reported problems with exterior lighting including lighting on the stairs over past months. The lights on the west building were staying on in the morning in early September 2020. Bert's Electric attended and replaced a light sensor. Another light sensor was replaced in July 2020. Bert's Electric attended again on October 2, 2020 to investigate problems with the lighting along the stairways. It was noted that a transformer will require replacement as well as approximately 19 lights. The Strata Manager will watch for a quote to be sent from Bert's Electric. Council Members noted that problems with the lighting in the stairs seem to be ongoing and largely due to unavoidable presence of moisture. Bert's Electric have since replaced the necessary transformers and all exterior stairs lights are now working.

7. ***Snow Removal*****:** Snow removal for the coming winter months is in place with Snow-Tec (division of Four Brothers Landscaping). Council discussed snow removal requirements and agreed that Snow Tec should attend to remove snow from the street only when under 3 inches and not the driveways. Should the snowfall exceed 3 inches, the individual driveways/parking paths as well as all street areas and stairs will require snow removal. It was also requested that the Strata Manager contact Snow Tec to have them install marker poles in the garden area at the end of the driveway.

8. ***Water Leak*****:** Earlier this fall, a water leak was reported in the garage area of a unit. Initially the source of the water was undetermined and it was suspected that the water could be either from the irrigation system entering through a concrete wall, or the leak from the fire sprinkler system, or rainwater ingress, or roof leak. After some investigation, it was determined that the water leak was internal and was condensation from the air conditioning system operating within the unit. The cost of the irrigation system inspection will be charged back to the Owner of the unit. There will be no charge for the fire sprinkler system as the Strata Manager was able to cancel this before the contractor attended.

   Addressing problems that may occur with the in-suite air conditioning systems is a concern for every Owner to address. The area in which this system operates should be well ventilated and where condensation may either dry out on its own or be captured and directed to a nearby plastic drip hose. Owners are reminded that regular servicing of their systems is essential to avoid problems as above.

9. ***Roof Inspection*****:** The Strata Manager reported that Design Roofing attended on August 19th and completed inspection of all roof surfaces on all 3 buildings. The report has not yet been received as of the meeting date. The Strata Manager has contacted Design Roofing and will forward the report as soon as possible. Related to cleaning of the pine needles on the roofs, the Council noted that there did not appear to be strainer baskets around or over the roof drains in a number of areas. The Strata Manager will contact Design Roofing to install these.

10. ***Landscaping Issues***: Council discussed the need to have a meeting with Four Brothers Landscaping. The Strata Manager will contact Four Brothers Landscaping and try to set up a conference call. An onsite meeting is not necessary in this case. Council Members wish to renew the contract however they do have reservations related to the consistency of the staff, and with having a lead gardener assigned with the appropriate qualifications

and training. Overall Council Members are very satisfied with the work being completed by Four Brothers but there are a few concerns to be addressed. The Strata Manager noted that it has been increasingly hard for many contractors to maintain staffing levels through the past 9 months of Covid-19.

(a) ***Pruning***: Council members noted that shrub pruning has been ongoing in the fall and wonder whether more of this work should not be done in the early spring. The Strata Manager was asked to determine if Four Brothers has a qualified arborist on staff. If not, it was recommended that one be brought in to review all mature trees and larger shrubs on the property and to consult and work with Four Brothers to help develop a long term plan for all the trees on the property. It was also noted that there were several azaleas at suite entrances on site that needed replacement.

(b) ***Street Drains:*** There are a number of storm sewer drains that belong to the strata corporation and are not the responsibility of the District of West Vancouver. Four Brothers Landscaping inspects these drains annually and ensures that any mud or debris build up in these drains is cleared away. The man-hole cover was recently removed and it was noted that the drain area was completely clear and functioning properly.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at approximately 11:50 a.m.

Next Meeting: End of January 2021. TBD.

FirstService Residential BC Ltd.

Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 1831

MC/sb

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MORRISON HERSHFIELD

June 9, 2015

Andrew Elliott
British Pacific Enterprises Limited
Suite 1001, 100 Park Royal
West-Vancouver, BC V7T 1A2

Dear Mr. Elliott:

Re: British Pacific Enterprises Limited – Terraces at Highgrove Mews

Morrison Hershfield (MH) met with British Pacific Enterprises (BPE) on April 9, 2015 to discuss below mentioned concerns previously raised by The Owners of the Terraces (in bold). We have been asked to comment on the appropriateness of the design from a building envelope perspective of the below mentioned items.

1. Glass Canopies at the lower entrance of the A and B units

The design of the A and B unit main entries include an overhang above the entry door that extends beyond the door opening approximately 3ft. outwards and 2ft. laterally. It consists of a glass canopy over an exposed wood structure. It appears that the issue raised with this installation is that the glass canopy is not connected to the wall and allows some moisture accumulated on the cladding to come through between the canopy and the wall.

The canopy is provided at the door to protect it from wind driven rain. It is important to note that the cladding materials, metal flashing and window installations adjacent to the door, as well as the door installation itself, all incorporate good building envelope principles including allowance for drainage. As such a gap between the canopy and the wall assembly allowing some minor moisture to get through is completely acceptable. The request to seal this gap may create a maintenance issue as it may intensify mold and mildew growth between the cladding and glass and be difficult to clean.

2. Request for additional canopy on the east and west balcony

There are a few doors on the project that do not have overhead protection. These doors are typically located on the east and west deck off the kitchen. It appears an issue was raised because these doors, as well as windows in the surrounding areas, were having wind driven rain and rain water splashing off the deck depositing on their surface during rain events.

The glazing and associated door systems on this projects were specified to meet a certain level of performance which was determined based on the exposure. Installation of the windows and doors were also designed to withstand the local environmental challenges. The window and door system on this project meets CSA A440 code requirements in terms of water penetration resistance. As such the outswing doors (Vinyltek 8000 series), sliding doors (Vinyltek 7000 series) and windows (Vinyltek 6000 series) all meet or exceeded a B3 level. This means that no

water penetration is expect when tested to a 300Pa pressure difference under ASTM E331 standardized test. Standardized tests are done so that glazing system can be compared and to ensure that the glazing system selected is appropriate for its exposure.

Furthermore, the windows were site tested to ASTM E-1105 to confirm that their performance was actually meeting expectation, and also to test the installation of the window within the opening. Ultimately all windows demonstrated good performance during the tests.

The Vinyltek glazing system installed on the Terraces, whether it be the windows or the doors, is adequate for exposed application and does not required to be covered by a canopy.

Conclusion

We remain available may you have any additional questions.

Yours truly
Morrison Hershfield Limited

Sophie Mercier, P.Eng.
Principal, Building Envelope Specialist

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SOLD


2511

TRAVELERS

Home Warranty
Tel: 604.682.3095
Toll Free: 800.555.9431
Fax: 604.682.3096

Travelers Insurance Company of Canada
650 West Georgia Street, Suite 2500
P.O. Box 11542
Vancouver, British Columbia V6B 4N7
www.travelerscanada.ca

2-5-10 HOME WARRANTY STICKER

(For Dwelling Units in Multi Family Buildings and Common Property)

Address: Common Property - Highgrove Mews , West Vancouver, BC

Legal Description: Lot 12, D.L. 793, Plan BCP41762, Township NWD

Warranty Certificate #: 80170048

Builder Name: The Terraces British Properties Limited Partnership **Builder #:** 00004278

Builder's Phone: (604) 925-9000 **Builder's Fax:** (604) 922-4364

Builder's Address: #1001 - 100 Park Royal, West Vancouver, BC, V7T 1A2

This is an adhesive label listing important expiry dates relating to the warranty coverage of the above captioned Dwelling Unit. To ensure your Warranty rights are preserved, please refer to the 2-5-10 Home Warranty Certificate and ensure that you understand what your obligations are. Please note that all notice(s) of a claim must be provided to the Builder and Travelers Insurance Company of Canada **in writing** prior to the expiry of the applicable warranty coverage. The important dates to note are:

1. **Warranty Commencement Date** — **December 20, 2013**

2. **Materials & Labour Warranty**

   a) **15 Months** for Common Property; — **Expiry Date: March 19, 2015**

   b) **2 Years** defects in Materials and Labour supplied for;

      i. the gas, electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and

      ii. the exterior cladding, caulking, windows and doors that may lead to detachment or material damage to the New Home: — **Expiry Date: December 19, 2015**

3. **5 Years Building Envelope Warranty** — **Expiry Date: December 19, 2018**

4. **10 Years Structural Defects Warranty** — **Expiry Date: December 19, 2023**

Please place this sticker in a conspicuous location.

TRAVELERS

Home Warranty
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Toll Free: 800.555.9431
Fax: 604.682.3096

Travelers Insurance Company of Canada
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P.O. Box 11542
Vancouver, British Columbia V6B 4N7
www.travelerscanada.ca

2-5-10 HOME WARRANTY STICKER

(For Dwelling Units in Multi Family Buildings and Common Property)

Address: SL 13 - 18 - Highgrove Mews , West Vancouver, BC

Legal Description: Lot 12, D.L. 793, Plan BCP41762, Township NWD

Warranty Certificate #: 80170051

Builder Name: The Terraces British Properties Limited Partnership **Builder #:** 00004278

Builder's Phone: (604) 925-9000 **Builder's Fax:** (604) 922-4364

Builder's Address: #1001 - 100 Park Royal, West Vancouver, BC, V7T 1A2

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P.O. Box 11542
Vancouver, British Columbia V6B 4N7
www.travelerscanada.ca

2-5-10 HOME WARRANTY STICKER

(For Dwelling Units in Multi Family Buildings and Common Property)

Address: SL 7 - 12 - Highgrove Mews , West Vancouver, BC

Legal Description: Lot 12, D.L. 793, Plan BCP41762, Township NWD

Warranty Certificate #: 80170050

Builder Name: The Terraces British Properties Limited Partnership **Builder #:** 00004278

Builder's Phone: (604) 925-9000 **Builder's Fax:** (604) 922-4364

Builder's Address: #1001 - 100 Park Royal, West Vancouver, BC, V7T 1A2

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4. **10 Years Structural Defects Warranty** — **Expiry Date: December 19, 2023**

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Legal Description: Lot 12, D.L. 793, Plan BCP41762, Township NWD

Warranty Certificate #: 80170049

Builder Name: The Terraces British Properties Limited Partnership **Builder #:** 00004278

Builder's Phone: (604) 925-9000 **Builder's Fax:** (604) 922-4364

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Please place this sticker in a conspicuous location.

EPS1831 BALANCE SHEET

Company Code:	**EPS 1831 - The Terraces at Highgrove (EPS1831)**
Report Title:	**BALANCE SHEET**
Report Date:	**As at September 30, 2021**
Division:	**EPS1831 - 0000**

	Year to Date
ASSETS	
CURRENT ASSETS	
CASH	
1050 Bank - Operating Account	41,731.66
1051 Bank - Contingency Reserve	130,461.95
1079 Bank - Painting	25.07
TOTAL CASH	**172,218.68**
1200 Accounts Receivable	1,479.42
1253 CRF - Due from Operating Fund	35,953.30
1302 Prepaid Insurance	35,953.30
TOTAL CURRENT ASSETS	**245,604.70**
TOTAL ASSETS	**245,604.70**
LIABILITIES & EQUITY	
LIABILITIES	
2010 Accrued Payable	6,801.32
2019 Operating Fund - Due to CRF	35,953.30
2100 Prepayment - Revenue	7,397.65
TOTAL LIABILITIES	**50,152.27**
EQUITY	
2350 Operating Surplus(Deficit)	29,012.11
2999 Contingency Fund Balance	166,415.25
3624 Reserve - Painting	25.07
TOTAL EQUITY	**195,452.43**
TOTAL LIABILITIES & EQUITY	**245,604.70**

Notice to Reader

CAUTION TO READER - This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the strata council are cautioned that this statement may not necessarily be appropriate for their use. PREPARED WITHOUT AUDIT

EPS1831 CRF SCHEDULE

Company Code:	**EPS 1831 - The Terraces at Highgrove (EPS1831)**
Report Title:	**CRF SCHEDULE REPORT**
Report Date:	**As at September 30, 2021**
Division:	**EPS1831 - 0000**

	Year to Date
CONTINGENCY RESERVE SCHEDULE	
INCOME	
2705 CRF-Balance Forward-Prior Year	211,949.22
2710 Current Year Contribution - Contingency	29,166.69
2711 Interest	299.34
TOTAL INCOME	**241,415.25**
EXPENDITURES	
2806 Transfer To Other Reserve	(75,000.00)
TOTAL EXPENDITURES	**(75,000.00)**
CONTINGENCY FUND BALANCE	**166,415.25**

10/08/2021 3:48PM

EPS1831 BUDGET COMPARATIVE

FirstService RESIDENTIAL

Company Code:	**EPS 1831 - The Terraces at Highgrove (EPS1831)**
Report Title:	**Operating Statement**
Report Date:	**For the 7 Month Ended 09/30/2021**
Division:	**EPS1831 - 0000**

Curr Month Actual	Curr Month Budget	A/C Description	YTD Actual	YTD Budget	YTD Variance	Total Budget
		INCOME				
		STRATA FEES				
23,403.15	23,403.17	4002 Operating Fund Contribution	163,822.05	163,822.19	(0.14)	280,838.00
4,166.67	4,166.67	4003 Contingency Fund Contribution	29,166.69	29,166.69	--	50,000.00
27,569.82	**27,569.84**	**TOTAL STRATA FEES**	**192,988.74**	**192,988.88**	**(0.14)**	**330,838.00**
2.33	--	4640 Interest Income	20.23	--	20.23	--
27,572.15	**27,569.84**	**TOTAL INCOME**	**193,008.97**	**192,988.88**	**20.09**	**330,838.00**
		EXPENSES				
		GENERAL EXPENSES				
28.86	41.67	5005 Administration	388.45	291.69	(96.76)	500.00
--	--	5015 Audit	--	--	--	210.00
7,190.66	7,270.00	6300 Insurance	50,334.70	50,890.00	555.30	87,240.00
15.75	25.00	6504 Legal Fees	110.25	175.00	64.75	300.00
1,298.85	1,337.83	6700 Management Fees	9,091.96	9,364.81	272.85	16,054.00
4.20	41.67	6705 Miscellaneous	261.45	291.69	30.24	500.00
8,538.32	**8,716.17**	**TOTAL GENERAL EXPENSES**	**60,186.81**	**61,013.19**	**826.38**	**104,804.00**
		BUILDING & GROUND EXPENSES				
421.11	416.67	5010 Alarm Monitoring	1,246.77	2,916.69	1,669.92	5,000.00
121.00	(117.00)	5705 Electricity	1,300.17	1,560.00	259.83	3,300.00
567.00	416.67	5909 Fire System	4,815.64	2,916.69	(1,898.95)	5,000.00
416.10	437.50	6001 Garbage Removal	3,003.51	3,062.50	58.99	5,250.00
5,245.62	5,500.00	6513 Landscape - Maintenance	36,719.34	38,500.00	1,780.66	66,000.00
--	833.33	6517 Landscape - Improvements	10,913.82	5,833.31	(5,080.51)	10,000.00
4,199.12	2,291.67	7240 Repair and Maintenance	26,467.49	16,041.69	(10,425.80)	27,500.00
--	--	7415 Snow Removal	367.50	--	(367.50)	17,484.00
1,549.61	1,404.00	7850 Water / Sewer	10,704.77	9,929.00	(775.77)	25,000.00
--	958.33	7855 Window Cleaning	5,134.50	6,708.31	1,573.81	11,500.00
12,519.56	**12,141.17**	**TOTAL BUILDING & GROUND EXPENSES**	**100,673.51**	**87,468.19**	**(13,205.32)**	**176,034.00**
4,166.67	4,166.67	9010 Reserve - Contingency Fund	29,166.69	29,166.69	--	50,000.00
25,224.55	**25,024.01**	**TOTAL EXPENSES**	**190,027.01**	**177,648.07**	**(12,378.94)**	**330,838.00**
2,347.60	**2,545.83**	**CURRENT YR NET SURPLUS/(DEFICIT)**	**2,981.96**	**15,340.81**	**(12,358.85)**	**--**
--	--	9990 Operating Surplus (Deficit) Balance Forward	26,030.15	26,030.15	--	26,030.15
2,347.60	**2,545.83**	**ENDING OP SURPLUS/(DEFICIT)**	**29,012.11**	**41,370.96**	**(12,358.85)**	**26,030.15**

EPS1831 BUDGET COMPARATIVE

Company Code:	**EPS 1831 - The Terraces at Highgrove (EPS1831)**
Report Title:	**Operating Statement**
Report Date:	**For the 7 Month Ended 09/30/2021**
Division:	**EPS1831 - 0000**

Curr Month Actual	Curr Month Budget	A/C Description	YTD Actual	YTD Budget	YTD Variance	Total Budget

10/08/2021 3:48PM

BFL CANADA Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

Strata PROTECT

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan EPS1831, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	THE TERRACES AT HIGHGROVE
Property Manager	FirstService Residential BC Ltd. dba FirstService Residential
Policy Period	March 01, 2021 to March 01, 2022
Policy Number	BFL04EPS1831
Insured Location(s)	2511 - 2533 & 2537 - 2559 Highgrove Mews, West Vancouver, BC V7S 0A4, 2740 - 2786 Highgrove Place, West Vancouver, BC V7S 0A4

INSURING AGREEMENT

PROPERTY (Appraisal Date: March 1, 2021)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		$30,742,200
Property Extensions - Annually Aggregated		$5,000,000
Lock & Key	$2,500	Included
Additional Living Expenses - $50,000 Per Unit		Included
All Risks	$25,000	
Sewer Backup	$25,000	
Water Damage	$25,000	
Earthquake (Annual Aggregate)	10% Minimum $100,000	100% of the Policy Limit
Flood (Annual Aggregate)	$50,000	100% of the Policy Limit
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered

CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	$1,000,000
Broad Form Money and Securities	Nil	$10,000

COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	$1,000	$30,000,000
Non-Owned Automobile	$1,000	$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		

CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	$20,000,000
Privacy Event Expenses	Nil	$50,000
Cyber Liability	Nil	$50,000

E. & O.E.

BFL CANADA Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

INSURING AGREEMENT

BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	$100	Blanket
Commercial	$250	
Canopy	$1,000	

EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	$1,000	$30,742,200
- Deductible Waiver Endorsement with respect to losses exceeding $25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	$1,000,000
- Additional Living Expenses Endorsement - Per Unit		$25,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered

POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	$25,000	$1,000,000
Aggregate Policy Limit		$5,000,000

VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	$1,000,000

LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	$1,000,000
Annual Aggregate.		$5,000,000

TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	$1,000	$350,000
Annual Aggregate		$350,000

Loss Payable
All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

E. & O.E.

2019 Depreciation Report for **The Terraces on Highgrove Mews & Highgrove Place**

Various Addresses on Highgrove Mews & Highgrove Place, West Vancouver

Prepared For:

The Owners, Strata Plan EPS 1831
c/o FirstService Residential
200 Granville Street, Suite 700
Vancouver, BC, Canada V6C 1S4
Attention: Mike Cates, Strata Manager

Prepared By:

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

January 30, 2019 *Sense's Project No. 18A077B*

sense engineering

EXECUTIVE SUMMARY

The Owners of Strata Plan EPS 1831 retained *Sense Engineering* to prepare this 2019 Depreciation Report for The Terraces on Highgrove Mews & Highgrove Place at various addresses on Highgrove Mews & Highgrove Place, West Vancouver. This report satisfies the requirements of the BC *Strata Property Act* and Regulations.

The Strata Corporation's present fiscal year runs from March 1 to February 28. For the purposes of this report the 2019 Fiscal Year runs from March 1, 2018 to February 28, 2019.

The Terraces consists of 3 buildings with 6 residential suites each. There is conflicting information between the Building Drawings, Warranty Certificates, and what is on site in relation to building and suite addresses. For the purposes of this report and for referencing in Appendix A of this report we have assumed:

Building A is located at 2511 Highgrove Mews with Suites address of:
2511, 2513, 2517, and 2519 Highgrove Mews
2780 and 2786 Highgrove Place

Building B is located at 2531 Highgrove Mews with Suite addresses of:
2531, 2533, 2537, and 2539 Highgrove Mews
2760 and 2768 Highgrove Place

Building C is located at 2551 Highgrove Mews with Suite addresses of:
2551, 2553, 2557, and 2559 Highgrove Mews
2740 and 2748 Highgrove Place

The complex was constructed circa 2013.

The Common Assets section of this report (see Appendix A) details each common asset at the property, listed under a building system heading. Under each common asset there is a brief description of the asset, a section on known history of repairs and renewals (where information was available), a section dedicated to our analysis of existing conditions, and then our recommended repair and renewal projects, including costs and timing.

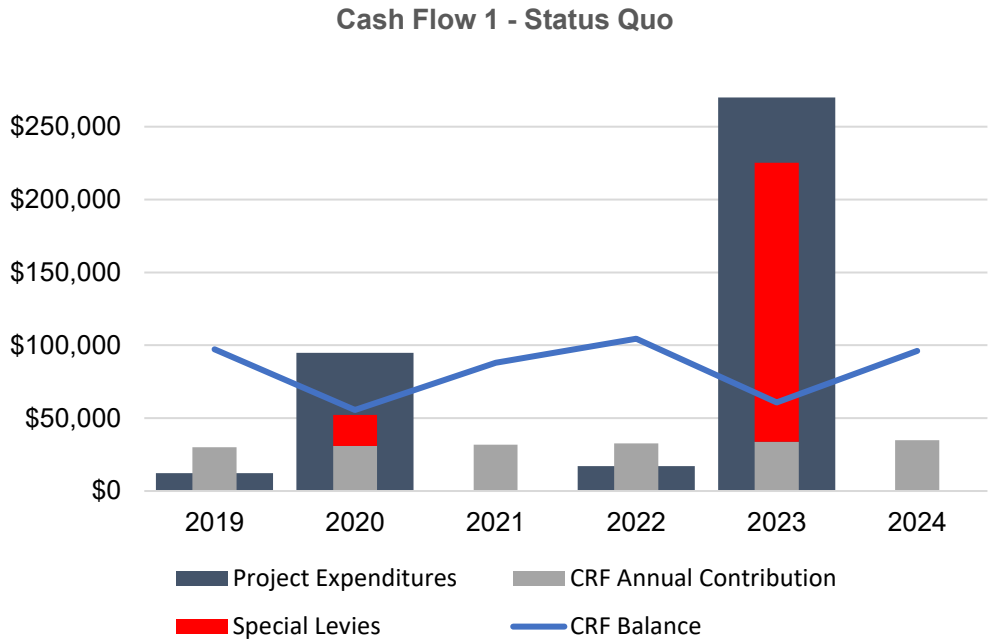
The timing of repair and renewal projects in this report is based on past performance and existing conditions and assumes good maintenance practices are followed. Actual timing can vary depending on many factors, including the frequency or intensity of future building maintenance. Under strict maintenance regimens, the timing of repairs and renewal projects could possibly extend beyond what is presented in this report. Conversely, should essential and timely maintenance not be carried out, the timing of repairs and renewal projects could possibly occur years sooner than what is presented in this report.

As the buildings are relatively new, there are few recommended projects in the next three years, i.e., before the next update to this Depreciation Report. These projects are summarized on the following page.

2019 $12,300	2.1 Exterior Walls Complete a 5 Year Building Envelope Warranty Review – $4,800 9.1 Depreciation Reports Depreciation Report – $7,500
2020 $94,760	2.3 Roofing Locally Repair Roof Deck/Planter Concrete Upstand Walls/Headers, Apply a Coating to the Vertical and Horizontal Surfaces, and Re-paint the Undersides – $94,760
2021 $0	*No projected expenditures.*

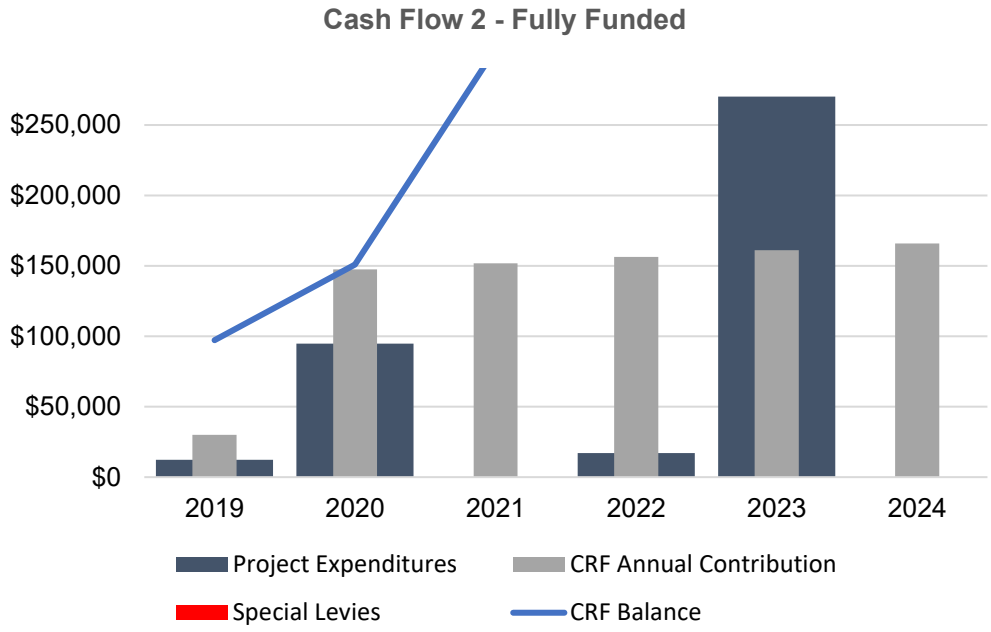
The Common Asset information was input into a Projected Expenditures spreadsheet which shows all common assets and their related repair and renewal projects, costs, and timing over a 30-year period (see Appendix B). You will note that the critical years (years with significant expenditures which determine the required funding levels) include: 2033, 2038, 2039, and 2048. The 30-year Projected Expenditures sheet has generated Contingency Reserve Fund cash flows, including opening balance, inflation, interest, and minimum balance. The three cash flows we have provided (see Appendices C, D and E) show varying funding scenarios for the Reserve Fund and are summarized below.

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



Year	2019	2020	2021	2022	2023	2024
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**
CRF Annual Contribution	**$30,000**	**$30,900**	**$31,827**	**$32,782**	**$33,765**	**$34,778**
Special Levies	**$0**	**$21,262**	**$0**	**$0**	**$191,569**	**$0**
CRF Balance	**$97,241**	**$55,620**	**$88,006**	**$104,516**	**$60,777**	**$96,166**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$60,777**	**$62,601**

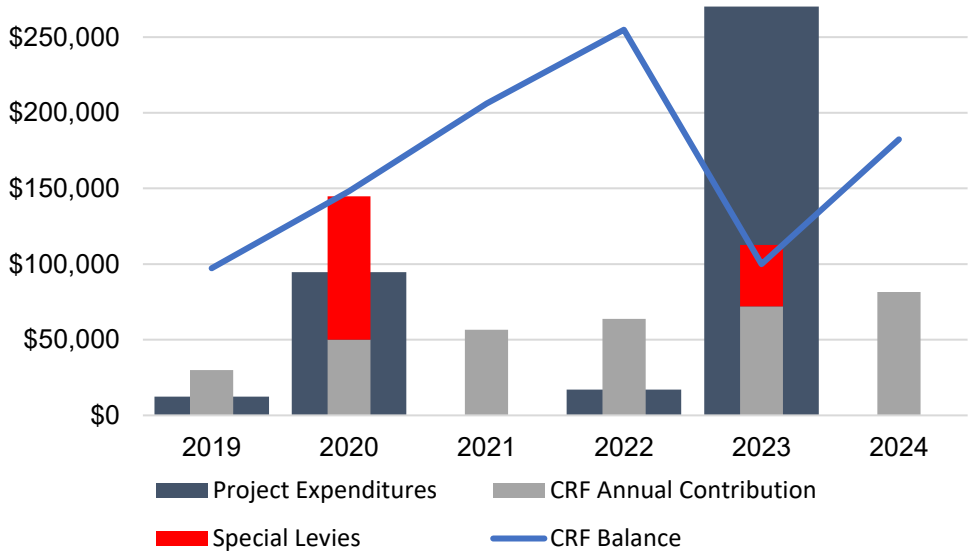
Cash Flow Analysis 2 - Fully Funded (No Special Levies): This funding scenario shows contributions to the Contingency Reserve Fund that would be required to cover the cost of future repairs and replacements with no Special Levies. Annual contributions would only be increased by the amount of inflation.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



Year	2019	2020	2021	2022	2023	2024
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**
CRF Annual Contribution	**$30,000**	**$147,398**	**$151,820**	**$156,375**	**$161,066**	**$165,898**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$97,241**	**$150,856**	**$304,191**	**$446,466**	**$341,895**	**$511,227**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$60,777**	**$62,601**

Cash Flow Analysis 3 (RECOMMENDED) - Gradual Funding Increase: This funding scenario shows an initial 50% increase in contributions to the Contingency Reserve Fund, followed by gradual increases in contributions and special levies for large expenditure years as requested by the Council. Specifically, funding for the 2020 project will be fully levied and a reserve of no less than $100,000 after the 2023 project has been included as requested. This funding scenario also brings the contributions to a level where the Reserve Fund is fully funded and annual contributions only needing to be increased by the amount of inflation. You will note that initial contribution amounts will be less than in the scenario of Cash Flow Analysis 2, but more in later years. See below for the first six year snap shot of this scenario, see Appendix E for both 10 year and full 30 year presentation tables and graphs.

Cash Flow 3 - Gradual Funding Increase (Recommended)



Year	2019	2020	2021	2022	2023	2024
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**
CRF Annual Contribution	**$30,000**	**$50,000**	**$56,500**	**$63,845**	**$72,145**	**$81,524**
Special Levies	**$0**	**$94,700**	**$0**	**$0**	**$40,510**	**$0**
CRF Balance	**$97,241**	**$148,158**	**$206,146**	**$254,906**	**$100,000**	**$182,528**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$100,000**	**$103,000**

Note: As per the BC *Strata Property Act Regulations*, the funding requirements and cash flows have been projected over a 30-year period. There are repair and replacement projects which will be required beyond the 30-year window of this report, and in future updates to your Depreciation Report these projects will eventually come into play and affect the future funding requirements of the Contingency Reserve Fund. These effects may be either negative or positive.

Assumptions: We had to make certain assumptions in preparing this Depreciation Report (see Appendix F). These assumptions should be reviewed by the Strata Corporation and confirmed as being accurate, or otherwise.

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APPENDICES

1.0 STRATA PLAN EPS 1831

The *Strata Property Act* states that unless otherwise shown on the Strata Plan, if a Strata lot is separated from another Strata lot, the common property, or another parcel of land by a wall, floor or ceiling, the boundary of the Strata lot is midway between the surface of the structural portion of the wall, floor or ceiling that faces the lot, and the surface of the structural portion of the wall, floor or ceiling that faces the other Strata lot, the common property or another parcel of land. The *Act* also has easement provisions, reciprocally in favour of each Strata lot and common Strata property, in relation to services such as mechanical and electrical equipment.

Legal interpretations of the repair and maintenance obligations of the Strata Corporation as noted in the Statutes of the *Act* have generally stated that any component which plays an integral part in the performance of the common assets, say, the exterior wall, is generally the responsibility of the Strata Corporation (as opposed to an individual owner) to maintain, repair and replace.

The Strata Corporation may wish to have this reviewed by its solicitor for the appropriateness of our understanding and assumptions of the unit boundaries and the responsibility thereof. These assumptions define the expenditures included in the study.

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

- Structural frame;
- Roofs, including exclusive use roof decks;
- Exterior cladding, windows, and doors;
- Interior finishes in common areas;
- Site finishes;
- Common mechanical and electrical facilities; and
- Fireplace flues/exterior grilles.

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

- Interior suite finishes;
- In-suite-specific plumbing and electrical fixtures and associated piping and wiring;
- In-suite HVAC units;
- Instant hot water heaters; and
- Fireplaces.

For the purposes of this study, we have assumed that all deficiencies identified by the 5 Years Warranty Review Report will be satisfactorily corrected by the Developer, so that life expectancies of the building components are not adversely affected.

2.0 STRATA PROPERTY ACT REQUIREMENTS

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

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

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

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

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

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

3.0 SENSE'S SCOPE OF WORK

The Owners of Strata Plan EPS 1831 retained *Sense Engineering* to prepare this 2019 Depreciation Report in accordance with our proposal dated November 14, 2018 (authorized November 14, 2018).

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

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

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

- Reviewed the information made available (see Appendix G) and had discussions with Ms. Bev Curtis and Mr. Alastair Dunn (Strata Council Representatives) to:
    - verify which components of the Strata Corporation are common assets;
    - understand the general construction of the buildings and property;
    - understand the type and level of maintenance and repairs carried out since construction and planned for the future; and
    - understand the financial status of the Strata Corporation.
- Completed a visual review of a sampling of each of the common assets to make an assessment of existing conditions on November 26, 2018. As part of this review, we:
    - made observations of common assets from the ground, accessible roofs, sample suites (see below), and service areas; and
    - gained access to Suites 2513 and 2519 at Building A (2511 Highgrove Mews), Suites 2537 and 2760 at Building B (2531 Highgrove Mews), and Suite 2559 at Building C (2551 Highgrove Mews).
- Created an inventory of common assets, including present age of each asset/system, and also assigned related repairs and renewals (and costs[1,2]) that will be required over the remaining life of each asset/system.
- Calculated various funding scenarios to develop options for contributions to the Contingency Reserve Fund.
- Ted Denniston, AScT, LEED AP reviewed the site and wrote this report. Brennan Vollering, M.A.Sc., P.Eng, LEED AP, reviewed this report.

[1] Projected expenditures for repair and renewal projects assume a prudent level of ongoing maintenance. Cost estimates shown are inflated and include contingencies (typically 5 to 15%) and allowances for design/project management (5 to 15%), where appropriate. GST (5%) has also been included.

[2] As per the *Act*, a Depreciation Report is to include anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year. In general, any repair or renewal project greater than $2,500 has been captured and included in the Depreciation Report. Smaller repairs and replacement work, routine building maintenance items, or items that we understand would typically be addressed as part of regular maintenance using funds from the operating budget (based on how the Strata is currently operating) have not been included in the report. However, we have included items where significant programs of maintenance to defer future repair or renewal projects, or one-time maintenance projects to catch-up on deferred maintenance were deemed to be required.

Should you have any immediate questions, please feel free to contact us.

Yours truly,

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

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

4.0 LIMITATIONS

No party other than the Client (*Strata Plan EPS 1831*) shall rely on the Consultant's work without the express written consent of the Consultant (*Sense Engineering Ltd.*). The scope of work and related responsibilities are defined in the Consultant's proposal and Conditions of Assignment. Any use which a third party makes of this work, or any reliance on or decisions to be made based on it, is the responsibility of such third parties. Decisions made, or actions taken as a result of our work shall be the responsibility of the parties directly involved in the decisions or actions. Any third party user of this report specifically denies any right to any claims, whether in contract, tort and/or any other cause of action in law, against the Consultant (including Sub-Consultants, their officers, agents and employees).

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

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

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

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

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

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

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

As per our conditions of assignment pertaining to this project: The liability of *Sense Engineering* is limited to the Client in Contract and Tort to the amount available through *Sense Engineering's* professional liability insurance coverage. The Client expressly agrees that the individuals engaged by the Consultant shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. The Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the individuals in their personal capacity.

APPENDIX A – COMMON ASSETS

Table of Contents

1. STRUCTURE

1.1 STRUCTURAL FRAME

BRIEF DESCRIPTION:

The buildings are predominantly concrete-framed, with cast-in-place reinforced concrete slabs, supported by reinforced concrete columns and walls. Building Drawings indicate that the floor slabs are conventionally reinforced, the lowest levels of the buildings have 6" steel reinforced concrete slabs-on-grade and there are reinforced concrete strip footings. The Building Drawings also indicate that there are wood and metal-framed exterior walls above grade and the roofs are wood-framed.

There are timber-framed trellis structures on concrete foundation piers and glass canopies on top at garage and front entrances to each suite. The canopies have gutters adjacent to the exterior walls and downspouts which extend below grade and presumably connected to the below grade storm drainage system at each building.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the structural frame of the buildings.

PRESENT CONDITIONS AND RECOMMENDATIONS:

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

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

Photo 1: Typical below grade concrete exterior foundation walls.

Water leakage was identified as part of our review at below grade exterior walls in the service areas of each building. These locations of leakage were included in the 5 Year Warranty Review Report and we assume leakage will be alleviated by the Developer. We assume that once repairs are completed, any future leaks can be addressed through local injection sealing, use of crystalline materials, and/or excavation and re-waterproofing as required out of operating budgets.

We noted that there are cracks in the slabs where exposed in the individual parking garages. The cracks observed were narrow in width with no differential vertical movement across the cracks and therefore assume that the cracks are due to normal shrinkage of the concrete while curing at the time of construction in conjunction with normal building movements and not requiring repair. That said, conditions should be monitored and should cracks worsen including differential movement across the cracks become apparent they should be further reviewed in relation to the 10 year structural warranty.

The buildings have 10 year structural warranties which expire on December 19, 2023. The projected expenditures allow for a 10 year warranty review to be completed.

These buildings are located in an area with a relatively high risk of strong seismic activity. Sense Engineering has not completed a structural analysis to confirm whether the buildings meet current earthquake resistance requirements; however, the buildings are relatively new, and we assume that they were designed and constructed to today's requirements for earthquake resistance.

The timber trellis structures will require period refinishing and local repairs which have been allowed for in the exterior wall repainting and repairs projects to take advantage of economies of scale (see the *Exterior Walls* section of this report for projected expenditures). We assume that broken glass sections to the canopies will be replaced on an as-needed individual basis out of operating budgets.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Complete a 10 Year Structural Warranty Review	$3,700	2022	N/A

2. BUILDING ENVELOPE

2.1 EXTERIOR WALLS

BRIEF DESCRIPTION:

The exterior walls are primarily clad in fibre cement siding with areas of stone veneer masonry. There is a combination of fibre cement and painted wood trim and fascia.

According to the Building Drawings, the exterior walls are constructed as follows (from the exterior to interior):

Steel Stud Exterior Walls

- Fibre cement horizontal lap siding or stone veneer over solid backed metal diamond lathe;
- ½" galvanized vertical hat track @ 16" o.c.;
- 1" mineral wood insulation board set in horizontal galvanized Z-girts @ 24" o.c.;
- Vapor permeable membrane;
- ½" exterior gypsum sheathing;
- 1¼" x 6" 25ga. steel studs;
- R20 foam insulation air/vapour/insulation, spray-applied between studs to interior side of sheathing; and
- ½" gypsum board interior finish.

Wood Stud Exterior Walls

- Fibre cement horizontal lap siding or stone veneer over solid backed metal diamond lathe;
- ½" galvanized vertical hat track @ 16" o.c.;
- 1" mineral wood insulation board set in horizontal galvanized Z-girts @ 24" o.c.;
- Vapor permeable membrane;
- Exterior gypsum sheathing;
- 2x6 wood studs;
- R20 fibreglass batt insulation between studs;
- 6 mil polyethylene vapour retarder; and
- $^{5}/_{8}$" Type "X" gypsum board interior finish.

The walls are designed as a drained system, meaning that the outer surface does not need to be perfectly watertight to perform satisfactorily. Drainage cavities and secondary moisture barriers have been incorporated to drain water which penetrates through the face back to the exterior.

Photo 2: Typical exterior walls.

Photo 3: Typical canopy mounted to exterior wall.

Joints between the cladding and adjacent windows and doors, and between differing siding materials, are typically sealed with caulking.

There are painted metal-framed canopies with panels secured to the exterior walls at various locations above roof decks. The canopies drain into gutters along the exterior walls and have downspouts which are typically concealed within the exterior walls and we assume are connected to the storm drainage system.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the exterior walls.

PRESENT CONDITIONS AND RECOMMENDATIONS:

Since the 5 Year Building Envelope Warranty Review was completed within the current fiscal year (2019), the projected expenditures allow for this review to account for the cost of the review to be withdrawn from the Contingency Reserve Fund.

There are below grade leaks through exterior walls at several locations as well as a leak through the 3rd floor east exterior wall to into Building B: 2531 Highgrove Mews – Suite 2533. We assume that these leaks will be addressed by the Developer under the 5 Year Building Envelope Warranty.

There is split caulking material at some locations, but these defects were localized. There is also one cracked/broken piece of fibre cement siding and one leaking canopy drainage downspout.

The exterior walls will require period repairs to protect the cladding, trim and other elements from deterioration and to renew aesthetics, including:

- Re-painting and local repairs to fibre cement siding and trim;
- Local repairs to the stone veneer;
- Re-staining of wood trim, fascia, timber trellises (see the *Structural Frame* section of this report for further discussion regarding the timber trellises), and wood soffits (see the *Roofing* section of this report for further discussion regarding the wood soffits);
- Removal and replacement of deteriorated caulking materials;
- Re-painting of steel framing to glass canopies; and
- Refinish/locally replace fireplace vents.

The projected expenditures include for periodic repair programs to address the above and for evaluations the year prior to these repair projects, to better define the scope of required repairs, timing, and potential phasing.

The projected expenditures include for periodic repainting/staining of the siding, wood trim, soffits, and fascia as a single project to maximize economies of scale. However, as the wood trim, soffits, and fascia are more susceptible to weathering, they may require repainting/staining more frequently than the fibre cement siding. Therefore, depending on the condition of the fibre cement siding, the Strata could consider repainting the fibre cement siding on a separate cycle as future updates to the depreciation report or pending the findings of the wall evaluations.

We do not anticipate recladding of the exterior walls of the buildings being required within the term of this report; however, replacement/re-cladding projects will need to be considered and brought into future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Complete a 5 Year Building Envelope Warranty Review	$4,800	2019	N/A
Evaluate Condition of the Exterior Walls	$7,500	2022 2032 2042	10
Repaint/Re-stain Exterior Walls, including the Timber Trellises and Wood Soffits, Local Repairs to the Siding and Masonry, Local Replacement of Caulking Materials, Re-Painting of Steel Framing to Glass Canopies, and Refinishing/Local Replacement of Fireplace Vents	$240,000	2023 2033 2043	10

2. BUILDING ENVELOPE

2.2 EXTERIOR WINDOWS & DOORS

BRIEF DESCRIPTION:

There are “Vinyltec 6000 Series” vinyl framed windows with both fixed and operable insulating glass units (IGUs).

Operable windows are typically casement type, but there are some locations of awning type operables. Operable windows have a combination of bulb, plastic fin and fibrous pile type weatherstripping.

Main entrance doors to the suites are wood. Roof decks are accessed by a combination of “Vinyltec 7000 Series” vinyl framed sliding and “Vinyltec 8000 Series” swings doors with IGUs. Swing doors typically have bulb gasket weatherstripping and sliding doors have fibrous pile type weatherstripping.

Each suite has a double car, overhead, garage door. The doors are metal sectional units with glass inserts and mechanical operators.

There is a painted steel entrance door to the service rooms at each building.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

Every wood entrance door has been re-stained at least once with the south facing entrance doors requiring re-staining more frequently due to exposure.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any reports of water or excessive air leakage through the windows or doors, and we noted no evidence of water leakage in the areas reviewed. The weatherstripping, where seen, is in satisfactory condition. We were not made aware of any failed IGUs.

We assume that window and door hardware and operators are the responsibility of the individual suite owners, so repair/replacement allowances have not been included in this report.

Photo 4: Typical exterior windows.

Photo 5: Typical exterior windows and doors.

Photo 6: Typical garage door.

Failure of IGUs can be expected to occur after about 10 to 15 years of service and the frequency typically increases with age. We expect that failed units will be replaced on an as-needed basis out of operating budgets in the early years of the buildings. We also expect that weatherstripping will be replaced on an as-needed basis out of operating budgets. The projected expenditures include for future programs of annual replacement of failed IGUs, when failure rates start to increase. Failure rates and locations should be closely monitored and projected expenditures and timing modified as part of future updates to the Depreciation Report.

We assume that re-finishing/staining of the suite entrance doors will continue to be carried out on an as-needed basis as part of maintenance out of operating budgets.

Based on age and reported performance, broad scale replacement of the exterior windows or doors is not anticipated within the term of this report. Should local replacement of an individual window or door be required, we assume that this would be carried out as part of maintenance out of operating budgets. Broad scale replacement projects near or after 40 years of life will need to be considered and associated projects brought into future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Failed IGUs	$5,000	2028 2029 2030 2031 2032 2033 2034 2035 2036 2037	1
Replace Failed IGUs	$10,000	2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048	1

2. BUILDING ENVELOPE

2.3 ROOFING

BRIEF DESCRIPTION:

The main roof areas of each building consist of a combination of sloped metal roofing and flat roofing protected by exposed modified bitumen waterproofing. According to the building drawings, and confirmed where possible by our site observations, the roofing assemblies consist of (from the top-down):

Sloped Roofs:
- Prefinished metal roofing;
- Vapour permeable roof membrane;
- Roof sheathing;
- Engineered roof trusses;
- R40 fibreglass batt or blown wool insulation
- 6 mil polyethylene vapour retarder; and
- 1 layer ½" gypsum board.

Flat Roofs:
- Two-ply SBS modified bitumen torch-on roofing membrane;
- Roof sheathing;
- 2 x tapered purlins @ 16" o/c perpendicular to roof joists;
- 2 x 10 roof joists;
- R28 fibreglass batt insulation between joists;
- 6 mil polyethylene vapour retarder; and
- 1 layer ½" gypsum board.

Waterproof flashings at the perimeter of the roofs are covered with sheet metal flashing. The sloped roofs drain onto the flat roofs and the flat roofs have internal area drains.

Roof eaves have vented wood soffits.

There are exclusive use roof decks at various levels of all three buildings. There are planters at the outer perimeter areas of many of the decks. According to the building drawings, and confirmed where possible by our site observations, the roof deck assemblies consist of (from the top-down):

Roof Decks:
- Precast concrete pavers on leveling pedestals;
- Two-ply torch on SBS roof membrane;

Photo 7: Typical main roof.

Photo 8: Typical roof deck.

- Approved sloped mineral wool insulation board (minimum 1" thick) or cover board on EPS sloped insulation;
- Concrete slab;
- R28 spray applied foam insulation/air/vapour barrier;
- 1¼" x 3⅝" steel stud drop ceiling framing; and
- 1 layer ⅝" gypsum board.

Planters:
- Landscape fill;
- 2" sand bed;
- Filter cloth;
- 6" min. drain rock;
- Protection board / drainage sheet;
- Two-ply torch on SBS roof membrane;

- Approved sloped mineral wool insulation board (minimum 1" thick) or cover board on EPS sloped insulation;
- Concrete slab;
- R28 foam insulation/air/vapour barrier spray applied;
- 1¼" x 3⅝" steel stud drop ceiling framing; and
- 1 layer ⅝" gypsum board.

There are concrete upstand walls (also referred to as headers) at the perimeter of the roof decks and planters at many areas. A granulated sheet of modified bitumen waterproofing typically upturns the inside of the roof deck upturn walls. The top of perimeter roof deck and planters walls are protected by metal cap flashings. There are glass guards at the perimeter of the roof decks. Metal posts to the glass guards are secured to the inside of the roof deck perimeter walls. There are similar metal and glass divider panels between adjacent roof decks.

There are internal drains below the concrete pavers at the roof decks and presumably within the planter areas.

The roof decks/planters extend beyond the exterior walls below at some locations. At most locations the concrete underside of the roof decks and planters at these locations are exposed and painted as are the vertical faces of the concrete upstand walls/headers. There are also some locations of vented wood soffit finishes.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the roofing or roof decks.

PRESENT CONDITIONS AND RECOMMENDATIONS:

Water actively leaks through a roof deck at Building A: 2511 Highgrove Mews above Suite 2519. This leak was included in the 5 Year Warranty Review Report. We assume that the Developer will complete required repairs to address this leakage. We were not made aware of any other locations of active leaks through the roofs or roof decks. There is leakage at several other locations at the buildings which are presumed to be related to the exterior walls (refer to the *Exterior Walls* section of this report for further discussion).

There was an extended period of significant rainfall during the day of our visit to the buildings and as a result we noted areas of ponding water on the main flat roofs, including water overflowing the roof edge due to the depth of ponding at a north facing flat roof at Building A: 2511 Highgrove Mews, and ponding water on the top surface of the concrete pavers at many of the roof decks. An adequate number of drains appear to have been installed and we attribute the level of ponding to the volume of rainwater during our visit, debris strainers at drains on the flat roofs being partially blocked with debris, and gaps between paving stones at the roof decks being filled with debris. Spacers between the paving stones were not installed which would more readily allow drainage. We assume that the roofs, roof decks, and associated drains will be routinely cleaned as part of maintenance.

Drains below roof deck pavers either do not have drain covers or the covers installed are not the correct type, i.e., covers with strainers should be installed. These drains are prone to plugging that can facilitate ponding and leaks. The drains on the top surface of the pavers typically do not align with the drains below and the locations of lower drains are not marked on pavers to allow the Strata to know where to remove pavers to clean the drains. These conditions were detailed in the 5 year warranty review report. We assume that the Developer will address these conditions.

Otherwise, the sloped and flat roofs and roof decks appeared to be in good condition. The flat roofs with exposed waterproofing will likely require replacement before the waterproofing at the roof decks where protected by the concrete pavers, followed by the sloped metal roofs. Exposed modified bitumen roofs in the Lower Mainland climate tend to have a serviceable life of 20 years before requiring replacement compared to protected waterproofing having a life of 25 years and metal roofs having a life of 35 plus years. These life expectancies assume that the roofs were installed correctly with no concealed defects that could result in leaks and/or lessening the life of the roofs. Given the absence of any know problems, the projected expenditures allow for phased replacement of the roofs and roof decks. The projected expenditures also include for periodic evaluations of the roofs to better define the scope of required repairs, timing, potential phasing, and costs particularly since roofing costs can varying significantly from year to year.

We do not anticipate replacement of the roof deck guards or divider panels within the term of this report; however, replacement projects will need to be brought into future updates to the Depreciation Report.

Paint is peeling, bubbled and stained at the concrete upstand walls/headers at the perimeter of the roofs and roof decks. There are also cracks in the concrete at some locations. The concrete and paint finishes will require periodic local repairs and repainting to protect the concrete from deterioration and maintain aesthetics. The projected expenditures allow for an initial program of local repairs and the application of a higher quality coating that can be cleaned versus more frequent painting in the future, followed by programs of periodic local repairs and re-coating.

The exterior wall repainting/re-staining projects also allow for refinishing of the wood soffits at the roof eaves and underside of the roofs decks/planters where extending beyond the exterior walls (see the *Exterior Walls* section of this report for further discussion and projected expenditures).

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Evaluate Condition of the Roofs	$7,000	2032 2047	15
Replace Main Flat Roofs	$500,000	2033	20
Replace Roof Decks and Planters (over 2 years)	$570,000	2038 2039	25
Replace Sloped Roofs	$655,000	2048	35
Locally Repair Roof Deck/Planter Concrete Upstand Walls/Headers, Apply a Coating to the Vertical and Horizontal Surfaces, and Re-paint the Undersides	$92,000	2020 2030 2040	10

3. FIRE SAFETY

3.1 DETECTION / ALARM

BRIEF DESCRIPTION:

Each building is equipped with a separate single-stage “Mircom” fire alarm system. A control panel is located in the electrical room at each building. There is a remote annunciator panel on a concrete pedestal north and south of each building.

The fire alarm systems monitor smoke and heat detectors located throughout the buildings, supervised valves in the suppression systems, and manual pull stations outside the buildings. Signaling devices include strobes/horns outside the front entrance to each suite and horns inside the suites.

Each suite has a number of hard-wired with battery backup smoke alarms that locally sound within the suite.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the detection and alarm systems.

PRESENT CONDITIONS AND RECOMMENDATIONS:

Fire-Pro Fire Protection presently maintains the detection/alarm systems. We were not made aware of any major issues with the systems, and no major issues were identified on the latest annual inspection report (dated June 19, 2018).

We understand that there were some issues with moisture affecting the outside pull stations and annunciator panels, but these issues have been addressed by the Developer.

Minor repairs and replacement of individual components/devices, as identified to be required by ongoing inspections, are expected to be completed from operating budgets.

Photo 9: Typical fire alarm control panel.

Photo 10: Typical annunciator panel and fire department connections.

While the system is presently performing well, the projected expenditures include for eventual phased replacement of the control and annunciator panels. The projected expenditures assume that the panels will be replaced with similar, compatible, system, re-using the majority of the existing field devices and wiring. Replacement timing will be dependent on performance of the systems and the service contractor’s ability to continue to find replacement parts which should be revaluated as part of future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Fire Alarm Control and Annunciator Panels (1 building per occurrence)	$12,000	2031 2033 2035	20

3. FIRE SAFETY

3.2 SUPPRESSION

BRIEF DESCRIPTION:

Each building has the following suppression systems:

- dry sprinkler system serving the attic;
- wet sprinkler system serving the suites; and
- portable fire extinguishers in the service rooms.

A combined incoming water service to the mechanical service room in each building splits to supply the domestic and fire suppression systems.

Fire department connections are located on the concrete pedestals with the annunciator panels opposite the north and south sides of each building.

There are a number of fire hydrants located throughout the site along edges of the roadways. We assume that all hydrants on the property are the responsibility of the Strata Corporation to maintain and repair.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

PRESENT CONDITIONS AND RECOMMENDATIONS:

Fire-Pro Fire Protection presently maintains the suppression system. We were not made aware of any major problems with the suppression systems, and no major issues are indicated on the latest annual testing report (dated June 19, 2018).

Based on the age of the buildings and absence of major problems reported to us, significant expenditures are not expected. Repairs to some individual components should be expected (e.g., valves, piping, sprinkler heads, etc.). We assume this work, as well as other minor repairs identified by annual testing and the testing itself, will be managed as a maintenance expense.

Photo 11: Typical fire suppression system equipment.

Photo 12: Typical fire hydrant.

The hydrants should be tested annually and torn down and re-built every few years. No reports were provided, but we were not made aware of any problems with hydrants. Although fire hydrants can last many years, the gaskets and seals for the hydrants typically harden, fail and become obsolete after 50-60 years, often requiring replacement of the hydrants. That said, some seals can last longer than others. We assume that annual fire hydrant maintenance and rebuilds (including lubrication of the head mechanism and replacement of gaskets), will be completed as part of routine maintenance. We do not expect replacement of the hydrants to be required within the term of this report; however, an item to replace the hydrants may be required to be brought into the Depreciation Report as part of future updates. Occasionally a hydrant may be damaged by a vehicle and this could result in premature replacement of a hydrant; however, we would expect that individual replacement would be carried out as part of maintenance.

3. FIRE SAFETY

3.3 EMERGENCY POWER

BRIEF DESCRIPTION:

There is no emergency generator on site. Emergency lighting in the service rooms is provided by individual battery-powered emergency light fixtures.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the emergency lighting.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We assume that the emergency lighting fixtures will be replaced on an as-needed basis as part of maintenance out of operating budgets.

Photo 13: Typical emergency lighting unit.

4. SITE

4.1 SITE FEATURES & PAVING

BRIEF DESCRIPTION:

Site features include the following:

- Building Signs: There is a stone sign indicating the property name and metal post sign indicating addresses at the entrance to Highgrove Mews.
- Soft Landscaping: There is extensive soft landscaping throughout the property including trees, shrubs and other plantings. There is an in-ground irrigation system for the landscaped areas.
- Retaining Walls: There are reinforced concrete and precast concrete unit retaining walls at changes in elevation throughout the property. There are also rock retaining and slope retention walls throughout the property, including at the sides of the stream running north to south between Building B: 2531 Highgrove Mews and Building C: 2551 Highgrove Mews and continuing through the south side of the property.
- Stairs, Railings and Guards: There are concrete stairs with precast concrete pavers at treads, risers and landings, and metal railings and guards some with glass infill panels, at changes in elevation. There is a guard along the north side of the property between Building B: 2531 Highgrove Mews and Building C: 2551 Highgrove Mews which consists of painted steel guard railings between stone clad piers.
- Fencing: There is a chain link fence along the east side and parts of the south side of the property.
- Planters: There are metal planters between adjacent front entrances to the suites.
- Dividers: There are metal dividers with glass panels between some suite entrances.

Photo 14: Typical landscaping.

Photo 15: Site Typical landscaping.

Photo 16: Typical roadway and fencing.

Paving includes the following:

- Walkways: There are precast concrete unit paved walkways to the front entrance of each suite. There are precast concrete unit paved walkways between and at the ends of the buildings and along the edge of Highgrove Place roadway at the west end of the property.
- Driveways: There are precast concrete unit paved driveways to the garage in front of each suite.
- Roadways: The Highgrove Mews roadway is the responsibility of the Strata. The roadways are asphalt paved with concrete curbs at the perimeter.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the site features or paving.

PRESENT CONDITIONS AND RECOMMENDATIONS:

The site features and paving are relatively new and in good condition.

We understand that there have been some issues with the irrigation system, but these are being dealt with as they arise either by the Developer or the Strata as part of maintenance.

We assume that the soft landscaping will be managed as a maintenance expense. Similarly, we assume that local repairs to the site features and paving, repainting of railings, guards, planters, etc. will be carried out as maintenance out of operating budgets. We do not expect significant expenses in relation to the retaining walls, railings, guards, fencing, etc. within the term of this report; however, due to the extensive number of such features the projected expenditures include a periodic allowance for miscellaneous repair work. Budgets and timing of required repairs will depend on performance and ownership desires and should be further considered with projects and budgets modified as part of future updates to the Depreciation Report.

Photo 17: Typical driveway.

We assume that unit pavers will be re-set and local repairs to the asphalt paving will be carried out on an as-needed basis as maintenance out of operating budgets.

The projected expenditures allow for milling of the top surface of all asphalt paving and overlaying with a new top layer, and local asphalt base repairs and repairs to deteriorated concrete curbs, followed by eventual replacement of all asphalt paving and concrete curbs. The timing of these projects will depend on performance and objectives of the Strata which should be considered further as part of future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Site Features Repair / Replacement Allowance	$25,000	2039 2048	8
Mill and Overlay Asphalt Paving, including Local Asphalt Base and Concrete Curb Repairs	$55,000	2033	35
Replace Asphalt Paving and Concrete Curbs	$115,000	2048	35

5. HVAC

5.1 GENERAL

BRIEF DESCRIPTION:

HVAC systems in each suite include two furnaces, two exterior condensers, a heat recovery ventilator, gas fireplace, ceiling intakes and diffusers, and bathroom, kitchen and clothes dryer exhaust fans. All in-suite HVAC equipment and controls are the responsibility of the individual owners, therefore repair and replacement allowances are excluded from this Depreciation Report.

There is an electric baseboard heater and a small exhaust fan in each service room.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

PRESENT CONDITIONS AND RECOMMENDATIONS:

We assume that the baseboard heaters and exhaust fans in the service rooms will be repaired and replaced on an as-needed basis as maintenance out of the operating budgets.

Paint is starting to peel from the fireplace exterior vents. The exterior wall repainting/re-staining exterior wall projects also allow for refinishing and periodic replacement of the fireplace vents (see the *Exterior Walls* section of this report for further discussion and projected expenditures).

Photo 18: Typical in-suite HVAC equipment.

6. PLUMBING

6.1 DOMESTIC WATER

BRIEF DESCRIPTION:

A combined incoming water service to the mechanical service room in each building splits to supply the domestic and fire suppression systems. There are backflow preventers installed on the domestic and fire suppression supply lines, as well as the irrigation lines.

In each service room there is a domestic cold water supply with shut off valve to each suite.

Distribution piping within the service rooms is copper.

Cold water is supplied to each suite including to an instant hot heater, which heats the supply water to provide hot water throughout each suite. The heaters and distribution piping throughout each suite are the responsibility of the individual owners, therefore repair and replacement allowances are excluded from this Depreciation Report.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

PRESENT CONDITIONS AND RECOMMENDATIONS:

We were not made aware of any significant problems with the domestic water distribution systems.

The projected expenditures include for periodic replacement of the backflow preventers.

We do not anticipate and significant expenditures in relation to the distribution piping and any required local repairs will be carried out as maintenance out of the operating budgets.

Photo 19: Typical domestic water distribution piping.

Photo 20: Typical in-suite instant hot water equipment.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Replace Backflow Preventers (Phased)	$17,000	2032 2034 2036	20

6. PLUMBING

6.2 SITE SERVICES

BRIEF DESCRIPTION:

Drainage systems include roof and roof deck internal drains, and trench drains at the entrance to the individual garages at the front of the suites.

Steel catch basins are cast in the concrete curbs at the sides of the roadways throughout the property.

Based on the location of the sanitary and storm manholes, and water shut-offs, it appears that the main sanitary, storm and water lines run under the Highgrove Mews roadway. There will be branch piping off the main lines to the individual buildings. We could not confirm the type of piping used for the site services.

There will also be buried electrical conduit running between the electrical transformers and from the transformers to the individual buildings.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

No significant capital projects were reported to have been completed in relation to the site services.

PRESENT CONDITIONS AND RECOMMENDATIONS:

We understand that there have been some issues with the storm system clean out at Building B: 2531 Highgrove Mews, but these issues have been dealt with by the Developer. Other than this, we were not made aware of any problems with the site services.

The condition of the buried and concealed piping cannot be evaluated visually.

Photo 21: Typical storm water catch basins.

Buried sanitation and water systems may require a significant upgrade or renewal every 40 to 70 years, so likely beyond the term of this report. Performance of the services should be closely monitored. Pending further information, the projected expenditures include an allowance for periodic local emergency type repairs. Actual repairs and related costs should be closely tracked, and budgets modified to suit, in future updates to the Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Periodic Repairs to Buried Site Services	$10,000	2037 2047	10

7. ELECTRICAL

7.1 GENERAL

BRIEF DESCRIPTION:

Electricity is supplied to the property by BC Hydro via underground services to a series of pad-mounted transformers throughout the property. Based on the markings on the transformers, we assume that BC Hydro owns and is responsible for the transformers.

There is a main disconnect switch in the electrical room at each building. The switches are rated for 600A, 120/240V, three-phase. There are meters for each suite and a house meter in each electrical room.

Each suite has a circuit-breaker-type panel rated at 200A, 120/240V.

We were not able to confirm the type of wiring throughout the buildings; however, we assume that copper wiring is installed throughout.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

PRESENT CONDITIONS AND RECOMMENDATIONS:

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

Major electrical equipment has an average service life of 40 to 50 years or more. Given the age of the electrical equipment, we do not anticipate any significant expenditures within the term of the report; however, replacement projects will need to be considered and brought into future updates of the Depreciation Report.

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

Photo 22: Typical electrical transformer.

Photo 23: Typical electrical equipment in a service room.

7. ELECTRICAL

7.2 LIGHTING

BRIEF DESCRIPTION:

Common Property lighting systems include the following:

- Service Rooms: Ceiling mounted strip fluorescent fixtures with T8 lamps.
- Exterior: Combination of wall and soffit mounted fixtures (lamp types not confirmed), recessed pot lights over garage entrances with LED lamps, bollard type fixtures in landscaped areas (lamp type not confirmed), and wall fixtures cast into the side of concrete stairs and piers (lamp types not confirmed). The exterior lights are controlled by photo-cells.

MAINTENANCE, REPAIR AND RENEWAL HISTORY:

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

PRESENT CONDITIONS AND RECOMMENDATIONS:

Some of the light fixtures at the exterior stairs are not working and water is leaking out of them. We understand that the Strata is working with the Developer to have these fixed. Other than these light fixtures, we were not made aware of any concerns with the lighting and the lighting fixtures, where reviewed, were in serviceable condition. Current interior lighting levels appeared to meet minimum by-law requirements. Exterior lighting levels were not measured as our review was completed during the daylight.

We assume that replacement of the lighting systems in the service rooms will be carried out as-needed as part of routine maintenance. We have assumed that exterior lighting will be periodically replaced as part of other projects (such as, exterior wall repairs, etc.) and we have included allowances accordingly in related projects.

Photo 24: Typical exterior wall mounted lighting.

Photo 25: Typical bollard light in landscaped areas.

8. CONVEYANCE

8.1 ELEVATORS

BRIEF DESCRIPTION:

There is a private elevator in each suite. We understand that the elevators and related controls are the responsibility of the individual owners, therefore repair and replacement allowances are excluded from this Depreciation Report.

9. CONSULTING SERVICES

9.1 DEPRECIATION REPORTS

BRIEF DESCRIPTION:

Since Depreciation Reports are defined and mandated by the Strata Property Act, the projected expenditures include for this Depreciation Report as well as future updates to this Depreciation Report.

CAPITAL PROJECTS:

Description	Present Cost	Timing (Year)	Cycle (Years)
Depreciation Report	$7,500	2019	N/A
Update Depreciation Report	$4,500	2022 2025 2028 2031 2034 2037 2040 2043 2046	3

Projected Expenditures

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

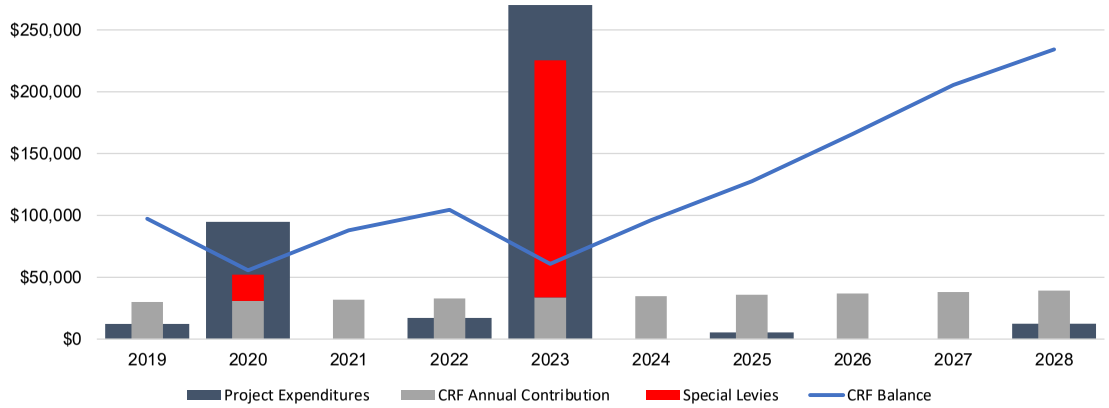
Item No.	Component	Project Description	Present Cost	Occurrences	Cycle	Projected Expenditures 2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
1	**STRUCTURE**														
1.1	Structural Frame	Complete a 10 Year Structural Warranty Review	$3,700	2022	N/A				$4,043						
2	**BUILDING ENVELOPE**														
2.1	Exterior Walls	Complete a 5 Year Building Envelope Warranty Review	$4,800	2019	N/A	$4,800									
		Evaluate Condition of the Exterior Walls	$7,500	2022, 2032, 2042	10				$8,195						
		Repaint/Re-stain Exterior Walls, including the Timber Trellises and Wood Soffits, Local Repairs to the Siding and Masonry, Local Replacement of Caulking Materials, Re-Painting of Steel Framing to Glass Canopies, and Refinishing/Local Replacement of Fireplace Vents	$240,000	2023, 2033, 2043	10					$270,122					
2.2	Exterior Windows & Doors	Replace Failed IGUs	$5,000	2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037	1										$6,524
		Replace Failed IGUs	$10,000	2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048	1										
2.3	Roofing	Evaluate Condition of the Roofs	$7,000	2032, 2047	15										
		Replace Main Flat Roofs	$500,000	2033	20										
		Replace Roof Decks and Planters (over 2 years)	$570,000	2038, 2039	25										
		Replace Sloped Roofs	$655,000	2048	35										
		Locally Repair Roof Deck/Planter Concrete Upstand Walls/Headers, Apply a Coating to the Vertical and Horizontal Surfaces, and Re-paint the Undersides	$92,000	2020, 2030, 2040	10		$94,760								
3	**FIRE SAFETY**														
3.1	Detection / Alarm	Replace Fire Alarm Control and Annunciator Panels (1 building per occurrence)	$12,000	2031, 2033, 2035	20										
4	**SITE**														
4.1	Site Features & Paving	Site Features Repair / Replacement Allowance	$25,000	2039, 2048	8										
		Mill and Overlay Asphalt Paving, including Local Asphalt Base and Concrete Curb Repairs	$55,000	2033	35										
		Replace Asphalt Paving and Concrete Curbs	$115,000	2048	35										
6	**PLUMBING**														
6.1	Domestic Water	Replace Backflow Preventers (Phased)	$17,000	2032, 2034, 2036	20										
6.2	Site Services	Periodic Repairs to Buried Site Services	$10,000	2037, 2047	10										
9	**CONSULTING SERVICES**														
9.1	Depreciation Reports	Depreciation Report	$7,500	2019	N/A	$7,500									
		Update Depreciation Report	$4,500	2022, 2025, 2028, 2031, 2034, 2037, 2040, 2043, 2046	3				$4,917			$5,373			$5,871
					Total:	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**	**$5,373**	**$0**	**$0**	**$12,395**

Projected Expenditures

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

Item No.	Component	Project Description	Present Cost	Occurrences	Cycle	Projected Expenditures 2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
1	**STRUCTURE**																																		
1.1	Structural Frame	Complete a 10 Year Structural Warranty Review	$3,700	2022	N/A				$4,043																										
2	**BUILDING ENVELOPE**																																		
2.1	Exterior Walls	Complete a 5 Year Building Envelope Warranty Review	$4,800	2019	N/A	$4,800																													
		Evaluate Condition of the Exterior Walls	$7,500	2022, 2032, 2042	10				$8,195									$11,014											$14,802							
		Repaint/Re-stain Exterior Walls, including the Timber Trellises and Wood Soffits, Local Repairs to the Siding and Masonry, Local Replacement of Caulking Materials, Re-Painting of Steel Framing to Glass Canopies, and Refinishing/Local Replacement of Fireplace Vents	$240,000	2023, 2033, 2043	10					$270,122									$363,022											$487,871						
2.2	Exterior Windows & Doors	Replace Failed IGUs	$5,000	2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037	1										$6,524	$6,720	$6,921	$7,129	$7,343	$7,563	$7,790	$8,024	$8,264	$8,512												
		Replace Failed IGUs	$10,000	2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048	1																				$17,535	$18,061	$18,603	$19,161	$19,736	$20,328	$20,938	$21,566	$22,213	$22,879	$23,566
2.3	Roofing	Evaluate Condition of the Roofs	$7,000	2032, 2047	15														$10,280															$16,015	
		Replace Main Flat Roofs	$500,000	2033	20															$756,295															
		Replace Roof Decks and Planters (over 2 years)	$570,000	2038, 2039	25																				$999,498	$1,029,483									
		Replace Sloped Roofs	$655,000	2048	35																														$1,543,550
		Locally Repair Roof Deck/Planter Concrete Upstand Walls/Headers. Apply a Coating to the Vertical and Horizontal Surfaces, and Re-paint the Undersides	$92,000	2020, 2030, 2040	10		$94,760										$127,350										$171,147								
3	**FIRE SAFETY**																																		
3.1	Detection / Alarm	Replace Fire Alarm Control and Annunciator Panels (1 building per occurrence)	$12,000	2031, 2033, 2035	20													$17,109		$18,151		$19,256													
4	**SITE**																																		
4.1	Site Features & Paving	Site Features Repair / Replacement Allowance	$25,000	2039, 2048	8																					$45,153									$58,914
		Mill and Overlay Asphalt Paving, including Local Asphalt Base and Concrete Curb Repairs	$55,000	2033	35															$83,192															
		Replace Asphalt Paving and Concrete Curbs	$115,000	2048	35																														$271,005
6	**PLUMBING**																																		
6.1	Domestic Water	Replace Backflow Preventers (Phased)	$17,000	2032, 2034, 2036	20														$24,965		$26,485		$28,098												
6.2	Site Services	Periodic Repairs to Buried Site Services	$10,000	2037, 2047	10																			$17,024										$22,879	
9	**CONSULTING SERVICES**																																		
9.1	Depreciation Reports	Depreciation Report	$7,500	2019	N/A	$7,500																													
		Update Depreciation Report	$4,500	2022, 2025, 2028, 2031, 2034, 2037, 2040, 2043, 2046	3				$4,917			$5,373			$5,871			$6,416			$7,011			$7,661			$8,371			$9,148			$9,996		
					Total:	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**	**$5,373**	**$0**	**$0**	**$12,395**	**$6,720**	**$134,271**	**$30,654**	**$53,601**	**$1,228,223**	**$41,286**	**$27,280**	**$36,363**	**$33,197**	**$1,017,034**	**$1,092,697**	**$196,121**	**$19,161**	**$34,538**	**$517,346**	**$20,938**	**$21,566**	**$32,209**	**$61,774**	**$1,897,035**

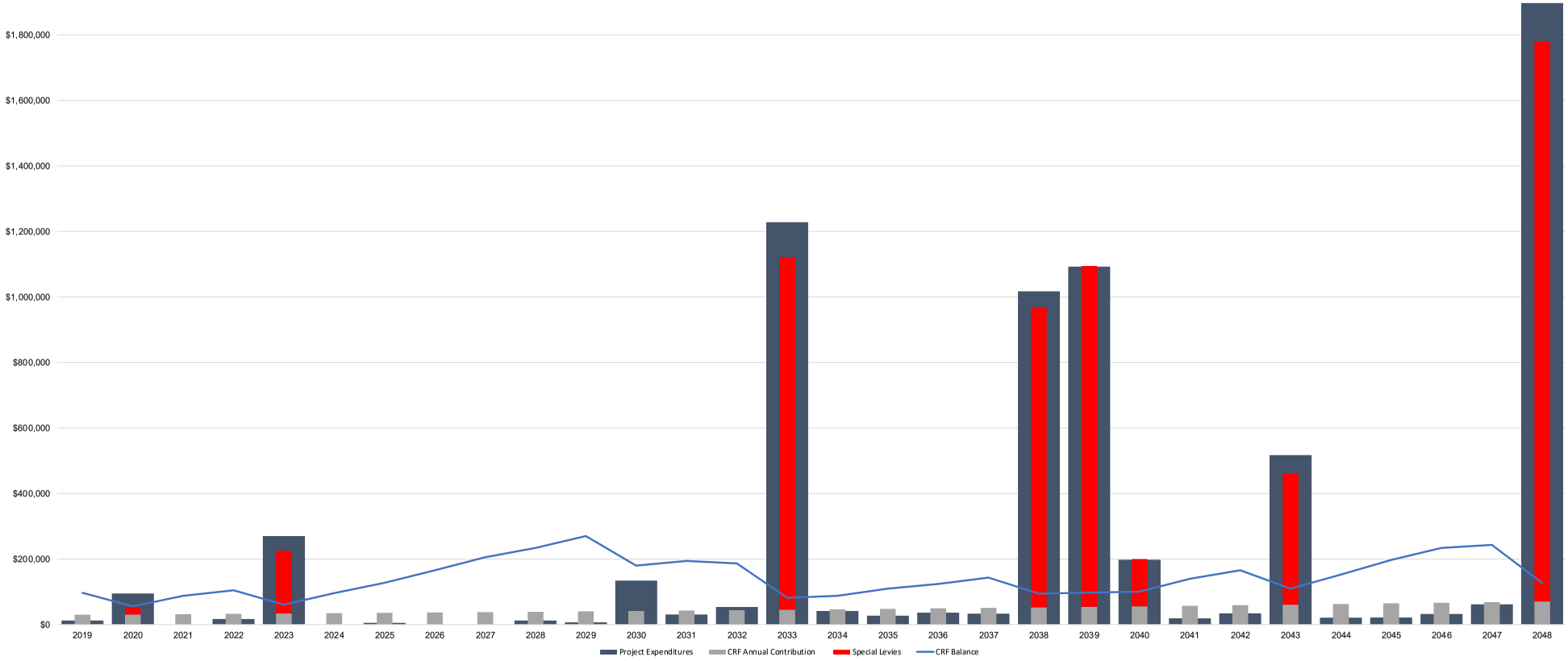
Cash Flow 1 - Status Quo



1st Year Minimum Balance =	**$54,000**
Starting Balance =	**$79,541**
1st Year Contribution =	**$30,000**
Contribution Increase Rate =	**3.0%**
Interest Rate =	**1.0%**
Min Balance Increase Rate =	**3.0%**

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**	**$5,373**	**$0**	**$0**	**$12,395**
CRF Annual Contribution	**$30,000**	**$30,900**	**$31,827**	**$32,782**	**$33,765**	**$34,778**	**$35,822**	**$36,896**	**$38,003**	**$39,143**
Special Levies	**$0**	**$21,262**	**$0**	**$0**	**$191,569**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$97,241**	**$55,620**	**$88,006**	**$104,516**	**$60,777**	**$96,166**	**$127,581**	**$165,759**	**$205,427**	**$234,238**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$60,777**	**$62,601**	**$64,479**	**$66,413**	**$68,406**	**$70,458**

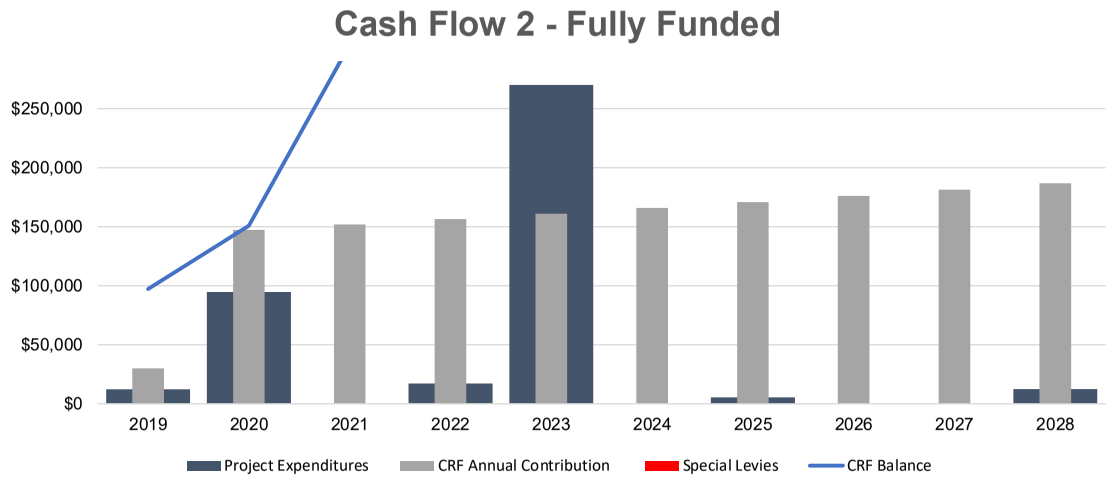
Cash Flow 1 - Status Quo



1st Year Minimum Balance =	$54,000
Starting Balance =	$79,541
1st Year Contribution =	$30,000
Contribution Increase Rate =	3.0%
Interest Rate =	1.0%
Min Balance Increase Rate =	3.0%

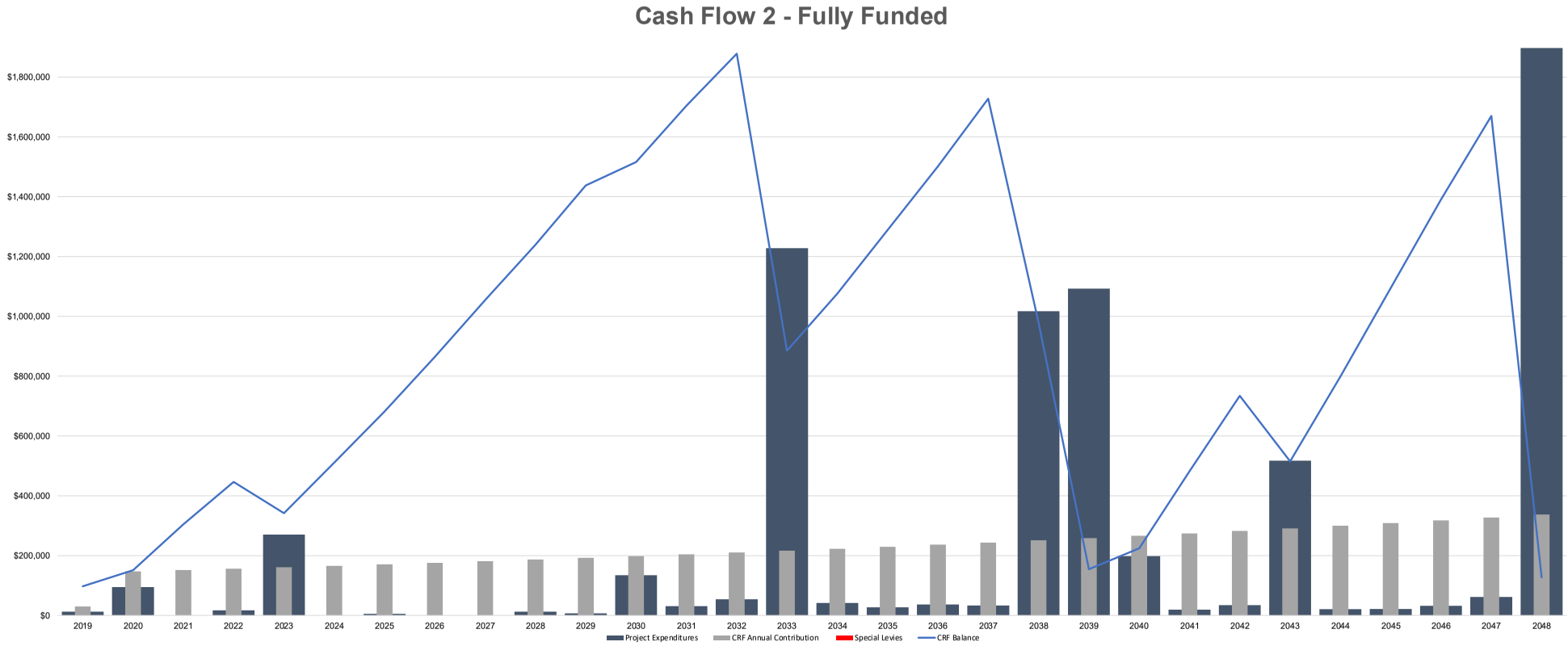
Notes:
- This funding model is similar to the threshold funding model in that it assumes minimal yearly contributions. However, it also assumes a minimum reserve is maintained.
- No interest is collected from special levies as it is assumed funds will be collected just before expenditures.
- Project expenditures occur at the end of the year allowing interest to be acrued on the CRF balance.
- CRF balances are for end of year.

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Project Expenditures	$12,300	$94,760	$0	$17,156	$270,122	$0	$5,373	$0	$0	$12,395	$6,720	$134,271	$30,654	$53,601	$1,228,223	$41,286	$27,280	$36,363	$33,197	$1,017,034	$1,092,697	$198,121	$19,161	$34,538	$517,346	$20,938	$21,566	$32,209	$61,774	$1,897,035
CRF Annual Contribution	$30,000	$30,900	$31,827	$32,782	$33,765	$34,778	$35,822	$36,896	$38,003	$39,143	$40,317	$41,527	$42,773	$44,056	$45,378	$46,739	$48,141	$49,585	$51,073	$52,605	$54,183	$55,809	$57,483	$59,208	$60,984	$62,813	$64,698	$66,639	$68,638	$70,697
Special Levies	$0	$21,262	$0	$0	$191,569	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,076,158	$0	$0	$0	$0	$914,535	$1,040,403	$144,259	$0	$0	$398,606	$0	$0	$0	$0	$1,706,110
CRF Balance	$97,241	$55,620	$88,006	$104,516	$60,777	$96,166	$127,581	$165,759	$205,427	$234,238	$270,189	$180,160	$194,089	$186,493	$81,680	$87,953	$109,698	$124,023	$143,144	$94,689	$97,530	$100,456	$139,787	$165,861	$109,771	$152,749	$197,416	$233,829	$243,042	$127,255
Min Required CRF Balance	$54,000	$55,620	$57,289	$59,007	$60,777	$62,601	$64,479	$66,413	$68,406	$70,458	$72,571	$74,749	$76,991	$79,301	$81,680	$84,130	$86,654	$89,254	$91,931	$94,689	$97,530	$100,456	$103,470	$106,574	$109,771	$113,064	$116,456	$119,950	$123,548	$127,255



1st Year Minimum Balance =	**$54,000**	**1st Year of Revised Contribution (After Critical Year) =**	**2020**
Starting Balance =	**$79,541**	**Revised 1st Year Contribution =**	**$147,398**
1st Year Contribution =	**$30,000**	**Revised Contribution Increase Rate =**	**3.0%**
Contribution Increase Rate =	**3.0%**		
Interest Rate =	**1.0%**		
Min Balance Increase Rate =	**3.0%**		

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**	**$5,373**	**$0**	**$0**	**$12,395**
CRF Annual Contribution	**$30,000**	**$147,398**	**$151,820**	**$156,375**	**$161,066**	**$165,898**	**$170,875**	**$176,001**	**$181,281**	**$186,719**
Special Levies	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$97,241**	**$150,856**	**$304,191**	**$446,466**	**$341,895**	**$511,227**	**$681,864**	**$864,715**	**$1,054,683**	**$1,239,602**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$60,777**	**$62,601**	**$64,479**	**$66,413**	**$68,406**	**$70,458**

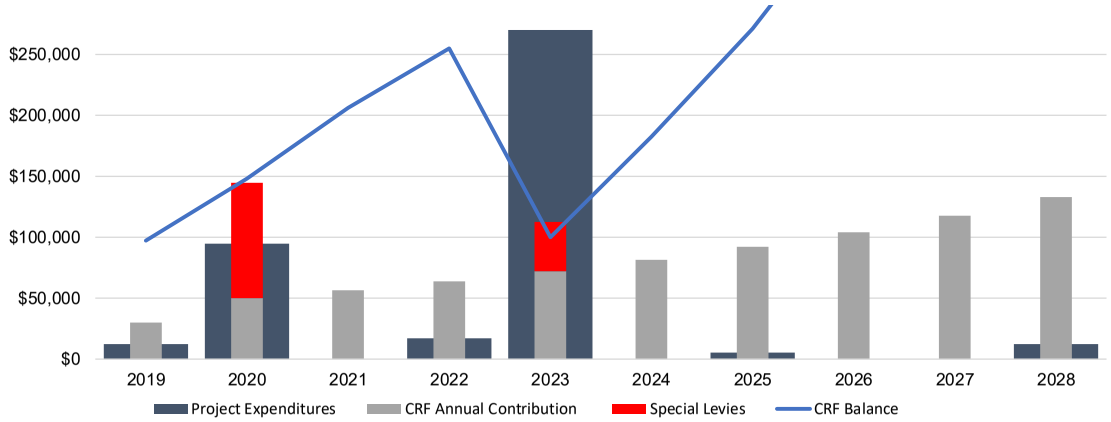


1st Year Minimum Balance =	**$54,000**	**1st Year of Revised Contribution (After Critical Year) =**	**2020**
Starting Balance =	**$79,541**	**Revised 1st Year Contribution =**	**$147,398**
1st Year Contribution =	**$30,000**	**Revised Contribution Increase Rate =**	**3.0%**
Contribution Increase Rate =	**3.0%**		
Interest Rate =	**1.0%**		
Min Balance Increase Rate =	**3.0%**		

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

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Project Expenditures	$12,300	$94,760	$0	$17,156	$270,122	$0	$5,373	$0	$0	$12,395	$6,720	$134,271	$30,654	$53,601	$1,228,223	$41,286	$27,280	$36,363	$33,197	$1,017,034	$1,092,697	$198,121	$19,161	$34,538	$517,346	$20,938	$21,566	$32,209	$61,774	$1,897,035
CRF Annual Contribution	$30,000	$147,398	$151,820	$156,375	$161,066	$165,898	$170,875	$176,001	$181,281	$186,719	$192,321	$198,091	$204,033	$210,154	$216,459	$222,953	$229,641	$236,531	$243,626	$250,935	$258,463	$266,217	$274,204	$282,430	$290,903	$299,630	$308,619	$317,877	$327,414	$337,236
Special Levies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
CRF Balance	$97,241	$150,856	$304,191	$446,466	$341,895	$511,227	$681,864	$864,715	$1,054,683	$1,239,602	$1,437,657	$1,515,919	$1,704,528	$1,878,204	$885,309	$1,075,869	$1,289,038	$1,502,156	$1,727,675	$978,933	$154,534	$224,182	$481,477	$734,206	$515,138	$799,005	$1,094,085	$1,390,744	$1,670,355	$127,336
Min Required CRF Balance	$54,000	$55,620	$57,289	$59,007	$60,777	$62,601	$64,479	$66,413	$68,406	$70,458	$72,571	$74,749	$76,991	$79,301	$81,680	$84,130	$86,654	$89,254	$91,931	$94,689	$97,530	$100,456	$103,470	$106,574	$109,771	$113,064	$116,456	$119,950	$123,548	$127,255

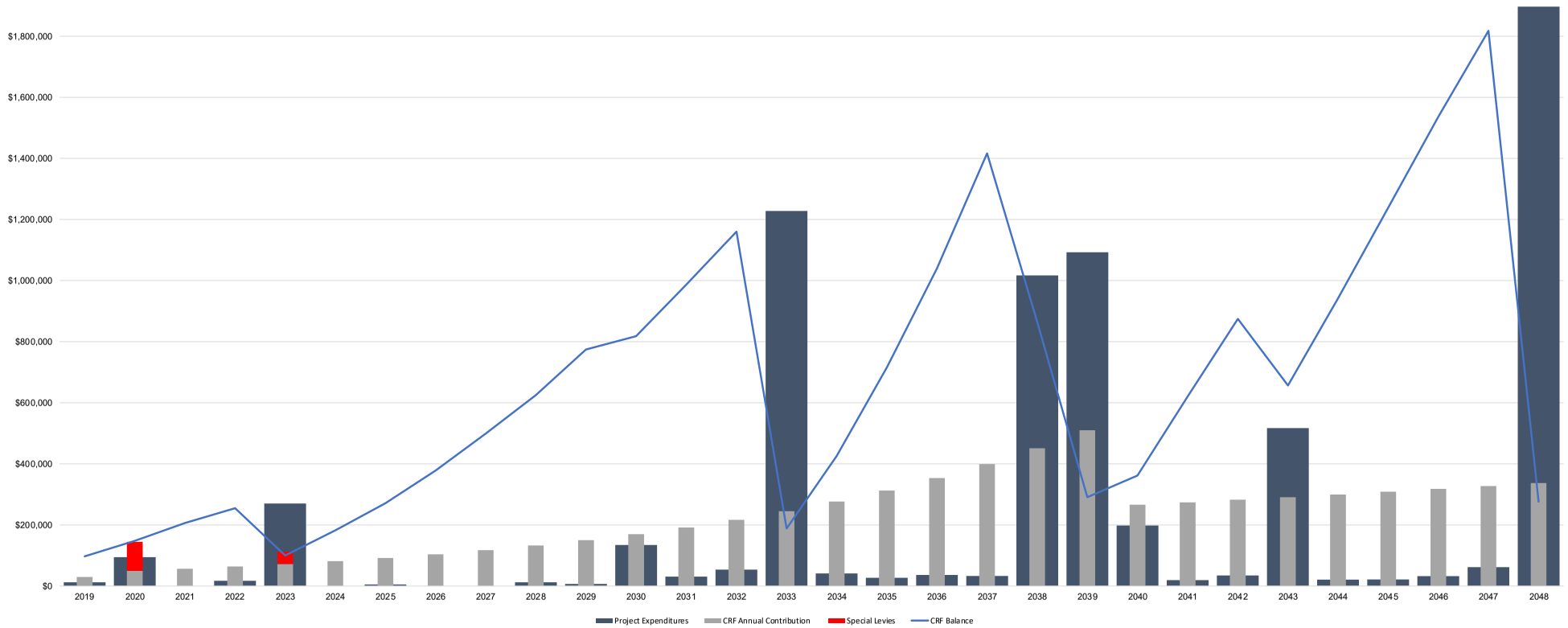
Cash Flow 3 - Gradual Funding Increase (Recommended)



1st Year Minimum Balance =	**$54,000**	**1st Year Revised Contribution (After Critical Year) =**	**2020**
Starting Balance =	**$79,541**	**Revised 1st Year Contribution =**	**$50,000**
1st Year Contribution =	**$30,000**	**Revised Contribution Increase Rate =**	**13.0%**
Contribution Increase Rate =	**66.7%**		
Interest Rate =	**1.0%**		
Min Balance Increase Rate =	**3.0%**		

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Project Expenditures	**$12,300**	**$94,760**	**$0**	**$17,156**	**$270,122**	**$0**	**$5,373**	**$0**	**$0**	**$12,395**
CRF Annual Contribution	**$30,000**	**$50,000**	**$56,500**	**$63,845**	**$72,145**	**$81,524**	**$92,122**	**$104,098**	**$117,630**	**$132,922**
Special Levies	**$0**	**$94,700**	**$0**	**$0**	**$40,510**	**$0**	**$0**	**$0**	**$0**	**$0**
CRF Balance	**$97,241**	**$148,158**	**$206,146**	**$254,906**	**$100,000**	**$182,528**	**$271,110**	**$377,932**	**$499,359**	**$624,902**
Min Required CRF Balance	**$54,000**	**$55,620**	**$57,289**	**$59,007**	**$100,000**	**$103,000**	**$106,090**	**$109,273**	**$112,551**	**$115,927**

Cash Flow 3 - Gradual Funding Increase (Recommended)



1st Year Minimum Balance =	**$54,000**	**1st Year Revised Contribution (After Critical Year) =**	**2020**	**1st Year of 2nd Revised Contribution (After Critical Year) =**	**2040**
Starting Balance =	**$79,541**	**Revised 1st Year Contribution =**	**$50,000**	**Revised 1st Year Contribution =**	**$266,217**
1st Year Contribution =	**$30,000**	**Revised Contribution Increase Rate =**	**13.0%**	**Revised Contribution Increase Rate =**	**3.0%**
Contribution Increase Rate =	**66.7%**				
Interest Rate =	**1.0%**				
Min Balance Increase Rate =	**3.0%**				

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

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Project Expenditures	$12,300	$94,760	$0	$17,156	$270,122	$0	$5,373	$0	$0	$12,395	$6,720	$134,271	$30,654	$53,601	$1,228,223	$41,286	$27,280	$36,363	$33,197	$1,017,034	$1,092,697	$198,121	$19,161	$34,538	$517,346	$20,938	$21,566	$32,209	$61,774	$1,897,035
CRF Annual Contribution	$30,000	$50,000	$56,500	$63,845	$72,145	$81,524	$92,122	$104,098	$117,630	$132,922	$150,202	$169,728	$191,793	$216,726	$244,901	$276,738	$312,714	$353,366	$399,304	$451,213	$509,871	$266,217	$274,204	$282,430	$290,903	$299,630	$308,618	$317,877	$327,413	$337,236
Special Levies	$0	$94,700	$0	$0	$40,510	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
CRF Balance	$97,241	$148,158	$206,146	$254,906	$100,000	$182,528	$271,110	$377,932	$499,359	$624,902	$774,662	$817,902	$987,258	$1,160,301	$188,635	$425,981	$715,694	$1,039,887	$1,416,441	$864,850	$290,712	$361,728	$620,405	$874,529	$656,871	$942,162	$1,238,679	$1,536,791	$1,817,869	$276,332
Min Required CRF Balance	$54,000	$55,620	$57,289	$59,007	$100,000	$103,000	$106,090	$109,273	$112,551	$115,927	$119,405	$122,987	$126,677	$130,477	$134,392	$138,423	$142,576	$146,853	$151,259	$155,797	$160,471	$165,285	$170,243	$175,351	$180,611	$186,029	$191,610	$197,359	$203,279	$209,378

APPENDIX F – ASSUMPTIONS

We made the following assumptions in preparing this Depreciation Report. These assumptions should be reviewed by the Strata Council and confirmed as being accurate.

1. Contingency Reserve Fund Balance: We have used a Contingency Reserve Fund starting balance for the 2019 fiscal year of $79,541, based on the financial documents provided.

2. Contingency Reserve Fund Contributions: For the financial analysis, we have assumed an annual contribution of $30,000 for the 2019 fiscal year, based on the financial document provided.

3. Contingency Reserve Fund Expenses: We have assumed that the cost of the 5 Year Warranty Review report, this Depreciation Report and future updates to the Depreciation Report will be paid from the Contingency Reserve Fund.

4. Minimum Balance: We have used a minimum balance of $54,000 in our cash flow analysis for 2019, increasing yearly to match inflation. This is based roughly on $3,000 per suite. The minimum balance is the minimum value that the Contingency Reserve Fund would ever reach. The minimum balance could be $0, or something higher. Although the *Strata Property Act* or Regulations presently do not require a minimum balance above $0, it would be prudent to set a higher minimum balance to help safeguard against certain situations, such as:

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

5. Budget Estimates: Projected project expenditure costs are based on:

    a. work meeting the minimum requirements of the BC Building Code, and
    b. maintaining standards similar to those existing at The Terraces.

6. Funding Scenarios: The funding scenarios provided incorporate assumed inflation and interest rates. These rates should be periodically reviewed and adjusted to reflect changes in economic conditions, as part of the future updates to the Depreciation Report. For the purposes of this report we have incorporated an inflation rate of 3.0% based on weighted historical construction indices for the Vancouver area, and an interest rate of 1.0% based on historical investment returns for strata corporations of this type and the current investment opportunities available in the marketplace.

APPENDIX G – INFORMATION MADE AVAILABLE

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

- Letter RE: 24 Month Common Property Deficiencies prepared by FirstService Residential, dated December 17, 2015;
- Strata Plan, dated November 28, 2013;
- "24 mth SIGN-OFF by G McRobert" PDF file, dated April 2016;
- Warranty Certificate Nos. 80170048, 80170049, 80170050, & 80170051;
- Quote related to "Concrete Headers on all 3 buildings – 3 levels" prepared by Hyland Painting Ltd., dated May 9, 2018;
- Quote related to "Vinyl Window frame post" prepared by Hyland Painting Ltd., dated May 9, 2018;
- Balance Sheets, various dates;
- Approved Budget March 1, 2018 to February 28, 2019;
- Annual General Meeting Minutes, dated May 2, 2018;
- "Annual Maintenance Tracking Sheet" Excel file;
- Garaventa Elvoron HR Owner's Manual;
- Letter RE: "British Pacific Enterprises Limited – Terraces at Highgrove Mews" prepared by Morrison Hershfield, dated June 9, 2015;
- Fire Inspection Report prepared by West Vancouver Fire & Rescue, dated February 21, 2018;
- Annual Inspection of Fire Alarm, prepared by Fire-Pro Protection Ltd. Dated June 19, 2018;
- Irrigation System Maintenance Manual prepared by West-Pac Contracting Ltd.;
- Operations Manual; and,
- Strata deficiency reports and photos.

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

The Strata Corporation also made the following drawings available for our review:

- Architectural Drawings prepared by Creekside Architects, including duplicate sets and various versions of varying dates;
- Structural Drawings prepared by John Bryson & Partners marked "Issued for Construction", dated January 27, 2012;
- Mechanical Drawings prepared by Jade West Engineering Co. Ltd. marked "Issued for BP", dated August 22, 2011;
- Mechanical Drawings prepared by Jade West Engineering Co. Ltd. marked "Unit A Flue and Unit C Duct Layout Revision"), dated March 19, 2012;
- Electrical Drawings prepared by Nemetz (S/A) & Associates Ltd. marked "Issued for Construction" dated, February 8, 2012;
- Sprinkler Drawings prepared by Poseidon Consulting Inc. marked "Final Design Drawings", dated October 28, 2013;
- Storm and Sanitary Sewer Drawings prepared by Intercad Consulting Engineers, dated August 15, 2012;
- "Overall Plan" drawing (marked "Pruning, Shrub Infill Comments"), dated September 18, 2015; and
- Landscape Drawings prepared by Durante Kreuk Ltd., marked "Issued for Construction, dated April 12, 2012.

STRATA PLAN EPS 1831
THE TERRACES AT HIGHGROVE

RULES

THE TERRACES AT HIGHGROVE
STRATA PLAN EPS 1831

RULES
(RATIFIED AT THE MAY 13, 2020 ANNUAL GENERAL MEETING)

1. Parking & Highgrove Mews

   (a) Residents and visitors may park only in their garages, or on the apron directly in front of their garage. Parking is not permitted on Highgrove Mews. Owners should advise all visitors and contractors of this Rule. Vehicles parked on Highgrove Mews are subject to immediate towing. Vehicles are permitted to park on Highgrove Place.

   (b) No vehicle shall exceed 20 kph on Highgrove Mews.

   (c) No vehicles exceeding 4,000 kg GVW shall be parked or brought onto common or limited common property without the prior consent of the Strata Council, except when used for deliveries.

   (d) The common areas or driveway aprons are not to be used as work areas for such use as woodworking, renovations, repairs on vehicles, mechanical repairs, painting etc. Temporary delivery and storage of building materials is permitted

2. Patio/Balcony Area

   (a) Patio/balcony areas shall be limited to free standing patio furniture and accessories, self-contained planter boxes or containers.

   (b) It is recommended that umbrellas be in a color that is consistent with the building's exterior colors, in order to ensure the entire complex has some colour consistency. Umbrellas to be avoided are very bright colours, polka dots or umbrellas with advertising/branding.

   (c) It is recommended that umbrellas be well anchored and kept in a closed position when not in use.

   (d) Any plantings in self-contained planter boxes or containers must be maintained at all times. Annuals must be removed at the end of the growing season. Plants must not grow outside the immediate area of the limited common property and impact the common theme of the strata landscaping. Plants are not allowed to grow or be attached to the outside walls of the buildings, excluding non-building envelope and structural concrete not deemed part of the stair system.

   (e) Fixtures, poles, clotheslines, racks, storage sheds and similar structures may not be erected on limited common property, common property or land that is a common asset.

(f) No walls, fences, enclosures, awnings, dog runs, satellite dishes, antennae may be installed, nor can any changes be made on any deck, patio or terrace, without prior written approval of the Strata Council.

(g) No laundry, flags, clothing, bedding or other articles may be hung or displayed from windows, balconies or other parts of a building.

(h) A resident must not shake rugs, carpets, mops, or dusters from any balcony, window or other part of a strata lot or common property.

3. Pets

(a) No pet shall be permitted to defecate on the common property. If any pet defecates on the common property, the pet owner shall immediately and completely remove all of their pet's waste from the common property and dispose of it in a sanitary manner.

(b) Owners are reminded of Bylaw 3.(3) that pets must be leashed or otherwise secured and under control at all times when on the common property or on land that is a common asset.

4. Signage and Advertising

(a) A resident must not erect or display or permit to be erected or displayed any signs, fences, billboards, placards, advertising, notices, or other fixtures of any kind on the common property or in a strata lot, unless authorized by the Strata Council.

(b) Realtors are not permitted to install "For Sale" signage on the common property. Temporary "Open House" signage may be installed on the common property one hour prior and up to one hour after advertised showing times.

5. Miscellaneous

(a) A resident must not feed birds (except hummingbirds), rodents or other wildlife from any strata lot, common or limited common property.

(RULE #6 ADOPTED BY COUNCIL AND PROVIDED TO OWNERS ON NOVEMBER 14, 2019. STILL TO BE RATIFIED BY OWNERS AT A GENERAL MEETING.)

6. Vehicle Washing

(a) Vehicle washing may be conducted during the period of April 1 through October 31 only.

(b) Vehicle washing may not be done during this period if the weather forecast indicates temperatures of 5 °C. or less.

(c) Vehicle washing may only be conducted on the exterior driveway area (Common Property) immediately in front of the resident's garage.

(d) Vehicle washing may not be conducted within a garage area at any time.

(e) Water must not be left running continuously when washing a vehicle. A hose attachment that will shut off immediately when released is recommended.

(f) Soap and/or cleaning products used must be certified as “environmentally safe” and/or biodegradable, as this water will go directly into the storm sewer system and will bypass the municipal water treatment facilities.

(g) Vehicle washing is not allowed during any period when “Stage 2” or greater water use restrictions are in place by the Metro-Vancouver water authority or the District of West Vancouver. Residents are expected to be aware of and to comply with these restrictions.

(h) A fine of $50.00 per incident may be applied to an Owner’s account for the violation of any of these Rules.

FirstService RESIDENTIAL

IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	**ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MEMORANDUM

TO: The Owners, Strata Plan EPS 1831 **DATE:** May 07, 2021

FROM: Mike Cates, Strata Manager

RE: **ANNUAL GENERAL MEETING MINUTES**

Attached are the minutes of the Annual General Meeting held on April 28, 2021. Please read and retain them for future reference.

STRATA FEES:

Please note: Monthly strata fees have not increased for the upcoming fiscal year (March 1, 2021 through February 28, 2022.

NEW COUNCIL:

- *Alastair Dunn*
- *Beverly Curtis*
- *Mike Delasalle*

FSR*Connect*™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: https://www.fsresidential.com/corporate/homeowners/find-my-community/ and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

* * *

Encl.

MC/am

MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 1831
The Terraces at High Grove

Held on Wednesday, April 28, 2021
Via Conference Call

Following registration that started at 6:45 p.m., the meeting was called to order at 7:15 p.m. by Alistair Dunn, Council President.

FirstService Residential BC Ltd. was represented by Mike Cates who assisted with facilitating the Meeting.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy. As the strata corporation currently consists of 18 eligible votes, 6 eligible votes represent quorum in this instance. At the commencement of the meeting there were 4 eligible votes represented in person and 6 represented by proxy, for a total of 10 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated April 7, 2021, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting.
CARRIED

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held May 13, 2020 as previously circulated. **CARRIED**

PRESIDENT'S REPORT

The Terraces at Highgrove - Review and Outlook

Activity During Year

Another busy year completed for our community despite Covid. Preventative maintenance and repairs during the year were significant. They included completion of the caulking repairs around

the perimeters of doors, windows and garages to seal the exterior of the buildings. Power washing the penthouse retaining walls, repairing and silicone of glass canopies, exterior stair lighting system repairs and updating the Common Room fire equipment and smoke detectors in all units. A security system was also installed in two locations along Highgrove Mews.

Gardens

Our garden repairs in the spring of 2020 from winter damage also was more than usual with many dead or compromised pines trees removed. We are planning to replant some low growing dogwood and maple trees on the West side of the property. Also, below the West Building Mews wall, some flowering shrubs to replace the trees that were removed last year. Bark mulch will be spread on the West side due to heavy weed infestation that was problematic last year.

Plans for Coming Year

Looking forward to the new year we have a significant project this year to repaint the concrete headers of the buildings. There is no doubt that there will be some access inconvenience and work that will be done on our patio decks. The contractor, Hyland Painting, has a good plan and they will try to minimize the issues. We expect the project, weather cooperating, to take about a month starting any time after mid-May. The work area will be accessed using a tall crane that will reach from the Mews to as high as the penthouses. We will provide notices as we get closer to the start of the project. The tall crane will also allow us to caulk the large penthouse windows and stain the roof rafter beams. The project has been in the planning stage for 3 years and was part of the Strata Depreciation Report. The quoted cost of approximately $65,000 plus GST will be paid from the CRF which has been built up with the CRF contributions in anticipation of this expense. The message from Owners, supported by the Council, is that we all want to maintain the condition of our buildings and protect our investment. In addition, the front entrance doors of the penthouse units will be refurbished after the project.

The spring window cleaning usually done in May will now be scheduled after the painting project has been completed. There will also be some additional power washing to common area stairways and retaining walls in the weeks ahead.

Fiscal 2021 Financial Results / Fiscal 2021 Results

Reviewing the F2021 financial results we ended the year with a small surplus despite some unanticipated repairs that included the extent of the garden winter damage, replacement of outdated fire equipment, and electrical repairs. Thankfully, we had only one water envelope issue. Offsetting the overage was lower than budget snow removal expense and careful water sue management.

Strata Fees for Fiscal 2022

After the significant increase in strata fees last year, mainly due to a more than doubling of strata's insurance premium, our Proposed Budget results in unchanged Owner strata fees. For those that have been Owners from 2013, you will know that strata fees have doubled. A rough allocation of the source of the increase is: Insurance $50K, Maintenance/repairs $25K, Water $15K, CRF $30K, Garden $35K. There have also been cost pressure from above: inflation, government and suppliers. The Council pays the same fees as all Owners, so spending and costs are reviewed carefully.

Please let us know if you have any questions or suggestions going forward.

Your Council Members

REPORT ON INSURANCE

This important Report on Insurance was discussed in detail with Owners and Strata Council. The Strata Manager on behalf of the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the strata corporation, including the strata's annual insurance renewal.

Strata Corporation Insurance and Coverages

The strata corporation's policy is designed to cover loss arising from fortuitous causes, subject to exclusions stated in the policy wordings, and the applicable deductible in the event of a claim. Please refer to the Insurance Summary included with your Notice of Meeting which outlines the strata's insurance coverage's, applicable limits and deductibles.

Section 149 of the *Strata Property Act* requires the strata corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the strata plan and fixtures built or installed by the owner developer as part of the original construction on the strata lot. The property insurance must be on the basis of full replacement value and insure against all **major perils**, such as fire and water escape, as set out in the regulations of the Act, as well as any other perils specified in the bylaws. Your strata corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of $30,742,200 based on information contained in the insurance appraisal performed by Suncorp Valuations.

Section 150 of the *Strata Property Act* requires the strata corporation to also obtain and maintain liability insurance to insure the strata corporation against liability for property damage and bodily injury.

Although optional under Section 151 of the *Strata Property Act*, all strata corporations managed by FirstService Residential BC Ltd. have errors and omissions insurance for council members against their liability and expenses for errors and omissions made in the exercise of their powers and performance of their duties as council members.

Please note the strata corporation's policy does NOT provide coverage for loss or damage to:

- Strata lot Owner's betterments and/or improvements to the strata lot
- Strata lot Owner's and/or Tenant's personal property
- Strata lot Owner's rental income loss (if applicable)

Note: While most strata insurance policies include additional living expense coverage, this coverage is designed to help with unit owner's costs when they are displaced after a claim. The strata's coverage is secondary and will be drawn upon after the unit owner's coverage is exhausted.

Insurance Coverage Recommendations

The Strata Manager on behalf of the Chairperson reminded all in attendance that it is strongly encouraged to obtain their own insurance coverage. While Owners should contact their personal broker, the following coverages are recommended as a guideline:

- **Personal Property** such as furniture, jewellery and other belongings in the strata lot or designated storage space.

- **Additional Living Expenses** incurred as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.

- Strata lot **Betterments and Improvements** completed at a strata lot Owner's expense, such as upgraded flooring, fixtures etc.

- Owners should have coverage for any **Strata Deductible Assessments** in the event the strata corporation tries to recover the deductible portion of an insurance claim from an owner that is responsible for the loss or damage that gave rise to the claim. Please have your insurance broker review the current strata corporation bylaws.

- **Special Assessments** coverage which provides protection for the owner's share of levies for damage to the common property that may be charged back to the Owner for a variety of reasons. For example, all Owners should ensure they are covered for their portion of the Strata's **earthquake deductible**, which would be calculated based on a percentage of the replacement value and then split amongst Owner's by unit entitlement.

- **Personal Liability** protects for legal responsibility to others for claims arising from bodily injury, property damage and more.

- If the Strata Lot is rented, **Loss of Rental Income** incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.

Note: In a rental situation, there are three separate parties; therefore, there should be three separate insurance policies: strata corporation policy, Owner's policy and the Tenant's policy. The non-resident Owner should make sure their tenant clearly understands what is not covered under the strata corporation's policy (i.e. – personal contents).

*A copy of the strata corporation's most recent insurance summary, policy and property appraisal can be found on **FSRConnect™**.*

https://www.fsresidential.com/corporate/homeowners/find-my-community/

SIMPLE TIPS TO SAFEGUARD YOUR INVESTMENT

DOs inside your home:

- Know the location of the water line shut off valves for emergency shut off use.
- Check and replace hoses as required – washing machine, dishwasher, etc. Have a plumber make sure the check valves are working properly.
- Check the condition of the seals around your bathtub, toilet, faucet and shower heads; repair or replace caulking when necessary.
- When you leave on vacation, think about shutting off the water supply.
- Install a 4-inch lip sheet metal drain pan connecting to a floor drain underneath all in suite washer appliances.

DON'Ts inside your home:

- Do NOT hang clothes on sprinkler heads.
- Do NOT store contents and storage boxes within 24 inches of the ceiling or wall mounted sprinkler heads.
- Do NOT flush "stuff" in the toilets i.e., kitty litter, feminine products, etc.
- Do NOT leave your washing machine or dishwasher running in your absence.
- Do NOT use nails longer than 3/4 inches as it poses puncturing problems for hidden pipes. If you are using nails or drilling, be cautious of the piping inside the wall.

BUDGET DISCUSSION AND APPROVAL

Owners were referred to the proposed operating budget, the schedule of strata fees and the accompanying notes explaining how the figures were prepared.

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

After some discussion, the vote was called. The results were as follows:

10 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED**.

There was no increase in strata fees for the 2021/2022 fiscal year (March 1 – Feb 28).

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD)**: There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.

2. **Owners Who Pay By Post-Dated Cheques**: Please send in 12 post-dated cheques payable to Strata Plan EPS 1831, as well as any retroactive payment if necessary, as per the attached fee schedule.

3. **Owners Who Pay By E-Banking**: Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
TAREGETED EXTERIOR PAINTING

(EXPENDITURE FUNDED BY CRF WITHDRAWAL)

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 1831, wish to complete re-painting and minor repairs to various exterior common property walls and building surfaces;

AND WHEREAS pursuant to Section 3 of the *Strata Property Act* (the "Act") the strata corporation is responsible for managing and maintaining the common property and common assets of the strata corporation for the benefit of the Owners.

AND WHEREAS various exterior surfaces (including some concrete headers, balcony ceiling, penthouse exterior wood rafters and limited areas of caulking) are showing noticeable signs of wear and/or weather-related deterioration;

AND WHEREAS the Strata Council have sought quotes for this work from A. Craig and Sons and Hyland-McIntyre Painting and Hyland-McIntyre Painting provided the lowest quote with a soli plan on how they would execute the work and Hyland-McIntyre Painting has previously completed excellent restoration work on the exterior front doors;

AND WHEREAS the Depreciation Report prepared by Sense Engineering dated April 2019 anticipates that a full exterior repaint will likely be required by 2023.

AND WHEREAS this expenditure has been anticipated and documented for the past three years approximately, and the strata corporation's longer term strategy has been to build up the Contingency Reserve Fund (CRF) so that a special assessment would not be necessary for this project;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan EPS 1831, in person or by proxy at this General Meeting, that a sum of money not exceeding $ 75,000.00 be raised and spent for the purpose of completing minor exterior repairs and targeted exterior re-painting as the Strata Council shall determine, to the noted areas and surfaces. Such expenditure to be charged as a withdrawal from the Contingency Reserve Fund (CRF).

After some discussion, the vote was called. The results were as follows:

10 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED**.

ELECTION OF COUNCIL

The Strata Manager on behalf of the Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council with thanks and appreciation from all Owners:

Alastair Dunn

Beverly Curtis

Mike Delasalle

It was noted that Gary Horvath will not be able to serve on the Council again in the coming year. The Strata Manager and Council wish to extend a sincere thank you to Gary for his assistance in the operation of the strata corporation over the past several years.

The Strata Manager wished to thank Alistair Dunn and Bev Curtis for the very substantial amount of effort and personal time they have committed to the operations of the strata corporation over the past year. Without a Caretaker, a lot of tasks related to the operation of the strata corporation fall to volunteers to assist with. The Council and Strata Manager always welcome assistance and participation from other interested residents.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at approximately 8:15 pm.

CARRIED.

FirstService Residential BC Ltd.

Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 1831

MC/am

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: https://www.fsresidential.com/corporate/homeowners/find-my-community/ and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

In our dedication to ever-greater operational excellence and best practices, FirstService Residential uses **FSR*Connect*™**, an integrated web-based solution created solely for the property management industry. This software incorporates scores of advanced features that streamline building level administration, operations and communications.

A website portal, extended from **FSR*Connect*™**, is provided to your Strata Corporation, **FREE OF CHARGE**. Residents have secured access to stay up to date with community news, events, their accounts, etc. The email distribution capabilities and housing of strata documents will save postage and copying costs for the building.

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

   For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the "Forms" section.

2. ***Online/Telephone Banking***

   FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up "**FirstService Residential (Strata)**" as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 1831 - THE TERRACES AT HIGHGROVE
Approved Annual Budget
Mar 01, 2021 to Feb 28, 2022

A/C Description	Approved 2021/2022 Budget $
INCOME	
STRATA FEES	
4002 Operating Fund Contribution	280,838
4003 Contingency Fund Contribution	50,000
TOTAL STRATA FEES	**330,838**
4640 Interest Income	--
TOTAL INCOME	**330,838**
EXPENSES	
GENERAL EXPENSES	
5005 Administration	500
5015 Audit	210
6300 Insurance	87,240
6504 Legal Fees	300
6700 Management Fees	16,054
6705 Miscellaneous	500
TOTAL GENERAL EXPENSES	**104,804**
BUILDING & GROUND EXPENSES	
5010 Alarm Monitoring	5,000
5209 Building Improvement	--
5705 Electricity	3,300
5909 Fire System	5,000
6001 Garbage Removal	5,250
6513 Landscape - Maintenance	66,000
6517 Landscape - Improvements	10,000
7240 Repair and Maintenance	27,500
7415 Snow Removal	17,484
7850 Water / Sewer	25,000
7855 Window Cleaning	11,500
TOTAL BUILDING & GROUND EXPENSES	**176,034**
9010 Reserve - Contingency Fund	50,000
TOTAL EXPENSES	**330,838**
CURRENT YR NET SURPLUS/(DEFICIT)	**--**
9990 Operating Surplus (Deficit) Balance Forward	26,030
9992 Prior Period Adjustments	--
ENDING OP SURPLUS/(DEFICIT)	**26,030**

EPS 1831 - THE TERRACES AT HIGHGROVE

Approved Strata Fee Schedule

Mar 01, 2021 to Feb 28, 2022

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution $	CRF Monthly Contribution $	Total Monthly Strata Fees $	OLD Monthly Strata Fees $	Retro -Fee Feb-May $
1	2559 Highgrove Mews	315	1,288.58	229.42	**1,518.00**	1,518.00	-
2	2557 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
3	2553 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
4	2551 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,522.82	-
5	2740 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
6	2748 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
7	2539 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,522.82	-
8	2537 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
9	2533 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
10	2531 Highgrove Mews	315	1,288.58	229.42	**1,518.00**	1,518.00	-
11	2760 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
12	2768 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
13	2519 Highgrove Mews	315	1,288.58	229.42	**1,518.00**	1,518.00	-
14	2517 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
15	2513 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,595.11	-
16	2511 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,522.82	-
17	2780 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
18	2786 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,479.45	-
		5,721	23,403.15	4,166.67	**27,569.82**	27,569.82	-
Total Annual Strata Fees (x 12 months) =					**330,837.84**	330,837.84	

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

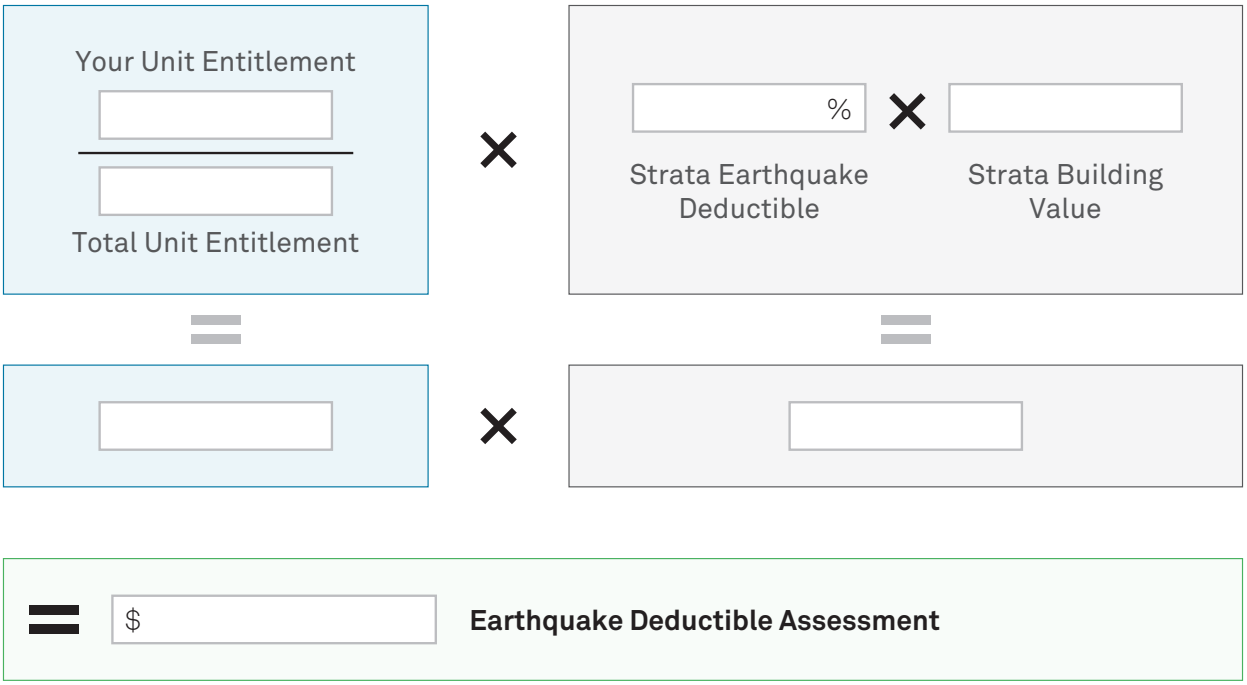
FS Insurance Brokers

did you KNOW?

Strata Earthquake Deductibles

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building's earthquake deductible.

How much Earthquake Deductible Assessment do I need?



$ **Earthquake Deductible Assessment**

FirstService RESIDENTIAL

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT - STRATA

Terms and Conditions:

1. I/We acknowledge that I/we are participating in a PAD plan established by FirstService Residential and I/we participate in this PAD plan upon all terms and conditions set out herein. FirstService Residential reserves the right to reject my/our application or discontinue the service.

2. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement.

3. I/We acknowledge that this PAD authorization is provided for the benefit of FirstService Residential and the processing institution administering the account, and is provided in consideration of the said processing institution agreeing to process these PADs against my/our bank account in accordance with the rules of the Canadian Payments Association.

4. I/We hereby authorize FirstService Residential on behalf of our Strata Corporation and its processing institution to debit my/our bank account on the 1st day of each month:

   - All recurring monthly strata fees and/or charges (e.g. parking and lockers etc.); and/or
   - Any one-time retroactive strata fees/charges adjustments; and/or
   - Any one-time sporadic debit of any kind (e.g. a "catch-up" payment on previous outstanding strata fees for 1st time PAD enrolment, NSF administration fee, etc.) as authorized by me/us.

   I/we understand that the amount of strata fees may be increased or decreased based on the approved budget as adopted by my/our strata corporation from time to time. **I/We agree to waive the requirements for pre-notification including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in strata fees, charges, and assessments or adjustments.**

5. I/We acknowledge that delivery of this authorization to FirstService Residential constitutes delivery by me/us to the processing institution.

6. I/We understand that this authority is to remain in effect until FirstService Residential has received written notification from me/us of its change or termination. The notification must be delivered to the office of FirstService Residential at least ten (10) business days in advance of the next PAD withdrawal. I/We may obtain a cancellation form or more information on my/our right to cancel our PAD Agreement by contacting the office of FirstService Residential or by visiting www.cdnpay.ca.

7. I/We undertake to inform FirstService Residential immediately, in writing, of any change in the account (e.g. account closure, change of account number, etc.) or other information (e.g. mailing address, phone number etc.) provided in this authorization.

8. I/We understand that a NSF administration fee will apply to my/our account should my/our PAD be returned due to insufficient funds, account closure, or account freeze, etc. It is my/our responsibility to ensure the balance in my/our bank account is sufficient to cover the PADs.

9. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. I/We may obtain more information on my/our recourse rights by contacting my/our financial institution or the office of FirstService Residential.

10. I/We understand the personal information provided in this PAD Agreement is for purposes of identifying and communicating with me/us, processing payments, responding to emergencies, ensuring the orderly management of the strata corporation and complying with legal requirements. I/We hereby authorize the strata corporation to collect, use and disclose my/our personal information for these purposes.

Please Retain This Page For Your Reference. Thank You.

200 Granville Street | Suite 700 | Vancouver, BC V6C 1S4
Tel 604.683.8900 | Fax 604.689.4829 | Toll Free 1.855.683.8900
www.fsresidential.com

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

This service is for: Individual PAD _____ Business PAD _____ (Please check)

PERSONAL INFORMATION **Effective Date:** _____

Name of Owner(s) | Strata Plan | Strata Lot

Address of Strata Lot | City | Province | Postal Code

Mailing Address *(If different from above)* | City | Province | Postal Code

Phone Number (Res.) (Bus.) (Cell) | Email Address

Please check to authorize withdrawal of other monthly charges in addition to your strata fees:

Storage/locker Parking Specify Others _____

BANK INFORMATION – Please choose one of the following:

☐ **Void cheque attached – name(s) on cheque must match name(s) of the legal owner(s) on title. If someone other than the legal owner(s) is making the payment, please complete below information.**

Name | Relation to Applicant

Address | Phone Number

ATTACH VOID CHEQUE HERE

☐ **Or, If your account does not provide cheques, please have your bank fill out the information below to ensure the account is coded correctly and will allow pre-authorized payment.**

Financial Institution Number: | Branch Transit Number: | Deposit Account Number:

Chequing Account _____ Savings Account _____ (Please check)

Name of Financial Institution | Branch Address

AUTHORIZATION

PLEASE NOTE THIS FORM MUST BE RECEIVED IN OUR OFFICE NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. ***Please enclose a cheque for any balance owing prior to the PAD effective date OR initial below to authorize a one time catch-up payment.***

I/We hereby authorize FirstService Residential (FSR) to withdraw any outstanding strata fees from the attached bank account information starting from commencement of FSR management and/or my/our strata fees commencement date.

Initials

By signing this authorization, I/We acknowledge that I/we have read, understood and accepted all the provisions in the Terms and Conditions on Page 1 of this Pre-authorized Debit Agreement, a copy of which has been provided to and retained by me/us.

Date | Signature of payer(s)

When the form is complete, mail or email to:

FirstService Residential
Attention: Accounts Receivable
200 Granville Street, Suite 700, Vancouver, B.C., V6C 1S4
Email: ar.bc@fsresidential.com

FirstService RESIDENTIAL

MEMORANDUM

TO: The Owners, Strata Plan EPS 1831 **DATE:** May 19, 2020

FROM: Mike Cates, Strata Manager

RE: **ANNUAL GENERAL MEETING MINUTES**

Attached are the minutes of the Annual General Meeting held on May 13, 2020. Please read and retain them for future reference.

STRATA FEES:

ALL OWNERS: Please note that monthly strata fees have increased retroactive to March 1, 2020. Please refer to the attached catch-up schedule on page 10 and refer to details there.

A NEW BYLAW WAS PASSED AND RULES WERE RATIFIED. Please access **FSR*Connect***™ Association Documents for the updated Bylaws and Rules.

NEW COUNCIL:

- Alastair Dunn President
- Beverley Curtis Treasurer
- Gary Horvath Vice President

FSR*Connect*™ REGISTRATION

To benefit from **FSR*Connect*™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

* * *

Encl.

MC/jh

MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 1831
THE TERRACES AT HIGHGROVE

Held on Wednesday, May 13, 2020
Via Webex® Telephone Conference Call
c/o 2513 Highgrove Mews, West Vancouver, BC

The meeting was intended to begin at 10:30 a.m. Due to technical problems, the meeting was not called to order until approximately 10:55 a.m. by Mike Cates, Strata Manager.

Registration will be completed remotely, following the meeting.

FirstService Residential BC Ltd. was represented by Mike Cates, Strata Manager and by Linh Doyle, Regional Director

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 18 eligible voters, 6 represents quorum in this instance. At the commencement of the meeting there were 4 eligible voters in attendance and 4 represented by proxy for a total of 8 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated April 24, 2020, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting.

CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held April 15, 2019 as previously circulated.

CARRIED.

PRESIDENT'S REPORT

A thorough report on Council activities over the past year was included in the Notice of Meeting Package. The Council President, Alastair Dunn, briefly reviewed the main points in the report.

INSURANCE REPORT

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is $25,000.00.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and the property is insured for a replacement value of $29,610,000.00, based on information received from the most recent Appraisal.

The Chairperson reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

*****Example*****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

A brief discussion related to insurance followed. The Strata Manager will e-mail additional insurance information to an Owner who had made several enquiries.

CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
BYLAW AMENDMENT – PERMIT ENTRY INTO STRATA LOT

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 1831, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 1831, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 1831, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

By *adding* a new Bylaw 7.(3), to read as follows:

In-Suite Fire Alarm Testing

7.(3) The strata corporation will, on an annual basis arrange, have all fire alarm devices and systems located within every individual strata lot inspected by a qualified technician, the cost of which will be included in the maintenance fees.

(a) Upon a minimum of two weeks advance written notice, each owner, tenant and/or occupant will allow access to their strata lot for such inspection during the time(s) arranged by the strata council. Notice may be posted at the buildings and circulated to each owner, tenant and/or occupant either electronically and/or by hard copy. A landlord is required to inspect, repair and maintain a strata lot in accordance with existing Provincial regulations and it is understood that inspections of this nature are a part of this necessary maintenance. Non-resident owners will communicate this necessity and the mandatory nature of these inspections to their tenants and/or occupants.

(b) For those owners, tenants and/or occupants who fail to provide access to have the fire alarm devices and systems within their strata lot inspected, the strata council will arrange time for another inspection. The proportionate cost for this second inspection may be charged back to each individual strata lot owner who has not provided access.

(c) Owners, tenants and/or occupants who again fail to provide access to have their fire alarm devices and systems inspected on a second scheduled date must arrange for such inspection themselves, at their own expense. The inspection must be done by a qualified fire alarm service technician. The proof of such inspection must be provided to the strata corporation. Failure to provide proof of such annual inspection may result in a fine applied against the strata lot account.

By adding Bylaw #7.(3), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

8 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED**.

CONSIDERATION OF MAJORITY VOTE RESOLUTION
RATIFICATION OF RULES – VEHICLE WASHING

It was moved and seconded to bring the proposed resolution to the floor for discussion. The Majority Vote Resolution – Ratification of Rules reads as follows:

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

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

WHEREAS these new Rules were provided to all Owners both electronically and by mail distribution on November 14, 2019;

BE IT RESOLVED that The Owners, Strata Plan EPS 1831, in person or by proxy at this General Meeting ratify by a majority vote at this general meeting the following Rules:

6. Vehicle Washing

(a) Vehicle washing may be conducted during the period of April 1 through October 31 only.

(b) Vehicle washing may not be done during this period if the weather forecast indicates temperatures of 5 °C. or less.

(c) Vehicle washing may only be conducted on the exterior driveway area (Common Property) immediately in front of the resident's garage.

(d) Vehicle washing may not be conducted within a garage area at any time.

(e) Water must not be left running continuously when washing a vehicle. A hose attachment that will shut off immediately when released is recommended.

(f) Soap and/or cleaning products used must be certified as "environmentally safe" and/or biodegradable, as this water will go directly into the storm sewer system and will bypass the municipal water treatment facilities.

(g) Vehicle washing is not allowed during any period when "Stage 2" or greater water use restrictions are in place by the Metro-Vancouver water authority or the District of West Vancouver. Residents are expected to be aware of and to comply with these restrictions.

(h) A fine of $50.00 per incident may be applied to an Owner's account for the violation of any of these Rules.

As there was no discussion on this resolution, the vote was called immediately. The results were as follows:

8 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED**.

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

The Council President reviewed several of the specific lines in the budget where increases were known or anticipated and discussed these items. After a brief discussion, the vote was called. The results were as follows:

8 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED**.

Owners please note: Strata fees have increased, retroactive to March 1, 2020.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD)**: There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.

2. **Owners Who Pay By Post-Dated Cheques**: Please send in 12 post-dated cheques payable to Strata Plan EPS 1831, as well as any retroactive payment if necessary, as per the attached fee schedule.

3. **Owners Who Pay By E-Banking**: Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation, the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Beverly Curtis

Alastair Dunn

Gary Horvath

Hearing no objections, the above-noted were each declared as elected by a majority vote.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at approximately 11:55 a.m.

CARRIED.

FirstService Residential BC Ltd.

Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 1831

MC/jh

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FIRSTSERVICE OFFERS CONVENIENCE!

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   For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

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TOTAL STRATA FEES	**330,838**
TOTAL INCOME	**330,838**
EXPENSES	
GENERAL EXPENSES	
5005 Administration	1,200
5015 Audit	210
6300 Insurance	83,234
6504 Legal Fees	250
6700 Management Fees	14,844
6705 Miscellaneous	500
TOTAL GENERAL EXPENSES	**100,238**
BUILDING & GROUND EXPENSES	
5010 Alarm Monitoring	5,000
5209 Building Improvement (Security system 2020)	5,000
5705 Electricity	3,300
5909 Fire System	8,500
6001 Garbage Removal	5,000
6513 Landscape - Maintenance	64,000
6517 Landscape - Improvements	5,000
7240 Repair and Maintenance	27,500
7415 Snow Removal	17,500
7850 Water / Sewer	27,300
7855 Window Cleaning	12,500
TOTAL BUILDING & GROUND EXPENSES	**180,600**
9010 Reserve - Contingency Fund	50,000
TOTAL EXPENSES	**330,838**
CURRENT YR NET SURPLUS/(DEFICIT)	**--**
9990 Operating Surplus (Deficit) Balance Forward	12,812
ENDING OP SURPLUS/(DEFICIT)	**12,812**

EPS 1831 - THE TERRACES AT HIGHGROVE

Approved Strata Fee Schedule

Mar 01, 2020 to Feb 28, 2021

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3	2553 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,315.73	838.14
4	2551 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,256.10	800.16
5	2740 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
6	2748 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
7	2539 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,256.10	800.16
8	2537 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,315.73	838.14
9	2533 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,315.73	838.14
10	2531 Highgrove Mews	315	1,288.58	229.42	**1,518.00**	1,252.13	797.61
11	2760 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
12	2768 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
13	2519 Highgrove Mews	315	1,288.58	229.42	**1,518.00**	1,252.13	797.61
14	2517 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,315.73	838.14
15	2513 Highgrove Mews	331	1,354.04	241.07	**1,595.11**	1,315.73	838.14
16	2511 Highgrove Mews	316	1,292.67	230.15	**1,522.82**	1,256.10	800.16
17	2780 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
18	2786 Highgrove Place	307	1,255.86	223.59	**1,479.45**	1,220.33	777.36
		5,721	23,403.15	4,166.67	**27,569.82**	22,741.05	14,486.31
Total Annual Strata Fees (x 12 months) =					**330,837.84**	272,892.60	

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*