



LITTLE QUALICUM RIVER VILLAGE VIS 4673

Regular Council Meeting

Date: 2021 October 07, at 6:30 pm

Location: Lighthouse Community Centre, 240 Lions Way, Qualicum Beach

Approved Minutes

Present – Strata Council

President	SL210 Dana Mellway
Vice President	SL004 Denise Monjo
Secretary	SL158 Rick Santa
Treasurer	SL187 Jim Turner
Councilors	SL147 Shawn James SL082 David Spinks SL040 Ev Michor

1. Call to order: The council meeting was called to order at 6:31 PM.
2. Determine if there is a quorum: Based on Strata Bylaws, with 7 members, 4 members constitute a quorum. There being 7 present, a quorum was established.
3. The President to chair the meeting.
4. Approve the agenda: The Secretary made a motion to approve the agenda. Seconded by Treasurer. Carried.
5. Approval of the last Council meeting minutes of 2021 September 30. SL147 made a motion to approve the minutes as presented. SL082 seconded. Carried.
6. Report from the President
 - i. Council Members/quorum - . Ava Greetham, Councilor, resigned as of 2021 Oct 01. With Council now down to 7, a quorum of 4 is required according to Strata bylaws.
 - ii. Mailboxes/locks – charges are below the Strata cost and we have conflicting information between past Resolution and Bylaws. A legal opinion will be needed.
7. Report from the Treasurer: Insurance update, renewal date October 31st.
 - i. The Treasurer has been in discussions with an insurance broker and they are still working on it.
 - ii. Edward Jones – needing a change authorization

- iii. CCCU – In order to update authorized signatures, CCCU needs two previous signatory to sign off.
8. Report from the Secretary:
- i. Email and Correspondence Tasks – the Secretary has taken on additional duties filling in for our electronic records volunteer during his absence. He noted that this work, which was part of the previous administrative assistant’s employment, is very time consuming. Certain time sensitive responses are unable to be met.
 - ii. Welcome Package has been revised and now ready for uploading to our website.
 - iii. Secretary sent out request to volunteers who signed up at the SGM. Help needed is for AGM, water meter reading and/or clicker disbursement. He received 10 replies. He really appreciated all those willing to help. Any more thinking about assisting, please send a note to rick.s.vis4673@gmail.com.
9. Report from DRC committee
- i. Update on septic fields and any shortfalls: SL040 and SL082 to attend on Wednesday when Roto Rooter to complete pumping at Mountainview Park. Maintenance of lot septic to be considered for a potential bylaw update.
 - ii. Well 24 hookup - Well 13 to be fixed and once done, will look at the well 24 connection.
 - iii. Telus Update – Drops and connections being done. Anyone who might be missed and wants the service, could email them directly to ensure no interruption. Startup package deals are enticing and once the promotional period is done, costs are expected to be higher.
10. Business Arising from the previous minutes
- i. Updates:
 - a) Auditor: MNP has been hired. Initial list of questions and required document has been provided
 - b) Year End Accountant: SL004 reports that one declined due to conflict of interest. Pursuing with other firms
 - c) Bookkeeper: an external bookkeeper is updating the accounting
 - d) Strata Management: Vice President would like to have an open house for owners to meet and discuss with two property management companies. SL040 to check hall availability.
 - ii. Bids for Tender
 - a) Road maintenance: Difficulty in getting RFPs. President following up.

- b) Snow removal: RFPs have gone out and pending responses.
 - c) Storage Units report – A report was presented to outline the findings from different reliable sources. The report highlights that corrective measures are required.
Next steps were highlighted. We are getting quotes for the initial assessment and options to resolve the issues.
 - d) Surveillance Cameras at garbage and storage units – no report.
 - e) Water Meter Readings – Some meters need reading to verify for accuracy. Volunteers to be contacted to assist.
- iii. Previous Business
- a) AGM preparation – December 4 - 2021
COVID requirements and suggestions from CHOA. As Council expects more than 50 attendees, all must be fully vaccinated and wear proper masking.
Please Note: with provincial health regulations ever changing, an in-person AGM is not guaranteed. Telus Pure Fiber is in the village, and we strongly recommend owners take advantage of the prepaid fiber drop per 2019 AGM, to your home.
 - b) Budget: Vice President working on it, quotes for next year's projects are required.
 - c) Need for volunteers – Secretary gave Vice President a list of volunteers willing to help. She will follow up with them. Other volunteers more than welcome.

11. New Business: In Camera session to discuss legal issues. Started at 9:35 PM. Concluded at 10:00 PM.

12. Correspondence:

- i. M. Premont, Forms B & F for SL246 referred to Treasurer
- ii. Munroe & Company, Forms B & F referred to Treasurer
- iii. All Points Law, SL160 referred to Treasurer
- iv. Mailed Notice of SGM of August 21.2021 to the owners of SL237 was returned due to them moving.

13. Any Other Business: None

14. Next Council Meeting:

2021 October 21 at 6:30 PM at the Lighthouse Community Centre

15. Adjournment: There being no further business, President made a motion to adjourn the meeting at 10:11 PM. Seconded by Vice-President. Carried.

Review of Upgrading Existing Storage Sheds on LQRV Properties for LQRV Strata Council

Author: John Sampson, Specifications Consultant

Date: 6 October 2021

Origin of Requirement for Upgrading:

- Depreciation Report prepared by RDH, dated June 7, 2021
- E-mail correspondence from Kari Miller of RDN (Regional District of Nanaimo - building code authority) on 21 Dec 2020

Objective: Upgrade storage sheds to comply with BC building code requirements including to repairs due to weather damage, structural and any architectural detailing, to bring building to serviceable quality and provide required life span.

Description of Storage Shed Buildings: Existing storage units (12 x 24 x 11 feet high) built back-to-back and side-by-side in various combinations, and comprising six separate blocks (see attachments), 286 units in total, located on two sites. Each unit is assigned to an owner of a strata lot. Single-storey wood-framed construction, concrete foundations, and metal panel roofs; some units have doors of various designs and construction.

Background:

- The sheds are approximately 22 years old and according to the Depreciation Report:
 - page 5, Table 3.3: *"Storage sheds require replacement. Their current condition should be considered a life safety and access denied"*.
 - page 10, Article 6: *"The funding models in the following sub-sections include an allowance of \$5,500,000 for the replacement of the storage sheds. That allowance is not based on a confirmed scope of work from the strata owners or contractor pricing based on engineered drawings and specifications. The allowance should be reconfirmed when more information is available"*.
- Site Inspections: Sotola Engineering on February 8, 2019; RDH in February 2021. Findings are included in their reports including high wind pressure, seismic, snow loads and other structural deficiencies
 - Load Bearing Stud Walls: These are structurally inadequate and need to be doubled up, however where walls have been sheathed in open units they are subject to wind loads and require larger sized studs
 - Lateral Loads (Wind and Seismic): Walls between units are not adequate; shear wall lengths need increasing
 - Foundations: Inadequately sized, reinforcing steel needs verifying. If left as existing, could result in distressing the building, eg: roof sagging and leaking, damage to weathertightness of cladding
- Many storage units are vacant according to the Depreciation Report. Some without doors have been exposed to weather and are badly deteriorated.

Review of Upgrading Existing Storage Sheds on LQRV Properties for LQRV Strata Council

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- The Depreciation Report's referenced engineering report indicates the storage units were built without a building permit as RDN did not have jurisdiction in this area at the time of construction.
- According to LQRV files, LQRV received an e-mail from Kari Miller of RDN on 21 Dec 2020 noting several storage units have been altered and enclosed after 2011 and require building permits. No proof of when these alterations were executed is provided or is known by the Author. RDN is requiring permits for these alterations. Note: For the unaltered storage units no reference is made in the e-mail to a requirement for a building permit
- This review was requested as a follow up to the Council having flagged this as an action item on its agenda after receiving the Depreciation Report earlier in 2021.

Next Steps:

- Engage a qualified professionals to provide the following:
 - An assessment of structural and architectural deficiencies from a building code consultant or structural engineer
 - Provide various construction options, estimated costs and recommendations for approval; some example options are indicated below
 - Provide construction documents including bidding documents. Identify construction costs. Include for site inspections during construction.
- - Execute bidding process including review and recommendations, cost revisions, and revisions to construction documents
- Structural documents to be stamped by structural engineer licensed in BC
- Engage prequalified general contractor to execute construction and apply for required building permits. Names of contractors will be sought after the construction documents professional is on board.

Condition Assessment Consultants: Companies providing design, construction documents and site inspections as a package of services are tagged *

- *Herold Engineering Ltd, Nanaimo. Lee Rowley 250-751-8558, lrowley@heroldengineering.com
- *Morrison Hershfield Ltd, Nanaimo. Henning White, 780-902-5860, hwhite@morrisonhershfield.ca
- *RDH Building Science Inc, Courtenay, Daniel Calero 250-703-4753 x33, dcalero@rdh.com or Harvey Goodman 250-703-4753 x22, hgoodman@rdh.com. Authors of DP referenced in this report. Waiting return call
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Review of Upgrading Existing Storage Sheds on LQRV Properties for LQRV Strata Council

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- Celerity Engineering, Victoria. Stefan Germann, 250-410-2021, sgermann@celerity.ca. *Assessment only*
- Sotola Engineering, Nanaimo. Ludek Sotola, 250-751-0433, sotola@shaw.ca. Submitted first structural report referenced in this report. *Waiting return call and return e-mail*
- GHJ Consultants Ltd, Vancouver. Frankie Victor, 604-689-4449. *Waiting return call, busy sch*
- Opus Engineering Ltd, Nanaimo. Edward Smith, 250-758-1893, eds@opuseng.ca

Suggested Upgrade Options: The following are suggestions covering basic requirements for upgrading. Each can be further revised to suit budget and other constraints.

- Option 1: Demolish and rebuild. Removal structure above grade. Reinforce and resize foundations. Use weatherproof design to increase life span. Consider adding grade slab in each unit. All units provided with doors. A ball park cost of \$5.5M (approx. \$19.4K per strata lot) for a rebuild is indicated in the Depreciation Report but would need further clarification by the engaged professional
 - Use of prefabricated construction may decrease costs
- Option 2: Repair existing construction – replace deteriorated framing and sheathing, repair leaking metal roofing. Reinforce and resize foundations. Reinforce existing structure for wind and seismic loads. Full cover dividing walls between units with plywood. Weatherproof exterior walls and eaves – add sheet weather barrier and flashings to increase life span. Provide overhead doors at open units. Cost to the Strata be determined.
- Option 3: Demolish entire building above foundations, regrade. Dispose of material legally. Allow each Strata lot to use area in another way. Cost to the Strata to be determined
 - Option: If the Strata is allowed, Individual Owners could build a structure within their space under their own investigations and costs, and will require Strata approvals (bylaw?) and building permits.

Attachments:

- Extracts from RDH Depreciation Report; p5, p10
- Sotola Engineering Report – “STORAGE BUILDINGS, 1773 Qualicum Road, Qualicum,” dated April 4, 2019
- Storage Units Layout and Location Plans
- E-mail correspondence from Kari Miller of RDN dated 21 Dec 2020

END OF REPORT

EXTRACTS Pages 5 and 10
Storage sheds observations and
Funding Models



To: The Owners, Strata Plan VIS4673
c/o Trish Curtin
Strata Plan VIS4673
1773 Country Road
Qualicum Beach BC V9K 2S3

Site Visit: February
Report Submitted: June 7, 2021 by
RDH Building Science Inc.
730 Grant Avenue #208
Courtenay BC V9N 2T3

On March 30 2020, one representative of RDH Building Science Inc. visited the site to visually review the Assets. While the Depreciation Report does not constitute a maintenance review or condition assessment, some observations regarding the general condition, design and construction of the Assets were made as part of the visual review as well as the document review. These observations were used to determine a reasonable estimated remaining service life of various assets. Table 3.3 includes examples of some observations made during the review.

TABLE 3.3 OBSERVATIONS BY SYSTEM	
SYSTEM	OBSERVATION
Mechanical	→ Review septic system. Upgrading may be required.
Fire Safety	→ Review fire suppression tanks. Recoating may be required.
Site work	<ul style="list-style-type: none"> → Review underground sanitary system. Upgrading may be required. → Review water supply system. Upgrading may be required. → Storage sheds require replacement. Their current condition should be considered a life safety issue and access denied.

3.2 Financial Assessment

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

- The opening balance in the *Contingency Reserve Fund (CRF)*.
- The estimated value of capital expenditures expressed in *Current Year Dollars (CYD)*.
- The estimated future value of capital expenditures expressed in *Future Year Dollars (FYD)*. These costs are calculated by applying an inflation rate (2.5% per year) to the current costs.

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

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

TABLE 3.4 KEY FINANCIAL PARAMETERS	
PARAMETER	INITIAL STUDY (2020)
Fiscal year end	31 October
Reproduction cost	\$7,049,400
Operating budget (excluding CRF contribution)	\$500,000
Annual CRF contribution (2019-2020 fiscal year)	\$28,400
2019/2020 CRF Opening Balance (November 1, 2019)	\$735,038

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

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

Please note:

- The funding models in the following sub-sections include an allowance of \$5,500,000 for the replacement of the storage sheds. That allowance is not based on a confirmed scope of work from the strata owners or contractor pricing based on engineered drawings and specifications. The allowance should be reconfirmed when more information is available.
- The funding models in shown in Subsections 6.1 through 6.6 do not reflect the special assessment that the strata council intends to present to the owners in 2021 to specifically fund the replacement of the storage sheds. The funding models shown in Subsection 6.7 present a combination alternate model that reflects the storage shed special assessment.

6.1 Minimum Funding Requirements

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

TABLE 6.1 MINIMUM FUNDING REQUIREMENT CALCULATION	
PARAMETER	VALUE
2019/2020 operating budget (excluding CRF contribution)	\$ 500,000
→ 25% of the operating budget	\$ 125,000
→ 10% of the operating budget	\$ 50,000
2018/2019 CRF closing balance	\$ 735,038
2019/2020 CRF Contribution	\$ 28,400
Will the CRF closing balance exceed 25% of the operating budget at the end of the fiscal year?	Yes
Does the CRF contribution exceed 10% of the operating budget?	No

As the CRF closing balance exceeds the minimum requirement of the Regulations, the strata was in compliance with the Regulations at the end of its 2018/2019 fiscal year.

6.2 Funding Scenario Comparison

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

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

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



April 4, 2019

Belfor Property Restoration
2301 McCullough Road,
Nanaimo, B.C.
V9S 4M9

Attn: Cam Wilson

Re: STORAGE BUILDINGS
1773 Qualicum Road, Qualicum

Sotola Engineering Inc. was retained to review the structural damage to the storage buildings at the above address. The damage was caused by high winds. A site inspection was done on February 6, 2019.

DESCRIPTION

The storage area is comprised of five buildings, varying in size, with the one inspected measuring approx 48 ft x 435 ft in plan dimensions, and 11 feet tall. The building is comprised of 12 ft x 24 ft storage rooms back-to-back, with approx 35 units side-by-side.

The buildings are wood-framed with a concrete footings. Framing consists of 2x10 roof joists at 24" c/c spanning in the 12 ft direction and supported by 2x4 at 24" stud wall. The footings consist of concrete strips varying in size, but commonly 10" x 6" in size with a 6" curb on top. The footing size is considerably smaller than required by the BC Building Code

Some units are occupied but a large number of them are vacant and the exterior door or wall has not been installed. In these cases, the supporting walls are exposed to the elements without protection. These walls between the units are exposed to weather and are badly deteriorated.

COMMENTS AND STRUTURAL ANALYSIS

These building have been built without a Building permit as the RDN did no have jurisdiction in this area at the time of construction. However, this still means that any building built needs to meet the BC Building Code at the time of construction.

The BC Building Code is split up into two separate sections. Part 9, which deals with smaller buildings and has less stringent structural requirements, and Part 4, which is intended for larger buildings. For Part 4 buildings, higher snow loads, full wind and seismic loads are used for design. The foot-print area that separates these two sections is approx 6000 sq. ft. Since these buildings are approx. 20,000 sq ft in plan area, they fall under Part 4.

Since these buildings have large openings, due to the unfinished and unoccupied state of the units, the wind load is doubled, and more importantly, the uplift on the roof is 2.7 times higher than if the buildings had a closed exterior wall.

Many of the walls are bare studs with blocking at mid-height with no sheathing.

ANALYSIS / REPAIR RECOMMENDATIONS

There are some options as to how to proceed with reconstruction. Construction drawings will be prepared once these decisions have been finalized.

EXTERIOR OF BUILDING

The building is in an unfinished state. The choice is as follows:

1. Install exterior walls or doors to finish the building. The advantage of this is that it would protect the interior of the building from weather and decrease the wind load uplift on the roof system.
2. Leave the building open as-is. This would mean that the exposed stud walls would need to be protected from weather as an exterior wall. This would entail sheathing, paper and cladding. This would also entail adding hurricane clips to the roof joists and adding in hold-down anchors to the foundation.

LOAD-BEARING STUDS

The 2x4 stud walls load-bearing stud walls are structurally inadequate. For snow loads the studs need to be doubled-up. This is further complicated if the building is left with large openings, and some walls sheathed. The sheathed walls are now subject to wind loads, which means the walls will need to be 2x6 studs at 16" c/c.

LATERAL LOADS

In order for the buildings to meet the BC Building Code requirements, the building will need to withstand full seismic and wind loads. Presently, there are inadequate number of shearwalls. Each load-bearing wall between the units will need a section built as a shearwall. This will entail, sheathing with OSB, blocking, nailing and installing hold-down anchors and hurricane clips. The length of shearwall in each wall would be about 4 to 6 ft long, depending on the foundation size.

FOUNDATIONS

The minimum size of foundations required are 8" x 16" with a 6" wall on top. From grade to the underside of footing is 18" minimum. These footings are considerably smaller than required.

the footings have not been checked for reinforcing steel.

The Footings can be left-as-is as long as there is understanding that they might not perform as well as if they met the code requirements, and some differential settlement might occur which might distress the building.

One complication with the footing is that the shearwalls mentioned above will have an uplift load at the ends, and the foundations do not provide the necessary weight to prevent uplift. This can be alleviated by one of the following options. 1. Install a new footing under each end of each shearwall and connect to the existing concrete. 2. Increase the length of the shearwalls until uplift is minimal. this would entail building the shearwall approx 8 ft long.

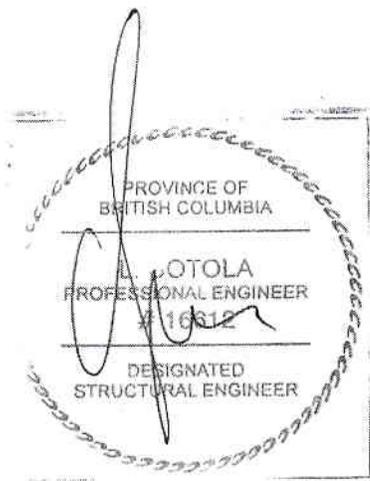
CONCLUSIONS

Once this report has been reviewed and decisions made as to which way this will proceed, we can prepare repair drawings for reconstruction.

If you have further questions regarding this report, or if further damage is observed during reconstruction, contact the undersigned.

Ludek Sotola, P.Eng, Struct.Eng.

19-057



RE: Little Qualicum River Village

1 message

Miller, Kari <KMiller@rdn.bc.ca>

21 December 2020 at 14:40

To: Strata Council VIS4673 <vis4673@gmail.com>

Cc: Planning Email <planning@rdn.bc.ca>, "Building, Email" <Building@rdn.bc.ca>

Hello Trish,

Thank you for your response in regards to our letter. There structures on the Common Property that have been built/alterd after 2011 without permits.

1. The bridge – you stated that the bridge was built in 2015 with the necessary permits. According to our records, there are no building permit or development permits for bridge. The strata must now obtain these permits.
2. The storage units –several units have been altered and enclosed after 2011. There may be a couple options to remedy this and the strata will need to decide how to proceed:
 - a. Apply for and obtain the required permits (building permits and possibly development permits)
 - b. Remove the enclosures (may require demo permit and possibly development permits)
 - c. Remove the storage units and rebuild the units (will require demo permits, building permits and possibly development permits)

The requirement for Development permits for the above must be confirmed by the planning department.

Please find the website with information on obtaining a building permit:

<https://www.rdn.bc.ca/applying-for-a-building-permit>. After reviewing the site and the requirements, if you have any questions about this process, you can contact the building department at 250-390-6530 or building@rdn.bc.ca.

There are several documents required for the permit application. An important document to obtain first is the Preliminary Planning Review Form, this form will be completed by a