

Trinity Place

LMS 2833

Remedial Project

(Proposed)

Information

Prepared by: John Williamson,

Project Manager.

John Williamson Inc.

Dated 8th September, 2011

Introduction

The Owners of the Strata Corporation engaged the services of RDH Building Engineering Ltd. for the purpose of preparing a Building Condition Assessment report. The report set out a number of findings which identified a requirement for repairs to the building envelope. The report, upon receipt was reviewed by the members of the Strata Council and subsequently by the said Owners. The report also set out recommendations for repairs and the proposed budget for the said repairs.

At a SGM convened on February 17th 2011 the Owners approved a resolution to proceed as follows:

BE IT THEREFORE RESOLVED THAT *The Owners, Strata Plan LMS 2833, hereby agree to the retention of Trow Associates as the technical and engineering consultant to complete the preconstruction phase for building exterior repairs. Trow shall complete the development of the repair design, prepare construction documents, obtain and summarize repair proposals and other administrative functions that may be required. A budget of \$44,352.00 is established for the work. This cost shall be paid for by the approval of a special levy in the amount of \$44,352.00, due by the owners of record as at February 17, 2011, and payable in two equal instalments on March 1 and April 1, 2011, as per unit entitlement and the attached schedule of special levy.*

John Williamson Inc. (JWI) was engaged on behalf of the Owners as the project manager for the remedial work commencing on August 11th with the opening of the tenders for the work. Subsequently, a number of meetings involving the Council/Strata Manager and exp.Services have occurred with the result that the Strata Council approved the convening of (a) Information meeting on September 21st and (b) a Special General Meeting on September 29th, both meetings to be convened in the Amenities room at Trinity Place.

Schedule of Events

Information Meeting

In attendance at the information meeting will be, the Project Manager and a representative from exp. Services Inc. (exp.) to present an overview as to the various aspects of the repair process and how it will impact on the individual suites and the building in general . They will at that time answer questions relating to the proposed work in an effort to allow for the Owners to prepare to respond to the resolutions presented for consideration at the SGM.

Special General Meeting

The SGM will see the presentation of Resolutions to the Owners for their consideration and, if deemed to be appropriate, approved, so allowing the remedial work to commence.

There are a number of steps which require to be followed prior to the actual work commencing at the building and also there is a methodology of approach to completing the work. The following is an outline of these steps however, it is not all inclusive. A from time to time owners may see some change during the actual progress of the work.

The Project

Step 1

The Strata Council upon passing of the resolutions by the owners at the SGM will direct the Project Manager as to the Award of the Work to the successful bidder. Please note that a Tender Review was prepared by Dino Chies P. Eng. (exp.) the Engineer of Record for the remedial work and this document has been reviewed by the Council. At the time this report was being prepared, members of the Strata Council were in the process for reviewing the references provided by the lowest bidder.

Step 2

The Project Manager will advise the exp. to issue the formal Award of Contract to the successful bidder. In conjunction with this action (a) the proposals from Third Party Warranty companies will be presented for consideration, (Council will determine the award based on the proposals submitted) (b) the necessary documentation will be forwarded to the (with the appropriate fees) to the Homeowners' Protection office and (c) an application to the City of Vancouver for the issuance of a Building Permit which, is already being processed will be confirmed.

Step 3

Site set up will commence within generally two to three weeks following the notification of the award to the Contractor. The set up commences with a onsite meeting involving the Engineer and his staff, the Contractor and his Site Superintendent assign to the project and the Project Manager and a representative of the Council, if required for assistance with some additional information. The first activity which owners will observe is the contractor setting up his office and storage facilities and he will have worked with the City of Vancouver's Engineering and Bye-Law departments with regards to the setting up of his site office and storage facilities on city property and have gained the required permits.

The Project Manager will also liaise with the Strata Manager to ensure that the landscaping contractor is made aware of the project's commencement and its impact on the landscaping. It is worth noting that with the work entailed in the envelope rehabilitation will require the erection of scaffolding and members of the work force undertaking various activities in close proximity to the building. Therefore damage will occur to plant material. An allowance has been incorporated within the budget for the rehabilitation of the landscaping. Any damages which should not have occurred will be back charged to the Contractor.

Step 3

Immediately following confirmation of the actual work a notice will be posted on the notice board which is located at the entrance door at the parkade requesting owners to remove all items from their balconies and patios and place them in storage. It should be noted that gas cylinders associated with barbeques (whether they contain gas or have been vented) are

required to be removed from the building and cannot be stored within the confines of the structure. Fire departments frown on attempts to store such items within buildings.

It is anticipated that the contractor will be on the site for approximately six to seven months. At this time, it is impossible to provide a definitive answer as to the time required to complete the work.

When there is a requirement to provide individual owners with information specific to their suite, these notices will be hand delivered. It is important for owners to be aware that access notices will be delivered seventy two hours in advance for work at the suite which requires the contractor to gain access. Where work on exterior walls is being done, owners will be advised as to removing wall hangings and where windows are being replaced etcetera drapes and blinds will require to be removed. **Appendix A** sets out the suites where various components of the building envelope are being rehabilitated i.e. windows and doors. Please take the opportunity to familiarize yourself with this list so that when you receive a notice from the contractor indicating work at your suite, you can be prepared.

Step 4

Immediately prior to the contractor commencing work on the east wall, the suites in this area will be visited by the contractor for the purposes of reviewing the exterior walls and documenting pre-existing conditions. The purpose of this exercise is to ensure that any claims for damages following the work can be properly assessed by the Engineer.

Suite access at various times will be required as the work progresses and the contractor is required to provide seventy two hours notice of his intent requiring access. The contractor will deliver these to the suites. No deliveries of these notices will occur on a Friday.

Step 5

As the work progresses on the building's exterior, the contractor will commence any interior repairs which have occurred as a result of collateral damage (please refer to step 4).

Step 6

Owners will receive Deficiency Questionnaires relevant to any damages which have occurred to their suites. It is important for the completion of these questionnaires as once the Contractor has left the site at the completion of the project, it will be difficult to coordinate him returning.

Step 7

The Contractor will call for Substantial Completion of the project and a set of protocols involving the Engineer and his team, the project manager and the Contractor. More on this aspect of the project latter.

Step 8

The final phase of the project includes the Contractor removing his staff and equipment from the site and rehabilitating the work area.

General Notices

Once per month, an updated schedule will be posted on the Notice Board for the purpose of ensuring timely information to homeowners.

Please continue to refer to the notice board on a regular basis for general information.

* A monthly report will be prepared and submitted to the Strata Council as to the work in progress.

Please check the notice board on a regular basis.

Site Protocols

Work/Safe B.C. (WCB) Regulations will be enforced at all time. These regulations include the requirement for all members of the work force to wear the appropriate safety equipment, non project persons refraining from entering the immediate work site and also no unauthorized access to the scaffolding or balconies undergoing repairs.

Staff from exp. and JWI will be on the site on a regular basis to review the work in progress. JWI will ensure that the contractor is meeting his schedule and that sufficient staff are provided to meet the schedule. Also, regular reviews will ensure that the site safety requirements are being adhered to. The technical staff from exp. are charged with reviewing the work in progress including assessing any deteriorated conditions, directing the contractor as to the approved repairs required prior to them being commenced and review all work completed for the purpose identifying any deficiencies and ensuring that these are corrected.

It is anticipated that the contractor will be on the site for approximately six to seven months. At this time, it is impossible to provide a definitive answer as to the time required to complete the work.

* Contact between the Contractor and individual owners is not considered appropriate except in an emergency situation. Normal contacts on behalf of Owners will be made via the Project Manager. Any complaints as to the work in progress or with regards to the work force are to be directed to the Project Manager who will address these accordingly.

Site Construction meeting involving the project team will generally occur every two weeks. These meeting will address such matters as project progress, technical issues and matters raised by owners to the Project Manager. These meetings are confined to the project team and as stated are technical in nature.

Hydro utilization may occur during the period in which the contractor is working patios and decks and there will be a need to connect to your service. The cost of this use is minimal and normally would be less than \$1 per suite. This cost is based on calculations made by engineers involved in this type of work.

It is also advisable for owners where deck and patio work is occurring to power off their computers during the actual work day as it has been observed in the past that the electrical circuits in home are loaded to near capacity and this could result in power outages/surges when electrical equipment is being used.

No misconduct will be tolerated from the various personnel on the site. This includes but is not limited to foul and abusive language, discourtesy and improper clothing.

Questions and Answers

- **How long will the contractor be at the building?**

It is anticipated that the contractor will be on the site for approximately six to seven months. At this time, it is impossible to provide a definitive answer as to the time required to complete the work.

- **Where will the contractor commence the repairs and can he commence at my unit or/ complete the repairs at my suite last?**

The contractor will determine at which part of the building the repairs will commence and while it is his decision to make, consultations with the exp. and the Project Manager will occur. Therefore, the work will proceed sequentially. A notice will be posted referencing the date and time he will be commencing work on the building.

- **I intend to away from the building and out of town for vacations and other reasons during the work. Will the contractor work around my area?**

No, the schedule set down for the work will require to be met by all parties. Should you be leaving town, it is most important that you check the posted schedule of work and if you find that work at your suite is scheduled, please arrange access as required through a family member, friend or neighbour. Please advise the Project Manager of absences so that we have a contact number apropos suite access.

- **Can I still use my patio or deck during the work period?**

During the period when work is occurring on your patio or deck, access to these areas will be restricted. Also where scaffolding is erected, no access to the scaffolding will be permitted. You are also not covered by WorkSafe B.C. for any injuries sustained.

At any time during the project, when the work force has left the site and you observe anyone on the scaffolding, please immediately contact the City of Vancouver Police Department.

- **What are the Contractor's hours of work?**

*The Contractor's hours of work are determined within the **City of Vancouver NOISE BYLAW 6555**. As we are moving into a period of shortened days, the hours of work will probably extend from 8 a.m. to 4 p.m. Monday to Friday excluding Statutory Holidays. In general terms, Contractors do not work on Saturdays however; they have the right under the BYLAW to do so. Saturday work occasionally occurs if the Contractor's schedule has been delayed due to such matters as inclement weather, Appendix B sets out the City BYLAW.*

- **Will all the workmen have keys to the building, if not who will?**

The contractor will be issued two keys to the building for his use and in general terms he will issue them to the Site Superintendent. Who, in turn will issue them as required to his staff. The Contractor is bonded and as a result, is responsible for the conduct of his workers.

Should any of these keys be lost, the Contractor will be required to report them missing to the Project Manager. The Contractor will be held responsible for the rekeying of the building.

- **Who do I contact if I have a problem?**

All matters relating to the project should be referred to the Project manager in the first instance. The exception to this is as follows;

- 1) *All matters relating to the non construction business of the Strata Corporation*

As is the normal procedure, be referred to your Strata Manager at Strataco Management Ltd.

Tel. 604-294-4141 Fax. 604-294-8956

- 2) The Project Manager can be reached at

Tel. 604 - 942- 2434

Fax 604 - 942- 2434

Email; johnwilliamson@telus.net

SCOPE OF WORK

- Replacement of the existing cladding of the exterior wall assembly with new rain screen cladding assemblies in the east elevation of the building including the replacement of the doors and windows within the re-clad area.
- Replacement of the existing urethane deck membrane and deck sheathing with new urethane deck membrane and plywood deck sheathing at all balcony decks. The scope of work includes replacement of existing Stucco soffit with new vinyl soffit.
- Replacement of the existing deck membrane and deck sheathing with new 2-ply SBS roof membrane and pavers over shims at the second floor roof decks over living space.
- Replacement of the exposed and semi-exposed existing wood swing doors with new vinyl swing doors at all elevations on Level 3 and 4.

LIST OF SUITES RECEIVING NEW SWING DOORS

- Suite 207 – 1 (included in the exterior wall rehab)
- Suite 302 – 1
- Suite 303 – 1
- Suite 304 – 2
- Suite 305 – 2
- Suite 307 – 1 (included in the exterior wall rehab)
- Suite 401 – 2
- Suite 402 – 2
- Suite 403 – 1
- Suite 404 – 2
- Suite 405 – 2
- Suite 406 – 2
- Amenity Area – 1 door

LIST OF SUITES RECEIVING NEW WINDOWS

- Suite 206 – 4 (1 short window with no operable)
- Suite 207 – 1
- Suite 306 – 4 (1 short window with no operable)
- Suite 307 – 1
- Suite 405 – 1

Note: All windows are part of exterior wall rehab.

DESCRIPTION OF NEW MEMBRANE ON BALCONIES

- The new balcony deck membrane is a cold liquid applied urethane based waterproofing membrane (similar to the existing) that will be installed over the replaced new plywood deck sheathing in two coats. The total thickness of the membrane is approximately 45 dry mils. A reinforcing fabric is used at corners, transitions and joints in the deck assembly, as required.
- To alleviate the current water stagnation and staining problems along the drain channels at the edge of the balcony decks, we have designed to slope the balcony deck from all directions to the drain slot. An overflow scupper (not existing) is being added in addition to the existing drain slot.

Appendix B

City of Vancouver Noise

BYLAW 6555

Information Notice for Residential and Commercial Construction Work

NOISE CONTROL BYLAW 6555

Information Notice for Residential and Commercial Construction Work

How does the By-law define "construction"?

"Construction" includes the erection, alteration, repair, relocation, dismantling, demolition and removal of a building, structural maintenance, painting, land clearing, earth moving, grading, excavating, the laying of pipe and conduit (whether above or below ground level), street building, concreting and the installation, alteration or removal of construction equipment, components and materials in any form or for any purpose, and includes any work being done in connection therewith"

What are the allowed "hours of construction noise"?

On Private Property:

Monday to Friday: 7:30 am to 8:00 pm

Saturday: 10:00 am to 8:00 pm

NO construction noise permitted on Sundays and Holidays.

On City Streets/lanes/boulevards:

Monday to Saturday: 7:00 am to 8:00 pm

Sundays and Holidays: 10:00 am to 8:00 pm

Is construction noise permitted outside the allowed hours as stated above?

No, unless an exception to carry on work outside the allowed hours has been granted.

Updated Aug. 13/2010

City Hall 453 West 12th Avenue Vancouver BC V5Y 1V4 vancouver.ca
Noise Information Line tel: 3-1-1 fax: 604.873.7100