

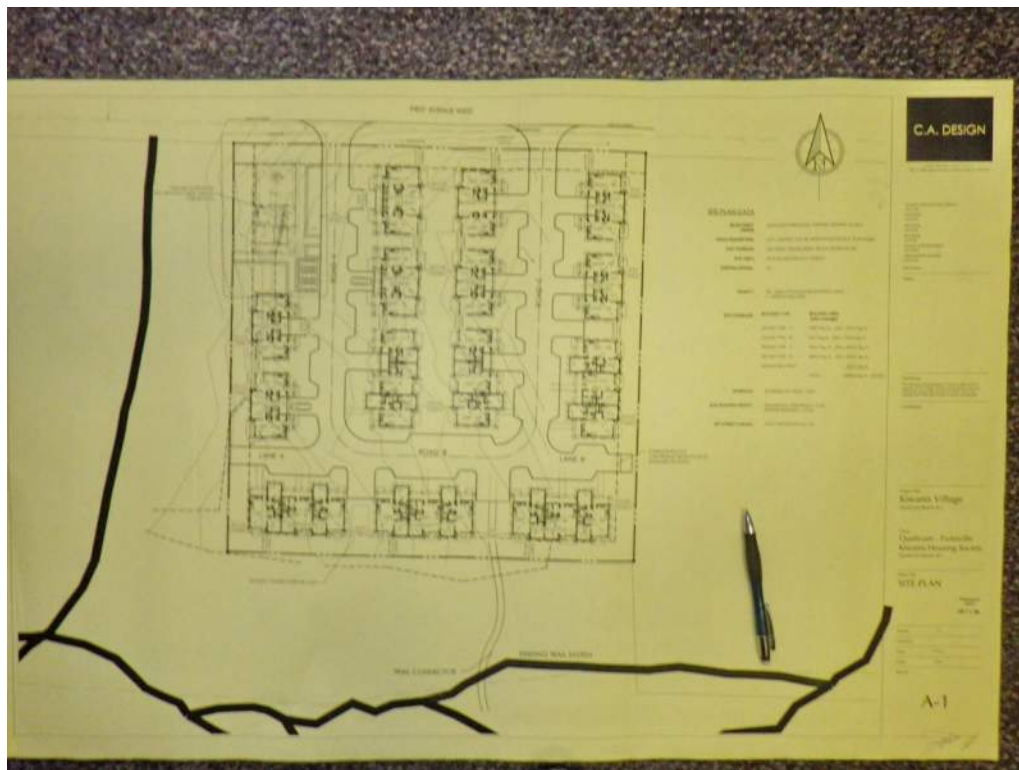


Older Strata's Advice To  
Younger Stratas

**RDIH** BUILDING  
SCIENCE

# Design Drawings

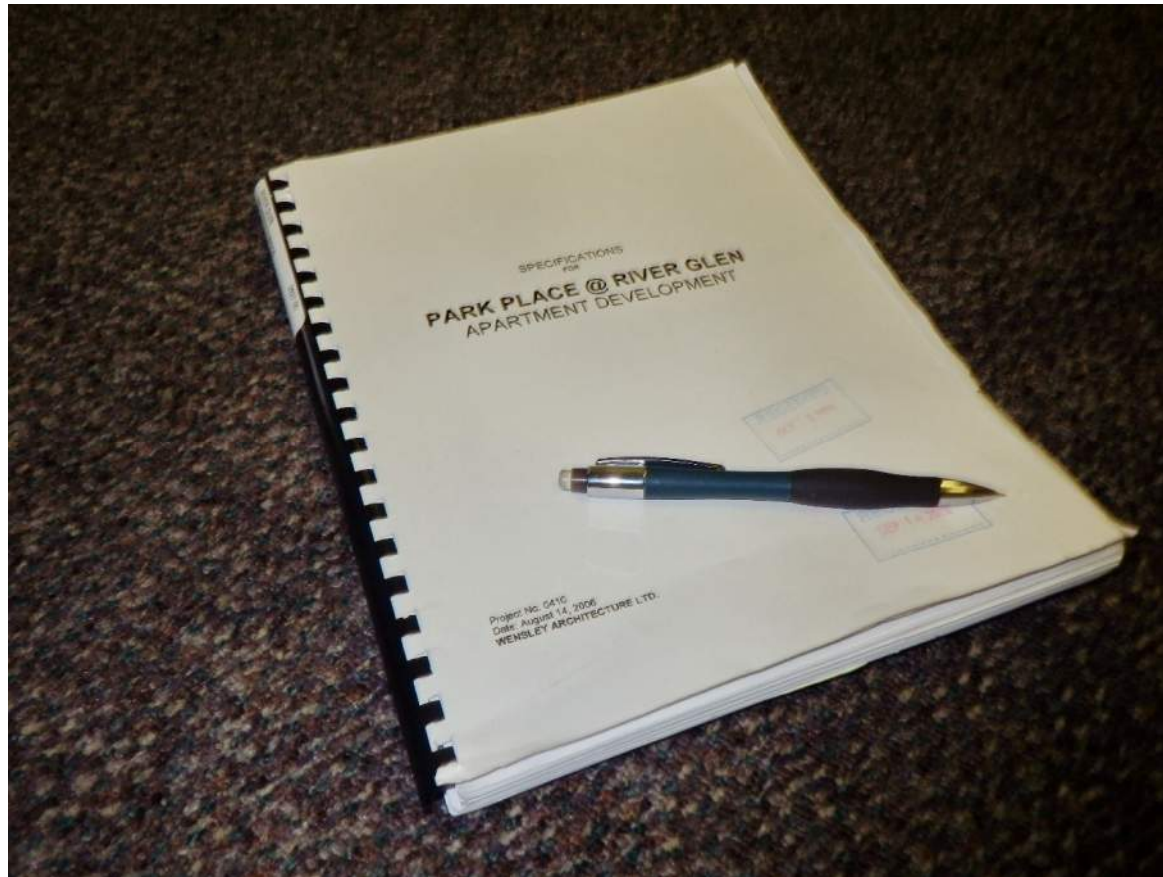
- The original design drawings describe your building.
- They typically include sets of architectural, structural, mechanical, electrical, fire suppression, civil, landscape drawings, and irrigation drawings.



- The design drawings will be extremely useful, and save you money, if they are available.
- Unlike hard copy format (paper, they won't be lost, ripped, or otherwise obscured if in digital format.
- They will be used to:
  - Solve problems.
  - Get better pricing on renewals, repairs, and depreciation reports.
  - Make better projections in depreciation reports.

# Specifications

- The specifications are typically letter size documents that include descriptions of the materials and equipment in your building.

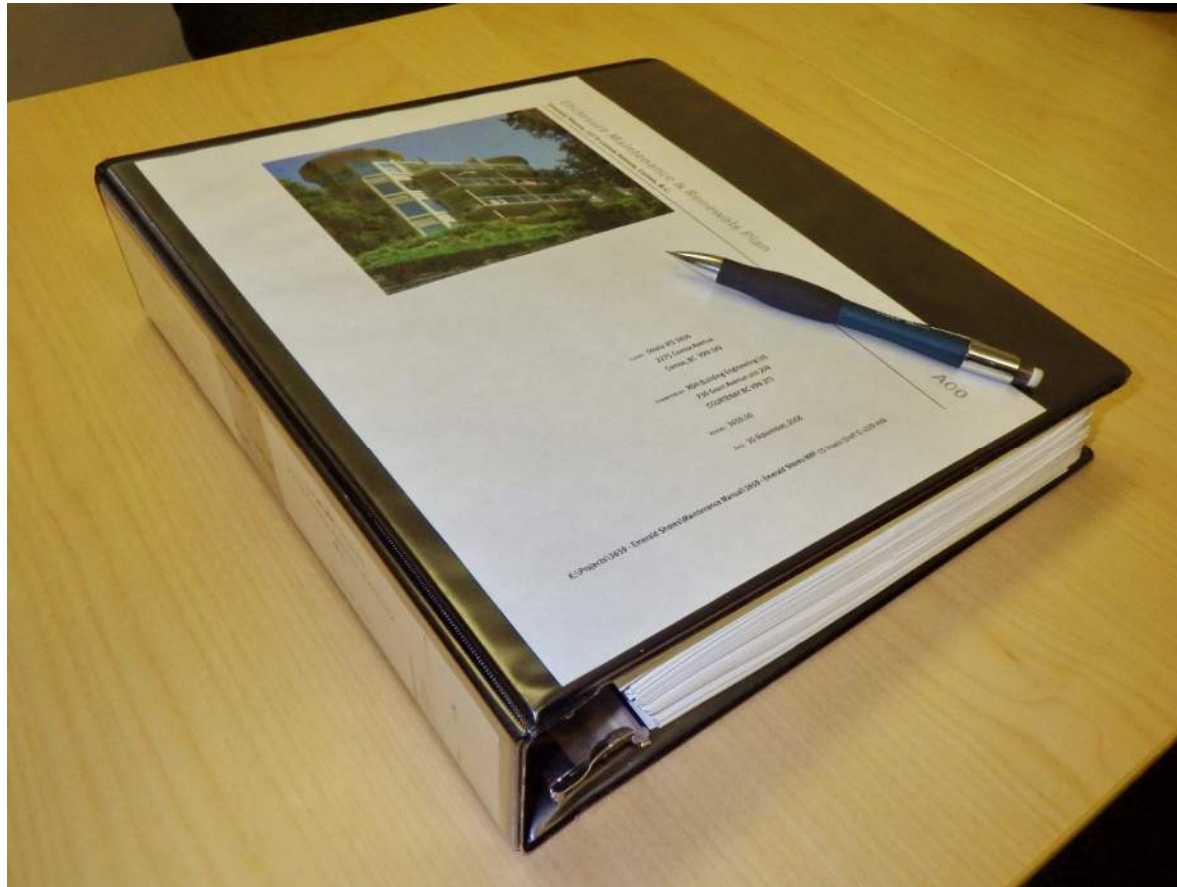


# Specifications

- The specifications will be very useful, and save you money, if they are available.
- Unlike hard copy format (paper), they won't be lost, ripped, or otherwise obscured if in digital format.
- They will be used to:
  - Solve problems.
  - Get better pricing on renewals and repairs.
  - Confirm what you need for renewals and repairs.

# Maintenance Manual

→ A maintenance manual is a guide to the type and frequency of maintenance that you should be performing to maintain your assets and your warranties.



- Developers & warranty companies should be providing maintenance manuals to new stratas at handover.
- If older stratas don't have one, as best the strata can, with or without consultant assistance, they should be putting one together.
- It should include design drawings, product specifications, product and trade warranties, manufactures' maintenance requirements, etc.
- Without a maintenance manual you may incur costly repairs and negate warranty coverages.

- Get copies of all your warranty documents. They should be in the maintenance manual if you have one.
- Warranty coverage may be from, for example:
  - 3<sup>rd</sup> party insurers.
  - Trades such as the roofer, flooring contractor, etc.
  - Manufacturer's of roofing, windows, equipment, etc.
- Make sure that you have the 3<sup>rd</sup> party warranty document for the strata, not just for the strata units.
- Follow, and document, the required maintenance programs.



## Home Warranty Insurance Declaration Page

**Registration Number** 50-125512      **Member Code** CAME1417      **Possession Date** 8/14/2015

**Insured**  
[Redacted]

**Member Information**  
0966749 BC Ltd      Phone: 250-890-9402  
Box 3730, Courtenay BC V9N7P1      Fax: 250-890-9403

**Registration Information**  
[Redacted]

**Commencement Date**  
Your Warranty Started on: 8/14/2015

**Warranty Expiry Dates** SBM-50-14

**Coverage Details: SBM-50-14 (SBM Building Reg Strata)**

Coverage	Effective Date	Expiry Date
Materials & Labour 1a.	8/14/2015	11/14/2016
Mechanical Systems 1b.	8/14/2015	8/14/2017
Envelope Coverage	8/14/2015	8/14/2020
Structural Coverage	8/14/2015	8/14/2025

**Exclusions**  
Refer to Attached Limited Warranty Certificate

**Insurer**  
**Echelon General Insurance Company**  
Suite 300, 2690 Matheson Blvd. East, Mississauga, ON L4W 0A5

**Home Warranty Insurance Administrator**  
**Pacific Home Warranty Insurance Services Inc.**      Phone: 1-866-957-2314  
211, 15240 56 Avenue, Surrey BC V3S 5K7      Fax: 1-855-825-3992

  
**Pacific**  
HOME WARRANTY  
**Important Notice:**

  
Roberta Garrity  
Pacific Home Warranty Insurance Services Inc. O/A PAC

Please read the attached Limited Warranty Certificate carefully. It contains limits, exclusions and notice requirements. The protections available under this Limited Warranty Certificate are time limited as specified above.

# Pre-Warranty Expiry Reviews



→ Find all your warranty documents, diarize when they expire, and perform warranty reviews in advance so any claims can be submitted before the expiry dates.

<b>Commencement Date</b>		
Your Warranty Started on:		8/14/2015
<b>Warranty Expiry Dates SBM-50-14</b>		
<b>Coverage Details: SBM-50-14 (SBM Building Reg Strata)</b>		
<b>Coverage</b>	<b>Effective Date</b>	<b>Expiry Date</b>
Materials & Labour 1a.	8/14/2015	11/14/2016
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→ Read the fine print in the warranty document and submit claims in the required manner.

- Document the date, location, and nature of problems. The documentation can allow analysis to identify trends leading to more cost effective remedies.
- Get more than just an invoice for repairs. Require repair contractors to document what they originally found, including photos, and the details of the repairs they performed, including photos.

- Document the date, location, and type of maintenance performed.
- The documentation can help avoid warranty claim denials.

- Adequately fund your Contingency Reserve Fund (CRF) to minimize special assessments and owner financial duress.
- Remember, when you sell your unit, you are also effectively selling a share of the CRF. Your unit, with a higher CRF, will be more valuable than a comparable unit in another strata with a lower CRF.
- It is not a bragging point to say how low your monthly / yearly CRF contribution is.

- A depreciation report is a valuable tool if it's properly prepared and appropriately used:
- It:
  - Identifies upcoming major maintenance and renewals so you can be financially and organizationally prepared.
  - Can help guide you to reduced magnitude and frequency of special assessments.
  - Demonstrate the competency and preparedness of your strata thereby increase selling values and ease the selling process.
- Saving a few thousand dollars divided by the number of owners is a minimal expense compared to the negative cost impact of an improper depreciation report.

- Have a condition assessment done early on as:
  - A baseline from which to monitor future aging of your building/s.
  - A cost effective way to also identify warranty claim issues.
  - To inform depreciation reports of non-standard service lives that may be appropriate. Extended service lives will translate into lower Contingency Reserve Fund contributions.

# Questions

FOR FURTHER INFORMATION PLEASE VISIT

→ [rdh.com](http://rdh.com) | [buildingsciencelabs.com](http://buildingsciencelabs.com)

**RDH** BUILDING  
SCIENCE

RDH Building Engineering Ltd. and Building Science Consulting Inc. have merged. Effective November 1, 2015, we now operate as one integrated firm. The merger brings two of the leading building science firms in North America together to provide a combination of cutting-edge research with leading design and implementation capabilities. The result is a unique offering for our clients—an ability to explore new and innovative ideas based on science and our practical knowledge of what can be built. We are excited about the possibilities as we launch the new firm.