



# *Asset Maintenance & Management Plan*



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# 1 Executive Summary

This report was compiled based on observed condition of assets found at Baywater Estates RV Resort. Inspections were completed during 2022 to early 2023 and the following Inspection Grid was used:

OBSERVED RANKING - COLOUR CODES		RANKING DESCRIPTION
5	Excellent	Like new condition- complete annual maintenance
4	Good	Limited wear observed – complete annual maintenance
3	Fair	Average wear for age- address minor repairs – has outstanding issues requiring attention
2	ORANGE	Worn and nearing end of life – plan for renovation or replacement
1	Poor	Extremely worn – replace or fix

The following findings were noted for “key” assets in the park.

## Building & Structures:

ASSET #/BUILDING NAME	RANKING	COMMENTS
B1-001 Clubhouse		Interior could use fresh paint and new FF&E to make the clubhouse more functional as a social lounge for campers. In 2030-2031, rebuilding the back deck, rails, front stairways should be completed.
B1-002 Laundry/Washroom Building (waterside)		Interior could use a fresh coat of paint. In 2030-2031, the rebuilding of rails and deck structure /ramp should be completed.
B2-001 Laundry/Washroom Building (forestside)		Recommend application of exterior stain to preserve exterior walls
B3-001 Gazebo		Picnic tables should be stained for weather and use protection.
B3-002 Electrical/Storage		Developer to provide building permit and final inspection certificate or this building (still outstanding). Completion of exterior staining, adding of lights/plugs, etc. and lockable doors should be completed.
B2-002 Pumphouse		Recommend shed be rebuilt on same footprint to avoid triggering a building permit in 2023-2024.

## Park Infrastructure:

ASSET #/BUILDING NAME	RANKING	COMMENTS
S - Septic System		It is recommended that each phase of the park be put on a 2- or 3- year inspection/clean out cycle. Longer term consideration of installing duplex pumping at strategic location would ensure continued septic service should a pump fail.
EL- Electrical		An annual program for ongoing post replacement as they fail should be initiated. Breakers at posts should be inspected and operating properly. Adding breakers at the posts for sites in Phase 3 would increase functionality for those campers.

W – Water (municipal)		Operable; consideration should be given to fixing broken waterside gate valve in 2028.
W - Pond Water		Operable; consideration should be given to expand to all 72 units to reduce water costs for park.
W - Storm Water Management		2002 grading done to improve storm water management
N1-001 – Foreshore/Rip Rap		Rip Rap inspected and maintained last in 2020. Recommend rip rap and foreshore repairs be addressed in 2023 and then go onto a 2- year cycle dependent on King Tides and the impact of them annually. Firepit is new as of 2022.

## Overall Conclusion & Recommendation

Original common buildings in Phase 1 are in good condition. Along with newer common buildings in Phase 2 and 3, key essential structures in the park will not require significant infusions of capital until around 2030. Given the solid fiscal health of the Cooperative, reserve funds for unexpected and unplanned issues should always remain at \$40,000. This positioning

affords shareholders the opportunity to make strategic investments in the park over the next 10 years that will improve the park, its marketability and its comfort and functionality for camper members. The chart below shows these recommended investment priorities.

### Replacement of Buildings and Structures

- Convert water side storage compound to covered storage in 2023-2024
- Replace pump house walls/roof in 2023-2024
- Plan for repairs to key buildings in 2030-2032
- Replace decks/rails on waterside common buildings 2030-2031

### Replacement of aging FF&E

- Replace park's Lawn mower and ride on mower in 2024 and 2028 respectively
- Replace water side Laundry Machines in 2023 to 2026
- Replace furniture in Clubhouse in 2024-2026
- Plan for playground replacement in 2028-2029

### Replacement of aging park infrastructure

- Replace water side hot water tank in 2023, Clubhouse tank in 2024 & failing electrical posts as needed
- Inspect, fix and add breakers at electrical posts for all campsites 2023 to 2026
- Repair water shut off gate valve on water side in 2028
- Install septic redundancies for continuous septic service in 2025-2029

### Enhancing security for the park

- Install gate on Baywater Road access in 2023/2024
- Install gates on water side access points in 2024/2025

### Continue to add value to the park and enhance share prices

- Install asphalt paving on portions of forest side to reduce noise and dust in 2025 to 2027
- Expand pond water system in 2024/2025
- Complete legal survey of phase 2 and 3 to support share sales in 2023-2024

## 2 Introduction

This Asset Maintenance and Management Plan is to be a decision-making tool for the Baywater Executive Committee. It outlines annual and longer-term recommendations for repairs, maintenance and planned capital projects to maintain common property and common assets at Baywater Estates RV Resort in a good state of repair and functionality for current and future shareholders. The dollar amounts shown for various items are estimates only.

Some key terms for this report include:

- **Asset** – a tangible capital asset.
- **Asset Management** – A process of making decisions about how infrastructure is used and cared for in a way that manages current and future needs, considers risks and opportunities, and makes the best use of available resources.

This plan documents the condition of each asset and what routine maintenance and repairs have been completed since 2020. This asset management report makes recommendations for a series of capital repairs or betterments over a ten (10) year period (2023 to 2032).

This report should be updated, at minimum every five (5) years. It is meant to be a live document and kept up to date to support effective decision making and provide documentation for any required insurance claims.

## 3 Baywater Estates RV Resort - Overview

Baywater Estates RV Resort (“Baywater Resort” or “Park”) is comprised of fee simple lands and improvements located at 6050 Island Highway West, Qualicum, British Columbia V9K 2E1.

The Fee Simple Lands have two distinct portions and are separated by Highway 19A. The northern portion of the Fee Simple Lands, denoted as Phase 1, between the Highway and the ocean, and Phase 2 and Phase 3, south of the highway. These lands have an area of approximately 2.6 hectares (approximately 6.4 acres) and is zoned CM5. The portion of the Fee Simple Lands, not part of the Park, south of the fence behind sites 56 to 61, is an area of approximately 2.42811 hectares (approximately 6.0 acres) which is currently primarily zoned Rural 1 (RU1D) and denoted as the Southern Development Lands (“SDL”).

The developer (1173673 B.C. Ltd.) has agreed to subdivide the Fee Simple Lands and to transfer the SDL to be owned, developed, and marketed separately from Baywater Resort. Once this takes place, the developer will have no further interest in the park.

The Baywater Resort is a 180-day recreational vehicle resort comprised of 72 Campsites which are purchased as a share of the Baywater Resort. Phase one, sites 1-22, “Water Side” Campsites were developed in 1995-1996. The campsites south of Highway 19A, are commonly referred as the “Forest Side” Campsites and was built in two phases. Phase two, sites 23-48, were developed in 2000 to 2009 and Phase three, sites 49-72, were developed in 2018-2019.

The following services are found at Baywater Resort, which are described in more detail later in this report:

- **Water** – Potable water is supplied by Qualicum Bay Waterworks, a municipal source. Each campsite has direct connection for a recreational vehicle or recreational trailer.
- **Electricity** – Electrical services for the majority of Park is 30 amps per Campsite. Some sites have 50-amp service.
- **Septic/Sewerage** - The existing septic system was upgraded by the Developer in 2018-19 and includes conventional septic tanks and a technologically advanced “Waterloo Biofilter” distribution system. Each campsite has a sewer outlet.
- **Natural Gas** - Natural gas is not available to the Park.
- **Telephone** - Telephone service is available to each Campsite by private arrangement with the telephone company. This service is not provided by Baywater Resort. All costs for telephone infrastructure and service are the responsibility of the Camper/shareholder.
- **Cable/Internet** - Shaw Cable provides a group plan for basic cable for all Campsites at Baywater Resort (this will expire June 30, 2026) and owns the equipment located in the park. Shaw can provide any Campsite a private contract for high-speed internet at the respective Camper/shareholder’s request and expense.

## 4 Responsibilities of Each Shareholder<sup>1</sup>

The Camper Shareholder will keep their campsite and campsite common infrastructure in a good and reasonable state of repair and follow the Rules and Regulations of Baywater Resort.

Each Shareholder by signing their Licence of Occupation and obtaining their share for their designated campsite, agrees to:

- not alter, amend, or add to the water, septic/sewer or electrical service/connections, systems or works servicing their site.
- not to do additions or site improvements without prior written approval of the Board through the Campsite & Rental Committee. If such approval is granted, such add-ons, additions or improvements must be made in accordance with the terms and conditions of the approval.
- not to willfully commit or permit any waste or damage to their site, Resort, or the Common Areas and Facilities.
- not to do, omit to do, or permit to be done anything to their campsite or Common Areas or Facilities that would cause the Cooperative Association’s cost of insurance to be increased or cancelled.
- not allow their campsite to become untidy, unsightly, or hazardous, or permit unreasonable quantities of waste or refuse to accumulate in them.
- comply at the shareholder’s expense with all municipal, provincial, and federal sanitary, fire, and safety laws, bylaws, regulations, and requirements pertaining to the operation and use of the Campsite, the condition of the campsite improvements and the furniture, and equipment, and of any repairs, changes, or improvements to the site.
- comply in with all covenants, easements, obligations, and related restrictions that are registered on title to the Resort Lands and the provisions of Baywater’s Foreshore Licence.

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<sup>1</sup> Baywater Shareholder’s License of Occupation



## 5 Common Areas and Facilities<sup>2</sup>

At Baywater, “**Common Areas and Facilities**” means those portions of the Resort accessible or designated for use by all Camper Shareholders and their respective family, visitors, and registered guests, not designated as a Campsite.

Common areas and facilities include:

- all internal roadways,
- entries to and from Island Highland,
- entries to and from Baywater Road,
- trees along Highway 19A frontages
- the area designated as common area adjacent to Black Brook, playground, including trees not on a designated campsite.
- gazebo and Phase 3 common green space, including trees not on a designated campsite.
- clubhouse (member's lounge) in Phase 1
- Washroom and laundry buildings (one in Phase 1 and the second in Phase 2),
- Irrigation pump house,
- underground works, connections, and systems (water, cable, electrical,) and sewer / septic pump house,
- foreshore area and erosion barriers (i.e., the licenced Crown Lands bordering sites 1-9).
- Boat storage adjacent to washroom/laundry building in Phase 1

The annual maintenance fees create for Baywater an annual operating budget. These funds are used to complete repairs and maintenance of the park's common areas and common assets further detailed in this report. From time to time these assets will also require infusions of capital for significant repairs/renovations, or upgrades and for additional common assets being installed to keep Baywater a viable, functioning, and desirable RV recreational community.

## 6 Asset Maintenance & Management Approach

### 6.1 Asset Types & Coding

Buildings & Structures(B)  
Fencing (F)  
Gates (G)  
Fixtures, Furniture and Equipment (FFE)  
Other and Natural Assets (N)  
Electrical Systems (EL)  
Septic Systems (SP)  
Municipal Water (W)  
Pond Water (PW)  
Roadways (R)

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<sup>2</sup> Baywater Disclosure Statement Document



Asset Coding is by phase and then asset number.

e.g. Clubhouse - B1-001. B = Building, 1 = Phase 1, 001 = Asset Number

## 6.2 Inspection Grid

5. Excellent: Functioning as intended. As new condition.
4. Good: Functioning as intended; limited wear observed.
3. Fair: Functioning but showing average wear. Continue with routine maintenance program.
2. Poor: Function being impaired due to wear and tear from use or natural causes. Nearing end of expected life cycle and consider replacement in short term.
1. Critical: Extremely worn, end of life or damaged. Immediate replacement/repair recommended.

<b>Observed Ranking - Colour Code</b>		<b>Comments</b>
5	Excellent	Like new condition- complete annual maintenance
4	Good	Limited wear observed – complete annual maintenance
3	Fair	Average wear for age- address minor repairs – has outstanding issues requiring attention
2	Poor	Worn and nearing end of life – plan for renovation or replacement
1	Critical	Extremely worn – replace or fix

## 6.3 Reserve vs. Annual Maintenance Budgets

A “reserve budget” ensures adequate funding available to replace or repair roofs, windows, appliances, mechanical equipment, and other capital items as required. This budget allocation would help build up funds for capital projects to address major repairs, replacement of assets or additional betterments that would be too costly to pay out of one year’s maintenance fees.

The annual maintenance budget is commonly for routine cleaning, upkeep, preventative maintenance, and minor repairs. Some routine scheduled repairs and maintenance, for example, septic tank pumping, foreshore protection (riprap/toe revetment) repairs that are not required every year but are funded in the annual maintenance budget with the work being undertaken annually, semi-annually or every two (2) to (5) five years.

## 6.4 Maintenance Strategy

### Repairs & Ongoing Maintenance

For minor repairs or regular maintenance items which are completed to: extend the life of an asset, restore functionality or for repairs of isolated failures, these repairs may be undertaken by volunteers supported by funding from the annual operating budget

allowance of \$2,000 per annum. Where volunteers don't have the capacity or expertise to undertake the required maintenance or repairs, professional services will be hired from the Baywater Resort Preferred Suppliers. This is a list of suppliers who have proven skills; understand the park and are responsible and dependable.

#### Reserve Fund

For repairs that are emergent, urgent, or unexpected, or likely to be required immediately when timing and scope cannot be assessed without additional study or where damage or system failure may be the result. It is recommended that the Baywater Resort always keep in its reserve at least \$40,000, as a contingency. This is about 30% of the 2023 annual operating budget.

The accumulated reserve can also be utilized for planned capital projects to position the park and its assets for the long-term value for its shareholders as noted in #6.3 above.

### **6.5 Capital Replacement/Betterment**

When a key asset requires attention, and assessment suggests that the item(s) should be "renewed" at the end of its service life. This program would see the item replaced or upgraded while allowing for meeting changing need or demand, building codes, or standards.

If an item is subject to fast changing technology, it is suggested that an "upgrade" be considered. This would replace the item with one of a higher standard or of higher quality, to increase efficiency, functionality, marketability, and overall value. Examples include electrical, sewer pumps cable, hot water tanks, laundry equipment, etc.

## 7 Buildings & Structures <sup>3</sup>

### 7.1 B1-001 Clubhouse



<sup>3</sup> See Appendices for internal pictures of Buildings and Structures

## Clubhouse B1-001

Building Component	Observed Ranking	Comments
Roof		Metal Roof is in new condition. Exterior, decks, rails, and facias have been power washed and rotten boards replaced 2022-2023.
Exterior Walls		Exterior, decks, rails, and facias have been power washed and rotten boards replaced in 2022-2023. Exterior has had one coat of stain; second coat may be needed.
Interior		Interior should be painted and a deep clean done.
FF&E		Furniture is worn, cumbersome and could be replaced to make it more functional. Water tank is working but consider replacement soon.
Foundation		Observed to be in good condition; some minor drainage issues near entry/Campsite #7 should be addressed,

Work Completed	Date	Project Description
New Metal Roof	2020	New Roof Installed by Nelson Roofing.
Electronic Door Locks	2022	New locks installed.
Exterior rehabilitation/staining	2022	Exterior Power wash, stained, facia boards fixed as well as column bases to prevent further rot/decay; chimney raised to meet code. Work done by Bowser Building Contractors.

## Overall Assessment

Asset	Overall Assessment	Comments
B1-001 Clubhouse		With maintenance and exterior renovations done in 2022/2023, the structure is in good condition. Interior could use paint, new FF&E to make the clubhouse more functional as a social lounge for campers. In 2030-2031, the need for upgrade of rails and deck structure/ramp should be assessed for required renewal and/or repairs.

## 7.2 B1-002 Laundry/Washroom Building (Water Side)



Key Assets in this Building	Description	Estimate Age	Condition
EL1 -001	Electrical Panel	1	New
FE1-002	Maytag Washer Coin Operated	25+	Fair
	Maytag Washer, Coin Operated	25+	Fair
	Maytag Dryer, Coin Operated	25+	Fair
	Maytag Dryer, Coin Operated	25+	Fair
FE1-003	Hot Water Tank	25+	Fair



## Laundry/Washroom Building (Waterside) B1-002

Building Component	Observed Ranking	Comments
Roof		Metal Roof is in new condition. Exterior, decks, rails, and facias have been power washed and rotten boards replaced 2022-2023.
Exterior Walls		Exterior, decks, rails, and facias have been power washed and rotten boards replaced in 2022-2023. Exterior has had one coat of stain; second coat may be needed.
Interior		Interior should be painted and a deep clean done.
FF&E		Washer and Dryers are old but working. Consider upgrade to high-capacity units as units fail and require repairs.
Foundation		Observed to be in good condition.

Work Completed	Date	Project Description
New Metal Roof	2020	New Roof installed by Nelson Roofing.
Door locks	2022	New door locks installed.
Laundry Machine Inspections	2022	Dryers and Washing Machines were inspected and serviced in 2022.
Dryer Duct cleaning	2022	Dryer Ducts were cleaned out in 2022; Dryer Duct cleaning should be done every 3-5 years.

## Overall Assessment

Asset	Overall Assessment	Comments
B1-002 Laundry/Washroom Building		With maintenance and exterior renovations done in 2022/2023, the structure is in good condition. Interior could use a fresh coat of paint. In 2030-2031, the need for upgrade of rails and deck structure/ramp should be assessed for required renewal and/or repairs.

### 7.3 B1-003 Storage Enclosure



#### ***Overall Assessment***

Asset	Overall Assessment	Comments
B1-003 Storage Compound		The storage compound is not useable in its current condition. It is recommended that it be repurposed to a covered outside lockable storage for yard equipment, tools, etc. This would extend the life of these assets rather than having them just placed on the back wall of the waterside laundry/washroom building.

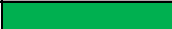






#### 7.4 B2-001 Laundry/Shower Building (Forest Side)




## Laundry/Washroom Building (Forest Side) B2-001

Assets in this Building	Description	Estimate Age	Condition
EL2-003	Septic Pump Panel	1	New
EL2-004	Electrical Panel H, Panel B	1	New
FE2-003	Huebsch Washer Coin Operated	3	Good
	Huebsch Washer, Coin Operated	3	Good
	Huebsch Dryer, Coin Operated	3	Good
	Huebsch Dryer, Coin Operated	3	Good
FE2-003	Hot Water Tank	4	Good

Building Component	Observed Ranking	Comments
Roof		Good condition
Exterior Walls		Exterior staining required to preserve condition
Interior		Good condition
FF&E		Dryers have been fixed twice; Hot water tank wiring by developer is operational but should be checked to ensure it is optimal (2023 priority item for routine maintenance)
Foundation		Observed to be in good condition

Work Completed	Date	Project Description
Electronic Door locks	2022	New door locks installed.
Dryer Duct cleaning	2022	Duct in attic is detached and under plywood but is still venting to the exterior. Need to be fixed (2023 priority item for routine maintenance). Dryer Ducts were cleaned out in 2022; cleaning should be done every 3-5 years.

## Overall Assessment

Asset	Overall Assessment	Comments
B2-001 Laundry/Washroom Building		Building completed in 2018-2020. In good condition. Recommend application of exterior stain to preserve exterior walls

## 7.5 B2-002 Pumphouse



### Overall Assessment

Asset	Overall Assessment	Comments
B2-002 Pumphouse		Shed is in very poor condition. Recommend that options be explored to either replace the shed or rebuild it on same footprint. This structure currently contains the pond water operating tanks/pumps, electrical sub panel (sites 23- 28), the Shaw box and storage of the ride on lawn mower. The new electrical panel installed last year was built so as the shed could be removed around it. The pump assembly and electrical panel needs protection from the weather. This doesn't have to be a shed. The riding mower could be stored in the upper electrical storage room, beside the Gazebo.



## 7.6 B2-003 Garbage Enclosure



### Overall Assessment

Asset	Overall Assessment	Comments
B2-003 Garbage/Bio Bin Enclosure		Fence for garbage compound was relocated in 2022 and bio bin relocated adjacent to B2-001 (Washroom building). Safety concerns have been voiced for location of the bio bin adjacent to the woman's washroom. Board has approved the relocation of the bio bin to its original location to the cement pad beside the garbage enclosure. Debris and clean-up are required as well as installation of a hedge along south/eastern side to mitigate sight lines.

## 7.7 B3-001 Gazebo



## Gazebo B3-001

Building Component	Observed Ranking	Comments
Roof		New 2020
Exterior Walls		New 2020
Interior		New 2020
FF&E		New 2021; Picnic tables need to be protected from weathering
Foundation		New 2018

Work Done	Date	Project Description
Posts power washed and stained	2022	Sunfast stain utilized to preserve posts

## Overall Assessment

Asset	Overall Assessment	Comments
B3-001 Gazebo		New like condition; Picnic tables should be stained for protection from the weather and general use. Upcoming improvements could include potable water connection (hose bib), lighting and electrical connection.



## 7.8 B3-002 Electrical/Storage



Electrical/Storage B3-002

Building Component	Observed Ranking	Comments
Roof		New 2018-19
Exterior Walls		New 2019-19; Exterior staining in 2020 remains incomplete and needs to be finished.
Interior		Consideration should be given to locking the storage as common park equipment and tools are kept there. Recommend installing digital lock like other common buildings.
FF&E		Recommend installation of wiring for lights and plugs.
Foundation		New 2018

Work Done	Date	Project Description
Developer painted/stained building.	2020	Staining started but not finished.
Electric keypad lock installed	2021	Lock was put onto electrical room only. A second lock is required for the door of the storage area.

### Overall Assessment

Asset	Overall Assessment	Comments
B3-002 Electrical/Storage		Developer to provide building permit for this building (still outstanding). Completion of exterior staining, adding of lights/plugs, etc. and lockable doors.



## 8 Furniture, Fixtures and Equipment (FF&E)<sup>4</sup>

### 8.1 Clubhouse

Items in the clubhouse have been purchased and donated by campers over the years. This has resulted in a “loose collection” of furniture that does not maximize camper usage or necessarily provides for the needs of the campers using the clubhouse/lounge.

Quantity	Observed Condition	Item Description	Comments
1		Sanyo Bar Fridge (1998)	Operable
1		GE Spacemaker Microwave Oven	Operable
1		Dolce Popcorn Maker	Confirm it is operable
1		Lamp	Operable
5		Armchairs	Large for available space
1		RV Sectional Couch	May not be required
1		Table	
4		Chairs	
1		Fire extinguisher	Need to confirm if this is operable
1		Samsung Plasma Television (2006)	Operable
1		Fireplace tool set	
2		Wooden benches	
2		End Tables	
1		Small round End Table	
1		Oil lantern	
1		Dustpan	
1		Garbage Bin	
1		On Demand Water Heater	Consider replacement
1		Black & Decker toaster	Confirm it is operable
1		Small Kettle	Confirm it is operable
1		Melita Aroma Plus 2000 Coffee Maker	Confirm it is operable
1		Large Coffee Pot	
1		Electric Frying Pan	Confirm it is operable
10		Stacking Chairs	
1		King Canada Vacuum	Confirm it is operable
1		Broom	
Various		Dishes, Cups, Glasses, Cutlery	

### 8.2 Laundry Facilities

Quantity	Observed Condition	Item Description	Comments
2		Maytag Washers (1998)	Operable; original washers therefore should consider upgrade to high capacity
2		Maytag Dryers (1998)	Operable; original washers therefore should consider upgrade to high capacity
2		Heubesc Washers (High Capacity – 2020)	Operable installed 2020
2		Heubesc Dryers (High Capacity – 2020)	Operable installed 2020

<sup>4</sup> For details of what is stored in supply rooms see Annex

## 8.3 Grounds Equipment and Tools

### Waterside (behind Laundry Building or in Boat Storage area)

Quantity	Observed Condition	Item Description	Comments
3		Wheelbarrows	Recommend dispose of two and keep one as spare
1		Shovel	Operable
1		Weed eater Jiffy Electric	Recommend disposal as may not be working
1		Child's pool	Recommend disposal if condition requires it
1		Child's fish net	Recommend disposal if condition requires it
1		Old Scott Manual Lawn Mower	Recommend disposal if condition requires it
1		Lawn Rake	Operable
1		Steel Stairs to access beach	Operable
1		Metal cart for pulling stairs/etc.	Operable
1		Tin boat	Operable; Add "Baywater Estates" labelling

### Forest Side Pumphouse/Playground/ Laundry

Quantity	Observed Condition	Item Description	Comments
1		Power washer	
1		Ride-On Lawnmower	Operable
1		Kids Playground	New 2022
1		Sump Pump (between Laundry and site #35)	New 2020

### Forest Side Electrical Room/Storage

Quantity	Observed Condition	Item Description	Comments
1		Lawn Mower (Gas)	Operable, recommend replacement when it fails
1		Weed eater (battery)	Operable but limited rechargeable battery life
1		Weed eater (Gas)	New 2023
2		Wheelbarrows (Commercial grade)	New 2022; recommend move one to waterside
1		Table Saw	Operable (donated)

### Gazebo

Quantity	Observed Condition	Item Description	Comments
2		Wood Picnic Tables	New 2021; recommend wood preserve stain be applied to protect wood from elements and use.
1		Propane Heater	Operable (donated)

### Along Highway

Quantity	Observed Condition	Item Description	Comments
1		"For Sale" Metal Sign Tree	Operable
3		Three existing Baywater Signs with directional site numbers for visitors	Start process of obtaining permits and installing large sign at Highway & Baywater Road– add directional arrows to Sites 1-22 and Sites 23-72 on the sign.

## Overall Assessment – FF&E

Asset	Overall Assessment	Comments
FE1-001 – Clubhouse		Existing furniture is dated and cumbersome and it is recommended that more functional furniture be obtained.
FE1-0-2 - Water side Laundry		Original washer/dryer machines. Operable but replacement to high-capacity machines recommended.
FE1-0-3 - Grounds equipment and Tools		Two new commercial grade wheelbarrows added in 2022. Weed eater has been replaced in early 2023; recommend that in near future that the gas lawnmower be replaced.
FE2-001 – Forest side Laundry		Machines are high-capacity units installed in 2018-2019
FE2-0-2 - Kids Playground		Small kids' playground replaced in 2022.
FE3-0-1 - Gazebo		Picnic Tables from 2021. Preservative stain should be applied to wood for ongoing protection

## 9 Linear Structures

### 9.1 Fences

#### East Fencing – Forest Side





West Fence – Forest Side







South Fence – Forest Side



## 9.2 Gates

Water Side Off Highway - similar for two (2) access points



Forest Side Off Highway – east and west gates



### Overall Assessment

Asset	Overall Assessment	Comments
F- Fencing		Perimeter fencing is in good shape. Continued work on post stabilization is recommended to extend life of existing fences along East side and South side (by sites 58-60)
G- Gates		Gates on Highway Forest Side are in good condition. Consideration should be given to upgrading gates on Highway Waterside and adding a gate to the main Baywater Road access. This would enhance security in the park.

## 10 Underground Services & Campsite Infrastructure

### 10.1 Septic<sup>5</sup>

The existing Septic system in Phase 1 and Phase 2 were integrated into a new Waterloo Biofilter system when Phase 3 was developed 2018-2019 and the previous septic drainage field in the SDL was abandoned.

Phase 1:

- Original double septic tanks (total 5000 gal) and Lift Station (3000 gal) have been tied into 4 biofilter beds between the highway and site 40 with an additional booster pump chamber (750 gal) at site 24. This portion of the system services sites 1 to 22.

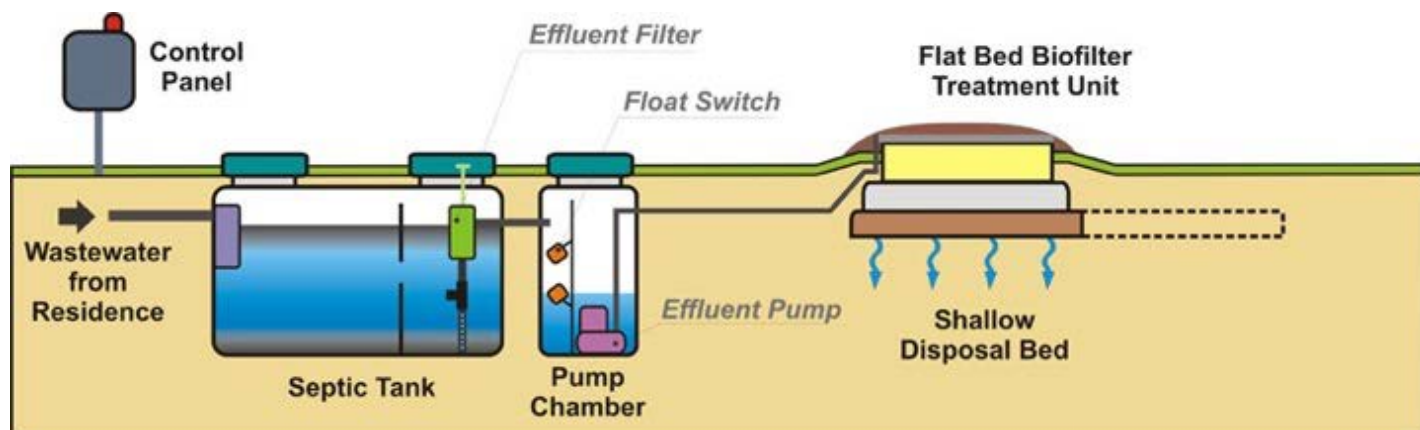
Phase 2:

- Services sites 23-34 and sites 68-72 and includes original double septic tanks and lift station (A) adjacent to garbage compound (total 4000 gal) and pump chamber (1500 gal)
- Services sites 35-51 includes original double septic tank and lift Station (3000 gal) located adjacent to site 35 (lift station (B) pumps black water to lift station located adjacent to garbage compound, see above.
- The lift station adjacent to the garbage compound pumps black water to a 6 biofilter beds located behind sites 55 & 56.

Phase 3:

- The Septic system was installed in 2018-2019. There are two tanks (total 7500 gal) and a pump chamber (1875 gal) located in the upper meadow right opposite site 70. There is another tank (3750 gal) and pump chamber (1875 gal) at the Baywater Forest side park entrance and site 52.
- This system then pumps from the meadow septic tanks (by the Horseshoe pitch) to 5 biofilter beds behind sites 59-61. This portion of the system services sites 52 to 67.

### Generic Diagram of the Waterloo Biofilter System



<sup>5</sup> Drain Doctor 2021 permit filings & Action Tank & Pump Service invoices



S1-001 Phase 1 Tanks and Lift Station (sites 1-22)



S1-001 Bio Filter Beds for Phase 1 Septic (beside site #40)



S2-001 Phase 2 (sites 23-51) & Phase 3 (sites 68-72) – Tanks and Lift Station A



S2-002 Phase 2 (sites 23-51) & Phase 3 (sites 68-72) – Tanks and Lift Station B





S2-003 Bio Filter Beds for Phase 2 Septic (behind Sites 55/56)



S3-001 & S3-002 Phase 3 Tanks and Lift Station (sites 52 to 67)



### S3-003 Bio Filter Beds for Phase 3 Septic (behind Sites 60/61)



### Septic Tanks/Pumps

Asset	Overall Assessment	Comments
S1-001- Tanks and Lift Tank in Boat Storage Area		Tanks cleaned out and pump serviced in 2021
S1-002 – Biofilter beds by site #40		Cut back branches and weeded in 2022; consider having beds washed in 2023, ongoing weeding required.
S2-001 – Tanks/pumps by Garbage Enclosure (Lift Station A)		Tanks cleaned out and pump replaced in 2021
S2-002 – Tanks/pumps by site #35 (Lift Station B)		Tanks cleaned out, pump controls replaced and serviced in 2021. Tanks are located under gravel.
S2-003 – Biofilter beds behind sites #55-56		Continue with regular weed maintenance; consider having beds washed in 2023
S3-001 – Tanks and pump across from site #70		Installed in 2019; should be fully inspected and maintained in 2023
S3-002 – Lift Tank and pump by site #52		Installed in 2019; should be fully inspected and maintained in 2023
S3-003 – Biofilter beds behind sites #59-60		Continue with regular weed maintenance; consider having beds washed in 2023

## Overall Assessment

Asset	Overall Assessment	Comments
S - Septic System		Phase 3 system needs to be inspected and maintained (pumped and cleaned) in 2023 along with washing out of all biofilter beds. Recommend that each phase of the park be put on a 2- or 3-year inspection/clean out cycle. Longer term consideration of installing duplex pumping at strategic locations would ensure continued septic service should a pump fail.

## 10.2 Electrical <sup>6</sup>

The majority of sites in the park are 30 amps with some sites being 50 amps. The assessment of the park's electrical infrastructure in 2021 by Oceanside Electrical revealed that many shareholders have made alterations and changes to the power at their electrical posts and to their electrical panels. Multiple changes have been completed without prior Executive approval, without required permits and/or with the use of a certified electrical technician. Reliable and safe power is a fundamental element of a well-run, well managed and marketable RV park. Consequently, unauthorized alterations will not be permitted. Any future unauthorized modifications will be reverted to original service by a certified electrician and costs charged back to the shareholder. It is recommended that the Executive/Board secure service from one electrical company that will hold a permit for the Park.

The power at Baywater Resort is distributed as follows:

### Phase 1 (Waterside Sites 1-22):

- A 400-amp Main Panel servicing sites 1 to 22 is in the supply room behind the Water side Laundry/Washroom building. There is a sub panel (sites 1-11) located on the exterior of the Clubhouse wall. There is a in ground junction box in the boat storage area which should be inspected by certified electrician and undertake repairs if/as required. All sites have breakers on their power posts at their site. New power posts were installed at sites 2, 3, 6 and 7 in 2021.

### Phase 2: (Forest Side sites 23-48)

- A 600-amp Main Panel servicing sites 23 to 48 is in the supply room behind the Forest side Laundry/Washroom building. There are three sub-panels; one in hedge between lots 45/46; one by hedge of site 37 by its shed; and one in the pump house. All sites, except site 35, have breakers on power posts at their site.

### Phase 3: (Forest Side sites 49-72 and Caretaker)

- A 600-amps Main Panel servicing sites 49 to 72 plus caretaker site is in the Electrical/Storage building by the Gazebo. These sites don't have breakers on power posts at their site.

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<sup>6</sup> Oceanside Electrical Report – November 19, 2021



The Oceanside Electrical November 2021 report identified several significant issues for the park's electrical infrastructure. The "Federal Pioneer" panels in Phase 1 and 2 that were not to code and known for catching on fire if overloaded were replaced in 2022. Other issues identified and to be rectified include:

- For safety, electrified sheds should all have a breaker for the power going to them.
- Outside receptable in Phase 3 Electrical Shed is not a CFCI receptable or covered with bare wires showing.
- Multiple sites were identified as requiring need to have the covers repaired for electrical connections at their power post. These exposed connections are subject to the weather causing possible corrosion, thereby causing overheating.
- Extension cords running across sites (i.e., 9, 11 & 13) should be inspected to be sure they are safe.
- Several electrical posts in Phase 1 and 2 should be replaced as they are deteriorating (e.g., site #32 & #37)
- Wiring from new Main panel in Forest Side Laundry Room to sub panel at site 45/46 should be inspected and replaced if required.

#### Phase 1 – Main Panel



### Phase 1 - Sub Panel (Clubhouse Wall)



### Phase 1 - Electrical In Ground Junction Box (Boat Storage) – Sites 16/17, 18/19, 20/21, and 22



The above junction box is covered by a Shaw metal plate that has been relabelled as electrical. Immediate work required to install waterproof junction boxes and repair connections as required.



## Phase 2. – Main Panel



## Phase 2 - Sub Panel (Hedge between Site 36/37) – for sites 30 to 40

Note: Site 35 breaker in electrical room B02-001



Phase 2 - Sub Panel (Hedge between sites 45/46) – sites 41 to 48



Phase 2 - Sub Panel in Pumphouse – sites 23 to 28



### Phase 3 - Main Panel – sites 49 to 72 & Caretaker



### Phase 3 – BC Hydro Transformer



## Electrical Systems

Asset	Overall Assessment	Comments
EL1-001 – Main Waterside Panel		New main panel 2022
EL1-002 – Waterside Sub Panel		New sub panel 2022
EL1-004 – Posts sites 1-22		Posts 2/3, 6/7 replaced 2021. Remainder should be prioritized for replacement as per 2021 electrical report.
EL2-001 – Forest Side Laundry Panel		New main panel 2022
EL2-003 – Pumphouse Sub Panel		New sub panel 2022
EL2-004 – Sub Panel (Hedge #45/46)		Existing Panel- operational. Consider replacing wiring between panel and Main Panel.
EL2-005 – Sub Panel (Hedge #36/37 shed)		Existing Panel – operational
EL2-006 - Posts sites 23-48		Most posts in operable condition, consider replacing posts that are rotten as noted in the 2021 electrical report.
EL3-001 – Main Electrical Room Panel		Panel installed in 2019; cannot add additional 50 amps connections to this panel without violating electrical code, overloading the transformer, and creating a possible fire hazard.
EL3-001 – Posts sites 49-72/caretaker		Installed in 2019

### Overall Assessment

Asset	Overall Assessment	Comments
EL- Electrical		Original main panels in Phases 1 and 2, and one sub panel in Phase 2 were replaced in 2022 to address potential fire hazards. Some compromised posts were replaced in 2021. An annual program will be initiated to replace posts as required. Breakers at posts should be inspected to ensure they are operating properly. Adding breakers at the posts for phase 3 would allow campers at those sites to reset their electrical service breakers at their sites, similar to phases 1&2.

## 10.3 Water

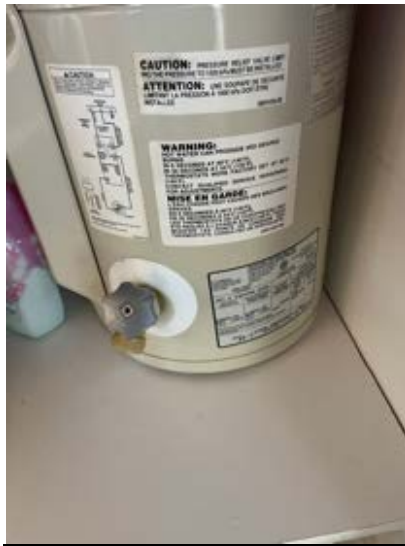
### Municipal Water (Potable)

In Phase 1 there are 3 water shut offs. One located midway up hedge between Sites 14/15 (the one on left is broken and not to be used). One is located behind Clubhouse on ocean side off back deck. The last is on Site 1. In Phase 2 there is a shut off and the main gate valve and water meter between the highway and site #40. For Phase 3 the main shut off is located at the front of site 72/caretaker assignment line.

There are three hot water tanks serving the resort plus a small “on demand” 1440-watt heating unit in the Clubhouse. Namely: 1 – 100-gallon tank in the supply room on the waterside, and 2 - 75.7-gallon tanks in the supply room on the forest side.



Clubhouse (On Demand Unit):



Supply Room (Waterside):



### Supply Room (Forest side):

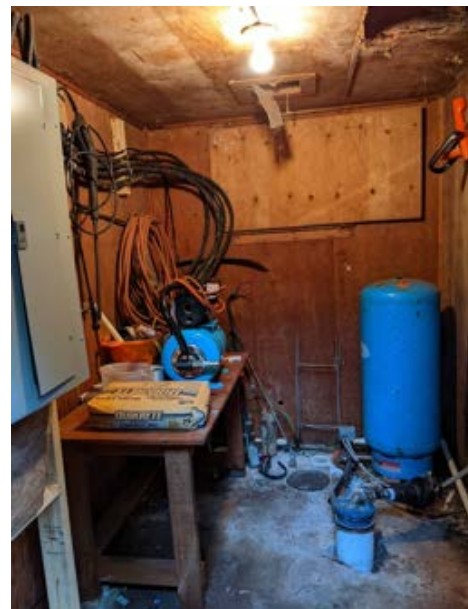


### Pond Water System (irrigation only)

The resort has an independent water system for irrigation that is gravity fed from the pond located in the Southern Development Lands. It is piped from the pond to the pumphouse where water is stored in an underground cistern which overflows into Black Brook along the western property line. A pump supplies pond water to hose bibs at sites 23-33 and 36-51 in phase 2 and 3 and one connection on the Waterside in phase 1 (between Highway and site #20).

The use of pond water (non-potable) is for irrigation of landscaping on individual sites or in common areas which greatly reduces the park's water bills. Expansion of this system to all 72 sites, along with a well and a larger pump, if required, would be a recommended betterment for the park.

The following pictures illustrate the pond water mechanical elements found in the Pumphouse.



### Storm Water Management - Sump Pump

This sump pump is for seasonal use. It pumps stormwater from the internal road as required adjacent to sites 35-37, 44-46 where flooding has been occurring with winter or summer storms.



## Water Systems

Asset	Overall Assessment	Comments
W1-001 – Gate Valves at #14/15		Water shut off operable - 1 gate valve broken in 2021 and requires fixing in 2024-2026.
W2- 001 – Curb Stop/Water Meter near #40		Operable
W3 – 001 – Gate Vales at #72		New in 2018/19
FE2 - 001 – Waterside Hot Water Tank		Expected to fail as it is the original tank; replace in 2023. The small on demand tank in the Clubhouse should also be replaced.
FE2 - 002 – Sump Pump		Operable, volunteers need to ensure hose placed towards creek
FE2 - 003- Forest side Hot Water Tanks		New in 2018/19, operable, wiring of two tanks should be redone to code.

## Overall Assessment

Asset	Overall Assessment	Comments
W – Water (municipal)		Operable; consideration should be given to fixing broken waterside gate valve in 2023/2024.
W - Pond Water		Operable; consideration should be given to expand to all 72 units to reduce water costs for park.
W - Storm Water Management		Grading done in 2022 to improve storm water management; flooding should be monitored, and address as required.



## 11 Common Area Trees

All trees that are in common areas (e.g., by Gazebo/Electrical building, kids' playground, by Waterside Laundry, etc.) and along the park's Highway 99 frontage are maintained by Baywater Resort.

## 12 Roadways

### 12.1 Asphalt

On the Water Side portion of the park, is 5,603 sq. ft. of asphalt paving. This paved road provides access to sites 1 to 22. In addition, there is 870sf of paved walkways.





## 12.2 Gravel

On the Forest side of the park, is 19,949 sq. ft. of gravel roadways. These gravel internal roads provide access to sites 23 to 72. In addition, on the Water side, the access road to Site 1, 2 & 22 is gravel (1,462 sq. ft.)







Annual grading is done on some roadways as is the filling of minor potholes. In 2022, additional gravel was installed and graded, and surface drainage installed to address routine flooding in fall/winter months around lot #36 to #47.

Annual dust abatement has been undertaken since 2020. Paving these roads should be considered in the future to reduce noise and dust for campers.

## Roadways

Asset	Overall Assessment	Comments
R1-001 – Water side Main Road		Asphalt in fair condition. Recommend fixing damaged areas by tree roots in 2024-2025
R1-002 - Water side Access Road		Gravel in good condition. Access to sites 1, 2 and 22.
R2-001 - Western Road from Septic Enclosure to Forest side gate		Gravel in fair condition. Limited flooding or dust issues observed.
R2-002 – Eastern Road from site 70 to Forest side gate		Gravel in good condition. Dust issues observed from sites 70 to laundry building. Heaving flooding from storms by sites 36 to 46 mitigated by addition of gravel and drainage trenching in 2022.
R3-001 – Phase 3 Roadway		Roadways completed in 2019. Dust issues observed from Baywater entry to sites 66 and sites 55.

## 13 Other Assets

### 13.1 Ph 1 Foreshore lands, Rip Rap/Toe Revetment, Community Fire Pit

Baywater holds a foreshore licence to occupy certain Province of BC Crown lands permitting installation of specific improvements (namely a rock/rip-rap barrier or toe revetment and earth backfill) to protect the waterfront of the Park from erosion of ongoing king tides. This Crown Land is in front of Sites 1 to 9 to the bottom of the rip-rap rocks.







The following pictures illustrate the slight sloughing along the foreshore by the rip rap rock occurring from ongoing tidal pressures and wave action. This may require semi-annual maintenance.



### 13.2 Ph 1 Boat Storage

Located in the common area behind sites 16 & 17. Provides space for small tin boat storage and seasonal winter storage for aluminium water access stairs.



### 13.3 Ph 2 Recreation/Children Play Area/Horseshoe Pitch



Slides and swings for playground should be stored during winter months to extend life of playground components.



### 13.4 Ph 3 Upper Meadow/Horseshoe Pitch/Community Fire Pit



#### Other Assets

Asset	Overall Assessment	Comments
N1-001 – Foreshore/Rip Rap		Rip Rap inspected and maintained last in 2020. Recommend rip rap and foreshore repairs be inspected and required repairs addressed in 2023 and then go onto a 2-year cycle dependent on King Tides and impacts of them annually. Firepit is new as of 2022.
N1 -002 – Boat Storage		Need to confirm which shareholder's small boats are stored here.
N2 -001 – Playground		While operable, firepit and picnic tables could be replaced soon.
N3-001 – Upper Meadow		Firepit and horseshoe pit new as of 2022.

# 14 Annual Maintenance Plan

## 14.1 Shareholder Responsibilities

Each Shareholder must:

- Keep assigned campsites safe, clean, neat, and free of litter and debris at all times.
- Place all refuse in the bins provided. All campers are encouraged to recycle refundables.
- Dispose of all grey water in the sewer system and it is strongly recommended that campers use RV enzyme holding tank treatment for black water (sewer holding tank). All campers must use septic- safe/environmentally safe cleaning products and follow instructions as posted in each laundry room.
- Follow annual site watering restrictions including soaker hose use during summer months to conserve potable water bills for all shareholders.
- Cleaned up sites in the spring and the fall. The deadline for spring cleanup is the May 24th weekend and for the fall clean-up is November 11 of each year. A bio disposal bin is in the park for organic materials.
- Protect their assignments from winter storms and their campsite municipal (potable) water outlet in winter from freezing temperatures and wet conditions. Each shareholder will be solely responsible for damage caused by personal neglect.
- Remove tarps covering RV units, and or/sheds during the period from April 25 to October 15 of each year.
- Cover costs of vandalism or damage caused common property or assets by the shareholder(s), visitors, or their guests.



## 14.2 Common Areas and Facilities – Repairs & Maintenance

Provisional budgets identify funding required to cover historic known expenses. Annual repairs and maintenance costs for Baywater Resort (as of writing this report) can range from apx. \$21,000 to \$35,000. Annual Costs vary depending on the scope of repairs for rip rap.

These costs do not include any capital repairs or upgrades shown in the 10-year Capital plan in section 15.

### ANNUAL MAINTENANCE - ESTIMATE

Category	Item	Estimated Cost	Estimated Cost	2022 Actuals
		w/Rip Rap	wo/ Rip Rap	
Grounds & Roads	Roads - Dust Abatement	\$ 500	\$ 500	\$ 427
Grounds & Roads	Roads - Grading (every 2 years)	\$ 2,000		\$ 2,357
Grounds & Roads				
Janitorial	Part time Cleaner	\$ 4,973	\$ 4,973	\$ 3,796
Janitorial	Cleaning/washroom supplies	\$ 2,000	\$ 2,000	\$ 415
Janitorial				
Repairs	Rip Rap Maintenance (every 2 years)	\$ 10,000	\$ -	\$ -
Repairs	Rip Rap permits (every 2 years)	\$ 1,000	\$ -	\$ 1,147
Repairs	Structures -Repairs (contractors)	\$ 2,000	\$ 2,000	\$ 1,620
Repairs	Fencing Repairs (contractors)	\$ 1,000	\$ 1,000	\$ 953
Repairs	Small tools & supplies (volunteers)	\$ 1,000	\$ 1,000	\$ 376
Repairs	Consumables for repairs (volunteers)	\$ 1,000	\$ 1,000	\$ 605
Repairs	Infrastructure - Sewer (Each Phase every 3 years)	\$ 4,000	\$ 4,000	\$ -
Repairs	Infrastructure - Electrical (Breakers, etc)	\$ 1,000	\$ 1,000	\$ -
Repairs	Infrastructure - Plumbing Repairs	\$ 500	\$ 500	\$ -
Repairs	Infrastructure - Pond Water Repairs	\$ 500	\$ 500	\$ -
Repairs	Laundries - Repairs	\$ 500	\$ 500	\$ 440
Repairs	Laundries - Dryer Vent Cleaning (every 5 years)	\$ 600		\$ 612
Repairs	Common Area- Trees	\$ 1,000	\$ 1,000	\$ 89
Repairs	Common Area- Grounds- Equipment/Supplies	\$ 1,000	\$ 1,000	\$ 655
		\$ 34,573	\$ 20,973	\$ 13,492

## 14.3 Quote Requirements

Baywater RV Resort will utilize its Preferred Supplier List which will be added to over time (See Appendix 17.2 for a current list for Baywater Resort). These suppliers are generally local, and they are familiar with the park, its assets, infrastructure, and needs. They are certified as required and proven to be available, reliable and their services are provided at industry

competitive pricing schedules. For larger projects of more than \$10,000, three quotes will be requested. However, with prevailing market conditions three quotes may not be able to be possible to be obtained in all cases.

#### **14.4 Permit Requirements.**

Permits will be required for any gravel, concrete or tree additions or removal in the Regional District of Nanaimo's Section 8 Development Permit Area. This covers the Waterside sites 1 to 10 which are within 50 ft of the natural boundary/high water mark and those sites that are within 100 ft onto Black Brook along the Western property line. Costs of permits will be charged back to the site where approval of work has been requested and granted.

Request for tree removal or alteration must be forwarded to the Executive and accompanied by a written conditional assessment and report from a certified Arborist or Biologist. All costs associated with tree maintenance or alteration for trees found on shareholder sites are the responsibility of the site owner(s).

# 15 10-year Capital Plan (Common Areas and Facilities)

	0	1	2	3	4	5	6	7	8	9	10
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>PROFORMA 2023-2032</b>											
Reserve Top up (%)		20%	20%	20%	20%	20%	15%	15%	15%	15%	15%
Reserve Top up (\$)		\$ 25,920	\$ 25,920	\$ 25,920	\$ 25,920	\$ 25,920	\$ 19,440	\$ 19,440	\$ 19,440	\$ 19,440	\$ 19,440
Capital Project Planned Expenditure		\$ 30,000	\$ 25,500	\$ 30,500	\$ 27,500	\$ 25,000	\$ 18,500	\$ 17,000	\$ 21,000	\$ 22,000	\$ 11,000
Reserve available for next fiscal year	\$ 50,000	\$ 45,920	\$ 46,340	\$ 41,760	\$ 40,180	\$ 41,100	\$ 42,040	\$ 44,480	\$ 42,920	\$ 40,360	\$ 48,800
<b>Planned Capital Expenditures:</b>											
Replacement of park's yard equipment			\$ 1,000				\$ 5,000				
<b>Common Area Tree replacement</b>		\$ 1,000				\$ 1,000				\$ 1,000	
<b>Replace waterside Laundry machines</b>		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000						
<b>Replace falling Electrical Posts (1-2 per year)</b>		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Inspect & repair breakers on posts; add for Phase 3		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000			
Gate - Baywater Entry		\$ 10,000									
Paving - Forest Side & Waterside internal roads				\$ 15,000	\$ 15,000	\$ 15,000					
Water Shut off by Site 14 (replace broken)						\$ 2,000					
Septic pump replacement /redundancy			\$ 3,000	\$ 3,000				\$ 5,000			
Expand Pond Water System (if viable)			\$ 3,000	\$ 1,500							
Rebuild pumphouse shed		\$ 2,000	\$ 2,000								
General structure repairs (Key buildings)									\$ 5,000		\$ 5,000
Replacement of Clubhouse FF&E			\$ 1,500								
<b>Hot Water Tank &amp; On Demand unit replacements</b>		\$ 1,000	\$ 1,000		\$ 1,500						
Deck replacements - Laundry/Clubhouse									\$ 10,000	\$ 15,000	
Gates - Waterside			\$ 6,000								
Playground replacement							\$ 2,500	\$ 3,000			
Survey for Forest Side		\$ 5,000	\$ 5,000								
<b>Totals Capital Reserve \$ utilized</b>		\$ 30,000	\$ 25,500	\$ 30,500	\$ 27,500	\$ 25,000	\$ 18,500	\$ 17,000	\$ 21,000	\$ 22,000	\$ 11,000

## 16 Conclusions

### **Waterside buildings:**

The original buildings in Phase 1 are currently in good condition. In 2020 new roofs were installed on the Clubhouse and Waterside Laundry building. In 2022/23 the exteriors of both buildings were washed and re-stained. As required; steps, decks and railings were repaired; column bases stabilized; and rotten roof beams replaced. The Clubhouse chimney was extended to comply with code requirements. The fireplace in the Clubhouse can now be used. The interior of the Clubhouse requires a deep cleaning, fresh paint, and more functional furniture.

### **Forest side buildings:**

Forest side buildings were completed in 2018-2019 and are good condition. A permit and final inspection are required for the Phase 3 Electrical/Storage building. These assets may require some minor upgrades to maximize functionality and longevity. Examples include shelving, minor electrical and exterior staining, etc.

At the end of the 2022 fiscal year, the Cooperative Corporation placed \$25,000 or 20% of its annual budget into reserves. The Executive recommends that Baywater Resort keep a minimum reserve balance of \$40,000 for unexpected expenses. With the good financial health of the park secured, strategic investments can be budgeted and completed over the next 10 years within existing provisional budget provisions and annual fees. These investments are recommendations only, and are intended to improve the park, its marketability, and its comfort and functionality for all shareholders.

As it has been projected that there will be no requirement for significant infusions of capital to keep assets functional until 2030, it is therefore recommended that shareholders consider the following investment priorities over the next 10 years, including:

#### Replacement of buildings and structures:

- Convert storage compound (water side) to a covered outdoor storage for yard equipment in 2023-2024.
- Replace pump house on same footprint or alternative protection for equipment and pond water pump/electrical sub panel in 2023-2024.
- Plan for unknown major repairs to key buildings in 2030-2032.
- Plan for replacement of deck/rails to clubhouse and Water side laundry in 2030-2031.

#### Replacement of aging Fixture, Furniture and Equipment Assets:

- Replace the existing Park Lawnmower and Ride On Mover, if required, in 2024 and 2028 respectively
- Replace aging waterside Laundry Machines with high-capacity units between 2023 to 2026.
- Replace furniture in clubhouse in 2024-2026.
- Plan for playground replacement in 2028-2029.

#### Replace aging Park Infrastructure:

- Replace hot water tank on water side washroom/laundry and on demand system in Clubhouse in 2023-2024.



- Replace Electrical Posts (1 to 2 per year as required) 2023 to 2032.
- Inspect, repair, and where required add breakers at electrical posts for all sites 2024 to 2026.
- Replace electrical wiring on Forest side from Main Panel to Sub Panel by sites 45/46 in 2023-2024.
- Repair water main shut off gate valve on Water side in 2028.
- Install septic tank redundancies for continuous septic service in 2025-2029. Currently the park does not have any tank redundancies should a pump fail.

Enhancing security for the park:

- Install gate on Baywater Road main access to Forest side in 2023/2024.
- Install gates on Waterside access points in 2024/2025.

Continue to add value to the park and enhance share prices:

- Install paving on portions of the Forest side to reduce noise and dust in 2025 to 2027.
- Expand pond water irrigation system to sites 1- 22, 35, and 52 -72 in 2024/2025.
- Complete a legal survey of Phase 2 and Phase 3 to confirm assignment boundaries and size to support share sales in 2023-2024.

## **17 APPENDICES**

## 17.1 Asset Master Listing

ASSET TYPE	#	LOCATION	DESCRIPTION
<b>Buildings &amp; Structures</b>	B1-001	Water side at foreshore	Clubhouse, Fireplace, Covered Porch
<b>Buildings &amp; Structures</b>	B1-002	Water side between Clubhouse and Highway	Laundry, Men/Women's washrooms, storage room
<b>Buildings &amp; Structures</b>	B1-003	In Boat Storage area by Highway	Wooden enclosure without a roof
<b>Buildings &amp; Structures</b>	B2-001	Forest side by #35 and across from sites #45-47	Laundry, Men/Women's washroom, storage room
<b>Buildings &amp; Structures</b>	B2-002	Beside site #28 near creek	Pumphouse – pond water pump, and electrical/storage room
<b>Buildings &amp; Structures</b>	B2-003	Between site #72 and playground	Garbage enclosure
<b>Buildings &amp; Structures</b>	B3-001	Across from site #63-65	Gazebo
<b>Buildings &amp; Structures</b>	B3-002	Across from site #56-58	Electrical building/storage room-workshop
<b>Fencing</b>	F1-001	Highway/site# 21	Replaced in 2021
<b>Fencing</b>	F1-002	Highway/site # 14-15-20	Original split rail
<b>Fencing</b>	F2-001	Behind sites #23-28	Posts stabilized/braced in 2022
<b>Fencing</b>	F2-002	Behind sites #41-51	#41-45 realigned/rebuilt in 2020
<b>Fencing</b>	F3-001	Behind sites #56-61	Installed 2018-2020, includes sewer bio bed enclosures
<b>Fencing</b>	F3-002	Behind sites #52-55	Installed 2020; includes sewer control and bio bed enclosures
<b>Fencing</b>	F3-003	Behind sites #62-27	Installed 2018-2019
<b>Gates</b>	G1-001	Waterside	2 chain gates
<b>Gates</b>	G2-001	Forest Side (East)	Metal gate installed 2020
<b>Gates</b>	G2-002	Forest Side (West)	Metal gate installed 2020
<b>Natural</b>	N1-001	Foreshore/Rip Rap/ Communal Firepit #1	
<b>Natural</b>	N1-002	Boat Storage	
<b>Natural</b>	N2- 001	Kids Play Area/Horseshoe Pit	
<b>Natural</b>	N3-001	Upper meadow/Horseshoe Pit/ Communal Firepit #2	
<b>Roadway</b>	R1-001	Asphalt (Waterside)	
<b>Roadway</b>	R1-002	Gravel (Waterside)	Between sites 1-3 and Site 22
<b>Roadway</b>	R2-001	Gravel (Forest side)	West Fork (Site 34 to 23)
<b>Roadway</b>	R2-002	Gravel (Forest side)	East Fork (Site 40 to 51, 71-caretaker)
<b>Roadway</b>	R3-001	Gravel (Forest side)	Baywater entry and Phase 3 (Sites 52 to 70)
<b>FF&amp;E</b>	FE1-001	Inside Clubhouse	This is for all items found inside the Clubhouse
<b>FF&amp;E</b>	FE1-002	Inside Waterside Laundry	
<b>FF&amp;E</b>	FE1-003	Inside Waterside Supply Room	Hot Water Tank
<b>FF&amp;E</b>	FE1-003	Grounds equipment and tool	This is for equipment throughout the park
<b>FF&amp;E</b>	FE2-001	Green space between #34 and Black Brook	Kid Playset
<b>FF&amp;E</b>	FE2-002	Between Laundry & #35	Sump Pump
<b>FF&amp;E</b>	FE2-003	In Forest side Supply Room	Hot Water Tanks
<b>FF&amp;E</b>	FE3-001	Gazebo	This is for items intended for use in the gazebo

## **Asset Master List (Continued)**

<b>ASSET TYPE</b>	<b>#</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>
<b>Electrical</b>	EL1-001	Waterside supply room	Main Waterside Electrical Panel XX
<b>Electrical</b>	EL1-002	On Clubhouse exterior	Waterside Sub Panel XX (1-11)
<b>Electrical</b>	EL1-003	In Boat Storage area behind sites #16-17	Junction box in ground (Sites 16-22)
<b>Electrical</b>	EL1-004	Electrical Power Posts	Sites #1-21 – Posts have Hydro and Cable Connections for camper
<b>Electrical</b>	EL2-001	Forest side supply room	Main Electrical Panel – Sites 23-48
<b>Electrical</b>	EL2-002	Forest side supply room	Septic Pump Panel
<b>Electrical</b>	EL2-003	Inside Pumphouse	Sub Panel (Breakers 23-28)
<b>Electrical</b>	EL2-004	Hedge between sites #45/46	Sub Panel (Breakers 41-48)
<b>Electrical</b>	EL2-005	Back of Shed Site #37	Sub Panel (Breakers 29-40)
<b>Electrical</b>	EL2-006	Electrical Power Posts	Sites #23-28 – Posts have Hydro and Cable Connections for camper
<b>Electrical</b>	EL3-001	Inside Electrical Room	Main Electrical Panel & Breakers – sites 49-72
<b>Electrical</b>	EL3-002	Across from site #54	Transformer Box
<b>Electrical</b>	EL3-003	Electrical Power Posts	Sites #49-72/Caretaker – Posts have Hydro and Cable Connections for camper
<b>Septic</b>	S1-001	In Boat Storage	2 Tanks, 1 Lift station (sites 1-22), pumps to site 24 booster pump and then to S1-002
<b>Septic</b>	S1-002	Between Highway & sites #29/#40	4 Biofilter Beds (sites 1-22)
<b>Septic</b>	S1-003	By #24	Pump for Phase1 to S1-002
<b>Septic</b>	S2-001	Beside Garbage Enclosure	2 Tanks, 1 pump (replaced 2020); sites 23-48 & sites 68-72 & Caretaker, pumps to S2-003
<b>Septic</b>	S2-002	Driveway of site #35	1 Lift station, sites 23-48 pumps to S2-001
<b>Septic</b>	S2-003	Behind sites 55 & 56	6 Biofilter Beds (sites 23-51 & 68-72 plus caretaker)
<b>Septic</b>	S3-001	Across from site #70 in upper meadow	2 Tanks (installed 2019), 1 pump; sites 49-67, pumps to S3-003
<b>Septic</b>	S3-002	Between site #52 & Baywater Road (fenced off)	1 Lift tank, 1 pump, system visual alarm pumps to S3-001
<b>Septic</b>	S3-003	Behind sites #60-62	5 Biofilter Beds (sites 52-66)
<b>Water</b>	W1-001	By site #14/#15 Deck near road	2 Gate Valves (Shut off) for Phase 1 - 1 for Waterfront sites, 1 for non-Waterfront sites
<b>Water</b>	W1-002	Hot Water Tank	In supply room (waterside)
<b>Water</b>	W2-001	Between site #40/Highway under trees	Curb Stop for Baywater & Water Meter
<b>Water</b>	W2-002	In Pumphouse	Pond Water Cistern and pump
<b>Water</b>	W2-003	Hot Water Tank	In supply room (forest side)
<b>Water</b>	W3-001	By road/site #72	2 Gate Valves (shut off) for Phase 3 (Sites 19-72)
<b>Cable</b>	W1-001	In supply room	Cable main hub for waterfront
<b>Cable</b>	W1-002	In ground behind - Boat Storage	
<b>Cable</b>	W1-003	Various In ground Cable boxes	Under front of site #7
<b>Cable</b>	W2-001	In supply room	Cable Main Hub and Equipment for Park
<b>Cable</b>	W2-002	In pump house	Cable hub for forest side (Phase 2)
<b>Cable</b>	W2-002	Various in ground Cable boxes	Unsure of all locations
<b>Cable</b>	W3-001	In electrical room	Cable hub for upper forest side (Phase 2)
<b>Cable</b>	W3-002	Various in ground Cable boxes	Under front of sites #50 & 66; underground road in front of site #58



**Contents of Electrical/Storage Room in Washroom/Laundry Building (Waterside)**  
**Back**  
**of B1-002**

1 Thermostat  
1 Reflective Keep Off the Rocks Sign  
1 Broom  
1 Reflective Strip for Front Gates  
1 Ironing Board Cover  
1 Floodlight Bulb  
2 Taymor Door Closures  
1 Plumbshop Toilet Tank Lever  
1 Rubbermaid Mop Bucket and Wringer  
1 Frisbee  
1 Mop Handle and Mop  
1 Case Paper Towel  
1 Case Toilet Paper  
1 Case Fluorescent Tubes – Cool White  
1 Flip Chart (For Meetings)  
1 Hoover Floor Mate  
1 Dennis Large Faucet Cover  
1 Water Meter Shut Off Pole  
1 Aluminium Step for Stairs  
1 Grey Tarp  
1 Blue Tarp  
1 Bag “Post Haste” Fast Setting Concrete

**Contents of Electrical/Water/Storage Room Phase 2 B2-002 Washroom/Laundry Bldg.**

Rigid Wet/Dry Vacuum (for Cleaner)  
1 Looped Mop Head  
2 Sponge Mop Handles  
2 New Sponge Mops  
Traffic Cone  
Slide for Swing Set  
Toilet Bowl Plunger  
4 Hand soap 2.5-quart size  
1.5 Gallon Perfecto Neutral Cleaner  
2 Gallons Oxygenic - Disinfectant, Sanitizer, Bactericide, Viricide, Germicide etc.  
3 Cases of Toilet Paper  
1.5 Case of Paper towel  
Rubbermaid Mop Bucket; Wringer  
Quickrite – Almost 2 Bags  
Assorted Water Tap Fittings  
2 Whirlpool 75.7 Gallon Hot Water Tanks

**Contents of Storage Room on Side of Electrical Shed B3-001**

Rigid Wet/Dry Vacuum  
4 Sawhorses

Propane Patio Heater (donated)  
 2 Wheelbarrows - Yellow  
 Honda Lawnmower  
 Jerry Can for gas (Lawnmower)  
 Ryobi Table Saw (donated)  
 4 Chairs (Consider removal as these are being stored here)  
 Aluminium Step Ladder about 10 feet  
 2 Swings for Swing Set (Winter Storage for Playground)  
 1 Handle Swing for Swing Set (Winter Storage for Playground)  
 Tetherball and Rope (Winter Storage for Playground)  
 Monkey Type Swing for Swing set (Winter Storage for Playground)  
 Swing – Round Costco Swing (Winter Storage for Playground)  
 Assortment of Lumber

## 17.2 Baywater Preferred Suppliers List

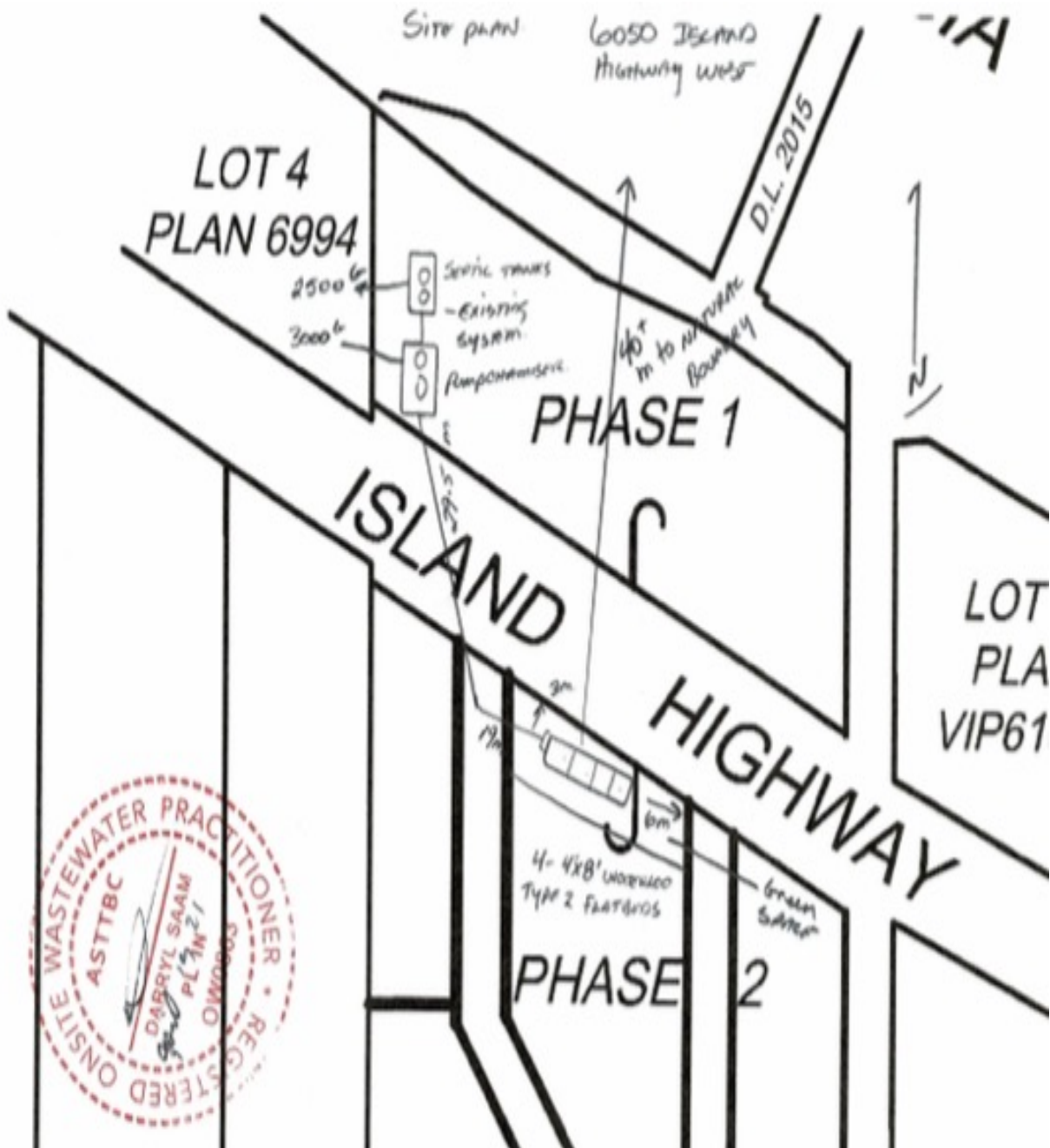
SUPPLIER	COMMENTS
Nelson Roofing	Installed new roofs on Clubhouse & Laundry/Washroom on waterside
Warbrick Contracting	Installed new gates on forest side entries by Highway 19A
Bowser Building Contractors	Completed renovation work on Clubhouse & Laundry exterior
Oceanside Electrical	Upgraded electrical panels in park
Action Tank & Pump Service	Septic Repairs
Drain Doctor	Installed Septic in Park
Ballies Plumbing and Drains	Septic Repairs
Meglet Transport	Groundworks, Infrastructure, Roadways/Trees, gravel etc. general contracting
Parksville Heavy Equipment	Rip Rap maintenance
Clough Consulting (biologist)	RDN Sec 8 DPA & Rip Rap permits
Barron's Home Appliance	Laundry machine maintenance
Northwest Arboriculture Ltd & Above & Beyond	Tree maintenance & arborist reports
Waste Connections Canada	Waste Management
Qualicum Bay Home Lake Water District	Water provider
BC Hydro	Hydro provider
West Coast Insurance	Insurance
Anderson Accounts	Accounting services

### 17.3 Baywater Significant Projects (2020-2023)

Buildings & Structures	Fences & Gates	Infrastructure	Rip Rap	Other
Replaced Clubhouse Roof (2020)	Installed new Gates – Forest Sides (2020)	Completed clean out of septic tanks and fixed pumps (phase 1 and 2) and did piping repairs for phase 3 (2021)	Maintenance of rip rap completed (2020)	Playground (removed 2021; replaced 2022)
Replaced Waterside Laundry Roof (2020)	Repair portions of East Fence post stability & 1 post on South Fence (2022)	Replaced electrical mains and some sub panels in Phase 1 & 2 (2022)		
Clubhouse Exterior repairs – power washing, deck/rail repairs, re stain exterior, column bases, extended chimney (2022-23)		Installed lights, switches and plugs at Gazebo and Electrical/Storage room (2023)		
Waterside Laundry exterior repairs, power washing, deck/rail repairs, new steps (2022-23)				
Gazebo staining (2022)				

## 17.4 Mapping of Common Infrastructure

### Waterside Septic (Phase 1)

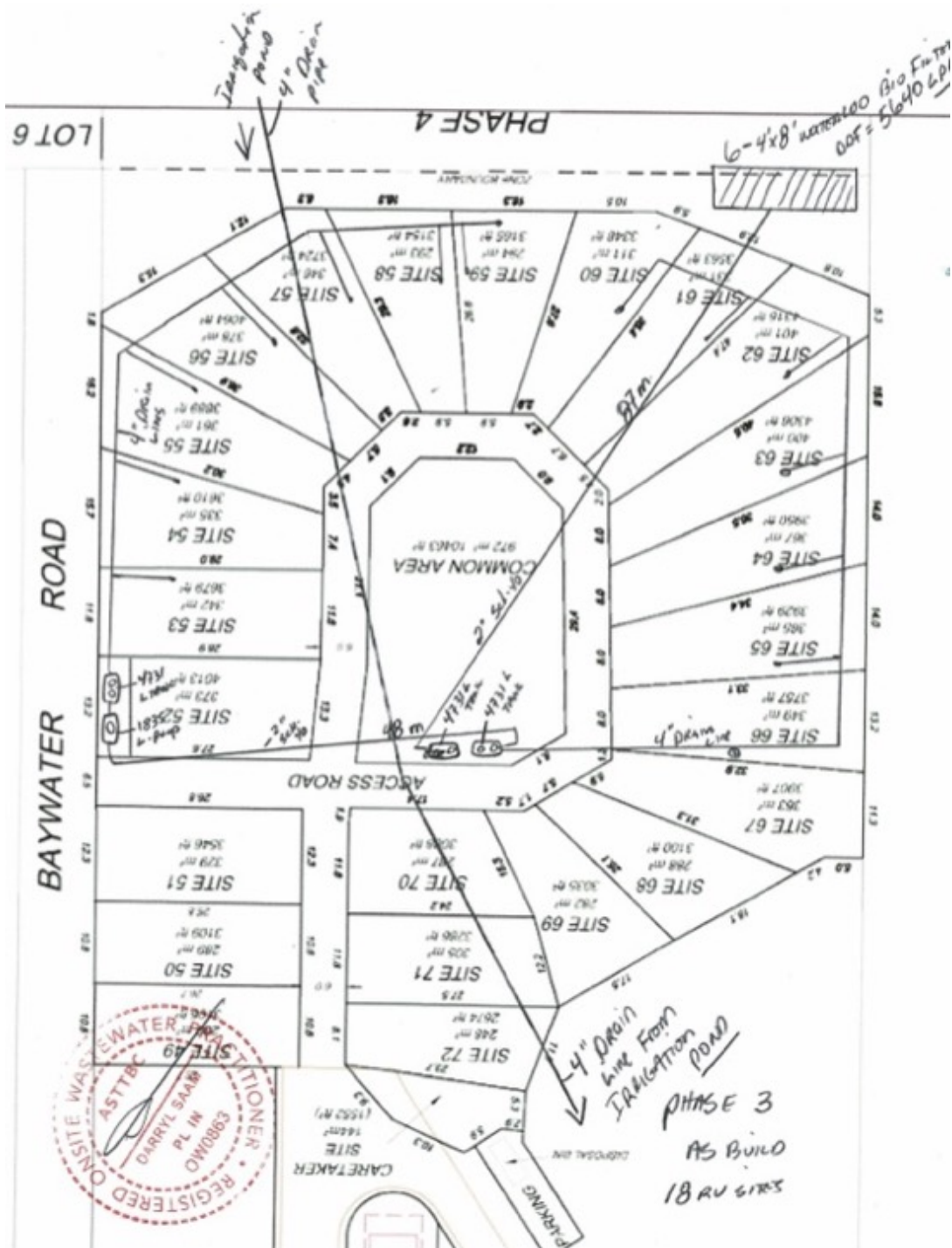




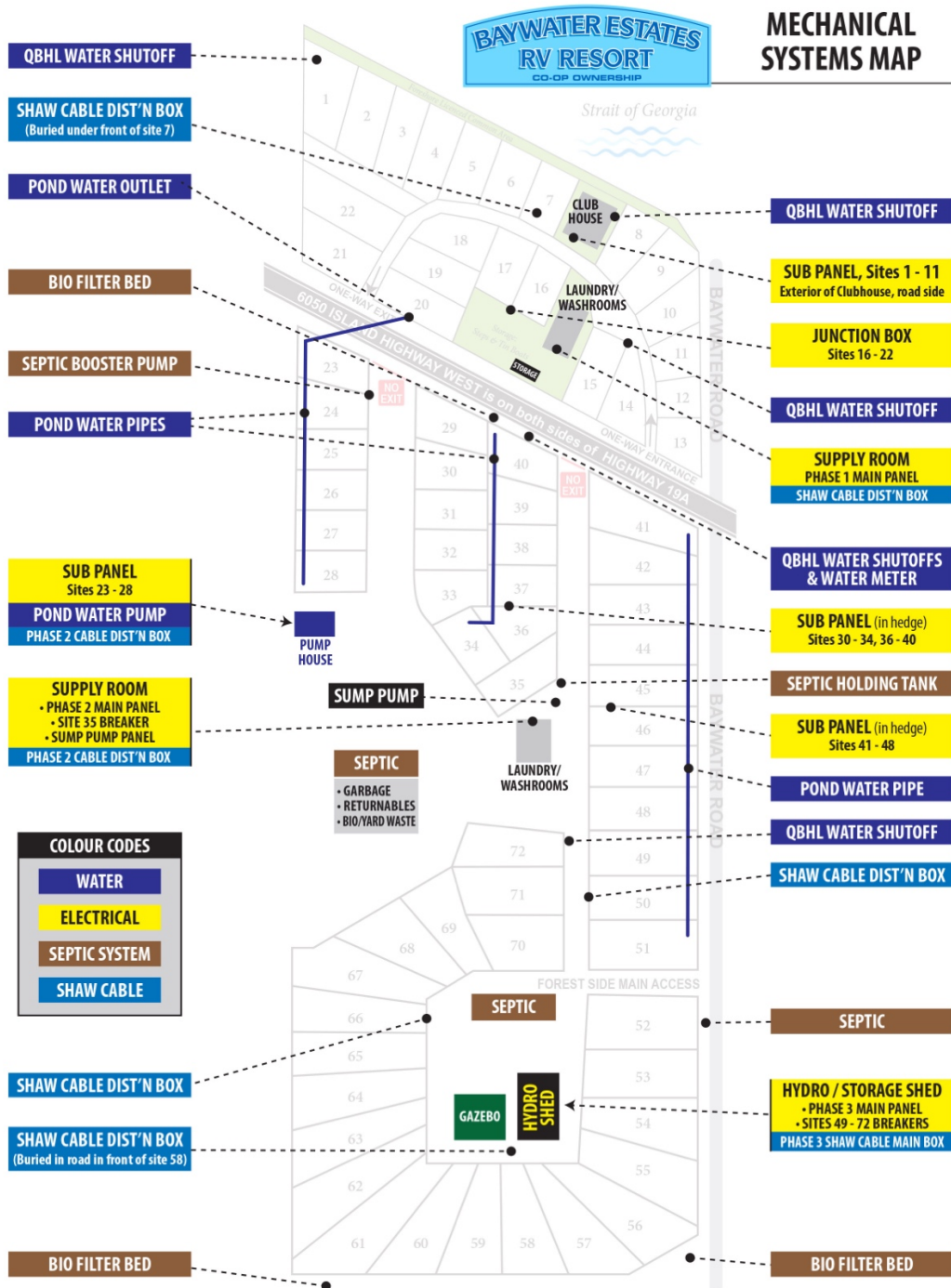
*NOTE: 5 4'x8' Bio Beds are located behind sites 56 & 55.*



# Forest Side Septic – Ph 3



## Mechanical Systems Map





## 17.5 Building Assets - Interior Photos & FF&E

### Interior – Clubhouse







## Interior – Waterside Laundry/Washroom Building







**Interior – Waterside Supply Room**





**Interior – Forest Side Laundry/Washroom**







**Interior – Forest Side Supply Room**





### Interior - Gazebo



## Interior – Forest Side Electrical/Storage











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