

Resident Caretaker & Building Manager Contract

THIS AGREEMENT MADE ON THE 24th day of March, 2020.

BETWEEN: **OWNERS STRATA PLAN EPS3084**
c/o FIRSTSERVICE RESIDENTIAL BC LTD.
200 Granville Street, Suite 700
Vancouver, BC
V6C 1S4
(hereinafter called the "**Employer**")

AND: **Scott Gilbert Co**
320-138 E Hastings St
Vancouver, BC
V6A 1N6
(hereinafter called the "**Caretaker**" or the "**Building Manager**")

IN CONSIDERATION of the mutual covenants herein contained, the parties agree as follows:

- I. The Employer hereby employs the Caretaker effective March 1, 2020 to perform the listing of duties herein contained (Item II), at the property more particularly described as:
Sequel 138 - STRATA PLAN EPS3084
- II. We further confirm that, without limiting the generality of the foregoing, your Caretaker duties and responsibilities are as set out in Schedule A of this contract, and Building Manager duties are as set out in Schedule B of this contract.
- III. It is agreed that compensation for the duties contained in Item II, the Caretaker will be paid the amount of \$2700 per month for Caretaker duties. The amount for Building Manager duties will be \$1050 per month. **Contract amount** may increase 3 percent per year.
- IV. It is a requirement of this contract that the Caretaker must be WHMIS trained, and the business must maintain WorkSafeBC coverage and general liability insurance at all times. Documentation that premiums are being paid to be provided to Strata Manager.
- V. Hours:
 1. The regular hours of work for the Caretaker shall be 8:00 a.m. to 12:00 noon, **Monday through Sunday; or 4 hours** between 8:00 am and 5:00 pm if Building Manager duties are required during regular Caretaker hours.
 2. Building Manager duties will be performed on an as-needed, on-call basis from 8:00 a.m. To 10:00 p.m. **Monday through Sunday. Two hours per day average.**
 3. During any vacation or other time the Caretaker takes time off, a suitable replacement staff member will be provided by Scott Gilbert Co. to perform basic cleaning duties.

I/WE, DO HEREBY AGREE TO THE TERMS AND CONDITIONS THIS 24TH DAY OF MARCH, 2020, AND ACKNOWLEDGE THAT WHILE FIRSTSERVICE RESIDENTIAL BC LTD. ADMINISTER PAYMENT, STRATA PLAN EPS3084 IS THE EMPLOYER.

FirstService Residential BC Ltd. dba FirstService Residential
As Agent for the Owners

Property Manager



Scott Gilbert

Witness

Date

03/24/2020

Date

Strata Council Member



Strata Council Member

(Daniel Letient)

Witness

Date

03/24/2020

Witness

Date

03/24/2020

Schedule A – Caretaker Duties

Duties and Responsibilities:

A. DUTIES TO BE PERFORMED DAILY AND AS OFTEN AS OTHERWISE REQUIRED:

1. Sweeping, mopping and hosing down the full length of pavement on the Hastings side of the building, and 3 feet from the building on alley side.
2. Graffiti removal from façade glass, walls.
3. Cleaning of lobby glass, intercom and post boxes.
4. Checking for, and replacing where necessary, defective lighting through both interior and exterior of the building.
5. Clean up debris on building property.
6. Perform a walk-through of fire exit stairwells and other remote halls to check for signs of vagrants or unauthorized access.
7. Sweep and hose out garbage areas and loading bay.
8. Clean elevators; including polishing surfaces if required.

B. DUTIES TO BE PERFORMED WEEKLY AND AS OFTEN AS OTHERWISE REQUIRED:

1. Sweeping of parkade and all storage and service rooms.
2. Sweep and mop all common area flooring in halls.
3. Wipe down handrails and windowsills.
4. Removal of spider webs from around exterior lights.
5. Alternate weekly: exterior window washing, doorway power washing.

C. DUTIES TO BE PERFORMED ONCE EVERY MONTH AND AS OFTEN AS OTHERWISE REQUIRED:

1. Monitor servicing of sump pumps; circulating pumps; security gate; etc., as per schedule.
2. Clean common area light fixtures.
3. Travel to Home Depot or gas station as needed to pick up supplies

D. GENERAL DUTIES:

1. The Caretaker will be responsible for day to day maintenance of the property and keep the Management Company informed of any emergencies or problems.
2. Monitor changing of air intake filters once every three months.
3. Keep sidewalks and recreation areas clear of all snow and ice.

E. SPECIAL DUTIES:

1. Provide emergency assistance to owners respecting household or medical matters.
2. Maintain high level of security throughout the property via patrolling and visitors checks.
3. If necessitated by weather, place approved type of salt or chemicals on the sidewalks; maintain cleared sidewalks and garage entrances at all times.
4. Introduce yourself to all new residents and assist them with any move-in requirements.
5. Light gardening duties including watering of shrubs, plants, flowers and grass as required.

F. ADMINISTRATIVE DUTIES:

1. Maintain and report on petty cash float.
2. Report and respond to owners' requests, complaints, and comments promptly.
3. Effect rules and bylaws in manner prescribed.
4. Cooperate positively with service and tradesmen for property services.
5. Report all matters of concern and problems to the Property Manager.
6. Advise Employer about potential or existing issues requiring immediate attention.
7. Update/change names on enterphone panels.
8. Maintain inventory of all strata corporation equipment, tools, supplies and the location of same.
9. Monitor that the contractors attend to their work as required and clean up adequately. Report any problems to the Property Manager.
10. Coordinate moves and put up elevator pads as needed.
11. Coordinate towing of any unauthorized vehicles on common property.

By mutual agreement, the above Caretaker duties can be amended.

Schedule B – Building Manager Duties

Duties and Responsibilities:

A. MAINTAIN EFFICIENT OPERATION OF THE BUILDING BY:

- Implementing decisions of council as expressed in meeting minutes.
- Inspecting all common areas daily, taking required action and maintaining accurate records.
- Responding to emergency situations and liaising with first responders as appropriate.
- Controlling and documenting petty cash used for authorized expenses.
- Developing and updating procedures for response to major emergencies, including main gas shut off, standpipe water shut off, and electrical shut off.
- Maintaining a current list of all equipment owned by the strata corporation.
- Using onsite equipment such as, but not limited to, the power washer, to maintain the building.
- Other tasks as needed, or as directed by Strata Council.

B. MAINTAIN REGULAR COMMUNICATION WITH THE STRATA MANAGER AND COUNCIL, INCLUDING:

- Reporting all problems/issues promptly, especially those involving an insurance or injury claim.
- Maintaining a detailed weekly log of all activities in the building
- Attending bi-monthly Council meetings and providing a building manager report summarizing issues, activities, and action items from the previous two months.
- Referring inquiries from media and other third parties to the Strata Manager or Strata President.

C. MONITOR THE WORK OF TRADESPEOPLE HIRED BY STRATA TO PERFORM WORK OR EMERGENCY REPAIRS IN THE BUILDING, INCLUDING:

- Logging all time spent by trades in the building and obtaining a report from each.
- Verifying credentials and arranging access to maintain building security.

D. MAINTAINS CORDIAL, PROFESSIONAL, AND BUSINESSLIKE RELATION WITH OWNERS AND TENANTS BY:

- Maintaining confidentiality and discretion at all times.
- Communicating and enforcing by-laws appropriately.
- Distributing minutes and notices as required.
- Ensuring storage rooms, mechanical rooms, parkade, bicycle rooms, hallways and all other common areas are kept free of inappropriate items.
- Scheduling move-ins and move-outs in accordance with established procedures.
- Scheduling use of BBQ and courtyard area for gatherings.

E. MAINTAINS BUILDING SECURITY BY:

- Informing residents of bylaws and rules when necessary and reporting bylaw infractions relating to safety and security to the Strata Manager.
- Ensuring that all access devices are properly logged and secured.
- Maintaining a current list of parking spots, storage lockers and FOBs of owners/tenants.
- Immediately cancelling FOBS, keys, and any other access to building at the request of strata council / management.
- Review CCTV footage as needed after incidents (up to 1 hour).
- Coordinate with law enforcement for access to building and security footage, as required.

By mutual agreement, the above Building Manager duties can be amended.