



VANCOUVER CONDOMINIUM SERVICES LTD.

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April 28, 2008

*** VERY IMPORTANT ***

MEMO TO: Owners & Residents
Governors Towers & Villas
Strata Plan LMS-1725
388 Drake Street
1318 & 1398 Homer Street
Vancouver, B.C.

FROM: Lyn Campbell

RE: Building Envelope Restoration Project

Dear Owners & Residents:

We are pleased to advise RDH Building Engineering has completed the pre-construction phase of the remediation project and the restoration work is scheduled to commence the first week of May 2008 with site mobilization and erection of the base scaffold. The entire rehabilitation project for Governor's Towers & Villas will take approximately three years to complete. The project will be broken down into three phases:

Phase One - 388 Drake Street, Vancouver - 13-month completion
Phase Two - 1328 to 1398 Homer Street, Vancouver
Phase Three - 1318 Homer Street, Vancouver

The design of the building rehabilitation project is consistent with November 16, 2007 RDH Engineering report. As agreed upon at the December 17, 2007 council meeting, the Tower - 388 Drake Street building will be remediated first as there is concern since it contains the most dangerous defects related to the windows within the building.

The rehabilitation work focuses on a comprehensive rehabilitation of the exterior walls and windows of the Tower. This work includes the removal of the existing masonry EIFS tiles, stucco, windows and door assemblies and replacement with new rain screen assemblies.

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In order to effectively implement the work, new deck assemblies, guard-rails and a comprehensive rehabilitation of the exterior walls using rainscreen assemblies with brick, stucco and metal panel cladding will be undertaken.

The rehabilitation project has been designed to try and maintain the existing appearance of the building although there will be a colour change, as per the owners' approval at the March 11, 2008 Special General Meeting. Some minor revisions have been adopted to achieve adequate performance characteristics. These revisions include protection and improvements to exposed door assemblies, revisions to some of the window wall panel widths to account for new wall dimensions and window installation criteria. A low emmissivity (LOW-E) coating will be incorporated on the new glazing at the windows and doors to control the heat transfer (both summer heating and winter heating).

The construction workers will be on site Monday to Friday, 7:30 a.m. to 4:00 p.m. Weather permitting and the Tower project will take approximately 13 to 15 months to complete.

For security purposes, all construction workers will be wearing hard hats in which Governors Towers & Villas and RDH will be identified on them. The site supervisor for RDH is John Da Silva. RDH will have a site office and once a site office phone number has been established it will be forwarded to owners and residents.

For the purpose of implementing the remediation work, the Tower will be divided into five phases. Phases 1, 2 and 3 will involve the use of mast climbers. A mast climber is working platform, which moves up and down the building covering two levels at one time. This new approach to residential rehabilitation will be of great benefit to the Owners as it replaces the all-encompassing exterior scaffold. The contractors will work on the mast climbers on any given floor for a period of two weeks. Phases 4 and 5 will involve scaffold, as in these locations mast climbers are not practical.

- Phase 1 South elevation – scheduled from April to January
- Phase 2 East elevation – scheduled from June to March
- Phase 3 North elevation - scheduled from July to May
- Phase 4 West elevation - scheduled from August to May
- Phase 5 East base scaffold - scheduled from June to March

With the construction of the mast climbers and scaffolding, there will be some areas in the parkade that additional supports are required which may interfere with some parking stalls. Residents involved with this will be alerted and will be given parking stalls in the visitors parking area.

During the restoration project, there will be times that access to a unit is required to replace the windows and complete interior repairs related to the window installation. When that time comes, the site supervisor will conduct a pre-inspection of your unit and will note any specific items or areas that might impact on the restoration project. **Please be advised that the removal of the old windows and replacement of the new windows will be conducted in a one-day turnaround and the residents will not be left unsecured overnight.** Residents will be given at least one week's notice and will also be provided with a reminder notice three days before access is required. When access to your unit is required, the construction workers will be placing drop sheets on the floor and plastic poly wrap will be available in the site office in which residents may cover their furniture, etc. to protect their items from dust. Co-operation between residents and construction personnel is important here.

If you are going to be away on holidays, you are asked to please ensure that the strata corporation's security building staff has a key to access your unit as the contractors will be on a very tight schedule and delays will hinder the completion of the project.

Owners and residents are reminded that the strata corporation's insurance policy does not cover damage to any betterments and improvements that may have been made to your unit such as hardwood floors, upgraded tiles, upgraded blinds and/or drapes. Please contact your own personal insurance company to ensure that such upgrades are included within your homeowner's insurance policy. The strata corporation will not be responsible for any damage that may occur during the restoration project to an owner's betterment or improvement.

For the protection of the building, both elevators will have wood sheathing placed on the walls and floors during the restoration project as there are times in which materials, such as window, tools will have to be brought via the elevators.

During the project, should an emergency arise with the site Monday through Friday, 7:30 a.m. to 4:00 p.m. residents/owners are asked to please contact John Da Silva, the site supervisor and the emergency services. Should an emergency arise after hours, residents/owners are requested to contact Vancouver Condominium Services at 604-684-6291.

Following the completion Tower B, which is expected to be completed by May 2009, the crews will then commence the rehabilitation project on the Villas, 1328 to 1398 Homer Street that will take approximately. Following which the connector building 1318 Homer will commence, which will take approximately 12 months to complete.

An informal information gathering will be held on Wednesday, May 14th specifically for the owners/residents of the Tower, 388 Drake Street. The meeting on May 14th will be held at the 2nd floor meeting room of 388 Drake Street starting at 6:30 p.m. Owners/residents of the 388 Drake Street building are encouraged to attend, as representatives from RDH Building Engineering will be on hand to answer further questions.

Owners are advised that the colour boards are available for viewing in the security/concierge office.

Please also take a moment to read over the "Construction Safety For Building/Occupants Bulletin" from RDH Building Engineering Ltd.

Thank you.

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April 22, 2008

Introduction to Construction Safety for Building Occupants

Prepared for:

Governors Tower and Villas

Presented by:

RDH Building Engineering Ltd.

1. Occupant safety:

Building occupants are often thrust into remediation projects without a full appreciation of what they are about to experience. Living in a construction site presents many challenges and occupant safety is particularly important. In order to promote occupant safety it is imperative that owners and tenants be aware of sensible safety practices. The following guide should be observed at all times - not just during work hours.

Scaffolding - A scaffolding system is essential for access to the building exterior. Many workplace accidents are scaffolding related.

- Do not walk under the scaffolding. Use access points as directed by the contractor which are specifically designated for pedestrian traffic.
- Maintain a distance of 10 feet from any scaffolding, especially during work hours. Debris, tools, or equipment may fall from the scaffold.
- At no time are building occupants to climb the scaffolding. Sections may be in a stage of dismantling and not be safe.
- Do not remove or adjust any component of the scaffolding. Scaffolding is quite often an engineered system and cannot be altered without approval of the design engineer.
- Do not allow children to play on or near the scaffolding.

Ladders – Ladders are a source of potential danger.

- Do not climb any ladder used on the site for construction purposes. It may not be secured from falling.
- Do not remove ladders or alter them in any way. A worker may not be aware that the ladder has been altered or left unsecured. It is a requirement of the WCB regulations to restrain a ladder from falling.
- Maintain a distance of 10 feet from any ladder in case of falling debris.

Debris (loose, flying, and falling) - Debris will be removed from the construction site on a continuous basis, but occasionally it will accumulate. It is always a hazard.

- Watch for falling and flying debris. As materials are removed from the building they are sometimes difficult to contain.
- Watch for wood or boards with protruding nails. If rusty nails break the skin, they can cause severe infection.
- Loose debris and materials can be a slipping and tripping hazard. Do not walk on or through accumulated construction debris.

Caution Tape and Signage - These are widely used on construction sites to warn people of potential dangers. Respect all caution tape and signage.

- Caution tape and/or signage will be used to cordon off a danger area for a variety of potential safety reasons.
- A normal route of entry or exit may be cordoned off with caution tape and/or signage to prevent access or egress. Use an alternate route.
- Do not remove caution tape or signage, even after workers have gone for the day. There may still be existing dangers such as trip hazards, holes, or debris.
- Signage such as "Overhead Hazard" means just that. Beware of what is happening above.

Materials Storage Area - This is where construction materials used to repair the buildings are stored. Some may be hazardous materials; others may be stacked items.

- Do not allow children to play in material storage areas. Hazardous or poisonous materials may be in the storage area.
- Stacked materials such as lumber can sometimes fall, especially when prompted to do so by being knocked or heavily jarred. Maintain a safe distance.
- Respect designated storage areas.

Tools and Equipment - Many tools and equipment will be used to repair the building. These tools and equipment can maim or injure if used by unqualified personnel.

- Do not use or borrow tools and/or equipment.
- If a tool or piece of equipment is inadvertently left unlocked after workers have left the construction site, turn it in to the building manager.

Waste Containers - Waste containers are necessary for removal of debris from the construction site. They will be present for the duration of the project.

- Do not climb into the waste container. There are nails, sharp wire, hazardous materials and many other dangers present.
- Do not park in the immediate vicinity of the waste container. Materials and debris are routinely thrown into the container, sometimes missing. Vehicles parked too close could get damaged.

Privacy- Privacy is a significant concern while construction proceeds on residential buildings. There are a few simple ways to maintain privacy.

- Keep drapes or blinds closed while work proceeds in your area of the building.
- There will be times when construction crews may require access into suites to do repairs on drywall and for touch-up painting. These times will be arranged with occupants in advance.

Security-The use of scaffolding will make it easier for people to access all parts of the building exterior. During the construction period homeowners should be aware of an increased risk of criminal activity. Keep doors and windows locked at all times. If suspicious activities are observed contact the construction representative for confirmation. Contact the police if circumstances warrant it.

Areas of Work - During the course of construction all decks and balconies will be likely be dismantled and restored. Do not explore these areas while they are under construction. Supporting members may have been removed and/or guardrails may be unfastened and not secure.

Insurance - Building owners should review the insurance provided by the contractors (under the terms of the contract) and consult with their insurance agent with respect to obtaining additional forms of insurance during the course of construction.

Special Needs - Identify any tenants with special needs that may be relevant to the contractor, i.e.: wheel chair access.

Emergency Accident Procedure - If a serious accident is witness during construction, follow the procedure outlined below. A serious accident would be defined as one in which the injured person (worker or tenant) is unable to help themselves.

- Call 911 and state the address.
- 911 will require a brief description of the accident. Tell them what is known.
- Try to contact the site first aid attendant and project superintendent.
- If able, go to the area where emergency crews will arrive and direct them to the accident scene or have another person do this.
- Before going to the accident scene to help the injured person assess the area to ensure it is safe.

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It is very important that children or adults with impaired judgment be closely supervised once construction work commences.