



Investor Property Management & Leasing Services

Bosa Waterfront | 320 Granville Street

VANCOUVER – WHISTLER – FRASER VALLEY
604-685-3227 | awmalliance.com

A MESSAGE FROM THE CEO

Dear Bosa Waterfront Owners,

As one of British Columbia's premier property and management firms, AWM specializes in the BC market. We're local, and we stay local, giving us an unparalleled level of expertise in BC's complicated and heavily regulated real-estate industry.

Over the past two decades, we've been the vanguard of innovation within the property management sector. As technology advances, so do our leading-edge, proprietary service platforms. We're forward-thinking and are continually redefining value for our clients.

We believe we can do the same for Bosa Waterfront.

We invite you to review the following package, put together specifically for Bosa Waterfront. Should you have any questions or concerns, please do not hesitate to reach out to myself or your dedicated AWM team lead.

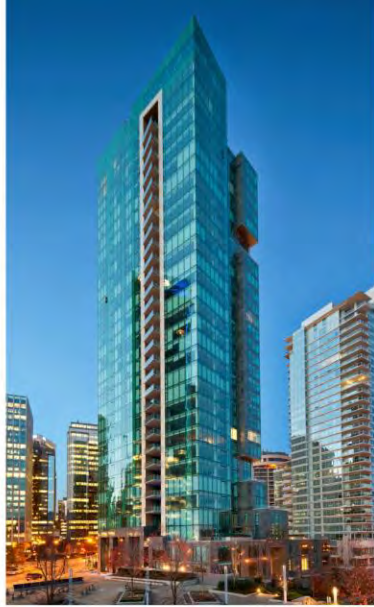
We look forward to the beginning of a great business relationship.

Yours sincerely,
Michael Schuss, CEO



**CLICK THE IMAGE TO VIEW
AWM CORPORATE BROCHURE**

PROUDLY WITH AWM



AWM LEADERSHIP

The AWM team is made up of more than 80 accredited and experienced professionals, each and every one dedicated to providing an exceptional level of personal service.

Our expertise in property management is unrivalled in the industry – managing in excess of 23 million square feet, comprising of 23,000+ suites and total property values exceeding 13 billion dollars. From residential properties to commercial spaces, multifamily high-rises to townhome developments, and boutique storefronts to big-box industrial parks, the AWM team combines a solid foundation of knowledge with superior on-the-ground skills in order to represent our clients and their investments.



INVESTMENT PROPERTY MANAGEMENT TEAM

AWM-Alliance coordinates the on-boarding of all rental accounts through members of the executive team, who then actively support the property manager through the full lease-up and ongoing monthly operations for the life of the relationship.

DIRECTORS

The Directors are supported by various team members at the outset of the project to ensure a smooth transition and offer a combined 80+ years of property management experience.

ACCOUNTING & ADMINISTRATION

AWM's CFO and COO are highly experienced in working with Developers in establishing the foundation for success. They possess a combined 30+ years at AWM.



Tyler Johnson
Managing Director, IC&I



Thomas McGreer
Vice President,
Residential Services



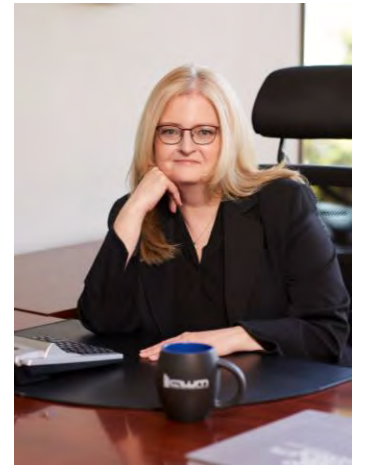
Michael Schuss
CEO



Sophia Jang
CFO



Marj Talento
COO



Jane Teghararian
Controller

INVESTMENT PROPERTY MANAGEMENT TEAM

PROPERTY MANAGER

AWM's philosophy with respect to assigning a property manager to a portfolio is based on several factors – most notably their relative experience to the property type and capacity as well as their expected longevity in managing a client. In this regard, we have management dedicated to Bosa Waterfront. Bosa Waterfront.

PROJECT SERVICES

At the outset of any project, our project management team conducts a comprehensive site visit and identifies the scope of work required and obtaining quotes for such work. Supervising all work and completing minor tasks, adds value to the overall AWM services advantage to our clients.



Eduard Lorincz
Supervisor, IC&I



AJ Dodimead
Property Manager



Larisa Stramarko
Property Manager



Linda Tran
Client Care Officer



Jonathon Williams
Director, Project Services

WHAT'S NEXT

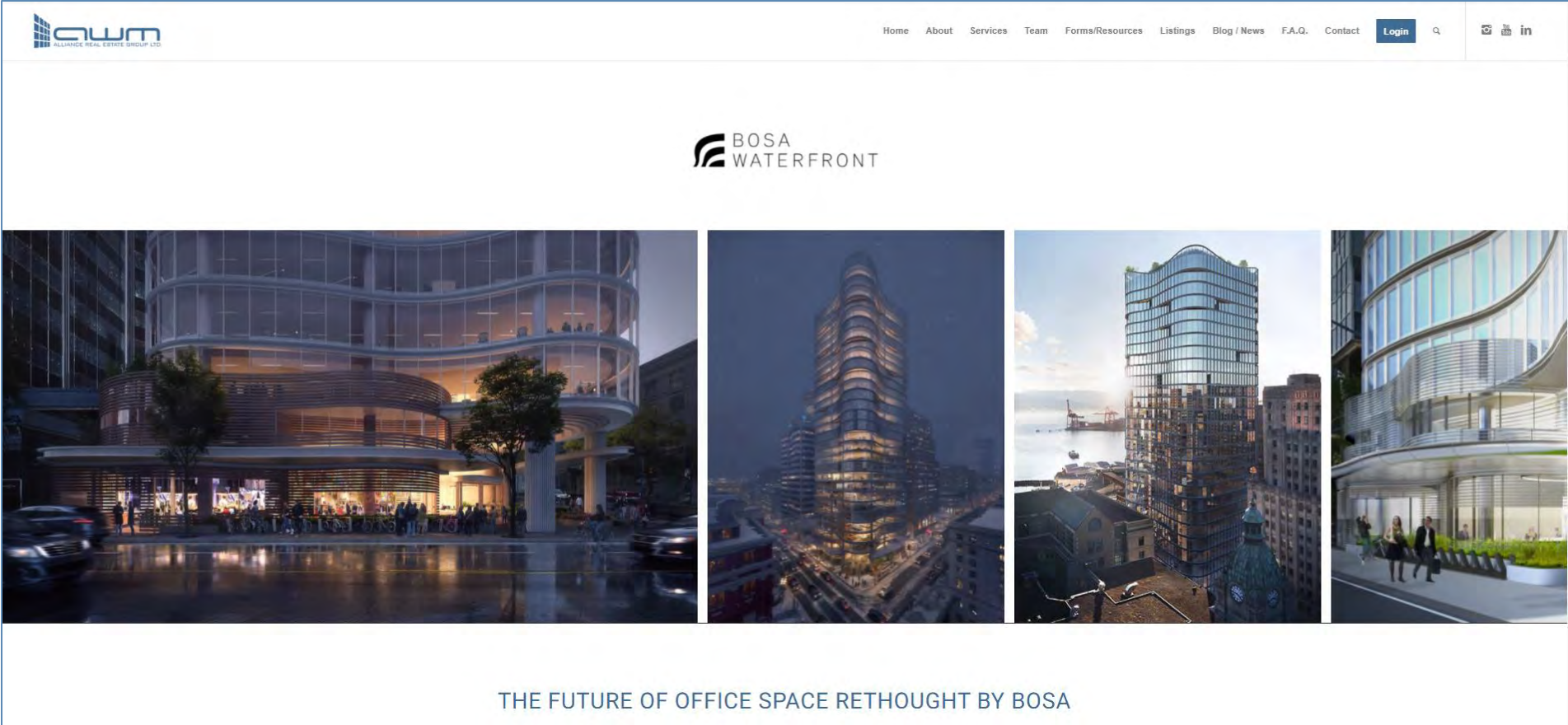
We deliver tailored solutions to help owners with their leasing process. The following provides further details relative to these.

- 1 Engage AWM on Service Offerings
- 2 Leasing Services Listing Agreement
- 3 Management of your investment unit (property)
- 4 Complete CMA Report, Lease Rate Evaluation
- 5 Marketing Strategy & Implementation
- 6 Tenant Acquisition



AWM – BOSA WATERFRONT WEBPAGE

CLICK TO VISIT THE SITE



LEASE-UP SERVICES PROPOSAL

AWM provides the level of leasing support required both at the site and at our office to handle the pre-leasing and site activity leasing. This service would include the scope of work as outlined in the RFP section 5.1, subsections 1-3.

We outline our Leasing Fees & Services below:

LEASE-UP FEES (INITIAL MARKETING)

The cost for the leasing service is:

New Tenants	The greater of \$2000 or 2 months rent payable.
Advertising Cost	TBD

If additional services are required, or are outside the scope of the leasing services as outlined in the RFP, the following rates apply:

Leasing Manager	\$150 / Hour (Discounted for events over 2 hours)
Support Staff	\$90 / Hour

We note that the following items are not included in the scope of work:

- Office / Display Suite and Costs
- Advertising (Limit Print, Online, Social Media)
- Marketing Materials, Brochures and similar work as deemed essential.
- Additional Fees/Commissions to tenants' agents.

MARKETING & ADVERTISING

The screenshot displays the LoopNet website's search interface. At the top left is a 'Menu' icon. The LoopNet logo is centered at the top, with 'Log In' and 'Sign Up' links to its right, and an 'Advertise' button further right. The main banner features a cityscape background with the text 'Find your next commercial property'. Below this, there are four tabs: 'For Sale', 'For Lease', 'Auctions', and 'Businesses For Sale'. A search bar contains two input fields: 'Enter a property type' and 'Enter a location', followed by a red 'Search' button. An 'Advanced Search >' link is positioned to the right of the search bar. On the left side, a 'Trends' section lists three articles with small images: 'Hybrid Work is Coming: Key Terms and Concepts You Need to Know', 'Automotive Real Estate Revs Its Engines in a Recovering Economy', and 'Medtail: A Remedy for Retail Real Estate Vacancies, an Rx for Better Branding and a Cure for Inconvenience'. The bottom of the page features a large image of skyscrapers and a smaller image of a city skyline.

INVESTMENT PROPERTY MANAGEMENT SERVICES & FEES

Management Fees per Month excluding GST	3.50% of Rental Income
Strategic Site Meeting(s) – Business hours	Yes
Office Location	958 W 8 th Ave. Vancouver, BC
Office Hours	Monday – Friday 9 AM – 5 PM
24 Hour Emergency number – LIVE AGENT	Yes
Are the employees insured?	Yes
Rental Agents Licensed Through the Real Estate Council (RECBC)	Yes
Dedicated Property Manager Assistant	Yes
Operates in Compliance with RESA, SPACT and SPABC	Yes
Project Management Services (Available)	Yes

INVESTMENT PROPERTY MANAGEMENT SERVICES & FEES

24 Hour Response Time	Yes
Action Plans – Progress Report (Monthly)	Yes
Administrate/Negotiate Contracts	Yes
Lease & Rule Enforcement	Yes
Coordinate Insurance Placement and Claims	Yes
Prepare Annual Budget	Yes
Preventative Maintenance Plans	Yes
Quotes Provided to Owner (Before Contractors Hired)	Yes
Tenant & Premise Visits	Yes
Trades/Contract Supervision – Site Caretakers	Monitor and replace if required

FINANCIAL SERVICES

Annual Budget Reviewed by AWM – CGA / CPA	Yes
Annual Statutory Review of Books (Minimum) (RECBC)	\$100
Bank Statements Sent to Owner	Within 30 days of month end
AWM Accountant	Yes
Electronic Financial Process & Reporting	Yes
Full Financials Sent to Owner	By the 25th of every month
Invoice Approval System – AWM - Online Technology	Yes
Maintain Operating Fund Trust Account	Yes
Monthly Bank Service Charge	Current HSBC Rate Current
Operating Account Interest Rate	HSBC Rate

INTELLIGENCE / TECHNOLOGY

Annual Calendar	Yes
Community Events and Announcements	Yes
Electronic Invoice Scanning, Processing & Approvals	Yes
Tenant Information	Yes
Property Documents, Minutes, Contract, Reports & Plans	Yes
Survey & Questionnaires	Yes
Website	Yes
Website Maintenance / Training	Yes
Workflows – Maintenance & Booking Calendars	Yes



**CLICK THE IMAGE TO WATCH
THE AWM LINX EXPLAINER VIDEO**

ADDITIONAL

Cheques & EFT	\$10/unit or minimum of \$150 / annum to maximum of \$1,500/annum
Courier	Current Rates
Court Appearances, Litigation Support, Residential Tenancy Arbitrations	Manager \$150 / hour + GST Support Staff \$90 / hour + GST
Faxes	No Charge
Electronic Communications	No Charge
NSF Charge (from Tenant)	\$25 / item + GST
Payroll Services	\$25 / month per employee + GST
Photocopying/Scanning	\$0.25 per page
Postage	Current Postal Rates + GST
Secure Document Destruction	\$10 / box + GST
Special Project Fees	Negotiated (1.5% to 3%)
Storage Charges	\$50 / Year + GST

COMMUNICATIONS – AWM LINX

INTERACTIVE RESOURCES

We are proud to offer you “A Management Office that Never Closes” with a fully automated and interactive website specifically designed for your community, keeping you connected with instant access to important information 24 hours a day at www.awmalliance.com.

AWM’s property management system offers easy access to a variety of communication pathways, and provides online management capabilities for strata councils, owners, residents and tenants throughout the vast range of property types we manage. Clients can obtain necessary information of notices, bylaws, meeting minutes, calendars, financial statements and service requests with ease.

“We have been with AWM now for a while and they remain great. Truly a great company that cares about solving problems with you.”

M. Madden, Richmond

Strata 1234 - New Project Startup

Building Name: Landmark | Building Code 890
 Strata Plan: EPS 1234 | Address: 000 Georgia Street, Vancouver
 Director: Calin Ambrus
 PM: Justine Lam | PMA: WeiWei Mao
 Accountant: Chris Bintal

Main Table

New Item

Search / Filter Board

	LEAD	DUE DATE	STATUS	COMMENTS
Owners list including emails	KT	Aug 14	DONE	PCML
Sales completions schedule received	KT	Sep 19	DONE	PCML
LTO - Strata Plan received	JG	Aug 10	DONE	PCML
LTO - Bylaw Form Y received	JG	Sep 13	DONE	PCML
LTO - Unit Entitlement Form V	JG	Sep 14	DONE	PCML
LTO- PID List	JG	Sep 13	DONE	PCML
Welcome Packages		Feb 5	DONE	AWM
AWM website & CRM setup		Feb 5	DONE	AWM
Moving Procedures Review		Feb 26	DONE	BC Strata to handle
Disclosure Statement and all amendments	KT	Sep 12	DONE	
Parking and Locker Assignments - obtain and save in Public	KT	Aug 21	DONE	
Create Form B preparation quick sheet	KT	Aug 21	In progress	
Warranty Certificates obtained		Sep 12	In progress	
Home Owner Manual from Developer		Sep 16	In progress	
Air Space Parcels - REA to be obtained		Sep 16	In progress	
CRF Seed Fund - Invoice to Developer	KT	Sep 16	DONE	

PROJECT MANAGEMENT & TENANT IMPROVEMENT SUPPORT SERVICES

- Creating and providing documents and reports and cataloguing the same.
- Organizing workflows
- Scheduling and follow up
- Support to site staff
- Experienced and efficient team to complete a number of maintenance & service tasks at a lower cost.
- No job too small



"It's knowing how to bring the right resources together, internally and externally that catapults your property into a higher level of success and we have found that to be the case with AWM-Alliance & its project management team."

River Rock, North Vancouver

PROJECT MANAGEMENT & TENANT IMPROVEMENT SUPPORT SERVICES

Includes, but is not limited to, the following:

- Completing small tasks that are not easily aligned to 3rd party trades.
- Completing projects; painting, pressure washing, clean-up, signage design & installation, Caretaker & Facility Manager support services - Day labour access that is experienced and efficient.
- Committee members, engineers, consultants, developer (builder) and vetted trades and contractors that provide preferred pricing to AWM.
- Assessing and preparing scopes of work (quotes) and property (structure) conditions.
- Providing written updates and reporting. Special pricing arrangements are available for structured and specific services related to scopes of work.
- Fee variations take into account variances in projects, deliveries of materials and other facets that will cause rates to fluctuate in recognition of project complexity and required skill set.

The screenshot displays a project management dashboard. On the left, a table lists various tasks under the heading 'Project Management'. The table has columns for 'LEAD', 'DUE DATE', and 'STATUS'. The 'STATUS' column uses color coding: orange for 'In progress' and green for 'DONE'. The task 'Garbage Room Color Code' is highlighted in grey.

Task	Lead	Due Date	Status
Mirrors in Parkades	[Avatar]	Feb 20	In progress
Signage - Speed limit in Parkade	[Avatar]	Feb 20	DONE
Signage - Visitor Parking	[Avatar]	Feb 20	DONE
Garbage Room Color Code	[Avatar]		DONE
Signage and Set-Up - Tow Company	[Avatar]		In progress
Signage - Entry gate 'wait for gate'	[Avatar]	Feb 20	DONE
Notice boards in Lobby	[Avatar]	Feb 20	DONE
Bollards for Enterphone podiums, where applicable	[Avatar]	Feb 20	In progress
Safety yellow paint on Enterphone podium, where applicable	[Avatar]	Jan 22	DONE
Signage - Clearance/Height limit through gate/parkade	[Avatar]	Jan 22	DONE
Signage - Garbage / Recycling Room	[Avatar]	Jan 22	DONE
Garbage room door 'elephant feet' door stops	[Avatar]	Jan 22	DONE
Strata Storage room setup, if applicable	[Avatar]		In progress
Bicycle Audit System for Shared Bike Rooms	[Avatar]		In progress
Storage Locker Numbering, if applicable	[Avatar]		DONE
Corner Guards at Elevator/Lobbies	[Avatar]		DONE
Protection for walls and any decorative wall - art in the lobby near...	[Avatar]	Jan 23	DONE
Elevator Pads - Ensure e these are on hand and up and secure	[Avatar]	Jan 22	DONE
Door stop additions	[Avatar]	Jan 22	DONE

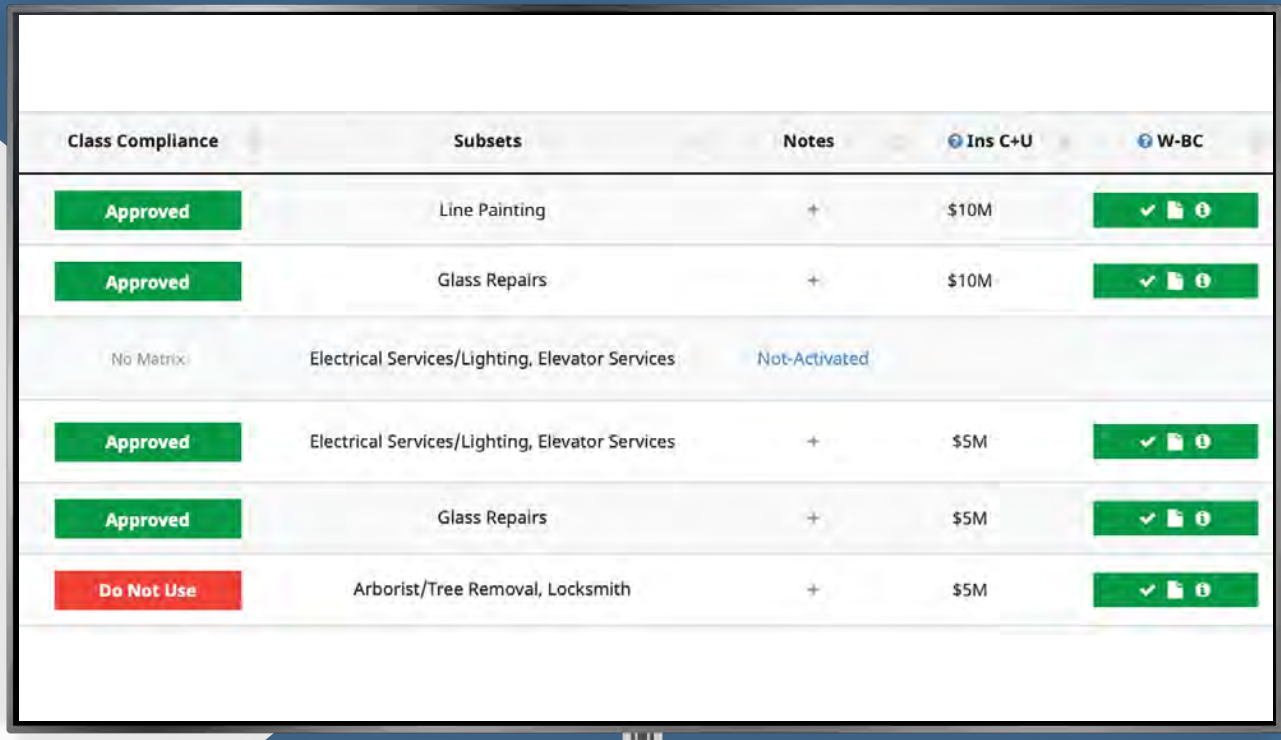
On the right, a detailed view of the 'Garbage Room Color Code' task is shown. It includes a title, a sub-header 'Updates / 1', and a text input field for updates. Below this is a profile card for 'Calin Ambrus' with a timestamp of '21d'. A PDF document titled 'garbage room.pdf' is attached, and a preview of the document is shown below. The preview features the AWM logo and text: 'AWM doesn't just add signage to your Waste and Recycling Room. Our Project Management team takes it to the next level and color codes the walls. No More Confusion on What Goes Where!'. The preview also includes several photographs of the garbage room with color-coded walls and bins.

CONTRACTOR CERTIFICATION

AWM Alliance has launched a contractor certification program for all vendors who work on behalf of our clients. In the past, a simple WorkSafe BC clearance letter and proof of insurance document were all that was required to certify a contractor as being ready to work on a property. However, in recent years this has evolved and AWM has taken a lead in creating a thorough contractor certification process that goes beyond simply obtaining documents. This new risk management tool provides assurances to our clients that all vendors have worker safety at heart.

The program updates the contractors WorkSafe clearance on a nightly basis, flagging any vendor whose coverage may lapse.

Insurance certificates are tracked and uploaded on a recurring basis as the policies expire.



Class Compliance	Subsets	Notes	Ins C+U	W-BC
Approved	Line Painting	+	\$10M	✓ [info] [lock]
Approved	Glass Repairs	+	\$10M	✓ [info] [lock]
No Matrix	Electrical Services/Lighting, Elevator Services	Not-Activated		
Approved	Electrical Services/Lighting, Elevator Services	+	\$5M	✓ [info] [lock]
Approved	Glass Repairs	+	\$5M	✓ [info] [lock]
Do Not Use	Arborist/Tree Removal, Locksmith	+	\$5M	✓ [info] [lock]

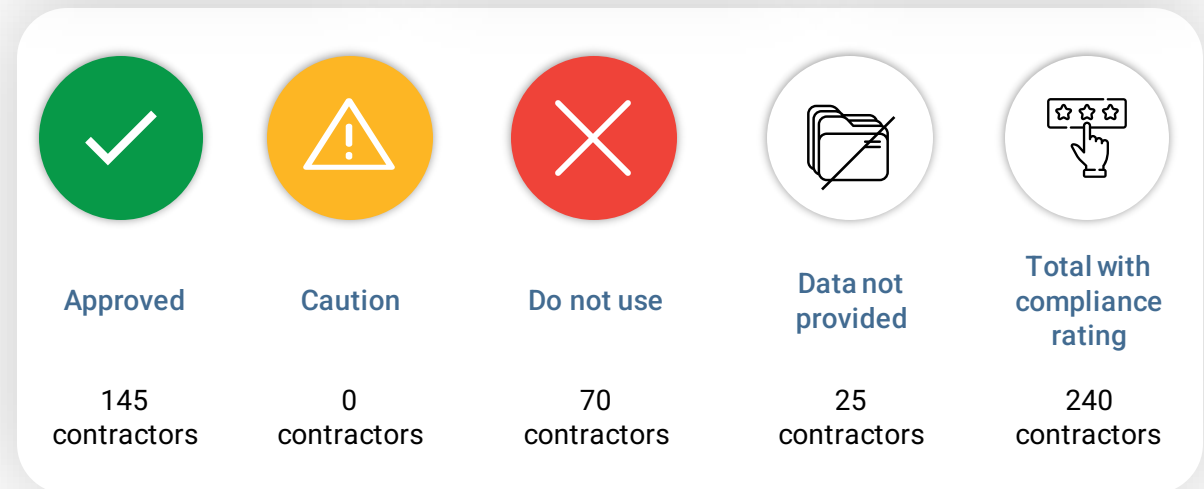
What sets AWM-Alliance apart?

Our contractor certification process further requires the vendor to prepare a safety assessment for each property. This Pre-Job Safety Compliance is a critical risk management tool that will reduce the exposure of our clients to potential liability. Completion of this safety assessment is mandatory for all vendors to achieve certification.

AWM STANDARD CONTRACTOR COMPLIANCE MATRIX

FLAG	COMPLIANT	CAUTION	DO NOT HIRE
Certificate of Incorporation	Uploaded		Not Uploaded
Commercial General Liability (CGL)	Current and \$5M or more of coverage (CGL only or CGL + Umbrella)	Current but less than \$5M of coverage	No CGL insurance, or expired CGL, OR expired Umbrella, OR missing an insurance certificate
Workers Compensation Coverage (BC)	Workers compensation account number entered and valid clearance document uploaded		No workers compensation account number entered OR missing clearance document OR received Clearance alert
Do you have Personal Optional Protection (POP) Coverage?	Question is Unanswered		Question is Unanswered
Does your company inspect site conditions prior to start of work?	Question is Unanswered		Question is Unanswered
Does your company have WCB Notice of project?	Question is Unanswered		Question is Unanswered

AWM Alliance ensures each client has a WorkSafe BC account and prepares the annual returns, something which is required even when a corporation or property owner may not have any employees.



MAINTENANCE SERVICE REQUESTS

MAINTENANCE PROGRAMS

FREQUENTLY ASKED QUESTIONS

At AWM, we pride ourselves in delivering management excellence.

For more information on how AWM can help answer your strata corporation questions please see our [FAQ](#) page.

CRF/CAPITAL PROJECTS WORK

ONSITE STAFF & CONTRACTORS

REFERENCES & VALUE





For further information please contact:

Tyler Johnson | Managing Director, IC&I
tyler@awmalliance.com
778-383-3397