

Asset and Financial Planning Services

Building solutions
for your co-op's future

Housing co-operatives want to provide safe, comfortable, and affordable homes for their members that are sustainable and will thrive long-term. Well-maintained buildings guarantee the safety and peaceful enjoyment of co-op members. Understanding the condition of your buildings and other assets is essential for the long-term sustainability of your co-op buildings.

What we offer

Technical reports provide vital information about the current and potentially future condition of your buildings that could impact the budget, operational maintenance, and schedule of capital repairs. Getting the right kind of reports will assist members in understanding the current condition of buildings and what is required over time to map out a long-term plan and focus on what needs to be prioritized. CHF Canada does not prepare engineering reports but assists in determining the reports required and procuring the following services:

- ▶ **Building Condition Assessment (BCA) and Reserve Fund Study (RFS)** A BCA tells you the current condition of your buildings and assets and the cost to maintain those properties over time. It provides an overview of the co-op's buildings' state, when repairs and replacements are due, and estimates the implementation cost. Your BCA can include an RFS, which is a financial forecast showing how much money you have available, how much you will need to spend each year, and how much you should put into your reserves to cover the cost of your capital repairs.
- ▶ **ASHRAE II Energy and Water Audit (EWA)** A level II energy and water audit supports your co-op's long-term sustainability by helping you understand your energy and water costs in making decisions about energy efficiency and savings. It gives you a road map to a more

sustainable future, showing how to save money on your utility bills and operational costs and make your homes more sustainable.

- ▶ **Built Environment Accessibility Assessment (BEAA)** A BEAA or an Aging-in-Place Audit will provide background information for a capital plan to identify accessibility and aging-in-place issues. The report will provide direction for long-term improvements for universal design and accessibility, with consideration given to walkability, accessibility, transportation, and housing design.
- ▶ **Bulk Reports procurement (BCA, EA, AIP, others)** A consolidated bulk procurement will save the co-op money by getting bulk discounts for multiple reports or multiple sites. Each report can be correlated to consolidate efficiencies for capital repairs, energy-saving retrofits, and accessibility upgrades.
- ▶ **Getting a project manager** An RFP for project management services can be tendered, or we can directly refer you to our partner. We can assist you in getting the right project manager to ensure your projects get done on time and within budget.
- ▶ **Other reports** A targeted investigation or study can address specific issues if a co-op has particular component issues. We can assist in identifying the right kind of engineering or environmental report for your needs, such as a Designated Substance or Environmental Site Assessment.



How we add value

We ensure your co-op gets value for your money by:

- ▶ **Recommending what kinds of reports** will be beneficial for your needs
- ▶ **Getting the right professional engineering firms** to prepare the reports
- ▶ **Working with your board to ensure the Request for Proposal (RFP) meets your needs** and sending it to firms that we have prequalified or you have selected to bid
- ▶ **Reviewing draft reports** and recommending changes to improve the final report
- ▶ **Analyzing the proposals** your co-op receives to assist in selecting the right consulting engineer
- ▶ **Providing advice** about incentive programs (grants and loans)

To find out more about CHF Canada **Asset and Financial Planning Services**, please contact:

Catherine Cummings

Co-ordinator, Asset Management and Financial Planning Services
1-800-465-2752, ext. 246 | ccummings@chfcanada.coop

chfcanada.coop    @chfcanada

