Capital Integral
PROPERTY MANAGEMENT

Board of Directors Meeting CCC #994

Qualicum Woods Crossing

Thursday March 22, 2018
300 Greenbank, Dymon Storage
6:30pm

904 Lady Ellen Pl.
Ottawa, ON
K1Z 5L5
T. 1-613-722-1232
F. 1-613-651-0306

www.cimanagement.ca

Capital Integral
PROPERTY MANAGEMENT

Ottawa Carleton Standard Condominium Corporation 994
Meeting of the Board of Directors
Thursday March 22, 2018
6:30 pm, at Dymon Storage Greenbank Road

AGENDA

1. Call to Order

2. Approval of the minutes from February 23rd 2018

3. Financial update
   - ➢ Financial Summary available every 20th through the portal

4. Status Certificate Review - Update if required

5. Management Report – Update by CIPM

6. Update on Regular Items
   - ➢ Parking
   - ➢ Cleaning
   - ➢ Garage door
   - ➢ Elevator
   - ➢ Landscaping
7. Other Business

Next Meeting/ Adjournment

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Board of Directors Meeting Minutes- OSCCC#994

February 22, 2018 6:30 p.m.
Dymon Storage, 900 Greenbank Road

Present

Sheila Hedger, Veronika Burda, Carol Armstrong, Erika Janzen, Michael Barnett
Regrets- David Keay

Call to Order and Approval of Previous Minutes

Minutes accepted. No changes to the Minutes (Sheila, Veronika)

Financial Information

GL organization and clean up

Veronika provided an update regarding her discussions with CI regarding the organization of the GL and her discussions with CI staff. The request for new G/L accounts was prepared and submitted by Veronika to CI. Not all changes are reflected in the financial documentation distributed for this meeting but will be confirmed next month.

There are no significant concerns regarding the financial position of the condo. Based on the information provided, there is no significant surplus or deficit projected.

Veronika noted that a few vendors were not charging the amount identified in our contract. The vendors were charging a higher amount. The vendors were contacted and will provide credits for the incorrect amounts.

It is important to review the budget documentation provided by CI as soon as possible. A budget meeting was booked for Thursday March 1, 2018 to review the 2017-2018 budget. Meeting will be held at Dymon at 6:30. The budget needs to be finalized by May 2018.

Operating Expenses

Michael obtained a revised quote from Bell to reduce our phone costs each month. Approved by Board.

Financial Position

No new significant issues were identified or highlighted.

Accounts Receivable

There are very few issues. CI to take appropriate action and report to the board.

Accounts Payable

Some minor issues were identified by 'Veronika regarding incorrect amounts in the billing. These should be adjusted in March.

Activity Fee/ Bank feess

The bank reversed some of the bank charges, however, Veronika confirmed that there is a service fee AND a transaction fee for our bank accounts. The average fee will be approx. $50/month. Fees cannot be avoided.

Status Certificate Review

The revised status certificate reflects the new format required by legislation changes. It includes more detailed information.

Management Report

Maintenance

1. Building cleaning is good
2. Building CO system continues to be a problem but is being monitored by CI. The grates continue to fill with snow which affects the CO2 system. Covers will be purchased to prevent all of the snow from penetrating the grate.
3. In addition, it was noted that someone is tampering with the thermometer in the parking garage. The thermostat is being moved to a higher temperature which also affects the system. Covers will be ordered so that individuals cannot change the temperature in the parking garage.

   There is a possibility of linking the CO2 failure to the emergency system. Further updates in future by CI

4. Visitor parking working great. No tickets have been issued. The company will be issuing a report every 3 months. The board will be able to review at that time. There was concern expressed regarding the visitor parking being full during the day. The monitoring of parking is for overnight parking. Daytime monitoring would cost more money in the budget.
5. Door stopper installed at front vestibule.
6. Some pipes were discovered with no insulation. The photos have been sent to the developer.

7. Snow clearing does not seem to be as effective as last year. Vendor has been asked to improve the recent clearings. To date 11 loads of snow have been removed from the site.
8. Ramp – There seems to be a decline in the condition of the ramp. Though the ramp has always been steep, there is a significant dip in the ramp at the bottom right at the garage door. Cars are likely to "bottom out". There is concern that residents may file claims against the condo.
   Michael confirmed that the ramp is under warranty and if the ramp gets worse it will need to be fixed. He planned to take photos and review.
9. Landscaper- a quote was obtained for fertilization and weed control from Nutrilawn. Board approved. Rather than a front end discount, the board agreed to spread out the payments until it was clear whether or not there would be a surplus at the end of the year.
10. Rugs-A quote was obtained for a rug at the front door that contains charcoal and would retain more water. It is expected that this would significantly reduce the cleaning requirement of the carpets. The board members agreed that this is a good purchase. The cost is $1897 with an additional estimated cleaning cost of $300 per year. The board agreed that this will be done however the purchase may be deferred to the next budget. Since winter is almost over (by the time the mat would be received) the purchase would be included in the next budget. If surplus funds are available at year end, this can be purchased.
11. Exterior light for address on condo building. It was agreed that a light should be added so that the address is visible at night. Michael advised that Zaf will be taking care of this. Action will be confirmed at next meeting.

Management

1. No update yet on Greatwise proposed lot line adjustment.
2. Contract list provided. No issues identified.
3. A few units have had compliance letters issued. Monitored weekly.

Update on Regular Items

4. Parking – fine
5. Cleaning – fine
6. Garage door – fine
7. Elevator – Waiting on a part
8. Landscaping/ snow clearing – OK Snow could be better; new contract for Nutrilawn weed control.

Other Business

1. Investments- The paperwork has been done to initiate investments from the reserve fund. No interest was received for investments in this budget year. Investments should begin as soon as the bank processes the paperwork.

2. There were a few financial adjustments at year end that were not processed. This includes the final $8000 contribution to the reserve. This has now been done.
3. Ongoing list – Veronika suggested that we maintain an "ongoing list" to ensure no items are missed. Michael agreed to set up a google docs file and the board can decide on a format.
4. Training – Michael confirmed that CI will issue a training link to the board in the future. Currently being reviewed by CI. Once reviewed, board members can complete the online training. Other information will also be shared regarding training dates.
5. Training – Carol suggested that David may be able to provide a regular overview of new training and information. To be confirmed upon his return.

Next Meeting

Thursday, March 22, 2018 at Dymon storage 6:30.

Outstanding Items

1. Water pressure issues were reported. Optimum called. Booster pump had tripped. Will seek recovery of costs from Greatwise. Greatwise handling these complaints now.
2. For board information, it was noted that Enercare may not have been billing for tankless water heater rentals.
3. Exterior light -Michael advised that Zaf will be taking care of this. Action will be confirmed at next meeting.
4. Ramp. He planned to take photos and review.
5. Key Fob reader for P1 Vestibule entrance - This issue was raised by Sheila due to the circumstance where residents can get "stuck" in the garage if they forget their fob or keys. The only way out of the garage is to exit outside. It was agreed that this is a security issue and a concern. The cost of the key fob readers is approx. $600. It was agreed (Erika, John, Veronika and Carol) to defer the discussion to the next AGM meeting. While it is a valid concern, it is on hold for future consideration.

Capital Integral
PROPERTY MANAGEMENT

Board of Directors Meeting
February 22nd, 2017
Management Report

Maintenance:

1. Building cleaning is good in general with a few challenges keeping in front of the salt. Carpets quotes have been shared with the board.

2. Building CO system seems to be functioning normally and there has been not other events or noise complaints in the last month.

3. Developer - Garage ramp was noted to have sunken a little causing some vehicles to scrape when approaching the ramp at speed. I met with the developer and they have confirmed they will look into it in the Spring. Signage is being addressed also and should be updated by the end of the month.

4. Investment account is now set up and just awaiting the initial transfer as well as the instruction to set up automatic deposits.

5. MUA system and snow falling through the venting on the west side of the building issue is now resolved and not further issues noted. The filters should be ok as long as they are changed during the quarterly service but I will monitor it.

6. We have had protective covers installed on the thermostat controls in the garage. This should control the heating which residents were touching which can impact expenses and the CO system.

7. Luminix audit was completed and assessment shared with the board. They offer the repayment plans which can be extended

8. Nutrilawn have been engaged and the first fertilizer and weed treatment is being scheduled.

Management:

1. AR is now looking much better and we have received the payment from 203.

2. A couple of compliance notes this month against units but they have been responded to and addressed. These are monitored weekly when on site.

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PROPERTY MANAGEMENT

Conclusion:

We are currently slightly over budget. We still feel the corporation is in a good position to finish close to budget but must be control expenses for the remaining budget period.

Contracts

SERVICE	COMPANY	TERM	RENEWAL DATE	COSTS
Snow removal	Solutions Infinies	Nov 15 2017	April 15th 18	$10,052.50 p/y
Landscaping	Browns	May 2018	Nov 2018	$33348.00 p/y
HVAC	Optimum	May 1st 2016	April 2019	$1966.30 p/y
Elevator - Including battery pack maintenanc in lieu of generator.	Strivetech	October 2016	Ongoing	$4750.00 p/y
Waste Removal	Progressive	June 2016	Ongoing	$4678.20 p/y
PM Contract	Capital Integral	Nov 1s 2015	Oct 31 2019	$32,400 p/y
Cleaning	Spot Cleaners	December 20	Ongoing	$19,390.80 p/y
Fire Monitoring	Activox	Nov 9 2015	Nov 9 2020	$610.20 p/y
Fire Testing	Tremblay Fire	Feb 2017	Feb 2018 - Auto Renew per contact	$2841.95 p/y
Garage Door	Pivotech	Jan 2017	Jan 2018 - Auto Renew per contract	$1288.20 p/y

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MONTHLY FINANCIAL REPORT

OCSCC 994

February 2018

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Capital Integral
PROPERTY MANAGEMENT

OCSCC 994 Monthly Financials

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Capital Integral
PROPERTY MANAGEMENT

OCSCC No. 994
Financial Summary February 2018

Revenue
Currently OCSCC No. 994 has invoiced 100% of the budgeted revenue.

Expenses

Utilities are sitting above budget. Water use is higher as the building is now nearly full and will remain around this consumption until the irrigation starts in the spring.

Security patrol we are seeing the savings now related to the change and monitoring of the parking area.

For February, we are under budget for contracts. We are still missing an invoice for the elevators which we have asked for to bring them up to date.

Regarding general repairs and maintenance - There were HVAC repairs due to MUA malfunctions as well as the camera install which were not budgeted. Some repairs were required to the garage door also - this was from wear and tear and are pushing this category over budget to date.

We had to schedule truck removal of snow again this year for 11 loads which is something the board should consider for the 2019 budget.

AR is looking much better for February.

Conclusion:

We are currently slightly over budget. We still feel the corporation is in a good position to finish close to budget but must be control expenses for the remaining budget period.

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OCSCC 994

BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

February 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	26,442	26,407	35	100.00 %
4010 Parking Income- Unsold parking		500	-500	
Total 4000 Income	**26,442**	**26,907**	**-465**	**98.00 %**
Total Income	**$26,442**	**$26,907**	**$ -465**	**98.00 %**
Cost of Goods Sold				
4030 Contribution to Reserve Fund	8,281	8,281	0	100.00 %
Total Cost of Goods Sold	**$8,281**	**$8,281**	**$0**	**100.00 %**
GROSS PROFIT	**$18,161**	**$18,626**	**$ -465**	**98.00 %**
Expenses				
5000 Utilities Expense				
5010 Gas	3,970	2,250	1,720	176.00 %
5020 Hydro	6,783	2,375	4,408	286.00 %
5030 Water & Sewer	2,085	1,000	1,085	208.00 %
5040 Enterphone & Elevator Phone lines	390	358	31	109.00 %
Total 5000 Utilities Expense	**13,227**	**5,983**	**7,244**	**221.00 %**
5400 Contracts				
5405 Annual Fire Inspection	107	242	-135	44.00 %
5418 Elevator	396	0	396	
5420 Fire Alarm Monitoring	107	52	55	206.00 %
5424 Garbage/ Recycling Bin Removal	390	383	7	102.00 %
5425 HVAC Preventative Maintenance		167	-167	
5430 Cleaning Contract	1,616	1,666	-50	97.00 %
5435 Landscaping		0	0	
5445 Pest Control		59	-59	
5450 Security Contract	339	666	-327	51.00 %
5455 Snow Removal Contract	1,742	2,083	-341	84.00 %
5465 Garage Cleaning		0	0	
5470 Window Cleaning		0	0	
Total 5400 Contracts	**4,697**	**5,318**	**-621**	**88.00 %**
5500 General Repairs and Maintenance				
5502 Materials and supplies	192		192	
5503 General Repairs and Maintenance		834	-834	
5504 Emergency Calls		100	-100	
5518 Carpet Cleaning & Mat Service		0	0	
5540 HVAC		166	-166	
5550 Elevator		125	-125	
5555 Garage Door R&M		84	-84	
Total 5500 General Repairs and Maintenance	**192**	**1,309**	**-1,117**	**15.00 %**
5525 Snow	2,859		2,859	
5800 Administrative Expenses				
5805 Audit-Financial	0	0	0	
5810 Insurance Expense/General & Liability Insurance	1,978	2,167	-189	91.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5820 Legal	99	84	15	118.00 %
5830 Property Management Fees	3,342	2,750	592	122.00 %
5845 Bank Charges	54	59	-5	92.00 %
5846 Office Expenses		0	0	
Total 5800 Administrative Expenses	**5,473**	**5,060**	**413**	**108.00 %**
Total Expenses	**$26,448**	**$17,671**	**$8,777**	**150.00 %**
NET OPERATING INCOME	**$ -8,288**	**$955**	**$ -9,242**	**-868.00 %**
NET INCOME	**$ -8,288**	**$955**	**$ -9,242**	**-868.00 %**

OCSCC 994

BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

June 2017 - February 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	232,710	232,511	198	100.00 %
4010 Parking Income- Unsold parking		4,500	-4,500	
4032 NSF Fees	45		45	
4035 Misc. Income	520		520	
Total 4000 Income	**233,275**	**237,011**	**-3,737**	**98.00 %**
Total Income	**$233,275**	**$237,011**	**$ -3,737**	**98.00 %**
Cost of Goods Sold				
4030 Contribution to Reserve Fund	74,529	74,529	0	100.00 %
Total Cost of Goods Sold	**$74,529**	**$74,529**	**$0**	**100.00 %**
GROSS PROFIT	**$158,746**	**$162,482**	**$ -3,737**	**98.00 %**
Expenses				
5000 Utilities Expense				
5010 Gas	18,770	20,250	-1,480	93.00 %
5020 Hydro	17,965	21,375	-3,410	84.00 %
5030 Water & Sewer	15,721	9,000	6,721	175.00 %
5040 Enterphone & Elevator Phone lines	3,337	3,225	112	103.00 %
Total 5000 Utilities Expense	**55,793**	**53,850**	**1,943**	**104.00 %**
5400 Contracts				
5405 Annual Fire Inspection	859	2,174	-1,315	40.00 %
5418 Elevator	3,096	3,525	-429	88.00 %
5420 Fire Alarm Monitoring	718	469	249	153.00 %
5424 Garbage/ Recycling Bin Removal	3,201	3,450	-249	93.00 %
5425 HVAC Preventative Maintenance	506	1,499	-993	34.00 %
5430 Cleaning Contract	16,159	15,002	1,157	108.00 %
5435 Landscaping	3,333	2,833	500	118.00 %
5445 Pest Control		523	-523	
5450 Security Contract	4,289	6,002	-1,713	71.00 %
5455 Snow Removal Contract	6,968	8,332	-1,364	84.00 %
5465 Garage Cleaning	1,209	2,000	-791	60.00 %
5470 Window Cleaning	876	900	-24	97.00 %
Total 5400 Contracts	**41,214**	**46,709**	**-5,494**	**88.00 %**
5500 General Repairs and Maintenance				
5502 Materials and supplies	927		927	
5503 General Repairs and Maintenance	7,014	7,498	-484	94.00 %
5504 Emergency Calls		900	-900	
5505 Locks and keys	27		27	
5518 Carpet Cleaning & Mat Service	593	1,200	-607	49.00 %
5535 Snow Removal- De-icing	45		45	
5536 Security Cameras	4,518		4,518	
5540 HVAC	4,137	1,502	2,635	275.00 %
5550 Elevator	-299	1,125	-1,424	-27.00 %
5555 Garage Door R&M	1,639	748	891	219.00 %
Total 5500 General Repairs and Maintenance	**18,600**	**12,973**	**5,627**	**143.00 %**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5525 Snow	2,859		2,859	
5800 Administrative Expenses				
5805 Audit-Financial	3,400	4,000	-600	85.00 %
5810 Insurance Expense/General & Liability Insurance	17,549	19,499	-1,950	90.00 %
5820 Legal	1,633	748	885	218.00 %
5830 Property Management Fees	27,047	24,750	2,297	109.00 %
5835 Performance Audit	1,693		1,693	
5842 Postage, Meeting, Misc Expenses	248		248	
5845 Bank Charges	741	523	218	142.00 %
5846 Office Expenses	390	1,500	-1,110	26.00 %
Total 5800 Administrative Expenses	**52,699**	**51,020**	**1,679**	**103.00 %**
Total Expenses	**$171,165**	**$164,552**	**$6,614**	**104.00 %**
NET OPERATING INCOME	**$ -12,420**	**$ -2,069**	**$ -10,350**	**600.00 %**
NET INCOME	**$ -12,420**	**$ -2,069**	**$ -10,350**	**600.00 %**

OCSCC 994

PROFIT AND LOSS

February 2018

	TOTAL
Income	
4000 Income	
4005 Common Element Fees	26,441.59
Total 4000 Income	**26,441.59**
Total Income	**$26,441.59**
Cost of Goods Sold	
4030 Contribution to Reserve Fund	8,281.00
Total Cost of Goods Sold	**$8,281.00**
GROSS PROFIT	**$18,160.59**
Expenses	
5000 Utilities Expense	
5010 Gas	3,969.79
5020 Hydro	6,782.70
5030 Water & Sewer	2,084.91
5040 Enterphone & Elevator Phone lines	389.54
Total 5000 Utilities Expense	**13,226.94**
5400 Contracts	
5405 Annual Fire Inspection	107.35
5418 Elevator	395.50
5420 Fire Alarm Monitoring	107.35
5424 Garbage/ Recycling Bin Removal	389.85
5430 Cleaning Contract	1,615.90
5450 Security Contract	338.99
5455 Snow Removal Contract	1,742.08
Total 5400 Contracts	**4,697.02**
5500 General Repairs and Maintenance	
5502 Materials and supplies	192.10
Total 5500 General Repairs and Maintenance	**192.10**
5525 Snow	2,858.90
5800 Administrative Expenses	
5805 Audit-Financial	0.00
5810 Insurance Expense/General & Liability Insurance	1,977.91
5820 Legal	98.88
5830 Property Management Fees	3,342.09
5845 Bank Charges	54.36
Total 5800 Administrative Expenses	**5,473.24**
Total Expenses	**$26,448.20**
PROFIT	**$ -8,287.61**

OCSCC 994

BALANCE SHEET

As of February 28, 2018

	TOTAL
Assets	
Current Assets	
1101 Misc AR	938.60
1103 Other AR - Enercare	1,866.00
1117 Prepaid - Enbridge deposit	2,816.00
1500 Allowance for bad debts	-8.27
R1300 Due from Operating Fund	6,187.79
Cash and cash equivalents	
1010 Cash Operating Account	62,171.31
1020 Cash Reserve Fund	106,151.00
Total Cash and cash equivalents	**$168,322.31**
Accounts receivable (A/R)	
1100 Accounts Receivable	4,884.81
Total Accounts receivable (A/R)	**$4,884.81**
Total Current Assets	**$185,007.24**
Total Assets	**$185,007.24**
Liabilities and Equity	
Current Liabilities	
2010 Accrued Accounts Payable	12,388.68
2020 Due to/from Reserve	6,307.79
Accounts Payable	
2000 Accounts Payable	50,099.29
Total Accounts Payable	**$50,099.29**
Total Current Liabilities	**$68,795.76**
Equity	
Retained Earnings	52,418.95
Profit for the year	63,792.53
Total Equity	**$116,211.48**
Total Liabilities and Equity	**$185,007.24**

OCSCC 994

A/R AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
101 - Ahmed Hassan			35.07			$35.07
202 - Nathan Dresser		46.94	281.64			$328.58
210 - Watkins, Kimberley				-50.40		$ -50.40
216 - Mattai, Anjelina					-3.92	$ -3.92
313 - King, Brian				-316.87	-298.48	$ -615.35
321 Greatwise Developments		371.90				$371.90
414 - El-Khouri, Said					126.88	$126.88
419 - Okwir, Joseph		312.11				$312.11
Greatwise Developments		399.13				$399.13
102		436.77				$436.77
113		316.57				$316.57
115		397.06				$397.06
116		397.06				$397.06
117		352.32				$352.32
118		297.24				$297.24
208		302.53				$302.53
315		402.09				$402.09
316		397.06				$397.06
406		322.13				$322.13
Total Greatwise Developments		**4,019.96**				**$4,019.96**
Mynssen, Edsel (107)					-4.44	$ -4.44
Unit 221 Greatwise Developments		371.90				$371.90
Wilson, Rebecca (218)					-7.48	$ -7.48
TOTAL	**$0.00**	**$5,122.81**	**$316.71**	**$ -367.27**	**$ -187.44**	**$4,884.81**

OCSCC 994

A/P AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bell A/C # 613 828 9085 (010)	389.54					$389.54
Davidson Houle Allen LLP		98.88				$98.88
Enbridge-2785 BASELINE RD	4,434.60	5,620.10	3,754.85			$13,809.55
Greatwise Developments Corporation					19,040.51	$19,040.51
Hydro-2785 BASELINE RD P/R	4,903.92					$4,903.92
Lock Solutions Inc.		192.10				$192.10
Ottawa Water & Sewer		3,975.14				$3,975.14
Redwood Residents					2,621.60	$2,621.60
Solutions Infinies M7 Inc.		2,858.90				$2,858.90
Spot Maintenance Ltd.	1,615.90					$1,615.90
Strivetech Elevator Services Inc.		395.50				$395.50
Technical Standards and Safety Authority					-299.45	$ -299.45
Tremblay Fire Solutions Ltd.		107.35				$107.35
Waste Connections of Canada Inc.	389.85					$389.85
TOTAL	**$11,733.81**	**$13,247.97**	**$3,754.85**	**$0.00**	**$21,362.66**	**$50,099.29**

OCSCC 994

TRANSACTION LIST BY SUPPLIER

February 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9020934 Canada Inc. (Visitors Parking)						
01-02-2018	Bill	419	Yes		2000 Accounts Payable	338.99
09-02-2018	Bill Payment (Cheque)	FCN_8758-1	Yes		1010 Cash Operating Account	-677.98
9495100 Canada Ltd.						
09-02-2018	Bill Payment (Cheque)	FCN_8759-1	Yes		1010 Cash Operating Account	-1,050.90
Activox Electronics Ltd.						
09-02-2018	Bill Payment (Cheque)	FCN_8758-2	Yes		1010 Cash Operating Account	-305.10
Beacon Lite						
09-02-2018	Bill Payment (Cheque)	FCN_8758-3	Yes		1010 Cash Operating Account	-531.10
Bell A/C # 613 828 9085 (010)						
05-02-2018	Bill Payment (Cheque)	RBCX4982	Yes		1010 Cash Operating Account	-398.51
08-02-2018	Bill Payment (Cheque)	RBCX8578	Yes		1010 Cash Operating Account	-377.58
22-02-2018	Bill	FE22-MA21 2018	Yes		2000 Accounts Payable	389.54
CI Property Management						
01-02-2018	Bill	1775	Yes		2000 Accounts Payable	2,700.25
01-02-2018	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-2,700.25
01-02-2018	Bill	1805	Yes		2000 Accounts Payable	641.84
09-02-2018	Bill Payment (Cheque)	FCN_8759-2	Yes		1010 Cash Operating Account	-2,956.98
Davidson Houle Allen LLP						
01-02-2018	Bill	4707	Yes		2000 Accounts Payable	98.88
09-02-2018	Bill Payment (Cheque)	FCN_8758-4	Yes		1010 Cash Operating Account	-500.00
Enbridge-2785 BASELINE RD						
26-02-2018	Bill	517001302325	Yes		2000 Accounts Payable	4,434.60
Evolution Building Services						
09-02-2018	Bill Payment (Cheque)	FCN_8758-5	Yes		1010 Cash Operating Account	-73.44
Hydro-2785 BASELINE RD P/R						
05-02-2018	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-4,565.06

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
14-02-2018	Bill	DE31-JA31 2018	Yes		2000 Accounts Payable	4,903.92
Lock Solutions Inc.						
06-02-2018	Bill	22344	Yes		2000 Accounts Payable	192.10
09-02-2018	Bill Payment (Cheque)	FCN_8758-6	Yes		1010 Cash Operating Account	-26.77
Nutri-Lawn IR						
09-02-2018	Bill Payment (Cheque)	FCN_8758-7	Yes		1010 Cash Operating Account	-274.59
Optimum Mechanical Solutions						
09-02-2018	Bill Payment (Cheque)	FCN_8758-8	Yes		1010 Cash Operating Account	-1,600.59
Ottawa Water & Sewer						
16-02-2018	Bill	DE14-FE16 2018	Yes		2000 Accounts Payable	3,975.14
Pivotech Doors Inc.						
09-02-2018	Bill Payment (Cheque)	FCN_8758-9	Yes		1010 Cash Operating Account	-288.38
Solutions Infinies M7 Inc.						
01-02-2018	Bill	1496	Yes		2000 Accounts Payable	2,858.90
09-02-2018	Bill Payment (Cheque)	FCN_8758-10	Yes		1010 Cash Operating Account	-3,484.16
15-02-2018	Bill	Feb 2018	Yes		2000 Accounts Payable	1,742.08
Spot Maintenance Ltd.						
09-02-2018	Bill Payment (Cheque)	FCN_8758-11	Yes		1010 Cash Operating Account	-3,231.80
20-02-2018	Supplier Credit	MayBill	Yes		2000 Accounts Payable	-1,615.90
20-02-2018	Bill Payment (Cheque)		Yes			0.00
28-02-2018	Bill		Yes		2000 Accounts Payable	1,615.90
Strivetech Elevator Services Inc.						
01-02-2018	Bill	2359	Yes		2000 Accounts Payable	395.50
Tremblay Fire Solutions Ltd.						
01-02-2018	Bill	11305	Yes		2000 Accounts Payable	107.35
Waste Connections of Canada Inc.						
09-02-2018	Bill Payment (Cheque)	FCN_8758-12	Yes		1010 Cash Operating Account	-779.70
28-02-2018	Bill	7140-0000750801	Yes		2000 Accounts Payable	389.85

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GENERAL LEDGER

February 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities Expense							
5010 Gas							
Beginning Balance							14,800.51
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -1,229.40	13,571.11
26-02-2018	Bill	517001302325	Enbridge-2785 BASELINE RD	Jan 25 - Feb 23, 2018	2000 Accounts Payable	$4,434.60	18,005.71
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$764.59	18,770.30
Total for 5010 Gas						**$3,969.79**	
5020 Hydro							
Beginning Balance							11,182.78
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -2,550.57	8,632.21
14-02-2018	Bill	DE31-JA31 2018	Hydro-2785 BASELINE RD P/R	December 31-January 31, 2018	2000 Accounts Payable	$4,903.92	13,536.13
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$4,429.35	17,965.48
Total for 5020 Hydro						**$6,782.70**	
5030 Water & Sewer							
Beginning Balance							13,635.64
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -2,635.57	11,000.07
16-02-2018	Bill	DE14-FE16 2018	Ottawa Water & Sewer	December 14 to February 16, 2018	2000 Accounts Payable	$3,975.14	14,975.21
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$745.34	15,720.55
Total for 5030 Water & Sewer						**$2,084.91**	
5040 Enterphone & Elevator Phone lines							
Beginning Balance							2,947.14
22-02-2018	Bill	FE22-MA21 2018	Bell A/C # 613 828 9085 (010)	Feb 22 to Mar 21, 2018	2000 Accounts Payable	$389.54	3,336.68
Total for 5040 Enterphone & Elevator Phone lines						**$389.54**	
Total for 5000 Utilities Expense						**$13,226.94**	
5400 Contracts							
5405 Annual Fire Inspection							
Beginning Balance							751.45
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -107.35	644.10
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$214.70	858.80
Total for 5405 Annual Fire Inspection						**$107.35**	
5418 Elevator							
Beginning Balance							2,700.70
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -395.50	2,305.20
01-02-2018	Bill	2359	Strivetech Elevator Services Inc.	Monthly Elevator Maintenance- Jan 2018 (invoiced Jan 31, 2018)	2000 Accounts Payable	$395.50	2,700.70
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$395.50	3,096.20
Total for 5418 Elevator						**$395.50**	
5420 Fire Alarm Monitoring							
Beginning Balance							610.20
01-02-2018	Bill	11305	Tremblay Fire Solutions Ltd.	Monthly inspection (invoiced Jan 30, 2018)	2000 Accounts Payable	$107.35	717.55
Total for 5420 Fire Alarm Monitoring						**$107.35**	
5424 Garbage/ Recycling Bin Removal							
Beginning Balance							2,810.73
28-02-2018	Bill	7140-0000750801	Waste Connections of Canada Inc.	Monthly basic container charges Feb-2018	2000 Accounts Payable	$389.85	3,200.58
Total for 5424 Garbage/ Recycling Bin Removal						**$389.85**	
5425 HVAC Preventative Maintenance							
Beginning Balance							506.24
Total for 5425 HVAC Preventative Maintenance							
5430 Cleaning Contract							
Beginning Balance							14,543.10
20-02-2018	Supplier Credit	MayBill	Spot Maintenance Ltd.	To clean up bill automatically created on May 31, 2017 without invoice attached. (May invoice paid)	2000 Accounts Payable	$ -1,615.90	12,927.20
28-02-2018	Bill		Spot Maintenance Ltd.	Monthly Cleaning Nov-2017	2000 Accounts Payable	$1,615.90	14,543.10
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$1,615.90	16,159.00
Total for 5430 Cleaning Contract						**$1,615.90**	
5435 Landscaping							
Beginning Balance							3,333.48
Total for 5435 Landscaping							
5450 Security Contract							
Beginning Balance							3,950.48
01-02-2018	Bill	419	9020934 Canada Inc. (Visitors Parking)	Visitor Parking- Monthly Rate February 2018	2000 Accounts Payable	$338.99	4,289.47
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -677.98	3,611.49
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$677.98	4,289.47
Total for 5450 Security Contract						**$338.99**	
5455 Snow Removal Contract							
Beginning Balance							5,226.24

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
15-02-2018	Bill	Feb 2018	Solutions Infinies M7 Inc.	snow removal contract Nov 15- April 15- $10,452.50 (incl. tx) annually- $1,742.08/ month- 6 month contract	2000 Accounts Payable	$1,742.08	6,968.32
Total for 5455 Snow Removal Contract						**$1,742.08**	
5465 Garage Cleaning							
Beginning Balance							1,209.10
Total for 5465 Garage Cleaning							
5470 Window Cleaning							
Beginning Balance							875.75
Total for 5470 Window Cleaning							
5475 Garage Door Maintenance Contract							
Beginning Balance							574.50
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$145.32	719.82
Total for 5475 Garage Door Maintenance Contract						**$145.32**	
Total for 5400 Contracts						**$4,842.34**	
5500 General Repairs and Maintenance							
5502 Materials and supplies							
Beginning Balance							734.50
06-02-2018	Bill	22344	Lock Solutions Inc.	Key cut, Service call and labour	2000 Accounts Payable	$192.10	926.60
Total for 5502 Materials and supplies						**$192.10**	
5503 General Repairs and Maintenance							
Beginning Balance							7,013.87
Total for 5503 General Repairs and Maintenance							
5505 Locks and keys							
Beginning Balance							26.77
Total for 5505 Locks and keys							
5518 Carpet Cleaning & Mat Service							
Beginning Balance							593.25
Total for 5518 Carpet Cleaning & Mat Service							
5535 Snow Removal- De-icing							
Beginning Balance							45.20
Total for 5535 Snow Removal- De-icing							
5536 Security Cameras							
Beginning Balance							4,517.74
Total for 5536 Security Cameras							
5540 HVAC							
Beginning Balance							4,136.53
Total for 5540 HVAC							
5550 Elevator							
Beginning Balance							-299.10
Total for 5550 Elevator							
5555 Garage Door R&M							
Beginning Balance							1,638.73
Total for 5555 Garage Door R&M							
Total for 5500 General Repairs and Maintenance						**$192.10**	
5525 Snow							
01-02-2018	Bill	1496	Solutions Infinies M7 Inc.	snow removal 11 Loads x $230 (invoiced Jan 24, 2018)	2000 Accounts Payable	$2,858.90	2,858.90
Total for 5525 Snow						**$2,858.90**	
5800 Administrative Expenses							
5805 Audit-Financial							
Beginning Balance							3,400.00
01-02-2018	Journal Entry	30R		to set up January accruals	-Split-	$ -3,400.00	0.00
28-02-2018	Journal Entry	31		to set up monthly accruals	-Split-	$3,400.00	3,400.00
Total for 5805 Audit-Financial						**$0.00**	
5806 CAO Fees							
Beginning Balance							557.60
Total for 5806 CAO Fees							
5810 Insurance Expense/General & Liability Insurance							
Beginning Balance							15,570.79
07-02-2018	Expense			INSURANCE LOAN FIRST INSURANCE	1010 Cash Operating Account	$1,977.91	17,548.70
Total for 5810 Insurance Expense/General & Liability Insurance						**$1,977.91**	
5820 Legal							
Beginning Balance							1,533.72
01-02-2018	Bill	4707	Davidson Houle Allen LLP	OCSCC 994 General Matters 5043-1 (invoiced Oct 31, 2017)	2000 Accounts Payable	$98.88	1,632.60
Total for 5820 Legal						**$98.88**	
5830 Property Management Fees							
Beginning Balance							23,705.04
01-02-2018	Bill	1775	CI Property Management	management fees	2000 Accounts Payable	$2,700.25	26,405.29
01-02-2018	Bill	1805	CI Property Management	Monthly increase in management fee due to new condo act changes	2000 Accounts Payable	$641.84	27,047.13
Total for 5830 Property Management Fees						**$3,342.09**	
5835 Performance Audit							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							1,692.80
Total for 5835 Performance Audit							
5842 Postage, Meeting, Misc Expenses							
Beginning Balance							247.55
Total for 5842 Postage, Meeting, Misc Expenses							
5845 Bank Charges							
Beginning Balance							686.52
07-02-2018	Expense			ACTIVITY FEE	1010 Cash Operating Account	$53.76	740.28
07-02-2018	Expense			ACTIVITY FEE	1020 Cash Reserve Fund	$0.60	740.88
Total for 5845 Bank Charges						**$54.36**	
5846 Office Expenses							
Beginning Balance							389.62
Total for 5846 Office Expenses							
Total for 5800 Administrative Expenses						**$5,473.24**	

OCSCC 994

1010 Cash Operating Account, Period Ending 28-02-2018

RECONCILIATION REPORT

Reconciled on: 14-03-2018

Reconciled by: jwalker@capitalconcierge.ca

Any changes made to transactions after this date aren't included in this report.

Summary CAD

Statement beginning balance	68,068.97
Cheques and payments cleared (21)	-34,135.56
Deposits and other credits cleared (70)	29,176.50
Statement ending balance	63,109.91
Uncleared transactions as of 28-02-2018	-938.60
Register balance as of 28-02-2018	62,171.31
Cleared transactions after 28-02-2018	0.00
Uncleared transactions after 28-02-2018	-15,687.45
Register balance as of 14-03-2018	46,483.86

Details

Cheques and payments cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Bill Payment		CI Property Management	-2,700.25
05-02-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,565.06
05-02-2018	Expense			-8,281.00
05-02-2018	Bill Payment	RBCX4982	Bell A/C # 613 828 9085 (010)	-398.51
07-02-2018	Expense			-1,977.91
07-02-2018	Expense			-53.76
08-02-2018	Bill Payment	RBCX8578	Bell A/C # 613 828 9085 (010)	-377.58
09-02-2018	Bill Payment	FCN_8758-9	Pivotech Doors Inc.	-288.38
09-02-2018	Bill Payment	FCN_8758-10	Solutions Infinies M7 Inc.	-3,484.16
09-02-2018	Bill Payment	FCN_8758-11	Spot Maintenance Ltd.	-3,231.80
09-02-2018	Bill Payment	FCN_8758-12	Waste Connections of Canada…	-779.70
09-02-2018	Bill Payment	FCN_8759-1	9495100 Canada Ltd.	-1,050.90
09-02-2018	Bill Payment	FCN_8759-2	CI Property Management	-2,956.98
09-02-2018	Bill Payment	FCN_8758-8	Optimum Mechanical Solutions	-1,600.59
09-02-2018	Bill Payment	FCN_8758-7	Nutri-Lawn IR	-274.59
09-02-2018	Bill Payment	FCN_8758-6	Lock Solutions Inc.	-26.77
09-02-2018	Bill Payment	FCN_8758-4	Davidson Houle Allen LLP	-500.00
09-02-2018	Bill Payment	FCN_8758-3	Beacon Lite	-531.10
09-02-2018	Bill Payment	FCN_8758-2	Activox Electronics Ltd.	-305.10
09-02-2018	Bill Payment	FCN_8758-1	9020934 Canada Inc. (Visitors …	-677.98
09-02-2018	Bill Payment	FCN_8758-5	Evolution Building Services	-73.44
Total				-34,135.56

Deposits and other credits cleared (70)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		215 - Daher, Mohammed	402.09
01-02-2018	Receive Payment		303 - Hay, Gary	402.09
01-02-2018	Receive Payment		403 - Janzen, Erika & Jack	402.09
01-02-2018	Receive Payment		202 - Nathan Dresser	422.93
01-02-2018	Receive Payment		414 - El-Khouri, Said	493.44
01-02-2018	Receive Payment		302 - Dham, Houssam	504.53
01-02-2018	Receive Payment		203 - Yue Zhang	4,992.34
01-02-2018	Receive Payment		313 - King, Brian	316.57
01-02-2018	Receive Payment		216 - Mattai, Anjelina	397.06
01-02-2018	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
01-02-2018	Receive Payment		402 - Leung, David and Pauline	469.87
01-02-2018	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-02-2018	Receive Payment		416 - Peter & Davina Chow	206.15
01-02-2018	Receive Payment		218 - Andrew Leung	206.15
01-02-2018	Receive Payment		307 - Hoffman, Taylor	224.98
01-02-2018	Receive Payment		312 - Slocinski, Mieczyslaw & I…	228.69
01-02-2018	Receive Payment		207 - Aria Adel & Dennis Grud…	250.19
01-02-2018	Receive Payment		107 - Xiyin Deng	254.08
01-02-2018	Receive Payment		407 - Mah, Adeline	259.64
01-02-2018	Receive Payment		212 - Pedlar, Shannon	263.35

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		410 - Lepage, Denis	263.35
01-02-2018	Receive Payment		418 - Brazeau, Eric	263.35
01-02-2018	Receive Payment		320 - Barker, Connie	263.35
01-02-2018	Receive Payment		412 - Laframboise, John & Ca…	263.35
01-02-2018	Receive Payment		112 - Lapietra, Vincenzo	263.35
01-02-2018	Receive Payment		220 - Keay, David & Hudak, C…	263.35
01-02-2018	Receive Payment		409 - Biswas, Devaleena	268.91
01-02-2018	Receive Payment		411 - Laframboise, John & Can…	268.91
01-02-2018	Receive Payment		413 - Baskin, Meaghan	268.91
01-02-2018	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
01-02-2018	Receive Payment		417 - McIntyre, Amanda	273.14
01-02-2018	Receive Payment		319 - Oliver Lamothe	273.14
01-02-2018	Receive Payment		213 - Caron, Jean-Luc	281.91
01-02-2018	Receive Payment		217 - Rawlings, Douglas	282.67
01-02-2018	Receive Payment		317 - Milne, Bradley	282.67
01-02-2018	Receive Payment		108 - Atkinson, Jena	296.71
01-02-2018	Receive Payment		405 - Marquez, Luize	297.24
01-02-2018	Receive Payment		205 - Prak, Sorn & Tran, Hong	297.24
01-02-2018	Receive Payment		305 - Lafrance, Aline & Alberell…	297.24
01-02-2018	Receive Payment		105 - Huisman, Darcy	297.27
01-02-2018	Receive Payment		404 - Aubin, Marc	302.53
01-02-2018	Receive Payment		308 - Burda, Veronika	302.53
01-02-2018	Receive Payment		304 - Zaher, Andre & Liana	302.53
01-02-2018	Receive Payment		204 - Temeljkovski, Bojana	302.53
01-02-2018	Receive Payment		408 - Brown, Marshall	302.53
01-02-2018	Receive Payment		109 - Jijun Zhao	316.57
01-02-2018	Receive Payment		211 - Ary, Natan	316.57
01-02-2018	Receive Payment		209 - Pap, Ilona	316.57
01-02-2018	Receive Payment		309 - ZW Project Management	316.57
01-02-2018	Receive Payment		311 - Pretty, Caylea	316.57
01-02-2018	Receive Payment		114 - VanWyck, Zoe	316.57
01-02-2018	Receive Payment		111 - Harb, Mona	316.57
01-02-2018	Receive Payment		106 - Victoria Ashcroft	316.57
01-02-2018	Receive Payment		110 - Devine, Jake	316.57
01-02-2018	Receive Payment		306 - Rafoul, Elias	322.13
01-02-2018	Receive Payment		310 - Kennedy, Carrie	322.13
01-02-2018	Receive Payment		206 - Wong, Sandra	322.13
01-02-2018	Receive Payment		314 - Armstrong, Carol & Tho…	322.13
01-02-2018	Receive Payment		210 - Watkins, Kimberley	322.13
01-02-2018	Receive Payment		214 - Hickman, Susan	322.13
01-02-2018	Receive Payment		104 - Hedger, Sheila & Butler, …	331.90
01-02-2018	Receive Payment		119 - Paula Ennis	371.90
01-02-2018	Receive Payment		419 - Okwir, Joseph	371.90
01-02-2018	Receive Payment		101 - Ahmed Hassan	390.97
01-02-2018	Receive Payment		401 - Silgardo, Anne	393.62
01-02-2018	Receive Payment		301 - Papadolias, Nicholas	393.62
01-02-2018	Receive Payment		201 - Rotter, Roland & Barbara	393.62
01-02-2018	Receive Payment		103 - Burke, Melville & Paulette	397.06
01-02-2018	Receive Payment		203 - Yue Zhang	402.09
13-02-2018	Deposit			2,568.25
Total				29,176.50

Additional Information

Uncleared cheques and payments as of 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31-05-2017	Journal	19		-938.60
Total				-938.60

Uncleared cheques and payments after 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2018	Bill Payment		CI Property Management	-2,700.25
01-03-2018	Expense			-6,187.79
02-03-2018	Bill Payment	RBCX	Enbridge-2785 BASELINE RD	-9,374.95
05-03-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,903.92
05-03-2018	Bill Payment	RBCX1558	Ottawa Water & Sewer	-3,975.14
05-03-2018	Expense			-8,281.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-03-2018	Bill Payment	RBCX7056	Bell A/C # 613 828 9085 (010)	-389.54
06-03-2018	Bill Payment	RBCX7082	Enbridge-2785 BASELINE RD	-4,434.60
06-03-2018	Expense			-59.71
07-03-2018	Expense			-1,977.91
Total				-42,284.81

Uncleared deposits and other credits after 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2018	Receive Payment		215 - Daher, Mohammed	402.09
01-03-2018	Receive Payment		202 - Nathan Dresser	422.93
01-03-2018	Receive Payment		414 - El-Khouri, Said	493.44
01-03-2018	Receive Payment		302 - Dham, Houssam	504.53
01-03-2018	Receive Payment		313 - King, Brian	316.57
01-03-2018	Receive Payment		216 - Mattai, Anjelina	397.06
01-03-2018	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
01-03-2018	Receive Payment		402 - Leung, David and Pauline	469.87
01-03-2018	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-03-2018	Receive Payment		218 - Andrew Leung	206.15
01-03-2018	Receive Payment		416 - Peter & Davina Chow	206.15
01-03-2018	Receive Payment		307 - Hoffman, Taylor	224.98
01-03-2018	Receive Payment		312 - Slocinski, Mieczyslaw & I…	228.69
01-03-2018	Receive Payment		207 - Aria Adel & Dennis Grud…	250.19
01-03-2018	Receive Payment		107 - Xiyin Deng	254.08
01-03-2018	Receive Payment		407 - Mah, Adeline	259.64
01-03-2018	Receive Payment		220 - Keay, David & Hudak, C…	263.35
01-03-2018	Receive Payment		112 - Lapietra, Vincenzo	263.35
01-03-2018	Receive Payment		418 - Brazeau, Eric	263.35
01-03-2018	Receive Payment		410 - Lepage, Denis	263.35
01-03-2018	Receive Payment		212 - Pedlar, Shannon	263.35
01-03-2018	Receive Payment		320 - Barker, Connie	263.35
01-03-2018	Receive Payment		412 - Laframboise, John & Ca…	263.35
01-03-2018	Receive Payment		413 - Baskin, Meaghan	268.91
01-03-2018	Receive Payment		409 - Biswas, Devaleena	268.91
01-03-2018	Receive Payment		411 - Laframboise, John & Can…	268.91
01-03-2018	Receive Payment		319 - Oliver Lamothe	273.14
01-03-2018	Receive Payment		417 - McIntyre, Amanda	273.14
01-03-2018	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
01-03-2018	Receive Payment		213 - Caron, Jean-Luc	281.91
01-03-2018	Receive Payment		317 - Milne, Bradley	282.67
01-03-2018	Receive Payment		217 - Rawlings, Douglas	282.67
01-03-2018	Receive Payment		108 - Atkinson, Jena	296.71
01-03-2018	Receive Payment		205 - Prak, Sorn & Tran, Hong	297.24
01-03-2018	Receive Payment		305 - Lafrance, Aline & Alberell…	297.24
01-03-2018	Receive Payment		405 - Marquez, Luize	297.24
01-03-2018	Receive Payment		105 - Huisman, Darcy	297.27
01-03-2018	Receive Payment		204 - Temeljkovski, Bojana	302.53
01-03-2018	Receive Payment		404 - Aubin, Marc	302.53
01-03-2018	Receive Payment		408 - Brown, Marshall	302.53
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01-03-2018	Receive Payment		308 - Burda, Veronika	302.53
01-03-2018	Receive Payment		111 - Harb, Mona	316.57
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08-03-2018	Receive Payment		Greatwise Developments	399.13
08-03-2018	Receive Payment		Greatwise Developments:102	436.77
08-03-2018	Receive Payment		Unit 221 Greatwise Developm…	371.90
Total				26,597.36

ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

RBBDA30000_7637488 E D 00006 00299

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION
OPERATING
C/O CAPITAL CONCIERGE
904 LADY ELLEN PL
OTTAWA ON K1Z 5L5

January 31, 2018 to February 28, 2018

Account number: 00006 108-281-7

How to reach us:
Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on January 31, 2018	$68,068.97
Total deposits & credits (3)	+ 29,176.50
Total cheques & debits (8)	- 34,135.56
Closing balance on February 28, 2018	**= $63,109.91**

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Account Activity Details

Date	Description	Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
	Opening balance			**68,068.97**
01 Feb	Direct Payment (PAD's) service total GRADS2850610000		19,972.34	88,041.31
	eCheque deposit 13770		6,635.91	
	Misc Payment CAPITAL INTEGRA	2,700.25		91,976.97
05 Feb	Account transfer ACTR4803600071	8,281.00		
	Bill payment - 4982 BELL CANADA	398.51		
	Hydro Bill Pmt Hydro Ottawa	4,565.06		78,732.40
07 Feb	Activity fee	53.76		
	Insurance Loan FIRST INSURANCE	1,977.91		76,700.73
08 Feb	Bill payment - 8578 BELL CANADA	377.58		76,323.15
13 Feb	eCheque deposit 13770		2,568.25	78,891.40

Account Activity Details - continued

Date	Description	Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
15 Feb	Direct Deposits (PDS) service total GRADS0918610000	15,781.49		63,109.91
	Closing balance			**63,109.91**

Account Fees: $53.76

Important Account Information

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Capital Integral
PROPERTY MANAGEMENT

MONTHLY RESERVE FINANCIAL REPORT

OCSCC 994

February 2018

904 Lady Ellen Pl.
Ottawa, ON
K1Z 5L5
T. 1-613-722-1232
F. 1-613-651-0306

www.cimanagement.ca

Capital Integral
PROPERTY MANAGEMENT

OCSCC No. 994
Reserve Financial Summary February 2018

Revenue:

Currently OCSCC No. 994 is set up for monthly withdrawals to the reserve account.

Expenses:

The reserve fund balance as of February 28, 2018 was $106,151.00 The investment account is set up and we are just awaiting instructions to start the process. There are no expenses to the reserve fund in February.

Conclusion:

We are currently slightly over budget. We still feel the corporation is in a good position to finish close to budget but must be control expenses for the remaining budget period.

904 Lady Ellen Pl.
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www.cimanagement.ca

OCSCC 994

PROFIT AND LOSS

February 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	**$0.00**
Other Income	
6000 Contribution from operating	8,281.00
R4012 Reserve Fund Interest Income	111.49
Total Other Income	**$8,392.49**
Expenses	
Total Expenses	
PROFIT	**$8,392.49**

OCSCC 994

PROFIT AND LOSS

June 2017 - February 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	**$0.00**
Other Income	
6000 Contribution from operating	74,529.00
R4012 Reserve Fund Interest Income	392.37
Total Other Income	**$74,921.37**
Expenses	
Total Expenses	
PROFIT	**$74,921.37**

OCSCC 994

1010 Cash Operating Account, Period Ending 28-02-2018

RECONCILIATION REPORT

Reconciled on: 14-03-2018

Reconciled by: jwalker@capitalconcierge.ca

Any changes made to transactions after this date aren't included in this report.

Summary CAD

Statement beginning balance	68,068.97
Cheques and payments cleared (21)	-34,135.56
Deposits and other credits cleared (70)	29,176.50
Statement ending balance	63,109.91
Uncleared transactions as of 28-02-2018	-938.60
Register balance as of 28-02-2018	62,171.31
Cleared transactions after 28-02-2018	0.00
Uncleared transactions after 28-02-2018	-15,687.45
Register balance as of 14-03-2018	46,483.86

Details

Cheques and payments cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Bill Payment		CI Property Management	-2,700.25
05-02-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,565.06
05-02-2018	Expense			-8,281.00
05-02-2018	Bill Payment	RBCX4982	Bell A/C # 613 828 9085 (010)	-398.51
07-02-2018	Expense			-1,977.91
07-02-2018	Expense			-53.76
08-02-2018	Bill Payment	RBCX8578	Bell A/C # 613 828 9085 (010)	-377.58
09-02-2018	Bill Payment	FCN_8758-9	Pivotech Doors Inc.	-288.38
09-02-2018	Bill Payment	FCN_8758-10	Solutions Infinies M7 Inc.	-3,484.16
09-02-2018	Bill Payment	FCN_8758-11	Spot Maintenance Ltd.	-3,231.80
09-02-2018	Bill Payment	FCN_8758-12	Waste Connections of Canada…	-779.70
09-02-2018	Bill Payment	FCN_8759-1	9495100 Canada Ltd.	-1,050.90
09-02-2018	Bill Payment	FCN_8759-2	CI Property Management	-2,956.98
09-02-2018	Bill Payment	FCN_8758-8	Optimum Mechanical Solutions	-1,600.59
09-02-2018	Bill Payment	FCN_8758-7	Nutri-Lawn IR	-274.59
09-02-2018	Bill Payment	FCN_8758-6	Lock Solutions Inc.	-26.77
09-02-2018	Bill Payment	FCN_8758-4	Davidson Houle Allen LLP	-500.00
09-02-2018	Bill Payment	FCN_8758-3	Beacon Lite	-531.10
09-02-2018	Bill Payment	FCN_8758-2	Activox Electronics Ltd.	-305.10
09-02-2018	Bill Payment	FCN_8758-1	9020934 Canada Inc. (Visitors …	-677.98
09-02-2018	Bill Payment	FCN_8758-5	Evolution Building Services	-73.44
Total				-34,135.56

Deposits and other credits cleared (70)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		215 - Daher, Mohammed	402.09
01-02-2018	Receive Payment		303 - Hay, Gary	402.09
01-02-2018	Receive Payment		403 - Janzen, Erika & Jack	402.09
01-02-2018	Receive Payment		202 - Nathan Dresser	422.93
01-02-2018	Receive Payment		414 - El-Khouri, Said	493.44
01-02-2018	Receive Payment		302 - Dham, Houssam	504.53
01-02-2018	Receive Payment		203 - Yue Zhang	4,992.34
01-02-2018	Receive Payment		313 - King, Brian	316.57
01-02-2018	Receive Payment		216 - Mattai, Anjelina	397.06
01-02-2018	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
01-02-2018	Receive Payment		402 - Leung, David and Pauline	469.87
01-02-2018	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-02-2018	Receive Payment		416 - Peter & Davina Chow	206.15
01-02-2018	Receive Payment		218 - Andrew Leung	206.15
01-02-2018	Receive Payment		307 - Hoffman, Taylor	224.98
01-02-2018	Receive Payment		312 - Slocinski, Mieczyslaw & I…	228.69
01-02-2018	Receive Payment		207 - Aria Adel & Dennis Grud…	250.19
01-02-2018	Receive Payment		107 - Xiyin Deng	254.08
01-02-2018	Receive Payment		407 - Mah, Adeline	259.64
01-02-2018	Receive Payment		212 - Pedlar, Shannon	263.35

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		410 - Lepage, Denis	263.35
01-02-2018	Receive Payment		418 - Brazeau, Eric	263.35
01-02-2018	Receive Payment		320 - Barker, Connie	263.35
01-02-2018	Receive Payment		412 - Laframboise, John & Ca…	263.35
01-02-2018	Receive Payment		112 - Lapietra, Vincenzo	263.35
01-02-2018	Receive Payment		220 - Keay, David & Hudak, C…	263.35
01-02-2018	Receive Payment		409 - Biswas, Devaleena	268.91
01-02-2018	Receive Payment		411 - Laframboise, John & Can…	268.91
01-02-2018	Receive Payment		413 - Baskin, Meaghan	268.91
01-02-2018	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
01-02-2018	Receive Payment		417 - McIntyre, Amanda	273.14
01-02-2018	Receive Payment		319 - Oliver Lamothe	273.14
01-02-2018	Receive Payment		213 - Caron, Jean-Luc	281.91
01-02-2018	Receive Payment		217 - Rawlings, Douglas	282.67
01-02-2018	Receive Payment		317 - Milne, Bradley	282.67
01-02-2018	Receive Payment		108 - Atkinson, Jena	296.71
01-02-2018	Receive Payment		405 - Marquez, Luize	297.24
01-02-2018	Receive Payment		205 - Prak, Sorn & Tran, Hong	297.24
01-02-2018	Receive Payment		305 - Lafrance, Aline & Alberell…	297.24
01-02-2018	Receive Payment		105 - Huisman, Darcy	297.27
01-02-2018	Receive Payment		404 - Aubin, Marc	302.53
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01-02-2018	Receive Payment		306 - Rafoul, Elias	322.13
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01-02-2018	Receive Payment		104 - Hedger, Sheila & Butler, …	331.90
01-02-2018	Receive Payment		119 - Paula Ennis	371.90
01-02-2018	Receive Payment		419 - Okwir, Joseph	371.90
01-02-2018	Receive Payment		101 - Ahmed Hassan	390.97
01-02-2018	Receive Payment		401 - Silgardo, Anne	393.62
01-02-2018	Receive Payment		301 - Papadolias, Nicholas	393.62
01-02-2018	Receive Payment		201 - Rotter, Roland & Barbara	393.62
01-02-2018	Receive Payment		103 - Burke, Melville & Paulette	397.06
01-02-2018	Receive Payment		203 - Yue Zhang	402.09
13-02-2018	Deposit			2,568.25
Total				29,176.50

Additional Information

Uncleared cheques and payments as of 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31-05-2017	Journal	19		-938.60
Total				-938.60

Uncleared cheques and payments after 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2018	Bill Payment		CI Property Management	-2,700.25
01-03-2018	Expense			-6,187.79
02-03-2018	Bill Payment	RBCX	Enbridge-2785 BASELINE RD	-9,374.95
05-03-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,903.92
05-03-2018	Bill Payment	RBCX1558	Ottawa Water & Sewer	-3,975.14
05-03-2018	Expense			-8,281.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-03-2018	Bill Payment	RBCX7056	Bell A/C # 613 828 9085 (010)	-389.54
06-03-2018	Bill Payment	RBCX7082	Enbridge-2785 BASELINE RD	-4,434.60
06-03-2018	Expense			-59.71
07-03-2018	Expense			-1,977.91
Total				-42,284.81

Uncleared deposits and other credits after 28-02-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2018	Receive Payment		215 - Daher, Mohammed	402.09
01-03-2018	Receive Payment		202 - Nathan Dresser	422.93
01-03-2018	Receive Payment		414 - El-Khouri, Said	493.44
01-03-2018	Receive Payment		302 - Dham, Houssam	504.53
01-03-2018	Receive Payment		313 - King, Brian	316.57
01-03-2018	Receive Payment		216 - Mattai, Anjelina	397.06
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08-03-2018	Receive Payment		Greatwise Developments:315	402.09
08-03-2018	Receive Payment		Greatwise Developments	399.13
08-03-2018	Receive Payment		Greatwise Developments:102	436.77
08-03-2018	Receive Payment		Unit 221 Greatwise Developm…	371.90
Total				26,597.36

ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

RBBDA30000_7637488 E D 00006 00302

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION
RESERVE
C/O CAPITAL CONCIERGE
904 LADY ELLEN PL
OTTAWA ON K1Z 5L5

January 31, 2018 to February 28, 2018

Account number: 00006 108-284-1

How to reach us:
Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on January 31, 2018	$97,639.11
Total deposits & credits (3)	+ 8,512.49
Total cheques & debits (1)	- 0.60
Closing balance on February 28, 2018	**= $106,151.00**

Have your business needs changed? We can help.

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Account Activity Details

Date	Description	Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
	Opening balance			**97,639.11**
01 Feb	Deposit interest		111.49	97,750.60
02 Feb	BR TO BR - 0496		120.00	97,870.60
05 Feb	Account transfer OCSCC NO 994		8,281.00	106,151.60
07 Feb	Activity fee	0.60		106,151.00
	Closing balance			**106,151.00**

Deposit Interest Earned: $111.49 **Account Fees: $0.60**

Important Account Information

RBC Business Advisors are available 24 hours a day, 7 days a week

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

- Business account transaction information
- Credit and debit card processing solutions
- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.
An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.
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Capital Integral
PROPERTY MANAGEMENT

16 January 2018

The Law Office of Eric Landriault
941 Notre-Dame Street
P.O Box. 1200
Embrun, ON K0A 1W0
Tel: 613-443-3372
Fax: 613-443-1545

Re:		
	Purchaser	Ahmed Hassan
	Vendor	Greatwise Developments Corporation
	Address	101-2785 Baseline Road, Ottawa, ON K2H 1G9
	Legal Desc	Unit 1, Level 1, Ottawa Carleton Standard Condominium Corporation 994
	Legal Desc ()	Parking: To be confirmed Storage: To be confirmed
	Closing Date	08 December 2017
	Our File No.	994_101
	Your File No.	17R-7363E
	Order No.	N/A

Pursuant to your request paid 02 January 2018 please find enclosed a current Status Certificate as per the *Condominium Act, 1998* and documentation package relating to the above-referenced property.

Please note that our office requires written confirmation from the lawyer that this transaction of sale has closed. In addition, please provide us with the full name, address, email address, and telephone number of the purchaser so that we may correspond with the new owner with future Corporation business.

Regards,

Michael Barnett
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 994"

** The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document*

904 Lady Ellen Pl.
Ottawa, ON
K1Z 5L5
T. 1-613-722-1232
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STATUS CERTIFICATE
OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION No. 994
QUALICUM WOODS CROSSING

Ottawa Carleton Standard Condominium Corporation No. 994 (known as the "Corporation") certifies that as of the date of this certificate:

GENERAL INFORMATION CONCERNING THE CORPORATION

1. Mailing address: See below

2. Address of service: See below

3. Property Manager: Michael Barnett - mbarnett@cimanagement.ca
   Capital Integral Property Management
   904 Lady Ellen Place
   Ottawa ON K1Z 5L5
   Tel: 613-722-1232
   Fax: 613-651-0306

4. The Directors and Officers of the Corporation are:
   Sheila Hedger, President
   Veronika Burda, Treasurer
   Carol Armstrong, Secretary
   Erika Janzen, Director
   David Keay, Director

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 1, Level 1, known as 101-2785 Baseline Road, Parking Unit TBD, Level A; and Storage Unit TBD, Level A, Ottawa, Ontario of Ottawa Carleton Standard Condominium Corporation 994 registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa **IS in default** in the payment of common expenses, in the amount of $35.07.

6. The current monthly Condominium Fee for this unit is $390.97, due and payable on the first day of each month. This fee includes the percentage of common interest for one parking space and one storage unit.

   Payment on account of common expenses for the unit in the amount of $355.90 was received for the period of 01 January 2018 through 31 January 2018 pending confirmation from the bank.

   These above amounts include the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in paragraph 10. An update of the account should be requested prior to the closing date.

7. The Corporation has the amount of $0.00 in prepaid Common Expense/Condominium Fees for this unit.

8. There are no amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit, except: for any increase in common expenses the budget may require.

BUDGET

9. The budget of the Corporation for the current fiscal year is accurate and may result in a small surplus.

10. The budget commenced 01 June 2017. An increase to the monthly condominium fees was included in the budget. Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have not been further increased.

11. Since the date of the budget of the Corporation for the current fiscal year, the Board has not levied any assessments against the unit to increase the contribution to the reserve fund, or the Corporation's operating fund or for any other purpose.

12. The Corporation has no knowledge of any circumstance that may result in an increase of common expenses for the unit, except for any increase in the new fiscal year as per an approved budget and as the reserve fund plan may require, and as any changes in the new Condominium Act may require when enacted.

    The *Protecting Condominium Owners Act, 2015*, will bring some important changes to condominium law and administration in Ontario, including changes to the Condominium Act, as well as mandatory licensing for condominium property managers. As a result, condominium management fees are expected to increase. Also, condominium corporations will be required to make payments towards the new Condominium Authority of Ontario. The Corporation might also experience increased Legal Costs (for review of and/or amendments to the Corporation's governing documents and for added guidance and assistance in relation to the new legislation). These matters are expected to result in an increase in the common expenses, and the increase is currently estimated at between $5.00 and $10.00 per unit per month. These changes are expected to come into force in phases, from 2017 – 2019.

RESERVE FUND

13. The Corporation's reserve fund amounts to $86,985 (un-audited) as of 30 November 2017.

14. The most recent reserve fund study conducted by the Board was a comprehensive Reserve Fund Study, dated July 2017 and prepared by exp Services lnc.

15. The balance of the reserve fund at the beginning of the current fiscal year was $37,299 (audited). In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is $99,371 and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to $0.00. The Board anticipates that the reserve fund will be adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.

16. The Board has sent to all owners a notice containing a summary of the reserve fund study, a summary of the proposed plan (Form 15) for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study.

17. There are no plans to increase the reserve fund under a plan proposed by the Board under subsection 94 (8) of the *Condominium Act, 1998* for the future funding of the reserve fund, except as indicated in the Form 15. See also Paragraph 11.

LEGAL PROCEEDINGS, CLAIMS

18. There are no outstanding judgments against the Corporation.

19. The Corporation is not party to any proceeding before a court of law, an arbitrator or an administrative tribunal.

20. The Corporation has not received a notice of or made an application under section 109 of the *Condominium Act, 1998* to the Superior Court of Justice for an order to amend the Declaration and description, where the court has not made the order.

21. The Corporation has no outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*.

22. There is currently no order of the Superior Court of Justice in effect appointing an inspector under section 130 of the *Condominium Act, 1998* or an administrator under section 131 of the *Condominium Act, 1998.*

AGREEMENT WITH OWNERS RELATING TO CHANGES OF THE COMMON ELEMENTS

23. The unit is not subject to one or more agreement(s) under clause 98 (1)(b) of the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner. To the best of the Corporation's information, knowledge and belief, the agreements have been complied with by the parties.

    a) No modification agreements currently on file.

    The following modifications have been made by the unit owner(s) or previous unit owner(s) without the prior written approval of the Board of Directors:

    a) No modifications currently on file.

    [Note: this is simply a list of the modifications known to the Corporation. Other modifications, not known to the Corporation, may have been made without approval of the Corporation and accordingly may not be lawful].

    Except as otherwise indicated in an agreement or in the By-Laws or Rules of the Corporation, the owner of the unit, from time to time, is entirely responsible for all modifications made to the common elements by the Owner(s) or by a previous Owner(s) of the unit. Accordingly, any future unit Owner(s) is also responsible for the modifications made and is also responsible for all maintenance, repairs and insurance related to such modification and must fully and completely indemnify and save harmless the Corporation from any claims, expenses or losses related in any way to the modifications. Without limiting the generality of the foregoing, the Owner shall be responsible for all costs and expenses incurred in order to remove the modification to afford the Corporation access to any portion of the property (for the purposes of carrying out repair or maintenance, or for any other reason) as well as reinstatement of the modification (if desired), and the Corporation shall have no obligation for any damage which

may be caused to the modification as a result of any such required access. Any modification or upgrade to common elements must have prior written approval from the Board of Directors.

If an owner sells his or her unit, the owner shall, upon request from the purchaser, provide to the purchaser a written list of all modifications made to the common elements by the owner or by a previous owner of the unit.

When a unit is sold, it is the responsibility of the purchaser to determine what modifications have been made to the common elements by the vendor or by a previous owner of the unit.

LEASING OF UNITS

24. The Corporation has NOT received notice under section 83 of the *Condominium Act, 1998* during the fiscal year preceding the date of this status certificate. The Corporation's understanding is 26 of the sold units in the condominium are owned by non-resident owners as of the date of this certificate, but notice under section 83 has not yet been received respecting all of those leased units.

SUBSTANTIAL CHANGES TO THE COMMON ELEMENTS, ASSETS OR SERVICES

25. There are no additions, alterations or improvements to the common elements, changes in the assets of the Corporation or changes in the service of the Corporation that are substantial and that the Board has proposed but has not implemented.

INSURANCE

26. The Corporation has secured all policies of insurance that are required under the *Condominium Act, 1998*.

PHASED CONDOMINIUM CORPORATIONS

27. N/A

28. N/A

VACANT LAND CONDOMINIUM CORPORATIONS

29. N/A

LEASEHOLD CONDOMINIUM CORPORATIONS

30. N/A

31. N/A

32. N/A

ATTACHMENTS

33. The following documents are attached to this status certificate and form part of it:

a) a copy of the current Declaration for the Corporation;

b) a copy of the By-Laws for the Corporation;

c) a list of all current agreements between the Corporation and the owner of the unit: if applicable, see paragraph 23; or current agreements mentioned in section 111, 112 or 113 of the *Condominium Act, 1998* and all current agreements between the Corporation and another corporation:
Instrument No. CR448175: Development Control and Easement Agreement with the Corporation of the City of Ottawa, The Hydro-Electric Commission of the City of Ottawa and The Bell Telephone Company of Canada.
Instrument No. CR491492: Amending Development Control and Easement Agreement with the Corporation of the City of Ottawa.
Instrument No. LT1065574: Storm and Sanitary Sewer Agreement with Draper Co-Tenancy.
Instrument No. OC1412354: Demolition Agreement with City of Ottawa.
Instrument No. OC1600588: Site Plan Agreement with City of Ottawa.
Instrument No. OC1600589: Maintenance and Liability Agreement with City of Ottawa.
Instrument No. OC1600592: Notice Agreement with City of Ottawa.
Instrument No. OC1789080: Joint Use, Easement and Cost Sharing Agreement.
Instrument No. OC1790773: Condominium Agreement with City of Ottawa.
Instrument No. OC1790776: Notice Agreement with City of Ottawa.
Instrument No. N436790: Blanket easement to Ottawa Cablevision Ltd.
Instrument No. N440706: Blanket easement to The Hydro-Electric Commission of the City of Ottawa.
Instrument No. OC1704430: Blanket easement to Bell Canada.
Instrument No. OC1705029: Blanket easement to Enbridge Gas Distribution Inc.
Instrument No. OC1706210: Blanket easement to Rogers Communications Inc.

d) a copy of the Rules and Regulations;

e) a copy of the last audited financial statements and auditor's report;

f) a copy of the budget for the current fiscal year;

g) a certificate or memorandum of insurance for the Corporation;

h) a copy of the most recent Form 15; and

i) Definition of Standard Unit.

RIGHTS OF PERSON REQUESTING CERTIFICATE

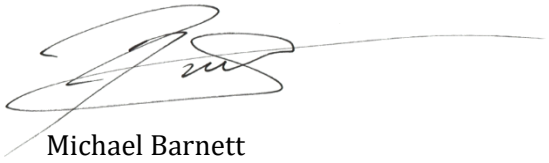
34. The person(s) requesting this certificate has the following rights under subsections 76 (7) and (8) of the *Condominium Act, 1998* with respect to the agreements listed in subparagraph 33 (c) above:

1. Upon receiving a written request and reasonable notice, the Corporation shall permit a person who has requested a status certificate and paid the fee charged by the Corporation for the certificate, or an agent of the person duly authorized in writing, to examine the agreements as per subparagraph 33 (c) at a reasonable time and at a reasonable location.

2. The Corporation shall, within a reasonable time, provide copies of the agreements to a person examining them, if the person so requests and pays a reasonable fee to compensate the Corporation for the labour and copying charges.

Dated at Ottawa this day of 16 January 2018

Ottawa Carleton Standard Condominium Corporation No. 994



Michael Barnett
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 994"

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