Capital Integral
PROPERTY MANAGEMENT

CCC No. 735

EM3

BOARD OF DIRECTORS MEETING

September 16th, 2020

4:00pm

1600 Laperriere Ave. Suite 205, Ottawa, Ontario K1Z-1B7
613-722-1232 - www.cimanagement.ca - information@cimanagement.ca

Capital Integral
PROPERTY MANAGEMENT

Board of Directors Meeting OCSCC 735
September 16th, 2020
4:00pm
Agenda

1. Welcome and Announcement of Quorum

2. Approval of the Agenda

3. Approval of the Minutes of the Board of Directors' Meeting of June 9th, 2020

4. Items Arising from Minutes of the last meeting

a) 2204 Water leak
b) Security Audit
c) Garage drain cleaning
d) 304/201 washing machine line flushing

5. Directors' and Managers' Reports

a) Manager's Report

b) Treasurer's Report

6. Decisions for Board Resolution

a) Keller Engineering RFS approval
b) Budget 2020 - 2021
c) Washing machine stack flushing 304
d) Signage for storefront

7. Items for Board Information/Communication

8. Other Business

9. Status Certificate Review

10. Notice of Next Meeting and Adjournment

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

www.cimanagement.ca

OCSCC No 735 (East Market 3)

MINUTES OF BOARD OF DIRECTORS MEETING

June 9, 2020 (4.00 pm at 179 George St.)

Attendance

Present	Mario Gasperetti, Brian McCauley, Rob Potter, Kayla McKale (Capital Integral Property Management All present by telephone.
Regrets	
Other	

1. Call to order

The meeting was called to order at 4.00pm.

2. Approval of Agenda

Added to Agenda:

1. Re-opening of patio area
2.
3.

3. Approval of Minutes from Previous Meeting(s)

Minutes from BOD meeting May 12, 2020 were approved.

4. Management Report

1	2204 leak	Kayla met with Morrison Hershfield to provide plans/building drawings. June start for the work.
2		See above
3	Camera security system	Replacement of system completed as approved at previous BOD. Reserve Fund expense. Discussion of security audit – need to understand what report will say.
4	Garage drains	GK plumbing to visit before quoting – to be completed by 22 July when garage cleaning is scheduled.
5	304 washing machine drain	Site visit by Optimum to prepare quotation for flushing this stack.
6	Patio tree removal	Need a company to remove the large trees from the planter – large drop on outside therefore needs special equipment.
7	1802 window replacement	Paramount Glass will be replacing the sealed unit.
8	P1 booster fan	Repaired by Ottawa Mechanical
9	Hot water on top floors	After investigation by plumbers, the issue as identified as a boiler problem and repaired by Ottawa Mechanical

5. Financial Summary

No outstanding issues – utility bills are still under budget overall, although water is over-budget.

6. Decisions

1. Appointment of Keller Engineering to perform Reserve Fund Study – Approved including elevator study.
2. Bonuses for cleaning/concierge staff for extra responsibilities during the Covid-19 period – Approved as $250 for Rahel, Bener and Tem, $100 for Marces and Richard.

7. Communication

1. Text Stan was tested by a limited roll-out to the Social group members and has now been announced to the entire building. Queries that cannot be resolved by the system are sent to Kayla and only a few received by Kayla so fat.
2. Nigel da Souza (2202) queried on installation of increased sound proofing due the building noise. It was discussed that this would be unlikely to have any effect.

8. Other Business

1. After discussion, it was decided that we need to confirm that the provincial restrictions on shared spaces will allow the re-opening of the BBQ and patio area to residents. Rahel will post signs indicating maximum numbers and Tem will install a hand sanitizer station when we have confirmation that the area can be opened.

9. Date of Next Meeting

Monday July 27 at 4.00 pm.

The meeting was adjourned at 5.30 pm.

President	Secretary

PROPERTY MANAGEMENT REPORT

Prepared and Submitted By: Kayla McKale
Capital Integral Property Management
On September 10th, 2020

Meeting Date: September 16th, 2020 4:00pm

FOR THE PERIOD OF

June 5th - September 10th

1600 Laperriere Ave. Suite 205, Ottawa, Ontario K1Z-1B7
613-722-1232 - www.cimanagement.ca - information@cimanagement.ca

Capital Integral
PROPERTY MANAGEMENT

ITEMS COMPLETED/ONGOING

Reminder, this can be found in the ongoing action list that is located hehttps://docs.google.com/spreadsheets/d/1RufebXPruihlvYx40ikP1qO9vhNiFsIVgfMrxsarkVY/edit?usp=sharingre

- 2204 water leak. Morrison Hershfield completed a water test in 8 areas and could not replicate the leak. The unit was asked to call the engineer, Mark, directly with any sighting of water. They have been monitoring and have not seen dripping, but it has been seen damp after a rain storm. The ceiling continues to deteriorate.
- Security camera system replaced, RF allocates funds for this. There are several elements that are possible contributors to the water infiltration. Report attached with their 3 options of recommendations.
- Garage drains were inspected for quotes by GK and CWW. No quotes have been received, a follow up has been made with both companies.
- Optimum has to provide a quote for the washing machine work in 304 and 201 and flush. $7215.00.
- Landscaping has requested we have a company with fall arrest to remove the manitoba maple.
- 2201 has reported a failed sealed unit, this is an extra large piece that is not the equal size as the one in mechanical room. This glass will not fit in the elevator. Awaiting the quote.
- Fob computer has failed and can't be repaired due to the age. A new computer has been ordered, and the master software will need to be installed, with all fob data transferred from the hard drive. If this is not successful, we will need to order an entirely new system.
- Issues with kitchen stacks backing up, flushed 3 stacks and will complete 3 per year.
- Issues getting the generator fuel topped up as an inspection is due every 10 years by an OBT licensed inspector. Boilertek has completed the inspection and based on todays code there are some infractions. They were attempting to track down a version of the oil code at the time of install to ensure it was valid to determine if they were infractions in 2005 as we are unaware of any variances applied with TSSA.
- Found a pit in alarm due to high water in a storage room, and the alarm was silenced. Optimum emptied the pit, removed the burnt out pump and replaced. There were some odd open wires we suspect was an old Giroux set up.
- Water damage found in the party room, repaired by Fine Touch. One other smaller section caused by condensating pipes. Ottawa Mechanical was asked to quote to replace the insulation to stop the condensation leak.
-

Capital Integral
PROPERTY MANAGEMENT

ITEMS FOR APPROVAL/BOARD DIRECTION

- Keller RFS draft
- Budget 2020 - 2021 - sent to all August 14th
- 304/201 washing machine flushing
- Signage for the clothing store

ADMINISTRATION

(Update) **COMMUNICATION:**

Pic sent out to all July 31st, 2020
Richard Macartney has resigned from the part time concierge position.
Construction noise of Claridge Royale (Marc and Laura)
Mask Policy posted as per Ottawa Public Health

BOARD INFORMATION

1604 has been sold, all legal bills were paid to the condo.

July 20, 2020 MH Ref. No.: 2020636.00

Ottawa Carleton Standard Condominium Corporation No. 735
c/o Ms. Kayla McKale, RCM
Capital Integral Property Management
205 – 1600 Laperriere Ave.
Ottawa, Ontario K1Z 8P5

Dear Ms. McKale:

Re: Penthouse Unit Water Infiltration Investigation - On-Site Water Testing (Level 22)
179 George Street, Ottawa, Ontario

Morrison Hershfield Limited (Morrison Hershfield) was retained by Ottawa Carleton Standard Condominium Corporation No. 735 to complete an investigation into the water infiltration issues related to the penthouse unit 2204 at 179 George Street, Ottawa, Ontario. Authorization to proceed for this assignment was provided from Ottawa Carleton Standard Condominium Corporation No. 735 via Purchase Order No. 1035.

The scope of our services is presented in our revised proposal dated May 20, 2020. This letter provides a summary of our investigation and recommendations for additional investigation.

BACKGROUND

The following provides a brief summary of the history and events related to the reported water infiltration into the penthouse unit 2204. These are based on documents provided to us from the Capital Integral Property Management (listed above in this report) and from our discussions with the resident of the unit and Kayla McKale.

The following documents were made available for our review: Architectural drawings “the east market – phase three”, dated July 28, 2006, prepared by core architects Inc. Issued for condominium registration.

The architectural drawings denote Cumberland street as fronting the West face of the building. This orientation will be applied in all documentation.

OCSCC No. 735 is a 22-storey high-rise condominium that was constructed circa 2006. It is located at 179 George Street, generally at the corner of George Street and Cumberland Street. It contains 199 residential units and 2 ground floor commercial units. It is a conventionally reinforced concrete framed building. It is primarily clad in a mixture of brick veneer and aluminum framed window wall.

There have been reports of water infiltration into the west facing penthouse unit. Specifically, water is reported to enter at the head of the south facing window, directly below the limit of the concrete canopy above (reference Images 1 & 2 below). The water leakage has resulted in staining of the drywall ceiling near the window.

Water is reported to enter at the head of the window during some wind driven rain events. It is understood that the volume, duration and severity of the leakage varies with each incident. We understand that water leakage does not occur during every wind driven rain event.

There have also been reports of erosion and deterioration of the mortar associated with the brick masonry nearby the leakage location.

Image 1: Satellite Image of 179 George St. – Leakage Area Circle in Blue (Google Maps)

SITE REVIEW

Our field investigation program consisted of a visual review of the roof, parapets, architectural and structural elements connected to the upper most level and roof, and windows and masonry on the South and West façades. Following the visual review, spray water testing was completed.

Visual Review

On June 30, 2020 Mark Lucuik, P.Eng and Liam Smedley, of Morrison Hershfield visited the site to visually review the condition of the interior of unit 2204, roof, parapet, architectural elements connected to the upper most level and roof area, areas of the South-East façade and South-West façade and façade of the building adjacent to the identified area of water infiltration. Access to the interior of unit 2204 was provided by Ms. Kayla McKale. The roof area and surrounding elements were accessed via roof walkways, and ladders. The South-West and South-East facades were accessed via boatswain's chair to assess the exterior of the building and perform spray hose testing. This review was conducted to document evidence of on-going water infiltration and identify defects that could contribute to any infiltration.

Representative photographs taken during our visual review, including our documentation of leakage locations, are contained in Appendix B.

Testing

On June 30, 2020 Mark Lucuik, P.Eng. and Liam Smedley, of Morrison Hershfield visited the site to complete spray water testing. This testing was a hose stream test performed with a calibrated AAMA wand and completed without an induced pressure differential.

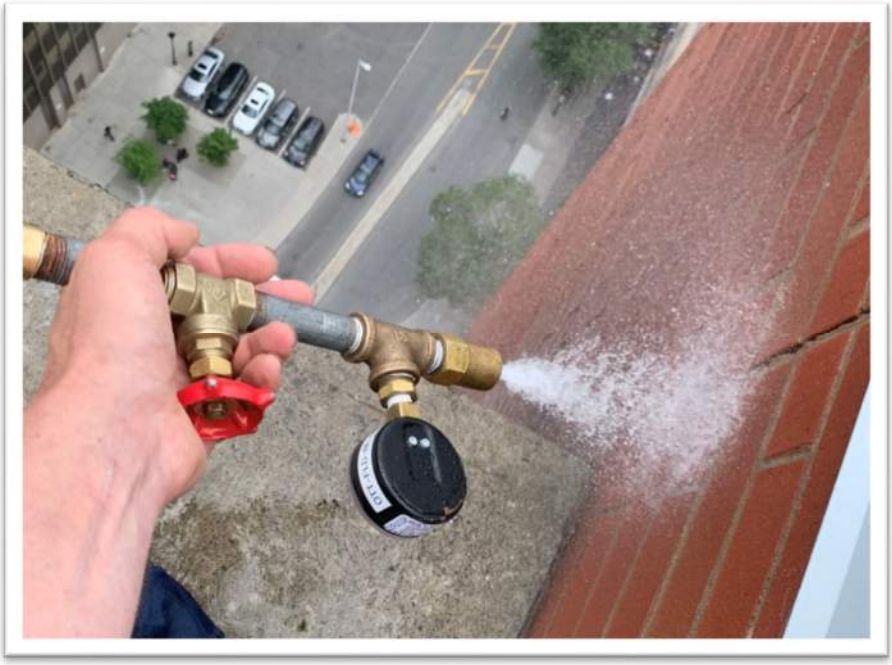

Image 2: AAMA Wand Testing. – Test location 3 (Mark Lucuik)

Testing was performed in 5-minute durations to simulate a driving rain event. All testing was performed on areas of the building envelope directly associated with unit 2204. The tests were performed systematically from the lower areas of the building envelope and moving higher with each test. The testing locations, in order, were as follow:

1. South elevation at top of window
2. South elevation at base of brick
3. South elevation brick above window
4. West elevation at top of window and base of brick
5. Interior of parapet wall at base of wall including the roof membrane flashing
6. Interior of parapet concrete wall face
7. West elevation where concrete roof abuts the brick
8. Top of parapet wall

The locations of the testing are shown in *Figures 15 - 17, Appendix D* below.

KEY OBSERVATIONS

Visual Review

1. Some spalling, surface degradation, and small cracks were observed on the interior concrete face of the roof parapets. Examples of this deterioration is shown in *Figures 1 and 2.*

2. The parapet assembly near the top of the roof membrane flashing seems to be lacking a reglet, steel cap flashing and simulation shown in *Figure 11*, *Appendix C*.

3. Mortar is missing and deteriorated on the West façade of the building above the window as demonstrated in *Figures 3 & 4.*

4. Discoloration was observed on the brick veneer near unit 2204 on the South façade of the building, as seen in *Figure 4.*

5. Atypical holes were found in the top horizontal surface of one spandrel panel at the top of the window assembly for unit 2204, as seen in *Figure 5.* These holes were sealed with caulking.

6. Delaminated mortar was observed at the stack joint in the brick veneer above the window system of unit 2204, as seen in *Figure 8.*

7. A membrane between the brick and the shelf angle was observed, as shown in *Figure 9.*

8. Water stains were observed in the ceiling of unit 2204 near the exterior corner of the windows prior to start of the test as shown in F*igure 10.*

Testing

9. No leakage was observed related to the water testing performed at any of the locations.

10. It was observed that ponding of water occurs on the top of the metal spandrel at the head of the window assemblies of unit 2204, as shown in *Figure 6.*

11. It was observed that ponding of water occurs on the horizontal steel flashing installed in the window-washing openings in the parapet, as shown in *Figure 7.*

DISCUSSION

There are several elements that are possible contributors to the water infiltration:

a) Connection of the glazed portion of the window and the spandrel panel above. The glazed portion of the window is a conventional aluminum framed window system that prevents water infiltration through interior and exterior gaskets or seals between the framing and the glass. The spandrel panel above is not part of the window system but a site fabricated spandrel panel installed over top of a membrane and insulation, with a membrane through wall flashing directing any internal water outwards at the head of the glazing. This differs from spandrel panels below the top floor that are an integral part of

the window wall system. The upper most spandrel panel is slightly different than as shown in the drawings, in that it extends slightly further from the wall than shown on the drawings and there is a gap between the shelf angle and the top of the panel. These conditions create a flat part on the top of the spandrel panel that can collect water.

Although unconventional, the spandrel panel seems to be designed as a rain screen system and should be capable of functioning well from a water penetration perspective provided the membrane on the concrete wall is continuous and well bonded. However, the top edge of this membrane could be susceptible to water infiltration (ideally all horizontal membrane laps should be shingled so that water sheds across the lap without relying on a perfectly continuous bond).

b) Connection between the spandrel panel and the masonry clad wall above. Water management at the interface of the spandrel panel and the masonry clad wall above relies upon a membrane and a through wall flashing. The metal flashing is bonded to the concrete wall above and extends over the shelf angle that supports the brick. The spandrel panel is caulked to the underside of the shelf angle to limit water infiltration below the spandrel panel and this caulking was in good condition.

   This is a conventional rain screen detail at the base of the masonry wall with the exception of the open edge of membrane that could be susceptible to water infiltration.

   During testing it was observed that ponding of water occurs on the upward face of the spandrel panel and that one panel had atypical holes on the upward face of the spandrel panel. Both conditions create a risk of water penetrating behind the spandrel panel. However, the spandrel panel is designed as a rain screen system so water getting behind the spandrel panel top should be drained below the panel without leaks to the building interior.

c) Water penetration through the masonry or metal flashings above the unit. There are several conditions where water might penetrate past the masonry (though cracks or degraded mortar) or through the edges or laps in metal flashings at the parapet head or window washing openings. While this would allow water into the wall assembly, the walls are designed as rain screen systems, so any water that does penetrate past the outer element should in theory be drained at a through wall flashing (as described in the above sections). If there is a condition where water penetrating the wall assembly above and resulting in leakage to the interior due to the through wall flashing condition, this should be determined as a failure of the through wall flashing, not of the wall or metal above.

d) Membrane, or window frame anomalies where the West wall meets the South wall. Exterior corners where window and wall systems intersect present the potential for anomalies and defects to occur in workmanship due to their complexity. There is a higher risk where the membrane and sealant turn the corner for a defect to allow for water penetration. There is little evidence provided from visual review or testing to support any water penetration through this mode, but it remains a possibility.

e) Roof leakage on the flat area of the roof. No test cuts of the roof assembly were performed to confirm the roof assembly. If water were to penetrate the membrane and

enter the roof assembly, it would saturate the insulation and flow downwards along the pitch of the concrete slab and into the drain. With a clear drainage path provided for any water to have penetrated behind the membrane it is unlikely a source of water infiltration into the unit.

f) Roof leakage at the membrane flashing. The membrane flashing where the roof system meets the parapet wall, as documented in the visual review, is lacking a reglet in the concrete parapet wall and sealant to affix the metal flashing and prevent water penetration. No test cuts were performed to confirm, but based on the presence of a caulking joint at the head of the metal flashing, it is likely that the membrane finishes in the vertical plane with out any lap onto a shoulder which presents a risk of delamination and water entry as previously discussed. The testing of this area did not produce any water infiltration into the unit. Should water penetrate past the upper edge of the membrane, it would need to additionally penetrate the concrete slab or reinforced concrete wall in order to infiltrate into the unit. With only minor spalling observed on the concrete slab it is unlikely for the water to have penetrated to the unit through this system.

g) Ice buildup on the roof. The accumulation of ice presents another mode in which water could be penetrating the building envelope. The uninsulated parapet wall could be slightly warmer than adjacent areas, resulting in some ice damming at the perimeter. However, as noted in the membrane flashing section it would need to additionally penetrate the concrete slab or reinforced concrete wall in order to infiltrate into the unit. Further, the leaks seem to occur in driving rain events. Accordingly, this is unlikely to be the cause of the infiltration.

h) Water penetration through cracks in the exposed concrete wall above the roof. Minor cracking and spalling of the concrete parapet wall is present immediately above the membrane flashing as seen in *Figures 1 and 2.* The testing of this area did not produce any water infiltration into the unit. Concrete in a vertical plane is generally reasonably effective as a water barrier despite minor deteriorations. This is an unlikely mode for water infiltration due to the thickness of concrete that must be penetrated.

i) Interior Condensation. A possible source of water damage to the unit which is distinct from those previously discussed is through condensation. The design details show some fairly major thermal bridging resulting from the uninsulated concrete parapet wall (the detailed insulation along the interior of the parapet wall is missing). This uninsulated wall could result in the underside of the roof slab being very cold near the roof edge in winter. These cold surfaces would be susceptible to condensation and resulting water damage that could appear to be leaks. This is an unlikely source for the interior water damage to the unit due to the fact that infiltration is reported by the occupant during significant precipitation events, and the damage is localized in one area on the ceiling and building.

As discussed, there are many potential contributors of the water infiltration with none confirmed given the current observations and test results. Additional observation and testing are necessary to identify and eliminate the issue.

The following options are available for next steps in resolving the water infiltration.

Option 1: Acquire Additional Information via Monitoring *(Preferred)*

Monitor the interior of unit 2204 where the leakage occurs during rain events and record relevant information to inform additional observations. Information to be recorded would include: the date and time of the rain event, the intensity and orientation of the driving rain, the amount and nature of the water infiltration, the time elapsed from when the rain event begins to when leakage is observed, the amount of water that infiltrates the unit, and a video of the infiltration occurring.

Monitoring can be completed through a combination of three following methods:

- The unit occupant records information, records videos, captures photos and submits to MH.
- The occupant or designated individual may video conference with a representative from MH to record the relevant information during significant rain events when infiltration is observed *(preferred).*
- A surveillance video camera is installed inside the unit for MH to monitor the leakage during rain events

The information provided would give more clarity on the conditions resulting in the leakage enabling us to better determine the next steps to confirm the cause. This option presents a cost-efficient next step but may require more time.

Option 2: Additional Investigation & Testing

Given the lack of water infiltration observed in the initial investigation, to gain additional insight into the source of water infiltration Morrison Hershfield can perform additional spray hose testing with an induced pressure in the unit and / or with longer duration tests. This option would include the following:

- A door fan would be installed on the unit to create a pressure differential
- Spray testing can be performed for a longer period
- Drywall surrounding the leakage point in the unit can be removed to provide a closer visual review. This will enable us to observe very small amounts of water infiltration that might otherwise be absorbed by the gypsum board.

The conditions of this testing are more likely to create an environment in which water infiltration can be observed; However, if no infiltration is observed as a result of the testing then the source of water infiltration would not be determined. In the event that no water infiltration is observed then option 3 below would have to be actioned in order to eliminate the infiltration.

Option 3: Exploratory Opening & Repair of Building Envelope

A third option is to undertake exploratory openings of the masonry, roofing, and or window wall enabling visual review and focused testing of suspect locations such as the through wall flashings and head of the window. The openings would require a sub-contractor and a suspended access platform to complete. The opening cut in the façade would be done in an iterative manner until a

suspect location is identified and repaired. This option presents the highest cost and the highest probability of eliminating the contractor of water infiltration in a short time frame.

CONCLUSION & RECOMMENDATIONS

The source of water infiltration into unit 2204 has not been found although a number of potential contributors and anomalies were noted. The location of the issue, near the roof, parapet, window outside corner, masonry, and window spandrel panel is very complicated resulting in many potential contributors.

It is recommended that the source of infiltration continue to be investigated beginning with Option 1 above (monitor the window-wall assembly and acquire more information about the conditions in which water infiltration occurs) before proceeding with more extensive interventions).

If there are any questions regarding the information presented herein or you would like to discuss the scope further, please do not hesitate to contact the undersigned at 613-739-2910.

Sincerely,

Mark Lucuik, P.Eng.
Principal, Senior Building Science Engineer
mlucuik@morrisonhershfield.com

Liam Smedley
Building Science Consultant
lsmedley@morrisonhershfield.com

MORRISON HERSHFIELD
Building Specialty Services

Encl.

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Appendix A: Limitations & Assumptions

This report was prepared for the exclusive use of our client and may not be reproduced in whole or in part or used or relied upon by any other party. The material contained within reflects the best judgement of Morrison Hershfield in light of the information available to it at the time of preparation. Morrison Hershfield accepts no responsibility for any damages suffered by any third party as a result of decisions made or actions taken based upon this report.

The assessment is based, in part, on information provided by others. Unless specifically noted, we have assumed that this information was correct and have relied on it in developing our opinions and conclusions.

It is possible that unexpected conditions may be encountered at the building that have not been explored within the scope of this report. Should such an event occur, Morrison Hershfield should be notified in order that we may determine if modifications to our conclusions are necessary.

Our review and testing was limited to exposed and readily accessible areas of the penthouse unit 2204 (including both exterior and interior) as well as the waterproofing system. In addition, the accessible areas of the roof, parapets, and architectural elements adjacent to the roof were included in the review. Our review did not include any test openings, nor did it include any review or assessment of the resultant damages from the water infiltration.

Any comments or conclusions within this report represent our opinion and are based on a visual review and testing as noted later in the report. The general findings reported may not be extended to portions of the building that were unavailable for direct observation at the time of our visit. No detailed analysis or design calculations were done, nor were they within the scope of this review.

Appendix B: Photographs

Figure 1: Interior Corner of Parapet above unit 2204, concrete spalling and degradation, no membrane protection

Figure 2: Close-up Interior Corner of Parapet above unit 2204, reglet in detail drawing A614 missing and small spall in concrete

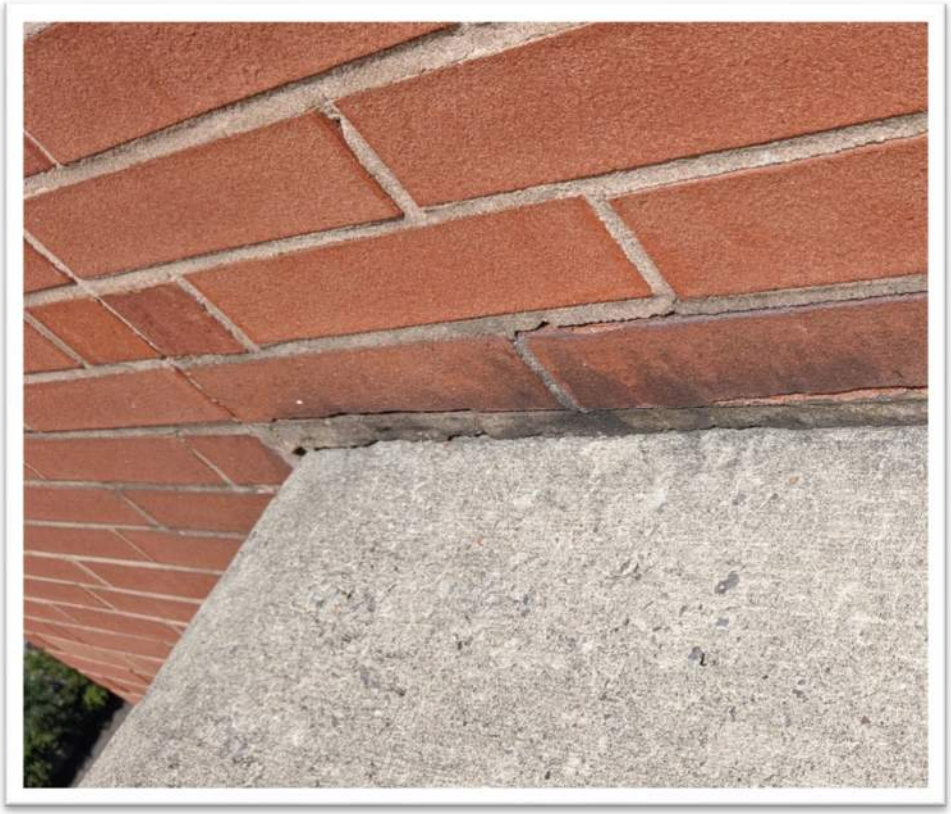


Figure 3: Brick veneer above architectural beam showing crack in mortar

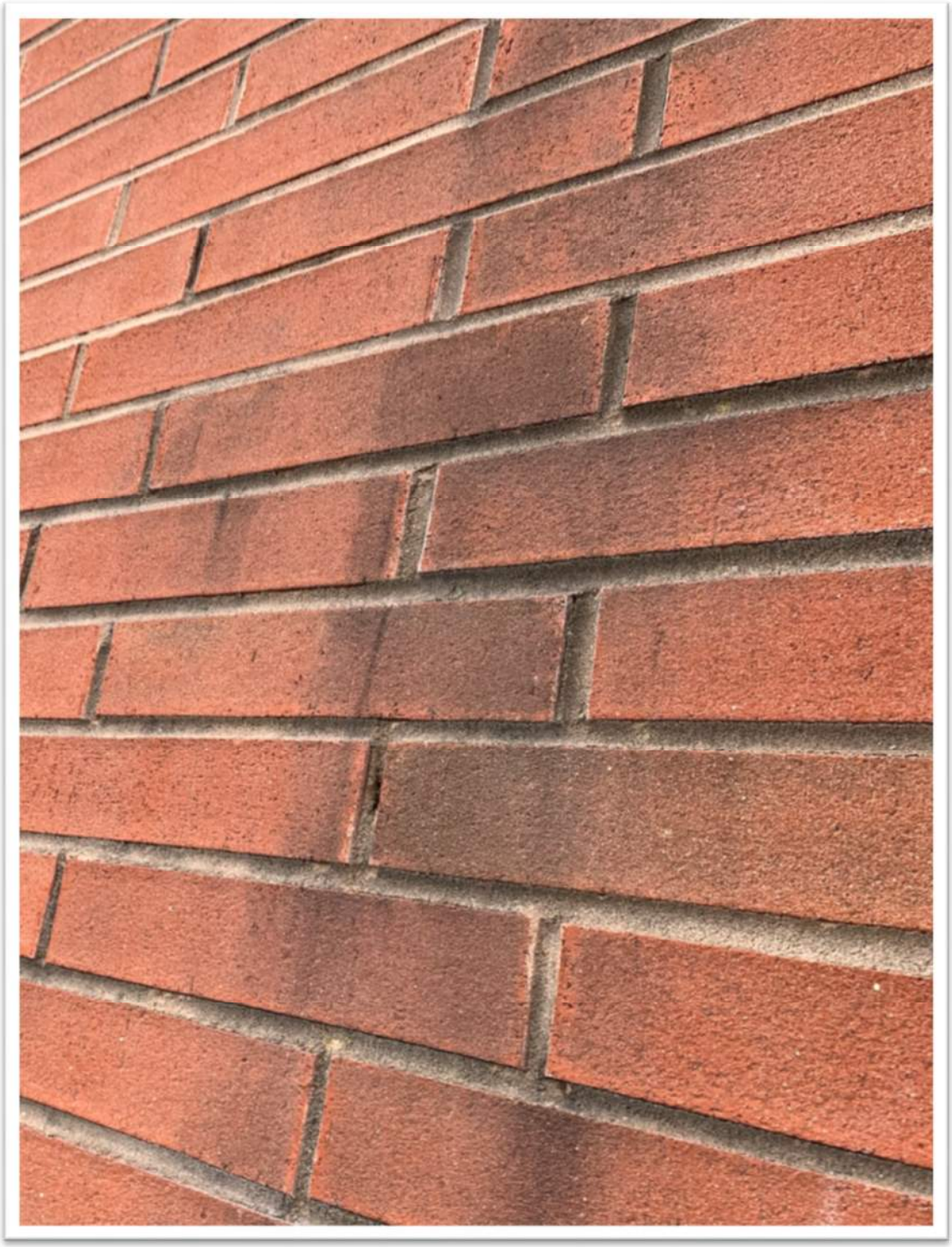


Figure 4: Brick veneer above unit 2204 missing mortar, some degradation of bricks

Figure 5: Atypical holes shown in head of South-East (George St.) facing window

Figure 6: Ponding on the head of the metal spandrel within the window assembly for unit 2204

Figure 7: Ponding on interior sill of window-washing access doors immediately above unit 2204

Figure 8: Delamination of mortar at stack joint in brick veneer immediately above unit 2204

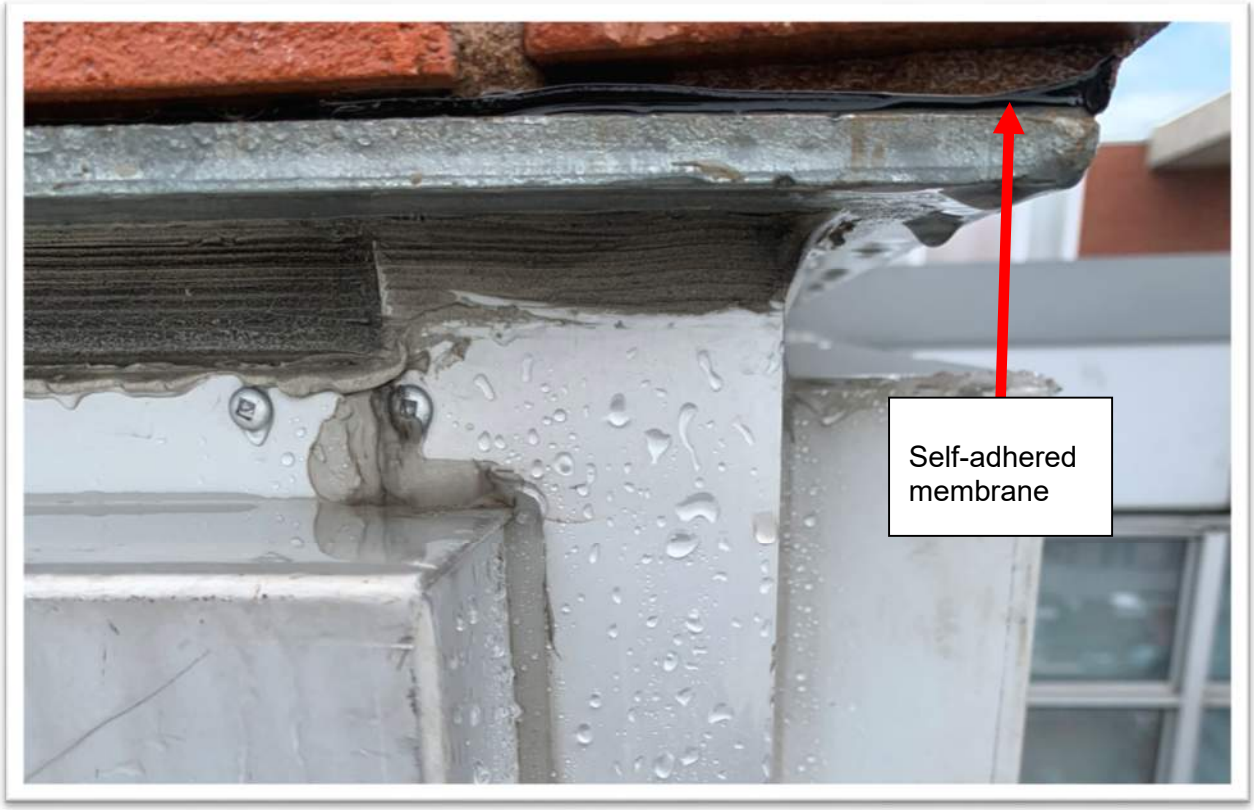


Figure 9: Exterior corner of window assembly for Unit 2204 with self-adhering membrane visible

Figure 10: Interior of unit 2204, ceiling damage due to infiltration

Appendix C: Select Architectural Details

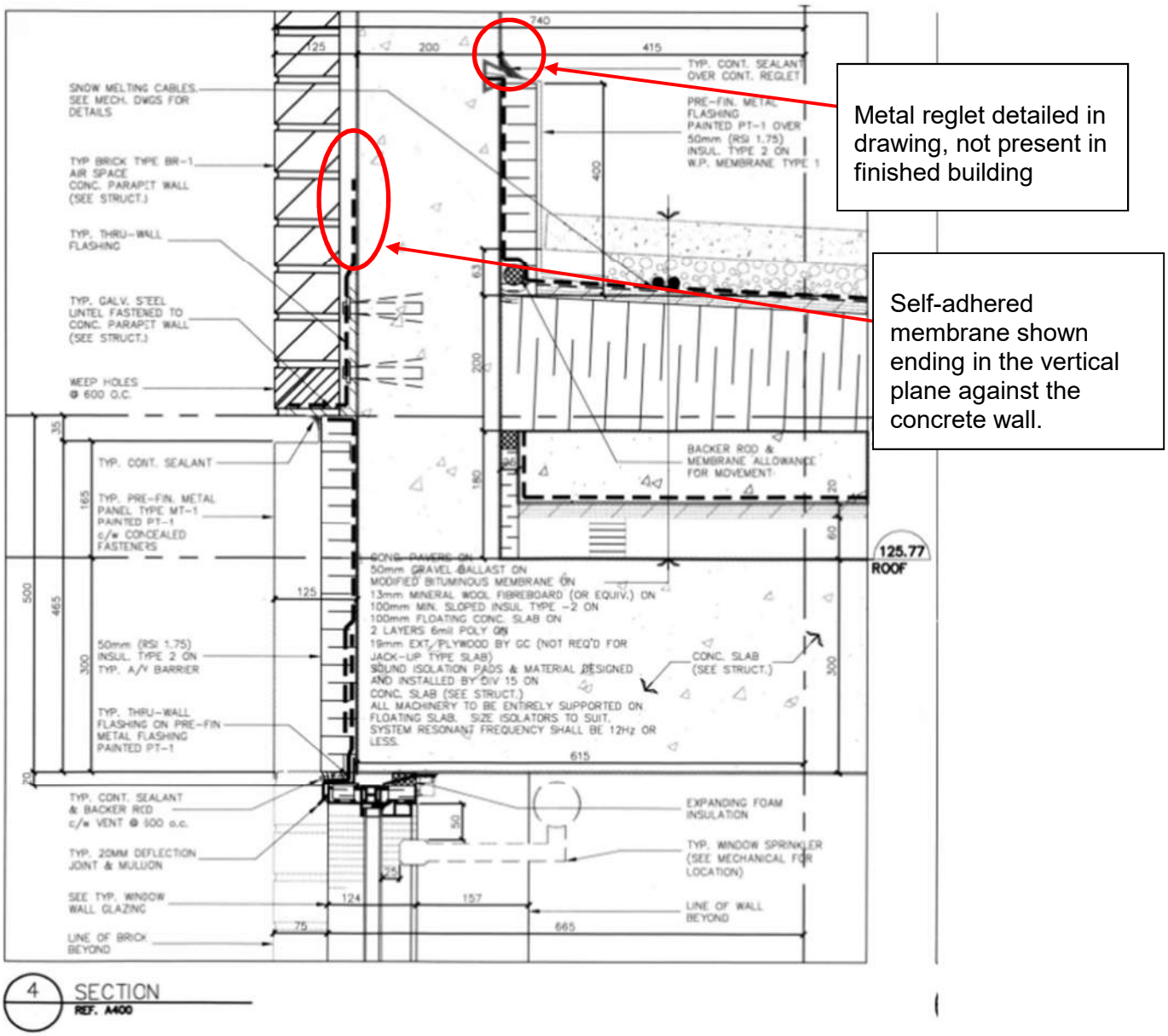


Figure 11

Appendix D: AAMA Wand Testing Locations

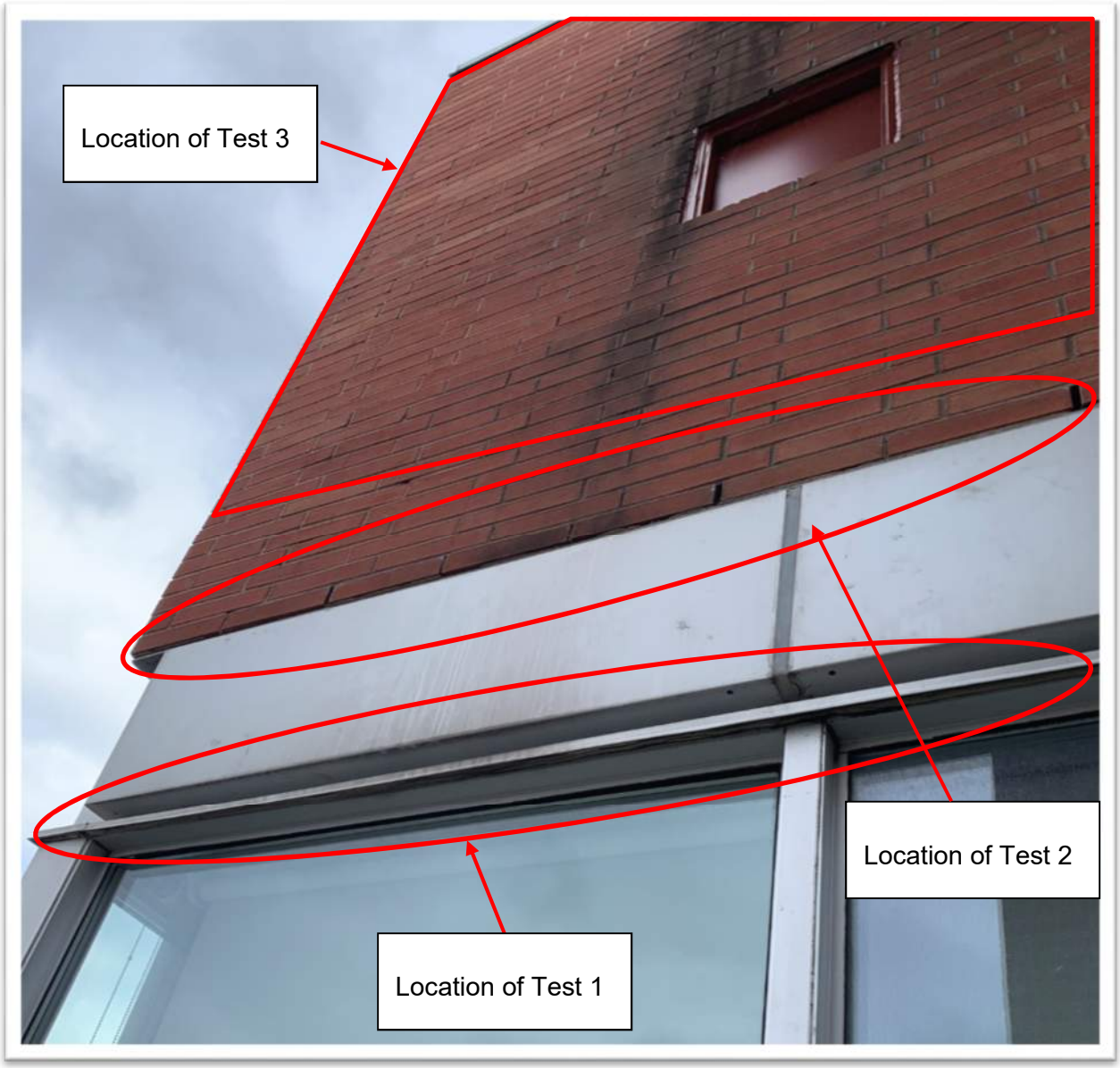


Figure 12: Testing Locations 1, 2, and 3 on the South Façade

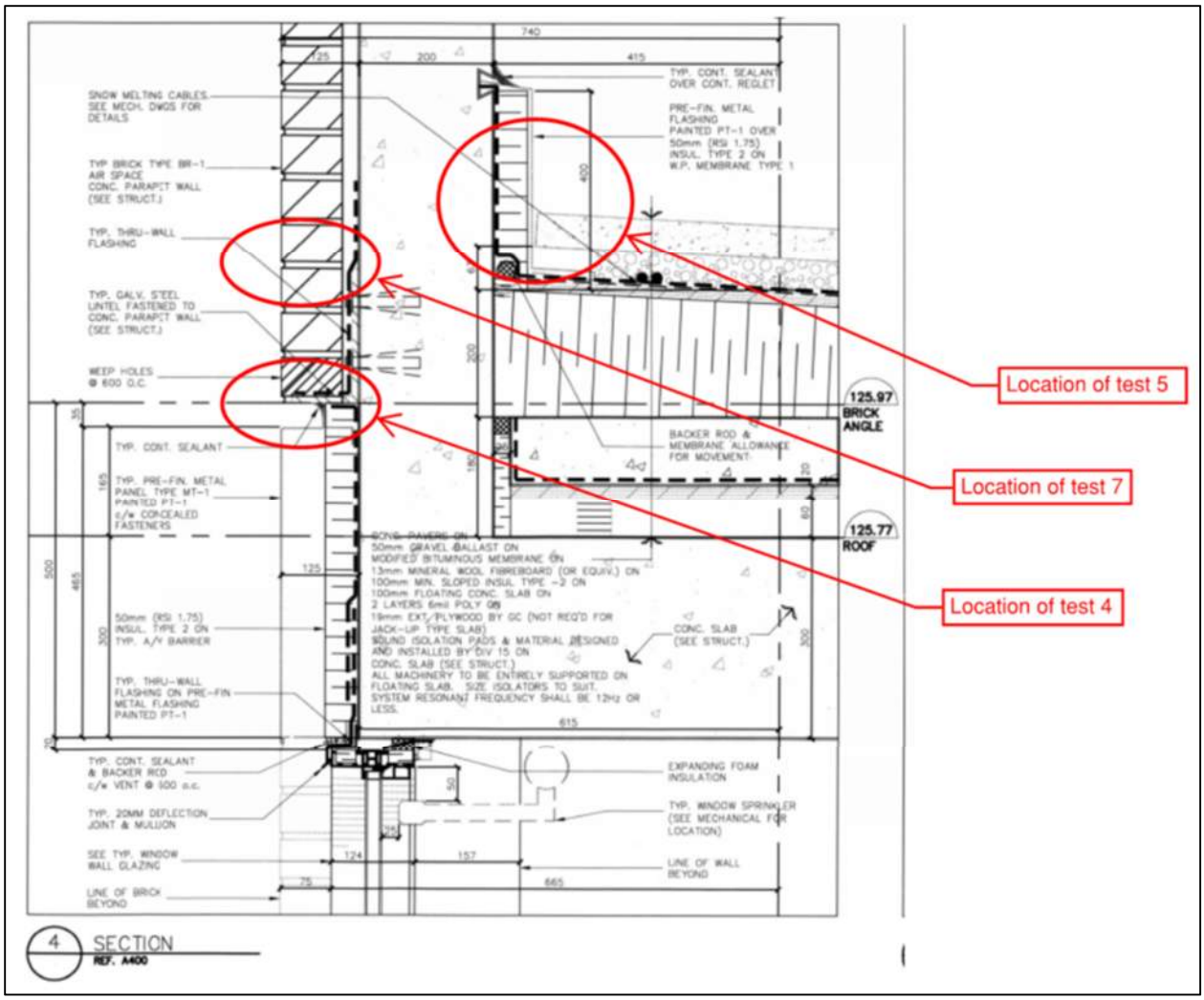


Figure 13: Testing locations 4, 5, and 7 on the West Façade, and flat area of the roof

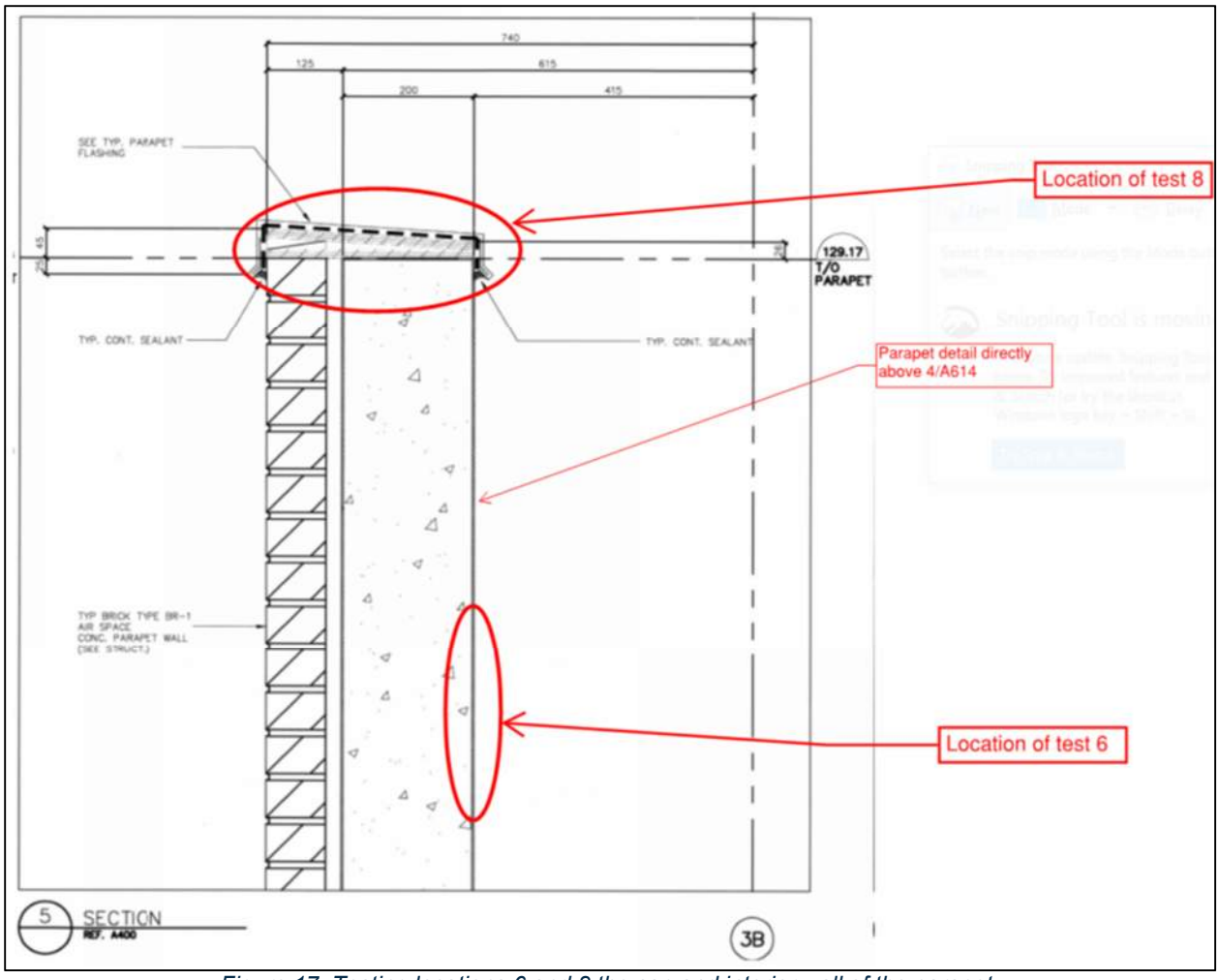


Figure 17: Testing locations 6 and 8 the cap and interior wall of the parapet

OPTIMUM
Mechanical Solutions
Industry Leaders

Service Estimate # 20-4927-01

HVAC Sales • 24-7 Service • Design/ Build • Maintenance • Plumbing
84 Bentley Ave Ottawa, ON. K2E 6T9
Ph: 613-228-9500 Fax: 613-228-9218

Proposal Submitted To	Email	Phone
Capital Integral Property Management	kmckale@cimanagement.ca	
Street	Contact Name	
205-1600 Laperriere Avenue	Kayla Mckale	
City, Province, Postal Code	Job Location	
Ottawa, ON, K1B 8P5	179 George Street	
Representative	Date	
Mallory Tyler	June 29, 2020	

We hereby submit specifications and estimates for the following:

Quote as requested:

This service estimate is to supply labour and necessary material to install cleanouts on two stacks. Provide and install access doors where possible. Some drywall repairs may be required to facilitate clean out installation.

Return the following day with flusher truck and flush the vertical stack. Inspect the stack with camera following the flushing and provide links to video reports.

Please note:

- This work will require access to lowest units in the stack (5th or 6th floor unit depending on ancillary stack level) and access to the top-level units in stack.
- All units should be notified not to do laundry the day their stack is being worked on.
- Washer and dryers need to be moved.
- If flushing ends up taking longer than anticipated this will be charged as time & material.

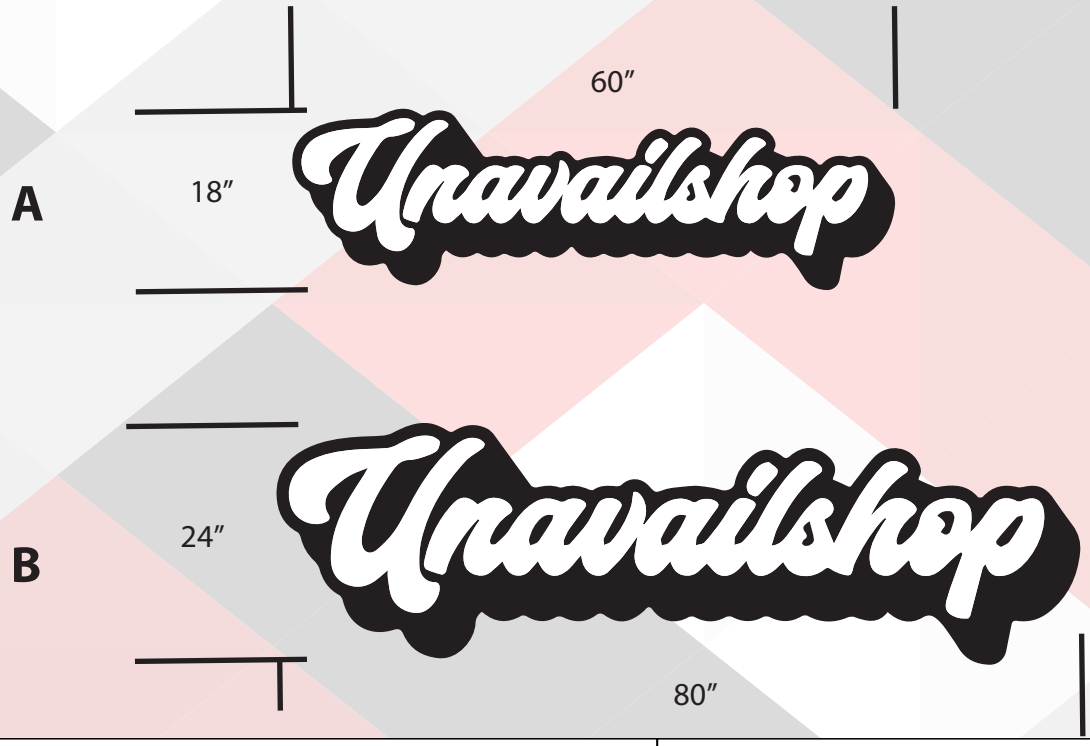
Estimate Price: $7,215.00 +HST

- Access will be required to the building**.**
- All work will be done during regular service hours of 8:00 am to 5:00 pm.
- Area to be cleared for easy access.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become and extra charge over and above the estimate. Equipment is to remain the property of the seller until paid in full. All agreements contingent upon strikes, accidents or delays beyond our control Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal is not valid until accepted by manager.	Managers Authorization	
	NOTE: This proposal maybe withdrawn if not accepted within the specified time stated below	
	21 days	
Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Customer's Signature	
Date of Acceptance	Office Use Only	Initials

Limited Warranty: All materials, parts and equipment are warranted by the manufacturer or suppliers' written warranty only. All labour performed by Optimum Mechanical is warranted for 30 days, unless otherwise specified in writing. Optimum Mechanical makes no other warranties, expressed or implied, and its agents or technicians are not authorized to make any such warranties on behalf of Optimum Mechanical.

numarksigns



Notes

For visual reference only, drawing is not to scale

(A) Die cut ACM panel with vinyl logo installed on cement band above entrance

(B) Contoured LED Illuminated sign box above windows

Client	Unavailshop
Project	Storefront Signage
Date	August 10th 2020
Approved	_____

2-153 Cardevco Rd Stittsville ON K0A 1L0 613.831.2800 NUMARKSIGNS.COM

Capital Integral
PROPERTY MANAGEMENT

26 August 2020

Carlos & Patricia Munante
% RE/MAX Affiliates Realty Ltd., Brokerage
3-1180 Place d'Orleans Blvd.,
Ottawa, ON K1C 7K3
Tel: 613-837-0000
Fax: 613-837-0005

Purchaser	TBD
Vendor	Carlos & Patricia Munante
Address	2203-179 George Street, Ottawa, ON K1N 1J8
Legal Desc	Unit 3, Level 22, Ottawa Carleton Standard Condominium Corporation 735
Legal Desc	Parking Unit 3, Level 1; Locker Unit 80, Level 1;
Closing Date	TBD
Our File No.	735_2203
Your File No.	N/A
Order No.	158883

Pursuant to your request of 26 August 2020 please find enclosed a current Status Certificate as per the *Condominium Act, 1998* and documentation package relating to the above-referenced property.

NOTE: Our office requires written confirmation from the lawyer that this transaction of sale has closed, either formally on legal letterhead or preferably with the LRO Transfer document. In addition, please provide us with the name and contact information of the purchaser so that we may correspond with the new owner with future Corporation business. The Documentation for the New Owner forms must be completed and returned to our office preferably with the aforementioned sale confirmation, if not before. These pdfed documents should be submitted to information@cimanagement.ca for timely processing.

Regards,
Kayla McKale, Property Manager
Capital Integral Property Management
"As Agents for OCSCC 735"

** The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document. The party addressed above who ordered the certificate (directly or through a law office or realtor) is allowed to use the information and is with whom we have a liability relationship with regard to the information, exclusively. A third party cannot hold us liable. Each party relying on the information is required to order their own status certificate.*

205-1600 Laperriere Ave
Ottawa, ON K1Z 8P5
T. 1-613-722-1232
F. 1-613-651-0306
www.cimanagement.ca

STATUS CERTIFICATE
(Under subsection 76 (1) of the *Condominium Act, 1998*)
Updated 23 March 2018

OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION No. 735
THE EAST MARKET 3

Ottawa Carleton Standard Condominium Corporation No. 735 (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: 179 George Street

3. Property Manager: Kayla McKale - kmckale@cimanagement.ca
   Capital Integral Property Management
   205-1600 Laperriere Avenue
   Ottawa, ON K1Z 8P5
   Tel: 613-722-1232
   Fax: 1-613-651-0306

4. The Directors and Officers of the Corporation are:
   Mario Gasperetti, President, 05 December 2017-2020
   Rob Potter, Treasurer, OOP, 03 December 2019-2022
   Brian McCauley, Director, 04 December 2018-2021

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 3, Level 22, known as 2203-179 George Street; Parking Unit 3, Level 1; Locker Unit 80, Level 1; Ottawa, Ontario of Ottawa Carleton Standard Condominium Corporation 735 registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa **is NOT in default** in the payment of common expenses.

6. The current monthly Condominium Fee for the suite, 1 parking, and 1 locker is $933.99, due and payable on the first day of each month. Note: This fee includes water, hydro and heat, including in-suite use.

   Payment on account of common expenses for the units in the amount of $933.99 was received for the period of 01 August 2020 through 31 August 2020, pending confirmation from the bank.

   Payment on account of common expenses for the units in the amount of $988.20 is due 01 September 2020 for the period of 01 September 2020 through 30 September 2020.

   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 deficit of $3,265 (unaudited).

10. The budget commenced 01 September 2019. A small 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, except:

    The budget commencing 01 September 2020 includes an increase to the monthly condominium fees.

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, and except:

    While it is too early to tell, we anticipate that the budget may not accurately reflect operational costs for a condominium corporation due to the impacts of COVID-19.

    The Corporation's reserve fund study covers a 30-year "study period" (or period of analysis) required by the Condominium Act and Regulations. There are some features of the building that fall outside of this mandated study period. Therefore, contributions to the reserve fund will need to increase in future, as those features gradually fall within the reserve fund study's period of analysis.

    The *Protecting Condominium Owners Act, 2015*, is bringing important changes to condominium law and administration in Ontario, including changes to the Condominium Act, as well as mandatory licensing for condominium property managers. These changes are not fully enacted. Further increases to the condominium fees due to these matters are possible, but not expected.

RESERVE FUND

13. The Corporation's reserve fund including investments, amounts to $3,304,779 (unaudited) as of 31 July 2020. [Note: This figure is unaudited and may not include any accrual calculation for a

liability incurred or income earned but not yet recorded by the corporation as at the aforementioned date.]

14. The most recent reserve fund study conducted by the Board was a Reserve Fund Study update, dated July 2017 and prepared by Keller Engineering.

    The next Reserve Fund Study has been commissioned to be completed by Fall 2020.

15. The balance of the reserve fund at the beginning of the current fiscal year was $3,004,017 (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 $359,711 and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to $132,227. 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. See comments in paragraph 12 concerning potential increases.

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.

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* or section 24.6 of Ontario Regulation 48/01 (General) made under 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) We are not aware of any 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) We are not aware of any modifications currently on file.

[Note: Section 98 of the Condominium Act applies only to modifications made on or after the date the Act came into force (May 5, 2001). 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].

The following renovations have been advised of by the unit owner(s) or previous unit owner(s) but do not require the prior written approval of the Board of Directors:
a) We are not aware of any renovations currently on file.

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 114 units in the condominium are owned by non-resident owners as of the date of the most recent periodic information certificate dated 30 July 2020, but notice under Section 83 has not yet been received respecting all of those leased units.

    NOTE: The condominium corporation's position is that, according to the current governing documents, the Residential Units can only be used for residential purposes – which does not include hotel-type uses, Airbnb-type uses or similar short-term tenancies. The Board has passed a Rule to clarify this and to prohibit tenancies of less than four (4) months in duration.

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, and there are no proposed installations of an electric vehicle charging system to be carried out in accordance with subsection 24.3 (5) of Ontario Regulation 48/01 (General) made under the *Condominium Act, 1998.*

    NOTE: Due to the emergence of COVID-19, Management has taken measures to ensure the safety of our staff and the safety of all residents. To help with the containment of this virus, all offices will be locked without access, though we will continue to work and are reachable by phone and email. Any documents, payments etc. must be done electronically from this point forward, until further notice. Each Corporation has additional restrictions such as forbidding use of the shared facilities where applicable. These restrictions are subject to change and at this time it is unknown at what date they will be lifted. General updates can be found on the Management website cimanagement.ca. Please contact the property manager for updates related to this Corporation.

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; a copy of all agreements, if any, described in clause 98 (1) (b)

of the *Condominium Act, 1998* or section 24.6 of Ontario Regulation 48/01 (General) made under the *Condominium Act, 1998* that bind the unit; 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. OC269555: Shared Facilities Agreement Amended 2004 between OCSCC 668, OCSCC 676 and OCSCC 735 [See also By-Law No.2];

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) a copy of the Standard Unit Description.

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 26 August 2020

Ottawa Carleton Standard Condominium Corporation No. 735

Kayla McKale
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 735"

**The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document. The party that orders the certificate is allowed to use the information and is with whom we have a liability relationship with regard to the information, exclusively.*