Ottawa Carleton Condominium Corporation 588

Management Report

Prepared for the Meeting of the Board of Directors
Via Videoconference May 27, 2020 at 6:00 pm.

Content of Today's Meeting:

- Agenda
- Minutes of last meeting
- Management Report
- Financial Statements
- Correspondence
- Status Certificate

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Capital Integral
PROPERTY MANAGEMENT

Board of Directors Meeting OCCC 588
May 27th 2020
6:00 pm

Agenda

1. Welcome and Announcement of Quorum

2. Approval of Agenda

3. Approval of Minutes of the previous Board of Directors' Meeting April 30, 2020.

4. Management Report
   - Items arising from Minutes of last meeting
   - Items for discussion:
   - Items for Board Information

6. Monthly Financial Report

8. Other Business

9. Notice of Next Meeting and Adjournment

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OTTAWA CARLETON CONDOMINIUM CORPORATION NO.588

Board Meeting Minutes April 30, 2020

Present by video (hangout): Real Charlebois, Brigette Van Aert, Michelle Richards (PM) and Nadia Freeman (CIPM);

Absent: Michael Little (without notice)

Location of meeting: **video conference, due to COVID-19 social isolation requirements.**

1	**CALL TO ORDER/ANNOUNCEMENT OF QUORUM**	Meeting was called to order at 6:10 Quorum met (2/3)
2	**APPROVAL OF AGENDA**	Agenda approved. Motion by Real Charlebois and second by Brigette Van Aert
3	**APPROVAL OF MINUTES MARCH 25, 2020**	The minutes were not prepared. Board advised meeting was held to approve the budget and reserve fund study (IRC)

REPORT/ONGOING ACTIONS

1.1	Budget	CIPM/BOARD	Budget to be approved and sent to owners before April 15th. The budget was approved by the board and was distributed to owners on April 1st 2020

1.2	Wasp Nest-287	CIPM	Wasp Nest-287 second story window. Vermiteck will complete April 20
1.3	Reserve Fund Study - Comprehensive	CIPM/BOARD	Soft Landscaping will be included in this study. Entry steps will be reviewed and repaired this year. Resolution for the rusty shut pipes for the water shut off. IRC was approved to complete the reserve fund study this year. We are trying to get a time frame when this can begin. Nadia and Michelle to coordinate schedules with IRC.
1.4	Soffit Vents falling	CIPM	various upper roof soffit vents are easy access for wildlife. Vermiteck went on site on April 20th but was not sure what should be done. We confirmed the area is Rear of 237 Lyon, Rear of Gloucester and 285 Nepean 3 in total. They will come back the week of May 1st. They are sourcing the material to complete repairs.
1.5	Visitors Parking Rule	CIPM	Owners keep parking in visitor parking. A reminder notice will be sent to owners with declaration reference before April 30th. Michelle will check Norman's email for the car information to identify the

			specific unit and issue communication to them.
1.6	Drainage Issue	CIPM	285-1 drain news be cut open 2ft by 2ft to flush stones and check for cracks. AquaDrain cut open 2 by 2 ft and removed all stones but discovered that the crack is leading up to unit 9 and they would need to remove 4 by 4 ft of flooring in the bedroom of unit 9. The owner has been cooperating and the contractor should be going in before May 1st. Levett renovations removed 4ft by 4ft of the flooring but advised it may be difficult to replace as the floor is old and brittle. Worse case scenario the estimated cost to replace the entire floor in the bedroom is $2000.
1.7	Director Training/Disclosure	CIPM	Director training should be completed before June 2020. Brigette advises she will be completing her course long before June. Michael ase sent a follow up email on April 21st and no response was received up to April 30th. Michelle will follow up with Michael to determine his interest to continue serving on the board and if not the board will seek other interest.

1.8	Landscaping	CIPM/BOARD	Green Haven submitted a quote for $14,187 and was approved by the board. Landscaping and lawn care businesses that are providing services strictly for safety, security or sanitation purposes will be allowed. These services include lawn cutting, dethatching, rolling, clearing yard and garden debris, and aeration. This is to ensure that properties remain safe and property standards are met. In accordance with the Provincial regulations, all other activities, such as landscaping projects that are intended to beautify or for aesthetics only, or that involve interlock, fences, decks, etc. will not be permitted until further notice from the Province. Green Haven is scheduled to begin May 11th. Michelle to compare Green Haven and Myle Stone quote to identify the difference and ask Myle Stone to revise their quote to exclude what GreenHaven will be doing.
1.9	Insurance	CIPM	Based on appraisal completed on October 28th it was observed that the value of the property was insured at $4M but the appraisal value is $2M.

			Anu form Atrens confirmed on April 27th that the corporation should be refunded roughly $800. She will send us the credit note when completed. The board approved the insurance quote for $18,136+8%tax. This represents an 8% increase over the 2019-2020 premium. Changes are as follows: Limit of insurance is reduced from $14million to $12million based on last appraisal value Standard deductible of $10,000 remains Water, sewer back up and overland flood deductible increased from $10,000 to $25,000. $25,000 becoming an industry norm regardless of age and size and claims history of corporation.
1.10	Dead tree	CIPM	contact the city to remove the dead tree. Michelle to send a picture to the City for and include possible damage to person and property which would be their responsibility.
2.1	Eavestroughs joints and seems micro leaks	CIPM	Email John April 13 to complete inspection of Rooftop and provide recommendations to mitigate ice damming.

			Inspection was done April 15th. The roofs at 285 Nepean are in 'Good' condition with very few visible deficiencies. The most I could see was some sealants that required touching up and some west facing slopes with lifted shingles. No shingles appear missing or broken from my vantage points. QUOTE $2,995.00. Michelle/Nadia to look at roof repairs that were done around 2017 and discuss with Godfrey roofing the need to have the above done. The board requested that the work be expensed to the 2020-2021 budget as this budget is already overburdened.
2.2	Ratification of decisions between meetings	BOARD	1.Landscaping contract: Real arasied motion approved and Brigette second. 2. AquaDrain quote to repair 285-15 Real arasied motion approved and Brigette second
2.3	Monthly Financial Report	CIPM	The board did not see any concern with March 2020 financials. Michell pointed out that the corporation's Accounts Receivables are in a good status. 283 Lyon is in arrears by $802 but she has arranged to make payment on May 1st.
2.4	Other Business		None.

Meeting adjourned at 7:09 pm.

PROPERTY MANAGEMENT REPORT

OTTAWA CARLETON CONDOMINIUM CORPORATION NO.588

Prepared and Submitted By: Michelle Richards
Capital Integral Property Management
On May 26, 2020

Meeting Date: May 27th, 2020

FOR THE PERIOD OF

April 30th 2020 to May 27, 2020

REPORT/ONGOING ACTIONS

1.1	Wasp Nest-287	CIPM	Wasp Nest-287 second story window. Vermiteck will complete April 20
	Management Report		**This was removed April 20th.**
1.2	Reserve Fund Study - Comprehensive	CIPM/BOARD	Soft Landscaping will be included in this study. Entry steps will be reviewed and repaired this year. Resolution for the rusty shut pipes for the water shut off. IRC was approved to complete the reserve fund study this year. We are trying to get a time frame when this can begin. Nadia and Michelle to coordinate schedules with IRC.
	Management Report		**Peter Elliot will be commencing this project over the next couple of weeks. He did mention that he has a backlog due to COVID-19 as well as he is working from home. He needs to inspect a sample of the units so I recommend Real and Brigetts units if they agree.**

1.3	Soffit Vents falling	CIPM	various upper roof soffit vents are easy access for wildlife. Vermiteck went on site on April 20th but was not sure what should be done. We confirmed the area is Rear of 237 Lyon, Rear of Gloucester and 285 Nepean 3 in total. They will come back the week of May 1st. They are sourcing the material to complete repairs.
	Management Report		**Vermitek was unable to get the required material the week of May 1st as suppliers were closed, but will be able to get it done June 1st.**
1.4	Visitors Parking Rule	CIPM	Owners keep parking in visitor parking. A reminder notice will be sent to owners with declaration reference before April 30th. Michelle will check Norman's email for the car information to identify the specific unit and issue communication to them.
	Management Report		**A general notice was sent to all owners and residents on May 8th. A notice was also sent to 15-285 on**

			May 26th. We need to look into hiring a company to do patrol, that is the only way we can ticket.
1.5	Drainage Issue	CIPM	285-1 drain news be cut open 2ft by 2ft to flush stones and check for cracks. AquaDrain cut open 2 by 2 ft and removed all stones but discovered that the crack is leading up to unit 9 and they would need to remove 4 by 4 ft of flooring in the bedroom of unit 9. The owner has been cooperating and the contractor should be going in before May 1st. Levett renovations removed 4ft by 4ft of the flooring but advised it may be difficult to replace as the floor is old and brittle. Worse case scenario the estimated cost to replace the entire floor in the bedroom is $2000.
	Management Report		**The drain was repaired in both unit 9 and 15. The floor removal was done without exorbitant charges.**
1.6	Director Training/Disclosure	CIPM	Director training should be completed before June 2020.

			Brigette advises she will be completing her course long before June. Michael ase sent a follow up email on April 21st and no response was received up to April 30th. Michelle will follow up with Michael to determine his interest to continue serving on the board and if not the board will seek other interest.
	Management Report		**I had a wonderful conversation with Mike. He believes this role will be a challenge to commit to at this time with working from home and caring for his children, so he will not be able to complete the course on time. He will consider attending the meeting, but I encouraged him to consider re-running at the next AGM hopefully by then things will be closer to normal. In light of this update the board can seek to appoint another director until the next AGM.**
1.7	Landscaping	CIPM/BOARD	Green Haven submitted a quote for $14,187 and was approved by the board.

			Landscaping and lawn care businesses that are providing services strictly for safety, security or sanitation purposes will be allowed. These services include lawn cutting, dethatching, rolling, clearing yard and garden debris, and aeration. This is to ensure that properties remain safe and property standards are met. In accordance with the Provincial regulations, all other activities, such as landscaping projects that are intended to beautify or for aesthetics only, or that involve interlock, fences, decks, etc. will not be permitted until further notice from the Province. Green Haven is scheduled to begin May 11th. Michelle to compare Green Haven and Myle Stone quote to identify the difference and ask Myle Stone to revise their quote to exclude what GreenHaven will be doing.
	Management Report		**Landscaping has begun. They completed weeding, trimming and putting down soil the week of May 21st and**

			will be installing mulch thereafter. There was a delay in getting the advance payment out to Green Haven, but this was eventually done May 21st.
1.8	Dead tree	CIPM	contact the city to remove the dead tree. Michelle to send a picture to the City for and include possible damage to person and property which would be their responsibility.
	Management Report		**The city was on site on May 11th to investigate and advised the tree does not pose an immediate danger and will be removed within 6 months. They will also replace it, but in 2021.**
1.9	Eavestroughs joints and seems micro leaks	CIPM	Email John April 13 to complete inspection of Rooftop and provide recommendations to mitigate ice damming. Inspection was done April 15th. The roofs at 285 Nepean are in 'Good' condition with very few visible deficiencies. The most I could see was some sealants that required touching up and some west facing slopes with lifted shingles. No shingles appear

			missing or broken from my vantage points. QUOTE $2,995.00. Michelle/Nadia to look at roof repairs that were done around 2017 and discuss with Godfrey roofing the need to have the above done. The board requested that the work be expensed to the 2020-2021 budget as this budget is already overburdened.
	Management Report		**We will arrange a meeting the week of June 8th to investigate this item.**
	New Business		
2.1	Sprinkler	CIPM	There is no water coming out of the system in front of 309 Nepean Street and there doesn't seem to be enough pressure to push the nozzles into spraying mode on Lyon Street. Water just dribbles out.
	Management Report		**Service request was sent to Nutrilawn May 25th but Due to Covid-19 delays, they had a late start and are experiencing higher volumes of emails and phone calls. They said they will respond. We will follow up.**

2.2	Water Valve for Garden hose in front of 312 Gloucester is leaking	CIPM	May 26th the water valve (for a garden hose) on the east side of our steps in front of 312 Gloucester is leaking, which is causing water to pool right near the foundation of the building.
	Management Report		**Request was sent to Kean Plumbing the same day.**
2.3	Broken Bricks	CIPM/BOARD	It was observed that the brick at the entrance of 249 Lyon.
	Management Report		**This will be discussed at the meeting. The reserve fund study allotted $10k for masonry work in 2026.**
2.4	Water Shut-off Valve in each unit	CIPM	The corporation should have a document with all units and the water shut-off location so we can provide this to plumber as needed. This is essential to ensure the common element is protected from severe water damage.
	Management Report		**A general notice will be sent to all owners in the coming week asking them to identify the shut-off in their unit with brief description, if needed and a document be compiled and kept on record.**

Capital Integral
PROPERTY MANAGEMENT

MONTHLY FINANCIAL REPORT

OCCC 588

April 2020

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OCCC 588 Monthly Financials

Table of Contents

Operating Reports

1. Financial Summary Report
2. Budget vs Actuals Comparison- Monthly
3. Budget vs Actuals Comparison- Year to Date
4. Balance Sheet
5. Accounts Receivable Summary
6. Accounts Payable Summary
7. General Ledger- Monthly
8. Operating Account Bank Reconciliation
9. Operating Account Bank Statement

Reserve Reports

1. Financial Summary Report
2. Budget vs Actuals - Monthly
3. Budget vs Actuals- Year to Date
4. Reserve Fund Bank Reconciliation
5. Reserve Fund Bank Statement

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O.C.S.C.C. No. 588
Financial Summary April 2020

Revenue

Currently, OCSCC No. 588 has invoiced 100% of the budgeted revenue.

Expenses

Utilities

5020 - Hydro is on budget.

5030 - Water and Sewer are under budget, the year was prepaid prior to this fiscal period.

Overall, Utilities are under budget year to date by approximately $800.

Contracts

5465 - Landscaping is under budget, the landscaper was terminated partway through the season in 2019, no contracted services were supplied beyond the termination. We have engaged a new contractor for the upcoming summer.

5470 - Snow Removal is slightly over budget because of the increased cost, this account will continue to be over until the end of the year.

Overall, contracts are over budget by $8443.

Repairs and Maintenance

5503 - General Repairs and Maintenance is over budget due to unexpected repairs, fall clean up, extra gutter cleaning, repair to Hydro box, and mitigation for water leaks. There were no expenses incurred in March.

5516 - Plumbing Repair and Maintenance is under budget, but is expected to increase next month with invoices for the drain repair work done in unit 9 and 15 in May 2020.

5518 - Window Cleaning is over budget due to the inclusion of eavestrough cleaning, the additional cleaning was done to aid in preventing ice dams.

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Overall, General R&M is over budget because of unexpected expenses by $13,409.

Administrative Expenses

5805 - CAO Fees remain over budget as discussed at a previous meeting and will remain that way until the end of the year.

5810 - Office Expense is over budget due to the purchase of cheques in February.

5812 - Bank Charges are over budget as discussed previously and will remain that way until the end of the year.

5830 - Insurance Expense account is over budget at this time due to the appraisal cost that was not budgeted.

5833 - Audit & Accounting Services the account was over budget but 2019 audit accrual was reclass to 2019. The category is now 30% under budget.

A/P The aged payables Kanata Stone Works is a credit, this amount is enough to cover the Hydro Box they damaged last winter, no need to pursue them legally.

Conclusion

Overall the corporation is over budget at the end of the fiscal period April 30th (unaudited) resulting mainly from unexpected expenditures for repairs. The new budget was projected to accommodate as best as possible similar unforeseen repairs in the next fiscal year.

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CCC 588

BUDGET VS. ACTUALS: F2020 FULL - FY20 P&L

April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4001 Condo Fees	11,357.15	13,680.67	-2,323.52	83.02 %
4030 Parking Income	2,323.48		2,323.48	
4040 Interest Income	15.47		15.47	
4050 Miscellaneous Income		33.75	-33.75	
Total Income	**$13,696.10**	**$13,714.42**	**$ -18.32**	**99.87 %**
Cost of Goods Sold				
4200 Contribution to Reserve Fund	5,816.00	5,815.41	0.59	100.01 %
Total Cost of Goods Sold	**$5,816.00**	**$5,815.41**	**$0.59**	**100.01 %**
GROSS PROFIT	**$7,880.10**	**$7,899.01**	**$ -18.91**	**99.76 %**
Expenses				
5000 Utilities				
5020 Hydro	355.14	257.50	97.64	137.92 %
5030 Water & Sewer	656.95	128.75	528.20	510.25 %
Total 5000 Utilities	**1,012.09**	**386.25**	**625.84**	**262.03 %**
5400 Contracts				
5470 Snow Removal	5,320.42	3,250.00	2,070.42	163.71 %
Total 5400 Contracts	**5,320.42**	**3,250.00**	**2,070.42**	**163.71 %**
5500 General Repairs & Maintenance				
5503 General Repair and maintenance	3,499.98	666.66	2,833.32	525.00 %
5516 Plumbing R&M		41.66	-41.66	
Total 5500 General Repairs & Maintenance	**3,499.98**	**708.32**	**2,791.66**	**494.12 %**
5800 Administrative & Professional Expenses				
5801 Property Management Fees	2,257.74	2,257.75	-0.01	100.00 %
5805 CAO Fees	-445.50	4.16	-449.66	-10,709.13 %
5810 Office Expenses	440.00	125.00	315.00	352.00 %
5812 Bank Charges	48.35	25.00	23.35	193.40 %
5830 Insurance Expense	1,508.94	1,292.50	216.44	116.75 %
5833 Audit & Accounting Services	-1,388.80	4,500.00	-5,888.80	-30.86 %
Total 5800 Administrative & Professional Expenses	**2,420.73**	**8,204.41**	**-5,783.68**	**29.51 %**
5900 Contingency/Initiatives				
5905 General Contingency		250.00	-250.00	
Total 5900 Contingency/Initiatives		**250.00**	**-250.00**	
Total Expenses	**$12,253.22**	**$12,798.98**	**$ -545.76**	**95.74 %**
NET OPERATING INCOME	**$ -4,373.12**	**$ -4,899.97**	**$526.85**	**89.25 %**
NET INCOME	**$ -4,373.12**	**$ -4,899.97**	**$526.85**	**89.25 %**

CCC 588

BUDGET VS. ACTUALS: F2020 FULL - FY20 P&L

May 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4001 Condo Fees	136,699.56	164,168.00	-27,468.44	83.27 %
4030 Parking Income	27,462.60		27,462.60	
4040 Interest Income	761.11		761.11	
4050 Miscellaneous Income		405.00	-405.00	
Total Income	**$164,923.27**	**$164,573.00**	**$350.27**	**100.21 %**
Cost of Goods Sold				
4200 Contribution to Reserve Fund	69,786.77	69,785.00	1.77	100.00 %
Total Cost of Goods Sold	**$69,786.77**	**$69,785.00**	**$1.77**	**100.00 %**
GROSS PROFIT	**$95,136.50**	**$94,788.00**	**$348.50**	**100.37 %**
Expenses				
5000 Utilities				
5020 Hydro	3,177.92	3,090.00	87.92	102.85 %
5030 Water & Sewer	656.95	1,545.00	-888.05	42.52 %
Total 5000 Utilities	**3,834.87**	**4,635.00**	**-800.13**	**82.74 %**
5400 Contracts				
5465 Landscaping	2,325.50	8,000.00	-5,674.50	29.07 %
5470 Snow Removal	33,617.52	19,500.00	14,117.52	172.40 %
Total 5400 Contracts	**35,943.02**	**27,500.00**	**8,443.02**	**130.70 %**
5500 General Repairs & Maintenance	0.00		0.00	
5503 General Repair and maintenance	22,365.47	8,000.00	14,365.47	279.57 %
5516 Plumbing R&M	223.74	500.00	-276.26	44.75 %
5518 Window Cleaning	4,020.54	2,200.00	1,820.54	182.75 %
5520 Electrical R&M	107.35		107.35	
Total 5500 General Repairs & Maintenance	**26,717.10**	**10,700.00**	**16,017.10**	**249.69 %**
5800 Administrative & Professional Expenses				
5801 Property Management Fees	27,092.88	27,093.00	-0.12	100.00 %
5805 CAO Fees	526.50	50.00	476.50	1,053.00 %
5808 AGM Costs	645.50		645.50	
5810 Office Expenses	1,771.79	1,500.00	271.79	118.12 %
5812 Bank Charges	751.89	300.00	451.89	250.63 %
5830 Insurance Expense	19,463.28	15,510.00	3,953.28	125.49 %
5833 Audit & Accounting Services	3,168.70	4,500.00	-1,331.30	70.42 %
Total 5800 Administrative & Professional Expenses	**53,420.54**	**48,953.00**	**4,467.54**	**109.13 %**
5900 Contingency/Initiatives				
5905 General Contingency		3,000.00	-3,000.00	
Total 5900 Contingency/Initiatives		**3,000.00**	**-3,000.00**	
Total Expenses	**$119,915.53**	**$94,788.00**	**$25,127.53**	**126.51 %**
NET OPERATING INCOME	**$ -24,779.03**	**$0.00**	**$ -24,779.03**	**0.00%**
NET INCOME	**$ -24,779.03**	**$0.00**	**$ -24,779.03**	**0.00%**

CCC 588

BALANCE SHEET

As of April 30, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Operating Bank Account	4,022.63
1020R Reserve Bank Account	200,287.92
Total Cash and Cash Equivalent	**$204,310.55**
Accounts Receivable (A/R)	
1100 Accounts Receivable	794.17
Total Accounts Receivable (A/R)	**$794.17**
1150R Due from Operating	31,434.80
1200 Due to Reserve	-31,434.80
1300 Prepaid Expenses - Other	445.50
Total Current Assets	**$205,550.22**
Non-current Assets	
1500R Reserve - Investments	52,015.41
Total Non Current Assets	**$52,015.41**
Total Assets	**$257,565.63**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	-2,272.86
Total Accounts Payable (A/P)	**$ -2,272.86**
2005 Accrued Liabilities	5,540.05
Total Current Liabilities	**$3,267.19**
Total Liabilities	**$3,267.19**
Equity	
3000 Opening Balance Equity	17,547.19
3100R Reserve - Opening Balance Equity	191,309.44
Retained Earnings	39,743.56
Profit for the year	5,698.25
Total Equity	**$254,298.44**
Total Liabilities and Equity	**$257,565.63**

CCC 588

A/R AGING SUMMARY

As of April 30, 2020

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
16A - Helen Hill-Shoenherr 283	205.21		205.21	410.42		$820.84
16B - Latitia Scarr 3-285					-301.48	$ -301.48
22A - Bhuvana Sankaranarayanan 294				205.21		$205.21
25B - May Ming Wu-Lee 306	6.25	6.25	6.25	50.85		$69.60
TOTAL	**$211.46**	**$6.25**	**$211.46**	**$666.48**	**$ -301.48**	**$794.17**

CCC 588

A/P AGING SUMMARY

As of April 30, 2020

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
10424161 Canada Inc		2,914.64				$2,914.64
Capital Integral Property Management			395.50			$395.50
Kanata Stoneworks LTD					-4,951.33	$ -4,951.33
Optimum Mechanical Solutions					-739.02	$ -739.02
VERMITEK		107.35				$107.35
TOTAL	**$0.00**	**$3,021.99**	**$395.50**	**$0.00**	**$ -5,690.35**	**$ -2,272.86**

CCC 588

GENERAL LEDGER

April 2020

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5020 Hydro							
Beginning Balance							2,822.78
04/01/2020	Journal Entry	75R		To accrue hydro Feb 20 - Mar 31/20	-Split-	$ -588.73	2,234.05
04/03/2020	Bill	2020-04-03 6187953000	Hydro Ottawa	2020-02-19 2020-03-20 6187953000 PAP	2000 Accounts Payable	$89.73	2,323.78
04/03/2020	Bill	2020-04-03 4077001910	Hydro Ottawa	2020-02-19 2020-03-20 4077001910 PAP	2000 Accounts Payable	$104.53	2,428.31
04/03/2020	Bill	2020-04-03 2687953000	Hydro Ottawa	2020-02-19 2020-03-20 2687953000 PAP	2000 Accounts Payable	$112.71	2,541.02
04/03/2020	Bill	2020-04-03 7387953000	Hydro Ottawa	2020-02-19 2020-03-20 7387953000 PAP	2000 Accounts Payable	$91.85	2,632.87
04/30/2020	Journal Entry	77		Hydro Ottawa Accrual April 2020	-Split-	$545.05	3,177.92
Total for 5020 Hydro						**$355.14**	
5030 Water & Sewer							
04/06/2020	Bill	2020-01	Sandy Kong	Water	2000 Accounts Payable	$600.00	600.00
04/06/2020	Bill	2019-01	Sandy Kong	2019-20 Water Bill above 500.00 advance payment	2000 Accounts Payable	$56.95	656.95
Total for 5030 Water & Sewer						**$656.95**	
Total for 5000 Utilities						**$1,012.09**	
5400 Contracts							
5465 Landscaping							
Beginning Balance							2,325.50
Total for 5465 Landscaping							
5470 Snow Removal							
Beginning Balance							28,297.10
04/01/2020	Bill	0005	1395187 Ontario Ltd	April Contract Snow	2000 Accounts Payable	$5,320.42	33,617.52
Total for 5470 Snow Removal						**$5,320.42**	
5475 Pest Control							
04/20/2020	Bill	2020583	VERMITEK	Wasp Nest Removal 287 Nepean	2000 Accounts Payable	$107.35	107.35
Total for 5475 Pest Control						**$107.35**	
Total for 5400 Contracts						**$5,427.77**	
5500 General Repairs & Maintenance							
5503 General Repair and maintenance							
Beginning Balance							18,865.49
04/21/2020	Bill	W86944	Clean Water Works	Rodded and unblocked line from floor drain access	2000 Accounts Payable	$477.99	19,343.48
04/27/2020	Bill	2891	10424161 Canada Inc	23-285 Sewer back up	2000 Accounts Payable	$2,914.64	22,258.12
Total for 5503 General Repair and maintenance						**$3,392.63**	
5516 Plumbing R&M							
Beginning Balance							223.74
Total for 5516 Plumbing R&M							
5518 Window Cleaning							
Beginning Balance							4,020.54
Total for 5518 Window Cleaning							
5520 Electrical R&M							
Beginning Balance							107.35
Total for 5520 Electrical R&M							
Total for 5500 General Repairs & Maintenance						**$3,392.63**	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							24,835.14
04/01/2020	Bill	3754	Capital Integral Property Management	April Management Fees	2000 Accounts Payable	$2,257.74	27,092.88
Total for 5801 Property Management Fees						**$2,257.74**	
5805 CAO Fees							
Beginning Balance							972.00
Total for 5805 CAO Fees							
5808 AGM Costs							
Beginning Balance							645.50
Total for 5808 AGM Costs							
5810 Office Expenses							
Beginning Balance							1,331.79
Total for 5810 Office Expenses							
5812 Bank Charges							
Beginning Balance							703.54
04/06/2020	Cheque Expense	SVCCHRG			1010 Operating Bank Account	$48.35	751.89
Total for 5812 Bank Charges						**$48.35**	
5830 Insurance Expense							
Beginning Balance							17,954.34
04/01/2020	Journal Entry	73		Prepaid Insurance - For Period May 1, 2019 - May 1, 2020	-Split-	$1,508.94	19,463.28
Total for 5830 Insurance Expense						**$1,508.94**	
5833 Audit & Accounting Services							
Beginning Balance							4,557.50
04/30/2020	Journal Entry	79		May 2019 - April 2020 Auditing Accrual	-Split-	$4,555.00	9,112.50
Total for 5833 Audit & Accounting Services						**$4,555.00**	
Total for 5800 Administrative & Professional Expenses						**$8,370.03**	

CCC 588

1010 Operating Bank Account, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/05/2020

Reconciled by: Zeinab Ruscica

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

Summary CAD

Statement beginning balance	6,931.38
Service charge	-48.35
Interest earned	15.47
Cheques and payments cleared (11)	-15,202.09
Deposits and other credits cleared (53)	13,469.17
Statement ending balance	5,165.58
Uncleared transactions as of 04/30/2020	-1,142.95
Register balance as of 04/30/2020	4,022.63
Cleared transactions after 04/30/2020	0.00
Uncleared transactions after 04/30/2020	11,726.68
Register balance as of 05/05/2020	15,749.31

Details

Cheques and payments cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
03/28/2020	Bill Payment	5060	Campbell and Kennedy Electri…	-107.35
04/01/2020	Bill Payment	5065	Capital Integral Property Man…	-2,257.74
04/02/2020	Bill Payment	5061	Capital Integral Property Man…	-418.60
04/02/2020	Bill Payment	5062	Capital Integral Property Man…	-405.17
04/06/2020	Bill Payment	5063	1395187 Ontario Ltd	-5,320.42
04/20/2020	Journal	76		-5,816.00
04/24/2020	Bill Payment	5067	Clean Water Works	-477.99
04/24/2020	Bill Payment	CWP4788	Hydro Ottawa	-89.73
04/24/2020	Bill Payment	CWP4789	Hydro Ottawa	-112.71
04/24/2020	Bill Payment	CWP4790	Hydro Ottawa	-104.53
04/24/2020	Bill Payment	CWP4791	Hydro Ottawa	-91.85
Total				-15,202.09

Deposits and other credits cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04/03/2020	Receive Payment		13B - Kris Barnett	301.48
04/03/2020	Receive Payment		27A - Nicole Lance 316	205.21
04/03/2020	Receive Payment		26B - Nathan Cato 312	218.89
04/03/2020	Receive Payment		26A - Amanda De Bruyne 310	205.21
04/03/2020	Receive Payment		25A - Julie Cafley 308	205.21
04/03/2020	Receive Payment		24B - Stephen Mullen 304	301.48
04/03/2020	Receive Payment		24A - Anthony Lapp & Morgan…	205.21
04/03/2020	Receive Payment		01A - Nicholas Vetvutanapibul…	287.80
04/03/2020	Receive Payment		01B - Marjolaine Jarry 229	218.89
04/03/2020	Receive Payment		02A - Francisco & Mary Franc…	287.80
04/03/2020	Receive Payment		02B - Feizal & Shelina Amlani…	218.89
04/03/2020	Receive Payment		03A - Nicole Adwokat 229	205.21
04/03/2020	Receive Payment		03B - Tim Jolly & Jayme Brya…	218.89
04/03/2020	Receive Payment		04A - John Dallas & Brigette V…	205.21
04/03/2020	Receive Payment		04B - Marc Edmunds & Aman…	301.48
04/03/2020	Receive Payment		05A - Real Charlebois 239	287.80
04/03/2020	Receive Payment		05B - Marc Blondin	218.89
04/03/2020	Receive Payment		06A - David & Doreen Gaw 241	287.80
04/03/2020	Receive Payment		06B - Simon Cridland	218.89
04/03/2020	Receive Payment		07A - Marie-Therese Messier …	287.80
04/03/2020	Receive Payment		07B - Mike Tam & Sandy Kong	218.89

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04/03/2020	Receive Payment		08A - Eric Lafleur 249	205.21
04/03/2020	Receive Payment		09A - Jeff Morrison 211	205.21
04/03/2020	Receive Payment		09B - Paul Goebel 313	301.48
04/03/2020	Receive Payment		10A - John Racine & Douglas …	287.80
04/03/2020	Receive Payment		10B - Shawn Joseph & Suzan…	301.48
04/03/2020	Receive Payment		11A - Victoria Garcia 303	287.80
04/03/2020	Receive Payment		11B - Alexandre Colligan & Jo…	301.48
04/03/2020	Receive Payment		12A - Craig Bagshaw 301	287.80
04/03/2020	Receive Payment		12B - Nigel Brunsdon & Marg…	301.48
04/03/2020	Receive Payment		13A - RossFraser & Laura Arg…	205.21
04/03/2020	Receive Payment		14B - Richard Robicheau & Ki…	218.89
04/03/2020	Receive Payment		15A - Aaron Coe 287	287.80
04/03/2020	Receive Payment		17A - Norman Sherman & Su…	287.80
04/03/2020	Receive Payment		17B - Roger & Margaret Hicks…	301.48
04/03/2020	Receive Payment		18A - Jennifer St. John 9-285	205.21
04/03/2020	Receive Payment		19A - Nadine Audette 15-285	205.21
04/03/2020	Receive Payment		19B - Kevin James 13-285	218.89
04/03/2020	Receive Payment		20A - Xiao Liu 17-285	205.21
04/03/2020	Receive Payment		20B - Jean Francois Laberge …	301.48
04/03/2020	Receive Payment		21A - Meghan McKenna 23-285	205.21
04/03/2020	Receive Payment		21B - Matthew & Susie Thom…	301.48
04/03/2020	Receive Payment		22A - Bhuvana Sankaranaray…	205.21
04/03/2020	Receive Payment		22B - David & Mary Gillis 296	301.48
04/03/2020	Receive Payment		23A - Steven & Sarah Hobbs …	287.80
04/03/2020	Receive Payment		23B - Maureen Knox 298	301.48
04/09/2020	Receive Payment	7723	15B - J. Van Husen Holdings I…	301.48
04/09/2020	Receive Payment	194	18B - Michael Little & Tania L…	301.48
04/09/2020	Receive Payment	369	14A - Therese Dionne 293	205.21
04/09/2020	Receive Payment	290	08B - Russell Sharpe 315	218.89
04/09/2020	Receive Payment	063	16B - Latitia Scarr 3-285	301.48
04/09/2020	Receive Payment	709	25B - May Ming Wu-Lee 306	295.23
04/30/2020	Receive Payment	180123	27B - Matthew Scholey 314	218.89
Total				13,469.17

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

Business Account Statement

RBBDA30000_2566575 E D 00006 00208

OTTAWA-CARLETON CONDOMINIUM CORPORATION NO.588
OPERATING
C/O CAPITAL INTEGRAL PM
SUITE 205 1600 LAPERRIERE
OTTAWA ON K1Z 8P5

March 31, 2020 to April 30, 2020

Account number: 00006 102-497-5

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 March 31, 2020	$6,931.38
Total deposits & credits (4)	+ 13,484.64
Total cheques & debits (12)	- 15,250.44
Closing balance on April 30, 2020	**= $5,165.58**

Have your business needs changed? We can help.

Let us help identify opportunities to take your business to the next level, whether it's making your cash flow cycle more efficient or helping to set the stage for future growth. Your account manager would be pleased to help, or call an RBC Business Advisor at 1-800-769-2520.

Account Activity Details

Date	Description	Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
	Opening balance			**6,931.38**
01 Apr	Direct Payment (PAD's) service total GRADS2288510000		11,626.51	18,557.89
	Bill Payment CAPITAL INTEGRA mgmnt fees	2,257.74		16,300.15
	Deposit interest		15.47	16,315.62
02 Apr	eCheque deposit 18969		1,623.77	17,939.39
06 Apr	Activity fee	48.35		17,891.04
16 Apr	Account transfer ACTR4010700020	5,816.00		12,075.04
22 Apr	Cheque - 5063	5,320.42		6,754.62
24 Apr	Cheque - 5060	107.35		6,647.27
27 Apr	Misc Payment Hydro Ottawa	89.73		
	Misc Payment Hydro Ottawa	91.85		
	Misc Payment Hydro Ottawa	104.53		
	Misc Payment Hydro Ottawa	112.71		6,248.45

Account Activity Details - continued

Date	Description		Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
29 Apr	Cheque - 5062		405.17		
	Cheque - 5061		418.60		5,424.68
30 Apr	eCheque deposit	18969		218.89	
	Cheque - 5067		477.99		5,165.58
	Closing balance				**5,165.58**

Deposit Interest Earned: $15.47 **Account Fees: $48.35**

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

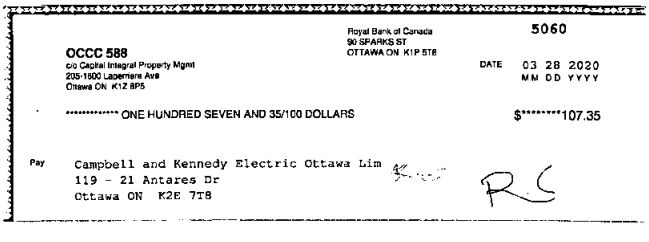
Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.
An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.
®Registered trademarks of Royal Bank of Canada.
Royal Bank of Canada GST Registration Number: R105248165.

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

Business Account Statement

March 31, 2020 to April 30, 2020
Account number: 00006 102-497-5

Serial #: 5060 **Amount: $107.35**


Royal Bank of Canada
90 SPARKS ST
OTTAWA ON K1P 5T8

5060

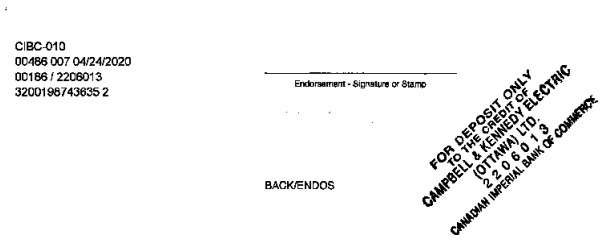
OCCC 588
c/o Capital Integral Property Mgmt
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

DATE 03 28 2020
MM DD YYYY

********** ONE HUNDRED SEVEN AND 35/100 DOLLARS $********107.35

Pay Campbell and Kennedy Electric Ottawa Lim
119 - 21 Antares Dr
Ottawa ON K2E 7T8

⑈00 5060⑈ ⑆00006⑉003⑆ 10 2⑉497⑉5⑈

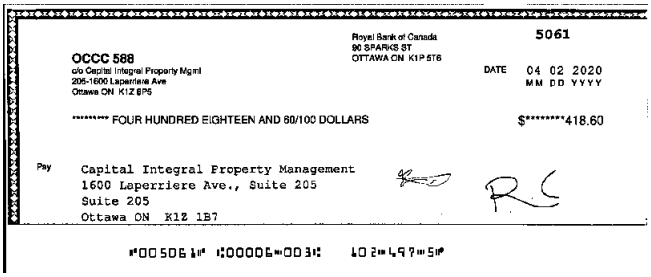

CIBC-010
00486 007 04/24/2020
00186 / 2206013
3200198743635 2

Endorsement - Signature or Stamp

BACK/ENDOS

FOR DEPOSIT ONLY TO THE CREDIT OF CAMPBELL & KENNEDY ELECTRIC (OTTAWA) LTD. 2 2 0 6 0 1 3 CANADIAN IMPERIAL BANK OF COMMERCE

Serial #: 5061 **Amount: $418.60**


Royal Bank of Canada
90 SPARKS ST
OTTAWA ON K1P 5T8

5061

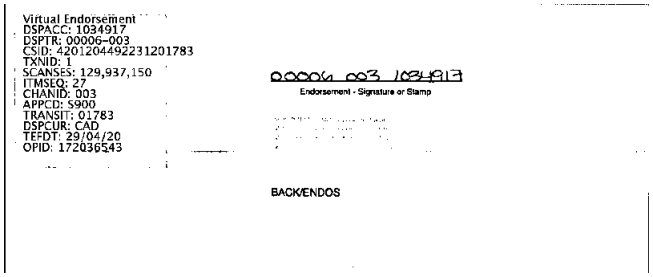
OCCC 588
c/o Capital Integral Property Mgmt
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

DATE 04 02 2020
MM DD YYYY

******** FOUR HUNDRED EIGHTEEN AND 60/100 DOLLARS $********418.60

Pay Capital Integral Property Management
1600 Leperriere Ave., Suite 205
Suite 205
Ottawa ON K1Z 1B7

⑈00 5061⑈ ⑆00006⑉003⑆ 10 2⑉497⑉5⑈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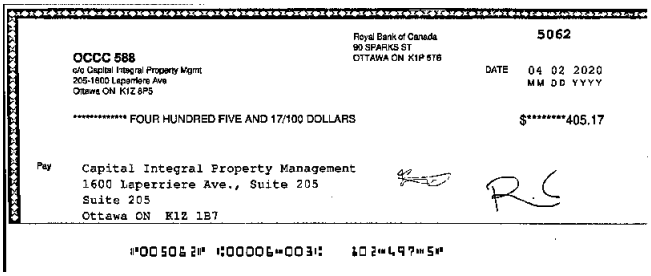
DSPTR: 00006-003
CSID: 4201204492231201783
TXNID: 1
SCANSES: 129,937,150
ITMSEQ: 27
CHANID: 003
APPCD: S900
TRANSIT: 01783
DSPCUR: CAD
TEFDT: 29/04/20
OPID: 172036543

00006 003 1034917

Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 5062 **Amount: $405.17**


Royal Bank of Canada
90 SPARKS ST
OTTAWA ON K1P 5T8

5062

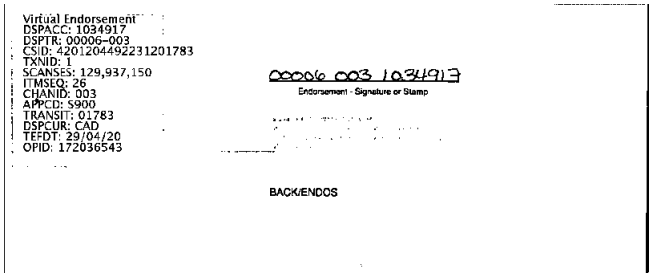
OCCC 588
c/o Capital Integral Property Mgmt
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

DATE 04 02 2020
MM DD YYYY

********** FOUR HUNDRED FIVE AND 17/100 DOLLARS $********405.17

Pay Capital Integral Property Management
1600 Leperriere Ave., Suite 205
Suite 205
Ottawa ON K1Z 1B7

⑈00 5062⑈ ⑆00006⑉003⑆ 10 2⑉497⑉5⑈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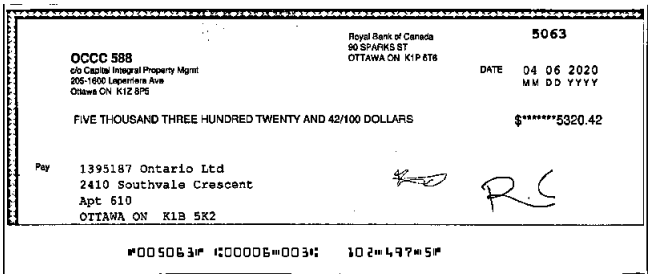
DSPTR: 00006-003
CSID: 4201204492231201783
TXNID: 1
SCANSES: 129,937,150
ITMSEQ: 26
CHANID: 003
APPCD: S900
TRANSIT: 01783
DSPCUR: CAD
TEFDT: 29/04/20
OPID: 172036543

00006 003 1034917

Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 5063 **Amount: $5,320.42**


Royal Bank of Canada
90 SPARKS ST
OTTAWA ON K1P 5T8

5063

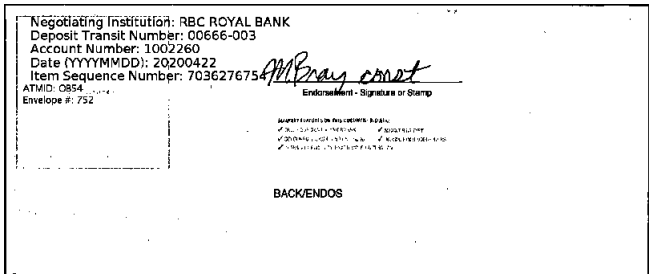
OCCC 588
c/o Capital Integral Property Mgmt
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

DATE 04 06 2020
MM DD YYYY

FIVE THOUSAND THREE HUNDRED TWENTY AND 42/100 DOLLARS $*******5320.42

Pay 1395187 Ontario Ltd
2410 Southvale Crescent
Apt 610
OTTAWA ON K1B 5K2

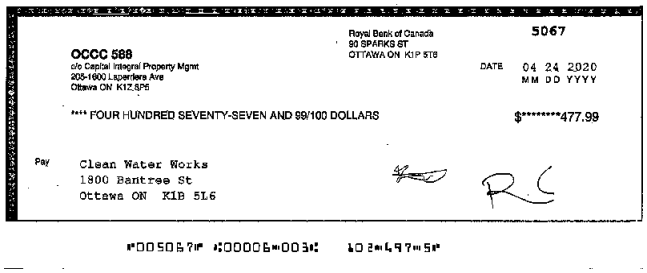
⑈00 5063⑈ ⑆00006⑉003⑆ 10 2⑉497⑉5⑈


Negotiating Institution: RBC ROYAL BANK
Deposit Transit Number: 00666-003
Account Number: 1002260
Date (YYYYMMDD): 20200422
Item Sequence Number: 703627675
ATMID: 0854
Envelope #: 752

Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 5067 **Amount: $477.99**



Royal Bank of Canada
90 SPARKS ST
OTTAWA ON K1P 5T8

5067

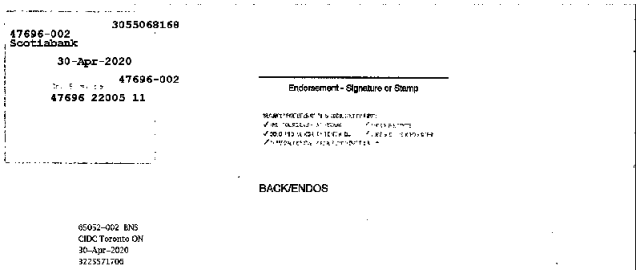
OCCC 588
c/o Capital Integral Property Mgmt
205-1600 Laperriere Ave
Ottawa ON K1Z 8P5

DATE 04 24 2020
MM DD YYYY

**** FOUR HUNDRED SEVENTY-SEVEN AND 99/100 DOLLARS $********477.99

Pay Clean Water Works
1800 Bantree St
Ottawa ON K1B 5L6

⑈00505⑆ ⑆00006⑈003⑆ 10 2⑈497⑈5⑈



47696-002 3055068169
Scotiabank
30-Apr-2020
47696-002
47696 22005 11

Endorsement - Signature or Stamp

BACK/ENDOS

65002-002 BNS
CIBC Toronto ON
30-Apr-2020
3225571706

Capital Integral
PROPERTY MANAGEMENT

MONTHLY RESERVE FINANCIAL REPORT

OCCC 588

April 2020

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

O.C.S.C.C. No. 588
Reserve Financial Summary April 2020

Revenue

Currently, OCSCC No. 588 Reserve Fund has an amount of $31,434.80 owed to date from the operating fund as shown in the Balance Sheet. There are not sufficient funds to cover this item at the present time.

The reserve fund balance as of the end of April 30, 2020 is $200,287.

Expenses:

Reserve expense to date is $43,399 for the foundation, brick, and General repairs. There were no reserve expenses incurred in April..

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

CCC 588

BUDGET VS. ACTUALS: F2020 FULL - FY20 P&L

April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			**$0.00**	**0.00%**
GROSS PROFIT	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Expenses				
Total Expenses			**$0.00**	**0.00%**
NET OPERATING INCOME	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Other Income				
4601R Reserve - Contribution from Operating	5,816.00		5,816.00	
4602R Reserve - Interest Income	243.57		243.57	
Total Other Income	**$6,059.57**	**$0.00**	**$6,059.57**	**0.00%**
Other Expenses				
6000R Reserve Expenses				
6175R Reserve - Bank Charges	6.24		6.24	
Total 6000R Reserve Expenses	**6.24**		**6.24**	
Total Other Expenses	**$6.24**	**$0.00**	**$6.24**	**0.00%**
NET OTHER INCOME	**$6,053.33**	**$0.00**	**$6,053.33**	**0.00%**
NET INCOME	**$6,053.33**	**$0.00**	**$6,053.33**	**0.00%**

CCC 588

BUDGET VS. ACTUALS: F2020 FULL - FY20 P&L

May 2019 - April 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			**$0.00**	**0.00%**
GROSS PROFIT	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Expenses				
Total Expenses			**$0.00**	**0.00%**
NET OPERATING INCOME	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Other Income				
4601R Reserve - Contribution from Operating	69,786.77		69,786.77	
4602R Reserve - Interest Income	4,089.99		4,089.99	
Total Other Income	**$73,876.76**	**$0.00**	**$73,876.76**	**0.00%**
Other Expenses				
6000R Reserve Expenses				
6010R Reserve - Foundation Repair	16,044.56		16,044.56	
6102R Reserve - Building Interior R&M	8,853.31		8,853.31	
6103R Reserve - Building Exterior R&M	529.04		529.04	
6115R Reserve - Exterior R&M	5,633.05		5,633.05	
6175R Reserve - Bank Charges	67.00		67.00	
6190R Reserve - General Repairs	12,272.52		12,272.52	
Total 6000R Reserve Expenses	**43,399.48**		**43,399.48**	
Total Other Expenses	**$43,399.48**	**$0.00**	**$43,399.48**	**0.00%**
NET OTHER INCOME	**$30,477.28**	**$0.00**	**$30,477.28**	**0.00%**
NET INCOME	**$30,477.28**	**$0.00**	**$30,477.28**	**0.00%**

CCC 588

1020R Reserve Bank Account, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/05/2020

Reconciled by: Zeinab Ruscica

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

Summary CAD

Statement beginning balance	194,234.59
Service charge	-6.24
Interest earned	243.57
Cheques and payments cleared (0)	0.00
Deposits and other credits cleared (1)	5,816.00
Statement ending balance	200,287.92
Register balance as of 04/30/2020	200,287.92

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04/20/2020	Journal	76		5,816.00
Total				5,816.00

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

Business Account Statement

RBBDA30000_2566575 E D 00006 00247

OTTAWA-CARLETON CONDOMINIUM CORPORATION NO.588
RESERVE
C/O CAPITAL INTEGRAL PM
SUITE 205 1600 LAPERRIERE
OTTAWA ON K1Z 8P5

March 31, 2020 to April 30, 2020

Account number: 00006 102-593-1

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 March 31, 2020	$194,234.59
Total deposits & credits (2)	+ 6,059.57
Total cheques & debits (1)	- 6.24
Closing balance on April 30, 2020	**= $200,287.92**

Have your business needs changed? We can help.

Let us help identify opportunities to take your business to the next level, whether it's making your cash flow cycle more efficient or helping to set the stage for future growth. Your account manager would be pleased to help, or call an RBC Business Advisor at 1-800-769-2520.

Account Activity Details

Date	Description	Cheques & Debits ($)	Deposits & Credits ($)	Balance ($)
	Opening balance			**194,234.59**
01 Apr	Deposit interest		243.57	194,478.16
06 Apr	Activity fee	6.24		194,471.92
16 Apr	Account transfer OCCC 588 OP		5,816.00	200,287.92
	Closing balance			**200,287.92**

Deposit Interest Earned: $243.57 **Account Fees: $6.24**

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.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.
®Registered trademarks of Royal Bank of Canada.
Royal Bank of Canada GST Registration Number: R105248165.

Capital Integral
PROPERTY MANAGEMENT

15 May 2020

Francisco Francoli
℅ Royal LePage Team Realty
1723 Carling Ave.
Ottawa, ON K2A 1C8
Tel: 613-725-1171
Fax: 613-725-3323

Purchaser	TBD
Vendor	Francisco Francoli
Address	227 Lyon Street, Ottawa, ON K1R 1B4
Legal Desc	Unit 2, Level 1, Ottawa Carleton Condominium Corporation 588
Legal Desc	Parking Unit 40, Level 1;
Closing Date	N/A
Our File No.	588_227
Your File No.	N/A
Order No.	145687

Pursuant to your request of 13 May 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,

Michelle Richards, Property Manager
Capital Integral Property Management
"As Agents for OCCC 588"

** 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 CONDOMINIUM CORPORATION No. 588
GRAMERCY PLACE

Ottawa Carleton Condominium Corporation No. 588 (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: Michelle Richards - mrichards@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:
   Real Charlebois, Director, President, 2019 December 19 - 2021
   Michael Little, Director, OOP, VP, 2019 December 19 - 2020
   Brigette Van Aert, Director, Secretary, 2019 December 19 - 2021

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 2, Level 1, known as 227 Lyon Street; Parking Unit 40, Level 1 known as Parking Space 13; Ottawa, Ontario of Ottawa Carleton Condominium Corporation 588 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, and 1 parking unit is $347.29, due and payable on the first day of each month.

   Payment on account of common expenses for the units in the amount of $347.29 was received for the period of 01 May 2020 through 31 May 2020, 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 neither a deficit nor surplus.

10. The budget commenced 01 May 2020. 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, 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 *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 $298,101 (un-audited) as of 31 March 2020.

14. The most recent reserve fund study conducted by the Board was a Comprehensive Reserve Fund Study, dated April 2017 and prepared by GHD. The next reserve fund study will be completed in 2020.

15. The balance of the reserve fund at the beginning of the previous fiscal year was $267,624 (audited). The financials for the previous fiscal year are in the process of being finalized and 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 $72,604 and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to $2,000. 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.

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 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) Hardwood flooring on main level (living room and hallway);
    b) Carpeting on the lower level (including stairs); and
    c) Ikea closets in the master bedroom to replace standard unit closets.

    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 other modifications currently on file, except the upgrades and renovations as listed in the following sections.

    [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) Kitchen cabinets; and
b) Counter in the lower level bathroom.

Other Unit Betterments that we are aware of:

a) Upper level was all hard wood except for the kitchen which was tiled. The lower floor had a Berber carpet;
b) Nook was repainted yellow;
c) Foyer closet sliding doors were mirrored – had a shelf with two cubby holes above clothes bar;
d) Hallways halogen track style lighting;
e) Living room ceiling fan;
f) Kitchen faucet replaced;
g) Dishwasher installed;
h) Hanging light installed in kitchen to replace one globe light;
i) Washer and dryer installed new;
j) Wireless router and Apple Airport in storage room;
k) Light switch/electrical outlets cover plates replaced from brass to white;
l) A touch screen peak saver thermostat installed; and
m) Cabinet hardware (handles) replaced to brushed stainless steel.

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 17 units in the condominium are owned by non-resident owners as of the date of the most recent periodic information certificate dated 17 March 2020, 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, 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. 1037968: **Insurance Trust Agreement**: Agreement between Ottawa Carleton Condominium Corporation No. 588 and Montreal Trust Company of Canada dated 09 April 1997.

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; and

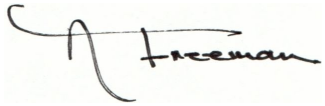
h) a copy of the most recent Form 15.

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 15 May 2020

Ottawa Carleton Condominium Corporation No. 588



Nadia Freeman, Property Manager
Capital Integral Property Management
"As Agents for OCCC 588"

**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.*

Jennifer Jones

From: Jennifer Jones [jennifer@apollomgt.com]
Sent: Wednesday, June 30, 2010 3:02 PM
To: pfrancoli@hotmail.com; Paco.Francoli@tbs-sct.gc.ca; mary_francoli@carleton.ca
Cc: Jennifer Jones; 'Glover, Shelley'
Subject: OCSCC#588 -227 LYON
Attachments: 227 Lyon.pdf; Concentric Engineering Report.pdf; Geniver Engineering Report.pdf; UNDERLAYMENT FOR ENGINEERED FLRS.pdf

Dear Owner:

There are a few areas which we would like to summarize for owners at this point to ensure that complete communication has been reached between the insurance company, the contractor Lebrun and Apollo Property Management.

1) Please find attached a summary of items that are being repaired at your unit.
2) Randy Nixon is the contact person at Lebrun. He may be reached at rnixon@lebrunbuilding.ca or 613-722-7632.
3) Any changes from the standard unit description must be approved by the Board of Directors in writing.
4) Given that the hot water tanks are rentals, owners are asked to contact Randy to confirm when he would like you to contact the rental company for the installation.
5) You had indicated in your email dated June 7th, 2010 that the following are areas that defer from the standard unit description: hardwood flooring on main level(living room and hallway), carpeting on the lower level (including stairs) and Ikea closets in master bedroom to replace standard unit closets. You also noted that you were re-doing the cabinets in the kitchen and changing the counter in the lower level bathroom. The Board of Directors for OCSCC #588 has approved all these changes. Please note the following must apply as per the rules and regulations. "Save and except for bathrooms, foyers, kitchen and storage areas, any floor areas not covered by carpets shall be covered by the owner at owner's expense by noise reduction materials approved by the Board." Therefore, we would recommend that you install the attached product for noise reduction under your hardwood flooring. If you wish to use a different product please advise with specifications.

If you have any questions please contact the undersigned.

Jennifer Jones
Property Manager
For: Apollo Property Management Ltd.
As agents for OCSCC #588
613-225-7969 ext. 278 or jennifer@apollomgt.com