

---

# Carleton Condominium Corporation

## *no.22*

Property Manager:

Barbara Ravanelli, Capital Integral Property Management

Phone: (613) 722-1232 Fax: (613) 651-0306

Email: [bravanelli@cimanagement.ca](mailto:bravanelli@cimanagement.ca)

---

## MANAGEMENT REPORT

*prepared for the* MEETING OF THE BOARD OF DIRECTORS

Condo Office - November 21., 2017 - 7p.m.

---

- ▶ AGENDA
- ▶ MANAGEMENT REPORT
- ▶ ANNUAL SCHEDULE
- ▶ CONTRACTS/INFO
- ▶ MINUTES
- ▶ FINANCIAL STATEMENTS
- ▶ CORRESPONDENCE

## Agenda

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF OCTOBER 24, 2017 MINUTES
4. APPROVAL OF THE OCTOBER 2017 FINANCIALS
5. CURRENT BUSINESS/MANAGEMENT REPORT
6. NEW BUSINESS
  - Request from 84 for a ramp
  - Budget attached/RFS/General Ledger
7. CORRESPONDENCE
8. NEXT MEETING

## **MANAGEMENT REPORT CCC 22 – JASMINE CRES.**

### **Previous Business:**

- Unit 74 Awaiting letter from Keller for the bathroom repair work
- C.M Callow awarded snow removal contract

### **Current Business:**

- Unit 74: Owner has proceeded with repairs and letter not received from Keller. Once the Keller letter received I will forward a copy to BOD and then to unit 74.
- Leaks: Unit 60: Sump pump stopped working due to stagnant water in the pit. Unit 78 Caulking missing. Unit 42 evestrough draining onto sill plate and coming in. Unit 50: Roof vent was loose and water entered unit. Unit 74 Sill plate needed to be replaced.
- Rentable Parking: I have issued three spots of which I have had two come back sayinging there is someone in that spot. Carleton Parking hopefully can assist with night patrols of parking spots that CCC22 records indicate are available.
- Unit 47: I have been on site several times and knocked on door of 47 and no response. No sound emanating from the unit.
- Steps: The ground may be frozen by the time the steps come in. We will have to proceed with repairs to steps at 31..
- Unit 19: Electrical on post is functional. Unit 18 has no power in the post. Dan Can to schedule a time to come back to site and enter 18 and 19 to determine why.

- Unit 6: Advised that the window trim that is eaten is in fact owner responsibility.
- Winter reminder notice attached.
- Parking Control: PM awaiting Board approval.



## **2017 ANNUAL SCHEDULE**

### **JANUARY**

Budget Package Out (year end 31 Jan)  
Secure Insurance Renewal

### **FEBRUARY**

Insurance Atrens-Counsel (Due 22 Feb)

### **MARCH**

Family Pride Landscaping Contract 2016-2017 renewal

### **APRIL**

Prepare AGM for May  
Inspect Winter Damage - Inspect Window Wells

### **MAY**

AGM  
Spring Inspection/Commence Spring Repairs  
Sweep Parking / Line Painting

### **JUNE/JULY**

Annual Hydrant Inspection

### **AUGUST**

### **SEPTEMBER**

Harvey Harper Snow Removal Contract ends 2017

### **OCTOBER**

### **NOVEMBER**

Winterize Property

### **DECEMBER**

Create Draft Budget

## **CONTRACT & GENERAL INFO SCHEDULE      CCC #22**

### **CONTRACTOR INFORMATION**

Foundation	Garrett Restoration	(613) 913-1008
Garbage	Capital Junk	(613) 825-0707
Landscaping	Family Pride	(613) 608-1626
Parking Sweep	Family Pride	(613) 608-1626
Plumbing	Multi Drain	(613) 737-6500
Roofing	Olsen	(613) 913-7518(Wes)/ 613-839-0006
Snow Removal	Harvey Harper	(613) 834-8046/978-8860
Arborist	Manotick Tree	(613) 489-1116

### **CORPORATION INFORMATION**

Next Reserve Fund Study	2018
Reserve Study Update	Completed January 5 <sup>th</sup> , 2016
Year End	31 January
Insurance	Atrens-Counsel (22 February 2018)
Auditor	Guindon Charron
Last AGM	15 June 2017

### **BOARD OF DIRECTORS AS OF LAST AGM**

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Phone</b>	<b>Term</b>
Sandra Tompkins	President	73-2063 Jasmine	741-8580	2016-2019
Dominic Manzo	Vice President	79-2061 Jasmine	834-1796	2017-2019
Wayne Forbes	Secretary/Treasurer	64-2063 Jasmine	747-6555	2016-2019
Helen Shields	Director	23-2055 Jasmine	749-7681	2017-2019
Elizabeth Manzo	Director	81-2061 Jasmine	745-9130	2017-2019



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

[www.cimangement.ca](http://www.cimangement.ca)

Dale Pelletier  
Brian Dalke

Director  
Director

66-2063 Jasmine  
26-2057 Jasmine

680-7792

2015-2018  
2016-2019

## **MINUTES**

### **BOARD OF DIRECTORS MEETING**

**24 OCT 2017**

**Present; Sandra Tompkins, Elizabeth Manzo, Helen Shields, Dominic Manzo, Wayne Forbes, Dale Pelletier, Barbara Ravanelli (CIPM)**

#### **CALL TO ORDER**

**Sandra called the meeting to order at 1915. Moved by Wayne, seconded by Helen, that the Agenda (as amended) be approved. Carried.**

#### **APPROVAL OF MINUTES**

**Moved by Dominic, seconded by Elizabeth, that the Minutes of the BOD meetings held 27 Jun 2017 and 21 Sep 2017 be approved. Carried.**

#### **FINANCIAL**

**The Financial Reports for the periods 1 Aug 2017 – 31 Aug 2017 and 1 Sep 2017 – 30 Sep 2017 were reviewed.**

**Barbara noted that she would be generating a letter to all owners this week to explain the increases in management fees by CIPM that are attributable to the implementation of the revised Condominium Act.**

**Moved by Wayne, seconded by Helen, that these Financial Reports be accepted. Carried**

#### **MANAGEMENT REPORT**

- 1. Unit 74 – awaiting letter from Keller for bathroom repair work.**
- 2. Keller – awaiting update on siding and step projects.**
- 3. Unit 70 Small Claims – Wayne reported on the Settlement Conference. The Insurance company settled with the owner and we will shortly receive the legal paperwork to close out this case. The insurance company has waived our deductibles.**
- 4. Unit 47 condo fee arrears – Barbara has had no recent contact with owner and the Board will discuss at next BOD meeting.**
- 5. Parking – Barbara advised the spreadsheet is done and there are available rental spots. There are a few duplications that will be resolved shortly.**

6. Steps – there are steps that require priority replacement. Awaiting firm installation dates from Keller.
7. Vinyl siding – Keller advises it is too late in year to start this project. This winter the Board will have to decide on color and product with Keller prior to tender process.
8. Unit 19 bollard – electrical not functional on new bollard. DanCan investigating.
9. Snow removal contract – bids were reviewed and discussed. Moved by Wayne, seconded by Dale, that the contract be awarded to CM Callow at a bid of \$ 23,500.00 plus HST. Barbara will finalize contract.
10. Unit 6 – Owner noted mice were still appearing and Regionex advised this is normal for a period of 14 days after treatment. PM will monitor.
11. Exterior site inspection – Spreadsheet is almost complete, one more walk around required.
12. Fence inspection – Keller advised Barbara deficiencies are minor. Letter from Keller not yet received. Dominic indicated he was willing to meet with Keller to discuss this matter.
13. Winter coming – PM suggested a notice to all units regarding the reporting of any hazardous conditions and a snow clearing reminder.
14. Parking control –a proposal for monitoring CCC 22 property has been received from Carleton Parking Management. The proposal was discussed by Board and Dale will meet with company to discuss details and responsibilities of the contract.

#### **NEW BUSINESS**

1. Aluminum wiring – the details of the voluntary project to “pig-tail” aluminum wire in units were requested. Wayne will research this item and report.
2. Unit exterior lighting units – the Board had requested previous PM to task an electrical contractor to perform a sampling inspection on exterior light units (approx. 10) to determine correct installation of connectors. It appears this task has not been completed and the Board requests PM to assign this work.

#### **ADJOURNMENT**

The meeting was adjourned at 2110. Next BOD meeting scheduled for Tuesday 21 Nov 2017 at 1900.

Wayne Forbes

Secretary-Treasurer

Sandra Tompkins

President

# **Financial Statement**

Carleton Condominium Corporation 22

Fiscal Period February 1, 2017 to January 31, 2018

October 1, 2017 To October 31, 2017

Creation Date: Nov 10, 2017

Prepared By: Capital Integral Property Management

## **Financial Statement**

**October 1, 2017 To October 31, 2017**

### **Carleton Condominium Corporation 22**

Statement of Financial Position Reserve Split	3
Statement of Reserve Fund	4
Statement of Operations Comparative	5
Owners A/R Aging Summary	7
Accounts Payable Aging Summary By Month	8
Cheque Listing Summary - Operating Bank Account	9
Cheque Listing Summary - Reserve Bank Account	10
General Ledger Transactions	11
Reconciliation Summary - Operating Bank Account	31
Reconciliation Summary - Reserve Bank Account	32

## ***MONTHLY FINANCIAL REPORT SUMMARY***

***CCC#22***

***October 2017***

### **Revenue**

100% of Condo fees have been invoiced.

### **Expenses**

Utilities are all under budget

### **Legal Fees:**

\$12,390.02 credit in February due to reversal of accruals for last year.

### **Audit**

Reversal of accruals however audit was to budget. There is \$339 balance after the Audit invoice was paid due to reversal.

Printing Posting & Office Admin:

July, August, and October charges not reflected and AGM package photocopies not included. This code will be corrected in the November Financials

### **General Maintenance and Repairs:**

The Beaverhill Place signage posts had to be replaced due to heavy winds (\$1,174.66) and the parking bollard repair(\$2,185.42) were unexpected unbudgeted expenses.

### **Plumbing**

Unexpected repair to main in unit 74 (\$734.79)

### **General Repairs Exterior:**

Current over budget at \$902.20 due to two items not in budget. Mice entering units and 2 catch basins on site that required flushing. Both items were unbudgeted.



**Landscaping:**

\$1,615.90 to be transferred to other grounds maintenance. The monthly expenses for the landscaping are creating a deficit of \$4,823.28 due to improper calculation of monthly expenses and increase of cost of living.

**Snow Removal:**

Excessive overages due to contract done with clause 1mm rain is equal to 1cm of snow. (\$10,877.89)

**Reserve**

Due to reserve balance will be done by installments started in October 2017

# Carleton Condominium Corporation 22

## Statement of Financial Position Reserve Split

As of October 31, 2017

	2018			2017
	Operating Fund	Reserve Fund	Total	Total
<b>Assets</b>				
1010 - Operating Bank Account	95,772.84	0.00	95,772.84	15,705.30
1020 - Accounts Receivable	2,790.41	0.00	2,790.41	2,737.20
1025 - Other Receivable	104.45	0.00	104.45	(412.50)
1030 - Prepaid Expenses - Insurance	7,007.40	0.00	7,007.40	6,737.76
1110 - Reserve Bank Account	0.00	267,384.88	267,384.88	360,843.81
1115 - R-Investment CASH	0.00	104,500.00	104,500.00	104,500.00
1120 - R-Inv. Altamira High Interest	0.00	81,763.27	81,763.27	81,133.00
1130 - R-Inv. Hollis Investment	0.00	232,639.00	232,639.00	230,815.00
1190 - R-Due from Operating	0.00	116,259.25	116,259.25	34,652.35
1500 - Undeposited Funds	(25.00)	0.00	(25.00)	(25.00)
<b>Total Assets:</b>	<b>\$105,650.10</b>	<b>\$802,546.40</b>	<b>\$908,196.50</b>	<b>\$836,686.92</b>
<b>Liabilities</b>				
2000 - Accounts Payable	4,403.03	0.00	4,403.03	3,672.84
2001 - R-Accounts Payable Reserve	0.00	16,351.10	16,351.10	85,740.52
2010 - PREPAID CONDO FEES	516.95	0.00	516.95	0.00
2020 - Due to Reserve	116,259.25	0.00	116,259.25	34,652.35
<b>Total Liabilities:</b>	<b>\$121,179.23</b>	<b>\$16,351.10</b>	<b>\$137,530.33</b>	<b>\$124,065.71</b>
<b>Fund Balances</b>				
3200 - Retained Earnings Previous Yr	(24,215.38)	0.00	(24,215.38)	(24,215.38)
Operating Fund	8,686.25	0.00	8,686.25	13,118.95
Reserve Fund	0.00	786,195.30	786,195.30	723,717.64
<b>Total Fund Balances:</b>	<b>(\$15,529.13)</b>	<b>\$786,195.30</b>	<b>\$770,666.17</b>	<b>\$712,621.21</b>
<b>Total Liabilities and Fund Balances:</b>	<b>\$105,650.10</b>	<b>\$802,546.40</b>	<b>\$908,196.50</b>	<b>\$836,686.92</b>

## Carleton Condominium Corporation 22

### Statement of Reserve Fund

Fiscal Period Starting February 1, 2017

October 1, 2017 To October 31, 2017

Account Name	Current Period	Year To Date
<b>Reserve Fund Balance Forwarded</b>	0.00	700,726.33
<b>Reserve Fund Contribution</b>		
R-Contribution from Operating	14,682.08	132,138.72
<b>Total:</b>	<b>\$14,682.08</b>	<b>\$132,138.72</b>
<b>Reserve Fund Interest</b>		
R-Interest on Investments	489.57	1,870.27
R-Interest Revenue	90.56	161.16
<b>Total:</b>	<b>\$580.13</b>	<b>\$2,031.43</b>
<b>Reserve Fund Income Total:</b>	<b>\$15,262.21</b>	<b>\$134,170.15</b>
<b>Reserve Fund Expense</b>		
R-Engineering Services	0.00	7,306.58
R-Bank Fees	-2,813.44	-2,749.96
R-Steps & Landings	0.00	1,095.31
R-Windows & Skylights	0.00	2,231.75
R-Siding, Trim & Flashing	0.00	19,622.45
R-Foundations	8,712.30	20,291.05
R-Landscaping	0.00	904.00
<b>Total:</b>	<b>\$5,898.86</b>	<b>\$48,701.18</b>
<b>Reserve Fund Expense Total:</b>	<b>\$5,898.86</b>	<b>\$48,701.18</b>
<b>Balance at End of Period</b>	<b>\$9,363.35</b>	<b>\$786,195.30</b>
<b>Reserve Fund Increase (Decrease)</b>	<b>\$9,363.35</b>	<b>\$85,468.97</b>

# Carleton Condominium Corporation 22

## Statement of Operations Comparative

Fiscal Period Starting February 1, 2017

October 1, 2017 To October 31, 2017

REVENUES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
4025 - Common / Condominium Fees	32,291.60	32,291.33	0.27	290,624.40	290,621.97	2.43	387,496.00	368,142.72
4075 - Minus: Contribution to Reserve	(14,682.08)	(14,682.08)	(0.00)	(132,138.72)	(132,138.72)	(0.00)	(176,185.00)	(172,731.00)
4250 - Parking Income	1,175.00	1,275.00	(100.00)	10,450.00	11,475.00	(1,025.00)	15,300.00	16,200.00
4475 - Interest Revenue	57.36	0.00	57.36	111.16	0.00	111.16	0.00	0.00
4600 - Other miscellaneous income	45.00	0.00	45.00	(317.60)	0.00	(317.60)	0.00	0.00
<b>Total Revenues:</b>	<b>\$18,886.88</b>	<b>\$18,884.25</b>	<b>\$2.63</b>	<b>\$168,729.24</b>	<b>\$169,958.25</b>	<b>(\$1,229.01)</b>	<b>\$226,611.00</b>	<b>\$211,611.72</b>

EXPENSES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
5002 - Management Services	2,089.92	2,089.92	(0.00)	18,809.28	18,809.28	(0.00)	25,079.00	23,150.00
5004 - Legal Services	1,320.68	416.67	(904.01)	(8,415.23)	3,750.03	12,165.26	5,000.00	3,000.00
5006 - Audit & accounting services	2,825.00	206.17	(2,618.83)	339.00	1,855.53	1,516.53	2,474.00	2,561.00
5010 - Printing, Postage & Office Adm	49.66	100.00	50.34	253.21	900.00	646.79	1,200.00	1,500.00
5012 - Bank Fees	91.43	110.00	18.57	658.42	990.00	331.58	1,320.00	840.00
5052 - Utilities - Hydro, electricity	103.37	277.42	174.05	1,720.47	2,496.78	776.31	3,329.00	2,433.00
5056 - Utilities - Water	12,510.34	6,177.58	(6,332.76)	49,592.34	55,598.22	6,005.88	74,131.00	76,215.00
5062 - Insurance	1,751.85	1,735.00	(16.85)	15,699.24	15,615.00	(84.24)	20,820.00	17,832.00
5402 - General Maintenance	2,185.42	1,250.00	(935.42)	10,347.80	11,250.00	902.20	15,000.00	16,001.00
5412 - Electrical & Lighting	0.00	0.00	(0.00)	(176.37)	0.00	176.37	0.00	0.00
5414 - Plumbing Repairs	0.00	0.00	(0.00)	1,060.59	0.00	(1,060.59)	0.00	0.00
5422 - Fire Protection & Equipment	254.25	0.00	(254.25)	254.25	0.00	(254.25)	0.00	0.00
5440 - General Repairs - Exterior	338.77	0.00	(338.77)	2,524.64	0.00	(2,524.64)	0.00	0.00
5470 - Pest Control	254.25	83.33	(170.92)	678.00	749.97	71.97	1,000.00	1,130.00
5642 - Landscaping Services	3,194.13	1,593.50	(1,600.63)	20,780.68	14,341.50	(6,439.18)	19,122.00	17,459.00
5646 - Other Grounds Maintenance	0.00	83.33	83.33	0.00	749.97	749.97	1,000.00	1,000.00
5654 - Parking Lot Maintenance	0.00	0.00	(0.00)	54.24	0.00	(54.24)	0.00	0.00
5660 - Snow Removal	0.00	2,377.67	2,377.67	35,661.80	21,399.03	(14,262.77)	28,532.00	27,685.02

## Carleton Condominium Corporation 22

### Statement of Operations Comparative

Fiscal Period Starting February 1, 2017

October 1, 2017 To October 31, 2017

EXPENSES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
5662 - Other Winter Maintenance	0.00	83.33	83.33	0.00	749.97	749.97	1,000.00	1,000.00
<b>Total Expenses:</b>	<b>\$26,969.07</b>	<b>\$16,583.92</b>	<b>(\$10,385.15)</b>	<b>\$149,842.36</b>	<b>\$149,255.28</b>	<b>(\$587.08)</b>	<b>\$199,007.00</b>	<b>\$191,806.02</b>
<b>NET INCOME:</b>	<b>(\$8,082.19)</b>	<b>\$2,300.33</b>	<b>(\$10,382.52)</b>	<b>\$18,886.88</b>	<b>\$20,702.97</b>	<b>(\$1,816.09)</b>	<b>\$27,604.00</b>	<b>\$19,805.70</b>

## Carleton Condominium Corporation 22

### Owners A/R Aging Summary

As of October 31, 2017

Unit	Owner	Current Month	Last Month	2 Months	3 Months	> 3 Months	Total
30	Efren Cabilatazan	71.95	25.00	25.00	25.00	50.00	196.95
34	Donna Salcedo	(238.99)	25.00	25.00	25.00	100.00	(63.99)
43	Yousseuf Hassan	250.00	0.00	0.00	0.00	0.00	250.00
47	Sharon Anderson	366.95	366.95	366.95	0.00	733.90	1,834.75
70	Robert Goulet	(30.00)	0.00	0.00	0.00	0.00	(30.00)
78	Helen Levasseur	(250.00)	25.00	25.00	25.00	100.00	(75.00)
81	Elizabeth Manzo	461.95	265.75	0.00	0.00	0.00	727.70
82	Beatrice Boyo	(225.00)	25.00	25.00	25.00	100.00	(50.00)
<b>Total:</b>		<b>\$406.86</b>	<b>\$732.70</b>	<b>\$466.95</b>	<b>\$100.00</b>	<b>\$1,083.90</b>	<b>\$2,790.41</b>

**Total owing to Corporation                      \$3,009.40**

**Total owing by Corporation                      \$218.99**

## Carleton Condominium Corporation 22

### Accounts Payable Aging Summary By Month

As of October 31, 2017

Vendor	Oct 2017	Sep 2017	Aug 2017	Jul 2017	< Jul 2017	Total
CI PROPERTY MANAGEMENT	49.66	0.00	0.00	0.00	0.00	49.66
DAVIDSON HOULE ALLEN LLP	1,320.68	0.00	0.00	0.00	0.00	1,320.68
GARRETT RESTORATION SERVICES LTD.	7,830.90	0.00	0.00	0.00	0.00	7,830.90
INFRA RESTO REGIONEX	254.25	0.00	0.00	0.00	0.00	254.25
CAPITAL PEST CONTROL	254.25	0.00	0.00	0.00	0.00	254.25
CENTAUR ENTERPRISES LTD	3,405.59	0.00	0.00	0.00	0.00	3,405.59
<b>Total:</b>	<b>\$13,115.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,115.33</b>

## Carleton Condominium Corporation 22

### Cheque Listing Summary For Operating Bank Account

From 10-01-2017 To 10-31-2017

Cheque No.	Cheque Date	Paid Amount	Vendor Name	Memo	Status
131	10/02/2017	\$3,194.13	Family Pride Landscaping and Maintenance	755134, SUMMER GROUNDS MAINTENANCE	CLEARED
136	10/11/2017	\$779.70	AFFILIATED TRADESMEN INC.	10406,INSPECTION OF BOTH PROPS	Printed
137	10/11/2017	\$565.20	CENTAUR ENTERPRISES LTD	3655,RE-INSTALL FASCIA WITH S	Printed
138	10/11/2017	\$1,067.85	CLEAN WATER WORKS INC.	W60900, TO PUMP 3 CATCH BASIN	Printed
139	10/11/2017	\$423.75	REGIONEX CAPITAL PEST CONTROL	00327771, TRATED FOR THE CONT	Printed

**Total # of Cheques:** 5

**Total Printed And Cleared:** \$6,030.63

**G/L Bank Balance:** \$95,772.84



## Carleton Condominium Corporation 22

### Cheque Listing Summary For Reserve Bank Account

From 10-01-2017 To 10-31-2017

<b>Cheque No.</b>	<b>Cheque Date</b>	<b>Paid Amount</b>	<b>Vendor Name</b>	<b>Memo</b>	<b>Status</b>
26	10/11/2017	\$1,603.11	CENTAUR ENTERPRISES LTD	1527, ALL PATIO STONES AROUND	Printed

**Total # of Cheques:** 1

**Total Printed And Cleared:** \$1,603.11

**G/L Bank Balance:** \$267,384.88

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

### 5002 Management Services

Balance: \$16,719.36

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/31/2017	7539		MANAGEMENT FEES	Journal		2,089.92	0.00	18,809.28
Total Management Services:								\$18,809.28

### 5004 Legal Services

Balance: (\$9,735.91)

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/2/2017	7515	DAVIDSON HOULE ALLEN LLP	4027, GENERAL MATTERS 3057-14345	Bill	4027	1,320.68	0.00	(8,415.23)
Total Legal Services:								(\$8,415.23)

### 5006 Audit & accounting services

Balance: (\$2,486.00)

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/31/2017	7552		RECLASS AUDIT EXPENSE FROM RES EXPENSE	Journal		2,825.00	0.00	339.00
Total Audit & accounting services:								\$339.00

### 5008 Other professional fees

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Other professional fees:								\$0.00

### 5010 Printing, Postage & Office Adm

Balance: \$203.55

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/19/2017	7516	CI PROPERTY MANAGEMENT	1259, PPO, SEPTEMBER 2017	Bill	1259	49.66	0.00	253.21
Total Printing, Postage & Office Adm:								\$253.21

### 5012 Bank Fees

Balance: \$566.99

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/31/2017	7545		Service Charge	Journal		91.40	0.00	658.39
10/31/2017	7538		TO BALANCE BANK DEPOSIT SMALL AMOUNT 0.03	Journal		0.03	0.00	658.42
Total Bank Fees:								\$658.42

### 5020 Salaries Expense

Balance: \$0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total Salaries Expense:</b>			<b>\$0.00</b>
<b>5021</b>		<b>Salary Bonus Expense</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total Salary Bonus Expense:</b>			<b>\$0.00</b>
<b>5022</b>		<b>CPP &amp; EI Expense</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total CPP &amp; EI Expense:</b>			<b>\$0.00</b>
<b>5023</b>		<b>WSIB Expense</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total WSIB Expense:</b>			<b>\$0.00</b>
<b>5024</b>		<b>Health Insurance Expense</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total Health Insurance Expense:</b>			<b>\$0.00</b>
<b>5025</b>		<b>Casual Labour Expense</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					<b>Total Casual Labour Expense:</b>			<b>\$0.00</b>
<b>5052</b>		<b>Utilities - Hydro, electricity</b>						<b>Balance: \$1,617.10</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/4/2017	7269	HYDRO OTTAWA	5022833000, FROM JULY 31 TO AUGUST 31, 2017	Bill	5022833000, SEPTEMBER 2017	103.37	0.00	1,720.47
					<b>Total Utilities - Hydro, electricity:</b>			<b>\$1,720.47</b>

## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

<b>5054</b>		<b>Utilities - Enbridge, gas</b>					<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Utilities - Enbridge, gas:</b>								<b>\$0.00</b>
<b>5056</b>		<b>Utilities - Water</b>					<b>Balance: \$37,082.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
10/31/2017	7540	CITY OF OTTAWA - WATER & SEWER	SEPT 2017	Bill	SEPT 2017	1,205.89	0.00	38,287.89
10/31/2017	7542		CITY OF OTTAWA WATER SEPT - OCT 2017	Journal		11,304.45	0.00	49,592.34
<b>Total Utilities - Water:</b>								<b>\$49,592.34</b>
<b>5058</b>		<b>Utilities Recovery : Water</b>					<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Utilities Recovery : Water:</b>								<b>\$0.00</b>
<b>5060</b>		<b>Utilities - Telecommunications</b>					<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Utilities - Telecommunications:</b>								<b>\$0.00</b>
<b>5062</b>		<b>Insurance</b>					<b>Balance: \$13,947.39</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
10/31/2017	7551		RECORD MONTHLY PREPAID TO INSURANCE	Journal		1,751.85	0.00	15,699.24
<b>Total Insurance:</b>								<b>\$15,699.24</b>
<b>5064</b>		<b>Insurance Appraisal</b>					<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Insurance Appraisal:</b>								<b>\$0.00</b>
<b>5100</b>		<b>PROFESSIONAL FEES</b>					<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

**Total PROFESSIONAL FEES:** \$0.00

### 5110 R-Engineering Services

**Balance: \$7,306.58**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								7,306.58

**Total R-Engineering Services:** \$7,306.58

### 5112 R-Bank Fees

**Balance: \$63.48**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/31/2017	7548		Service Charge	Journal		11.56	0.00	75.04
10/31/2017	7552		RECLASS AUDIT EXPENSE FROM RES EXPENSE	Journal		0.00	2,825.00	(2,749.96)

**Total R-Bank Fees:** (\$2,749.96)

### 5120 R-Other Professional Fees

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total R-Other Professional Fees:** \$0.00

### 5130 R-Inspections

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total R-Inspections:** \$0.00

### 5140 R-Reserve Fund Study

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total R-Reserve Fund Study:** \$0.00

### 5150 R-Legal Fees

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total R-Legal Fees:** \$0.00

### 5302 R-Lobbies & Entrances

**Balance: \$0.00**

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Lobbies & Entrances:								<b>\$0.00</b>
5304		R-Interior Finishes						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Interior Finishes:								<b>\$0.00</b>
5306		R-Carpet & Flooring						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Carpet & Flooring:								<b>\$0.00</b>
5308		R-Electrical & Lighting						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Electrical & Lighting:								<b>\$0.00</b>
5310		R-Plumbing						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Plumbing:								<b>\$0.00</b>
5312		R-Underground Services						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Underground Services:								<b>\$0.00</b>
5314		R-Major Water Damage						Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Major Water Damage:								<b>\$0.00</b>
5316		R-Exterior Painting						Balance: \$0.00

## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Exterior Painting:								<b>\$0.00</b>
5318		R-Weatherstripping & Caulking					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Weatherstripping & Caulking:								<b>\$0.00</b>
5320		R-Fire Protection					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Fire Protection:								<b>\$0.00</b>
5322		R-Security (locks, keys, fobs)					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Security (locks, keys, fobs):								<b>\$0.00</b>
5324		R-Balconies & Decks					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Balconies & Decks:								<b>\$0.00</b>
5326		R-Steps & Landings					Balance: \$1,095.31	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 1,095.31
Total R-Steps & Landings:								<b>\$1,095.31</b>
5328		R-Privacy Walls					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Privacy Walls:								<b>\$0.00</b>
5330		R-Windows & Skylights					Balance: \$2,231.75	

## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								2,231.75
					Total R-Windows & Skylights:			\$2,231.75
5332		R-Unit Entry Doors					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					Total R-Unit Entry Doors:			\$0.00
5334		R-Patio Doors					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					Total R-Patio Doors:			\$0.00
5336		R-Garage Doors					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					Total R-Garage Doors:			\$0.00
5338		R-Siding, Trim & Flashing					Balance: \$19,622.45	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								19,622.45
					Total R-Siding, Trim & Flashing:			\$19,622.45
5340		R-Stucco					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					Total R-Stucco:			\$0.00
5342		R-Soffits & Fascia					Balance: \$0.00	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
					Total R-Soffits & Fascia:			\$0.00
5344		R-Chimneys & caps					Balance: \$0.00	



# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
						<b>Total R-Chimneys &amp; caps:</b>		<b>\$0.00</b>
<b>5346</b>		<b>R-Roofing</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
						<b>Total R-Roofing:</b>		<b>\$0.00</b>
<b>5348</b>		<b>R-Attics</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
						<b>Total R-Attics:</b>		<b>\$0.00</b>
<b>5350</b>		<b>R-Roofing Heating Cables</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
						<b>Total R-Roofing Heating Cables:</b>		<b>\$0.00</b>
<b>5352</b>		<b>R-Foundations</b>						<b>Balance: \$11,578.75</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/10/2017	7518	CENTAUR ENTERPRISES LTD	4207, AS PER QUOTE, FRONT DOOR AND WATERPROOFING	Bill	4207	881.40	0.00	12,460.15
10/20/2017	7521	GARRETT RESTORATION SERVICES LTD.	7127, FOR THE SUPPLY OF ALL LABOUR, MATERIAL AND EQUIPMENT TO COMPLETE REPAIRS AS PER QUOTE DATED AUGUST 25/17	Bill	7127	5,593.50	0.00	18,053.65
10/20/2017	7522	GARRETT RESTORATION SERVICES LTD.	7128, FOR THE SUPPLY OF ALL LABOUR, MATERIAL AND EQUIPMENT TO COMPLETE REPAIRS AS PER QUOTE DATED AUGUST 25/17	Bill	7128	2,237.40	0.00	20,291.05
						<b>Total R-Foundations:</b>		<b>\$20,291.05</b>
<b>5354</b>		<b>R-Parging, Brick &amp; Masonry</b>						<b>Balance: \$0.00</b>
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

**Total R-Parging, Brick & Masonry:** **\$0.00**

**5356 R-Garbage Rooms**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Garbage Rooms:** **\$0.00**

**5358 R-Pool & Area**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Pool & Area:** **\$0.00**

**5362 R-Condo Office**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Condo Office:** **\$0.00**

**5364 R-Site Office**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Site Office:** **\$0.00**

**5366 R-Common Rooms**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Common Rooms:** **\$0.00**

**5368 R-Whirlpool & Sauna**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

**Total R-Whirlpool & Sauna:** **\$0.00**

**5370 R-Parking Garage**

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
------	-----	--------	------	------	-----------	-------	--------	-----------------

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Total R-Parking Garage:							<b>\$0.00</b>	
<b>5372</b>	<b>R-Parking Carports</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total R-Parking Carports:							<b>\$0.00</b>	
<b>5374</b>	<b>R-Play Structure &amp; park area</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total R-Play Structure & park area:							<b>\$0.00</b>	
<b>5376</b>	<b>R-Gazebo</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total R-Gazebo:							<b>\$0.00</b>	
<b>5378</b>	<b>R-Landscaping</b>						<b>Balance: \$904.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								904.00
Total R-Landscaping:							<b>\$904.00</b>	
<b>5380</b>	<b>R-Tree Maintenance</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total R-Tree Maintenance:							<b>\$0.00</b>	
<b>5382</b>	<b>R-Fencing &amp; Hedges</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total R-Fencing & Hedges:							<b>\$0.00</b>	
<b>5384</b>	<b>R-Eavestrough &amp; Downspouts</b>						<b>Balance: \$0.00</b>	
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Total R-Eavestrough & Downspouts:							<b>\$0.00</b>	
<b>5386</b>	<b>R-Irrigation System</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Irrigation System:							<b>\$0.00</b>	
<b>5388</b>	<b>R-Asphalt &amp; Paving</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Asphalt & Paving:							<b>\$0.00</b>	
<b>5390</b>	<b>R-Exterior Concrete &amp; Interloc</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Exterior Concrete & Interloc:							<b>\$0.00</b>	
<b>5392</b>	<b>R-Signage &amp; CCTV</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Signage & CCTV:							<b>\$0.00</b>	
<b>5394</b>	<b>R-Loan Interest</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Loan Interest:							<b>\$0.00</b>	
<b>5396</b>	<b>R-Admin fees</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total R-Admin fees:							<b>\$0.00</b>	
<b>5402</b>	<b>General Maintenance</b>						<b>Balance: \$8,162.38</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
10/17/2017	7519	CENTAUR ENTERPRISES LTD	4339, CONCRETE BOLLARD REPAIR	Bill	4339	2,185.42	0.00	10,347.80

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

**Total General Maintenance:** **\$10,347.80**

### 5404 Supplies - general maintenance

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Supplies - general maintenance:** **\$0.00**

### 5406 Cleaning & Janitorial

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Cleaning & Janitorial:** **\$0.00**

### 5408 Supplies - cleaning & janitori

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Supplies - cleaning & janitori:** **\$0.00**

### 5410 Carpets & Flooring

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Carpets & Flooring:** **\$0.00**

### 5412 Electrical & Lighting

**Balance: (\$176.37)**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								(176.37)

**Total Electrical & Lighting:** **(\$176.37)**

### 5414 Plumbing Repairs

**Balance: \$1,060.59**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								1,060.59

**Total Plumbing Repairs:** **\$1,060.59**

### 5416 Underground Services

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

**Total Underground Services:** **\$0.00**

### 5418 Water Damage Repairs

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Water Damage Repairs:** **\$0.00**

### 5420 Painting & Caulking

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Painting & Caulking:** **\$0.00**

### 5422 Fire Protection & Equipment

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/2/2017	7523	INFRA RESTO	IR17269, COMPLETE INSPECTION FOR 3 FIRE HYDRANTS. COMPUTERIZED REPORT OF THE DEFICIENCIES ENCOUNTERED	Bill	IR17269	254.25	0.00	254.25

**Total Fire Protection & Equipment:** **\$254.25**

### 5424 Security Services & Monitoring

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Security Services & Monitoring:** **\$0.00**

### 5426 Balconies & Decks Maintenance

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Balconies & Decks Maintenance:** **\$0.00**

### 5428 Window/Skylight Cleaning & Rep

**Balance: \$0.00**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00

**Total Window/Skylight Cleaning & Rep:** **\$0.00**

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

### 5430 Entry Door/Patio Door Repairs

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Entry Door/Patio Door Repairs:								\$0.00

### 5432 Siding Cleaning & Repairs

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Siding Cleaning & Repairs:								\$0.00

### 5434 Vent / Duct Cleaning & Repairs

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Vent / Duct Cleaning & Repairs:								\$0.00

### 5436 Chimney Cleaning & Repairs

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Chimney Cleaning & Repairs:								\$0.00

### 5438 Roof & Attic Maintenance

Balance: \$0.00

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
								0.00
Total Roof & Attic Maintenance:								\$0.00

### 5440 General Repairs - Exterior

Balance: \$2,185.87

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
10/3/2017	7520	CENTAUR ENTERPRISES LTD	4284, UNIT 63: RE- SECURE LEFT SOFFIT AND J-TRIM AT LEFT HAND SIDE OF FRONT OF UNIT AND LOOSE SHINGLE AT RIGHT HAND SIDE OF MANSARD ROOF. UNIT 72: RE- SECURE AFFECTED FLASHING AND SEAL ALL AREA WITH CAULKING	Bill	4284	338.77	0.00	2,524.64
Total General Repairs - Exterior:								\$2,524.64

## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

<b>5442</b>	<b>Waste Management</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Waste Management:</b>								<b>\$0.00</b>
<b>5444</b>	<b>Pool Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Pool Maintenance:</b>								<b>\$0.00</b>
<b>5446</b>	<b>Whirlpool &amp; Sauna</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Whirlpool &amp; Sauna:</b>								<b>\$0.00</b>
<b>5448</b>	<b>Social, Meetings &amp; AGM</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Social, Meetings &amp; AGM:</b>								<b>\$0.00</b>
<b>5450</b>	<b>Common Room 2 repairs</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Common Room 2 repairs:</b>								<b>\$0.00</b>
<b>5452</b>	<b>Comon Room 3 repairs</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Comon Room 3 repairs:</b>								<b>\$0.00</b>
<b>5454</b>	<b>Condo Office Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b> 0.00
<b>Total Condo Office Maintenance:</b>								<b>\$0.00</b>



## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

<b>5456</b>	<b>Lobbies &amp; Entrances</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Lobbies &amp; Entrances:</b>								<b>\$0.00</b>
<b>5458</b>	<b>Remotes, Locks, Fobs &amp; Keys</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Remotes, Locks, Fobs &amp; Keys:</b>								<b>\$0.00</b>
<b>5460</b>	<b>Recovery : Remotes, Locks, Fob</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Recovery : Remotes, Locks, Fob:</b>								<b>\$0.00</b>
<b>5462</b>	<b>Parking Garage Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Parking Garage Maintenance:</b>								<b>\$0.00</b>
<b>5464</b>	<b>Garage Door Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Garage Door Maintenance:</b>								<b>\$0.00</b>
<b>5468</b>	<b>Lockers &amp; Storage</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
<b>Total Lockers &amp; Storage:</b>								<b>\$0.00</b>
<b>5470</b>	<b>Pest Control</b>						<b>Balance: \$423.75</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
10/3/2017	7524	REGIONEX CAPITAL PEST CONTROL	00330188, TREATED FOR THE CONTROL OF WASPS, UNIT 70-2063 JASMINE	Bill	00330188	84.75	0.00	508.50

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

10/5/2017	7525	REGIONEX CAPITAL PEST CONTROL	00330195, TREATED FOR THE CONTROL OF CARPENTER INSIDE AND OUTSIDE, UNIT 5-2051 JASMINE	Bill	00330195	169.50	0.00	678.00
Total Pest Control:								<b>\$678.00</b>
5472	Contingencies							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total Contingencies:								<b>\$0.00</b>
5502	R-Elevator Systems							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Elevator Systems:								<b>\$0.00</b>
5504	R-HVAC Systems							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-HVAC Systems:								<b>\$0.00</b>
5506	R-Emergency Generator							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Emergency Generator:								<b>\$0.00</b>
5508	R-Mechanical Equipment							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Mechanical Equipment:								<b>\$0.00</b>
5510	R-Intercom & Panel							Balance: \$0.00
Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance 0.00
Total R-Intercom & Panel:								<b>\$0.00</b>

## Carleton Condominium Corporation 22

### General Ledger Transactions

October 1, 2017 To October 31, 2017

<b>5602</b>	<b>Elevator Services 1</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
					<b>Total Elevator Services 1:</b>			<b>\$0.00</b>
<b>5604</b>	<b>Elevator Services 2</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
					<b>Total Elevator Services 2:</b>			<b>\$0.00</b>
<b>5606</b>	<b>HVAC System Service &amp; Maintena</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
					<b>Total HVAC System Service &amp; Maintena:</b>			<b>\$0.00</b>
<b>5608</b>	<b>Mechanical Equipment &amp; Generat</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
					<b>Total Mechanical Equipment &amp; Generat:</b>			<b>\$0.00</b>
<b>5610</b>	<b>Intercom &amp; Panel</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
					<b>Total Intercom &amp; Panel:</b>			<b>\$0.00</b>
<b>5642</b>	<b>Landscaping Services</b>						<b>Balance: \$17,586.55</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
10/2/2017	6729	Family Pride Landscaping and Maintenance	755134, SUMMER GROUNDS MAINTENANCE, OCTOBER 2017	Bill	755134	3,194.13	0.00	20,780.68
					<b>Total Landscaping Services:</b>			<b>\$20,780.68</b>
<b>5644</b>	<b>Tree Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00

# Carleton Condominium Corporation 22

## General Ledger Transactions

October 1, 2017 To October 31, 2017

Total Tree Maintenance:								<b>\$0.00</b>
<b>5646</b>	<b>Other Grounds Maintenance</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total Other Grounds Maintenance:								<b>\$0.00</b>
<b>5648</b>	<b>Eaves Cleaning &amp; Repairs</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total Eaves Cleaning & Repairs:								<b>\$0.00</b>
<b>5650</b>	<b>Irrigation System</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total Irrigation System:								<b>\$0.00</b>
<b>5652</b>	<b>Parking Control</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total Parking Control:								<b>\$0.00</b>
<b>5654</b>	<b>Parking Lot Maintenance</b>						<b>Balance: \$54.24</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								54.24
Total Parking Lot Maintenance:								<b>\$54.24</b>
<b>5656</b>	<b>Asphalt &amp; Paving</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00
Total Asphalt & Paving:								<b>\$0.00</b>
<b>5658</b>	<b>Fencing</b>						<b>Balance: \$0.00</b>	
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
								0.00



## Carleton Condominium Corporation 22

### Reconciliation Summary

1010 - Operating Bank Account, As of 10/31/2017

<b>Bank Statement Balance</b>		<b>\$100,082.92</b>
<b>Beginning Balance</b>		<b>\$138,872.87</b>
<b>Cleared Transactions</b>		
<b>Cheques and Payments - 26 items</b>	72,411.50	
<b>Deposits and Credits - 3 items</b>	33,621.55	
<b>Total Cleared Transactions</b>	-38,789.95	
<b>Cleared Balance</b>		<b>\$100,082.92</b>
<hr/>		
<b>Uncleared Transactions</b>		
<b>Cheques and Payments - 8 items</b>	4,310.08	
<b>Deposits and Credits - 0 items</b>	0.00	
<b>Total Uncleared Transactions</b>	-4,310.08	
<b>Register Balance as of 10/31/2017</b>		<b>\$95,772.84</b>
<hr/>		
<b>Plus/Minus</b>		<b>\$4,310.08</b>

## Carleton Condominium Corporation 22

### Reconciliation Summary

1110 - Reserve Bank Account, As of 10/31/2017

<b>Bank Statement Balance</b>		<b>\$268,987.99</b>
<b>Beginning Balance</b>		<b>\$216,415.66</b>
<b>Cleared Transactions</b>		
<b>Cheques and Payments - 1 item</b>	11.56	
<b>Deposits and Credits - 3 items</b>	52,583.89	
<b>Total Cleared Transactions</b>	52,572.33	
<b>Cleared Balance</b>		<b>\$268,987.99</b>
<hr/>		
<b>Uncleared Transactions</b>		
<b>Cheques and Payments - 1 item</b>	1,603.11	
<b>Deposits and Credits - 0 items</b>	0.00	
<b>Total Uncleared Transactions</b>	-1,603.11	
<b>Register Balance as of 10/31/2017</b>		<b>\$267,384.88</b>
<hr/>		
<b>Plus/Minus</b>		<b>\$1,603.11</b>



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

CARLETON CONDO CORP 22  
INTEGRAL PROPERTY MANAGEMENT  
277 SAINT-JOSEPH BLVD UNIT 200  
GATINEAU QC J8Y3Y2

**Statement Of:**  
Business Account

**Account Number:**  
50476 00908 16

**From:**  
Sep 29 2017

**To:**  
Oct 31 2017

### Account Summary for this Period:

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
26	\$72,044.52	3	\$33,254.57

### Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
09/29/2017	BALANCE FORWARD			138,872.87
10/02/2017	SD SETTLEMENT SD# 35667 FCN 0049 FCD 170929		25,793.52	164,666.39
10/02/2017	TRANSFER TO 61176 00149 15	5.56		164,660.83
10/03/2017	NIGHT DEPOSIT HULL QC 40931 001		7,403.69	172,064.52
10/03/2017	BILL PAYMENT CAPITAL INTEGRA	2,089.92		169,974.60
10/03/2017	CHQ 128 7228488599	85.61		169,888.99
10/04/2017	HYDRO BILL HYDRO OTTAWA	103.37		169,785.62
10/04/2017	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 35667 EFT RETURN	132.87		169,652.75
10/04/2017	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 35667 EFT RETURN	416.95		169,235.80
10/04/2017	SERVICE CHARGE SCOTIA DIRECT PAYMENT	52.24		169,183.56
10/10/2017	CHQ* 123 7120761856	926.60		168,256.96
10/12/2017	UTILITY BILL OTTAWA WATER	1,205.89		167,051.07

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
9	\$5,019.01	2	\$33,197.21





110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

**Statement Of:**

Business Account

**Account Number:**

50476 00908 16

**From:**

Sep 29 2017

**To:**

Oct 31 2017

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
10/12/2017	UTILITY BILL OTTAWA WATER	300.03		166,751.04
10/12/2017	UTILITY BILL OTTAWA WATER	1,045.85		165,705.19
10/12/2017	UTILITY BILL OTTAWA WATER	1,547.83		164,157.36
10/12/2017	UTILITY BILL OTTAWA WATER	676.54		163,480.82
10/12/2017	UTILITY BILL OTTAWA WATER	382.10		163,098.72
10/12/2017	UTILITY BILL OTTAWA WATER	922.74		162,175.98
10/12/2017	UTILITY BILL OTTAWA WATER	1,004.81		161,171.17
10/12/2017	UTILITY BILL OTTAWA WATER	1,159.10		160,012.07
10/12/2017	UTILITY BILL OTTAWA WATER	7.19		160,004.88
10/12/2017	UTILITY BILL OTTAWA WATER	758.60		159,246.28
10/12/2017	UTILITY BILL OTTAWA WATER	1,333.09		157,913.19
10/12/2017	UTILITY BILL OTTAWA WATER	1,251.02		156,662.17
10/12/2017	UTILITY BILL OTTAWA WATER	915.55		155,746.62
10/24/2017	TRANSFER TO 50476 00104 13	14,682.08		141,064.54
10/24/2017	TRANSFER TO 50476 00104 13	37,811.25		103,253.29
10/30/2017	CHQ 131 7220554633	3,194.13		100,059.16
10/31/2017	INTEREST CREDIT		57.36	100,116.52
10/31/2017	SERVICE CHARGE	33.60		100,082.92

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
17	\$67,025.51	1	\$57.36

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

---

**Statement Of:**

Business Account

**Account Number:**

50476 00908 16

**From:**

Sep 29 2017

**To:**

Oct 31 2017

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

GST Registration No. R105195598

® Registered trademark of The Bank of Nova Scotia



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

CARLETON CONDO CORP 22  
INTEGRAL PROPERTY MANAGEMENT  
277 SAINT-JOSEPH BLVD UNIT 200  
GATINEAU QC J8Y3Y2

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Business Account	50476 00104 13	Sep 29 2017	Oct 31 2017

### Account Summary for this Period:

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
2	\$11.56	3	\$52,583.89

### Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
09/29/2017	BALANCE FORWARD			216,415.66
10/02/2017	TRANSFER TO 61176 00149 15	5.56		216,410.10
10/24/2017	TRANSFER FROM 50476 00908 16		14,682.08	231,092.18
10/24/2017	TRANSFER FROM 50476 00908 16		37,811.25	268,903.43
10/31/2017	INTEREST CREDIT		90.56	268,993.99
10/31/2017	SERVICE CHARGE	6.00		268,987.99

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
2	\$11.56	3	\$52,583.89

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

GST Registration No. R105195598

® Registered trademark of The Bank of Nova Scotia

ACPC02 - 971

SWSTM11000\_4797394\_001 E D

00177



CCC #22

C/O INTEGRAL PROPERTY MGMT  
277 BOUL. ST. JOSEPH STE 200  
GATINEAU QC J8Y 3Y2

Account Number: **420-05914**

Account Type: Regular Account

For the Period: **October 1 to 31, 2017**

Last Statement: September 29, 2017

**Address Information**

21st Floor, Tower 2  
Constitution Sq, 350 Albert St  
Ottawa, ON  
K1R 1A4

Phone: (613) 563-0991

Website: [www.scotiawealthmanagement.com](http://www.scotiawealthmanagement.com)

Branch Manager: Scott Miller


**Your Wealth Advisors**

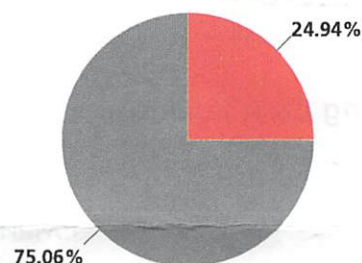
Mark Gawargy  
Angela Temidire

(613) 782-6733  
(613) 782-6763

**CANADIAN Account Overview**

Currency: CANADIAN DOLLAR

Asset Class Summary	Oct. 31, 2017 Market Value	% of Total Assets
<span style="color: red;">■</span> <b>Cash</b>	104,500	24.94
<span style="color: gray;">■</span> <b>Cash Equivalent</b>	314,402	75.06
<b>Total Value of Account</b>	<b>\$418,902</b>	<b>100.00</b>
Total Value on Last Statement, September 29, 2017	\$418,471	



## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Cash</b>						
CASH						104,500
<b>Total Cash</b>						<b>\$104,500</b>
<b>Cash Equivalent</b>						
CASH	ADSB INVESTMENT SAVINGS ACCOUNT (500)	23,263.902	10.000	232,639	10.000	232,639
CASH	NBI ALTAMIRA CASHPERFORMER ACCOUNT (NBC) SERIES A (100)	81,763.27	1.000	81,763	1.000	81,763
<b>Total Cash Equivalent</b>						<b>\$314,402</b>
<b>Total Account Holdings</b>				<b>\$418,902</b>		<b>\$418,902</b>

The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
<b>Opening Cash Balance</b>						<b>\$104,500.00</b>
Oct. 02, 2017	CASH	DIVIDEND	ALTAMIRA HIGH INTEREST CASHPERFORMER (100) REINVEST 09/29/17 @ \$1.0000 PLUS FRACTIONS OF 0.110 BOOK VALUE \$61.11	61		
Oct. 02, 2017	CASH	DIVIDEND	HOLLIS INVESTMENT SAVINGS ACCOUNT (500) REINVEST 09/29/17 @ \$10.0000 PLUS FRACTIONS OF 0.013 BOOK VALUE \$200.13	20		
Oct. 30, 2017	CASH	DIVIDEND	ADSB INVESTMENT SAVINGS ACCOUNT (500) REINVEST 10/27/17 @ \$10.0000 PLUS FRACTIONS OF 0.941 BOOK VALUE \$169.41	16		

## Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
------	------	----------	-------------	----------	-------	-----------------

**Closing Cash Balance**

**\$104,500.00**

## Summary

### Income Summary

	This Period	Year-to-Date
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>

## Go Paperless – with **Scotia Online!**



ScotiaMcLeod clients can choose paperless record keeping within **Scotia Online**. Receive monthly statements, trade confirmations, mutual fund prospectuses and annual trading summaries all within the secure environment of your **Scotia Online** account.

To learn more about the ScotiaMcLeod services and features available through **Scotia Online**, please contact your advisor or member of their team.

## A Note From ScotiaMcLeod

### Auditor's Message

Our auditors, KPMG LLP, are presently engaged in the examination of our year-end financial statements. Please compare this statement against your records and advise our auditors of any discrepancies: Shareholders' Auditors, Attention: Artie Novikov, SCI Audit Team, Bay Adelaide Centre, 333 Bay Street - Suite 4600, Toronto, ON, M5H 2S5, Canada, fax at (416) 777-8818 or email: [scotiacapitalconfirm@kpmg.ca](mailto:scotiacapitalconfirm@kpmg.ca).



#### Terms and Conditions

Terms and Conditions are applicable to your account(s). For further details of these terms and conditions go on-line or speak to your Investment Advisor.  
<http://www.scotiabank.com/ca/common/pdf/scotiamcleod/TandC.pdf>

#### Average Cost & Adjusted Book Value

Adjusted book value is average cost times the number of shares that you hold of a security. The average cost and adjusted book value displayed on this statement may represent: 1) your total cost, including commission and fees, of acquiring the security, 2) the value at the time the security was transferred into the account, 3) the effect of subsequently re-invested dividends and/or mutual fund distributions, 4) revisions as a result of security reorganizations and other corporate actions, 5) values which you have provided and requested that we reflect, or a combination of the foregoing. A statement message will advise you that an adjustment has been made in the month it occurs. This information has been calculated to the best of our ability unless provided by you. This information should not be used for the purposes of tax reporting.

#### Statement Frequency

Statements are issued whenever there has been activity in the account during the past month; otherwise statements are issued on a quarterly basis.

#### Relationship with TMX Group Limited

Scotia Capital Inc. (or an affiliate thereof) owns or controls an equity interest in TMX Group Limited ("TMX") (and has a nominee director serving on the board thereof). As such, Scotia Capital Inc. may be considered to have an economic interest in the listing of securities on an exchange owned or operated by TMX, including the Toronto Stock Exchange, the TSX Venture Exchange and the Alpha Exchange. No person or company is required to obtain products or services from TMX or its affiliates as a condition of Scotia Capital Inc. supplying or continuing to supply a product or service.

#### Leverage / Margin Risk Disclosure Statement

The use of leverage may not be suitable for all investors. Using borrowed money (whether through a margin account or any other method of borrowing) to finance the purchase of securities involves greater risk than using cash resources only. If you borrow money to purchase securities, your responsibility to repay the loan and pay interest as required by its terms remains the same even if the value of the securities purchased declines.

#### Wealth Advisor Information

Details of the individual representative who accepted your order(s) are available upon request. Please contact the Branch Manager.

#### Cash Balances

This section shows the balance in your account, including all transactions that have settled. A debit balance is indicated by "-" and represents an amount owed to Scotia Capital Inc. ("ScotiaMcLeod"). Free credit balances in Regular accounts represent funds payable on demand which, although properly recorded in our books, are not segregated and may be used in the conduct of our business. Cash balances in Registered accounts are held in trust by the trustee.

#### Asset Class Summary

Asset classes you hold will be displayed under the Asset Class Summary section in the statement. Only the asset classes of securities you hold in your account will be displayed on your statement. The classification "Other" includes Principal Protected Notes, Principal at Risk Notes, and some Exempt Market products. Please speak directly with your Wealth Advisor to ensure you understand the products held in your account. The term "Total Value of Account" refers to the total market value of priced securities within your account, by currency, including cash balances at the close of the date indicated.

#### Income Summary (Regular Accounts Only)

Dividend and/or interest income that has been credited to your account this month and year-to-date are summarized in this section. Accrued or deemed interest on debt or discount securities purchased or sold is not included.

#### Payment Information (RIF and LIF Accounts Only)

The information displayed reflects our records as of the statement date. Minimum Annual Payment refers to the minimum annual amount required from your RRIF account by Canada Revenue Agency. If, according to our records, you have elected to receive an annual amount greater than the minimum payment, then this amount will be displayed as the Elected Payment Amount. Withholding tax will be charged for amounts withdrawn in excess of the Minimum Annual Payment. The Year to Date Payment amount displayed is the total amount of the payments sent to you, after withholding tax has been deducted, if applicable.

#### Monthly Activity

This section shows all the activity in your account during the month. The Date column refers to the settlement date in the case of executed trades, or processing date in the case of other entries. Direct Funds Transfers made to your account on the last business day of the month may not appear on your month end statement until the following month.

#### Short Account

Proceeds from declared short sales have been segregated into a SHORT account and market increases and/or decreases from the original sale price are marked to the market. Such increases and or decreases are transferred to your margin account weekly. Transfers are reflected with the description "Mark to Market."

#### Details of Your Account Holdings

The market valuation information has been obtained from sources believed to be reliable; however, we cannot guarantee their accuracy. Our best efforts have been made to price all securities; however, in some circumstances, we may be unable to obtain valuations. A current market quotation can be made available upon request.

#### Segregated Quantity

Securities regulations stipulate that all fully paid and excess margin securities must be promptly segregated and are not available for use in the general conduct of our business. All security positions displayed under the account holdings section are segregated unless otherwise indicated. Should there be a security in which the account holds a portion of the quantity segregated and a portion registered in your name, this will be indicated under the security description column.

#### Remuneration for Order Flow

In connection with certain trades in securities that are executed for you in the U.S. marketplace, ScotiaMcLeod will receive remuneration for directing orders to a particular broker-dealer or market center for execution. The source and amount of any such remuneration received by ScotiaMcLeod in connection with any transaction executed on your behalf shall be disclosed to you upon request.

#### Member - Canadian Investor Protection Fund

Customers' accounts are protected by the Canadian Investor Protection Fund within specified limits. A brochure describing the nature and limits of coverage is available upon request.

#### Endnotes

1. There has been an adjustment made to this book value during the statement period.
2. There is no active market for this investment, and therefore the market value has been estimated.
3. There is no active market for this investment, and the market value cannot be determined.
4. If this position is sold, a sales charge may be applied to the proceeds.
5. Some or all of the book value of this position has been determined using a market value calculation.
6. The book value of this position cannot be determined.

#### Other Information

Employees of The Bank of Nova Scotia ("Scotiabank") and/or ScotiaMcLeod are not authorized to provide tax or legal advice. Please consult your accountant or lawyer on such matters.

The financial statement of Scotiabank and Scotia Capital Inc. as at the close of the last financial year and a current list of directors and officers will be furnished upon request. Clients in British Columbia are entitled to certain additional information about ScotiaMcLeod, including information about commissions and fees that we charge, and about any administrative proceedings that may relate to the firm or its staff.

This statement reflects all obligations of the firm to you. Please examine this statement of account promptly. Any errors or omissions or unauthorized discretionary transactions must be reported in writing within 60 days as of the date of this statement to: Director, Compliance Department, 1 Adelaide Street East, 7th floor, Toronto, Ontario, Canada M5C 2V9 or you will be precluded from asserting that errors or omissions have occurred.

T: 1-800-377-0065 F: 416-350-3088  
 em:scotiamcleodcomplaints@scotiabank.com

#### Code Information

<b>Code:</b>	Nonvot	Resvot	Subvot
<b>Definition:</b>	Non-voting	Restricted Voting	Subordinate voting

Unit 33 – 2065 Jasmine Crescent  
Gloucester, Ont, K1J7W2

Oct 27, 2017

Capital Integral Property Management  
904 Lady Ellen Place  
Ottawa, Ontario  
K1Z5L5

Attention: Barbara Ravanelli  
Property Manger

We are very relieved that the foundation is finally fixed correctly but once again we are left with a damaged basement.

We are writing the board members this letter so everyone can understand the facts. As previously mention, we reported this crack back in 1998 where the board attempted to repair the crack in the foundation with a urethane injection.. Soon after this was fixed we reported to the Condo board that this “so called fix” did not work. This was after having our basement redone. We came to find out this was a temporary fix AKA known as “band-aid Job” after the basement crack started leaking again.

Instead of doing the job properly and digging up the foundation, they tore our basement apart again to do another urethane injection. Once again this did not work.

In 2004 we had another Company come in again and reported it was still leaking. What ever fixes they tried to do.....the leaking continued.

We want people to understand the dynamics of this leak. It takes a certain amount of rain for it to appear, what is now called Hydraulic Pressure. Anything over 30 mm of rain and it would start to leak. The last Company assured us that the basement was no longer leaking due to their own opinion

After the Insurance rebuilt our basement for the third time we soon realized that this “band-aid” job did not work once again.

The Condo Board told us once again that the basement had to be torn apart. We explained to the Board that we would not be taking the basement apart for the 4<sup>th</sup> time, but would put access holes in the wall that provide visual inspection where the leak was coming from. The was documented thoroughly and we explained to the board that the basement had to be dug up from the outside and repaired properly. A lengthy writing campaign began explaining what was going on. The board insisted that if the walls were not taken down they would not send someone in to take a look at the leak.



I hope the new Board Members can understand our frustrations mentioned in the above letter it would be too overwhelming right now to explain what we have gone through, and now is not the right time.

If this leak was fixed properly from the beginning, none of this would have happened. We wrote many letters explaining this, but it always seemed to fall on deaf ears. The foundation is the Condos responsibility to fix properly, but this was never done until Oct 16, 2017.

As a homeowner we would have fixed this immediately to stop the damages, loss and frustration, but unfortunately we could not repair it ourselves due to the rules of the Condo.

As stated, our Insurance no longer covers these damages. Surely the Condo has insurance for such a problem. We are not asking for pain & suffering that we have endured over the years, we are simply asking for what is fair.

We are looking for an easy and positive response on dealing with this matter and fixing our basement.

We are hoping that the information we have given the new board members that they can come to a decision without having to circumvent this to other parties, and realize that this is the Condo boards responsibility.

Our basement has been destroyed since August 4<sup>th</sup> where we have not been able to use it. We are hoping for a quick reply to our letter on how the board is going to address this letter.

We are enclosing 3 quotes for the repairs of our basement, and if the Condo would like to have their own people come in and give a quote we encourage you to do so to speed up this process.

  
Karen & Stephen Daly

Stephen MacQuarrie

613-741-1308

---

## **Quote for Basement Renovation**

---

Prepared for: Steven MacQuarrie

9261761 Canada Inc.

Date: August 28<sup>th</sup> 2017

HST No: 801955588RT0001

Address: 2065 Jasmine Cr. Unit 33

### **Details of work:**

- Re frame approx. 18 Lineal ft. of 2x3 wall
- Insulate one wall using two layers of 2" ridged insulation approx. 10' in length c/w vapour barrier
- Insulate using R12 batt insulation on another wall approx. 8' in length c/w vapour barrier
- Amend bulkhead and re frame as needed
- Re board using ½ drywall c/w 3 coats of drywall mud, sanded and primed
- Re-paint to match existing (two coats)
- Repair subfloor in corner as needed, the rest is O.K.
- Remove approximately 265 sq. ft. of laminate flooring
- Remove existing quarter round and baseboard.
- Install 300 Sq. ft. of laminate flooring c/w underlay (allowance cost of \$2.50 for floor and underlay)
- Re install existing quarter round and baseboard
- Re-paint baseboard (1 Coat of semi-gloss white)

### **General Notes:**

- Contractor is fully insured with \$5,000,000 liability
- Contractor responsible to remove all debris from worksite

**Total Price of all materials and labour \$3,950**

**Tax: \$513.50**

**Total: \$4463.50**



Phone: (613) 282-0740  
Email:  
sales@ottawabasementrenos.com

1130 Mill St.  
Manotick, ON

---

**\*\*Please Make All Cheques Payable to 9261761 Canada INC.\*\***



**Handyman**  
CONNECTION

## Quotation

Aug 30, 2017

**Prepared for:**

**STEVE MACQUARRY / KAREN DALY**  
33-265 JASMINE CRESC *INSURED*

GLOUCESTER, ON

Tel: 613-859-9949

mac\_82mustang@hotmail.com

**Prepared by:**

**Daniel McGarry (Senior Project Manager)**

1550B Chatelain Ave

Ottawa, ON K1J 9H8

MOBILE 613.401.6549

OFFICE 613.723.5021

dmcgarry@handymanconnection.com

### Project Overview:

Steve MacQuarry has requested a quotation to repair / rebuild a section of his basement due to a water breach restoration removal.

# WATER BREACH RETURN TO ORIGINAL REBUILD



2015-2016 CANADIAN  
HOMEOWNERS  
PROTECTION AWARD



## **DISPLACE EFFECTS (H485E0P0M0)**

### **PREPARE WORK AREA**

- ENTRY PREPARATION DROPSHEETS / RUNNERS (h166)
- TEMPORARILY MOVE EFFECTS COVER EFFECTS (h391)

## **DEMOLITION / REMOVAL(H673E0P0M0)**

### **REMOVE EXISTING LAMINATE FLOORING**

- REMOVE FLOORING REC ROOM / HALL (h473)
  - @ 270 SQ FT
- REMOVE DEBRIS FROM PROPERTY (h277)



WE STAND BY OUR  
WORK & GUARANTEE  
YOUR RESULTS



**Handyman**  
CONNECTION

**WALL REPAIR (COMMON WALL) (H1362E0P0M28732)**

- @ 10' X 7'
- INSTALL @ 4" STYRO INSULATION (h268M13992)
- BUILD WALL 2" X 3" (16" oc) (h361M5621)
- RE - POSITION ELECTRICAL BOX (h132M031)
- INSTALL 6 MIL POLY WHERE REQUIRED (h166M2861)
- INSTALL 1/2" REGULAR SHEETROCK (h253M4271)
- TAPE / FLOAT / SAND (h427M2224)





**Handyman**  
CONNECTION

## **WALL REPAIR (H756E0P0M4214)**

- @ 8' X 7'

- INSTALL 6 MIL POLY WHERE REQUIRED

(h166M034)

- INSTALL 1/2" REGULAR SHEETROCK

(h253M4272)

- TAPE / FLOAT / SAND

(h427M062)

## **BULKHEAD REPAIR (H492E0P0M2139)**

- RE- FRAME BULKHEAD

(h199M672)

- INSTALL 1/2" REGULAR SHEETROCK

(h123M1242)

- INSTALL PAPER CORNERBEAD

(h189M342)

- TAPE / FLOAT / SAND

(h127M091)



WE'LL GUARANTEE  
YOUR HOME  
FOR 10 YEARS



**Handyman**  
CONNECTION

## **FLOOR REPAIR (H1726E0P0M51531)**

- @ 4'X4'
- INSTALL 6 MIL POLY (h155m021)
- REPLACE EXISTING PLYWOOD (h264m237)
- INSTALL NEW LAMINATE FLOORING
  - @ 270 SQ FT (h1455m51382)

## **PAINT (H1252E0P0M23941)**

- PAINT AFFECTED WALLS
  - @134 SQ FT (h432m12292)
- PAINT AFFECTED CEILING
  - @ 270 SQ FT (h852m11794)



WE DO IT ALL  
WE DO IT RIGHT  
WE DO IT FAST



HOME IMPROVEMENTS - DONE RIGHT. DONE QUICK. GUARANTEED.™

1.800.88.HANDY

WWW.HANDYMANCONNECTION.COM



**Handyman**  
CONNECTION

For above LABOUR work:	\$4774.50
SUMMER PROMO DISCOUNT	(-\$400)
LABOUR SUBTOTAL	\$4374.00
LABOUR HST	\$568.69
<b>LABOUR TOTAL</b>	<b>\$4943.19</b>
MATERIAL SUBTOTAL	\$1104.00
MATERIAL HST	\$143.52
<b>MATERIAL TOTAL</b>	<b>\$1247.52</b>
<b>GRAND TOTAL INC'S TAX</b>	<b>\$6190.71</b>

## Project Craftsmen

PROJECT MANAGER

DANIEL MCGARRY

CRAFTSMAN / TRADESMAN

TBD





**Handyman**  
CONNECTION

## Conditions

1. This quote is based on having reasonable access to the work site, as arranged between the customer and Handyman Connection's contractor.
2. This price is for labour AND MATERIALS
3. The start-up and finish dates are to be determined.
4. All outstanding monies are due upon completion of the work.
5. Final job price does not include labour and material for unforeseen problems that may occur. Any extra work will be discussed and priced separately.
6. There are currently no known pre-existing conditions.
7. Garbage disposal will be carried out by the client unless otherwise specified.

## FEE SCHEDULE

TBD



MEMBER SINCE 1998  
100% SATISFACTION GUARANTEE



**Handyman**  
CONNECTION

## Guarantee

Handyman Connection offers a **one-year, written warranty** (30 days on plumbing). This guarantee becomes effective when your final cheque (made payable to Handyman Connection) or final credit card transaction has been deposited and credited to our account. There are no other guarantees expressed or implied, and there is no liability for consequential damages of any kind. Guarantee is for labour only and is limited to the actual amount of this invoice. Materials are not included. Any problems due to ground shifting will not be covered by warranty. At the discretion of Handyman Connection all services performed under this guarantee will be performed by the Handyman Connection craftsman named on this invoice or another contractor of our choosing.

## References

Handyman Connection references are available from the BBB, where we have an A+ rating, which is the highest available and from our own website where you can read a number of our Customer testimonials at <http://ottawa.handymanconnection.com>

## Insurance

All THP (Total Home Protection) registered projects are covered by \$5,000,000 Liability Insurance.



# OakWood

Renovation Experts

Ottawa's only Mike Holmes approved Renovator

OakWood Renovation Experts  
is pleased to provide this **QuickQuote™** to:

Stephen MacQuarrie

*KAREN Daly INSURED*

**QuickQuote Date:** October 06, 2017  
**QuickQuote Proposal #:** OAK-00007768  
**Site Address:** 2065 Jasmine Crescent House 33 Gloucester, Ontario K1J 7W2 Canada  
**Your Project Consultant:** Melissa Cleaver  
**Direct Phone:** (613) 835-9000 120  
**Email:** mcleaver@oakwood.ca



## Your QuickQuote Includes

Introduction .....	4
Project Information & Location .....	5
Project Summary .....	6
Inspiration .....	6
High level Summary .....	7
INITIAL PROJECT REQUIREMENTS .....	7
PROJECT PREPARATION & MANAGEMENT .....	7
Project Preparation .....	7
Site Protection .....	7
Site Safety .....	7
Project Management System .....	8
SITework FEATURES .....	8
SITE CLEANUP & DISPOSAL .....	8
DISPOSAL .....	8
SITE CLEAN .....	8
ROOM DETAILS & FINISHES .....	8
INTERIOR DEMOLITION .....	8
General Demolition (Detailed) .....	8
FRAMING & INSULATION .....	9
Basement Framing Tradework .....	9
Wall Drywall and Paint .....	9
Baseboard & Shoe Moulding .....	9
FLOOR BASEMENT .....	9
Engineered Subfloor Panels .....	9
LVT Plank Flooring - Floating Installation .....	10
Floor Leveling (Condition) .....	10
ADDITIONAL CLIENT DETAILS .....	10
CLIENT SITE INSTRUCTIONS .....	10
Important Client Information .....	10
Items Supplied By Client .....	10
EXCLUSIVE OFFERS .....	11

<b>Randall's - Exclusive .....</b>	<b>11</b>
<b>Mike Holmes - Approved .....</b>	<b>11</b>
<b>Investment Range for your Renovation .....</b>	<b>12</b>
<b>Automatically included in your QuickQuote .....</b>	<b>12</b>
<b>How we'll Work with You - What to Expect .....</b>	<b>13</b>
<b>What's Next?.....</b>	<b>14</b>
<b>Closing .....</b>	<b>15</b>
<b>Why You Can Trust OakWood Renovation Experts .....</b>	<b>16</b>
<b>Hundreds of Testimonials .....</b>	<b>17</b>
<b>Agreement to Move Forward .....</b>	<b>18</b>

## Introduction

Thank you for giving OakWood an opportunity to discuss your renovation plans and provide this QuickQuote.

**As discussed, our QuickQuote provides a:**

- Fixed-price for cabinetry** – supplied by Seriös, an OakWood owned business
- Scope of work** and how OakWood will work with you
- Realistic investment range** for your project

**Accurate to within 2% to 4% for the scope of work quoted**

Our QuickQuote is based on OakWood's database of over 7,100 successful projects completed over the past 60 years. We also use *RS Means Cost Data* – the most trusted independent source of construction data in North America.

Using many years of projects with similar requirements in the OakWood database, combined with *RS Means* data, enables us to give you an estimate that is expected to be accurate to within 2% to 4% for the scope of work quoted. The final fixed-price agreement with all your final selections will be provided before any work begins.

**Why a range and not a specific cost now?**

A final fixed-price cannot be provided by anyone until you have gone through the design stage and/or made your final material selections. At this stage, even you do not yet know the final material selections so it is impossible for any Builder to claim they know.

That's why we recommend our QuickQuote. It is fast, very accurate using historical data and placeholder selections that will be swapped out with your final selections. QuickQuote enables you to get to the next step and into our production queue with a modest deposit right now.

**A name you can trust**

When you choose OakWood, you are getting Ottawa's highest rated Renovator and Ottawa's only Mike Holmes approved Renovator. That means you can trust us to do your renovation right: high quality and on-budget.

You may also be interested to know that OakWood uses the most eco-friendly construction methods in the industry – nothing goes to the landfill and any reusable materials from your project will be donated to Habit for Humanity and given to families in need.

**Let's get started!**

We are ready to move forward with you today with a signed agreement and take the next step towards making your renovation plans a reality!

Sincerely,

!!### & \$' (

**Project Consultant**  
**OakWood Renovation Expert**

## Project Information & Location

<b>Your QuickQuote Proposal #:</b>	OAK-00007768
<b>Date:</b>	October 06, 2017
<b>Created for:</b>	Stephen MacQuarrie

### Contact information:

<b>Home:</b>	
<b>Work:</b>	
<b>Mobile:</b>	(613) 859-9949 _____
<b>Email:</b>	mac_82mustang@hotmail.com

This QuickQuote is for a home renovation at the following location:

2065 Jasmine Crescent House 33  
Gloucester, Ontario  
K1J 7W2

### 4 Locations in Ottawa to serve you

#### **OakWood Design Centre & Showroom**

865 Taylor Creek Drive  
Ottawa, ON K4B 0Z9  
**613 236.8001**

[info@OakWood.ca](mailto:info@OakWood.ca)

[www.OakWoodRenovationExperts.ca](http://www.OakWoodRenovationExperts.ca)

#### **Presentation Centers (in Randall's)**

**Ottawa East (Orleans)** 2003 St. Joseph Blvd.  
**Ottawa Centre, Loft Showroom (Glebe)** 555 Bank St.  
**Ottawa West (Bells Corners)** 2120 Robertson Rd.

[www.OakWood.ca](http://www.OakWood.ca)



## Project Summary

The following summarizes the scope of work discussed for your renovation and includes the scope of work and a high-level summary of all materials and services provided by OakWood.

**Remove & Replace flooring; Repair 2 Walls**

## Inspiration

The following provides some preliminary inspiration for your renovation project. OakWood Renovation Experts offers a comprehensive 3D Concept Design service. Once we get into the Concept Design stage of your renovation, finish materials can be professionally coordinated and selected in our world class Design Centre to suit the exacting specifications of your project. Again, we wish to inspire conversation about your space so this is merely a starting point which leads into our full-blown Concept Design service.

## High level Summary

The following is a high level summary of the scope of work for your project. A final fixed-price agreement, reflecting all of your final decisions, will be provided following the design and material selection stage.

Name	Description	Model	Size	Picture	QTY
INITIAL PROJECT REQUIREMENTS					
PROJECT PREPARATION & MANAGEMENT					
Project Preparation					
Team-review	OakWood will Team-review the project with an on-site pre-construction conference ensuring project consultants, project managers, designers and office managers are all on the same page.				
Authorities	OakWood will contact all authorities for "call before you dig" procedures to locate existing exterior on-site services as required. All other locates will be performed at additional cost. Homeowner to notify contractor of special circumstances at the home.				
Working drawings review	Review drawings, ensure they are accurate final working drawings				
Site services	Locate workers washroom and water				
Site storage	Locate site storage area				
Site parking	Locate vehicle parking areas				
Sign	Install OakWood sign				
Safety requirements	Deliver safety bucket – fire extinguisher, first aid, Hospital maps, etc.				
Guidelines binder	Ministry of Labour and Workplace Safety guidelines provided in the onsite project binder				
Site Protection					
Benchmark Site Protection					
Floor Protection	OakWood will install floor protection materials in efforts to protect the existing floor (1/8" masonite hardboard 4' x 8' sheets taped together along walking pathway only, and rubber runners on stairs and canvas drop sheets in other work areas). Ultimately OakWood is not responsible for the existing floor. Dust protection is not automatically included unless specified. It can be added to your project at an additional charge.				
Site Protection (Conditional)	Please note that OakWood will make reasonable efforts to leave your home in a relatively clean state when it completes your project. In some instances, our clients are looking for a "white glove" cleaning at the end of the project. Many clients are comfortable with completing one final and thorough cleaning of their home following the completion of their project. Should you wish to have OakWood provide you with a professional house cleaning service it would be performed for you at an additional cost and would be addressed via our change order system.				
Site Safety					
Ministry of Health and Safety	The Ministry of Health and Safety have cracked down on construction sites in Ottawa. Most builders and renovators are not aware of the rules and regulations pertaining to the Ministry of Health and Safety. Even worse, most Owners are not aware of the MOL rules and that they are ultimately responsible for compliance including payment of fines. Avoiding regulations by, for example, removing asbestos illegally at night or on weekends could initiate a \$75,000 fine. An injury due to a negligent or misinformed Renovator will warrant a much higher fine. OakWood advocates following all the rules and managing your project professionally to protect you. Do it right...				
Workplace safety standards	OakWood will meet or exceed all workplace safety standards while on your property. Each site is different and demands different requirements to meet Ministry health and safety guidelines. OakWood will perform the following appropriate tasks as required, testing and remedial action; - Register proper paperwork with the Ministry of Health and Safety for the jobsite - included in proposal. - Post required site signage and provide proper paperwork with respect to injury prevention - included in proposal. - Provide samples of insulation, plaster and other suspect items for Laboratory testing for asbestos, if				

Name	Description	Model	Size	Picture	QTY
	<p>required, and forward results to the Ministry – included in proposal.</p> <ul style="list-style-type: none"> <li>- Provide a portable toilet to keep your home clean. This is invoiced at additional cost on a monthly basis for the full duration of the project until final payment is received by OakWood.</li> <li>- Provide job site fencing, for jobsite security or if required by the Ministry of Labour. This is invoiced at additional cost on a monthly basis for the full duration of the project until final payment is received by OakWood.</li> <li>- Jobsite fencing and toilet are priced once requirements are determined.</li> </ul>				
Comprehensive safety policy	OakWood has established a complete and comprehensive safety policy to help protect you, the homeowner; from litigation should an accident ever occur.				

#### Project Management System


Benchmark Project Management Service 8	<p>Fees associated with the service of a project management team both onsite and in the office to plan, schedule and monitor the project</p> <p>Package also includes:</p> <ul style="list-style-type: none"> <li>-1 Site visit with client per week.</li> <li>-Workday telephone and email contact as required.</li> <li>-Emergency contact.</li> </ul>				
--	--	--	--	--	--

### SITework FEATURES

#### SITE CLEANUP & DISPOSAL

##### DISPOSAL

##### Waste Disposal and/or Recycling

Disposal Bin drive-by (small pick-up)	To provide a demolition bin for the proper disposal of removed materials. Drive-by for a small load	Small pick-up		
Salvaging and/or Storing of wanted items	The Owner will need to identify to OakWood in writing which items you would like to save from the demolition area. OakWood does not warranty salvaged items. Items identified for salvaging may require additional cost to carefully uninstall and store the items.			

#### SITE CLEAN

##### Site Clean-up


Project Cleanliness	<p>OakWood will do everything we can to reduce the inconvenience with work area drop sheets and localized work area protection, but dust will still occur and will require your personal cleaning. OakWood will take the following specific steps to prepare, protect and respect your home;</p> <ul style="list-style-type: none"> <li>- Broom clean home at end of every day with major clean up at end of every week.</li> <li>- No-Go-Zones in your home where Trades and Workers cannot go so that the homeowner can keep their privacy.</li> <li>- Cleaning of street for municipality, cleaning of soils from street with shovel and coarse broom.</li> </ul>			
Professional Cleaning	The home will require professional cleaning after all construction work is completed which will be offered at additional cost to homeowner if requested.			




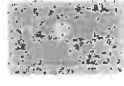




### ROOM DETAILS & FINISHES







#### INTERIOR DEMOLITION

##### General Demolition (Detailed)

Demo Laminate Floor	Remove & Dispose of one (1) layer of existing laminate flooring down to the original floor sheathing (please note if another layer of flooring is discovered underneath then removal of that floor would be presented as an additional cost)			
Demo Millwork/Trim	Remove & Dispose of the existing trim mouldings (baseboards, shoe moulding, casing, crown moulding) from walls.			
Demo Wall Drywall	Remove & Dispose of the existing drywall from the wall back to the studs.			

Name	Description	Model	Size	Picture	QTY
Demo Wall Insulation	Remove & Dispose of the existing wall insulation and vapour barrier.				
Demolition (Conditional)	Please note that some items can become damaged as a result of the vibrations caused by the demolition phase of your project. In order to minimize this risk OakWood encourages clients to remove finishes and furniture from rooms adjacent to the work areas. OakWood cannot take any responsibility for the condition of the existing items or for any client furnishings as they are to be removed from the work area prior to our arrival. Please be sure to remove all hanging objects from walls in adjacent rooms to protect them from falling. Any repairs to existing services or finishes in the adjacent rooms are not currently included in this price and would be addressed via our change order system at an additional cost.				
FRAMING & INSULATION					
Basement Framing Tradework					
All construction exceeds Code					
All construction exceeds Code	All framing and carpentry work will be installed as per the requirements of the Ontario Building Code. It is understood that new framing and carpentry work is included only in the work locations suggested. - Exterior walls are framed as required to meet the Ontario Building Code				
Bulkhead Framing					
Bulkhead Framing Materials	Bulkhead framing materials for beams and/or ductwork and/or plumbing				
Bulkhead Framing	Bulkhead framing for beams and/or ductwork and/or plumbing.				
Framing (Note)	*** Note: ***				
Frame Interior Walls					
Framing Interior Walls	Framing of interior walls (non-loadbearing).				
Interior Wall Framing Materials	Interior Wall Framing Materials - 2x4 kiln dried studs at 16" on center	8' high 2x4 wall			
Framing (Note)	All new framing required				
Wall Insulation & Thermal Barrier					
Basement Ext Walls: R20 Insulation Package (N)	Supply & Install 2" rigid foam insulation at perimeter wall of basement. Install vapour barrier and R-12 batt insulation.				
Insulation (Note)	Rigid Insulation on 10' exterior basement wall				
Fiberglass Batt R20 Insulation	Supply & Install fiberglass R20 batt insulation.				
Insulation (Note)	Fiberglass Insulation on 20' shared basement wall				
Wall Drywall and Paint					
Wall Drywall (N)	Supply & install paper-backed drywall surface - taped, plastered, sanded and ready for primer-sealer				
Wall Paint - (N)	One coat of primer sealer and two coats of paint on the walls; egg shell finish.				
Baseboard & Shoe Moulding					
Baseboard & Shoe Moulding	Baseboard & Shoe Moulding				
FLOOR BASEMENT					
Engineered Subfloor Panels					
Engineered Subfloor Panels	Supply engineered subfloor underlayment panels. Tongue and groove. Integrated moisture barrier.	23" x 23" x 7/8"			
Install T&G Subfloor Panels	Installation of engineered subfloor underlayment panels.				

Name	Description	Model	Size	Picture	QTY
<b>LVT Plank Flooring - Floating Installation</b>					
LVT Plank Flooring	Laminate click flooring, pre-finished from OakWood selections. The unit cost of \$4.50 a sqft is used as a budget and will vary based on final selection				
Installation of Laminate Flooring	Installation of laminate flooring - floating floor system				
Laminate underlayment	Laminate underlayment - accoustic underpad				
<b>Floor Leveling (Condition)</b>					
Floor Leveling (Condition)	Note that floor leveling is not included in this contract, if required then that would be assessed and presented as an additional cost.				
<b>ADDITIONAL CLIENT DETAILS</b>					
<b>CLIENT SITE INSTRUCTIONS</b>					
<b>Important Client Information</b>					
Timely Material Selections	In order for the project to maintain an arranged schedule, it is important that material selections are finalized before the project begins. Your Designer will provide guidance to help ensure your selections are completed in a timely manner. Once materials are selected and finalized they are processed for ordering and scheduling, therefore any changes to the initial selections may induce an additional charge in clerical and restocking fees, as well as a delay in schedule. Please note that if certain selections happen to be discontinued then they would have to be re-selected in a timely manner (difference in cost would be Invoiced or credited respectively).				
Furniture & Personal Possessions	Work area should be clear of any furnishings and personal possessions, to allow for adequate work space and to protect your items from damage. OakWood can help make arrangements for the removal and storage of these items. Please ask an associate for details.				
Pet Safety	In order to prevent any disruptions, we ask our Clients to confine or assure that their pets are not a distraction/disruption to the personnel who are working on site. We love pets, let's keep them safe.				
Secure Door Locks	We recommend to our Clients to have all exterior locks re-keyed at the end of the project, to preserve site security.				
<b>Items Supplied By Client</b>					
Client Supplied Materials	All client supplied materials and fixtures are to be on site prior to the start of the construction phase of your project. Failure to have all of these materials on hand may lead to additional charges due to potential re-work and/or the rescheduling of our trades.				
Professional House Cleaning	Professional house cleaning services are available at the end of the project. Check with your project consultant for details and pricing options.				
Duct Cleaning	Professional duct cleaning services can be sourced and arranged by OakWood at additional cost after construction has been completed.				

Name	Description	Model	Size	Picture	QTY
<b>EXCLUSIVE OFFERS</b>					
<b>Randall's - Exclusive</b>					
Quality Paint	To ensure the highest standards in the industry, OakWood uses Randall's paint products in all of our projects. An unlimited spectrum of colours and finishes are available and are chosen during your OakWood material selection process.				
Window Coverings	OakWood works together with Ottawa's leading window covering store with in-home service. Take advantage of the rewards of this great relationship.				
Handcrafted Furniture	Hand built furniture is still available in this day and age. Speak with either a Randall's Associate or OakWood Designer for details and special offers.				
VIP Discount Card	As an OakWood Client you will receive a Randall's VIP card which entitles you to a 10% discount off regular priced merchandise in the Store and an additional 5% off sale priced merchandise in the Store.				
<b>Mike Holmes - Approved</b>					
Product Approval	OakWood uses Mike Holmes approved products wherever suitable on your project to ensure durability, performance and quality.				
Inspection Services	Professional Holmes inspections services are available to all OakWood clients. Check with your project consultant for details and pricing options.				

## What's Next?

Our QuickQuote gives you an investment level that is expected to be accurate to within 2% to 4% for the scope of work quoted. The final fixed-price agreement that you will sign with OakWood following design and all material selections as well as confirmation of services will flush out all the details and leave you in control of the final design and material selections which dictate the final project price. That's what makes the OakWood QuickQuote such a powerful option.

To move forward with OakWood, your next step is:

### **SIGN AN INITIAL AGREEMENT**

This means your project will go into our production queue immediately. We will work with you to finalize all details leading to a final fixed-price agreement.

### **FULLQUOTE™**

OakWood can also provide you with a more detailed proposal that itemizes all finishes and materials. These would be considered placeholders (or allocations) pending your final design and material choices before signing our final fixed-price agreement. You can make changes or substitutions to get the exact products you want before your project goes into the production phase.

We generally recommend our FullQuote when you already have design plans completed and all materials selected.

If you choose to get a FullQuote, please keep in mind that this is simply a more detailed version of our QuickQuote. While this provides an itemized list of everything required to complete your renovation, any material choices are placeholders and allocations pending your final decision.

## Agreement to Move Forward

Thank you for choosing OakWood. This QuickQuote provides an investment range for your renovation project based on a defined scope of work and initial material selections. By signing this agreement to move forward with OakWood we can place your project into our scheduling queue to help you meet your project timeline.

The next step in our process is to finalize your design and material selections and prepare a final fixed-price agreement for your signature.

This QuickQuote is based on realistic placeholder material selections that reflect the quality and finishes that fit within your desired project investment level. This range is expected to be accurate unless you choose to change the scope of your project or make higher level product and finish choices during the design and material selection stage. If your selections change your investment level, we will discuss this in detail and help you make decisions that fit within your desired investment level. This will help ensure a more enjoyable and stress-free renovation project!

Your final decisions will be documented in a final fixed-price agreement following the design and material selection stage of your project (which is the price you will pay for your renovation unless you request a change in writing).

We look forward to working with you and welcoming you as an OakWood client.

Your non-refundable deposit is: \_\_\_\_\_

Witness our hand this

DAY

MONTH

YEAR

*Signed;*

**OakWood ('The Contractor')**

Agent of OakWood

\_\_\_\_\_  
Melissa Cleaver

**Owners Authorization**

Owner Sign

\_\_\_\_\_  
Stephen MacQuarrie

Owner Sign



## Investment Range for your Renovation

Your QuickQuote provides a realistic low to high investment range for completing a renovation with the scope of work you are planning: as well as the services and materials required or that you have already selected. No one knows the exact final price of your project – not even you - because the final design and material selections have not yet been made.

Using this OakWood system you will have full control over final pricing because you will determine the final design and materials that you select. The following includes a fixed-price for your large ticket items, with a low to high budget range for completing a renovation with the scope of work you are planning and materials anticipated.

### Investment Range for Your Complete Renovation

**\$8,437.58 to \$9,316.50**

**Note:**

The investment range excludes HST – All government tax rebates must be performed by the Client

You will receive a final fixed-price agreement based on your final design and material decisions and finishes; and exact measurements taken by OakWood

If you are comfortable with this investment range then lets finalize the paperwork and let me show you how we will work together

## Automatically included in your QuickQuote

<b>Fair price for quality work</b>	
<b>Best licensed trades professionals in the City – pre-screened by OakWood and guaranteed to be highly qualified, clean and certified</b>	
<b>Comprehensive OakWood backed warranty on all products and services that we provide with optional 3, 5, and 10 year warranties</b>	<b>2 Years</b>
<b>Eco-wise construction methods with reusable materials being donated to Habitat for Humanity or needy families</b>	
<b>An OakWood-Randall's VIP Discount Card entitling you to exclusive savings at Randall's stores</b>	
<b>Detailed precautions to protect your home (scheduled site clean-ups and no-go zones in your home)</b>	
<b>24-hour emergency hotline service</b>	
<b>Appropriate Insurance:</b>	
Full 5 Million Dollar Contractor 'All Risk' Insurance coverage	
Up to date Workers Compensation coverage for all employees	
All vehicle Insurance coverage is up to date	
Full clearance certificates for Workplace safety WSIB	
<b>Access to a world class Design Centre for material selections – rated best in Canada by CHBA</b>	
<b>The full power of OakWood on your side to ensure that your project is built right!</b>	



**RESERVE FUND STUDY**  
FOR  
**CARLETON CONDOMINIUM CORPORATION 22**



REPORT PREPARED FOR  
**CARLETON CONDOMINIUM CORPORATION 22**  
c/o Bridgeport Realty Management  
100 Argyle Avenue, Ottawa, Ontario

January 5, 2016

15460

# CONTENTS

## Page

<b>EXECUTIVE SUMMARY .....</b>	<b>ii</b>
<b>1.0 INTRODUCTION .....</b>	<b>1</b>
<b>2.0 STUDY OBJECTIVES .....</b>	<b>3</b>
<b>3.0 BACKGROUND INFORMATION .....</b>	<b>3</b>
<b>4.0 ASSUMPTIONS AND LIMITATIONS .....</b>	<b>3</b>
<b>5.0 GENERAL INFORMATION .....</b>	<b>4</b>
5.1 Determination of Repair/Replacement Costs .....	4
5.2 Forecasting .....	5
5.3 Spreadsheet .....	6
5.4 Management Planning Table .....	7
5.5 Notice of Future Funding of the Reserve Fund .....	7
<b>6.0 TECHNICAL AUDIT AND COSTING .....</b>	<b>8</b>
6.1 Site Services .....	8
6.2 Asphalt Pavement .....	9
6.3 Entrance Stairs .....	9
6.4 Exterior Concrete .....	10
6.5 Landscaping .....	10
6.6 Fencing .....	11
6.7 Foundation Walls .....	11
6.8 Window Wells .....	11
6.9 Masonry Veneer .....	12
6.10 Stucco .....	12
6.11 Siding, Trim & Flashing .....	12
6.12 Soffits & Fascia .....	13
6.13 Exterior Painting .....	13
6.14 Caulking .....	13
6.15 Windows, Patio Doors & Skylights .....	14
6.16 Doors .....	14
6.17 Shingles/Mansards .....	14
6.18 Eavestroughing & Downspouts .....	14
6.19 Attics .....	15
6.20 Chimney Stacks .....	15
6.21 Condominium Office Building .....	15
6.22 Exterior Lighting .....	16
6.23 Miscellaneous Items .....	16
<b>7.0 CONCLUSIONS AND RECOMMENDATIONS .....</b>	<b>17</b>
<b>APPENDIX A: SPREADSHEET FOR MAJOR REPAIR AND REPLACEMENT COSTS .....</b>	<b>A1</b>
<b>APPENDIX B: PHOTO REVIEW .....</b>	<b>B1</b>
<b>APPENDIX C: MANAGEMENT PLANNING TABLE .....</b>	<b>C1</b>
<b>APPENDIX D: NOTICE OF FUTURE FUNDING OF RESERVE FUND .....</b>	<b>D1</b>

## EXECUTIVE SUMMARY

Based on our visual examination of the property, it is our opinion that Carleton Condominium Corporation 22 is in satisfactory condition. A number of common elements will, however, require repairs or replacement over the 30-year horizon of this reserve fund study.

Based on our fiscal analysis and best current estimate, it is recommended that annual reserve fund contributions be increased to \$172,731 in fiscal year 2016/17. Increases in the annual contributions in fiscal years 2017/18 and all years thereafter are budgeted at 2.0% per year, which is our assumed yearly construction cost increase. This funding plan, in our opinion, will provide adequate funds to carry out necessary repair work and will provide a surplus which will be required in later years to pay for major capital expenditures anticipated beyond the time period examined in this Reserve Fund Study.

### Major Repair / Replacement Work

The following major repair/replacement work will be required over the next few years:

- Asphalt Pavement Reconstruction
- Asphalt Walkway Resurfacing
- Mansard Shingle Replacements
- Wood Fencing Replacement
- Precast Entry Steps Installation
- Stucco Replacement with Vinyl Siding
- Hardboard Replacement with Vinyl Siding

### Maintenance and Minor Repairs

The maintenance and minor repair items, which should be carried out on a periodic basis or as required using funds from the operating budget, are listed below:

- Valve Survey
- Landscaping
- Brick Veneer Repairs
- Exterior Painting

### Future Work

The following items are not expected to require repair or replacement within the 30-year scope of this study; however, it is likely that work will be required in the future. Budgeting for these items will commence as they approach the 30-year scope of the Reserve Fund Study:

- Sewer system repairs
- Site services repairs



# RESERVE FUND STUDY FOR CARLETON CONDOMINIUM CORPORATION 22

## 1.0 INTRODUCTION

The Board of Directors of Carleton Condominium Corporation 22 (CCC 22) commissioned Keller Engineering to inspect the common elements of its condominium complex and to prepare the following Reserve Fund Study. The work included the review of civil, structural, architectural, and exterior electrical common elements.

Carleton Condominium Corporation 22 is a 43-year old, 88-unit condominium complex containing of 13 blocks with 4 to 11 units per block. The building consists of cast-in-place concrete foundation walls with conventional wood-framed construction above grade. Exterior wall cladding consists of aluminum siding, hardwood siding, stucco, and masonry veneer. The roofing is comprised of asphalt shingles on mansard style roofs. The property, also known as Beaverhill Place is located at 2049-2069 Jasmine Crescent, in Ottawa, Ontario (See Fig. 1). A Key Plan is shown in Fig. 2.

■ commissioning of work

■ description of property

■ Location of CCC 22

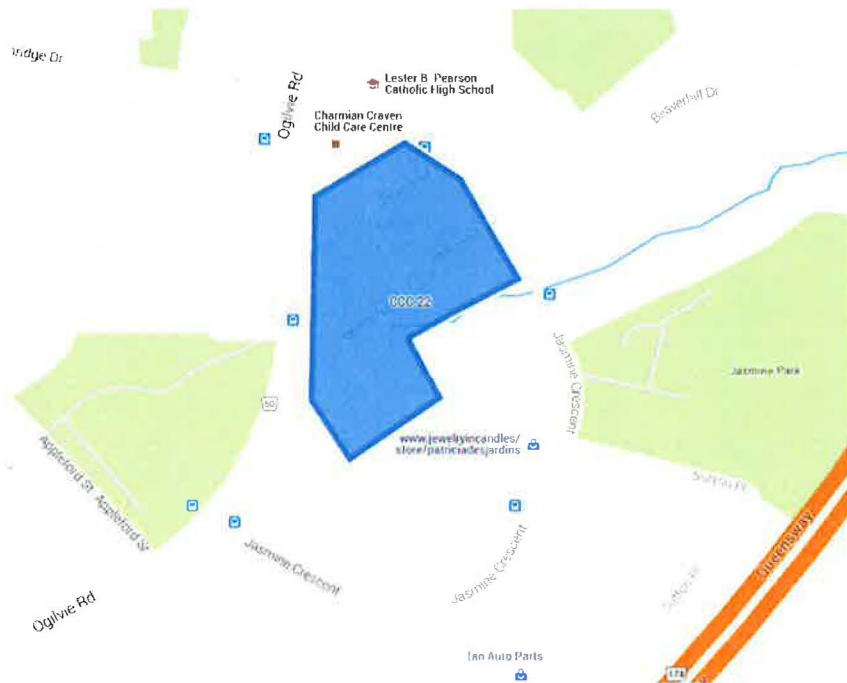


Fig. 1: Location Map

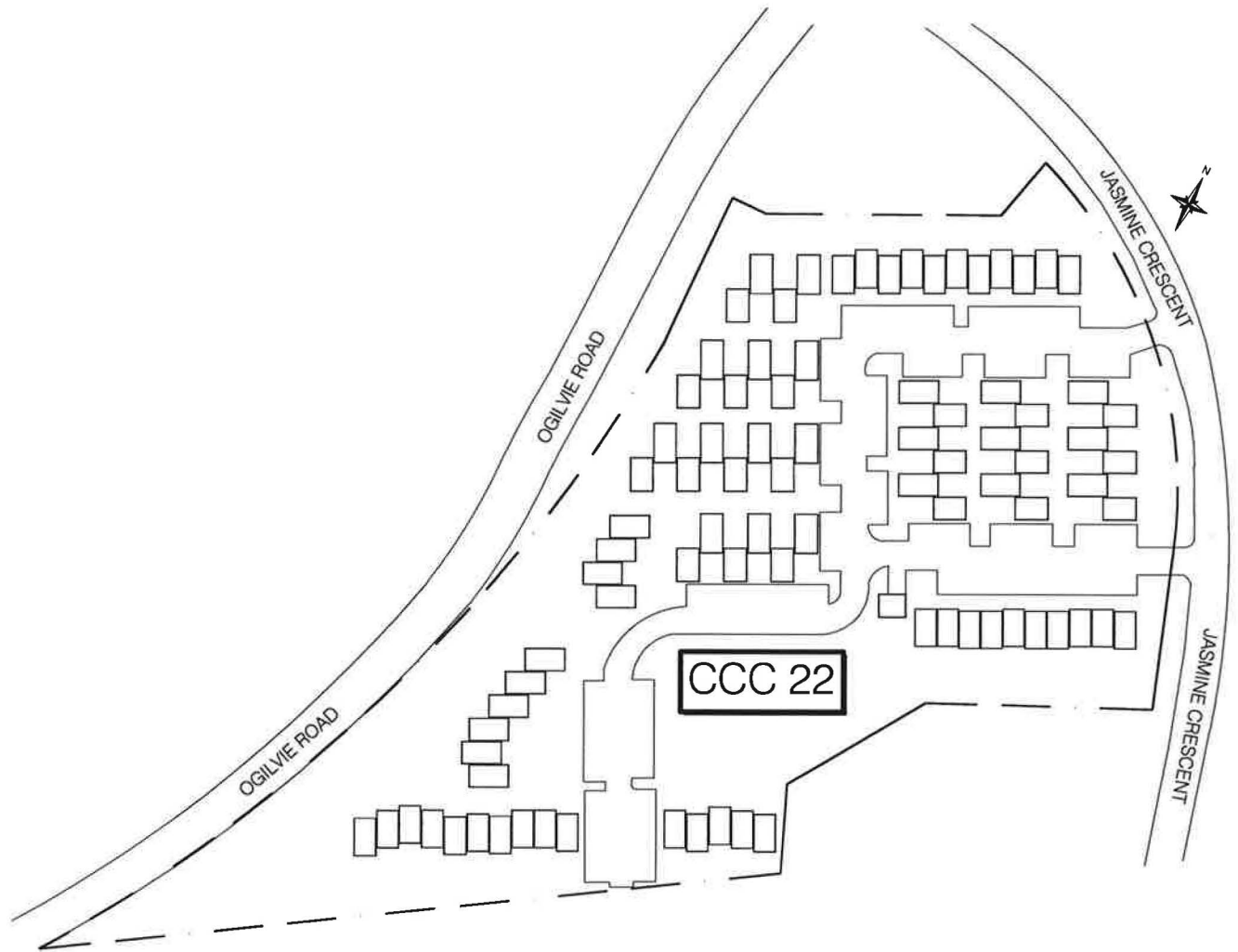


Fig. 2: Key Plan

## 2.0 STUDY OBJECTIVES

In accordance with 'The Condominium Act, 1998' and the associated Regulations, the purpose of this study is to determine whether the amount of money in the reserve fund and the amount of contributions collected by the Corporation are adequate to provide for the expected costs of major repairs and replacement of the common elements and assets of the Corporation. The Reserve Fund Study contains findings about the current conditions of the common elements and it tabulates major capital expenditure predictions over the next thirty years.

Although we recommend reserve fund contributions or funding levels as part of this Reserve Fund Study, within 120 days of receiving the study, it is the responsibility of the Board of Directors in consort with the Corporation's property management and financial advisors, to review the Reserve Fund Study and propose a plan for future funding of the reserve fund which the Board determines will ensure that the fund will be adequate for the purpose for which it was established.

Note that the most accepted interpretation of "adequate" funding is that the annual contributions can remain constant (increasing only by inflation) and that no special assessments are necessary.

Grace Period: Condominiums declared before May 5, 2001 have a 15-year "grace period" from the date of their first reserve fund study received under the current Act. For CCC 22, the fund will need to be "adequate" by 2018.

This Reserve Fund Study satisfies the requirements of a Comprehensive Study as outlined in Part IV of the Ontario Regulation 48/01, s. 28.

- major repairs and replacement planning

- establishment of reserve fund levels

- 15-year grace period

- class of reserve fund study

## 3.0 BACKGROUND INFORMATION

Background information was provided by Ms. Edi McCord, of Bridgeport Realty Management, Property Manager for CCC 22.

A site inspection was carried out on November 10, 2015, by Mr. Andrew Van Bakel, B.A.Sc. Civ. Eng. and Mr. Steve Christison, P.Eng., of Keller Engineering.

A previous Reserve Fund Study carried out by Keller Engineering was reviewed as part of the preparation of this Study.

## 4.0 ASSUMPTIONS AND LIMITATIONS

The accuracy of the discussions, conclusions and cost information contained in this study is limited to the extent of information available at this time. The assessment of the condition of the common property elements is based upon visual examination only. No destructive testing or performance monitoring was conducted.

- study limitations



Projections of building component life expectancy assume that the corporation and owners will provide good and timely periodic maintenance. The study does not make allowances for the effects of rare events such as flood, fire, lightning, explosions, etc.

Future cost projections for the repair or replacement of common element items is based on a set inflation rate taken as an average of past years construction price index, which is provided by Statistics Canada. Since it is difficult to determine the percentage increase on an item by item basis as market value increases may vary annually, the most accurate projection is provided by the previous year's average of the entire construction industry, extrapolated over the life span of the study.

It has been assumed that the expected standards of performance and appearance correspond to the current norm and that housing industry averages and manufacturers' published data on component life expectancy apply to this condominium.

## 5.0 GENERAL INFORMATION

### 5.1 Determination of Repair/Replacement Costs

The procedures for determining repair/replacement costs of the common property elements involve site inspections, quantity take-offs from drawings, cost calculations and a spreadsheet layout. These procedures are described in detail in this report.

First, a Technical Audit is performed to assess the general condition of the common elements. This site work also allows the determination of the type of repair or replacement work that will be required for each common element as well as the time period when such work will likely be required.

Once the type and quantity of repair/replacement work are known, the costs associated with such work are estimated. Keller Engineering has developed an extensive listing of unit costs for a wide variety of repair and replacement work involving all civil, structural, architectural, and exterior electrical elements that are typically included in Reserve Fund Studies. This listing was compiled using prices obtained from repair and replacement contracts in which Keller Engineering has been involved as well as from cost estimates provided by manufacturers, suppliers and contractors. For unique repair or replacement items, advice is generally obtained from a contractor with experience in the work of concern. In such cases, the contractor examines the work and prepares an estimate for our use in the Reserve Fund Study.

Further, to ensure that major repair/replacement work at the condominium complex is properly specified and carried out, it is strongly recommended, for most major projects, that an engineer with experience in the work of concern be hired to provide professional assistance. Engaging the services of a professional engineer should ensure that the work is properly specified, tendered, and executed. Engineering fees will often be a significant portion of the costs of a repair/replacement project.

■ assumptions

■ information sources and analysis

■ the Technical Audit

■ cost estimation

■ engineering fees paid from reserve fund



Engineering fees related to the common element repairs will be paid out of the reserve fund. Accordingly, a suitable allowance for engineering fees has been included in the spreadsheet where it is likely that the Board will require professional assistance in implementing the work. Engineering fees can range between 5% and 15% of the value of the construction work, depending on the extent and complexity of the work.

## 5.2 Forecasting

Capital expenditures for repair and replacement of building components have been forecasted in current dollars and the most probable fiscal years when these expenditures will be required have been set out in this report. Adjustments for construction cost increases as well as earned interest are automatically made to the spreadsheet and, since the annual fees are to be revised in the current year, the recommended contributions are also determined in current dollars. Beyond the current year, it is the Board's responsibility to ensure that the reserve fund contributions are in line with those outlined in the spreadsheet.

When an expense will be incurred depends on a number of factors, such as:

- i) The urgency of repair or replacement: Some building components, such as water supply, sanitary sewers or electricity distribution mains, must operate flawlessly at all times. Interruptions in their good functioning cannot be tolerated and repair costs for these items cannot be deferred.
- ii) The perceived importance of a repair or replacement: For example, caulking, paving or paint need not be repaired when the first blemish appears. The Board of Directors has considerable freedom to delay or advance the time when funds will be spent on these non-essential types of repairs to suit the demand from owners and the financial constraints of the Corporation's budget.

In most cases, expenses for each type of repair have been budgeted for the specific fiscal year in which the repair or replacement will likely be required. Repair/replacement of the building components will usually be carried out throughout the complex during one year rather than spreading the repairs out over a few years. For cases where repair/replacement of a building component is not required throughout the complex at the same time, it may be more cost effective to phase the work over two or more years. Phasing the work may also be necessary due to a lack of reserve funds. A prudent manager would be expected to determine whether phasing the work is cost effective and to have the work carried out accordingly. Some of the expenses outlined in this Reserve Fund Study will occur early in the predicted time period, other expenses will be incurred late, but the accumulated reserve fund should be ample to pay for all of these expenses as they become due.

It is within the Board's power to advance or defer non-essential repair contracts based on sound technical advice at the time of the scheduled repair. The forecasted fund should be sufficient to pay for foreseeable

■ adjustment of reserve fund levels

■ priorities in reserve fund allocation

■ timing of expenditures

■ responsibility and "The Final Authority"

repairs.

### 5.3 Spreadsheet

The main purpose of the spreadsheet is to determine the annual reserve fund contributions required to ensure that there will be sufficient funds to pay for all foreseeable expenditures over the next thirty years.

To achieve this goal, all projected expenditures are entered into the spreadsheet and the cost predictions are summed up and then adjusted for yearly construction cost increases to determine the total expenditures to be incurred in each fiscal year.

Trial values for the annual reserve fund contributions are then entered into the spreadsheet and through an iterative process the most appropriate (recommended) annual contributions and the plan for future funding are determined. The iterations account for annual expenditures, annual contributions from owners' monthly fees, and contributions from investment interest earned on the unused balance of the reserve fund. The above figures are adjusted to account for yearly construction cost increases prior to determining the recommended funding plan, and the annual contributions are shown in the actual dollar values of the respective years.

The most appropriate contribution ensures that enough funds are accumulated in the reserve fund to cover all anticipated expenditures as they become due while leaving a surplus at the end of the study period. The size of the surplus depends greatly on the individual condominium and on the expenses that are to be incurred beyond the study period. Condominiums which are expected to incur large expenditures shortly beyond the study period should have a large surplus. This large surplus is required to avoid drastic increases in contributions or special assessments in later years.

At the end of the spreadsheet, the remaining reserve fund on January 31, 2045 is also shown in current dollars to provide a better perspective of how much money remains at the end of the study period.

Over the past few years, the rate of increase of construction costs has varied significantly between -0.7% and 4.4%. In this report, an annual inflation rate of 2.0% has been used. While the increase in construction costs will fluctuate from year to year, an annual rate of 2.0% will likely provide a reasonable representation of how prices will increase over the next few years.

For this Reserve Fund Study a rate of 2.0% was assumed in calculating the annual contributions from interest earned on the remaining reserve fund. While actual inflation and interest rates may differ from those assumed for this report, the above rates, in combination, should be representative over the next few years.

In accordance with the Condominium Act and the associated Regulations, Reserve Fund Study Updates must be conducted every 3 years. These updates will allow for adjustments to interest rates,

- purpose of spreadsheet
- spreadsheet variables
- determining the "bottom line"
- additional factors
- keeping the reserve fund in perspective
- assumed yearly increases in construction costs
- assumed rate of return on investments
- Reserve Fund Study Update mandatory every 3 years

construction cost increases, and/or the funding plan, due to any unforeseen costs incurred over the three-year period.

---

## 5.4 Management Planning Table

The Management Planning Table included in Appendix C provides managers and Board members with a list of expected major expenses and their likely occurrence. The information contained in this table is presented elsewhere in the text of this study and is summarized here for convenience.

---

- Management Planning Table summarizes annual expenses

## 5.5 Notice of Future Funding of the Reserve Fund

The Notice of Future Funding of the Reserve Fund documentation included, in Appendix D, is provided for the funding plan created as part of this Study. This document contains a summary of the Reserve Fund Study and a summary of the proposed plan for future funding. Copies of this notice are to be sent to each of the owners to give notice and make them aware of the proposed plan.

---

- Notice of Future Funding documentation required by the Act



## 6.0 TECHNICAL AUDIT AND COSTING

The following sections include a brief technical discussion of the major building components common to the condominium approximate quantities involved, life expectancy, repair/replacement costs and the fiscal years in which work is anticipated.

### 6.1 Site Services

The main sewer systems should last the life of the condominium complex without requiring major repairs or replacement. While the sewers should not be a problem, they should not be ignored under the assumption that they will operate flawlessly at all times. Periodic inspection by a qualified inspection company should be carried out to ensure all systems are functioning properly. An allowance of \$5,000 has been allocated for sewer cleaning in fiscal year 2015/16 and every 5 years thereafter. In addition, a sum of \$5,000 has been budgeted for video inspection of the sewer lines every 10 years commencing in fiscal year 2015/16. Occasional repairs which may arise should be paid out of the reserve fund, but no funds are budgeted for these repairs because it is impossible to predict what costs will be incurred, if any. For safety purposes, an allowance of \$50,000 has been budgeted in fiscal year 2032/33 and every 5 years thereafter for major sewer system repairs if required.

Water supply lines and most underground electrical site services also should last the life of the condominium complex without major repair or replacement.

At the request of the Board, a valve survey of the water lines is to be completed in the spring of 2016. As such an allowance of \$15,000 has been budgeted in fiscal year 2016/17.

The concrete parking bollards with electrical receptacles are in fair condition; however, the board reported isolated electrical receptacles are not functioning. As such, an allowance of \$5,000 has been budgeted in fiscal year 2016/17 and every 5 years thereafter for replacement of the concrete parking bollards as required.

- inspect and clean sewers periodically

Sewer Cleaning & Inspection	
Frequency	5 years
Cost (Clean)	\$5,000
Year(s)	2015/16, 2020/21 2025/26, 2030/31, 2035/36 2040/41
Frequency	5 years
Cost (Inspect)	\$5,000
Year(s)	2015/16, 2025/26 2035/36
Frequency	5 years
Cost (Major)	\$50,000
Year (s)	2032/33, 2037/38 2042/43

Valve Survey	
Cost	\$15,000
Year(s)	2016/17

- parking bollards fair

Parking Bollards	
Service Life	30-40 years
Frequency	5 years
Cost	\$5,000
Year(s)	2016/17, 2021/22 2026/27, 2031/32 2036/37, 2041/42

## 6.2 Asphalt Pavement

The asphalt pavement on the roadways and parking areas is in poor to fair condition as moderate surface erosion, heaving, and isolated transverse cracks were observed at isolated locations with the worst being in the rear parking lot beside units 1-21. Given the current condition of the asphalt pavement, it is our recommendation that the roadways and parking areas be reconstructed in the near future. Complete reconstruction involves the removal of existing asphalt pavement as well as the existing sub-base. New sub-base materials are then implemented and compacted, prior to the reinstatement of a new asphalt overlay. This is often required instead of resurfacing due to pavement sub-base deterioration, or because another overlay will adversely affect levels and drainage. Complete reconstruction of the rear parking lot is expected to cost \$68,000 and we have budgeted this work in fiscal year 2016/17. The remaining asphalt reconstruction is expected to cost \$282,000 and has been budgeted for fiscal year 2020/21.

Approximately 20 years after the asphalt reconstruction, an overlay will be necessary. As such, we have budgeted \$195,000 for an asphalt overlay on all roadways and parking areas in fiscal year 2040/41.

The asphalt walkways are in poor to fair condition and should be replaced in the near future. Pavement cracking, settlement and heaving are present. Complete reconstruction of the walkways is estimated to cost \$170,000 and this work is budgeted for fiscal year 2020/21 and every 20 years thereafter.

To maintain the condition of the asphalt pavement between resurfacing cycles, crack and rut repairs and asphalt patching should be carried out on a regular basis using funds from the operating budget.

## 6.3 Entrance Stairs

The interlocking unit pavers and dry stack units at the front entrances of each unit vary in condition throughout the complex. Separation of the dry stack units and settlement of the whole front entrance system was typically observed. We recommend all front entrance steps be replaced with precast concrete steps to avoid further deterioration and settlement of the existing system. We expect installation of the precast entry steps at each unit to cost \$260,000 and should be carried out on an as-required basis. As such, we have budgeted this work over a 10-year period beginning in fiscal year 2016/17.

- asphalt pavement poor to fair

### ■ Asphalt Roadway & Parking Areas

Qty	5200 m <sup>2</sup>
Service Life	15-20 years
Cost (Recon.)	\$68,000
Year(s)	2016/17
Cost (Recon.)	\$282,000
Year(s)	2020/21
Cost (Overlay)	\$195,000
Year(s)	2040/41

- asphalt walkways poor to fair

### ■ Asphalt Walkways

Qty	3250 m <sup>2</sup>
Service Life	15-20 years
Cost	\$170,000
Year(s)	2020/21, 2040/41

- interlocking pavers vary

### ■ Precast Concrete Entry Steps

Qty	88
Service Life	30-40 years
Cost	\$260,000
Year(s)	2016/17-2025/26



The precast concrete steps at the rear entrances of each unit are in satisfactory condition. Isolated surface cracking and corrosion was observed. Due to the fact that the condition of the steps varies, wholesale replacement will likely not be required. As such, an allowance of \$5,000 is allocated in fiscal year 2020/21 and every 10 years thereafter for the replacement of deteriorated precast concrete steps.

- precast concrete steps satisfactory

- **Rear Precast Concrete Step Replacement Allowance**

Frequency	10-12 years
Cost	\$5,000
Year(s)	2020/21, 2030/31 2040/41

## 6.4 Exterior Concrete

The cast-in-place concrete curbs and precast parking stall curbs are in fair condition; however, there is minor damage at isolated locations, likely due to snow removal operations. Concrete curbs will experience gradual deterioration and repairs will likely be required approximately every 15 to 20 years. Curb repairs should consist of the cutting-out and reconstruction of defective sections, as merely patching the curbs will not provide lasting repairs. An allowance of \$5,000 and \$22,000 has been budgeted for curb repairs in fiscal years 2016/17 and 2020/21 respectively in conjunction with the asphalt pavement work.

- concrete curbs satisfactory

- **Concrete Curbs**

Qty	850 m
Service Life	30-40 years
Cost (Repair)	\$5,000
Year(s)	2016/17
Cost (Repair)	\$22,000
Year(s)	2020/21
Cost (Replace)	\$100,000
Year(s)	2040/41

Complete replacement of the concrete curbs is scheduled for fiscal year 2040/41 in conjunction with the asphalt pavement work at an estimated cost of \$100,000.

## 6.5 Landscaping

The landscaped grounds, shrubs and trees are in satisfactory condition. The occasional landscaping work, such as tree removal, pruning, topsoil replacement and minor regrading should be carried out as required using funds from the operating budget. To ensure funds are available when major work is required, a general landscaping allowance of \$5,000 has been budgeted for fiscal year 2020/21 and every 10 years thereafter.

- landscaping satisfactory

- **Landscaping Allowance**

Frequency	10-12 years
Cost	\$5,000
Year(s)	2020/21, 2030/31 2040/41

There are a number of large/medium sized trees present throughout the complex, many of which are in close proximity to the buildings. Experience has shown that trees growing too close to buildings can cause damage (cracking) to foundations and foundation walls. Therefore, large mature trees which grow in close proximity to the buildings should be periodically removed and replaced with smaller species planted further from the buildings. To ensure that funds are available when this work is required, an allowance of \$5,000 is allocated in fiscal year 2016/17 and every 10 years thereafter.

- monitor tree growth

- **Tree Removal Allowance**

Frequency	10-12 years
Cost	\$5,000
Year(s)	2016/17, 2026/27 2036/37

In addition, regular tree pruning should be carried out to maintain the health of the existing trees and to control the growth of large trees, whose branches which overhang the roofs may cause damage to the

asphalt shingle roofing or the wall cladding. We recommend that the trees be pruned as required to avoid unnecessary repairs. This maintenance work should be covered by the operating budget.

## 6.6 Fencing

The wood privacy fencing is in poor condition and should be replaced in the near future. Unstable posts and rotted wood was observed at multiple locations. Replacement of the wood fencing is estimated to cost \$200,000 and this work has been budgeted over a 2-year period beginning in fiscal year for fiscal year 2016/17 and every 25 years thereafter.

Local repairs and staining should be carried out as required after installation of the new fencing using funds from the operating budget.

- wood fencing poor

### Wood Fencing

. Qty	1060 m
. Service Life	20-30 years
. Cost	\$200,000
. Year(s)	2016/17-2017/18 2041/42-2042/43

## 6.7 Foundation Walls

The foundation walls and parking are in satisfactory condition as no significant cracks were observed and no leaks have been reported. Occasional crack, parking and minor concrete repairs to the foundation walls should be carried out as required. To ensure funds are available when foundation repairs are required, an allowance of \$5,000 has been included in fiscal year 2020/21 and every 10 years thereafter.

- foundation walls satisfactory

### Foundation Wall Repair Allowance

. Frequency	10 years
. Cost	\$5,000
. Year(s)	2020/21, 2030/31 2040/41

## 6.8 Window Wells

The galvanized sheet metal window wells are in fair to satisfactory condition and should provide many more years of service. Replacement of the metal window wells should be carried out on an as-required basis. As such, an allowance of \$10,000 has been budgeted in fiscal year 2025/26 and every 10 years thereafter.

- window wells fair to satisfactory

### Window Wells

. Service Life	20-25 years
. Cost	\$10,000
. Year(s)	2025/26, 2035/36

## 6.9 Masonry Veneer

The brick veneer is in satisfactory condition and should provide many more years of service, however, minor cracking of mortar joints was observed at isolated locations. In general, repairs should be carried out as required, and an allowance of \$15,000 has been made in fiscal year 2020/21 and every 12 years thereafter, to ensure that funds are available when brick veneer repairs become necessary.

- brick veneer satisfactory

### Brick Repair Allowance

Frequency	10-12 years
Cost	\$15,000
Year(s)	2020/21, 2032/33 2044/45

## 6.10 Stucco

The stucco is in fair condition for its age and it should provide many more years of service. Isolated sections of the stucco veneer have had an additional stucco coating applied and it was common to see cracking in these coatings. According to the information provided by the Board, all the stucco veneer is to be replaced with vinyl siding in the near future. We estimate the replacement of the stucco with vinyl siding to cost \$330,000 and have budgeted this work over a 3-year period beginning in fiscal year 2016/17.

- stucco fair

### Stucco Replacement With Vinyl Siding

Qty	2300 m <sup>2</sup>
Service Life	30-40 years
Cost	\$330,000
Year(s)	2016/17-2018/19

## 6.11 Siding, Trim & Flashing

The hardboard siding is in fair condition for its age and should provide many more years of service before requiring replacement. Peeling paint and minor deterioration was observed at isolated locations. According to the information provided by the Board, the hardboard siding is to be replaced with vinyl siding in the near future. We estimate the replacement of the hardboard siding with vinyl siding to cost \$30,000 and we have budgeted this work over a 3-year period beginning in fiscal year 2016/17.

- hardboard siding fair

### Hardboard Siding Replacement With Vinyl Siding

Qty	200 m <sup>2</sup>
Service Life	30-40 years
Cost	\$30,000
Year(s)	2016/17-2018/19

The aluminum siding is in fair condition and should provide many more years of service. Isolated areas of deterioration were observed. Based on an estimated service life of 50 years, the aluminium siding will require replacement in fiscal year 2022/23. As such, we have budgeted \$565,000 for its replacement over a 3-year period beginning in 2022/23.

- aluminum siding fair

### Aluminum Siding

Qty	3600 m <sup>2</sup>
Service Life	50 years
Cost	\$565,000
Year(s)	2022/23-2024/25



## 6.12 Soffits & Fascia

The vented aluminum soffits and fascias are in satisfactory condition and should provide many more years of service before requiring replacement. Replacement of the soffits and fascia is expected to cost \$105,000, and has been budgeted in fiscal year 2034/35, in conjunction with the roof replacement work

- soffits and fascia satisfactory

Soffits & Fascia	
. Soffit Area	900 m <sup>2</sup>
. Fascia Length	1900 m
. Service Life	30-40 years
. Cost	\$105,000
. Year(s)	2034/35

## 6.13 Exterior Painting

The painting is in fair condition with only isolated locations of deterioration observed. Given the current condition of the paint finishes and a standard service life, painting of all exterior elements will be required in the next few years; A sum of \$10,000 is allocated in fiscal year 2016/17 and every 6 years thereafter for the painting of all exterior elements.

- exterior painting fair

Exterior Painting	
. Frequency	5-6 years
. Cost	\$10,000
. Year(s)	2016/17, 2022/23 2028/29, 2034/35, 2040/41

Exterior painting serves an important function in preserving exposed materials and enhancing the appearance of the property. Therefore, painting should be inspected regularly and minor touch-ups carried out as required using funds from the annual operating budget.

## 6.14 Caulking

The condition of the caulking varies throughout the complex as caulking replacements have occurred at various times. In general, the caulking is in poor to fair condition and should be replaced in the near future. As the windows and doors are classified as a "unit owner responsibility" the caulking around them is also not the condominiums responsibility. Caulking replacement is scheduled for fiscal year 2018/19 and every 12 years thereafter, in conjunction with exterior painting work, at an estimated cost of \$15,000.

- caulking poor to fair

Caulking	
. Service Life	12-15 years
. Cost	\$15,000
. Year(s)	2018/19, 2030/31 2042/43

When caulking is replaced, only high quality materials should be used and all old caulking should be removed before applying the new caulking. Caulking should be inspected regularly and the necessary repair work carried out by a qualified contractor. Minor repairs should be paid for out of the operating budget. Complete re-caulking will likely be required every 12-15 years.

## 6.15 Windows, Patio Doors & Skylights

The windows and patio doors are classified as a "unit owner responsibility" and therefore no funds have been associated with their repairs or replacement throughout the 30-year planning horizon of this study.

- windows and patio doors unit owner responsibility

## 6.16 Doors

The exterior doors are classified as a "unit owner responsibility" and therefore no funds have been associated with their repairs or replacement throughout the 30-year planning horizon of this study.

- exterior doors unit owner responsibility

## 6.17 Shingles/Mansards

The asphalt shingles on each unit excluding the mansard shingles were replaced in 2014 and are therefore in satisfactory condition. With proper maintenance and local repairs, these roofs should provide another 20 years of service. We estimate that complete replacement of the asphalt shingles, including new ice and water protection membrane at the eaves and new metal flashing, will cost \$495,000 and this work is budgeted for 2034/35. Minor roofing repairs should be carried out as required using funds from the operating budget.

- asphalt shingle roofing satisfactory

### Asphalt Shingle Roofing

. Qty	7350 m <sup>2</sup>
. Service Life	15-20 years
. Cost	\$495,000
. Year(s)	2034/35

The asphalt shingle mansards throughout the complex are in fair condition. Isolated shingle uplifting and deterioration was observed. We expect these mansard roofs will require replacement within the next 5 years. As such, we have budgeted \$135,000 in 2019/20 and every 20 years thereafter for this work.

- Asphalt Shingle Mansards

. Service Life	15-20 years
. Cost	\$135,000
. Year(s)	2019/20, 2039/40

## 6.18 Eavestroughing & Downspouts

The majority of the eavestroughing and downspouts are classified as a "unit owner responsibility" and therefore no funds have been associated with their repairs or replacement throughout the 30-year planning period of this study.

- eavestroughing and downspouts unit owner responsibility

At the request of the Board, an allowance of \$5,000 has been allocated in fiscal year 2016/17 for isolated repairs to the sections of eavestroughing that are condominium responsibility.

- Eavestroughing

. Cost	\$5,000
. Year(s)	2016/17

## 6.19 Attics

The attics were inspected at Units 73 and 23. The attics appeared to be in satisfactory condition with adequate insulation and ventilation. In each of the attics inspected, ten to twelve inches of cellulose insulation was found, providing an approximate insulating value of R40. The wood trusses and aspenite sheathing were observed to be in good condition. However, minor discolouration of the roof trusses, possibly due to condensation, was observed at various locations. We recommend that the attics be monitored over the winter months for condensation and ice build-up. If the problems are deemed severe, repair recommendations can be made at that time.

- attics satisfactory
- monitoring of attics over the winter is recommended

## 6.20 Chimney Stacks

The chimneys were constructed as part of the oil furnace system within each unit at CCC 22. These chimneys are original to the complex, which are now 43 years old. As such, the chimneys are reaching the end of their service life and will likely require replacement in the near future; however, according to the information provided by the Board, most oil furnaces have been decommissioned and the houses are being heated with different systems. We recommend all chimneys in use be inspected by a qualified company to ensure they are replaced as soon as it becomes necessary. The cost of this work should be covered by an operating budget.

- chimneys reaching end of service life
- inspect and clean chimneys regularly

## 6.21 Condominium Office Building

The condominium office building, which consists of an office space, is in fair condition. The office finishes will occasionally require refurbishment and an allowance of \$2,500 has been included in fiscal year 2017/18 and every 10 years thereafter to ensure funds are available when required.

- condominium office building fair

### Condominium Office Building Refinishing Allowance

Frequency	10 years
Cost	\$2,500
Year(s)	2017/18, 2027/28 2037/38

- condominium office roof poor

### Condominium Office Asphalt Shingle Roof

Frequency	10 years
Cost	\$3,000
Year(s)	2016/17, 2036/37

The asphalt shingle roof is in poor condition and should be replaced in the near future as deterioration and uplift was observed. As such, we have budgeted \$3,000 for this work in fiscal year 2016/17 and every 20 years thereafter.



## 6.22 Exterior Lighting

The light standards, wall-mounted light fixtures and lights in the front vestibules are in fair condition and should provide many more years of service. At the request of the Board, LED lights are to be installed in all light standards and as such, an allowance of \$10,000 has been budgeted in fiscal year 2016/17 for replacement of all light standards with new supports and LED bulbs.

Replacement of the wall mounted light fixtures will be required over the 30-year planning horizon of this study. As such, an allowance of \$10,000 has been budgeted in fiscal year 2022/23 for their replacement.

- exterior lighting fair

Light Standards	
. Frequency	10 years
. Cost	\$10,000
. Year(s)	2016/17

Wall Mounted Light Fixtures	
. Cost	\$10,000
. Year(s)	2022/23

## 6.23 Miscellaneous Items

The exterior wood framed electric meter cabinets are in fair condition and should provide many more years of service if properly maintained. To ensure funds are available when replacement is required, an allowance of \$5,000 has been budgeted in fiscal year 2025/26 for their replacement.

- gas meter cabinets fair

Electric Meter Cabinets	
. Cost	\$5,000
. Year(s)	2022/23

## 7.0 CONCLUSIONS AND RECOMMENDATIONS

Based on our visual examination of the property, Carleton Condominium Corporation 22 is in satisfactory condition; however, significant repairs and renewal work will be required over the next few years. Our financial analysis shows that Carleton Condominium Corporation 22 will accumulate deficit over the next 30 years at the current Reserve Fund contribution level.

Based on our best current estimate and discussion with the Board, it is recommended that annual reserve fund contributions be increased in fiscal year 2016/17 to \$172,731. Increases in annual contributions in fiscal year 2017/18 and all years thereafter are budgeted at 2.0% per year, which is our assumed yearly increase in construction costs. The above contributions are required to carry out all anticipated repairs and they also provide a surplus which will be required in later years to pay for major capital expenditures anticipated beyond the time period examined in this Reserve Fund Study.

Finally, Reserve Fund Study updates are scheduled every three years in accordance with the new Condominium Act. The Reserve Fund Study updates alternate between updated studies based on site inspection and updated studies not based on site inspection.

- increase reserve fund contributions to \$172,731

- update the Reserve Fund Study every three years



Andrew Van Bakel, B.A.Sc. Civ. Eng.



Steve Christison, P. Eng.



**APPENDIX A:  
SPREADSHEET FOR  
MAJOR REPAIR AND  
REPLACEMENT COSTS**

CCC 22: Spreadsheet For Major Repair & Replacement Costs, Fiscal Years 2016 to 2045

AGE OF COMPLEX		43 Years	44 Years	45 Years	46 Years	47 Years	48 Years	49 Years	50 Years	51 Years	52 Years	53 Years	54 Years	55 Years	56 Years	57 Years	58 Years
REPAIR/REPLACEMENT ITEMS		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
6.1	Site Services	\$10,000	\$20,000				\$5,000	\$5,000				\$10,000	\$5,000				\$5,000
6.2	Asphalt Pavement		\$68,000				\$452,000										
6.3	Entrance Stairs		\$26,000	\$26,000	\$26,000	\$26,000	\$31,000	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000					\$5,000
6.4	Exterior Concrete		\$5,000				\$22,000										
6.5	Landscaping		\$5,000				\$5,000						\$5,000				\$5,000
6.6	Fencing		\$135,000	\$65,000													
6.7	Foundation Walls						\$5,000										\$5,000
6.8	Window Wells											\$10,000					
6.9	Masonry Veneer						\$15,000										
6.10	Stucco		\$110,000	\$110,000	\$110,000												
6.11	Siding, Trim & Flashing		\$10,000	\$10,000	\$10,000				\$188,000	\$188,000	\$189,000						
6.12	Soffits & Fascias																
6.13	Exterior Painting		\$10,000						\$10,000						\$10,000		
6.14	Caulking				\$15,000												\$15,000
6.15	Windows, Patio Doors, Skylights																
6.16	Doors																
6.17	Shingles/Mansards					\$135,000											
6.18	Eavestroughing & Downspouts		\$5,000														
6.19	Attics																
6.20	Chimneys																
6.21	Condominium Office Building		\$3,000	\$2,500										\$2,500			
6.22	Exterior Lighting		\$10,000						\$10,000								
6.23	Miscellaneous Items								\$5,000								
7.0	Reserve Fund Study Update	\$5,000			\$3,000			\$5,000			\$3,000			\$5,000			\$3,000
YEARLY EXPENDITURE TOTALS		\$15,000	\$407,000	\$213,500	\$164,000	\$161,000	\$535,000	\$36,000	\$239,000	\$214,000	\$218,000	\$46,000	\$10,000	\$7,500	\$10,000	\$0	\$38,000
EXPENDITURES INCL. INFLATION		\$15,000	\$415,140	\$222,125	\$174,038	\$174,272	\$590,683	\$40,542	\$274,536	\$250,735	\$260,530	\$56,074	\$12,434	\$9,512	\$12,936	\$0	\$51,143
CONTRIBUTIONS FROM FEES		\$169,344	\$172,731	\$176,185	\$179,709	\$183,303	\$186,969	\$190,709	\$194,523	\$198,413	\$202,382	\$206,429	\$210,558	\$214,769	\$219,065	\$223,446	\$227,915
ADDITIONAL CONTRIBUTIONS																	
INTEREST CONTRIBUTIONS		\$14,381	\$13,782	\$11,148	\$10,966	\$11,337	\$7,579	\$5,171	\$5,984	\$4,768	\$3,749	\$4,756	\$8,372	\$12,616	\$17,026	\$21,709	\$26,190
REMAINING RESERVE FUND		\$803,424	\$574,797	\$540,005	\$556,643	\$577,011	\$180,877	\$336,214	\$262,186	\$214,632	\$160,232	\$315,344	\$521,840	\$739,713	\$962,867	\$1,208,022	\$1,410,983

ESTIMATED RESERVE FUND = \$634,699 Jan 31, 2015

CURRENT ANNUAL CONTRIBUTIONS = \$169,344 Feb 1, 2015

FUTURE ANNUAL CONTRIBUTIONS = \$172,731 Feb 1, 2016

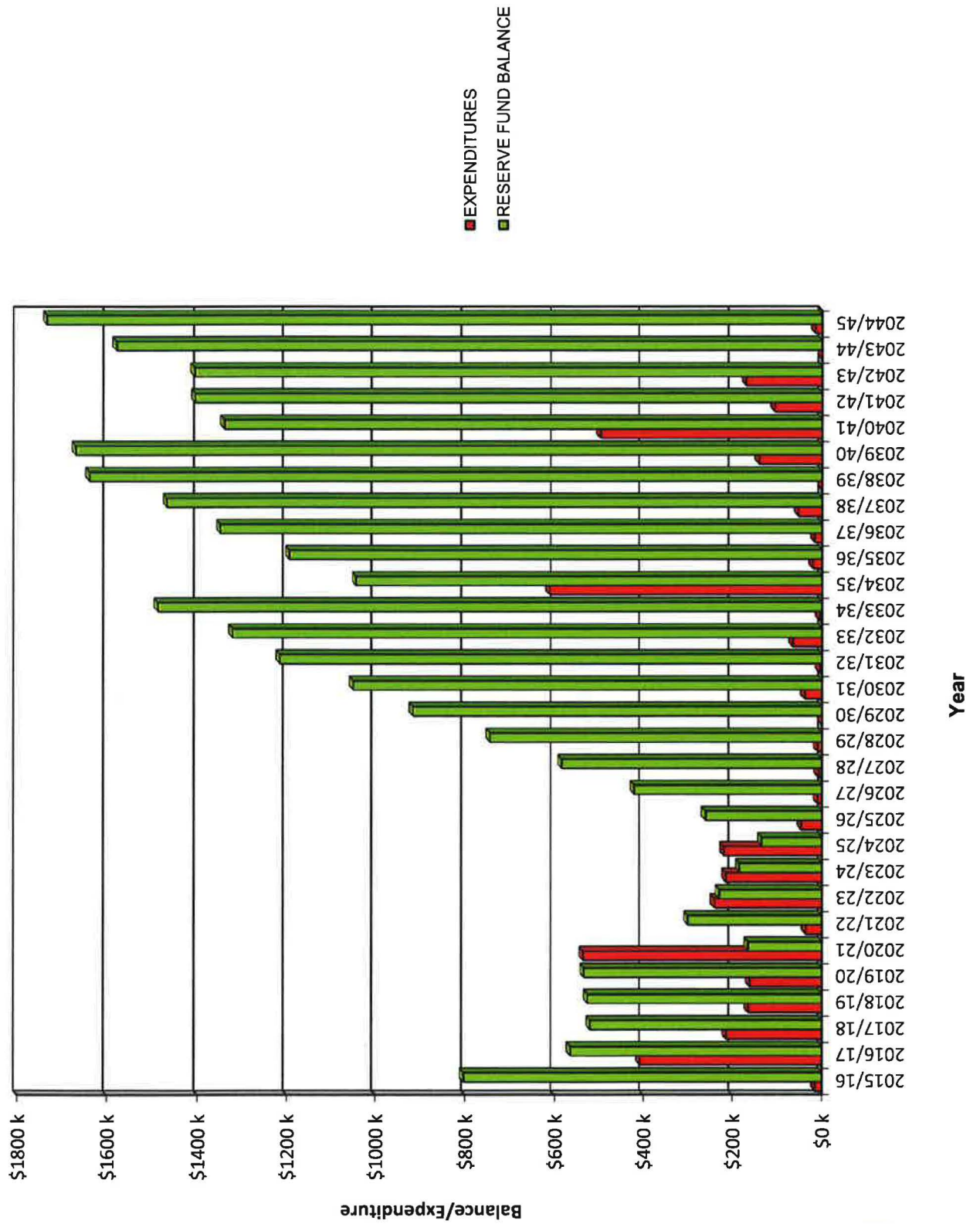
NOTES: 1) Interest contributions for each year are based on the average remaining reserve fund for that year at an interest rate of 2.0%. 2) Estimates for expenditures include HST and, where appropriate, engineering fees.

59 Years	60 Years	61 Years	62 Years	63 Years	64 Years	65 Years	66 Years	67 Years	68 Years	69 Years	70 Years	71 Years	72 Years		AGE OF COMPLEX
2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	TOTALS	REPAIR/REPLACEMENT ITEMS
\$5,000	\$50,000			\$10,000	\$5,000	\$50,000			\$5,000	\$5,000	\$50,000			\$240,000	6.1 Site Services
									\$365,000					\$885,000	6.2 Asphalt Pavement
									\$5,000					\$275,000	6.3 Entrance Stairs
									\$100,000					\$127,000	6.4 Exterior Concrete
					\$5,000				\$5,000					\$30,000	6.5 Landscaping
										\$100,000	\$100,000			\$400,000	6.6 Fencing
									\$5,000					\$15,000	6.7 Foundation Walls
	\$15,000			\$10,000									\$15,000	\$20,000	6.8 Window Wells
														\$45,000	6.9 Masonry Veneer
														\$330,000	6.10 Stucco
														\$595,000	6.11 Siding, Trim & Flashing
			\$105,000											\$105,000	6.12 Soffits & Fascias
			\$10,000						\$10,000					\$50,000	6.13 Exterior Painting
											\$15,000			\$45,000	6.14 Caulking
														\$0	6.15 Windows, Patio Doors, Skylights
														\$0	6.16 Doors
			\$495,000					\$135,000						\$765,000	6.17 Shingles/Mansards
														\$5,000	6.18 Eavestroughing & Downspouts
														\$0	6.19 Attics
														\$0	6.20 Chimneys
					\$3,000	\$2,500								\$13,500	6.21 Condominium Office Building
														\$20,000	6.22 Exterior Lighting
														\$5,000	6.23 Miscellaneous Items
		\$5,000			\$3,000			\$5,000			\$3,000			\$40,000	7.0 Reserve Fund Study Update
\$5,000	\$65,000	\$5,000	\$610,000	\$20,000	\$16,000	\$52,500	\$0	\$140,000	\$495,000	\$105,000	\$168,000	\$0	\$15,000	\$4,010,500	YEARLY EXPENDITURE TOTALS
\$6,864	\$91,016	\$7,141	\$888,655	\$29,719	\$24,251	\$81,164	\$0	\$225,181	\$812,100	\$175,709	\$286,757	\$0	\$26,638	\$5,214,894	EXPENDITURES INCL. INFLATION
\$232,473	\$237,122	\$241,865	\$246,702	\$251,636	\$256,669	\$261,802	\$267,038	\$272,379	\$277,827	\$283,383	\$289,051	\$294,832	\$300,729	\$6,869,961	CONTRIBUTIONS FROM FEES
														\$0	ADDITIONAL CONTRIBUTIONS
\$30,784	\$35,160	\$39,717	\$36,406	\$32,899	\$38,153	\$43,096	\$48,488	\$52,642	\$48,786	\$45,462	\$47,491	\$51,452	\$58,238	\$788,308	INTEREST CONTRIBUTIONS
\$1,667,376	\$1,848,643	\$2,123,084	\$1,517,538	\$1,772,354	\$2,042,925	\$2,266,659	\$2,582,186	\$2,682,026	\$2,196,539	\$2,349,675	\$2,399,461	\$2,745,745	\$3,078,074	\$3,078,074	REMAINING RESERVE FUND
REMAINING RESERVE FUND IN 2016 DOLLARS														\$1,733,301	

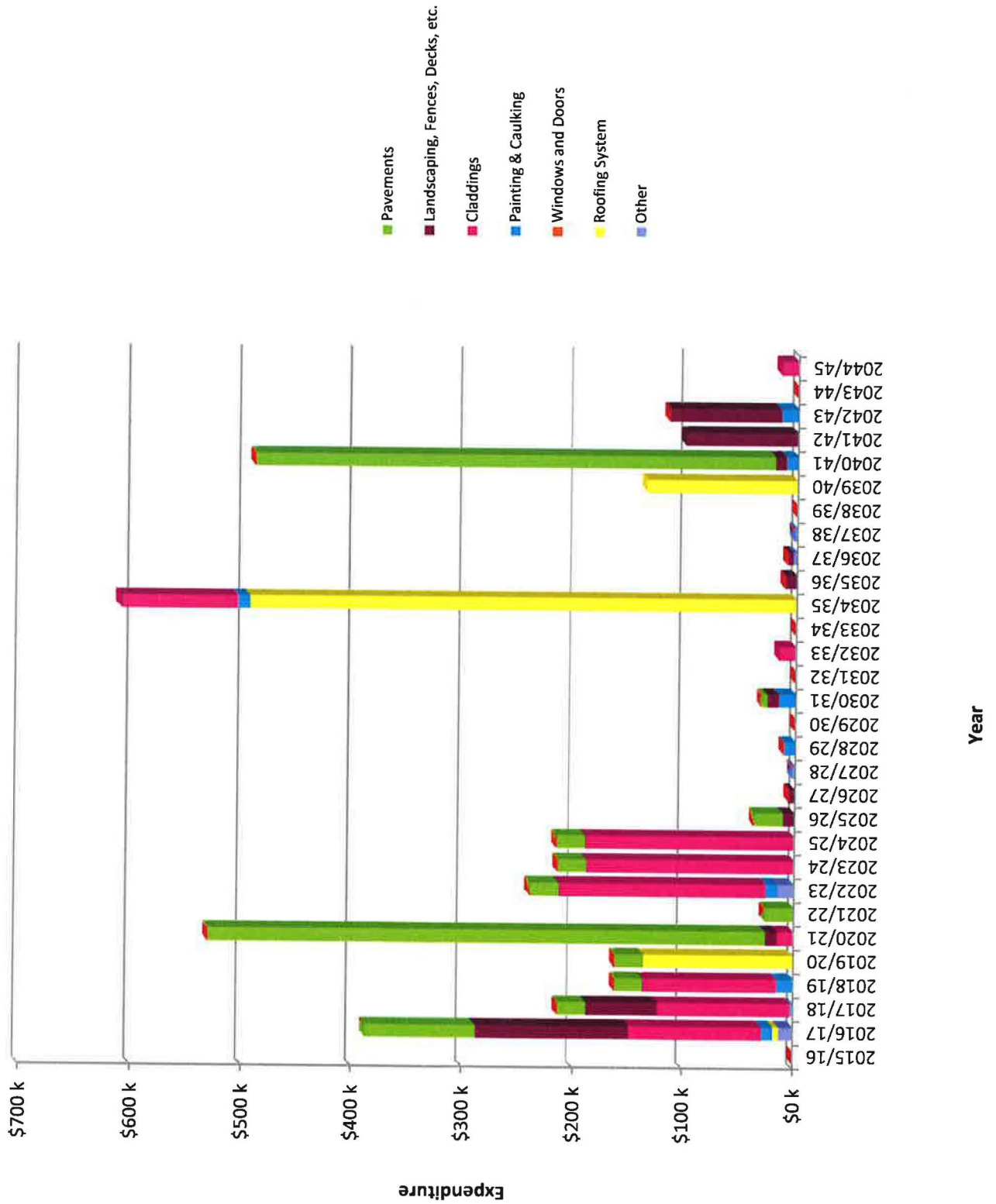
3) Inflation assumed to be at an average rate of 2.0% over the time frame examined above.



# CCC 22 - Reserve Fund Annual Expenditures/Closing Balance



# CCC 22 - Annual Expenditures by Item



## CCC 22 - Total Expenditures by Category



**APPENDIX B:  
PHOTO REVIEW**



1 General view of CCC 22



2 Showing the condition of the asphalt pavement in the rear parking lot. Note cracking and heaving





- 3 Showing poor condition of the asphalt walkways. Note severe cracking.

- 4 Showing settled interlocking unit pavers at front entrance to a unit





5 Showing a section of deteriorated wood fencing



6 Showing a galvanized sheet metal window well





7 Showing existing cracked stucco to be replaced with vinyl siding



8 Showing existing hardboard siding to be replaced with vinyl siding





9 Showing typical condition of the caulking throughout the complex

10 Showing typical condition of the asphalt shingle mansard roofs. Note minor uplift.



**APPENDIX C:  
MANAGEMENT PLANNING  
TABLE**

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
43 2015/16	6.1 Sewer Cleaning	\$5,000		
	6.1 Sewer Inspection	\$5,000		
	7.0 Reserve Fund Study (With Site Visit)	\$5,000		
			\$15,000	\$15,000
44 2016/17	6.1 Valve Survey	\$15,000		
	6.1 Parking Bollard Replacement Allowance	\$5,000		
	6.2 Rear Parking Lot Reconstruction	\$68,000		
	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.4 Concrete Curb Repairs	\$5,000		
	6.5 Tree Removal Allowance	\$5,000		
	6.6 Wood Fencing Replacement	\$135,000		
	6.10 Stucco Replacement	\$110,000		
	6.11 Hardboard Siding Replacement	\$10,000		
	6.13 Exterior Painting	\$10,000		
	6.18 Eavestroughing Allowance	\$5,000		
	6.21 Condominium Office Roof Replacement	\$3,000		
	6.22 Light Standard Replacement	\$10,000		
			\$407,000	\$415,140
45 2017/18	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.6 Wood Fencing Replacement	\$65,000		
	6.10 Stucco Replacement	\$110,000		
	6.11 Hardboard Siding Replacement	\$10,000		
	6.21 Condominium Office Refinishing Allowance	\$2,500		
			\$213,500	\$222,125
46 2018/19	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.10 Stucco Replacement	\$110,000		
	6.11 Hardboard Siding Replacement	\$10,000		
	6.14 Caulking Replacement	\$15,000		
	7.0 Reserve Fund Study Update (Without Site Visit)	\$3,000		
			\$164,000	\$174,038

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
47 2019/20	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.17 Asphalt Shingle Mansard Replacements	\$135,000		
			\$161,000	\$174,272
48 2020/21	6.1 Sewer Cleaning	\$5,000		
	6.2 Asphalt Pavement Reconstruction	\$282,000		
	6.2 Asphalt Walkway Resurfacing	\$170,000		
	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.3 Rear Precast Concrete Step Replacement Allowance	\$5,000		
	6.4 Concrete Curb Repairs	\$22,000		
	6.5 Landscaping Allowance	\$5,000		
	6.7 Foundation Wall Repair Allowance	\$5,000		
	6.9 Brick Repair Allowance	\$15,000		
			\$535,000	\$590,683
49 2021/22	6.1 Parking Bollard Replacement Allowance	\$5,000		
	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	7.0 Reserve Fund Study Update (With Site Visit)	\$5,000		
			\$36,000	\$40,542
50 2022/23	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.11 Aluminum Siding Replacement	\$188,000		
	6.13 Exterior Painting	\$10,000		
	6.22 Wall Mounted Light Fixtures	\$10,000		
	6.23 Electric Meter Cabinets Replacement	\$5,000		
			\$239,000	\$274,536
51 2023/24	6.3 Precast Concrete Entry Steps Replacement Allowance	\$26,000		
	6.11 Aluminum Siding Replacement	\$188,000		
			\$214,000	\$250,735

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
52 2024/25	6.3 Precast Concrete Entry Steps Replacement Allowance 6.11 Aluminum Siding Replacement 7.0 Reserve Fund Study Update (Without Site Visit)	\$26,000 \$189,000 \$3,000		
			\$218,000	\$260,530
53 2025/26	6.1 Sewer Cleaning 6.1 Sewer Inspection 6.3 Precast Concrete Entry Steps Replacement Allowance 6.8 Window Well Replacement Allowance	\$5,000 \$5,000 \$26,000 \$10,000		
			\$46,000	\$56,074
54 2026/27	6.1 Parking Bollard Replacement Allowance 6.5 Tree Removal Allowance	\$5,000 \$5,000		
			\$10,000	\$12,434
55 2027/28	6.21 Condominium Office Refinishing Allowance 7.0 Reserve Fund Study Update (With Site Visit)	\$2,500 \$5,000		
			\$7,500	\$9,512
56 2028/29	6.13 Exterior Painting	\$10,000		
			\$10,000	\$12,936
57 2029/30	No Work Scheduled			
			\$0	\$0
58 2030/31	6.1 Sewer Cleaning 6.3 Rear Precast Concrete Step Replacement Allowance 6.5 Landscaping Allowance 6.7 Foundation Wall Repair Allowance 6.14 Caulking Replacement 7.0 Reserve Fund Study Update (Without Site Visit)	\$5,000 \$5,000 \$5,000 \$5,000 \$15,000 \$3,000		
			\$38,000	\$51,143

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
59 2031/32	6.1 Parking Bollard Replacement Allowance	\$5,000		
			\$5,000	\$6,864
60 2032/33	6.1 Major Sewer System Repair Allowance 6.9 Brick Repair Allowance	\$50,000 \$15,000		
			\$65,000	\$91,016
61 2033/34	7.0 Reserve Fund Study Update (With Site Visit)	\$5,000		
			\$5,000	\$7,141
62 2034/35	6.12 Soffits & Fascia Replacement 6.13 Exterior Painting 6.17 Asphalt Shingle Roofing Replacements	\$105,000 \$10,000 \$495,000		
			\$610,000	\$888,655
63 2035/36	6.1 Sewer Cleaning 6.1 Sewer Inspection 6.8 Window Well Replacement Allowance	\$5,000 \$5,000 \$10,000		
			\$20,000	\$29,719
64 2036/37	6.1 Parking Bollard Replacement Allowance 6.5 Tree Removal Allowance 6.21 Condominium Office Shingle Roof Replacement 7.0 Reserve Fund Study Update (Without Site Visit)	\$5,000 \$5,000 \$3,000 \$3,000		
			\$16,000	\$24,251

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
65 2037/38	6.1 Major Sewer System Repairs	\$50,000		
	6.21 Condominium Office Refinishing Allowance	\$2,500		
			\$52,500	\$81,164
66 2038/39	No Work Scheduled			
			\$0	\$0
67 2039/40	6.17 Asphalt Shingle Mansards Replacements	\$135,000		
	7.0 Reserve Fund Study Update (With Site Visit)	\$5,000		
			\$140,000	\$225,181
68 2040/41	6.1 Sewer Cleaning	\$5,000		
	6.2 Asphalt Pavement Overlay	\$195,000		
	6.2 Asphalt Walkway Resurfacing	\$170,000		
	6.3 Rear Precast Concrete Step Replacement Allowance	\$5,000		
	6.4 Concrete Curb Replacements	\$100,000		
	6.5 Landscaping Allowance	\$5,000		
	6.7 Foundation Wall Repair Allowance	\$5,000		
	6.13 Exterior Painting	\$10,000		
			\$495,000	\$812,100
69 2041/42	6.1 Parking Bollard Replacement Allowance	\$5,000		
	6.6 Wood Fencing Replacement	\$100,000		
			\$105,000	\$175,709

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.

## CCC 22 : Annual Major Repair &amp; Replacement Work, Fiscal Years 2015/16 to 2044/45

Year	Description of Work	Cost	Yearly Total	Inflated Yearly Total
70 2042/43	6.1 Major Sewer System Repairs	\$50,000		
	6.6 Wood Fencing Replacement	\$100,000		
	6.14 Caulking Replacement	\$15,000		
	7.0 Reserve Fund Study Update (Without Site Visit)	\$3,000		
			\$168,000	\$286,757
71 2043/44	No Work Scheduled			
			\$0	\$0
72 2044/45	6.9 Brick Repair Allowance	\$15,000		
			\$15,000	\$26,638

## Notes:

- 1) Estimates for expenditures include HST and, where applicable, engineering fees.
- 2) Inflation assumed to be at an average of 2.0 % over the time frame examined above.