

OCCSC 893 Second Avenue West

Annual General Meeting

June 13, 2018 7:00 pm

Present:

Anna Basile	President
Carlos Ventrillon	Director
Sarah Francisco	Director
Ritu Banerjee	Director
Anne Makuch	Property Manager, Capital Integral

1. Registration and Call to Order

Registration was conducted from 6:45 to 7 pm at which time the President called the meeting to order. A quorum of 21 was reached. No proxies were sought for voting.

The president confirmed that notice of the meeting was provided to all present.

Items 4-6 were held over until the auditor is able to be present later during the meeting.

2. Approval of Minutes

A motion to approve the minutes was passed. It was moved by Sonya Nagpal (210) and seconded by Mary Nicholson (106).

3. Board of Director's Report

The president provided an overview of the board's work over the course of the year. Although it had been a difficult transition moving away from the previous property management company, the relationship and forward momentum developed with Capital Integral has been positive.

The year has ended successfully and the board is charting out a course on an annual basis to maintain the value of the building. This includes keeping a basic calendar of activities for cleaning and maintenance as well as streamline and organize the contracts for the year and moving forward.

Although, there is a budget surplus, the board held off on moving forward with some initiatives due to the transition and some uncertainty surrounding the financial health of the corporation.

The president reviewed the following key initiatives:

- a) **Garage Leak:** The board has worked with CI, Domicile and Keller Engineering to conduct the repairs. Initial excavation work has been undertaken with the consent of our neighbour. Repair work will continue to fill up the holes over the coming months. A formal report will be sent to all owners. Additional costs are not expected; Domicile is also keen to resolve this outstanding matter which is under Tarion warranty.
- b) Efforts to address the excess humidity in one of the **garage storage room** has been resolved with the installation of a fan.
- c) **Landscaping** to beautify the building was put on hold until the garage leak is resolved. The board is seeking to have a contractor come in later this year to provide a landscape design and estimate.
- d) **Building Maintenance:** Karissa has a new contract. Her responsibilities have grown to include guest suite maintenance, carpet cleaning and building touch-ups. Karissa has been looking at touch-ups on each floor, including the stairs. This had helped better manage finance for building maintenance.
- e) The corporation's **winter mats** have been held on by Parliament. It is suspected that they have taken this approach because they lost the cleaning contract. The Better Business Bureau and police were contacted. New custom mats have been ordered and should be here by the end of the season. These mats will be maintained by Karissa and will be kept on site. The board welcomes owners' feedback on the new mats.
- f) Large **numbers** (2.5 feet) to better identify the building have been ordered and should be up soon.
- g) **Roof Leak:** the board looking to have that repaired soon.
- h) **FOBs:** A FOB system currently under consideration would be for access to 4 doors. This expense could be as much as 12,000\$. It would include access control cards and service fees. It is easier to manage deactivating one FOB should it be lost or stolen. The board is seeking quotes to get a FOB system for the garage. The board will also seek additional quotes for FOB system with additional doors excluding the garage. Contingency options need to be considered should the FOB system not work for any reason. The board committed to review all options and may call a special meeting to review and seek an decision.
- i) **Security:** The board apologized for the late notification about the garage theft. There was concern that a remote was stolen, which led to having the remotes being reprogrammed. Given the timeline of the incident and when action was taken, there was a lapse in how the response evolved and steps need to be taken to mitigate matters

in the future. Moving forward, it would be helpful to have a protocol with CI and building owners should there be a security incident. An email to residents explaining the process would be useful.

Discussion centered on how to make residents more vigilant and proactive about asking strangers when they are entering the building whether they live in the building. Owners should be communicating with renters about any security concerns. The board committed to raising this issue in the next newsletter.

Moving forward, the board agreed to work with CI on how to put tenants on lists to receive notices about security issues in the building.

- j) **Cannabis:** the board is looking at propose a rule to make the building a non-smoking building including personal area. Further rules around cultivating cannabis on property will be explored when federal and provincial legislation enters into force and effect.

4. Auditor's Review of the Financial Statement 2017/2018

Brody Rember presented the audited financial statement for the fiscal year ending January 31, 2018. The financial statements were prepared by the offices of WPG Professional Corporation and were included in the AGM package.

He reviewed the report with explanations of the day to day operations and contributions to the reserve fund. Investments in the reserve fund increased to be used for future use.

Residents sought some clarification about the amortization of capital assets versus investments. Residents were advised that the loss of the winter mats were not reflected in the financial statements.

5. Appointment of Auditors

Motion passed to proceed with hiring OHCD (Ously Hamvey Clipsam Deep) to conduct next year's audit. It was moved by Sonya Nagpal (210) and seconded by Hassan Amueerally (415).

6. Budget 2019

Residents raised questions about the amount of previous fee increases, which have been kept low and consistent with the rate of inflation. Going forward, the board does not foresee major increases in condo fees unless there are unanticipated issues. The board intends to use this year as a base year to be able to assess future costs.

7. Election of Directors

Two scrutineers were appointed to review the election results: Natalie MacDonald (202) and Sarah Francisco (213). There were 5 nominations put forward for 3 vacant positions:

- Chris Lavergne
- Hassan Aumeerally
- Carlos Ventrillon
- Sonya Nagpal
- Mary Nicholson

Chris Lavergne, Sonya Nagpal and Mary Nicholson were elected to the board.

8. Corporation Business Discussion

The following issues were raised:

- Develop a schedule/routine for reviewing bikes with the front (outside) bike room such as upkeep of the bike racks and bikes. The board committed to tag the bikes (for owners to identify their bikes) this year to clean-up the room. The Board will explore the option of designated spots for bike owners and reiterate that the outside bike room is for daily commuters;
- locks to the units are not working well and should be examined by CI will look into it;
- The board will review other snow clearing since current contractor is not optimal;
- Residents were advised of a death on the 3rd floor and the deceased was discovered after several weeks. There was agreement that the board can assist those you require it. A notice to this effect may be required.
- Send a reminder to residents to close the basement elevator door because it is a fire door;
- The automatic lights in the exercise room do not work and should be checked;
- Given recent security issues, the board agreed to review proposals and considerations for more cameras in the building.

9. Adjournment of Meeting

A motion to adjourn the meeting was passed at 9 pm. It was moved by Sonya Nagpal (210) and seconded by Hassan Amueerally (415).

O.C.S.C.C No. 893

BOARD OF DIRECTORS AND MANAGEMENT MEETING

Thursday, May 22, 2018

7:30 p.m., Guest Suite

MINUTES

Attendance: Anna B, Sarah F, Carlos and Anne M.

1. Approval of Agenda
 - Agenda was approved
2. Approval of Meeting Minutes
 - March minutes approved
3. Approval of March & April 2018 Financial Statements
 - Approved
4. Status of Action Items
 - Reviewed list
 - Garage keypad: Anne will source quotes for outdoor garage keypad.
 - Book additional garage cleaning for October, board agreed to propose a 3-year agreement
 -
5. New Business
 - 2017 Audited Financial Statements: approved
 - Garage leaks update: waiting to hear test spot results
 - AGM items
 - a. Reserve fund study quotes. Morrison selected for the update study.
 - b. Audit: OACD selected as new auditor
 - c. Winter mats: Rismat selected as the supplier for new mats. Requesting mat for garage elevators area.
 - d. Moralas to supply empanadas & cookies
 - Carpet Cleaner: Karissa selected to clean building carpets

- Building Signage: 24 inches selected.
- FOB System: options to be presented during AGM
- Pot smoking & growing in building
 - a. Board recognized it is a problem that need to be addressed
 - b. Anne will ask Lawyer will amend document to match drafted legislation
- Calendar work for spring & fall
 - a. Garage, end of April and end of October
 - b. Windows and carpets, May and early November

6. Newsletter

- Anna to prepare newsletter with TBD content
- No parking in front of building
- No smoking in common areas
- Window cleaning weekend of May 27th

7. Next Meeting

- AGM

Ottawa Carleton Standard Condominium Corporation

No.893

Property Manager:

Anne Makuch, Capital Integral Property Management

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

Email: amakuch@cimanagement.ca

MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS

Unit 217 - 808 Bronson - August 27, 2018 - 7:00 p.m.

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

Agenda

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MAY 22, 2018 BOARD MINUTES
4. APPROVAL OF THE JULY 2018 FINANCIALS
5. CURRENT BUSINESS/MANAGEMENT REPORT
 - a. Action Items Listing
6. NEW BUSINESS
 - Review and approval of 2018 AGM minutes
 - Garage update
 - Fob system discussion
 - Reserve fund study update
 - Other Business
7. CORRESPONDENCE
8. NEXT MEETING

2018 ANNUAL SCHEDULE

JANUARY

Secure Insurance Renewal (Gifford and Associates - Aviva expires Jan 20/2019)

FEBRUARY

Commence Audit

MARCH

Secure Landscaping Contract 2018

APRIL

Prepare AGM for May or June

Inspect Winter Damage

Garage Cleaning end of month

MAY

AGM

Spring Inspection/Commence Spring Repairs

Sweep Parking / Garage Cleaning

Carpet Cleaning

Window Cleaning

JUNE/JULY

AGM - June

AUGUST

SEPTEMBER

Secure Winter Snow Removal Contract

OCTOBER

Garage Cleaning end of month

NOVEMBER

Window Cleaning early in month

Winterize Property

Create Draft Budget

DECEMBER

Approve/Set Budget

Budget Package Out (Year End January 31)

CONTRACT & GENERAL INFO SCHEDULE O.C.S.C.C. 893

CONTRACTOR INFORMATION

Cleaners	Karissa Bayne	(613) 606-9339
Landscaping	Lindsay	(613) 293-8246
Plumbing	Cundell	(613) 744-1133
Plumbing	Multi Drain	(613) 737-6500
Roofing	Raymond Roofing	(613) 233-4833
HVAC Boilers/MUA	Cantwell	(613) 828-1200
HVAC Unit Heat Pumps	Maximum Heating/Cooling	(613) 822-7939
Snow Removal	Sky High	(613) 521-4444
Garage Door	Pivotech	(613) 774-1361
Elevator	Kone	1-877 276-8691
Electric	Dan Can	(613) 741-4070

CORPORATION INFORMATION

Next Reserve Fund Study	2018 - Update - Morrison Hershfield
Reserve Fund Study Full	Completed Comprehensive May 2015
Year End	31 January
Insurance	Gifford and Associates - Aviva (20 January 2019)
Auditor	OHCD
Last AGM	13 June, 2018

BOARD OF DIRECTORS AS OF LAST AGM

Name	Position	Telephone	E-mail
Anna Basile	President	613-621-2208	anna.basile76@gmail.com
Ritu Banerjee	Director	613-220-2300 613-991-1979	ritubanerjee@rogers.com
Mary Nickelson	Director	613-822-7939	maryp.nic@gmail.com
Sonja Nagpal	Director	613-413-9900 613-413-9900	snagpal@bankofcanada.ca
Chris Lavergne	Director	613-599-6480 613-601-9384	clavergn@bell.net

Ongoing Action Item List as at August 24 - 2018

O.C.S.C.C. 893

	Item	Action 1	Action 2	Action 3	Notes	Status
	Garage leaks	RFPs for engineering work sent to 4 engineering firms	Job showings held	1 proposal received from Adjeleian Allen Rubeli Ltd (see attached for August Meeting)	One engineer from Morrison Hershfield declared conflict as they did some work for Domicile. Keller Engineering did not submit. They were concerned that the scope and locations of the water infiltration did not allow for a firm commitment on how long or costs for the investigation. He said that if the board would still like to see something from them he would be happy to provide but it would be an hourly rate, with an estimated cost rather than a fixed proposal. It was determined at last meeting that Anna would follow up with Dereck re: a suitable engineer to approach. PM is meeting with Keller Engineering on site January 25 for a preliminary leak inspection in the garage at and a visual assessment of the area to provide recommendations on next exploratory steps to diagnose the issue that may include water tests and podium excavations. Some exploratory work was done and a report prepared recommending repairs be done to the exterior, requiring excavation. Report was sent to Domicile as further investigation and scope of work is required by Keller in order to obtain bids for work. Keller and Domicile are communicating regarding the issue. Yawar held meeting with Keller and Domicile March 5th. Minutes included with Board material. Revised report to come from Keller. Meeting with Domicile to be set. Second report received from Keller and sent to Board. Meeting held with Domicile, Keller, Board and CIPM April 24th. CIPM met with two contractors on site to obtain further quotes for interior sealant. CIPM obtained permission from Dental Lab to perform small cuts in parking lot. Keller, Multi-Maintenance and CIPM met on site May 17 to review and mark test areas. Locates sent in May 17th. Cuts and water testing to be done once locates approved (likely week of May 21). Report received from Keller. Sent to Board. Report sent to Domicile with request to pay for recommended repairs and costs to date. Summary of costs sent to Domicile. Awaiting a reply. Followed up again with Domicile August 22. Waiting for reply.	In Progress
	Landscape Design of Front	Contacted: Gardening by Design Queen of Spades Ladell Landscape Design	Met Gardening by Design on site	Located building plans which are required. These will be kept in tubes and are currently at CIPM office	All landscape design companies contacted would need copies of or access to building plans. Additionally, they indicated that it would be prudent to work in conjunction with the engineer's findings and recommendations with respect to reinstatement. Adjeleian Allen also recommended that the landscape designer work in consultation with the engineer. On hold until solution to the leak issue is resolved and a plan in place.	On hold
	Baseboards wet outside of 213 at hallway	No leaking coming from washer, no water or water stains below or above	Determined that it could be condensation from the hot humid weather and the hallway AC - continue to monitor	Continuing to monitor. Carlos comment: could be from washer use, need to check water discharge is not backing up during draining cycle. Baseboard has been monitored and is no longer damp - believe it was a condensation issue with the building AC	CWW looked when on site for 409 Nov 13 - Nothing detectable. To check again if and when it is damp again. Suggest it is condensation and not a plumbing leak. Will continue to monitor however it has been dry over the winter months. Issue reappeared during very hot and humid weather suggests it is condensation only.	In progress
	Quotes for fob system	Quotes being sought for fob system from Ainger, Quality Lock, Mircom and security.ca	Quotes received but some clarification/revision is being sought so that a proper comparison can be made.	Quote from Security.ca attached. Another quote to come in from Quality Lock	Get quotes from Ainger and Mircom for 5 doors. Inquire about garage overhead door fobs and access panel. Quote request changed to 4 doors: Front main; exterior stairwell A; exterior stairwell B; Gym door. Quotes obtained and recommendation provided to Board for May 22 meeting. Discussion should be had regarding need to install fob system and which doors should be fobbed.	In progress
	Investigate new Canada Post parcel box set-up	Sent a request to Canada Post to initiate process, there will likely be a waiting list.	Canada Post confirmed the condo corporation is on a waiting list for a new parcel box set-up.	In progress. Waiting to hear further from Canada Post.		In progress
November 16, 2017	Garage Key Pad	Quotes being sought from Security.ca, Mircom and Pivotech, for a more robust key pad	Pivotech recommends replacing the current key pad with same. They say if the problem is that it sticks in cold weather a commercial one will not help as they are often problematic because the keys are metal and freeze more. A newer model key pad with a flip cover is much less expensive. Cost is roughly \$80 and can be installed for under \$300 and would include servicing of the garage door (min. 2 hours labour for the call means it would make sense to have the door serviced at same time.			
November 20, 2017	Building numbers atop arch	combine with landscaping	Reached out to Ray Signs for signage options. Waiting for proposals.	Ray signs asks if the Board is looking at illuminated option?	Three sign size options obtained from Ray Signs and included for the Board to consider at May 22 meeting. Board chose 24" sign at May meeting. Ray Neon Drawings sent to Board in August. Board to approve drawing. Once approved Ray Neon will produce sign and schedule installation.	
	TSSA ownership issue	Formal change filed again - find out who form was sent to at TSSA	In progress. Awaiting confirmation of change.			
	Window Cleaning	Have requested window cleaning quotes	Expedited to come in any day and will provide to board with recommendation	To be completed week of May 27	Completed	
	Landscaping	Have requested landscaping quotes	Expedited to come in any day and will provide to board with recommendation	Three-year contract signed with Lindsay Landscape		

Ongoing Action Item List as at August 24 - 2018

O.C.S.C.C. 893

	Item	Action 1	Action 2	Action 3	Notes	Status
March 16th 2018	Complaint received from 319 regarding dog barking and marijuana smoking in unit 219.	Notice sent. Further complaint received April 13. Further follow-up with owner.	Owner is very willing to cooperate and trying to work out an agreement with tenant. Complaints received re: barking and pot smoking again. Residents are advised to call 311 and register complaints so that the Board can refer to the complaints if escalation is needed. Management advised by owner of 219 and complaining neighbour that tenant was contacted by the City regarding noise.	Tenant moved out July 1, 2018		
March 20th 2018	Audit to take place at CI office	To meet with auditor March 20. All information requested from auditor provided prior to audit.	Audit complete and draft audit provided for May 22 meeting	Audited Statements approved and presented to the AGM.	OCHD was advised that they were appointed as new auditors for OCSCC 893	
March 22nd 2018	Ask Karissa if she has a carpet cleaning machine - if not get 3 quotes to purchase	Karissa can complete the cleaning of hallways and stairwell with a professional machine for \$550 for a one time cleaning. Sample prices for purchase of a cleaner provided for May 22 meeting. Recommend having Karissa do this one time cleaning until the Board purchases a carpet cleaner as more research is required if a purchase is needed.	Cleaning of all carpets was completed by Karissa in May. Spot cleaning was done week of August 13th at no charge.			
	Request 3 quotes for reserve fund study	Three quotes obtained and recommendation provided to May 22 Board meeting.	Morrison Hershfield was informed they were selected to do the RFS Update. All documentation has been provided to MH as requested and they are commencing the study in September. They expect to convene a telephone start-up meeting first week of October. Issue a draft report before October 26th. Hold a draft review meeting with the Board by November 27 and then issue final report by November 30th.			
	Obtain quotes for winter mats	Three quotes obtained and recommendation provided to May 22 Board meeting.	Board approved Rismat quote. Mats ordered and are being installed in early fall.			
April 18th, 2018	Unit 105 complained again about a smell in the hallway	No discernable smell present - possibly cooking odours in evening.	Contacted Cantwell to investigate during maintenance to ensure the pressure to the hallways and suites has the correct balance to keep odours in the suite as much as possible.	Completed.		
April 19th, 2018	Filters distributed to units as appropriate beginning of April. New round of filters ordered to be distributed end of June.	Filters distributed again at beginning of August. Additional filters are being ordered to have on hand for next filter distribution in October.				
May 4th, 2018	Door to rooftop requires repairs to frame and proper waterproofing	Obtained quote from Multi Maintenance for over \$3,000 - obtaining further quotes	Quotes obtained from Multi-Maintenance, Fine Touch and Sky High. Quotes and recommendation sent to Board July 4th. To be considered at this meeting in August. Quotes and recommendation included with August meeting package.			
May 8th, 2018	Prior Recommendation to solve leak issue at rooftop room was to install a drain.	Investigated further and it was recommended that an awning be installed outside the intake vent to prevent rain water entering. Cost would be much less than installing a drain.	Contacted Cantwell to investigate and recommend whether viable without compromising the air intake equipment.	Proposal by Cantwell included with August meeting material. Recommendation is to proceed with installation as it may very well solve any potential issue.		
May 16, 2018	Owner 406 reported A/C unit - loud noise	Contacted Maximum H/C for service	Unit repaired			
June 6	Received email from tenant late June 6 regarding items stolen from car. Possibly a remote.	Notified Board. Notice was to be sent to residents regarding theft but unfortunate mix-up resulted in delay. Pivotech was called regarding the garage door and reprogramming remotes and possibility of disabling the remote system. They needed to verify the system to see the requirements and how it could be done. Delayed getting on site.	Received call to emergency line regarding car break-in and theft June 7-8. Contacted Pivotech again to reiterate need to get on site to check system requirements and advise.	Pivotech on site in the afternoon. They disabled the system but then key pad did not work. Overtime required to delete each remote one by one in order to disable remote system and also have key pad work. Residents were notified of remote feature being disabled and to use keypad and pull cord. Reprogramming set for Wednesday June 13 and organization and logistics regarding collection of remotes was determined. Materials purchased/sought for collection.		
June 11			Call to emergency line received regarding pull cord made inaccessible.	Contacted building maintenance - a ladder was used to retrieve the cord that was wrapped around fire suppression system.		

Ongoing Action Item List as at August 24 - 2018

O.C.S.C.C. 893

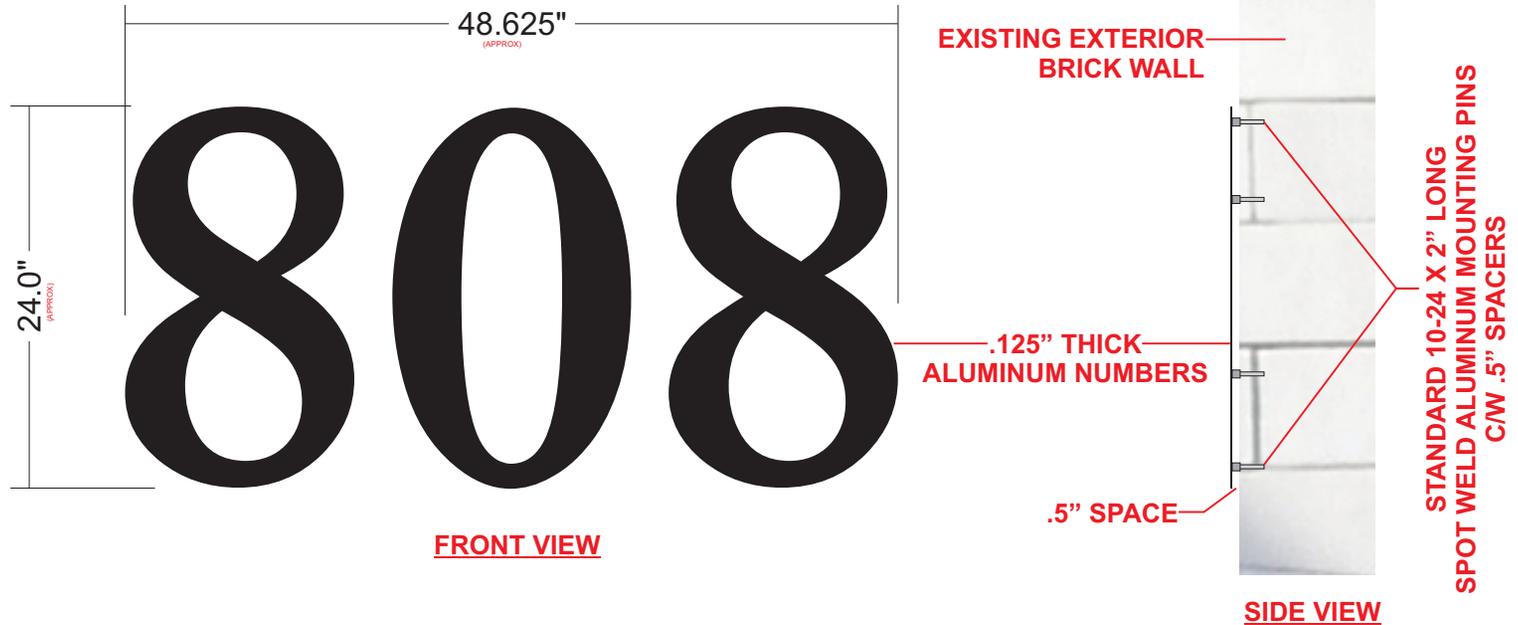
	Item	Action 1	Action 2	Action 3	Notes	Status
June 14	Reprgramming of remotes		Notices sent to all owners and residents regarding second reprogramming of fobs to take place June 20th with drop-off times identified.	Reprogramming of remotes completed. Karissa knows how to program remotes now as Pivottech has shown her.		
June 14	Annual Fire Inspection		Notices sent to owners/residents regarding annual fire testing and unit access required June 21.	Fire Inspection complete - awaiting report and deficiencies quote. Followed up twice since annual completed.		
June 15	New signing authority	Requested new signing authority for the new Board be initiated.	David Cooper to arange with RBC for signing authority for new board	Process initiated and documentation given to RBC. RBC requires titles of all Board members and will produce signing documents once the president, treasurer, secretary is appointed at August 27 meeting.		
June 15	New Board members registered with CAO	New board member names given to the Compliance Officer for registration	There have been glitches with CAO website and Compliance Officer is working to get new board members registered ASAP			
July 3	Unit 211 door not locking	Action Lock to investigate July 4	Repair completed			
	Raccoons reported nesting in back of property	Notice sent advising residents not to leave food or garbage out on balcony or patio.	Completed.			
July 20	A notice re: blasting at a neighbouring site was found in the building	It was investigated and found this would occur in early August. OMS provided access to Explotech July 23 to document condition of units prior to blasting to have on record in case of any damage might lead to claims.	Completed			
July 25	Karissa reported no air coming out of vents in hallways - hot-humid	Placed a service call to Cantwell Air	Completed			
August 14	Unit 415 - complaint A/C not working at all	Called Maximum - they will call owner to arrange time for service call	Completed			
August 15	Unit 106 - cold air not coming out of AC unit	Called Maximum - they are to call owner to arrange for access to the unit.				



ELEVATION - EXISTING BUILDING



**ELEVATION - EXISTING BUILDING
C/W NEW GRAPHICS**



QTY = 1: NEW SET OF NON-ILLUMINATED .125" THICK ROUTED OUT ALUMINUM NUMBERS. PAINTED BLACK & PIN MOUNTED TO EXISTING EXTERIOR BRICK WALL WITH A .5" SPACE.

**PIN MOUNTED
ALUMINUM NUMBERS
PAINTED BLACK**

**NOTE: COLORS & FONTS TO BE CONFIRMED
SITE MEASUREMENTS REQUIRED
FOR EXACT REPRODUCTION USE SUPPLIED LOGO**

ray
NEON SIGNS INC.

CUSTOM SIGN MANUFACTURER SINCE 1947

2870 SHEFFIELD RD, OTTAWA, ON K1B 3V9
TEL: (613) 749-2995 FAX: 749-1543

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Pantone colour simulation used in this sketch may not match the Pantone Colour(s) painted on the sign face or structure. For exact colour representation please request a sample of the Pantone Colour Chip(s).



Reference #: 18-08-07 (1)
Scale: **1" = 1'-0"**
Date: **AUGUST 15, 2018**
Project Title: **CAPITAL INTEGRAL PROPERTY**
Location: **808 BRONSON AVE.**
Designer: **MARC JACQUES**
Sales Agent: **A.B. (Q 18-03-39)**



QUOTE # 7311

Date: July 26, 2018

Attention: Anne Makuch c/o Capital Intergral

Re: Quotation – Fresh Air hood

Site: SAW – 808 Bronson Ave

Scope of work: To supply all necessary materials and labour required to install custom made rain hood on outside air intake grill for elevator

Total Price: \$ 465.00 + HST

Notes Price does not include :

Thank you for the opportunity to submit this quotation, please do not hesitate to call should you have any questions. This quote valid for 30 days only. Materials and/or services not specifically listed in the above quote will not be included.

Derrick Wojcik

Cantwell Air Inc.
27 Northside Rd. Unit 2727.
Ottawa, Ont. K2H 8S1
Tel: 613-828-1200

fax: 613-828-0783
e-mail: derrick@cantwellair.com

Cantwell Air Inc.
2755 Rideau Glen Lane
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904 Lady Ellen Pl.
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F. 1-613-651-0306

www.cimangement.ca

OCSCC No 893

May 15, 2018

Reason for Documentation:

To examine bids and recommend a company to install a Fob system in the building.

Scope of Work:

To install a Fob system at the building which would service 4 doors: Front main, exterior stairwell A; exterior stairwell B; Gym door.

Summary of Findings:

We received quotes from three companies: Security.ca; Mircom, and Ainger Security and Cabling. The highest quote is from Security.ca at \$11,060 and the lowest was from Ainger Security and Cabling at \$5975. Both Security.ca and Ainger include 100 access cards in their price. The third company, Mircom, quoted \$6900 for the system installation and \$420 for 100 access cards, however they can be purchased in boxes of 10. All companies are reputable.

Summary of Pricing and Details:

See next page.

Recommendation:

CIPM has worked with both Mircom and Ainger to install security systems. For the price point and the fact that Mircom would be installing its own system, CIPM recommends the Mircom quote, the after hours emergency is less expensive than Ainger and a maintenance program can extend the warranty to 5 years if the Board wishes.

OCSCC 893

Fob System Quotes - 4-doors

Company	Cost	Warranty	System make	Includes access control cards	Notes
Security.ca	\$11,059.95 + HST	5 year-parts	Kantech	100	24-hour emergency service supplied
Mircom	\$6900 + HST	1 year parts (maintenance program can be added @ \$300/year - extends warranty to 5 yrs)	Mircom	\$42/per box of 10	24-hour emergency service provided as needed basis \$105/hour - 2 hour minimum
Ainger	\$5975 + HST	1 year parts and labour	ICT	100	24 hour emergency service - min 4 hours @ \$120 hour

ESTIMATE



Cabling+Security

1742 Woodward Drive
 Ottawa, Ontario
 K2C 0P8
 (613) 226-9937 FAX (613) 226-9930

TO: Capital Integral Property Management
 904 Lady Ellen Private
 Ottawa, Ontario
 K1S 5G5
 Attn: Melissa Sincennes

DATE: 09-Mar-18

Re: Access Control System Installation - 808 Bronson - Estimate #18-03-09

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Supply and install access control for four (4) doors (Main Lobby, Gym, A1 Exit & B1 Exit)	1	\$5,375.00	\$5,375.00
Includes:			
Labour to install cable for four (4) access control doors*	1		
Labour to install, commission and test four (4) access control doors	1		
Labour to install, commission and test one (1) access control panel	1		
Labour to install conduit for A1 & B1 exits	1		
ICT 4-door access control kit (includes 4 card readers)	1		
RCI S65U electric door strike (to be installed at the gym door)	1		
HES 9400 electric surface door strike (to be installed at exits A1 & B1)	2		
6C/22 FT6 Cable	700'		
2C/18 FT6	700'		
3/4" EMT conduit	100'		
Miscellaneous	1		
ICT keyfob - black (minimum order quantity of 100)	100	\$6.00	\$600.00
*We will reuse the existing electric door strike on the main lobby door			
Prices valid for thirty (30) days from date of estimate			
One year guarantee parts & labour			
*TOTAL			\$5,975.00

*TAXES NOT INCLUDED

1. Address inquiries to:
 Jon Berry
 Ainger Cabling + Security
 1742 Woodward Drive
 Ottawa, ON K2C 0P8

2. Terms are: Net thirty (30) days

 Accepted by Date

March 28 2018

Tel: (613) 316-4128

E-Mail: msaunders@mircomgroup.com

Capital Integral Property Management

Attention: Mellissa Sincennes,
Condominium Property Manager & Property Assistant

Thank you for providing Mircom Group of Companies with the opportunity to present our service solutions for your site. Mircom's approach is to provide a fully comprehensive solution that minimizes system down time, eliminates costly service calls, and provides a manageable approach to meeting the requirements of your inspection requirements.

Mircom provides feature rich access control systems that can be used in a stand-alone configuration or fully integrated with your existing TX3 Telephone Entry system.

TX3-CX-2-A 4 DOOR CARD ACCESS



Mircom's TX3-CX-2K-A is a powerful hybrid IP and RS485 networked two door controller that will manage up to 126 doors using the RS-485 network. Use TCP/IP and the system is virtually unlimited. Simply add a TX3-IP module to the panel for TCP/IP networks. The TX3-CX2K-A comes complete with TX3-CX controller, 4 TX3-P300-HA readers, and configurator software on a flash memory stick and a USB cable for programming.

Mircom to supply, install, program and test.

PART NO	DESCRIPTION	QTY
TX3-CX-2-A	Two Door Controller in a grey metal lockable cabinet including a 16VAC, transformer, software and USB cable. For Battery Back-up: Add one 12 VDC battery, 5 Ah to 7 Ah.	2
BAT-12V7A	Sealed Lead Acid Battery, 12 Volt, 7.2 AH	2
SR-2400MI-GR-MP	Mircom Multi-Protocol Mullion Mount, 125KHzProxReader	4
	Programing, configuration and testing	LOT
	Electrical	LOT

Your Price..... \$6,900.00, Applicable Taxes Extra



MIRCOM Engineered Systems
15 Capella Court
Ottawa, Ontario
K2E 7X1

Please note:

Access cards are not included in the above quotation but are available for \$42.00 per box of 10.

Our intent is to provide:

- Fast and reliable scheduled completion
- Minimal disruption to building activity and staff
- Lowest cost approach with design/cost confirmation
- End-to-end guaranteed compatibility.
- Integration of system operations, control, display, service and maintenance.
- Flexibility and Expandability

Regards,

Mike Saunders

Account Manager
613-316-4128
msaunders@mircomgroup.com



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15 Capella Court
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Bridging the gap between physical and cyber security!™

December 12, 2017

Capital Integral Property Management
904 Lady Ellen Pl, Ottawa, ON K1Z 5L5,

Attn: Anne Makuch

Re: Access Control Solution for 808 Bronson Ave.

Dear Anne,

The intent of this letter is to provide Capital Integral Property Management with our quote to install a 4 door access control system at 808 Bronson Ave.

Scope of Work

For the supply and installation of an access control system at 808 Bronson Avenue, Ottawa, Ontario. Security.ca recommended equipment comes with our comprehensive 5-year warranty on all parts.

Kantech the most popular access control system, allows the administrators to:

- Operate and manage security systems and reports on and off-site, from any computer connected to the internet.
- Easy to learn, easy to use, with reliable 24-hour emergency service.
- Easy to expand to additional doors and ready to add devices.
- Easy to program temporary cards for tracking visitors and contractors.
- Strong Encryption: Client to Host & Host to Controller, Controller to Reader.
- Redundancy (High Availability & Disaster Recovery).
- Prepared to add Mobile Card Readers.
- Ready to implement Smart Card Technologies and Biometrics.

Installation Details

Security.ca will install an access control system on four doors. The front foyer door, the gym door and the two stairwells doors leading to the outside.

Equipment installed at each door include electronic door strike, a magnetic door contact, a request to exit motion detector, and a card reader.

The wire runs between endpoints and the central processing unit will be in sealed conduit where exposed. All conduit, conduit fittings and accessories will be installed in accordance with industry standards. Conduits will be surface mounted in a manner to conserve headroom in



exposed locations and cause minimum interference in spaces through which they pass. Imaging equipment will be used prior to drilling, cutting or coring to identify potential obstructions.

The electronic door strikes will be installed according to building code, ADA, and NFC/NFPA standards. Stairway discharge doors shall be free to open from the egress side and shall only be locked from the opposite side.

Industrial steel door switches (magnetic door contacts) UL/ULC approved shall be installed at each access door.

A motion sensor shall be provided on the egress side arranged to detect an occupant approaching the doors. With this device, the access system can differentiate between a door being forced open from the exterior side and a person on the interior side opening the door to exit the building.

The access control reader will be mounted in accordance with standards set by the Canadian Disabilities Act. Each access door will be programmed to meet client goals.

The access control system shall be connected to the internet allowing Security.ca to scheduled data backup, firmware updates, offer remote management and provide support.

Access door readers can be used by maintenance staff to record their attendance and time stamp their locations through their work day.

Our technicians will build your system database and program the access cards for the individual users.

Cards will be distributed to residents after the system has been configured and tested. Once residents have received their access cards, the system will be activated. We recommend all manual locks on exterior doors be rekeyed at that point.

The client is required to provide a 120 VAC electrical circuit for the purpose of powering the access control panel and will make available internet access in the electrical room located on P1.

Equipment for Access Control System Includes;

- Supply Door Controller to manage access for 4 doors
- Supply Power Supply, Backup Battery, EMT Conduit and CAT 5 Wiring
- Supply 4 Request to Exit Motion Detectors
- Supply 3 Electric Door Strike, 4 Magnetic Door Contacts
- Supply 100 Access Control Cards

Financial Summary

Equipment Cost	\$ 6,087.95
Labour Cost	\$ 4,972.00
Total not including HST	<u>\$11,059.95</u>

Please Note

This quote is valid for thirty (30) days. All work quoted to be performed during regular business hours. Any network or IT support that may be required, is the responsibility and cost of the client exclusively. Any patching or painting required after completion is at the responsibility and cost of the client exclusively.

Should you have any questions or wish to have us proceed with the installation please feel encouraged to contact me.

Yours truly,

Security.ca Corporation

Per:



Billy Macy
Senior Security Consultant
billy@security.ca
613-862-3237

Reliable - Responsive - Competent

Secure Cloud Access Control - Cellular & IP Communication - Fire, Security, Video & Elevator
Entrapment Phone Monitoring - Superior Service & Installation - Video Surveillance & Access
Control Systems - Certified Emergency Response Portal [ERP] Integrators - Inspection,
Auditing & Compliance System