

Carleton Condominium Corporation 264

Board Meeting April 26, 2018
Condo site office - 6:30 pm

PROPERTY MANAGER

DENISE STIMSON CAPITAL INTEGRAL PROPERTY MANAGEMENT

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AGENDA

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MEETING MINUTES March 22, 2018
4. MANAGEMENT REPORT
5. FINANCIAL REPORT
6. NEW BUSINESS:
7. NEXT MEETING
8. ADJOURNMENT

Carleton Condominium Corporation No. 264

Minutes of Condo Board Meeting on Thursday, March 22, 2018

Present: Natasha Brunet, Brian Buys, Claude Durocher, Bernie Fradette, Heather Ross,
Denise Stimson (PM)

Location of meeting: CCC 264 Office

		<u>ACTION</u>	
1.	CALL TO ORDER:		Meeting began at 6:37 pm.
2.	APPROVAL OF AGENDA		Agenda approved.
3.	APPROVAL OF MARCH 1ST MINUTES		Minutes approved.
MANAGEMENT REPORT			
4.1	Parking Lot Numbers	DS/BA	Becky Aiken sent an email to owners at Block 802 asking for confirmation of parking space numbers. She is slowly getting responses with the info requested.
4.2	Pool	DS	<p>The contract was approved and Denise will sign the contract and send to H₂O.</p> <p>With respect to discussions concerning the potential removal of the pool (i.e what is the process) and having the pool and related equipment assessed by a professional as to what can be expected in repairs, we will have to wait until the snow has gone for this to happen.</p>

4.3	Roof Repair	DS	<p>Denise talked about the deficiencies to the roofing structure at Block 782 and pictures of the damages were shared. Audet was notified and once access to the attic at unit 37B is received, Denise will arrange for Audet to visit to assess damage and repair. It would be a good if a board member could also attend.</p> <p>Audet to provide a quote on protection troughs at downspouts.</p>
4.4	Waste Management	DS	<p>As the contract with Progressive was cancelled in December 2017, Denise to get refunds for the 2018 payments that were made.</p>
4.5	Lighting	DS	<p>Denise to call Luminex regarding visiting the condo corporation to assess our lighting needs and provide a quote to convert all to LED. The quote should show the savings that the conversion to LED will make.</p>
4.6	Steps	DS Board	<p>A walk-about will be conducted as soon as the snow is gone. Heather received 2 brochures at the Home Show of companies who deal with rubber coatings for steps (Perfect Surfacing Ltd. Who is currently working on condos on Bilberry and Ottawa Safety Surfacing) who will do free on-site evaluations.</p>
4.7	Door/Window	DS	<p>Unit 69A-750 - Steven had given the go-ahead to OMS to get a replacement window from Home Depot. An order was put in before Christmas in December to replace the window on the current door.</p> <p>Becky spoke with Bob from OMS who confirmed he has yet to hear back from Home Depot that the window is ready for the door. He advised me he will follow up with Home Depot as it should have been ready at the end of February.</p> <p>Denise will have an update once they hear from Home Depot regarding the window. Steven had earlier advised that CLV will be invoiced as they are responsible for the cost.</p>
4.8	Painting	DS	<p>Collins Painting provided a quote for painting all wood balconies, etc. for blocks 770/778/786.</p>
4.9	Chimney Cleaning	DS	<p>Denise to send the Drouin report listing all units inspected. Denise to confirm that <u>registered</u> letters stating the fireplace has been decommissioned and that the flue has been locked was sent to ALL units/tenants/owners where fireplace is NOT to be used</p>
4.10	Office Phone	CD	<p>Claude presented options for the office phone bills. It was agreed that we would have the phone operational for 4 months (June, July, August, September). Even with paying the reconnection charge it is cheaper than paying for a full year.</p>

4.11	Siding	DS	<p>Sascha of West of Main met with some members of the board and recommended that we stay with our original colour plan. She will provide a report to Keller Engineering.</p> <p>Notice was given to Dominion that they could start with mobilization of their equipment after April 1st.</p> <p>Denise to give 2 weeks notice to the owners at Block 782 regarding the commencement of the siding project.</p>
4.12	Electric Cars	Board	A new policy/regulation needs to be implemented regarding electric cars.
4.13	PM Contract	Board	A sample Management Agreement was provided by Yawar for our review and comments. We should put together some comments/questions for the next meeting.
4.14	Signage at Block 762	DS BF	The board approved the Western quote for Private Property signs (2) with a minor change to one of the signs to remove the No Trespassing line. The signs will be installed once the snow is gone and the ground has thawed. Bernie will place a marker with the signs are to go.
4.15	AGM – May 15, 2018	DS	<p>Denise will make sure that the Pre-notices and the AGM packages are sent out in accordance with the Condo Act.</p> <p>The room at Cairine Wilson High School has been booked.</p>
FINANCIAL REPORT			
5.1	Financial Reports	DS	Denise to confirm that the financials are now posted to the Board portal and we will access them there. They will not be emailed to us.
5.2	Assets #1025 - Other Receivables	DS	Still need to find out what are the “other receivables”.
5.3	Unit 67B-780	DS	Confirmation needed that lien in Status Certificate shows \$1,497 owing.
5.4	Petty Cash	DS	The amount of \$900 needs to be cleared up.

OTHER BUSINESS			
6.1	Complaint re Parking Situation	DS	A draft email to be sent to the owner (6A-762) whose tenant wanted an apology for being asked if she was a resident or visitor as she was parking in the visitor parking was discussed and approved by the board. Denise is to send the email on behalf of the board.

Meeting adjourned at 8:55 pm.

Next two meetings are scheduled for:

Thursday, April 26, 2018 at 6:30 pm and Thursday, May 24, 2018 at 6:30 pm.

MANAGEMENT REPORT

The Following Represents Issues as of April 25, 2018

ITEMS FOR BOARD INFORMATION

1. Parking lot numbers	Management has contacted (via email) the residents of block 802, requesting information regarding parking spots. - Management has received some response from the unit owners however the response in general has been very poor.
2. Pool Contract	Management has signed the pool contract for 2018.
3. Roof repairs	Management met Audet onsite to explain the repair needed at 37B - 782 St. Andre, in accordance with the attic report given by Dominion. Audet stated that they installed ice and water shield over the opening and then installed soffits and more ice and water shield. Audet also repaired at least one of the broken trusses by sandwiching the truss between two 2x4's. It was decided by Management, Claude and Heather that Keller is to be retained to inspect all units that were reshingled by Audet prior to paying Audet's holdback amount.
5. Lighting	Management contacted Luminex. A Luminex representative will be attending the property on Monday April 30, 2018 to assess and provide a quotation to Management.
6. Steps	**reminder** Management was requested to have steps at 542-2A and 151-12A repaired in the spring. Management will assess all steps on the property during the upcoming onsite Spring inspection.
8. Repair at 69A-750	OMS will attend this property and repair the door/window temporarily until the door gets replaced in the upcoming door replacement project.
9. Painting	Management has been unable to connect with Collins Painting to return to the site and revise the existing quotation. - no further quotations have been received yet. - Once received, the board will be notified.
11. Chimney Cleaning	Management was unable to contact Drouin for an updated report on the chimneys regarding repairs. Management will continue to call to obtain a report.
12. Siding Project	Dominion has commenced the completion of Phase I siding project. Once completed, Phase II will begin. Progress meetings have been arranged with Keller Engineering, Management, Dominion and 2 Board members (Heather and Claude). These meetings will typically take place every two weeks on Wednesdays at 2:00pm. However, due to a special arrangement, the next meeting will take place on Tuesday May 1, 2018 at 8:00am.**
13. Signage	Western Signs were notified to proceed with the installation of the signs for the pathway. An email was sent requesting and update however, Management has not received a reply from the company.

14. Parking Lot Sweeping	The parking lot was swept on Tuesday April 24, 2018. Although there were a number of vehicles not removed from the parking lot, the sweeping company did NOT perform a satisfactory job. The company has been asked to return to complete the sweeping to the Boards satisfaction.
15. Rodents	OMS or a pest control company will be asked to inspect the 802 block for rodent entries. - this will be discussed at the meeting of April 26, 2018
16. Waste Management	Contract was not cancelled. - To be discussed at the meeting of April 26, 2018.
17. Protection Troughs at Downspouts	Audet was asked to provide a quotation for the protection troughs at the downspouts - no quotation received. Management will get additional quotations.
18. Electric Car Charging Policy	Management will provide a template of an electric car charging policy for the Board of Directors to review.
19. Management Contract	Management provided a draft contract to the Board of Directors on March 1, 2018 to review/add comments etc. - This can be discussed at the April 26, 2018 meeting.
20. Unit 45A - Diane Harper	<p>*Owner requests for her corner siding to be repaired from Squirrel Damage.</p> <p>*Complaining of critters in her Ceiling she thinks</p> <p>*Gutters on her building are blocked, need to be cleaned</p> <p>*Pine trees are hanging overhanging her parking spot 99. Dripping sap on her car and on her furniture. A review should take place of the entire property to have all overhanging trees done at once.</p>
21. Unit 26A - 778 St. Andre	During the reno's on the roof in 2017 at 778 St. Andre, it was noted by unit 26A that the fence by his unit was damaged. The caulking job on his door was poorly done, and wants it redone.
22. 85B - Rotting Wood	According to the unit owner the unit balcony is rotting and animals are burrowing inside - 2 Years ago there was an issue with the drainage pipe from the roof. Unit owner was told that the contractor will return in the spring, but the contractor didn't return. Great Outdoors Enterprises has been asked to provide a quotation for repair - This will be assessed tentatively on April 26, 2018.
23. AGM	The AGM has been set for Tuesday May 15, 2018. Preliminary Notices have been delivered to all unit owners.

ITEMS FOR DISCUSSION/QUOTES FOR APPROVAL

N/A

STATUS CERTIFICATES ISSUED

N/A

2018 ANNUAL SCHEDULE

JANUARY/FEBRUARY

MARCH

Secure Landscaping Contract

APRIL

Prepare AGM

Inspect Winter Damage

MAY

AGM

Spring Inspection

Commence Spring Repairs

Sweep Parking/Line Painting

Install Speed bumps

JUNE

Open Pool/Lifeguards (Superior pool)

Annual Hydrant Inspection

JULY/ AUGUST

Newsletter

SEPTEMBER

Secure Snow Removal Contract

Pool Closing (Toilet, Shower and Hose Bib Shut-Off)

Chimney Cleaning

OCTOBER

Create Draft Budget

Remove Speed bumps

Eavestrough Cleaning

NOVEMBER

Winterize Property
Secure Insurance Renewal

DECEMBER

Insurance (Due 31 Dec)
Budget Package Out (Due 31 Dec)

CORPORATION INFORMATION: CCC. 264

750-802 St. André

Lock Box Code – 2468
Keyless entry code - 102640 - enter
Corporation pays for water for owners

MAIN CONTRACTORS

Garbage clean-up	Hector Hernandez	(613)808-3544
Garbage Pick-up	BFI (Tania)	(613)831-3593
Electrical	T & M Electric, Sandy	(613)736-6666 o/913-7247c
Plumbing/Sewers	Multi-Drain, Ken Seward	(613)737-6500 o/223-2059c
Snow Removal	Always Growing (John Hopkins)	(613)862-2014
Landscaping	Highland Green	(613)913-7924
Pool	Superior pool (Perry Hart)	(613)228-1212
Painting	Shauna Davison (How She Rolls)	(613)218-8053
Wing Walls	BuiltRite (Jamie)	(613)880-9994
Parking Control	Capital Systems (John Kirk)	(613)686-5991 o/220-8084c
Eavestroughs	True North	(613)889-5570
General Contractor	Centaur (Marc Lacasse)	(613)913-3718

CORPORATION INFORMATION

Last Reserve Update	Newbridge Engineering, 2015
Next Reserve Study	2018
Year End	31 December
Insurance	Pentagon (Due 31 Dec)

Auditor	BDO
Law Firm	Nelligan O'Brien Payne
Last AGM	June 5 2017

BOARD OF DIRECTORS AS OF LAST AGM

Name	Position	Address	Phone	Term
Brian Buys	Treasurer	79B	613-889-5570	2018
Claude Durocher	Director	37A	613-601-6900	2020
Bernie Fradette	Vice President	1A	613-266-7467	2019
Heather Ross	Secretary	15B	613-852-4536	2020
Natasha Brunet	President	13A	613-219-2901	2019

MONTHLY FINANCIAL REPORT

CCC 264

March 2018

CCC 264 Monthly Financials

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Operating Reports

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4. Profit and Loss Statement- Monthly
5. Balance Sheet- Monthly
6. Accounts Receivable Summary
7. Accounts Payable Summary
8. Monthly Transaction List- By Supplier
9. General Ledger- Monthly
10. Operating Account Bank Reconciliation
11. Operating Account Bank Statement

Reserve Reports

1. Financial Summary Report
2. Profit and Loss Statement- Monthly
3. Profit and Loss Statement- Year to Date
4. Reserve Fund Bank Reconciliation
5. Reserve Fund Bank Statement

MONTHLY FINANCIAL REPORT SUMMARY

CCC 264

March 2018

Revenue:

Currently CCC No. 264 has invoiced 100% of the budgeted revenue.

Expenses:

Utilities expense appear to be under budget for the month of March.

Contracts:

Contracts are over budget for the month of March mainly due to snow removal and non-cancellation of Waste Management.

General Repairs and Maintenance:

Repairs and Maintenance is under budget for the month of March, however inline for the fiscal year

Conclusion:

So far this year we are trending on budget for March. At this point we expect this year to be on budget.

OCSCC #264

BUDGET VS. ACTUALS: 2018 - FY18 P&L

March 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	56,398.16	56,398.08	0.08	100.00 %
4005 Parking Income	960.00	749.17	210.83	128.14 %
4010 Interest Revenue	29.92		29.92	
4037 Misc. Income	0.03		0.03	
Total 4000 Income	57,388.11	57,147.25	240.86	100.42 %
Total Income	\$57,388.11	\$57,147.25	\$240.86	100.42 %
Cost of Goods Sold				
4500 Contribution to Reserve Fund	26,512.67	26,512.50	0.17	100.00 %
Total Cost of Goods Sold	\$26,512.67	\$26,512.50	\$0.17	100.00 %
GROSS PROFIT	\$30,875.44	\$30,634.75	\$240.69	100.79 %
Expenses				
5000 Utilities				
5020 Hydro	593.92	559.17	34.75	106.21 %
5030 Water & Sewer	3,043.01	7,583.33	-4,540.32	40.13 %
5040 Telecom Expenses	56.22	52.17	4.05	107.76 %
Total 5000 Utilities	3,693.15	8,194.67	-4,501.52	45.07 %
5400 Contracts				
5415 Waste management	989.17		989.17	
5435 Parking Control	585.34	333.33	252.01	175.60 %
5465 Landscaping		1,633.83	-1,633.83	
5470 Snow Removal	9,473.16	4,736.58	4,736.58	200.00 %
5475 Pest Control		166.67	-166.67	
5480 Pool		2,092.58	-2,092.58	
Total 5400 Contracts	11,047.67	8,962.99	2,084.68	123.26 %
5500 General Repairs & Maintenance				
5503 General Repairs & Maint	291.22	2,250.00	-1,958.78	12.94 %
5504 Emergency Calls		41.67	-41.67	
5510 Building Cleaning	678.00	791.67	-113.67	85.64 %
5537 Entry/ Patio Door Repairs		41.67	-41.67	
5550 Additional Landscaping		83.33	-83.33	
5560 Chimney Cleaning & Repairs		666.67	-666.67	
5570 Additional Snow/Salt		208.33	-208.33	
Total 5500 General Repairs & Maintenance	969.22	4,083.34	-3,114.12	23.74 %
5800 Administrative & Professional Expenses				
5801 Property Management Fees	4,889.33	4,889.33	0.00	100.00 %
5810 Office Expenses	161.62	208.33	-46.71	77.58 %
5811 Board of Directors Education		41.67	-41.67	
5812 Bank Charges	116.74	120.42	-3.68	96.94 %
5815 CAO fees		184.00	-184.00	
5830 Insurance Expense	3,398.94	3,391.67	7.27	100.21 %
5833 Audit		350.00	-350.00	
5840 Other Professional Fees		208.33	-208.33	
Total 5800 Administrative & Professional	8,566.63	9,393.75	-827.12	91.20 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Expenses				
6001 Contribution from operating	-26,512.67		-26,512.67	
6002 Interest income for reserve	-358.92		-358.92	
6003 Reserve - Bank charges	5.56		5.56	
Total Expenses	\$ -2,589.36	\$30,634.75	\$ -33,224.11	-8.45 %
NET OPERATING INCOME	\$33,464.80	\$0.00	\$33,464.80	0.00%
NET INCOME	\$33,464.80	\$0.00	\$33,464.80	0.00%

OCSCC #264

BUDGET VS. ACTUALS: 2018 - FY18 P&L

January - March, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	169,194.51	169,194.24	0.27	100.00 %
4005 Parking Income	2,316.00	2,247.51	68.49	103.05 %
4010 Interest Revenue	85.97		85.97	
4032 NSF fees charged to customers	250.00		250.00	
4037 Misc. Income	62.85		62.85	
Total 4000 Income	171,909.33	171,441.75	467.58	100.27 %
Total Income	\$171,909.33	\$171,441.75	\$467.58	100.27 %
Cost of Goods Sold				
4500 Contribution to Reserve Fund	79,538.01	79,537.50	0.51	100.00 %
Total Cost of Goods Sold	\$79,538.01	\$79,537.50	\$0.51	100.00 %
GROSS PROFIT	\$92,371.32	\$91,904.25	\$467.07	100.51 %
Expenses				
5000 Utilities				
5020 Hydro	1,972.22	1,677.51	294.71	117.57 %
5030 Water & Sewer	20,264.69	22,749.99	-2,485.30	89.08 %
5040 Telecom Expenses	196.09	156.51	39.58	125.29 %
Total 5000 Utilities	22,433.00	24,584.01	-2,151.01	91.25 %
5400 Contracts				
5415 Waste management	2,967.51		2,967.51	
5435 Parking Control	878.01	999.99	-121.98	87.80 %
5465 Landscaping		4,901.49	-4,901.49	
5470 Snow Removal	28,419.48	14,209.74	14,209.74	200.00 %
5475 Pest Control		500.01	-500.01	
5480 Pool		6,277.74	-6,277.74	
Total 5400 Contracts	32,265.00	26,888.97	5,376.03	119.99 %
5500 General Repairs & Maintenance				
5503 General Repairs & Maint	628.53	6,750.00	-6,121.47	9.31 %
5504 Emergency Calls		125.01	-125.01	
5510 Building Cleaning	2,034.00	2,375.01	-341.01	85.64 %
5537 Entry/ Patio Door Repairs		125.01	-125.01	
5550 Additional Landscaping		249.99	-249.99	
5560 Chimney Cleaning & Repairs	8,260.95	2,000.01	6,260.94	413.05 %
5570 Additional Snow/Salt		624.99	-624.99	
Total 5500 General Repairs & Maintenance	10,923.48	12,250.02	-1,326.54	89.17 %
5800 Administrative & Professional Expenses				
5801 Property Management Fees	13,196.46	14,667.99	-1,471.53	89.97 %
5810 Office Expenses	195.91	624.99	-429.08	31.35 %
5811 Board of Directors Education		125.01	-125.01	
5812 Bank Charges	239.99	361.26	-121.27	66.43 %
5815 CAO fees		552.00	-552.00	
5830 Insurance Expense	10,196.82	10,175.01	21.81	100.21 %
5833 Audit		1,050.00	-1,050.00	
5840 Other Professional Fees		624.99	-624.99	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5800 Administrative & Professional Expenses	23,829.18	28,181.25	-4,352.07	84.56 %
6001 Contribution from operating	-79,538.01		-79,538.01	
6002 Interest income for reserve	-936.99		-936.99	
6003 Reserve - Bank charges	-2.58		-2.58	
6103 Building Exterior R&M	85,842.38		85,842.38	
Total Expenses	\$94,815.46	\$91,904.25	\$2,911.21	103.17 %
NET OPERATING INCOME	\$ -2,444.14	\$0.00	\$ -2,444.14	0.00%
NET INCOME	\$ -2,444.14	\$0.00	\$ -2,444.14	0.00%

OCSCC #264

PROFIT AND LOSS

March 2018

	TOTAL
Income	
4000 Income	
4001 Condo Fees	56,398.16
4005 Parking Income	960.00
4010 Interest Revenue	29.92
4037 Misc. Income	0.03
Total 4000 Income	57,388.11
Total Income	\$57,388.11
Cost of Goods Sold	
4500 Contribution to Reserve Fund	26,512.67
Total Cost of Goods Sold	\$26,512.67
GROSS PROFIT	\$30,875.44
Expenses	
5000 Utilities	
5020 Hydro	593.92
5030 Water & Sewer	3,043.01
5040 Telecom Expenses	56.22
Total 5000 Utilities	3,693.15
5400 Contracts	
5415 Waste management	989.17
5435 Parking Control	585.34
5470 Snow Removal	9,473.16
Total 5400 Contracts	11,047.67
5500 General Repairs & Maintenance	
5503 General Repairs & Maint	291.22
5510 Building Cleaning	678.00
Total 5500 General Repairs & Maintenance	969.22
5800 Administrative & Professional Expenses	
5801 Property Management Fees	4,889.33
5810 Office Expenses	161.62
5812 Bank Charges	116.74
5830 Insurance Expense	3,398.94
Total 5800 Administrative & Professional Expenses	8,566.63
6001 Contribution from operating	-26,512.67
6002 Interest income for reserve	-358.92
6003 Reserve - Bank charges	5.56
Total Expenses	\$ -2,589.36
PROFIT	\$33,464.80

OCSCC #264

BALANCE SHEET

As of March 31, 2018

	TOTAL
Assets	
Current Assets	
1200 Due to/from	-88,050.92
1300 Prepaid Expenses	20,393.64
Undeposited Funds	324.00
Cash and cash equivalents	
1010 Operating Account	-6,934.88
1015 Petty Cash	901.83
1020 Reserve Account	571,483.27
Total Cash and cash equivalents	\$565,450.22
Accounts receivable (A/R)	
1100 Accounts Receivable	7,235.52
1101 Other Receivables	3,584.99
Total Accounts receivable (A/R)	\$10,820.51
Total Current Assets	\$508,937.45
Non-current Assets	
1000 Investments	
1001 Investments Cash Balance SCOTIA	443,982.83
1002 Inv. GIC due Apr 29, 2021 SCOTIA	50,070.27
1003 Inv. Security GIC Plus due Aug 24, 2017 TD	156,647.00
1004 Inv. GIC Aug 24, 2017 TD	145,047.00
1005 Inv. GIC due Mar 02, 2017 TD	107,480.00
1006 Inv. GIC due May 6, 2019 TD	72,205.00
1016 Accrued Interest	-1,205.82
Total 1000 Investments	974,226.28
Total Non-current Assets	\$974,226.28
Total Assets	\$1,483,163.73
Liabilities and Equity	
Current Liabilities	
2005 Accrued Liabilities	7,871.48
2500 Due to/from Operating	-88,050.92
Accounts Payable	
2000 Accounts Payable	11,227.35
Total Accounts Payable	\$11,227.35
Total Current Liabilities	\$ -68,952.09
Equity	
Opening Balance Equity	-9,828.97
Retained Earnings	1,564,388.93
Profit for the year	-2,444.14
Total Equity	\$1,552,115.82
Total Liabilities and Equity	\$1,483,163.73

OCSCC #264

A/R AGING SUMMARY

As of March 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
38A Matthew Castiglia	322.22					\$322.22
38B Celine Gratton	50.00	422.22	422.22	720.22		\$1,614.66
41A	50.00					\$50.00
43A Kevin O'Neill		-203.76				\$ -203.76
44A Simon Rolfe	299.64	299.64	299.64	1,762.00		\$2,660.92
64A Veronique Levesque	50.00	100.00		200.00		\$350.00
67B Roxana Bonilla Ramirez		100.00	299.64	1,120.28		\$1,519.92
76A C. Charbonneau & P. St.Jean	299.64					\$299.64
85B Garry Warren	299.64	322.28				\$621.92
Other Receivables			299.64	3,285.35		\$3,584.99
TOTAL	\$1,371.14	\$1,040.38	\$1,321.14	\$7,087.85	\$0.00	\$10,820.51

OCSCC #264

A/P AGING SUMMARY

As of March 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bell (906)	56.22					\$56.22
Boss Electric		291.22		141.25		\$432.47
Capital Systems		292.67				\$292.67
CI Property Management	157.46	4.16	-3,977.06	4,165.56		\$350.12
CITY OF OTTAWA - WATER & SEWER				-681.71		\$ -681.71
DASILVA CONSTRUCTION(6312071 CANADA INC)				9,853.60		\$9,853.60
Hydro Ottawa			123.11	27.30		\$150.41
ORKIN CANADA CORPORATION			-141.25	141.25		\$0.00
Other Payables				773.57		\$773.57
TOTAL	\$213.68	\$588.05	\$ -3,995.20	\$14,420.82	\$0.00	\$11,227.35

OCSCC #264

TRANSACTION LIST BY SUPPLIER

March 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
ATRENS-COUNSEL INSURANCE BROKERS						
01/03/2018	Bill	165596-3	Yes		2000 Accounts Payable	10,196.82
01/03/2018	Bill Payment (Cheque)	234	Yes	Voided	1010 Operating Account	0.00
07/03/2018	Bill Payment (Cheque)	1001	Yes		1010 Operating Account	-30,590.46
Bell (906)						
09/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-56.22
13/03/2018	Bill	MAR13-APR12/18	Yes		2000 Accounts Payable	56.22
Boss Electric						
08/03/2018	Bill	19620	Yes		2000 Accounts Payable	291.22
Capital Systems						
01/03/2018	Bill	CP18-199	Yes		2000 Accounts Payable	292.67
01/03/2018	Bill	BP18-43	Yes		2000 Accounts Payable	292.67
13/03/2018	Bill Payment (Cheque)	1003	Yes		1010 Operating Account	-292.67
CI Property Management						
01/03/2018	Bill	1968	Yes		2000 Accounts Payable	4.16
01/03/2018	Bill	1680	Yes		2000 Accounts Payable	157.46
01/03/2018	Bill		Yes		2000 Accounts Payable	4,889.33
01/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-4,889.33
13/03/2018	Bill Payment (Cheque)	1005	Yes		1010 Operating Account	-34.29
CITY OF OTTAWA - WATER & SEWER						
01/03/2018	Bill	1362 JA29-FE28/18	Yes		2000 Accounts Payable	499.68
01/03/2018	Bill	1360 JA29-FEB26/18	Yes		2000 Accounts Payable	828.71
01/03/2018	Bill	1364 JA29-FE26/18	Yes		2000 Accounts Payable	611.38
01/03/2018	Bill	1368 JA29-FE26/18	Yes		2000 Accounts Payable	515.06
01/03/2018	Bill	1366 JA29-FE26/18	Yes		2000 Accounts Payable	654.35
01/03/2018	Bill	1372 JA29-FE26/18	Yes		2000 Accounts Payable	353.59
01/03/2018	Bill	1352 JA29-FE26/18	Yes		2000 Accounts Payable	310.62
01/03/2018	Bill	1358 JA29-FE26/18	Yes		2000 Accounts Payable	806.16
01/03/2018	Bill	1356 JA29-FE26/18	Yes		2000 Accounts Payable	914.64
01/03/2018	Bill	1354 JA29-FE28/18	Yes		2000 Accounts Payable	453.12
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-310.62
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-453.12
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-914.64
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-806.16
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-828.71
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-499.68
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-611.38
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-654.35
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-515.06
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-769.87
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-353.59
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-439.52
19/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-449.18
DOMINION SIDING INC.						
20/03/2018	Bill Payment (Cheque)	1001	Yes		1020 Reserve Account	-85,842.38

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
HECTOR HERNANDEZ						
13/03/2018	Bill Payment (Cheque)	1004	Yes		1010 Operating Account	-2,034.00
31/03/2018	Bill	0400	Yes		2000 Accounts Payable	678.00
Hydro Ottawa						
01/03/2018	Bill	OTT755175	Yes		2000 Accounts Payable	36.75
01/03/2018	Bill	OTT953840	Yes		2000 Accounts Payable	32.14
01/03/2018	Bill	OTT880533	Yes		2000 Accounts Payable	159.19
01/03/2018	Bill	OTT783718	Yes		2000 Accounts Payable	31.37
01/03/2018	Bill	OTT856636	Yes		2000 Accounts Payable	20.62
01/03/2018	Bill	OTT783778	Yes		2000 Accounts Payable	22.67
01/03/2018	Bill	OTT783727	Yes		2000 Accounts Payable	37.53
01/03/2018	Bill	OTT783758	Yes		2000 Accounts Payable	43.64
01/03/2018	Bill	OTT928108	Yes		2000 Accounts Payable	53.92
01/03/2018	Bill	OTT783695	Yes		2000 Accounts Payable	37.45
01/03/2018	Bill	OTT755098	Yes		2000 Accounts Payable	27.29
01/03/2018	Bill	OTT782702	Yes		2000 Accounts Payable	30.37
01/03/2018	Bill	OTT953837	Yes		2000 Accounts Payable	22.67
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-32.14
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-43.64
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-53.92
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-27.29
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-36.75
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-30.37
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-22.67
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-159.19
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-22.67
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-31.37
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-20.62
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-37.53
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-37.45
Jean Drouin Ramoneur Enr.						
07/03/2018	Bill Payment (Cheque)	1002	Yes		1010 Operating Account	-8,260.95
ROOFSHIELD LTD.						
20/03/2018	Bill Payment (Cheque)	1007	Yes		1010 Operating Account	-1,900.66
Waste Connections of Canada Inc.						
01/03/2018	Bill	71400000750122	Yes		2000 Accounts Payable	989.17
20/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-989.17
Williams Landscaping						
01/03/2018	Bill	1210	Yes		2000 Accounts Payable	9,473.16
02/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-9,473.16
02/03/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-9,473.16

OCSCC #264

GENERAL LEDGER

March 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5020 Hydro							
Beginning Balance							1,378.30
01/03/2018	Journal Entry	14R		SET UP ACCRUALS FROM JAN 16 TO FEB 28.2018, HYDRO	-Split-	\$ -823.84	554.46
01/03/2018	Bill	OTT856636	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$20.62	575.08
01/03/2018	Bill	OTT783778	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$22.67	597.75
01/03/2018	Bill	OTT953837	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$22.67	620.42
01/03/2018	Bill	OTT755098	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$27.29	647.71
01/03/2018	Bill	OTT782702	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$30.37	678.08
01/03/2018	Bill	OTT783718	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$31.37	709.45
01/03/2018	Bill	OTT953840	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$32.14	741.59
01/03/2018	Bill	OTT755175	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$36.75	778.34
01/03/2018	Bill	OTT783695	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$37.45	815.79
01/03/2018	Bill	OTT783727	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$37.53	853.32
01/03/2018	Bill	OTT783758	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$43.64	896.96
01/03/2018	Bill	OTT928108	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$53.92	950.88
01/03/2018	Bill	OTT880533	Hydro Ottawa	JAN 16, 2018 - FEB 14, 2018	2000 Accounts Payable	\$159.19	1,110.07
31/03/2018	Journal Entry	20		SET UP ACCRUALS MARCH 2018, HYDRO	-Split-	\$862.15	1,972.22
Total for 5020 Hydro						\$593.92	
5030 Water & Sewer							
Beginning Balance							17,221.68
01/03/2018	Bill	1368 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1368, FROM JAN 29 - Feb 26, 2018, 5A-762 ST-ANDRÉ	2000 Accounts Payable	\$515.06	17,736.74
01/03/2018	Bill	1362 JA29-FE28/18	CITY OF OTTAWA - WATER & SEWER	1362, FROM JAN 29 - FEB 28, 2018, 23-778 ST-ANDRÉ	2000 Accounts Payable	\$499.68	18,236.42
01/03/2018	Bill	1354 JA29-FE28/18	CITY OF OTTAWA - WATER & SEWER	1354, FROM JANUARY 29-FEBRUARY 28/2018, 53-798 ST-ANDRÉ	2000 Accounts Payable	\$453.12	18,689.54
01/03/2018	Bill	1372 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1372, FROM JANUARY 29-FEBRUARY 26/2018, 76-754 ST-ANDRÉ	2000 Accounts Payable	\$353.59	19,043.13
01/03/2018	Bill	1352 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1352, FROM JANUARY 29-FEBRUARY 26/2018, 48-802 ST-ANDRÉ	2000 Accounts Payable	\$310.62	19,353.75
01/03/2018	Bill	1366 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1366, FROM JANUARY 29-FEBRUARY 26/2018, 13-766ST-ANDRÉ	2000 Accounts Payable	\$654.35	20,008.10
01/03/2018	Bill	1364 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1364, FROM JANUARY 29 - FEBRUARY 26, 2018, 15-770 ST-ANDRÉ	2000 Accounts Payable	\$611.38	20,619.48
01/03/2018	Bill	1360 JA29-FEB26/18	CITY OF OTTAWA - WATER & SEWER	1360, FROM JAN 29 - FEB 26, 2018, 33-782 ST-ANDRÉ	2000 Accounts Payable	\$828.71	21,448.19
01/03/2018	Bill	1358 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1358, FROM JANUARY 29-FEBRUARY 26/2018, 40-786 ST-ANDRÉ	2000 Accounts Payable	\$806.16	22,254.35
01/03/2018	Bill	1356 JA29-FE26/18	CITY OF OTTAWA - WATER & SEWER	1356, FROM JANUARY 29-FEBRUARY 26/2018, 55-794 ST-ANDRÉ	2000 Accounts Payable	\$914.64	23,168.99
01/03/2018	Journal Entry	14R		SET UP ACCRUALS FROM JAN 27 TO FEB 28.2018	-Split-	\$ -9,913.63	13,255.36
31/03/2018	Journal Entry	20		SET UP ACCRUALS MARCH 2018, WATER	-Split-	\$7,009.33	20,264.69
Total for 5030 Water & Sewer						\$3,043.01	
5040 Telecom Expenses							
Beginning Balance							139.87
13/03/2018	Bill	MAR13-APR12/18	Bell (906)	MAR 13, 2018 - APRIL 12, 2018	2000 Accounts Payable	\$56.22	196.09
Total for 5040 Telecom Expenses						\$56.22	
Total for 5000 Utilities						\$3,693.15	
5400 Contracts							
5415 Waste management							
Beginning Balance							1,978.34
01/03/2018	Bill	71400000750122	Waste Connections of Canada Inc.	March 2018- waste pick up	2000 Accounts Payable	\$989.17	2,967.51
Total for 5415 Waste management						\$989.17	
5435 Parking Control							
Beginning Balance							292.67
01/03/2018	Bill	CP18-199	Capital Systems	PRIVATE PROPERTY BY-LAW ENFORCEMENT SERVICES FOR MARCH 2018	2000 Accounts Payable	\$292.67	585.34
01/03/2018	Bill	BP18-43	Capital Systems	PRIVATE PROPERTY BY-LAW ENFORCEMENT SERVICES FOR FEBRUARY 2018 (Invoiced on Feb 1, 2018)	2000 Accounts Payable	\$292.67	878.01

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5435 Parking Control						\$585.34	
5470 Snow Removal							
Beginning Balance							18,946.32
01/03/2018	Bill	1210	Williams Landscaping	1210 MARCH MONTHLY SNOW SERVICES	2000 Accounts Payable	\$9,473.16	28,419.48
Total for 5470 Snow Removal						\$9,473.16	
Total for 5400 Contracts						\$11,047.67	
5500 General Repairs & Maintenance							
5503 General Repairs & Maint							
Beginning Balance							337.31
08/03/2018	Bill	19620	Boss Electric	TRACE CIRCUIT AND REPLACE LED LAMP	2000 Accounts Payable	\$291.22	628.53
Total for 5503 General Repairs & Maint						\$291.22	
5510 Building Cleaning							
Beginning Balance							1,356.00
31/03/2018	Bill	0400	HECTOR HERNANDEZ	General cleaning	2000 Accounts Payable	\$678.00	2,034.00
Total for 5510 Building Cleaning						\$678.00	
5560 Chimney Cleaning & Repairs							
Beginning Balance							8,260.95
Total for 5560 Chimney Cleaning & Repairs							
Total for 5500 General Repairs & Maintenance						\$969.22	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							8,307.13
01/03/2018	Bill		CI Property Management	2018 management fees	2000 Accounts Payable	\$4,889.33	13,196.46
Total for 5801 Property Management Fees						\$4,889.33	
5810 Office Expenses							
Beginning Balance							34.29
01/03/2018	Bill	1968	CI Property Management	PPO (Invoiced on Feb 28, 2018)	2000 Accounts Payable	\$4.16	38.45
01/03/2018	Bill	1680	CI Property Management	PPO (Invoiced on Dec 31, 2017)	2000 Accounts Payable	\$157.46	195.91
Total for 5810 Office Expenses						\$161.62	
5812 Bank Charges							
Beginning Balance							123.25
01/03/2018	Expense			Customer Transfer Dr.	1010 Operating Account	\$5.56	128.81
05/03/2018	Expense		01A Bernadette Fradette	SCOTIA DIRECT PAYMENT Service Charge	1010 Operating Account	\$111.18	239.99
Total for 5812 Bank Charges						\$116.74	
5830 Insurance Expense							
Beginning Balance							6,797.88
01/03/2018	Journal Entry	19		RECORD MONTHLY INSURANCE EXPENSE	-Split-	\$3,398.94	10,196.82
Total for 5830 Insurance Expense						\$3,398.94	
Total for 5800 Administrative & Professional Expenses						\$8,566.63	
6001 Contribution from operating							
Beginning Balance							-53,025.34
01/03/2018	Journal Entry	18		RECORD DUE TO RESERVE NEW BUDGET JAN 18	-Split-	\$ -24,047.67	-77,073.01
01/03/2018	Journal Entry	18		RECORD DUE TO RESERVE NEW BUDGET JAN 18	-Split-	\$ -2,465.00	-79,538.01
Total for 6001 Contribution from operating						\$ -26,512.67	
6002 Interest income for reserve							
Beginning Balance							-578.07
29/03/2018	Deposit			Interest Credit	1020 Reserve Account	\$ -358.92	-936.99
Total for 6002 Interest income for reserve						\$ -358.92	
6003 Reserve - Bank charges							
Beginning Balance							-8.14
01/03/2018	Expense			Customer Transfer Dr.	1020 Reserve Account	\$5.56	-2.58
Total for 6003 Reserve - Bank charges						\$5.56	
6103 Building Exterior R&M							
Beginning Balance							85,842.38
Total for 6103 Building Exterior R&M							

1010 Operating Account, Period Ending 31/03/2018

RECONCILIATION REPORT

Reconciled on: 11/04/2018

Reconciled by: Olesea Axentii

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

Summary

CAD

Statement beginning balance.....	42,587.13
Cheques and payments cleared (41).....	-63,123.26
Deposits and other credits cleared (205).....	56,570.97
Statement ending balance.....	<u>36,034.84</u>

Uncleared transactions as of 31/03/2018.....	-42,969.72
Register balance as of 31/03/2018.....	-6,934.88
Cleared transactions after 31/03/2018.....	0.00
Uncleared transactions after 31/03/2018.....	-8,385.58
Register balance as of 11/04/2018.....	<u>-15,320.46</u>

Details

Cheques and payments cleared (41)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Journal	8R		-1,282.48
01/03/2018	Cheque	NSF	38B Celine Gratton	-50.00
01/03/2018	Cheque	NSF	38B Celine Gratton	-322.22
01/03/2018	Expense			-5.56
01/03/2018	Bill Payment		CI Property Management	-4,889.33
01/03/2018	Journal	18		-24,047.67
02/03/2018	Bill Payment		Williams Landscaping	-9,473.16
02/03/2018	Bill Payment		Williams Landscaping	-9,473.16
05/03/2018	Expense		01A Bernadette Fradette	-111.18
09/03/2018	Bill Payment		Bell (906)	-56.22
13/03/2018	Bill Payment	1003	Capital Systems	-292.67
13/03/2018	Bill Payment	1005	CI Property Management	-34.29
13/03/2018	Bill Payment	1004	HECTOR HERNANDEZ	-2,034.00
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-769.87
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-515.06
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-654.35
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-611.38
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-499.68
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-828.71
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-806.16
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-914.64
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-453.12
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-310.62
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-439.52
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-353.59
19/03/2018	Bill Payment		CITY OF OTTAWA - WATER & S...	-449.18
20/03/2018	Bill Payment		Hydro Ottawa	-37.45
20/03/2018	Bill Payment		Waste Connections of Canada Inc.	-989.17
20/03/2018	Bill Payment	1007	ROOFSHIELD LTD.	-1,900.66
20/03/2018	Bill Payment		Hydro Ottawa	-32.14
20/03/2018	Bill Payment		Hydro Ottawa	-43.64
20/03/2018	Bill Payment		Hydro Ottawa	-53.92
20/03/2018	Bill Payment		Hydro Ottawa	-27.29
20/03/2018	Bill Payment		Hydro Ottawa	-36.75
20/03/2018	Bill Payment		Hydro Ottawa	-30.37
20/03/2018	Bill Payment		Hydro Ottawa	-22.67
20/03/2018	Bill Payment		Hydro Ottawa	-159.19
20/03/2018	Bill Payment		Hydro Ottawa	-22.67
20/03/2018	Bill Payment		Hydro Ottawa	-31.37
20/03/2018	Bill Payment		Hydro Ottawa	-20.62
20/03/2018	Bill Payment		Hydro Ottawa	-37.53

Total	-63,123.26
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Deposits and other credits cleared (205)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
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DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Bill Payment	233	ATRENS-COUNSEL INSURANC...	0.00
01/02/2018	Bill Payment	230	ATRENS-COUNSEL INSURANC...	0.00
01/03/2018	Bill Payment	234	ATRENS-COUNSEL INSURANC...	0.00
01/03/2018	Receive Payment		66B Kathryn Ritchie & Cecil Wigney	35.00
01/03/2018	Receive Payment		68B	35.00
01/03/2018	Receive Payment		39A	35.00
01/03/2018	Receive Payment		14B	35.00
01/03/2018	Receive Payment		92A	35.00
01/03/2018	Receive Payment		29A	35.00
01/03/2018	Receive Payment		32A	50.00
01/03/2018	Receive Payment		61B	50.00
01/03/2018	Receive Payment		22B	50.00
01/03/2018	Receive Payment		42A	50.00
01/03/2018	Receive Payment		18B	50.00
01/03/2018	Receive Payment		30B	50.00
01/03/2018	Receive Payment		27B	50.00
01/03/2018	Receive Payment		33A	50.00
01/03/2018	Receive Payment		38B Celine Gratton	50.00
01/03/2018	Receive Payment		17A	50.00
01/03/2018	Receive Payment		37A	299.64
01/03/2018	Receive Payment		75A	299.64
01/03/2018	Receive Payment		02A Lorraine Gervais	299.64
01/03/2018	Receive Payment		07A Mira Abdillahi	299.64
01/03/2018	Receive Payment		78B	299.64
01/03/2018	Receive Payment		30B	299.64
01/03/2018	Receive Payment		80A	299.64
01/03/2018	Receive Payment		77B	299.64
01/03/2018	Receive Payment		16A	299.64
01/03/2018	Receive Payment		36A	299.64
01/03/2018	Receive Payment		31A	299.64
01/03/2018	Receive Payment		06B Trevor Jamieson	299.64
01/03/2018	Receive Payment		42A	299.64
01/03/2018	Receive Payment		02B Johic Nicolas	299.64
01/03/2018	Receive Payment		22B	299.64
01/03/2018	Receive Payment		92B	299.64
01/03/2018	Receive Payment		64B	299.64
01/03/2018	Receive Payment		79A	299.64
01/03/2018	Receive Payment		19A	299.64
01/03/2018	Receive Payment		78A	299.64
01/03/2018	Receive Payment		86B	299.64
01/03/2018	Receive Payment		16B	299.64
01/03/2018	Receive Payment		76B	299.64
01/03/2018	Receive Payment		24B	299.64
01/03/2018	Receive Payment		82B	299.64
01/03/2018	Receive Payment		85A	299.64
01/03/2018	Receive Payment		88B	299.64
01/03/2018	Receive Payment		35B	299.64
01/03/2018	Receive Payment		87B	299.64
01/03/2018	Receive Payment		37B	299.64
01/03/2018	Receive Payment		10B	299.64
01/03/2018	Receive Payment		90A	299.64
01/03/2018	Receive Payment		60B	299.64
01/03/2018	Receive Payment		70B	299.64
01/03/2018	Receive Payment		08A Marietta Fraser	299.64
01/03/2018	Receive Payment		50B	299.64
01/03/2018	Receive Payment		77A	299.64
01/03/2018	Receive Payment		80B	299.64
01/03/2018	Receive Payment		50A	299.64
01/03/2018	Receive Payment		21B	299.64
01/03/2018	Receive Payment		79B	299.64
01/03/2018	Receive Payment		30A	299.64
01/03/2018	Receive Payment		88A	299.64
01/03/2018	Receive Payment		87A	299.64
01/03/2018	Receive Payment		21A	299.64
01/03/2018	Receive Payment		56B	299.64
01/03/2018	Receive Payment		83B	299.64
01/03/2018	Receive Payment		92A	299.64
01/03/2018	Receive Payment		47B	299.64
01/03/2018	Receive Payment		90B	299.64
01/03/2018	Receive Payment		84A	299.64
01/03/2018	Receive Payment		32A	299.64

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		43B	299.64
01/03/2018	Receive Payment		71B	299.64
01/03/2018	Receive Payment		72B	299.64
01/03/2018	Receive Payment		75B	299.64
01/03/2018	Receive Payment		81B	299.64
01/03/2018	Receive Payment		82A	299.64
01/03/2018	Receive Payment		31B	299.64
01/03/2018	Receive Payment		41B	299.64
01/03/2018	Receive Payment		01A Bernadette Fradette	299.64
01/03/2018	Receive Payment		08B Sean Michael O'Sullivan	299.64
01/03/2018	Receive Payment		22A	299.64
01/03/2018	Receive Payment		86A	299.64
01/03/2018	Receive Payment		61B	299.64
01/03/2018	Receive Payment		64A Veronique Levesque	299.64
01/03/2018	Receive Payment		06A Robert Gray & Catherine Gray	299.64
01/03/2018	Receive Payment		51B	299.64
01/03/2018	Receive Payment		51A	299.64
01/03/2018	Receive Payment		07B Parbati Boukhriss	299.64
01/03/2018	Receive Payment		24A	299.64
01/03/2018	Receive Payment		13B	299.64
01/03/2018	Receive Payment		28A	299.64
01/03/2018	Receive Payment		03B Alan Saunders & Julie Bertrand	299.64
01/03/2018	Receive Payment		23A	299.64
01/03/2018	Receive Payment		23B	299.64
01/03/2018	Receive Payment		83A	299.64
01/03/2018	Receive Payment		67A	299.64
01/03/2018	Receive Payment		10A	299.64
01/03/2018	Receive Payment		03A Shannon Werner	299.64
01/03/2018	Receive Payment		13A	299.64
01/03/2018	Receive Payment		35A	299.64
01/03/2018	Receive Payment		36B	299.64
01/03/2018	Receive Payment		91B	299.64
01/03/2018	Receive Payment		44B	299.64
01/03/2018	Receive Payment		48B	299.64
01/03/2018	Receive Payment		53B	299.64
01/03/2018	Receive Payment		32B	299.64
01/03/2018	Receive Payment		47A	299.64
01/03/2018	Receive Payment		81A	299.64
01/03/2018	Receive Payment		41A	299.64
01/03/2018	Receive Payment		27A Quigley, Brian	299.64
01/03/2018	Receive Payment		71A	299.64
01/03/2018	Receive Payment		89B	299.64
01/03/2018	Receive Payment		27B	299.64
01/03/2018	Receive Payment		84B	299.64
01/03/2018	Receive Payment		65B	322.20
01/03/2018	Receive Payment		63B	322.20
01/03/2018	Receive Payment		68B	322.20
01/03/2018	Receive Payment		29A	322.22
01/03/2018	Receive Payment		14B	322.22
01/03/2018	Receive Payment		65A	322.22
01/03/2018	Receive Payment		46B	322.22
01/03/2018	Receive Payment		09A Lindsay Leblanc	322.22
01/03/2018	Receive Payment		18B	322.22
01/03/2018	Receive Payment		49B	322.22
01/03/2018	Receive Payment		17A	322.22
01/03/2018	Receive Payment		45A	322.22
01/03/2018	Receive Payment		39A	322.22
01/03/2018	Receive Payment		17B	322.22
01/03/2018	Receive Payment		55B	322.22
01/03/2018	Receive Payment		46A	322.22
01/03/2018	Receive Payment		39B	322.22
01/03/2018	Receive Payment		15A	322.22
01/03/2018	Receive Payment		63A	322.22
01/03/2018	Receive Payment		55A	322.22
01/03/2018	Receive Payment		45B	322.22
01/03/2018	Receive Payment		20B	322.22
01/03/2018	Receive Payment		68A	322.22
01/03/2018	Receive Payment		33B	322.22
01/03/2018	Receive Payment		54B	322.22
01/03/2018	Receive Payment		33A	322.22
01/03/2018	Receive Payment		66A	322.22

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		04A Joan Marie Armstrong	322.22
01/03/2018	Receive Payment		40B	322.22
01/03/2018	Receive Payment		34B	322.22
01/03/2018	Receive Payment		38B Celine Gratton	322.22
01/03/2018	Receive Payment		15B	322.22
01/03/2018	Receive Payment		62A	322.22
01/03/2018	Receive Payment		11A	322.22
01/03/2018	Receive Payment		11B	322.22
01/03/2018	Receive Payment		12B	322.22
01/03/2018	Receive Payment		25B	322.22
01/03/2018	Receive Payment		26A	322.22
01/03/2018	Receive Payment		40A	322.22
01/03/2018	Receive Payment		54A	322.22
01/03/2018	Receive Payment		49A	322.22
01/03/2018	Receive Payment		04B Bertha R. Kirby	322.22
01/03/2018	Receive Payment		09B Shaw Smith & Riad Qanbar	322.22
01/03/2018	Receive Payment		20A	322.22
01/03/2018	Receive Payment		26B	322.22
01/03/2018	Receive Payment		34A	322.22
01/03/2018	Receive Payment		05B Marie-Claire Terriault	322.22
01/03/2018	Receive Payment		18A	322.22
01/03/2018	Receive Payment		62B	322.22
01/03/2018	Receive Payment		05A Finola Belanger	322.22
01/03/2018	Receive Payment		29B	322.22
01/03/2018	Receive Payment	228	43A Kevin O'Neill	277.00
02/03/2018	Receive Payment		12A Gregory Campbell	322.22
02/03/2018	Receive Payment		25A André Loranger & Annette R...	322.22
02/03/2018	Deposit			0.03
02/03/2018	Receive Payment		27A Quigley, Brian	50.00
02/03/2018	Receive Payment		14A Sheila Skerritt	322.22
02/03/2018	Receive Payment		48A Allan Kovacs & Suzanne He...	299.64
02/03/2018	Receive Payment		28B Timothy Clarke	299.64
02/03/2018	Receive Payment		58B Sean Kearney	299.64
02/03/2018	Receive Payment		66B Kathryn Ritchie & Cecil Wigney	322.20
02/03/2018	Receive Payment		01B Ignazio & Sylvie Maniscalco	299.64
16/03/2018	Receive Payment	111073	57A	299.64
16/03/2018	Receive Payment	167614	67B Roxana Bonilla Ramirez	277.00
16/03/2018	Receive Payment	078	42B	299.64
16/03/2018	Receive Payment	111073	91A	299.64
16/03/2018	Receive Payment	111073	52A	299.64
16/03/2018	Receive Payment	111073	52B	299.64
16/03/2018	Receive Payment	111073	53A	299.64
16/03/2018	Receive Payment	111073	56A	299.64
16/03/2018	Receive Payment	167614	67B Roxana Bonilla Ramirez	50.00
16/03/2018	Receive Payment	111073	57B	299.64
16/03/2018	Receive Payment	111073	58A	299.64
16/03/2018	Receive Payment	111073	59A	299.64
16/03/2018	Receive Payment	111073	59B	299.64
16/03/2018	Receive Payment	111073	60A	299.64
16/03/2018	Receive Payment	111073	61A	299.64
16/03/2018	Receive Payment	111073	69A	299.64
16/03/2018	Receive Payment	111073	69B	299.64
16/03/2018	Receive Payment	111073	70A	299.64
16/03/2018	Receive Payment	111073	72A	299.64
16/03/2018	Receive Payment	111073	73A	299.64
16/03/2018	Receive Payment	111073	73B	299.64
16/03/2018	Receive Payment	111073	74A	299.64
16/03/2018	Receive Payment	111073	74B	299.64
16/03/2018	Receive Payment	111073	89A	299.64
22/03/2018	Receive Payment	010	19B Sharon Cavan	299.64
22/03/2018	Receive Payment	011	19B Sharon Cavan	299.64
22/03/2018	Receive Payment	009	19B Sharon Cavan	299.64
29/03/2018	Deposit			29.92

Total				56,570.97
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Additional Information

Uncleared cheques and payments as of 31/03/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
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DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Journal	8R		-3,977.06
01/02/2018	Journal	8R		-141.25
07/03/2018	Bill Payment	1001	ATRENS-COUNSEL INSURANC...	-30,590.46
07/03/2018	Bill Payment	1002	Jean Drouin Ramoneur Enr.	-8,260.95

Total -42,969.72

Uncleared cheques and payments after 31/03/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/04/2018	Bill Payment	235	ATRENS-COUNSEL INSURANC...	-10,196.82
10/04/2018	Bill Payment	1010	CI Property Management	-161.62
10/04/2018	Bill Payment	1009	Boss Electric	-291.22
10/04/2018	Bill Payment	1008	Capital Systems	-585.34

Total -11,235.00

Uncleared deposits and other credits after 31/03/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05/04/2018	Receive Payment	647	14A Sheila Skerritt	322.22
05/04/2018	Receive Payment	079	48A Allan Kovacs & Suzanne He...	299.64
05/04/2018	Receive Payment	229	43A Kevin O'Neill	277.00
05/04/2018	Receive Payment	013	25A André Loranger & Annette R...	322.22
05/04/2018	Receive Payment	155	66B Kathryn Ritchie & Cecil Wigney	35.00
05/04/2018	Receive Payment	008	66B Kathryn Ritchie & Cecil Wigney	322.20
05/04/2018	Receive Payment	024	12A Gregory Campbell	322.22
05/04/2018	Receive Payment	10102	27A Quigley, Brian	50.00
05/04/2018	Receive Payment	548	01B Ignazio & Sylvie Maniscalco	299.64
05/04/2018	Receive Payment	635	58B Sean Kearney	299.64
05/04/2018	Receive Payment	033	28B Timothy Clarke	299.64

Total 2,849.42



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

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Business Account	60756 01344 14	Feb 28 2018	Mar 29 2018

Account Summary for this Period:

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
41	\$63,123.26	5	\$56,570.97

Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
02/28/2018	BALANCE FORWARD			42,587.13
03/01/2018	SD SETTLEMENT SD# 39867 FCN 0081 FCD 180228		45,873.60	88,460.73
03/01/2018	BILL PAYMENT MANAGEMENT FEES CAPITAL INTEGRA	4,889.33		83,571.40
03/01/2018	TRANSFER TO 61176 00149 15	5.56		83,565.84
03/02/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		2,849.45	86,415.29
03/02/2018	CHQ 228 7221357908	9,473.16		76,942.13
03/02/2018	CHQ 229 7221357909	9,473.16		67,468.97
03/05/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	50.00		67,418.97
03/05/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	322.22		67,096.75
03/05/2018	SERVICE CHARGE SCOTIA DIRECT PAYMENT	111.18		66,985.57
03/07/2018	CHQ* 224 7023386815	1,282.48		65,703.09

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
8	\$25,607.09	2	\$48,723.05

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

Statement Of:

Business Account

Account Number:

60756 01344 14

From:

Feb 28 2018

To:

Mar 29 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
03/09/2018	TELEPHONE BILL 0000000000000000 BELL CANADA TORVM5 EFT 5511	56.22		65,646.87
03/15/2018	TRANSFER TO 60756 01343 17	24,047.67		41,599.20
03/16/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		6,919.08	48,518.28
03/19/2018	UTILITY BILL OTTAWA WATER	310.62		48,207.66
03/19/2018	UTILITY BILL OTTAWA WATER	453.12		47,754.54
03/19/2018	UTILITY BILL OTTAWA WATER	914.64		46,839.90
03/19/2018	UTILITY BILL OTTAWA WATER	806.16		46,033.74
03/19/2018	UTILITY BILL OTTAWA WATER	828.71		45,205.03
03/19/2018	UTILITY BILL OTTAWA WATER	499.68		44,705.35
03/19/2018	UTILITY BILL OTTAWA WATER	611.38		44,093.97
03/19/2018	UTILITY BILL OTTAWA WATER	654.35		43,439.62
03/19/2018	UTILITY BILL OTTAWA WATER	515.06		42,924.56
03/19/2018	UTILITY BILL OTTAWA WATER	769.87		42,154.69
03/19/2018	UTILITY BILL OTTAWA WATER	353.59		41,801.10
03/19/2018	UTILITY BILL OTTAWA WATER	439.52		41,361.58
03/19/2018	UTILITY BILL OTTAWA WATER	449.18		40,912.40
03/20/2018	HYDRO BILL HYDRO OTTAWA	32.14		40,880.26
03/20/2018	HYDRO BILL HYDRO OTTAWA	43.64		40,836.62
03/20/2018	HYDRO BILL HYDRO OTTAWA	53.92		40,782.70

No. of Debits

18

Total Amount - Debits

\$31,839.47

No. of Credits

1

Total Amount - Credits

\$6,919.08

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

Statement Of:
Business Account

Account Number:
60756 01344 14

From:
Feb 28 2018

To:
Mar 29 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
03/20/2018	HYDRO BILL HYDRO OTTAWA	27.29		40,755.41
03/20/2018	HYDRO BILL HYDRO OTTAWA	36.75		40,718.66
03/20/2018	HYDRO BILL HYDRO OTTAWA	30.37		40,688.29
03/20/2018	HYDRO BILL HYDRO OTTAWA	22.67		40,665.62
03/20/2018	HYDRO BILL HYDRO OTTAWA	159.19		40,506.43
03/20/2018	HYDRO BILL HYDRO OTTAWA	22.67		40,483.76
03/20/2018	HYDRO BILL HYDRO OTTAWA	31.37		40,452.39
03/20/2018	HYDRO BILL HYDRO OTTAWA	20.62		40,431.77
03/20/2018	HYDRO BILL HYDRO OTTAWA	37.53		40,394.24
03/20/2018	HYDRO BILL HYDRO OTTAWA	37.45		40,356.79
03/20/2018	MISC PAYMENT BFI CANADA INC (LONDON)	989.17		39,367.62
03/27/2018	CHQ* 1003 7122484930	292.67		39,074.95
03/27/2018	CHQ* 1007 7122489686	1,900.66		37,174.29
03/28/2018	DEPOSIT GLOUCESTER CENTRE 50476 001		898.92	38,073.21
03/28/2018	CHQ* 1005 7023678433	34.29		38,038.92
03/29/2018	CHQ* 1004 7122516796	2,034.00		36,004.92
03/29/2018	INTEREST CREDIT		29.92	36,034.84
No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits	
15	\$5,676.70	2	\$928.84	

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

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

Statement Of:

Business Account

Account Number:

60756 01344 14

From:

Feb 28 2018

To:

Mar 29 2018

GST Registration No. R105195598

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

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Service Charge	60756 01344 14	Feb 28 2018	Mar 29 2018

Item	Volume	Rate	Charge (\$)
Transaction Fees			
Deposit	3	1.25	3.75
Cheques	7	1.25	8.75
Other Credits	1	1.25	1.25
Other Debits	31	1.25	38.75
Sub Total			52.50
Account Maintenance			9.95
Deposit Contents			
Items Deposited	17	.20	3.40
Sub Total Service Charge			65.85
Less % Discount Allowed		99.999%	65.85

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

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Deposit Interest	60756 01344 14	Mar 01 2018	Mar 29 2018

Account Information

Currency: CAD

Average Credit Balance This Period	\$53,796.00
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Scotiabank Prime This Period	3.450%
------------------------------	--------

Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

Interest Calculation

Average Credit Balance	\$53,796.00	
Total Balance Deductions	\$0.00	
Net Surplus Balance	\$53,796.00	
Interest At	0.700%	\$29.92

Total Interest	\$29.92
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Your account 60756 01344 14 has been credited.

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MONTHLY RESERVE FINANCIAL REPORT

CCC 264

March 2018

OCSCC #264

PROFIT AND LOSS

March 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
6001 Contribution from operating	-26,512.67
6002 Interest income for reserve	-358.92
6003 Reserve - Bank charges	5.56
Total Expenses	\$ -26,866.03
PROFIT	\$26,866.03

OCSCC #264

PROFIT AND LOSS

January - March, 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
6001 Contribution from operating	-79,538.01
6002 Interest income for reserve	-936.99
6003 Reserve - Bank charges	-2.58
6103 Building Exterior R&M	85,842.38
Total Expenses	\$5,364.80
PROFIT	\$ -5,364.80

1020 Reserve Account, Period Ending 31/03/2018

RECONCILIATION REPORT

Reconciled on: 11/04/2018

Reconciled by: Olesea Axentii

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

Summary

CAD

Statement beginning balance.....	632,924.62
Cheques and payments cleared (1).....	-5.56
Deposits and other credits cleared (2).....	24,406.59
Statement ending balance.....	<u>657,325.65</u>

Uncleared transactions as of 31/03/2018.....	-85,842.38
Register balance as of 31/03/2018.....	<u>571,483.27</u>

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Expense			-5.56

Total -5.56

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Journal	18		24,047.67
29/03/2018	Deposit			358.92

Total 24,406.59

Additional Information

Uncleared cheques and payments as of 31/03/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
20/03/2018	Bill Payment	1001	DOMINION SIDING INC.	-85,842.38

Total -85,842.38



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

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Business Account	60756 01343 17	Feb 28 2018	Mar 29 2018

Account Summary for this Period:

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
1	\$5.56	2	\$24,406.59

Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
02/28/2018	BALANCE FORWARD			632,924.62
03/01/2018	TRANSFER TO 61176 00149 15	5.56		632,919.06
03/15/2018	TRANSFER FROM 60756 01344 14		24,047.67	656,966.73
03/29/2018	INTEREST CREDIT		358.92	657,325.65

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
1	\$5.56	2	\$24,406.59

Uncollected fees and/or ODI owing: \$0.00

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ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Service Charge	60756 01343 17	Feb 28 2018	Mar 29 2018

Item	Volume	Rate	Charge (\$)
Account Maintenance			9.95
Sub Total Service Charge			9.95
Less % Discount Allowed		99.999%	9.95

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ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO 264
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Deposit Interest	60756 01343 17	Mar 01 2018	Mar 29 2018

Account Information

Currency: CAD

Average Credit Balance This Period	\$645,358.00
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Scotiabank Prime This Period	3.450%
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Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

Interest Calculation

Average Credit Balance	\$645,358.00	
Total Balance Deductions	\$0.00	
Net Surplus Balance	\$645,358.00	
Interest At	0.700%	\$358.92

Total Interest	\$358.92
-----------------------	-----------------

Your account 60756 01343 17 has been credited.

Please examine this statement promptly.

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GST Registration No. R105195598

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POOL MANAGEMENT CONTRACT

BETWEEN: Convent Gardens CCC#264
St. André Drive
Ottawa ON
K1J 3V4

Represented by / Managed by:

Denise Stimson
Property Manager
Capital Integral Property Management

904 Lady Ellen Pl.
Ottawa, ON, K1Z 5L5
(613) 722-1232 x. 114
dstimson@cimanagement.ca
(HEREAFTER REFERRED TO AS « THE OWNER »)

AND: **H₂O Lifeguard Services and Recreational Management**
101 Hillside Drive
Ottawa, Ontario
K1K 3A2

Represented by / Managed by:

Frédéric Nadon
General Manager
frederic@h2o.ca
(613)789-4020, 5

(HEREAFTER REFERRED TO AS « THE CONTRACTOR »)

THE PARTIES HAVE AGREED TO THE FOLLOWING:

PART 1 - PURPOSE AND DURATION

1. The owner retains the services of the manager as his representative in matters pertaining to the users of the said pool and the Manager agrees to take care of its administration.
2. This contract shall be in effect during the period stated in appendix A.
3. The pool will be open during the hours stated in appendix B.
4. Contract pricing is detailed in appendix C.

PART 2- SUMMERIZATION

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Drain and acid cleaning the pool (if necessary).
- B. Check inventory supplies and provide OWNER with Opening Inspection Report outlining missing equipment and/or deficiencies.
- C. Reassemble existing filler plant, set up pool equipment and signs and start system.
- D. Cooperate with any other contractors in preparing pool for operation.
- E. CONTRACTOR will advise OWNER of any needed repairs and/or improvements.

PART 3 – HEALTH INSPECTION

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Book health inspection with health department
- B. Balance chemicals (1 visit)
- C. Getting everything ready for health inspection (1 visit)
- D. Attending health inspection (1 visit)
- E. Follow up inspections if any needed

PART 4 – PREVENTIVE MAINTENANCE PACKAGE

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Complete **two site visits** per summer by a **certified pool technician**.
- B. Verify state of mechanical equipment including pumps, filters, chlorinators, etc.
- C. Clean out and maintain chlorinator injector line and point of injection.
- D. Clean out and maintain pump impeller.
- E. Complete a backwash of the pool filter.
- F. Calibration of automation equipment.
- G. Salt cell inspection and cleaning.
- H. Complete a thorough water chemistry analysis and adjust if necessary.
- I. Report any deficiencies to the OWNER.

PART 5- MAINTENANCE

General cleaning will be performed prior to opening the pool(s) each day. CONTRACTOR will be responsible for the following:

- A- Maintaining water purity, in conformance with the local Health Department regulations.
- B- Operating pool in accordance with rules established by governing health Departments recognized safety rules. CONTRACTOR reserves the right to prohibit admittance of children under the age of Twelve (12) unless accompanied by a responsible adult who is at least Sixteen Years (16) of age. All adults and legal guardians accompanying children must be a resident of the property represented in Part 1 of this agreement.
- C- CONTRACTOR will not be responsible for gate control and wading pool safety unless owner authorizes CONTRACTOR to provide additional personnel specifically for these duties.
- D- CONTRACTOR will perform other cleaning functions as necessary:
 - 1. Vacuum pool
 - 2. Brush pool
 - 3. Clean skimmer baskets
 - 4. Clean waterline tile
 - 5. Backwash filtration system
 - 6. Remove facility trash to owner's onsite facility
 - 7. Fill water to proper level
 - 8. Test and adjust pool water chemistry and re-fill chemical solution bins
 - 9. To notify OWNER of any parts/repairs needed.

During the maintenance period, the pool(s) must be closed to patrons.

PART 6- PERSONNEL

CONTRACTOR will provide required personnel to manage the pool(s).

- A. All personnel employed by CONTRACTOR for work under this agreement shall be employed solely by and will be employees of CONTRACTOR and CONTRACTOR will be responsible for paying these employees and shall pay all taxes and costs incident to the work of the employees.
- B. All lifeguards employed by CONTRACTOR when on duty, for easy identification, are require to wear a lifeguard uniform identifying them as the lifeguard, lifeguards will have proper National Lifeguard Service (i.e. NLS) certification, shall be WHMIS trained and will have C.P.R. and First-Aid Training certification.
- C. CONTRACTOR shall have the sole discretion as to the placement, hours and days of work of its employees. Staff schedules may be adjusted to suit the particular needs of the OWNER. Additional staffing hours or days may be added at the OWNER's requested for an additional fee with prior written approval by CONTRACTOR. Additional hours or days will be calculated at \$20.00 per hour per Lifeguard.

- D. Staffing for pool parties or special events shall be calculated at the rate of \$35.00 per hour per Lifeguard; there will be a three-hour minimum charge plus an additional \$25.00 travel allowance fee per Lifeguard.
- E. Lifeguards will be entitled to lunch hour and/or diner breaks as noted in appendix B of this agreement. No swimming will be allowed in single guard facilities at those times.

PART 7- CLIENT CARE/ SUPERVISION

- A. CONTRACTOR agrees to conduct site visits and will present documentation to advise OWNER of the general pool operation.
- B. CONTRACTOR agrees to meet with the OWNER representative periodically to discuss pool operation and related issues.
- C. CONTRACTOR will perform monthly mandatory inspection of main drain covers, equalizers and testing of calcium hardness levels, and shall record all results in the provided log book.
- D. CONTRACTOR will act as liaison between OWNER and Health Department Officials whenever possible.

PART 8- WINTERIZATION

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- 1. Backwash and drain filters
- 2. Drain pool to proper level. CONTRACTOR will not be responsible for maintaining level after winterization.
- 3. Drain all pumps, hair/ lint strainers that require draining.
- 4. Fill all bathhouse fixtures with antifreeze if requested in writing by owner (additional charges will apply).
- 5. Drain all water pipes of swimming pool water heater. Please note that gas lines and/or electrical requirements for winterizing are not included in the present contract and can be completed if requested in writing by owner (additional charges will apply).
- 6. Drain all pool circulation lines that require draining and are so constructed that they can be drained.
- 7. Store all First-Aid, emergency, maintenance, and test equipment in filter room.
- 8. Secure and store automatic chemical feeder (if applicable)
- 9. Disconnect and store handrails and ladders.
- 10. Re-install and secure either the existing safety pool cover to existing anchoring system or standard pool cover and water bags. Any missing or damaged bronze anchors, grommets, springs, water bags or other will be replaced at time of closing and will be invoiced separately to the OWNER.
- 11. Notify OWNER on completion of winterization service and provide written winterization report.
- 12. Submit list of repair recommendations for the following season.
- 13. Upon completion of winterization, CONTRACTOR assumes no responsibility for freeze damage, damage to water meters or damage or loss of any equipment or supplies.

OWNER shall be responsible for winterization all other areas. Owner shall be responsible for informing contractor of all isolated or concealed drain valves.

PART 9- STANDARD CHEMICALS AND SUPPLIES

CONTRACTOR will supply and operation manual and log book together with MSDS sheets

Should the price be written in Appendix C, the CONTRACTOR will complete the following supplies:

SUPPLIES INCLUDED - FOURNITURES INCLUSES		
CHEM - ALGECIDE 40% LITRE	CHEM - TASSE MAESURE CUP US/CAN	FIRST - WATERP. ADHES. TAPE 1.27cm
CHEM - CALCIUM CHLORITE 77% PLASTIC	CLEAN - DAKI SKUM LINE CLEANER	FIRST - WATERP. ADHES. TAPE 5.1cm
CHEM - CALCIUM CHLORITE 77% SAC-BAG	FIRST - COMPRESS (PRESSURE) BANDAGE	TEST - TAYLOR REAGENTS R-0001 60ML
CHEM - CHLOR OUT	FIRST - GAUZE ROLL 10.2cm x 4.6m	TEST - TAYLOR REAGENTS R-0002 60 ML
CHEM - CLARIFIER/CLARIFIANT EAU	FIRST - GAUZE ROLL 5.1cm x 4.6m	TEST - TAYLOR REAGENTS R-0003 60 ML
CHEM - GRAN CHLORINE70%/CHLORE GRAN	FIRST - LATEX MEDICAL GLOVES - MED	TEST - TAYLOR REAGENTS R-0004 60 ML
CHEM - LIQUID CHLORINE LIQUIDE 10 L	FIRST - PLASTIC BANDAGES	TEST - TAYLOR REAGENTS R-0007 60 ML
CHEM - pH + 20 KG	FIRST - SAFETY PINS #1	TEST - TAYLOR REAGENTS R-0008 60 ML
CHEM - PH MOINS - MINUS	FIRST - SCISSORS 8.9 cm	TEST - TAYLOR REAGENTS R-0009 60 ML
CHEM - SODIUM BICARBONATE 25 KG - SAC / BAG	FIRST - STERILE GAUZE PADS - 3 BY 3	TEST - TAYLOR REAGENTS R-0010 60 ML
CHEM - SODIUM BICARBONATE 20 KG - PLASTIC	FIRST - ST-JOHN AMBULANCE GUIDE e/f	TEST - TAYLOR REAGENTS R-0011 60 ML
CHEM - STABILISER - STABILISATEUR	FIRST - TRIANGULAIRE BANDAGE	TEST - TAYLOR REAGENTS R-0012 60 ML
CHEM - POOL SALT	FIRST - SPLINT PADDING	TEST - TAYLOR REAGENTS R-0013 0.47L
	FIRST - ALUMINIUM WIRE SPLINT	

1. OWNER shall be responsible to supply and to pay for all other expendable supplies including bathroom items, such as soap, brushes, toilet paper, hand towels garbage bags and any other items needed for the operation of the pool.
2. Additional chemicals consumed over CONTRACTOR anticipated normal usage due to pool leakage will be billed to OWNER over and above the contract price.

PART 10- OWNER'S RESPONSIBILITIES

- A. Provide CONTRACTOR with two (2) sets of Keys to the pool enclosure and facilities, and one (1) lock box to place keys to allow access to the CONTRACTOR and its employees.
- B. Complete all needed repairs inside pool enclosure, such as plumbing, decking, fencing, locking mechanisms, caulking, area lights, depth markings, etc. CONTRACTOR does NOT include any maintenance of the perimeter barrier of the pool (i.e. fences) and any or all locking mechanisms of the barrier.
- C. OWNER will maintain the perimeter barrier of the pool fence or any and all locking mechanisms of the swimming pool area or enclosure.
- D. If OWNER provides pool furniture (i.e. lounge chairs, tables, chairs, bases, umbrellas) it will be of good working condition. CONTRACTOR will not be responsible for any damages to pool furniture or liable for injury to patrons caused by pool furniture.
- E. The OWNER shall insure that the pool facility(s) complies with all building codes and the Local Health Regulations in effect. The Owner shall provide, in good working condition, all necessary equipment for the safe operation of the facility, including but not limited to the following: a fully operational filter system and pump which is adequate to properly circulate the pool water which meets the

minimum flow requirements, one (1) approved DPD test kit, one (1) insulated reaching pole at least 3.65 meters long (12') and one (1) life hook, two (2) buoyant throwing aids. i.e. 24' ring buoys with rope attached to each being a six millimeter diameter rope of a length not less than one-half the width of the pool plus three meters, one (1) spinal backboards with head immobilizer and minimum 3 straps, one (1) deep water divider ropes with floats, two (2) health regulation signs, one (1) shower before entry sign, one (1) emergency telephone sign, one (1) shallow area sign, one (1) deep area sign, one (1) emergency procedure sign, one (1) caution avoid deep sign or if pool is a non-diving pool, one (1) no diving sign, one (1) vacuum head, one (1) vacuum hose, one (1) vacuum extension pole, one (1) deep net leaf skimmer, one (1) pool brush, one (1) additional extension pole to attach the preceding, one (1) water meter for each body of water, one (1) fully functional flow meter per body of water, one (1) sanitizer dosing device for each body of water and one (1) sanitizer solution bin, one pH dosing device for each body of water and one (1) pH solution bin, one (1) backflow preventer one potable fresh water line, one (1) backflow preventer on drain/ backwash line, CONTRACTOR reserves the right to supply these items and invoice the OWNER.

- F. OWNER will insure that the pool shall have a black disc 150 millimeters in diameter (6") on a white background permanently affixed to the deepest point of the pool bottom. (The CONTRACTOR can install and provide this at an additional cost).
- G. Have a telephone (tone, hard wired, push button) prior to the official opening date available to the guards at all times. The telephone line cannot be automatically forwarded to an emergency service or 9-1-1. Employees must be able to dial out with the telephone.
- H. Provide the telephone number to the CONTRACTOR prior to the pool season.
- I. OWNER to block long distance, 900 service, toll and internet to prevent additional charges on any non-payphone. CONTRACTOR is not responsible for any charges incurred on OWNER phones.
- J. Provide CONTRACTOR and CONTRACTOR's employees with free parking to service the facility.
- K. Provide all utilities: water, electricity and gas (if needed) for the operation of the pool.
- L. Provide CONTRACTOR with a copy of OWNERS approved pool rules for the community.
- M. Provide CONTRACTOR a safe working environment.
- N. The OWNER shall provide, free of charge, adequate and conveniently located storage space for cleaning materials and equipment of CONTRACTOR and shall be responsible to CONTRACTOR for the security of such place.
- O. Provide CONTRACTOR's Lifeguards with washroom facilities.
- P. Provide CONTRACTOR's employees with shade in the form of a table and umbrella.
- Q. Provide CONTRACTOR's employees with a chair in good working condition.

PART 11- INSURANCE

- A. CONTRACTOR will maintain at its sole cost Comprehensive General Liability Insurance, covering the legal liability for bodily injuries and property damages.
- B. CONTRACTOR will maintain good standing with Workers Compensation, covering all employees of the CONTRACTOR.
- C. CONTRACTOR will maintain at its sole cost Comprehensive Automobile Liability insurance, covering bodily injuries, providing coverage for any accident arising out of or resulting from the operation, maintenance or use by the CONTRACTOR on the Property of any owned, non-owned or hired automobiles, trailers or other vehicular equipment to be licensed.

- D. CONTRACTOR will provide at the OWNER'S request "proof" of Insurance by submitting to the OWNER a "Certificate of Insurance", and Clearance certificate form Workers Compensation.
- E. OWNER will maintain general liability insurance policy evidencing property damage, bodily injury, products and completed operations, contractual liability and personal injury coverage for the subject premises, including the pool area in amounts and coverage equal or greater than the CONTRACTOR'S.
- F. OWNER agrees to inform CONTRACTOR of any activities conducted at the pool during hours not listed in the General Specifications per Part 1 and organized activities during hours specified appendix B (i.e. pool parties, camps). The OWNER shall be liable for insurance coverage during such activities. OWNER agrees to and does hereby indemnify CONTRACTOR and save it harmless and shall defend it from and against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out of maintenance, operation or use by the OWNER and/or its agents, servants, employees, invitee's, and licensees 1) outside of the hours listed in appendix B, 2) during any organized activities, and 3) brought forth by other contractors and/or trespassers.

PART 12- ADDITIONAL PROVISIONS

- A. All repairs needed to render the pool operational will be made by the OWNER at their expense. CONTRACTOR, if requested by the OWNER, may perform, arrange for, or supervise the work at an agreed upon fee.
- B. REPAIRS, BILLS AND INVOICES: OWNER shall pay all repair bills and invoices submitted to OWNER by CONTRACTOR within 15 days of receipt. This covenant is an independent covenant of this contract. All material supplied by CONTRACTOR remain the property of CONTRACTOR until materials are paid in full.
- C. All applicable taxes (i.e. HST) for any equipment, labor, chemicals, or any other sales are not included in the prices represented by CONTRACTOR and shall be applied as an extra amount to all invoices.
- D. OWNER agrees not to hire or contract with CONTRACTOR'S current or past employees to work at, service, or be connected in any way with the pool for a period of two years from the date that the contract terminates, or two years from the date of termination of the CONTRACTOR'S employees. In the event that the OWNER breaches the agreement prior, the OWNER agrees to pay CONTRACTOR, a placement fee equal to 30% of the total contract price herein.
- E. Any increases in the minimum wage, subsequent to the submission of this contract will be passed onto the OWNER at an amount calculate at 100% of the minimum wage increase multiplied by the number of hours for season that the pool will be open per appendix B.
- F. Any increases in employers governmental contributions, such as WSIB premium or other subsequent to the submission of this contract will be passed onto the OWNER at an amount calculate at 100% of the increase multiplied by the number of hours for season that the pool will be open per appendix B.
- G. In the event that OWNER shall become bankrupt, insolvent, or shall make a voluntary assignment for the benefit of creditors, CONTRACTOR, at its option, may terminate this agreement immediately.
- H. OWNER hereby agrees to contract with CONTRACTOR to manage and operate the pool site during the term of this Agreement. If OWNER is not the actual owner of the pool site, but rather a management company or person acting as the agent of the owner of the property, OWNER hereby declares and affirms that it is acting within the scope of its authority in entering into and executing this Agreement.
- I. OWNER hereby agrees that CONTRACTOR is utilizing OWNER property and CONTRACTOR will not be held liable for damage that is caused based on OWNER equipment failure.

- J. This Agreement may not be amended or modified except by written instrument executed by the parties.
- K. It is agreed and understood that in the event any sums of money which are due to CONTRACTOR under and by virtue of this agreement are not paid in full by OWNER within thirty (30) days subsequent to the receipt of an invoice for the same, said sum shall bear interest of the rate of 2.0% per month. This provision shall be applicable in addition to any rights and remedies, which CONTRACTOR may have under any other provisions of this agreement.
- L. This Agreement shall be governed and constructed in accordance with the laws of the Province of Ontario.
- M. Should the pool not open by 3:00 PM due to inclement weather, the pool will be closed for the remainder of the day.
- N. CONTRACTOR cannot be held liable for any hydrostatic conditions that cause damage to the pool structure and surrounding area.
- O. Additional chemicals consumed over contractors anticipated normal usage due to pool leakage will be billed to OWNER over and above the contract price.
- P. Restrictive endorsements or other statements written on payment checks by the OWNER accepted by CONTRACTOR will not apply and in no way alter the contract.
- Q. If a sauna is present on site, the OWNER must ensure that it is equipped with an automatic on/off 15-minute timer. This timer needs to be located outside the sauna enclosure. Furthermore, a hook must be installed on the sauna door to permit the door to remain opened when the site is closed to the public.
- R. The CONTRACTOR cannot be held liable for injury to users who access the site outside of staffed pool/recreation center hours as per appendix B of the present contract. The access to the site outside of staffed hours remain the responsibility of the OWNER.

PART 13- CLOSURES

CONTRACTOR and/or OWNER reserve the right to close the pool in an emergency situation, inclement weather, breakdown of equipment, inadequate security for the protection of the lifeguards at the facility, violation of local or Provincial ordinance, or any other condition or circumstances which, in the judgment of CONTRACTOR and/or, endangers the health or safety of the lifeguards or patron and this shall not constitute a breach by CONTRACTOR. If the emergency event causes the pool facility to be closed for more than seven(7) consecutive days and such event was not caused by any act or omission of the OWNER, its agents, servants, contractors or employees, then CONTRACTOR shall refund to the OWNER the variable costs of the contract that are defined as fifty percent (50%) of CONTRACTOR's actual daily operating cost beginning pro rata from the 8th day until the pool is reopened, or the end of the term of the Agreement, whichever occurs earlier.

PART 14- DEFAULT

In the event that OWNER fails to make any of the payments required hereunder or fails to comply with any of the terms of this Agreement the OWNER shall be in default and CONTRACTOR, at its sole option, shall have the right (i) to declare this Agreement “terminated” and immediately cease to provide any and all services, supplies and personnel to OWNER at the pool site or elsewhere, and (ii) avail itself of any and all remedies, both legal and equitable, it may be entitled to at the time of default, to specifically include but not be limited to the damages set forth below in liquidated damages.

In the event that OWNER considers CONTRACTOR to have breached any provision of this Agreement or failed to perform or unsatisfactorily performed any obligation under this Agreement, OWNER shall have the right to terminate the services provided hereunder, provided: (1) a certified written complaint is made promptly to CONTRACTOR stating the precise nature of the deficiencies in performance and/or quality of service; (2) CONTRACTOR has not corrected the deficiencies within ten (10) days from the date written notification is received; and (3) OWNER has complied in all material respects with its obligations under this agreement. Unless OWNER complies with Agreement, OWNER shall not be entitled to set off, reduce, offset or claim consequential damages or any other deduction whatsoever, for non-performance of this agreement.

PART 15- LIQUIDATION DAMAGES

In the event of termination of performance by CONTRACTOR under the terms of this Agreement for non-payment of any sum due hereunder by OWNER, it is expressly agreed and understood that CONTRACTOR shall be entitled to retain all sums of money previously received from the OWNER, and shall be entitled to collect all sums of money due including reasonable legal fees under the terms of the contract. The charges for any chemicals, supplies or labour that is outstanding are also due at the time of termination. In the event of a breach of this Agreement by OWNER prior to CONTRACTOR commencing summarization as defined in Part 2, CONTRACTOR shall be entitled to 20% of the total contract price as liquidated damages.

PART 16- BINDING EFFECT

The terms and provisions of this Agreement shall be binding on the OWNER, its successors and/or heirs and to the benefit of CONTRACTOR and its successor and assigns. OWNER shall not have the right to assign, pledge or encumber in any way any part of its interest in this Agreement without the prior written consent of CONTRACTOR. CONTRACTOR, however, shall have the right to assign any and all rights, services and obligations under this Agreement. If OWNER has provided CONTRACTOR documents as addendum to this agreement, should any term or provision of one document conflict with a term or provision of the other, the terms or provision contained in the H2O Contract shall control.

PART 17- EXTENSION OF SERVICE

CONTRACTOR shall, if requested by the OWNER, for an agreed upon non-refundable or cancellable fee, operate the pool prior to or beyond the Dates specified in Part 1, provided the owner give CONTRACTOR a minimum of two (2) weeks' notice. The cost associated will be separately negotiated.

PART 18 – MISCELLANEOUS

This contract embodies the entire understanding between the parties, and there are no other agreements, representation or warranties in connection therewith. IN WITNESS HEREOF, the parties hereto have signed this contract by their duly authorized representative and/or agents who represent that they have the express authority to enter this agreement in behalf of each party.

OWNER acknowledges that it owns and/or operates the pool facility and has legal capacity and authority to enter into this Agreement and bind the property owner of the pool facility. This Agreement is a valid and legally binding obligation of OWNER and is fully enforceable against OWNER and the party which owns and operates the pool facility.

IN WITNESS THEREOF THE PARTIES HAVE SIGNED IN OTTAWA THIS _____ DAY

OF _____ 2018



H₂O – Frédéric Nadon

The Owner (Print name)

Position

Signature

APPENDIX A

Effective date of this contract: **Date of the signature**

Final date of this contract: **September 15th, 2020**

3 YEAR CONTRACT – INFLATION CLAUSE

This contract will be renewed for two consecutive years (2019 and 2020) with an increase corresponding to inflation in the Ottawa region in the month of December as per Statistics Canada, for the same number for hours in the schedule. Schedules to be confirmed in March of each calendar year.

APPENDIX B

June 22 to September 3

Weekdays and Weekends:

10:00 – 11:00 Maintenance

11:00 – 12:00 Adult swim

12:00 – 17:00 Open swim

17:00 – 17:30 Pool closed (break)

17:30 – 19:30 Open swim

19:30 – 20:30 Adult swim

APPENDIX C

2018

CONVENT
GARDENS

Hours without holiday pay / Heures sans paye vacances	740.00
Statutory Holiday hours / Heures congés fériés	37.00
Personal Emergency Leave / Congé d'urgence personnelle	7.40
Total hours / Heures totales	784.40
Hourly rate / taux horaire	23.96
Lifeguarding / sauvetage total	18794.54
Chemicals, test, 1st aid / Produits standards et chimiques (9)	1650.00
Opening of pool / Mise en service printemps (2)	749.70
Health inspection / Inspection sanitaire (3)	260.00
Closing of pool / Remisage pour l'hiver (8)	408.00
Preventive maintenance package / Entretien préventif (4)	209.00
Total without tax / sans taxes	22071.24
Taxes FED & PRO	2869.26
Grand total	24940.50

Date of invoice to be issued - to be paid net
30

Date de la facturation - à payer net 30

DATES	
01/05/2018	5,517.81
01/06/2018	5,517.81
01/07/2018	5,517.81
01/08/2018	5,517.81