

Board of Directors Meeting CCC 994

**Tuesday, March 21, 2017
6:30pm**

Ottawa Carleton Standard Condominium Corporation 994
Meeting of the Board of directors
Tuesday March 21, 2017
6:30 pm, at Dymon Storage Greenbank Road

AGENDA

1. Call to Order
2. Who would like to add anything to the Agenda?
3. Approval of Minutes February 23 17, 2017
4. Financial update
 - a) Review of report provided by Capital Concierge
 - b) New items – any questions or concerns
5. Status Certificate Review - update
6. Management Report – update by CC
 - a. Maintenance
 - b. Deficiencies
 - c. Management
 - d. Decisions Required
 - e. Contracts
 - f. Tarion meeting update
7. Update on Regular Items
 - a) Visitor Parking – regular update
 - b) Cleaning – regular update
 - a. Light bulbs/lighting update
 - b. Hot water tap – update/ decision
 - c) Garage door – update re performance or problems
 - d) Elevator - update

- e) Snow Clearing – update re ice build-up/contract
- f) Providing a garbage bin outside the building - update

8. CCI Membership Events

9. Other Business

- a) Elevator pads
- b) Camera
- c) Preparation for Tarion meeting? Updates re development of Baseline site – regular update
- d) Newsletter

10. New Business/ideas

11. Next Meeting

10. Adjournment

Board of Directors Meeting Minutes- OSCCC#994

February 23, 2017 6:30 p.m.
Dymon Storage, 900 Greenbank Road

Present

Sheila Hedger, Veronika Burda, Carol Armstrong, Erika Janzen, Anjelina Mattai, Michael Barnett, Bill Murray
Regrets- None

Approval of Previous Minutes

No changes to the Minutes (Sheila, Anjelina)

Contact Information

Email information was provided to ensure that everyone receives the board information. Erika's email was provided and will be added to the contact list Horizonii@yahoo.com

Financial Information

Reserve

Review of the details regarding the reserve confirmed that there are no problems or issues at the moment. Everything related to the reserve is "on track".

Management Report from CC

Water Bills

There is an ongoing discussion regarding how the water bills will be allocated between units within the condo. Once full metering is in place, there is a possibility that each unit might receive a charge. This will be clarified in the upcoming months. More information to follow.

Deficiencies

There are some deficiencies that have been identified in the building. These have been referred by Capital Concierge to the developer. At this time, there is very little response from the developer regarding these deficiencies. Approx. 60% of the questions that have been posed have received a response. CC is waiting for information from the developer regarding deficiency repairs. For some issues, the developer has one year to respond, for others 2 years. Any health and safety issues require immediate response. CC (Michael and Bill) will provide an ongoing update at our next meeting. It is expected that some of these items may be resolved at or prior to the Tarion meeting March 23rd.

Some HVAC issues are being addressed. The immediate concern has been addressed (HVAC filters plugged causing air pressure issues). Some snow intake into an open vent needs to be addressed. Water is coming into vents from fresh air intake. A vent is missing. Update to follow.

Thanks

The board expressed thanks to Michael and now Bill for identifying key issues relating to the building. Much progress has happened in the past 60 days. Thank you.

Maintenance

Fire Alarm -Annual test completed.

Locks - It was decided that Sheila is the only CCC994 member who needs the code for lock boxes in case of emergency.

Ice build-up – we will need to be addressed. Water is dripping from roof. It is potentially a developer issue.

Garage door – the company Pivottech is working closely with CC to resolve issues with garage door.

Garage door signage – agreed to order a sign to provide guidance for owners when there is a problem with the door. CC to provide mock up and order sign.

The garage door is noisy. Review will continue to ensure the garage door is functioning properly. We need to review and reduce costs for service calls for the door. Service calls resulting from driver error must be paid by CCC994.

Smoking- It was noted that there are cigarette butts in the garage. Notice to residents will follow
Cleaners have received spare bulbs and are replacing them as required

Garbage room now open.

The Enterphone system is now fixed and working

Thermostat controls removed from heaters at entrance.

Elevator passed annual inspection. Some noise reported between 4th floor and 2nd floor. Attention will be paid in the future to see if it can be identified. Not everyone has had the experience of hearing it.

Performance Audit

The Deadline is March 10th. Surveys have been provided to owners. Tarion meeting March 23rd. In addition to surveys, Bill will inspect the units of the CCC994. This will be part of the review.

Decisions

Agreed to purchase hot water tank for cleaners.

Agreed to HVAC equipment maintenance contract- Optimum

Contracts

List of Contracts – it was proposed that a list of each contract PLUS the contract amount AND budget be created

Landscaping- A list of current contracts was provided. It was confirmed that there are no major contracts outstanding EXCEPT landscaping. A contract is required. It was handled by the developer last year. CC to discuss with developer and/or look for suitable vendors.

Sprinklers and slope- further investigation is needed regarding sprinklers and pipes. Water runs into the garage. There seem to be pipes that do not seem to have a purpose. Further investigation is required. There is a concern about some of the slopes both in the garage and on ground floor yards. We need to review further. EXP now has the original drawings. Further review will occur during the performance audit.

Camera installation- Decision to defer the decisions and discussion regarding the camera until next meeting.

Garbage Bin outside- decision to proceed with a single garbage can outside .

Security access on doors

The door near B1 opens without a faub. We need to identify any doors that are not functioning properly and report to CC. There is no record of this discussion. Was it addressed?

Visitor parking

The situation has improved and potentially been resolved . A sign was posted to clearly identify Visitor parking. At this time, there do not seem to be any concerns. Reminders will continue to be provided to residents in upcoming Newsletters. If this becomes an issue again, further discussion and action will be taken by the CCC994 Board. For this reason, it will be a regular reporting item on the agenda.

Status Certificate

No changes.

CCI membership events

Many of the members were interested in attending courses and seminars with sufficient notice. Registration to the events should be coordinated through CC (Michael and Erika).

CCI Eastern Ontario would like to present our upcoming educational seminars/events for 2016-17. Please visit our website for details and registration information at www.cci-easternontario.ca

JANUARY

Lawyers, Guns and Money

January 25

FEBRUARY

Security, More than just locks on doors!

February 22

MARCH

Budgeting – It's your money, are you in the know?

March 29

APRIL

No reservations about Reserve Funds

April 26

MAY

Spring Directors course

May 6-7

Kingston Directors training

May 27

JUNE

ACMO/CCI-EO 5th Annual Conference

June 2

SEPTEMBER

6-9 Night with the Experts

September 27

OCTOBER

AGM plus seminar TBC

October 18

NOVEMBER

Fall Directors course

November 18/19

Other items

- **Warranty Information** - Information for owners on maintenance contracts for appliances. Consult with developer at Tarion meeting.
- **Individual meter in the parking garage** to charge electric car – a request was received from one owner to request permission to have a meter installed in the parking garage. All expenses would be absorbed by the unit owner. There was some concern regarding the logistics i.e. how much room or space is required. Would anyone else be impacted. It was agreed that this was possible. The owner will be asked to submit a proposal to the CCC994 board in order to review the total cost. No significant issue was expected relating to this approval. No reply has been received by the owner.
- **Snow** Due to the high volume of snow this winter, there will likely be an additional cost to snow clearing. The estimate is \$100/hour. CCC994 acknowledges and approves the cost.
- **HVAC** – contract approved
- **Carpets for elevators** – these will continue but can now perhaps be cleaned by the cleaner with the new hot water access
- **Elevator pads** – it was agreed that it was in the best interest of the condo to be able to provide pads for people who are moving in/out. Agreed to purchase the pads.
- **Hydro** – acknowledge higher costs and rebate. Are there any other possible rebates for CCC994?

- **Discussed parking issues-** some owners have people parking in the wrong spot. Agreed to try and deal with it with personal notes/communication rather than towing. We can discuss in future if problem persists.
- **Property tax-** It was noted that different lawyers have different opinions about whether owners should pay full property tax. Condo board members decided to pursue individually and discuss at a later date.

Next Meeting

March 21, 2017 – same time and place – 6:30 Dymon Storage

Adjournment

Board of Directors Meeting

March 21, 2017

Management Report

Maintenance:

- Remaining deficiencies from Fire Alarm Annual have addressed and all units accessed.
- Garage door continues to operate normally since last repair. Tested weekly during each site visit.
- Front door tumbler repaired to facilitate keyed entry.

Management:

- Performance Audit Surveys have been collected and forwarded to EXP. Tarion Warranty meeting is scheduled for March 23rd 10am.
- EXP unit inspections scheduled for Friday, March 24. Require confirmation from participating board members.
- Mop sink installation is continuing. Required approval to proceed with \$1500 additional costs to run necessary electrical into room.
- Remaining building deficiencies addressed with Natan on physical inspection. Following observations made:
 - Exhaust fans @ P1-101-04 & P1-107-09 are as designed. Trades will need to lay plywood substrate across top of lockers to access fan units.
 - Exhaust fans @ P1-109-44 & P1-109-45 are inaccessible by deficiency. Natan agrees that these two lockers should be reassigned and is investigating if they can be moved to provide proper access to this fan.
 - Access to Hydro Vault for other fans has now been granted.
 - Backflow preventer in water room has been tested and will be tagged upon next inspection. Confirmed through Jean Richer @ S&R Mechanical.
 - Roof access hatch is now open. Natan has agreed to have heat source installed for this space to ensure hatch does not freeze shut during winter. He is investigating solutions.
 - Exhaust fans in electric meter rooms are running continuously. While Natan agrees that installing thermostats would reduce electrical costs, he insists that because it was not part of the original design, and is not officially a deficiency, the developer will not cover this expense.
 - It was determined that the requirement for a new MUA unit ignitor is a warranty issue and should be pursued through the manufacturer.
 - Ventilation shafts for the MUA unit were cited as a concern for snow accumulation. Two (2) incidents have now occurred where excess snow caused emergency shutdown of MUA unit and excessive pressurization of garage. Natan agrees with us that this is a deficiency and serious concern. He is sourcing an engineer to work with Vasil from Elpotech to provide a solution for melting snow accumulation to prevent future failures.

Contracts

SERVICE	COMPANY	TERM	RENEWAL DATE
Snow removal	Solutions Infinies	Nov 15 2016	April 15th 2017
Landscaping	Not existing		
HVAC	Optimum	May 1st 2016	April 2019
Elevator	Strivetech	October 2016	Ongoing
Mat Rental			
Pest Control			
Waste Removal	Progressive	June 2016	Ongoing
PM Contract	Capital Concierge	Nov 1s 2015	
Cleaning	Spot Cleaners	December 2015	ongoing
Fire Monitoring	Activox	Nov 9 2015	Nov 9 2020
Generator			
Fire Testing	Tremblay Fire	Feb 2017	Feb 2018 - Auto Renewed
Garage Door	Pivotech	Jan 2017	Jan 2018 - Auto Renew



Growing With Ottawa

Monthly Financial Report

OCSCC 994

February 2017



Growing With Ottawa

OCSCC No. 994
Financial Summary February 2017

Revenue

Currently OCSCC No. 994 has invoiced 100% of the budgeted revenue.

Expenses

The utilities; hydro, and telephone are over budget, however, year-to-date budget is at 98%, due to much lower water and sewer costs. This will be offset once bill comes in for installation of new meters.

Should still be expecting hydro rebate as well.

Fire Alarm Monitoring expense at 763% as this is an annual expense.

Overall, Contracts are under budget while Repairs and Maintenance are double their monthly budget, due to unexpected garage door repairs.

Reserve

The closing balance as of end of February 2017 on your cash reserve account was \$21,785.01

Conclusion

As we continue through the fiscal year it will give us a better idea of the actual cost to operate the building. As with all first year developer budgets it is not unexpected to end the year in a deficit situation. We can expect a large jump in condo fees next year as there will likely be a significant increase in the required annual reserve fund contribution.

CCC 865 / c/o Capital Concierge

BUDGET VS. ACTUALS: 2016/2017 - FY17 P&L

February 2017

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
INCOME				
4005 Common Element Fees	18,048	18,050	2	100%
4010 Special Assessment Income		0	0	
Total Income	\$18,048	\$18,050	\$2	100%
COST OF GOODS SOLD				
4500 Contribution to Reserve Fund	10,163	5,088	-5,075	200%
Total Cost of Goods Sold	\$10,163	\$5,088	\$ -5,075	200%
GROSS PROFIT	\$7,885	\$12,962	\$5,077	61%
EXPENSES				
5000 Utilities				
5010 Gas	2,414	2,000	-414	121%
5020 Hydro	1,739	1,978	239	88%
5030 Water & Sewer	2,223	1,256	-967	177%
5040 Telecom Expense	212	212	-0	100%
Total 5000 Utilities	6,589	5,446	-1,143	121%
5400 Contract Repair and Maintenance				
5405 Security and Fire Monitoring		87	87	
5410 General Cleaning	1,780	1,835	55	97%
5412 Mat Service		167	167	
5415 Waste System	632	625	-7	101%
5425 Garage Door		49	49	
5440 HVAC		0	0	
5455 Elevator Maintenance	421	423	2	100%
5460 Fitness Equipment Maintenance		0	0	
5465 Landscaping		0	0	
5470 Snow Removal	727	693	-34	105%
5473 Pest Control	40	55	15	72%
Total 5400 Contract Repair and Maintenance	3,600	3,934	334	92%
5500 Repair and Maintenance				
5503 General Repairs & Maintenance	274	1,174	900	23%
5509 Garage Maintenance		125	125	
5510 Cleaning		50	50	
5518 Window Cleaning		0	0	
5520 HVAC		87	87	
5525 Waste System		42	42	
5550 Elevator		212	212	
Total 5500 Repair and Maintenance	274	1,690	1,416	16%
5800 Administrative Expenses				
5801 Property Management Fees	1,857	1,863	6	100%
5810 Office Expenses		0	0	
5812 Bank Charges	56	50	-6	112%
5830 Insurance Expense	23	927	904	2%
5832 Legal		49	49	
5833 Audit Fees		0	0	
5836 Consulting-Insurance Appraisal		0	0	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total 5800 Administrative Expenses	1,936	2,889	953	67%
Total Expenses	\$12,398	\$13,959	\$1,561	89%
NET OPERATING INCOME	\$ -4,513	\$ -997	\$3,516	453%
NET INCOME	\$ -4,513	\$ -997	\$3,516	453%

OCSCC 994

BUDGET VS. ACTUALS: 2016V2017 - FY17 P&L

June 2016 - February 2017

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
INCOME				
4000 Income				
4005 Common Element Fees	213,660	214,488	828	100%
4010 Parking Income- Unsold parking	850		-850	
4032 NSF Fees	90		-90	
4035 Misc. Income	220		-220	
Total 4000 Income	214,820	214,488	-332	100%
Total Income	\$214,820	\$214,488	\$ -332	100%
COST OF GOODS SOLD				
4030 Contribution to Reserve Fund	27,972	27,972	0	100%
Total Cost of Goods Sold	\$27,972	\$27,972	\$0	100%
GROSS PROFIT	\$186,848	\$186,516	\$ -332	100%
EXPENSES				
5000 Utilities Expense				
5010 Gas	17,648	14,400	-3,248	123%
5020 Hydro	17,057	11,394	-5,663	150%
5030 Water & Sewer	6,751	18,045	11,294	37%
5040 Enterphone & Elevator Phone lines	2,679	1,440	-1,239	186%
Total 5000 Utilities Expense	44,134	45,279	1,145	97%
5400 Contracts				
5405 Annual Fire Inspection		1,197	1,197	
5410 Catch Basin & Drain Cleaning		1,098	1,098	
5416 Dryer Vent Cleaning		3,600	3,600	
5418 Elevator	1,452	7,401	5,949	20%
5420 Fire Alarm Monitoring	610	720	110	85%
5424 Garbage/ Recycling Bin Removal	3,242	2,493	-749	130%
5425 HVAC Preventative Maintenance		5,994	5,994	
5430 Cleaning Contract	14,328	23,292	8,964	62%
5435 Landscaping		2,844	2,844	
5440 Oudor Control		594	594	
5445 Pest Control		720	720	
5450 Security Contract	13,628	20,016	6,388	68%
5455 Snow Removal Contract	7,901	7,497	-404	105%
5460 Tractor Lease, Fuel & Maintenance		4,293	4,293	
5465 Garage Cleaning		1,197	1,197	
5470 Window Cleaning		1,746	1,746	
Total 5400 Contracts	41,161	84,702	43,541	49%
5500 General Repairs and Maintenance				
5501 Emergency Calls	420		-420	
5502 Materials and supplies	86		-86	
5503 General Repairs and Maintenance	4,939		-4,939	
5505 Locks and keys	558		-558	
5510 Electrical R&M	183		-183	
5518 Carpet Cleaning & Mat Service	226	1,647	1,421	14%
5519 Electrical Maintenance & Supplies		495	495	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5520 Landscaping/ Flower Planting		792	792	
5531 Signs and Markings	96	297	201	32%
5535 Snow Removal- De-icing	288	3,375	3,087	9%
5536 Security Cameras		2,655	2,655	
5555 Garage Door R&M	6,380		-6,380	
Total 5500 General Repairs and Maintenance	13,177	9,261	-3,916	142%
5800 Administrative Expenses				
5805 Audit-Financial		3,294	3,294	
5810 Insurance Expense/General & Liability Insurance	19,663	8,883	-10,780	221%
5820 Legal		1,296	1,296	
5830 Property Management Fees	23,594	22,077	-1,517	107%
5835 Performance Audit		8,892	8,892	
5840 Turnover Financial Audit		2,250	2,250	
5842 Postage, Meeting, Misc Expenses	179	468	289	38%
5845 Bank Charges	460		-460	
Total 5800 Administrative Expenses	43,896	47,160	3,264	93%
Total Expenses	\$142,369	\$186,402	\$44,033	76%
NET OPERATING INCOME	\$44,479	\$114	\$ -44,365	39,017%
OTHER INCOME				
6000 Contribution from operating	27,972		-27,972	
R4012 Reserve Fund Interest Income	1		-1	
Total Other Income	\$27,973	\$0	\$ -27,973	0%
NET OTHER INCOME	\$27,973	\$0	\$ -27,973	0%
NET INCOME	\$72,452	\$114	\$ -72,338	63,554%

OCSCC 994

PROFIT AND LOSS

February 2017

	TOTAL
INCOME	
4000 Income	
4005 Common Element Fees	23,418.81
Total 4000 Income	23,418.81
Total Income	\$23,418.81
COST OF GOODS SOLD	
4030 Contribution to Reserve Fund	3,108.00
Total Cost of Goods Sold	\$3,108.00
GROSS PROFIT	\$20,310.81
OTHER INCOME	
6000 Contribution from operating	3,108.00
R4012 Reserve Fund Interest Income	0.37
Total Other Income	\$3,108.37
EXPENSES	
5000 Utilities Expense	
5020 Hydro	5,752.97
5040 Enterphone & Elevator Phone lines	343.38
Total 5000 Utilities Expense	6,096.35
5400 Contracts	
5418 Elevator	299.45
5420 Fire Alarm Monitoring	610.20
5424 Garbage/ Recycling Bin Removal	390.79
5430 Cleaning Contract	1,615.90
5450 Security Contract	595.46
5455 Snow Removal Contract	1,742.08
Total 5400 Contracts	5,253.88
5500 General Repairs and Maintenance	
5505 Locks and keys	232.72
5510 Electrical R&M	183.06
5518 Carpet Cleaning & Mat Service	226.00
5555 Garage Door R&M	1,892.30
Total 5500 General Repairs and Maintenance	2,534.08
5800 Administrative Expenses	
5810 Insurance Expense/General & Liability Insurance	1,910.96
5830 Property Management Fees	2,621.60
5845 Bank Charges	56.49
Total 5800 Administrative Expenses	4,589.05
Total Expenses	\$18,473.36
PROFIT	\$4,945.82

OCSCC 994

A/P AGING SUMMARY

As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
9495100 Canada Ltd.	266.96	382.64				\$649.60
Activox Electronics Ltd.		610.20			96.05	\$706.25
Bell A/C # 613 828 9085 (010)	343.38	374.81	-633.97			\$84.22
Capital Concierge Ltd.					45.20	\$45.20
Day-View Electric Inc.	183.06					\$183.06
Enbridge-2785 BASELINE RD		3,990.38	3,001.18			\$6,991.56
Hydro-2785 BASELINE RD P/R	5,752.97	1,562.72				\$7,315.69
Liz Schreader					23.65	\$23.65
Paper Sign Man Inc.				49.72	36.16	\$85.88
Pivotech Doors Inc.	1,892.30	130.06		356.01	102.33	\$2,480.70
Progressive Waste Solutions Canada Inc.	390.79	390.79				\$781.58
Redwood Residents					2,621.60	\$2,621.60
Solutions Infinies M7 Inc.		1,742.08	2,674.33			\$4,416.41
Spot Maintenance Ltd.	1,841.90					\$1,841.90
Technical Standards and Safety Authority		299.45				\$299.45
TOTAL	\$10,671.36	\$9,483.13	\$5,041.54	\$405.73	\$2,924.99	\$28,526.75

OCSCC 994

A/R AGING SUMMARY

As of March 8, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
103 - Burke, Melville & Paulette		357.39				\$357.39
104 - Hedger, Sheila & Butler, Sally-Ann		298.74			-14.48	\$284.26
105 - Huisman, Darcy		267.55			-4.05	\$263.50
106 - Victoria Ashcroft		284.94				\$284.94
107 - Mynssen, Edsel		228.70			-4.44	\$224.26
108 - Atkinson, Jena		267.07				\$267.07
110 - Devine, Jake		284.94			-3.34	\$281.60
111 - Harb, Mona		284.94			-3.37	\$281.57
112 - Lapietra, Vincenzo		237.04			235.99	\$473.03
114 - VanWyck, Zoe		284.94			-3.37	\$281.57
201 - Rotter, Roland & Barbara		354.30				\$354.30
202 - Henshaw, Naomie		422.93	422.93	375.38		\$1,221.24
203 - Yue Zhang		361.92				\$361.92
204 - Temeljkovski, Bojana		272.31			-3.82	\$268.49
205 - Prak, Sorn & Tran, Hong		267.55			-4.09	\$263.46
206 - Wong, Sandra		289.95			-3.35	\$286.60
207 - Galehdar, Zahra		225.19			-3.35	\$221.84
209 - Pap, Ilona		284.94			-3.43	\$281.51
210 - Watkins, Kimberley		289.95			550.50	\$840.45
211 - Ary, Natan		284.94			-4.16	\$280.78
212 - Pedlar, Shannon		237.04			-5.44	\$231.60
213 - Caron, Jean-Luc		253.75			15.08	\$268.83
214 - Hickman, Susan		289.95				\$289.95
215 - Daher, Mohammed		361.92			25.91	\$387.83
216 - Mattai, Angelina		357.39			-3.92	\$353.47
217 - Rawlings, Douglas		254.44			-4.75	\$249.69
218 - Wilson, Rebecca		185.56			-7.48	\$178.08
219 - Hewitt, Richard & Sharon		245.86			-4.83	\$241.03
220 - Keay, David & Hudak, Constance		237.04			-5.44	\$231.60
301 - Papadolias, Nicholas		354.30				\$354.30
302 - Dham, Houssam		454.13				\$454.13
303 - Hay, Gary		361.92				\$361.92
304 - Zaher, Andre & Liana		272.31			-3.82	\$268.49
305 - Lafrance, Aline & Alberelli, Raymond		267.55			-4.09	\$263.46
306 - Rafoul, Elias		289.95			-3.35	\$286.60
307 - Hoffman, Taylor		202.51				\$202.51
308 - Burda, Veronika		272.31				\$272.31
309 - ZW Project Management		284.94			-3.43	\$281.51
310 - Kennedy, Carrie		289.95			-3.35	\$286.60
311 - Pretty, Caylea		284.94			-3.43	\$281.51
312 - Slocinski, Mieczyslaw & Irena		205.84				\$205.84
313 - King, Brian		284.94			549.73	\$834.67
314 - Armstrong, Carol & Thomas		289.95			-38.15	\$251.80
317 - Milne, Bradley		254.44			-4.35	\$250.09
318 - Tran, Tahn-Tinh		154.36				\$154.36

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
319 - Oliver Lamothe		245.86			-4.25	\$241.61
320 - Barker, Connie		237.04			-5.44	\$231.60
401 - Silgado, Anne		354.30				\$354.30
402 - Leung, Pauline		422.93	-3.73	-3.73	-13.15	\$402.32
403 - Janzen, Erika & Jac		361.92			-233.06	\$128.86
404 - Aubin, Marc		272.31			-3.82	\$268.49
405 - Marquez, Luize		267.55			-4.09	\$263.46
407 - Mah, Adeline		233.70			-60.22	\$173.48
408 - Brown, Marshall		272.31			-3.82	\$268.49
409 - Biswas, Devaleena		242.04			-5.39	\$236.65
410 - Lepage, Denis		237.04			-5.44	\$231.60
411 - Laframboise, John & Candice		242.04			-5.39	\$236.65
412 - Laframboise, John & Candice		237.04			-5.44	\$231.60
413 - Baskin, Meaghan		242.04			-5.39	\$236.65
414 - El-Khour, Said		444.15			62.58	\$506.73
415 - Voyce, Geoff & Jackie		414.12	-3.82	-3.87	-14.16	\$392.27
416 - Peter & Davina Chow		185.56	-190.19	140.84		\$136.21
417 - McIntyre, Amanda		245.86			-4.83	\$241.03
418 - Brazeau, Eric		237.04			-5.44	\$231.60
419 - Okwir, Joseph		334.75			-273.81	\$60.94
Greatwise Developments					2,157.33	\$2,157.33
(416)			157.78			\$157.78
101		343.40	343.40	268.40	-2.81	\$952.39
102		393.14	393.14	369.74	31.36	\$1,187.38
106				-8.32	289.91	\$281.59
107					231.80	\$231.80
109		284.94	284.94	259.98	-13.03	\$816.83
113		284.94	284.94	259.98	-13.03	\$816.83
115		357.39	357.39	333.87	7.17	\$1,055.82
116		357.39	357.39	333.87	7.17	\$1,055.82
117		317.12	317.12	292.46	40.18	\$966.88
118		267.55	267.55	242.23	4.37	\$781.70
119		334.75	334.75	309.67	65.12	\$1,044.29
208		272.31	272.31	247.35	4.51	\$796.48
211					569.88	\$569.88
214					1,159.80	\$1,159.80
215					369.24	\$369.24
216					364.56	\$364.56
221		334.75	334.75	309.67	65.12	\$1,044.29
307					209.02	\$209.02
308					544.62	\$544.62
315		361.92	361.92	337.38	7.32	\$1,068.54
316		357.39	357.39	333.87	7.17	\$1,055.82
317					258.40	\$258.40
319					495.41	\$495.41
321		334.75	334.75	309.67	65.12	\$1,044.29
403					361.92	\$361.92
406		289.95	289.95	264.75	5.07	\$849.72
414					444.15	\$444.15
419					669.50	\$669.50
Total Greatwise Developments		4,891.69	5,049.47	4,464.57	8,406.35	\$22,812.08
TOTAL	\$0.00	\$23,418.81	\$5,274.66	\$4,973.19	\$9,041.92	\$42,708.58

OCSCC 994

TRANSACTION LIST BY SUPPLIER

February 2017

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
3022366 Canada Inc.						
01-02-2017	Bill	57960	Yes		2000 Accounts Payable	595.46
10-02-2017	Bill Payment (Cheque)	EFT	Yes		1010 Cash Operating Account	-1,254.73
28-02-2017	Bill Payment (Cheque)	FCN_8738-5	Yes		1010 Cash Operating Account	-595.46
9495100 Canada Ltd.						
10-02-2017	Bill Payment (Cheque)	EFT	Yes		1010 Cash Operating Account	-1,664.98
28-02-2017	Bill Payment (Cheque)	FCN_8738-1	Yes		1010 Cash Operating Account	-2,448.59
Activox Electronics Ltd.						
01-02-2017	Bill		Yes		2000 Accounts Payable	610.20
Bell A/C # 613 828 9085 (010)						
22-02-2017	Bill	22FE-21MR/17	Yes		2000 Accounts Payable	343.38
Capital Concierge Ltd.						
01-02-2017	Bill	HA4537	Yes		2000 Accounts Payable	2,621.60
10-02-2017	Bill Payment (Cheque)	EFT	Yes		1010 Cash Operating Account	-3,083.61
Day-View Electric Inc.						
10-02-2017	Bill	W43759	Yes		2000 Accounts Payable	183.06
Hydro-2785 BASELINE RD P/R						
01-02-2017	Bill Payment (Cheque)	EFT3046	Yes		1020 Cash Reserve Fund	-4,151.41
01-02-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-4,151.41
14-02-2017	Bill	31DE/16-31JA/17	Yes		2000 Accounts Payable	5,752.97
Lock Solutions Inc.						
06-02-2017	Bill	20307	Yes		2000 Accounts Payable	118.59
09-02-2017	Bill	20327	Yes		2000 Accounts Payable	114.13
10-02-2017	Bill Payment (Cheque)	EFT	Yes		1010 Cash Operating Account	-203.40
28-02-	Bill Payment (Cheque)	FCN_8738-2	Yes		1010 Cash Operating	-232.72

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017					Account	
Optimum Mechanical Solutions						
13-02-2017	Purchase Order	1001	No		2000 Accounts Payable	1,250.00
Pivotech Doors Inc.						
13-02-2017	Bill	34127	Yes		2000 Accounts Payable	1,892.30
Progressive Waste Solutions Canada Inc.						
28-02-2017	Bill Payment (Cheque)	FCN_8738-3	Yes		1010 Cash Operating Account	-389.85
28-02-2017	Bill	7140-0000702204	Yes		2000 Accounts Payable	390.79
Solutions Infinies M7 Inc.						
15-02-2017	Bill	SNOW 16/17 Feb	Yes		2000 Accounts Payable	1,742.08
Spot Maintenance Ltd.						
10-02-2017	Bill Payment (Cheque)	EFT	Yes		1010 Cash Operating Account	-4,633.00
26-02-2017	Bill	Ex0217-1-CCPM	Yes		2000 Accounts Payable	226.00
28-02-2017	Bill	M0217-48	Yes		2000 Accounts Payable	1,615.90
28-02-2017	Bill Payment (Cheque)	FCN_8738-4	Yes		1010 Cash Operating Account	-1,615.90
Technical Standards and Safety Authority						
23-02-2017	Bill	2970038	Yes		2000 Accounts Payable	299.45



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

Business Account Statement

RBBD30000_7045224 E D 00006 00685

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION
OPERATING
C/O CAPITAL CONCIERGE
904 LADY ELLEN PL
OTTAWA ON K1Z 5L5

January 31, 2017 to February 28, 2017

Account number: 00006 108-281-7

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

RBC Business Essentials® Variable Pricing Account

Royal Bank of Canada
90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on January 31, 2017	\$67,526.80
Total deposits & credits (4)	+ 43,347.96
Total cheques & debits (9)	- 20,066.58
Closing balance on February 28, 2017	= \$90,808.18

Have your business needs changed? We can help.

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

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			67,526.80
01 Feb	Direct Payment (PAD's) service total GRADS2850610000		16,452.03	83,978.83
	eCheque deposit 13770		1,427.85	
	Bill payment - 3046 HYDRO OTTAWA	4,151.41		81,255.27
	Regular transaction fee 1 Cr @ 1.07	1.07		
	Electronic transaction fee 7 Drs @ 0.75 4 Crs @ 0.75	8.25		
	Items on deposit fee 5 ID @ 0.22	1.10		
	In branch cash deposited fee \$50 CD @2.50M	0.12		81,244.73
03 Feb	Account transfer ACTR4703400072	3,108.00		78,136.73
06 Feb	Activity fee	45.95		78,090.78
07 Feb	Insurance INTACT INS. CO.	1,910.96		76,179.82
15 Feb	eCheque deposit 13770		25,110.82	101,290.64



Business Account Statement

January 31, 2017 to February 28, 2017
Account number: 00006 108-281-7

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
17 Feb	eCheque deposit 13770		357.26	101,647.90
21 Feb	Direct Deposits (PDS) service total GRADS0918610000	10,839.72		90,808.18
	Closing balance			90,808.18

Account Fees: \$56.49

Important Account Information

RBC Business Advisors are available 24 hours a day, 7 days a week

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

- Business account transaction information
- Credit and debit card processing solutions
- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.
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Growing With Ottawa

Monthly Reserve Report

OCSCC 994

February 2017



Growing With Ottawa

OCSCC No. 994
Reserve Summary February 2017

Revenue

The opening balance of the reserve account on February 1, 2017, was \$18,676.64. A total of \$3,108.37 was transferred to the reserve from the operating account during this month.

Expenses

No reserve expenses were incurred during the month of February.

Reserve

The closing balance as of end of February 2017 on your cash reserve account was \$21,785.01



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

Business Account Statement

RBBD30000_7045224 E D 00006 00688

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

January 31, 2017 to February 28, 2017

Account number: 00006 108-284-1

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

RBC Business Essentials® Savings Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on January 31, 2017 \$18,676.64

Total deposits & credits (2) + 3,108.37

Total cheques & debits (0) - 0.00

Closing balance on February 28, 2017 = \$21,785.01

Have your business needs changed? We can help.

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

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			18,676.64
01 Feb	Deposit interest		0.37	18,677.01
03 Feb	Account transfer OCSCC NO 994		3,108.00	21,785.01
	Closing balance			21,785.01

Deposit Interest Earned: \$0.37



Business Account Statement

January 31, 2017 to February 28, 2017
Account number: 00006 108-284-1

Important Account Information

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- And more

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Form 13
The Condominium Act, 1998

STATUS CERTIFICATE
Standard Condominium
(under subsection 76(1) of the *Condominium Act, 1998*)

Ottawa-Carleton Standard Condominium Corporation No. 994
(known as the “Corporation”)

certifies that as of the date of this certificate:

General Information Concerning the Corporation

1. Mailing address: 904 Lady Ellen Place
Ottawa ON K1Z 5L5
2. Address for service: 904 Lady Ellen Place
Ottawa ON K1Z 5L5
3. Name of property manager: Dan Fried
Capital Concierge Property Management
904 Lady Ellen Place
Ottawa ON K1Z 5L5

Telephone number: (613) 722-1232

4. The directors and officers of the corporation are:

Name	Position	Address	Telephone
Sheila Hedger	President	904 Lady Ellen Place Ottawa, ON K1Z 5L5	(613) 722-1232
Veronika Burda	Treasurer	904 Lady Ellen Place Ottawa, ON K1Z 5L5	(613) 722-1232
Carol Armstrong	Secretary	904 Lady Ellen Place Ottawa, ON K1Z 5L5	(613) 722-1232
Erika Janzen	Director	904 Lady Ellen Place Ottawa, ON K1Z 5L5	(613) 722-1232
Anjelina Mattai	Director	904 Lady Ellen Place Ottawa, ON K1Z 5L5	(613) 722-1232

Common Expenses

5. The owner of unit _____ registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa IS NOT IN DEFAULT in the payment of common expenses.
6. A payment on account of common expenses for the unit(s) in the amount of \$XXX and is due on __ 1st, 2016 for the period from the 1st day of __st, 2016 to the last day of __, 2016. This amount includes the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in 10.
7. The Corporation has the amount of **\$NIL** in prepaid common expenses for the unit(s).
8. There are NO amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit(s).

Budget

9. This is a first year budget created by the declarant and may result in deficit.
10. Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit HAVE NOT been increased.
11. Since the date of the budget of the Corporation for the current fiscal year, the board HAS NOT levied any assessments against the unit(s) to increase the contribution to the reserve fund or the Corporation's operating fund or for any other purpose
12. The Corporation has NO knowledge of any circumstances that may result in an increase in the common expenses for the unit(s) during this fiscal year.

Reserve Fund

13. The Corporation's reserve fund equity position amounts to \$21,760 as of December 1st, 2016.
14. A reserve fund study WILL BE conducted before **May 31st, 2017**.
15. The balance of the reserve fund at the beginning of the current fiscal year was **\$0**. In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is **\$37,303.00** and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to **\$NIL**. The board anticipates that the reserve fund WILL BE adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.
16. NO Notice has been sent to the owners under subsection 94(9) of the *Condominium Act, 1998* as this certificate is being given in the first year of registration
17. There are NO plans to increase the reserve fund under a plan proposed by the board under subsection 94 (8) of the *Condominium Act, 1998*, for the future funding of the reserve fund.

Legal Proceedings, Claims

18. There are NO outstanding judgements against the Corporation.

19. The Corporation IS NOT a party to any proceeding before a court of law, an arbitrator or an administrative tribunal.
20. The Corporation HAS NOT received a notice of or made an application under section 109 of the *Condominium Act, 1998* to the Superior Court of Justice for an order to amend the declaration and description, where the court has not made the order.
21. The Corporation HAS NO outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*.
22. There is currently NO order of the Superior Court of Justice in effect appointing an Inspector under s.130 or an Administrator under s.131 of the *Condominium Act, 1998*.

Agreements with owners relating to changes to the common elements

23. The unit IS NOT subject to any agreement under clause 98 (1) (b) of the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner. To the best of the Corporation's information, knowledge and belief, the agreements have been complied with by the parties.

Leasing of Units

24. The Corporation HAS NOT received Notice under section 83 of the *Condominium Act, 1998*. (The Corporation's understanding is that a total of 19 units in the condominium were owned by non-residents as at the date of this certificate, but notice under Section 83 has not yet been received respecting all of those leased units.)

Substantial changes to the common elements, assets or services

25. There are NO additions, alterations or improvements to the common elements, changes in the assets of the Corporation or changes in a service of the Corporation that are substantial and that the board has proposed but has not implemented.

Insurance

26. The Corporation has secured all policies of insurance that are required under the *Condominium Act, 1998*.

Phased condominium corporations

27. *intentionally deleted*
28. *intentionally deleted*

Vacant land condominium corporations

29. *intentionally deleted*

Leasehold condominium corporations

30. *intentionally deleted*
31. *intentionally deleted*
32. *intentionally deleted*

Attachments

33. See Schedule "A" attached hereto

Rights of person requesting certificate

34. The person requesting this certificate has the following rights under subsections 76 (7) and (8) of the Condominium Act, 1998 with respect to the agreements listed in subparagraph 33 (c) above:
1. Upon receiving a written request and reasonable notice, the Corporation shall permit a person, who has requested a status certificate and paid the fee charged by the Corporation for the certificate, or an agent of the person duly authorized in writing, to examine the agreements listed in subparagraph 33 (c) at a reasonable time and at a reasonable location.
 2. The Corporation shall, within a reasonable time, provide copies of the agreements to a person examining them, if the person so requests and pays a reasonable fee to compensate the Corporation for the labour and copying charges.

Dated this _____th day of _____, 2016.

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION NO. 994**

Per:

Name: Liz Schreader

Office: Capital Concierge

I have authority to bind the Corporation.

***executed pursuant to the Electronic Commerce Act*

SCHEDULE "A" TO THE STATUS CERTIFICATE

Documents required under Section 33:

- (a) A copy of the current Declaration, by-laws and rules;
An occupancy standard by-law;
- (b) The budget for the current fiscal year, the Audited financial statements and the Auditor's report;
- (c) List of Agreements:
 - (1) Management Agreement entered into by the Declarant Board [s.111]
 - (2) Agreements entered into by Declarant board before turnover, which are subject to termination [s.112(2)]
 - (a) *For goods and services on a continuing basis*
 - (b) *Services and/or facilities on a fee for service basis*
 - (c) *Leases of common elements for a business purpose*
 - (d) *Insurance trust*
 - (3) Mutual-use agreements entered into by Declarant board before turnover [s.113]
 - (4) All current agreements between the Corporation and another Corporation;
 - (5) All current agreements between the Corporation and the owner of the unit;
 - (6) A copy of any court order appointing an Administrator or Inspector under s.130/131;
 - (7) A copy of Notice of Plan to increase Reserve Fund contributions under s.94 (8).
- (d) A Certificate of Insurance for each current insurance policy;
- (e) A copy of all applications made under s.109 of the Condominium Act, 1998 to amend the declaration or description for which the court has not made an order;
- (f) A copy of the schedule that the Declarant has delivered to the board setting out what constitutes a standard unit, (*if any*) if there is no by-law of the Corporation establishing what constitutes a standard unit;
- (g) A copy of all agreements, if any, described in the clause 98 (1) (b) of the *Condominium Act, 1998* that bind the unit;
- (h) A copy of a Notice of Plan pursuant to s.94(8) dated the day of, 200.... containing a summary of the reserve fund study, a summary of the proposed plan for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study;
- (i) A copy of the order appointing an inspector under section 30 of the Condominium Act, 1998 or an administrator under section 131 of the *Condominium Act, 1998*;
- (j) to (l) *intentionally deleted, relates to phased and leasehold condominiums*

Documents applicable to this Corporation forming part of this certificate:

- 1. Declaration
- 2. By-Law No. 1
- 3. By-Law No. 2
- 4. Budget
- 5. Insurance Certificate
- 6. Rules and Regulations
- 7. **Management Agreement
- 8. **Insurance Trust Agreement
- 9. **Agreement re:
- 10. The schedule setting out what constitutes a standard unit will be delivered by the Declarant to the board.