

## **BOARD of DIRECTORS - OCSCC1009**

### **A G E N D A**

**Wednesday, 24 January 2018 – 16:00-17:30**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF PREVIOUS MINUTES (November 8, 2017)

4. BUSINESS ARISING FROM PREVIOUS MINUTES

- Turnover Audit
- Performance Audit
- Year End (January 31<sup>st</sup>)
- HVAC/Mechanical Systems Maintenance Contract
- Section 98 Agreement re Unit 103

5. MANAGEMENT REPORT

6. FINANCIAL REPORTS

7. APPROVAL OF 2018 ANNUAL BUDGET

8. NEW BUSINESS

- Review of bill handling procedure and payments
- Yearly Audit
- Next AGM

9. OTHER ISSUES

10. NEXT MEETING

11. ADJOURNMENT

CONDO BOARD MEETING notes  
NOV 8, 2017

Snow plowing contract – Ottawa Building & Foundation Repair (called metro for residential houses) – The 2 cheque payments are signed & delivered.

Cleaning – contract not yet signed, but took Spot Cleaners (owner – Jim) with a 30 day cancellation policy & no penalties.

Portal – all need to register – Daniel finds it helpful – board members need to sign up twice.

Previous minutes approved in reformatted form.

Yawar says he has a draft for the formal agreement necessary because 102 attached their awnings to the rear brick wall of 12 Stirling – board will review – then legal counsel will review. Once approved, this format will be used for all future owners wanting to attach anything to the building.

Will include this same agreement procedure with 101 & 303 to formalize their hot tub agreements.

Annual fire inspection: Pyron (\$650 + HST) – 15-30 minutes / condo + all communal areas  
Looking at heat detectors, pull stations, fire panel, pump for sprinkler system, fire horns/bells in communal areas

Turnover Audit – comments from Ron & Daniel were sent to Yawar but they forgot to give Yawar & therefore the auditors, a green light. Will do. Involves corporation expenses. Things like hydro are MH responsibilities

HVAC annual maintenance contract – EZ HVAC (Zeke) or Ottawa Mechanical Maintenance? As Zeke has been hired by MH to do HVAC retro-fits, we'll use him for annual maintenance if his work is good. Any repairs required on top of the annual maintenance cost, will be the responsibility of individual condo owners.

Schindler elevator maintenance – Daniel continues to pester Steve for satisfactory answers concerning the apparent lack of visits since April 2017. Steve has offered a number of answers, but they haven't been accurate yet.

New Condo Act –We can opt out because we are less than 25 condos. If we want to ask for a waiver for any condo rule, all owners have to agree. For instance, because of our small size we don't have many transactions. We need an annual Audit for 2017 (file w/ CRA; audited by BDO - approx \$4K) but after that, we could choose to have the yearend accounting completed by a tax accountant in the form of a Review (approx \$1.5K). We are a non-profit organization so the tax filing is simple.

Yawar mentioned that we should locate shut offs for outside taps, to be on the safe side.

Yawar has not yet changed the year end to January 31<sup>st</sup> for 12 Stirling, but he will.  
The Board needs to approve the 2018 Annual Budget 30 days before our year end Jan 31<sup>st</sup>

FOB – we need to secure the computer that controls FOB access. Also need a place to store binders. Daniel requested the binder showing the original building specs – is the ductwork done as stated in the specs?

Renter of 201 (Derrick) needs to have his name on the Intercom panel

New fee for Condo Authority

Cheques were signed for Condo Authority & Gifford Assoc (insurance), cleaning & yard work

Reviewed Yawar's presentation for our 2018 budget & made several changes. At closing, there was a small % increase for condo fees. The advice given was to try to over-estimate rather than under estimate, expenses. Fees can be adjusted annually. If necessary, additional money can be requested during the year, but this is really only for emergencies, not as a practice.

Yawar will increase his management fees for 12 Stirling in 2018 because his firm will incur extra expenses to comply with the new Condo Act. Yawar suggests that using his services does not make fiscal sense for 12 Stirling because it's over \$5K & there really isn't the work to justify the bill. He said he'd be happy to help at any point, when help was requested.

Next Condo Board meeting is scheduled for Jan 24, 2018

#### ACTION ITEMS:

- Capital Integral to circulate the draft "Section 98 Agreement" pertaining to the modifications to common elements performed by Unit 102. (done on Dec. 4, 2017) - Comments sent by the President to Capital Integral on Dec. 4, 2017 - Not finalised yet. (Jan. 20, 2018) – **CI to finalize**
- Capital Integral to confirm that the Fiscal Year for OCSCC1009 is changed to end on January 31. - **Awaiting Confirmation from Capital Integral**
- Annual fire inspection: Pyron - **COMPLETED**
- Turnover Audit – **Awaiting Report**
- Performance Audit and Reserve Fund Study – **Awaiting Report**
- HVAC annual maintenance contract – **Decision Pending**
- Schlindler elevator maintenance - **COMPLETED**

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# PERFORMANCE AUDIT

*Ottawa Carleton Standard  
Condominium Corporation No. 1009*

*12 Sterling Avenue, Ottawa, ON*

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## **Draft Report**

*Submitted to:*

Ottawa-Carleton Standard Condominium Corporation No. 1009  
c/o Mr. Yawar Khan, Property Manager  
Capital Integral Property Management,  
904 Lady Ellen Pl.,  
Ottawa, ON K1Z 5L5

*Submitted by:*

**Buchan, Lawton, Parent Ltd**  
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BLP File No. 7483.01  
January 22, 2018

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#### **APPENDIX A: COPY OF UNIT OWNER SURVEYS**

#### **APPENDIX B: PHOTOGRAPHIC RECORDS**

#### **APPENDIX C: ELEVATOR REPORT**

#### **APPENDIX D: DEFICIENCIES TRACKING SUMMARY**

## **1.0 INTRODUCTION**

### **1.1 Terms of Reference**

Buchan, Lawton, Parent Ltd. was retained to prepare a performance audit and reserve fund study for the common elements of Ottawa Carleton Standard Condominium Corporation No. 1009 (OCSCC 1009). This report, detailing the findings of the performance audit has been initiated and prepared for Capital Integral Property Management on behalf of the Board of Directors of the Condominium. A separate report for the condominium as a whole will also be prepared for the reserve fund study.

This report should be submitted to the builder (Morley Hoppner Group Inc.) no later than one day prior to the anniversary date of registration of the Condominium.

The intent of this report is to identify deficiencies related to the construction, rather than the ongoing maintenance and operation of the building. It would appear from our assessment that the building is in overall good condition.

As is common with performance audits of buildings, this report focuses on the deficiencies uncovered as a result of the site review and owner surveys. This can tend to project a negative impression on the overall project. The discussions of deficiencies in this report must be read keeping in mind the general condition of the project in its entirety.

### **1.2 Property Description**

Ottawa Carleton Standard Condominium Corporation No. 1009, also known as Yard & Station Lofts, is located at 12 Sterling Avenue in Ottawa, Ontario. The building was formerly an institutional building now converted into a low rise, three-story plus a penthouse, condominium. The building was registered as a condominium on January 26, 2017.

OCSCC 1009 condominium consists of 9 residential units, with one level of partially underground parking. The site includes walkways, an access ramp to the garage, as well as hard and soft landscaping features.

### **1.3 Report Description**

The findings of the site review are discussed in Section 4.0, Site Review Findings. Each subsection includes a brief description of the element and the as-built conditions as well as a list of deficiencies / concerns relating to that element.

Deficiencies and concerns included in this report have arisen from the owner surveys, and building and site review conducted by Buchan, Lawton, Parent Ltd.

Copies of the completed Owner Surveys are included in Appendix A.

Photographs referenced in the Site Review Findings section are included in Appendix B.

A copy of the Elevator Report is included as Appendix C.

Deficiencies Tracking Table is included in Appendix D.



## **2.0 STUDY OBJECTIVES**

The purpose of the performance audit is to identify performance deficiencies of the common elements of the Condominium that may give rise to a warranty claim under the builder's warranty.

The steps required to undertake a performance audit include:

- Reviewing available documentation such as building drawings, declaration and description, and the final report on inspections carried out on the common elements within the meaning of the Ontario New Home Warranties Plan Act;
- Conducting a survey of the owners to determine if there is evidence of damage to the units that may have been caused by defects in the common elements or defects in the common elements that may cause damage to the units. Due to accessibility constraints, items reported by owner surveys have not necessarily been reviewed by Buchan, Lawton, Parent Ltd.
- Conducting on-site reviews to evaluate the condition and performance of building and site common elements including the foundation, parking garage, wall construction, air and vapour barriers, windows, doors, elevators, roofing, mechanical systems, electrical systems, fire protection systems, landscaping elements; and,
- Reporting.

### **2.1 Assumptions and Limitations**

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

### **3.0 BACKGROUND INFORMATION**

#### **3.1 Building Documents**

Buchan, Lawton, Parent Ltd was provided with the following information for Ottawa Carleton Standard Condominium Corporation No. 1009:

##### **Drawings**

<b>Drawing No.</b>	<b>Drawn</b>	<b>Last Revision</b>
<b>Architectural</b> (A1.00 - A8.01)	Barry J. Hobin & Associates Architects Inc.	Issued for Building Tender, March 2, 2015
<b>Mechanical</b> (M0.0 – M6.1)	Alliance	As-Built, Dated January 2017
<b>Electrical</b> (E0.00 – E5.00)	Alliance	As-Built, Dated January 10, 2017
<b>Electrical - Lighting</b> (E3.00 – E6.03)	Alliance	As-Built, Dated January 10, 2017
<b>Land Survey</b>	Fairhall Moffatt & Woodland Limited / Ontario Land Surveyors	Dated December 16, 2016

Notes:

- The Architectural Drawings provided were not issued as as-built.
- Structural, Landscaping, Sprinkler Systems Drawings were not provided for review.

The builder is required to provide the Condominium all as-built drawings, as per the Condominium Act.

##### **Declaration and By-Laws**

Condominium Declaration, dated December 28<sup>th</sup>, 2016, registered as documents No. OC 1863501.

By-Law No. 1, dated January 27, 2017, being a General Operating By-law.

By-Law No. 2, dated January 27, 2017, regarding Mediation Arbitration Procedure.

By-Law No. 3, dated January 27, 2017, regarding the Common Element Modifications.

Joint Use Agreement, dated November 18, 2016.

**Financial Information**

Un-audited Financial Statements, Provided by Integral Property Management Ltd., for the following periods:

- March 1, 2017 to March 31, 2017, dated May 17, 2017.
- April 1, 2017 to April 30, 2017, dated May 17, 2017
- May 1, 2017 to May 31, 2017, dated June 19, 2017
- June 1, 2017 to June 30, 2017, dated July 18, 2017
- July 1, 2017 to July 31, 2017, dated August 21, 2017
- August 1, 2017 to August 31, 2017, dated September 15, 2017

**Warranties**

No warranties provided for review.

**Additional Information**

Condominium Rules

Condominium Standard Unit Definition

### **3.2 Completed Owner Surveys**

Completed surveys were received from Units 101, 103, 203, 302, and 303. Comments from the surveys are included in the applicable section of this report. This study incorporates only common elements, comments received regarding individually owned elements have been included only as a side note, but is not part of the warrantable claims in regards to the purpose of this report. Copies of the completed surveys are included in Appendix A.

### **3.3 Site Review**

The site review entailed the visual observation of the condition of common elements of the condominium. As part of this work Unit 302 was accessed to examine the condition of the common doors, windows, terrace, and cladding elements.

The following Buchan, Lawton, Parent Ltd. personnel carried out a site review on December 8th, 2017: Matthew Cogliati, P.Eng., and Eli Marshall, M.A.Sc.

## **4.0 SITE REVIEW FINDINGS**

The following subsections of the report discuss the various building or site common elements. Each subsection lists items included under that heading and any noted or reported deficiencies on those items.

Issues/deficiencies reported by unit owners included in this section have the unit included in parentheses after the reported issue/deficiency [eg: (101, 203)]. Issues/deficiencies reported by BLP and/or the property management does not have this.

A summary of the deficiencies is included in Appendix D.

### **4.1 Site Work**

#### **4.1.1 Masonry Items**

*Includes - Masonry Planters with Retaining Walls,  
- Masonry Sidewalk Pavers with Stairs*

On the east elevation of the property, adjacent to driveway entrance ramp there are planters installed with masonry retaining walls. Small retaining walls continue from the planters towards the entrance ramp area.

There are two walkways installed at the corners of the east side of the building, they lead from the side stairwell exists to Sterling Ave. These walkways consist of masonry unit pavers, with small masonry retaining walls and masonry steps.

Landscaping as-built drawings were not provided for review, it is not clear what type of product/system was used in masonry pavers and planters installations.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report that the walkways are cracking (101, 103).
- (2) Unit owners report that the retaining walls are cracking (101, 103).

(3) For the small retaining wall leading up to the ramp entrance, the top masonry cap has a large crack, and a chipped corner, refer to Photo 1.

The builder will review the above noted deficiencies and make any required repairs to the masonry items under the requirements of the first year warranty.

#### **4.1.2 Concrete Items**

*Includes - Concrete garage entrance ramp*

A concrete ramp is installed at the east elevation of the property and provides vehicular access to the underground parking garage, as well as acting as a walkway for the owners' entrance to the building. The ramp is electrically heated, and has a trench drain at the bottom. 50mm rigid insulation is installed below the concrete slab. The ramp and the drain appear to be in good condition. The slope and drainage of the ramp appeared to be adequate, and no reports of water pooling were received.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owner reported significant costs associated with operating the heated ramp in the wintertime (302).
- (2) There are excess conduits visible in the concrete, near the left building entrance. Refer to Photo 2.

The builder will review the above noted deficiencies and make any required repairs under the requirements of the first year warranty.

#### **4.1.3 Metal Items**

*Includes - Metal Staircases*

There are two metal staircases at the west elevation of the building. These north and south staircases service the two interior stairwells of the building. It appears that these staircases may be temporary and may be removed when future construction is added at the rear of the building. However, deficiencies still have to be noted.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) There is a safety issue related to the back emergency doors and stairs, because of construction coming (302).
- (2) South staircase is rusting at the bottom. Refer to Photo 3.
- (3) Paint is peeling on the south staircase railings and risers. Refer to Photo 4 and Photo 5.
- (4) South staircase top riser is severely rusted. Refer to Photo 6.
- (5) North staircase is rusting at the bottom. Refer to Photo 7.
- (6) Paint is peeling on the north staircase railings, and risers. Refer to Photo 8.

The builder will review the above deficiencies and repair the metal items under the requirements of the first year warranty.

#### ***4.1.4 Soft Landscaping***

*Includes:*

- *Lawns*
- *Shrubs & Plants*
- *Trees*
- *Grading*

Soft landscaping at the condominium includes mainly sodded areas around the perimeter of the building, with a variety of small trees, and cedar hedges on the south end.

Small shrubs with added mulch are planted on the south, east, and north elevations. The planters on the east side of the property consist mainly of grass and small shrubs. Overall the landscaping items appeared to be in good condition.

The architectural drawings specified planters below the two columns at the garage entrance. During the site visit review, these planters were missing. Additionally, there are incomplete sodded areas at the rear west elevation of the building. It is not clear if a site instruction/change order was made, as the as-built architectural drawings were not provided for review. It is not clear if this was done so in anticipation of future construction work to be done in this area.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) There are no exterior hose water bibs provided on the ground floor level (203, 303).
- (2) There are no water bibs provided on exterior of building common areas (302).

- (3) No access to water on the exterior of the building (103).
- (4) No exterior water faucets (101).
- (5) East elevation, planters are missing from under the two columns at the garage entrance, specified in not as-built architectural drawings.
- (6) Sodded areas are incomplete at the rear west-end of the building, not as per provided drawings. Refer to Photo 9.
- (7) There are areas of dry grass patches. Refer to Photo 10.
- (8) Sod areas adjacent to entrance ramp have sod missing. Refer to Photo 11.

The builder will review the above deficiencies and repair the soft landscaping items under the requirements of the first year warranty.

## **4.2 Structure**

### **4.2.1 Building Structure**

*Includes - Steel Frame Structure and Concrete Foundation  
- Elevator Shafts  
- Fire Separations*

The building at 12 Sterling Ave comprises of a steel frame structure set on an existing concrete foundation. Additional new foundation areas were poured for east and west terraces, and other areas. Structural drawings were not provided for review. As specified on the architectural drawings, a typical floor assembly is 1-hour fire rated; the drawings further specify 1.5-hour rating for ceilings above the parking garage structure.

According to the architectural drawings, the typical party wall assemblies for interior walls are specified to have a minimum STC rating of 50. An STC rating of 55 is specified for the interior walls enclosing the elevator shafts. This meets the minimum OBC requirements of a minimum STC rating of 50. No noise test results were received, so it is unclear if these wall assemblies actually meet the design/OBC STC ratings.

During the site visit review, no significant unusual noises or odours were noted. The garbage room was also reviewed for odours, no excess odour levels were noted.

The following items pertaining to noise & odours were reported by the unit owners:



- (1) In the basement garage, a beeping sound from panel, but cannot determine the source of the issue (303).
- (2) Scott St. is very noisy and their windows need to be open. No noise from other units (302).
- (3) Unacceptable noise, reverbs from the HVAC system (302).
- (4) Noise from the furnace is often too loud (203).
- (5) The exterior noise is too loud, and unsure of what the acceptable limit is (203).
- (6) Serious vibrations were experienced in the unit, coming from the unit on the second floor (may have been dependent on unusual activity) (103).
- (7) Cooking odours coming from the elevator shafts, if other units in the stack do not use fan hood (103).

The elevator shafts are poured concrete structures, with the elevators serving the parking lot level to the third floor. The majority of the building structure is concealed by interior finishes and exterior cladding and is therefore not visible for review. The architectural drawings specify a 1-hour fire separation at the elevator shafts, with areas of 1.5-hour fire separation in the parking level. The fire separation details could not be directly reviewed as they were also covered with interior finishes.

The below grade foundation walls are described in the architectural drawings as consisting of: a geocomposite drainage board, 50mm rigid insulation minimum 1800mm below grade, dampproofing membrane down to top of footings, and new poured concrete foundation wall or an existing foundation wall.

The below grade foundation walls of the original existing building, are now the interior walls separating parking garage with Unit storage spaces, and other services areas including the garbage/recycling room, and electrical room. Refer to Parking Garage Structure section of this report.

The above grade foundation walls, visible around the perimeter of the building, are described in architectural drawings as 'exposed architectural finished concrete', with masonry veneer sections. At the southeast corner of the building (near gridline 1 and Ex), the exposed above grade foundation appears to be from the old building, not a new construction or finishes. It is not clear if a site instruction was made, as the as-built architectural drawings were not provided for review.

In addition to the main building structure, and terrace structures, there are two parking entry columns at front of the garage entrance. The columns are

poured concrete and new concrete block wall structures with a masonry veneer cladding. The unit owners reported the following items:

- (8) The driving isle stone is too narrow at the entrance (302).

The following items with respect to foundation were noted on site during the review, and/or reported by the unit owners:

- (9) Staining on the foundation walls and on the brick on the north side of the building, as well as cracked foundation walls (103).
- (10) North elevation, near gridline E, portions of foundations under the existing stone veneer are deteriorating. Refer to Photo 12.
- (11) Southeast side of the building, a crack was noted on the exposed foundation wall. Refer to Photo 13.
- (12) Southeast side, minor foundation honeycombing near grade. Refer to Photo 14.
- (13) Southeast side, in general the foundation finishes are poor with remnants of formwork visible. Refer to Photo 15.
- (14) Southeast side, portions of formwork remnants, and a wooden board visible at the foundation. Refer to Photo 16.
- (15) Southeast elevation, rusting nails protruding from the foundation. Refer to Photo 17.
- (16) Southeast corner, multiple cracks noted at the existing foundation wall. Refer to Photo 18. This appears to be not new construction, not the 'exposed architectural finished concrete' specified in the architectural drawings.
- (17) Multiple graffiti, scratch marks, and stains are also noted at this exposed foundation wall. Refer to Photo 19.
- (18) The southeast corner above grade foundation wall appears to be from the old existing building, and not new construction. Refer to Photo 20.
- (19) Northeast corner, portions of air/vapour membrane and primer visible near grade, under the stone veneer. Refer to Photo 21.

The builder will review the above noted deficiencies and make any required repairs under the requirements of the first year warranty.

#### **4.2.2 Balconies, Terraces, Guardrails Structure**

*Includes - Balconies Structure  
- Terraces Structure  
- Guardrails, and Privacy Screens*

The balconies, which are not above a living space, are tied into the main structure through the walls. Terraces are above a living space and a more

similar to a roof construction. The balcony and terraces structures themselves are not visible for a visual inspection.

On the second floor there are three balconies, located on the north, south, and east elevations.

The two side balconies on the north and south are for Units 201, 203. These balconies are above the ground floor stairwells. On the third floor, similarly, there are two side balconies, serving Units 301 and 303.

The typical balcony floor assembly for these side balconies consists of a coating (a pedestrian traffic topping), a new poured concrete slab (sloped to scupper drains) on a new steel deck on top of a new steel structure (with spray foam insulation to underside of the slab). For the undersides of the balconies, the architectural drawings specified a suspended gypsum drywall ceiling for the second floor balconies open to the stairwells below. The architectural drawings also specify an acrylic stucco finish for third floor balconies open to the outdoors; this is also discussed in the Soffits section of this report.

On the second floor, the east elevation balcony is a cantilevered new concrete and steel balcony, with balcony support rods, above the ground floor terrace.

At the time of site visit review, access to the balcony areas was not provided; therefore condition of the waterproofing/traffic topping was not reviewed on any of the balconies.

The unit owners reported the following items:

- (1) That the drainage pipes in front (north side) balcony have moss growing out of it (303).
- (2) The floor surface was repainted with epoxy (203).

There are six first floor level terraces, servicing the first floor units. Three are on the west elevation, and three are on the east elevation.

The three west first floor terraces are constructed on new poured concrete foundation walls. The below grade portion of the foundation, according to the architectural drawings, consists of a geocomposite drainage board, rigid insulation, and a dampproofing membrane, on top of the concrete wall. There are unit storage lockers below these terrace structure, as well as some utility rooms. The above grade portion is discussed in the Cladding Section of this report.

The three east first floor terraces are similarly constructed, and similarly with storage spaces beneath, however the above grade portions have stone veneer cladding, and are discussed in the Cladding Section of this report. The center east terrace, serving Unit 102, is cantilevered to the building with support of the two columns, with the parking garage entrance beneath it.

There are six terraces on the fourth floor (or mezzanine level), four are private, and two are common use. There is one private terrace for each of Units 301 and 303, and two private terraces for Unit 302. The private terraces are considered exclusive-use common areas. The two common use terraces are on the west elevation corners of the building, and are accessed through interior stairwells. The flooring structure of these terraces is similar to a roofing structure; therefore it is discussed in the Roofing Section of this report.

The balcony guards are specified in the drawings as 1070mm tall pre-finished aluminum and glass guardrails mounted on concrete upstands with precast concrete caps.

The fourth terrace guards consist of prefinished aluminum and glass guardrail, mounted to the back of a concrete parapet curb, specified to a minimum 1070mm height.

The first floor terrace guards are 1070mm prefinished aluminum and glass structures mounted to face of the concrete curb.

The privacy screens for all terraces are specified as 1800mm tall aluminum and glass structures.

The following items with respect to balconies, terraces, guardrails and privacy screen were noted on site during the review, and/or reported by the unit owners:

- (3) Balcony railing paint is peeling (101)
- (4) Unit owner is reporting a concern with the privacy fence (peeling paint, loose, etc) (101).
- (5) Screws on covered balcony need to be cut off (303).
- (6) The balcony privacy fence shakes during windstorms and is not private (side gaps) (303).
- (7) Unit owner reports a concern with the terrace railing (peeling paint, or is loose) (302)

- (8) Unit owner reports a concern with the privacy fence (peeling paint, loose) (302).
- (9) Unit owner reports that the privacy screen is broken and needs replacement (302).
- (10) Glass panel piece missing in terrace privacy screen at Unit 302. Refer to Photo 22.

The builder will review the above noted deficiencies and make any required repairs under the requirements of the first year warranty.

#### **4.2.3 Parking Garage Structure**

*Includes - Concrete Parking Garage Structure  
- Concrete Access Ramps, Guardrails, Handrails  
- Concrete Parking Area and Drainage  
- Utility Rooms*

The parking level consists of the concrete parking lot, a garbage/recycling room, two fan rooms, an electrical room, two stairwell vestibules, and a water entry room.

The drawings specify the parking garage structure is a new cast-in-place concrete slab, with a clear sealer, poured on over an existing concrete slab on grade. Additional new poured concrete columns provide support to the ground floor slab and the superstructure above. Structural drawings were not provided for review. A number of cracks in the concrete slab were visible during the site visit review, as well as reported by the home owners, some are likely shrinkage cracks, which is normal for concrete elements, however all cracks should be reviewed by the builder, and monitored over time for worsening.

The parking area concrete slab is sloped to allow for parking area drainage. There area has multiple floor drains, floor drains in the utility rooms, as well as two sump pump pits.

The interior walls separating the parking lot areas, the unit storage spaces, and service areas, are the remaining old foundation walls of the existing building. Additionally, new concrete block partitions were added adjacent to the old foundation walls as well.

Concrete ramps with concrete curbs, and metal guardrails and handrails provide access to lobby areas from the parking garage.

The following items with respect to parking garage were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report that the building envelope leaked at the garage level (103).
- (1) The basement/garage cement loose along wall and floor (303).
- (2) There is a crack in the concrete of the west wall of the garage, near the bottom (302).
- (3) There is water damage/moisture at base of concrete/brick wall of the garage, all around the garage, and that this area needs repainting (203).
- (4) The garage floor is cracked in several areas, that the garage interior walls also show some crumbling (103).
- (5) The garage flooring is cracked throughout, and the wall cement is crumbling (101).
- (6) There is insufficient bicycle storage, the purchase agreement states >9 spaces for bike racks, the space is needed for bikes, especially because the storage areas are small (203).
- (7) The garbage disposal door is always locked, is there a need for this (302).
- (8) There are various size cracks in the cement slab at multiple locations. Refer to Photo 23, Photo 24, and Photo 25.
- (9) There are left over construction materials kept in storage in one of the fan rooms. Refer to Photo 26.
- (10) There are left over paint cans kept in storage in the water entry room.
- (11) The parking coat on the foundation walls is deteriorating. Refer to Photo 27.

The builder will review the above noted deficiencies and make any required repairs under the requirements of the first year warranty.

## **4.3 Building Envelope**

### **4.3.1 Cladding System**

*Includes:*

- *Brick Veneer*
- *Masonry Veneer*
- *Precast Concrete*
- *Wood Siding*
- *Cement Finish Paneling*
- *Aluminum Flashing, Trim*

The building is primarily clad in brick veneer for the first three floors, with areas of precast concrete, masonry veneer, pre-finished metal flashing, and decorative stone details.

The fourth floor cladding primarily consists of a painted wood siding, however the architectural drawings specified metal siding in these areas. It is not clear if a site instruction was made, as the as-built architectural drawings were not provided for review.

Additionally, the balcony areas, and first floor terraces have their own cladding systems specified.

The following items with respect to main cladding elements were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report that the building has leaked from the outset with Morley Hoppner continuing to address the issues, and that most (all?) leaks seem to have been addressed (101).
- (2) The entrance between wall and building is painted grey, no stone (303).
- (3) The stucco over the entrance needs repair based on lock box relocation (303).
- (4) There is cracking brick mortar at unit 101's rear terrace southwest corner (101).
- (5) Cladding is presently partially removed for identification or the origin of a leak (front terrace door area) (103).
- (6) Unit owners report that near the mail, stones have chipped and don't look good already (203).
- (7) Southeast corner of the building, discoloration/staining visible on brick veneer under precast panels. Refer to Photo 28.
- (8) Southeast corner of the building, discoloration/staining visible on brick veneer under balcony precast caps. Refer to Photo 29.
- (9) Southeast corner of the building, discoloration/staining visible on brick veneer under balcony scupper. Refer to Photo 30.

- (10) West elevation, discoloration/staining visible on brick veneer under numerous window concrete precast sills, as well as under rooftop terrace concrete precast tops. Refer to Photo 31 and Photo 32.
- (11) West elevation, hole in the brick veneer, near the entrance to stairwell B door. Refer to Photo 33.
- (12) North elevation, discoloration/staining visible on brick veneer under precast elements, Photo 34.
- (13) North elevation, significant staining visible from the balcony scuppers on the brick veneer. Refer to Photo 35.
- (14) East elevation, northeast corner of the building, discoloration/staining visible under a precast cladding panel. Refer to Photo 36.
- (15) East elevation, there are numerous locations where there is discoloration/staining on the brick veneer, including under precast concrete elements, precast parapet caps, under exterior lighting, etc. Refer to Photo 37 and Photo 38.
- (16) On a precast panel, there are remnants of previous lockbox. Refer to Photo 39.

The cladding in the balcony areas is specified either as “longboard” aluminum siding or Cemfort panels, according to the architectural drawings. During the site visit review, access to all balconies was not arranged, and is not feasible. Additionally, the architectural as-built drawings were not provided for review, therefore it was not possible to determine which cladding option was selected for each balcony area. However, from the ground level, it was visible that the cladding that was installed at a number of balconies was a painted wood siding. It is not clear if a site instruction/change order was made, as this type of siding was not specified.

The following items with respect to balcony cladding elements were noted on site during the review, and/or reported by the unit owners:

- (17) A cladding board needs to be replaced, that it was taken down when there was a major leak (203).

The architectural drawings specify a prefinished horizontal metal siding for the cladding on the fourth floor terraces, however a painted wood type siding was observed to be installed during the site visit reviewed. It is not clear if a site instruction was made, as this type of siding was not specified, and as the as-built architectural drawings were not provided for review.

The following items with respect to terrace cladding elements were noted on site during the review, and/or reported by the unit owners:

- (18) Cladding in the terraces is not in good condition (302).



- (19) Various dings/scratch marks observed on the wood cladding, at northwest common fourth floor terrace. Refer to Photo 40 and Photo 41.
- (20) Wood siding is chipped on the wood cladding, at southeast common fourth floor terrace. Refer to Photo 42.

The above grade portion of the west terraces, according to the architectural drawings, is an insulation panel with a cement finish, with an air/vapour barrier membrane on top of the concrete wall. It appears that this cladding may be temporary, and may be replaced or removed after additional construction is made at the west end of the property. However, deficiencies will still be noted.

The following items were noted on site during the review, and/or reported by the unit owners:

- (21) There is major foundation wall damage on backyard walls under stairs (302).
- (22) An insulation panel is dislodged at the southwest corner of the building. Refer to Photo 43.
- (23) At multiple locations, the insulation is exposed at the connection points of the terrace aluminum guardrails. Refer to Photo 44.
- (24) At the west elevation, multiple scuppers for terrace drains do not extend far enough beyond the cement insulation panels, causing heavy staining, ice build-up, and deterioration of the panels. Refer to Photo 45 and Photo 46.
- (25) At the west elevation, scupper appears draining behind a panel, causing deterioration between panels near an exhaust vent. Refer to Photo 47 and Photo 48.
- (26) Multiple cracks are visible in the panels, particularly under the scuppers. Refer to Photo 49 and Photo 50.
- (27) Northwest corner of the terraces, the panels appear to be generally discolored. Refer to Photo 51.

According to the architectural drawings, the above grade portion of the east terraces have stone veneer cladding, precast concrete panels, as well as existing stone panels that were salvaged, cleaned, and re-installed.

The following items were noted on site during the review:

- (28) East elevation, the masonry veneer cladding of north terrace has staining/discolorations under the scupper. Refer to Photo 52.

Additionally, the unit owners reported the following terrace/balcony issues:

(29) Due to error, a blank plate covers a section of cladding (303).

The builder will review the above noted deficiencies and make any required repairs under the requirements of the first year warranty.

#### **4.3.2 Exterior Doors**

*Includes:* - *Main Entrance Doors*  
- *Exterior Steel Doors*  
- *Unit Balcony, Terrace Doors*  
- *Overhead Garage Door*

For all exterior and interior doors, the architectural drawings provided were not as-built, and did not have a Door Schedule attached.

The main entrance doors are aluminum framed storefront style doors with glazing inserts. The doors have an automatic door opener activated by a push button.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report an issue with the locks on the main entrance doors (103, 303).
- (2) North lobby, there is a gap in the doorframe visible. Refer to Photo 53.

On the first floor of each of the east and west elevations of the building, there are two exterior insulated hollow metal doors leading to the common interior stairwells. Additionally there are two exterior doors in similar construction on the two fourth floor common area terraces.

The following items were noted on site during the review, and/or reported by the unit owners:

- (3) The side entrance doors did not slam the lock properly, and that is seems to be fixed now (303).
- (4) Stairwell C, there is a gap at the bottom of the door to the common fourth floor terrace. Refer to Photo 54.
- (5) Northeast exterior door to stairwell D, a cap piece is missing. Refer to Photo 55.

Aluminum clad wood frame sliding and swing patio doors provide access to the balconies and terraces from various rooms in each unit.

The unit owners reported the following items:

- (6) Unit owners report mold on ceiling, terrace door sills, mechanical room, and master ensuite (101).
- (7) Unit owners report mold at living room terrace door (103).
- (8) Unit owners report that the balcony patio door is binding (302).
- (9) With hard rain, water is infiltrating at the bottom of the patio door (302).
- (10) The patio doors leak on Carruthers side in hard rain. Repaired this patio's drain but leakage caused damage in the condo. Leakage occurs in hard rain only for door. The leak occurred recently, under patio doors is a new leak. Others are repaired (302).
- (11) Terrace door allows for major air infiltration (103).
- (12) Unit owners report that the front terrace door area shows that there is a leak for which the source has not yet been identified, and that this created black mold on the trim and baseboard and possible damage to hard wood floor (103).
- (13) The front terrace door latch is sticky and doesn't allow the door to close properly without turning (101).
- (14) There is an issue with the knob on the balcony door (101).

On the east elevation, a pre-finished aluminum frame with translucent panels overhead garage door, with automatic opener, provides vehicular access to the parking garage from the concrete ramp. The garage door, tracks, and opener appear to be functioning properly.

The unit owners reported the following items:

- (15) The door opener is very loud, and the door seems to shacking when opening and closing (103).
- (16) Unit owners reported garage door opener noise when in use (102, 303).

The builder will review the above noted deficiencies and make any repairs or adjustments to the exterior doors under the requirements of the first year warranty.

### **4.3.3 Windows**

*Includes: - Fixed and Operable Windows*

The architectural drawings specify a combination of fixed glazing with operable potion windows installed in the stairwells.

The unit windows are fixed glazing in wood frames; the operable sections are awning transom type glazing units also set in wood frames.

The operable part of the window, as accessed at Unit 302, appears to exceed the allowable limits as per the Ontario Building Code section 3.3.4.8 (1)-b. The builder to review the unit window, and the remaining operable windows.

The unit owners reported the following items:

- (1) Unit owners report that at some stairs, the crank covers are missing (303).
- (2) The crank of the stairwell A window on the first floor is broken (101).
- (3) Unit owners report mold on windows at 1<sup>st</sup>, 2<sup>nd</sup> windows on Sterling side. Also above ceiling in hallway (from the patio drain leak). MH hired a professional crew to repair this. Mold was found and removed in both exterior stairwells (302).
- (4) Unit owners report latching problems with all windows. That the latches are flimsy, and can be easily pushed to slide with one finger, then a fairly large hole to the outside is seen, needs stabilizing (203).
- (5) Unit owners report that all windows have serious condensation issues in cold temperature conditions (103).
- (6) Unit owners report that the building envelope also leaked at several windows (103).
- (7) Unit owners report that all interior glass has ice forming at bottom 1"-2" during winter, unit owners think it's due to a lack of ventilation (302).
- (8) During the site visit walkthrough, a leak was reported at an elevated transom window, in the fourth floor den of unit 303. Refer to Photo 56.
- (9) The windowsill was removed for repairs at a window reviewed at Unit 302, it is not clear if this was due to a leak. Refer to Photo 57.

The builder will review the above noted issues and make any required repairs to the windows under the requirements of the first year warranty.

#### **4.3.4 Caulking**

*Includes: - Window and Door Perimeters  
- Exterior Penetrations  
- Cladding Transitions and Joints*

Caulking is installed around all window and door perimeters, exterior penetrations (such as exhaust boxes and vents) and cladding transitions.

During the site visit review, in general the caulking appeared to in good condition.

The unit owners reported the following items:

- (1) Unit owners report that the caulking in the terrace area is not in good condition (302).

The builder will review the above noted issues and make any required repairs to the caulking under the requirements of the first year warranty.

#### **4.3.5 Soffit, Fascia**

*Includes:*

- *Roof Soffits*
- *Balcony Soffits*
- *Main Entrance Soffits*
- *Fascia*

The building soffits are mainly located at the eyebrow roof on the fourth floor east elevation, the front entrance with the parking ramp area, and at the balconies.

The soffit at the main entrance, and above the parking garage entry ramp, is specified in the architectural drawings as acrylic stucco finish on gypsum board. However, during site visit review, wood panels were observed to be installed instead. It is not clear if a site instruction was made, as the architectural as-built drawings were not provided.

For the second and third floor balconies, the architectural drawings specify the balcony exterior soffit sheathing as an acrylic stucco coating. However, a type of vented wood panel finish was observed to be installed during the site review. It is not clear if a site instruction was issued, as the as-built architectural drawings were not provided.

For the cantilevered eyebrow roof on the east elevation, the architectural drawings specify the soffits as acrylic stucco on sheathing. However, during the site visit review these soffit areas are painted grey wood panel elements.

Pre-finished metal fascia is installed around the building, with majority on the fourth floor terraces. No issues were noted or reported. For the third floor balconies, on the east elevation, the fascia elements in the architectural drawings are specified as exposed architectural finished concrete, however during the site review it was noted that is this metal elements. It is not clear if a site instruction was issued, as the as-built architectural drawings were not provided.

- (1) Unit owners report that there is a discolored soffit, fascia on mezzanine on Sterling side (302).

#### **4.3.6 Roofing, Drainage**

*Includes: - Main Roof  
- Terrace Roofs  
- Canopy Roof*

The roof system at OCSCC 1009 consists of the main roof that covers the fourth floor level, with mechanical equipment installed. A small canopy roof extends from the main roof. Additionally there the fourth floor terraces roofs, and first floor terrace roofs. Each has various parapet structures, guardrails, flashings, etc.

The main roof covers the fourth floor level (mezzanine). The roof holds some mechanical equipment, mainly the air condition condensing units. According to the architectural drawings, the roof consists of a 2-ply modified bitumen roof membranes, a cover board, 2-layers of 75mm rigid insulation, vapour barrier, 13mm roof sheathing on a new steel deck over a new steel structure, with a mechanical service space, and gypsum board ceilings on metal stud framing. The parapets for this roof are covered with prefinished metal flashing.

The roofing membrane and elements were generally in good condition. The following items were noted on site during the review:

- (1) Unit owners report that the building envelope leaked at the roof level, (103).
- (2) The metal access stairs to the main roof are not secured at the top. Refer to Photo 58.
- (3) The metal access stairs appear to be rusting. Refer to Photo 59.
- (4) There is some evidence of standing water on the roof. Refer to Photo 60.

An eyebrow roof extends from the main roof and covers a portion of east elevation fourth floor terraces. The architectural drawings specify this roof as a 2-ply mod-bit roof membrane on 16mm plywood roof sheathing over a steel deck and cantilevered framing.

The following items were noted on site during the review:

- (5) For the majority of this eyebrow roof, there was standing frozen water observed. Refer to Photo 61.

According to the architectural drawings, the terrace roof assembly for the first floor terraces consists of: concrete pavers on clear chip stone, 2-layers of 75mm rigid insulation, drainage board, 2-ply modified bitumen roof membrane, poured concrete slab (sloped to scuppers) on a new steel deck spanning over the bearing walls.

The roofing membrane could not be reviewed as it is covered with the patio pavers and other roofing elements. No reports of roof leaks were received, so the membrane is likely in good condition. The following items were noted on site during the review:

- (6) There is a cracked parapet precast cap, south corner of the southwest terrace. Refer to Photo 62.

During the site visit review it was noted that east elevation fourth floor terraces' flooring was a combination of pavers and river stone. The architectural drawings provided specify cedar wood decks near the terraces' entrances. It is not clear if a site instruction was made, or the unit owners have specified changes. The only wood deck was observed at the west terrace of Unit 302. This wood terrace is considered a common element, and was in good condition.

According to the architectural drawings, the terrace roof assembly for the fourth floor terraces consists of: concrete pavers or river stone ballast pavers over clear chip stone filter fabric, with 75mm rigid insulation, drainage board, a 2-ply modified bitumen roof membrane, on new poured concrete slab on a new steel deck over a new steel structure, with new sprayed fireproofing to the steel framing, a mechanical service space, and suspended metal stud framing with C-channels, and a type-x gypsum board ceilings. Majority of these terraces are above third floor living spaces, these terraces are also above the third floor balconies; the soffits in the drawings are specified as an acrylic stucco soffit finish on the exterior gypsum board soffit sheathing. Refer to Soffits section of this report.

Around the perimeter of these terraces there are parapets, with pre-engineered terrace guardrails, as discussed in Structure Section of this report. The parapets assembly is specified in the architectural drawings as a new brick veneer, air space, 89mm semi-rigid insulation, air/vapour barrier membrane, 13mm exterior sheathing, metal stud framing, batt insulation, 16mm plywood, 2-ply roof membrane, flashings, 50mm rigid insulation, and prefinished metal flashing.

There is an awning installed at the west elevation unit 102 terrace. It is not clear if this is common element installed by the building, or was subsequently installed by the unit owner. No issues were noted or reported.

The following items were noted on site during the review, and/or reported by the unit owners:

- (7) There are roof leaks (203).
- (8) The terrace does not drain properly during and after a rain (103).
- (9) The balcony/terrace does not drain properly during and after a rain (101).
- (10) There is mortar missing between cap stones on the 103 terraces (103).
- (11) There are major roof leaks, being addressed by Morley Hoppner (103).
- (12) The parapet around perimeter railings is not completed (balconies on roof) (303).
- (13) The terrace does not drain properly during and after a rain (302).
- (14) That the drainage pipe (underneath stairs in back) do not extend away from building and wide open (303).
- (15) Unit owner reports that water drains run down the building walls leaving stains/algae (101).
- (16) Multiple first floor terrace pavers are discolored at the walkway leading up to stairwell B entrance. Refer to Photo 63.
- (17) In multiple areas at the fourth floor terrace parapets, the metal flashing is missing, with the rigid insulation is exposed, Photo 64.
- (18) The fourth floor terrace parapet precast concrete caps are chipped. Refer to Photo 65.
- (19) The mortar under the precast concrete caps on fourth floor terraces appears to missing/deficient in multiple areas. Refer to Photo 66.
- (20) The mortar between the fourth floor terraces precast concrete caps is cracked, in multiple locations reviewed: common terraces and the private terrace at Unit 302. Refer to Photo 67 and Photo 68.

The builder will review the above noted issues under the requirements of the first year warranty.



## **4.4 Mechanical Systems**

### **4.4.1 Site Services**

*Includes - Water Mains*  
*- Storm and Sanitary Drainage Sewers*  
*- Gas Lines and Utility Lines*

The common element water mains, storm sewers and sanitary sewers include the main lines connecting to the municipal services and the branch lines connecting to the units.

No problems were noted or reported with the water service and sanitary drainage system.

No problems were noted or reported with the common property utility (gas, telephone and cable) distribution.

### **4.4.2 Domestic Water Systems**

*Includes - Water Distribution System*  
*- Valves, Fittings, Accessories*  
*- Exterior Hose Bibs*

OCSCC 1009 is on the City of Ottawa municipal water system. No problems were noted or reported regarding the main water supply system.

Within the building, the water distribution pipes are concealed within the building structure and could not be visually inspected. Multiple unit owners reported low water pressure and plumbing noises.

Exterior water hose bibs are installed at first and fourth floor terrace areas. No issues were reported.

At the parking level garbage room, there is a sink and an electric compact water heater (model series: Giant 106SEO) installed. The architectural or as-built mechanical drawings do not specify this installation, it's not clear if a site instruction was made to include this item.

The unit owners reported the following items:

- (1) A leak occurred in the main bathroom when the bathtub of unit 203 as installed improperly, and that the ceiling in this unit was opened to allow for repairs to the plumbing of unit 203 (103).

- (2) Water pressure reported as low (303, 302, 203, 103, 101).
- (3) Plumbing noises (103, 101)
- (4) Unit owners report that the condo water pipes are not insulated (302).
- (5) Plumbing pipe knocking when taps are turned off, that toilet flushing can be heard from other units (103).
- (6) Toilet flushing is audible between floors (103).
- (7) Pipes are knocking when clothes washer is working (filling and rinsing), that pipes seem to be loose in the wall (103).
- (8) The water pressure is minimal, and too low for baths and showers (203).
- (9) Unit owners report pipes knocking (101).
- (10) Insulation appears to have been removed from piping in the water entry room, to be reviewed/repaired. Refer to Photo 69.

The builder will review the above noted issues and make any required repairs to the water distribution system under the requirements of the first year warranty.

#### ***4.4.3 Heating, Cooling and Ventilation Systems***

*Includes - Parking Garage Unit Heaters  
- Common Area Unit Heaters  
- Parking Garage CO2 and Exhaust Systems  
- Common Area Exhaust Fans*

The as-built mechanical drawings specify that five, ceiling mounted, Reznor UDAP-75 gas unit heaters provide heating to the parking garage areas.

A number of pool noodles were installed around the unit heater support structures, it is not clear if the unit owners or the builder installed this.

Electric reheat coils installed on the supply discharge sides of the two VANE 2001 air exchangers provide the heating for the two lobby areas.

The intakes and the exhausts for these two ERV air exchangers appear to be installed next to each other, assuming the installations were done as per the drawings, this does not meet the requirements specified in the manufacturers' installation manual.

The parking garage is equipped with a CO sensor, fresh air intake, and an exhaust fan. The carbon monoxide detection system controller is wall mounted outside the electrical room. The fresh air intake louvre is located in the fan room on the northwest side of the parking garage. The exhaust

louvre is located in the fan room on the south elevation of the parking garage. When activated the louvers will open allowing additional fresh air into the garage.

- (1) Construction debris/garbage should be cleaned out from the louvre shaft. Refer to Photo 70.

The as-built electrical drawings specify that on the parking garage level, the stairwells A and D received from ERV air exchangers ceiling mounted in the garage areas.

The as-built electrical drawings specify that on the first floor, near the entrances to the building, the stairwells A and D have 12kW wall mounted electric heaters installed. Similarly, The stairwells B and C have 3kW wall mounted electric heaters installed. Additionally, on the fourth (mezzanine) floor level, there are 3kW wall mounted electric heaters near installed the exists to the common terraces.

The following items were noted on site during the review, and/or reported by the unit owners:

- (2) Unit owners report overheating of common areas (303, 101, 103).
- (3) Unit owners report inadequate common area heating (203).
- (4) Unit owners report that hall electric heaters do not have temperature controls (303).
- (5) Unit owners report no/inadequate ventilation in stairwells and lobbies (101).
- (6) The garage heater exhaust pipes extend too far beyond the foundation (103).
- (7) The garage heater exhaust stacks extended too far out the front of the building (101).
- (8) The garage heaters' exhaust extended significantly beyond the building's structure (302).
- (9) The heater in #203 parking spot interferes with opening of car trunk (203).
- (10) Heating fan in stairwell D is quite noisy when it is working, and starts with a "clunk" (103).
- (11) Stairwell B, the fan in the heater on 1<sup>st</sup> level makes an unacceptable level of noise (101).
- (12) According to the electrical drawings, a 750W baseboard heater is specified in the water entry room. During the site visit review, there did not appear to be a heater installed.

- (13) The mechanical drawing MB.2 specified air exchangers ERV-B1 and B2 installed, with fresh air intake and exhaust next to each other at an exterior wall, assuming the installations were done as per the drawings, this does not meet the requirements specified in the manufacturer's installation manual.

There are nine air conditioning condensing units installed on the main roof. The models vary depending on the different size suites. The as-built mechanical drawings specify Comfort Start condenser units, however on site it was observed that York condensing units were installed.

- (14) Piping insulation is deteriorating at certain locations on the main roof. Refer to Photo 71.

The parking garage level has various exhaust fans installed, in the garbage room, electrical room, and one in a unit storage room. The condominium should ensure the fans are run regularly.

As a side note, the unit owner of Unit 302 has reported numerous issues with the HVAC systems within their unit.

The following items were noted on site during the review, and/or reported by the unit owners:

- (15) Unit owner reports that one of the fans is not connected to the ERV system (303).
- (16) Unit owners report reporting that the two bedrooms are excessively hot and seem to have poor ventilation. (203)
- (17) Unit owners report reporting that the lint trap can not be reached by hand and needs to be repaired or fixed (203)
- (18) The garbage room ceiling-hung exhaust fan appears to have panels or ducting missing. Refer to Photo 72.

The builder will review the above noted issues and make any required repairs to the heating, cooling and ventilation systems under the requirements of the first year warranty.

## **4.5 Elevator System**

### **4.5.1 Elevator**

*Includes: - Passenger Elevator and Components*

A complete elevator review was carried out by Rooney, Irving & Assoc. Ltd. The report is included in Appendix C. Refer to the report for a full list of deficiencies and outstanding items.

The unit owners reported the following items:

- (1) Owners report that they have to go down to greet visitors, and that it should be programmed otherwise (302).
- (2) The elevator cab (north) was bouncing, and that this was fixed with a new circuit board (103).
- (3) Owners report a “clang/clunk” noise between 1<sup>st</sup> and 2<sup>nd</sup> floor (101).

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.

## **4.6 Electrical Elements**

### **4.6.1 Electrical Services**

*Includes: - Main Distribution System  
- Distribution Panels  
- Hydrometers  
- Electrical Lines and Services*

At the north corner of the building, a new hydro pad mounted transformer is installed. The power enters the main electrical room in the parking garage from the transformer into the main service entrance switchboard. The main switchboard consists of a utility compartment designated for hydro use only, a 400A, 347/600V main breaker, a 200A, 347/600V breaker serving tenant meter center, and a 100A, 347/600V breaker serving building power.

A public meter (for common areas) is installed to service two electrical panels: H100 panel designated for elevators and building equipment, and B100 panel designated for building loads such as common area lighting, receptacles, motors, and area heating.

Power is distributed from the main switchboard to the meter bank containing 10 meters with lockable breakers. Each unit suite is equipped with either a 125A or 225A panel board.

The meters should last the life of the building. No problems were reported with the individual unit metering.

Other panels located in the main electrical room include the main telecommunications board, meter center switchgear panels, splitters and other switchgears. The sump pump controllers are located wall mounted near the parking garage entrance.

The wiring for the building is primarily concealed with finishes and runs through the structure of the building and could not be reviewed. No deficiencies were noted or reported with the wiring.

A Hikvision security camera system is installed on premises, with dome cameras in the lobbies and a DVR system in the electrical room. It is not clear if additional cameras are installed elsewhere, no specifications are made on the electrical drawings.

The unit owners reported the following items:

- (1) Unit owners report power failures (101)
- (2) Battery backup for key fob access (101)
- (3) Unit owners report no access to power on the exterior of the building (103).
- (4) Unit owners report no exterior electrical outlets (101).

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.

#### ***4.6.2 Interior and Exterior Lighting***

*Includes: - Exterior Lighting Fixtures  
- Interior Lighting Fixtures*

Interior light fixtures include ceiling mounted linear LED lighting in the parking garage, utility rooms, storage lockers, and stairwells; various wall and ceiling mounted LED lighting fixtures throughout the stairwells, vestibules, lobbies, and elevator shafts lighting.

Exterior lighting includes several standing bollard lights, as well as multiple soffit and wall mounted LED fixtures.

In general, the lighting fixtures appeared to be in good condition.

The unit owners reported the following items:

- (1) Unit owners report that stairwell A 1<sup>st</sup> floor light is crooked (101).
- (2) Unit owners report that LED light on balcony over elevator shaft on unit 303 balcony is not working (303).
- (3) Unit owners report inadequate exterior lighting (203).
- (4) Unit owners report that the condo building needs better lighting, that it is difficult to see at night (203).
- (5) Unit owners report inadequate exterior lighting. The lighting is inadequate on the north side of the building, and that this will prove more problematic after the construction of the adjoining development (103).

The builder will review the above noted issues and make any required repairs to the lighting under the requirements of the first year warranty.

#### **4.6.3 Entry Systems**

*Includes: - Front and Garage Door Entry Systems*

Entry to the building is controlled by a Keyscan FOB system and an intercom remote control door release system located in the main entrance vestibule and connected through to the suites. The entry panel appears to be in good working order, with no problems reported or noted. Refer to Exterior Doors Section of this report for additional comments about main entrance doors.

### **4.7 Life Safety Systems**

#### **4.7.1 Fire Detection Systems**

*Includes: - Fire Control Panel and Remote Annunciator  
- Smoke Detectors and Heat Sensors  
- Signaling Devices  
- Manual Fire Alarm Initiating Devices*

The fire alarm system consists of a zoned, electrically supervised alarm system. The system is controlled by a primary fire alarm panel located in the electrical room at the north corner of the parking garage. A remote Honeywell annunciator panels is located in the main vestibule. Key peripheral components include heat sensors, smoke detectors, pull stations, and signaling devices.

The fire panel and alarm system are new with construction; no problems have been reported regarding the fire detection system. At the time of the site visit review, maintenance work was being done in the electrical room, and the annunciator panel indicated a system trouble fault.

The following items were noted on site during the review:

- (1) Condensation in the protective enclosure for a pull station at a fourth floor common terrace. Refer to Photo 73.

The builder will review the above noted issues and make any required repairs.

#### **4.7.2 Fire Protection Systems**

*Includes:*

- *Fire Pump*
- *Wet Pipe Sprinkler System*
- *Standpipe Connection*
- *Firestopping*

A wet pipe sprinkler system is installed throughout the parking garage, storage rooms, mechanical rooms, in the main elevator lobby, and in each of the stairwells and exit corridors. Upon sensing an emergency condition, the fire pump, located in the transformer room, would be activated to boost the system pressure to ensure adequate water flow to the activated sprinkler heads. Sprinkler system design drawings were not provided for review.

An exterior standpipe fire department connection is located at northeast corner of the building.

A fire extinguisher is installed in the electrical room, however not specified in the mechanical drawings.

Each of the main staircases is fitted with a fire extinguisher. Additional fire extinguishers are also installed throughout the parking garage and within many of the mechanical and service rooms.

- (1) In the elevator control room, fire stopping is missing around a ceiling penetration. Refer to Photo 74.

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.



### **4.7.3 Emergency Systems**

*Includes: - Exit and Emergency Lighting*

The building is fitted with several emergency lighting fixtures, including some fixtures with attached battery packs. Exit lights are also provided throughout the building. The emergency lights generally appear to be in good condition, however the following items were noted during the site visit review:

- (1) Condensation in protective enclosure of the exit sign at fourth floor common terrace, refer to Photo 75.
- (2) Evacuation plan was noted to be inaccurate in one of the interior stairwells, builder to review all evacuation plans posted.

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.

## **4.8 Interior Finishes**

### **4.8.1 Flooring**

*Includes - Common Area Carpeting  
- Common Area Ceramic Tile Flooring  
- Prepared Concrete Surfaces*

The flooring in the two lobby areas consists of a grey ceramic tile, specified in the architectural drawings as Q-Stone by Provenza.

The issued-for-construction architectural drawings have ceramic tile on stairwells treads at certain areas of the building, the as-built drawings are not provided, the Room Finish Schedule is not provided, to review which areas are specify ceramic tile on the staircases. Carpeting is installed on top of the treads and landings of the staircases, with added non-slip vinyl nosing adhered at the front of each tread. The risers are painted steel. The staircases are steel structures, with steel pipe railings, steel pickets, and steel handrails.

Ceramic tile flooring is installed on ground floor areas of the common stairwells.

The architectural drawings specify that all areas on the parking garage level, including flooring in the unit storage lockers, the utility rooms, and vestibules, are all concrete slab on grade, finished with a clear sealer. Refer to Parking Garage Structure section of this report for additional comments.

The unit owners reported the following items:

- (1) There is salt corrosion at stairwell sills (101).
- (2) The carpet tiles in stairwells B and C are lifting, that the stair nose guards are also coming loose (103).
- (3) The stairwell B and C flooring is uneven, carpet lifting/gaps, step nose guards lifting/gaps, walls uneven/lumpy, all stairwell drywall & painting is unfinished (101).
- (4) Multiple areas where the carpeted treads appear uneven. Refer to Photo 76.

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.

#### **4.8.2 Wall and Ceiling Finishes**

*Includes - Parking Garage Wall and Ceilings  
- Utility Room Walls and Ceilings  
- Stairwell Finishes  
- Elevator Lobby Walls and Ceilings*

The majority of the walls and ceilings in the lobbies and stairwells are covered with painted gypsum board.

The walls in the lobbies also consist of painted gypsum drywall, salvaged brick from the building exterior, as well as additional ceramic tile installed.

The parking garage walls, and the unit storage walls, are painted concrete foundation and painted concrete block walls. The ceilings are painted gypsum board; in the unit storage lockers, garbage room, the ceilings are exposed structures with sprayed fireproofing.

The electrical room, water entry room, walls and ceilings have been left as unpainted.

The majority of the stairwell walls and ceilings are painted gypsum drywall, the parking garage level the walls are painted concrete block structures.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report that both hallways and both stairs had leaks (303).

- (2) Unit owners report that leaks have been going on for months (203).
- (3) Unit owners report that the balcony/stair structures are still unfinished stairs with holes in walls (203).
- (4) Painting is required in all common stairs, wall facing south elevator, shakes (302).
- (5) Painting is unfinished in all stairwells (103).
- (6) Painting needs completion, and in lobbies (303).
  
- (7) The walls require painting in a number of locations in the parking lot lever. Refer to Photo 77 and Photo 78.
- (8) A number of areas where the walls require painting in the stairwells. Refer to Photo 79.
- (9) In a number of areas, there are open gaps in the ceilings, particularly around pipe and conduit penetrations. Refer to Photo 80.
- (10) There is an open cutout section in a ceiling. Refer to Photo 81.
- (11) Multiple ceiling areas above the unit heaters are not painted. Refer to Photo 82.
- (12) Ceiling panels near the unit heaters have gaps, with interior ceiling structure visible. Refer to Photo 83.
- (13) One of the ceiling panels near the unit heater is detaching. Refer to Photo 84.
- (14) The wall finishes behind the door in the electrical room are poor. Refer to Photo 85.

The builder will review the above noted issues and make any required repairs under the requirements of the first year warranty.

#### **4.8.3 Interior Doors**

*Includes:*

- Unit Entrance Doors
- Unit Storage Lockers Doors
- Utility Room Doors
- Elevator Service Room Doors
- Common Area Doors

The units have painted steel entrance doors at the stairwells.

At the garage parking lot level, there are painted steel hollow core doors installed leading to unit owners' storage lockers, the vestibules of the stairwells, the garbage, water, and electrical rooms, the elevator service rooms, and the front lobby vestibules.

The following items were noted on site during the review, and/or reported by the unit owners:

- (1) Unit owners report that the garage ramp to lobby doors should have automatic opening for handicap access (303).
- (2) There is an issue with the garbage room doors knob (302).
- (3) Unit owners report that the unit entry door is missing paint on the inside surface (203).
- (4) The south side lobby garage access doorframe has an “extra” cut out at the door latch (101).
- (5) Garbage room door requires remedial painting. Refer to Photo 86.
- (6) Garbage room door is missing some hinges. Refer to Photo 87.
- (7) Unit storage room doors have hinges missing. Refer to Photo 88.

The builder will review the above noted issues and make any required repairs to the interior doors under the requirements of the first year warranty.

#### **4.9 Miscellaneous Common Elements**

*Includes - Mailboxes  
- Interior Railings*

Mailboxes are installed on the ground floor of the building near the front entrance. The mailboxes appeared to be in good condition.

The stairwells within the building are fitted with painted handrails. The railings appear to be well secured and are generally in good condition. No problems were reported regarding the interior railing systems.

# **APPENDIX A**

## **COPY OF OWNER SURVEYS**

**Survey of  
Building Performance  
Ottawa Carleton Standard Condominium  
Corporation No. 1009**

Date: 12 October 2017  
Unit. No.: 12 Stirling Ave. Unit 101  
Name: Susan & Rick O'Connor  
Phone No: 613 769-3772

Buchan, Lawton, Parent Ltd is currently conducting a Performance Audit of the common elements of OCSCC No. 1009. The purpose of the Audit, required by the Condominium Act, is to determine whether deficiencies exist in the performance of the building's common elements. As part of the Audit, we ask that you complete this survey to help identify existing or potential sources of problems related to the common elements of the building. Specifically, we are looking for evidence of damage to your unit that may have been caused by defects in the common elements or defects in the common elements that may cause damage to your unit. Only the common elements directly associated with this building should be considered in filling out this report. This Survey is mandated in the Condominium Act as part of the Audit.

Please review each of the **common element features** listed below and indicate whether or not you have experienced any problems or noted concerns in relation to your own unit or in general in the Condominium. If you do not know or it is not applicable (N/A), check the appropriate box.

For the information to be included in the Audit, please return the completed form no later than **Monday, October 23, 2017**. Please return the form to Capital Integral Property Management - Yawar Khan using one of the following methods:

- Fax: 1-613-651-0306
- Email: [ykhan@cimanagement.ca](mailto:ykhan@cimanagement.ca)
- Mail: Capital Integral Property Management, 904 Lady Ellen Pl., Ottawa, ON K1Z 5L5, Attn: Yawar Khan.

Thank you for your co-operation,

Eli Marshall, Project Co-ordinator, Buchan, Lawton, Parent Ltd.

## 1. Main Entrance (Building) Doors, Unit Entrance & Balcony Doors

Door Location	No	Problem					Don't know
	Problem	Binding	Hinge	Lock	Knob	Rattle	
Main Entrance Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Entry Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balcony Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Front terrace door latch is sticky and doesn't allow door to close properly without turning the door knob.

## 2. Windows

Window Location	No	Problem						Don't know
	Problem	Binding	Latch	Drafty	Moisture	Broken	Crank	
Stairwell A - 1st floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Comments: \_\_\_\_\_  
\_\_\_\_\_

### 3. Noise

Do you notice **unacceptable** noise levels from the adjacent units, or other areas?

If so, provide details of the location, types and timing of the noises.

Stairwell B fan in heater on 1st level makes an unacceptable level of noise.

Plumbing pipe knocking when taps are turned off. Toilet flushing noise can be heard from other units.

Elevator makes a "clang / clunk" noise between 2nd and 1st floors

### 4. Odours

If odours enter your unit, what type are they?

*Provide particulars -- where from? where detected (entire unit, one room)?*

☐ Cooking

☐ Bathroom

☐ Garbage

☐ Sewer

☐ Other: \_\_\_\_\_

### 5. Water Leakage

Have you observed water leakage into your unit at exterior walls, windows, or doors?

Yes  
☐

No  
☐

If yes, where did you observe the water leaking? (briefly describe the location and nature of the leak):

The building has leaked from the outset with Morley Hoppner continuing to address the issues.

Most (all?) leaks seem to have been addressed.

How often does this leak occur? \_\_\_\_\_

What was the weather like when you noticed the leak? \_\_\_\_\_

When was the last time this leak occurred? \_\_\_\_\_

### 6. Mold

Have you observed mold, mildew or fungus in your unit?

Yes  
☒

No  
☐

If yes, specify the room and describe the problem:

☐ Windows

Ceiling, terrace door sills, Mech room, Master ensuite.

☒ Bathroom

☐ Closets

☒ Other: \_\_\_\_\_

## 7. Plumbing/Electrical/Mechanical

If there is a problem with any of the following items, please circle the appropriate number.

	No Problem				Serious Problem	Don't Know
a) Plumbing Noise	1	2	3	4	5	<input type="checkbox"/>
b) Low Water Pressure	1	2	3	4	5	<input type="checkbox"/>
c) Power Failures	1	2	3	4	5	<input type="checkbox"/>
d) Inadequate Exterior Lighting	1	2	3	4	5	<input checked="" type="checkbox"/>
e) Inadequate Common Area Heating	1	2	3	4	5	<input checked="" type="checkbox"/>
f) Overheating of Common Areas	1	2	3	4	5	<input type="checkbox"/>

Comments: pipe knocking, battery back up for key fob access, no / inadequate ventilation in stairwells and lobbies.

## 8. Ventilation

	Yes	Sometimes	No	Don't know
1. Is the bathroom fan turned on every time a shower is taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the kitchen fan used every time during cooking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. Balconies and Terraces

	Yes	No	N/A	don't know
a) Does the balcony/terrace drain properly during and after a rain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is the surface of the balcony deteriorating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Is there any concern with the balcony railing (peeling paint, loose)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Is there any concern with the privacy fence (peeling paint, loose)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Is caulking in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Is cladding in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: water drains run down the building walls leaving stains / algae; railing paint chips

## 10. Asphalt, Concrete, Hard Landscaping

Please indicate whether you have observed a problem with the following:

	Doesn't Drain	Cracking	Other Comments
Steps / Front Access Area	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Owner/Visitor Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Driving Isle	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Curbs	<input type="checkbox"/>	<input type="checkbox"/>	
Unit/Patio Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining Walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## 11. Common Area Interior Finishes

If the following conditions exist, please identify the location:

	Description/Location
Unexplained stains on flooring	
Unexplained stains on ceilings or walls	





Water damage and cause, if known

Cracks in concrete floor or wall

Cracks in drywall ceiling or wall

Lifting flooring

Painting required

garage flooring cracked throughout and wall cement crumbling

stairwell B and C flooring uneven; carpet lifting / gaps;

step nose guards lifting / gaps; walls uneven / lumpy

all stairwell drywall & painting unfinished

## 12. Elevator

Have you experienced any issues with the elevator? (if yes, explain)

Yes



No



N/A Don't know



Comments (identify cab number, floor number, location in elevator, etc.):

"clang" or "clunk" noise between 1st and 2nd floor

## 13. Common Exterior Elements

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

	Description/Location
Brick/Stone Veneer	cracking brick mortar unit 101 rear terrace south west corner
Metal Siding	
Precast Stone/Sills	
Roofing	
Soffit & Fascia	
Foundation Walls	
Balcony/Stair structures	
Other:	no exterior water faucets or electrical outlets

## 14. Soft Landscaping

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

	Description/Location
Trees	
Plantings	
Sod	
Grading	
Other:	



**15. Other problem relating to the COMMON ELEMENTS that you have noted . . .**

stairwell A 1st floor light is crooked

salt corrosion at stairwell sills

garage heater exhaust stacks extended too far out the front of the building

south side lobby garage access door frame has "extra" cut out at door latch

Thank you for your assistance.

- ◆ This survey is part of the Performance Audit only. Please report any problems or building damage directly to your Property Manager and/or the builder as necessary.



**Survey of  
Building Performance  
Ottawa Carleton Standard Condominium  
Corporation No. 1009**

Date: October 16, 2017  
Unit No: Unit 103, 12 Stirling Ave  
Name: Daniel & Sally Marchand  
Phone No: 613-789-9339

Buchan, Lawton, Parent Ltd is currently conducting a Performance Audit of the common elements of OCSCC No. 1009. The purpose of the Audit, required by the Condominium Act, is to determine whether deficiencies exist in the performance of the building's common elements. As part of the Audit, we ask that you complete this survey to help identify existing or potential sources of problems related to the common elements of the building. Specifically, we are looking for evidence of damage to your unit that may have been caused by defects in the common elements or defects in the common elements that may cause damage to your unit. Only the common elements directly associated with this building should be considered in filling out this report. This Survey is mandated in the Condominium Act as part of the Audit.

Please review each of the **common element features** listed below and indicate whether or not you have experienced any problems or noted concerns in relation to your own unit or in general in the Condominium. If you do not know or it is not applicable (N/A), check the appropriate box.

For the information to be included in the Audit, please return the completed form no later than **Monday, October 23, 2017**. Please return the form to Capital Integral Property Management - Yawar Khan using one of the following methods:

- Fax: 1-613-651-0306
- Email: [ykhan@cimanagement.ca](mailto:ykhan@cimanagement.ca)
- Mail: Capital Integral Property Management, 904 Lady Ellen Pl., Ottawa, ON K1Z 5L5, Attn: Yawar Khan.

Thank you for your co-operation,

Eli Marshall, Project Co-ordinator, Buchan, Lawton, Parent Ltd.

## 1. Main Entrance (Building) Doors, Unit Entrance & Balcony Doors

Door Location	No Problem	Problem					Don't know
		Binding	Hinge	Lock	Knob	Rattle	
Main Entrance Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Entry Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balcony Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
see comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: of the terrace doors allows for major air infiltration

## 2. Windows

Window Location	No Problem	Problem						Don't know
		Binding	Latch	Drafty	Moisture	Broken	Crank	
All windows have serious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
condensation issues in cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
temperature conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Comments: \_\_\_\_\_  
\_\_\_\_\_

### 3. Noise

Do you notice **unacceptable** noise levels from the adjacent units, or other areas?

If so, provide details of the location, types and timing of the noises.

We experienced serious vibrations coming from the unit on the second floor (may have been dependent on unusual activity).

Toilet flushing is audible between floors

Pipes are knocking when clothes washer is working (filling and rinsing) - pipes seem to be loose in the wall.

Heating fan in Stairwell D is quite noisy when it is working and start with a "clunk".

### 4. Odours

If odours enter your unit, what type are they?

*Provide particulars -- where from? where detected (entire unit, one room)?*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Cooking | Cooking odors come from the elevator shafts if other units in the stack do not use fan hood |
| <input type="checkbox"/> Bathroom           | _____   |
| <input type="checkbox"/> Garbage            | _____   |
| <input checked="" type="checkbox"/> Sewer   | _____   |
| <input type="checkbox"/> Other: _____       | _____   |

### 5. Water Leakage

Have you observed water leakage into your unit at exterior walls, windows, or doors?

Yes ☒ No ☐

If yes, where did you observe the water leaking? (briefly describe the location and nature of the leak):

Front terrace door area shows that there is a leak for which the source has not yet been identified. This created black mold trim and baseboard and possible damage to hard wood floor. -----, several windows and garage.

How often does this leak occur? Each time it rains.

What was the weather like when you noticed the leak? see previous answer

When was the last time this leak occurred? today

### 6. Mold

Have you observed mold, mildew or fungus in your unit?

Yes ☒ No ☐

If yes, specify the room and describe the problem:

- |  |   |
|--|---|
| <input type="checkbox"/> Windows             | Living room - terrace door  |
| <input checked="" type="checkbox"/> Bathroom | A leak occurred in the main bathroom when the bathtub of unit 203 was installed improperly. |
| <input type="checkbox"/> Closets             | The ceiling in our unit was opened to allow for repairs to plumbing of 203.                 |
| <input type="checkbox"/> Other: _____        | _____   |

## 7. Plumbing/Electrical/Mechanical

If there is a problem with any of the following items, please circle the appropriate number.

	No Problem				Serious Problem	Don't Know
a) Plumbing Noise	1	2	3	4	5	<input type="checkbox"/>
b) Low Water Pressure	1	2	3	4	5	<input type="checkbox"/>
c) Power Failures	1	2	3	4	5	<input type="checkbox"/>
d) Inadequate Exterior Lighting	1	2	3	4	5	<input type="checkbox"/>
e) Inadequate Common Area Heating	1	2	3	4	5	<input checked="" type="checkbox"/>
f) Overheating of Common Areas	1	2	3	4	5	<input type="checkbox"/>

**Comments:** Heating is inadequate on the North side of the building. This will prove more problematic after the construction of the adjoining development.

## 8. Ventilation

	Yes	Sometimes	No	Don't know
1. Is the bathroom fan turned on every time a shower is taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the kitchen fan used every time during cooking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. Balconies and Terraces

	Yes	No	N/A	don't know
a) Does the balcony/terrace drain properly during and after a rain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is the surface of the balcony deteriorating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Is there any concern with the balcony railing (peeling paint, loose)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Is there any concern with the privacy fence (peeling paint, loose)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Is caulking in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Is cladding in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Cladding is presently partially removed for identification of the origin of the leak mentioned in 5 a

## 10. Asphalt, Concrete, Hard Landscaping

Please indicate whether you have observed a problem with the following:

	Doesn't Drain	Cracking	Other Comments
Steps / Front Access Area	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Owner/Visitor Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Driving Isle	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Curbs	<input type="checkbox"/>	<input type="checkbox"/>	
Unit/Patio Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining Walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## 11. Common Area Interior Finishes

If the following conditions exist, please identify the location:

	Description/Location
Unexplained stains on flooring	
Unexplained stains on ceilings or walls	

Water damage and cause, if known \_\_\_\_\_

Cracks in concrete floor or walls \_\_\_\_\_  
 Cracks in drywall ceiling or walls \_\_\_\_\_

Lifting flooring \_\_\_\_\_ Carpet tiles in stairwells B and C are lifting; stair nose guards are also coming loose.

Painting required \_\_\_\_\_ Painting is unfinished in all stairwells.

## 12. Elevator

Have you experienced any issues with the elevator? (if yes, explain) Yes ☒ No ☐ N/A Don't know ☐ ☐

Comments (identify cab number, floor number, location in elevator, etc.): cab (North) was bouncing; this was fixed with a new circuit board.

## 13. Common Exterior Elements

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

	Description/Location
Brick/Stone Veneer	Mortar missing between cap stones on the 103 terrace.
Metal Siding	
Precast Stone/Sills	
Roofing	Major leaks being addressed by Morley Hoppner
Soffit & Fascia	
Foundation Walls	Staining on foundation walls and on the brick on the North side of the building.
Balcony/Stair structures	Cracked foundation walls.
Other:	No access to water or power on the exterior of the building.

## 14. Soft Landscaping

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

	Description/Location
Trees	
Plantings	
Sod	
Grading	
Other:	

**15. Other problem relating to the COMMON ELEMENTS that you have noted . . .**

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The garage heater exhaust pipes extend too far beyond the foundation.  
The garage door opener is very loud and the door seems to be shaking  
when opening and closing.

Thank you for your assistance.

- ◆ This survey is part of the Performance Audit only. Please report any problems or building damage directly to your Property Manager and/or the builder as necessary.





Becky Aiken <baiken@cimanagement.ca>

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## Re: Survey of building performance – apartment 203, Linda and Hillel Finestone

1 message

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**Hillel Finestone** <HFinestone@bruyere.org>  
To: Becky Aiken <baiken@cimanagement.ca>  
Cc: "greenefinestone@gmail.com" <greenefinestone@gmail.com>

Tue, Oct 24, 2017 at 12:40 PM

OK, thank you Becky. I didn't write that the two bedrooms are excessively hot and seem to have poor ventilation. Can you please add that?.  
Hillel Finestone  
Sent from my mobile phone.

On Oct 24, 2017, at 11:35 AM, Becky Aiken <baiken@cimanagement.ca> wrote:

Hello, thank you for sending these in.

Yes, our office has received them.

Regards,

**Becky Aiken, Property Assistant**

**Capital Integral Property Management**



**web:** [www.cimanagement.ca](http://www.cimanagement.ca)  
**tel:** 613-722-1232  
**fax:** 1-613-651-0306

904 Lady Ellen Pl.  
Ottawa, ON K1Z 5L5



To report any service or maintenance issue, use the service email for your location. This will ensure the quickest response to your request.

If your building name is OCSCC No. 345, then use **service345@cimanagement.ca** as the email address to report your concern.

On Tue, Oct 24, 2017 at 10:38 AM, Hillel Finestone <HFinestone@bruyere.org> wrote:

Did you get this?  
Thanks,  
Hillel

Hillel M. Finestone



-----Original Message-----

From: Hillel Finestone

Sent: Monday, October 23, 2017 9:19 PM

To: [baiken@cimanagement.ca](mailto:baiken@cimanagement.ca); [ykhan@cimanagement.ca](mailto:ykhan@cimanagement.ca); Sally Howe And Daniel Marchand; [greenefinestone@gmail.com](mailto:greenefinestone@gmail.com)

Subject: Survey of building performance – apartment 203, Linda and Hillel Finestone

This message and any attachments are directed in confidence to the addressee(s). If you have received it in error, please delete it and notify us immediately. Le présent courriel y compris toute pièce jointe sont destinés exclusivement aux personnes mentionnées. Si vous avez reçu le présent courriel par erreur, veuillez le supprimer et nous en aviser immédiatement.

This message and any attachments are directed in confidence to the addressee(s). If you have received it in error, please delete it and notify us immediately. Le présent courriel y compris toute pièce jointe sont destinés exclusivement aux personnes mentionnées. Si vous avez reçu le présent courriel par erreur, veuillez le supprimer et nous en aviser immédiatement.

**Survey of  
Building Performance  
Ottawa Carleton Standard Condominium  
Corporation No. 1009**

Date: OCT 22, 2017  
Unit No.: 203  
Name: LINDA & HILLET FINESTONE  
Phone No.: 613 274 2894

Buchan, Lawton, Parent Ltd is currently conducting a Performance Audit of the common elements of OCSCC No. 1009. The purpose of the Audit, required by the Condominium Act, is to determine whether deficiencies exist in the performance of the building's common elements. As part of the Audit, we ask that you complete this survey to help identify existing or potential sources of problems related to the common elements of the building. Specifically, we are looking for evidence of damage to your unit that may have been caused by defects in the common elements or defects in the common elements that may cause damage to your unit. Only the common elements directly associated with this building should be considered in filling out this report. This Survey is mandated in the Condominium Act as part of the Audit.

Please review each of the common element features listed below and indicate whether or not you have experienced any problems or noted concerns in relation to your own unit or in general in the Condominium. If you do not know or it is not applicable (N/A), check the appropriate box.

For the information to be included in the Audit, please return the completed form no later than **Monday, October 23, 2017**. Please return the form to Capital Integral Property Management - Yawar Khan using one of the following methods:

- Fax: 1-813-651-0308
- Email: ykhan@cmmanagement.ca
- Mail: Capital Integral Property Management, 904 Lady Ellen Pl., Ottawa, ON K1Z 5L5, Attn: Yawar Khan.

Thank you for your co-operation.

El Marshall, Project Co-ordinator, Buchan, Lawton, Parent Ltd.

**1. Main Entrance (Building) Doors, Unit Entrance & Balcony Doors**

Door Location	No Problem		Problem					Don't know
	Problem	Binding	Hinge	Lock	Knob	Rattle		
Main Entrance Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Entry Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balcony Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \* Unit Entry Door still needs painting on the INSIDE SURFACE

**2. Windows**

Window Location	No Problem		Problem					Don't know
	Problem	Binding	Latch	Drafty	Moisture	Broken	Crank	
<u>ALL WINDOWS</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments NB - LATCH IS : ① FLIMSY ② CAN be easily pushed to side with one finger - then fairly large hole to OUTSIDE is seen Needs Stabilizing

BUCHAN, LAWTON, PARENT LTD. Consulting Engineers  
5-5370 Carleton Road, Ottawa, Ontario, K1J 9E6, CANADA

613-748-3762  
Fax: 613-748-3817

Comments See Previous Page

### 3. Noise

Do you notice unacceptable noise levels from the adjacent units, or other areas?

If so, provide details of the location, times and timing of the noise.

- ① Noise from furnace is oft too loud  
② Exterior noise can be loud - not sure what an acceptable limit is.

### 4. Odours

If odours enter your unit, what type are they?

Provide particulars - where from? where detected (entire unit, one room)?

- ☐ Cooking  
☐ Bathroom  
☐ Garbage  
☐ Sewer  
☐ Other:

None noted

### 5. Water Leakage

Have you observed water leakage into your unit at exterior walls, windows, or doors?

Yes ☐ No ☒

If yes, where did you observe the water leaking? Briefly describe the location and nature of the leak:

We had a leak from a crack in Bathroom  
masonry Bedroom that leaked into Bathroom

How often does this leak occur?

in Daniel & Michael's unit

What was the weather like when you noticed the leak?

FIXED

When was the last time this leak occurred?

### 6. Mold

Have you observed mold, mildew or fungus in your unit?

Yes ☐ No ☒

If yes, specify the room and describe the problem:

- ☐ Windows  
☐ Bathroom  
☐ Closets  
☐ Other:

## 7. Plumbing/Electrical/Mechanical

If there is a problem with any of the following items, please circle the appropriate number.

	No Problem				Serious Problem	Don't Know
a) Plumbing Noise	1	2	3	4	5	<input type="checkbox"/>
b) Low Water Pressure	1	2	3	4	5	<input type="checkbox"/>
c) Power Failures	1	2	3	4	5	<input type="checkbox"/>
d) Inadequate Exterior Lighting	1	2	3	4	5	<input type="checkbox"/>
e) Inadequate Common Area Heating	1	2	3	4	5	<input type="checkbox"/>
f) Overheating of Common Areas	1	2	3	4	5	<input type="checkbox"/>

Comments: ① 12 Sticking Signs need better lighting - can't see them at night ② Water Pressure is the minimal I could expect & too low for bath & showers.

## 8. Ventilation

- ① Is the bathroom fan turned on every time a shower is taken? ☒ Yes ☐ Sometimes ☐ No ☐ Don't know
- ② Is the kitchen fan used every time during cooking? ☒ Yes ☐ Sometimes ☐ No ☐ Don't know

## 9. Balconies and Terraces

- a) Does the balcony/terrace drain properly during and after a rain? ☐ Yes ☐ No ☐ N/A ☒ Don't know
- b) Is the surface of the balcony deteriorating? ☐ Yes ☐ No ☐ N/A ☒ Don't know
- c) Is there any concern with the balcony railing (peeling paint, loose)? ☐ Yes ☐ No ☐ N/A ☒ Don't know
- d) Is there any concern with the privacy fence (peeling paint, loose)? ☐ Yes ☐ No ☐ N/A ☒ Don't know
- e) Is caulking in the balcony/terrace area in good condition? ☒ Yes ☐ No ☐ N/A ☐ Don't know
- f) Is cladding in the balcony/terrace area in good condition? ☒ Yes ☐ No ☐ N/A ☐ Don't know

Comments: ① One Board needs replacing - the boards were taken down when there was a major leak

## 10. Asphalt, Concrete, Hard Landscaping

Please indicate whether you have observed a problem with the following:

	Doesn't Drain	Cracking	Other Comments
Steps / Front Access Area	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways	<input type="checkbox"/>	<input type="checkbox"/>	
Owner/Visitor Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Driving Isle	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Curbs	<input type="checkbox"/>	<input type="checkbox"/>	
Unit/Patio Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	

② Floor surface was repainted with epoxy 3 weeks ago!

③ Near Mail stones have chipped & don't look good already

## 11. Common Area Interior Finishes

If the following conditions exist, please identify the location:

Unexplained stains on flooring

Unexplained stains on ceilings or walls

Description/Location

Leaky have been going on for months.

Water damage and cause, if known

Cracks in concrete floor or wall

Cracks in drywall ceiling or wall

Lifting flooring

Painting required

① There is water damage/moisture at base of concrete/brick wall of garage all around the garage  
② Yes area needs repainting in garage see ①

## 12. Elevator

Have you experienced any issues with the elevator? (if yes, explain)

Yes ☐ No ☒ N/A ☐ Don't know ☐

Comments (Identify cab number, floor number, location in elevator, etc.):

## 13. Common Exterior Elements

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Description/Location

Brick/Stone Veneer

Metal Siding

Precast Stone/Sills

Roofing

Soffit & Fascia

Foundation Walls

Balcony/Stair structures

Other

Leaks  
Still unfinished stairs & holes in walls

## 14. Soft Landscaping

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Description/Location

Trees

Plantings

Sod

Grading

Other

No faucet for water in front & back of building



15. Other problem relating to the COMMON ELEMENTS that you have noted...

(1) Heater in # 203 Parking Spot  
interferes with opening of car trunk, hit  
something.

(2) Bicycle Storage - Purchase Agreement says  
"9 spaces for bike racks" - We need space for  
our bikes - especially because our storage  
area is small.

Thank you for your assistance.

- ◆ This survey is part of the Performance Audit only. Please report any problems or building damage directly to your Property Manager and/or the builder as necessary.

**Survey of  
Building Performance  
Ottawa Carleton Standard Condominium  
Corporation No. 1009**

Date: 10/21/2017  
Unit No.: 303  
Name: Ron LeBlond  
Phone No.: 613-818-5898

Buchan, Lawton, Parent Ltd is currently conducting a Performance Audit of the common elements of OCSOC No. 1009. The purpose of the Audit, required by the Condominium Act, is to determine whether deficiencies exist in the performance of the building's common elements. As part of the Audit, we ask that you complete this survey to help identify existing or potential sources of problems related to the common elements of the building. Specifically, we are looking for evidence of damage to your unit that may have been caused by defects in the common elements or defects in the common elements that may cause damage to your unit. Only the common elements directly associated with this building should be considered in filling out this report. This Survey is mandated in the Condominium Act as part of the Audit.

Please review each of the **common element features** listed below and indicate whether or not you have experienced any problems or noted concerns in relation to your own unit or in general in the Condominium. If you do not know or it is not applicable (N/A), check the appropriate box.

For the information to be included in the Audit, please return the completed form no later than **Monday, October 23, 2017**. Please return the form to Capital Integral Property Management - Yawar Khan using one of the following methods:

- Fax: 1-613-651-0306
- Email: ykhan@cimmanagement.ca
- Mail: Capital Integral Property Management, 904 Lady Ellen Pl., Ottawa, ON K1Z 5L5, Attn: Yawar Khan.

Thank you for your co-operation.

El Marshall, Project Co-ordinator, Buchan, Lawton, Parent Ltd.

**1. Main Entrance (Building) Doors, Unit Entrance & Balcony Doors**

Door Location	Problem						Don't know
	No Problem	Binding	Hinge	Lock	Knob	Rattle	
Main Entrance Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Entry Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balcony Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: side entrance doors did not slam lock properly. seems to be fixed now

\* garage ramp to lobby should have handicap button for automatic opener

**2. Windows**

Window Location	Problem						Don't know
	No Problem	Binding	Latch	Drafty	Moisture	Broken	
<u>Stairs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Some missing crank covers



Comments: \_\_\_\_\_  
\_\_\_\_\_

### 3. Noise

Do you notice **unacceptable** noise levels from the adjacent units, or other areas?

If so, provide details of the location, types and timing of the noises.

- \* basement garage: hisping sound from panel, cannot determine source of issue
- \* Unit ~~100~~ 102 complains about garage door opener noise when in use

### 4. Odours

If odours enter your unit, what type are they?

*Provide particulars -- where from? where detected (entire unit, one room)?*

- ☐ Cooking \_\_\_\_\_
- ☐ Bathroom \_\_\_\_\_
- ☐ Garbage N/A
- ☐ Sewer \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### 5. Water Leakage

Have you observed water leakage into your unit at exterior walls, windows, or doors?

Yes ☐ No ☒

If yes, where did you observe the water leaking? (briefly describe the location and nature of the leak):

How often does this leak occur? \_\_\_\_\_

What was the weather like when you noticed the leak? \_\_\_\_\_

When was the last time this leak occurred? \_\_\_\_\_

### 6. Mold

Have you observed mold, mildew or fungus in your unit?

Yes ☐ No ☒

If yes, specify the room and describe the problem:

- ☐ Windows \_\_\_\_\_
- ☐ Bathroom \_\_\_\_\_
- ☐ Closets \_\_\_\_\_
- ☐ Other: \_\_\_\_\_



## 7. Plumbing/Electrical/Mechanical

If there is a problem with any of the following items, please circle the appropriate number.

	No Problem				Serious Problem	Don't Know
a) Plumbing Noise	1	2	3	4	5	<input type="checkbox"/>
b) Low Water Pressure	1	2	3	4	5	<input type="checkbox"/>
c) Power Failures	1	2	3	4	5	<input type="checkbox"/>
d) Inadequate Exterior Lighting	1	2	3	4	5	<input type="checkbox"/>
e) Inadequate Common Area Heating	1	2	3	4	5	<input type="checkbox"/>
f) Overheating of Common Areas	1	2	3	4	5	<input type="checkbox"/>

Comments: hall electric heaters do not have temperature controls.  
LED light on balcony over elevator shaft on unit 303 balcony not working.

## 8. Ventilation

	Yes	Sometimes	No	Don't know
1. Is the bathroom fan turned on every time a shower is taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the kitchen fan used every time during cooking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

one of the fans not connected to ERV system

## 9. Balconies and Terraces

	Yes	No	N/A	don't know
a) Does the balcony/terrace drain properly during and after a rain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is the surface of the balcony deteriorating?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Is there any concern with the balcony railing (peeling paint, loose)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Is there any concern with the privacy fence (peeling paint, loose)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Is caulking in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Is cladding in the balcony/terrace area in good condition?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Privacy fence shakes during wind storms & not private (side gaps)

due to error, blank plate caps. Section of cladding

## 10. Asphalt, Concrete, Hard Landscaping

Please indicate whether you have observed a problem with the following:

	Doesn't Drain	Cracking	Other Comments
Steps / Front Access Area	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways	<input type="checkbox"/>	<input type="checkbox"/>	
Owner/Visitor Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Driving Isle	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Curbs	<input type="checkbox"/>	<input type="checkbox"/>	
Unit/Patio Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	

## 11. Common Area Interior Finishes

If the following conditions exist, please identify the location:

	Description/Location
Unexplained stains on flooring	2nd
Unexplained stains on ceilings or walls	2nd



Water damage and cause, if known

Cracks in concrete floor or wall

Cracks in drywall ceiling or wall

Lifting flooring

Painting required

Basement/garage  
hallways had leaks

no

no

basement/garage cement floor along wall & floor

They plan to repaint walls, needs completion  
& touch up

## 12. Elevator

Have you experienced any issues with the elevator? (if yes, explain)

Yes

☐

No

☒

N/A Don't know

☐

☐

Comments (identify cab number, floor number, location in elevator, etc.):

## 13. Common Exterior Elements

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Brick/Stone Veneer

Description/Location  
Entrance between wall & building - Painted grey, no stone

Metal Siding

—

Precast Stone/Sills

—

Roofing

Repair with ~~stone~~ AROUND Perimeter Railings NOT complete

Soffit & Fascia

—

Foundation Walls

—

Balcony/Stair structures

—

Other: Stairs over entrance needs repair based on leak bix relocation

if corner  
balcony  
on roof

## 14. Soft Landscaping

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Trees

Description/Location

Plantings

Sod

Grading

Other: \_\_\_\_\_



**15. Other problem relating to the COMMON ELEMENTS that you have noted . . .**

- drainage pipes - front (north side) balcony. moss is growing out of it
- drainage pipe (underneath stairs in back) do not extend away from building and wide open
- No exterior water bibs

Thank you for your assistance.

- ◆ This survey is part of the Performance Audit only. Please report any problems or building damage directly to your Property Manager and/or the builder as necessary.



**Survey of  
Building Performance**  
**Ottawa Carleton Standard Condominium  
Corporation No. 1009**

Date: Oct 23 / 2017  
Unit No.: 302  
Name: ALAN F. ANDERSON  
Phone No: 613-220-1316

Buchan, Lawton, Parent Ltd is currently conducting a Performance Audit of the common elements of OCSCC No. 1009. The purpose of the Audit, required by the Condominium Act, is to determine whether deficiencies exist in the performance of the building's common elements. As part of the Audit, we ask that you complete this survey to help identify existing or potential sources of problems related to the common elements of the building. Specifically, we are looking for evidence of damage to your unit that may have been caused by defects in the common elements or defects in the common elements that may cause damage to your unit. Only the common elements directly associated with this building should be considered in filling out this report. This Survey is mandated in the Condominium Act as part of the Audit.

Please review each of the **common element features** listed below and indicate whether or not you have experienced any problems or noted concerns in relation to your own unit or in general in the Condominium. If you do not know or it is not applicable (N/A), check the appropriate box.

For the information to be included in the Audit, please return the completed form no later than **Monday, October 23, 2017**. Please return the form to Capital Integral Property Management - Yawar Khan using one of the following methods:

- Fax: 1-813-851-0306
- Email: ykhan@ci-management.ca
- Mail: Capital Integral Property Management, 904 Lady Ellen Pl., Ottawa, ON K1Z 5L5, Attn: Yawar Khan.

Thank you for your co-operation,

El Marshall, Project Co-ordinator, Buchan, Lawton, Parent Ltd.

**1. Main Entrance (Building) Doors, Unit Entrance & Balcony Doors**

Door Location	No Problem	Problem					Don't know
		Binding	Hinge	Lock	Knob	Rattle	
Main Entrance Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Entry Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balcony Doors <u>PATIO</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>WASTE DISPOSAL ROOM</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments: Only with a hard rain, water is infiltrating at the bottom of patio doors</u>							

**2. Windows**

Window Location	No Problem	Problem					Don't know
		Binding	Latch	Drafty	Moisture	Broken	
<u>Privacy Screen</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>1st floor replacement</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Windows</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>All interior glass has ice form at bottom 1-2" during winter. We think it's lack of ventilation.</u>							



BUCHAN, LAWTON, PARENT LTD, Consulting Engineers  
5-6370 Canotek Road, Ottawa, Ontario, K1J 9E8, CANADA

613-748-3360

Fax: 613-742-3817

ALAN ANDERSON IS DISCUSSING REPAIRING HVAC SYSTEM

Comments: Heathy Hopper is discussing repair of the HVAC system + hot water with us this week.

### 3. Noise

Do you notice **unacceptable** noise levels from the adjacent units, or other areas?  
If so, provide details of the location, types and timing of the noises.

SCOTT ST IS VERY NOISY + OUR WINDOWS NEED TO BE OPEN.  
NOT FROM OTHER UNITS.  
ONLY UNACCEPTABLE NOISE + REVERBS FROM OUR HVAC SYSTEM.

### 4. Odours

If odours enter your unit, what type are they?

Provide particulars – where from? where detected (entire unit, one room)?

- ☐ Cooking  
☐ Bathroom  
☐ Garbage  
☐ Sewer  
☐ Other: \_\_\_\_\_

### 5. Water Leakage

Have you observed water leakage into your unit at exterior walls, windows, or doors? Yes ☒ No ☐  
If yes, where did you observe the water leaking? (briefly describe the location and nature of the leak):

PATIO DOORS ON CARRIERS SIDE IN A HARD RAIN.  
REPAIRED THE PATIO'S DRAIN BUT LEAKAGE CAUSED DAMAGE IN OUR APART.

How often does this leak occur? IN A HARD RAIN ONLY FOR DOOR.

What was the weather like when you noticed the leak?

When was the last time this leak occurred? RECENT. UNDER PATIO DOORS IS A NEW LEAK. OTHERS ARE REQUIRED.

### 6. Mold

Have you observed mold, mildew or fungus in your unit?  
If yes, specify the room and describe the problem:

Yes ☐ No ☐

☒ Windows 1<sup>st</sup> + 2<sup>nd</sup> WINDOWS ON STIRLING SIDE

☐ Bathroom

☐ Closets

☒ Other: AGES CEILING IN HALLWAY (FROM PATIO DRAIN LEAK)

H.H. hired a professional crew to repair this.  
Mould was found + removed in both exterior stairwells.



## 7. Plumbing/Electrical/Mechanical

If there is a problem with any of the following items, please circle the appropriate number.

	No Problem				Serious Problem	Don't Know
a) Plumbing Noise	1	2	3	4	5	<input type="checkbox"/>
b) Low Water Pressure	1	2	3	4	5	<input type="checkbox"/>
c) Power Failures	1	2	3	4	5	<input type="checkbox"/>
d) Inadequate Exterior Lighting	1	2	3	4	5	<input type="checkbox"/>
e) Inadequate Common Area Heating	1	2	3	4	5	<input type="checkbox"/>
f) Overheating of Common Areas	1	2	3	4	5	<input type="checkbox"/>

Comments: CANAL WATER PIPES APPARENTLY ARE NOT INSULATED. DOES THIS FALL UNDER YOUR INSPECTION?

## 8. Ventilation

	Yes	Sometimes	No	Don't know
1. Is the bathroom fan turned on every time a shower is taken?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the kitchen fan used every time during cooking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. Balconies and Terraces

	Yes	No	N/A	don't know
a) Does the balcony/terrace drain properly during and after a rain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is the surface of the balcony deteriorating?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Is there any concern with the balcony railing (peeling paint, loose)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Is there any concern with the privacy fence (peeling paint, loose)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Is caulking in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Is cladding in the balcony/terrace area in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

## 10. Asphalt, Concrete, Hard Landscaping

Please indicate whether you have observed a problem with the following:

	Doesn't Drain	Cracking	Other Comments
Steps / Front Access Area	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways	<input type="checkbox"/>	<input type="checkbox"/>	
Owner/Visitor Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Driving Isle	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Curbs	<input type="checkbox"/>	<input type="checkbox"/>	
Unit/Patio Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	

STONE IS TOO NARROW AT ENTRANCE

## 11. Common Area Interior Finishes

If the following conditions exist, please identify the location:

	Description/Location
Unexplained stains on flooring	
Unexplained stains on ceilings or walls	



Water damage and cause, if known

Cracks in concrete floor or wall

Cracks in drywall ceiling or wall

Lifting flooring

Painting required

WEST WALL OF GARAGE, AT REAR

IN ALL COMMON AREAS STAIRS,

WALL FACING SOUTH ELEVATOR, SHAKES

## 12. Elevator

Have you experienced any issues with the elevator? (If yes, explain)

Yes No N/A Don't know

☒ ☐ ☐ ☐

Comments (identify cab number, floor number, location in elevator, etc): WE HAVE TO GO DOWN TO GREET VISITORS. IT SHOULD BE PROGRAMMED OTHERWISE.

## 13. Common Exterior Elements

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Description/Location

Brick/Stone Veneer

Metal Siding

Precast Stone/Sills

Roofing

Soffit & Fascia

Foundation Walls

Balcony/Stair structures

Other: STIRLING  
DISCOLOURED SOFFIT + FASCIA TERRACING, SIDE  
HADRE DAMAGE ON BACKYARD WALL  
UNDER STAIRS.  
SAFETY ISSUE RELATED TO BACK EMERGENCY DOORS  
+ STAIRS, BECAUSE OF CONSTRUCTION COMING

## 14. Soft Landscaping

Please identify if you have observed problems with the following. If yes, describe the issue and specify the location:

Description/Location

Tree

Plantings

Sod

Grading

Other: ☒

NO WATER PIPS PROVIDED ON EXTERIOR  
OF BUILDING COMMON AREAS.

15. Other problem relating to the COMMON ELEMENTS that you have noted . . .

- DOES A GARBAGE DISPOSAL DOOR NEED TO BE ALWAYS LOCKED?
- THE GARBAGE ENTRANCE PAVEMENT AREA HAS A ELECTRIC HEATING GRID THAT IS CONTROLLED BY A ON-OFF SWITCH. THIS WAS THIRTYTHOUS \$ / MONTH LAST WINTER. IS THERE ANYTHING IN OUR SPECS TO DESCRIBE WHAT WAS INITIALLY PLANNED? (Our floors were going to have pipes under to heat the condo, initially, but only 301 took this option in the end. Pipes, not an electric grid.)

Thank you for your assistance.

- ◆ This survey is part of the Performance Audit only. Please report any problems or building damage directly to your Property Manager and/or the builder as necessary.



# **APPENDIX B**

## **PHOTOGRAPHIC RECORD**



*Photo 1: For the small retaining wall leading up to the ramp entrance, the top masonry cap has a large crack, and a chipped corner.*



*Photo 2: There are excess conduits visible in the concrete, near the left building entrance.*



*Photo 3: South staircase is rusting at the bottom.*



*Photo 4: Paint is peeling on the south staircase.*



*Photo 5: Paint is peeling on the south staircase railings and risers.*



*Photo 6: South staircase top riser is severely rusted*





*Photo 7: North staircase is rusting at the bottom.*



*Photo 8: Paint is peeling on the north staircase railings, and risers.*



*Photo 9: Sodded areas are incomplete at the rear west-end of the building, not as per provided drawings.*



*Photo 10: Areas of dry grass patches.*





*Photo 11: Sod areas adjacent to entrance ramp have sod missing.*



*Photo 12: North elevation, near gridline E, portions of foundations under the existing stone veneer are deteriorating .*



*Photo 13: Southeast side of the building, a crack was noted on the exposed foundation wall.*



*Photo 14: Southeast side, foundation honeycombing near grade.*





*Photo 15: Southeast side, in general the foundation finishes are poor with remnants of formwork visible.*



*Photo 16: Southeast side, portions of form work remnants, and a wooden board visible at the foundation.*



*Photo 17: Southeast elevation, rusting nails protruding from the foundation.*



*Photo 18: Southeast corner, multiple cracks noted at the existing foundation wall. This appears to be not new construction, not the 'exposed architectural finished concrete' specified in the architectural drawings.*





*Photo 19: Multiple graffiti, scratch marks, and stains are also noted at this exposed foundation wall.*



*Photo 20: The southeast corner above grade foundation wall appears to be from the old existing building, and not new construction.*



*Photo 21: Northeast corner, portions of air/vapour membrane and primer visible near grade, under the stone veneer.*



*Photo 22: Glass panel piece missing in terrace privacy screen at Unit 302.*



*Photo 23: There are various size cracks in the cement slab at multiple locations.*



*Photo 24: There are various size cracks in the cement slab at multiple locations.*





*Photo 25: There are various size cracks in the cement slab at multiple locations.*



*Photo 26: Left over construction materials kept in storage in one of the fan rooms.*



*Photo 27: The parging coat on the foundation walls is deteriorating.*

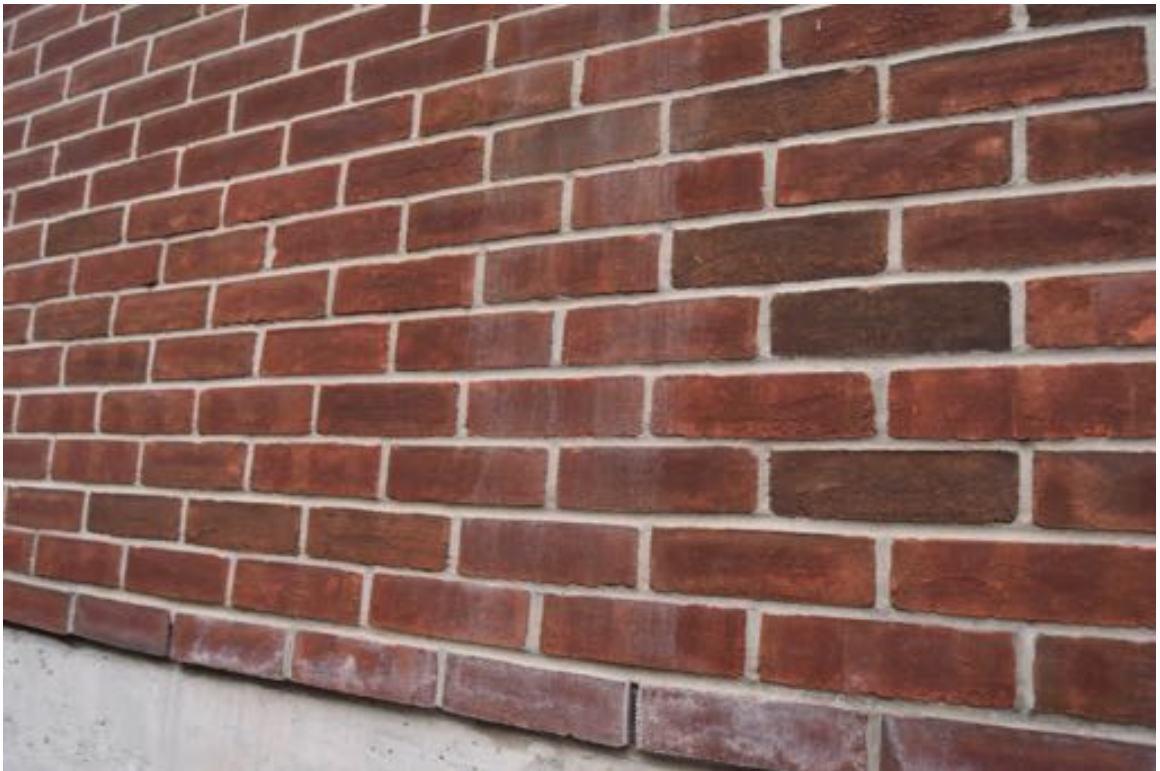


*Photo 28: Southeast corner of the building, discoloration/staining visible on brick veneer under precast panels*





*Photo 29: Southeast corner of the building, discoloration/staining visible on brick veneer under balcony precast caps.*



*Photo 30: Southeast corner of the building, discoloration/staining visible on brick veneer under balcony scupper.*





*Photo 31: West elevation, discoloration/staining visible on brick veneer under numerous window concrete precast sills.*



*Photo 32: West elevation, discoloration/staining visible on brick veneer under rooftop terrace concrete precast tops.*



*Photo 33: West elevation, hole in the brick veneer, near the entrance to stairwell B door.*



*Photo 34: North elevation, discoloration/staining visible on brick veneer under precast elements.*





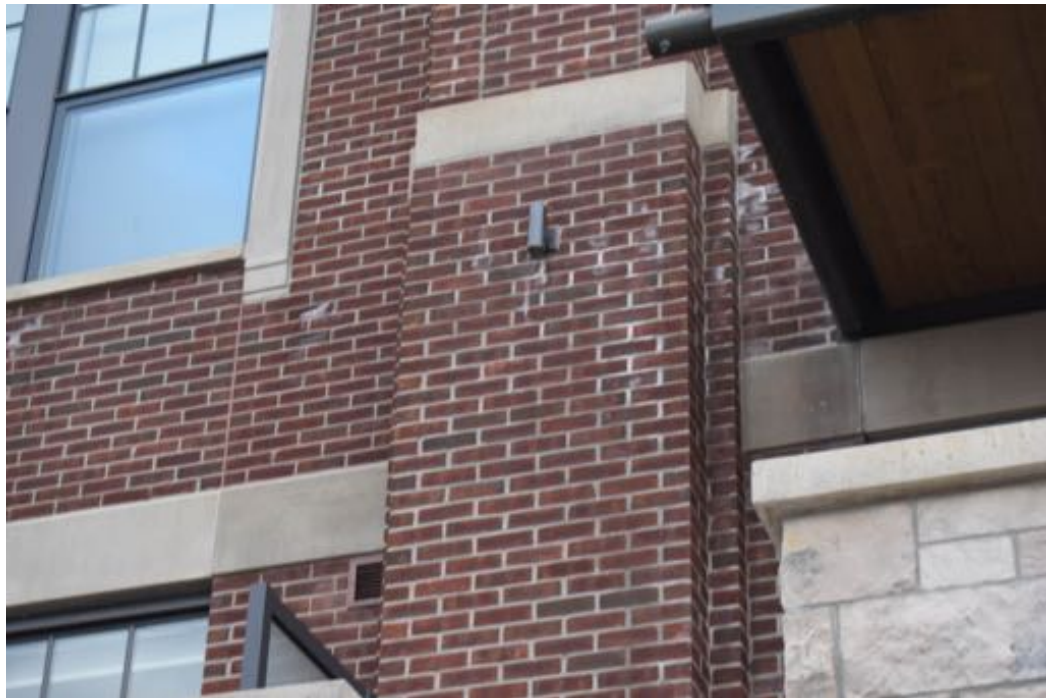
*Photo 35: North elevation, significant staining visible from the balcony scuppers on the brick veneer.*



*Photo 36: East elevation, northeast corner of the building, discoloration/staining visible under a precast cladding panel.*



*Photo 37: East elevation, there are numerous locations where there is discoloration/staining on the brick veneer, including under precast concrete elements, precast parapet caps, under exterior lighting, etc*



*Photo 38: East elevation, there are numerous locations where there is discoloration/staining on the brick veneer, including under precast concrete elements, precast parapet caps, under exterior lighting, etc*





*Photo 39: There are remnants of previous lockbox.*



*Photo 40: Various dings/scratch marks observed on the wood cladding, at northwest common fourth floor terrace.*



*Photo 41: Various dings/scratch marks observed on the wood cladding, at northwest common fourth floor terrace.*



*Photo 42: Wood siding is chipped on the wood cladding, at southeast common fourth floor terrace.*



*Photo 43: An insulation panel is dislodged at the southwest corner of the building.*



*Photo 44: At multiple locations, the insulation is exposed at the connection points of the terrace aluminum guardrails.*





*Photo 45: At the west elevation, multiple scuppers for terrace drains do not extend far enough beyond the cement insulation panels, causing heavy staining, ice build-up, and deterioration of the panels.*



*Photo 46: At the west elevation, multiple scuppers for terrace drains do not extend far enough beyond the cement insulation panels, causing heavy staining, ice build-up, and deterioration of the panels.*





*Photo 47: At the west elevation, scupper appears draining behind a panel, causing deterioration between panels near an exhaust vent.*



*Photo 48: At the west elevation, scupper appears draining behind a panel, causing deterioration between panels near an exhaust vent.*



*Photo 49: Multiple cracks are visible in the panels, particularly under the scuppers.*



*Photo 50: Multiple cracks are visible in the panels, particularly under the scuppers.*





*Photo 51: Northwest corner of the terraces, the panels appear to be generally discolored.*



*Photo 52: East elevation, the masonry veneer cladding of north terrace has staining/discolorations under the scupper.*



*Photo 53: North lobby, there is a gap in the door frame visible.*



*Photo 54: Stairwell C, there is a gap at the bottom of the door to the common fourth floor terrace.*



*Photo 55: Northeast exterior door to stairwell D, a cap piece is missing.*



*Photo 56: During the site visit walkthrough, a leak was reported at an elevated transom window, in the fourth floor den of unit 303.*





*Photo 57: The windowsill was removed for repairs at a window reviewed at Unit 302, it is not clear if this was due to a leak.*



*Photo 58: The metal access stairs to the main roof are not secured at the top .*



*Photo 59: The metal access stairs appear to be rusting.*



*Photo 60: There is some evidence of standing water on the roof.*





*Photo 61: For the majority of this eyebrow roof, there was standing frozen water observed.*



*Photo 62: There is a cracked parapet precast cap, south corner of the southwest terrace.*





*Photo 63: Multiple first floor terrace pavers are discolored at the walkway leading up to stairwell B entrance.*



*Photo 64: In multiple areas at the fourth floor terrace parapets, the metal flashing is missing, with the rigid insulation is exposed.*



*Photo 65: The fourth floor terrace parapet precast concrete caps are chipped.*



*Photo 66: The mortar under the precast concrete caps on fourth floor terraces appears to be missing/deficient in multiple areas.*



*Photo 67: The mortar between the fourth floor terraces precast concrete caps is cracked, in multiple locations reviewed.*



*Photo 68: The mortar between the fourth floor terraces precast concrete caps is cracked, in multiple locations reviewed.*





*Photo 69: Insulation appears to have been removed from piping in the water entry room, to be reviewed/repared.*



*Photo 70: Construction debris/garbage should be cleaned out from the louvre shaft.*



*Photo 71: Piping insulation is deteriorating at certain locations.*



*Photo 72: The garbage room ceiling-hung exhaust fan appears to have panels or ducting missing.*



*Photo 73: Condensation in the protective enclosure for a pull station at a fourth floor common terrace.*



*Photo 74: In the elevator control room, firestopping is missing around a ceiling penetration .*





*Photo 75: Condensation in protective enclosure of the exit sign at fourth floor common terrace.*



*Photo 76: Multiple areas where the carpeted treads appear uneven.*



*Photo 77: The walls require painting in a number of locations.*



*Photo 78: The walls require painting in a number of locations.*





*Photo 79: A number of areas where the walls require painting in the stairwells.*



*Photo 80: In a number of areas, there are open gaps in the ceilings, particularly around pipe and conduit penetrations.*



*Photo 81: There is an open cutout section in a ceiling.*



*Photo 82: Multiple ceiling areas above the unit heaters are not painted.*



*Photo 83: Ceiling panels near the unit heaters have gaps, with interior ceiling structure visible.*



*Photo 84: One of the ceiling panels near the unit heater is detaching.*



*Photo 85: The wall finishes behind the door in the electrical room are poor.*



*Photo 86: Garbage room door requires remedial painting.*



*Photo 87: Garbage room door is missing some hinges.*



*Photo 88: Unit storage room doors have hinges missing.*

# **APPENDIX C**

## **ELEVATOR REPORT**



*Rooney, Irving & Assoc. Ltd.*

*613-726-2049*

*alaliberte@rooneyirving.ca*

# ***ELEVATOR PERFORMANCE AUDIT & RESERVE FUND STUDY***

*12 Stirling Ave., Ottawa, Ontario*

**Date of Report**

**January 2018**

---

## **1.0 PURPOSE**

On January 18, 2018, a study of the elevator equipment located at 12 Stirling Ave., Ottawa, Ontario was undertaken. This was done to determine the condition of the elevator equipment, evaluate the elevator service contractor's quality of maintenance, determine the capital costs likely to be encountered by the Owner, and to itemize any obvious maintenance deficiencies.

The site review undertaken was predominantly visual, and system components were not disassembled under the scope of our work.

## **2.0 SUMMARY, RECOMMENDATIONS AND COSTS**

We confirm that the elevator equipment is generally of good quality, meets code and is suitable for intended use.

Subject to the resolution of concerns raised in Section 5 of this report, almost all the major components of the existing elevator system should be covered under the terms of a full maintenance program. Accordingly, there should be no major capital expenditures to replace or repair these components within the expected life of the system. Notable exceptions are vandalism and replacement of obsolete parts. Another common source of extra costs occurs when one maintenance contractor's services are terminated by the property owner, or the contractor themselves terminates their contract. This can lead to a new contractor requiring extras to the monthly maintenance fee to cover major components left in poor condition by the outgoing contractor. Vigilant ongoing policing of the performance of the maintenance contractor is an effective method of avoiding this source of extra costs.

If the elevator equipment is properly maintained under the terms of full maintenance contract, it should continue to operate in a safe and acceptable manner for another fifteen to twenty years. At such time the existing controller, motor drive, and machine may require replacement. A modernization typically also involves the replacement of all operating buttons and fixtures, as well as replacement of all wiring. This upgrading cost for the existing elevators includes all associated work to ensure the elevators fully comply with the latest edition of the CSA Safety Code for Elevators. Elevator modernization is predicted to cost \$160,000 per elevator, totaling \$320,000 not including work required outside of the elevator industry. Due to the compact space saving design of these particular elevator systems, the costs and procedure for a future modernization are not clear at this time. Also, due to the proprietary nature of these systems, modernization pricing is expected to be higher from lack of interested bidders and competitive pricing.

The interior of the car cabs currently remains in excellent condition. Normally, cab interiors are renewed periodically for aesthetic reasons. We recommend allowing funds for cab work in approximately ten to thirteen years. A full cab modernization could cost up to \$15,000 per elevator or \$30,000 total if undertaken with similar materials.



Periodically, the Technical Standards and Safety Authority (TSSA) dictates remedial work that must be carried out on various types of elevators. As these rulings become enforced, the cost to ensure that the elevator complies with the Rulings is the responsibility of the Owner. We recommend that a contingency fund of \$2,000 is established every five years to cover the cost of any future mandatory work for this site.

We recommend that the deficiencies of Section 5 of this report be referred to the maintenance contractor for their corrective action. We would suggest 60 days as a reasonable time frame for them to correct the deficiencies.

### 3.0 DESCRIPTION OF VERTICAL TRANSPORTATION SYSTEM

The vertical transportation system consists of two machine-room-less (MRL) type passenger elevators.

#### 3.1 Technical Data

The technical and nameplate data of the elevating equipment is as follows:

Category	Description
<b>Building Designation</b>	1, 2
<b>Installation Number</b>	64704035 - 36
<b>Class</b>	Passenger
<b>Capacity</b>	2,100 lb
<b>Speed</b>	100 fpm
<b>Floors Served</b>	P, 1 – 3, 2R, 3R
<b>Car Door Opening</b>	36" wide x 84" high two-speed, side opening, front and rear
<b>Door Protection</b>	Multibeam infra-red detector
<b>Door Operator</b>	Schindler belt driven
<b>Machine</b>	Schindler DC gearless, overhead (MRL) 600 volt, 3 phase
<b>Motor Drive</b>	SCR
<b>Electrical Controller</b>	Schindler (jamb mounted) Simplex selective collective
<b>Roping</b>	6 x Belt driven
<b>Manufacturer</b>	Schindler Elevator
<b>Installation Date</b>	Circa 2016
<b>Maintenance Contractor</b>	Schindler Elevator

## 3.2 Existing Conditions

The elevator systems were manufactured and installed by Schindler Elevator circa 2016. This type of traction elevator is often referred to as a “machine-room-less” elevator or MRL. It is a self-contained system whereby the key components of a typical traction elevator were redesigned to be more compact and able to fit in a standard hoistway, eliminating the need for a machine or control room. The large motor and gear set of a conventional overhead traction machine are replaced by a smaller machine that is mounted within the elevator hoistway. Flat belts are used to hoist the elevator cab rather than the large steel cables that have been the norm for the past 50 years or more. The electrical controller is installed, partially, in the top landing hall jamb and on the elevator car top. The main power and transformer are located in small mechanical closets in the parking garage area. This type of system is relatively new to the elevator industry making its predicted life cycle and longevity more difficult to determine. The quality of this elevator system and its finishes could be classified as “light duty”.

The electrical controller that governs the movement of the elevators is micro-processor based making it more reliable and efficient than previous relay based designs. A disadvantage of this system is that the equipment can be more difficult for contractors, other than the original manufacturer, to service. Though parts for this system are generally available to other elevator contractors, the electrical equipment could be considered proprietary in nature.

It does not appear that these elevators have been provided with any form of emergency power or battery lowering. The elevators have been equipped with Firefighter’s Emergency Operation – automatic emergency recall and in-car emergency service operation. These systems were not tested as part of this review.

The existing car cab finishes are considered to be “light-duty” and consist of stainless-steel walls, brushed stainless steel car front, including door, stainless steel ceiling, and hard ceramic flooring. The finishes remain in excellent condition at this time, with only minor blemishes noted. The cab and fixtures meet most of the requirements of CSA B44 Code, Appendix E - Elevator Requirements for Persons with Physical Disabilities.

#### 4.0 MEASURED PERFORMANCE

The parameters defined below were measured. Those requiring adjustment are highlighted in red and are reflected in the maintenance deficiency section of this report.

*Note that full access to all landings was not provided during this review. Flight times could not be obtained.*

Parameter	Required	Elev. 1	Elev. 2
Car Speed UP	100 fpm $\pm 5\%$	102	100
Car Speed DOWN	100 fpm $\pm 5\%$	101	101
Average Accel UP	0.04 g	0.05	0.05
Max Jerk	$\leq 6 \text{ f/s}^3$	2.6	3.2
Door Stall Force	$\leq 30 \text{ lb}$	29	29

##### **Table Definitions:**

**Car Speed:** The normal maximum running speed of the elevator, measured in feet per minute.

**Average Acceleration:** The average acceleration experienced in the car when approaching top speed, measured as gravity - g. The acceleration measurement is compared to a suggested value which is dependent on the type of elevator system - hydraulic, geared or gearless.

**Maximum Jerk:** The maximum change in acceleration experienced in the car over the ride including start, acceleration, deceleration and stop. Jerk is measured in feet per second (cubed). The Jerk measurement is compared to a suggested value which is dependent on the type of elevator system - hydraulic, geared or gearless.

**Door Stall Force:** The force exerted by the elevator car door, during a door close cycle but after the door has been manually brought to a stop. The force is measured while the door is approximately 1/3 closed. The measured force is compared to the maximum force allowed by The CSA Safety Code for Elevators - 30 lb of force.

## 5.0 MAINTENANCE

The elevator equipment is maintained by Schindler Elevator, presumably under the terms of their full parts and labour contract. As all major components of the elevator system are covered under the terms of a full maintenance program, no major capital expenditures should be incurred to repair these components. Exceptions to full maintenance coverage detailed in the contract, such as vandalism, misuse, etc., should be noted. We caution that most elevator contractor's maintenance contracts employ an "evergreen" clause that will result in the Owner being contractually obligated for subsequent five-year terms, should cancellation notice be given less than 90 days in advance of the fifth anniversary of the contract term.

In general, the work of the contractor as evidenced by the condition and operation of the equipment can be termed as good.

### 5.1 Maintenance Logs

The machine room safety logs are currently up-to-date with the exception of the issues noted below. These logs are required in the Province of Ontario to document safety work completed on elevator installations and the applicable legislation puts the onus of completion of the logs on the property owner.

The status of the logs are as follows (as of Dec. 1, 2017):

Task	Record
<b>Routine Visits</b>	<b>Very few entries for 2016-2017</b> Contractor's plan is not clean
<b>Callback and repair log</b>	Log indicates a reasonable level of calls, if accurate.
<b>Annual Work (CAT 1)</b>	<b>Last done July 2016 – past due</b>
<b>Five-year Work (CAT 5)</b>	Complete in 2016 with TSSA
<b>Fire Service Testing</b>	<b>Last done July 2016 – past due</b>
<b>Emergency Power Testing</b>	Not applicable

## 5.2 Maintenance Deficiencies

Listed below are deficiencies that should be corrected by the maintenance contractor under the terms of a full-service maintenance contract. We recommend 60 days as the timeframe for corrective action. The contractor is to attest to the completion of each deficiency by initialing and dating where indicated. If the contractor had any technical questions or concerns on any item, they should be directed to [contractor@rooneyirving.ca](mailto:contractor@rooneyirving.ca).

DATE CORRECTED; INITIALS	
	<p><b><u>Deficiencies common to both elevators:</u></b></p> <ol style="list-style-type: none"> <li>1. At a minimum, completely regular maintenance visits on a quarterly basis not exceeding 3 months between visits (monthly maintenance is recommended).</li> <li>2. Complete all outstanding annual maintenance tasks including fire recall tasks and record in the log books.</li> <li>3. Clean construction dust from hoistways and hoistway equipment.</li> <li>4. Clean construction dust from car top control panel.</li> <li>5. Securely fasten car top control panels after each visit.</li> <li>6. Permanently label the emergency communication failure alarm key switch positions.</li> <li>7. Provide license frames in cabs and post the most current TSSA licenses.</li> <li>8. Mechanically fasten and protect conductors in car top control panel from potential damage.</li> </ol> <p><b><u>Elevator 2:</u></b></p> <ol style="list-style-type: none"> <li>9. Attach bonding wire to car top control panel.</li> <li>10. Permanently label hoistway side of hall doors to Code.</li> </ol>



## APPENDIX A – IMAGES

**IMAGE 1 – MRL machine**

**Mounted in hoistway overhead**



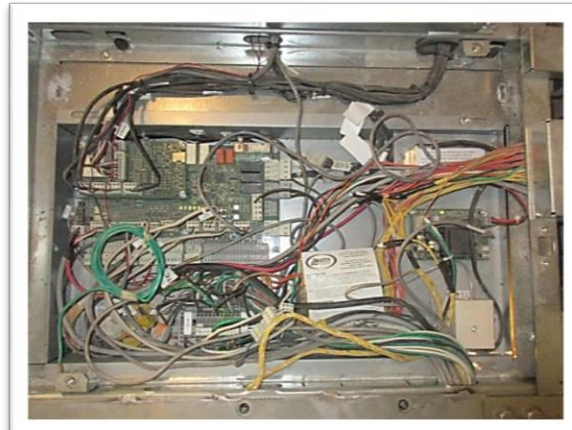
**IMAGE 2 – Cab interior**

**Typical cab finishes**



**IMAGE 3 – Car top controller**

**Loose wiring needs to be secured and protected and dust removed.**



## APPENDIX B – PROJECTED CAPITAL COST TABLE

Predicted Work \ Year	0-5	6-10	11-15	16-20	21-25
Future mandatory work required by B44 Safety Code	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace cab interior finishes (discretionary)			\$30,000		
Complete modernization of existing elevators including B44 Code upgrades and cab interiors				\$320,000	

### Notes of Costs:

- HST not included;
- Based on present-day dollars;
- Work which does not fall under the responsibility of the elevator trade, such as air conditioning, not included.

**- END OF REPORT -**

# **APPENDIX D**

## **DEFICIENCIES TRACKING SUMMARY**

**(INCLUDED IN FINAL REPORT ONLY)**

## **MANAGEMENT REPORT**

---

The Following Represents Issues as of Wednesday January 24, 2018

### **ITEMS FOR BOARD INFORMATION**

1. **AGM** – Management will request a date at the Board Meeting.
2. **Performance Audit** - Rooney Irving was onsite Thursday January 18, 2018 to complete their performance audit on the elevator. Management is waiting for the final report.

## **2017 ANNUAL SCHEDULE**

---

### *JANUARY*

### *FEBRUARY*

### *MARCH*

Prepare Landscaping Contract (If Applicable)

### *APRIL*

Inspect Winter Damage

Spring Inspection

### *MAY*

Commence Spring Repairs

Fire System Inspection

### *JUNE/JULY*

Garage cleaning

### *AUGUST*

### *SEPTEMBER*

Secure Insurance Renewal

Prepare Snow Removal Contract

### *OCTOBER*

Create Draft Budget

Prepare AGM

### *NOVEMBER*

Insurance (Due 4 Nov)

Winterize Property

AGM

## *DECEMBER*

Budget Package Out (Due before 31 Dec)

Year End

## **CONTRACTORS & GENERAL INFO SCHEDULE**

---

### **CONTRACTORS**

<b>Service</b>	<b>Firm</b>	<b>Contact</b>
Alarm Monitoring	FCI	244-6770
Elevators	Schindler	738-5863
HVAC	HTS	728-7400
Snow Removal	Lindsey Landscape	293-8246

### **OTHER INFORMATION**

Last Reserve Study

Year End 28 January

Insurance Gifford (Broker), Aviva (insurer) – November 4

Auditor TBD

Last AGM NA

### **BOARD OF DIRECTORS AS OF TURNOVER MEETING**

<b>Designation</b>	<b>Name</b>	<b>Year</b>	<b>Phone Number</b>
<b>Director</b>	<b>Judith Stanfield</b>		(613)220-1316
<b>Treasurer</b>	<b>Ron LeBlanc</b>		(613)818-5898
<b>President</b>	<b>Daniel Marchand</b>		(613)789-9339



# **Financial Statement**

Ottawa Carleton Standard Condominium Corporation 1009

Fiscal Period February 1, 2017 to January 31, 2018

December 1, 2017 To December 31, 2017

Creation Date: Jan 15, 2018

Prepared By: Capital Integral Property Management

## **Financial Statement**

**December 1, 2017 To December 31, 2017**

### **Ottawa Carleton Standard Condominium Corporation 1009**

Statement of Financial Position Reserve Split	3
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Cheque Listing Summary - Reserve Bank Account	14
Cheque Listing Summary - Operating Bank Account	15

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

***CCC 1009***

***December 2017***

### **Revenue**

100% of condo fees have been invoiced.

### **Expenses**

Utility expense for December are over budget by \$1,333.27. This is due in large part to a low budgeted amount for Gas consumption.

**Overall, Contract Expenses and General Repairs and Maintenance are over budget by \$6,067.96 mainly due to elevator services that were not considered in the budget.**

# Ottawa Carleton Standard Condominium Corporation 1009

## Statement of Financial Position Reserve Split

As of December 31, 2017

	2018			2017
	Operating Fund	Reserve Fund	Total	Total
<b>Assets</b>				
1010 - Operating Bank Account	5,649.94	0.00	5,649.94	0.00
1030 - Prepaid Expenses - Insurance	6,622.65	0.00	6,622.65	0.00
1110 - Reserve Bank Account	0.00	8,729.12	8,729.12	0.00
<b>Total Assets:</b>	<b>\$12,272.59</b>	<b>\$8,729.12</b>	<b>\$21,001.71</b>	<b>\$0.00</b>
<b>Liabilities</b>				
2000 - Accounts Payable	351.00	0.00	351.00	0.00
<b>Total Liabilities:</b>	<b>\$351.00</b>	<b>\$0.00</b>	<b>\$351.00</b>	<b>\$0.00</b>
<b>Fund Balances</b>				
Operating Fund	11,921.59	0.00	11,921.59	0.00
Reserve Fund	0.00	8,729.12	8,729.12	0.00
<b>Total Fund Balances:</b>	<b>\$11,921.59</b>	<b>\$8,729.12</b>	<b>\$20,650.71</b>	<b>\$0.00</b>
<b>Total Liabilities and Fund Balances:</b>	<b>\$12,272.59</b>	<b>\$8,729.12</b>	<b>\$21,001.71</b>	<b>\$0.00</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## Statement of Operations Comparative

Fiscal Period Starting February 1, 2017

December 1, 2017 To December 31, 2017

REVENUES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
4025 - Common / Condominium Fees	5,047.16	5,047.13	0.03	50,471.61	55,518.83	(5,047.22)	60,566.00	0.00
4075 - Minus: Contribution to Reserve	(724.50)	(724.50)	(0.00)	(7,969.50)	(7,969.50)	(0.00)	(8,694.00)	0.00
4250 - Parking Income	507.24	507.25	(0.01)	5,072.40	5,579.75	(507.35)	6,087.00	0.00
4475 - Interest Revenue	18.69	0.00	18.69	121.82	0.00	121.82	0.00	0.00
4600 - Other miscellaneous income	0.00	0.00	(0.00)	7,999.98	0.00	7,999.98	0.00	0.00
<b>Total Revenues:</b>	<b>\$4,848.59</b>	<b>\$4,829.88</b>	<b>\$18.71</b>	<b>\$55,696.31</b>	<b>\$53,129.08</b>	<b>\$2,567.23</b>	<b>\$57,959.00</b>	<b>\$0.00</b>

EXPENSES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
5002 - Management Services	430.54	358.37	(72.17)	4,278.44	3,941.67	(336.77)	4,300.00	0.00
5006 - Audit & accounting services	0.00	25.00	25.00	0.00	275.00	275.00	300.00	0.00
5008 - Other professional fees	0.00	583.37	583.37	62.73	6,416.67	6,353.94	7,000.00	0.00
5010 - Printing, Postage & Office Adm	0.00	25.00	25.00	124.39	275.00	150.61	300.00	0.00
5012 - Bank Fees	15.54	25.00	9.46	369.86	275.00	(94.86)	300.00	0.00
5052 - Utilities - Hydro, electricity	647.89	275.00	(372.89)	9,353.35	3,025.00	(6,328.35)	3,300.00	0.00
5054 - Utilities - Enbridge, gas	1,122.14	291.63	(830.51)	3,612.93	3,208.33	(404.60)	3,500.00	0.00
5056 - Utilities - Water	0.00	41.63	41.63	2,717.42	458.33	(2,259.09)	500.00	0.00
5060 - Utilities - Telecommunications	338.24	208.37	(129.87)	1,455.50	2,291.67	836.17	2,500.00	0.00
5062 - Insurance	0.00	500.00	500.00	570.15	5,500.00	4,929.85	6,000.00	0.00
5402 - General Maintenance	0.00	125.00	125.00	682.34	1,375.00	692.66	1,500.00	0.00
5406 - Cleaning & Janitorial	0.00	479.88	479.88	1,696.55	5,279.08	3,582.53	5,759.00	0.00
5408 - Supplies - cleaning & janitori	0.00	16.63	16.63	0.00	183.33	183.33	200.00	0.00
5422 - Fire Protection & Equipment	0.00	83.37	83.37	164.42	916.67	752.25	1,000.00	0.00
5424 - Security Services & Monitoring	0.00	250.00	250.00	610.20	2,750.00	2,139.80	3,000.00	0.00
5428 - Window/Skylight Cleaning & Rep	0.00	208.37	208.37	0.00	2,291.67	2,291.67	2,500.00	0.00
5442 - Waste Management	0.00	141.63	141.63	1,459.55	1,558.33	98.78	1,700.00	0.00

# Ottawa Carleton Standard Condominium Corporation 1009

## Statement of Operations Comparative

Fiscal Period Starting February 1, 2017

December 1, 2017 To December 31, 2017

EXPENSES	Current Period			Year-to-Date			Yearly Budgets	
	Actual	Budget	Variance	Actual	Budget	Variance	Current	Last Year
5472 - Contingencies	0.00	208.37	208.37	3,582.10	2,291.67	(1,290.43)	2,500.00	0.00
5602 - Elevator Services 1	9,776.76	0.00	(9,776.76)	9,776.76	0.00	(9,776.76)	0.00	0.00
5604 - Elevator Services 2	0.00	416.63	416.63	210.00	4,583.33	4,373.33	5,000.00	0.00
5606 - HVAC System Service & Maintena	0.00	250.00	250.00	0.00	2,750.00	2,750.00	3,000.00	0.00
5608 - Mechanical Equipment & Generat	0.00	0.00	(0.00)	508.50	0.00	(508.50)	0.00	0.00
5642 - Landscaping Services	(100.00)	150.00	250.00	0.00	1,650.00	1,650.00	1,800.00	0.00
5660 - Snow Removal	0.00	166.63	166.63	1,815.03	1,833.33	18.30	2,000.00	0.00
<b>Total Expenses:</b>	<b>\$12,231.11</b>	<b>\$4,829.88</b>	<b>(\$7,401.23)</b>	<b>\$43,050.22</b>	<b>\$53,129.08</b>	<b>\$10,078.86</b>	<b>\$57,959.00</b>	<b>\$0.00</b>
<b>NET INCOME:</b>	<b>(\$7,382.52)</b>	<b>\$0.00</b>	<b>(\$7,382.52)</b>	<b>\$12,646.09</b>	<b>\$0.00</b>	<b>\$12,646.09</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Ottawa Carleton Standard Condominium Corporation 1009

## Statement of Reserve Fund

Fiscal Period Starting February 1, 2017

December 1, 2017 To December 31, 2017

Account Name	Current Period	Year To Date
<b>Reserve Fund Balance Forwarded</b>	0.00	0.00
<b>Reserve Fund Contribution</b>		
R-Contribution from Operating	724.50	8,694.00
<b>Total:</b>	<b>\$724.50</b>	<b>\$8,694.00</b>
<b>Reserve Fund Interest</b>		
R-Interest Revenue	8.27	35.12
<b>Total:</b>	<b>\$8.27</b>	<b>\$35.12</b>
<b>Reserve Fund Income Total:</b>	<b>\$732.77</b>	<b>\$8,729.12</b>
<b>Reserve Fund Expense</b>		
Reserve Fund Expense	0.00	0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Reserve Fund Expense Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Balance at End of Period</b>	<b>\$732.77</b>	<b>\$8,729.12</b>
<b>Reserve Fund Increase (Decrease)</b>	<b>\$732.77</b>	<b>\$8,729.12</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## Owners A/R Aging Summary

As of December 31, 2017

Unit	Legal Unit	Legal Level	Current Month	Last Month	2 Months	3 Months	> 3 Months	Total
			0.00	0.00	0	0.00	0.00	0.00
Total:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total owing to Corporation \$0.00

Total owing by Corporation \$0.00

## Ottawa Carleton Standard Condominium Corporation 1009

### Accounts Payable Aging Summary By Month

As of December 31, 2017

Vendor	Dec 2017	Nov 2017	Oct 2017	Sep 2017	< Sep 2017	Total
GIFFORD ASSOCIATES INSURANCE	351.00	0.00	0.00	0.00	0.00	351.00
<b>Total:</b>	<b>\$351.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$351.00</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## General Ledger Transactions

December 1, 2017 To December 31, 2017

### 4075 Minus: Contribution to Reserve

Balance: (\$7,969.50)

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/31/2017	577		RECORD THE RF CONTRIBUTION	Journal		724.50	0.00	(8,694.00)
<b>Total Minus: Contribution to Reserve:</b>								<b>(\$8,694.00)</b>

### 4125 R-Contribution from Operating

Balance: \$7,969.50

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/31/2017	577		RECORD THE RF CONTRIBUTION	Journal		0.00	724.50	8,694.00
<b>Total R-Contribution from Operating:</b>								<b>\$8,694.00</b>

### 4250 Parking Income

Balance: \$4,565.16

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/1/2017	472		Unit: 101 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,597.44
12/1/2017	473		Unit: 101 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,629.72
12/1/2017	474		Unit: 201 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,662.00
12/1/2017	475		Unit: 201 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,694.28
12/1/2017	476		Unit: 301 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,726.56
12/1/2017	477		Unit: 301 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,758.84
12/1/2017	478		Unit: 303 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,791.12
12/1/2017	479		Unit: 303 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,823.40
12/1/2017	480		Unit: 103 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	32.28	4,855.68
12/1/2017	481		Unit: 203 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	54.18	4,909.86
12/1/2017	482		Unit: 202 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	54.18	4,964.04
12/1/2017	483		Unit: 302 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	54.18	5,018.22

# Ottawa Carleton Standard Condominium Corporation 1009

## General Ledger Transactions

December 1, 2017 To December 31, 2017

12/1/2017	484	Unit: 102 - Parking Maintenance Fee -	Owner Ledger Debit	Parking Maintenance Fee	0.00	54.18	5,072.40
<b>Total Parking Income:</b>							<b>\$5,072.40</b>

**4325 R-Interest Revenue Balance: \$26.85**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/31/2017	580		Interest Earned	Journal		0.00	8.27	35.12
<b>Total R-Interest Revenue:</b>								<b>\$35.12</b>

**4475 Interest Revenue Balance: \$103.13**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/31/2017	579		Interest Earned	Journal		0.00	18.69	121.82
<b>Total Interest Revenue:</b>								<b>\$121.82</b>

**5002 Management Services Balance: \$3,847.90**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/5/2017	510	CI PROPERTY MANAGEMENT	1472, MONTHLY INCREASE IN MANAGEMENT FEE DUE TO NEW CONDO ACT CHANGES	Bill	1472	72.21	0.00	3,920.11
12/31/2017	572		TO RECORD MANAGEMENT FEE DEC 2017	Journal		358.33	0.00	4,278.44
<b>Total Management Services:</b>								<b>\$4,278.44</b>

**5012 Bank Fees Balance: \$354.32**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/31/2017	578		Service Charge	Journal		15.54	0.00	369.86
<b>Total Bank Fees:</b>								<b>\$369.86</b>

**5052 Utilities - Hydro, electricity Balance: \$8,705.46**

Date	No.	Vendor	Memo	Type	Reference	Debit	Credit	Balance
12/18/2017	537	HYDRO OTTAWA	FROM OCTOBER 12 TO NOVEMBER 10, 2017	Bill	7952937073 NOVEMBER, 2017	647.89	0.00	9,353.35
<b>Total Utilities - Hydro, electricity:</b>								<b>\$9,353.35</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## General Ledger Transactions

December 1, 2017 To December 31, 2017

<b>5054</b>		<b>Utilities - Enbridge, gas</b>				<b>Balance: \$2,490.79</b>		
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
12/5/2017	518	ENBRIDGE	113000199468, FROM OCTOBER 05 TO NOVEMBER 04, 2017 (ONLINE PAYMENT)	Bill	113000199468	661.66	0.00	3,152.45
			Reversal for journal entry 536 -					
12/21/2017	574		604000718254, FROM NOVEMBER 05 TO DECEMBER 04, 2017 (ONLINE PAYMENT)	Journal		0.00	462.09	2,690.36
12/21/2017	536	ENBRIDGE	604000718254, FROM NOVEMBER 05 TO DECEMBER 04, 2017 (ONLINE PAYMENT)	Bill	604000718254	462.09	0.00	3,152.45
12/31/2017	575	ENBRIDGE	604000718254, FROM NOVEMBER 05 TO DECEMBER 04, 2017 (ONLINE PAYMENT)	Bill	DEC 17	460.48	0.00	3,612.93
<b>Total Utilities - Enbridge, gas:</b>						<b>\$3,612.93</b>		
<b>5060</b>		<b>Utilities - Telecommunications</b>				<b>Balance: \$1,117.26</b>		
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
12/5/2017	519	BELL	528190643 FROM NOVEMBER 10 TO DECEMBER 09, 2017 ONLINE PAYMENT	Bill	528190643, NOVEMBER 2017	338.24	0.00	1,455.50
<b>Total Utilities - Telecommunications:</b>						<b>\$1,455.50</b>		
<b>5602</b>		<b>Elevator Services 1</b>				<b>Balance: \$0.00</b>		
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
12/19/2017	531	Schindler Elevator Corporation	8300724319, Annual Elevator Maintenance Contract from August 01, 2017 to July 31, 2018	Bill	8300724319	9,776.76	0.00	9,776.76
<b>Total Elevator Services 1:</b>						<b>\$9,776.76</b>		
<b>5642</b>		<b>Landscaping Services</b>				<b>Balance: \$100.00</b>		
<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Memo</b>	<b>Type</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
12/21/2017	533		REIMBURSEMENT FROM OCSCC 1006 FOR CORY'S INVOICE # 631	Journal		0.00	100.00	0.00
<b>Total Landscaping Services:</b>						<b>\$0.00</b>		
<b>Total:</b>						<b>\$12,765.31</b>		<b>\$34,076.18</b>



# Ottawa Carleton Standard Condominium Corporation 1009

## Reconciliation Summary

1010 - Operating Bank Account, As of 12/31/2017

<b>Bank Statement Balance</b>		<b>\$17,091.15</b>
<b>Beginning Balance</b>		<b>\$14,624.70</b>
<b>Cleared Transactions</b>		
<b>Cheques and Payments - 7 items</b>	<b>3,206.64</b>	
<b>Deposits and Credits - 3 items</b>	<b>5,673.09</b>	
<b>Total Cleared Transactions</b>	<b>2,466.45</b>	
<b>Cleared Balance</b>		<b>\$17,091.15</b>
<hr/>		
<b>Uncleared Transactions</b>		
<b>Cheques and Payments - 7 items</b>	<b>11,441.21</b>	
<b>Deposits and Credits - 0 items</b>	<b>0.00</b>	
<b>Total Uncleared Transactions</b>	<b>-11,441.21</b>	
<b>Register Balance as of 12/31/2017</b>		<b>\$5,649.94</b>
<hr/>		
<b>Plus/Minus</b>		<b>\$11,441.21</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## Reconciliation Summary

1110 - Reserve Bank Account, As of 12/31/2017

<b>Bank Statement Balance</b>			<b>\$8,729.12</b>
<b>Beginning Balance</b>			<b>\$7,996.35</b>
<b>Cleared Transactions</b>			
<b>Cheques and Payments - 0 items</b>	<b>0.00</b>		
<b>Deposits and Credits - 2 items</b>	<b>732.77</b>		
<b>Total Cleared Transactions</b>		<b>732.77</b>	
<b>Cleared Balance</b>			<b>\$8,729.12</b>
<hr/>			
<b>Uncleared Transactions</b>			
<b>Cheques and Payments - 0 items</b>	<b>0.00</b>		
<b>Deposits and Credits - 0 items</b>	<b>0.00</b>		
<b>Total Uncleared Transactions</b>		<b>0.00</b>	
<b>Register Balance as of 12/31/2017</b>			<b>\$8,729.12</b>
<hr/>			
<b>Plus/Minus</b>			<b>\$0.00</b>

# **Ottawa Carleton Standard Condominium Corporation 1009**

## **Cheque Listing Summary For Reserve Bank Account**

From 12-01-2017 To 12-31-2017

<b>Cheque No.</b>	<b>Cheque Date</b>	<b>Paid Amount</b>	<b>Vendor Name</b>	<b>Memo</b>	<b>Status</b>
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<b>Total # of Cheques:</b>	<b>0</b>
<b>Total Printed And Cleared:</b>	<b>\$0.00</b>
<b>G/L Bank Balance:</b>	<b>\$8,729.12</b>

# Ottawa Carleton Standard Condominium Corporation 1009

## Cheque Listing Summary For Operating Bank Account

From 12-01-2017 To 12-31-2017

<b>Cheque No.</b>	<b>Cheque Date</b>	<b>Paid Amount</b>	<b>Vendor Name</b>	<b>Memo</b>	<b>Status</b>
31	12/05/2017	\$69.52	CI PROPERTY MANAGEMENT	1255,PPO, SEPTEMBER 2017 - 14	Printed
32	12/05/2017	\$144.42	CI PROPERTY MANAGEMENT	1387, MONTHLY INCREASE IN MAN	Printed
33	12/05/2017	\$7,192.80	GIFFORD ASSOCIATES INSURANCE	416668, INSURANCE PREMIUM 201	VOID
34	12/05/2017	\$164.42	PYRON FIRE PROTECTION INC.	79569, SERVICE CALL, GROUND F	Printed
35	12/05/2017	\$214.98	RAM OVERHEAD DOOR SYSTEMS LTD.	104472, GO TO SITE ON JUNE 06	Printed
36	12/05/2017	\$909.65	SPOT MAINTENANCE	EX1117-CI-STIRLING, REGULAR M	Printed
37	12/19/2017	\$9,776.76	Schindler Elevator Corporation	8300724319, Annual Elevator M	Printed

**Total # of Cheques:** 7

**Total Printed And Cleared:** \$11,279.75

**G/L Bank Balance:** \$5,649.94

9140280 CANADA INC.

Statement of Account

Friday, December 01, 2017 - Sunday, December 31, 2017

<b>Account Name:</b>	<b>Account:</b>	<b>Branch:</b>	<b>Currency:</b>
1009-Op- 00354 5310108	5310108	354	CAD

B/D	Description	Debit	Credit	Date	Balance
	Balance Forward			12/01/2017	\$14,624.70
	BELL CANADA R6K4Z9	\$338.24		12/01/2017	
	TWOCS03549 0026 EFT		\$5,554.40	12/01/2017	
	CAPITAL INTEGRA BPY	\$358.33		12/01/2017	\$19,482.53
	ENBRIDGE U6U5A2	\$661.66		12/05/2017	\$18,820.87
	Hydro Ottawa BPY	\$647.89		12/18/2017	\$18,172.98
	ENBRIDGE A7J7R6	\$460.48		12/21/2017	
	TD EFT S/C	\$15.54		12/21/2017	\$17,696.96
	HW100 To0354 5310124	\$724.50		12/27/2017	\$16,972.46
	GC 3314-DEPOSIT		\$100.00	12/29/2017	
	INTEREST CREDIT		\$18.69	12/29/2017	\$17,091.15
	Closing Balance			12/29/2017	\$17,091.15
<b>Totals:</b>		<b>\$3,206.64</b>	<b>\$5,673.09</b>		
<b>Item Count:</b>		<b>7</b>	<b>3</b>		

9140280 CANADA INC.

Statement of Account

Friday, December 01, 2017 - Sunday, December 31, 2017

<b>Account Name:</b>	<b>Account:</b>	<b>Branch:</b>	<b>Currency:</b>
1009 Res-00354 5310124	5310124	354	CAD

B/D	Description	Debit	Credit	Date	Balance
	Balance Forward			12/01/2017	\$7,996.35
	HW100 Fr0354 5310108		\$724.50	12/27/2017	\$8,720.85
	INTEREST CREDIT		\$8.27	12/29/2017	\$8,729.12
	Closing Balance			12/29/2017	\$8,729.12
<b>Totals:</b>		<b>\$0.00</b>	<b>\$732.77</b>		
<b>Item Count:</b>		<b>0</b>	<b>2</b>		





## EXPENSES

## Utilities

Water and Sewer	\$500	\$2,038	\$3,088	\$4,200
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Hydro	\$3,300	\$8,214	\$10,139	\$8,400
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Gas	\$3,500	\$2,171	\$2,396	\$900
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Phone/Internet/Cable	\$2,500	\$750	\$996	\$1,476
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<b>Subtotal Utilities</b>	<b>\$9,800</b>	<b>\$13,173</b>	<b>\$16,619</b>	<b>\$13,500</b>
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## Contract Expenses

Cleaning	\$5,759	\$712	\$949	\$978
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Waste Management	\$1,700	\$1,079	\$1,840	\$2,340
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Fire Alarm Monitoring	\$3,000	\$610	\$610	\$629
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Fire Protection	\$0	\$0	\$735	\$735
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Mats	\$200	\$0	\$0	\$0
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Pest Control	\$0	\$0	\$0	\$0
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HVAC	\$3,000	\$0	\$0	\$2,373
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Elevator	\$5,000	\$210	\$4,361	\$10,087
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Snow Removal	\$2,000	\$713	\$1,828	\$2,297	3%
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Landscaping	\$1,800	\$100	\$100	\$1,500
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<b>Subtotal Contracts</b>	<b>\$22,459</b>	<b>\$3,424</b>	<b>\$9,475</b>	<b>\$19,960</b>
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Hydro  
consumption  
approx. 550.00  
per month  
? Gas  
consumption-  
not enough  
history.

Phone lines  
approx. 123.00  
per month (2  
lines)

Waste service  
approx. 190.41  
per month  
contract

Water consumption between \$610 and \$730 every 2 months.  approx. 350.00 per month	\$350	\$4,200	740.00%	<del>\$4,500</del>
7 summer mths ttl \$4094 (\$584/mo) 5 winter mths \$10,170 (\$2034/mo)	\$1,189	\$14,269	332.39%	<del>\$10,000</del>
Not enough history, this is an estimate	\$208	\$2,500	-28.57%	<del>\$2,500</del>
	\$125	\$1,500	-40.00%	<del>\$1,500</del>
		\$22,469	129.28%	<del>\$18,500</del>
\$621.50/month	\$622	\$7,458	29.50%	<del>\$6,250</del>
	\$190	\$2,285	34.41%	<del>\$2,500</del>
FCI One company		\$650	-78.33%	<del>\$800</del>
Pyron \$650 + tax		\$735	new	<del>\$800</del>
		\$0		<del>\$250</del>
Annual contract still to be finalized. Gas heaters, individual units, ect		\$5,500	83.33%	<del>\$5,500</del>
\$9797 last bill + 3% also license \$210/yr		\$10,310	106.20%	<del>\$10,500</del>
Annual contract \$2,881.50 per year 2017/18		\$2,800	40.00%	<del>\$3,000</del>
esimate		\$1,500	-16.67%	<del>\$1,500</del>
		\$31,237	39.09%	<del>\$31,100</del>

<b>Maintenance Expenses</b>				
Emergency Calls	\$0	\$0	\$0	\$0
General Repair and Maintenance	\$4,000	\$976	\$1,500	\$2,000
Window Cleaning	\$2,500	\$0	\$0	\$2,500
Fire Alarm System Maintenance	\$1,000	\$0	\$0	\$0
Garage	\$0	\$0	\$0	\$1,000
Additional Snow Removal	\$0	\$0	\$0	\$1,000
Landscaping	\$0	\$0	\$0	\$500
<b>Subtotal Maintenance Expenses</b>	<b>\$7,500</b>	<b>\$976</b>	<b>\$1,500</b>	<b>\$7,000</b>
<b>Administrative Expenses</b>				
Property Management Fees	\$4,300	\$3,059	\$4,127	\$4,300
New Condo Act Fees	\$0	\$0	\$0	\$866
CAO Fee	\$0	\$0	\$0	\$122
Office Fees	\$300	\$55	\$100	\$100
Insurance Expense	\$6,000	\$6,842	\$6,842	\$7,047
Audit	\$0	\$0	\$5,085	\$3,503
Bank Charges	\$300	\$323	\$431	\$444
Professional Fees	\$300	\$0	\$0	\$0
Performance Audit	\$7,000	\$0	\$7,741	\$0
Contingency	\$0	\$3,582	\$3,582	\$0
<b>Subtotal Admin Expenses</b>	<b>\$18,200</b>	<b>\$13,861</b>	<b>\$27,907</b>	<b>\$16,382</b>
<b>Subtotal Total Expenses</b>	<b>\$57,959</b>	<b>\$31,434</b>	<b>\$55,501</b>	<b>\$56,842</b>
Reserve Appropriation	\$8,694	\$6,521	\$8,695	\$10,000
<b>Total Expenses</b>	<b>\$66,653</b>	<b>\$37,955</b>	<b>\$64,196</b>	<b>\$66,842</b>
<b>Surplus/Deficit</b>			<b>-\$4,274</b>	<b>\$0</b>
Running Surplus/ Deficit		\$0	-\$4,274	-\$4,274

\$8.02/door/month  
(9 doors)  
\$1.13/door/month  
(9 doors)

Based on  
invoice  
received and  
3% increase  
2018

Outdoor chairs  
purchase

estimate		\$500	new	\$500
estimate		\$2,500	-37.50%	\$2,500
estimate		\$2,500	0.00%	\$2,500
cleaning/maint.		\$1,000	new	\$1,000
		\$0		\$1,000
n/a listed above		\$0		\$500
		\$6,500	-13.33%	\$8,000
2017 \$358.33	\$358	\$4,300	0.00%	\$4,500
		\$866	new	\$900
		\$122	new	\$150
		\$250	-16.67%	\$250
\$7192.80 X 3% = \$7408		\$7,500	25.00%	\$8,000
first year audit est.		\$3,750	new	\$2,750
\$15.54/month=\$186		\$200	-33.33%	\$500
lawyers, consultant		\$500	66.67%	\$500
estimate		\$1,000	new	\$1,000
		\$18,488	1.58%	\$19,550
		\$78,694	35.78%	\$77,150
\$9,418 2017 actual. Need reserve fund study to finalize		\$13,500	55.28%	\$13,500
		\$92,194	38.32%	\$90,650
		\$0		