

Ottawa-Carleton Standard Condominium Corporation 1009

PROPERTY MANAGER

YAWAR KHAN – CAPITAL INTEGRAL PROPERTY MANAGEMENT

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MANAGEMENT REPORT

Prepared for the MEETING OF THE BOARD OF DIRECTORS

12 STIRLING AVENUE (Unit 302) ~ September 6, 2017 ~ 5:30

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A G E N D A

Wednesday September 6, 2017, 5:30pm

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF PREVIOUS MINUTES
4. BUSINESS ARISING FROM PREVIOUS MINUTES
 - a. Results of turnover audit
5. MANAGEMENT REPORT
6. FINANCIAL REPORTS
 - a. Financial Statement for May, June and July 2017
7. NEW BUSINESS
 - a. Performance Audit and Reserve Fund Study
 - b. Cleaning Contract
 - c. Landscaping Contract
 - d. Snow clearing/removal
 - e. Maintenance Contract(s):
 - f. Elevator
 - g. HVAC
 - h. Extension of warranty on building
9. NEXT MEETING
10. ADJOURNMENT

MANAGEMENT REPORT

The Following Represents Issues as of Wednesday September 6, 2017

ITEMS FOR BOARD INFORMATION

1. **Audit** – BDO are finalizing the audit and a draft should be available by early next week. The auditor is requesting information pertaining to the interim occupancy fees. If the Board or Management could gather this information then the Auditor would be able to provide an opinion of what monies if any are due to the Corporation.
2. **Fire Protection** – See attached.
3. **HVAC/Mechanical Systems Maintenance Contract** – See attached.
4. **Cleaning quote** – See attached.
5. **Insurance Renewal** – The insurance renewal is attached. The premium has increased by \$361.80. Management recommends that we add Equipment (\$400) and Volunteer (\$175)
6. **Merger with Capital Concierge** – The merger was official on June 1 2017. Not all staff are co-located yet however this will occur by October 15. Systems are being merged also: Google Drive, Smart Buildings etc. We appreciate your patience as we go through this.

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

Service	Firm	Contact
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



PROPERTY MANAGEMENT

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**Judith
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**Ron
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Daniel



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