
Ottawa Carleton Standard Condominium Corporation

No.866

Property Manager:

Anne Makuch, Capital Integral Property Management

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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS

Unit 102 - 390 Booth - April 2 - 7:30 p.m.

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

1. Call to order

2. Approval of Past Minutes

2. Acceptance of Financial Statements

3. Management Report

4. New business

- Legal matter with unit
- AGM
- Insurance deductible bylaw
- Ainger quote - keypad
- Reserve Fund Study

5. Other Business

6. Adjournment

2018/19 ANNUAL SCHEDULE

JANUARY

Audit

FEBRUARY

AGM Planning discussion

MARCH

Reserve Fund Study due 2019

Secure Landscaping Contract

Pre-AGM Notice mailed/AGM Package mailed

APRIL

Inspect Winter Damage

AGM

MAY

Spring Inspection/Commence Spring Repairs

Sweep Parking / Garage Cleaning

Carpet Cleaning

Window Cleaning

JUNE/JULY

Secure Insurance Renewal (Gore Mutual Expires Aug 8/2019)

AUGUST

SEPTEMBER

Secure Winter Snow Removal Contract

Budget discussion

OCTOBER

Create Draft budget/approve/mail - YE November 30

NOVEMBER

Winterize Property

DECEMBER

Audit prep

CONTRACT & GENERAL INFO SCHEDULE O.C.S.C.C. 866

CONTRACTOR INFORMATION

Cleaners	Sky High Cleaning	(613) 302-1288
Landscaping	Brown & Associates	(613) 738-0777
Plumbing	Optimum	(613) 228-9500
HVAC Boilers/MUA	Optimum	(613) 228-9500
Snow Removal	Brown & Associates	(613) 738-0777
Garage Door	Pivotech	(613) 774-1361
Elevator	Elevation Elevators	(613) 736-6663
Electric	SBL Electric	(613) 880-7972
Pest Control	Orkin	1-800-800-6754

CORPORATION INFORMATION

Next Reserve Fund Study	2019 - Full with site review
Reserve Fund Study Update	Completed March 2016
Year End	November 30
Insurance	Gore Mutual Expires Aug 8/2019
Auditor	Ouseley Hanvey Clipsham Deep
Last AGM	18 June 2018 (1st try April 26; 2nd try May 17)

BOARD OF DIRECTORS AS OF LAST AGM

Name	Telephone	Email
Martin Dinan, Treasurer	613-899-1091	dinan.martin@gmail.com
Jennifer Carter, Secretary	613-863-3814	jenniferlghcarter@gmail.com
Ron Matthews, President	613-266-1468	matthews.ron@gmail.com

Contracts

Service	Company	Contract Terms	Renewal Date	Cancellation Terms
HVAC Maintenance	Optimum	2 years	August 2019	30 days
Elevator Maintenance	Elevation	3 years	October 1, 2021	End of contract period with 90 days notice
Hydro	Priority Submeter	Originally 6 years from Aug 11/11 then rolled over annually	June 5, 2019	6 months prior to end of term
Snow Removal/Landscape	Keith Brown	1 year	October 31st, 2018	30 days
Cleaning Company	Sky High	1 year	March 31st 2019	60 days
Internet	FibreStream	Month-to-month	Nov 3	60 days
Pest Control	Orkin	1 year	automatic renewal	30 Days
Property Management	Capital Integral	Currently a rollover - new contract to be signed	annual renewal	90 Days

Z6 Condo Board

Meeting Minutes

January 29, 2019

19:30

Type of Meeting: Bi-monthly Board meeting

Meeting Facilitator: Ron Matthews

Invitees: Jenn Carter, Ron Matthews, Anne Makuch, Martin Dinan

Items	Approval/ Acceptance	Summary of Decisions/ Follow-up
1) Approval of minutes from last meeting	Yes	Decision: Approved
2) Acceptance of Financial Statements (All)	Yes	Decision: Accepted.
3) Legal matter with unit		Decision: Board supports not offering another counterproposal and going to court to resolve matter.
4) Building rekeying/security		Status: still waiting for some units to pick up new keys.
5) Insurance deductible bylaw examples		Decision: request lawyer draft an insurance deductible bylaw for presentation and vote at AGM.
6) Snow removal		Action: consider adding “ramp if necessary” to contract if necessary, in event contractor notices accumulation there.
7) Security		Action: Get quote for security upgrade that includes enclosing the front vestibule, before AGM.
8) AGM scheduling		Action: Schedule for April 8, 2019. Include Security and Bylaw Proposal on Agenda.

Adjournment / Next meeting: April 2, 2019

Monthly Financial Report

OCSCC 886

February 2019

OCSCC 886 Monthly Financials

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Reserve Reports

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

MONTHLY FINANCIAL REPORT SUMMARY

OCSCC 886

February 2019

Revenue

All condo fees and parking fees to date have been invoiced.

Expenses

Overall, utilities for the month are over budget due mainly to the payment of January's Enbridge bill.

Contracts overall for the month are showing under budget except for General Cleaning which is showing over budget as this reflects the change from 2 days to 3 days per week over the winter months.

General repairs and maintenance for the month are showing under budget.

Overall, administrative expenses are under budget for the month except for Bank Charges which is over budget due to inquiries made as a result of the audit.

budget due to: Emergency calls and a fire watch bill from July that was paid in January and an after hours call for the garage door; General repairs and maintenance due to several issues in the building such as light replacements, electrical work on lights in the garage and the lobby, some painting and patch work in the staircases, as well as the inspection on the CO2 system in the garage by Armstrong Monitoring

For the Year to Date: All utilities are under budget except for Gas. Contracts are showing over budget because the cleaning contract is for three times per week over the winter months. The HVAC is over because the Winter inspection was paid in January. The Elevator Maintenance is over because the company billed for services August 2018 to January 2019 and these were paid in January 2019. General Repair and Maintenance are over-budget mostly due to garage door repairs and the fire watch bills from OMS. Administrative Expenses are over budget due mostly to office expenses for most of the 2018 year being paid for in January. In addition there are legal expenses that are over budget due to the ongoing legal issue with a unit but we will recover some of those expenses as per the agreement reached with the owner.

OCSCC #886

BUDGET VS. ACTUALS: 2018-2019 - FY19 P&L

February 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	14,014.01	14,108.67	-94.66	99.33 %
4010 Parking Income	94.68		94.68	
4032 NSF Fees charged to customers	45.00		45.00	
4090 Rooftop Rental	1,055.43	1,041.67	13.76	101.32 %
Total 4000 Income	15,209.12	15,150.34	58.78	100.39 %
Total Income	\$15,209.12	\$15,150.34	\$58.78	100.39 %
Cost of Goods Sold				
4030 Contribution to Reserve Fund	4,584.42	4,584.42	0.00	100.00 %
Total Cost of Goods Sold	\$4,584.42	\$4,584.42	\$0.00	100.00 %
GROSS PROFIT	\$10,624.70	\$10,565.92	\$58.78	100.56 %
Expenses				
5000 Utilities Expense				
5010 Gas	2,674.50	743.67	1,930.83	359.64 %
5020 Hydro	82.32	833.33	-751.01	9.88 %
5030 Water & Sewer	641.05	752.00	-110.95	85.25 %
5040 Telecom Expenses	67.80	69.83	-2.03	97.09 %
5050 Internet	906.26	974.50	-68.24	93.00 %
Total 5000 Utilities Expense	4,371.93	3,373.33	998.60	129.60 %
5400 Contracts				
5405 Elevator/ Fire Panel Monitoring	56.50	150.16	-93.66	37.63 %
5410 Cleaning	889.88	788.25	101.63	112.89 %
5412 Mat Service	285.64	373.50	-87.86	76.48 %
5415 Waste Removal	341.68	351.91	-10.23	97.09 %
5440 HVAC		125.08	-125.08	
5455 Elevator Maintenance	349.17	349.16	0.01	100.00 %
5460 Landscaping		0.00	0.00	
5470 Snow Removal	393.30	385.83	7.47	101.94 %
5475 Pest Control	55.37	105.00	-49.63	52.73 %
Total 5400 Contracts	2,371.54	2,628.89	-257.35	90.21 %
5500 General Repairs and Maintenance				
5502 Emergency Calls		25.00	-25.00	
5503 General Repairs & Maint	434.11	875.00	-440.89	49.61 %
5518 Window Cleaning		0.00	0.00	
5520 HVAC		100.00	-100.00	
5530 Garage Cleaning		0.00	0.00	
5550 Elevator		125.00	-125.00	
5555 Fire System Repairs		250.00	-250.00	
Total 5500 General Repairs and Maintenance	434.11	1,375.00	-940.89	31.57 %
5800 Administrative Expenses				
5801 Property Management Fees	1,371.58	1,371.58	0.00	100.00 %
5805 CAO Fees		29.16	-29.16	
5810 Office Expenses		52.92	-52.92	
5812 Bank Charges	108.58	83.33	25.25	130.30 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830 Insurance Expense/General & Liability Insurance	674.88	708.33	-33.45	95.28 %
5833 Audit-Accounting		3,750.00	-3,750.00	
5835 Professional Fees		416.66	-416.66	
Total 5800 Administrative Expenses	2,155.04	6,411.98	-4,256.94	33.61 %
5900 Repair and maintenance				
5905 Contingency		250.00	-250.00	
Total 5900 Repair and maintenance		250.00	-250.00	
Total Expenses	\$9,332.62	\$14,039.20	\$ -4,706.58	66.48 %
NET OPERATING INCOME	\$1,292.08	\$ -3,473.28	\$4,765.36	-37.20 %
NET INCOME	\$1,292.08	\$ -3,473.28	\$4,765.36	-37.20 %

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BUDGET VS. ACTUALS: 2018-2019 - FY19 P&L

December 2018 - February 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	42,042.03	42,326.01	-283.98	99.33 %
4010 Parking Income	284.04		284.04	
4032 NSF Fees charged to customers	45.00		45.00	
4090 Rooftop Rental	3,166.29	3,125.01	41.28	101.32 %
Total 4000 Income	45,537.36	45,451.02	86.34	100.19 %
Total Income	\$45,537.36	\$45,451.02	\$86.34	100.19 %
Cost of Goods Sold				
4030 Contribution to Reserve Fund	13,753.26	13,753.26	0.00	100.00 %
Total Cost of Goods Sold	\$13,753.26	\$13,753.26	\$0.00	100.00 %
GROSS PROFIT	\$31,784.10	\$31,697.76	\$86.34	100.27 %
Expenses				
5000 Utilities Expense				
5010 Gas	5,118.49	2,231.01	2,887.48	229.42 %
5020 Hydro	300.32	2,499.99	-2,199.67	12.01 %
5030 Water & Sewer	2,111.27	2,256.00	-144.73	93.58 %
5040 Telecom Expenses	203.40	209.49	-6.09	97.09 %
5050 Internet	2,718.78	2,923.50	-204.72	93.00 %
Total 5000 Utilities Expense	10,452.26	10,119.99	332.27	103.28 %
5400 Contracts				
5405 Elevator/ Fire Panel Monitoring	387.53	450.48	-62.95	86.03 %
5410 Cleaning	3,559.52	2,364.75	1,194.77	150.52 %
5412 Mat Service	714.10	1,120.50	-406.40	63.73 %
5415 Waste Removal	1,025.04	1,055.73	-30.69	97.09 %
5440 HVAC	375.16	375.24	-0.08	99.98 %
5455 Elevator Maintenance	1,457.70	1,047.48	410.22	139.16 %
5460 Landscaping		0.00	0.00	
5470 Snow Removal	1,179.90	1,157.49	22.41	101.94 %
5475 Pest Control	221.48	315.00	-93.52	70.31 %
Total 5400 Contracts	8,920.43	7,886.67	1,033.76	113.11 %
5500 General Repairs and Maintenance				
5502 Emergency Calls	169.50	75.00	94.50	226.00 %
5503 General Repairs & Maint	3,259.74	2,625.00	634.74	124.18 %
5518 Window Cleaning		0.00	0.00	
5520 HVAC	758.23	300.00	458.23	252.74 %
5530 Garage Cleaning		0.00	0.00	
5550 Elevator		375.00	-375.00	
5555 Fire System Repairs		750.00	-750.00	
Total 5500 General Repairs and Maintenance	4,187.47	4,125.00	62.47	101.51 %
5800 Administrative Expenses				
5801 Property Management Fees	3,760.16	4,114.74	-354.58	91.38 %
5805 CAO Fees		87.48	-87.48	
5810 Office Expenses	902.49	158.76	743.73	568.46 %
5812 Bank Charges	235.86	249.99	-14.13	94.35 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830 Insurance Expense/General & Liability Insurance	2,024.64	2,124.99	-100.35	95.28 %
5832 Legal	4,995.45		4,995.45	
5833 Audit-Accounting		3,750.00	-3,750.00	
5835 Professional Fees		1,249.98	-1,249.98	
Total 5800 Administrative Expenses	11,918.60	11,735.94	182.66	101.56 %
5900 Repair and maintenance				
5905 Contingency		750.00	-750.00	
Total 5900 Repair and maintenance		750.00	-750.00	
Total Expenses	\$35,478.76	\$34,617.60	\$861.16	102.49 %
NET OPERATING INCOME	\$ -3,694.66	\$ -2,919.84	\$ -774.82	126.54 %
NET INCOME	\$ -3,694.66	\$ -2,919.84	\$ -774.82	126.54 %

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PROFIT AND LOSS

February 2019

	TOTAL
INCOME	
4000 Income	
4005 Common Element Fees	14,014.01
4010 Parking Income	94.68
4032 NSF Fees charged to customers	45.00
4090 Rooftop Rental	1,055.43
Total 4000 Income	15,209.12
Total Income	\$15,209.12
COST OF GOODS SOLD	
4030 Contribution to Reserve Fund	4,584.42
Total Cost of Goods Sold	\$4,584.42
GROSS PROFIT	\$10,624.70
EXPENSES	
5000 Utilities Expense	
5010 Gas	2,674.50
5020 Hydro	82.32
5030 Water & Sewer	641.05
5040 Telecom Expenses	67.80
5050 Internet	906.26
Total 5000 Utilities Expense	4,371.93
5400 Contracts	
5405 Elevator/ Fire Panel Monitoring	56.50
5410 Cleaning	889.88
5412 Mat Service	285.64
5415 Waste Removal	341.68
5455 Elevator Maintenance	349.17
5470 Snow Removal	393.30
5475 Pest Control	55.37
Total 5400 Contracts	2,371.54
5500 General Repairs and Maintenance	
5503 General Repairs & Maint	434.11
Total 5500 General Repairs and Maintenance	434.11
5800 Administrative Expenses	
5801 Property Management Fees	1,371.58
5812 Bank Charges	108.58
5830 Insurance Expense/General & Liability Insurance	674.88
Total 5800 Administrative Expenses	2,155.04
Total Expenses	\$9,332.62
PROFIT	\$1,292.08

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BALANCE SHEET

As of February 28, 2019

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Cash Operating Account	11,433.46
1020 Cash Reserve Fund	253,829.86
1200 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$265,263.32
Accounts Receivable (A/R)	
1100 Accounts Receivable	0.00
Total Accounts Receivable (A/R)	\$0.00
1016 GIC Investments	0.00
1041 Due from developer	0.00
1110 Provisions for doubtful account	-6.02
1115 Preaid Insurance	1,263.61
1116 Prepaid Elevator	322.00
1117 Prepaid Expenses	1,027.50
R1135 Reserve interest receivable	214.00
R1300 Due from Operating Fund	7,031.50
Total Current Assets	\$275,115.91
Total Assets	\$275,115.91
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	-1,161.86
Total Accounts Payable (A/P)	\$ -1,161.86
2010 Accrued Accounts Payable	7,614.25
2020 Due to/from Reserve	7,031.50
R2000 Reserve Accounts Payable	0.00
Total Current Liabilities	\$13,483.89
Total Liabilities	\$13,483.89
Equity	
3000 Opening Balance Equity	0.00
R3200 Reserve Retained Earnings	151,667.31
Retained Earnings	98,690.98
Profit for the year	11,273.73
Total Equity	\$261,632.02
Total Liabilities and Equity	\$275,115.91

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A/R AGING SUMMARY

As of February 28, 2019

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
TOTAL						\$0.00

OCSCC #886

A/P AGING SUMMARY

As of February 28, 2019

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Capital Concierge Ltd.					20.34	\$20.34
CI Property Management			-312.46		-3,896.24	\$ -4,208.70
Clean All Environmental Services Inc.					1,259.95	\$1,259.95
Fibre Stream					1,766.55	\$1,766.55
TOTAL	\$0.00	\$0.00	\$ -312.46	\$0.00	\$ -849.40	\$ -1,161.86

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TRANSACTION LIST BY SUPPLIER

February 2019

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10424161 Canada Inc.						
01-02-2019	Bill	549	Yes		2000 Accounts Payable	237.30
01-02-2019	Bill	547	Yes		2000 Accounts Payable	196.81
13-02-2019	Bill Payment (Cheque)	FCN_8736-01	Yes		1010 Cash Operating Account	-1,521.17
Ainger Cabling + Security						
13-02-2019	Bill Payment (Cheque)	FCN_8736-02	Yes		1010 Cash Operating Account	-161.53
Armstrong Monitoring						
13-02-2019	Bill Payment (Cheque)	FCN_8736-03	Yes		1010 Cash Operating Account	-440.70
CI Property Management						
01-02-2019	Bill	2789	Yes		2000 Accounts Payable	1,371.58
01-02-2019	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-1,371.58
13-02-2019	Bill Payment (Cheque)	FCN_8736-04	Yes		1010 Cash Operating Account	-902.49
Elevation Elevator Inc						
13-02-2019	Bill Payment (Cheque)	FCN_8736-05	Yes		1010 Cash Operating Account	-698.34
Enbridge-388 BOOTH ST						
08-02-2019	Bill	JAN08FEB052019	Yes		2000 Accounts Payable	1,909.95
14-02-2019	Bill Payment (Cheque)	RBCX3343	Yes		1010 Cash Operating Account	-1,909.95
Fibre Stream						
01-02-2019	Bill	31387930	Yes		2000 Accounts Payable	974.06
15-02-2019	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-974.06
Gore Mutual						
08-02-2019	Expense		Yes	Insurance GORE MUTUAL INS	1010 Cash Operating Account	-674.88
Independent Linen Service						
13-02-2019	Bill Payment (Cheque)	FCN_8737-01	Yes		1010 Cash Operating Account	-642.69
Optimum Mechanical Solutions						
13-02-2019	Bill Payment (Cheque)	FCN_8737-02	Yes		1010 Cash Operating Account	-1,133.39

Orkin Canada Corporation

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
13-02-2019	Bill Payment (Cheque)	FCN_8737-03	Yes		1010 Cash Operating Account	-55.37
Paramount Door & Window Service Inc.						
13-02-2019	Bill Payment (Cheque)	FCN_8737-04	Yes		1010 Cash Operating Account	-169.50
Priority Submetering Solutions						
13-02-2019	Bill Payment (Cheque)	FCN_8737-05	Yes		1010 Cash Operating Account	-224.41
Royal Bank						
01-02-2019	Deposit		Yes	Deposit interest	1020 Cash Reserve Fund	416.12
06-02-2019	Expense		Yes	Activity fee	1010 Cash Operating Account	-67.38
06-02-2019	Expense		Yes	Activity fee	1020 Cash Reserve Fund	-1.20
SBL ELECTRIC INC.						
13-02-2019	Bill Payment (Cheque)	FCN_8737-06	Yes		1010 Cash Operating Account	-233.16
SKY HIGH Cleaning and Restoration						
13-02-2019	Bill Payment (Cheque)	FCN_8737-07	Yes		1010 Cash Operating Account	-1,779.76
Waste Connections of Canada Inc.						
13-02-2019	Bill Payment (Cheque)	FCN_8737-08	Yes		1010 Cash Operating Account	-341.68

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GENERAL LEDGER

February 2019

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
1010 Cash Operating Account							
	Beginning Balance						13,095.37
01-02-2019	Payment		207 - Sonja Lishchynski		1100 Accounts Receivable	\$407.56	13,502.93
01-02-2019	Bill Payment (Cheque)		CI Property Management		2000 Accounts Payable	\$ -1,371.58	12,131.35
01-02-2019	Payment		Telus		1100 Accounts Receivable	\$1,055.43	13,186.78
01-02-2019	Payment		Parking 19A -Developer		1100 Accounts Receivable	\$47.34	13,234.12
01-02-2019	Payment		Parking 10A - Developer		1100 Accounts Receivable	\$47.34	13,281.46
01-02-2019	Payment		394 Booth - DNS Networks		1100 Accounts Receivable	\$294.58	13,576.04
01-02-2019	Payment		206 - Timothy Hack		1100 Accounts Receivable	\$327.69	13,903.73
01-02-2019	Payment		307 - Martin Dinan		1100 Accounts Receivable	\$360.22	14,263.95
01-02-2019	Payment		306 - Daniel Seens		1100 Accounts Receivable	\$375.03	14,638.98
01-02-2019	Payment		204 - Mrs. Liu		1100 Accounts Receivable	\$395.62	15,034.60
01-02-2019	Expense			Account transfer ACTR4903200173	4030 Contribution to Reserve Fund	\$ -4,584.42	10,450.18
01-02-2019	Payment		106 - Ruth Gmehlin		1100 Accounts Receivable	\$425.31	10,875.49
01-02-2019	Payment		108 - Ryan Pretty		1100 Accounts Receivable	\$433.62	11,309.11
01-02-2019	Payment		304 - David Crowe		1100 Accounts Receivable	\$442.96	11,752.07
01-02-2019	Payment		107 - Josie Bellissimo		1100 Accounts Receivable	\$472.64	12,224.71
01-02-2019	Payment		9 Balsam - Barb Virley		1100 Accounts Receivable	\$505.46	12,730.17
01-02-2019	Payment		301 Dev. Princiotta Tower Inc.		1100 Accounts Receivable	\$518.47	13,248.64
01-02-2019	Payment		202- Misako Gratton		1100 Accounts Receivable	\$534.61	13,783.25
01-02-2019	Payment		104 - T. Riley & Jasmine Craig		1100 Accounts Receivable	\$543.94	14,327.19
01-02-2019	Payment		101 - Francesco Papalia & Amanda Cambareri		1100 Accounts Receivable	\$554.87	14,882.06
01-02-2019	Payment		201 - Jennifer Carter		1100 Accounts Receivable	\$565.81	15,447.87
01-02-2019	Payment		302 - Orion Sheila Clark		1100 Accounts Receivable	\$581.94	16,029.81
01-02-2019	Payment		102 - Ron Mathews/C Rainey		1100 Accounts Receivable	\$585.64	16,615.45
01-02-2019	Payment		305 -Andash Developments (M.B.)		1100 Accounts Receivable	\$599.12	17,214.57
01-02-2019	Payment		303 Salvator Princiotta		1100 Accounts Receivable	\$715.17	17,929.74
01-02-2019	Payment		401 Salvator Princiotta		1100 Accounts Receivable	\$644.27	18,574.01
01-02-2019	Payment		403 Matthew & Marjorie Pritchard		1100 Accounts Receivable	\$640.74	19,214.75
01-02-2019	Payment		404 - Gilles Brisebois		1100 Accounts Receivable	\$639.91	19,854.66
01-02-2019	Payment		203 Dev.Princiotta Tower Inc.		1100 Accounts Receivable	\$620.50	20,475.16
01-02-2019	Payment		405 - Andrew Smith & Logan Marynissen		1100 Accounts Receivable	\$614.81	21,089.97
01-02-2019	Payment		205 Ingrid & James Payer		1100 Accounts Receivable	\$613.23	21,703.20
01-02-2019	Payment		402 Salvator Princiotta		1100 Accounts Receivable	\$600.29	22,303.49
05-02-2019	Cheque Expense	NSF	394 Booth - DNS Networks		1100 Accounts Receivable	\$ -294.58	22,008.91
06-02-2019	Expense		Royal Bank	Activity fee	5812 Administrative Expenses:Bank Charges	\$ -67.38	21,941.53
08-02-2019	Expense		Gore Mutual	Insurance GORE MUTUAL INS	5830 Administrative Expenses:Insurance Expense/General & Liability Insurance	\$ -674.88	21,266.65
13-02-2019	Bill Payment (Cheque)	FCN_8737-05	Priority Submetering Solutions		2000 Accounts Payable	\$ -224.41	21,042.24
13-02-2019	Payment		394 Booth - DNS Networks		1100 Accounts Receivable	\$339.58	21,381.82
13-02-2019	Bill Payment (Cheque)	FCN_8737-02	Optimum Mechanical Solutions		2000 Accounts Payable	\$ -1,133.39	20,248.43
13-02-2019	Bill Payment (Cheque)	FCN_8737-01	Independent Linen Service		2000 Accounts Payable	\$ -642.69	19,605.74
13-02-2019	Bill Payment (Cheque)	FCN_8736-04	CI Property Management		2000 Accounts Payable	\$ -902.49	18,703.25
13-02-2019	Bill Payment (Cheque)	FCN_8736-05	Elevation Elevator Inc		2000 Accounts Payable	\$ -698.34	18,004.91
13-02-2019	Bill Payment (Cheque)	FCN_8736-02	Ainger Cabling + Security		2000 Accounts Payable	\$ -161.53	17,843.38
13-02-2019	Bill Payment (Cheque)	FCN_8736-01	10424161 Canada Inc.		2000 Accounts Payable	\$ -1,521.17	16,322.21
13-02-2019	Bill Payment (Cheque)	FCN_8736-03	Armstrong Monitoring		2000 Accounts Payable	\$ -440.70	15,881.51
13-02-2019	Bill Payment (Cheque)	FCN_8737-08	Waste Connections of Canada Inc.		2000 Accounts Payable	\$ -341.68	15,539.83
13-02-2019	Bill Payment (Cheque)	FCN_8737-07	SKY HIGH Cleaning and Restoration		2000 Accounts Payable	\$ -1,779.76	13,760.07
13-02-2019	Bill Payment (Cheque)	FCN_8737-06	SBL ELECTRIC INC.		2000 Accounts Payable	\$ -233.16	13,526.91
13-02-2019	Bill Payment (Cheque)	FCN_8737-03	Orkin Canada Corporation		2000 Accounts Payable	\$ -55.37	13,471.54
13-02-2019	Bill Payment (Cheque)	FCN_8737-04	Paramount Door & Window Service Inc.		2000 Accounts Payable	\$ -169.50	13,302.04
14-02-2019	Bill Payment (Cheque)	RBCX3343	Enbridge-388 BOOTH ST		2000 Accounts Payable	\$ -1,909.95	11,392.09
15-02-2019	Expense			Bank Conf Fee	5812 Administrative Expenses:Bank Charges	\$ -40.00	11,352.09
15-02-2019	Bill Payment (Cheque)		Fibre Stream		2000 Accounts Payable	\$ -974.06	10,378.03
28-02-2019	Payment		Telus		1100 Accounts Receivable	\$1,055.43	11,433.46
Total for 1010 Cash Operating Account						\$ -1,661.91	
1020 Cash Reserve Fund							
	Beginning Balance						248,830.52
01-02-2019	Deposit			Account transfer 886 RFT	6000 Contribution from operating	\$4,584.42	253,414.94
01-02-2019	Deposit		Royal Bank	Deposit interest	R4012 Reserve Fund Interest Income	\$416.12	253,831.06
06-02-2019	Expense		Royal Bank	Activity fee	5812 Administrative Expenses:Bank Charges	\$ -1.20	253,829.86

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 1020 Cash Reserve Fund						\$4,999.34	
1100 Accounts Receivable							
Beginning Balance							1,055.43
01-02-2019	Payment		303 Salvator Princiotta		1010 Cash Operating Account	\$ -715.17	340.26
01-02-2019	Payment		401 Salvator Princiotta		1010 Cash Operating Account	\$ -644.27	-304.01
01-02-2019	Payment		403 Matthew & Marjorie Pritchard		1010 Cash Operating Account	\$ -640.74	-944.75
01-02-2019	Payment		404 - Gilles Brisebois		1010 Cash Operating Account	\$ -639.91	-1,584.66
01-02-2019	Payment		203 Dev.Princiotta Tower Inc.		1010 Cash Operating Account	\$ -620.50	-2,205.16
01-02-2019	Payment		405 - Andrew Smith & Logan Marynissen		1010 Cash Operating Account	\$ -614.81	-2,819.97
01-02-2019	Payment		205 Ingrid & James Payer		1010 Cash Operating Account	\$ -613.23	-3,433.20
01-02-2019	Payment		402 Salvator Princiotta		1010 Cash Operating Account	\$ -600.29	-4,033.49
01-02-2019	Payment		305 -Andash Developments (M.B.)		1010 Cash Operating Account	\$ -599.12	-4,632.61
01-02-2019	Payment		102 - Ron Mathews/C Rainey		1010 Cash Operating Account	\$ -585.64	-5,218.25
01-02-2019	Payment		302 - Orion Sheila Clark		1010 Cash Operating Account	\$ -581.94	-5,800.19
01-02-2019	Payment		201 - Jennifer Carter		1010 Cash Operating Account	\$ -565.81	-6,366.00
01-02-2019	Payment		101 - Francesco Papalia & Amanda Cambareri		1010 Cash Operating Account	\$ -554.87	-6,920.87
01-02-2019	Payment		104 - T. Riley & Jasmine Craig		1010 Cash Operating Account	\$ -543.94	-7,464.81
01-02-2019	Payment		202- Misako Gratton		1010 Cash Operating Account	\$ -534.61	-7,999.42
01-02-2019	Payment		301 Dev. Princiotta Tower Inc.		1010 Cash Operating Account	\$ -518.47	-8,517.89
01-02-2019	Payment		9 Balsam - Barb Virley		1010 Cash Operating Account	\$ -505.46	-9,023.35
01-02-2019	Payment		107 - Josie Bellissimo		1010 Cash Operating Account	\$ -472.64	-9,495.99
01-02-2019	Payment		304 - David Crowe		1010 Cash Operating Account	\$ -442.96	-9,938.95
01-02-2019	Payment		108 - Ryan Pretty		1010 Cash Operating Account	\$ -433.62	-10,372.57
01-02-2019	Payment		106 - Ruth Gmehlin		1010 Cash Operating Account	\$ -425.31	-10,797.88
01-02-2019	Payment		207 - Sonja Lishchynski		1010 Cash Operating Account	\$ -407.56	-11,205.44
01-02-2019	Payment		204 - Mrs. Liu		1010 Cash Operating Account	\$ -395.62	-11,601.06
01-02-2019	Payment		306 - Daniel Seens		1010 Cash Operating Account	\$ -375.03	-11,976.09
01-02-2019	Payment		307 - Martin Dinan		1010 Cash Operating Account	\$ -360.22	-12,336.31
01-02-2019	Payment		206 - Timothy Hack		1010 Cash Operating Account	\$ -327.69	-12,664.00
01-02-2019	Payment		394 Booth - DNS Networks		1010 Cash Operating Account	\$ -294.58	-12,958.58
01-02-2019	Payment		Parking 10A - Developer		1010 Cash Operating Account	\$ -47.34	-13,005.92
01-02-2019	Payment		Parking 19A -Developer		1010 Cash Operating Account	\$ -47.34	-13,053.26
01-02-2019	Payment		Telus		1010 Cash Operating Account	\$ -1,055.43	-14,108.69
01-02-2019	Invoice	2602	401 Salvator Princiotta		4005 Income:Common Element Fees	\$644.27	-13,464.42
01-02-2019	Invoice	2601	107 - Josie Bellissimo		4005 Income:Common Element Fees	\$472.64	-12,991.78
01-02-2019	Invoice	2600	Parking 10A - Developer		4010 Income:Parking Income	\$47.34	-12,944.44
01-02-2019	Invoice	2599	307 - Martin Dinan		4005 Income:Common Element Fees	\$360.22	-12,584.22
01-02-2019	Invoice	2598	204 - Mrs. Liu		4005 Income:Common Element Fees	\$395.62	-12,188.60
01-02-2019	Invoice	2597	Telus		4090 Income:Rooftop Rental	\$1,055.43	-11,133.17
01-02-2019	Invoice	2596	Parking 19A -Developer		4010 Income:Parking Income	\$47.34	-11,085.83
01-02-2019	Invoice	2595	302 - Orion Sheila Clark		4005 Income:Common Element Fees	\$581.94	-10,503.89
01-02-2019	Invoice	2594	108 - Ryan Pretty		4005 Income:Common Element Fees	\$433.62	-10,070.27
01-02-2019	Invoice	2593	206 - Timothy Hack		4005 Income:Common Element Fees	\$327.69	-9,742.58
01-02-2019	Invoice	2592	402 Salvator Princiotta		4005 Income:Common Element Fees	\$600.29	-9,142.29
01-02-2019	Invoice	2591	306 - Daniel Seens		4005 Income:Common Element Fees	\$375.03	-8,767.26
01-02-2019	Invoice	2590	9 Balsam - Barb Virley		4005 Income:Common Element Fees	\$505.46	-8,261.80
01-02-2019	Invoice	2589	201 - Jennifer Carter		4005 Income:Common Element Fees	\$565.81	-7,695.99
01-02-2019	Invoice	2588	207 - Sonja Lishchynski		4005 Income:Common Element Fees	\$407.56	-7,288.43
01-02-2019	Invoice	2587	203 Dev.Princiotta Tower Inc.		4005 Income:Common Element Fees	\$620.50	-6,667.93
01-02-2019	Invoice	2586	301 Dev. Princiotta Tower Inc.		4005 Income:Common Element Fees	\$518.47	-6,149.46
01-02-2019	Invoice	2585	404 - Gilles Brisebois		4005 Income:Common Element Fees	\$639.91	-5,509.55
01-02-2019	Invoice	2584	305 -Andash Developments (M.B.)		4005 Income:Common Element Fees	\$599.12	-4,910.43
01-02-2019	Invoice	2583	102 - Ron Mathews/C Rainey		4005 Income:Common Element Fees	\$585.64	-4,324.79
01-02-2019	Invoice	2582	106 - Ruth Gmehlin		4005 Income:Common Element Fees	\$425.31	-3,899.48
01-02-2019	Invoice	2581	303 Salvator Princiotta		4005 Income:Common Element Fees	\$715.17	-3,184.31
01-02-2019	Invoice	2580	405 - Andrew Smith & Logan Marynissen		4005 Income:Common Element Fees	\$614.81	-2,569.50
01-02-2019	Invoice	2579	403 Matthew & Marjorie Pritchard		4005 Income:Common Element Fees	\$640.74	-1,928.76
01-02-2019	Invoice	2578	205 Ingrid & James Payer		4005 Income:Common Element Fees	\$613.23	-1,315.53

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01-02-2019	Invoice	2577	101 - Francesco Papalia & Amanda Cambareri		4005 Income:Common Element Fees	\$554.87	-760.66
01-02-2019	Invoice	2576	202- Misako Gratton		4005 Income:Common Element Fees	\$534.61	-226.05
01-02-2019	Invoice	2575	304 - David Crowe		4005 Income:Common Element Fees	\$442.96	216.91
01-02-2019	Invoice	2574	104 - T. Riley & Jasmine Craig		4005 Income:Common Element Fees	\$543.94	760.85
01-02-2019	Invoice	2573	394 Booth - DNS Networks		4005 Income:Common Element Fees	\$294.58	1,055.43
05-02-2019	Cheque Expense	NSF	394 Booth - DNS Networks	February PAP returned for insufficient funds	1010 Cash Operating Account	\$294.58	1,350.01
08-02-2019	Invoice	2603	394 Booth - DNS Networks		4032 Income:NSF Fees charged to customers	\$45.00	1,395.01
13-02-2019	Payment		394 Booth - DNS Networks		1010 Cash Operating Account	\$ -339.58	1,055.43
28-02-2019	Payment		Telus		1010 Cash Operating Account	\$ -1,055.43	0.00
Total for 1100 Accounts Receivable						\$ -1,055.43	
1110 Provisions for doubtfull account							
Beginning Balance							-6.02
Total for 1110 Provisions for doubtfull account							
1115 Pread Insurance							
Beginning Balance							1,263.61
Total for 1115 Pread Insurance							
1116 Prepaid Elevator							
Beginning Balance							322.00
Total for 1116 Prepaid Elevator							
1117 Prepaid Expenses							
Beginning Balance							1,084.00
15-02-2019	Journal Entry	229		transfer of monthly prepaid to fire monitoring	-Split-	\$ -56.50	1,027.50
Total for 1117 Prepaid Expenses						\$ -56.50	
R1135 Reserve interest receivable							
Beginning Balance							214.00
Total for R1135 Reserve interest receivable							
R1300 Due from Operating Fund							
Beginning Balance							7,031.50
Total for R1300 Due from Operating Fund							
2000 Accounts Payable							
Beginning Balance							6,708.22
01-02-2019	Bill	547	10424161 Canada Inc.		5503 General Repairs and Maintenance:General Repairs & Maint	\$196.81	6,905.03
01-02-2019	Bill	31387930	Fibre Stream		-Split-	\$974.06	7,879.09
01-02-2019	Bill	549	10424161 Canada Inc.		5503 General Repairs and Maintenance:General Repairs & Maint	\$237.30	8,116.39
01-02-2019	Bill	2789	CI Property Management		5801 Administrative Expenses:Property Management Fees	\$1,371.58	9,487.97
01-02-2019	Bill Payment (Cheque)		CI Property Management		1010 Cash Operating Account	\$ -1,371.58	8,116.39
08-02-2019	Bill	JAN08FEB052019	Enbridge-388 BOOTH ST		5010 Utilities Expense:Gas	\$1,909.95	10,026.34
13-02-2019	Bill Payment (Cheque)	FCN_8736-02	Ainger Cabling + Security		1010 Cash Operating Account	\$ -161.53	9,864.81
13-02-2019	Bill Payment (Cheque)	FCN_8737-02	Optimum Mechanical Solutions		1010 Cash Operating Account	\$ -1,133.39	8,731.42
13-02-2019	Bill Payment (Cheque)	FCN_8737-01	Independent Linen Service		1010 Cash Operating Account	\$ -642.69	8,088.73
13-02-2019	Bill Payment (Cheque)	FCN_8737-03	Orkin Canada Corporation		1010 Cash Operating Account	\$ -55.37	8,033.36
13-02-2019	Bill Payment (Cheque)	FCN_8736-05	Elevation Elevator Inc		1010 Cash Operating Account	\$ -698.34	7,335.02
13-02-2019	Bill Payment (Cheque)	FCN_8736-04	CI Property Management		1010 Cash Operating Account	\$ -902.49	6,432.53
13-02-2019	Bill Payment (Cheque)	FCN_8736-03	Armstrong Monitoring		1010 Cash Operating Account	\$ -440.70	5,991.83
13-02-2019	Bill Payment (Cheque)	FCN_8737-08	Waste Connections of Canada Inc.		1010 Cash Operating Account	\$ -341.68	5,650.15
13-02-2019	Bill Payment (Cheque)	FCN_8737-07	SKY HIGH Cleaning and Restoration		1010 Cash Operating Account	\$ -1,779.76	3,870.39
13-02-2019	Bill Payment (Cheque)	FCN_8736-01	10424161 Canada Inc.		1010 Cash Operating Account	\$ -1,521.17	2,349.22
13-02-2019	Bill Payment (Cheque)	FCN_8737-04	Paramount Door & Window Service Inc.		1010 Cash Operating Account	\$ -169.50	2,179.72
13-02-2019	Bill Payment (Cheque)	FCN_8737-05	Priority Submetering Solutions		1010 Cash Operating Account	\$ -224.41	1,955.31
13-02-2019	Bill Payment (Cheque)	FCN_8737-06	SBL ELECTRIC INC.		1010 Cash Operating Account	\$ -233.16	1,722.15
14-02-2019	Bill Payment (Cheque)	RBCX3343	Enbridge-388 BOOTH ST		1010 Cash Operating Account	\$ -1,909.95	-187.80
15-02-2019	Bill Payment (Cheque)		Fibre Stream		1010 Cash Operating Account	\$ -974.06	-1,161.86
Total for 2000 Accounts Payable						\$ -7,870.08	
2010 Accrued Accounts Payable							
Beginning Balance							3,811.29
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -3,811.29	0.00
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$7,614.25	7,614.25
Total for 2010 Accrued Accounts Payable						\$3,802.96	
2020 Due to/from Reserve							
Beginning Balance							7,031.50
Total for 2020 Due to/from Reserve							
3200 Retained Earnings							
Beginning Balance							98,690.98
Total for 3200 Retained Earnings							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
R3200 Reserve Retained Earnings							
Beginning Balance							151,667.31
Total for R3200 Reserve Retained Earnings							
4000 Income							
4005 Common Element Fees							
Beginning Balance							28,028.02
01-02-2019	Invoice	2602	401 Salvator Princiotta		1100 Accounts Receivable	\$644.27	28,672.29
01-02-2019	Invoice	2601	107 - Josie Bellissimo		1100 Accounts Receivable	\$472.64	29,144.93
01-02-2019	Invoice	2573	394 Booth - DNS Networks		1100 Accounts Receivable	\$294.58	29,439.51
01-02-2019	Invoice	2574	104 - T. Riley & Jasmine Craig		1100 Accounts Receivable	\$543.94	29,983.45
01-02-2019	Invoice	2575	304 - David Crowe		1100 Accounts Receivable	\$442.96	30,426.41
01-02-2019	Invoice	2599	307 - Martin Dinan		1100 Accounts Receivable	\$360.22	30,786.63
01-02-2019	Invoice	2598	204 - Mrs. Liu		1100 Accounts Receivable	\$395.62	31,182.25
01-02-2019	Invoice	2595	302 - Orion Sheila Clark		1100 Accounts Receivable	\$581.94	31,764.19
01-02-2019	Invoice	2594	108 - Ryan Pretty		1100 Accounts Receivable	\$433.62	32,197.81
01-02-2019	Invoice	2593	206 - Timothy Hack		1100 Accounts Receivable	\$327.69	32,525.50
01-02-2019	Invoice	2592	402 Salvator Princiotta		1100 Accounts Receivable	\$600.29	33,125.79
01-02-2019	Invoice	2591	306 - Daniel Seens		1100 Accounts Receivable	\$375.03	33,500.82
01-02-2019	Invoice	2590	9 Balsam - Barb Virley		1100 Accounts Receivable	\$505.46	34,006.28
01-02-2019	Invoice	2589	201 - Jennifer Carter		1100 Accounts Receivable	\$565.81	34,572.09
01-02-2019	Invoice	2588	207 - Sonja Lishchynski		1100 Accounts Receivable	\$407.56	34,979.65
01-02-2019	Invoice	2587	203 Dev.Princiotta Tower Inc.		1100 Accounts Receivable	\$620.50	35,600.15
01-02-2019	Invoice	2586	301 Dev. Princiotta Tower Inc.		1100 Accounts Receivable	\$518.47	36,118.62
01-02-2019	Invoice	2585	404 - Gilles Brisebois		1100 Accounts Receivable	\$639.91	36,758.53
01-02-2019	Invoice	2584	305 -Andash Developments (M.B.)		1100 Accounts Receivable	\$599.12	37,357.65
01-02-2019	Invoice	2583	102 - Ron Mathews/C Rainey		1100 Accounts Receivable	\$585.64	37,943.29
01-02-2019	Invoice	2582	106 - Ruth Gmehlin		1100 Accounts Receivable	\$425.31	38,368.60
01-02-2019	Invoice	2581	303 Salvator Princiotta		1100 Accounts Receivable	\$715.17	39,083.77
01-02-2019	Invoice	2580	405 - Andrew Smith & Logan Marynissen		1100 Accounts Receivable	\$614.81	39,698.58
01-02-2019	Invoice	2579	403 Matthew & Marjorie Pritchard		1100 Accounts Receivable	\$640.74	40,339.32
01-02-2019	Invoice	2578	205 Ingrid & James Payer		1100 Accounts Receivable	\$613.23	40,952.55
01-02-2019	Invoice	2577	101 - Francesco Papalia & Amanda Cambareri		1100 Accounts Receivable	\$554.87	41,507.42
01-02-2019	Invoice	2576	202- Misako Gratton		1100 Accounts Receivable	\$534.61	42,042.03
Total for 4005 Common Element Fees						\$14,014.01	
4010 Parking Income							
Beginning Balance							189.36
01-02-2019	Invoice	2596	Parking 19A -Developer		1100 Accounts Receivable	\$47.34	236.70
01-02-2019	Invoice	2600	Parking 10A - Developer		1100 Accounts Receivable	\$47.34	284.04
Total for 4010 Parking Income						\$94.68	
4032 NSF Fees charged to customers							
08-02-2019	Invoice	2603	394 Booth - DNS Networks	Administration fee RE PAP returned for insufficient funds	1100 Accounts Receivable	\$45.00	45.00
Total for 4032 NSF Fees charged to customers						\$45.00	
4090 Rooftop Rental							
Beginning Balance							2,110.86
01-02-2019	Invoice	2597	Telus		1100 Accounts Receivable	\$1,055.43	3,166.29
Total for 4090 Rooftop Rental						\$1,055.43	
Total for 4000 Income						\$15,209.12	
4030 Contribution to Reserve Fund							
Beginning Balance							9,168.84
01-02-2019	Expense			Account transfer ACTR4903200173	1010 Cash Operating Account	\$4,584.42	13,753.26
Total for 4030 Contribution to Reserve Fund						\$4,584.42	
5000 Utilities Expense							
5010 Gas							
Beginning Balance							2,443.99
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -804.34	1,639.65
08-02-2019	Bill	JAN08FEB052019	Enbridge-388 BOOTH ST	FOR THE PERIOD Jan 08, 2019 - Feb 05, 2019	2000 Accounts Payable	\$1,909.95	3,549.60
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$1,568.89	5,118.49
Total for 5010 Gas						\$2,674.50	
5020 Hydro							
Beginning Balance							218.00
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -108.78	109.22
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$191.10	300.32
Total for 5020 Hydro						\$82.32	
5030 Water & Sewer							
Beginning Balance							1,470.22
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -778.42	691.80
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$1,419.47	2,111.27
Total for 5030 Water & Sewer						\$641.05	
5040 Telecom Expenses							
Beginning Balance							135.60
01-02-2019	Bill	31387930	Fibre Stream	Monthly telecom- February 2019	2000 Accounts Payable	\$67.80	203.40
Total for 5040 Telecom Expenses						\$67.80	
5050 Internet							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							1,812.52
01-02-2019	Bill	31387930	Fibre Stream	Monthly internet- February 2019	2000 Accounts Payable	\$906.26	2,718.78
Total for 5050 Internet						\$906.26	
Total for 5000 Utilities Expense						\$4,371.93	
5400 Contracts							
5405 Elevator/ Fire Panel Monitoring							
Beginning Balance							331.03
15-02-2019	Journal Entry	229		transfer of monthly prepaid to fire monitoring	-Split-	\$56.50	387.53
Total for 5405 Elevator/ Fire Panel Monitoring						\$56.50	
5410 Cleaning							
Beginning Balance							2,669.64
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$889.88	3,559.52
Total for 5410 Cleaning						\$889.88	
5412 Mat Service							
Beginning Balance							428.46
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -285.64	142.82
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$571.28	714.10
Total for 5412 Mat Service						\$285.64	
5415 Waste Removal							
Beginning Balance							683.36
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$341.68	1,025.04
Total for 5415 Waste Removal						\$341.68	
5440 HVAC							
Beginning Balance							375.16
Total for 5440 HVAC							
5455 Elevator Maintenance							
Beginning Balance							1,108.53
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -1,047.51	61.02
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$1,396.68	1,457.70
Total for 5455 Elevator Maintenance						\$349.17	
5470 Snow Removal							
Beginning Balance							786.60
01-02-2019	Journal Entry	230R		to reverse January accruals	-Split-	\$ -786.60	0.00
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$1,179.90	1,179.90
Total for 5470 Snow Removal						\$393.30	
5475 Pest Control							
Beginning Balance							166.11
28-02-2019	Journal Entry	ADJ2754		to record February accruals	-Split-	\$55.37	221.48
Total for 5475 Pest Control						\$55.37	
Total for 5400 Contracts						\$2,371.54	
5500 General Repairs and Maintenance							
5502 Emergency Calls							
Beginning Balance							169.50
Total for 5502 Emergency Calls							
5503 General Repairs & Maint							
Beginning Balance							2,825.63
01-02-2019	Bill	547	10424161 Canada Inc.	Maintenance.	2000 Accounts Payable	\$196.81	3,022.44
01-02-2019	Bill	549	10424161 Canada Inc.	Maintenance.	2000 Accounts Payable	\$237.30	3,259.74
Total for 5503 General Repairs & Maint						\$434.11	
5520 HVAC							
Beginning Balance							758.23
Total for 5520 HVAC							
Total for 5500 General Repairs and Maintenance						\$434.11	
5800 Administrative Expenses							
5801 Property Management Fees							
Beginning Balance							2,388.58
01-02-2019	Bill	2789	CI Property Management	PROPERTY MANAGEMENT FEES monthly management fee	2000 Accounts Payable	\$1,371.58	3,760.16
Total for 5801 Property Management Fees						\$1,371.58	
5810 Office Expenses							
Beginning Balance							902.49
Total for 5810 Office Expenses							
5812 Bank Charges							
Beginning Balance							127.28
06-02-2019	Expense		Royal Bank	Activity fee	1020 Cash Reserve Fund	\$1.20	128.48
06-02-2019	Expense		Royal Bank	Activity fee	1010 Cash Operating Account	\$67.38	195.86
15-02-2019	Expense			Bank Conf Fee	1010 Cash Operating Account	\$40.00	235.86
Total for 5812 Bank Charges						\$108.58	
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							1,349.76
08-02-2019	Expense		Gore Mutual	Insurance GORE MUTUAL INS	1010 Cash Operating Account	\$674.88	2,024.64
Total for 5830 Insurance Expense/General & Liability Insurance						\$674.88	
5832 Legal							
Beginning Balance							4,995.45
Total for 5832 Legal							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5800 Administrative Expenses						\$2,155.04	
6000 Contribution from operating							
Beginning Balance							9,168.84
01-02-2019	Deposit			Account transfer 886 RFT	1020 Cash Reserve Fund	\$4,584.42	13,753.26
Total for 6000 Contribution from operating						\$4,584.42	
R4012 Reserve Fund Interest Income							
Beginning Balance							799.01
01-02-2019	Deposit		Royal Bank	Deposit interest	1020 Cash Reserve Fund	\$416.12	1,215.13
Total for R4012 Reserve Fund Interest Income						\$416.12	

1010 Cash Operating Account, Period Ending 28-02-2019

RECONCILIATION REPORT

Reconciled on: 05-03-2019

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	13,095.37
Cheques and payments cleared (21)	-18,221.04
Deposits and other credits cleared (32)	16,559.13
Statement ending balance	11,433.46

Register balance as of 28-02-2019	11,433.46
Cleared transactions after 28-02-2019	0.00
Uncleared transactions after 28-02-2019	-4,584.42
Register balance as of 05-03-2019	6,849.04

Details

Cheques and payments cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2019	Bill Payment		CI Property Management	-1,371.58
01-02-2019	Expense			-4,584.42
05-02-2019	Cheque	NSF	394 Booth - DNS Networks	-294.58
06-02-2019	Expense		Royal Bank	-67.38
08-02-2019	Expense		Gore Mutual	-674.88
13-02-2019	Bill Payment	FCN_8737-02	Optimum Mechanical Solutions	-1,133.39
13-02-2019	Bill Payment	FCN_8737-01	Independent Linen Service	-642.69
13-02-2019	Bill Payment	FCN_8736-05	Elevation Elevator Inc	-698.34
13-02-2019	Bill Payment	FCN_8736-04	CI Property Management	-902.49
13-02-2019	Bill Payment	FCN_8736-03	Armstrong Monitoring	-440.70
13-02-2019	Bill Payment	FCN_8736-02	Ainger Cabling + Security	-161.53
13-02-2019	Bill Payment	FCN_8736-01	10424161 Canada Inc.	-1,521.17
13-02-2019	Bill Payment	FCN_8737-03	Orkin Canada Corporation	-55.37
13-02-2019	Bill Payment	FCN_8737-04	Paramount Door & Window ...	-169.50
13-02-2019	Bill Payment	FCN_8737-05	Priority Submetering Solutions	-224.41
13-02-2019	Bill Payment	FCN_8737-06	SBL ELECTRIC INC.	-233.16
13-02-2019	Bill Payment	FCN_8737-07	SKY HIGH Cleaning and Re...	-1,779.76
13-02-2019	Bill Payment	FCN_8737-08	Waste Connections of Canad...	-341.68
14-02-2019	Bill Payment	RBCX3343	Enbridge-388 BOOTH ST	-1,909.95
15-02-2019	Expense			-40.00
15-02-2019	Bill Payment		Fibre Stream	-974.06

Total -18,221.04

Deposits and other credits cleared (32)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2019	Receive Payment		402 Salvator Princiotta	600.29
01-02-2019	Receive Payment		205 Ingrid & James Payer	613.23
01-02-2019	Receive Payment		405 - Andrew Smith & Logan...	614.81
01-02-2019	Receive Payment		203 Dev.Princiotta Tower Inc.	620.50
01-02-2019	Receive Payment		404 - Gilles Brisebois	639.91
01-02-2019	Receive Payment		403 Matthew & Marjorie Pritc...	640.74
01-02-2019	Receive Payment		401 Salvator Princiotta	644.27
01-02-2019	Receive Payment		303 Salvator Princiotta	715.17
01-02-2019	Receive Payment		305 -Andash Developments (...)	599.12
01-02-2019	Receive Payment		102 - Ron Mathews/C Rainey	585.64
01-02-2019	Receive Payment		302 - Orion Sheila Clark	581.94
01-02-2019	Receive Payment		201 - Jennifer Carter	565.81
01-02-2019	Receive Payment		101 - Francesco Papalia & A...	554.87
01-02-2019	Receive Payment		104 - T. Riley & Jasmine Craig	543.94
01-02-2019	Receive Payment		202- Misako Gratton	534.61
01-02-2019	Receive Payment		301 Dev. Princiotta Tower Inc.	518.47
01-02-2019	Receive Payment		9 Balsam - Barb Virley	505.46

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2019	Receive Payment		107 - Josie Bellissimo	472.64
01-02-2019	Receive Payment		304 - David Crowe	442.96
01-02-2019	Receive Payment		108 - Ryan Pretty	433.62
01-02-2019	Receive Payment		106 - Ruth Gmehlin	425.31
01-02-2019	Receive Payment		207 - Sonja Lishchynski	407.56
01-02-2019	Receive Payment		204 - Mrs. Liu	395.62
01-02-2019	Receive Payment		306 - Daniel Seens	375.03
01-02-2019	Receive Payment		307 - Martin Dinan	360.22
01-02-2019	Receive Payment		206 - Timothy Hack	327.69
01-02-2019	Receive Payment		394 Booth - DNS Networks	294.58
01-02-2019	Receive Payment		Parking 10A - Developer	47.34
01-02-2019	Receive Payment		Telus	1,055.43
01-02-2019	Receive Payment		Parking 19A -Developer	47.34
13-02-2019	Receive Payment		394 Booth - DNS Networks	339.58
28-02-2019	Receive Payment		Telus	1,055.43

Total				16,559.13
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Additional Information

Uncleared cheques and payments after 28-02-2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2019	Expense			-4,584.42

Total				-4,584.42
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ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

RBBD30000_1117517 E D 00576 00094

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

January 31, 2019 to February 28, 2019

Account number: 00576 100-857-2

How to reach us:

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

Account Summary for this Period

Business Current Account

Royal Bank of Canada

200 ELGIN ST-MAIN FLR, OTTAWA, ON K2P 1L5

Opening balance on January 31, 2019	\$13,095.37
Total deposits & credits (4)	+ 16,559.13
Total cheques & debits (9)	- 18,221.04
Closing balance on February 28, 2019	= \$11,433.46

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			13,095.37
01 Feb	Direct Payment (PAD's) service total GRADS4462110000		14,108.69	27,204.06
	eCheque deposit 18969		1,055.43	
	Account transfer ACTR4903200173	4,584.42		
	Misc Payment CAPITAL INTEGRA	1,371.58		22,303.49
05 Feb	Pre-authorized payment returns GRADS4462110000	294.58		22,008.91
06 Feb	Activity fee	67.38		21,941.53
08 Feb	Insurance GORE MUTUAL INS	674.88		21,266.65
13 Feb	Direct Payment (PAD's) service total GRADS4462110000		339.58	21,606.23
	Direct Deposits (PDS) service total GRADS8978210000	8,304.19		13,302.04
14 Feb	Bill payment - 3343 ENBRIDGE GAS IN	1,909.95		11,392.09



Business Account Statement

January 31, 2019 to February 28, 2019
Account number: 00576 100-857-2

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
15 Feb	Bank Conf Fee	40.00		
	Internet Acc. Pymt FibreStream Inc PAP <DEFTPYMT>	974.06		10,378.03
28 Feb	eCheque deposit 18969		1,055.43	11,433.46
	Closing balance			11,433.46

Account Fees: \$107.38

Monthly Reserve Report

OCSCC 886

February 2019

MONTHLY RESERVE FINANCIAL REPORT SUMMARY

OCSCC 886

February 2019

Revenue

100% of the contributions to the Reserve Fund were made for the month.

Expenses

There were no reserve fund expenses during the month.

Conclusion

The condo corporation is within budget.

OCSCC #886

PROFIT AND LOSS

February 2019

	TOTAL
OTHER INCOME	
6000 Contribution from operating	4,584.42
R4012 Reserve Fund Interest Income	416.12
Total Other Income	\$5,000.54
PROFIT	\$5,000.54

OCSCC #886

PROFIT AND LOSS

December 2018 - February 2019

	TOTAL
OTHER INCOME	
6000 Contribution from operating	13,753.26
R4012 Reserve Fund Interest Income	1,215.13
Total Other Income	\$14,968.39
PROFIT	\$14,968.39

OCSCC #886

1020 Cash Reserve Fund, Period Ending 28-02-2019

RECONCILIATION REPORT

Reconciled on: 05-03-2019

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	248,830.52
Cheques and payments cleared (1)	-1.20
Deposits and other credits cleared (2)	5,000.54
Statement ending balance	253,829.86

Register balance as of 28-02-2019	253,829.86
Cleared transactions after 28-02-2019	0.00
Uncleared transactions after 28-02-2019	4,584.42
Register balance as of 05-03-2019	258,414.28

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-02-2019	Expense		Royal Bank	-1.20

Total -1.20

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2019	Deposit			4,584.42
01-02-2019	Deposit		Royal Bank	416.12

Total 5,000.54

Additional Information

Uncleared deposits and other credits after 28-02-2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-03-2019	Deposit			4,584.42

Total 4,584.42



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

Business Account Statement

RBDDA30000_1117517 E D 00576 00096

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

January 31, 2019 to February 28, 2019

Account number: 00576 100-873-9

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada

200 ELGIN ST-MAIN FLR, OTTAWA, ON K2P 1L5

Opening balance on January 31, 2019	\$248,830.52
Total deposits & credits (2)	+ 5,000.54
Total cheques & debits (1)	- 1.20
Closing balance on February 28, 2019	= \$253,829.86

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			248,830.52
01 Feb	Account transfer 886 RFT		4,584.42	253,414.94
	Deposit interest		416.12	253,831.06
06 Feb	Activity fee	1.20		253,829.86
	Closing balance			253,829.86

Deposit Interest Earned: \$416.12

Account Fees: \$1.20



Nancy Houle, Tel: (613) 231-8222, Fax: (613) 788-3677, nancy@davidsoncondolaw.ca

February 26, 2019

BY- EMAIL (amakuch@cimanagement.ca)

Board of Directors
Ottawa-Carleton Standard Condominium Corporation No. 886

Attention: Anne Mukuch

Dear Anne and Members of the Board:

**Re: Ottawa-Carleton Standard Condominium Corporation No. 886
By-Law No. 4 - Insurance Deductibles By-Law
Our File No. 33680-2**

As requested, I am attaching a draft By-law No. 4 (respecting insurance deductibles on the corporation's property insurance policy) for your review and consideration. I am also attaching an Explanation Note, which I hope you will find helpful. [You may wish to give copies of the Explanation Note to your owners.] I am also attaching a note about providing notice to owners and purchasers respecting the deductible on the corporation's policy.

Validity of By-Law

I have reviewed the corporation's declaration and current by-laws. In our opinion, our insurance deductible by-law is valid and enforceable, and is consistent with the *Condominium Act*.

Having said the foregoing, we must add the following cautionary note:

Under anticipated amendments to the *Condominium Act*, it will (sometime soon) no longer be possible to pass such by-laws. Instead, (when the anticipated amendments to the *Condominium Act* come into force) an amendment to the Declaration will be required to achieve these purposes. However, any existing by-laws of this sort *might* be grandfathered by the province at that time.

I also add the following notes.

You will see that I have highlighted a phrase in the draft by-law. This is an "optional" phrase which you may or may not decide to include in the by-law. I explain as follows:

"provided the source of the damage is also within that unit"

I find that some owners like to see this phrase included in the by-law. Some owners feel that they should never be held responsible for any damage which arises from a source which is outside of their unit.

The counter-argument, however, is that owners should be responsible for any damage to the unit unless someone else can be shown to be at fault. Furthermore, owners certainly can obtain insurance covering the risk of damage to the unit, even if the source of the damage is outside of the unit.

[Note: You should check to see if you have any Rules dealing with responsibility for insurance deductibles. If so, those Rules should be repealed. Responsibility for the deductible should only be addressed in the By-Law, attached.]

I welcome your comments and instructions respecting this “optional” phrase.

Yours very truly,



Nancy Houle
/jg



Anne Makuch <amakuch@cimanagement.ca>

RE: 886 - Water access on balconies

Nancy Houle <Nancy@davidsoncondolaw.ca>
To: Anne Makuch <amakuch@cimanagement.ca>

Mon, Feb 4, 2019 at 9:57 AM

Hello Anne,

Thank you so much for your email, and your additional comments. It is my view, Anne, that the Corporation does have a right to remove the taps located on the balconies – which are “modifications to the common elements” for the following reasons:

- a. At this time, the taps are essentially “unauthorized” modifications to the common elements (unless they are for the Corporation’s use);
- b. There is no record of these installations being authorized by the Corporation;
- c. There is no section 98 Agreement to govern the installation (subject to confirmation by search of title);
- d. The existence of the taps is resulting in the potential for damage to the common elements and other units within the Corporation.

It appears, based on the information available, that the taps were likely installed by the Builder as an upgrade at the request of the unit owners. Fortunately, however, the Corporation is not bound by any “deals” which the Builder made with individual unit owners, particularly when no Agreement was prepared, signed, or registered to govern the modifications. [Had an Agreement been registered, it would be a different situation.]

Having said the foregoing, if the owner (or previous owner) did negotiate some kind of a deal with the Builder, it is possible that they may be quite upset that the taps are now being removed. To limit the risks of claims, and hopefully reduce the possibility of a dispute, I recommend that the Corporation absorb the costs of the removal of the taps. If the Board does think that either of the owners will be very angry about the removal, it is also a good idea to send a detailed letter to the owner explaining why the Corporation has the right to remove, and that the Corporation will be covering the cost, to set the Corporation up for a good “defence” in case the owner were ever to start legal proceedings against the Corporation. [Anne, as you know, even if there is no merit to such claims, it doesn’t prevent owners from commencing them.] I am certainly pleased to assist in drafting the letters to the owners, if desired.

The alternative approaches are:

- a. Have a locking mechanism installed over the taps so that they can only be accessed by the Corporation, and take the position that the taps are only to be used by the Corporation; or
- b. Allow the taps to remain and be used by the owners, but take the necessary steps to have a Section 98 Agreement prepared and registered on title to make the owner responsible for all costs resulting from the modification. [The challenge in this case is that the owner would still be entitled to the standard property insurance coverage resulting from any water escape, so it would not reduce the risk of insurance claims.]

Anne, I hope that the foregoing is helpful. If the Board would like me to prepare a draft letter to each of the owners, please do not hesitate to let me know.

Cheers,

Nancy

Nancy Houle

Lawyer

Davidson Houle Allen LLP Condominium Law



NEW ADDRESS: 410 Laurier Avenue West, Suite 800 Ottawa, Ontario K1R 1B7
Tel/Tél: 613-231-8222 | Fax/Téléc: 613-788-3677

Venture Business Centre **556 O'Connor Drive, Kingston, ON K7P 1B7**
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From: Anne Makuch <amakuch@cimanagement.ca>
Sent: January 28, 2019 12:54 PM
To: Nancy Houle <Nancy@davidsoncondolaw.ca>
Subject: Re: 886 - Water access on balconies

Hi Nancy,

Thanks for getting back to me. I will answer your questions below in red:

1. Do you know who installed and/or when these taps were installed? **We don't have information regarding this. The Board members were surprised that the taps existed as they claim not to have one on their balconies. I'm assuming they were installed by the developer.**
2. Were they installed for the benefit of the Corporation (i.e. to be used for Corporate purposes if needed), OR
3. Were they installed for the benefit of the Owner? **This is unknown. The corporation would likely have no use for them, though and it is unsure whether it was a request by the original unit owners possibly?**
4. If they were installed for the benefit of the Owner, is there a section 98 Agreement that governs them? **There is no agreement that we are aware of.**

Anne Makuch, Property Manager

General License # 0001697755-TGL

Capital Integral Property Management

ACMO 2000 Certified

Web: www.cimanagement.ca Tel: 613-722-1232 ext. 109 Fax: 1-613-651-0306

To reach your management team for any service please 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 the service345@cimanagement.ca email.



On Fri, Jan 25, 2019 at 3:19 PM Nancy Houle <Nancy@davidsoncondolaw.ca> wrote:

Hi Anne,

Thank you so much for your email. Anne, I have a few questions in order to confirm our opinion:

1. Do you know who installed and/or when these taps were installed?
2. Were they installed for the benefit of the Corporation (i.e. to be used for Corporate purposes if needed), OR
3. Were they installed for the benefit of the Owner?
4. If they were installed for the benefit of the Owner, is there a section 98 Agreement that governs them?

Cheers,

Nancy

[Nancy Houle](#)

Lawyer

Davidson Houle Allen LLP Condominium Law



NEW ADDRESS: 410 Laurier Avenue West, Suite 800 Ottawa, Ontario K1R 1B7
Tel/Tél: 613-231-8222 | Fax/Télé: 613-788-3677

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From: Anne Makuch <amakuch@cimanagement.ca>
Sent: January 24, 2019 1:01 PM
To: Nancy Houle <Nancy@davidsoncondolaw.ca>
Subject: 886 - Water access on balconies

Hi Nancy,

The Board of OCSCC 886 asked me to reach out to you regarding water taps that are located on the balconies of two units (206 and 207). As far as they are aware water taps do not exist on other unit balconies in the building. They would like to know if they can legally remove access to water flowing from these taps being that they are located on exclusive use common elements.

The reason for this is that there have been two occasions this past summer where each of these unit owners or residents of these units used the taps and the flowing water damaged the fire panel below in the service room in the basement. In one instance the resident forgot to turn the tap off and the non-stop water flow found its way into that room. In the other instance, the resident was using a power-washer on the balcony. The condo corporation does not have an insurance deductible bylaw (which I am recommending they have adopted at their next AGM) and since the cost of each replacement was under their deductible the condo corporation bore the cost of each replacement.

While the residents were informed of what happened and warned about using the taps, the Board is asking if they can just have them removed in order to avoid this ever happening again.

Nancy, please let me know if you need anything further from me (documents/clarification) in order to provide your opinion.

Thank you.

Kind regards,

Anne Makuch, Property Manager

General License # 0001697755-TGL

Capital Integral Property Management

ACMO 2000 Certified

Web: www.cimanagement.ca Tel: 613-722-1232 ext. 109 Fax: 1-613-651-0306

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If your building name is OCSCC No. 345, then use the service345@cimanagement.ca email.



Ottawa-Carleton Standard Condominium Corporation No. 886

Explanation Note

Insurance Deductibles Bylaw

Condominium Corporations must arrange insurance on their own behalf and on behalf of all owners. The insurance covers the common elements and also the units (not including betterments or improvements). The insurance is always subject to a deductible. The deductible is simply an amount of each loss which is not covered by the insurance.

The question is: When damage results from an insured event, who should pay the deductible?

Under the *Condominium Act*, the general rule is that the deductible on the Corporation's policy is a common expense, which accordingly must be paid by the Condominium Corporation (and therefore shared by all owners) - except for damage caused by an owner or tenant to their own unit.

Many condominium Directors and Owners feel that it makes most sense for the owner to pay the deductible in the following circumstances:

1. Where the owner, or an occupant of the unit, or a guest or agent of the owner, causes damage to any part of the property.
2. Where there is damage to the owner's unit caused by an accident.

This is based upon the following reasoning:

1. Owners should be responsible for all uninsured damage which they cause or which is caused by the occupants, guests or agents of the owner.
2. Owners should be responsible for uninsured, accidental damage caused to the owner's unit. (Owners are responsible for their own units.)
3. Owners can buy their own insurance covering these risks (i.e., the risks that the owner may be responsible for the deductible on the Corporation's policy). In fact, we have reviewed many condominium unit owner insurance policies and many such policies provide standard coverage for these risks. (Most unit policies include basic liability protection for the owner, as well as "additional" or "contingent" property insurance coverage for the owner's unit.)

In summary, unit owners can buy insurance covering these risks and many unit policies currently provide for such. In any event, each unit owner should confirm this

with his or her own broker. (In some cases, the owner may have to pay a small additional premium to obtain this coverage.)

Again, however, we note the following: **If owners are generally paying for these insurance risks, it makes sense to utilize that insurance. This reduces the overall uninsured loss. This is possible only if owners are held responsible for the deductible.**

Another important consideration is as follows: If owners have increased responsibility (ie. increased responsibility for the corporation's deductible), then this may reduce claims – because owners may do more to avoid or to minimize insured events.

Under the *Condominium Act*, these concepts can be retained (at present) only if the corporation passes a by-law for this purpose. That is the purpose of the proposed By-law.

IN SUMMARY: The proposed Bylaw says that owners are responsible for the deductible on the corporation's policy in the following circumstances:

1. Where the owner, or an occupant of the owner's unit, or a guest or agent of the owner, causes damage to any part of the property.
2. Where the damage is caused to the owner's unit by an accident. **Note, however, that the by-law can also say that owners will only be held responsible for accidental damage to their units if the source of the damage is also within that unit, if desired. This is an optional revision to the by-law.**

The By-law also says that the Corporation is responsible for the deductible if the Corporation causes the damage.

FURTHER NOTE:

Under anticipated amendments to the *Condominium Act*, it will (sometime soon) no longer be possible to pass such by-laws. Instead, (when the anticipated amendments to the *Condominium Act* come into force) an amendment to the Declaration will be required to achieve these purposes. However, any existing by-laws of this sort *might* be grandfathered by the province at that time.

The Deductible on the Corporation's Insurance Policy

Provide Notice to Owners and Purchasers

We recommend that condominium corporations advise owners, in writing, of the amount of the deductible on the corporation's insurance policy and then promptly provide written notice, to all owners, of any change in the deductible.

[As a standard practice, it would also be a good idea to simply include this information with each AGM notice.]

This is a good idea whether or not the corporation has passed an insurance deductibles by-law.

Owners may be held responsible for the deductible - either under the terms of the Condominium Act, or under more extensive circumstances set out in an insurance deductibles by-law. In either case, it is a good idea to ensure that owners are aware of the amount of the deductible on the corporation's policy. [If the corporation has passed a by-law, the by-law will often say that the corporation is obligated to give this notice to the owners.]

It is also a good idea to include this information (the amount of the deductible) with any status certificate issued by the corporation to prospective purchasers and mortgagees. Perhaps the simplest way to achieve this is to ask the insurer to include the information, about the deductible, in the insurance certificate (a copy of which must be attached to every status certificate).

Schedule "A"

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

BY-LAW NO. 4

BE IT ENACTED as By-law No. 4 (being a By-law respecting insurance deductibles) of Ottawa-Carleton Standard Condominium Corporation No. 886 (hereinafter referred to as the "Corporation") as follows:

ARTICLE I. DEFINITIONS

All words used herein which are defined in the *Condominium Act*, 1998, or any successor, ("the Act") shall have ascribed to them the meanings set out in the Act as amended from time to time.

In this By-law, the term "deductible" means: The amount that is the lesser of the cost of repairing the damage and the deductible limit of the insurance policy obtained by the Corporation (in the case of an insurable event under the said policy). Note that a deductible (and a deductible loss) can exist whether or not the corporation decides to make an insurance claim.

ARTICLE II. SECTION 105(3) OF THE ACT

This By-law is passed pursuant to Section 105(3) of the Act, to extend the circumstances under which a deductible loss, as described in Article III, shall be added to the common expenses payable for an owner's unit.

ARTICLE III. INSURANCE DEDUCTIBLES

- (1) Property insurance for the units and common elements (excluding improvements) is obtained and maintained by the Corporation (the "Master Policy"), but is subject to a loss deductible clause.
- (2) The Master Policy accordingly does not cover any loss, or portion of a loss, falling within such deductible. Responsibility for any such loss shall be determined as follows:
 - (a) Any deductible loss relating to damage to a unit (whether or not there has been an act or omission by the owner or lessee of the unit) shall be the responsibility of the owner of the unit, and shall be added to the common expenses payable for the owner's unit [in accordance with Article III (4)], **OPTIONAL: provided the source of the damage is also within that unit**.

- (b) Any other deductible loss shall be the responsibility of the Corporation.
- (3) Notwithstanding the foregoing,
 - (a) each unit owner shall indemnify and save harmless the Corporation and all other owners from any deductible loss (under the Master Policy) related to damage resulting from an act or omission of the owner, or his or her invitees, agents, contractors or occupants of the unit. (Accordingly, if any such damage is caused to any part of the property, any related deductible loss under the Master Policy shall be added to the common expenses payable for the owner's unit, in accordance with Article III(4)).
 - (b) the Corporation shall indemnify and save harmless each unit owner from any deductible loss resulting from an act or omission of the Corporation or its directors, officers, agents, contractors or employees.
- (4) Any amounts owing to the Corporation by a unit owner by virtue of the terms of this by-law shall be added to the common expenses payable by such unit owner and shall be collectible as such, including by way of condominium lien.
- (5) Each owner shall obtain and maintain insurance, including personal liability insurance, covering the owners' risks as set forth in this by-law.
- (6) The Corporation shall promptly provide written notice of any change in the deductible related to the Master Policy to all owners.

ARTICLE IV. MISCELLANEOUS

- (1) Invalidity: The invalidity of any part of this By-law shall not impair or affect in any manner the validity and enforceability or effect of the balance hereof.
- (2) Waiver: No restriction, condition, obligation or provision contained in this By-law shall be deemed to have been abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches thereof which may occur.
- (3) Headings: The headings in the body of this By-law form no part thereof but shall be deemed to be inserted for convenience of reference only.
- (4) Alterations: This By-law or any part thereof may be varied, altered or repealed by a By-law passed in accordance with the provisions of the Act, and the Declaration.

- (5) Preparation: This document was prepared in the year 2019 by Davidson Houle Allen LLP Condominium Law in conjunction with the corporation.

The foregoing By-law is hereby passed by the Directors and confirmed by the owners pursuant to the *Condominium Act, 1998*, of Ontario.

DATED this day of , 2019.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

Print Name:

Print Title:

I have authority to bind the Corporation

ESTIMATE



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

TO: Capital Integral Property Management
904 Lady Ellen Place
Ottawa, Ontario
K1Z 5L5
Attn: Anne Makuch

Date: 11-MAR-19

RE: Installation of keypad access control on front exterior door - 390 Booth Street - Estimate #19-03-11B

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Supply and install keypad access control on front exterior door to control vagrancy	1	\$3,695.00	\$3,695.00
Includes:			
Labour to install cable for access control on one (1) door	1		
Labour to install one (1) electric strike and one (1) keypad	1		
Labour to install one (1) crash bar for free egress on exterior door	1		
Labour to install one (1) pull handle on exterior of door	1		
Labour to commission and test one (1) keypad access control door	1		
ICT WX 2-door access control kit	1		
ICT keypad card reader combo	1		
HES 9600 surface mount electric strike	1		
Dorex 8500 series crash bar	1		
9" aluminum door pull handle	1		
8" ceiling hatch	2		
6C/22 FT6 cable	100'		
2C/18 FT6 cable	100'		
Miscellaneous	1		
Prices valid for thirty (30) days from date of estimate			
One year guarantee parts & labour			
		*TOTAL	\$3,695.00

*TAXES NOT INCLUDED

1. Address inquiries to:

Jon Berry
Ainger Cabling + Security
1742 Woodward Drive
Ottawa, ON K2C 0P8

2. Terms are: Net thirty (30) days

Accepted by

Date

Financing Plans Available

		Item	Action 1	STATUS	NOTES	Responsible
1	July 24	Unit 204 - Court adjourned to October 30 - some progress made in unit.	Orkin tech says condition of unit must be maintained. Next date of inspection and treatment August 1 - 1 p.m.. -- Notice to 204 given by lawyer. Treatments in 203 and 304 should also take place - to be notified. OMS to document with Orkin. Condition in 204 improved with respect to clutter and quantity of roaches but requires further treatments and continued upkeep.	New court date set for Feb 12, 2019 as owner has retained lawyer		
	September 12	Unit 204 -Orkin and OMS performed inspections and treatments in unit 204 and surrounding units. No cockroaches detected. Unit 204 has much improved. Next inspection in October.	The condo lawyer indicated that the owner of 204 is considering moving her mother out of the building and will likely request that the chargebacks be diminished if she does move her mother out of the building.			
			DHA was advised of Board's agreement to settle for 10k on the condition that the unit owner's mother moves out. DHA agrees that this is a reasonable offer and is presenting it to the unit owner's lawyer. January 16th DHA lawyer reported that owner of 204 agrees to pay only \$5,000 and says they are in the process of moving her mother out. DHA recommends suggesting that remainder of amount owing should come from sale of the unit or leasing of the unit and could be repaid on a payment plan. There are always risks of going to court and mounting legal fees. Board to decide.	In progress	- Board decision is to go to court and not accept this offer of \$5000. Owner will possibly settle for \$10,000 with a payment plan. Waiting to hear from DHA on settlement.	
					Owner settled for \$10,000. Post-dated cheques received. Board signed release. Three originally signed releases to be provided at Board meeting to be sent to owner's lawyer.	
2	August 29	Unit 104 reported AC not working - owner got a contractor to repair.	Contractor reported a leak in the line somewhere between roof and 1st floor. Need to investigate responsibility for repair. Contractor is providing estimate	Nothing further heard from owner of 104		
		Owner of 104 requested that the condo corporation help with the cost of repairing drywall in the common elements and possibly other units as his AC unit is not working and the HVAC company would require cutting through drywall at various places in the building from the roof down to the first floor. The Board was provided with a excerpt from the Declaration with respect to responsibility for repairs and conduits that serve only one unit. The Board felt that this was the unit owner's cost responsibility. This was conveyed to the owner. He requested the Board email, which was provided to him.	Have not heard any further from owner regarding repairs to the unit's AC			
3	Sep 18	Met on site with LA Group to inspect windows in 302, 307 and 102	Awaiting report from LA Group - they will try to source replacement of bottom pane which seems to be the issue. Brock Thom will contact the technician who has done work on the building in the past to see if he can shed some light on the root of the problem.			
			Received confirmation from LA Group that they have source the windows to Cahill Commercial. LA Group recommended we contact Cahill to request a service crew come to the building to review the issue. Waiting to hear back from Cahill and have sent follow-up request.	Cahill unresponsive. Contacted Paramount Windows who will be on site December 3		
			Paramount provided opinion that 102 window should be changed - waiting for spring. Suggested that 302 was likely condensation from unit conditions but could be lack of insulation. Owner wanted LA Group to do the insulation investigation but they are not available until the spring. Owner was offered for OMS to do the investigation if they want it done sooner. Owner declined to have OMS do the inspection as he doesn't believe they would be reliable. He suggested contacting a window installer (which is what Cahill is and who was involved in installing the windows originally).	- try another window company or confirm 302 can wait until spring	LA Group visited in late March and we are awaiting the report.	
4	October 4	Look into disabling water connection 206 and 207 balconies	Looked into Declaration to see whether or not this is identified. It is unclear whether unit was sold with this feature, although balconies are designated exclusive to the owner in the Declaration. Recommend getting a legal opinion.			
			Requested legal opinion from DHA. They had question re: who installed the taps (assuming the developer); for what purpose (assuming owner use - there is no mention of the taps in the declaration); whether there was a Section 98 Agreement governing them (there was no such agreement on file.)	DHA legal opinion provided to Board and included with Board material.		
5	December 4	Doors need to be rekeyed (5)	3 doors on booth, pedestrian door balsam, and bicycle room door.		Make an implementation plan for the rekeying, date for production of keys, notice to residents, etc.,	
			Arrangements were made with City lock to produce new keys. Residents were given a span of two weeks to pick up keys by Jan 25. Property Administrator was on site Saturday, Jan 26 to provide keys to those who could not make it and all keys have not yet been distributed (some were picking up on Jan 28th. Once all keys are distributed the locks will be changed and owners notified.	Completed	Made phone calls and emails to those who had not yet picked up their keys. Once all keys picked up scheduled the re-keying. Re-keying completed March 13. There were several issues with the cylanders and the re-keying took longer than expected and took several hours and the dinner hour. OMS was required to be on site to guard the doors while the re-keying was taking place. Due to the extra work the invoice was more than originally anticipated. The handle on the man door beside the overhead door was also replaced as it was broken off.	

		Item	Action 1	STATUS	NOTES	Responsible
6	Jan 22/19	Burnt out light reported in garage and along the garage ramp - flickering. Also circular light on ceiling lobby burnt.	OMS to replace burnt lights on ramp. Garage light and lobby light are ballast issues and the electrician to repair. Electrician ordered drivers for the lights and will repair as soon as shipment received.	In process		
7	Jan 23/19	Report that garage door hit car on its way out because it slid back due to ice on ramp.	The snow clearing was an issue on Jan 23 with heavy falling snow. The ramp heater was not heating properly.	Completed	Obtain second opinion - whether condo is responsible. Opinion from Yawar said no, it is an insurable event.	
		Garage ramp heater sensor	Met Optimum on site and they cleaned parts on the sensor to see if that would work but they ordered a part to properly fix it as it is not functioning as it should. They had to override the sensor until they get the part to fix it.	Completed	It turns out it was the aerial sensor which Optimum did not install. Found that Baxtec did. Baxtec was called and repaired the sensor i it had been obstructed.	
			Property Administrator is checking camera footage to view what happened re: garage door. The door was functioning correctly on Jan 23 after the incident and there was no visible damage to the door.	Ongoing	Check to see if other cars had same problem - were they able to come and go with no problem. Other cars went through without an issue before and after. Owner requested that their \$500 deductible be paid. Owner was advised that the condo corporation would not cover the deductible. Owner is disputing - see email.	
8	Jan 29/19	Insurance deductible bylaw is needed	ask Nancy Houle for a insurance deductible bylaw to be presented to the AGM	Ongoing	Provided to board and included in meeting package.	
9	Jan 29	AGM -	Tentative date for AGM - April 8th - preliminary notice sent for April 8th date however the date was subsequently postponed.	Date changed to May 8	Preliminary notice for May 8 date to be sent April 3	
10	Jan 29	Security at front entrance is an issue	obtain quote for security upgrade that includes enclosing the fron vestibule	Ongoing	Quote provided to install keypad at exterior of front door to enclose lobby vestibule. Included with board meeting material.	
11	February 6	Report received that garage door is stuck shut	Pivotech was called to repair.	Completed		
12	March 8	Main front entrance door not latching	Called Lock Solutions to repair	Completed		
13	March 14	Catch basins to be cleaned due to incoming thaw	OMS cleared garage catch basins - garage door catch basin requires specialist	Ongoing	Trying to locate and schedule specialist for the job	
14	March 15	307 reported evidence of leak on exterior wall in unit - no signs of wet or current leaking	OMS visited unit March 18 and found that leak coincides with exterior wall of terrace above (405) and likely caused by build-up of snow and ice. Waiting for repair estimate for damages to ceiling and bulhead in living room. OMS to inspect at 405 to determine where water is coming in.	Ongoing		
15	March 26	Air in hallways not circulating	Otimum installed new pressure switch for the MUA March 25	Completed		