

Board of Directors Meeting CCC #976



Wednesday October 25th 2017

**6:00pm
(Ops Meeting at 5pm)**

**Board of Directors Meeting OCSCC 976
October 25th 2017
6:00pm**

Agenda

- 1. Welcome and Announcement of Quorum**
- 2. Approval of Minutes of the Board of Directors' Meeting of _____**
- 3. Directors' and Managers' Reports**
 - a) President's Report
 - b) Manager's Report - Please see report
 - c) Treasurer's Report
 - d) Board update of Operations Meeting.
- 4. Items Arising from minutes of last meeting**
 - (a) Engineering scope for Hydro B block issue.
 - (b) Facebook notice for residents. Board preferences.
 - (c) Potential for Residents handbook.
 - (d) Inventory tracking and storage areas.
 - (e) Bike Audit and locations for racks indoors.
 - (f) Gym equipment and direction for CIPM.
- 5. Decisions for Board Resolution**

HVAC Contract with Generator
- 6. Items for Board Information**
- 7. Other Business**
- 9. Status Certificate Review**
- 10. Notice of Next Meeting and Adjournment**

Ottawa-Carleton Standard Condominium Corporation No. 976
September 21st, 2017 6:00pm

In attendance:

John Adams, Ed McKenna, Kyle Gray - by Conference call
Doug Bowman, Elena Harding and CIPM Michael Barnett

1. Welcome and announcement of quorum

Call to order 6:05pm

Approval of Minutes from previous board meeting.

Motioned - Elena

Seconded - Ed

Motion Carried

2. Director and managers reports.

Presidents Report:

John Met with Catherine McKenney from the city - they talked about the snow clearing for the upcoming winter. The areas for the muse and walkway should be covered by the contractor for the city and cleared as this is dangerous to which she agreed. Michael is to ensure that Browns is aware that there should be no snow piled in front of the muse which the city contractor will be clearing.

Management Report

- As included in the report submitted to the board.
- -B Block Hydro issues - requests for 6 months hydro bills to be provided to CIPM from 3 large units in A/B/C block per engineer's request. A block 410 / B block 310 / C block 617.
- Sensors to be investigate if they can be included as part of the Health and Safety aspects for the building under Tarion. Michael to send to Claridge.
- Ed is working on quantifying the outstanding Tarion items with costs per the request of Claridge as part of the builders round up.

- 620 Flashing is not repaired and Michael to chase Claridge.

Treasurer's Report

- Budget is being worked on and will be finalised and sent to CIPM once approved.

John commented that he spoke with 5 other management firms about the condo per door legislation and costs. Currently the consensus is about \$7.50 per door. John spoke with Dan Fried about the issue and this issue has been discussed with other board members. John is recommending transparency for owners. Kyle is suggesting \$7.00 per door for budget purposes.

3. Decisions for Board Resolution

Concierge Hours to be reduced to the following -

October 30th until May 31st

Monday to Friday - 8:30am until 5pm Daily.

Saturday - 1pm until 5pm

June 1st until October 30th

8am until 8pm

****Change to take effect October 30th 2017**

Motioned - Elena

Seconded - Doug

Carried

Insurance approval of the renewal terms through Intact

Motioned - Elena

Seconded - Ed

Carried.

Commercial Rowing machine to replace broken treadmill.

Motioned - Elena

Seconded - Kyle

Carried

4. Items for board information

5. Other business

- C Block Terrace railings to be investigated for safety by EXP per the boards request we are awaiting an update from them currently. **Action Item - Michael**
- Fibrestream install being delayed until next year.
- Super to clean out closets and take inventory of existing items such as bulbs. Doug has offered a spare plastic shelving unit if required. **Action Item - Michael**
- No Smoking signs for C block to be installed. **Action Item - Michael**
- Residents Handbook - Is being worked on by Ed currently and will be shared with the board.

6. Status certificate review

No change

7. Notice of next meeting and adjournment.

Meeting adjourned 8:10pm.

Next board meeting is October 25th at 6pm.

Board of Directors Meeting
Management Report- October 25, 2017
OCSCC 976

Maintenance:

- Please see action list in portal for further updates

Management Report:

- Store rooms are now clean and cleared - Thank you Doug for the shelves.
- Inventory is complete and I have asked that it be updated as items are used by the on site team.
- We have scheduled your chute cleaning for November 14th 2017. The bins will be washed out also. The cleaner has been pressure washing the garbage rooms which from my site visits look better.
- B - Block Hydro issue, We have the Hydro bills for unit 320 and 410 but are awaiting them from 703 which are expected this week. Once in hand I will coordinate with EXP for the site.
- Garage ramps have been pressure washed and the drains cleared. Sign
- Cleaning for the site is good with no major issues to note. We have had a few compliments from owners regarding Jason from Spot.
- C block 619 - we were forced to call an emergency conciliation meeting regarding the repairs with Tarion representative Robert Fisher. Tarion have given their report and found it warrantable however we are awaiting a decision from them to start repairs. I have already preempted it and had a new estimate created as there was further damage from the areas not being addressed in time. The owner is currently staying in the model suite on the second floor which was supplied by Claridge in the mid term as they are arguing the case.
- Insurance paperwork submitted and we are awaiting the certificate and documents for file.
- Heating is set to be turned on October 24th first thing in the morning and should be active by Tuesday.
- Antennae inquiry from Rogers is not moving ahead and the requirements had changed. I have emailed them to ensure they know the corporation is interested in any potential installation on site.
- Pool stairs repairs have started however updates on this are going through Claridge.
- Site manager site hours change taking place in 2 weeks. Notification communication is with the board currently.
- Budget is out and PAP's adjusted as required. No issues noted.
- Unit 402 booked the party room for October 7th and it was found in a poor state the following morning with stains on the carpets requiring a company be brought in right away. We withheld the deposit and are invoicing the additional amount.
- AirBNB list has been update and only 119 was added.

- Bike Locations for racks inside have been located and are restricted. We will proceed with the bike audit next week as planned with the tickets being with the team and the final date for Nov 17th before us cutting the locks and storing them. Notice to follow to the board and emails also to make sure residents are contacted.

Snow removal	Brown and Associates	November 15 2016	April 15 2017
Landscaping	Brown and Associates	May 1 2017	April 30th 2019
HVAC - Generator	Optimum	Jun 1 2016	May 31st 2018
Elevator	Thyssen	Dec 9 2014	Dec 2019
Gym	Dans bodybuilding	May 1 2016	Apr 30 2017 - Month to month
Pool	A. Bruce Benson Limited	Dec 1 2016	Dec 1 2017
Management Contract	Capital Concierge	April 15 2016	April 30 2018
Cleaning	Spot Cleaning	July 1 2016	Ongoing - Month to Month
Superintendent	9495100 Capital	Jun 1 2016	5/31/2017 - Month to Month
Fire System	Pyron	April 28 2016	Apr 2017- Ongoing
Concierge	9495100 (Capital)	June 20th 2016	May 31 2017 - ongoing

MONTHLY FINANCIAL REPORT

OCSCC 976

August 2017

OCSCC No. 976
Financial Operating Summary August 2017

Revenue

Currently OCSCC No.976 has a invoiced 100% of budgeted revenue.

Expenses

Utilities are trending below budget except for telecom and water and sewage. Water and sewage discrepancy is being investigated currently as there was a pump error.

HVAC is above budget but in line with the contracted amount.

Pool Contract is above budget but within contracted amount

PLEASE NOTE FROM LAST MONTH _ Year to date - maintenance repair expenses over budget due primarily to boiler replacement through HVAC which is being charged back to Claridge (8K). Increased general repairs due to ballast replacement (and stock) for corridor circular lighting as well as window replacement. Elevator repairs higher than expected due to repairs which will need to be considered in next year's budget. I suggest we look at recording this to reserve so as to get it off our operating books. Then when the payment is received we pay it back to reserve.

Entrance gate lock for pool entrance was replaced along with the UPS install for the camera/fob system which put us over budget in repairs and maintenance.

Legal fee expenses have been higher than what was originally budgeted as we have sought legal advice in regards to the new building rules implemented and other general matters. During these early years of the condo we might want to consider increasing the legal budget to allow for professional advice on these matters.

Conclusion

Overall currently the condo is currently slightly over budget. Draft budget is currently with the board for approval.

OCSCC 976 c/o Capital Concierge

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

August 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
4000 Income				
4001 Monthly Condo Fees	63,133	62,895	238	100%
4037 Misc. Income	0		0	
Total 4000 Income	63,133	62,895	238	100%
Total Income	\$63,133	\$62,895	\$238	100%
COST OF GOODS SOLD				
4500 Contribution to reserve fund	15,000	15,000	0	100%
Total Cost of Goods Sold	\$15,000	\$15,000	\$0	100%
GROSS PROFIT	\$48,133	\$47,895	\$238	100%
EXPENSES				
5000 Utilities				
5010 Gas	474	1,000	-526	47%
5020 Hydro	8,542	16,500	-7,958	52%
5030 Utilities Water & Sewer	6,994	3,333	3,661	210%
5040 Media/Telecommunication	716	583	133	123%
Total 5000 Utilities	16,727	21,416	-4,689	78%
5400 Contracts				
5410 General Cleaning	2,448	2,705	-257	90%
5411 Superintendent	2,034	2,095	-61	97%
5415 Waste management		333	-333	
5430 Fire Protection	170	470	-301	36%
5435 Concierge/ Private Security	7,119	6,933	186	103%
5440 Mechanical Maintenance/HVAC		364	-364	
5455 Elevator Maintenance	1,646	1,645	1	100%
5460 Fitness Equipment		55	-55	
5465 Landscaping	3,265	3,330	-65	98%
5470 Snow Removal		0	0	
5475 Pest Control	45		45	
5480 Pool Maintenance	561	1,554	-993	36%
Total 5400 Contracts	17,288	19,484	-2,196	89%
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	-269		-269	
5502 Building Supplies and Equipment		416	-416	
5503 General Repairs & Maint	2,996	833	2,163	360%
5518 Window Cleaning		0	0	
5520 HVAC Repairs & Maintenance		416	-416	
5530 Garage Cleaning	986	0	986	
5550 General Elevator Repairs		125	-125	
Total 5500 General Repairs & Maintenance	3,713	1,790	1,923	207%
5800 Administrative & Professional Expenses				
5801 Property Management Fees	4,078	4,078	0	100%
5810 Office Expenses		166	-166	
5812 Bank Charges	85		85	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5813 Condo Functions	87		87	
5830 Insurance Expense/General & Liability Insurance	2,609	2,267	342	115%
5832 Legal		250	-250	
5833 Audit-Accounting		423	-423	
Total 5800 Administrative & Professional Expenses	6,859	7,184	-325	95%
Total Expenses	\$44,588	\$49,874	\$ -5,286	89%
NET OPERATING INCOME	\$3,545	\$ -1,979	\$5,524	-179%
NET INCOME	\$3,545	\$ -1,979	\$5,524	-179%

OCSCC 976 c/o Capital Concierge

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

October 2016 - August 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
4000 Income				
4001 Monthly Condo Fees	681,040	691,845	-10,805	98%
4031 Key Replacement	425		425	
4032 NSF fees charged to customers	0		0	
4036 Party Room Rental	48		48	
4037 Misc. Income	300		300	
Total 4000 Income	681,813	691,845	-10,032	99%
Total Income	\$681,813	\$691,845	\$ -10,032	99%
COST OF GOODS SOLD				
4500 Contribution to reserve fund	171,315	165,000	6,315	104%
Total Cost of Goods Sold	\$171,315	\$165,000	\$6,315	104%
GROSS PROFIT	\$510,498	\$526,845	\$ -16,347	97%
EXPENSES				
2200 Shared Services				
2208 Snow removal	1,130		1,130	
Total 2200 Shared Services	1,130		1,130	
5000 Utilities				
5010 Gas	42,641	53,000	-10,360	80%
5020 Hydro	100,630	115,000	-14,370	88%
5030 Utilities Water & Sewer	41,971	36,663	5,308	114%
5040 Media/Telecommunication	7,339	6,413	926	114%
Total 5000 Utilities	192,580	211,076	-18,496	91%
5400 Contracts				
5410 General Cleaning	30,202	29,755	447	102%
5411 Superintendent	22,374	23,045	-671	97%
5415 Waste management		3,663	-3,663	
5430 Fire Protection	2,553	5,170	-2,617	49%
5435 Concierge/ Private Security	73,637	76,263	-2,626	97%
5440 Mechanical Maintenance/HVAC	8,758	4,004	4,754	219%
5450 Generator Maintenance	661		661	
5455 Elevator Maintenance	14,684	18,095	-3,411	81%
5460 Fitness Equipment	703	605	98	116%
5465 Landscaping	16,215	16,653	-438	97%
5470 Snow Removal	18,928	18,928	-0	100%
5475 Pest Control	446		446	
5480 Pool Maintenance	2,641	4,662	-2,021	57%
Total 5400 Contracts	191,800	200,843	-9,043	95%
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	-33		-33	
5502 Building Supplies and Equipment	4,224	4,576	-352	92%
5503 General Repairs & Maint	16,786	9,163	7,623	183%
5504 Emergency Calls/ Monitoring	761		761	
5505 Security - One off	983		983	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5518 Window Cleaning	8,650	16,046	-7,396	54%
5520 HVAC Repairs & Maintenance	34,104	4,576	29,528	745%
5530 Garage Cleaning	4,037	3,600	437	112%
5550 General Elevator Repairs	4,880	1,375	3,505	355%
5555 Fire System	-722		-722	
5560 Additional Snow/Salt	2,260		2,260	
5561 Fitness Equipment	322		322	
Total 5500 General Repairs & Maintenance	76,252	39,336	36,916	194%
5800 Administrative & Professional Expenses				
5801 Property Management Fees	44,149	44,858	-709	98%
5810 Office Expenses	3,478	1,826	1,652	190%
5812 Bank Charges	1,256		1,256	
5813 Condo Functions	540		540	
5830 Insurance Expense/General & Liability Insurance	28,433	24,937	3,496	114%
5831 Technical & Performance Audits	1,545		1,545	
5832 Legal	5,455	2,750	2,705	198%
5833 Audit-Accounting	0	4,653	-4,653	0%
5895 RFS- Reserve Fund Study	568		568	
Total 5800 Administrative & Professional Expenses	85,424	79,024	6,400	108%
Total Expenses	\$547,186	\$530,279	\$16,907	103%
NET OPERATING INCOME	\$ -36,688	\$ -3,434	\$ -33,254	1,068%
NET INCOME	\$ -36,688	\$ -3,434	\$ -33,254	1,068%

OCSCC 976 c/o Capital Concierge

PROFIT AND LOSS

August 2017

	TOTAL
INCOME	
4000 Income	
4001 Monthly Condo Fees	63,132.83
4037 Misc. Income	0.00
Total 4000 Income	63,132.83
Total Income	\$63,132.83
COST OF GOODS SOLD	
4500 Contribution to reserve fund	15,000.00
Total Cost of Goods Sold	\$15,000.00
GROSS PROFIT	\$48,132.83
EXPENSES	
5000 Utilities	
5010 Gas	474.45
5020 Hydro	8,542.20
5030 Utilities Water & Sewer	6,994.34
5040 Media/Telecommunication	716.39
Total 5000 Utilities	16,727.38
5400 Contracts	
5410 General Cleaning	2,447.58
5411 Superintendent	2,034.00
5430 Fire Protection	169.50
5435 Concierge/ Private Security	7,119.43
5455 Elevator Maintenance	1,645.91
5465 Landscaping	3,265.00
5475 Pest Control	45.20
5480 Pool Maintenance	561.33
Total 5400 Contracts	17,287.95
5500 General Repairs & Maintenance	
5501 Reimbursable Expense	-269.16
5503 General Repairs & Maint	2,996.48
5530 Garage Cleaning	986.04
Total 5500 General Repairs & Maintenance	3,713.36
5800 Administrative & Professional Expenses	
5801 Property Management Fees	4,078.31
5812 Bank Charges	84.59
5813 Condo Functions	87.00
5830 Insurance Expense/General & Liability Insurance	2,609.20
Total 5800 Administrative & Professional Expenses	6,859.10
Total Expenses	\$44,587.79
PROFIT	\$3,545.04

OCSCC 976 c/o Capital Concierge

BALANCE SHEET

As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
1101 Misc Receivables	1,731.53
1200 Due to /from reserve	-17,848.11
1300 Prepaid Expenses	1,050.71
1301 Prepaid Expenses Prepaid - Insurance	2,530.79
Cash and cash equivalents	
1004 Savings - Claridge DO NOT USE	0.00
1005 Chequing - Claridge DO NOT USE	-2,081.89
1010 Cash Operating Account	21,927.44
1020 Cash Reserve	25,993.06
Total Cash and cash equivalents	\$45,838.61
Accounts receivable (A/R)	
1100 Accounts Receivable	12,268.52
Total Accounts receivable (A/R)	\$12,268.52
Total Current Assets	\$45,572.05
Non-current Assets	
1016 Investments	150,000.00
Total Non-current Assets	\$150,000.00
Total Assets	\$195,572.05
LIABILITIES AND EQUITY	
Current Liabilities	
2004 Accrued liabilities - Other	4,735.33
2006 Accrued Liabilities Hydro	10,750.16
2007 Accrued Liabilities Gas	830.14
2008 Accrued Liabilities City of Ottawa - Water	590.89
2009 Accrued liabilities - insurance	2,530.79
2010 Accrued Liabilities Accrued Audit Fee	0.00
2020 Due to reserve	0.00
2500 due to / from operating	-17,848.11
Accounts Payable	
2000 Accounts Payable	36,734.53
2015 Reserve Accounts Payable	3,304.12
Total Accounts Payable	\$40,038.65
Total Current Liabilities	\$41,627.85
Equity	
3000 Opening Balance Equity	0.00
3200 Retained Earnings	33,813.68
Profit for the year	120,130.52
Total Equity	\$153,944.20
Total Liabilities and Equity	\$195,572.05

OCSCC 976 c/o Capital Concierge

A/R AGING SUMMARY

As of August 31, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
100A - Claridge Homes					446.95	\$446.95
101 - Claridge Homes					553.10	\$553.10
102 - Claridge Homes					929.92	\$929.92
105 - Claridge Homes					157.74	\$157.74
108 - Maneet Singh					1,618.63	\$1,618.63
113 - Mohamed & Fozia Adour					82.43	\$82.43
115 - Claridge Homes					-278.82	\$ -278.82
201 - Yola Aurore Lamour					437.21	\$437.21
204- Beverly McLachlin					580.96	\$580.96
221 - Beata Picur					592.10	\$592.10
301 - Danya Hudson					-0.01	\$ -0.01
305 - 9469630 Canada Inc.		313.97				\$313.97
306 - Ryan Pinto				0.06		\$0.06
307 - Patrick Dang		313.97		313.88		\$627.85
310 - Gerald Witieveen					-0.66	\$ -0.66
311 - Janet Lew					0.00	\$0.00
312 - Wu Ping Wei		120.00				\$120.00
313 - Eloise Cataudella			-313.97			\$ -313.97
320 - Brent Robinson & John Savoie		149.16				\$149.16
323 - Claridge Homes				501.72		\$501.72
324 - Yoon Hyung Kim					-2.00	\$ -2.00
402 - Yola Aurore Lamour					712.07	\$712.07
416 - Aakash Sharma			-292.97			\$ -292.97
421 - Adel Kyrollos					-0.01	\$ -0.01
505 - Kacie Ha					249.89	\$249.89
516 Gopesh and Jignakumari Soni		46.54		46.54		\$93.08
520 - Phuong Lam & Shuo Li	268.06	-268.06	268.06			\$268.06
521 - Iwona Kuszczak		360.64		360.64	361.28	\$1,082.56
605 - Sasa Radakovic					0.00	\$0.00
617 - Pelletier & McCune					-0.02	\$ -0.02
703 - Valerie Oles		-0.01	-0.01			\$ -0.02
705 - Alexander Zakharov					-15.01	\$ -15.01
802 - Robert Monahan & Lisa Hagen					-0.01	\$ -0.01
803 - Claridge Homes					-183.59	\$ -183.59
805 - Jake Richardson	313.97		313.97	313.97		\$941.91
806 - Dorisse Fraser					0.62	\$0.62
A007 Parking - Claridge Homes				45.91		\$45.91
A009 Parking - Fan Zhang & Ying Wang		45.91		45.91	512.84	\$604.66
A022 Storage -Claridge Homes				0.63		\$0.63
A043 Storage - Claridge Homes		0.63		0.63	1.26	\$2.52
A054 Storage - Claridge Homes					0.50	\$0.50
A072 Storage - Claridge Homes					0.63	\$0.63
A139 Storage - Claridge Homes					-0.63	\$ -0.63
A160 Pelletier					0.50	\$0.50
A161 Pelletier					0.50	\$0.50
A163 Storage - Claridge Homes					0.50	\$0.50
B013 Parking - Claridge Homes					41.70	\$41.70
B028 Parking - Claridge Homes					70.78	\$70.78

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
B071 Parking - Claridge Homes		45.91		45.91	91.82	\$183.64
B39 Pelletier					176.95	\$176.95
C036 Peter Bujan / Jyotsna Venkatesh					-0.01	\$ -0.01
C039 Parking - Claridge Homes					35.89	\$35.89
Claridge Homes (417)					0.50	\$0.50
Matthew Hickey (805)					313.93	\$313.93
OCSCC 868					1,412.50	\$1,412.50
Storage - Claridge Home (A164)					0.50	\$0.50
Storage - Claridge Homes (A088)		0.63		0.63	2.26	\$3.52
TOTAL	\$582.03	\$1,129.29	\$ -24.92	\$1,676.43	\$8,905.69	\$12,268.52

OCSCC 976 c/o Capital Concierge

A/P AGING SUMMARY

As of August 31, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Ainger Cabling + Security	2,812.29					\$2,812.29
Beacon Lite					1,288.20	\$1,288.20
Bell A/C # 613 238 8558 (110)	472.82	-28.71	-990.44	14.64		\$ -531.69
Bell A/C # 613 563 2035 (302)		43.79			43.79	\$87.58
Brown & Associates		-3,265.00				\$ -3,265.00
Cody Building Services		1,011.35		8,514.55		\$9,525.90
Dan's BodyBuilding Equipment Inc.	184.19					\$184.19
Day-View Electric Inc.					1,639.45	\$1,639.45
Hydro Ottawa-300 LETT ST FP		-1.00				\$ -1.00
Hydro Ottawa-300 LETT ST PL	10,750.16				81.00	\$10,831.16
Hydro Ottawa-Lett & Wellington	67.88		-2.30			\$65.58
Traffic Signal						
Optimum Mechanical Solutions				1,432.84		\$1,432.84
Ottawa Water & Sewer-300 LETT ST	9,749.73					\$9,749.73
Rogers A/C # 240-757996108	111.80	72.25				\$184.05
Rogers A/C # 240-758038402	91.47	51.92				\$143.39
Spot Maintenance Ltd.		2,705.22		2,705.22	203.40	\$5,613.84
Uline Canada Corporation		59.11	219.03			\$278.14
TOTAL	\$24,240.34	\$648.93	\$ -773.71	\$12,667.25	\$3,255.84	\$40,038.65

OCSCC 976 c/o Capital Concierge

TRANSACTION LIST BY SUPPLIER

August 2017

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9495100 Canada Ltd.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-1	Yes		1010 Cash Operating Account	-135.60
01-08-2017	Bill	1532	Yes		2000 Accounts Payable	67.80
01-08-2017	Bill	1533	Yes		2000 Accounts Payable	2,034.00
08-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-2,034.00
10-08-2017	Bill	1538	Yes		2000 Accounts Payable	3,338.18
16-08-2017	Bill Payment (Cheque)	FCN_8744-1	Yes		1010 Cash Operating Account	-67.80
23-08-2017	Bill Payment (Cheque)	FCN_8745	Yes		1010 Cash Operating Account	-6,440.16
23-08-2017	Bill Payment (Cheque)	FCN_8746	Yes		1010 Cash Operating Account	-6,425.54
24-08-2017	Bill	1539	Yes		2000 Accounts Payable	3,713.45
28-08-2017	Bill Payment (Cheque)	FCN_EFT	Yes		1010 Cash Operating Account	-3,713.45
A. Bruce Benson Limited						
01-08-2017	Bill Payment (Cheque)	FCN_8743-2	Yes		1010 Cash Operating Account	-1,347.64
11-08-2017	Bill	62149	Yes		2000 Accounts Payable	561.33
24-08-2017	Bill Payment (Cheque)	FCN_8745-5	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8746-2	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8747-2	Yes		1010 Cash Operating Account	-561.33
Ainger Cabling + Security						
16-08-2017	Bill Payment (Cheque)	FCN_8744-4	Yes		1010 Cash Operating Account	-1,050.90
16-08-2017	Purchase Order	1014	No		2000 Accounts Payable	983.10
18-08-2017	Bill	137077	Yes		2000 Accounts Payable	983.10
18-08-2017	Bill	137079	Yes		2000 Accounts Payable	1,411.09
22-08-2017	Bill	137096	Yes		2000 Accounts Payable	135.60
30-08-2017	Bill	137135	Yes		2000 Accounts Payable	282.50
Bell A/C # 613 238 8558 (110)						
01-08-2017	Bill	JL28-AU27 2017	Yes		2000 Accounts Payable	502.98
01-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-43.79
28-08-2017	Bill	AU28-SE27 2017	Yes		2000 Accounts Payable	487.90
31-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-502.98
31-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-487.90
Bell A/C # 613 563 2035 (302)						
01-08-	Bill	AU01-AU31 2017	Yes		2000 Accounts Payable	43.79

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017						
Brown & Associates						
01-08-2017	Bill Payment (Cheque)	FCN_8743-3	Yes		1010 Cash Operating Account	-3,265.00
15-08-2017	Bill	AUGUST 2017	Yes		2000 Accounts Payable	3,265.00
24-08-2017	Bill Payment (Cheque)	FCN_8745-1	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8746-4	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8747-1	Yes		1010 Cash Operating Account	-12,055.00
Capital Concierge Ltd.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-4	Yes		1010 Cash Operating Account	-269.37
01-08-2017	Bill	1045	Yes		2000 Accounts Payable	4,078.31
08-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-4,078.31
Cody Building Services						
16-08-2017	Bill Payment (Cheque)	FCN_8744-6	Yes		1010 Cash Operating Account	-135.60
Dan's BodyBuilding Equipment Inc.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-6	Yes		1010 Cash Operating Account	-204.53
30-08-2017	Bill	8706	Yes		2000 Accounts Payable	184.19
Day-View Electric Inc.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-7	Yes		1010 Cash Operating Account	-1,639.45
03-08-2017	Deposit		Yes	PDS RETURNS GRADS1965410000	1010 Cash Operating Account	1,639.45
24-08-2017	Bill Payment (Cheque)	FCN_8745-2	Yes	Voided	1010 Cash Operating Account	0.00
Enbridge-300 LETT ST						
01-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-1,130.70
10-08-2017	Bill	645002542024	Yes		2000 Accounts Payable	858.77
30-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-858.77
Evolution Building Services						
16-08-2017	Bill Payment (Cheque)	FCN_8744-5	Yes		1010 Cash Operating Account	-288.13
exp Services Inc.						
24-08-2017	Bill Payment (Cheque)	FCN_8745-3	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8746-3	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8747-3	Yes		1010 Cash Operating Account	-1,545.28
Hydro Ottawa-300 LETT ST FP						
08-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-73.93
16-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-21.67
28-08-2017	Bill	JU14-AU14 2017	Yes		2000 Accounts Payable	72.93

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Hydro Ottawa-300 LETT ST PL						
08-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-13,098.93
15-08-2017	Bill	JN30-JL31 2017	Yes		2000 Accounts Payable	10,750.16
Hydro Ottawa-Lett & Wellington Traffic Signal						
15-08-2017	Bill	JN30-JL31 2017	Yes		2000 Accounts Payable	67.88
Intact Insurance Company						
31-08-2017	Bill Payment (Cheque)	FCN_8747	Yes			0.00
Lock Solutions Inc.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-8	Yes		1010 Cash Operating Account	-1,058.40
Optimum Mechanical Solutions						
01-08-2017	Bill Payment (Cheque)	FCN_8743-9	Yes		1010 Cash Operating Account	-12,575.72
03-08-2017	Bill	03052	Yes		2000 Accounts Payable	986.04
16-08-2017	Bill Payment (Cheque)	FCN_8744-7	Yes		1010 Cash Operating Account	-3,794.85
23-08-2017	Purchase Order	1016	No		2000 Accounts Payable	1,582.00
23-08-2017	Purchase Order	1017	No		2000 Accounts Payable	678.00
23-08-2017	Purchase Order	1018	No		2000 Accounts Payable	678.00
24-08-2017	Bill Payment (Cheque)	FCN_8745-4	Yes	Voided	1010 Cash Operating Account	0.00
28-08-2017	Purchase Order	1019	No		2000 Accounts Payable	1,695.00
29-08-2017	Purchase Order	1020	No		2000 Accounts Payable	4,068.00
30-08-2017	Bill Payment (Cheque)	FCN_8746-1	Yes	Voided	1010 Cash Operating Account	0.00
30-08-2017	Bill Payment (Cheque)	FCN_8747-4	Yes		1010 Cash Operating Account	-1,167.41
Ottawa Water & Sewer-300 LETT ST						
17-08-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-4,173.76
29-08-2017	Bill	JL27-AU29 2017	Yes		2000 Accounts Payable	9,749.73
Paper Sign Man Inc.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-10	Yes		1010 Cash Operating Account	-83.06
Pyron Fire Protection Inc.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-11	Yes		1010 Cash Operating Account	-169.50
16-08-2017	Bill Payment (Cheque)	FCN_8744-2	Yes		1010 Cash Operating Account	-169.50
Regionex						
01-08-2017	Bill Payment (Cheque)	FCN_8743-12	Yes		1010 Cash Operating Account	-45.20
16-08-2017	Bill Payment (Cheque)	FCN_8744-3	Yes		1010 Cash Operating Account	-45.20
Rogers A/C # 240-757996108						
15-08-	Bill	AU12 SE11 2017	Yes		2000 Accounts Payable	111.80

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017						
Rogers A/C # 240-758038402						
15-08-2017	Bill	AU12-SE11 2017	Yes		2000 Accounts Payable	91.47
Spot Maintenance Ltd.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-13	Yes		1010 Cash Operating Account	-2,667.93
16-08-2017	Supplier Credit	M0717-68-Credit	Yes		2000 Accounts Payable	-128.82
22-08-2017	Supplier Credit	EX0817-68- CreditMemo	Yes		2000 Accounts Payable	-128.82
ThyssenKrupp Elevator (Canada) Limited						
01-08-2017	Bill Payment (Cheque)	FCN_8743-14	Yes		1010 Cash Operating Account	-1,942.49
01-08-2017	Bill	1258011	Yes		2000 Accounts Payable	1,645.91
16-08-2017	Bill Payment (Cheque)	FCN_8744-8	Yes		1010 Cash Operating Account	-1,645.91
17-08-2017	Purchase Order	1015	No		2000 Accounts Payable	1,779.07
Uline Canada Corporation						
16-08-2017	Bill Payment (Cheque)	FCN_8744-9	Yes		1010 Cash Operating Account	-59.11
18-08-2017	Journal Entry	44	Yes			
24-08-2017	Bill Payment (Cheque)	FCN_8745-6	Yes	Voided	1010 Cash Operating Account	0.00
Van's Pressure Cleaning Ltd.						
01-08-2017	Bill Payment (Cheque)	FCN_8743-15	Yes		1010 Cash Operating Account	-1,582.00

OCSCC 976 c/o Capital Concierge

1010 Cash Operating Account, Period Ending 31-08-2017

RECONCILIATION REPORT

Reconciled on: 08-09-2017

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance.....	66,962.60
Cheques and payments cleared (50).....	-110,517.59
Deposits and other credits cleared (214).....	66,794.01
Statement ending balance.....	<u>23,239.02</u>

Uncleared transactions as of 31-08-2017.....	-1,311.58
Register balance as of 31-08-2017.....	21,927.44
Cleared transactions after 31-08-2017.....	0.00
Uncleared transactions after 31-08-2017.....	-17,748.89
Register balance as of 08-09-2017.....	<u>4,178.55</u>

Details

Cheques and payments cleared (50)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-08-2017	Bill Payment	FCN_8743-3	Brown & Associates	-3,265.00
01-08-2017	Bill Payment	FCN_8743-2	A. Bruce Benson Limited	-1,347.64
01-08-2017	Bill Payment		Bell A/C # 613 238 8558 (110)	-43.79
01-08-2017	Expense			-15.00
01-08-2017	Bill Payment	FCN_8743-1	9495100 Canada Ltd.	-135.60
01-08-2017	Bill Payment	FCN_8743-4	Capital Concierge Ltd.	-269.37
01-08-2017	Bill Payment	FCN_8743-6	Dan's BodyBuilding Equipme...	-204.53
01-08-2017	Bill Payment	FCN_8743-7	Day-View Electric Inc.	-1,639.45
01-08-2017	Bill Payment	FCN_8743-8	Lock Solutions Inc.	-1,058.40
01-08-2017	Bill Payment	FCN_8743-9	Optimum Mechanical Solutions	-12,575.72
01-08-2017	Bill Payment	FCN_8743-10	Paper Sign Man Inc.	-83.06
01-08-2017	Bill Payment	FCN_8743-11	Pyron Fire Protection Inc.	-169.50
01-08-2017	Bill Payment	FCN_8743-12	Regionex	-45.20
01-08-2017	Bill Payment	FCN_8743-13	Spot Maintenance Ltd.	-2,667.93
01-08-2017	Bill Payment	FCN_8743-14	ThyssenKrupp Elevator (Can...	-1,942.49
01-08-2017	Bill Payment	FCN_8743-15	Van's Pressure Cleaning Ltd.	-1,582.00
01-08-2017	Bill Payment		Enbridge-300 LETT ST	-1,130.70
01-08-2017	Expense			-3.74
02-08-2017	Expense			-15,000.00
04-08-2017	Expense			-56.85
07-08-2017	Expense			-2,609.20
08-08-2017	Bill Payment		Hydro Ottawa-300 LETT ST PL	-13,098.93
08-08-2017	Bill Payment		Capital Concierge Ltd.	-4,078.31
08-08-2017	Bill Payment		9495100 Canada Ltd.	-2,034.00
08-08-2017	Bill Payment		Hydro Ottawa-300 LETT ST FP	-73.93
16-08-2017	Bill Payment	FCN_8744-1	9495100 Canada Ltd.	-67.80
16-08-2017	Bill Payment	FCN_8744-2	Pyron Fire Protection Inc.	-169.50
16-08-2017	Bill Payment	FCN_8744-3	Regionex	-45.20
16-08-2017	Bill Payment	FCN_8744-4	Ainger Cabling + Security	-1,050.90
16-08-2017	Bill Payment	FCN_8744-5	Evolution Building Services	-288.13
16-08-2017	Bill Payment	FCN_8744-6	Cody Building Services	-135.60
16-08-2017	Bill Payment	FCN_8744-7	Optimum Mechanical Solutions	-3,794.85
16-08-2017	Bill Payment	FCN_8744-8	ThyssenKrupp Elevator (Can...	-1,645.91
16-08-2017	Bill Payment	FCN_8744-9	Uline Canada Corporation	-59.11
16-08-2017	Bill Payment		Hydro Ottawa-300 LETT ST FP	-21.67
17-08-2017	Bill Payment		Ottawa Water & Sewer-300 L...	-4,173.76
23-08-2017	Bill Payment	FCN_8745	9495100 Canada Ltd.	-6,440.16
23-08-2017	Bill Payment	FCN_8746	9495100 Canada Ltd.	-6,425.54
28-08-2017	Bill Payment	FCN_EFT	9495100 Canada Ltd.	-3,713.45
29-08-2017	Expense			-1.50
29-08-2017	Expense			-87.00
30-08-2017	Bill Payment	FCN_8747-2	A. Bruce Benson Limited	-561.33
30-08-2017	Bill Payment	FCN_8747-1	Brown & Associates	-12,055.00
30-08-2017	Bill Payment	FCN_8747-3	exp Services Inc.	-1,545.28
30-08-2017	Expense			-87.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
30-08-2017	Bill Payment	FCN_8747-4	Optimum Mechanical Solutions	-1,167.41
30-08-2017	Expense			-1.50
30-08-2017	Bill Payment		Enbridge-300 LETT ST	-858.77
31-08-2017	Bill Payment		Bell A/C # 613 238 8558 (110)	-502.98
31-08-2017	Bill Payment		Bell A/C # 613 238 8558 (110)	-487.90
Total				-110,517.59

Deposits and other credits cleared (214)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
25-07-2017	Bill Payment	FCN_8742-16	Uline Canada Corporation	0.00
25-07-2017	Bill Payment	FCN_8742-5	Cody Building Services	0.00
01-08-2017	Receive Payment		501 - Safet Hadzifejzovic	454.48
01-08-2017	Receive Payment		601 - Stephen Zaluski	455.11
01-08-2017	Receive Payment		121 - Ashley Casovan	471.90
01-08-2017	Receive Payment		120 - Brandon Crawford	471.90
01-08-2017	Receive Payment		515 - Daniel Lucifora & Debor...	478.45
01-08-2017	Receive Payment		507 - John E Mckenna	482.85
01-08-2017	Receive Payment		607 -Malcolm & Marilyn Robert	482.85
01-08-2017	Receive Payment		517 - Kristina Dion & Doug B...	495.30
01-08-2017	Receive Payment		802 - Robert Monahan & Lisa...	495.93
01-08-2017	Receive Payment		616 - Froncoise Camire	495.93
01-08-2017	Receive Payment		218 - Claude Camire & Miche...	495.93
01-08-2017	Receive Payment		702 - Michael Grantham	495.93
01-08-2017	Receive Payment		418 - Brenda Zhang	495.93
01-08-2017	Receive Payment		615 - John & Claudette Bech	548.26
01-08-2017	Receive Payment		417 - Fiona & Andrew Peters	548.26
01-08-2017	Receive Payment		801 - Reynald Fraser	548.26
01-08-2017	Receive Payment		701 - Susan Pelletier & Greg...	548.89
01-08-2017	Receive Payment		216 - Marc Sally	570.08
01-08-2017	Receive Payment		703 - Valerie Oles	576.63
01-08-2017	Receive Payment		617 - Pelletier & McCune	576.62
01-08-2017	Receive Payment		410 - John Adams	580.96
01-08-2017	Receive Payment		104- Donald Turcotte	580.96
01-08-2017	Receive Payment		204- Beverly McLachlin	580.96
01-08-2017	Receive Payment		103 - Vanida Phonsavath	580.96
01-08-2017	Receive Payment		518 - Yi Jin & Jie Wen	622.53
01-08-2017	Receive Payment		310 - Gerald Witieveen	626.88
01-08-2017	Receive Payment		319 - Zepporah Toh	628.95
01-08-2017	Receive Payment		320 - Brent Robinson & John ...	628.95
01-08-2017	Receive Payment		215 Dawn & Ryan Potter	646.56
01-08-2017	Receive Payment		113 - Mohamed & Fozia Adour	735.87
01-08-2017	Receive Payment		114 Bazin /Cave	735.88
01-08-2017	Receive Payment		C036 Peter Bujan / Jyotsna V...	45.91
01-08-2017	Receive Payment		A010 Parking - Emily Leung ...	45.91
01-08-2017	Receive Payment		511 - Saad Bashir	268.06
01-08-2017	Receive Payment		206 - Hussam Abo Shaeir	268.06
01-08-2017	Receive Payment		619 - Kerri Beland	268.06
01-08-2017	Receive Payment		220 - Mckenzie O'neil	268.06
01-08-2017	Receive Payment		602 - Michael Menechian	268.06
01-08-2017	Receive Payment		209 - Syed Rizvi	273.28
01-08-2017	Receive Payment		513 - Jun Hu	308.31
01-08-2017	Receive Payment		201 - Yola Aurore Lamour	308.31
01-08-2017	Receive Payment		302 - Carlos Flores	308.31
01-08-2017	Receive Payment		208 - Dan Kosabek	308.31
01-08-2017	Receive Payment		314 - Kam Ming Wong	308.31
01-08-2017	Receive Payment		414 - Kyle Henderson	308.31
01-08-2017	Receive Payment		402 - Yola Aurore Lamour	308.31
01-08-2017	Receive Payment		612 - Gary Zed	308.31
01-08-2017	Receive Payment		207 - Kyle Gray	313.97
01-08-2017	Receive Payment		606 - Linda Mariotti	313.97
01-08-2017	Receive Payment		406 - Dimitri Della Faille De L...	313.97
01-08-2017	Receive Payment		405 - Saro Khatchadourian	313.97
01-08-2017	Receive Payment		505 - Kacie Ha	313.97
01-08-2017	Receive Payment		610 - Gary Zed	313.97
01-08-2017	Receive Payment		Jordan Pennell (303)	313.97
01-08-2017	Receive Payment		504 - Juliana Cheung-Ha	313.97

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-08-2017	Receive Payment		327 - Jason Hoang	313.97
01-08-2017	Receive Payment		804 - Fan Zhang	313.97
01-08-2017	Receive Payment		604 - Simon Ha	313.97
01-08-2017	Receive Payment		403 - Margaret Chan	313.97
01-08-2017	Receive Payment		506 - Junliang Liu	313.97
01-08-2017	Receive Payment		119 - Bruce Vo	313.97
01-08-2017	Receive Payment		502 - Marina Janjis	313.97
01-08-2017	Receive Payment		512 - Hao Chen	313.97
01-08-2017	Receive Payment		421 - Adel Kyrillos	313.97
01-08-2017	Receive Payment		109 - Patrick Van Abbema	313.97
01-08-2017	Receive Payment		705 - Alexander Zakharov	313.97
01-08-2017	Receive Payment		412 - Robert Leafloor	313.97
01-08-2017	Receive Payment		611 - Gary Zed	313.97
01-08-2017	Receive Payment		326 - Marc Seguin	313.97
01-08-2017	Receive Payment		312 - Wu Ping Wei	313.97
01-08-2017	Receive Payment		413 - Vishwath Kumar	313.97
01-08-2017	Receive Payment		420 - Sehar Rehman	313.97
01-08-2017	Receive Payment		404 - Adam Rowlands	313.97
01-08-2017	Receive Payment		605 - Sasa Radakovic	313.97
01-08-2017	Receive Payment		304 - Kathy Liu	313.97
01-08-2017	Receive Payment		603 - Talia Silvestri	313.97
01-08-2017	Receive Payment		706 - Aimee Anseme	314.73
01-08-2017	Receive Payment		315 - Andrew Shalaby	319.19
01-08-2017	Receive Payment		613 - Mohammad Harandi	319.19
01-08-2017	Receive Payment		221 - Beata Picur	319.19
01-08-2017	Receive Payment		514 - Adel Kyrillos	319.19
01-08-2017	Receive Payment		411 - Robert Rotter	323.60
01-08-2017	Receive Payment		609 - Phillip Fortier	323.60
01-08-2017	Receive Payment		510 - Iliana Virginia Mican	323.60
01-08-2017	Receive Payment		301 - Danya Hudson	354.10
01-08-2017	Receive Payment		328 - Andrew Pettinger	360.64
01-08-2017	Receive Payment		806 - Dorisse Fraser	360.64
01-08-2017	Receive Payment		608 - Elza Piourveeva	368.69
01-08-2017	Receive Payment		309 - Qamar Mahmood	369.32
01-08-2017	Receive Payment		203 - James Baribault	415.24
01-08-2017	Receive Payment		508 - Fred Kung	415.24
01-08-2017	Receive Payment		409 - Elena Harding	415.24
01-08-2017	Receive Payment		106 - Claude & Nicole Lauzon	447.94
02-08-2017	Receive Payment		618 - Christine Hoang	268.06
02-08-2017	Receive Payment		503 - Kerry-Ann Taylor	313.97
02-08-2017	Receive Payment		509 - Charbel El-Helou	580.96
02-08-2017	Receive Payment		306 - Ryan Pinto	313.97
02-08-2017	Receive Payment		422 - Ernst Radloff	314.73
02-08-2017	Receive Payment		415 - Jonathan Wells	319.19
02-08-2017	Receive Payment		205 - Kheecheong Howkit	323.60
02-08-2017	Receive Payment		311 - Janet Lew	323.60
02-08-2017	Receive Payment		316 - James Osbourne	327.94
02-08-2017	Receive Payment		620 - Marilyn Low	360.64
02-08-2017	Receive Payment		614 - Alexander Arruda	478.45
02-08-2017	Receive Payment		324 - Yoon Hyung Kim	495.93
02-08-2017	Receive Payment		516 Gopesh and Jignakumari...	501.72
03-08-2017	Deposit		Day-View Electric Inc.	1,639.45
08-08-2017	Receive Payment	9147	305 - 9469630 Canada Inc.	2,575.84
09-08-2017	Receive Payment		A102 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A117 Storage _ Claridge Ho...	0.63
09-08-2017	Receive Payment		A163 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		Storage - Claridge Homes (A...	0.63
09-08-2017	Receive Payment		A116 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A151 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A099 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A127 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A055 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A125 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A109 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A089 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		Storage - Claridge Homes (A...	0.63
09-08-2017	Receive Payment		A022 Storage -Claridge Homes	0.63
09-08-2017	Receive Payment		A094 Storage - Claridge Home	0.63
09-08-2017	Receive Payment		A105 Storage - Claridge Homes	0.63

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
09-08-2017	Receive Payment		A159 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A121 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A118 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A080 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A072 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A119 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A067 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A113 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A130 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A052 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A140 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A095 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A070 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A112 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A136 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A126 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A108 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A069 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		A097 Storage - Claridge Homes	0.63
09-08-2017	Receive Payment		B014 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B032 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C012 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B049 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B038 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C002 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B029 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B084 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B001 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C014 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B024 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C024 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C039 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C019 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B036 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B013 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B018 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		A008 Parking - Claridge	45.91
09-08-2017	Receive Payment		B023 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B002 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B025 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		Parking - Claridge Homes (B...	45.91
09-08-2017	Receive Payment		B011 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C032 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B037 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		A007 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B031 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B052 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		C023 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		B021 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		Parking - Claridge Homes (C...	45.91
09-08-2017	Receive Payment		B063 Parking - Claridge Homes	45.91
09-08-2017	Receive Payment		704 - Claridge Homes	267.43
09-08-2017	Receive Payment		108 - Maneet Singh	1,000.00
09-08-2017	Receive Payment		202 - Claridge Homes	436.31
09-08-2017	Receive Payment		408- Claridge Homes	436.31
09-08-2017	Receive Payment		308 - Claridge Homes	436.31
09-08-2017	Receive Payment		210 - Claridge Homes	449.39
09-08-2017	Receive Payment		Claridge Homes (117)	449.39
09-08-2017	Receive Payment		100A - Claridge Homes	492.97
09-08-2017	Receive Payment		323 - Claridge Homes	501.72
09-08-2017	Receive Payment		116 - Claridge Homes	508.26
09-08-2017	Receive Payment		217 - Claridge Homes	508.26
09-08-2017	Receive Payment		211 - Claridge Homes	523.54
09-08-2017	Receive Payment		803 - Claridge Homes	530.08
09-08-2017	Receive Payment		419 - Claridge Homes	530.08
09-08-2017	Receive Payment		219 - Claridge Homes	530.08
09-08-2017	Receive Payment		118 - Claridge Homes	530.08
09-08-2017	Receive Payment		325 - Claridge Homes	530.08
09-08-2017	Receive Payment		Claridge Homes (107)	534.42

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
09-08-2017	Receive Payment		105 - Claridge Homes	534.42
09-08-2017	Receive Payment		102 - Claridge Homes	534.42
09-08-2017	Receive Payment		212 - Claridge Homes	554.11
09-08-2017	Receive Payment		213 - Claridge Homes	554.11
09-08-2017	Receive Payment		214 - Claridge Homes	554.11
09-08-2017	Receive Payment		101 - Claridge Homes	560.96
09-08-2017	Receive Payment		318 - Claridge Homes	584.61
09-08-2017	Receive Payment		321 - Claridge Homes	584.61
09-08-2017	Receive Payment		317 - Claridge Homes	597.70
09-08-2017	Receive Payment		322 - Claridge Homes	597.70
09-08-2017	Receive Payment		111 - Claridge Homes	689.33
09-08-2017	Receive Payment		112 - Claridge Homes	689.33
09-08-2017	Receive Payment		115 - Claridge Homes	715.50
09-08-2017	Receive Payment		110 - Claridge Homes	715.50
17-08-2017	Receive Payment		519 Eric Turgeon & Colette A...	536.12
18-08-2017	Journal	44		59.11
28-08-2017	Receive Payment	5008	407 - Michael Bruce & Christi...	627.94
28-08-2017	Receive Payment		401 - James Hacking	708.20
30-08-2017	Deposit			87.00
Total				66,794.01

Additional Information

Uncleared cheques and payments as of 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
11-08-2016	Bill Payment	CCPM CC	Sign FX Inc.	-174.59
29-11-2016	Expense		109 - Patrick Van Abbema	-249.89
12-04-2017	Bill Payment	FCN_8734-4	Davidson Houle Allen LLP	-854.28
11-05-2017	Bill Payment	FCN_8738-3	Davidson Houle Allen LLP	-1,720.43
Total				-2,999.19

Uncleared deposits and other credits as of 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
24-05-2016	Receive Payment		208 - Dan Kosabek	0.20
25-05-2016	Receive Payment		Parking - Claridge Homes (C...	16.75
30-09-2016	Journal	YE JE24		214.14
01-05-2017	Receive Payment		418 - Brenda Zhang	495.93
06-06-2017	Receive Payment		521 - Iwona Kuszczyk	360.64
16-06-2017	Receive Payment		101 - Claridge Homes	12.70
09-08-2017	Receive Payment		108 - Maneet Singh	319.19
24-08-2017	Bill Payment	FCN_8745-4	Optimum Mechanical Solutions	0.00
24-08-2017	Bill Payment	FCN_8745-6	Uline Canada Corporation	0.00
24-08-2017	Bill Payment	FCN_8745-5	A. Bruce Benson Limited	0.00
24-08-2017	Bill Payment	FCN_8745-1	Brown & Associates	0.00
24-08-2017	Bill Payment	FCN_8745-2	Day-View Electric Inc.	0.00
24-08-2017	Bill Payment	FCN_8745-3	exp Services Inc.	0.00
28-08-2017	Receive Payment	179	520 - Phuong Lam & Shuo Li	268.06
30-08-2017	Bill Payment	FCN_8746-1	Optimum Mechanical Solutions	0.00
30-08-2017	Bill Payment	FCN_8746-2	A. Bruce Benson Limited	0.00
30-08-2017	Bill Payment	FCN_8746-3	exp Services Inc.	0.00
30-08-2017	Bill Payment	FCN_8746-4	Brown & Associates	0.00
Total				1,687.61

Uncleared cheques and payments after 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-09-2017	Expense			-3.30
01-09-2017	Bill Payment		Bell A/C # 613 563 2035 (302)	-43.79
01-09-2017	Expense			-22.50
05-09-2017	Bill Payment	FCN	Rogers A/C # 240-758038402	-39.55
05-09-2017	Bill Payment		Capital Concierge Ltd.	-4,078.31
05-09-2017	Expense			-15,000.00
05-09-2017	Bill Payment	FCN	Rogers A/C # 240-757996108	-184.05

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-09-2017	Expense			-2,609.21
06-09-2017	Bill Payment		9495100 Canada Ltd.	-2,034.00
Total				-24,014.71

Uncleared deposits and other credits after 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-09-2017	Receive Payment		311 - Janet Lew	323.60
01-09-2017	Receive Payment		316 - James Osbourne	327.94
01-09-2017	Receive Payment		620 - Marilyn Low	360.64
01-09-2017	Receive Payment		614 - Alexander Arruda	478.45
01-09-2017	Receive Payment		324 - Yoon Hyung Kim	495.93
01-09-2017	Receive Payment		516 Gopesh and Jignakumari...	501.72
01-09-2017	Receive Payment		509 - Charbel El-Helou	580.96
01-09-2017	Receive Payment		618 - Christine Hoang	268.06
01-09-2017	Receive Payment		520 - Phuong Lam & Shuo Li	268.06
01-09-2017	Deposit			75.00
01-09-2017	Receive Payment		205 - Kheecheong Howkit	323.60
01-09-2017	Receive Payment		415 - Jonathan Wells	319.19
01-09-2017	Receive Payment		422 - Ernst Radloff	314.73
01-09-2017	Receive Payment	6836	108 - Maneet Singh	1,000.00
01-09-2017	Receive Payment		306 - Ryan Pinto	313.97
01-09-2017	Receive Payment		503 - Kerry-Ann Taylor	313.97
Total				6,265.82



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

Business Account Statement

RBBD30000_3386152 E D 00006 00001

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

OPERATING

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

July 31, 2017 to August 31, 2017

Account number: 00006 107-470-7

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

RBC Business Essentials® Variable Pricing Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on July 31, 2017	\$66,962.60
Total deposits & credits (10)	+ 66,794.01
Total cheques & debits (25)	- 110,517.59
Closing balance on August 31, 2017	= \$23,239.02

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			66,962.60
01 Aug	Direct Payment (PAD's) service total GRADS4567210000		36,485.30	103,447.90
	Telephone Bill Pmt BELL CANADA EFT	43.79		
	Utility Bill Pmt Enbridge Gas Pre-authorized	1,130.70		102,273.41
	Electronic transaction fee 15 Drs @ 0.75 5 Crs @ 0.75	15.00		
	Items on deposit fee 17 ID @ 0.22	3.74		102,254.67
02 Aug	eCheque deposit 13770		4,922.76	
	Account transfer ACTR4721400035	15,000.00		
	Direct Deposits (PDS) service total GRADS1965410000	26,985.89		65,191.54
03 Aug	Direct Deposit Service (PDS) returns GRADS1965410000		1,639.45	66,830.99
04 Aug	Activity fee	56.85		66,774.14



Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 00006 107-470-7

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
07 Aug	Insurance INTACT INS. CO.	2,609.20		64,164.94
08 Aug	INTERAC e-Transfer - 9147		2,575.84	66,740.78
	Account transfer ACTR4722000823	2,034.00		
	Hydro Bill Pmt Hydro Ottawa	73.93		
	Misc Payment	4,078.31		
	Hydro Bill Pmt Hydro Ottawa	13,098.93		47,455.61
09 Aug	eCheque deposit 13770		19,152.29	66,607.90
16 Aug	Hydro Bill Pmt Hydro Ottawa	21.67		66,586.23
17 Aug	INTERAC e-Transfer - 9113		536.12	67,122.35
	Direct Deposits (PDS) service total GRADS1965410000	7,257.00		
	Utility Bill Pmt OTTAWA WATER	4,173.76		55,691.59
18 Aug	Direct Deposit Service (PDS) returns GRADS1965410000		59.11	55,750.70
23 Aug	Account transfer ACTR4723500904	6,425.54		
	Account transfer ACTR4723500815	6,440.16		42,885.00
28 Aug	INTERAC e-Transfer - 5008		627.94	
	INTERAC e-Transfer - 0496		708.20	44,221.14
	Account transfer ACTR4724000851	3,713.45		40,507.69
29 Aug	INTERAC e-Transfer - 1193	87.00		
	INTERAC e-Transfer fee	1.50		40,419.19
30 Aug	INTERAC e-Transfer cancel - 1193		87.00	
	INTERAC e-Transfer - 7265	87.00		
	INTERAC e-Transfer fee	1.50		40,417.69
	Direct Deposits (PDS) service total GRADS1965410000	15,329.02		
	Utility Bill Pmt Enbridge Gas Pre-authorized	858.77		24,229.90
31 Aug	Telephone Bill Pmt BELL CANADA EFT	990.88		23,239.02
	Closing balance			23,239.02

Account Fees: \$78.59

MONTHLY RESERVE FINANCIAL REPORT

OCSCC 976

August 2017

OCSCC 976 c/o Capital Concierge

PROFIT AND LOSS

August 2017

TOTAL	
INCOME	
Total Income	
GROSS PROFIT	\$0.00
OTHER INCOME	
6001 Contribution from operating	15,000.00
Total Other Income	\$15,000.00
EXPENSES	
Total Expenses	
PROFIT	\$15,000.00

OCSCC 976 c/o Capital Concierge

1020 Cash Reserve, Period Ending 31-08-2017

RECONCILIATION REPORT

Reconciled on: 08-09-2017

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance.....	17,313.81
Cheques and payments cleared (1).....	-6.00
Deposits and other credits cleared (1).....	15,000.00
Statement ending balance.....	<u>32,307.81</u>

Uncleared transactions as of 31-08-2017.....	-6,314.75
Register balance as of 31-08-2017.....	25,993.06
Cleared transactions after 31-08-2017.....	0.00
Uncleared transactions after 31-08-2017.....	14,994.00
Register balance as of 08-09-2017.....	40,987.06

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-08-2017	Expense			-6.00

Total -6.00

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-08-2017	Deposit			15,000.00

Total 15,000.00

Additional Information

Uncleared cheques and payments as of 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
25-07-2017	Bill Payment	EFT 3366	9495100 Canada Ltd.	-6,314.75

Total -6,314.75

Uncleared cheques and payments after 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-09-2017	Expense			-6.00

Total -6.00

Uncleared deposits and other credits after 31-08-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-09-2017	Deposit			15,000.00

Total 15,000.00



49896



OTTAWA CARLETON STANDARD
CONDOMINIUM CORPORATION NO. 976
904 LADY ELLEN PLACE
OTTAWA ON K1Z 5L5

Your Account Number: 501-64821-1-8

Date of Last Statement: JULY 31, 2017

ADVISORY TEAM

Investment Advisor(s):

John Bull 613-566-7555
Robert Nesbitt 613-566-7520

Team Member(s):

Andras 613-566-7519
Helen 613-566-7539
Amanda 613-566-7552

Branch Address:

World Exchange Plaza
45 O'Connor Street, Suite 900
Ottawa, Ontario
K1P 1A4
Fax: 613-566-7600

Branch Manager:

Paul Higgins / Peter Chisholm
(613) 566-7500

ASSET SUMMARY

	MARKET VALUE AT AUG. 31	PERCENTAGE OF MARKET VALUE
Cash	\$0.00	0.00 %
Fixed Income	\$150,638.52	99.98 %
Preferred Shares	\$0.00	0.00 %
Common Shares	\$0.00	0.00 %
Mutual Funds **	\$28.75	0.02 %
Foreign Securities	\$0.00	0.00 %
Managed Assets	\$0.00	0.00 %
Other	\$0.00	0.00 %
Total Value	\$150,667.27	100.00 %

INCOME SUMMARY

	THIS MONTH	YEAR-TO-DATE
Dividends	\$0.00	\$0.00
Interest	\$22.22	\$28.75
Other	\$0.00	\$0.00
Total Income	\$22.22	\$28.75

CASH BALANCE

ACCOUNT TYPE	OPENING BALANCE AT AUG. 01	CLOSING BALANCE AT AUG. 31
Total	\$0.00	\$0.00

JTA1647473-0199581-49896-0002-0001-00-

RBC Dominion Securities Inc.

CANADIAN DOLLAR

AUG. 31

ACCOUNT STATEMENT

2017

Your Account Number: 501-64821-1-8

2 of 3

ASSET REVIEW

(Exchange rate 1USD = 1.2484 CAD as of AUG. 31, 2017)

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
--------------------	-------------------------	---------------	--------------	-----------------

FIXED INCOME

HOME TRUST COMPANY	97,000	100.000	97,000.00	\$97,540.94 ¹
GIC - ANNUAL	97,000			
DUE 06/23/2022 2.950%				
CANADIAN TIRE BANK	53,000	100.000	53,000.00	\$53,097.58 ¹
GIC - ANNUAL	53,000			
DUE 08/03/2022 2.400%				
Total Value of Fixed Income			150,000.00	\$150,638.52

MUTUAL FUNDS

RBC INVESTMENT SAVINGS	RBF2010	2.875	10.000	28.75	\$28.75
ACCOUNT SR A (2010)		2.875			
Total Value of Mutual Funds **				28.75	\$28.75

Total Value of All Securities			150,028.75	\$150,667.27
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ACCOUNT ACTIVITY

DATE	ACTIVITY	DESCRIPTION	QUANTITY	PRICE RATE	DEBIT	CREDIT
		Opening Balance (AUG. 01, 2017)				\$0.00
AUG. 01	INTEREST	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) AS OF 07/31/17 REINVEST @ \$10.00	2.222			
AUG. 03	SOLD	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) SOLICITED AS OF 08/02/17	5,300-	10.00		53,000.00
AUG. 03	BOUGHT	CANADIAN TIRE BANK GIC - ANNUAL DUE 08/03/2022 02.400% AUG 03 #170803-B009E0	53,000	100.00	53,000.00	
		Closing Balance (AUG. 31, 2017)				\$0.00

- CONTINUED ON NEXT PAGE -

JTA1647473-0199582-49896



Head Office Address:

RBC Dominion Securities Inc.
P.O. BOX 50
Royal Bank Plaza
Toronto, Ontario
Canada M5J 2W7
GST/HST Registration # 889767471

If you have a service request or a question about your statement or a service charge, please phone your Investment Advisor at the phone number listed on the front of this statement. Unresolved problems or complaints should be forwarded in writing to:

Telephone: (416) 363-1019
Internet: www.rbc.ds.com
QST Registration # 889767471

RBC DOMINION SECURITIES
Compliance Department
P.O. BOX 50, Royal Bank Plaza
Toronto, Ontario
M5J 2W7



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- Please be advised that if you have set-up a pre-authorized mutual fund purchase plan ("PAC Plan") to purchase one or more mutual funds, you will not receive a copy of the respective Fund Facts for subsequent purchases of the applicable Fund under the PAC. You may at any time request to receive, at no cost, the most recently filed Fund Facts by contacting your Investment Advisor or by sending a secure message through the online investing site's Message Centre or by calling or writing to us at the coordinates provided on this page. The most recently filed Fund Facts may also be found by visiting www.sedar.com or the website of the applicable Mutual Fund Manager.
- In certain cases in relation to securities in your portfolio, the current market value for the security is not available and/or no market currently exists for the security. In such cases, we may provide no market value or provide a market value based on either the last available market value/net asset value for the security, the book cost for the security or a value determined by receivership or other legal proceedings, as applicable. Such market values may not reflect the current value of the security. Market prices and book costs shown are obtained from sources that we believe are reliable but we do not guarantee their accuracy.
- In cases where securities in your portfolio display a Market Price of 'UNPRICED', the current market value is not determinable.
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- Unless otherwise advised, the Book Cost means: In the case of a long security position, the total amount paid for the security, including any transaction charges related to the purchase, adjusted for reinvested distributions, returns of capital and corporate actions; or In the case of a short security position, the total amount received for the security, net of any transaction charges related to the sale, adjusted for any distributions (other than dividends), returns of capital and corporate actions. Where a book cost is not available on a security position, market value will be used to calculate the book cost.
- Fully paid securities are segregated on the records of RBC Dominion Securities Inc. and cannot be used in the normal course of our business. Any free credit balance for non-registered accounts represents funds payable on demand which, although recorded in our books, are not segregated and may be used in the conduct of our business.
- A copy of our most recent financial statements, a list of directors and senior officers and information about commissions, fees and administrative proceedings that may relate to RBC Dominion Securities or to its employees are available to you upon written request directed to our Head Office address listed above.
- Customers accounts are protected by the Canadian Investor Protection Fund within specified limits. A brochure describing the nature and limits of the coverage is available upon request.
- Please contact your local branch or the Head Office address listed above for a copy of the brochure.
- All income reported in the "Income Summary" of your account statement is for information purposes only and should not be used for tax reporting purposes. Where applicable, any income that is taxable will be reported on the appropriate tax slips.
- We act as principal on foreign currency conversions and fixed income transactions and apply discretionary currency conversion rates. The foreign currency conversion rate shown on the confirmation statement includes our spread-based revenues for performing this function. Spread means the difference between the rate we obtain and the rate you receive.
- Please note the following security description abbreviations may appear on your statement: NON VTG for non-voting shares; RES VTG for restricted voting shares; SUB VTG for subordinate voting shares; DSC for securities which may be subject to a deferred sales charge; LL, LL2, LL3 or LL4 for securities which may be subject to a low load deferred sales charge.
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FOOTNOTES

- * - Indicates fully paid for securities registered in your name and held by us on your behalf.
- # - Part or all of the Book Cost on this security position has been provided by a source other than RBC Dominion Securities. As such, RBC Dominion Securities is not responsible for the completeness or accuracy of the information provided.
- ¹ - Includes accrued interest.
- ² - Part of or all of the Book Cost on this security position is unknown resulting in the use of market value. The market value applied was September 30, 2015 or later, depending on the transaction activity for this security position. Please contact your Investment Advisor to update the statement records.
- ³ - The Book Cost of this security is temporarily unavailable due to a pending corporate action event. Please contact your Investment Advisor for additional information.
- ^o - Market value of non-prospectus qualified investment funds (each a "Fund"), disclosed on this statement, is calculated by the fund manager in arrears and may not reflect the actual net asset value from the previous calendar quarter. This market value is an estimate and excludes any unrealized gain / loss on the underlying positions of the Funds for the current calendar quarter.
- - The Book Cost of this security cannot be determined. Please contact your Investment Advisor for additional information.
- ** - Segregated Funds are included in the Total Value of Mutual Funds.
- *** - Converted U.S. dollar contributions or withdrawals are included in your plan summary.
- ⁴ - This security may be subject to a deferred sales charge at the time that it is sold.
- ⁿ - There is no active market for this security so its market value has been estimated.

JTA1647473-0199583-49896-0002-0002-00-



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

Business Account Statement

RBDDA30000_3386152 E D 00006 00002

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

July 31, 2017 to August 31, 2017

Account number: 00006 107-472-3

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

RBC Business Essentials® Variable Pricing Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on July 31, 2017	\$17,313.81
Total deposits & credits (1)	+ 15,000.00
Total cheques & debits (1)	- 6.00
Closing balance on August 31, 2017	= \$32,307.81

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			17,313.81
01 Aug	Minimum monthly fee	6.00		17,307.81
02 Aug	Account transfer Monthly RF cont		15,000.00	32,307.81
	Closing balance			32,307.81

Account Fees: \$6.00

20 September 2017

Kelly Santini LLP
301-2301 Carling Avenue
Ottawa, ON K2B 7G3
Phone: 613-829-7171
Fax: 613-829-0244

Re:	Purchaser	Michele Maiorino & Julie Chapdelaine
	Vendor	Brandon Crawford & Leah Randall
	Address	120 - 300 Lett Street, Ottawa, ON K1R 0B8
	Legal Desc	Unit 20, Level 1, Ottawa Carleton Standard Condominium Corporation 976
	Legal Desc (Parking & Locker)	Unit 51, Level A; Unit 27, Level B
	Closing Date	06 November 2017
	Our File No.	976:120
	Your File No.	042-83393
	Order No.	N/A

Pursuant to your request of 14 September 2017 please find enclosed a current Status Certificate as per the *Condominium Act, 1998* and documentation package relating to the above-referenced property.

Please note that our office requires written confirmation from the lawyer that this transaction of sale has closed. In addition, please provide us with the full name, address, email address, and telephone number of the purchaser so that we may correspond with the new owner with future Corporation business.

Regards,

Michael Barnett
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 976"

** The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document*

STATUS CERTIFICATE
OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION No. 976
LF3

Ottawa Carleton Standard Condominium Corporation No. 976 (known as the "Corporation") certifies that as of the date of this certificate:

GENERAL INFORMATION CONCERNING THE CORPORATION

1. Mailing address: See below
2. Address of service: See below
3. Property Manager: Michael Barnett - mbarnett@cimanagement.ca
Capital Integral Property Management
904 Lady Ellen Place
Ottawa ON K1Z 5L5
Tel: 613-722-1232
Fax: 613-651-0306
4. The Directors and Officers of the Corporation are:
John Adams, President
Elena Harding, Treasurer
Kyle Gray, Director
Ed Mckenna, Director
Doug Bowman, Director

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 20, Level 1, known as 120 - 300 Lett Street, and Parking Unit 51, Level A and Locker Unit 27, Level B, Ottawa, Ontario of Ottawa Carleton Standard Condominium Corporation 976 registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa **is NOT in default** in the payment of common expenses.
6. The current monthly Condominium Fee for this unit is \$471.90, due and payable on the first day of each month. This fee includes the percentage of common interest for one parking space, and one Locker.

Please note, Condominium Fees are calculated based on the proportionate percentage per legal unit and rounded to two decimal places and a discrepancy may appear from the amount listed in the Budget, when two amounts otherwise rounded down, are added together and rounded up.

Payment on account of common expenses for the unit in the amount of \$471.90 was received for the period of 01 September 2017 through 30 September 2017 pending confirmation from the bank.

These above amounts include the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in paragraph 10. An update of the account

should be requested prior to the closing date.

7. The Corporation has the amount of \$0.00 in prepaid Common Expense/Condominium Fees for this unit.
8. There are no amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit, except: for any increase in common expenses the budget may require.

BUDGET

9. The budget of the Corporation for the current fiscal year is accurate and may result in a surplus or deficit of \$0.
10. The budget commenced 01 October 2016. An increase to the monthly condominium fees was included in the budget. Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have not been further increased.

The budget commencing 01 October 2017 is expected to include an increase to the monthly condominium fees.

11. Since the date of the budget of the Corporation for the current fiscal year, the Board has not levied any assessments against the unit to increase the contribution to the reserve fund, or the Corporation's operating fund or for any other purpose.
12. The Corporation has no knowledge of any circumstance that may result in an increase of common expenses for the unit, except for any increase in the new fiscal year as per an approved budget and as the reserve fund plan may require, and as any changes in the new Condominium Act may require when enacted.

The *Protecting Condominium Owners Act, 2015*, will bring some important changes to condominium law and administration in Ontario, including changes to the Condominium Act, as well as mandatory licensing for condominium property managers. As a result, condominium management fees are expected to increase. Also, condominium corporations will be required to make payments towards the new Condominium Authority of Ontario. The Corporation might also experience increased Legal Costs (for review of and/or amendments to the Corporation's governing documents and for added guidance and assistance in relation to the new legislation). These matters are expected to result in an increase in the common expenses, and the increase is currently estimated at between \$5.00 and \$10.00 per unit per month. These changes are expected to come into force in phases, from 2017 – 2019.

RESERVE FUND

13. The Corporation's reserve fund amounts to \$198,766 (un-audited) as of 31 August 2017.
14. The most recent reserve fund study conducted by the Board was a Comprehensive Reserve Fund Study, dated February 2017 and prepared by exp Services Inc.
15. The balance of the reserve fund at the beginning of the current fiscal year was \$41,947 (audited). In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is \$180,000 and

the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to \$14 300. The Board anticipates that the reserve fund will be adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.

16. The Board has sent to all owners a notice containing a summary of the reserve fund study, a summary of the proposed plan (Form 15) for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study.
17. There are no plans to increase the reserve fund under a plan proposed by the Board under subsection 94 (8) of the *Condominium Act, 1998* for the future funding of the reserve fund.

LEGAL PROCEEDINGS, CLAIMS

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

AGREEMENT WITH OWNERS RELATING TO CHANGES OF THE COMMON ELEMENTS

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

a) No modification agreements currently on file.

The following modifications have been made by the unit owner(s) or previous unit owner(s) without the prior written approval of the Board of Directors:

a) No modifications currently on file.

[Note: this is simply a list of the modifications known to the Corporation. Other modifications, not known to the Corporation, may have been made without approval of the Corporation and accordingly may not be lawful].

Except as otherwise indicated in an agreement or in the By-Laws or Rules of the Corporation, the owner of the unit, from time to time, is entirely responsible for all modifications made to the common elements by the Owner(s) or by a previous Owner(s) of the unit. Accordingly, any future unit Owner(s) is also responsible for the modifications made and is also responsible for

all maintenance, repairs and insurance related to such modification and must fully and completely indemnify and save harmless the Corporation from any claims, expenses or losses related in any way to the modifications. Without limiting the generality of the foregoing, the Owner shall be responsible for all costs and expenses incurred in order to remove the modification to afford the Corporation access to any portion of the property (for the purposes of carrying out repair or maintenance, or for any other reason) as well as reinstatement of the modification (if desired), and the Corporation shall have no obligation for any damage which may be caused to the modification as a result of any such required access. Any modification or upgrade to common elements must have prior written approval from the Board of Directors.

If an owner sells his or her unit, the owner shall, upon request from the purchaser, provide to the purchaser a written list of all modifications made to the common elements by the owner or by a previous owner of the unit.

When a unit is sold, it is the responsibility of the purchaser to determine what modifications have been made to the common elements by the vendor or by a previous owner of the unit.

LEASING OF UNITS

24. The Corporation has NOT received notice under section 83 of the *Condominium Act, 1998* during the fiscal year preceding the date of this status certificate. The Corporation's understanding is 12 units in the condominium are owned by non-resident owners as of the date of this certificate, but notice under Section 83 has not yet been received respecting all of those leased units.

SUBSTANTIAL CHANGES TO THE COMMON ELEMENTS, ASSETS OR SERVICES

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

INSURANCE

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

PHASED CONDOMINIUM CORPORATIONS

27. N/A
28. N/A

VACANT LAND CONDOMINIUM CORPORATIONS

29. N/A

LEASEHOLD CONDOMINIUM CORPORATIONS

30. N/A
31. N/A
32. N/A

ATTACHMENTS

33. The following documents are attached to this status certificate and form part of it:

- a) a copy of the current Declaration for the Corporation;
- b) a copy of the By-Laws for the Corporation;
- c) a list of all current agreements between the Corporation and the owner of the unit: if applicable, see paragraph 23; or current agreements mentioned in section 111, 112 or 113 of the *Condominium Act, 1998* and all current agreements between the Corporation and another corporation;
- d) a copy of the Rules and Regulations;
- e) a copy of the last audited financial statements and auditor's report;
- f) a copy of the budget for the current fiscal year;
- g) a certificate or memorandum of insurance for the Corporation; and
- h) a copy of the most recent Form 15.

RIGHTS OF PERSON REQUESTING CERTIFICATE

34. The person(s) requesting this certificate has the following rights under subsections 76 (7) and (8) of the *Condominium Act, 1998* with respect to the agreements listed in subparagraph 33 (c) above:

- 1. Upon receiving a written request and reasonable notice, the Corporation shall permit a person who has requested a status certificate and paid the fee charged by the Corporation for the certificate, or an agent of the person duly authorized in writing, to examine the agreements as per subparagraph 33 (c) at a reasonable time and at a reasonable location.
- 2. The Corporation shall, within a reasonable time, provide copies of the agreements to a person examining them, if the person so requests and pays a reasonable fee to compensate the Corporation for the labour and copying charges.

Dated at Ottawa this day of 20 September 2017

Ottawa Carleton Standard Condominium Corporation No. 976



Michael Barnett
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 976"

**The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document.*