

# Ottawa Carleton Standard Condominium Corporation 672

## Management Report

Prepared for the Meeting of the Board of Directors  
286 Cresthaven - September 12, 2018 at 6:00 p.m.

- Agenda
- Management Report
- Annual Schedule
- Contracts/Info
- Financial Statements
- Status Certificate

Property Manager:  
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# **AGENDA**

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MEETING MINUTES - June 20, 2018 as July 25th meeting was cancelled.
4. FINANCIAL REPORT
5. MANAGEMENT REPORT
6. NEW BUSINESS:
  - Barbeque Notice
  - Bollards - Burnt
  - Pruning of tree - 316 Cresthaven
  - Legal - Timberline
  - Snow Contract - Specs
  - Window Cleaning
  - Roof - Karyn's Unit - Leak
  - Basement Windows
7. NEXT MEETING
8. ADJOURNMENT

## Minutes of the Directors Meeting OCSCC 672

June 20, 2018

**Chair:** Denise Stimson

**Present:** Jeanette Kam, Jim Woodley, Anna Trstenjak

**Regrets:** Melissa Moffatt

1. **Welcome & Announcement Quorum:** Called to order 6:15 pm
2. **Approval of Agenda:** Motion to approve Agenda by Jeanette & Anna
3. **Approval of Minutes of the Board of Directors' Meeting of last meeting:** Minutes approved by Anna & Jim
4. **Managers' Report:**

### **Denise went over Maintenance that was completed:**

- ✓ Unit 312 doorbell was replaced to the board's request: OMS attended
- ✓ Unit 248 broken window reported by the board- problem was found with the seal & addressed on May 28<sup>th</sup>, 2018- OMS went to inspect but was not fixed- not complete. Board informed Denise the window is breaking/cracking further.
- ✓ Unit 312 information updated on file by Mellissa (CIPM) to the board's request May 24<sup>th</sup> 2018.- Complete
- ✓ Carleton parking patrol report ready & attached to the package- Board requested a need to change the signs to 2:00 pm registration for 24hour registration. There is limited visitor parking due to particular owners parking in visitors for convenience and other the rentals next door parking in our visitor parking lot for long periods of time. The Board agrees that if the same offender has had 3 tickets there will be authorization to have the car towed to help solve this issue. Denise will put out a newsletter to other management company to give the tenants notice of fines and authorization to tow. This information will also be included in our newsletter.
- ✓ Unit 24- water leak caused by burst pipe in the basement ceiling, fixed by OMS at owner's expense. Denise will check with accountant if the charge back was done.
- ✓ Unit 254 & Unit 242 had squirrels in the attic- Direct pest control attended, installed a one-way door trap.
- ✓ Marie- Eve, unit 272, cleaning contract signed & saved on the drive June 24<sup>th</sup>, 2018- Denise will follow up to ensure this was done
- ✓ Outstanding snow removal invoice paid June 8<sup>th</sup>, 2018 to Dean Ryan's.

## **Maintenance Ongoing**

- Reserve Fund Study 2018: Andree Ball Keller Engineering- pending, initiated on May 22, 2018- This was not accurate. The condo needs the Reserve Fund done ASAP. It was originally initiated in the Feb. 20, 2018 Board meeting (in the minutes). Denise will expedite the study by having the B.O.D members units available, 2 uppers (Anna) 318, & (Jeanette) & 1 lower (Jim) 296.
- Sidewalks re-paving- need to fix pavement from City side walks to steps in front of door of Unit 286 & fix front of the steps as they are crumbling.
- Freshco Fence quote- Jeanette will forward the quote to Denise from Dan from Premiere.

Newsletter- Waiting on Completion. Denise does not do newsletters. She will help the Board this upcoming newsletter by providing a template for the Board to have for future newsletters. The newsletter will include issues discussed in May 23, minutes such as parking lot not a playground, use sidewalks to walk as to not ruin the grass, after hours criteria for emergency & when owner/tenant would be charge back if call doesn't fall under criteria, hot water tanks & AC group quotes as stated in previous minutes (May 23, 2018).

- No Parking Signs: all 4 signs were received from Western.
- Parking lot line painting: Quotes will be done from Western Signs and Premier & sent to Denise.
- Damaged roof caused by high wind: Claim 9002133 (waiting on updates on the roof repairs with Diresco, Jeanette is the main contact on file). The damage is on Building #1 & #2, side #3 facing Timberline.
- New rules regarding outbuilding structures & harassment: The board agreed to hold off of rule for outbuilding structure, Diane will get more information from Barb regarding harassment policy. As for the Smoking rule Denise suggested getting a lawyer to ensure no loop holes in the wording of the rule. The Board had questions of who's responsibly it is to enforce the no smoking. Denise will look into this question.
- Marie- Eve, cleaner's expense provided to CI, submitted to David CI controller for refund.
- Jeanette submitted invoices for address labels for all Condo units for the back of Condo- need refund.

## **Management Decisions/Discussions:**

- Tree removal project was delayed- The board would like to move this forward, J. Carty's Tree Service Ltd. will come June 22, 2018 to complete.
- Unit 290 has mildew/mould issues. Denise discussed with Yawar. Board not responsible for mould inside condo. Denise securing 3 quotes to have whole complex re-caulked from the following companies: Dominion, Great Outdoors & Fine Touch. Jim & Jeanette are securing a quote from Diresco.

Lise requested an inspection from Paramount of Unit 290 without Board direction. We will not pay for invoice. Jeanette emailed Yawar regarding this situation.

- Water charges: Updated charges to the 4 units tied up to the irrigation system. Denise will look into device to put on water metre to separate the meters for reading purposes.
- Kim Peckett, unit 264 was informed of the board's decision regarding her water bill & is requesting refund for previous months.

5. **Ratification of decisions make between meetings.**
6. **Items Arising from Minutes of last meeting**
7. **Monthly financial Report**

**8. Items for discussion:**

**\*2018\*** Annual Schedule (Jan to Dec 2018) was discussed. Corrections need to be make;

May- Year end is Feb 28<sup>th</sup> not May 31<sup>st</sup>.

June-Dryer duct cleaning taken off June schedule. It is owner's responsibility as previously discussed.

August- AGM will be Aug Aug 29<sup>th</sup> as that is 6 months from year end. Yawar will attend to discuss the high increase in CAO fees. Will be held at Prince of Wales Retirement Home.

November- will create a draft budget.

**9. Items for Board Information:**

The Board went over Contract Summary for OCSCC No. 672. Denise will update the Summary and may corrections need to be make;

Cleaning- Marie Eve

Landscaping- Premier

Snow Removal- TBA

Roofing- waiting to see what happens with claim

General Contractors- Great Outdoors

Irrigation- Premier

**10. Other Business:**

- CAO website needs to be corrected; year built is 2003 not 2015, We consist of 42 units not 84.
- Hot water tanks generally have a 15-year life cycle, Owners need to be aware should be changed, will include in newsletter, pipes need to be updated as well.
- AGM must be done by end of Aug. Board agreed to Aug 29<sup>th</sup>. Preliminary notice must be sent before July 25<sup>th</sup>. AGM package must be sent to all owners by Aug 9<sup>th</sup> to ensure they receive package by Aug 14<sup>th</sup>.
- Board still deciding putting out smoking law to owners. Questions include who will enforce none smoking law, could be costly if owners refuse the law.
- Unit 334 has a hole on balcony wood. Squirrels are trying to build a home. Owner will contact Denise directly to explain situation.
- We need an audit. Denise will look into to see if it was done.

11. **Status Certificate Review-** An example of the new format provided for Board to see.

12. **Notice of Next Meeting & Adjournment:** July 25, 2018, 6:00pm Unit 296. Thanks Jim! Meeting adjourned 8:44pm.

# **MONTHLY FINANCIAL REPORT**

## ***OCSCC 672***

### ***July 2018***

# OCSCC 672 Monthly Financials

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11. Operating Account Bank Statement

### Reserve Reports

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

## MONTHLY FINANCIAL REPORT SUMMARY OCSCC672 July 2018

### Revenue

100% of the condo fees have been invoiced in July.

### Accounts Receivable Aging Summary

240 - Chiasson, Gary & Valerie	512.08 -	1- 30 days	
294 - Nathan Mittelstaedt	40.00 -	31- 60 days	
310 - Lewis, Gregory	25.96 -	91 and over	
294 - Nathan Mittelstaedt	45.00 -	1-30 days,	259.10 31-60 days
AMG Property Management Inc	402.56 -	91 days and over	

All of the above have been sent emails requesting monies and will be followed up.

### Expenses

Utilities are trending below budget.

Water and sewer are lower as the irrigation system was just started. Repairs are required and therefore, a part of the irrigation system has been turned off. More accurate numbers should be reflected in the August 2018 financials.

### Contracts

Waste management currently on budget.

Below budget for landscaping, as a higher amount was allocated in the budget line.

Over budget in Pest control as budget was not allocated to it.

Snow removal is over budget due to the payment settlement for Chris Callows. The original cost was to be \$3,277.00 however, settlement was agree upon for \$2,500.00.



### General Repairs & Maintenance

General Repairs and Maintenance are over budget for the month of July. This is due to an emergency after hours call at 240 Cresthaven for a water leak. This is a unit owner chargeback.

### Administrative & Professional Expenses

Over budget due to legal settlement for snow plowing

### Conclusion:

The corporation is in a good position for the fiscal year.

# OCSCC #672

## BUDGET VS. ACTUALS: 2018/19 - FY19 P&L

July 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	12,199.41	12,199.00	0.41	100.00 %
4030 Parking Space Rental	170.00	250.00	-80.00	68.00 %
4032 NSF fees charged to customers	45.00		45.00	
4037 Misc. Income	200.00	113.00	87.00	176.99 %
<b>Total 4000 Income</b>	<b>12,614.41</b>	<b>12,562.00</b>	<b>52.41</b>	<b>100.42 %</b>
<b>Total Income</b>	<b>\$12,614.41</b>	<b>\$12,562.00</b>	<b>\$52.41</b>	<b>100.42 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve Fund	3,633.42	3,633.00	0.42	100.01 %
<b>Total Cost of Goods Sold</b>	<b>\$3,633.42</b>	<b>\$3,633.00</b>	<b>\$0.42</b>	<b>100.01 %</b>
<b>GROSS PROFIT</b>	<b>\$8,980.99</b>	<b>\$8,929.00</b>	<b>\$51.99</b>	<b>100.58 %</b>
Expenses				
5000 Utilities				
5020 Hydro	465.67	540.00	-74.33	86.24 %
5030 Water & Sewer	103.73	596.00	-492.27	17.40 %
<b>Total 5000 Utilities</b>	<b>569.40</b>	<b>1,136.00</b>	<b>-566.60</b>	<b>50.12 %</b>
5400 Contracts				
5415 Waste management	200.00	217.00	-17.00	92.17 %
5465 Landscaping	749.85	1,667.00	-917.15	44.98 %
5470 Snow Removal	-777.00	0.00	-777.00	
5475 Pest Control	333.35		333.35	
<b>Total 5400 Contracts</b>	<b>506.20</b>	<b>1,884.00</b>	<b>-1,377.80</b>	<b>26.87 %</b>
5500 General Repairs & Maintenance				
5426 Parking monitor security expense	113.00		113.00	
5503 General Repairs & Maint	716.43	1,083.00	-366.57	66.15 %
5504 Emergency Calls	512.08	42.00	470.08	1,219.24 %
5516 Plumbing R&M		83.00	-83.00	
5518 Window Cleaning		0.00	0.00	
5520 Electrical R&M		42.00	-42.00	
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>1,341.51</b>	<b>1,250.00</b>	<b>91.51</b>	<b>107.32 %</b>
5800 Administrative & Professional Expenses				
5801 Property Management Fees	1,877.57	1,878.00	-0.43	99.98 %
5805 CAO Fees		48.00	-48.00	
5810 Office Expenses		40.00	-40.00	
5812 Bank Charges	31.03	42.00	-10.97	73.88 %
5813 Property Taxes	139.64	25.00	114.64	558.56 %
5815 Miscellaneous Expenses		42.00	-42.00	
5830 Insurance Expense/General & Liability Insurance	1,045.89	1,053.17	-7.28	99.31 %
5833 Legal and Audit	1,294.54	0.00	1,294.54	
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>4,388.67</b>	<b>3,128.17</b>	<b>1,260.50</b>	<b>140.30 %</b>
<b>Total Expenses</b>	<b>\$6,805.78</b>	<b>\$7,398.17</b>	<b>\$ -592.39</b>	<b>91.99 %</b>
<b>NET OPERATING INCOME</b>	<b>\$2,175.21</b>	<b>\$1,530.83</b>	<b>\$644.38</b>	<b>142.09 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$2,175.21	\$1,530.83	\$644.38	142.09 %

# OCSCC #672

## BUDGET VS. ACTUALS: 2018/19 - FY19 P&L

March - July, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	60,435.03	60,995.00	-559.97	99.08 %
4030 Parking Space Rental	800.00	1,250.00	-450.00	64.00 %
4032 NSF fees charged to customers	45.00		45.00	
4037 Misc. Income	368.19	565.00	-196.81	65.17 %
<b>Total 4000 Income</b>	<b>61,648.22</b>	<b>62,810.00</b>	<b>-1,161.78</b>	<b>98.15 %</b>
<b>Total Income</b>	<b>\$61,648.22</b>	<b>\$62,810.00</b>	<b>\$ -1,161.78</b>	<b>98.15 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve Fund	18,165.42	18,165.00	0.42	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$18,165.42</b>	<b>\$18,165.00</b>	<b>\$0.42</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$43,482.80</b>	<b>\$44,645.00</b>	<b>\$ -1,162.20</b>	<b>97.40 %</b>
Expenses				
5000 Utilities				
5020 Hydro	2,138.86	2,700.00	-561.14	79.22 %
5030 Water & Sewer	312.04	2,980.00	-2,667.96	10.47 %
<b>Total 5000 Utilities</b>	<b>2,450.90</b>	<b>5,680.00</b>	<b>-3,229.10</b>	<b>43.15 %</b>
5400 Contracts				
5415 Waste management	712.41	1,085.00	-372.59	65.66 %
5465 Landscaping	2,921.24	5,001.00	-2,079.76	58.41 %
5470 Snow Removal	7,974.60	6,666.00	1,308.60	119.63 %
5475 Pest Control	666.70		666.70	
<b>Total 5400 Contracts</b>	<b>12,274.95</b>	<b>12,752.00</b>	<b>-477.05</b>	<b>96.26 %</b>
5500 General Repairs & Maintenance				
5426 Parking monitor security expense	565.00		565.00	
5503 General Repairs & Maint	6,494.02	5,415.00	1,079.02	119.93 %
5504 Emergency Calls	613.78	210.00	403.78	292.28 %
5516 Plumbing R&M		415.00	-415.00	
5518 Window Cleaning		3,379.00	-3,379.00	
5520 Electrical R&M		210.00	-210.00	
5560 Additional Landscaping Expense	754.84		754.84	
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>8,427.64</b>	<b>9,629.00</b>	<b>-1,201.36</b>	<b>87.52 %</b>
5800 Administrative & Professional Expenses				
5801 Property Management Fees	9,420.92	9,390.00	30.92	100.33 %
5805 CAO Fees	689.26	240.00	449.26	287.19 %
5810 Office Expenses	1,278.38	200.00	1,078.38	639.19 %
5812 Bank Charges	183.35	210.00	-26.65	87.31 %
5813 Property Taxes	266.67	125.00	141.67	213.34 %
5815 Miscellaneous Expenses		210.00	-210.00	
5830 Insurance Expense/General & Liability Insurance	5,229.45	5,265.85	-36.40	99.31 %
5833 Legal and Audit	2,294.54	5,000.00	-2,705.46	45.89 %
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>19,362.57</b>	<b>20,640.85</b>	<b>-1,278.28</b>	<b>93.81 %</b>
<b>Total Expenses</b>	<b>\$42,516.06</b>	<b>\$48,701.85</b>	<b>\$ -6,185.79</b>	<b>87.30 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	<b>\$966.74</b>	<b>\$ -4,056.85</b>	<b>\$5,023.59</b>	<b>-23.83 %</b>
NET INCOME	<b>\$966.74</b>	<b>\$ -4,056.85</b>	<b>\$5,023.59</b>	<b>-23.83 %</b>

# OCSCC #672

## PROFIT AND LOSS

July 2018

	TOTAL
<b>INCOME</b>	
4000 Income	
4001 Condo Fees	12,199.41
4030 Parking Space Rental	170.00
4032 NSF fees charged to customers	45.00
4037 Misc. Income	200.00
<b>Total 4000 Income</b>	<b>12,614.41</b>
<b>Total Income</b>	<b>12,614.41</b>
<b>COST OF GOODS SOLD</b>	
4500 Contribution to Reserve Fund	3,633.42
<b>Total Cost of Goods Sold</b>	<b>3,633.42</b>
<b>GROSS PROFIT</b>	<b>8,980.99</b>
<b>EXPENSES</b>	
5000 Utilities	
5020 Hydro	465.67
5030 Water & Sewer	103.73
<b>Total 5000 Utilities</b>	<b>569.40</b>
5400 Contracts	
5415 Waste management	200.00
5465 Landscaping	749.85
5470 Snow Removal	-777.00
5475 Pest Control	333.35
<b>Total 5400 Contracts</b>	<b>506.20</b>
5500 General Repairs & Maintenance	
5426 Parking monitor security expense	113.00
5503 General Repairs & Maint	716.43
5504 Emergency Calls	512.08
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>1,341.51</b>
5800 Administrative & Professional Expenses	
5801 Property Management Fees	1,877.57
5812 Bank Charges	31.03
5813 Property Taxes	139.64
5830 Insurance Expense/General & Liability Insurance	1,045.89
5833 Legal and Audit	1,294.54
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>4,388.67</b>
<b>Total Expenses</b>	<b>6,805.78</b>
<b>PROFIT</b>	<b>\$2,175.21</b>

# OCSCC #672

## BALANCE SHEET

As of July 31, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1010 Operating Account	6,170.02
1020 Reserve Account	55,927.41
1030 1030 Bank of Montreal	-404.67
<b>Total Cash and Cash Equivalent</b>	<b>61,692.76</b>
Accounts Receivable (A/R)	
1100 Accounts Receivable	1,263.40
<b>Total Accounts Receivable (A/R)</b>	<b>1,263.40</b>
1200 Due to/from	-24,904.60
1300 Prepaid expenses	7,321.23
<b>Total Current Assets</b>	<b>45,372.79</b>
Non-current Assets	
1016 Investments	268,000.00
<b>Total Non Current Assets</b>	<b>268,000.00</b>
<b>Total Assets</b>	<b>\$313,372.79</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	5,728.86
<b>Total Accounts Payable (A/P)</b>	<b>5,728.86</b>
2005 Accrued Liabilities	12,109.73
2500 Due to/from Operating	-24,904.60
<b>Total Current Liabilities</b>	<b>-7,066.01</b>
Non-current Liabilities	
2006 Accrued liabilities- reserve	28,747.20
<b>Total Non-current Liabilities</b>	<b>28,747.20</b>
<b>Total Liabilities</b>	<b>21,681.19</b>
Equity	
2040 Opening Balance Equity	22,746.34
2050 Equity- Reserve Fund	246,876.51
Retained Earnings	34,092.14
Profit for the year	-12,023.39
<b>Total Equity</b>	<b>291,691.60</b>
<b>Total Liabilities and Equity</b>	<b>\$313,372.79</b>

# OCSCC #672

## A/R AGING SUMMARY

As of July 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
294 - Nathan Mittelstaedt			40.00			\$40.00
306 - Burgess & Fowler			40.00			\$40.00
310 - Lewis, Gregory					25.96	\$25.96
322 - Jeevakumar, K. & S.	45.00	259.10				\$304.10
AMG Property Management Inc					402.56	\$402.56
Parking 1		9.15	9.15		65.75	\$84.05
Parking 2		9.15	9.15		73.30	\$91.60
Parking 3		9.15	9.15		73.41	\$91.71
Parking 4		9.15	9.15		73.41	\$91.71
Parking 5		9.15	9.15		73.41	\$91.71
<b>TOTAL</b>	<b>\$45.00</b>	<b>\$304.85</b>	<b>\$125.75</b>	<b>\$0.00</b>	<b>\$787.80</b>	<b>\$1,263.40</b>



# OCSCC #672

## A/P AGING SUMMARY

As of July 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
10424161 Canada Inc. o/a OMS	512.08					\$512.08
9495100 Canada Inc.					50.85	\$50.85
AMG PROPERTY MANAGEMENT INC.					135.49	\$135.49
Carleton Parking Management					339.00	\$339.00
Extermination Direct Pest Control		333.35	333.35			\$666.70
Hydro- 260 Cresthaven PL			126.54			\$126.54
Hydro- 264 Cresthaven PL			83.47		41.60	\$125.07
Hydro- 288 Cresthaven PL			79.73			\$79.73
Hydro- 312 Cresthaven PL			51.13			\$51.13
InfraResto Corp			3,592.27			\$3,592.27
Marie-Eve Bertrand Poitras		50.00				\$50.00
<b>TOTAL</b>	<b>\$512.08</b>	<b>\$383.35</b>	<b>\$4,266.49</b>	<b>\$0.00</b>	<b>\$566.94</b>	<b>\$5,728.86</b>

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## TRANSACTION LIST BY SUPPLIER

July 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10424161 Canada Inc. o/a OMS						
01-07-2018	Bill	317	Yes		2000 Accounts Payable	512.08
17-07-2018	Bill Payment (Cheque)	FCN_8753-2	Yes		1010 Operating Account	-962.84
26-07-2018	Bill Payment (Cheque)	FCN_8757-3	Yes		1010 Operating Account	-310.57
9673261 Canada Inc.						
27-07-2018	Bill	18-SC-149153	Yes		2000 Accounts Payable	2,500.00
27-07-2018	Bill Payment (Cheque)	FCN_8758-0	Yes		1010 Operating Account	-2,500.00
31-07-2018	Bill Payment (Cheque)		Yes			0.00
CI Property Management						
01-07-2018	Bill		Yes		2000 Accounts Payable	1,877.57
03-07-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-1,877.57
17-07-2018	Bill Payment (Cheque)	FCN_8753-4	Yes		1010 Operating Account	-385.10
City of Ottawa Revenue Branch						
06-07-2018	Bill	REM10028	Yes		2000 Accounts Payable	139.64
24-07-2018	Bill Payment (Cheque)	RBCX-2138	Yes		1010 Operating Account	-266.67
Extermination Direct Pest Control						
24-07-2018	Bill	3611	Yes		2000 Accounts Payable	333.35
Fine Touch Renovations						
26-07-2018	Purchase Order	1001	No		2000 Accounts Payable	28,747.20
Marie-Eve Bertrand Poitras						
12-07-2018	Bill	JUNE27JULY242018	Yes		2000 Accounts Payable	150.00
17-07-2018	Bill Payment (Cheque)	FCN_8753-1	Yes		1010 Operating Account	-350.00
25-07-2018	Bill		Yes		2000 Accounts Payable	50.00
Nutri-Lawn IR						
17-07-2018	Bill Payment (Cheque)	FCN_8753-5	Yes		1010 Operating Account	-754.84
Paramount Door and Window Service Inc.						
24-07-	Bill	5121	Yes		2000 Accounts Payable	546.93

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2018						
26-07-2018	Bill	5089	Yes		2000 Accounts Payable	169.50
26-07-2018	Bill Payment (Cheque)	FCN_8757-2	Yes		1010 Operating Account	-716.43
PREMIER PROPERTY SERVICES						
24-07-2018	Bill	2018-2859	Yes		2000 Accounts Payable	749.85
26-07-2018	Bill Payment (Cheque)	FCN_8757-1	Yes		1010 Operating Account	-2,921.24
TESOTA Paralegal In Trust						
01-07-2018	Bill	2447	Yes		2000 Accounts Payable	794.54
01-07-2018	Bill	COVLETJUN302018	Yes		2000 Accounts Payable	500.00
17-07-2018	Bill Payment (Cheque)	FCN_8753-3	Yes		1010 Operating Account	-794.54
19-07-2018	Bill Payment (Cheque)	FCN_8756	Yes		1010 Operating Account	-500.00

# OCSCC #672

## GENERAL LEDGER

July 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
1010 Operating Account							
	Beginning Balance						11,163.58
03-07-2018	Payment		324 - Jaclyn Spencer		1100 Accounts Receivable	\$243.49	11,407.07
03-07-2018	Payment		294 - Nathan Mittelstaedt		1100 Accounts Receivable	\$50.00	11,457.07
03-07-2018	Deposit			ECHEQUE DEPOSIT	4037 Income:Misc. Income	\$200.00	11,657.07
03-07-2018	Bill Payment (Cheque)		CI Property Management		2000 Accounts Payable	\$ -1,877.57	9,779.50
03-07-2018	Payment		242 - MacDonald, Brad & Smyth, Mike		1100 Accounts Receivable	\$299.10	10,078.60
03-07-2018	Payment		292 - Mostert, Kalyn		1100 Accounts Receivable	\$283.49	10,362.09
03-07-2018	Payment		296 -Woodley, James Allan		1100 Accounts Receivable	\$283.49	10,645.58
03-07-2018	Payment		318 - Trstenjak, Anna		1100 Accounts Receivable	\$268.25	10,913.83
03-07-2018	Payment		278 - Stewart, Richard & Andrea		1100 Accounts Receivable	\$268.25	11,182.08
03-07-2018	Payment		306 - Burgess & Fowler		1100 Accounts Receivable	\$268.25	11,450.33
03-07-2018	Payment		310 - Lewis, Gregory		1100 Accounts Receivable	\$268.25	11,718.58
03-07-2018	Payment		274 - Lafontaine, Monique		1100 Accounts Receivable	\$268.25	11,986.83
03-07-2018	Payment		270 - Caissie, Marcia		1100 Accounts Receivable	\$259.10	12,245.93
03-07-2018	Payment		314 - Gauthier, Claude		1100 Accounts Receivable	\$259.10	12,505.03
03-07-2018	Payment		326 - Gemmell, Colleen		1100 Accounts Receivable	\$259.10	12,764.13
03-07-2018	Payment		250 - Davidson, James		1100 Accounts Receivable	\$259.10	13,023.23
03-07-2018	Payment		Fontaine, Charles & Courtney (290)		1100 Accounts Receivable	\$259.10	13,282.33
03-07-2018	Payment		294 - Nathan Mittelstaedt		1100 Accounts Receivable	\$259.10	13,541.43
03-07-2018	Payment		246 - Lavergne, Julie Helene		1100 Accounts Receivable	\$259.10	13,800.53
03-07-2018	Payment		334 -Wilson, Krista		1100 Accounts Receivable	\$259.10	14,059.63
03-07-2018	Payment		266 - Soucy, Lindsey		1100 Accounts Receivable	\$259.10	14,318.73
03-07-2018	Payment		258 -Yevgenty Zhukov		1100 Accounts Receivable	\$259.10	14,577.83
03-07-2018	Payment		330 -Stewart, Gaye c/o		1100 Accounts Receivable	\$259.10	14,836.93
03-07-2018	Payment		262 - Gauthier, Serge		1100 Accounts Receivable	\$259.10	15,096.03
03-07-2018	Payment		286 - Kam, Jeanette		1100 Accounts Receivable	\$259.10	15,355.13
03-07-2018	Payment		302 - Mahdi, Stephen		1100 Accounts Receivable	\$259.10	15,614.23
03-07-2018	Payment		282 - Ha, Anbien & Ma, Yen		1100 Accounts Receivable	\$259.10	15,873.33
03-07-2018	Payment		322 - Jeevakumar, K. & S.		1100 Accounts Receivable	\$259.10	16,132.43
03-07-2018	Payment		254 - Trottier, Julien		1100 Accounts Receivable	\$259.10	16,391.53
03-07-2018	Payment		298 - Moffatt, Melissa		1100 Accounts Receivable	\$259.10	16,650.63
03-07-2018	Payment		304 - Lafontaine, Sherry		1100 Accounts Receivable	\$252.64	16,903.27
03-07-2018	Payment		308 - Dominic Beausoleil		1100 Accounts Receivable	\$252.64	17,155.91
03-07-2018	Payment		300 -McMullen, John & Jeff		1100 Accounts Receivable	\$252.64	17,408.55
03-07-2018	Payment		276 - Kushnir, Ludmila		1100 Accounts Receivable	\$252.64	17,661.19
03-07-2018	Payment		280 -Saleh,M & Menard, J		1100 Accounts Receivable	\$252.64	17,913.83
03-07-2018	Payment		252 - Corriveau, Sylvie		1100 Accounts Receivable	\$243.49	18,157.32
03-07-2018	Payment		320 -Bulla, Rosanna		1100 Accounts Receivable	\$243.49	18,400.81
03-07-2018	Payment		248 - Nagy, Gabrielle		1100 Accounts Receivable	\$243.49	18,644.30
03-07-2018	Payment		272 - Poitras, Marie-Eve Bertrand		1100 Accounts Receivable	\$243.49	18,887.79
03-07-2018	Payment		240 - Chiasson, Gary & Valerie		1100 Accounts Receivable	\$243.49	19,131.28
03-07-2018	Payment		312 - 2513076 Ontario Inc.		1100 Accounts Receivable	\$243.49	19,374.77
03-07-2018	Payment		268 -Duncan, Shannon		1100 Accounts Receivable	\$243.49	19,618.26
03-07-2018	Payment		328 - Newell, Karyn		1100 Accounts Receivable	\$243.49	19,861.75
03-07-2018	Payment		256 - Binette, Patricia E.		1100 Accounts Receivable	\$243.49	20,105.24
03-07-2018	Payment		316 - Ozdemir, Meral		1100 Accounts Receivable	\$243.49	20,348.73
03-07-2018	Payment		260 - Shirley, Ken		1100 Accounts Receivable	\$243.49	20,592.22
03-07-2018	Payment		288 - Emery, Beatrice		1100 Accounts Receivable	\$243.49	20,835.71
03-07-2018	Payment		264 - Peckitt, Kim		1100 Accounts Receivable	\$243.49	21,079.20
03-07-2018	Payment		332 -Sow, Jason		1100 Accounts Receivable	\$243.49	21,322.69
03-07-2018	Payment		244 - Iaconis, Anthony		1100 Accounts Receivable	\$243.49	21,566.18
03-07-2018	Payment		284 -Dimarino, David		1100 Accounts Receivable	\$243.49	21,809.67
04-07-2018	Expense			ACCOUNT TRANSFER ACTR4818500032	4500 Contribution to Reserve Fund	\$ -3,633.42	18,176.25
05-07-2018	Cheque Expense	NSF	322 - Jeevakumar, K. & S.		1100 Accounts Receivable	\$ -259.10	17,917.15
06-07-2018	Expense			ACTIVITY FEE	5812 Administrative & Professional Expenses:Bank Charges	\$ -26.23	17,890.92
06-07-2018	Expense			ACTIVITY FEE	5812 Administrative & Professional Expenses:Bank Charges	\$ -3.60	17,887.32
10-07-2018	Expense			ACCOUNT TRANSFER ACTR4819100022	2500 Due to/from Operating	\$ -1,255.07	16,632.25
17-07-2018	Bill Payment (Cheque)	FCN_8753-5	Nutri-Lawn IR		2000 Accounts Payable	\$ -754.84	15,877.41
17-07-2018	Bill Payment (Cheque)	FCN_8753-2	10424161 Canada Inc. o/a OMS		2000 Accounts Payable	\$ -962.84	14,914.57
17-07-2018	Bill Payment (Cheque)	FCN_8753-3	TESOTA Paralegal In Trust		2000 Accounts Payable	\$ -794.54	14,120.03
17-07-2018	Bill Payment (Cheque)	FCN_8753-4	CI Property Management		2000 Accounts Payable	\$ -385.10	13,734.93
17-07-2018	Bill Payment (Cheque)	FCN_8753-1	Marie-Eve Bertrand Poitras		2000 Accounts Payable	\$ -350.00	13,384.93
19-07-2018	Bill Payment (Cheque)	FCN_8756	TESOTA Paralegal In Trust		2000 Accounts Payable	\$ -500.00	12,884.93
24-07-2018	Bill Payment (Cheque)	RBCX-2138	City of Ottawa Revenue Branch		2000 Accounts Payable	\$ -266.67	12,618.26
26-07-2018	Bill Payment (Cheque)	FCN_8757-1	PREMIER PROPERTY SERVICES		2000 Accounts Payable	\$ -2,921.24	9,697.02

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
26-07-2018	Bill Payment (Cheque)	FCN_8757-2	Paramount Door and Window Service Inc.		2000 Accounts Payable	\$ -716.43	8,980.59
26-07-2018	Bill Payment (Cheque)	FCN_8757-3	10424161 Canada Inc. o/a OMS		2000 Accounts Payable	\$ -310.57	8,670.02
27-07-2018	Bill Payment (Cheque)	FCN_8758-0	9673261 Canada Inc.		2000 Accounts Payable	\$ -2,500.00	6,170.02
Total for 1010 Operating Account						\$ -4,993.56	
1020 Reserve Account							
Beginning Balance							50,978.23
04-07-2018	Deposit			DEPOSIT INTEREST	6002 Interest income for reserve	\$61.89	51,040.12
04-07-2018	Deposit			ACCOUNT TRANSFER 672 RFT	6001 Contribution from operating	\$3,633.42	54,673.54
06-07-2018	Expense			ACTIVITY FEE	5812 Administrative & Professional Expenses:Bank Charges	\$ -1.20	54,672.34
10-07-2018	Deposit			ACCOUNT TRANSFER 672 Due To Res	1200 Due to/from	\$1,255.07	55,927.41
Total for 1020 Reserve Account						\$4,949.18	
1030 1030 Bank of Montreal							
Beginning Balance							-404.67
Total for 1030 1030 Bank of Montreal							
1100 Accounts Receivable							
Beginning Balance							913.55
01-07-2018	Invoice	1742	320 -Bulla, Rosanna		4001 Income:Condo Fees	\$243.49	1,157.04
01-07-2018	Invoice	1735	304 - Lafontaine, Sherry		4001 Income:Condo Fees	\$252.64	1,409.68
01-07-2018	Invoice	1730	Parking 2		4001 Income:Condo Fees	\$9.15	1,418.83
01-07-2018	Invoice	1723	248 - Nagy, Gabrielle		4001 Income:Condo Fees	\$243.49	1,662.32
01-07-2018	Invoice	1716	Parking 5		4001 Income:Condo Fees	\$9.15	1,671.47
01-07-2018	Invoice	1763	278 - Stewart, Richard & Andrea		4001 Income:Condo Fees	\$268.25	1,939.72
01-07-2018	Invoice	1758	Parking 3		4001 Income:Condo Fees	\$9.15	1,948.87
01-07-2018	Invoice	1762	314 - Gauthier, Claude		4001 Income:Condo Fees	\$259.10	2,207.97
01-07-2018	Invoice	1757	326 - Gemmell, Colleen		4001 Income:Condo Fees	\$259.10	2,467.07
01-07-2018	Invoice	1750	272 - Poitras, Marie-Eve Bertrand		4001 Income:Condo Fees	\$243.49	2,710.56
01-07-2018	Invoice	1743	242 - MacDonald, Brad & Smyth, Mike		-Split-	\$299.10	3,009.66
01-07-2018	Invoice	1736	308 - Dominic Beausoleil		4001 Income:Condo Fees	\$252.64	3,262.30
01-07-2018	Invoice	1731	240 - Chiasson, Gary & Valerie		4001 Income:Condo Fees	\$243.49	3,505.79
01-07-2018	Invoice	1724	250 - Davidson, James		4001 Income:Condo Fees	\$259.10	3,764.89
01-07-2018	Invoice	1717	312 - 2513076 Ontario Inc.		4001 Income:Condo Fees	\$243.49	4,008.38
01-07-2018	Invoice	1751	276 - Kushnir, Ludmila		4001 Income:Condo Fees	\$252.64	4,261.02
01-07-2018	Invoice	1744	256 - Binette, Patricia E.		4001 Income:Condo Fees	\$243.49	4,504.51
01-07-2018	Invoice	1737	316 - Ozdemir, Meral		4001 Income:Condo Fees	\$243.49	4,748.00
01-07-2018	Invoice	1732	294 - Nathan Mittelstaedt		4001 Income:Condo Fees	\$259.10	5,007.10
01-07-2018	Invoice	1725	260 - Shirley, Ken		4001 Income:Condo Fees	\$243.49	5,250.59
01-07-2018	Invoice	1718	Parking 1		4001 Income:Condo Fees	\$9.15	5,259.74
01-07-2018	Invoice	1754	Fontaine, Charles & Courtney (290)		4001 Income:Condo Fees	\$259.10	5,518.84
01-07-2018	Invoice	1747	Parking 4		4001 Income:Condo Fees	\$9.15	5,527.99
01-07-2018	Invoice	1740	292 - Mostert, Kalyn		-Split-	\$283.49	5,811.48
01-07-2018	Invoice	1728	300 -McMullen, John & Jeff		4001 Income:Condo Fees	\$252.64	6,064.12
01-07-2018	Invoice	1721	268 -Duncan, Shannon		4001 Income:Condo Fees	\$243.49	6,307.61
01-07-2018	Invoice	1714	328 - Newell, Karyn		4001 Income:Condo Fees	\$243.49	6,551.10
01-07-2018	Invoice	1765	258 -Yevgenty Zhukov		4001 Income:Condo Fees	\$259.10	6,810.20
01-07-2018	Invoice	1755	330 -Stewart, Gaye c/o		4001 Income:Condo Fees	\$259.10	7,069.30
01-07-2018	Invoice	1748	262 - Gauthier, Serge		4001 Income:Condo Fees	\$259.10	7,328.40
01-07-2018	Invoice	1741	310 - Lewis, Gregory		4001 Income:Condo Fees	\$268.25	7,596.65
01-07-2018	Invoice	1734	286 - Kam, Jeanette		4001 Income:Condo Fees	\$259.10	7,855.75
01-07-2018	Invoice	1729	302 - Mahdi, Stephen		4001 Income:Condo Fees	\$259.10	8,114.85
01-07-2018	Invoice	1722	282 - Ha, Anbien & Ma, Yen		4001 Income:Condo Fees	\$259.10	8,373.95
01-07-2018	Invoice	1715	332 -Sow, Jason		4001 Income:Condo Fees	\$243.49	8,617.44
01-07-2018	Invoice	1760	246 - Lavergne, Julie Helene		4001 Income:Condo Fees	\$259.10	8,876.54
01-07-2018	Invoice	1753	288 - Emery, Beatrice		4001 Income:Condo Fees	\$243.49	9,120.03
01-07-2018	Invoice	1746	334 -Wilson, Krista		4001 Income:Condo Fees	\$259.10	9,379.13
01-07-2018	Invoice	1739	266 - Soucy, Lindsey		4001 Income:Condo Fees	\$259.10	9,638.23
01-07-2018	Invoice	1727	296 -Woodley, James Allan		-Split-	\$283.49	9,921.72
01-07-2018	Invoice	1720	264 - Peckitt, Kim		4001 Income:Condo Fees	\$243.49	10,165.21
01-07-2018	Invoice	1713	306 - Burgess & Fowler		4001 Income:Condo Fees	\$268.25	10,433.46
01-07-2018	Invoice	1764	294 - Nathan Mittelstaedt		4030 Income:Parking Space Rental	\$50.00	10,483.46
01-07-2018	Invoice	1759	244 - Iaconis, Anthony		4001 Income:Condo Fees	\$243.49	10,726.95
01-07-2018	Invoice	1752	284 -Dimarino, David		4001 Income:Condo Fees	\$243.49	10,970.44
01-07-2018	Invoice	1745	324 - Jaclyn Spencer		4001 Income:Condo Fees	\$243.49	11,213.93
01-07-2018	Invoice	1738	322 - Jeevakumar, K. & S.		4001 Income:Condo Fees	\$259.10	11,473.03
01-07-2018	Invoice	1733	280 -Saleh,M & Menard, J		4001 Income:Condo Fees	\$252.64	11,725.67
01-07-2018	Invoice	1726	274 - Lafontaine, Monique		4001 Income:Condo Fees	\$268.25	11,993.92
01-07-2018	Invoice	1719	254 - Trottier, Julien		4001 Income:Condo Fees	\$259.10	12,253.02
01-07-2018	Invoice	1712	298 - Moffatt, Melissa		4001 Income:Condo Fees	\$259.10	12,512.12
01-07-2018	Invoice	1761	252 - Corriveau, Sylvie		4001 Income:Condo Fees	\$243.49	12,755.61
01-07-2018	Invoice	1756	318 - Trstenjak, Anna		4001 Income:Condo Fees	\$268.25	13,023.86
01-07-2018	Invoice	1749	270 - Caissie, Marcia		4001 Income:Condo Fees	\$259.10	13,282.96
03-07-2018	Payment		322 - Jeevakumar, K. & S.		1010 Operating Account	\$ -259.10	13,023.86

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03-07-2018	Payment		294 - Nathan Mittelstaedt		1010 Operating Account	\$ -50.00	12,973.86
03-07-2018	Payment		324 - Jaclyn Spencer		1010 Operating Account	\$ -243.49	12,730.37
03-07-2018	Payment		284 -Dimarino, David		1010 Operating Account	\$ -243.49	12,486.88
03-07-2018	Payment		242 - MacDonald, Brad & Smyth, Mike		1010 Operating Account	\$ -299.10	12,187.78
03-07-2018	Payment		292 - Mostert, Kalyn		1010 Operating Account	\$ -283.49	11,904.29
03-07-2018	Payment		296 -Woodley, James Allan		1010 Operating Account	\$ -283.49	11,620.80
03-07-2018	Payment		318 - Trstenjak, Anna		1010 Operating Account	\$ -268.25	11,352.55
03-07-2018	Payment		278 - Stewart, Richard & Andrea		1010 Operating Account	\$ -268.25	11,084.30
03-07-2018	Payment		306 - Burgess & Fowler		1010 Operating Account	\$ -268.25	10,816.05
03-07-2018	Payment		310 - Lewis, Gregory		1010 Operating Account	\$ -268.25	10,547.80
03-07-2018	Payment		274 - Lafontaine, Monique		1010 Operating Account	\$ -268.25	10,279.55
03-07-2018	Payment		270 - Caissie, Marcia		1010 Operating Account	\$ -259.10	10,020.45
03-07-2018	Payment		314 - Gauthier, Claude		1010 Operating Account	\$ -259.10	9,761.35
03-07-2018	Payment		326 - Gemmell, Colleen		1010 Operating Account	\$ -259.10	9,502.25
03-07-2018	Payment		250 - Davidson, James		1010 Operating Account	\$ -259.10	9,243.15
03-07-2018	Payment		Fontaine, Charles & Courtney (290)		1010 Operating Account	\$ -259.10	8,984.05
03-07-2018	Payment		294 - Nathan Mittelstaedt		1010 Operating Account	\$ -259.10	8,724.95
03-07-2018	Payment		246 - Lavergne, Julie Helene		1010 Operating Account	\$ -259.10	8,465.85
03-07-2018	Payment		334 -Wilson, Krista		1010 Operating Account	\$ -259.10	8,206.75
03-07-2018	Payment		266 - Soucy, Lindsey		1010 Operating Account	\$ -259.10	7,947.65
03-07-2018	Payment		258 -Yevgenty Zhukov		1010 Operating Account	\$ -259.10	7,688.55
03-07-2018	Payment		330 -Stewart, Gaye c/o		1010 Operating Account	\$ -259.10	7,429.45
03-07-2018	Payment		262 - Gauthier, Serge		1010 Operating Account	\$ -259.10	7,170.35
03-07-2018	Payment		286 - Kam, Jeanette		1010 Operating Account	\$ -259.10	6,911.25
03-07-2018	Payment		302 - Mahdi, Stephen		1010 Operating Account	\$ -259.10	6,652.15
03-07-2018	Payment		282 - Ha, Anbien & Ma, Yen		1010 Operating Account	\$ -259.10	6,393.05
03-07-2018	Payment		254 - Trottier, Julien		1010 Operating Account	\$ -259.10	6,133.95
03-07-2018	Payment		298 - Moffatt, Melissa		1010 Operating Account	\$ -259.10	5,874.85
03-07-2018	Payment		304 - Lafontaine, Sherry		1010 Operating Account	\$ -252.64	5,622.21
03-07-2018	Payment		308 - Dominic Beausoleil		1010 Operating Account	\$ -252.64	5,369.57
03-07-2018	Payment		300 -McMullen, John & Jeff		1010 Operating Account	\$ -252.64	5,116.93
03-07-2018	Payment		276 - Kushnir, Ludmila		1010 Operating Account	\$ -252.64	4,864.29
03-07-2018	Payment		280 -Saleh,M & Menard, J		1010 Operating Account	\$ -252.64	4,611.65
03-07-2018	Payment		252 - Corriveau, Sylvie		1010 Operating Account	\$ -243.49	4,368.16
03-07-2018	Payment		320 -Bulla, Rosanna		1010 Operating Account	\$ -243.49	4,124.67
03-07-2018	Payment		248 - Nagy, Gabrielle		1010 Operating Account	\$ -243.49	3,881.18
03-07-2018	Payment		272 - Poitras, Marie-Eve Bertrand		1010 Operating Account	\$ -243.49	3,637.69
03-07-2018	Payment		240 - Chiasson, Gary & Valerie		1010 Operating Account	\$ -243.49	3,394.20
03-07-2018	Payment		312 - 2513076 Ontario Inc.		1010 Operating Account	\$ -243.49	3,150.71
03-07-2018	Payment		268 -Duncan, Shannon		1010 Operating Account	\$ -243.49	2,907.22
03-07-2018	Payment		328 - Newell, Karyn		1010 Operating Account	\$ -243.49	2,663.73
03-07-2018	Payment		256 - Binette, Patricia E.		1010 Operating Account	\$ -243.49	2,420.24
03-07-2018	Payment		316 - Ozdemir, Meral		1010 Operating Account	\$ -243.49	2,176.75
03-07-2018	Payment		260 - Shirley, Ken		1010 Operating Account	\$ -243.49	1,933.26
03-07-2018	Payment		288 - Emery, Beatrice		1010 Operating Account	\$ -243.49	1,689.77
03-07-2018	Payment		264 - Peckitt, Kim		1010 Operating Account	\$ -243.49	1,446.28
03-07-2018	Payment		332 -Sow, Jason		1010 Operating Account	\$ -243.49	1,202.79
03-07-2018	Payment		244 - Iaconis, Anthony		1010 Operating Account	\$ -243.49	959.30
05-07-2018	Cheque Expense	NSF	322 - Jeevakumar, K. & S.	July PAP for condo fees returned for insufficient funds	1010 Operating Account	\$259.10	1,218.40
31-07-2018	Invoice	1820	322 - Jeevakumar, K. & S.		4032 Income:NSF fees charged to customers	\$45.00	1,263.40
Total for 1100 Accounts Receivable						\$349.85	
1200 Due to/from							
Beginning Balance							-24,904.60
10-07-2018	Journal Entry	JE 30		4 of 10 transfer to reserve bank account to repay for annual insurance policy	-Split-	\$1,255.07	-23,649.53
10-07-2018	Deposit			ACCOUNT TRANSFER 672 Due To Res	1020 Reserve Account	\$ -1,255.07	-24,904.60
Total for 1200 Due to/from						\$0.00	
1300 Prepaid expenses							
Beginning Balance							8,367.12
01-07-2018	Journal Entry	JE 53		to set up prepaid monthly expense	-Split-	\$ -1,045.89	7,321.23
Total for 1300 Prepaid expenses						\$ -1,045.89	
1016 Investments							
Beginning Balance							268,000.00
Total for 1016 Investments							
2000 Accounts Payable							
Beginning Balance							13,022.20
01-07-2018	Bill		CI Property Management		5801 Administrative & Professional Expenses:Property Management Fees	\$1,877.57	14,899.77
01-07-2018	Bill	2447	TESOTA Paralegal In Trust		5833 Administrative & Professional Expenses:Legal and Audit	\$794.54	15,694.31
01-07-2018	Bill	317	10424161 Canada Inc. o/a		5504 General Repairs &	\$512.08	16,206.39

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
			OMS		Maintenance:Emergency Calls		
01-07-2018	Bill	COVLETJUN302018	TESOTA Paralegal In Trust		5833 Administrative & Professional Expenses:Legal and Audit	\$500.00	16,706.39
03-07-2018	Bill Payment (Cheque)		CI Property Management		1010 Operating Account	\$ -1,877.57	14,828.82
06-07-2018	Bill	REM10028	City of Ottawa Revenue Branch		5813 Administrative & Professional Expenses:Property Taxes	\$139.64	14,968.46
12-07-2018	Bill	JUNE27JULY242018	Marie-Eve Bertrand Poitras		-Split-	\$150.00	15,118.46
17-07-2018	Bill Payment (Cheque)	FCN_8753-3	TESOTA Paralegal In Trust		1010 Operating Account	\$ -794.54	14,323.92
17-07-2018	Bill Payment (Cheque)	FCN_8753-2	10424161 Canada Inc. o/a OMS		1010 Operating Account	\$ -962.84	13,361.08
17-07-2018	Bill Payment (Cheque)	FCN_8753-4	CI Property Management		1010 Operating Account	\$ -385.10	12,975.98
17-07-2018	Bill Payment (Cheque)	FCN_8753-1	Marie-Eve Bertrand Poitras		1010 Operating Account	\$ -350.00	12,625.98
17-07-2018	Bill Payment (Cheque)	FCN_8753-5	Nutri-Lawn IR		1010 Operating Account	\$ -754.84	11,871.14
19-07-2018	Bill Payment (Cheque)	FCN_8756	TESOTA Paralegal In Trust		1010 Operating Account	\$ -500.00	11,371.14
24-07-2018	Bill Payment (Cheque)	RBCX-2138	City of Ottawa Revenue Branch		1010 Operating Account	\$ -266.67	11,104.47
24-07-2018	Bill	5121	Paramount Door and Window Service Inc.		5503 General Repairs & Maintenance:General Repairs & Maint	\$546.93	11,651.40
24-07-2018	Bill	2018-2859	PREMIER PROPERTY SERVICES		5465 Contracts:Landscaping	\$749.85	12,401.25
24-07-2018	Bill	3611	Extermination Direct Pest Control		5475 Contracts:Pest Control	\$333.35	12,734.60
25-07-2018	Bill		Marie-Eve Bertrand Poitras		5415 Contracts:Waste management	\$50.00	12,784.60
26-07-2018	Bill Payment (Cheque)	FCN_8757-1	PREMIER PROPERTY SERVICES		1010 Operating Account	\$ -2,921.24	9,863.36
26-07-2018	Bill Payment (Cheque)	FCN_8757-3	10424161 Canada Inc. o/a OMS		1010 Operating Account	\$ -310.57	9,552.79
26-07-2018	Bill	5089	Paramount Door and Window Service Inc.		5503 General Repairs & Maintenance:General Repairs & Maint	\$169.50	9,722.29
26-07-2018	Bill Payment (Cheque)	FCN_8757-2	Paramount Door and Window Service Inc.		1010 Operating Account	\$ -716.43	9,005.86
27-07-2018	Bill Payment (Cheque)	FCN_8758-0	9673261 Canada Inc.		1010 Operating Account	\$ -2,500.00	6,505.86
27-07-2018	Bill	18-SC-149153	9673261 Canada Inc.		5470 Contracts:Snow Removal	\$2,500.00	9,005.86
31-07-2018	Journal Entry	JE 58		To reverse March invoice as contract disputed and settled in court	-Split-	\$ -3,277.00	5,728.86
31-07-2018	Bill Payment (Cheque)		9673261 Canada Inc.		-Split-		5,728.86
Total for 2000 Accounts Payable						\$ -7,293.34	
2005 Accrued Liabilities							
Beginning Balance							11,427.33
01-07-2018	Journal Entry	JE 56R		to set up June accruals	-Split-	\$ -1,182.42	10,244.91
01-07-2018	Journal Entry	JE 56R		to set up June accruals	-Split-	\$ -113.00	10,131.91
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$1,977.82	12,109.73
Total for 2005 Accrued Liabilities						\$682.40	
2500 Due to/from Operating							
Beginning Balance							-24,904.60
10-07-2018	Expense			ACCOUNT TRANSFER ACTR4819100022	1010 Operating Account	\$ -1,255.07	-26,159.67
10-07-2018	Journal Entry	JE 30		4 of 10 transfer to reserve bank account to repay for annual insurance policy	-Split-	\$1,255.07	-24,904.60
Total for 2500 Due to/from Operating						\$0.00	
2006 Accrued liabilities- reserve							
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$28,747.20	28,747.20
Total for 2006 Accrued liabilities- reserve						\$28,747.20	
2040 Opening Balance Equity							
Beginning Balance							22,746.34
Total for 2040 Opening Balance Equity							
2050 Equity- Reserve Fund							
Beginning Balance							246,876.51
Total for 2050 Equity- Reserve Fund							
Retained Earnings							
Beginning Balance							34,092.14
Total for Retained Earnings							
4000 Income							
4001 Condo Fees							
Beginning Balance							48,235.62
01-07-2018	Invoice	1739	266 - Soucy, Lindsey	Monthly Condo fees	1100 Accounts Receivable	\$259.10	48,494.72
01-07-2018	Invoice	1727	296 -Woodley, James Allan	Monthly Condo fees	1100 Accounts Receivable	\$243.49	48,738.21
01-07-2018	Invoice	1720	264 - Peckitt, Kim	Monthly Condo fees	1100 Accounts Receivable	\$243.49	48,981.70
01-07-2018	Invoice	1713	306 - Burgess & Fowler	Monthly Condo fees	1100 Accounts Receivable	\$268.25	49,249.95
01-07-2018	Invoice	1759	244 - Iaconis, Anthony	Monthly Condo fees	1100 Accounts Receivable	\$243.49	49,493.44
01-07-2018	Invoice	1752	284 -Dimarino, David	Monthly Condo fees	1100 Accounts Receivable	\$243.49	49,736.93
01-07-2018	Invoice	1745	324 - Jaclyn Spencer	Monthly Condo fees	1100 Accounts Receivable	\$243.49	49,980.42
01-07-2018	Invoice	1738	322 - Jeevakumar, K. & S.	Monthly Condo fees	1100 Accounts Receivable	\$259.10	50,239.52
01-07-2018	Invoice	1733	280 -Saleh,M & Menard, J	Monthly Condo fees	1100 Accounts Receivable	\$252.64	50,492.16
01-07-2018	Invoice	1726	274 - Lafontaine, Monique	Monthly Condo fees	1100 Accounts Receivable	\$268.25	50,760.41
01-07-2018	Invoice	1719	254 - Trottier, Julien	Monthly Condo fees	1100 Accounts Receivable	\$259.10	51,019.51
01-07-2018	Invoice	1712	298 - Moffatt, Melissa	Monthly Condo fees	1100 Accounts Receivable	\$259.10	51,278.61

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01-07-2018	Invoice	1761	252 - Corriveau, Sylvie	Monthly Condo fees	1100 Accounts Receivable	\$243.49	51,522.10
01-07-2018	Invoice	1756	318 - Trstenjak, Anna	Monthly Condo fees	1100 Accounts Receivable	\$268.25	51,790.35
01-07-2018	Invoice	1749	270 - Caissie, Marcia	Monthly Condo fees	1100 Accounts Receivable	\$259.10	52,049.45
01-07-2018	Invoice	1742	320 - Bulla, Rosanna	Monthly Condo fees	1100 Accounts Receivable	\$243.49	52,292.94
01-07-2018	Invoice	1735	304 - Lafontaine, Sherry	Monthly Condo fees	1100 Accounts Receivable	\$252.64	52,545.58
01-07-2018	Invoice	1730	Parking 2	Monthly parking fees	1100 Accounts Receivable	\$9.15	52,554.73
01-07-2018	Invoice	1723	248 - Nagy, Gabrielle	Monthly Condo fees	1100 Accounts Receivable	\$243.49	52,798.22
01-07-2018	Invoice	1716	Parking 5	Monthly parking fees	1100 Accounts Receivable	\$9.15	52,807.37
01-07-2018	Invoice	1763	278 - Stewart, Richard & Andrea	Monthly Condo fees	1100 Accounts Receivable	\$268.25	53,075.62
01-07-2018	Invoice	1758	Parking 3	Monthly parking fees	1100 Accounts Receivable	\$9.15	53,084.77
01-07-2018	Invoice	1762	314 - Gauthier, Claude	Monthly Condo fees	1100 Accounts Receivable	\$259.10	53,343.87
01-07-2018	Invoice	1757	326 - Gemmell, Colleen	Monthly Condo fees	1100 Accounts Receivable	\$259.10	53,602.97
01-07-2018	Invoice	1750	272 - Poitras, Marie-Eve Bertrand	Monthly Condo fees	1100 Accounts Receivable	\$243.49	53,846.46
01-07-2018	Invoice	1743	242 - MacDonald, Brad & Smyth, Mike	Monthly Condo fees	1100 Accounts Receivable	\$259.10	54,105.56
01-07-2018	Invoice	1736	308 - Dominic Beausoleil	Monthly Condo fees	1100 Accounts Receivable	\$252.64	54,358.20
01-07-2018	Invoice	1731	240 - Chiasson, Gary & Valerie	Monthly Condo fees	1100 Accounts Receivable	\$243.49	54,601.69
01-07-2018	Invoice	1724	250 - Davidson, James	Monthly Condo fees	1100 Accounts Receivable	\$259.10	54,860.79
01-07-2018	Invoice	1717	312 - 2513076 Ontario Inc.	Monthly Condo fees	1100 Accounts Receivable	\$243.49	55,104.28
01-07-2018	Invoice	1751	276 - Kushnir, Ludmila	Monthly Condo fees	1100 Accounts Receivable	\$252.64	55,356.92
01-07-2018	Invoice	1744	256 - Binette, Patricia E.	Monthly Condo fees	1100 Accounts Receivable	\$243.49	55,600.41
01-07-2018	Invoice	1737	316 - Ozdemir, Meral	Monthly Condo fees	1100 Accounts Receivable	\$243.49	55,843.90
01-07-2018	Invoice	1732	294 - Nathan Mittelstaedt	Monthly Condo fees	1100 Accounts Receivable	\$259.10	56,103.00
01-07-2018	Invoice	1725	260 - Shirley, Ken	Monthly Condo fees	1100 Accounts Receivable	\$243.49	56,346.49
01-07-2018	Invoice	1718	Parking 1	Monthly parking fees	1100 Accounts Receivable	\$9.15	56,355.64
01-07-2018	Invoice	1754	Fontaine, Charles & Courtney (290)	Monthly Condo fees	1100 Accounts Receivable	\$259.10	56,614.74
01-07-2018	Invoice	1747	Parking 4	Monthly parking fees	1100 Accounts Receivable	\$9.15	56,623.89
01-07-2018	Invoice	1740	292 - Mostert, Kalyn	Monthly Condo fees	1100 Accounts Receivable	\$243.49	56,867.38
01-07-2018	Invoice	1728	300 -McMullen, John & Jeff	Monthly Condo fees	1100 Accounts Receivable	\$252.64	57,120.02
01-07-2018	Invoice	1721	268 -Duncan, Shannon	Monthly Condo fees	1100 Accounts Receivable	\$243.49	57,363.51
01-07-2018	Invoice	1714	328 - Newell, Karyn	Monthly Condo fees	1100 Accounts Receivable	\$243.49	57,607.00
01-07-2018	Invoice	1765	258 -Yevgenty Zhukov	Monthly Condo fees	1100 Accounts Receivable	\$259.10	57,866.10
01-07-2018	Invoice	1755	330 -Stewart, Gaye c/o	Monthly Condo fees	1100 Accounts Receivable	\$259.10	58,125.20
01-07-2018	Invoice	1748	262 - Gauthier, Serge	Monthly Condo fees	1100 Accounts Receivable	\$259.10	58,384.30
01-07-2018	Invoice	1741	310 - Lewis, Gregory	Monthly Condo fees	1100 Accounts Receivable	\$268.25	58,652.55
01-07-2018	Invoice	1734	286 - Kam, Jeanette	Monthly Condo fees	1100 Accounts Receivable	\$259.10	58,911.65
01-07-2018	Invoice	1729	302 - Mahdi, Stephen	Monthly Condo fees	1100 Accounts Receivable	\$259.10	59,170.75
01-07-2018	Invoice	1722	282 - Ha, Anbien & Ma, Yen	Monthly Condo fees	1100 Accounts Receivable	\$259.10	59,429.85
01-07-2018	Invoice	1715	332 -Sow, Jason	Monthly Condo fees	1100 Accounts Receivable	\$243.49	59,673.34
01-07-2018	Invoice	1760	246 - Lavergne, Julie Helene	Monthly Condo fees	1100 Accounts Receivable	\$259.10	59,932.44
01-07-2018	Invoice	1753	288 - Emery, Beatrice	Monthly Condo fees	1100 Accounts Receivable	\$243.49	60,175.93
01-07-2018	Invoice	1746	334 -Wilson, Krista	Monthly Condo fees	1100 Accounts Receivable	\$259.10	60,435.03
Total for 4001 Condo Fees						\$12,199.41	
4030 Parking Space Rental							
Beginning Balance							630.00
01-07-2018	Invoice	1764	294 - Nathan Mittelstaedt	Monthly parking rental - #50	1100 Accounts Receivable	\$50.00	680.00
01-07-2018	Invoice	1743	242 - MacDonald, Brad & Smyth, Mike	Monthly parking rental	1100 Accounts Receivable	\$40.00	720.00
01-07-2018	Invoice	1740	292 - Mostert, Kalyn	Monthly rental of parking spot #14	1100 Accounts Receivable	\$40.00	760.00
01-07-2018	Invoice	1727	296 -Woodley, James Allan	Monthly parking rental	1100 Accounts Receivable	\$40.00	800.00
Total for 4030 Parking Space Rental						\$170.00	
4032 NSF fees charged to customers							
31-07-2018	Invoice	1820	322 - Jeevakumar, K. & S.	Administration fee RE July PAP returned for insufficient funds	1100 Accounts Receivable	\$45.00	45.00
Total for 4032 NSF fees charged to customers						\$45.00	
4037 Misc. Income							
Beginning Balance							168.19
03-07-2018	Deposit			ECHEQUE DEPOSIT	1010 Operating Account	\$200.00	368.19
Total for 4037 Misc. Income						\$200.00	
Total for 4000 Income						\$12,614.41	
4500 Contribution to Reserve Fund							
Beginning Balance							14,532.00
04-07-2018	Expense			ACCOUNT TRANSFER ACTR4818500032	1010 Operating Account	\$3,633.42	18,165.42
Total for 4500 Contribution to Reserve Fund						\$3,633.42	
5000 Utilities							
5020 Hydro							
Beginning Balance							1,673.19
01-07-2018	Journal Entry	JE 56R		to set up June accruals	-Split-	\$ -871.24	801.95
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$1,336.91	2,138.86
Total for 5020 Hydro						\$465.67	
5030 Water & Sewer							
Beginning Balance							208.31
01-07-2018	Journal Entry	JE 56R		to set up June accruals	-Split-	\$ -311.18	-102.87
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$414.91	312.04
Total for 5030 Water & Sewer						\$103.73	
Total for 5000 Utilities						\$569.40	
5400 Contracts							



DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5415 Waste management							
Beginning Balance							512.41
12-07-2018	Bill	JUNE27JULY242018	Marie-Eve Bertrand Poitras	removal of refuse from site July 18(for the period July 11 July 17)	2000 Accounts Payable	\$50.00	562.41
12-07-2018	Bill	JUNE27JULY242018	Marie-Eve Bertrand Poitras	removal of refuse from site July 4(for the period June 27- July 3)	2000 Accounts Payable	\$50.00	612.41
12-07-2018	Bill	JUNE27JULY242018	Marie-Eve Bertrand Poitras	removal of refuse from site July 11(for the period July 4- July 10)	2000 Accounts Payable	\$50.00	662.41
25-07-2018	Bill		Marie-Eve Bertrand Poitras	removal of refuse from site	2000 Accounts Payable	\$50.00	712.41
Total for 5415 Waste management						\$200.00	
5465 Landscaping							
Beginning Balance							2,171.39
24-07-2018	Bill	2018-2859	PREMIER PROPERTY SERVICES	Monthly landscape maintenance- July 2018	2000 Accounts Payable	\$749.85	2,921.24
Total for 5465 Landscaping						\$749.85	
5470 Snow Removal							
Beginning Balance							8,751.60
27-07-2018	Bill	18-SC-149153	9673261 Canada Inc.	Acceptance of Offer to Settle - Ontario Superior Court of Justice	2000 Accounts Payable	\$2,500.00	11,251.60
31-07-2018	Journal Entry	JE 58		To reverse March invoice as contract disputed and settled in court	-Split-	\$ -3,277.00	7,974.60
Total for 5470 Snow Removal						\$ -777.00	
5475 Pest Control							
Beginning Balance							333.35
24-07-2018	Bill	3611	Extermination Direct Pest Control	Squirrels - Inspection (original invoice date June 25 2018)	2000 Accounts Payable	\$333.35	666.70
Total for 5475 Pest Control						\$333.35	
Total for 5400 Contracts						\$506.20	
5500 General Repairs & Maintenance							
5426 Parking monitor security expense							
Beginning Balance							452.00
01-07-2018	Journal Entry	JE 56R		to set up June accruals	-Split-	\$ -113.00	339.00
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$226.00	565.00
Total for 5426 Parking monitor security expense						\$113.00	
5503 General Repairs & Maint							
Beginning Balance							5,777.59
24-07-2018	Bill	5121	Paramount Door and Window Service Inc.	remove failed sealed unit and supply and install new sealed unit 33 5/8 x 33 3/8 energy advantage (invoice date June 25 2018) argon 3mm glass clear H 326.50	2000 Accounts Payable	\$546.93	6,324.52
26-07-2018	Bill	5089	Paramount Door and Window Service Inc.	time and travel 1.5 x 105 Inspection and written report with pictures sent separately- (invoice date June 13 2018)	2000 Accounts Payable	\$169.50	6,494.02
Total for 5503 General Repairs & Maint						\$716.43	
5504 Emergency Calls							
Beginning Balance							101.70
01-07-2018	Bill	317	10424161 Canada Inc. o/a OMS	Custom Service After hours On Site original invoice date June 14 2018)	2000 Accounts Payable	\$512.08	613.78
Total for 5504 Emergency Calls						\$512.08	
5560 Additional Landscaping Expense							
Beginning Balance							754.84
Total for 5560 Additional Landscaping Expense							
Total for 5500 General Repairs & Maintenance						\$1,341.51	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							7,543.35
01-07-2018	Bill		CI Property Management	monthly management fees	2000 Accounts Payable	\$1,877.57	9,420.92
Total for 5801 Property Management Fees						\$1,877.57	
5805 CAO Fees							
Beginning Balance							689.26
Total for 5805 CAO Fees							
5810 Office Expenses							
Beginning Balance							1,278.38
Total for 5810 Office Expenses							
5812 Bank Charges							
Beginning Balance							152.32
06-07-2018	Expense			ACTIVITY FEE	1020 Reserve Account	\$1.20	153.52
06-07-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$3.60	157.12
06-07-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$26.23	183.35
Total for 5812 Bank Charges						\$31.03	
5813 Property Taxes							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							127.03
06-07-2018	Bill	REM10028	City of Ottawa Revenue Branch	PROPERTY TAX	2000 Accounts Payable	\$139.64	266.67
Total for 5813 Property Taxes						\$139.64	
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							4,183.56
01-07-2018	Journal Entry	JE 53		to set up prepaid monthly expense	-Split-	\$1,045.89	5,229.45
Total for 5830 Insurance Expense/General & Liability Insurance						\$1,045.89	
5833 Legal and Audit							
Beginning Balance							1,000.00
01-07-2018	Bill	COVLETJUN302018	TESOTA Paralegal In Trust	Matter 2036 - 9673261 Canada Inc v. CCC 672 (original bill date June 30th 2018)	2000 Accounts Payable	\$500.00	1,500.00
01-07-2018	Bill	2447	TESOTA Paralegal In Trust	Matter 2036 - 9673261 Canada Inc v. CCC 672	2000 Accounts Payable	\$794.54	2,294.54
Total for 5833 Legal and Audit						\$1,294.54	
Total for 5800 Administrative & Professional Expenses						\$4,388.67	
6102 Building Interior R&M							
Beginning Balance							2,649.85
Total for 6102 Building Interior R&M							
6190 Reserve- General Repairs							
31-07-2018	Journal Entry	JE 59		to set up July accruals	-Split-	\$28,747.20	28,747.20
Total for 6190 Reserve- General Repairs						\$28,747.20	
6001 Contribution from operating							
Beginning Balance							14,532.00
04-07-2018	Deposit			ACCOUNT TRANSFER 672 RFT	1020 Reserve Account	\$3,633.42	18,165.42
Total for 6001 Contribution from operating						\$3,633.42	
6002 Interest income for reserve							
Beginning Balance							179.61
04-07-2018	Deposit			DEPOSIT INTEREST	1020 Reserve Account	\$61.89	241.50
Total for 6002 Interest income for reserve						\$61.89	
Not Specified							
31-07-2018	Bill Payment (Cheque)		9673261 Canada Inc.		2000 Accounts Payable		
Total for Not Specified							

## 1010 Operating Account, Period Ending 31-07-2018

## RECONCILIATION REPORT

Reconciled on: 08-08-2018

Reconciled by: Jen Walker

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

## Summary

CAD

Statement beginning balance	11,163.58
Cheques and payments cleared (17)	-17,517.22
Deposits and other credits cleared (50)	12,523.66
Statement ending balance	6,170.02
Register balance as of 31-07-2018	6,170.02
Cleared transactions after 31-07-2018	0.00
Uncleared transactions after 31-07-2018	-3,362.81
Register balance as of 08-08-2018	2,807.21

## Details

## Cheques and payments cleared (17)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
03-07-2018	Bill Payment		CI Property Management	-1,877.57
04-07-2018	Expense			-3,633.42
05-07-2018	Cheque	NSF	322 - Jeevakumar, K. & S.	-259.10
06-07-2018	Expense			-3.60
06-07-2018	Expense			-26.23
10-07-2018	Expense			-1,255.07
17-07-2018	Bill Payment	FCN_8753-2	10424161 Canada Inc. o/a OMS	-962.84
17-07-2018	Bill Payment	FCN_8753-1	Marie-Eve Bertrand Poitras	-350.00
17-07-2018	Bill Payment	FCN_8753-3	TESOTA Paralegal In Trust	-794.54
17-07-2018	Bill Payment	FCN_8753-5	Nutri-Lawn IR	-754.84
17-07-2018	Bill Payment	FCN_8753-4	CI Property Management	-385.10
19-07-2018	Bill Payment	FCN_8756	TESOTA Paralegal In Trust	-500.00
24-07-2018	Bill Payment	RBCX-2138	City of Ottawa Revenue Branch	-266.67
26-07-2018	Bill Payment	FCN_8757-1	PREMIER PROPERTY SERVI...	-2,921.24
26-07-2018	Bill Payment	FCN_8757-3	10424161 Canada Inc. o/a OMS	-310.57
26-07-2018	Bill Payment	FCN_8757-2	Paramount Door and Window ...	-716.43
27-07-2018	Bill Payment	FCN_8758-0	9673261 Canada Inc.	-2,500.00

Total -17,517.22

## Deposits and other credits cleared (50)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
03-07-2018	Receive Payment		294 - Nathan Mittelstaedt	50.00
03-07-2018	Receive Payment		324 - Jaclyn Spencer	243.49
03-07-2018	Receive Payment		284 -Dimarino, David	243.49
03-07-2018	Receive Payment		244 - Iaconis, Anthony	243.49
03-07-2018	Receive Payment		332 -Sow, Jason	243.49
03-07-2018	Receive Payment		264 - Peckitt, Kim	243.49
03-07-2018	Receive Payment		288 - Emery, Beatrice	243.49
03-07-2018	Receive Payment		260 - Shirley, Ken	243.49
03-07-2018	Receive Payment		316 - Ozdemir, Meral	243.49
03-07-2018	Receive Payment		256 - Binette, Patricia E.	243.49
03-07-2018	Receive Payment		328 - Newell, Karyn	243.49
03-07-2018	Receive Payment		268 -Duncan, Shannon	243.49
03-07-2018	Receive Payment		312 - 2513076 Ontario Inc.	243.49
03-07-2018	Receive Payment		240 - Chiasson, Gary & Valerie	243.49
03-07-2018	Receive Payment		272 - Poitras, Marie-Eve Bertra...	243.49
03-07-2018	Receive Payment		248 - Nagy, Gabrielle	243.49
03-07-2018	Receive Payment		320 -Bulla, Rosanna	243.49
03-07-2018	Receive Payment		252 - Corriveau, Sylvie	243.49
03-07-2018	Receive Payment		280 -Saleh,M & Menard, J	252.64
03-07-2018	Receive Payment		276 - Kushnir, Ludmila	252.64
03-07-2018	Receive Payment		300 -McMullen, John & Jeff	252.64
03-07-2018	Receive Payment		308 - Dominic Beausoleil	252.64
03-07-2018	Receive Payment		304 - Lafontaine, Sherry	252.64
03-07-2018	Receive Payment		298 - Moffatt, Melissa	259.10
03-07-2018	Receive Payment		254 - Trottier, Julien	259.10

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
03-07-2018	Receive Payment		322 - Jeevakumar, K. & S.	259.10
03-07-2018	Receive Payment		282 - Ha, Anbien & Ma, Yen	259.10
03-07-2018	Receive Payment		302 - Mahdi, Stephen	259.10
03-07-2018	Receive Payment		286 - Kam, Jeanette	259.10
03-07-2018	Receive Payment		262 - Gauthier, Serge	259.10
03-07-2018	Receive Payment		330 -Stewart, Gaye c/o	259.10
03-07-2018	Receive Payment		258 -Yevgenty Zhukov	259.10
03-07-2018	Receive Payment		266 - Soucy, Lindsey	259.10
03-07-2018	Receive Payment		334 -Wilson, Krista	259.10
03-07-2018	Receive Payment		246 - Lavergne, Julie Helene	259.10
03-07-2018	Receive Payment		294 - Nathan Mittelstaedt	259.10
03-07-2018	Receive Payment		Fontaine, Charles & Courtney (...)	259.10
03-07-2018	Receive Payment		250 - Davidson, James	259.10
03-07-2018	Receive Payment		326 - Gemmell, Colleen	259.10
03-07-2018	Receive Payment		314 - Gauthier, Claude	259.10
03-07-2018	Receive Payment		270 - Caissie, Marcia	259.10
03-07-2018	Receive Payment		274 - Lafontaine, Monique	268.25
03-07-2018	Receive Payment		310 - Lewis, Gregory	268.25
03-07-2018	Receive Payment		306 - Burgess & Fowler	268.25
03-07-2018	Receive Payment		278 - Stewart, Richard & Andrea	268.25
03-07-2018	Receive Payment		318 - Trstenjak, Anna	268.25
03-07-2018	Receive Payment		296 -Woodley, James Allan	283.49
03-07-2018	Receive Payment		292 - Mostert, Kalyn	283.49
03-07-2018	Receive Payment		242 - MacDonald, Brad & Smyt...	299.10
03-07-2018	Deposit			200.00

Total				12,523.66
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#### Additional Information

Uncleared cheques and payments after 31-07-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-08-2018	Bill Payment		CI Property Management	-1,877.57
03-08-2018	Cheque	NSF	320 -Bulla, Rosanna	-243.49
03-08-2018	Bill Payment	FCN_8759-3	Marie-Eve Bertrand Poitras	-7.90
03-08-2018	Bill Payment	FCN_8759-4	10424161 Canada Inc. o/a OMS	-512.08
03-08-2018	Bill Payment	FCN_8759-1	Extermination Direct Pest Control	-666.70
03-08-2018	Bill Payment	FCN_8759-2	Jeanette Kam	-55.07

Total				-3,362.81
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ROYAL BANK OF CANADA  
P.O. BOX 6011 STATION A  
MONTREAL QC H3C 3B8

# Business Account Statement

RBBD30000\_3906163 E D 00006 00336

June 29, 2018 to July 31, 2018

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

**Account number:** 00006 107-388-1

**How to reach us:**

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

## Account Summary for this Period

### Business Current Account

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

Opening balance on June 29, 2018	\$11,163.58
Total deposits & credits (2)	+ 12,523.66
Total cheques & debits (10)	- 17,517.22
<b>Closing balance on July 31, 2018</b>	<b>= \$6,170.02</b>

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## Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	<b>Opening balance</b>			<b>11,163.58</b>
03 Jul	Direct Payment (PAD's) service total GRADS5092610000		12,323.66	23,487.24
	eCheque deposit 13770		200.00	
	Misc Payment CAPITAL INTEGRA Management Fees	1,877.57		21,809.67
04 Jul	Account transfer ACTR4818500032	3,633.42		18,176.25
05 Jul	Pre-authorized payment returns GRADS5092610000	259.10		17,917.15
06 Jul	Activity fee	3.60		
	Activity fee	26.23		17,887.32
10 Jul	Account transfer ACTR4819100022	1,255.07		16,632.25
18 Jul	Direct Deposits (PDS) service total GRADS1185110000	3,247.32		13,384.93



# Business Account Statement

June 29, 2018 to July 31, 2018  
Account number: 00006 107-388-1

## Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
19 Jul	Direct Deposits (PDS) service total GRADS1185110000	500.00		12,884.93
24 Jul	Bill payment - 2138 OTTAWA-TAX	266.67		12,618.26
27 Jul	Direct Deposits (PDS) service total GRADS1185110000	6,448.24		6,170.02
	<b>Closing balance</b>			<b>6,170.02</b>

**Account Fees: \$29.83**

## Important Account Information

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

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An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.  
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# **MONTHLY RESERVE FINANCIAL REPORT**

*OCSCC 672*

*July 2018*

# OCSCC #672

## PROFIT AND LOSS

July 2018

	TOTAL
EXPENSES	
6190 Reserve- General Repairs	28,747.20
<b>Total Expenses</b>	<b>28,747.20</b>
OTHER INCOME	
6001 Contribution from operating	3,633.42
6002 Interest income for reserve	61.89
<b>Total Other Income</b>	<b>3,695.31</b>
<b>PROFIT</b>	<b>\$ -25,051.89</b>



# OCSCC #672

## PROFIT AND LOSS

March - July, 2018

	TOTAL
EXPENSES	
6102 Building Interior R&M	2,649.85
6190 Reserve- General Repairs	28,747.20
<b>Total Expenses</b>	<b>31,397.05</b>
OTHER INCOME	
6001 Contribution from operating	18,165.42
6002 Interest income for reserve	241.50
<b>Total Other Income</b>	<b>18,406.92</b>
<b>PROFIT</b>	<b>\$ -12,990.13</b>

## 1020 Reserve Account, Period Ending 31-07-2018

## RECONCILIATION REPORT

Reconciled on: 08-08-2018

Reconciled by: Jen Walker

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

## Summary

CAD

Statement beginning balance	50,978.23
Cheques and payments cleared (1)	-1.20
Deposits and other credits cleared (3)	4,950.38
Statement ending balance	<u>55,927.41</u>
Register balance as of 31-07-2018	55,927.41
Cleared transactions after 31-07-2018	0.00
Uncleared transactions after 31-07-2018	77.88
Register balance as of 08-08-2018	56,005.29

## Details

## Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-07-2018	Expense			-1.20
Total				-1.20

## Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04-07-2018	Deposit			3,633.42
04-07-2018	Deposit			61.89
10-07-2018	Deposit			1,255.07
Total				4,950.38

## Additional Information

## Uncleared deposits and other credits after 31-07-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-08-2018	Deposit			77.88
Total				77.88



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

# Business Account Statement

RBDDA30000\_3906163 E D 00006 00458

June 29, 2018 to July 31, 2018

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

**Account number:** 00006 107-821-1

**How to reach us:**

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

## Account Summary for this Period

### Business Current Account

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

Opening balance on June 29, 2018	\$50,978.23
Total deposits & credits (3)	+ 4,950.38
Total cheques & debits (1)	- 1.20
<b>Closing balance on July 31, 2018</b>	<b>= \$55,927.41</b>

***Have your business needs changed? We can help.***

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

## Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	<b>Opening balance</b>			<b>50,978.23</b>
03 Jul	Deposit interest		61.89	51,040.12
04 Jul	Account transfer 672 RFT		3,633.42	54,673.54
06 Jul	Activity fee	1.20		54,672.34
10 Jul	Account transfer 672 Due To Res		1,255.07	55,927.41
	<b>Closing balance</b>			<b>55,927.41</b>

**Deposit Interest Earned: \$61.89**

**Account Fees: \$1.20**



# Business Account Statement

June 29, 2018 to July 31, 2018  
**Account number: 00006 107-821-1**

## Important Account Information

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

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

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

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- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.  
An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.  
Please retain this statement for your records. Additional copies will be subject to a nominal fee.  
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# **MANAGEMENT REPORT**

The Following Represents Issues as of September 10, 2018

## **ITEMS FOR BOARD INFORMATION**

<b>1. 248 Broken Window</b>	This has been repaired
<b>2. Reserve Fund Study</b>	This is in progress
<b>3. Sidewalk Repaving</b>	Quotations requested from Central Paving, Provost Paving and Canada Paving. Central paving has provided a quotation, however the other two companies have informed me that they are too busy to do the pathways this year and will not provide a quotation. Central Paving -
<b>4. Freshco Fencing</b>	Great Outdoors will be providing a quotation for repair/replacement. If this cannot be completed this year, a snow fence will be placed.
<b>5. Damaged Roof due to high wind.</b>	The insurance company was under the impression that the roofs were repaired. According to the president, the roofs will not be repaired until October. PM to follow up with the roofing company for clarification.
<b>6. Newsletter</b>	The newsletter is currently being prepared by the PM. This is a one time preparation, moving forward, the board of directors will be preparing the outgoing newsletters.
<b>7. 308 Eavestrough</b>	The eavestrough on the Electrical box must be moved to the other side.
<b>8. Parking Lot Line Painting</b>	This has been completed.
<b>9. Carleton Parking - Visitor parking patrol</b>	This is now on a 24 hour patrol. The parking signs will be rectified by Western Signs.
<b>10. Rear Step Repairs</b>	Great Outdoors will be replacing all the rear steps to pressure treated wood - 2 x 10's. This will be completed before snow arrives. Great Outdoors will also be providing a quotation for anti slip material to be placed on the wooden steps.(this was not included in the initial step replacement quotation)
<b>11. Balcony Repairs units 298, 318 and 334</b>	The balconies are currently being quoted. Depending on the cost of the current materials, and pressure treated wood, the board will decide which option will be done.
<b>12. Water charges for unit 260, 264, 308 and 312</b>	Past invoices have been provided to Jeanette Kam to determine cost of water.
<b>13. Caulking Project</b>	The caulking of all doors, windows and vents will be performed by Finetouch and will commence during the week of Sept 10, 2018.

<b>14. Unit 290 Cresthaven - legal suit.</b>	Davidson Houle Allen are currently handling this. PM to provide an update at the upcoming board meeting.
<b>15. Spiders</b>	A work order has been sent to Direct Pest Control to spray all 8 entrances for spiders and remove any webbing.
<b>16. Marijuana Ruling</b>	Requested a draft from Davidson Houle Allen - not yet received.
<b>17. 296 Cresthaven - Bulging Exterior Wall</b>	The Contractor will address at the same time as the balcony at 298 is replaced.

## **ITEMS FOR DISCUSSION/QUOTES FOR APPROVAL**

### **STATUS CERTIFICATES ISSUED**

- N/A

## **2018 ANNUAL SCHEDULE**

### **JANUARY**

Insurance renewal for March

### **FEBRUARY**

Feb 28 - Fiscal Year End

### **MARCH**

Secure Landscaping Contract

### **APRIL**

Inspect Winter Damage

Spring Inspection

Spring Newsletter Prepare

### **MAY**

Clean Exterior Windows

Sweep Parking / Line Painting

Start Audit

AGM to be scheduled

### **JUNE**

### **JULY**

AGM Pre Notice preparation

## **AUGUST**

AGM Notice preparation

AGM - Aug 29

## **SEPTEMBER**

Secure Snow Removal Contract

## **OCTOBER**

## **NOVEMBER**

Create Draft Budget

## **DECEMBER**

## **CORPORATION INFO SCHEDULE**

Last Reserve Study - In progress  
Year End - February 28  
Insurance - Affiliated Property Group  
Auditor - McCay Duff  
Last AGM - Aug 29

## **BOARD OF DIRECTORS AS OF LAST AGM**

<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>
TBD	Jeanette Kam	613-440-0916	jeanettekam@gmail.com
TBD	Karyn Newell	613-404-4880 c	karyn.newell@live.ca
TBD	Colleen Gemmell	613-299-2993	colleen.gemmell@theroyal.ca
TBD	Dominic Beausoleil	613-606-6248	dominic.beausoleil@hotmail.com
TBD	Marie-Eve Bertrand	613-899-2810	mariebertrandpoitras@icloud.com

President	2018 -
Vice-President	2018 -
Treasurer	2018 -
Secretary	2018 -
Director-at-Large	2018 -

## CONTRACT SUMMARY

### OCSCC No. 672

CONTRACT	SUPPLIER	EXPIRATION	PHONE NUMBER/NOTES
Cleaning/Garbage	Marie - Eve		613-852-1561
Landscaping	Premier		
Plumbing & Sewers	Candor Plumbing		613-744-4369
Snow Removal		<i>Up for Tender in 2018</i>	
Roofing		<i>Up for Tender in 2018</i>	
Electrical	DanCan		613-741-4070
General Contractor	Great Outdoors - Rick Guindon		613-978-2651
Irrigation	Nutri-Lawn		613-739-3399
Caulking	Finetouch		613-794-1736



September 7, 2018

our ref # 18-219

**Capital Integral Property Management  
904 Lady Ellen Place  
Ottawa, Ontario  
K1Z 5L5**

**Attention: Denise Stimson**

**PROJECT: CCC# 672 (CRESTHAVEN DR)**

**RE: ASPHALT PAVING QUOTATION FOR YEAR 2018**

**Further to our meeting on site we are pleased to submit our quotation  
Patch the asphalt in front of the concrete steps to the units to avoid  
Critters from getting under the concrete steps.  
The average size of each patch will be approx. 5 feet long by the  
Width of the existing sidewalk. All units will be done.**

**Units on Cresthaven Drive**

**284/280  
276/272  
268/264  
260/256  
252/248  
240/244  
288/292  
296/300  
304/308  
316/312  
324/320  
328/332**

**Overlay the existing pavement between wood timber  
And city sidewalk (in front of unit 308/304) to eliminate  
Trip hazard.**



**Overlay sidewalk at the rear of the building  
(approx. 20 feet long) to eliminate trip hazard.**

**TOTAL PRICE.....\$5.350.00**

**HST EXTRA**

**This quotation is subject to acceptance within 30 days.**

  
**Pat Chiarello**

ONTARIO  
Superior Court of Justice

Defence  
Form 9A Ont. Reg. No.: 258/98

**Small Claims Court**

Small Claims Court

**161 Elgin Street, 2<sup>nd</sup> Floor, Ottawa, ON  
K2P 2K1**

Address

**613-239-1079**

Phone number

**SC18001506270000**

Claim No.

**Plaintiff No. 1**

☒ Additional plaintiff(s) listed on attached Form 1A.

☐ Under 18 years of age.

Last name, or name of company <b>Fontaine</b>		
First name <b>Courtney</b>	Second name	Also known as
Address (street number, apt., unit) <b>4 Silver Horse Crescent</b>		
City/Town <b>Ottawa</b>	Province <b>ON</b>	Phone no. <b>613-698-8361</b>
Postal code <b>K2M 2E3</b>		Fax no.
Representative		LSUC #
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.

**Defendant No. 1**

☐ Additional defendant(s) listed on attached Form 1A.

☐ Under 18 years of age.

Last name, or name of company <b>Ottawa-Carleton Standard Condominium Corporation No. 672</b>		
First name	Second name	Also known as
Address (street number, apt., unit) <b>c/o Capital Integral Property Management 904 Lady Ellen Place</b>		
City/Town <b>Ottawa</b>	Province <b>ON</b>	Phone no. <b>613-722-1232</b>
Postal code <b>K1Z 5L5</b>		Fax no.
Representative <b>Nancy Houle, Davidson Houle Allen LLP</b>		LSUC # <b>45205U</b>
Address (street number, apt., unit) <b>800-410 Laurier Avenue, West</b>		
City/Town <b>Ottawa</b>	Province <b>ON</b>	Phone no. <b>613-231-8253</b>
Postal code <b>K1R 1B7</b>		Fax no. <b>613-788-2355</b>

Les formules des tribunaux sont affichées en anglais et en français sur le site [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca). Visitez ce site pour des renseignements sur des formats accessibles.

**SC18001506270000**

Claim No.

☒ **Plaintiff No. 2**

☐ **Defendant No.**

Last name, or name of company <b>Fontaine</b>		
First name <b>Charles</b>	Second name	Also known as
Address (street number, apt., unit) <b>4 Silver Horse Crescent</b>		
City/Town <b>Ottawa</b>	Province <b>ON</b>	Phone no. <b>613-218-0482</b>
Postal code <b>K2M 2E3</b>		Fax no.
Representative		LSUC #
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.

☐ **Plaintiff No.**

☐ **Defendant No.**

Last name, or name of company		
First name	Second name	Also known as
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.
Representative		LSUC #
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.

☐ **Plaintiff No.**

☐ **Defendant No.**

Last name, or name of company		
First name	Second name	Also known as
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.
Representative		LSUC #
Address (street number, apt., unit)		
City/Town	Province	Phone no.
Postal code		Fax no.

THIS DEFENCE IS BEING FILED ON BEHALF OF: (Name(s) of defendant(s))

Ottawa-Carleton Standard Condominium Corporation No. 672

and I/we: (Check as many as apply)

☒ Dispute the claim made against me/us.

☐ Admit the full claim and propose the following terms of payment:

\$ \_\_\_\_\_ per \_\_\_\_\_ commencing \_\_\_\_\_, 20 \_\_\_\_ .  
(Amount) (Week/month)

☐ Admit part of the claim in the amount of \$ \_\_\_\_\_ and propose the following terms of payment:  
(Amount)

\$ \_\_\_\_\_ per \_\_\_\_\_ commencing \_\_\_\_\_, 20 \_\_\_\_ .  
(Amount) (Week/month)

**REASONS FOR DISPUTING THE CLAIM AND DETAILS:**

Explain what happened, including where and when. Explain why you do not agree with the claim made against you.

If you are relying on any documents, you **MUST** attach copies to the Defence. If evidence is lost or unavailable, you **MUST** explain why it is not attached.

**What happened? PLEASE SEE THE ATTACHED SCHEDULE "A"**

**Where?**

**When?**

Why I/we disagree  
with all or part of  
the claim:

☒ **ADDITIONAL PAGES ARE ATTACHED BECAUSE MORE ROOM WAS NEEDED.**

Prepared on: August 17, 20 18 *[Signature]*  
For (Signature of defendant or representative)  
Nancy Houle

**NOTE:** Within seven (7) calendar days of changing your address for service, notify the court and all other parties in writing.

**CAUTION TO PLAINTIFF(S):** If this Defence contains a proposal of terms of payment, you are deemed to have accepted the terms **unless** you file with the clerk and serve on the defendant(s) a Request to Clerk (Form 9B) for a terms of payment hearing **WITHIN TWENTY (20) CALENDAR DAYS** of service of this Defence [R. 9.03(3)].

**ONTARIO  
SUPERIOR COURT OF JUSTICE  
SMALL CLAIMS COURT**

B E T W E E N:

COURTNEY FONTAINE AND CHARLES FONTAINE

Plaintiff

-and-

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 672

Defendant

---

DEFENCE

---

1. The Defendant, Ottawa-Carleton Standard Condominium Corporation No. 672 (the "Corporation" of "OCSCC 672") denies the allegations contained in the Plaintiffs' claim, and states that the Plaintiff is not entitled to the relief being sought.

***The Parties***

2. The Plaintiffs, Courtney Fontaine and Charles Fontaine were previous owners of a unit at the Corporation known municipally as 290 Cresthaven Dr (the "Unit").
3. Capital Integral Property Management ("Capital Integral") is a corporation engaged in the business of condominium property management in Ottawa and its surrounding areas.
4. At all material times, Capital Integral was (and is) contracted by the Corporation to manage and maintain the common elements of OCSCC 672. By nature of this relationship, Capital Integral acts at all times as the agent only for the Corporation. Therefore, the Defendant in this action should have been OCSCC 672. Capital Integral accordingly pleads that it has been improperly named as a Defendant in the Plaintiff's action.

## Schedule "A"

5. The Defendant is a condominium corporation with forty-eight (48) residential dwelling units in low rise buildings municipally located between 240-334 Cresthaven Drive in Ottawa. The Corporation was created by registration of its Declaration and Description on March 3, 2004 pursuant to the *Condominium Act, 1998*. A copy of the Corporation's Declaration is attached at tab "A".

### ***Background***

6. The property manager for the Corporation first received reports of potential mold in the master bedroom of the Unit on June 6, 2018.
7. On June 8, 2018, the Plaintiff forwarded the estimate for mold remediation to the corporation's property manager.
8. The Plaintiff next forwarded an inspection report from Ottawa Indoor Environmental Services to the corporation's property manager on June 22, 2018.
9. The Plaintiffs proceeded with the mold remediation on June 23, 2018.

### ***The Corporation acted reasonably in the circumstances***

10. It is the Corporation's position that it acted reasonably in maintaining the common elements.
11. The Corporation carries out its maintenance and repair obligations through professional contractors. Any maintenance or repair decisions made by the Corporation is done in accordance with the advice given by the professionals hired by the Corporation.
12. The Corporation submits that it has acted reasonably in the circumstances and fulfilled its obligations in accordance with the *Condominium Act, 1998*.

### ***The Plaintiffs has not provided sufficient evidence to prove their claim***

13. In the alternative, the Corporation submits that the Plaintiff has not provided evidence proving, on the balance of probabilities, that the mold in the Unit was caused by any negligence on the part of the Corporation.
14. In the Building Inspection report of Matthew Mittelstaedt, attached to the Plaintiff's claim, it says under page twelve, "Mould stains were noted on most window with largest amount over upper back window. This is typically related to too much indoor moisture levels during cold winter months. One must control indoor moisture level."



Schedule "A"

15. In the Mold Inspection Report attached to the Plaintiff's claim, the authors noted on page four that the mold growth found "is *generally* the result of a *potential* water intrusion issue" [*emphasis added*].
16. Lastly, in the Ottawa Extreme Clean Invoice attached to the Plaintiff's claim, the contractor notes on page two that the gap in the siding, from which the water has allegedly intruded from, "is not a maintenance issue" but "a building deficiency".
17. Under the law of negligence, damages suffered by the Plaintiff is not, in and of itself, enough to prove the negligence of the Defendant.
18. Even if the Corporation's conduct did not meet the standard of care (which is not admitted but specifically denied), the Plaintiff must prove on a balance of probabilities that the damages claimed were a direct result of the Corporation's conduct.

***The Corporation seeks dismissal of the Plaintiff's Claim***

19. The Corporation accordingly denies the Plaintiff's allegations and respectfully submits that the Plaintiff's claim should be dismissed, with costs payable on a substantial indemnity basis, plus HST, in accordance with section 29 of the *Courts of Justice Act*.

DATE: August 17, 2018

**DAVIDSON HOULE ALLEN LLP**  
800-410 Laurier Avenue West  
Ottawa, ON K1R 1B7

**Nancy Houle**  
LSUC #45205U  
Tel: (613) 231-8222  
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Lawyer for the Defendant,  
Carleton Condominium Corporation No. 672

# **TAB A**

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CERTIFICATE OF RECEIPT  
CERTIFICAT DE RECEPTE  
OTTAWA-CARLETON (3)



QSCP no. 672

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## DECLARATION

## MADE PURSUANT TO THE CONDOMINIUM ACT, 1998

THIS DECLARATION (hereinafter called the "Declaration") is made and executed pursuant to the provisions of the Condominium Act, 1998, as amended, and the regulations made thereunder (all of which are hereinafter referred to as the "Act") by:

## MINTO JUBILEE INC.

a company incorporated under the laws of the Province of Ontario  
(hereinafter referred to as the "Declarant").

WHEREAS the Declarant is the owner in fee simple of lands and premises situate in the City of Ottawa and being more particularly described in Schedule "A" and in the description submitted herewith by the Declarant for registration in accordance with section 7 of the Act (the "property");

AND WHEREAS the Declarant has constructed on the property a residential terrace home development containing forty-eight (48) dwelling units and sixty-two (62) parking units which the Declarant intends to be governed by the Act.

## NOW THEREFORE THE DECLARANT HEREBY DECLARES AS FOLLOWS:

## 1. INTRODUCTORY

1.1 Interpretation. Unless the context otherwise requires the terms used herein shall have ascribed to them the meaning contained in the Act. The following terms shall have the following meanings:

- (a) "Adjacent Lands" means those lands located in the City of Ottawa and being composed of part of Block 280, Plan 4M-1140, designated as Parts 1 to 11 inclusive on Plan 4R-18732, save and except Parts 2 and 4 on Plan 4R-18966;
- (b) "Adjacent Condominium Corporations" means the Corporations to be created by registration of two separate condominium plans and declarations on the Adjacent Lands;
- (c) "Board" shall mean the board of directors of the condominium corporation;
- (d) "Corporation" shall mean the condominium corporation created upon the registration of the Declaration and of the description under the Act;
- (e) "Shared Right-of-Way" means the private streets, namely Timberline Private, Skyview Private and Alpenglöw Private which provide a means of vehicular and pedestrian access to the Corporation and its members and the Adjacent Condominium Corporations and their members;
- (f) "Shared Services" means the utilities and services which provide service to the Corporation and one or both of the Adjacent Condominium Corporations;
- (g) "unit" means a part or parts of the land included in the description and designated as a unit by the description, and comprises the space enclosed by its boundaries and all the material parts of the land within this space in accordance with this Declaration and the description.

1.2 Statement of Intention. The Declarant intends that the lands and interests appurtenant to the lands described in Schedule "A" be governed by the Act, and any amendments thereto. The registration of this Declaration and the description will create a freehold standard condominium as defined in the Act.

1.3 Consent of Encumbrancers. The consent of all persons having registered encumbrances against the property or interest appurtenant to the property in Schedule "A" is contained in Schedule "B" attached hereto.

1.4 Boundaries of Units and Monuments. The monuments controlling the extent of the units are the physical surfaces mentioned in the boundaries of the units in Schedule "C" attached hereto.

- 1.5 Common Interests and Common Expenses. Each owner shall have an undivided interest in the common elements as a tenant in common with all other owners and shall contribute to the common expenses in the proportions set forth opposite each unit number in Schedule "D" attached hereto.

- 1.6 Address for Service. The Corporation's address for service and mailing address shall be:

Unit 22B - 1051 Baxter Road  
Ottawa, Ontario  
K2C 3P2

or such other address as the Corporation may determine in accordance with the provisions of the Act.

## 2. COMMON EXPENSES

- 2.1 Payment of Common Expenses. Each owner, including the Declarant, shall pay to the Corporation a proportionate share of the common expenses, as may be provided for by the by-laws of the Corporation, and the assessment and collection of contributions toward the common expenses may be regulated by the Board pursuant to the by-laws of the Corporation. Common expenses shall include the expenses listed in Schedule "E" attached hereto.

### 3. COMMON ELEMENTS

- 3.1 Use of Common Elements. Subject to the provisions of the Act, this Declaration and the by-laws, and any rules passed pursuant thereto, each owner has the full use, occupancy and enjoyment of the whole or any part of the common elements, except as herein otherwise provided. No part of the common elements may be used for commercial or other purposes not ancillary to residential purposes.

- 3.2 **Exclusive Use Areas.** Those areas of the common elements over which certain owners have exclusive use are set out in Schedule "F" attached hereto, and as shown on Part 2, Sheet 1 of 1 of the Description.

- 1.3 **Restrictive Access.** Without the consent in writing of the Board, no owner shall have any right of access to those parts of the common elements used from time to time as utility areas or for operating machinery, or any other parts of the common elements used for the care, maintenance or operation of the property.

- ### 3.4 Substantial Change to Property.

- (a) The Corporation may by vote of owners who own sixty-six and two thirds percent (66 2/3%) of the units make any substantial addition, alteration or improvement to or renovation of the common elements or make any substantial change in the assets of the Corporation in accordance with the applicable provincial and municipal legislation and other governing by-laws and rules.

- (b) The provisions of the Act govern all other alterations, additions and improvements to or renovation of the common elements or change in the assets of the Corporation.

- (c) The provisions of the Act govern the determination as to whether any addition, alteration or improvement to, or renovation of the common elements, or any change in the assets of the Corporation is substantial.

- 3.5 Alterations to Common Elements. No owner shall make any change to an installation upon the common elements, or maintain, decorate, alter, repair or landscape any part of the common elements or the owner's exclusive use common elements, except for maintenance of those parts of the common elements which the owner has the duty to maintain, without the prior written consent of the Board and then entering into an agreement with the Corporation if required under the Act.

#### 4. UNITS

- 4.1 Occupation and Use. The occupation and use of the units shall be in accordance with the following restrictions and stipulations:

- (a) The dwelling units shall be occupied and used for residential purposes as defined in and in conformity with the zoning and property standards by-laws of the City of Ottawa and for no other purpose.

- (b) No unit shall be occupied or used by any one in such a manner as to result in the cancellation, or threat of cancellation, of any policy of insurance referred to in this Declaration. Should the occupation or use of a unit result in an increase of premium payable by the Corporation for any policy or policies of insurance, then the owner of such unit shall be liable to the Corporation for the increased premium payable which shall be charged back to the owner as additional contributions towards common expenses and shall be recoverable as such or recoverable by any other procedure the Corporation elects.
- (c) The owner of each unit shall comply and shall require all residents, occupants and visitors to his or her unit to comply with the Act, this Declaration, and the by-laws, and the rules passed pursuant thereto and shall deliver to any tenant a copy of same at the time the lease of the unit is executed and/or the terms agreed.
- (d) No owner of a unit shall lease the unit unless an agreement is executed by the tenant and delivered to the Corporation to the following effect:

I, covenant and agree that I, the members of my household, my guests and my invitees from time to time, will, in using the unit rented by me and the common elements, comply with the Condominium Act, the Declaration, the by-laws, and all rules of the condominium corporation, during the term of my tenancy.

Any owner who enters into a lease of a unit shall deliver to the Corporation, within thirty (30) days of entering into the lease or a renewal of lease, a copy of the lease or renewal or a summary of same on the form required by the Act, the name of the tenant and the address of the owner. Upon the lease being terminated, the owner shall inform the Corporation that the unit is no longer leased.

- (e) No tenant shall be liable for the payment of common expenses unless notified by the Corporation that the owner is in default of payment of common expenses, in which case, the tenant shall deduct from the rent payable to the owner the owner's share of the common expenses and shall pay the same to the Corporation.
- (f) Any owners leasing their unit shall not be relieved from any of their obligations with respect to the unit which shall be joint and several with their tenant.
- (g) Save and except for interior decorating and minor alterations of a cosmetic nature, no owner shall make any change or alteration to the unit, including any alteration of load bearing walls or walls containing service conduits which service other units, without the written consent of the Board. Notwithstanding the foregoing, no owner shall install curtains, drapery, vertical or horizontal blinds, wooden shutters or similar window coverings in other than an off-white or white colour or alter the interior design or colour of any part of a dwelling unit or balcony area where such change, alteration or decoration is normally visible from the exterior thereof.
- (h) Notwithstanding any by-law or rule of the Corporation to the contrary, the Declarant shall be entitled to erect and maintain signs, flags, displays and sales areas for marketing, rental and sales purposes including a sales and/or rental office and models for display and sales purposes relating to proposed or existing units of the property or other similar proposed or existing units belonging to the Declarant not located on the property, upon the common elements and within or outside any unsold units on the property, pursuant to the Declarant's ongoing marketing program, at such location and having such dimensions as the Declarant may determine in its sole discretion until all units of the property are sold and conveyed by the Declarant. Other than for these purposes, no signs may be erected on the common elements nor displayed within or outside any units. The Declarant, its sales personnel, agents, invitees and tenants are entitled to use the common elements for access to and egress from the units including model suites, rental and/or sales offices and to show the common elements to prospective purchasers and tenants of the Corporation and of any other similar projects of the Declarant and may park upon any unallocated parking spaces on the property, until such time as all of the units of the property are sold and conveyed. The Declarant is entitled to use any unoccupied unit for purposes incidental to the sale, conveyance, rental or construction of the units of the property or of any other similar projects of the Declarant.

Notwithstanding anything herein or any rule of the Corporation to the contrary, the Declarant as well as any company affiliated with the Declarant, or other person approved in writing by the Declarant shall be irrevocably empowered without any limitation at all times, whether for permanent or temporary occupancy, to sell, lease, rent or transfer units owned by the Declarant or such person, as the case may be, for any period and under any terms to any tenants, purchasers or transferees without the consent of any person including the Corporation being required.

It is the intent of this sub-paragraph (i) that neither the Corporation nor the Board shall interfere with the construction, sale, lease, rent or transfer of such units by the Declarant. Accordingly, any rule adopted either by the Board or the Corporation which is inconsistent with the intent of this paragraph shall be null and void. The costs of any action concerning the enforcement of any rights hereunder shall be borne by the party against whom a judgment is rendered. The Declarant (and any person or affiliated company designated by the Declarant as above provided) shall at all times act fairly and reasonably in its exercise of the rights reserved by this subsection.

#### 4.2 Parking Units.

- (a) Each parking unit shall be used only for the parking of one (1) operable passenger motor vehicle. The term "passenger motor vehicle" shall be defined from time to time in the rules and regulations of the Corporation.
- (b) The Board may, from time to time, make and pass such rules and regulations regarding the use and occupation of parking units.
- (c) No owner of a parking unit shall sell, transfer, gift or otherwise dispose of same except to the Corporation, or to an owner of a dwelling unit in this condominium, or the condominiums on the Adjacent Lands or to the Declarant. No parking unit may be leased or licensed, either in writing or otherwise, except to any owner, tenant or licensee of a dwelling unit in this condominium, the condominiums on the Adjacent Lands, the Corporation, or the Declarant. The term of any lease or license of a parking unit to a tenant or licensee of a dwelling shall not extend beyond the term of the tenancy or license of such dwelling unit.

#### 4.3 Rights of Entry.

- (a) The Corporation, or any insurer of the property, their respective agents, or any other person authorized by the Board, shall be entitled to enter any unit at all reasonable times upon giving reasonable notice for the purposes of making inspections, adjusting losses, making repairs, correcting any condition which violates the provisions of any insurance policy or policies, remedying any condition which might result in damage to the property, or carrying out any duty imposed upon the Corporation.
- (b) In case of an emergency, an agent of the Corporation may enter a unit at any time and without notice, for the purpose of repairing the unit, common elements or part of the common elements or for the purpose of correcting any condition which might result in damage or loss to the property including without limiting the generality of the foregoing to access, maintain, repair or replace the shut off valves and common pipes providing water service for the benefit of more than one unit. The Corporation or any one authorized by it may determine whether an emergency exists.
- (c) If an owner is not personally present to grant entry to the unit the Corporation, or its agents, may enter upon such unit, provided that they firstly take reasonable steps to obtain permission from the owner or occupant of such unit and provided that they exercise courtesy and reasonable care in conducting the activity which requires their entry into such unit.
- (d) The rights and authority hereby reserved to the Corporation, its agents, or any insurer or its agents, do not impose any responsibility or liability whatever for the care or supervision of any unit except as specifically provided in this Declaration or the by-laws.

- 4.4 Unit Boundaries. Notwithstanding anything contained herein to the contrary, the parking units and dwelling units do not include any pipes, wires, ducts or equipment relating to the provision of services to more than one unit.

## 5. MAINTENANCE AND REPAIRS

5.1 Repairs and Maintenance by Owner. Owners shall maintain their units and, subject to the provisions of this Declaration and section 123 of the Act, owners shall repair their units after damage, all at their own expense. Repairs and maintenance of units shall be performed by owners to a standard and using materials consistent with the quality of those used in the original construction thereof and as may be otherwise required by the Board of Directors. In addition owners shall:

- (a) at all times maintain heat in their units above the freezing temperature of water;
- (b) maintain, repair and replacement the air conditioning apparatus connected to their units together with all pipes, wires and equipment appurtenant thereto;
- (c) keep their parking units clean and free of debris;
- (d) be responsible for the removal of snow from rear steps, if any, at his or her own expense;
- (e) be responsible for cleaning the balconies to which they have sole access including the removal of snow and ice if required for safety reasons; and
- (f) maintain the interior surface of doors which provide the means of ingress and egress from their unit and maintain the interior surface of windows, window frames, door frames and window screens whether such doors and windows are part of the unit or part of the common elements.

5.2 Repairs by Corporation Where Owner Defaults. The Corporation shall make any repairs that an owner is obligated to make and that the owner does not make within a reasonable time; and in such an event, an owner shall be deemed to have consented to having repairs done by the Corporation; and an owner shall reimburse the Corporation in full for the cost of such repairs, including any legal or collection costs incurred by the Corporation in order to collect the costs of such repairs, and all such sums of money shall bear interest at the rate per annum which is the prime rate of the Bank of Canada plus five percent (5%) at the time the work is done. The Corporation may collect all such sums of money in such instalments as the Board may decide upon, which instalments shall be added to the monthly contributions towards the common expenses of such owner, after receipt of a notice from the Corporation thereof. All such payments are deemed to be additional contributions towards the common expenses and recoverable as such or recoverable by any other procedure the Corporation elects.

## 5.3 Repairs and Maintenance by the Corporation.

The Corporation shall maintain and repair the parking units and the common elements at its own expense including the privacy fencing on the property. In the event repairs are required to the asphalt surfaces in the parking units as a result of spills or leakages the costs of such repairs shall be charged back to the owner of the parking unit(s), and shall be deemed to be additional contributions to the common expenses and recoverable from the owner as such.

- (a) The Corporation shall, at its own expense, be responsible for ice and snow removal throughout the common elements, other than from the steps to the rear of Level 1 units and from balconies of units. The Corporation shall also be responsible for snow removal from the parking units and for such purposes the Corporation or its agent may enter the parking units without notice; provided that if access to the parking units is prohibited or obstructed for any reason whatsoever, the Corporation may remove or have removed any motor vehicle or other obstruction from the parking unit and the costs thereof shall be charged back against such owner as an additional contribution to the common expenses and shall be recoverable as such.
- (b) The Corporation shall, at its own expense, be responsible for lawn maintenance throughout the common elements. The Corporation or its authorized agent shall have the right to enter into the rear yards of Level 1 units without notice for purposes of cutting the grass; provided that if access to such yards is prohibited or obstructed for any reason whatsoever, the Corporation shall not be liable for its failure to perform same and, notwithstanding the right of entry, the Corporation assumes no responsibility or liability for care or supervision of any unit, except as specifically provided in this declaration and the by-laws.



- (c) The Corporation shall, at its own expense, be responsible for the maintenance and repair of the water main, sanitary sewer and storm sewer lying beneath the upper surface of the concrete floor in the basement of the lower units and of common pipes leading to water meters located in dwelling units. For further clarification, the units do not include such pipes, wires, ducts, conduits or public utility lines within the unit that service units other than that of the Owner. The Corporation shall be responsible for the maintenance and repair of all such common pipes, wires, ducts and conduits.

#### 5.4 Shared Facilities.

- (a) Use of Shared Facilities The Corporation and its members and the Adjacent Condominium Corporations and their members shall have the joint use of the Shared Right-of-Way and the Shared Services (collectively the "Shared Facilities") and title to the lands described in Schedule "A" and in the declarations for each of the Adjacent Condominium Corporations shall be subject to and together with such easements and rights-of-way as may be necessary for such purpose.
- (b) Shared Facilities Agreement The operation of the Shared Facilities and the sharing of the cost of same shall be governed by an agreement between the Declarant and the Adjacent Condominium Corporations to be executed and registered prior to the conveyance of any units (the "Shared Facilities Agreement"). Such agreement will provide for the establishment of a committee (herein referred to as the "Shared Facilities Committee") in accordance with the provisions of Bylaw No. 1 of the Corporation. The costs relating to the Shared Facilities shall be budgeted by the Shared Facilities Committee and shall include a separate reserve fund relating to the major repair and replacement of the Shared Facilities. Upon registration of the declarations for the Adjacent Condominium Corporations there shall be executed an Assumption Agreement whereby the Adjacent Condominium Corporations assume the obligations and responsibilities of the Declarant.

### 6. INSURANCE TRUSTEE AND PROCEEDS OF INSURANCE

- 6.1 Insurance Trustee. Upon the occurrence of damage involving an insurance claim of at least fifteen percent (15%) of the replacement cost of the property covered by the insurance policy, the Corporation shall enter into an agreement with an insurance trustee which shall be a trust company registered under the Loan and Trust Corporations Act, or shall be a chartered bank, which agreement shall, without limiting the generality, provide the following:

- (a) the receipt by the insurance trustee of any proceeds of insurance payable to the Corporation in excess of fifteen percent (15%) of the replacement cost of the property covered by the insurance policy;
- (b) the holding of such proceeds in trust for those entitled thereto pursuant to the provisions of this Declaration;
- (c) the disbursement of such proceeds in accordance with the provisions of the Insurance Trust Agreement;
- (d) the notification by the insurance trustee to the mortgagee of any insurance monies payable by it.

In the event that the Corporation is unable to enter into such agreement with such trust company, or such chartered bank, by reason of their refusal to act, the Corporation may enter into such agreement with such other Corporation authorized to act as a trustee, as the owners may approve by by-law at a meeting called for that purpose. The Corporation shall pay the fees and disbursements of any insurance trustee and any fees and disbursements shall constitute a common expense.

- 6.2 Proceeds Held by Insurance Trustee: In the event that:

- (a) the Corporation is obligated to repair any unit under paragraph 5.2 hereof, in accordance with the provisions of the Act, the insurance trustee, if one shall have been appointed, shall hold all proceeds for the Corporation and shall disburse same in accordance with the provisions of the insurance trust agreement, in order to satisfy the obligation of the Corporation to make such repairs;
- (b) there is no obligation by the Corporation to repair any unit in accordance with the provisions of the Act and if there is termination in accordance with the Act, the insurance trustee shall hold all proceeds for the owners in the proportion of their respective interests in the common elements and shall pay

such proceeds to the owners in such proportions, upon registration of a notice of termination by the Corporation;

- (c) there is an obligation by the Corporation to repair any unit or the common elements in accordance with the provisions of the Act, the insurance trustee shall hold all proceeds for the Corporation and owners whose units have been damaged, as their respective interests may appear, in accordance with the provisions of the insurance trust agreement in order to satisfy their respective obligations to make repairs, pursuant to the provisions of Article 5 of this Declaration and the Act.

Notwithstanding anything to the contrary herein contained, any proceeds payable by the insurance trustee to an owner, in accordance with the provisions subclause 6.2(b) hereof, shall be subject to payment in favour of any mortgagee or mortgagees to whom such loss be payable in such policy or policies of insurance and in satisfaction of the amount due under any liens registered by the Corporation against such unit.

## 7. INSURANCE

- 7.1 By the Corporation. The Corporation shall be required to obtain and maintain, to the extent obtainable from the insurance industry, the following insurance, in one or more policies:

- (a) insurance against damage by all risks (including fire, extended coverage and malicious damage) and sudden and accidental breakdown of pressure machinery and electrical utility supply objects, computer, data processing and communications equipment and such other perils as the Board may from time to time deem advisable, insuring:
  - (i) the property, excluding the units,
  - (ii) personal property owned by the Corporation,
 in an amount equal to the full replacement cost of such real and personal property, without deduction for depreciation, which policy may be subject to a loss deductible clause;
- (b) insurance against damage by all risks (including fire, extended coverage and malicious damage) and sudden and accidental breakdown of pressure machinery and electrical utility supply objects, computer, data processing and communications equipment and such other perils as the Board may from time to time deem advisable, insuring the units, but excluding those items to be insured by the owners as set forth in subparagraph 7.2(a) hereof, in an amount equal to the full replacement cost of such units without deduction for depreciation,

such policy or policies of insurance shall insure the interests of the Corporation and the owners from time to time, as their respective interests may appear, which shall be subject to the provisions of this Declaration and the insurance trust agreement, if any, and shall contain the following provisions:

- (i) that loss shall be payable to the insurance trustee, if any is appointed pursuant to the terms of Section 6.1(a),
- (ii) waivers of subrogation against the Corporation, its manager, agents, employees and servants and owners, and any member of the household, or guests of any owner or occupant of a unit and insurance trustee, except for arson and fraud, vehicle impact, vandalism or malicious mischief,
- (iii) that such policy or policies of insurance shall not be cancelled or substantially modified without at least sixty (60) days' prior written notice to all parties whose interests appear thereon, and to the insurance trustee,
- (iv) all policies of insurance shall provide that the same shall be primary insurance in respect of any other insurance carried by any owner,
- (v) a waiver of the insurer's option to repair, rebuild, or replace in the event that after damage the Corporation is terminated, and
- (vi) reasonable deductibles not exceeding 3% of the replacement cost of the insured property,

- (c) public liability and property damage insurance insuring the liability of the Corporation and the owner from time to time, with limits to be determined by the Board but not less than \$2,000,000.00, and without right of subrogation as against the Corporation, its manager, agents, servants and employees, and as against the owners, and any member of the household or guests or any owner or occupant of a unit;
- (d) boiler machinery insurance to the extent required as the Board may from time to time deem advisable;
- (e) directors and officers liability insurance without an exclusion based on or attributable to any wrongful act in procuring, effecting and maintaining insurance, or with respect to amount, form, conditions or provision of such insurance and with limits of at least \$2,000,000.00;
- (f) employee dishonesty insurance (form A) with the definition of "employee" to include non-compensated elected directors and officers of the Corporation, having limits sufficient to cover the exposure to loss but in no event less than \$100,000.00;
- (g) depositor's forgery insurance with limits sufficient to cover the exposure to loss, but in no event less than \$50,000.00; and
- (h) insurance against the liability of the Corporation resulting from a breach of duty as occupier of the common elements or land that the Corporation holds as an asset.

7.2 By the Owner. It is acknowledged that the foregoing insurance is the only insurance required to be obtained and maintained by the Corporation and that the following insurance, or any other insurance, if deemed necessary or desirable by any owner, may be obtained and maintained by such owner:

- (a) insurance on any improvements and betterments made or acquired by the owner, and for furnishings, fixtures, equipment, decorating and personal property and chattels of the owner contained within the unit, and his or her personal property and chattels stored elsewhere on the property, including automobile or automobiles, and for loss of use and occupancy of the unit in the event of damage, which policy or policies of insurance shall contain a waiver of subrogation against the Corporation, its manager, agents, employees and servants, and against the other owners and any members of their household, except for vehicle impact, arson and fraud, vandalism and malicious mischief;
- (b) public liability insurance covering any liability of any owner to the extent not covered by any public liability and property damage insurance obtained and maintained by the Corporation.

An improvement to a unit shall be determined by reference to a standard unit for the class of unit to which the unit belongs as provided in the Act.

### 7.3 General Provisions.

- (a) At least every three (3) years or more often as required by legislation, or at such other time as the Board may deem advisable, and also upon the request of a mortgagee or mortgagees holding mortgages on fifty percent (50%) or more of the units, the Corporation shall obtain an appraisal from an independent qualified appraiser, of the full replacement cost of the property, for the purpose of determining the amount of insurance to be effected pursuant to paragraph 7.1 hereof and the cost of such appraisal shall be a common expense.
- (b) The Corporation, its Board, and its officers, shall have the exclusive right, on behalf of itself and as agents for the owners, to adjust any loss and settle any claims with respect to all insurance placed by the Corporation, and to give such releases as are required, and any claimant, including the owner of a damaged unit, shall be bound by such adjustment. Provided, however, that the Board may, in writing, authorize an owner to adjust any loss to his or her unit.
- (c) Every mortgagee shall be deemed to have agreed to waive any right to have proceeds of any insurance applied on account of the mortgage where such application would prevent application of the insurance proceeds in satisfaction of an obligation to repair. This paragraph (c) shall be read without prejudice to the right of any mortgagee to exercise the right of an owner to vote or to consent, if the mortgage itself contains a provision giving the mortgagee that right, and also to the right of any mortgagee to receive the proceeds of any insurance policy, if the property is not repaired.

- (d) A certificate or memorandum of all insurance policies, and endorsements thereto shall be issued as soon as possible to each owner and a duplicate original or certified copy of the policy to each mortgagee; renewal certificates or certificates of new insurance policies shall be furnished to each owner and renewal certificates or certified copies of new insurance policies to each mortgagee not later than ten (10) days before the expiry of any current insurance policy. The master policy for any insurance coverage shall be kept by the Corporation in its offices, available for inspection by an owner or mortgagee on reasonable notice to the Corporation.
- (e) No insured, other than the Corporation, shall be entitled to amend any policy or policies of insurance obtained and maintained by the Corporation, or to direct that loss shall be payable in any manner other than as provided in the Declaration.
- (f) Should an owner use a unit which will result in an increase in the insurance premiums payable by the Corporation, then such owner shall be liable to pay such increase of the insurance premium. All payments pursuant to this clause are deemed to be additional contributions toward the common expenses and recoverable as such or by such other procedure the Corporation elects.
- (g) Any deductible loss under the Corporation's policy relating to damage to a 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 addition, any deductible loss under the Corporation's policy relating to damage to any part of the property which results from a negligent act or omission of the owner, or his or her guests, agents or occupants, shall be the responsibility of the owner and shall be added to the common expenses payable for the owner's unit.

## 8. INDEMNIFICATION

- 8.1 Indemnification. Each owner shall indemnify and save harmless the Corporation from and against any loss, cost, damage, injury or liability whatsoever which the Corporation may suffer or incur resulting from or caused by an act or omission of such owner, the owner's family or any member thereof, any other resident or occupant of that unit or any guests, invitees, licensees or agents of such owner or resident to or with respect to the common elements and/or all other units, except for any loss, cost, damages, injury or liability caused by an insured (as defined in any policy or policies of insurance) and insured against by the Corporation but this exception shall not apply to vehicle impact, arson, fraud, vandalism and malicious mischief.

All payments pursuant to this clause are deemed to be additional contributions toward the common expenses and recoverable as such or by such other procedure the Corporation elects.

## 9. GENERAL MATTERS AND ADMINISTRATION

- 9.1 Units Subject to the Act, Declaration, By-laws, Rules. All present and future owners, tenants and residents of units, their families, guests, invitees, licensees or agents shall be subject to and shall comply with the provisions of the Act, this Declaration, the by-laws, and any other rules of the Corporation.

The acceptance of a transfer/deed of land, or the entering into a lease, or the entering into occupancy of any unit, shall constitute an agreement that the provisions of this Declaration, the by-laws, and any other rules, as they may be amended from time to time, are accepted by such owner, tenant or resident, and all of such provisions shall be deemed and taken to be covenants running with the unit and shall bind any person having, at any time, any interest or estate in such unit as though such provisions were recited and stipulated in full in each and every such transfer/deed of land or lease or occupancy agreement.

- 9.2 Invalidity. Each of the provisions of this Declaration shall be deemed independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or effect of the remainder of this Declaration, and in such event all the other provisions of this Declaration shall continue in full force and effect as if such invalid provision had never been included herein.

- 9.3 Waiver. The failure to take action to enforce any provision contained in the Act, this Declaration, the by-laws, or any other rules of the Corporation, irrespective of the number of violations or breaches which may occur, shall not constitute a waiver of the right to do so thereafter, nor be deemed to abrogate or waive any such provision.

9.4 Notice. Except as hereinbefore set forth, any notice, direction or other instrument required or permitted may be given if served personally by delivering same to the party to be served, or to any officer of the party to be served, or may be given by ordinary mail, postage prepaid, addressed to the Corporation at its address for service herein, to each owner at his or her respective unit or at such other address as is given by the owner to the Corporation for the purpose of notice, and to each mortgagee who has notified its interest to the Corporation at such address as is given by each mortgagee to the Corporation for the purpose of notice; and if mailed as aforesaid the same shall be deemed to have been received and to be effective on the first business day following the day on which it was mailed. Any owner or mortgagee may change its address for service by notice given to the Corporation in the manner aforesaid.

9.5 Interpretation. This Declaration shall be read with all changes of number and gender required by the context. The headings in the body of this Declaration form no part of the Declaration but shall be deemed to be inserted for convenience of reference only.

**DATED AT OTTAWA** in the City of Ottawa and Province of Ontario, this 18<sup>th</sup> day of November, 2003.

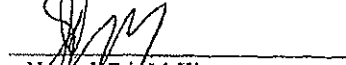
**IN WITNESS WHEREOF** the Declarant has executed this Declaration under the hands of its proper officers duly authorized in that behalf.

**MINTO JUBILEE INC.**

Per: 

Name: Elizabeth Thurston

Title: Vice-President

Per: 

Name: J. Eric McKinney

Title: Executive Vice-President

We have authority to bind the Corporation

SCHEDULE "A"

LEGAL DESCRIPTION

Part of PIN 04733-4318

FIRSTLY: Part of Block 280, Plan 4M-1140 designated as Parts 12, 13, 14 and 15 on Plan 4R-18732, save and except Part 1 on Plan 4R-18966, City of Ottawa

SECONDLY: Part of Block 280, Plan 4M-1140 designated as Parts 2 and 4 on Plan 4R-18966, City of Ottawa

SUBJECT TO an easement over Part of Block 280, Plan 4M-1140 designated as Parts 12, 13, 14 and 15, Plan 4R-18732, save and except Part 1 on Plan 4R-18966 and including Parts 2 and 4 on Plan 4R-18966 as in Instrument OC6165 in favour of Rogers Ottawa Limited/Limitee

SUBJECT TO an easement over Part of Block 280, Plan 4M-1140 designated as Parts 12, 13, 14 and 15, Plan 4R-18732, save and except Part 1 on Plan 4R-18966 and including Parts 2 and 4 on Plan 4R-18966 as in Instrument OC6169 in favour of Hydro Ottawa Limited

TOGETHER WITH a vehicular and pedestrian right-of-way in common with others over part of Block 280, Plan 4M-1140 designated as Part 1 on Plan 4R-18966 and Part 4, 6, 11 on Plan 4R-18732

TOGETHER WITH a pedestrian right-of-way in common with others over part of Block 280, Plan 4M-1140 designated as Part 8 on Plan 4R-18732

RESERVING an easement for maintenance of parking bollards over part of Block 280, Plan 4M-1140 designated as Parts 2 and 4 on Plan 4R-18966 in favour of the owners from time to time of the units and common elements located within that part of Block 280, Plan 4M-1140 designated as Parts 1 to 6, both inclusive on Plan 4R-18732 save and except Parts 2 and 4 on Plan 4R-18966

RESERVING a right-of-way for vehicular and pedestrian access over part of Block 280, Plan 4M-1140 designated as Part 3 on Plan 4R-18966 in favour of the owners from time to time of the units and common elements located within that part of Block 280, Plan 4M-1140 designated as Parts 7 to 11, both inclusive on Plan 4R-18732 and Part 1 on Plan 4R-18966

RESERVING a right-of-way for vehicular and pedestrian access over part of Block 280, Plan 4M-1140 designated as Part 3 on Plan 4R-18966 in favour of the owners from time to time of the units and common elements located within that part of Block 280, Plan 4M-1140 designated as Parts 1 to 6, both inclusive on Plan 4R-18732 save and except Parts 2 and 4 on Plan 4R-18966

In my opinion, based on the Parcel Register and the Plans and documents recorded in them, the legal description is correct, the easements described will exist in law upon the registration of the Declaration and the Description and the Declarant is the registered owner of the land and appurtenant interests.

Dated at Ottawa this 15 day of December, 2003

  
\_\_\_\_\_  
Susan M. Gibson, Solicitor

SCHEDULE "B"

CONSENT

(under Clause 7 (2) (b) of the *Condominium Act*, 1998)

1. We, The Bank of Nova Scotia, have a registered mortgage within the meaning of clause 7 (2) (b) of the *Condominium Act*, 1998, registered as Number OC190544 in the Land Registry Office for the Land Titles Division of Ottawa-Carleton (No. 4).
2. We consent to the registration of this Declaration pursuant to the Act, against the land or interests appurtenant to the land, as the land and the interests are described in the description.
3. We postpone the mortgage and the interests under it to the declaration and the easements described in Schedule "A" to the declaration.
4. We are entitled by law to grant this consent.

DATED at the City of Toronto,  
in the Province of Ontario,  
this 31 day of October, 2003.

THE BANK OF NOVA SCOTIA

Per: [Signature]  
Name: V. Dineen  
Title: Director

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

We have the authority to bind the Bank

### SCHEDULE 'C'

Each Residential Condominium Unit, and Parking Unit shall comprise the area within the heavy lines shown on Part 1, Sheets 1 and 2 of the Description with respect to the unit numbers indicated thereon. The monuments controlling the extent of the units are the physical surfaces and planes referred to below, and are illustrated on Part 1, Sheets 1 and 2 of the Description, and all dimensions shall have reference to them.

#### 1. BOUNDARIES OF THE RESIDENTIAL CONDOMINIUM UNITS (Being Units 1 to 24 Inclusive, Levels 1 and 2)

- a) Each Residential Unit is bounded horizontally by:
  - i) The upper unfinished surface of the poured concrete floor slab beneath the Unit.
  - ii) The upper surface of the uppermost visible drywall ceiling and its production where applicable..
  - iii) In the vicinity of the bay window on Level 2 where applicable, the upper boundary shall be the upper surface of the drywall ceiling.
  - iv) The upper surface of the sloped drywall ceiling in the living/dining room and/or loft portion of the Unit, where applicable.
  - v) The upper surface of the sloped drywall ceiling in the vicinity of the entry, for Units 1 to 24 inclusive, Level 2.
  - vi) The upper unfinished surface of the fiberbond panel, in the vicinity of the entry for Level 2.
  - vii) The underside surface of the stairway in vicinity of the entry for Units 1 to 24 inclusive, Level 2.
- b) Each Residential Unit is bounded vertically by:
  - i) The backside surface of the visible drywall forming the exterior walls, walls dividing the Units, and walls separating the Units from the common elements and its production where applicable.
  - ii) The unfinished unit side surface of windows and window frames and its downward production (where applicable) and the inner surface of the window glass.
  - iii) The unit side unfinished surface of all doors frames and all doors in the closed position, and the inner surface of any glass in said doors.
  - iv) The upper surface of the sloped drywall ceiling in vicinity of the entry for Units 1 to 24 inclusive, Level 2.
  - v) The lower surface and plane of stairway in vicinity of the entry for Units 1 to 24 inclusive, Level 2.

#### 2. BOUNDARIES OF THE PARKING UNITS (Being Units 25 to 87 Inclusive, Level 1)

- a) Each Parking Unit is bounded vertically by:
  - i) The lower surface shall be the horizontal plane and its' projection, parallel to and distant 0.5 metres below the upper surface of the poured concrete curbs, adjacent to said parking.



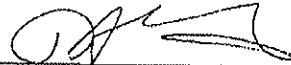
- ii) The upper surface shall be the horizontal plane parallel to and distant 2.1 metres above the previously described boundary of 2(a).
- b) Each Parking Unit is bounded horizontally by:
  - i) The unfinished surface of the poured concrete curb and its upward vertical projection.
  - ii) The vertical planes controlled by the survey monuments and the distances as shown on Part 1, Sheet 1 of the Description.

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY that the written description of the measurements and boundaries of the Units contained herein accurately corresponds with the diagrams of the Units shown on Part 1, Sheets 1 and 2 of the Description.

Dated at Ottawa, this 17<sup>th</sup> day of December, 2003

**WEBSTER & SIMMONDS SURVEYING LIMITED**



Douglas A. Simmonds  
Ontario Land Surveyor

# SCHEDULE "E"

## SPECIFICATION OF COMMON EXPENSES

Common expenses, without limiting the definition ascribed thereto, shall include the following:

- (i) all sums of money levied against or charged to the Corporation on account of any and all public and private suppliers of insurance coverage, services and equipment including, without limiting the generality of the foregoing, levies or charges for:
  - (1) maintenance materials, tools and supplies
  - (2) landscaping
  - (3) snow removal throughout the common elements (other than from balconies of units)
  - (4) hydro, water and equipment in relation thereto for the common elements
  - (5) insurance premiums and all costs related to securing insurance coverage
- (ii) remuneration payable by the Corporation to any employees or independent contractors deemed necessary for the proper operation and maintenance of the property;
- (iii) payment of any remuneration including fees and disbursements payable pursuant to any management contract which may be entered into between the Corporation and a manager;
- (iv) the cost of equipment for use in and about the common elements including the maintenance, repair, or replacement thereof;
- (v) the cost of maintaining and repairing the common elements;
- (vi) the costs allocated to the Corporation under the Shared Facilities Agreement;
- (vii) the cost of legal, accounting, auditing and engineering services or other professional advice and services required by the Corporation in the performance by the Corporation of its duties and powers;
- (viii) the fees and disbursements of the insurance trustee, if any;
- (ix) the cost of maintaining fidelity bonds as provided in the by-laws;
- (x) the cost of borrowing money for the purpose of carrying out the objects and duties of the Corporation;
- (xi) all sums of money assessed by the Corporation to be set aside in a reserve fund and to be applied from time to time, in whole or in part, at the absolute discretion of the Corporation to the payment of any expenses the Corporation deems necessary or desirable for the performance of the objects of the Corporation.

**SCHEDULE "F"**

**EXCLUSIVE USE AREAS**

1. The owners of all dwelling units on Level 2 shall have the exclusive use of the balcony situated adjacent to such unit and to which such unit has sole access as illustrated on Part 2, Sheet 1 of the Description.
2. The owners of all dwelling units on Level 1 shall have the exclusive use of the patio area situated adjacent to such units being that portion of the common elements located by being numbered numerically, designated and preceded by the affix "R" as shown on Part 2, Sheet 1 of the Description.

## AGREEMENT FOR PARKING MANAGEMENT SERVICE

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

### **OCSCC 672**

Hereinafter called the "CORPORATION"

AND

CARLETON PARKING MANAGEMENT  
DIVISION OF 136845 CANADA LTD.

Hereinafter called the "MANAGER"

WHEREAS the Manager is in the business of providing parking control services to the owners of the property. And whereas, the Corporation is desirous of retaining the Manager to provide such services.

NOW THIS INDENTURE WITNESS that the Manager will provide at and for the cost of \$120.00 per month for minimum of 20 patrols per month which are done at the discretion of the Manager; i.e. (24/7) which may be done any day during the week, including weekends; Price does not include H.S.T. The Corporation further covenants and agrees to pay the Manager one month in advance. Terms: Net 30 Days 2% Monthly (24% Yearly) on overdue accounts.

Registrations for visitor parking for periods of no more than three days in a seven day period will be taken by the Manager twenty-four hours a day, seven days a week. Registrations for extended visitor parking must be authorized by the Corporation, who will in turn register them with the Manager.

The Manager agrees to provide the following services during these patrols only: Vehicles will be warned, ticketed and/or towed for the following offenses when improperly or illegally parked on your property:

- a) failure to register vehicle in visitor parking 24/7.;
- b) Parking on lawn area.
  
- c) vehicle occupying more than one parking space;
- d) vehicle parked on roadway;
- e) portion of vehicle obstructing roadway;
- f) parking a vehicle with an expired validation sticker or no license plates
- g) performing mechanical work on a vehicle
- h) obstructing work crew ex. snow removal, paving, line painting, sweeping etc. (visitor parking only);

- i) parking in a space reserved for the physically disabled without a permit;
- j) unauthorized parking in a reserved parking space
- k) RESIDENT or any unauthorized vehicle parked in visitor parking
- l) vehicles larger than ½ ton on the property.
- m) any vehicle parking on the property for more than 3 days in a 7 day period will be considered to be a resident vehicle and will not be permitted to park in visitor parking at any time.
- n) vehicles not moving for snow removal in all spaces once a month (optional)
- o) monitor all parking spaces for expired plates and or no plates once a month (optional)
- p) Monitoring all second car parking spaces (PM must supply updated list of all vacant spots.)

Vehicles parked in reserved parking areas in violation of items “g”, “h”, “i” and “j” are not monitored by the Manager. If any of these offenses occur, it is the responsibility of the Corporation to notify the Manager in writing whether they are to be WARNED, TICKETED OR TOWED when possible.

In a situation where a vehicle has parked more than three nights in a seven day period., said vehicle is subject to a WARNING (over registration warning i.e. their parking privileges have been revoked and may only be reinstated by the Corporation), and/or TICKETED.

Three tickets must be issued within a six-month period before a vehicle can be towed. Offenders in visitor parking will be “TICKETED” on the first offense “TICKETED” on second offence and “TICKETED” and/or “TOWED” when possible on any occurrences thereafter. Offenders may be “WARNED”, “TICKETED” or “TICKETED” and “TOWED” when possible on the first offense for any of the offenses listed on Page One at the written request of the Property Manager. The Property Manager must indicate in writing the license plate number, color, make and location of the vehicle and whether it is to be “WARNED”, TICKETED” or “TICKETED” and “TOWED” when possible. It is the responsibility of the Corporation to pay all costs, if any for the removal of any vehicle on Corporation Property.

Tickets issued will be City Tickets. Tickets may be cancelled by the Property Manager within fifteen days only from the date of the offense. All cancellations must be verified with Carleton Parking Management prior to submitting a written cancellation request. Carleton Parking Management reserves the right to deny the ticket cancellation request after further reviewing the offense.

In this regard the Manager agrees to indemnify the corporation from any and all claims, actions and suits by any person for any losses, cost, damages, tickets and expenses arising out of personal injury, death, or damage to or loss of property, due to negligence, caused, arising out of, or in any way connected with the performance by the Manager of services required by this agreement. The manager shall, at its own expense, during the term of this agreement, maintain an insurance policy for public liability and property damage with a minimum coverage of two million dollars (\$2,000,000.00) such policy to be non-deductible and to include blanket contractual liability and property damage on an occurrence basis.

This agreement shall forthwith terminate if the Manager is judged bankrupt or a receiver is appointed due to Manager's insolvency.

The parties further covenant and agree that either party may cancel this agreement on giving thirty (30) days written notice to the other.

IN WITNESS WHEREOF the said parties hereto have hereunder set their hands and seals the day and year first written.

SIGNED, SEALED AND  
DELIVERED in the presence of OCSCC 672

\_\_\_\_\_  
WITNESS PER: \_\_\_\_\_  
PRESIDENT

CARLETON PARKING MANAGEMENT  
DIVISION OF 136845 CANADA LTD.

PER: \_\_\_\_\_Matthew Dubois\_\_\_\_\_  
GM

# **CARLETON PARKING MANAGEMENT**

## **TELEPHONE: (613) 720-5021**

Dear Property managers and or Board members:

All visitors' vehicles must be parked in designated visitor parking areas. Guests staying must be registered 24h a day. **must register** their vehicles with **CPM. SIMPLY GO TO** [WWW.CARLETONPARKING.COM](http://WWW.CARLETONPARKING.COM) or call 613-720-5021. They must give the address, license plate no. and the amount of evenings the vehicle will be in visitor parking. Registrations are taken twenty-four hours a day seven days a week. **No vehicle may be registered for more than three (3) days in a seven (7) day period without making arrangements with the property management office.**

### **VEHICLES WILL BE WARNED/ TICKETED AND OR TOWED FOR THE FOLLOWING OFFENCES:**

- A: failed to register vehicle in visitor parking 24h.
- B: vehicle occupying more than one parking space.
- C: vehicle parked on roadway.
- D: portion of vehicle obstructing roadway.
- E: parking a vehicle with an expired VALIDATION sticker or no license plates. ( Visitor parking)
- F: performing mechanical work on a vehicle.
- G: obstructing work crew EX. (Snow removal, paving, line painting, sweeping etc).
- H: parking in a space reserved for the physically disabled without a permit.
- I: unauthorized parking in a reserved parking space.
- J: RESIDENT or any unauthorized vehicle parked in visitor parking (this applies day or night).
- K: vehicles larger than ½ ton on the property.
- L: any vehicle parking on the property for more than 3 days in a 7 day period will be considered to be a resident vehicle and will not be permitted to park in visitor parking at any time.
- M: monitor all parking spaces for expired plates and or no plates once a month (optional)
- N: Monitoring all second car parking spaces (PM must supply updated list of all vacant spots.)
- O: Parking a Commercial vehicle on site.
- P: Parking a Boat/ Trailer/ Camper on site.

### **OFFICERS DUTY NOT RELATED TO TICKETING AND OR TOWING**

- 1: Report missing, damaged or obstructed signage (visitor, fire route and second car parking etc..)
- 2: Report stolen vehicles to Ottawa Police
- 3: Report vandalism or theft in progress to Ottawa Police.
- 4: Report suspicious gathering or loitering to Ottawa Police.

Property managers will receive an email within 24 hours of the stated infractions **1,2,3,4.**

When a vehicle is illegally parked in your assigned parking space, if you wish said vehicle to be removed it is your responsibility to notify **City of Ottawa BY-LAW at 311** between 7:00am to 11:00pm or Ottawa **POLICE** between 11:00pm to 7:00am at 613-236-1222.

**\*All above offences may be Ticketed or Towed on the first offence with a written authorization by the Property Manager.**