

**THE METROPOLE**  
**38 Metropole Private Ottawa, Ontario**  
**OCSCC No. 687**

**BOARD OF DIRECTORS MEETING**  
March 1, 2018

10:30 a.m. in the Entertainment Room

**AGENDA**

- 1. Opening of the Meeting**
- 2. Confirmation of Agenda**
- 3. Review of the Minutes**
- 4. Property Manager's Report**
- 5. Action Items List Review (JM)**
- 6. Treasurer's Report**
- 7. New Business:**
  - 7.1 The legalization of Marijuana
- 8. Owner Suggestions/Communication**
- 9. Next Meeting**
  - March 29, 2018
- 10. Close of the Meeting**



**THE METROPOLE**  
**38 Metropole Private Ottawa, Ontario**  
**OCSCC No. 687**

**BOARD OF DIRECTORS MEETING**

January 31, 2017  
10:00 a.m. in the Entertainment Room

**Minutes**

**Present:**

Carole Dence - President  
John Mallon - Secretary  
Des Clair - Treasurer

**Capital Integral:**

Yawar Khan – Property Manager

**Regrets:**

John Tavel - Vice-President  
Peter Cooney - Director  
Steven Deveau – Property Manager

**1. Opening of the Meeting**

The meeting was called to order at 10:10am.

**2. Confirmation of Agenda**

The agenda was approved with the following additions under New Business:

- Letter by the Board to C. Stewart

So moved by J. Mallon and seconded by D. Clair. **CARRIED.**

**3. Review of the Minutes**

Moved by J. Mallon and seconded by J. Tavel that the minutes of the December 21, 2017 and January 25, 2018 Board meetings be approved. **CARRIED.**

**4. Property Manager's Report**

Please see the Management Report for details.

### Water Penetration

Unit 2202 - The Board directed Management to not install any permanent flooring until the water infiltration issue is permanently resolved.

### Landscaping

Management was asked to circulate the landscaping plans for the circle.

### Gym

Management was directed to implement the following:

- Install signage on the treadmills strongly recommending that all users should use the kill switch
- Solicit comments from the Gym Committee regarding the issues raised by residents
- Return treadmills to original position facing the windows
- Explore option of moving treadmills where the bikes are
- Consider removing other equipment to free up space
- Obtain professional gym consultation on equipment layout (up to \$1,000)

### Concierge Proposal

Management was asked to send a description of the role and the changes from the previous set-up. This would include the salary range and where would the individuals being recommended would fit in that range. Management will circulate the offers to the Board. The Metropole would expect improvements regarding the following:

- Personal service such as help with luggage
- Control over the operations
- Employee retention
- Consistency of service

### Electric Vehicle Charging

Moved by D. Clair and Seconded by J. Mallon that the corporation install an electric vehicle car charging station in one of the corporation-owned parking spots in the parking garage. Management was directed to investigate other charging station models such as the Leviton model used at other condominium buildings. Further, Management was directed to bring specific pricing for supply and installation of the single charger and supply of appropriate electricity service to the best condo owned parking spot to be used for this purpose.

### Elevators

Management was directed to follow-up with RiA to determine next steps with Thyssen Krupp pursuant to their recent email regarding the possible shut down of elevator #2.

## **5. Action Items List Review**

This item was deferred until the next meeting

## **6. Treasurer's Report**

D. Clair provided the Treasurer's Report for December 2017. He reported that the report he received for December was incomplete. He will be reviewing the year-end report next week.

## **7. New Business**

### 7.1. The legalization of Marijuana

Due to time constraints this item was deferred to the next meeting.

### 7.2. Refunds on FOBs and Garage Remotes/free replacement

The Board discussed the draft policy tabled by C. Dence. It was mentioned that the Concierge is conducting a fob audit. It was suggested that the Corporation develop procedures to be taken respecting registration of fobs and remotes on change of occupancy of a unit. A final decision on the fee to be charged is deferred until there is accurate information about actual costs for these items.

### 7.3. Complaint about Gym Setup

Users of the treadmills have complained about the reorientation of the treadmills to face the wall. This item was dealt with during discussion of the Management Report. See above for steps taken. .

### 7.4. Directors Course

The CCI Eastern Ontario Spring Directors Course is taking place on April 28-29 2018. Management was directed to register interested Directors who wish to take the course.

## **8. Owner Suggestions/Communication**

There were no owner suggestions to be discussed.

## **9. Next Meeting**

The next regular meeting of the Board will occur on February 22, 2018 at 10:30am.

## **10. Close of the Meeting**

Moved by D. Clair and seconded by J. Mallon that the meeting be adjourned.**CARRIED.**

The meeting adjourned at 12:00pm.



## **MANAGEMENT REPORT**

**To:** Board of Directors, OCSCC No. 687

**From:** Yawar Khan, Property Manager  
Steven Deveau, Property Manager  
Becky Aiken, Assistant Property Manager

**Meeting Date:** Thursday, March 1, 2018

**Time & Location:** 10:30 a.m. in the Entertainment Room

**Date of Report:** Thursday, February 23, 2018

### **1. MINUTES**

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- 1.1. The minutes of the board meeting held on January 31, 2018 are attached.

### **2. FINANCIAL STATEMENTS**

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- 2.1. The financial statements for the period ending January 31, 2018 are attached to this package.

### **3. ITEMS FOR DISCUSSION / ACTION REQUIRED**

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- 3.1. Building Issues and Water Penetration Update

Please note that some minor exterior repairs are currently on hold until the spring when CLEB will be able to perform further testing.

2202 - Another leak was reported on Feb 20, 2018, CLEB attended the unit and determined that although it is a minor leak, it originated from the same location as previous leaks. The area in question will be caulked when weather permits and a water test will be performed - this, mostly likely will be in the Spring. In the interim, CLEB is looking for a supplier to purchase super absorbent polymer to put in the area to advise how much water is entering. CLEB advises that the new flooring should NOT be installed at this time.

2001 - Remedial repairs were done to the bedroom skirt from window water damages. Damages to the spare bedroom floor can begin now that the caulking has been replaced.

405 - The owner reported to Management that his patio door will not lock anymore. A locksmith was called and they could not fix it. Robert found parts and repaired the lock.

### **Humidity and Ice on Windows**

1101 - CLEB was on site to examine the ice buildup around the unit owners windows. Management was notified in early January and provided fans to allow for better air circulation and to dry up any condensation. CLEB noticed a gap in the drywall and will return to investigate. - David from CLEB returned to the unit with Robert, unit owner asked for credentials to which David didn't have on him. Robert vouched for David and they entered. Investigated the gap and will return at a later date. Note: Owner was uncooperative while David and Robert were in the unit.

702 - Management has had the damages due to high humidity repaired. - Unit owner was advised to purchase a dehumidifier to place in the unit moving forward.

### **3.2. Landscaping**

Management and a couple of members of the landscaping committee met with Marietta from Ruhland on Feb 22, at 1:00pm to discuss the landscaping plans. There were a few concerns regarding moving forward with the plans; ie: granular A removal, stockpiling, additional leaks found from previous work etc. Marietta will provide a revised quotation and remedies for some concerns in the near future.

### **3.3. Hot and Cold water**

Baxtec has received the pumps but they have not yet been installed. Deiken attended the property on Feb 23 and have installed the electrical panels for the chillers. Baxtec will return throughout the week of Feb 26 to install the 3 pumps (this will be an overnight job). They will contact Robert in advance so that water disruption notices can be delivered to all units - The water disruption will only be throughout the night so as to not inconvenience residents.

### **3.4. Gym issues**

ACDC will be meeting with management and the gym committee March 6, 2018 at 1:00pm. ACDC will advise management as to placement of equipment. Once this has been established, this will determine placement of the tvs or if they can be used at all. Free weights will be delivered on March 6, as well as universal (squeaking) repair will be completed.

### **3.5. Concierge Proposal**

Management has compiled a job description and salary for the concierge position. Management is finalizing the document that will be presented at the board meeting on March 1, 2018.

### **3.6. Charging Station Proposal**

Boss Electric was contacted and has visited the property.

Sega Electric has also attended the property. Both companies will provide a quotation prior to the board meeting on Thursday March 1, 2018.

### **3.7. Elevator Issues:**

Management is following up with RiA regarding the modernization specifications and tendering process. Once we obtain further information, it will be communicated to the Board of Directors.

### **3.8. Power outages**

The Metropole experienced several power outages on different floors in January. Boss electric will be contacted to arrange scheduling to Torque the electrical room. - date TBD

## **4. ITEMS FOR INFORMATIONAL PURPOSES**

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- 4.1. Management contacted Barry J. Hobin and Associates to arrange a consultation meeting regarding the water infiltration through the library doors. Bill Ritsy will be onsite to provide his recommendations on Thursday March 1, 2018 at 1:30pm.
- 4.2. Two leaks were discovered in the garage, 1 in the hallway leading to electrical room 1 and the other near parking space 165. Barry from Bassi has been notified on Feb 21, 2018. Andre is on vacation and will contact Robert next week (wk of Feb 26).
- 4.3. Deiken attended the chiller and the electrician disconnected the electrical for preparation for the installation of new parts.
- 4.4. Evolution Building Services was contacted and was requested to provide a quotation to insulate the compactor room. - Evolution does not do this type of work. Management contacted Great Outdoors Enterprises for a quotation. - Robert to meet with Great Outdoors on Thursday Feb 22, at 9:30am. - Quotation will be received by Monday Feb 26, 2018.
- 4.5. Management has sent an email with Allan Window (BV Glazing) in order to schedule spring/summer sealant replacement as per settlement agreement Feb 21, 2018
- 4.6. The annual fire alarm testing has been scheduled with Tremblay Fire which will take place March 20th to March 23rd. Notices will be sent out to owners.
- 4.7. The Carts for the Parking garage were received on January 25th, 2018. Robert will be covering the corners of the carts with carpeting to ensure that it will not damage the common elements.
- 4.8. Line Painting

“Reminder” - Vans will complete the Garage Cleaning line painting in the Spring.

- 4.9. Unit 2101 - Leak from Jacuzzi, management has contacted the unit owners insurance and has supplied the declaration and standard unit description. Unit owner attended site office to dispute the additional repair charges on Feb 20, 2018. Management has been reviewing the invoices from CWW and will be following up before a decision is made.
- 4.10. Davidson Houle Allen will be providing an answer to Management early next week in regards to the legal question with Carole Stewart #1101. This will be provided to the Board at the board meeting on March 1.

**Committee Items:**

N/A

**5. INSPECTION REPORT**

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The building inspection is completed.

**6. CONTRACTS**

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CONTRACT	CONTRACTOR	PERIOD
Snow Removal	Burns Landscaping	November 2017 - November 2020
Auditor	Ousley Hanvey Clipsham Deep	May 2017 – April 2018
Elevator	ThyssenKrupp	July 1, 2012 -June 30, 2022
Pest Control	Envirocontrol	Month to Month
Exercise Equipment	AC/DC	Month to Month
Fire Safety	JCI	By release order (hold til summer)
CO Detection	JCI	Covered by new JCI contract
Generator	Gentech	Month to Month
Garage Door	Al Parsons	January 1, 2018-December 31, 2018
HVAC	JCI	By release order
Landscaping	Peter Smitt Landscaping	Joint property contract.

Property Management	Capital Integral Property Management	May 1, 2017- May 1, 2020
Security	Securitas	Month to Month
Maintenance	Spot Maintenance	May 2017 - April 2019

## 7. OTHER

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### 7.1. Units for Sale/Rent

SUITE	FOR SALE / SOLD / FOR RENT
2805	Sale of unit complete

## 7.2. Board of Directors

POSITION	NAME	SUITE	PHONE #	E-MAIL	EXPIRY
**Director	Peter Cooney	1702	613-729-2507	<a href="mailto:cooneypw@sympatico.ca">cooneypw@sympatico.ca</a>	2018
President	Carole Dence	2602	613-225-3737	<a href="mailto:carole_dence@rogers.com">carole_dence@rogers.com</a>	2019
Vice President	John Tavel	3003	613-220-3926	<a href="mailto:jtavel@rogers.com">jtavel@rogers.com</a>	2020
Treasurer	Desmond Clair	1005	613-715-9656	<a href="mailto:dclair@rogers.com">dclair@rogers.com</a>	2020
Secretary	John Mallon	202	613-722-1586	<a href="mailto:mallonjf@sympatico.ca">mallonjf@sympatico.ca</a>	2019

\*\*Owner occupied Board position

## 7.3. Other Information

ACTIVITY	DETAILS
AGM	May , 2018
Fiscal Year	Dec 1- Nov 30
Insurance Appraisal	Completed on September 15, 2015, updated September 15, 2016,
Insurance	Sept 24, 2017- Sept 24, 2018
Reserve Fund Study	Comprehensive Completed August 2014 Update completed November 2017

## 7.4. Reserve Fund Study Work

YR budgeted	Budget	Project	Progress
2017/2018	\$150,000	Landscaping	HOLD - revised quotation being performed.
2017/2018	\$25,000	Caulking	Emails sent to Allan Windows - no response
2017/2018	\$25,000	Doors	
2017/2018	\$65,000	Heating and A/C System	
2017/2018	\$85,000	Plumbing System	see above



## Action Items: February 2018

#	Date	Status	Action
			<b>Delayed Agenda Items</b>
	Jul 16	Open	HR Policy
	Jul 16	Open	Handbook (Carole)
	Dec-15	Open	Proposed Revision to Condo Act.
	Dec-15	Open	Insurance deductible
75	Jul-16	Open	Common elements changes: What can Board really approve?
54	Jan-16	Hold	Emergency procedures (With #56 below)
56	Feb-16	Hold	Consult with Linda Wood re Emergency protocols. - John M.
77	Sep-16	Hold	Management: WSP hourly charge
102	Jun-17	Hold	Management: Quotes for alternative suppliers of security issues
116	Aug 17	Hold	Management: Bring forward in the spring the suggestion of having a garbage bin for disposal of household articles.
			<b>Closed action items from Previous meeting</b>
87	Jan-17	Closed	Board: Contractor working hours
142	Nov-17	Closed???	Management: Were windows really all completed? Query by J Mallon (YES)
143	Nov-17	Closed	Management: Update alarm protocol
			<b>Old open action items from previous meetings</b>
98	Mar-17	Open	Management: Steps to clarify amended contractor working hours
86	Dec-16	Open	Further research post Doug Holden Review of parking exit and entrance lights
140	Nov-17	Open	Management: Determine a plan for lighting in the gargage
114	Aug 17	Open	Management: Obtain estimate of the cost for removing the glazing stops on the windows
128	Sep-17	Open	Management: Line painting in garage (Spring 2018)
129	Nov-17	Open	Management: Discuss H/C mix with Robert and maybe meet with WSP
139	Nov-17	Open	Management: Contact William Ritcey from Barry Hobin, re vestibule
144	Dec-2017	Open	Determine which owners may have been away when H/C water resolved itself in the 02 corner of the building. Have available a report for February meeting
145	Dec-2017	Open	Management: Line painting outside. Why was it not done?
146	Dec-2017	Open	Management: Insulating the compactor room.
			<b>New action items last meeting</b>
99	Mar-17	Open	Management: Options & plans for charging stations & more extensive grid
124	Sep-17	Open	Management: Concierge "Upgrade" proposal.
147	Jan-18	Open	Management: Present landscaping plans

# **MONTHLY FINANCIAL REPORT**

## **OCSCC 687**

### *January 2018*

# OCSCC 687 Monthly Financials

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### Operating Reports

1. Financial Summary Report
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3. Budget vs Actuals Comparison- Year to Date
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5. Balance Sheet- Monthly
6. Accounts Receivable Summary
7. Accounts Payable Summary
8. Monthly Transaction List- By Supplier
9. General Ledger- Monthly
10. Operating Account Bank Reconciliation
11. Operating Account Bank Statement

### Reserve Reports

1. Profit and Loss Statement- Monthly
2. Profit and Loss Statement- Year to Date
3. Investment Statement
4. Reserve Fund Bank Reconciliation
5. Reserve Fund Bank Statement

## **MONTHLY FINANCIAL REPORT SUMMARY**

**OCSCC 687  
January 2018**

### **Revenue**

Slightly greater than 100% of condo fees have been invoiced.

Guest Suite Revenue is over budget by \$1,920.00.

### **Expenses**

Our utilities expense for January is showing under budget in the amount of \$16,773.00. This is due in large part to the lower consumption of water and hydro as a result of the winter absence of numerous owners approximately 24 units are vacant .

### **Contracts**

Overall, contract expenses are slightly over budget by \$1412.00 this is due to the minimum wage increase on Jan 1.

### **General Repairs and Maintenance**

Overall, General Repairs and Maintenance expenses are slightly under budget by \$10,760.00 mainly due to reclassification of expenses to reduce accrued liabilities.

**Garage Cleaning/Maintenance** - emergency services to repair garage door. December expense, not received until Jan 4, 2018.

### **Administrative & Professional Expenses**

Administrative & Professional Expenses are over budget by \$2,487.00 this is partly due to engineering costs of \$873.00 which will be reclassified as a reserve expense as related to an energy audit.

**To date we are inline with the budget for the fiscal year.**

# OCSCC #687

## BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

January 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	177,047	176,935	-112	100.00 %
4030 Maintenance Charges Income	213	1,583	1,370	13.00 %
4031 Guest Suite Revenue	3,920	2,000	-1,920	196.00 %
4037 Party Room Revenue	200	250	50	80.00 %
4040 Other Income	590	500	-90	118.00 %
4041 Parking	100	292	192	34.00 %
<b>Total 4000 Income</b>	<b>182,070</b>	<b>181,560</b>	<b>-510</b>	<b>100.00 %</b>
<b>Total Income</b>	<b>\$182,070</b>	<b>\$181,560</b>	<b>\$ -510</b>	<b>100.00 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve		40,833	40,833	
<b>Total Cost of Goods Sold</b>	<b>\$0</b>	<b>\$40,833</b>	<b>\$40,833</b>	<b>0%</b>
<b>GROSS PROFIT</b>	<b>\$182,070</b>	<b>\$140,727</b>	<b>\$ -41,343</b>	<b>129.00 %</b>
Expenses				
5000 Utilities				
5010 Gas	15,125	15,000	-125	101.00 %
5020 Hydro	14,508	29,000	14,492	50.00 %
5030 Water & Sewer	6,379	8,833	2,454	72.00 %
5040 Telecom Expenses	551	502	-49	110.00 %
<b>Total 5000 Utilities</b>	<b>36,562</b>	<b>53,335</b>	<b>16,773</b>	<b>69.00 %</b>
5100 Employee Salaries & Benefits				
5110 Taxes & WSIB	434	458	24	95.00 %
5120 Wages	4,231	4,583	352	92.00 %
5122 Payroll Processing/WSIB	0		-0	
5625 Uniforms		42	42	
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>4,666</b>	<b>5,083</b>	<b>417</b>	<b>92.00 %</b>
5400 Contracts				
5410 General Cleaning	6,268	6,895	627	91.00 %
5415 Waste management	33	73	40	45.00 %
5430 Fire System Maintenance	2,565	2,564	-1	100.00 %
5435 Private Security	18,698	17,050	-1,648	110.00 %
5440 Mechanical Maintenance/HVAC	3,782	3,782	0	100.00 %
5455 Elevator	2,603	2,603	0	100.00 %
5460 Fitness Equipment		245	245	
5466 Interior Flowers	600	458	-142	131.00 %
5470 Snow Removal	2,738	2,200	-538	124.00 %
5475 Pest Control	99	104	5	96.00 %
<b>Total 5400 Contracts</b>	<b>37,385</b>	<b>35,974</b>	<b>-1,412</b>	<b>104.00 %</b>
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	-2,470		2,470	
5502 Building Supplies	428	1,000	572	43.00 %
5503 General Repairs & Maint	-6,018	1,917	7,935	-314.00 %
5505 Pool supplies	181	250	69	72.00 %
5509 Guest suite		75	75	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5510 Additional Building Cleaning	488	188	-300	260.00 %
5515 Waste System		188	188	
5516 Plumbing R&M		2,167	2,167	
5518 Window Cleaning		0	0	
5520 Electrical R&M	1,569	1,167	-402	134.00 %
5525 Garage Cleaning/Maintenance	1,718	0	-1,718	
5530 Fire System Repairs		1,250	1,250	
5532 Security		417	417	
5537 Doors, Keys & Locks	1,131	417	-714	271.00 %
5540 HVAC	799	2,500	1,701	32.00 %
5550 Generator	390	250	-140	156.00 %
5555 Elevator	1,381	1,417	36	97.00 %
5560 Amenity R&M		125	125	
5562 Common Area upgrades		167	167	
5565 Landscape		208	208	
5580 Shared Facility Expense	5,760	2,413	-3,347	239.00 %
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>5,356</b>	<b>16,116</b>	<b>10,760</b>	<b>33.00 %</b>
5800 Administrative & Professional Expenses				
5801 Property Management Fees	9,533	9,533	-0	100.00 %
5805 CAO Fees		153	153	
5810 Office expenses	333	292	-41	114.00 %
5811 Board of Directors Education		104	104	
5812 Bank charges	136	142	6	95.00 %
5813 Meeting Expense		125	125	
5815 Miscellaneous Expenses		417	417	
5830 Insurance Expense/General & Liability Insurance	9,062	9,083	21	100.00 %
5831 Insurance Deductible		1,667	1,667	
5832 Legal		417	417	
5833 Audit-Accounting		0	0	
5835 Consulting Fees- Architect/Designer		417	417	
5836 Consulting- Engineering	6,983	2,083	-4,900	335.00 %
5840 Building staff bonuses		0	0	
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>26,047</b>	<b>24,433</b>	<b>-1,614</b>	<b>107.00 %</b>
5900 Contingency/ Initiatives				
5905 General Contingency		833	833	
<b>Total 5900 Contingency/ Initiatives</b>		<b>833</b>	<b>833</b>	
<b>Total Expenses</b>	<b>\$110,016</b>	<b>\$135,773</b>	<b>\$25,757</b>	<b>81.00 %</b>
NET OPERATING INCOME	<b>\$72,054</b>	<b>\$4,954</b>	<b>\$ -67,100</b>	<b>1,454.00 %</b>
NET INCOME	<b>\$72,054</b>	<b>\$4,954</b>	<b>\$ -67,100</b>	<b>1,454.00 %</b>

# OCSCC #687

## BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

December 2017 - January 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	354,094	353,870	-224	100.00 %
4030 Maintenance Charges Income	540	3,166	2,626	17.00 %
4031 Guest Suite Revenue	4,700	4,000	-700	118.00 %
4037 Party Room Revenue	200	500	300	40.00 %
4040 Other Income	997	1,000	3	100.00 %
4041 Parking	200	584	384	34.00 %
<b>Total 4000 Income</b>	<b>360,730</b>	<b>363,120</b>	<b>2,390</b>	<b>99.00 %</b>
<b>Total Income</b>	<b>\$360,730</b>	<b>\$363,120</b>	<b>\$2,390</b>	<b>99.00 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve		81,666	81,666	
<b>Total Cost of Goods Sold</b>	<b>\$0</b>	<b>\$81,666</b>	<b>\$81,666</b>	<b>0%</b>
<b>GROSS PROFIT</b>	<b>\$360,730</b>	<b>\$281,454</b>	<b>\$ -79,276</b>	<b>128.00 %</b>
Expenses				
5000 Utilities				
5010 Gas	38,065	28,000	-10,065	136.00 %
5020 Hydro	30,503	57,500	26,997	53.00 %
5030 Water & Sewer	12,153	17,666	5,513	69.00 %
5040 Telecom Expenses	1,187	1,004	-183	118.00 %
<b>Total 5000 Utilities</b>	<b>81,908</b>	<b>104,170</b>	<b>22,262</b>	<b>79.00 %</b>
5100 Employee Salaries & Benefits				
5110 Taxes & WSIB	531	916	385	58.00 %
5120 Wages	8,462	9,166	704	92.00 %
5122 Payroll Processing/WSIB	0		-0	
5625 Uniforms	169	84	-85	202.00 %
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>9,162</b>	<b>10,166</b>	<b>1,004</b>	<b>90.00 %</b>
5400 Contracts				
5410 General Cleaning	12,535	13,790	1,255	91.00 %
5415 Waste management	359	146	-213	246.00 %
5430 Fire System Maintenance	5,129	5,128	-1	100.00 %
5435 Private Security	34,447	34,100	-347	101.00 %
5440 Mechanical Maintenance/HVAC	7,563	7,564	1	100.00 %
5455 Elevator	5,206	5,206	1	100.00 %
5460 Fitness Equipment		245	245	
5466 Interior Flowers	600	916	316	66.00 %
5470 Snow Removal	2,612	4,400	1,788	59.00 %
5475 Pest Control	99	208	109	48.00 %
<b>Total 5400 Contracts</b>	<b>68,551</b>	<b>71,703</b>	<b>3,151</b>	<b>96.00 %</b>
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	0		0	
5502 Building Supplies	3,380	2,000	-1,380	169.00 %
5503 General Repairs & Maint	1,205	3,834	2,629	31.00 %
5505 Pool supplies	617	500	-117	123.00 %
5509 Guest suite		150	150	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5510 Additional Building Cleaning	754	376	-378	201.00 %
5515 Waste System	147	376	229	39.00 %
5516 Plumbing R&M		4,334	4,334	
5518 Window Cleaning		0	0	
5520 Electrical R&M	3,700	2,334	-1,366	159.00 %
5525 Garage Cleaning/Maintenance	1,859	0	-1,859	
5530 Fire System Repairs		2,500	2,500	
5532 Security		834	834	
5537 Doors, Keys & Locks	4,022	834	-3,188	482.00 %
5540 HVAC	824	5,000	4,176	16.00 %
5550 Generator	390	500	110	78.00 %
5555 Elevator	3,106	2,834	-272	110.00 %
5560 Amenity R&M		250	250	
5562 Common Area upgrades	1,955	334	-1,621	585.00 %
5565 Landscape		416	416	
5580 Shared Facility Expense	6,152	4,826	-1,326	127.00 %
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>28,110</b>	<b>32,232</b>	<b>4,122</b>	<b>87.00 %</b>
5800 Administrative & Professional Expenses				
5801 Property Management Fees	20,294	19,065	-1,228	106.00 %
5805 CAO Fees		306	306	
5810 Office expenses	1,640	584	-1,056	281.00 %
5811 Board of Directors Education		208	208	
5812 Bank charges	264	284	20	93.00 %
5813 Meeting Expense	147	250	103	59.00 %
5815 Miscellaneous Expenses		834	834	
5830 Insurance Expense/General & Liability Insurance	18,123	18,166	43	100.00 %
5831 Insurance Deductible		3,334	3,334	
5832 Legal		834	834	
5833 Audit-Accounting		0	0	
5835 Consulting Fees- Architect/Designer	862	834	-28	103.00 %
5836 Consulting- Engineering	14,362	4,166	-10,196	345.00 %
5840 Building staff bonuses	2,400	1,800	-600	133.00 %
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>58,092</b>	<b>50,665</b>	<b>-7,426</b>	<b>115.00 %</b>
5900 Contingency/ Initiatives				
5905 General Contingency		1,666	1,666	
<b>Total 5900 Contingency/ Initiatives</b>		<b>1,666</b>	<b>1,666</b>	
<b>Total Expenses</b>	<b>\$245,823</b>	<b>\$270,602</b>	<b>\$24,779</b>	<b>91.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$114,907</b>	<b>\$10,852</b>	<b>\$ -104,055</b>	<b>1,059.00 %</b>
<b>NET INCOME</b>	<b>\$114,907</b>	<b>\$10,852</b>	<b>\$ -104,055</b>	<b>1,059.00 %</b>

# OCSCC #687

## PROFIT AND LOSS

January 2018

	TOTAL
Income	
4000 Income	
4001 Condo Fees	177,046.76
4030 Maintenance Charges Income	213.48
4031 Guest Suite Revenue	3,920.00
4037 Party Room Revenue	200.00
4040 Other Income	590.00
4041 Parking	100.00
<b>Total 4000 Income</b>	<b>182,070.24</b>
<b>Total Income</b>	<b>\$182,070.24</b>
GROSS PROFIT	<b>\$182,070.24</b>
Expenses	
5000 Utilities	
5010 Gas	15,124.94
5020 Hydro	14,508.03
5030 Water & Sewer	6,378.94
5040 Telecom Expenses	550.53
<b>Total 5000 Utilities</b>	<b>36,562.44</b>
5100 Employee Salaries & Benefits	
5110 Taxes & WSIB	434.32
5120 Wages	4,230.77
5122 Payroll Processing/WSIB	0.46
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>4,665.55</b>
5400 Contracts	
5410 General Cleaning	6,267.74
5415 Waste management	32.61
5430 Fire System Maintenance	2,564.63
5435 Private Security	18,698.46
5440 Mechanical Maintenance/HVAC	3,781.73
5455 Elevator	2,602.75
5466 Interior Flowers	600.00
5470 Snow Removal	2,738.00
5475 Pest Control	99.44
<b>Total 5400 Contracts</b>	<b>37,385.36</b>
5500 General Repairs & Maintenance	
5501 Reimbursable Expense	-2,470.18
5502 Building Supplies	428.23
5503 General Repairs & Maint	-6,018.38
5505 Pool supplies	180.65
5510 Additional Building Cleaning	488.37
5520 Electrical R&M	1,568.51
5525 Garage Cleaning/Maintenance	1,717.96
5537 Doors, Keys & Locks	1,130.95
5540 HVAC	798.92
5550 Generator	389.85
5555 Elevator	1,380.80
5580 Shared Facility Expense	5,760.47

	TOTAL
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>5,356.15</b>
5800 Administrative & Professional Expenses	
5801 Property Management Fees	9,533.02
5810 Office expenses	332.80
5812 Bank charges	135.58
5830 Insurance Expense/General & Liability Insurance	9,061.74
5836 Consulting- Engineering	6,983.40
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>26,046.54</b>
<b>Total Expenses</b>	<b>\$110,016.04</b>
<b>PROFIT</b>	<b>\$72,054.20</b>

# OCSCC #687

## BALANCE SHEET

As of January 31, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
1200 Due to/from	-89,842.87
1300 Prepaid expenses	
1305 Prepaid Insurance	72,493.92
1306 Prepaid Elevator	2,602.75
1307 Prepaid - Other	1,093.84
<b>Total 1300 Prepaid expenses</b>	<b>76,190.51</b>
1350 Accrued interest	45,213.23
Cash and cash equivalents	
1010 Operating Account	325,057.46
1011 TRM Operating Account	0.00
1020 Reserve Account	6,116.01
1021 TRM Reserve Account	0.00
1030 Operating Savings	0.00
1031 TRM Operating Savings	7.50
1050 Petty Cash	100.00
<b>Total Cash and cash equivalents</b>	<b>\$331,280.97</b>
Accounts receivable (A/R)	
1100 Accounts Receivable	34,414.75
<b>Total Accounts receivable (A/R)</b>	<b>\$34,414.75</b>
<b>Total Current Assets</b>	<b>\$397,256.59</b>
Non-current Assets	
1016 Investments	2,402,407.38
<b>Total Non-current Assets</b>	<b>\$2,402,407.38</b>
<b>Total Assets</b>	<b>\$2,799,663.97</b>
<b>Liabilities and Equity</b>	
Current Liabilities	
2005 Accrued Liabilities	87,431.63
2010 Accrued Liab - Water Infiltration	95,340.83
2500 Due to/from Operating	-89,842.87
2600 Payroll Liabilities	933.01
2601 Federal Taxes	-759.91
2602 Payroll liabilities - CPP/EI	1,050.73
2603 Payroll Liabilities - WSIB	300.84
<b>Total 2600 Payroll Liabilities</b>	<b>1,524.67</b>
GST/HST Payable	0.00
Accounts Payable	
2000 Accounts Payable	69,526.44
<b>Total Accounts Payable</b>	<b>\$69,526.44</b>
<b>Total Current Liabilities</b>	<b>\$163,980.70</b>
Equity	
Opening Balance Equity	2,334,123.53
Retained Earnings	205,257.57
Profit for the year	96,302.17
<b>Total Equity</b>	<b>\$2,635,683.27</b>

	TOTAL
Total Liabilities and Equity	\$2,799,663.97

# OCSCC #687

## A/R AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
0205 - Carolyn & Therese Montsion		0.02		0.02		\$0.04
0301 - Jadu Gopal Saha					47.03	\$47.03
0306 - Gerry Derouin	30.00					\$30.00
0402 - Theresa & Susan Berkowitz		0.02		0.02		\$0.04
0403 - Abdulmotaleb & Gladys De Elsaddik					31.95	\$31.95
0506 - William & Marilyn Newman					15.00	\$15.00
0602 - Teresa Mersereau	41.85					\$41.85
0606 - Mohamed Peera				17.03	15.00	\$32.03
0801 - Claude Garneau		271.20				\$271.20
1403 - Goldie Braman					271.20	\$271.20
1501 - Janis Byron					20.07	\$20.07
1502 - Simone Gardner					29.96	\$29.96
1603 - Hani & Mira Chouocrallah					4.07	\$4.07
1701 - Richard & Marjorie Lacy			60.00			\$60.00
1704 - Catherine Hart			24.12			\$24.12
1705 - Sharron Kavanagh		-856.44				\$ -856.44
1801 - Evelyn Lieff		-3.45				\$ -3.45
1804 - Dr. Pablo Nery					15.00	\$15.00
1902 - Robert Ratcliffe					0.20	\$0.20
1903 - Dr. Someshwar & Saraswa Rao					60.00	\$60.00
2003 - Gabriel Coifan		-0.02				\$ -0.02
2004 - Peggyann Frost		1,490.49		1,490.49		\$2,980.98
2101 - James Daniel	5,364.59				15.00	\$5,379.59
2103 - Pedram Fouladirad & Fatemehtadan Zoka					15.00	\$15.00
2202 - Alan Netherton		-0.04				\$ -0.04
2203 - Jennifer Cole	43.23					\$43.23
2205 - Malcolm McKechnie	15.00					\$15.00
2303 - 7214626 Canada Inc.				24.12		\$24.12
2404 - Frank & Mary Dooher	24.12					\$24.12
2601 - Helen Thomas					39.11	\$39.11
2603 - Rachel Purser		-0.02				\$ -0.02
2702 - Pedram Fouladirad & Fatemehtadan Zoka		-0.04				\$ -0.04
2703 - Estate of the Late Jitka Popelar		744.35				\$744.35
2902 - Laine & Barry Cooper					30.00	\$30.00
Minto					25,000.00	\$25,000.00
OCSCC 691			-0.01			\$ -0.01
P057-01 -Pedram Fouladi-Rad					-31.14	\$ -31.14
P195-01 - Edward & Loretta MacDonald					56.65	\$56.65
<b>TOTAL</b>	<b>\$5,518.79</b>	<b>\$1,646.07</b>	<b>\$84.11</b>	<b>\$1,531.68</b>	<b>\$25,634.10</b>	<b>\$34,414.75</b>

# OCSCC #687

## A/P AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Burns Landscape Maintenance Inc.		7,458.00				\$7,458.00
Cafe 1274 Banquets					615.85	\$615.85
Clean Water Works					1,129.99	\$1,129.99
Davidson Houle Allen LLP					87.71	\$87.71
Dulux Paints				82.56	601.96	\$684.52
Hydro - 38 Metropole Pvt F/P		0.52				\$0.52
Hydro-38 METROPOLE PVT P/R		18,921.93				\$18,921.93
Jet Waste Management LTD.	32.61					\$32.61
Johnson Controls	3,781.73	2,564.63				\$6,346.36
Kare-Mor Enterprises Co. Ltd.				391.15		\$391.15
Mr. Robert Briere		50.00				\$50.00
Nexus Electric		1,040.47			3,009.19	\$4,049.66
Ottawa Water & Sewer-38 METROPOLE PVT	7,750.62					\$7,750.62
Preston Hardware	94.86	29.48				\$124.34
Prolite Glass & Mirrors Inc.			2,542.50	1,548.10		\$4,090.60
Rogers A/C # 6-2355-5513		142.21				\$142.21
Securitas Canada Limited	17,223.23					\$17,223.23
Spot Maintenance		427.14				\$427.14
<b>TOTAL</b>	<b>\$28,883.05</b>	<b>\$30,634.38</b>	<b>\$2,542.50</b>	<b>\$2,021.81</b>	<b>\$5,444.70</b>	<b>\$69,526.44</b>

# OCSCC #687

## TRANSACTION LIST BY SUPPLIER

January 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
4478983 Canada Inc						
12-01-2018	Bill Payment (Cheque)	FCN_8777-1	Yes		1010 Operating Account	-11,649.17
Ainger Cabling + Security						
12-01-2018	Bill Payment (Cheque)	FCN_8777-2	Yes		1010 Operating Account	-1,954.90
Al Parsons Electronics Ltd.						
01-01-2018	Bill	11215-48802	Yes		2000 Accounts Payable	1,717.96
30-01-2018	Bill Payment (Cheque)	FCN_8781-1	Yes		1010 Operating Account	-1,717.96
Bassi Construction LP						
09-01-2018	Bill Payment (Cheque)	FCN_8775-1	Yes		1010 Operating Account	-90,000.00
12-01-2018	Bill Payment (Cheque)	FCN_8778-1	Yes		1010 Operating Account	-43,970.77
Boss Electric						
01-01-2018	Bill	19354	Yes		2000 Accounts Payable	141.25
03-01-2018	Bill	19402	Yes		2000 Accounts Payable	423.75
03-01-2018	Bill	19404	Yes		2000 Accounts Payable	141.25
12-01-2018	Bill Payment (Cheque)	FCN_8777-3	Yes		1010 Operating Account	-444.54
12-01-2018	Bill	19422	Yes		2000 Accounts Payable	141.25
12-01-2018	Bill	19424	Yes		2000 Accounts Payable	141.25
30-01-2018	Bill Payment (Cheque)	FCN_8781-2	Yes		1010 Operating Account	-988.75
Buchanan Lighting Ltd.						
01-01-2018	Bill	11104	Yes		2000 Accounts Payable	579.76
12-01-2018	Bill Payment (Cheque)	FCN_8777-4	Yes		1010 Operating Account	-1,040.84
30-01-2018	Bill Payment (Cheque)	FCN_8781-3	Yes		1010 Operating Account	-579.76
Burns Landscape Maintenance Inc.						
01-01-2018	Bill	13367	Yes		2000 Accounts Payable	2,486.00
01-01-2018	Bill	13368	Yes		2000 Accounts Payable	2,486.00
01-01-2018	Bill	13369	Yes		2000 Accounts Payable	2,486.00
30-01-2018	Bill Payment (Cheque)	FCN_8779-1	Yes	Voided	1010 Operating Account	0.00
CI Property Management						
01-01-2018	Bill	1619	Yes		2000 Accounts Payable	8,305.50
01-01-2018	Bill	1593	Yes		2000 Accounts Payable	1,227.52

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01-01-2018	Bill	1699	Yes		2000 Accounts Payable	75.00
01-01-2018	Bill	1741	Yes		2000 Accounts Payable	95.99
01-01-2018	Bill	1742	Yes		2000 Accounts Payable	162.65
02-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-8,305.50
12-01-2018	Bill Payment (Cheque)	FCN_8777-5	Yes		1010 Operating Account	-146.67
12-01-2018	Bill	1697	Yes		2000 Accounts Payable	161.81
12-01-2018	Bill	1698	Yes		2000 Accounts Payable	141.24
30-01-2018	Bill Payment (Cheque)	FCN_8780-1	Yes		1010 Operating Account	-2,483.37
City Locksmith Lock & Key Service Inc.						
12-01-2018	Bill Payment (Cheque)	FCN_8776-1	Yes		1010 Operating Account	-777.44
Clean Water Works						
01-01-2018	Bill	W64644	Yes		2000 Accounts Payable	1,148.07
01-01-2018	Bill	W64940	Yes		2000 Accounts Payable	271.20
30-01-2018	Bill Payment (Cheque)	FCN_8780-2	Yes		1010 Operating Account	-1,419.27
CLEB Consulting Inc.						
01-01-2018	Bill	101129	Yes		2000 Accounts Payable	6,079.40
30-01-2018	Bill Payment (Cheque)	FCN_8780-3	Yes		1010 Operating Account	-6,079.40
Com-Net Communication						
01-01-2018	Bill	46491	Yes		2000 Accounts Payable	508.50
30-01-2018	Bill Payment (Cheque)	FCN_8781-4	Yes		1010 Operating Account	-508.50
Dulux Paints						
30-01-2018	Bill Payment (Cheque)	FCN_8779-2	Yes	Voided	1010 Operating Account	0.00
Enbridge-38 METROPOLE PVT						
01-01-2018	Bill	669002363258	Yes		2000 Accounts Payable	15,124.94
09-01-2018	Bill Payment (Cheque)	RBCX3113	Yes		1010 Operating Account	-15,124.94
European Glass and Paint						
01-01-2018	Bill	0000190064	Yes		2000 Accounts Payable	244.08
12-01-2018	Bill Payment (Cheque)	FCN_8777-6	Yes		1010 Operating Account	-537.88
30-01-2018	Bill Payment (Cheque)	FCN_8781-5	Yes		1010 Operating Account	-244.08
Evolution Building Services						
12-01-2018	Bill Payment (Cheque)	FCN_8777-7	Yes		1010 Operating Account	-146.88
Gentech Services						

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01-01-2018	Bill	20109457	Yes		2000 Accounts Payable	141.25
01-01-2018	Bill	20109441	Yes		2000 Accounts Payable	248.60
30-01-2018	Bill Payment (Cheque)	FCN_8781-6	Yes		1010 Operating Account	-389.85
Greater Valley Renovations Inc.						
01-01-2018	Bill	000152	Yes		2000 Accounts Payable	1,638.50
30-01-2018	Bill Payment (Cheque)	FCN_8781-7	Yes		1010 Operating Account	-1,638.50
Hydro - 38 Metropole Pvt F/P						
03-01-2018	Bill	OC13-NO13 2017	Yes		2000 Accounts Payable	20.36
22-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-19.88
22-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-20.70
22-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-20.36
29-01-2018	Bill	DE12-JA15/18	Yes		2000 Accounts Payable	20.40
Hydro-38 METROPOLE PVT P/R						
02-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-25,903.95
02-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-22,050.27
12-01-2018	Bill	NO30-DE31 2017	Yes		2000 Accounts Payable	18,921.93
Jet Waste Management LTD.						
01-01-2018	Bill	23694	Yes		2000 Accounts Payable	32.61
30-01-2018	Bill Payment (Cheque)	FCN_8779-3	Yes	Voided	1010 Operating Account	0.00
Johnson Controls						
02-01-2018	Bill	1-60022453391	Yes		2000 Accounts Payable	3,781.73
02-01-2018	Bill	1-60022483288	Yes		2000 Accounts Payable	2,564.63
12-01-2018	Bill Payment (Cheque)	FCN_8777-8	Yes		1010 Operating Account	-25.48
30-01-2018	Bill Payment (Cheque)	FCN_8779-4	Yes	Voided	1010 Operating Account	0.00
Kare-Mor Enterprises Co. Ltd.						
30-01-2018	Bill Payment (Cheque)	FCN_8779-5	Yes	Voided	1010 Operating Account	0.00
Keller Engineering						
12-01-2018	Bill Payment (Cheque)	FCN_8778-2	Yes		1010 Operating Account	-1,751.50
Labrador						
01-01-2018	Bill	9924269416	Yes		2000 Accounts Payable	61.23
30-01-2018	Bill Payment (Cheque)	FCN_8780-4	Yes		1010 Operating Account	-61.23
Lock Solutions						

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
15-01-2018	Bill	22193	Yes		2000 Accounts Payable	378.37
30-01-2018	Bill Payment (Cheque)	FCN_8781-8	Yes		1010 Operating Account	-378.37
Morin Insulation & Roofing Ltd						
10-01-2018	Bill	3667	Yes		2000 Accounts Payable	1,751.50
30-01-2018	Bill Payment (Cheque)	FCN_8781-9	Yes		1010 Operating Account	-1,751.50
Mr. Robert Briere						
12-01-2018	Bill Payment (Cheque)	FCN_8776-2	Yes		1010 Operating Account	-169.49
15-01-2018	Bill	Jan 2018	Yes		2000 Accounts Payable	50.00
30-01-2018	Bill Payment (Cheque)	FCN_8779-6	Yes	Voided	1010 Operating Account	0.00
Nexus Electric						
01-01-2018	Bill	5377	Yes		2000 Accounts Payable	496.76
01-01-2018	Bill	5570	Yes		2000 Accounts Payable	543.71
30-01-2018	Bill Payment (Cheque)	FCN_8779-7	Yes	Voided	1010 Operating Account	0.00
Novatech DKI						
01-01-2018	Bill	SI-27343	Yes		2000 Accounts Payable	1,746.34
30-01-2018	Bill Payment (Cheque)	FCN_8781-10	Yes		1010 Operating Account	-1,746.34
Optimum Mechanical Solutions						
01-01-2018	Bill	04622	Yes		2000 Accounts Payable	181.37
01-01-2018	Bill	MHA00075	Yes		2000 Accounts Payable	377.99
08-01-2018	Bill	04930	Yes		2000 Accounts Payable	239.56
30-01-2018	Bill Payment (Cheque)	FCN_8781-11	Yes		1010 Operating Account	-798.92
Ottawa Pool Works						
08-01-2018	Bill	23069	Yes		2000 Accounts Payable	180.65
12-01-2018	Bill Payment (Cheque)	FCN_8776-3	Yes		1010 Operating Account	-359.44
30-01-2018	Bill Payment (Cheque)	FCN_8780-5	Yes		1010 Operating Account	-180.65
Ottawa Water & Sewer-38 METROPOLE PVT						
01-01-2018	Bill	NO28-DE27 2017	Yes		2000 Accounts Payable	6,317.60
12-01-2018	Bill Payment (Cheque)	RBCX0879	Yes		1010 Operating Account	-6,317.60
29-01-2018	Bill	DE27-JA29 2018	Yes		2000 Accounts Payable	7,750.62
Preston Hardware						
03-01-2018	Bill	IN01298938	Yes		2000 Accounts Payable	29.48
10-01-2018	Bill	IN01300395	Yes		2000 Accounts Payable	66.62
12-01-	Bill Payment (Cheque)	FCN_8776-4	Yes		1010 Operating Account	-724.14

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2018						
15-01-2018	Bill	IN01301429	Yes		2000 Accounts Payable	28.24
30-01-2018	Bill Payment (Cheque)	FCN_8779-8	Yes	Voided	1010 Operating Account	0.00
Prolite Glass & Mirrors Inc.						
30-01-2018	Bill Payment (Cheque)	FCN_8779-9	Yes	Voided	1010 Operating Account	0.00
Receiver General						
15-01-2018	Tax Payment		Yes	Tax Payment for Period: 01-12-2017-31-12-2017	1010 Operating Account	-938.53
Rogers A/C # 240-662015801						
01-01-2018	Bill	DE16-JE15 2018	Yes		2000 Accounts Payable	9.21
01-01-2018	Bill	MISSING	Yes		2000 Accounts Payable	37.43
12-01-2018	Bill Payment (Cheque)	RBCX0781	Yes		1010 Operating Account	-46.64
Rogers A/C # 6-2355-5513						
01-01-2018	Bill	1834184873	Yes		2000 Accounts Payable	149.91
01-01-2018	Bill	M-NO16-DE15 2017	Yes		2000 Accounts Payable	150.11
12-01-2018	Bill Payment (Cheque)	RBCX0812	Yes		1010 Operating Account	-444.05
15-01-2018	Bill	JA16-FE15 2018	Yes		2000 Accounts Payable	142.21
Rogers A/C # 7-3161-8336						
09-01-2018	Bill Payment (Cheque)	RBCX0251	Yes		1010 Operating Account	-112.16
Rogers A/C # 7-5091-9334						
01-01-2018	Bill	1835419243	Yes		2000 Accounts Payable	11.66
09-01-2018	Bill Payment (Cheque)	RBCX3151	Yes		1010 Operating Account	-11.66
Rogers A/C #7-3441-7710						
09-01-2018	Bill Payment (Cheque)	RBCX0279	Yes		1010 Operating Account	-633.31
Rooney, Irving & Associates Ltd.						
12-01-2018	Bill	18-058	Yes		2000 Accounts Payable	904.00
30-01-2018	Bill Payment (Cheque)	FCN_8780-6	Yes		1010 Operating Account	-904.00
Ruhland & Associates Ltd						
12-01-2018	Bill Payment (Cheque)	FCN_8777-9	Yes		1010 Operating Account	-861.63
Sani-Sol Inc.						
12-01-2018	Bill Payment (Cheque)	FCN_8776-5	Yes		1010 Operating Account	-87.50
Securitas Canada Limited						
01-01-2018	Bill	C0342138	Yes		2000 Accounts Payable	17,223.23
30-01-	Bill Payment (Cheque)	FCN_8779-10	Yes	Voided	1010 Operating Account	0.00

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2018						
Smith + Andersen						
19-01-2018	Bill	*102387	Yes		2000 Accounts Payable	872.93
30-01-2018	Bill Payment (Cheque)	FCN_8780-7	Yes		1010 Operating Account	-872.93
Snelling						
12-01-2018	Bill Payment (Cheque)	FCN_8776-6	Yes		1010 Operating Account	-379.87
Spot Maintenance						
02-01-2018	Bill	EX1217-CI-2- Metropol	Yes		2000 Accounts Payable	427.14
12-01-2018	Bill Payment (Cheque)	FCN_8776-7	Yes		1010 Operating Account	-6,533.29
30-01-2018	Bill Payment (Cheque)	FCN_8779-11	Yes	Voided	1010 Operating Account	0.00
The Condominium Authority of Ontario (CAO)						
12-01-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-1,066.41
ThyssenKrupp Elevator (Canada) Limited						
08-01-2018	Bill	1338662	Yes		2000 Accounts Payable	1,160.54
12-01-2018	Bill Payment (Cheque)	FCN_8777-10	Yes		1010 Operating Account	-1,724.70
17-01-2018	Bill	1346216	Yes		2000 Accounts Payable	220.26
30-01-2018	Bill Payment (Cheque)	FCN_8780-8	Yes		1010 Operating Account	-1,380.80
Torbram Electric Supply						
12-01-2018	Bill Payment (Cheque)	FCN_8776-8	Yes		1010 Operating Account	-467.14
Westboro Flooring						
22-01-2018	Purchase Order	1011	No		2000 Accounts Payable	7,694.33

OCSCC #687

GENERAL LEDGER

January 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5010 Gas							
Beginning Balance							22,939.98
01-01-2018	Journal Entry	88R		to set up December accruals	-Split-	\$ -24,848.12	-1,908.14
01-01-2018	Bill	669002363258	Enbridge-38 METROPOLE PVT	November 15 - December 13, 2017 (invoiced Dec 21, 2017)	2000 Accounts Payable	\$15,124.94	13,216.80
31-01-2018	Journal Entry	97		to set up monthly accruals	-Split-	\$24,848.12	38,064.92
Total for 5010 Gas						\$15,124.94	
5020 Hydro							
Beginning Balance							15,995.16
01-01-2018	Journal Entry	88R		to set up December accruals	-Split-	\$ -22,785.28	-6,790.12
03-01-2018	Bill	OC13-NO13 2017	Hydro - 38 Metropole Pvt F/P	October 13 to Nov 13, 2017	2000 Accounts Payable	\$20.36	-6,769.76
12-01-2018	Bill	NO30-DE31 2017	Hydro-38 METROPOLE PVT P/R	November 30 - December 31 2017	2000 Accounts Payable	\$18,921.93	12,152.17
29-01-2018	Bill	DE12-JA15/18	Hydro - 38 Metropole Pvt F/P	December 12 to January 15, 2018	2000 Accounts Payable	\$20.40	12,172.57
31-01-2018	Journal Entry	97		to set up monthly accruals	-Split-	\$18,330.62	30,503.19
Total for 5020 Hydro						\$14,508.03	
5030 Water & Sewer							
Beginning Balance							5,774.49
01-01-2018	Journal Entry	88R		to set up December accruals	-Split-	\$ -8,159.01	-2,384.52
01-01-2018	Bill	NO28-DE27 2017	Ottawa Water & Sewer-38 METROPOLE PVT	November 28 to December 27 2017 (invoiced Dec 27, 2017)	2000 Accounts Payable	\$6,317.60	3,933.08
29-01-2018	Bill	DE27-JA29 2018	Ottawa Water & Sewer-38 METROPOLE PVT	December 27 to January 29 2018	2000 Accounts Payable	\$7,750.62	11,683.70
31-01-2018	Journal Entry	97		to set up monthly accruals	-Split-	\$469.73	12,153.43
Total for 5030 Water & Sewer						\$6,378.94	
5040 Telecom Expenses							
Beginning Balance							636.26
01-01-2018	Bill	1835419243	Rogers A/C # 7-5091-9334	Dec 20-Jan 19, 2018 (invoiced Dec 19, 2017)	2000 Accounts Payable	\$11.66	647.92
01-01-2018	Bill	1834184873	Rogers A/C # 6-2355-5513	Dec 16 - Jan 15, 2018 (invoiced Dec 15, 2017)	2000 Accounts Payable	\$149.91	797.83
01-01-2018	Bill	DE16-JE15 2018	Rogers A/C # 240-662015801	Dec 16-Jan 15, 2018 (invoiced Dec 19, 2017)	2000 Accounts Payable	\$9.21	807.04
01-01-2018	Bill	MISSING	Rogers A/C # 240-662015801	Balance from last bill MISSING (invoiced Dec 19, 2017)	2000 Accounts Payable	\$37.43	844.47
01-01-2018	Bill	M-NO16-DE15 2017	Rogers A/C # 6-2355-5513	Nov 16 - Dec 15, 2017 MISSING	2000 Accounts Payable	\$150.11	994.58
15-01-2018	Bill	JA16-FE15 2018	Rogers A/C # 6-2355-5513	Jan 16 - Feb 15, 2018	2000 Accounts Payable	\$142.21	1,136.79
15-01-2018	Bill	Jan 2018	Mr. Robert Briere	Monthly reimbursement for use of personal cell phone	2000 Accounts Payable	\$50.00	1,186.79
Total for 5040 Telecom Expenses						\$550.53	
Total for 5000 Utilities						\$36,562.44	
5100 Employee Salaries & Benefits							
5110 Taxes & WSIB							
Beginning Balance							96.55
04-01-2018	Pay cheque		Robert Briere	Employer Taxes	1010 Operating Account	\$49.17	145.72
18-01-2018	Pay cheque		Robert Briere	Employer Taxes	1010 Operating Account	\$49.15	194.87
31-01-2018	Journal Entry	98		to reclassify	-Split-	\$336.00	530.87
Total for 5110 Taxes & WSIB						\$434.32	
5120 Wages							
Beginning Balance							4,230.76
04-01-2018	Pay cheque		Robert Briere	Gross Pay - This is not a legal pay stub	1010 Operating Account	\$2,115.39	6,346.15
18-01-2018	Pay cheque		Robert Briere	Gross Pay - This is not a legal pay stub	1010 Operating Account	\$2,115.38	8,461.53
Total for 5120 Wages						\$4,230.77	
5122 Payroll Processing/WSIB							
31-01-2018	Expense			BILL PYMT 816 WSIB-ON-SCHE1	1010 Operating Account	\$336.46	336.46
31-01-2018	Journal Entry	98		to reclassify	-Split-	\$ -336.00	0.46
Total for 5122 Payroll Processing/WSIB						\$0.46	
5625 Uniforms							
Beginning Balance							169.49
Total for 5625 Uniforms							
Total for 5100 Employee Salaries & Benefits						\$4,665.55	
5400 Contracts							
5410 General Cleaning							
Beginning Balance							6,267.74
31-01-2018	Journal Entry	97		to set up monthly accruals	-Split-	\$6,267.74	12,535.48
Total for 5410 General Cleaning						\$6,267.74	
5415 Waste management							
Beginning Balance							326.41
01-01-2018	Bill	23694	Jet Waste Management LTD.	Inspection on compactor &	2000 Accounts Payable	\$32.61	359.02

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				container (invoiced Dec 21, 2017)			
Total for 5415 Waste management						\$32.61	
5430 Fire System Maintenance							
Beginning Balance							
02-01-2018	Bill	1-60022483288	Johnson Controls	For Monthly Maintenance on Contract Jan 1-31, 2018	2000 Accounts Payable	\$2,564.63	5,129.26
Total for 5430 Fire System Maintenance						\$2,564.63	
5435 Private Security							
Beginning Balance							
01-01-2018	Bill	C0342138	Securitas Canada Limited	December 1 - 31, 2017 (invoiced Dec 31, 2017)	2000 Accounts Payable	\$17,223.23	15,748.48
01-01-2018	Journal Entry	88R		to set up December accruals	-Split-	\$ -15,748.00	17,223.71
31-01-2018	Journal Entry	97		to set up monthly accruals	-Split-	\$17,223.23	34,446.94
Total for 5435 Private Security						\$18,698.46	
5440 Mechanical Maintenance/HVAC							
Beginning Balance							
02-01-2018	Bill	1-60022453391	Johnson Controls	For Monthly Maintenance on Contract Jan 1-31, 2018	2000 Accounts Payable	\$3,781.73	3,781.73
Total for 5440 Mechanical Maintenance/HVAC						\$3,781.73	
5455 Elevator							
Beginning Balance							
01-01-2018	Journal Entry	75		to set up prepaid elevator for Jan & Feb	-Split-	\$2,602.75	2,602.75
Total for 5455 Elevator						\$2,602.75	
5466 Interior Flowers							
31-01-2018	Journal Entry	97		to set up monthly accruals for Dec/Jan	-Split-	\$600.00	600.00
Total for 5466 Interior Flowers						\$600.00	
5470 Snow Removal							
Beginning Balance							
01-01-2018	Bill	13369	Burns Landscape Maintenance Inc.	Metropole - Jan 2018 snow maintenance	2000 Accounts Payable	\$2,486.00	-126.00
01-01-2018	Bill	13368	Burns Landscape Maintenance Inc.	Metropole - Dec 2017 snow maintenance (invocied Dec 31, 2017)	2000 Accounts Payable	\$2,486.00	2,360.00
01-01-2018	Bill	13367	Burns Landscape Maintenance Inc.	Metropole - Nov 2017 snow maintenance (invocied Nov 30, 2017)	2000 Accounts Payable	\$2,486.00	4,846.00
01-01-2018	Journal Entry	88R		to set up December accruals	-Split-	\$ -4,720.00	7,332.00
Total for 5470 Snow Removal						\$ -4,720.00	2,612.00
Total for 5475 Pest Control						\$2,738.00	
5475 Pest Control							
01-01-2018	Journal Entry	84		to set up prepaid - Jan 1 2018 to Dec 31 2018 - \$99.44/month	-Split-	\$99.44	99.44
Total for 5475 Pest Control						\$99.44	
Total for 5400 Contracts						\$37,385.36	
5500 General Repairs & Maintenance							
5501 Reimbursable Expense							
Beginning Balance							
01-01-2018	Bill	W64644	Clean Water Works	Water leaking (invoiced Dec 29, 2017)	2000 Accounts Payable	\$1,148.07	2,470.18
01-01-2018	Bill	SI-27343	Novatech DKI	Emergencies (invoiced Dec 18, 2017)	2000 Accounts Payable	\$1,746.34	3,618.25
01-01-2018	Bill	W64940	Clean Water Works	Plumber dispatched due to reported leak under kitchen sink in unit 801 (invoiced Dec 29, 2017)	2000 Accounts Payable	\$271.20	5,364.59
30-01-2018	Invoice	2513	0801 - Claude Garneau	Plumber dispatched due to reported leak under kitchen sink in unit 801 (invoiced Dec 29, 2017)	1100 Accounts Receivable	\$ -271.20	5,635.79
31-01-2018	Invoice	2669	2101 - James Daniel	For in-unit repairs on December 1 & 4, 2017 due to leaking pipes from jacuzzi tub	1100 Accounts Receivable	\$ -1,148.07	5,364.59
31-01-2018	Invoice	2671	2101 - James Daniel	Emergencies (invoiced Dec 18, 2017)	1100 Accounts Receivable	\$ -1,746.34	4,216.52
31-01-2018	Invoice	2670	2101 - James Daniel	repairs to unit 2001 due to damages caused by leaking jacuzzi in unit 2101	1100 Accounts Receivable	\$ -2,470.18	2,470.18
Total for 5501 Reimbursable Expense						\$ -2,470.18	0.00
5502 Building Supplies							
Beginning Balance							
01-01-2018	Bill	1742	CI Property Management	To reimburse CIPM for purchase of storage containers, fans and delivery (invoiced Dec 5, 2017)	2000 Accounts Payable	\$162.65	2,951.80
03-01-2018	Bill	IN01298938	Preston Hardware	Maintenance Supplies	2000 Accounts Payable	\$29.48	3,114.45
10-01-2018	Bill	IN01300395	Preston Hardware	Maintenance Supplies	2000 Accounts Payable	\$66.62	3,143.93
12-01-2018	Bill	1698	CI Property Management	to reimburse CIPM for purchase of Christmas tree stand from Cnd Tire and delivery charge	2000 Accounts Payable	\$141.24	3,210.55
15-01-2018	Bill	IN01301429	Preston Hardware	Maintenance Supplies	2000 Accounts Payable	\$28.24	3,351.79
Total for 5502 Building Supplies						\$428.23	3,380.03

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5503 General Repairs & Maint							
Beginning Balance							7,222.96
01-01-2018	Bill	000152	Greater Valley Renovations Inc.	Concrete floor repairs (invoiced Dec 10, 2017)	2000 Accounts Payable	\$1,638.50	8,861.46
10-01-2018	Bill	3667	Morin Insulation & Roofing Ltd	2 roofers with equipment and tools	2000 Accounts Payable	\$1,751.50	10,612.96
31-01-2018	Journal Entry	99		to reclassify prolite inv 5848	-Split-	\$ -700.60	9,912.36
31-01-2018	Journal Entry	99		to reclassify prolite inv 5849	-Split-	\$ -847.50	9,064.86
31-01-2018	Journal Entry	99		to reclassify 4478983 Canada Inc inv 23691	-Split-	\$ -882.53	8,182.33
31-01-2018	Journal Entry	99		to reclassify 4478983 Canada Inc inv 23630	-Split-	\$ -1,125.48	7,056.85
31-01-2018	Journal Entry	99		to reclassify 4478983 Canada Inc inv 23689	-Split-	\$ -1,558.27	5,498.58
31-01-2018	Journal Entry	99		to reclassify Morin Insulation & Roofing Ltd inv 3667	-Split-	\$ -1,751.50	3,747.08
31-01-2018	Journal Entry	99		to reclassify prolite inv 5869	-Split-	\$ -2,542.50	1,204.58
<b>Total for 5503 General Repairs &amp; Maint</b>						<b>\$ -6,018.38</b>	
5505 Pool supplies							
Beginning Balance							436.73
08-01-2018	Bill	23069	Ottawa Pool Works	chemicals and pool vacuum hose	2000 Accounts Payable	\$180.65	617.38
<b>Total for 5505 Pool supplies</b>						<b>\$180.65</b>	
5510 Additional Building Cleaning							
Beginning Balance							265.55
01-01-2018	Bill	9924269416	Labrador	water (invoiced Dec 31, 2017)	2000 Accounts Payable	\$61.23	326.78
02-01-2018	Bill	EX1217-CI-2- Metropol	Spot Maintenance	Holiday cleaning. Detailed cleaning on Dec 24, 26, 31 @ 4hrs/day	2000 Accounts Payable	\$427.14	753.92
<b>Total for 5510 Additional Building Cleaning</b>						<b>\$488.37</b>	
5515 Waste System							
Beginning Balance							146.88
<b>Total for 5515 Waste System</b>							
5520 Electrical R&M							
Beginning Balance							2,131.29
01-01-2018	Bill	19354	Boss Electric	Test sauna, replace ballast (invoiced Dec. 15, 2017)	2000 Accounts Payable	\$141.25	2,272.54
01-01-2018	Bill	11104	Buchanan Lighting Ltd.	supply of ballasts (invoiced Dec 21, 2017)	2000 Accounts Payable	\$579.76	2,852.30
03-01-2018	Bill	19402	Boss Electric	Install new lights in hallways	2000 Accounts Payable	\$423.75	3,276.05
03-01-2018	Bill	19404	Boss Electric	Replace customer supplied ballasts	2000 Accounts Payable	\$141.25	3,417.30
12-01-2018	Bill	19424	Boss Electric	Replace customer supplied ballasts	2000 Accounts Payable	\$141.25	3,558.55
12-01-2018	Bill	19422	Boss Electric	Reset tripped main breaker	2000 Accounts Payable	\$141.25	3,699.80
<b>Total for 5520 Electrical R&amp;M</b>						<b>\$1,568.51</b>	
5525 Garage Cleaning/Maintenance							
Beginning Balance							141.25
01-01-2018	Bill	11215-48802	Al Parsons Electronics Ltd.	After hours emergency service call (invoiced Dec 22, 2017)	2000 Accounts Payable	\$1,717.96	1,859.21
<b>Total for 5525 Garage Cleaning/Maintenance</b>						<b>\$1,717.96</b>	
5537 Doors, Keys & Locks							
Beginning Balance							2,890.68
01-01-2018	Bill	46491	Com-Net Communication	Diagnosed keyscan issue (invoiced Apr 13, 2017)	2000 Accounts Payable	\$508.50	3,399.18
01-01-2018	Bill	0000190064	European Glass and Paint	Change 3 locks (invoiced Dec 29, 2017)	2000 Accounts Payable	\$244.08	3,643.26
15-01-2018	Bill	22193	Lock Solutions	Service call and labour to install all materials	2000 Accounts Payable	\$378.37	4,021.63
<b>Total for 5537 Doors, Keys &amp; Locks</b>						<b>\$1,130.95</b>	
5540 HVAC							
Beginning Balance							25.48
01-01-2018	Bill	MHA00075	Optimum Mechanical Solutions	No heat in guest suite.	2000 Accounts Payable	\$377.99	403.47
01-01-2018	Bill	04622	Optimum Mechanical Solutions	Penthouse 3301 and 3302 Humidifier check. (invoiced Dec 27, 2017)	2000 Accounts Payable	\$181.37	584.84
08-01-2018	Bill	04930	Optimum Mechanical Solutions	Guest Suite "A" no heat call, blower not running, spare blower will be left in the suite.	2000 Accounts Payable	\$239.56	824.40
<b>Total for 5540 HVAC</b>						<b>\$798.92</b>	
5550 Generator							
01-01-2018	Bill	20109441	Gentech Services	Check for installation of contact point for building automation system. (invoiced Aug 16, 2017)	2000 Accounts Payable	\$248.60	248.60
01-01-2018	Bill	20109457	Gentech Services	Open Transfer Switch- Customer requires assistance with opening switch. (invoiced Aug 8, 2017)	2000 Accounts Payable	\$141.25	389.85
<b>Total for 5550 Generator</b>						<b>\$389.85</b>	
5555 Elevator							
Beginning Balance							1,724.70
08-01-2018	Bill	1338662	ThyssenKrupp Elevator (Canada) Limited	service call- elevator stuck	2000 Accounts Payable	\$1,160.54	2,885.24

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
17-01-2018	Bill	1346216	ThyssenKrupp Elevator (Canada) Limited	Door Problems	2000 Accounts Payable	\$220.26	3,105.50
Total for 5555 Elevator						\$1,380.80	
5562 Common Area upgrades							
Beginning Balance							1,954.90
Total for 5562 Common Area upgrades							
5580 Shared Facility Expense							
Beginning Balance							391.15
01-01-2018	Bill	5377	Nexus Electric	Ballast tri-tap 70WMH and lamp. (invoiced Sept 19, 2017)	2000 Accounts Payable	\$496.76	887.91
01-01-2018	Bill	5570	Nexus Electric	Repaired light standards next to 80 Metropole Private. 6hrs @\$70.00/hr Billing 69.23% of \$785.35 cost of total job. (invoiced Nov 6, 2017)	2000 Accounts Payable	\$543.71	1,431.62
31-01-2018	Journal Entry	97		to set up Dec 2017 shared snow accrual	-Split-	\$2,360.00	3,791.62
31-01-2018	Journal Entry	97		to set up Jan 2018 shared snow accrual	-Split-	\$2,360.00	6,151.62
Total for 5580 Shared Facility Expense						\$5,760.47	
Total for 5500 General Repairs & Maintenance						\$5,356.15	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							10,760.54
01-01-2018	Bill	1593	CI Property Management	Monthly increase in management fee due to new condo act changes	2000 Accounts Payable	\$1,227.52	11,988.06
01-01-2018	Bill	1619	CI Property Management	monthly management fee	2000 Accounts Payable	\$8,305.50	20,293.56
Total for 5801 Property Management Fees						\$9,533.02	
5810 Office expenses							
Beginning Balance							1,307.32
01-01-2018	Bill	1741	CI Property Management	To reimburse CIPM for purchase of supplies for building and delivery (invoiced Dec 5, 2017)	2000 Accounts Payable	\$95.99	1,403.31
01-01-2018	Bill	1699	CI Property Management	to reimburse CIPM for purchase of Christmas Tree (invoiced Dec 31, 2017)	2000 Accounts Payable	\$75.00	1,478.31
12-01-2018	Bill	1697	CI Property Management	to reimburse CIPM for purchase of gift cards for building staff- MC gift card and delivery charge	2000 Accounts Payable	\$161.81	1,640.12
Total for 5810 Office expenses						\$332.80	
5812 Bank charges							
Beginning Balance							128.16
05-01-2018	Expense			ACTIVITY FEE	1020 Reserve Account	\$4.78	132.94
05-01-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$18.10	151.04
05-01-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$112.70	263.74
Total for 5812 Bank charges						\$135.58	
5813 Meeting Expense							
Beginning Balance							146.67
Total for 5813 Meeting Expense							
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							9,061.74
31-01-2018	Journal Entry	89		to record monthly insurance expense transfer from prepaid	-Split-	\$9,061.74	18,123.48
Total for 5830 Insurance Expense/General & Liability Insurance						\$9,061.74	
5835 Consulting Fees- Architect/Designer							
Beginning Balance							861.63
Total for 5835 Consulting Fees- Architect/Designer							
5836 Consulting- Engineering							
Beginning Balance							7,378.90
01-01-2018	Bill	101129	CLEB Consulting Inc.	Professional fees - remedial work on precast wall system (invoiced Dec 18, 2017)	2000 Accounts Payable	\$6,079.40	13,458.30
12-01-2018	Bill	18-058	Rooney, Irving & Associates Ltd.	Elevator Consulting Services	2000 Accounts Payable	\$904.00	14,362.30
Total for 5836 Consulting- Engineering						\$6,983.40	
5840 Building staff bonuses							
Beginning Balance							2,400.00
Total for 5840 Building staff bonuses							
Total for 5800 Administrative & Professional Expenses						\$26,046.54	
6102 Building Interior R&M							
Beginning Balance							15,625.87
31-01-2018	Journal Entry	100		to reclassify 4478983 Canada Inc Inv#23668	-Split-	\$ -1,125.48	14,500.39
31-01-2018	Journal Entry	100		to reclassify 4478983 Canada Inc Inv#23640	-Split-	\$ -3,666.85	10,833.54
31-01-2018	Journal Entry	100		to reclassify 4478983 Canada Inc Inv#23641	-Split-	\$ -3,261.18	7,572.36
Total for 6102 Building Interior R&M						\$ -8,053.51	
6103 Building Exterior R&M							
Beginning Balance							8,949.60

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 6103 Building Exterior R&M							
6142 Reserve - Electrical							
19-01-2018	Bill	*102387	Smith + Andersen	Professional Services from December 01, 2017 to December 31, 2017	2000 Accounts Payable	\$872.93	872.93
Total for 6142 Reserve - Electrical							\$872.93
6150 Reserve Fund Study							
Beginning Balance							1,751.50
Total for 6150 Reserve Fund Study							

## 1010 Operating Account, Period Ending 31-01-2018

## RECONCILIATION REPORT

Reconciled on: 11-02-2018

Reconciled by: Jen Walker

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

## Summary

CAD

Statement beginning balance.....	280,240.39
Cheques and payments cleared (42).....	-249,376.92
Deposits and other credits cleared (182).....	320,115.33
Statement ending balance.....	<u>350,978.80</u>
Uncleared transactions as of 31-01-2018.....	-25,921.34
Register balance as of 31-01-2018.....	325,057.46
Cleared transactions after 31-01-2018.....	0.00
Uncleared transactions after 31-01-2018.....	120,255.29
Register balance as of 11-02-2018.....	<u>445,312.75</u>

## Details

## Cheques and payments cleared (42)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Bill Payment		CI Property Management	-8,305.50
02-01-2018	Bill Payment		Hydro-38 METROPOLE PVT ...	-22,050.27
02-01-2018	Bill Payment		Hydro-38 METROPOLE PVT ...	-25,903.95
04-01-2018	Cheque	NSF	2703 - Estate of the Late Jitk...	-744.35
04-01-2018	Payroll Cheque		Robert Briere	-1,698.04
05-01-2018	Expense			-18.10
05-01-2018	Expense			-112.70
09-01-2018	Bill Payment	RBCX0279	Rogers A/C #7-3441-7710	-633.31
09-01-2018	Bill Payment	FCN_8775-1	Bassi Construction LP	-90,000.00
09-01-2018	Bill Payment	RBCX3113	Enbridge-38 METROPOLE P...	-15,124.94
09-01-2018	Bill Payment	RBCX3151	Rogers A/C # 7-5091-9334	-11.66
09-01-2018	Bill Payment	RBCX0251	Rogers A/C # 7-3161-8336	-112.16
12-01-2018	Bill Payment	FCN_8778-2	Keller Engineering	-1,751.50
12-01-2018	Bill Payment		The Condominium Authority ...	-1,066.41
12-01-2018	Bill Payment	FCN_8778-1	Bassi Construction LP	-43,970.77
12-01-2018	Bill Payment	FCN_8777-10	ThyssenKrupp Elevator (Can...	-1,724.70
12-01-2018	Bill Payment	FCN_8777-9	Ruhland & Associates Ltd	-861.63
12-01-2018	Bill Payment	FCN_8777-8	Johnson Controls	-25.48
12-01-2018	Bill Payment	FCN_8777-7	Evolution Building Services	-146.88
12-01-2018	Bill Payment	FCN_8777-6	European Glass and Paint	-537.88
12-01-2018	Bill Payment	FCN_8777-5	CI Property Management	-146.67
12-01-2018	Bill Payment	FCN_8777-4	Buchanan Lighting Ltd.	-1,040.84
12-01-2018	Bill Payment	RBCX0781	Rogers A/C # 240-662015801	-46.64
12-01-2018	Bill Payment	RBCX0812	Rogers A/C # 6-2355-5513	-444.05
12-01-2018	Bill Payment	RBCX0879	Ottawa Water & Sewer-38 M...	-6,317.60
12-01-2018	Bill Payment	FCN_8776-1	City Locksmith Lock & Key S...	-777.44
12-01-2018	Bill Payment	FCN_8776-2	Mr. Robert Briere	-169.49
12-01-2018	Bill Payment	FCN_8776-3	Ottawa Pool Works	-359.44
12-01-2018	Bill Payment	FCN_8776-4	Preston Hardware	-724.14
12-01-2018	Bill Payment	FCN_8776-5	Sani-Sol Inc.	-87.50
12-01-2018	Bill Payment	FCN_8776-6	Snelling	-379.87
12-01-2018	Bill Payment	FCN_8776-7	Spot Maintenance	-6,533.29
12-01-2018	Bill Payment	FCN_8776-8	Torbram Electric Supply	-467.14
12-01-2018	Bill Payment	FCN_8777-1	4478983 Canada Inc	-11,649.17
12-01-2018	Bill Payment	FCN_8777-2	Ainger Cabling + Security	-1,954.90
12-01-2018	Bill Payment	FCN_8777-3	Boss Electric	-444.54
15-01-2018	Tax Payment		Receiver General	-938.53
18-01-2018	Payroll Cheque		Robert Briere	-1,698.04
22-01-2018	Bill Payment		Hydro - 38 Metropole Pvt F/P	-19.88
22-01-2018	Bill Payment		Hydro - 38 Metropole Pvt F/P	-20.70
22-01-2018	Bill Payment		Hydro - 38 Metropole Pvt F/P	-20.36
31-01-2018	Expense			-336.46

Total	-249,376.92
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## Deposits and other credits cleared (182)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-10-2017	Receive Payment	CI*3046 - 8480	1201 The Estate of Barbara F...	1,033.00
08-11-2017	Receive Payment		1201 The Estate of Barbara F...	1,033.00
04-12-2017	Receive Payment		1201 The Estate of Barbara F...	1,137.14
02-01-2018	Receive Payment		2304 - James Jarvis	1,511.71
02-01-2018	Receive Payment		1404 - Dr. Vijay & Beverly Mo...	1,511.71
02-01-2018	Receive Payment		1504 - Jonathon Fisher & Lin...	1,511.72
02-01-2018	Receive Payment		1204 - Kenny & Jocelyne Ars...	1,532.94
02-01-2018	Receive Payment		2504 - Eddy & Sandra Gordo...	1,567.79
02-01-2018	Receive Payment		2902 - Laine & Barry Cooper	1,709.88
02-01-2018	Receive Payment		3202 - Carol Greenberg	1,709.88
02-01-2018	Receive Payment		3102 - Marie & James Morris...	1,709.88
02-01-2018	Receive Payment		3002 - Shirley Redmond	1,731.11
02-01-2018	Receive Payment		3101 - Brian Fogarty	1,775.37
02-01-2018	Receive Payment		3001 - Jeremy Colman	1,775.37
02-01-2018	Receive Payment		3201 - Margaret & Nancy Sh...	1,775.37
02-01-2018	Receive Payment		2901 - Karen Ellis & Jim Mac...	1,775.37
02-01-2018	Receive Payment		3301 Gerald & Mary-Belle Pu...	1,946.46
02-01-2018	Receive Payment		2903 - Lori Loeb	2,253.08
02-01-2018	Receive Payment		3103 - Francesca Clacerano	2,309.16
02-01-2018	Receive Payment		3203 - Larry Hartman	2,309.17
02-01-2018	Receive Payment		3003 - Sonia Tavel	2,330.41
02-01-2018	Receive Payment		3302 - Elissa Iny	2,356.42
02-01-2018	Deposit			1,320.00
02-01-2018	Receive Payment		0703 - Samuel Yin Sun Lee	696.59
02-01-2018	Receive Payment		0204 - Helen Bucosky	731.98
02-01-2018	Receive Payment		2603 - Rachel Purser	744.36
02-01-2018	Receive Payment		2003 - Gabriel Coifan	744.36
02-01-2018	Receive Payment		0205 - Carolyn & Therese Mo...	1,008.00
02-01-2018	Receive Payment		0402 - Theresa & Susan Berk...	1,008.00
02-01-2018	Receive Payment		1705 - Sharron Kavanagh	1,137.16
02-01-2018	Receive Payment		2505 - David & Christine Welch	1,137.14
02-01-2018	Receive Payment		1505 - James Finnie & Ollie ...	1,137.14
02-01-2018	Receive Payment		1501 - Janis Byron	1,137.14
02-01-2018	Receive Payment		2705 - Bonnie Sigston	1,137.14
02-01-2018	Receive Payment		2405 - Ron & Elaine Brown	1,137.14
02-01-2018	Receive Payment		1001 - Jim & Madeleine Low	1,137.14
02-01-2018	Receive Payment		0701 - James & Mary Ann Ge...	1,137.14
02-01-2018	Receive Payment		0401 - Jacob & Margaret Wiebe	1,137.14
02-01-2018	Receive Payment		1701 - Richard & Marjorie Lacy	1,137.14
02-01-2018	Receive Payment		0201 - Jacques & Helen Ben...	1,137.14
02-01-2018	Receive Payment		0606 - Mohamed Peera	1,137.14
02-01-2018	Receive Payment		2305 - David Moors	1,137.14
02-01-2018	Receive Payment		1105 - Roy & Marianne Wood	1,137.14
02-01-2018	Receive Payment		2701 - Ursula & Richard Stre...	1,137.14
02-01-2018	Receive Payment		1605 - Geetha & Rangacha J...	1,137.14
02-01-2018	Receive Payment		0506 - William & Marilyn New...	1,137.14
02-01-2018	Receive Payment		1101 - Carol Stewart	1,137.14
02-01-2018	Receive Payment		2005 - Craig Milne	1,137.14
02-01-2018	Receive Payment		0501 - Norma Gore	1,137.14
02-01-2018	Receive Payment		0706 - Vivian Chiu	1,137.15
02-01-2018	Receive Payment		0801 - Claude Garneau	1,137.15
02-01-2018	Receive Payment		2501 - Arnold Toporowski	1,158.37
02-01-2018	Receive Payment		0406 - Raymond & Gayle Cor...	1,158.38
02-01-2018	Receive Payment		1905 - Louis Martin	1,158.38
02-01-2018	Receive Payment		0906 - Anne Bertrand	1,158.38
02-01-2018	Receive Payment		0206 - Linda Wood	1,172.54
02-01-2018	Receive Payment		0306 - Gerry Derouin	1,172.54
02-01-2018	Receive Payment		1502 - Simone Gardner	1,176.09
02-01-2018	Receive Payment		2402 - Edward & Pilar Doe	1,176.09
02-01-2018	Receive Payment		2202 - Alan Netherton	1,176.09
02-01-2018	Receive Payment		2102 - Paul Dion	1,176.09
02-01-2018	Receive Payment		2602 - Michael & Carole Dence	1,176.09
02-01-2018	Receive Payment		1802 - Terry Kim	1,176.09
02-01-2018	Receive Payment		1102 - Ron Gelinias	1,176.10
02-01-2018	Receive Payment		1602 - Tedd & Toby Nathanson	1,176.10
02-01-2018	Receive Payment		1702 - Peter Cooney	1,176.10
02-01-2018	Receive Payment		2105 - Val & Paul Puddicombe	1,193.23

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Receive Payment		2301 - Doug & Marie Wong	1,193.23
02-01-2018	Receive Payment		1901 - John Mierins	1,193.23
02-01-2018	Receive Payment		2401 - Shelley Rothman	1,193.23
02-01-2018	Receive Payment		2805 - Larry O'Brien	1,193.23
02-01-2018	Receive Payment		1801 - Evelyn Lieff	1,193.23
02-01-2018	Receive Payment		2205 - Malcolm McKechnie	1,193.23
02-01-2018	Receive Payment		1202 - Peter & Joan Gillespie	1,197.32
02-01-2018	Receive Payment		2802 - Bruce & Ulla Maynard	1,218.54
02-01-2018	Receive Payment		1902 - Robert Ratcliffe	1,232.18
02-01-2018	Receive Payment		2302 - Rita Savard	1,232.18
02-01-2018	Receive Payment		1402 - Ingrid Levitz	1,232.18
02-01-2018	Receive Payment		2702 - Pedram Fouladirad & ...	1,232.18
02-01-2018	Receive Payment		0901 - Alain & Brenda Paquet	1,237.14
02-01-2018	Receive Payment		2801 - Doug McCarthy	1,249.31
02-01-2018	Receive Payment		2502 - Anna Turner	1,253.41
02-01-2018	Receive Payment		2002 - Judy Edgar	1,274.63
02-01-2018	Receive Payment		2804 - Leona Cunningham	1,434.40
02-01-2018	Receive Payment		2404 - Frank & Mary Dooher	1,490.49
02-01-2018	Receive Payment		2104 - Richard & Nathalie Vill...	1,490.49
02-01-2018	Receive Payment		1904 - Dr. Marie Kiar	1,490.49
02-01-2018	Receive Payment		2704 - Francois & Anne Borde	1,490.49
02-01-2018	Receive Payment		1704 - Catherine Hart	1,490.49
02-01-2018	Receive Payment		1604 - Mark & Nina Dover	1,490.49
02-01-2018	Receive Payment		2604 - Lorraine Fage	1,490.49
02-01-2018	Receive Payment		1104 - Paul Manson	1,490.49
02-01-2018	Receive Payment		1804 - Dr. Pablo Nery	1,490.49
02-01-2018	Receive Payment		2204 - Gail Victor	1,511.71
02-01-2018	Receive Payment		P195-01 - Edward & Loretta ...	56.09
02-01-2018	Receive Payment		0604 - Marilyn Knock	696.58
02-01-2018	Receive Payment		1003 - Robert Hansen	696.59
02-01-2018	Receive Payment		0803 - Dianne Caufeild	696.59
02-01-2018	Receive Payment		1004 - Rheal & Ron Gellinas	696.59
02-01-2018	Receive Payment		0504 - Patrick Soucy	696.59
02-01-2018	Receive Payment		0904 - Geoff Riggs	696.59
02-01-2018	Receive Payment		0704 - Steven Dubreuil Clend...	696.59
02-01-2018	Receive Payment		0603 - Todd McLaughlin	696.59
02-01-2018	Receive Payment		0404 - Doug McCarthy	696.59
02-01-2018	Receive Payment		0403 - Abdulmotaieb & Gladys...	696.59
02-01-2018	Receive Payment		0503 - Radha Seshadri	696.59
02-01-2018	Receive Payment		0203 - Pedram Fouladirad & ...	731.98
02-01-2018	Receive Payment		0303 - Edvardo Del Campo	731.98
02-01-2018	Receive Payment		0304 - Elsia & Mauizio Bonardi	731.98
02-01-2018	Receive Payment		1503 - Rob & Margaret Noffke	744.35
02-01-2018	Receive Payment		2503 - Thomas & Karen Cole	744.35
02-01-2018	Receive Payment		1903 - Dr. Someshwar & Sar...	744.35
02-01-2018	Receive Payment		2303 - 7214626 Canada Inc.	744.35
02-01-2018	Receive Payment		2103 - Pedram Fouladirad & ...	744.35
02-01-2018	Receive Payment		2803 - Wing Sum Chan	744.35
02-01-2018	Receive Payment		1103 - Zahra Pourjafai-Zaiaei	744.35
02-01-2018	Receive Payment		1803 - Muriel Earle	744.35
02-01-2018	Receive Payment		2203 - Jennifer Cole	744.35
02-01-2018	Receive Payment		1603 - Hani & Mira Chouocral...	744.35
02-01-2018	Receive Payment		2703 - Estate of the Late Jitk...	744.35
02-01-2018	Receive Payment		2403 - Hashem Hoda	744.35
02-01-2018	Receive Payment		0903 - Selena Wai Man Che	752.67
02-01-2018	Receive Payment		1203 - Karen Switzer	765.46
02-01-2018	Receive Payment		1403 - Goldie Braman	765.57
02-01-2018	Receive Payment		1703 - Alex & Lenka Mach	800.44
02-01-2018	Receive Payment		Hyun Soo Lee (0305)	1,008.02
02-01-2018	Receive Payment		1002 - Louise Tardif	1,008.02
02-01-2018	Receive Payment		0605 - Douglas & Louise Hol...	1,008.02
02-01-2018	Receive Payment		0302 - Kathleen Laing	1,008.02
02-01-2018	Receive Payment		0405 - David Nicholson	1,008.02
02-01-2018	Receive Payment		0502 - Judith Haswell	1,008.02
02-01-2018	Receive Payment		0805 - Nadia Safarian	1,008.02
02-01-2018	Receive Payment		0202 - John & Elsie Mallon	1,008.02
02-01-2018	Receive Payment		0905 - Nelson Ning & Jean H...	1,008.02
02-01-2018	Receive Payment		0705 - Janet Clarke-Armstrong	1,008.02
02-01-2018	Receive Payment		0902 - Wayne Harrison	1,008.02

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Receive Payment		0802 - Claude Garneau	1,008.02
02-01-2018	Receive Payment		0505 - Velma & Barry Cornish	1,008.02
02-01-2018	Receive Payment		0702 - Donald DeGenova & ...	1,029.22
02-01-2018	Receive Payment		0602 - Teresa Mersereau	1,029.22
02-01-2018	Receive Payment		1005 - Des Clair	1,064.10
02-01-2018	Receive Payment		1006 - Carol Devenny In Trust	1,137.14
02-01-2018	Receive Payment		2201 - Eileen & Roy Pike	1,137.14
02-01-2018	Receive Payment		1601 - Lilliane Feig	1,137.14
02-01-2018	Receive Payment		2001 - Leonard Bennett	1,137.14
02-01-2018	Receive Payment		0601 - Jocelyne Arvisais	1,137.14
02-01-2018	Receive Payment		2605 - Louis & Diane Tennen...	1,137.14
02-01-2018	Receive Payment		0806 - Raymonde Haddad	1,137.14
02-01-2018	Receive Payment		2101 - James Daniel	1,137.14
02-01-2018	Receive Payment		2601 - Helen Thomas	1,137.14
02-01-2018	Receive Payment		1401 - Nicole Hanson	1,137.14
02-01-2018	Receive Payment		0301 - Jadu Gopal Saha	1,137.14
02-01-2018	Receive Payment		1805 - Blythe & Carol McCleary	1,137.14
02-01-2018	Receive Payment		1405 - Bertram Blevis	1,137.14
02-01-2018	Receive Payment		1205 - Shedman Tam	1,137.14
08-01-2018	Deposit			1,475.00
08-01-2018	Receive Payment		1102 - Ron Gelinass	49.50
09-01-2018	Deposit			90,000.00
12-01-2018	Deposit			45,722.27
16-01-2018	Receive Payment		2605 - Louis & Diane Tennen...	15.00
16-01-2018	Deposit			895.00
18-01-2018	Receive Payment	TFR CI Trust	3102 - Marie & James Morris...	20.52
18-01-2018	Receive Payment	TFR from CI Trust	1103 - Zahra Pourjafai-Zaiaei	22.91
18-01-2018	Receive Payment	TFR CI Trust	1201 The Estate of Barbara F...	1,137.14
18-01-2018	Receive Payment	TFR CI Trust	0702 - Donald DeGenova & ...	15.00
23-01-2018	Receive Payment		0304 - Elsia & Mauizio Bonardi	24.12
23-01-2018	Receive Payment		1203 - Karen Switzer	21.10
23-01-2018	Receive Payment		1904 - Dr. Marie Kiar	15.00
23-01-2018	Receive Payment		0804 - Elpida Agathocleous	696.59
23-01-2018	Receive Payment		0804 - Elpida Agathocleous	696.59
23-01-2018	Deposit			1,020.00
30-01-2018	Bill Payment	FCN_8779-4	Johnson Controls	0.00
30-01-2018	Bill Payment	FCN_8779-5	Kare-Mor Enterprises Co. Ltd.	0.00
30-01-2018	Bill Payment	FCN_8779-6	Mr. Robert Briere	0.00
30-01-2018	Bill Payment	FCN_8779-7	Nexus Electric	0.00
30-01-2018	Bill Payment	FCN_8779-8	Preston Hardware	0.00
30-01-2018	Bill Payment	FCN_8779-3	Jet Waste Management LTD.	0.00
30-01-2018	Bill Payment	FCN_8779-10	Securitas Canada Limited	0.00
30-01-2018	Bill Payment	FCN_8779-11	Spot Maintenance	0.00
30-01-2018	Bill Payment	FCN_8779-2	Dulux Paints	0.00
30-01-2018	Bill Payment	FCN_8779-1	Burns Landscape Maintenan...	0.00
30-01-2018	Bill Payment	FCN_8779-9	Prolite Glass & Mirrors Inc.	0.00

Total				320,115.33
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#### Additional Information

Uncleared cheques and payments as of 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
22-06-2017	Bill Payment	EFT1384	Metropole Mingle Committee	-75.00
15-07-2017	Tax Payment		Receiver General	-861.08
14-08-2017	Tax Payment		Receiver General	-861.08
30-01-2018	Bill Payment	FCN_8780-3	CLEB Consulting Inc.	-6,079.40
30-01-2018	Bill Payment	FCN_8780-4	Labrador	-61.23
30-01-2018	Bill Payment	FCN_8780-5	Ottawa Pool Works	-180.65
30-01-2018	Bill Payment	FCN_8780-6	Rooney, Irving & Associates ...	-904.00
30-01-2018	Bill Payment	FCN_8780-7	Smith + Andersen	-872.93
30-01-2018	Bill Payment	FCN_8780-8	ThyssenKrupp Elevator (Can...	-1,380.80
30-01-2018	Bill Payment	FCN_8781-1	Al Parsons Electronics Ltd.	-1,717.96
30-01-2018	Bill Payment	FCN_8781-2	Boss Electric	-988.75
30-01-2018	Bill Payment	FCN_8781-3	Buchanan Lighting Ltd.	-579.76
30-01-2018	Bill Payment	FCN_8781-4	Com-Net Communication	-508.50
30-01-2018	Bill Payment	FCN_8781-5	European Glass and Paint	-244.08
30-01-2018	Bill Payment	FCN_8781-6	Gentech Services	-389.85

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
30-01-2018	Bill Payment	FCN_8781-7	Greater Valley Renovations Inc.	-1,638.50
30-01-2018	Bill Payment	FCN_8780-2	Clean Water Works	-1,419.27
30-01-2018	Bill Payment	FCN_8780-1	CI Property Management	-2,483.37
30-01-2018	Bill Payment	FCN_8781-8	Lock Solutions	-378.37
30-01-2018	Bill Payment	FCN_8781-11	Optimum Mechanical Solutions	-798.92
30-01-2018	Bill Payment	FCN_8781-10	Novatech DKI	-1,746.34
30-01-2018	Bill Payment	FCN_8781-9	Morin Insulation & Roofing Ltd	-1,751.50

**Total** -25,921.34

Uncleared cheques and payments after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Payroll Cheque		Robert Briere	-1,698.03
01-02-2018	Bill Payment		CI Property Management	-8,305.50
05-02-2018	Bill Payment	FCN_8783-3	Jet Waste Management LTD.	-32.61
05-02-2018	Bill Payment	FCN_8783-4	Johnson Controls	-6,346.36
05-02-2018	Bill Payment	FCN_8783-5	Mr. Robert Briere	-50.00
05-02-2018	Bill Payment	FCN_8783-2	Dulux Paints	-684.52
05-02-2018	Bill Payment	FCN_8783-1	Burns Landscape Maintenanc...	-7,458.00
05-02-2018	Bill Payment	FCN_8783-6	Preston Hardware	-124.34
05-02-2018	Cheque	NSF	2703 - Estate of the Late Jitk...	-744.35
05-02-2018	Bill Payment	FCN_8783-9	Spot Maintenance	-427.14
05-02-2018	Bill Payment	FCN_8783-7	Prolite Glass & Mirrors Inc.	-4,090.60
05-02-2018	Bill Payment	FCN_8783-8	Securitas Canada Limited	-17,223.23
08-02-2018	Bill Payment	RBCX7688	Ottawa Water & Sewer-38 M...	-7,750.62
08-02-2018	Bill Payment	RBCX7675	Rogers A/C # 6-2355-5513	-142.21
15-02-2018	Tax Payment		Receiver General	-933.01

**Total** -56,010.52

Uncleared deposits and other credits after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		2104 - Richard & Nathalie Vill...	1,490.49
01-02-2018	Receive Payment		1604 - Mark & Nina Dover	1,490.49
01-02-2018	Receive Payment		2604 - Lorraine Fage	1,490.49
01-02-2018	Receive Payment		1104 - Paul Manson	1,490.49
01-02-2018	Receive Payment		1404 - Dr. Vijay & Beverly Mo...	1,511.71
01-02-2018	Receive Payment		2204 - Gail Victor	1,511.71
01-02-2018	Receive Payment		2304 - James Jarvis	1,511.71
01-02-2018	Receive Payment		1504 - Jonathon Fisher & Lin...	1,511.72
01-02-2018	Receive Payment		1204 - Kenny & Jocelyne Ars...	1,532.94
01-02-2018	Receive Payment		2504 - Eddy & Sandra Gordo...	1,567.79
01-02-2018	Receive Payment		2902 - Laine & Barry Cooper	1,709.88
01-02-2018	Receive Payment		3202 - Carol Greenberg	1,709.88
01-02-2018	Receive Payment		3102 - Marie & James Morris...	1,709.88
01-02-2018	Receive Payment		3002 - Shirley Redmond	1,731.11
01-02-2018	Receive Payment		3201 - Margaret & Nancy Sh...	1,775.37
01-02-2018	Receive Payment		3101 - Brian Fogarty	1,775.37
01-02-2018	Receive Payment		3001 - Jeremy Colman	1,775.37
01-02-2018	Receive Payment		2901 - Karen Ellis & Jim Mac...	1,775.37
01-02-2018	Receive Payment		3301 Gerald & Mary-Belle Pu...	1,946.46
01-02-2018	Receive Payment		2903 - Lori Loeb	2,253.08
01-02-2018	Receive Payment		3103 - Francesca Clacerano	2,309.16
01-02-2018	Receive Payment		3203 - Larry Hartman	2,309.17
01-02-2018	Receive Payment		3003 - Sonia Tavel	2,330.41
01-02-2018	Receive Payment		3302 - Elissa Iny	2,356.42
01-02-2018	Receive Payment		1205 - Shedman Tam	1,137.14
01-02-2018	Receive Payment		2505 - David & Christine Welch	1,137.14
01-02-2018	Receive Payment		0806 - Raymonde Haddad	1,137.14
01-02-2018	Receive Payment		2601 - Helen Thomas	1,137.14
01-02-2018	Receive Payment		1401 - Nicole Hanson	1,137.14
01-02-2018	Receive Payment		1505 - James Finnie & Ollie ...	1,137.14
01-02-2018	Receive Payment		0401 - Jacob & Margaret Wiebe	1,137.14
01-02-2018	Receive Payment		2701 - Ursula & Richard Stre...	1,137.14
01-02-2018	Receive Payment		2405 - Ron & Elaine Brown	1,137.14
01-02-2018	Receive Payment		0301 - Jadu Gopal Saha	1,137.14

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		1605 - Geetha & Rangacha J...	1,137.14
01-02-2018	Receive Payment		0506 - William & Marilyn New...	1,137.14
01-02-2018	Receive Payment		2005 - Craig Milne	1,137.14
01-02-2018	Receive Payment		0501 - Norma Gore	1,137.14
01-02-2018	Receive Payment		0201 - Jacques & Helen Ben...	1,137.14
01-02-2018	Receive Payment		2305 - David Moors	1,137.14
01-02-2018	Receive Payment		1105 - Roy & Marianne Wood	1,137.14
01-02-2018	Receive Payment		1006 - Carol Devenny In Trust	1,137.14
01-02-2018	Receive Payment		2201 - Eileen & Roy Pike	1,137.14
01-02-2018	Receive Payment		1601 - Lilliane Feig	1,137.14
01-02-2018	Receive Payment		2001 - Leonard Bennett	1,137.14
01-02-2018	Receive Payment		0601 - Jocelyne Arvisais	1,137.14
01-02-2018	Receive Payment		1001 - Jim & Madeleine Low	1,137.14
01-02-2018	Receive Payment		0701 - James & Mary Ann Ge...	1,137.14
01-02-2018	Receive Payment		0706 - Vivian Chiu	1,137.15
01-02-2018	Receive Payment		0801 - Claude Garneau	1,137.15
01-02-2018	Receive Payment		2501 - Arnold Toporowski	1,158.37
01-02-2018	Receive Payment		0406 - Raymond & Gayle Cor...	1,158.38
01-02-2018	Receive Payment		1905 - Louis Martin	1,158.38
01-02-2018	Receive Payment		0906 - Anne Bertrand	1,158.38
01-02-2018	Receive Payment		0306 - Gerry Derouin	1,172.54
01-02-2018	Receive Payment		0206 - Linda Wood	1,172.54
01-02-2018	Receive Payment		1802 - Terry Kim	1,176.09
01-02-2018	Receive Payment		2202 - Alan Netherton	1,176.09
01-02-2018	Receive Payment		2102 - Paul Dion	1,176.09
01-02-2018	Receive Payment		2602 - Michael & Carole Dence	1,176.09
01-02-2018	Receive Payment		1502 - Simone Gardner	1,176.09
01-02-2018	Receive Payment		2402 - Edward & Pilar Doe	1,176.09
01-02-2018	Receive Payment		1602 - Tedd & Toby Nathanson	1,176.10
01-02-2018	Receive Payment		1102 - Ron Gelinas	1,176.10
01-02-2018	Receive Payment		1702 - Peter Cooney	1,176.10
01-02-2018	Receive Payment		2105 - Val & Paul Puddicombe	1,193.23
01-02-2018	Receive Payment		2805 - Larry O'Brien	1,193.23
01-02-2018	Receive Payment		2401 - Shelley Rothman	1,193.23
01-02-2018	Receive Payment		1801 - Evelyn Lieff	1,193.23
01-02-2018	Receive Payment		2301 - Doug & Marie Wong	1,193.23
01-02-2018	Receive Payment		1901 - John Mierins	1,193.23
01-02-2018	Receive Payment		2205 - Malcolm McKechnie	1,193.23
01-02-2018	Receive Payment		1202 - Peter & Joan Gillespie	1,197.32
01-02-2018	Receive Payment		2802 - Bruce & Ulla Maynard	1,218.54
01-02-2018	Receive Payment		1402 - Ingrid Levitz	1,232.18
01-02-2018	Receive Payment		2702 - Pedram Fouladirad & ...	1,232.18
01-02-2018	Receive Payment		1902 - Robert Ratcliffe	1,232.18
01-02-2018	Receive Payment		2302 - Rita Savard	1,232.18
01-02-2018	Receive Payment		0901 - Alain & Brenda Paquet	1,237.14
01-02-2018	Receive Payment		2801 - Doug McCarthy	1,249.31
01-02-2018	Receive Payment		2502 - Anna Turner	1,253.41
01-02-2018	Receive Payment		2002 - Judy Edgar	1,274.63
01-02-2018	Receive Payment		2804 - Leona Cunningham	1,434.40
01-02-2018	Receive Payment		2404 - Frank & Mary Dooher	1,490.49
01-02-2018	Receive Payment		1904 - Dr. Marie Kiar	1,490.49
01-02-2018	Receive Payment		2704 - Francois & Anne Borde	1,490.49
01-02-2018	Receive Payment		1704 - Catherine Hart	1,490.49
01-02-2018	Receive Payment		1804 - Dr. Pablo Nery	1,490.49
01-02-2018	Receive Payment		2205 - Malcolm McKechnie	15.00
01-02-2018	Receive Payment		0703 - Samuel Yin Sun Lee	696.59
01-02-2018	Receive Payment		0804 - Elpida Agathocleous	696.59
01-02-2018	Receive Payment		0204 - Helen Bucosky	731.98
01-02-2018	Receive Payment		2603 - Rachel Purser	744.36
01-02-2018	Receive Payment		2003 - Gabriel Coifan	744.36
01-02-2018	Receive Payment		0402 - Theresa & Susan Berk...	1,008.00
01-02-2018	Receive Payment		0205 - Carolyn & Therese Mo...	1,008.00
01-02-2018	Receive Payment		1705 - Sharron Kavanagh	1,137.16
01-02-2018	Receive Payment		P057-01 -Pedram Fouladi-Rad	56.09
01-02-2018	Receive Payment		0604 - Marilyn Knock	696.58
01-02-2018	Receive Payment		0904 - Geoff Riggs	696.59
01-02-2018	Receive Payment		0704 - Steven Dubreuil Clend...	696.59
01-02-2018	Receive Payment		1003 - Robert Hansen	696.59
01-02-2018	Receive Payment		1004 - Rheal & Ron Gellinas	696.59

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		0504 - Patrick Soucy	696.59
01-02-2018	Receive Payment		0603 - Todd McLaughlin	696.59
01-02-2018	Receive Payment		0803 - Dianne Caufield	696.59
01-02-2018	Receive Payment		0404 - Doug McCarthy	696.59
01-02-2018	Receive Payment		0403 - Abdulmotaleb & Gladys...	696.59
01-02-2018	Receive Payment		0503 - Radha Seshadri	696.59
01-02-2018	Receive Payment		0303 - Edvardo Del Campo	731.98
01-02-2018	Receive Payment		0203 - Pedram Fouladirad & ...	731.98
01-02-2018	Receive Payment		0304 - Elsia & Mauizio Bonardi	731.98
01-02-2018	Receive Payment		1503 - Rob & Margaret Noffke	744.35
01-02-2018	Receive Payment		2303 - 7214626 Canada Inc.	744.35
01-02-2018	Receive Payment		2103 - Pedram Fouladirad & ...	744.35
01-02-2018	Receive Payment		2803 - Wing Sum Chan	744.35
01-02-2018	Receive Payment		1603 - Hani & Mira Chouocral...	744.35
01-02-2018	Receive Payment		1903 - Dr. Someshwar & Sar...	744.35
01-02-2018	Receive Payment		2703 - Estate of the Late Jitk...	744.35
01-02-2018	Receive Payment		2503 - Thomas & Karen Cole	744.35
01-02-2018	Receive Payment		1103 - Zahra Pourjafai-Zaiaei	744.35
01-02-2018	Receive Payment		1803 - Muriel Earle	744.35
01-02-2018	Receive Payment		2403 - Hashem Hoda	744.35
01-02-2018	Receive Payment		2203 - Jennifer Cole	744.35
01-02-2018	Receive Payment		0903 - Selena Wai Man Che	752.67
01-02-2018	Receive Payment		1203 - Karen Switzer	765.46
01-02-2018	Receive Payment		1403 - Goldie Braman	765.57
01-02-2018	Receive Payment		1703 - Alex & Lenka Mach	800.44
01-02-2018	Receive Payment		0902 - Wayne Harrison	1,008.02
01-02-2018	Receive Payment		0802 - Claude Garneau	1,008.02
01-02-2018	Receive Payment		Hyun Soo Lee (0305)	1,008.02
01-02-2018	Receive Payment		0805 - Nadia Safarian	1,008.02
01-02-2018	Receive Payment		0302 - Kathleen Laing	1,008.02
01-02-2018	Receive Payment		0405 - David Nicholson	1,008.02
01-02-2018	Receive Payment		0502 - Judith Haswell	1,008.02
01-02-2018	Receive Payment		0505 - Velma & Barry Cornish	1,008.02
01-02-2018	Receive Payment		0605 - Douglas & Louise Hol...	1,008.02
01-02-2018	Receive Payment		1002 - Louise Tardif	1,008.02
01-02-2018	Receive Payment		0202 - John & Elsie Mallon	1,008.02
01-02-2018	Receive Payment		0905 - Nelson Ning & Jean H...	1,008.02
01-02-2018	Receive Payment		0705 - Janet Clarke-Armstrong	1,008.02
01-02-2018	Receive Payment		0602 - Teresa Mersereau	1,029.22
01-02-2018	Receive Payment		0702 - Donald DeGenova & ...	1,029.22
01-02-2018	Receive Payment		1005 - Des Clair	1,064.10
01-02-2018	Receive Payment		2101 - James Daniel	1,137.14
01-02-2018	Receive Payment		1701 - Richard & Marjorie Lacy	1,137.14
01-02-2018	Receive Payment		0606 - Mohamed Peera	1,137.14
01-02-2018	Receive Payment		1501 - Janis Byron	1,137.14
01-02-2018	Receive Payment		2705 - Bonnie Sigston	1,137.14
01-02-2018	Receive Payment		2605 - Louis & Diane Tennen...	1,137.14
01-02-2018	Receive Payment		1805 - Blythe & Carol McCleary	1,137.14
01-02-2018	Receive Payment		1405 - Bertram Bleviss	1,137.14
05-02-2018	Receive Payment	5352	1201 The Estate of Barbara F...	1,137.14
05-02-2018	Receive Payment	857	1101 - Carol Stewart	1,137.14
05-02-2018	Receive Payment	453	1403 - Goldie Braman	271.20
05-02-2018	Receive Payment		1603 - Hani & Mira Chouocral...	5.00
05-02-2018	Receive Payment	115	0801 - Claude Garneau	271.20
05-02-2018	Receive Payment	475	1701 - Richard & Marjorie Lacy	60.00
05-02-2018	Receive Payment	027	2203 - Jennifer Cole	43.23

Total				176,265.81
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ROYAL BANK OF CANADA  
P.O. BOX 6011 STATION A  
MONTREAL QC H3C 3B8

# Business Account Statement

RBDDA30000\_6965580 E D 00006 00268

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

December 29, 2017 to January 31, 2018

**Account number:** 00006 102-414-0

**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 December 29, 2017	\$280,240.39
Total deposits & credits (8)	+ 320,115.33
Total cheques & debits (21)	- 249,376.92
<b>Closing balance on January 31, 2018</b>	<b>= \$350,978.80</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>280,240.39</b>
02 Jan	Direct Payment (PAD's) service total GRADS6419710000		167,696.00	447,936.39
	eCheque deposit 13770		7,390.45	
	Misc Payment CAPITAL INTEGRA	8,305.50		
	Hydro Bill Pmt Hydro Ottawa	47,954.22		399,067.12
03 Jan	Direct Deposits (PDS) service total GRADS4105110000	1,698.04		397,369.08
04 Jan	Pre-authorized payment returns GRADS6419710000	744.35		396,624.73
05 Jan	Activity fee	18.10		
	Activity fee	112.70		396,493.93
08 Jan	eCheque deposit 13770		1,524.50	398,018.43
09 Jan	Account transfer Reserve expense		90,000.00	488,018.43



## Business Account Statement

December 29, 2017 to January 31, 2018  
Account number: 00006 102-414-0

### Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
09 Jan	Bill payment - 3151 ROGERS WIRELESS	11.66		
	Bill payment - 0251 ROGERS WIRELESS	112.16		
	Bill payment - 0279 ROGERS WIRELESS	633.31		
	Bill payment - 3113 ENBRIDGE	15,124.94		472,136.36
12 Jan	Account transfer Reserve expense		45,722.27	517,858.63
	Bill payment - 0781 ROGERS CABLE	46.64		
	Bill payment - 0812 ROGERS WIRELESS	444.05		
	Bill payment - 0879 OTT WTR & SEWER	6,317.60		
	Direct Deposits (PDS) service total GRADS4105110000	1,066.41		
	Direct Deposits (PDS) service total GRADS4105110000	90,000.00		419,983.93
15 Jan	Direct Deposits (PDS) service total GRADS4105110000	73,753.27		
	COMMERCIAL TAXES EMPTX 2039493	938.53		345,292.13
16 Jan	eCheque deposit 13770		910.00	346,202.13
18 Jan	Account transfer E-transfers		4,398.71	350,600.84
	Direct Deposits (PDS) service total GRADS4105110000	1,698.04		348,902.80
22 Jan	Hydro Bill Pmt Hydro Ottawa	19.88		
	Hydro Bill Pmt Hydro Ottawa	41.06		348,841.86
23 Jan	eCheque deposit 13770		2,473.40	351,315.26
31 Jan	Bill payment - 0816 WSIB-ON-SCHE1	336.46		350,978.80
	<b>Closing balance</b>			<b>350,978.80</b>
<b>Account Fees: \$130.80</b>				



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

## Business Account Statement

December 29, 2017 to January 31, 2018  
**Account number: 00006 102-414-0**

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### 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:

- Business account transaction information
- Credit and debit card processing solutions
- 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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Royal Bank of Canada GST Registration Number: R105248165.

# **MONTHLY RESERVE FINANCIAL REPORT**

**OCSCC 687**

*January 2018*

# OCSCC #687

## PROFIT AND LOSS

January 2018

	TOTAL
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Other Income	
6002 Interest income for reserve	541.14
<b>Total Other Income</b>	<b>\$541.14</b>
Expenses	
6102 Building Interior R&M	-8,053.51
6142 Reserve - Electrical	872.93
<b>Total Expenses</b>	<b>\$ -7,180.58</b>
PROFIT	<b>\$7,721.72</b>

# OCSCC #687

## PROFIT AND LOSS

December 2017 - January 2018

	TOTAL
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Other Income	
6002 Interest income for reserve	541.14
<b>Total Other Income</b>	<b>\$541.14</b>
Expenses	
6102 Building Interior R&M	7,572.36
6103 Building Exterior R&M	8,949.60
6142 Reserve - Electrical	872.93
6150 Reserve Fund Study	1,751.50
<b>Total Expenses</b>	<b>\$19,146.39</b>
<b>PROFIT</b>	<b>\$ -18,605.25</b>



**RBC Dominion Securities Inc.**  
**CANADIAN DOLLAR**  
**ACCOUNT STATEMENT**

**JAN. 31**  
**2018**

Page 1 of 5

12101



OTTAWA CARLETON STANDARD  
CONDOMINIUM CORPORATION NO 687  
38 METROPOLE PRIVATE  
BUILDING MANAGEMENT OFFICE  
OTTAWA ON K1Z 1E9

Your Account Number: 641-44150-1-5

Date of Last Statement: DEC. 29, 2017

**ADVISORY TEAM**

**Investment Advisor(s):**

Jeffrey P White  
(613) 566-3505 1-800-461-1958

**Team Member(s):**

Janine Fawcett (613) 566-3503  
Josie Ibrahim (613) 566-3507

**Branch Address:**

World Exchange Plaza  
45 O'Connor Street, Suite 900  
Ottawa, Ontario  
K1P 1A4

**Branch Manager:**

Paul Higgins / Peter Chisholm  
(613) 566-7500

**FOR YOUR INFORMATION**

Refer to our Tax Reporting  
Guide at [www.RBCDS.com](http://www.RBCDS.com) for  
regular updates on tax package  
mailings, a tax slip  
checklist, a sample tax  
package and frequently asked  
questions to assist you with  
filing your tax return.

**ASSET SUMMARY**

	MARKET VALUE AT JAN. 31	PERCENTAGE OF MARKET VALUE
Cash	\$1.00	0.00 %
Fixed Income	\$2,429,833.53	98.41 %
Preferred Shares	\$0.00	0.00 %
Common Shares	\$0.00	0.00 %
Mutual Funds **	\$39,254.94	1.59 %
Foreign Securities	\$0.00	0.00 %
Managed Assets	\$0.00	0.00 %
Other	\$0.00	0.00 %
<b>Total Value</b>	<b>\$2,469,089.47</b>	<b>100.00 %</b>

**INCOME SUMMARY**

	THIS MONTH	YEAR-TO-DATE
Dividends	\$0.00	\$0.00
Interest	\$1,838.34	\$1,838.34
Other	\$0.00	\$0.00
<b>Total Income</b>	<b>\$1,838.34</b>	<b>\$1,838.34</b>

**CASH BALANCE**

ACCOUNT TYPE	OPENING BALANCE AT DEC. 29	CLOSING BALANCE AT JAN. 31
Cash	\$5.37	\$1.00

JTA2249822-0072601-12101-0003-0001-00-

# RBC Dominion Securities Inc.

## CANADIAN DOLLAR ACCOUNT STATEMENT

**JAN. 31  
2018**

Your Account Number: 641-44150-1-5 2 of 5

### ASSET REVIEW

( Exchange rate 1USD = 1.2297 CAD as of JAN. 31, 2018 )

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
<b>FIXED INCOME</b>				
LAURENTIAN BANK	100,000	103.491	100,000.00	\$103,491.70
GIC - ANNUAL COMPOUND	100,000			
DUE 02/20/2018 1.770%				
LAURENTIAN BANK	100,000	103.376	100,000.00	\$103,376.60
GIC - ANNUAL COMPOUND	100,000			
DUE 03/15/2018 1.780%				
HOME BANK	101,932	101.421	101,932.00	\$103,381.27
GIC - ANNUAL COMPOUND	101,932			
DUE 04/16/2018 1.860%				
ROYAL BANK OF CANADA	100,000	100.000	100,000.00	\$100,707.67 <sup>1</sup>
GIC - ANNUAL	100,000			
DUE 05/30/2018 1.050%				
BANK OF NOVA SCOTIA	100,000	100.000	100,000.00	\$100,658.77 <sup>1</sup>
GIC - ANNUAL	100,000			
DUE 06/16/2018 1.050%				
LAURENTIAN BANK	100,000	102.538	100,000.00	\$102,538.00
GIC - ANNUAL COMPOUND	100,000			
DUE 07/23/2018 1.650%				
LAURENTIAN BANK	100,000	102.423	100,000.00	\$102,423.20
GIC - ANNUAL COMPOUND	100,000			
DUE 08/15/2018 1.650%				
EQUITABLE BANK	100,000	102.280	100,000.00	\$102,280.90
GIC - ANNUAL COMPOUND	100,000			
DUE 09/17/2018 1.650%				
MANULIFE TRUST CO.	100,000	100.000	100,000.00	\$100,431.51 <sup>1</sup>
GIC - ANNUAL	100,000			
DUE 10/18/2018 1.500%				
ROYAL BANK OF CANADA	100,000	100.000	100,000.00	\$100,263.70 <sup>1</sup>
GIC - ANNUAL	100,000			
DUE 11/15/2018 1.250%				
BANK OF NOVA SCOTIA	100,000	100.000	100,000.00	\$100,191.01 <sup>1</sup>
GIC - ANNUAL	100,000			
DUE 12/20/2018 1.660%				
HOME TRUST COMPANY	100,000	101.728	100,000.00	\$101,728.80
GIC - ANNUAL COMPOUND	100,000			
DUE 01/16/2019 1.660%				
ROYAL BANK OF CANADA	100,000	101.346	100,000.00	\$101,346.30
GIC - ANNUAL COMPOUND	100,000			
DUE 02/14/2019 1.400%				
ROYAL BANK OF CANADA	100,000	101.235	100,000.00	\$101,235.10
GIC - ANNUAL COMPOUND	100,000			
DUE 03/15/2019 1.400%				

- CONTINUED ON NEXT PAGE -

JTA2249822-002602-12101



## ASSET REVIEW

( Exchange rate 1USD = 1.2297 CAD as of JAN. 31, 2018 )

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
ROYAL BANK OF CANADA GIC - ANNUAL COMPOUND DUE 04/18/2019 1.250%	100,000 100,000	100.986	100,000.00	\$100,986.30
NAT'L BANK OF CANADA GIC - ANNUAL COMPOUND DUE 05/21/2019 1.250%	100,000 100,000	100.880	100,000.00	\$100,880.10
MONTREAL TRUST CDA GIC - ANNUAL COMPOUND DUE 06/16/2019 1.250%	100,000 100,000	100.784	100,000.00	\$100,784.20
ROYAL TRUST CORP GIC - ANNUAL COMPOUND DUE 07/17/2019 1.400%	100,000 100,000	100.759	100,000.00	\$100,759.50
MANULIFE BANK CDA GIC - ANNUAL COMPOUND DUE 08/16/2019 1.600%	100,000 100,000	100.736	100,000.00	\$100,736.40
ROYAL BANK OF CANADA GIC - ANNUAL COMPOUND DUE 09/16/2019 1.450%	100,000 100,000	100.548	100,000.00	\$100,548.20
NAT'L BANK OF CANADA GIC - ANNUAL COMPOUND DUE 10/17/2019 1.450%	100,000 100,000	100.421	100,000.00	\$100,421.10
MANULIFE BANK CDA GIC - ANNUAL COMPOUND DUE 11/15/2019 1.650%	100,000 100,000	100.348	100,000.00	\$100,348.10
BANK OF NOVA SCOTIA GIC - ANNUAL COMPOUND DUE 12/20/2019 1.920%	100,000 100,000	100.220	100,000.00	\$100,220.90
RBC MORTGAGE CORP GIC - ANNUAL COMPOUND DUE 01/15/2020 2.150%	100,000 100,000	100.094	100,000.00	\$100,094.20
<b>Total Value of Fixed Income</b>			2,401,932.00	\$2,429,833.53

## MUTUAL FUNDS

RBC INVESTMENT SAVINGS ACCOUNT SR A (2010)	RBF2010	3,925.494 3,925.494	10.000	39,254.94	\$39,254.94
<b>Total Value of Mutual Funds **</b>				39,254.94	\$39,254.94

**Total Value of All Securities** 2,441,186.94 \$2,469,088.47

JTA2249822-0072603-12101-0003-0002-00-

**ACCOUNT ACTIVITY**

DATE	ACTIVITY	DESCRIPTION	QUANTITY	PRICE /RATE	DEBIT	CREDIT
		<b>Opening Balance (DEC. 29, 2017)</b>				\$5.37
JAN. 02	INTEREST	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) AS OF 12/29/17 REINVEST @ \$10.00	5.771			
JAN. 15	REDEEMED	BANK OF NOVA SCOTIA GIC - ANNUAL COMPOUND DUE 01/15/2018 INT 1.750% 1.750 DUE 01/15/18 GROSS AMT INCLUDES \$1750.00 INT ACCRUED IN PREVIOUS YEARS	100,000-			101,750.00
JAN. 15	INTEREST	BANK OF NOVA SCOTIA GIC - ANNUAL COMPOUND DUE 01/15/2018 INT 1.750% MATURED		1.75		1,780.63
JAN. 15	BOUGHT	RBC MORTGAGE CORP GIC - ANNUAL COMPOUND DUE 01/15/2020 02.150% MATURITY VALUE \$104,346.23 #180115-B04742	100,000	100.00	100,000.00	
JAN. 16	BOUGHT	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) SOLICITED AS OF 01/15/18	353.500	10.00	3,535.00	
		<b>Closing Balance (JAN. 31, 2018)</b>				\$1.00



**Head Office Address:**

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

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

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

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



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- Please be advised that if you have set-up a pre-authorized mutual fund purchase plan ("PAC Plan") to purchase one or more mutual funds, you will not receive a copy of the respective Fund Facts for subsequent purchases of the applicable Fund under the PAC. You may at any time request to receive, at no cost, the most recently filed Fund Facts by contacting your Investment Advisor or by sending a secure message through the online investing site's Message Centre or by calling or writing to us at the coordinates provided on this page. The most recently filed Fund Facts may also be found by visiting either [www.sedar.com](http://www.sedar.com) or the website of the applicable Mutual Fund Manager.
- In certain cases in relation to securities in your portfolio, the current market value for the security is not available and/or no market currently exists for the security. In such cases, we may provide no market value or provide a market value based on either the last available market value/net asset value for the security, the book cost for the security or a value determined by receivership or other legal proceedings, as applicable. Such market values may not reflect the current value of the security. Market prices and book costs shown are obtained from sources that we believe are reliable but we do not guarantee their accuracy.
- In cases where securities in your portfolio display a Market Price of 'UNPRICED', the current market value is not determinable.
- Segregated Funds are contracts of life insurance and are not securities. All insurance products are offered through RBC Wealth Management Financial Services Inc. by licensed insurance representatives, except in Quebec, where insurance products are offered by licensed Financial Security Advisors.
- Unless otherwise advised, the Book Cost means: In the case of a long security position, the total amount paid for the security, including any transaction charges related to the purchase, adjusted for reinvested distributions, returns of capital and corporate actions; or In the case of a short security position, the total amount received for the security, net of any transaction charges related to the sale, adjusted for any distributions (other than dividends), returns of capital and corporate actions. Where a book cost is not available on a security position, market value will be used to calculate the book cost.
- Fully paid securities are segregated on the records of RBC Dominion Securities Inc. and cannot be used in the normal course of our business. Any free credit balance for non-registered accounts represents funds payable on demand which, although recorded in our books, are not segregated and may be used in the conduct of our business.
- A copy of our most recent financial statements, a list of directors and senior officers and information about commissions, fees and administrative proceedings that may relate to RBC Dominion Securities or to its employees are available to you upon written request directed to our Head Office address listed above.
- Customers accounts are protected by the Canadian Investor Protection Fund within specified limits. A brochure describing the nature and limits of the coverage is available upon request.
- Please contact your local branch or the Head Office address listed above for a copy of the brochure.
- All income reported in the "Income Summary" of your account statement is for information purposes only and should not be used for tax reporting purposes. Where applicable, any income that is taxable will be reported on the appropriate tax slips.
- We act as principal on foreign currency conversions and fixed income transactions and apply discretionary currency conversion rates. The foreign currency conversion rate shown on the confirmation statement includes our spread-based revenues for performing this function. Spread means the difference between the rate we obtain and the rate you receive.
- Please note the following security description abbreviations may appear on your statement: NON VTG for non-voting shares; RES VTG for restricted voting shares; SUB VTG for subordinate voting shares; DSC for securities which may be subject to a deferred sales charge; LL, LL2, LL3 or LL4 for securities which may be subject to a low load deferred sales charge.
- RBC Dominion Securities Inc. and Royal Bank of Canada are separate corporate entities which are affiliated. \*Member-Canadian Investor Protection Fund. RBC Dominion Securities Inc. is a member company of RBC Wealth Management, a business segment of Royal Bank of Canada. ®Registered trademarks of Royal Bank of Canada. Used under licence. © 2016 Royal Bank of Canada. All rights reserved.

**FOOTNOTES**

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



## 1020 Reserve Account, Period Ending 31-01-2018

## RECONCILIATION REPORT

Reconciled on: 11-02-2018

Reconciled by: Jen Walker

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

## Summary

CAD

Statement beginning balance.....	141,301.92
Cheques and payments cleared (3).....	-135,727.05
Deposits and other credits cleared (1).....	541.14
Statement ending balance.....	<u>6,116.01</u>

Register balance as of 31-01-2018.....	6,116.01
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## Details

## Cheques and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-01-2018	Expense			-4.78
09-01-2018	Expense			-90,000.00
12-01-2018	Expense			-45,722.27
Total				-135,727.05

## Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
25-01-2018	Deposit			541.14
Total				541.14



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

## Business Account Statement

RBDDA30000\_6965580 E D 00006 00323

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

December 29, 2017 to January 31, 2018

**Account number:** 00006 102-556-8

**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 December 29, 2017	\$141,301.92
Total deposits & credits (1)	+ 541.14
Total cheques & debits (3)	- 135,727.05
<b>Closing balance on January 31, 2018</b>	<b>= \$6,116.01</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>141,301.92</b>
05 Jan	Activity fee	4.78		141,297.14
09 Jan	Account transfer ACTR4800900998	90,000.00		51,297.14
12 Jan	Account transfer ACTR4801201750	45,722.27		5,574.87
25 Jan	Deposit interest		541.14	6,116.01
	<b>Closing balance</b>			<b>6,116.01</b>

**Deposit Interest Earned: \$541.14**

**Account Fees: \$4.78**



# Business Account Statement

December 29, 2017 to January 31, 2018  
**Account number: 00006 102-556-8**

## 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:

- Business account transaction information
- Credit and debit card processing solutions
- 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.  
©Registered trademarks of Royal Bank of Canada.  
Royal Bank of Canada GST Registration Number: R105248165.



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

# Business Account Statement

December 29, 2017 to January 31, 2018  
Account number: 00006 102-556-8

Amount: \$541.14

FORM 17066 (11/2014)

TRANSIT: 102-556-8

ACCOUNT NUMBER: 102-556-8

DATE: 01/25/2018

TIME: 09:47

PARTICULARS: MANUVAL INT CAN

CREDIT: 01111111 - CREDIT 500 \$ 687

000006 102-556-8 87

2018 01 25  
DEC 215.19  
NOV 176.79  
DEC 149.15  
541.14

Virtual Endorsement

DSPACC: 4180254710422906554

DSPTR: CSID: 4180254710422906554

TXNID: 1

SCANS: 59,596,383

ITMSEQ: 9

CHANID: 003

APPCD: S900

TRANSIT: 06554

DSPCUR: 25/01/18

TEFDT: 25/01/18

OPID: 781878954

01-000006-102-556-8

BACKLOGGED

10 - DEPOSIT

11 - DEPOSIT

12 - DEPOSIT

13 - DEPOSIT

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Becky Aiken <baiken@cimanagement.ca>

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## Please Pass to the Board

1 message

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**Bob Hansen** <hansenbob99@gmail.com>  
To: Becky Aiken <baiken@cimanagement.ca>

Wed, Feb 14, 2018 at 8:09 PM

Dear Board Members,

I heard verbally that there is a proposal in to place concrete paths and benches where the lawn is and that is will likely be an expensive expenditure.

I also heard the fence is going down, which makes Zero sense, if true.

Can you please publish any related proposals and seek owner input on these rumoured major changes.

I am always interested in who benefits from these large expenditures.

I like the lawn as it was before and hope trees can be replanted. There are many near by parks and paths that our City taxes have already paid for and are readily available for our usage.

I also do not agree with owners paying for Property Management courses, as property management companies manage many buildings and all mandatory training is their responsibility not ours as owners.

I would like a say in any significant changes to our building and landscape and an open and transparent process.

Bob Hansen  
Owner  
1003