

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

BOARD OF DIRECTORS MEETING

June 5, 2018

3:00 p.m. in the Entertainment Room

AGENDA

- 1. Opening of the Meeting**
- 2. Confirmation of Agenda**
- 3. Review of the Minutes - April 27, 2018 and April 12, 2018**
- 4. Property Manager's Report**
- 5. Action Items List Review (JM)**
- 6. Treasurer's Report**
- 7. New Business:**
 - Unit 2202 - Leak (Jacuzzi)
 - Unit 2001 - Reimbursement
 - HVAC Maintenance Contract JCI - Coming up for renewal July 31, 2018
 - Minutes of Joint Facilities Committee
- 8. Owner Suggestions/Communication**
- 9. Next Meeting**
 -
- 10. Close of the Meeting**

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

BOARD OF DIRECTORS MEETING

April 12, 2018

10:30 a.m. in the Entertainment Room

Minutes

Present:

Carole Dence - President

John Mallon - Secretary

Des Clair - Treasurer

Capital Integral:

Yawar Khan – Property Manager (Left the meeting at 12:00pm)

Denise Stimson – Property Manager

David Cooper - Controller

Regrets:

John Tavel - Vice-President

Peter Cooney - Director

1. Opening of the Meeting

The meeting was called to order at 10:55am.

2. Confirmation of Agenda

The agenda was approved with the following additions:

- Smoking Rule
- Approval of Excavation Quote by Bassi Construction
- Confirmation of letter to unit 1101

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

3. Draft Audit Review

D. Clair took the Board through the draft audit. D. Cooper and D. Clair met with the auditor on Monday and reviewed the draft together. The key points of the audit were presented as follows:

- A clean audit opinion was provided.

- A note that the Corporation has not complied with requirement to deposit funds received for reserve to the reserve fund and therefore the General fund owes the reserve fund \$68,366. We have enough cash to accommodate this requirement.
- No substantial receivables from owners. A receivable from Minto related to the window repairs that will be recovered once we initiate this project.
- The net surplus for the year was \$6,050
- Positive variances in electricity costs related to the provincial rebates. Gas costs were lower due partly to lower gas rates and slightly warmer weather. Water was lower than budget due to not using the irrigation system.
- Cleaning services moved from in-house employees to outsourced. Wages were lower as we only employed one superintendent rather than two.
- Professional fees were comprised of some legal costs, landscape architect fees, engineering fees for water infiltration issue.
- In the reserve fund, we recorded the receipt of funds from the settlement with Allen Windows and Minto.
- Our expenditures matched the monies collected and our reserve fund remained very close to that budgeted.
- Review of the "Schedule of Maintenance Expenses". Discussion ensued regarding the categorization of "Shared Expenses" and how to appropriately show that in the audit.
- "Miscellaneous" should be broken out and explained. There was agreement that this line should be reduced and broken out in further detail.
- The notes were explained

Moved by D. Clair and seconded by J. Mallon that the draft audited financial statements for the fiscal year ending November 30, 2017 be approved. **CARRIED.**

4. Landscaping Project

5. New Business

5.1. Smoking Rule

5.2. Approval of Excavation Quote by Bassi Construction

Moved by P. Cooney and seconded by D. Clair that the Board accept the proposed framework for charity canvassing. **CARRIED**

5.3. Confirmation of letter to unit 1101

6. Next Meeting

A special meeting of the Board to discuss the audit, marijuana, AGM package and the action list will occur on April 12 at 10:30am. The next regular meeting of the Board will occur on April 26, 2018 at 10:30am.

7. Close of the Meeting

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

The meeting adjourned at 1:50pm.

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

BOARD OF DIRECTORS MEETING

April 27, 2018
10:30 a.m. in the Entertainment Room

Minutes

Present:

Carole Dence - President
John Tavel - Vice-President
John Mallon - Secretary
Des Clair - Treasurer
Peter Cooney - Director

Capital Integral:

Nelia DaSilva – Property Manager
Denise Stimson – Property Manager
Becky Aiken - Assistant Property Manager (minute taker)

Opening of the Meeting

The meeting was called to order at 10:30am.

Confirmation of Agenda

The agenda was approved.
So moved by J. Mallon and seconded by D. John T. **CARRIED.**

Review of the Minutes

As the minutes of April 12th 2018 was only a partial package, the review and approval of the minutes was deferred to the meeting of May 31, 2018.

Property Manager's Report

Please see the Management Report for details.

Charity Campaign Policy

As noted in the minutes of the meeting of 29 March 2018 the Board approved a policy respecting charity campaigns at the Metropole. For the sake of the records, that policy is being written into these minutes.

1. The sponsor of the charity drive must be a resident of the Metropole
2. The campaign must be for a registered charity authorized to issue charitable tax receipts.
3. The campaign must be directed exclusively to residents of the Metropole
4. The resident sponsor must be present at the campaign table throughout the drive.
5. The campaign table will be located in the Entertainment Room. A modest sign may be placed in the lobby.
6. Door-to-door soliciting is not permitted.
7. The number of campaigns will be limited to no more than 2 per year.

Applications to conduct a charitable campaign shall be submitted to Management for approval by the Board.

Under the terms of this policy Linda Wood (2006) sponsored a successful campaign for the Cancer Society on two days April. Linda reported that \$1168 was raised.

Allan Windows Settlement

Management to schedule the complete window caulking project with BV Glazing who have taken over Allan Windows.

Window Leaks

Do we get Prolite to do the window caulking now before further damages happen?

Front Lobby Leak

Morin Roofing was onsite and fixed the leak.

Landscaping

This item was deferred to the next meeting of May 31, 2018.

Water infiltration in units

Many of the issues with leaking have been resolved however there are still some that have not been addressed. This was to happen in the Spring of 2018.

Management to contact CLEB to obtain a list of current leaks, and repaired leaks. CLEB is looking to have 2 swingstages set up, one on either side of the building.

Motion to have two swing stages set up at the Metropole for the window repairs.
Moved Peter Cooney, 2nd John Mallon. **CARRIED**

Water Pumps

Repairs are required to newly installed pump 3 which has been shut down completely. Baxtec will be attending to repair.

As there will be a valve repair in 3002, Baxtec will repair at that time so that water will be shut down only once. In addition to making the repair, Baxtec will take this opportunity to install an isolation valve on each pump.

Electric Vehicle Charging Stations

The charging stations have been installed. Management has invited the Board to edit the draft charging station Policy.

Approval will be deferred until the meeting of May 31, 2018

Elevators

Elevator 2 was out of service for a few days. Thyssen replaced the motor that had failed. Subsequently the drive failed and elevator 2 was once again out of service. Thyssen has ordered the parts for the drive. Until the repairs are completed and the elevator is operational Management will restrict reservations for residents that are moving, to either 4 hours in the morning or 4 hours in the afternoon.

Management will advise Security of the time frames for moves.

Elevator Modernization

RiA was at the Metropole to assess the elevators. Management was not notified that contractors were onsite.

Management will speak with the Concierge to ensure that Management is advised whenever a contractor is onsite and what they are there for.

A letter was brought forward addressed to John Mallon from Nancy Sheehan (3201) regarding the Elevator Modernization Project. John Mallon will draft a response to Nancy Sheehan and will provide Management and the Board with a copy.

Power Outages

Power shutdown had been scheduled to allow for torquing the power supply. However, due to the recent shutdowns within the building, and the inconvenience for the residents, it was decided the torquing would be re-booked at a later date.

Management will ask the company if it is essential to shut down the power to the entire building or whether there a way to shut down section by section instead.

Stack Backup

March 4th, 2018 there was a stack backup affecting units 1204, 1104 and 1004. All damaged material in the units has been removed by Novatech. SPECS has drawn up the specifications for repairs as per standard unit definition. Thurston White (SPECS) invited all bidding contractors to assess the units this past week. The due date for all tenders to be received is May 4th. Once the tenders are received from the bidding contractors, Thurston will compare quotations to ensure that all the specifications have been met. Once reviewed, the quotations will be sent to Conar Marcoux (Condo insurance) and a budget will be set. The quotations will then be sent to CIPM and forwarded to the Board of Directors for review and for the Board to choose a contractor to carry out the repairs.

Management to look into why the contractor is chosen by the Board and not the insurance company. Management to inquire with the insurance company whether the Board can pre-approve future repairs with a certain contractor. Would this affect the deductible.

Management to inquire whether the time frame for tendering can be cut in half.

Chiller

Daiken could not start the chiller due to covers not being reinstalled after JCI performed the Eddy Current Test.

Management to inquire as to why this was not completed at the end of the test.

Stack Cleaning - 3302

Mr. Pulvermacher from 3302 had a blocked toilet. Robert Brier contacted CWW to unclog the toilet. Hardened paper and feces in the horizontal stack contributed to the blockage in the stack. It is advised that if a unit is vacant for a prolonged period of time, arrangements should be made for someone to flush the toilets on a regular basis so that remains are not left to harden.

It was also suggested that a higher pressure toilet be purchased to allow the pressure of water to flow through the stacks - currently there is a low pressure toilet installed.

Management to check if the blocked pipe is the owner's or corporation's responsibility.

Management to send out friendly reminders to residents regarding the unit inspection service that the Metropole offers. Management to ensure that flushing the toilets are listed on a unit check form.

John Mallon enquired whether CWW was asked if there is a problem with the stacks. CWW said there was no major issues, however, Management has not received the report from them yet. Management to bring the report from CWW to the next Board meeting.

Garage Cleaning

John T. is requesting a date sooner than the June date set by Vans. Management to see if another company can do it sooner. Cody buildings services will be one of the companies to ask.

In response to a question it was confirmed that the Emergency Exit stairs & roofs are cleaned every year.

Motion to approve quote for cleaning and line painting up to \$5000.00. Moved by John M, seconded by Des Clair. **Motion Carried.**

Library

Specifications for a new door were provided to the Board. It is recommended to remove the two doors leading to the exterior and replace with one door and full window. The board of directors suggested that the full window be changed to a half window so that a wall will be under the window which will further prevent any water infiltration into the library.

The architect also recommended replacing the flooring at the entryway to the library with water resistant material such as ceramic tiles.

When the door has been replaced the library will be remediated. To safely remove flooring affected by mold the room will be sealed and only the contractors will be permitted entry. The baseboards will also be removed to see if the water damage has affected the walls.

Management to request quotations from window companies to do this and see if the price is reasonable.

Treasurer's Report

Accounts receivable aging summary

2004 is in arrears - Liened

2102 is in arrears due to jacuzzi leak - unit owner refuses to pay. if payment is not received by June 15, 2018, the account will be sent to the lawyers and a lien will be placed on the unit. Management will send an email notification and invoices to the owner as a reminder. - This matter is ongoing

JCI Contract

This contract is coming up for renewal. Due to a number of projects in the building, the Board of Directors decided to extend the contract for 1 more year with JCI. The service from JCI is good.

Management to find out why the chiller leaked. Daiken explained the alarm went off while they were working there - Coolant leak.

Management to get a quote from Tremblay for ALL fire and from JCI for just the HVAC.

Marijuana/Non Smoking Rule

The Board of Directors reviewed a draft rule which will ban all smoking in the building and forbid growing of cannabis subject to human rights limitations. The draft contains a provision for grandparenting units occupied by current smoking owners. The grandparenting would end when those owners leave the building.

During the discussion management was asked to consult with legal counsel to clarify the time frame for implementation and application for grandparenting.

Based on comments and discussion, Management to draft rule & send to the Board for review.

Section 7.4 - The Board wants it out of the ruling and not to use.

Section 7.3 - go with this instead.

Section 7.3B - Insert "medical needs".

Section 7.5 - Keep out

Management to have the ruling drafted by the end of the week and send to the Board via email for approval.

Joint Facilities Committee Business.

The committee approved the plan for landscaping the circle bed. We are waiting for the 691 condo board to approve. Our Board has previously approved the plan.

Committee recommends Boards approve oiling cracks and making other repairs in pavement of Metropole Pvt. Management of 691 to get quotes for oiling cracks in our visitors parking spot at the same time.

Late check out

Management to review Guest Rental Agreement & Amend "Damage deposit" to also cover cleaning costs resulting from late checkout.

Since the agreement did not make clear the consequences of late checkout the corporation will pay the overtime costs of recalling a cleaner in this instance.

General Maintenance

Winter carpets to be removed. Robert is cleaning the carpets and storing for the season.

Management to address mud on the glass in the front glass walkway.

Management to get quotes on having a company, Sani-soil to lift the winter carpets going forward.

Management to remind concierge staff to smoke only at the back of the building.

Management will ask Robert to do a walk around & do some spring cleaning.

Flowers

Flowers that are being delivered to the lobby are not acceptable and not maintained.

Management to look at other options for flowers & find out whether the pots at the front of the building belong to the condo or if they are Tivolis pots.

Hiring of Concierge Staff

The Board direct Management to freeze the project until further notice.

New Business

Unit 2001 - Bennet - Reimbursement email sent to Becky/Steven.

Motion: Reimburse \$173.39 through petty cash. Moved by C Dence, seconded John T.

Motion Carried.

Action Items List Review

This item was deferred until the next meeting.

AGM Preparation

The Board members will meet on. Monday, May 21, 2018 2:00 PM to prepared for the AGM. Management not required to attend.

Peter Cooney Retirement

The Board of Directors thanked Peter Cooney for his contribution during his seven years on the Board. Peter will be leaving the Board of Directors on May 24, 2018

Next meeting - Tuesday May 29th, 2018 at 9:00 AM. This will be a short meeting to assign Director roles (President, Vice-President, Secretary, Treasurer) following the election of a new Director on May 24. Management is not required to attend. .

MONTHLY FINANCIAL REPORT

OCSCC 687

April 2018

OCSCC 687 Monthly Financials

Table of Contents

Operating Reports

1. Financial Summary Report
2. Budget vs Actuals Comparison- Monthly
3. Budget vs Actuals Comparison- Year to Date
4. Profit and Loss Statement- Monthly
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

April 2018

Revenue

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

Maintenance Charges Income is under budget due to units not requiring repairs.

Guest Suite Revenue is under budget but inline with YE Budget

Other income is over budget due unit inspections, Fobs/Keys purchased as well as party room income to be reallocated to 4037.

Utility Expenses

Utility expenses for April is trending under budget year to date. We can expect hydro to increase when the a/c is turned on.

Contracts

Snow Removal is over budget due to the contractor sending the shared invoices to a wrong email. Invoices were then sent to management (7 outstanding invoices)

General Repairs and Maintenance

Doors and Locks - we are expecting a reimbursement for returned items in the amount of \$2,483.73.

Plumbing repairs and Maintenance over budget due to stack back ups into units.

Over all, General Repairs are under budget for the fiscal year.

Administrative & Professional Expenses

Administrative & Professional Expenses are over budget for the fiscal year due to consulting-engineering fees.

Conclusion

Overall, we are below budget and have completed the year within our budget guidelines.

OCSCC #687

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

April 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	177,046.76	176,935.00	-111.76	100.06 %
4030 Maintenance Charges Income	167.35	1,583.00	1,415.65	10.57 %
4031 Guest Suite Revenue	1,595.00	2,000.00	405.00	79.75 %
4037 Party Room Revenue	200.00	250.00	50.00	80.00 %
4040 Other Income	1,190.00	500.00	-690.00	238.00 %
4041 Parking	100.00	292.00	192.00	34.25 %
Total 4000 Income	180,299.11	181,560.00	1,260.89	99.31 %
Total Income	\$180,299.11	\$181,560.00	\$1,260.89	99.31 %
Cost of Goods Sold				
4500 Contribution to Reserve	56,902.00	40,833.00	-16,069.00	139.35 %
Total Cost of Goods Sold	\$56,902.00	\$40,833.00	\$ -16,069.00	139.35 %
GROSS PROFIT	\$123,397.11	\$140,727.00	\$17,329.89	87.69 %
Expenses				
5000 Utilities				
5010 Gas	12,978.65	16,500.00	3,521.35	78.66 %
5020 Hydro	15,340.38	34,000.00	18,659.62	45.12 %
5030 Water & Sewer	7,046.02	8,833.00	1,786.98	79.77 %
5040 Telecom Expenses	351.34	502.00	150.66	69.99 %
Total 5000 Utilities	35,716.39	59,835.00	24,118.61	59.69 %
5100 Employee Salaries & Benefits				
5110 Taxes & WSIB	98.32	458.00	359.68	21.47 %
5120 Wages	4,230.76	4,583.00	352.24	92.31 %
5122 Payroll Processing/WSIB	407.08		-407.08	
5625 Uniforms		42.00	42.00	
Total 5100 Employee Salaries & Benefits	4,736.16	5,083.00	346.84	93.18 %
5400 Contracts				
5410 General Cleaning	5,828.99	6,895.00	1,066.01	84.54 %
5415 Waste management	130.44	73.00	-57.44	178.68 %
5430 Fire System Maintenance	2,587.40	2,564.00	-23.40	100.91 %
5435 Private Security	17,816.86	17,050.00	-766.86	104.50 %
5440 Mechanical Maintenance/HVAC	3,781.73	3,782.00	0.27	99.99 %
5455 Elevator	2,602.75	2,603.00	0.25	99.99 %
5460 Fitness Equipment	367.21	244.50	-122.71	150.19 %
5466 Interior Flowers	300.00	458.00	158.00	65.50 %
5470 Snow Removal	18,486.38	2,200.00	-16,286.38	840.29 %
5475 Pest Control	99.44	104.00	4.56	95.62 %
Total 5400 Contracts	52,001.20	35,973.50	-16,027.70	144.55 %
5500 General Repairs & Maintenance				
5502 Building Supplies	2,845.10	1,000.00	-1,845.10	284.51 %
5503 General Repairs & Maint	-7,694.33	1,917.00	9,611.33	-401.37 %
5505 Pool supplies		250.00	250.00	
5509 Guest suite		75.00	75.00	
5510 Additional Building Cleaning		188.00	188.00	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5515 Waste System		188.00	188.00	
5516 Plumbing R&M	4,382.92	2,167.00	-2,215.92	202.26 %
5518 Window Cleaning		0.00	0.00	
5520 Electrical R&M	551.33	1,167.00	615.67	47.24 %
5525 Garage Cleaning/Maintenance		0.00	0.00	
5530 Fire System Repairs		1,250.00	1,250.00	
5532 Security		417.00	417.00	
5537 Doors, Keys & Locks	657.66	417.00	-240.66	157.71 %
5540 HVAC		2,500.00	2,500.00	
5550 Generator		250.00	250.00	
5555 Elevator	596.37	1,417.00	820.63	42.09 %
5560 Amenity R&M		125.00	125.00	
5562 Common Area upgrades		167.00	167.00	
5565 Landscape		208.00	208.00	
5572 Contingency	146.90		-146.90	
5580 Shared Facility Expense		2,413.00	2,413.00	
Total 5500 General Repairs & Maintenance	1,485.95	16,116.00	14,630.05	9.22 %
5600 Staffing				
5615 Relief Staff	1,437.36		-1,437.36	
Total 5600 Staffing	1,437.36		-1,437.36	
5800 Administrative & Professional Expenses				
5801 Property Management Fees	9,532.58	9,532.56	-0.02	100.00 %
5805 CAO Fees	-1,836.00	153.00	1,989.00	-1,200.00 %
5810 Office expenses		292.00	292.00	
5811 Board of Directors Education		104.00	104.00	
5812 Bank charges	106.87	142.00	35.13	75.26 %
5813 Meeting Expense		125.00	125.00	
5815 Miscellaneous Expenses		417.00	417.00	
5830 Insurance Expense/General & Liability Insurance	9,061.74	9,083.00	21.26	99.77 %
5831 Insurance Deductible		1,667.00	1,667.00	
5832 Legal	824.90	417.00	-407.90	197.82 %
5833 Audit-Accounting		0.00	0.00	
5835 Consulting Fees- Architect/Designer		417.00	417.00	
5836 Consulting- Engineering	1,624.38	2,083.00	458.62	77.98 %
5840 Building staff bonuses		0.00	0.00	
Total 5800 Administrative & Professional Expenses	19,314.47	24,432.56	5,118.09	79.05 %
5900 Contingency/ Initiatives				
5905 General Contingency		833.00	833.00	
Total 5900 Contingency/ Initiatives		833.00	833.00	
Total Expenses	\$114,691.53	\$142,273.06	\$27,581.53	80.61 %
NET OPERATING INCOME	\$8,705.58	\$ -1,546.06	\$ -10,251.64	-563.08 %
NET INCOME	\$8,705.58	\$ -1,546.06	\$ -10,251.64	-563.08 %

OCSCC #687

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

December 2017 - April 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	885,233.76	884,675.00	-558.76	100.06 %
4030 Maintenance Charges Income	1,253.47	7,915.00	6,661.53	15.84 %
4031 Guest Suite Revenue	9,855.00	10,000.00	145.00	98.55 %
4032 NSF fees charged to customers	90.00		-90.00	
4037 Party Room Revenue	700.00	1,250.00	550.00	56.00 %
4040 Other Income	-1,327.66	2,500.00	3,827.66	-53.11 %
4041 Parking	600.00	1,460.00	860.00	41.10 %
Total 4000 Income	896,404.57	907,800.00	11,395.43	98.74 %
Total Income	\$896,404.57	\$907,800.00	\$11,395.43	98.74 %
Cost of Goods Sold				
4500 Contribution to Reserve	220,234.00	204,165.00	-16,069.00	107.87 %
Total Cost of Goods Sold	\$220,234.00	\$204,165.00	\$ -16,069.00	107.87 %
GROSS PROFIT	\$676,170.57	\$703,635.00	\$27,464.43	96.10 %
Expenses				
5000 Utilities				
5010 Gas	98,626.72	78,862.00	-19,764.72	125.06 %
5020 Hydro	79,179.43	149,500.00	70,320.57	52.96 %
5030 Water & Sewer	33,056.62	44,165.00	11,108.38	74.85 %
5040 Telecom Expenses	2,938.46	2,510.00	-428.46	117.07 %
Total 5000 Utilities	213,801.23	275,037.00	61,235.77	77.74 %
5100 Employee Salaries & Benefits				
5110 Taxes & WSIB	875.46	2,290.00	1,414.54	38.23 %
5120 Wages	21,547.19	22,915.00	1,367.81	94.03 %
5122 Payroll Processing/WSIB	407.08		-407.08	
5625 Uniforms	169.49	210.00	40.51	80.71 %
Total 5100 Employee Salaries & Benefits	22,999.22	25,415.00	2,415.78	90.49 %
5400 Contracts				
5410 General Cleaning	31,777.45	34,475.00	2,697.55	92.18 %
5415 Waste management	783.26	365.00	-418.26	214.59 %
5425 Garage Maintenance	141.25		-141.25	
5430 Fire System Maintenance	12,891.48	12,820.00	-71.48	100.56 %
5435 Private Security	87,944.22	85,250.00	-2,694.22	103.16 %
5440 Mechanical Maintenance/HVAC	18,908.65	18,910.00	1.35	99.99 %
5450 Generator Maintenance	429.40		-429.40	
5455 Elevator	13,013.75	13,015.00	1.25	99.99 %
5460 Fitness Equipment	1,393.21	489.00	-904.21	284.91 %
5466 Interior Flowers	1,500.00	2,290.00	790.00	65.50 %
5470 Snow Removal	23,584.38	11,000.00	-12,584.38	214.40 %
5475 Pest Control	397.76	520.00	122.24	76.49 %
Total 5400 Contracts	192,764.81	179,134.00	-13,630.81	107.61 %
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	-10,000.00		10,000.00	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5502 Building Supplies	11,805.12	5,000.00	-6,805.12	236.10 %
5503 General Repairs & Maint	14,128.84	9,585.00	-4,543.84	147.41 %
5504 Emergency Calls	171.34		-171.34	
5505 Pool supplies	1,342.20	1,250.00	-92.20	107.38 %
5509 Guest suite		375.00	375.00	
5510 Additional Building Cleaning	974.27	940.00	-34.27	103.65 %
5515 Waste System	146.88	940.00	793.12	15.63 %
5516 Plumbing R&M	5,596.43	10,835.00	5,238.57	51.65 %
5518 Window Cleaning		0.00	0.00	
5520 Electrical R&M	3,520.73	5,835.00	2,314.27	60.34 %
5525 Garage Cleaning/Maintenance	1,859.21	0.00	-1,859.21	
5530 Fire System Repairs	1,367.30	6,250.00	4,882.70	21.88 %
5532 Security	-423.75	2,085.00	2,508.75	-20.32 %
5537 Doors, Keys & Locks	11,207.28	2,085.00	-9,122.28	537.52 %
5540 HVAC	5,084.90	12,500.00	7,415.10	40.68 %
5550 Generator	389.85	1,250.00	860.15	31.19 %
5555 Elevator	3,922.13	7,085.00	3,162.87	55.36 %
5560 Amenitiy R&M	1,329.90	625.00	-704.90	212.78 %
5562 Common Area upgrades	1,954.90	835.00	-1,119.90	234.12 %
5565 Landscape		1,040.00	1,040.00	
5572 Contingency	146.90		-146.90	
5580 Shared Facility Expense	7,208.46	12,065.00	4,856.54	59.75 %
Total 5500 General Repairs & Maintenance	61,732.89	80,580.00	18,847.11	76.61 %
5600 Staffing				
5615 Relief Staff	1,437.36		-1,437.36	
Total 5600 Staffing	1,437.36		-1,437.36	
5800 Administrative & Professional Expenses				
5801 Property Management Fees	50,119.74	47,662.80	-2,456.94	105.15 %
5805 CAO Fees	0.00	765.00	765.00	0.00 %
5810 Office expenses	2,905.89	1,460.00	-1,445.89	199.03 %
5811 Board of Directors Education		520.00	520.00	
5812 Bank charges	637.42	710.00	72.58	89.78 %
5813 Meeting Expense	159.31	625.00	465.69	25.49 %
5815 Miscellaneous Expenses	219.00	2,085.00	1,866.00	10.50 %
5830 Insurance Expense/General & Liability Insurance	45,308.70	45,415.00	106.30	99.77 %
5831 Insurance Deductible		8,335.00	8,335.00	
5832 Legal	1,126.02	2,085.00	958.98	54.01 %
5833 Audit-Accounting		7,828.00	7,828.00	
5835 Consulting Fees- Architect/Designer	2,217.63	2,085.00	-132.63	106.36 %
5836 Consulting- Engineering	42,576.89	10,415.00	-32,161.89	408.80 %
5840 Building staff bonuses	2,400.00	1,800.00	-600.00	133.33 %
Total 5800 Administrative & Professional Expenses	147,670.60	131,790.80	-15,879.80	112.05 %
5900 Contingency/ Initiatives				
5905 General Contingency		4,165.00	4,165.00	
Total 5900 Contingency/ Initiatives		4,165.00	4,165.00	
Total Expenses	\$640,406.11	\$696,121.80	\$55,715.69	92.00 %
NET OPERATING INCOME	\$35,764.46	\$7,513.20	\$ -28,251.26	476.02 %
NET INCOME	\$35,764.46	\$7,513.20	\$ -28,251.26	476.02 %

OCSCC #687

PROFIT AND LOSS

April 2018

	TOTAL
EXPENSES	
6135 Heating & Air Conditioning HVAC	56,049.13
6165 Reserve - Fire Protection	5,740.40
Total Expenses	61,789.53
OTHER INCOME	
6001 Contribution from operating	56,902.00
6002 Interest income for reserve	162.79
Total Other Income	57,064.79
PROFIT	\$ -4,724.74

OCSCC #687

BALANCE SHEET

As of April 30, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Operating Account	321,876.76
1011 TRM Operating Account	0.00
1020 Reserve Account	224,750.38
1021 TRM Reserve Account	0.00
1030 Operating Savings	0.00
1031 TRM Operating Savings	7.50
1050 Petty Cash	250.00
Total Cash and Cash Equivalent	546,884.64
Accounts Receivable (A/R)	
1100 Accounts Receivable	38,588.32
Total Accounts Receivable (A/R)	38,588.32
1200 Due to/from	102,127.13
1300 Prepaid expenses	
1305 Prepaid Insurance	45,308.70
1306 Prepaid Elevator	2,602.75
1307 Prepaid - Other	795.52
Total 1300 Prepaid expenses	48,706.97
1350 Accrued interest	29,187.23
Total Current Assets	765,494.29
Non-current Assets	
1016 Investments	2,433,565.38
Total Non Current Assets	2,433,565.38
Total Assets	\$3,199,059.67
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	84,890.25
Total Accounts Payable (A/P)	84,890.25
2005 Accrued Liabilities	207,847.02
2010 Accrued Liab - Water Infiltration	104,956.83
2500 Due to/from Operating	139,501.13
2600 Payroll Liabilities	933.01
2601 Federal Taxes	-759.91
2602 Payroll liabilities - CPP/EI	1,050.73
2603 Payroll Liabilities - WSIB	300.84
Total 2600 Payroll Liabilities	1,524.67
GST/HST Payable	0.00
Total Current Liabilities	538,719.90
Total Liabilities	538,719.90
Equity	
Opening Balance Equity	2,334,123.53
Retained Earnings	205,257.57

	TOTAL
Profit for the year	120,958.67
Total Equity	2,660,339.77
Total Liabilities and Equity	\$3,199,059.67

OCSCC #687

A/R AGING SUMMARY

As of April 30, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
0301 - Jadu Gopal Saha		39.12			47.03	\$86.15
0306 - Gerry Derouin				30.00		\$30.00
0403 - Abdulmotaleb & Gladys De Elsaddik					31.95	\$31.95
0506 - William & Marilyn Newman					15.00	\$15.00
0606 - Mohamed Peera			15.00		15.00	\$30.00
1501 - Janis Byron					20.07	\$20.07
1502 - Simone Gardner		21.08			14.96	\$36.04
1601 - Lilliane Feig		39.14				\$39.14
1603 - Hani & Mira Chouocrallah		-0.93				\$ -0.93
1704 - Estate of the Late Catherine Hart					24.12	\$24.12
1801 - Evelyn Lief				28.50		\$28.50
1804 - Dr. Pablo Nery					15.00	\$15.00
1902 - Robert Ratcliffe					0.20	\$0.20
1903 - Dr. Someshwar & Saraswa Rao					60.00	\$60.00
2004 - Peggyann Frost		1,490.49	1,490.49	1,490.49	2,980.98	\$7,452.45
2101 - James Daniel				5,364.59	15.00	\$5,379.59
2103 - Pedram Fouladirad & Fatemehladan Zoka					15.00	\$15.00
2202 - Alan Netherton		-0.04				\$ -0.04
2303 - 7214626 Canada Inc.					24.12	\$24.12
2404 - Frank & Mary Dooher				24.12		\$24.12
2601 - Helen Thomas					39.11	\$39.11
2702 - Pedram Fouladirad & Fatemehladan Zoka		-0.04				\$ -0.04
2902 - Laine & Barry Cooper					30.00	\$30.00
3301 Gerald & Mary-Belle Pulvermacher		15.00				\$15.00
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		56.09	56.09	56.09	56.65	\$224.92
TOTAL	\$0.00	\$1,628.77	\$1,561.58	\$6,993.79	\$28,404.18	\$38,588.32

OCSCC #687

A/P AGING SUMMARY

As of April 30, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
10424161 Canada Inc.		1,437.36				\$1,437.36
Bassi Construction LP			35,679.91			\$35,679.91
Boss Electric	198.20	353.13				\$551.33
Burns Landscape Maintenance Inc.	18,486.38					\$18,486.38
Cafe 1274 Banquets					615.85	\$615.85
Clean Water Works	4,382.92				1,129.99	\$5,512.91
CLEB Consulting Inc.	1,624.38					\$1,624.38
Davidson Houle Allen LLP	824.90				87.71	\$912.61
Envirocontrol	146.90					\$146.90
FEDEX	164.11					\$164.11
First Choice Locksmith	657.66					\$657.66
GIANT Ltd.	2,680.99					\$2,680.99
Hydro-38 METROPOLE PVT P/R	15,773.49					\$15,773.49
Mr. Robert Briere		50.00				\$50.00
ThyssenKrupp Elevator (Canada) Limited	596.37					\$596.37
TOTAL	\$45,536.30	\$1,840.49	\$35,679.91	\$0.00	\$1,833.55	\$84,890.25

OCSCC #687

TRANSACTION LIST BY SUPPLIER

April 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10424161 Canada Inc.						
01-04-2018	Bill	1391	Yes		2000 Accounts Payable	1,437.36
Boss Electric						
01-04-2018	Bill	19695	Yes		2000 Accounts Payable	211.88
01-04-2018	Bill	19698	Yes		2000 Accounts Payable	141.25
30-04-2018	Bill	19738	Yes		2000 Accounts Payable	198.20
Burns Landscape Maintenance Inc.						
30-04-2018	Bill	13372	Yes		2000 Accounts Payable	2,486.00
30-04-2018	Bill	13374	Yes		2000 Accounts Payable	2,666.73
30-04-2018	Bill	13375	Yes		2000 Accounts Payable	2,666.73
30-04-2018	Bill	13376	Yes		2000 Accounts Payable	2,666.73
30-04-2018	Bill	13377	Yes		2000 Accounts Payable	2,666.73
30-04-2018	Bill	13378	Yes		2000 Accounts Payable	2,666.73
30-04-2018	Bill	13373	Yes		2000 Accounts Payable	2,666.73
CI Property Management						
01-04-2018	Bill	2017	Yes		2000 Accounts Payable	9,532.58
02-04-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-9,532.58
Clean Water Works						
30-04-2018	Bill	W67564	Yes		2000 Accounts Payable	1,337.92
30-04-2018	Bill	W67361	Yes		2000 Accounts Payable	138.99
30-04-2018	Bill	W67371	Yes		2000 Accounts Payable	138.99
30-04-2018	Bill	W67667	Yes		2000 Accounts Payable	185.32
30-04-2018	Bill	W66972	Yes		2000 Accounts Payable	416.97
30-04-2018	Bill	W67214	Yes		2000 Accounts Payable	138.99
30-04-2018	Bill	W66979	Yes		2000 Accounts Payable	347.48
30-04-2018	Bill	W66839	Yes		2000 Accounts Payable	1,678.26
CLEB Consulting Inc.						
30-04-2018	Bill	101186	Yes		2000 Accounts Payable	1,624.38

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Daikin Applied						
10-04-2018	Purchase Order	1014	No		2000 Accounts Payable	53,065.93
30-04-2018	Purchase Order	1015	No		2000 Accounts Payable	2,983.20
Davidson Houle Allen LLP						
30-04-2018	Bill	6637	Yes		2000 Accounts Payable	742.41
30-04-2018	Bill	7097	Yes		2000 Accounts Payable	82.49
Enbridge-38 METROPOLE PVT						
03-04-2018	Bill Payment (Cheque)	RBCX7675-2	Yes		1010 Operating Account	-32,904.23
Envirocontrol						
30-04-2018	Bill	22851	Yes		2000 Accounts Payable	146.90
FEDEX						
30-04-2018	Bill	4402829200	Yes		2000 Accounts Payable	164.11
First Choice Locksmith						
30-04-2018	Bill	24861	Yes		2000 Accounts Payable	202.27
30-04-2018	Bill	24860	Yes		2000 Accounts Payable	455.39
GIANT Ltd.						
30-04-2018	Bill	239772	Yes		2000 Accounts Payable	1,073.86
30-04-2018	Bill	239430	Yes		2000 Accounts Payable	1,607.13
Hydro - 38 Metropole Pvt F/P						
01-04-2018	Bill	FE13-MR14 2018	Yes		2000 Accounts Payable	20.62
16-04-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-20.62
Hydro-38 METROPOLE PVT P/R						
03-04-2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-14,197.26
16-04-2018	Bill	FEB28-MAR31/18	Yes		2000 Accounts Payable	15,773.49
Mr. Robert Briere						
15-04-2018	Bill		Yes		2000 Accounts Payable	50.00
Receiver General						
15-04-2018	Tax Payment		Yes	Tax Payment for Period: 01-03-2018-31-03-2018	1010 Operating Account	-1,405.62
Rogers A/C # 6-2355-5513						
01-04-2018	Bill	1866128068	Yes		2000 Accounts Payable	135.57
26-04-2018	Bill Payment (Cheque)	RBCX6354-1	Yes		1010 Operating Account	-135.57

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Rogers A/C # 7-3161-8336						
01-04-2018	Bill	1869852374	Yes		2000 Accounts Payable	137.27
26-04-2018	Bill Payment (Cheque)	RBCX6306	Yes		1010 Operating Account	-137.27
Rogers A/C # 7-5091-9334						
01-04-2018	Bill	1867309946	Yes		2000 Accounts Payable	11.30
26-04-2018	Bill Payment (Cheque)	RBCX6331	Yes		1010 Operating Account	-11.30
ThyssenKrupp Elevator (Canada) Limited						
30-04-2018	Bill	1383181	Yes		2000 Accounts Payable	596.37
Tremblay Fire Solutions Ltd						
05-04-2018	Purchase Order	1013	No		2000 Accounts Payable	5,740.40

OCSCC #687

GENERAL LEDGER

April 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5010 Gas							
Beginning Balance							85,648.07
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -7,354.56	78,293.51
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$20,333.21	98,626.72
Total for 5010 Gas						\$12,978.65	
5020 Hydro							
Beginning Balance							63,839.05
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -15,718.40	48,120.65
01-04-2018	Bill	FE13-MR14 2018	Hydro - 38 Metropole Pvt F/P	February 13 to March 14, 2018 (invoiced Mar 28, 2018)	2000 Accounts Payable	\$20.62	48,141.27
16-04-2018	Bill	FEB28-MAR31/18	Hydro-38 METROPOLE PVT P/R	Feb 28 - Mar 31 2018	2000 Accounts Payable	\$15,773.49	63,914.76
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$15,264.67	79,179.43
Total for 5020 Hydro						\$15,340.38	
5030 Water & Sewer							
Beginning Balance							26,010.60
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -14,326.90	11,683.70
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$21,372.92	33,056.62
Total for 5030 Water & Sewer						\$7,046.02	
5040 Telecom Expenses							
Beginning Balance							2,587.12
01-04-2018	Bill	1866128068	Rogers A/C # 6-2355-5513	Mar 16 - Apr 15, 2018 (Invoiced on Mar 15, 2018)	2000 Accounts Payable	\$135.57	2,722.69
01-04-2018	Bill	1867309946	Rogers A/C # 7-5091-9334	Mar 20 - Apr 19, 2018 (Invoiced on Mar 19, 2018)	2000 Accounts Payable	\$11.30	2,733.99
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -296.53	2,437.46
01-04-2018	Bill	1869852374	Rogers A/C # 7-3161-8336	March 27 - Apr 27, 2018 (Invoiced on March 27, 2018)	2000 Accounts Payable	\$137.27	2,574.73
15-04-2018	Bill		Mr. Robert Briere	Monthly reimbursement for use of personal cell phone	2000 Accounts Payable	\$50.00	2,624.73
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$313.73	2,938.46
Total for 5040 Telecom Expenses						\$351.34	
Total for 5000 Utilities						\$35,716.39	
5100 Employee Salaries & Benefits							
5110 Taxes & WSIB							
Beginning Balance							777.14
12-04-2018	Pay cheque		Robert Briere	Employer Taxes	1010 Operating Account	\$49.15	826.29
26-04-2018	Pay cheque		Robert Briere	Employer Taxes	1010 Operating Account	\$49.17	875.46
Total for 5110 Taxes & WSIB						\$98.32	
5120 Wages							
Beginning Balance							17,316.43
12-04-2018	Pay cheque		Robert Briere	Gross Pay - This is not a legal pay stub	1010 Operating Account	\$2,115.38	19,431.81
26-04-2018	Pay cheque		Robert Briere	Gross Pay - This is not a legal pay stub	1010 Operating Account	\$2,115.38	21,547.19
Total for 5120 Wages						\$4,230.76	
5122 Payroll Processing/WSIB							
27-04-2018	Expense			BILL PYMT 2683 WSIB-ON- SCHE1	1010 Operating Account	\$407.08	407.08
Total for 5122 Payroll Processing/WSIB						\$407.08	
5625 Uniforms							
Beginning Balance							169.49
Total for 5625 Uniforms							
Total for 5100 Employee Salaries & Benefits						\$4,736.16	
5400 Contracts							
5410 General Cleaning							
Beginning Balance							25,948.46
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -6,706.49	19,241.97
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$12,535.48	31,777.45
Total for 5410 General Cleaning						\$5,828.99	
5415 Waste management							
Beginning Balance							652.82
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$130.44	783.26
Total for 5415 Waste management						\$130.44	
5425 Garage Maintenance							
Beginning Balance							141.25
Total for 5425 Garage Maintenance							
5430 Fire System Maintenance							
Beginning Balance							10,304.08
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$2,587.40	12,891.48

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5430 Fire System Maintenance						\$2,587.40	
5435 Private Security							
Beginning Balance							
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -17,816.86	70,127.36
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$35,633.72	52,310.50
Total for 5435 Private Security						\$17,816.86	87,944.22
5440 Mechanical Maintenance/HVAC							
Beginning Balance							
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$3,781.73	15,126.92
Total for 5440 Mechanical Maintenance/HVAC						\$3,781.73	18,908.65
5450 Generator Maintenance							
Beginning Balance							
Total for 5450 Generator Maintenance							429.40
5455 Elevator							
Beginning Balance							
15-04-2018	Journal Entry	111		to set up elevator prepaid April	-Split-	\$2,602.75	10,411.00
Total for 5455 Elevator						\$2,602.75	13,013.75
5460 Fitness Equipment							
Beginning Balance							
15-04-2018	Journal Entry	116		to set up prepaid qtrly fitness equip maintenance Apr	-Split-	\$367.21	1,026.00
Total for 5460 Fitness Equipment						\$367.21	1,393.21
5466 Interior Flowers							
Beginning Balance							
01-04-2018	Journal Entry	126R		to set up monthly accruals	-Split-	\$ -1,200.00	1,200.00
30-04-2018	Journal Entry	149		to set up accruals	-Split-	\$1,500.00	0.00
Total for 5466 Interior Flowers						\$300.00	1,500.00
5470 Snow Removal							
Beginning Balance							
30-04-2018	Bill	13375	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance (Original invoice dated 31-01-2018)	2000 Accounts Payable	\$2,666.73	5,098.00
30-04-2018	Bill	13372	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance	2000 Accounts Payable	\$2,486.00	7,764.73
30-04-2018	Bill	13374	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance(Original invoice dated Dec 31, 2017)	2000 Accounts Payable	\$2,666.73	10,250.73
30-04-2018	Bill	13373	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance (Original invoice dated Nov 30, 2017)	2000 Accounts Payable	\$2,666.73	12,917.46
30-04-2018	Bill	13376	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance (Original invoice dated 28-02-2018)	2000 Accounts Payable	\$2,666.73	15,584.19
30-04-2018	Bill	13378	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance	2000 Accounts Payable	\$2,666.73	18,250.92
30-04-2018	Bill	13377	Burns Landscape Maintenance Inc.	Metropole - Apr 2018 snow maintenance (Original invoice dated 31-03-2018)	2000 Accounts Payable	\$2,666.73	20,917.65
Total for 5470 Snow Removal						\$18,486.38	23,584.38
5475 Pest Control							
Beginning Balance							
01-04-2018	Journal Entry	124		to set up prepaid - Jan 1 2018 to Dec 31 2018 - \$99.44/month	-Split-	\$99.44	298.32
Total for 5475 Pest Control						\$99.44	397.76
Total for 5400 Contracts						\$52,001.20	
5500 General Repairs & Maintenance							
5501 Reimbursable Expense							
Beginning Balance							
Total for 5501 Reimbursable Expense							-10,000.00
5502 Building Supplies							
Beginning Balance							
30-04-2018	Bill	239430	GIANT Ltd.	Fan coil thermostats and blower motors (Original invoice dated 20-02-2018)	2000 Accounts Payable	\$1,607.13	8,960.02
30-04-2018	Bill	239772	GIANT Ltd.	Fan coil thermostats (Original invoice dated 09-03-2018)	2000 Accounts Payable	\$1,073.86	10,567.15
30-04-2018	Bill	4402829200	FEDEX	Delivery (Original invoice dated 19-01-2018)	2000 Accounts Payable	\$164.11	11,641.01
Total for 5502 Building Supplies						\$2,845.10	11,805.12
5503 General Repairs & Maint							
Beginning Balance							
01-04-2018	Journal Entry	126R		to set up monthly accruals (Westboro PO 1011)	-Split-	\$ -7,694.33	21,823.17
Total for 5503 General Repairs & Maint						\$ -7,694.33	14,128.84
5504 Emergency Calls							
Beginning Balance							
Total for 5504 Emergency Calls							171.34
5505 Pool supplies							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							1,342.20
Total for 5505 Pool supplies							
5510 Additional Building Cleaning							
Beginning Balance							974.27
Total for 5510 Additional Building Cleaning							
5515 Waste System							
Beginning Balance							146.88
Total for 5515 Waste System							
5516 Plumbing R&M							
Beginning Balance							1,213.51
30-04-2018	Bill	W67371	Clean Water Works	To unblock kitchen sink in Unit #1102(Original invoice dated 29-03-2018)	2000 Accounts Payable	\$138.99	1,352.50
30-04-2018	Bill	W67564	Clean Water Works	To unblock drain in parking lot(Original invoice dated 30-03-2018)	2000 Accounts Payable	\$1,337.92	2,690.42
30-04-2018	Bill	W66839	Clean Water Works	To snake kitchen drain (Original invoice dated 28-02-2018)	2000 Accounts Payable	\$1,678.26	4,368.68
30-04-2018	Bill	W66972	Clean Water Works	To unblock drain in Unit # 1203 that was backing into unit # 1204(Original invoice dated 20-03-2018)	2000 Accounts Payable	\$416.97	4,785.65
30-04-2018	Bill	W66979	Clean Water Works	To unblock kitchen sink in Unit # 1704(Original invoice dated 20-03-2018)	2000 Accounts Payable	\$347.48	5,133.13
30-04-2018	Bill	W67667	Clean Water Works	To unblock kitchen sink as required(Original invoice dated 06-04-2018)	2000 Accounts Payable	\$185.32	5,318.45
30-04-2018	Bill	W67361	Clean Water Works	To unblock kitchen sink(Original invoice dated 29-03-2018)	2000 Accounts Payable	\$138.99	5,457.44
30-04-2018	Bill	W67214	Clean Water Works	To unblock kitchen sink(Original invoice dated 26-03-2018)	2000 Accounts Payable	\$138.99	5,596.43
Total for 5516 Plumbing R&M						\$4,382.92	
5520 Electrical R&M							
Beginning Balance							2,969.40
01-04-2018	Bill	19698	Boss Electric	Troubleshoot and repair chandelier light in front of elevator on 10th floor (invoiced Mar 28, 2018)	2000 Accounts Payable	\$141.25	3,110.65
01-04-2018	Bill	19695	Boss Electric	Replace 3 customer supplied ballasts (invoiced Mar 28, 2018)	2000 Accounts Payable	\$211.88	3,322.53
30-04-2018	Bill	19738	Boss Electric	Replace light fixture in women's change room(Original invoice dated 18-04-2018)	2000 Accounts Payable	\$198.20	3,520.73
Total for 5520 Electrical R&M						\$551.33	
5525 Garage Cleaning/Maintenance							
Beginning Balance							1,859.21
Total for 5525 Garage Cleaning/Maintenance							
5530 Fire System Repairs							
Beginning Balance							1,367.30
Total for 5530 Fire System Repairs							
5532 Security							
Beginning Balance							-423.75
Total for 5532 Security							
5537 Doors, Keys & Locks							
Beginning Balance							10,549.62
30-04-2018	Bill	24861	First Choice Locksmith	Trouble shoot back door checked all wires, electric strike always unlock, card reader is green always, need to adjust programming, made requires adjustments, all good... Operator in P1 parking, found broken fuse, changed fuse, tested it, all good (Original invoice dated 29-03-2018)	2000 Accounts Payable	\$202.27	10,751.89
30-04-2018	Bill	24860	First Choice Locksmith	Trouble shoot back garbage room, old knob on schlage mortise is broken and screws are broken as well, needs to be replaced, replaced hardware. all good(Original invoice dated 08-03-2018)	2000 Accounts Payable	\$455.39	11,207.28
Total for 5537 Doors, Keys & Locks						\$657.66	
5540 HVAC							
Beginning Balance							5,084.90
Total for 5540 HVAC							
5550 Generator							
Beginning Balance							389.85

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5550 Generator							
5555 Elevator							
Beginning Balance							3,325.76
30-04-2018	Bill	1383181	ThyssenKrupp Elevator (Canada) Limited	Fire test(Original invoice dated 04-04-2018)	2000 Accounts Payable	\$596.37	3,922.13
Total for 5555 Elevator						\$596.37	
5560 Amenitiy R&M							
Beginning Balance							1,329.90
Total for 5560 Amenitiy R&M							
5562 Common Area upgrades							
Beginning Balance							1,954.90
Total for 5562 Common Area upgrades							
5572 Contingency							
30-04-2018	Bill	22851	Envirocontrol	Units 3003, 3203, 2903, 2504 & 1005 scheduled for spring Cluster Fly treatments. Only 3003 was ready as per prep instructions and able to vacate for 6hrs as directed. Will try to reschedule, prep instructions provided again. 70mins on site.(Original invoice dated 19- 04-2018)	2000 Accounts Payable	\$146.90	146.90
Total for 5572 Contingency						\$146.90	
5580 Shared Facility Expense							
Beginning Balance							7,208.46
Total for 5580 Shared Facility Expense							
Total for 5500 General Repairs & Maintenance						\$1,485.95	
5600 Staffing							
5615 Relief Staff							
01-04-2018	Bill	1391	10424161 Canada Inc.	Superintendent vacation coverage-March 5th-9th (invoiced Mar 9, 2018)	2000 Accounts Payable	\$1,437.36	1,437.36
Total for 5615 Relief Staff						\$1,437.36	
Total for 5600 Staffing						\$1,437.36	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							40,587.16
01-04-2018	Bill	2017	CI Property Management	monthly management fee	2000 Accounts Payable	\$9,532.58	50,119.74
Total for 5801 Property Management Fees						\$9,532.58	
5805 CAO Fees							
Beginning Balance							1,836.00
01-04-2018	Journal Entry	130R		to set up accrual for 2018/2019 assessment fees	-Split-	\$ -1,836.00	0.00
Total for 5805 CAO Fees						\$ -1,836.00	
5810 Office expenses							
Beginning Balance							2,905.89
Total for 5810 Office expenses							
5812 Bank charges							
Beginning Balance							530.55
06-04-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$19.32	549.87
06-04-2018	Expense			ACTIVITY FEE	1010 Operating Account	\$86.95	636.82
06-04-2018	Expense			ACTIVITY FEE	1020 Reserve Account	\$0.60	637.42
Total for 5812 Bank charges						\$106.87	
5813 Meeting Expense							
Beginning Balance							159.31
Total for 5813 Meeting Expense							
5815 Miscellaneous Expenses							
Beginning Balance							219.00
Total for 5815 Miscellaneous Expenses							
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							36,246.96
30-04-2018	Journal Entry	131		to record monthly insurance expense transfer from prepaid	-Split-	\$9,061.74	45,308.70
Total for 5830 Insurance Expense/General & Liability Insurance						\$9,061.74	
5832 Legal							
Beginning Balance							301.12
30-04-2018	Bill	6637	Davidson Houle Allen LLP	OCSCC 687 General Matters 23571-1(Original invoice dated 28-02-2018)	2000 Accounts Payable	\$742.41	1,043.53
30-04-2018	Bill	7097	Davidson Houle Allen LLP	OCSCC 687 General Matters 23571-1(Original invoice dated 10-04-2018)	2000 Accounts Payable	\$82.49	1,126.02
Total for 5832 Legal						\$824.90	
5835 Consulting Fees- Architect/Designer							
Beginning Balance							2,217.63

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5835 Consulting Fees- Architect/Designer							
5836 Consulting- Engineering							
Beginning Balance							40,952.51
30-04-2018	Bill	101186	CLEB Consulting Inc.	Professional fees - remedial work on precast wall system(Original invoice dated 25-03-2018)	2000 Accounts Payable	\$1,624.38	42,576.89
Total for 5836 Consulting- Engineering						\$1,624.38	
5840 Building staff bonuses							
Beginning Balance							2,400.00
Total for 5840 Building staff bonuses							
Total for 5800 Administrative & Professional Expenses						\$19,314.47	
6102 Building Interior R&M							
Beginning Balance							11,644.36
Total for 6102 Building Interior R&M							
6103 Building Exterior R&M							
Beginning Balance							8,949.60
Total for 6103 Building Exterior R&M							
6115 Reserve - Exterior R&M							
Beginning Balance							63,229.91
Total for 6115 Reserve - Exterior R&M							
6135 Heating & Air Conditioning HVAC							
30-04-2018	Journal Entry	149		to set up accruals (o/s purchase orders 1014 & 1015)	-Split-	\$56,049.13	56,049.13
Total for 6135 Heating & Air Conditioning HVAC						\$56,049.13	
6142 Reserve - Electrical							
Beginning Balance							1,898.41
Total for 6142 Reserve - Electrical							
6150 Reserve Fund Study							
Beginning Balance							3,503.50
Total for 6150 Reserve Fund Study							
6165 Reserve - Fire Protection							
30-04-2018	Journal Entry	149		to set up accruals (o/s purchase order 1013)	-Split-	\$5,740.40	5,740.40
Total for 6165 Reserve - Fire Protection						\$5,740.40	

1010 Operating Account, Period Ending 30-04-2017

RECONCILIATION REPORT

Reconciled on: 04-05-2018

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	326,333.78
Cheques and payments cleared (32)	-184,092.63
Deposits and other credits cleared (166)	177,983.61
Statement ending balance	320,224.76
Register balance as of 30-04-2017	326,333.78
Cleared transactions after 30-04-2017	-6,109.02
Uncleared transactions after 30-04-2017	-29,984.69
Register balance as of 04-05-2018	290,240.07

Details

Cheques and payments cleared (32)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
29-03-2018	Bill Payment	FCN_8792-1	AC/DC Fitness Equipment Tec...	-1,621.44
29-03-2018	Bill Payment	FCN_8792-2	Al Parsons Electronics Ltd.	-141.25
29-03-2018	Bill Payment	FCN_8793-8	Tech2Go	-180.69
29-03-2018	Bill Payment	FCN_8793-7	Smith + Andersen	-1,025.48
29-03-2018	Bill Payment	FCN_8793-6	Optimum Mechanical Solutions	-644.11
29-03-2018	Bill Payment	FCN_8793-5	Mr. Robert Briere	-50.00
29-03-2018	Bill Payment	FCN_8793-4	CLEB Consulting Inc.	-7,664.63
29-03-2018	Bill Payment	FCN_8793-3	CI Property Management	-1,195.30
29-03-2018	Bill Payment	FCN_8793-2	Burns Landscape Maintenance...	-2,486.00
29-03-2018	Bill Payment	FCN_8793-1	4478983 Canada Inc	-882.53
29-03-2018	Bill Payment	FCN_8792-9	Spot Maintenance	-6,488.09
29-03-2018	Bill Payment	FCN_8792-8	Preston Hardware	-109.99
29-03-2018	Bill Payment	FCN_8792-7	Ottawa Pool Works	-339.58
29-03-2018	Bill Payment	FCN_8792-6	Novatech DKI	-171.34
29-03-2018	Bill Payment	FCN_8792-5	Gentech Services	-429.40
29-03-2018	Bill Payment	FCN_8792-4	Clean Water Works	-316.40
29-03-2018	Bill Payment	FCN_8792-3	Boss Electric	-357.53
02-04-2018	Bill Payment		CI Property Management	-9,532.58
03-04-2018	Bill Payment	RBCX7675-2	Enbridge-38 METROPOLE PVT	-32,904.23
03-04-2018	Bill Payment		Hydro-38 METROPOLE PVT ...	-14,197.26
06-04-2018	Expense			-19.32
06-04-2018	Expense			-86.95
10-04-2018	Expense			-81,666.00
12-04-2018	Expense			-16,069.00
12-04-2018	Payroll Cheque		Robert Briere	-1,698.04
15-04-2018	Tax Payment		Receiver General	-1,405.62
16-04-2018	Bill Payment		Hydro - 38 Metropole Pvt F/P	-20.62
26-04-2018	Payroll Cheque		Robert Briere	-1,698.03
26-04-2018	Bill Payment	RBCX6331	Rogers A/C # 7-5091-9334	-11.30
26-04-2018	Bill Payment	RBCX6306	Rogers A/C # 7-3161-8336	-137.27
26-04-2018	Bill Payment	RBCX6354-1	Rogers A/C # 6-2355-5513	-135.57
27-04-2018	Expense			-407.08

Total -184,092.63

Deposits and other credits cleared (166)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-04-2018	Receive Payment		P057-01 -Pedram Fouladi-Rad	56.09
02-04-2018	Receive Payment		0604 - Marilyn Knock	696.58
02-04-2018	Receive Payment		0704 - Steven Dubreuil Clende...	696.59
02-04-2018	Receive Payment		0403 - Abdulmotaieb & Gladys...	696.59
02-04-2018	Receive Payment		0404 - Doug McCarthy	696.59
02-04-2018	Receive Payment		1004 - Rheal & Ron Gellinas	696.59
02-04-2018	Receive Payment		0504 - Patrick Soucy	696.59
02-04-2018	Receive Payment		0904 - Geoff Riggs	696.59
02-04-2018	Receive Payment		1003 - Robert Hansen	696.59
02-04-2018	Receive Payment		0503 - Radha Seshadri	696.59

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-04-2018	Receive Payment		0603 - Todd McLaughlin	696.59
02-04-2018	Receive Payment		0803 - Dianne Caufeld	696.59
02-04-2018	Receive Payment		0303 - Edvardo Del Campo	731.98
02-04-2018	Receive Payment		0203 - Pedram Fouladirad & F...	731.98
02-04-2018	Receive Payment		0304 - Elsia & Mauizio Bonardi	731.98
02-04-2018	Receive Payment		1103 - Zahra Pourjafai-Zaiaei	744.35
02-04-2018	Receive Payment		2303 - 7214626 Canada Inc.	744.35
02-04-2018	Receive Payment		2503 - Thomas & Karen Cole	744.35
02-04-2018	Receive Payment		1603 - Hani & Mira Chouocrallah	744.35
02-04-2018	Receive Payment		1503 - Rob & Margaret Noffke	744.35
02-04-2018	Receive Payment		2703 - Estate of the Late Jitka ...	744.35
02-04-2018	Receive Payment		2103 - Pedram Fouladirad & F...	744.35
02-04-2018	Receive Payment		1903 - Dr. Someshwar & Saras...	744.35
02-04-2018	Receive Payment		2203 - Jennifer Cole	744.35
02-04-2018	Receive Payment		1803 - Muriel Earle	744.35
02-04-2018	Receive Payment		2403 - Hashem Hoda	744.35
02-04-2018	Receive Payment		2803 - Wing Sum Chan	744.35
02-04-2018	Receive Payment		0903 - Selena Wai Man Che	752.67
02-04-2018	Receive Payment		1203 - Karen Switzer	765.46
02-04-2018	Receive Payment		1403 - Goldie Braman	765.57
02-04-2018	Receive Payment		1703 - Alex & Lenka Mach	800.44
02-04-2018	Receive Payment		0305 - Margaret Jean Bowie-R...	1,008.02
02-04-2018	Receive Payment		0905 - Nelson Liu & Jean Hong	1,008.02
02-04-2018	Receive Payment		0502 - Judith Haswell	1,008.02
02-04-2018	Receive Payment		0605 - Douglas & Louise Holden	1,008.02
02-04-2018	Receive Payment		0705 - Janet Clarke-Armstrong	1,008.02
02-04-2018	Receive Payment		0202 - John & Elsie Mallon	1,008.02
02-04-2018	Receive Payment		0302 - Kathleen Laing	1,008.02
02-04-2018	Receive Payment		0405 - David Nicholson	1,008.02
02-04-2018	Receive Payment		1002 - Louise Tardif	1,008.02
02-04-2018	Receive Payment		0902 - Wayne Harrison	1,008.02
02-04-2018	Receive Payment		0505 - Velma & Barry Cornish	1,008.02
02-04-2018	Receive Payment		0802 - Claude Garneau	1,008.02
02-04-2018	Receive Payment		0805 - Nadia Safarian	1,008.02
02-04-2018	Receive Payment		0602 - Teresa Mersereau	1,029.22
02-04-2018	Receive Payment		0702 - Donald DeGenova & C...	1,029.22
02-04-2018	Receive Payment		1005 - Des Clair	1,064.10
02-04-2018	Receive Payment		2305 - David Moors	1,137.14
02-04-2018	Receive Payment		1805 - Blythe & Carol McCleary	1,137.14
02-04-2018	Receive Payment		0201 - Jacques & Helen Bench...	1,137.14
02-04-2018	Receive Payment		1105 - Roy & Marianne Wood	1,137.14
02-04-2018	Receive Payment		1205 - Shedman Tam	1,137.14
02-04-2018	Receive Payment		2505 - David & Christine Welch	1,137.14
02-04-2018	Receive Payment		2201 - Eileen & Roy Pike	1,137.14
02-04-2018	Receive Payment		1601 - Lilliane Feig	1,137.14
02-04-2018	Receive Payment		2001 - Leonard Bennett	1,137.14
02-04-2018	Receive Payment		0401 - Jacob & Margaret Wiebe	1,137.14
02-04-2018	Receive Payment		2605 - Louis & Diane Tennenb...	1,137.14
02-04-2018	Receive Payment		2705 - Bonnie Sigston	1,137.14
02-04-2018	Receive Payment		2101 - James Daniel	1,137.14
02-04-2018	Receive Payment		2701 - Ursula & Richard Streater	1,137.14
02-04-2018	Receive Payment		1605 - Geetha & Rangacha Ja...	1,137.14
02-04-2018	Receive Payment		1701 - Richard & Marjorie Lacy	1,137.14
02-04-2018	Receive Payment		1405 - Bertram Blevis	1,137.14
02-04-2018	Receive Payment		2601 - Helen Thomas	1,137.14
02-04-2018	Receive Payment		1401 - Nicole Hanson	1,137.14
02-04-2018	Receive Payment		1001 - Jim & Madeleine Low	1,137.14
02-04-2018	Receive Payment		0506 - William & Marilyn New...	1,137.14
02-04-2018	Receive Payment		1505 - James Finnie & Ollie Cr...	1,137.14
02-04-2018	Receive Payment		1006 - Carol Devenny In Trust	1,137.14
02-04-2018	Receive Payment		2005 - Craig Milne	1,137.14
02-04-2018	Receive Payment		0301 - Jadu Gopal Saha	1,137.14
02-04-2018	Receive Payment		2405 - Ron & Elaine Brown	1,137.14
02-04-2018	Receive Payment		0501 - Norma Gore	1,137.14
02-04-2018	Receive Payment		0601 - Jocelyne Arvaisais	1,137.14
02-04-2018	Receive Payment		1501 - Janis Byron	1,137.14
02-04-2018	Receive Payment		0806 - Raymonde Haddad	1,137.14
02-04-2018	Receive Payment		0701 - James & Mary Ann Ged...	1,137.14
02-04-2018	Receive Payment		0606 - Mohamed Peera	1,137.14
02-04-2018	Receive Payment		0801 - Claude Garneau	1,137.15
02-04-2018	Receive Payment		0706 - Vivian Chiu	1,137.15
02-04-2018	Receive Payment		2501 - Arnold Toporowski	1,158.37

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-04-2018	Receive Payment		1905 - Louis Martin	1,158.38
02-04-2018	Receive Payment		0406 - Raymond & Gayle Cor...	1,158.38
02-04-2018	Receive Payment		0906 - Anne Bertrand	1,158.38
02-04-2018	Receive Payment		0306 - Gerry Derouin	1,172.54
02-04-2018	Receive Payment		0206 - Linda Wood	1,172.54
02-04-2018	Receive Payment		2202 - Alan Netherton	1,176.09
02-04-2018	Receive Payment		1502 - Simone Gardner	1,176.09
02-04-2018	Receive Payment		1802 - Terry Kim	1,176.09
02-04-2018	Receive Payment		2402 - Edward & Pilar Doe	1,176.09
02-04-2018	Receive Payment		2102 - Paul Dion	1,176.09
02-04-2018	Receive Payment		2602 - Michael & Carole Dence	1,176.09
02-04-2018	Receive Payment		1702 - Peter Cooney	1,176.10
02-04-2018	Receive Payment		1602 - Tedd & Toby Nathanson	1,176.10
02-04-2018	Receive Payment		1102 - Ron Gelinas	1,176.10
02-04-2018	Receive Payment		2401 - Shelley Rothman	1,193.23
02-04-2018	Receive Payment		2105 - Val & Paul Puddicombe	1,193.23
02-04-2018	Receive Payment		2205 - Malcolm McKechnie	1,193.23
02-04-2018	Receive Payment		2805 - Larry O'Brien	1,193.23
02-04-2018	Receive Payment		1801 - Evelyn Lief	1,193.23
02-04-2018	Receive Payment		2301 - Doug & Marie Wong	1,193.23
02-04-2018	Receive Payment		1901 - John Mierins	1,193.23
02-04-2018	Receive Payment		1202 - Peter & Joan Gillespie	1,197.32
02-04-2018	Receive Payment		2802 - Bruce & Ulla Maynard	1,218.54
02-04-2018	Receive Payment		1902 - Robert Ratcliffe	1,232.18
02-04-2018	Receive Payment		1402 - Ingrid Levitz	1,232.18
02-04-2018	Receive Payment		2702 - Pedram Fouladirad & F...	1,232.18
02-04-2018	Receive Payment		2302 - Rita Savard	1,232.18
02-04-2018	Receive Payment		0901 - Alain & Brenda Paquet	1,237.14
02-04-2018	Receive Payment		2801 - Doug McCarthy	1,249.31
02-04-2018	Receive Payment		2502 - Anna Turner	1,253.41
02-04-2018	Receive Payment		2002 - Judy Edgar	1,274.63
02-04-2018	Receive Payment		2804 - Leona Cunningham	1,434.40
02-04-2018	Receive Payment		1604 - Mark & Nina Dover	1,490.49
02-04-2018	Receive Payment		2104 - Richard & Nathalie Ville...	1,490.49
02-04-2018	Receive Payment		2404 - Frank & Mary Dooher	1,490.49
02-04-2018	Receive Payment		1904 - Dr. Marie Kiar	1,490.49
02-04-2018	Receive Payment		1804 - Dr. Pablo Nery	1,490.49
02-04-2018	Receive Payment		2604 - Lorraine Fage	1,490.49
02-04-2018	Receive Payment		2704 - Francois & Anne Borde	1,490.49
02-04-2018	Receive Payment		1104 - Paul Manson	1,490.49
02-04-2018	Receive Payment		1404 - Dr. Vijay & Beverly Moo...	1,511.71
02-04-2018	Receive Payment		2304 - James Jarvis	1,511.71
02-04-2018	Receive Payment		2204 - Gail Victor	1,511.71
02-04-2018	Receive Payment		1504 - Jonathon Fisher & Lind...	1,511.72
02-04-2018	Receive Payment		1204 - Kenny & Jocelyne Arse...	1,532.94
02-04-2018	Receive Payment		2504 - Eddy & Sandra Gordon ...	1,567.79
02-04-2018	Receive Payment		3102 - Marie & James Morrissey	1,709.88
02-04-2018	Receive Payment		2902 - Laine & Barry Cooper	1,709.88
02-04-2018	Receive Payment		3202 - Estate of the Late Carol...	1,709.88
02-04-2018	Receive Payment		3002 - Shirley Redmond	1,731.11
02-04-2018	Receive Payment		2901 - Karen Ellis & Jim Mackey	1,775.37
02-04-2018	Receive Payment		3001 - Jeremy Colman	1,775.37
02-04-2018	Receive Payment		3201 - Margaret & Nancy Shea...	1,775.37
02-04-2018	Receive Payment		3101 - Brian Fogarty	1,775.37
02-04-2018	Receive Payment		3301 Gerald & Mary-Belle Pulv...	1,946.46
02-04-2018	Receive Payment		2903 - Lori Loeb	2,253.08
02-04-2018	Receive Payment		3103 - Francesca Clacerano	2,309.16
02-04-2018	Receive Payment		3203 - Larry Hartman	2,309.17
02-04-2018	Receive Payment		3003 - Sonia Tavel	2,330.41
02-04-2018	Receive Payment		3302 - Elissa Iny	2,356.42
03-04-2018	Receive Payment		1704 - Estate of the Late Cath...	1,490.49
03-04-2018	Receive Payment		0205 - Carolyn & Therese Mon...	1,008.00
03-04-2018	Receive Payment		0402 - Theresa & Susan Berko...	1,008.00
03-04-2018	Deposit			425.00
03-04-2018	Receive Payment		1502 - Simone Gardner	15.00
03-04-2018	Receive Payment		2603 - Rachel Purser	744.36
03-04-2018	Receive Payment		0703 - Samuel Yin Sun Lee	696.59
03-04-2018	Receive Payment		0804 - Elpida Agathocleous	696.59
03-04-2018	Receive Payment		0204 - Helen Bucosky	731.98
03-04-2018	Receive Payment		2003 - Gabriel Coifan	744.36
03-04-2018	Receive Payment		2005 - Craig Milne	24.86
10-04-2018	Receive Payment		2902 - Laine & Barry Cooper	24.12

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
10-04-2018	Receive Payment		1101 - Carol Stewart	1,137.14
10-04-2018	Receive Payment		0902 - Wayne Harrison	65.65
10-04-2018	Deposit			460.00
10-04-2018	Receive Payment		1902 - Robert Ratcliffe	31.95
10-04-2018	Receive Payment		1405 - Bertram Blevis	17.03
11-04-2018	Receive Payment	1997	1201 The Estate of Barbara Fo...	1,137.14
16-04-2018	Deposit			585.00
16-04-2018	Receive Payment		1101 - Carol Stewart	18.04
27-04-2018	Receive Payment		2504 - Eddy & Sandra Gordon ...	31.95
27-04-2018	Receive Payment		0703 - Samuel Yin Sun Lee	26.23
27-04-2018	Receive Payment		1705 - Sharron Kavanagh	280.76
27-04-2018	Deposit			1,515.00

Total 177,983.61

Additional Information

Uncleared cheques and payments after 30-04-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
22-06-2017	Bill Payment	EFT1384	Metropole Mingle Committee	-75.00
01-05-2018	Expense			-40,833.33

Total -40,908.33

Uncleared deposits and other credits after 30-04-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31-12-2017	Journal	132		1,722.00
05-02-2018	Receive Payment		1603 - Hani & Mira Chouocrallah	5.00
01-05-2018	Receive Payment		0804 - Elpida Agathocleous	696.59
01-05-2018	Receive Payment		0204 - Helen Bucosky	731.98
01-05-2018	Receive Payment		2003 - Gabriel Coifan	744.36
01-05-2018	Receive Payment		2603 - Rachel Purser	744.36
01-05-2018	Receive Payment		0205 - Carolyn & Therese Mon...	1,008.00
01-05-2018	Receive Payment		1705 - Sharron Kavanagh	1,137.16
01-05-2018	Receive Payment		1704 - Estate of the Late Cath...	1,490.49
01-05-2018	Deposit			900.00
01-05-2018	Receive Payment		2601 - Helen Thomas	39.11
01-05-2018	Receive Payment		0703 - Samuel Yin Sun Lee	696.59
01-05-2018	Receive Payment		0402 - Theresa & Susan Berko...	1,008.00

Total 10,923.64



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

Business Account Statement

RBDDA30000_1829861 E D 00006 00544

March 29, 2018 to April 30, 2018

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

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

Account Summary for this Period

Business Current Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on March 29, 2018	\$326,333.78
Total deposits & credits (6)	+ 177,983.61
Total cheques & debits (16)	- 184,092.63
Closing balance on April 30, 2018	= \$320,224.76

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 (\$)
	Opening balance			326,333.78
02 Apr	Direct Payment (PAD's) service total GRADS6419710000		165,068.37	491,402.15
	Misc Payment CAPITAL INTEGRA	9,532.58		481,869.57
03 Apr	eCheque deposit 13770		7,585.23	
	Bill payment - 7675 ENBRIDGE	32,904.23		
	Hydro Bill Pmt Hydro Ottawa	14,197.26		442,353.31
05 Apr	Direct Deposits (PDS) service total GRADS4105110000	24,103.76		418,249.55
06 Apr	Activity fee	19.32		
	Activity fee	86.95		418,143.28
10 Apr	eCheque deposit 13770		1,735.89	
	Account transfer ACTR4810001343	81,666.00		



Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 00006 102-414-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
10 Apr	Direct Deposits (PDS) service total GRADS4105110000	1,698.04		336,515.13
11 Apr	Account transfer Unit1201		1,137.14	337,652.27
12 Apr	Account transfer ACTR4810200607	16,069.00		321,583.27
16 Apr	eCheque deposit 13770		603.04	
	COMMERCIAL TAXES EMPTX 185852	1,405.62		
	Hydro Bill Pmt Hydro Ottawa	20.62		320,760.07
24 Apr	Direct Deposits (PDS) service total GRADS4105110000	1,698.03		319,062.04
26 Apr	Bill payment - 6331 ROGERS WIRELESS	11.30		
	Bill payment - 6354 ROGERS WIRELESS	135.57		
	Bill payment - 6306 ROGERS WIRELESS	137.27		318,777.90
27 Apr	eCheque deposit 13770		1,853.94	
	Bill payment - 2683 WSIB-ON-SCHE1	407.08		320,224.76
	Closing balance			320,224.76

Account Fees: \$106.27

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.

MONTHLY RESERVE FINANCIAL REPORT

OCSCC 687

April 2018

OCSCC #687

PROFIT AND LOSS

April 2018

	TOTAL
EXPENSES	
6135 Heating & Air Conditioning HVAC	56,049.13
6165 Reserve - Fire Protection	5,740.40
Total Expenses	61,789.53
OTHER INCOME	
6001 Contribution from operating	56,902.00
6002 Interest income for reserve	162.79
Total Other Income	57,064.79
PROFIT	\$ -4,724.74

OCSCC #687

PROFIT AND LOSS

December 2017 - April 2018

	TOTAL
EXPENSES	
6102 Building Interior R&M	11,644.36
6103 Building Exterior R&M	8,949.60
6115 Reserve - Exterior R&M	63,229.91
6135 Heating & Air Conditioning HVAC	56,049.13
6142 Reserve - Electrical	1,898.41
6150 Reserve Fund Study	3,503.50
6165 Reserve - Fire Protection	5,740.40
Total Expenses	151,015.31
OTHER INCOME	
6001 Contribution from operating	220,234.00
6002 Interest income for reserve	15,975.52
Total Other Income	236,209.52
PROFIT	\$85,194.21



RBC Dominion Securities Inc.
CANADIAN DOLLAR
ACCOUNT STATEMENT

APR. 30
2018

Page 1 of 5

08943



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: MAR. 29, 2018

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

ASSET SUMMARY

	MARKET VALUE AT APR. 30	PERCENTAGE OF MARKET VALUE
Cash	\$55.64	0.00 %
Fixed Income	\$2,427,974.13	97.97 %
Preferred Shares	\$0.00	0.00 %
Common Shares	\$0.00	0.00 %
Mutual Funds **	\$50,298.59	2.03 %
Foreign Securities	\$0.00	0.00 %
Managed Assets	\$0.00	0.00 %
Other	\$0.00	0.00 %
Total Value	\$2,478,328.36	100.00 %

INCOME SUMMARY

	THIS MONTH	YEAR-TO-DATE
Dividends	\$0.00	\$0.00
Interest	\$1,923.64	\$7,439.95
Other	\$0.00	\$0.00
Total Income	\$1,923.64	\$7,439.95

CASH BALANCE

ACCOUNT TYPE	OPENING BALANCE AT MAR. 29	CLOSING BALANCE AT APR. 30
Cash	\$0.95	\$55.64

JTA2600912-0053653-08943-0003-0001-00-

RBC Dominion Securities Inc.**CANADIAN DOLLAR
ACCOUNT STATEMENT****APR. 30
2018**

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

ASSET REVIEW

(Exchange rate 1USD = 1.2827 CAD as of APR. 30, 2018)

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

FIXED INCOME

ROYAL BANK OF CANADA	100,000	100.000	100,000.00	\$100,963.70 ¹
GIC - ANNUAL	100,000			
DUE 05/30/2018 1.050%				
BANK OF NOVA SCOTIA	100,000	100.000	100,000.00	\$100,914.80 ¹
GIC - ANNUAL	100,000			
DUE 06/16/2018 1.050%				
LAURENTIAN BANK	100,000	102.948	100,000.00	\$102,948.00
GIC - ANNUAL COMPOUND	100,000			
DUE 07/23/2018 1.650%				
LAURENTIAN BANK	100,000	102.832	100,000.00	\$102,832.70
GIC - ANNUAL COMPOUND	100,000			
DUE 08/15/2018 1.650%				
EQUITABLE BANK	100,000	102.689	100,000.00	\$102,689.90
GIC - ANNUAL COMPOUND	100,000			
DUE 09/17/2018 1.650%				
MANULIFE TRUST CO.	100,000	100.000	100,000.00	\$100,797.26 ¹
GIC - ANNUAL	100,000			
DUE 10/18/2018 1.500%				
ROYAL BANK OF CANADA	100,000	100.000	100,000.00	\$100,568.49 ¹
GIC - ANNUAL	100,000			
DUE 11/15/2018 1.250%				
BANK OF NOVA SCOTIA	100,000	100.000	100,000.00	\$100,595.78 ¹
GIC - ANNUAL	100,000			
DUE 12/20/2018 1.660%				
HOME TRUST COMPANY	100,000	102.138	100,000.00	\$102,138.00
GIC - ANNUAL COMPOUND	100,000			
DUE 01/16/2019 1.660%				
ROYAL BANK OF CANADA	100,000	101.690	100,000.00	\$101,690.10
GIC - ANNUAL COMPOUND	100,000			
DUE 02/14/2019 1.400%				
ROYAL BANK OF CANADA	100,000	101.577	100,000.00	\$101,577.80
GIC - ANNUAL COMPOUND	100,000			
DUE 03/15/2019 1.400%				
ROYAL BANK OF CANADA	100,000	101.291	100,000.00	\$101,291.40
GIC - ANNUAL COMPOUND	100,000			
DUE 04/18/2019 1.250%				
NAT'L BANK OF CANADA	100,000	101.184	100,000.00	\$101,184.90
GIC - ANNUAL COMPOUND	100,000			
DUE 05/21/2019 1.250%				
MONTREAL TRUST CDA	100,000	101.089	100,000.00	\$101,089.00
GIC - ANNUAL COMPOUND	100,000			
DUE 06/16/2019 1.250%				

- CONTINUED ON NEXT PAGE -

JTA2600912-0053654-08943



ASSET REVIEW

(Exchange rate 1USD = 1.2827 CAD as of APR. 30, 2018)

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
ROYAL TRUST CORP	100,000	101.100	100,000.00	\$101,100.80
GIC - ANNUAL COMPOUND	100,000			
DUE 07/17/2019 1.400%				
MANULIFE BANK CDA	100,000	101.126	100,000.00	\$101,126.60
GIC - ANNUAL COMPOUND	100,000			
DUE 08/16/2019 1.600%				
ROYAL BANK OF CANADA	100,000	100.901	100,000.00	\$100,901.80
GIC - ANNUAL COMPOUND	100,000			
DUE 09/16/2019 1.450%				
NAT'L BANK OF CANADA	100,000	100.774	100,000.00	\$100,774.70
GIC - ANNUAL COMPOUND	100,000			
DUE 10/17/2019 1.450%				
MANULIFE BANK CDA	100,000	100.750	100,000.00	\$100,750.40
GIC - ANNUAL COMPOUND	100,000			
DUE 11/15/2019 1.650%				
BANK OF NOVA SCOTIA	100,000	100.689	100,000.00	\$100,689.10
GIC - ANNUAL COMPOUND	100,000			
DUE 12/20/2019 1.920%				
RBC MORTGAGE CORP	100,000	100.618	100,000.00	\$100,618.50
GIC - ANNUAL COMPOUND	100,000			
DUE 01/15/2020 2.150%				
ROYAL TRUST CORP	100,000	100.406	100,000.00	\$100,406.40
GIC - ANNUAL COMPOUND	100,000			
DUE 02/20/2020 2.150%				
ROYAL BANK OF CANADA	100,000	100.247	100,000.00	\$100,247.40
GIC - ANNUAL COMPOUND	100,000			
DUE 03/19/2020 2.150%				
BMO MORTGAGE CORP	100,000	100.076	100,000.00	\$100,076.60
GIC - ANNUAL COMPOUND	100,000			
DUE 04/17/2020 2.150%				
Total Value of Fixed Income			2,400,000.00	\$2,427,974.13

MUTUAL FUNDS

RBC INVESTMENT SAVINGS	RBF2010	5,029.859	10.000	50,298.59	\$50,298.59
ACCOUNT SR A (2010)		5,029.859			
Total Value of Mutual Funds **				50,298.59	\$50,298.59

Total Value of All Securities				2,450,298.59	\$2,478,272.72
--------------------------------------	--	--	--	--------------	----------------

RBC Dominion Securities Inc.**CANADIAN DOLLAR
ACCOUNT STATEMENT****APR. 30
2018**

Your Account Number: 641-44150-1-5

4 of 5

ACCOUNT ACTIVITY

DATE	ACTIVITY	DESCRIPTION	QUANTITY	PRICE RATE	DEBIT	CREDIT
		Opening Balance (MAR. 29, 2018)				\$0.95
APR. 02	INTEREST	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) AS OF 03/29/18 REINVEST @ \$10.00	4.095			
APR. 16	REDEEMED	HOME BANK GIC - ANNUAL COMPOUND DUE 04/16/2018 INT 1.860% 1.860 DUE 04/16/18 AS OF 04/16/18 ADJ TRADE	101,932		101,878.40	
APR. 16	REDEEMED	HOME BANK GIC - ANNUAL COMPOUND DUE 04/16/2018 INT 1.860% 1.860 DUE 04/16/18 GROSS AMT INCLUDES \$-53.60 INT ACCRUED IN PREVIOUS YEARS	101,932-			101,878.40
APR. 16	REDEEMED	HOME BANK GIC - ANNUAL COMPOUND DUE 04/16/2018 INT 1.860% 1.860 DUE 04/16/18 AS OF 04/16/18 ADJ TRADE	101,932-			101,932.00
APR. 16	INTEREST	HOME BANK GIC - ANNUAL COMPOUND DUE 04/16/2018 INT 1.860% MATURED		1.86		1,882.69
APR. 17	BOUGHT	BMO MORTGAGE CORP GIC - ANNUAL COMPOUND DUE 04/17/2020 02.150% MATURITY VALUE \$104,346.23 #180417-B0624C	100,000	100.00	100,000.00	
APR. 19	BOUGHT	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) SOLICITED AS OF 04/18/18	376	10.00	3,760.00	
		Closing Balance (APR. 30, 2018)				\$55.64

- CONTINUED ON NEXT PAGE -

JTA2600912-0053656-08943



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

- We may make recommendations and facilitate trades in securities of related issuers and connected issuers of the firm in your account. For a list of such related issuers and connected issuers, refer to the following website: www.rbc.com/issuers-disclosures or contact your Investment Advisor.
- 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 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.
- ^o - Market value of non-prospectus qualified investment funds (each a "Fund"), disclosed on this statement, is calculated by the fund manager in arrears and may not reflect the actual net asset value from the previous calendar quarter. This market value is an estimate and excludes any unrealized gain / loss on the underlying positions of the Funds for the current calendar quarter.
- [■] - The Book Cost of this security cannot be determined. Please contact your Investment Advisor for additional information.
- ^{**} - Segregated Funds are included in the Total Value of Mutual Funds.
- ^{***} - Converted U.S. dollar contributions or withdrawals are included in your plan summary.
- ⁴ - This security may be subject to a deferred sales charge at the time that it is sold.
- ⁻ - There is no active market for this security so its market value has been estimated.

1020 Reserve Account, Period Ending 30-04-2018

RECONCILIATION REPORT

Reconciled on: 04-05-2018

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	126,853.19
Cheques and payments cleared (1)	-0.60
Deposits and other credits cleared (3)	97,897.79
Statement ending balance	224,750.38
Register balance as of 30-04-2018	224,750.38
Cleared transactions after 30-04-2018	0.00
Uncleared transactions after 30-04-2018	40,833.33
Register balance as of 04-05-2018	265,583.71

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
06-04-2018	Expense			-0.60
Total				-0.60

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
03-04-2018	Deposit			162.79
10-04-2018	Deposit			81,666.00
12-04-2018	Deposit			16,069.00
Total				97,897.79

Additional Information

Uncleared deposits and other credits after 30-04-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-05-2018	Deposit			40,833.33
Total				40,833.33



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

Business Account Statement

RBDDA30000_1829861 E D 00006 00601

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

March 29, 2018 to April 30, 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

Account Summary for this Period

Business Current Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on March 29, 2018 \$126,853.19

Total deposits & credits (3) + 97,897.79

Total cheques & debits (1) - 0.60

Closing balance on April 30, 2018 = \$224,750.38

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 (\$)
	Opening balance			126,853.19
02 Apr	Deposit interest		162.79	127,015.98
06 Apr	Activity fee	0.60		127,015.38
10 Apr	Account transfer RF Tfr Mar Apr		81,666.00	208,681.38
12 Apr	Account transfer YE due to from		16,069.00	224,750.38
	Closing balance			224,750.38

Deposit Interest Earned: \$162.79

Account Fees: \$0.60



Business Account Statement

March 29, 2018 to April 30, 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.

MANAGEMENT REPORT

To: Board of Directors, OCSCC No. 687

From: Yawar Khan, Property Manager
Denise Stimson, Property Manager
Becky Aiken, Assistant Property Manager

Meeting Date: Thursday, May 31, 2018

Time & Location: 10:30 am in the Entertainment Room

Date of Report: June 1, 2018

1. MINUTES

3.2 The minutes of the board meeting held on April 27, 2018 are attached. As well as the minutes of the board meeting held on April

2. FINANCIAL STATEMENTS

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

3. ITEMS FOR DISCUSSION / ACTION REQUIRED

Building Issues and Water Penetration - will re-commence in the Spring 2018.

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

List of units new and old attached to this package

3.2 Landscaping

This project is on hold until after the water testing of the leak area beside the garage ramp. The shared property also must approve the shared property landscaping.

3.3 Booster Pumps

Baxtec installed the water pumps on April 12 - 13th, 2018. Since the install, there have been several issues with water pressure throughout the building. Baxtec returned on numerous occasions to rectify this and finally shut a pump down as there was issues with the valve.

Baxtec returned to install isolation valves on the pumps. To date, no further issues. The booster pumps will be inspected again by Smith and Anderson on Friday June 1, 2018 at 9:30am.

3.4 Elevator Issues

RIA has received tenders for the elevator modernization project and has forwarded them to the Board of Directors for a decision.

3.7 Power outages

Boss Electric to complete the electrical room torquing - Date yet to be determined

3.8 Window Caulking

BV Glazing (Allan Windows) to commence the window caulking project on June 18th (Management will receive advanced notice). it was decided (via email approval) that while onsite, the hours of work will be 8:00 am - 8:00 pm with a projected completion date of July 31, 2018

3.9 Unit 2101- Leak (Jacuzzi)

The owner of 2101 continues to dispute the invoices received due to the jacuzzi leak. Management has now involved legal counsel to place the unit in a lien position.

3.12 Sewer Backup #1204, 1104, 1004

Tenders for repair were received and Novatech was awarded the repair contract. Novatech is currently installing plumbing and drywall within the units. Unit owners were notified to contact Novatech with specific upgrades should they wish to upgrade the cabinetry, flooring etc.

3.13 VSD Chiller

The VSD drive was installed however, issues arose due to the terminals on the new control panel. This caused a disruption with the a/c within the building. It appears that the Regulvar control panel was pulling too much amperage from the new terminal therefore tripping the breaker. This has been rectified. The drive will be inspected by Smith and Anderson on Friday June 1, 2018 at 9:30am. On Friday June 1, 2018 additional issues occurred with the a/c causing the air conditioning to shut down. JCI has been contacted twice to try to rectify the problem

3.14 Electric Car Charging Policy

This was provided to the Board of Directors at the board meeting on April 27, 2018.

3.15 Leaks by Garage Ramp

An email was sent to Bassi requesting a date for the water test - it appears that this has fallen off Bassi's radar. This was tested on June 1, 2018. Currently awaiting the report.

3.17 Quotations Requiring Approval

JCI - one year extension quotation.

3.18 Library Doors

Quotations were requested from Enertight Windows and Doors as well as Orleans Glass. Both companies are running behind and have not attended to provide a quotation yet.

3.19 2202 - Leak Jacuzzi

The unit owner of 2202 disputes the charges for the repairs to 2102 regarding the jacuzzi leak.

May 25 (8
days ago)

alan.netherton alan.netherton

to me, Becky,
Conar,
christene.neth.

Hello Denise/Becky

In reply to my email below I have further information for you concerning the leak from the bath in 2202.

As reported below I removed the bath and moved it to the 2202 balcony. In this location Robert and I have thoroughly tested it for leaks. On Wednesday, May 23rd we filled the bath with water. The plan was to leave it filled with water for 24 hours to see if leaks occurred and from where. There was no leakage for the first two hours. Then a very slow leak appeared from where the exit pipe to the pump passes through the bath wall. I measured the leak as one drip every ten minutes. Collecting the water from the leak, it amounted to approximately one c.c. after three hours. Robert came by on Thursday May 24th to examined the location and extent of the leak for himself. We agreed that the bath should be replaced and a new bath professionally installed by a plumber of Management's choice.

The test results show that under normal use a leak would be unlikely and certainly not in sufficient quantity to cause any damage. This verifies the observation in my email of April 23rd "that the leak occurred while water was stored in the bath for the period of the pump replacement, not from normal bath use". And pointing out that "Storing water in the bath was management's recommendation". I trust this will be taken into account when responsibility for the damage to the ceiling in Unit 2102 is assigned.

Thank you for your continued attention to this problem.

Alan Netherton

Suite 2202

ITEMS FOR INFORMATIONAL PURPOSES

Items for discussion:

Committee Items: N/A

OMD Building Committee: N/A

Gym Committee: N/A

5. INSPECTION REPORT

N/A

6. CONTRACTS

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

7.1. Units for Sale/Rent

SUITE	FOR SALE / SOLD / FOR RENT
1902 2805	Sale of unit in progress Sale of unit in progress - Management is unsure of the status of this unit.

7.2. Board of Directors

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

**Owner occupied Board position

7.3. Other Information

ACTIVITY	DETAILS
AGM	May 24, 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 until podium completed
2017/2018	\$25,000	Caulking	
2017/2018	\$25,000	Doors	
2017/2018	\$65,000	Heating and A/C System	
2017/2018	\$85,000	Plumbing System	

Quick Reference Table		
Unit	Root Problem	Fixed
1. 3203	Caulking	No
2. 2903	Caulking	No
3. 2601	Window Vent	No
4. 2401	Window vent	No
5. 2202	Caulking	No
6. 2101	Caulking	Yes – Temporarily
7. 2002	Caulking	Yes -Temporarily
8. 2001	Caulking	Yes - Temporarily
9. 1901	Caulking	Yes - Temporarily
10. 1604	Possible caulking	No
11. 1204	Caulking	No
12. 1001	Window seal/caulking	No
13. 405	Window	No
14. 401	Caulking	Yes - Temporarily
15. Vestibule	Reglet Caulking	YES

Unit Number	3203	
Resident Name	Hartman	
Contact information	hartlar@bellnet.ca sheila.hartman@hotmail.com	
Suspected Issue	a) Water leak evident in kitchen. Water damage seen in floor boards b) Condensation issue in master bedroom and master bathroom – suspected broken seal in between insulating panes and allowing for cold-hot air interface,	
Testing Required	Yes	
Issues found	-	
Future work	a) Remove fridge and inspect water supply lines behind wall. b) Perform qualitative air testing on windows to see if seal is broken between insulating panes.	
Fixed	No	
Notes:		
Date:	Oct 20	(SD) Visited with David and Myles from CLEB. Testing to be performed after Nov. 20th. Displace kitchen refrigerator to investigate potential water leak behind wall. In addition, to perform testing in bedroom to determine why there is accumulated condensation.
	Jan 23 rd	(DV) visited with SD & R. Damaged hardwood appears to be leading from the window wall and patio doors. Will go with moisture detector next time it rains, and will return with Spirito in the spring.

Unit Number		2903
Resident Name		-
Contact information		-
Suspected Issue		Caulking break on outside face of building.
Testing Required		Yes – Floor may need to be removed to allow for testing.
Issues found		-
Future work		Remove some floorboards, test for water infiltration. Perform repair with Spirito and re-test.
Fixed		No
Notes:		
Date:	Oct 20	(DV) Floorboards heaving in master closet in Northeast corner of unit. Heaving evident all the way to master bathroom, where flood molding damage is evident.

Unit Number		2601
Resident Name		-
Contact information		-
Suspected Issue		Operable vent
Testing Required		No
Issues found		-
Future work		Repair with Prolite
Fixed		No
Notes:		
Date:	Nov 23	(DV) inspected on my own. Homeowners are usually away for winter – water present during last heavy rainfall and carpet was saturated under operable vent. Will repair with prolite.

Unit Number		2401
Resident Name		-
Contact information		-
Suspected Issue		Window Vent
Testing Required		No
Issues found		-
Future work		Repair with Pro-lite
Fixed		No
Notes:		
Date:	Nov 23	(DV) Inspected with Robert. Water no longer visible, however homeowner claims it was directly underneath operable vent

Unit Number	2202	
Resident Name	Christine and Alan Nethertens	
Contact information	alan.netherton@sympatico.ca christene.netherton@sympatico.ca	
Suspected Issue	Deficient Caulking	
Testing Required	No	
Issues found	Deficient caulking	
Future work	None	
Fixed	no	
	Notes:	-
Date:	Oct 30	(DV) visited with Myles and Steven. Leak started around 7am, and traveled all around perimeter of living room to kitchen by visit at 12:30. Suspected issue is from floors higher up. Will continue to test at higher pressures and higher floors until issue is found.
	Nov 9 th	(DV) testing found deficiency in top joint of balcony
	Nov 13 th	(DV) repair with Spirito
	Nov 16 th	(DV) Site visit – No Water
	Nov 20	(DV) water test - still water
	Dec 5 th	(DV) Onsite with Morin Roofing to inspect repair area.

Unit Number		2101
Resident Name		-
Contact information		-
Suspected Issue		Deficient Caulking
Testing Required		No
Issues found		-
Future work		Repair with Spirito
Fixed		Yes
Notes:		
Date:	Nov 29	Inspected leak. Extensive damage to hardwood in spare room - Similar conditions as 2002. Will repair when stage is moved.
	Dec 18 th	(DV) Temporarily fixed by Spirito – Will return in the Spring

Unit Number		2002
Resident Name		Judy Edgar
Contact information		wedgar@sympatico.ca
Suspected Issue		Deficient Caulking
Testing Required		Yes
Issues found		Deficient caulking
Future work		Testing for quality assurance
Fixed		No
Notes:		
Date:	Oct 20	Inspected – dry at time of inspection.
	Oct 23	Repaired with Spirito
	Oct 24	Inspected after heavy rain – dry at time of inspection.
	Oct 27	Tested with blower doors and water hose. Existing leak was not active; however, a new area began to leak. We suspect this area was suspect before however was not getting water that far. Swing stage company has been notified to modify existing stage in order to access the area with deficient caulking. Swing stage will be modified Monday morning.
	Oct 30	(DV) knocked but resident was not home.
	Nov 13th	(DV) repair with Spirito
	Nov 16 th	(DV) water infiltration evident – unsure if water is residual or if ongoing leak is still active. Drywall removed with some insulation for visual access – walls and precast panels appear dry, and no drips or leaks evident from caulking beads. Resident has been asked to monitor water for possible continuing leaks.
	Nov 23 rd	(DV) water test performed – very small amount of water (About the size of a loonie) came in after 15 minutes – will have Spirito overbead from the inside.

Unit Number		2001
Resident Name		-
Contact information		-
Suspected Issue		Deficient Caulking
Testing Required		Yes – floor needs to be removed in Nook area
Issues found		-
Future work		Testing, repair with Spirito, testing for quality Assurance.
Fixed		Yes
Notes:		
Date:	Oct 25	Inspected suspected leak. Similar conditions as 2002. Will have Robert remove floor in nook area, for future testing. Stage will get moved next week to the 01 drop – will investigate further.
	Dec 18 th	(DV) Temporarily fixed by Spirito – will return in the Spring

Unit Number	1901	
Resident Name	-	
Contact information	-	
Suspected Issue	Caulking	
Testing Required	Yes	
Issues found	-	
Future work	Repair with Spirito	
Fixed	No	
Notes:		
Date:	Nov 8 th	(DV) Email from Steven. Will repair when stage is moved to 01 drop next.
	Dec 18 th	(DV) Temporarily fixed by Spirito – will return in the Spring

Unit Number		1604
Resident Name		-
Contact information		-
Suspected Issue		Caulking
Testing Required		Yes
Issues found		-
Future work		Repair with Spirito
Fixed		No
Notes:		
Date:	March 19, 2018	Call From Denise. Visited to inspect – significant hardwood floor damage near north corner of living room.

Unit Number	1204	
Resident Name	Jocelyne Arsenault Kenny Arsenault	
Contact information	kenjoc1@rogers.com	
Suspected Issue	Caulking deficient on outside of building	
Testing Required	Yes – floor needs to be removed in localized area	
Issues found	-	
Future work	Floor removed, testing, repair with Spirito, testing for quality assurance	
Fixed	No	
Notes:		
Date:	Oct 20	Also, please add to the list unit 1204. I did an inspection there last week and can confirm that there are damaged and discoloured floor boards, indicating that there is an active leak in the unit. Some interior finishes will need to be removed before we can continue with any investigations.
	April 25, 2018	Received email from Denise – Will go and look at unit since it is being renovated due to stack leak.

Unit Number		1001
Resident Name		-
Contact information		-
Suspected Issue		Windows
Testing Required		Yes
Issues found		-
Future work		
Fixed		No
Notes:		
Date:	May 3, 2018	(DV) inspection on windows in 3 location, and 4 leaking spots.

Unit Number		405
Resident Name		-
Contact information		-
Suspected Issue		Window opening – Not Vent
Testing Required		Yes if possible
Issues found		-
Future work		Repair with Pro-lite
Fixed		No
Notes:		
Date:	April 24, 2018	(DV) Inspected on my own. Previous leak was under operable vent- new leak is further down along the wall. Possible defect in window rough opening, or caulking around frame.

Unit Number		401
Resident Name		-
Contact information		-
Suspected Issue		Caulking at nook
Testing Required		No
Issues found		-
Future work		Repair with Spirito
Fixed		No
Notes:		
Date:	Nov 23	(DV) inspected with SD and Rob. Same suspected issue as 2002, 2001, & 1901
	Dec 18 th	(DV) Temporarily fixed by Spirito.

Quick Reference Table		
Unit	Root Problem	Fixed
3302	Caulking at Door	Yes
3301	Caulking at Door	Yes
3203	Fridge	No - Winter
2903	Caulking	No –Next Year
2202	Caulking	No
2201	Windows	Yes
2101	Caulking	Yes – Temporarily
2002	Caulking	Yes -Temporarily
2001	Caulking	Yes - Temporarily
1901	Caulking	Yes - Temporarily
1403	Door latch	Yes
1204	Caulking	No – Next year
1103	a) Window b) Patio Door	Yes
1102	Caulking	Yes
1004	Vent	Yes
902	Door latch	Yes
405	Windows	Yes
401	Caulking	Yes - Temporarily
202	Windows	Yes

Unit Number	3302	
Resident Name	Avraham Iny	
Contact information	-	
Suspected Issue	Curb, which supports the curtain wall, is defective.	
Testing Required	Possibly	
Issues found	-	
Future work	Roofing repair at the roofing – curtain wall interface	
Fixed	Yes	
Notes:		
Date:	Oct 26	He has a quote from Bassi to repair the roofing and replace metal flashing. Once we have the scope of work, we can get quotes from other roofing companies to complete the same work on all patios on the 33 rd level.
	Oct 30	(DV) knocked – nobody was home. Will inspect later in the week.
	Nov 1	(DV) received quote from Bassi. Contacted Spirito to provide a similar quote. Will contact Bassi to remove several items from their quote.
	Nov 27	(DV) Spirito To finish Caulking at unit today – Base of curtain wall and doors complete including additional bead at base of flashing below door.

Unit Number	3301	
Resident Name	Pulvermacher	
Contact information	-	
Suspected Issue	Patio Door	
Testing Required	Yes	
Issues found	Caulking surrounding doorframe in poor condition.	
Future work	Had Spirito for emergency repair – fixed two patio doors in living room and kitchen. Caulking in poor condition and evidence of water infiltration	
Fixed	Tentatively – testing required still.	
Notes:		
Date:	Oct. 20.	(SD) Visited with David and Myles from CLEB. Will perform testing on Wed. Oct. 25th to determine if leak originating from patio doors or patio membrane. Wall molding to be removed to expose mold on Gypse underneath. Once determined, the go-ahead will be given to flooring workers to continue with their work. Repair work to door or patio membrane to follow.
	Oct 26	(DV) repair complete with Spirito – remedial testing set tentatively for Monday Oct 30 th
	Oct 26	(DV) Spirito contacted for remedial work on all balconies – unsure if they have the ability to perform the work. Will hear back by Oct 27 th .
	Oct 30	(DV) visited with Steven and Myles. Kitchen not leaking, however small amount of dampness noted in left-hand living room patio door. Small pool was noted this morning by SD. Large amount of water noted near right-hand pillar – suspected issue is either patio door sealant or mullion/snap-cap sealant.
	Nov 1st	(DV) glazing and curtain wall specialist contacted, and will be arriving on site in an upcoming day to perform an investigative opening into glazing system. Will determine how the system can be repaired if water infiltration is possible.
	Nov 7	(DV) inspection with SD and Prolite Glass and Mirror. Window mullions appear to be allowing water infiltration. Pro-lite scheduled to return Monday Nov 13 th to perform an investigation and remove the sealing caps in 2 locations on the penthouse level.
	Nov 13th	(DV) Pro-lite onsite for investigation. Mullions appear well sealed and no further analysis will be made about water infiltration via windows.
	Nov 28th	(DV) Spirito Complete caulking replacement. Testing will be done on Nov 29 th to confirm repair has successfully stopped water infiltration.
	Nov 29th	(DV) tested same patio door. Had water infiltration, but much less than before caulking repair work. There were only 2 points of infiltration, and at least 3 or 4 other points of infiltration had been stopped. After several attempts to seal off around the door, a successful 15-minute water test was completed with no water infiltration. The seals and gaskets on the door need replacing or caulking.

Unit Number	3203	
Resident Name	Hartman	
Contact information	hartlar@bellnet.ca sheila.hartman@hotmail.com	
Suspected Issue	a) Water leak evident in kitchen. Water damage seen in floor boards b) Condensation issue in master bedroom and master bathroom – suspected broken seal in between insulating panes and allowing for cold-hot air interface,	
Testing Required	Yes	
Issues found	-	
Future work	a) Remove fridge and inspect water supply lines behind wall. b) Perform qualitative air testing on windows to see if seal is broken between insulating panes.	
Fixed	No	
Notes:		
Date:	Oct 20	(SD) Visited with David and Myles from CLEB. Testing to be performed after Nov. 20th. Displace kitchen refrigerator to investigate potential water leak behind wall. In addition, to perform testing in bedroom to determine why there is accumulated condensation.

Unit Number		2903
Resident Name		-
Contact information		-
Suspected Issue		Caulking break on outside face of building.
Testing Required		Yes – Floor may need to be removed to allow for testing.
Issues found		-
Future work		Remove some floorboards, test for water infiltration. Perform repair with Spirito and re-test.
Fixed		No
Notes:		
Date:	Oct 20	(DV) Floorboards heaving in master closet in Northeast corner of unit. Heaving evident all the way to master bathroom, where flood molding damage is evident.

Unit Number	2202	
Resident Name	Christine and Alan Nethertens	
Contact information	alan.netherton@sympatico.ca christene.netherton@sympatico.ca	
Suspected Issue	Deficient Caulking	
Testing Required	No	
Issues found	Deficient caulking	
Future work	None	
Fixed	no	
	Notes:	-
Date:	Oct 30	(DV) visited with Myles and Steven. Leak started around 7am, and traveled all around perimeter of living room to kitchen by visit at 12:30. Suspected issue is from floors higher up. Will continue to test at higher pressures and higher floors until issue is found.
	Nov 9 th	(DV) testing found deficiency in top joint of balcony
	Nov 13 th	(DV) repair with Spirito
	Nov 16 th	(DV) Site visit – No Water
	Nov 20	(DV) water test - still water
	Dec 5 th	(DV) Onsite with Morin Roofing to inspect repair area.

Unit Number	2201	
Resident Name	Eileen Pike	
Contact information	200kayaks@gmail.com	
Suspected Issue	Windows	
Testing Required	Yes	
Issues found	-	
Future work	Test windows, perform repair, re-test for quality assurance	
Fixed	No	
Notes:		
Date:	Oct. 20	(SD). Visited with David and Myles from CLEB. Isolated incident but room pressure testing should be done. Owner to be gone after Nov. 1st for 5 months. Access was granted to explore
	Oct 26	(DV) swing stage will be moved to the 01 drop next week. Will look at this unit at that time.
	Nov 27	(DV) Pro-lite on site to fix operable window – will monitor when residents return in Spring

Unit Number		2101
Resident Name		-
Contact information		-
Suspected Issue		Deficient Caulking
Testing Required		No
Issues found		-
Future work		Repair with Spirito
Fixed		Yes
Notes:		
Date:	Nov 29	Inspected leak. Extensive damage to hardwood in spare room - Similar conditions as 2002. Will repair when stage is moved.
	Dec 18 th	(DV) Temporarily fixed by Spirito – Will return in the Spring

Unit Number		2002
Resident Name		Judy Edgar
Contact information		wedgar@sympatico.ca
Suspected Issue		Deficient Caulking
Testing Required		Yes
Issues found		Deficient caulking
Future work		Testing for quality assurance
Fixed		No
Notes:		
Date:	Oct 20	Inspected – dry at time of inspection.
	Oct 23	Repaired with Spirito
	Oct 24	Inspected after heavy rain – dry at time of inspection.
	Oct 27	Tested with blower doors and water hose. Existing leak was not active; however, a new area began to leak. We suspect this area was suspect before however was not getting water that far. Swing stage company has been notified to modify existing stage in order to access the area with deficient caulking. Swing stage will be modified Monday morning.
	Oct 30	(DV) knocked but resident was not home.
	Nov 13th	(DV) repair with Spirito
	Nov 16 th	(DV) water infiltration evident – unsure if water is residual or if ongoing leak is still active. Drywall removed with some insulation for visual access – walls and precast panels appear dry, and no drips or leaks evident from caulking beads. Resident has been asked to monitor water for possible continuing leaks.
	Nov 23 rd	(DV) water test performed – very small amount of water (About the size of a loonie) came in after 15 minutes – will have Spirito overbead from the inside.

Unit Number	2001	
Resident Name	-	
Contact information	-	
Suspected Issue	Deficient Caulking	
Testing Required	Yes – floor needs to be removed in Nook area	
Issues found	-	
Future work	Testing, repair with Spirito, testing for quality Assurance.	
Fixed	Yes	
Notes:		
Date:	Oct 25	Inspected suspected leak. Similar conditions as 2002. Will have Robert remove floor in nook area, for future testing. Stage will get moved next week to the 01 drop – will investigate further.
	Dec 18 th	(DV) Temporarily fixed by Spirito – will return in the Spring

Unit Number	1901	
Resident Name	-	
Contact information	-	
Suspected Issue	Caulking	
Testing Required	Yes	
Issues found	-	
Future work	Repair with Spirito	
Fixed	No	
Notes:		
Date:	Nov 8 th	(DV) Email from Steven. Will repair when stage is moved to 01 drop next.
	Dec 18 th	(DV) Temporarily fixed by Spirito – will return in the Spring

Unit Number		1403
Resident Name		Braman
Contact information		-
Suspected Issue		Door
Testing Required		No
Issues found		-
Future work		Door latch need adjusting
Fixed		Yes
Notes:		
Date:	Oct. 20.	(SD) Could not visit but anticipate the same issue as in 902. Robert B. to have technician examine and adjust locking mechanism and clamps.

Unit Number		1204
Resident Name		Jocelyne Arsenault Kenny Arsenault
Contact information		kenjoc1@rogers.com
Suspected Issue		Caulking deficient on outside of building
Testing Required		Yes – floor needs to be removed in localized area
Issues found		-
Future work		Floor removed, testing, repair with Spirito, testing for quality assurance
Fixed		No
Notes:		
Date:	Oct 20	Also, please add to the list unit 1204. I did an inspection there last week and can confirm that there are damaged and discoloured floor boards, indicating that there is an active leak in the unit. Some interior finishes will need to be removed before we can continue with any investigations.

Unit Number		1103
Resident Name		-
Contact information		-
Suspected Issue		Windows
Testing Required		No
Issues found		Windows
Future work		-
Fixed		Yes
Notes:		
Date:	Nov 24	(DV) Visited with SD. Tenant claims air infiltration around window perimeter in Living room and patio door perimeter in Den.
	Nov 27	(DV) Pro-lite onsite to fix window in living room and patio door in den.

Unit Number	1102	
Resident Name	Heather James	
Contact information	-	
Suspected Issue	Caulking	
Testing Required	Yes	
Issues found	-	
Future work	Test weepholes, perform repair, re-test for quality assurance	
Fixed	No	
Notes:		
Date:	Oct 30	Email from Steven Deveau – leaking along balcony wall. Suspected same issue as 2202
	Nov 01	Robert to open hole in wall for testing
	Nov 24	(DV) Water tested – Bottom caulking joint leaked at balcony. Will arrange Spirito to return and seal.
	Dec 1 st	(DV) Repaired with Spirito – no inner bead present.

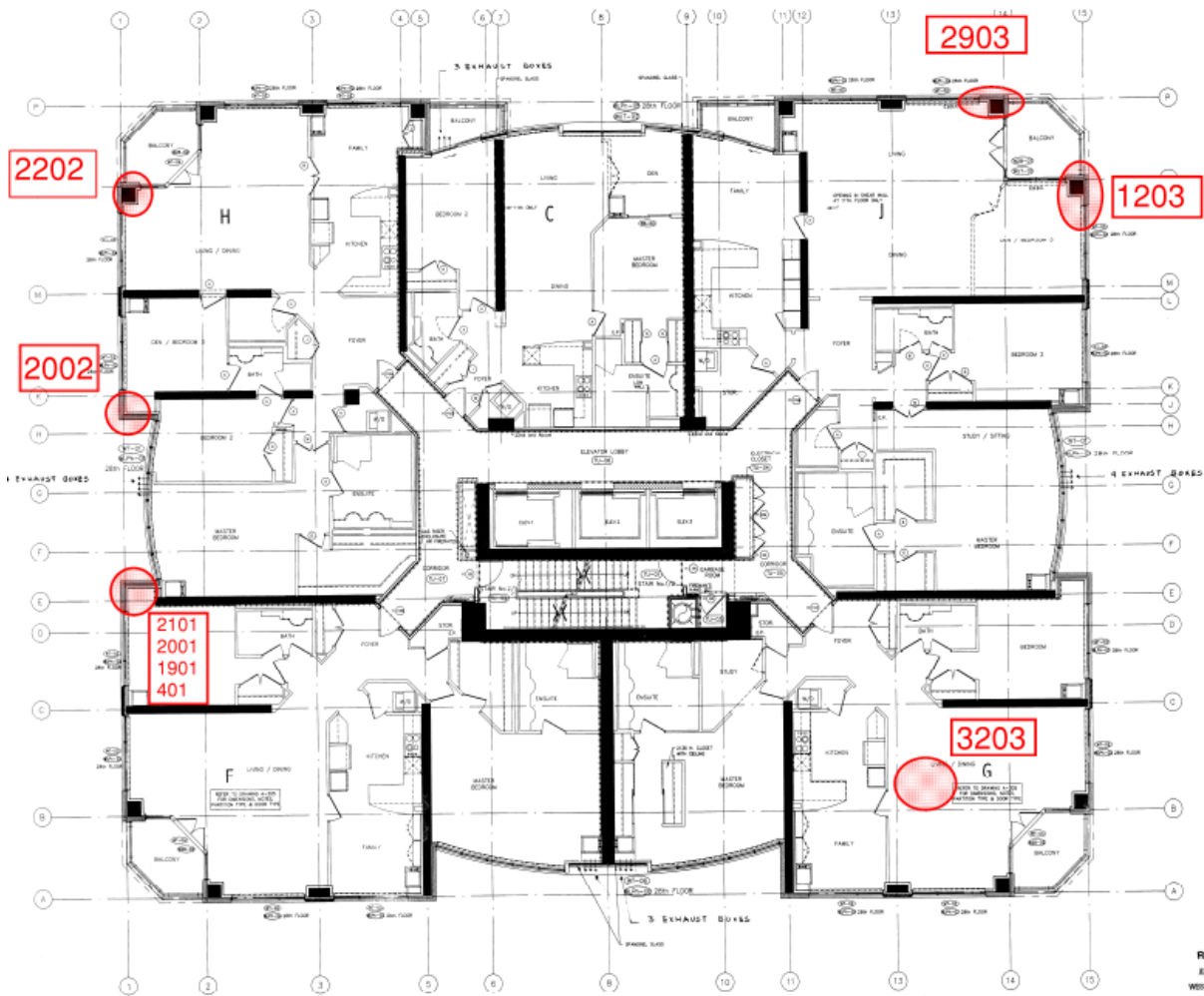
Unit Number	1004	
Resident Name	Heather James	
Contact information	-	
Suspected Issue	Vent?	
Testing Required	Investigation	
Issues found	-	
Future work	Investigation	
Fixed	Yes	
Notes:		
Date:	Oct 30	(DV) Email from Steven Deveau –inspected unit with Heather. Will be looked into this winter. Three issues were discussed. a) Crack in drywall at bedroom bulkhead b) Water infiltration to fire alarm c) Massive flooding in Living room – we have reason to believe this was a restricted occurrence, and unlikely to happen again. Occurred 1.5 years ago, and have had no recurring water infiltration.
		(DV) master bedroom leak fixed with Spirito.

Unit Number		902
Resident Name		Wayne & Brenda Harrison
Contact information		Wayne.Harrison@bell.net BMLassonde@gmail.com
Suspected Issue		Door
Testing Required		No
Issues found		Door latch not set properly
Future work		None
Fixed		Yes – will observe in next rainstorm.
Notes:		
Date:	(SD) Oct. 20	<p>The right door locks into the left door. This appears to work as designed/required as from top to bottom it seems to be firmly attached to the left door,</p> <p>The left door locks into the top of the frame well, but does not at the bottom. When closed and the door handle is placed in the “locked” position the bottom of the door is not firmly connected to the frame. Under the high winds and rain Sunday evening, the doors were unable to retain a seal and prevent rain to enter at the bottom of the balcony door.</p> <p>This is either a failure of the lower door locking to the doorframe, or a design flaw in the balcony door.</p> <p>I would add that once previously I have seen the bottom of the balcony door separate from the frame in high winds. Investigated with CLEB. Patio door needs to be properly adjusted, as the locking clamps are not performing as they should. Robert B. to schedule door technicians. This should solve the water infiltration.</p>

Unit Number		405
Resident Name		David Ian Nicholson
Contact information		tommytomorrow@live.ca
Suspected Issue		Windows
Testing Required		Yes
Issues found		-
Future work		Test for water infiltration, repair windows with glazer, re-test for quality assurance
Fixed		Yes
Notes:		
Date:	Oct. 20.	(SD) Visited with CLEB. Air draft from living room window. Weather-stripping may not be effective or locking mechanism may need adjusting. Bedroom window leaking issue may be same as that of 202.
	Nov 27	(DV) Prolite onsite to fix windows today in spare bedroom and living room.

Unit Number		401
Resident Name		-
Contact information		-
Suspected Issue		Caulking at nook
Testing Required		No
Issues found		-
Future work		Repair with Spirito
Fixed		No
Notes:		
Date:	Nov 23	(DV) inspected with SD and Rob. Same suspected issue as 2002, 2001, & 1901
	Dec 18 th	(DV) Temporarily fixed by Spirito.

Unit Number	202	
Resident Name	John Mallon	
Contact information	mallonjf@sympatico.ca crerar@sympatico.ca	
Suspected Issue	Windows	
Testing Required	Yes	
Issues found	-	
Future work	Test for water infiltration, fix windows and re-test for quality assurance	
Fixed	No	
Notes:		
Date:	Oct. 20	(SD). Visited with CLEB. Bedroom window leaking issue was seen on video. CLEB to perform testing.
	Nov 14	(DV) testing with Pro-Lite. Water infiltration obvious through top of window. Pro-lite to return Thursday to perform a temporary repair, and be retested.
	Nov 16 th	(DV) repair and re-test with Pro-lite. No water infiltration during pressure test- will perform similar repairs at 405 & 2201



RECEIVED
JUN 2 8 1984
WESTERN UNION

Randy David

May 17 (11
days ago)

to me, Cathy

Good afternoon Denise,

Attached is our proposal for the one year extension of the Metropole HVAC agreement for your review. All of the items in the expiring agreement have been left intact.

I wanted to take a moment to explain the increase in the price. First of all, as I'm sure you understand, a multi-year agreement is always a more attractive price for the customer because it is guaranteed continuous business for the supplier. Secondly, because of the terms of the contract, namely all labour being covered including any call-outs or extra time, there is an added level of risk in making the shortened duration of the contract profitable. Therefore, the cost of this extension is higher than merely extending the same pricing model.

Please let me know if you have any questions or concerns.

Randy David

Service Manager Truck Based

Johnson Controls

30 Edgewater St. Unit 108

Ottawa, Ontario

K2L 1V8

Cell: 613-806-0289

randy.3.david@jci.com

Planned Service Proposal



CUSTOMER
OCSCC687

LOCAL JOHNSON CONTROLS OFFICE
30 EDGEWATER ST UNIT 108
KANATA, ON K2L 1V8

AGREEMENT START DATE:
08/01/2018

PROPOSAL DATE:
05/17/2018

ESTIMATE NO:
1-TAA2LC1



Partnering with you to deliver value-driven solutions

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.



Executive Summary

PLANNED SERVICE PROPOSAL FOR OCSCC687

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year - starting 08/01/2018 and ending 07/31/2019.
- The agreement price for first year is \$47,833.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.



Sincerely,

Randy David
Service Manager
613-806-0289

Benefits of Planned Service

A Planned Service Agreement with Johnson Controls will allow you to optimize your building's facility performance, providing dependability, sustainability and energy efficiency. You'll get a value-driven solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

With this Planned Service Agreement, Johnson Controls can help you achieve the following five objectives:



1. Identify Energy Savings Opportunities

Since HVAC equipment accounts for a major portion of a building's energy usage, keeping your system performing at optimum levels may lead to a significant reduction in energy costs.

2. Reduce Future Repair Costs

Routine maintenance may maximize the life of your equipment and may reduce equipment breakdowns.

3. Extend Asset Life

Through proactive, factory-recommended maintenance, the life of your HVAC assets may be extended, maximizing the return on your investment.

4. Ensure Productive Environments

Whether creating a comfortable place where employees can be productive or controlling a space to meet specialized needs, maintenance can help you achieve an optimal environment for the work that is being accomplished.

5. Promote Environmental Health and Safety

When proper indoor conditions and plant requirements are maintained, business outcomes may be improved by minimizing sick leave, reducing accidents, minimizing greenhouse gas emissions and managing refrigerant requirements.

All of the services we perform on your equipment are aligned with "The 5 Values of Planned Maintenance" and our technicians understand how the work they perform can help you accomplish your business objectives.

Personalized Account Management

A Planned Service Agreement also provides you with the support of an entire team that knows your site and can closely work with you on budget planning and asset management. Your local Johnson Controls account management team can help guide planned replacement, energy retrofits and other building improvement projects. You'll have peace of mind that an entire team of skilled professionals will be looking out for what is best for your facility and budget.

A Culture of Safety

Johnson Controls technicians take safety seriously and personally, and integrate it into everything they do. All of our technicians participate in regular and thorough safety training. Because of their personal commitment, we are a leader in the HVAC service industry for workplace safety performance. This means that you do not have to worry about us when we are on your site.



Commitment to Customer Satisfaction

Throughout the term of your Planned Service Agreement, we will periodically survey you and use your feedback to continue to make improvements to our service processes and products. Our goal is to deliver the most consistent and complete service experience possible. To meet this goal, we've developed and implemented standards and procedures to ensure you receive the ultimate service experience – every time.

Energy & Sustainability

A more sustainable world one building at a time – Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world.

The Value of Integrity

Johnson Controls has a long, proud history of integrity. We do what we say we will do and stand behind our commitments. Our good reputation builds trust and loyalty. In recognition for our commitment to ethics across our global operations, we are honored to be named one of the World's Most Ethical Companies by Ethisphere Institute, a leading think tank dedicated to business ethics and corporate social responsibility. In addition, *Corporate Responsibility Magazine* recognizes Johnson Controls as one of the top companies in its annual "100 Best Corporate Citizens" list.



Service Plan Methodology

As part of the delivery of this Planned Service Agreement, Johnson Controls will dedicate a local customer service agent responsible for having a clear understanding of the agreement scope, and your facility procedures and protocols.

A high-level overview around our service delivery process is outlined below including scheduling, emergency service, on-site paperwork, communication and performing repairs outside of the agreement scope.

Scheduling

Preventative maintenance service will be scheduled using our automated service management system. In advance of the scheduled service visit, our technician is sent a notice of service to a smartphone. Once the technician acknowledges the request, your customer service agent will call or e-mail your on-site contact to let you know the start date and type of service scheduled.

The technician checks in, wears personal protective equipment, performs the task(s) as assigned, checks out with you and asks for a screen capture signature on the smartphone device. A work order is then e-mailed, faxed or printed for your records.

Emergency Services

Emergency service can be provided 7 days a week, 24 hours a day, 365 days a year. During normal business hours, emergency service will be coordinated by the customer service agent. After hours, weekends and holidays, the emergency service number transfers to the Johnson Controls after-hours call center and on-call technicians are dispatched as needed.

Johnson Controls is committed to dispatching a technician within hours of receiving your call through the service line. A work order is e-mailed, faxed or printed for your records. Depending on the terms of your agreement, you may incur charges for after hour services.

Communication

A detailed communication plan will be provided to you so you know how often we will provide information to you regarding your Planned Service Agreement. The communication plan will also provide you with your main contacts at Johnson Controls.

Approval Process for Non-Covered Items

Johnson Controls will adhere to your procurement process. No work will be performed outside of the agreement scope without prior approval. Johnson Controls will work with you closely to ensure your procurement process is followed before any non-covered item work is started.

Summary of Services and Options

Comprehensive and Operational Inspections

During comprehensive and operational inspections, Johnson Controls will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment's performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

Chiller Shutdown (Water Cooled)

Preparing an operating unit for seasonal shutdown ensures smooth start-up when the unit is returned to operation and helps prevent damage during the downtime. Johnson Controls technicians will check to ensure that minimal water remains after water is drained from the heat exchangers. It is important to drain as much water as possible from the heat exchangers because water can contain contaminants that may lead to corrosion and tube leaks. They will also look for and make recommendations to repair refrigerant leaks if necessary to prevent loss of the refrigerant charge during shutdown.

Chiller Startup (Water Cooled)

Proper start-up procedures after an extended shutdown ensure reliable and efficient operation during the cooling season. Johnson Controls technicians will evaluate chiller sub-systems for proper operation and perform operational checks, such as evaporator and condenser water flow to ensure optimal performance.

Chiller Tube Brushing

Dirt, minerals (scale), and/or biological elements (algae) on chiller tubes prevent the efficient transfer of heat from the chilled water to the cool refrigerant. This requires operation of the chiller unit at lower evaporator (chiller) temperatures to accomplish the same level or capacity of cooling to satisfy building load. Johnson Controls technicians will brush the tubes to improve heat transfer and system efficiency. When required, they will make recommendations for hard mineral (scale) removal. This service does not include chemical treatment required to control or eliminate biohazards such as Legionella unless chemical water treatment services have been added as a separate option.

Combustion Analysis

Combustion analysis and subsequent adjustments are critical to efficient boiler operation. Boiler fuel, whether natural gas or oil, must burn in the proper combination of fuel and air (oxygen). Poor combustion can create soot deposits on the tubes, impairing heat transfer. Incomplete combustion can also lead to the potential formation of CO (carbon monoxide); an odorless gas that can harm occupants in the mechanical room and/or building. Johnson Controls technicians will analyze the flue gas to determine if optimal fuel/air ratios are present.

Filter Replacement

Clean air filters help maintain proper airflow throughout your building. Decreased airflow can impair the performance of the cooling coil and may lead to occupant discomfort and inefficient operation of the HVAC system. Johnson Controls will replace the filters on a regular basis to maintain airflow and maximize air quality.

Refrigerant Sample

Refrigerant samples are carefully collected from the applicable HVAC equipment in accordance with Johnson Controls controlled documents to ensure accurate, uncontaminated sampling. Our qualified refrigerant testing laboratory uses Air Conditioning and Refrigeration Institute (ARI) and our own statistically generated standards to accurately and completely assess the condition of your refrigerant. Acidity, moisture, oxides and percent oil are monitored.

Tower/Basin Cleaning

During operation, a cooling tower becomes a natural repository for wind-blown debris. This debris has a tendency to collect in the tower's sump/basin. Johnson Controls technicians will clean the tower and basin to prevent blockage and potential damage to critical system components. This service does not include chemical treatment required to control or eliminate biohazards such as Legionella unless chemical water treatment services have been added as a separate option.

Vibration Analysis - Chiller

Johnson Controls maintains the world's largest database of vibration signatures based on more than 50,000 chiller analyses. Data from your chiller is collected by Johnson Controls personnel and uploaded to our predictive diagnostics team for analysis. It is then compared with vibration standards which have been statistically derived from 20 years of compiled data using patented formulas. This allows you to identify and correct potential issues before they cause unscheduled downtime.

Summary

Thank you for considering Johnson Controls as your building technology services partner. The following agreement document includes all the details surrounding your Planned Service Agreement.

With planned service from Johnson Controls, you'll get a value-driven solution that can help optimize your building controls and equipment performance, providing dependability, sustainability and energy efficiency. You'll get a solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

We'll be your building technology services partner

Planned Service Agreement

Customer Name : OCSCC687
Address: 38 METROPOLE PVT OTTAWA, ON K1Z 1E9
Proposal Date: 05/17/2018
Estimate #: 1-TAA2LC1

Scope of Service

Johnson Controls Canada LP ("JCCLP") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JCCLP at the Customer's facility. This Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JCCLP.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 08/01/2018 and will continue until 07/31/2019 ("Original Term"). The Agreement will automatically renew on a year-to-year basis after the Original Term ends unless the Customer or JCCLP gives the other written notice it does not want to renew. The notice must be delivered at least (45) days prior to the end of the Original Term or of any renewal period. The Original Term and any renewal periods are sometimes collectively referred to in this Agreement as the "Term". Renewal price adjustments are discussed in the Terms and Conditions.

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JCCLP.

Price and Payment Terms

The total Contract Price for JCCLP's Services during the 1st year of the Original Term is \$47,833.00. This amount, together with any sum levied on the Contract Price by the federal or any provincial or territorial government, including Goods and Services Tax, Quebec Sales Tax, Harmonized Sales Tax and any similar tax, the payment or collection of which, by the legislation imposing such tax, is an obligation of JCCLP ("Value Added Taxes") will be paid to JCCLP in Monthly installment, plus the applicable value added or sales taxes.

These payments will be due and payable within thirty (30) days of the invoice date and such timely payment by Customer shall be a condition precedent to JCCLP's obligation to perform its Services. A penalty of one and a half percent (1.5%) of the amount due per month shall accrue for payments received after the payment due date. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location:

CAPITAL INTEGRAL PROPERTY MANAGEMENT
% OCSCC687
38 METROPOLE PRIVATE
OTTAWA, ON K1Z 1E9

- ☒ In lieu of paper invoices sent to the location above, invoices should be emailed to the following email address: invoices@cimanagement.ca

This proposal is valid for thirty days from the proposal date.

JOHNSON CONTROLS CANADA LP
by its general partner, JOHNSON CONTROLS
BE LTD

By: Randy David

Signature: _____

Title: Service Manager

Date: _____

Signature: _____

Title: _____

Date: _____

By: _____

Signature: _____

Title: _____

Date: _____

Customer PO#: _____

JCI Branch: JOHNSON CONTROLS OTTAWA ON CB - 7N0Z
Address: 30 EDGEWATER ST UNIT 108
KANATA, ON K2L 1V8
Branch Phone: (613) 831-2673

Schedule A - Equipment List

OCSCC687

**38 METROPOLE PVT
 OTTAWA, ON K1Z 1E9**

Air Handling Unit (AHU), Make-Up Air Unit (MAU), >60 HP

Quantity: 2

Coverage Level: Basic

Services Provided

3 Operational
 1 Comprehensive
 4 Standard Filter Change

Customer Tag

Engineer Air MAU 1
 Engineer Air MAU 2

Manufacturer

Engineered Air
 Engineered Air

Model #

LM-13-C
 LM-13-C

Serial #

M8796-MUA-1
 M-8796-MUA-2

Block Hours - Mechanical Light

Quantity: 1

Coverage Level: Basic

Services Provided

1 Preventive Maintenance

Customer Tag

153 Fan Coil Units Tenant Owned -
 Operational Insp

Manufacturer

JCI_YORK

Model #

Serial #

1-AE46K4O

Block Hours - Mechanical Light

Quantity: 1

Coverage Level: Basic

Services Provided

2 Preventive Maintenance

Customer Tag

Regulavar BAS System

Manufacturer

JCI_YORK

Model #

Serial #

1-AE46KDK

Boiler, Gas-Fired, Fire Tube, <50 HP

Quantity: 4

Coverage Level: Basic

Services Provided

3 Operational
 1 Comprehensive
 1 Combustion Analysis

Customer Tag

RBI 8800 Series 1
 RBI 8800 Series 2
 RBI 8800 Series 3
 RBI 8800 Series 4

Manufacturer

Rbi Water Heaters
 Rbi Water Heaters
 Rbi Water Heaters
 Rbi Water Heaters

Model #

Serial #

1-AE3YZQK
 1-AE3YZQY
 1-AE3YZRC
 1-AE3YZTY

OCSCC687	38 METROPOLE PVT OTTAWA, ON K1Z 1E9
----------	--

Boiler, Gas-Fired, Fire Tube, <50 HP

Quantity: 2

Coverage Level: Basic

Services Provided

3 Operational
1 Comprehensive

Customer Tag

RBI Dominator 1
RBI Dominator 2

Manufacturer

Rbi Water Heaters
Rbi Water Heaters

Model #

Serial #

1-AE3YZUC
1-AE3YZVA

Boiler, Gas-Fired, Fire Tube, <50 HP

Quantity: 2

Coverage Level: Basic

Services Provided

3 Operational
1 Comprehensive
1 Combustion Analysis

Customer Tag

Lochinvar Hot Water Tank 1
Lochinvar Hot Water Tank 2

Manufacturer

Lochinvar Corporation
Lochinvar Corporation

Model #

Serial #

1-AE3Z00E
1-AE3Z01M

Chiller, Water Cooled, High Pressure Centrifugal, <250 Tons

Quantity: 1

Coverage Level: Basic

Services Provided

3 Operational
1 Seasonal Shut-down
1 Refrigerant Sample and Analysis
1 Condenser Tube Brushing (removal
and replacement of one head only)
1 Comprehensive
1 Vibration Analysis
1 Oil Sample and Analysis
1 Seasonal Start-up

Customer Tag

McQuay

Manufacturer

McQuay International

Model #

WSC063-WDAAAR

Serial #

E963075010

Contractor - Water Treatment

Quantity: 1

Coverage Level: Basic

Services Provided

1 Contractor - Water Treatment

Customer Tag

Manufacturer

Model #

Serial #

OCSCC687

**38 METROPOLE PVT
OTTAWA, ON K1Z 1E9**

Cooling Tower, Evaporative Condenser, 300-599 Tons

Quantity: 1

Coverage Level: Basic

Services Provided

3 Operational
1 Tower Cleaning
1 Comprehensive
1 Seasonal Start-up
1 Seasonal Shut-down

Customer Tag

Manufacturer

Model #

Serial #

Baltimore Aircoil

1-AE3Z09G

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

Quantity: 14

Coverage Level: Basic

Services Provided

4 Operational

Customer Tag

Manufacturer

Model #

Serial #

Tag # EF-7 - (1)

JCI_YORK

1-AE3Z0BI

Tag # EF-7 - (2)

JCI_YORK

1-AE3Z0BW

Tag # EF-7 - (3)

JCI_YORK

1-AE3Z0CK

Tag EF-12

JCI_YORK

1-AE42F6I

Tag EF-13

JCI_YORK

1-AE42FEY

Tag EF-14

JCI_YORK

1-AE42FHE

Tag EF-17,18,19

JCI_YORK

1-AE42FG6

Tag EF-22

JCI_YORK

1-AE42FIW

Tag EF-23

JCI_YORK

1-AE42FJA

Tag EF-6

JCI_YORK

1-AE42F5G

Tag EF-8, 11, 16

JCI_YORK

1-AE42F5U

Tag EF-other

JCI_YORK

1-AE42FJO

Tag F - 5 (1)

JCI_YORK

1-AE3Z0CY

Tag F-5 (1)

JCI_YORK

1-AE3Z0DM

Heat Exchanger-All

Quantity: 4

Coverage Level: Basic

Services Provided

2 Comprehensive

Customer Tag

Manufacturer

Model #

Serial #

Bell & Gossett

1-AE46K5C

Bell & Gossett

1-AE46K5Q

Bell & Gossett

1-AE46K86

Bell & Gossett

1-AE46K78

OCSCC687	38 METROPOLE PVT OTTAWA, ON K1Z 1E9
-----------------	--

Pump, Chilled Water, 11-50 HP

Quantity: 2

Coverage Level: Basic

Services Provided

3 Operational
1 Comprehensive

Customer Tag

Leeson cooling pump 1
Leeson cooling pump 2

Manufacturer

Leeson Electric Corp
Leeson Electric Corp

Model #

Serial #

1-AE3Z092
1-B5FKXYE

Pump, Circulating, 0-10 HP

Quantity: 20

Coverage Level: Basic

Services Provided

4 Operational

Customer Tag

Boiler Recirculation Pump 1
Boiler Recirculation Pump 2
Chiller Pump 1
Chiller Pump 2
Circulation pump
Condesor Water Pump
Domestic Cold Booster
Elevator Sump Pump
Heat Cirulation Pump 1
Heat Cirulation Pump 2
Heath and Cooling Pump 1
Heath and Cooling Pump 2
Heath and Cooling Pump 3
Heath and Cooling Pump 4
MUA 1 Glycol Pump
MUA 2 Booster Pump
MUA 2 Glycol Pump
Ramp Snow Belt Pump
Recirculation pump
Various Pumps

Manufacturer

Bell & Gossett
Bell & Gossett
Bell & Gossett
Bell & Gossett
Armstrong
Bell & Gossett
Emerson Electric
JCI_YORK
Bell & Gossett
Bell & Gossett
Bell & Gossett
Bell & Gossett
Bell & Gossett
Bell & Gossett
JCI_YORK
Bell & Gossett
Bell & Gossett
Bell & Gossett
Armstrong
JCI_YORK

Model #

Serial #

1-AE46K1W
1-AE46K2A
1-AE46K2O
1-AE46K3C
1-AE42FQU
1-AE42FR8
1-AE42FK2
1-AE42FLU
1-AE42FRM
1-AE42FSA
1-AE42FMI
1-AE42FMW
1-AE42FOY
1-AE42FPM
1-AE42FUA
1-AE42FT2
1-AE42FSO
1-AE42FUO
1-AE42FV2
1-AE46K40

Pump, Hot Water, 11-50 HP

Quantity: 2

Coverage Level: Basic

Services Provided

3 Operational
1 Comprehensive

Customer Tag

Leeson Heat Pump 1
Leeson Heat Pump 2

Manufacturer

Leeson Electric Corp
Leeson Electric Corp

Model #

Serial #

1-AE3Z080
1-AE3Z080

OCSCC687

**38 METROPOLE PVT
 OTTAWA, ON K1Z 1E9**

Pump, Hot Water, 51-100 HP

Quantity: 4

Coverage Level: Basic

Services Provided

3 Operational
 1 Comprehensive

Customer Tag

Pump & Gossett 1
 Pump & Gossett 2
 Pump & Gossett 3
 Pump & Gossett 4

Manufacturer

Bell & Gossett
 Bell & Gossett
 Bell & Gossett
 Bell & Gossett

Model #

Serial #

1-AE3Z02A
 1-AE3Z038
 1-AE3Z03W
 1-AE3Z04K

Equipment Tasking

Air Handling Unit (AHU), Make-Up Air Unit (MAU), >60 HP

Comprehensive

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Visually inspect damper(s)
- Check condition of pulleys and belts
- Check for proper fan operation
- Check condition of coils
- Check condition of filters
- Record temperatures and pressures (if applicable)
- Check for unusual noise and vibration
- Check for deterioration of gaskets and seals
- Check overall condition of unit
- Visually inspect for fluid leaks of coils and connecting piping
- Check starter/contactors
- Check and tighten electrical connections
- Check damper operation and lubricate as required
- Visually check control valve(s)
- Lubricate blower and motor bearings
- Clean condensate pan and clear drain line
- Check condition of blower assembly
- Remove and dispose any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

Operational

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Inspect motor mounting isolators
- Check for integrity of cabinet hardware
- Visually inspect damper(s)
- Verify damper operation
- Check condition of pulleys and belts
- Check for proper fan operation
- Check condition of coils
- Check condition of filters
- Record temperatures and pressures (if applicable)
- Check condensate drain
- Visually inspect electrical connections

Check for unusual noise and vibration
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Document tasks performed during visit and report any observations to appropriate customer representative

Standard Filter Change Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Block Hours - Mechanical Light

Preventive Maintenance Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Perform scheduled block hour tasks
Complete any required maintenance checklists, report observations to appropriate customer representative

Boiler, Gas-Fired, Fire Tube, <50 HP

Combustion Analysis Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform combustion analysis procedures
Document tasks performed during visit and report any observations to appropriate customer representative

Comprehensive Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery

Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Inspect burner contactors for wear
Check and tighten electrical connections
Check for proper gas supply pressure
Check and clean pilot assembly
Clean combustion fan wheel
Visually inspect combustion chamber, draft diverter and flue for accumulation of soot - clean as needed
Check burner for proper sequence of operation
Check operating controls
Check all safety controls
Lift relief valve to ensure proper operation
Check boiler relief valves for leakage
Check combustion blower motor operation and lubricate as needed
Check factory supplied gas piping and components for leakage
Drain boiler, open hand hole covers and clean as needed (if applicable)
Disassemble and clean low water cut-out
Fill boiler and check for proper operation of make-up water valve
Verify proper operation of low water cut-out control
Check overall condition of unit
Record and log all operating parameters (including pressures and temperatures)
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Blow down boiler
Check for proper operation of low and high gas pressure cut-out switches
Check factory supplied gas piping and components for leakage
Check burner for proper sequence of operation
Check flame quality
Visually inspect combustion chamber, draft diverter and flue for accumulation of soot
Check boiler relief valves for leakage
Verify proper operation of low water cut-out control
Check combustion blower motor operation
Check hot water/steam temperature and pressure
Check proper operation of make-up water valve
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Chiller, Water Cooled, High Pressure Centrifugal, <250 Tons

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work

Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories
Conduct refrigerant leak check
Check compressor oil level(s)
Change oil filters (isolation valves must be present and functional)
Change oil eductor filter dryer (isolation valves must be present and functional)
Lubricate and check capacity control and linkage
Verify oil heater operation
Check and tighten electrical connections
Perform preventative procedures to flow proving devices
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Condenser Tube
Brushing (removal and
replacement of one
head only)

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
Use and follow the JCI Ground Fault Circuit Interrupter safety process while working with electrical tool and equipment
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Isolate tubes
Drain water from tubes
Remove head
Mechanically brush tubes
Replace gasket
Replace head
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Oil Sample and Analysis

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
Use and follow the JCI process for handling and working with Used Oil
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Remove sample in approved container
Drop off for analysis
Label and complete paperwork indicating present operating conditions
Document tasks performed during visit and report any observations to appropriate customer representative

Operational	<ul style="list-style-type: none">Use appropriate eye protection in work environmentUse appropriate Head protection on worksiteUse appropriate hand gloves on worksiteUse and follow the JCI safety policy for Fall Protection while performing workUse and follow the JCI Ladder Safety processes while performing workUse and follow the JCI Lock-out Tag-out on all electrical machineryAll work must be performed in accordance with Johnson Controls safety policiesCheck with appropriate customer representative for operational deficienciesReview control panel for proper operation and recorded fault historiesCheck for proper condenser and chilled water flowCheck system pressures and temperaturesCheck refrigerant levelsCheck compressor oil level(s)Check capacity control and linkageCheck for proper oil temperature and pressureLubricate motor bearings (per manufacturer's recommendations)Visually inspect for refrigerant and oil leaksCheck for unusual noise and vibrationCheck overall condition of unitRecord oil level in seal oil bottleCheck for proper operation of oil return systemRecord and log all operating parametersDocument tasks performed during visit and report any observations to appropriate customer representative
Refrigerant Sample and Analysis	<ul style="list-style-type: none">Use appropriate eye protection in work environmentUse appropriate Head protection on worksiteUse appropriate hand gloves on worksiteUse and follow the JCI safety policy for Fall Protection while performing workUse and follow the JCI Ladder Safety processes while performing workUse and follow the JCI Lock-out Tag-out on all electrical machineryUse and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerantsUse and follow the JCI process for handling and working with Used OilAll work must be performed in accordance with Johnson Controls safety policiesCheck with appropriate customer representative for operational deficienciesRemove sample in approved containerDrop off for analysisLabel and complete paperwork indicating present operating conditionsDocument tasks performed during visit and report any observations to appropriate customer representative
Seasonal Shut-down	<ul style="list-style-type: none">Use appropriate eye protection in work environmentUse appropriate Head protection on worksiteUse appropriate hand gloves on worksiteUse and follow the JCI safety policy for Fall Protection while performing workUse and follow the JCI Ladder Safety processes while performing workUse and follow the JCI Lock-out Tag-out on all electrical machineryUse appropriate Arc/flash personal protective equipment on voltages over 240 voltsUse and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerantsUse and follow the JCI process for handling and working with Used OilAll work must be performed in accordance with Johnson Controls safety policiesCheck with appropriate customer representative for operational deficienciesVerify oil heater operationReview control panel for proper operation and recorded fault histories

- Check refrigerant levels
- Check compressor oil level(s)
- Record and log all operating parameters
- Shut down chiller
- Isolate evaporator and condenser bundles
- Conduct refrigerant leak check
- Record oil level in seal oil bottle
- Tag chiller out of service
- Remove and dispose any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Start-up

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
- Use and follow the JCI process for handling and working with Used Oil
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative to coordinate the startup of the system
- Remove shutdown tag from unit
- Verify the chilled and condenser water valves are in their proper operating position
- Check for proper condenser and chilled water flow
- Start the chiller
- Review control panel for proper operation and recorded fault histories
- Check system pressures and temperatures
- Check refrigerant levels
- Check compressor oil level(s)
- Check capacity control
- Check for proper oil temperature and pressure
- Visually inspect for refrigerant and oil leaks
- Check for unusual noise and vibration
- Check overall condition of unit
- Record oil level in seal oil bottle
- Check for proper operation of oil return system
- Record and log all operating parameters
- Document tasks performed during visit and report any observations to appropriate customer representative

Vibration Analysis

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Record equipment specific information for reference
- Install pads and labels (if applicable)
- Install sensors in proper location.
- Start equipment and run at normal operating conditions.
- Record readings and remove sensors.

Submit readings for report generation and deliver to customer with recommendations.
Document tasks performed during visit and report any observations to appropriate customer representative

Cooling Tower, Evaporative Condenser, 300-599 Tons

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of sump and basin
Check for proper operation of make up water controller and adjust as needed
Disassemble and clean sump level sensor (if applicable)
Check for proper condenser water temperature control (if applicable)
Check operation of bypass valve (if applicable)
Check for spray nozzle blockage
Check fan mechanical drive system and lubricate per manufacturer's recommendation
Check belt(s) (if applicable)
Check and tighten electrical connections
Check operation of basin heater (if applicable)
Check tower sump screens
Check for proper sump pump operation
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of sump and basin
Check for proper operation of make up water controller
Check for proper condenser water temperature control (if applicable)
Check operation of bypass valve (if applicable)
Check condition of heat transfer section
Check for spray nozzle blockage
Check fan mechanical drive system
Check belt(s) (if applicable)
Check operation of basin heater (if applicable)
Check for proper sump pump operation
Check for unusual noise and vibration
Check overall condition of unit

Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Shut-down

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Assure fan(s) are disabled
Close make up water supply valve
Drain evaporative condenser
Remove belts from drive (if applicable)
Paint drive sheaves (if applicable)
Remove drain plug from sump pump (if applicable)
Check operation of heat trace on make up water lines (if applicable)
Tag cooling tower out of service
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Start-up

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative to coordinate the startup of the system
Install belts on drive and adjust tension (if applicable)
Close drain valve
Open make up water supply valve and fill evaporative condenser
Check for proper operation of make up water controller and adjust as needed
Remove shutdown tag from unit
Start pump and assure proper flow through evaporative condenser
Check for blockage in water distributors
Start tower fan(s) to check operation
Document tasks performed during visit and report any observations to appropriate customer representative

Tower Cleaning

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Drain tower and basin

Remove soot and debris
Clean basin
Fill tower and basin
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Heat Exchanger-All

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check operating and safety controls, adjust as needed
Inspect for system leaks
Inspect structural elements and mounting points for vibration, corrosion, damage and secureness (Document any problems and corrections)
Check for fouling
Confirm system flow
Clean area around equipment
Complete any required maintenance checklists, report observations to appropriate customer representative

Pump, Chilled Water, 11-50 HP

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite

Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check coupling
Lubricate pump and motor bearing(s) per manufacturer's recommendation
Record and log all operating parameters
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Circulating, 0-10 HP

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Hot Water, 11-50 HP

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check coupling
Lubricate pump and motor bearing(s) per manufacturer's recommendation
Record and log all operating parameters
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Hot Water, 51-100 HP

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check coupling
Lubricate pump and motor bearing(s) per manufacturer's recommendation
Record and log all operating parameters
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Special Additions and Exceptions

Terms and Conditions
DEFINITIONS

CONNECTED SERVICES – Provided that Customer's Covered Equipment is capable of supporting Internet connected services, Customer may be eligible for additional services equipment which allows JCCLP to access monitor, and trend equipment data remotely.

COVERED EQUIPMENT is the equipment for which Services are to be provided under this Agreement as set forth in the attached Equipment List.

EQUIPMENT FAILURE means the sudden and accidental failure of moving parts or electric or electronic components that are part of the Covered Equipment and are necessary for its operation.

SCHEDULED SERVICE VISITS are the on-site labor visits required to perform JCCLP recommended inspections and preventive maintenance on Covered Equipment.

SCHEDULED SERVICE MATERIALS are the materials required to perform Scheduled Service Visits on Covered Equipment, such as grease, lubricants and sprays, depending on the Covered Equipment.

REPAIR LABOUR is the labor necessary to restore Covered Equipment to working condition following an Equipment Failure, but does not include services relating to total equipment replacement due to obsolescence or unavailability of parts.

REPAIR MATERIALS are the parts necessary to restore Covered Equipment to working condition following an Equipment Failure, but excludes total equipment replacement due to obsolescence or unavailability of parts. At JCCLP's option, Repair Materials may be new, used, or reconditioned.

SERVICE COVERAGE OPTIONS

BASIC COVERAGE means Scheduled Service Visits, plus Scheduled Service Materials if elsewhere noted in this Agreement, for Covered Equipment. No parts or equipment are provided for under BASIC COVERAGE.

PREMIUM COVERAGE means BASIC COVERAGE as well as Repair Labour, plus Repair Material if elsewhere noted in this Agreement for Covered Equipment.

EXTENDED SERVICE means service for repairs performed outside JCCLP's normal business hours (available either 24/5 or 24/7) and is available only if Customer has PREMIUM COVERAGE, as more fully described in Schedule A. The price for Extended Service, if chosen by Customer, is part of the total Contract Price.

If Services are performed, or materials, parts or equipment provided, beyond the scope or time period of those covered by the Service Coverage option selected by Customer, Customer agrees to pay JCCLP's standard fee for all additional Services, materials, parts and equipment.

A. INITIAL EQUIPMENT INSPECTION NECESSARY FOR PREMIUM COVERAGE

If Customer has ordered PREMIUM COVERAGE, JCCLP will inspect the Covered Equipment within 45 days of the date of this Agreement or as seasonal or operational conditions permit. JCCLP will advise Customer if JCCLP finds any Covered Equipment not in working order or in need of repair. With the Customer's approval, JCCLP will perform the work necessary to put the Covered Equipment in proper working condition. This work will be done at JCCLP's standard fee for parts and labor in effect at that time. If the Customer does not want JCCLP to do the work identified by JCCLP, or if Customer does not have the work done, the equipment will be removed from the list of Covered Equipment and the price of this Agreement will be adjusted accordingly. This inspection does not affect Customer's warranty. Should Customer not make recommended repairs, JCCLP reserves the right to invoice Customer for the cost of the inspection.

B. STANDARD OF CARE AND WARRANTIES

Customer understands JCCLP is a provider of services under this Agreement and shall not be considered a merchant or a vendor of goods. JCCLP warrants its Services will be provided in a good and workmanlike manner. Any Services not performed in a good and workmanlike manner will be re-performed by JCCLP provided Customer notifies JCCLP as soon as possible, which shall be no later than one calendar year from the date the Services were performed. Customer acknowledges that re-performance, as provided herein, shall be its exclusive and only remedy with regards to any Services provided by JCCLP.

If a part is installed as part of JCCLP's Services, JCCLP warrants the installed part will be free from defects in workmanship and material until the end of the Term or for one (1) year from the date on which JCCLP installs the part, whichever is earlier. If the part is covered under a manufacturer's warranty for a term less than one (1) year, JCCLP's warranty to the Customer as to such part shall be limited to the term of the manufacturer's warranty. In order to assert a warranty claim, Customer must provide prompt written notice to JCCLP of its claim during the applicable warranty period. Any claim based upon this warranty must be brought within one (1) year of the expiration of the applicable warranty period. This limitation is in lieu of any other applicable statute of limitation. JCCLP's sole obligation under this warranty shall be to repair or replace the defective part without charge to Customer during such warranty period. If JCCLP installs or furnishes equipment under this Agreement, and the equipment is covered by a warranty from the manufacturer, JCCLP will, to the extent transferable, transfer the benefits of such manufacturer's warranty to Customer. EXCEPT AS SPECIFICALLY PROVIDED HEREIN, ALL OTHER EQUIPMENT, MATERIALS, PARTS AND OTHER ITEMS PROVIDED BY JCCLP ARE PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND.

CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THESE WARRANTIES ARE THE SOLE WARRANTIES AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER FURTHER ACKNOWLEDGES THAT NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY JCCLP, ITS AGENTS OR EMPLOYEES, SHALL CREATE A WARRANTY IN ANY WAY WHATSOEVER.

C. EXCLUSIONS

JCCLP's Services and Warranty obligations do not include:

- 1) supplies, accessories, or any items normally consumed during the use of Covered Equipment, such as refrigerant, ribbons, bulbs, and paper;
- 2) failures beyond JCCLP's reasonable control, including (i) acts of God, (ii) abuse or misuse of equipment, (iii) alterations, adjustments, attachments, combinations, modifications, or repairs to equipment not performed or provided by JCCLP, (iv) items caused by or related to equipment not covered by this Agreement, (v) operator error, (vi) failure to comply with Customer's obligations contained in this Agreement, (vii) use of the Covered Equipment in a manner or environment, or for any purpose, for which it was not designed by the manufacturer (including improper water treatment), and (viii) site-related problems, including power failures and fluctuations and failure to keep the site clean and free of dust, sand and other particles or debris;
- 3) service calls due to warranty claims on the Covered Equipment;
- 4) repainting or refinishing Covered Equipment;
- 5) electrical work to the Customer's facility;
- 6) stockpiling of parts or supplies;
- 7) the repair or replacement of ductwork, casings, cabinets, structural supports, tower fill/slots/basin, hydronic and pneumatic piping, and vessels, gaskets, and piping not normally replaced or maintained on a scheduled basis, and removal of oil from pneumatic piping;
- 8) service calls resulting from the effects of erosion, corrosion, acid cleaning, or damage from unexpected or especially severe freezing weather;
- 9) service calls required because JCCLP had previously been denied access to the equipment;
- 10) disposal of hazardous wastes. Hazardous wastes remain the property and the responsibility of the Customer even when removed from equipment or replaced by JCCLP as provided by the terms of this Agreement. The Customer shall be responsible for the proper storage and disposal of hazardous wastes. This includes, but is not limited to, used oil, contaminated or uncontaminated refrigerant, and PCBs; and
- 11) normal wear and tear.

D. CUSTOMER OBLIGATIONS AND COMMITMENTS TO JCCLP

- 1) The Customer warrants that all Covered Equipment is in good working condition and that the Customer has given JCCLP all information concerning the condition of the Covered Equipment.
- 2) The Customer agrees that, during the Term of this Agreement, the Customer will:
 - (a) operate the Covered Equipment according to the manufacturer's and JCCLP's recommendations;
 - (b) keep accurate and current work logs and information on the Covered Equipment as recommended by the manufacturer and JCCLP;
 - (c) provide an adequate environment for Covered Equipment as recommended by the manufacturer and JCCLP, including, but not limited to, adequate space, electrical power, air conditioning, and humidity control;
 - (d) notify JCCLP immediately of any equipment malfunction, breakdown, or other condition affecting the operation of the Covered Equipment;
 - (e) allow JCCLP to start and stop, periodically turn off, or otherwise change or temporarily suspend equipment operations so that JCCLP can perform the Services required under this Agreement;
 - (f) provide proper condenser and boiler water treatment, as necessary, for the proper functioning of Covered Equipment, if such services are not JCCLP's responsibility under this Agreement; and
 - (g) cooperate with JCCLP and provide any and all necessary information to facilitate the delivery of the Services by JCCLP as described herein in a timely manner; and
- 3) The Customer acknowledges that its failure to meet its obligations will relieve JCCLP of any responsibility, to the extent provided in this Agreement, for any equipment breakdown, or any necessary repair or replacement of any equipment and to provide any Services.

E. CHANGES TO CUSTOMER EQUIPMENT

The Customer retains the right to make changes or alterations to the Covered Equipment. If, in JCCLP's sole opinion, such changes or alterations affect JCCLP's Services or obligations, JCCLP shall have the right to make appropriate changes to the scope of this Agreement or the Contract Price.

F. ACCESS

The Customer will give JCCLP full access to all equipment that is either Covered Equipment or associated with Covered Equipment when JCCLP requests such access. If access cannot be provided, JCCLP's obligations under this Agreement will be suspended until such access is provided. Matters affecting JCCLP's access to the Covered Equipment may include, but are not limited to, the removal, replacement, repair, refinishing, restoration, reconstruction, or other remedial actions taken by the Customer with respect to equipment or to the Customer's facility. Suspension of JCCLP's duties for this reason will not cancel or suspend any of the Customer's obligations under this Agreement.

G. INDEMNITY

JCCLP and the Customer agree to indemnify the other Party and their officers, agents, directors, and employees, from third party claims, demands, or suits for bodily injury, including death, or tangible property damage resulting from the intentional misconduct or any negligent acts by their employees or agents. Customer expressly agrees JCCLP shall be responsible only for such injury or damage caused by the intentional misconduct or the negligent act of JCCLP's employees and agents and JCCLP shall not be responsible for any injury or damage caused, or contributed to, in any manner by Customer or any third-party. The obligations of JCCLP and of the Customer under this paragraph are further subject to paragraphs H and O below.

H. LIMITATION OF LIABILITY

JCCLP SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS OR THE LIKE) CAUSED BY THE MATERIALS, EQUIPMENT, PARTS

OR SERVICES PROVIDED HEREUNDER OR THE FAILURE OF THE MATERIAL, EQUIPMENT, PART OR SERVICE TO PERFORM, ACCURATELY PERFORM, TIMELY PERFORM, OR OTHERWISE MEET THE NEEDS, SPECIFICATIONS OR EXPECTATIONS OF CUSTOMER, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EVEN IF JCCLP OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF A REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. JCCLP'S TOTAL LIABILITY TO CUSTOMER FOR DAMAGES FOR ANY CAUSE WHATSOEVER SHALL BE LIMITED TO THE GREATER OF (i) \$25,000, OR (ii) THE AGGREGATE FEES PAID BY CUSTOMER TO JCCLP FOR THE SERVICES.

The waiver of warranty, exclusive remedies, waiver of consequential damages and limitation of liability set forth in this Agreement are fundamental elements of the basis for this Agreement. JCCLP would not be able to provide the products, parts or Services on an economic basis, and would not have entered into this Agreement, without such limitations

I. FORCE MAJEURE

JCCLP shall not be responsible to the Customer for damage, loss, injury, or delay caused by conditions beyond JCCLP's reasonable control, and without the intentional misconduct or negligence of JCCLP. Such conditions include, but are not limited to: (a) acts of God; (b) acts of Government agencies; (c) strikes; (d) labor disputes; (e) fire; (f) explosions or other casualties; (g) thefts; (h) vandalism; (i) terrorism, riots or war; or (j) unavailability of parts, materials or supplies.

If this Agreement covers fire safety or security equipment, the Customer understands that JCCLP is not an insurer regarding those services. JCCLP shall not be responsible for any damage or loss whatsoever that may result from fire safety or security equipment that fails to perform properly or fails to prevent loss or damage.

JCCLP is not responsible for any injury, loss, or damage caused by equipment that is not Covered Equipment.

J. RENEWAL PRICE ADJUSTMENT

JCCLP will provide Customer with notice of any adjustments to the Price and Payment Terms provision of this Agreement applicable to a renewal period no later than forty-five (45) days prior to the commencement of such renewal period. Unless the Customer terminates the Agreement as provided in the Term/Automatic Renewal provision of this Agreement, the adjusted price shall be the price for the renewal period.

K. JCCLP's EQUIPMENT

JCCLP may provide tools, documentation, panels, or other control equipment in the Customer's building for JCCLP's convenience in performing JCCLP's Services. Such equipment shall remain JCCLP's property and JCCLP retains the right to remove the same during the Term or upon the termination of this Agreement.

L. JCCLP's EMPLOYEES

The Customer acknowledges that JCCLP's employees are a valuable asset to JCCLP. In the event during the Term of this Agreement or one hundred eighty (180) days thereafter Customer hires any JCCLP employee who worked at the Customer's facility at any time the Customer agrees to 1) pay JCCLP an amount equal to 12 months salary for such employee, and 2) reimburse JCCLP for all costs associated with any training JCCLP provided to such employee during the three years before the date the Customer hires such employee.

M. RESOLUTION OF DISPUTES

Customer shall make all payments to JCCLP when due in accordance with the Price and Payment Terms provision of this Agreement or any renewal adjustments thereto, and such timely payment by Customer shall be a condition precedent to JCCLP's obligation to perform its Services hereunder. If a dispute, claim, or other matter in question ("Dispute") related in any manner to this Agreement arises, the Parties shall promptly attempt in good faith to resolve such Dispute by negotiation. The Parties further agree as follows:

- 1) **Each Party waives any right to trial in a court of law and to trial by jury.**
- 2) **Notice of Dispute:** In order to be able to mediate or arbitrate any Dispute between JCCLP and Customer, written notice thereof must be given by the Party requesting mediation within five (5) days after the Dispute arises. The purpose of such notification is to place the notified Party on notice so proper measures can be taken to defend against such Dispute, and **the failure to give such notice shall preclude the Party desiring arbitration from subsequently mediating or arbitrating the particular Dispute.**
- 3) **Mediation:** As a condition precedent to arbitration, the Parties must submit the Dispute to mediation within five (5) days of the notice of dispute. Mediation shall be conducted in accordance with the then current edition of CCDC 40 Rules of Mediation and Arbitration of Construction Disputes (the "Rules of Arbitration") or other mediation service mutually agreed to by the Parties.
- 4) **Arbitration:** In the event mediation of the Dispute is unsuccessful, no later than five (5) days following such mediation the Dispute must be submitted to arbitration. Arbitration shall be conducted in accordance with the Rules of Arbitration or other arbitration service mutually agreed to by the Parties. Arbitration must be completed within sixty (60) days after the Dispute is submitted to arbitration unless the Parties mutually agree otherwise. The award rendered by the arbitrator shall be final and binding upon the Parties, and judgment may be entered there upon in accordance with applicable law in any court having competent jurisdiction thereof. The Party prevailing in the arbitration shall be entitled to an award of its reasonable costs, including reasonable legal fees, incurred as a result of the Dispute.
- 5) **Services Obligation Suspended:** The Parties agree while arbitration of the Dispute is pending, JCCLP's obligation to provide continued Services as set forth in this Agreement shall be temporarily suspended until the arbitration award is issued. In the event JCCLP elects to suspend its Services Customer will remain obligated to pay any outstanding amounts owed JCCLP but will not be obligated to pay for the Services suspended. The right of JCCLP to suspend its Services hereunder is in addition to all other rights JCCLP may have at law or in equity and does not impair the rights of JCCLP with regard to a Dispute hereunder. **The Customer expressly agrees JCCLP may not be held liable for damages of any nature which Customer may suffer as a result of JCCLP's temporary suspension of its Services in accordance with this provision.**
- 6) The rights and obligations of JCCLP herein are in addition to, and do not alter, impair, limit, or otherwise waive any other rights granted JCCLP in equity or by statute.

N. TERMINATION

In addition to the Term/Automatic Renewal provision of this Agreement, JCCLP and the Customer agree in the event either Party refuses or fails to perform its obligations under this Agreement in the manner specified herein, the affected Party must provide the other with written notice containing a detailed description of the alleged deficiency or breach, including specific reference to the applicable provision(s) of this Agreement within five (5) days of the alleged deficiency or breach. Should the Party alleged to be in breach of this Agreement fail to respond in writing to, or take action to cure the alleged deficiency or breach within ten (10) days of the written notice of same, the affected Party may terminate this Agreement for cause. In the event the Agreement is terminated for cause, Customer shall make payment to JCCLP for all undisputed amounts owed within ten (10) days of the termination effective date. A Party's termination of this Agreement for cause shall be without prejudice to any other right or remedy.

O. ASBESTOS, MOLD AND HAZARDOUS MATERIALS

- 1) Asbestos-Containing Materials: Neither Party desires to or is licensed to undertake direct obligations relating to the identification, abatement, cleanup, control, removal or disposal of asbestos-containing materials ("ACM"). If either Customer or JCCLP becomes aware of or suspects the presence of ACM that may be disturbed by JCCLP's Services, it shall immediately stop the Services in the affected area and notify the other's contacts. As between Customer and JCCLP, Customer shall be responsible at its sole expense for addressing the potential for or the presence of ACM in conformance with all applicable laws and addressing the impact of its disturbance before JCCLP continues with its Services, unless JCCLP had actual knowledge that ACM was present and acted in disregard of that knowledge, in which case (a) JCCLP shall be responsible at its sole expense for remediating areas impacted by the disturbance of the ACM, and (b) Customer shall resume its responsibilities for the ACM after JCCLP's remediation has been completed.
- 2) Other Hazardous Materials: JCCLP shall have no obligations relating to the identification, abatement, cleanup, control, removal or disposal of mold, regardless of the cause of the mold. JCCLP shall be responsible for removing or disposing of any Hazardous Materials that it uses in providing Services ("JCCLP Hazardous Materials") and, other than mold, for the remediation of any areas impacted by the release of JCCLP Hazardous Materials. For other Hazardous Materials that may be otherwise present at its facilities ("Non-JCCLP Hazardous Materials"), Customer shall supply JCCLP with any information in its possession relating to the presence of such materials if their presence may affect JCCLP's performance of the Services. If either Customer or JCCLP becomes aware of or suspects the presence of Non-JCCLP Hazardous Materials that may interfere with JCCLP's Services, it shall immediately stop the Services in the affected area and notify the other's contacts. As between Customer and JCCLP, Customer shall be responsible at its sole expense for removing and disposing of mold and Non-JCCLP Hazardous Materials from its facilities and the remediation of any areas impacted by mold or the release of the Non-JCCLP Hazardous Materials. Notwithstanding the foregoing, if JCCLP had actual knowledge that Non-JCCLP Hazardous Materials other than mold were present and acted in disregard of that knowledge, then in such case (a) JCCLP shall be responsible at its sole expense for the remediation of any areas impacted by JCCLP's release of such Hazardous Materials, and (b) Customer shall remain responsible at its sole expense for the removal of Hazardous Materials that have not been released and for releases not resulting from JCCLP's performance of the Services.
- 3) Environmental Indemnity. To the fullest extent permitted by law, Customer shall indemnify and hold harmless JCCLP and JCCLP's Subcontractors, and their respective directors, officers, employees, agents, representatives, shareholders, affiliates, and successors and assigns, from and against any and all losses, costs, damages, expenses (including reasonable legal fees and defence costs), claims, causes of action or liability, directly or indirectly, relating to or arising from Customer's or the owner's use, storage, release, discharge, handling or presence of ACM or Non-JCCLP Hazardous Materials on, under or about the facility(ies), or the noncompliance with this Section O. To the fullest extent permitted by law, JCCLP shall indemnify and hold harmless Customer, its officers, directors, employees, agents, representatives, shareholders, affiliates, successors and assigns, from and against any and all losses, claims, damages, expenses (including reasonable legal fees and defence costs), claim, causes of action or liability, directly or indirectly, relating to or arising from JCCLP's use, storage, release, discharge, handling or presence of JCCLP Hazardous Materials on, under or about the facility(ies), or the noncompliance with this Section O.

P. ASSESSMENT

It is the Customer's responsibility to pay all taxes or other government charges relating to the Services, transfer, use, ownership, servicing, or possession of any equipment relating to this Agreement.

Q. MISCELLANEOUS PROVISIONS

- 1) Any notice that is required to be given under this Agreement must be in writing and sent to the Party at the address noted on the first page of this Agreement.
- 2) This Agreement cannot be transferred or assigned by Customer without the prior written consent of JCCLP.
- 3) This Agreement is the entire Agreement between JCCLP and the Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between JCCLP and the Customer.
- 4) Any change or modification to this Agreement will not be effective unless made in writing. Such written modification must specifically indicate that it is an amendment, change, or modifications to this Agreement.
- 5) The Customer acknowledges and agrees that any purchase order issued by Customer, in accordance with this Agreement, is intended only to establish payment authority for the Customer's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included in the Customer's purchase order will have any force or effect.
- 6) Should any changes to relevant regulations, laws, or codes substantially affect JCCLP's Services or obligations, the Customer agrees to negotiate in good faith with JCCLP for appropriate and equitable changes to the scope or price of the Agreement or both.
- 7) The Parties agree and acknowledge that this is a negotiated agreement and that the rule of construction that any ambiguities are to be construed against the drafting Party shall not apply.
- 8) Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against JCCLP. The Services under this Agreement are being performed solely for the Customer's benefit, and no other party or entity shall have any claim against JCCLP because of this Agreement or the performance or non-performance of the Services hereunder.
- 9) The failure of JCCLP or the Customer to insist upon, or to delay enforcing the strict performance of the terms and conditions hereof,

or any right or remedy, as provided herein, shall not constitute or be construed as a waiver or relinquishment of either Party's right to thereafter enforce the same in accordance with this Agreement in the event of a continuing or subsequent default on the part of JCCLP or the Customer.

R. CHOICE OF LAW

This Agreement shall be subject to and governed by the laws of the Province where the project is located (excluding its conflicts of laws provisions) and the federal laws of Canada applicable therein.

S. SEVERANCE

Should any term, part, portion, or provision of this Agreement be decided or declared by the courts to be, or otherwise found to be, illegal or in conflict with any law of the Province governing this Agreement or Canada, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms, portions, and provisions shall be deemed severable and shall not be affected thereby, provided such remaining parts, terms, portions, or provisions can be construed in the substance to constitute the Agreement that the Parties intended to enter into in the first instance.

T. JCCLP'S INTELLECTUAL PROPERTY

JCCLP shall retain all right, title and interest in and to any (a) deliverables provided to Customer hereunder, including without limitation, all software source and object code, documentation, technical information or data, specifications and designs and any changes, improvements or modifications thereto or derivatives thereof ("Deliverables") and (b) Know-How (defined below) employed by JCCLP in the creation of the Deliverables or performance of the Services, whether known to JCCLP prior to, or developed or discovered or acquired in connection with, the performance of its obligations hereunder. Ownership of all Deliverables and Know-How shall vest solely in JCCLP and no Deliverables shall be deemed "works made for hire." Without limiting the generality of the foregoing, ownership of all source files used in the course of performing the Services shall remain the exclusive property of JCCLP. For purposes of this Agreement, "Know-How" means any know-how, processes, techniques, concepts, methodologies, tools, analytical approaches, database models and designs, discoveries, and ideas furnished, produced by, developed, employed or used by JCCLP in the creation or provision of the Deliverables or in the performance of the Services, and any changes, improvements or modifications thereto or derivatives thereof.

U. CONNECTED SERVICES

In the event Customer is receiving Connected Services on any Covered Equipment as more fully described in Schedule A, Customer may be required to allow JCCLP to install hardware and/or software to enable communication with Customer's Equipment ("Gateway Device"). To deliver Connected Services on the Equipment the Customer shall provide a secure Internet connection to allow remote access to the Gateway Device to remotely access, transmit, store, and trend data for the purposes of providing Services. JCCLP will not use Connected Services to remotely operate or make changes to the Customer's Equipment. Customer understands that the Gateway Device shall remain JCCLP's property and JCCLP may upon reasonable notice remove it at any time. JCCLP will not disclose any individual customer equipment data acquired through Connected Services without customer consent. Customer hereby grants JCCLP a perpetual, worldwide, royalty free license to use, modify, manipulate, sublicense and create derivative works from such Data. JCCLP shall retain all rights to any intellectual property, data, materials and/or products created as a result of or relating to Connected Services. JCCLP makes no any warranty or guarantee relating to the Connected Services

V. CUSTOMER PORTAL

Customer shall have the right to participate in JCCLP's Customer Portal pursuant to the then applicable Customer Portal Terms of Use Agreement.

W. LANGUAGE OF THE CONTRACT

This Agreement is drawn in English at the request of the parties hereto. La présente convention est rédigée en anglais à la demande des parties.

[END OF DOCUMENT]

From: Jacob Wiebe <peggyjim106@gmail.com>
To: Carole Dence <carole_dence@rogers.com>
Sent: Monday, May 14, 2018 10:31 AM
Subject: Proposed new Yoga activity - Letter of Request

Hi Carole,
Thanks for the instructions. Could you please use this email as my letter of request to the Board?

I am writing to propose that we launch a new activity available to residents of Metropole. The activity would be yoga one time per week in the entertainment room. All residents would be welcome to attend. The proposed instructor is Aline Ribas, who is a certified instructor who has her own insurance. The instructor will collect a fee from each participant based on her own fee schedule. Our vision is to administer this yoga activity in a manner very similar to how the Mermaids program is run. I am the owner-sponsor of this proposed activity. To date 15 people have joined the sign-up sheet, expressing their interest to participate.

Thank you for your consideration.
Peggy Wiebe
Unit 401
Tel: 613-728-5754

ALINE RIBAS, PhD, RYT 200

263 Island Park Dr | (613) 762-9611 | alineribas@me.com



May 7th, 2018

Board of The Metropole Condominium
38 Metropole Private
Ottawa, ON K1Z 1E8

Dear Board of The Metropole Condominium:

Motivated by my passion for sharing the gift of Yoga, I would like to offer Yoga classes at The Metropole. I am an experienced Yoga practitioner and a 200-hour Certified Hatha Yoga teacher, registered with Yoga Alliance (www.yogaalliance.org) and currently teaching at the Rideau Sports Centre.

Yoga is truly a gift that helps us age gracefully, by providing us with greater physical mobility and emotional balance, as well as higher levels of energy. In my classes, I seek to help people achieve and maintain physical health, mental well-being, and inner balance.

I am enclosing copies of my Yoga Alliance Registry card and my certificate of insurance for your consideration.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Aline Ribas'.

ALINE RIBAS, PhD, RYT 200