
Ottawa Carleton Standard Condominium Corporation

No. 893

Property Manager:

Anne Makuch, Capital Integral Property Management

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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS

Unit 209 - 808 Bronson - March 22, 2018 - 7:30 p.m.

Agenda

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF NOVEMBER 20, 2017 AND DECEMBER 12, 2017 MINUTES
4. APPROVAL OF THE FEBRUARY 2018 FINANCIALS
5. CURRENT BUSINESS/MANAGEMENT REPORT
 - a. Action Items Listing
6. NEW BUSINESS
 - Jan year-end financials
 - Hiring of Auditor
 - 2018 AGM
 - Garage cleaning (april)
 - Carpet cleaning (after garage; vacuum for Karissa)
 - Landscaping + outdoor signage
 - Reserve fund investment
 - Reserve Fund Study Update
 - Other secure access options to building (besides FOB system)
 - KONE invoices
 - Smoking/Marijuana Sample Rule
 - Elevator/Moving Sample Rule
7. CORRESPONDENCE
8. NEXT MEETING

2018 ANNUAL SCHEDULE

JANUARY

Budget Package Out (year end 31 Jan)

Secure Insurance Renewal (Gifford and Associates - Aviva expires Jan 20/2019)

FEBRUARY

MARCH

Secure Landscaping Contract 2018

APRIL

Prepare AGM for May

Inspect Winter Damage

MAY

AGM

Spring Inspection/Commence Spring Repairs

Sweep Parking / Garage Cleaning

Carpet Cleaning

Window Cleaning

JUNE/JULY

AUGUST

SEPTEMBER

Secure Winter Snow Removal Contract

OCTOBER

NOVEMBER

Winterize Property

DECEMBER

Create Draft Budget

CONTRACT & GENERAL INFO SCHEDULE O.C.S.C.C. 893

CONTRACTOR INFORMATION

Cleaners	Karissa Bayne	(613) 606-9339
Landscaping	Lindsay	(613) 293-8246
Plumbing	Cundell	(613) 744-1133
Plumbing	Multi Drain	(613) 737-6500
Roofing	Raymond Roofing	(613) 233-4833
HVAC Boilers/MUA	Cantwell	(613) 828-1200
HVAC Unit Heat Pumps	Maximum Heating/Cooling	(613) 822-7939
Snow Removal	Sky High	(613) 521-4444
Garage Door	Pivotech	(613) 774-1361
Elevator	Kone	1-877 276-8691
Electric	Dan Can	(613) 741-4070

CORPORATION INFORMATION

Next Reserve Fund Study	2018 - Update
Reserve Fund Study Full	Completed Comprehensive May 2015
Year End	31 January
Insurance	Gifford and Associates - Aviva (20 January 2018)
Auditor	WGP
Last AGM	27 May, 2017

BOARD OF DIRECTORS AS OF LAST AGM

Name	Position	Telephone	E-mail
Anna Basile	President	613-621-2208	anna.basile76@gmail.com
Carlos Ventrillon	Treasurer	613-853-0640	carlos.ventrillon@gmail.com
Ritu Banerjee	Director	613-220-2300 613-991-197	ritubanerjee@rogers.com
Sarah McCullough	Director	613-996-8236 613-299-9515	mccullough.sarah@gmail.com