

Carleton Condominium Corporation 22

Management Report

Prepared for the Meeting of the Board of Directors
Condo Office - March 27, 2018 at 7 p.m.

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

Property Manager:
Lise Ngo,, Capital Integral Property Management
Phone: (613) 722-1232 Fax: (613) 651-0306
Email: lngo@cimanagement.ca

Board of Directors Meeting CCC 22

March 27, 2018

7:00 pm

Agenda

- 1. Welcome and Announcement of Quorum**
- 2. Approval of Agenda**
- 3. Approval of Minutes of the Board of Directors' Meeting of last meeting**
- 4. Managers' Reports**
 - Items Arising from Minutes of last meeting**
 - Items for discussion**
 - Items for Board Information**
- 5. Ratification of decisions made between meetings**
- 6. Monthly Financial Report**
- 7. Other Business**
- 8. Status Certificate Review**
- 9. Notice of Next Meeting and Adjournment**

Management Report - March 27, 2018 CCC 22

Maintenance Completed:

- Keller proposal for siding project is attached for your signature
- Keller project will be completed in spring once the thaw has occurred
- Western signs is supplying and installing posts and signage (6)

Maintenance Ongoing:

- Forms for tenants were sent out as a requirement under the act.
- Unit 11 reported mice infestation, Direct Pest control attended and will monitor.
- Currently getting quotes for the electrical marrettes replacement for exterior lighting front and back.
- Basement leak at 42 and 87 is not evesthrough but foundation related and Garrett Restoration is investigating it.
- Garrett restoration investigated the leak in unit 64. (Wayne) Unit 65 rear yard requires excavation of approximately 6 inch. Owner notified in writing that he is responsible.
- Unit 84 soffit fell and Direct Pest control has placed a one way door and will monitor it until there is no evidence of wildlife animals and will repair it.
- Lionel Guindon the auditor is looking into completing the audit for mid-April.
- Room booking the AGM: Spoke to the city regarding availabilities and nthey will able to accomodate us for the end of may however we are still looking into getting a response from the school.
- Unit 47 is up for sale and owner refuses to pay for condo fees because of siding issue that not been pleated on her end wall.
- Awaiting updates from Justin at Keller regarding fencing warranty.
- James Davidson is reviewing your declaration and will be released in a couple of more weeks.

Management Decisions/Discussions:

- Spring inspections need to be scheduled
- Lise Ngo and her transition

Financial Summary:

Please see Board portal for the entire package.

2018 ANNUAL SCHEDULE

JANUARY

Budget Package Out (year end 31 Jan)
Secure Insurance Renewal

FEBRUARY

Insurance Renewal (Due 22 Feb)

MARCH

Family Pride Landscaping Contract 2018 renewal

APRIL

Prepare AGM for May
Inspect Winter Damage - Inspect Window Wells

MAY

AGM
Spring Inspection/Commence Spring Repairs
Sweep Parking / Line Painting

JUNE/JULY

Annual Hydrant Inspection

AUGUST

SEPTEMBER

Snow Removal Contract tendering

OCTOBER

NOVEMBER

Winterize Property
Create Draft Budget

DECEMBER

CONTRACT SUMMARY

CCC No. 22

CONTRACT	SUPPLIER	EXPIRATION	PHONE NUMBER/NOTES
Landscaping	Family Pride	Sept. 2019	613-229-4837
Snow Removal	9673261 Canada	March 2018	613-425-0905
Electrical	Dan Can Electric	Open	613-741-4070
Plumbing	Candor Plumbing	Open	613-744-4369
Foundations	Garret Restoration	Open	613-913-1008
Parking Sweep	Family Pride	Open	613-229-4837
Arborist	Manotick Tree	Open	613-489-1116

CORPORATION INFORMATION

Next Reserve Fund Study	2018
Reserve Study Update	Completed January 5 th , 2016
Year End	31 January
Insurance	Atrens-Counsel (22 February 2018)
Auditor	Guindon Charron
Last AGM	15 June 2018

MINUTES

BOARD OF DIRECTORS MEETING

27 FEB 2018

Present; Sandra Tompkins, Dominic Manzo , Wayne Forbes, Helen Shields, Brian Dalke, Barbara Ravanelli (CIPM)

CALL TO ORDER

Sandra called the meeting to order at 1905 noting the presence of (Keller Engineering) who will provide updates and recommendations re the siding and step replacement projects. Moved by Wayne, seconded by Dominic, the Agenda (as amended) be approved. Carried.

KELLER PRESENTATION

The scope of the siding project was explained and some samples of available siding products were presented for comparison as to cost and durability. The Directors' questions were discussed and answered from an engineering perspective. The question of adding insulation to the walls during the replacement project was discussed and the engineering opinion was that this would not be effective from a cost versus R gain viewpoint. The tendering process can begin once the specifications and an onsite condition assessment are complete. Keller will conduct a review of our Reserve Fund to determine the staging of monies (i.e. multi-year if necessary) to fund this project.

The step replacement project was discussed and the installation of the first block will commence once the snow has gone and frost is out of ground.

APPROVAL OF MINUTES

Moved by Brian, seconded by Dominic, that the Minutes of the BOD meeting held 23 Jan 2018 be approved. Carried.

FINANCIAL

The Financial Report for the period 1 Jan 2018 to 31 Jan 2018 was reviewed. Wayne thanked CIPM for the inclusion of the Owners A/R Aging Summary as requested. Wayne noted that a leased parking status spreadsheet , particularly as we are introducing parking control by a contractor, is required for the reference of all Directors. Moved by Wayne, seconded by Brian, that the Financial Report be accepted. Carried.

MANAGEMENT REPORT

1. Unit 39 – towing of unplated vehicles completed. Letter to owner required to ensure that Parking Rules are complied with.
2. Parking – Carleton Parking awaiting City of Ottawa Deputization documents from the city. Hearing was 14 Feb 2018. New signage will be installed shortly.
3. Audit –Barbara reported finance was putting package together for Lionel Guindon, our auditor. The preferred date for the AGM is week before 21 May holiday. Barbara will notify Lionel as to preferred date and research availability of meeting space.

4. Unit 33 – release and settlement of claim signed and cheque released.
5. Unit 74 – “cold bathroom” issue closed.
6. Unit 67 – status certificate requested. Wayne asked if, due to changes to the Act, the Board should be reviewing Status Reports. Barbara to research and report.
7. Tenant forms – will be distributed Mar 1 and are required by the Act.
8. Water main repairs completed. Wayne requested Barbara to research if this cost can be charged to Reserve Fund.
9. Water shut-off valve – the exact location of the third shut-off valve in main water supply line, somewhere on roadway in front of visitor’s parking, to be determined as soon as conditions permit. This is important as, in case of a break in main water supply line in the future, only half of units would be without water service.
10. Barbara notified the Board that during her recovery from surgery Lise Ngo would assume the duties of property manager.

NEW BUSINESS

1. Snow contract – snow pile beside admin building has been pushed back thus widening the usable portion of the roadway. Wayne requested a report of snow fall (to date of next meeting) as compared to contract limitations.
2. Reserve Fund Study –due this year. Moved by Wayne, seconded by Dominic, this task be awarded to Keller Engineering. Carried.
3. Legal – Wayne noted that in all of the information he has reviewed relative to changes to the Act a main concern has been the issue of chargebacks to owners and if, under the amendments, a Corporation (in accordance with its Declaration and Bylaws) can pursue this route when required. The primary governing documents require legal review. As this discussion progressed it was apparent that all of our governing documents require legal review to ensure compliance with the Act. Barbara was requested to task our legal advisor to perform this review.
4. Insurance- quote for renewal received from Athens-Counsel for \$ 22,834.00 plus 8% sales tax. Moved by Wayne, seconded by Dominic, this proposal be accepted. Carried.

ADJOURNMENT

The meeting was adjourned at 2110. Next BOD meeting is scheduled for 27 Mar 2018 at 1900.

Wayne Forbes

Sandra Tompkins

Secretary-Treasurer

President

MONTHLY FINANCIAL REPORT

CCC 22

February 2018

OCSCC 22 Monthly Financials

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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. Parking Report
7. Accounts Receivable Summary
8. Accounts Payable Summary
9. Monthly Transaction List- By Supplier
10. General Ledger- Monthly
11. Operating Account Bank Reconciliation
12. Operating Account Bank Statement
13. Investment Account Bank Statement

Reserve Reports

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

MONTHLY FINANCIAL REPORT SUMMARY

CCC#22

February 2018

Revenue

100% of Condo fees have been invoiced.

Expenses

Utilities:

Accrual to be done for hydro. Water over budget for \$600.15 We have not received any bill for the water main leak however this code should clear as the year progresses.

Legal Fees:

Over budget \$833. This was the monthly budget amount plus the overage for the release and settlement of claim for unit 33.

Audit

Audit is underway but not invoiced during this period.

Printing Posting & Office Admin:

This code over budget due to cheques ordered and received at \$423.74

General Maintenance and Repairs:

Under budget but no expenses during this period

Landscaping:

There has been no expenses during this period.

Snow Removal:

Code will clear for next month.

OCSCC #22

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

February 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	33,904.40	33,880.00	24.40	100.07 %
4030 Parking Income	1,425.00	1,650.00	-225.00	86.36 %
4032 NSF fees charged to customers	0.00		0.00	
4035 Interest Income	22.31		22.31	
Total 4000 Income	35,351.71	35,530.00	-178.29	99.50 %
Total Income	\$35,351.71	\$35,530.00	\$ -178.29	99.50 %
Cost of Goods Sold				
4500 Contribution to Reserve Fund	14,976.00	14,976.00	0.00	100.00 %
Total Cost of Goods Sold	\$14,976.00	\$14,976.00	\$0.00	100.00 %
GROSS PROFIT	\$20,375.71	\$20,554.00	\$ -178.29	99.13 %
Expenses				
5000 Utilities				
5020 Hydro	3.25	237.00	-233.75	1.37 %
5030 Water & Sewer	7,202.15	6,602.00	600.15	109.09 %
Total 5000 Utilities	7,205.40	6,839.00	366.40	105.36 %
5400 Contracts				
5426 Parking Monitor and Security		100.00	-100.00	
5465 Landscaping		0.00	0.00	
5470 Snow Removal	5,311.00	3,917.00	1,394.00	135.59 %
5475 Pest Control		100.00	-100.00	
Total 5400 Contracts	5,311.00	4,117.00	1,194.00	129.00 %
5500 General Repairs & Maintenance				
5503 General Repairs & Maint		1,250.00	-1,250.00	
5504 Emergency Calls		330.00	-330.00	
5560 Additional Landscaping		0.00	0.00	
5570 Additional Snow/Salt		833.00	-833.00	
Total 5500 General Repairs & Maintenance		2,413.00	-2,413.00	
5800 Administrative & Professional Expenses	49.86		49.86	
5801 Property Management Fees	3,564.43	2,859.00	705.43	124.67 %
5805 CAO Fees		99.00	-99.00	
5810 Office Expenses	423.74	26.00	397.74	1,629.77 %
5812 Bank Charges	34.20	75.00	-40.80	45.60 %
5830 Insurance Expense/General & Liability Insurance		1,787.00	-1,787.00	
5832 Professional Fees	2,500.00	1,667.00	833.00	149.97 %
5833 Audit-Accounting		0.00	0.00	
Total 5800 Administrative & Professional Expenses	6,572.23	6,513.00	59.23	100.91 %
5900 Contingency/ Initiatives				
5905 General Contingency		167.00	-167.00	
5920 Deficit Removal		635.00	-635.00	
Total 5900 Contingency/ Initiatives		802.00	-802.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6003 Reserve account - Bank charges	-1.64		-1.64	
Total Expenses	\$19,086.99	\$20,684.00	\$ -1,597.01	92.28 %
NET OPERATING INCOME	\$1,288.72	\$ -130.00	\$1,418.72	-991.32 %
Other Income				
6001 Contribution from operating	14,976.00		14,976.00	
6002 Interest income for reserve	473.76		473.76	
Total Other Income	\$15,449.76	\$0.00	\$15,449.76	0.00%
NET OTHER INCOME	\$15,449.76	\$0.00	\$15,449.76	0.00%
NET INCOME	\$16,738.48	\$ -130.00	\$16,868.48	-12,875.75 %

OCSCC #22

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OCSCC #22

PROFIT AND LOSS

February 2018

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Total Expenses	\$19,086.99
PROFIT	\$16,738.48

OCSCC #22

BALANCE SHEET

As of February 28, 2018

	TOTAL
Assets	
Current Assets	
1101 Other Receivable	104.45
1200 Due to/from	44,976.00
1300 Prepaid Expenses	1,751.85
Cash and cash equivalents	
1010 Operating Account	37,585.44
1020 Reserve Account	387,071.14
Total Cash and cash equivalents	\$424,656.58
Accounts receivable (A/R)	
1100 Accounts Receivable	-297.02
Accounts Receivable (A/R)	-296.95
Total Accounts receivable (A/R)	\$ -593.97
Total Current Assets	\$470,894.91
Non-current Assets	
1015 Investment- CASH	104,500.00
1017 Investment- Altamira High Interest	82,027.70
1018 Investment Hollis Investment	233,394.24
Total Non-current Assets	\$419,921.94
Total Assets	\$890,816.85
Liabilities and Equity	
Current Liabilities	
2001 RESERVE- Accounts Payable	7,638.80
2005 Accrued Liabilities	7,419.06
2010 PREPAID CONDO FEES	516.95
2500 Due to/from Operating	44,976.00
Accounts Payable	
2000 Accounts Payable	5,861.89
Total Accounts Payable	\$5,861.89
Total Current Liabilities	\$66,412.70
Equity	
Retained Earnings	807,665.67
Profit for the year	16,738.48
Total Equity	\$824,404.15
Total Liabilities and Equity	\$890,816.85

OCSCC #22

ACCOUNT QUICKREPORT

February 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
4000 Income								
4030 Parking Income								
01/02/2018	Invoice	1179	40	PARKING FEE-FEBRUARY 2018	4030 Income: Parking Income		\$30.00	30.00
01/02/2018	Invoice	1264	86	PARKING FEE 2018	4030 Income: Parking Income		\$50.00	80.00
01/02/2018	Invoice	1183	59	PARKING FEE-FEBRUARY 2018	4030 Income: Parking Income		\$30.00	110.00
01/02/2018	Invoice	1185	34	PARKING FEE-FEBRUARY 2018	4030 Income: Parking Income		\$30.00	140.00
01/02/2018	Invoice	1187	87	PARKING FEB 2018	4030 Income: Parking Income		\$30.00	170.00
01/02/2018	Invoice	1189	6	PARKING 2018	4030 Income: Parking Income		\$30.00	200.00
01/02/2018	Invoice	1191	13	PARKING 2018	4030 Income: Parking Income		\$30.00	230.00
01/02/2018	Invoice	1193	14	PARKING 2018	4030 Income: Parking Income		\$30.00	260.00
01/02/2018	Invoice	1195	17	PARKING 2018	4030 Income: Parking Income		\$30.00	290.00
01/02/2018	Invoice	1197	19	PARKING 2018	4030 Income: Parking Income		\$30.00	320.00
01/02/2018	Invoice	1200	22	PARKING 2018	4030 Income: Parking Income		\$30.00	350.00
01/02/2018	Invoice	1202	23	PARKING 2018	4030 Income: Parking Income		\$60.00	410.00
01/02/2018	Invoice	1204	27	PARKING 2018	4030 Income: Parking Income		\$30.00	440.00
01/02/2018	Invoice	1206	29	PARKING 2018	4030 Income: Parking Income		\$30.00	470.00
01/02/2018	Invoice	1208	30	PARKING 2018	4030 Income: Parking Income		\$30.00	500.00
01/02/2018	Invoice	1210	31	PARKING 2018	4030 Income: Parking Income		\$30.00	530.00
01/02/2018	Invoice	1212	33	PARKING 2018	4030 Income: Parking Income		\$60.00	590.00
01/02/2018	Invoice	1216	35	PARKING 2018	4030 Income: Parking Income		\$30.00	620.00
01/02/2018	Invoice	1218	37	PARKING 2018	4030 Income: Parking Income		\$30.00	650.00
01/02/2018	Invoice	1224	43	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	680.00
01/02/2018	Invoice	1226	44	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	710.00
01/02/2018	Invoice	1228	50	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	740.00
01/02/2018	Invoice	1230	56	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	770.00
01/02/2018	Invoice	1232	57	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	800.00
01/02/2018	Invoice	1234	58	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	830.00
01/02/2018	Invoice	1236	62	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	860.00
01/02/2018	Invoice	1238	60	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	890.00
01/02/2018	Invoice	1240	63	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	920.00
01/02/2018	Invoice	1242	64	PARKING FEE 2018	4030 Income: Parking Income		\$60.00	980.00
01/02/2018	Invoice	1244	69	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,010.00
01/02/2018	Invoice	1246	70	PARKING FEE 2018	4030 Income: Parking Income		\$60.00	1,070.00
01/02/2018	Invoice	1248	73	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,100.00
01/02/2018	Invoice	1250	74	PARKING FEE 2018	4030 Income: Parking Income		\$60.00	1,160.00
01/02/2018	Invoice	1252	77	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,190.00
01/02/2018	Invoice	1254	78	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,220.00
01/02/2018	Invoice	1256	81	PARKING FEE 2018	4030 Income: Parking Income		\$60.00	1,280.00
01/02/2018	Invoice	1258	82	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,310.00
01/02/2018	Invoice	1260	84	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,340.00
01/02/2018	Invoice	1262	85	PARKING FEE 2018	4030 Income: Parking Income		\$30.00	1,370.00
01/02/2018	Invoice	1181	41	PARKING FEE FEBRUARY 2018	4030 Income: Parking Income		\$30.00	1,400.00
Total for 4030 Parking Income							\$1,400.00	
Total for 4000 Income							\$1,400.00	
TOTAL							\$1,400.00	

OCSCC #22

A/R AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
13	5.00					\$5.00
14	5.00					\$5.00
17	5.00					\$5.00
19	30.00	-30.00				\$0.00
22	5.00					\$5.00
23	10.00					\$10.00
27	5.00					\$5.00
29	5.00					\$5.00
30		-415.00				\$ -415.00
31	5.00					\$5.00
33	10.00					\$10.00
34		-84.00				\$ -84.00
35	5.00					\$5.00
40	5.00					\$5.00
41	26.98	-30.00				\$ -3.02
43	5.00					\$5.00
44	5.00					\$5.00
47	385.00					\$385.00
56	5.00					\$5.00
57	5.00					\$5.00
58	5.00					\$5.00
59		5.00				\$5.00
6		0.00				\$0.00
60	5.00					\$5.00
62	5.00					\$5.00
63	5.00					\$5.00
64	10.00					\$10.00
69	5.00					\$5.00
70		-20.00				\$ -20.00
73	5.00					\$5.00
74	10.00					\$10.00
77	5.00					\$5.00
78	30.00	-360.00				\$ -330.00
80	18.05					\$18.05
81	10.00					\$10.00
82	30.00	-335.00				\$ -305.00
84	30.00	-30.00				\$0.00
85	30.00	-30.00				\$0.00
87	5.00					\$5.00
TOTAL	\$735.03	\$ -1,329.00	\$0.00	\$0.00	\$0.00	\$ -593.97

OCSCC #22

A/P AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
AFFILIATED TRADESMEN INC.		84.75				\$84.75
CATHOLIC EDUCATION CENTRE		169.50				\$169.50
CENTAUR ENTERPRISES LTD		217.65				\$217.65
CI Property Management	755.88	823.28				\$1,579.16
CITY OF OTTAWA - WATER & SEWER		0.00				\$0.00
CLEAN WATER WORKS		285.33				\$285.33
DANCAN ELECTRIC LTD		1,944.85				\$1,944.85
HYDRO OTTAWA	224.66					\$224.66
JMW TOWING BUDGET		226.00				\$226.00
REGIONEX CAPITAL PEST		84.75				\$84.75
SAFEGUARD		423.74				\$423.74
WB RENO		621.50				\$621.50
TOTAL	\$980.54	\$4,881.35	\$0.00	\$0.00	\$0.00	\$5,861.89

OCSCC #22

TRANSACTION LIST BY SUPPLIER

February 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9673261 CANADA INC.						
01/02/2018	Bill	1691	Yes		2000 Accounts Payable	5,311.00
01/02/2018	Bill Payment (Cheque)	154	Yes		1010 Operating Account	-5,311.00
CI Property Management						
01/02/2018	Bill	1792	Yes		2000 Accounts Payable	2,858.41
01/02/2018	Bill	1830	Yes		2000 Accounts Payable	49.86
01/02/2018	Bill	1811	Yes		2000 Accounts Payable	706.02
02/02/2018	Bill Payment (Cheque)	1	Yes		1010 Operating Account	-2,089.92
HYDRO OTTAWA						
05/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-233.30
14/02/2018	Bill	OTT781972	Yes		2000 Accounts Payable	224.66
KAREN DALY						
08/02/2018	Bill	CHEQUEREQ, FEBRUARY 0	Yes		2000 Accounts Payable	2,500.00
08/02/2018	Bill Payment (Cheque)	159	Yes		1010 Operating Account	-2,500.00
SAFEGUARD						
08/02/2018	Bill	032680562	Yes		2000 Accounts Payable	423.74

OCSCC #22

GENERAL LEDGER

February 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5020 Hydro							
01/02/2018	Journal Entry	5		REVERSE ACCRUALS FYE JAN 2018, HYDRO JAN 2018	-Split-	\$ -438.32	-438.32
14/02/2018	Bill	OTT781972	HYDRO OTTAWA	JAN 02 - JAN 31, 2018	2000 Accounts Payable	\$224.66	-213.66
28/02/2018	Journal Entry	7		SET UP ACCRUALS HYDRO FEB 2018	-Split-	\$216.91	3.25
Total for 5020 Hydro						\$3.25	
5030 Water & Sewer							
28/02/2018	Journal Entry	7		SET UP ACCRUALS WATER FROM JAN 25 TO FEB 28 2018	-Split-	\$7,202.15	7,202.15
Total for 5030 Water & Sewer						\$7,202.15	
Total for 5000 Utilities						\$7,205.40	
5400 Contracts							
5470 Snow Removal							
01/02/2018	Bill	1691	9673261 CANADA INC.	1691, SNOWPLOWING FOR 2017-2018 BILLED IN 5 PAYMENTS NOVEMBER 01, 2017 TO MARCH 01, 2018	2000 Accounts Payable	\$5,311.00	5,311.00
Total for 5470 Snow Removal						\$5,311.00	
Total for 5400 Contracts						\$5,311.00	
5800 Administrative & Professional Expenses							
01/02/2018	Bill	1830	CI Property Management	PPO, JAN 31, 2018	2000 Accounts Payable	\$49.86	49.86
Total for 5800 Administrative & Professional Expenses						\$49.86	
5801 Property Management Fees							
01/02/2018	Bill	1792	CI Property Management	2018/2019 management fees	2000 Accounts Payable	\$2,858.41	2,858.41
01/02/2018	Bill	1811	CI Property Management	Monthly increase in management fee due to new condo act changes	2000 Accounts Payable	\$706.02	3,564.43
Total for 5801 Property Management Fees						\$3,564.43	
5810 Office Expenses							
08/02/2018	Bill	032680562	SAFEGUARD	LASER L1 CHEQUE 1PT GRENNLINEN, 1PT RBLULINEN	2000 Accounts Payable	\$423.74	423.74
Total for 5810 Office Expenses						\$423.74	
5812 Bank Charges							
01/02/2018	Journal Entry	6		RECLASS TO PROPER EXP ACC BANK FEES FEB 2018	-Split-	\$52.24	52.24
01/02/2018	Expense			Customer Transfer Dr.	1010 Operating Account	\$5.56	57.80
16/02/2018	Deposit			SERVICE FEE REVERSAL Credit Memo	1010 Operating Account	\$ -23.60	34.20
Total for 5812 Bank Charges						\$34.20	
5832 Professional Fees							
08/02/2018	Bill	CHEQUEREQ, FEBRUARY 0	KAREN DALY	FULL & FINAL RELEASE OF SETTLEMENT OF CLAIM	2000 Accounts Payable	\$2,500.00	2,500.00
Total for 5832 Professional Fees						\$2,500.00	
Total for 5800 Administrative & Professional Expenses with subs						\$6,572.23	
6003 Reserve account - Bank charges							
01/02/2018	Expense			Customer Transfer Dr.	1020 Reserve Account	\$5.56	5.56
16/02/2018	Deposit			SERVICE FEE REVERSAL Credit Memo	1020 Reserve Account	\$ -7.20	-1.64
Total for 6003 Reserve account - Bank charges						\$ -1.64	

OCSCC #22

1010 Operating Account, Period Ending 28/02/2018

RECONCILIATION CHANGE REPORT

Since this reconciliation on 15/03/2018, changes were made to the reconciled transactions in this report.

DATE	TYPE	REF NO.	PAYEE	ORIGINAL AMT (CAD)	CURRENT AMT (CAD)	CHANGE	AMOUNT CHANGE (CAD)
01/02/2018	Receive Payment	PAP	40	25.00	0.00	Deleted	-25.00
01/02/2018	Receive Payment	PAP	41	25.00	0.00	Deleted	-25.00
22/02/2018	Receive Payment		47	2,960.00	0.00	Deleted	-2,960.00
Total							-3,010.00

RECONCILIATION REPORT

Reconciled on: 15/03/2018

Reconciled by: Olesea Axentii

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

Summary

CAD

Statement beginning balance.....	0.00
Cheques and payments cleared (20).....	-23,155.89
Deposits and other credits cleared (102).....	60,296.33
Statement ending balance.....	<u>37,140.44</u>

Register balance as of 28/02/2018.....	37,140.44
Cleared transactions after 28/02/2018.....	0.00
Uncleared transactions after 28/02/2018.....	21,532.43
Register balance as of 15/03/2018.....	<u>58,672.87</u>

Details

Cheques and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Expense			-5.56
01/02/2018	Journal	2		-1,534.34
01/02/2018	Bill Payment	154	9673261 CANADA INC.	-5,311.00
01/02/2018	Journal	2		-472.97
01/02/2018	Journal	2		-982.85
01/02/2018	Journal	2		-263.94
01/02/2018	Journal	2		-980.92
01/02/2018	Journal	2		-1,443.88
01/02/2018	Journal	2		-814.85
01/02/2018	Journal	2		-472.97
01/02/2018	Journal	2		-939.89
01/02/2018	Journal	2		-1,107.89
01/02/2018	Journal	2		-1,518.71
01/02/2018	Journal	2		-7.79
01/02/2018	Journal	2		-896.92
01/02/2018	Journal	2		-1,525.95
02/02/2018	Bill Payment	1	CI Property Management	-2,089.92
05/02/2018	Expense			-52.24
05/02/2018	Bill Payment		HYDRO OTTAWA	-233.30

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
08/02/2018	Bill Payment	159	KAREN DALY	-2,500.00
Total				-23,155.89

Deposits and other credits cleared (102)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/01/2018	Journal	1		20,462.94
31/01/2018	Journal	3		397.25
31/01/2018	Journal	3		621.50
31/01/2018	Journal	3		169.50
31/01/2018	Journal	3		285.33
01/02/2018	Receive Payment		62	410.00
01/02/2018	Receive Payment		8	385.00
01/02/2018	Receive Payment		81	435.00
01/02/2018	Receive Payment		13	410.00
01/02/2018	Receive Payment		9	385.00
01/02/2018	Receive Payment		67	385.00
01/02/2018	Receive Payment		7	385.00
01/02/2018	Receive Payment		16	385.00
01/02/2018	Receive Payment		15	385.00
01/02/2018	Receive Payment		22	410.00
01/02/2018	Receive Payment		36	385.00
01/02/2018	Receive Payment		56	410.00
01/02/2018	Receive Payment		72	385.00
01/02/2018	Receive Payment		70	435.00
01/02/2018	Receive Payment		12	385.00
01/02/2018	Receive Payment		17	410.00
01/02/2018	Receive Payment		64	435.00
01/02/2018	Receive Payment		69	410.00
01/02/2018	Receive Payment		74	435.00
01/02/2018	Receive Payment		88	385.00
01/02/2018	Receive Payment		43	410.00
01/02/2018	Receive Payment		76	385.00
01/02/2018	Receive Payment		86	435.00
01/02/2018	Receive Payment		29	385.00
01/02/2018	Receive Payment		45	385.00
01/02/2018	Receive Payment		6	445.00
01/02/2018	Receive Payment		60	410.00
01/02/2018	Receive Payment		73	410.00
01/02/2018	Receive Payment		77	410.00
01/02/2018	Receive Payment	PAP	40	25.00
01/02/2018	Receive Payment	PAP	41	25.00
01/02/2018	Receive Payment	PAP	59	25.00
01/02/2018	Receive Payment	412	78	360.00
01/02/2018	Receive Payment	446	34	120.00
01/02/2018	Receive Payment		34	60.00
01/02/2018	Receive Payment		49	385.00
01/02/2018	Receive Payment		38	385.00
01/02/2018	Receive Payment		18	385.00
01/02/2018	Receive Payment		46	385.00
01/02/2018	Receive Payment		30	415.00
01/02/2018	Receive Payment		37	415.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Receive Payment		78	385.00
01/02/2018	Receive Payment		19	415.00
01/02/2018	Receive Payment		11	385.00
01/02/2018	Receive Payment		82	360.00
01/02/2018	Receive Payment		20	385.00
01/02/2018	Receive Payment		24	385.00
01/02/2018	Receive Payment		34	385.00
01/02/2018	Receive Payment		65	385.00
01/02/2018	Receive Payment		1	385.00
01/02/2018	Receive Payment		10	385.00
01/02/2018	Receive Payment		14	410.00
01/02/2018	Receive Payment		28	385.00
01/02/2018	Receive Payment		52	385.00
01/02/2018	Receive Payment		51	385.00
01/02/2018	Receive Payment		27	410.00
01/02/2018	Receive Payment		33	435.00
01/02/2018	Receive Payment		54	385.00
01/02/2018	Receive Payment		59	385.00
01/02/2018	Receive Payment		75	385.00
01/02/2018	Receive Payment		66	385.00
01/02/2018	Receive Payment		5	385.00
01/02/2018	Receive Payment		26	385.00
01/02/2018	Receive Payment		44	410.00
01/02/2018	Receive Payment		55	385.00
01/02/2018	Receive Payment		2	385.00
01/02/2018	Receive Payment		3	410.00
01/02/2018	Receive Payment		31	410.00
01/02/2018	Receive Payment		57	410.00
01/02/2018	Receive Payment		63	410.00
01/02/2018	Receive Payment		68	385.00
01/02/2018	Receive Payment		40	385.00
01/02/2018	Receive Payment		48	385.00
01/02/2018	Receive Payment		21	385.00
01/02/2018	Receive Payment		25	385.00
01/02/2018	Receive Payment		32	385.00
01/02/2018	Receive Payment		35	410.00
01/02/2018	Receive Payment		39	385.00
01/02/2018	Receive Payment		23	435.00
01/02/2018	Receive Payment		53	385.00
01/02/2018	Receive Payment		58	410.00
01/02/2018	Receive Payment		79	385.00
01/02/2018	Receive Payment		80	366.95
01/02/2018	Receive Payment		87	410.00
01/02/2018	Receive Payment		4	385.00
01/02/2018	Receive Payment		42	385.00
01/02/2018	Receive Payment		50	415.00
01/02/2018	Receive Payment		61	385.00
16/02/2018	Deposit			23.60
22/02/2018	Deposit		30	196.95
22/02/2018	Receive Payment		71	385.00
22/02/2018	Receive Payment		47	2,960.00
22/02/2018	Receive Payment		83	385.00
22/02/2018	Receive Payment		85	415.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
22/02/2018	Receive Payment		82	385.00
22/02/2018	Receive Payment		84	415.00
28/02/2018	Deposit			22.31
Total				60,296.33

Additional Information

Uncleared cheques and payments after 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Bill Payment	155	9673261 CANADA INC.	-5,311.00
13/03/2018	Bill Payment		SAFEGUARD	-423.74
13/03/2018	Bill Payment		CI Property Management	-755.88
Total				-6,490.62

Uncleared deposits and other credits after 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		57	420.00
01/03/2018	Receive Payment		44	420.00
01/03/2018	Receive Payment		87	420.00
01/03/2018	Receive Payment		10	385.00
01/03/2018	Receive Payment		29	420.00
01/03/2018	Receive Payment		27	420.00
01/03/2018	Receive Payment		21	385.00
01/03/2018	Receive Payment		3	385.00
01/03/2018	Receive Payment		42	385.00
01/03/2018	Receive Payment		4	385.00
01/03/2018	Receive Payment		75	385.00
01/03/2018	Receive Payment		15	385.00
01/03/2018	Receive Payment		26	385.00
01/03/2018	Receive Payment		77	420.00
01/03/2018	Receive Payment		56	420.00
01/03/2018	Receive Payment		12	385.00
01/03/2018	Receive Payment		16	385.00
01/03/2018	Receive Payment		65	385.00
01/03/2018	Receive Payment		73	420.00
01/03/2018	Receive Payment		72	385.00
01/03/2018	Receive Payment		5	385.00
01/03/2018	Receive Payment		69	420.00
01/03/2018	Receive Payment		14	420.00
01/03/2018	Receive Payment		62	420.00
01/03/2018	Receive Payment		60	420.00
01/03/2018	Receive Payment		67	385.00
01/03/2018	Receive Payment		40	385.00
01/03/2018	Receive Payment		25	385.00
01/03/2018	Receive Payment		70	435.00
01/03/2018	Receive Payment		61	385.00
01/03/2018	Receive Payment		43	420.00
01/03/2018	Receive Payment		32	385.00
01/03/2018	Receive Payment		45	385.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		66	385.00
01/03/2018	Receive Payment		86	505.00
01/03/2018	Receive Payment		36	385.00
01/03/2018	Receive Payment		79	385.00
01/03/2018	Receive Payment		54	385.00
01/03/2018	Receive Payment		31	420.00
01/03/2018	Receive Payment		76	385.00
01/03/2018	Receive Payment		55	385.00
01/03/2018	Receive Payment		23	455.00
01/03/2018	Receive Payment		74	455.00
01/03/2018	Receive Payment		6	30.00
01/03/2018	Receive Payment		59	5.00
01/03/2018	Receive Payment		80	18.05
01/03/2018	Receive Payment		41	30.00
01/03/2018	Receive Payment		59	30.00
01/03/2018	Receive Payment		40	35.00
01/03/2018	Receive Payment		81	455.00
01/03/2018	Receive Payment		39	385.00
01/03/2018	Receive Payment		35	420.00
01/03/2018	Receive Payment		53	385.00
01/03/2018	Receive Payment		48	385.00
01/03/2018	Receive Payment		58	420.00
01/03/2018	Receive Payment		8	385.00
01/03/2018	Receive Payment		2	385.00
01/03/2018	Receive Payment		52	385.00
01/03/2018	Receive Payment		63	420.00
01/03/2018	Receive Payment		9	385.00
01/03/2018	Receive Payment		80	385.00
01/03/2018	Receive Payment		33	455.00
01/03/2018	Receive Payment		68	385.00
01/03/2018	Receive Payment		59	385.00
01/03/2018	Receive Payment		28	385.00
01/03/2018	Receive Payment		51	385.00
01/03/2018	Receive Payment		22	420.00
01/03/2018	Receive Payment		6	385.00
01/03/2018	Receive Payment		1	385.00
01/03/2018	Receive Payment		88	385.00
01/03/2018	Receive Payment		13	420.00
01/03/2018	Receive Payment		7	385.00
01/03/2018	Receive Payment		17	420.00
01/03/2018	Receive Payment		64	455.00
01/03/2018	Receive Payment		50	415.00
14/03/2018	Receive Payment	411	34	60.00

Total				28,023.05
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110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Business Account	50476 00908 16	Jan 31 2018	Feb 28 2018

Account Summary for this Period:

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
23	\$25,306.95	5	\$38,359.81

Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/31/2018	BALANCE FORWARD			24,087.58
02/01/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		5,610.00	29,697.58
02/01/2018	SD SETTLEMENT SD# 35667 FCN 0054 FCD 180131		27,561.95	57,259.53
02/01/2018	BILL PAYMENT CAPITAL INTEGRA	2,089.92		55,169.61
02/01/2018	TRANSFER TO 61176 00149 15	5.56		55,164.05
02/05/2018	HYDRO BILL HYDRO OTTAWA	233.30		54,930.75
02/05/2018	CHQ* 154 7121993490	5,311.00		49,619.75
02/05/2018	SERVICE CHARGE SCOTIA DIRECT PAYMENT	52.24		49,567.51
02/07/2018	CHQ* 156 5120077513	1,186.50		48,381.01
02/07/2018	CHQ* 158 7022969081	795.06		47,585.95
02/12/2018	CHQ* 157 5120091871	169.50		47,416.45
02/12/2018	CHQ* 159 7122059336	2,500.00		44,916.45
02/14/2018	UTILITY BILL OTTAWA WATER	1,534.34		43,382.11
02/14/2018	UTILITY BILL OTTAWA WATER	263.94		43,118.17
02/14/2018	UTILITY BILL OTTAWA WATER	980.92		42,137.25

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
12	\$15,122.28	2	\$33,171.95

110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

Statement Of:
Business Account

Account Number:
50476 00908 16

From:
Jan 31 2018

To:
Feb 28 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
02/14/2018	UTILITY BILL OTTAWA WATER	1,443.88		40,693.37
02/14/2018	UTILITY BILL OTTAWA WATER	814.85		39,878.52
02/14/2018	UTILITY BILL OTTAWA WATER	472.97		39,405.55
02/14/2018	UTILITY BILL OTTAWA WATER	939.89		38,465.66
02/14/2018	UTILITY BILL OTTAWA WATER	1,107.89		37,357.77
02/14/2018	UTILITY BILL OTTAWA WATER	1,518.71		35,839.06
02/14/2018	UTILITY BILL OTTAWA WATER	7.79		35,831.27
02/14/2018	UTILITY BILL OTTAWA WATER	896.92		34,934.35
02/14/2018	UTILITY BILL OTTAWA WATER	1,525.95		33,408.40
02/14/2018	UTILITY BILL OTTAWA WATER	982.85		32,425.55
02/14/2018	UTILITY BILL OTTAWA WATER	472.97		31,952.58
02/16/2018	CREDIT MEMO SERVICE FEE REVERSAL		23.60	31,976.18
02/22/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		5,141.95	37,118.13
02/28/2018	INTEREST CREDIT		22.31	37,140.44

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
11	\$10,184.67	3	\$5,187.86

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

GST Registration No. R105195598

® Registered trademark of The Bank of Nova Scotia



110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Service Charge	50476 00908 16	Jan 31 2018	Feb 28 2018

Item	Volume	Rate	Charge (\$)
Transaction Fees			
Deposit	2	1.25	2.50
Cheques	5	1.25	6.25
Other Credits	2	1.25	2.50
Other Debits	16	1.25	20.00
Sub Total			31.25
Account Maintenance			9.95
Deposit Contents			
Items Deposited	23	.20	4.60
Sub Total Service Charge			45.80
Less % Discount Allowed		99.999%	45.80

Please examine this statement promptly.

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GST Registration No. R105195598

® Registered trademark of The Bank of Nova Scotia



110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Deposit Interest	50476 00908 16	Feb 01 2018	Feb 28 2018

Account Information

Currency: CAD

Average Credit Balance This Period	\$41,541.00
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Scotiabank Prime This Period	3.450%
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Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

Interest Calculation

Average Credit Balance	\$41,541.00	
Total Balance Deductions	\$0.00	
Net Surplus Balance	\$41,541.00	
Interest At	0.700%	\$22.31

Total Interest	\$22.31
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Your account 50476 00908 16 has been credited.

Please examine this statement promptly.

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GST Registration No. R105195598

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ACPC02 - 4803

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01248



CCC #22

C/O CAPITAL PROPERTY MGMT

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

Account Number: **420-05914**

Account Type: Regular Account

For the Period: **February 1 to 28, 2018**

Last Statement: January 31, 2018

Address Information

21st Floor, Tower 2

Constitution Sq, 350 Albert St

Ottawa, ON

K1R 1A4

Phone:

(613) 563-0991

Website:

www.scotiawealthmanagement.com

Branch Manager:

Scott Miller

Your Wealth Advisors

Mark Gawargy

(613) 782-6733

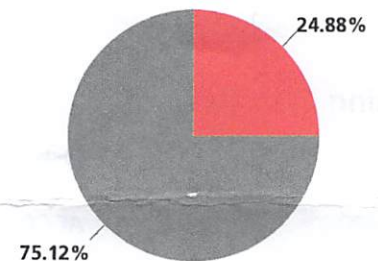
Angela Temidire

(613) 782-6763

CANADIAN Account Overview

Currency: CANADIAN DOLLAR

Asset Class Summary	Feb. 28, 2018 Market Value	% of Total Assets
■ Cash	104,500	24.88
■ Cash Equivalent	315,422	75.12
Total Value of Account	\$419,922	100.00
Total Value on Last Statement, January 31, 2018	\$419,656	



Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
Cash						
CASH						104,500
Total Cash						\$104,500
Cash Equivalent						
CASH	ADSB INVESTMENT SAVINGS ACCOUNT (500)	23,339.426	10.000	233,394	10.000	233,394
CASH	NBI ALTAMIRA CASHPERFORMER ACCOUNT (NBC) SERIES A (100)	82,028.37	1.000	82,028	1.000	82,028
Total Cash Equivalent						\$315,422
Total Account Holdings				\$419,922		\$419,922

The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.

Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
Opening Cash Balance						\$104,500.00
Feb. 01, 2018	CASH	DIVIDEND	NBI ALTAMIRA CASHPERFORMER ACCOUNT (NBC) SERIES A (100) REINVEST 01/31/18 @ \$1.0000 PLUS FRACTIONS OF 0.160 BOOK VALUE \$69.16	69		
Feb. 26, 2018	CASH	DIVIDEND	ADSB INVESTMENT SAVINGS ACCOUNT (500) REINVEST 02/23/18 @ \$10.0000 PLUS FRACTIONS OF 0.678 BOOK VALUE \$196.78	19		
Closing Cash Balance						\$104,500.00

Summary

Income Summary

	This Period	Year-to-Date
Total Income	\$0	\$0

A Note From ScotiaMcLeod

Scotiabank Issued Investment Savings Accounts

Scotiabank is launching a new suite of Investment Savings Accounts on March 5, 2018. As a result, all deposits held in existing Investment Savings Accounts will automatically be transferred to the new Investment Savings Accounts effective April 20, 2018, close of business. For more information, including potential changes to your interest rates, please visit our website (<https://ads.scotiabank.com/>) or contact your Wealth Advisor.



Tax document update

If you selected "paperless delivery," your 2017 tax documents will be available on Scotia OnLine (select "Communication Centre" and "Brokerage Tax Documents"). Paperless tax documents will not be mailed to you: you can save them as PDF and print if you require hard copies (note: we recommend using an updated browser for this).

Tax documents have different delivery deadlines and will be posted as they become available. Please check Scotia OnLine regularly for your tax documents (and any amendments) between now and the end of March to ensure you have all the required tax information before filing your return.

Terms and Conditions

Terms and Conditions are applicable to your account(s). For further details of these terms and conditions go on-line or speak to your Investment Advisor.
<http://www.scotiabank.com/ca/common/pdf/scotiacleod/TandC.pdf>

Average Cost & Adjusted Book Value

Adjusted book value is average cost times the number of shares that you hold of a security. The average cost and adjusted book value displayed on this statement may represent: 1) your total cost, including commission and fees, of acquiring the security, 2) the value at the time the security was transferred into the account, 3) the effect of subsequently re-invested dividends and/or mutual fund distributions, 4) revisions as a result of security reorganizations and other corporate actions, 5) values which you have provided and requested that we reflect, or a combination of the foregoing. A statement message will advise you that an adjustment has been made in the month it occurs. This information has been calculated to the best of our ability unless provided by you. This information should not be used for the purposes of tax reporting.

Statement Frequency

Statements are issued whenever there has been activity in the account during the past month; otherwise statements are issued on a quarterly basis.

Leverage / Margin Risk Disclosure Statement

The use of leverage may not be suitable for all investors. Using borrowed money (whether through a margin account or any other method of borrowing) to finance the purchase of securities involves greater risk than using cash resources only. If you borrow money to purchase securities, your responsibility to repay the loan and pay interest as required by its terms remains the same even if the value of the securities purchased declines.

Wealth Advisor Information

Details of the individual representative who accepted your order(s) are available upon request. Please contact the Branch Manager.

Cash Balances

This section shows the balance in your account, including all transactions that have settled. A debit balance is indicated by "-" and represents an amount owed to Scotia Capital Inc. ("ScotiaMcLeod"). Free credit balances in Regular accounts represent funds payable on demand which, although properly recorded in our books, are not segregated and may be used in the conduct of our business. Cash balances in Registered accounts are held in trust by the trustee.

Asset Class Summary

Asset classes you hold will be displayed under the Asset Class Summary section in the statement. Only the asset classes of securities you hold in your account will be displayed on your statement. The classification "Other" includes Principal Protected Notes, Principal at Risk Notes, and some Exempt Market products. Please speak directly with your Wealth Advisor to ensure you understand the products held in your account. The term "Total Value of Account" refers to the total market value of priced securities within your account, by currency, including cash balances at the close of the date indicated.

Income Summary (Regular Accounts Only)

Dividend and/or interest income that has been credited to your account this month and year-to-date are summarized in this section. Accrued or deemed interest on debt or discount securities purchased or sold is not included.

Payment Information (RIF and LIF Accounts Only)

The information displayed reflects our records as of the statement date. Minimum Annual Payment refers to the minimum annual amount required from your RRIF account by Canada Revenue Agency. If, according to our records, you have elected to receive an annual amount greater than the minimum payment, then this amount will be displayed as the Elected Payment Amount. Withholding tax will be charged for amounts withdrawn in excess of the Minimum Annual Payment. The Year to Date Payment amount displayed is the total amount of the payments sent to you, after withholding tax has been deducted, if applicable.

Monthly Activity

This section shows all the activity in your account during the month. The Date column refers to the settlement date in the case of executed trades, or processing date in the case of other entries. Direct Funds Transfers made to your account on the last business day of the month may not appear on your month end statement until the following month.

Short Account

Proceeds from declared short sales have been segregated into a SHORT account and market increases and/or decreases from the original sale price are marked to the market. Such increases and/or decreases are transferred to your margin account weekly. Transfers are reflected with the description "Mark to Market."

Details of Your Account Holdings

The market valuation information has been obtained from sources believed to be reliable; however, we cannot guarantee their accuracy. Our best efforts have been made to price all securities; however, in some circumstances, we may be unable to obtain valuations. A current market quotation can be made available upon request.

Segregated Quantity

Securities regulations stipulate that all fully paid and excess margin securities must be promptly segregated and are not available for use in the general conduct of our business. All security positions displayed under the account holdings section are segregated unless otherwise indicated. Should there be a security in which the account holds a portion of the quantity segregated and a portion registered in your name, this will be indicated under the security description column.

Remuneration for Order Flow

In connection with certain trades in securities that are executed for you in the U.S. marketplace, ScotiaMcLeod will receive remuneration for directing orders to a particular broker-dealer or market center for execution. The source and amount of any such remuneration received by ScotiaMcLeod in connection with any transaction executed on your behalf shall be disclosed to you upon request.

Member - Canadian Investor Protection Fund

Customers' accounts are protected by the Canadian Investor Protection Fund within specified limits. A brochure describing the nature and limits of coverage is available upon request.

Endnotes

1. There has been an adjustment made to this book value during the statement period.
2. There is no active market for this investment, and therefore the market value has been estimated.
3. There is no active market for this investment, and the market value cannot be determined.
4. If this position is sold, a sales charge may be applied to the proceeds.
5. Some or all of the book value of this position has been determined using a market value calculation.
6. The book value of this position cannot be determined.

Other Information

Employees of The Bank of Nova Scotia ("Scotiabank") and/or ScotiaMcLeod are not authorized to provide tax or legal advice. Please consult your accountant or lawyer on such matters.

The financial statement of Scotiabank and Scotia Capital Inc. as at the close of the last financial year and a current list of directors and officers will be furnished upon request. Clients in British Columbia are entitled to certain additional information about ScotiaMcLeod, including information about commissions and fees that we charge, and about any administrative proceedings that may relate to the firm or its staff.

This statement reflects all obligations of the firm to you. Please examine this statement of account promptly. Any errors or omissions or unauthorized discretionary transactions must be reported in writing within 60 days as of the date of this statement to: Scotia Capital Inc. Director, Compliance, 20 Queen St. W - 4th Floor Toronto, Ontario M5H 3R3 or you will be precluded from asserting that errors or omissions have occurred.

T: 1-800-377-0065 F: 416-350-3088
 em: scotiacleodcomplaints@scotiabank.com

MONTHLY RESERVE FINANCIAL REPORT

Ocsc 22

February 2018

MONTHLY RESERVE FUND REPORT SUMMARY

CCC#22

February 2018

Revenue:

There is \$44,976.00 to be transferred into Reserve Account.

Expenses:

There is no expenses during this period.

OCSCC #22

PROFIT AND LOSS

February 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Other Income	
6001 Contribution from operating	14,976.00
6002 Interest income for reserve	473.76
Total Other Income	\$15,449.76
Expenses	
6003 Reserve account - Bank charges	-1.64
Total Expenses	\$ -1.64
PROFIT	\$15,451.40

OCSCC #22

PROFIT AND LOSS

February 2018

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Other Income	
6001 Contribution from operating	14,976.00
6002 Interest income for reserve	473.76
Total Other Income	\$15,449.76
Expenses	
6003 Reserve account - Bank charges	-1.64
Total Expenses	\$ -1.64
PROFIT	\$15,451.40

OCSCC #22

1020 Reserve Account, Period Ending 28/02/2018

RECONCILIATION REPORT

Reconciled on: 15/03/2018

Reconciled by: Olesea Axentii

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

Summary	CAD
Statement beginning balance	0.00
Cheques and payments cleared (1)	-5.56
Deposits and other credits cleared (3)	387,076.70
Statement ending balance	387,071.14
Register balance as of 28/02/2018	387,071.14

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Expense			-5.56
Total				-5.56

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/01/2018	Journal	1		386,861.68
16/02/2018	Deposit			7.20
28/02/2018	Deposit			207.82
Total				387,076.70



110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Business Account	50476 00104 13	Jan 31 2018	Feb 28 2018

Account Summary for this Period:

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
2	\$873.40	2	\$215.02

Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/31/2018	BALANCE FORWARD			387,729.52
02/01/2018	TRANSFER TO 61176 00149 15	5.56		387,723.96
02/06/2018	CHQ 30 2229688503	867.84		386,856.12
02/16/2018	CREDIT MEMO SERVICE FEE REVERSAL		7.20	386,863.32
02/28/2018	INTEREST CREDIT		207.82	387,071.14

No. of Debits	Total Amount - Debits	No. of Credits	Total Amount - Credits
2	\$873.40	2	\$215.02

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

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110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Service Charge	50476 00104 13	Jan 31 2018	Feb 28 2018

Item	Volume	Rate	Charge (\$)
Transaction Fees			
Cheques	1	1.25	1.25
Other Credits	1	1.25	1.25
Sub Total			2.50
Account Maintenance			9.95
Sub Total Service Charge			12.45
Less % Discount Allowed		99.999%	12.45

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GST Registration No. R105195598

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110 PLACE D'ORLEANS DRIVE 60756
ORLEANS ON K1C 2L9
824-6691

CARLETON CONDO CORP 22
INTEGRAL PROPERTY MANAGEMENT
904 LADY ELLEN PL
OTTAWA ON K1Z5L5

Statement Of:	Account Number:	From:	To:
Deposit Interest	50476 00104 13	Feb 01 2018	Feb 28 2018

Account Information

Currency: CAD

Average Credit Balance This Period	\$387,014.00
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Scotiabank Prime This Period	3.450%
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Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

Interest Calculation

Average Credit Balance	\$387,014.00	
Total Balance Deductions	\$0.00	
Net Surplus Balance	\$387,014.00	
Interest At	0.700%	\$207.82

Total Interest	\$207.82
-----------------------	-----------------

Your account 50476 00104 13 has been credited.

Please examine this statement promptly.

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GST Registration No. R105195598

® Registered trademark of The Bank of Nova Scotia

01 March 2018

Payette & Neal
1719 Bank Street, Suite 305
Ottawa, ON K1V 7Z4
Tel: 613-737-4140
Fax: 613-737-7903

Purchaser	Cecil William Spence
Vendor	Kerry James Arnold & Kirk Arnold, Roberta Raine
Address	67-2063 Jasmine Crescent, Ottawa, ON K1J 7W2
Legal Desc	Unit 67, Level 1, Carleton Condominium Corporation 22
Legal Desc ()	N/A
Closing Date	12 April 2018
Our File No.	22_67
Your File No.	N/A
Order No.	N/A

Pursuant to your request of 21 February 2018 please find enclosed a current Status Certificate as per the *Condominium Act, 1998* and documentation package relating to the above-referenced property.

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

Regards,

Barbara Ravanelli
Property Manager
Capital Integral Property Management
"As Agents for CCC 22"

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

STATUS CERTIFICATE
CARLETON CONDOMINIUM CORPORATION No. 22
BEAVERHILL PLACE

Carleton Condominium Corporation No. 22 (known as the "Corporation") certifies that as of the date of this certificate:

GENERAL INFORMATION CONCERNING THE CORPORATION

1. Mailing address: See below
2. Address of service: See below
3. Property Manager: Barbara Ravanelli - bravanelli@cimanagement.ca
Capital Integral Property Management
904 Lady Ellen Place
Ottawa ON K1Z 5L5
Tel: 613-722-1232
Fax: 613-651-0306
4. The Directors and Officers of the Corporation are:
Sandra Tompkins, President
Dominic Manzo, Vice President
Wayne Forbes, Secretary-Treasurer
Helen Shields, Director
Dale Pelletier, Director
Brian Dalke, Director
Elizabeth Manzo, Director

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 67 Level 1, known as 67-2063 Jasmine Crescent and exclusive use of parking space 67, Ottawa, Ontario of Carleton Condominium Corporation 22 registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa **is NOT in default** in the payment of common expenses.
6. The current monthly Condominium Fee for this unit is \$385.00, due and payable on the first day of each month.

Payment on account of common expenses for the unit in the amount of \$385.00 was received for the period of 01 March 2018 through 31 March 2018 pending confirmation from the bank.

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

7. The Corporation has the amount of \$0.00 in prepaid Common Expense/Condominium Fees for this unit.

8. There are no amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit, except: for any increase in common expenses the budget may require.

BUDGET

9. The budget of the Corporation for the current fiscal year is accurate and may result in a surplus or deficit of \$0.
10. The budget commenced 01 February 2018. An increase to the monthly condominium fees was included in the budget. Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have not been further increased.
11. Since the date of the budget of the Corporation for the current fiscal year, the Board has not levied any assessments against the unit to increase the contribution to the reserve fund, or the Corporation's operating fund or for any other purpose.
12. The Corporation has no knowledge of any circumstance that may result in an increase of common expenses for the unit, except for any increase in the new fiscal year as per an approved budget and as the reserve fund plan may require, and as any changes in the new Condominium Act may require when enacted.

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

RESERVE FUND

13. The Corporation's reserve fund amounts to \$828,878 (un-audited) as of 31 January 2018.
14. The most recent reserve fund study conducted by the Board was a Class 2 - Update with Site Inspection Reserve Fund Study, dated January 2016 and prepared by Keller Engineering.
15. The balance of the reserve fund at the beginning of the previous fiscal year was \$700,726 (audited). The financials for the previous fiscal year are in the process of being finalized and audited. The balance of the reserve fund at the beginning of the current fiscal year was \$828,878 (unaudited). In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is \$179,709 and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to \$540,005. The Board anticipates that the reserve fund will be adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.

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

LEGAL PROCEEDINGS, CLAIMS

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

AGREEMENT WITH OWNERS RELATING TO CHANGES OF THE COMMON ELEMENTS

23. The unit is not subject to one or more agreement(s) under clause 98 (1)(b) of the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner. To the best of the Corporation's information, knowledge and belief, the agreements have been complied with by the parties.
 - a) No modifications currently on file.

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

- a) No modifications currently on file.

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

Except as otherwise indicated in an agreement or in the By-Laws or Rules of the Corporation, the owner of the unit, from time to time, is entirely responsible for all modifications made to the common elements by the Owner(s) or by a previous Owner(s) of the unit. Accordingly, any future unit Owner(s) is also responsible for the modifications made and is also responsible for all maintenance, repairs and insurance related to such modification and must fully and completely indemnify and save harmless the Corporation from any claims, expenses or losses related in any way to the modifications. Without limiting the generality of the foregoing, the Owner shall be responsible for all costs and expenses incurred in order to remove the modification to afford the Corporation access to any portion of the property (for the purposes of carrying out repair or maintenance, or for any other reason) as well as reinstatement of the

modification (if desired), and the Corporation shall have no obligation for any damage which may be caused to the modification as a result of any such required access. Any modification or upgrade to common elements must have prior written approval from the Board of Directors.

If an owner sells his or her unit, the owner shall, upon request from the purchaser, provide to the purchaser a written list of all modifications made to the common elements by the owner or by a previous owner of the unit. When a unit is sold, it is the responsibility of the purchaser to determine what modifications have been made to the common elements by the vendor or by a previous owner of the unit.

LEASING OF UNITS

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

SUBSTANTIAL CHANGES TO THE COMMON ELEMENTS, ASSETS OR SERVICES

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

INSURANCE

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

PHASED CONDOMINIUM CORPORATIONS

27. N/A
28. N/A

VACANT LAND CONDOMINIUM CORPORATIONS

29. N/A

LEASEHOLD CONDOMINIUM CORPORATIONS

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

ATTACHMENTS

33. The following documents are attached to this status certificate and form part of it:
- a) a copy of the current Declaration for the Corporation;
 - b) a copy of the By-Laws for the Corporation, including a copy of the By-law 8 - Standard Units, (which states all unit windows and doors are owner responsibility);

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

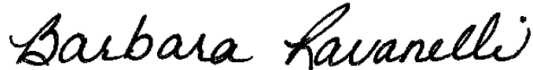
RIGHTS OF PERSON REQUESTING CERTIFICATE

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

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

Dated at Ottawa this day of 01 March 2018

Carleton Condominium Corporation No. 22



Barbara Ravanelli
Property Manager
Capital Integral Property Management
"As Agents for CCC 22"

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

Floodlight Electric Inc
ECRA/ESA License - 7011630
62 Assiniboine Dr,
Ottawa ON K2E 5R7
info@floodlightelectric.com
www.floodlightelectric.com
GST Registration No.: 763890290RT0001



ESTIMATE

ADDRESS

Lise Ngo
Capital Integral Property
Management
904 Lady Ellen Pl
Ottawa Ontario K1Z 5L5

ESTIMATE # 1320

DATE 15-03-2018

EXPIRATION DATE 30-03-2018

ACTIVITY	QTY	RATE	TAX	AMOUNT
Service:Commerical 2049-2069 Jasmine Cres	1	3,205.00	HST ON	3,205.00

Supply labour, material and equipment to
replace current electrical marrettes in outside
fixtures with new copper/aluminum marrettes.
Price is based on replacing marrettes in 178
outside fixtures

Electrical Safety Authority Permit not included

Price to change with scope of work
Client to notify tenants of work being done/make sure lights are not
energized during time of installation

SUBTOTAL	3,205.00
HST (ON) @ 13%	416.65
TOTAL	\$3,621.65

TAX SUMMARY

	RATE	TAX	NET
HST (ON) @ 13%		416.65	3,205.00

Accepted By

Accepted Date

2018 02 15

PROPOSAL

Carleton Condominium Corporation No. 22
% Capital Integral Property Management
904 Lady Ellen Place
Ottawa, Ontario
K1Z 5L5

Attention: Barbara Ravanelli, Condominium Manager

CCC No. 22 – SIDING REPLACEMENT
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Dear Ms. Ravanelli:

Further to your request, Keller Engineering is pleased to submit its fee proposal for engineering services required in conjunction with the replacement of the hardboard siding and stucco veneer at Carleton Condominium Corporation No. 22, located at 2049-2069 Jasmine Crescent, Ottawa, ON.

WORK OVERVIEW

- Replace hardboard siding with vinyl siding
- Replace stucco veneer with vinyl siding
- This project is anticipated to be phased over three years

SCOPE OF SERVICE

Phase 1 – Design

- Review existing site documentation
- New siding system evaluation and option recommendation
- Product system evaluation
- Correspondence

Phase 2 – Tender

- Preparation of detailed specifications documents and drawings for replacement of siding, sheathing membrane, flashing, sealant and trim
- Preparation of tender documents
- Invitation of qualified contractors (minimum of 3 qualified contractors)
- Coordination of job showing
- Respond to questions from invited bidders
- Tender evaluation and recommendation
- Advise invited contractors of bid results
- Meeting with the client
- Correspondence

Phase 3 – Contract Administration

- Preparation of contract documents to be signed by the Corporation and successful contractor
- Contract administration as an agent for the client

- Preparation of site review reports to be provided to the Property Manager
- On-site construction reviews (minimum of 2 visits per week for each construction year)
- Preparation of site review reports
- Review of monthly progress billing
- Final Inspection and project sign-off letter
- Correspondence

FEE

All costs include professional fees for design, tender, construction review, contract administration and disbursement required for the project.

- Engineering fee

Phase 1- Design	\$14,500 + HST
Phase 2- Tender	\$1,500 + HST
Phase 3- Contract Administration	\$6,900 + HST (for each construction year)

Optional Items – Post-Construction

- 1-year warranty review inspection and letter **\$ 1,400 + HST**
- 2-year warranty review inspection and letter **\$ 800 + HST**

POTENTIAL RISKS / DISRUPTIONS

Concealed Conditions – Initial site review and observations assist in establishing a representation of the condition of the concealed elements, thus mitigating the risk of cost overruns due to unknown site conditions, however:

- Unexpected deteriorated conditions or substandard existing materials may be discovered and require replacement
- Undocumented as-built deviations from the original drawings may result in unexpected conditions

Access to Building – Due to the nature of the work, building access will be encumbered during construction. As such, the contractor will be responsible to ensure that all units and primary entrances can be safely accessed and egressed at all times during construction, either by way of platforms or construction hoarding.

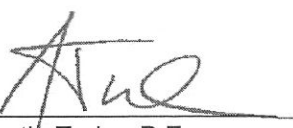
QUALIFICATIONS

Keller Engineering has over 35 years of experience in the field of building science including all aspects of building envelope systems. Our engineers have extensive experience with all types of cladding systems, specializing in major replacements or renewals.

Our experience with occupied buildings allows us to design projects which minimize the disruption to residential buildings while retaining the quality of the siding system. We work closely with our clients to optimize their needs, taking into account, performance, estimated service life, and cost.

Trusting this meets with your current requirements. Please feel free to contact our office if there are any questions regarding this proposal.

Sincerely,



Justin Tudor, P.Eng.

President

JT/aba



Melissa Sincennes <msincennes@cimanagement.ca>

Fwd: CCC 22 - 2049 Jasmine #11 - Mice

Melissa Sincennes <msincennes@cimanagement.ca>
To: Melissa Sincennes <msincennes@cimanagement.ca>

22 March 2018 at 10:46

De: Direct Pest Control <direct.pestcontrol@videotron.ca>
Objet: Rép : CCC 22 - 2049 Jasmine #11 - Mice
Date: 12 mars 2018 à 20:45:21 HAE
À: Denise Stimson <dstimson@cimanagement.ca>

1-inspection
2-need to fix entry point
- under the front door
- under siding between the 2 unit left front house
- between brick and soffit front and back
- top basement window back of house
Total : 350\$ plus tax

Martin Cloutier
Direct Pest Control
[613-294-9492](tel:613-294-9492)
www.directpestcontrol.ca

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Regards,

Lise Ngo,

Capital Integral Property Management

ACMO 2000 Certified

Web: www.cimanagement.ca *Tel:* 613-722-1232 ext. 200 *Fax:* 1-613-651-0306

To reach your management team for any service please use the service email for your location. This will ensure the quickest response to your request.

If your building name is OCSCC No. 345, then use the service345@cimanagement.ca email.

