

# **Board of Directors Meeting CCC #994**



**Monday June 19, 2017  
6:30pm**

**Ottawa Carleton Standard Condominium Corporation 994  
Meeting of the Board of Directors  
Monday June 19th, 2017  
6:30 pm, at Dymon Storage Greenbank Road**

**AGENDA**

1. Call to Order
2. Financial update
  - a) Budget is with the board for approval and meeting with Engineer Tuesday June 20th over the reserve fund study.
  - b) Financial Summary available in the board portal after the 20th. Aprils is available now.
3. Status Certificate Review - update
4. Management Report – update by CIPM
5. Update on Regular Items
  - a) Visitor Parking – regular update
  - b) Cleaning – regular update
  - c) Garage door
  - d) Elevator
  - e) Landscaping update
6. Unit 107 - Discussion about tree removal and board decision on allowance to owners.
7. Other Business
8. Next Meeting/ Adjournment

# Board of Directors Meeting Minutes- OSCCC#994

---

May 23, 2017 6:30 p.m.

Dymon Storage, 900 Greenbank Road

## Present

Sheila Hedger, Veronika Burda, Carol Armstrong, Erika Janzen, Michael Barnett, Regrets- Anjelina Mattai

## Approval of Previous Minutes

No changes to the Minutes (Sheila, Anjelina)

## Financial Information

### Budget

Review of the details. Currently taking the recommendation of the CCC994 Board to form the budget in conjunction with recommendations. There seems to be confusion regarding the proper level of funding for the Reserve Fund. It was clear from the CCC994 Board that there is not an appetite for unnecessary increases. The CCC994 will wait to review the recommendation of the Reserve Fund Study from the EXP Engineers and discuss when they are completed.

The tentative date should be sometime in June.

Accounts payable/ accounts receivable over 90 days

Report was presented that showed outstanding items. CC office is following up on these items. Board would like a regular report on these items. Board expects timely action on outstanding items.

## Regular Items

No issues reported regarding our regular items

- Visitor Parking
- Cleaning, water tank, light bulbs etc
- Garage Door
- Elevator

## Management Report from CC

### Maintenance Update

1. Optimum in process of switching to Air conditioning.
2. Corridor repairs are pending completion. To be verified.
3. Leaking garbage will be cleaned. Reminder will be send to residents.
4. Garage entrance repair – issue is being corrected. More info to follow.
5. Landscaping is starting. Contract through Brown's. CCC994 to recover \$500 for gates in backyards. Lawn watering is still being discussed. We need further details regarding the pipes on the property and their purpose. Discussed the problem of damage caused by dogs.
6. Elevator pads pending receipt
7. Garbage bin installation complete
8. Garage sign installation complete
9. Leak into cleaners closet. Developer to repair. Pending confirmation of completion.

10. Fire box to be checked and updated as needed.

### Management Update

1. Verify review of draft performance audit to be completed by the end of May.
2. Dan will represent CCC994 with Tarion.
3. Follow up required with exterior entrance way. Wrappers. Update to follow.
4. News letter delivered. Well done.

### Contracts

1. Garage cleaning contract ratified

### CCI Membership

Interest to participate in September.

### New Items

- Fans within units need to change filters. More information will be gathered regarding this issue.
- Bike racks. A survey was discussed. Bike racks may not be required by many residents.
- Fire incident on May 16<sup>th</sup> - validation of costs and chargebacks to be confirmed
- Quickbooks new email: [994baord@cc.ca](mailto:994baord@cc.ca)
- Discuss adding recycle box at mailbox
- Building will require generator maintenance contract (is it in the budget?) semi annual testing
- Window cleaning approved at approx. \$775
- Decided to remove winter mats

### Status Certificate

No changes.

### Next meeting

June 19<sup>th</sup> 6:30 Dymon Storage

### *Tarion*

Tarion meeting March 23<sup>rd</sup>. In addition to surveys, Bill will inspect the units of the CCC994. This will be part of the review.

**It is very important that we meet the Tarion deadlines. Our deadline for Phase 1 is May 31, 2017.**

### *Other items*

### **CCI membership events**

Many of the members were interested in attending courses and seminars with sufficient notice. Registration to the events should be coordinated through CC (Michael and Erika).

### **Next Meeting**

June 21, 2017 – same time and place – 6:30 Dymon Storage

### **Adjournment**

# Board of Directors Meeting June 19th, 2017 Management Report

## Maintenance:

1. Fire Box and panel is updated. Fire Department keys checked with them on site. All is in order.
2. Corridor repairs are complete and look good.
3. Carpet cleaning completed and no issues to mention.
4. Garage Cleaning completed by Spot
5. Landscapers have been asked to offer enhancement ideas for grass being killed by dog urine. This is something that will happen in pet friendly buildings however will update the board once I have the suggestions. Small fir tree by the gas meter is being topped and a new lead trained. Flower beds on the north side to be addressed and cleaned up this week as well as flowers installed at entrance. The large tree at the entrance to the visitors parking is on city property. I have called the city about it.
6. Elevator pads are installed.
7. Recycle Bin awaiting installation.
8. AC switched over and only minor repairs needed on the system which is not uncommon when not engaged for the winter.
9. Window Cleaning scheduled for the week of June 22 2017.

## Management:

1. EXP to meet with the board regarding the RFS. We are awaiting the approved budget to follow so we can begin preparation for the AGM.
2. Compliance for bikes in corridors seems to have stopped from the 4th floor. If there is anything further the board would like me to address, just let me know.

## Contracts

SERVICE	COMPANY	TERM	RENEWAL DATE
---------	---------	------	--------------

Snow removal	<a href="#">Solutions Infinies</a>	Nov 15 2016	April 15th 2017
Landscaping	Browns	May 2017	Nov 2017
HVAC	<a href="#">Optimum</a>	May 1st 2016	April 2019
Elevator	<a href="#">Strivetech</a>	October 2016	Ongoing
Waste Removal	Progressive	June 2016	Ongoing
PM Contract	<a href="#">Capital Concierge</a>	Nov 1s 2015	
Cleaning	<a href="#">Spot Cleaners</a>	December 2015	ongoing
Fire Monitoring	<a href="#">Activox</a>	Nov 9 2015	Nov 9 2020
Generator	TDB		
Fire Testing	Tremblay Fire	Feb 2017	Feb 2018 - Auto Renewed
Garage Door	Pivotech	Jan 2017	Jan 2018 - Auto Renew





*Growing With Ottawa*

---

**OCSCC No. 994**  
**Financial Summary APRIL 2017**

**Revenue**

Currently OCSCC No. 994 has invoiced 100% of the budgeted revenue.

**Expenses**

Gas, hydro and telecom expenses are all higher than originally anticipated when the first year developer budget was formed.

The reduction in patrols performed by response security has lead to a huge cost saving for the security contract. Overall contract expenses are under budget which will help to offset the utility and general repair costs which are higher than originally anticipated.

General maintenance calls this month are for the after hours calls to Tremblay fire and Pyron Fire protection due to the alarm trouble calls we were receiving from the faulty module on the fire panel. We also received the sign this month for the garage door to instruct people who to contact should there be an issue with the garage door.

We also had to rekey a storage locker door to an owner's unit door key so that they could access their storage locker. This will be billed back to Greatwise as the condo performed this work due to amount of time the owner had been waiting for this to be completed by them.

Due to the excessive amount of snow we had this season we exceeded the 250cm contract and there were additional charges for the snow falls after that as well as for the salt and ice-melter used on site.

Insurance expenses continue to be more than double what they were originally estimated.

**Reserve**

The closing balance as of end of April 2017 on your cash reserve account was \$34,188

# OCSCC 994

## BUDGET VS. ACTUALS: 2016V2017 - FY17 P&L

June 2016 - April 2017

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>INCOME</b>				
4000 Income				
4005 Common Element Fees	260,497	262,152	1,655	99%
4010 Parking Income- Unsold parking	850		-850	
4032 NSF Fees	90		-90	
4035 Misc. Income	340		-340	
<b>Total 4000 Income</b>	<b>261,777</b>	<b>262,152</b>	<b>375</b>	<b>100%</b>
<b>Total Income</b>	<b>\$261,777</b>	<b>\$262,152</b>	<b>\$375</b>	<b>100%</b>
<b>COST OF GOODS SOLD</b>				
4030 Contribution to Reserve Fund	34,188	34,188	0	100%
<b>Total Cost of Goods Sold</b>	<b>\$34,188</b>	<b>\$34,188</b>	<b>\$0</b>	<b>100%</b>
<b>GROSS PROFIT</b>	<b>\$227,589</b>	<b>\$227,964</b>	<b>\$375</b>	<b>100%</b>
<b>EXPENSES</b>				
5000 Utilities Expense				
5010 Gas	24,201	17,600	-6,601	138%
5020 Hydro	25,795	13,926	-11,869	185%
5030 Water & Sewer	6,751	22,055	15,304	31%
5040 Enterphone & Elevator Phone lines	3,033	1,760	-1,273	172%
<b>Total 5000 Utilities Expense</b>	<b>59,779</b>	<b>55,341</b>	<b>-4,438</b>	<b>108%</b>
5400 Contracts				
5405 Annual Fire Inspection	1,338	1,463	125	91%
5410 Catch Basin & Drain Cleaning		1,342	1,342	
5416 Dryer Vent Cleaning		4,400	4,400	
5418 Elevator	2,690	9,867	7,177	27%
5420 Fire Alarm Monitoring		880	880	
5424 Garbage/ Recycling Bin Removal	4,022	3,047	-975	132%
5425 HVAC Preventative Maintenance	1,413	7,326	5,914	19%
5430 Cleaning Contract	17,560	28,468	10,908	62%
5435 Landscaping	3,108	3,476	369	89%
5440 Oudor Control		726	726	
5445 Pest Control		880	880	
5450 Security Contract	14,925	24,464	9,539	61%
5455 Snow Removal Contract	10,452	9,163	-1,289	114%
5460 Tractor Lease, Fuel & Maintenance		5,247	5,247	
5465 Garage Cleaning	127	1,463	1,336	9%
5470 Window Cleaning		2,134	2,134	
<b>Total 5400 Contracts</b>	<b>55,635</b>	<b>104,346</b>	<b>48,711</b>	<b>53%</b>
5500 General Repairs and Maintenance				
5501 Emergency Calls	962		-962	
5503 General Repairs and Maintenance	10,854		-10,854	
5505 Locks and keys	790		-790	
5518 Carpet Cleaning & Mat Service	226	2,013	1,787	11%
5519 Electrical Maintenance & Supplies	183	605	422	30%
5520 Landscaping/ Flower Planting		968	968	
5531 Signs and Markings	133	363	230	37%

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5535 Snow Removal- De-icing	3,108	4,125	1,018	75%
5536 Security Cameras		3,245	3,245	
5540 HVAC	1,603		-1,603	
5550 Elevator	299		-299	
5555 Garage Door R&M	6,600		-6,600	
<b>Total 5500 General Repairs and Maintenance</b>	<b>24,758</b>	<b>11,319</b>	<b>-13,439</b>	<b>219%</b>
5800 Administrative Expenses				
5805 Audit-Financial		4,026	4,026	
5810 Insurance Expense/General & Liability Insurance	23,485	10,857	-12,628	216%
5820 Legal		1,584	1,584	
5830 Property Management Fees	28,838	26,983	-1,855	107%
5835 Performance Audit	955	10,868	9,913	9%
5840 Turnover Financial Audit		2,750	2,750	
5842 Postage, Meeting, Misc Expenses	179	572	393	31%
5845 Bank Charges	617		-617	
5846 Office Expenses	1,733		-1,733	
<b>Total 5800 Administrative Expenses</b>	<b>55,806</b>	<b>57,640</b>	<b>1,834</b>	<b>97%</b>
<b>Total Expenses</b>	<b>\$195,978</b>	<b>\$228,646</b>	<b>\$32,668</b>	<b>86%</b>
NET OPERATING INCOME	<b>\$31,611</b>	<b>\$ -682</b>	<b>\$ -32,293</b>	<b>-4,635%</b>
NET INCOME	<b>\$31,611</b>	<b>\$ -682</b>	<b>\$ -32,293</b>	<b>-4,635%</b>

# OCSCC 994

## BUDGET VS. ACTUALS: 2016V2017 - FY17 P&L

April 2017

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>INCOME</b>				
4000 Income				
4005 Common Element Fees	23,419	23,832	413	98%
4035 Misc. Income	120		-120	
<b>Total 4000 Income</b>	<b>23,539</b>	<b>23,832</b>	<b>293</b>	<b>99%</b>
<b>Total Income</b>	<b>\$23,539</b>	<b>\$23,832</b>	<b>\$293</b>	<b>99%</b>
<b>COST OF GOODS SOLD</b>				
4030 Contribution to Reserve Fund	3,108	3,108	0	100%
<b>Total Cost of Goods Sold</b>	<b>\$3,108</b>	<b>\$3,108</b>	<b>\$0</b>	<b>100%</b>
<b>GROSS PROFIT</b>	<b>\$20,431</b>	<b>\$20,724</b>	<b>\$293</b>	<b>99%</b>
<b>EXPENSES</b>				
5000 Utilities Expense				
5010 Gas	2,722	1,600	-1,122	170%
5020 Hydro	1,156	1,266	110	91%
5030 Water & Sewer		2,005	2,005	
5040 Enterphone & Elevator Phone lines		160	160	
<b>Total 5000 Utilities Expense</b>	<b>3,879</b>	<b>5,031</b>	<b>1,152</b>	<b>77%</b>
5400 Contracts				
5405 Annual Fire Inspection	107	133	26	81%
5410 Catch Basin & Drain Cleaning		122	122	
5416 Dryer Vent Cleaning		400	400	
5418 Elevator	1,537	2,466	929	62%
5420 Fire Alarm Monitoring		80	80	
5424 Garbage/ Recycling Bin Removal	390	277	-113	141%
5425 HVAC Preventative Maintenance		666	666	
5430 Cleaning Contract	1,616	2,588	972	62%
5435 Landscaping		316	316	
5440 Oudor Control		66	66	
5445 Pest Control		80	80	
5450 Security Contract	638	2,224	1,586	29%
5455 Snow Removal Contract	1,742	833	-909	209%
5460 Tractor Lease, Fuel & Maintenance		477	477	
5465 Garage Cleaning	127	133	6	96%
5470 Window Cleaning		194	194	
<b>Total 5400 Contracts</b>	<b>6,157</b>	<b>11,055</b>	<b>4,898</b>	<b>56%</b>
5500 General Repairs and Maintenance				
5503 General Repairs and Maintenance	1,266		-1,266	
5505 Locks and keys	136		-136	
5518 Carpet Cleaning & Mat Service		183	183	
5519 Electrical Maintenance & Supplies		55	55	
5520 Landscaping/ Flower Planting		88	88	
5531 Signs and Markings	47	33	-14	144%
5535 Snow Removal- De-icing	1,887	375	-1,512	503%
5536 Security Cameras		295	295	
<b>Total 5500 General Repairs and Maintenance</b>	<b>3,336</b>	<b>1,029</b>	<b>-2,307</b>	<b>324%</b>

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5800 Administrative Expenses				
5805 Audit-Financial		366	366	
5810 Insurance Expense/General & Liability Insurance	1,911	987	-924	194%
5820 Legal		144	144	
5830 Property Management Fees	2,622	2,453	-169	107%
5835 Performance Audit		988	988	
5840 Turnover Financial Audit		250	250	
5842 Postage, Meeting, Misc Expenses		52	52	
5845 Bank Charges	106		-106	
<b>Total 5800 Administrative Expenses</b>	<b>4,638</b>	<b>5,240</b>	<b>602</b>	<b>89%</b>
<b>Total Expenses</b>	<b>\$18,010</b>	<b>\$22,355</b>	<b>\$4,345</b>	<b>81%</b>
NET OPERATING INCOME	<b>\$2,421</b>	<b>\$ -1,631</b>	<b>\$ -4,052</b>	<b>-148%</b>
NET INCOME	<b>\$2,421</b>	<b>\$ -1,631</b>	<b>\$ -4,052</b>	<b>-148%</b>