



PROPERTY MANAGEMENT

900 Greenbank Rd..
Suite 361
Ottawa, ON – K2J-4P6
Tel: (613 722-1232
Fax: 866-777-7966
www.capitalconcierge.ca

SAMPLE OF BOARD OF DIRECTOR MEETING PACKAGE

BOARD OF DIRECTORS MEETING

[REDACTED]
January 26, 2010

ADGENDA

- 1) Welcome
- 2) Minutes approval
- 3) Management report
- 4) [REDACTED] work update –
- 5) Inside repair update
- 6) Financial review
- 7) Home owners tax credit update
- 8) Budget discussion
- 9) Status certificate review
- 10) New Business

Minutes
Board of Directors Meeting
[REDACTED]
November 2009

Present:

[REDACTED]

[REDACTED]

[REDACTED]

Dan Fried

Minutes approved from last meeting

Management report

All fees are up to date

[REDACTED] had prepared our tax returns and we are legal with the government now

Garbage room, basement lobby both have been painted

Garden has been restored

Locks have been changes and rechanged – Dan to issue letter to owners regarding door safety and to disconnect the automatic door entry

Make up air unit has been turned on

[REDACTED] have been changed

Parking lights now work

Elevator now connected to phone line

Heat in garage reduced

Sprinkler system winterized

[REDACTED]

The repairs that are planned

Weather stripping on garage door

Elevator tile needs repair

Walkway in front

Garden restoration

Deck and Interior Work

The [REDACTED] are ¾ done. We obtained a schedule that shows they will be done mid December.

[REDACTED] raised issue about pooling on his deck unit 305

Dan raised concerns about the decking and the lateness of it going in.

The board advised that no monies be spent anymore until the project is finished.

The board directed that money for the parking will be held back at the end of the work

The interior work will be done by Jan 15th 2010

Financial Review

Dan went through the budget and overall is pleased with spending as we have 33% of our fiscal year remaining and we have 47% left to spend in our budget.

All is normal on the financial front

Dan Updated the Board on the reserve fund and estimated that at the end of this fiscal year we will be at a balance of [REDACTED]

Discussed the list of items for Tax Credit and this will be updated as time goes on.

The Board was asked to review the status certificate

Dan was asked to :

- 1) replace the notice board
- 2) Ask Hvac to check Make up air so it does not run 24 hours a day
- 3) have drop box cleaned
- 4) report on Super hours
- 5) winter carpets



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Management Report

Maintenance

- 1) Make up air is running 24 hours a day. Tom is installing a timer for us.
- 2) Window repairs are being sourced
- 3) Garage door has been serviced and repaired. Service plan has been set up on a quarterly basis
- 4) Full building clean is underway estimated time 15 hrs
- 5) Next week full building minor repairs are being done
- 6) Motorcycle will be moved – where?
- 7) Dishwasher will be moved by owner in a couple of weeks
- 8) Fire test scheduled for early Feb
- 9) Front walk postponed until late spring
- 10) Bike room, storage room and electrical rooms will be cleaned in the next couple of months

Super report

Since the hiring of the super we have used 102 hours of our yearly allotted 120 hours. We are right on track to use our numbers that we anticipated.

Misc hours		12.00
EX - sourced bought and installed fire hose cap		
Dan	Apr 23, 2009	2.00
EX - sourced bought and installed fire hose cap		
Dan	May 03, 2009	10.00
EX - Spring Garden work		
Dan	Jul 24, 2009	2.00
EX - door closure adjustment		
Dan	Jul 24, 2009	2.00

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EX - replace parking lot lights	Dan	Aug 27, 2009	7.00
EX - Basement flood Cleanup	Dan	Aug 27, 2009	3.00
EX - Garbage room Cleaned	Dan	Sep 14, 2009	2.00
EX - source parking lot light problem	Dan	Sep 14, 2009	2.00
EX - remove dam and clean	Dan	Oct 05, 2009	2.00
EX - Tarp reinstating	Dan	Oct 05, 2009	1.00
EX - fix light	Dan	Nov 05, 2009	29.00
EX - Garden restoration	Dan	Nov 09, 2009	5.00
EX - Prepping for stairwell painting	Dan	Nov 12, 2009	8.00
EX - Garbage room painting	Dan	Nov 26, 2009	4.00
EX - window repair unit 210			
Total:			87.00

Profit & Loss Detail
December 2009

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Common Element Fees								
Invoice	01/12/2009	193	[REDACTED]			Accounts Rec...	329.07	329.07
Invoice	01/12/2009	194	[REDACTED]			Accounts Rec...	320.12	649.19
Invoice	01/12/2009	195	[REDACTED]			Accounts Rec...	330.18	979.37
Invoice	01/12/2009	196	[REDACTED]			Accounts Rec...	338.02	1,317.39
Invoice	01/12/2009	197	[REDACTED]			Accounts Rec...	364.88	1,682.27
Invoice	01/12/2009	198	[REDACTED]			Accounts Rec...	368.24	2,050.51
Invoice	01/12/2009	199	[REDACTED]			Accounts Rec...	313.40	2,363.91
Invoice	01/12/2009	200	[REDACTED]			Accounts Rec...	419.73	2,783.64
Invoice	01/12/2009	201	[REDACTED]			Accounts Rec...	377.20	3,160.84
Invoice	01/12/2009	202	[REDACTED]			Accounts Rec...	331.31	3,492.15
Invoice	01/12/2009	203	[REDACTED]			Accounts Rec...	408.54	3,900.69
Invoice	01/12/2009	204	[REDACTED]			Accounts Rec...	367.13	4,267.82
Invoice	01/12/2009	205	[REDACTED]			Accounts Rec...	320.12	4,587.94
Invoice	01/12/2009	206	[REDACTED]			Accounts Rec...	417.50	5,005.44
Invoice	01/12/2009	207	[REDACTED]			Accounts Rec...	338.02	5,343.46
Invoice	01/12/2009	208	[REDACTED]			Accounts Rec...	364.88	5,708.34
Invoice	01/12/2009	209	[REDACTED]			Accounts Rec...	330.18	6,038.52
Invoice	01/12/2009	210	[REDACTED]			Accounts Rec...	442.12	6,480.64
Invoice	01/12/2009	211	[REDACTED]			Accounts Rec...	320.12	6,800.76
Invoice	01/12/2009	212	[REDACTED]			Accounts Rec...	407.42	7,208.18
Invoice	01/12/2009	213	[REDACTED]			Accounts Rec...	389.51	7,597.69
Invoice	01/12/2009	214	[REDACTED]			Accounts Rec...	392.80	8,131.59
Invoice	01/12/2009	215	[REDACTED]			Accounts Rec...	358.17	8,872.56
Invoice	01/12/2009	216	[REDACTED]			Accounts Rec...	377.20	9,249.76
Invoice	01/12/2009	217	[REDACTED]			Accounts Rec...	417.50	9,667.26
Invoice	01/12/2009	218	[REDACTED]			Accounts Rec...	395.11	10,062.37
Invoice	01/12/2009	219	[REDACTED]			Accounts Rec...	340.26	10,402.63
Invoice	01/12/2009	220	[REDACTED]			Accounts Rec...	340.26	10,742.89
Invoice	01/12/2009	221	[REDACTED]			Accounts Rec...	382.80	11,125.69
Invoice	01/12/2009	222	[REDACTED]			Accounts Rec...	382.80	11,125.69
Total Common Element Fees							11,125.69	11,125.69
Interest								
Deposit	01/12/2009		Royal Bank			Cash Reserve...	5.78	5.78
Total Interest							5.78	5.78

Profit & Loss Detail
December 2009

Type	Date	Num	Name	Memo	Cr	Split	Amount	Balance
Misc								
Invoice	15/12/2009	223	[REDACTED]	Repair to unit...		Accounts Rec...	573.27	573.27
Invoice	15/12/2009	223	[REDACTED]	Emergency C...		Accounts Rec...	165.00	738.27
Invoice	15/12/2009	224	[REDACTED]			Accounts Rec...	393.75	1,132.02
Invoice	15/12/2009	225	[REDACTED]			Accounts Rec...	393.75	1,525.77
Invoice	15/12/2009	226	[REDACTED]	Pressure Ga...		Accounts Rec...	393.75	1,919.52
Invoice	15/12/2009	226	[REDACTED]			Accounts Rec...	55.13	1,974.65
Invoice	15/12/2009	227	[REDACTED]			Accounts Rec...	393.75	2,368.40
Invoice	15/12/2009	228	[REDACTED]	Pressure Ga...		Accounts Rec...	393.75	2,762.15
Invoice	15/12/2009	228	[REDACTED]			Accounts Rec...	55.13	2,817.28
Invoice	15/12/2009	229	[REDACTED]			Accounts Rec...	393.75	3,211.03
Invoice	15/12/2009	230	[REDACTED]			Accounts Rec...	393.75	3,604.78
Invoice	15/12/2009	231	[REDACTED]			Accounts Rec...	393.75	3,998.53
Invoice	15/12/2009	232	[REDACTED]	Pressure Gu...		Accounts Rec...	393.75	4,392.28
Invoice	15/12/2009	232	[REDACTED]			Accounts Rec...	55.13	4,447.41
Invoice	15/12/2009	233	[REDACTED]			Accounts Rec...	393.75	4,841.16
Invoice	15/12/2009	234	[REDACTED]			Accounts Rec...	393.75	5,234.91
Invoice	15/12/2009	235	[REDACTED]			Accounts Rec...	393.75	5,628.66
Invoice	15/12/2009	236	[REDACTED]			Accounts Rec...	393.75	6,022.41
Total Misc							6,022.41	6,022.41
Total Income								
Expense								
Bank Fees								
Cheque	01/12/2009	Trans	Royal Bank			Cash Operatin...	48.40	48.40
Cheque	01/12/2009	Trans	Royal Bank			Cash Reserve...	7.50	55.90
Total Bank Fees							55.90	55.90
Cleaning								
Bill	03/12/2009	suppl...	[REDACTED]	supplies and ...		Accounts Pay...	1,606.56	1,606.56
Total Cleaning							1,606.56	1,606.56
Garbage Removal								
Bill	15/12/2009	0003...	[REDACTED]			Accounts Pay...	283.40	283.40
Total Garbage Removal							283.40	283.40
Miscellaneous Expense								
Invoice	15/12/2009	223	[REDACTED]	Plumbers bill ...		Accounts Rec...	-299.31	-299.31
Total Miscellaneous Expense							-299.31	-299.31
Pest Control								
Bill	15/12/2009	In-23...	[REDACTED]			Accounts Pay...	42.53	42.53
Total Pest Control							42.53	42.53

Profit & Loss Detail
December 2009

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Bill	09/12/2009	Con1...		Dec 09 / bin r...		Accounts Pay...	1,275.39	1,275.39
Property Management Fees							1,275.39	1,275.39
Total Property Management Fees								
Bill	21/12/2009	5052...		Elevator Lic...		Accounts Pay...	100.00	100.00
Repairs and Maintenance							100.00	100.00
Elevator								
Total Elevator								
Bill	04/12/2009			Unit 209- Ser...		Accounts Pay...	57.75	57.75
Lock and Keys							57.75	57.75
Total Lock and Keys								
Repairs and Maintenance - Other								
Bill	02/12/2009	Invoice...		Matts		Accounts Pay...	24.44	24.44
Bill	02/12/2009	Invoice...		matts		Accounts Pay...	24.44	48.88
Bill	03/12/2009	suppl...		supplies		Accounts Pay...	262.81	751.69
Bill	03/12/2009	Unit 1...		Drywall repairs		Accounts Pay...	147.00	898.69
Bill	16/12/2009	Invoice...		matts		Accounts Pay...	21.76	920.45
Bill	23/12/2009	Invoice...		matts		Accounts Pay...	21.76	898.69
Bill	30/12/2009	Invoice...		matts		Accounts Pay...	21.76	876.93
Total Repairs and Maintenance - Other							475.09	475.09
Total Repairs and Maintenance							632.84	632.84
Reserve deck repairs								
Bill	14/12/2009			3rd installment		Accounts Pay...	17,016.62	17,016.62
Total Reserve deck repairs							17,016.62	17,016.62
Reserve Roofing								
Bill	02/12/2009	ON H...		Invoice # 911...		Accounts Pay...	4,613.18	4,613.18
Bill	16/12/2009	ON H...		Roofinf - Invo...		Accounts Pay...	9,953.32	14,566.50
Total Reserve Roofing							14,566.50	14,566.50
Snow removal								
Cheque	24/12/2009	81				Cash Operatin...	3,675.00	3,675.00
Total Snow removal							3,675.00	3,675.00
Uncategorized Expenses								
Bill	18/12/2009	Invoice...		Unit 210 to b...		Accounts Pay...	315.00	315.00
Cheque	22/12/2009	76		Christmas De...		Cash Operatin...	179.59	494.59
Total Uncategorized Expenses							494.59	494.59
Utilities								
Bill	21/12/2009	6559...		PL		Accounts Pay...	1,052.08	1,052.08
Total Hydr							1,052.08	1,052.08

7:59 AM
 27/01/10
 Accrual Basis

Profit & Loss Detail
 December 2009

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Water	30/12/2009	0067...	[REDACTED]	[REDACTED]		Accounts Pay...	1,873.28	1,873.28
Total Water							1,873.28	1,873.28
Total Utilities							2,925.36	2,925.36
Total Expense							42,275.38	42,275.38
Net Ordinary Income							[REDACTED]	[REDACTED]
Net Income							[REDACTED]	[REDACTED]

CCC [REDACTED]
Balance Sheet
As of [REDACTED]

ASSETS	
Current Assets	
Chequing/Savings	
1010 · Cash Operating Account	10,453.47
1020 · Cash Reserve Fund	96,173.99
Total Chequing/Savings	106,627.46
Accounts Receivable	
1100 · Accounts Receivable	5,743.72
Total Accounts Receivable	5,743.72
Other Current Assets	
1110 · Prepaid Expenses	
1115 · Prepaid Insurance	1,039.32
Total 1110 · Prepaid Expenses	1,039.32
1200 · Undeposited Funds	414.88
Total Other Current Assets	1,454.20
Total Current Assets	113,825.38
TOTAL ASSETS	113,825.38
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	218,432.29
3200 · Retained Earnings - Operating	-158,703.57
3210 · Retained Earnings - Reserve	50,951.77
Net Income	3,144.89
Total Equity	113,825.38
TOTAL LIABILITIES & EQUITY	113,825.38



RBC Royal Bank®

Customer Support

Sign Out

Edit Profile

Banking

Investing

Insurance

27 Jan 2010

> Banking

Chequing

CAD Chequing

Show for

Click on a link under Description below to view an image of the item. Select "Sort transactions" to set a date order preference.

Date ▼	Description	Withdrawals	Deposits	Balance
30 Dec 2009	CHEQUE - 069	97.76		9,725.26
29 Dec 2009	CHEQUE - 071	5,284.13		9,823.02
29 Dec 2009	CHEQUE - 072	102.30		
29 Dec 2009	CHEQUE - 070	57.75		
29 Dec 2009	CHEQUE - 064	57.75		
24 Dec 2009	PTB DEP -- OH917330		2,476.58	15,324.95
22 Dec 2009	CHEQUE - 066	415.23		12,848.37
22 Dec 2009	WWW PAYMENT - 4165 -HYDRO OTTAWA	1,052.08		
15 Dec 2009	CHEQUE - 063	31.56		14,315.68
15 Dec 2009	WWW PAYMENT - 1318	693.00		15,040.24
14 Dec 2009	CHEQUE - 068	218.40		15,258.64
11 Dec 2009	CHEQUE - 065	29.37		
11 Dec 2009	WWW PAYMENT - 3968 -WASTE MGMT.CAN	112.35		
9 Dec 2009	WWW PAYMENT - 1417		1,275.39	15,400.36
8 Dec 2009	CHEQUE - 061	80.85		16,675.75
7 Dec 2009	ACTIVITY FEE	32.00		16,756.60
3 Dec 2009	EMAIL TRFS FEE	1.50		16,788.60
3 Dec 2009	CHEQUE - 057	168.00		
3 Dec 2009	CHEQUE - 060	102.30		
3 Dec 2009	EMAIL TRFS - 8189	1,967.49		
1 Dec 2009	ITEMS ON DEP. FEE	0.80		19,027.89
1 Dec 2009	ELECTRONIC ITEM FEE	4.20		
1 Dec 2009	SERVICE FEE	9.90		
1 Dec 2009	CHEQUE - 062	283.40		
1 Dec 2009	DIRECT PMT PADTOTAL -GRADS3152320000		10,807.09	
1 Dec 2009	PTB DEP -- OB490846		857.00	

Printable version

Self Service

- ▶ Pay bills & transfer funds
- ▶ Search for a transaction
- ▶ Stop payments/ cheques
- ▶ Order new cheques
- ▶ View RBC statements
- ▶ Change statement options
- ▶ Change address
- ▶ Nickname accounts
- ▶ Copy to accounting software
- ▶ Transfer Pre-Authorized Payments
New!

Service Charge Information

Research, Purchase & Apply

- ▶ Chequing & Deposit Accounts
- ▶ Overdraft protection
- ▶ Business Client Card

Customer Service

- ▶ Customer Support Centre



* report makeup will vary depending on what time of year we are at.

O.C.S.C.C.	BUDGET	2009 -	2010		
	2008-2009	2008-2009	2009-2010	Dec 31st	2009-2010
	BUDGET	ACTUAL	BUDGET	Actual	projected
REVENUE					
Condo fees	131680	131680	133875	105465	132853
Miscellaneous	300	50	100	400	450
Total Revenue	131980	131730	133975	105865	133303
EXPENSES					
Hydro	7000	5889	7000	4823	5788
Water	10000	10291	11000	8767	10520
Heat	4500	4650	5000	577	692
Total Utilities	21500	20831	23000	14167	17000
General Repairs	12250	15450	10000	10607	11533
Pest Control	0	926	1000	1737	2084
Emergency Calls	0	0	0	1550	2000
Cleaning/Superintendent	13000	13000	13400	10645	12774
Waste Removal	4700	4430	4700	3500	4200
Summer Grounds	1000	1654	1800	800	800
Snow Removal	2600	1771	3800	4025	4025
Snow Removal Extra	0	1995	0		0
Fire Safety	1500	499	1000	78	1000
Elevator	7400	7064	5000	5658	5658
Contingency	5000	0	4500		0
Total Repairs & Maintenance	47450	46787	45200	38600	44074
Legal & Professional	1500	0	1000		0
Audit	1700	1424	1800	1951	2341
Management	13080	13080	13300	10215	12258
Insurance	8450	8437	8600	8558	8558
Bank Fees			0	1188	1250
Printing & Postage	200	160	200	200	240
Miscellaneous	800	320	506		0
Storage	800	790	800	800	800
Total Administration	26530	24212	26206	22912	25447
Total Expenses Before Appr	95480	91830	94406	75679	86522
Reserve Fund Appropriation	45200	45200	46104		46104
Total Expenses	140680	137030	140510	75679	132626
Under (Over) Expenditure	-8700	-5300	-6536		677
Opening Balance	9000	18544	13244		13244
END OF PERIOD	300	13244	6709		13921

O.C.S.C.C. ■	2010		2%	3%	5%	7%
	2009-2010	2009-2010				
	BUDGET	projected	raise	raise	raise	raise
REVENUE						
Condo fees	133875	132853	135510	136839	139496	142153
Miscellaneous	100	450	450	450	450	450
Total Revenue	133975	133303	135960	137289	139946	142603
EXPENSES						
Hydro	7000	5788	7049	7049	7049	7049
Water	11000	10520	11500	11500	11500	11500
Heat	5000	692	2398	2398	2398	2398
Total Utilities	23000	17000	20947	20947	20947	20947
General Repairs	10000	11533	12300	12300	12300	12300
Pest Control	1000	2084	1000	1000	1000	1000
Emergency Calls	0	2000	1000	1000	1000	1000
Cleaning/Superintendent	13400	12774	15500	15500	15500	15500
Waste Removal	4700	4200	4500	4500	4500	4500
Summer Grounds	1800	800	800	800	800	800
Snow Removal	3800	4025	4025	4025	4025	4025
Snow Removal Extra	0	0	0	0	0	0
Fire Safety	1000	1000	1000	1000	1000	1000
Elevator	5000	5658	6000	6000	6000	6000
Contingency	4500	0	0	0	0	0
Total Repairs & Maintenance	45200	44074	46125	46125	46125	46125
Legal & Professional	1000	0	0	0	0	0
Audit	1800	2341	2100	2100	2100	2100
Management	13300	12258	14000	14000	14000	14000
Insurance	8600	8558	9000	9000	9000	9000
Bank Fees	0	1250	540	540	540	540
Printing & Postage	200	240	350	350	350	350
Miscellaneous	506	0	0	0	0	0
Storage	800	800	800	800	800	800
Total Administration	26206	25447	26790	26790	26790	26790
Total Expenses Before Appr	94406	86522	93862	93862	93862	93862
Reserve Fund Appropriation	46104	46104	47026	47026	47026	47026
Total Expenses	140510	132626	140888	140888	140888	140888
Under (Over) Expenditure	-6536	677	-4928	-3599	-942	1715
Opening Balance	13244	13244	13244	13244	13244	13244
END OF PERIOD	6709	13921	8316	9645	12302	14959

Form 13

Status Certificate
(Under subsection 76 (1) of the Condominium Act, 1998)

Ottawa-Carleton Standard Condominium Corporation No. _634
(Known as the "Corporation")

Certifies that as of the date of this certificate:

General Information Concerning the Corporation

- 1. Address: [REDACTED], Ottawa, Ontario, [REDACTED]
- 2. Address for service: [REDACTED], Ottawa, Ontario, [REDACTED]
- 3. Name of property manager: Capital Concierge Property Management
900 Greenbank Rd. Suite361
Ottawa, Ontario
K2J-4P6
Telephone: 613-722-1232
Fax: 1-866-777-7966

4. The Directors and Officers of the Corporation are:

Name	Position	Address for Service	Telephone No.
[REDACTED]	President	900 Greenbank Rd. suite361, Ottawa	613-722-1232
[REDACTED]	Director	900 Greenbank Rd. suite361, Ottawa	613-722-1232
[REDACTED]	Director	900 Greenbank Rd. suite361, Ottawa	613-722-1232

Common Expenses

- 5. The owner of [REDACTED] Unit 203, Ottawa. Unit___, Level___ of Ottawa-Carleton Standard Condominium Corporation No. [REDACTED] registered in the Land Registry Office for the Land Titles Decision of Ottawa is not in default in the payment of common expenses.
OR
~~Is in default in the payment of common expense in the amount of \$ [REDACTED] (if applicable add: and a certificate of lien has been registered against the unit)~~
- 6. A payment on account of common expenses for the unit in the amount of \$331.39 is due for ~~December 1 2009~~ for the period of ~~December 1 2009~~ to ~~December 31 2009~~. The amount includes the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in paragraph 10 and 11 and is due via PAP.
- 7. The Corporation has the amount of \$ NIL in prepaid common expenses for the unit.
- 8. There are no amounts that the Condominium Act, 1998 requires to be added to the common expenses payable for the unit.

Budget

9. The budget of the Corporation for the current fiscal year is accurate and is not expected to result in a significant surplus or deficit.

OR

~~May result in a surplus of \$...../a deficit of \$.....~~

10. Since the date of the budget of the Corporation for the fiscal year, the common expenses for the unit have not been increased.

OR

~~Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have been increased by \$.....Per month because... (Set out the reason for the increase).~~

11. Since the date of the budget of the Corporation of 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 for any purpose. However, major deck repairs that are currently underway may cause the Board to levy a special assessment early in the winter.

OR

~~Since the date of the budget of the Corporation for the current fiscal year, the Board has levied the following assessments against the unit to increase the contribution to the reserve fund or the Corporation's operation fund or for any other purpose: (Set out the amounts and reason for the assessments).~~

12. The Corporation has no knowledge of any circumstances that may result in an increase in the common expenses for the unit, except for possible resulting costs from major Deck repair work. The new harmonized sales tax (beginning July 1, 2010) is expected to result in an increase in common expenses, beyond inflation.

Reserve Fund

13. The Corporation's reserve fund amounts to \$ [REDACTED] as per audited financial statements of February 29th 2009.

14. The Board has received a comprehensive study dated July 21 2008 (The Board has yet prepared a plan in accordance with Section 94 of the Condominium Act, 1998.) A copy is available for review.

LEGAL PROCEEDINGS, CLAIMS

15. There are no outstanding judgments against the Corporation.
16. The Corporation is not a party to any proceeding before a court of law, an arbitrator or an administrative tribunal.
17. 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.

18. The Corporation has no outstanding claim for payment out of the guarantee fund under the Ontario New Home Warranties Plan Act.
19. There is currently no order of the Superior Court of Justice in effect appointing an inspector under section 130 of the Condominium Act, 1988 or an administrator under section 131 of the Condominium Act, 1988.

AGREEMENTS WITH OWNERS RELATING TO CHANGES TO THE COMMON ELEMENTS

20. The unit is not subject to any agreement under clause 98 (1) (b) of the Condominium Act, 1988 relating to additions, alterations or improvements made to the common elements by the unit owner. However, there might be some modification(s) to the common elements made by the unit owner or a previous unit owner (made prior to the Condominium Act, 1998, coming into force):

Some modifications, not known to the Corporation, may have been made without approval of the Corporation and accordingly may be unlawful.

Except as otherwise indicated in a 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 or by a previous owner of the unit. Accordingly, the owner of the unit, from time to time, is responsible for all maintenance and repair of such modification(s) and must fully and completely indemnify and save harmless the Corporation from ay claims, expenses or losses related in any way to the modification(s).

OR

~~The unit is subject to one or more agreements under clause 98 (1)(b) of the Condominium Act, 1998 relating to additions, alterations or improvements made to the common elements of the unit owner. To the best of the Corporation's information, knowledge and belief, the agreement have been complied with by the parties (if applicable add: except...provide particulars).~~

The unit door closer is required by the Ontario Fire and therefore cannot be remover and must be functional at all times.

If lockers are available, lockers are assigned as per Declaration.

LEASING OF UNITS

21. The Corporation has received notice under section 83 of the Condominium Act, 1998, that 2 unit(s) was leased during the fiscal year preceding the date of the status certificate. (The Corporation's understanding is that a total of 4 units in the condominium were leased as at October 1 2008, but notice under Section 83 has not yet been received respecting all those leased units.)

