

MONTHLY MTG held: March 17, 2020
MTG COMMENCED @ 7:00 pm

Members Present:

Cathie	X
Candice	X
Sarah	X
Rahman	X
Whaid	X

OLD BUSINESS

2020/02-4	Approval to purchase new window covers for office.	
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NEW BUSINESS

	MOTION to accept previous month minutes (February)	ACCEPTED
	MOTION to accept Do-All Lanscape for five year contract	ACCEPTED by all
	MOTION to accept Director reports as presented for current (March) meeting.	ACCEPTED
2020/03-1	Increasing fines, notice will be put in April newsletter	Information
2020/03-2	European is doing repairs on legal 148	Information

MTG ADJOURNED @ ____ 7:35__ pm
Next monthly meeting: April 21/20 7:00 pm

APPROVED ON: Apr 21/20

PRESIDENT: 

DIRECTOR: 

PRESIDENT

February 18/20 - March 16/20

DATE	TIME	TASK / ACTION TAKEN
18-Feb		Received fine payment from Legal 48 after monthly meeting
19-Feb		Follow up email sent to Roto Rooter re: main sewer access
21-Feb		Another follow up to Larry Jr @ Roto Rooter re: insurance request
28-Feb		Moved online files to home files
4-Mar		Delivered March newsletters
4-Mar		Spoke with Sheldon (EPS) re: contraban found by owner of legal 69. She recognized the fella that left it as a visitor to Legal 80. Sheldon will follow up with her for statement.
5-Mar		Walked around with Dennis (Do-All) regarding garbage left around same units near bldg A. Photo found, we will show photo to landlords for identification.
10-Mar		Unable to attend meeting - Thanks to Candice for holding down the fort.
12-Mar		Spoke with Sheldon - he will contact female resident of Legal 80 to see if she will provide info on unit contents of Legal 80 before relocating to Ontario.

CATHIE

Secretary Report- February 18- March 17 2020

Prepared by Sarah MacLeod

- February 18 - 6:50 pm attended closed door meeting and took minutes
-Checked emails
- February 21 -went up to check emails
-checked mailbox and placed Do-all invoices and Epcor bill to treasurer inbox
- February 26 -checked emails
-emailed updates to realtor for legal 135
-updated email contacts in Outlook address book
- February 29 -updated email contacts
-update contact documents
- March 3 -attended meeting
-responded to website to emails
-looked up Belfour contract for legal 148
- March 6 -check and responded to emails
-contacted listed units for permission to be contacted by Rotorooter
-created Excel spreadsheet for tracking units contacted and their responses
- March 11 -checked emails
- March 13 -checked emails
-forwarded documents to realtor for legal 135

TREASURER REPORT

February 18/20 – March 16/20

DATE	TIME	TASK / ACTION TAKEN
02/20/20	10am	Talked to Alex from TechWeavers to get training on how to manage our website and upload documents and make changes
		Emailed Jason from TD Wealth to transfer \$150,000 from TD Wealth to operating account to pay for insurance
02/23/20		Wrote a cheque for the insurance
		Programmed the PAD for March, paid all bills
		Returned cheques for March to June for unit L8 due to incorrect amount including statement of account and a letter explaining the statement
02/26/20		Formatted and emailed electrical upgrade confirmation letter from scorpion electric to Alex to upload to the website
		Did research into how to issue the T4a for board members, and issued all T4a
02/28/20	130pm	Loaded March newsletter to Website. Deleted the old insurance certificate and emailed Alex from Techweavers
03/03/20	4pm	Spoke to Unit Owner regarding website and how to view newsletters
	7-9pm	Entered all parking fines for non-removal of vehicles during parking lot clean up
	7-9pm	Reconciled month of June in Quickbooks, entered PAD and cheques into Quickbooks
03/04/20		Completed a bank deposit
03/10/20	7-9pm	Reconciled months of July, August, September and October in Quickbooks
03/11/20		Completed a bank deposit
03/15/20	4pm	Prepared treasurers monthly report for closed door meeting on the 17 th . Also prepared financial reports for the meeting and wrote cheques and paid bills.

Candice DeLeeuw - Treasurer

6:38 PM

03-15-20

Accrual Basis

THE OWNERS: CONDOMINIUM PLAN NO CD13082
Balance Sheet
As of 29 February 2020

	29 Feb 20
ASSETS	
Current Assets	
Chequing/Savings	
4000 - OPERATING FUND ASSETS	
TD Chequing 0305719	200,102.06
TD Debit Card 5208051	2,148.80
TD Security Deposit 5209295	22,711.92
Total 4000 - OPERATING FUND ASSETS	224,962.78
4600 - RESERVE FUND ASSETS	
Servus Credit Union 008045270 0 (Maturity Date 5/16/2015 2.15% = \$435.89)	
Servus Credit Union GIC #6	263,667.86
Total Servus Credit Union 008045270 0 (Maturity Date 5/16/2015 2.15% = \$435.89)	263,667.86
TD Wealth - 8AL649A	1,284,170.54
Total 4600 - RESERVE FUND ASSETS	1,547,838.40
CASH ON HAND	1,202.67
Interest	-119.60
Petty Cash	-24.05
Total Chequing/Savings	1,773,860.20
Accounts Receivable	
11000 - Accounts Receivable (Unpaid or unapplied customer invoices and credits)	21,403.76
Total Accounts Receivable	21,403.76
Other Current Assets	
AR 2017 audit	190.00
13100 - Prepaid Insurance (Insurance premiums paid in advance of policy effective dates)	8,269.33
Total Other Current Assets	8,459.33
Total Current Assets	1,803,723.29
Fixed Assets	
ACCUM AMORT FURNITURE & FIXTURE	
15000 - Furniture and Equipment (Furniture, fixtures, and equipment with useful life beyond one...)	-9,732.27
Total Fixed Assets	9,732.27
TOTAL ASSETS	0.00
LIABILITIES & EQUITY	1,803,723.29
Liabilities	
Current Liabilities	
Other Current Liabilities	
ACCRUED LIABILITIES	
24800 - Tenant Security Deposits Held (Security deposits from tenants)	8,180.63
Total Other Current Liabilities	25,000.00
Total Current Liabilities	33,180.63
Total Liabilities	33,180.63
Equity	33,180.63
30000 - Opening Balance Equity (Opening balances during setup post to this account. The bala...	1,173,283.26
32000 - Retained Earnings (Undistributed earnings of the business)	677,867.52
Net Income	-80,608.12
Total Equity	1,770,542.66
TOTAL LIABILITIES & EQUITY	1,803,723.29