

Forty Rosehill

April 24, 2016

Unit Owner(s)
40 Rosehill Avenue
Toronto, Ontario
M4T 1G5

Dear Owner,

Regarding: Metropolitan Toronto Condominium Corporation No. 773
2016-2017 Operating Budget
May 1, 2016 to April 30, 2017

This operating budget of Metropolitan Toronto Condominium Corporation No. 773 for the 2016-2017 fiscal year has been approved by your Board of Directors. A copy of the complete budget is enclosed and printed double-side.

The monthly common element fee has increased by % over the current year.

Your monthly maintenance fee for the new year beginning May 1st, 2016 is on the accompanying fee schedule. Each unit owner will be billed the 2015/2016 rate for the month of May 2016. As of June 1st, 2016, each owner will be billed the new amount according to the 2016/17 budget. Please be advised, we will bill the difference for May common element fees in the month of June.

If you are currently on the Pre-Authorized Payment Plan, the new common element fee amount will be automatically withdrawn from your bank account on the first day of each month.

Owners who wish to continue providing post-date cheques may still do so by issuing 12 post-dated cheques dated from May 1, 2016 up to and including April 30, 2017 made payable to "Metropolitan Toronto Condominium Corporation No. 773". Please ensure that your suite number is recorded on the bottom right of each of your cheques.

I would like to take this opportunity to express my regret that the approved budget has been delivered very late. As the Corporation's new managers, we wanted to ensure that we researched the Corporation's business and activities in the past in order to produce a budget that accurately represents the Corporation's business.

Thank you,

Carol Spencer

Whitehall Residential
Acting as Agents for and on Behalf of
Metro Toronto Condominium Corporation No. 773

Metropolitan Toronto Condominium Corporation No. 773
Operating Budget Summary
May 1, 2016 to April 30, 2017

| | 2016 Current Budget | Forecast to Year End Apr 30, 2016 | Board Approved 2017 New Budget |
|--|------------------------|---|--------------------------------------|
| Total Revenue | \$ 998,425 | \$ 998,169 | \$ 1,057,361 |
| Total Expenditures | 711,582 | 715,925 | 756,176 |
| Excess of Revenue over Expenditures | \$ 286,843 | \$ 282,244 | \$ 301,185 |
| Reserve Fund Allocation | (286,843) | (286,843) | (301,185) |
| Current Year's Surplus (Deficit) | - | (4,599) | - |
| Opening Surplus | 99,448 | 79,999 | 75,400 |
| Extraordinary Repairs not in Reserve Fund | (20,000) | | |
| Cumulative Surplus At End of Year | <u>\$ 79,448</u> | <u>\$ 75,400</u> | <u>\$ 75,400</u> |
| REVENUE | | | |
| 4301-0000 Maintenance Fees | \$ 996,925 | \$ 996,925 | \$ 1,055,561 |
| 4380-0000 Sundry Income | | | 300 |
| 4316-0000 Interest Income | 1,500 | 1,244 | 1,500 |
| TOTAL REVENUE | <u>\$ 998,425</u> | <u>\$ 998,169</u> | <u>\$ 1,057,361</u> |
| UTILITIES | | | |
| 7102-0000 Hydro | \$ 128,000 | \$ 138,885 | \$ 155,552 |
| 7106-0000 Water | 32,000 | 34,049 | 36,774 |
| 7104-0000 Gas | 70,000 | 41,970 | 60,000 |
| 7148-0000 Provision for Contingency | 5,200 | - | 5,200 |
| TOTAL UTILITIES | <u>\$ 235,200</u> | <u>\$ 214,905</u> | <u>\$ 257,526</u> |
| CONTRACT SERVICES | | | |
| 7152-0000 Elevators | \$ 12,000 | \$ 11,970 | \$ 12,000 |
| 7180-0000 Landscaping/Snow Removal | 6,000 | 6,102 | 6,200 |
| 7176-0000 Cable TV | 1,050 | 1,041 | 1,080 |
| 7162-0000 Pest Control | 1,500 | 1,800 | 1,800 |
| 7166-0000 Security Services | 183,600 | 181,893 | 186,850 |
| 7158-0000 HVAC - Building | 22,428 | 21,358 | 21,784 |
| 7156-0000 Emergency Generator | 2,200 | 2,200 | 2,200 |
| 7154-0000 Fire Safety | 1,400 | 2,914 | 2,500 |
| 7190-0000 Window Cleaning | 5,000 | 2,034 | 5,000 |
| 7168-0000 Waste Levy | 5,000 | 8,012 | 8,100 |
| 7298-0000 Provision for Contingency | 5,420 | - | |
| TOTAL CONTRACT SERVICES | <u>\$ 245,598</u> | <u>\$ 239,324</u> | <u>\$ 247,514</u> |

Metropolitan Toronto Condominium Corporation No. 773
Operating Budget Summary
May 1, 2016 to April 30, 2017

| | 2016 Current Budget | Forecast to Year End Apr 30, 2016 | Board Approved 2017 New Budget |
|---|------------------------|---|--------------------------------------|
| REPAIRS & MAINTENANCE | | | |
| 7903-0000 Insurance Claims Deductible | \$ - | \$ - | \$ 5,000 |
| 7338-0000 Doors/Hardware | 750 | 762 | 750 |
| 7340-0000 Electrical | 4,000 | 2,600 | 4,000 |
| 7346-0000 Windows/ Glass/ Screens | 2,000 | 3,600 | 2,000 |
| 7344-0000 Plumbing | 7,500 | 8,619 | 8,000 |
| 7326-0000 Heating / Ventilation / Air Conditioning | 3,000 | 11,432 | 15,000 |
| 7342-0000 Interior Painting & Plaster Repair/Maintenanc | 6,500 | 3,379 | 6,500 |
| 7316-0000 Fire Safety - Non Contract | 4,000 | 3,853 | 4,000 |
| 7324-0000 Roof Repairs | 3,500 | 1,380 | 3,500 |
| 7368-0000 Exterior Maintenance/Repair | 1,000 | 387 | 1,000 |
| 7318-0001 Garage Doors | 2,000 | 738 | 1,000 |
| 7384-0000 Signs | 200 | 365 | 200 |
| 7356-0000 Cleaning Equipment/Supplies | 3,000 | 2,497 | 3,000 |
| 7374-0000 Carpeting/Floors | 1,500 | 589 | 1,500 |
| 7340-0002 Lighting Supplies | 2,000 | 220 | 2,000 |
| 7358-0003 Security / Security Equipment | 4,000 | 6,868 | 6,000 |
| 7334-0000 Waste Disposal | 1,500 | 168 | 1,000 |
| 7322-0000 Elevator - Non Contract | 750 | 1,144 | 1,200 |
| 7304-0000 Landscaping - Non Contract | 9,000 | 14,740 | 9,000 |
| 7308-0000 Snow Removal - Non Contract | 1,500 | 734 | 1,500 |
| 7673-0000 Pool & Recreation - Non Contract | 3,500 | 7,880 | 3,500 |
| 7386-0000 General Repairs and Maintenance | 5,500 | 7,148 | 7,500 |
| 7496-0000 Provision for Contingency | 7,500 | - | - |
| TOTAL REPAIRS & MAINTENANCE | \$ 74,200 | \$ 79,103 | \$ 87,150 |
| STAFF | | | |
| 7752-0000 Superintendent | \$ 43,625 | \$ 43,875 | \$ 44,641 |
| 7768-0000 Super Relief | 4,000 | 3,623 | 4,000 |
| 7758-0000 Cleaner | 13,260 | 8,902 | 12,000 |
| 7370-0000 Uniforms | 300 | 939 | 600 |
| 7766-0000 Misc. Benefits | 9,060 | 8,947 | 9,060 |
| 7798-0000 Provision for Contingency | 1,600 | - | - |
| TOTAL STAFF & BENEFITS | \$ 71,845 | \$ 66,286 | \$ 70,301 |
| ADMINISTRATION | | | |
| 7924-0000 Telephone & Communications | \$ 5,500 | \$ 7,155 | \$ 6,000 |
| 7914-0000 Legal | 4,000 | 34,683 | 8,000 |
| 7918-0000 Audit | 4,085 | 3,883 | 4,000 |
| 7902-0000 Insurance | 16,290 | 16,743 | 17,200 |
| 7946-0000 Management Fees | 40,644 | 35,643 | 38,985 |
| 7919-0000 Professional Fees | 1,000 | 5,837 | 3,000 |
| 7926-0000 Office Expenses | 1,500 | 792 | 1,500 |
| 7922-0000 Bank/Payroll Charges | 1,320 | 1,342 | 1,500 |
| 7954-0000 General & Administration | 7,500 | 4,376 | 7,500 |
| 7934-0000 AGM/Meeting Costs | 1,000 | 5,853 | 6,000 |
| 7990-0000 Provision for Contingency | 1,900 | - | - |
| TOTAL ADMINISTRATION | \$ 84,739 | \$ 116,307 | \$ 93,685 |
| TOTAL EXPENDITURES | \$ 711,582 | \$ 715,925 | \$ 756,176 |

**M.T.C.C. 773
2016/2017 Budget Notes**

| | | |
|----------------|---------------------------|---|
| | | Below is a brief explanation of the budget account numbers |
| REVENUE | | |
| 4301 | Maintenance Fees | This is a revenue account for the collection of common element fees by unit proportionate share |
| 4380 | Sundry Income | This is a revenue account for miscellaneous income |
| 3015 | Interest Income | This is a revenue account for interest earned on operating bank accounts |
| | EXPENDITURES | |
| 7102 | Hydro | The hydro account covers the electrical consumption for the building. In order to conserve, we ask all owners to conserve by updating to energy efficient lighting, appliances and turning off items when not in use. |
| 7106 | Water | The water account covers the water consumption for the building. In order to conserve, we ask all owners to address dripping taps and running toilets as this can significantly impact this account item with controlling costs |
| 7104 | Gas | The gas account covers the gas consumption for the common elements. The board is looking innovations in new technology to assist with energy conservation and cost saving |
| 7148 | Provision for Contingency | Contingency for utilities in case of extra consumption |
| 7152 | Elevators | The corporation has a 3 year contract with ThyssenKrupp. The elevator contract was submitted for tender and ThyssenKrupp was awarded the contract based on pricing, level of service and recommendation by the consultant |
| 7180 | Landscaping/Snow Removal | The corporation has undertaken a landscape design plan which will be incorporated based on the reserve fund study recommendations |
| 7176 | Cable TV | The cable TV contract with Rogers covers the TV in the exercise facility and internet for the management office |
| 7162 | Pest Control | The corporation has a preventative pest control contract with Orkin. The contract covers a monthly fee for pest control and an additional monthly fee for rodent control. |
| 7166 | Security Services | Security Services are provided by First Security. The Board of Directors are aware of the cost of security while maintaining the safety and security of all residents |

**M.T.C.C. 773
2016/2017 Budget Notes**

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|--------|--|--|
| 7158 | HVAC - Building | The corporation has a 3 year contract with Rainbow Mechanical Services commencing September 2015 and ending August 2018. The contract covers routine maintenance on the boilers, pumps, electric unit heaters, fans, chiller, cooling tower, makeup air units, air handling units, water treatment |
| 7156 | Emergency Generator | This account covers the mandatory testing of the emergency generator as per the Ontario Fire Code. |
| 7154 | Fire Safety | Annual inspection of the corporation's life safety and fire alarm systems |
| 7190 | Window Cleaning | The Board of Directors have approved a general cleaning of all exterior windows twice per year |
| 7168 | Waste Levy | The corporation has a contract with GFL for waste and recycling pick up. Waste and recycling is picked up once per week. |
| 7298 | Provision for Contingency | No budget set for this year as contingency figures have been worked into the actual line items of each expense |
| 7903 | Insurance Claims Deductible | Deductible for insurance claims against the corporation |
| 7338 | Doors/Hardware | Repairs to common element doors and hardware |
| 7340 | Electrical | Electrical repairs to the corporation's common elements |
| 7346 | Windows/ Glass/ Screens | To replace broken windows in common areas |
| 7344 | Plumbing | For plumbing repairs to the corporations common element plumbing |
| 7326 | Heating / Ventilation / Air Conditioning | This is for general repairs to the HVAC system not covered under the maintenance contract. This also includes two in-suite HVAC filter changes per year |
| 7342 | Interior Painting & Plaster Repair/Maintenance | This covers general repairs and maintenance that are paint or drywall related |
| 7316 | Fire Safety - Non Contract | Repair and maintenance of the corporation's fire safety equipment |
| 7324 | Roof Repairs | Repair and maintenance of the corporation's roofing systems |
| 7368 | Exterior Maintenance/Repair | Exterior work for the common elements |
| 7318-1 | Garage Doors | Repairs and maintenance of the garage doors |
| 7384 | Signs | This account is for signs in the common elements |
| 7356 | Cleaning Equipment/Supplies | Cleaning supplies and equipment used to maintain the common elements |
| 7374 | Carpeting/Floors | Repairs and maintenance of the carpeting and floors in the common areas |

**M.T.C.C. 773
2016/2017 Budget Notes**

| | | |
|--------|----------------------------------|--|
| 7340-2 | Lighting Supplies | Lighting supplies for the common areas. In some cases, the corporation has upgraded to high-efficiency lighting with a quick return on investment |
| 7358-3 | Security / Security Equipment | Repairs and maintenance to the corporations security systems such as cameras and monitors. |
| 7334 | Waste Disposal | Waste disposal items not covered by the contract |
| 7322 | Elevator - Non Contract | Non-contract repairs to the elevator for non-maintainable parts |
| 7304 | Landscaping - Non Contract | The costs associated with landscape supplies and irrigation |
| 7308 | Snow Removal - Non Contract | The costs for ice melt to ensure that the walkways are hazard free |
| 7673 | Pool & Recreation - Non Contract | This account is for items not covered by the pool contract such as supplies to manage the pool |
| 7386 | General Repairs and Maintenance | Costs associated with general repairs and maintenance of the common areas |
| 7496 | Provision for Contingency | No budget set for this year as contingency figures have been worked into the actual line items of each expense |
| 7752 | Superintendent | The superintendent salary and benefits |
| 7768 | Super Relief | The relief superintendent to cover vacation & sick time for the superintendent |
| 7758 | Cleaner | To cover the costs of the weekend cleaner for 5 hours per day on Saturdays, Sundays and Statutory Holidays. |
| 7370 | Uniforms | This account covers the uniforms for the building superintendent and week-end cleaner |
| 7766 | Misc. Benefits | Payroll and benefits |
| 7798 | Provision for Contingency | No budget set for this year as contingency figures have been worked into the actual line items of each expense |
| 7924 | Telephone & Communications | Costs associated with the office telephone and fax machine. As well as the phones at security, fire panel monitoring and pool emergency phone |
| 7914 | Legal | Serious matters with the potential of financial and legal repercussions are referred to the corporations lawyer for opinion and/or direction. |
| 7918 | Audit | Expenses associated with the annual audit as well as the auditor attending the Annual General Meeting to present the audited financial statements and answer any questions from the owners |
| 7902 | Insurance | The insurance appraisal conducted in January 2016, confirms that the corporation is adequately insured as per the Condominium Act of Ontario |

**M.T.C.C. 773
2016/2017 Budget Notes**

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|------|---------------------------|--|
| 7946 | Management Fees | The corporation has entered into a contract with Whitehall Residential Services effective January 1, 2016 |
| 7919 | Professional Fees | This account covers the fees for professional opinions and reports such as engineers |
| 7926 | Office Expenses | Costs associated with running the on site office. Expenses such as paper, pens and other items required to run the corporation's business |
| 7922 | Bank/Payroll Charges | Costs associated with Bank and Payroll. RBC offers 15% off banking fees for all Whitehall clients |
| 7954 | General & Administration | This line is for various administration expenses occurred in operating the building |
| 7934 | AGM/Meeting Costs | This account covers the costs for the Annual General Meeting of the corporation for printing, mailing and set-up and meeting minute costs. |
| 7990 | Provision for Contingency | No budget set for this year as contingency figures have been worked into the actual line items of each expense |