

ANNUAL EVENT CALENDAR

Managers To Report Status of Activities at Board of Director MeetingsNOTES:

- All proposed projects are subject to budgetary funding availability and approval by the Board.
- Some proposed dates are subject to change depending on circumstances, finances and weather conditions.
- Fiscal Year-End audit and AGM activities are grouped together at the beginning of this schedule for continuity.
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copy: Mgmt Team

QSSOP-034G

Rev.22, 20Oct22, D.Cairns

#	ITEM DESCRIPTION	ACTIVITY	RESPONSIBILITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Director/Officer Disclosure Forms to be Signed	It has been established by the Board that this Form is to be completed and signed by each Director and Officer upon joining the Board and by each Site Manager upon hire. Thereafter, this form will be completed by all, signed and dated the 5th of January every new year, and filed in Dropbox in "Prescribed Forms" by the Site Manager for use during the year. The signed forms are reviewed at each Board of Director meeting to confirm they are still valid. If circumstances have changed by any individual(s), a new form must be completed and signed to replace the one on file. This Form is a declaration pursuant to s. 29 (1) (f) of the Condominium Act, 1998.	Site Manager/Directors/ Officers: Site Manager to send blank forms to all Director's/ Officer's the first week of January with the request they be completed, signed, dated the 5th of January 20XX , and returned immediately. A template of the form is in Dropbox folder "Prescribed Forms". Site Manager to check forms for accuracy and upload signed forms to Dropbox folder "Prescribed Forms".	X											
2	Statement of Compliance with the Code. (QSSOP-047B) to be Signed Code of Ethics and Business Conduct (QSSOP-047)	It has been established by the Board that this Form is to be completed and signed by each Director and Officer upon joining the Board and each Site Manager upon hire. Thereafter, this form will be completed, signed and dated the 5th of January every new year, and filed in Dropbox in "Prescribed Forms" by the Site Manager for use as required. This Form can also be presented to contractors for signature when deemed necessary.	Site Manager/Directors/ Officers: Site Manager to send blank forms to all Director's/ Officer's the first week of January with the request they be completed, signed, dated the 5th of January 20XX , and returned immediately. A template of the form is in Dropbox folder "Prescribed Forms". Site Manager to upload signed forms to Dropbox folder "Prescribed Forms".	X											
3	Audit - Contact auditor to kick off audit activities, including delivery of audit information to auditor, receipt of final audited financials and establish a date for the AGM	Treasurer/Site Manager/Assistant Treasurer/ Board. Auditor Representative to follow AGM timeline as required. Date of AGM to be confirmed.	Site Manager/ Treasurer/ Assistant Treasurer/ Board/Auditor	X											

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4	Finalize the year-end audit package. See template of all documents required by auditor. It is expedient to load documents to a server. Or, records can be sent electronically or via courier to auditor	Finalize year-end financial statements and all audit documents and send to auditor by the end of February. It is expedient and recommended to load documents to a specified server. Then both the auditor and we can determine their status - loaded, accepted, etc. If sent electronically request confirmation of covering email and records. If sent via courier call or email the auditor to confirm the auditor's contact person for the label. Provide tracking number of package and advise when it was sent. Confirm with auditor that the final audited financial statements are to be in our hands no later than 31Mar. Auditor is to return all documents to PCC 122 via courier after audit is completed.	Site Manager/ Treasurer/ Board/Auditor	X	X										
5	Final signed audit of Financials must be received by PCC 122 no later than 31Mar	Auditor requires approximately one month to finalize audit. Treasurer/Site Manager works closely with auditor. Inquiries/requests are attended to immediately. Board must review and approve audit. Must have final, signed, audited financial statements in hand no later than 31Mar.	Site Manager/Treasurer/ Auditor			X									
6	Preliminary Notice of Meeting - Annual General Meeting	Follow the prescribed timeline for notices: Preliminary Notice of Meeting - deliver to homeowners 20 days before the Formal Notice of Meeting. Include the Candidate Qualification & Disclosure Form.	Site Manager/ Administrator/Board				X								
7	Candidate Qualification & Disclosure Form - Annual General Meeting Send with Preliminary Notice of Meeting. It must be completed and returned to the office by a specified date prior to issuing the Formal Notice of Meeting.	Section 29(1)(f) of the Condominium Act, 1988, requires candidates running for election to the Board of Directors to make certain disclosures on this form before election or appointment. Candidates who do not submit the required disclosures are not eligible to submit their name as a candidate in the notice package. Candidates who wish to be nominated from the floor at the meeting shall be required to make the disclosures in writing or orally at the meeting. A template of the form is in Dropbox folder "Prescribed Forms". Site Manager to upload signed forms to Dropbox folder "Prescribed Forms".	Site Manager/ Administrator/Board				X								

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8	Formal Notice of Meeting - Annual General Meeting	Formal Notice of Meeting - deliver to homeowners 15 days before the AGM. Package must include all meeting materials. Reference previous mailings.	Site Manager/ Administrator/Board				X								
9	IN-PERSON - Annual General Meetings QSSOP-019, A, B, C, D, E, F, G, H	In-Person AGM meetings for homeowners are held at unit 91 as early as possible in the new year upon receiving signed audited financial statements. Must arrange attendance of auditor or receive letter in lieu of attendance from auditor.	Site Manager/Board/Auditor					X							
10	VIRTUAL/ELECTRONIC - Annual General Meetings	Virtual AGM meetings for homeowners are held as early as possible in the new year upon receiving signed audited financial statements. Must arrange attendance of auditor or receive letter in lieu of attendance from auditor. CondoVoter has been our host.	Site Manager/Board/Auditor					X							
11	VIRTUAL/ELECTRONIC - Owners' Meetings	Our By-Law No 6, that was passed at our first virtual AGM on 4Nov20, allows PCC 122 to conduct virtual/electronic AGM's and Owners' meetings anywhere at any time. CondoVoter has been our host.	Site Manager/Board					X							
12	CAO, CRA and PCC 122 Websites Require Updates	CAO, CRA and PCC 122 Websites: Any changes on the Board of Directors, such as new or departing members must be posted to the CAO and CRA websites by the Site Manager and on the PCC 122 website by the Director of IT/ Administrator as they occur. PCC 122 Website - www.pcc122.com : upload/post new and changing information on site as it occurs and as it is provided by the management team.	Site Manager/Administrator	X	X	X	X	X	X	X	X	X	X	X	X
13	Data Backup - DROPBOX	Backup Dropbox data DAILY.	Site Manager/Director of IT	X	X	X	X	X	X	X	X	X	X	X	X
14	Data Backup - FINANCE	Backup Finance data WEEKLY.	Site Manager/Director of IT	X	X	X	X	X	X	X	X	X	X	X	X
15	Data Backup - SITE MGMT	Backup Site Mgmt data WEEKLY.	Site Manager/Director of IT	X	X	X	X	X	X	X	X	X	X	X	X

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16	Accounting - ACH Payments and Cheque Run	Twice a month on the 1 st and the 15 th , process invoices and create ACH payments and cheques to pay them.	Site Manager	X	X	X	X	X	X	X	X	X	X	X	X
17	Accounting - Process Maintenance PADs and Cheques	Prepare maintenance fee invoices for the first of each month for each unit and process PAD file/cheque payments.	Site Manager	X	X	X	X	X	X	X	X	X	X	X	X
18	Accounting - Reconcile Paperwork to Bank Statement	Review bank statement and verify items that have been processed.	Site Manager/Treasurer/ Assistant Treasurer	X	X	X	X	X	X	X	X	X	X	X	X
19	Accounting - Reconcile QuickBooks to Bank Statement	Reconcile QuickBooks with bank statement - items created that have been processed by the bank.	Site Manager/Treasurer/ Assistant Treasurer	X	X	X	X	X	X	X	X	X	X	X	X
20	Contracts	Negotiate contracts as required: grounds, parking, windows, roof re-shingling, etc.	Site Manager	X	X	X	X	X	X	X	X	X	X	X	X
21	dotcanada.com - Web Hosting	All information on site requires updating as it occurs, such as changes in users or their email addresses, as well as troubleshooting site problems.	Site Manager/Director of IT/	X	X	X	X	X	X	X	X	X	X	X	X
22	Dropbox - A site shared by the management team	Director of IT/Administrator of this site is responsible for updating user information as it occurs, such as changes in users or their email addresses, as well as troubleshooting site problems. The management team is allowed to utilize the site for doing uploads and downloads of information as required. Check with Administrator in advance.	Director of IT/Administrator/ Site Manager/Board	X	X	X	X	X	X	X	X	X	X	X	X
23	Site Manager Reports: Board of Director Meetings - Monthly Activity Report, Work Orders Log Report, Website Mthly Activity Report, Project Updates, Annual Event Calendar Mthly Activity Report and..... Updates from Previous Meetings	Maintain reports up to date. Upload to Dropbox folder "Next Board Meeting Documents" two business days prior to each scheduled BOD meeting so other Board members can review reports. Present at BOD Meetings.	Site Manager	X	X	X	X	X	X	X	X	X	X	X	X

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24	Treasurer Reports: Board of Director Meetings - Financial Snapshot - (Bank Operating & Reserve Fund Balances, NSF's, Liens, Powers of Sale, Status Certificates, Units Sold). PCC Monthly Financials - Actual & Forecast, Project Updates	Maintain reports up to date. Upload to Dropbox folder "Next Board Meeting Documents" two business days prior to each scheduled BOD meeting so other Board members can review reports. Present at BOD Meetings.	Treasurer/Assistant Treasurer	X	X	X	X	X	X	X	X	X	X	X	X
25	Site Manager: Bi-Monthly Inspection Walk Around the Complex	Site Manager to do a physical inspection of the complex by doing a bi-monthly walk-around to record any obvious issues and have them corrected. Check catch basins. Send a report of observations to the Board promptly after inspection with outline of plans to get issues fixed.	Site Manager	X	X	X	X	X	X	X	X	X	X	X	X
26	Condo Maintenance - Trash Bins x2 - Inside & Outside	Site Manager - Empty inside trash weekly as required. Place at curb for waste pick up. Casual Labour can be hired to maintain outside trash bins.	Site Manager/Casual Labour	X	X	X	X	X	X	X	X	X	X	X	X
27	Waiver of Liability and Indemnity Assumption of Risks & Consent to Medical Treatment QSSOP-012A	Applies to: contractors, volunteers, part-time workers, casual labour or any other individuals in service on behalf of PCC 122. The Corporation does not provide any benefits, Workplace Safety and Insurance Board coverage or liability insurance. The obligation remains with the Contractor to obtain coverage for illness or injury. In lieu of proof of personal liability insurance the Contractor is required to sign the Corporation's "Waiver of Liability and Indemnity Assumption of Risks & Consent to Medical Treatment Agreement". A template of the form is in Dropbox folder "Prescribed Forms". Site Manager to upload signed forms to folder in Dropbox "Prescribed Forms".	Site Manager/Contractor/ Volunteers/Part-Time Workers/Casual Labour/Other	X	X	X	X	X	X	X	X	X	X	X	X

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28	ICU - Information Certificate Updates	An ICU must be sent to owners when certain changes occur within the condominium. Generally, the board must send out the information certificate update within 30 days of the change, unless the matter relates to a vacancy on the Board which results in a loss of quorum. In that case, a Board must send out the ICU within 5 days. See all trigger points for sending the Certificate in the Director Training Transcripts, Module 17, Item 17.5.	Site Manager/Board	X	X	X	X	X	X	X	X	X	X	X	X
29	NOIC - New Owner Information Certificates Watermain Unit - New Owner Information Package to be sent as soon as possible upon move-in. QSSOP-017A, B, C Units with City Watermains: 1, 10, 27, 39, 45, 60, 63, 69, 75, 90	An NOIC must be sent to new owners within 30 days of being owners or as soon as possible. New owners of a unit with the watermain for their block must be sent the Watermain Letter informing them of their responsibility, the Watermain Procedures, By-Law notice and the Watermain Contact Information Form for completion and return to the Management Office. See information to be included with the Certificate in the Director Training Transcripts, Module 17, Item 17.6.	Site Manager/Unit Owner	X	X	X	X	X	X	X	X	X	X	X	X
30	PIC - Periodic Information Certificate	The PIC is designed to include information on the condominium that it already has available and based on information that is already contained in status certificates prepared for purchasers. Regulation 48/01 under the Act requires that a PIC be current as of the last day of the quarter before it is sent out. Specifically, according to section 11.1 (4) of the regulation, PICs are to be sent at a minimum twice annually as follows: A PIC must be sent to owners as an update within 60 days after Q1 (March) and Q3 (September) of each year. See further information to be included with the Certificate in the Director Training Transcripts, Module 17, Item 17.4.	Site Manager/Board			End of Q1 31MarX	have 60 days	Due End of May >.....X				End of Q3 30SepX	have 60 days	Due End of Nov >.....X	
31	Quality System Standard of Procedures - QSSOP-001	The QSSOP is a compilation of the Corporation's rules, regulations, by-laws, policies, procedures, activities, forms and templates that reside in the Dropbox as a source of information for the management team. These records require ongoing maintenance.	Administrator/Management	X		X		X		X		X		X	

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32	The Condo Manual - QSSOP-015	This manual is a summary of the Corporation's By-Laws, Rules, Regulations, General Information and Guidelines. It is included in the list of SOPs in the Dropbox, is listed on the PCC 122 website and is also included in the Status Certificate package. These records require ongoing maintenance.	Administrator/Site Manager	X		X		X		X		X		X	
33	Balcony Resurfacing	Schedule two per year or as budget permits, on the order of priority.	Site Manager/Board/ Contractor				X								
34	Driveway Resurfacing	Schedule driveways to be resurfaced as needed.	Site Manager/Board/ Contractor				X								
35	Fire Hydrants (Qty 3) Winter Maintenance	November OR December: Insert flags beside each fire hydrant for locating them in snow drifts. Remove snow to expose hydrants for use at all times. Remove flags in spring - April.	Site Manager				X							X or-	X
36	Furnace - Install New Filter	Change furnace filter twice per year - spring and fall, or as needed.	Site Manager				X						X		
37	Landscape Projects	Schedule for spring/summer special projects.	Site Manager/Board/ Contractor				X								
38	Newsletters - QSSOP-033A	Create Spring/Summer and Fall/Winter Newsletters. Send via email where possible. Print and deliver to homeowners without email. Include the most current version in the Status Certificate packages. Administrator to upload to Website and Dropbox folder "Newsletters".	Administrator/Site Manager/Board				X						X		
39	Sprinkler System Spring Turn-on; Fall Turn-off	Arrange with Custom Lawn Sprinkler Ltd. 905-747-0666 to turn-on and turn-off the sprinkler system.	Site Manager/Contractor				X						X		
40	Sprinkler System Requires Regular Maintenance Checkups - 2 per month	At least twice a month, check that the sprinkler system is working properly. Ensure that the water is turned on at Units #1 and #60 and the four (4) sprinkler heads on each entrance garden (2 at back and 2 at front) are intact and spraying efficiently.	Site Manager				X	X	X	X	X	X	X		

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41	Arborist Projects	Schedule inspection and any tree planting requirements along with removal and trimming projects.	Site Manager/Board/Arborist					X							
42	Eaves Troughs/Downspouts	Clean out twice per year.	Site Manager/Contractor					X						X	
43	Inventory of Computers & Accessories and Tools & Equipment - QSSOP-032B	Do inventory using existing Excel spreadsheet. Update as required. Report observations and work performed to the Board on the monthly Manager's Report and include the updated Inventory List with date. Site Manager to upload latest revised spreadsheet to Dropbox folder "Site ManagerSpreadsheets".	Site Manager					X							
44	Property Assessment	It is recommended to schedule an assessment of the property every three years for insurance purposes. Site Manager to upload all appraisal communications and reports to Dropbox folder "Insurance > Appraisals".	Site Manager/Agent/Board					X		2020v 2023 2026					
45	Reserve Fund Study	Liaise with Enerplan Building Consultants to update the Reserve Fund Study every 3 years. In May 2022, an RFS was performed by Enerplan and CWB, prior to our June 1/22 Borrowing By-law #7 meeting in order to determine maintenance fees for the loan. By-law #7 was passed for a loan of \$3.5MM. Treasurer to upload all final, signed RFS and NFF documents to Dropbox folder "Reserve Fund Studies".	Site Manager/Treasurer/ Assistant Treasurer/Board/ Consultants					X		2020v 2022v 2025 2028					
46	Roof Reshingling	Schedule roofs to be resingled as needed. Site Manager to upload current version of spreadsheet showing roofs replaced (unit #'s, dates, section of roofs replaced, etc.) to Dropbox folder "Site Manager....Spreadsheets".	Site Manager/Contractor/ Board					X		2019v 2020v 2021v 2022v					
47	Site inspection walk around, report and action	Inspect the complex for deficiencies, record issues, create report for Board. Schedule and complete all repairs and action items required. Site Manager to upload current version of spreadsheet report to Dropbox folder "Site Manager....Spreadsheets"..	Site Manager/Board					X							

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48	Telephone/Internet Service Supplier	Do cost analysis with 3 suppliers for best price well before contract with Bell renews.	Site Manager/Vendors/ Board					X					For Renewal Phone: 13Sept23 Internet: 2Sept24		
49	Water Tap - Outside/front of Unit 91	The source to turn water on and off for the outside tap at the front of unit 91 is in the men's washroom. Suggest keeping it turned off until water is needed for a specific use. Then have it turned on only for that period of time.	Site Manager					X					X		
50	Fire Hydrant Inspection (Qty 3 on property)	Two on site inspections performed per year.	Site Manager/Inspector				X							X	
51	The Province of Ontario's Energy & Water Reporting and Benchmarking (EWRB) regulation requires large buildings to report gas, electricity and water usage annually	The deadline for submission of this report is July 1st each year. Start accumulating information from suppliers in March in order to have all the details to send the report by the due date. https://www.ontario.ca/page/report-energy-water-use-large-buildings . Site Manager to upload report to Dropbox folder "Site Manager..... > Water usage", or create new specific folder.	Site Manager			Start X				Due July 1 X					
52	Fire Extinguishers (Qty 3 in building)	One on site inspection performed per year.	Site Manager/Inspector										X		
53	Sewers Inspect and Clean (Qty 10)	Sewers inspect and clean every two years. Sewer clean-out pipes (Qty 10), one beside each block of units, need no maintenance but are checked during the course of each sewer cleaning.	Site Manager/Contractor										2019V 2021V 2023		
54	Annual Budget. A condensed version to be sent with the Annual Monthly Maintenance Fee Letter on or around December 1, 20xx.	Prepare/finalize annual budget for following year. Have Board approve budget. Include all potential maintenance required such as: basement waterproofing, replacement of crumbling/disintegrating bricks on units, replacement of buried streetlight wiring, etc. Categories must be in synch with the PCC122 Financials - Actuals & Forecast budget spreadsheet.	Site Manager/Treasurer/ Board										X		

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55	Annual Monthly Maintenance Fee Letter - QSSOP-043A and Annual Budget Forecast Schedule QSSOP-043B	Update the Monthly Maintenance Fee Letter Template and the Budget Forecast Schedule Template. Deliver to homeowners on or around December 1 20xx. Treasurer to upload package to Dropbox folder "Financials", year "20xx" folder.	Site Manager/Treasurer/ Administrator											X	
56	Catch Basins (Qty 44) (Qty 38 in driveways) (Qty 6 on side of roadway)	Clean out every 2 years. Check catch basins regularly for signs of deterioration and collapse.	Site Manager/Contractor											2020v 2021v 2023	
57	Scope Balcony Floor Drains, Downspouts and Underground pipes (Qty 16)	Scope drains from balcony floor to below grade every two years and clean-out/replace damaged material as required.	Site Manager/Contractor											2019v 2021v 2023	
58	Site Management Contracts QSSOP-020A & 020B	Board member(s) to do annual Performance Review for Independent Contractor(s) working as management. Prepare and review with contractor the Service Agreement Renewal and Job Description for updates required for the following calendar year. Signatures required before end of December. Administrator to upload signed contracts to Dropbox folder "Agreements & Job Descriptions".	Administrator/Board/Site Manager											X	
59	Issue Rebates to Owners for Using their Electricity for Public Lights	First December cheque run - issue cheques to those owners who have public lights attached to their units. The annual rebate to each for the last few years has been \$57.00. This is to cover the cost of running the lights for the year on their electricity. Rebate amount is subject to change. Site Manager to upload spreadsheet of unit #'s who get cheques and the amount each year to Dropbox folder "Site Manager.....Spreadsheets > Schedule of Public Lighting Rebates to Owners".	Site Manager/Treasurer											X	
60	Renew Property Insurance Agreement	Review for necessary coverage and renew contract with existing vendor. Site Manager to upload new Insurance Certificate to Dropbox folder "Insurance > Insurance Certificates", each year.	Site Manager/Treasurer												X