



HEMLOCK PARK PLACE

Condominiums of Distinction

Halifax County Condominium Corporation No. 249
79 Bedros Lane, Halifax, NS B3M 4X5

www.hemlockparkplace.com

To: All Unit Owners – HCCC #249 – Hemlock Park Place
From: Tony Hall, Podium Properties Ltd.
Date: November 3, 2016
Re: **2017 Budget and Condominium Fees**

In accordance with the By-Laws of Halifax County Condominium Corporation No. 249, the Board of Directors has finalized the Operating Budget for 2017. Attached is the schedule of Condominium Fees for January 1st, 2017 to December 1st, 2017, the Budget, and Budget Commentary for the upcoming fiscal year.

Condominium fees have increased by 2% for the 2017 fiscal year. This increase is predominately due to the increased transfer to the Reserve Fund, Insurance and the predictive cost of utilities. This year we have attached the “actual” figures to September 30, 2016 with the budget as well as last year’s “budget” numbers. A complete explanation of the expenses is included in the Budget Commentary.

If you wish to pay your condominium fees by post-dated cheques, please forward a new series of 12 post-dated cheques for the **first day** of each month, made payable to **HCCC #249**. You can mail them to HCCC #249, c/o Podium Properties Ltd., 92A Queen St, Dartmouth, NS, B2Y 1G8, or you may leave them with the Superintendent in a sealed envelope.

If you currently pay by Pre Authorized Debit (PAD), **no further action is required**. The amount withdrawn from your account will be revised to reflect the new amount. If you wish to start paying by PAD, please complete the attached PAD form and return it to Podium Properties along with a void cheque by mail, to address above, fax to 902-407-3305, email to melanie.morris@podiumproperties.ca, or leave with the building Superintendent.

The fiscal year for HCCC #249 ends on December 31st, 2016. Once completed the accounting books will be turned over to your auditors for the year-end review. When the audited statements are completed they will be forwarded to the unit owners in advance of the 2017 Annual General Meeting.

As always, if you have questions about this or any other matter at Hemlock Park Place, please do not hesitate to contact us at 902-445-4936.

Sincerely,

Tony Hall
Podium Properties Ltd.
on behalf of the Board of Directors for HCCC #249.



Dartmouth NS, B2Y 1G8
Phone 902-445-4936 Fax 902-407-3305

H.C.C.C. No.249 Hemlock Park Place

2017 Budget

	2017 Budget	Actual Jan 1/2016 to Sep 30/ 2016	2016 Budget
REVENUE			
Condo fees	323,305.00	237,722.76	316,965.35
Parking fees	11,400.00	7,600.00	11,400.00
Other income	220.00	485.00	220.00
Nova Scotia Energy Rebate		2,491.96	
TOTAL REVENUE	334,925.00	248,299.72	328,585.35
EXPENSES			
Cleaning supplies	1,600.00	1,031.96	1,800.00
Carpet cleaning	1,500.00	0.00	1,500.00
Window cleaning	2,850.00	3,262.55	2,850.00
Contract cleaning	600.00	1,168.64	1,000.00
Dryer Vent Cleaning	3,500.00	0.00	0.00
Pest control	1,100.00	884.54	1,025.00
TOTAL CLEANING	11,150.00	6,347.69	8,175.00
Landscaping supplies	400.00	0.00	400.00
Landscaping contractor	6,700.00	5,928.64	6,700.00
Snow removal & Winter Maint	8,968.00	6,399.74	8,967.10
TOTAL LANDSCAPING & WIN. MAINT.	16,068.00	12,328.38	16,067.10
Decorating Supplies/Social Committee	500.00	0.00	200.00
Contract painting	1,250.00	1,667.50	1,250.00
TOTAL PAINTING & DECORATING	1,750.00	1,667.50	1,450.00
Elevator contract	9,180.00	6,691.86	8,700.00
Elevator maintenance	1,000.00	0.00	1,000.00
Fire protection	2,500.00	4,634.80	1,500.00
Exercise equipment	300.00	758.94	300.00
TOTAL EQUIPMENT MAINTENANCE	12,980.00	12,085.60	11,500.00
Electrical supplies	400.00	0.00	400.00
Electrical repairs	2,000.00	1,619.23	2,000.00
Plumbing repairs	2,500.00	1,071.61	2,500.00
Door & lock repairs	2,000.00	3,836.10	2,000.00
Window repairs	1,000.00	0.00	1,000.00
General repairs	7,387.00	6,518.97	14,143.48
Exterior repairs	1,000.00	1,063.75	1,000.00
Sign & Sign rental	300.00	488.76	300.00
TOTAL GENERAL REPAIRS	16,587.00	14,598.42	23,343.48
HVAC maintenance	2,800.00	2,835.34	2,800.00

TOTAL HVAC	2,800.00	2,835.34	2,800.00
Garage door contract	950.00	616.40	950.00
Garage door repairs	500.00	449.04	500.00
General garage repairs	1,000.00	977.50	1,000.00
TOTAL GARAGE REPAIRS	2,450.00	2,042.94	2,450.00
Natural Gas	78,700.00	57,235.56	82,000.00
Electricity - common areas	18,600.00	13,269.78	17,500.00
Water	28,600.00	20,411.28	27,500.00
TOTAL UTILITIES	47,200.00	33,681.06	45,000.00
Superintendent wages	33,415.00	26,053.81	31,500.00
Payroll expenses	2,600.00	1,798.08	2,000.00
TOTAL WAGES & BENIFITS	36,015.00	27,851.89	33,500.00
Audit fees	3,990.00	2,910.00	3,852.50
Bank charges	860.00	623.34	880.00
Courier service	350.00	345.00	250.00
Legal fees	500.00	734.23	500.00
Licenses & Fees	200.00	175.00	200.00
Miscellaneous	250.00	50.00	600.00
Office supplies	1,800.00	1,619.98	1,800.00
Postage	250.00	250.23	250.00
Security	1,500.00	369.66	1,500.00
Tele-communication	2,895.00	2,245.75	2,300.00
TOTAL ADMINISTRATION	12,595.00	9,323.19	12,132.50
Insurance premiums	15,900.00	8,854.34	13,500.00
Management fees	18,540.00	13,632.75	18,177.00
Transfer to Reserve Fund	52,390.00	36,517.68	48,690.27
Net Reserve Fund transfers	52,390.00	36,517.68	48,690.27
Transfer to Contingency Fund	5,705.00	4,278.78	5,705.00
Net Contingency transfers	5,705.00	4,278.78	5,705.00
Transfers to Bedros Lane Maintenance Fund	4,095.00	3,071.25	4,095.00
Transfers to Contingency Re: Natural Gas Conversion	0.00	0.00	0.00
TOTAL EXPENSES	334,925.00	246,352.37	328,585.35
NET INCOME	0.00	1,947.35	0.00

HCCC # 249
Hemlock Park Place
Budget Commentary 2017

Revenue

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1. **Condominium Fees - \$323,305.00** - \$26,942.09 per month in accordance with the attached Schedule of Condominium Fees.
 2. **Parking Income - \$11,400.00** - Income from the rental of outdoor parking spaces.
 3. **Other Income- \$220.00** - Estimated yearly income gained from miscellaneous charges for banking fees, administration, etc.

Expenditures

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1. **Cleaning - \$11,150.00**
 - a. *Cleaning Supplies - \$1,600.00* - Estimated yearly cost of cleaning supplies required for the common areas. Reflects actual costs.
 - b. *Carpet Cleaning - \$1,500.00* - For the seasonal professional steam cleaning of the common area carpets and matting.
 - c. *Window Cleaning - \$2,850.00* - Annual cleaning of the exterior of inaccessible windows, reflects actual costs.
 - d. *Contract Cleaning - \$600.00* - For cleaning expense to cover garage cleaning once per year and any other miscellaneous cleaning required.
 - e. *Dryer Vent Cleaning - \$3,500.00* – For annual cleaning of the dryer vents.
 - f. *Pest Control - \$1,100.00* - Actual costs of contracted pest control for the year.
 2. **Landscaping and Winter Maintenance - \$16,068.00**
 - a. *Landscaping Supplies- \$400.00* - For supplies to complete seasonal improvements to the landscaping of the exterior property of the property.
 - b. *Landscaping Contract - \$6,700.00* - For the cost to complete seasonal improvements to exterior of building, including mowing, maintenance of the lawn and flowerbeds.
 - c. *Snow Removal - \$8,968.00* - Actual cost of seasonal contract for snow and ice control in the parking lots, entrances, sidewalks, etc. Includes the Corporation's share of Bedros Lane snow and ice control.
 3. **Painting & Decorating - \$1,750.00**
 - a. *Decorating Supplies/Social Committee - \$500.00* - Cost of paint and painting supplies, reflects renewed interest in building aesthetics and social committee expenses.

- b. *Contract Painting*- \$1,250.00 - Painting costs related to interior common areas, including interior molding repair and stairwell repainting.

4. Equipment Maintenance - \$12,980.00

- a. *Elevator Contract* - \$9,180.00 - For the annual maintenance contract of the elevators (Otis). This contract includes regular maintenance checks and license fees.
- b. *Elevator Maintenance* - \$1,000.00 - For repairs outside of maintenance contract, allows for one after hours visit.
- c. *Fire Protection* - \$2,500.00 - For annual inspection of central fire alarm system, fire extinguishers, backflow device inspection, sprinkler inspection and replacement of components of any of these systems as required.
- d. *Exercise Equipment* - \$300.00 - For the repairs and maintenance of the exercise equipment as required.

5. General Repairs - \$16,587.00

- a. *Electrical Supplies* - \$400.00 - Estimated annual cost for supplies needed for electrical repairs required throughout the common areas of the building.
- b. *Electrical Repairs* - \$2,000.00 - Estimated annual cost for the repair and maintenance of common electrical elements.
- c. *Plumbing Repairs* - \$2,500.00 - For any repairs to common area plumbing systems, reflects actual costs.
- d. *Door/Lock Repairs* - \$2,000.00 - For repairs/replacement of common doors, etc.
- e. *Window Repairs* - \$1,000.00 - For repairs to common windows, ongoing maintenance is required.
- f. *General Repairs* - \$7,387.00 - For any repairs of a general nature to common areas such as baseboards, walls, stairways, ceilings, etc.
- g. *Exterior Repairs* - \$1,000.00 - For any repairs to the exterior of the building such as siding.
- h. *Signs* - \$300.00 - Continuing improvements in the building signs and Bedros Lane sign.

6. HVAC Maintenance - \$2,800.00 - Contract to service the HVAC systems, reflects actual costs.

7. Garage Repair & Maintenance - \$2,450.00

- a. *Garage Door Contract* - \$950.00 - For the monthly maintenance contract to service the Garage Door.

- b. *Garage Door Repairs - \$500.00* - For any repairs to the Garage Door that are not included in the monthly maintenance contract.
- c. *General Garage Repairs - \$1,000.00* - For any repairs required to the Parking Garage.
- 8. **Natural Gas - \$78,700.00** - Annual estimated cost of natural gas to provide heat, hot water and tempered corridor air to the building. Amount based on previous history and expected cost of fuel for the 2017 year.
- 9. **Utilities - \$47,200.00**
 - a. *Electricity - \$18,600.00* - Annual electricity consumption for supply of lighting and power to common areas. Based on previous history of consumption and expected cost of power in 2017.
 - b. *Water - \$28,600.00* - Annual water consumption cost. Amount based on previous history of consumption costs and covers usage and a proposed increase by the Halifax Water Commission.
- 10. **Wages & Benefits - \$36,015.00**
 - a. *Superintendent's Wages - \$33,415.00* – Annual salary for the Superintendent's services including cleaning during the superintendent's vacation.
 - b. *CRA Payroll Expenses - \$2,600.00* – Annual cost of mandatory Canada Revenue Agency employer deductions payable on Superintendent's wages.
- 11. **Administration - \$12,595.00**
 - a. *Audit Fees - \$3,990.00* - Cost for the annual audit of the Corporation's revenue and expenditures.
 - b. *Bank Charges - \$860.00* - Monthly service charge for cheques, deposit slips, account transactions, Pre Authorized Debit program, etc.
 - c. *Courier Services - \$350.00* - Courier costs throughout the year.
 - d. *Legal Fees - \$500.00* - Cost for any legal matters needed by the Corporation.
 - e. *Licenses and Fees - \$200.00* - For annual membership to the Canadian Condominium Institute, elevator license, etc.
 - f. *Miscellaneous - \$250.00* - For any miscellaneous expenses that may arise.
 - g. *Office Supplies - \$1,800.00* - For photocopying of the Corporation's correspondence, memos, letters, etc., office supplies, etc.
 - h. *Postage - \$250.00* - Cost of mailing correspondence, bill payments, etc. Reflects actual costs.
 - i. *Security - \$1,500.00* - For security enhancements in and around the building.

- j. *Tele-communication* - \$2,895.00 - Cost of contract for superintendent cell and landline. Used by the board of directors, management company and residents to contact the superintendent for questions, concerns and emergencies. Also includes the cost of three additional phone lines for the elevator emergency phone, intercom, and alarm monitoring. Cable in fitness room and internet in Superintendent's office is provided free of charge by Bell Aliant.
12. **Insurance** - \$15,900.00 - Amount for annual insurance premium. Coverage includes General Liability, Directors and Officers Liability, etc. Reflects increase in building value.
13. **Management Fees** - \$18,540.00 - \$1,343.48/month + HST – This amount covers the management of the building as well as 24-hour emergency phone service, etc.
14. **Transfer to Reserve Fund** - \$52,390.00 - Based on the transfer amount recommended in the Reserve Fund Study completed in 2014 by BRK Engineering Inc.
15. **Transfer to Contingency Fund** - \$5,705.00 - Contribution to the Contingency Fund for building improvements, equipment purchases, etc.
16. **Transfer to Bedros Lane Maintenance Fund** - \$4,095.00 - Long term saving fund created for expected contribution from HCC #249 for maintenance costs of Bedros Lane.

2017 Schedule of Condominium Fees

Total Revenue	\$323,305.00						
Unit #	Unit %		2017 Annual Fees		2017 Monthly Fees		2016 Monthly Fees
101	1.12	\$	3,621.02	\$	301.75	\$	295.83
102	1.32	\$	4,267.63	\$	355.64	\$	348.66
103	1.32	\$	4,267.63	\$	355.64	\$	348.66
104	1.55	\$	5,011.23	\$	417.60	\$	409.41
105	1.55	\$	5,011.23	\$	417.60	\$	409.41
106	1.89	\$	6,110.46	\$	509.21	\$	499.22
107	1.61	\$	5,205.21	\$	433.77	\$	425.26
108	2.06	\$	6,660.08	\$	555.01	\$	544.12
109	1.89	\$	6,110.46	\$	509.21	\$	499.22
110	1.53	\$	4,946.57	\$	412.21	\$	404.13
111	1.89	\$	6,110.46	\$	509.21	\$	499.22
112	1.55	\$	5,011.23	\$	417.60	\$	409.41
113	1.55	\$	5,011.23	\$	417.60	\$	409.41
114	1.61	\$	5,205.21	\$	433.77	\$	425.26
115	1.45	\$	4,687.92	\$	390.66	\$	383.00
201	1.12	\$	3,621.02	\$	301.75	\$	295.83
202	1.32	\$	4,267.63	\$	355.64	\$	348.66
203	1.32	\$	4,267.63	\$	355.64	\$	348.66
204	1.55	\$	5,011.23	\$	417.60	\$	409.41
205	1.55	\$	5,011.23	\$	417.60	\$	409.41
206	1.89	\$	6,110.46	\$	509.21	\$	499.22
207	1.61	\$	5,205.21	\$	433.77	\$	425.26
208	2.06	\$	6,660.08	\$	555.01	\$	544.12
209	1.89	\$	6,110.46	\$	509.21	\$	499.22
210	1.53	\$	4,946.57	\$	412.21	\$	404.13
211	1.89	\$	6,110.46	\$	509.21	\$	499.22
212	1.55	\$	5,011.23	\$	417.60	\$	409.41
213	1.55	\$	5,011.23	\$	417.60	\$	409.41
214	1.61	\$	5,205.21	\$	433.77	\$	425.26
215	1.45	\$	4,687.92	\$	390.66	\$	383.00
216	1.48	\$	4,784.91	\$	398.74	\$	390.92
301	1.12	\$	3,621.02	\$	301.75	\$	295.83
302	1.32	\$	4,267.63	\$	355.64	\$	348.66
303	1.32	\$	4,267.63	\$	355.64	\$	348.66
304	1.55	\$	5,011.23	\$	417.60	\$	409.41
305	1.55	\$	5,011.23	\$	417.60	\$	409.41
306	1.89	\$	6,110.46	\$	509.21	\$	499.22
307	1.61	\$	5,205.21	\$	433.77	\$	425.26
308	2.06	\$	6,660.08	\$	555.01	\$	544.12
309	1.89	\$	6,110.46	\$	509.21	\$	499.22
310	1.53	\$	4,946.57	\$	412.21	\$	404.13
311	1.89	\$	6,110.46	\$	509.21	\$	499.22
312	1.55	\$	5,011.23	\$	417.60	\$	409.41
313	1.55	\$	5,011.23	\$	417.60	\$	409.41
314	1.61	\$	5,205.21	\$	433.77	\$	425.26
315	1.45	\$	4,687.92	\$	390.66	\$	383.00
316	1.48	\$	4,784.91	\$	398.74	\$	390.92
401	1.12	\$	3,621.02	\$	301.75	\$	295.83
402	1.32	\$	4,267.63	\$	355.64	\$	348.66
403	1.32	\$	4,267.63	\$	355.64	\$	348.66
404	1.55	\$	5,011.23	\$	417.60	\$	409.41
405	1.55	\$	5,011.23	\$	417.60	\$	409.41
406	1.89	\$	6,110.46	\$	509.21	\$	499.22
407	1.61	\$	5,205.21	\$	433.77	\$	425.26
408	2.06	\$	6,660.08	\$	555.01	\$	544.12
409	1.89	\$	6,110.46	\$	509.21	\$	499.22
410	1.53	\$	4,946.57	\$	412.21	\$	404.13
411	1.89	\$	6,110.46	\$	509.21	\$	499.22
412	1.55	\$	5,011.23	\$	417.60	\$	409.41
413	1.55	\$	5,011.23	\$	417.60	\$	409.41
414	1.61	\$	5,205.21	\$	433.77	\$	425.26
415	1.45	\$	4,687.92	\$	390.66	\$	383.00
416	1.48	\$	4,784.91	\$	398.74	\$	390.92
100.00		\$	323,305.00	\$	26,942.08	\$	26,413.64



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

1. Customer Information (Please print clearly)

Full Legal Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Cell: _____ Work: _____

2. Bank Account Information *(Attach Void Cheque)*

Account Number: _____ Branch Number: _____ (3 digits)

Financial Institution (Transit) Number: _____ (5 digits)

Branch Address: _____

City: _____ Province: _____ Postal Code: _____

3. Pre-Authorized Debit (PAD) Details

These services are for (check one) _____ personal _____ business use.

I, _____ authorize HCCC #249, and the designated financial institution (or any other financial institution I/we may authorize at any time) to begin deductions of \$ _____ on the _____ day of _____, _____ as per my instructions from the above listed account.

Following this deduction, regular monthly payments will be debited from the above listed account.

I understand that if I wish to cancel this PAD agreement, HCCC #249 must receive written notice no less than 10 days before the next debit is scheduled at the address provided below. To obtain a sample cancellation form, or more information on my right to cancel a PAD Agreement, I may contact my financial institution or visit www.cdnpay.ca.

I understand my right to receive reimbursement for any PAD that is not authorized by or consistent with this PAD agreement. To obtain a form for a reimbursement claim or for more information on my rights, I may contact my financial institution or visit www.cdnpay.ca.

Signature of Account Holder

Name (Please Print)

Date

When form is complete please forward to Podium Properties, 92A Queen St. Dartmouth NS, B2Y 1G8. Phone (902) 445-4936 Fax (902) 407-3305.