

APPENDIX A

Resident Manager's Report for [REDACTED]

Period: Nov. 21st, 2025 through Jan. 16th, 2026

Date: Jan. 16th, 2026

Submitted by: [REDACTED]

Cleaning:

Cleaning Schedule: Established as per August 2024, 8.0 Janitorial Services.

Operational:

- Office Routine: Established as per August 2024, 8.6 Record Keeping and Administration.
- Monthly reports are sent to [REDACTED]
- Daily review of major building systems.
- Assisting with contractual services.
- [REDACTED] is providing relief services.

Additional Notes:

- Reporting by-law infractions and complaints to [REDACTED]
- Programming of key fobs, garage openers, enter-phone and move-in/move-out inspections.

Incidents, events:

- Number of move-ins and move-outs: 1
- Large deliveries, at least requiring elevator padding: 3
- Graffiti removal: 0

Completed tasks:

11/25: Boiler DHW-1. Replacement of broken ignitor cable by [REDACTED].

12/01-10: Window and townhouse entry canopy drain cleaning by [REDACTED].

12/04: EV charging station installed for strata lot #98's parking stall.

12/10: East parkade ventilation fan repaired by [REDACTED].

12/11: Strata lot #22 had blocked drain. Flooding occurred in common area hallway. Extraction and cleaning by [REDACTED]. Restoration work done by [REDACTED].

12/22: Parkade catch basins review and oil absorbing filters replaced by [REDACTED].

12/28: Common area walkways salted by [REDACTED].

12/29: Car wash catch basin cleaned by [REDACTED].

01/05: Additional software installed to assist with the backing up of computer systems by Houle.

01/06: Two parkade lights were replaced by [REDACTED].

01/08: Carwash hose nozzle damaged. Replaced by the Resident Manager.

01/09: Fitness room water fountain filter replaced by the Resident Manager.

01/15: South sprinkler system low air open circuit trouble signal was discovered during the monthly fire safety tests. A loose end of line resistor on the pressure switch and securely terminated by [REDACTED].

Upcoming tasks:

01/2026: Annual fire inspection, back-flow and elevator tests by [REDACTED] and [REDACTED].

01/22: Tree pruning throughout the property by [REDACTED].

Contractor services pending:

- Exterior walkway LED/ballast replacement beside 550's entry.
- Exterior walkway light fixture LED/ballast replacement beside the townhouses.
- Exterior walkway light fixture requires repair of damaged base support. Walkway bollard requires repair. (These were damaged 01/08.)
- Parkade light fixture replacement.
- Fire panel sending false supervisorys to [REDACTED] monitoring services.
- 530 hot water tank repair or system replacement.
- Septic sump pump replacement.
- E-bike battery charging locker in bike room.
- 530 and 550 hallway temperature to be changed.
- Recycle and compost bin replacements.
- Door closer replacement repairs. Fill support holes for five door closers replaced by automatic door openers.
- East parkade stairwell roof. Install an obstruction to prevent bike and skateboard activity.
- Strata lot #42, [REDACTED] to review for sound issues in the suite.
- Strata lot #61 & #62 porch overhang water leak repairs by [REDACTED].

Notes and recommendations:

12/31: Exterior walkway light fixtures. After review with [REDACTED], it was determined the strata is responsible for light fixture in several walkway areas.