



# NOTICE TO OWNERS

## 2012 MAINTENANCE FEES

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Sunday December 18, 2012

The Board of Directors has determined the 2012 Operating Budget for MTCC #600. Maintenance Fees for the coming year will **increase by only 2.6%**. The new rates are:

**The 2012 rates will increase by \$25 per month or 2.6.% over 2011 to the following levels:**

Commercial Unit	\$1,110.00 per month
Residential Units	\$980.00 per month

### **How the Increase Breaks Down**

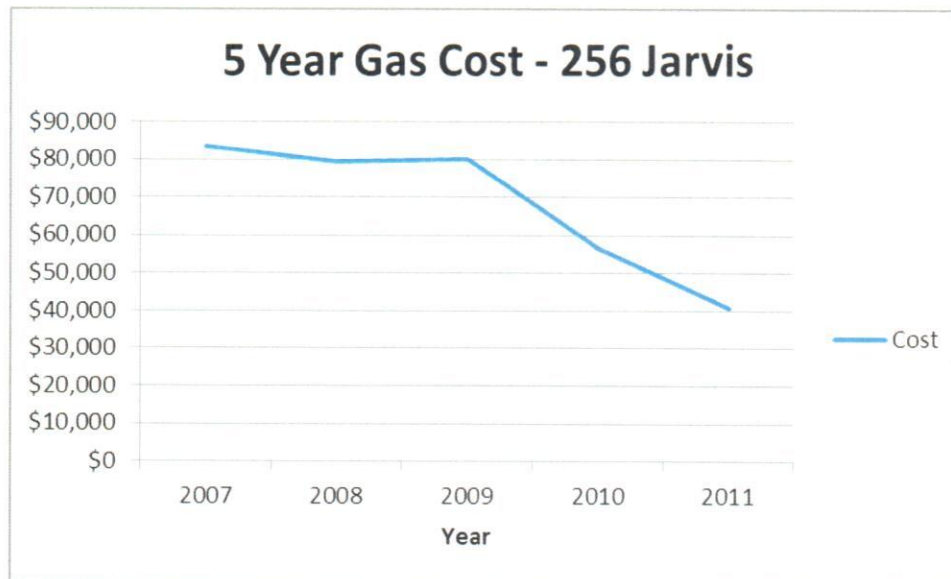
Of the \$25 monthly residential increase, roughly half of it (\$11.50) goes directly to the Reserve Fund. As you know, there is no latitude in that portion. We increase the contribution to the Reserve Fund exactly according to the Reserve Fund Study. What that means is the remainder of the increase \$13.50, represents a 1.4% increase in operating costs. We are pretty happy with that number since it includes some one-time big ticket items explained below.

### **History of Maintenance Fee Increases**

<b><u>Year</u></b>	<b><u>Increase over Previous Year</u></b>
2007 v 2006	\$55.00
2008 v 2007	\$35.00
2009 v 2008	\$10.00
2010 v 2009	zero
2011 v 2010	\$60.00
2012 v 2011	\$25.00

### **Where did we save the most in 2011?**

The biggest area is Gas. We are down more than \$14,000 from our 2011 budget. In 2011, we are seeing the fully year effect of the investment we made in energy efficient hot water boilers we installed in 2010. As you can see from the chart below which depicts our gas cost over the last 5 years, our cost has plummeted such that our full year 2011 cost is projected to be half what it was in any of 2007, 2008 or 2009.



Our gas buying contract, which has historically been good for us, is up for renewal this year in August. Current indications are that we will be able to lower our cost per cubic foot.

We also saved \$6,000 in Professional Fees but we will spend that and more in 2012 for important projects. More on that in a moment.

#### **Where Are We Up in Spending in 2011?**

General Exterior Repair & Miscellaneous – Here we are up \$15,000 over our 2011 Budget and that is because of two major items. We replaced the outer lobby grill that had deteriorated over the past 20 years and we repainted the outside of the building, on the bottom section of front and breezeway area.

#### **Special Items in 2012 Budget**

Professional Fees – There are 2 big projects where we will be spending money for Professional Fees next year. One is a study regarding the security of our precast slabs on the exterior of the building. We had planned this for 2011 but the work will be done in 2012. The other is water seepage into the P1 and P2 levels. You can read more about both these projects in paragraphs 3.5 and 3.6 of the November 14/11 Board Meeting Minutes. But they are both important, and hopefully both just one time expenses.

Fire Safety – We will also be up by \$5,000 in fire safety and as we always say, this is another area where we don't take any shortcuts. Keeping the building up to code is a primary responsibility and we will spend some more money in 2012 on that.

A detailed description of our Operating Budget is attached, showing each item of the 2011 Forecast and 2012 Budget, along with notes explaining the calculation of each.

**Please provide post-dated cheques for the year dated the 1<sup>st</sup> of each month commencing January 1, 2012, payable to MTCC #600 and have them delivered to the Office – Suite 2C, no later than Tuesday, December 27<sup>th</sup>, 2011.**

**For those of you who are on the Pre-Authorized Payment Program (which is the majority of the building), you don't have to lift a finger.**

**If you want to be on the Pre-Authorized Payment Program, please place a void cheque in an envelope to the attention of Greg Geralde, and put it in the office mail box before the Tuesday, December 27<sup>th</sup> deadline.**



Gregory B. Geralde, CGA  
Treasurer for  
The Board of Directors, MTCC #600

**M.T.C.C. 600**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**2012 OPERATING BUDGET**

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
	<u>Oct. 2011</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>YTD</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>BUDGET</u>
<b>INCOME</b>				
Maintenance Fees	\$527,405.00	\$631,740.00	\$631,740.00	\$648,360.00
Key/Card Fees	50.00	150.00	50.00	100.00
Status Certificate Fees	100.00	200.00	100.00	300.00
Moving Fees	450.00	200.00	450.00	300.00
Lease income	400.00	400.00	400.00	400.00
Other Income	<u>1,210.00</u>	<u>1,000.00</u>	<u>1,210.00</u>	<u>1,200.00</u>
Total Income	\$529,615.00	\$633,690.00	\$633,950.00	\$650,660.00
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Audit	\$4,294.00	\$4,200.00	\$4,294.00	\$4,200.00
Bank Charges	658.00	1,400.00	858.00	1,100.00
Legal	0.00	1,500.00	0.00	1,500.00
Office	2,619.00	5,000.00	3,000.00	4,500.00
Professional Fees	<u>236.00</u>	<u>7,200.00</u>	<u>1,136.00</u>	<u>18,000.00</u>
Total Administrative	\$7,807.00	\$19,300.00	\$9,288.00	\$29,300.00
<b>Personnel</b>				
Regular Wages	\$30,520.00	\$39,828.00	\$38,645.00	\$39,800.00
Weekend Relief	3,360.00	4,160.00	4,160.00	4,160.00
E.I. Employer	844.00	1,110.00	1,065.00	1,110.00
C.P.P. Employer	1,972.00	2,400.00	2,118.00	2,400.00
WSIB Employer	1,125.00	1,600.00	1,300.00	1,600.00
Third Party Relief Wages	2,250.00	3,500.00	2,900.00	3,500.00
Telephone / Internet	<u>1,532.00</u>	<u>2,500.00</u>	<u>2,200.00</u>	<u>2,500.00</u>
Total Personnel	\$41,603.00	\$55,098.00	\$52,388.00	\$55,070.00



**M.T.C.C. 600**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**2011 OPERATING BUDGET**

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
	<u>Oct. 2011</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>YTD</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>BUDGET</u>
<b>Operating Services</b>				
Cleaning Services (Exterior)	\$3,091.00	\$4,000.00	\$3,200.00	\$4,000.00
Cleaning Services (Interior)	499.00	1,400.00	840.00	1,400.00
Compactor	565.00	2,080.00	565.00	2,000.00
Elevators	16,532.00	20,000.00	19,800.00	21,000.00
Fire Safety	5,046.00	10,000.00	6,046.00	11,000.00
Grounds	1,088.00	1,500.00	1,200.00	3,500.00
HVAC	28,017.00	33,700.00	28,233.00	29,000.00
Insurance	15,366.00	16,635.00	15,366.00	16,000.00
Laundry	0.00	0.00	0.00	0.00
Pest Control	509.00	750.00	600.00	750.00
Property Taxes	2,815.00	2,900.00	2,815.00	2,900.00
Security	<u>13,388.00</u>	<u>19,350.00</u>	<u>16,152.00</u>	<u>18,550.00</u>
Total Operating Services	\$86,916.00	\$112,315.00	\$94,817.00	\$110,100.00
<b>Operating Supplies</b>				
Cleaning Supplies	\$1,748.00	\$3,000.00	\$2,500.00	\$3,000.00
Grounds Supplies	1,168.00	1,500.00	1,168.00	1,500.00
Lighting Supplies	498.00	500.00	1,000.00	500.00
Recreational Supplies	<u>520.00</u>	<u>3,000.00</u>	<u>520.00</u>	<u>3,000.00</u>
Total Operating Supplies	\$3,934.00	\$8,000.00	\$5,188.00	\$8,000.00
<b>Operating Utilities</b>				
Cable TV	\$26,967.00	\$34,000.00	\$32,361.00	\$33,000.00
Diesel Fuel & Equipment	467.00	2,700.00	1,000.00	2,000.00
Electricity	47,472.00	62,000.00	55,360.00	60,300.00
Gas	32,617.00	55,000.00	40,848.00	47,000.00
Water & Sewer	<u>20,500.00</u>	<u>28,800.00</u>	<u>26,000.00</u>	<u>28,500.00</u>
Total Operating Utilities	\$128,023.00	\$182,500.00	\$155,569.00	\$170,800.00

M.T.C.C. 600  
STATEMENT OF OPERATING INCOME AND EXPENDITURE  
2012 OPERATING BUDGET

	<u>Column 1</u> <u>Oct. 2011</u> <u>YTD</u>	<u>Column 2</u> <u>2011</u> <u>BUDGET</u>	<u>Column 3</u> <u>2011</u> <u>FORECAST</u>	<u>Column 4</u> <u>2012</u> <u>BUDGET</u>
<b>Repair &amp; Maintenance</b>				
Electrical Repair	\$1,509.00	\$2,000.00	\$1,509.00	\$2,000.00
Mechanical Repair	409.00	1,000.00	409.00	1,000.00
Plumbing Repair	3,966.00	10,000.00	5,500.00	10,000.00
Recreational Repair	1,624.00	1,000.00	1,624.00	1,000.00
General & Misc. (Exterior)	43,031.00	30,000.00	45,000.00	45,000.00
General & Misc. (Interior)	<u>14,702.00</u>	<u>20,000.00</u>	<u>18,000.00</u>	<u>20,000.00</u>
Total Repair & Maintenance	\$65,241.00	\$64,000.00	\$72,042.00	\$79,000.00
Total Expenditures	\$333,524.00	\$441,213.00	\$389,292.00	\$452,270.00
Operating Surplus (Deficit)	\$196,091.00	\$192,477.00	\$244,658.00	\$198,390.00
One Time Surplus				
Less, Contribution to Reserve	<u>-158,145.00</u>	<u>-189,774.00</u>	<u>-189,774.00</u>	<u>-197,365.00</u>
<b>Net Operating Income (Loss)</b>	<u><b>\$37,946.00</b></u>	<u><b>\$2,703.00</b></u>	<u><b>\$54,884.00</b></u>	<u><b>\$1,025.00</b></u>

**M.T.C.C. 600**  
**NOTES TO 2011 OPERATING BUDGET**

	<u>2011</u> <u>FORECAST</u>	<u>2012</u> <u>BUDGET</u>
<b>MAINTENANCE FEES</b>		
2011 Fees (54 units x \$955 + \$1,075 commercial).....	\$631,740.00	
2012 Budget - Increase of 2.6% based on January to December (54 units x \$980 + \$1,110 commercial).....		\$648,360.00
<b>KEY CARD FEES</b>		
2011 Forecast - October 30th Actual. No more anticipated ..	\$50.00	
2012 Budget based on 2 cards at \$50 each.....		\$100.00
<b>STATUS CERTIFICATE FEES</b>		
2011 Forecast - October 30th Actual. No more anticipated ..	\$100.00	
2012 Budget assumes 3 moves .....		\$300.00
<b>MOVING FEES</b>		
2011 Forecast - October 30th Actual. No more anticipated ..	\$450.00	
2012 Budget assumes 3 moves in and out .....		\$300.00
<b>LEASE INCOME</b>		
2011 Forecast - October 30th Actual. No more anticipated ..	\$400.00	
2012 Budget.....		\$400.00
<b>OTHER INCOME</b>		
2011 Includes rental of space for scooters	\$1,210.00	
2012 Includes rental of space for scooters		\$1,200.00
<b>AUDIT</b>		
2011 Forecast - no more expected .....	\$4,294.00	
2012 Budget based on 2012 Forecast .....		\$4,200.00
<b>BANK CHARGES</b>		
2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$858.00	
2012 Budget .....		\$1,100.00
<b>LEGAL</b>		
2011 Forecast - no more expected .....	\$0.00	
2012 Budget to include general provision .....		\$1,500.00
<b>OFFICE</b>		
2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$3,000.00	
2012 Budget based on 2012 Forecast .....		\$4,500.00
<b>PROFESSIONAL FEES</b>		
2011 Forecast - Plus \$900 for Can Am study on odour .....	\$1,136.00	
2012 Budget - includes \$2,500 for Interim Reserve Fund Study, \$10,000 for precast slab, \$5,000 water intrusion study, \$200 for Hook Anchor .....		\$18,000.00

**REGULAR WAGES**

2011 Forecast based on \$30,520 YTD plus 5 pay periods, plus retro, plus Christmas bonus	\$38,645.00	
2012 Budget based on 3% increase effective Sept. 2012. plus provision for additional cleaning		\$39,800.00

**WEEKEND RELIEF**

2011 Forecast based on YTD plus 5 pay periods at \$160.....	\$4,160.00	
2012 Budget based on \$160 per pay period x 26 pay periods.....		\$4,160.00

**E.I. EMPLOYER**

2011 Forecast based on annual maximum of .....	\$1,065.00	
2012 Budget.....		\$1,110.00

**C.P.P. EMPLOYER**

2011 Forecast based on 2011 expense .....	\$2,118.00	
2012 Budget assumes increase.....		\$2,400.00

**WSIB EMPLOYER**

2011 Forecast .....	\$1,300.00	
2012 Budget - increase in rate class notice from WSIB.....		\$1,600.00

**THIRD PARTY RELIEF WAGES**

2011 YTD plus riser security service .....	\$2,900.00	
2012 Budget based on \$750 per week for 3 weeks plus provision for special cleaning.....		\$3,500.00

**TELEPHONE / INTERNET**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$2,200.00	
2012 Budget based on 2011 Forecast plus provision for increase		\$2,500.00

**CLEANING CONTRACTS (EXTERIOR)**

2011 Forecast - Oct 30 Actual with no additional because we will only do 2 window cleanings this year	\$3,200.00	
2012 Budget for usual 3 window cleanings @ \$1,200 plus vent cleaning .....		\$4,000.00

**CLEANING CONTRACTS (INTERIOR)**

2011 Forecast - Oct 30 Actual plus 1 more carpet cleaning .	\$840.00	
2012 Budget for 3 treatments of carpet cleaning at \$321 plus 3%, and spot cleaning for \$300.....		\$1,400.00

**COMPACTOR**

2011 Forecast - no more expected .....	\$565.00	
2012 Budget for garbage bin maintenance, spring and fall chute cleaning, and provision for compactor repairs.....		\$2,000.00



**ELEVATORS**

2011 Forecast - Oct 30 Actual plus 2 monthly charges of \$1,629 per month .....	\$19,800.00	
2012 Budget based on \$1,629 with 3.5% increase and provision for inspection and licenses...		\$21,000.00

**FIRE SAFETY**

2011 Forecast - Oct 30 Actual plus replacement of smoke detectors and quarterly ADT alarm .....	\$6,046.00	
2012 Budget for annual inspection \$4,000, plus \$2,300 for door closures, \$2,200 for dryer vent cleaning, \$1,000 for ADT and provision for smoke detectors .....		\$11,000.00

**GROUNDS CONTRACTS**

2011 Forecast - October 30th Actual, plus November clean up .....	\$1,200.00	
2012 Budget includes replacement of high roof planters .....		\$3,500.00

**HVAC**

2011 Forecast - October 30th Actual includes plus Internet access for automated usage control system....	\$28,233.00	
2012 Budget assumes Honeywell at reduced annual rate of \$28,412 for only 3 quarters in 2012, \$4,160 Filter replacement, \$1,582 for Merit for automated control system, \$1,500 for wireless router,		\$29,000.00

**INSURANCE**

2011 Forecast - October 30th Actual. No more anticipated ..	\$15,366.00	
2012 Budget based on prior year plus 3.5% .....		\$16,000.00

**LAUNDRY**

Coinamatic contract cut in previous year as cost savings.....	\$0.00	
Coinamatic contract cut in previous year as cost savings.....		\$0.00

**PEST CONTROL**

2011 Forecast - October 30th Actual plus 2 more months	\$600.00	
2012 Budget based on prior year plus 3%, plus provision for possible additional services ...		\$750.00

**PROPERTY TAXES**

2011 Forecast - October 30th Actual. No more anticipated ..	\$2,815.00	
2012 Budget based on 2011 Forecast plus 3 % .....		\$2,900.00

**SECURITY**

2011 Forecast - October 30th Actual plus 2 months at \$1,190 plus 2 months of Bell Enterphone monitoring .....	\$16,152.00	
2012 Budget at \$1,210 x 12 months plus enterphone at \$65 per month plus \$250 for FOB's and \$3,000 for cameras		\$18,550.00

**CLEANING SUPPLIES**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$2,500.00	
2012 Budget includes provision for extra salting .....		\$3,000.00

**GROUNDS SUPPLIES**

2011 Forecast - no more expected .....	\$1,168.00	
2012 Budget .....		\$1,500.00

**LIGHTING SUPPLIES**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$1,000.00	
2012 Budget to be maintained at 2011 budget		\$500.00

**RECREATIONAL SUPPLIES**

2011 Forecast - no more expected .....	\$520.00	
2012 Budget includes possible new equipment .....		\$3,000.00

**CABLE TV**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$32,361.00	
2012 Budget based 8 months \$2,697 and \$ months at \$2,800 plus CRTC tax provision		\$33,000.00

**DIESEL FUEL & EQUIPMENT**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$1,000.00	
2012 Budget.....		\$2,000.00

**ELECTRICITY**

2011 Forecast - October 30th Actual plus provision for November and December.....	\$55,360.00	
2012 Budget based on 8.5% increase .....		\$60,300.00

**GAS**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$40,848.00	
2012 Budget based on 2011, plus provision for heavy winter less anticipated savings for Sept gas renewal contract .....		\$47,000.00

**WATER & SEWER**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$26,000.00	
2012 Budget based on 2011, plus 9% increase.....		\$28,500.00

**ELECTRICAL REPAIR**

2011 Forecast - October 30th Actual. No more anticipated ..	\$1,509.00	
2012 includes breezeway light repair		\$2,000.00

**MECHANICAL REPAIR**

2011 Forecast - October 30th Actual. No more anticipated ..	\$409.00	
2012 Budget estimate.....		\$1,000.00

**PLUMBING REPAIR**

2011 Forecast - October 30th Actual plus estimate for remaining Riser repair .....	\$5,500.00	
2012 Budget set at normal estimate.....		\$10,000.00

**RECREATIONAL REPAIR**

2011 Forecast - October 30th Actual. No more anticipated ..	\$1,624.00	
2012 Budget estimate.....		\$1,000.00

**GENERAL & MISCELLANEOUS REPAIR (EXTERIOR)**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$45,000.00	
2012 Budget includes provisions of \$15,000 each for possible precast slab repairs and water intrusion at P1/P2 level....		\$45,000.00

**GENERAL & MISCELLANEOUS REPAIR (INTERIOR)**

2011 Forecast - Oct 30 Actual plus estimate for Nov & Dec ..	\$18,000.00	
2012 Budget estimate.....		\$20,000.00