

SOUTH KEYS LANDING

CO-TENANCY HOME OWNERS ASSOCIATION

December 1, 2022

TO: THE OWNERS OF SOUTH KEYS LANDING CO-TENANCY

The Committee approved the enclosed budget for 2023 on November 15, 2022

The monthly fee for all units is not being increased for 2023. The monthly fee will remain at \$86.00 per month.

Included with the budget are two pages of explanatory notes which have been broken down by category to match the items as listed in the Budget.

Please send twelve (12) post dated cheques, payable to "S.K.L." for the period commencing January 1st, 2022 up to and including December 1st, 2022 dated the first day of each month. **Please do not put your cheques in any Committee member's mailboxes;** they are to be dropped off or sent directly to PMA Realty.

Please be advised that as of December 5, 2022, PMA Realty Consulting will be relocating to a new office. This location has ample parking and is located in the Colonnade Business Park. There is a secure drop box outside of the front door should you wish to drop off your cheques after hours.

Our new address is located on the second floor at 48 Colonnade Rd, Suite A311, Ottawa ON, K2E 7J6.

The Committee continues to look into payment options other than by cheque; however, in the interim please continue paying your fees by cheque. To reduce processing costs, you are encouraged to pay fees in advance, such as twice yearly or quarterly. Please make sure each cheque is made payable to "S.K.L.", dated the first day of the month(s) covered by the cheque and that the address of the unit is clearly noted on your cheque.

Also, a reminder regarding charges for late payment and NSF cheques:

- Late Payment Charges – Fees are due on the 1st of every month. A charge of \$15.00 will be assessed against owners whose monthly fee is not paid on time.
- Charges for NSF/returned cheques – An additional charge of \$25.00 will be assessed against owners whose cheques are returned by the bank.

If you have any questions, please contact our Property Manager, Noreen Harris at (613) 742-5778 ext 234.

On Behalf of the Committee.



Noreen Harris
Property Manager
PMA Realty Consulting Ltd.
As Agents only for SKL
Attachment(s)

SKL BUDGET 2023

	SKL Committee Approved Budget 2022	PROJECTED POSITION DEC 31/22	SKL Committee Budget 2023
<u>REVENUE:</u>			
Members Contribution	\$ 148,608.00	\$ 148,608.00	\$ 148,608.00
Investment and other income	\$ -	\$ 900.00	\$ -
TOTAL REVENUE:	\$ 148,608.00	\$ 149,508.00	\$ 148,608.00

EXPENDITURES:

Hydro	\$ 750.00	\$ 720.00	\$ 800.00
Fire Hydrants	\$ 1,600.00	\$ 1,040.00	\$ 1,200.00
General Repairs and Maintenance	\$ 900.00	\$ 1,472.00	\$ 1,500.00
Fencing	\$ -	\$ 581.00	\$ -
Snow Removal Contract	\$ 43,940.00	\$ 43,940.00	\$ 47,798.00
Snow Operations in excess of contract	\$ 5,000.00	\$ -	\$ 1,000.00
Landscape Maintenance	\$ 12,108.00	\$ 12,108.00	\$ 14,530.00
Trees/Hedges/Grounds	\$ -	\$ -	\$ -
Stormceptor	\$ -	\$ -	\$ -
MOE (Ministry of the Environment Inspection and Reporting)	\$ 3,700.00	\$ 1,000.00	\$ 200.00

ADMINISTRATION:

Insurance	\$ 5,751.00	\$ 5,546.00	\$ 5,967.00
Printing and Office expenses	\$ 940.00	\$ 940.00	\$ 940.00
Annual General Meeting	\$ 1,300.00	\$ -	\$ 1,300.00
Bank Charges	\$ 225.00	\$ 130.00	\$ 225.00
Legal	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -
Audit	\$ 4,500.00	\$ 3,855.00	\$ 4,000.00
Management Fees	\$ 28,456.00	\$ 28,450.00	\$ 28,735.00
General Contingency	\$ 200.00	\$ -	\$ 390.00
	\$ 109,370.00	\$ 99,782.00	\$ 108,585.00

RESERVE FUND ALLOCATION:	\$ 39,238.00	\$ 39,238.00	\$ 40,023.00
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TOTAL EXPENSES:	\$ 148,608.00	\$ 139,020.00	\$ 148,608.00
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Estimated Current Surplus/(Deficit)

\$10,488.00

Fee per month for 2023 - \$86.00Approved by the Committee on
November 15, 2022

SOUTH KEYS LANDING BUDGET SUMMARY 2023

The budget is prepared by the Owners' Committee in accordance with the South Keys Landing Joint Use Agreement (JUA). The obligation to pay the monthly fee for Common expenses is set out in Section 4 of the JUA. Please review the explanatory notes below and consult the JUA for more information.

REVENUES

Members Contribution - \$86.00 per unit per month is to be contributed by each unit owner for the period January 1, 2023 to December 31, 2023. \$ 148,608.00

Investment and other income - investment income and other income such as late payment and NSF fees. \$ -

TOTAL REVENUES \$ 148,608.00

EXPENDITURES

Hydro - an amount set aside for common area lighting. \$ 800.00

Fire Hydrants - recurring service costs for the community's fire hydrants, as required by the City of Ottawa. \$ 1,200.00

General Repairs and Maintenance - an amount set aside for minor repairs to common elements such as the play structure, light standards, graffiti removal, etc. \$ 1,500.00

Fencing - an amount set aside for minor repairs to common fencing only. Owners are responsible for their own fencing. \$ -

Snow Removal - roadway and v-parking snow plowing and removal. Fixed amount per current contract. \$ 47,798.00

Snow Operations in excess of contract - an amount set aside for potential services provided in excess of the 254 cm base in the contract \$ 1,000.00

Landscape Maintenance - amount allocated for the maintenance of the common grounds. This is an estimate as the current contract ends on April 30, 2023. \$ 14,530.00

Trees, Hedges, Grounds - any work done under this category will generally be charged to the Reserve Fund. \$ -

Stormceptor - one-time cost in 2020 to clean contaminants from the Stormceptor filtration system (no cost anticipated in 2023) \$ -

MOE (Ministry of the Environment) - inspection and reporting for Stormceptor filtration system. Reduction attributed to change in inspection requirements and independently \$ 200.00

conducted sampling and reporting.

ADMINISTRATION

INSURANCE - amount set aside to cover the estimated cost of liability and property insurance for the common elements per the JUA. \$ 5,967.00

PRINTING AND OFFICE - newsletters, notices, postage, etc. \$ 940.00

ANNUAL GENERAL MEETING - cost of the AGM, including booking space, secretary fee, preparing and distributing AGM package for each homeowner. \$ 1,300.00

BANK CHARGES - estimated amount to cover bank or service charges. \$ 225.00

LEGAL - for legal services as required. \$ -

PROFESSIONAL FEES - for engineering or other professional services as required. \$ -

AUDIT - an amount set aside to pay for the annual audit. \$ 4,000.00

MANAGEMENT - fees for professional management. \$ 28,735.00

This includes such things as preparation and monitoring of budgets, contracts, etc., arranging maintenance of the common elements, maintaining financial and fiscal records, collection of monthly fees, enforcing the JUA and regulations, dealing with owners' requests and complaints.

GENERAL CONTINGENCY \$ 390.00

\$ 108,585.00

RESERVE FUND - amount allocated to the Reserve Fund. \$ 40,023.00

(NB: surplus monies may be allocated to park renewal, e.g., fence and playground structure replacement)

TOTAL EXPENSES \$ 148,608.00

2023 Budget approved by the Committee on November 15, 2022