


IL  INDEPENDENT LIVING HALTON
PROPERTY MANAGEMENT COMMITTEE
YEAR AT A GLANCE
ANNUAL GENERAL REPORT TO BOARD OF DIRECTORS
19th June 2010
FOR
COMMITTEE MEETINGS-June 2010-June 2011

Present, Joyce Scott, and Hugh Stewart -Program Manager

1. Major Projects Undertaken:

July/10-a) Health Department visited Deborah's Home to inspect methods taken for Bed Bugs, due to a complaint reported to them. MOH satisfied what we were doing.

b) **Lyndon Smith, was nominated and elected as President for the year 2010-2011.**

c) **We discussed Hugh Stewart having a succession plan, re; MOH, LHIN Policies**

d) **Milton Horticultural Society -6th Year of landscaping for Deborah's Home, a water fountain was installed in back yard in memory of Adrian Corradb.**

August/10

a) **Bids in for Roof, Air-conditioning, Rear Door, copies were distributed to board of Directors. South Bathroom tub removed, walls re-tiled and shower installed. MOH funding \$12,000.00.**

September/10.

a) **Deborah Joyce Scott, the inspiration of JSNPHI - Deborah's Home, 1990, died September 24th. 2010 at home, Deborah was the first resident and committed Board Member, Donations received in Deborah's Memory combined with Robert Scott's to improve the quality of life for residents, Totaled \$4,036.00.**

October/10

A Plant was installed in memory of Alan Jordan another first resident and committed Board Member.

November/10

a) **Tenders on Projects and Upgrades, approved by the Ministry, based on costs. This is at no cost to the Corporation,**

b) **Property, Semi-annual Inspections were distributed to the Board of Directors with recommendations and approval.**

December/10

a) **New Air-Conditioner and Furnace installed**

b) **Pest Control, sprayed rooms and repeat second time.**

Jan;/2011

a) **Uri Wittenberg chaired a Board of Directors workshop on Partnership, Integration and Merger.**

b) **New Blinds and Valances installed at a cost of \$520.00**

c) **Furniture purchase for Living Room, Cost \$1,559.30, staff Lockers Cost \$689.30.**

Continued.AGM Report:

February/11

- a) **SHRRP - Social Housing, Restoration, Retrofit Program.** completion dates March 31st/11 - over funded by MOH \$28,684.00. Board Members informed this was paid back in full at \$5,000.00 a month
- b) A further sum of \$700.00 received from the Ministry. Possible use to Replace Counter top N; Bathroom.
- c) Budget Reviewed. Board Members approved, submitted February 7th 2011.

March/11

- a) MOH. **requested** an outside Commercial Company to do an inspection report of the property, Carson and Dunlop was chosen - cost \$529.97 with a 4 year warranty.complete report on table for review by Members.

April/11

- a) Purchased New Washing Machine for Main Floor Laundry room - Cost \$1,276.34.
- b) There is a waiting list of people for Deborah's Home of 10 and 15 for Outreach.
- c) Accreditation, Hugh Stewart to have Policy prepared by 3rd party.
- d) End of Year Budget reviewed for 31st March 2011,
- e) MOH notified Hugh Stewart of an additional \$2,100.00 approval, amount will go to Capital Reserve.

May/2010

- a) **SHRRP.Funded Projects -\$40,157.00 -Paid in full.**
- b) **Natural Gas** Hugh Stewart signed up for another 3 years.
- c) Compliance Report, 2 day seminar reported, discussed and reviewed.
- d)Property Spring Inspection completed 12th May 2011,

June/11

- a) Electrical Estimate: includes 7 LED lights for Kitchen, approx; \$2,094.27.

Finally in Conclusion:

All Ministry Budgets and Reviews, have been discussed, reviews and distributed to the Board of Directors for discussion and approval.

Respectfully submitted,



Joyce Scott
Chair- Property Committee.

From Joyce's Corner:

"Singleness of purpose is one of the chief essentials of success in life, no matter what maybe one's aim."

John Rockerfellow - 1874-1960

TO DO LIST/RECOMMENDATIONS
AGM at a Glance - 20th June 2011

INTERIOR

General Conditions of Tenders were distributed to Directors and subsequent Property Committee members.

Projects Completed or in Progress:

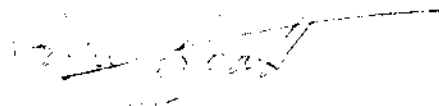
- a) Laundry facilities in Staff washroom installed as back up to Main floor Laundry
- b) Lockers to be installed for Staff's work clothes.
- c) Rear door replacement-in progress
- e) North Bathroom counter Top needs replacing.
- f) South Bathroom toilet gasket to be replaced as it is causing serious large scale damage to the basement ceiling. Cost to repair ceiling \$11,000.00
- g) **Bed Bugs, Further Spraying** was completed to eradicate the Bugs
Hopefully this will ease the concern and stress of our staff and tenants affected
- h) Kitchen Faucet replaced - cost \$115,00.

3. Semi-annual Property Inspection was consists of 2 inspections. one (1) completed 5th November 2010 and a second inspection completed 12th may 2011, written copies were submitted to Management and Board of Directors. Two additional copies on table to view id needed

4. Memorials:

- a) Robert Scott
 - b) Alan Jordan
 - c) Deborah Joyce Scott
- To be decided on type of memorials.

Respectfully submitted,


Joyce Scott (Chair)

From Joyce's Corner:

*"It is through the beauty of communication
that we can achieve our greatest potential," R & J*



DEBORAH'S HOME

Housing & Attendant Services for Adults with Physical Disabilities

TO DO LIST/RECOMMENDATIONS

2nd June 2011

INTERIOR:

1. **General Conditions of Tenders: Copies were distributed to Directors and subsequent Property Committee Members.**
2. **The following items for consideration are on hold or completed and to be addressed at next Property Committee Meeting.**
 - a) **Rear Door replacement - To be Completed - Date: changed to week of 16th May/11**
To-date Doors are not installed.
 - b) **Bedroom Doors -twisted frames.Request to go to the Ministry for funding. for next year.**
 - c) **Hugh Stewart and Committee are recommending that the damage to Basement Ceiling from leaks under Bathrooms have Air Vents installed for easy access to repairs,**
 - d) **North/South Bathrooms Counters needs replacing**
 - e) **South Bathroom-Toilet leak has been repaired, but Water still pooled on floor**
 - **** f) **The Presence of Bed Bugs has been discussed with the Ministry of Health-see report to the Board of Directors. (17/01/2011)**
 - g) **Kitchen Faucet - replaced with a less expensive one Cost \$115.00**
 - h) **Estimate cost of replacing most of Basement Ceiling. \$11,000.00. I Have suggested an Air Vents for access to wiring and plumbing, in case of further repairs needed.**

Joyce Scott - (Chair)

A Cup of Tea

Joyce's Corner:

" If you are cold, tea will warm you. If you are too heated, it will cool you. If your are depressed, it will cheer you. If you are excited, it will calm you."

Have a cup of Tea?

Joyce Scott Non-Profit Homes Inc.

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