

NADLAN-HARRIS  
PROPERTY MANAGEMENT INC.

AN ACMO 2000 COMPANY

## NADLAN-HARRIS PROPERTY MANAGEMENT INC. FALL, 2020 NEWSLETTER

### In This Issue:

- Budgeting the unknown amid the pandemic  
*Planning for unexpected and increasing expenses in condos difficult to anticipate*
- Short-Term Rentals
- The end of the emergency
- Air ventilation in multi-residential buildings  
*How to achieve a healthier indoor environment for your residents*
- Update on the COVID-19 Response and Reforms to Modernize Ontario Act, 2020
- SparcPay

### Message from the President

Dear Board of Directors,

I would like to start this message by thanking everyone for their tremendous efforts in helping Nadlan-Harris on our mission to keep our residents and staff safe during these trying times. We are always striving to provide exceptional service and exceed our clients' experience by being proactive and innovative when it comes to problem solving. But we also know that your input and cooperation are integral in making our partnership successful. Please read through our Fall issue of the Newsletter and enjoy the articles we have chosen for you in hopes that some of these ideas will prove helpful. Happy Fall.

Sincerely,

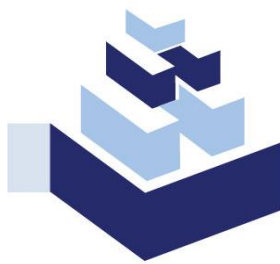


Liron Daniels  
President  
R.C.M., P.P.L., B.E.S.

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## Company News

*We encourage all residents to log into your community website and use the fantastic features, as it is a great means of connecting with the community. **NEW features such as mobile access and consent to receive electronic communication have been implemented.** The platform will allow Nadlan-Harris Property Management Inc. to facilitate better communication, increase efficiency and allow residents an opportunity to provide their valued feedback. We look forward to connecting with you.*



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# Budgeting the unknown amid a pandemic<sup>1</sup>

Planning for unexpected and increasing expenses in condos difficult to anticipate



Condo corporations are facing new budgeting challenges in 2020. Planning for unexpected and increasing expenses—rising costs of contractors, ever-increasing insurance premiums, and reserve fund contributions that are nearing half of an annual budget for older condominiums—is difficult to anticipate.

## How will COVID-19 impact budgeting?

It's [hard to predict](#) what we do not know, but most corporations are incurring new and ongoing expenses, especially for interior common elements with sanitizer stations, disinfectant sprays or services, masks, and perhaps even plexiglass shields. If a corporation did not have a contingency plan, this will likely interfere with the current budget and should be considered as normal costs for next year's budget.

The pandemic has also created novel burdens for contractors who must protect their employees, as well as the buildings they service. Imbedded into their pricing are costs related to personal protective equipment, water and sanitization stations, dealing

options to find long-term savings. While these bylaws are difficult to pass, the recent adoption of virtual

with shortages of staff who may get sick, having to transport employees in separate vehicles, staggering their breaks, and other unknown factors that will undoubtedly add to their fixed costs—paid by the end user. Such measures are unlikely to let up in the near future and should be considered for next year's budget.

Projecting expenses to the end of this financial year will be trickier as some work may be postponed (window cleaning, for instance), artificially undervaluing the spending on particular or multiple categories. Special care must be taken for these missed expenditures; otherwise, you may miscalculate and reduce the next year's budget unwittingly, causing a deficit the following year.

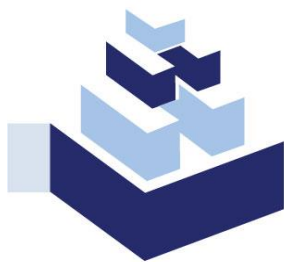
## Finding Savings

A few factors could impact savings goals and significantly alter a budget this year. Insurance premiums have skyrocketed and continue to do so; managing an insurance policy has never been more important. Corporations still operate without standard unit bylaws defining the components which the corporation is responsible to insure within a unit.

Being specific in the policy—sometimes even going to a “shell unit” definition of the standard unit or simply removing high-value finishes such as flooring and countertops—could impact both the premium and claims should they arise. Condo lawyers have a wealth of knowledge on this topic; sometimes money is well spent exploring

owners' meetings and proxy collection makes it easier to reach people on this important topic.

<sup>1</sup> Dolnicianu, A. (2020, September 16). Budgeting the unknown amid a pandemic. *Planning for unexpected and increasing expenses in condos difficult to anticipate*. Condobusiness. Retrieved from <https://www.reminetwork.com/articles/condo-budgeting-challenges/> on September 20, 2020.



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Another hefty expense is contributing to the reserve fund study which is usually fixed for three-year periods—the maximum amount of time in which the Some corporations may have saved money on projects compared to the allowance in the study or facilitated maintenance work to prolong the life of an asset listed in need of significant repair. Working with a corporation's reserve fund study engineer to conduct a pro-forma study can help clarify achievable savings in the contribution for the following year.

### Planning for the Future

Budgeting is a time to prioritize what is important for the community. This year, boards of directors and managers should consider the unit owners whose lives are irrevocably altered by COVID-19, both financially and the way in which they work. Since many people now work from home, certain issues affect them more drastically, such as noise, HVAC issues, elevator matters and waste services. Understanding this dynamic is integral to planning for next year and finalizing the budget accordingly.

study needs to be revised. Doing so prior to the three-year term is beneficial.

The goal now is to be flexible. By the way, budgets can also be revised mid-year if they no longer serve the community well. While managers try to avoid this daunting task, it certainly is an option. Consider whether you have any surplus in the bank. This can help mitigate the unknown factors previously mentioned and those yet to unfold.

Lastly, decide as a group whether you prefer to keep expenses low and tight and risk possible deficit in the following year if you must go over budget, or whether you are more conservative and prefer to have a looser budget which accounts for contingencies. Neither is right or wrong; it just goes to prove each community has its own personality, which is what makes this industry so exciting.

## Short-Term Rentals<sup>2</sup>



The City of Toronto has announced that registration for all short-term rentals begins on September 10, 2020.

Those who wish to use their residence as a short-term rental must register before December 31, 2020.

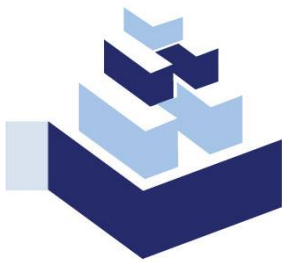
More information on how to register short-term rentals can be found here: [toronto.ca/ShortTermRentals](https://toronto.ca/ShortTermRentals).

By the end of 2020, the GTA will have the largest number of residential condominiums in the world by volume.

As a result, the trend of short-term rentals continues to grow as an alternative to traditional hotels and licensed B&B establishments. There are an increasing number of mobile apps and websites that provide the public with short-term listings for condominium units, home-exchanges, underground parking spaces, and even lockers.

Given the sustained annual population increase in the GTA and growing number of investors entering the

<sup>2</sup> (2020). Short-Term Rentals. Retrieved from <https://www.toronto.ca/community-people/housing-shelter/rental-housing-standards/short-term-rental/> on September 19, 2020.



market, an increase in popularity of short-term rentals will only become more prevalent.

### **Short-term rentals not permitted in your community?**

Here are some actions items boards and property managers can take to help reduce their risk:

- Have security staff report any unusual frequency and high volumes of unfamiliar “visitors” to suites.
- When conducting in-suite annual HVAC and fire alarm inspections, ensure staff identify any indications of short-term rentals.
- Ensure landlords provide proper lease

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agreements, tenant insurance and tenant identification documents prior to move-ins.

- Ensure all site access fobs are registered specifically to individual residents (i.e. 1 per resident).
- Ensure all residents are registered prior to move-ins.
- As landlords are responsible for their tenants, all communication should go through the owners.
- Have rules in place that govern resident behavior and hold both landlords and tenants accountable for their actions.

The time to start preparing is now!

## **The End of the Emergency<sup>3</sup>**

What that means for Condominium Meetings

On July 24, 2020, the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 came into force, ending the declaration of emergency in Ontario. Many of the provisions, including those that allowed for electronic service of notices, virtual meetings, and the delay of meetings, will expire in the coming months.

How does this affect your next condominium meeting? It depends on when your fiscal year ends and whether your meeting must be held on or before November 22, 2020.

#### **Delay of AGMs – When does your fiscal year end?**

During the state of emergency condominiums did not need to hold their AGMs. Now that it is over, here are the new AGM deadlines:

For corporations with fiscal years ending between September 17, 2019 and January 24, 2020: If the last day to hold your AGM is between March 17 and July

24, 2020 (i.e., during the emergency), the AGM must now be held on or before October 23, 2020;

For corporations with fiscal years ending between January 25 and February 24, 2020: If the last day to hold your AGM is between July 25 and August 24, 2020, the AGM must now be held on or before November 22, 2020;

For corporations with fiscal years ending on or after February 25, 2020: If the last day to hold your AGM is August 25 or later, then the emergency delay does not affect you and the last day to hold the AGM is 6 months after the end of your fiscal year.

Note that the timelines for requisition meetings are not affected by the delay. All the timelines for a requisition meeting are the same as they were pre-COVID.

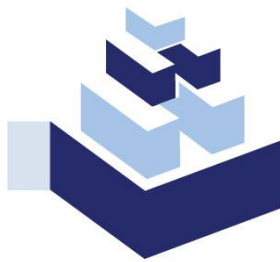
Online Meetings, without a by-law, end November 22, 2020

The last day to hold an online meeting without a by-law is November 22, 2020. Until then, any condominium can:

- hold any meeting of owners online (i.e., virtually) or by telephone.

<sup>3</sup> (2020). The End of the Emergency. *What that means for Condominium Meetings*. Condo Law Newsletter.





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- serve owners or mortgagees by email without getting a written agreement from them first.
- provide all material by email or through a web portal.
- achieve quorum by having owners attend online; and
- record votes by telephone or electronically

After November 22, 2020 – Everything is back to normal (?)

As of today, any meeting held after November 22, 2020 will function as it did pre-COVID.

Condominiums will need to:

- hold in-person meetings, unless the

Corporation has implemented a by-law to allow for online or virtual meetings.

- mail out notices to owners who haven't signed up for email delivery.
- provide paper material to those owners.
- achieve quorum through in-person attendance or by proxy; and
- record votes through a show of hands or by paper ballot.

The Ontario government can extend any of the electronic meeting provisions currently in place with a regulation beyond November 22, 2020, but we do not know when (or if) that will happen.

Condominiums that have not already done so should pass a by-law that allows for virtual meetings before the November 22, 2020 deadline. Talk to your lawyer for more information about passing an electronic meeting by-law at your next meeting. Approval for this by-law is a majority of owners at a meeting not 51% of all units!

## **Air ventilation in multi-residential buildings<sup>4</sup>**

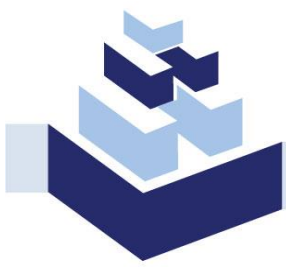


### **How to achieve a healthier indoor environment for your residents**

**Wednesday, September 16, 2020**

As more multi-residential buildings are made to be energy efficient, they are also affecting the quality of the air we breathe. Designed to keep heat and cool air in, airtight buildings contribute to lower energy bills, but they also keep the fresh air out

<sup>4</sup> Smith, K. (2020, September 16). Air ventilation in multi-residential buildings. How to achieve a healthier indoor environment for your residents. Condobusiness. Retrieved from <https://www.remynetwork.com/articles/air-ventilation-in-multi-residential-buildings/> on September 20, 2020.



This is where air ventilation plays an important role. Much like a set of healthy lungs, the goal of ventilation is to keep the clean, fresh air inside while moving the bad air outside. Without that air exchange, moisture can breed mould and mildew, allowing dust mites to flourish, which can lead to a greater risk of health issues in building occupants.

Depending on various factors and rates of exposure, indoor biological pollutants, such as VOCs, CO<sub>2</sub>, moulds, and other allergens, can cause serious health issues to manifest. Some of these biological pollutants have been linked to the onset of asthma, headaches and concentration problems. Furthermore, healthy indoor air quality will allow occupants to breathe better and sleep sounder.

Presently, there is no recommended response for multi-residential building owners in terms of building ventilation as it relates to COVID-19. However, it is important that building systems are functioning as intended to prevent potential ventilation problems that could worsen airborne transmission.

To better understand how we can create healthier homes for current times and into the future, we first need to understand the three types of ventilation systems that can be used, either separately or together. Each system has its own unique benefits that contribute to achieving healthy indoor air quality.

### **Natural ventilation**

Natural ventilation, as the name implies, is the natural movement of air currents that flow through a home uninfluenced by human technology. Wind ventilation, for instance, is achieved by opening windows and doors to allow unfiltered air to circulate through the rooms of a home. This type of ventilation can also occur through a process called infiltration, where fresh air sneaks in through leaks and cracks in the building itself.

The trend towards airtight construction for newer buildings has all but eliminated this source of ventilation. Furthermore, in multi-residential apartment and condo buildings, natural ventilation may not always be possible due to the unit layout. Buildings today that rely solely on natural ventilation may be limiting air exchange to instances in which windows are open.

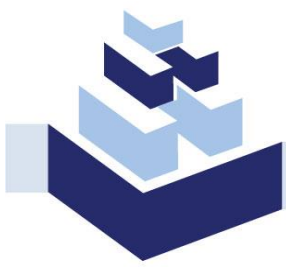
### **Spot ventilation**

A spot ventilation system uses technology to provide ventilation to very specific regions of the home. Most often, these systems are located in basements, attics, and other moisture-prone areas. In multi-residential apartment buildings, spot ventilation is most likely to be found in the form of exhaust fans in kitchens and bathrooms, as they quickly remove polluted air from their isolated location.

Individual room fans are another example of spot ventilation commonly found in multi-residential apartment buildings, and they come in a variety of configurations. Portable models can be placed on the floor or on a table, and mountable units can be permanently installed on a wall or ceiling to circulate the air in a particular spot or room. Spot ventilation, while effective, is rarely the sole form of ventilation in a dwelling and is best used as a supplement to additional ventilation systems that will filter the air.

### **Whole-home ventilation**

Whole-home ventilation systems are the most common form of ventilation found in modern housing. These systems use a series of exhaust ducts and vents located throughout the dwelling to provide man-made, deliberate ventilation and circulated air flow. Boasting the ability to be managed, controlled, and modified entirely by the homeowner, building manager, tenant, or a licensed contractor, these whole-home ventilation systems include exhaust, supply, balanced, Heat Recovery Ventilation (HRV) and Energy Recovery Ventilation (ERV).



In recent years, HRVs and ERVs have become more popular, especially in new builds and renovated properties, allowing for proper ventilation [without sacrificing efficiency](#). HRVs recover heat as they ventilate the air. Their primary purpose is to save energy through tempering the air being returned back into the home by using the heat extracted from the air that is exhausted.

Ideal for some dwellings, an HRV system does not recover energy in the cooling season, and also extracts but does not recover moisture, therefore drying the air and requiring a humidifier to replace the lost moisture in addition to a condensate drain, and in some cases, a condensate pump. Because of this, HRV systems are often not the best option for multi-residential buildings, which would benefit more from an ERV solution.

ERVs recover both heat and cooling energy, tempering with heat in the winter and cold in the summer while also capturing moisture and helping to maintain comfortable relative humidity in the units. ERVs are a year-round stand-alone solution and comfort enhancer ideal for MURBs. With proper ventilation in and out of the home, you can expect the indoor air quality to

improve and residents will be able to breathe and feel better.

ERVs and HRVs can also be uniquely beneficial to the geography of the dwelling. For example, some systems are specially engineered for use in cold climate zones, providing a tempered air supply, humidity control, and a balanced amount of exhaust to help maintain balanced, positive or negative pressure throughout the home.

The importance of indoor air quality on overall wellbeing can't be underscored enough. The quality of the air inside our homes often gets overlooked – you can't see the problem so why look into a solution? However, the benefits of ensuring a home has the best indoor air quality can vastly improve the health of the inhabitants and stop potential side-effects associated with poor air quality. With technological advancements in the ventilation space, we're able to change the standard of indoor air quality for future generations to build healthy home environments regardless of budget or dwelling type.

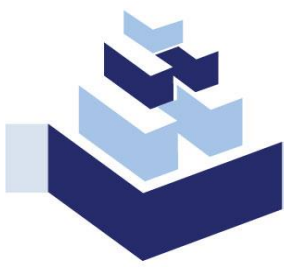
## Update on the COVID-19 Response and Reforms to Modernize Ontario Act, 2020<sup>5</sup>



On May 12, 2020, the Government of Ontario passed [Bill 190](#), which amended the *Condominium Act, 1998* (the “Condo Act”) with a number of temporary changes to help condo communities even further during the COVID-19 pandemic.

The temporary changes were in effect province-wide and retroactive to March 17, 2020, when the Declaration of Emergency was made. According to Part IV.1 of the amended Condo Act, these changes were to remain in effect for the duration of the emergency period, plus an additional 120-day transitional period following its end. The government also has the option to extend the transitional period by regulation.

<sup>5</sup> (2020). Update on the COVID-19 Response and Reforms to Modernize Ontario Act, 2020. Retrieved from <https://www.condoauthorityontario.ca/condominium-living/meetings-voting/new-government-emergency-order-for-condo-meetings/> on September 20, 2020.



[Bill 195](#) marked the end Ontario's emergency period on July 24, 2020, and the beginning of the 120-day transitional period which will end on **November 21, 2020**. This helps us calculate when the temporary changes to the Condo Act will be revoked, and when condo corporations can hold their annual general meetings (AGM).

To assist the condo community in Ontario, the CAO is providing a summary of the temporary amendments to the Condo Act set by the Government of Ontario in the fields below:

### **Updated Annual General Meeting (AGM) Deadlines**

Based on the condo corporation's original deadline to hold the AGM (i.e., within 6 months of the end of the condo corporation's fiscal year), the AGM may be able to be deferred according to the following:

Please note that these deadlines have been set by the Government of Ontario and there will be no further extensions of AGM deadlines.

### **Holding and Voting at Owners' Meetings by Telephonic or Electronic Means**

Condo corporations can hold owners' meetings by telephonic or electronic means, and unit owners and mortgagees will be able to attend, vote and count towards quorum if they:

- Personally connect to the meeting, by calling in or joining an online video chat; or
- Have an individual represent them by proxy (using the [proxy form](#)) to connect to the meeting on their behalf.

After **November 21, 2020**, if corporations want to continue holding and voting at owners' meetings by telephonic or electronic means, then they may consider implementing a by-law.

*The Condo Act defines "telephonic or electronic means" as any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, fax, e-mail, automated touch-tone telephone system, computer or computer networks.*

### **Serving Notices and Meeting Materials**

Condo corporations can use electronic means to deliver meeting related materials (e.g., meeting notices) to unit owners and mortgagees, even if there is not an agreement between them as per [Section 47](#) of the Condo Act regarding electronic delivery).

Any materials meant to be placed before an owners' meeting (e.g., financial statements at the AGM) can be placed by electronic means. Any forms required under the Condo Act can be modified to reflect any temporary changes.

After November 21, 2020, if corporations want to continue to send notices electronically, an agreement will be required with the unit owners.

*Section 54 of the Act was amended to define "electronic means" as any means that uses any electronic or other technological means to transmit information or data, including fax, e-mail, computer or computer networks.*

### **Moving an Owner's Meeting to be Held by Telephonic or Electronic Means**

If a corporation has already issued a Notice of Meeting for an upcoming owners' meeting during the emergency period, they may move the meeting to be held by telephonic or electronic means without the need to send an updated Notice of Meeting.

However, the corporation must inform those entitled to receive the Notice of Meeting of the change in format, in a reasonable time and manner.

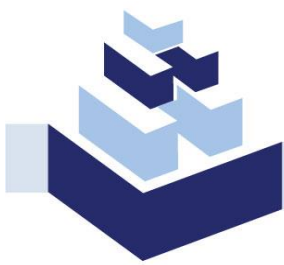
This will not be possible after **November 21, 2020**.

### **Board Meetings**

Board meeting notices can be delivered by electronic means to directors, even if the condo corporation's by-laws specify otherwise. Board meetings can also be held by telephonic or electronic means without the consent of all directors.

This will not be possible after **November 21, 2020**.





Section 11.12 of [Ontario Regulation 48/01](#) defines the types of electronic communication that can be used to hold a board meeting.

### **Holding In-Person Meetings Safely**

Even though the emergency period has ended in Ontario, social distancing requirements under Bill 195 and public health advice have implications for in-person meetings.

Within the Toronto, Peel, and Ottawa public health units, the gathering limits for unmonitored social gatherings and organized public events are 10 attendees for indoor events or gatherings, and 25 attendees for outdoor events or gatherings.

For the rest of the province, Ontario's Stage 3 gathering restrictions allow up to 50 attendees for indoor gatherings provided the attendees can physically distance themselves within the meeting space.

As an AGM can have a large turnout, it is important to check your local and provincial health and safety laws to ensure that all requirements are being adhered to.

### **1. Limit the Chance of Spread**

COVID-19 spreads in three ways: close contact, contaminated surfaces, and common greetings. Each can be limited with a few simple steps:

- Close contact: Attendees must always keep up to two meters apart. Choose a meeting space that can accommodate this distance.
- Contaminated surfaces: Instead of handing out documents, encourage attendees to print at home. Wipe down chairs, tables, handles and other contact points with disinfectant beforehand. For more information on hard-surface disinfectants, click [here](#).
- Common greetings: Proper social distancing means no handshakes or hugs. Greet attendees from a distance.

### **2. Be an Active Leader**

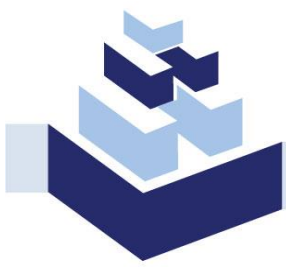
Hosting a meeting will require more dynamic leadership than was necessary before the pandemic. Here is how to actively maintain a safe meeting environment:

- Set aside extra time for pre-meeting preparations.
- Do not be afraid to speak up and remind attendees to follow safety procedures.
- Properly communicate all safety procedures to attendees – clearly, consistently and in advance. Do not let these procedures take them by surprise.

### **3. Additional Tips**

- [Encourage masks or face coverings](#) in addition to social distancing.
- Let attendees know to stay home if they are sick.
- Encourage attendees to think carefully about attending if they are more at risk of experiencing severe COVID-19 symptoms. This includes those who are older, have an underlying medical condition or have a weakened immune system.
- Advise owners to be present and vote by proxy to limit in-person attendees.
- Stagger entry into your meeting space to prevent lineups.
- Add physical markers or floor decals to indicate appropriate social distancing.
- Offer hand sanitizers at entrances.

Corporations can also seek legal advice to make sure that all necessary precautions have been taken to hold an in-person meeting safely.



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## SPARCPAY

Nadlan-Harris has recently teamed up with **SparcPay** and launched a faster and easier method of both approving invoices and paying them. We want our clients' experience to reflect the very best in convenience and financial control. Offering leading edge technology that eliminates outdated and inefficient payment processes is just one of the ways that we are delivering exceptional service and value.

To help your condominium corporation work virtually and improve efficiency we have identified a secure and cost-effective paperless alternative to the current supplier payment process. You are probably aware that sending paper invoices and cheques around for review and approval is time-consuming and inconvenient, particularly in this time of social distancing. We have implemented SparcPay, a web-based application which allows contactless review and approval of supplier invoices via cell phone, tablet or laptop which will be integrated with Nadlan-Harris' accounting software. Board members can review and approve payments digitally from the comfort of their home. You can also reject an invoice or request an adjustment or additional information. Only after obtaining and digitally recording all required approvals, payments may be made via Electronic Funds Transfer (EFT), which is far more secure, reliable, and traceable than mailing a cheque.

Your condominium corporation can get started with SparcPay in two simple steps:

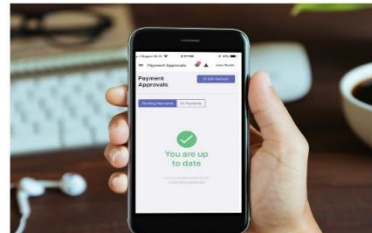
1. Signing an online PAD agreement to allow EFT of approved payments – we will provide a customized link for this.
2. After step 1 is completed you will receive an email invitation to join your corporation's SparcPay site as a digital approver.

Nadlan-Harris Property Management is looking after your best interest in the areas that mean most to you – health, time, and financial control.

Protecting your health is a priority. The World Health Organization recommends digital payments to reduce the risk of infection through contact with paper payments. Cheques passed around for multiple signatures are a risk that is eliminated by digital approval.

Time is the one thing in your life that can't be replaced. Instead of spending time shuffling through paper bills and cheques or chasing down documents you could be reviewing bills in seconds on your phone, tablet or computer at your convenience.

As a diligent board member, you want financial control. SparcPay gives you instant access to digital copies of bills and attachments such as purchase orders, quotes and pictures for current and past payments processed through SparcPay. You can ask a question or reject a bill through the app. And the savings in postage, cheque stock, bank fees, audit fees and your time will more than pay for the per transaction fee of \$3. SparcPay's fee includes all EFT (Electronic Fund Transfer) fees. Should the board be interested in pursuing this form of payment there are options regarding the \$3 per transaction fee; 1) The Corporation can absorb the \$3.00 cost per invoice transaction or 2) communication to the vendors is sent out informing them in order to receive payment via this method, a \$3.00 reduction per invoice will need to be noted on the invoice to receive payment via Electronic Transfer. We would like to know whether this is something you would be interested in, so please send us your feedback. The Canadian Bankers Association recommends EFT transactions to reduce the risk of cheque fraud.

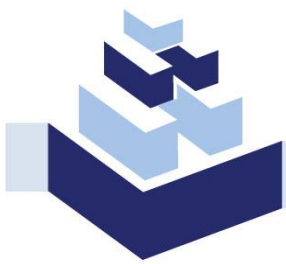


**With SparcPay you can look after your health, save time and have the very best in financial control.**

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# WHAT NADLAN-HARRIS IS DOING ABOUT COVID-19 CORONA VIRUS?

Nadlan-Harris Property Management Inc. deeply cares about our staff's health and safety as well as the communities we work in.

From the beginning Nadlan-Harris has put in place protocols for the safety of our team and residents.

The following protocols have been put in place:

- We have increase **cleaning and disinfecting protocols.** The Nadlan-Harris head office is being sprayed 3 times per week with Hypochlorous Acid, which is a primary disinfectant agent of chlorine solutions.
- Nadlan-Harris head office has introduced the GermGuard Treatment Program, which has been proven to last on a surface for up to 6 months. The GermGuard program kills germs on contacts and is a great addition for in between regular cleaning. The treatment provides antimicrobial protection to high touch surfaces to reduce the risk of transmission of germs. (see pictures below)
- Keyless entry has been installed at Nadlan-Harris head office to minimize the touching of surfaces.
- Social distancing protocol has been put in place
- Keeping a minimum of 6' away from each other.
- We have staggered our head office employees to work from home.
- Remote set up was provided to all employees.

- Accounting personnel rotate their time of coming to head office when needed to pick and drop off information.
- Extra hand sanitizers and spray disinfectant has been supplied at the Head office

We believe in an open communication policy and we constant communicate to all our managers on weekly basis by providing updated information to communicate with their board of directors and the community.

The team at Nadlan-Harris has received some inquires by directors of the board about approval of invoices and cheques being signed. Our team fully understands the concern.

Under the direction of the board, Nadlan-Harris will accept invoice approvals from the board of directors, via email. Cheques can be signed by Liron Daniels the President of Nadlan-Harris Property Management Inc, and only by Liron Daniels. This of course is only temporary. Written direction is needed from the board of directors, to proceed with this option.

The Nadlan-Harris team has been provided Essential Work Documents, in the event they get stopped and questioned as to the intent of their commute

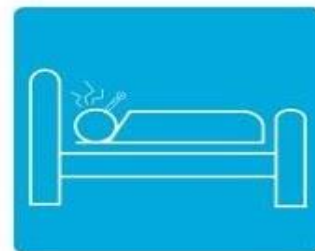
Our head office has been closed to the public since March, and only accommodates visits if it is an urgent matter.



WASH YOUR HANDS

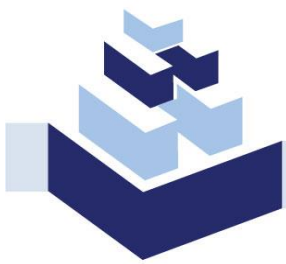


COVER YOUR COUGH



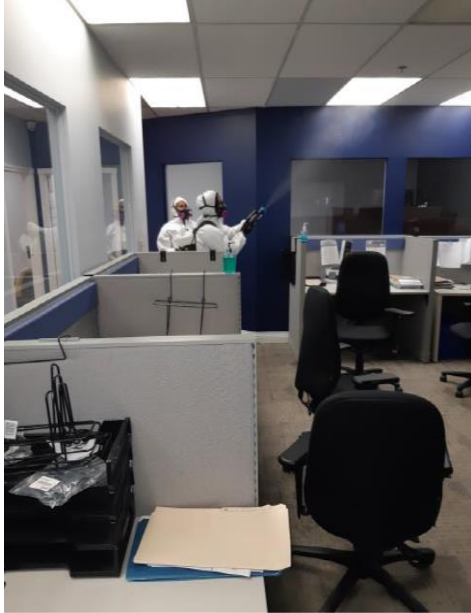
STAY HOME IF SICK





**NADLAN-HARRIS**  
PROPERTY MANAGEMENT INC.

**AN ACMO 2000 COMPANY**



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