

**Carleton
Condominium
Corporation
No. 182**

***OWNER'S
HANDBOOK***

Disclaimer: The material assembled in this handbook endeavors to be as accurate as possible, however, should an error have been made in any of its statements, it is the responsibility of the unit holder to ensure that he/she has the proper facts.

Table of Contents

Introduction	Page 1
What is a Condominium Corporation?	Page 1
Who manages the Corporation?	Page 1
What are the Legal Documents Governing the Corporation?	Page 2
When and Where are the Meetings Held, and Who Calls Them?	Page 4
Financial Information	Page 5
Being a Good Neighbour	Page 7
Renting your Unit	Page 7
Insurance	Page 8
Appendix "A": Corporation's "DECLARATION" including "Description"	
Appendix "B": Corporation By-Laws	
Appendix "C": Corporation Rules Governing Use of Common Areas	
Appendix "D": Rental "Statement of Undertaking" Form	
Appendix "E": Certificate of Insurance	
Appendix "F": Current Board of Directors	

Introduction

This handbook was prepared to provide you with the information that you may require as a resident of this community and an equal owner in this Condominium Corporation.

This is your corporation, and you have both a right and an obligation to participate in decisions that affect it.

A WELL MANAGED CONDOMINIUM CORPORATION CAN HAVE A POSITIVE AFFECT ON THE MARKET VALUE OF EACH UNIT AS WELL AS THE QUALITY OF COMMUNITY LIFE WE SHARE.

**What is a
Condominium
Corporation?**

A condominium is a specific type of property ownership in which the condominium unit owner holds a negotiable title to his/her own unit and, at the same time, shares with fellow owners the title and cost of operation of the balance of the property constituting the condominium.

For more information, the Government of Ontario has prepared a booklet entitled "A Practical Guide to Condominium Living" published through the Ministry of Consumer and Commercial Relations. It is available at any "Access Ontario" office.

As a member of the condominium corporation, you have both rights and obligations. For instance, you have a right to choose your representatives on the Board of Directors and the right to vote on issues that affect the community. You also have an obligation to pay your fair share of the operating costs and you are obliged to maintain your property in a reasonable manner and abide by the rules of common area usage.

The remainder of this handbook will provide information on both your rights and responsibilities.

**Who Manages the
Corporation?**

The Condominium Corporation is managed by two parties: a professional property management company and the Board of Directors.

Management Company

Deerpark management, in its role as the property manager, is responsible for managing the day-to-day activities of the corporation including such items as arranging contracts for snow removal, payment of contracts, arranging for insurance and payment of premiums, arranging for audits of financial

statements, preparing budgets, etc. If you have any questions in this regard, or require information which Deepark would maintain records, they can be reached at:

DEERPARK MANAGEMENT LIMITED
52 - 5450 Canotek Road
Gloucester, Ontario
K1J 9G3

Phone (613) 745-2389
Fax (613) 745-2400

Board of Directors

The Board is made up of five volunteer members elected by the unit holders at the annual meeting. Each member is elected for a two year term. The rules governing eligibility, election, and removal of members of the board are specified in the "Condominium Act of Ontario" (Available through any Access Ontario office for a nominal fee) and the "Declaration of the Corporation" (see Appendix "A").

The Board is responsible for directing the management company on matters such as setting of fees, drafting by-laws, governing permissible uses of common areas, governing maintenance of common and private property, ensuring proper maintenance of property including arranging for maintenance of private property if necessary, etc.

The Board of Directors elects officers of the Corporation from among the board members.

The members of the current Board of Directors are listed in Appendix "F" of this handbook.

What are the Legal Documents Governing the Corporation?

Condominium Act

All condominiums are governed by the "Condominium Act Revised Statutes of Ontario" (current printing as of 1990 01 01 is June 1985 Version). This document is available for a nominal fee from any "Access Ontario" office.

Declaration and Description

Condominium Corporation (Carleton Condominium Corporation Number 182) was legally created when the "Declaration" and "Description" were registered with the appropriate Land Registry office.

The Declaration is similar to the charter of any incorporated entity. The Declaration outlines what constitutes the division of ownership within the Corporation by detailing the common elements, the units, and the percentage each owner has in the common elements.

The Description is a detailed plan of the layout of the development.

A copy of the "Declaration" is provided in Appendix "A" of this handbook. The "Description" is included as Schedule 'A' of the "Declaration"..

By-Laws

The Board of Directors may pass by-laws, not contrary to the Act or the Declaration, for such items as:

- governing the number, qualification, nomination, election, term of office, meeting, quorum, functions, and remuneration of the directors;
- governing the management of the property;
- governing the maintenance of units and common elements;
- governing use and management of assets;

Any by-law, to be effective, must be confirmed by owners who own not less than 51% of the units at a meeting duly called for that purpose. The corporation must register a copy of the by-law together with a Certificate executed by the corporation that the by-law was made in accordance with the "Condominium Act". Until the by-law is so registered, it is ineffective.

A copy of existing by-laws is provided in Appendix "B" of this handbook.

Rules Governing Usage of Common Elements

The Board of Directors may make rules respecting the use of common elements and units or any of them to promote the safety, security, or welfare of the owners, or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and other units.

The rules are similar to by-laws in terms of compliance and enforcement. However, rules are effective 30 days after notice has been given to each owner, unless there is a written requisition from owners (section 19 of the Condominium Act) requiring an owners meeting, at which time the rule becomes effective upon approval at the meeting. The rules do not need to be registered in the same manner as by-laws.

Existing rules are provided in Appendix "C" of this handbook.

**When and Where
are the Meetings
Held, and Who
Calls Them?**

Annual Meeting

The fiscal year of the corporation is from November 1 to October 31. In order to approve the Auditor's statement at the annual meeting. The meeting will usually be scheduled during the first week of February, following the fiscal year end. There will be a written notice issued at least 10 days prior to the meeting confirming the date, time, and location of the meeting as well as providing the necessary information for discussion at the meeting.

Board Meetings

The Board of Directors meets on an as required basis but should attempt to meet quarterly. Attendance at the meeting by any unit owner is permitted, but notice is not generally given. Therefore, contact a board member indicating you would like to be informed about the next meeting.

Other Meetings

Any group of owners representing 15% of the units can send a written requisition to the board requesting a meeting of the owners and if not called within 30 days, can call it themselves within 60 days (section 19 of the Condominium Act).

As well, the board or any mortgagee holding mortgages on more than 15% of the units can call a meeting at any time.

**Financial
Information**

General

The Corporation is responsible for collecting fees from unit holders and expending the funds necessary to maintain the common areas.

A brief description of the revenues and expenses is provided along with the philosophy of the reserve fund.

The numerical details on audited statements, current budgets, and reserve fund forecasts and investments are usually distributed prior to the annual meeting.

Revenues

There are primarily 3 sources of revenue:

- a) Common Element Assessment: These are the proceeds of the fees each unit holder pays towards maintenance of the common elements.
- b) Interest: The reserve fund and cash holdings collect interest.
- c) Miscellaneous: Mainly, this is from the fee charged for the issuance of estoppel certificates when units change hands.

Expenses

The following are the major expense categories:

- a) Insurance: The Condominium Act requires that all property be insured by the corporation. This insurance will restore private and common elements to original specification in the event of damage. Your condominium insurance should provide for any upgrades to your unit as well as content loss.
- b) Legal and Audit: The corporation finances must be audited, and legal assistance may be required from time to time.
- c) Management Fees: This is the cost of having Deerpark Management manage the day to day activities (recognizing that the directors are volunteers).
- d) Office: This represents miscellaneous office supply costs.

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- d) Office: This represents miscellaneous office supply costs.
- e) Repairs and Maintenance: General repairs and maintenance of the common elements. The corporation may not pay for repairs to

Being a Good Neighbour

The Board of Directors generally attempts to keep the number of bylaws and House rules to a minimum.

The need for these can be avoided if each of us (and our tenants if we rent our units), respect each others property.

The following are some general guidelines about being a good neighbour:

- Maintain your property -- the appearance of your property affects the appearance (and value) of the entire village. Do your best to keep it in top shape.
- Share the common areas -- remember they are not there for your exclusive use. This means:
 - Keeping the fire lanes clear on Trafford Lane;
 - Not parking trailers and setting up tent trailers on common elements that block the view of other units and are generally unsightly;
 - Not parking commercial vehicles on Trafford Lane;
 - Cleaning up garbage. We do not hire someone to clean the street, so if you see some wind blown debris -- pick it up.
 - Respect other unit holder's property, for example: don't shoot pucks against private fences; don't throw snow into another unit's backyard.
 - Keep the noise late at night down.

If a persistent problem arises, the board will have to act to eliminate the problem, which will hopefully be unnecessary.

Renting Your Unit

There are no restrictions prohibiting you from leasing or renting your unit. However the owner must notify the Corporation of the lease. A form for the "Statement of Undertaking" is provided in Appendix 'D' of this handbook.

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The lessee is as responsible as the owner to the corporation and must comply with the by-laws and rules.

Insurance

As mentioned in the Financial Information section, the Corporation is legally bound to provide "Master" insurance on all units and common areas as well as liability insurance.

The "Master" policy covers the building(s) or units and the Legal Liability of the Condominium Corporation. It does not cover the contents of individual units or the improvements and betterments made to the interior of the unit by yourself at your expense. These items should be covered by a Condominium Unit Owner's Package Policy.

A common Unit Owner's Package Policy is designed to cover the contents of your unit, furnishings, appliances, dishes, clothing and linens, etc., as well as any improvements or betterments made to the unit by yourself. An example of the latter would be a finished recreation room, wallpaper or panelling, application of mirrored glass to the walls, etc. To make sure that these items are covered by your policy, it is necessary to increase the amount of insurance by the value of each improvement. Many policies already contain a limit to this coverage and you should be sure to check whether this would have an effect on your circumstances.

Also included in the Condominium Owner's Package Policy is Liability coverage, protecting you and your family against the possibility of a bodily injury and/or property damage claim being made against you for your negligence. Other supplementary coverages are often included in the package policy and these may be discussed when talking to your Broker.

Like all other Personal line coverage, the package may have many other floater coverages for such items as jewellery, furs, cameras, firearms, fine arts, stamps and coin collections, and watercraft, etc.

It is most important that you discuss your particular requirements with your Broker.

For your information, a copy of the "Master" policy insurance certificate is provided as Appendix "E" of this handbook.