Ontario

Ministry of Government and Consumer Services

Periodic Information Certificate

Information for owners about the corporation

Instruction

This form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. Please note that to print the form, the form must be saved, opened, and printed from your local device. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

1. General information about the corporation

Name of the condominium corporation

Carleton Condominium Corporation No. 424

The address for service of the corporation

Unit Number	Street Number	Street Name	PO Box
205	1600	Lapreriere Ave	

City/Town	Province	Postal Code
Ottawa	ON	K1Z 8P5

The condominium manager, management provider, or any other person responsible for management of the property ☐ Not applicable

Name	Address for Service	Email Address (optional)
i. Nadia Freeman	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 424	service424@cimanagement.ca

Additional ways to deliver requests for records to the corporation

The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above ☑ Not applicable

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: ☐ Not applicable

service424@cimanagement.ca

Instruction for the person filling out this form: If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

Email

Number of leased units

The corporation has received notice under s. 83 of the *Condominium Act, 1998* that 0 unit(s) was/were leased during the current fiscal year.

© Queen's Printer for Ontario, 2018

Disponible en français

2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i. Robert Buchan	☑ Director ☑ Officer a. ☐ is a party to a legal action to which the corporation is a party b. ☐ was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. ☐ has contributions to the common expenses that are in arrears for 60 days or more d. ☐ has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title President	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 424	service424@cimanagement.ca
ii. Rita De Ruysscher	☑ Director ☑ Officer a. ☐ is a party to a legal action to which the corporation is a party b. ☐ was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. ☐ has contributions to the common expenses that are in arrears for 60 days or more d. ☐ has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title Vice-President	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 424	service424@cimanagement.ca
iii. Peter Eddison	☑ Director ☑ Officer a. ☐ is a party to a legal action to which the corporation is a party b. ☐ was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. ☐ has contributions to the common expenses that are in arrears for 60 days or more d. ☐ has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title Treasurer	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 424	service424@cimanagement.ca

3. Insurance information about the corporation

The corporation has obtained and maintained all of the insurance required by the *Condominium Act*, *1998* or that is otherwise legally required, at all times during the current fiscal year.

☑ Yes ☐ No

If an owner, a lessee of an owner or a person residing in the owner's unit causes damage to the condo property, the condo corporation may be required to add the cost of repairing the damage or the deductible limit of the corporation's required insurance policy, whichever is less, to the owner's common expenses, or the corporation may seek to recover the amount from the owner in another manner. This could be affected by a by-law the corporation may have passed under s. 56 (1)(i) of the *Condominium Act, 1998*.

Complete the following information for each insurance policy of the corporation:

Insurance Policy (**Instruction:** Provide a brief description)	Deductible (**Instruction:** Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the *Condominium Act, 1998* or as a result of a by-law passed under s. 56 (1) (i) of the Act.
i. Intact Insurance Company Policy No. 501200385 Expiring 2021-07-08	See attached certificate	

The Corporation has obtained and maintained the insurance policy described in section 39 of the *Condominium Act, 1998*

☑ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 99 of the *Condominium Act, 1998*

☑ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 102 of the *Condominium Act, 1998*

☑ Yes ☐ No

The corporation has or had a legal obligation to maintain insurance, aside from the insurance described in section 39, 99, and 102, at any time during the fiscal year

☐ Yes ☑ No

If no, an explanation may be provided here

Information about the "standard unit"

☑ The standard unit is described in a by-law made under s. 56 (1) (h) of the *Condominium Act, 1998*

► The bylaw number is 4

☐ The standard unit is not described in a bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have a schedule, referred to in s. 43(5)(h) of the *Condominium Act, 1998* setting out what constitutes a standard unit

☑ A certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed with this information certificate.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

4. Financial information about the corporation

Budget

The budget of the corporation for the current fiscal is accurate and may result in:

☐ a surplus of: _____

☐ a deficit of: _____

☑ neither a surplus nor a deficit

Reserve Fund

The balance in the reserve fund	Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates)
$93,613.53	2021/03/31

The balance of the reserve fund at the beginning of the current fiscal year was:
$83,379.80

In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is:
$47,550.00

The anticipated expenditures to be made from the reserve fund in the current fiscal year, in accordance with the corporation's budget, amount to:

Description of expenditure	Amount
i. Reserve Fund Study Update	$4,900.00

The current plans, if any, to increase the reserve fund under a plan proposed by the board under subsection 94(8) of the *Condominium Act, 1998* for future funding of the reserve fund are
2% increase per year.

The corporation has an outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*:

☐ Yes ☑ No

5. Legal actions relating to the corporation

The corporation is currently a party to a legal action:

☐ Yes ☑ No

6. Outstanding judgements relating to the corporation

The corporation currently has outstanding judgments against it:

☐ Yes ☑ No

7. Disclosure information from directors of the corporation

☐ Copies of statements and information provided to the board during the current fiscal year under section 11.10 of O. Reg. 48/01 under the *Condominium Act, 1998* are enclosed with this information certificate

8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.1 of the *Condominium Act, 1998* during the current fiscal year:

☑ Yes ☐ No

The corporation complied with its assessment fee obligations, if any, under s. 1.30 (6) of the *Condominium Act, 1998* during the current fiscal year:

☑ Yes ☐ No

A copy of any compliance order made by a Registrar directing the corporation, or a director or officer of the corporation, to comply with subsection 1.30(6), any provision of Part II.1 or subsection 132 (9) of the *Condominium Act, 1998*, is enclosed with this certificate, unless the corporation, director or officer of the corporation, has taken the required steps for a hearing by the License Appeal Tribunal in respect of the compliance order, under section 134.1 of the *Condominium Act, 1998*.

☐ Yes ☑ Not applicable

9. Other information about the corporation that is required by a corporation's by-laws

☑ Not applicable

☐ A by-law of the corporation requires additional information to be included with this certificate. The additional information required by the by-law is included below, or is enclosed with this certificate as a separate document.

Note for common elements condominium corporations: If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

Dated this 31 (day of month) day of May (month), 2021 (year).

ARTHUR J. GALLAGHER CANADA LIMITED

11 Holland Avenue, Suite 410 | Ottawa ON K1Y 4A1
direct: 613.907.3352| fax: 613.907.3351

CERTIFICATE OF INSURANCE FOR CONDOMINIUM UNIT OWNERS

INSURED:	CARLETON CONDOMINIUM CORPORATION #424
INSURER:	INTACT INSURANCE COMPANY
AGENCY:	Arthur J. Gallagher Canada Limited
MAILING ADDRESS:	C/O Capital Integral Property Management 1600 LAPERRIERE AVENUE, SUITE 205, OTTAWA, ON K1Z 1B7
LOCATION OF RISK:	25-45 BITTERN COURT, ROCKCLIFFE PARK, ON K1L 8K9
AMOUNT OF INSURANCE:	A) $6,206,265 Building B) $5,000,000 Commercial General Liability C) $2,000,000 Directors & Officers Liability
LOSS PAYABLE:	ALL REGISTERED MORTGAGEES FROM TIME TO
EFFECTIVE DATES:	TIME JULY 8th, 2020 TO JULY 8th, 2021

A) DIRECT PROPERTY DAMAGE INSURANCE

The company named above hereby covers the insured for the perils of insurance described, subject to their terms and conditions of policy #501200385 with INTACT Insurance Company of Canada and its attached forms. This certificate verifies that full Insurance to value based on replacement cost, as provided by the insured at the inception of the policy, has been effected on all building owned by the corporation , excluding individual owners improvement made beyond the Standard unit.

Deductibles: $2,500 general deductible; $25,000 flood; 5% or min $100,000 earthquake; $5,000 sewer back-up; Water damage $10,000

B) LIABILITY INSURANCE

This Certificate further verifies that the interest of the Carleton Condominium Corporation # 424 and the person who from time to time become owners of the individual units as their interest may appear from time to time are covered for insurance under policy #501200385 with INTACT Insurance Company of Canada. Such policy provides protection for claims arising out of the ownership of the property described above. It should be noted that the liability coverage does not, in any way, provide personal liability insurance for the individual unit owner or occupants. **Deductible: $1,000 property damage**

C) DIRECTORS & OFFICERS LIABILITY

This Certificate further verifies that The Directors and Officers of the Carleton Condominium Corporation # 424 are covered under policy #501200385 with INTACT Insurance Company of Canada, for Professional Liability due to their wrongful acts.

Deductible: $1,000

This policy may be cancelled on written consent of the Condominium Corporation or sixty (60) days notice by the insured in accordance with the cancellation clause contained in each policy.

It is understood that this certificate does not purport to describe all of the terms and conditions of the policies described above. Reference should be made to the master policy provided by the Board of Directors of the Condominium Corporation.

IN WITNESS WHEREOF, THE INSURER, THROUGH THEIR DULY AUTHORIZED REPRESENTATIVE FOR THIS PURPOSE HAVE EXECUTED AND SIGNED THIS AGREEMENT.

DATE: July 3, 2020

Authorised Representative C Bose

Arthur J. Gallagher Canada Limited

CCC 424 -- 2021 Budget

	Budget 2021
Monthly Fee	*1,050*
Revenues (Fees)	138,600
Miscellaneous Income	
Special Assessment	
Reserve Fund Cont	47,550
Operating Budget	91,050
Professional Fees	1,500
Office Expense	600
Bank Service Fees	300
Insurance	15,000
Management Fees	7,350
TOTAL Adminstration	24,750
Landscaping	23,900
Snow Removal	16,000
Window Cleaning	2,900
General Building Repairs	6,000
TOTAL Repairs & Maintenance	48,800
Hydro	4,000
Water	13,500
TOTAL Utilities	17,500
TOTAL EXPENSES	91,050
NET OPERATION INCOME	0

CCC 424 Condo Fee Schedule

			FY 01Jan-31Dec	2020	2021
			Fiscal Budget	$131,700.00	$138,600.00
			Monthly Budget	$10,975.00	$11,550.00
			Price per share	$109.75	$115.50
Unit	**Suite**	**Suite Percentage**	**Total Percentage**	**Monthly Condo Fees**	**Monthly Condo Fees**
25	25 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
27	27 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
29	29 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
31	31 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
33	33 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
35	35 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
37	37 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
39	39 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
41	41 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
43	43 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
45	45 Bittern Court	9.0909	**9.090909**	**$997.73**	**$1,050.00**
			99.999999		

11 Voting Units/Suites

xx Parking Units

xx Storage Units

xx Legal Units