

## PERIODIC INFORMATION CERTIFICATE

*Information for owners about the corporation*

2020 April 30

**Ottawa Carleton Standard Condominium Corporation No. 1020**  
**Two The Parkway**

### 1. GENERAL INFORMATION ABOUT THE CORPORATION

Property Manager:	Yawar Khan - service1020@cimanagement.ca
Property Manager:	Michelle Richards
Mailing Address/ Address for service:	Capital Integral Property Management 205-1600 Laperriere Avenue Ottawa, ON K1Z 8P5 ATTN: OCSCC 1020

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: service1020@cimanagement.ca

The method of electronic communication is email for required documentation so long as written approval is obtained by the Management company from the intended recipient. If no permission is granted the other methods of communication as per the Act must be used.

Management is updating documents to the Owner Portal for the corporation at [www.cimanagement.ca](http://www.cimanagement.ca) with relevant documentation. Therefore a Request for Records is not necessary for most core documentation.

#### Number of leased units

The corporation's understanding is 5 unit(s) in the condominium are owned by non-resident owners as of the date of this certificate, but the corporation has not received notice under s. 83 of the *Condominium Act, 1998* respecting all of those leased units during the current fiscal year.

### 2. DIRECTORS AND OFFICERS OF THE CORPORATION

Greg Brown, Director, President, OOP, 13 November 2019-2021  
Danny Baldwin, Director, Vice-President, 13 November 2019-2020  
Marion Molloy, Director, Treasurer, 13 November 2019-2021  
Judy Rash, Director, Secretary, 2019 March 27-2020  
Raina Ho, Director, 2019 March 27-2020

Not applicable for any current director:

- ☐ 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

Address for service: Capital Integral Property Management  
205-1600 Laperriere Avenue  
Ottawa, ON K1Z 8P5  
ATTN: Board of OCSCC 1020

Email Address: service1020@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 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 clause 56(1)(i).

The corporation's deductibles for each required insurance policy are:

Policy	Deductible Amount	Maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
Aviva Insurance Company Of Canada Policy No. 81768773 Expiring 2021 April 01 <b>You must provide a copy to your insurer to ensure you are duly covered.</b>	See attached certificate	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

☒ No ☐ Yes

#### 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 standard unit is not described in a by-law made under s. 56(1)(h) of the *Condominium Act, 1998*.

☒ The corporation has 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.

#### 4. FINANCIAL INFORMATION ABOUT THE CORPORATION

##### Budget

The budget of the corporation for the current fiscal year is NOT accurate and may result in:

☐ a surplus of: ☒ a deficit of: \$9,598  
☐ neither a surplus nor a deficit

##### Reserve Fund

As of the last day of the quarter to which the information certificate relates: the balance in the reserve fund was \$217,851 (unaudited) as of 2020 February 29

The balance of the reserve fund at the beginning of the current fiscal year was \$113,142 (audited) as of 2019 June 01.

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: \$147,566

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

Description of expenditure	Amount
<b>Expenditures Anticipated in the 2018 Reserve Fund Study:</b>	
None anticipated for the current fiscal year in the reserve fund study.	

<b>Actual Expenditures:</b>	
Reserve - Electrical	\$7,768

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: 27.1% increase in 2020/2021, 4.6 increase in 2021/2022 and 2% increase in contributions per year, until the next reserve fund plan is completed

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

☐ Yes ☒ No, the Tarion warranty process is underway.

## 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.

☐ Not applicable

## 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.

**ATTACHMENTS**

Insurance Certificate

Budget

Disclosure Information from Directors



GIFFORD CARR INSURANCE  
GROUP



## Certificate of Insurance

as represented by  
AVIVA INSURANCE COMPANY OF CANADA  
(Herein called the Company)

INSURED: Ottawa Carleton Standard Condominium Corporation Number 1020

ADDITIONAL INSURED: All Registered Unit Owners From Time To Time

LOCATION OF RISK: 2 The Parkway, Kanata ON K2K 2B6

AMOUNT OF INSURANCE ON BUILDING: \$21,181,300.00

DEDUCTIBLES:  
All Other Perils: \$5,000.00  
Earthquake: 5% of \$21,181,300.00 (Minimum of \$100,000.00)  
Flood: \$15,000.00  
Sewer backup, Water Damage & Freezing: \$10,000.00

EFFECTIVE & EXPIRY DATES: April 1, 2020 to April 1, 2021

LOSS PAYABLE: THE INSURED AND ALL REGISTERED MORTGAGEES WHO ARE FROM TIME TO TIME SECURED BY THE LANDS AND PROPERTIES OF OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION NUMBER 1020.

### DIRECT DAMAGE

The Company named above hereby cover the Insured for the perils of insurance described, subject to the terms and conditions of POLICY NUMBER 81768773 and its attached forms.

This Certificate verifies that full Insurance of Value based on the replacement cost, as provided by the Insured at the inception of the policy and each subsequent renewal thereof, has been effected on all buildings owned by the Corporation, excluding Individual Owners Improvements made at the time of or after the original purchase or as described in the standard unit bylaw.

The Insurance reads in the name of and the persons who from time to time become owners of individual units.

### LIABILITY INSURANCE

This Certificate further certifies that the interests of OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION NUMBER 1020 and the persons who from time to time become owners of individual units are covered for Comprehensive General Liability under POLICY NUMBER 81768773 of this Insurer, such provides protection for claims arising out of the ownership of the property described above.

It should be noted that this liability coverage does not, in any way, provide Personal Liability Insurance for the Individual Unit Owners.

This policy may be cancelled at any time on written consent of the Condominium Corporation to the Insurer, or by the Insurer giving sixty days notice in writing to the Insured. Cancellation must be in accordance with the cancellation clause contained in the Master Policy.

In witness thereof, the Insurer through their duly Authorized Representative for this purpose have executed this agreement. Dated at Ottawa, Ontario this 1<sup>st</sup> day of April 2020.

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 Policies as effected by the Board of Directors of the Condominium Corporation.

<b>OCSCC 1020</b>				
<b>Budget 2019/20</b>				
	<b>Budgeted 2018/19</b>	<b>Actual to February 28 2019</b>	<b>Projected EOY</b>	<b>Budget 2019/20</b>
<b>Summary</b>				
Revenue	343,559	257,431	343,434	382,392
Expenses	343,559	232,682	304,050	382,392
Surplus/Deficit	0	24,749	39,384	0
	0			
<b>Category</b>				
Utilities	102,992	53,229	69,699	76,000
Contracts	80,661	65,281	88,442	92,772
Maintenance	18,200	11,438	16,962	22,250
Administration	58,141	29,715	45,382	43,803
Reserve	83,566	73,019	83,566	147,566
<b>Revenue</b>				
Common Element Fees	343,559	255,522	341,434	382,192
Guest Suite Party Room income		200	200	200
Misc. Income		1,709	1,800	0
<b>Total Income</b>	<b>343,559</b>	<b>257,431</b>	<b>343,434</b>	<b>382,392</b>
<b>EXPENSES</b>				
<b>Utilities</b>				
Gas	42,400	12,277	17,370	20,000
Hydro	36,322	24,018	30,783	35,000
Water and Sewer	21,300	15,994	20,360	20,000
Phone/Internet/Cable	2,970	941	1,186	1,000
<b>Subtotal Utilities</b>	<b>102,992</b>	<b>53,229</b>	<b>69,699</b>	<b>76,000</b>
<b>Contract Expenses</b>				
Fire Alarm Monitoring	3,559	825	625	350
Cleaning	15,000	16,950	20,747	23,052
Waste Management	5,000	4,453	5,457	5,500
Window Cleaning	6,000	5,079	5,079	6,000
Fire Protection	0	3,187	3,808	4,000
HVAC	13,000	9,323	12,430	13,000
Generator	13,602	6,621	15,371	15,370
Elevator	13,500	11,589	13,153	13,500
Landscaping	2,000	1,870	1,870	2,000
Snow Removal	9,000	5,384	9,901	10,000
<b>Subtotal Contracts</b>	<b>80,661</b>	<b>65,281</b>	<b>88,442</b>	<b>92,772</b>

	Budgeted 2018/19	Actual to February 28 2019	Projected EOY	Budget 2019/20
<b>Maintenance Expenses</b>				
Chargebacks	0	5,960	5,960	0
Owner Chargeback Revenue	0	-7,008	-7,008	0
Building Supplies	1,000	1,893	2,200	1,000
General Repair and Maintenance	8,000	2,124	2,600	8,000
Emergency Calls	0	271	271	300
Waste System	0	341	341	1,000
Plumbing	0	347	1,100	1,250
Electrical R&M	2,000	183	200	1,000
Garage	700	498	498	700
Fire System	0	226	500	500
HVAC R&M	500	5,316	7,250	500
Elevator	0	450	450	500
Common Rooms	0	836	2,600	1,500
Carpet Cleaning	1,000	0	0	1,000
Capital Improvements	5,000	0	0	5,000
<b>Subtotal Maintenance Expenses</b>	<b>18,200</b>	<b>11,438</b>	<b>16,962</b>	<b>22,250</b>
<b>Administrative Expenses</b>				
Property Management Fees	21,607	15,970	21,607	22,255
CAO Fee	570	797	1,175	427
Office Fees	1,000	192	350	500
Bank Charges	365	440	540	556
Insurance Expense	15,649	9,935	12,142	14,815
Professional Fees	6,700	0	0	1,000
Audit	4,250	3,593	10,780	4,250
Contingency	6,500	-1,212	-1,212	0
Petty Cash	1,500	0	0	0
<b>Subtotal Admin Expenses</b>	<b>58,141</b>	<b>29,715</b>	<b>45,382</b>	<b>43,803</b>
<b>Subtotal Total Expenses</b>	<b>259,993</b>	<b>159,663</b>	<b>220,484</b>	<b>234,826</b>
Reserve Appropriation	83,566	73,019	83,566	147,566
<b>Total Expenses</b>	<b>343,559</b>	<b>232,682</b>	<b>304,050</b>	<b>382,392</b>
<b>Surplus/Deficit</b>	<b>0</b>		<b>39,384</b>	<b>0</b>



**Disclosure by Candidate for Election or Appointment to the Board**  
(Pursuant to Section 29 of *Condominium Act, 1998* and Section 11.6 of Regulation 48/01)

DATE: 24 Oct 19

To: \_\_\_\_\_ Condominium Corporation No 1020

From: Greg Brown (Please print candidate's name)

Please check any box that applies to you, and attach details (where indicated):

<b><u>INVOLVEMENT IN CERTAIN LEGAL ACTIONS:</u></b>  The candidate, or certain members of the candidate's family, is/are involved in a legal action also involving the condominium corporation.	YES <input type="checkbox"/>  If yes, please attach details.	NO <input checked="" type="checkbox"/>
An occupant of the unit is involved in a legal action also involving the condominium corporation (if the unit is owned by the candidate or by the candidate's spouse, or if the unit is also occupied by the candidate).	YES <input type="checkbox"/>  If yes, please attach details.	NO <input checked="" type="checkbox"/>
<b><u>CONVICTED OF AN OFFENCE:</u></b>  The candidate has been convicted of an offence under the Condominium Act or Regulations in the previous 10 years.	YES <input type="checkbox"/>  If yes, please attach details.	NO <input checked="" type="checkbox"/>
<b><u>INTEREST IN CERTAIN CONTRACTS OR TRANSACTIONS:</u></b>  The candidate has a material interest in a contract or transaction to which the condominium corporation is a party.	YES <input type="checkbox"/>  If yes, please attach details.	NO <input checked="" type="checkbox"/>
The candidate has a material interest in a contract or transaction to which the declarant or declarant affiliate is a party.	YES <input type="checkbox"/>  If yes, please attach details.	NO <input checked="" type="checkbox"/>
<b><u>OWNER 60 DAYS IN ARREARS:</u></b>  The candidate is an owner and is 60 days (or more) in arrears in payment of common expenses.	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b><u>OWNER:</u></b> The candidate is an owner of a unit in the condominium.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b><u>OCCUPANT:</u></b> The candidate is an occupier of a unit in the condominium.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I certify that I have provided the above information in fulfillment of my disclosure obligations in Section 29 of the *Condominium Act, 1998* and/or Section 11.6 of Regulation 48/01.

Signature of Candidate: X 

**Disclosure by Candidate for Election or Appointment to the Board**  
**(Pursuant to Section 29 of *Condominium Act, 1998* and Section 11.6 of Regulation 48/01)**

DATE: Oct 24/19  
 To: THE BOARD Condominium Corporation No. 1020  
 From: Danny Baldwin (Please print candidate's name)

Please check any box that applies to you, and attach details (where indicated):

<b>INVOLVEMENT IN CERTAIN LEGAL ACTIONS:</b>  The candidate, or certain members of the candidate's family, is/are involved in a legal action also involving the condominium corporation.  <i>If yes, please attach details.</i>	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
An occupant of the unit is involved in a legal action also involving the condominium corporation (if the unit is owned by the candidate or by the candidate's spouse, or if the unit is also occupied by the candidate).  <i>If yes, please attach details.</i>	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
<b>CONVICTED OF AN OFFENCE:</b>  The candidate has been convicted of an offence under the Condominium Act or Regulations in the previous 10 years.  <i>If yes, please attach details.</i>	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
<b>INTEREST IN CERTAIN CONTRACTS OR TRANSACTIONS:</b>  The candidate has a material interest in a contract or transaction to which the condominium corporation is a party.  <i>If yes, please attach details.</i>	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
The candidate has a material interest in a contract or transaction to which the declarant or declarant affiliate is a party.  <i>If yes, please attach details.</i>	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
<b>OWNER 60 DAYS IN ARREARS:</b>  The candidate is an owner and is 60 days (or more) in arrears in payment of common expenses.	YES  <input type="checkbox"/>	NO  <input checked="" type="checkbox"/>
<b>OWNER:</b> The candidate is an owner of a unit in the condominium.	YES  <input checked="" type="checkbox"/>	NO  <input type="checkbox"/>
<b>OCCUPANT:</b> The candidate is an occupier of a unit in the condominium.	YES  <input checked="" type="checkbox"/>	NO  <input type="checkbox"/>

I certify that I have provided the above information in fulfillment of my disclosure obligations in Section 29 of the *Condominium Act, 1998* and/or Section 11.6 of Regulation 48/01.  
 Signature of Candidate: X Danny Baldwin

# **Disclosure by Candidate for Election or Appointment to the Board**

(Pursuant to Section 29 of *Condominium Act, 1998* and Section 11.6 of Regulation 48/01)

DATE: OCT 23, 2019

To: \_\_\_\_\_ Condominium Corporation No. 1020

From: MARION MOLLOY (Please print candidate's name)

Please check any box that applies to you, and attach details (where indicated):

<b><u>INVOLVEMENT IN CERTAIN LEGAL ACTIONS:</u></b>  The candidate, or certain members of the candidate's family, is/are involved in a legal action also involving the condominium corporation.	YES  If yes, please attach details.	<input checked="" type="radio"/> NO
An occupant of the unit is involved in a legal action also involving the condominium corporation (if the unit is owned by the candidate or by the candidate's spouse, or if the unit is also occupied by the candidate).	YES  If yes, please attach details.	<input checked="" type="radio"/> NO
<b><u>CONVICTED OF AN OFFENCE:</u></b>  The candidate has been convicted of an offence under the Condominium Act or Regulations in the previous 10 years.	YES  If yes, please attach details.	<input checked="" type="radio"/> NO
<b><u>INTEREST IN CERTAIN CONTRACTS OR TRANSACTIONS:</u></b>  The candidate has a material interest in a contract or transaction to which the condominium corporation is a party.	YES  If yes, please attach details.	<input checked="" type="radio"/> NO
The candidate has a material interest in a contract or transaction to which the declarant or declarant affiliate is a party.	YES  If yes, please attach details.	<input checked="" type="radio"/> NO
<b><u>OWNER 60 DAYS IN ARREARS:</u></b>  The candidate is an owner and is 60 days (or more) in arrears in payment of common expenses.	YES	<input checked="" type="radio"/> NO
<b><u>OWNER:</u></b> The candidate is an owner of a unit in the condominium.	<input checked="" type="radio"/> YES	NO
<b><u>OCCUPANT:</u></b> The candidate is an occupier of a unit in the condominium.	<input checked="" type="radio"/> YES	NO

I certify that I have provided the above information in fulfillment of my disclosure obligations in Section 29 of the *Condominium Act, 1998* and/or Section 11.6 of Regulation 48/01.

Signature of Candidate: X Marion Molloy