

PERIODIC INFORMATION CERTIFICATE

Information for owners about the corporation

2019 March 01

Carleton Condominium Corporation No. 279
Strathcona Place

1. GENERAL INFORMATION ABOUT THE CORPORATION

Property Manager: Barbara Ravanelli - bravanelli@cimanagement.ca
Mailing Address/
Address for service: Capital Integral Property Management
904 Lady Ellen Place
Ottawa, ON K1Z 5L5
ATTN: CCC 279

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: service279@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 with relevant documentation. Therefore a Request for Records is not necessary for most core documentation.

Number of leased units

The corporation's understanding is 0 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

Francine Chartrand Lauzon, Director, President, 2018 August 09 - 2021

Louise Sweatman, Director, Vice-President-Secretary, 2018 August 09 - 2021

☒ d. has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act [Will be completing within a week.]

Dann Michols, Director, OOP, 2018 August 09 - 2021

Leith Mullin, Officer, Treasurer

Not applicable for any, unless otherwise noted above:

- ☐ 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 a 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
904 Lady Ellen Place
Ottawa, ON K1Z 5L5
ATTN: Board of CCC 279

Email Address: service279@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. 81429547 Expiring 2019 April 04	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 by-law is By-Law No. 12

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

☒ 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: \$463 ☐ a deficit of:
☐ 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 \$210,621 (unaudited) as of 2018 December 31

The balance of the reserve fund at the beginning of the current fiscal year was \$184,355 (audited) as of 2018 April 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: \$104,721

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
Expenditures Anticipated in the 2015 Reserve Fund Study:	
Traffic Bearing Membrane on Garage Slab - completed	\$35,000
Terrace Solarium Window Replacement - in process	\$40,000
Lobby Refinishing - in process for Y/E 2019	\$8,000
Interior Wall Finishes - in process for Y/E 2019	\$3,000

Corridor Paint & Wallpaper - In process for Y/E 2019	\$20,000
Heat Pump Loop Expansion Tank	\$2,000
Reserve Fund Study Without Site Visit - tendered	\$3,500
Actual & Anticipated Expenditures:	
Reserve-Windows & Skylights (Engineering Services)	\$1,130.00
Reserve-Electrical & Lighting	\$52,720.85
Make-Up Air and Boiler Replacement - in process	\$74,000

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 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

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

Budget
Insurance Certificate
Disclosure Information from Directors

CCC 279
Budget 2018-2019

	Budgeted 2017-2018	Actual End of Dec 2017	Projected EOY	2018-2019 Budget
Summary				
Revenue	\$254,040	\$190,293	\$253,723	\$252,328
Expenses	\$260,739	\$189,315	\$252,557	\$147,607
Surplus/Deficit	-\$6,699	\$977	\$1,167	\$104,721
Category				
Utilities	\$72,200	\$35,464	\$55,998	\$58,787
Contracts	\$19,900	\$14,695	\$17,142	\$19,743
Maintenance	\$39,700	\$40,362	\$49,500	\$35,862
Administration	\$26,271	\$21,792	\$27,249	\$33,215
Reserve	\$102,668	\$77,001	\$102,668	\$104,721
Revenue				
Common Element Fees	\$251,940	\$188,955	\$251,940	\$251,328
Interest Revenue	\$100	\$543	\$723	\$500
Party Room Rental Revenue	\$2,000	\$750	\$1,000	\$500
Misc. Income		\$45	\$60	
Total Income	\$254,040	\$190,293	\$253,723	\$252,328
EXPENSES				
Utilities				
Hydro	\$60,000	\$26,667	\$43,000	\$45,000
Water & Sewer	\$11,000	\$7,611	\$11,417	\$12,159
Telecommunications	\$1,200	\$1,186	\$1,581	\$1,629
Subtotal Utilities	\$72,200	\$35,464	\$55,998	\$58,787
Contract Expenses				
Fire Alarm Monitoring	\$3,400	\$2,181	\$2,181	\$2,246
Elevator Services	\$5,200	\$4,123	\$6,005	\$6,185
HVAC System & Maintenance	\$4,500	\$1,783	\$1,783	\$4,000
Pest Control	\$0	\$303	\$303	\$312
Snow Removal	\$3,400	\$1,695	\$2,260	\$3,500
Landscaping	\$3,400	\$4,611	\$4,611	\$3,500
Subtotal Contracts	\$19,900	\$14,695	\$17,142	\$19,743
Maintenance Expenses				
General Repair and Maintenance	\$12,000	\$2,531	\$3,375	\$3,500
Cleaning & Janitorial	\$24,200	\$16,943	\$22,591	\$23,269
Window Cleaning	\$1,100	\$1,337	\$1,337	\$1,377
Electrical & Lighting	\$0	\$3,064	\$3,064	\$3,156

CCC 279
Budget 2018-2019

	Budgeted 2017-2018	Actual End of Dec 2017	Projected EOY	2018-2019 Budget
Plumbing Repairs	\$0	\$12,001	\$14,647	\$0
Security Services & Monitoring	\$2,400	\$3,034	\$3,034	\$3,125
Roof & Attic Maintenance	\$0	\$678	\$678	\$698
Garage Door Maintenance	\$0	\$716	\$716	\$737
Subtotal Maintenance Expenses	\$39,700	\$40,362	\$49,500	\$35,862
Administrative Expenses				
Property Management Fees	\$9,221	\$7,438	\$9,917	\$11,405
CAO Fee			\$0	\$231
Printing, Postage & Office Adm	\$200	\$314	\$418	\$431
Insurance Expense	\$11,600	\$8,963	\$11,950	\$12,000
Audit	\$3,500	\$3,183	\$3,183	\$3,500
Bank Charges	\$250	\$242	\$322	\$332
Legal services	\$0	\$1,259	\$1,259	\$0
Other Professional Fees	\$0	\$200	\$200	
Contingency	\$1,500	\$195	\$0	\$5,317
Subtotal Admin Expenses	\$26,271	\$21,792	\$27,249	\$33,215
Subtotal Total Expenses	\$158,071	\$112,314	\$149,889	\$147,607
Reserve Appropriation	\$102,668	\$77,001	\$102,668	\$104,721
Total Expenses	\$260,739	\$189,315	\$252,557	\$252,328
Surplus/Deficit Budgeted				
Surplus/Deficit		\$977	\$1,167	\$0

CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY THAT insurance has been effected to cover as shown below:

INSURED: Carleton Condominium Corporation No. 279 and all registered Unit Owners from time to time and all registered Mortgagees from time to time

INSURER: AVIVA Insurance Company of Canada

POLICY NO. 81429547

TERM: April 4, 2018 to April 4, 2019

COVERAGE SUMMARY:

\$10,780,900.. on Condominium Corporation (Broad Form) - Building
Deductibles – Earthquake @ 5%; Flood @ \$25,000.
All other insured Perils @ \$2,500.

Included on Equipment Breakdown (Boiler & Machinery)
Deductible \$2,500.

\$3,000,000. on Commercial General Liability – Each Occurrence
Bodily Injury & Property Damage Deductible \$1,000.

\$2,000,000. on Directors' and Officers' Liability
Deductible \$2,500.

PREMISES: 555 Wilbrod Street, Ottawa, ON K1N 5R4

This Certificate is subject to all the terms and conditions of the above policy or policies as they now exist or may hereafter be endorsed.

THIS CERTIFICATE IS ISSUED TO: Carleton Condominium Corporation #279



DATE: March 22, 2018

Authorized Representative

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 279

CANDIDATE:

My name: FRANCINE LAUZON

My mailing address (optional):

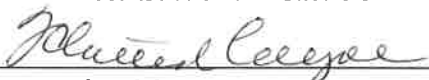
_____, ON _____

My Email Address (optional): _____

My Telephone Number (optional): _____

Candidates seeking to be appointed or elected must confirm the following:

1. I am an
☒ owner currently occupying my unit at the above-mentioned condominium
☐ non-resident owner
☐ other, describe: _____
2. I am 60 days or more in arrears:
☒ No ☐ Yes
3. I or a "related person" are a party to any legal action to which the corporation is also a party:
☒ No
☐ Yes, attached is the required brief general description of the action
4. I have been convicted of an offence under the *Condominium Act* or under the regulations adopted thereto within the preceding 10 years:
☒ No
☐ Yes, attached is the required general description of the offence
5. I directly or indirectly, have a material interest in a contract or transaction to which the corporation or the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit:
☒ No
☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction


Signature of candidate

18 07 06
Date (yyyy-mm-dd)

☐ I have attached an introductory letter and/or above required descriptions.

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 279

CANDIDATE:

My name: LOUISE SWEATHAW

My mailing address (optional):


_____, ON _____

My Email Address (optional): _____

My Telephone Number (optional): _____

Candidates seeking to be appointed or elected must confirm the following:

1. I am an
 - ☒ owner currently occupying my unit at the above-mentioned condominium
 - ☐ non-resident owner
 - ☐ other, describe: _____
2. I am 60 days or more in arrears:
 - ☒ No ☐ Yes
3. I or a "related person" are a party to any legal action to which the corporation is also a party:
 - ☒ No
 - ☐ Yes, attached is the required brief general description of the action
4. I have been convicted of an offence under the *Condominium Act* or under the regulations adopted thereto within the preceding 10 years:
 - ☒ No
 - ☐ Yes, attached is the required general description of the offence
5. I directly or indirectly, have a material interest in a contract or transaction to which the corporation or the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit:
 - ☒ No
 - ☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction


Signature of candidate

2018-07-11
Date (yyyy-mm-dd)

☐ I have attached an introductory letter and/or above required descriptions.

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 279

CANDIDATE:

My name: DANN MICHOUS

My mailing address (optional):

802-555 WILBROOK STREET
OTTAWA, ON K1N5R4

My Email Address (optional): DANNMICHOUS@ICLWS.COM

My Telephone Number (optional): 6135622813

Candidates seeking to be appointed or elected must confirm the following:

1. I am an
 - ☒ owner currently occupying my unit at the above-mentioned condominium
 - ☐ non-resident owner
 - ☐ other, describe: _____
2. I am 60 days or more in arrears:
 - ☒ No ☐ Yes
3. I or a "related person" are a party to any legal action to which the corporation is also a party:
 - ☒ No
 - ☐ Yes, attached is the required brief general description of the action
4. I have been convicted of an offence under the *Condominium Act* or under the regulations adopted thereto within the preceding 10 years:
 - ☒ No
 - ☐ Yes, attached is the required general description of the offence
5. I directly or indirectly, have a material interest in a contract or transaction to which the corporation or the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit:
 - ☒ No
 - ☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction

Signature of candidate

Date (yyyy-mm-dd)

☐ I have attached an introductory letter and/or above required descriptions.