

## PERIODIC INFORMATION CERTIFICATE

*Information for owners about the corporation*

2018 June 29

**Carleton Condominium Corporation No. 22**  
**Beaverhill Place**

### 1. GENERAL INFORMATION ABOUT THE CORPORATION

Property Manager: Lise Ngo - lngo@cimanagement.ca  
Mailing Address/  
Address for service: Capital Integral Property Management  
904 Lady Ellen Place  
Ottawa, ON K1Z 5L5  
ATTN: CCC 22

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: No

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 10 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

Sandra Tompkins, President, 2018 May 30 - 2021 (Re-elected)  
Dominic Manzo, Vice President, 2017 June 15 - 2020  
Wayne Forbes, Secretary/Treasurer, 2016 June 16 - 2019  
Helen Shields, Director, 2017 June 15 - 2019  
Jean Claude Celestin, Director, 2018 May 30 - 2021 (New)  
Dale Pelletier, Director, 2018 May 30 - 2021 (Re-elected)  
Jeffrey Porter, Director, 2018 May 30 - 2020 (New)

Not applicable for any:

- ☐ 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  
904 Lady Ellen Place  
Ottawa, ON K1Z 5L5  
ATTN: Board of CCC 22

Email Address: lingo@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.
Atrens-Counsel Insurance Brokers Commercial Package Policy No. 282602383	See attached certificate	\$10,000

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. 8

☐ 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 accurate and may result in:

☐ a surplus of: ☐ 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 \$863,561 (unaudited) as of 2018 April 30

The balance of the reserve fund at the beginning of the current fiscal year was \$834,591 (audited) as of 2018 January 31.

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: \$179,709

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 Reserve Fund Study:</b>	
Precast Concrete Entry Steps Replacement Allowance	\$26,000
Stucco Replacement	\$110,000
Hardboard Siding Replacement	\$10,000
Caulking Replacement	\$15,000
Reserve Fund Study Update (Without Site Visit)	\$3,000

<b>Actual Expenditures, First Quarter:</b>	
General Repairs	\$16,962

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

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**

Insurance Certificate  
Disclosure Information from Directors

# CERTIFICATE OF INSURANCE

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC \_\_\_\_\_

**CANDIDATE:**

My name: Jean Claude Célestin

My mailing address (optional):

\_\_\_\_\_

OTTAWA, ON K1S7W2

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

Date (yyyy-mm-dd)

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



## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 22

### CANDIDATE:

My name: Jeffrey Porter

My mailing address (optional):

[REDACTED]

Ottawa, ON K1J 1W2

My Email Address (optional):

[REDACTED]

My Telephone Number (optional)

[REDACTED]

### 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

Jeffrey Porter  
Signature of candidate

June 13, 2018  
Date (yyyy-mm-dd)

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