

## PERIODIC INFORMATION CERTIFICATE

*Information for owners about the corporation*

2019 April 18

**Ottawa Carleton Standard Condominium Corporation No. 994**  
**Qualicum Woods Crossing**

### 1. GENERAL INFORMATION ABOUT THE CORPORATION

Property Manager: Linda Charette - lcharette@cimanagement.ca **(New)**  
Mailing Address/  
Address for service: Capital Integral Property Management **(New)** 205-1600  
Laperriere Avenue  
Ottawa, ON K1Z 8P5  
ATTN: OCSCC 994

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above:  
service994@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 30 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

Sheila Hedger, President, Director, OOP, 2018 November 14-2020  
Carol Armstrong, Secretary, Director, 2018 November 14-2020  
Erika Janzen, Director, 2017 October 04-2019  
Ahmed Hassan, Director, 2018 November 14-2020  
Rihana Peiman, Director, 2018 November 14-2019

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 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 **(New)**  
205-1600 Laperriere Avenue  
Ottawa, ON K1Z 8P5  
ATTN: Board of OCSCC 994

Email Address: service994@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.
BFL CANADA Insurance Services Inc. Policy No. BFL04OCSC0994 Expiring 2019 November 07	See attached certificates	See attached certificates

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 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 \$208,667 (unaudited) as of 2019 February 28

The balance of the reserve fund at the beginning of the current fiscal year was \$137,555 (audited) as of 2018 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: \$101,359

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 2017 Reserve Fund Study:</b>	
Common Area - Furnishing	\$3,000.00
Soft Landscaping	\$3,000.00
Future mandatory work for B44 safety code	\$1,000.00
Reserve Fund Updates	\$2,100.00

<b>Actual Expenditures:</b>	
Winter Mat	\$482.51
Investigation of UPS following major power outage due to tornadoes in Ottawa.	\$1,267.01
Emergency Repairs	\$1,233.51
Repairs to drywall and investigation of leak.	\$1,403.23
Heating & Air Conditioning HVAC	\$1,356.00

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 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**

Budget

Insurance Certificate

Disclosure Information from Directors

	2018/2019 Budget	Comments
<b>Revenue</b>		
Common Element Fees	324,086	2% increase from prior year's budgeted fees
Misc. Income	-	
<b>TOTAL REVENUE</b>	<b>324,086</b>	
<b>Expenses</b>		
<b><u>Reserve Appropriation</u></b>	<b>101,359</b>	As per reserve fund study.
<b><u>Utilities</u></b>		
Gas	23,500	5% increase added to projected amount for current year.
Hydro	17,500	4% increase added to projected amount for current year.
Water & Sewer	22,000	7% increase added to projected amount for current year.
Telecom Expenses	1,500	As per new contract entered into.
<b>Subtotal Utilities</b>	<b>64,500</b>	
<b><u>Contracts Expense</u></b>		Budget for contracts are as per existing contracts or per previous contract and small increase.
Annual Fire Inspection	3,000	
Elevator	4,750	
Fire Alarm Monitoring	650	
Garbage/Recycling Bin Removal	4,900	
HVAC Preventative Maintenance	2,000	
Cleaning Contract	20,000	
Landscaping	3,500	
Security Contract	4,200	
Snow Removal	10,500	
Garage Door	1,700	
<b>Subtotal Contracts</b>	<b>55,200</b>	
<b><u>Maintenance Expense</u></b>		
Materials and Supplies	2,000	New winter mats and miscellaneous.
General R&M	5,200	
Emergency Calls & Elevator Bookings	1,200	
Locks & Keys	1,500	
Pest Control	700	
Fire Alarm and Monitoring	-	

Elevator	1,000
Garbage & Recycling	-
HVAC	2,000
Cleaning	3,300
Landscaping	1,600
Security	-
Snow Removal	3,100
Garage Door	500
<b>Subtotal Maintenance Expense</b>	<b>22,100</b>

Annual and extra carpet cleaning, mat cleaning, annual garage cleaning and window cleaning.

Fertilizer and weed control and other one-off landscaping expenses.

Additional snow removal expenses outside of the contract (generally to remove excess snow and additional salting).

#### **Administrative Expenses**

Audit-Financial	3,500
CAO Fees	1,100
Insurance	25,500
Legal	2,000
Property Management	41,200
Performance Audit	-
Meetings and Misc.	250
Bank Charges	750
Office Fees	2,000
<b>Subtotal Admin Expenses</b>	<b>76,300</b>

**TOTAL EXPENSES** **319,459**

**SURPLUS (DEFICIT)** **4,627**



**DECLARATION PAGE**  
 (CERTIFICATE OF INSURANCE)

Previous Policy No. BFL04OCSC0994

Renewal Policy No. BFL04OCSC0994

NAMED INSURED	The Owners, Ottawa-Carleton Standard Condominium No. 994, acting on their own behalf or as a Condominium Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners. Capital Concierge Property Management Ltd. (As Property Manager)		
MAILING ADDRESS	904 Lady Ellen Place, Ottawa, ON K1Z 5L5		
POLICY PERIOD	From: November 7, 2018	To: November 7, 2019	
	12:01 a.m. standard time at the location of the premises as to each of the said dates		
INSURED LOCATION	2785 Baseline Road, Ottawa, ON K2H 7B5 Qualicum Woods Crossing - Phase 1 - Stanley Park Building E		
CONSTRUCTION	Frame	4 Storeys	1 Building
OCCUPIED BY INSURED AS	80 Residential Units	0 Commercial Unit	

Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders,  
 only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT		DEDUCTIBLE	LIMIT
<b>SECTION I - PROPERTY</b> BFLSPW0001REV1015BC (Rev17Nov2016) - (Appraisal: None)			
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost.			\$ 17,504,850
All Risks	\$ 5,000		
Glass - Named Perils	\$ 5,000		
Sewer Backup Damage	\$ 10,000		
Water Damage	\$ 10,000		
Earthquake Damage (Annual Aggregate not to exceed 100% of the Policy Limit)	% 3 (minimum \$100,000)		
Flood Damage (Annual Aggregate not to exceed 100% of the Policy Limit)	\$ 25,000		
Lock & Key	\$ 250		\$ 25,000
Additional Living Expenses - Per Unit			\$ 50,000
Additional Living Expenses - Annual Aggregate			\$ 1,000,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months) : N/A		N/A	Not Covered
<b>SECTION I.I - EXCESS PROPERTY</b> (BFL Manuscript) - (Appraisal: None)			
Excess Extended Replacement Cost			Not Covered
Excess Property Extensions up to \$1,000,000			Included
<b>SECTION II - CRIME</b> (Form AGCS-PM 1001 CANADA 12-17)			
I. Broad Form Money and Securities			
Inside Loss	Nil	\$	10,000
Outside Loss	Nil	\$	10,000
II. Comprehensive Dishonesty, Counterfeiting, Forgery and Fraud			
Employee Dishonesty - Form A - Including Property Manager and Elected Officer Theft	Nil	\$	25,000
Money Orders and Counterfeit Paper Currency	Nil	\$	10,000
Depositors Forgery	Nil	\$	10,000
Computer Fraud or Funds Transfer Fraud	Nil	\$	10,000
Credit Card Forgery	Nil	\$	10,000
<b>SECTION III - COMMERCIAL GENERAL LIABILITY</b> (Form AGCS-PM 1001 CANADA 12-17)			
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 1,000	\$	5,000,000
Products and Completed Operations Aggregate	\$ 1,000	\$	5,000,000
B. Personal and Advertising Injury Liability		\$	5,000,000
C. Medical Payments - Per Person		\$	25,000
D. Tenants Legal Liability (Broad Form)	\$ 1,000	\$	1,000,000
Non-Owned Automobile Endorsement SPF #6	\$ 1,000	\$	5,000,000
Excluding Long Term Leased Vehicle Endorsement SEF #99			Included
Legal Liability For Damage To Hired Automobiles Endorsement SEF #94	\$ 1,000	\$	50,000
Contractual Liability Endorsement SEF #96			Included
Employee Benefit Liability (Form Number V 1.2 - 201503)		\$	1,000,000
Sudden and Accidental Pollution Endorsement (Form AGCS-PML-E-CGL0014-PKG0001 CANADA 04-16)	\$ 5,000	\$	1,000,000
<b>SECTION IV - CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY</b> (Form D51100C (07/13))			
Claims Made Form - Including Property Manager	Nil	\$	2,000,000
Privacy Event Expenses	Nil	\$	50,000
Cyber Liability	Nil	\$	50,000

**This Policy contains a clause(s) which may limit the amount payable.**

**SUBSCRIPTION**



INSURING AGREEMENT	DEDUCTIBLE	LIMIT
<b>SECTION V - BLANKET GLASS - Includes Lobby Glass</b>		
Residential	N/A	Not Covered
Commercial	N/A	Not Covered
Canopy	N/A	Not Covered
<b>SECTION VI - EQUIPMENT BREAKDOWN 70107-(Revision 08-2016)</b>		
BM31V2: Standard Comprehensive Form including Production Machines and Electronic Equipment - Direct Damage including Repair or Replacement, By-Laws, Service Interruption - Coverage Extensions for Section VI: As per Master Policy - Deductible Waiver Endorsement (for losses in excess of \$25,000)	\$ 5,000	\$ 17,504,850
BM34: Extra Expense – 100% available in first month - Additional Living Expenses Endorsement - Per Unit	24 Hour Waiting Period	\$ 1,000,000 \$ 25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$ 1,000,000
BM33: Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered
<b>SECTION VII - ENVIRONMENTAL LIABILITY (Claims Made (BFL Manuscript 10-17))</b>		
Each Incident Limit - Insuring Agreements A-G	\$ 10,000	\$ 1,000,000
Business Interruption - Insuring Agreement H	5 Days	\$ 250,000
Policy Aggregate		\$ 5,000,000
<b>SECTION VIII - VOLUNTEER ACCIDENT (Form ACEGI-IC-0307)</b>		
Principal Sum.	See Policy Wordings	\$ 100,000
<b>SECTION IX - LEGAL EXPENSES (DAS BFL Manuscript)</b>		
Each Event	Nil	\$ 300,000
Annual Aggregate.		\$ 1,500,000
<b>SECTION X - TERRORISM (Form LMA3092 (Amended))</b>		
Per Occurrence.	\$ 1,000	\$ 350,000
Annual Aggregate		\$ 350,000
<b>SECTION XI - BLANKET COVERAGE (BFL Manuscript)</b>		
Excess Employee Dishonesty - Including Property Manager and Elected Officer Theft	See Policy Wording	\$ 975,000
Excess Commercial General Liability - SubSections A & B and Endorsement SPF #6	See Policy Wording	\$ 25,000,000
Excess Condominium Directors & Officers Liability	See Policy Wording	\$ 18,000,000
Excess Volunteer Accident	See Policy Wording	\$ 900,000
Excess Legal Expenses	See Policy Wording	\$ 700,000
- Annual Aggregate		\$ 3,500,000
<b>LOSS IF ANY PAYABLE TO:</b>		
(The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)		
Premium		\$ 22,817.00
8% Ontario TAX		\$ 1,825.36
<b>TOTAL PREMIUM PAYABLE</b>		<b>\$ 24,642.36</b>

**LIST OF INSURERS/SERVICE PROVIDERS**

Insurance Company/Service Provider	Section	Participation	Master Wording No.
AIG Insurance Company of Canada	PROPERTY	25%	BFLSPW001
Allianz Insurance Company	PROPERTY CRIME COMMERCIAL GENERAL LIABILITY ENVIRONMENTAL LIABILITY	15% 100% 100% 100%	BFLSPW001 CAL000780170 (Policy)
Binding Authority B0713PRPNA1501175 underwritten by certain underwriters at Lloyd's	TERRORISM	100%	
Binding Authority B0713SPRGL1801012 underwritten by certain underwriters at Lloyd's	BLANKET COVERAGE	100%	SPRGL1801012
Certain Lloyd's Underwriters Under Agreement Number CB186255A as arranged by Lions Gate Underwriting	PROPERTY	4%	BFLSPW001
Certain Lloyd's Underwriters Under Agreement Number CB18A884A as arranged by Lions Gate Underwriting	PROPERTY	6%	BFLSPW001
Chubb Life Insurance Company of Canada	VOLUNTEER ACCIDENT	100%	50078301 (Policy)
DAS Legal Protection Insurance Company Limited	LEGAL EXPENSES	100%	BSP0036310
Echelon Insurance	PROPERTY	25%	BFLSPW001
Great American Insurance Group	CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	100%	D51100C
Intact Insurance Company of Canada	EQUIPMENT BREAKDOWN	100%	
Liberty International Underwriters Canada (a division of Liberty Mutual Insurance Company)	EXCESS PROPERTY	100%	CPTOABHYHF018 (Policy)
Starr Insurance & Reinsurance Limited	PROPERTY	25%	BFLSPW001

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).

**BFL CANADA Insurance Services Inc.**

E. & O.E.

Date: October 26, 2018

*G.M.U. all*

**AUTHORIZED REPRESENTATIVE**

*[Signature]*

**COUNTERSIGNED AUTHORIZED REPRESENTATIVE**

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 994

### CANDIDATE:

My name: Sheila Joan Hedger

My mailing address (optional):

104-2785 Baseline Road

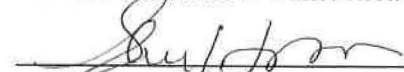
Ottawa, ON K2H 0B7

My Email Address (optional): shedger1@sympatico.ca

My Telephone Number (optional): 613-228-0228

### 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

2019-03-12

Date (yyyy-mm-dd)

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

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 994

**CANDIDATE:**

My name: Carol Armstrong

My mailing address (optional):

13 Elmbank Crescent

Nepean, ON K2G 3P8

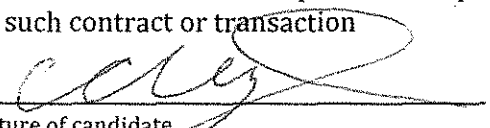
My Email Address (optional): carolbernhardt61@gmail.

*carol.armstrong@ottawa.ca*

My Telephone Number (optional): 613-715-1018 (cell)

**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-NOV-15  
Date (yyyy-mm-dd)

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

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 994

### CANDIDATE:

My name: AHMED HASSAN

My mailing address (optional):

101-2785 BASELINE ROAD

OTTAWA, ON K2H0B7

My Email Address (optional): amshassan@yahoo.com

My Telephone Number (optional): (613)415 6232

### 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

A. Hassan

Signature of candidate

12 November, 2018

Date (yyyy-mm-dd)

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



## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 994

**CANDIDATE:**

My name: RIHANA PEIMAN

My mailing address (optional):

221-2785 BASELINE RD

OTTAWA, ON K2H0B7

My Email Address (optional): R.SH.PEIMAN@GMAIL.COM

My Telephone Number (optional): 403-332-0354

**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

2018-10-25

Date (yyyy-mm-dd)

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