

SPRING/SUMMER 2022

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CCI-NS Newsletter for a Positive, Strong, and Informed
Nova Scotia Condominium Community



GOING FROM ZERO TO NET ZERO - A CONDO'S GUIDE TO ELECTRIC VEHICLE INFRASTRUCTURE

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Manager Doing?
A Checklist



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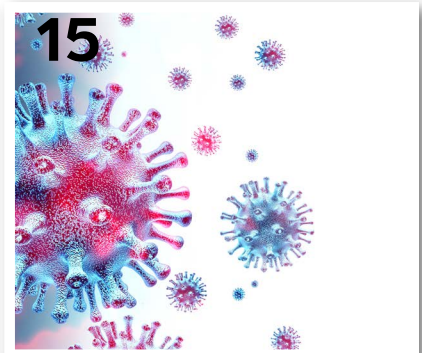
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By: Devon Cassidy
President, CCI Nova Scotia

Time Has Flown By at CCI-NS

Over the past eight months, we have hosted 6 successful virtual seminars, launched online registration for our seminars and worked to increase our sponsorships in order to continue to grow our chapter.

Most exciting of all, we have added Geri Loukes to our team to provide support to our Board. You might notice Geri's touch on the way we are announcing events and communicating updates to our members.

Geri has a wealth of experience in assisting not for profit Boards and assists the CCI Huronia Chapter with their administration requirements. Needless to say, she came highly recommended, and we are excited to continue to work with her to provide increased value for you, our members.

Changes are happening not just in our chapter, but also in our province. Board Member Dan Campbell has written an article explaining the amendment to the *Nova Scotia Condominium Act*, which is a must read.

If you missed our final education seminar of the 2021/2022 CCI year on Electric Vehicles, have no fear as this issue includes a Guide to Electric Vehicle Infrastructure.

This issue is bursting with articles, updates and helpful tips to assist you in your condominium. We always want to ensure we are answering member questions and covering topics you want to know about. Please don't hesitate to contact us through our website or by email if you have any questions or suggestions.

Have a lovely summer and I look forward to seeing you at our virtual AGM in the fall. ■

Condo Demand Increasing



By Lorena MacDonald, CCI-NS BOD and Harbourside Realty

Demand for Condos is increasing in Nova Scotia. After a period of time where developers chose to build apartment complexes, rather than condominium units, the demand is back and folks would rather own than rent.

Lack of residential inventory of any type has more buyers looking at condominiums as the housing option for them. The convenience of location and mixed-use buildings, are making this option more appealing to young professionals looking to purchase real estate. Busy schedules are making detached housing a bit too much work for many young real estate investors.

The recent surge in condo values has had many empty nesters stop and take notice as well. In the past we often heard couples say that they would look for a condo in a certain area or building when they decided to sell their home. Now to get ahead of rising prices, many of these buyers are purchasing the condo in the location they want, even though they have no immediate plans to move in. Fear of not being able to find the condo when the time comes or that the prices will have risen so much the unit they want won't be within their budget.

Condo corporations are changing and it is important that Boards and Managers keep up. Young occupants and more rental units, can certainly change the dynamics. Many condo owners aren't comfortable with change and Board members will need to work with everyone to make sure their corporation can be a good fit for all residents.

The demand for condos in Nova Scotia is certainly driving prices higher. Stats taken from the Nova Scotia Association of Realtors, show the difference between prices in January 2019 to the end of April 2022.

Median Sale Price	2019	2022
1 Bedroom	\$196,000	\$414,389
2 Bedroom	\$225,000	\$443,000
3 Bedroom	\$223,500	\$677,500

Condominiums are proving to be a very good Real Estate investment. ■

Going from Zero to Net Zero

- A Condo's Guide to Electric Vehicle Infrastructure

By Mark MacDonald, Principal, Catalyst Sales and Marketing



Interest in owning an Electric Vehicle (EV) may vary from condo to condo but one thing is for sure, they're coming. We don't have to look further than the available stats. In 2019 (the last full year of vehicle sales not affected by global supply chain constraints) [Stats Canada reported](#) Nova Scotia sold 51,201 new light-duty vehicles. If Nova Scotia hits British Columbia's adoption rate from 2021 of [12% of cars sold](#) being electric, that means there will be 6,144 new electric vehicles on the road each year. This rate is expected to increase every year until we hit the federally mandated goal of 100% electric by 2035. So, every Condo owner who is currently shopping for a new vehicle has a 1 in 10 chance of it being electric. Based on [a recent poll by KPMG](#), that rate jumps up to 7 out of 10 in the next 5 years, or a 68% chance of a consumer's next car being fully electric. So, with all this adoption on the horizon, what can we do?

Let's tackle a few of the main questions condominium boards and owners may be asking.

Should we form a committee to tackle the installation of EV chargers?

The short answer is yes. To start, determine how many condo owners are interested in making the building EV-ready. Would they be more likely to purchase an electric vehicle if there was charging infrastructure at their building? Gather information from these interested persons so that you have a clear scope of the interest. Based on the number of owners interested in EV infrastructure, you can start to determine your budget for EV readiness, and what kind of timeline you're looking at. Once your committee is in place and your condo owner

survey research is complete, you'll be able to answer some commonly shared questions as they arise, like:

"I'm interested in purchasing an EV... but we don't have chargers in our building... Do you know what I can do?"

"I wonder if our property will go down in value if we don't start thinking about a charging solution?"

"I'm looking at buying a condo in your building and I already have an electric vehicle. Does your building have chargers or a policy in place?"

"What type of electrical equipment or upgrades will be required?"

This can vary extensively from condo to condo, but a great first step is to start identifying things like how many electrical rooms there are in the building, where the electrical meters for the condos are located, (i.e., Are they in the parking garage, on each floor, in a single service shared between the owners, etc.), and if there is space on the walls and ceiling inside or outside the electrical room for components like panels and transformers to supply electricity to the chargers. Once you have a basic understanding of the building's electrical system and layouts, you can start to consider your infrastructure.

In scenario one, the condo owners' electrical meters are accessible from the parking spaces, offering you the most cost-effective deployment. With the owner's meter accessible from the parking space, you'll be able to install an electric vehicle energy management system,

FEATURE

allowing the owners charge to be tied directly to their electrical meter. It involves the installation of a stove outlet, and the owner can use whatever EV charger they prefer. No additional equipment or billing system would be needed.

In scenario two, electric vehicle chargers are unable to be connected to the owner's electrical service and are required to be connected to the building's power. In this scenario, an energy capacity study should be carried out by a certified electrical engineer. Some basic insights on how much power could be required are as follows.

For simplicity, every charger runs off a 240V 40A circuit, the same as a kitchen stove. The average Canadian drives 67 km per day and 87% of the time an EV owner charges at their destination, which in this case would be when they're at home in their condo. This means they would only require 1-2 hours of charging at home per day to top up their EV. If Condo owners arrive home every day with a span of 8 to 12 hours before they depart again, it means the building could charge 6 cars per day on one 40A circuit that would share its power. What we're seeing in most deployments is one 40A circuit per 4-6 chargers. Since these chargers are tied to the building's power, they would be deployed with commercial chargers so the condo board could bill for the energy used by the owner of the vehicle. As vehicle charging hardware is maturing, selecting the right charger is becoming clearer. It's safe to say if you choose hardware and control software that meets the Open Charge Point Protocol (OCPP) standard, you will be future proofed for all scenarios including utility rebate programs for chargers that can be networked and controlled.

Is there any funding to support our installation?

The good news is there is currently funding available to purchase electric vehicles, and for those looking to install charging infrastructure to support EV adoption. In Nova Scotia, up to \$8,000 in [provincial](#) and [federal](#) rebates is available to purchase a vehicle that meets the criteria, and furthermore, there is funding that will cover up to 50% of the cost to install a minimum of 20 chargers through [Natural Resources Canada's \(NRCan\) Zero Emission Vehicle Infrastructure Program \(ZEVIPI\)](#). The application process for infrastructure funding opens once per year and can be a complicated process. It's recommended, if you want to pursue this route, to work with a manufacturer or consulting firm that can guide you through the process and assist you with your application.

In that, I wish you the best in achieving your condos' electrified future.

Mark MacDonald, L.C., C.E.T
Principal, Business Development – Nova Scotia
Catalyst Sales and Marketing

As a certified electronics engineering technologist (CET), Mark keeps a pulse on the latest sustainable technology and developments and has extensive knowledge in electric vehicle charging infrastructure and equipment. Mark is a board member for the Atlantic Canadian chapter of the Entrepreneur's Organization and serves as a sustainable energy advisor on the community council for VIDA Living. ■

Check Your Liability Insurance Coverage for Water Damage

By Dan Campbell, CCI-NS board member, and recently retired lawyer from Cox & Palmer

All condominium owners should check their personal insurance policies to ensure they are not exposed to claims by their condominium corporation that will not be paid by insurance.

The corporation must repair damage to the common elements and must insure against that loss. However, the insurance is subject to a deductible and the *Condominium Act* provides¹ that the corporation can recover from an owner who is responsible for the loss, the cost of repairs to the common elements up to the amount of the insurance deductible. This situation arises most frequently with a water loss from a unit – typically a failed hot water tank – that causes damage to the common elements and another unit or units. In that situation, the owner will probably also be subject to a claim by the insurer of the damaged unit(s).

Two things have happened recently in condominium insurance: First, insurers of corporations have been raising their deductibles (particularly for water damage) and a deductible of \$50,000 is not uncommon. Second, insurers of units have been setting special caps on coverage, specifically for payment of deductibles under corporation policies, and a cap of \$25,000 is not uncommon. In that situation, the owner whose unit caused the loss would be on the hook personally for up to \$25,000. Make sure you do not have a gap in coverage like this!

What to do:

1. Ask your Board or Manager what the deductible is under the corporation's insurance policy, including any special deductible for water damage.



2. Contact your own insurance broker or agent to ensure that you have enough liability coverage to look after that deductible if you are unfortunate enough to have such a loss. (There may be an additional premium to increase that limit.)

But, most importantly:

3. Check your unit carefully for possible sources of loss. The most likely is a hot water heater that is beyond its expected service life. Most units have a service life of 10 years, and most plumbers will mark the date of installation right on the unit. The corrosion damage occurs on the inside and the first sign is usually a leak – sometimes a catastrophic one.

An ounce of prevention is worth a pound of insurance!

¹ 35 (9) The corporation may recover any insurance deductible in respect to damage to any unit or common elements from an owner if that owner is responsible for the damage. ■



Here to support your legal needs

Our condominium law team represents over 400 existing condominium corporations in Nova Scotia and continues to grow their services throughout Atlantic Canada. With extensive experience in this area since 1982, our lawyers advise on all areas relevant to condominium boards and owners. Our team also has extensive experience with the development and registration of new condominium corporations.

From strategic advice to development solutions, our team is committed to your legal needs every step of the way.

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By Devon Cassidy, Lawyer, Cox & Palmer

Common Element Rules – A Corporation’s Superpower

The world can change quickly, as we have all realized first-hand over the last two years. The governing documents of a condominium, however, are not always as quick to respond to change.

Each condominium corporation is governed by the *Condominium Act*, Declaration, Bylaws and Common Element Rules (Schedule “A” of the Bylaws).

The *Condominium Act* relies on legislative change in order to change how condominiums operate.

Many of the important provisions which govern how a unit owner lives in their unit are dictated by the Declaration. A Declaration requires unit owners owing 80% of the common elements to vote in favour of a change to amend the declaration, and this is a high bar to clear.

The Bylaws contain provisions in respect of the management of the condominium property and the Board. As such, the Bylaws can impact how a condominium corporation is run. Unit owners owing 66 2/3% of the common elements must vote in favour of a change to the Bylaws in order to amend the Bylaws.

Due to the difficulties that can arise from trying to amend a corporation’s Declaration and Bylaws, condominium Boards at times can feel frustrated that they cannot address issues that arise in their condominium or feel that they lack the ability to make changes that are enforceable.

This is where the Common Element Rules may be able to help. Common Element Rules are the provisions which govern the use of the common elements, i.e., everything outside of a condominium unit.

Often in a condominium when there are issues, it involves the common spaces shares with other owners and tenants.

Section 24 of the *Condominium Act* defines what the common element rules are and sets out the method to change them. Section 24 provides the following:

24 (1) The by-laws may provide for the making of rules by the owners respecting the use of the common elements for the purpose of preventing unreasonable interference with the use and enjoyment of the units and common elements.

(1A) The board of directors may propose new rules or amend or repeal existing rules respecting the use of the common elements to promote safety and security of the members and property or

to prevent unreasonable interference with the use and enjoyment of the units and common elements.

(1B) A rule proposed to be made, amended or repealed by the board of directors is not effective until such time as the board provides the members of the corporation with notice of the proposed rule in the prescribed form, which notice must include a form to allow the unit member to object to the rule.

(1C) Where the board does not receive a notice of objection within ten days of delivery of the notice of rule, the rule is in force until it is ratified by a majority of the members present at the next general meeting of the members with the requisite quorum.

(1D) Where a board receives a notice of objection from an owner, the proposed rule has no force and effect unless the rule is ratified by a majority of the members present at the next general meeting of the members with the requisite quorum.

(1E) A rule that is not ratified at a meeting pursuant to subsection (1C) is of no further force or effect.

(2) The rules shall be reasonable and consistent with this Act, the declaration and the by-laws.

(3) The rules shall be complied with and enforced in the same manner as the by-laws.

As per Section 24(1C), unless a proposed common element rule is objected to within 10 days of owners being provided with notice of the proposed rule, it is in effect until ratified at the next meeting of owners. This allows a rule to be proposed, and in effect quickly.

While limited in scope, the Common Element Rules can allow a Board to respond to concerns and issues in their condominium. They can be used to address public health concerns, such as requiring masking in the hallways. Further, they can be used to clarify existing rules and expand on the scope of common element rules, perhaps addressing visitor parking rules, or balcony rules.

Where a unit owner is breaching the Common Element Rules, the matter can proceed to a Condominium Dispute Officer for adjudication, as opposed to through an Arbitrator. Being able to seek enforcement through the Condominium Dispute Officer can be faster and more cost effective when compared to arbitration, again making Common Element Rules an appealing way to address appropriate concerns in a condominium.

It is always recommended that before making a change to any of the condominium corporation documents, including the common element rules, legal counsel is consulted. That said, as there are no registration requirements, a Board might consider getting drafting advice from legal counsel and then proceeding with the notice to owners themselves, in order to keep costs down.

Changing Common Element Rules can be a superpower for a Board, to allow them to make changes to the way owners and tenants interact and use the common elements, while keeping costs to the corporation low and engagement with the owners high. ■



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By Dan Campbell, CCI-NS
board member, and recently
retired lawyer from
Cox & Palmer



Condominium Act Amendments Passed

Amendments to the *Condominium Act*

On March 25, Hon. Colton Leblanc, the Minister responsible for the *Condominium Act*, introduced Bill 106 in the Legislature. With Nova Scotia's usual fast legislative process, it was approved on April 7. It will come into effect only when it is proclaimed by the Government.

This legislation includes a number of amendments which arose from a process of consultation over the last several years. A discussion paper was issued for comment in 2018, and the CCI-NS submitted comments in 2019. Only some of the items raised in the consultation are in the amendments, and many of the changes of those are simply to update references or clarify wording. However, there are some changes of substance.

Additional information in the Declaration

New declarations must include a "clear explanation" of the way that each unit's percentage ownership of common elements, voting power, and contribution to common expenses were determined. This does not apply to existing condominiums, and there is no requirement for existing condominiums to add such a statement. The Act will still permit these three percentages – ownership, voting, and contribution – to be different, but at least the basis of allocation must be explained.

Clarification of voting

The Act refers in some places to "consent" of the owners of a specific

percentage of the common elements and in others to a "vote" of owners holding those percentages. The amendment does not rationalize these two ways of approving changes, but it does clarify that for the "vote" sections, it must be an "affirmative vote" of that percentage of ownership. (Apparently someone argued that a majority vote was all that was required if that percentage of owners voted!)

Unfortunately, neither the discussion paper nor the amendments review the levels of approval that are needed for various changes, or the requirement that it must be a percentage of all owners (making those who do not vote count automatically as "no" votes.) Nor does it give any guidance on how these percentage-of-all-ownership votes or consents are to be taken.

Handover meeting

The amendment requires that there be first meeting of owners, at which the Board of Directors must be elected at the *earlier* of one year from the sale of the first unit by the developer, or within 45 days after the developer no longer owns more than 50% of the units. (Formerly it was only after the developer's ownership dropped below 50% of the units.)

Corporation purchase of units

Condominium corporations are now prohibited from purchasing or contracting to purchase units until the Board is elected. (However, the initial Board might still be controlled by the developer if it is constituted while the developer still owns the majority of the units.)

Financial statements of small condominiums

The discussion paper invited comments on whether small condominium corporations (less than 10 units) should be required to have audited financial statements. That proposal is not included in these amendments. Small corporations may continue to have unaudited financial statements, but those statements must be approved by the Board and signed by two directors.

Filing financial statements with the Registrar of Condominiums

The amendments will require that the annual financial statements must be filed with the Registrar within 90 days after the Annual General Meeting; formerly they had to be provided 10 days before the AGM, when notice of the AGM was given to owners. (The provision is included in a section of the Act that refers to audited statements, and it is not clear if small condominiums with unaudited statements must file.)

Estoppel Certificates

The amendments provide that future Estoppel Certificates will have to include a statement of whether the corporation's reserve fund is "managed in accordance with the most recent reserve-fund study". This is presumably intended to be a statement of whether the Fund is at the level forecast in the Study.

Changes in Common Elements or Assets

The majority required for less-than-substantial changes or improvements to the common elements is increased from a simple majority to 66 2/3%. ("Substantial" changes – greater than 25% of the appraised value of the property – require approval by 80% or such greater percentage as is specified in the declaration). On its face, this applies to *any change or improvement to the common elements* – a great restriction on the ability of the board to manage the property.

CCI-NS supported this change but, as noted below, this was on the basis that there would be a threshold within which the Board could manage without the need for owner approval. This, unfortunately, was not included, and the result is that Boards may be unable to make even small improvements or changes without canvassing every owner and getting two-thirds support. Boards will be discouraged from making improvements.

Procedures for meetings and voting

During the pandemic State of Emergency, all corporations were permitted to hold meetings virtually. There was a brief consultation about whether to make this permanent but, rather than including this amendment in Bill 106, Minister Colton subsequently introduced a separate *Act to Permit Virtual Business Meetings*. This adds a new section 14AA to the *Condominium Act*, which provides that "subject to the corporation's declaration and by-laws" meetings may be held fully or partially by electronic communications.

Nevertheless, Bill 106 included a provision that votes or consents, where required by the Act, can be given by fax or electronic mail "in accordance with the declaration or by laws". It is not clear why the provisions about meetings and voting were separated.

The provisions are consistent that, unless such voting is already per-

mitted in their governing documents, corporations that wish to hold electronic meetings or use electronic voting will have to amend their declarations or by-laws.

It is unfortunate that the drafters of the voting provision of Bill 106 have used technology-specific language (including the obsolescent fax technology). It is quite conceivable that both fax and email will be overtaken by other electronic communications technologies, and further amendments will be needed.

Proceeds of sale of part of the property

Formerly, if part of the property was sold (with 80% approval) the proceeds of sale were shared by owners in proportion to their common element ownership. Under the amendments, proceeds must be paid into the Reserve Fund or Contingency Fund, although they still may be paid out to owners with 80% approval.

Developers' sales materials

All sales materials or advertisements for initial sales of units will be required to clearly state that the property is a condominium development. (This might not be obvious in a bare-land condominium.)

Identification of tenants

The discussion paper invited comment on whether leases of units should be provided by unit owners to the condominium corporation. This requirement was not included in the amendments, but owner-landlords will be required to advise the corporation of the names and addresses of all tenants.

Changes recommended by CCI-NS that were not included

- We had recommended that the regulations be amended to provide guidance on how long the voting must be kept open on the various provisions in the act where a vote or consent of a percentage of all owners is required. This is not in the present amendments to the Act, but perhaps there will be later amendments to the Regulations.
- We recommended that there be a special provision for governance of very small condominium corporation (which may have as few as two units), which now do not fit within the requirements of the Act.
- We recommended that the provision governing how a person can be removed from the Board be changed from the present, unusual, voting rule.
- We recommended that the requirement of 66 2/3% approval of any changes be subject to a reasonable threshold, within which the Board could act. Unfortunately, this was not accepted.

The *Condominium Act* dates from 1971 and is showing its age. It has been amended many times, which has led to a number of inconsistencies in the Act. It is probably time for a thorough review.

The present amendments, although generally useful (or at least harmless, except for this increase of the approval level for insubstantial changes) are only a beginning. ■

How Is Your Property Manager Doing? A Checklist

Reprinted from CCI-NS Newsletter, Summer 2016

Multi-unit condominiums often have professional managers running their operations. The relationship between corporation and manager is covered by a management agreement. These management agreements are helpful to review when the board is looking to evaluate the work done on behalf of the corporation by the property manager.

While each management agreement is different, there are some common clauses that any board should look to when creating an evaluation tool. We recommend using these clauses as a starting point and then having board members and if you wish, owners, providing a grade or ranking to the property manager based on this duty or responsibility and then providing feedback. Below is a list of common duties and responsibilities of property managers.

The Property Manager:

- Agrees to manage the property on behalf of the corporations in a faithful, diligent and honest manner and subject to the direction of the board;
- Is familiar with the terms of the Declaration and By-Laws of the corporation, including the Common Element Rules for each Corporation being Schedule "A" to the By-Law (the "By-Laws"), accepted for registration pursuant to the Act;
- Will enforce the terms of the Declaration, By-Laws and rules and regulations and any amendments which presently exist for each Corporation or which may be made and notified to the Manager in writing;
- Will communicate to all Owners the text and importance of any further by-laws or rules and regulations;
- Will advise and consult with the Board with respect to any further by-laws, rules and regulations which in the opinion of the Manager ought to be established to further the harmonious and satisfactory operation of the Property for the common benefit of the Owners;
- Will prepare and keep current the register of the By-Laws of the Corporation from information supplied by the Boards, including:
- A Unit Ownership register showing the names of the Owners, as notified to the Corporation, the addresses for service of the Owners, the proxies from time to time in force, and the names and addresses for service of all mortgagees who from time to time give notice of registration of their mortgages to the Corporation.
- Will provide all appropriate financial management services, including without limitation the Manager shall collect and receive all monies payable by the Owners under the Declaration and By-Laws for each Corporation, in trust for the Corporations, and deposit them in separate trust accounts to be maintained by the Manager and be used by the Manager to:
 - Make timely payments of all accounts properly incurred by or on behalf of the Corporation
 - Arrange and pay for insurance in accordance with the provisions of the Declaration and By-Laws for each Corporation in amounts directed by the Boards
 - Repair and maintain, or cause to be repaired and maintained, those parts of the Property which require repair and maintenance by the Corporations in accordance with the provisions of the Declaration and By-Laws for each Corporation and without limiting the generality of the foregoing, such repair and maintenance shall include:
 - All furnishings and equipment used in and about the common elements, and all lawns and landscaped areas; snow removal; provision of cleaning services, pest control, uniforms for employees, office supplies and equipment necessary for the performance by the Manager of its obligations hereunder;
 - The keeping of the Common Elements in a neat and tidy condition by the removal of garbage therefrom;

- Keeping all electrical wiring circuits and lighting fixtures in the common elements in good working order;
- Engaging whether as employees of the Manager or on behalf of and as employees of the Corporations, and whether by seasonal contracts or otherwise, maintaining and supervising such staff as may be required at all times promptly and efficiently to carry out the foregoing;
- Repair and replace Components of the Property (as defined in the Condominium Regulations) in accordance with the reserve fund study.

Record Keeping:

- In connection with all contracts to perform work or services, execute and file all necessary documents, and do and perform all acts required under the laws of any government body or authority, provided however that the Corporations' tax returns are to be filed by the Corporations' auditor;
- Keep proper and accurate accounts of the financial transactions involved in the management of the Property and render to the Boards quarterly statements of income and expenditures (not before 60 days after the end of the quarter) with respect thereto and keep such accounts open for inspection by the respective Boards or any Owner or mortgagee of a Unit at all reasonable times; the accounts of the Manager as aforesaid such being audited no less frequently than annually by a chartered accountant appointed by the Boards, and such audit shall be at the expense of the Corporations;
- Ensure the efficient administration and security of the Property including, without limitation, engaging (whether as employees of the Manager or on behalf of and as employees of the Corporations) such staffing and employees, which in the sole discretion of the Manager, are necessary to perform its obligations hereunder;
- Provide to the Corporations all appropriate physical and administrative management services to and for the Property, including without limitation those services listed above;
- Be the primary liaison with NAME OF ANY COMMERCIAL/CORPORATE CONTACTS and arrange and coordinate those acts on behalf of the Corporation necessary to carry out any agreements between NAME OF ANY COMMERCIAL/CORPORATE CONTACTS and the Corporation;
- Manage and maintain the Property in a first-class manner that is consistent with current operations.

Personnel:

- Provide, through the Manager, such staff, office space, computer equipment and software, phones, internet access, stationery, Xeroxing and printing facilities, and general office equipment and services as may be necessary for the Manager to perform its duties hereunder;
- The Manager will provide such full-time, part time and seasonal staff as, in its opinion, acting reasonably, is necessary to perform its functions hereunder;
- The Manager, or its designated persons, shall be required to attend, at most, four meetings of each board per annum;

- To pay all bills on behalf of the Corporations as may be necessary for performance of its obligations hereunder;
- To contract directly with third parties (or, at its option, required the Corporations to enter into such contracts directly) for the provision of any or all of the services required by the Manager hereunder. The Manager will not be required to seek alternate bids for any contracts not exceeding \$5,000.00;
- To administer, on behalf of each Corporation, their respective obligations pursuant to the Sharing Agreements;
- The manager will take direction only from the nominee of each of the Boards designated for such purposes and will not be required to take direction from any other person, including, without limitation, any Owner, Officer of either Corporation or other individual Board Member of either Board. The employees and contractors of the Manager will only be required to take direction from the Manager.

Budget Preparation:

- Budget: at least 60 days prior to the beginning of each fiscal year during the term of this contract, the manager shall furnish to the Boards in writing an estimated budget for the following year setting forth by categories the Manager's best estimate of all expenses of the operator of the property for the coming year;
- Upon request of the boards or whenever in the opinion of the Manager any change from the expenditures forecast in the annual budget makes it desirable to do so, the Manager will submit to the Boards a supplementary budget covering the expenses of the operation of the Property for the then remaining portion of the current fiscal year;
- The manager will provide a recommendation to the Boards concerning the Common Expenses (including without limitation contingency and reserve funds) that should, in the Manager's opinion, be assessed in order to maintain the Common Elements of the Property to a high standard;
- The Manager will at all times keep the Boards and all Owners advised of the telephone numbers at which an agent of the Manager may be reached at any time during normal business hours in respect of any infraction of the Declaration, By-Laws or rules and regulations of each corporation, or at any time during the day or night in respect of any emergency at the Property.

Emergencies:

- The manager will make arrangements to deal promptly with such infractions and immediately with any emergency arising in connection with the maintenance and operation of the Property;
- The Manager shall deal in the first instance with minor emergencies and infractions and shall forthwith report to the Boards any major emergency or any persistent, flagrant or serious violation of the Declaration, By-Laws or rules and regulations of each corporation. It is understood and agreed by the parties hereto that the Manager shall, in its discretion, determine whether or not an emergency exists and whether or not such emergency is of a minor or major nature. ■

A property without management is like a net without a goalie...



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Estoppel Certificates: What Do They Contain?

Reprinted from the
Spring 2016 Newsletter

Estoppel Certificates are a vital part of the purchase of your condominium. The Certificate “package” that must be delivered to the buyer includes:

- Copy of the Declaration and By-laws and any proposed amendments to these documents;
- Copies of the minutes of all meetings of the Board of Directors and meetings of the members of the Corporation held within the previous 24 months;
- Major capital expenditures that are planned by the Corporation;
- Lawsuits that have been instituted or are pending by the Corporation or against the Corporation;
- Copy of the Reserve Fund Status Certificate and the Master Reserve Fund Study Spreadsheet;
- Amounts owing by the owner and for which the Corporation has a lien or right of lien against the unit;
- The manner in which the assessment and accounts are payable;
- The unit identified by unit number, level number, civic number and address;
- The name, address and telephone number of the condominium management company or agent;
- The names and addresses of the officers of the corporation;
- Current Condominium Fee;
- The Balance in the Reserve and Contingency Funds;
- Any special assessments that are forthcoming or contemplated by the Corporation within twelve months of the date of the Estoppel certificate;
- Copy of the current operating budget;
- Debt carried by the Corporation from previous expenditures;
- Summary of Insurance Coverage;
- The name of each person who owns ten percent or more of the common elements. ■

Easing of Covid Restrictions and Your Condo

By Lorena MacDonald, CCI-NS BOD and Harbourside Realty

Beginning in late March 2020, many Condominium Boards followed suggestions by the Department of Health to reduce contact in common areas. Function rooms, guest suites and fitness rooms were closed in most corporations. Social distancing plans for elevators and masks became an everyday way of life.

Now that restrictions are lifting, we need to ease back into our old way of life. Some residents are ready to put Covid behind them, while others are still cautious and not wanting to see all precautions lifted. Now more than ever, we need to all be patient with our neighbours and respect their decisions. Boards must find a way to re-open Common Spaces, while still keeping everyone safe.

Many new faces will be appearing, coming out from behind their masks. Many units sold in the last two years and without social functions most new owners have not had a chance to meet their neighbours. With the weather improving, maybe outdoor activities would be a great option to get to know new residents.

Be patient with differing opinions on how things should go back to normal. You may find some of the new rules that your corporation implemented are worth keeping. Give those who still wish to keep their distance, their space.



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Exciting News at CCI National



CCI National is excited to announce that, Laura Pacheco has joined our organization as the new Executive Director of CCI

CONNECTOR is the word that best describes Laura. It is her 'super power'. She enjoys making and maintaining connections with people. Laura enjoys connecting people with people, people with information, and people with opportunities and experiences.

Prior to joining CCI-National as Executive Director, Laura was an independent consultant providing corporate services, event programming, sponsorship package development and membership drive guidance to not-for-profit organizations. Prior to that, she was Vice President, Research and Education at Financial Executives International Canada (FEI Canada). Laura is a Certified Professional Accountant (CPA) and earned her MBA from Dalhousie University. A lifelong learner, Laura recently completed her Diploma in Corporate Social Responsibility (CSR) /Sustainability from the University of St Michael's College.

Laura is a very active volunteer and is passionate about building community. She is currently a member of the Finance Committee at Casey House, Board Member and member of the Programming Committee of the Ethics Centre CA, member of the Program Advisory Committee at Centennial College, Board Member of the Federation of Portuguese Canadian Business & Professionals (FPCBP) and volunteer at the Loaves and Fishes Foodbank operating in the Bloor West Village area of Toronto.

Laura has a wealth of experience that will assist CCI as we continue to grow and evolve our organization.

It's Time to Renew Your Membership

By Geri Loukes, CCI-NS Chapter Administrator

Canadian Condominium Institute CCI Institut canadien des condominiums Nova Scotia 40th Anniversary Canadian Condominium Institute

About Us + Membership + News & Events + Resources + Contact Us

Join the Only National Condominium Organization in Canada

learn more

Become a Member Today!

The following are definitions of each of the member categories:

Condominium Corporation Membership

Condominium corporation memberships are for registered corporations only. This type of membership includes all unit owners of a corporation.

Condominium Corporations	
Condo Corp fee is \$5 per condo unit	No. of condo units ____ x \$5
Or, Minimum fee per condo corporation	\$ 80
To a Maximum fee per condo corporation	\$ 225

[Download a PDF of the Condominium Corporation Membership Form for 2021/2022 here](#)

The CCI Nova Scotia membership year runs from July 1st to June 30th. Membership renewal invoices for the July 1, 2022 to June 30, 2023 year will be emailed to members soon.

New Features This Year:

We have been working on upgrades to our website. You can now renew your membership online, using your credit card. The letter you will receive with your membership invoice will include a special link, which you can click on to renew your membership on-line with payment by credit card.

If you prefer to pay by cheque, that is still an option as well. Please look for instructions with your renewal invoice.

Update your Membership Record Online:

You can also update your membership record online, simply follow the link in the letter accompanying your renewal invoice. Updates are important to make sure we have your current details.

If you are not a member yet but would like to join, please check out the Membership section on our website: <https://ccinovascotia.ca/membership/become-a-member-today>

We thank you for your continued support and membership and look forward to seeing you at our upcoming events.