

CARLETON CONDOMINIUM CORPORATION NO. 157

Ogilvie Gate I

c/o Premiere Property Management Associates
2049 Meadowbrook Road
Gloucester, Ontario
K1B 4W7

December 15, 2022

Budget 2023: January 1, 2023 - December 31, 2023

Dear Unit Owners:

Please find attached the 2023 Budget, approved by the Board of Directors. The monthly condo fees will only go up 4.8% to \$409.00 (four bedroom) and \$370.00 (three bedroom).

The standout reason for this increase is that the Corporation is expecting a jump in price for both the winter and summer grounds contractors as diesel has doubled, labour has gone up, and insurance, salt and dumping fees for snow have all gone up dramatically. We also experienced high expenses for water and garbage. As per the attached insurance certificate, the deductible is **\$10,000**, and **\$25,000** for flood, so ensure you have coverage.

Operating expenditures were set to come in underbudget, but water waste in the last quarter ate up the surplus. It is for this reason that we emphasize the importance of using water responsibly. If you have a leak, shut water off to it whenever possible and address the problem. Water makes up more than 27% of your condo fee, so it is the most expensive bill that you can control. Garbage is the other cost you can help with. Ottawa.ca offers many resources like waste explorer (outlines which waste goes where), the calendar, which offers an app, email and text reminders, and other information. Furniture and large items only get picked up when the calendar lists Garbage, which is on the same week as the blue box pickup. Report violators so they can be charged.

Operational increases were otherwise inflationary or contractual. The Reserve Fund appropriation has been increased in line with the Reserve Fund Study. In summary, the Board of Directors feels this Budget will meet all anticipated expenditures as well as fulfil our Reserve Fund Appropriation requirements to maintain the integrity of Ogilvie Gate I.

We urge you to pay your condominium fees by using the pre-approved payment plan attached. If you already pay this way, your fees will continue automatically on January 1, 2023. To sign up, fill in the PAP form. Otherwise, write 12 post-dates cheques to CCC# 157 in the amount of \$409 or \$370, depending on your unit, from January 1, 2023 to December 1, 2023. Mail or deliver them to the address at the top of the page.

A admin charge of \$25.00 will be applied to late payments or NSF transactions. Because additional costs at this time of year are challenging, there will be no new charge for late payments for any account paid up by February 1, 2023.

The attached **Owner Registration Form** and **Summary of Lease or Renewal** are to update your personal and tenant information. The **Agreement to Receive Notices Electronically (ARNE)** allows you to receive documents and messages from the condo over email instead of by mail, allowing us to reduce office costs. The Periodic Information Certificate [PIC] provides a snapshot of some key stats about the Condo Corporation.

Thank you and Happy Holidays,

Ron Kelly, President
The Board of Directors
Carleton Condominium Corporation No. 157



Atrens-Counsel
Insurance Brokers

Part of Arthur J. Gallagher Canada Limited

CERTIFICATE OF INSURANCE

This is to certify that insurance described below has been effected with the Insurer(s) shown,
subject to the terms and conditions of the policy applicable.

NAMED INSURED: CARLETON CONDOMINIUM CORPORATION NO. 157

ADDITIONAL NAMED INSUREDS: ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

PROPERTY INSURED: Stella Crescent; Elaine Drive; Dora Crescent;
Gloucester, Ontario
K1J 8T8

TERM: December 31, 2022 TO December 31, 2023

COMMERCIAL PACKAGE POLICY NO. 7187988

PROPERTY: Form: Comprehensive All Risk Policy
Amount of Insurance: \$16,704,529.00
Deductibles: \$ 10,000.00 STANDARD
\$ 10,000.00 SEWER BACKUP
\$ 10,000.00 WATER
\$ 25,000.00 FLOOD
5% OR MINIMUM \$ 150,000.00 EARTHQUAKE
Company: Wawanesa Insurance 42%
Aviva Insurance Company of Canada 33%
RSA Insurance Company of Canada 25%

COMPREHENSIVE GENERAL LIABILITY:

Limit of Liability: \$5,000,000.00

DIRECTORS AND OFFICERS LIABILITY:

Limit of Liability: \$5,000,000.00

EQUIPMENT BREAKDOWN INSURANCE:

Limit per Accident: \$16,704,529.00
Company: Wawanesa Insurance
Policy Number: 7187988

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared.

It is not a contract, confers no right upon any person and imposes no liability on the Insuring Companies.

A photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

ATRENS-COUNSEL INSURANCE BROKERS
Part of Arthur J. Gallagher Canada Limited

Authorized Representative

Date: December 6, 2022

Your Protection is Our Business
www.atrens-counsel.com

CARLETON CONDOMINIUM CORPORATION NO. 157
BUDGET
JANUARY 1, 2023 TO DECEMBER 31, 2023

	<u>\$</u> <u>BUDGET</u> <u>2023</u>	<u>\$</u> <u>BUDGET</u> <u>2022</u>	<u>\$</u> <u>PROJECTED</u> <u>2022</u>
OPERATING FUNDS			
REVENUE			
Condominium Fees	427,416	407,748	407,748
Miscellaneous	500	500	2,123
	<u>427,916</u>	<u>408,248</u>	<u>409,871</u>
EXPENSES			
Hydro	2,750	2,750	2,730
Water	111,485	106,684	109,156
Maintenance & Repair	17,000	16,500	17,970
Underground Service	2,100	2,100	-
Parking Control	3,098	3,098	3,098
Garbage Removal	15,920	13,594	14,388
Summer Grounds	25,171	22,883	22,883
Snow Removal	38,027	35,513	35,513
Landscaping	1,500	1,500	1,517
Miscellaneous	500	500	250
Insurance	36,099	34,531	34,531
Legal Fees	500	500	-
Audit	2,712	2,712	2,712
Professional Fees	250	250	-
Regulatory and Compliance	1,319	855	1,069
Directors' Honorariums	11,100	10,590	10,590
Management Fees	38,679	36,014	36,014
Printing, Post and Stationary	1,250	1,250	1,250
Reserve Appropriation	<u>114,077</u>	<u>111,840</u>	<u>111,840</u>
	<u>423,537</u>	<u>403,665</u>	<u>405,510</u>
Surplus (Deficit)	4,379	4,583	4,361
Surplus (Deficit) - Beginning of Year	<u>(13,876)</u>	<u>(18,237)</u>	<u>(18,237)</u>
Surplus (Deficit) - End of Year	<u><u>(9,498)</u></u>	<u><u>(13,654)</u></u>	<u><u>(13,876)</u></u>
	\$	\$	\$
4 Bedroom 12	409	19 390	
3 Bedroom 83	370	17 353	
	4.8%	4.8%	

CARLETON CONDOMINIUM CORPORATION NO. 157
BUDGET
JANUARY 1, 2023 TO DECEMBER 31, 2023

	<u>\$ BUDGET 2023</u>	<u>\$ BUDGET 2022</u>	<u>\$ PROJECTED 2022</u>
<u>RESERVE FUND</u>			
REVENUE			
Appropriation from Operations	114,077	111,840	111,840
Interest	8,584	6,975	4,802
	<u>122,661</u>	<u>118,815</u>	<u>116,642</u>
EXPENSES			
Doors	---	---	2,895
Landscaping	11,000	10,000	1,808
Steps	2,120	1,040	2,000
Electrical Lights	9,540	9,360	---
Roofs	---	---	2,007
Attics	---	---	---
Eavestrough	---	---	3,000
Basements	2,120	1,040	2,447
Fences	84,240	82,620	6,220
Painting and Staining	---	---	---
Stucco	127,200	124,800	---
Exterior Caulking	5,830	5,720	---
Professional / Supervision Fees	8,480	8,320	---
Playground	22,500	28,080	5,116
Underground Services	---	---	---
Paving	12,000	3,640	7,684
	<u>285,030</u>	<u>274,620</u>	<u>33,177</u>
Increase (Decrease)	(162,369)	(155,805)	83,465
Balance Beginning of Year	<u>546,920</u>	<u>463,455</u>	<u>463,455</u>
Balance End of Year	<u><u>384,551</u></u>	<u><u>307,650</u></u>	<u><u>546,920</u></u>

PRE-APPROVED PAYMENT PLAN

Please complete the Pre-approved Payment (PAP) Plan Agreement below

I(we) authorize Premiere Property Management Associates (the payee) and the financial institution designated (or any other financial institution I (we) may authorize at any time) to begin deductions as per my (our) instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my (our) account(s). Regular monthly payments will be debited to my (our) specified account on the 1st day of each month. The payee will obtain my (our) authorization for any other one-time or sporadic debits.

This authority is to remain in effect until the payee has received written notification from me (us) of its change or termination. ***Notice of such change or termination must be received at least (10) business days before the next debit is scheduled at the address provided below.*** I (we) may obtain a sample cancellation form, or more information on my (our) right to cancel a PAP Agreement at my (our) financial institution or by visiting www.cdnpay.ca.

The payee may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me (us).

I (we) have certain recourse rights if any debit does not comply with this agreement. For example, I (we) have the right to receive reimbursement for any PAP that is not authorized or is not consistent with this PAP Agreement. To obtain a form for a Reimbursement Claim, or for more information on my (our) recourse rights, I (we) may contact my (our) financial institution or visit www.cdnpay.ca.

Yes! I want to join and enclose a **VOID** cheque.

(PLEASE PRINT IN BLOCK LETTERS)

Name(s): _____

Condo Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

(NOTE: This authorization MUST be received at least 10 business days before the next debit is scheduled. Payment for that month must otherwise be made by separate cheque payable to your Condo Corporation.)

Circle Amount

I (we) authorize CCC #157 to debit my bank account in the amount of \$ 370 / 409 on the 1st day of each month commencing _____.

These services are for (**check one**) _____ personal _____ business use.

I(WE) FURTHER AUTHORIZE THE PAYEE TO IMMEDIATELY DEBIT FROM MY(OUR) ACCOUNT THE AMOUNT OF ANY OUTSTANDING BALANCE WHICH IS DUE UPON RECEIPT OF THIS AUTHORIZATION.

Authorized Signature(s) _____

_____ Date

Premiere Property Management Assoc.

2049 Meadowbrook Road

Ottawa, ON K1B 4W7

Tel: 613-236-3902 Fax: 613-230-2371

Please fax or scan your completed form and void cheque to: dnelligan@premierepropertymgt.com

To receive notices or documents over email, please send a scan or a picture of this filled in and signed form.
reception@premierepropertymgt.com

Agreement to Receive Notices Electronically

Agreement by owner or mortgagee to receive notices from the corporation by electronic delivery

Owner's or mortgagee's name _____

Phone #: _____ / _____

C: _____ / _____

Condominium corporation's name _____

Carleton Condominium Corporation No. 157

Address: _____

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

☒ Email

My email address is X _____

☐ Facsimile

My fax number is _____

☐ Other _____

☒ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

X

Signature of owner or mortgagee

X

Date (yyyy/mm/dd)

Signature of individual on behalf of the
condominium corporation

Date (yyyy/mm/dd)

Signature of individual on behalf of the
condominium corporation

Date (yyyy/mm/dd)

Please affix the corporate seal or add a statement below that the person signing has the authority to bind the corporation.

Owner Registration Form

Your contact information is important! Please complete this form and return it to our office to ensure that we can reach you or your tenant(s) in case of emergency at your property.

CCC No.:

157

Unit Address:

OWNER INFORMATION:

Please print clearly and include the name(s) of all registered owner(s)

Registered Owner
Name(s) only:

Mailing Address:
(for non-resident owners)

Telephone:

H:

O:

C:

E-Mail:

please print clearly

Emergency Contact:

Name(s):

H:

O:

C:

TENANT INFORMATION:

In accordance with the Condominium Act, please complete and return the attached "Summary of Lease or Renewal" form if your unit is rented.

Owner(s) signature(s) _____

_____ Date

Please fax or scan your completed form
dnelligan@premierepropertymgt.com

TO: CCC # 157
c/o Premiere Property Management Associates
2049 Meadowbrook Road, Ottawa, ON, K1B 4W7

Condominium Act, 1998
SUMMARY OF LEASE OR RENEWAL
(clause 83 (1) (b) of the *Condominium Act, 1998*)

1. This is to notify you that: (*mark whichever is applicable*)

☐ written or ☐ oral ☐ lease ☐ sublease ☐ assignment of lease
OR
☐ renewal of a ☐ written or ☐ oral ☐ lease ☐ sublease ☐ assignment of lease

has been entered into for:

Address _____ Unit _____, Level _____, being Suite # _____

Parking Unit _____, Level _____ Locker Unit # _____, Level _____

on the following terms:

Name of lessee(s): _____

Telephone number: (H) _____ (C) _____ (W) _____

E-mail: _____

Commencement date: _____ Termination date: _____

Option(s) to renew: _____
(*set out details*)

Rental payments: \$ _____ per month due on: _____
(*set out amount and when due*)

Other information: _____
(*at the option of the owner*)

2. I (We) have provided the lessee(s) with a copy of the declaration, by-laws and rules of the corporation.
3. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (we) will advise you in writing if the lease is terminated.

Dated this _____ day of _____, _____

(*signature of owner(s)*)

(*signature of owner(s)*)

(*print name of owner(s)*)

(*print name of owner(s)*)

(*address of owner(s)*)

(H) _____ (C) _____ (W) _____

E-mail: _____

Introduction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

1. General information about the corporation

Name of the condominium corporation
Carleton Condominium Corporation No. 157

The address for service of the corporation

Unit Number c/o	Street Number 2049	Street Name Meadowbrook Road	PO Box
City/Town Ottawa	Province Ontario		Postal Code K1B 4W7

The condominium manager, management provider, or any other person responsible for management of the property ☐ Not applicable

Name	Address for Service	Email Address (optional)
i. Premiere Property Management Associates	2049 Meadowbrook Rd. Ottawa, ON K1B 4W7	reception@premierepropertymgt.com

Additional ways to deliver requests for records to the corporation

The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above ☒ Not applicable

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: ☒ Not applicable

Instruction for the person filling out this form: If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

Number of leased units

The corporation has received notice under s. 83 of the *Condominium Act, 1998* that 24 unit(s) was/were leased during the current fiscal year.

2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i. Ron Kelly	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title President	c/o PPMA 2049 Meadowbrook Rd., Ottawa, Ontario K1B4W7	
ii. Luc Charest	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Treasurer	c/o PPMA 2049 Meadowbrook Rd., Ottawa, Ontario K1B4W7	

iii. Brenda Larche	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Vice President Buildings	c/o PPMA 2049 Meadowbrook Rd., Ottawa, Ontario K1B4W7	
iv. Suzanne Langlois	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Secretary	c/o PPMA 2049 Meadowbrook Rd., Ottawa, Ontario K1B4W7	
v. Lise Parent	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Vice President Grounds	c/o PPMA 2049 Meadowbrook Rd., Ottawa, Ontario K1B4W7	

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.
i. Standard, Water, & Sewer	\$ 10,000	\$10,000.00
ii. Flood (Overland)	\$ 25,000	\$25,000.00
iii. Earthquake	\$150,000	\$150,000.00

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

☐ Yes ☒ No

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 bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have 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.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

4. Financial information about the corporation

Budget

The budget of the corporation for the current fiscal is accurate and may result in:

- ☐ a surplus of: _____
- ☒ a deficit of: \$18,237.00
- ☐ neither a surplus nor a deficit

Reserve Fund

The balance in the reserve fund \$536,726.00	Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates) 2022/09/30
-------------------------------------------------	------------------------------------------------------------------------------------------------------------

The balance of the reserve fund at the beginning of the current fiscal year was:
\$463,455.00

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:
\$111,840.00

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

Description of expenditure	Amount
i. Major Repairs and Replacements	\$33,177.00

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 contained in the "Notice of Future Funding of the Reserve Fund" (Form 15)

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

8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.I 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

The 2 questions on page 4 are not applicable