

CARLETON CONDOMINIUM CORPORATION NO. 157

Ogilvie Gate I

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

December 21, 2023

Budget 2024: January 1, 2024 - December 31, 2024

Dear Unit Owners:

Please find attached the 2024 Budget, approved by the Board of Directors. The monthly condo fees will go up **5.9%** to **\$433.00** (four bedroom) and **\$392.00** (three bedroom). The standout reason for this increase in fees is to help pay off the snow overage the Corporation experienced last year. Ottawa had more snow before the end of January 2023 than in the entire 2020-2021 winter season. As such, the precipitation maximum in our snow contract was exceeded and prorated charges were levied for the extra snow. Aside from that, insurance is going up by 4.3%. As per the attached insurance certificate, the **deductible is \$10,000**, and **\$25,000** for flood, so please ensure you have enough coverage.

Water waste continues to be a significant cost to the Condominium, with an \$18,000 increase in usage charges from last year. We once again stress the importance of conserving water and checking for leaks and running toilets. Water is 30% of your fee. Garbage is the other cost you can help with. The city website (<https://ottawa.ca/recycling>) offers many resources like waste explorer (outlines which waste goes where), the calendar, reminders, an app, 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.

Reserve expenditures this year included some outdoor repairs and maintenance to the grounds, as well as fence replacements and the installation of a new playground. Looking into the future, the board will begin steps towards updating the stucco on the exterior of buildings. 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, 2024. To sign up, fill in the PAP form. Otherwise, write 12 post-dates cheques to CCC# 157 in the amount of \$433 or \$392, depending on your unit, from January 1, 2024, to December 1, 2024. 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, 2024.

The attached **Owner Registration Form** and **Summary of Lease or Renewal** are to update your personal and tenant information. Fillable versions of all these forms are available at ppmacondos.com/forms. Other condo documents are available online at ppmacondos.com/157 using P4821A as the password.

Thank you and Happy Holidays,
Ron Kelly, President
The Board of Directors
Carleton Condominium Corporation No. 157



Premiere Property Management Associates
A Division of 128431 Canada Inc.

PRE-APPROVED PAYMENT AUTHORIZATION TERMS & CONDITIONS

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 1 st 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.payments.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.payments.ca

Pre-authorized Payment Authorization (please complete and return)

☐ **Yes! I want to join and have enclosed a VOID cheque copy**

(PLEASE PRINT CLEARLY)

Name(s):

Condo Address:

Cell/Ph: Email:

I (we) authorize Condo No. c/o Premiere Property Management Associates to debit my/our bank account in the amount of \$ on the 1st day of each month commencing (month/year)

These services are for (please check one) ☐ personal use ☐ 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

Date (yyyy/mm/dd)

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

Note: you will be charged \$25 (subject to change) for payments returned to us for any reason.

2049 Meadowbrook Rd. Ottawa, ON K1B 4W7
Tel. (613) 236-3902 Fax (613) 230-2371 Email: reception@premierepropertymgt.com

CARLETON CONDOMINIUM CORPORATION NO. 157
BUDGET
JANUARY 1, 2024 TO DECEMBER 31, 2024

	<u>\$</u> BUDGET 2024	<u>\$</u> PROJECTED 2023	<u>\$</u> BUDGET 2023
OPERATING FUNDS			
REVENUE			
Condominium Fees	452,784	427,416	427,416
Miscellaneous	1,000	500	500
	<u>453,784</u>	<u>427,916</u>	<u>427,916</u>
EXPENSES			
Hydro	2,700	2,411	2,750
Water	118,174	126,512	111,485
Maintenance & Repair	15,000	6,499	17,000
Underground Service	2,100	-	2,100
Parking Control	3,092	3,092	3,098
Garbage Removal	15,920	15,546	15,920
Summer Grounds	29,663	24,719	25,171
Winter Grounds	39,611	36,344	35,513
Snow Overage		34,829	
Landscaping	1,500	762	1,500
Miscellaneous	500	500	500
Insurance	37,576	36,099	36,099
Legal Fees	500	-	500
Audit	2,712	2,712	2,712
Professional Fees	500	-	500
Regulatory and Compliance	1,140	1,140	1,319
Directors' Honorariums	11,760	11,100	11,100
Management Fees	41,309	38,679	38,679
Printing, Post and Stationary	1,000	500	1,250
Reserve Appropriation	116,358	114,077	114,077
	<u>441,115</u>	<u>455,520</u>	<u>421,273</u>
Surplus (Deficit)	12,669	(27,604)	6,643
Surplus (Deficit) - Beginning of Year	<u>(49,380)</u>	<u>(21,776)</u>	<u>(21,776)</u>
Surplus (Deficit) - End of Year	<u><u>(36,711)</u></u>	<u><u>(49,380)</u></u>	<u><u>(15,133)</u></u>

CARLETON CONDOMINIUM CORPORATION NO. 157
BUDGET
JANUARY 1, 2024 TO DECEMBER 31, 2024

	\$ BUDGET 2024	\$ PROJECTED 2023	\$ BUDGET 2023
<u>RESERVE FUND</u>			
REVENUE			
Appropriation from Operations	116,358	114,077	114,077
Interest	10,794	19,911	8,584
	<u>127,152</u>	<u>133,988</u>	<u>122,661</u>
EXPENSES			
Light Fixtures	9,540	-	9,540
Steps	2,120	-	2,120
Landscaping	-	14,492	11,000
Basements	2,120	-	2,120
Fences	10,000	60,000	84,240
Stucco	127,200	-	127,200
Exterior Caulking	5,830	-	5,830
Professional / Supervision Fees	8,480	-	8,480
Playground	-	17,437	22500
Underground Services	-	-	-
Miscellaneous	5,500	-	-
Paving	12,000	-	12,000
	<u>182,790</u>	<u>91,929</u>	<u>285,030</u>
Increase (Decrease)	(55,638)	133,988	(162,369)
Balance Beginning of Year	<u>696,108</u>	<u>562,120</u>	<u>562,120</u>
Balance End of Year	<u><u>640,470</u></u>	<u><u>696,108</u></u>	<u><u>399,751</u></u>



Premiere Property Management Associates
A Division of 128431 Canada Inc.

OWNER REGISTRATION FORM

Condo No. Unit Address:

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

OWNER INFORMATION

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

Registered Owner(s) Name(s) Only:

Mailing Address (if non-resident owner):
City: Prov./State: Country:
Postal Code/Zip:

Cell: Home: Work:
Email:

Emergency Contact Information

Emergency Contact 1: Name:	<input type="text"/>	Contact Info:	<input type="text"/>
Emergency Contact 2: Name:	<input type="text"/>	Contact Info:	<input type="text"/>

TENANT INFORMATION

In accordance with section 83 of the Condominium Act, Ontario , if you lease your unit, please fill out the "Summary of Lease" form and return it to us, as required.

Owner(s) Signature(s)

Date (yyyy/mm/dd)

PLEASE EMAIL YOUR COMPLETED FORMS TO
dnelligan@premierepropertymgt.com

(you may also mail or fax it, see info below)

Tel. (613) 236-3902 2049 Meadowbrook Rd. Ottawa, ON K1B 4W7
Fax (613) 230-2371 Email: reception@premierepropertymgt.com

TO: Corp.# 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 _____, 20____

(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) _____

Email: _____



**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, 2023 TO December 31, 2024

COMMERCIAL PACKAGE POLICY NO. 7187988

PROPERTY: Form: Comprehensive All Risk Policy
Amount of Insurance: \$17,539,755.00
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%
Intact Speciality Solutions 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: \$17,539,755.00
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: November 29, 2023

Dear Condominium Unit Owner:

As the Insurance advisor for your Condominium Corporation, we feel it is important to make you aware of your insurance responsibilities as well as the responsibilities you have to the Condominium Corporation. Failure to maintain adequate Condominium Unit Owners Insurance could result in severe financial hardship should a serious loss occur!

The Condominium Corporation is responsible for insuring the following:

- The Building (s) and units as per Builders specifications however, excluding the portion of each unit the Unit Owner is responsible, as defined from an insurance stand point (refer to Standard Unit By-law if applicable), which excludes any improvements made or acquired by the Unit Owners;
- Personal Property of the Corporation, but excluding the Personal Property of the Unit Owners;
- Liability against the Legal Liability imposed by law, as the result of Bodily Injury and Property Damage, arising out of the Corporation's activities as a Condominium. This coverage is extended to provide coverage on behalf of the Individual Unit Owners but only with respect to their interests in the common elements of the Condominium;
- Boiler & Machinery coverage as required by the Condominium Corporation.

Your Insurance responsibilities as a Unit Owner are as follows:

- Personal Property - i.e. furniture, clothing, all personal effects stored in lockers, etc.;
- Improvements or Betterments made to the unit, i.e. wallpaper, paneling, light fixtures, upgraded flooring, upgraded kitchen cupboards, (Reference should be made to the Standard Unit By-Law if applicable - floor coverings may be fully your responsibility);
- Personal Liability - Your Legal Liability for any Bodily Injury or Property Damage arising out of your personal activities as a Unit Owner, and from the ownership of your individual unit.

Unit Owners should be aware of the following!

- You may be responsible for the deductible under the Corporations insurance policy if a loss occurs to any property the corporation is responsible for insuring. This charge back of the Corporation's deductible would apply if the damage was a result of an act or omission on the part of the Unit Owner;
- If an insurable loss assessment is valid under the Condominium Corporations governing rules, you could be responsible for your share of this special loss assessment. This could be quite substantial.

"Unfortunately there are many Unit Owner policies in today's market place that do not provide the coverage or in many cases an adequate limit of insurance to protect the Unit Owner against these major concerns."

Fortunately Atrens-Counsel Insurance Brokers has developed a Unit Owners insurance policy which is tailored around the Insurance Policy of the Condominium Corporation. The result is a very competitively priced, comprehensive policy, which will respond to many of those claims not covered under some insurance policies available today.

Our exclusive policy is titled "Condo Gold."



Go to www.condogold.ca for an online quote in minutes! Or contact a broker who specializes in condominium insurance: **905-567-6222 or 1-877-627.6222**