

GARDINER MILLER ARNOLD LLP

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GMA'S CONDO DOCUMENTS UPGRADE PACKAGES

Many of our condominium clients are adopting or upgrading the following documents and packages. If you are interested, please ask for one or more of GMA's complementary introductory letters explaining the benefits, criteria, forms, documents, procedures and costs for one of the following topics:

- **Comprehensive General By-law Package** (with over 200 practical improvements);
- **Standard Unit By-Law Package** (to govern insurance, damage to Standard Improvements, extended insurance deductible provisions, owners' insurance and repair obligations);
- **Guaranteed Lien Collection System Package**
- **Comprehensive Rules Package** (Townhouse, High-Rise, Recreational Rules and Shared Facilities Rules);
- **S. 98 Owner's Alteration Agreements Package** (four types of Agreements with Schedules and Procedures allowing owners to alter the common elements);
- **Access and Bulk Telecommunications Agreements** and Communications Checklist;
- **Standard Condominium Contract Conditions** (27 commercially-reasonable and condo-friendly protections supersede any service provider's contract terms and conditions);
- Maintenance v. Repairs v. Alterations • Unit Boundary/Repair Obligations • Reserve Fund Studies, Form 14 and Major Repair and Replacements • Performance Audit • Tarion (ONHWP) Claim • Construction Deficiency Action • Manufacturer's Warranty Claim • Disaster Planning • Emergency Response • Insurable/ Non-insured damage • Extended Insurance Deductible • Standard Unit By-law • Damage charge-backs
- **Status Certificate** analysis and wording improvements;
- **Declaration Amendment** package;
- **Community Standards** package (for owners' standardized exterior alterations as a declaration amendment);
- **Occupational Health and Safety Policy** (to protect workers on the common elements and the Corporation's directors from personal strict liability claims);
- **Privacy Policy** (to address issues related to PIPEDA, confidentiality, records access and other condo issues);
- **Human Rights Policy** (to fulfil an employer's and director's duty to prevent harassment and human rights breaches);
- **Being a Good Director** - • Election • Qualifications • Political tactics • Sharing Directors' Meetings • Bad Apple Directors • Directors' Powers & Duties • Hierarchy of Decision-Making • Governance Powers • Statutory & Common Law Duties • Conflict of Interest • Duty of Honesty and Good Faith • Standard of Care • Indemnification and Insurance • Owners' Enforcement Rights • Requisition Rights • Owners' Rights • Owners' Majority & Extraordinary Votes/Written Consent • Directors' Code of Ethics • Owners' Code of Ethics
- **AGM Package** – • Notice to Owners • Agenda • Protective Proxy Form • Information Circular • Meeting Set-Up Checklist • Chart Meeting Rules of Conduct • Confirmation Notice Sent • Chair Script (re Election of Owner-Occupied Director and Standard Directors) • Head Table List • Directors' Code of Ethics • Registrar's Quorum Count • Ballot Form re Election of Directors/By-law Enactment • Motion to Adjourn Meeting and Adjournment Procedures (for By-law Enactments) • Scrutineer's Tabulation of Votes • Article re Chairing AGMs
- **Requisition Meeting Package** – • Notice of Requisition Meeting • Agenda • Director's Requisition Responses • Meeting Script • Ballot • *Spiral To Hell* (A didactic play demonstrating techniques to contest requisition claims) • Owners' Code of Ethics • Rules of Conduct • Proxy • Surviving Requisition Meetings
- **Meeting Rules of Conduct**
- **Condominium Legal Issues** (legal issues for directors and managers);
- Ask for our 3-page **List of Articles** on a wide-range of condominium legal topics.