

GMA's By-Law Chart



	<p>Choose GMA's CGBL and SUBL or any of the Special By-laws and other precedents listed in items 3 – 23 by completing the applicable checkbox. Forward your selection(s) in this completed Chart to GMA at irene.thrush@gmalaw.ca or by fax to Irene Thrush (416-363-8451). See also Notes 1 – 4 below.</p> <p>Inclusive Packages ~ All by-law packages include our standard form By-law, a set of By-law Procedures, an explanatory letter to directors, a directors' resolution, an explanatory notice to owners promoting the by-law and an article pertaining to by-law issues.</p> <p>Adjournment ~ GMA's by-law packages also include GMA's Motion to Adjourn Meeting and the Adjournment Procedures in case it is necessary to enable the by-law to be enacted at an adjourned table-top meeting. We can also provide GMA's optional Adjournment Notice Package containing the forms and notices required to implement the adjournment (see Item 23 below).</p> <p>Registration ~ Each separate by-law, when enacted, requires preparation and execution of the legal-sized Document General, Certificate & By-law, together with letters to you explaining execution procedures. We will register the by-law documents and report to you (\$230.00, together with subsearch, registration and copying disbursements (\$102.50) and GST (\$13.00), totaling \$345 each).</p> <p>See GMA's Condo Document Packages ~ Rules (for High Rise/Townhouse/ Recreational/Shared Facilities), four types of S. 98 Owner Alteration Agreements, Telecommunications Packages and Policies (Human Rights, Occupational Health and Safety, Workplace Violence and Harassment, and PIPEDA Policies).</p>	
1.	<p>Comprehensive General By-law (CGBL) ~ We recommend adoption of our CGBL, incorporating typical general by-law provisions, plus applicable Condo Act provisions and over 200 practical by-law improvements (including each of the separate by-laws and forms listed as #3-#20 below). The applicable directors' resolution, By-law Procedures, Notice to Owners, explanatory article and other documents are included in the Package (\$2,500 & GST/HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours). See GMA's CGBL Page for details.</p>	<input type="checkbox"/>
2.	<p>Standard Unit By-law (SUBL) ~ GMA's SUBL incorporates a precedent standard unit definition, highlights 16 exclusions, defines maintenance and repair obligations, establishes the Corporation's insurance coverages and owners' recommended insurance coverages, and includes the essential insurance deductible clause "extending the circumstances". The applicable directors' resolution, By-law Procedures, Notice to Owners, explanatory article and other documents are included in the Package (\$1,850 & GST/HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours). See GMA's SUBL Introductory Page for details.</p>	<input type="checkbox"/>
3.	<p>Mediation/Arbitration Procedures By-law ~ Streamline procedures and minimize costs to effectively enforce declaration, by-law and rule breaches as per s. 132 of the Act (\$395 & GST/HST).</p>	<input type="checkbox"/>
4.	<p>Realty Tax Assessment Appeal By-law ~ Empower the board to appeal owners' unit realty tax assessments using expert appraisal advice on a cost-saving, building-wide basis subject to legislative requirements (\$395 & GST/HST).</p>	<input type="checkbox"/>
5.	<p>Insurance Deductible By-law ~ Extend s. 105's circumstances to make owners liable for damage to other units and the common elements emanating from their unit (\$395 & GST/HST).</p>	<input type="checkbox"/>
6.	<p>Lease of Common Elements By-law ~ A s. 21 by-law is required for a lease through the Corporation's common elements [Lease not included] (\$395 & GST/HST).</p>	<input type="checkbox"/>
7.	<p>Specific Easement By-law ~ A s. 21 by-law is required to approve a common elements easement [Easement agreements are extra] (\$395 & GST/HST).</p>	<input type="checkbox"/>
8.	<p>Borrowing By-laws ~ Numerous borrowing options are available. [Financing arrangements, loan agreement, security documents, resolutions, notices and other documents are extra] (\$495 & GST/HST).</p>	<input type="checkbox"/>
9.	<p>Occupancy Standards By-law ~ Restrict excess occupancy of units per s. 57 of the Act and recover permitted excess common expenses (\$395 & GST/HST).</p>	<input type="checkbox"/>
10.	<p>Directors' Qualifications By-law ~ Establish various qualifications criteria to choose the best candidates and remove non-complying directors (\$395 & GST/HST).</p>	<input type="checkbox"/>
11.	<p>Directors' Remuneration By-law ~ Directors can only be paid remuneration in that capacity subject to by-law approval each three years (\$395 & GST/HST).</p>	<input type="checkbox"/>

12.	Indemnification of Directors and Officers By-law ~ Many old by-laws do not properly indemnify directors and officers (\$395 & GST/HST).	<input type="checkbox"/>
13.	Teleconference and E-mail By-law ~ Permit meetings by teleconference and establish criteria when e-mail decisions can be made and ratified. (\$395 & GST/HST)	<input type="checkbox"/>
14.	Telecommunications (TV/Phone/Internet/Roof-top Dish) By-law ~ A s. 21 & 22 by-law can permit various telecommunications scenarios [Telecommunication agreements are extra] (\$395 & GST/HST).	<input type="checkbox"/>
15.	Restricted Access to Recreational Facilities By-law ~ Non-resident owners and others can be excluded from using the Corporation's recreational facilities (\$395 GST/HST).	<input type="checkbox"/>
16.	Trespasses & Commercial Uses By-law ~ Owners can be permitted to use a home office, while trespasses and other nuisance uses are prohibited (\$395 & GST/HST).	<input type="checkbox"/>
17.	Partitions, Flooring, Alterations and Safety Devices By-law ~ Control in-suite flooring, partitions and structural components and require various in-unit safety devices to be maintained by the owner, or allow the Corporation to elect to do so (\$395 & GST/HST).	<input type="checkbox"/>
18.	Terminate Insurance Trust Agreement By-law ~ Avoid annual fees and establish Insurance Trust Agreement only when needed (\$395 & GST/HST).	<input type="checkbox"/>
19.	Reciprocal Agreement By-law ~ Amendments to Reciprocal Agreements often require a by-law [Agreement revisions not included]. (\$395 & GST/HST)	<input type="checkbox"/>
20.	Additional Duties and Powers By-law ~ Create new duties and powers for the Corporation, payable by common expenses (Time spent & GST/HST).	<input type="checkbox"/>
21.	Customized By-laws ~ We will prepare any customized by-law not listed above in order to address any issue permitted by s. 21, 56 or 59 of the Act (Time spent & GST/HST).	<input type="checkbox"/>
22.	Declaration Amendment Package ~ Older declarations may contain various dated or inappropriate provisions (\$2,500 + time spent to draft customized provisions in excess of 3 hours will be billed at our standard hourly rates).	<input type="checkbox"/>
23.	Adjournment Notice Package ~ If it becomes necessary to adjourn the by-law vote, we can provide an explanatory letter and a package of eight notices and forms to implement the Adjournment Procedures (\$295 + GST/HST)	<input type="checkbox"/>

NOTES

1. By-laws must be passed by the board, confirmed by the owners of a majority of all units and registered on title before taking effect.
2. The pricing for each of the above standard by-law packages includes typical, non-customized processing time spent. Non-standard provisions and separate agreements, leases or arrangements are charged at our standard hourly rates. Fees are in effect as of May, 2010 and are subject to change. Your instructions to GMA are subject to the criteria set out in GMA's [General Retainer Agreement](http://www.gmalaw.ca) at www.gmalaw.ca.
3. Upon request, GMA will meet with the board/ by-law committee to discuss preliminary aspects or customized changes at our standard hourly rates.
4. Upon request, GMA will attend or chair the owners meeting to explain and promote the benefits of the selected by-law, address any proposed amendments and handle the procedures to adjourn the meeting to a subsequent table-top meeting, if necessary, to obtain the required majority vote of all owners, at our standard hourly rates.

PLEASE COMPLETE THE FOLLOWING PARTICULARS:

_____ Condominium Corporation No. _____ Date: _____

X _____
Per: Authorized Signing Officer (*Please sign*)

Address: _____
Phone: _____
Fax: _____
Email: _____

Name & Title: _____
Please Print

Please e-mail these instructions to GMA at irene.thrush@gmalaw.ca or fax them to Irene Thrush at 416-363-8451.