

# GMA's Condo Document Packages



We hereby instruct **Gardiner Miller Arnold LLP** (“GMA”) to proceed with the following project(s) identified by our checkmark in the applicable checkbox:

1. **Guaranteed Lien Collection** ~ Lien collections for arrears of monthly common expenses are undertaken at no cost to the condominium corporation when accurate and timely information is provided to us, if our standard lien collection system is utilized. Fees for chargeback liens (s. 92) or litigation liens (s. 134) differ from standard common expense arrears liens and are charged to the Corporation at the standard hourly rates for time spent by our lien clerk and lawyer, but usually all amounts are collected from the unit owner.
2. **Comprehensive General By-law Package (“CGBL”)** ~ GMA's CGBL incorporates typical general by-law provisions, plus applicable provisions extracted from the Act and over 200 practical by-law improvements (including 21 separate by-laws and all forms, resolutions, letters, notices, procedures and motions). See [GMA's Comprehensive By-Law Chart](#) (\$2,500 + disbursements [approx. \$60] & GST/HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours.) Ask for GMA's complimentary CGBL Introductory Package for details.
3. **Standard Unit By-law Package (“SUBL”)** ~ GMA's SUBL incorporates a general precedent standard unit definition, highlights 16 exclusions, defines maintenance and repair obligations, establishes the Corporation's insurance coverages and owners' recommended types of insurance, and includes the essential insurance deductible extension clause. All documents are included. See [GMA's Comprehensive By-Law Chart](#) (\$1,850 + disbursements [approx. \$60] & GST/HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours.) Ask for GMA's complimentary SUBL Introductory Package for details.
4. **SPECIAL BY-LAWS** ~ See [GMA's Comprehensive By-Law Chart](#). We offer 23 types of standard by-law packages and forms and by-law registration criteria, included documents and related services.
5. **By-law Registration** ~ Preparation of registration documents, execution, subsearch, registration and reporting (\$345 includes fees (\$226.06), disbursements (\$102.50) & GST (\$16.44).
6. **Rules Upgrade** ~
  - a) Prepare GMA's Comprehensive (High Rise  Townhouse ) Rules and provide a 28 page menu of rules for the board's selection to suit the circumstances (\$1,280 + disbursements [approx. \$30.00] & GST/HST, with hourly rate for revisions response time spent in excess of 3 hours). (**Recommended choice**);
  - b) Prepare GMA's Comprehensive (Recreational  Shared Facilities ) Rules and forward for the Corporation's revisions to suit the circumstances (\$750.00 + disbursements [approx. \$30.00] & GST/HST, with hourly rate for revisions response time spent in excess of 2 hours). (**Recommended choice**);
  - c) Review existing rules simply for compliance on a time-spent basis; or
  - d) Compare your existing rules to our comprehensive set of rules and add additional rules on a time-spent basis.
7. **Owners' Alterations Agreement** ~ Prepare and provide the document packages for the following situations:
  - a) Multi Purpose incorporating numerous standard Alterations and Specifications (\*\$1,280);
  - b) Single Purpose for all Unit Owners (Usual fee range \*\$905 - \$1,280);
  - c) Owner's Unique Alterations (Hourly rate. Usual fee range: \*\$1,200 - \$2,000); or
  - d) Community Standards Declaration Amendment approving numerous alterations (\*\$1,850 - \$2,500).

\*Disbursements & GST/HST extra, with hourly rate for revisions, discussions and negotiations time spent in excess of 2 hours, based upon GMA's existing standard Alterations Specifications. Unique specifications to be provided by client or drafted by GMA at its hourly rate. Each participating unit owner pays additional Registration Processing Fee of \$345 (includes fees, registration, disbursements & GST/HST).
8. **Declaration Amendment Package** ~ Review the Declaration, identify and draft recommended amendments and package of nine applicable documents (\$2,500 + disbursements & GST/HST, with hourly rate for optional services and revisions time spent in excess of 3 hours). Section 109 Court Applications to amend declaration or description charged at applicable hourly rates.
9. **Status Certificate Review** ~ At standard hourly rates.
10. **Standard Condominium Contract Conditions** ~ 27 commercially-reasonable provisions protect your condo and supersede service providers' one-sided terms and conditions, when attached to a contractor's quote or contract. (\$395 + GST/HST, plus hourly rate for time spent to customize for a specific contract, if requested).

11. **Access & Bulk Telecommunications Agreements, with Checklist** ~ Television/Internet agreements require substantial amendments. Rogers/Gardiner or Bell ExpressVu/Gardiner precedents incorporate numerous cost-saving contractual improvements. (At standard hourly rates.)
12. **Occupational Health and Safety Policy** ~ Protect employees from injury and directors and managers from personal liability re workplace accidents and compliant with various *Occupational Health and Safety Act* requirements. (\$395 + GST/HST, plus our hourly rate to customize any requested revisions).
13. **Workplace Violence and Harassment Policy** ~ Adopt the new mandatory policy addressing various workplace violence and harassment threats. Corporations must now also react to domestic violence and warn employees about dangerous employees, while protecting privacy (\$395 + GST/HST, plus our hourly rate to customize any requested revisions).
14. **Privacy Policy** ~ Protect owners' privacy rights while including controls over access to records, enhance confidentiality protections, control inappropriate communications by owners, minimize defamation, establish criteria to reject requisitions and comply with owners' PIPEDA expectations (\$395 + GST/HST, plus our hourly rate to customize any requested revisions).
15. **Human Rights Policy** ~ Protect directors and managers and establish procedures to address human rights claims (\$395 + GST/HST, plus our hourly rate to customize any requested revisions).
16. **Notice of Change of Address** ~ (\$295, includes fees for preparation, execution, board resolution, letters, registration and reporting + GST/HST).
17. **AGM Package or Requisition Meeting Package** ~ Includes Meeting Rules of Conduct, Notice, Agenda, Proxy, Chair's Script, Motion to Adjourn, adjournment procedures and various other meeting documents (\$495 + GST/HST, plus our hourly rate to customize any requested revisions).
18. **Directors' Code of Ethics** ~ Adopt a comprehensive two-page list of preferred and prohibited practices governing directors' conduct (\$100 + GST/HST).
19. **Owners' Code of Ethics** ~ Educate owners to avoid being seduced by defamatory newsletter allegations, inappropriate requisitions and misleading proxy solicitations (\$100 + GST/HST).
20. **Meeting Rules of Good Conduct** ~ A meeting handout containing 10 Rules to preclude interruptions, irrelevant comments and improper conduct at owners' meetings (\$100 + GST/HST).
21. **Record Access Form** ~ Criteria governing access to, payment for and restricted use of the Corporation's records, to be signed by a requesting owner (\$100 + GST/HST).
22. **Other Instructions** ~ The foregoing are standardized packaged projects, but we have 3,000 other legal opinion precedents and provide many other types of condominium and other legal advice and services. Please summarize your other instructions or legal questions, and we will be pleased to respond at our standard hourly rates.
23. **Condominium Legal Issues** ~ A checklist of legal issues on one page (Free).
24. **Ask for our List of Condominium Articles and Books** (Free)

**PLEASE COMPLETE THE FOLLOWING PARTICULARS:**

\_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_ Date: \_\_\_\_\_

**X** \_\_\_\_\_

Per: Authorized Signing Officer (*Please sign*)

Name & Title: \_\_\_\_\_

*Please Print*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTES:**

1. Fees for the services listed above are in effect as of May, 2010 and are subject to change. Your instructions to GMA and all references to hourly rates are subject to the criteria and rates set out in GMA's [General Retainer Agreement](#) with attached Terms and Conditions at [www.gmalaw.ca](http://www.gmalaw.ca).
2. Please e-mail these instructions to GMA at [irene.thrush@gmalaw.ca](mailto:irene.thrush@gmalaw.ca) or fax them to Irene Thrush at 416-363-8451.