

SPRING 2016

CondoChronicle

NEWSLETTER OF THE CCI NEWFOUNDLAND AND LABRADOR CHAPTER

IMPERIAL CONDOMINIUM

DEALING WITH A
**MAJOR COST
OVERRUN**

JEOPARDIZING
YOUR CONDO'S
NON-PROFIT STATUS

UNDERSTANDING
YOUR RESERVE STUDY
BASIC PRINCIPLES

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Newfoundland & Labrador Chapter

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MESSAGE FROM THE BOARD OF DIRECTORS

CCI NEWFOUNDLAND AND LABRADOR CHAPTER

Welcome to our Spring 2016 Edition of "Condo Chronicle".

We congratulate "The Imperial" for being chosen as our Feature Condo, and it is a great opening Article for this Newsletter.

We would like to send our gratitude to all our contributors on this issue. Thank you Dave Cumming of Imperial Condominiums for the Feature Condo article, plus two other very informative articles. We thank one of our newest members, Tom Greesham of Safe and Sound Inspections for his article on Reserve Fund Studies, a topic that is always of interest to our members. In our "News from National" we send a big thank you to James Davidson of Nelligan O'Brien as well as CCI-National for allowing us to reprint this very interesting article on legal cases throughout Canada.

We greatly appreciate all of the feedback and contributions from our Members to our Chapter and our Newsletter.

Enjoy the read!

Carol Burke
President, CCI-NL
Email: carolburke@gmail.com

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IMPERIAL CONDOMINIUM

BY DAVID CUMMING



Imperial Condominium is a renovated historic structure in downtown St. John's located just south of Rawlin's Cross. The four-story structure was built c.1910 as a tobacco factory employing mostly women to manufacture cigarettes using tobacco imported from Kentucky and Virginia. When Newfoundland joined Confederation in 1949, the protective tariff that Imperial enjoyed was abolished and the local Imperial tobacco factory could not compete with cigarettes flooding in from Canada. For many years the building on the corner of Flavin and Bond St. stood empty until 1996 when the property was bought by a local developer and converted into a condominium complex with 16 apartment-style units. In addition, four two-story wooden townhouses were fabricated and attached to the main building for a total of 20 units. The units range in size from 577 sq. ft. to over 1400 sq. ft. In 1997, the building was awarded a Southcott Award for building preservation/restoration by the Newfoundland Historic Trust. Long-time condo owners living here take pride in the fact that they are working to preserve an important component of Newfoundland's built heritage.

The Imperial's Board of Directors has made an effort to promote the positive attributes of the property to prospective new owners. The primary attraction is the downtown location within a block of main east-west and north-south bus routes as well as the newly renovated Bannerman Park

with its beautiful gardens, walking trails and new ice rink (The Loop). Our condo fees are considered high by local standards but the Board members are responsible for, and committed to maintaining a building over 100 years old. In addition, maintaining a healthy Reserve Fund is imperative as the combination of an old property asset and relatively new Reserve Fund is never a good combination.

The goal of the Board has always been to foster an all adult, quiet, respectful living environment and by in large has been successful. In keeping with our Declaration and By-laws, small pets are welcome as long as they do not disturb other residents and no smoking is permitted anywhere in the common elements or within 5 metres of the entrances – ironic given the tobacco manufacturing history of the property.

The main building is one of the few poured-concrete industrial buildings in the province with exterior walls ranging from two-feet thick on the first floor to 14 inches thick on the fourth floor. Nobody builds structures like this anymore and the thick walls contribute to reducing the interior noise level as well as providing significant energy savings. Other initiatives to reduce our Corporation's energy expenses have included implementing several improvements to the heating controls and changing the lighting in the common elements to low energy bulbs.

IMPERIAL CONDOMINIUM, CONT'D



Units on the upper three floors of the main structure have a balcony affording a fabulous view either south over harbour or north towards Bannerman Park. All unit owners have been allocated an off-street parking space – a very valuable property asset when living in the downtown. Several years ago, the Board signed an agreement with the City of St. John's such that residents can call the City @ 311 to have a vehicle, parked without the authority of the owner of the given parking space, ticketed by a City parking enforcement officer. This parking enforcement initiative, which is necessary due to the pressure on limited parking resources in our neighbourhood, is working well.

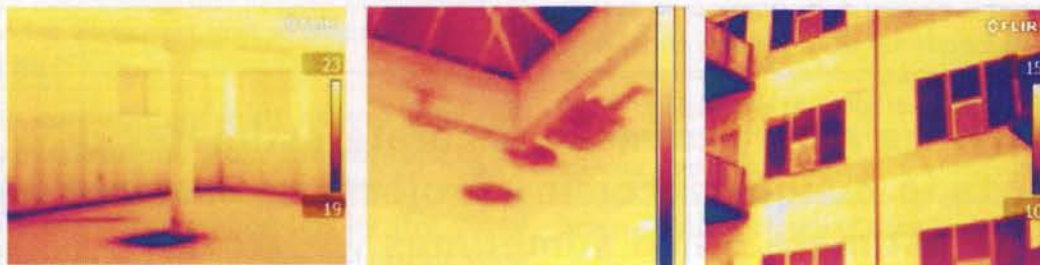
The Board of Directors, which varies from 3 to 5 persons and is supported by the Burke Realty property management team, faces significant challenges. Currently, only 9 out of 20 (45%) of the units are owner occupied with the remainder leased by their owners – some of whom live out of the province. With the drop in oil prices, the leasing market has contracted and today over 1/4 of the units are for sale. Real estate agents are finding it a challenge to sell units in our building due to the prevalent strong buyers market. The Board has recently made a significant investment in renovating the decor of the common elements on the first floor of the main building. This effort was undertaken under the guidance of a professional interior decorator to improve the appeal of the Imperial

for those who reside in the building as well as increase the sales potential of units on the market. The result is a comfortable, contemporary look that has attracted positive reviews from owners, residents, Real Estate agents and visitors.

Preserving internal security is another issue important to the Board. St. John's has the fourth highest crime rate in Canada according to Statistics Canada (2012). Several years ago, an incident in the building prompted the Board to change the entrance security from key based to an expensive FOB-based wireless remote system. Another security measure involved enhancing the exterior lighting. Over the last 10 years we have avoided expensive vandalism that has plagued other condo properties in the downtown.

Overall the residents are pleased with their decision to buy a condo unit at Imperial and are especially thrilled with the idea of being able to walk anywhere in the downtown core in only 5 to 10 minutes.

David Cumming has served on the Board of Directors of the Imperial Condominium Corporation for over 10 years – much of the time as President. The opinions expressed in this article are those of the author and do not necessarily represent or reflect the views of CCI Newfoundland and Labrador Chapter. This article may not be reproduced, in whole or in part, without acknowledgment to the author. ■



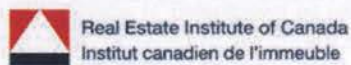
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DEALING WITH A MAJOR COST OVERRUN

BY DAVID CUMMING

Although we all try to make accurate estimates of the costs to budget upcoming projects, occasionally we underestimate – and sometimes we grossly underestimate. How does the Board deal with this?

We had a recent example of this unfortunate situation at our condo where we initiated a project included in our Reserve Fund Study (RFS) for the remediation of the support footings on all our balconies. Our RFS was prepared by a consulting engineering firm and when they reviewed the state of the footings supporting our 12 balconies, they determined that the steel vertical supports attached to the cement foundations were corroded and poorly designed. The concrete footings installed by the original developer were deemed to be too small and in several cases not properly aligned with the base plates. A new design for the footings was required. When a qualified structural engineer is of the opinion that the footings supporting your balconies are inadequate – a prudent, responsible Board will not ignore this. The estimate to carry out the task in the RFS was \$20,000. The Board also decided that the engineering firm that carried out the RFS should prepare a design for new footings and manage the project on behalf of the Corporation. This was an acknowledgment that there was no one on our Board or within our property management firm with the training and expertise to successfully carry out this effort. Note that once a professional engineer takes over a project like this, both the Board as well as the Property Manager step back and have little direct input.

The problems started when quotes solicited from experienced construction contractors came in at about five times the estimate in the RFS. This came as a shock to all concerned. How did our Board deal with this? The first step was to inform all the owners. A Newsletter was sent out to the owners bringing them up to date on this project as well as other activities planned during the summer construction season. The Board felt it was important to keep the owners apprised of this situation - especially the high cost estimate.

The Board then decided to solicit a second opinion on the balcony footing project from another local engineering consulting firm. The rationale for soliciting a second opinion was:



- the huge difference between the estimated cost in the RFS and the quotes from contractors to carry out the work.
- the fact that no intrusive investigation of the balcony footings had been carried out before it was included in the RFS.
- experienced contractors reviewing the footing situation were of the opinion that there was not much wrong with the existing footings and what was being proposed to fix the footing problem was deemed to be overkill.

This second consultant hired a contractor to excavate around all the balcony footings so that the condition of the footings and the connection between the footings and the vertical steel supports could be investigated. In addition, the consultant hired another contractor to carry out Non-Destructive Testing (NDT) to determine the thickness of the steel supports just above the footings.

A report was then prepared by this second consultant and submitted to the Board. The requirement to re-mediate the

footings was confirmed. The cost would significantly deplete our Reserve Fund and an assessment would likely be required to pay for the new footings and bring the Reserve Fund back up to the level required in the RFS. The owners would **NOT** be given an opportunity to vote on this assessment since under Section 49 (6) of the Condo Act:

"...the corporation shall assess and collect contributions from the owners in an amount that shall result in the reserve fund amount recommended by the study being achieved within the period of time recommended in the study and continuing to be at least the minimum amount recommended in the reserve fund study."

The reaction of the owners to the very high cost estimate was predictable. In particular, a few of the owners who lease their units as an investment and whose primary rational for owning a unit was to maximize profit were particularly upset. Example of feedback from owners:

"At no point during the construction process should the interests of the owners be given over to any consultant without the opportunity for review and discussion." Some owners and local contractors went on to suggest alternative less expensive solutions to the problem."

The position of the Board was clear.

- The Board is responsible for all facets related to the management of the condominium property. Although the volunteers who are elected to the Board solicit feedback from a number of sources including owners, property manager, contractors, annual inspection reports and the Reserve Fund Study, once the information is evaluated and discussed by the Board, the Board makes the final decisions and takes legal responsibility for them.
- The less expensive solutions proposed by some owners or contractors would have never been approved by a professional engineer.
- If the Board adopted an alternative solution and problems developed, the members of the Board and the Corporation could be subject to liability and penalties.
- If the Board adopted a solution designed by a professional engineer, the Board would be protected from liability by Section 32 (2) b of the Condo Act which reads as follows:

"A director is not liable when exercising the powers and discharging the duties of office if the director relies in good faith upon the report or opinion of a person whose profession lends credibility to the report or opinion."

Due to the aggressive challenge to the Board from some of the owners related to this issue, the Board solicited an opinion from our Corporation's lawyer as to whether the Board had adopted a prudent, responsible course of action – or perhaps suggest if a different course of action should be adopted.

The lawyer agreed that following engineer's advice was prudent and responsible, and that the Board was justified in not adopting the suggestions of the owners or contractors. Indeed, it was noted by our lawyer that it was the desire to reduce the initial construction costs which likely led to the problem occurring. The lawyer's opinion was e-mailed to all the owners.

If the majority of owners are still not happy, they have the option of replacing some or all the Board members at a General Meeting arranged for this purpose as per Section 30 of the Condo Act.

The first set of balcony footings were modified in the Fall of 2015 and it is hoped that this effort will indicate to contractors how overblown their initial cost estimates were and will hopefully lead to a reduction in overall costs for the project.

In summary:

- 1) Adopt a prudent, responsible course using accredited professionals although this may not be the least expensive course of action;
- 2) Keep the owners informed every step of the way;
- 3) Do not hesitate to get a second opinion from an accredited professional to reinforce the Board's position;
- 4) If your authority is challenged by the owners, ask your Corporation's lawyer to assess the process used by the Board; and
- 5) When the project is complete, review the amount of money in your RFS and, if necessary, solicit an assessment from the owners to bring the amount in the RFS back up to what it should be.

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JEOPARDIZING YOUR CONDO'S NON-PROFIT STATUS



Even though most non-profit organizations (NPOs) like condominiums are exempt from paying income tax, the residential condominium corporation must still complete an income tax return within 6 months of the end of their fiscal year to report to the Canada Customs and Revenue Agency (CCRA). Note that this NPO status may be jeopardized if a corporation carries out operations at a deliberate profit – for example charging fees significantly in excess of costs for the operation of a parking lot, laundry facility, fitness center or renting out a suite. The profits from these activities must be incidental and must be demonstrated to support the not-for-profit activities of the corporation. If the amount collected by the corporation appears to be more than incidental taking into account the overall budget of the corporation, the CCRA may determine that the corporation is carrying out operations with a profit purpose. Thus a condominium corporation's non-profit status may be jeopardized if the corporation earns any income that is not deemed to be incidental to the corporation's non-profit activities. Determining when a revenue-generating activity is considered "inci-

dental" to the corporation's non-profit status can be problematic however, and depends on the circumstances in each case.

For more tax related information concerning condominiums, refer to the current version of Canada Customs and Revenue Agency (CCRA) income tax interpretation bulletin IT-304R2, Condominiums.

David Cumming/CCI-NL

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Understanding Your Reserve Study

BASIC PRINCIPLES

BY TOM GRESHAM, CRP

A Reserve Fund Study is essentially a financial plan. It is completed to ensure that adequate funding will be available for the major repair and replacement of the assets owned by a condominium corporation.



The reserve study should give consideration to all of the common elements including amenities, site features, furnishings, etc., as stated in the Corporation's Declaration and applicable bylaws. A current reserve study is required by provincial legislation. Minimum requirements are detailed in the Condominium Act, Newfoundland and Labrador Regulation 80/11.

Simply speaking, an effective reserve study should provide a clear picture of the present condition of the property, and estimate the timing and cost of future work that will be required. By factoring these with the present status of the reserve fund and projected economic conditions, a financial plan is created. This plan should outline the contributions that will be required by unit owners to ensure that the reserve fund will be neither overfunded, nor underfunded. This is of particular importance

to ensure fair contribution amounts for both present and future unit owners.

A reserve study can be broken down into two major components:

SITE ASSESSMENT

Key components of the site assessment include a thorough review of documentation, discussion with the board of directors and the property manager, and a visual evaluation of the property, building, and common assets.

Prior to the site visit, a review of documentation is completed. This includes the Corporation's declaration and bylaws, building drawings, site survey, prior maintenance history, prior reserve studies, and maintenance contracts. Points of

note are then discussed with the property manager, the board of directors, or the site representative as applicable. This provides the planner with a more accurate view of the applicable systems and components, quantities, areas where unanticipated expenses have occurred, and the concerns of unit owners prior to the site visit.

A visual evaluation is then completed by the planner to review and assess the property, building(s), and common assets of the corporation for condition. During the site visit each component is evaluated to determine six factors:

1. **Normal Life Span** (how many years it should last).
2. **Effective Age** (its condition, compared to what its condition should be for its age).
3. **Remaining Life Span** (the number of years until major repair or replacement is anticipated).
4. **Potential Deterioration** (conditions commonly observed with this type of component).
5. **Condition Analysis** (conditions presently observed with this particular component)
6. **Deficiency Analysis** (a description of reason(s) that a component has not lasted as long as it should as well as recommended actions).

After the site visit is complete, estimates for anticipated major repairs or replacements are compiled utilizing accountable methods. These may include recognized costing data, consultation with present service providers, quotes from local suppliers, and prior documented expenses. These estimates provide the basis for reserve fund financial planning.

FINANCIAL PLANNING

After the site assessment and component estimates are completed, a reserve fund "benchmark" is established. The benchmark establishes the following key factors, in addition to providing other pertinent information:

1. **Estimated Rate of Interest:** Research is completed to determine currently achievable rates of return on Bonds, GIC's, and other Government backed securities available to the Corporation. This is compared to the fund's prior investment performance to determine a realistic estimated return on future investments.
2. **Estimated Rate of Inflation:** Research is completed to determine the future estimated rate of inflation. This is completed by evaluating current and historical Construction Cost Inflation data published by sources such as Statistics Canada, with consideration given to future anticipated economic conditions.
3. **Future Replacement Cost:** This is the cost of repairs and replacements that will be required in the future, indexed for the anticipated amount of future inflation.

4. **Future Reserve Fund Accumulation:** This is the current reserve fund balance, adjusted to reflect the anticipated amount of interest gained in the future by the fund's investments.

5. **Future Reserve Fund Requirement:** This is essentially the amount that will be required to cover future expenses, in addition to the "Future Reserve Fund Accumulation".

This information is compared to the fund's current balance and contribution amounts to evaluate the adequacy of the reserve fund. A reserve fund is considered to be adequate when at a level which will ensure a positive balance in the reserve fund account throughout the projection period, after anticipated expenses are considered.

The planner may recommend an adjustment to contribution levels to ensure that contribution amounts by present unit owners are not greater, or less than the amount that is required to achieve a comfortable balance. Adjustment options should be discussed with, and ultimately decided on by the Corporation's Board of Directors. Different options may be considered or utilized, as long as adequate funding is ultimately achieved.

Available options may include a gradual long term adjustment to contributions, a short term more pronounced adjustment to contributions, or possibly a special assessment- although proper reserve planning should drastically reduce the need for consideration of this option.

Lastly, the Reserve Study document is prepared. This should include all pertinent information and recommendations in a format that is easy to understand, and that will serve as a valuable planning tool for use by the board of directors, and the property manager.

In accordance with legislation, a reserve study is required every 10 years in the Province of Newfoundland and Labrador. However, to achieve optimum effectivity, it is recommended that updates be completed at a more frequent interval to meet the standards that are legislated in other provinces.

Regular updating allows for adjustment based on changes in economic conditions, inflation, construction costs, building component condition, and other factors at a more frequent interval. This works in a similar manner to the theory of dollar cost averaging. This is of particular importance to ensure that contributions are not greater than, or less than what is actually needed to ensure fairness to present day, and future unit owners.

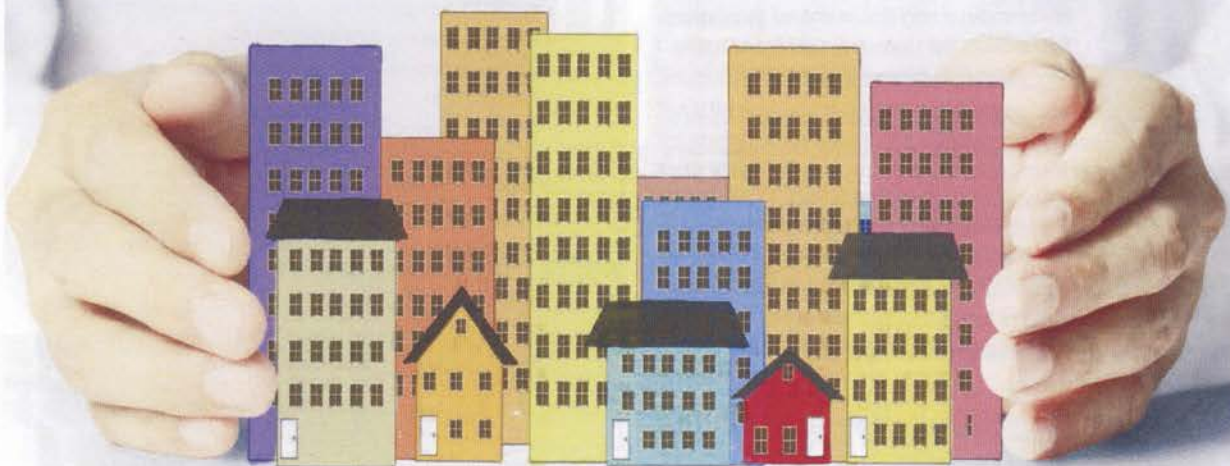
Tom Gresham is a Certified Reserve Planner and the Owner of Safe and Sound Residential Inspection Ltd.

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NEWS FROM THE NATIONAL SCENE

Condo Cases Across Canada

BY JAMES DAVIDSON, LL.B., ACCI, FCCI
NELLIGAN O'BRIEN PAYNE, OTTAWA



It is my pleasure to provide these brief summaries of recent condominium Court decisions across Canada. I don't provide summaries of every decision rendered. I select a handful of decisions that I hope readers will find interesting. I hope readers enjoy this regular column of the CCI Review.

Note to readers: In B.C., condominium corporations are "strata corporations" and in Quebec, condominium corporations are "syndicates".

Note: This publication contains only a handful of this quarter's summaries. CCI members who would like to see the rest of this quarter's summaries can find them at the Condo Cases Across Canada website: www.condocases.ca The current password is "condocases".

James Davidson LLB, ACCI, FCCI, Nelligan O'Brien Payne, Ottawa

THE HOT TOPIC – When can the police gain access to the common elements?

The Ontario Court of Appeal has upheld a lower Court ruling that the police have no right to gain access to a condominium's common elements without permission or a warrant (except perhaps in cases of "hot pursuit"). Here's my summary of the Court of Appeal's decision:

R. v. White (Ontario Court of Appeal) July 7, 2015

Police illegally entered onto condominium's common elements

The lower Court held that the police had illegally entered onto the common elements of a ten-unit condominium apartment building. The police had obtained a search warrant, on the strength of information gained as a result of the illegal entry. The lower Court ruled that all of the resulting evidence (obtained with the search warrant) was inadmissible. [See Condo Cases Across Canada, Part 42, May 2013.]

The Crown appealed the resulting acquittal of the accused. The appeal was dismissed. The Court of Appeal said:

Although (the accused, who was a resident in the condominium) did not have absolute control over access to the building, it was reasonable

for him to expect that the building's security system would operate to exclude strangers, including the police, from entering the common areas of his building several times without permission or invitation and investigating at their leisure. It was reasonable for him to assume that although access to the building's storage area was not regulated, it was not open to the general public. And it was reasonable for him to assume that people would not be hiding in stairwells to observe the comings and goings and overhear the conversations and actions within his unit.

In any event, the fact that a relatively large number of people may have access to a building's common areas need not operate to eliminate a reasonable expectation of privacy. It is one thing to contemplate that neighbours and their guests, all of whom may be strangers to another resident, might be present in the common areas of a building, but another to say that a resident has no reasonable expectation of privacy as a result. An expectation of privacy may be attenuated in particular circumstances without being eliminated.

The (Crown) asserts, but did not establish, that the searches were authorized by law because the police had an implied invitation to enter common areas of the building to conduct non-intrusive investigative steps. Although it is clear that the police, along with members of the public, have an implied license to enter a property and to knock on the door, this is for purposes of communicating with the resident. In this case, the police did not use their implied license to knock on the (accused's) door. On the contrary, the police did everything possible to conceal their presence in the building.

In my view, the trial judge's conclusion that the evidence obtained by the police during the three visits to the condominium prior to obtaining a search warrant was obtained by trespassing on private property is correct. The evidence of (one of the condominium's directors) that consent to enter the building would have been granted had the police asked, cannot be relied on to provide retrospective license to the police to enter the building surreptitiously. Indeed, the action of the police in obtaining after-the-fact authorization from the condominium residents to allow the police to enter the building in the future suggests that they were aware of Trespass to Property Act concerns.

In summary, the Court of Appeal held that the search was unlawful and that the resulting evidence was properly excluded.

continued...

Condo Cases Across Canada Cont'd.

BC Case – Binichakis v. Porter (B.C. Supreme Court) May 7, 2015

Various claims against strata corporation (including claims for harassment, intimidation, assault, defamation and oppression) dismissed. Slip and fall claim permitted to continue

The plaintiffs owned a strata lot. They asserted various claims against the strata corporation and against former members of the strata council, including claims for:

- Harassment and intimidation
- Assault
- Breach of a parking agreement
- Breach of an agreement for security services
- Trespass to property (trespass to the plaintiffs' vehicle)
- Occupiers Liability (slip and fall)
- Defamation
- Oppression (including failure to produce documents and improper levying of fines)

On a Summary Judgement Motion, all of the claims were dismissed for either lack of proof or due to expiry of the limitation period, except for the slip and fall claim. That claim was allowed to proceed to trial against only the strata corporation.

Alberta Case – Zul K. Verjee Professional Corporation v. Condominium Corporation No. 9012335 (Alberta Court of Queen's Bench) June 1, 2015

Board improperly determined common expenses

This condominium is a mixed residential-commercial project in Calgary. The applicant was one of the commercial owners. The Applicant alleged that the board had unfairly imposed excessive common expenses on the commercial owners.

In the past, the board had levied common expenses based upon unit factors, even though the corporation's by-laws called for a different method. For the 2014/2015 budget, the board applied a new method which the board felt was in keeping with the by-laws.

The Court determined that the board's new budget was not in accordance with the by-laws. According to the Court, the common expenses payable by the commercial owners should have been significantly lower. The Court ordered appropriate adjustments (for the year 2014/2015). The Court also held that the board had acted unfairly and without proper regard for the interests of the

commercial owners. As a result, the Court made the following Orders:

- The Chair would be immediately removed from the board and would be barred from standing for election in 2015.
- All other board members, apart from Mr. Verjee, would be prohibited from being candidates in the upcoming election.

Ontario Cases – Simcoe Condominium Corporation No. 89 v. Dominelli (Ontario Superior Court)

Owner must remove dog that exceeds 25 pounds. No Human Rights entitlement

The condominium corporation's rules prohibited dogs that exceeded 25 pounds. One of the residents had a dog that weighed over 25 pounds. She claimed that she needed the dog because of a disability; and she produced letters from a doctor to support her claim. The doctor's letters stated that the resident had a medical condition and that the dog was an important part of managing her related stress. The condominium corporation asked to receive more detail (from the doctor) as to the nature of the disability and why it could not be accommodated by the resident having a smaller dog (i.e. a dog under 25 pounds). The condominium corporation asked for the resident's consent to speak with the doctor (to obtain the requested additional detail). This consent was not provided.

The Court held that there was no proven disability for purposes of the *Human Rights Code*, and ordered that the dog be removed.

The Court said:

The test for disability...requires medical evidence, a diagnosis of some recognized mental disability, or "working diagnosis" or "articulation of clinically-significant symptoms" that has "specificity and substance". Dr. Vanderwater's medical evidence to assert (the resident's) diagnosis did not provide that.

...

...there is no evidence before this court that Dr. Vanderwater's generic labelling of (the resident's) diagnosis as a "medical condition" falls under the definition of "disability" within the meaning of section 10(1) of the Code.

...

They should have provided the requested information. The (condominium corporation) was entitled to adequate, objective medical information with a diagnosis of a mental disability and information about (the resident's) disability-related needs. By refusing to provide such information, the respondents failed to cooperate in the accommodation process.

[Editorial Note: I note that there was no discussion, in this case, of the customer service standard under the Accessibility for Ontarians with Disabilities Act. Perhaps the parties concluded that it didn't apply in this case.] ♣

Thank you to James Davidson of Nelligan O'Brien and CCI-National for allowing us to reproduce this article.



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1/2 Page (3.5" x 9" or 7" x 4.5")	\$165.00
1 Full Page (7.5" x 10")	\$200.00
Full page loose insert, copies supplied by advertiser*	\$100.00

* This would not be a newsletter page, but a loose page inserted in the middle of the newsletter booklet.

Please supply the following information for ordering:

Name _____
Company _____
Full Address _____
Telephone and fax _____
Email _____
Advertising requirements _____

Please complete the above and remit, along with your advertising copy and your cheque payable to CCI-NL for insertion in our next newsletter. Advertising copy can be emailed, preferably in PDF format, to carolburke@burkerealty.ca. An invoice will be issued upon receipt.

The Condo Chronicle is one of the many benefits enjoyed by Members of the Canadian Condominium Institute – Newfoundland and Labrador Chapter. Thank you for your advertising support!

MEMBERSHIP APPLICATION

MEMBERSHIP TO JUNE 30, 2016

How/from whom did you hear about CCI?: _____

■ CONDOMINIUM CORPORATION MEMBERSHIP: Please complete all areas

- ☐ Townhouse
☐ Apartment Style
☐ Other

Condominium No.: _____ No. of Units: _____ Registration Date: _____

Management Company: _____ Contact Name: _____

Address: _____ Suite #: _____

City: _____ Province: _____ Postal Code: _____

Phone: () Fax: () Email: _____

Condo Corporation Address: _____ Suite #: _____

City: _____ Province: _____ Postal Code: _____

Phone: () Fax: () Email: _____

President : _____

Treasurer : _____

Director #3: _____

Name Address/Suite Email

Please forward all correspondence to: ☐ Management Company address ☐ Condo Corporation address

Annual Fee: ☐ 1-10 Units: \$100.00 ☐ 11+ Units: \$125.00

■ PROFESSIONAL MEMBERSHIP

Name: _____ Occupation: _____

Company: _____

Address: _____ Suite #: _____

City: _____ Province: _____ Postal Code: _____

Phone: () Fax: () Email: _____

Annual Fee: ☐ Professional Membership \$125.00

■ SPONSOR/TRADE SERVICE SUPPLIER MEMBERSHIP

Company: _____

Name: _____ Industry: _____

Address: _____ Suite #: _____

City: _____ Province: _____ Postal Code: _____

Phone: () Fax: () Email: _____

Annual Fee: ☐ Sponsor/Trade Membership ... \$125.00

■ INDIVIDUAL CONDOMINIUM RESIDENT MEMBERSHIP

Name: _____

Address: _____ Suite #: _____

City: _____ Province: _____ Postal Code: _____

Phone: () Fax: () Email: _____

Annual Fee: ☐ Individual Membership \$75.00

Cheques should be made payable to: Canadian Condominium Institute - Newfoundland & Labrador Chapter
PO Box 23060, RPO Churchill Square, St. John's, NL A1B 4J9 • Email: ccinewfoundland@cci.ca