

FILE: FEATURE CONDO TEMPLATE.DOC

It is desirable that each issue of our CCI-NL Newsletter '**CONDO CHRONICLES**' include an article describing a CCI-NL member condo. Several examples of Feature Condo articles are available in our Newsletters on our CCI-NL web site.

<https://cci-newfoundland.ca/what-we-do/newsletter>

This document is a template to facilitate members who are interested in preparing a Feature Condo article such that these articles conform to some reasonably standard format. Typically the article should be about 800 to 1000 words however since we publish our Newsletters digitally these days, length is not so much of an issue.

PHOTOGRAPHS:

- the front page of the Newsletter should include a quality exterior photo in color of the Feature Condo.
- the first page of the Feature Condo article should include either an exterior photo or an interior photo of the common elements.

Guidelines: Information that is typically included in the article:

- number of Units, civic address, type of Units (apartment style/ townhouse), residential / commercial
- is the condo a new construction or a renovation. Age of the condominium. Typical unit size.
- number of current Directors
- proportion of Units owner occupied / leased
- property management style – full service property manager, fully self – managed, alternative management style (limited number of services contracted out to support the Corporation)
- does your Corporation have employees? If so, number of employees?
- does your condo permit pets? If so, are there restrictions on animals with respect to size, number, other pet restrictions?
- description of exclusive use common areas for some or all Units.
- what is the most attractive feature of your condo to a new buyer – location?, underground parking?, landscaping?, recreational facilities? friendly, quiet residents?
- what are the major issues facing your Corporation - recruiting/retaining Board members, property security, soaring condo fees, high specific expenses such as property management, common element maintenance costs, snow clearing / ice control, insurance, maintaining the Reserve Fund at the required level...

Any other information can be included that you think would be of interest to other CCI-NL members would be more than welcome.

If you have any questions or require assistance in preparing a Feature Condo article, do not hesitate to e-mail CCI-NL Director David Cumming @ dwc1463@GMAIL.COM. A completed Feature Condo article can also be forwarded dwc1463@GMAIL.COM.