

ISSUE 4 - SUMMER 2014

INSITE TO CONDOS

CANADIAN CONDOMINIUM INSTITUTE MAGAZINE
NORTH ALBERTA CHAPTER

THIS ISSUE:

More on beating
bed bugs

Don't get
snowed

Choosing a
good tenant

APPLEWOOD

Canadian
Condominium
Institute

CCI

Institut
canadien des
condominiums

North Alberta Chapter

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MESSAGE FROM THE PRESIDENT

by Anand Sharma

Greeting from CCI North Alberta, I hope you are starting to enjoy the arrival of summer!

It has been a critical time since I last reported to you.

The long anticipated Condominium Property Amendments Act (Bill 13) was tabled for discussion in May. The Bill is expected to be debated and passed in the fall sitting of the Alberta legislature in 2014. I address our position later in the magazine under the Government Advocacy Committee Report.

CCI North Alberta held its 5th Annual Conference and Trade Show. This year a record number of delegates attended the event, which covered 16 topics. The event was a major success thanks in part to our sponsors. A special thank you goes out to our volunteer conference organizer Sharon Bigelow, the many wonderful speakers

and presenters, the trade show participants, and Wade Engineering for their title sponsorship of our event.

CCI North Alberta will be hosting its Annual Golf Tournament on August 26, 2014 at the Eagle Rock Golf and Country Club. Organized by CCI Director Rick Murti, this event keeps getting bigger and better every year. I look forward to seeing many of you at this wonderful social and networking event. Details are in the magazine on how to attend.

The CCI Board of Directors welcomes Roseanne Evans to our organization as a new member of our Board of Directors. We welcome her expertise in property management and accreditation/licensing into our organization.

Many thanks to our colleagues at CCI Manitoba, for hosting the National Spring Conference in Winnipeg. North Alberta sent six delegates to represent our chapter. Many topics were discussed, and we learned a great deal

on how to improve services to our membership.

This year CCI North Alberta will be focusing on expanding services that will add value to your membership. We will be engaging in new pilot projects, and expanding out to new communities both in Edmonton, and throughout North Alberta. Many thanks to Helena Smith for spearheading the "Ignorance is not Bliss" session held in April and May of this year. We will be continuing these free introductory sessions that detail how CCI can benefit your condominium corporation, business, or individual knowledge on condominium living.

Finally, a request to you, the membership. If you find our organization beneficial, please pass the message

on to others. We want to continue to grow and have condominium owners, directors, professionals, and condominium corporations join our growing movement so that we can educate and advocate even more effectively on your behalf. We have programs such as the ambassador program, complimentary membership status, as well as new membership categories such as the small business category to encourage growth, but we cannot succeed without your support.


Sincerely,

Anand Sharma
President CCI North Alberta

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WELCOME NEW MEMBERS

The Canadian Condominium Institute is an independent, non-profit organization formed in 1982 with Chapters throughout Canada, including the North Alberta Chapter.

This organization is the only national association dealing exclusively with condominium issues affecting all of the participants in the condominium community. The Chapters throughout the country provide practical comparisons to the different provincial Acts.

The CCI assists its members in establishing and operating successful Condominium Corporations through information dissemination, education, workshops, courses, and seminars.

Ambassador Program

Current members receive a \$50 credit for every referral that becomes a paid member of CCI. Credits can be used to pay for membership dues, educational events, or advertising.

There are no limits on the amount of credits you can receive, but they must be used in the year in which they were acquired.

For more details contact our office.

Help our Chapter Grow!!!

Whether it's a friend or family member's condominium or a business that's looking for more service, we all know at least a few people who would thank you for introducing them to CCI.

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COMMITTEE REPORTS

Membership Committee

As was reported in the previous membership committee report, the second half of the CCI year, (January to June) has indeed been very exciting. The advertising campaign to publicize the CCI outreach to non-members was very successful.

To date, two information sessions have been held outlining what CCI is, and what we can do for you. One was in the southwest of the City and one was in the northeast. Two more sessions are scheduled this year and will be in the northwest and in Mill Woods. Dates are to be determined. Surprisingly enough, as well as people that had never heard of CCI in attendance, there were current members.

Both sessions were well attended and the feedback has been terrific. We are looking forward to meeting new members at future CCI events. A big thank you to the members that attended the recent Conference and Trade Show, your continued support is greatly appreciated.

Helena R. Smith, ACCI, FCCI
Chair, Membership Committee

Communications Report

One of the Canadian Condominium institute's purposes is to communicate with the public concerning condominium matters. One of the most pressing matters is the changes to the Condominium act. The communications committee and the entire chapter have been involved in not only advocating changes to Bill 13, but publically speaking out against certain changes.

The communications committee has a solid team of individuals and service providers, which has been consistently producing the quarterly magazine. We have also recently updated our webpage; some of the features include message boards and seminar handouts easily accessible for those that register. The new webpage can be found at: www.ccinorthalberta.com

Condominium Contest

If you believe you have a condominium should be on the cover of the Insite magazine, submit a picture of your Condominium to Gregory_clark@cooperators.ca. Please provide a brief description of the condo, and why you feel it should be on the cover.

Sincerely,
Gregory Clark



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CHOOSING A GOOD CONDO TENANT

by Barbara Zeller

I'm sure most people reading this article could contribute hair-raising rental stories they've heard of trash strewn over floors, kicked-in walls, stolen appliances, sinks that have been left on causing massive water damage, wild parties, and noisy occupants. I know I could.

Renting even one condominium unit to another person makes you a landlord. Having a bad tenant will make your job as a landlord much more difficult than if your tenant is dependable, considerate of those around him/her, respectful of your rules and the condominium's by-laws, and financially secure. As a landlord, you are legally and financially responsible to the condominium corporation for damage caused by your tenant or enforcement proceedings which might be taken against them on conduct related matters.

There are a few things you can do to help protect yourself: document your relationship, verify information, and intelligently observe.

DOCUMENT YOUR RELATIONSHIP

a. Rental Application

You will want some confirmation that the prospective tenant is who he/she says he/she is,



can pay the rent, and has a good reputation. To help you determine this, you can ask the prospective tenant to complete an application that contains information such as the full name of anyone who will be living in the unit, a list of the places he/she has lived for the last 3 years (including contact information for landlords), a history of his/her employment for the last 3 years, any other payments for which he/she is responsible (for example, his/her car may be leased), government identification, and authorization for you to perform a credit check. Make sure any form you use contains a statement by the prospective tenant authorising you to contact anyone listed in the form so you can verify the truth of the information set out in the application.

b. Lease

Any successful business relationship, including a tenancy, is based on parties understanding their own obligations and each other's expectations. A written lease helps the landlord and tenant to clearly set out their expectations and obligations tied to the use of the property. You should be aware that condominium rental units need a special lease that contains provisions specific to condominiums.

c. Information you must provide

Residential Tenancy Agreement forms are available at a nominal cost from a number of organizations including Landlord and Tenant Advisory Boards, the Calgary Residential Rental Association or the Edmonton Apartment Association.

Since the RTA does not require a particular form of residential tenancy agreement, landlords and tenants are free to use whatever form best suits their particular needs. However, the agreement cannot take away any of the rights, benefits or protections contained in the Residential Tenancies Act.

You must compile the appropriate basic information required and deliver it to your condominium corporation as you have a legal responsibility to do so. You must also advise

the corporation in writing of your address of service where the corporation can send you correspondence and notices of meetings. If you receive correspondence from the corporation or its legal counsel regarding your tenant make sure you take action on it. Do not ignore it under any circumstances. The cost to you of doing so could be very high.

d. Inspection Report

Completing an inspection report is easy. Before you give the key to the tenant on the first day of the lease, the two of you walk through each room and note the state of each room and any pre-existing damage on the inspection form.

VERIFY INFORMATION

So, you have gone to the time and trouble of asking for a great deal of personal information from a prospective tenant on the rental application. Now you need to review it and verify it. Verifying the information in the completed rental application may mean making some phone calls, asking for a recent tax return or a letter of employment to confirm the stated income, running a credit check, and searching the internet for corroboration of some of the information provided.

>>> continued on page 11



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>>> continued from page 9

INTELLIGENTLY OBSERVE

You can learn a lot about someone when you meet him/her for the first time. Is the potential tenant respectful and polite when you meet him/her? Did he/she arrive on time? How do the family members speak with each other, do they scream at each other? Do you want a family of screamers in your unit?

Of course, all kids can be rambunctious but you want to see whether they will stop to listen to their parents. You can also take a peek at the prospective tenant's car – is it in good shape or is it poorly-taken care of, for example is it missing headlights and a passenger-side mirror? If so, that might indicate he/she isn't careful with his/her property – in which case he/she is unlikely to be careful with your property.

It's a good idea to take a step back from the leasing process. Sometimes you can get so caught up in trying to find a tenant that you forget how important it is to find a good one. Getting stuck with a bad tenant is not just a headache, but it could also involve significant expenses on which you had not planned.

(Amendments have been made to Barbara's article by the editor, to conform to Alberta regulations)

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DON'T LET THE BED BUGS BITE

PART 2

BY CARMEN ZUORRO

HOW THE INFESTATIONS START

It often seems that bed bugs arise from nowhere. The bugs are efficient hitchhikers and are usually transported in luggage, clothes, beds, furniture, and other items. They can be found in numerous places like buses, taxis, and are a particular problem for hotels, motels apartments, and movie theatres where turnover of occupants is constant. Bed bugs are small, cryptic and agile, escaping detection after crawling in to suitcases, boxes and belongings. The eggs are especially tiny and are usually overlooked. Acquiring second-hand beds, couches and furniture is another way that the bugs are transported into previously non-infested dwellings. Bed bugs also can be carried in on a person's clothing or shoes, resulting in an infestation.

Once bed bugs are introduced they often spread throughout a building. The bugs can travel from room to room or floor to floor either by crawling or via a person. Unlike cockroaches that feed on filth, the level of cleanliness has little to do with most bed bug infestations. Pristine homes, hotels and apartments have plenty of hiding places and an abundance of warm-blooded hosts.

CONTROLLING INFESTATIONS

Bed bugs are challenging pests to control. They hide in many tiny places, so inspections and treatments must be very thorough. In most cases, it will be prudent to enlist the services of a professional. Experienced companies know where to look for bed bugs, and have an assortment of management tools at their disposal. Owners and occupants will need to assist professionals in very important ways, by allowing access for inspections and treatments.

General housecleaning measures, such as vacuuming floors and surfaces, seldom reach the places where bed bugs hide. Targeted vacuuming of infested harbourages, however, can help remove some of the bugs before treatment. Bed bugs and especially the eggs can be difficult to dislodge. Optimum results will be achieved by moving and scraping the end of the suction wand along infested areas such as seams and fabric folds of beds and sofas, and the perimeter edge of wall-to-wall carpets. After which, disposal of the vacuum contents in a sealed garbage bag is necessary, as the bugs will crawl out of the vacuum back into the home.

PROTECTING YOUR HOME FROM INFESTATIONS

Heating and water pipes running within the walls between units are great conduits that bugs can use to travel between units. The following suggestions can be implemented to help prevent easy access to your unit.

1. Seal all water lines and pipes with spray foam insulation. Remember to include pipes under sinks, toilet supply line, washing machine pipes that connect to the wall and heating pipes as they enter your unit.
2. Remove baseboards and silicone along the gap between floor and wall.
3. Place foam gaskets behind electrical outlets.

WHAT TO DO WHEN YOU DISCOVER BED BUGS

These questions are answered to assist your property manager with the most effective plan to eradicate the problem as quickly as possible. The more information you can provide the better.

1. When did you discover the bug(s)?
2. What time of the day?
3. When you discovered the pest, was there any evidence of more?
4. When you discovered the pest, did you search the rest of your unit? What did you find?
5. Did you save the pest?
6. How did you discover the pest? (making the bed, in a drawer, etc.)
7. Have you been experiencing bites or rashes? If so for how long?
8. Can you remember where you might have picked up the hitchhikers?
9. Have you had visitors? When? Who?
10. Have you visited anyone in the complex? If so what unit(s)?
11. If you have a vehicle, did you check the vehicle?
12. What have you done to control the pest? Did you use any chemical spray to help control the pests?

PREVENTING INFESTATIONS

As difficult as it can be to eradicate bed bugs, it makes great sense to take precautions to avoid them in the first place. Households should be vigilant when acquiring used furniture, especially beds and couches. Curbside items should be avoided, and second-hand articles should be examined closely before being brought into the house or avoided all together.

Travellers may want to get into the habit of checking their beds in hotel rooms, and if there are any signs of bed bugs should request another room in another part of the hotel. Travellers may want to elevate suitcases off the floor onto a luggage stand. Should you suspect that you may have brought home bed bugs, it would be prudent upon returning home to place all clothing in plastic bags until they can be placed directly into the washer and/or dryer. The suitcase should be placed in clear plastic bags and examined regularly over the next two weeks.

The incidence of bed bugs is increasing to the point where vigilance by all is a prudent practice. Familiarity can help to avoid infestation, or at least prompt earlier intervention.

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PRECAUTIONS FOR PREVENTING INFESTATIONS IN REVIEW

BED BUG BEHAVIOURS:

- Bed bugs do not fly, but can move rapidly over floors, walls, ceilings and other surfaces.
- Bed bugs are active mainly at night.
- Their flattened bodies enable them to fit into tiny crevices, especially those associated with mattresses, box springs, bed frames and headboards.
- Bed bugs do not have nests like ants or bees, but do tend to congregate in habitual hiding places.
- Bed bugs prefer to hide close to where they feed.
- Immediately after feeding they crawl off and reside elsewhere to digest their meal.

HOUSEKEEPING:

- Perform house-keeping chores regularly, keeping floors swept and carpets vacuumed. If you suspect bed bugs, immediately dispose the vacuum bag and contents into a plastic bag.
- Do not let clutter accumulate in your home, on the floors, closets (floors/shelves), bookcases or cupboards.
- Do not store anything under beds, unless in a sealed plastic container.
- Do not let bedding touch walls or floor.
- Do not let curtains touch the floor.
- Pull furniture away from walls.
- Do not put coats, backpacks or bags on furniture (including beds) or on the floor. Create an area in your home where these items can be hung up away from bedrooms and living/dining rooms.

PREVENTING INFESTATIONS:

- DO NOT pick up discarded furniture for use in your home.
- DO NOT purchase second-hand household furnishings for use in your home.
- DO NOT accept used household furnishings for use or storage in your home.

- Prevent visiting children or pets into bedrooms to play.
- Do not allow your children to play in bedrooms when visiting other children.
- Do not let your children play on discarded furniture.
- Be mindful when in public places, remember bed bugs are excellent hitchhikers.

WHEN TRAVELLING:

- Do not put suitcase or clothing on bed or floor – do not empty suitcase contents into drawers.
- Many people are placing their suit case on luggage stands or in the bathtub when not in use and further, putting their suitcase in a large plastic bag.

DO NOT PANIC – the hardest thing to do is not to panic.

- DO NOT use any type of bug spray (spraying will spread the bugs through your home and also to attached neighbouring units).
- DO NOT start sleeping in another room (Bed Bugs will follow you there).
- DO NOT throw out any furniture, mattresses or cardboard boxes. These items should be taken in a truck by the unit owner or resident to the landfill. Do not place any of these items in your car as this will contaminate the car. Be mindful of your neighbours and do not spread the infestation.

DO:

- Advise property management of the situation
- Carefully inspect the area where you suspect bugs to be.
- Thoroughly vacuum the furniture and start to de-clutter the area.
- Properly remove junk/garbage. Do not place these items in other parts of your home before thoroughly checking for bed bugs.

Remember, education is the best method to help prevent a bed bug infestation. The Board of Directors, owners and the property manager must work together with professionals to attack the problem as quickly and respectfully as possible.

Carmen Zuorro, CCI Board Member and Property Manager
czuorro@tegapm.ca

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Questions & Answers with Robert Noce



CCI member Robert Noce, Q.C. contributes a regular column to the Edmonton Journal, answering questions from readers about various aspects of condominium living. These are questions that tend to arise fairly frequently, so Mr. Noce and the Edmonton Journal have kindly allowed InSite to republish some of them for our continuing education on the condominium life.

Robert Noce, Q.C. is a partner with Miller Thomson LLP in both the Edmonton and Calgary offices. He welcomes your questions at condos@edmontonjournal.com. Answers are not intended as legal opinions; readers are cautioned not to act on the information provided without seeking legal advice on their unique circumstances.

Re-printed from the Edmonton Journal, with consent from the Edmonton Journal and Robert Noce, Q.C.

Q: I moved into my condo a year and a half ago with my two cats. The property manager did not say anything about the limited numbers of pets per unit.

I have recently discovered there is a bylaw that states there is only one animal allowed in each unit. All of a sudden, the board is taking steps to have one cat removed from my unit. There are other owners within the complex who keep multiple pets, but I don't know if the board is pursuing them. Do I have any rights here? What can I do?

A: The board has a duty to enforce the bylaws of the condominium corporation; it does not have the ability to pick and choose which bylaws to enforce and which owners to pursue.

Based on the facts that you have provided, the board is well within its rights to demand that any pet over and above the limit of one be removed from your unit. It may not seem fair, but it would appear that you were misinformed about the bylaws. If there are other owners who also have more than one animal in their units, the board has an obligation to enforce the bylaws against them as well and require them to remove any additional pets over the limit of one.

Helpful hint: As bylaws vary, it is important to read your bylaws in their entirety before you sign your purchase agreement. The Condominium Property Act states that all owners/

renters of units are bound by the bylaws whether or not you have read them or someone has told you otherwise.

Q: On a snowy morning in November, I was driving up the ramp of my condo parkade, and I spun out, as there was ice on the ramp. When I braked, I slid back and into the side of the ramp, which damaged my vehicle.

When I phoned the property management company, I was told that someone had phoned 45 minutes earlier complaining about the ramp. The ice was apparently caused by the heating not working. Is the condominium corporation responsible for the damage to my vehicle?

A: Based on the limited facts you have provided, I would say that you have a possible claim worth pursuing. The reason I say this is because it would appear that, based on your question, the property management company, an agent for the condominium corporation, knew about the ice and did not take any active steps to deal with it. You may require the assistance of a lawyer to help you sort through the legal issues of liability.

Helpful hint: When the condominium corporation or the property management company, agent for the condominium corporation, is aware of a potential danger, it is incumbent on it to take active steps to provide notice to the owners of the danger or



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to remove the danger.

Ignoring the danger may expose the condominium corporation to liability if people suffer damages as a result of their failure to address the danger.

Q: Can a property manager hire a lawyer for the condominium corporation, or does the property manager require the approval of the board prior to hiring a lawyer?

A: It depends on the contract between the condominium corporation and the property management company. Some contracts allow the property manager to hire legal counsel on certain issues without the approval of the board.

The condominium corporation, through the board, can negotiate terms and conditions in the agreement to suit the needs of the corporation. It has been my experience that most property managers will seek the approval of the board prior to hiring a lawyer.

Helpful hint: No two property management company contracts need to be the same. Each party has the ability to negotiate terms and conditions to address their concerns.

Q: One of our condominium board members has violated our

pet bylaw, which states that you cannot replace your pet when your pet dies. This board member has replaced his dog, contrary to the bylaws, and the board has been receiving e-mails from other residents wanting to replace their dogs. What should we do?

A: If the evidence is clear that an owner breached the bylaw by replacing his dead dog with a new dog, then the board has to work with the owner to find a solution to the problem, or it will have no alternative but to bring an action in court against the owner asking the court to grant an order forcing the owner to get rid of his dog. It is that simple.

You do not have the luxury of picking and choosing which bylaws you will and will not enforce. If, however, more than 75-per-cent of the owners (and unit factors) feel that the current bylaw is unjust or unfair, then the alternative would be to amend your bylaws to allow owners to replace their dead pets.

Helpful hint: A condominium corporation board does not have the discretion to pick and choose which bylaws to enforce. If there is evidence of a breach of a bylaw, then the board must act.

Q: We own a townhouse

that is part of a group of 12 townhouses. When the developer built the homes in the early 1990s, it set up a homeowners' association. The developer is long gone and most of the original owners are also gone. Our bylaws are outdated. We need some help.

A: The Condominium Property Act does not apply to homeowners' associations. The agreement among the owners, which is usually protected and enforced by way of some form of registration on your title, governs the relationship among the owners.

If drafted properly, the homeowners' association agreement should set out a process by which the owners can amend its provisions. Your association would benefit from hiring a lawyer to assist you in that regard.

Helpful hint: If a homeowners' association is looking to amend their agreement and/or get information about how the association is to operate, any lawyer who practises real estate law should be able to assist.

Q: I live in a well-kept condominium building; however, one of the residents is an eyesore. He has long, unkempt hair, a greasy looking beard, wears dirty clothes and

often smells unwashed. We have bylaws to deal with the look of the building in terms of upkeep and window coverings. Is there anything we can do about the dirty hippie?

A: The short answer to your question is no. The Condominium Property Act, its regulations and your bylaws will not allow you to deal with this particular issue.

Helpful hint: If you want to live happily in a condominium complex, you should be tolerant of other people, because you live in close quarters with your neighbours.

Q: Three people have taken control of our condo board. One has had new windows installed without approval, and another has had her deck oversized. We have no newsletters advising residents of any problems, and the board is marching to its own beat. Is there any way of getting these people off the board?

A: At the next annual general meeting, you have an opportunity to elect new people to the board. However, as an owner, it is up to you to ensure that people come to the meeting (or you should obtain their proxy so that you can vote on their behalf) and up to you to find people who share

your particular point of view in terms of how the condominium corporation should be operating.

That would be the most cost-effective way of dealing with this issue. If, however, you feel that the board has breached the Condominium Property Act or the bylaws, then you may make an application in court alleging improper conduct on the part of the board.

The Condominium Property Act gives a judge wide ranging powers to deal with improper conduct. The court application route can be expensive, and you

would require evidence to support your position.

Helpful hint: If you do not agree with the direction of the board or how the board makes decisions, then your alternative is to find people who want to sit on the board and share your philosophy.

Condominium living can be difficult if the board is not communicating effectively with the owners, or if there is a lack of interest on the part of the owners to participate in the future of the condominium corporation. Condominium living requires owners to work with each other for the betterment of the corporation.

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THINGS TO CONSIDER WHEN BUYING A RE-SALE CONDOMINIUM UNIT

BY BONNIE BOWMAN

So, you have found the perfect apartment-style condominium: great location, perfect size and the price is right. Now what? Have you done your homework before making the offer? These are aspects that you should look into before closing the deal.

PARKING:

- Is it indoor or outdoor parking? If it's indoors, is it secure? Is it heated? If it's outdoors, is the lighting adequate? Is it near a spot where snow will be piled?
- Does the unit come with one parking space or two? If it only comes with one spot and you have two vehicles, find out if rental parking is available, the cost and location. Even so, it

may not be wise to depend on that as there may be long waiting lists. Perhaps you could rent one from another unit owner. Remember this option may change as units change hands, or the other owner's needs change. Definitely do not rely on being able to park in visitors!

- Is the parking spot owned (deeded to your suite) or

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exclusive use? Exclusive use parking may change in the future.

- Check the visitor parking area. Are there enough spaces? Is there overnight visitor parking?
- Be sure to LOOK at the parking and locker included with your suite. Check the condition, location, size and accessibility. Verify the numbers.
- There may also be restrictions on motorcycles, trucks or commercial vehicles so make sure to investigate this if it's relevant to you.

CONDOMINIUM FEES:

- What do they cover? Usually they include building maintenance (snow removal, grass cutting), water, building insurance, management services, garbage collection and

repairs to common elements (roof, driveways, exterior, mechanical components, amenities). Condominium fees sometimes also cover: heat, A/C, hot water, superintendent salary, etc.

- Is there a water heater and water softener in your suite? Are these rented or owned?
- How is your heating and cooling provided and who maintains and repairs these systems? Is your hydro separately metered or included?
- What amenities are there? Examples are a party room, pool, gym, hot tub, outdoor patio areas, BBQ's, workshop, guest suite, library, playground, tennis court, games room. Look at these areas. If you intend to use these facilities, be sure to read through the rules and potential

fees, deposits etc. for their use.

- Check on who the TV provider is and look into phone and internet. Most often, satellite dishes are not allowed in townhouses. Sometimes the building has one on the roof for all to access.

RULES:

- Is the building pet friendly or is it specifically pet free? The number of pets permitted per unit may be restricted or restrictions may include pets up to a certain height or weight. Certain breeds of dogs may be forbidden and exotic pets may not be allowed. If pets are allowed, there will certainly be rules about noise and clean-up.
- Check the rules regarding window coverings. There may be colour restrictions or sometimes

be even more specific and state vertical blinds only.

- Check rules for BBQ's on porches in a high-rise; they often not allowed due to the potential fire hazard.
- Check the rules for balconies as often, you may only be permitted to have seasonal furniture and potted plants. You may not be able to hang things on the railings and you may or may not be able to put seasonal lights or decorations.
- You may not be able to hang things on the outside of your door (like wreaths or flowers).
- You may not be able to bring real Christmas trees into the building.
- There may be a rule restricting car washing, or there may be an area set up for you do it-yourself on site.

RENOVATIONS:

Planning to do renovations such as new flooring, a new kitchen, or a new bathroom? Be sure to check on the rules and procedures to accomplish these things. Often these projects must be approved by the board of directors. There may be restrictions on how and when work may be done. You may also have to partake in an indemnity agreement.

NOISE:

- Are you sensitive to noise? Is the building wood frame or concrete? Is it an open concept, loft style? You might be able to hear your neighbours, so keep that in mind. It may be unreasonable to expect complete silence with so many people around you!
- Check your view. Are you immediately beside or above the entrance for the garage door, garbage bins or driveway for

garbage truck or large central air conditioning unit

- Also note your proximity to elevators, garbage chutes, party rooms, pools etc.

PAY ATTENTION:

- Check grounds and common areas for signs of neglected repairs and poor maintenance. Pay attention to halls and elevators. How well the building is cared for is often a good indication of the overall health of the corporation and the staff they hire.
- Look at the area around the condominium. Are there any building projects planned? Perhaps another high-rise blocking your view is going up, a new highway, or a big box store.
- Read the condo's bulletin boards, look for notices in the halls / elevators, pick up a copy of a recent newsletter and speak to some residents in the hall or elevator. If there are problems, you can often get indications from owners and tenants.

ALSO GOOD TO CHECK:

- Where are the mailboxes located? Is there a system for parcel delivery? Newspaper delivery?
- How is garbage managed? Is there garbage chute and where is it located? How is recycling and packing boxes handled?
- The elevator often needs to be reserved for moves. There may be special truck entrance and/or parking area, so also check if you plan on getting new furniture or appliances delivered. There may be a damage deposit required.
- What percentage of the building is rental vs. owner occupied? Are you located near

a university?

- Is the building professionally managed or self-managed? Is there a superintendent? Do they live onsite? Who do you contact with questions?
- Security: Are there cameras? Are they at front door and/or parking garage?
- Keys/fobs: How many will you receive with your suite? Can you get extras and at what cost?
- Fair Price: Hire a knowledgeable realtor to review the sales figures for the building and comparable buildings in your region.

MOST IMPORTANTLY:

Make your offer to purchase conditional on the review of the status certificate. Have your lawyer review these documents carefully. You need to know the financial health of the corporation, the amount of the reserve fund, if it's adequate, if there any special assessments existing, pending or proposed. Are there any outstanding lawsuits against the corporation? Understand the standard unit by-law and be sure you have adequate insurance.

Investigating items such as these and other ones that are a part of your lifestyle beforehand will assist in making your move to the condominium a happy one!

Bonnie is a real estate professional in Ontario. Published by kind permission of Condo News, CCI Golden Horseshoe Chapter



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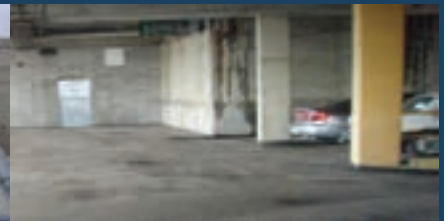
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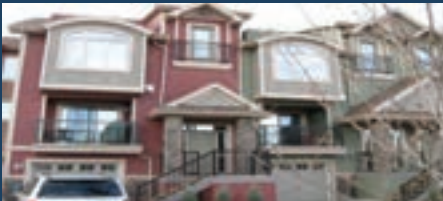


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\$100 per person (plus GST)

12:00 p.m. Registration

1:00 p.m. Shotgun Start

(Texas Scramble Format)

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Eagle Rock Golf Course

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DON'T GET SNOWED

By George Armstrong

We may be in the midst of Summer, but now is the time to consider ...

No two winter maintenance companies are created equally, and the same goes for their written contracts. Price, service options, and visit timing will differ from company to company, but each company will provide a service contract for a condo corporation to sign. When deciding on which company to hire for snow and ice removal, a condo corporation is ultimately deciding which contract to accept. Therefore, being properly informed as to what a winter maintenance contract can and can't

do is paramount.

The contract should be highly specific in regards to scope of the job and should include detailed diagrams and explanations of the work that is to be completed. The contract should also define what constitutes a snow and ice event, how long the contractor has to respond to such occurrences, and describe how the work is to be carried out. Many contractors will informally promise unrealistic service and completed clearing times but will

not put them in writing.

A snow removal agreement that appears to be not much more than an invoice or bill of sale will not protect signatories in disputes with their contractor or in the event of personal injury or property damage.

Pricing is one area where many snow and ice contracts can be vague or misleading. It's not uncommon for contractors to offer an attractive base price for the plowing season, which gives the initial appearance of being a cost effective service. Upon further inspection, however, these contracts may continue on to describe how the contractor has the 'right' to do what's necessary to „keep the property safe at all times.” This may mean extra service calls not originally included in the initial layout of the contract. A condo corporation entering into

a contract such as this is legally obligated to pay the contractor for these extra services. It's important to remember that most commercial and residential properties can be quoted on a flat-rate system.

Another important factor when comparing contracts is how much snow constitutes a serviceable snowfall. Some contractors will plow all snow events with one inch of snow accumulation or greater, while others won't plow snowfalls with any less than two, or even three, inches of accumulation. For example, historically, the Greater Toronto Area has received a number of light snowfalls between one and two inches of accumulation every winter. These light snowfalls still present a hazard, which is why all snowfalls of one inch or more should always be plowed and salted.

Finally, entering into a snow and ice contract that doesn't thoroughly outline timing of the service under any and all conditions could leave a condo corporation open to an incredibly slow response with no option for possible recourse. What does „soon after it stops snowing” mean? A couple of hours? Before condo owners leave for work in the morning? Within a day?

Never leave any parts of a snow removal contract open to interpretation. Everything must be spelled out as clearly as possible in order to guarantee service.

George Armstrong is the general manager of Monster Plowing Company. For more information, visit www.MonsterPlow.ca.

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QUESTIONS TO ASK PROSPECTIVE SNOW AND ICE CONTRACTORS:

1) How many properties did your company clear last year?

Tip: If the answer is 40 or less, the company is almost certainly a one-man show.

2) How much and what type of insurance do you have?

Tip: Two-million dollars is not enough for snow removal; the answer should be \$5 million or more, and the contractor must have a specific „snow services” rider in his or her policy.

3) Are all of your employees covered by WCB?

Tip: Request a current issue of the company's WCB clearance certificate.

4) How many trucks are in your fleet, and of those, how many are backup vehicles?

Tip: A ratio of one backup truck per every three or four regular service trucks is excellent.

5) Do you subcontract any of the work performed?

Tip: Some (typically smaller) contractors take on more work than they know they can handle and will then sell off any extra jobs to the highest bidder prior to the beginning

of the snow season.

6) Do you have a 24/7 dedicated customer service person?

Tip: The contractor's answer may be: „Yeah, you can call me any time you want, I am up all night anyway!” Remember, they will be operating the plow and won't in fact be able to speak with you.

7) Do you provide detailed diagrams and descriptions of the areas of my property you will be servicing?

Tip: Avoid disputes during the service season; have all areas to be serviced laid out in writing and keep a copy.

8) Is your pricing all-inclusive and flat rate for the season?

Tip: Don't sign a contract that ultimately will leave open the possibility of extra charges, no matter how initially cheap it seems.

9) Does your company start plowing snow at an accumulation of one or two inches?

Tip: A snow service should clear snowfalls at an accumulation of one inch. Otherwise, a property is susceptible to the dangers of black ice and slips and falls.

CCI NORTH ALBERTA ANNUAL CONFERENCE & TRADE SHOW 2014 REVIEW

CCI North Alberta held their 5th annual trade show and conference this year on May 10, 2014. The event was held at the Chateau Louis Conference Centre. Once again we held all our seminars in one day. The conference started off with a Wine and Cheese event on the Friday evening. This was sponsored by BFL Canada and was very well attended. Hugh Willis from Willis Law spoke about the recent Bill 13 (changes to the Condominium Property Act).

The conference started out on Saturday morning with a welcome from our Chairperson, Anand Sharma. Because we had significantly more attendees this year, we decided to hold four concurrent sessions. The lunch period was a little longer this year as we decided to have our Legal Panel Q&A during this time. Special thanks to our knowledgeable and entertaining lawyers: Hugh Willis (Willis Law), Todd Shipley (Reynolds Mirth Richards & Farmer LLP) and Roberto Noce (Miller Thomson LLP). The educational component of the conference consisted of the following topics & speakers:





Our conference could not be done without the exceptional work that the speakers put into preparing and presenting their topics.

| | | |
|-------------------------------------|---|------------------------------|
| The Good The Bad The Bylaws | - | Helena Smith & Hugh Willis |
| Understanding Condo Insurance | - | Tony Reed & Greg Cortese |
| Process of Managing Repair Projects | - | Billy Huet |
| New Home Warranty | - | Nathalie Nadeau |
| Financial Boot camp – 1 | - | Barb Surry |
| Maximizing Minutes & Meetings | - | Carmen Zuurro & Helena Smith |
| Reserve Fund Studies | - | Sharon Bigelow |
| Developer Deficiencies | - | Todd Shipley & Sonny Mirth |
| Financial Boot camp – 2 | - | Brian Newbert |
| The Effects of Borrowing on CP | - | Al King |
| Conflict Resolution | - | Deborah Howes |
| How to Make Your Condo Saleable | - | Rick Murti |
| Maintenance & Repair | - | Walid Habis |
| Don't Let the Bed Bugs Bite | - | Carmen Zuurro |
| Collection & Enforcement | - | Helena Smith |
| Tech Audits vs Building Assessments | - | Al King |

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>>> continued from page 27

Slide shows of most presentations were available and may still be accessed on our website. Bios of each presenter and a questionnaire were given to each attendee at registration. These questionnaires were returned and will greatly assist the committee in upcoming years. A special thanks goes to Joyce Schwan – our administrator, for all her hard work. The committee would also like to note their appreciation of all the other volunteers who assisted in this year's conference.

Sponsorship for the event was greatly appreciated and assisted the conference committee in keeping the costs to a minimum for participants. In total we had over 180 attendees who came to our education events. Special thanks are due to the following sponsors:

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During the entire conference CCI held their annual tradeshow in the main ballroom. This is an opportunity for professional and corporate members (and non members) to access several potential clients all in one day. As always, the Tradeshow component of our conference is well received and appreciated. A significant amount of information can be gleaned from those having a trade show table.



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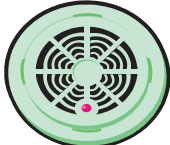



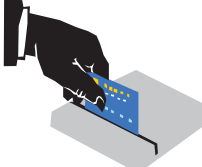






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MEDIA RELEASE



For Immediate Release

May 7, 2014

Condominium Property Act Fails to Deliver

Edmonton - The Canadian Condominium Institute, North Alberta Chapter is voicing its concerns with Bill 13 The Condominium Property Amendment Act, introduced by the Government of Alberta on May 6, 2014.

Despite nearly five years of consultation, the legislation falls short of protecting condominium owners. CCI North Alberta says the province has ignored their call for consumer protection measures and Builder/Developer accountability.

"The number one concern we've heard from owners over the past decade is water infiltration and building construction issues. These issues are not addressed in this legislation."

"We are concerned developers will not be held accountable, and condo owners will be left holding the bag," said Anand Sharma, President of the Canadian Condominium Institute North Chapter.

CCI has advocated for significant holdbacks against developers with deficient building practices and an independent inspection process that forces developers to build ethically and responsibly.

"The province is leaving good building practices entirely in the hands of warranty providers. But warranty providers are for-profit entities backed by private insurance. Their primary goal is profit, not the public interest. Without strong language and enforcement in the Condominium Property Act, the province is letting the crisis in building deficiencies in Alberta condominiums continue," added Sharma.

Sharma said some changes to the Act proposed by consumer protection groups were ignored. At the same time, the Government included new items - such as the inclusion of an inspector to audit developer documents and accounts - that were never raised in consultations.

The Act also removes financial reporting requirements. It does not require annual financial statements to be prepared by Generally Accepted Accounting Principles (GAPP). This is a clear deviation away from consumer protection, said Sharma.

The Canadian Condominium Institute is also concerned that many changes have been put in the regulations, where there is little public input or oversight.

"Much of the detail with the Condominium Property Amendment Act lies in the regulations, and those haven't been shown to the public."

"Key policy issues that needed significant changes such as insurance, property manager accreditation and training, and document disclosure to owners are not detailed in legislation. These critical issues will be legislated behind closed doors and outside the Legislature where elected officials and the public have input," said Sharma.

CCI North Alberta expressed support for the Act's provisions for a tribunal that will address some issues facing condominium owners.



Edith O'Flaherty
Owner / Broker

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MEDIA RELEASE



Condominium Property Act Fails to Deliver

“We have been asking for a disputes resolutions model that would allow owners to seek resolutions outside of the court system, and we are pleased that the Alberta Government has responded with the establishment of a tribunal,” stated Sharma.

CCI North Alberta will be proposing a number of amendments over the coming months, and is looking forward to improving the legislation significantly and providing input for the regulations prior to the fall legislative session.

The Canadian Condominium Institute-North Alberta is a non-profit organization with a mandate to educate Condominium directors, owners and professionals in North Alberta. As the voice of condominium owners and boards, CCI North Alberta represents and advocates on behalf of its members and condominium owners to all levels of government.

-30-

Media inquiries may be directed to:

Anand Sharma, President
Canadian Condominium Institute - North Alberta

Office - (780) 760-6197
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CCI President Anand Sharma shares his concerns about Bill 13 with members of the media.



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A MAINTENANCE SCHEDULE FOR CONDOS

REGULAR MAINTENANCE IS THE KEY

Inspecting your condo and common property on a regular basis, and following good maintenance practices, is the best way to protect your investment. Whether you take care of a few tasks at a time or several all at once, it is important to get into the habit of doing them. Establish a routine for yourself and your Board of Directors or building manager and you will find the work is easy to accomplish and not very time consuming.

A regular schedule of seasonal maintenance can put a stop to the most common and costly problems, before they occur. If necessary use a camera to take pictures of anything you might want to share with an expert for advice or to monitor or remind you of a situation later.

By following the information noted here, you will learn about protecting your building and how to help keep it a safe and healthy place to live. If you do not feel comfortable performing some of the maintenance tasks listed below, or do not have the necessary equipment, for example a ladder, you may want to consider hiring a qualified person to help you.

Most maintenance activities are seasonal:

Fall is the time to get ready for the coming winter, which can be the most gruelling season for your home.

During winter months, it is important to follow routine maintenance procedures, by checking your building

and common property carefully for any problems arising and taking corrective action as soon as possible. Spring is the time to assess winter damage, start repairs and prepare for warmer months.

Over the summer, there are a number of indoor and outdoor maintenance tasks to look after, such as repairing walkways and steps, painting and checking the chimney, eaves-troughs and roof structure.

While most maintenance is seasonal, there are some things you should do on a frequent basis year round in your individual unit:

- Make sure air vents indoors and outside (intake, exhaust and forced air) are not blocked by snow or debris.
- Check and clean range hood filters on a monthly basis.
- Test the ground fault circuit interrupter(s) monthly by pushing the test button, which should

>>> continued on page 35

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we believe *people* make a house a home

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then cause the reset button to pop up.

- If there are young children in the home, make sure electrical outlets are equipped with safety plugs.
- Regularly check the home for safety hazards such as a loose handrail, lifting or buckling carpet, etc.
- Vacuum bathroom fan grill.
- Vacuum fire and smoke detectors, as dust or spider webs can prevent them from functioning. Remember: Smoke detectors need to be replaced every 10 years.
- Vacuum radiator grills on back of refrigerators and freezers, and empty and clean drip trays.

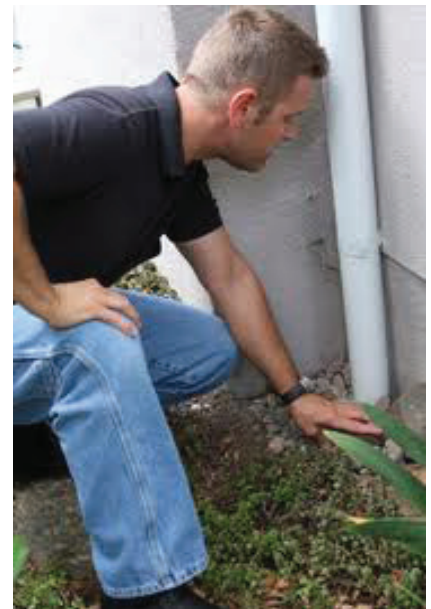
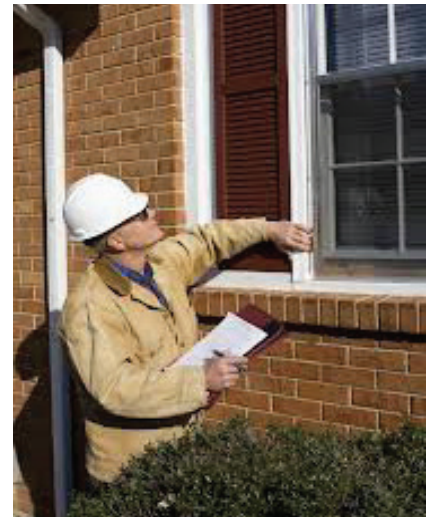
Monitor your home for excessive moisture levels, for example:

- Condensation on your windows, which can cause significant damage over time and pose serious health problems. Take corrective action.
- Check all faucets for signs of dripping and change washers as needed. Faucets requiring frequent replacement of washers may require a new faucet to be installed.
- If you have a plumbing fixture that is not used frequently, such as a laundry tub or spare bathroom sink, tub or shower stall, run some water briefly to keep water in the trap.
- Clean drains in dishwasher, sinks, bathtubs and shower stalls.
- Test plumbing shut off valves to ensure they are working and to prevent them from seizing.
- Examine windows and doors for ice accumulation or cold air leaks.

If found, make a note to repair or replace in the spring.

- Have fireplace or woodstove and chimney cleaned and serviced as needed.
- Shut down and clean heating system humidifier, and close the heating system humidifier damper on units with central air conditioning.
- Clean windows, screens and hardware, and replace storm windows with screens. Check screens first and repair or replace if needed.
- Disconnect the duct connected to the dryer and vacuum lint from duct, the areas surrounding your clothes dryer and your dryer vent hood outside.
- Check security of all guardrails and handrails.
- Check smooth functioning of all windows and lubricate as required.
- Inspect window putty on outside of glass panes and replace if needed.
- Lubricate door hinges and tighten screws as needed.

>>> continued on page 36



CHANGE IS COMING, ARE YOU PREPARED?

Insurance rates and deductibles are increasing and coverage is decreasing. It is imperative for you to review your current coverage to ensure your insurance carrier is able to meet your needs and can adapt quickly when legislation is changed under the Alberta Condominium Property Act & Regulations. Claims Service is also an area worth consideration.

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As experts in the field of Condominium Insurance and Risk Management, we would be pleased to perform a written audit of your insurance program and insurance bylaws with no obligation. Our knowledgeable and experienced staff would be pleased to assist. References available upon request.

The seasonal maintenance schedule, presented here, is a general guide for you to follow. The actual timing is left for you to decide, and you may want to further divide the list of items for each season into months:

FALL

- Have heating/cooling system serviced by a qualified service company as often as necessary. Many condominiums have a service contractor to maintain their mechanical systems.
- Lubricate circulating pump on hot water heating system.
- Bleed air from hot water radiators.
- Examine the forced air heating system fan belts for wear, looseness or noise; clean fan blades of any dirt build-up (after disconnecting the electricity to the motor first).
- Check and clean or replace heating unit air filters each month during the heating season. Ventilation systems, such as heat recovery ventilators, should be checked every two months.
- Vacuum electric baseboard heaters to remove dust.
- If the heat recovery ventilator has been shut off for the summer, clean the filters and the core, and pour water down the condensate drain to test it.
- Check sump pump and line to ensure proper operation, and to ascertain that there are no line obstructions or visible leaks.
- Replace window screens with storm windows, if applicable.
- Remove screens from the inside of casement windows to allow air from the heating system to keep condensation off window glass.
- Ensure all doors to the outside shut tightly, and check other doors for ease of use.
- Renew door weather stripping if required.
- Ensure windows and skylights

close tightly.

- Cover outside of air conditioning units.
- Ensure that the ground around your building slopes away from the foundation walls, so that water does not drain into the basement.
- Clean leaves from eaves-troughs and roofs, and test downspouts to ensure proper drainage from the roof.
- Check chimneys for obstructions such as nests.
- Drain and store outdoor hoses. Close valve to outdoor hose connection and drain the hose bib (exterior faucet), even if the building has frost proof hose bibs.
- Winterize landscaping, for example, store outdoor furniture, prepare gardens and, if necessary, protect young trees or bushes for winter.

WINTER

- Check and clean or replace heating system air filters each month during the heating season.
- Ventilation systems, such as heat recovery ventilators, filters should be checked every two months.
- Check gauges on all fire extinguishers; recharge or replace if necessary.
- Check fire escape routes, door and window locks and hardware, and lighting around outside of house; ensure family has good security habits.
- Check the basement floor drain to ensure the trap contains water. Refill with water if necessary.
- Examine eaves for frost accumulation. Check roof for ice dams or icicles.
- Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights to ensure fire safety. If worn, or plugs or cords feel warm to the touch, replace immediately.

SPRING

- Check and clean or replace heating system air filters each month during the heating season. Ventilation systems, for example: heat recovery ventilators, filters should be checked every two months.
- Have heating/cooling system serviced by a qualified service company as often as necessary. Many condominiums have a service contractor to maintain their mechanical systems.
- Clean or replace air conditioning filter (if applicable).
- Open valve to outside hose connections after all danger of frost has passed.
- Examine the foundation walls for cracks, leaks or signs of moisture, and repair as required. Repair and paint fences as necessary.
- Ensure sump pump is operating properly before the spring thaw sets in. Ensure discharge pipe is connected and allows water to drain away from the foundation.
- Level any exterior steps or decks which moved due to frost or settling.
- Check eaves-troughs and downspouts for loose joints and secure attachment to your building, clear any obstructions, and ensure water flows away from your foundation.
- Clear all drainage ditches and culverts of debris.
- Undertake spring landscape maintenance and, if necessary, fertilize young trees.

SUMMER

- Monitor humidity in below ground areas and avoid relative humidity levels above 60 per cent. Use a dehumidifier to maintain safe relative humidity. Clean or replace air conditioning filter, and wash or replace ventilation system filters if necessary.

- Check below ground pipes for condensation or dripping, and take corrective action, for example, reduce humidity and or insulate cold water pipes.
- Check the below ground floor drain to ensure the trap contains water. Refill with water if necessary.
- Deep clean carpets and rugs.
- Lubricate garage door hardware and ensure that it is operating properly.
- Lubricate automatic garage door opener motor, chain, etc. and ensure that the auto reverse mechanism is properly adjusted.
- Inspect electrical service lines for secure attachment where they enter your buildings, and make sure there is no water leakage into the building along the electrical conduit.
- Check exterior wood siding and trim for signs of deterioration; clean, replace or refinish as needed.
- Check for and seal off any holes in exterior cladding that could be an entry point for small pests, such as mice, squirrels, etc.
- Remove any plants or roots that contact or penetrate the siding or brick.
- Climb up on your roof, or use binoculars, to check its general condition, and note any sagging, that could indicate structural problems requiring further investigation from inside the attic. Note the condition of all shingles for possible repair or replacement, and examine all roof flashings, such as at chimney and roof joints, for any signs of cracking or leakage.
- Sweep chimneys connected to any wood-burning appliance or fireplace, and inspect them for end of season problems.
- Check the chimney cap and the caulking between the cap and the

chimney.

- Repair driveway and walkways as needed.
- Repair any damaged steps that present a safety problem.

Previously published in 2009.



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| AD TYPE | ISSUE # | ISSUE 1 Fall | ISSUE 2 Winter | ISSUE 3 Spring | ISSUE 4 Summer | TOTAL |
|---------|---------------------|-----------------|-------------------|-------------------|-------------------|-------|
| | Submission Deadline | Aug 8, 2014 | Nov 7, 2014 | Feb 6, 2015 | May 8, 2015 | |
| | Business Card | | | | | |
| | 1/4 Page | | | | | |
| | 1/2 Page | | | | | |
| | Full Page | | | | | |
| | Inside Back Cover | | | | | |
| | Back Cover* | | | | | |

*Back cover requests are on a first-come, first-served basis.

Total Payable with GST

Enter the cost for each issue you wish to advertise in using the Advertising Rates 2014/2015 page. You may order advertising for one issue at a time, or for the entire year. Invoices will be sent quarterly. Submit this page and artwork, if it has changed, to: info@cci-north.ab.ca

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Company: _____ Submitted By: _____

Mailing Address: _____ City: _____

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PAYMENT

Payment may be made by cheque, Visa, or MasterCard. Do NOT send cash through the mail.

** Make all cheques payable to the Canadian Condominium Institute.

All ad payments must be received by CCI-NAC prior to the submission deadlines as indicated above.

Choose either:

____ A) To have an invoice forwarded to you for payment by : ☐ mail, ☐ email, or ☐ fax (Please choose one)

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CCI - North Alberta Chapter
#37, 11810 Kingsway Ave NW
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Revised June 2014

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ADVERTISING RATES 2014 / 2015

| Ad Type | *Size | Member Pricing | | Non-Member Pricing | |
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| Business Card | 3.33"w x 1.83"h | gst Total | \$165.00 | gst Total | \$330.00 |
| | | | \$8.25 | | \$16.50 |
| | | | \$173.25 | | \$346.50 |
| 1/4 Page | 3.5"w x 4.75"h | gst Total | \$357.00 | gst Total | \$714.00 |
| | | | \$17.85 | | \$35.70 |
| | | | \$374.85 | | \$749.70 |
| 1/2 Page | 7.0"w x 4.75"h | gst Total | \$715.00 | gst Total | \$1,430.00 |
| | | | \$35.75 | | \$71.50 |
| | | | \$750.75 | | \$1,501.50 |
| Inside Full Page | 7.0"w x 9.5"h | gst Total | \$1,072.00 | gst Total | \$2,144.00 |
| | | | \$53.60 | | \$107.20 |
| | | | \$1,125.60 | | \$2,251.20 |
| Inside Back Cover | 7.0"w x 9.5"h | gst Total | \$1,347.00 | gst Total | \$2,694.00 |
| | | | \$67.35 | | \$134.70 |
| | | | \$1,414.35 | | \$2,828.70 |
| Back Cover | 7.62"w x 8.48"h | gst Total | \$1,375.00 | gst Total | \$2,750.00 |
| | | | \$68.75 | | \$137.50 |
| | | | \$1,443.75 | | \$2,887.50 |

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Note to Advertisers:

Submit your artwork in a digital file, or provide camera-ready copy. Digital files are accepted in .EPS, .AI, .PSD formats, or high quality PDF or TIF (minimum 300dpi).

All artwork must be produced in CMYK colour.

*Please check the ad dimensions above to be sure your ad size is correct. If in doubt, consult with your editor or production team to be sure your files are acceptable.

All advertising requests will be subject to approval and space availability. Advertising copy and payment MUST be received by CCI - NAC prior to the submission deadline

Advertising & Article Submission Deadlines

| | |
|---------|------------------|
| ISSUE 1 | August 8, 2014 |
| ISSUE 2 | November 7, 2014 |
| ISSUE 3 | February 6, 2015 |
| ISSUE 4 | May 8, 2015 |

Please use the form on the facing page to book your ad and provide payment details.

It is the advertiser's responsibility to provide the correct version of the ad for printing by the Advertising and Submission Deadline.

If edits are required to your artwork after submission, we reserve the right to charge a nominal fee for our magazine designer to make the requested changes (if applicable).



Great New Benefit for Condominium Board Members & Owners!

In order to assist more Condominium Boards understand their role and obligations, the CCI-North Alberta Chapter will be presenting the Condo 101 seminar in Grande Prairie, AB. This three hour introductory seminar is geared to Condominium Board Members as well as Owners and will cover the basics of Board Governance, Financial and Maintenance Responsibilities as well as your Legal Obligations as a Corporation.

This course is being offered in Grande Prairie, AB at **NO CHARGE**. Sponsored by Key Property Management Inc.

Thursday, July 10, 2014
Center 2000
#217 – 11330 – 106 Street
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7:00 PM – 10:00 PM

Registration must be completed and returned to the CCI office in advance as space is limited.

Condo 101 Course Registration

Date: Grande Prairie, AB July 10, 2014

Condominium Name: _____

Attendee 1 Name: _____

E-mail: _____ Daytime phone: _____

Attendee 2 Name: _____

E-mail: _____ Daytime phone: _____

Attendee 3 Name: _____

E-mail: _____ Daytime phone: _____

Attendee 4 Name: _____

E-mail: _____ Daytime phone: _____

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REAL ESTATE

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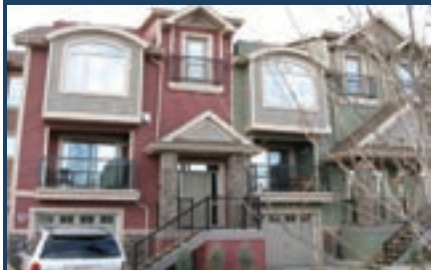


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