

Carleton Condominium Corporation No. 542

Sandcliffe, Winterburn and Grandcourt

TO: Owners

FROM: CCC542 Board of Directors

DATE: May 31, 2019

RE: CONDOMINIUM LIVING - A note from your Board of Directors

Living in a condominium is not the same as living in your own house, or in a rented apartment, although it has the attributes of both. In a condominium you make use of three types of property. Your "unit" is owned outright, and your rights and responsibilities here are very much like those you have when living in a house. The "common elements" are owned collectively by the Corporation. With respect to these, your rights and responsibilities are similar to those of a tenant. "Exclusive use common elements" are owned by the Corporation but are reserved for the exclusive use of one unit owner.

Owners are reminded as part of living in or owning a Condominium that there are obligations and rules. For your reference, these are described in a variety of published documents including: the Resident Handbook, important Forms and the Renovation Quick Guide.

Please visit our website as it has a wealth of information including the Resident Handbook, a variety of Forms, Newsletters, Listing of Events and other useful information. The website is found at www.CCC542.com.

BOARD OF DIRECTORS - GOVERNANCE:

Your Board of Directors is made up of volunteers who were elected by Owners to act in good faith on behalf of the Condominium Corporation. The Board of Directors is governed by the rules set out in Condominium Act 1998 – ONT and Directors are required to complete Director training through the Condominium Authority of Ontario (www.condoauthorityontario.ca).

A major part of the Directors' role according to the Act is to ensure that the governing documents of the Corporation are upheld (i.e. the Declaration, By-Laws, Regulations, and Rules). To this end, the Directors are required to be aware of activities within the boundaries of the Corporation and to take action where necessary.

Your Board of Directors has adopted and operates according to a formal Code of Conduct for Board of Directors as part of its commitment and demonstration of best practices. This Code requires Directors to represent the best interests of all owners in a fair and respectful manner while exercising prudence and without personal bias or preference.

OWNERS – ISSUES OR CONCERNS:

Your Board recognizes that owners may not always see "eye-to-eye" with the actions or opinions of the Board. In such cases, the Board is willing to consider alternative viewpoints while maintaining its overall responsibilities.

An owner who has specific issues regarding their unit, Property Management, or the Board itself, should address the Property Manager, or the Board. When addressing issues where there are opposing opinions, the Board expects that the conversation will be factual, courteous, and respectful.

OWNERS – GETTING INVOLVED:

If you have suggestions of interest to our condominium or want to volunteer, please feel welcome to present your thoughts to the Board. Remember, your Board are volunteers and are members of this community too and share the goal to have a good community.