

GREATER TORONTO HOME BUILDERS' ASSOCIATION PRESENTS

CONDOMINIUMS: START TO FINISH



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HOME BUILDERS' ASSOCIATION



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Today's panel of expert professional consultants:

Enzo Corazza. Principal, Graziani+Corazza Architects

Stephen Diamond. Partner, McCarthy Tétrault LLP

Tasso Eracles. Partner, Simerra Property Management Inc.

Mark Freedman. Partner, Harris, Sheaffer, LLP

Sasa Krčmar. Principal, Krčmar Surveyors Ltd.

Michael Steele. Associate & General Manager, Construction Control Group



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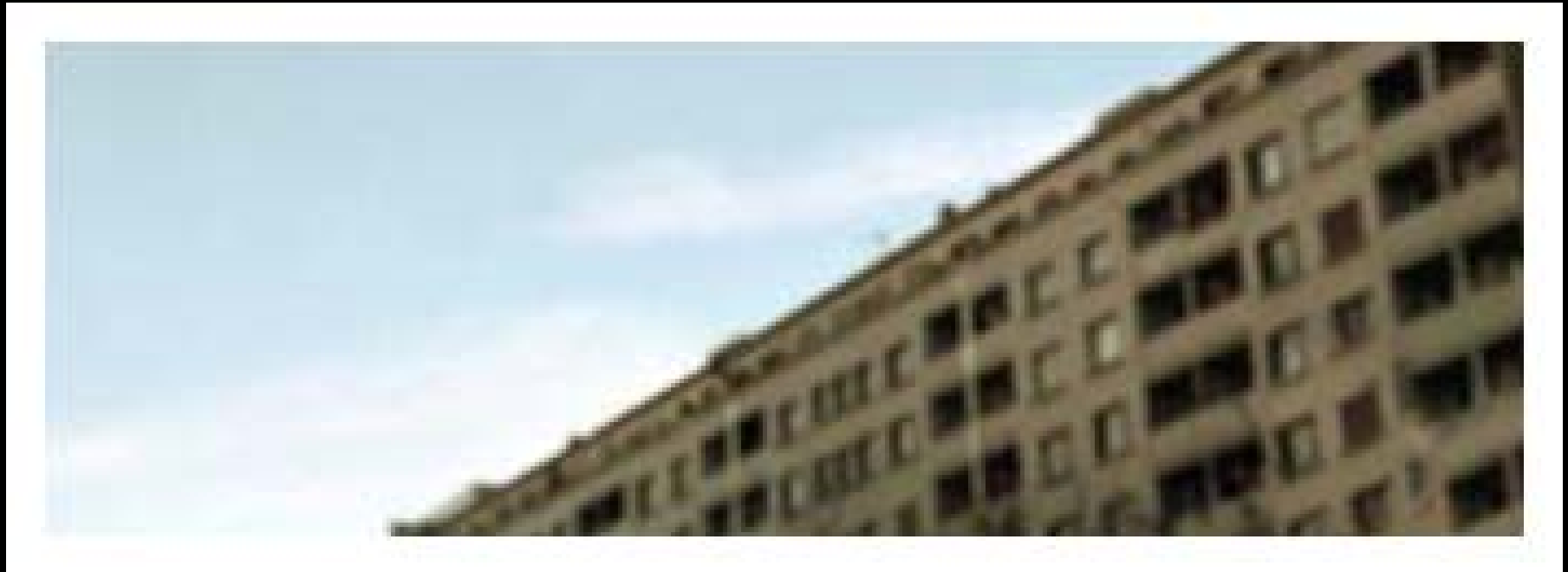
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PROJECT DESIGN + PRE-DEVELOPMENT



PROJECT DESIGN + PRE-DEVELOPMENT

ENZO CORAZZA ARCHITECT

1. Site analysis
2. Project team recommendations
3. Professional fee scope



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STEPHEN DIAMOND SOLICITOR

1. Political and community project support
2. Site-specific planning assessment
3. Planning/political support for new condominium types
4. OPA, rezoning, committee of adjustments, section 37 agreements
5. OMB applications
6. Common element condo: no condo unit pre-sales without approved subdivision draft plan, where applicable
7. Vacant land condo: no condo unit pre-sales without condo draft plan approval



TASSO ERACLES PROPERTY MANAGEMENT

1. Preliminary budget and maintenance fee discussions
2. Current trends in marketplace
3. What people use in existing projects
4. Reserve fund contribution
5. Utilities budgeting

MARK FREEDMAN SOLICITOR

1. Preliminary condominium consultation
2. Land optioning, agreements and acquisition

SASA KRCMAR SURVEYOR

1. Site condition assessment:

- Detailed registry office search for existing title, easements, etc
- New/recent topography survey with boundary verification
- Tree size & location
- Conservation authority approval for conservation area establishment
- Public lane widening from 10 to 20 ft in City of Toronto
- Setback distance mitigation adjoining railways
- Mississauga datum different from geodetic elevations
- Existing utilities and boreholes

SASA KRCMAR SURVEYOR

2. Common element condominiums:

- Freehold property creation requires either part-lot control bylaw or committee of adjustment severances

3. Conversion projects:

- Interior-building as-built survey for precise architectural design and construction tolerances

MICHAEL STEELE ENGINEER

1. Economic impact of consultant selection of cost of construction and performance audit responses
2. Bulletin-19 documentation
3. Tarion projects under part 9 of Ontario Building Code
4. Developing a design program that recognizes residential methods of construction



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MARKETING + SALES



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ENZO CORAZZA ARCHITECT

1. Advance design development
2. Design co-ordination with consultants
3. Prepare statistical information
4. Prepare marketing drawings
5. Condominium documents meeting
6. Municipal process requirements



STEPHEN DIAMOND SOLICITOR

1. Municipal approvals and OMB resolution
2. Planning/zoning changes to project including additional density, units and floors, visitor parking, etc.



TASSO ERACLES PROPERTY MANAGEMENT

1. Disclosure budget research, preparation and revisions
2. Maintenance fee cost consultation and market assessment
3. Schedule “D” calculations — % allocation of common interest and common expenses
4. Budget schedule — monthly and yearly maintenance fees
5. Condominium corporation rules
6. Equipment and chattels leasing for common elements (in-suite HVAC, garbage disposals)
7. Guest and superintendent’s suite costing for future sale to condominium corporation, and disclosure budgeting
8. “What if” scenarios to cost out maintenance fees

MARK FREEDMAN SOLICITOR

1. Production meeting chairman
2. Production meeting overview (timing, attendees, input, importance)
3. Full disclosure versus “non-disclosure” disclosure
4. Condominium disclosure preparation and release for marketing/sales
5. Sales staff instruction on project-specific purchase and sales agreements and condo disclosure documentation
6. Purchaser solicitor enquiries
7. Tarion application submissions
8. Deposit trust agreements or bond issuance for purchaser’s deposit release/usage



SASA KRCMAR SURVEYOR

1. Research existing/proposed condo property boundary, land titles application status and commence conversion to land titles absolute including correspondence with adjoining landowners/solicitors
2. Phasing/3D (stratified) plans/site facility unitization/reciprocal easement advice based on detailed architectural site plan review
3. Unitization and exclusive use pros and cons consultation
4. Compile condo draft plan/disclosure sketches from architectural, structural, landscape, mechanical/electrical drawings (as available)
5. Schedules to disclosure declaration:
 - Schedule A: Legal description
 - Schedule C: Unit Boundaries and descriptions
 - Schedule F: Description and allocation of exclusive use portions

SASA KRCMAR SURVEYOR

6. Unit numbering correlation for architect's drawings, property management schedules, survey plans and sales documents
7. Unit numbering convention: exit elevator, turn left, first door on left is unit 1; with elevator core, consistent corner for unit 1 throughout
8. Unit/level numbering regulations: unit numbers on each level start at 1, with no skipping or duplicating unit or level numbers
9. Unit/suite area verification from digital architectural plans for schedule "D" calculations and bulletin-19 +/- 2% tolerance on purchase and sale area disclosure

MICHAEL STEELE ENGINEER

1. Performance audit fees for property manager's disclosure budget
2. Reserve fund allocation approval for property manager's disclosure budget
3. Constructability confirmation through reviewing feature's list and marketing plans

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CONSTRUCTION



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ENZO CORAZZA ARCHITECT

1. Production of architectural construction documents and specification/co-ordination with consultants
2. Building permit application process and timing
3. Building permit submission
4. Project budget pricing/tendering
5. Consultant co-ordination/issue drawings for construction
6. As-built architectural drawings/specifications



STEPHEN DIAMOND SOLICITOR

1. On-going site approvals, including additional units and floors.
Variances, etc.
2. Municipal agreements and implementation problems
3. Section 37 agreements/approvals, requirements and signature timing



TASSO ERACLES PROPERTY MANAGEMENT

1. Condominium document revisions for additional units and levels, combined/split units, budget changes, percentages, etc.

MARK FREEDMAN SOLICITOR

1. Construction financing assistance
2. Deposit funds release to declarant — Tarion insured and Excess Condominium Deposit Insurance (ECDI)
3. Condo disclosure and document revisions corresponding to project changes
4. Project title document preparation including transfers, easements and agreements, as required
5. On-going purchaser/solicitor issues
6. Conversion to land titles absolute finalized and registered, if applicable

SASA KRCMAR SURVEYOR

1. Gather current consultant's drawings/documents including architectural, structural, landscape, shoring, site grading/servicing, mechanical/electrical, zoning by-laws and OMB decision
2. Finalize condo draft plan for submission to approval authority as building construction commences
3. Building construction computation and layout
4. As-built surveyor's real property report
5. Comment element condominiums:
 - Reference plans for POTL descriptions and easements
 - As-built foundation construction accurate to freehold boundaries
 - Individual servicing required for freehold properties

MICHAEL STEELE ENGINEER

1. Monthly inspections and report for Bulletin 19
2. Architectural specifications review for performance audit issues
3. Changes and revisions to documentation during construction
4. Construction method selection: in-house/general contractor/construction management



PRE-CONDOMINIUM REGISTRATION + OCCUPANCY



ENZO CORAZZA ARCHITECT

1. On-going contract administration to construction completion
2. Assistance with draft plan conditions resolution
3. Record drawing completion



TASSO ERACLES PROPERTY MANAGEMENT

1. Budget review and client approval of inflation bump-up and utility cost increases
2. Co-ordination with declarant, surveyor and solicitor to update and finalize schedule “D” for solicitor’s final condominium declaration
3. Occupancy closing assistance to declarant
4. Building start-up for services
5. Purchaser meeting prior to PDI
6. Buffer and liaison with purchasers

MARK FREEDMAN SOLICITOR

1. Transfer of easements for utilities and servicing, as required
2. Transfer of street and lane widenings, and 0.30 meter reserves
3. Condominium declaration schedule “A”
4. Condo declaration preparation, updating and submission to surveyor for condominium pre-approval to local land titles office
5. Common element condos: Parcel of Tied Land (POTL) creation
6. Purchaser occupancy closings
7. Solicitor’s condo draft plan condition clearance of mutual servicing easements and right-of-way-easements creation (multi-phase projects)

SASA KRCMAR SURVEYOR

1. Re-check numbering, correlation and possible changes between architect's drawings, property management schedules, survey plans and sales documents
2. Condo draft plan submission confirmation and proposed approval timing
3. Stratified (3d) reference plans prepared and deposited in land titles office for legal descriptions of vertical building components
4. Easements creation in schedule "A" preferred in general wording terms, with "blanket" easements over a condo "level"
5. Final condo plans preparation
6. Field inspections and as-built measurement verification for condo units, and exclusive use parking and lockers



SASA KRCMAR SURVEYOR

7. Subject land and easements must be in land titles absolute
8. Condo declaration schedules (A, C, F) updating and declarant approval; solicitor to review and confirm schedule “A”
9. Declarant/consultant meeting(s) for condo plans/document review
10. Surveyor and/or engineer to provide clearance of condo draft plan condition of mutual servicing and right-of-way easements
11. Building inspection for completion status and verification
12. All anticipated easements must be transferred to utilities and municipal authorities
13. Condo pre-approval submission to the local titles office
14. Condo pre-approval requisitions issued to solicitor, property management and declarant



MICHAEL STEELE ENGINEER

1. Bulleting 19 on-going (if applicable)
2. Pre-performance audit undertaking and merits for developer
3. Review of “record” construction drawings prior to turnover



CONDOMINIUM REGISTRATION



ENZO CORAZZA ARCHITECT

1. Record drawings
2. Schedule G to declaration

TASSO ERACLES PROPERTY MANAGEMENT

1. Common expense increases and condominium budget finalizing for title closings
2. Interim occupancy and final closing assistance
3. Transition to home owner board control
4. Liaison with new board of directors

MARK FREEDMAN SOLICITOR

1. Schedule A to declaration, review and execution
2. Land titles office correspondence for condo registration
3. Executed schedule B to declaration (mortgagees' consent) obtained from mortgagees
4. Condo declaration and schedules executed
5. Executed schedule C to declaration and schedule F to declaration obtained by surveyor
6. Schedule D to declaration obtained from property manager
7. Executed schedule G to declaration obtained from architect/engineer
8. Pre-approved and executed final version of condominium declaration to local land titles office for registration



SASA KRCMAR SURVEYOR

1. Surveyor and solicitor gathering condominium registration documentation from other professionals
2. Approval confirmation of draft plan of condominium
3. Submission of architectural and structural record drawings to land titles office
4. Final condo plans submission to approval authority (City)
5. Expedite condo registration via in-house registration procedures to prevent lengthy and costly delays



MICHAEL STEELE ENGINEER

1. Bulleting 19 on-going (if applicable)
2. Project specifications review prior to turnover

POST CONDOMINIUM REGISTRATION



ENZO CORAZZA ARCHITECT

1. Architectural record drawing copies to declarant for turnover meeting

TASSO ERACLES PROPERTY MANAGEMENT

1. Preliminary building maintenance and service contracts (reaffirmation by condominium corporation required)
2. Turnover meeting attendance 45 days following 50% + title transfer of units to purchasers
3. Condominium as-built drawings and warranties for turnover meeting (architectural, structural, mechanical/electrical, landscape, etc.)

MARK FREEDMAN SOLICITOR

1. Unit closings within 45 days of condominium registration (10 working days for registry office PIN creation, title review by purchaser's solicitor)
2. Encumbrance payouts and purchaser unit closings
3. Profit (if any) to declarant
4. Attend and chair turnover meeting
5. General issue negotiations with new condominium corporation on developer's behalf



SASA KRCMAR SURVEYOR

1. Registered condominium copies to declarant for turnover meeting
2. Consulting with performance audit professional to determine extent of units and common elements

MICHAEL STEELE ENGINEER

1. Final bulleting 19 report to declarant and condominium corporation immediately following condominium registration
2. Condominium corporation performance audit, as per disclosure agreement
3. Construction deficiency claims advice to declarant
4. Reserve fund study for turnover meeting (fees matching disclosure budget)
5. Performance audit response preparation
6. Performance audit issues resolution and recognizing Tarion's role

QUESTION + ANSWER

