

# Introduction to Condominiums

**Tuesday, June 11, 2019**

## Stoney Creek City Hall

777 Hamilton Regional Road 8  
Stoney Creek, ON L8E 5J4

Registration: 5:30 pm  
Course: 6:00 pm - 8:30 pm

### TOPICS INCLUDE:

#### Getting Started

- Condominium Terminology
- History of Condominiums
- Types of Condominiums

#### Director Responsibilities

- The Act, Declarations, By-Laws, Rules and Policies
- Enforcement of Governing Documents
- Meetings
- Owner Expectations, Communications and Complaints

#### Property Management

- Self-Management
- Direct Hire
- Property Management Contracts
- Best Practices of Governance
- Responsibilities and the Board's Role

#### Planning, Financial and Other Responsibilities

- The Annual Plan
- Money and Banking
- Cheque Signing
- Financial Statements
- Status Certificates
- Reserve Funds
- Insurance
- Legislation Affecting Condominiums

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**Company/Condo:** \_\_\_\_\_

**Billing address:** \_\_\_\_\_

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<https://cci-ghc/reg/June100>

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#### PAYMENT BY CHEQUE MAILED TO:

**Canadian Condominium Institute  
Golden Horseshoe Chapter**

Box 37, Burlington, Ontario L7R 3X8  
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