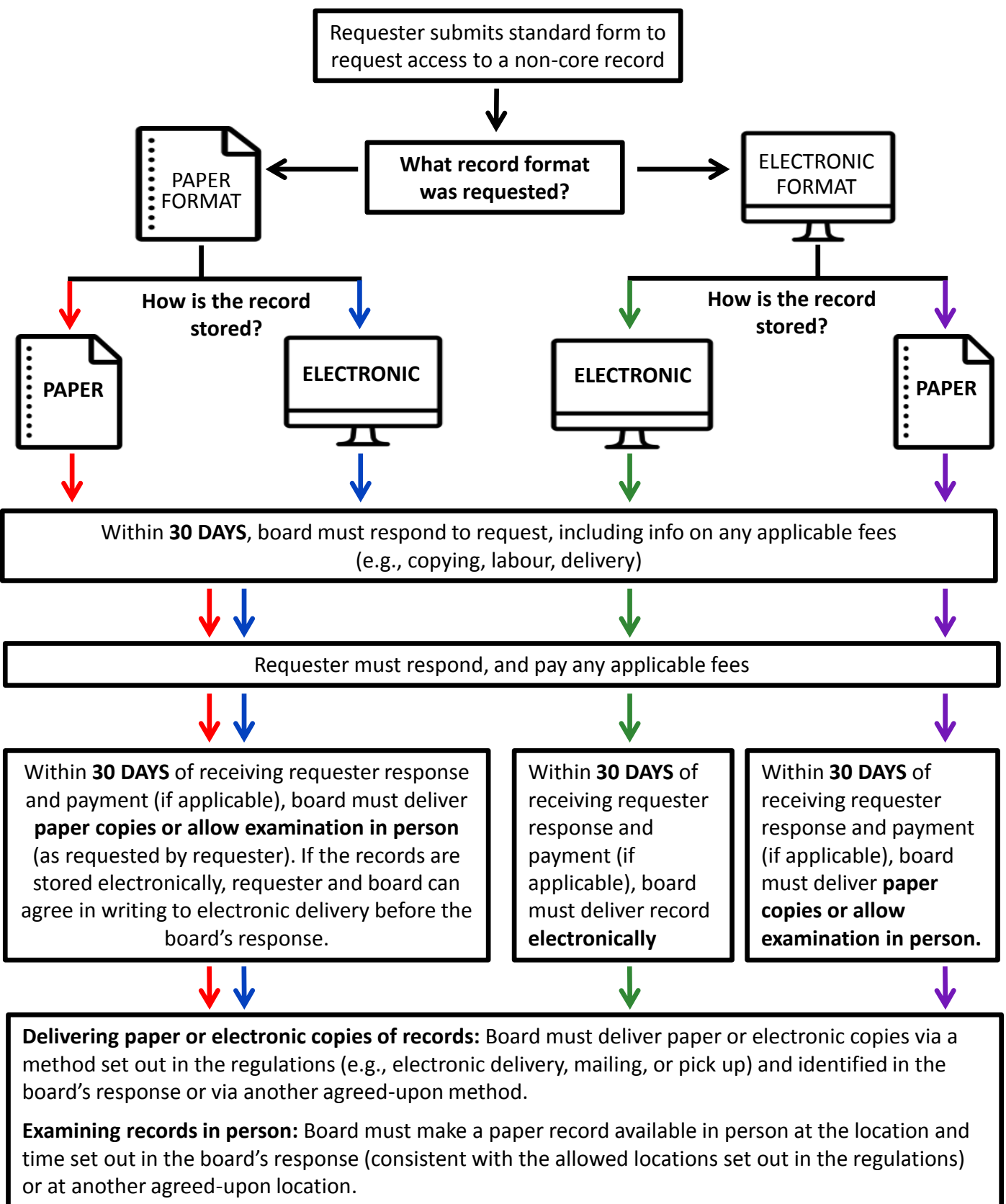


FAST FACTS:

ACCESSING NON-CORE RECORDS



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WHAT IS A NON-CORE RECORD?

A non-core record is any record that is not a core record. The core records are:

- Declaration, by-laws, rules, current budget
- Latest financial statements, audit report, reserve fund plan
- Agreements for mutual use, maintenance, cost-sharing (aka, shared facilities agreements)
- Record of owners and mortgagees
- All periodic information certificates in the last 12 months
- Minutes of owner or board meetings (from the last 12 months) held after Nov. 1, 2017
- Any other record specified by by-law as a core record

GENERAL INFO FOR ACCESSING RECORDS

FORMS

- Record requests and board responses must be sent using the records request form and the board's response form available on the government's website. Requester replies must also use the board's response form.

DELIVERY

- If a corporation keeps any records electronically, the board must pass a resolution to determine a method of electronic delivery. Boards and requesters can agree on another method before the board's response is due.

REQUESTER

- Only owners, mortgagees, purchasers or their agents can request records from a condo corporation

PURPOSE

- The request to access records must be solely related to the requester's interest as an owner, purchaser, or mortgagee. Requesters do not have to identify a purpose for their request.

FEES

- Fees must be reasonable and reflect the actual costs to the corporation. Copying/printing fees can't be more than 20 cents/page. Core records could be accessed at a reduced cost (and more quickly). If a copy of a core record is delivered electronically, or if the request for records provides that the requester wants the core record in electronic form, no fee can be charged.

WAIVER

- Requesters and corporations can agree to skip steps in the process using a mandatory waiver form.

NOTE: This fact sheet is a non-exhaustive summary of elements of the new process for accessing records from condo corporations. It is provided for information purposes only and is not legal advice. For detailed information, please refer to the Condominium Act, 1998, O. Reg. 48/01, and related forms.