



## CONDO LAW FOR ALBERTANS

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# Checklist for first time board members

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## Checklist for first time board members

A condominium board must carry out the condominium's duties under the *Condominium Property Act (CPA)*, such as enforcing bylaws, preparing financial statements, and managing common property. If you are a board member for the first time, here is a checklist and some tips to help you in your new role.

### Get oriented

- **Exchange contact information with other board members.** Information you may want to share with other board members include your full name, phone number, email address, mailing address, and position on the board. Ensure your contact information remains up to date.



#### TIP

You may want to keep all of the contact information for board members on a list and make it available to the other board members.

- **Make sure the Notice of Change of Directors is filed on time.** The condominium corporation must file a Notice of Change of Directors at the Land Titles Office within 30 days after the Annual General Meeting (AGM). The notice must include the names and addresses of all current board members. The notice must be given to owners and mortgagees within 30 days of the AGM.
- **Check if your condominium corporation has an information handbook.** Some corporations prepare and maintain a handbook with information on running the condominium corporation. You should carefully review it.



#### TIP

If a change occurs between elections (for example, there is a change in the board membership, a board member's name or address), then the corporation must promptly file a Notice of Change of Directors at the Alberta Land Titles Office.

## Review documents

- **Review both the *Condominium Property Act (CPA)* and the *Condominium Property Regulation (Regulation)*.** The *CPA* applies to all condominium corporations and the board members who carry out its functions. The *Regulation* is supplementary law that defines the application of the *CPA* and its enforcement. Both the *CPA* and the *Regulation* are legally binding on all condominium corporations and its board members.



### TIP

Both the *CPA* and *Regulation* are available on-line through Alberta Queen's Printer at [www.qp.alberta.ca](http://www.qp.alberta.ca)

- **Review the condominium corporation's bylaws and rules.** All condominiums are legally required to maintain and enforce a set of bylaws, which govern the condominium corporation. Bylaws apply to all owners, tenants and occupants. A condominium corporation may impose rules in addition to bylaws. Rules often supplement the bylaws. Rules are intended to allow condominium boards to quickly respond to the changing needs of the community.
- **Review the corporation's financial documents.** The corporation has an obligation to prepare annual reports, budgets, financial statements, reserve fund reports and plans. You should be familiar with the information in these statements.



### TIP

You can ask the treasurer or condo manager (if any) if you have any questions about the financial documents.

- **Review the corporation's insurance policy.** A condominium corporation is required to maintain insurance to protect common property, condominium units (in a conventional condominium), board members and the corporation itself from certain liabilities.



## CAUTION

As a board member, you should pay special attention to what your condominium's director liability insurance covers. If you or your condo corporation has any insurance coverage concerns, seek legal advice.

- **Review the condominium plan.** A condominium plan includes information such as the size and boundaries of the units and the common property, the unit factors, and the complex's property boundaries.
- **Review meeting minutes.** Meeting minutes will help you learn about some of the issues that your condominium corporation is dealing with. Minutes can also reveal how the condominium corporation has made decisions in the past.

### Continue learning

- Talk to people who have had experience in managing or running your condo corporation. For example, former or current board members and condo managers (if any) can be helpful sources of information.
- Take a course on condominium governance and/or join your local real estate and advocacy organizations. These organizations often have educational seminars and materials to help board members run their condominiums and stay informed of the law.
- Check out [www.CondoLawAlberta.ca](http://www.CondoLawAlberta.ca) for general legal information for condominium board members.