

Schedule "B"

Document Check List - Conversion

- ✓ Specifications of Unit
- ✓ Specifications of Common Property
- ✓ Current Corporation Bylaws
- ✓ Board Policies/Rules & Regulations (if any exist)
- ✓ Insurance Certificate
- ✓ Insurance Appraisal (if one exists)
- ✓ Capital Reserve Study (if available)
- ✓ Capital Reserve Plan (if available)
- ✓ Most recent Balance Sheet, Income Statement
- ✓ Current Year End Financial Report
- ✓ Proposed Operating budget and fee schedule
- ✓ Any Board or AGM minutes from the past year
- ✓ Registered or Proposed Condominium Plan
- ✓ Proposed Site Plan and Landscaping Plan
- ✓ A copy of any Restrictive Covenants, Leases, Easements, etc
- ✓ New Home Warranty Program
- ✓ A copy of any Special Assessment letters issued in the last 18 months (if any exist)
- ✓ A letter from the Management Company, Board, or Developer detailing any actions commenced against the Corporation, details of any unsatisfied judgement or court order against the Corporation (not mandatory, but is very helpful information)