

Bylaw Amendment

Current Bylaws that are applicable to your specific type of project are extremely important. Only Bylaws which are registered at the Land Titles Office can be legally enforced.

STEP 1: LIST OF CHANGES

- The Board may wish to prepare a list of items to discuss but it is not essential
- Meet with lawyer to discuss the required changes and our recommendations (optional)

STEP 2: DRAFT AMENDMENT OR NEW BYLAWS

- We prepare a draft set of Bylaws and forward it to the Manager/Board for review
- It is usually approximately ten to twelve weeks after our meeting to prepare the new proposed Bylaws

STEP 3: REVIEW AND REVISIONS

- Board/ Bylaw committee reviews document with Property Manager and advises us of any further changes
- Changes are made and forwarded for further review

STEP 4: OWNER APPROVAL

- It would then be the Board/Manager responsibility to obtain the required signatures to pass the Special Resolution (75% of the owners representing 75% of the unit factors) as of an effective date
- Recommend searching titles to all units to confirm owners of each unit on effective date

STEP 5: REGISTRATION

- Directors will sign Notice of Change of Bylaws to certify Special Resolution has been properly passed and return to us
- Bylaws and Notice are forwarded to Land Titles for registration
- Confirmation will be provided to the Manager/ Board to forward to the owners

STEP 6: COST

- First draft of revised Bylaws \$4,500 to \$5,500 (cost reduced if no meeting is required)
- Amendments or review only on time basis (\$525 per hour)

For further information or to speak to us about Bylaw amendments, please contact anyone in our Condominium Law Group.