Ministère des Services aux consommateurs et aux entreprises



Le Bureau De L-Arpentage et Des Droits Immobiliers Division De L'Enregistrement

CHECK LIST FOR COMMON ELEMENTS CONDOMINIUMS

(REGISTRY AND LAND TITLES)

- □ The declarant is the registered owner of the property (which includes the appurtenant interests) with an absolute title under the *Land Titles Act* or the declarant holds a certificate of title to the property (which includes the appurtenant interests) issued under the *Certification of Titles Act* within ten years before registration of the condominium.
- ☐ All of the parcels of tied land are in the same land registration division as the property and each owner of a parcel of tied land has an absolute title under the Land Titles Act or holds a certificate of title issued under the Certification of Titles Act within ten years before registration of the condominium.

DECLARATION

BODY OF DECLARATION

- □ Statement of intention by the declarant that the land and interest appurtenant to the land in the description and Schedule A of the declaration be governed by the Act. (Usually on 1st page of declaration, if not ask client where it is.)
- The first page will contain a statement that the declaration will create a Freehold Common Elements Condominium Corporation.
- The first page contains a statement that a parcel of tied land may not be divided without an amendment to the declaration.
- Address for service and mailing address for the corporation. Check that it exists.
- Declaration is signed and dated by the declarant.

SCHEDULES

- Verify that the description in Schedule A is consistent with the PARCEL / PIN / CTA Certificate
- □ If servient easements are created by the declaration, they are through the common elements and benefit other lands of the declarant. If appurtenant easements are created by the declaration, they are over lands owned by the declarant and benefit the condominium lands.
- □ Easements may be created in the declaration if required as a condition of *Planning Act* approval. When such easements are included in Schedule A, a note identifying them as such must be included together with a reference to the location within the declaration where the statement of planning conditions is set out.

O.Reg. 48/01 s.4(a) & (b)

O.Reg. 48/01 s. 39(a) & (b)

Condo. Act,1998 s. 7(2)(a)

Condo Act, 1998 s. 6(3) & (4) & O.Reg. 48/01 s. 40(1)(a)(i) & Bulletin 2001-1 O.Reg. 48/01 s. 40(1)(a)(ii) Condo. Act, 1998 s. 7(2)(e) Condo. Act, 1998 s. 7(1) & O.Reg. 48/01 s. 5(1)(a)

O.Reg. 48/01 s. 5(2)(a)

Condo. Act, 1998 s. 20(2), O.Reg. 48/01 s. 5(2)(a)

Condo. Act, 1998 s. 7(2)(g) & s. 20(2) & Bulletin 2001-1 Ministry of Consumer and Business Services

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Note that all easements created in Schedule A to the declaration must be properly described. Acceptable descriptions are: 1) over all of the Common Elements; 2) parts on a reference plan; and 3) a description for part of the common elements, approved by the examiner of surveys, in accordance with s. 45(5), O.Reg. 49/01. Any easements created in the declaration must be certified under O.Reg. 48/01 s. 4(a) & (b) the Certification of Titles Act or registered with absolute title under the Land Titles Act. O.Reg. 48/01 s. 5(2)(b) Schedule A must be signed by the solicitor and certify that the legal description is correct, the easements will exist in law upon registration of the declaration and description and the declarant is the registered owner of the land and appurtenant easements. Consent in Schedule **B** being, Form 1, O.Reg. 48/01, of every Condo. Act, 1998 person having a registered mortgage against the condominium SS.7(2)(b) O.Reg. 48/01 lands and of every person having a mortgage against interests s. 5(3) appurtenant to the condominium lands. Verify that the consents have been obtained for mortgages on the condominium lands only. Schedule **B** will also contain the consent of every person having O.Reg. 48/01 s. 40(3) a registered mortgage against a parcel of tied land in Form 16, O.Reg. 48/01. These should be verified against the PARCEL/PIN/CTA CERTIFICATE of the parcels set out in Schedule D. There will be no Schedule C. O.Reg. 48/01 s. 40(4) Statement in Schedule **D** that the common elements are Condo. Act, 1998 s. intended for the use and enjoyment of the owners. 140(a) & O.Reg. 48/01 s. 40(6)(a) Condo. Act, 1998 s. Schedule **D** contains descriptions of the parcels of tied land. Verify that the parcels of tied land are all within the same 140(b) & O.Reg. 48/01 s. Registry or Land Titles division as the condominium lands and 40(6)(b) are absolute land titles if the condominium is in land titles or have a CTA certificate less than 10 years old in the owners name if the condominium is in registry. Statement in Schedule D of the proportions of common interests Condo. Act. 1998 s. and of the common expenses allocated to each parcel of tied 7(2)(d), 138(4) & O.Reg. land expressed in percentages. Each must indicate a total of 48/01 s. 40(6)(c)&(d) 100%. Confirm that common interests add up to 100%. Statement of common expenses in Schedule E (which may be Condo. Act. 1998 s. left blank but not omitted) 7(4)(a) & O.Reg. 48/01 s. 5(6) A specification in Schedule F of exclusive use areas assigned Condo. Act. 1998 s. for use of one or more designated common interests and not by 7(2)(f) & O.Reg. 48/01 s. all the owners or shall indicate that there are no such parts. 40(8) Ensure that it exists. Do not review the statement of allocation.

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Schedule H shall be a list with headings "Buildings and Structures" and "Facilities and Services" listing the individual items, included in the common elements, numbered consecutively beginning with 1 and containing a brief description of each. If there are no buildings and structures and facilities and services Schedule H must contain a statement to that effect.	O.Reg. 48/01 s. 40(1)(b), 40(15)&(16)
If Schedule H indicates that there are buildings and structures or facilities and services in the common elements, Schedule G shall contain a certificate(s) by an Architect, and/or one or more Engineers certifying that all buildings, structures and/or facilities and services included in the common elements have been constructed/installed in accordance with the Act. There may be several certificates. Ensure that together they certify all the matters set out in Form 17, O.Reg. 48/01 that apply to the items listed in Schedule H .	O.Reg. 48/01 s. 40(9)(11)&(12)
If Schedule H indicates that there are no buildings and structures and facilities and services in the there will not be a Schedule G .	
Note: A matter certified with respect to buildings and structures applies to all buildings and structures in the common elements.	
Schedule I will contain a Certificate of Owner in Form 9, O.Reg. 49/01 for each owner of a parcel of tied land. Verify consistency with Schedule D and verify owner(s) with PARCEL/PIN/CTA Certificate.	<i>Condo. Act, 1998</i> s. 139(1) O.Reg. 48/01 s. 40(17), O.Reg. 49/01 s. 43(1)
Schedule J will contain a Notice of Attachment of a Common Interest in a Common Element Condominium in Form 10, O.Reg. 49/01 for every parcel of tied land. Verify consistency with Schedule D.	<i>Condo. Act, 1998</i> s. 139(2)(b), O.Reg. 48/01 s. 40(18), O.Reg. 49/01 s. 43(2)

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DESCRIPTION

The Plans of Survey consisting of the plan sheets showing the Condominium Lands, will be Part I. The plan sheets showing Exclusive Use areas which will be Part II. Architectural drawings and/or Structural drawings will be Parts III and IV respectively if there are buildings and structures.

Schedule A of the declaration must have been checked before proceeding.

The maximum size for all plan sheets is limited to 915mm x 1500mm.

PERIMETER PLAN SHEET SHOWING THE CONDOMINIUM LANDS

1. MANDATORY FORMS AND NOTES

Registration Certificate in Form 4, O.Reg. 48/01 in the upper right hand corner. The name of the condominium must include the type – Common Elements.	O.Reg. 48/01 s. 10(1) & O.Reg. 49/01 s.11(1)(a)
Surveyor's Certificate in Form 5, O.Reg. 48/01 immediately below the registration certificate.	O.Reg. 48/01 s. 10(2) & O.Reg. 49/01 s.11(1)(c)

O.Reg. 49/01 s.11(1)(c)

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The notation: "Declaration registered as Number O.Reg. 49/01 s. 11(1)(d) immediately below the surveyor's certificate. Bulletin 2001-1 Notation required: This plan comprises of ... "All of Parcel/PIN/Certificate of Title" ... or "Part of Parcel/PIN/Certificate of Title" ... or "Remainder of Certificate of Title/All of PIN" All easements to which the condominium lands will be subject to Condo. Act. 1998 s. upon registration of the declaration and description must be set 8(1)(q), O.Reg. 48/01 s. out in the schedule of appurtenant and servient interests in Form 9(5) & O.Reg. 49/01 s. 3, O.Reg. 48/01. Check for consistency with Schedule A of the 11(2) Declaration. All easements that will be appurtenant to the condominium lands Condo. Act, 1998 s. upon registration of the declaration and description must be set 8(1)(g), O.Reg. 48/01 s. out in the schedule of appurtenant and servient interests in Form 9(5) & O.Reg. 49/01 s. 3, O.Reg. 48/01. Check for consistency with Schedule A of the 11(2) Declaration. Index of plan sheets. O.Reg. 49/01 s. 2(2) & (3) Plan part and sheet numbers adjacent to registration certificate. O.Reg. 49/01 s. 2(3)(4) & (5) Certificate of Declarant in Form 6, O.Reg. 48/01 endorsed by O.Reg. 48/01 s. 10(3) & O.Reg. 49/01 s. 11(1)(e) each owner with corporate seal or the binding statement, if required. Certificate of *Planning Act* approval or exemption. Condo. Act, 1998, s. 9(3) 2. FACE OF PLAN Geographic fabric, underlying plans, instrument/parcel numbers O.Reg. 42/96 s. 17 under and PINS illustrated in broken outline. the Surveyors Act All easements affecting the condominium lands (servient and O.Reg. 49/01 s. 10 appurtenant*) must be illustrated on the plan in broken outline, and labelled. Check for consistency between the schedule of appurtenant and servient interests and the face of the plan. *Appurtenant easements do not have to be illustrated if they are described in reference to whole lots/blocks/parts etc. on previously registered/deposited plans. Line weight – boundaries of condominium lands must be O.Reg. 42/96 s. 18 under significantly heavier than the underlying information. the Surveyors Act Perimeter of buildings and structures on common elements Condo. Act, 1998 s. 8(1)(a) illustrated. O.Reg. 49/01 s. 4(2) Suitable tie to reference property to lot limits. O.Reg. 42/96 s. 17(1)(b) under the Surveyors Act O.Reg. 42/96 s. 23 under Boundary confirmation under the Boundaries Act, if shown on PARCEL / PIN / CTA Certificate. the Surveyors Act

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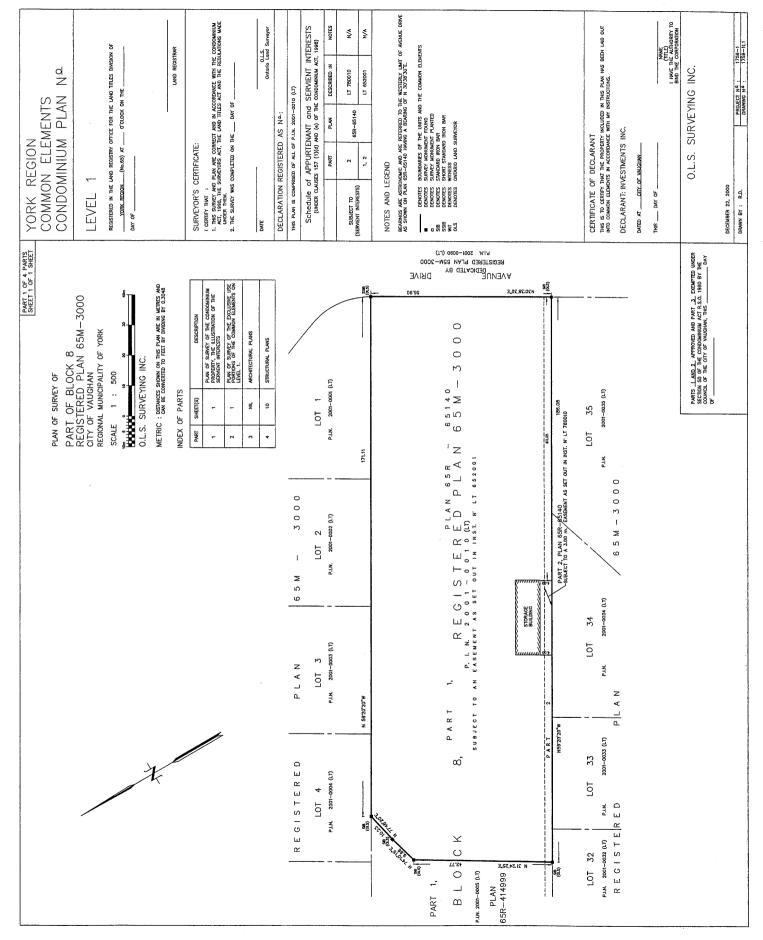
	By-law or other instrument if plan shows a street as closed.	O.Reg. 42/96 s. 22 under the Surveyors Act	
3. Tr	ТLЕ В LOCK		
	Geographic Fabric (Lot & Con/Lot & Plan) and Township (as applicable).	O.Reg. 42/96 s. 24(1)(a) & (c) under the <i>Surveyors Act</i>	
	Municipality and County/District/Regional Municipality (as applicable).	O.Reg. 42/96 s. 24(1)(d) under the <i>Surveyors Act</i>	
PLA	N SHEET(S) OF EXCLUSIVE USE PORTIONS		
1. M	ANDATORY FORMS AND NOTES		
	Plan part and sheet numbers.	O.Reg. 49/01 s.2(3) & (4)	
	Identification of the Condominium Plan (Including type – Common Elements).	O.Reg. 49/01 s.11(3)(a)	
	Certificate of Surveyor in Form 7, O.Reg. 48/01.	O.Reg. 48/01 s. 10(4) & O.Reg. 49/01 s. 11(3)(b)	
2. FA	CE OF PLAN		
	Exclusive use portions shall be designated by numbers or letters or by numbers and letters.	O.Reg. 49/01 s.8(3) & (4)	
	Section or perspective drawings to portray the vertical relationship of all levels.	O.Reg. 49/01 s. 5(7)	
	Underlying easements must be illustrated and labelled unless they affect the entire property. Where an easement affects part of an exclusive use portion, the part so affected will be illustrated and defined by measurements or described as a PART on a reference plan.	Bulletin 2001-1	
ARCHITECTURAL/STRUCTURAL PLANS			
Note: If there are no buildings or structures on the common elements, as indicated in Schedule H to the declaration, there will be no architectural/structural plans.			
	Architectural (or drawings sufficient to enable construction of the buildings if Architectural drawings are unavailable or not required by the <i>Building Code Act, 1992</i>) and/or Structural Plans of the buildings(s) and structures on the common elements are required.	O.Reg. 49/01 s. 12, 13 & 14	
	Architectural Plans are to be Part III, Structural Plans are to be Part IV.	O.Reg. 49/01 s. 2(1) (c) & (d)	
	All architectural and/or structural plans to have the following registration detail:	O.Reg. 49/01 s. 2(4), 13(3) & 14(3) & Bulletin 2001-1	
	Common Element Condominium Plan No		
	Part (III or IV), Sheet of Sheets		

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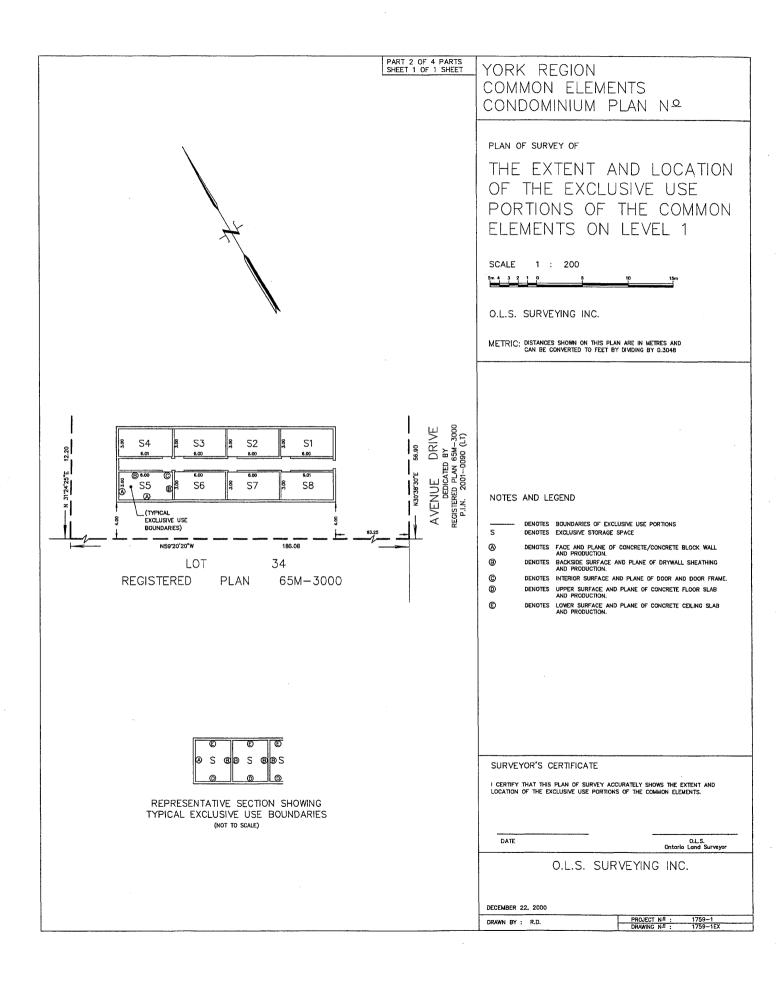


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The number of sheets is consistent with the index on the perimeter plan sheet.	
Architectural and/or Structural plan sheets shall contain no notes, words or symbols that restrict the right to make copies.	O.Reg. 49/01 s. 15
Only white print (not mylar) copies of Architectural/Structural drawings required.	O.Reg. 49/01 s. 17(1) (c) & (d)



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SCHEDULE 'A'

In the City of Vaughan, in the Regional Municipality of York and Province of Ontario, being composed of Part of Block 8, according to a plan registered in the Land Registry Office for the Land Titles Division of York Region as Plan 65M-3000, designated as PARTS 1 and 2 on a plan of survey of record deposited in the said Land Registry Office as Plan 65R-65140 hereinafter referred to as the "Condominium Lands".

SUBJECT TO an easement in favour of the Vaughan Hydro-Electric Commission in, on, over and under part of Block 8 on said Registered Plan 65M-3000, designated as PART 2 on Plan 65R-65140, for the purposes as set out in Instrument LT780010.

SUBJECT TO an easement in favour of Rogers Cable Inc. over the "Condominium Lands" for the purposes as set out in Instrument No. LT652001.

Being all of P.I.N. 2001-0010 (LT).

In my opinion, based on the parcel register and the plans and documents recorded in therein, the legal description is correct, the described easements will exist in law upon the registration of the declaration and the description and the declarant is the registered owner of the property and appurtenant interests.

J. Lawyer

SCHEDULE 'B'

- We, the Supreme Bank have a registered mortgage within the meaning of clause 7

 (2) (b) of the *Condominium Act*, 1998, registered as Number LT500010 in the Land Registry Office for the Land Titles Division of York Region.
- 2. We consent to the registration of this declaration, pursuant to the Act, against the land or the interests appurtenant to the land, as the land and the interests are described in the description.
- 3. We postpone the mortgage and the interests under it to the declaration and the easements described in Schedule A to the declaration.
- 4. We are entitled by law to grant this consent and postponement.

Dated this 15th day of June, 2001

(signature)

(print name)

I have the authority to bind the corporation.

SCHEDULE 'B' PARCEL OF TIED LAND PIN 2001-0001

- 1. We, the Supreme Bank have a mortgage registered as Number LT698228 in the Land Registry Office for the Land Division of York Region against a parcel of land (known as the "Parcel") to which a common interest in a common elements condominium corporation (known as the "Corporation") will attach upon the registration of the attached declaration (known as the "Declaration") dated June 14, 2001 and the description (known as the "Description") creating the Corporation.
- 2. We acknowledge that, upon the registration of the Declaration and Description, the Parcel will become subject to all encumbrances, if any, outstanding against the property described in Schedule A to the Declaration.
- 3. We consent to the registration of a notice in the prescribed form indicating that a common interest in the Corporation, as the common interest is set out in Schedule D to the Declaration, attaches to the Parcel upon the registration of the Declaration and Description.

Dated this 15th day of June, 2001

.....(signature)

.....

(print name) I have the authority to bind the corporation.

SCHEDULE 'D'

Contribution to the Common Expense and Common Interest expressed in Percentage. Common Elements are intended for the use and enjoyment of the owners of the Parcels of tied land.

PARCELS OF TIED LAND	Percentage Common Interest and Common Expense
Lot 1 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0001 (LT)	12.500
Lot 2 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0002 (LT)	12.500
Lot 3 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-003 (LT)	12.500
Lot 4 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0004 (LT)	 12.500
Lot 32 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0032 (LT)	 12.500
Lot 33 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0033 (LT)	12.500
Lot 34 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0034 (LT)	 12.500
Lot 35 Registered Plan 65M-3000, in the City of Vaughan, Regional Municipality of York, being all of P.I.N. 2001-0035 (LT)	 12.500
	100.000

January 12, 2001 Ref: 881759-1.scd

SCHEDULE 'E'

SCHEDULE 'F'

Subject to the provisions of the Declaration, the By-laws and Rules of the Corporation and the right of entry in favour of the Corporation thereto and thereon, for the purposes of facilitating any requisite maintenance and or/repair work, or to give access to the utility and service appurtenant thereto:

The owner(s) of each parcel of land shall have the exclusive use of a storage space as illustrated in heavy outline on Sheet 1, Part 2 of the Description, being designated by the letter 'S' and are as assigned below:

Parcel of Tied Land	Storage Space
P.I.N. 2001 - 0001 (LT)	S1
P.I.N. 2001 - 0002 (LT)	S2
P.I.N. 2001 - 0003 (LT)	S3
P.I.N. 2001 - 0004 (LT)	S4
P.I.N. 2001 - 0032 (LT)	S5
P.I.N. 2001 - 0033 (LT)	S6
P.I.N. 2001 - 0034 (LT)	S7
P.I.N. 2001 - 0035 (LT)	S8

SCHEDULE 'G'

I certify that:

6.

7.

8.

I. Each building and structure that the declaration and description show are included in the common elements has been constructed in accordance with the regulations made under the *Condominium Act*, 1998, with respect to the following matters:

(Check whichever boxes are applicable)

OR

- 1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
- 2. Floor assemblies of the buildings and structures are constructed and completed to the final covering.
- 3. Walls and ceilings of the buildings and structures are completed to the drywall (including taping and sanding), plaster or other final covering.

OR

- ✓ There are no underground garages.

OR

- There are no elevating devices as defined in the *Elevating Devices Act*, except for elevating devices contained wholly in a unit and designed for use only within the unit.
- All installations with respect to the provision of water and sewage services are in place and operable.

OR

- □ There are no installations with respect to the provision of water and sewage services.
- All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.

OR

- $\hfill\square$ There are no installations with respect to the provision of heat and ventilation.
- □ All installations with respect to the provision of air conditioning are in place.

There are no installations with respect to the provision of air conditioning.

All installations with respect to the provision of electricity are in place and operable.

OR

□ There are no installations with respect to the provision of electricity.

OR

There are no indoor and outdoor swimming pools.

[Strike out whichever is not applicable:

¥

II All facilities and services that the declaration and description show are included in the common elements

OR

The following facilities and services that the declaration and description show are included in the common elements:

Items 1(a) and 2(c) as listed in Schedule H

have been installed and provided in accordance with the requirements of the municipalities in which the land is situated or the requirements of the Minister of Municipal Affairs and Housing, if the land is not situated in a municipality.

Dated this ... day of,

..... (signature)

.....

(print name) Professional Engineer

SCHEDULE 'G'

I certify that:

5.

7.

I. Each building and structure that the declaration and description show are included in the common elements has been constructed in accordance with the regulations made under the *Condominium Act*, 1998, with respect to the following matters:

(Check whichever boxes are applicable)

1,2,3 \Box The declaration and description show that there are no buildings or structures included in the common elements.

OR

- 1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
- 2. General Floor assemblies of the buildings and structures are constructed and completed to the final covering.
- 3. Ukalls and ceilings of the buildings and structures are completed to the drywall (including taping and sanding), plaster or other final covering.

OR

- \Box There are no underground garages.
- □ All elevating devices as defined in the *Elevating Devices Act* are licensed under that Act if it requires a licence, except for elevating devices contained wholly in a unit and designed for use only within the unit.

OR

- □ There are no elevating devices as defined in the *Elevating Devices Act*, except for elevating devices contained wholly in a unit and designed for use only within the unit.
- 6. All installations with respect to the provision of water and sewage services are in place and operable.

OR

- □ There are no installations with respect to the provision of water and sewage services.
- □ All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.

OR

□ There are no installations with respect to the provision of heat and ventilation.

□ All installations with respect to the provision of air conditioning are in place.

OR

- □ There are no installations with respect to the provision of air conditioning.

OR

- \Box There are no installations with respect to the provision of electricity.

OR

□ There are no indoor and outdoor swimming pools.

[Strike out whichever is not applicable:

8.

II All facilities and services that the declaration and description show are included in the common elements

OR

The following facilities and services that the declaration and description show are included in the common elements:

Items 2(a), 2(b) & 2(d) as listed in Schedule H

have been installed and provided in accordance with the requirements of the municipalities in which the land is situated or the requirements of the Minister of Municipal Affairs and Housing, if the land is not situated in a municipality.

Dated this ... day of

(signature)

(print name) Professional Engineer

SCHEDULE 'H'

- 1. Buildings and Structures included in the common elements
 - a) Storage Building
- 2. Facilities and Services included in the common elements
 - a) Tennis Courts two hard court tennis courts
 - b) Parking asphalt paved parking lot for 20 cars
 - c) Light standards 10 concrete light standards which will service the parking lot and tennis courts
 - d) Landscaping flower beds; shrubs and lawn

SCHEDULE 'I'

- 1. We are the owners of the freehold estate in Lot 1 Registered Plan 65M-3000, in the City of Vaughan Regional Municipality of York, being all of P.I.N. 2001-0001 (LT) (known as the "Parcel").
- We consent to the registration of the attached declaration to create a common elements condominium corporation (known as the "Corporation") on part of Block 8, Plan 65M-3000, City of Vaughan, Regional Municipality of York designated as PARTS 1 and 2, Plan 65R-65140.
- 3. We acknowledge that, upon registration of the declaration and the description, the Parcel will become subject to all encumbrances, if any, outstanding against the property described in Schedule A to the declaration.
- 4. We consent to the registration of a notice in the prescribed form against the Parcel indicating that a common interest in the Corporation, as the common interest is set out in Schedule D to the declaration, attaches to the Parcel upon the registration of the declaration and description.

Dated this 15th day of June, 2001

..... (signature of owner) John Smith

(signature of owner) Jane Smith

SCHEDULE 'J'

Take notice that:

- 1. The attached declaration and the description creates a common elements condominium corporation (known as the "Corporation").
- A common interest in the Corporation, as the common interest is set out in Schedule D to this declaration, attaches to the following parcel of land (known as the "Parcel") Lot 1, Registered Plan 65M-3000, City of Vaughan, Regional Municipality of York.
- 3. The common interest cannot be severed from the Parcel upon the sale of the Parcel or the enforcement of an encumbrance registered against the Parcel.
- 4. A copy of the certificate of the owner of the Parcel consenting to the registration of the declaration and this notice is attached to this declaration as Schedule I.
- 5. If the owner of the Parcel defaults in the obligation to contribute to the common expenses of the Corporation, the Corporation has a lien against the Parcel.

Dated this day of

Declarant:

......(signature)

(print name) I have the authority to bind Investments Inc.