

Guidelines on the Management and Ownership of Condominium Housing



CONTENTS

FOREWORD.....	3
Acknowledgements.....	4
GLOSSARY.....	7
1. BACKGROUND ON PRIVATE OWNERSHIP IN MULTI-UNIT CONDOMINIUMS	11
2. CONDOMINIUM LEGISLATION.....	12
2.1 National legislation.....	12
2.2 Municipal legislation	19
3. MANAGEMENT AND OPERATIONS	21
3.1 Condominium agreement.....	21
3.2 Structure and functions of the owners' association.....	23
3.3 Meetings.....	26
3.4 Management of jointly owned property.....	30
3.5 Financial management	33
3.6 Operations, maintenance and repairs.....	42
4. ALTERNATIVE OCCUPANCY OF CONDOMINIUM UNITS	52
5. FINANCING FOR CONDOMINIUM PROJECTS	56
ANNEX I Legal regulations for the administration of jointly owned property in condominiums without owners' associations.....	60
ANNEX II Condominium agreement	63
ANNEX III House rules	71
ANNEX IV Management contract.....	73
ANNEX V Outline of the agenda for the annual general meeting of owners	77
ANNEX VI Announcement of the general meeting	79
ANNEX VII Minutes of the general meeting.....	80
ANNEX VIII Rights and obligations of interested parties -some examples of possible disputes and solution	85
ANNEX IX Condominium annual periodic budget.....	87
ANNEX X Income and expenditure of the annual budget.....	91
ANNEX XI Operations management – operations and maintenance objects.....	94
ANNEX XII Operations management – operational activities.....	96
ANNEX XIII Operating budget – presentation form.....	98
ANNEX XIV Maintenance and repair budget – registration form	102