



Appointment of Designate Form (Pre-Conciliation) Condominium Common Elements

To: Tarion Warranty Corporation (“Tarion”)
And to: (“Vendor”)
From: (the “Corporation”)
Re: Address of Condominium Project: (the “Project”)
Enrolment # for Common Elements: (“Common Elements”)
Designate Name: (“Designate”)
Designate Company Name (if applicable):
Designate Phone: **Designate Email:**

The Board of Directors, on behalf of the Corporation and after due consideration, authorizes and directs the Designate to do the following in respect the Common Elements of the Project:

1. Have full power and authority to bind the Corporation, and Tarion need not inquire into the authority of the Designate to act for and on behalf of the Corporation;
2. Complete and submit to Tarion and the Vendor any and all Statutory Warranty Forms and Performance Audits, and any supporting documentation;
3. Complete, submit to Tarion and update any and all Performance Audit Tracking Summaries;
4. Request, schedule, cancel and attend meetings with Tarion or the Vendor;
5. Request, schedule and cancel conciliations by Tarion;
6. Receive correspondence and other documents from Tarion or the Vendor;
7. Discuss with Tarion and the Vendor any and all warranty claim items on Statutory Warranty Forms, Performance Audits and Performance Audit Tracking Summaries;
8. Apply to Tarion for and obtain a password to access the Corporation’s account on Tarion’s online portal, MyHome, and access any and all information and documents and use any and all features in the Corporation’s MyHome account, including the features listed as items 2. to 6. above; and
9. Designate others to access and use the Corporation’s MyHome account, or any feature of it, including the features listed as items 2. to 6. above.

Unless and until Tarion receives a replacement Appointment of Designate Form, signed and accompanied by a certified copy of a Resolution of the Board of Directors, Tarion shall deal exclusively with the Designate. The Corporation bears the risk of missed deadlines or other consequences of failing to select and authorize a Designate.

Condominium Corporation

Per:

Name:

Title: President

I have authority to bind the Corporation

RESOLUTION OF THE BOARD OF DIRECTORS

[INSERT FULL NAME OF CONDOMINIUM COPORATION]

WHEREAS:

- A. [Insert full name of condominium corporation] (the "Corporation")
was established by registration of the declaration and description for
[insert full description of the condominium project] (the "Project")
- B. In order to facilitate the submission, tracking, processing and general administration of warranty claims relating to the common elements of the Project, the Board of Directors wishes to designate an individual who will have full authority to deal with Tarion Warranty Corporation in connection with such warranty claims.

NOW THEREFORE IT IS HEREBY RESOLVED THAT:

1. [Insert full name of the Designate] is hereby authorized and directed to be and act as the Corporation's duly authorized designate in all dealings with Tarion involving warranty claims relating to the common elements of the Project in accordance with and pursuant to the attached Appointment of Designate Form, the terms and provisions of which are hereby expressly authorized, sanctioned and approved.
2. The attached Appointment of Designate Form is hereby authorized and approved.
3. The President of the Corporation is hereby authorized to execute the Appointment of Designate Form as well as such other agreements, certificates, consents, corporate papers and other documents and take all such further action as he or she may deem necessary or desirable in order to give effect to this resolution and the intent of the Appointment of Designate Form.
4. The President's name and signature are set out below:

Name:

Signature:

CERTIFIED to be a true copy of a Resolution passed by the Board of Directors of the Corporation on the
(day) of (month), (year), which Resolution remains in full
force and effect unamended as of the date hereof.

DATED this (day) of (month), (year).

Secretary Name

Secretary Signature