

Condominium Living

An

INFORMATION PACKAGE FOR

OWNERS & RESIDENTS

OF

**GRANDIN VILLAGE
CONDOMINIUMS**

PHASE 1

WELCOME TO GRANDIN VILLAGE CONDOMINIUMS – PHASE 1 Our Community within the community!

As an owner, you are invited to participate in the business affairs of the Condominium Association. As a renter, you are invited to live in a pleasant, well run Condominium Complex. Grandin Village Condominiums operate on community effort; therefore, the cooperation of ALL residents is essential in order to maintain effective standards that will enhance the enjoyment of condominium living for everyone.

This information package has been developed to provide owners and renters with a handy reference guide to what Grandin village has to offer, as well as general guidelines and regulations that have been established to ensure the enjoyment of the condominium complex by all. This package is not meant to replace our bylaws and is written in non-legal language so as to be absolutely clear.

We hope you enjoy living in our community and that you will participate in making your condominium the BEST that it can be.

**Board of Directors
Grandin Village Condominium Association Phase 1
Condominium Plan no. CDE-6837**

DEFINITIONS

BYLAWS

Grandin Village Condominium Association has a registered set of bylaws, which are in accordance with the Condominium Property Act of Alberta. These bylaws outline the rules and regulations governing the rights and responsibilities of owners, renters and the Board of Directors.

At the time of purchase of a condominium unit, your lawyer should provide you with a copy of the bylaws. IF YOU HAVE NOT RECEIVED A COPY OF THE BYLAWS, PLEASE DOWNLOAD FROM THE GRANDIN VILLAGE WEBSITE OR CONTACT KDM MANAGEMENT INC. AT (780) 460-0444 TO OBTAIN A SET.

COMMON PROPERTY

Common Property includes the lawns, sidewalks, parking area, land building and garage exteriors, and all property which has not been granted as exclusive use areas to unit owners.

CONDOMINIUM

A condominium is a form of property ownership in which the individual owns the unit and SHARES in the use, ownership and cost of maintaining the common property.

CONDOMINIUM FEES

***CONDOMINIUM FEES ARE A LEGAL REQUIREMENT* in condominium living and are assessed to unit owners based on the size of the unit that s/he owns. These fees are used to cover expenses related to the maintenance and administration of the common property.**

Common expenses include, but are not limited to the following: Fire/liability insurance; garbage collection; landscaping contracts; snow removal; general maintenance; management fees; legal/audit fees; parking lot repairs; utilities; roof and drain repairs; etc.,

BOARD OF DIRECTORS

Goals & Objectives

The Grandin Village Condominium Association is a not-for-profit organization which is administered by a VOLUNTEER Board of Directors comprised of unit owners who are elected each year at an Annual General Meeting (AGM) by all members of the Association who are eligible to cast a vote.

The main objective of the Board of Directors is to meet the needs of the unit owners and residents by enduring that:

- **Bylaws are respected and followed by ALL**
- **Financial affairs are managed in a responsible manner**
- **Property is adequately maintained**
- **Communications are open and honest**

In striving to meet these objectives, the Grandin Village Condominium Association retains the services of a professional condominium management firm, KDM Management Inc. Our condominium representative meets with the board on a regular monthly basis to provide advice on administration, finances, legal, contractual matters, and to carry out the decisions and directives of the Board of Directors.

Yearly goals are established by the Board of Directors, based on directives (in the form of motions) given by the members of the Association who attend the Annual General Meetings.

The Board of Directors also establish goals throughout the year by:

- Assessing the on-going operational requirements of the complex.
- Soliciting open and honest feedback on board member performance and the changing needs of the residents.
- Assessing and determining better methods of information exchange and problem solving techniques.
- Developing and improving financial reporting methods.
- Establishing long range financial planning objectives to improve the value of the complex.

The Board must ultimately make decisions for the good of all owners and not just a few, therefore, the Board is committed to improving all facets of condominium living by way of an “*open invitation*” to owners to attend the first 30 minutes of the monthly board of Directors meetings and to share their concerns and ideas for improvement.

COMMUNICATION IS THE KEY

If you find that a policy or decision made by the Board in an attempt to alleviate a problem is not working, offer your suggestions and ideas for an alternative to a decision. Every owner has an obligation to ensure the fair and equitable administration of the Association.

A CURRENT LIST OF THE BOARD OF DIRECTORS MAY BE FOUND ON OUR GRANDIN VILLAGE WEB SITE AT: www.grandinvilleone.ca

MANAGEMENT COMPANY

Grandin Village Phase 1 retains the services of a condominium management company whose mandate is to ensure professional administration of our Association.

KDM MANAGEMENT INC.

#103 209 Carnegie Drive

St. Albert, AB

T8N 5B2

Telephone: (780) 460 – 0444

Our Condominium property manager may be reached at the above phone number during regular business hours (Statutory holidays excluded):

MONDAY through FRIDAY – 8:30A.M. to 4:30P.M.

Questions and concerns with respect to the operations of Grandin Village Phase 1 should be directed our property manager who is well versed in the legal, administrative and financial aspect of the Association.

COMPLAINTS

- All complaints should be clearly stated in writing, outlining the nature of the complaint, the date and time (if required) and the remedy sought.
- Address your complaint to the Board of Directors c/o KDM Management Inc. at the above address
- Our Property Manager will ensure that the Board is made aware of the complaint at a regularly scheduled monthly meeting or, if the situation requires immediate attention, the Manager will contact the President of the Board for instructions.

EMERGENCIES

- If an emergency situation arises **DURING THE DAY**, i.e.
 1. Sewer backup
 2. Water Damage
 3. Problem with contractorsPlease contact our Property Manager at the office phone number,
(780) 460-0444
- If an emergency situation arises **AFTER HOURS**, on weekends or Statutory Holidays, an answering service will contact a KDM representative to take the necessary action to alleviate the situation.

POLICIES & REGULATIONS – OVERVIEW

The policies and regulations that follow are based on our set of registered bylaws. The bylaws have been expanded upon by various Boards over the years to meet the ever changing needs of the owners and to ensure standardization and compliance with City bylaws and regulations as well as the Provincial Condominium property Act.

These policies have been established not to limit your freedom and enjoyment of ownership, but to ensure equal enjoyment of common ownership – **WHAT AFFECTS ONE OWNER WILL ULTIMATELY IMPACT ALL OWNERS.** Therefore, your cooperation in adhering to these policies will ensure beneficial results for everyone.

Should policies established by the board be in conflict with the registered set of bylaws, or the Provincial Condominium Property Act, the „Act“ will take precedence.

IT IS YOUR RESPONSIBILITY TO BE FULLY AWARE OF THE BYLAWS GOVERNING THE GRANDIN VILLAGE CONDOMINIUM ASSOCIATION.

FAILURE TO FOLLOW BYLAWS MAY RESULT IN A FINE TO BE LEVIED AGAINST A RESIDENT. THE CURRENT FINE STRUCTURE IS LISTED ON PAGE 57 (Schedule “A” of our Bylaws).

AIR CONDITIONERS

- Air conditioning systems can be located outside of a unit, but no window air conditioning systems are permitted.

PERSONAL BELONGINGS

- All owners will cause all articles belonging to their household, other than patio furniture and other articles appropriately kept on the patio or entranceways to the Units, to be kept in their Units when not in actual use.
- Each owner will comply with all requests of the Board or its representative that bicycles, toys and like articles belonging to the Owner's household be put away inside such Owner's Unit when not in actual use, or stored in appropriate places as may be designated by the Board from time to time.

CONDOMINIUM FEES

- Condo fees are due and payable on the first day of each month.
- It is recommended that either a series of 12 post-dated cheques be sent to Condominium First at the beginning of each year or that an (EFT), automatic electronic funds transfer authorization be signed off to facilitate ease of payment.
- Make all cheques payable to: “Condominium Plan No. CDE-6837”. Please ensure that your Unit # is on all cheques.
- If in doubt as to the amount of condo fees you are required to pay, contact KDM Management Inc.
- **IT IS ILLEGAL TO HOLD BACK CONDO FEES FOR ANY REASON!**
- Collection of condo fees in arrears is handled through legal channels and legal costs incurred by this action, are charged back to the delinquent unit owner.
- Legal action for collection of arrears will commence after 60 days of non-payment.

DECKS

- The building of a deck is permitted pending approval of the construction plans by the Board. Residents are required to submit their plans to the Board, for approval, prior to actual construction!

EXCLUSIVE USE AREAS

- Exclusive use areas include the fenced back yard or area behind the Unit, which encompasses approximately 18 lineal feet. The steps and front walkway of each Unit have been granted as exclusive use areas as well.
- Owners are responsible for maintaining and keeping in good repair this exclusive use area – clear of weeds, grass cut, yard tidy and animal excrement picked up.
- If the area is not reasonably maintained by the owner, the Board will provide written notification to the owner regarding maintenance of the property. The owner will then have 10 days in which to comply, after which the Association will hire a contractor to make repairs. Such repairs will then be charged back to the Unit owner.
- REFER TO BYLAW 2.0 (page 7) “Duties Of Owners”.

FENCES

- Fences are not permitted on the common property or in the front area of the Unit because of the difficulty of lawn care. As well, Grandin village Condominium Phase 1 requires that a uniform appearance be maintained.
- The Association is responsible for repairing and painting the exterior of fences in exclusive use areas. The interior fence painting must be performed by the owner with paint provided by the condominium association.

FLOWER BEDS

- Flower beds are permitted along the length of the condominium Unit front, to a maximum of a three (3) foot width.
- Residents must first get approval from the Board to plant flower beds on the common property.
- If permission is received, the Unit owner must ensure the maintenance of such flower beds in writing.
- Unit owners must also ensure that should the unit be sold or rented, the new residents will maintain this flower bed, or grass it over at the expense of the resident or Unit owner.

GARAGE SALES

- Garage sales and auctions may not be held without the prior approval of the Board of Directors.

GARBAGE

- Garbage and recycling pick-ups are on a fixed weekly schedule by Waste Management. The current the pick-up day is every TUESDAY.
- Only properly sealed plastic bags containing household waste are permitted to be placed in garbage bins at the tennis courts. Only recycling items are permitted to be placed in recycling bins. Paper and cardboard may be placed loose into the recycling bins. Cardboard boxes must be flattened to conserve space. All other recyclable items must be placed in a clear or blue translucent recycling bag.

ICE AND SNOW REMOVAL

- Each owner/resident is responsible for ice & snow removal from their Unit's exterior front steps.

INSURANCE

- Owners must inform the Board in writing of **all interior improvements** that would affect the coverage of the insurance policy in effect, such as:
 - Structural changes;
 - Plumbing changes;
 - Wiring changes.
- Owners who begin such improvements are also required to first obtain a City building permit.
- Only purchase insurance coverage for your contents and any upgrades in your unit. Condo Insurance covers the exterior of the building.
- Purchase coverage for sewer backup as this is important coverage and is a minor cost considering the alternative.
- Purchase comprehensive liability coverage in case of a lawsuit for slipping on ice, etc., This is important as you can be sued for not clearing your private walkways if the mailman or visitor falls. It also covers mishap to a guest in your home. Should you cause a fire inside your Unit, which in turn burns another Unit, you have coverage in case of a lawsuit.

**A COMPLETE CONDO INSURANCE “GUIDE”
IS ATTACHED AS APPENDIX “B”**

MEETINGS

ANNUAL GENERAL MEETINGS

- All owners are encouraged to attend the AGM (Annual General Meetings)
- The AGM's are usually held in September or October of each year and owners are notified 2 weeks prior to each AGM.

BOARD OF DIRECTOR MEETINGS

- Board members meet on a regular basis, usually on the 3rd Monday of each month at 7 p.m. at KDM Management offices.
- Owners are welcome to attend the first ½ hour of each meeting (between 7 – 7:30) in order to allow the board to discuss condo affairs in a confidential manner.

NOISE

- **The City of St. Albert has set noise restrictions as follows:**
No unnecessary noise or parties between the hours of 11p.m. and 8a.m.
No unnecessary noise above 78db between the hours 8a.m. to 11p.m.
- **Noise pollution from vehicles, loud music, parties, etc., will be addressed by the RCMP/Bylaw Enforcement on receipt of a residents' complaint.**
- **PLEASE BE CONSIDERATE OF YOUR NEIGHBOURS.** Not everyone has the same tastes in music and noisy mufflers are an irritant to all residents.

PARKING

THE COMPLETE „PARKING AREA“ (bylaw #68) AND “MOTOR VEHICLE“ (bylaw #69) ARE LISTED ON PAGES 44 & 45 OF OUR BYLAWS. Some “general regulations”, however, are as follows:

- *No motor vehicle, house trailer, tent trailer, boat, snowmobile, mechanical toboggan, machinery, or equipment of any kind shall be parked on any part of the Common property other than a parking space specifically designated by the Corporation for same.*
- *An owner shall not permit any motor vehicle to be parked within fifteen (15) feet of a fire hydrant or in any area marked with a no parking sign, or permit any motor vehicle to operate or operate any motor vehicle in excess of 15km/h and no snowmobiles or all terrain vehicles shall be operated on the property nor shall any motor vehicle be parked on any street or any portion thereof which is not specifically designated as a parking zone within the property.*
- *All recreational vehicles, i.e. boats, tent trailers, campers, etc., are not permitted to be parked in the complex, but may be brought in for loading and unloading only. You will be allowed 24 hours before loading and 24 hours after loading.*
- *A 72 hour's parking limit is in effect for common area parking. Anyone with a 'dead vehicle' or one parked on common property in excess of 72 hours will be ticketed and towed by St. Albert bylaw enforcement.*

PARKING

- A “dead vehicle” is one in which there is no registration or insurance, and is not driven by the owner.
- You may wash your vehicle in your designated parking stall only. You may not use the external water taps on the end Units for this. Water must come from your own Unit.
- If a vehicle is parked in your designated stall without your consent, it is **YOUR RESPONSIBILITY** to contact the RCMP directly to have the vehicle ticketed & towed.
- Extension cords are **NOT TO BE LEFT** in the parking lot plug-ins or they may be confiscated. Extension cords are not to be run across sidewalks or roadways.
- **NO PARKING IS PERMITTED ALONG OWNERS DRIVEWAYS, ON GRASSED AREAS, OR IN THE FIRE LANES.**
- No oil changes or fluid changes are permitted in the complex.
- Parking is not permitted within fifteen (15) feet of the entrance/exit ways.
- **RESIDENTS ARE REQUIRED TO ENSURE THAT THEIR GUESTS ADHERE TO PARKING ALLOCATIONS AND RESTRICTIONS.**

SECOND PARKING STALLS

- A second parking stall may belong to your Unit at the time you purchased. Please check with the previous owner or Condominium First if you are unsure.

VISITOR PARKING

- Visitor parking is restricted to curb areas along the right hand side of the roadways only.
- Parking on the curb side roadways is **RESTRICTED** to 24 hours. Vehicles parked longer than 72 hours are considered by the highway traffic act to be abandoned and are subject to ticketing & towing by Bylaw Enforcement.

PETS

- **Dogs & Cats are not permitted to run loose in the complex. Dogs must be on a leash at all times and feces cleaned up by the owner. Under bylaw 57, fines may be imposed on offenders**
- **If complaints are received relative to any one pet, the Board may take legal action to remove the pet from the complex.**

PLUMBING

- **If a blockage in a sewer line can be traced to a particular Unit, the cost of repairs will be charged to that owner or resident.**
- **Do not put grease, pampers, spaghetti, etc., in the drains. Remember:**

“STORE IT, DON’T POUR IT”

RENTERS

- **OWNERS ARE OBLIGATED TO INFORM THE BOARD OR CONDO FIRST OF THE NAMES & TELEPHONE NUMBERS OF INDIVIDUALS LIVING IN THEIR UNIT.**
- **RENTERS ARE OBLIGATED TO COMPLY WITH THE POLICIES & BYLAWS OF THE ASSOCIATION.**
- **Non-compliance of the rules & bylaws may result in the legal removal of the renter.**

WINDOWS & DOORS

- Prior to the enactment of the Alberta Provincial Government's "Condominium Property Act" of 2002, the owners of Grandin Village Phase 1, passed a bylaw change that placed Windows & Door Maintenance and replacement as an Owner responsibility.
- All doors & window frames must be either white or brown in colour unless the Board approves an Owners choice.

SIGNS

- "FOR SALE" signs by Realtors & Owners may only be displayed from the inside windows of Units, or on the sign holder at the condo's entrance-way.
- Signs are not permitted to be posted on the lawns in front of units or any of the common areas within the complex.

VANDALISM

- Defacing or damaging common property & Units is strictly forbidden.
- Residents will be held responsible for damages to common property caused by themselves, family or their guests.
- Damages caused by residents, family or guest will be assessed to Owners by Condominium First and the Board and in the event of non-payment, the costs will be charged to their monthly condominium fees.

APPENDICES

APPENDIX “A”... GARBAGE RULES & REGULATIONS

APPENDIX “B”... INSURANCE INFORMATION

GARBAGE RULES & REGULATIONS

- **GARBAGE REMOVAL IS CURRENTLY SCHEDULED FOR EVERY TUESDAY.**
- **To comply with Grandin Village Bylaws, Health Regulations and basic good common sense, the following simple rules & regulations must be observed.**
- **Furniture, car parts, carpeting, building materials, mattresses or any items other than household waste shall NOT be put in the bins. Items of this nature are the responsibility of the owner to dispose of.**
- **Hazardous waste such as paint, batteries, electronic items, mattresses, tires, etc., must be taken by the Owner either to the Edmonton Land fill OR to the ECO STATION, located on 143rd Street in Edmonton. (IF YOU ARE UNSURE OF THE ENVIRONMENTAL IMPACT OF YOUR WASTE, EITHER CALL A BOARD MEMBER, CONDOMINIUM FIRST OR THE ECO STATION AT: (780) 496-5678).**
- **Bins at the tennis courts are monitored 24/7 by security cameras. If non-permitted waste can be traced to you or anyone in your Unit, a fine as described in our bylaws SCHEDULE "A" will be assessed by the Condominium Association.**
 1. **All garbage must be in plastic bags and tied securely – NO LOOSE ITEMS!**
 2. **ABSOLUTELY NO COMBUSTABLE MATERIAL IS ALLOWED!**
 3. **It is the Owners responsibility to take large Items to a land fill or ECO Station as appropriate.**

INSURANCE REQUIREMENTS



- In this appendix, we would like to explain the Condominium Insurance Policy and the requirements of each individual Resident and Owner.
- The Condominium Insurance Policy covers “ALL RISKS” and is for the **replacement cost** of the Unit and its attachments. Attachments are items that are glued, tacked or nailed and are considered an integral part of the Unit, such as carpeting, cupboards, appliances, etc.,
- Should a fire occur in a Unit, it would be rebuilt according to the **original specifications**, and would cover any upgrades such as new cabinets, carpets, etc., **WHEN PROVEN TO THE INSURANCE CO. of its installation.** This is covered under a clause stating minor betterments and improvements are insured.
- What is **NOT COVERED** are items that are upgrades to the Unit such as wet bars, fireplaces, saunas, built in basements, etc., These upgrades must be covered under **YOUR PERSONAL CONTENTS INSURANCE.** Also, you will want **INSURANCE FOR SEWER BACKUP AND FLOOD** which in most cases is a small added premium cost. The condo has coverage for these items, but the deductibles are so high it is in your best interest to add this coverage to your policy.
- Should an insurance claim occur, the Condo Bylaws require that the Owner pay the deductible portion of the insurance policy – if the Owner caused or ultimately is to blame for the loss. **If the Owner has insurance for sewer backup then she/he can have this taken care of immediately and pay only the low deductible on their policy!**

INSURANCE REQUIREMENTS

- It is important to understand **YOUR INSURANCE** requirements when purchasing coverage for your Unit. Here are some important items to remember when shopping for coverage.
 1. Purchase coverage **ONLY FOR YOUR CONTENTS AND ANY UPGRADES IN YOUR UNIT**. You are wasting money on covering the building as this is already covered in the Condo Insurance program.
 2. **PURCHASE COVERAGE FOR SEWER BACKUP** as this is important coverage and is a minor cost considering the alternative.
 3. **PURCHASE COMPREHENSIVE LIABILITY COVERAGE** in case of a lawsuit for slipping on ice, etc., This is important as you can be sued for not clearing your private walkways if the mailperson or guest falls. It also covers mishap to a guest inside your home. Should you cause a fire inside your Unit which in turn burns another Unit, you have coverage in case of lawsuit in this instance.

- Insurance is an important part of life, especially in such close proximity and high density living conditions. Remember, Insurance is expensive, but important!

A SOBERING THOUGHT:

**THE ONLY COSTLY INSURANCE COVERAGE
IS WHEN YOU HAVE AN ACCIDENT AND
THERE WAS NO INSURANCE!**

