

LIVING AT THE EDGEWATER CONDOMINIUMS

VCC# 15 – Victoria Condominium Corporation

Welcome to your new home! We hope that you will be as happy here as the rest of the residents who have discovered our little piece of heaven!

To help you feel at home as quickly as possible, we have put together this Overview. We believe it contains some very helpful general information to help you get acquainted, but please do not hesitate to ask your building representatives, a board member or your neighbour if you have any questions at all.

The Edgewater Condo is managed by a volunteer Board of Directors and several volunteer committees. The Board has contracted with Durnan Property Maintenance who oversee the day to day maintenance of the grounds and buildings and assist any contractors engaged by the Board with projects around the property.

Edgewater also collaborates with our property manager Aimee Haynes of AME Property Management who manages the ongoing business of our condominium and supports the functioning of the Board of Directors. Aimee and one of the board members will likely set up a time to meet with you soon after you are settled in to go over some of the more important information and answer any questions you may have. Aimee is onsite here in the clubhouse 1 or 2 afternoons per week but can be reached by email at bodvcc15@gmail.com or by phone/text at 705-341-2768 for any concerns or issues you may have.

The Board of Directors

The Board officers are elected for a term as outlined in the bylaws and may serve several terms. The election takes place at the Annual General Meeting held on the third Saturday in June each year. The Board meets on a monthly basis or whenever they deem it necessary to resolve issues or concerns. The Board is in contact with each other almost on a daily basis. There are several Standing Committees of the Board as deemed necessary. There are advisory ad hoc committees struck to evaluate particular issues and make recommendations to the Board. See By-Laws.

The Standing Committees are:

- Building Representatives Committee
- Finance Committee

Committees established by resolution are:

- Social Committee
- Pool Committee

These committees meet as required as outlined in the terms of reference for the individual committees.

If you are interested in volunteering on any of the above committees including the Board please contact a board member. You are more than welcome to share your experience with us.

General information about Life at the Edgewater

This overview is a brief summary of some of the more pertinent information contained in the owner & occupant documents which follow. You are encouraged to carefully read each of the detailed sections covering all the legal documents (Declarations, By-Laws, Rules, etc.) of the condominium to ensure you understand what the Condo does for you and alternatively, what the Condo requires from you.

ATRIUMS

Each of our Buildings encloses a beautiful atrium with greenery planted and maintained by the Condo. There can be **NO walkers, wheelchairs, shopping carts, snow shovels etc. in the atriums or by the entrance doors.** To do so is against the City of Kawartha Lakes Fire Regulations and the rules. See Rules 9 & 11 for details.

CLUBHOUSE

The Edgewater has a lovely Clubhouse, complete with a full kitchen, washrooms, library, flat screen TV, DVD/VCR, pool table, and shuffleboard. As a resident you are welcome to use it all! All we ask is that you leave the area as you found it, neat, tidy and no garbage. You will need your Medico key to enter the Clubhouse; please be sure to turn off the lights when you leave. See Rule 17 for details. There is also a Clubhouse Manual for your reference located in the Clubhouse.

To use this facility for a private function; you must book it through the Chair of the Social Committee or delegate or a Board Member. They will explain all the details when you book it. There is no charge to use the Clubhouse for your personal private function. See Rule 17 for more information.

There are on-going weekly activities in the Clubhouse; please check the bulletin board for days and times. There is also a list of scheduled Social functions posted for the year.

WATERFRONT

The Edgewater is lucky enough to share some beautiful, peaceful waterfront on Little Bob Channel. There is a boardwalk along the front, with many benches for you to sit and enjoy the water, fish etc. Also on the waterfront is a Gazebo, which is a very popular gathering spot for residents on a hot sunny afternoon.

There may be boat slips available. Please contact the Dock Master or a Board member to inquire how to reserve one for the summer or for a guest arriving by boat. See Rule 17C.

The swimming pool is also on the waterfront. Please take note of the pool regulations; they are there for the comfort and protection of you and your guests. You will need your Medico key to enter the pool area. See Rule 17B

GROUND

There are 4.5 acres of grassland, fountains, waterfall, creeks and paths on the Edgewater property, please feel to enjoy all of it. The grounds are maintained by the Condo. Do not plant, remove, prune or water anywhere on the grounds. See Rule 8

RENOVATIONS

If you wish to do any renovations, i.e., removing walls, changing interior doors, toilets, sink etc. **the Board of Directors must approve the plan prior to you beginning the work.** Depending on the scope of your renovation, you may require a building permit and drawing to present to the Board for approval. The approval process is quick and will not delay your work being completed. The Board is of course concerned for any changes causing loss of structural integrity or having the potential to cause damage. Please consult with a Board member if you have any concerns before you begin any renovations in your unit. See Rule 4

There can be absolutely **no work done in the attics, without prior approval from the board. It is to be used for light storage only. See Rule 7B**

PATIO

Patios are a pride and joy here at Edgewater; in fact, we do have a Best Patio contest each summer. There are some rules and regulations re: planter box size, trees etc.

Please check your rules before you begin to make changes on your patio - and once again, the Board of Directors must approve your plan before any work begins.

You do not need to water the grass area around your patio; there is a water sprinkler system that uses the water from the channel and not town water. See Rule 6

DISPOSAL OF GARBAGE

The Edgewater believes in recycling and encourages all residents to participate in the City of Kawartha Lakes waste management system. See the poster *What Goes Where* that is posted in each garbage area that will help you sort the garbage, recycled materials and hazardous waste. It is IMPERATIVE that materials designated for the garbage bins are placed in **CLEAR PLASTIC bags** or the collectors may refuse to take the entire bin. The City is very particular about picking up the garbage so if unsure of where or what please ask your building representative or a board member. See Rule 13. For further information regarding garbage and recycling in the City of Kawartha Lakes see:

<https://www.kawarthalakes.ca/property-environment/garbage-and-recycling/waste-education/>

AIR CONDITIONING UNITS

If you have a water cooled air conditioner in your unit, the water that it uses will be charged back directly to you in the fall. If you plan to sell your unit please contact a Board member to have your water meter reviewed. This is not part of the common expenses. See Rule 4D.

CONDO FEES

The Condo fees cover general operating expenses and reserve fund contributions. If you have not already done so, **please submit your banking information for automatic withdrawal on the first day of each month.** If unsure of the amount please contact a Board member.

PETS

The Edgewater is a great place for a **small pet (under 25 lbs)**; please review the rules for details. All pets must be on a leash. Only ONE pet is allowed per unit. See Rule 15

MAINTENANCE NOTIFICATION/RECOMMENDATION

If you have a maintenance request or recommendation please print and complete a maintenance request form (see Forms section). There are printed forms available in the foyer of the clubhouse. This form allows us to document and follow through with any maintenance issues, for example a clogged eavestrough, leaking window, lights not working in a common area. Please place completed forms in the black mailbox marked Board in the Clubhouse or send by email attachment to bodvcc15@gmail.com and a board member will contact you. See Rule 19

WINTER SNOW REMOVAL FROM PARKING LOTS

The Edgewater has contracted out snow removal for our parking lots. Following a light snowfall, the center of the parking lot only will be plowed. No snow is cleared between cars at this time - you may shovel if you require. Once there is increased accumulation, the contractor will designate a specific day and time for complete clearing of the parking lot, at which time, **ALL vehicles must be temporarily moved until plowing has been completed.** You may park on the streets in the surrounding area in the meantime. You will be advised of the date and time you will need to remove your vehicle(s) in advance by an email blast, a posting on the bulletin board in your building entrance and/or a phone call from your building rep. If you are unable to move your vehicle, please make arrangements with a neighbour to do so. If you will be leaving for an extended period of time during the winter, please do not leave your vehicle in the parking lot. It is unsafe and difficult for the snow to be removed around your vehicle. The parking lots and walkways will also be sanded as needed. The sand box at the entrance of your building is for the use of owners to sand around their cars and parking area, if needed. See Rule 14

The following sections provide an outline of what you must do, by law, when living in a Condominium. Please read it carefully so that you understand your rights and responsibilities, as well as the rights of the Condominium and your neighbours

LIVING IN A CONDOMINIUM

The Laws, Your Rights & Responsibilities

Condominium developments are self-governing communities with Rules & By-Laws to guide their operation and business affairs. It's important to learn about your rights and responsibilities.

Owner Rights and Responsibilities

As the owner of a condo unit:

You can:

- Vote at owners meetings
- Elect board members
- Review corporation records (e.g. financial statements, meeting minutes)
- Request a meeting of owners
- Add matters to a general meeting agenda
- Get a court order to make the corporation carry out a duty required under the Condominium Act
- Remove a director from the board with a majority of votes.

You must:

- Pay your monthly common expense fee or special assessments
- Maintain and repair your unit
- Follow the condo's declaration, bylaws, and rules
- Resolve disputes through discussion, mediation, arbitration, or court order.

Maintenance and Repairs

There are two types of repairs in a condo: repairs to your individual unit and repairs to the common elements. Common elements are defined in the Declaration and may differ from one condo corporation to another.

Repairs Inside an Individual Unit

If repairs must be made inside your unit - for example, if your sink doesn't drain - you are responsible for making the repairs at your own expense. You're also responsible for the ongoing maintenance of your unit.

Repairs to the Common Elements

The common elements are defined in your condo corporation's declaration. Normally they are the parts of the property outside your individual units. The board of directors is responsible for the upkeep, maintenance, and repairs to common elements.

For example, if the clubhouse has been damaged, the condo corporation must repair it, with the cost shared by all of the owners as a common expense. Exclusive use common elements, such as parking spaces are generally maintained by the corporation, but they are used only by one owner.

Declaration, By-laws, and Rules

The Condominium Declaration sets out how the condo corporation is owned. It

- Defines the units
- Defines the common elements
- Shows the percentage of ownership each unit has in the property
- Shows how much each owner must pay in common expense fees

The Declaration can be changed, but this happens rarely. Changing the basis of a unit's contributions to common expense fees would require the support of 90 per cent of the owners. Even changing a non-financial matter in the declaration, such as pet restrictions would require 80 per cent agreement.

The Declaration is included with the status certificate.

Condominium By-laws

The by-laws set out how the corporation will be run. They deal with the responsibilities and powers of the board of directors, how meetings will be run, and the collection of common expense fees. The by-laws must be ratified by a majority of the owners and are effective once they are registered at the Land Registry Office.

Condominium Rules

The Board of directors may also make rules to govern day to day living. Rules help promote safety, security and welfare of the owners. These may include pet ownership, patio limitations re: furniture, planter boxes, storage containers, etc.

Restrictions

The Declaration, By-Laws, and Rules will set out any restrictions on how you can use your unit or the common elements. If you're new to condo living, you might find some of these surprising. For example, they may:

- Restrict the size and number of pets
- Specify that any window coverings visible from the outside must be a certain colour
- Require you to file certain documents with the board if you want to do renovations in your unit

This section has provided only a summary of some of the By-Laws & Rules of Edgewater Condominiums. You are encouraged to review the entirety of the sections *Declaration, Bylaws & Rules* which follow to gain a more detailed understanding of the governing principles of condo living here at Edgewater.