



EVERSYDE ON THE PARK **OCCUPANCY GUIDELINES**

Members of the Board of Directors are dedicated volunteers who work hard on behalf of residents to ensure that your community is well maintained, enjoys stable property values and remains a great place to call home.

Under the Condominium Property Act of Alberta, one of the Board's most important jobs is to enforce the By-Laws that govern the Condominium Corporation. This job is time consuming and involves some tough decision making. Residents should remember the Board is not "picking on" certain members of the community, but is endeavoring to ensure everyone is treated equally and fairly. When a resident receives a letter advising them they have committed an infraction of the By-Laws, they should remember they live in a Condominium community and the By-Laws and Rules are enforced for the good of all residents. It is the Board's hope that a simple letter will remedy any infraction of the By-Laws. With the help and co-operation of all residents, the management of Eversyde on the Park will run smoothly throughout the year.

All residents (whether renters or owners) are required to abide by the By-Laws governing Eversyde on the park and any rules and regulations instituted by the Board of Directors. Any resident who violates the By-Laws will be subject to fines per infraction. *See infraction policy on page 6 for further details.*

PLEASE READ AND FAMILIARIZE YOURSELF WITH THE BY-LAWS PRIOR TO BUYING OR RENTING A UNIT

A complete copy of the community By-Laws is available online at eversydeonthepark.com under "downloads" or through C-Era Property Management.

C-Era Property Management

403-266-0240

www.cerapm.com

EVERSYDE ON THE PARK
OCCUPANCY GUIDELINES

UNIT MAINTENANCE

Each owner or occupant is responsible for maintaining the inside of the unit. Any damages resulting from the resident's neglect is the owner's expense. Residents are not permitted to paint or otherwise alter any portion of a unit which is required to be maintained by the Corporation i.e. doors, exterior trim around windows and garages.

EXCLUSIVE AND COMMON USE AREAS

All residents are responsible for keeping the complex tidy including their exclusive use areas. Please make sure that flyers, toys and equipment of any kind are stored inside the unit or garage.

Laundry may not be hung outside a unit.

For sale signs may only be placed in windows of a unit.

Personal garage sales are not permitted, however, community garage sales may be organized by committee.

GARBAGE

Black bins/recycling must be stored in your garage or backyard. Black bins must be placed outside the garage or at the end of driveways on pickup days only. Please call the City for pickup days. Garbage that is to be disposed of in the bins in the *Garbage Garage* on Eversyde Park must be placed in plastic bags. Household items that will not fit into garbage bags such as mattresses, furniture and hazardous waste items (such as propane tanks and canisters, paint cans and other flammable items) must be disposed of at designated city dumps. Appropriate items for recycling should be placed in the provided blue recycling bags for pick-up (for those units with recycling pick-up) or taken to the *Garbage Garage* on Eversyde Park (for all other units) and placed in the recycling bins.

PATIOS AND DECKS

Patio furniture, BBQs and planters must not interfere with grass cutting. Backyard gates must be unlocked and pets must not be tethered or loose in backyards without supervision. Units with detached garages may make an application to lay a patio adjacent to the steps (note: dimensions and materials to be approved by the Board. Please fill out and submit *patio specifications approval form*. Form available on the website, or from the management company). Units with upper decks may make an application to lay a patio underneath the deck (note: approval process as above). BBQs must be kept away from the siding so as not to create a fire hazard. Patio and deck applications are available for download at eversydeonthepark.com under downloads, or by contacting C-Era Property Management.

PLANTS AND PLANTERS

Managed property within the complex consists of lawns, landscaping, walkways, roadways, lanes and driveways. Please see bylaw 62B #13 for further details on these areas.

Therefore, no plants, ornaments, fences, benches or other structures are allowed on, in front of, under or in trees or on driveways. Hanging baskets must be installed into wood, not into siding, stucco or soffits. Any damage caused by installing hanging baskets will be the responsibility of the resident. Please also note, bird feeders and wind chimes are prohibited within the complex.

Small bistro sets and planters are allowed on front porches where there is room but must not interfere with landscaping personnel.

SATELLITE DISHES

Owners who are considering purchasing a satellite dish must first apply for and obtain permission from the Board. The application form is available from C-Era or online. If the satellite dish is approved, it must be installed by a professional installer on the chimney of the unit. Each unit may have a maximum of one (1) satellite dish. Residents who ignore this rule will be required to remove the device and repair any damage at their own expense.

AIR CONDITIONING

Exterior/Interior air conditioning units and window units are not permitted in the complex.

MAIL BOXES

Mailboxes are not permitted.

WINDOWS AND DOORS

Screen (storm) doors are allowed and must be simple and plain. They must be black on front doors and white on back doors. "Phantom" screen doors are also allowed, *on back doors only*. Maintenance of these doors is the owner or residents responsibility. Stickers of any type are not allowed on either the storm door or the entrance door.

Windows will be washed by the Corporation at the Board's discretion. If a window is broken, please contact C-Era to have it repaired. Metallic foil, cardboard, flags, blankets and signs are not to be used to shade or decorate windows, even temporarily. Small stickers (for example, security company, "pets inside" and/or "no flyers") may be displayed in the window adjacent to the entry door.

All window coverings must be white or feature a white liner facing the exterior.

GUESTS

Each owner or occupant is responsible for their guests and for ensuring that guests comply with community By-Laws and guidelines.

SEASONAL DECORATIONS

Season appropriate decorations are allowed on front entrances but cannot be permanently attached. The condo corporation is not responsible for the security of such items or any personal belongings and reserves the right to request the removal of any display that is not in keeping with the general appearance of the complex. Christmas lights may be attached to your front tree. All seasonal decorations and lights must be removed by January 30th.

PET OWNERSHIP

One cat and one dog (not to exceed 20 kg in weight when full grown) are allowed in each unit. Prior to introducing cats or dogs to the unit, owners must complete the Pet Approval form, available online or from C-Era Property Management. This registration is of benefit in the case of fire or other emergencies so emergency services can be advised which units have pets that may require assistance.

Backyards are exclusive use common areas, **which must be free of pet feces at all times**, as landscaping dates may change due to weather.

All pets must be leashed and under control when on the common property. The pet owner will receive a written warning for any of the following complaints:

- The pet has been observed roaming on the common property unleashed and/or unsupervised.

- The owner neglects to take proper care of his/her pet when it is on the common property (i.e. picking up feces, brown/burnt grass, holes and other damage).
- A complaint has been received from another resident about noise, aggressive behaviour or odour.
- No pet registration form is on file.

If the complaints are of a nature that your pet is a danger, Animal Control will be contacted.

INSURANCE

The Corporation's insurance policy covers the common property and structural components of the buildings. If there is an insurance claim on a unit, the owner may be required to pay the deductible. If you believe you have sustained a loss that is insurable through the Corporation, please contact C-Era immediately in order for the claim to be properly reported to the insurers and to co-ordinate repairs.

Residents are required to insure their own personal property and possessions.

EXCLUSIVE USE AREAS

The following portions of the managed property are considered to be for the exclusive use of the unit owners or tenants.

- a) The deck and/or patio at the rear of each unit.
- b) The pathway and steps leading to the front door of each unit.
- c) The front, back and side yards adjacent to each unit.
- d) The driveway leading to the unit's garage

No modifications to the privacy areas are permitted without the written consent of the Board. Residents may be charged for removal of unauthorized modifications or attachments and for the repair of any resulting damage to the privacy areas. Children are not permitted to play on the roadways and back laneways or in privacy areas, other than those of their parents or guardians. Please supervise your children to ensure they comply with this regulation at all times.

PARKING

No parking is allowed on Eversyde Avenue, in fire lanes or in front of the garages. No vehicle may be parked in such a way that it partially blocks the roadway. Owners and residents are not permitted to park in Visitor's Parking. Anyone who willfully disregards these rules may be fined or have their vehicle towed. The City of Calgary has authorization to ticket within the complex, 24 hours a day. In addition, an owner or resident must not allow a visitor to park their vehicle anywhere on the common property other than designated Visitor's Parking or in his or her own driveway. Parking for visitors is also available on Eversyde Avenue and Everridge Common.

Residents are not permitted to store or park trailers, campers, boats, snowmobiles, trail bikes, all terrain vehicles or any RV on the common property or in a unit's designated parking space/driveway, except for temporary loading/unloading purposes. The Board may tow such a vehicle off the property and impound it at the owner's expense.

Each unit shall have the exclusive right to park in the driveway leading to the unit's garage. When parking, please ensure you are within your own space and that your vehicle is not blocking a neighbour's doorway or garage. Please also ensure that your vehicle is not parked on the lawn, as any damage to lawns or landscaping due to improperly parked vehicles will be charged to the unit owner.

Residents are responsible for keeping their designated parking area clean. If your vehicle is leaking oil, antifreeze, etc., you are responsible for cleaning it up.

Residents are not permitted to carry out repairs or maintenance to vehicles in their driveway or on the common property.

All vehicles on the property must be used on a regular basis. Therefore, they must be licensed and in good operating condition.

Bicycles must not be left lying on the ground in front of a unit or on front steps, lawns or paved areas.

The speed limit on Eversyde Park and laneways is 15 km per hour as per city limits and Eversyde Ave. and Everridge Common are as posted by the city.

NOISE

Residents are not permitted to make noise within or about their unit or the common property that disturbs the peace of the community. Quiet time is from 10:00 PM to 7:00 AM, as per City of Calgary By-Laws.

WEBSITE

A website has been developed for communication between owners/board and Management. Newsletters will be posted periodically and all forms (pet/satellite applications/by-laws etc.) are available for downloading. Please visit **eversydeonthepark.com**



EVERSYDE ON THE PARK **INFRACTIONS POLICY**

In order to maintain the highest possible property value for each of our Condominium units and to make the community safe and comfortable for all, it is crucial that we all do our best to adhere to the By-Laws and guidelines. The following is the policy for handling infractions, to be enforced by the Board evenly and fairly with all residents.

- 1.) Once it has been established that an infraction has occurred, the unit owner causing the infraction will be given written notice thereof and asked to correct the infraction within ten (10) days.
- 2.) If at the end of ten (10) days, the infraction is not corrected, a second notice will be sent giving the unit owner a further five (5) days to correct the infraction. The letter will state that if the infraction is not corrected by the end of the further five (5) day period, they will be fined \$100 and again asked to correct the infraction.
- 3.) After the five (5) day period, a further \$100 fine will be levied every ten (10) days until the infraction is corrected.
- 4.) Once the infraction has been corrected, a further occurrence of the same infraction will result in the immediate levy of a \$100 fine. No warning will be sent.
- 5.) Should unpaid fines exceed \$400, a small debts court action will be filed against the Unit or Unit Owner causing the infraction, at the Unit Owner's expense.

QUESTIONS ABOUT THE INFRACTIONS POLICY?

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