



## Eversyde on the Park **OCCUPANCY GUIDELINES**

Eversyde on the Park is a condominium complex, which is shared property ownership. Owners will have full ownership of their condominium unit, but also shared ownership of the common property. Residents, including owners, should be familiar with the governing By-Laws and the Condominium Property Act of Alberta and the By-Laws of Eversyde on the Park.

The Board of Directors is a group of elected unit owners and dedicated volunteers who work with the property management firm to represent the interests of all residents. Any decisions are made for the benefit of the shared community with a goal to ensure the community is well maintained and enjoys stable property values.

One of the Board's most important jobs is to ensure the By-Laws that govern the Condominium Corporation are followed by all residents. 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. The Board endeavors to ensure everyone is treated equally and fairly. Rules are enforced for the good of all residents.

It is the Board's hope that a letter of notice will remedy any infraction of the By-Laws. If action is not taken upon notice, any resident who violates the By-Laws may be subject to fines per infraction. See the Infraction Policy on page 7 for further details.

### **PLEASE READ AND UNDERSTAND THE BY-LAWS PRIOR TO BUYING OR RENTING A UNIT**

In the event of a conflict between the guidelines and the By-Laws, the By-Laws shall prevail.

A complete copy of the community By-Laws is available online at [www.eversydeonthepark.com](http://www.eversydeonthepark.com) or through C-Era Property Management.

**C-Era Property Management**  
403-266-0240  
[www.cerapm.com](http://www.cerapm.com)



## Eversyde on the Park **OCCUPANCY GUIDELINES**

### **TERMS**

Residents refers to both Unit Owners and Tenants. Both must abide by the Occupancy Guidelines.  
Corporation or Board refers to the elected Eversyde on the Park Condominium Board of Directors.  
Property Manager refers to the contracted property management company who manages the common property at Eversyde on the Park on behalf of the residents.  
City refers to the City of Calgary and its by-laws.

### **BOARD RESPONSIBILITIES**

The Board will work with the property manager to maintain all common shared property. This includes doors, windows, siding, roofs, landscaping, sidewalks, cement work. Damage to common property to due resident negligence will be billed to the property owner.

### **UNIT MAINTENANCE**

Each owner or occupant is responsible for maintaining the interior 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. Owners are required to maintain and repair items due to personal use or abuse and to avoid increasing of community condo fees. This includes:

- Replacement of exterior light bulbs
- Repair and maintenance of door bells exterior door locks, garage door operators, window hardware (closers and spring operators) and storm door hardware, unit installed exterior improvements, enlarged decks, patio stone installations and electrical outlets
- Cleaning of exterior light fixtures, exterior hand railings, unit civic address numbers
- Costs of repairs to exterior doors or garage doors and/or overhead garage doors resulting from abuse or being struck by a vehicle

### **RENOVATIONS**

Unit owners may make minor changes or alterations to their unit. However renovations that are structural or extensive will require written consent of the Condominium Board by completing the In Unit Renovations form. This may include changes to the electrical panels, adding a new bathroom, moving a wall, etc.

### **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.

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 ensure children comply with this regulation at all times.



## Eversyde on the Park **OCCUPANCY GUIDELINES**

### **NOISE**

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

### **GUESTS**

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

### **GARBAGE, RECYCLING AND MIXED ORGANICS**

BluPlanet collects the mixed organics and recycling. The City of Calgary collects the garbage. Household items that will not fit into garbage bags such as mattresses, furniture etc., must be disposed of by the resident at a designated city dump. Please do not leave any of these items in the garbage garage or on common property to avoid extra costs that could lead to an increase in condo fees.

Hazardous waste items such as propane tanks and canisters, paint cans and other flammable items must be disposed of as per the City of Calgary guidelines and can be dropped off at the rear of the Fire Station on Eversyde Avenue. Please refer to the City of Calgary website for additional information.

It is expected that every unit compost in compliance with City regulations. Mixed Organics green bins are located around the Common and in the Garbage Garage. Mixed organics must be collected in a compostable bag. Plastic shopping bags must not be used.

Cardboard boxes placed in the Mixed Recycling bins/bags must be flattened. Please refer to the City of Calgary and BluPlanet's websites for further details on what is accepted.

#### *Common residents*

Black bins/recycling must be stored in the unit garage or backyard. On collection days only, black bins and recycling bags must be placed outside the garage or at the end of driveways. Appropriate items for recycling should be placed in the provided recycling bags for pick-up.

#### *Avenue and Park residents*

Garbage, recycling and mixed organics will be disposed of in the garbage garage located at the west end of the Park. Garbage must be placed in plastic bags and properly placed in the black bin. The door to the garbage is secured and will require a code for entry.

### **PATIOS AND DECKS**

Patio furniture, BBQs and planters must not interfere with grass cutting. Backyard gates must be unlocked. Units with detached garages may make an application to lay a patio adjacent to the steps and all dimensions and materials to be approved by the Board. Units with upper decks may make an application to lay a patio underneath the deck.

**Owners must complete and submit the Patio Application for Approval form available on the website, or from the property management company.**

BBQs must be kept away from the siding so as not to create a fire hazard. Any damages caused to the siding such as heat bubbling, shall be repaired at the resident's cost.



## Eversyde on the Park **OCCUPANCY GUIDELINES**

### **PLANTS AND PLANTERS**

Managed property within the complex consists of lawns, landscaping, walkways, roadways, lanes and driveways. Please see bylaw By-Law 62(b) (xiii) 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 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. Dead plants and planters must be removed at end of season.

### **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 Property Management 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 by-pass approval will be required to remove the device by contacting C-Era Property Management and any repairs will be at their own expense

### **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. Maintenance of these installed doors is the resident's responsibility. Stickers of any type are not allowed on either the storm door or the entrance door. Small stickers (for example, a security company, "pets inside" and/or "no flyers") may be displayed in the window adjacent to the entry door.

Windows will be washed at the Board's discretion. If a window is broken, please contact C-Era Property Management to have it repaired. Metallic foil, cardboard, flags, blankets and signs are not to be used to shade or decorate windows, even temporarily.

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

### **SEASONAL DECORATIONS**

Season appropriate decorations are allowed on front entrances but cannot be permanently attached. The Condominium 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 a unit's front tree. All seasonal decorations and lights must be removed within one month of event.

### **INSURANCE**

Residents are required to insure their own personal property, possessions as well as any betterments or improvements made to the interior of the property. 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 of the Corporation's policy.

If a resident believes they have sustained a loss that is insurable through the Corporation, please contact C-Era Property Management immediately in order for the claim to be properly reported to the insurers and to co-ordinate repairs.



## Eversyde on the Park **OCCUPANCY GUIDELINES**

### **AIR CONDITIONING**

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

### **MAIL BOXES**

Mailboxes are not permitted at the units.

### **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 Application 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 a pet is a danger, Animal Control will be contacted.

### **PARKING**

No parking is allowed in fire lanes or in front of the garages on Eversyde Park. 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.

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, residents must ensure their vehicle is parked within their own space and that their vehicle is not blocking a neighbour's doorway or garage. Please also ensure that the 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 a vehicle is leaking oil, antifreeze, etc., residents 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.

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.



## Eversyde on the Park **OCCUPANCY GUIDELINES**

### **CANNABIS/MARIJUANA**

While Marijuana is now legal in Canada, every owner should know the Condominium By-Laws state residents are held responsible if usage is deemed to cause any nuisance and/or a hazard to adjoining units in the complex.

Pursuant to Sections 3 (f), 3 (g) and 62 (v) of the Condominium Corporation By-Laws, Nuisance is any activity, including use of cannabis, smoking, etc. that unreasonably interferes with the use and enjoyment thereof by other owners, their families or visitors.

Under the By-Laws residents will be held responsible for damages to other units from smoke and/or mold caused by growing marijuana. This means residents will be charged the deductible as a minimum, up to and including the full limit of the costs incurred, to repair the damage caused.



## **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) If 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?**

C-Era Property Management  
403-266-0240  
[www.cerapm.com](http://www.cerapm.com)