



Eversyde on the Park OCCUPANCY GUIDELINES

Eversyde on the Park is a condominium complex, which is a 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 Bylaws, the Condominium Property Act of Alberta, and the Occupancy Guidelines 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 owners and 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 Bylaws that govern the Condominium Corporation are followed by all residents. All residents are required to abide by the Bylaws governing Eversyde on the Park, and any rules and regulations within the Occupancy Guidelines as 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 Bylaws or Occupancy Guidelines. If action is not taken upon notice, any resident who violates the Bylaws or Occupancy Guidelines may be subject to fines per infraction. See the Infraction Policy on page 9 for further details.

PLEASE READ AND UNDERSTAND THE BYLAWS PRIOR TO BUYING OR RENTING AT EVERYSYDE ON THE PARK.

In the event of a conflict between the Occupancy Guidelines and the Bylaws, the Bylaws shall prevail.

A complete copy of the community Bylaws is available online at www.eversydeonthepark.com or through Connelly & Company Property Management.

Simco Property Management
403-234-0166
EversydeonthePark@simcomgt.com
www.simcomanagement.ca



Eversyde on the Park OCCUPANCY GUIDELINES

TERMS

Avenue Units	Units with a civic address on Eversyde Avenue SW.
City	The City of Calgary and its municipal Bylaws.
Common Units	Units with a civic address on Everridge Common SW.
Corporation or Board	The elected Eversyde on the Park Condominium Board of Directors.
Park Units	Units with a civic address on Eversyde Park SW.
Property Manager	The contracted property management company who manages the common property and financial operations of Eversyde on the Park on behalf of the residents.
Residents	Both unit owners and tenants.

BOARD RESPONSIBILITIES

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

UNIT MAINTENANCE

Each owner or resident is responsible for maintaining the interior of their unit. Any damages resulting from the resident's neglect is the owner's responsibility. 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 through normal use or abuse, and to avoid increasing of community condo fees. This includes:

- Replacement of exterior light bulbs
- Repair and maintenance of door bells, doorbell cameras, exterior door locks and hardware, window hardware including closers and spring operators, storm door hardware, window and door screens, garage door operators, electrical outlets, concrete garage floors and basement floors (provided damages are not the result of failure of something for which the Corporation is responsible) and owner initiated exterior improvements such as; enlarged decks, patio stone installations, satellite dishes and gardens.
- 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.



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RENOVATIONS

Unit owners may make minor changes or alterations to their unit and garage which are non-structural, and which do not involve utilities without informing the Board or property manager. However, renovations that are structural or extensive in nature will require written consent of the Board by completing the In-Unit Renovation Form. This may include but is not limited to changes to the electrical panel, adding a new bathroom, moving a wall, etc. Newer technology appliances such as high-efficiency furnaces and tankless water heaters must be installed in accordance with manufacturer's specifications and City Bylaws, and must be vented to the side or rear of units. A copy of the installation specifications must be provided to the property manager as a requirement for approval. Upon completion of installation of high efficiency furnaces, the City of Calgary inspection notice must be provided to the property manager.

Owners performing their own renovations will be required to provide proof of adequate insurance. Contractors will be required to provide proof of insurance and WCB coverage. Renovations may be performed daily from 8:00am to 6:00pm. Unit owners and their contractors who choose to utilize contractor garbage bins or bags for their renovation will have it dropped on the unit's front driveway (where it exists) or on the public road with City permission. Contractor garbage bins or bags will not be placed on landscaped or other common property such as walkways or stairs. Owners are responsible to ensure their contracted trades comply with all rules and regulations.

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, and pet feces are removed from lawns. Laundry may not be hung outside a unit.

'For Sale' signs may only be placed in windows of a unit. Sandwich board and realtor signs with posts into the lawns are not permitted.

Personal garage sales are not permitted; however, community garage sales may be organized by committee. This must be organized to coincide with the annual Evergreen Community Garage Sale weekend. These may be presented through participating units' garages or driveways, and are not permitted to be on lawns, alleys, or other common property, and all City Bylaws must be adhered to. Approval must be obtained for a community garage sale via the property manager. The garage sale committee must be managed by owners, and not the property management or the Board.

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

- a) The original deck/patio at the rear of each unit. Maintenance and repair of owner-upgraded patios and decks are the responsibility of the unit owner.
- 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 exclusive use common areas are permitted without the written consent of the Board. Unit owners may be charged for removal of unauthorized modifications or attachments and for the repair of any resulting damage to the common areas. Repairs made by unit owners to common areas must be reported, conform with community aesthetics, and like materials.



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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 ByLaws, 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 Bylaws and Occupancy Guidelines.

TENANTS

Owners may apply to have tenants rent their unit by completing the Tenant Undertaking **Form**. Owners are responsible to ensure their tenants abide by the Bylaws and Occupancy Guidelines. Any infractions caused by tenants resulting in fines will be levied against the unit owner. Short-term rentals such as Airbnb, VRBO, Home and Away, etc. are not permitted. The Owner is responsible to maintain adequate insurance on their unit.

GARBAGE, RECYCLING AND MIXED ORGANICS

BluPlanet collects the mixed organics and recycling for all units. Common unit residents are permitted one bag per week of recycling collection by BluPlanet. Should you require additional bags to be picked up, bag tags will have to be purchased by the resident from BluPlanet. The City of Calgary collects the garbage for Common units via the alley or at the end of units with driveways, as well as for the units on the Park and Avenue through the garbage garage. Unacceptable, oversized 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. 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, or fines levied against offenders. Please be sure to follow the instruction posted in the garage.

Hazardous waste items such as propane tanks, paint cans and other flammable materials must be disposed of as per the City of Calgary guidelines, and can conveniently 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-organic 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 materials are acceptable.

Common residents

Black bins/recycling must be stored in the unit garage or backyard on paving stones, and not on grass. On collection days only, black bins and recycling bags must be placed in the alley of the garages of the 2-story Common units, at the end of the driveways of the 3-story Common units. It is important to ensure bins are placed with enough clearance from the 2-story unit garages so that they will not damage the garage eaves and soffits when raised by the truck arm. Acceptable recycling items are to be placed in resident supplied translucent recycling bags for pick-up.



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Avenue and Park Unit residents

Garbage, recycling and mixed organics are to be disposed of in the garbage garage located at the west end of Eversyde Park. Garbage must be placed in plastic bags and properly placed in the dumpster bin. The door to the garage is secured and requires a code for entry, which is obtained from our property manager.

PATIOS AND DECKS

Patio furniture must be placed on an approved patio or deck and not on the grass. Barbecues and planters must not interfere with landscaping or snow removal services. Backyard gates must be unlocked.

Owners are required to complete and submit the Patio Application Form available on the Eversyde website, or from the property management prior to work commencing.

BBQs must be kept away from the siding, fencing and trees so as not to create a fire hazard. Any damages caused as a result to common property shall be repaired at the owners' expense, or will be repaired by the Corporation and charged back to the unit owner.

PLANTS AND PLANTERS

Managed property within the complex consists of lawns, landscaping, walkways, roadways, lanes and driveways. Please see Bylaw 3 (xi) 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 and boxes must be installed into wood, not into siding, Hardy board or soffits. Any damage caused by installing hanging baskets will be the responsibility of the unit owner.

Owners can apply to install a modest garden or flower bed. The flower beds must be bordered with a durable material, permitted plants must be non-propagating, and not extend beyond the bordered frame or into neighbouring yards. The Corporation and its vendors are not responsible for any damages caused to these areas by contracted activities such as landscaping and snow removal.

Small bistro sets and planters are allowed on front porches or on approved rear decks and patios where there is room, but these items must not interfere with landscaping or snow removal activities. Dead plants and planters must be removed at end of season.

Bird feeders and wind chimes are prohibited within the complex.

SATELLITE DISHES

Owners must first apply for and obtain permission from the Board prior to installing a satellite dish. The application form is available from Connelly & Company Property Management and at Eversyde on the Park. 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 and any repairs will be at their own expense. Units purchased with previously installed satellite dishes bear the responsibility of this item's maintenance in the future.



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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 unit owner'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 on the 2nd and 3rd floors will be washed at the Board's discretion. Cleaning of ground floor and basement windows, and patio sliding doors are the owner's responsibility. If a window is broken, please contact Connelly & Company Property Management to have it repaired. The Corporation will be responsible for the cost of the window repair unless it is determined that the damage was a result of an action by the unit owner or resident (example: broken from the inside), in which case it would be charged back to the unit owner. Metallic foil, cardboard, flags, blankets, advertising materials, 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 to maintain the aesthetic appearance of our complex.

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 a unit. The Corporation's insurance policy covers the standard fixtures and materials as outlined in the Standard Insurable Unit Description. Improvements and betterments over and above these descriptions are the responsibility of the unit owner to insure. The Corporation's insurance policy covers the common property and structural components of the buildings. Our Bylaws state if an owner has caused an insurable loss for which the Corporation is responsible to repair, or if a loss arises from an owner's unit, the owner is responsible for the Corporation's deductible. It is strongly recommended that all unit owners have adequate insurance coverage to cover chargebacks.

If the Owner has experienced a loss for which they file a claim with their insurance provider, the Owner is expected to ensure the repairs undertaken will maintain the existing aesthetic standards of the community. Where the Condominium Corporation has been required to undertake the repair, the Owner is expected to arrange immediate reimbursement of the costs to the Corporation.

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



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AIR CONDITIONING

Exterior/interior air conditioning units and in-window units are not permitted in the complex. In-room air conditioning units that are contained entirely within the unit are permitted.

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 from Connelly & Company Property Management and at Eversyde website. 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 always free of pet feces, 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 (examples: 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

Parking is permitted in garages, on unit driveways, and city roads. Parking is not allowed in fire lanes or in front of the garages backing onto Eversyde Park, or from 60 – 152 Everridge Common. 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. Units with front garage driveways shall have exclusive use of these driveways. Residents must ensure their vehicle is parked within their own space and that their vehicle is not blocking a neighbour's doorway or garage. Ensure that vehicles are not parked on the lawn; any repairs resulting from damage to lawns, landscaping, or irrigation systems 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 of any fluids, residents are responsible for cleaning it up, or the Board will do so and charge the expense to the unit owner.

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 in the designated Visitor's Parking, or in their unit's 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 or driveway, except for temporary loading/unloading purposes. The Board may tow such vehicles off the property and impound them at the owner's expense.



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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 Avenue and Everridge Common are as posted by the city.

CANNABIS/MARIJUANA

While marijuana is now legal in Canada, the Condominium Bylaws state residents and owners are held responsible if usage is deemed to cause any nuisance and/or a hazard to adjoining units in the complex. Pursuant to Sections 62 (dd) of the Condominium Corporation Bylaws, a 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 Bylaw 62 (ff), growing of cannabis is not permitted. residents will be held responsible for damages to other units from smoke and/or mold caused by growing marijuana.- This means unit owners 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 INFRACTION POLICY

In order to maintain the highest possible property value for every condominium unit, and to make the community safe and comfortable for all, it is imperative that all residents do their best to adhere to the By-Laws and Occupancy Guidelines. The following is the policy for handling of infractions, to be enforced by the Board evenly and fairly with all owners and residents.

- 1) Once it has been established that an infraction has occurred, the unit owner of the infraction source 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 within five (5) days of the second written notice (20 days after the initial notice), the unit owner will be fined \$100 and again asked to correct the infraction.
- 3) Thereafter, 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 Owners(s) causing the infraction, at the Unit Owner's expense.

By-Law infractions necessitating repairs or remediations not completed by the unit owner will be undertaken by the Board at the unit owner's expense.

Our By-Laws contain chargeback provisions to provide that if an owner causes damage to common property, that owner shall be responsible for the cost of repair and replacement, rather than having the costs shared amongst the rest of the owners.

QUESTIONS ABOUT THE INFRACTION POLICY?

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