

Westfield Twins Condominium Corporation



**2830 Gordon Road
Regina, Saskatchewan
S4S 6A1**

&

**65 Westfield Drive
Regina, Saskatchewan
S4S 6A3**

www.westfieldtwins.ca

Policy Handbook

Updated October 24, 2023

INTRODUCTION

The information contained in this Handbook for Owners/Residents provides a simplified version of the Policies/Rules and the role of the Board of Directors of Westfield Twins Condominium Corporation (the Corporation). Policies and common-sense rules are essential to promote the safety, security and well-being of all residents, their families, guests or anyone occupying the unit with the owner's approval. All must comply with the rules.

A Condominium Corporation is an association of unit owners. The unit owners are essentially minority shareholders in a non-profit Corporation with bylaws setting out many of the rules, voting rights and management by a Board of Directors, usually made up of owners.

Condominiums as Corporations, enter into contracts, make investments, make decisions about the maintenance of common property and manage significant amounts of money.

The official Condominium Property Act 1993 (the Act) and Regulations should be consulted for all purposes of interpretation and application of the law. Copies of the Condominium Property Act 1993 and Regulations are available through Saskatchewan Queen's Printer, 3085 Albert Street, Regina, SK S4S 0B1 or check the website at qp.gov.sk.ca.

WESTFIELD TWINS CONDOMINIUM CORPORATION (THE CORPORATION)

Westfield Twins Condominium Corporation is a legal entity constituted as a Corporation pursuant to the Condominium Property Act 1993 and Regulations.

The Corporation's activities consist of controlling, managing and administering the common property of 139 Units in three buildings for the benefit of all residents. The Corporation is exempt from income taxes under Section 19 of the Income Tax Act.

BYLAWS

The Westfield Twins Condominium Corporation Bylaws were reviewed and new bylaws applicable to the Corporation were amended or repealed in 2011 and again in 2018.

ENFORCEMENT OF BYLAWS

Violations of bylaws is a serious matter that impacts all who reside at Westfield Twins. The financial cost to owners is significant. The Corporation is responsible for the enforcement of its bylaws and the Board is responsible to enforce the bylaws in place. Each can be held responsible if they do not. Legal proceedings are inevitable when owners or tenants breach the bylaws or the Act.

The Corporation is authorized to commence an action pursuant to section 99 of the Act to recover from an owner, tenant, or other person, or any combination of them a penalty for

violation of bylaws or the Act. For example, this can include all costs of such action including costs as between solicitor and client added to any judgment. It may result in the Corporation filing a lien against the Certificate of Title of an owner's unit for unpaid amounts. Owners should refer to the Corporations Bylaws where applicable.

PENALTY/ADMIN FEE CHARGE

It is the responsibility of the owner, their tenants or guests to comply with bylaws or policies implemented by the Board of Directors. Failure to do so will result in a penalty/admin fee charge:

First Offence – a verbal warning

Second Offence – a written warning

Third Offence – administration fee of \$150 will be levied to cover administrative time involving the property manager, resident manager and the Board

Any further occurrence of breach of the same bylaw or policy will be \$200 for each occurrence.

ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS RESPONSIBILITIES

The Board must act in the best interests of the Condominium Corporation as set out in the Act and Bylaws. The Board is to consist of not less than five and not more than seven (7) owners.

The Board of Directors (the Board) of the Condominium Corporation as required by The Condominium Property Act, 1993 (the Act), is responsible to exercise the powers and perform the duties of the Corporation to manage and administer all matters including collecting fees, paying expenses and keeping proper financial records.

CONFIDENTIALITY AND CODE OF ETHICS

All Board members are required to sign a Directors' Code of Ethics agreeing to comply with the provisions as set out in the Directors' Code of Ethics throughout their term as a Director. Confidentiality does not end with a Directors' position; confidentiality must be maintained after any Director leaves the Board.

See a copy of the Directors' Code of Ethics under Forms and Sample Documents at the back of this handbook.

OWNER RESPONSIBILITIES

Owners shall permit the corporation and its agents to enter his/her unit to conduct repairs and maintenance as required. The Owners are also responsible to carry out all work that may be required pursuant to the bylaws of the corporation and by a local authority.

Owners must keep their unit in a good state of repair and promptly pay all rates, taxes, charges and assessments.

Owners will promptly notify the corporation of any change in the ownership of the unit and any mortgage registered against the unit.

The Owners must obtain written consent from the Board of Directors before making any mechanical or electrical alterations to the unit or common property.

CONDO FEES

The Board is entitled to determine the amount of condominium fees required to cover all expenses and to levy the fees necessary. The legislation states that the Board must allocate the amounts required for the Common Expenses Fund and the Reserve Fund. The Board must ensure that enough fees are being collected to cover the daily maintenance and long-range requirements of the building and property. Collecting fees is crucial to the existence and continued life of the Condominium Corporation.

CONDO FEE METHOD

Condo fees are due on the 1st of each month.

- Automatic Debit is preferred. Contact the Property Management Company to set up auto-debit from your bank account.
- Post-dated cheques – twelve (12) post dated cheques, one for each month of the fiscal calendar year, payable to: Westfield Twins Condominium Corporation.

DELINQUENCIES

Condo fees unpaid after the fifth day of the month are considered delinquent.

- After the fifth day of each month, a late fee of twenty-five dollars (\$25) is charged to the account. The late fee is assessed at the discretion of the Property Management Company.
- Interest on assessments in arrears is 18% per annum, calculated monthly.
- Liens will be filed on accounts that are more than ninety (90) days in arrears, as well as accounts with late charges greater than two hundred and fifty dollars (\$250). Liens are not satisfied until the delinquent balance is fully paid.

The Corporation may commence proceedings against an owner for condominium fee arrears as outlined in the Legal Action section in this handbook.

PROPERTY MANAGEMENT COMPANY

The Board of Directors on behalf of the Corporation maintains a contract with an experienced company for all day-to-day management of the property.

INSURANCE – THE CORPORATION

The Act requires the Condominium Corporation to obtain and maintain insurance on the corporation's own behalf and on behalf of unit owners with respect to standard units, common property and common facilities, excluding improvements made or acquired by owners. Betterments and improvements acquired or installed at an owner's expense are excluded and are the responsibility of the unit owner to insure. The Corporation also carries public liability insurance.

INSURANCE – OWNER/RESIDENT RESPONSIBILITY

Each owner is responsible to insure his or her contents such as furniture, fixtures and equipment and, for the loss of use and occupancy of the unit in the event of major damage. Further, each owner is responsible to ensure improvements made to their unit (upgrades) such as floor coverings, lighting or plumbing fixtures, counter tops, etc.

Suitable insurance including individual public liability insurance and property damage insurance covering any liability of the owner with regard to injury in or loss occurring in or from his or her unit, to the extent not covered by any public liability insurance obtained and maintained by the Corporation.

ANNUAL GENERAL MEETING (AGM)

The Corporation is required to hold an Annual General Meeting (AGM) not later than fifteen (15) months after the preceding AGM.

When an annual meeting or a general meeting is to be convened, the Board, not less than fourteen (14) days prior to the day on which the meeting is to be convened, shall give each owner written notice of the meeting.

The Board must provide financial statements for presentation, keep minutes of the proceedings at the general meeting and follow a prepared agenda. Owners have an opportunity to ask questions on matters on the agenda or brought forward by way of a motion.

The AGM is an opportunity for unit owners to consider putting their name forward for a position on the Board when vacancies exist. Unit owners have a wealth of experience to bring to the Board and their participation contributes to sound decisions made on behalf of the Corporation.

If an election is required to fill vacant positions on the Board, instructions are given to allow interested parties to notify the Board or let their name stand as a candidate for election.

PROXIES

A proxy is the authority to represent someone else (the owner) who is unable to attend the meeting in person. A proxy identifies who will vote on the owner's behalf. A proxy must be in writing and must be signed by the owner granting the proxy.

LOSS OF OWNER'S RIGHT TO VOTE

An owner's right to vote can be lost if amounts are owing for common expenses. No owner, designate, or proxy is entitled to vote at a meeting if any contributions payable with respect to the owner's unit have been in arrears for thirty (30) days or more at the time of the meeting, unless the subject matter of the vote is one that requires a unanimous resolution.

LEGAL ACTION

In some instances, the Board may find it necessary to take legal action. In accordance with section 63 of the Act, the corporation may enforce a Condominium Lien for arrears in the same manner as a mortgage. In the event the Corporation is required to pursue court action to collect arrears and satisfy the Lien, the Corporation may be entitled to costs of such action. The result will be that the claim brought about by the Corporation will exceed the amount of arrears.

LIEN PRIORITY IN SASKATCHEWAN

Saskatchewan's Condominium Property Act, 1993 gives the Condominium Corporation the ability to legally take action against a defaulting unit owner. All owners are expected to pay their share of the common costs through their monthly condominium fees. It is unfair to other unit owners when a unit owner is in arrears. Registering a Lien is a means to getting the arrears paid.

The Corporation also may foreclose on a Lien. This can be the most powerful use of the Lien because the Corporation can through a legal process, obtain title to the unit or have the unit sold to satisfy the arrears. While this can be a long and costly process, once the foreclosure process is started, the defaulting unit owner must deal with it.

Fortunately, so long as the Corporation follows the prescribed method for providing notice to other interest holders already on title, the Corporation's Lien takes priority over all other interest (with some exceptions, such as property taxes).

OCCUPANCY

The single-family units in Westfield Twins are strictly to be used for residential purposes. No Roomers or Boarders are allowed. No more than two (2) persons can occupy a one-bedroom unit and no more than four (4) persons can occupy a two-bedroom unit unless approval is obtained from the Board.

ABSENCE NOTIFICATION

Residents must notify the On-site Manager when they will be away from their unit for extended periods of time to ensure that all residents can be accounted for if an emergency arises or fire drill is planned.

RIGHT TO ENTER A UNIT

Section 36 of the Act deals with Right of Entrance.

36(1) The Corporation or any person authorized by the Corporation, may on 24 hours notice enter any unit or any common property for which an owner exercises exclusive use at any reasonable time to carry out the objectives and perform the duties of the Corporation.

In dealing with an emergency situation, it further states:

36(2) The notice mentioned in subsection (1) is not required if, in the opinion of the Board or any person authorized by the Corporation, an emergency exists.

RENTAL/LEASE OF UNITS

No owner of a residential unit shall rent the unit until the owner has given written notice to the Corporation of the owner's intention to rent the unit. The Tenant is bound by the bylaws of the Corporation. The minimum rental or lease contract must be one month or longer.

No owner can use their unit to host guests on a temporary stay rental basis for business or vacation travellers. Westfield Twins is a residential property consisting of owners and tenants.

MOVE IN/MOVE OUT

In advance of moving in or out, owners/tenants must notify the On-site Manager a minimum of forty-eight (48) hours in advance, as others may also be moving in or out on the same day. The On-site Manager will ensure ramps are in place at the entrance steps, protective blankets are hung in the elevator, and, also to provide you with a key to secure the elevator doors. Elevators must not be propped open as doing this causes damage.

NO PETS

No pets of any kind are allowed in Westfield Twins Condominium Buildings, except for medically prescribed service animals.

PEST POLICY

All pest sightings are to be reported to the Property Management (owners and tenants).

Property Management is to book inspections of suspected units and treatments of affected units with condo corporation's designated pest control provider(s).

Property Management is to book inspections of surrounding units for confirmed cases of cockroaches and bedbugs.

As an interim solution, Property Management may provide monitor traps and/ or baits designated by our pest control providers to owners and residents who self identify an issue.

Property Management is to pay (via condo corporation operating budget) for the inspections and treatments so as not to delay the solution or allow a problem to grow. Expenses will then be charged back to individual owners whose units have been affected as identified by the designated pest control provider(s). For preventative inspections in units where no problem is found (i.e. units adjacent to a know pest issue), the condo corporation will cover the cost.

This policy is to be administered by default on a "no fault" basis. This means any unit found to have pests in them will be charged back by the condo corporation for the associated expenses incurred in treating that suite. However, where the designated pest control provider, in their professional capacity and through their observations when inspecting surrounding units, determines one owner to be at fault for the infestation, the condo corporation may elect to hold such owner(s) responsible for the costs in remedying the problem.

FACILITY AESTHETICS/CURB APPEAL

Westfield Twins Condominium complex is situated in an appealing neighborhood that offers residents access to facilities and services on their doorstep. For Westfield Twins to continue to be a desirable place to live, the Board of Directors is committed to allocating funds to maintain the pleasing look of the buildings and grounds and to ensure their curb appeal.

BALCONY FLOWER / PLANTER BOXES

The Board acknowledges owners/residents may wish to have balcony flower/planter boxes on the balcony ledge for their enjoyment and to create a desirable outdoor space that enhances the aesthetic appearance they bring to the building. However, in consideration of the danger planter boxes pose when placed on a high-rise balcony, the following guidelines must be adhered to:

- Planter boxes on the balcony must be:
 - Designed to fit securely,
 - Sold as self-watering with overflow protection
 - Without drainage holes
 - Designed to withstand the elements
 - Limited to four (4) containers per balcony
 - No longer than twenty-four (24) inches in length
 - Modified containers will not be acceptable for use as planter boxes on any balcony

The Board reserves the right to remove unsafe, unsightly planter boxes. Further, the Board will hold the owner/resident responsible for any damage of any manner to other units below or marking of the concrete caused by drainage from unapproved or inadequate planter boxes.

Owners/residents will be given reasonable notice to remove unapproved balcony boxes or any planter deemed by the Board to be unsuitable.

Planter boxes can be displayed during the growing season only, from May 15 and October 31 of each year. They must be removed on or before October 31 at the latest.

BALCONY FESTIVE DECORATIONS

Decorating the balcony for various festive occasions throughout the year is allowed. However, residents must remove the decorations no later than seven (7) days after the festive occasion.

BALCONY FLOORS

Residents must ensure carpeting or any material covering the balcony floor, be removed in the fall. Wet carpet left on balconies over the winter months impacts the life expectancy of the concrete, due to thaw and freeze conditions, causing concrete to shale and breakdown. On the advice of a professional engineering firm, and to maintain the integrity of the concrete on the balcony, it is essential each resident follows this recommendation.

WINDOW CLEANING

Window cleaning, inside and out, is the responsibility of the unit owner/resident. The On-site Manager is responsible for cleaning windows in the common areas.

AIR CONDITIONERS (SPECS, REMOVING OR INSTALLING COVER)

Operating in-suite air conditioners are the responsibility of the owner.

To maintain architectural control and prevent potential loss of heat, air conditioner replacements must be 14 ¼" x 24" and must be wall through air conditioners. This specific size unit will fill the sleeve that the air conditioner fits into.

Air conditioner covers are installed in the fall and removed in the spring by the resident manager. At this time the resident manager will also check for leaking taps or running toilets in the unit. Unit owners have a responsibility to see that water is not being wasted.

PLUMBING AND HEATING/ELECTRICAL

Repair, maintenance and replacement of plumbing, heating or wiring is necessary from time to time with responsibility allocated as per Schedule "A" of the Westfield Twins Condominium Corporation Bylaws.

WATER PIPES

Unit owner is responsible for piping inside the unit. The unit owner is responsible for all plumbing lines and water shutoff valves inside the unit. Work on kitchen taps or vanity sink, bathtub or toilet may involve shutting off the water to the entire building. Arrangements must be made with the On-site Manager prior to starting the work.

WIRING

Corporation is responsible from the source to individual unit panel box entry in unit. Unit owner is responsible for panel box and balance of wiring inside unit. Parking area wiring responsibility of the Corporation.

HEATING

Provision of heat and maintenance of radiator responsibility of Corporation except for damage to fins or covers.

The unit owner is responsible for the thermostat. Leaving windows or patio doors open during cold weather can result in water pipes bursting in the heating radiator. The Corporation is responsible for the replacement of the zone control valve in each unit.

A few helpful suggestions are:

Maintain a clearance of at least 8 inches around the baseboard radiators. This includes furniture, clothes and other personal items.

Ensure the dampers are open and nothing is blocking them as noted above.

Ensure all windows and patio doors are close at all times.

Ensure curtain and window coverings do not cover radiators.

The condo corporation is responsible for the replacement of the zone control valve in each unit.

PATIO DOORS AND WINDOWS

Residents must keep patio doors and windows closed when the temperature goes below freezing. Do not set your thermostat lower than 70 degrees during freezing cold weather as this can cause significant damage from plumbing lines freezing and/or bursting. The cost of any and all damage may become the responsibility of the owner/resident. Also, do not place obvious sun-blocking materials on any window.

RENOVATIONS

- Unit owners must provide the Property Management Company with plans and specifications for improvements.
- Unit owners must receive written approval from the Board of Directors prior to making renovations. No renovations or changes are permitted to any structural

components of the building, such as columns, beams, load bearing walls, concrete floors and ceilings.

- To minimize disruption to other residents, noisy renovations activities such as hammering, sanding, sawing, etc., must be done between 8:30 am and 6:00 pm Monday to Saturday.
- Renovations that require water shut off that may impact other units on the same floor must be coordinated with the Property Management Company.
- When installing hardwood, vinyl or ceramic floors, the owner/contractor must consider the noise transmission and impact noise issues and use high density, sound deadening, bounce reducing material and vapor barrier under the floor system to prevent sound transmission to other units.
- Unit owners must ensure contractors keep common areas clean (hallways, floors, etc.) by laying down tarps, if necessary, and store tarps away at the close of each working day.
- The contractor must remove all construction waste/trash from the building throughout the construction period.

GARBAGE CHUTES

All garbage must be bagged and tied securely. Please do not push cardboard boxes into chutes. Large cardboard boxes should be flattened and placed in the Blue Bins at the rear of the building. Please follow the guidelines for garbage posted in the chute rooms. It is the responsibility of the owner/resident to haul away large household items such as furniture, appliances, etc.

BLUE BOX USAGE/RECYCLING

Blue Box Bins are on-site for your convenience. They are an important way for all residents to deposit clean household paper and plastic items. Most plastic bottles and containers are recyclable. Plastics labeled #1-7 are acceptable. Residents are also welcome to take their recycling to SARCAN Recycling for deposit refund.

Blue Box recycling is good for the environment by keeping recyclables out of the landfill.

LAUNDRY ROOM EQUIPMENT

The laundry room equipment is electronically controlled and allows you to use your Debit Card to activate the washer and dryer. The card payment system eliminates the need for coins.

Make sure you have a sufficient balance on your card by using the Bank Debit/Credit reload machine located in the pool area hallway. You can load up to \$50.00 on your card and the cost of a wash or dry will be deducted from your card balance. Ensure that you insert the card carefully into the laundry equipment. Remove the card when you are prompted to do so. Do not leave it in the card reader. Please treat your card like cash. Keep it in a safe place.

Each person using the laundry facility is responsible for cleaning up after using the appliances. Please clean the lint basket, soap spills, or anything else that may have been left on the floor. Laundry must not be hung on balconies.

FOBS/KEYS

New owners and tenants are supplied with a fob for the exterior doors into the building. They will also be provided with a key to the individual suite. The exterior door is fitted with a high security system that can only be opened by a fob. The security fob can only be obtained from the On-site Manager or Property Management Company.

The interior door locks have a master key system that has a working key for each individual suite but also provides access to the unit by use of a master key. The master key is held by the On-site Manager and the Property Management Company.

LOSS OF KEYS

If keys are lost or misplaced, the On-site Manager can assist the resident/owners to access their suite, 8:00 am to 5:00 pm Monday to Friday. Any questions you have regarding keys should be discussed with the Property Manager.

Emergency after hours key issues can only be handled by the Property Management Company. Phone the after-hours answering service and they will contact a locksmith. There is a charge for this service and the owner/tenant is responsible for payment.

COMMON ROOM RENTAL

The Common Room is available for use by all residents. Bookings must be arranged through the On-site Manager by application. The resident booking the room must be present while the room is being used. The Common Room is not to be used for any commercial venture. Management reserves the right to refuse the use of the Common Room by an owner or resident where damages, and/or bylaw violations have occurred.

To book the Common Room a damage deposit of \$200 is required by cheque in advance to cover any potential damage. Also, a non-refundable user fee charge in the amount of forty dollars (\$40.00) is required and payable by cheque in advance, to cover minor maintenance and cleaning costs. Both cheques should be payable to Westfield Twins Condominium Corporation. The damage deposit cheque will be returned after a thorough inspection is made by the On-site Manager.

RULES & REGULATIONS FOR THE COMMON ROOM

- There is a capacity limit of fifty (50) people for any one booking or at the discretion of the Board.
- The door to the pool complex must not be blocked open to allow entrance of guests as this undermines building security. A buzzer for incoming guests is located at both outside doors.

- Windows must not be opened at any time in the common room or security deposit will be forfeited. Windows must be kept closed when air conditioner is running.
- The resident signing for the common room is responsible for any damage beyond normal usage. They are responsible for any breakage or missing items and are responsible for the activities of the guests.
- Guests must leave the premises in a quiet and orderly manner.
- Stereos, radios, TVs etc. should be at a volume suitable for the room and not at a level that disturbs other residents. Excessive noise is not acceptable.
- Any additional equipment or electronics must be approved by the Board of Directors and the Property Manager.
- Prior to leaving, the lights must be turned off and the common room locked. The assigned key must be returned immediately after use by dropping the key in the office drop box located at 2830 Gordon Road.
- Those booking the room must ensure the room is left clean. If not cleaned satisfactorily, a cleaning charge will be deducted from the security deposit.
- Failure to adhere to the rules and regulations may result in the loss of some or all of the security deposit.

Please note, the Common Room is available to rent on the following dates but must be booked prior to December 24th for any of these dates: December 24th, 25th, 26th or 31st and January 1st.

GUEST SUITES

A guest suite is available for use by the residents and their guest(s). Bookings for use of the guest suite must be arranged through the Westfield Twins Condominium On-site Manager by application.

- Booking is on a seven (7) day or less occupancy basis only. (see application form sample in Forms & Sample Documents at the back of this handbook).
- A forty (\$40) dollar user fee for each night or two hundred and fifty (\$250) dollar user fee for a week must be paid by cheque in advance of the booking to cover light cleaning and maintenance costs.
- A damage deposit cheque of one hundred (\$100) dollars is to be paid in advance to cover any potential damage or excessive cleaning needed. The damage deposit cheque will be refunded after a thorough inspection is made by the On-site Manager.
- Both cheques should be made payable to Westfield Twins Condominium Corporation.

SWIMMING POOL AND DECK (POOL RULES)

The swimming pool is primarily for the use of the residents. For your safety and enjoyment, please abide by the rules as follows:

- Everyone must shower at the pool facility before entering the pool.
- Children are not allowed to swim alone and must be accompanied by the resident.
- No children under three years of age are permitted in the pool or hot tub.
- Each resident is allowed two guests only and the resident must accompany them.

- No liquor is allowed in the pool area.
- No glass containers or food allowed anywhere in the pool area.
- No rough play or excessive splashing allowed.
- Do not spend more than fifteen (15) minutes in the hot tub.
- Residents must keep the change rooms, sauna and pool area clean and neat.
- The safety rope across the pool must be hooked back up after doing laps. Failure to comply with this rule will result in the rope being permanently affixed.
- Pool hours must be respected, and all residents must adhere to the pool hours as follows:

Pool Hours

7:00 am to 10:00 pm daily.

RECREATION CENTRE

(swimming pool, whirlpool, sauna, change room and exercise room)

The recreation area at Westfield Twins is available to residents and their guests. While it is important to keep the facility clean, it is the responsibility of the residents to clean up after themselves so that it is presentable for all who use it. The facility is open daily as follows:

7:00 am to 10:00 pm daily

SAUNA RULES

Use of the sauna at Westfield Twins is at your own risk. Before entering the sauna and in the interest of safety, please keep these safety tips in mind:

- Avoid the sauna if you have heart problems or high blood pressure
- Limit the sessions to 15-20 minutes. Keep it shorter if you are sensitive to heat or feel uncomfortable
- Stay hydrated
- Use the buddy system. Bring a friend or family member with you in case problems occur.
- The sauna in each change room is gender specific. Residents and guests must use the sauna as designated.
- Remove jewelry. Jewelry can heat up quickly and cause skin irritation or burning
- Rest and cool off afterwards. After resting, a cool shower helps bring your body temperature to normal levels.
- Always wipe the sauna seating area when finished.

FITNESS CENTRE RULES

Use of the equipment is at your own risk. For your safety and enjoyment, please observe the following rules:

- No one under 18 years of age is allowed at any time in the Exercise Room without owner/resident supervision.
- No wetsuits or bare feet allowed

- No flip-flops, bare feet or bathing suits. Shirts/tops must be worn at all times.
- Do remember to turn off the machines and wipe them down when your workout is finished.

SAFETY/SECURITY

Ensure all doors close behind you when you enter and leave the building.

Do not allow anyone into the building unless they properly identify themselves to you and you are confident, they can be allowed to enter the building. Ensure all doors close behind you when you enter the building. Your vigilance is necessary to create a safe and secure environment for all residents.

Report any concerns, first to the On-site Manager and second to the Property Management Company.

NO SMOKING POLICY

There is a no smoking policy for the buildings and grounds of Westfield Twins Corporation.

VIDEO SURVEILLANCE

Video surveillance cameras are in place around the complex and parking areas for additional security.

VEHICLE PARKING – FRONT ENTRANCE DRIVEWAY

Front entrance driveways are strictly for loading and unloading and for service vehicles only. Do not park in the driveway.

PARKING STALLS (LICENSED VEHICLES ONLY)

Each suite is provided one (1) parking stall for licensed vehicles only as assigned by the On-site Manager. Be sure to park in the centre of the spot as to not interfere with or limit space in neighboring stalls.

Do not park in any other residents' parking stall. Guests must use street parking only. Any vehicle parked in unauthorized areas may be ticketed and/or towed away at the owners' expense.

PARKING LOT (SNOW REMOVAL)

All vehicles must be removed from the parking lots for snow removal. Cars that are not moved restrict the work of the snow removal company to clear the lot for the benefit of all residents. Furthermore, it incurs extra time and cost to the Corporation. Residents who fail to comply will be charged one hundred dollars (\$100) to cover administrative costs.

PARKING LOT (CAR WASHING)

Car washing is not permitted in the parking lot or in the assigned parking spot.

PARKING LOT (PLUG-INS)

Plug-ins come on at -15 and stay on.

SHOPPING CARTS

Shopping carts are not allowed into the building because they represent a safety hazard when left in hallways and entrances. Carts must be returned to vendor stores or parking lots promptly. They can be left temporarily at the south side of the pool building.

NOISE

All residents of Westfield Twins are to respect the environment they live in and not subject their neighbours to unnecessary loud noise. All residents are entitled to peace and enjoyment, in their unit and all areas of the complex. Owner/residents and their guests must abide by the condominium rules.

Noise that constitutes a nuisance or unreasonably interferes with or causes a disturbance in or about any unit or common property is unacceptable.

SATELLITE DISHES

Satellite dishes must not be visible from the street. Before installation, you must get Board approval on the location of the dish.

SOLICITING AND STREET CANVASSING

No soliciting or street canvassing allowed.

The exception to this is covered in the Act, giving a political candidate, authorized agent or representative the right to enter the building during a campaign. First, they must obtain and produce written authorization from the Board of Directors to enter a unit or common property.

ELECTION ADVERTISING

Owners/residents have the right to display an election advertising poster of reasonable size in their unit during a campaign for the purpose of electing a member to the House of Commons or Legislative Assembly or to an elected office in a municipality or school Board. No election posters are permitted on common property. Election advertising must be removed seven (7) days after the date of the election.

GREEN OBJECTIVES/GOALS

Utilities: it is the objective of the Corporation to conserve whenever and wherever possible. Being aware and acting responsibly means taking measures to control costs and use resources efficiently. Heat, water and electricity take up approximately two-thirds of condo fees. Every effort should be made to conserve. Some examples as follows:

Residents

Turn off lights, televisions, radios, etc. when not needed
 Repair leaking taps or running toilets
 Reduce water consumption by installing low flow toilets and shower heads
 Use energy saving lightbulbs

The Corporation

Energy saving purchase agreements
 Proactive equipment replacement
 Green space watering/irrigation system
 Programmed plug-in timer schedule
 Recycle bins
 Phasing in low energy lighting

BOARD OF DIRECTORS

President	Ambrose Reschny
Vice-President	Penny McMillen
Treasurer	Larry Kliman
Secretary	Trent Reschny
Director	Rosaleen Quinn
Director	Judi Zentner

PROPERTY MANAGEMENT CONTACT INFORMATION

Denro Property Management Ltd.
 Address: 2370 2nd Ave
 Regina, SK
 S4R 1A6
 Phone: 306.586.1501
 Email: reception@denro.ca

SERVICE REQUESTS (NON-EMERGENCY)

Service Requests can be directed to the property management office by phone, email, or by completing a service request form at the office.

PROPERTY MANAGER EMERGENCY NUMBER (OUTSIDE OFFICE HOURS)

Please direct all emergency service requests to Denro Property Management Ltd 24/7 at 306.586.1501

EMERGENCY CONTACT NUMBERS

If an emergency arises, you should immediately contact:

Fire/Police/Ambulance – call 911
HealthLine – call 811
Poison Control centre – call 1-866-454-1212

If an emergency occurs while you are away for an extended period of time, make sure a neighbour and/or the On-site Manager has a way to reach you.

COMMUNITY SERVICE NUMBERS

Regina General Hospital	306.766.4444
Regina Pasqua Hospital	306.766.2222
Regina Police Service General Inquires	306.777.6500
Crime Stoppers	1-800-222-8477

FORMS & SAMPLES DOCUMENTS (ATTACHED)

Common Room Rental

Guest Suite Rental

Service Request Form - Non-Emergency

Owner Emergency Contacts

Directors' Code of Ethics

AGREEMENT FOR USE OF COMMON ROOM

I/We, _____, Suite # _____, wish to book the Westfield Twins COMMON ROOM on _____, 20_____.

I/We understand that:

TWO cheques payable to Westfield Twins Condo Corporation are required: one for \$200.00 as a damage deposit to be held to cover any damage or heavy cleaning costs; and a separate one for a \$40.00 rental fee to cover light cleaning and maintenance.

RULES AND REGULATIONS:

- The Common Room cannot be used for any commercial venture.
- The MAXIMUM NUMBER OF PEOPLE allowed in the Common Room is 50.
- The resident signing for the Common Room is responsible for the activities of the guests and must be in attendance while the Common Room is in use.
- The door to the Pool complex must not be blocked open to allow entrance of guests as this under mines Westfield Twins' security. A BUZZER for incoming guests is located at both outside doors.
- The Common Room, all stairwells, and the pool area are designated NON-SMOKING areas.
- The Common Room windows must not be opened at any time or the damage deposit may be forfeited.
- The volume of stereos, radios, televisions, etc. should be kept at a level as to not disturb other Residents. The Westfield Twins Condominium Manager must approve in advance any additional equipment to be used in the Common Room.
- Guests must leave the premises in a quiet and orderly manner.
- Prior to leaving, the lights will be turned off and the Common Room is to be locked.
- The Resident signing for the Common Room agrees to clean the room after use. If not, a cleaning charge will be deducted from the damage deposit.
- The Resident signing for the Common Room is responsible for any damage beyond normal wear and tear and for any lost items and is responsible to pay for any breakage or missing items.
- The damage deposit will be returned in full after the Westfield Twins Condominium Manager inspects the room and confirms that no rules have been broken and that everything is in order.
- Management has the right to refuse the use of the Common Room by any Resident where damages and/or Condo Bylaw violations have occurred.
- Failure to adhere to any of these Rules and Regulations may result in the loss of some or all of the damage deposit.

I/We have read and agree with the Rules & Regulations as contained herein.

SIGNED: _____

DATE: _____

AGREEMENT FOR USE OF WESTFIELD TWINS GUEST ROOM

I/We, _____, Suite # _____, wish to book the Westfield Twins I / II GUEST ROOM on _____, 20_____ (for a total of _____ nights).

I/We understand that **TWO cheques payable to Westfield Twins Condo Corporation are required**: one for \$100.00 as a damage deposit to be held to cover any damage or heavy cleaning costs; and a separate one for a \$40.00 rental for each and every night.

RULES AND REGULATIONS:

- The Guest Suite is booked on a seven (7) day or less occupancy.
- The Guest Suite is for your use. The Resident signing for the Guest Room is responsible for the activities of the guests.
- The Guest Suite is designated NON-SMOKING area.
- The volume of the stereo, radio, television, etc. in the Guest Suite should be kept at a level as to not disturb other Residents. The Westfield Twins Condominium Manager must approve in advance any additional equipment to be used in the Guest Suite.
- The Resident agrees to supply his/her own bedding and pillows. Please do NOT use the decorative pillows in the GUEST SUITE.
- The Resident agrees to empty all garbage containers and clean the Guest Suite immediately after use. If not, a charge for cleaning will be deducted from the damage deposit.
- Prior to leaving, the lights will be turned off and the room is to be locked. Keys are to be placed in the Caretaker office mail slot.
- The Resident signing for the Suite is responsible for any damage beyond normal wear and tear, and for any lost items, and for the activities of the Guest(s). any breakage or missing items are to be paid for by the Resident signing for the Suite.
- The damage deposit will be returned in full only after the Westfield Twins Condominium Manager inspects the room and finds everything is in order.
- Management has the right to refuse the use of the Guest Suite by any Resident where damages and/or Condo Bylaw violations have occurred.
- Failure to adhere to any of these Rules & Regulations may result in the loss of some or all of the damage deposit.

I/We have read and agree with the Rules & Regulations as contained herein.

SIGNED: _____

DATE: _____

SERVICE REQUEST FORM (NON-EMERGENCY ONLY)

Date of Request		Date Completed	
Requestor Name		Unit #	
Phone #		Best time to Call	
Service Requested:			
Comments:			
Permission to Enter Unit		Anytime	
		Occupant must be present; please make appointment	
Date		Time	

Complete form and submit to Denro Property Management Ltd.by placing into Condo Mailbox (located in the front lobby).

Note: For all Emergency Issues call the Denro Office at 306.586.1501

Office Hours: Monday to Friday 8:00 a.m. to noon and 1:00 pm to 4:30 p.m. (24-hour answering service is available in case of emergency after hours or on weekends/holidays).

Owner Advised	By Phone
	In Person

OWNER EMERGENCY CONTACTS: INFORMATION DETAILS

Owner(s)	
Suite #	
Date	
In the event of an emergency, please contact / notify the following:	
Name(s)	
Relationship	
Address	
Telephone	
Name(s)	

Relationship	
Address	
Telephone	
Please return the completed form to the Board by depositing it in the Condominium mailbox	

DIRECTORS' CODE OF ETHICS

I have consented to act as a Director of the Corporation, and I agree to comply with the following Directors' Code of Ethics throughout my term as a Director:

Honesty and Good Faith – I will act honestly and in good faith. I will do nothing to violate the trust of the unit owners I serve.

Care, Diligence and Skill – I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Declaration, Description Plans, By-Laws, Rules, Resolutions, Policies, Agreements and Requirements of the Condominium Act and other Legislation.

Conflict of Interest – I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, building deficiency claim, warranty claim, legal action, proceedings or any matter detrimental to the Board.

Confidentiality – I will not disclose to any person (including my spouse) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

Good Conduct – at all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Support – I will abide by decisions of majority of the Directors even though I may disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

Defamation – I will not make erroneous or defamatory statements about the Corporation or any owner, resident, director, officer, manager, staff or contractor of the Corporation.

Minimize Conflict – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Condominium community. I will promote a first-class image for our Corporations, its units, owners and residents.

Education – recognizing that governance of a Condominium Corporation involves complex and changing requirements, I will continue to educate myself by reading relevant magazines. I will support attendance by one or more Board members at any condominium seminars at the cost of the Corporation.

Agreement – I hereby agree to comply with the provisions set out in this Directors' Code of Ethics.

Dated at _____ this _____ day of _____, 20 _____.

Witness Signature

Director Signature

Witness - print name

Director – print name

**modified from the CCI original document August 2003.*