Cedar Cliff Condominium (Corporation #901 1204)
Policy 1 - Storage Sheds

The purpose of this policy is to define the conditions and responsibilities of shed storage at Cedar Cliff Condominium (Condominium Corporation #901 1204).

1. Each building has a shed designated specifically for the use of such building. The shed located in the far southeast corner of the parking lot by building #308 is for sole use by Owners, Tenants or Occupants of building #308. The shed located in the far southwest corner of the parking lot by building #304 is for sole use by Owners, Tenants or Occupants of building #304.

2. Buildings are keyed separately and keys have been provided to the Owners of each respective building. Contact Rancho Property Management at 403-253-7642 (or the current Property Management Company) for replacement of lost keys. Please be advised there will be a charge for this service.

3. Storage spaces in each shed are clearly designated by Unit # and by floor markings and are for use by that identified Unit Owner. **Please ensure all stored items do not infringe on another Unit Owner's space.**

4. Permission for use of this space may be given by the current Owner of said Unit to the Tenant of said Unit.

5. All Owners are responsible for informing current and future Tenants or Occupants of this policy and requesting their compliance with it.

6. Marked pathway down the centre of the sheds must remain clear at all times. Items infringing on this area and which cannot be identified as associated with a specific Unit will be removed and disposed of at the Board's discretion.

7. It is each Owner's responsibility to ensure sheds are locked and secure at all times.

8. The sprinkler system housed in each shed is the responsibility of the current Condominium Board and is not to be accessed by Owners other than in their role as Board members.

9. In accordance with the Bylaws, no one may store hazardous or unsafe materials (e.g., flammable liquids, toxic substances and / or any otherwise unsafe or inherently dangerous items) in the storage sheds.

10. Disposal items (e.g., garbage, recyclables, organic materials,) are NOT to be stored in the shed and are to be disposed of according to the Trash Disposal and Recycling Policies.

11. Access to storage sheds is not to be blocked at anytime.

12. If complaints regarding storage are received, written notice outlining the complaint and proposed remedy (the "**Notice**") will be communicated to the alleged delinquent Owner. If said Owner fails to dispute or comply with the Notice within ten (10) days, the Board will address the matter and may sanction the Owner in accordance with the Bylaws.

13. Usage of each storage building is at your own risk. The Corporation assumes no liabilities or responsibilities for such use, whatsoever.

Date of Approval: _____

Cedar Cliff Condominium (Corporation #901 1204)
Policy 2 - Trash Disposal

The purpose of this policy is to ensure trash and disposable wastes are managed in a clean, safe and responsible manner at Cedar Cliff Condominium (Condominium Corporation #901 1204).

1. Owners and Tenants are responsible for removing their trash to the dumpsters as provided.

2. Refuse must be properly bagged and tied securely before depositing it in the appropriate dumpster (waste versus recycling).

3. DO NOT dispose of hazardous waste in the dumpsters. These should be taken to a recognized City of Calgary Hazardous Waste disposal facility.

4. DO NOT place garbage around, beside, underneath or around the dumpster. It must be placed inside the dumpster.

5. The Common Property areas are to be maintained in a clean and orderly fashion and should not be used for storage of any sort.

6. Regular Condominium dumpsters are not to be used for disposal of items resulting from major clean outs, repairs, renovation / remodeling and moving out of Units. In addition, large items such as furniture or electronics must be removed from the property and disposed of at an approved disposal area. Owners, Tenants or Occupants caught dumping contrary to this Policy will be charged, through the Property Manager, an amount equal to the cost of having an area cleaned.

7. Owners, Tenants or Occupants requiring a commercial dumpster to be placed on the Common Property are to request prior written approval from the Board, through the Property Manager.

8. The Corporation adheres to all applicable waste and recycling regulations, including the City of Calgary Bylaw Number 20M2001 (the "**Waste Bylaw**").

Date of Approval: _____

Cedar Cliff Condominium (Corporation #901 1204)
Policy 3 - Pet Ownership

The purpose of this policy is to define the conditions and responsibilities of pet ownership at Cedar Cliff Condominium (Condominium Corporation #901 1204).

1. All pets must be approved in advance in writing by the Corporation's Board, in accordance with the Corporation's Bylaws. Any decision of the Corporation to allow a pet is discretionary and may be revoked on reasonable grounds and subject to termination notice in accordance with the Bylaws. The decision of the Corporation or its Board shall be final on matters pertaining to pets.

2. Recognized house pets, in reasonable numbers and size (less than 100 lbs), will be considered as appropriate by the Corporation for occupation in a Unit, provided such pets are not kept or maintained for commercial purposes.

3. No pets shall run loose or be staked out on the Common Property. Pets must be leashed or carried at all times while on the Common Property.

4. No Owner/Tenant shall allow their pets to bark, howl or make other loud noises or become, in the deter the Corporation, a nuisance so as to disturb resident rest or peaceful enjoyment of Condominium Units or the Common Property.

5. Noisy or dangerous pets are not allowed in any Owner's or Tenant's Unit nor upon the Common Property. A breed of pet identified by the Corporation's insurer as "vicious" or otherwise troublesome shall be deemed to be "dangerous" by definition and therefore may not be permitted.

6. Damages and Costs.

(a) Pet owners or their agents (e.g., a pet sitter) are responsible for removing their pet's wastes from the Common Property. Pet owners will be charged, through the Property Manager, an amount equal to the cost of having an affected area cleaned.

(b) Pet owners are responsible for any and all property damage, and disturbances caused by their pets. Pet owners will be charged, through the Property Manager, an amount equal to the cost of repairing any damage.

(c) Pet owners in contravention of this Policy may be subject to additional sanctions in accordance with the Corporation's Bylaws.

7. The owner of a pet shall be responsible for any damage or personal injury caused by his or her pet and shall indemnify the Corporation, its Board, the Property Manager and other Unit Owners, Tenants or Occupants, and shall hold them harmless against loss, claim or liability of any kind or character arising from or associated with any act of such pet.

8. All Owners, Tenants and Occupants must comply with all legal requirements associated with pet ownership, including, but not limited to, the City of Calgary Bylaw Number 23M2006 (the "**Responsible Pet Ownership Bylaw**").

Date of Approval: _____

Cedar Cliff Condominium (Corporation #901 1204)
Policy 4 – Renovations

The purpose of this policy is to define the conditions and responsibilities of undertaking renovations at Cedar Cliff Condominium (Condominium Corporation #901 1204).

Renovation Application Process

1. All major and/or structural renovations must have Board approval prior to any work commencing. This includes renovations that could affect:

- Major electrical (requires a permit)
- HVAC
- Doors and windows
- Major plumbing (requires a permit)
- Common walls
- The structural integrity of the Unit or the Building as a whole

(hereinafter referred to as a "**Major Renovation**").

2. Interior cosmetic renovations do not require Board approval. This includes such things as:

- Painting
- Minor electrical (does not require a permit)
- Installing new cabinetry, countertops or fixtures
- Minor plumbing (does not require a permit)

(hereinafter referred to as a "**Minor Renovation**").

(a) Notwithstanding that there is no approval required, there is an expectation that Minor Renovations will be undertaken by someone with the skill necessary to complete them properly and that they will not alter or compromise the integrity of any Common Property.

3. If an Owner wants to undertake a Major Renovation, they must submit a written request outlining the description of the planned renovation(s) to the Property Manager, who will forward the request to the Board for approval.

4. Flooring renovations are not considered a Major Renovation, however, Board approval is still required. The request for approval needs to include: (i) the proposed flooring materials, including specifications and choice of sound insulating underlay (required for floors between Units); and (ii) the installation methods. Flooring materials and installation methods must meet current International Organization for Standardization (ISO) standards.

(a) If flooring is installed without express written consent of the Board, any work done may be subject to removal and replacement at Owner's sole expense.

 Date of Approval: _____

5. No Major Renovations or flooring renovations may commence until the Owner is in receipt of written approval from the Board for the proposed scope of work. Requests may take up to three (3) weeks to be reviewed. Board approval will not be unreasonably withheld.

6. The Board will NOT approve renovation applications that involve changes to the location of exterior windows and doors.

7. If an Owner is unsure whether their proposed renovation is considered a Major or Minor Renovation, Board approval should be sought.

Requirement of Permits and Qualified Contractor(s)

8. If Board approval for a Major Renovation has been granted, the Owner must then obtain all necessary permits from the City of Calgary or any other required agency. This could include separate permits for water, electrical, plumbing, etc. This information can be obtained by phoning the City of Calgary Planning & Development Department or through the City of Calgary website. **It is the Owner's responsibility to understand, adhere to and comply with all applicable requirements**.

9. Electronic copies of all permits must be provided to the Property Manager, who will provide them to the Board.

10. All Major Renovations must be performed by a qualified contractor. The Owner shall provide to the Property Manager:

    (a) the list of applicable contractors, including the name of the supervisors in charge of the work for each trade or independent contractor, if applicable; and

    (b) Certificates of Insurance (naming the Corporation) from each contractor.

    Requests for exceptions to this requirement must be submitted in writing to the Property Manager for Board approval.

11. No Major Renovations may commence until the Owner has provided copies of all relevant permits, the list of contractors and any Certificates of Insurance. Should the Owner commence Major Renovations before meeting these requirements, a monetary sanction of $150.00 per day shall be imposed on the Owner for each day that Major Renovations are conducted without the required documents being provided to the Property Manager.

Undertaking the Renovation(s)

12. It is highly recommended that Owners have a conversation with their immediate neighbours to inform them of the upcoming renovations and to provide an approximate timeline.

13. Regular Condominium dumpsters are not to be used for renovation materials. If Owners require a commercial dumpster to be on site, they must request this in writing stating the approximate time the commercial dumpster will be needed. It must be placed in the

 Date of Approval: _____

Owner's parking stall and not infringe, impede access or cause damage to the general parking lot or other Owner's, Tenant's or Occupant's parking stalls or vehicles.

(a) The area around the commercial dumpster must be kept clean and clear of debris at all times.

(b) The Owner requesting the commercial dumpster will be responsible for any and all damages incurred to the Common Property or other Owner's, Tenant's or Occupant's personal property. Owners will be charged, through the Property Manager, an amount equal to the cost of repairing any damage.

14. Unless otherwise permitted in writing by the Board, all deliveries must be made directly to the subject Unit. There must be no storage of materials on the Common Property.

15. If any work is performed outside of the subject Unit (e.g., sawing, drilling, etc.) the area must be returned to its original condition by 5:00 p.m. on a daily basis.

16. Renovation work may only be conducted between the hours of:

(a) 8:00 a.m. to 6:00 p.m. on regular business days; and

(b) 9:00 a.m. to 5:00 p.m. on weekends and statutory holidays.

17. The Board, through the Property Manager, can demand in writing that renovations cease at any time for violation of the renovation approval, this Renovation Policy or the Bylaws of the Corporation. Renovations can not resume until the Board has authorized in writing that renovations may resume. A fine of $150.00 shall be imposed on an Owner for every day that renovations are conducted while the demand to cease renovations is in effect.

18. By commencing renovations, the Owner agrees to abide by, and be bound by, this Renovation Policy.

 Date of Approval: _____

Cedar Cliff Condominium (Corporation #901 1204)
Policy 5 – Recycling

The purpose of this policy is to ensure recyclables are managed in a clean, safe and responsible manner at Cedar Cliff Condominium (Condominium Corporation #901 1204).

1. Owners and Tenants are responsible for removing their recycling to the mixed recycling blue bins as provided.

2. Mixed recyclables include, and are limited to, the following items:

   (a) Plastics 1- 7

   (b) Paper (all types)

   (c) Cardboard

   (d) Metal cans

   (e) Refundable Beverage containers

   (f) Glass

3. To prepare your items for recycling, please ensure the following steps are taken:

   (a) Remove lids from containers

   (b) Clean off food and other residue (labels can be left on)

   (c) Break down cardboard boxes into smaller pieces

   (d) Bundle plastic bags together

   (e) Put all other items loose in your cart

4. DO NOT leave recycling outside of the recycling bin. If the bin is full, either hold on to your recycling until the following week (bins are emptied weekly on Thursdays) or take it to a community recycling depot. There is one located at the 3400 Block of Spruce Dr. S.W.

   (a) Notwithstanding the above, if you choose to leave refundable beverage containers for our neighbourhood bottle recyclers, ensure they are properly bagged and placed neatly and unobtrusively beside the recycling bin.

5. If you move the recycling bin for any reason, please ensure it's returned to its original location.

6. For more information on good blue bin recycling practices, check the City of Calgary website:http://www.calgary.ca/UEP/WRS/Pages/Recycling-information/Residential-services/Blue-cart-recycling/Blue-Cart-Recycling.aspx or the Bluplanet website: http://www.bprecycling.ca/.

7. The Corporation adheres to all applicable waste and recycling regulations, including the City of Calgary Bylaw Number 20M2001 (the "**Waste and Recycling Bylaw**").

 Date of Approval:_____

Cedar Cliff Condominium (Corporation #901 1204)
Policy 6 – Unit Rentals

The purpose of this policy is to define the conditions and responsibilities of Owners when renting their Unit at Cedar Cliff Condominium (Condominium Corporation #901 1204).

1. It is strongly suggested that all Owners engage in a strict screening process (e.g., doing a thorough reference check and requesting a security/police clearance) for potential Tenants.

2. An Owner cannot rent their Unit until they have given written notice to the Corporation, through the Property Manager, of their intention to do so. They must also include:

   (a) an address at which they (the Owner) can be provided Notice; and

   (b) the amount of rent to be charged.

   The written notice must be provided within twenty (20) days of commencement of the tenancy.

3. If the potential Tenants have pets, they (through the Unit Owner) must submit a request in writing to the Property Manager for approval of their pets. Requests will be considered in accordance with the Pet Ownership Policy.

4. Each and every time there are new Tenants moving into a rental Unit, the Tenants are to fill out the attached "Undertaking by Tenant" form and return it to the Property Manager by regular or electronic mail.

   (a) It is the Unit Owner's responsibility to provide this form to their Tenants and ensure the Tenants have completed it and provided it in advance of the commencement of their tenancy.

5. Upon new Tenants taking possession of a rental Unit, the Unit Owner must pay the Corporation a deposit of $500, which is to be held in trust in a non-interest bearing account. The deposit may be used to repair or replace Common Property or the real or personal property of the Corporation that is damaged, destroyed, lost or removed by the Tenants.

6. It is highly recommended that Owners ensure Tenants obtain liability and deductible assessment insurance to cover the use of the rental Unit.

   (a) Owners must also carry liability and deductible assessment insurance. The Owner is solely responsible to the Corporation. The Corporation will NOT seek a remedy from Tenants.

7. Unit Owners are responsible for providing a copy of the Corporation Bylaws and all Policies to new Tenants. The rules and regulations that apply to Owners also apply to Tenants.

 Date of Approval: _____

8. Tenants should inform the Unit Owner immediately if there is an emergency or if there is anything that should be repaired or maintained.

(a) Renting their Unit, does not release the Owner from their responsibility to repair and maintain their Unit in accordance with the Bylaws.

9. If a Tenant has any issues, those issues should be addressed with the Unit Owner, who will handle them or pass them on to the Corporation, through the Board or Property Manager, as necessary.

10. Should Tenants fail to abide by the Bylaws or the Policies, a Notice of such breach will be provided to the Tenants and the Unit Owner.

(a) An Owner may be held responsible for their Tenants' actions and are subject to sanctions as set out in the Bylaws.

11. The Corporation can evict a Tenant who:

(a) has contravened the Bylaws or Policies; or

(b) has caused damage, other than normal wear and tear, to the Common Property or to the real or personal property of the Corporation.

For contravention of the Bylaws or Policies, the Corporation has adopted a three strikes rule (depending on the circumstances and the severity) and will consider eviction if the Tenant has received two Notices pursuant to the Bylaws and continues to be in contravention.

Should eviction be deemed necessary by the Board, the Corporation will evict the Tenant in accordance with Sections 54 to 56 of the *Condominium Corporation Act*.

(a) Any administrative or legal costs incurred to effect the eviction (e.g., court costs if the Tenant does not willingly give up possession upon Notice to vacate) will be borne by the Owner of the rental Unit.

12. If a Tenant is moving out, they cannot leave furniture or other belongings by the Condominium dumpsters.

(a) Unit Owners will be charged, through the Property Manager, an amount equal to the cost of the dump run to dispose of the items their Tenants left behind.

13. Within twenty (20) days of ceasing to rent their Unit to the current Tenants, an Owner must give written notice to the Corporation, through the Property Manager, that their Unit is no longer being rented. Within twenty (20) days of receiving such notice, the Corporation will return the Owner's deposit. Alternatively, if the Corporation has used some of the deposit, the Corporation shall return the remainder of the deposit and a statement of account showing the amounts used.

14. Where a conflict arises between the operation of Sections 53 to 56 of the *Condominium Corporation Act* and the provisions of the *Residential Tenancies Act*, Sections 53 to 56 of the *Condominium Corporation Act* shall prevail.

 Date of Approval: _____

UNDERTAKING BY TENANT(S)
TO ABIDE BY CEDAR CLIFF CONDOMINIUM BYLAWS AND POLICIES

Unit No.: _____ Property Address: _____

Unit Owner/ Landlord Name(s): _____

The monthly rent is: $ _____ Move in Date: _____

I, the Tenant, have been instructed as to the Bylaws and the Policies of Cedar Cliff Condominium (Condominium Corporation #901 1204) and have received a copy of said Bylaws and Policies and agree to abide by them.

Name	Phone	Email	Signature

(Include the contact information and signature of each Tenant.)

IN WITNESS WHEREOF the Tenants have executed this Undertaking as of this ___ day of _____, 20___.

Return executed Undertaking (by regular mail or email) to:

New Concept Management Inc.
Suite 101, 221 18 ST SE
Calgary, Alberta T2E 6J5

Email : info@newconceptmanagement.com
Phone : 403-398-9528

(All requested information must be included or the form will be returned to you for completion.)