



CONCIERGE'S CORNER

WATERFRONT PARKSIDE



Phone: 587.586.9767

E-Mail: wf2concierge@gmail.com

8:00 A.M. – 8:00 P.M.

Seven (7) Days a Week

- BUILDING SECURITY
- PARCELS
- PARKING POLICY
- DELIVERIES
- MOVE-IN/OUT PROCEDURES
- EMERGENCY CONTACT & TENANT DECLARATION
- RENTAL POLICIES
- PET RESPONSIBILITY

EQUIUM GROUP PROPERTY SERVICES
MANAGER, CASSANDRA NOWAK

O: 403-265-4431 | **F:** 403-240-0118

E: cnowak@equium.ca | **W:** www.equium.ca

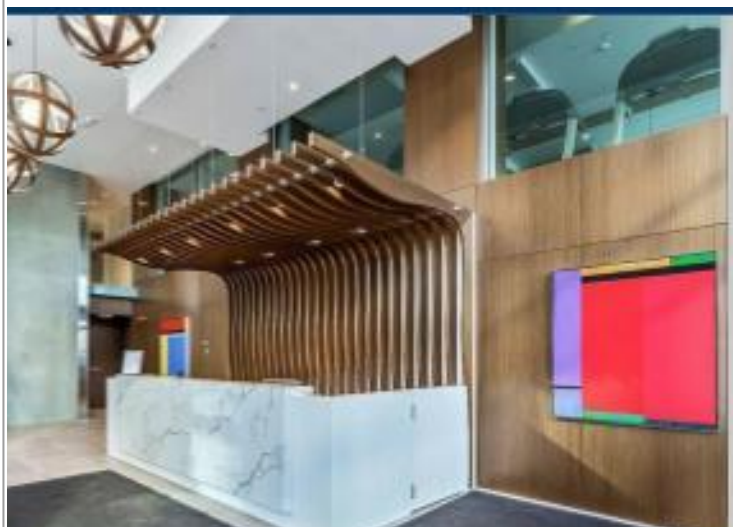
WATERFRONT PARKSIDE SITE 2

Building 2A 118 Waterfront Court SW, T2P 1K8

Building 2B 108 Waterfront Court SW, T2P 1K7

Building 2C 138 Waterfront Court SW, T2P 1L1

Building 2D 128 Waterfront Court SW, T2P 1K9



SECURITY

If you see something, please report it to Concierge!

IN CASE OF AN EMERGENCY

- Determine cause.
- Shut off supply valve, tap or breaker, if applicable.
- Clean up immediate damage, if applicable.
- Determine if you require emergency repairs.
- During office hours, telephone Equium Group management office at 403-265-4431 and report the damage.
- **If after hours emergency service is required, call Equium at: 403-265-4431. Press nine to be directed to emergency services.**
- Once emergency has been reported, refrain from using your telephone until the Contractor has contacted you.
- **In the case of fire or danger to life, call 911.**

EQUIUM GROUP HOURS OF OPERATION

8:00AM TO 4:30PM, MONDAY - FRIDAY

AFTER HOURS EMERGENCY CALLS: 403-265-4431 WHAT IS AN EMERGENCY?
FIRE, FLOOD, LEAKS, LOSS OF ESSENTIAL SERVICES (HEAT, WATER, ELECTRICITY) & SECURITY ISSUES





What does the Condo Board do for YOU?

CORPORATION OF DIRECTORS 2022

Waterfront PARKSIDE Site 2's Annual General Meeting (AGM) was held in July 2021 with a great online turnout of Owners under Covid restrictions and health regulations. The Board is responsible for making decisions regarding the maintenance of the buildings and grounds. The Board must uphold and enforce the Condominium Property Act, the Bylaws of the Corporation and the Policies.

DUTIES OF THE BOARD

The Corporation's Board of Directors (BOD) are Owners who are volunteers and elected at the AGM to manage the condo corporation on behalf of all Owners. The BOD works with Equium Group to educate and communicate Owners' Bylaws, rules and regulations and with the purpose of increasing Owner responsibility and accountability.

The Board of Directors are volunteers and represents all Owners and are elected at the Annual General Meeting with the mission to:

- ❑ Maintain & preserve Waterfront's prestige & property value
- ❑ Ensure Bylaws, rules, regulations, policies, procedures and sanctions are in place

THE BOARD OF DIRECTORS REPRESENTS ALL OWNERS WITH THE MISSION

- ❑ ENSURE HEALTHY RESERVE FUND
- ❑ ENSURE HEALTHY FISCAL BUDGET
- ❑ ENSURE & ENFORCE WATERFRONT'S BYLAWS, RULES REGULATIONS, POLICIES, PROCEDURES & SANCTIONS

BOARD OF DIRECTORS 2022

WATERFRONT PARKSIDE SITE 2

- PRESIDENT: JAMES BOUDREAU
- VICE PRESIDENT: SOPHIA LOUIE
- TREASURER: GLORIA TSE
- SECRETARY: ROMANIA LEO

DIRECTORS AT LARGE:
DEREK LOO, CHRISTINA ZHANG

BOARD OF DIRECTORS MANDATE
PRESERVE THE PRESTIGE & PROPERTY VALUE OF WATERFRONT FOR OWNERS

WATERFRONT / PARKSIDE



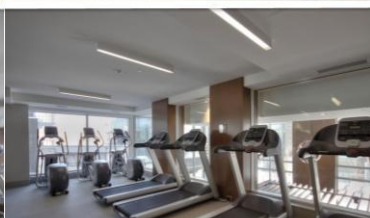
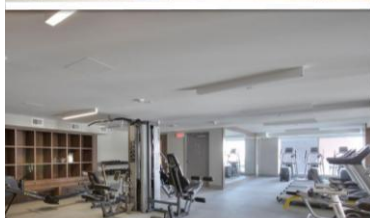
UPDATES

WATERFRONT AMENITIES OPEN

Waterfront Site 2 amenities, including the hot tub and steam room reopened on March 23rd, 2022!

Thank you to owners/residents for being understanding and patient with the closure of gym and amenities closed during COVID-19 during the most uncertain times of uncertainty. It was a priority to protect the health of all through rising Covid outbreaks during the pandemic. The BOD will continue to ensure our facilities meet and exceed strict cleanliness standards.

- ❑ Please follow the policies for the amenities and to be mindful of the glass door when entering and exiting the hot tub and steam room hallway.



GYM

Please be mindful when using weights. When weights are dropped, it damages the floor structure and are a nuisance to neighbours.

WATERFRONT PARKSIDE

SITE 2 (WF2)

FITNESS CENTRE - HOT TUB - STEAM ROOM

In accordance with the Condominium By-laws, the following policy has been adopted by Waterfront Parkside, site 2 (WF2) Condominiums, CCN 1811659 effective January 9, 2020.

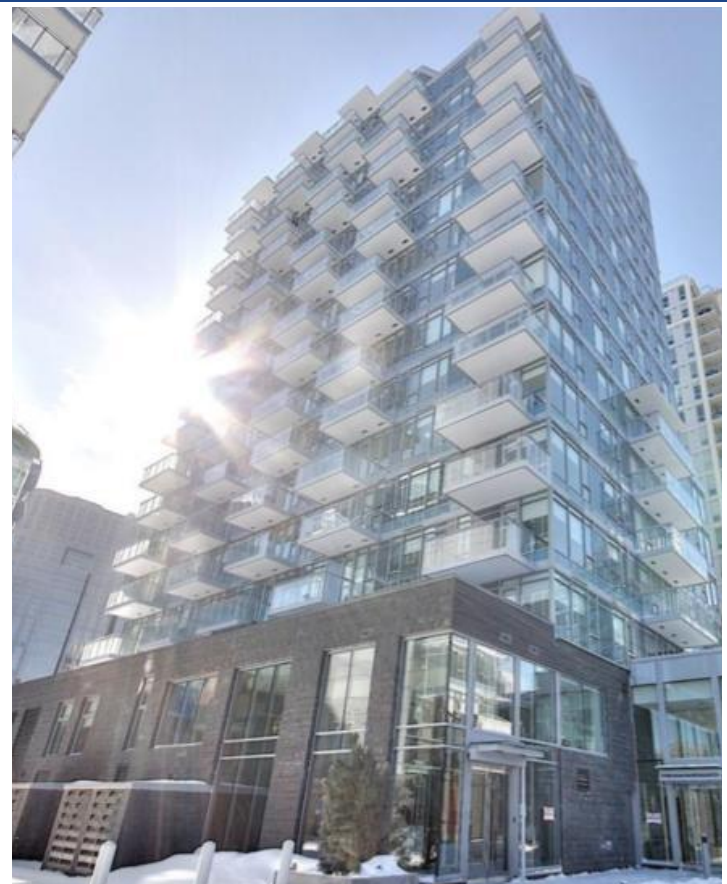
- Hot Tub and Steam Room are open: **5AM – 12AM.**

The following policy is approved by the Board of Directors on January 9, 2020:

- Fitness Centre hours: **5AM – 12AM**
- Yoga Room hours: **7AM – 11PM**

Signs will be posted at the entrances of the Fitness Centre, Yoga Room, Hot Tub and Steam Room. Please take the time to read and follow the rules.

Please be mindful that while mask restrictions have been lifted in most public places; it is important to continue to practice safe measures at Waterfront.





BYLAWS. RULES. REGULATIONS POLICIES. PROCEDURES.

BYLAWS regulate the corporation, management and administration of all the units and the common property. To enforce the Bylaws, the corporation may impose a monetary sanction for non-compliance with a bylaw.

RULES & REGULATIONS are policies, that the Corporation may make or change as needed by passing a resolution of the Corporation. To enforce the rules, the Corporation may impose sanctions relevant to the situation.

POLICIES & PROCEDURES are supplements to our bylaws, the condominium law of Alberta, or regulations put in place for the greater good of Waterfront's condo community.

Rules are different from bylaws

Bylaws regulate the corporation and provide for the control, management and administration of the units, the real and personal property of the corporation, the common property and managed property.

Rules are focused on procedures used in the administration of the corporation or administration of the real and personal property of the corporation, the common property and managed property. Rules must not restrict the uses of the units. Rules are sometimes referred to as "policies".

Condominium Rules, Bylaws and Sanctions

Enforcement of bylaws

A corporation may impose a monetary sanction for non-compliance with a bylaw. To issue a monetary sanction, a maximum sanction amount must be established in the corporation's bylaws.

Enforcement of rules

The board may impose sanctions relevant to the situation. For example, if an owner requests the use of a corporation's common room for a family event, and then fails to clean the room in accordance with the rules, that owner may be barred from using the room for personal events for a specified period of time. The sanctions must be set out in the rules, similar to the way sanctions are set out under a bylaw.

For a continuing contravention of a bylaw (for example, leaving a prohibited item on a balcony), the maximum sanction is \$500 for the first week and \$1,000 for each subsequent week.

Recovery of unpaid sanctions

The *Condominium Property Act* permits corporations to go to Provincial Court to recover a monetary sanction or recover damages.

SOURCE: <https://open.alberta.ca>



Service Alberta Contact Centre at 1-877-427-4088



ENFORCEMENT

Condominium Rules, Bylaws and Sanctions

SANCTIONS are monetary penalties that may be imposed for non-compliance by an Owner/Resident. If an Owner or Occupant is found by the Corporation to be in violation of any of the Bylaws, Rules & Regulations, the Owner of the Unit will be responsible for sanctions imposed by the Corporation. Sanctions can be levied after a first "warning" letter – a Notice of Proposed Sanction is issued and the owner is given an opportunity to respond and correct their behaviour. If following the first warning and there is no response, then the Board can decide on the sanction amount up to the \$500.00.

FIRST INCIDENTS: minimum \$50 to maximum \$500

Example: Illegal dumping in the garbage/recycling rooms will be subject to a sanction of maximum \$500 to the Owner of the Unit.

WATERFRONT PARKSIDE SITE 2 (WF2). CCN 1811659 INFRACTION FINE POLICY

The view the list of offences for the most common infractions and is not considered all-inclusive. All fines for infractions are levied by the Property Management Company on behalf of the Board of Directors.

WATERFRONT PARKSIDE

SITE 2 (WF2)

INFRACTION FINES

| OFFENCE | FINE |
|--|--|
| Owner Action | |
| 1. Failure to complete and/or update and submit Owner Contact Information, Declaration of Unit Rental and Pet Responsibility Agreement forms | \$100/month until form is submitted |
| 2. Unauthorized or improper installation of air conditioning unit, installation of a satellite dish | \$500 plus cost of repairs |
| 3. Unauthorized alterations or changes to the exterior or interior of a unit or common property | \$500 plus cost of repairs |
| 4. Any cleaning of balconies or patios whereby it affects other residents | \$100 |
| 5. Failure to abide by the unit rental procedures as specified in the Bylaws, the Condominium Property Act, and WF2 Owners' Policy Manual | \$500 |
| 6. Improper maintenance of permanent balcony flower planters. | \$200 |
| 7. Storage, of any household, personal effects, bicycles, goods and articles where such are visible to other residents, passers-by or anyone outside the unit | \$200 |
| 8. Unauthorized or improper display of realtor or rental signs and lockboxes | \$100 / month per sign or lockbox until remedied |
| 9. Smoking on common property, excluding exclusive use (i.e. Balconies, Patios) | \$500 |
| 10. Littering on common property, including but not limited to, cigarette butts | \$250 |
| Pets | |
| 11. Pet damage to common property including lawns and carpets, pet waste not cleaned up or improperly disposed of. | \$250 plus cost to repair damaged area |
| 12. Pets not on a leash and/or not under direct control of residents while on common property | \$200 |
| Noise | |
| 13. Excessive noise or disturbance from residents or guests in unit or on common property | \$250 |
| Parkade Parking Policy (Visitor/Resident) | |
| 14. Use of parking stall or any other common area for storage of personal items, including tires | \$250 plus cost of removal |
| 15. Washing vehicle in parkade other than the designated stall or anywhere on common property | \$250 |
| 16. Repairing or maintaining vehicle or causing or allowing oil spills or similar waste from vehicle in parkade or on common property | \$500 plus cost of cleanup or repair |
| 17. Abuse of visitor parking (refer to Parking Policy page 28 of WF2 Owners' Policy Manual) | \$200 |
| 18. Improper parking of vehicles outside of assigned stall in parkade | \$200 |
| Furniture Disposal/Refuse/Moving & Damages | |
| 19. Disposal of large household items and prohibited hazardous items (including furniture, electronics, propane tanks, oil, etc.) in garage rooms and garbage bins | \$300 plus cost of removal |
| 20. Unauthorized move or failure to pay the move in/move out fee | \$250 |
| 21. Disposal of household garbage in the parkade and/or parkade waste bins | \$500 |
| 22. Causing damage to common property including buildings and equipment, lawn and landscaping, furniture, fire and security equipment | \$500 plus cost of repair |



Owners Policy Manual

03-03-2020

WF2 OWNERS' POLICY MANUAL, CCN #1811659

- INFRACTION FINES
- BYLAWS
- CONDOMINIUM DOCUMENTS
- BOARD AND AGM MEETING MINUTES
- NOTICES
- INSURANCE CERTIFICATES



WATERFRONT PARKSIDE

PETS

If you have any fur friends, be sure that they are board approved!
 Pick up pets' feces and dispose properly
 According to the city bylaws, "if an animal defecates on any public or private property other than the property of its owner, the owner shall remove such feces immediately".
 Fines for violations: \$150 to \$300
 Do not dispose pets' feces into vestibule garbage can.

- ❑ All pets must be hand leashed and kept under control when on common property.
- ❑ Pick up your dog waste

Failure to comply could result in further action being taken against the unit owners

SMOKING

Do not throw cigarettes over balcony or dispose into planters. This can cause fires and injuries.

CIGARETTE BUTTS THROWN OVER BALCONIES is PROHIBITED!

- ❑ This action can lead to fires, property damage, increased insurance premiums;
- ❑ Anyone seen discarding cigarette butts or any other item off of your balcony may be subject to monetary sanctions up to the maximum allowed through your Bylaws (\$1,000 per incident) as well as eviction proceedings if you are a tenant.

SHORT TERM RENTALS ARE PROHIBITED

Short-term rentals (Airbnb, VRBO) are prohibited as per the City of Calgary's [By-Law 62, Use and Occupancy Restrictions](#). Short-term rentals being operated by owners and tenants owners at risk. It the responsibility as an owner to read, understand, educate and communicate the by-laws as a resident or as a landlord.

Short-term Rentals or Vacation Rentals are illegal hotels within a residential housing complex, and as such, is prohibited at Waterfront Parkside site 2 (WF2).

- "Single family use" cannot be interpreted to include one's operation of a hotel-like business, with units being offered to complete strangers on the Internet, on a repeated basis, for durations as short as a single night.
- An Owner, Tenant or Occupant shall not use her/his Unit or any part thereof, for any purpose which may be illegal or injurious to the reputation of Waterfront Parkside site 2 (WF2), for any commercial, professional, or other business purposes, or for any purpose involving the attendance of the public at such unit unless such use constitutes an authorized, permitted or discretionary use or approved "home occupation" as defined in the relevant Municipal Bylaw.

Please report to concierge! FINES WILL BE AT THE UNIT OWNER'S EXPENSE



CONDOMINIUM CORPORATION INSURANCE

Condominium Corporation's insurance covers the common property, common assets, buildings and fixtures shown on the Condominium plan of the original construction on the Condominium.

In the event that a unit owner/tenant is responsible for loss or damage to common area(s) and/or other units, the Condominium Corporation is authorized to charge the insurance deductible and/or costs below the deductible to the unit owner/tenant, in accordance with bylaws.

46. g). Condominium Deductible Assessment coverage should be included in the owner/tenant insurance to cover this risk. Should the damage be such that a unit owner/tenant is required to move out of the unit until the repairs are completed, Additional Living Expenses must be covered under the Owner's personal policy.

OWNER'S INSURANCE VS. LANDLORD INSURANCE

OWNER'S INSURANCE

Homeowner's living in their unit should ensure their personal assets and liabilities are adequately protected by their own personal policy and understand:

- ❑ Personal Property insurance coverage for their personal items.
- ❑ Personal Liability coverage for property damage and bodily injury.

LANDLORD'S INSURANCE:

Owners renting/leasing their units, as Landlords:

- ❑ Understand the that policies designed for Landlords are different for homeowners.
- ❑ Ensure tenants obtain tenant insurance

RENTAL PROPERTY

If you are renting your suite, please ensure you are following the Bylaws and the Alberta Condominium Property Act. You also have to register your suite as a rental property. This can be done through Equium Group.

WHY IS TENANT INSURANCE IMPORTANT?

Tenant Insurance is designed to protect tenants against personal property loss and liability when renting/leasing a living space from a landlord. Tenant Insurance

Protects tenants' personal property from theft or damage (including items stored in a locker or storage in your building designated for your exclusive use)

Provides liability coverage that pays for injuries to another person or their property. Coverage for your personal liability is important, since tenants can be deemed legally responsible for accidents that occur where they live.

Provides coverage for additional living expenses if the damage requires a tenant to live elsewhere while repairs are being made; such as if another tenant causes a leak that damages the whole building, a tenant will be able to claim damage for their personal property as well as some living expenses.