



Policy Rules and Regulations

Of the Owners Condominium Plan No 971 0731



The policies, rules and regulations as outlined in this document are a compilation of resolutions adopted by the current and previously elected River Ridge Condominium Boards. Updates will be issued as needed. This document was formally adopted by the River Ride Condominium Board in January 15, 2016 and it has the same legal status as the River Ridge By-Laws.

POLICIES RULES AND REGULATIONS

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1 Definitions:

The following definitions are applicable to this document and River Ridge Condominium by-laws. If in conflict, the by-laws will take precedence.

- a) **Unit:** A residential living area designated on the Condominium Plan,
- b) **Board:** body elected in accordance with the corporation by-laws to act as the governing authority of River Ridge Condominium
- c) **Common Area:** All space inside the fenced area of River Ridge Condominium and all spaces and facilities within the building except the individual residential units which are privately owned,
- d) **Owner:** A person who is registered as owning a condominium Unit,
- e) **Resident:** A person whose primary address coincides with River Ridge Condominium of Lethbridge, Alberta. (note: a resident need not be an owner)
- f) **Guest: A member of resident's immediate family,** or a person invited by a resident to stay overnight either in a River Ridge Guest Room or in the resident's condominium unit,
- g) **Visitor:** A person invited by a resident for non-overnight visits or to attend private functions at River Ridge Condominium. (note: visitors are not entitled to the same privileges as guests)
- h) **Immediate Family Member:** of a resident include his/her children, siblings, in-laws, grandchildren and great grandchildren.
- i) **Condominium:** refers to River Ridge Condominium Corporation.
- j) **Manager:** The Management Company hired by the Board to manage the financial and maintenance affairs of River Ridge Condominium.
- k) **Janitorial / Maintenance:** The maintenance and janitorial company hired by the Board for maintaining and cleaning of the building.

2 River Ridge Condominium Board:

The Board of the River Ridge Condominium Corporation is legally obligated under the Condominium Property Act of Alberta to manage the affairs of the corporation and to maintain in good repair all common property components of the condominium. Additionally, the Board is required to purchase insurance to limit its financial burden in the event of various catastrophes such as personal injuries, fire, sewer backup, water and wind damage.

The powers and duties of the Board are extensive and are detailed in the by-laws of the corporation.

Board members are volunteers who make a considerable personal contribution to the smooth and amicable operation of the condominium association. Generally Board members are lay people and are not required to be experts in the administration and operation of the condominium. A professional management

company is employed by the Board to manage the operations of the condominium and a maintenance and janitorial company to provide day-to-day maintenance and cleaning services.

The duty of the management company is to provide timely advice to the Board and to ensure proper building maintenance, financial accounting and investment of capital reserve funds. At all times the management company is answerable to the Board. The Board in turn is accountable to all the owners of the condominium.

3 General Regulations:

River Ridge Policies, Rules and Regulations are designed to facilitate harmonious living conditions for all owners. Additionally, the intent of the regulations is to identify safety concerns and to minimize operating and repair costs of condominium facilities. The Board, however, recognizes that no set of regulations will serve the specific needs of all River Ridge residents at all times in all situations.

Consequently the Board will consider in confidence written and signed requests for special relief from the provisions of River Ridge policies and regulations. At all times, the Board will remain open to suggested amendments to the same. The Board will provide written responses to all such requests and may at its discretion state reasons for accepting or rejecting the request. Since the Board is ultimately accountable to River Ridge owners and residents, it may impose and alter the conditions and time limits for which the requested special dispensation was granted.

The policies, rules and regulations outlined below enjoy the same force of law as the River Ridge Condominium by-laws. If the regulations are in conflict with the by-laws then the by-laws will have precedence.

3.1 Guest Privileges:

Residents must accompany their guests at all times when they are using any condominium facilities; including the Pool, Spa OR Hot-tub, Lounge, Library, Pool tables, Shuffleboard, T.V. Room, Exercise Room and Carpentry Shop.

3.2 No Smoking:

Smoking is prohibited in all common areas within the building.

All balconies adjacent and affixed to a residential unit is assigned to the unit owner for their exclusive use as per Article 5 (g) of the bylaws. In the recent correspondence, with our insurer, since smoking on common area property is not allowed, and balconies are considered common area, there is no smoking allowed on balconies. Should a fire be caused by a resident smoking on a balcony, insurance companies can attempt to recover damaged from the resident. Further, if the board does not enforce this restriction, the board and its members can be held responsible for any financial loss.

The board feels that a non-smoking restriction in assigned balconies, must be enforced, and requires all residents to comply with this restriction. Failure to do so, may require the board to take a more decisive enforcement of the Bylaw.

3.3 Pets:

Residents may not "keep or allow any animal, livestock, fowl or pet of any kind (other than birds in a cage or fish in a tank) at any time to be in their Unit or on a Common Property Unit" (Article 61. a. iii.)

3.4 Home business:

Home businesses are not allowed (Article 61 a. i)

3.5 The speed limit:

15 km/h maximum on common property,

10 km/h maximum on levels P1 and P2.

3.6 Deck or Balcony Alterations:

Owners wishing to enclose their balcony or deck must make application to the Board in writing. The Board will consider the application and render a written decision on the following conditions:

- a) The applicant may not rely on a verbal approval from a Board member or others to begin construction. Construction may only begin after receipt of a dated and signed letter of approval from the Board outlining the extent and location of the requested construction.
- b) Prior to start of construction the Board must be provided with a detailed design of the proposed enclosure. The design will include a plan view drawing as well as an architectural view drawing,
- c) The style and material of construction proposed for the enclosure must match the style and material of construction of other River Ridge balconies,
- d) Typical construction details of the enclosure shall be provided upon request,
- e) The contractor selected for the required construction must be one of the following preapproved contractors:
 - Alta Aluminum, or
 - Pre-approved contractor
- f) The owner agrees and accepts responsibility for any damage caused by the contractor and will arrange and be responsible for cleanup of the premises disturbed by the contractor,
- g) Construction wastes may not be disposed of in the Condominium's garbage bins.
- h) The owner understands and agrees that he/she will be responsible for all maintenance of the enclosed balcony which includes preventing water from intruding into the enclosed area,
- i) The owner understands that the Board has the right to order repairs and/or remove the enclosure at owner's expense should the balcony fall into disrepair or fail to comply with the submitted design application,

- j) The owner may proceed with construction only after receiving written and signed Board approval to do so.

3.7 Deliveries - Removal: Furniture, Appliances, Building Material:

- All deliveries and removal of furniture, appliances, building material and similar bulky materials are to take place only through the overhead garage doors marked with the numbers 1, 2, 7 and 8. Only the south and north elevators may be used and need to be booked prior to your moves and deliveries. Upon request, the Caretaker will drape the elevator with padded curtains to protect its walls. At all times the center elevator must remain open for emergencies.
- Elevator bookings may be requested by placing a note in the box located outside the Maintenance office door on P1.

3.8 Catered Lounge Functions:

- Caterer vehicles may only use the outside garage doors marked 5 or 6 to bring in food.
- Caterer's may park their delivery vehicle temporarily near the center elevator while unloading and loading and use the central elevator for moving supplies to and from the lounge.
- Caterers, may not lock out or tie up the center elevator any longer than necessary since the center elevator must remain available for emergency medical service providers
- The caterer's vehicle must be parked in a manner that allows other vehicles to exit and enter the garage.

3.9 Vacations / Extended Leave:

- a) Insurance companies recommend that you arrange to have someone check your suite at least every three (3) days, particularly during the heating season. (please check with your own insurance company to determine their rules),
- b) The hot and cold water supply valves must be closed during extended leaves of the resident. These valves are normally located in the vanity of the main bathroom. Turning off the water will prevent damage in the event a hose to the washing machine or dishwasher breaks,
- c) The cold water to the kitchen sink may be left on and will be available to the person monitoring the suite for watering plants.

3.10 Bulletin boards:

The mailroom Bulletin Boards are for the sole use of the Board and authorized committees.

3.11 Solicitation:

- a) Solicitation of any kind is not permitted in River Ridge, except for census purposes.
- b) Prior written Board approval is required for all other exemptions.

3.12 Electrical Work:

- Owners wishing to make changes or additions to their unit's electrical systems must first provide details to the Board and obtain written Board approval prior to commencing with any work.
- All required electrical work must utilize a qualified licensed electrician.

3.13 Front Door Security:

For security reasons, residents must refrain from opening the front door to strangers.

3.14 Garage Doors:

Residents must ensure garage doors are closed after entering and leaving River Ridge.

3.15 Quiet Hours:

- Out of common courtesy, residents are asked not to use their garburator, washing machine, and dryer before 8:00 a.m. or after 8:00 p.m.
- A resident shall not permit a contractor or workman to do any work in their Unit that would disturb any other resident between the hours of 6:00 p.m. and 8:30 a.m. or on Saturdays, Sundays or legal holidays without the prior consent of the Board. (Article 61 a. ii)

3.16 Common Area Hallways:

- Please do not leave or store any articles outside your condominium door or in common area hallways,
- No decorations are permitted on any common areas other than Unit doors. No nails, screws and glue or anything else causing permanent damage may be used on the outside of Unit doors.
- Decorating of common areas is the responsibility of the Decorating Committee.

3.17 Common Area Use Restrictions:

Residents are requested not to allow anyone visiting them to play on bicycles, scooters, skateboards or roller blades anywhere on the Common Property.

3.18 Renting:

An owner needs to give written notice to the Board of their intention to rent their unit by completing both parts of the Lease Undertaking Forms. See (11 Lease Undertaking)

3.19 NSF Charges:

The issuer of **NSF** (Not Sufficient Funds) cheques intended for payment to River Ridge Condominium will be charged a fee to recover bank charges.

3.20 Non-Adherence to Condominium Bylaws and Board Policies:

Penalties will be levied to Unit Owners for non-adherence to Bylaws and Policies.

The fine structure is as follows: 1st Offence - \$100.00

2nd Offence - \$500.00

Should the offence continue, sections under the Act provide your Board with additional powers.

4 Board Meetings:

4.1 Scheduled Meetings:

Regular and Interim Board meetings are scheduled respectively on the first and third Wednesdays of each month. Board meetings are normally closed; however, delegations of residents may request the Board to hear a presentation of concerns.

General meetings are open to all residents and owners. At least one General meeting must be scheduled annually. All residents and owners shall be notified at least one week prior to an Annual General Meeting as per Article 26 or the River Ridge By-Laws. Special general meetings may be scheduled as needed to provide information to residents.

4.2 Resident Concerns:

Residents and owners wishing to express concerns and/or complaints to the Board should detail their concerns in a signed and dated letter to the Board. The resident may also request that a small delegation be allowed to present the case verbally to the Board. Such requests will not be reasonably denied.

To help Board members understand and interpret the specific concerns, residents may wish to provide supporting background and history of issues of concern. All concerns will be discussed in confidence and the appropriate residents and owners will be informed of Board decisions in writing.

5 Move In / Out Procedures:

5.1 Contact Information:

Contact the **Manager** during regular office hours (Monday -Friday, 8:30 a.m. - 4:30 p.m.) to inform them of when you are planning to move-in/out. The Manager will require your name, unit number and telephone number so that the required changes can be made for the intercom at the front entry.

Please provide two or three days advance notice to the Management Company especially if the move is planned for Saturday. No moves are permitted on Sundays as part of 3.15 Quiet Hours policy.

The Manager will advise the maintenance manager, who will contact the applicant to make the necessary arrangements for the use of the elevator, if it is required.

- A \$50.00 charge will be assessed for household move-ins and outs.
- Payment to be made prior to the move or when lockout key for elevator is requested. Cheque only, is payable to River Ridge Condominium, to be collected by building maintenance manager.
- Installation of elevator pads to protect elevator inside walls.
- Arrange pickup of elevator lockout key.

5.2 Move Entry and Exit Points:

All moves of household furniture and belongings must take place through overhead garage doors numbered #2 and #8. The front door may not be used for this purpose. If an elevator is required, please use only the north or south elevators. The central elevator should remain available for medical and other emergencies.

5.3 Moving Van Parking Restrictions:

- Moves in or out of units located in the North half of the building must use door #2. Moving vehicles are to park on the eastside of driveway, south of the door, so not to block cars from driving out.
- Moves in or out of units located in the South half of the building must use door #8. The moving vehicle should be parked alongside of retaining wall and must be parked in such a manner as not to block the parkade ramps or any roadways.

5.4 Resident Responsibilities:

- The resident must provide supervision of the moving crew,
- The resident is responsible for any damages and the cost of repairs thereof to the common property because of the move in or out,
- The resident is responsible for any extra common property caretaking resulting from the move.
- Only small household items may disposed of through the garbage chutes.
- Furniture, appliances, carpets, mattresses, construction wastes and similar bulky items may not be disposed of in the waste bins on level P1. Any extra dumping fees resulting from such illicit dumping charged to River Ridge Corporation by the waste removal contractor will be charged back to the responsible resident.

5.5 Elevator Use:

- The elevator must not be locked off unless it is in actual use,
- Lock the elevator only when loading or unloading. In between loads and at all other time leave the elevator unlocked so others may use it.
- The maximum time elevator may be used is 4 hours,
- At move completion, deposit the elevator key in the drop off box labeled "elevator key" at the maintenance office on level P1, across from the pool.

5.6 Condominium Keys:

- Each owner is supplied with five (5) types of keys and garage door openers. It is the responsibility of the new owner to ensure that the following keys and garage door openers are turned over to the new owner by the previous owner.
- **Building Entry Key:** Two (2) high security keys to allow entry into the building through all external doors. These keys are copy restricted and if lost, replacement keys may be purchased by the owner from the Board at \$100.00 per key.
- **Unit Key:** Two (2) keys to open the door into the owner's Unit or Suite. The lock on the unit door must be keyed to the Condominium's master key system or the owner must supply the Condominium Board with a duplicate Unit door key.
- **Mail Box Key:** Two (2) keys to open the resident's mail box in the Condominium's mail room. If the lock is worn-out or all the keys to the mailbox are lost then at the owner's expense a reputable locksmith must be hired to install a new lock and to provide the necessary keys. Mail box keys may be duplicated and purchased from most locksmiths.
- **Facility Key:** Two (2) keys to access Condominium facilities such as the swimming pool, exercise and craft rooms, outside man-gates, shop, and lounge.
- **Storage Locker Key:** Two (2) keys to the owner's assigned storage locker. Optionally this key may be mastered to the Unit door key at owner's expense.
- **Electronic Garage Door Opener:** Either one (1) or two (2) electronic garage door openers depending on the number of underground parking stalls assigned to the unit owner. Each opener is equipped with two buttons to control the exit and entry doors.

6 Board Policy Regarding Unit Entry:

6.1 General Policy:

No units are to be entered for any reason except by approval of the Board.

6.2 Exceptions:

- a) When the resident is not available and an urgent situation arises where entry is required, two Board members, or a maintenance worker accompanied by a Board member may enter by use of the Master Key or a key provided for such purposes by the owner. The result of such entry will be reported to the Board and to the Resident as soon as possible.
- b) When activities are approved which require unit entry, residents will be advised of the date and time that entry will be made, and the reason such entry is required. Residents will be requested to be available at such times. Should the resident not be available, entry will be made by two Board members.

6.3 Master Keys:

Please review bylaw (Article 3. d. Duties of the Owners) under which the requirements of master keys are detailed.

7 Safety Issues:

7.1 BBQ use:

Fire regulations prohibit the use of solid fuel and propane BBQ's inside the condominium building. Only natural gas and electric BBQ's are allowed to be located on enclosed decks. At all times, when using an approved BBQ, deck windows should be opened to provide proper ventilation to prevent toxic buildup of fumes.

7.2 Temporary Unoccupied Units:

- If you are away or your condominium is unoccupied for more than a few days, insurance companies require that your suite be monitored at regular intervals to maintain coverage. Please check with your own insurance company to determine their rules,
- Shut off main hot and cold water valves, which are usually located in the vanity of your main bathroom. (excluding radiant heat valves)
- Insure that all sink plugs are removed or in drain position.
- Advise the Board in writing of the dates of your absence, your contact information, the name and contact information of the person you have assigned to monitor your suite and who may act on your behalf in case of emergency.

7.3 Emergency Evacuation:

It is a policy of the Board to conduct at least one unannounced Emergency Evacuation per year. Please consider the following:

- a) Know and periodically review "River Ridge Emergency Evacuation Plan"
- b) Know your primary and secondary evacuation routes,
- c) Keep a flashlight readily available for emergencies,
- d) The River Ridge Condominium is not a care facility therefore during any emergency such as fire; all residents are responsible for their own safe evacuation of the building,

7.4 River Ridge Phone Lists:

River Ridge Phone Lists contain sensitive personal information. When disposing of the phone list please shred or deposit it in the Board room mailbox for shredding.

8 Emergencies, Repair and Maintenance Issues:

In case of fire, please call 911 and follow the instructions in the "River Ridge Emergency Evacuation Plan.

For all building related problems and emergencies, except fire, please contact the Manager. It is part of the Manager's contract with River Ridge to act as the **First Call Contact**. The Manager will log the particulars of the problem and or complaint, time stamp receipt and provide the Board with a report of all logged complaints and the action taken or recommended to resolve the issues. Such reports will form part of regular Board Meeting Minutes, copies of which are made available in the library once approved.

After receipt of the complaint, the Manager will determine if outside services are required and will issue a Work Order to track any related costs. If the cause of the problem was determined as misuse, abuse or negligence on the part of the resident, the resident will be charged the full amount of the cost accumulated in the work order. Without a work order and manager recommendation, the resident will not be compensated for any cost incurred.

8.1 Plumbing and Plugged Drains:

Residents who are unable to clear plugged drains or toilets must call the Manager who will:

- Issue a Work Order and dispatch the appropriate contractor to clear the drain,
- Record the date, time and appropriate details of the problem,
- Review the contractors report to determine whether the Board or the unit resident is to pay for the service call and related costs,
- If the resident directly calls a contractor or plumber, then the resident will be responsible for the cost of the service call which includes all parts and labour.

8.2 Dryer Screens:

- The screens within your dryer need to be cleaned after every use of the clothes dryer. This will keep the dryer vents from becoming plugged and reduce the possibility of a fire.

8.3 Dryer Vents:

- Dryer vents need to be cleaned every few years. The Board may arrange to have the vents cleaned professionally.

8.4 Garburators

- Kitchen sink garburators need a significant amount of water to eliminate plugging the sewer drain pipes. Prior to placing small food items in the garburator it is essential that water is run, and then continue to run the water during and for at least 30 seconds after you have shut off the garburator. Drain cleaning companies do not recommend putting the following food items in the garburator; oil, rice, banana peels, coffee grinds, carrot, potato and onion peels. The cost of the water used is much less than the cost of having our water pipes augured.

- Residents should remember that if your sink or toilet is plugged, residents above your unit when using water may flood your suite. Residents in this situation are advised to request their upstairs neighbors to refrain from using the affected drains and to deal with the plugged sewer drain immediately.

8.5 Suite or Unit Doors:

Do not keep suite doors open to the hallways. This is a safety and liability issue and may cause the building's main air conditioners to overload and malfunction.

9 Heating Considerations

9.1 Units / Suites:

- a) Primary heating for each residential unit is provided through radiant heat (base board heating) which is controlled by a thermostat usually located in the center of the unit.
- b) Secondary heating is provided through fireplaces which should only be used for personal enjoyment and should be turned off at night or when no one is in the living area. Some fire places are controlled through a wall switch or a thermostat usually located near the fire place. In absence of a wall switch, the fire place may be turned off by setting the fireplace thermostat to 10 °C.
- c) Excessive and prolonged use of the fireplace will cause damage and discolourization of the woodwork above the fireplace. Use of the fireplace will cause the temperature in the living area to rise which will prevent the unit's radiant heating system from coming on causing a temperature drop in the rest of the unit and possibly cause pipes along the outside walls to freeze and burst causing serious damage.
- d) Fire places are not efficient for heating purposes and excessive use will increase the Condominium's natural gas consumption costs.

9.2 Enclosed Balconies:

- Enclosed balconies are not allowed to be heated. Enclosed balconies when heated will cause excessive condensation resulting in structural damage.
- Heating of balconies needlessly increase Condominium natural gas consumption costs

9.3 Temporary Unoccupied Units:

- Set the main **thermostat not lower than 18 °C** before leaving. This will prevent the hot water pipes within your suite from freezing and potentially breaking, causing water damage. Also windows and patio doors need to be kept closed during the winter to prevent freezing of hot water pipes.
- **Fire Place Pilot (winter)** must remain lit during the winter months regardless whether the residential unit is occupied or not. This will assist in keeping hot water pipes behind the fireplace from freezing.
- **Fire Place Pilot (summer)** may be turned off during the summer to reduce air conditioning cooling load.

10 Unit Doors and Windows:

All River Ridge external windows are wood frame with aluminum cladding on the outside portions of the window. This type of window is relatively maintenance free and when closed it stands up well in bad weather. The inside portions of this type of window are not aluminum clad and does not stand up well to the elements of rain and snow. The mechanism for opening the window is prone to damage when the window is left open and exposed to the wind.

10.1 Corporation Responsibilities:

- a) Exterior windows: repair and replacement due to normal wear and tear including glass, window frame, assembly components and chalking.
- b) Unit entry doors: repair and replacement due to normal wear and tear including the door, the door frame, assembly components and chalking.

10.2 Owners Responsibilities:

- a) Interior window casing, trim, moldings and all hardware including operators, and latch assemblies.
- b) When opening windows, make sure that the window is unlatched since the crank mechanism will be damaged if excessive force is used.
- c) Windows must be closed during inclement weather such as cold, wind, rain and snow to protect the inside components of the window which are not designed for harsh conditions,
- d) Interior window sills exposed to direct sunlight should receive a coat of UV blocking varnish when surface deterioration is noticeable. Upon request, the Board may schedule and contract this service upon request at owner's expense.
- e) Interior door casing, trim, moldings and all associated hardware including locksets, deadbolts, hinges, closers and thresholds.
- f) Maintenance and repair of patio enclosures, if any.
- g) Damage to windows and doors caused by neglect or from abuse by the resident.

11 Lease Undertaking:

Article 51 of the River Ridge Bylaws allow owners to lease or rent their units. Prior to entering into a lease or rental agreement with the prospective tenant, owners must:

- a) Provide written notice to the Board of the owner's intention to rent their unit,
- b) Provide and maintain current with the Board an address at which the owner may be contacted,
- c) Complete and sign the "Lease Undertaking Form" shown next page:

- d) Inform the tenant of any changes to River Ridge Bylaws and Policies, Rules and Regulations.

Lease Undertaking Form

Tenant Information

Name: _____

Mailing Address: Unit# _____ 100 – 2nd Ave South
Lethbridge, Alberta, T1J 0B5

Telephone:

Home: _____ Work: _____

Email address: _____

Tenant's Signature _____ Date: _____

Owner Information

Name: _____ Unit Number: _____

Mailing Address: _____

Telephone:

Home: _____ Work: _____

Email address: _____

Date of Rental: _____

I understand and accept my responsibilities to inform my tenant(s) of existing Condominium By-Laws and agree to inform them of all present and future policies.

I further understand that contravention of a by-law or policy, or causing damage to the real or personal property of the corporation or to the common property, by my tenant(s) may result in a notice to the tenant to give up possession of the rental unit and that I will be held responsible for payment to correct said damages.

The Condominium Corporation defines a tenant as any occupant of the owner's unit.

Owner's Signature _____ Date: _____

12 Common Area Use Policy:

Because each owner has a vested interest in all common area spaces, residents have a responsibility to see that they are maintained and not abused in any way. The Board is responsible for the upkeep of all these areas and our Condominium fees are used to repair any damage done or replace anything which through use, needs to be replaced. Therefore, we must be mindful that care and caution are needed when using any of our facilities, and never lose sight of the fact that this is OUR HOME. The rooms designated for various activities are merely an extension of our own home.

12.1 Pool Use Regulations;

The rules governing the use of the pool are posted in the pool area. Infractions or abuse may lead to changes in policy

- a) Residents are responsible for their guest's actions,
- b) Guests may use the pool facilities only when accompanied by the resident who invited them,
- c) Hours of Pool Operation
 - Guests and resident are permitted to use pool facilities only between the hours of 12:00 noon and 7:00 p.m. daily. Evening hours are for residents and their adult guests only.
- d) Guests under 18 years
 - MUST be accompanied by the inviting resident at all times.
 - Anyone under the age of 18 years is NOT permitted to use the hot tub at any time
- e) Showers
 - All persons must take a cleansing shower using the showers provided at the pool before entering any of the swimming pool or hot tub.
- f) Proper Swimwear
 - Proper swimwear is to be worn. No cut-offs or jeans are permitted.
- g) Prohibited Pool Uses
 - Admission is refused to anyone with skin abrasions, colds, coughs, inflamed eye infections or anyone wearing bandages.
 - Spitting and/or blowing noses is prohibited.
 - No food or drink is allowed in pool facilities, except water in plastic bottles,
 - No street shoes in the pool area - proper footwear must be worn.
 - Only water wings and noodles are permitted in the pool area.
 - Running, pushing, ball playing, yelling, profane/abusive language or any undue disturbance is NOT allowed.
 - The cost of any damage to this facility shall be borne by the party or parties concerned.

12.2 Pool & Billiard Areas, Shuffle Board, & TV Room:

The same policy applies to this area of the condominium. Only residents and their guests are eligible to use these facilities and must be accompanied by the owner. Signs are posted indicating the minimum age set for playing pool.

12.3 Craft Room:

This room is used extensively by residents doing crafts and socializing. Here again, it is only for the use of residents and their guests who are staying in the condominium. It is not for the use of any other groups or individuals. The Craft Club have always raised their own funds by sales of their work and bought their own equipment which becomes the property of the Corporation.

12.4 Exercise Room: (Gym)

- The same guidelines apply to Exercise room as the Craft room and the equipment therein. Only residents and their guests who are staying in the condominium are allowed to use this room and must be accompanied by the inviting resident.
- Proper footwear (flat shoes or runners) are to be worn when using the treadmills, in the exercise room.
- Proper gym attire is to be worn while exercising, such as sweats, tee shirts and other appropriate clothing. Bathing suits are not appropriate and are not permitted while exercising.

12.5 Carpenter Shop:

This room is for the use of residents only. Outside tradesmen and persons from outside the condominium are NOT allowed to use the equipment of the carpenter shop. Projects constructed in this shop intended for nonresident use are not permitted.

12.6 Library:

The library and all library material is for the exclusive use of residents and their guests. All books, videos etc. are **not** to be taken out of the building.

12.7 Foyer / Lobby:

To prevent congestion in the front foyer, outside groups of six or more must use the lounge for any activities including photos, entertainment, etc. All activities held in the foyer must have prior **Board Approval**. Movement of furniture, pictures and other items in foyer will not be permitted.

12.8 Car Wash Bays:

Car wash bays are for the use of washing residents' vehicles only.

12.9 Storage Lockers:

- Residents are not allowed to leave or store any items or articles outside their storage lockers,
- An exception to the above is that residents may store their bicycles within their underground parking stall(s) immediately at the front of the parking stall.

13 Parking By Laws and Policies:

Article 61. a, xvii restricts parking of any vehicle on condominium property except private passenger cars and trucks under 6.5 meters in length, which must be licensed, in operating condition, and used regularly. The Board may consider written requests for special consideration, to park other vehicles on common areas. (See section 13.2)

The Board has prepared the following policy and guidelines to provide consistent responses to requests from residents as provided in the By Laws;

13.1 Parking:

See **Article 61 a, xvii clauses (1) to (8)** for prohibited practices. Outlined below is a brief summary of By-Law prohibited parking practices:

- a) **Visitor or Handicap Parking:** Residents will not park or store any vehicle or allow any member of his household to park or store any vehicle on those areas of the Common Property Units designated for Visitor or Handicapped Parking, without the express consent of the Board.
- b) **Parking Stall Restrictions:** Residents will not keep on a parking stall or on a Common Property Unit any private motor vehicle which is not in operating condition, currently licensed and being used from day to day, without the prior written consent of the Board.
- c) **Trailers & Campers:** Residents will not allow trailers, campers, camper vans, boats, snow mobiles, trail bikes, all-terrain vehicles, or any type of motor home or recreational vehicle or equipment to be parked or stored on a Parking Unit or on the Common Units without prior written Board approval.
- d) **Propane:** Residents will not allow any propane powered motor vehicle to be brought into, kept or stored in a parking stall or within the parking area.
- e) **Block Heater Plugin:** The fee for guest use of a block heater plugin is listed in the current River Ridge Fee Schedule. Plugin fees are to be paid by cheque and must be clearly marked as "Plugin Fees" followed with the resident's unit number or guest room number and deposited in the Board Office mail slot;
- f) **Visitor Parking:** Outside common property parking stalls may be used by visitors only while visiting a resident.
- g) **Licensed Vehicles:** All vehicles on the property must have valid license plate(s), insured and be in good working order.
- h) **Underground Parking:** No vehicles shall be brought on to common property or parked in an underground parking stall that is over 6.5 meters in length (21ft, 3"), must be a privately owned automobile or truck, one ton or less, not dual wheeled or propane powered and is licensed to a River Ridge resident.
- i) **Parking Permits:** Three parking stalls in the south east parking lot are reserved for those residents with Board approved signed parking permits. Residents with mobility issues may apply to the Board, to park in one of these three parking stalls for a short term parking of trucks one ton and under.
- j) **R.V. Parking:** Short term parking up to 48 hours is available only for resident owned R.V. vehicles and service vehicles on the West side of the building. The parking

stall is signed as such and is intended only for loading, unloading and refilling potable water tanks.

13.2 Special Parking Request:

The following completed "Special Parking Request" form is required from residents for each request to park a recreational Class B motor vehicle on Common Area property. No vehicles over 6.5 meters in length are allowed to park on condo property. This form is available at the Board Office.

Please place a check mark (✓) mark next to each requirement if true; and an (x) if not true:

- a) The vehicle is not over 6.5 meters (21.3 feet) ☐
- b) Is only used for personal and/or recreational travel)..... ☐
- c) Is properly licensed, and is in drivable condition ☐
- d) Is not propane powered, ☐
- e) Will be parked adjacent to the AMA wall, ☐
- f) Will not contain hazardous materials or have extra fuel tanks that are Not Secured,..... ☐
- g) Will not be used for sleeping accommodation (while parked on site),..... ☐
- h) Is not unsightly or junky in appearance, ☐
- i) I understand the Board may deny this request should sufficient space for vehicular traffic in the parking area become a problem..... ☐
- j) If a vehicle at any time fails to comply with any of the above requirements, it is agreed and understood that the Board may:
 - Revoke the resident's privilege to park the offending vehicle on River Ridge Condominium property,

Please supply the following information to complete the registration:

Type of vehicle _____
Make and model of vehicle _____
License Number _____
Requested by; Owner's name _____
Unit number _____
Owner's signature _____ Date _____
Approved by the Board _____ Date _____
Board Chairman signature: _____

14 Lounge Rental Procedures

The lounge is for residents only, to rent for a family function. The lounge is not to host outside functions. Contact the lounge coordinator to ensure the event is in the guidelines. The resident renter must contact the **Lounge Rental Coordinator** to arrange a time and date for the function. The renter must pay all applicable fees in advance of the function by cheque.

The lounge is available for rental only when it is not scheduled for regular social functions such as crib and bridge nights, pot luck and catered dinners.

14.1 Rental Fees

a) Residents and Guests Only: no fees are charged if attendance is open to all residents and their guests only.

b) Private Functions

A lounge function is considered private if the renter wishes to limit attendance to invited individuals only, which may include people residing outside the condominium.

The renter agrees to be financially responsible for all damage to condominium facilities caused by the attendees to the private function.

Rental fees for lounge facilities are by the Board. A current fee schedule shall be posted in the Condominium Mail Room.

The Lounge Rental Coordinator is responsible for:

- marking rental time on a chart in mail room,
- providing the renter with a printed list of lounge cleaning requirements to be completed immediately after the function,
- ensure that the cleaning list is posted in the kitchen,
- confirm with the renter that lounge cleaning is completed to the required standard before returning the cleaning fee cheque to the renter.

14.2 Kitchen cleaning

Kitchen floor damp mopped, counter tops cleaned, all dishes washed and put away; dish towels used washed, returned and put away if stove has been used, oven or top burners all must be cleaned thoroughly. Fridge cleaned if used but not the food in it. Garbage to be removed, disposed of in chute and new garbage bags (in cupboard by the fridge) put in containers.

a) Residents may request the cleaning be done by the condominium cleaning staff, and the cost will be paid by the renting resident. Costs for this service will be \$40.00 for the first hour and \$ 25.00 for each additional hour. A \$ 100.00 deposit shall be collected for such cleaning, with any unused monies to be refunded

14.3 General Area Cleaning:

- a) All tables used must be put away in table storage room (except for large one against south wall) and chairs stacked against-wall.
- b) Rug must be vacuumed to remove all crumbs, etc.
- c) Bathroom should be cleaned; toilets and sinks with disinfectant spray, chrome and mirrors left shining, floors damp mopped and waste baskets emptied.
- d) Dance floor should be damp mopped with a drop of detergent in water to cut grease, etc.

- e) Large garbage container should be emptied as above.
- f) If children were present, pillars are to be checked for finger prints and these removed

14.4 General Rules:

- a) No lighted candles on cakes and tables, since lighted candles will set off the fire alarm.
- b) Children are to be supervised at all times including on the balcony.
- c) No skate boards, roller blades or scooters, etc., are allowed anywhere in the building. **NO SMOKING AT ANY TIME.**
- d) All guests must stay in the lounge and not in the hallways.
- e) All drinks and food must be kept in the lounge.
- f) Renter should set up, use and clean lounge; put away all chairs and tables the day rented.

15 Guestroom Guidelines:

Guestrooms are Common Property and therefore the residents of all 164 units must have fair access to the guestrooms when requested.

The following guidelines will apply to all residents of River Ridge Condominium wishing to enter into an agreement with the Condominium Board to rent one or more guestrooms for their visiting guests.

15.1 Eligibility for Guestroom Rentals:

- Only River Ridge residents may rent guestrooms.
- River Ridge residents may rent guestrooms only for their own guests and as such may not rent guestrooms on behalf of others.
- Nonresident owners may not rent guestrooms.
- Guestrooms may only be booked for guest by residents who assume responsibility for the conduct of their guests while on River Ridge property.

15.2 Long Term Stay Eligibility:

- Maximum length of stay two (2) weeks, subject to availability.
- Guest rooms cannot be rented by any resident for more than 14 days to the same guest(s) in any 30 day period.

15.3 Guestroom Fees:

- Each guestroom is subject to a daily rental fee and one cleaning fee which are paid in advance by cheque.
- The Board shall establish the applicable rental and cleaning fees and shall post the current fee schedule in the Condominium Mail Room.

15.4 Billeting:

- Guestrooms may not be used for billeting people.

15.5 Guestroom Supplies:

- All bedding including sheets, pillows, blankets/quilts, towels, and toiletries such as soap, toilet paper must be supplied by the resident renter or guest.

15.6 Resident Responsibilities and Restrictions:

- Accepts full responsibility for ensuring their guests adhere to all condominium rules and regulations,
- Accompanies their guest(s) at all times when guests are using any of the facilities such as the swimming pool and all other amenities in the building,
- Bed coverings and pillows belonging to the suite are to be folded and placed in the closet and must not be put back on the beds.
- Other than water for drinking, no food or drinks are allowed in guestrooms.

15.7 Emergency Entrance Allowance:

- Should emergency entry to a guestroom in use be deemed necessary access may be obtained by two Board members, or by one maintenance person and a Board member.

15.8 Non Smoking Areas:

- Guestrooms, elevators, parkades, and common areas are all “non-smoking” areas and pets are absolutely prohibited within the building.

15.9 Guest Parking:

- Guests may park in any of the unmarked areas in the outside parking lots.
- Guests are prohibited by by-law (Article 57. b.) from parking their vehicles in the underground parkades,
- During the winter months, guests may plug-in their vehicle at a cost of \$1.00 per day (monitored by the Board). Payment is to be placed in an envelope and passed through the slot into the Board Room, located in the wall next to the mail room.
-

16 Guestroom Booking Procedure:

16.1 Guestroom Monitors;

- Guestroom reservations may be booked by contacting the appropriate Guestroom Monitor between the hours of 9:00 a.m. to 8:00 p.m.
- Current contact information for each Guestroom Monitor is posted on the bulletin board in the condominium's mail room.

16.2 Recognized Holidays:

Residents may reserve only one guest room during the recognized holidays.

The following holidays are recognized for guestroom booking purposes only:

- a) Christmas (December 23 to January 1)
- b) Easter Week

16.3 Advance Guestroom Reservations:

- Bookings of guestroom for the Christmas holidays commences at 9:00 AM November 1.
- All other guestroom reservations will be considered two (2) months in advance of the reservation date.

17 Check in Time and Key Pickup:

- Check in time is 4:00 p.m. of the first day of the reservation, subject to cleaning completion,
- Special arrangements may be made with the guestroom monitor to pick up the guestroom key prior to check in time, but only after the guestroom is cleaned.
- Subject to payment of all guest room fees in full, by cheque, the resident with the reservation may pick up the guestroom key from the guestroom monitor at Check in Time
- No cash and third party cheques will be accepted.

17.1 Checkout Time and Key Return:

- Check out time is 12:00 noon of the last day of the reservation.
- At checkout time, the resident must ensure that the guestroom is vacated, all belongings removed and the key returned to the Guestroom Monitor.
- Should the key not be returned by check out time, the resident renter will be charged an additional night's rental fee.
- If at the end of the reservation, the guestroom is available, the renter may extend the reservation,
- Should there be a default in payment; the resident renter will not be entitled to rent a guestroom until all outstanding fees are paid in full.
- In the event of any issues or problems, please contact Guestroom Coordinators.

17.2 Guestroom Reservation Procedure:

- When a guestroom is not available for the requested duration, then the resident may request that the reservation be registered, dated to the current date and placed on the guestroom **waiting** list.

17.3 Canceled Guestroom Reservations:

- If a guestroom reservation is cancelled, then the resident on the waiting list with the earliest dated registered request for any of the days that have now become available will be advised and given the opportunity to confirm his/her reservation.

18 Guestroom Monitors and Coordinators:

18.1 Duties of River Ridge Board:

- a) The Board shall appoint up to two Guestroom Coordinators.

- b) The current appointments of Guestroom Coordinators are posted on the bulletin board in the condominium mail room.
- c) The Board shall appoint one Board Member to act as a liaison between the Board and the Guestroom Coordinators.
- d) The Board will discuss concerns and major maintenance issues with the Board liaison person.
- e) The Board shall be responsible for funding and scheduling all major maintenance and refurbishing of Guestrooms.
- f) The Board shall be responsible for scheduling annual cleaning.
- g) The Board shall from time to time establish the guestroom daily rental fee and the cleaning fee. The Board shall post the same on the bulletin board in the condominium mail room.

18.2 Duties of Guestroom Coordinators:

- a) Appoint Guestroom Monitors each month for both the South and North guestrooms.
- b) Collect rent and cleaning cheques from the Guestroom Monitors, insuring that incomes and rental fees including cleaning charges are in balance. This report must be deposited in the Board Room mail slot as close to month end as possible.
- c) Phone the Manager and inform him/her that guestroom fees have been collected and deposited in the River Ridge Board Room mail box and is ready to be picked up.
- d) Make note of any concerns and maintenance issues identified by themselves or the cleaning staff and advise the Room Monitors of the same.
- e) Request necessary maintenance in memo form, signed, and deposited in the Board Room or Maintenance mail slot. Major maintenance will require Board approval.

18.3 Duties of Guestroom Monitors:

- a) Record the requests for guestrooms from residents according to guidelines,
- b) Collect rent and cleaning cheque from residents and insure that the renting resident signs the "Guest Room Rental Waiver Form"
- c) Record guest entry and exit dates on forms provided in the mail room, to inform staff of when the guestrooms are available for cleaning.
- d) Note any concerns they or residents may have on needed maintenance, and provide this information to the Guestroom Coordinators.
- e) At month end, complete a report on the month's income on established forms,

19 Recycling:

Recycling represents our conscientious effort to reduce the impact on the environment. The Board requests that all River Ridge Residents participate to the extent that they are capable.

The types or articles listed below may be recycled and deposited in the designated containers:

19.1 Paper:

- News Papers
- Advertising Flyers
- Shredded paper (left in plastic bag)
- Newsprint packing paper
- Christmas and other fancy wrapping paper is **not recyclable**.

19.2 Cardboard: (Large Steel Green Container)

- All cardboard (flatten boxes)
- No paper egg cartons

19.3 Glass Jars:

- Please wash and remove lids and labels

19.4 Tin Cans:

- Please wash and remove labels, where possible.

19.5 Miscellaneous Plastics:

Styrofoam packing material and egg cartons are **not recyclable**.

- Please rinse flatten and remove all labels,
- Clear plastic food cartons (from pastries, fruit trays etc.),
- Plastic bottles and jugs,
- Vegetable oil jugs,
- Cottage cheese, yogurt, salad dressing containers.
- No Styrofoam.
-

19.6 Refundables:

Refundables are items for which a deposit was paid when purchased. All such deposits are refunded when the item is returned to a recycling facility. The money

earned from the refundables is used by the Social Committee to subsidized Condominium Events such as catered dinners.

- #1 Barrel - Juice and Water bottles, cartons, aluminum cans, beer and pop
- #2 Barrel – Milk cartons (rinsed, flattened, caps removed),
- #3 Crates – All glass bottles, wine, liquor, beer & pop must be placed in crates (No glass items in barrels #1 and #2 .

20 Committees:

All River Ridge Committees are semi-autonomous and are accountable to the River Ridge Condominium Board of Directors.

20.1 Social Committee:

a) Mandate and Purpose::

The River Ridge Social Committee shall organize, direct, monitor and support all social activities within the Condominium.

b) Committee Composition:

The Committee shall consist of 5 to 7 volunteer members. Each member serves for a two year term which upon request of the member may be extended for an additional two years.

c) Committee Structure:

The Committee shall designate an executive consisting of a Chairperson, Treasurer, and Recording Secretary.

The Committee shall maintain an account at a recognized banking institution. Signing authority shall be conferred by the Committee on any two of the three persons holding executive positions.

d) Responsibilities:

- 1) Transfer signing authority whenever executive positions change,
- 2) Annually prepare and submit to River Ridge residents an audited financial statement,
- 3) Provide guidance to monthly groups who organize and staff the weekly coffee parties, put-luck and catered dinners. Policies and procedures shall be located in the kitchen,
- 4) The Social Committee supports the following activities and committees,
 - Recycling Committee
 - Decorating Committee

- Bridge, crib, bingo, 50/50 raffles and all other social activities
 - Craft Club.
- 5) Only requests for support detailed in a letter will be considered by the Social Committee.
 - 6) Monies from the sale of Refundable items shall be turned over to the Social Committee
 - 7) Keep a calendar of events posted on the bulletin board in the Mail Room.
 - 8) Hold annual meetings and request volunteers to fill vacant committee positions,
 - 9) Large purchases by the Social Committee must receive prior approval from the River Ridge Board of Directors. Such purchases shall become the property of the corporation and covered by its insurance.
 - 10) Monies accumulated by the Social Committee belong to ALL residents and may only be spent on items which are for the use and enjoyment of the residents
 - 11) The Social Committee will purchase flowers for any resident couple celebrating their 70th wedding anniversary. (Meeting resolution January 8, 2013).