



**Riverside Tower I Condominium
Corporation No. 8310505
Policy and Guidelines**

The Board of the Condominium Corporation will, from time to time, approve policy items in order to provide all residents with a flexible set of guidelines intended to make life at Riverside go as smoothly as possible. These guidelines will serve to extend and clarify by-laws and, in general, will have the same weight and authority as the by-laws but their implementation and change would not require the 75%-of-owners approval process of a by-law.

INTRODUCTION

1. General

The Riverside towers are deemed to be adult residence and will be administered as such.

The fact that there may be condominium employees available must not be taken to mean that they are trained, insured, capable or responsible to assist infirm or distressed residents who may be in difficulty within or around the building.

Residents who may have concerns regarding their potential need for assistance should make arrangements through agencies competent to provide such assistance.

However, we should all be able to expect reasonable assistance with difficulty getting through a doorway with a grocery cart, after a fall in the lobby or any similar occasional incident, from any fellow resident or condominium employee.

Repeated incidents of loud music, dogs barking, children running up and down halls, etc., would contravene an adult lifestyle and will not be tolerated.

2. Repairs and Maintenance

The condominium corporation will, because of the special nature of the heating system, make repairs to the system within units.

Repairs to all suite wiring, plumbing, duct work, appliances and fixtures including, but not limited to toilet seals, dump valves, faucets, suite-specific water shutoff valves etc. will be the owner's responsibility.

Water leaks or any event, which could affect neighbouring suites must be reported immediately so that the condominium staff may respond ASAP and minimize damage to other suites.

3. Renovations

The Riverside Tower I by-laws lay out basic rules for owners who wish to make renovations to their units (see Renovation Policy and Guidelines section).

Problems with installations of privately purchased items such as showers, appliances, electrical equipment etc. can have unacceptable, negative effects on other units.

These procedures are drafted to provide guidance in renovation processes that are satisfactory to all concerned and will provide background to the provisions of the mandatory renovation application form.

No work may begin prior to Riverside management's receipt of the duly signed renovation form (c.f. attached). Failure to follow the by-laws will not be tolerated and

could result in an order to restore the unit to its previous condition and/or fines of up to \$1,000 per incident.

Owners should recognize that revisions have the potential to increase the value of the unit and that insurance to cover contents and upgrades above the level of a Standard Suite are the responsibility of the owner

Renovation work may only be done between 09:00-17:00, Monday to Friday

For further information, please refer to the Renovation Policy and Guidelines.

A non-refundable fee in the amount of \$500.00 is applicable to Level III and Level IV renovations. Payment of the fee is submitted with the Renovation Application Form.

MISCELLANEOUS GUIDELINES

1. Building

The external appearance must match that of the existing windows and doors.

To preserve a consistent appearance for the exterior of the building, all window coverings must be white, or some other light colour from the outside. On the inside they may be any colour.

Window repairs (vapour barrier, damage/wear due to age, etc, but NOT caused by the owner) will be covered by the condominium corporation on a case-by-case basis.

Windows that have been changed or upgraded by the owners are NOT included.

The only items allowed on balconies are patio furniture, plants and barbeques.

Balconies shall not be treated as storage areas.

Larger items are not to be left in the garbage room on your floor. These items should be taken down to the dumpsters at the rear of the building. NOTE – the regular garbage pickup WILL NOT TAKE large items such as furniture, mattresses, or other large, bulky items.

2. Insurance

The new Condominium Act and the by-laws show the condominium corporation insurance covering the common property and the suites but not the betterments and clearly not the contents.

Examples of betterments might be living room extensions over part of the balcony, replacement of a kitchen internal wall with a lunch counter/drawer/cabinet assembly, installation of expensive ceramic tile or expensive carpet, replacement of kitchen cabinets with a top-of the-line model, upgraded appliances, etc.

It is the suite owner's responsibility to insure any flooring upgrades under their personal insurance policy. Flooring upgrades are considered improvements and betterments to the suite.

The by-laws require that each owner insures betterments, in addition to the usual contents insurance.

For insurance reasons waterbeds are not permitted.

3. Reception

All visitors and delivery people will be announced to residents by Reception before they are allowed into the building.

All guests shall report to Reception with their vehicle license plate number.

4. Notice Boards

Elevator notice boards will be reserved for items pertaining to the following information:

Notices regarding building operations and maintenance
Notices from the Board of Directors
Riverside Club events, menus, notices
Riverside Tower I Community Events - limited to 2 weeks at a time
All notices to be placed in the elevator shall first be approved by the Operations Supervisor
The Community Notice Board located at the rear entrance of the Tower I lobby will be reserved for notices relating to life at Tower I, resident notices, local business notices
All notices to be placed on the Community Notice Board shall first be approved by the Operations Supervisor.

5. Parking

Parking

The by-laws provide that owners are entitled to one stall per suite. The Riverside Tower I condominium plan defines the parkade to be Common Property which means parkade stalls are not deeded property. Rather, they are assigned to owners by the Operations Coordinator acting on behalf of the Board.

The parkade stalls will be reserved for resident owners or their tenants only.

Townhouse owners have no right of access to the parkade as it is not deemed part of their common property.

Vehicles must be parked in the middle of their stall at all times to make it easier for those parking in adjacent stalls.

Vehicles that are propane powered are not allowed in the parkade.

Vehicles without a valid registration may not park in the Tower parkade.

Vehicles which are leaking fluids must be removed from common property until the defect is rectified and the owner may be held responsible for any damage that the leaking vehicle has caused.

The parkade is strictly governed by provisions of the fire code, which limits its use to the storage of vehicles. No other items may be left on the floor.

Bicycles and grocery carts are permitted when stored on racks, which will be provided upon request.

Flammables or corrosives, and containers which have held flammables or corrosives, are strictly prohibited.

Guests may park in the visitor's parking lot and must provide their vehicle license plate number to Reception.

Residents may use the visitor parking lot for periods of up to one hour if needed but shall use their assigned parking stall at all other times.

Visitor's staying overnight, or longer, shall obtain a parking permit. This option is designed only for short-term overnight stays of no more than three consecutive nights. There is a monthly maximum of six nights of free overnight visitor parking.

Maintenance or repairs to vehicles must not be carried out in the visitor parking area, car wash bay or in the parkade.

The car wash bay is to be used for cleaning purposes only. Vehicles may not be left unattended in the car wash bay. A nozzle for the hose may be signed out at reception.

Additional parkade stalls will be rented to residents, when available, based upon the following fee schedule and payment in advance:

- \$4.00 per day
- \$25.00 per week
- \$80.00 per month

Owners may rent their stalls to tower residents only and must advise the Operations Coordinator in writing. The renter must also provide full written particulars (name, suite number, vehicle description, license number).

The Operations Coordinator reserves the right to have the vehicles of repeat offenders of the parking guidelines tagged and towed by the City of Calgary By-law Enforcement office.

Reassignment of Parking Stalls

Any owner wishing to change their designated parking stall may, upon written application to the Operations Coordinator, be considered for a stall that may be vacated by an owner selling his/her building suite. Requests that do not meet a priority criteria requirement will be determined by seniority of tenure in the building.

The Operations Coordinator reserves the right to reassign parkade stalls based on the following priority criteria requirements:

- Owners with a physical disability.
- A parking stall for the unit cannot physically accommodate a vehicle, or the vehicle is unable to safely reach the assigned parking spot without damage to the parkade or to common property. In both of these cases the final determination will be made by maintenance services staff who will evaluate accessibility. The owner must make alternate parking arrangements until such time as the reassignment can occur.

Notice Requirements for the Reassignment of Parking Stalls:

The Operations Coordinator will provide the following notice prior to the reassignment of a parking stall:

- **No Notice.** A recent sale where the stall has been vacated and the new owner has not yet moved into the building.
- **Notice Negotiable.** Owner whose suite is their primary residence however does not have a vehicle. Notice negotiable.
- **Two-week Notice.** A recent sale where the stall has not yet been vacated but move is planned.
- **Two-Week Notice.** Tenant occupied suites.

Two-Week Notice. Owner whose suite is their primary residence, where their assigned stall is required for a resident meeting a priority criteria requirement

6. Storage Lockers

Storage lockers are part of the Common Property similar to the situation with parkade stalls. Owners will be assigned a single storage locker per suite by the Operations Supervisor, acting on behalf of the board

The storage locker area is strictly governed by provisions of the fire code. Flammables or corrosives and containers, which have held flammables or corrosives, are strictly prohibited. This would include any combustible fuel for camping stoves.

Additional storage lockers will be rented to residents, when available, based upon the following fee schedule and payment in advance: \$40.00 per month

Owners, who are living in their suites, but who do not use their locker, may rent their locker to tower residents only. Details of such arrangements must be provided, in writing, to the Operations Supervisor giving the name and phone number of the renter. Owners should note that all valuable belongings should be stored up above floor level to prevent potential damage in the event of leaks.

The Corporation is not responsible for any theft or damage of personal belongings stored in the lockers.

Townhouse owners have no right of access to storage lockers as they are deemed to not be part of their common property.

7. Pets

No owner shall keep a pet in the Tower that measures over 43 cm. (17 ins.) in height at the shoulder, except as may be medically required.

8. Violations and Fines

When in violation of the by-laws, fines may be levied at the discretion of the Board of Directors using the following guidelines:

In order to impose a fine it will be necessary to have at least two witnesses to the offence except in the case of parking violations, which are instead monitored by Tower I staff.

Parking

Violators will be given one written warning advising of the offence. For all subsequent offences, a \$50 fine will be imposed and/or the violator's vehicle will be towed at the violator's expense.

Noise

Violators will be given one written warning. Any subsequent offences will result in a \$200 fine.

Pets

Violators will be given one written warning. All subsequent offences will result in a \$100 fine.

Other

As it would be difficult and cumbersome to establish specific fines for all other possible by-law infractions the Board of Directors will deal with these violations as they arise on a case by case basis and impose appropriate fines at that time.

This document supersedes all previously published policy documents.
Approved By Resolution of the Board of Directors

Date: