CONDOMINIUM CORPORATION NO. 8310969

420 – 1100 8 AVE SW CALGARY AB T2P 3T8

WESTMOUNT PLACE

Reference Manual

Rules and Regulations of Westmount Place

Version 1.1

Prepared by the Westmount Place Board, Staff, Volunteers and the Communications Committee

November 25, 2011

Manual is available at www.westmountplacecalgary.org

Note: errors and omissions excepted. Please leave your comments and suggestions regarding the manual at the Front Security Desk. Thank you.

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Definitions

- *Act – means the CONDOMINIUM PROPERTY ACT, Revised Statutes of Alberta, 2000, Chapter C-22, as amended from time to time or any statute or statutes passed in substitution therefor.*
- *Bylaws or By-laws – means the By-laws of the Corporation, as amended from time to time.*
- *Children – Persons 15 years old and younger*
- *Condominium Corporation – see Corporation*
- *Corporation – means the Corporation constituted under the Act by the registration of the condominium plan whose legal name is "Condominium Corporation No. 831 0969".*
- *Owners –people who own suites/units or people who own the corporations that own suites/units in the building*
- *Resident(s) – An owner, renter, leaseholder, and the staff or staff contractors of the commercial owners.*
- *Swimming Pool Area –the area including the swimming pool and whirlpool.*

Fire Evacuation

Please do not phone the Front Security Desk.

Fire evacuation procedures, both a summary and detailed version are available on the www.westmountplacecalgary.org web site under the "Condo Documents" tab then the "Fire Safety" tab. Please obtain and review the document. Please print the summary for yourself.

Important Telephone Numbers

- *Emergency: Police, Fire Department or Ambulance – 911. If you call for these services, please also inform the Front Security Desk so that they can prepare for arrival of same, for example holding an elevator.*
- *Emergency After Hours: for building issues – 403-269-5151*
- *Non-life threatening Police matters – 403-266-1234*
- *Security – Front Desk – 403-269-5151*
- *Building Manager –403-269-4794*

Security

Security staff members are responsible for security, access, and receipt of courier packages. Notification is given to residents when an envelope or package arrives enabling them to pick it up at the front desk. Please treat the staff with respect and courtesy. If you have unresolved issues, please contact the building manager.

Emergency Access to Suites

Should emergency entry be required, Per Bylaw 3 a), the Corporation and its agents are not required to give 24-hour notice. More than one Westmount Place staff or board member should make entry. If keys are not available, (see "Suite Keys at Front Security Desk" below), suite doors may have to be forcibly opened.

Suite Keys at Front Security Desk

A policy is not available but owners may leave suite keys at the front desk to enable entry in an emergency.

Access Devices (Fobs)

- *Only OWNERS may purchase access security devices (fobs).*
- *Owners are responsible for the use of all access security devices issued to them until they are deactivated. Owners must advise the Front Security Desk of anyone with an access device that is no longer entitled to use it— for example, a former parking stall renter or suite renter.*
- *Owners may purchase access security devices (fobs) from the Front Security Desk personnel by agreeing to all the terms on the Access Security Device Purchase Agreement and signing it.*

Guests and Visitors

The Front Security Desk must obtain permission from residents to allow guests and visitors past the front desk to visit. It is important that the residents have their contact phone numbers listed at the Front Security Desk.

Smoking

- *There is No smoking in any public or common area of the building (for example the parkade, stairwells and recreational facilities).*
- *Adhere to City Smoking bylaws when smoking near the building.*

Common Area Courtesy

- *Please use lids on drinks as spills cause carpet stains that can be difficult to remove.*
- *Bulletin Boards: Please put a removal date on all notices posted on the Residents Bulletin Board beside the mailboxes. The removal date should be two weeks from date of posting.*

Balcony Etiquette

- *DO **NOT** feed or harbour birds of any kind.*
- *Do not push or sweep dust, dirt, leaves, snow, bird droppings or anything else off the balcony.*
- *Do not discard anything from the balcony, including cigarette and cigar butts and ashes.*
- *Please keep your balconies clear, clean and tidy. It is the responsibility of each owner to clean any bird droppings off their balcony, not building maintenance.*
- *Be careful to contain any runoff water from watering plants and flowers.*
- *Place only patio furniture on a balcony and secure it when not in use. Wind has caused furniture to blow off balconies, which is very dangerous.*
- *Be sure to clean up dropped flowers and plant leaves.*
- *Be sure to remove plants and weeds growing between any concrete slabs on exterior balconies.*

In-Suite Repairs and Maintenance

Authorized trade's people are required for all in-suite repairs and maintenance. The staff of Westmount Place may not do in-suite work.

Contractors, (authorized trade's people) must complete and sign the Contractor Authorization Form located under the Condo Documents tab, then the Policies and Procedures tab at the www.westmountplacecalgalry.org website. The form requires license information and has the requirement for $2 million dollar liability insurance. The building manager must approve the form to authorize the contractor.

The Front Security Desk has a list of qualified trades people authorized to work in the building.

*It is **important that you also contact the building manager** (leave a message at 403-269-4794 or if it is an emergency, please call Security at 403-269-5151) for the following reasons:*

- ***If you are unsure** whether the required maintenance or repair pertains to common property (the condominium corporation's responsibility) or to your suite only (your responsibility).*
- *If you are experiencing a **plumbing emergency** (e.g. unstoppable flow of water). Leaks may result in damage to more than one suite if not handled promptly.*

In-Suite Renovations

*Y**ou must clear all renovation plans with the building manager in writing.** The purpose is to insure that the changes you make to a suite will maintain the structural integrity of the building and not negatively affect its operation.*

- *If you are planning **changes to the water, electrical or HVAC (heating, ventilating, and air conditioning) systems,** we need to ensure that, your work will not compromise the rest of the building. For example, changing a toilet, valve or thermostat may seem like a simple operation; however, it could negatively affect the functioning of other suites*
- *If you need to **drill or hammer into the concrete floor or ceiling,** the building uses a post tension system and if you accidentally contact a rod, you may find yourself with a bill for tens of thousands of dollars to repair it.*

Please see the full "Renovation Information" documents under the "Condo Documents" tab on the www.westmountplacecalgry.org website.

As a courtesy to other residents, please post a notice of renovations, including dates and contact information, for nearby neighbors and perhaps also post on the bulletin board near the mailboxes.

Recycle

Recycle – Internal to Westmount Place

Recycling is available, and you are encouraged to make use of it, on the main floor in the loading dock area.

Recycle – External to Westmount Place

Staples Business Depot at 1215 9th Ave SW, phone 403-263-0200, does electronic recycling and you are encouraged to use this facility.

*The City of Calgary also provides recycling. Please contact The City of Calgary Waste & Recycli**ng** Services or call 311. The closest City of Calgary recycle bins are at Connaught, 813 11 Ave SW (East side of Safeway on 12th Ave and 8 St SW).*

Garbage

Garbage –Chutes on floors

*Please try to recycle first –see "Recycle" above. If you are unable to recycle your items, please bag them and place them in the garbage chutes located in the chute room on the west side of your floor. Chute garbage is destined for the landfill. For Styrofoam and any other items that will not **easily** fit down the chute, please take these items to the loading dock area. Please flatten all cardboard boxes you take to the loading dock area where you can place them in the recycle bin.*

Feathers and lightweight material: Please put these materials in sturdy bags before depositing in the garbage chute. The light materials create a mess, and plug the compactor and floor drains causing flooding during wash down cycles. Please consider taking shredded paper to either the loading dock area paper recycle bin or the City of Calgary Recycle Depot.

Be sure to put glass containers, such as large pickle jars in the recycle area in the loading dock. Glass jars are relatively heavy, wreak havoc with the chute, and cause excessive noise. Better still; just take such items down to the loading dock area.

Please use the garbage chutes only between the hours of 8:00 am and 9:00pm.

Garbage –Large items

Large items for disposal, such as TVs, mattresses, furniture etc. are the responsibility of the owner for disposal. Owners must make their own arrangements for the pickup of such materials. Please contact Front Security Desk to arrange to have the loading dock doors open for the pickup you arrange.

Leasing / Renting of Suites and Units

Per Bylaw Section 51, Leasing of Units, part a), the owner is to provide a document satisfactory to the board, signed by the lessee or renter (occupant), that the occupant will comply with the Condominium Property Act and the Bylaws of the Corporation.

The occupant, within twenty (20) days of occupancy, must provide to the Corporation, a certificate of insurance evidencing existence of an occupant's insurance policy.

Move In / Move Out Procedure

- *All moves into or out of the building must be pre-arranged with the Front Security Desk at least a week in advance. A security deposit cheque for five hundred dollars ($500.00) must be left with the Front Security Desk when arrangements are made. The full deposit will be refunded once areas such as the elevator, walls, loading dock, and carpets have been checked, there is no damage, and the area is clean. Any fees*

required for cleaning or damage repair will be deducted from the deposit. Additional fees may be required, depending on the damage.

- *Only one move can be scheduled at any one time. Elevator availability will dictate when moves can take place.*
- *Moves must take place only on Monday through Friday only from 09:00 – 12:00 and 1:00 pm – 4:00 pm.* ***NO WEEK-END MOVES ARE ALLOWED EXCEPT IN EXTRAORDINARY CIRCUMSTANCES AND WITH BOARD APPROVAL.***
- *All moves must take place using the Penthouse (#3) elevator only and elevator moving pads must be obtained through Front Security Desk. Movers are responsible for the installation and removal of elevator moving pads and for their return through the Front Security Desk.*
- *Security will place the elevator "on-service" at the appropriate time.*
- *All moving must take place through the loading dock and Front Security Desk will disarm the back door alarm as necessary.*
- *All cartons, boxes and packing materials must be disposed of by the individuals who have booked the move and the loading dock kept clear at all times. Cartons and boxes must be broken down and may be left in the recycle container at the loading dock.*
- *Movers shall limit their time on the loading dock to eight (8) hours (unless another time has been arranged) and park their vehicle to one side so as not to restrict access by others.*
- *Non-compliance with these procedures may result in an additional fine of up to three hundred dollars ($300.00).*
- *Owners/residents will be asked by Front Security Desk to complete the Move In/Move Out Registration form and a Suite Information and Access form so Condominium records can be kept up to date.*

NB ***All above conditions also apply to internal moves within the building.***

Delivery Procedures – Food and Other Items

Food deliveries are ***not*** *permitted past the Front Security Desk except in extraordinary circumstances, such as a health condition, which must be approved by the board. Residents will be called by the Security staff when food orders arrive and they must then proceed to the Front Security Desk to pick up their orders.*

For other deliveries:

- *Delivery staff must check in with the Front Security Desk to be given access to the building*
- *All residents expecting delivery of large items must notify Front Security Desk in advance so that suitable arrangements can be made and an elevator reserved if necessary*
- *Use of the front lobby entrance is limited to small easily transported items and must be authorized by Front Security Desk.*
- *The loading dock door must be used for all the following deliveries:*
    - *items requiring more than one person to carry or move them*
    - *building or renovation material regardless of size*
    - *furniture and appliances*
- *The Penthouse elevator (The West or #3 elevator) must be used for the following deliveries and have the elevator pads installed as directed by the Front Security Desk*

- *all furniture and appliances*
- *all building materials*

- *Suite owners will be charged for any damage caused by deliveries.*

Parking

Front Drive

*Parking in the front driveway is limited to **fifteen (15) minutes** duration and will be strictly enforced by Front Security Desk. Violators will be tagged and/or towed. **Residents are reminded not to berate security staff for enforcing the regulations**. Please direct complaints to the Westmount Place Board.*

Guest Parking

*There are **no** guest parking stalls available, sorry.*

Parkade Stalls

The board assigns suite owners (or in some cases there is a preexisting lease) exclusive use of underground parking stalls. Where a Parking Stall Lease Agreement exists, it *outlines the terms and conditions between the Lessee (Owner) and Lessor (Condo Corp). Section 58 of the Bylaws* – Privacy Areas and Parking Areas *outlines additional parking area terms and conditions. Only one vehicle may be parked in each parking stall and must be within the designated stall area.*

A motorcycle and a car can be parked in the same stall provided neither extends beyond the stall boundaries. Vehicles parked in non-designated areas are subject to being tagged and/or towed and Front Security Desk has full authority for enforcement.

Some parking stalls are for use by Westmount Place staff. Front Security Desk control the use of these stalls and can arrange to have unauthorized vehicles tagged and/or towed.

Section 62 of the Bylaws – Use and Occupancy Restrictions – *subsection (f) outlines the rules and regulations governing the use of all storage cabinets in the parkade. In addition, the Board of Directors passed a motion that further restricts the storage of items in stalls outside storage cabinets to: a broom, bicycles and a bundle buggy. Violation of these storage restrictions can result in removal of the improperly stored items without notice. Neither the Board of Directors nor the building management will assume any responsibility for lost or missing items from parkade stalls.*

*When the Parkade is scheduled to be cleaned notice will be given and Residents **must** remove vehicles and other items (except approved storage lockers) from their parking stall surface.*

Parkade – Access and Egress

Driving

- *The overhead parkade door is activated with the dual purpose building security fob. To ensure the overhead door does not close until your vehicle is clear, two sensors are located at the top of the parkade*

ramp, one on each side of the door. As a precaution, it is recommended that you keep the fob in your hand and use it as necessary until you clear the door.

- *Visibility is restricted as you exit the parkade so it is essential that you drive at a slow rate of speed so you can react to pedestrians. Because the two exterior brick columns create a potential blind spot for pedestrians on the sidewalk, all motorists must insure that the sidewalk is clear before proceeding.*
- *To enhance the Westmount Place building security, it is requested that all motorists stop when entering and exiting the parkade to let the overhead door close behind before they proceed. This will help to ensure there are no unauthorized entries. Your co-operation is appreciated.*
- *If you observe anyone entering or in the parkade that looks suspicious, **do not** approach the individual but call the Front Security Desk immediately.*
- *Do not leave any valuables visible in your car and be sure to lock your car and bicycle.*
- *Report any activity that looks suspicious to you at any time to the Front Security Desk.*

Walking to and from the Parkade

To improve security and safety, please walk through the main lobby when entering or leaving the parkade rather than walk up and down the ramp. In addition to your personal safety, having the door cycle through its timing sequences while walking in or out increases the security risk for the building.

Storage Rooms in the Parkade (Leasable)

- *There are a number of Storage Rooms available in the Parkade area that can be leased to residents on a first come first serve basis. Storage areas are available for lease through the building Manager. Lease agreements will be in accordance with the Exclusive Use Lease Agreements.*
- *The annual fees must be paid in advance by cheque payable to Westmount Place.*
- *One key will be issued for each storage room (except P4 West) and must be returned when the lease is terminated.*
- *No propane cylinders or explosive, dangerous, noxious, offensive, filthy or perishable materials can be stored in the leased Storage Rooms.*
- *All people leasing storage rooms must agree that in the case of an emergency, the Westmount Place staff as well as the Fire and Police Departments reserve the right to enter and inspect the leased space.*
- *If an Owner/renter defaults under any provision of these rules and the associated Condominium Bylaws and such default is not corrected to the satisfaction of the Corporation within seven (7) days after notice of such default has been given to such owner, the Corporation may terminate such owner's right to use the leased storage space. If an owner fails to remove all materials/property from the leased space within seven (7) days after a termination notice has been issued to such owner, the Corporation will dispose of the contents. Cost of disposal of such goods will be charged to the owner's account and a fine of up to two hundred and fifty dollars ($250.00) may be levied against the owner.*
- *The Corporation and staff does not assume any liability for lost or damaged items placed in the Storage Rooms.*

Recreation Facilities

Management and the Condominium Corporation do not accept responsibility for accidents or injuries which occur in any of the recreational or common areas of the building.

The use of the recreational facilities is intended for the benefit and use of all residents in accordance with the rules and regulations outlined below.

All users of the facilities are to use the facilities in strict accordance and compliance with the rules and regulations as set forth by the Board of Directors of the Condominium Corporation. Failure to adhere to the rules and regulations may result in suspension of privileges, charges for any damages caused and fines for inappropriate use.

- *First Offence –a warning and possible suspension of privileges for up to three months and a possible fine of one hundred dollars ($100.00).*
- *Second Offence –suspension of privileges for up to six months plus a fine of up to five hundred ($500.00) dollars.*

Employees are limited to one guest, for example a personal trainer or game partner when using the recreational facilities. "Employee" contractors are not permitted to bring guests.

Recreation facilities are generally available 24 hours except for the times when some areas are closed for cleaning.

Guests

- *Residents are responsible for the conduct of their guests.*
- *Residents must generally accompany guests throughout the building except when they are entering or leaving the building.*

Children (persons 15 years old and younger)

- *Children are not permitted to play in the halls, stairways, parking areas or anywhere in and around the building where they may endanger themselves or unnecessarily disturb other residents.*
- *Children must be adequately supervised so they will not present a disciplinary problem for residents or management.*
- *Children, unless they are entering or leaving the building for school, must be accompanied by an adult while on the common property or while using any portion of the recreational facilities.*

Locker Rooms in the Men's and Ladies Change Rooms

Permanent lockers and day lockers are located in the Men's and Ladies Change Rooms. Owners may place their own locks on a day locker but it must be removed at the end of the day. Day use locker violations will be subject to lock removal.

Permanent full size and half size lockers are available for rent on a yearly basis. Applications can be made through Front Security Desk. Rental fees are due in advance by cheque payable to Westmount Place. The rental agreements will typically have a one-year term but all agreements will end annually on December 31st. Each locker renter will be required to complete a Change Room Locker Agreement available from Front Security Desk

All permanent lockers have a combination lock installed. A fee will be charged for a lost or missing lock.

Neither the Board of Directors nor the Property Management will assume responsibility for any items missing from lockers.

Exercise Area (Gym)

- *Use of all equipment is at your own risk*
- *All users must comply with the posted Rules of Etiquette for the Exercise Room, which is in the Exercise Area and on the website, www.westmountplacecalgary.org.*
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries, which occur in any of the recreational or common areas of the building.*

Billiard Room

- *Use of the room is on a first come first served basis. Owners should restrict their usage to 60 minutes if others are waiting.*
- *No climbing on the table.*
- *Food and drink strictly prohibited.*
- *No massé shots.*
- *Please return the billiard balls to the proper baskets and cues to the proper racks.*
- *Children are absolutely prohibited from this area unless accompanied by an adult.*
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries, which occur in any of the recreational or common areas of the building.*

Sauna and Steam Rooms

- *Food and drink are strictly prohibited.*
- *Use with due care, caution and consideration for others.*
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries which occur in any of the recreational or common areas of the building.*

Swimming Pool and Whirlpool Area (Pool Area)

- ***WARNING –THERE IS NO LIFE GUARD ON DUTY –PERSONS USING THIS AREA DO SO AT THEIR OWN RISK**.*
- *All persons using either pool area must have a **cleansing shower** before entering the pool area.*
- *This area is reserved for adults from 9:00 pm to 10:00 pm daily.*
- *Due to possible contamination, children and others who wear diapers, including swimming diapers, are not allowed in the pool areas.*
- *All persons with head colds, communicable diseases or open cuts and sores must not use the pool area.*
- *Hairpins or other objects (metal or not) liable to cause damage to the equipment should not be worn or used in the pool area.*
- *Proper swim wear must be worn at all times, street clothing is not permitted.*
- *Floors are slippery when wet. Running is not allowed.*
- *Street footwear is not allowed.*
- *Food and drink are strictly prohibited except for water in a plastic or non-glass container. No glass except for eye glasses, are allowed in the pool area.*
- *Use of shampoo, oils, lotions and minerals are prohibited*

- *The pool area is a health and exercise area for all residents and should be used with due consideration for others at all times.*
- *Pool toys or floating devices may only be used where they do not interfere with others using the pool or where they will not cause damage of any kind.*
- *The pool area is closed for cleaning for one hour each day.*
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries which occur in any of the recreational or common areas of the building.*

Whirlpool Area

- *Use of shampoo, oils, lotions and minerals are prohibited.*
- *Do not use while under the influence of alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics, tranquilizers or inhibiting drugs.*
- *Use of the whirlpool can be harmful to elderly persons, those suffering from heart disease, diabetes, high or low blood pressure and varicose veins.*
- *Observe a reasonable time limit (for example 10 – 15 minutes) then shower, cool down and if you wish return for another brief visit.*
- *Long exposure may result in dizziness, nausea, or fainting.*
- *A shorter time period during pregnancy is recommended.*
- *Always enter slowly and cautiously.*
- *The Whirlpool area is closed for cleaning for one hour each day*
- ***NOTE: MAXIMUM SAFE WATER TEMPERATURE IS 104 DEGREES F. or 40 DEGREES C.***
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries which occur in any of the recreational or common areas of the building.*

Racquetball and Squash Courts

- *Bookings are to be made through the Front Security Desk in the main floor lobby.*
- *One booking per day is allowed to give everyone an equal opportunity to play.*
- *Proper athletic shoes to be worn on courts at all times. Shoes are not to mark or damage the courts.*
- *Food and drink strictly prohibited.*
- *Management and the Condominium Corporation do not accept responsibility for accidents or injuries which occur in any of the recreational or common areas of the building.*

Seasonal

- *Due to fire hazard, only **artificial** Christmas trees are allowed in Westmount Place.*
- *Generally social activities include a Stampede BBQ, and a Christmas Season Reception.*
- *Remember to light your balcony BBQ with the lid open!*
- ***Winter:** Leaving windows and balcony doors open in winter has caused extensive damage in the past by causing the heating system pipes to burst and water to run "very" freely. Please be sure your windows and doors are closed and that the heat is set to come on if it gets cold.*

Pets

Dogs and other pets are not allowed in Westmount Place. Per Bylaw 62 d) i, residents shall not keep or allow any animal, livestock, fowl or pet of any kind (other than birds or fish restrained at all times in enclosures) at any time to reside in his unit or on the common property.

Electric Vehicles

Westmount Place was not designed to allow for individual electrical connections or meters in the common areas. If you are thinking about acquiring an all-electric vehicle and charging it in the parkade, you must first obtain approval from the board.

Annual General Meeting (AGM)

The AGM is scheduled for the 3rd Tuesday of June.