

# Welcome to Deer Valley



Condominium Corporation Plan No. 082 7079

101 Deer Valley Drive

Leduc, AB T9E 0S3

<http://www.deervalleycondo.ca>

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# Welcome!

We are very proud of Deer Valley and it is our intention to provide a pleasant place to live while ensuring that all residents/owners comply with the bylaws.

“Condo Living is a lifestyle of community living and a partnership of all owners and tenants. Your cooperation and participation will ensure the integrity of your investment for you and your neighbors.”

Welcome to Deer Valley from the Deer Valley Gardens Condominium Board of Directors!



## Condominium Living

As a condo owner and/or tenant there are several items you should be aware of. We have listed a few answers to commonly asked questions. To fully understand your obligations as an owner/tenant, you should take the time to read through the Bylaws. These are the rules and regulations set out for condo living and as an owner/tenant, you are required to comply with these regulations.

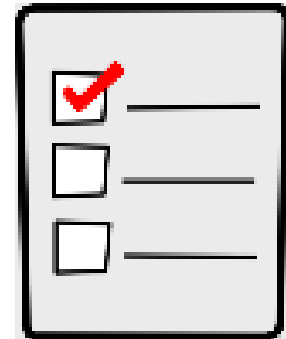
The Deer Valley Condominium Corporation operates under the Condominium Property Act for the Province of Alberta. This is a great resource for any questions you may have regarding condominium living.

### Important Contacts

- ✚ Magnum York [Magnum York Customer Service Portal](#)
- ✚ Oil City Towing 780-986-6088
- ✚ Deer Valley Board of Directors can be contacted through [Magnum York Customer Service Portal](#)

### New Owner Check List:

- Set up Utilities
- Get Insurance
- Read the Bylaws and the Condominium Property Act for the Province of Alberta
- Complete Pet Registration (if you have a pet) and send to Management Company
- Ensure condo fees are set up and paid



### » Unit Ownership

You own the interior of your unit and a portion of the common property. The unit is the exclusive private domain of the individual owner. This is the space defined by reference to floors, walls and ceilings. You also own a portion of the land, superstructure, and Driveway

You have exclusive use of the deck, driveway & your yard.

With the purchase of a unit each owner becomes a member of the Condominium Corporation, the purpose of which is to administer the affairs of the condominium and

manage the common property in the best interests of all owners. As its mini-government, the Board of Directors takes an active role in ensuring that owners clearly understand their rights and responsibilities. By facilitating the promotion of positive acts, attitude and involvement, it can ensure the continued economic and social success of the community.

### »» Parking

Your unit has a garage and driveway attached. As indicated on your title, this is where all owners/tenants park. There is also street parking available on the exterior street of the complex along Deer Valley Drive. **There is no parking on the streets within the complex.** If you park on the interior roads of the complex in the fire lanes, your vehicle will be towed without warning.

“Visitor” parking is limited to an eight-stall area at the 4 corners of the complex, and is clearly marked with signs. It is not acceptable for owners/tenants to park in the visitor parking. Please be aware that if an owner/tenant is found to be parking in the visitor parking, or your guest is parked there for longer than 24 hours, the vehicle will be towed. If your guest needs to be parked there for longer than the allotted time please contact a [Magnum York Customer Portal](#) to notify.



### »» Emergency Access Lanes

Deer Valley Emergency Access is clearly marked on the inner side of the roadway with appropriate signage. **THIS IS FOR EMERGENCY VEHICLES ONLY.** Anyone parking in Emergency Access is putting all residents and/or the complex as a whole in danger. Vehicles will be towed at the expense of the registered owner of the vehicle. There are no exceptions to this mandate!

### »» Insurance

You should purchase what is called **Comprehensive Condominium Coverage**. You are responsible for all coverage on not only your personal belongings but in addition to any improvements that have been done to the interior of your unit since it was built. This includes such items as flooring, appliances, window coverings, etc. If you are renting out your unit, ensure your tenant has coverage for their contents. The Condominium Corporation has insurance on the common property and the replacement of the units in

case of total destruction.

### »» Condominium Fees

In order for the Condominium Corporation and its Board of Directors to carry out the broad range of duties and responsibilities assigned to them under the Condominium Property Act of Alberta and the Bylaws, they need a source of income. This income comes from the contributions assessed on the unit owners by the Corporation, paid monthly by each owner. Your condominium fees go towards paying any bills associated with the operating costs of the corporation such as landscaping, snow removal, and repairs and maintenance of the common areas.

A portion of the condominium fees is deposited into a Capital Reserve Fund (savings account) for future replacements and major repairs or improvements.

### Condominium Fee Payment

The Property Management Company retained by the Board sends you a letter when you purchase your unit with all the details relating to your unit. Owners are obligated to pay their fees monthly, in full at the beginning of each month. Interest is charged on all outstanding balances past 30 days. Fee payment processes are outlined by the Property Management Company in the welcome letter.

### »» Board of Directors

The Board of Directors are owners or representatives of owners elected by those owners present at the Annual General Meeting. They are to manage the financial and physical affairs of the Condominium Corporation and are responsible for making the decisions regarding contracts, improvements and investments for the corporation. A list of the members of the Board of Directors is available at [www.deervalleycondo.ca](http://www.deervalleycondo.ca).

### Annual General Meeting (AGM)

The Condominium Property Act states that an AGM of the owners must be held annually, no later than 15 months apart. You will be advised by a notice in writing (prior to the meeting date) as to when and where the AGM will be held.

## »» Unit Issues

Problems should be addressed in writing through a service request on the [Magnum York Customer Service Portal](#). Your service request should include a detailed outline of your concern or problem, name and address along with a daytime phone number. All correspondence and/or requests will be presented to the Board of Directors at the next meeting. You will be contacted in writing or e-mail once a decision has been made. Any problems you experience within your unit are your responsibility. However, if it is a problem originating from the outside of the unit or if you are unclear as to the origin, a service request to [Magnum York Customer Service Portal](#). will clarify the responsibility. If there is an emergency situation that can cause harm to property – after hours call **780.482.1644** and fall the prompts heard on the automated response to contact the trained after hours call center.



## »» Property Manager

The Property Manager works with the Board of Directors on behalf of the owners. A professional manager provides advice and guidance to the Board concerning laws and regulations in running the Corporation. The Board makes their decisions based on all information available to them for the fair and proper management of the corporation. The management company is responsible for collecting the condo fees, paying the bills and providing financial reports. Site supervision, contractor contact, obtaining maintenance and repair quotes, addressing emergencies and issuing written communications are also among the responsibilities of the manager.

## » Privacy

The corporation and/or its' Agent may enter the unit without notice only in the event of an emergency. The owner/tenant must permit the corporation or its' Agent, at all reasonable times, with 24 hours' notice to enter the unit for the purpose of inspecting the unit or for maintaining, repairing pipes, plumbing, etc.

No owner/tenant shall trespass or permit any guest of his unit to trespass on any part of the property to which another owner/tenant is entitled to exclusive use such as patios, driveways and back yards.

## » Grounds Maintenance

The lawn care services are the responsibility of the condo board. This includes both the front lawns of each unit as well as the back yards. Those having pets must ensure that droppings are never left on the grass.

The board has the roadways plowed on a regular basis during the winter according to the amount of snowfall. However, snow shoveling of the exclusive use areas, such as steps, patios and driveways are to be done by the resident.

## » Waste Removal

Garbage is collected by a private contractor by way of contract with our board. This charge is included in your condo fees. Our pick up day for garbage is Wednesdays, please make sure your bins go out no earlier than Tuesday by 4:00 pm and are removed from the road no later than Wednesday evening.

Collection calendars are a valuable resource for keeping track of the proper cart to put out on collection day, special collections throughout the year, and tips for ensuring recyclables and waste are collected. New utility customers receive a full information package with a collection calendar when their curbside carts are delivered.

### [Collection Calendar for the Complex](#)

The City of Leduc has a new app call the **Recycle Coach App** that gives residents easier ways to track their collection days and products. **Can be downloaded from the**

**Apple app store or**



**Google playstore.**



Google play



If you have any questions regarding Restricted & Prohibited wastes at the Leduc & District Regional Waste Management Facility, please contact MCL Client Services at 780-420-1507.

## Rental Units

Owner's renting out their units will be charged a damage deposit equivalent of \$1,500 or 1 month's rent.

If you choose to rent your unit, you are responsible for the actions of your tenants. All tenants must have a copy of the Condo Bylaws. Copies are available from the Property Management Company for a fee if you have misplaced yours or are available on the Deer Valley Condo website: [www.deervalleycondo.ca](http://www.deervalleycondo.ca)

Your tenants must comply with all the bylaws during their residency in the complex. Any deviation of the bylaws could result in a fine being levied against you as the owner and thereby responsible for them. The Condo Corporation through the Board of Directors has the right to evict your tenant under the guidelines of the Condominium Property Act of Alberta if they contravene the bylaws.

## Occupation and Use of Units

The purpose of this section is to provide a general outline of rules and regulations that owners/tenants unknowingly may be in non-compliance. Please refer to the Condo Bylaws for further details relating to these and other bylaws.

### » Alterations

- You cannot make any alterations, additions, changes or installations to the outside of the unit, including landscaping, without prior consent in writing of the Board. Any alteration requests must be sent in writing by filling out the "Unit Alteration/Renovation Application Form" on the Deer Valley Condo website ([www.deervalleycondo.ca](http://www.deervalleycondo.ca)) and submitted to [Magnum York Customer Service Portal](#).

- ✚ No alterations shall be made to the ceilings, partition walls, load-bearing walls and windows or doors
- ✚ No changes to plumbing, drainage systems or electrical systems without Board approval as these changes could affect other units in the complex.
- ✚ Satellite dishes and window air conditioners are not permitted. External A/C units are considered Alterations and require board approval.

### » Utilities

- ✚ Owners are responsible for the repair and maintenance of their unit and for the care and maintenance of the fixtures within and on the outside of their unit.
- ✚ Owners are responsible for all utilities except garbage collection

### » Decks

- ✚ The decks are considered common property but the owners/tenants have exclusive use of this area. We ask that all decks be kept neat and clean. The decks are not to be used for storage but may hold seasonal items ie. Bikes and patio furniture in the summer.
- ✚ Owners are responsible for the maintenance and staining of decks on a bi-yearly basis.
- ✚ No laundry shall be hung on the decks or out any windows.
- ✚ Garbage and recycling are not to be stored on or beside decks.

### » Construction

Please inform your neighbors of your renovation plans so they know that the noise is temporary. The City of Leduc Noise Bylaw is in effect from 11:00PM to 6:00 a.m. daily.

### » Signs and Sales

Signage of any kind is **not** permitted to be placed on any part of the unit or common property. **For Sale signs may be placed at the entrance to the complex only.**

## » Pets

Written permission from the Board is required if you want to have a cat or a dog. You must keep your pet droppings picked up at all times. Failure to do either may result in a fine against you.

From time to time, the Board of Directors may ask for volunteers to help out with some of the odd jobs around the complex. Extra hands are always welcome and appreciated. If you are interested, please contact the board at [deervalleycondo101@gmail.com](mailto:deervalleycondo101@gmail.com).

