

# Carefree Resort on Gleniffer Lake

## Policy Statements

May 2017

(updated and/or reworded in 2017 – highlighted)

The purpose of these statements is to give the owners an understanding of the requirements that have become policy through decisions made by the Board of Directors in discretionary areas of the By-laws.

The publishing of these policies will better enable the Board of Directors acting through the Board or its delegate(s) (s) (and/or an authorized body such as the By-law Committee) to better administer and enforce the By-laws.

Should there be a conflict between these policy statements and guidelines, and the By-laws of The Owners: Condominium Plan No. 862 1413 as amended, the By-laws of The Owners: Condominium Plan No. 862 1413 shall prevail.

### **Access Cards / ID Cards**

As decided by the Owners at the Annual General Meeting on June 16, 2007 the following policy will apply for access cards.

1. Owners will be able to obtain up to six (6) gate access cards per lot.
2. Owners that want more than 6 access cards in total will be entitled to purchase additional cards at a cost of \$25.00 each
3. All GATE ACCESS cards MUST have photo identification affixed to the card which identifies the card holder.

### **Advertising:**

The following rates take effect September 21, 2011 and are subject to change without notice:

#### **BULLETIN BOARD**

1. ¼ page printed ad with no picture - \$5.00 per month
2. ½ page printed ad with picture - \$15.00 per month (picture supplied by owner in jpeg format (email or floppy backup)).

#### **NEWSLETTER:**

1. \$20.00 per issue - Business Card.
2. \$35.00 per issue - Quarter Page.
3. \$50.00 per issue - Half Page.
4. \$80.00 per issue - Full Page

**WEBSITE:**

1. Printed ad (including ½ page bulletin board ad) with maximum of 100 words.  
\$36.00 set up and first 30 days  
\$26.00 each additional 30 days
2. Printed ad (including ½ page bulletin board ad) with maximum of 100 words and a maximum of two pictures supplied by owner in jpeg format (email or floppy backup). Each additional picture \$20 to a maximum of four total.  
\$60.00 setup and first 30 days  
\$45.00 each additional 30 days
3. Printed ad (including ½ page bulletin board ad) with maximum of 100 words and a maximum of one picture and an additional link to separate page showing up to 10 additional pictures supplied by owner in jpeg format (email or floppy backup).  
\$130.00 setup and first 30 days  
\$ 65.00 each additional 30 days
4. Hyperlinks to commercial sites (ie: Realtors, Service Providers)  
\$425.00 setup with 1 year minimum  
\$350.00 Annual Cost
5. Changes to any website ad will be charged a minimum of \$25.00.

A predetermined standard format will be used for all advertising to ensure uniformity and cost effectiveness.

No refunds for cancellations after posting to website or during any 30 day period.

Advertising rates are posted in the Carefree Resort Office and on the Website. Rates are subject to change without notice.

**Architectural Principles**

To provide guidance to lot owners for improvements in landscaping, architecture and sustainable development. A development permit must be submitted and written approval may be required from the Board of Directors.

The primary purpose is to encourage and maintain an open, green environment at Carefree:

1. Chain link fence is the only fence style permitted (see Bylaws 37.6). Privacy slats are the only approved addition to a chain link fences. No other form of fence is endorsed.
2. For yard privacy or windbreak purposes, shrubs and trees (except trees with deep root systems) are endorsed. (see Yard Accent Structures)
3. Maintenance free lattice may be used for privacy on decks only (definition of deck means above ground level).
4. All exterior materials must be maintenance free.

The Board of Directors has discretion to approve or reject any development permits that are outside these guidelines.

### **Awnings - Permanent**

1. Awnings of a permanent nature shall be of aluminum or steel frame construction, commercially manufactured and constructed so as to be adjacent to the recreation vehicle.
2. No awning placed or erected on a Unit may cover an area greater than five hundred (500) square feet without the express written approval of the Board of Directors.
3. The owner/applicant is advised that the approval of the development permit does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code.
4. For oversized see – Oversized Awnings, Decks, and Screened Enclosures.
5. The exception being that owners with 12' and 14' foot wide park model trailers with pitched roofs and no slide outs may build pitched roofs to tie into the existing roofline. Such roof extensions must be constructed of engineered trusses suitable for the application and be covered with asphalt shingles to match the existing unit.

### **Bicycle Helmets**

It is recommended that everyone (especially kids) wear protective headgear while riding bicycles or skateboards, etc. on the roads and pathways in Carefree Resort.

### **Board Meeting Minutes**

After consulting, the Corporations legal counsel and the Alberta Privacy Commissioner the Board was informed that disclosure of Personal Information is not permitted due to the following types of legislation Carefree By-laws, Condominium Act, Personal Information Act & Freedom of Information and Protection of Privacy Act.

The Board has decided that the identity of Owners who are late in paying their fees, or who have matters before the Board such as complaints about their neighbors or complaints against themselves remain confidential.

The latest approved minutes of Board meetings will be posted on the bulletin board for owners to read. In addition, we will provide copies of past-approved minutes to those Owners who request them in writing. However, in both cases, any information that could identify an owner or third party will be “blacked out” to protect the identity and privacy of that person. This, of course, excludes Board Members whose identity is considered “public”.

Any owner wishing to read or receive copies of archived Board Meeting minutes must make a request in writing and submit the request to the Resort office that will in turn provide the owner with copies of the minutes requested at a cost of \$25.00 per copy.

### **Building Permits (See: Development Permits)**

### **By-law Enforcement Procedures (Guideline Only)**

1. All conversations or meetings between the Board of Directors or its delegate(s) and owners concerning By-law Infractions must be documented and filed in the owner's file.
2. The Board or its delegate(s) will address the infraction by a personal meeting, phone, email or regular mail.
3. The Board or its delegate(s) should deal with the infraction as quickly as possible.
4. When the infraction is of a construction or renovation nature the owner should be given 14 days to correct the infraction. If the Owner requires more than 14 days to correct the infraction they must submit their reason and the number of extension days requested on an action request form.
5. When the infraction is of a small issue such as tents, dog barking, pets not on leash, etc. the infraction should be corrected immediately by the Board or its delegate(s).
6. When the owner is uncooperative and does not respond by the allocated time for the construction or renovation infraction, a letter will be prepared by the Board or its delegate(s) and sent registered for the \$25.00 fee. The body of the letter will include:
  - a. The By-law,
  - b. The By-law infraction,
  - c. The date of first contact.
  - d. The result of the first contact, and subsequent contacts,
  - e. As the infraction was not completed or corrected within the specified time frame The Board of Directors may be forwarding all documentation to our Lawyer for further action.

### **Cement Driveways**

Cement driveways may be extended to the roadway provided a cut line is inserted between the common land the owner's property line and the owner enters into a Letter of Understanding with the Resort outlining future considerations related to the removal and/or replacement costs.

### **Clubhouse Events**

The Board of Directors in writing must approve all commercial events in the Clubhouse and a fee of \$200.00 will be charged for each event, and the event will not be exclusive. All other events may be charged \$100.00 (refundable damage deposit) for the use of

the clubhouse area. Effective January 1, 2008 events at the Clubhouse shall be limited to one day at a time. This must comply with the current Clubhouse Event Agreement and Social Event Guidelines – Hours and Liquor Service. Over-night events will not be permitted during high season.

Over-night events can be accommodated in the off-season provided there is no alcohol permitted and written approval is received from the Board of Directors. The normal refundable damage deposit previously mentioned will apply.

### **Common Areas**

The rules and regulations posted in the Swimming Pool area, the Sauna, and in all areas of common property will be enforced under these conditions as well, since each area falls under the Board Discretionary Control of a specific By-law (37.4).

### **Common Facilities**

1. An Owner may entertain up to twenty (20) family members as guests on a single weekday (Monday through Friday) unless the Monday or Friday is a Holiday, for the purpose of a Family Celebration.
2. The Owner shall make a written notice of the plans to the Manager not less than ten (10) days prior to the date of the Celebration and shall have all guests leave their vehicles in the parking area outside of the Resort gate.
3. The Owner shall adhere to, and assure that all guests adhere to all By-laws, in particular 37.2(e), (g) and (w).
4. The Board reserves the right to limit the number of Celebrations scheduled on a weekly basis during the months of May, June, July and August.
5. A one hundred (\$100.00) dollars refundable deposit will be charged at the discretion of the Board or its delegate(s) (s). The refund is subject to satisfactory inspection by the Board or alternates.

### **Confidentiality Agreement**

All employees of and/or contractor employees of Carefree Resort on Gleniffer Lake (The Owners: Condominium Plan No. 862 1413) shall sign a Confidentiality Agreement upon commencement of employment or employment contract.

### **Construction (Also see: NOISE)**

Any construction that would use hand tools, power tools, etc. or any tool that would be an annoyance to other owners is not allowed between 9:00 p.m. and 9:00 a.m.

All owners are entitled to the quiet enjoyment of the Resort.

## **Contractor's - Workers' Compensation and Liability Insurance**

All contractors employed or contracted by the Corporation must register with the Manager and provide proof of Workers' Compensation (including a clearance letter) and Liability Insurance before they are permitted to work for and within Carefree Resort.

## **Corporation Equipment and/or Tools**

The use of Corporation Equipment and/or Tools shall be limited to the personnel directly employed or contracted by the Corporation and with the express authority of the Resort Manager (s) only.

## **Deck Enclosures**

The following criterion has been approved for enclosures:

- 1a. Commercially Manufactured Enclosures: All plans for commercially manufactured aluminum walls must be submitted by the owner in writing along with a picture, diagram, etc. as well as material components before a development permit will be issued. Written approval will be required from the Board of Directors.
- 1b. Non-manufactured (wood, stick framed, etc.) enclosures: All plans for non-manufactured enclosures must be submitted by the owner in writing, along with architectural drawings/blueprints, pictures, diagrams, list of materials, etc. to an accredited inspection authority (hereinafter referred to as building permits), authorized by the County of Red Deer, for the proper building, electrical, plumbing and any other permits deemed necessary by the authority. A copy of all building permits and plans must be attached to the development permit application for the further approval of the Board of Directors of Carefree Resort. All inspection reports for enclosures must be supplied to the resort office to be placed in the lot owner's file. Failure to follow these procedures will cause a stop work order to be put in place and a possible fine.
2. The Board of Directors reserves the right to revoke its approval at any time if enclosure is not constructed in accordance with their approval.
3. To comply with Alberta Safety Codes and to maintain RV Resort status with the County, all constructed deck enclosures will require an interior wall (fourth wall) to support trusses which can no longer extend over the roof of any CSA unit. The County of Red Deer has approved Carefree as a three-season resort. One of its legal requirements is that only qualified RV's can be in the Resort, not stand-alone structures that can be used as cottages. The purpose of this policy is to prevent Owners from using their RV deck enclosure as a cottage in the absence of their approved RV unit.
4. When there is a fourth wall for moveable trailers, more than 50% of the 4th wall must be removable or in the form of doors. Trailer furnace and stove exhausts cannot exhaust between the fourth wall and the RV unit. Any extension over the

trailer cannot exceed 6 inches. Written approval for the fourth wall requires approval from the Board of Directors. The Board of Directors reserves the right to revoke its approval at any time if the fourth wall is not constructed in accordance with their approval.

5. Maximum size will be 250 square feet. Enclosures over 250 square feet require the written approval of the Board of Directors.
6. Construction will start from the floor up, which will require the removal of current railings.
7. All exterior materials (other than glass) will be aluminum or color coordinated vinyl with the exception of approved filler panels. For safety purposes it is recommended that laminated or safety glass be used. Owners may build deck enclosures of comparable material to the RV. The exterior of the deck enclosure must be maintenance-free and match the existing finish of the RV. The overall average of each wall must have a minimum of 60% glass, with Board discretion.
8. All roofs will be no less quality than is now permitted for awnings, with the exception when Owners build pitched roofs to tie into the existing roofline. Such roof extensions must be constructed of engineered trusses suitable for the application and be covered with asphalt shingles to match the existing unit.
9. All doors will be aluminum or metal covered. Sliding glass patio doors are acceptable.
10. All exterior components must be commercially manufactured materials.
11. For safety reasons, any exhaust from furnaces or gas appliances may not be directed toward or into the deck enclosure. Such appliances must be disabled or the exhaust directed away by a professional contractor.
12. The owner/applicant is advised that the approval of the development permit does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code.
13. For oversized, see – Oversized Awnings, Decks, and Screened Enclosures.

### **Deck Enclosures – Oversized**

See: Oversized Awnings, Decks, and Screened Enclosures

### **Delinquent Accounts**

1. A service fee of \$5.00 per month plus 12% interest will be charged on all overdue accounts.
2. Owners requiring extensions can approach the site manager. Extensions will require postdated cheques.
3. A service charge of \$25.00 will be assessed for NSF cheques, stop payments, closed accounts, registered letter fees, etc. etc.
4. If payment is not received within sixty (60) days of the due date, a registered letter for lock out notice will be sent. The utilities will be disconnected fifteen (15) days after the notice is sent. Unauthorized removal of locks will result in further fines and disciplinary action.

5. Access to all common areas will be restricted upon lock out.
6. Carefree Resort on Gleniffer Lake assumes no responsibility for any damages from disruption of utilities.
7. A service charge of \$100.00 will be charged for the first reconnection of utilities and removal of locks. For each subsequent reconnection of utilities and removal of locks the charge will be \$250.00.
8. The Board of Directors, at their discretion, will commence foreclosure proceedings against any Owner whose account is in arrears.

### **Development Permit**

No Development Permit will be issued to any owner whose account balance is not current. That is greater than 30 (thirty) days overdue.

Owners requesting work on their property to be performed by Resort staff or contractors at the owner's expense must be paid in advance to purchase order/development permit being issued.

#### **Development Permit Committee**

This committee was formed to assist in expediting the Development Permit process. The committee will review all permits that require authorization or approval from the Board. Upon completion of site and documentation inspection, the permit application will be forwarded to the Board for consideration.

#### **Do I need a Development Permit from Red Deer County?**

It is the requirement of each Owner to verify directly with Red Deer County if a Development Permit is required by the County.

#### **What is a Development Permit? When is it needed?**

When you are planning to remove or replace a Recreation Vehicle; erect a deck Enclosure or awning, construct a fence, or shed; build a deck, landing or patio; Install or upgrade an existing propane system; or undertake any construction or Renovation; then you require a Development Permit. A Development Permit authorizes you to make these changes.

#### **What must I submit for a Development Permit?**

You must begin with a Development Permit Application form which is available from the Resort office - Telephone (403) 227-2100, or Fax (403) 227-2107 or Email: info@carefreeresort.com.

Your plans must show the details of the changes or additions including a materials list, site location, floor and site plans which must be clear and legible.

#### **Processing your Development Permit Application**

Once your application is completed and submitted, we will review the plans to ensure that your development meets all necessary requirements.

If the application falls within the guidelines a Development Permit will be issued. The Board or its delegate will endeavor to process the application as quickly as

possible. The normal processing time allocated is seven days to 30 days. Once approved you may commence your development.

### **Appealing a decision**

If you are not satisfied with the application decision or conditions of approval you may appeal this decision to the Board of Directors. The appeal must be in writing detailing the objection and accompanied by all pertinent information. Ten copies of the appeal are required with a full set of photos of your existing unit.

A personal presentation at a Board Meeting is at the discretion of the Board of Directors.

### **How long is my Development Permit good for?**

Once your Development Permit has been approved you have forty-five (45) days to complete your development. Extensions may be granted in certain circumstances upon written request.

A staff member will inspect the project during the construction phase from time to time and a final inspection will be done upon completion. Deficiencies or non-conformities will be corrected within a reasonable time of being notified as determined by Management or the Board of Directors.

### **Other considerations**

Due to safety concerns new Park Model trailers will not be permitted to enter the park on Saturday, Sunday or Holidays.

Total square footage of the recreational vehicle or recreational vehicle park-model with decks, sunrooms, sheds and other amenities (structures) shall not cover more than 60% (sixty percent) of a condominium unit (lot).

Before any park model is allowed in the Resort, the owner must provide Carefree with an accredited survey report showing the pin locates for the lot.

Effective March 23, 2010 all recreational vehicles or recreational vehicles park models must be placed a minimum of two (2) feet from the property line.

All decks must be set back a minimum of 10 feet from the opposite property line. (The exception being if that side is facing Common Property, then Board discretion may apply.)

Owners are advised to familiarize themselves with Carefree's By-laws and Policy Statements that govern development within Carefree Resort on Gleniffer Lake and which will provide basis for any decision on a Development Permit.

Owners/Applicants are advised that the approval of any Development Permit does not in any way exempt the owner/applicants from complying with the requirements of the Alberta Building Code, or any other applicable code.

All new Recreational Vehicles over 24 feet long, including 12' wide park models will be inspected at the front entrance gate by a Carefree staff member. A Carefree staff member must be present on the lot to ensure proper placement and protection of Common Area Property.

### **Electrical Pedestals**

1. Electrical Pedestals in Carefree Resort on Gleniffer Lake are part of the Common Property.
2. Alterations and/or changes to these electrical pedestals are prohibited unless the Board of Directors gives express permission in writing.
3. The owner/applicant is advised that approval does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code
4. Effective June 13, 2007, when a lot owner places on his lot a CSA Z241 Park Model the Resort will install a new electrical pedestal or equivalent wiring at the Owners expense.
5. Effective January 1, 2008 all new electrical pedestals are to be placed within 12 inches from the property lines as approved by the general manager and installed at a flat rate cost (negotiated with the supplier) payable by each owner in advance.

### **Electrical Pedestals and/or Owners Electrical Connections – Unsafe**

1. When management deems that the electrical pedestal at a particular unit is unsafe because of alterations made by the owner (tipping over pedestals to allow their trailer over top) management will hire the appropriate licensed persons to correct the unsafe condition and/or relocate the pedestal. The total cost of repairs or replacement will be charged to the owner of the unit.
2. When management deems that the electrical connections (wires or plugs) connected to a pedestal to be unsafe, management will notify the owner immediately.
3. Management has discretion to allow the owner a specified time period to correct this unsafe condition or to terminate the utilities immediately.
4. In the event the owner does not make the repairs within this specified time the utilities to the owner's unit will be terminated until such time that the connection is safe.

### **Encroachments**

If owners are found to be encroaching on Common Property, owners will have to remedy the situation within 60 days (subject to Board discretion).

## **Employee Privileges**

ALL STAFF and his/her family and guests will be allowed the privilege of using all common areas and facilities of Carefree Resort on Gleniffer Lake as they would if they were owners; and they will be governed by the By-laws and policies, as are the owners of Carefree Resort on Gleniffer Lake.

## **Fireplaces, Solid-Fuel Burning Stoves, Ranges and Space Heaters**

All installations of fireplaces, solid-fuel burning stoves, ranges and space heaters must conform to the **Alberta Building Code 1997** and specifically **Part 6: Heating, Ventilating and Air Conditioning** including Section 6.1 General, Section 6.2 Design and Installation Section, 6.3 Chimneys and Venting Equipment; and **Part 9: Housing and Small Buildings** including Section 9.22; and any other Parts and Sections within the Alberta Building Code 1997.

After installation, the unit must be inspected by an authorized and licensed inspector at the cost of the owner and a copy of the report must be provided to management, which will be attached to the development permit on the owner's file.

## **Fires – Outside**

1. Open burning for cooking or recreational purposes is allowed provided it is contained within a non-combustible receptacle.
2. When in use, such receptacles shall be located no less than four (4) feet from buildings or other structures.
3. Any fire shall be kept to a reasonable size so that it does not endanger or cause any objectionable effect on nearby property.
4. Dry clean burning materials only shall fuel a fire.
5. No leaves, yard refuse or garbage are to be burnt.
6. If, in the opinion of the Resort Manager (s) or any officer of Carefree Resort on Gleniffer Lake, a fire does not comply with 1, 2, 3 or 4 above; the Resort Manager (s) or any officer of Carefree Resort on Gleniffer Lake may extinguish the fire, order the receptacle relocated or have the receptacle or burning materials removed from the property.
7. When the County of Red Deer has a ban on fires then Carefree Resort of Gleniffer Lake will also have a ban on as per the County By-law.
8. Open fires in Carefree Resort may be prohibited or banned any time at the sole discretion of the Resort Manager (s) of Carefree Resort or in his/her absence by the sole discretion of the Resident Maintenance Person and/or by the sole discretion of the Safety Committee.

## **Generators - Portable**

1. Portable Generators are not allowed to be used within Carefree Resort except during power failures for emergency back-up power use only.
2. Generators are used by Carefree Resort Staff for general and emergency operations, this use is permitted.

## **Golf Carts:**

The following governs the use of golf carts within Carefree Resort on Gleniffer Lake:

1. Golf Carts can be either gasoline or electric,
2. Electric Carts will be surcharged \$50.00 per year,
3. Golf Carts must have Permit & Decals issued by the Board or its delegate(s). Only decals issued by the Resort are acceptable. Golf Carts will be operated only by persons with a valid Driver's License,
4. Golf Carts will be operated on roads only, within Carefree Resort on Gleniffer Lake and not on the common grassed areas and/or pathways,
5. Golf Carts used after dark must be equipped with permanent head lights.
6. Owners must produce proof of Liability Insurance,
7. Pedestrians have right of way in Carefree Resort.
8. Golf Carts operated by management, staff and security have unlimited access on common area within Carefree Resort.
9. All passengers must be seated on appropriate seating.
10. Golf carts must always be operated in a safe and diligent manner.

One decal shall be affixed to the each side of the golf cart and must be visible at all times. The cost of the permit and decals is \$10.00 (one-time fee) and is transferable at no cost. The owner will be required to sign an application form stating that he will be responsible for any and all operators of the golf cart.

Headlights are required for all golf carts driven at night. If a golf cart is being driven at night without headlights, Security will escort the driver back to their lot and if the offence occurs again, a fine will be imposed.

Three violations are in effect for all golf carts:

- 1st Offence - \$25.00 penalty
- 2nd Offence - \$50.00 penalty
- 3rd Offence - \$100.00 penalty and removal of golf cart from the Resort.

All 3 (three) wheeled golf carts will not be allowed in Carefree Resort. Currently registered, existing 3 (three) wheeled carts will be grandfathered and be allowed to remain in the Resort.

## **Heavy Equipment**

Contractors and Owners using heavy equipment such as bobcats, paving equipment and trucks that exceed one ton will not be allowed to work on weekends (including Fridays and Mondays that are statutory holidays). The exception being in an emergency situation such as water and/or sewer line breaks and must be approved by the Board or its delegates. This policy applies only during the peak season from May long weekend thru Thanksgiving long weekend and is subject to Board discretion.

## **Hot Tubs**

Owners wishing to install and use a hot tub within Carefree Resort must apply to the Board of Directors for permission prior to installation.

1. Hot tubs must only be mounted on a patio deck.
2. Hot tub heaters must be propane or 110 volt electric.
3. All electric requirements must be satisfied by the power from the unit housing the hot tub. No additional power source is allowed.
4. Lot owners must upgrade to the new, modern pedestal (if they haven't already) at lot owner's expense.
5. They must sign an acknowledgement that they are aware they only have 30 amp service, and this could result in having to eliminate other "power drains" to their unit in order to effectively manage on 30 amps.
6. The Resort will not be responsible for power outages or their remedy if their breakers blow as a direct or indirect result of the addition of the hot tub.
7. The Board of Directors reserves the right to review power drains of these hot tubs, and if necessary, issue a "blanket surcharge" to all hot tub owners.
8. Hot Tubs will be surcharged \$100.00 per year.

## **ID Cards (see Access Cards)**

## **Labour and call out charges**

LABOUR RATES: When Carefree Resort on Gleniffer Lake charges for work or services the charges will be \$55.00 per hour, per man, plus parts and plus equipment, unless a preset price for a specific job has been established by the Board of Directors.(example: water pipe extensions)

AFTER HOURS CALL OUT CHARGE: When Carefree Resort on Gleniffer Lake charges for an after hour call out there will be a minimum of one (1) hour or \$35.00 per man with the normal labour rates to apply for additional time.

## **Lawn Mowing or Grass Cutting** (Also see: NOISE)

Lawn moving and grass cutting is not allowed between 9:00 p.m. and 9:00 a.m. All owners are entitled to the quiet enjoyment of the Resort.

If you are depositing your grass clippings in the Resort's garbage bins, they must be bagged and tied.

### **Legal Action**

The Board of Directors must request a meeting with any lot owner before seeking any legal action with that lot owner.

### **Lot Deficiencies**

1. If the Board of Directors or its delegate(s) deem it necessary to cut grass, clean driveways, remove weeds or perform general unit clean up on any owner's property, the owner will be charged Seventy Five (\$75.00) dollars for the first offense and One Hundred (\$100.00) dollars for each additional offence.
2. The offence fee will be added to their account. If the amounts are not paid, the account will be treated as a delinquent account.

Note: The above penalties are listed as guidelines only and the Board of Directors may assess a penalty per offence to a maximum of Two Hundred (\$200.00) dollars and/or deny access to common areas.

### **Lot/Unit Numbers**

1. Effective May 31, 2003 all lots/units must have the lot/unit number fully visible on the front of their lot or unit. Numbers shall be a minimum of 4 inches high.
2. In the absence of this number being installed or displayed by the owner a generic lot/unit number will be supplied and installed at a cost of \$25.00 to the owner.

### **Minutes of Board Meetings**

1. Copies of the minutes of current Board of Directors meetings will be posted on the office bulletin board and copies will be available to all lot owners.
2. Any copies of archived minutes will be available at a cost of \$25.00 per meeting copy and be supplied at a reasonable time as to be determined by management.
3. All copies will be supplied with personal information protection as per the Condominium Act and the Personal Information Privacy Act.

### **Motorcycles/Off Road Vehicles**

1. The Board or Management may grant an owner permission to bring a maximum of two in any combination of quads, off road vehicles, ATV's or trail bikes into the Resort providing they are on a trailer or in the back of a truck and that they are not to be offloaded or started while in the Resort. This approval will be granted only to the registered lot owner. No guest or visitor will be permitted to bring any of the above noted vehicles into the Resort.

2. Carefree Lot Owners only will be permitted to bring their highway street bikes, only licensed and registered with a threshold minimum of 500cc, into the Resort. Any person who attends the resort by motorcycle and who are not owners must continue to use the current policy where motorcycles cannot enter the resort.
3. All Carefree Owners motorcycles must be registered with the office.
4. Motorcycles are only to be ridden from the entrance gates of the Resort to owner's properties. The motorcycles are NOT to be used for pleasure riding around the Resort and when in use, will maintain the posted speed limit in the resort.
5. All policies currently governing Carefree Resort will apply; i.e.: Rules associated with golf carts, noise and speed limits in accordance with the specified penalties.
6. At the discretion of the Board, should any of these conditions be compromised, approval of this policy can be rescinded at any time.

**NOISE** (Also see: Construction and Lawn Mowing / Grass Cutting)

1. The owner shall ensure that limitations on noise or disturbances on his unit are strictly enforced between 11:30 p.m. and 8:00 a.m.
2. It is an essential requirement of Carefree Resort on Gleniffer Lake that everyone be particularly considerate of the comfort and convenience of his neighbors.
3. Radio, television or similar equipment shall be kept at levels which will not at any time annoy or disturb other occupants.
4. No loud or boisterous parties or noises will be permitted and no parties will be permitted at any time, which may violate this regulation.
5. All owners are entitled to the quiet enjoyment of the Resort.
6. Barking dogs will not be tolerated.
7. The Board encourages owners to make every effort to ensure air conditioning units are muffled or diverted so the noise does not interfere with the comfort of their neighbors. If adjustments cannot be made, owners are encouraged to make an effort to run their air conditioners on an as-need-basis in consideration of their neighbor's comfort.

**Schedule A**

Pursuant to this policy penalties shall be levied according to the following:

	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> & subsequent
Following validation by the General Manager and subject to Board discretion	\$ 50.00	\$100.00	\$ 200.00

In addition, ongoing offences can/will include a maximum fine and the implementation of By-law 34.1(b).

## **Oversized Awnings, Decks, and Screened Enclosures**

The Board requires that in cases of an oversized deck and/or awning, the following concerns be met:

1. The neighbors whose view and/or side yard may be affected shall be asked by the applicant to sign letters stating that they do not object to the plans.
2. That adequate side, front and back yards are maintained on a unit. Should these conditions (accompanied by full drawing of the deck and awning, showing site plans and placement, as well as dimensions and material list) be met, the Resort Manager (s) can approve decks and awnings up to five hundred (500) square feet in total size.
3. Applications which have not met the conditions or which, in the eyes of the manager, are inappropriate will be held in abeyance until presented to a Meeting of the Board of Directors.
4. The Board will allow screened enclosures to be permanent structures. Two types of screens have been approved – a. Framed screens (vinyl or painted aluminum) to start at the top of the railing and go up to the awning, and – b. Screens that are on a track attached to the awning and hang down. Written Board approval is necessary and the Board reserves the right to revoke its approval at any time.
5. Decks are not allowed on the roadside (front) of trailers without Board approval.
6. The owner/applicant is advised that the approval of the development permit does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code.

## **Owners Mail**

As of July 1, 1999, Carefree Resort on Gleniffer Lake will not accept mail for owners and all mail received will be returned to sender.

## **Parking – At all times**

1. The Board of Directors have authorized the parking of 1 (one) boat on a trailer and/or 2 (two) Personal Water Crafts on 1 (one) trailer and/or 1 (one) Personal Water Craft on 1 (one) trailer and/or motor vehicles or any combination of these items to a maximum total of 3 (three) of these items provided they are parked on a driveway within the unit or lot and not parked on any grassed area.
2. Vehicles are not to be parked on neighbouring Units without permission from the appropriate owner. No vehicles shall obstruct any Common property.
3. One golf car shall be allowed per Unit without being considered a third vehicle.
4. Owners who violate parking pass policy be subject to a penalty of:  
1<sup>st</sup> Offence \$25.00  
2<sup>nd</sup> Offence \$50.00  
3<sup>rd</sup> Offence \$100.00 and suspension of guest vehicle parking pass privileges.

### **Parking - Common**

1. Parking is allowed in designated areas only. Parking on the roads and/or roadways and/or any other common property (area) is not allowed.
2. The owner will receive a penalty of 1<sup>st</sup> offence \$25.00, 2<sup>nd</sup> offence \$50.00, 3<sup>rd</sup> offence \$100.00.
3. The above penalty will be added to the owner's account and in the case of a guest the penalty will be added to the owner's account who is hosting the guest. If the amount is not paid the account will be treated as a delinquent account.
4. Violators of posted no parking areas/signs will be subject to the same penalties as listed in item # 2.

### **Parking – Off Season (September 15 to April 30)**

1. Snowmobiles, motorcycles, or off highway and all-terrain vehicles referred to in By-law 37.2 (dd) shall be allowed to be stored on an owner's unit from September 15 until April 30 of any given year provided that each is on a custom trailer or utility trailer at all times.
2. An assessment of \$50.00 per night will be levied to any owner in contravention of this policy. If the amount is not paid the account will be treated as a delinquent account.
3. If in the opinion of the Board of Directors or Management the unit has become untidy in appearance as stated in By-law 37.2 (u) the Board of Directors or Management will remove any items as provided for in By-law 37.2 (x).
4. The use of snowmobiles, motorcycles, or off highway and all-terrain vehicles within Carefree Resort on Gleniffer Lake is strictly prohibited at all times.

### **Parking – Parking Lots**

1. Parking is allowed in the front gate parking lot, for a maximum of a 72 hour period. Time extending beyond the 72 hour period requires permission from the Resort Manager(s).
2. No vehicles such as motorhomes, travel trailers, cars, trucks etc. can be parked in the front gate parking lot, the clubhouse parking lot or any other designed parking lot with the intent of being sold with for sale signs displayed.
3. Overnight parking is permitted **only** in the front gate parking lot.
4. All other parking facilities are governed by the posted signage.

### **Parking – Storage Compound**

1. Snowmobiles, motorcycles, or off highway and all-terrain vehicles referred to in By-law 37.2(bb) shall be allowed to be stored in the storage compound year round provided that each is on a custom trailer or utility trailer at all times.
2. The use of snowmobiles, motorcycles, or off highway and all-terrain vehicles within Carefree Resort on Gleniffer Lake is strictly prohibited at all times.

3. Compound storage lots are intended for the storage of lot owner's personal property such as boats, RVs, vehicles and utility trailers.
4. The rental of compound lots will be on a first-come, first-served basis.
5. In the event of an excess of storage lots, owners may rent a second lot on a three-month renewable basis. Carefree Resort will provide owners with one-month notice when a rental is to be cancelled. Cancellation of a rental lot can be made when an owner requires a first rental lot, for past-due fees, or when improperly used by a renter. In the event the storage compound is completely booked, the last rental lot issued, will be the first cancelled.

### **Past President**

The position of Past President was adopted by the Owners at the Annual General Meeting on June 16, 2007. This position will be an ex-officio, non-voting, advisory role to the Board of Directors. The Past President shall be present at all meetings of the Board of Directors.

### **Permanent Residence**

The permanent residence is common area and will be maintained by Resort staff as required.

### **Propane Installations**

1. Effective May 31, 2003 all propane installations must comply with the Propane Storage and Handling Code B149.2.00 and the Propane and Natural Gas Installation Code B149.1.00. Owners not in compliance will be turned over to Alberta Municipal Affairs (Safety Services).
2. Owners are required to obtain a development permit for the installation of a propane storage tank in the Resort. Copies of permits and inspections must be filed at the office upon completion to verify that the equipment meets each of the above codes. All costs relating to these permits and inspections are at the expense of the owner.

### **Real Property Reports**

As Real Property Reports are designed for property that has fixed assets and not for bare-land condominiums, the Board strongly recommends all owners, sellers, and potential buyers obtain an accredited survey report showing locations for their lot.

### **Recreational Units (Trailers and Park Models)**

All trailers and park models must be CSA certified to be installed on a lot within the Resort. Recreational trailers must have CSA Z240 rating and Park Models must have CSA Z241 rating (see Definition in Carefree By-laws).

Trailers and park models being installed in the Resort, for the first time or moved within the park, should be manufactured within the previous 10 years. Any unit over 10 years would require the prior approval of the Board of Directors.

### **Recreational Vehicles - Additional**

Owners are allowed to park one (1) additional Recreational Vehicle on their Unit for a maximum of five (5) nights per month.

An assessment of \$50.00 per night will be levied to any owner in contravention of this policy. If the amount is not paid the account will be treated as a delinquent account. All visiting Recreational Vehicles must register with the office and obtain the required permit.

The Board of its delegate(s) (s) has discretion to allow exceptions to this policy.

### **Retaining Walls**

Owners will be allowed to build retaining walls to a maximum height of 16" (sixteen inches) above grade (at any point of the retaining wall).

### **Satellite Dishes**

Satellite dishes will be allowed to a maximum of thirty (30) inches. Satellite dishes over thirty (30") require written approval by the Board of Directors.

### **Scooters**

The use of motorized scooters (both electric and gas powered) is not allowed within Carefree Resort. The exception of this will be when the scooter is for handicap use and must be approved by the Board or its delegate.

### **Sewer Hookup**

1. All sewer connections shall be watertight.
2. To facilitate maintenance and service, each hook-up shall be equipped with a full sized and accessible clean out that is in line with the vertical riser
3. All drains will be hard plumbed (p.v.c. piped) with the exception of readily moveable R.V.s using R.V. flex pipe. In the case of flex pipe being used it must be removed and the drain line capped when the unit is not in use.
4. The Board or its delegate(s) (s) will inspect all sewer installations and those not meeting the proper specifications will be replaced at the owner's expense.
5. Owners will be charged labour & parts plus an administration fee of \$100.00 along with a service charge of \$25.00 for registered letters.
6. If the amount is not paid the account will be treated as a delinquent account.

## **Sheds – Sleeping**

The County of Red Deer permits sleeping sheds only if a County Development Permit is obtained. The permit should indicate that the shed is to be used for sleeping.

The above requirement would be in addition to the policies outlined in the Carefree Resort Policy Statements under Sheds – Storage.

Owners are encouraged to advise their insurance company that their shed is being used for sleeping to ensure they have adequate coverage.

Carefree Resort does not endorse the use of sheds for sleeping purposes.

## **Sheds – Storage**

In order to preserve the quality and integrity of Carefree Resort on Gleniffer Lake, the Board of Directors (and/or its delegate) reserves the sole right to enforce the following standards including the removal from the Resort of any shed (storage or firewood), at the expense of the owner, which does not meet with the approval of the Board of Directors or which does not meet with the above standards.

1. The Board and/or its delegate will allow commercially manufactured storage sheds made of either aluminum, wood or vinyl materials.
2. The maximum size permitted under the Bylaws is 80 square feet or 8 feet by 10 feet.
3. There are currently two styles of wooden storage sheds that have been approved for use within Carefree Resort (drawings available from the Resort office).
4. All exterior material(s) must be substantially all maintenance free and comply with the architectural guidelines of Carefree Resort.
5. Only one storage shed will be permitted per Unit.

The Board of Directors (or its delegate) may allow minor changes to these drawings with prior approval, however the intent of these guidelines is to ensure that Sheds do not deteriorate or become unsightly to others.

## **Sheds – Firewood Storage** (See comments above under Storage Sheds)

Firewood sheds are allowed. Dimensions must be a maximum of 6' high by 8' wide and 2' deep. All exterior walls must be of approved maintenance free material. Any deviation of this policy requires the written authorization of the Board of Directors (or its delegate).

## **Shelters - Underground Concrete**

The Board of Directors, will consider the approval of applications for the installation of underground concrete shelters subject to the following guidelines:

1. If/when applicable, the owner must make application to the County of Red Deer for a Development Permit and this permit must be approved before applying to Board of Directors for a development permit.
2. The underground shelter must be installed in such a manner that the utilities (which include electrical lines, water lines and sewer lines) are not disturbed or changed whatsoever.
3. Prior to the commencement of construction, the lot owner must sign a construction of storm shelter indemnification letter (available from the Resort Office).
4. Time allowed for construction may be limited at the discretion of the Board of Directors for safety purposes. (You may be allowed only a few hours for construction and installation because of the open excavation)
5. All removal of earth and material is at the cost of the owner. Any damage to common area will be charged back to the owner.
6. The underground concrete shelter must be locked at all times with a keyed lock if the shelter is accessible from outside.
7. The Board of Directors and/or their agent may enter on to your lot to inspect the shelter at any time with no notice.
8. The lot owner must provide proof that their insurance company has been notified and will cover this structure for liability.

Note: The water table is high in some areas within the Resort and these shelters may fill with runoff water. The Board of Directors will not authorize the installation of sump pumps to pump this water into our sewer system. In times of draught, pumping water on to common areas may only be done with the express permission and guidance of the resort management. Where this permission is not granted, the lot owner will incur the costs of having the water pumped out and hauled away where this permission has not been granted.

### **Skirting**

1. All permanent RV's and decks must be skirted within 2 years of placement.
2. Skirting of RV's and decks may be done with privacy lattice, vinyl siding or similar material.
3. All exterior material must be maintenance free.
4. Access to all utilities must be easily available.
5. It is recommended that some panels be removed at the end of the season to assist with thawing in the spring.

### **Social Events Guidelines**

All Carefree social events that are planned and organized for lot owners are booked with the approval of the Board's Social Director (Carefree Board representative) who will record all bookings in the social calendar and advertise all events in the newsletter.

1. For **clubhouse events** that are functioning under the resort's liquor license, the Board's Social Director will organize the bartenders, liquor inventory, ticket sales, security and the band/DJ.
  - a) For such events Carefree staff will be instructed to:
    - i) Check the ID of persons (if they appear to be under 18) purchasing liquor or liquor tickets.
    - ii) Check the ID of persons (if they appear to be under 18) consuming liquor in the clubhouse or patio.
    - iii) Check all liquor being consumed in or on the licensed area to ensure that it has not been brought into the licensed area and if it has been brought into the licensed area it must be confiscated. Only liquor that is sold by Carefree Resort can be consumed. In all cases diplomacy is a must but the law must be obeyed.

In the event that the above procedures are not being followed, the Board, its delegate(s) or representative will terminate the sale and/or serving of liquor immediately.

- b) All other clubhouse events, **not** functioning under the resorts liquor license (either in the clubhouse or on common property), are considered Committee events. Committee events are organized by a group or neighborhood interested in holding a profit-making event (ie: craft fair, BBQ, Stampede breakfast, special evening) and the profits are put back into the Resort (ie: to sponsor a band/DJ, purchase event equipment, etc.) A Committee event must have one designated representative who is responsible for the event's activities including:
  - i) Book their function at least one month in advance (earlier if possible) to secure a date and time that does not conflict with another event. Booking is to be done with the Board's Social director.
  - ii) Complete the Social Event Agreement (available in the office).
  - iii) Responsible to co-ordinate all personnel for the function. For example – cooks, ticket sellers, clean up volunteers during and after the function.
  - iv) Responsible for cash floats and cash during and after the function.
  - v) If they require the use of any Carefree inventory (pop, glasses, plates, ice, etc). inventory will be taken with the Social Director prior to and after the event.
  - vi) Responsible for paying all costs associated with the event.

2. All **Private events** (private organized events planned for a select group ex: weddings) that require their own private liquor license for use in the clubhouse must send their request, in writing, to the Social Director at least one month in advance (earlier if possible) providing all details of the event.

3. **Charitable fundraisers:** Any individual or group wishing to hold a 50/50 draw, meat draw, or similar activity to raise funds for charitable purposes must apply to Alberta Gaming for approval (application forms available in the office). A copy of the Alberta Gaming license needs to be filed with the office prior to the fundraiser. Failure to obtain a license could result in the Resort losing our license to operate Bingo.

### **Social Events Hours & Liquor Service**

In the interest of Safety, Security and the Right of Owners to quiet enjoyment of Carefree Resort, the Board of Directors has mandated that effective April 23, 2007 all Social Events held at the Clubhouse both under the Carefree Liquor License and any Private Liquor License Events will adhere to the following hours of operation:

- No function will be permitted to run any later than 1:00 a.m.
- Liquor Service will stop at 12:30 a.m. and will be strictly enforced.
- Doors closed, lights out and building secured by 1:00 a.m. No exceptions.
- No outside liquor (private liquor) will be permitted in the Clubhouse or on the Clubhouse Patio as this would be in direct violation of our Liquor License.

### **Speeding**

1. Speeding within Carefree Resort will **not** be tolerated.
2. The speed limit within Carefree Resort is 18 Kilometres per hour. Owners, members of their families or guests who drive in excess of 18 km/h will be subject to the following penalty guidelines:

* 19 km/h – 25 km/h	\$50.00 Penalty
* 26 km/h – 29 km/h	\$100.00 Penalty
* 30 km/h +	\$200.00 Penalty

3. The above penalties will be added to the owner's account and in the case of a guest the penalty will be added to the owner's account that is hosting the guest. If the amount is not paid the account will be treated as a delinquent account.

### **Telephone Messages**

Telephone messages received from telephones call forwarded to Carefree Resort will be charged to the owners at 75 cents each.

## **Telephone Numbers**

The Board of Directors does not authorize the use of its corporate telephone numbers in any classified advertisement or for advertising purposes.

## **Television Antenna**

Recreational Vehicle Television Antenna will be allowed to a maximum of 6 feet above the unit. All other television antenna requires the written permission of the Board of Directors.

## **Tents**

The Board of Directors recognizes that families may occasionally wish to use tents in addition to their main recreational vehicle as sleeping facilities.

## **Tip Out/Slide-Out Covers**

1. All plans must be submitted by the owner in writing along with a picture, diagram, etc., as well as color and material components before a development permit will be issued.
2. The Board of Directors reserves the right to revoke its approval at any time if the cover is not constructed in accordance with their approval.
3. All roofs must be of commercially manufactured aluminum or steel with a minimum gauge of .025. An overhang of approximately one inch will be allowed.
4. The roof may be attached to the trailer using angle iron/iron or by awning rails used for aluminum awnings. Aluminum clad wood may also be acceptable. The roof may be connected to the slide out flange by using single iron/iron. Aluminum clad wood may also be acceptable.
5. Filler strips that follow the new roofline must be of aluminum.

## **Trade Name**

Carefree Resort on Gleniffer Lake is a REGISTERED TRADE NAME. The use of the REGISTERED TRADE NAME of Carefree Resort on Gleniffer Lake in whole or in part is prohibited. Authorized use of the REGISTERED TRADE NAME of Carefree Resort on Gleniffer Lake must be requested in writing from the Board of Directors and if such use of the REGISTERED TRADE NAME is granted the Board of Directors reserves the right to cancel this permission at any time without reason and without notice.

## **Unit/Lot Numbers**

1. Effective May 31, 2003 all units/lots must have the unit/lot number fully visible on the front of their unit or lot. Numbers shall be a minimum of 4 inches high.

2. In the absence of this number being installed or displayed by the owner a generic unit/lot number will be supplied and installed at a cost of \$25.00 to the owner.

### **Utilities - Accessibility**

1. When the owner places his trailer or unit within 24" of the property line he must make available easy access to the common utilities for the employees of Carefree Resort.
2. When the owner skirts his trailer or unit he/she must have a section in the area of the common utilities (of not less than 36 inches or 1 meter) that can be easily removed by the employees of Carefree Resort.
3. When the owner's neighbor installs a fence on the property line the owner will be responsible for the cost of installing a gate in his neighbor's fence (of not less than 36 inches or 1 meter in width) in the area of the common utilities that will allow for easy access by the employees of Carefree Resort.
4. When the owner's neighbor has already installed a fence on the property line and the Board or its delegate(s) (s) of Carefree Resort acting for the Board of Directors deems it necessary to have a gate (of not less than 36 inches or 1 meter in width) installed in the area of the common utilities the owner will be responsible for the total cost of installing the gate in his neighbor's fence.

### **Utilities - Assessment - Items**

1. Owners who are using the Utilities to an extent greater than deemed normal by the Board may be asked to pay a User Fee over and above their Condominium Fees.
2. At the present time we suggest the following might qualify for such fees: electric golf cars, freezers, and electric heaters.
3. The Board will review this policy from time to time and will publish all changes made for the Owners' review.
4. See: Policy – Golf Cars.

### **Utility System**

The Board recognizes that the Utility System is at present operating at design capacity, no consideration shall be given to modification in design to accommodate more load on the electrical or the water/sewage systems to the individual lots in the Resort.

### **Vehicular Traffic – Unnecessary**

Unnecessary vehicle traffic including golf cars after 11:30 pm is an annoyance to other occupants. Vehicles will be stopped by security and the vehicles will be parked. All owners are entitled to the quiet enjoyment of the Resort.

## **Water Use & Restrictions** (updated April 1, 2010)

The Board of Directors deems it advisable and necessary to make provisions for the restriction of the use of water and for the protection of the supply of water. This policy applies to all lots located in Carefree Resort. The Board (or its designate) may impose a Restriction Period, which would completely restrict all use of the Carefree treated water supply.

Whenever possible, restriction periods shall take effect twelve (12) hours from the time at which notice was given unless the situation is deemed urgent, in which case the restriction shall take place immediately.

### **Watering Use During Normal Periods**

The watering times and dates for normal periods are listed as per Schedule A. This policy is intended to restrict dates and times for watering lawns and gardens. During normal periods the use of water by residents for incidental activities (washing vehicles, washing house etc.) is permitted outside of the dates and times listed in Schedule A. Trees, plants and gardens may be watered outside of the permitted watering days and times if a hand held container is used.

### **Watering Use During Restriction Periods**

During Restriction Periods no outside watering is permitted and a residence may use water:

- a. to prevent or control fires;
- b. for the health and safety of any person; or
- c. for the care and watering of animals

### **Exemptions**

Watering activities whose source of water is ancillary to the Carefree treated water system are exempt from the restrictions.

Exemptions for watering new sod or new seed may be granted within a Normal or Restriction Period provided the resident obtains a permit to do so. Permits will be provided at no charge by contacting the Resort Office and will allow the resident to water new sod having been placed within the previous twenty-one (21) days or new seed having been planted within the previous forty-five (45) days on any day but limited to the times as per Schedule A.

To maximize resources, manpower and non-peak periods, the Resort's common property is exempt from this restriction at the discretion of the General Manager.

### **Notice**

When a restriction period has been imposed pursuant to this policy, Carefree Resort shall advertise and provide notice of the restriction by any one or more of the following means:

- a. Notification in the newsletter;
- b. Notification through separate mailing;
- c. Announcement on the Carefree website;

- d. Through signage posted at the Resort office;
- e. Notification through an email message.

**Schedule A**

	Morning Times	Evening Times
Daily	7:00 AM – 10:00 AM	7:00 PM – 10:00 PM

**Schedule B**

Pursuant to this policy penalties shall be levied according to the following:

	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> & subsequent
Violations During Normal Periods	\$ 25.00	\$ 50.00	\$ 75.00
Violations During Restricted Periods	\$ 50.00	\$100.00	\$200.00

**Water Supply (Stand Pipes)**

1. Water supplies (stand pipes) in Carefree Resort on Gleniffer Lake are part of the Common Property.
2. Alterations and/or changes to these water supplies (stand pipes) are prohibited unless the Board of Directors gives express permission in writing.
3. The owner/applicant is advised that approval does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code.

**Weeds and Grass**

1. If the Board of Directors or its delegate(s) deem it necessary to cut weeds or grass on an Owner’s property, the Owner will be charged \$75.00 for the first cutting then \$100.00 for each additional cutting.
2. The cutting fee will be added to their account. If the amount is not paid the account will be treated as a delinquent account.

Note: The above penalties are listed as a guideline only and the Board of Directors may assess a penalty in any amount at their discretion to the maximum of \$200.00 and/or deny access to common areas.

**Windbreaks (on Decks) - Permanent**

The following is the criterion that has been approved for permanent windbreaks:

1. All plans must be submitted by the owner in writing along with picture, diagram, etc. as well as material components before a development permit will be issued. Written approval may be required from the Board of Directors.
2. The Board of Directors reserves the right to revoke its approval at any time if windbreak is not constructed in accordance with approval.
3. Windbreaks must cover the full side (end). Two full sides (ends) are acceptable.

4. Maximum size allowed, will be the length of the awning or deck whichever is lesser.
5. Construction will start from the floor up, which will require the removal of current railings.
6. The structure must be attached to the deck as well as the permanent awning.
7. All materials (other than glass) will be aluminum with the exception of approved filler panels. For safety purposes it is recommended that laminated or safety glass be used. All panels must have a minimum of 60% glass.
8. All doors will be aluminum or metal covered. Sliding glass patio doors are acceptable.
9. Filler strips that follow the roofline must be aluminum or glass.
10. Must be commercially manufactured materials.
11. In the absence of an awning, windbreak/privacy structures cannot exceed six (6) feet in height and the top two (2) feet must be lattice. Maintenance free materials (excluding cedar and treated wood) must be used. Aluminum cladding over a wood structure is endorsed.
12. The owner/applicant is advised that the approval of the development permit does not in any way exempt the applicant from complying with the requirements of the Alberta Building Code.

### **Yard Accent Structures** (see Architectural Principles)

Yard Accent Structures include but are not limited to Gazebos, Arbors, Shelters, Trellises, Obelisks, Arches, Pergolas, Bowers and other structures deployed in owner's yards (lots). Yard Accent Structures are permitted:

(The following pertains to existing and proposed structures)

1. The structure is not a replacement for a Permanent Awning.
2. The Structure is Commercially Manufactured.
3. The Structure is maintained to "Like New" Condition for the life of the Structure.
4. Only one structure per lot.
5. Size limit of 12'x12' only (Gazebos Only), subject to Manager's approval.
6. Top (cover) must be on for the entire season (Gazebos Only).
7. Only screened walls allowed (Gazebos Only).
8. Structure cannot be placed on the driveway.
9. The Neighbors whose view and/or side yard may be affected shall be asked by the applicant to sign a letter stating that they do not object to the Structure.
10. Use of Lattice:
  - lattice may be used as a free-standing trellis for climbing plants but cannot exceed forty-eight (48") inches (chain link fence height).
  - lattice attached to a structure (shed or trailer) cannot exceed the height or width of the structure
  - lattice may not be used at any time for a yard privacy barrier or windbreak.
11. All lattice must be maintenance free material.
12. A Development Permit must be submitted for every Structure, written approval may be required from the Board of Directors.