

Welcome to Woodland Estates York Region Condominium Corporation No. 822

On behalf of T.S.E. Management Services Inc., welcome to Woodland Estates.

Here is some information entitled “Welcome to Woodland Estates” this should provide you with some helpful details regarding your neighborhood as well as your responsibilities and rights as an Owner or Resident.

Also included is a map of the three phases and necessary contact numbers from TSE Management Services Inc.

Please note that some of the information contained in this booklet is of a general nature and may be subject to change. For clarification on any of the items contained in this booklet, please do not hesitate to contact Val Khomenko (Property Manager) at (905) 764-9166 x53 val@tsems.com or Annie Kadoch (Operations Manager) at (905) 764-9166 x 34 annie@tsems.com

Yours truly,

The Board of Directors for Y.R.C.C 822



Welcome To Woodland Estates

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Important Notice

Note that the rules set forth in this letter are only an overview. If you wish to read the more detailed, all-inclusive version, consult your copies of the Declaration and the Condominium By-Laws. You signed them when you bought the house and should have received a copy. If not, contact your lawyer.

Please keep this document for future reference.

What Did I Buy?

Woodland Estates includes three condominiums, incorporated under the laws of the Province of Ontario as York Region Condominium Corporation (YRCC) #822 (Phase I), YRCC #823 (Phase II), and YRCC #825 (Phase III).

Phase I is right in front of you when you turn in off Bathurst Street. It includes all the townhouses that back onto the large park, the units on Gibney north of Priddle that back onto the west hill (even numbers 596 to 626), and the townhouses on Priddle that back onto the toddler park. There are 65 units.

Phase II comprises 67 townhouses -- all the units on Gibney situated south of Priddle, the units on Slingerland Circle that back onto the forest, and all the units on Parnham.

Phase III includes the units on Priddle east of MacIver on the north side and east of Parnham on the south side, and all the units on Slingerland that do not back onto the forest. There are 51 townhouses in Phase III.

There are three styles of townhouses in Woodland Estates. The Evergreen has the garage set back, flush with the rest of the house. Maples and Oaks have garages that extend out from the front of the house. The Maple has two windows on the front of the top floor, and The Oak has a single window on the top floor front. Of course, there are numerous internal differences as well.

By purchasing one of these townhouses, you have become a partial owner of YRCC #822, #823, or #825.

But What Did I Buy?

Besides some of the inside of your townhouse, you bought a percentage of the property held by YRCC #822, #823, or #825. (For instance in YRCC #823, you bought 1.49250 percent of the property.) This includes the lands in front of, behind, and under the townhouse units mentioned above. You also bought a percentage of the roads, sewers, fire hydrants, street lights, fences, grass, trees, garbage cans, swings, and what have you on those lands. And you bought the same percentage of all of the driveways, patios, fences, walls, roofs, and exterior doors and windows.

Generally, everything outside of your unit within the boundaries of the condominium's property is jointly owned. It is known as the "common elements."

Yes, this means that you don't own your own driveway, lawn, fence, or patio. You don't even own all of your walls, doors, or windows. This is not a bad arrangement, however. And there are several huge advantages to it. For one thing, all the owners are financially responsible for the upkeep of the common elements, so if your basement leaks or your roof blows off, you don't have to pay for it on your own.

And just because your lawn, driveway, and patio are jointly owned, doesn't mean that anyone else can use them. These things are known as "exclusive-use common elements." They are intended for the sole use of you and your family and your guests. You are, however, solely financially responsible for your exclusive-use common elements. So if your car leaks oil and damages your driveway, or your outside tap bursts in the winter, it comes out of your pocket.

Does That Mean I Don't Even Own The Inside Of My Townhouse?

You own some of it.

On the finished walls and top-floor ceiling, you own from the backside of the drywall in. On the concrete walls in the basement and (in Evergreen units) the garage, you own the surface and plane of the concrete walls. If you own an Oak or Maple, on the part of the garage ceiling that extends beyond the rest of the house, you own from the backside of the drywall down.

On the floors, you own the upper surface of the plywood sub-floor, and the upper surface of the concrete floor slabs in the garage and in the basement.

You also own the interior surface of the windows and window frames and (exterior) doors and doorframes.

Any fixtures, outlets, or other facilities that serve only your unit are also your property. The rest of your house is common elements.

This may seem very restrictive, but there is a purpose to it. A row of townhouses is essentially one very long building. If one homeowner were to set about whacking down interior load-bearing walls or roof joists, or if, say, termites infested one unit, it could undermine the structural integrity of the entire group of townhouses. The corporation needs ownership of walls and roofs to guarantee access to them.

Who Runs YRCC #822, #823 and #825?

Each Condominium Corporation (the Corporation) is controlled by a Board of Directors (the Board). Although the Board makes the overall decisions, the real "nuts and bolts", day-to-day operation of the Corporation is handled by the Property Manager.

The Property Manager

The Property Manager is generally employed by a management company. Together they manage the Corporation's finances. The Property Manager also hires contractors to make repairs, perform maintenance, cut the grass, etc.

The Property Manager is not the same as an apartment Superintendent and should not be called on in the same manner. For instance, if someone has parked in your driveway, or is vandalizing your barbeque, or is blasting music through your walls at all hours, then, like any other homeowner, you should call the police.

You should contact the Property Manager if you have a problem that needs immediate attention.

The Board of Directors

There are usually three Directors on the Board: a President, a Vice-President, and a Secretary-Treasurer.

Board members are home owners, like you, who volunteer their time. They are elected, usually for a three-year term, at the Annual General Meeting (AGM).

The Board meets approximately once a month. It makes decisions as to how to spend the Corporation's funds (usually what needs to be fixed and when).

If you need to contact the Board of Directors you must do so in writing. You do not need to send an immaculate type-written work of art; a legible hand-written letter is perfectly fine. *It is most important that the Board receives requests and complaints in writing.* You can drop a letter into a Board member's mailbox, or you can mail it, "care of" the Property Manager. All letters are kept strictly confidential.

You must write and ask permission if you wish to install a garage door opener or central air conditioning, or make any other change that alters the common elements. You must include a detailed description of the changes you wish to make.

Any owner that makes any changes to the common elements becomes responsible for maintaining them forevermore. If you then sell your house the next owner automatically inherits the responsibility for maintaining those changes.

Garbage Pick-up

Garbage day is Wednesday. Recycling is picked up every other Wednesday.

Condo rules require that garbage be placed at the curb on the morning of the scheduled pick-up. In practice, most people put it out the night before. That's fine as long as a roving animal doesn't get into it and scatter it all over the street. If this happens, please note that it is your responsibility to pick it up. You might want to invest in a sturdy garbage can with a locking lid.

Also, recycling boxes that are not properly packed have a nasty habit of allowing their contents to be blown all over the street. Please load your blue boxes very carefully, especially if you intend to put them out the night before. Again, their mess is your mess.

If you are new to Newmarket, note that the sanitation workers are not allowed to take unbundled corrugated cardboard boxes and will leave them at the curb. You must slice up your boxes and put them in your blue box, or tie the cardboard into small bundles and leave it beside your other recycling.

Pets

Owners are allowed to have one pet, and that animal must be kept "under constant restraint" when it is outside of the house.

You can't keep an animal on the common elements. This is not to say that you can't tie your pet up on your patio, but you can't leave it there for extended periods -- not even when you go for a quick trip in the car. (And for Heaven's sake, don't tie your dog to the gas meter!) Also, if you tie your pet up behind the house, please ensure that its movements are restricted to your exclusive-use common elements. In other words, keep it on *your* side of the fence.

Unit owners are responsible for ensuring that their pet does not damage or foul any part of the common elements. Any such accidents are to be cleaned up immediately by the pet owner. Please note that this includes dog urine. Urine kills grass unless it is immediately and thoroughly washed away with lots of water.

If a pet owner fails to clean up after a pet, the usual practice is to send the owner a cautionary letter. If the owner continues to allow the animal to soil the common elements the landscapers will be directed to clean up, and the owner will be billed. If the problem still continues, the animal may be deemed to be a nuisance.

Any animal, cat or dog, that goes about unleashed (runs at large) may be deemed to be a nuisance. Even if your pet is outside with you, if it is not on a leash it is running at large, and other owners do have the right to lodge a complaint.

A dog that barks excessively or goes about unleashed may be deemed to be a nuisance. A leashed dog that lunges at people may be deemed a nuisance. A dog that bites or otherwise injures someone will certainly be deemed a nuisance.

Note that the Board has absolute discretion in deciding whether or not an animal will be deemed to be a nuisance. If an animal is deemed a nuisance, the owner will receive a letter requesting that the animal be permanently removed from condominium property. The owner has two weeks to comply.

Residents who wish to complain about an animal *must send a letter* to the Property Manager, or to a member of the Board. Please include the address of the pet owner. If you are reporting an animal running at large, also include the date(s) when you saw the animal unleashed.

The Board recognizes that people love their pets. However, pet owners must recognize that other

people do not, and that by simply following their basic instincts, pets can and often will interfere with other owners' enjoyment of their property.

Landscaping and Gardening

Unit owners must not make irreversible landscaping changes to the common elements. Only dwarf trees and ornamental shrubs may be planted, never trees that put down deep roots.

Planting may be done along the front walks and back patios and fences. Note that your exclusive use common elements do not extend past your fence and patio. Also note that if you have purchased a unit with landscaping changes (e.g., shrubs or gardens), it is your responsibility to maintain them. You should also be aware that the Board has the right to require you to restore the common elements to their original condition.

Garage Sales

Neither Auction Sales nor Garage Sales are allowed on the property.

Air Conditioners

Window air conditioners are not allowed in Phase II (YRCC #823).

If you wish to install central air conditioning, you must write to the Board and ask for permission and guidelines.

Air conditioners must not be installed at the front or side of your unit. They must not sit on brackets attached to the house -- they must sit on patio stones on the ground. Note that if you have improperly installed an air conditioner, or you have purchased a house with one that has been improperly installed, you will have to correct this at your own expense.

Plan to purchase at least a one-and-a-half-ton air conditioner. Experience has shown that anything smaller is not up to the task of cooling one of these townhouses, and therefore runs almost constantly.

Antennas

You cannot erect any antenna on the common elements without the written consent of the Board.

Campers, Boats, Tents, Trailers, and Sheds

You can't keep them parked or erected on the common elements. Shade canopies, which are not really tents, are an exception as long as they are placed on the exclusive-use portion of the common elements.

Clothes Lines

Clothes lines are not permitted on the common elements.

Fences

Fences are part of the common elements. You can't modify or extend them or take them down. You can't enclose your back yard.

Parking

You can't park on the streets or on the grass -- not ever ... never! If you park on the grass you may damage both the grass and pipes buried beneath it. If you park on the road you risk a \$75.00 fine. This is primarily because our streets are too narrow to allow fire trucks to navigate them when there are parked cars in the way.

Residents may not park in the Visitors' Parking, as there are only nine spots to service all 183 townhouses of Woodland Estates. You can park in your garage and in your driveway, and if you're on good terms with your neighbors you can make arrangements with them to park in their driveways -- that's it.

Damage

Owners are financially responsible for any damage caused to the common elements by anyone living in their townhouse, or by any of their guests.

Common Element Fee Collection Policy

Some owners feel that it is unnecessary to pay on the first of each month and frequently send their cheques in late. This puts a burden on the Corporation. This corporate income is used to pay

expenses and to maximize interest earned, thereby offsetting unnecessary fee increases. Thus, the faithful "first-of-the-month fee payers" are carrying the tardy delinquents, which is unfair. Monthly maintenance fees are due and payable on the *first* day of every month.

When maintenance fees are not paid, the following policy is generally adhered to.

- On or about the 10th day of the first month, a reminder notice is mailed to the owner indicating that fees will be charged at the prescribed rate.
- On or about the 20th day of the first month, a second letter is mailed to the owner advising of the cost to the condominium of paying maintenance fees late and the penalties and further costs involved if payment is not made within 10 days.
- On the first day of the second month an Express Post letter is sent to the owner advising of the amount in arrears (including the cost of the Express Post letter (about \$30.00)) and the impending costs of the lien and requesting payment within 10 days.
- A final telephone call is made to the unit owner requesting immediate payment.
- A lien is registered and the mortgage company and unit owner are notified by registered mail. The lien is not discharged until all monies owed the condominium corporation are paid. The unit owner must pay the legal fees for registering the lien -- generally about \$400.00.
- If no payments are received within two months of the lien registration, then the mortgage company is contacted and requested to pay the arrears amount.
- If there is still no payment after an additional 30 days, then the corporation will place the collection matter in the hands of their solicitor for Power of Sale proceedings.
- Once Power of Sale has been initiated, only the solicitor can accept payment upon consultation with the Board of Directors.

Rules and Regulations

It may seem that you have just digested enough rules to choke a horse. And, to be sure, condominium life isn't for everyone. But what you have to realize is that we're all living right on top of each other here. Without rules the place would quickly degenerate, and so would all our property values (not to mention our quality of life).

You have joined an excellent community -- one most of us are proud to call home. In spite of all the travelling you probably do every week, perhaps you can travel just a few extra steps across the street to meet your neighbors.

And on that note, welcome home.



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WOODLAND ESTATES YRCC # 822/823/825

Phase I
YRCC # 822
65 Units

Phase II
YRCC # 823
67 Units

Phase III
YRCC # 825
51 Units





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WOODLAND ESTATES

York Region Condominium Corporation No. 822

Telephone/Contact Information

Emergency	<u>911</u>
Police – Non Emergency	416-808-2222
Property Manager: Val Khomenko	Office 905-764-9166 x 53 Fax 905-882-0228 Email val@tsems.com
TSE After Hours Emergency Line	905-764-9166 x 70 (After 5pm or weekends)
Newmarket Hydro	905-895-2309 http://www.nmhydro.on.ca/contact.asp
Enbridge Gas	Emergency Line 24 hours 1-866-763-5427 General Questions 1-877-362-7434 https://www.enbridgegas.com/contact-us/
Town of Newmarket - Water and Waste Water	905-895-5193 http://www.newmarket.ca/LivingHere/Pages/Utilities/Water-and-Wastewater.aspx
Operations Manager: Annie Kadoch Maintenance Fees, Status Certificates, Address Changes	Office 905-764-9166 x 34 Fax 905-882-0228 Email annie@tsems.com