

## The Basics

### **What is a Condominium?**

Legally, a condominium refers to a type of property ownership. Condominium ownership is unique because it is shared property ownership. When you buy a condominium, you get:

#### Full ownership of the condominium unit (also known as freehold interest)

You own the physical space that you buy to live in. That physical space is generally defined as the boundaries of the unit consisting of the drywall and everything interior to that. Owners are generally responsible for repairing and maintaining anything within their condominium unit.

#### Shared ownership of the common property (also known as tenants in common co-ownership)

**Common Property** is anything not contained within the boundaries of a condominium unit. Everyone who owns a condominium unit also owns a share of the complex's common property and must pay condominium contributions (fees) to the condominium corporation to help maintain and repair the common property.

### **A Condominium is Managed by the Owners**

The condominium corporation consists of everyone who owns a unit in the development. Owners then elect a board of directors to manage the condominium corporation. Anyone who owns a unit in the complex can run for a position on the board of directors. Board members are all volunteers. They are responsible for many things including preparing financial documents, enforcing bylaws, and maintaining common property. If you are a condominium owner or are considering purchasing a condo unit, you should consider at some point in time serving on the board. It's part of the condominium experience.

### **Bylaws**

Condominium bylaws govern how the condominium corporation is run. They often address matters such as the election and practices of the board of directors, the collection of contributions, and how rules are passed. Rules often supplement the bylaws. The rules focus on the day-to-day concerns of condo living to help ensure it is a pleasant and attractive place to live or work.

Condominium bylaws also govern the condominium complex and every condominium is legally required to have a set of bylaws and to enforce them. Bylaws apply to all owners in a condominium, as well as anyone renting or visiting the condominium.

### **The Condominium Lifestyle**

Many people like the high-amenity, low-maintenance lifestyle that comes with condominium living. Owners don't have to worry about mowing the lawn or shoveling snow. However, the condominium lifestyle may not suit everyone's needs. Learn more about whether a condominium is the right option for you.

<https://www.condolawalberta.ca/>

[http://www.servicealberta.ca/pdf/tipsheets/Owning\\_a\\_Condominium.pdf](http://www.servicealberta.ca/pdf/tipsheets/Owning_a_Condominium.pdf)

## **Rules & Regulations** - The Basics

### **Observance of Bylaws** Bylaw #34

The Corporation, the Board and **all Owners** of the Units shall observe and obey all such Bylaws as are applicable to each of them and as amended from time to time.

### **Payment of Condo Fees** (Rule #1)

Subsequent to the Woodland Court Bylaws (Bylaw's #45 - 51), refer to General Meeting Minutes 22-Aug-2018 & 20-Jun-2018;

Condo Fee's are due and payable on or before the first day of the month and owners are to submit **12 post dated cheques prior to Jan 1<sup>st</sup> for the year**. It is not the condo boards responsibility to keep reminding you to send your condo fee payments - it is your responsibility. NSF Charges are \$35 / NSF Cheque and Interest rate is 18% / year.

### **Insurance Requirements** Bylaw #44

- a. An Owner shall carry insurance on:
  - i. the improvements;
  - ii. betterments; and .....

Refer to the Bylaw for more detail. Note: 44.a.ii includes all basement finishes.

Don't be caught with your pants down, additional insurance for a condo unit is not that expensive, typically \$250 / year +/- . And could save you a pot full in event of a disaster or other expense.

### **Vacant Units** (Rule #2)

Don't think that everything is perfect in the world. If your unit is vacant in must be checked on a regular basis. Every 24 hours during freezing month and every 48 hours in summer months. If your unit is unoccupied for more than 30 days you must notify the board. Even the newest of appliances can fail and can lead to catastrophic events such as floods etc. If the unit is going to be vacant for some time, **turn off the water**.

### **Parking** Bylaw #80 & 81

Parking is always an issue at Woodland Court. If your vehicle does not fit in the designated parking stalls, park them at the common parking area. Please don't inconvenience others by blocking entrance to the parking area's. Trucks with external fuel tanks must be parked in the common parking area. If your vehicle is packing in mud from back roads, it must be cleaned up or vehicles cleaned prior to entering the condo complex. Visitors are Required to Park in Visitor Parking Areas Only. No Parking in other Owners Designated Parking Area's, Not 5 minutes, Not 30 Seconds, Not at All!

### **Rental Units** Bylaw #54 & 55

If your unit is a rental unit there are additional rules to be followed. Please refer to the relevant Bylaws. - An Owner must provide written notice to the Corporation of a written undertaking of the tenant to be bound by the Bylaws of the Corporation. Your tenants, tenants vehicles and tenants pets must be registered with the Corporation. All the forms and misc information including application forms is available on the WLC Website under the Rental Units link. **A tenant shall not move into or occupy a Unit unless the Bylaws of the Corporation have been complied with.** An Owner renting a condominium unit to residential tenants must be aware of the rights and obligations as a landlord

pursuant to both the Residential Tenancies Act (RTA) and the Condominium Property Act (CPA) as well as the Corporation Bylaws. Failure for owners to comply with the requirements for tenant registrations can result in monetary penalties. Refer to Bylaw #91, Sanctions for Violations of Bylaws.

**Vetting Process** - Please do not rent your units out to individuals without a proper Vetting process. The application form available on the website is a good starting point for gathering information for potential applicants. Just because an applicant has filled the data, doesn't mean that it doesn't need to be checked. Call former Landlords, references etc. including checking their FB pages if they have to learn what you can learn about your applicants. Rental Unit tenants are traditionally the ones that generate the most complaints and require the most attention.

**Renovations to Units**                      Bylaw #56

Even though by definition you as the owner own the property within the boundaries of your unit, there are rules and regulations pertaining to renovations and alterations of your unit. In general, any alterations and/or additions require the approval of the Board. You cannot simply chop chop and build that basement addition without approval of the board. Building codes apply and inspections are required as per provincial and municipal requirements. Notwithstanding the above, Owners may complete minor repairs or replacement of a plumbing, heating, or electrical systems provided that the person has skills, training, and is competent at the repair being performed. Refer to the Bylaw for additional information.

**Cannabis**                                      (Rule #3)

The smoking of All Cannabis and related smokable products is **prohibited on the common property** of the Corporation. This includes the back yards of the Condo Units which is designated common property. Although legalization is a federal decision, provinces and municipalities are responsible for setting rules with respect to cannabis consumption. Due to the proximities of neighbors in the tight confines of Woodland Court, smoking cannabis products is not permitted in the back yards of the condo units or any other common property areas. Refer to Woodland Court Rules and Regulations of the Corporation. (General Meeting Minutes 8-May-2019)

**Owners Duties**

It is the responsibility of the Owners to: Inform the board of any changes to their Unit Title, Pay their condo fee's as required, and familiarize themselves with the Corporation Bylaws and abide by the same.

**Sanctions**                                      Bylaw #91, Sanctions for Violations of Bylaws.

The Corporation may levy monetary sanctions against Owners, tenants or their invitees (the "offender") for the violation of or failure to comply with these Bylaws or the rules and regulations of the Corporation (a "violation"). These may include:

Failure to Register Tenants, Pets, Late Condo Fees, etc.

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Please visit our Web Page at [woodlandcourt.ca](http://woodlandcourt.ca)

There is a wealth of information there for both Landlords and Tenants as well as archives of many of the condo documents and forms.