HALLMARKMANAGEMENT
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Spring & Summer 2020

Hallmark Management provides excellence in condominium management.

Our success is measured not by our competitors but by the success of our clients.

Woodland Court
Spring & Summer 2020 Newsletter

Warm Weather Reminders

Make sure that you are not leaving windows open when you are not home.

If you wish to use an air conditioning unit, you cannot have a window air conditioner, a standing floor unit with a tube out the window is acceptable.

Yards & Potted plants

Please be reminded that littering of cigarette butts is not permitted. Do NOT use planting pots as ashtrays, this can cause fires.

The Fire Department has instructed that all planting be in a black dirt only, not peat moss. Do not use plastic planters the heat can transfer through the pots and spontaneously combust. Keep plants watered so the soil does not completely dry out.

Yards & window wells are to be kept free of garbage, household items and debris at all times of the year. If you have a pet, you are required to clean up after it each and every time. If animal excrement is not cleaned up a local company will be hired to clean it up and the owner of that pet will be billed for the service. Do your part to keep Woodland Court clean!

Fences

Hallmark Management has been made aware of the issues some are having with their fence gates. To prevent damage make sure to pull the gate closed so the wind can't swing it open and closed. If you have an issue with your gate and it is damaged please contact Hallmark.

Renovations

Please be reminded that all renovations, inside and outside on common property require approval from the Board of Directors.

Garbage / Dumpster:

Please do not leave items outside of the dumpster, including furniture, large items etc. If you need to dispose of larger items that do not fit in the dumpster, you must take them to the dump.

Pets:

All pets, living in Woodland Court, must be registered with the Board of Directors. Be reminded that you may not have more than 2 pets. It is important that you immediately clean up after your pet and dispose of the waste properly.

Smoking

Please be mindful when smoking. Smoke travels quite easily and can make others very uncomfortable or even ill. We wish to ensure the comfort of all owners and tenants so always do your best to be mindful of others when smoking. Owners and tenants are responsible for the actions of their tenants and guests.

Plumbing

Due to increasing insurance rates please check your plumbing! Look for things like drips/leaks, ensure your shut offs are working properly and that drains are clear. Do NOT flush wipes (even if they say they are "flushable), disposable diapers, feminine hygiene products, cotton swabs, even dental floss does not belong down the toilet. Store grease and oils in a container and throw those in the trash after they have cooled.

Smoke Detectors

The general rule most people follow, is to change the batteries in your smoke detectors twice a year. A good reminder is to change them when you set your clock back in the fall and ahead in the spring.

Email:

Due to privacy legislation we are unable to email anyone without a consent on file. If you have not completed your consent form please do so immediately if you wish to continue to receive emails.

Insurance

Tenants should have insurance that covers; contents, personal liability and additional living expenses.

Owners who occupy their Unit should have a Unit Owners Package Policy to protect; contents, improvements & betterments, personal liability, additional living expenses and loss assessment coverage and coverage equal to the Corporation 's deductible.

Owners who rent out their unit should have a similar policy with loss of rental income substituted for additional living expenses.

Rental of Units:

Update Hallmark Management with your information. This is a requirement of the Condominium Property Act and assists the Board with maintaining an accurate residents list for use in case of an emergency.

Standard Insurable Unit Description

On the first of the year there were changes implemented with the Condominium Property Act. An important area to note is a new requirement, the Standard Insurable Unit Description (SIUD). The SIUD is the standard level of interior finish for each unit as defined by the building developer. It is this description of what those standard interior finishes are that help the condominium corporation and unit owner clearly define insurance needs for each party for a given unit. This forms the standard to which any unit will be rebuilt following an insurance claim. New legislation states that all condo boards must develop this, Woodland Court is working on completing this. It will be presented to the owners for ratification. Once it has been ratified it will be registered at land titles.

Reserve Fund Study

The Board of Directors has hired a firm to do the Reserve Fund Study for Woodland Court. This study is done every 5 years and details all work that will need to be done for the next 25 years. This information helps the Board to determine what work needs immediate attention and what can be planned over future years. This is also the way the Board budgets and plans for all expenses so that savings can be allocated properly to prevent significant special assessments.

Health Resources

Mental Health Resources for Individuals

ALBERTA - 211 (free confidential service offering information and referral to a wide range of community services)

Distress Line

780.482-4357 (HELP) is 24-hour distress line available 7 days a week. Confidential, non judgemental and short-term crisis intervention, emotional support and resources

Kids Help Phone

(Phone, text or live chat available)
https://kidshelpphone.ca

EMERGENCIES

In the event of an emergency after hours you may be instructed to leave a brief message stating your name, address and nature of the emergency. This phone line is monitored by Hallmark Management and your emergency will be attended to in a timely manner.

Emergencies are defined as but not limited to;

- **Heating –no heat, cold or frozen heating pipes**
- **Plumbing – backups and leaks. If you hear water dripping, please report it.**
- **Perimeter doors are not locking.**
- **Any other common property issues resulting in immediate safety or security issue.**

IF IN DOUBT PLEASE REPORT IT!