

LANDMARK ESTATES III

COMMUNITY RULES

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NOTE: The numbers that you see in brackets refer to the section in the Landmark Bylaws that the rule references.

HOME AND PROPERTY USE

Home and Property Use rules provide some simple reminders to lessen the risk of Owner conflicts & property damage while ensuring the enjoyment & utilization of Units and Common Property throughout our Community. Common sense and respect for your neighbour is the most practical guideline in these areas. The following will reinforce comfortable living and peace of mind for every member of our special Community:

Attic Insulation - For the safety of the Community, it is strongly recommended that Owners have their attic insulation checked at regular intervals. (3.1.9) Old insulation deteriorates into dust over time and can possibly cause a fire hazard. In addition, insulation can also retain moisture and condensation that potentially fosters water damage.

Bird Feeders– To prevent the unnecessary attraction of unwelcome animals (e.g. mice, voles, etc.), Owners should ensure that any bird feed placed outside is designed to attract birds only and that feeding stations minimize shells or excess feed from spilling onto the ground. Owners are asked to inspect and, as required, clean the surrounding grounds on a regular basis.

Common Infrastructure – To preserve the integrity of the sewer system, please do not dispose of fats, oils, grease, paint or other hazardous materials down the drains. (also no baby wipes, paper towels, diapers, and other personal products) Any costs associated with unplugging drains is the Owner’s responsibility.

Community Social Events – To promote a strong sense of neighbourhood, LME II actively supports periodic Community-wide social events. Examples might include but are not limited to theme parties, hobbies, (no individual garage sales permitted), seasonal celebrations, special events, etc. These events will be organized by volunteers and sponsored by a Board member but are not funded by LME III unless by prior Board approval. Any funding associated with the social activities or a social committee will be retained separately and exclusively from LME III financials.

Decks – Each unit is provided with a privacy deck which is for your personal enjoyment. Residents are encouraged to enjoy their deck with appropriate furniture and outdoor amenities such as barbeques. Exercise equipment, athletic or recreational equipment (such as trampolines) are not permitted. (2.2.4)

Fire, Gas and Explosives – To reduce hazards and eliminate possible accidents in our Community - propane or LPG tanks (no more than 11 kgs or 25 lbs.), are to be used or stored only on the back deck. (3.1.22) Wood burning firepits are not allowed. Reasonable amounts of flammable liquids (paints, solvents, gasoline) shall be stored only in the garage.

Gardening – While the Community mowing & trimming of grass and the planting & pruning of shrubs & trees will be done by our landscapers, residents are invited to personalize their Privacy Areas with plants and flowers in appropriate baskets and pots providing Community presence and standards are sustained. Owners are responsible for all care, neatness and cleanup (daily and seasonal) and ensure there is no interference with painting, maintenance or the natural habitat. To ensure consistency, Board approval is required to garden in any Common Area.

Home Care Obligations - For the safety of the Community, it is strongly recommended that Owners have their gas appliances, furnaces, heaters, dryer vents and fireplaces checked annually by an accredited specialist or organization to ensure their normal and safe ongoing operation. Annual inspections are currently free through some Natural Gas providers (e.g. ATCO) and may even be necessary under some insurance agreements.

NOTE: Ensure only permitted combustible material is used in wood burning fireplaces - dry wood, logs, compressed logs and reasonable fire-starting materials (excluding manufactured wood logs and treated wood).

Noise – Respect and consideration for each other can be visible as we reasonably manage daily Community noise (power tools, audio systems, musical instruments, pets, vehicles, construction activity, etc.) and support our adopted quiet hours (from 10:00 p.m. to 8:00 a.m.) while understanding that occasional and moderate late-night celebrations do occur in any community. As a good neighbour practice, advance notice to fellow residents of potential excess noise outside quiet hours is strongly recommended.

Oasis Use – All residents are encouraged to use our unique and beautiful ponds areas as much as possible but, out of respect for others, to remove all personal belongings, food and drink, and trash prior to leaving. Owners are responsible for their guests to use our community amenities with full respect to the natural foliage, surroundings and adjacent Units.

Reduce, Recycle, Reuse – Separate designated bins are provided in multiple Community locations for compost/organics, recyclables and trash/garbage so storage is not encouraged elsewhere in Privacy or Common Areas. Please bag all loose shavings, garbage, ash and dust and disassemble boxes. Privately dispose of large items including furniture, building materials, electronics and hazardous material with the City's Solid Waste Services Department (3.1.21) so that our community costs do not become excessive.

Renting or Leasing a Unit – Before renting or leasing a Unit, certain notices, agreements and damage deposits are required. (2.1.8) Please contact the management company for complete details and recommendations prior to making any commitments. And be sure to provide our welcome package to the new residents, along with a copy of the Bylaws and Community Rules.

Residential Use and Home Business – Units in our Community are to be used as private residential homes accommodating a maximum of five (5) people. (2.1.5) Owners shall adhere to the Municipal Bylaws regarding proper egress for bedrooms and are prohibited from using rooms developed in the garage for sleeping quarters due to inadequate window size, as it creates a safety risk for emergency exit. (2.1.6). Business use is restricted per the City of Calgary Home Occupations bylaws provided that such use does not require deliveries, signage, additional vehicle traffic or storage of stock-in-trade. No part of the Unit is to be used for daycare, licensing, hotel or guest type purposes. (2.1.7)

Seasonal decorations – Moderate, temporary, exterior decorations for holiday and cultural celebrations are encouraged but residents are requested to remove and restore your Unit to its original presence within two (2) weeks of the celebration day. (Halloween, Canada Day, etc.)

Smoking – Recognizing possible smoke sensitivities & allergies and with full respect & consideration for fellow residents, smoking is not permitted on Privacy Areas (deck, driveway, front entrance) or on the Common Property of our Community (per City of Calgary bylaws).

Water Management – To lessen the Community risk of preventable water damage within and between Units, if you are away for extended periods of time, arrange for someone to check on your Unit weekly. Alternatively, ensure the main water valve is shut off during periods of extended absence (longer than three (3) days). To prevent freezing, it is recommended thermostats should not operate below 15°C (59°F) and windows be closed when the outside temperature is, or is expected to be, below 0 (32°F). It is also important to drain, close and winterize your garage tap to prevent interior freezing and flooding. Be sure to check your home owner's insurance policy for additional safe practices.

Window Coverings – It is appreciated that home fashions can be very subjective but townhomes in close proximity often are more attractive with a consistent appearance. It is respected that window coverings are interior decorating and that there are occasions where interim (e.g. very short term) window coverings are required (e.g., after window replacement or broken windows). LME III Owners are expected to ensure that all window coverings are a light neutral shade (e.g. do not clash, dominate or compromise the aesthetics of our Community) and do not include coverings such as flags, bedsheets, foil or cardboard.

Reference: Rental Guidelines and Rental Form

Reference: Undertaking by Tenants to Abide by Condominium Bylaws

ACCESS TO UNITS

Access to Unit rules are intended to respect each Owner's rights and freedoms regarding their Unit while maintaining common building infrastructure and allowing critical response to emergency situations:

- No entry into a Unit is permitted without the permission of the Owner *unless for emergency purposes* or for the inspection, maintenance and repair of common infrastructure which shall be done at reasonable times and with reasonable written notice to the Owner (minimum of forty-eight (48) hours). (2.1.2)
- An Owner, even if absent, is responsible to reply to a request for the above and arrange timely access to their Unit.
- *For emergency situations* that originate in one (1) Unit, an Owner will be required to pay the costs to enter the Unit including security company charges, locksmith and door damage and repair if forced entry is required. For emergency situations that affect more than one (1) Unit, LME III will be responsible for the costs of forced entry to the additional Units. (3.1.7)

PETS

Pets have become a significant, important and integral part of family and Community and, like any "resident" need to comply with certain reasonable standards and expectations in order for everyone to enjoy their chosen lifestyle. While pets are welcome under certain conditions in LME III, these pet rules are intended to balance pet ownership with Community interests at LME III:

- Registration of pets (cats and dogs) is required at LME III. (3.2.1)
- Units can house a maximum of: (3.2.3)
 - one (1) dog;
 - One (1) dog and one (1) cat; or
 - two (2) cats.

Domestic birds and fish are allowed. Any other type of animal is prohibited. (3.2.4)

- Residents shall be responsible and liable for the behaviour, damage or nuisance of any pet in the care of any person associated with their Unit. (3.2.2)
- Pets shall not be a danger to other residents. (3.2.6.4)
- The following dog breeds or mix of these breeds are prohibited at LME III: Rottweiler, Doberman Pinscher, and Pit Bulls.
- Pets shall be restrained and secured to their caretaker (carried, hand leashed or gated deck), at all times when on Common Property or Privacy Areas. (3.2.6.2)
- Caretakers must immediately clean up excrement or feces from any animal in their care. (3.2.6.2)
- Livestock, fowl, wildlife or dangerous animal, as classified under the Bylaws or Regulations of the City of Calgary are prohibited.

- Pets must be licensed and vaccinated as required by the City of Calgary. (3.2.6.3)
- The Board is authorized and obligated to remove any animal that is a danger or hazard to any person, interferes with the reasonable quiet enjoyment of residents or is in repeated violation of these rules.

Reference: Pet Registration form

PARKING

While space is limited in LME III in many aspects, these parking rules are intended to satisfy Owner and Community needs for safety, respect, emergency and efficiency in the use of vehicles throughout our Common Property:

- Residents shall have exclusive use of their designated parking areas - garage, driveway and assigned parking spots (if available); (3.3.1.1)
- For most residents, assigned parking spots are within the white lines at the front of their unit. Units without parking in front have been assigned parking spots elsewhere, identified as such: Units 127, 130, 133, 162, 167, 169, and 175.
- Posted signs and/or redlines painted on curbs emphasize 'no parking' areas.
- As there is limited onsite parking and no assigned visitor parking stalls at all, short term visitor parking registration and long-term parking permits are available for parking on 42 Street through the City of Calgary Parking Authority.
- After snow falls, residents are encouraged to help with regular roadway and curbside clearing by parking in garages or on 42nd Street.
- Any vehicle too large to fit into an LME III garage is to be parked offsite on 42 Street, using an appropriate city residential parking permit (two (2) are currently provided at no charge to each resident upon registration with the City of Calgary Parking Authority).
- A resident's company vehicle marked or unmarked, must park either in their garage or on 42nd Street
- A resident may only park one vehicle on their driveway or personal parking spot. All additional vehicles must be parked in your garage or on 42nd Street.
- Vehicles must be in operable condition (no major repairs permitted on site) and legally licensed & insured when on Common Property; (3.3.1.2)
- Residents are responsible for all vehicles parked in their assigned parking areas to not interfere with emergency vehicles
- Speed on our roadway is limited to 15 km/hr (10 miles/hr) in both directions
- Washing of vehicles with any type of soap is prohibited within the Project as per the City of Calgary
- Recreational vehicles (trailers, leisure toys, camper vehicles, etc.) are only allowed on our community roadways for the temporary purpose of restocking. No overnight parking is permitted; and (3.3.1.3)
- Contractor vehicles for maintenance, repairs or service, up to one (1) ton are permitted to park in residents' assigned parking areas or in other Owners' assigned parking areas with permission of the other Owner. Larger trucks and any trailers can be onsite for loading or unloading only. All vehicles must ensure that regular Community traffic and emergency services are not impeded on our roadways.

INTERIOR DECORATING, RENOVATING AND REPAIRS

Interior Decorating and Renovation rules are to encourage improvements to creatively personalize your Unit while not compromising the integrity of the Common Property. Responsible and quality interior decorating and renovations will preserve and enhance property values for all Owners. These rules are meant to represent the best interests of all Owners.

Interior decorating may be undertaken without Board approval and includes painting, wall papering, floor coverings, cabinets, sinks, taps and faucets, ceiling treatment, surface electrical fixtures & appliances and interior

garage (3.4.1)

(NOTE – City of Calgary bylaws apply regarding safe egress if a garage space is used for sleeping quarters); (2.1.6)

Renovations shall only be undertaken with the prior written approval of the Board and include: (3.4.2)

- Any structural change to the Unit, any wall, floor or ceiling alteration
 - Any alteration of any piping or wiring within a wall, floor or ceiling
 - Any replacement of exterior doors or windows (detailed standards are available for reference to preserve building exterior consistency)
 - Any alterations to decks, exterior railings or fences
 - All required permitting is to be posted.
- Renovations may include a request for detailed drawings reflecting design and specifications with written certification from a licensed professional that also verifies the infrastructure will not be adversely affected. (3.4.3; 3.4.4)
 - Renovations may also require a signed indemnification agreement before approval may be granted. (3.4.5)
 - Before, during and after interior decorating or a renovation, the Owner is responsible to transport all trash and debris offsite to maintain a clean, neat and safe Community. (3.4.7.4)
 - Contractor hours are to be limited to 8am-6pm (Mon-Fri) and 8am-5pm (Sat). No work is to be done on Sundays or statutory holidays unless it is an emergency.
 - Owners are requested to keep their neighbours updated on any aspect of interior decorating or renovations that might impact on their use of their Unit (e.g. pods, trash containers, noise, special deliveries that might temporarily block vehicle access, etc.).

If unsure of the work you are planning fits into that which needs approval, please contact the Property Manager, at Unit Management Ltd. They will help you through the process.

Reference: Interior Decorating and Renovation Tips Reference:
Renovation Construction Approval Reference: Contractor
Guidelines and Sign-off

Reference: Contractor Health and Safety Due Diligence Checklist Reference: Window
and Door Standards

INSURANCE

Insurance rules reflect recent legislated provincial changes to insurance requirements. Below is a brief summary of the extent of insurance coverage provided by LME III and the insurance requirements of an Owner. Supplementary information is available in our Bylaws Part 7 regarding assessments and timing for financial recovery of damages, whether or not insurance claims are involved. Additional legislated details can be found in the Act 48 and Regulation Part 6. Each Owner is encouraged to be fully knowledgeable about the elements of their personal and related insurance coverages.

LME III's insurance:

- LME III will distribute an annual certificate of insurance details; (7.2.3)
- LME III property insurance covers only the buildings, the Unit (to the extent of the Standard Insurable Unit Description or SIUD) and LME III's Common Property (as defined in our Bylaws); (7.2.5.2)
- LME III liability insurance covers only commercial general liability for LME III and does NOT cover Owner's or Tenant's individual liability. (7.1.4)

Owner's insurance:

- Each Owner will receive an LME III annual certificate of insurance details – please review carefully; (7.2.3)

- Each Owner shall provide insurance coverage to the deductible of LME III's insurance when charged to the Owner as set out in the annual notice; (7.1.2)
- Each Owner is responsible to insure any improvements or betterments to their Unit; (7.1.1)
- Each Owner is responsible for insuring the personal contents within their Unit and on Privacy Areas;
- Each Owner shall provide insurance coverage for third party liability for damages or injury of the respective Owner, residents, guests, visitors, tenants or service/repair persons. (7.1.4)
- It is highly recommended Owners review their insurance policy details for completeness and accuracy.

Reference: Standard Insurable Unit Description (SIUD) Reference:
Owner Insurance Tip Sheet

VOTING AT AN ANNUAL GENERAL MEETING (AGM)

Secret Ballot and Poll Voting at an AGM ensures that each Owner has the opportunity to participate in decision making without fear of reprisal or harassment. These procedures supplement the LME III Bylaws and are included in our Community Rules so that easy modification can be made by Owners and the Board to ensure current needs and future concerns of the LME III Community are decided with fairness, equality and due process. Other remedies can also be resourced e.g. Problem Solving Process, Special General Meetings, simple contact with others, etc.

The rules around voting at an annual general meeting can be referred to in our Landmark Estates Bylaws in the section entitled Voting (9.5). All owners are encouraged to attend the annual meeting which is held each year and exercise their rights. Owners are also encouraged to show an interest in volunteering for a board position at the meeting.

Reference: Proxy Form

PROBLEM SOLVING

Our *problem solving process* operates on a central theme to permanently solve any problem as quickly as possible with fairness, equity and transparency to all parties, especially our Owners, starting with informal discussions and advancing to very formal proceedings. Each Owner, resident, tenant and Board member shall be guided by the rules of Natural Justice (as referred to in LME III Bylaw definitions Part 13). (10.1)

The 5 Steps:

Step 1 – Owner to Neighbour (10.1.1)

The first step is for an Owner with a concern to discuss the situation and possible solutions with their neighbour in a respectful manner.

Step 2 – Owner and Board to Neighbour (10.1.2)

Should the situation not be resolved in an acceptable time, the next step is to contact a Board member. If the Board member agrees the concern is valid (per the Alberta Act & Regulations and our Bylaws & Community Rules), then both Owner and Board member (together) will discuss the situation with the neighbour.

Step 3 – Board or Manager to Neighbour (10.1.3)

If the above does not provide for a satisfactory change or remedy, the Board or Manager will initiate a written notification that includes full details of the situation, potential costs (for cleanup or restoration if applicable), expected solution(s) and timing of any corrective actions (per the Alberta Regulations).

When the deadline for corrective action has expired, the Board or Manager may correct the problem with all restorative costs reimbursed to LME III.

Step 4 – Sanctions to Neighbour (10.1.4)

If a bylaw noncompliance reoccurs, LME III may impose reasonable monetary sanctions per infraction as follows:

- 1st offence - \$100
- 2nd offence - \$250
- 3rd offence - \$500
- 4th offence - \$1000/week until compliance requirements are met. If there is reoccurring disregard for a community rule, LME III may impose reasonable nonmonetary sanctions. Any sanction by LME III will be fully communicated and documented to the Neighbour (per the Alberta Regulations).

Step 5 – Specialized Resources to Neighbour (10.1.5)

Unfortunately, some situations may involve greater risk, urgencies, advanced financial solutions or progressive legal support to appropriately reconcile severe or reoccurring noncompliance (per the Alberta Act). LME III will endeavour to recover all costs incurred, including but not limited to legal, administration and reasonably applied interest so that LME III Owners are not negatively impacted by future increases in Owner contributions.

Appeals:

It is expected that any use of these steps is undertaken with total respect of rights and freedoms for the Owner, a Neighbour and the Board to correct a situation:

- A Neighbour, within five (5) days of receiving any notice, may appeal by responding in writing or request to appear before the Board to further discuss the issue or provide new information; (10.1.3.2)
- Upon receiving such communication, the Board / Manager will provide a written reply within five (5) days to either modify the above process as appropriate, schedule an appeal or continue the process on the previously communicated schedule; (10.1.3.3)
- Any written notification from the Board / Manager will include a reasonable (minimum ten (10) day) notice period for corrective action to be taken. (10.1.3.1)

Exceptions:

Should the situation involve a safety concern, a security concern or an emergency, then immediate action may be undertaken by the Board or Manager. (10.1.5.3)
