

INFORMATION MANUAL

GENERAL

INTRODUCTION

Welcome to Middlesex Standard Condominium Corporation 644, generally known as Hazel Lanes. As an owner of a unit at 1040 Riverside Drive, you are a member of a condominium community which values maintaining an attractive and friendly environment.

This manual has been prepared to provide you with information about the condominium property, the Condominium Corporation, the roles of the Board of Directors and the Property Manager and the Standards for Materials, Policies and Rules established for the benefit of unit owners. In many cases, more detailed and up-to-date information can be found on the Hazel Lanes website <http://www.hazellanes.ca> . A password for this website has been provided to you separately.

HISTORY

The condominium property was started in 1990 when 22 units were built in what became known as Middlesex Condominium Corporation (MCC) 172. Other condominium corporations were added over a nine year period resulting in eight separate condominium corporations, as follows:

Phase One

1990	MCC 172	22 units	units 5 – 12, 14 and 37 – 49
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Phase Two

1992	MCC 246.	6 units	units 15 – 20
1993	MCC 266	5 units	units 21 - 25
1994	MCC 288.	5 units	units 26 – 30
1995	MCC 303	6 units	units 31 - 36

Phase Three

1997	MCC 377.	9 units	units 1 – 4, 50, 51 and 68 - 70
1998	MCC 406	10 units	units 52 - 61
1999	MCC 425.	6 units	units 62 – 67

To manage the condominium property an association, known as Hazel Lanes Association was established. Because this was a very expensive and cumbersome way to manage the condominium property, the eight condominium corporations were amalgamated as of January 1, 2007 and Hazel Lanes Association was dissolved, although the name, Hazel Lanes, is used to this day.

The Condominium Corporation owns some of the land in the condominium property including roadways, the pool area and certain buffer areas throughout the condominium property. These are described in the survey document you received and are listed on the website under the caption, Common Areas). Unit owners own their building and the land surrounding the building, including most of the grass areas in the condominium property. To maintain a safe and consistent, attractive visual appearance throughout the condominium property most of the condominium property (whether owned by unit owners or by the Condominium Corporation) is maintained and managed by the Condominium Corporation.

MANAGEMENT OF THE CONDOMINIUM CORPORATION

The Condominium Corporation is managed by a five person volunteer Board of Directors. Directors are elected for staggered terms as specified in the Bylaws. The Directors elect a President, a Treasurer and a Secretary from amongst themselves each year.

Approximately one third of the Directors are elected each year at the Condominium Corporation's annual meeting. The annual meeting also includes a review of the financial statements of the Condominium Corporation, a report from the President and the Property Manager, the appointment of an auditor for the ensuing year and any other business requiring the approval of unit owners. Owners are encouraged to attend the annual meeting and to actively participate in the Condominium's activities.

BOARD COMMITTEES

The Board of Directors can establish committees to deal with routine matters or to review specific projects. Check the Hazel Lanes website for up to date information concerning committees.

PROPERTY MANAGER

The day to day administration of the condominium property is managed by a Property Manager hired by the Board of Directors. The Board of Directors determines what activities will be the responsibility of the Property Manager; these typically include handling the administrative and financial affairs of the Condominium Corporation and overseeing maintenance and repairs of the Common Areas and most of the grassed and landscaped areas in the condominium property. The Board of Directors also hires a number of firms

- to maintain the landscaped areas in the condominium property
- to remove snow and leaves,
- to maintain the irrigation systems,
- to paint the exterior painted surfaces throughout the condominium property
- to audit the Condominium Corporation financial records
- to conduct reserve fund studies as required by *The Condominium Act*
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The Property Manager is Huntington Properties Limited, located at Suite 106, 747 Hyde Park Road, London N6H 3S3. John Alguire is the President of Huntington and his Administrative Assistant is Donna Hickey. They can be reached at 519-649-4400, by fax at 519-649-0227 or via e-mail at john@huntingtonrealty.com or donna@huntingtonrealty.com The Condominium Corporation has hired Tender Lawn Care and Lighthouse Irrigation to handle landscaping, snow removal and the irrigation systems.

Unless instructed otherwise, the Board of Directors asks that you contact the Property Manager with any questions that you may have. Calling contractors directly may result in extra expense to the unit owner or the Condominium Corporation.

RESERVE FUND STUDY

Every three years, the Condominium Corporation is required by *The Condominium Act* to engage an engineer to undertake a Reserve Fund Study to ensure that the Condominium Corporation is setting aside adequate monies to cover major repairs, major maintenance needs and replacement of major elements. The study alternates between a financial review and a full site reserve fund study involving a physical inspection of the condominium property.

The reserve fund covers the following items

- repair / replacement of roads and curbs
- repair / replacement of the swimming pool, including filtration systems
- repair / replacement of the storm sewers
- repair / replacement of driveways and walkways (where these are the responsibility of the Condominium Corporation)
- painting the exterior painted surfaces throughout the condominium property

CONDOMINIUM FEES

Each unit is assessed a monthly fee based on an annual budget prepared by the Treasurer of the Condominium Corporation and approved by the Board of Directors. The monthly fee covers

- the operating costs of the Condominium Corporation
- the amount established by the Reserve Fund Study

REQUESTS FOR MAINTENANCE OR REPAIR

Emergencies requiring prompt action should be referred to the Property Manager Huntington Properties has a twenty four answering service and staff who usually are able to deal with most problems in a timely manner.

Less urgent requests should be submitted in writing or via e-mail to the Property Manager who will review the requests based upon instructions / guidelines from the Board of Directors. Irrigation matters should be directed to Lighthouse Irrigation

SOCIAL ACTIVITIES

There are a number of organized social activities taking place in the condominium property each year; the following is a partial list

- Bridge club (October to April)
- Bus trip to a regional attraction (usually in August or September)
- Christmas reception (in December)
- Golf (typically every Thursday in the golf season)
- Golf tournament (usually in August)
- Summer barbeque around the pool (usually in June)
- Aquafit (a swimming pool exercise group that typically once a week in the summer)

Look for details on the website, in periodic e-mail announcements, in the Condominium newsletters and flyers or ask your neighbours.

GOVERNING DOCUMENTS

This Information Manual also describes the Condominium Corporation's various governing documents, including

- the **Declaration** sets out the general **principles** for the Condominium Corporation
- the **Bylaws** set out the basic **governance concepts** for the Condominium
- the general **Policies** which apply to the operation of the condominium property and its residents
- the more detailed **Rules** which apply to the operation of the certain aspects of condominium property.

In a number of policies, the Board of Directors has specified that the Property Manager is the focal point for administrative matters. The Board retains decision making responsibility and may delegate this responsibility to the Property Manager or to a Committee of the Board as it sees fit.

Copies of the Governing Documents are available on the Hazel Lanes website.

DECLARATION

The **Declaration** established at the time of incorporation sets out the general **principles** for the Condominium Corporation. The Declaration was approved by the unit owners at the time of creation of the amalgamated Condominium Corporation. Changes to the Declaration require approval of 90% of the unit owners.

The Declaration provides that each of the units shall be occupied as a one family residence and precludes boarders or construction of a second kitchen. The Declaration also precludes the use of any unit for commercial purposes or professional services. The Declaration requires prior approval for altering a load bearing wall or engaging in activities which increase the risk of fire or water damage. Refer to the Declaration for a complete description.

BYLAWS

The Bylaws established at the time of incorporation set out the basic **governance concepts** for the Condominium Corporation. Bylaws are approved by the unit owners and are seldom altered as Bylaws require approval of 51% of the unit owners.

Bylaws typically cover

- restrictions concerning occupancy and use of units
- meetings of members
- duties and powers of the corporation
- composition and terms of office of the Board of Directors
- the officers of the Condominium Corporation
- banking arrangements, including borrowing
- assessment and collection of common expenses
- the Standard Unit Bylaw, which defines the items which are considered as “standard” for purposes of the Condominium Corporation’s insurance and the unit owner’s insurance requirements.

RULES

Maintaining a safe and consistent, attractive visual appearance throughout the condominium property is a primary goal of the Condominium Corporation. For certain subjects (for example, the swimming pool, pets), detailed rules are considered and formally adopted by the Board of Directors.

The Rules also include Standards for Materials for many exterior elements. Such as attic vents, awnings, bricks, gates, mailboxes, etc.

POLICIES

For other subjects, where a formal Rule is inappropriate, the Board has adopted Policies to set out its wishes or philosophy.

The table on the following page summaries the Policies established by the Condominium Corporation. See the website for copies of the policies dealing with:

- Common Areas (Description)
- (Use of) Contractors
- Decks / Patios
- Irrigation
- Landscape Maintenance
- Landscape Planting
- Lighting
- Unit Owner Failure to Comply (with the Declaration, Bylaws, etc.)

	Approval Through	Responsible for Maintenance	Responsible for Replacement	Standards Apply	Notes
Brickwork	Property Manager	unit owner	unit owner	yes	
Curb	not applicable	Corporation	Corporation	not applicable	Reserve fund
Decks and patios	Property Manager	unit owner	unit owner	yes	check finishes to be used
Driveways	annual review	Corporation	Corporation	yes	Reserve fund
Eavestroughs	Property Manager	unit owner	unit owner	yes	Cleaning by the Corporation
Garden Wall (front)	annual review	Corporation	Corporation	yes	Reserve fund
Grading / Drainage	not applicable	Corporation	Corporation	not applicable	Operating fund
Hot Tubs	not permitted	not applicable	not applicable	not applicable	
Irrigation System	not applicable	Corporation	Corporation	yes	water to maintain appearance
Landscaping (front of unit)	Property Manager	Corporation	Corporation	yes	
Landscaping (sides of unit)	Property Manager	unit owner	unit owner	yes	landscaping on common areas is Corporation's responsibility
Lighting (road lighting)	Property Manager	Corporation	Corporation	yes	light bulbs replaced by the Property Manger
Lighting (other)	Property Manager	unit owner	unit owner	yes	limitations for ornamental lighting
Painting (exterior)	annual review	Corporation	not applicable	yes	Owners not to paint exterior painted surfaces
Plant Maintenance (most locations)	not applicable	Corporation	Corporation	yes	
Plant Maintenance (sides of unit)	not applicable	unit owner	unit owner	yes	
Privacy Wall (front)					See Garden Wall
Privacy Wall (not in front)	Property Manager	unit owner	unit owner	yes	
Roads	not applicable	Corporation	Corporation	not applicable	Reserve fund
Roofs	Property Manager	unit owner	unit owner	yes	
Satellite Dishes	not permitted	not applicable	not applicable	not applicable	
Snow Removal	not applicable	Corporation	not applicable	not applicable	
Trees / Hedges	Property Manager	Corporation	Corporation	yes	
Vegetable Gardens	not applicable	unit owner	unit owner	yes	limited to planters on decks / patios
Walkways (front)	annual review	Corporation	Corporation	yes	Reserve fund
Walkways (other)	Property Manager	unit owner	unit owner	yes	
Windows and doors	Property Manager	unit owner	unit owner	yes	