

www.hayhurstvillage.com

Welcome Hayhurst Village

Brant Condominium Corporation #21



**AFTER HOURS
EMERGENCY**

Please call Superintendent 519-756-7234 first.
If no response call Wilson Blanchard at 877-384-7035

PRESIDENTS WELCOME

Welcome to Hayhurst Village Condominiums! We're delighted to extend a warm greeting to both our existing residents and those who are new to our community. As you settle into your new home, we hope you find comfort and joy in the vibrant atmosphere and the sense of community that defines life here at Hayhurst Village.

Our community thrives on the principles of respect, cooperation, and shared responsibility. As part of this, we've prepared this Welcome Brochure to help familiarize you with the rules and guidelines that ensure the smooth functioning and harmony of our condominiums. This brochure serves as a helpful reference, outlining essential information on everything from recycling to renovations. We encourage all residents, both new and existing, to review this document carefully to ensure a seamless integration into our community. At Hayhurst Village, we believe in fostering connections and creating opportunities for residents to come together and engage with one another. To this end, we have established both a Social Committee and an Architectural and Beautification Committee. As you embark on this new chapter in your life at Hayhurst Village Condominiums, we encourage you to embrace the spirit of community and actively participate in the various initiatives and events that bring us together. Whether you're a long-time resident or a newcomer, your presence and contribution enrich our collective experience and make Hayhurst Village a place we're proud to call home.

- *Judy Taylor-Verge, President B.C.C #21 Board Of Directors*

Board Of Directors

The Board of Directors is made up of five (5) unit owners who volunteer their time to make decisions on behalf of the unit owners best interest of the Corporation and in line with the Corporations documents and the Condominium Act, 1998. The Board of Directors approves the annual budget, audited financials and all expenses for work that needs to be done. The Board of Directors also meet regularly to discuss spending, owner requests, owner concerns, general maintenance of the site and other corporate duties. The Board of Directors is elected by vote of the ownership at the Annual General meeting. Current board members are listed in the locked notice board located in mail room.

NO PETS BUILDING

The Board of Directors reminds all Owners and Residents that **Brant Condominium Corporation No. 21 is a "NO PETS" Condominium** as outlined in the declaration and appreciates that all Owners and Residents abide by this rule. Please refer to the Corporation Rules and Regulations for more information if required.



*Every Condominium Corporation has three (3) types of documents which make up the foundation for Condominium living at each condominium. The **Declaration** is the foundation document followed by the **By-Laws** and the **Rules**. Every Condominium has unique documents which dictate how the Corporation should operate. If changes to these documents are desired by the Board of Directors, or a Unit Owner, there are steps and legal requirements that **MUST** be met, as well as expenses that will be billed to the Corporation in order to make these changes.*

MOVING AND DELIVERIES

No Moves On Sundays or Statutory Holidays

Moving and deliveries to be scheduled between 8am and 8pm only. **No deliveries or moving on Sundays or statutory holidays. A 48 hour minimum notice is required for the elevator to be put on "service" for a household move or the delivery of a large appliance or furniture.** Please contact the Superintendent and schedule a time for you. A security deposit of \$100.00 is required in the form of cash or a money order, for Owners and Residents moving out of the building, and will be refunded once an inspection of the common elements has been completed to ensure that there are no damages to the common elements. Please be advised that deliveries are not permitted after 8:00 p.m. as to not interfere with Owners quiet enjoyment of their homes. **Moves and Deliveries cannot be made through the main lobby of the building.** This is to ensure that the main entrance does not have any obstacles in it when Owners, Residents and Guests are coming and going on site. All moves and deliveries are to be made through the rear entrance doors, which helps to ensure that no-one accidentally gets hurt and no damages are accidentally caused to the common elements, in the main lobby, during the moving or delivery process. The Board of Directors thanks everyone in advance for their anticipated cooperation

YOUR UNIT

General maintenance of your unit is your responsibility. Unlike a rental building the Superintendent is not responsible for any repairs to the inside of a unit. It is solely the responsibility of the unit owner. If you are unsure as to what falls under Owner Responsibility versus Corporate Responsibility please contact the Property manager who will be happy to clarify this for you. **Any repairs and/or maintenance to your unit that has been approved, in writing by the Board may only be completed between the hours of 8:00 am and 8:00 pm Monday through Saturday.**

Renting Or Selling Your Unit

As an Owner, should you decide to rent your unit, please read the guidelines set forth in the Declaration. The unit Owner MUST ensure that your tenants are provided with copies of the Declaration, By-Laws and Rules of the Corporation prior to leasing the unit. Tenants must understand and comply with the aforementioned Corporate documents. It is the responsibility of the unit Owner to ensure that Management has a current address for service to the unit Owner and current tenant information at all times, as required by the Declaration and the Condominium Act, 1998.

If selling your unit please ensure that you contact the Property Manager. Informing Management is important so that the Corporation's records are updated accordingly and you do not end up paying an extra month of common element fees, which will have to be reimbursed and could take up to thirty (30) days to refund. The Declaration states that the Units in this Condominium are for single family dwelling only. Copies Of Welcome Package to be in unit for buyers to look through.

In pursuance of the Declaration, the following rules shall apply to the use and occupation of units.

- 1/ No units shall be occupied for transient or hotel purposes, including without limitation for the purposes of a boarding house, lodging house, rooming house, student housing, bed and breakfast, inn, hotel or other short-term purpose.**
- 2/ The initial term of any lease or sublease shall be for a period of not less than twelve (12) months.**
- 3/ No unit shall be portioned or divided to accommodate multiple families.**
- 4/ Prior to the commencement date of the tenancy, the owner shall deliver to the Corporation an Agreement and a copy of the leasing agreement between the owner and the lessee, duly executed by the tenant in accordance with the Condominium Act, 1998. In the event that the owner fails to provide such agreements prior to the commencement date of the tenancy, any person or persons intending to reside in the owner's unit shall be deemed to be a trespasser and entry to or upon the common elements may be expressly denied by the Corporation until and unless such person or persons or the owner comply with the Rules, the Declaration and the Act.**

Social Committee

At Hayhurst Condominium, our vibrant social committee stands as the heartbeat of our community, consistently organizing a myriad of engaging events that foster camaraderie and connection among residents. With creativity and enthusiasm, our dedicated committee members curate an array of activities suitable for all interests.

From lively seasonal parties to outdoor yard sales and bbq's, there's always something exciting happening at Hayhurst Condominium. Our events not only provide opportunities for residents to unwind and have fun but also serve as platforms for building lasting friendships and a strong sense of belonging within our community.

There is a Coffee Club that meets in the party room on the 2nd Wednesday of every month downstairs in the party room. All events are displayed in the mail room and South exit billboard. The Social Committee raises money by returning wine, beer and/or liquor bottles. If you wish to leave any of these types of bottles to help contribute to the Social Committee you may leave them in the Recycling Bin in the garbage chute rooms. Whether it's a summer barbecue or a festive holiday celebration our social committee goes above and beyond to ensure that every event is memorable and inclusive. Their commitment to organizing diverse and meaningful gatherings truly enriches the living experience for all residents, creating a warm and welcoming atmosphere that sets Hayhurst Village Condominium apart. Volunteers are welcomed to help out. We hope you can make it out to our next event. See you soon!



Architectural And Beautification Committee

The Hayhurst Village Architectural and Beautification Committee is dedicated to enhancing the aesthetic appeal and architectural integrity of our surroundings, comprising of passionate residents committed to maintaining the charm and character of our complex. The Hayhurst Architectural and Beautification Committee is responsible for advising and assisting the Board Of Directors in regards to maintaining and enhancing the appeal and architectural integrity of the common areas owned by Hayhurst Condominium Corporation. The committee is also responsible for recommending changes to the common area landscape ie: trees, shrubs, flowers and turf. Additional they may provide resources for the condo owners to be published at the Boards discretion in a newsletter or on the condominiums website. (such as educational articles, photographs, landscaping tips etc.) The committee is an advisory to the Condo Board via the Board Chair or liaison. We always welcome new members to give a helping hand with our initiatives.

The Villager Newsletter

The Villager Newsletter was rejuvenated and redesigned by resident photographer and board member Mark Ridout under the direction of the Hayhurst Condominium Board Of Directors. The seasonal newsletter attempts to cover its printing costs by sponsored articles. Please reach out if you have something interesting to share. We'd love to hear from you.



ANNUAL GENERAL MEETING + FINANCES

The **Annual General Meeting (AGM)** is an opportunity for the Owners of the Corporation to come and meet their neighbours, learn about current projects the Board of Directors is working on and voice any concerns regarding the common elements of the Corporation. Unit specific concerns will not be addressed at the AGM, as they should be brought to the attention of the Property Manager as soon as the concern arises. At the AGM the Owners have an opportunity to invoke their rights to elect the Corporation's Board of Directors and appoint the Auditor for the current fiscal year. The previous year's financials are reviewed by the Corporation's Auditor at the AGM, which must be held within six (6) months of the Corporation's year end. All Owners are notified of the AGM, via regular mail, seventeen (17) days prior to the meeting date. **Common Element Fees, CEF:** Condominium Owners are responsible for paying their Common Element Fees on, or before the first of each month. CEF's may be paid by cash, cheque or you may sign up for the pre-authorized payment plan by contacting the Property Manager. Failure to pay will result in a legal lien process. **Budget:** The Board of Directors along with the Property manager review the current years expences and develop the upcoming years budget. The budget development is part of the duties of every Board Of Directors. Year end for Brant Condominium Corporation No. 21 is April 30th each year.



PARKING

Outdoor Parking Spaces

Your outdoor parking space is designated as exclusive use for your unit. If you are having consistent issues with others parking in your "exclusive use" parking space please contact the Superintendent and it will be taken care of.

Garage Parking Spaces (66 deeded spaces to designated units)

If you would like to rent an automatic garage door opener, for inside your vehicle, from the Corporation please see the Superintendent. The cost to rent an automatic door opener is currently \$45.00 which is refunded to the Owner/Resident when the opener is returned to the Corporation. Battery replacement will be the responsibility of the unit owner. Please note that the cost to rent the garage door openers may change without notice. **No storage of items in designated spaces.**

Visitors Parking Spaces

Please try to be considerate and remember that Owners and Residents are not allowed to utilize a Visitor's Parking space unless the Board of Directors has requested you do so in order for work to be performed. Be forewarned that Owners and Residents may find their vehicles ticketed and/or towed if caught in breach of this Rule.

Please contact the Superintendent if you will be having an overnight guest, as they will require a special overnight parking pass. Regular overnight guests may park their vehicles in the graveled area of the lower parking lot ONLY and this is on a "first come first served" basis.

WINDOWS AND SCREENS

The exterior doors, windows and screens are part of the common elements. If you require service to your doors, windows or screens please complete a "request for service form" which can be found in the mail room as well as the website. Service is provided for normal wear and tear only and damages that are caused by misuse from tenants, owners, visitors or children are the responsibility of the unit owner.

Air Conditioners And Window Coverings

Please refer to the Corporations Rules and Regulations regarding the installation of air conditioners and the type and colour of window coverings that are permitted within Hayhurst Village Condominium. Available on www.hayhurstvillage.ca and your status certificate.



LOCAL AMENITIES

Parks And Recreation

Within a short walk from us stands the iconic Wayne Gretzky Sports Complex with ice pads, room rentals, gym and free walking track. As well there are a number of parks withing walking distance of Hayhurst Village Condominium.

- Cameron Heights Park • Brier Park Public School • Grandwoodlands Park Rink • Greenbriar Park

Shopping

You'll find an array of professional services and retail establishments. Whether you're in search of expert services or retail therapy, our neighborhood offers the perfect blend of convenience and choice to meet your needs.

We are walking distance to North Park Plaza and a short drive to Lynden Park Mall, Fairview Crossing and King George Square. Hayhurst Village has some of Brantfords best Grocery Stores located nearby.

Discover a vibrant community of health providers and businesses, dedicated to supporting your wellness journey all within a short drive of your Condominium. Experience the unparalleled convenience and lifestyle benefits of residing in our Condominium that is strategically located near a plethora of amenities.

Bus Stops

There are numerous Brantford Transit bus stations surrounding Hayhurst Village all within short walking distance.

- North Park & Fairview • Memorial Drive and Hayhurst (closest to the complex) • 56 Memorial Drive

EXCLUSIVE USE COMMON ELEMENTS

Patios + Balconies

Exclusive use common elements are parts of the Condominium of which an Owner has the exclusive use, such as balconies, patios, mailboxes and parking space. Please ensure that you keep your balcony or patio in a neat and tidy condition at all times. Patios and Balconies are not to be used for storage of bicycles, garbage, unwanted furniture, tires, lumbar etc. Please be reminded that placing carpets, of any kind on a balcony causes excess moisture which may be absorbed into the concrete causing excelled deterioration. **Do not paint your balcony walls or floors.**

Uniform appearance of the building is important. Please do not throw cigarette butts off your balcony. Please be aware that open flames are not allowed on patios or balconies. Unit Owners are responsible for clearing the snow off of the balconies in the winter and are asked to use plastic snow shovels in order to protect the concrete.

Exercise Room And Party Room

The exercise room is available for all residents of the condominium and is accessed by your pre programed key fob from **7am - 10pm weekly**. Please note by accessing the gymnasium, residents and guests acknowledge and accept personal liability for any injuries or accidents that may occur during use. While we strive to maintain a safe environment, all users are encouraged to exercise caution and adhere to posted guidelines and equipment instructions.

The Party Room and Boardroom/Play Room may be pre-booked for personal use only. No commercial use allowed.

Laundry Room Facilities are located in the lower basement. These are coin operated machines and available Monday to Friday 8:00 am to 9:00 pm and Saturday, Sunday and Holidays from 10:00 am to 9:00 pm The Condominium Corporation bears no responsibility for coin loss or damage to clothing incurred while using the coin-operated washer and dryer.

GARBAGE AND RECYCLING

www.recyclecoach.com

Download and use the FREE City of Brantford Recycle Coach app to see what goes where and when in our Blue Bins. This excellent FREE app is available for Web, Android and Apple,



There are garbage chutes located on each floor of the building. Please be courteous of your neighbours and refrain from using the garbage chutes between the hours of 10:00 p.m. and 7:00 a.m., as the use of the garbage chute creates noise that can be disruptive to unit Owners that live beside the garbage chutes. Please ensure that your regular household garbage is securely tied in kitchen sized garbage bags. Larger garbage bags will cause blockages in the chutes. The blue recycling bins are located near the lower parking area just out the back door as well as the back wall of the underground parking garage. Signage posted on the bins indicate what exactly can be placed in each bin. **Break down all cardboard to save space for others.** Do not leave your plastic or cloth shopping bags in the recycle bins. Keep them or put them in the garbage chute. **NOTE - Bulk pick up is organized in May and October only for large items. Renovation debris must be removed by the unit Owner or Resident and not left as garbage for pick up, as it will not be removed.** Do not leave garbage or items in the chute room. The social committee collects all beer and liquor bottles and wine bags and uses the money to support the many events planned throughout the year. You will find the blue bins in the garbage chute rooms.

Did You Know?

- Milk cartons go in the plastics bin once they are rinsed out. If unable to remove residue they should be put in the garbage.
- Paper ice cream containers are accepted in the cardboard bins.
- Styrofoam Packaging, containers and Styrofoam packaging peanuts are all garbage.
- Glass drinking glasses are garbage
- Paper coffee cups are garbage
- Small metal items are garbage
- Metal cans should have food residue removed, labels removed and placed in the plastics bin.

As part of our commitment to environmental responsibility and sustainability, it's crucial that we all participate in proper recycling practices within our condominium complex. Please ensure that you separate recyclable materials such as paper, cardboard, plastics, glass, and metals from regular trash. Remember to rinse any food containers before recycling them to prevent contamination. Let's work together to reduce our ecological footprint and create a cleaner, greener community for everyone here at Hayhurst Village Condominiums.



Request For Service Forms

There are request for service forms outside the Superintendents office as well as available online for download at www.hayhurstvillage.com These forms should be filled out and dropped at the Superintendents office. After hours you can put through Superintendents office door mail slot.

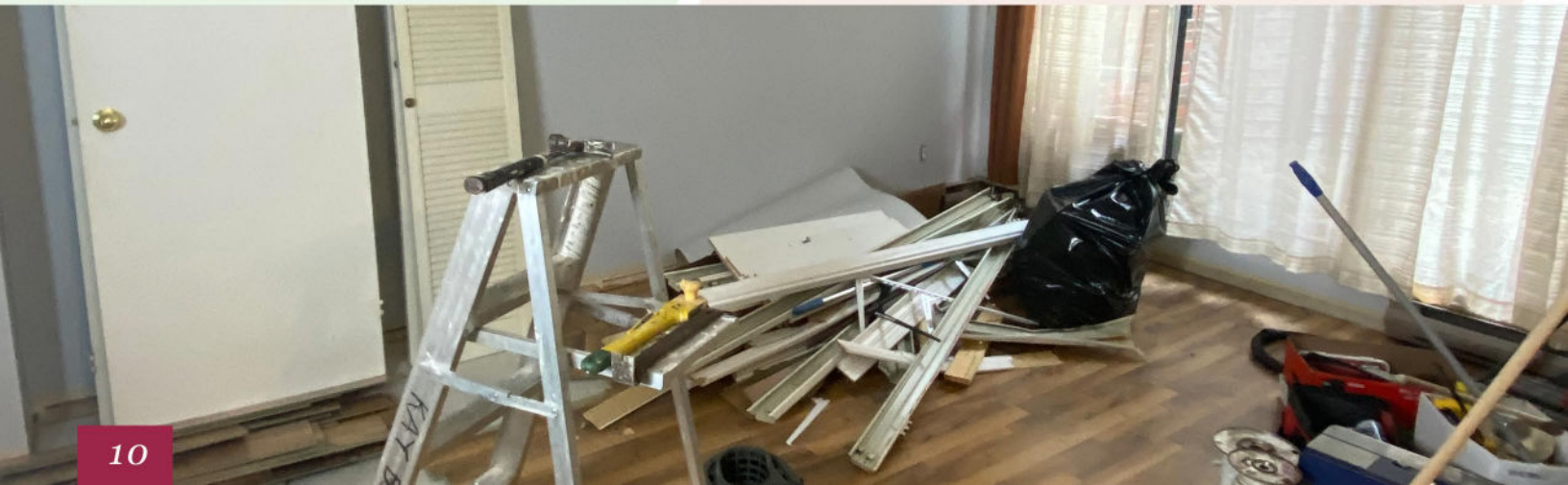
Complaints

If you have any complaints regarding other Residents in the building who are breaking the Rules and Regulations of the Corporation, disturbing the peace, or any other complaints, they must be forwarded to the Property Manager, **in writing** so that the issue(s) may be brought to the attention of the Board Of Directors. Contact management information available on Page 12

Alterations, Renovations, Betterments, Upgrades *Approval Required*

We recognize that your home is not just a space but an investment in your lifestyle. Understanding the policies and guidelines regarding alterations, renovations, betterments, and upgrades to condo units is crucial to maintaining the integrity and harmony of our shared living environment. By familiarizing yourself with these board policies, you ensure that any modifications you undertake align with the community's standards and regulations, fostering a cohesive and enjoyable living experience for all residents. Request for Approval, Alterations, Renovations, Betterments and Upgrades must be made with the Request for Approval Form which is available through the website www.hayhurstvillage.com and outside the Superintendents office.

The Property Manager will determine if the request is a simple and straight forward reno/modification or if the request needs to come before the Board. If required the Property Manager will bring more extensive requests to the Board for consideration and approval and will inform the owner accordingly. When the Board approves more extensive renovations/modifications, the Property Manager writes the approval letter detailing any contingencies the Board has made (ie. detailed plans, building permit required, etc.) signs the back of the form and sends a copy of form together with approval letter to the Superintendent. The Superintendent monitors and inspects when reno/modification is complete and in accordance with approval. When the Supt. carries out the final inspection, his notification to the Property Manager will note the date of inspection. These are just a few of the steps required to succeed in your renovation plans. **Please read your policies and procedures available through the website.** Please contact your Condominium Manager or Superintendant if you are still unsure. **All renovation debris must be removed off site by the unit owner.**



FIRE SAFETY

Ensuring all owners and residents are aware and compliant with fire safety measures is paramount for a secure community at Hayhurst Village Condominiums. Please familiarize yourself with these rules and best practices.

Balconies

Please ensure that Barbecues are standing securely in order to prevent any upsets. Do not throw cigarette butts over your railing. No open flames are permitted on balconies (torches, candles, etc.) BBQ smokers are not permitted.

Corridors And Stairs

Nothing may be left in these areas including doormats, footwear, shopping carts, strollers, umbrellas, etc. Clear passages must be maintained at all times as required by the Fire Marshall

Garbage Chutes

Please do not place any burning, or singed materials in the garbage chutes. Do not force cartons, coat hangers, bundles of paper, etc. into the garbage chute, as this could cause a blockage. If you see that the garbage chute is blocked please contact the Superintendent immediately.

Smoking

This is a smoke free building. Smoking of cigarettes, vaping, and marijuana is strictly prohibited in all condominium common areas as well as parking garage, corridors, elevator and basement rooms for the health and safety of all residents. Smoking and Marijuana Rule is posted in the mailroom for your clarification.

Parking

Parking or idling of vehicles in posted fire/emergency routes is prohibited. Please do not park or idle your vehicle at the top of the garage ramp or at the main entrance.

Seasonal Holiday Decorating

Live Christmas Trees are prohibited in all units, as they pose an increased fire risk to the building. Metallic Christmas Trees should not be adorned with electric lights. Refrain from using any flammable decorations, such as paper chains or popcorn strings. Please refrain from using open flame decorations such as candle or oil lamps. Please ensure your Christmas tree is CSA approved and do not leave them lit when unattended.

Christmas lights are permitted from December 1st to January 31st.

In General

Keep flammable materials away from electric heaters. Eliminate unsafe electrical appliances with frayed cords, octopus plugs etc. . Please ensure that you regularly maintain your smoke detectors, as they are required by law. You should change your smoke detector batteries yearly on your birthday. Familiarize yourself with the building and the location of exits and fire alarms.

By implementing these practices, Hayhurst Village Condominiums can significantly reduce the risk of fire-related incidents and ensure the safety of residents and property.

Noise

All Owners are entitled to the quiet enjoyment of their home. Living close to your neighbours is great for community spirit, however, excessive noise can become a major issue. Please be courteous and mindful of your neighbours and keep noise at a respectable level. Be reminded the noise By-Laws of the City Of Brantford are applicable within the Corporations grounds.

Entrance Key Fobs

The condominium key fob system offers secure access to residents while ensuring the safety of the premises. Each resident is typically provided with a key fob, a small electronic device that grants them entry into the building and common areas. The initial fee for these fobs covers their production and programming, as well as administrative costs associated with managing access permissions. This fee ensures that only authorized individuals have access to the condominium facilities, maintaining a sense of security and privacy for all residents.

Unit Keys

As per the Corporation's Declaration the Board of Directors must ensure that a copy of all unit keys are on file in case Right of Entry needs to be exercised. Accidents do happen and the Board MUST be able to enter a unit if an Owner is unattainable and there is evidence of fire or water damage occurring inside the unit.

Keys to all units are coded and kept in a secure, locked key box. There is no master key for units, so please ensure that Management has a copy of your key for emergency situations. Mailbox keys are not considered a part of the common elements, therefore no mailbox keys are kept on file. If you lose your mailbox key, or did not receive one upon purchasing your unit, please contact a locksmith to have your mailbox rekeyed.

Enterphone System

Our state-of-the-art enterphone system ensures seamless access for residents and their guests. Compatible with both cell and landline numbers, the system simplifies entry management. The system connects the visitor's call to the resident's phone, allowing them to communicate and remotely unlock the entrance if desired, providing a seamless and secure way to manage entry to the building. **Residents simply need to press #9 on their phone keypad to grant access, offering convenience and peace of mind.**

Property Management

Wilson, Blanchard Management Inc. is your Property Management Company. If you have a matter which requires Board review, please submit your comments, suggestions, and/or questions, in writing, to the Property Manager, Randy Rego, RCM. Mr. Rego will then include the above mentioned items on the Agenda for the next board meeting.

Mr. Rego can be reached via the following methods Phone: 877-384-7035 Ext. 161 Fax: 519-620-8558

E-mail: randy.rego@wilsonblanchard.com Regular Mail: 149 Ainslie St. N, Suite 200, Cambridge, ON N1R 3P4

Office Hours Monday to Friday - 9:00 a.m. - 5:00 p.m. Closed on Week-ends and Holidays

The Property Manager works with the Board of Directors and acts on Behalf of the Board of Directors, but does not make decisions for the Board of Directors pertaining to the daily life of the Condominium Corporation. Wilson Blanchard collects Owner information, Common Element Fee payments, sends out mailings, obtains quotes for work to be done, arranges meetings with the Board of Directors, Contractors, etc., provides monthly Management Reports, helps enforce the Rules of the Corporation, processes invoices and receives and resolves complaints from unit Owners as directed by the Board of Directors.



An **Associa**® Company