

Welcome to YRVLCC 968 Information for New Owners

The Board of Directors and all Owners welcome you to the Ballantrae Golf and Country Club Phase 1. Legally we are a Condominium known as York Region Vacant Land Condominium Corporation #968.

1. RESIDENT INFORMATION SHEET

It is imperative for your safety and security that you complete a Resident Information Sheet supplying pertinent information to Property Management. It is also important that this information be kept current. Please advise Property Management of any changes in information. We respectfully request that you complete it and return it to Management at your earliest convenience.

Rest assured that all Resident information is held in the strictest confidence.

2. COMMUNICATIONS

Our primary method of communications is electronic and website based.

Your Corporation has a website that can be accessed at all times <https://www.hotg.ca/condo-1/> with information such as the Corporation's registered documents; Declaration, By-Laws, Rules and much more.

To contact the Board send an e-mail to adam.hassan@fsresidential.com. Further information for individual Board members is located on our Community Website under Condo News.

Property Manager's based communication with homeowners is primarily sent through group email, it is the homeowner's responsibility to make sure that FirstService Residential has your most updated information and email address.

Newsletters are issued periodically. Suggestions, concerns or other correspondence to the Board of Directors via Property Management may be emailed to Property Manager.

3. PROPERTY MANAGEMENT

FIRSTSERVICE RESIDENTIAL has been retained to manage your community. To reach your assigned Manager, **Adam Hassan**, Property Manager at **647.475.4033** or email to adam.hassan@fsresidential.com.

If you require assistance after business hours, please contact the FirstService Residential Customer Care Centre **1.855.244.8854** the operator will know how to contact the on-call manager.

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4. **CORPORATION DOCUMENTS**

Your legal counsel should provide you with your Declaration, By-laws, and Rules when your unit closes. Please contact via email recordrequest.on@fsresidential.com Property Management office if you do not receive a copy. The Board of Directors may institute new rules from time to time and you will be informed in writing.

5. **RULES**

Condominium Owners are not free to make the alterations and changes to their property that they were used to as Owners of freehold property. Please understand that the Directors must, by law, enforce the provisions of the Condominium Act including provisions of the Declaration, By-laws and Rules. For full details see our website [at http://hotg.ca](http://hotg.ca) – **Condo News – Condo 1 968**.

6. **IRRIGATION**

The irrigation system is maintained by the Ballantrae Golf Club which is operated by Porcupine Ltd. Service (commences in May). The contract includes repair and maintenance of the system as well as the regular start up and shut down duties.

If you have any of the following irrigation concerns:

- Irrigation heads not working
- Irrigation head spraying in the wrong direction, require adjustment
- Irrigation head damaged
- Irrigation head malfunction;

or any other irrigation related problems with the coverage of your irrigation system, please contact Porcupine directly at 905-640-6333 ext. 351 or email: info@ballantraegolfclub.com.

Please leave a detailed message including your name, address, telephone number and details of the service you require. Please do not make any adjustments yourself. Under normal weather conditions the irrigation system is programmed to operate at night or early morning and cycles once every few days. The scheduled program will be altered only due to changing weather conditions, repairs or malfunctions in the system, which may warrant a change to the watering schedule.

7. **GARBAGE/RECYCLING**

Garbage is picked up every other Friday by the Municipality. Recycling is picked up every week. Please pay special attention to your green bin, blue box and garbage bags during snow clearing operations and windy weather. Bundle your recycled newspapers and ensure they are secure in your box. Also, we suggest you wait until the morning to put out the plastic garbage bags if they contain food waste, in order to avoid attracting wildlife. Anything left out overnight also effects any night snow cleaning operations.

See the Town of Whitchurch-Stouffville's website [Garbage, Recycling and Composting - Whitchurch-Stouffville \(townofws.ca\)](http://townofws.ca) for all the information on Garbage, Recycling and Composting and changes to the pickup day.

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8. COMMON ELEMENT ASSESSMENT PAYMENTS (CEA)

Upon registration of the Corporation and closing of your unit you will be advised by your lawyer to make arrangements for payment of the Common Element Assessment. Common expense fees are due and payable by the owner to the Corporation on the first (1st) day of each month. The owner is responsible to ensure that the Corporation and/or their property manager receive the funds by the 1st. Owners can make payments in several different ways: issue a series of twelve post-dated cheques to cover the fiscal period, pay by pre-authorized debit from a bank account, or pay the total amount in full in advance.

The Corporation will charge an owner an administration fee for any returned cheques or pre-authorized debits of \$25.00. Pre-authorized debits are cancelled if an owner's payment is returned twice in a row. The owner is then responsible to provide guaranteed funds (certified cheque or money order) for the next six-month period to re-establish a good credit rating. At that time, the pre-authorized debit will be reinstated. Two weeks' notice, prior to the first of the month, is required to start or stop a pre-authorized debit from a bank account.

When an owner fails to make their CEA payment the Corporation must take steps to enforce their lien rights as per the Condominium Act, 1998. A lien is a claim or charge against property for the payment of a debt or obligation. The key provision in the Act is that a lien may be enforced in the same manner as a mortgage. The lien covers not only the unpaid common expenses and interest, but also "all reasonable costs, charges and expenses incurred by the Corporation in connection with the collection or attempted collection of the unpaid amount". The Corporation is obligated to send a "Notice of Lien" known as a Form 14 to all owners prior to registration of the lien. The cost (\$169.50) to send this notice shall be charged to the defaulting owner. To avoid any charges please make your payments as required.

9. INSURANCE

The corporation's Insurance does not cover your unit. We recommend all owners obtain insurance as follows: liability insurance, contents insurance, and property insurance, check with your insurance company for additional coverage.

10. TENANCY OCCUPATION

No Unit shall be occupied under a lease unless, prior to the tenant being permitted to occupy the Unit, the owner shall have delivered to the Corporation a completed Summary of Lease or Renewal as per the condominium Act, 1998.

No lease shall be for a period less than six (6) months without the approval of the Board
No owner shall allow his tenant to sublet his unit to another tenant

All owners shall be responsible for any damage or additional maintenance to the common elements caused by their tenants and will be assessed and charged therefore
The owner shall supply to the Board, his current address and telephone number during the period of occupancy by the tenant.

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11. MAINTENANCE & LANDSCAPING

GROUNDKEEPING AND ROAD REPAIRS: The Spring cleanup: Any lawn damage in the common area or homeowner's property caused by the snow removal equipment will be inspected and repaired. Damaged lawns not caused by snow removal equipment will be at the owner's expense. The inspection and maintenance of common gardens will begin in early summer.

The snow removal equipment used by Melfer Property Maintenance is equipped with a plastic blade cover which aids in reducing potential damage to the interlock or asphalt. A reminder that Melfer or the corporation is not responsible for any damage caused by the snow removal equipment, which may include incidental wear and tear, minor damage, or staining of the interlock or paving; this is clearly outlined in your Corporation Documents.

Melfer Property Maintenance continues to take care of all lawns and gardens in your Corporation. Minor road cracks will be repaired by routing the crack and filling with a tar like substance. More substantial repairs may follow as required.

LANDSCAPING: The Corporation is responsible for grass, trees and/or shrubs on common property. Necessary repairs such as replanting of grass, trees, shrubs, bushes etc. on homeowners individual unit is the financial responsibility of the homeowner. This includes damage caused by pets as well as grass, shrub and/or tree diseases/funguses.

Annuals are permitted in homeowners flower beds but not in Common area beds. Please adhere to your Declaration Rules and Regulations regarding lawn ornaments, lighting etc. Although planting of annuals is permitted, please do not SEED into your tree saucers and gardens as this creates not only a messy appearance but may also be mistaken by the grounds keeping team as sprouting weeds and will be removed.

It is recommended to add soil to your trees and gardens for healthy growth of the plants. Please do not install any bird feeder on Common Element Tree or Garden. The tree saucer or garden bed will NOT be serviced by landscaper if a bird feeder is hanging from the tree or garden.

CONTROLLING WEEDS: Growing a weed-free lawn with thick green grass between your toes doesn't just happen when summer starts. Problematic perennial and biennial weeds are challenging to control because they typically have extensive root systems that can propagate new shoots. Although difficult to eradicate, it is possible to minimize the impact perennial weeds have by eliminating top growth and exhaust the root system. There are weed control products available on the market which may assist you in reducing the weeds on your lawn.

SNOW REMOVAL: Snow removal will begin after an accumulation of a minimum of 2 inches or once the snow has stopped falling if a major snowfall is expected. The contractor shall carry out said responsibilities as a continuous operation and shall be completed within twelve hours from

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the end of snowfall. Melfer has a night watch person on site every evening to monitor when snow ploughing will be necessary. Please note that vehicles parked on the street interfere with snow removal; therefore, please refrain from parking on the street. Driveways with vehicles parked on them will NOT BE PLOUGHED for safety and insurance reasons. Parking in your garage is necessary in the winter but it is appreciated year-round. The contractor is not responsible to return to plough the driveways or areas where vehicles were previously parked.

In regards to ploughing the driveways, the blades used on the ploughs have plastic on the edge; however, they still may leave marks or scratches on the driveways during the snow removal process. This is considered normal wear and tear and the contractor and/or the corporation is not responsible for these damages. Damage to lawns and/or sprinkler heads incurred during snow removal will be repaired by Melfer Property Maintenance in the spring.

WINTER MAINTENANCE BY OWNERS: Ice melt for driveways and walkways is the responsibility of the homeowner. Please remove flower pots, and other objects from your front porch, walkways, and driveways to enable effective snow shoveling. Owners will be responsible should there be any damages to these items.

Please check the window well of your unit. If debris is allowed to build up and the drain becomes blocked, there is a very good chance that this could cause flooding in the basement. Be sure you shut off your outside tap and the one in your garage, for the winter. The main shutoffs are located in your basement. Residents should also inspect their downspouts to ensure they are properly secured to the house.

It is also recommended that patio cedars be wrapped with burlap to prevent winter kill.

12. OTHER INFORMATION

ROUNDBABOUTS: When approaching the traffic circle and seeing another vehicle within same, you must yield to this vehicle. The traffic circles are all “one way” and the traffic must flow in accordance with the arrows in a counter clockwise direction.

SPEED LIMIT ON THE RING ROAD: The speed limit on the Ring Road and in all of BGCC community is 25km per hour. As you drive through Ballantrae be aware of your speed, obey the posted limits and remember that the safety of your neighbour is in your hands.

SIDE STREETS: Drive with caution along side streets and yield to pedestrians as there are no sidewalks. Please drive with caution and remain within the speed limit.

GOLF COURSE AND PONDS: The Golf Course and Ponds are **PRIVATE PROPERTY** and restricted to golfers admitted through the Golf Shop **ONLY** and not a place to take your dog for a walk or run, winter or summer. Entrance to, or use of, any Golf Course property for any other purpose or activity is strictly prohibited and dangerous due to the risk of serious injury from golf

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balls, unfenced ponds and other hazards. Please stay away from the ponds. Ponds are not for walking on or skating as the water level beneath the ice fluctuates and is very unsafe.

GATES/REMOTES: The remotes are universal and will grant you entry at Highway 48, 9th Line and at the Recreation Centre. The number 1 on your remote opens the entrance gates, the number 2 on your remote opens the exit gates. For use at the Recreation Centre, please hold the remote against the reader on the wall.

The gates at the Highway 48 remain open from 6:00 am to 10:00 pm. Please ensure that you have your remote with you when returning between 10:00 pm and 6 am.

The Hwy 48 entranceway has an enter phone system. When friends and family visit the community between 10:00 pm and 6:00 am, they will be required to use this access point and must “buzz” you on the enter phone. The system contains the homeowner’s last names in alphabetical order. The visitor scrolls to the appropriate name and enters that code. This will activate the dialing of your home phone or cell depending on the number you requested at the time. You will push number 9 on your phone and the gate will allow your visitor to enter. Residents may issue their 4 digit code this code to their visitors for the visitor to enter the code directly instead of scrolling through the list of names.

When leaving the subdivision, please proceed slowly past the gates. If there is a car in front of you that is passing through the gates, please wait until the gates have come completely down once again before proceeding. If you try to follow the car ahead of you through the gates without allowing the gate arms to come completely down, the arms may hit your vehicle. Residents should also advise their guests on gate safety.

STREETLIGHT REPAIRS AND MAINTENANCE: Please report any streetlights that are out to the property management office. Repairs are usually done once every quarter or when there are enough lights that are out to make it worth having an electrician come out to the property to perform the repairs

BIRD FEEDERS: One of the most important impacts of feeding birds is that it allows people to feel connected to the natural world and enjoy the pleasure that feeding birds can bring right to our homes. However, bird feeders not only attract many different species of beautiful feathered creatures, but they also attract unwanted pests, such as squirrels, mice and rats, to our neighbourhoods. Squirrels, mice, and rats can invade bird feeders; and they are particularly fond of foraging on the ground for spilled seed and hulls. Birds and rodents both love to eat seeds; so where there’s one, there’s likely to be the other.

DOG OWNERS: A Reminder to all dog owners:

- Please stoop and scoop and dispose of it at your own property.
- This is YOUR dog and please respect your non-dog owner fellow residents.

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- Dogs are to be on a leash at all times, and not running loose behind your house or your neighbours.

Homeowners do not appreciate dogs using their private property to take shortcut or to do their business, it is inconsiderate and also considered trespassing. Cat owners also please ensure your cats do not run loose, and must be supervised when outside your unit. **Your dog must be on a leash while outside your home.** Extendable leashes are not recommended as the pet may extend beyond the owners view and become a safety concern as there are no sidewalks.

OWNER/RESIDENT INFORMATION FORM

The following information is required by the Corporation for the purpose of carrying out the objects and duties of the Corporation in managing the assets on behalf of the owners and shall be used for that purpose only. Please state **NOT APPLICABLE** where necessary.

BUILDING NAME/ CORPORATION NUMBER:					
BUILDING ADDRESS:					
Unit/Suite Number:		Parking Level & Number:		Locker Number:	
OWNER INFORMATION					
1. Owner's Name:					
		First Name		Last Name	
2. Owner's Name:					
		First Name		Last Name	
Address (if different from above):					
Home Phone:		Cell:		Email Address:	
Notices that are required to be given to the owner may be sent by fax, electronic mail or other method of electronic communication. Otherwise no further correspondence will be received electronically. Please check one. YES <input type="checkbox"/> NO <input type="checkbox"/>					
ENTER-PHONE SYSTEM					
1. Enter-phone Name: (16 characters max)					
Enter-phone Number:					
2. Enter-phone Name: (16 characters max)					
Enter-phone Number:					
OCCUPANT / TENANT INFORMATION					
Occupant Names:	1.		Phone:		Email:
	2.		Phone:		Email:
	3.		Phone:		Email:
VEHICLE / BICYCLE / PET INFORMATION					
1. Vehicle Make:		Plate:		Year:	Colour:
2. Vehicle Make:		Plate:		Year:	Colour:
Bicycle Make:			Colour:		
Bicycle Rack Number:					
Pets:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type/Description:		
ALARM INFORMATION					
In-Suite Alarm:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Service Provider:		
Access Card/Fob:		Suite Key:		Garage Remote Number:	
EMERGENCY INFORMATION					
Do you require assistance in an emergency			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Please list the names and any limiting conditions for residents of your unit who, because of a medical, physical or emotional condition, might require special assistance in an emergency or evacuation situation.					
Name:			Assistance Required:		
Name:			Assistance Required:		
In case of Emergency Contact:		Name:		Relationship:	
		Home:		Cell:	
If Unit (suite, parking stall and/or locker) has been leased/rented, complete the Summary of Lease or Renewal attached. (Requirement of the Condominium Act).					

Dated this:		day of		,	
I,				, certify that all the information above is correct.	
	Print Name				

Condominium Act, 1998 - O. Reg. 49.01

SUMMARY OF LEASE OR RENEWAL

(Clause 83 (1) (b) of the Condominium Act, 1998)

BUILDING NAME/ CORPORATION NUMBER:			
BUILDING ADDRESS:			
UNIT/SUITE NUMBER:			
LEASE / SUBLEASE / RENEWAL			
This is to notify you that an original lease, sublease or lease renewal (select one)			
Original Lease:	<input type="checkbox"/>	Sublease:	<input type="checkbox"/>
		Renewal:	<input type="checkbox"/>
Entered into for the following:			
Dwelling	Unit(s):	Level:	
Parking	Unit(s):	Level:	
Locker	Unit(s):	Level:	
TERMS			
Name of individual Lessee(s) or Sub lessee(s)	1.		
	2.		
	3.		
Telephone:		Cell:	
Email:			
COMMENCEMENT DATE (MMM / DD / YYYY):			
EXPIRY DATE (MMM / DD / YYYY):			
RENTAL PAYMENT AMOUNT (MMM / DD / YYYY):	\$	DUE DATE (MMM / DD / YYYY):	
Other Information:			

1. I (We) have provided the above-designated lessee(s)/sub lessee(s) with a copy of the declaration, by-laws and rules of the Condominium Corporation.
2. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (We) will advise you in writing if the above-designated lease/sublease/assignment of lease is terminated.
3. I (We) hereby certify that all information given above is correct.

Dated this:		day of		,		
Print Name of Owner						
Print Name of Owner						
<i>(In the case of a corporation, affix corporate seal or add a statement that the persons signing have the authority to bind the corporation)</i>						
Address:						
Telephone:						